

CITY OF NISSWA
AGENDA - REGULAR COUNCIL MEETING – AS AMENDED
TUESDAY, MAY 21, 2024
7:00 P.M. – NISSWA CITY HALL

**The Council Meeting will also be accessible via YouTube Live on the
City of Nisswa's channel at City of Nisswa, MN**

A. Call to Order

1. Pledge of Allegiance

B. Approve *Amended Agenda* – (Council Motion)

C. Consent Calendar (NOTICE TO PUBLIC) – All matters listed are considered routine by the Council and will all be enacted by one motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion. (Council Motion)

1. Fire Department Report – April 2024
2. Parks and Recreation Report – May 2024
3. Pickle Report – April 2024
4. Spirits Report – April 2024
5. Police Report – May 2024
6. Public Works Department Report – May 2024
7. Presentation of Claims – Check register #153360-153510, totaling \$619,517.77
8. Personnel Updates – May 2024
9. City Council Audit Presentation Meeting Minutes from April 16, 2024
10. Regular City Council Meeting Minutes from April 16, 2024
11. Crow Wing County Board of Appeal & Equalization Meeting Minutes from April 19, 2024
12. Special City Council Meeting Minutes from April 30, 2024
13. Police Donation Resolution – Harms
14. Police Donation Resolution – All Traffic Solutions – Speed Sign
15. LG220 Application – Lakes Area Heroes – June 2, 2024
16. Parks Donation Resolution – Holland – *Addition*
17. Parks Donation Resolution – May 10, 2024, Event at the Pickle – *Addition*

D. OPEN FORUM

1. Public Comment

E. REPORTS

1. City Administrator Monthly Report – May 2024
2. City Attorney
3. City Engineer

F. NEW BUSINESS

1. Update from Chamber re: Freedom Days – Parade, Events, Etc. (Council Motion)
 - a. February 2024 Memo re: Chamber Events – *Addition*
2. Approve Widseth Proposals re: Phase I Environmental, Wetland Delineation, and Survey (Council Motion)
3. Public Works Request to Advertise for Public Works Maintenance Position (Council Motion)
4. 2024-2025 City of Nisswa Liquor License Renewals (Council Motion)

5. Approve MOU for Road Maintenance between City of Nisswa and Crow Wing County (Council Motion)
6. Recommendation from Planning & Zoning re: Downtown Master Plan (Council Motion)
7. Approve 2024 City Council Liaison Assignments – As Amended (Council Motion)
8. Approve 2024 Committee Assignments – As Amended (Council Motion)
9. Memo from City Administrator re: THC and Cannabis Ordinances (Council Discussion)
10. Approve Proposal re: ADA Transition Plan for Public Right-of-Way (Council Motion) – *Addition*
11. Resolution re: Nisswa Land Purchasing Finance Inquiries (Council Motion) – *Addition*
12. Approve Proposal from Duluth Archaeological Center re: Archaeological Survey (Council Motion) - *Addition*

G. OLD BUSINESS

1. Request from Councilmember Zahn re: Employee Recognition Discussion (Council Motion)

H. COUNCIL REPORTS

1. Mayor
2. Council Members

I. ANNOUNCEMENTS & UPCOMING MEETING DATES

- | | |
|------------------|--|
| 1. May 27, 2024 | Memorial Day Holiday – City Offices Closed |
| 2. May 29, 2024 | Public Works Commission Meeting 5:00 PM |
| 3. June 4, 2024 | Parks Commission Meeting 5:00 PM |
| 4. June 6, 2024 | Planning Commission Meeting 6:00 PM |
| 5. June 18, 2024 | City Council Workshop 6:00 PM |
| 6. June 18, 2024 | Regular City Council Meeting 7:00 PM |
| 7. June 19, 2024 | Juneteenth Holiday – City Offices Closed |

J. ADJOURN

Nisswa Fire Report
April 2024

Training this month we did three controlled grass fire burns. 1 at the city sewer fields. 2,3 at Hunt’s Point. The exciting call this month was rescuing a dog from the ice. The dog is fine now, he was stuck in the ice for about an hour before we arrived on scene.

| | |
|-------------|----|
| Ems Calls | 23 |
| Grass Fires | 2 |
| Ice rescue | 1 |
| Total | 26 |

Chief Bailey
218/851-2825

Parks & Recreation

May 2024

1. Department Reports

A. Maintenance and Community Center

- i. Work is ongoing with the ball fields; a new windscreen has been installed as well as new bases
- ii. During heavy rains, water continues to enter the Zamboni garage through the base of the doors and Community Center through the foundation
- iii. Small rocks continue to wash out from behind the boulder rock wall at Pocket Park
- iv. Men's bathroom partition has been damaged repeatedly due to misuse and will need to be replaced
- v. New tables and chairs have arrived at the community center, replacement pickleball nets have been put up

B. Recreation

- i. T-ball and Baseball start May 15th, Soccer ends May 18th
- ii. Registration for summer activities is now open

C. Parks

- i. Gull Lake Trail: We continue to work on land acquisition for the CSAH 77 section while getting a plan in place for the final tasks on the current section. The current section's Legacy grant expires June 30, 2024.
- ii. Between the Lakes Park: The remaining 3,800ft of trail continues to be worked on and the toilet delivery is expected to be in early July.

2. New Business

- A. A Gull Lake Trail ribbon cutting ceremony will take place June 6, 3:30-4:30pm at Pocket Park.

3. Old Business

- A. City Park Planning Update: On May 10th there was a fundraiser at the Pickle Factory for Nisswa City Park updates. The fundraiser brought in \$3,925 contributing to the Nisswa Enrichment Fund. We plan to review fund amounts quarterly.

Respectfully,

Amber Moon Peterson

City Council Report - Pickle Factory April 2024

2023 - % of Sales per Month

| | | | |
|----------|------|-----------|-------|
| January | 6.5% | July | 13.3% |
| February | 6.3% | August | 10.4% |
| March | 6.7% | September | 10.6% |
| April | 6.1% | October | 7.8% |
| May | 8.1% | November | 6.9% |
| June | 9.9% | December | 7.3% |

April Sales Comparison

| | 2023 | 2024 | +/- | % | 2024 Budget | % of Budget | Goal % |
|-------|----------|----------|---------|-------|-------------|-------------|--------|
| Sales | \$92,665 | \$99,376 | \$6,711 | 7.24% | \$1,551,900 | 6.4% | 6.1% |

April Expenses Comparison

| | 2023 | 2024 | +/- | % | 2024 Budget | % of Budget | Goal % |
|------------------------|----------|----------|----------|-------|-------------|-------------|--------|
| Merchandise for Resale | \$24,221 | \$34,261 | \$10,040 | 41.5% | \$460,000 | 7.4% | 6.1% |
| Payroll | \$23,111 | \$23,930 | \$819 | 3.5% | \$274,650 | 8.7% | 6.1% |
| Other Expenditures | \$33,979 | \$41,764 | \$7,785 | 22.9% | \$483,435 | 8.6% | 6.1% |
| Total Expenditures | \$81,310 | \$99,955 | \$18,645 | 22.9% | \$1,218,085 | 8.2% | 6.1% |

| | | |
|-----------------|-----------|------------|
| Profit/Loss | \$11,355 | -\$579 |
| YTD Profit/Loss | -\$25,357 | -\$109,078 |

Keep in mind that this is a snapshot of the year and if you have any questions, please feel free to give me a call.

LAST MONTH REVIEW:

Numbers are up quite a bit over last year - probably due to an early ice out on the lakes and people getting into their cabins earlier than usual. Expenditures are up with purchasing more products in preparation of a busy spring season.

UPCOMING EVENTS:

We are getting geared up for Freedom Days in July. It will be here soon! Bands are already booked and beer trailers are already reserved for that day.

NEWS & NOTES:

I am happy to report that I should be fully staffed for the summer by May 20th. I have employees returning from last year and we are looking forward to another great summer.

EQUIPMENT & REPAIRS:

Repairs on being made on the rooftop furnace & air conditioner. A new compressor has been ordered and will be installed shortly, if not already completed by the time you are reading this.

Terry Wallin, Pickle Manager

Spirits of Nisswa - April 2024 Council Report

2023 - % of Sales per Month

| | | | |
|----------|-------|-----------|-------|
| January | 4.5% | July | 18.9% |
| February | 4.2% | August | 13.9% |
| March | 4.4% | September | 9.7% |
| April | 4.6% | October | 5.8% |
| May | 9.2% | November | 4.9% |
| June | 13.0% | December | 6.9% |

| | 2023 | 2024 | +/- from 2023 | % from 2023 | 2024 Budget | % of Budget | Goal % |
|------------------------|-----------|-----------|---------------|-------------|-------------|-------------|--------|
| April Sales Comparison | \$205,988 | \$214,578 | \$8,590 | 4.17% | \$4,482,526 | 4.79% | 4.6% |

| | 2023 | 2024 | +/- from 2022 | % | 2024 Budget | % of Budget | Goal % |
|----------------------|-----------|-----------|---------------|---|-------------|-------------|--------|
| YTD Sales Comparison | \$802,236 | \$797,499 | -\$4,737 | | \$4,482,526 | 17.79% | 13.1% |

| | 2023 | 2024 | +/- from 2022 | % | 2024 Budget | % of Budget | Goal % |
|--|-------------|-------------|---------------|-------|-------------|-------------|--------|
| Merchandise for Resale | \$149,812 | \$175,759 | \$25,947 | 17.3% | \$2,948,473 | 6.0% | 4.6% |
| Payroll | \$32,731 | \$32,026 | \$7,453 | 22.8% | \$476,652 | 6.7% | 8.33% |
| Capital Outlay Expenditure Transferred in January | | \$44,000 | | | | | |
| City Transfer Expenditure in January | \$225,000 | \$245,000 | | | | | |
| April Expenditures | \$229,624 | \$258,735 | \$29,111 | 12.7% | \$4,212,129 | 6.1% | 4.6% |
| YTD Total Expenditures | \$1,030,354 | \$1,066,443 | \$36,089 | 3.5% | \$4,212,129 | 25.3% | 24.99% |

| | 2023 | 2024 |
|--------------|------------|------------|
| April Profit | -\$23,635 | -\$44,156 |
| YTD Profit | -\$228,118 | -\$268,944 |

Due to the absence of significant snow fall and ice accumulation for fishing during the early part of the year, our sales and profit figures have remained relatively stable compared to the previous year sales and profit numbers.

We will continue monitoring market trends and making strategic adjustments as needed.

Thank you for your ongoing support to the liquor department.

Brian Farrell

Nisswa Police Department

May 2024 Council Report

Prepared by Chief Craig Taylor

"Courage is not the absence of fear, but the triumph over it. The brave man is not he who does not feel afraid, but he who conquers that fear." — Nelson Mandela

EVENTS:

- **Nisswa Police Involvement in Crowd and Traffic Control for the Brainerd Jaycees Run for the Lakes. No issues were noted.**

The Run for the Lakes is a significant event that attracts numerous participants and spectators to our community, contributing positively to our local economy and community spirit. Recognizing the importance of this event, the Nisswa Police Department has committed to providing essential services in crowd management and traffic control.

Our officers were strategically positioned along the race route and key intersections to ensure a safe environment for both the runners and the public. The deployment focused on:

1. **Traffic Management:** Ensuring that traffic detours and road closures are managed efficiently to minimize inconvenience to residents and businesses while safeguarding the participants and spectators of the event.
 2. **Crowd Control:** Assisting in maintaining order, providing directions, and ensuring that safety protocols are followed by all attendees.
 3. **Emergency Response Preparedness:** Having a rapid response strategy in place for any incidents or emergencies that may arise during the event.
- **Attendance of Chief Taylor and Sgt. Szymanski at the Minnesota Chiefs of Police Convention**

I am pleased to report on the recent participation of Chief Taylor and Sergeant Szymanski at the Minnesota Chiefs of Police Convention. This annual event is a crucial gathering for law enforcement executives across the state, focusing on leadership development, strategic policing, and public safety innovations. The convention featured a series of workshops, keynote addresses, and panel discussions on various topics pertinent to modern policing challenges, including community engagement, technology use in law enforcement, and mental health awareness. Both Chief Taylor and Sergeant Szymanski had the opportunity to engage with peers, share best practices, and gain insights from leaders in the field.

- **Fraud Investigation**

On April 29th, 2024, Nisswa Police received a report of scam/fraud resulting in the loss of approximately \$19,000. The victim reported applying for a loan through a website found through a Google search. The victim was subsequently contacted by a “representative” of the loan company and was advised she would receive funds in excess of the requested loan amount.

The victim was instructed to deposit these funds into her bank account and return the funds to the loan company through a money application and gift cards. The victim complied with the “representative” of the loan company, resulting in approximately \$19,000 in loss that the victim will be civically liable for.

Nisswa Police have been working the case and to-date has tied the case to an organized crime syndicate that appears to be operating out of the State of Texas. NPD will continue the investigation and will follow up with law enforcement agencies in Texas and other jurisdictions as needed to attempt to hold the culprits in this crime accountable for their actions.

- **Grant Award (All Traffic Solutions Shield 12 Radar Sign)**

The Nisswa Police Department was awarded portable radar speed signs. The sign is a battery-operated speed display unit. The sign is capable of recording traffic data and can be moved to differed locations. There are no costs to the city. No installation requirements are needed. **See attached and Council action required.**

- **Department TAC (Terminal Agency Coordinator) Training**

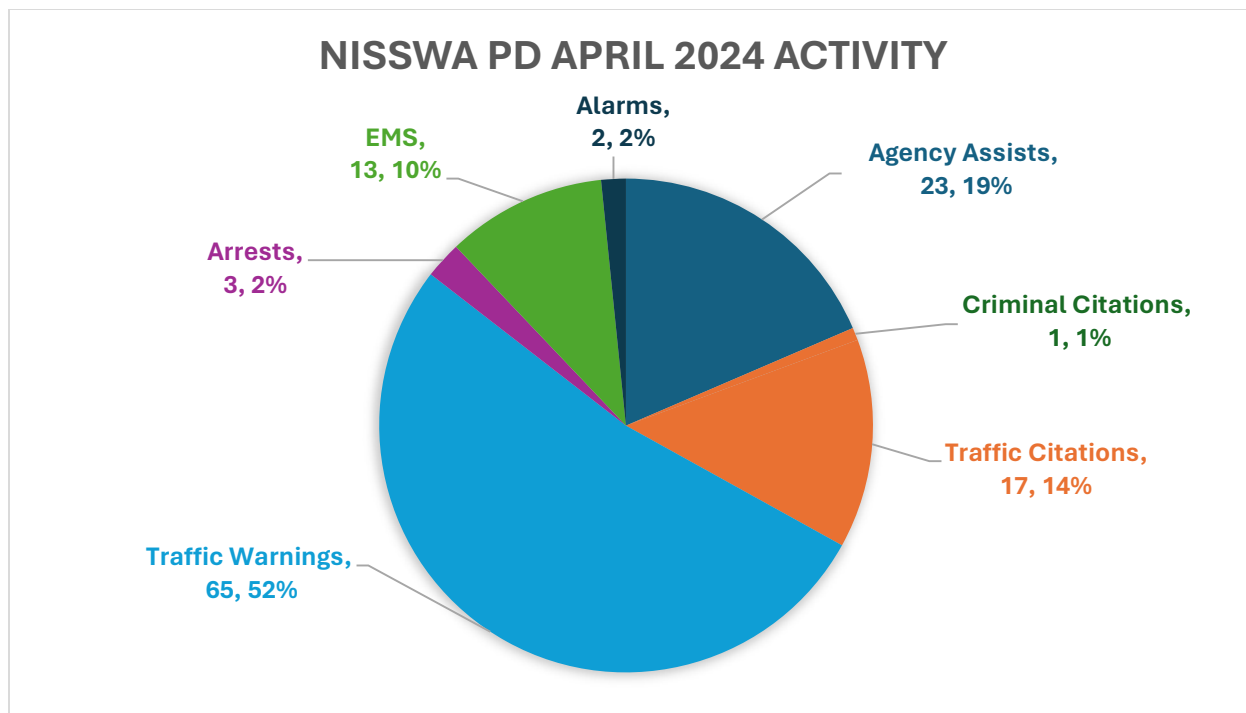
Our administrative assistant, Janele, recently attended the BCA's TAC Workshop to learn more about her responsibilities and duties as the Nisswa Police Department's TAC. In this role, Janele will serve as a liaison between the Nisswa Police Department and the BCA on matters related to FBI and BCA information access. More specifically, Janele will oversee the police department's audit process, manage user accounts and certifications, and ensure CJDN (Criminal Justice Data Communications Network) policies and procedures are followed.

- **Crime Statistics**

For April 2024, the NPD documented the following activities:

- **Total Incidents Reported:** 124
 - Agency Assists: 23
 - Criminal Citations: 1
 - Traffic Citations: 17
 - Traffic Warnings: 65

- Arrests: 3
- EMS: 13
- Alarms: 2



Public Works Council Report May 13, 2024

Recommendation and Action Items

- 1) **Maintenance Tech Hire.** We are looking for permission to advertise for the Maintenance Tech position we budgeted for 2024. Look for more information in the Council packet.

Current Projects Status'

- 1) **2025 Road Bond.** Mike Wagener is working with Nelson Sanitation on sewer main televising for this project, which began last week. We were hoping to pave Sumac Trail and Lendee Drive in 2024. Logistics to start the project this year are not going to work, so paving these two roads will be worked back into the 2025 road bond.
- 2) **2026 Road Bond.** This is part of the original 2025 Road Bond project. We are dividing the original project into parts: Part 1 in 2025 will be roads with low levels of engineering and citizen input are required and Part 2 in 2026 will be roads with greater engineering needed and with larger expected citizen/property owner input.
- 3) **Backage Roads.** No new information during April.
- 4) **City Water System.** No new information during April.
- 5) **Drop Off Recycling Site Project.** The site has been dismantled and all dumpsters have been removed. Grass will be planted on the site this month.

Operations Reports

Maintenance, Mike Deck

- 1) We repaired manholes from winter plow damage.
- 2) We completed our spring street sweeping.
- 3) We repaired road shoulders from winter plow damage.
- 4) We removed road restriction signage.
- 5) We mixed our remaining Salt/Sand for upcoming plow season.
- 6) We completed various vehicle repairs as needed.
- 7) We assisted the Wastewater department with spray field cleanup.
- 8) We assembled all the new Pickle patio chairs.
- 9) We changed out 57 garbage bags in downtown.
- 10) We prepared equipment for the removal of recycling area.

Sewer, Mike Deck for Mike Wagener

- 1) With the help of the Nisswa Fire Department and Minnesota DNR Forestry, we had our 1st burn off ever to prepare for the 2025 spray irrigation season. We burned off 60 acres of our 75 acres of field to ready more acres for haying. In the past we were able to hay approximately 10 acres leaving 65 acres to mow by Nisswa staff. With this we hope to increase the acres that others can hay while reducing staff hours spent mowing.
- 2) The Wastewater Treatment Plant has been season readied for the 2025 spray irrigation season. This year's discharge goal is 50 million gallons of treated wastewater with our spray season to begin in May this year just as soon as things dry up a bit.

FYI

- 1) THIS IS A BIG ONE. WE FINALLY GOT GRAND VIEW TO AGREE TO TERMS TO PAY CONNECTION FEES THAT ARE DUE ON THE HOTEL, REC CENTER, AND POOLS! We will be collecting a total of \$229,400, in \$45,880 annual payments, for the next 5 years. The 1st installment is scheduled to be paid July 1st, 2024.
- 2) Concrete apron and bollards were replaced on the east side of the firehall this week. The bollards had metal sleeves that had rusted away and ice melting salt had deteriorated the concrete to the point the bollards were falling over. Bollard sleeves are now plastic to hopefully be more weather resistant.

- 3) Tom will be completing the annual Road Maintenance Survey during May.
- 4) Just as a reminder, I have included a copy of the Engineering Warrants the Council adopted in 2018 in this packet. This will give you a better idea of when we use engineering on construction projects and what that service should cost. I am working on an update that will be coming to the Council for approval, probably in June.
- 5) We have hired three seasonal employees again this year. One is a returning member of the staff from last year, Eli Halgren, a college freshman. The other two, Ryan Fritz of Breezy Point is a graduating Pequot Lakes senior, and Jack Boshee, a college sophomore. He is a cousin to Allysa Boshee, who served as a gardener for us last year. Jack will fill the role of the gardener for us this year as Allysa has taken a full-time job at a green house in the Cities. If you come across any of these fine young folks, please welcome them.
- 6) The next Public Works Committee meeting is planned for May 29th at 5 pm.

Thank you,

Thomas Blomer
Public Works Director
City of Nisswa

Engineering Warrants Guidelines

City of Nisswa

Adopted by City Council 10/17/18

In order to be consistent as to when it is necessary for the City of Nisswa to hire an engineer for design or observation of road projects, the following are warrants for doing so.

1. There is a sewer main installation.
2. Cost of the project is greater than \$100,000 or other bid requirement exists.
3. There are right of way issues that have to be straightened out.
4. There is right of way that has to be purchased to complete the project.
5. Field surveying is required or deemed necessary for the project.
6. There are ADA concerns.
7. There are subgrade corrections necessary.
8. There are other utilities such as gas or water that have to be moved.
9. There is a bridge that has to be installed.
10. The project is using county, state or federal funds in whole or in part.
11. There is water main or fire protection to be installed.
12. Road is new construction, not repairs/resurfacing.
13. Project is being coordinated with other agencies such as the County or the State.
14. A bicycle or multi-use trail is being added to the road.
15. Storm water is being transported off of City property/Right of Way.
16. Significant drainage improvements are necessary.
17. Underground storm sewer is to be installed.
18. Street lighting is to be installed.
19. Traffic control will be altered. (Example, a traffic signal will be installed in place of a 4-way stop).
20. Bonding is needed to pay for the project (whether required or discretionary).
21. There are safety issues that should be considered.

*This is only a partial list of potential warrants. Other project specific circumstances may require engineering.

** As a guide, depending on complexity, engineering costs typically range from 8 to 15%, or \$8-15,000 per \$100,000 of project costs.***

CITY OF NISSWA

Check Listing for Council
Check Issue Dates: 4/1/2024 - 4/30/2024

Page: 1
May 01, 2024 10:50AM

| Check Issue Date | Check Number | Payee | Amount |
|------------------|--------------|--|-----------|
| 04/01/2024 | 153360 | SCHAEFERS OF NISSWA LIMITED | 8,923.40 |
| 04/02/2024 | 153361 | ARTISAN BEER COMPANY | 2,322.90 |
| 04/02/2024 | 153362 | BERNICKS | 13,387.42 |
| 04/02/2024 | 153363 | BOBCAT OF BRAINERD | 290.21 |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRITS | 9,405.06 |
| 04/02/2024 | 153365 | C & L DISTRIBUTING | 14,547.10 |
| 04/02/2024 | 153366 | CODY JOSEPH LENDWAY | 280.00 |
| 04/02/2024 | 153367 | INNOVATIVE OFFICE SOLUTIONS LLC | 107.49 |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY INC | 25,687.20 |
| 04/02/2024 | 153369 | LEAGUE OF MINNESOTA CITIES | 275.00 |
| 04/02/2024 | 153370 | LEAGUE OF MN CITIES INSURANCE TRUST | 99,689.00 |
| 04/02/2024 | 153371 | LEARNING FIREARMS | 600.00 |
| 04/02/2024 | 153372 | MACQUEEN EQUIPMENT, LLC | 178.66 |
| 04/02/2024 | 153373 | MINNESOTA CHIEFS OF POLICE ASSOC | 212.00 |
| 04/02/2024 | 153374 | MINNESOTA DNR - OMB | 1,253.64 |
| 04/02/2024 | 153375 | MINNESOTA POWER | 1,702.08 |
| 04/02/2024 | 153376 | MPCA ATTN: FISCAL -6 | 390.00 |
| 04/02/2024 | 153377 | NISSWA AUTOMOTIVE, INC. | 195.91 |
| 04/02/2024 | 153378 | NISSWA HARDWARE LLC | 212.70 |
| 04/02/2024 | 153379 | NORTHLAND FIRE PROTECTION LLC | 585.48 |
| 04/02/2024 | 153380 | OLD DUTCH FOODS, INC. | 47.36 |
| 04/02/2024 | 153381 | PEOPLES SECURITY COMPANY INC | 38.64 |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | 9,836.19 |
| 04/02/2024 | 153383 | PRATT'S AFFORDABLE EXCAVATING, INC. | 28,741.00 |
| 04/02/2024 | 153384 | R & J BROADCASTING, INC. | 500.00 |
| 04/02/2024 | 153385 | SCR NORTHERN | 315.00 |
| 04/02/2024 | 153386 | SMALL LOT MN, LLC | 1,402.46 |
| 04/02/2024 | 153387 | STREICHER'S, INC. | 504.97 |
| 04/02/2024 | 153388 | TEAMSTERS JOINT COUNCIL 32 HEALTH FUND | 1,589.00 |
| 04/02/2024 | 153389 | VERIZON | 190.05 |
| 04/02/2024 | 153390 | VIKING COCA COLA BOTTLING CO. | 1,229.85 |
| 04/02/2024 | 153391 | WEX BANK | 2,856.18 |
| 04/02/2024 | 153392 | XCEL ENERGY | 2,134.98 |
| 04/08/2024 | 153393 | AMERICAN WELDING & GAS INC | 153.37 |
| 04/08/2024 | 153394 | ARAMARK UNIFORM & CAREER APPAREL GROUP | 423.66 |
| 04/08/2024 | 153395 | BATTERIES PLUS | 439.98 |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | 8,730.27 |
| 04/08/2024 | 153397 | CODY JOSEPH LENDWAY | 240.00 |
| 04/08/2024 | 153398 | CONFITREK INC | 672.00 |
| 04/08/2024 | 153399 | CROW WING COUNTY LAND SERVICES | 352.00 |
| 04/08/2024 | 153400 | CROW WING COUNTY SHERIFFS DEPT | 350.00 |
| 04/08/2024 | 153401 | CULLIGAN WATER CONDITIONING | 44.00 |
| 04/08/2024 | 153402 | D & D BEVERAGE LLC | 11,695.06 |
| 04/08/2024 | 153403 | DIAMOND INDUSTRIAL CLEANING EQUIPMENT | 120.00 |
| 04/08/2024 | 153404 | FORUM COMMUNICATIONS CO | 725.00 |
| 04/08/2024 | 153405 | GLS PROMOTIONS | 100.00 |
| 04/08/2024 | 153406 | GOPHER STATE ONE-CALL, INC | 8.10 |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | 3,476.53 |
| 04/08/2024 | 153408 | HEGGIES PIZZA LLC | 362.65 |
| 04/08/2024 | 153409 | MADISON NATIONAL LIFE INSURANCE CO INC | 1,605.11 |
| 04/08/2024 | 153410 | METRO SALES, INC. | 955.52 |
| 04/08/2024 | 153411 | NAPA AUTO PARTS BAXTER | 277.85 |
| 04/08/2024 | 153412 | NORTHLAND FROZEN PIZZA INC | 315.95 |
| 04/08/2024 | 153413 | PAUL BUNYAN ICE | 440.00 |
| 04/08/2024 | 153414 | SCHAEFERS FOODS | 345.08 |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | 20,100.60 |
| 04/08/2024 | 153416 | SUPERIOR MECHANICAL | 271.50 |

M = Manual Check, V = Void Check

| Check Issue Date | Check Number | Payee | Amount |
|------------------|--------------|--|------------|
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | 1,749.12 |
| 04/08/2024 | 153418 | US BANK | 550.00 |
| 04/08/2024 | 153419 | VERIZON | 488.82 |
| 04/08/2024 | 153420 | WASTE PARTNERS INC | 3,883.27 |
| 04/08/2024 | 153421 | WINE MERCHANTS | 3,443.93 |
| 04/18/2024 | 153422 | AMAZON CAPITAL SERVICES | 494.68 |
| 04/18/2024 | 153423 | AMERICAN PRESSURE NORTH | 57.00 |
| 04/18/2024 | 153424 | AMERICAN WELDING & GAS INC | 43.71 |
| 04/18/2024 | 153425 | ARTISAN BEER COMPANY | 918.42 |
| 04/18/2024 | 153426 | BERNICKS | 6,658.16 |
| 04/18/2024 | 153427 | BILLS GUN SHOP & RANGE BRAINERD INC | 200.00 |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRITS | 13,481.84 |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | 18,195.80 |
| 04/18/2024 | 153430 | CHAS J GRILLO | 1,800.00 |
| 04/18/2024 | 153431 | CITY OF PEQUOT LAKES | 120.00 |
| 04/18/2024 | 153432 | CODY JOSEPH LENDWAY | 280.00 |
| 04/18/2024 | 153433 | CROW WING AUTO BODY INC. | 110.00 |
| 04/18/2024 | 153434 | CTC | 1,294.76 |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | 16,267.65 |
| 04/18/2024 | 153436 | EVA FAIRCLOTH | 100.00 |
| 04/18/2024 | 153437 | FINKEN WATER INC | 89.98 |
| 04/18/2024 | 153438 | FORESTEDGE WINERY | 138.00 |
| 04/18/2024 | 153439 | GINA GAZELKA | 100.00 |
| 04/18/2024 | 153440 | GLS PROMOTIONS | 736.00 |
| 04/18/2024 | 153441 | HEGGIES PIZZA LLC | 1,112.85 |
| 04/18/2024 | 153442 | HOLDEN ELECTRIC CO., INC | 1,403.69 |
| 04/18/2024 | 153443 | INITATIVE FOUNDATION - 446122 | 1,845.00 |
| 04/18/2024 | 153444 | IP NETWORKS, INC. | 155.00 |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY INC | 6,840.47 |
| 04/18/2024 | 153446 | MEDICA INSURANCE COMPANY | 24,623.14 |
| 04/18/2024 | 153447 | MINNESOTA MUNICIPAL BEVERAGE ASSOCIATION | 759.00 |
| 04/18/2024 | 153448 | MINNESOTA POWER | 533.44 |
| 04/18/2024 | 153449 | MINNESOTA RURAL WATER ASSOC. | 100.00 |
| 04/18/2024 | 153450 | NCPERS GROUP LIF INS. | 32.00 |
| 04/18/2024 | 153451 | NISSWA FIRE DEPARTMENT | 114,314.00 |
| 04/18/2024 | 153452 | NISSWA FIREMENS RELIEF | 5,835.00 |
| 04/18/2024 | 153453 | PEPSI-COLA CO. | 140.63 |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | 6,163.99 |
| 04/18/2024 | 153455 | SIGNATURE CONCEPTS INC | 2,329.31 |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | 10,143.04 |
| 04/18/2024 | 153457 | STREICHER'S, INC. | 576.65 |
| 04/18/2024 | 153458 | THE WAGON LLC DBA HONEY WAGON | 855.00 |
| 04/18/2024 | 153459 | THE WINE COMPANY | 322.85 |
| 04/18/2024 | 153460 | ULINE, INC | 786.26 |
| 04/18/2024 | 153461 | VINOCOPIA INC | 1,061.48 |
| 04/18/2024 | 153462 | WIDSETH SMITH NOLTING AND ASSOCIATES INC | 10,984.75 |
| 04/18/2024 | 153463 | WINEBOW INC | 1,044.23 |
| 04/18/2024 | 153464 | XTONA | 2,779.50 |
| 04/23/2024 | 153465 | AFLAC | 378.92 |
| 04/23/2024 | 153466 | BUREAU OF CRIM. APPREHENSION | 75.00 |
| 04/23/2024 | 153467 | CODY JOSEPH LENDWAY | 280.00 |
| 04/23/2024 | 153468 | CROW WING COOPERATIVE POWER & LIGHT CO | 210.89 |
| 04/23/2024 | 153469 | DALLMAN SIGNS | 1,300.00 |
| 04/23/2024 | 153470 | INNOVATIVE OFFICE SOLUTIONS LLC | 512.53 |
| 04/23/2024 | 153471 | LEAGUE OF MN CITIES INSURANCE TRUST | 2,915.02 |
| 04/23/2024 | 153472 | MINNESOTA POWER | 9,444.81 |
| 04/23/2024 | 153473 | NORTHLAND FROZEN PIZZA INC | 548.80 |

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| 04/23/2024 | 153474 | S-N-K CAR WASH & OIL CHANGE | 108.52 |
| 04/23/2024 | 153475 | SUPERIOR MECHANICAL | 231.50 |
| 04/23/2024 | 153476 | SYSO WESTERN MINNESOTA, INC | 3,655.84 |
| 04/23/2024 | 153477 | U.S. BANK EQUIPMENT FINANCE | 428.57 |
| 04/23/2024 | 153478 | VIKING COCA COLA BOTTLING CO. | 1,182.37 |
| 04/25/2024 | 153479 | BUREAU OF CRIM. APPREHENSION | 90.00 |
| 04/29/2024 | 153480 | ARAMARK UNIFORM & CAREER APPAREL GROUP | 423.66 |
| 04/29/2024 | 153481 | C & L DISTRIBUTING | 5,150.20 |
| 04/29/2024 | 153482 | CENTRAL MCGOWAN | 63.35 |
| 04/29/2024 | 153483 | CITY OF BRAINERD | 4,148.25 |
| 04/29/2024 | 153484 | CODY JOSEPH LENDWAY | 280.00 |
| 04/29/2024 | 153485 | COLLINS BROTHERS TOWING OF ST., IN | 85.00 |
| 04/29/2024 | 153486 | CROW WING COUNTY HIGHWAY DEPT | 938.73 |
| 04/29/2024 | 153487 | CROW WING COUNTY SHERIFFS DEPT | 3,965.00 |
| 04/29/2024 | 153488 | DELTA DENTAL | 1,098.94 |
| 04/29/2024 | 153489 | DTM FLEET SERVICES LLC | 237.50 |
| 04/29/2024 | 153490 | FIDELITY SECURITY LIFE - ATTN: A/R | 63.42 |
| 04/29/2024 | 153491 | GAMMELLO - PEARSON, PLLC | 3,025.20 |
| 04/29/2024 | 153492 | LAKES PRINTING INC OF BRAINERD | 164.35 |
| 04/29/2024 | 153493 | LANDWERX LLC | 5,400.00 |
| 04/29/2024 | 153494 | MADISON NATIONAL LIFE INSURANCE CO INC | 1,605.11 |
| 04/29/2024 | 153495 | MIDWEST MACHINERY CO. | 56.28 |
| 04/29/2024 | 153496 | MINNESOTA POWER | 96.55 |
| 04/29/2024 | 153497 | MINNESOTA PUBLIC EMPLOYEES ASSOC. | 408.00 |
| 04/29/2024 | 153498 | MIRACLE RECREATION EQUIP COMPA, INC | 388.61 |
| 04/29/2024 | 153499 | NAPA AUTO PARTS BAXTER | 341.49 |
| 04/29/2024 | 153500 | OLD DUTCH FOODS, INC. | 91.28 |
| 04/29/2024 | 153501 | PAUL BUNYAN ICE | 204.60 |
| 04/29/2024 | 153502 | RITE ENTERPRISES, INC | 1,801.75 |
| 04/29/2024 | 153503 | SCHLENNER WENNER & CO | 9,350.00 |
| 04/29/2024 | 153504 | TAPES PLUS ADVERTISING | 240.00 |
| 04/29/2024 | 153505 | TEAMSTERS JOINT COUNCIL 32 HEALTH FUND | 7,945.00 |
| 04/29/2024 | 153506 | TEAMSTERS LOCAL UNION #346 | 377.00 |
| 04/29/2024 | 153507 | VERIZON | 383.12 |
| 04/29/2024 | 153508 | WINE MERCHANTS | 488.72 |
| 04/29/2024 | 153509 | XCEL ENERGY | 1,498.31 |
| 04/30/2024 | 153510 | DRIVER & VEHICLE SERVICES | 58.00 |
| Grand Totals: | | | 619,517.77 |

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| CARDMEMBER SERVICES | | | | | | |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | COMPUTER | 1,406.60 | 122-41940-570 | CR:GOVT OFFICE EQUIPMENT |
| Total CARDMEMBER SERVICES: | | | | 1,406.60 | | |
| US BANK | | | | | | |
| 04/08/2024 | 153418 | US BANK | MN GO CAPITAL IMP BOND 2013A | 550.00 | 327-41940-620 | GO CAP IMP DEBT SERV: FIS AGT |
| Total US BANK: | | | | 550.00 | | |
| Total : | | | | 1,956.60 | | |

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| COMMUNITY CENTER | | | | | | |
| COMMUNITY CENTER REFUND | | | | | | |
| 04/18/2024 | 153436 | EVA FAIRCLOTH | SECURITY DEPOSIT REFUND | 100.00 | 220-41940-810 | CC REFUNDS & REIMBURSEMENTS |
| 04/18/2024 | 153439 | GINA GAZELKA | SECURITY DEPOSIT REFUND | 100.00 | 220-41940-810 | CC REFUNDS & REIMBURSEMENTS |
| 04/18/2024 | 153449 | MINNESOTA RURAL WATER ASSOC. | SECURITY DEPOSIT REFUND | 100.00 | 220-41940-810 | CC REFUNDS & REIMBURSEMENTS |
| Total COMMUNITY CENTER REFUND: | | | | 300.00 | | |
| CTC | | | | | | |
| 04/18/2024 | 153434 | CTC | COMM CENTER INTERNET | 26.25 | 220-41940-320 | CC COMMUNICATION |
| Total CTC: | | | | 26.25 | | |
| FORUM COMMUNICATIONS CO | | | | | | |
| 04/08/2024 | 153404 | FORUM COMMUNICATIONS CO | WEDDINGS NORTH 2024 | 362.50 | 220-41940-340 | CC ADVERTISING |
| Total FORUM COMMUNICATIONS CO: | | | | 362.50 | | |
| MINNESOTA POWER | | | | | | |
| 04/23/2024 | 153472 | MINNESOTA POWER | 25628 MAIN ST COMMUNITY CENTER | 314.88 | 220-41940-380 | CC UTILITY SERVICES |
| Total MINNESOTA POWER: | | | | 314.88 | | |
| WASTE PARTNERS INC | | | | | | |
| 04/08/2024 | 153420 | WASTE PARTNERS INC | GARBAGE - COMM. CENTER | 213.10 | 220-41940-437 | CC OTHER/SALES TAX |
| Total WASTE PARTNERS INC: | | | | 213.10 | | |
| XCEL ENERGY | | | | | | |
| 04/02/2024 | 153392 | XCEL ENERGY | COMMUNITY CENTER | 207.25 | 220-41940-380 | CC UTILITY SERVICES |
| 04/29/2024 | 153509 | XCEL ENERGY | COMMUNITY CENTER | 153.64 | 220-41940-380 | CC UTILITY SERVICES |
| Total XCEL ENERGY: | | | | 360.89 | | |
| Total COMMUNITY CENTER: | | | | 1,577.62 | | |

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| FIRE DEPARTMENT | | | | | | |
| AMAZON CAPITAL SERVICES | | | | | | |
| 04/18/2024 | 153422 | AMAZON CAPITAL SERVICES | RECOVERY KIT | 494.68 | 210-42210-220 | FD REPAIR & MAINTENANCE SUPPLI |
| Total AMAZON CAPITAL SERVICES: | | | | 494.68 | | |
| AMERICAN PRESSURE NORTH | | | | | | |
| 04/18/2024 | 153423 | AMERICAN PRESSURE NORTH | LANDA GAN | 57.00 | 210-42210-400 | FD REPAIRS & MAINT - CONTRA |
| Total AMERICAN PRESSURE NORTH: | | | | 57.00 | | |
| CARDMEMBER SERVICES | | | | | | |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | STETHOSCOPE | 460.64 | 210-42210-240 | FD SMALL TOOLS & MINOR EQUIP |
| Total CARDMEMBER SERVICES: | | | | 460.64 | | |
| CTC | | | | | | |
| 04/18/2024 | 153434 | CTC | FIRE DEPT INTERNET | 26.25 | 210-42210-320 | FD COMMUNICATION |
| Total CTC: | | | | 26.25 | | |
| LEAGUE OF MN CITIES INSURANCE TRUST | | | | | | |
| 04/02/2024 | 153370 | LEAGUE OF MN CITIES INSURANCE TRUST | WORK COMP FIRE | 8,949.00 | 210-42210-150 | FD WORKER'S COMPENSATION |
| Total LEAGUE OF MN CITIES INSURANCE TRUST: | | | | 8,949.00 | | |
| MACQUEEN EQUIPMENT, LLC | | | | | | |
| 04/02/2024 | 153372 | MACQUEEN EQUIPMENT, LLC | MSA G1 SPEC KIT D2 | 178.66 | 210-42210-240 | FD SMALL TOOLS & MINOR EQUIP |
| Total MACQUEEN EQUIPMENT, LLC: | | | | 178.66 | | |
| METRO SALES, INC. | | | | | | |
| 04/08/2024 | 153410 | METRO SALES, INC. | COLOR COPIES FIRE | 7.62 | 210-42210-220 | FD REPAIR & MAINTENANCE SUPPLI |
| Total METRO SALES, INC.: | | | | 7.62 | | |
| MINNESOTA DNR - OMB | | | | | | |
| 04/02/2024 | 153374 | MINNESOTA DNR - OMB | 6 BACKPACK PUMPS | 1,253.64 | 210-42210-240 | FD SMALL TOOLS & MINOR EQUIP |

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| Total MINNESOTA DNR - OMB: | | | | 1,253.64 | | |
| MINNESOTA POWER | | | | | | |
| 04/23/2024 | 153472 | MINNESOTA POWER | 25636 MAIN ST FIRE HALL | 455.04 | 210-42210-380 | FD UTILITY SERVICES |
| Total MINNESOTA POWER: | | | | 455.04 | | |
| NAPA AUTO PARTS BAXTER | | | | | | |
| 04/08/2024 | 153411 | NAPA AUTO PARTS BAXTER | JUMP STARTER, EXT CORD | 277.85 | 210-42210-220 | FD REPAIR & MAINTENANCE SUPPLI |
| 04/29/2024 | 153499 | NAPA AUTO PARTS BAXTER | ADAPTER | 10.98 | 210-42210-210 | FD OPERATING SUPPLIES |
| Total NAPA AUTO PARTS BAXTER: | | | | 288.83 | | |
| NISSWA HARDWARE LLC | | | | | | |
| 04/02/2024 | 153378 | NISSWA HARDWARE LLC | GLASS CLEANER, CRIMPING TOOL, BEVEL, SCRE | 74.45 | 210-42210-220 | FD REPAIR & MAINTENANCE SUPPLI |
| Total NISSWA HARDWARE LLC: | | | | 74.45 | | |
| VERIZON WIRELESS | | | | | | |
| 04/02/2024 | 153389 | VERIZON | FIRE DEPARTMENT CELL/TABLET SERVICE | 190.05 | 210-42210-320 | FD COMMUNICATION |
| Total VERIZON WIRELESS: | | | | 190.05 | | |
| WEX BANK | | | | | | |
| 04/02/2024 | 153391 | WEX BANK | FUEL - FIRE | 673.17 | 210-42210-210 | FD OPERATING SUPPLIES |
| Total WEX BANK: | | | | 673.17 | | |
| XCEL ENERGY | | | | | | |
| 04/02/2024 | 153392 | XCEL ENERGY | FIRE DEPARTMENT | 408.80 | 210-42210-380 | FD UTILITY SERVICES |
| 04/29/2024 | 153509 | XCEL ENERGY | FIRE DEPARTMENT | 244.74 | 210-42210-380 | FD UTILITY SERVICES |
| Total XCEL ENERGY: | | | | 653.54 | | |
| Total FIRE DEPARTMENT: | | | | 13,762.57 | | |

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| GENERAL FUND | | | | | | |
| AFLAC | | | | | | |
| 04/23/2024 | 153465 | AFLAC | AFLAC PREMIUMS | 378.92 | 100-22001 | AFLAC |
| Total AFLAC: | | | | 378.92 | | |
| BILLS GUN SHOP & RANGE BRAINERD INC | | | | | | |
| 04/18/2024 | 153427 | BILLS GUN SHOP & RANGE BRAINERD INC | RANGE PASS | 200.00 | 100-42110-210 | OPERATING SUPPLIES |
| Total BILLS GUN SHOP & RANGE BRAINERD INC: | | | | 200.00 | | |
| BOBCAT OF BRAINERD | | | | | | |
| 04/02/2024 | 153363 | BOBCAT OF BRAINERD | TRANS FLUID, FILTER | 290.21 | 100-43140-220 | REPAIR & MAINTENANCE SUPPLIES |
| Total BOBCAT OF BRAINERD: | | | | 290.21 | | |
| BUREAU OF CRIM. APPREHENSION | | | | | | |
| 04/23/2024 | 153466 | BUREAU OF CRIM. APPREHENSION | THOMPSON RECERTIFICATION | 75.00 | 100-42110-438 | SCHOOL\TRAINING |
| Total BUREAU OF CRIM. APPREHENSION: | | | | 75.00 | | |
| CARDMEMBER SERVICES | | | | | | |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | CANAKIT | 53.68 | 100-42110-200 | OFFICE SUPPLIES |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | ZOOM SHIFT/TRANSUNION | 457.67 | 100-42110-433 | DUES & SUBSCRIPTIONS |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | CI.NISSWA.MN.US | 198.00 | 100-41425-320 | COMMUNICATION |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | PATROL/INSTRUCTOR TRAINING LUKE | 1,149.00 | 100-42110-438 | SCHOOL\TRAINING |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | POSTAGE | 11.82 | 100-42110-320 | COMMUNICATION |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | STAMPS | 340.00 | 100-41425-320 | COMMUNICATION |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | COFFEE SUPPLIES | 26.62 | 100-42110-200 | OFFICE SUPPLIES |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | TV | 323.60 | 100-42110-200 | OFFICE SUPPLIES |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | LUBE, JET SPRAY, BRAKE CLEANER | 98.61 | 100-43140-220 | REPAIR & MAINTENANCE SUPPLIES |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | SAFETY & LOSS - TOM | 20.00 | 100-43140-438 | SCHOOL\TRAINING |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | CLOCK RETURN | 29.94 | 100-43140-220 | REPAIR & MAINTENANCE SUPPLIES |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | SUPPLIES | 358.00 | 100-41950-220 | REPAIR & MAINTENANCE SUPPLIES |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | DAY ON THE HILL - MAX | 172.65 | 100-41425-438 | SCHOOL\TRAINING |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | TRAINING LUNCH STAFF | 131.00 | 100-49260-437 | OTHER |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | STAR TRIBUNE | 62.27 | 100-41425-433 | DUES & SUBSCRIPTIONS |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | DAY ON THE HILL - RYAN | 217.12 | 100-41110-438 | SCHOOL\TRAINING |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | JANELE'S OFFICE | 537.93 | 100-42110-200 | OFFICE SUPPLIES |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | MCFOA CONFERENCE KIKI & MAGGI | 39.00 | 100-41425-438 | SCHOOL\TRAINING |

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| 04/08/2024 | 153396 | CARDMEMBER SERVICES | SOURCWELL TRAINING - MAGGI | 20.00 | 100-41425-438 | SCHOOL\TRAINING |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | SAFETY & LOSS - KIKI | 20.00 | 100-41425-438 | SCHOOL\TRAINING |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | ELECTION MEALS | 155.62 | 100-41410-400 | ELECTIONS MTN CONTRACTUAL |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | AQUACHECK, METER | 240.33 | 100-43140-220 | REPAIR & MAINTENANCE SUPPLIES |
| Total CARDMEMBER SERVICES: | | | | 4,602.98 | | |
| CITY OF BRAINERD | | | | | | |
| 04/29/2024 | 153483 | CITY OF BRAINERD | Q2 PROSECUTION COSTS | 4,148.25 | 100-49260-810 | REFUNDS & REIMBURSEMENTS |
| Total CITY OF BRAINERD: | | | | 4,148.25 | | |
| CITY OF PEQUOT LAKES | | | | | | |
| 04/18/2024 | 153431 | CITY OF PEQUOT LAKES | ANNUAL HEARING TEST | 84.00 | 100-43140-437 | OTHER |
| Total CITY OF PEQUOT LAKES: | | | | 84.00 | | |
| COLLINS BROTHERS TOWING OF ST., IN | | | | | | |
| 04/29/2024 | 153485 | COLLINS BROTHERS TOWING OF ST., IN | TOWING FOR POLICE SQUAD | 85.00 | 100-42110-400 | REPAIRS & MAINTENANCE - CONTRA |
| Total COLLINS BROTHERS TOWING OF ST., IN: | | | | 85.00 | | |
| CONFITREK INC | | | | | | |
| 04/08/2024 | 153398 | CONFITREK INC | TRAINING SOFTWARE RENEWAL | 672.00 | 100-42110-433 | DUES & SUBSCRIPTIONS |
| Total CONFITREK INC: | | | | 672.00 | | |
| CROW WING AUTO BODY INC. | | | | | | |
| 04/18/2024 | 153433 | CROW WING AUTO BODY INC. | SQUAD TOW 405 | 110.00 | 100-42110-400 | REPAIRS & MAINTENANCE - CONTRA |
| Total CROW WING AUTO BODY INC.: | | | | 110.00 | | |
| CROW WING COOPERATIVE POWER & LIGHT CO | | | | | | |
| 04/23/2024 | 153468 | CROW WING COOPERATIVE POWER & LIGH | WOLF CHASE UTILITY | 132.08 | 100-43140-380 | UTILITY SERVICES |
| 04/23/2024 | 153468 | CROW WING COOPERATIVE POWER & LIGH | CEMETERY UTILITIY | 30.42 | 100-49010-380 | UTILITY SERVICES |
| Total CROW WING COOPERATIVE POWER & LIGHT CO: | | | | 162.50 | | |
| CROW WING COUNTY HIGHWAY DEPT | | | | | | |
| 04/29/2024 | 153486 | CROW WING COUNTY HIGHWAY DEPT | ST COLUMBO RD MTN AGREEMENT | 938.73 | 100-43140-400 | REPAIRS & MAINTENANCE - CONTRA |

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| Total CROW WING COUNTY HIGHWAY DEPT: | | | | 938.73 | | |
| CROW WING COUNTY LAND SERVICES | | | | | | |
| 04/08/2024 | 153399 | CROW WING COUNTY LAND SERVICES | 28110508 PROPERTY TAXES 2024 | 25.00 | 100-43140-437 | OTHER |
| 04/08/2024 | 153399 | CROW WING COUNTY LAND SERVICES | 28110548 PROPERTY TAXES 2024 | 25.00 | 100-43140-437 | OTHER |
| 04/08/2024 | 153399 | CROW WING COUNTY LAND SERVICES | 28110760 PROPERTY TAXES 2024 | 25.00 | 100-43140-437 | OTHER |
| 04/08/2024 | 153399 | CROW WING COUNTY LAND SERVICES | 28110761 PROPERTY TAXES 2024 | 25.00 | 100-43140-437 | OTHER |
| 04/08/2024 | 153399 | CROW WING COUNTY LAND SERVICES | 28110763 PROPERTY TAXES 2024 | 25.00 | 100-43140-437 | OTHER |
| 04/08/2024 | 153399 | CROW WING COUNTY LAND SERVICES | 28150668 PROPERTY TAXES 2024 | 202.00 | 100-43140-437 | OTHER |
| 04/08/2024 | 153399 | CROW WING COUNTY LAND SERVICES | 28401001 PROPERTY TAXES | 25.00 | 100-41940-437 | OTHER |
| Total CROW WING COUNTY LAND SERVICES: | | | | 352.00 | | |
| CROW WING COUNTY SHERIFFS DEPT | | | | | | |
| 04/08/2024 | 153400 | CROW WING COUNTY SHERIFFS DEPT | INTERVIEW & INTERROGATION TRAINING - HALL | 350.00 | 100-42110-438 | SCHOOL\TRAINING |
| 04/29/2024 | 153487 | CROW WING COUNTY SHERIFFS DEPT | LETG FEE | 3,965.00 | 100-42110-433 | DUES & SUBSCRIPTIONS |
| Total CROW WING COUNTY SHERIFFS DEPT: | | | | 4,315.00 | | |
| CTC | | | | | | |
| 04/18/2024 | 153434 | CTC | P&Z PHONE | 24.26 | 100-41910-320 | COMMUNICATION |
| 04/18/2024 | 153434 | CTC | REFUND (CHECK 153229) | 47.95- | 100-42110-200 | OFFICE SUPPLIES |
| 04/18/2024 | 153434 | CTC | POLICE PHONES | 253.17 | 100-42110-320 | COMMUNICATION |
| 04/18/2024 | 153434 | CTC | ROADS PHONES & INTERNET | 107.97 | 100-43140-320 | COMMUNICATION |
| 04/18/2024 | 153434 | CTC | CLERK PHONES | 91.65 | 100-41425-320 | COMMUNICATION |
| 04/18/2024 | 153434 | CTC | GOVT BLDGS PHONES & INTERNET | 366.41 | 100-41940-320 | COMMUNICATION |
| Total CTC: | | | | 795.51 | | |
| CULLIGAN WATER CONDITIONING | | | | | | |
| 04/08/2024 | 153401 | CULLIGAN WATER CONDITIONING | WATER | 44.00 | 100-43140-210 | OPERATING SUPPLIES |
| Total CULLIGAN WATER CONDITIONING: | | | | 44.00 | | |
| DALLMAN SIGNS | | | | | | |
| 04/23/2024 | 153469 | DALLMAN SIGNS | DECALS FOR SQUAD | 1,300.00 | 100-42110-228 | SQUAD EQUIP & GRAPHICS |
| Total DALLMAN SIGNS: | | | | 1,300.00 | | |

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| DELTA DENTAL | | | | | | |
| 04/29/2024 | 153488 | DELTA DENTAL | DENTAL PREMIUMS | 1,098.94 | 100-22003 | DENTAL |
| Total DELTA DENTAL: | | | | 1,098.94 | | |
| DRIVER & VEHICLE SERVICES | | | | | | |
| 04/30/2024 | 153510 | DRIVER & VEHICLE SERVICES | TITLES FOR 2 NEW SQUADS | 58.00 | 100-42110-210 | OPERATING SUPPLIES |
| Total DRIVER & VEHICLE SERVICES: | | | | 58.00 | | |
| DTM FLEET SERVICES LLC | | | | | | |
| 04/29/2024 | 153489 | DTM FLEET SERVICES LLC | INSTALLED RADIO(408) AND SPOTLIGHT (407) | 237.50 | 100-42110-400 | REPAIRS & MAINTENANCE - CONTRA |
| Total DTM FLEET SERVICES LLC: | | | | 237.50 | | |
| FIDELITY SECURITY LIFE - ATTN: A/R | | | | | | |
| 04/29/2024 | 153490 | FIDELITY SECURITY LIFE - ATTN: A/R | VISION PREMIUMS | 63.42 | 100-22004 | VISION |
| Total FIDELITY SECURITY LIFE - ATTN: A/R: | | | | 63.42 | | |
| FINKEN WATER INC | | | | | | |
| 04/18/2024 | 153437 | FINKEN WATER INC | WATER RENTAL | 89.98 | 100-41940-437 | OTHER |
| Total FINKEN WATER INC: | | | | 89.98 | | |
| GAMMELLO - PEARSON, PLLC | | | | | | |
| 04/29/2024 | 153491 | GAMMELLO - PEARSON, PLLC | MUNICIPAL REP | 575.10 | 100-41610-300 | PROFESSIONAL SERVICES |
| 04/29/2024 | 153491 | GAMMELLO - PEARSON, PLLC | PLANNING & ZONING | 150.00 | 100-41910-300 | PROFESSIONAL SERVICES |
| 04/29/2024 | 153491 | GAMMELLO - PEARSON, PLLC | AMERICAN TOWER (2ND FILE) | 635.10 | 100-41610-300 | PROFESSIONAL SERVICES |
| 04/29/2024 | 153491 | GAMMELLO - PEARSON, PLLC | FRED HEIDMANN MATTER | 45.00 | 100-41610-300 | PROFESSIONAL SERVICES |
| 04/29/2024 | 153491 | GAMMELLO - PEARSON, PLLC | ROY'S LANDING | 495.00 | 100-41910-300 | PROFESSIONAL SERVICES |
| 04/29/2024 | 153491 | GAMMELLO - PEARSON, PLLC | MILLS REAL ESTATE PURCHASE | 795.00 | 100-41610-300 | PROFESSIONAL SERVICES |
| 04/29/2024 | 153491 | GAMMELLO - PEARSON, PLLC | VERIZON TOWER SITE LEASE | 75.00 | 100-41610-300 | PROFESSIONAL SERVICES |
| 04/29/2024 | 153491 | GAMMELLO - PEARSON, PLLC | EDA LEASE | 255.00 | 100-41610-300 | PROFESSIONAL SERVICES |
| Total GAMMELLO - PEARSON, PLLC: | | | | 3,025.20 | | |
| HOLDEN ELECTRIC CO., INC | | | | | | |
| 04/18/2024 | 153442 | HOLDEN ELECTRIC CO., INC | WIRE NEW CAR LIFT | 1,403.69 | 100-43140-400 | REPAIRS & MAINTENANCE - CONTRA |

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| Total HOLDEN ELECTRIC CO., INC: | | | | 1,403.69 | | |
| INITIATIVE FOUNDATION | | | | | | |
| 04/18/2024 | 153443 | INITATIVE FOUNDATION - 446122 | 2024 CONTRIBUTION | 1,845.00 | 100-46520-490 | E.D. DONATIONS TO CIVIC ORGANI |
| Total INITIATIVE FOUNDATION: | | | | 1,845.00 | | |
| INNOVATIVE OFFICE SOLUTIONS LLC | | | | | | |
| 04/02/2024 | 153367 | INNOVATIVE OFFICE SOLUTIONS LLC | OFFICE SUPPLIES | 107.49 | 100-42110-200 | OFFICE SUPPLIES |
| 04/23/2024 | 153470 | INNOVATIVE OFFICE SOLUTIONS LLC | OFFICE SUPPLIES | 239.90 | 100-41425-200 | OFFICE SUPPLIES |
| 04/23/2024 | 153470 | INNOVATIVE OFFICE SOLUTIONS LLC | PZ SUPPLIES | 239.90 | 100-41910-200 | OFFICE SUPPLIES |
| 04/23/2024 | 153470 | INNOVATIVE OFFICE SOLUTIONS LLC | POLICE SUPPLIES | 32.73 | 100-42110-200 | OFFICE SUPPLIES |
| Total INNOVATIVE OFFICE SOLUTIONS LLC: | | | | 620.02 | | |
| LANDWERX LLC | | | | | | |
| 04/29/2024 | 153493 | LANDWERX LLC | SWEEPING | 5,400.00 | 100-43140-402 | ROAD REPAIR & MAINT |
| Total LANDWERX LLC: | | | | 5,400.00 | | |
| LEAGUE OF MINNESOTA CITIES | | | | | | |
| 04/02/2024 | 153369 | LEAGUE OF MINNESOTA CITIES | MAX LMC ANNUAL CONFERENCE | 275.00 | 100-41425-438 | SCHOOL\TRAINING |
| Total LEAGUE OF MINNESOTA CITIES: | | | | 275.00 | | |
| LEAGUE OF MN CITIES INSURANCE TRUST | | | | | | |
| 04/02/2024 | 153370 | LEAGUE OF MN CITIES INSURANCE TRUST | WORK COMP COUNCIL | 61.93 | 100-41110-150 | WORKER'S COMPENSATION - COUNCI |
| 04/02/2024 | 153370 | LEAGUE OF MN CITIES INSURANCE TRUST | WORK COMP CLERK | 1,283.29 | 100-41425-150 | WORKER'S COMPENSATION |
| 04/02/2024 | 153370 | LEAGUE OF MN CITIES INSURANCE TRUST | WORK COMP POLICE | 36,712.41 | 100-42110-150 | WORKER'S COMPENSATION |
| 04/02/2024 | 153370 | LEAGUE OF MN CITIES INSURANCE TRUST | WORK COMP PUBLIC WORKS | 20,017.21 | 100-43140-150 | WORKER'S COMPENSATION |
| 04/02/2024 | 153370 | LEAGUE OF MN CITIES INSURANCE TRUST | WORK COMP P&Z | 533.29 | 100-41910-150 | WORKER'S COMPENSATION |
| 04/23/2024 | 153471 | LEAGUE OF MN CITIES INSURANCE TRUST | REFUND INSURANCE CLAIM ON SQUAD / MK AUT | 2,915.02 | 100-42110-437 | OTHER |
| Total LEAGUE OF MN CITIES INSURANCE TRUST: | | | | 61,523.15 | | |
| LEARNING FIREARMS | | | | | | |
| 04/02/2024 | 153371 | LEARNING FIREARMS | RDS HANDGUN INSTRUCTOR COURSE - THOMPS | 600.00 | 100-42110-438 | SCHOOL\TRAINING |

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| Total LEARNING FIREARMS: | | | | 600.00 | | |
| MADISON NATIONAL LIFE INSURANCE CO INC | | | | | | |
| 04/08/2024 | 153409 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD POLICE | 428.55 | 100-42110-130 | EMPLOYER PAID INSURANCE |
| 04/08/2024 | 153409 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD CLERK | 210.87 | 100-41425-130 | EMPLOYER PAID INSURANCE |
| 04/08/2024 | 153409 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD ROADS | 244.84 | 100-43140-130 | EMPLOYER PAID INSURANCE |
| 04/08/2024 | 153409 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD P&Z | 78.92 | 100-41910-130 | EMPLOYER PAID INSURANCE |
| 04/29/2024 | 153494 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD POLICE | 428.55 | 100-42110-130 | EMPLOYER PAID INSURANCE |
| 04/29/2024 | 153494 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD CLERK | 210.87 | 100-41425-130 | EMPLOYER PAID INSURANCE |
| 04/29/2024 | 153494 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD ROADS | 244.84 | 100-43140-130 | EMPLOYER PAID INSURANCE |
| 04/29/2024 | 153494 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD P&Z | 78.92 | 100-41910-130 | EMPLOYER PAID INSURANCE |
| Total MADISON NATIONAL LIFE INSURANCE CO INC: | | | | 1,926.36 | | |
| MEDICA INSURANCE COMPANY | | | | | | |
| 04/18/2024 | 153446 | MEDICA INSURANCE COMPANY | HEALTH INSURANCE | 24,623.14 | 100-22002 | HEALTH INSURANCE |
| Total MEDICA INSURANCE COMPANY: | | | | 24,623.14 | | |
| METRO SALES, INC. | | | | | | |
| 04/08/2024 | 153410 | METRO SALES, INC. | COLOR COPIES WW | 6.35 | 100-41425-400 | REPAIRS & MAINTENANCE - CONTRA |
| 04/08/2024 | 153410 | METRO SALES, INC. | COLOR COPIES SPIRITS | 82.02 | 100-41425-400 | REPAIRS & MAINTENANCE - CONTRA |
| 04/08/2024 | 153410 | METRO SALES, INC. | COLOR COPIES PARKS | 17.21 | 100-41425-400 | REPAIRS & MAINTENANCE - CONTRA |
| 04/08/2024 | 153410 | METRO SALES, INC. | COLOR COPIES CLERK | 314.67 | 100-41425-400 | REPAIRS & MAINTENANCE - CONTRA |
| 04/08/2024 | 153410 | METRO SALES, INC. | COLOR COPIES PZ | 213.90 | 100-41425-400 | REPAIRS & MAINTENANCE - CONTRA |
| 04/08/2024 | 153410 | METRO SALES, INC. | COLOR COPIES POLICE | .48 | 100-41425-400 | REPAIRS & MAINTENANCE - CONTRA |
| 04/08/2024 | 153410 | METRO SALES, INC. | COLOR COPIES CEMETERY | 2.69 | 100-49010-220 | REPAIR & MAINTENANCE SUPPLIES |
| 04/08/2024 | 153410 | METRO SALES, INC. | WIDE FORMAT PRINTER BASE/USAGE | 310.58 | 100-43140-410 | RENTALS |
| Total METRO SALES, INC.: | | | | 947.90 | | |
| MIDWEST MACHINERY CO. | | | | | | |
| 04/29/2024 | 153495 | MIDWEST MACHINERY CO. | RADIATOR | 56.28 | 100-43140-220 | REPAIR & MAINTENANCE SUPPLIES |
| Total MIDWEST MACHINERY CO.: | | | | 56.28 | | |
| MINNESOTA CHIEFS OF POLICE ASSOC | | | | | | |
| 04/02/2024 | 153373 | MINNESOTA CHIEFS OF POLICE ASSOC | ASSOCIATE MEMBERSHIP (TODD) | 212.00 | 100-42110-433 | DUES & SUBSCRIPTIONS |

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| Total MINNESOTA CHIEFS OF POLICE ASSOC: | | | | 212.00 | | |
| MINNESOTA POWER | | | | | | |
| 04/02/2024 | 153375 | MINNESOTA POWER | NASHWAY HWY LIGHTING | 50.10 | 100-43160-380 | UTILITY SERVICES |
| 04/18/2024 | 153448 | MINNESOTA POWER | HWY 371 & MAIN STREET | 140.21 | 100-43160-380 | UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | CR 13 CAMP LINCOLN SIREN | 21.22 | 100-42211-380 | UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | SCHOOL SIGN CTY RD 18 | 21.09 | 100-43160-380 | UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | 25532 MAIN STREET BATHROOMS GAZEBO | 279.33 | 100-41950-380 | UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | 25479 STATE HWY 371 | 68.57 | 100-43160-380 | UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | VILLAGE HALL | 980.34 | 100-41940-380 | UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | OPT 2 LTG | 678.49 | 100-43160-380 | UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | CTY RD 18 & SMILEY RD TRAFFIC LIGHTS ROUND | 195.34 | 100-43160-380 | UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | 24759 CHARMIN PUBLIC WORKS BLDG | 271.98 | 100-43140-380 | UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | 25369 NISSWA CIC | 14.41 | 100-43160-380 | UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | OPT 1 LTG | 370.66 | 100-43160-380 | UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | OPT 1 LTG | 259.19 | 100-43160-380 | UTILITY SERVICES |
| 04/29/2024 | 153496 | MINNESOTA POWER | INTERSECTION CTY RD 77/13 & HWY 371 | 96.55 | 100-43160-380 | UTILITY SERVICES |
| Total MINNESOTA POWER: | | | | 3,447.48 | | |
| MINNESOTA PUBLIC EMPLOYEES ASSOC. | | | | | | |
| 04/29/2024 | 153497 | MINNESOTA PUBLIC EMPLOYEES ASSOC. | CLERICAL UNION DUES | 96.00 | 100-22007 | UNION DUES |
| 04/29/2024 | 153497 | MINNESOTA PUBLIC EMPLOYEES ASSOC. | SUPERVISORS UNION DUES | 312.00 | 100-22007 | UNION DUES |
| Total MINNESOTA PUBLIC EMPLOYEES ASSOC.: | | | | 408.00 | | |
| NAPA AUTO PARTS BAXTER | | | | | | |
| 04/29/2024 | 153499 | NAPA AUTO PARTS BAXTER | WIPERS, RETRACTABLE, STRAP | 330.51 | 100-43140-220 | REPAIR & MAINTENANCE SUPPLIES |
| Total NAPA AUTO PARTS BAXTER: | | | | 330.51 | | |
| NCPERS GROUP LIF INS. | | | | | | |
| 04/18/2024 | 153450 | NCPERS GROUP LIF INS. | LIFE INS | 32.00 | 100-22005 | LIFE INSURANCE |
| Total NCPERS GROUP LIF INS.: | | | | 32.00 | | |
| NISSWA AUTOMOTIVE, INC. | | | | | | |
| 04/02/2024 | 153377 | NISSWA AUTOMOTIVE, INC. | 2017 FORD POLICE WORK | 195.91 | 100-42110-400 | REPAIRS & MAINTENANCE - CONTRA |

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| Total NISSWA AUTOMOTIVE, INC.: | | | | 195.91 | | |
| NISSWA FIRE DEPARTMENT | | | | | | |
| 04/18/2024 | 153451 | NISSWA FIRE DEPARTMENT | 2024 CONTRACT PAYMENT | 114,314.00 | 100-42210-300 | PROFESSIONAL SERVICES |
| Total NISSWA FIRE DEPARTMENT: | | | | 114,314.00 | | |
| NISSWA FIREMENS RELIEF | | | | | | |
| 04/18/2024 | 153452 | NISSWA FIREMENS RELIEF | 2023 RELIEF | 5,835.00 | 100-42210-125 | OTHER RETIREMENT CONTR |
| Total NISSWA FIREMENS RELIEF: | | | | 5,835.00 | | |
| NISSWA HARDWARE LLC | | | | | | |
| 04/02/2024 | 153378 | NISSWA HARDWARE LLC | TIRE PLUG | 14.99 | 100-42110-220 | REPAIR & MAINTENANCE SUPPLIES |
| 04/02/2024 | 153378 | NISSWA HARDWARE LLC | MOP HANDLE | 17.99 | 100-41940-220 | REPAIR & MAINTENANCE SUPPLIES |
| 04/02/2024 | 153378 | NISSWA HARDWARE LLC | BATTERY, BIT, SCREWS | 32.97 | 100-41950-220 | REPAIR & MAINTENANCE SUPPLIES |
| Total NISSWA HARDWARE LLC: | | | | 65.95 | | |
| PRATT'S AFFORDABLE EXCAVATING, INC. | | | | | | |
| 04/02/2024 | 153383 | PRATT'S AFFORDABLE EXCAVATING, INC. | CAMP LINCOLN PARKING AREA | 28,741.00 | 100-49260-437 | OTHER |
| Total PRATT'S AFFORDABLE EXCAVATING, INC.: | | | | 28,741.00 | | |
| SCHAEFERS FOODS | | | | | | |
| 04/08/2024 | 153414 | SCHAEFERS FOODS | STAFF CELEBRATIONS | 24.96 | 100-41425-437 | OTHER |
| Total SCHAEFERS FOODS: | | | | 24.96 | | |
| SCHLENNER WENNER & CO | | | | | | |
| 04/29/2024 | 153503 | SCHLENNER WENNER & CO | 2023 AUDIT WORK | 9,350.00 | 100-41530-300 | PROFESSIONAL SERVICES |
| Total SCHLENNER WENNER & CO: | | | | 9,350.00 | | |
| S-N-K CAR WASH & OIL CHANGE | | | | | | |
| 04/23/2024 | 153474 | S-N-K CAR WASH & OIL CHANGE | 2017 F-450 OIL CHANGE | 54.26 | 100-43140-401 | VEHICLE REPAIR & MAINT |
| Total S-N-K CAR WASH & OIL CHANGE: | | | | 54.26 | | |

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| STREICHER'S, INC. | | | | | | |
| 04/02/2024 | 153387 | STREICHER'S, INC. | WILLIAMS UNIFORM | 290.99 | 100-42110-217 | UNIFORMS & EQUIPMENT |
| 04/02/2024 | 153387 | STREICHER'S, INC. | THOMPSON UNIFORM | 123.98 | 100-42110-217 | UNIFORMS & EQUIPMENT |
| 04/02/2024 | 153387 | STREICHER'S, INC. | THOMPSON UNIFORM | 90.00 | 100-42110-217 | UNIFORMS & EQUIPMENT |
| 04/18/2024 | 153457 | STREICHER'S, INC. | AMMO | 367.66 | 100-42110-218 | FIREARMS |
| 04/18/2024 | 153457 | STREICHER'S, INC. | THOMPSON UNIFORM | 208.99 | 100-42110-217 | UNIFORMS & EQUIPMENT |
| Total STREICHER'S, INC.: | | | | 1,081.62 | | |
| TEAMSTERS JOINT COUNCIL 32 HEALTH FUND | | | | | | |
| 04/02/2024 | 153388 | TEAMSTERS JOINT COUNCIL 32 HEALTH FU | HEALTH INSURANCE | 1,479.00 | 100-22002 | HEALTH INSURANCE |
| 04/02/2024 | 153388 | TEAMSTERS JOINT COUNCIL 32 HEALTH FU | DENTAL INSURANCE | 92.00 | 100-22003 | DENTAL |
| 04/02/2024 | 153388 | TEAMSTERS JOINT COUNCIL 32 HEALTH FU | VISION INSURANCE | 18.00 | 100-22004 | VISION |
| 04/29/2024 | 153505 | TEAMSTERS JOINT COUNCIL 32 HEALTH FU | HEALTH INSURANCE | 7,395.00 | 100-22002 | HEALTH INSURANCE |
| 04/29/2024 | 153505 | TEAMSTERS JOINT COUNCIL 32 HEALTH FU | DENTAL INSURANCE | 460.00 | 100-22003 | DENTAL |
| 04/29/2024 | 153505 | TEAMSTERS JOINT COUNCIL 32 HEALTH FU | VISION INSURANCE | 90.00 | 100-22004 | VISION |
| Total TEAMSTERS JOINT COUNCIL 32 HEALTH FUND: | | | | 9,534.00 | | |
| TEAMSTERS LOCAL UNION #346 | | | | | | |
| 04/29/2024 | 153506 | TEAMSTERS LOCAL UNION #346 | UNION DUES | 377.00 | 100-22007 | UNION DUES |
| Total TEAMSTERS LOCAL UNION #346: | | | | 377.00 | | |
| U.S. BANK EQUIPMENT FINANCE | | | | | | |
| 04/23/2024 | 153477 | U.S. BANK EQUIPMENT FINANCE | RICHO WIDE FORMAT COPIER LEASE | 428.57 | 100-43140-410 | RENTALS |
| Total U.S. BANK EQUIPMENT FINANCE: | | | | 428.57 | | |
| ULINE, INC | | | | | | |
| 04/18/2024 | 153460 | ULINE, INC | SOAP DISPENSERS | 157.80 | 100-41940-220 | REPAIR & MAINTENANCE SUPPLIES |
| 04/18/2024 | 153460 | ULINE, INC | SOAP DISPENSERS | 628.46 | 100-41950-220 | REPAIR & MAINTENANCE SUPPLIES |
| Total ULINE, INC: | | | | 786.26 | | |
| VERIZON WIRELESS | | | | | | |
| 04/08/2024 | 153419 | VERIZON | CELL PHONES POLICE | 488.82 | 100-42110-320 | COMMUNICATION |
| 04/29/2024 | 153507 | VERIZON | HOT SPOT | 40.01 | 100-41425-320 | COMMUNICATION |
| 04/29/2024 | 153507 | VERIZON | CELL PHONES MAINT | 343.11 | 100-43140-320 | COMMUNICATION |

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| Total VERIZON WIRELESS: | | | | 871.94 | | |
| WASTE PARTNERS INC | | | | | | |
| 04/08/2024 | 153420 | WASTE PARTNERS INC | GARBAGE - MAINT. | 177.59 | 100-43210-220 | REPAIR & MAINTENANCE SUPPLIES |
| 04/08/2024 | 153420 | WASTE PARTNERS INC | GARBAGE - CITY | 56.85 | 100-43210-437 | OTHER |
| 04/08/2024 | 153420 | WASTE PARTNERS INC | RECYCLING | 2,916.57 | 100-43210-437 | OTHER |
| Total WASTE PARTNERS INC: | | | | 3,151.01 | | |
| WEX BANK | | | | | | |
| 04/02/2024 | 153391 | WEX BANK | FUEL - POLICE | 1,514.99 | 100-42110-210 | OPERATING SUPPLIES |
| 04/02/2024 | 153391 | WEX BANK | FUEL - ROADS | 479.66 | 100-43140-210 | OPERATING SUPPLIES |
| Total WEX BANK: | | | | 1,994.65 | | |
| WIDSETH SMITH NOLTING AND ASSOCIATES INC | | | | | | |
| 04/18/2024 | 153462 | WIDSETH SMITH NOLTING AND ASSOCIATE | GENERAL ENGINEERING | 438.75 | 100-41910-300 | PROFESSIONAL SERVICES |
| 04/18/2024 | 153462 | WIDSETH SMITH NOLTING AND ASSOCIATE | GENERAL ENGINEERING | 146.25 | 100-41940-300 | PROFESSIONAL SERVICES |
| Total WIDSETH SMITH NOLTING AND ASSOCIATES INC: | | | | 585.00 | | |
| XCEL ENERGY | | | | | | |
| 04/02/2024 | 153392 | XCEL ENERGY | CITY HALL | 623.38 | 100-41940-380 | UTILITY SERVICES |
| 04/02/2024 | 153392 | XCEL ENERGY | MAINTAINANCE BUILDING | 229.82 | 100-43140-380 | UTILITY SERVICES |
| 04/02/2024 | 153392 | XCEL ENERGY | WELCOME CENTER | 112.66 | 100-41950-380 | UTILITY SERVICES |
| 04/29/2024 | 153509 | XCEL ENERGY | CITY HALL | 416.50 | 100-41940-380 | UTILITY SERVICES |
| 04/29/2024 | 153509 | XCEL ENERGY | MAINTAINANCE BUILDING | 167.27 | 100-43140-380 | UTILITY SERVICES |
| 04/29/2024 | 153509 | XCEL ENERGY | WELCOME CENTER | 87.91 | 100-41950-380 | UTILITY SERVICES |
| Total XCEL ENERGY: | | | | 1,637.54 | | |
| XTONA | | | | | | |
| 04/18/2024 | 153464 | XTONA | IT SERVICES - CITY | 1,144.30 | 100-41940-400 | REPAIRS & MAINTENANCE - CONTRA |
| 04/18/2024 | 153464 | XTONA | IT SERVICES - POLICE | 859.50 | 100-42110-320 | COMMUNICATION |
| 04/18/2024 | 153464 | XTONA | IT SERVICES - CLERK | 66.00 | 100-41425-300 | PROFESSIONAL SERVICES |
| 04/18/2024 | 153464 | XTONA | IT SERVICES - PZ | 22.00 | 100-41910-320 | COMMUNICATION |
| 04/18/2024 | 153464 | XTONA | IT SERVICES - PW | 88.00 | 100-43140-320 | COMMUNICATION |

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| Total XTONA: | | | | 2,179.80 | | |
| Total GENERAL FUND: | | | | 307,986.14 | | |

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| MUNICIPAL LIQUOR STORE | | | | | | |
| AMERICAN WELDING & GAS INC | | | | | | |
| 04/08/2024 | 153393 | AMERICAN WELDING & GAS INC | NITROGEN | 153.37 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/18/2024 | 153424 | AMERICAN WELDING & GAS INC | NITROGEN | 43.71 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| Total AMERICAN WELDING & GAS INC: | | | | 197.08 | | |
| ARAMARK UNIFORM & CAREER APPAREL GROUP | | | | | | |
| 04/08/2024 | 153394 | ARAMARK UNIFORM & CAREER APPAREL G | PICKLE MATS/TOWELS | 336.23 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/29/2024 | 153480 | ARAMARK UNIFORM & CAREER APPAREL G | PICKLE MATS/TOWELS | 336.23 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| Total ARAMARK UNIFORM & CAREER APPAREL GROUP: | | | | 672.46 | | |
| ARTISAN BEER COMPANY | | | | | | |
| 04/02/2024 | 153361 | ARTISAN BEER COMPANY | PICKLE | 55.40 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| Total ARTISAN BEER COMPANY: | | | | 55.40 | | |
| BERNICKS | | | | | | |
| 04/02/2024 | 153362 | BERNICKS | PICKLE | 382.40 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153362 | BERNICKS | PICKLE | 963.25 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153362 | BERNICKS | PICKLE | 1,406.60 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153362 | BERNICKS | PICKLE | 77.00 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153362 | BERNICKS | PICKLE | 265.58- | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153426 | BERNICKS | PICKLE | 312.40 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153426 | BERNICKS | PICKLE | 58.00 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153426 | BERNICKS | PICKLE | 596.30 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153426 | BERNICKS | PICKLE | 89.80- | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| Total BERNICKS: | | | | 3,440.57 | | |
| BREAKTHRU BEVERAGE MN WINE & SPIRITS | | | | | | |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | PICKLE | 77.27- | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | PICKLE | .31- | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | PICKLE | 1,263.70 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | PICKLE | 15.12 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | PICKLE | 1,290.25 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | PICKLE | 9.25 | 609-49750-330 | PICKLE TRANSPORTATION |

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| Total BREAKTHRU BEVERAGE MN WINE & SPIRITS: | | | | 2,500.74 | | |
| C & L DISTRIBUTING | | | | | | |
| 04/02/2024 | 153365 | C & L DISTRIBUTING | PICKLE | 119.95- | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153365 | C & L DISTRIBUTING | PICKLE | 2,110.30 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153365 | C & L DISTRIBUTING | PICKLE | 95.10 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | PICKLE | 198.25- | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | PICKLE | 641.55 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | PICKLE | 215.00- | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | PICKLE | 1,517.15 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/29/2024 | 153481 | C & L DISTRIBUTING | PICKLE | 89.00 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/29/2024 | 153481 | C & L DISTRIBUTING | PICKLE | 1,227.30 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/29/2024 | 153481 | C & L DISTRIBUTING | PICKLE | 10.00- | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| Total C & L DISTRIBUTING: | | | | 5,137.20 | | |
| CARDMEMBER SERVICES | | | | | | |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | AUTOFRY FILTER | 598.31 | 609-49750-220 | PICKLE R & M SUPPLIES |
| Total CARDMEMBER SERVICES: | | | | 598.31 | | |
| CENTRAL MCGOWAN, INC | | | | | | |
| 04/29/2024 | 153482 | CENTRAL MCGOWAN | FACILTIY FEE | 63.35 | 609-49750-410 | PICKLE RENTALS |
| Total CENTRAL MCGOWAN, INC: | | | | 63.35 | | |
| CODY JOSEPH LENDWAY | | | | | | |
| 04/02/2024 | 153366 | CODY JOSEPH LENDWAY | CLEANING PICKLE | 280.00 | 609-49750-400 | PICKLE R & M - CONT |
| 04/08/2024 | 153397 | CODY JOSEPH LENDWAY | CLEANING PICKLE | 240.00 | 609-49750-400 | PICKLE R & M - CONT |
| 04/18/2024 | 153432 | CODY JOSEPH LENDWAY | CLEANING PICKLE | 280.00 | 609-49750-400 | PICKLE R & M - CONT |
| 04/23/2024 | 153467 | CODY JOSEPH LENDWAY | CLEANING PICKLE | 280.00 | 609-49750-400 | PICKLE R & M - CONT |
| 04/29/2024 | 153484 | CODY JOSEPH LENDWAY | CLEANING PICKLE | 280.00 | 609-49750-400 | PICKLE R & M - CONT |
| Total CODY JOSEPH LENDWAY: | | | | 1,360.00 | | |
| CTC | | | | | | |
| 04/18/2024 | 153434 | CTC | PICKLE PHONE, INTERNET AND TV | 250.97 | 609-49750-320 | PICKLE COMMUNICATION |

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| Total CTC: | | | | 250.97 | | |
| D & D BEVERAGE LLC | | | | | | |
| 04/08/2024 | 153402 | D & D BEVERAGE LLC | PICKLE | 20.00 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153402 | D & D BEVERAGE LLC | PICKLE | 1,602.55 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153402 | D & D BEVERAGE LLC | PICKLE | 53.65 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153402 | D & D BEVERAGE LLC | PICKLE | 1,022.59 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153402 | D & D BEVERAGE LLC | PICKLE | 152.00 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | PICKLE | 96.00 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | PICKLE | 81.18 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | PICKLE | 207.77 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | PICKLE | 1,107.65 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | PICKLE | 928.20 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| Total D & D BEVERAGE LLC: | | | | 5,164.29 | | |
| GRANITE CITY JOBBING CO INC | | | | | | |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | CIGS PICKLE | 455.76 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | TOBACCO/CIGARS PICKLE | 108.68 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | CONFECTIONS PICKLE | 17.94 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | GROCERY PICKLE | 30.79 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | SHIPPING PICKLE | 10.00 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | CIGS PICKLE | 215.54 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | SALTY SNACKS - PICKLE | 7.91 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | GM HBC PICKLE | 13.57 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | GROCERY PICKLE | 30.79 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | SHIPPING PICKLE | 10.00 | 609-49750-330 | PICKLE TRANSPORTATION |
| Total GRANITE CITY JOBBING CO INC: | | | | 900.98 | | |
| HEGGIES PIZZA LLC | | | | | | |
| 04/08/2024 | 153408 | HEGGIES PIZZA LLC | PIZZA | 362.65 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153441 | HEGGIES PIZZA LLC | PIZZA | 779.20 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153441 | HEGGIES PIZZA LLC | PIZZA | 250.25 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153441 | HEGGIES PIZZA LLC | PIZZA | 83.40 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| Total HEGGIES PIZZA LLC: | | | | 1,475.50 | | |

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| JOHNSON BROTHERS LIQUOR COMPANY INC | | | | | | |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | PICKLE | 257.12 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | PICKLE | 4.89 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | PICKLE | 49.50 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | PICKLE | 2.18 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | PICKLE | 277.00 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | PICKLE | 8.72 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | PICKLE | 333.00 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | PICKLE | 4.36 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | PICKLE | 1,367.72 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | PICKLE | 16.00 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | PICKLE | 221.00 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | PICKLE | 6.54 | 609-49750-330 | PICKLE TRANSPORTATION |
| Total JOHNSON BROTHERS LIQUOR COMPANY INC: | | | | 2,548.03 | | |
| LEAGUE OF MN CITIES INSURANCE TRUST | | | | | | |
| 04/02/2024 | 153370 | LEAGUE OF MN CITIES INSURANCE TRUST | WORK COMP PICKLE | 8,997.76 | 609-49750-150 | PICKLE WORKER'S COMPENSATION |
| Total LEAGUE OF MN CITIES INSURANCE TRUST: | | | | 8,997.76 | | |
| MADISON NATIONAL LIFE INSURANCE CO INC | | | | | | |
| 04/08/2024 | 153409 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD PICKLE STAFF | 179.41 | 609-49752-130 | PICKLE EMPLOYER PAID INSURANCE |
| 04/29/2024 | 153494 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD PICKLE STAFF | 179.41 | 609-49752-130 | PICKLE EMPLOYER PAID INSURANCE |
| Total MADISON NATIONAL LIFE INSURANCE CO INC: | | | | 358.82 | | |
| MINNESOTA POWER | | | | | | |
| 04/23/2024 | 153472 | MINNESOTA POWER | MUNICIPAL LIQUOR | 1,449.46 | 609-49750-380 | PICKLE UTILITY SERVICES |
| Total MINNESOTA POWER: | | | | 1,449.46 | | |
| NISSWA HARDWARE LLC | | | | | | |
| 04/02/2024 | 153378 | NISSWA HARDWARE LLC | UTILITY BLADES, BRUSH, HANDLE | 34.32 | 609-49750-220 | PICKLE R & M SUPPLIES |
| Total NISSWA HARDWARE LLC: | | | | 34.32 | | |
| NORTHLAND FIRE PROTECTION LLC | | | | | | |
| 04/02/2024 | 153379 | NORTHLAND FIRE PROTECTION LLC | SERVICE FIRE EXT. PICKLE | 585.48 | 609-49750-220 | PICKLE R & M SUPPLIES |

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| Total NORTHLAND FIRE PROTECTION LLC: | | | | 585.48 | | |
| NORTHLAND FROZEN PIZZA INC | | | | | | |
| 04/08/2024 | 153412 | NORTHLAND FROZEN PIZZA INC | PIZZA | 178.30 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153412 | NORTHLAND FROZEN PIZZA INC | PIZZA | 137.65 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/23/2024 | 153473 | NORTHLAND FROZEN PIZZA INC | PIZZA | 102.45 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/23/2024 | 153473 | NORTHLAND FROZEN PIZZA INC | PIZZA | 111.95 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/23/2024 | 153473 | NORTHLAND FROZEN PIZZA INC | PIZZA | 124.30 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/23/2024 | 153473 | NORTHLAND FROZEN PIZZA INC | PIZZA | 210.10 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| Total NORTHLAND FROZEN PIZZA INC: | | | | 864.75 | | |
| OLD DUTCH FOODS, INC. | | | | | | |
| 04/02/2024 | 153380 | OLD DUTCH FOODS, INC. | CHIPS | 47.36 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/29/2024 | 153500 | OLD DUTCH FOODS, INC. | CHIPS | 56.24 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/29/2024 | 153500 | OLD DUTCH FOODS, INC. | CHIPS | 35.04 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| Total OLD DUTCH FOODS, INC.: | | | | 138.64 | | |
| PEPSI-COLA CO. | | | | | | |
| 04/18/2024 | 153453 | PEPSI-COLA CO. | POP PICKLE | 140.63 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| Total PEPSI-COLA CO.: | | | | 140.63 | | |
| PHILLIPS WINE & SPIRITS | | | | | | |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | PICKLE | 743.92 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | PICKLE | 11.62 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | PICKLE | 93.50 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | PICKLE | 2.68 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | PICKLE | 256.47 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | PICKLE | 6.11 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | PICKLE | 68.25 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | PICKLE | 3.00 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | PICKLE | 402.43 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | PICKLE | 4.36 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | PICKLE | 654.32 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | PICKLE | 7.82 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | PICKLE | 101.00 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | PICKLE | 3.18 | 609-49750-330 | PICKLE TRANSPORTATION |

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| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | PICKLE | 1,088.39 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | PICKLE | 14.17 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | PICKLE | 136.45 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | PICKLE | 4.86 | 609-49750-330 | PICKLE TRANSPORTATION |
| Total PHILLIPS WINE & SPIRITS: | | | | 3,602.53 | | |
| R & J BRAODCASTING, INC. | | | | | | |
| 04/02/2024 | 153384 | R & J BRAODCASTING, INC. | PICKLE ADS | 500.00 | 609-49750-340 | PICKLE ADVERTISING |
| Total R & J BRAODCASTING, INC.: | | | | 500.00 | | |
| SCHAEFERS FOODS | | | | | | |
| 04/08/2024 | 153414 | SCHAEFERS FOODS | LEMONS LIMES CONDIMENTS PICKLE | 239.70 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| Total SCHAEFERS FOODS: | | | | 239.70 | | |
| SIGNATURE CONCEPTS INC | | | | | | |
| 04/18/2024 | 153455 | SIGNATURE CONCEPTS INC | SHIRTS | 970.00 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153455 | SIGNATURE CONCEPTS INC | SHIPPING | 16.85 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/18/2024 | 153455 | SIGNATURE CONCEPTS INC | SHIRTS | 1,296.00 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153455 | SIGNATURE CONCEPTS INC | SHIPPING | 46.46 | 609-49750-330 | PICKLE TRANSPORTATION |
| Total SIGNATURE CONCEPTS INC: | | | | 2,329.31 | | |
| SOUTHERN GLAZER'S WINE AND SPI, LLC | | | | | | |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | PICKLE | 839.77 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | PICKLE | 14.25 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | PICKLE | 613.25 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | PICKLE | 12.90 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | PICKLE | 414.84 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | PICKLE | 7.20 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | PICKLE | 1,061.50 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | PICKLE | 10.50 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | PICKLE | 637.54 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | PICKLE | 14.40 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | PICKLE | 451.00 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | PICKLE | 12.60 | 609-49750-330 | PICKLE TRANSPORTATION |

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| Total SOUTHERN GLAZER'S WINE AND SPI, LLC: | | | | 4,089.75 | | |
| SUPERIOR MECHANICAL | | | | | | |
| 04/08/2024 | 153416 | SUPERIOR MECHANICAL | ICE MACHINE REPAIRS | 271.50 | 609-49750-400 | PICKLE R & M - CONT |
| 04/23/2024 | 153475 | SUPERIOR MECHANICAL | ICE MACHINE REPAIRS | 231.50 | 609-49750-400 | PICKLE R & M - CONT |
| Total SUPERIOR MECHANICAL: | | | | 503.00 | | |
| SYSCO WESTERN MINNESOTA, INC | | | | | | |
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | POULTRY | 122.67 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | FROZEN | 222.40 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | CANNED & DRY | 56.48 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | PAPER SUPPLIES | 111.69 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | CHEM & JANITORIAL | 27.48 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | SHIPPING | 7.12 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | DAIRY | 53.94 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | SEAFOOD | 65.65 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | POULTRY | 155.19 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | FROZEN | 422.83 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | CANNED & DRY | 375.19 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | PAPER SUPPLIES | 121.36 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/08/2024 | 153417 | SYSCO WESTERN MINNESOTA, INC | SHIPPING | 7.12 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | DAIRY | 109.25 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | POULTRY | 196.08 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | FROZEN | 504.83 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | CANNED & DRY | 149.11 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | PAPER SUPPLIES | 121.94 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | SHIPPING | 7.81 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | POULTRY | 233.91 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | FROZEN | 172.65 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | CANNED & DRY | 275.80 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | PAPER SUPPLIES | 194.51 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | SHIPPING | 7.78 | 609-49750-330 | PICKLE TRANSPORTATION |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | DAIRY | 20.99 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | SEAFOOD | 98.55 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | POULTRY | 148.69 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | FROZEN | 641.53 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | PAPER SUPPLIES | 173.86 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/23/2024 | 153476 | SYSCO WESTERN MINNESOTA, INC | SHIPPING | 7.80 | 609-49750-330 | PICKLE TRANSPORTATION |

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| 04/23/2024 | 153476 | SYSKO WESTERN MINNESOTA, INC | CANNED & DRY | 590.75 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| Total SYSKO WESTERN MINNESOTA, INC: | | | | 5,404.96 | | |
| VIKING COCA COLA BOTTLING CO. | | | | | | |
| 04/02/2024 | 153390 | VIKING COCA COLA BOTTLING CO. | PICKLE POP | 15.40 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153390 | VIKING COCA COLA BOTTLING CO. | PICKLE IN HOUSE USE | 458.25 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/02/2024 | 153390 | VIKING COCA COLA BOTTLING CO. | PICKLE POP | 61.60 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/02/2024 | 153390 | VIKING COCA COLA BOTTLING CO. | PICKLE IN HOUSE USE | 302.75 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/23/2024 | 153478 | VIKING COCA COLA BOTTLING CO. | PICKLE POP | 113.75 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| 04/23/2024 | 153478 | VIKING COCA COLA BOTTLING CO. | PICKLE IN HOUSE USE | 382.25 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| 04/23/2024 | 153478 | VIKING COCA COLA BOTTLING CO. | PICKLE POP | 77.00 | 609-49750-250 | PICKLE-MERCH FOR RESALE |
| Total VIKING COCA COLA BOTTLING CO.: | | | | 1,411.00 | | |
| WASTE PARTNERS INC | | | | | | |
| 04/08/2024 | 153420 | WASTE PARTNERS INC | GARBAGE - PICKLE | 311.46 | 609-49750-210 | PICKLE OPERATING SUPPLIES |
| Total WASTE PARTNERS INC: | | | | 311.46 | | |
| XCEL ENERGY | | | | | | |
| 04/02/2024 | 153392 | XCEL ENERGY | PICKLE FACTORY | 162.62 | 609-49750-380 | PICKLE UTILITY SERVICES |
| 04/29/2024 | 153509 | XCEL ENERGY | PICKLE FACTORY | 122.84 | 609-49750-380 | PICKLE UTILITY SERVICES |
| Total XCEL ENERGY: | | | | 285.46 | | |
| XTONA | | | | | | |
| 04/18/2024 | 153464 | XTONA | IT SERVICES - PICKLE | 250.60 | 609-49750-300 | PICKLE PROFESSIONAL SERVICES |
| Total XTONA: | | | | 250.60 | | |
| Total MUNICIPAL LIQUOR STORE: | | | | 55,862.51 | | |

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| PARK & RECREATION | | | | | | |
| BUREAU OF CRIM. APPREHENSION | | | | | | |
| 04/25/2024 | 153479 | BUREAU OF CRIM. APPREHENSION | BACKGROUND CHECKS X 6 | 90.00 | 250-45140-300 | PARK PROFESSIONAL SERVICES |
| Total BUREAU OF CRIM. APPREHENSION: | | | | 90.00 | | |
| CARDMEMBER SERVICES | | | | | | |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | VINYL PLANK AND SUPPLIES | 45.02 | 250-45140-220 | PARK REPAIR & MAINT SUPPLIES |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | PESTICIDE TRAINING- JEFF | 86.90 | 250-45140-438 | PARK SCHOOL\TRAINING |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | ZIP TIES | 62.85 | 250-45140-220 | PARK REPAIR & MAINT SUPPLIES |
| Total CARDMEMBER SERVICES: | | | | 194.77 | | |
| CITY OF PEQUOT LAKES | | | | | | |
| 04/18/2024 | 153431 | CITY OF PEQUOT LAKES | ANNUAL HEARING TEST PARKS | 24.00 | 250-45140-300 | PARK PROFESSIONAL SERVICES |
| Total CITY OF PEQUOT LAKES: | | | | 24.00 | | |
| CTC | | | | | | |
| 04/18/2024 | 153434 | CTC | PARKS PHONE & INTERNET | 61.23 | 250-45140-320 | PARK COMMUNICATION |
| Total CTC: | | | | 61.23 | | |
| GLS PROMOTIONS LLC | | | | | | |
| 04/08/2024 | 153405 | GLS PROMOTIONS | JEFF UNIFORM | 100.00 | 250-45140-217 | PARK UNIFORMS |
| 04/18/2024 | 153440 | GLS PROMOTIONS | SPORT SHIRTS | 736.00 | 250-45140-210 | PARK OPERATING SUPPLIES |
| Total GLS PROMOTIONS LLC: | | | | 836.00 | | |
| LAKES PRINTING INC OF BRAINERD | | | | | | |
| 04/29/2024 | 153492 | LAKES PRINTING INC OF BRAINERD | SMALL DONATIONS FLYER | 164.35 | 250-45140-340 | PARK ADVERTISING |
| Total LAKES PRINTING INC OF BRAINERD: | | | | 164.35 | | |
| LEAGUE OF MN CITIES INSURANCE TRUST | | | | | | |
| 04/02/2024 | 153370 | LEAGUE OF MN CITIES INSURANCE TRUST | WORK COMP PARKS | 7,021.74 | 250-45140-150 | PARK WORKER'S COMPENSATION |
| Total LEAGUE OF MN CITIES INSURANCE TRUST: | | | | 7,021.74 | | |

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| MADISON NATIONAL LIFE INSURANCE CO INC | | | | | | |
| 04/08/2024 | 153409 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD PARK | 134.54 | 250-45140-130 | PARK EMPLOYER PAID INSURANCE |
| 04/29/2024 | 153494 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD PARK | 134.54 | 250-45140-130 | PARK EMPLOYER PAID INSURANCE |
| Total MADISON NATIONAL LIFE INSURANCE CO INC: | | | | 269.08 | | |
| MINNESOTA POWER | | | | | | |
| 04/23/2024 | 153472 | MINNESOTA POWER | HOCKEY WARMING HOUSE | 256.95 | 250-45140-380 | PARK UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | HOCKEY RINK | 11.94 | 250-45140-380 | PARK UTILITY SERVICES |
| Total MINNESOTA POWER: | | | | 268.89 | | |
| MIRACLE RECREATION EQUIP COMPA, INC | | | | | | |
| 04/29/2024 | 153498 | MIRACLE RECREATION EQUIP COMPA, INC | SWING SEAT RUBBER LATCH KIT, FUNNEL KIT | 388.61 | 250-45140-220 | PARK REPAIR & MAINT SUPPLIES |
| Total MIRACLE RECREATION EQUIP COMPA, INC: | | | | 388.61 | | |
| WEX BANK | | | | | | |
| 04/02/2024 | 153391 | WEX BANK | FUEL - PARKS | 94.13 | 250-45140-210 | PARK OPERATING SUPPLIES |
| Total WEX BANK: | | | | 94.13 | | |
| XCEL ENERGY | | | | | | |
| 04/02/2024 | 153392 | XCEL ENERGY | WARMING HOUSE | 104.08 | 250-45140-380 | PARK UTILITY SERVICES |
| 04/29/2024 | 153509 | XCEL ENERGY | WARMING HOUSE | 82.05 | 250-45140-380 | PARK UTILITY SERVICES |
| Total XCEL ENERGY: | | | | 186.13 | | |
| XTONA | | | | | | |
| 04/18/2024 | 153464 | XTONA | IT SERVICES - PARKS | 44.00 | 250-45140-320 | PARK COMMUNICATION |
| Total XTONA: | | | | 44.00 | | |
| Total PARK & RECREATION: | | | | 9,642.93 | | |

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| SEWAGE COLLECTION AND DISPOSAL | | | | | | |
| CARDMEMBER SERVICES | | | | | | |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | MRWA CONF - LARSON | 162.73 | 602-49450-438 | WW SCHOOL\TRAINING |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | RURAL WATER - BLOMER | 46.11 | 602-49450-438 | WW SCHOOL\TRAINING |
| Total CARDMEMBER SERVICES: | | | | 208.84 | | |
| CHAS J GRILLO | | | | | | |
| 04/18/2024 | 153430 | CHAS J GRILLO | STUMP GRINDING | 1,800.00 | 602-49450-400 | WW REPAIRS & MAINT - CONT |
| Total CHAS J GRILLO: | | | | 1,800.00 | | |
| CITY OF PEQUOT LAKES | | | | | | |
| 04/18/2024 | 153431 | CITY OF PEQUOT LAKES | HEARING TESTS - WW | 12.00 | 602-49450-437 | WW OTHER |
| Total CITY OF PEQUOT LAKES: | | | | 12.00 | | |
| CROW WING COOPERATIVE POWER & LIGHT CO | | | | | | |
| 04/23/2024 | 153468 | CROW WING COOPERATIVE POWER & LIGH | PINE TRAIL LIFT PUMP UTILITY | 48.39 | 602-49450-380 | WW UTILITY SERVICES |
| Total CROW WING COOPERATIVE POWER & LIGHT CO: | | | | 48.39 | | |
| CTC | | | | | | |
| 04/18/2024 | 153434 | CTC | WW PHONE & INTERNET | 81.72 | 602-49450-320 | WW COMMUNICATION |
| Total CTC: | | | | 81.72 | | |
| DIAMOND INDUSTRIAL CLEANING EQUIPMENT | | | | | | |
| 04/08/2024 | 153403 | DIAMOND INDUSTRIAL CLEANING EQUIPME | MONTHLY SERVICE CONTRACT | 120.00 | 602-49450-400 | WW REPAIRS & MAINT - CONT |
| Total DIAMOND INDUSTRIAL CLEANING EQUIPMENT: | | | | 120.00 | | |
| GOPHER STATE ONE-CALL, INC | | | | | | |
| 04/08/2024 | 153406 | GOPHER STATE ONE-CALL, INC | TICKETS | 8.10 | 602-49450-437 | WW OTHER |
| Total GOPHER STATE ONE-CALL, INC: | | | | 8.10 | | |
| LEAGUE OF MN CITIES INSURANCE TRUST | | | | | | |
| 04/02/2024 | 153370 | LEAGUE OF MN CITIES INSURANCE TRUST | WORK COMP SEWER | 4,966.76 | 602-49450-150 | WW WORKER'S COMPENSATION |

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| Total LEAGUE OF MN CITIES INSURANCE TRUST: | | | | 4,966.76 | | |
| MADISON NATIONAL LIFE INSURANCE CO INC | | | | | | |
| 04/08/2024 | 153409 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD WW | 122.71 | 602-49450-130 | WW EMPLOYER PAID INSURANCE |
| 04/29/2024 | 153494 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD WW | 122.71 | 602-49450-130 | WW EMPLOYER PAID INSURANCE |
| Total MADISON NATIONAL LIFE INSURANCE CO INC: | | | | 245.42 | | |
| MINNESOTA POWER | | | | | | |
| 04/02/2024 | 153375 | MINNESOTA POWER | INTERLACHEN LIFT PUMP | 34.20 | 602-49450-380 | WW UTILITY SERVICES |
| 04/02/2024 | 153375 | MINNESOTA POWER | LIFT PUMP #6 | 36.23 | 602-49450-380 | WW UTILITY SERVICES |
| 04/18/2024 | 153448 | MINNESOTA POWER | LIFT PUMP #3 | 393.23 | 602-49450-380 | WW UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | LIFT PUMP #1 | 187.24 | 602-49450-380 | WW UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | LIFT PUMP #5 | 33.85 | 602-49450-380 | WW UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | PINES LIFT PUMP | 49.37 | 602-49450-380 | WW UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | CROSSROADS LIFT PUMP | 32.30 | 602-49450-380 | WW UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | LIFT PUMP #2 | 55.68 | 602-49450-380 | WW UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | LIFT PUMP #4 | 46.02 | 602-49450-380 | WW UTILITY SERVICES |
| 04/23/2024 | 153472 | MINNESOTA POWER | 24757 CHARMIN | 3,391.46 | 602-49450-380 | WW UTILITY SERVICES |
| Total MINNESOTA POWER: | | | | 4,259.58 | | |
| MPCA ATTN: FISCAL -6 | | | | | | |
| 04/02/2024 | 153376 | MPCA ATTN: FISCAL -6 | STABILIZATION POND SEMINAR - DECK | 390.00 | 602-49450-438 | WW SCHOOL\TRAINING |
| Total MPCA ATTN: FISCAL -6: | | | | 390.00 | | |
| NISSWA HARDWARE LLC | | | | | | |
| 04/02/2024 | 153378 | NISSWA HARDWARE LLC | PVC, CEMENT | 37.98 | 602-49450-220 | WW REPAIR & MAINTENANCE SUPPLI |
| Total NISSWA HARDWARE LLC: | | | | 37.98 | | |
| S-N-K CAR WASH & OIL CHANGE | | | | | | |
| 04/23/2024 | 153474 | S-N-K CAR WASH & OIL CHANGE | 2019 F-450 | 54.26 | 602-49450-400 | WW REPAIRS & MAINT - CONT |
| Total S-N-K CAR WASH & OIL CHANGE: | | | | 54.26 | | |
| THE WAGON LLC DBA HONEY WAGON | | | | | | |
| 04/18/2024 | 153458 | THE WAGON LLC DBA HONEY WAGON | GOOD OL DAYS | 445.00 | 602-49450-400 | WW REPAIRS & MAINT - CONT |

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| 04/18/2024 | 153458 | THE WAGON LLC DBA HONEY WAGON | LAZY BROOK TOWNHOMES | 410.00 | 602-49450-400 | WW REPAIRS & MAINT - CONT |
| Total THE WAGON LLC DBA HONEY WAGON: | | | | 855.00 | | |
| WEX BANK | | | | | | |
| 04/02/2024 | 153391 | WEX BANK | FUEL - WW | 94.23 | 602-49450-210 | WW OPERATING SUPPLIES |
| Total WEX BANK: | | | | 94.23 | | |
| WIDSETH SMITH NOLTING AND ASSOCIATES INC | | | | | | |
| 04/18/2024 | 153462 | WIDSETH SMITH NOLTING AND ASSOCIATE | 2020 WWTF CONSTRUCTION PHASE | 10,399.75 | 602-49450-300 | WW PROFESSIONAL SERVICES |
| Total WIDSETH SMITH NOLTING AND ASSOCIATES INC: | | | | 10,399.75 | | |
| XCEL ENERGY | | | | | | |
| 04/02/2024 | 153392 | XCEL ENERGY | WASTEWATER OFFICE | 73.16 | 602-49450-380 | WW UTILITY SERVICES |
| 04/02/2024 | 153392 | XCEL ENERGY | WW BLOWER BUILDING | 67.26 | 602-49450-380 | WW UTILITY SERVICES |
| 04/02/2024 | 153392 | XCEL ENERGY | LIFT STATION 3 | 32.36 | 602-49450-380 | WW UTILITY SERVICES |
| 04/29/2024 | 153509 | XCEL ENERGY | WASTEWATER OFFICE | 60.15 | 602-49450-380 | WW UTILITY SERVICES |
| 04/29/2024 | 153509 | XCEL ENERGY | WW BLOWER BUILDING | 45.54 | 602-49450-380 | WW UTILITY SERVICES |
| 04/29/2024 | 153509 | XCEL ENERGY | LIFT STATION 3 | 29.90 | 602-49450-380 | WW UTILITY SERVICES |
| Total XCEL ENERGY: | | | | 308.37 | | |
| XTONA | | | | | | |
| 04/18/2024 | 153464 | XTONA | IT SERVICES - WW | 22.00 | 602-49450-320 | WW COMMUNICATION |
| Total XTONA: | | | | 22.00 | | |
| Total SEWAGE COLLECTION AND DISPOSAL: | | | | 23,912.40 | | |

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| SPIRITS OF NISSWA | | | | | | |
| ARAMARK UNIFORM & CAREER APPAREL GROUP | | | | | | |
| 04/08/2024 | 153394 | ARAMARK UNIFORM & CAREER APPAREL G | MATS/MOP SPIRITS | 87.43 | 610-49750-400 | SPIRITS R & M CONTRACTUAL |
| 04/29/2024 | 153480 | ARAMARK UNIFORM & CAREER APPAREL G | MATS/MOP SPIRITS | 87.43 | 610-49750-400 | SPIRITS R & M CONTRACTUAL |
| Total ARAMARK UNIFORM & CAREER APPAREL GROUP: | | | | 174.86 | | |
| ARTISAN BEER COMPANY | | | | | | |
| 04/02/2024 | 153361 | ARTISAN BEER COMPANY | SPIRITS | 253.75 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153361 | ARTISAN BEER COMPANY | SPIRITS | 2,013.75 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153425 | ARTISAN BEER COMPANY | SPIRITS | 1,029.90 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153425 | ARTISAN BEER COMPANY | SPIRITS | 76.90 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153425 | ARTISAN BEER COMPANY | SPIRITS | 198.50 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153425 | ARTISAN BEER COMPANY | SPIRITS | 386.88 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| Total ARTISAN BEER COMPANY: | | | | 3,185.92 | | |
| BATTERIES PLUS | | | | | | |
| 04/08/2024 | 153395 | BATTERIES PLUS | BATTERY | 439.98 | 610-49750-220 | SPIRITS REPAIR & MAINT. SUPPLY |
| Total BATTERIES PLUS: | | | | 439.98 | | |
| BERNICKS | | | | | | |
| 04/02/2024 | 153362 | BERNICKS | SPIRITS | 516.30 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153362 | BERNICKS | SPIRITS | 360.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153362 | BERNICKS | SPIRITS | 2,428.50 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153362 | BERNICKS | SPIRITS | 92.50 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153362 | BERNICKS | SPIRITS | 136.40 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153362 | BERNICKS | SPIRITS | 34.40 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153362 | BERNICKS | SPIRITS | 2,051.20 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153362 | BERNICKS | SPIRITS | 179.80 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153362 | BERNICKS | SPIRITS | 4,567.45 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153362 | BERNICKS | SPIRITS | 457.20 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153426 | BERNICKS | SPIRITS | 786.95 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153426 | BERNICKS | SPIRITS | 124.40 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153426 | BERNICKS | SPIRITS | 43.30 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153426 | BERNICKS | SPIRITS | 67.50 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153426 | BERNICKS | SPIRITS | 2,097.05 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153426 | BERNICKS | SPIRITS | 1,414.75 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153426 | BERNICKS | SPIRITS | 208.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |

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| 04/18/2024 | 153426 | BERNICKS | SPIRITS | 1,347.55 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153426 | BERNICKS | SPIRITS | 24.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153426 | BERNICKS | SPIRITS | 83.44 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| Total BERNICKS: | | | | 16,605.01 | | |
| BREAKTHRU BEVERAGE MN WINE & SPIRITS | | | | | | |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 176.00- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 1.15- | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 3,386.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 20.70 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 1,185.94 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 9.58 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 688.16 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 3.84 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 142.50 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 2,786.42 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 15.33 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153364 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 142.50 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 262.50- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 108.00- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 1.15- | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 202.50- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 1.15- | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 104.18- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 1.15- | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 39.80- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | .29- | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 2,239.25 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 31.05 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 570.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 7,851.77 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 61.24 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 2,132.88 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153428 | BREAKTHRU BEVERAGE MN WINE & SPIRIT | SPIRITS | 16.87 | 610-49750-330 | SPIRITS TRANSPORTATION |
| Total BREAKTHRU BEVERAGE MN WINE & SPIRITS: | | | | 20,386.16 | | |
| C & L DISTRIBUTING | | | | | | |
| 04/02/2024 | 153365 | C & L DISTRIBUTING | SPIRITS | 20.80- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |

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| 04/02/2024 | 153365 | C & L DISTRIBUTING | SPIRITS | 19.60- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153365 | C & L DISTRIBUTING | SPIRITS | 15.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153365 | C & L DISTRIBUTING | SPIRITS | 2,268.45 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153365 | C & L DISTRIBUTING | SPIRITS | 3,759.80 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153365 | C & L DISTRIBUTING | SPIRITS | 4,585.10 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153365 | C & L DISTRIBUTING | SPIRITS | 1,873.70 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | SPIRITS | 19.60- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | SPIRITS | 36.70- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | SPIRITS | 48.60- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | SPIRITS | 3,113.10 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | SPIRITS | 2,569.95 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | SPIRITS | 5,877.40 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | SPIRITS | 192.00- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | SPIRITS | 899.20 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | SPIRITS | 10.30 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153429 | C & L DISTRIBUTING | SPIRITS | 4,277.30 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/29/2024 | 153481 | C & L DISTRIBUTING | SPIRITS | 84.05- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/29/2024 | 153481 | C & L DISTRIBUTING | SPIRITS | 3,927.95 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| Total C & L DISTRIBUTING: | | | | 32,755.90 | | |
| CARDMEMBER SERVICES | | | | | | |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | PHILLIPS KING/FROSTBUDDY | 1,099.90 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | AMAZON MEMBERSHIP/BROCHURE HOLDER | 80.51 | 610-49750-200 | SPIRITS OFFICE SUPPLIES |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | BRIAN MEALS | 23.37 | 610-49750-438 | SPIRITS SCHOOL\TRAINING |
| 04/08/2024 | 153396 | CARDMEMBER SERVICES | LATE FEE/INTEREST | 54.35 | 610-49750-437 | SPIRITS SALES TAX |
| Total CARDMEMBER SERVICES: | | | | 1,258.13 | | |
| CTC | | | | | | |
| 04/18/2024 | 153434 | CTC | SPIRIT PHONES & INTERNET | 52.83 | 610-49750-320 | SPIRITS COMMUNICATION |
| Total CTC: | | | | 52.83 | | |
| D & D BEVERAGE LLC | | | | | | |
| 04/08/2024 | 153402 | D & D BEVERAGE LLC | SPIRITS | 48.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153402 | D & D BEVERAGE LLC | SPIRITS | 4,633.80 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153402 | D & D BEVERAGE LLC | SPIRITS | 76.60- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153402 | D & D BEVERAGE LLC | SPIRITS | 961.25 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153402 | D & D BEVERAGE LLC | SPIRITS | 472.97 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |

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| 04/08/2024 | 153402 | D & D BEVERAGE LLC | SPIRITS | 292.10- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153402 | D & D BEVERAGE LLC | SPIRITS | 3,454.95 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153402 | D & D BEVERAGE LLC | SPIRITS | 250.70- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | SPIRITS | 49.20- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | SPIRITS | 183.05- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | SPIRITS | 2.00- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | SPIRITS | 524.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | SPIRITS | 168.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | SPIRITS | 25.50 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | SPIRITS | 2,465.55 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | SPIRITS | 3,979.80 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | SPIRITS | 36.40- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | SPIRITS | 5,999.95 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | SPIRITS | 34.40- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | SPIRITS | 1,179.85 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153435 | D & D BEVERAGE LLC | SPIRITS | 190.75- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| Total D & D BEVERAGE LLC: | | | | 22,798.42 | | |
| FORESTEDGE WINERY | | | | | | |
| 04/18/2024 | 153438 | FORESTEDGE WINERY | SPIRITS | 138.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| Total FORESTEDGE WINERY: | | | | 138.00 | | |
| FORUM COMMUNICATIONS CO | | | | | | |
| 04/08/2024 | 153404 | FORUM COMMUNICATIONS CO | WEDDINGS NORTH 2024 | 362.50 | 610-49750-340 | SPIRITS ADVERTISING |
| Total FORUM COMMUNICATIONS CO: | | | | 362.50 | | |
| GRANITE CITY JOBBING CO INC | | | | | | |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | CIGS SPIRITS | 1,078.02 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | TOBACCO/CIGARS SPIRITS | 376.27 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | CONFECTIONS SPIRITS | 17.94 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | PAPER SUPPLIES SPIRITS | 54.27 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | GM HBC SPIRITS | 64.35 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | BEVERAGES FOUNTAIN SPIRITS | 30.16 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | SHIPPING SPIRITS | 10.00 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | CIGS SPIRITS | 537.30 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | TOBACCO/CIGARS SPIRITS | 322.76 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | SALTY SNACKS - SPIRITS | 17.52 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |

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| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | PAPER SUPPLIES SPIRITS | 56.96 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153407 | GRANITE CITY JOBBING CO INC | SHIPPING SPIRITS | 10.00 | 610-49750-330 | SPIRITS TRANSPORTATION |
| Total GRANITE CITY JOBBING CO INC: | | | | 2,575.55 | | |
| IP NETWORKS, INC. | | | | | | |
| 04/18/2024 | 153444 | IP NETWORKS, INC. | FORTINET FIREWALL - SPIRITS | 155.00 | 610-49750-200 | SPIRITS OFFICE SUPPLIES |
| Total IP NETWORKS, INC.: | | | | 155.00 | | |
| JOHNSON BROTHERS LIQUOR COMPANY INC | | | | | | |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 469.15 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 9.00 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 2,101.35 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 52.32 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 32.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 2.18 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 1,337.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 20.71 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 2,308.55 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 92.45 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 743.15 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 24.53 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 78.50 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 2.68 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 1,608.37 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 19.77 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 6,990.50 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 194.45 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 7,418.80 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 156.96 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 131.45 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 4.86 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 1,300.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 37.06 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 34.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153368 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 14.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 1,236.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 32.70 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 573.32 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |

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| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 19.62 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 53.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 4.36 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 630.32 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 6.74 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 1,204.10 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 21.44 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 176.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 6.54 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 77.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 4.36 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 835.45 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153445 | JOHNSON BROTHERS LIQUOR COMPANY IN | SPIRITS | 10.90 | 610-49750-330 | SPIRITS TRANSPORTATION |
| Total JOHNSON BROTHERS LIQUOR COMPANY INC: | | | | 29,979.64 | | |
| LEAGUE OF MN CITIES INSURANCE TRUST | | | | | | |
| 04/02/2024 | 153370 | LEAGUE OF MN CITIES INSURANCE TRUST | WORK COMP SPIRITS | 11,145.61 | 610-49750-150 | SPIRITS WORKER'S COMPENSATION |
| Total LEAGUE OF MN CITIES INSURANCE TRUST: | | | | 11,145.61 | | |
| MADISON NATIONAL LIFE INSURANCE CO INC | | | | | | |
| 04/08/2024 | 153409 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD SPIRITS STAFF | 205.27 | 610-49752-130 | SPIRITS EMPLOYER PAID INSURANC |
| 04/29/2024 | 153494 | MADISON NATIONAL LIFE INSURANCE CO I | LIFE, STD, LTD SPIRITS STAFF | 205.27 | 610-49752-130 | SPIRITS EMPLOYER PAID INSURANC |
| Total MADISON NATIONAL LIFE INSURANCE CO INC: | | | | 410.54 | | |
| MINNESOTA MUNICIPAL BEVERAGE ASSOCIATION | | | | | | |
| 04/18/2024 | 153447 | MINNESOTA MUNICIPAL BEVERAGE ASSOC | ANNUAL CONFERENCE - FARRELL, BRIAN | 759.00 | 610-49750-438 | SPIRITS SCHOOL\TRAINING |
| Total MINNESOTA MUNICIPAL BEVERAGE ASSOCIATION: | | | | 759.00 | | |
| MINNESOTA POWER | | | | | | |
| 04/02/2024 | 153375 | MINNESOTA POWER | 23962 SMILEY LIQUOR STORE | 1,581.55 | 610-49750-380 | SPIRITS UTILITY SERVICES |
| Total MINNESOTA POWER: | | | | 1,581.55 | | |
| PAUL BUNYAN ICE | | | | | | |
| 04/08/2024 | 153413 | PAUL BUNYAN ICE | ICE - SPIRITS | 440.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/29/2024 | 153501 | PAUL BUNYAN ICE | ICE - SPIRITS | 204.60 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |

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| Total PAUL BUNYAN ICE: | | | | 644.60 | | |
| PEOPLES SECURITY COMPANY INC | | | | | | |
| 04/02/2024 | 153381 | PEOPLES SECURITY COMPANY INC | LIQUOR STORE MONITORING 4/1/24-4/30/24 | 38.64 | 610-49750-433 | SPIRITS DUES & SUBSCRIPTIONS |
| Total PEOPLES SECURITY COMPANY INC: | | | | 38.64 | | |
| PHILLIPS WINE & SPIRITS | | | | | | |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 467.05 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 6.72 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 575.75 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 30.52 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 1,696.64 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 58.86 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 1,513.25 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 63.59 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 88.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 2.18 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 2,686.40 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 67.95 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 934.25 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153382 | PHILLIPS WINE & SPIRITS | SPIRITS | 52.69 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | SPIRITS | 1,846.50 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | SPIRITS | 56.68 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | SPIRITS | 303.15 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | SPIRITS | 15.26 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | SPIRITS | 46.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | SPIRITS | 13.08 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | SPIRITS | 714.15 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | SPIRITS | 10.90 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | SPIRITS | 1,068.30 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | SPIRITS | 43.60 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | SPIRITS | 34.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153454 | PHILLIPS WINE & SPIRITS | SPIRITS | 2.18 | 610-49750-330 | SPIRITS TRANSPORTATION |
| Total PHILLIPS WINE & SPIRITS: | | | | 12,397.65 | | |
| RITE ENTERPRISES, INC | | | | | | |
| 04/29/2024 | 153502 | RITE ENTERPRISES, INC | ANNUAL CLOUD POS | 1,801.75 | 610-49750-433 | SPIRITS DUES & SUBSCRIPTIONS |

| Check Date | Check No | Payee | Description | Amount | GL Account | GL Account Title |
|--|----------|-------------------------------------|-------------------------|----------|---------------|--------------------------------|
| Total RITE ENTERPRISES, INC: | | | | 1,801.75 | | |
| SCHAEFERS FOODS | | | | | | |
| 04/08/2024 | 153414 | SCHAEFERS FOODS | LIMES LEMONS SPIRITS | 80.42 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| Total SCHAEFERS FOODS: | | | | 80.42 | | |
| SCHAEFERS OF NISSWA LIMITED | | | | | | |
| 04/01/2024 | 153360 | SCHAEFERS OF NISSWA LIMITED | 2022 RENT | 8,923.40 | 610-49750-410 | SPIRITS RENTALS |
| Total SCHAEFERS OF NISSWA LIMITED: | | | | 8,923.40 | | |
| SCR NORTHERN | | | | | | |
| 04/02/2024 | 153385 | SCR NORTHERN | MONTHLY BLANKET BILLING | 315.00 | 610-49750-400 | SPIRITS R & M CONTRACTUAL |
| Total SCR NORTHERN: | | | | 315.00 | | |
| SMALL LOT MN, LLC | | | | | | |
| 04/02/2024 | 153386 | SMALL LOT MN, LLC | SPIRITS | 1,384.46 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153386 | SMALL LOT MN, LLC | SPIRITS | 18.00 | 610-49750-330 | SPIRITS TRANSPORTATION |
| Total SMALL LOT MN, LLC: | | | | 1,402.46 | | |
| SOUTHERN GLAZER'S WINE AND SPI, LLC | | | | | | |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 1,466.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 21.60 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 2,483.18 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 59.70 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 27.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 1.80 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 180.80 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 5.40 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 6,019.64 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 63.00 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 60.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 1.80 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 384.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 9.00 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 384.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |

| Check Date | Check No | Payee | Description | Amount | GL Account | GL Account Title |
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| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 9.00 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 119.68 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 3.60 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 1,974.33 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 55.80 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 4,321.35 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 99.00 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 443.31 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153415 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 5.40 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 724.50 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 7.20 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 1,090.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 23.40 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 1,322.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 19.80 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 9.00 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 800.00- | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 1,331.36 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 18.46 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 15.67 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | .15 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 310.77 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 7.20 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 2,877.41 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 29.63 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 42.67 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 1.95 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 904.23 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153456 | SOUTHERN GLAZER'S WINE AND SPI, LLC | SPIRITS | 20.10 | 610-49750-330 | SPIRITS TRANSPORTATION |
| Total SOUTHERN GLAZER'S WINE AND SPI, LLC: | | | | 26,153.89 | | |
| TAPES PLUS ADVERTISING | | | | | | |
| 04/29/2024 | 153504 | TAPES PLUS ADVERTISING | RECEIPT ADS | 240.00 | 610-49750-340 | SPIRITS ADVERTISING |
| Total TAPES PLUS ADVERTISING: | | | | 240.00 | | |
| THE WINE COMPANY | | | | | | |
| 04/18/2024 | 153459 | THE WINE COMPANY | SPIRITS | 304.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153459 | THE WINE COMPANY | SPIRITS | 18.85 | 610-49750-330 | SPIRITS TRANSPORTATION |

| Check Date | Check No | Payee | Description | Amount | GL Account | GL Account Title |
|--------------------------------------|----------|-------------------------------|-------------------|----------|---------------|--------------------------------|
| Total THE WINE COMPANY: | | | | 322.85 | | |
| VIKING COCA COLA BOTTLING CO. | | | | | | |
| 04/02/2024 | 153390 | VIKING COCA COLA BOTTLING CO. | SPIRITS POP | 170.60 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/02/2024 | 153390 | VIKING COCA COLA BOTTLING CO. | SPIRITS POP | 221.25 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/23/2024 | 153478 | VIKING COCA COLA BOTTLING CO. | SPIRITS POP | 269.35 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/23/2024 | 153478 | VIKING COCA COLA BOTTLING CO. | SPIRITS POP | 7.03 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/23/2024 | 153478 | VIKING COCA COLA BOTTLING CO. | SPIRITS POP | 146.30 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/23/2024 | 153478 | VIKING COCA COLA BOTTLING CO. | SPIRITS POP | 200.75 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| Total VIKING COCA COLA BOTTLING CO.: | | | | 1,001.22 | | |
| VINOCOPIA INC | | | | | | |
| 04/18/2024 | 153461 | VINOCOPIA INC | SPIRITS | 1,049.48 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153461 | VINOCOPIA INC | SPIRITS | 12.00 | 610-49750-330 | SPIRITS TRANSPORTATION |
| Total VINOCOPIA INC: | | | | 1,061.48 | | |
| WASTE PARTNERS INC | | | | | | |
| 04/08/2024 | 153420 | WASTE PARTNERS INC | GARBAGE - SPIRITS | 207.70 | 610-49750-210 | SPIRITS OPERATING SUPPLIES |
| Total WASTE PARTNERS INC: | | | | 207.70 | | |
| WINE MERCHANTS | | | | | | |
| 04/08/2024 | 153421 | WINE MERCHANTS | SPIRITS | 494.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153421 | WINE MERCHANTS | SPIRITS | 14.00 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153421 | WINE MERCHANTS | SPIRITS | 2,652.50 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153421 | WINE MERCHANTS | SPIRITS | 46.89 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/08/2024 | 153421 | WINE MERCHANTS | SPIRITS | 230.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/08/2024 | 153421 | WINE MERCHANTS | SPIRITS | 6.54 | 610-49750-330 | SPIRITS TRANSPORTATION |
| 04/29/2024 | 153508 | WINE MERCHANTS | SPIRITS | 480.00 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/29/2024 | 153508 | WINE MERCHANTS | SPIRITS | 8.72 | 610-49750-330 | SPIRITS TRANSPORTATION |
| Total WINE MERCHANTS: | | | | 3,932.65 | | |
| WINEBOW INC | | | | | | |
| 04/18/2024 | 153463 | WINEBOW INC | SPIRITS | 1,032.98 | 610-49750-250 | SPIRITS MERCHANDISE FOR RESALE |
| 04/18/2024 | 153463 | WINEBOW INC | SPIRITS | 11.25 | 610-49750-330 | SPIRITS TRANSPORTATION |

| Check Date | Check No | Payee | Description | Amount | GL Account | GL Account Title |
|--------------------------|----------|-------------|-----------------------|------------|---------------|-------------------------------|
| Total WINEBOW INC: | | | | 1,044.23 | | |
| XCEL ENERGY | | | | | | |
| 04/02/2024 | 153392 | XCEL ENERGY | SPIRITS OF NISSWA | 113.59 | 610-49750-380 | SPIRITS UTILITY SERVICES |
| 04/29/2024 | 153509 | XCEL ENERGY | SPIRITS OF NISSWA | 87.77 | 610-49750-380 | SPIRITS UTILITY SERVICES |
| Total XCEL ENERGY: | | | | 201.36 | | |
| XTONA | | | | | | |
| 04/18/2024 | 153464 | XTONA | IT SERVICES - SPIRITS | 283.10 | 610-49750-300 | SPIRITS PROFESSIONAL SERVICES |
| Total XTONA: | | | | 283.10 | | |
| Total SPIRITS OF NISSWA: | | | | 204,817.00 | | |
| Grand Totals: | | | | 619,517.77 | | |

Dated: _____

Mayor: _____

City Council: _____

PERSONNEL UPDATES

May 2024

Hires

| Name | Position | Department | Employee Type | Effective | Pay Rate | Notes |
|-----------------|--------------------|--------------|---------------|-----------|----------|-----------------------------------|
| James Straka | Liquor Store Clerk | Spirits | Part-Time | 5/13/2024 | \$15.62 | Grade 3, Step 1 |
| Elijah Hallgren | Seasonal Maint. | Public Works | Seasonal | 5/13/2024 | \$19.17 | Grade 6, Step 2 (2nd year/season) |
| Jack Boschee | Seasonal Maint. | Public Works | Seasonal | 5/15/2024 | \$18.61 | Grade 6, Step 1 |
| Ryan Fritz | Seasonal Maint. | Public Works | Seasonal | 5/28/2024 | \$18.61 | Grade 6, Step 1 |
| Grace Tiede | Server | Pickle | Part-Time | 5/3/2024 | \$15.68 | Grade 5, Step 1 |
| Allison Wardell | Barback | Pickle | Part-Time | 5/13/2024 | \$13.15 | Grade 2, Step 1 |

Position Changes

| Name | Position | Department | Employee Type | Effective | Pay Rate | Notes |
|--------------|--------------|------------|---------------|-----------|----------|-----------------------------|
| Bruce London | City Council | Council | Council | 4/30/2024 | | Term 4/30/2024 - 12/31/2024 |
| | | | | | | |

Departures

| Name | Position | Department | Employee Type | Effective | Pay Rate | Notes |
|---------------|--------------|------------|---------------|-----------|----------|--|
| Mark Utzinger | City Council | Council | Council | 3/19/2024 | | Resigned - relocation out of City Limits |
| | | | | | | |

Leaves

| Name | Position | Department | Employee Type | Leave Start Date | Leave End Date | Notes |
|------|----------|------------|---------------|------------------|----------------|-------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

**CITY OF NISSWA
MINUTES – CITY COUNCIL WORKSHOP
TUESDAY, APRIL 16, 2024
6:30 P.M. – CITY HALL**

Pursuant to due notice and call, a City Council workshop was held on Tuesday, April 16, 2024 at 6:30PM at City Hall for the purpose of receiving the results of the 2023 annual audit of the City of Nisswa Financial Statements. This workshop was also available on YouTube Live.

Members present: John Ryan, Mark Froehle, Joe Hall.

Members absent: Jesse Zahn.

City staff present: Jenny Max, Kiki Lindbery, Bethany Soderlund, Maggi Wentler.

Audience members: 2.

Call to Order – John Ryan called the meeting to order at 6:30PM.

City of Nisswa Audited Financial Statements for the Year Ended December 31, 2023 – Presentation by Ryan Schmidt, CPA, Partner – Schlenner Wenner & Co. – Jenny Max introduced Ryan Schmidt, who was present to explain the results of the 2023 audit. Schmidt provided a summarized overview of the 2023 audit process, and the presentation included a review of the audit results, audit adjustments, internal control items, Minnesota legal compliance, financial/fund highlights to include revenues, expenditures and trend analysis, and outstanding long-term debt. The City of Nisswa received an unmodified (clean) opinion on the City's financial statements for the year 2023, which, Schmidt noted, is the best opinion to receive. Discussion commenced.

Max expressed appreciation for Schmidt and his team at Schlenner Wenner & Co for their work and for being so easy to work with during the audit process. Max also thanked Maggi Wentler and other City staff for their diligent assistance and preparation before and throughout the audit process. Schmidt also noted his appreciation of City staff who are accommodating and easy-to-work-with.

Max noted that City Council approval of the 2023 Audited Financial Statements will take place at the regular Council Meeting under New Business.

Adjourn – There being no further business, Motion by Froehle, seconded by Hall to adjourn the City Council Audit Results Workshop at 6:46 p.m. Motion carried unanimously.

Respectfully Submitted,

John Ryan, Mayor

Kiki Lindbery, City Clerk

CITY OF NISSWA
MINUTES – REGULAR COUNCIL MEETING
TUESDAY, APRIL 16, 2024
7:00 PM – NISSWA CITY HALL

The Regularly Scheduled Nisswa City Council meeting was held Tuesday, April 16, 2024, at 7:00 pm at City Hall. This meeting was also available on *YouTube Live*.

Members present: John Ryan, Mark Froehle, Joe Hall.

Members absent: Jesse Zahn.

City staff present: Jenny Max, Tom Blomer, Amber Moon Peterson, Bethany Soderlund, Maggi Wentler, Shawn Bailey, Brian Farrell, Kiki Lindbery.

Also present: City Engineer-Dave Reese; City Attorney-Tom Pearson; Nancy Vogt - Echo Newspaper.

Audience members: 12 members of the public were present.

A. Call to Order - John Ryan called the meeting to order at 7:00PM. The pledge of allegiance was recited.

B. Approve Amended Agenda –Motion by Froehle, Seconded by Hall to approve the City Council Agenda, as amended with the addition of New Business Item F.7 – Sourcewell Grant Application. Motion carried unanimously.

C. Consent Calendar

1. Fire Department Report – March 2024
2. Parks and Recreation Report – April 2024
3. Pickle Report – March 2024
4. Spirits Report – March 2024
5. Public Works Department Report – April 2024
6. Planning & Zoning Report – April 2024
7. Police Report – March 2024
8. Presentation of Claims – Check register #153222-153359, totaling \$715,260.10
9. Personnel Updates – April 2024
10. City Council and MNDOT Workshop Minutes from March 19, 2024
11. Regular City Council Meeting Minutes from March 19, 2024
12. LG220 Gambling Permit Application – Lakes Area Heroes – April 26, 2024 Gala
13. LG220 Gambling Permit Application – Mule Deer Foundation – June 22, 2024
14. LG220 Gambling Permit Application – MNTC – July 12, 2024
15. LG220 Gambling Permit Application – Gull Chain of Lakes Association – August 4, 2024
16. Special Event Permit Application – Brewery Series Fun Run – Roundhouse – June 8, 2024
17. Special Event Permit Application – Brewery Series Fun Run – Big Axe – June 9, 2024
18. Special Event Permit and Temporary Beer License Agreement Application – Firecracker Run – July 6, 2024
19. Special Street Use Event Permit Application – 6th Annual A&W ‘Cruisin Night Car Show – July 6, 2024
20. Police Donation Resolution - Harms

Motion by Hall, seconded by Froehle to approve the Consent Calendar as presented. Motion carried unanimously.

D. Open Forum:

1. Public Comment – none presented.
2. Mayor for a Day Essay – Moxie Lou Steffen-Burton, a fourth-grader at Nisswa Elementary, participated in the annual essay contest administered by the League of Minnesota Cities, and she was present to read her essay for the public. Max noted that there were over 500 submissions to the contest this year, and Moxie Lou’s essay was ranked within the top 25 essays in the State. A photo was taken of Moxie Lou with the Council Members present.

3. Department Presentation – Public Works Department Annual Report – Tom Blomer was present to update the Council regarding events and projects over the past year and about some upcoming projects and plans. He noted that the winter season was far less severe than last year, with below average snowfall after last year's record amounts of snow. Blomer explained right-of-way (ROW) rules regarding damage caused to items or property left within the ROW. There are numerous complaints about property damage in the ROW every year. Damage to landscaping, fencing, or items which are located within the road ROW is not the responsibility of the City, and will not be replaced or repaired by the City. Blomer thanked and praised the Public Works Department staff that for their diligence and consistent work, especially during the last heavy snowfall event in March.
Blomer also informed the Council that the DNR and Nisswa Fire Department assisted with a controlled burn on the waste water spray field recently, in order to clean up debris and level the property so that maintenance and farming the property is easier and the ground will better absorb the water sprayed on it.
Blomer noted upcoming Road Bond projects for the 2024-2027 seasons, and lists of possible eligible roads were shared. In addition, a new digital GIS mapping system for the City is being researched, and may soon replace the existing 'paper file' system. Blomer then displayed photos of the newest equipment the Department has been able to purchase, and he thanked Council Members for their support throughout the past year.

E. REPORTS:

1. **City Administrator** – Max noted her written report is in the packet and questions from Council were welcome. She then highlighted and explained a number of items within her report.
2. **City Attorney** – none.
3. **City Engineer** – Dave Reese introduced Bill Westerberg, who will be taking over as the City Engineer to represent the City on behalf of Widseth, replacing Joe Dubel.

F. NEW BUSINESS:

1. Recommendation from Planning Commission – Land Use & Development Ordinance Revisions, Chapter 20 - Soderlund and Chris Pence explained the request and noted that the proposed Ordinance changes are a continuation of the overall review and revision of the City's Land Use Ordinance. As conditioned by the DNR, these revisions are the state minimums for PUDs, commercial uses, and resorts. DNR Standards have been met and the City will now have a fully compliant Shoreland Ordinance. Discussion commenced. Motion by Froehle, seconded by Hall to accept the recommendation of the Planning Commission and approve the Land Use & Development Ordinance Revisions for Chapter 20, as presented. Motion carried unanimously. Motion by Ryan, seconded by Froehle to approve publication of the Summary Ordinance in the newspaper. Motion carried unanimously.
2. Recommendation from Parks Commission re: New Park Name – Amber Moon Peterson explained the history and the public engagement process for naming the new Camp Lincoln area Park. The Mille Lacs Band of Ojibwe was contacted to provide a recommendation for a new park name. The Parks commission recommends the park be named "Naawayi'ii Zaaga'iganiin, Between the Lakes Park". Motion by Ryan, seconded by Froehle to accept the recommendation of the Parks Commission and approve the new name of the park "Naawayi'ii Zaaga'iganiin, Between the Lakes Park", as presented. Motion carried unanimously.
3. Recommendation from Liquor Committee re: Spirits Expansion – Brain Farrell explained the request and the history behind it. He noted that the Liquor Committee recommends a 10% expansion, contingent upon acceptable lease agreement and associated costs. Hall noted that additional workshops should be held regarding the future of the business, the Pickle, and potential changes in State Liquor Sales Laws. Hall also noted that the Council needs to discuss the future of these businesses in order to protect the long-term interest of the City and long-term viability moving forward. Discussion commenced. Motion by Ryan, seconded by Froehle to approve that staff continue conversations with Schaefer's regarding a 10% expansion, pending approval contingent upon acceptable lease costs. Motion carried unanimously.
4. Approve City of Nisswa Audited Financial Statements for Year Ended December 31, 2023 – Motion by Froehle, seconded by Hall to approve the City of Nisswa 2023 Audited Financial Statements and the 2023 Report to Members of Governance, as presented. Motion carried unanimously.
5. Request from Councilmember Zahn re: Employee Recognition Discussion – Motion by Froehle, seconded by Hall to Table this item to the May Council Meeting. Motion carried unanimously.
6. Approve the 2025 Budget Meeting Schedule – Max explained the schedule, and discussion commenced. Motion by Froehle, seconded by Hall to approve the 2025 Budget Meeting Schedule as presented. Motion carried unanimously.

7. Approve Sourcewell Community Match Funds Grant Application – *Addition to Agenda* – if approved, this grant application request will be to provide new Tasers for the Police Department. Motion by Ryan, seconded by Hall to approve the Sourcewell Community Match Funds Grant Application for the Police Department, as presented. Motion carried unanimously.

G. OLD BUSINESS

1. Approve Sourcewell Community Impact Funds Grant Application – Max explained the request, and Hall requested an update regarding the progress of necessary repairs for the City Hall project and he inquired whether quotes had been obtained yet for the project. Max noted that quotes had not been obtained as the Council has not yet approved the final project. Discussion continued. Motion by Froehle, seconded by Hall to approve the Sourcewell Community Impact Funds Grant Application for improvements to City Hall, as presented. Motion carried unanimously.

H. COUNCIL REPORTS – Mayor Ryan expressed his appreciation for the Mayor for a Day, Moxie Lou Steffen-Burton.

F. New Business (Continued)

8. Recommendation to move to Closed Session pursuant to MN Statute 13D.05 Subd. 3(c) – re: Consideration of Offer for Property Purchase - Motion by Ryan, seconded by Froehle to move to Closed Session pursuant to MN Statutes 13D.05 Subd. 3(c) regarding Consideration of Offer for Property Purchase at 8:01 PM. Motion carried unanimously.

Motion by Ryan, seconded by Froehle to move out of Closed Session, back into Open Session for an additional item of Council Business.

Mayor Ryan explained to Council that he had a meeting with Fire Chief Shawn Bailey, and wanted to explain what his intention was at a prior Council Meeting regarding his comments about Chief Bailey not following required Policies and Procedures. He noted that he had apologized to Shawn at that meeting, and that his intention was not to single Shawn out, but to remind all staff about the Policies and Procedures that are in place regarding grant applications or donations.

Motion by Froehle, seconded by Hall to move to Closed Session pursuant to MN Statutes 13D.05 Subd. 3(c) regarding Consideration of Offer for Property Purchase for Property ID numbers 28230540, 28230538, 28230533, 28230532, 28230535, 28230531, and 28230517 at 8:04 PM. Motion carried unanimously.

Council called for a 5-minute recess at 8:04 PM., then returned to Closed Session.

Motion by Ryan, seconded by Froehle to return to Open Session at 9:11PM. Motion carried unanimously.

Motion by Froehle, seconded by Hall to continue the closed session to April 30, 2024, at 6:00PM. Motion carried unanimously.

ADJOURN – There being no further business, Motion by Froehle seconded by Ryan to adjourn the regular Council meeting at 9:12PM. Motion carried unanimously.

Respectfully Submitted,

John Ryan, Mayor

Kirstin (Kiki) Lindberg, City Clerk

CITY OF NISSWA
MINUTES – BOARD OF APPEAL AND EQUALIZATION
FRIDAY, APRIL 19, 2024
1:00 P.M. – NISSWA CITY HALL

Pursuant to due notice and call, the City of Nisswa Local Board of Appeal and Equalization meeting was held on Friday, April 19, 2024 at 1:00PM at City Hall and was available on YouTube Live.

Members present: John Ryan, Mark Froehle, Joe Hall.

Members absent: Jesse Zahn.

Also, present: City staff – Jenny Max, Kiki Lindbery.

Crow Wing County Land Services Staff: Gary Griffin, Sandra Brueland, Sam Bedard, Sheila Janke, Jason Dann.

Audience members: 5.

A. Call to Order – John Ryan called the meeting to order at 1:00PM .

B. Gary Griffin, Crow Wing County Land Services – Griffin gave an explanation of the 2024 Board of Appeal and Equalization meeting procedures and logistics, and he also explained that this meeting is held to provide a fair and objective forum for property owners within the City of Nisswa to appeal their 2024 property valuations or classifications. This meeting is to discuss 2024 assessment valuations or classifications only; property tax amounts or previous year's valuations cannot be considered during this meeting. Residents are asked to call the Land Services Office regarding property tax amounts or previous valuations. Griffin explained the options that Council members had available to them to help during the decision-making process. He noted the 2024 valuations showed both positive and negative changes, and there were smaller increases in valuations overall this year; he went on to explain that just because the valuations are increasing it does not necessarily mean that taxes will increase. Tax increases are primarily due to increased governmental spending projections.

Griffin also noted that there were 46 recent sales of residential/seasonal properties in the City of Nisswa resulting in a Median Sale to Valuation Ratio of 92.63%. State Statute dictates valuations must be within 90-105% of the real value of the property/home. Estimated Market Values within the City of Nisswa show a 2.9% increase from 2023 valuations, resulting in a Total Estimated Market Value of properties in Nisswa of \$1,256,629,200. For comparison, the overall increase in Estimated Market values for the City of Nisswa in 2022 was over 32.7%, and 13.1% for 2023.

C. Appeals

Ray Sipper – Parcels #28260571, 28260569, 28260568, 28260567, 28260566, 28260565, 28260564, 28250504. Sipper voiced concern about the valuation increases for his properties, and explained that the Public Road – Camp Lincoln Road – runs through three of his properties, and he believes that he is still being taxed on the road portion of the properties. Sipper has spoken with the City Planner and believes that the road Vacation paperwork that was supposed to have been completed numerous years ago, was not completed. Max will reach out to the City Attorney to determine whether the road Vacation and property descriptions have been updated. Max will follow-up with the County and Mr. Sipper when she has any updates regarding the properties and the road vacation. In addition, Griffin explained that there are property tax refunds available for those that Homestead their properties, and there is also a Senior Citizen deferral program available through the State for those 65 years of age or older with limited income. Griffin explained the assessment process and explained the data that is used to determine valuations. Motion by Ryan, seconded by Hall to recommend no change to the valuation of Parcels #28260571, 28260569, 28260568, 28260567, 28260566, 28260565, 28260564, and 28250504, and to have the City Administrator follow-up with the City Attorney and the County regarding the road Vacation issue. Motion carried unanimously.

Griffin explained that a letter will be sent to property owners who appeal their valuation, and the property owner should call Land Services to make an appointment to be placed on the agenda for County Board of Appeals.

Nathan Hanson – Parcel #28020532. Hanson is concerned that his property valuation increased \$70,000 this year. Griffin explained the County's Quintile process, and he noted that there was a significant improvement to the condition of the home since the last assessment. Recent nearby sales were presented, similar properties nearby were shown, and discussion commenced. Griffin again explained the Board of Appeals process, and noted that Hanson could also appear before the County Board on June 17, 2024, if he is still concerned about the valuation after this discussion. Motion by Hall, seconded by Froehle to recommend no change to the valuation of Parcel #28020532. Motion carried unanimously.

Blake Harris – Parcel #28100610. Harris is concerned that his valuation increased \$50,000 this year, and has increased from \$400,000 to \$708,000 in three years. He noted that the home is not structurally sound and that major repairs will be needed in order to sell the home and property. He estimated that the repair costs could be nearly \$125,000 for the home, and also noted that the shed and boat garage are in poor condition as well. Griffin noted that the value of the structure is listed at \$201,000. Discussion commenced regarding recent nearby sales, repair estimates, and conservative valuations for properties located on the Roy Lake Channel between Nisswa Lake and Roy Lake. Motion by Ryan, seconded by Hall to ask the assessor to inspect the property and to report back to the Council with findings, and for Mr. Harris to bring repair cost estimates to the County for further evaluation.
Motion carried unanimously.

Julie Krausey – Krausey noted she was present to learn about the process, and inquired about the City of Nisswa's levy and budget process for this year. Ryan noted that Krausey can set up an appointment to meet with the City Administrator about the Budget process. She noted her appreciation of County staff and their expertise regarding information and trends in valuations.

D. Assessor Recommendations - Write In's: none

E. Assessor Recommendations –

Mike & Lisa Ostenson – Parcels #28350583 and 28350709. Mr. Ostensen called Land Services and requested that staff visit his property to verify that his garage was not insulated, as the assessment had included an insulated garage in the valuation. County staff did verify this, and they recommend a reduction of \$3,300 in the valuation. Motion by Hall, seconded by Froehle to accept the assessor recommendation as presented for Parcels # 28350583 & 28350709. Motion carried unanimously.

Joe Hall – Parcel #28110505. Council Member Hall inquired about his own property as his home was destroyed by fire in February of 2023, and it was declared a total loss by the insurance company. He further explained that his valuation remains unchanged, even with the total loss of the home and attached garage. Griffin noted that this property should received that fire disaster credit for March – December of 2023, and he requested that Hall forward the insurance paperwork to the County Assessor. There will be a clerical change done for property #28110505, and Hall will receive a letter from the County denoting the change.

F. Adjourn – There being no further business, Motion by Ryan, seconded by Froehle to adjourn the Board of Appeals and Equalization meeting at 2:02 PM. Motion carried unanimously.

Respectfully Submitted,

John Ryan, Mayor

Kiki Lindbery, City Clerk

**CITY OF NISSWA
MINUTES – SPECIAL COUNCIL MEETING
TUESDAY, APRIL 30, 2024
6:00 P.M. – NISSWA CITY HALL**

A Special Meeting for the Nisswa City Council was held Tuesday, April 30, 2024, at 6:00 p.m. at City Hall. This meeting was also available on *YouTube Live*.

Members present: John Ryan, Mark Froehle, Joe Hall, Jesse Zahn.

Member present via Zoom: none.

Members absent: none.

City staff present: Jenny Max, Kiki Lindbery, Craig Taylor, Luke Hall, Maggi Wentler, Tom Blomer.

Present for Closed Session: City Engineers – Dave Reese, Bill Westerberg; Bill Brekken, & Steve Leary - ReMax

Also Present: Bruce London, Kevin Wittwer – Council Applicants; City Attorney – Tom Pearson; Nancy Vogt - Echo Newspaper.

Audience members: 4.

A. Call to Order - John Ryan called the meeting to order at 6:00PM.

B. Interviews with Prospective Candidates to Fill City Council Vacancy – City Administrator Max noted that three letters of interest were received, and one of those candidates has withdrawn his name from the process. Bruce London and Kevin Wittwer, were present to interview and answer questions from the Council. Max explained the process and procedure for the evening and noted the list of questions to be used for the evening.

Both candidates began by introducing themselves and explaining their backgrounds, education, and experiences. Both candidates believe that they have a good understanding of this area, the climate, development, and Government. Council Members continued with additional questions and comments.

Max explained City Council logistics and both candidates confirmed their availability and willingness to serve. Final closing comments were made by each candidate.

Motion by Zahn, seconded by Hall to approve the Resolution to appoint Bruce London to fill the City Council seat vacated by Mark Utzinger, effective immediately, with the appointment term to expire on 12-31-2024. Motion carried unanimously.

Max noted that this Council Seat will appear as one of two (2) Council Member vacant seats on the November 5, 2024, Election ballot; said elections shall be for two (2) new 4-year Terms.

C. Recommendation to move to Closed Session pursuant to MN Statute 13D.05 Subd. 3(c) – re: Consideration of Offer for Property Purchase

Motion by Ryan seconded by Zahn to move to Closed Session pursuant to MN Statutes 13D.05 Subd. 3(c) regarding Consideration of Offer for Property Purchase for Property ID numbers 28230540, 28230538, 28230533, 28230532, 28230535, 28230531, and 28230517 at 6:35PM. Motion carried unanimously.

Motion by Froehle, seconded by Zahn to return to Open Session at 7:49PM. Motion carried unanimously.

D. ADJOURN – There being no further business, Motion by Froehle, seconded by Zahn to adjourn the Special City Council meeting at 7:49PM Motion carried unanimously.

Respectfully Submitted,

John Ryan, Mayor

Kirstin (Kiki) Lindbery, City Clerk

**CITY OF NISSWA
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION NO. 24-

RESOLUTION ACCEPTING DONATIONS

WHEREAS, The City of Nisswa is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, The following persons and entities have offered to contribute the cash or property set forth below to the city:

Name of Donor

Faeth Harms

Amount/Property

\$300.00 for a donation to the Police Department

WHEREAS, All such donations have been contributed to assist the city in the establishment and operation of recreational facilities and programs either alone or in cooperation with others, as allowed by law; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NISSWA, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and operate City facilities and programs either alone or in cooperation with others, as allowed by law.
2. The appropriate city department head is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donation received.

Adopted by the City Council of the City of Nisswa on May 21, 2024.

Attest:

Approved:

Jenny Max, City Administrator/Treasurer

John Ryan, Mayor

**CITY OF NISSWA
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION NO. 24-

RESOLUTION ACCEPTING DONATIONS

WHEREAS, The City of Nisswa is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, The following persons and entities have offered to contribute the cash or property set forth below to the city:

Name of Donor
All Traffic Solutions

Amount/Property
Radar Speed Sign in the amount of \$6,742.08

WHEREAS, All such donations have been contributed to assist the city in the establishment and operation of recreational facilities and programs either alone or in cooperation with others, as allowed by law; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NISSWA, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and operate City facilities and programs either alone or in cooperation with others, as allowed by law.
2. The appropriate city department head is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donation received.

Adopted by the City Council of the City of Nisswa on May 21, 2024.

Approved:

John Ryan, Mayor

Attest:

Jenny Max, City Administrator/Treasurer

**ALL TRAFFIC
SOLUTIONS**

All Traffic Solutions Inc.

**14201 Sullyfield Cr., Ste 300
Chantilly, VA 20151**

Phone: 814-237-9005

Fax: 814-237-9006

Tax ID: 25-1887906

Purchase Order Address:3100 Research Drive
State College, PA 16801Bill To:
Nisswa Police Department
PO Box 410
Nisswa, MN 56468**ORDER ACKNOWLEDGMENT**

Order Date:

5/2/2024 10:31:20 AM

Order No.: SO-039884



Customer Purchase Order: None

Ship To:
Luke Hall
Nisswa Police Department
5442 City Hall St
Nisswa, MN 56468Luke Hall
lhall@nisswapolice.com
Account Number:
241128
End Customer: 0011A00001Uc9DZQAZ
End Account Number: 241128Payment Terms: Net-30
Ship Via:Shipping Instructions:
None

| Item No. | Description | Qty Ord. | Unit Price | Ext Price |
|----------|--|----------|--------------|--------------|
| 4000750 | App, Mobile User Interface perpetual license (only 1 req'd per account) | 1 | \$100.00 | \$100.00 |
| 4000561 | Shield 12 Speed Display; base unit w/ mounting bracket | 1 | \$2,849.00 | \$2,849.00 |
| 4001299 | 3 Year Warranty | 1 | \$0.00 | \$0.00 |
| 4000874 | All Options Activation: Bluetooth, Traffic Data, Violator Alert, Pictures, (\$3000 Value, requires Traffic or Message Suite) | 1 | \$0.00 | \$0.00 |
| 4000772 | App, Traffic Suite (24mo); Equip Mgmt, Reporting, Image Mgmt, Alerts, Mapping and PremierCare | 1 | \$3,000.00 | \$3,000.00 |
| 4001626 | VZW communications prep | 1 | \$0.00 | \$0.00 |
| 4000743 | LFP Power kit, 11.5Ah battery (2), internal power controller, charger w/connector | 1 | \$718.08 | \$718.08 |
| 4000641 | Shipping and Handling Common Carrier | 1 | \$75.00 | \$75.00 |
| 4001190 | Discount - New Purchase | 1 | (\$6,742.08) | (\$6,742.08) |
| | | | Sale Amount | \$0.00 |
| | | | Shipping | \$0.00 |
| | | | Sales Tax | \$0.00 |
| | | | Balance Due: | \$0.00 |

Sales-Traffic**Thank you for your order**



SHIELD 12 RADAR SPEED SIGN

Features

- 12" x 6" digits, 112 LED/digit
- **Dimensions, weight without battery:** 13.5" high x 15.5" wide x 3.12" deep, 12 lb.
- **Universal mounting system:** attach to pole, trailer or vehicle hitch mount
- **Integral camera:** for awareness and alert-driven images
 - 640 x 480-pixel daylight images (optional in Sh12B)
- **Radar:** K Band (24.15 GHz), FCC certified, no license required, +/-1 mph accuracy, 12-degree cone pickup area, 5-105 mph
- **Range:** 1200+ ft (12B, 15B range: 400')
- Meets Federal Department of Transportation MUTCD Specifications

Sign Modes

- **Speed Display:** Displays approaching vehicle's speed and records traffic speed and volume data
- **Display Off:** Collect traffic speed and volume data with no display
- **Speed Limit Sign:** Scheduling feature supports changing sign mode or speed limit on daily or weekly schedules
- Collect traffic data – Vehicle volume by speed and time – in all modes
- Sign returns to last configuration when power applied

Configuration

On-Board Programming (Standard on all units):

- Set speed limit
- Set display mode
- Set radar sensitivity

ATS PC Sign Manager Local Communication



(PC control/USB connection: Standard on all signs)

- PC based client software
- Connect to sign via USB or Bluetooth (optional)

ATS Android App Local Communication (Optional):

- Android OS wireless Bluetooth control local to sign
- Android device can be smartphone or tablet with Bluetooth

Local Communication Features:

- Create and change modes and settings
- Local data retrieval and management
- Local image retrieval and management from internal camera
- Manage all sign settings, automatic sync with TrafficCloud (optional) when power applied
- All traffic data can be saved for online management and backup
 - Retrieve data and save to TrafficCloud, generate limited reports online from hosted data

TrafficCloud® Cloud-based Portal

- Integrated cell modem for remote management

- Turnkey system. Remote sign connection functional upon ship. Sign connects to the TrafficCloud portal when sign powered
- Fully hosted cloud-based portal
 - Provides access anywhere on any Internet-connected computer or smartphone
 - No IT involvement or support necessary. The system bypasses customer network, eliminating access issues
 - Cellular service provided by All Traffic Solutions, no separate cellular charges
 - Hosted database requires no customer setup

TrafficCloud Features

All features included in TrafficCloud:

- **Remote Equipment Management:** Change messages and settings remotely, monitor sign online
- **Ready-made Reports:** Online data retrieval and management, analysis and enhanced report generation
- **Real-time Alerts:** Notifications via email or text for low battery and tampering, high speed and congestion, alerts can include images
- **Mapping:** Visually manage equipment and data
- **Premier Care Warranty:** Ongoing hardware defect repairs and remote diagnostics

Speed Programming

- Configure the following parameters via TrafficCloud (subscription required), ATS PC Sign Manager, or ATS Android app:
 - Speed limit
 - Maximum speed displayed
 - Display activated by vehicles as they pass
 - Violator alert display (strobe, flashing) triggered at your defined threshold speed
 - Radar sensitivity (range)
 - Speed limit sign operation
 - Change speed limit up to six times per day
 - Sign flashes when car passing over speed limit, blinks when car over maximum speed displayed
- Set time via PC or sync with cell signal
- Sign firmware upgradeable remotely or in the field

Scheduling

- **All Days:** Schedule up to six different modes for up to 13 different time periods in a 24-hour day, repeats in each 24-hour cycle
- **Seven Days:** Schedule up to six different modes for up to 13 different time periods in a 24-hour day for each of seven days, repeats in each seven day cycle
- All messages and scheduling reside on the sign – no external hardware necessary
- Schedules can be saved for loading on multiple signs
- Program schedule via TrafficCloud, ATS PC Sign Manager or ATS Android app
- Camera activation available in schedule options
- Internal real-time clock, time and schedule maintained with power disconnected

Data Logging Option

- Traffic data reporting using TrafficCloud (optional)
- Collect data with TrafficCloud automatically or local collection with ATS PC Sign Manager or ATS Android app with data saved to TrafficCloud
- Reports include tables and charts to address all constituents with the most applicable data presentation
- All reports exportable to Excel, CSV and PDF
- Automatic Data Collection - TrafficCloud
 - Data retrieval every three hours– near real-time reporting, memory never full
 - All data in one database, available for analysis, including compliance comparisons, by location

Reports

- Summary page with average and 85th percentile speed, average daily volume, 10-mph pace speed, high and low speed, display mode
- Traffic counts by speed range, full day and time-bin breakdowns over selected date range with 5-mph resolution
- Vehicle counts by time range per day by hour
- Vehicle counts by speed range and time of day
- **TrafficCloud Reporting:**
 - Compliance by speed range with four ranges
 - Enforcement report showing highest speed and



Optional white compact 'YOUR SPEED' sign and optional violater alert

volume violators over selected locations where data collected

- **Local Data Collection:** ATS PC Sign Manager or Android app
 - All data collected hosted in online TrafficCloud for access anywhere
 - Download traffic data from sign with USB or Bluetooth connection
 - 30 days of high-volume data minimum, data collection overwrites oldest data when memory reaches capacity

Construction

- Compact 'YOUR SPEED' sign
 - **Dimensions:** 13.5" high x 15.5" wide
 - High-intensity yellow prismatic reflective background
 - Sign stores for compact storage and protects sign face, thumbscrews and tamper-proof hardware included
 - Meets MUTCD standard 'D' font and yellow color
 - Optional white color available
- **LED Pixels:** Amber 595 N.m, 30-degree viewing angle, 100,000 hours, black background, (MUTCD compliant)
- ¼" tinted, non-glare, UV stabilized polycarbonate face
- Entire face removable for service



Optional full-size 'YOUR SPEED' sign wraps

- Aluminium chassis, 14 ga., white powder coat finish, black powder coat front for maximum contrast for digit visibility
- Protective polycarbonate corners also provide guide for 'YOUR SPEED' sign storage
- Conformal coating on all circuit boards
- Integral handle
- Tamper-resistant mounting hardware pocket, hardware secured behind enclosure lock
- **Weather Resistance:**
 - Weatherproof, sealed electronics compartment
 - Drip-proof, two vented battery compartments
 - -40 to 160F operating temperature range, 95% humidity non-condensing (-20F for Bluetooth communication, 5F for internal camera)

Shield Power

- **Power Input, Max:** 12VDC, 1.1A, 15W
- Power saving circuitry and automatic dimming for ambient light conditions with adjustable dimming range and manual display brightness override
- All Shield signs can be powered interchangeably with any of the following power options; sign can be outfitted to be powered by multiple sources selected in the field
- Capacity for two batteries in sign for extended portable use
 - 10.2Ah Lithium LFP battery with built-in short

circuit and reverse polarity protection circuitry, 1.5A 12.8VDC output, 120VAC input automatic charger; capacity for up to two batteries in sign for extended portable use

- **External Solar System:** 50W or 90W solar panel and bracket, solar controller panel with 18Ah or 26Ah lead acid battery, 6A 120VAC automatic charger optional
- **Integrated Solar System:** 50W or 90W solar panel and bracket, solar controller panel with 11.5Ah Lithium battery
- 100-220VAC power supply (6A 12VDC) in external enclosure

Standard System Components

- Shield Radar Speed Sign
- Tamper-resistant mounting plate and hardware
- Key
- ATS PC Sign Manger software with USB cable

Optional Components and Features

- Full-size 'YOUR SPEED' sign wrap
 - **Dimensions:** 30" high x 24" wide
 - Available in white and yellow
 - Meets MUTCD standard 'D' font
- TrafficCloud cloud-based portal
- Padded carrying case
- Extra mounting brackets
- Violator Alert, LED flash to alert violators.
 - Available in white, blue, or red
- Metric display: 2-digit KPM display
- **Relay Closure:**
 - 7A, 30VDC or 7A 120VAC max, 100mA 5VDC min, no power supplied, simply a contact closure
 - Trigger relay at specified speed with configurable duration from one to ten seconds per radar event

Shield Mounting Options

- Pole mount standard with included bracket, hardware
 - NCHRP 350 approved on 4" aluminium pole (SS-135)

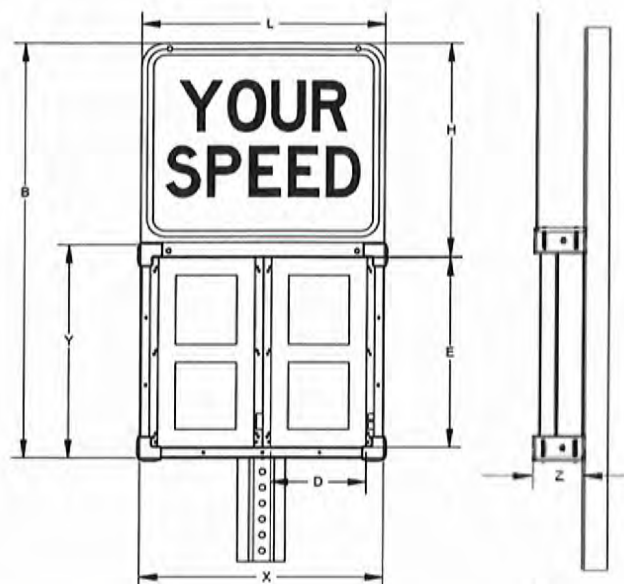
• Vehicle Hitch Mount:

- Mounts 30" to bottom of sign from receiver tube (final height dependent on receiver height)
- Fits 1 ¼" or 2" receiver, adapter included, ½" hitch pin
- Locking rotation adjustment on 15-degree increments over 180-degrees, +/- 5-degrees tilt
 - White powder coat finish
- Speed Limit sign with interchangeable digits for 5-65 mph
- **Standard Folding Portable Post:**
 - Folds for easy storage and portability
 - 60" to bottom, 73" to top, add 13" for upper leg position

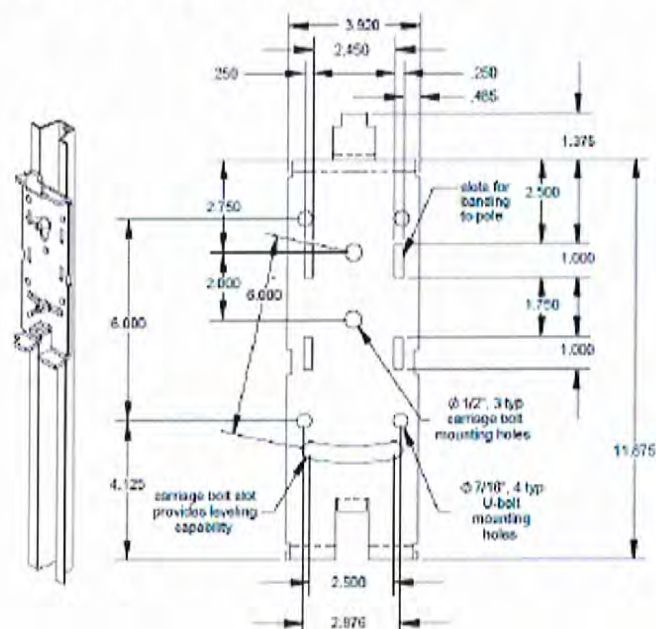
Premier Care Warranty

- One year warranty (three months on batteries)

Shield 12 Dimensions





Shield 12 Mounting Bracket



| Dim | X | Y | Z | B | D | E | L | H |
|------|------|------|------|------|------|----|------|------|
| Sh12 | 13.5 | 15.5 | 3.13 | 26.3 | 5.75 | 12 | 13.5 | 15.5 |

For more information visit us online at AllTrafficSolutions.com

 sales@alltrafficsolutions.com  Call us at 866.366.6602

All Traffic Solutions, 14201 Sullyfield Circle, Suite 300, Chantilly, VA 20151

©All Traffic Solutions TrafficCloud leverages our patented technology (US Patents 8417442; 8755990; 9070287; 9411893) to deliver unique cloud-based management, features and functionality. TrafficCloud is a registered trademark of All Traffic Solutions.

ALL TRAFFIC
SOLUTIONS



ATS Gives Back

All Traffic Solutions Launches ATS Gives Back Program

[VIEW PRESS RELEASE \(/WP-CONTENT/UPLOADS/2020/09/ATS-GIVESBACK-RELEASE-08.18.V3-1.PDF\)](#)

[DOWNLOAD APPLICATION \(HTTPS://WWW.ALLTRAFFICSOLUTIONS.COM/WP-CONTENT/UPLOADS/2023/01/2023-ATS-GIVESBACK-SIGN-DONATION-APPLICATION.PDF\)](#)

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ATS Gives Back

All Traffic Solutions Launches ATS Gives Back Program

[VIEW PRESS RELEASE \(/WP-CONTENT/UPLOADS/2020/09/ATS-GIVESBACK-RELEASE-08.18.V3-1.PDF\)](#)

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ATS Gives Back

All Traffic Solutions Launches ATS Gives Back Program

[APPLY NOW](#)

[VIEW PRESS RELEASE \(/WP-CONTENT/UPLOADS/2020/09/ATS-GIVESBACK-RELEASE-08.18.V3-1.PDF\)](#)

[APPLY NOW](#)

[VIEW PRESS RELEASE \(/WP-CONTENT/UPLOADS/2020/09/ATS-GIVESBACK-RELEASE-08.18.V3-1.PDF\)](#)

About Our Program



ATS Gives Back was our response to the challenges faced by the law enforcement community in 2020. We wanted to find a way to show our support in a meaningful way and help law enforcement agencies promote public safety, make communities safer, and ultimately save lives.

Over the past 20 years, we've consistently found that police departments in smaller communities have a need for our signs but lack the necessary budget and further do not qualify for grants. Our goal is to bridge this gap.

The last few months have been some of the most challenging times for law enforcement in our country's history. We wanted to find a way to show our support in a meaningful way and help law

enforcement agencies promote public safety, make communities safer, and ultimately save lives.

Over the past 20 years, we've consistently found that police departments in smaller communities have a need for our signs but lack the necessary budget and further do not qualify for grants. Our goal is to bridge this gap.

Recent ATS Gives Back Recipients



”

“With the ATS Gives Back Program, we are committed to donating 1 sign per month to police departments who demonstrate need. It is our hope that this program will help local police departments slow speeds in their communities and make their job a little bit easier.”

Carrie Fedders

VICE PRESIDENT OF SALES, ALL TRAFFIC SOLUTIONS

How do I apply for the program?

To help us identify the communities who have the most need, please apply now! To apply, just download the application, fill it out, and email it to ATSGivesBack@alltrafficsolutions.com (mailto:ATSGivesBack@alltrafficsolutions.com) with any supporting attachments.

Selection criteria includes:

- Small police departments who don't typically qualify for grant funding or have the resources needed to complete the grant application process
- Must be based in the USA
- Must be able to deploy the donated sign within 60 days of receiving the shipment.

One submission will be selected every month. Those who are not selected at the end of each month will have the option to roll their application to the next month, edit their application, or withdraw their application.

Agencies can submit requests for the following:



Shield 12 Radar Speed Sign
(https://www.alltrafficsolutions.com/wp-content/uploads/2019/07/SS_ShieldRadar_SpeedSign_071219.pdf)

DOWNLOAD APPLICATION ([HTTPS://WWW.ALLTRAFFICSOLUTIONS.COM/WP-CONTENT/UPLOADS/2023/01/2023-ATS-GIVES-BACK-SIGN-DONATION-APPLICATION.PDF](https://www.alltrafficsolutions.com/wp-content/uploads/2023/01/2023-ATS-GIVES-BACK-SIGN-DONATION-APPLICATION.PDF))

”

“As a public safety provider, communication is a key component of our everyday operation. The InstAlert24 Message sign has enhanced our ability to provide information to our citizens at high visibility locations and at incident-specific scenes. We believe it has given us an additional component to work toward the goal of providing for the safety of our community.”

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: _____ | Previous Gambling Permit Number: X -_____ |
| Minnesota Tax ID Number, if any: _____ | Federal Employer ID Number (FEIN), if any: _____ |
| Mailing Address: _____ | |
| City: _____ State: _____ Zip: _____ County: _____ | |
| Name of Chief Executive Officer (CEO): _____ | |
| CEO Daytime Phone: _____ | CEO Email: _____ (permit will be emailed to this email address unless otherwise indicated below) |
| Email permit to (if other than the CEO): _____ | |

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): _____

Physical Address (do not use P.O. box): _____

Check one:

____ City: _____ Zip: _____ County: _____

____ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): _____

Check each type of gambling activity that your organization will conduct:

____ Bingo ____ Paddlewheels ____ Pull-Tabs ____ Tipboards ____ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, 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)

| CITY APPROVAL for a gambling premises located within city limits | COUNTY APPROVAL for a gambling premises located in a township |
|--|--|
| <p>The application is acknowledged with no waiting period.</p> <p>_____ 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).</p> <p>_____ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div> | <p>The application is acknowledged with no waiting period.</p> <p>The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county)</p> <p>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.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p> |

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: _____

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

Print Name: _____

| REQUIREMENTS | MAIL APPLICATION AND ATTACHMENTS |
|--|--|
| <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done:</p> <p>A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p> | <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ 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.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions?</p> <p>Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p> |

| | | |
|---|---|--|
| <p>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 the</p> | <p>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 Depart-</p> | <p>ment 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.</p> |
|---|---|--|

| <h2>How You May Spend Gambling Funds</h2> | <h2>How You May Not Spend Gambling Funds</h2> |
|--|---|
| <p>Allowable expenses - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. <p>Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public or active military personnel in need); • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements). | <ol style="list-style-type: none"> 1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: <ul style="list-style-type: none"> • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements. |

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the [Lawful Gambling Manual](#); 3) the online class, “[Conduct of Raffles](#)”; and 4) the [phone number and email address](#) of your county’s Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

| Check Box | RAFFLES |
|-----------|---|
| | 1. Tickets are printed in accordance with MN Rule 7861.0310 . |
| | 2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (349.173) |
| | 3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173) |
| | 4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (7861.0260) |
| | 5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260) |
| | 6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260) |
| | 7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166) |
| | 8. Cash must not be substituted for merchandise prizes that have been won. (7861.0260 Subp. 4C(2)) |
| | 9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707) |
| | 10. Only cash, personal checks, cashier’s checks, money orders, travelers’ checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (349.2127) (7861.0260) |
| | 11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization’s control. (349.173) |
| | 12. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310) |
| | 13. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310) |
| | 14. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310) |
| | 15. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection. |
| | 16. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166) |
| | BINGO |
| | 1. Clear and legible house rules in accordance with MN Rule 7861.0270 are prominently posted at the point of winner selection. |
| | 2. House rules include the policy on declaring bingo and last number called. (7861.0270 Subp. 2A(1)) |
| | 3. House rules include the reasons for potentially cancelling bingo occasions. (7861.0270 Subp. 2A(1)) |
| | 4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (7861.0270 Subp. 5B(1)) |
| | 5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (7861.0270 Subp. 5B(7)) |
| | 6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (7861.0270 Subp. 3A) |
| | 7. No reservation of bingo cards or bingo paper for any person (7861.0270 Subp. 3F) |
| | 8. Bingo records (including bingo program) must be kept for 3½ years. (7861.0270 Subp. 11) |
| | BINGO AND RAFFLES |
| | 1. Gambling records must be kept for 3½ years. (7861.0310) |
| | 2. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 Subd. 3a) (349.12 Subd. 25) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf) |

City Project Updates

Downtown Master Plan – Included in the Council packet is a discussion item regarding the Downtown Master Plan. Staff would like feedback from the Council to ensure we move forward as directed by the Council.

Verizon Cell Tower – A representative on behalf of Verizon has engaged the City on a small cell tower. The City approved a tower location and signed a lease agreement with Verizon in 2016, but the tower was never constructed. Verizon re-engaged the City again in 2022, and an alternate site was identified, but the project did not materialize beyond conceptual planning. The City is obligated to provide a location for the tower, but we can provide a location that works for us, that meets certain criteria. Bethany and I are working with the city attorney to review the City's options and potential impacts of both sites, along with the lease language. Amber is also working to obtain a response from the DNR regarding whether or not a tower could be located on the parks property due to the restrictions in place. – *No update from April*

Pickle Remodel – The Liquor Committee held a meeting on February 9th and discussed initial ideas and planning for the Pickle remodel project. Terry will communicate additional information and updates to the Council in the coming months. – *No update from April*

Spirits Expansion Project – In April the City Council approved a recommendation to expand the Spirits building by 10%, and to work with Schaefer's on the potential cost of the expansion at this level. No further update at this time.

Local Option Sales Tax Study – I engaged the University of Minnesota Extension to complete a modified Local Option Sales Tax (LOST) report. The cost is \$1,000 and will be complete in August. This should provide the City with a good set of data to use for if/when the Council wishes to pursue a local sales tax.

THC and Adult-Use Cannabis Ordinances – Included in the Council packet is a discussion item regarding THC and Adult-Use Cannabis ordinances. The City will need to plan appropriately for how it wants to address these items so that we have the necessary city code and licensing in place at the appropriate time.

Legislative Updates

The Legislative Session is rapidly coming to an end, which is officially on May 20th. Right now, everything seems to be wrapped into omnibus bills and conference committees, with meetings being held at all hours of the day, and it is very difficult to discern what is progressing and what is not. Once the smoke clears, I'll provide a recap of any significant new legislation and potential impacts to Nisswa.

Department Updates

Parks & Recreation – The Park event at the Pickle Factory was a success! The event raised \$3,925 that will be put into the Nisswa Enrichment Fund. The Pickle and Spirits are also hosting a round up event to continue to build momentum of generating awareness for the parks improvements that are needed.

Planning & Zoning – The 2024 Lake Association Gathering was held on Friday, May 10th at the Community Center. There were roughly 30 people in attendance. Bethany did a wonderful job organizing the speakers and preparing for the event!

Gull Lake Trail Grand Opening – A Grand Opening has been scheduled to celebrate the Gull Lake Trail. See below:



Jenny Max

From: Craig Taylor
Sent: Wednesday, May 15, 2024 1:17 PM
To: Jenny Max
Subject: Parade

Pam will respond to your questions. However, in case she does not in time, this is what was discussed.

- Staging will be in the area of the Legion and the Fire Department as usual.
- The route will be the same.
- There will be no parking on either side of Main Street prior to the parade starting.
- The chamber has assured me that they will have as many volunteers as possible. They will be properly equipped.
- So basically we were unable to make any meaningful changes and we will have to see how it goes for on more year.

Nisswa Police Department
Chief Craig Taylor
5442 City Hall Street
Nisswa, MN 56468



Parking



Closure/Barricade



Recommended Entry route



Recycling access

Open until 4pm



Parade Staging

No access after 5pm



Fireworks Safety Zone



February 20, 2024

To: Nisswa City Council
From: Jenny Max, City Administrator
Re: 2024 Nisswa Chamber Events

For Council Information:

This memo was provided in February 2024 regarding the 2024 Chamber events plan and has been provided to assist with the Freedom Days discussion at the May 21, 2024 City Council meeting.

Recommendation: Council approval of the slate of 2024 events as proposed by the Nisswa Chamber (attached), with the stipulations identified below.

Background Info:

All Events:

1. Vendors plugging into city buildings to use power is not permitted. Vendors must have their own quiet generators or other power source as needed.
2. City departments should be invited to planning and debrief meetings to ensure proper communication regarding logistics between the Chamber and City.
3. Chamber to provide to the City a completed risk management procedure for Freedom Days, Fall Festival and City of Lights by the May 21st Council meeting. (Deadline to submit this document for the packet is May 14th).

Freedom Days:

1. Develop a parade route map and event plan in partnership with City of Nisswa Police, Fire and Public Works Departments, **to be presented to the City Council for approval at the May 21st Council meeting**. Nisswa Police Chief will coordinate the meetings to involve appropriate individuals. The plan shall include, at a minimum:
 - a. Identify location of parade float staging area, and time of day when staging begins
 - b. Identify parade route and anticipated time of parade, road closure locations, etc.
 - c. Number of volunteers needed and specific roles (i.e. traffic control, parade safety)
 - d. Signage required by the City and Crow Wing County/MN DOT, if necessary
 - e. Any OSHA required safety components, i.e. safety vests for all volunteers, if necessary

City of Lights:

1. Chamber to provide the Public Works Director with the number of strands or bulbs that are being used as part of the Event by November 15th, to allow the City time to relay that information to the electric company.
2. Chamber must have all lights taken down no later than May 1st.

May 13, 2024

Jenny Max
City Administrator
City of Nisswa
5442 City Hall Street
Nisswa, MN 56468

218.829.5117
Baxter@Widseth.com
Widseth.com

Re: Proposal for Nisswa COU LLC Property

Dear Ms Max,

The City of Nisswa is about to enter into an agreement to purchase the Nisswa COU LLC Property being a part of SE ¼-NE ¼, Section 23, Township 135, Range 29, Crow Wing County, MN PID's (28230540, 28230538, 28230533, 28230535, and 28230532). As part of the City of Nisswa's due diligence of the property acquisition they have requested Widseth to submit proposals for the Phase 1 Environmental Site Assessment; Wetland Delineation and Boundary; ALTA/NSPS Land Title Survey. We have included time for project management which includes coordination of the work and tracking the project budgets.

The following is a summary of the proposal fees:

| | |
|---|------------|
| Phase 1 Environmental Site Assessment | \$4,000.00 |
| Wetland Delineation and Boundary | \$5,800.00 |
| ALTA/NSPS Land Title Survey | \$8,950.00 |
| Project Management | \$1,950.00 |
| The total proposal fee amount is \$20,700.00 | |

The proposals for the Phase 1 Environmental Site Assessment; Wetland Delineation and Boundary; ALTA/NSPS Land Title Survey are attached.

If you agree with our proposal, please sign below, and return one copy of this proposal as our authorization to proceed. We appreciate the opportunity to present this proposal to you and look forward to working with you on this project.


Sincerely,
WIDSETH SMITH NOLTING & ASSOCIATES, INC.




William K Westerberg, PE

.....

Proposed by Widseth Smith Nolting



William K. Westerberg, P.E.



Dave Reese, Vice President

Accepted by the City of Nisswa: The above Proposal and previously submitted General Provisions of Professional Services Agreement are satisfactory and WIDSETH is authorized to do the work as specified. Payment will be made monthly in accordance with the terms on the Fee Schedule.

John Ryan, Mayor Sign

Jenny Max, City Administrator Date

May 10, 2024

Brainerd/Baxter

7804 Industrial Park Road
Baxter MN 56425

Jenny Max
City Administrator
5442 City Hall Street
Nisswa, MN 56468
jmax@ci.nisswa.mn.us

218.829.5117
Baxter@Widseth.com
Widseth.com

**Re: Phase I Environmental Site Assessment (ESA)
Parcel Numbers 28230540, 28230538, 28230533, 28230535, and 28230532
Crow Wing County, Nisswa, Minnesota**

Dear Ms. Jenny Max:

We appreciate the opportunity to provide a proposal for a Phase I Environmental Site Assessment (ESA) of the referenced properties in Nisswa, Minnesota. The Phase I ESA is being requested as a requirement of a property transaction project.

PHASE I ESA STANDARDS

The purpose of the assessment is to disclose available, factual information and render an opinion regarding any environmental concerns prior to the transfer of property. Widseth Smith Nolting (Widseth) has conducted over 100 Environmental Site Assessments in the last five years. Common clients include banks, resorts, large industries, private individuals, and state agencies. We follow the American Society of Testing Materials (ASTM) Practice E 1527-21: Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process. This practice outlines a methodology to complete an ESA for commercial real estate in the United States. Its purpose is to identify "recognized environmental conditions" of contamination by hazardous materials and petroleum products, and as such, defines what constitutes appropriate inquiry for the innocent landowner defense of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). Assessments conducted using these guidelines are intended to reduce but not eliminate uncertainty regarding the existence of recognized environmental conditions at the site.

PHASE I PROPOSED SCOPE OF SERVICES

Our scope of services for the Phase I ESA includes the following:

1. Review available public records/documents that will help identify recognized environmental conditions (hazardous substances or petroleum products) in connection with the property.
2. Request a search of state and federal agency databases that would list known evidence of contamination at or near the property.
3. Conduct a site reconnaissance to collect data and observe environmental conditions related to the property and any structures located on the premises to the extent not obstructed by adjacent buildings, bodies of water, asphalt, or other paved areas.

4. Interview the site owner, occupants, or designated persons to review property boundaries and obtain information that may be relevant to the site or adjoining land. Interview knowledgeable persons (e.g., neighbors, former owners, regulatory agencies) to establish previous property uses and conditions.
5. Prepare a report containing observations relating to the apparent environmental condition of the site, describing areas of impact, summary of records/documents reviewed, analysis of collected data, and the consultant's conclusions

Per ASTM guidelines, our scope of services does not include any assessment of wetlands, mold, asbestos, radon, lead-based paint, or lead in drinking water. However, we will identify obvious areas of concern regarding these materials and sampling can be completed at an additional cost.

ESA FEES

Total cost for the Phase I ESA is \$4,000.00. All fees are billed on a lump sum basis. All services will be performed in accordance with Widseth's general conditions, which are attached and part of this agreement. This proposal is valid until June 20, 2024. If returned after this date, Widseth has the authority to renegotiate the scope and fee.

* * * * *

If you wish to retain our services, please sign below indicating our authorization to proceed. Return one copy of this agreement to us and retain a copy for your files. The standard time frame for completing a Phase I Environmental Site Assessment is 30 days after receiving a signed proposal. However, we would be able to complete the assessment more quickly if necessary.

We appreciate the opportunity to present this proposal. If you have any questions, please let us know.

Sincerely,



Mike Pederson
Director of Environmental Services

Enc. General Conditions

May 10, 2024

Brainerd/Baxter

7804 Industrial Park Road
Baxter MN 56425

Jenny Max
City Administrator
5442 City Hall Street
Nisswa, MN 56468
jmax@ci.nisswa.mn.us

218.829.5117
Baxter@Widseth.com
Widseth.com

**RE: WETLAND DELINEATION AND REPORT PROPOSAL
Nisswa, MN**

Dear Ms. Jenny Max:

Widseth Smith Nolting & Associates, Inc. (Widseth) appreciates the opportunity to present our proposal to you for the delineation of aquatic resources within parcel numbers 28230540, 28230538, 28230533, 28230535 and 28230532 in Crow Wing County, MN. See attached map for exact project area.

Project Scope of Services

1. Research

Widseth will review existing records/maps/surveys and existing data as required by the 1987 U.S. Army Corps of Engineers Wetlands Delineation Manual (1987 Manual). This will include aerial photos, National Wetland Inventory maps, and soil surveys.

2. Field Delineation

Widseth will analyze the hydrology, vegetation, and soils of the Property to determine what areas must be classified as wetlands. The delineation will be performed using the methods outlined in the 1987 Manual, the standard practice required under the Minnesota Wetland Conservation Act (WCA) and by the U.S. Army Corps of Engineers. We will stake the wetland areas for visual reference. We will survey the wetland boundaries and sample point locations with GPS equipment.

3. Report

Widseth will prepare a report for the Property summarizing and discussing our findings and include site maps and aerial photos showing the location of delineated areas. The report will document the delineation methodology and provide detailed Field Data Sheets. The report will use the methods and include the information required by the regulatory agencies to address wetland concerns.

4. Attend WCA Technical Evaluation Panel Meeting

Widseth will attend the WCA Technical Evaluation Panel (TEP) meeting on behalf of the client.

5. Additional Services Available

Submit wetland application to agencies. If wetland impacts are anticipated, an application is required prior to working within the wetlands. This is not included in this scope of work.

Proposed Schedule

The following is a schedule outline for the wetland delineation:

- On-site wetland delineation
- Complete wetland report
- Submit joint application and wetland report to agencies for review (60 days)
- Meet TEP onsite (if available)
- Receive Notice of Decision

Proposed Fee

Our estimated fees for the above scope of work are for a lump sum payment of \$5,800.00.

This price is effective until June 20, 2024.

Thank you again for this opportunity, we look forward to working with you. Attached to this proposal you will find our General Provisions sheet. Please review all of this information, sign and date below and return to us via email.

Sincerely,

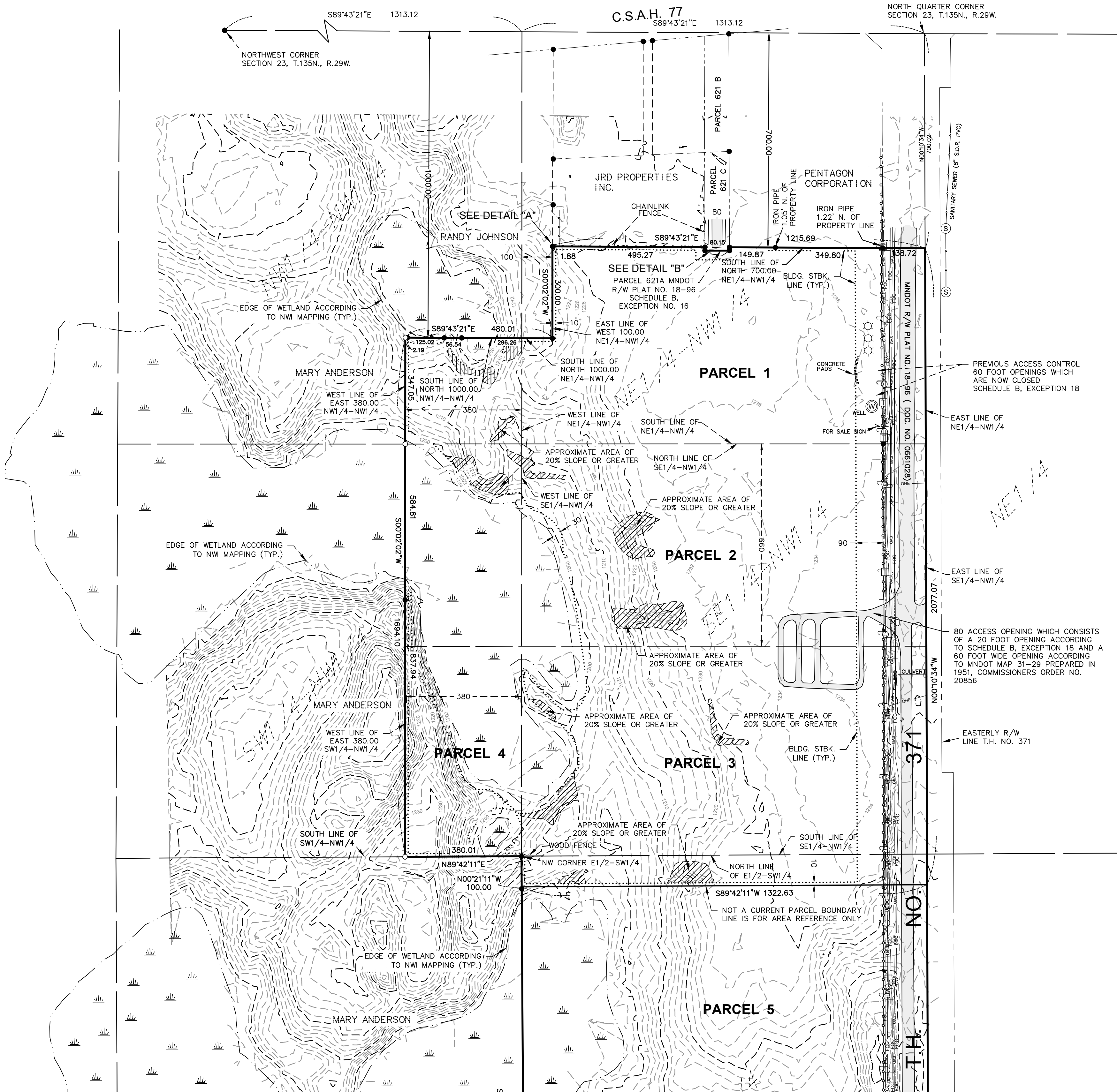
WIDSETH



Mike Pederson
Director of Environmental Services

PRELIMINARY EXISTING CONDITIONS EXHIBIT

PART OF SECTION 23, TOWNSHIP 135 NORTH, RANGE 29 WEST, CROW WING COUNTY, MINNESOTA



SURVEYOR'S NOTES:

THE ADDRESS FOR THE SUBJECT PROPERTY IS 23787 STATE HIGHWAY 371, NISSWA, MINNESOTA.

THE PIDS FOR THE SUBJECT PROPERTY ARE 28230540, 28230538, 28230533, 28230535, 28230532, AND 28230531.

ACCORDING TO THE CITY OF NISSWA ZONING MAP, THE SUBJECT PROPERTY IS CURRENTLY LOCATED WITHIN THE HIGHWAY BUSINESS (HB) ZONING DISTRICT.

SETBACKS SHOWN ARE ACCORDING TO THE CITY OF NISSWA CODE OF ORDINANCES FOR HB ZONING DISTRICT AND ARE AS FOLLOWS:
LOCAL RIGHT OF WAY = 30 FEET LOT LINE = 10 FEET HWY 371-NO FRONTAGE ROAD = 90 FEET WETLAND = 30 FEET COUNTY ROAD RIGHT OF WAY = 50 FEET

THE WETLANDS AS SHOWN ON THIS SURVEY WERE TAKEN FROM THE NATIONAL WETLAND INVENTORY MAPPING ONLINE APPLICATION.

EXISTING ELEVATIONS AS SHOWN ARE FROM MINNESOTA SATE LIDAR BARE EARTH POINTS.

THE PURPOSE OF THIS EXHIBIT IS TO PROVIDE APPROXIMATE AREA CALCULATIONS FOR PARCELS 1, 2, 3, 4, AND THE NORTH 100.00 FEET OF PARCEL 5. THE UTILITIES AND EXISTING CONDITIONS SHOWN WERE TAKEN FROM 2016 WIDSETH ALTA SURVEY OF THE SUBJECT PROPERTY.

PROPERTY AREAS:

TOTAL AREA OF THE SUBJECT PROPERTY IS 3,361,495± SQ.FT. (77.1± ACRES).

TOTAL AREA OF THE SUBJECT PROPERTY (EXCLUDING RIGHT OF WAY OF HWY 371) IS 3,073,825± SQ.FT. (70.5± ACRES).

TOTAL BUILDABLE AREA FOR SUBJECT PROPERTY IS 2,223,005± SQ.FT. (51.0± ACRES). BUILDABLE AREA EXCLUDES AREAS CALCULATED TO HAVE A SLOPE OF 20% OR GREATER.

EXISTING LEGAL DESCRIPTION (According to First American Title Insurance Company Title Commitment File No. 1415076 dated January 12, 2016 and April 21, 2016):

Parcel 1:
That part of Section 23, Township 135 North, Range 29 West, Crow Wing County, Minnesota, described as follows: The East 380.00 feet of the Northwest Quarter of the Northwest Quarter, EXCEPT the North 1000 feet of said Northwest Quarter of the Northwest Quarter; TOGETHER WITH the Northeast Quarter of the Northwest Quarter said Section 23, EXCEPT the North 700.00 feet of said Northeast Quarter of the Northwest Quarter; EXCEPT the North 1000 feet of the West 100 feet said Northeast Quarter of the Northwest Quarter; AND EXCEPT Parcel 621A on Minnesota Department of Transportation Right of Way Plats Numbered 18-95 and 18-96 as the same are on file and of record in the office of the County Recorder in and for Crow Wing County, Minnesota.

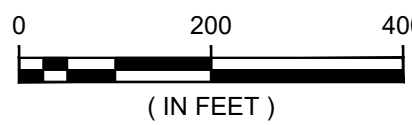
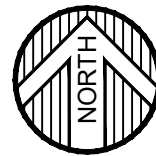
Parcel 2:
The North 660.00 feet of the Southeast Quarter of the Northwest Quarter, Section 23, Township 135 North, Range 29 West, Crow Wing County, Minnesota, AND the North 660.00 feet of the East 380.00 feet of the Southwest Quarter of the Northwest Quarter, Section 23, Township 135 North, Range 29 West, Crow Wing County, Minnesota, EXCEPT Parcel 621A on Minnesota Department of Transportation Right of Way Plats Numbered 18-95 and 18-96 as the same are on file and of record in the office of the County Recorder in and for Crow Wing County, Minnesota.

Parcel 3:
The Southeast Quarter of the Northwest Quarter, Section 23, Township 135 North, Range 29 West, Crow Wing County, Minnesota, EXCEPT the North 660.00 feet thereof, AND EXCEPT Parcel 621A on Minnesota Department of Transportation Right of Way Plats Numbered 18-95 and 18-96 as the same are on file and of record in the office of the County Recorder in and for Crow Wing County, Minnesota.

Parcel 4:
The East 380.00 feet of the Southwest Quarter of the Northwest Quarter, Section 23, Township 135 North, Range 29 West, Crow Wing County, Minnesota, EXCEPT the North 660.00 feet thereof.

Parcel 5:
The Northeast Quarter of the Southwest Quarter, Section 23, Township 135 North, Range 29 West, Crow Wing County, Minnesota, EXCEPT Parcel 621A on Minnesota Department of Transportation Right of Way Plats Numbered 18-95 and 18-96 as the same are on file and of record in the office of the County Recorder in and for Crow Wing County, Minnesota.

Parcel 6:
The Southeast Quarter of the Southwest Quarter, Section 23, Township 135 North, Range 29 West, Crow Wing County, Minnesota EXCEPT the South 33.00 feet thereof, AND EXCEPT Parcel 621A on Minnesota Department of Transportation Right of Way Plats Numbered 18-95 and 18-96 as the same are on file and of record in the office of the County Recorder in and for Crow Wing County, Minnesota.



(IN FEET)

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE CROW WING COUNTY COORDINATE DATABASE NAD83

- = DENOTES FOUND IRON MONUMENT
- = DENOTES 1/2 INCH DIAMETER BY 18 INCH LONG IRON PIPE MONUMENT SET AND MARKED RLS # 41643
- ≡ = DENOTES NWI WETLAND
- ▨ = DENOTES APPROXIMATE AREA OF 20% SLOPE OR GREATER
- = DENOTES BITUMINOUS SURFACE
- ⊙ = DENOTES POWER POLE
- FOC — = DENOTES UNDERGROUND FIBER OPTIC LINE
- GAS — = DENOTES UNDERGROUND GAS LINE
- UGT — = DENOTES UNDERGROUND TELEPHONE LINE
- OHE — = DENOTES OVERHEAD ELECTRIC LINE
- ⊙ = DENOTES LIGHT POLE

| | | | | | | | | |
|--------------|----------------|-------|--|-------------|--|-----|--|--|
| DATE: | MARCH 26, 2024 | DATE: | | AMENDMENTS: | | BY: | | PREPARED FOR: CITY OF NISSWA |
| SCALE: | AS SHOWN | | | | | | | I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. |
| DRAWN BY: | TJP | | | | | | | |
| CHECKED BY: | CMC | | | | | | | |
| FILE NUMBER: | 2024-10021 | | | | | | | TYLER J. POGREBA DATE: 03/26/2024 LIC. NO. 60122 |

March 3, 2024

Jenny Max
City Administrator
City of Nisswa
5442 City Hall Street
PO Box 410
Nisswa, MN 56468

Brainerd/Baxter

7804 Industrial Park Road
Baxter MN 56425

218.829.5117
Baxter@Widseth.com
Widseth.com

Re: Proposal for ALTA/NSPS Land Title Survey Services for the Nisswa COU, LLC property being part of SE1/4-NW1/4, Section 23, Township 135, Range 29, Crow Wing County, MN PID's (28230540, 28230538, 28230533, 28230535 and 28230532)

Dear Jenny,

Following your request, Widseth Smith Nolting (WSN) is pleased to submit this proposal letter for professional ALTA/NSPS Land Title Survey services to be completed on the property indicated above. We are very familiar with the area and location of the subject property and have completed previous surveys of this property for the current owner. Our previous survey knowledge of the site, research of available records and our experience with other similar ALTA/NSPS Land Title Surveys allows us to provide you with an accurate schedule and cost for your project.

This proposal letter details the field and office services required for the completion of an ALTA/NSPS Land Title Survey meeting the minimum standard requirements together with the additional Table A items we would normally anticipate for a property transaction of this type.

The details that will be derived from the results of the survey will help you determine the existing site conditions and future considerations for items such as access locations, utility easements, area calculations and building setbacks. This information will be very useful in determining the property's potential for future improvements, subdivision and permitting.

Our detailed scope of services to be provided are listed below:

ALTA/NSPS Land Title Survey Services

- Utilize our previous survey and the title commitment to be provided by others, as the basis for our work
- Perform a field survey meeting the current 2021 ALTA/NSPS Minimum Standard Detail Requirements, including Table A Optional Survey Responsibilities and Specifications 1-5, 6, 7(a) X, 8, 11(a) X (b), 13, 14, 16 and 17.

ALTA/NSPS Land Title Survey Services (continued)

- Visible Existing conditions contained in the proposed Table A Items include:
 - Utilities and those marked by GSOC utility call
 - Buildings
 - Well/Septic
 - Roads/driveways
 - Impervious surfaces
 - Topography
 - Ditches/Creeks
 - Ordinary High Water Line
 - Wetland delineation flagging
- Establish two site benchmarks
- Prepare an ALTA/NSPS Land Title Survey drawing meeting the 2021 ALTA/NSPS requirements which will highlight the findings of the field survey and indicated Table A items and include the following:
 - Property boundary corners, lines and lot area
 - Building setback lines
 - Impervious surface calculations
- Provide necessary paper copies and an electronic pdf of the final signed survey

Our estimated fee to complete these requested ALTA/NSPS Land Title Survey services for the above property is **\$8,950.00**. We are prepared to have the survey completed within 10-14 days following your signed authorization to proceed. If you are in agreement with our proposal and attached general conditions, please review, sign, date and return one copy of this letter as our formal authorization to proceed. Thank you for the opportunity to be of service. We look forward to the opportunity to work with you again on this project. Please feel free to contact me with any questions.

Sincerely,
WIDSETH



Chad M Conner, LS, CFedS
Vice President

TABLE A

OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS

NOTE: Whether any of the nineteen (19) items of Table A are to be selected, and the exact wording of and fee for any selected item, may be negotiated between the surveyor and client. Any additional items negotiated between the surveyor and client must be identified as 20(a), 20(b), etc. Any additional items negotiated between the surveyor and client, and any negotiated changes to the wording of a Table A item, must be explained pursuant to Section 6.D.ii.(g). Notwithstanding Table A Items 5 and 11, if an engineering design survey is desired as part of an ALTA/NSPS Land Title Survey, such services should be negotiated under Table A, Item 20.

If checked, the following optional items are to be included in the ALTA/NSPS LAND TITLE SURVEY, except as otherwise qualified (see note above):

1. X Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the surveyed property, unless already marked or referenced by existing monuments or witnesses in close proximity to the corner.
2. X Address(es) of the surveyed property if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork.
3. X Flood zone classification (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent) depicted by scaled map location and graphic plotting only.
4. X Gross land area (and other areas if specified by the client).
5. X Vertical relief with the source of information (e.g., ground survey, aerial map), contour interval, datum, with originating benchmark, when appropriate.
6. X (a) If the current zoning classification, setback requirements, the height and floor space area restrictions, and parking requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, list the above items on the plat or map and identify the date and source of the report or letter.
 X (b) If the zoning setback requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, and if those requirements do not require an interpretation by the surveyor, graphically depict those requirements on the plat or map and identify the date and source of the report or letter.
7. X (a) Exterior dimensions of all buildings at ground level.
(b) Square footage of:
_____ (1) exterior footprint of all buildings at ground level.
_____ (2) other areas as specified by the client.
_____ (c) Measured height of all buildings above grade at a location specified by the client. If no location is specified, the point of measurement shall be identified.
8. X Substantial features observed in the process of conducting the fieldwork (in addition to the improvements and features required pursuant to Section 5 above) (e.g., parking lots, billboards, signs, swimming pools, landscaped areas, substantial areas of refuse).
9. _____ Number and type (e.g., disabled, motorcycle, regular and other marked specialized types) of clearly identifiable parking spaces on surface parking areas, lots and in parking structures.

Striping of clearly identifiable parking spaces on surface parking areas and lots.

10. _____ As designated by the client, a determination of the relationship and location of certain division or party walls with respect to adjoining properties.

11. Evidence of underground utilities existing on or serving the surveyed property (in addition to the observed evidence of utilities required pursuant to Section 5.E.iv.) as determined by:

☒ (a) plans and/or reports provided by client (with reference as to the sources of information)

☒ (b) markings coordinated by the surveyor pursuant to a private utility locate request

Note to the client, insurer, and lender - With regard to Table A, item 11, information from the sources checked above will be combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response, in which case the surveyor shall note on the plat or map how this affected the surveyor's assessment of the location of the utilities. Where additional or more detailed information is required, the client is advised that excavation may be necessary.

12. _____ As specified by the client, Governmental Agency survey-related requirements (e.g., HUD surveys, surveys for leases on Bureau of Land Management managed lands). The relevant survey requirements are to be provided by the client or client's designated representative.

13. ☒ Names of adjoining owners according to current tax records. If more than one owner, identify the first owner's name listed in the tax records followed by "et al."

14. ☒ As specified by the client, distance to the nearest intersecting street.

15. _____ Rectified orthophotography, photogrammetric mapping, remote sensing, airborne/mobile laser scanning and other similar products, tools or technologies as the basis for showing the location of certain features (excluding boundaries) where ground measurements are not otherwise necessary to locate those features to an appropriate and acceptable accuracy relative to a nearby boundary. The surveyor must (a) discuss the ramifications of such methodologies (e.g., the potential precision and completeness of the data gathered thereby) with the insurer, lender, and client prior to the performance of the survey, and (b) place a note on the face of the survey explaining the source, date, precision, and other relevant qualifications of any such data.

16. ☒ Evidence of recent earth moving work, building construction, or building additions observed in the process of conducting the fieldwork.

17. ☒ Proposed changes in street right of way lines, if such information is made available to the surveyor by the controlling jurisdiction. Evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.

18. _____ Pursuant to Sections 5 and 6 (and applicable selected Table A items, excluding Table A item 1), include as part of the survey any plottable offsite (i.e., appurtenant) easements disclosed in documents provided to or obtained by the surveyor.

19. _____ Professional liability insurance policy obtained by the surveyor in the minimum amount of \$_____ to be in effect throughout the contract term. Certificate of insurance to be furnished upon request, but this item shall not be addressed on the face of the plat or map.

20. _____

Adopted by the Board of Governors, American Land Title Association, on October 1, 2020.

General Provisions of Professional Land Survey Agreement



These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolting, a Minnesota Corporation, hereinafter referred to as WSN, and a CLIENT, wherein the CLIENT engages WSN to provide certain Land Surveying services on a Project.

As used herein, the term "this Agreement" refers to (1) the WSN Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WSN.

ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WSN shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WSN have an understanding of the expected work to be performed.

If WSN is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

ARTICLE 3. COMPENSATION TO WSN

A. Compensation to WSN for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement

1. In addition to the foregoing, WSN shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:

- (a) Travel and subsistence.
- (b) Specialized computer services or programs.
- (c) Outside professional and technical services with cost defined as the amount billed WSN.
- (d) Identifiable reproduction and reprographic costs.
- (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.

2. The CLIENT shall make monthly payments to WSN within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WSN in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WSN shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WSN may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WSN has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WSN shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder.

Upon payment in full by Client and WSN's resumption of services, the time for performance of WSN's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WSN. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WSN to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WSN **under this Agreement except for payment of an amount for WSN's anticipated profit** on the value of the services not performed by WSN and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WSN shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WSN or its consultants are Instruments of Service and shall remain the property of WSN or its consultants, respectively. WSN and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WSN and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WSN shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WSN shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or **adaptation by WSN for the specific purpose intended will be at CLIENT's sole risk and** without liability or legal exposure to WSN. CLIENT shall indemnify, defend and hold harmless WSN from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WSN. This indemnity shall survive the termination of this Agreement.

Should WSN choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WSN. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from **such electronic documents will be at user's sole risk.** CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WSN makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WSN to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the **CLIENT's purchase order, the terms and conditions of this Agreement shall govern.** Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WSN.

ARTICLE 7. CLIENT'S RESPONSIBILITIES

- A. To permit WSN to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WSN:
1. Provide access to, and make all provisions for WSN to enter upon publicly or privately owned property as required to perform the work.
 2. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.
- B. WSN may use any CLIENT provided information in performing its services. WSN shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WSN finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WSN shall endeavor to notify the CLIENT. However, WSN shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

ARTICLE 8. CERTIFICATIONS, GUARANTEES AND WARRANTIES

WSN shall not be required to sign any documents, no matter by who requested, that would result in WSN having to certify, guarantee or warrant the existence of conditions whose existence WSN cannot ascertain. CLIENT agrees not to make resolution of any dispute with WSN or payment of any amount due to WSN in any way contingent upon WSN signing such certification.

ARTICLE 9. INSURANCE

WSN shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WSN shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WSN is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 10. ASSIGNMENT

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WSN as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

ARTICLE 11. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WSN or CLIENT. **WSN's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WSN because of this Agreement.**

ARTICLE 12. CORPORATE PROTECTION

It is intended by the parties to this Agreement that WSN's services in connection with the Project shall not subject WSN's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WSN, a Minnesota corporation, and not against any of WSN's individual employees, officers or directors.

ARTICLE 13. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 14. ASSIGNMENT OF RISK

In recognition of the relative risks and benefits of the project to both the CLIENT and WSN, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WSN, employees of WSN and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WSN, employees of WSN and sub-consultants, to all **those named shall not exceed WSN's total fee** received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 15. NON-DISCRIMINATION

WSN will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

ARTICLE 16. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WSN. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

ARTICLE 17. PRE-LIEN NOTICE

Pursuant to the Agreement WSN will be performing services in connection with improvements of real property and may contract with subconsultants or subcontractors as appropriate to furnish labor, skill and/or materials in the performance of the work. Accordingly, CLIENT is entitled under Minnesota law to the following Notice:

- (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for its contributions.
- (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice.

REQUEST FOR COUNCIL ACTION

Department Origination: Maintenance**Agenda Section:**

Agenda Item: Approve Advertising to Fill the New Maintenance Tech Position

Approval Required: Simple Majority of Vote of Council

1) BACKGROUND

We want to begin advertising for the new Maintenance Tech position the Council approved in the 2024 Budget.

2) FINANCIAL IMPLICATIONS

\$79,000 annually, \$39,500 for 2024.

3) STAFF RECOMMENDATIONS

The staff recommends advertising for the Maintenance Tech, with a goal to hire someone in June.

4) COUNCIL ACTION REQUESTED

The action requested is a resolution to approve the advertising for the new position.

5) ATTACHMENT

The most recent Job Description was reviewed and there are no significant changes.



May 21, 2024

To: Nisswa City Council
From: Kiki Lindbery, City Clerk

Re: 2024-2025 Liquor License Renewals

Action Requested: Approval of the 2024-2025 Liquor Licenses as Presented.

Background Information: Attached please find a list of the liquor licenses within the City of Nisswa. The renewal covers the period of 7/1/24 – 6/30/25. Approval of the Liquor Licenses will be contingent upon:

- Paying all fees
- Completing and submitting all paperwork / forms
- There are no outstanding issues of noncompliance

Once all items have been completed in full, signed, and submitted by the licensee, the forms will be mailed to the state for processing, if approved by Council.

**NISSWA LIQUOR/WINE/BEER
LICENSE RENEWAL 2024-2025**

| AUTHORITY CODE | LICENSE TYPE CODE | NAME |
|----------------|-------------------|--|
| NISSWA CITY OF | MOONSL | NISSWA COMMUNITY CENTER |
| NISSWA CITY OF | MOCMBN | NISSWA MUNICIPAL LIQUOR (PICKLE FACTORY) |
| NISSWA CITY OF | MOOFSL | SPIRITS OF NISSWA |
| NISSWA CITY OF | ONSS | ETOC CO INC GRAND VIEW LODGE |
| NISSWA CITY OF | ONSS | ETOC CO INC PINES CLUBHOUSE |
| NISSWA CITY OF | BEERWK | ETOC CO INC |
| NISSWA CITY OF | BEERWK | FRITZ'S RESORT & CAMPGROUND |
| NISSWA CITY OF | MWNONSB | RAFFERTY'S PIZZA |
| NISSWA CITY OF | BEERWK | RAFFERTY'S PIZZA |
| NISSWA CITY OF | MCLONSS | AMERICAN LEGION BILLIE BROWN POST 627 |
| NISSWA CITY OF | BEERWK | HOLIDAY STATIONSTORES INC |
| NISSWA CITY OF | BEERWK | SCHAEFERS FOODS |
| NISSWA CITY OF | TRONSS | BIG AXE BREWING CO LLC |
| NISSWA CITY OF | BROFSL | BIG AXE BREWING CO LLC |
| NISSWA CITY OF | ONSS | MAIN STREET HOSPITALITY INC |
| NISSWA CITY OF | TRONSS | ROUNDHOUSE BREWERY LLC |
| NISSWA CITY OF | BROFSL | ROUNDHOUSE BREWERY LLC |
| NISSWA CITY OF | MWNONSB | WINE DOWN |
| NISSWA CITY OF | BEERWK | WINE DOWN |



May 21, 2024

To: Nisswa City Council
From: Jenny Max, City Administrator
Tom Blomer, Public Works Director

Re: Maintenance agreement between the City of Nisswa and Crow Wing County for St. Columbo Road

Recommendation: Council approval of the Road Maintenance Agreement between Crow Wing County and the City of Nisswa from May 1, 2024 through May 1, 2028 as presented.

Background Info:

Every four years the City and County renews the road maintenance agreement for St. Columbo Road. There were no changes made to this agreement. The agreement is working well and no concerns have been raised by either entity.

**CROSS-JURISDICTIONAL ROAD MAINTENANCE AGREEMENT
BETWEEN CROW WING COUNTY AND THE CITY OF NISSWA**

This Agreement is made and entered into this first day of May 2024 by and between the County of Crow Wing, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota 56401, hereinafter referred to as "Crow Wing," and the City of Nisswa, a municipal corporation of the State of Minnesota, 25636 Main Street, Nisswa, Minnesota 56468, hereinafter referred to as "Nisswa."

WHEREAS, the Crow Wing County Board of Commissioners acts as the Township Board for the Unorganized First Assessment District in Crow Wing County; and

WHEREAS, St. Columbo Road is located partially within the City of Nisswa and partially within the Unorganized First Assessment District in Crow Wing County; and

WHEREAS, Crow Wing is responsible for performing road maintenance operations on St. Columbo Road in the Unorganized First Assessment District in Crow Wing County; and

WHEREAS, Nisswa is responsible for performing road maintenance operations on St. Columbo Road in the City of Nisswa; and

WHEREAS, Crow Wing and Nisswa wish to mutually agree on the cross-jurisdictional maintenance of St. Columbo Road.

NOW THEREFORE, in consideration of the mutual promises and agreements contained herein, Crow Wing and Nisswa agree to the following:

1. MAINTENANCE

Crow Wing shall be responsible for performing road maintenance operations on St. Columbo Road located in the City of Nisswa and in the Unorganized First Assessment District in Crow Wing County. Road maintenance shall include but not be limited to: snow plowing with sanding/salting, crack sealing, asphalt patching, shouldering, brushing, tree & brush cleanup, control & removal, beaver control, roadside mowing & weed control, right of way enforcement, signage, road sweeping, pavement markings, culvert repairs, replacement & cleaning, emergency situations that pose a danger to public safety, storm sewer/drainage structures or devices, minor washouts requiring < 20 cubic yards of material to repair, and any other type of normal road maintenance.

2. COSTS

Nisswa shall be responsible for 60 percent and Crow Wing shall be responsible for 40 percent of the costs of road maintenance operations performed on St. Columbo Road.

By February 1st of each year, Crow Wing shall invoice Nisswa for the labor, equipment, and materials used for the road maintenance operations it performed on St. Colombo Road during the prior year. Payment will be due 60 days from the date of the invoice.

If damages occur to St. Columbo Road as a result of Crow Wing's road maintenance operations, then Crow Wing shall be responsible for repairing those damages at no cost to Nisswa.

3. EXCLUSIONS

Maintenance does not include engineered construction or road reconstruction.

4. TERM

This Agreement shall remain in effect until May 1, 2028. At that time the terms of this Agreement will be reviewed and, if necessary, modified to suit the current conditions. If this agreement expires, it will continue indefinitely until terminated or renewed.

5. TERMINATION

Either party may terminate this Agreement by providing a 30-day written notice to the other party. Upon termination, Crow Wing shall invoice Nisswa for the cost of road maintenance operations performed from February 1st of that year to the date of termination. Payment shall be due 60 days from the date of the invoice.

6. NOTICE

For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the Crow Wing County Engineer, 16589 County Road 142, Brainerd, Minnesota 56401, on behalf of the Unorganized First Assessment District, Crow Wing County, and to the City of Nisswa, 25636 Main Street, Nisswa, Minnesota 56468.

7. INDEMNIFICATION

To the extent allowed by law, Crow Wing and Nisswa mutually agree to indemnify and hold each other harmless from any claims, losses, costs, expenses or damages resulting from the acts or omissions of their respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

Each party shall obtain and keep in full force and effect at its own cost and expense for the duration of this Agreement insurance coverage with limits no lower than those set forth in Minnesota Statutes § 466.04 or as may be amended. Adequate or otherwise required insurance coverage obtained through the Minnesota Counties Intergovernmental Trust, Minnesota Association of Townships Insurance Trust, or League of Minnesota Cities Insurance Trust satisfies the insurance requirements of this section.

8. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all previous oral and written agreements and all previous negotiations, representations, and understandings, oral or written, between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the

provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

9. PURPOSE

The purpose of this Agreement is to establish a clear set of responsibilities and expectations with respect to the future road maintenance operations performed by the parties on St. Columbo Road in the City of Nisswa and in the Unorganized First Assessment District in Crow Wing County. This agreement formalizes the long-standing unwritten agreement between Crow Wing and Nisswa.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

COUNTY OF CROW WING

CITY OF NISSWA

By: _____
Timothy Bray, P.E.
Crow Wing County Engineer

By: _____
John Ryan
City of Nisswa Mayor

Date: _____

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
Stephanie Shook
Asst. Crow Wing County Attorney

By: _____
Jenny Max
City of Nisswa Administrator

Date: _____

Date: _____

Jurisdictional Mileage

| Road | Total Road Mileage | City of Nisswa | Crow Wing County (FAD) |
|------------------|--------------------|----------------|---------------------------|
| St. Colombo Road | .55 mile | .33 miles | .22 miles |

The yellow box represents Nisswa's portion of St. Columbo Road.



City Council Memo
5/21/2024

Subject: Downtown Master Plan Proposals
From: Bethany Soderlund, City Planner

Included in this packet are four downtown master plan proposals that the City received (in order of date received) from Bolton & Menk, HKGi, Widseth, and The New Northern.

The scope of services requested include project management, community engagement & a public engagement plan, market/existing conditions/data analysis, vision & goals setting, with plan focus areas to include infrastructure assessment & solutions, placemaking, business & economic development, parking & walkability, streetscape & infrastructure, activation, and funding mechanisms.

Anticipated deliverables consist of a detailed downtown master plan, implementation and funding plan, and various documents incorporating summaries, findings, guides, recommendations, photos, maps, designs, graphics, 3D images, and streetscapes.

The proposals received are responsive to the scope of services that were requested per the RFP, each with a unique perspective and approach. We are seeking Council discussion on the services, deliverables, and budget of these proposals and would like feedback and direction to allow this project to continue to move forward in a manner the Council is comfortable with. To be clear, we are not seeking Council direction on a specific proposal, but rather to provide staff with guidance that will assist us in the evaluation process.

Thank you,

Bethany Soderlund
City Planner



DOWNTOWN MASTER PLAN

CITY OF NISSWA | APRIL 22, 2024



**BOLTON
& MENK**

Real People. Real Solutions.

Mike Thompson, AICP | Project Manager
952-207-4974 | Mike.Thompson@bolton-menk.com

7656 Design Road | Suite 200 | Baxter, MN 56425
218-825-0684 | Bolton-Menk.com

April 22, 2024

Jenny Max, City Administrator
5442 City Hall St, PO Box 410
Nisswa, MN 56468

RE: Proposal for Downtown Master Plan

Dear Jenny:

We are excited about the opportunity to work with the City of Nisswa to create an implementable vision for the downtown area. While the city has built a strong foundation of planning efforts that affirm the unique role and importance of downtown, there remains a critical need to establish a long-range road map for guiding downtown Nisswa for years to come. We would be distinctly proud to be your consulting partner in this process.

Bolton & Menk is a multidisciplinary firm with a vision to create safe, sustainable, and beautiful communities. We provide full-service in-house expertise necessary to support the community's aspirations.

Details that Support the Vision—Bolton & Menk is committed to ensuring that every detail supports the community's vision. From understanding physical and economic systems, to aligning land use and public space design details, we know that success depends on each piece working toward a greater sum. As such, our planning and design process ensures your goals are maintained and reflected every step of the way in both process and outcome.

Customized Solutions—No two cities are alike. Every city has its own assets and challenges, histories, and aspirations; therefore, we treat every project as unique and create custom design solutions that fit the community. This approach requires a flexible team led by planners and designers with experience in economic development, city processes, urban design, policy, and transportation.



Real People. Real Solutions.

7656 Design Road | Suite 200 | Baxter, MN 56425
218-825-0684 | Bolton-Menk.com

We Design with the End in Mind—Bolton & Menk has a proven record of designing things that get built and maintained for decades. With our full suite of services, we help clients establish and implement processes for planning, designing, funding, constructing, and maintaining great places. We understand what it takes to bring visionary plans to life, which allows us to proactively plan for and address challenges that may otherwise be overlooked.

We are honored and enthusiastic at the opportunity to work with the City of Nisswa to complete the Downtown Master Plan. In additional service to the city, I will serve as your project manager to lead our planning and design team.

Please contact me at Mike.Thompson@bolton-menk.com or 952-207-4974 if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Mike Thompson, AICP
Project Manager



GENERAL INFORMATION

At Bolton & Menk, we've been designing safe, sustainable, and beautiful communities for the last 75 years—it's the reason we get up in the morning!

We are a full service planning, design, and engineering firm that believes all people should live in safe, sustainable, and beautiful communities.

Our commitment to this goal continues to drive our team of planners, engineers, landscape architects, technicians, and more. We're dedicated to working alongside our clients by listening to what's needed, finding the best solution and process for each community, and treating people right.

Through this, we deliver innovative solutions and provide exceptional client-specific services that exceed expectations.

With more than 32 locations across the Midwest and Southeast, we're helping clients establish best practices while applying lessons learned from across the country.

Our Nisswa Downtown Master Plan team will be led by our Midwest Area Planning Practice—a group of urban planners and designers who specialize in rethinking the way downtown environments can be strong and welcoming places for all.

PROJECT APPROACH

We believe for downtown Nisswa to continue being successful, it should be a welcoming place that supports and invites a variety of experiences, activities, and attractions year-round—all within walking distance of each other. On any given day, downtown should come alive with the patterns of daily life.

While a master plan for downtown cannot dictate or script these experiences, a plan will help create the spaces for memorable opportunities and friendly encounters to unfold; it will guide the uses and design of private development by setting clear and achievable expectations.

We propose a team-based approach led by urban planners and designers that leverages our in-house knowledge and experience of subject matter experts. The plan we create with you will be both aspirational and achievable. It will be a road map to an encompassing idea about what downtown can become. It will be based on sound analysis, design fundamentals, and an open and creative process that defines necessary actions, projects, and initiatives necessary to create a dynamic and vibrant downtown for years to come.

To realize this goal, our approach is based on the following factors. We view these as key to a successful project approach and delivery:

KNOWLEDGE SHARING, CONSENSUS BUILDING

Nisswa's greatest wealth is in its people, who we anticipate will bring an array of insight and curiosity to the project. Leveraging this resource means making room not just for general engagement, but for information sharing in which we provide thoughtful opportunities to dig deeper into topics of interest. We envision targeted stakeholder engagement, such as brokers and developers, to ensure a variety of input is gathered. This will be done to reach a well-informed consensus on the best path forward.

CONNECTION MAPPING

The downtown area is connected to physical and economic networks locally, regionally, and beyond. Our approach will look at the relationships and dependencies, using quantitative and qualitative data, to demonstrate the significance of downtown and determine what changes would mean at all levels. This data will inform conversations about everything from the best use of land to transportation system improvement impacts.

CHARACTER-DEFINING SCENARIOS

The transitional nature of this area means there is exciting latitude in exploring options to define this as a cohesive place. This will include exploration of design scenarios that consider options for land use, public realm, infrastructure, natural amenities, and other improvements necessary to reinforce a unique sense of place while remaining responsive to the existing and surrounding character. The plan will advance one or more as a preferred alternative.

PUBLIC/PRIVATE INVESTMENT FRAMEWORK

Our team will ensure this project is grounded in an understanding of broader market realities, and the specific disposition of properties within the study area. In addition to addressing the technical aspects of a downtown vision, we will also look for implementation opportunities and tools to both meet standards and go above and beyond where appropriate for more exceptional results.



PROJECT UNDERSTANDING

Few cities in the State of Minnesota, and the Upper Midwest, hold as special of a place in the culture of recreation, environmental stewardship, and small town charm as Nisswa. As the heart and soul of the Brainerd Lake Area, Nisswa is cherished by its residents, and by families across the region as a place that truly embodies the unique character of the Northland.

Within the city, downtown Nisswa offers a destination where people come together to connect and continue building the culture of community, recreation, adventure, and fun that brings people back year after year, and increasingly makes Nisswa an attractive place to call home.

As both a full-time community and a tourism destination, downtown Nisswa plays a local and regional role in the culture and economy of northern Minnesota. This duality is a benefit and challenge in terms of meeting the day-to-day and seasonal needs of the community. While traditionally a summer retreat for tourists, the post-COVID economy has increasingly made Nisswa and the Brainerd Lakes Area a year-round destination.

As Nisswa continues to evolve, its downtown must be prepared to meet the growing and changing needs of the city and its visitors.

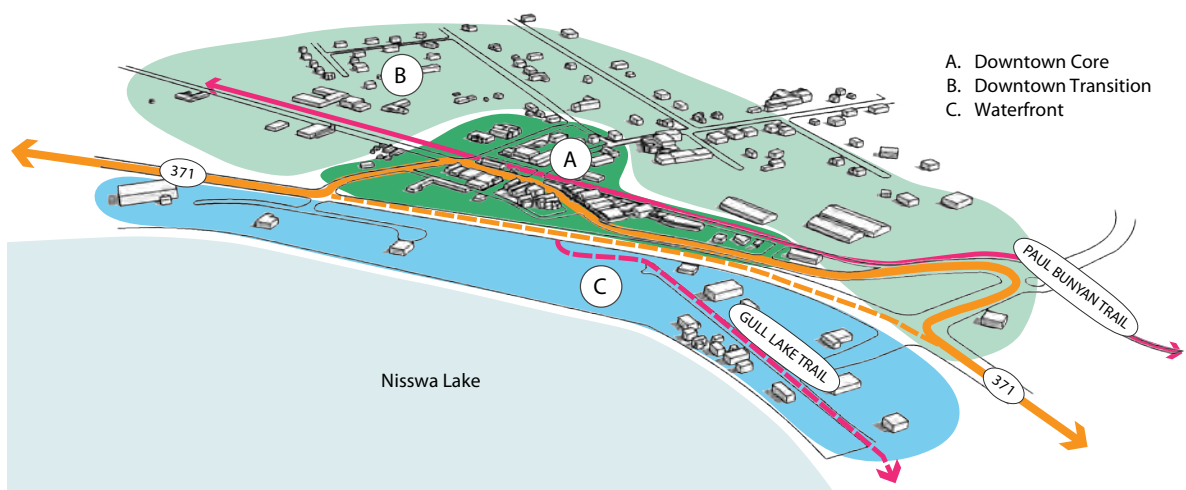
A DOWNTOWN FOR EVERYONE

Part of the attraction of downtown Nisswa is its human scale and walkability. Much more than just a roadside stop on 371, Nisswa has a cohesive village quality that encourages people to get out of their cars and explore the local businesses on foot. Nisswa should build on the incredible success it has established to reinforce public space as a safe and accessible amenity to an already thriving commercial district.

Streets and sidewalks are the lifeblood of a community, carrying people from place to place and nourishing the economic vitality of the city with activity, greenspace, and amenities. While downtown Nisswa has made many positive changes that greatly impact the pedestrian experience in recent years, much more can be done to expand capacity, enhance safety, and reinforce the human-scaled quality of Nisswa's public spaces.

A SMALL TOWN IN THE HEART OF A GROWING REGION

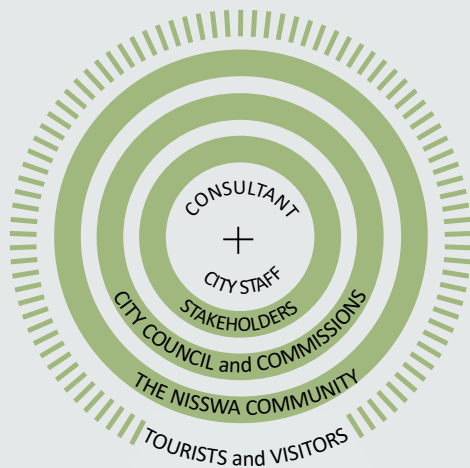
While neighboring counties have seen modest growth or population stagnation, Crow Wing County and the Brainerd Lake area population has grown nearly 10 percent since 2010. Nisswa and its wealth of lakes, rivers, and recreation offerings continue to be a driver of that growth. As Nisswa and the region continue to grow, how the community can maintain its unique character, foster its small-business economy, and build on its legacy of small-town charm will be a critical challenge. While the regional business corridor to the south can accommodate larger-scale convenience-oriented businesses and higher-impact uses, downtown Nisswa will only thrive if it maintains its human scale, walkability, and unique local economy of one-of-a-kind businesses.



SCOPE OF SERVICES

Bolton & Menk has led successful downtown and redevelopment planning projects across the Midwest and beyond. Based on our experience and the RFP, we have crafted a proposed scope of work necessary to complete the plan thoughtfully, with final deliverables and recommendations that will ensure downtown Nisswa will be enjoyed for generations to come.

ENGAGEMENT FRAMEWORK



CITY STAFF: Primary contact, responsible for representing the project at monthly meetings with consultant team

STAKEHOLDER GROUP: Provides guidance on plan goals, layout, timeline, and recommendations

CITY COUNCIL and COMMISSIONS: Given regular project updates, and offers periodic project feedback

THE NISSWA COMMUNITY: Members of the public, offer input on goals and recommendations, and feedback at major milestones

TOURISTS and VISITORS: Visitors of downtown, provide impressions of downtown and general recommendations

TASK 0: PROJECT MANAGEMENT

Our project management approach is rooted in personable and proactive communication that prioritizes collaboration, transparency, and trust. Our team, led by Mike Thompson, will maintain regular communication with city staff throughout the project. During an initial project kickoff meeting, we will establish a regular meeting and reporting schedule with city staff and leadership.

Task 0 Deliverables:

- Project kickoff meeting and project management plan
- Regular progress report meetings

PHASE 1: EXPLORE

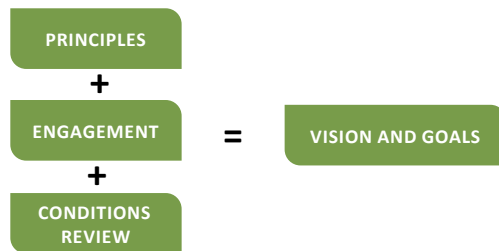
TASK 1: ENGAGEMENT AND VISIONING

Nisswa has a variety of stakeholders including year-round residents, seasonal residents, business owners, property managers, and visitors or tourists. We propose a mix of in-person and online communication and engagement strategies to make people aware of the project and seek their input. Our approach is to use plain language and clear graphics in communications and provide ways for people to participate in the process in a way that meets them where they are. The following table identifies the strategies we propose:

| Activity | Purpose |
|---------------------------------------|---|
| Engagement Plan | Within the first month, we'll prepare a plan that outlines anticipated engagement activities, target audience, and timing. |
| Website | Within the first month, we'll create a project website with key project information. We'll update and add information several times throughout the project. |
| General Communication | We'll create general communications to inform about the project and direct them to the website. This may include a fact sheet; posters; and table tents for use in restaurants, bars, coffee shops, and tap rooms in Nisswa. |
| Social Media (2 or 3 posts) | We'll develop eye-catching social posts to direct people to the website and let them know about opportunities for public input. We'll use these to do one paid promoted social post to capture people traveling through or in the area. |
| Online Survey (1) | Early in the project, we will create and post a survey to gather public input on issues, opportunities, and desires. |
| Newsletters/ Articles (2 or 3) | We'll prepare several short articles for local media such as the Pine and Lakes Echo Journal, include in the city's newsletter, and share with stakeholders. |
| Pop-Ups | We'll attend several community events, such as Turtle Race Days, to talk to people about the projects and listen to their ideas. |
| Public Open House | We propose one open house to seek feedback from the public on the draft plan and strategies before formal city consideration. |

Our team will prepare and distribute all necessary agendas, materials, and summaries for each event. We will leverage our existing connections with local groups and city communication channels to both communicate about the project and seek input.

Using the engagement process, the downtown guiding principles, and findings from Task 2 below, We will work with the city council and planning commission to develop a vision and set of goals for downtown Nisswa. The vision and goals will guide the development of the Nisswa Downtown Master Plan and inform the recommendations and implementation plan the city can use in making future development and investment decisions.



Task 1 Deliverables:

- *Engagement plan that details timelines, audiences, agendas, and content to be used at each outreach event*
- *Event-specific and final engagement report that summarizes each outreach activity, input received, and recommendations for future outreach*

TASK 2: CONDITIONS ASSESSMENT

To ensure a thoughtful understanding of downtown's context and operations, we will conduct an existing conditions assessment of the area.

Assessing downtown's current conditions, particularly in a post-pandemic economic environment, will be foundational to identifying key plan themes, projects, and recommendations. We anticipate this assessment to at a minimum include:

- **Community Context and Market** - Population trends and forecasts, household and income characteristics, tourism trends, and their cumulative impacts on downtown Nisswa
- **Market and Socioeconomics** - Household and income characteristics, business sector growth estimates, and current property economic values
- **Land Use and Development Patterns** - Current and future land use policy guidance, inventory and style of existing development and block patterns, identification of major "anchor" users, and review of other key land use policies
- **Natural and Public Spaces** - Presence and typology of natural features and amenities, inventory and conditions of public spaces and streetscape elements including wayfinding, signage, and monumentation
- **Transportation Networks** - Pattern, jurisdictional ownership, and general condition of the street network, bike network, sidewalks, and gaps in the existing multimodal network (including ATVs, snowmobiles, etc.), and planning-level review of parking and traffic circulation
- **Public Infrastructure** - Planning-level inventory and conditions summary of the public utility network, snow management, major private utilities, Wi-Fi access, and trash and stormwater management

We will compile findings into an existing conditions memo, which will use graphic representations of key findings and supportive text. This memo may also outline smaller character areas throughout downtown, as necessary, in order to focus and orient project recommendations, concept plans, and overall plan composition.

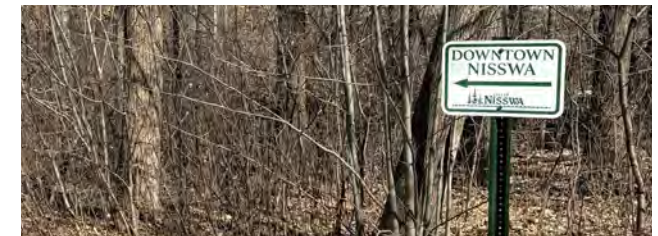
Task 2 Deliverables:

- *Draft and final conditions memo with associated graphics, exhibits, and narrative*
- *Identified character area maps and descriptions*

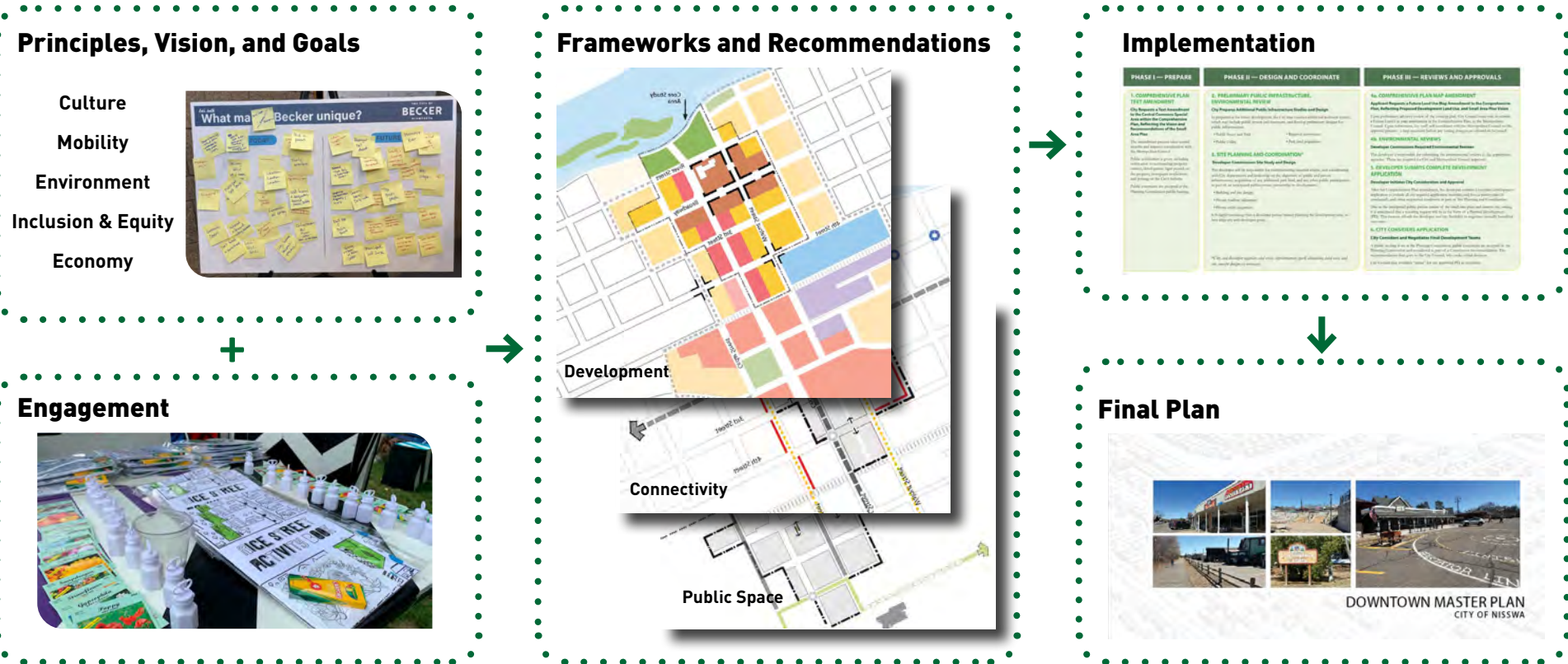
OPTIONAL VALUE-ADD SERVICES

Traffic Counts and Measures - To understand traffic patterns and volumes, there may be value in conducting a downtown-wide traffic study. This study would measure traffic volumes during defined periods, shedding light on potential peak activity times during both "tourist season" and at other points during the year.

Parking Utilization Study - To establish a data-driven understanding of parking, we can conduct a parking study to determine parking utilization today. This study may also shed light on parking impacts of future development or other plan recommendations.



NISSWA DOWNTOWN MASTER PLAN KEY ELEMENTS



PHASE 2: DESIGN

TASK 3: FRAMEWORK PLAN AND RECOMMENDATIONS

Equipped with Phase 1 findings, our team will explore thematic concepts that outline a *frameworks plan* for downtown. This approach will describe conditions and opportunities for downtown, and ascribe contextually appropriate recommendations for each. We proposed three framework plans, to cover:

- **Development:** Land use and development scale, density, patterns, and desired development orientation; block patterns and scale; targeted economic development opportunities
- **Connectivity:** Multimodal transportation and connectivity, access, and circulation, with a focus on active transportation and capitalizing on the state trail

- **Public Space:** Placemaking opportunities and locations for new or enhanced public spaces; preservation of natural spaces; streetscape enhancements; leveraging sustainable design and systems toward a resilient downtown

Each framework plan can stand alone; however, their strength comes from the ways they reinforce each other. Together, the frameworks serve as a lens to identify recommendations, organize an implementation plan, and align future public and private investments.

Using the frameworks model and insight from Tasks 1 and 2, we will identify and describe recommendations that establish a clear set of public and private actions necessary to support the continued success of downtown.

Task 3.1 Resilient Infrastructure

Our team brings an intimate understanding of public utilities, stormwater management, and infrastructure maintenance best practices. We will identify infrastructure improvement needs and future studies necessary to promote a robust downtown. Our approach to infrastructure planning centers on systems that are financially feasible, technically sound, and can be maintained for the long term.

Task 3.1 Deliverables:

- *Plan-view exhibits of infrastructure recommendations to include all above materials, with associated graphics and materials*
- *Map and narrative list of recommended future studies and improvement needs*

Task 3.2 Placemaking

The impression a place makes upon us is driven by the way it looks and "feels." To promote a continued strong sense of place, embracing of the North Woods aesthetic, we will identify applicable placemaking strategies for downtown, highlighting key opportunity locations for integrating strategies in a scalable manner. Recommendations will be complementary to guidance from the city's Parks and Recreation Master Plan, with particular attention given to concepts for Pocket Park. We will also outline anticipated maintenance needs based on comparable projects.

Task 3.2 Deliverables:

- *Plan-view exhibits of placemaking location recommendations to include all above materials, with associated graphics and narrative*
- *Conceptual sketch plan renderings of placemaking opportunities*

Task 3.3 Complimentary Economic Development

The longevity of Nisswa's attraction rests within its business ecosystem, and the constellation of uses within downtown. Ensuring the continued vitality of downtown businesses, while thoughtfully preparing for and guiding complimentary land use changes, will ensure the business community continues to thrive. Toward this end, we will develop planning guidance for future land uses in and around downtown, identifying potential areas of change. This guidance will establish clarity on complimentary design characteristics to existing downtown aesthetics, while remaining responsive to changing development trends.

Task 3.3 Deliverables:

- *Plan-view exhibits of land use recommendations to include all above materials, with associated graphics and narrative*
- *Sketch plan concepts for up to three infill development concepts*
- *Brief architectural inventory of defining design features*

Task 3.4 Cohesive Multimodal Network

A strong transportation network is critical for stitching together a resilient, attractive downtown year round. With this in mind, we will identify opportunities to enhance downtown's multimodal network, with particular focus on safe and inviting walkability that connects major destinations. These connections will be in support of a "park once"



strategy, while also leveraging regional connectivity of the Paul Bunyan and Gull Lake Trails. We will also identify new street typologies and traffic calming opportunities to promote safe circulation or organize a roadway hierarchy. Finally, we will evaluate downtown's year-round parking inventory and opportunities for creative parking strategies and/or new facilities.

Task 3.4 Deliverables:

- *Plan-view exhibits of multimodal connectivity recommendations, to include all above materials, with associated graphics and narrative*
- *Conceptual roadway typical sections for street typologies in downtown*
- *Identified enhanced and/or new parking facilities, with associated graphics and narrative*

Task 3.5 Enhancing Streetscape and Wayfinding

Our team will leverage our experience delivering streetscapes across the Midwest to create a streetscape plan that complements the land use and connectivity vision, elevates Nisswa's existing character, and is cognizant of long-term streetscape maintenance needs. This will include design of elements such as lighting, seating, bike racks, wayfinding, signage, and plantings. We will also leverage our relationship with MnDOT and the Highway 371 project team to consider complimentary streetscape designs on the edges of downtown.

Location-specific designs may be driven by character areas established in Task 2, as appropriate. We anticipate using guidance from staff on pre-identified priority areas, as mentioned in the RFP.

Task 3.5 Deliverables:

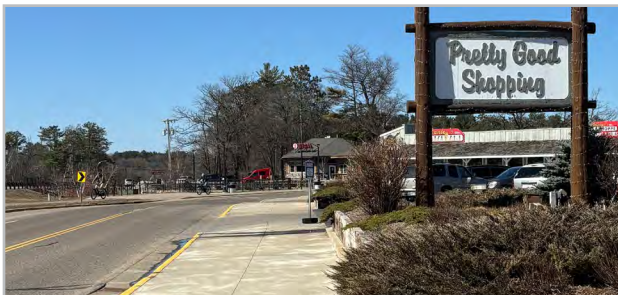
- *Plan-view exhibits of streetscape and wayfinding recommendations to include locations, typology, and maintenance needs, with associated graphics and narrative*
- *Streetscape and wayfinding design concepts*

Task 3.6 Community-Centered Activation

Nisswa is well known for its festivals, parades, active store fronts, and of course, the turtle races! Building upon this strong foundation, our team will deploy our outside-the-box activation experience from across the country to develop active public realm guidance. Using land use, transportation, and public realm recommendations, we will identify locations for both passive and active strategies to continue promoting vibrant daily life across downtown year-round.

Task 3.6 Deliverables:

- *Plan-view exhibits of recommended locations for activation strategies, with associated graphics and narrative*



PHASE 3: PLAN

TASK 4: IMPLEMENTATION PLAN

To ensure the Nisswa Downtown Plan is a strategic, usable document for long-range guidance, we will establish an implementation plan with clearly outlined action steps, responsible parties, suggested timelines, and funding sources for key deliverables.

The implementation plan will ensure sufficient detail to provide clear direction on short-, medium-, and long-range actions, while maintaining flexibility to adapt to change. It will be developed alongside city staff to reflect current and future staff capacity to implement the plan.

We will also work with city staff to identify specific plan recommendations to develop planning-level cost estimates to inform cost planning and future project scoping. This will help identify potential project funding sources. Over the last five years, Bolton & Menk's funding team has secured over \$375 million in project funding, leveraging over \$1B in total projects. This expertise uniquely positions our team to identify funding solutions that will provide the greatest likelihood of successful project delivery and maintenance.

The implementation plan will be a chapter of the downtown plan, but can be used independently of the plan for clear stakeholder guidance.

Task 4 Deliverables:

- *Draft and final implementation plan to include all above materials*

TASK 5: FINAL DOWNTOWN PLAN

Upon completion of all prior elements, our team will produce the final downtown plan document. We will integrate key elements of all prior tasks into thematic plan sections. We anticipate the plan document to be a highly graphic document, designed to be easily understood by city leadership, the general public, key stakeholders, and the development community. The plan will be developed for both digital and paper use.

Task 5 Deliverables:

- *Draft and final downtown plan, with all associated files, data, and supporting content*

OPTIONAL VALUE-ADD SERVICE

Additional or Refined Project Renderings

We will develop conceptual sketch plans for key projects; however, some projects may benefit from higher quality renderings that capture or convey additional character and image. These images are often an important marketing tool and become the identifiers of the plan, helping build local support or pursue funding. Our team offers a wide range of refined project rendering skills, and would be happy to explore additional options as needed with the city.



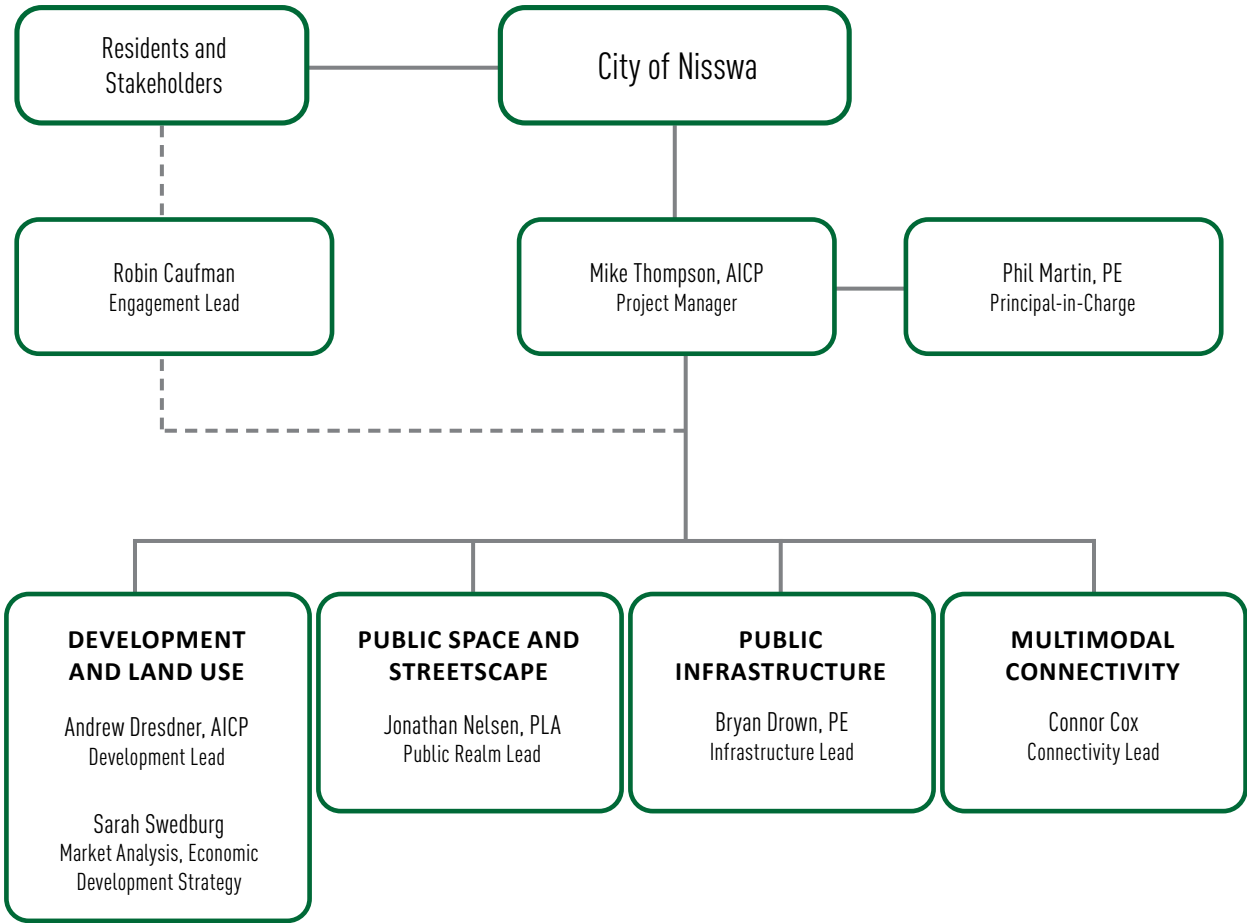
PROJECT TEAM AND EXPERIENCE

We have assembled a team custom built for this project. Focused on engagement, vision, and implementation, we will work alongside city staff to align public and private investment guidance with community goals.

Our team is focused on helping find solutions to multifaceted problems with creative, technical, regulatory, funding, and community-building expertise. While the team here will be the core team, we can easily draw from our more than 1,000 professional staff as questions or issues arise.

The team will be led by **Mike Thompson**, who will be the primary client contact. Mike will manage all plan deliverables and lead development of the implementation plan. Mike will attend all meetings, bringing on team leads throughout the process as necessary. Phil Martin will be the principal-in-charge ensuring all necessary firm resources are provided.

Our team is organized to deliver the plan as described in the scope of services. Team members Andrew Dresdner, Sarah Swedburg, Jonathan Nelsen, Bryan Drown, and Connor Cox will be responsible for leading respective delivery of plan components.





MIKE THOMPSON, AICP

Project Manager



Real People. Real Solutions.

Education

Bachelor of Arts - Political Science
Bethel University

Masters of Education - Community Development
Vanderbilt University

Certifications

American Institute of Certified Planners (AICP)

- Certified Planner - AICP

"One of my favorite family traditions is time spent each summer in Niswaga. I'd be honored to help ensure the place that has been so important for generations of my family can be enjoyed by many others for generations to come."

SUMMARY

Mike is a principal urban planner who loves the process of working with communities to rethink and redesign the ways in which their neighborhoods look, feel, and function. He has community planning and design experience across the country, including site planning and design, public realm programming and design, multimodal transportation planning, project management, and public engagement facilitation. Through his work, Mike seeks to promote places that are reflective of those who use them every day.

EXPERIENCE

Opportunity Site Master Plan, City of Brooklyn Center, Minnesota

The City of Brooklyn Center updated its zoning code, commissioned a land use study for Brooklyn Center, and developed an 80-acre master plan intended to be a future downtown for the city. Mike served as the project manager and lead planner on the multidisciplinary team. With innovative outreach and a thoughtful design approach, he built broad support for each project while delivering forward-thinking innovative solutions.

Land Use Study, City of Monticello, Minnesota

Mike led the land use scenario planning for Monticello's future growth areas, that sought to promote consistency of existing land use patterns, while growing regional business opportunities. Mike's work integrated land use, design, and public infrastructure planning while evaluating scenario viability and cost.

Webster Avenue Land Use Study, City of North Mankato, Minnesota

Mike co-led a planning and development scenario planning study for the City of North Mankato. Mike wrote development recommendations for Webster Avenue and aided in developing and visualizing scenario planning goals. Using his urban design expertise, Mike developed strategies for improving district-level design, connectivity, and development scenarios.



PHIL MARTIN, PE
Principal-in-Charge



Real People. Real Solutions.

Education

Bachelor of Science - Civil Engineering
North Dakota State University

Master of Science - Environmental Engineering
North Dakota State University

Registration

Professional Engineer, MN

SUMMARY

Phil routinely acts on behalf of cities as a liaison with the public, residents, and other interested parties. He enjoys the relationships that are developed while helping clients solve their issues. Phil began his career in 1992, and as the Baxter civil work group leader, has managed the planning and design of various civil engineering projects in the Baxter area. He has been involved with state and federal aid projects, transportation corridor studies, trail studies, capital improvement planning, and has extensive experience as a municipal engineer with several north-central Minnesota communities. He has prepared numerous assessment rolls and presented at preliminary and final assessment hearings as part of the Statute 429 process.

EXPERIENCE

SE Utility and Street Improvements, City of Wadena, Minnesota

Phil was the project manager for reconstruction of approximately 16,000 feet of sanitary sewer; 16,000 feet of watermain; and 5,000 feet of storm sewer in addition to stormwater treatment basin construction and 35 blocks of residential and commercial street reconstruction.

Cuyuna Lakes State Trail Underpass of TH 6, City of Crosby, Minnesota

The City of Crosby, in partnership with MnDOT, initiated a safety improvement to install a below-grade pedestrian tunnel under Highway 6. Phil served as the city engineer and project manager for the \$1.5 million project that required extensive coordination with MnDOT and the Minnesota DNR to re-route the Cuyuna Lakes State Trail and local snowmobile trails through the new tunnel to foster a safe crossing for pedestrians, bikers, and snowmobilers. He was able to develop strong partnerships with the City of Crosby, MnDOT, and Minnesota DNR to construct an aesthetically pleasing and safe pedestrian crossing improvement that resulted in the City of Crosby paying about 15 percent of the total project cost.

Safe Routes to School Professional Services, City of Little Falls, Minnesota

Phil provided project management of project memorandum development assistance to the city. He also oversaw construction observation staff that assisted the city with construction services associated with the federally funded improvement.

"Downtown Nisswa has long been near and dear to me and my family. I'm excited to give back to the community to ensure it remains a strong and resilient destination."



ANDREW DRESDNER, AICP

Development Lead



Real People. Real Solutions.

Education

Master of Urban Planning - Urban Studies
University of Wisconsin - Milwaukee

Master of Architecture - Urban Studies
University of Wisconsin - Milwaukee

Bachelor of Arts - Urban Studies
Macalester College

"Downtown Nisswa is a treasure. I'm excited to help downtown become a more welcoming and friendly place. By focusing on the design of buildings and spaces, we can help create a place for more people, more experiences, and more memories."

SUMMARY

Andrew is a senior urban designer at Bolton & Menk whose professional career began in 1998. His expertise spans urban design, redevelopment planning, community development, public space design, and placemaking. Andrew appreciates the interdisciplinary approach to project solutions, as well as the expectation of bringing creativity and innovation to all projects.

EXPERIENCE

Historic Millwork District Master Plan Update, City of Dubuque, Iowa

Andrew served as project manager and primary point of contact with the city. As primary author of the original master plan, Andrew has institutional knowledge and an understanding of the challenges faced by the district. He coordinated public input, researched development trends, and designed high-level improvements that drove the project's direction.

Downtown Robbinsdale Master Plan, City of Robbinsdale, Minnesota

Andrew led an interdisciplinary team of designers, planners, and engineers to think holistically about the future of Downtown Robbinsdale, while is centered around a walkable historic main street. Andrew coordinated between the city, county, and regional transit authority towards a unified vision for downtown that preserve and enhance its attractions for visitors and businesses.

Downtown Master Plan, City of Monticello, Minnesota

Andrew led the development of the downtown plan, and was the lead designer, author, and public facilitator. Having been negatively impacted by regional growth through traffic and public tensions related to parking and density, The City's new downtown vision sought to connects the city's two most beloved assets—the riverfront and the civic center. Thanks to Andrew's work our team is now completing final design of public realm improvements including a downtown promenade, new park, and streetscape design.



JONATHAN NELSEN, PLA
Public Realm Lead



Real People. Real Solutions.

Education

Bachelor of Science - Community and Regional Planning
Iowa State University

Bachelor of Landscape Architecture -
Landscape Architecture
Iowa State University

Master of Science - Landscape Architecture
Iowa State University

Registration

Professional Landscape Architect, MN

"Downtowns are special gathering places and 'hubs' of community life. Rethinking how the downtown's public realm can continue anchoring daily life in Nisswa is incredibly exciting."

SUMMARY

Jonathan is a senior project landscape architect with profound expertise in parks and park planning. He possesses a commitment to collaborating with communities, guiding them through the intricacies of the design process, and materializing their visions into feasible solutions. Jonathan has accumulated a wealth of experience, including roles within city and university planning departments, engaging with diverse stakeholders—ranging from the public to policymakers and developers—on various master planning and development initiatives. This background has given him a deep appreciation for the importance of a holistic design approach that begins with overarching strategic plans and culminates in practical, sustainable projects. Jonathan's proficiencies extend across multiple domains, particularly in urban design, multimodal transportation, and the crafting of downtown and civic spaces. However, it is his specialized expertise in parks and recreation that truly shines.

EXPERIENCE

Downtown Master Plan, City of Waconia, Minnesota

Jonathan was lead designer on developing monument signs, wayfinding signs, downtown kiosk/informational panels, and downtown parking signage - each supportive of the downtown master plan vision for the City.

Riverfront Renaissance Improvements, City of Hastings, Minnesota

Jonathan was part of the design team for public realm improvements for downtown Hastings' riverfront and downtown improvements. He provided conceptual and final design support in close coordination with city staff, and with feedback from the public.

Grassmann Park, City of Jordan, Minnesota

Jonathan served as the lead designer for the project and developed concepts, estimates, and construction documents. He worked with city staff and the parks commission to select elements for inclusion in the project, and used feedback from those meetings to inform the design and construction documentation process.



BRYAN DROWN, PE

Infrastructure Lead



Real People. Real Solutions.

Education

Bachelor of Science - Civil Engineering
University of North Dakota

Registration

Professional Engineer, MN

Certifications

Minnesota Department of Transportation (MnDOT)

- Aggregate Production

University of Minnesota

- Design of Construction SWPPP

"Living three minutes from downtown Nisswa for the past twenty years, I am excited to be a part of planning its future. My kids attended Nisswa Elementary School and they look forward to the 4th of July parade every year, spending nights at Rafferty's and Chocolate Ox, and the Lighting of Nisswa."

SUMMARY

Bryan is motivated by the company-wide expertise at Bolton & Menk and enjoys working as a team to meet client needs. He is a project manager who has been in the civil engineering industry since 1998. He is experienced in highway and street design, municipal utility design, site design, stormwater management, and residential and commercial development. His background includes preparing preliminary and final construction documents, project specifications, administering the Statute 429 process, and contract administration.

EXPERIENCE

Norway Lake Dam Removal and Rock Rapids Installation, City of Pine River, Minnesota

The City of Pine River needed to replace a 100-year-old dam in conjunction with MnDOT improvements to TH 84. Bryan served as project manager, working with our internal water resources, structural, and landscape architecture groups to develop a rock arch rapids. Through facilitation with multiple agencies, including the Minnesota DNR, State Historic Preservation Office, MnDOT, and the city, we acquired funding through the Lessard Sams Outdoor Heritage Council.

Inglewood Drive Railway, City of Baxter, Minnesota

In accordance with long-range transportation planning, the City of Baxter constructed a signalized intersection at TH 210 and Inglewood Drive and BNSF Railroad crossing at Inglewood Drive to create a west parallel corridor to TH 371. As a design engineer, Bryan led the design of project sanitary sewer and water main extensions.

Infrastructure Improvements Phases II and III, City of Eagle Bend, Minnesota

The City of Eagle Bend improved 20 blocks in and around their main street and commercial area. Bryan served as the project manager, leading the design to replace utilities and working with the landscape architects to incorporate streetscaping. The project addressed long-term utility deficiencies and enhanced the corridor.



CONNOR COX
Connectivity Lead



Real People. Real Solutions.

Education

Master of Arts - Sustainable Urban Planning and Design
Arizona State University

Master of Science - Urban Planning and Development
Technical University of Darmstadt

"I remember spending time with my family in Nisswa when I was a child, and now it's my favorite stop while biking along the Paul Bunyan Trail. A visit to Glen's Ice Cream Parlor is a must!"

SUMMARY

Connor is a senior transportation planner on the Bolton & Menk team who began his career in 2012. He is responsible for leading active transportation planning work across Bolton & Menk's Midwest offices and is an expert in pedestrian and bicycle plans and studies, Safe Routes to School projects, complete streets projects and policies, trail studies and master plans, and safety action plans. Connor has ample experience with active transportation plans and studies; complete streets planning, design, and maintenance; bikeway design; corridor studies; winter maintenance; and grant funding. His passion stems from the impact his work makes in the communities he serves.

EXPERIENCE

*Aitkin Trunk Highway Corridors Study, Arrowhead Regional Development Commission (ARDC) **

Connor managed this planning study that evaluated three trunk highway corridors in Aitkin: TH 47, TH 210, and US 169. The study included evaluating existing conditions on the corridors, identifying issues and opportunities, community engagement, and conceptual-level design alternatives with planning-level cost estimates. The study developed a transportation planning vision, and the conceptual design alternatives are intended to inform the future design of the highway corridors and identify potential improvements.

*Fargo-Moorhead Bikeways Gap Analysis, Fargo-Moorhead Metropolitan Council of Governments **

Connor was the project manager for the bikeway corridor analysis project, which included analyzing 16 bikeway gaps in the Fargo-Moorhead metropolitan region and recommending design concepts for each gap. Connor organized and facilitated meetings with the study review committee, engaged with community members, and used the results of public feedback to inform the bikeway concept design recommendations. He also analyzed each bikeway gap, helped develop concept recommendations for bikeway facilities to fill each gap, and prepared the final report that included recommendations and planning-level cost estimates.

*Crow Wing County Multimodal Study, Crow Wing County, Minnesota **

Connor was the lead planner on this multimodal study, which evaluated two separate highway corridors. The goal of the study was to develop a set of conceptual design recommendations to improve safety and mobility for people walking along and across the corridors. Connor's work included analyzing existing conditions and developing a range of conceptual design recommendations that improve pedestrian safety and mobility on each corridor.

**Completed While With a Former Employer*



ROBIN CAUFMAN
Engagement Lead



Real People. Real Solutions.

Education

Bachelor of Science - Natural Science
University of Minnesota - Twin Cities

Master of Urban and Regional Planning
University of Minnesota - Twin Cities

"For decades my husband's family had a lake home on Nisswa, so we got to know many of the local businesses and their owners. Even though the property was sold more than 10 years ago, we still order our coffee and have it shipped from Stonehouse."

SUMMARY

Since beginning her career in 1994, Robin has filled multiple roles on regional infrastructure plans and projects, including transportation corridors, wastewater plans, environmental studies, and streetscape designs. As a senior planner, her primary areas of expertise include community engagement, comprehensive planning, and land use analysis. Prior to joining Bolton & Menk, Robin spent 21 years between Metropolitan Council and Metro Transit where she was responsible for working with local governments and communities on comprehensive planning, regional infrastructure planning, and engineering and construction of large transit projects. Robin uses her expertise in listening to project partners and community stakeholders and communicating technical information to ensure there is clear understanding by all parties of project needs, purpose, benefits, and impacts.

EXPERIENCE

TH 371 Corridor Study, MnDOT District 3

Robin is the public engagement lead for the TH 371 study, which is evaluating the design and operations of the roadway through Nisswa and Brainard. Through this work, Robin maintains deep relationships with local businesses and key stakeholders along the corridor, and therefore brings a unique understanding of regional concerns and opportunities.

Comprehensive Plan Update, Crow Wing County, Minnesota

Robin is leading the comprehensive plan update for Crow Wing County. She is responsible for project supervision, client coordination, and leading all Bolton & Menk staff to ensure a quality final product. Robin also oversees communication and engagement staff in implementation to ensure broad community involvement in the process.

Historic Preservation Design, City of St. Cloud, Minnesota

Robin is leading engagement efforts for this project. As a St. Cloud-area resident and employee in our St. Cloud office, she brings an important understanding of the local community and resident interests.

*Central Corridor (METRO Green Line), Metro Transit **

Robin oversaw the Metro Transit Green Line's project outreach and engagement through the design, engineering, construction, testing, and grand opening phases. This included extensive coordination and communication with the cities, counties, watershed districts, the University of Minnesota, MnDOT, and business and residential communities to develop a line to meet stakeholders' needs and minimize impacts.

**Completed While With a Former Employer*



SARAH SWEDBURG

Market Analysis, Economic Development Strategy



Real People. Real Solutions.

Education

Bachelor of Science - Geography
Bemidji State University

"Growing up in Walker, a trip to Nisswa on the weekend was always a treat. As a previous Main Street Director, I'm excited to support Nisswa in leveraging existing assets to have even greater impact on the regional economic development opportunities!"

SUMMARY

Sarah is a planner at Bolton & Menk who began her career in 2017. She is responsible for short- and long-term planning needs for our clients. Whether it's a land use application like a rezoning or a conditional use permit, a corridor study, or a comprehensive plan, she takes pride in her work. Sarah's area of expertise lies in rural planning and community development. She is passionate about helping communities navigate the world of planning and enjoys seeing the positive impact from inclusive engagement and infrastructure design.

EXPERIENCE

Countywide Housing Study, Redwood County, Minnesota

Redwood County initiated a study after identifying housing as the Economic Development Authority's top priority for their community in 2023. Bolton & Menk is working with county staff and a committee of local stakeholders to gather input, analyze the qualitative and quantitative data, and identify specific strategies to develop the appropriate housing types in the optimum locations throughout the county. Bolton & Menk will deliver actionable recommendations to support the county's progress in addressing this key strategic priority to help their community continue to grow and thrive. Sarah is supporting public engagement and planning for this project.

*Economic Development Strategic Plan, Kandiyohi County, Minnesota **

Sarah served as the business development manager for the Kandiyohi County and City of Willmar Economic Development Commission (EDC). She supported the overall strategic planning efforts for the organization and designed engagement for local business owners to be a part of this process. Sarah then led the EDC's agriculture, broadband, childcare, and entrepreneur committees and programming to further develop and implement the strategic plan. This included securing grants, creating new programs, and tracking key performance indicators.

*Main Street Strategic Plan, City of Willmar, Minnesota **

In 2018, the City of Willmar created Willmar Main Street as a program of the city. As planner for the city at that time, Sarah was tasked with leading this effort. Strategic planning was a critical first step in supporting this transition from a separate non-profit to a program of the city, creating sustainability and long-term success. Sarah, alongside the citizen committee for Willmar Main Street, created and executed yearly work plans based off this strategic plan, leading to the Willmar Main Street Director becoming a full-time position just three short years later.

**Completed While With a Former Employer*

Project Experience

Bolton & Menk has led downtown planning and design projects across the Midwest and beyond. Below are some examples of our downtown planning, community engagement, public space, and infrastructure work. We would be happy to share additional experience or references upon request.



RIVERFRONT RENAISSANCE

CITY OF HASTINGS, MINNESOTA

The City of Hastings wanted to revitalize and reconnect their downtown to the Mississippi River while leveraging nearby amenities. Bolton & Menk collaborated with the city to develop a comprehensive redesign of parks, plazas, and streetscapes throughout downtown that both reinforced existing uses and prepared for future desired development. Bolton & Menk led implementation of conceptual to final design services, including construction document development and construction administration. Since construction completion, the city has seen several new development projects within downtown, and has been working with regional transit agencies on future regional transit service stations.

CONTACT: **Dan Wietecha**

City Administrator, Hastings, MN
651-480-2350 | dwietecha@hastingsmn.gov



DOWNTOWN MASTER PLAN

CITY OF MONTICELLO, MINNESOTA

Monticello's downtown has been adversely impacted by regional traffic and public tensions related to parking and density. The master plan created a vision for downtown that connects the city's two most beloved assets—the riverfront and the civic center—with a promenade lined with new buildings, public art, and an all-ages trail. The plan converts the 'retail-only' main street into an activated mixed-use destination. Since plan completion, more than 200 new housing units have been developed, and key public spaces have been improved—attracting new events and visitors to downtown. Our team is now working with the city to design and build over \$10 million worth of public realm improvements.

CONTACT: **Angela Schumann**

Director of Community Development, Monticello, MN
763-271-3224 | Angela.Schumann@ci.monticello.mn.us



DOWNTOWN MASTER PLAN

CITY OF WEST FARGO, NORTH DAKOTA

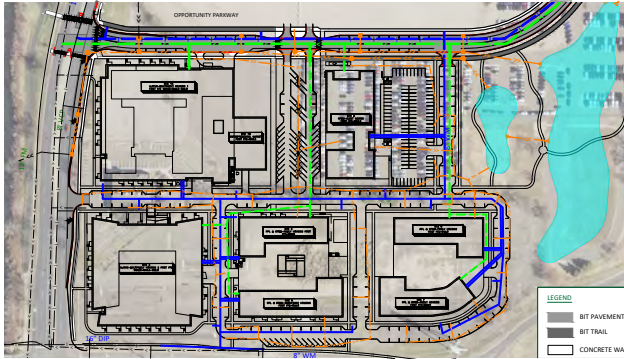
The goal of the placemaking master plan was to establish the downtown as a cultural center with a distinct identity and destination. Through public involvement and visioning, Bolton & Menk addressed key concerns to create a broadly supported plan for the future of downtown West Fargo. A vision, mission, guiding principles, and four main goals were defined relating to: placemaking; business and development; pedestrians, parking, and access; and infill, density, and redevelopment.

The plan included art concepts and RFPs. Implementation actions were recommended, including finding resources that identified next steps for downtown transformation.

CONTACT: **Aaron Nelson**

Planning Director, City of West Fargo, ND
701-433-5300 | aaron.nelson@westfargond.gov

Project Experience (continued)



OPPORTUNITY MASTER PLAN INFRASTRUCTURE PLANNING AND DESIGN

CITY OF BROOKLYN CENTER, MN

While developing the master plan for a new downtown in Brooklyn Center, our team conducted a full infrastructure and traffic inventory, analysis, and planning. This planning and design was done in coordination with the land use and public space planning, to ensure a cohesive process of infrastructure necessary to support the vision. We are now completing final design for new roadways, a regional stormwater system, streetscape, and public realm placemaking. The project included successfully securing over \$4 million dollars of grant funding for local infrastructure improvements in partnership with the private development team.

CONTACT:

Jesse Anderson

Community Development Director, Brooklyn Center, MN
763-569-3330 | janderson@brooklyncentermn.gov



DOWNTOWN PARKING AND WALKABILITY STUDY

CITY OF BUFFALO, MN

Building upon the Buffalo Downtown Plan, the city hired Bolton & Menk to perform a parking and mobility study to assess existing parking and mobility infrastructure needs. GIS mapping was used to create an inventory of existing on and off street parking, parking restrictions, parking utilization count, and turn-over observations. A mobility conditions assessment was performed for 18 segments within the downtown study area. This assessment scored the quality of different mobility features such as sidewalk width and condition, lighting presence, crosswalk presence, ped/bike signage, landscape/streetscape features, and pedestrian crossing features currently available.

CONTACT:

David Kelly

Community Planning and Economic Development Director, Buffalo, MN
763-682-1181 | david.kelly@ci.buffalo.mn.us

ADDITIONAL COMPARABLE WORK DONE BY PROJECT TEAM STAFF

DOWNTOWN PLANS

- Downtown Robbinsdale, MN
- Downtown Fond Du Lac, WI
- Downtown Chippewa Falls, WI
- Downtown Westminster, NC
- Downtown Loris, NC
- Downtown Matthews, SC
- Downtown Hendersonville, SC
- Lowertown, Saint Paul, MN
- Downtown Nashua, NH
- Downtown Hampton, VA
- Downtown Portsmouth, NH

DOWNTOWN STREETSCAPES AND PLAZAS

- Fond Du Lac Downtown Plaza Design, Fond Du Lac, WI
- Monumentation and Wayfinding, Becker, MN
- Streetscape and Downtown Plaza, Indianola, IA
- The ARtery, Hopkins, MN
- Streetscapes and Plaza, Marshalltown, MN
- Streetscape and Plaza, Le Sueur, MN
- Opportunity Site Plaza, Brooklyn Center, MN
- Clocktown Plaza, Hopkins, MN
- Downtown Splash Pad Park, Carver, MN
- 66th Street Streetscape, Richfield, MN
- Monumentation Design, Savage, MN

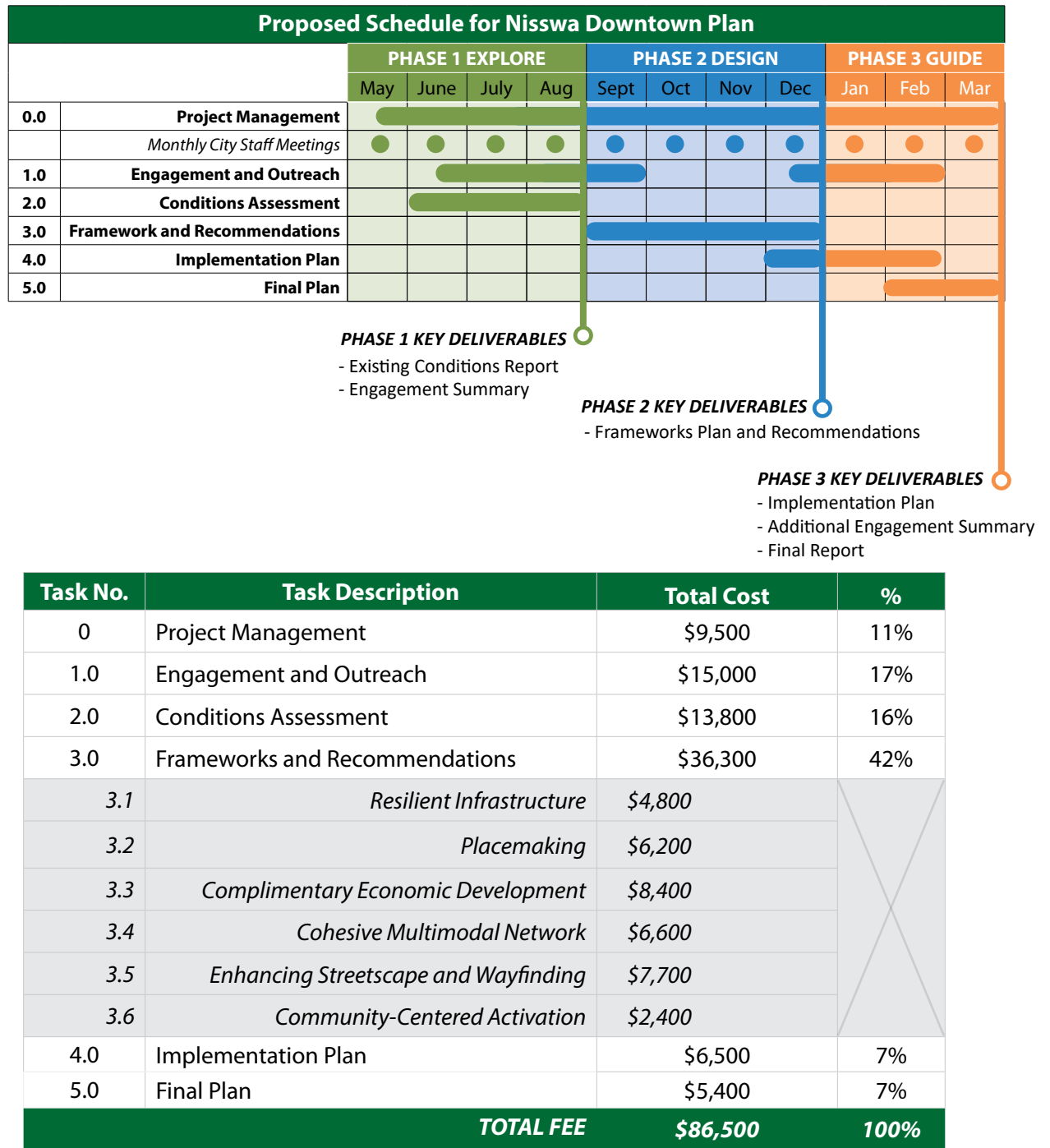
SCHEDULE AND FEE

We have developed a proposed schedule outlining anticipated tasks, major deliverables, and suggested completion date. We have also developed a proposed fee that follows the scope of services and budget described in this RFP, and is based on our experience in developing similar downtown plans.

Recognizing the importance of this planning effort for the city, we would certainly invite a conversation to ensure a scope and budget is appropriately scaled to the need, available resources, and considers project phasing opportunities as needed.

Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Upon selection, we will work with city staff and other project partners to revise and update this scope, schedule, and fee as needed to ensure successful project delivery.





DOWNTOWN MASTER PLAN

Nisswa, Minnesota

Prepared by



Planning | Landscape Architecture | Urban Design

Proposal – April 22, 2024

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**CITY SQUARE WEST REDEVELOPMENT CONCEPT
CHASKA, MINNESOTA**

Jenny Max, City Administrator
City of Nisswa
5442 City Hall Street
Nisswa, Minnesota 56468

RE: Proposal for Downtown Master Planning Services



800 Washington Ave. N.
Suite 103
Minneapolis, MN 55401
612-338-0800
www.hkgi.com

Dear Jenny and Members of the Selection Committee:

HKGi traces its roots as a firm to a downtown transformation. In the early 1980s the then-tiny village of Chanhassen, Minnesota, was experiencing significant growth pressure. HKGi's work with the community helped the City guide that growth, and even as the small village grew into a fast-growing suburban community, the city and its downtown remained healthy and able to adapt to changing conditions. Since then, HKGi has conducted hundreds of downtown planning and urban design projects for small towns, riverfront communities, large cities, and suburban communities seeking to revitalize, reimagine, or refresh their downtowns.

The staff members assigned to this project enjoy the challenge and the excitement of working with communities to envision the future of their downtowns. This type of planning and design requires creativity and the ability to think critically and strategically, but more importantly, downtown planning enables us to tap into the passion that so many stakeholders and community members typically express about the heart of their communities. While in our experience each downtown offers unique experiences, character, and settings—and our process is designed to build on those unique elements—we have found that nearly all downtowns benefit from the desire that community members have to maintain their strong downtowns or revitalize those that are struggling. This shared excitement and enthusiasm is what makes downtown planning such a rewarding experience.

While rewarding, downtown planning nevertheless presents complex issues that must be addressed. These issues include such considerations as municipal planning regulations; property owner plans; neighborhood concerns; infrastructure needs; natural resource impacts; guidance to ensure new development occurs at an appropriate scale; and fiscal realities. A downtown planning process requires a team that understands these issues and has the skills and experience necessary to guide community stakeholders through this complex range of considerations.

As the lead consultant, HKGi staff assigned to this project have developed successful downtown and neighborhood planning initiatives for communities in Minnesota, Iowa, Michigan, and Wisconsin. Furthermore, the team HKGi has assembled for this proposal has conducted downtown planning, urban design, and implementation initiatives across the region. In addition to **HKGi**, our team includes **Stantec** for infrastructure planning service, and **LOCi Consulting** market analysis. We have collaborated with both firms on numerous occasions and are confident that together we will develop a Downtown Master Plan that inspires the community and serves as an effective tool for City staff as they work towards achieving the community's long-term vision for Downtown Nisswa.

We are excited to submit this proposal and appreciate the opportunity to be considered for this project. If you have any questions, please do not hesitate to contact either one of us at the phone numbers or email addresses listed below. We look forward to hearing from you.

Sincerely,



Kevin Clarke
HKGi Project Manager
503-926-4447 | kevin@hkgi.com

A handwritten signature in black ink, appearing to read 'K Clarke'.



Bryan Harjes
HKGi Principal in Charge
612-252-7124 | bryan@hkgi.com

A handwritten signature in black ink, appearing to read 'Bryan Harjes'.

**Collaborate. Listen.
Explore. Create.**



GENERAL INFORMATION

DOWNTOWN REVITALIZATION PLAN
OSSEO, MINNESOTA

FIRM INTRODUCTION



For more than forty years **HKGi** has helped communities throughout the Upper Midwest create great places for people to live, work and play. HKGi's landscape architects and planners share their design expertise and passion with clients striving to create quality places, and our project managers provide the leadership necessary to ensure that projects stay on schedule, on budget, and are built to the client's highest standards.

PLANNING APPROACH

Our approach to downtown planning and urban design builds on the four key principles that have defined HKGi's practice since the firm's beginning: collaborate, listen, explore, create. We bring a **collaborative** spirit to all of our work and establish an atmosphere in which **listening** to the insight provided by stakeholders is a critical ingredient in successful community planning. Local knowledge about the community's goals and needs provides a foundation for the **exploration** of potential planning directions. From this process we leverage our skills and experience to **create** concepts and strategies that will best position the community to achieve its development vision.

The **Stantec** community unites approximately 22,000 employees in more than 350 locations. We're planners, scientists, designers, engineers, and project managers, innovating together at the intersection of community, creativity, and client relationships. Balancing these priorities results in projects that advance the quality of life in communities across the globe.

Since 1954, our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With a long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and design with community in mind.

LOCi Consulting was founded in 2019 and has helped leading national retailers, local developers, and progressive municipalities find, analyze, and value locations that meet their critical conditions. Whether that critical condition is finding the right locations for market expansion, identifying key customer segments, or developing a forecasting model to assess multiple locations, LOCi Consulting LLC creates customized solution that meets our clients' needs. We have completed market feasibility studies across the country for a wide variety of commercial real estate uses, including retail, office, residential, and mixed use.

Lenders, investors, and municipalities often require a thorough analysis of a community's market potential. Clients use these studies to tailor their policies to the potential in the market. We have completed market feasibility studies for a variety of projects throughout the Upper Midwest.

MAIN OFFICE

800 Washington Ave. N., #103
Minneapolis, MN 55401
www.hkgi.com
612-338-0800

PRINCIPALS

- Paul Paige, PLA (MN), President
- Brad Scheib, AICP, Vice President
- Bryan Harjes, PLA (MN, MI), LEED AP, Vice President
- Gabrielle Grinde, PLA (MN), Vice President
- Rita Trapp, AICP, LEED AP, Vice President

ASSOCIATES

- Jeff Miller, AICP

STAFF

22 Landscape Architects, Planners, Designers, and Communications Professionals



LOCATION

Minneapolis, MN
stantec.com

ESTABLISHED IN 1954

STAFF

200 Minnesota Employees



LOCATION

288 Macalester Street
Saint Paul, MN 55105
www.lociconsult.com
grant@lociconsult.com
651-888-8464

NEIGHBORHOOD & REDEVELOPMENT EXPERIENCE

Working together to build vibrant communities.

HKGi has a well-established history of creating downtown, neighborhood, and corridor redevelopment plans that have generated positive results for communities throughout the Upper Midwest. From large cities such as Minneapolis to smaller communities like Hutchinson or St. Francis, HKGi has supplied engagement, planning and urban design services to assist communities in accomplishing some of the critical objectives that comprise successful plans:

ESTABLISH SHARED COMMUNITY VISION

CONDUCT INSIGHTFUL CONTEXTUAL ANALYSIS

IDENTIFY KEY OPPORTUNITIES

EXPLORE POTENTIAL CONCEPT DIRECTIONS

CREATE ACTION-ORIENTED IMPLEMENTATION PLANS

DEVELOP STRATEGIES TO ACHIEVE THE VISION

Through our work, HKGi helps communities address a broad spectrum of essential redevelopment issues related to public space improvements, land use guidance, development feasibility, community character, economic development, circulation, parking, and strategic planning.

The sidebar to the right includes a sampling of our downtown and district redevelopment experience. More detailed examples are included in the Project Team and Experience section.

Relevant Experience

- Downtown and Old West Main Redevelopment Planning | Red Wing, MN
- Downtown Revitalization and Action Planning | Hutchinson, MN
- Downtown Public Space/Streetscape Design | Alexandria, MN
- Downtown Public Space/ Streetscape Design | Osakis, MN
- Downtown/Riverfront Master Plan | Fergus Falls, MN
- Downtown Revitalization Plan | St. Francis, MN
- Merle Hay Road Gateway Redevelopment Guide | Johnston, IA
- Downtown and Highway Corridor Redevelopment Planning | Onalaska, WI
- Downtown Vision and Site Redevelopment | Chanhassen, MN
- Downtown Redevelopment Guide | Victoria, MN
- River's Edge Commons | Elk River, MN
- Downtown Redevelopment Plan | Farmington, MN
- Downtown Redevelopment Study | Golden Valley, MN
- Marketplace Redevelopment Concept | Hermantown, MN
- Downtown Revitalization Plan and Public Space/Streetscape Design | Osseo, MN
- Downtown East/North Loop Master Plan | Minneapolis, MN
- Downtown Master Plan & Public Space/Streetscape Design | Chaska, MN
- City Center Study | Scandia, MN
- Downtown Public Space/Streetscape Improvements | Buffalo, MN

DIVERSITY AND INCLUSION

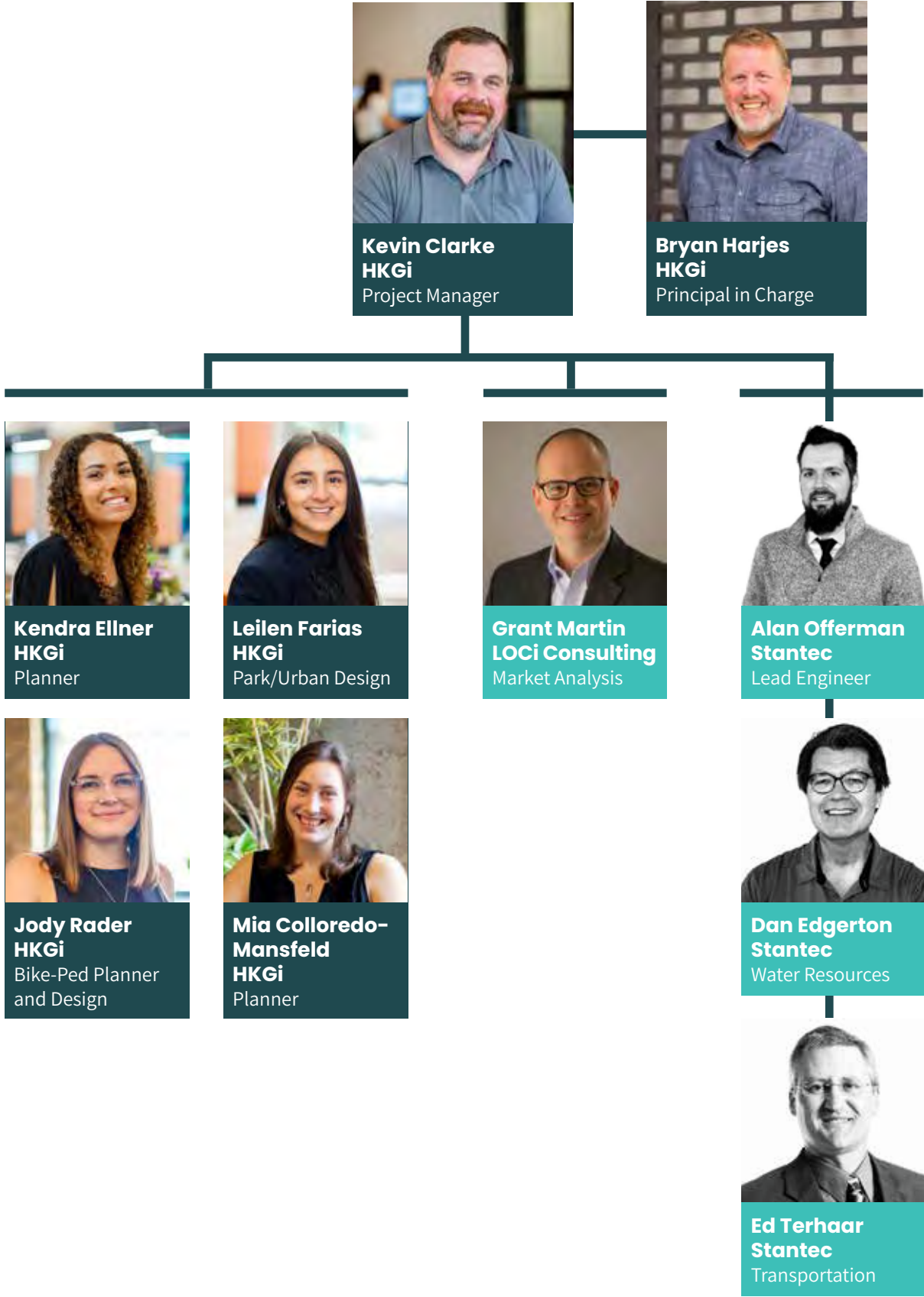
The issue of how public agencies can promote and ensure diversity and inclusion of all segments of the community is receiving renewed attention within the planning profession. HKGi has always strived to conduct public outreach campaigns that reach into underserved and underrepresented communities, but more recent initiatives strive to match planning INPUTS with planning OUTCOMES.

Members of the HKGi planning team assigned to this project have worked on several projects that have emphasized diversity and inclusion or have used diversity and inclusion as a primary guiding principle. These projects have included the 2040 Comprehensive Plan and the He Mni Can Park Master Plan in Red Wing (MN); the St. Louis Park (MN) 2040 Comprehensive Plan, which included a chapter on Equity; the Thompson County Park Master Plan in Dakota County (MN); the Minnehaha Parkway Regional Trail Master Plan and the Penn Avenue Corridor Investment Framework Plan, both in Minneapolis; the Master Plan for Big Elk Lake Regional Park in Sherburne County (MN), and the Roseville (MN) Zoning Ordinance Update.

While these projects had a specific focus on engaging diverse stakeholder groups, HKGi is committed to taking proactive steps to ensure that ALL our engagement and planning processes are inclusive and incorporate a diversity of voices from all stakeholder communities. To that end, we work closely with our clients at the very beginning of the planning process to identify their diversity and inclusion goals and to identify local organizations and leaders who can help us bring new voices into the planning process.



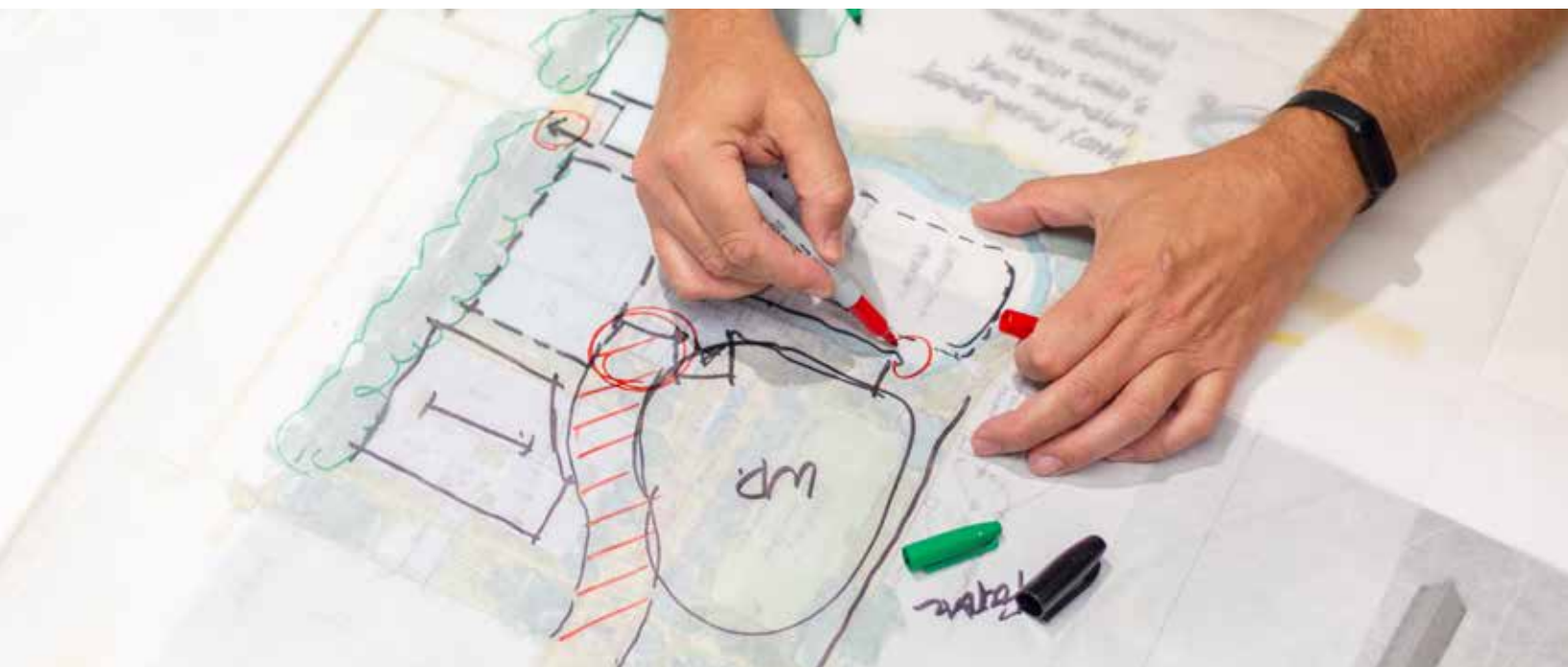
TEAM OVERVIEW



PROJECT UNDERSTANDING & APPROACH

DOWNTOWN STREETScape DESIGN
OSAKIS, MINNESOTA

UNDERSTANDING



PROJECT UNDERSTANDING

Downtown Nisswa is a beloved destination for many people. For visitors, it is the spot to go to do some shopping, hit the trails, or grab an ice cream cone, or catch a drink. For business owners and employees, downtown is their livelihood and supports their families. For other residents, it is a spot to catch up with neighbors, speak to their elected officials, go to school, and attend church. Ultimately, no matter who you are, or how you use it, Downtown is the heart of Nisswa and a hub for the Lakes area tourist economy.

Downtown Nisswa is need of a plan to help formalize a vision for the future and create a blueprint to achieve its goals. The plan Downtown must **consider the wide variety of Downtown users**, including a diversity of ages, abilities, and backgrounds. We know that some residents are year-round, while others are seasonal. Some visitors have second homes and have been coming for generations, while others are visiting Nisswa for the first time. The plan outcomes, as well as the engagement, must respond to the tapestry of people you will find Downtown.

Because of its charm and character, Downtown Nisswa has become an incredibly popular place. People are drawn to the welcoming nature, unique offerings

and human scale. Any plan that seeks to move Downtown forward must also understand and **preserve the character** that makes the area so beloved.

Being too popular is a good problem to have, however the popularity may still present significant issues that leave a lasting negative perception of the place. Today you can see cars continually circling for parking spaces, trail users unsure of how and when to cross streets, and pedestrians who feel like they are in no-man's land at busy intersections. Transportation, mobility, and parking in Downtown Nisswa can be a challenge. Look around downtown and there is a strong likelihood that you will see people who have arrived by car, bike, and on foot. Some may have come by boats (via the public docks) and golf carts in the summer, or snowmobiles in the winter. The plan must **ensure the safety and consider the experience of all users to create a positive experience**.

We also know that the lakes and natural landscape are a big reason people choose Nisswa, whether that's to visit, or to make home. The environment defines the character of the region and serves as an

enormous economic driver. This plan should consider, minimize the impacts on, and **protect the natural resources** that are so important to the area.

Beyond just an ecological understanding, Downtown must be an **economically sustainable** place too. People come to Downtown Nisswa to patronize the businesses. In turn, great businesses give people a reason come to Downtown. Economic activity in downtowns creates vibrancy, which in turn leads to even more economic activity. The plan should support businesses and seek to minimize obstacles, knowing that strong businesses and a strong downtown go hand-in-hand. That includes thinking about downtown and its businesses year-round. Absent seasonal surges, Downtown should still be a vibrant district no matter what time of year.

The plan for Downtown must be **inspirational toward the future and practical in its application and strategy for transformation**. The plan must listen and integrate the desires of a variety of users. The plan should be visually appealing, simple to understand, and easy to navigate. The plan can become place where a common understanding for change is put forward. An image from the plan may spark an idea for a new development, provide an opportunity for business reinvestment, or highlight public infrastructure projects to aid in the desired evolution of the Downtown. The market research would outline how many units could be absorbed. A policy in the

plan may be cited by the City Planner in her staff report to the planning commission. Budget numbers will help the City understand what needs to be invested in utilities to service the building. The vision and design guidelines can help shape the new development to look like it belongs.

From our collaboration with the City in the Parks Master Plan in 2023, we have gained a great appreciation for the community and have strong handle on the issues surrounding downtown today. Additionally, the HKGi team has extensive downtown planning experience and fully understand the many layers that must be considered for downtown planning. The shared experience of the HKGi Team provides Nisswa with the well-rounded set of skills needed to achieve the goals for this planning effort. We have included urban planning and design, landscape architecture, market, and civil engineering in our project team. From highway corridor plans, market analysis, infrastructure assessment, economic development strategies, streetscape design and construction, parking analysis and recommendations, urban design and design guidelines, park design, and multi modal planning, the HKGi Team has can address all facets of the project. We have worked in other downtowns experiencing similar issues and opportunities such as Alexandria, Stillwater, Grand Marias, Red Wing, Osakis, and White Bear Lake. We are excited to bring this knowledge and our passion for downtown planning to Nisswa.



**PARKS MASTER PLAN
NISSWA, MINNESOTA**

APPROACH & SCOPE

In order to achieve the Downtown Nisswa Master Plan, we are proposing 4 phases of work, all informed by engagement. We anticipate targeted analysis over the summer, Visioning, goal setting & idea generation in the fall, plan development winter, approvals in spring 2025.

Our public engagement approaches are called out throughout the work plan. We have proposed an engagement plan that we think will strengthen the findings of the plan and create community ownership of the final product. We would welcome your input if you have revisions to the approach and can supplement our strategy with additional outreach as desired by the City.

Our planning work will be done with a focus on implementation throughout, with prioritization of goals and sequencing of key next steps so that at the end of this process, the City has a clear path forward.

TASK 1 – EXISTING CONDITIONS ASSESSMENT & MARKET/DATA ANALYSIS

Task 1 creates a common understanding of downtown Nisswa today. We need to know our starting point in order to get to our destination. Downtown Nisswa has been shaped by both broader transportation decisions such as the 371 alignment, access management, and the Paul Bunyan State Trail, but others are the result of a rich history and strong community priorities, giving the district character and economic vitality. Task 1 helps us understand what are the strengths on which we can build, what may be holding us back, and what are the opportunities for positive change.

With the assistance of the City, we will gather, evaluate, and summarize relevant background reports and plans. We understand these to include, but are not be limited to: the 2030 Comprehensive Plan, The Park & Recreation Master Plan, the ADA Transition Plan, the 2025 Road Bond, and Safe Routes to School. These plans and their findings will inform the some of the underlying building blocks for the Downtown Master Plan.

Demographic review (such as population, households, consumer spending) will be completed along with up to five comparable communities.

The market analysis portion of Task 1 will include a site analysis reviewing the location. Considerations will include access, visibility, proximity to demand drivers, quality and character of transportation corridors. Sites identified as potential redevelopment opportunities will be specifically reviewed.

The market analysis will include a review of denser housing types, providing high level market information on the market in the Brainerd Lakes region. This will include elements such as unit size, pricing, features/amenities, and absorption if available. These housing products may include owner occupied townhomes, condominiums, general occupancy rental, affordable rental, and market rate and affordable senior housing.

We will also review retail, with an overview of existing retail, market data (such as lease rates, vacancy, and absorption) and discussion of newer competitive downtown retail properties in Greater Minnesota. The analysis will include the identification and discussion of mixed-use properties developed in Greater Minnesota.

We will also perform trends research to understand what communities with similar characteristics (tourism, main street, small town, lakes/ Northwoods, etc.) are doing.

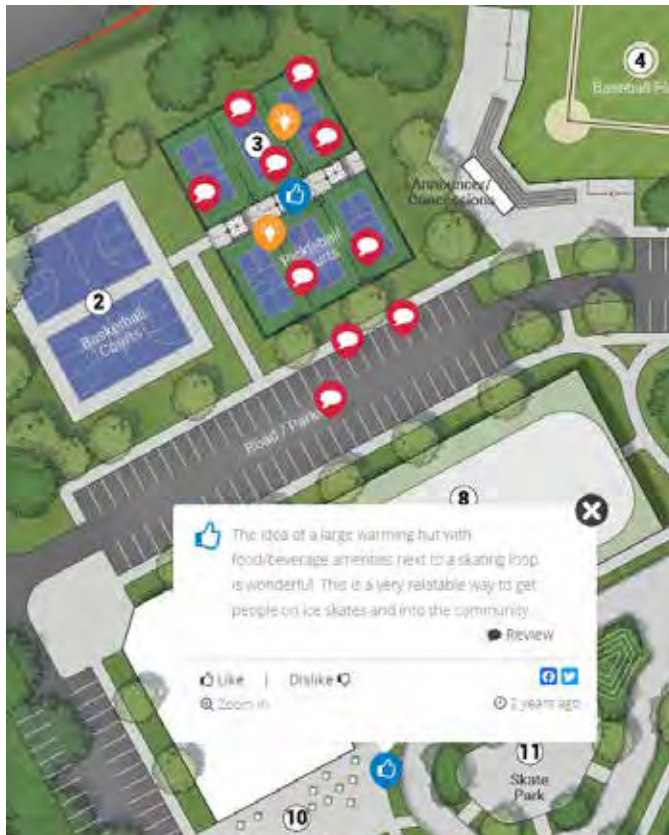
Conclusions and findings from the Market/Data Analysis will be integrated into task one and form the basis for relevant plan focus areas in Task 3.

We will work with City staff to gather all applicable public utility record plans and existing utility information within the project locations, including sanitary sewer, water, and storm sewer. We will utilize the Gopher State One Call (GSOC) system to receive maps of the private utilities in the project areas which will provide a better understanding of the existing private utilities. This received information of the existing utility conditions will allow us to foresee potential utility impacts with the future downtown plan. We understand stormwater and water supply are the primary limiting factors from a development standpoint in Downtown Nisswa.

A previous parking study was completed by the Chamber in 2017 which inventoried the available parking in Downtown Nisswa. As a part of this proposal, we will review and confirm the previously completed study and provide a desktop review of the parking demand of Downtown Nisswa. With this preliminary review, we will determine the existing uses that utilize the available public parking and estimate the anticipated requirements per the ITE parking generation manual. If parking demand has changed drastically since the Chamber's study, we can provide additional services language to have counts updated, or work with staff/Chamber to get updated counts.

Our traffic engineers will also provide a feasibility level review of the existing street widths including intersection lay outs and relationship to the trails/sidewalks and crossings.

We will also consider the public realm to understand what is working well, and what could be improved with regards to sidewalks, pedestrian crossings, parking, alleyways, building appearance, parks and open space, and other civic spaces.



Social Pinpoint has been a useful tool to gather online input, especially in places like Nisswa, where visitors, cabin owners, and seasonal residents may not always be in town to attend in-person events. (Image from Nisswa Parks Master Plan engagement)

PUBLIC ENGAGEMENT: We also want to hear from the people who are using Nisswa's downtown. This includes residents (year-round and seasonal), business owners, employees, and visitors. During the summer, we anticipate using Social Pinpoint to survey and gather location specific input from the community. To raise awareness of the project, connect people to the survey, and gather additional input, we are proposing an interactive outreach method in coordination with either the City or the Chamber of Commerce. We will prepare a series of questions to populate a chalkboard wall to be located at a central location like the Chamber Building. The chalkboard will also have links to the online Social Pinpoint.

We will work with staff to identify an appropriate downtown event to attend for pop-up engagement.

The findings of these different analyses will be combined into an Existing Conditions Assessment and Issues and Opportunities Summary Report. The findings will be presented to the Planning Commission and City Council for discussion, and as a kickoff to the Vision and Goal Setting task to follow.

Meetings:

- » Staff Kickoff Meeting and Site Tour
- » Staff Review Meeting (Virtual)
- » Planning Commission Meeting (in coordination with Task 2)
- » City Council Meeting (in coordination with Task 2)

Deliverables:

- » Public Input Summary
- » Existing Conditions, Issues, and Opportunities Summary Report
 - Relevant Plan Review and Summary
 - Market Research
 - Engineering Review of Infrastructure
 - Public Realm Analysis



APPROACH & SCOPE

TASK 2 – VISION AND GOAL SETTING

Task 2 is about understanding where Nisswa’s Downtown wants to go and what it wants to become. This will be driven by conversations with the broader community and elected/appointed officials, staff’s first-hand knowledge, our Team’s experience in listening and developing a vision and goals for unique communities. The Vision is the destination, and the goals are how the City will measure progress.

As part of the same meetings presenting the findings from Task 1 to the Planning Commission and City Council, we will kick off the Vision and Goal Setting process. These meetings will consider different, alternative vision statements and goals, and we will facilitate a discussion with officials to evaluate those different statements.

PUBLIC ENGAGEMENT: During the visioning and goal setting process, we will meet with identified stakeholders to better understand their needs and desires for the future of Nisswa’s downtown. These stakeholders will be finalized by the City, but could include downtown business owners, school representatives, resort owners, the Chamber of Commerce, and others. We will facilitate a series of up to 4 virtual meetings with specific groups to discuss the findings from Task 1 and their vision and goals.

We will also hold an open house to show the community the findings from Task 1, and to gather more feedback on the Vision and Goals for Downtown Nisswa. This input will be combined with social pinpoint/survey data to inform the vision and goals.

Based on what we’ve heard from the community, stakeholders, staff, elected/appointed officials, and what we’ve seen through Task 1 analysis, we will draft a vision and set of goals for Downtown Nisswa.

Meetings:

- » Planning Commission Meeting (in coordination with Task 2)
- » City Council Meeting (in coordination with Task 2)
- » Up to 4 stakeholder meetings (virtual)
- » Community Open House

Deliverables:

- » Public Input Summary
- » Vision and Goals Document



Presentations at the workshop for Red Wing

APPROACH & SCOPE

TASK 3 – PLAN FOCUS AREAS

If Task 1 is the starting point, and Task 2 is the destination, Task 3 is the turn-by-turn directions. The City, through the RFP has identified several elements to be included in the Plan Focus Areas. It is our intent to give the City the tools needed to move forward on all the specific plan focus areas. Some elements may be easy to implement, while others may need additional work after this plan is completed. The plan will outline the next steps necessary to accomplish the City’s “to-do” list and outline the cost implications of each.

PUBLIC ENGAGEMENT: Design Charrette / Workshop:

Fresh out of the visioning and goal setting exercise and armed with the knowledge from the analysis work and initial round of community and stakeholder engagement, The HKGI Team will lead a 1-2 day design charrette/ workshop with City staff and the consultant team. The intent is to collectively generate ideas for projects and initiatives in the downtown. Typically, we begin with a download of the key themes from the community engagement and then through sketching, plan graphics, and precedent images begin to compile a range of ideas for review. At the end of the workshop, we provide a “pin-up” review of the ideas. This is a great opportunity for an informal review of ideas with community leaders, businesses and other key stakeholders, where with pens and markers in-hand we can refine or can create additional ideas that will then be further developed for a more formal review. The provides a great opportunity for the public to see the ideas evolve. This has been a very successful touch point for past projects – For the Red Wing Downtown Plan for example, we utilized a vacant storefront as workshop space for a convenient meeting space

Infrastructure Assessment and Solutions: Our team will use the preliminary site plan and impervious surface impacts on the project to better estimate any proposed stormwater management components. The preliminary storm water design will review current site requirements, analyze hydrologic conditions for

the proposed improvements and recommend storm sewer and BMP design that will be summarized in a stormwater management memo. This preliminary information will allow our team to properly size stormwater best management practices (BMPs) to be used to site planning and cost estimating purposes.

Similarly, the preliminary site plan will be used to develop a schematic design for proposed public utility improvements including sanitary, water and storm sewer. This existing and proposed utility information will be used for site planning and cost estimating purposes. It is understood that the City does not currently have a municipal water system which prevents significant growth in the downtown area. As a part of this master planning effort, Stantec will take a high level look at the watermain routing and service area within downtown while coordinating with the existing and potential future expansion of the municipal sewer collection system.

Understanding that the local streets, trails, and sidewalks are imperative to the functionality of downtown, our engineering team will provide recommendations for updates of the existing transportation infrastructure without compromising the feel and function of downtown Nisswa. Along with these updates and recommendations, a high level cost estimate will be provided for future planning.

Placemaking: The placemaking section includes a re-envisioning of Downtown Pocket Park, including layout and programming changes that can help make the park more popular, as well as better connect it with the new regional trail, boat launch, and Nisswa Lake Park (and better connect those features to Downtown).

It will also include high level design guidelines to help new development projects stay within the character of Downtown Nisswa. Topics covered could include massing, materials, building orientation, public realm features, and other elements that shape the feel and function of the district.

The ideas and designs from these two topics should also be able to continue throughout the Downtown such as other public spaces and integrated into the streetscape.

APPROACH & SCOPE

Business & Economic Development: This section will include strategies for 3 main topics: supporting existing businesses, exploring new business ideas, and potential redevelopment concepts. The findings from the market analysis (Task 1) will be integrated into this section. Designs and strategies will reflect new ideas and concepts, but in keeping with the character of Downtown, aligning with best practices for sustainable growth, and within the realm of what could be supported by the market.

Redevelopment concepts will be illustrated in plan view to show the relationship of surrounding uses and parking allocation. Key catalyst projects will be supported with 3-dimensional renderings, fly-throughs, and through the use of precedent imagery to help visualize the concepts.

Parking, Access, and Walkability: Strategies for parking, access, and walkability will focus on expanding parking options in Downtown, and then making sure the experience from car door to front door is a safe and enjoyable experience. Providing all parking “at the front door” will be unlikely, so ensuring good wayfinding to find available spaces and creating a memorable environment when walking to and from vehicles will be important. We will explore opportunities to provide additional parking in and around Downtown, and seek to understand the parking impacts of new development through City Code and ITE parking/land use guidance.

Streetscape and Infrastructure: The streetscape helps to reinforce the brand of the district and must incorporate the functional aspects of parking, pedestrian circulation, and necessary infrastructure including stormwater treatment. Developing a streetscape identity that improves the pedestrian experience, but holds true to the unique “vibe” of downtown Nisswa is critical. We explore new alignments for intersection crossings, enhanced wayfinding and signage, and showcase ideas for site furnishings and features that enhance the pedestrian comfort level. Key questions such as: How can the canopies over the walkways be preserved? How can we better align intersections for clear vehicle and pedestrian navigation and safety? How can the integration of placemaking elements (outdoor dining, plazas, public art, etc.) further the destination experience of downtown? These are critical questions to address through the design of the public realm.

The streetscape focus area planning and design will be coordinated with other key focus areas, such as parking, roadway infrastructure solutions, and placemaking.

Activation: Seasonal activities, evening and weekend events and programs that help to drive trips to downtown are important considerations to further support retail, restaurant and entertainment uses. We will examine the existing activation strategies for downtown and provide thoughts and strategies for additional downtown activation that further the range of activities appropriate for downtown, leverage bigger picture moves on the north side anticipated for Nisswa City Park, and help promote additional private investment in the downtown.

Funding Mechanisms: This section will help identify priorities and sort actions into short, mid, and long-term actions. The Master Plan will identify planning level costs associated with each strategy and the responsible parties. We will work to align potential funding sources (grants, low interest loans, capital improvement plans, public finance options such as tax increment finance or tax abatement) with the appropriate implementation project type.

PUBLIC ENGAGEMENT: To gather feedback on these topics we will use an updated survey and social pinpoint to allow the community to review to strategies, and understand and respond to potential changes to Downtown. We will also hold an open house that allows for in-person discussion and feedback on the strategies and concepts.

Meetings:

- » Staff Review Meeting (Virtual)
- » Planning Commission Meeting
- » City Council Meeting
- » Up to 4 Stakeholder Meetings (Virtual)
- » Community Open House

Deliverables:

- » Public Input Summary of Survey, Social Pinpoint, and Open House
- » Documentation of all relevant Plan Focus Areas with planning level costs and responsibilities outlined

APPROACH & SCOPE

TASK 4 – PLAN DEVELOPMENT AND APPROVAL PROCESS

Task 4 brings all the planning elements together into strategic road map for how the downtown could incrementally advance towards the community's desired vision.

We will assemble all materials from the first three tasks into a complete draft plan document. The document will be highly visual, easy to read, and straightforward to navigate. It will include an executive summary, and applicable sections may be able to stand on their own. Ultimately it will need to be a document that is able to be referenced by elected officials, cited and followed by staff, and inspirational to the development, business, visitor, and resident communities of Nisswa.

After a draft plan is developed, it will be presented to Planning Commission and City Council for review.

PUBLIC ENGAGEMENT: The draft plan will be available online, and in paper copies at the City, Chamber of Commerce, and Library for public comment.

Based on the input from officials and the public, the plan will be updated and a final plan document presented to the Planning Commission again for recommendation, and to the City Council for approval.

Meetings:

- » Staff Review Meeting (Virtual)
- » Planning Commission Draft Review
- » City Council Draft Review
- » Planning Commission Recommendation
- » City Council Approval

Deliverables:

- » Draft Downtown Master Plan
- » Final Downtown Master Plan
- » All related background information (GIS Maps, estimate spreadsheets, public engagement materials, etc.)

PROJECT MANAGEMENT AND PRIMARY STAFF CONTACT

We anticipate that the primary staff contact will be Bethany Soderlund, City Planner. Other City Staff will be included as desired by the City. Our budget and schedule include time for bi-weekly check in meetings throughout the project.



Proactive communication between HKGi and City staff will keep the project on schedule and on budget and ensure that key issues are identified and addressed at all stages of the process.

PROJECT TEAM & EXPERIENCE



DOWNTOWN PLANNING AND DESIGN
LAKEVILLE, MINNESOTA



Kevin Clarke
Project Manager
kevin@hkgi.com

Years of Experience: 12

Education

Master of Landscape Architecture and
Master of Urban and Regional Planning -
University of Minnesota

B.A., Economics -
Saint John's University

Awards

2017 MN APA Success Stories in
Implementation Award - Downtown
Master Plan and Streetscape Design -
Chaska, MN

2015 MI APA Daniel Burnham Award for
a Comprehensive Plan - Comprehensive
Plan for the City of Ironwood

Introduction

Kevin will serve as the HKGi team's Project Manager for the Downtown Nisswa Master Plan project. In this role he will direct the work of the planning team, lead engagement on behalf of the consultant team, and serve as the primary contact for City staff.

Kevin is already familiar with Nisswa and some of its planning and development context from his work leading the recent Park and Recreation System Plan project. He has provided leadership and service for other downtown and neighborhood redevelopment projects for communities such as St. Francis, Red Wing, Chaska, Le Sueur, Alexandria, and North St. Paul. His contributions to these types of projects includes data collection and analysis, land use planning, development concept exploration and refinement, stakeholder engagement, implementation planning, and the design of public and open space improvements.

Relevant Project Experience

- Downtown Master Plan | St. Francis, MN
- Old West Main Site Redevelopment Study | Red Wing, MN
- Redevelopment and Downtown Streetscape & Public Space Planning | Chaska, MN
- Complete Streets Streetscape Concept Plan | Osakis, MN
- District 1 Neighborhood Plan | Clive, IA
- Pier D Small Area Plan | Duluth, MN
- Downtown Plan | Forest Lake, MN
- Redevelopment Planning | Onalaska, WI
- CR73 Small Area Plan | Plymouth, MN
- Broadway Avenue Streetscape - Missing Link | Alexandria, MN
- Hwy. 10 DT Development Framework | Dilworth, MN
- Downtown Development Plan | Le Sueur, MN
- Downtown Redevelopment Plan | North St. Paul, MN





Bryan Harjes PLA (MN, MI), LEED AP Principal in Charge bryan@hkgi.com

Years of Experience: 25

Education

Master of Landscape Architecture and
Bachelor of Environmental Design,
University of Minnesota

Registration

Landscape Architect, Minnesota,
License No. 42954; Michigan License No.
3901001779

Awards

2021 ASLA-MN Honor Award for
Planning and Urban Design - Minnehaha
Parkway Regional Trail Master Plan

2015 ACEC-MN Engineering Excellence
Honor Award - Buffalo Commons,
Buffalo, MN

2014 APA-IA Innovation in Economic
Planning and Development - Merle Hay
Road Gateway Redevelopment Master
Plan, Johnston, IA

2010 Preservation Award - Minnesota
Preservation Alliance - Red Wing
Downtown Action Plan

2003 APA-MN Award for an Outstanding
Plan - Hutchinson Downtown
Revitalization Master Plan



Introduction

As Vice President with HKGi, Bryan will provide oversight of the project as the Principal in Charge. In this role he will provide guidance and quality control services, ensuring that the team has the resources it needs to produce a Downtown Master Plan that provides effective guidance for future improvements and development in Downtown Nisswa.

Bryan will also provide urban design expertise for this project, particularly during the concept exploration and refinement phases of the planning process. He is a creative designer who emphasizes high quality solutions that fulfill community needs such as enhancing connectivity, promoting sustainability, and facilitating market and fiscal viability. He brings creativity, an ability to lead and facilitate idea generation, and strong critical thinking skills to his project work. His ability to listen to ideas and transform them into drawings helps generate stakeholder enthusiasm for concepts and ideas that emerge from the planning process.

Relevant Project Experience

- Downtown Redevelopment Planning and Design | Chanhassen, MN
- City Square West Redevelopment Plan | Chaska, MN
- Downtown Redevelopment Plan | Farmington, MN
- Downtown Redevelopment Study | Golden Valley, MN
- Marketplace Redevelopment Concepts | Hermantown, MN
- Downtown Planning | Hutchinson, MN
- Downtown Development Guide | Lakeville, MN
- Downtown Plan | Le Sueur, MN
- Downtown Action Plan | Red Wing, MN
- Downtown Master Plan | St. Francis, MN
- Downtown Planning | Stillwater, MN
- Downtown Revitalization Master Plan | Victoria, MN



Kendra Ellner AICP
Planner
kendra@hkgi.com

Introduction

Kendra will provide planning services for all aspects of this project. In this role she will assist with engagement, data collection, land use planning, zoning, and GIS mapping. She will also provide expertise to help address historical, arts, and cultural planning considerations.

Kendra is a multifaceted planner who is committed to facilitating and creating equitable and livable communities. She has experience facilitating community engagement events, activities, and online marketing for planning processes, and her professional and academic experience has cultivated strong skills in zoning ordinance review and revision, policy research, data analysis and visualization, site plan and design work, and grant writing.

Kendra's fast-growing portfolio includes several downtown and redevelopment planning projects. Her previous experience includes serving as a planner for the City of River Falls (WI) where she contributed to the city's Focus River Falls process as well as to updates of the city's Comprehensive Plan, Outdoor Recreation Plan, and Bike and Pedestrian Plan. She also wrote a successful grant for the City of River Falls Historic Preservation Commission to nominate two eligible properties for the National Register for Historic Places.

Relevant Project Experience

- Downtown Plan Update | Hutchinson, MN
- Uptown Parking Study | Marion, IA
- Downtown Parking Study | Lakeville, MN
- Towerside Innovation District Parking Study | Minneapolis, MN
- Area Redevelopment Study | Newport, MN
- Mounds View Mall Redevelopment Planning | Mounds View, MN
- Highway 10 Downtown Development Framework | Dilworth, MN
- Comprehensive Plan | Sherburne County, MN
- Comprehensive Plan & Zoning Ordinance Update | St. Michael, MN
- Planning Services and Zoning Ordinance Rewrite | Savage, MN
- General Planning Services | St. Francis, MN
- General Planning Services | Marine on St. Croix, MN

Years of Experience: 2

Education

Master of Science in Urban and Environmental Planning (Accelerated Program), Arizona State University

Bachelor of Science, Urban Planning, Arizona State University

Registration

American Institute of Certified Planners
Cert. #35611

Accomplishments

Team Leader - 2021 ULI Hines Student Urban Design Competition and American Planning Association's Outstanding Planning Student Organization Runner-Up





Leilen Farias

Landscape Designer

leilen@hkgi.com

Years of Experience: 7

Education

Master of Landscape Architecture,
University of Minnesota

B.S. in Architecture, University of
Minnesota

Awards

Regents Scholarship - University of
Minnesota

Student Academic Excellence Award, U
of Minnesota College of Design

U of Minnesota Design Student and
Alumni Board Member

Introduction

Leilen will provide urban design service for the Downtown Master Plan project, particularly related to concept exploration and development and the creation of plan graphics, renderings, and exhibits. She will also provide engagement support. She is fluent in Spanish and will provide bi-lingual support throughout the process as needed.

At HKGi Leilen has provided planning and design support for a variety of projects in communities throughout the region. In addition to her extensive work planning and designing improvements for downtown Chanhassen, she is also providing design services for several redevelopment related projects, ensuring that public space improvements will enhance placemaking, connectivity, and durability.

Leilen brings seven years of experience contributing landscape design services to public space improvement projects with the University of Minnesota's Landcare Department. Her experience conducting campus planning emphasized the creation and preservation of a bike and ped-friendly environment.

Relevant Project Experience

- Downtown Design Guidelines & Civic Campus Improvements | Chanhassen, MN
- Downtown Wayfinding & Signage Plan | Chanhassen, MN
- Downtown Plan Update | Hutchinson, MN
- BRT Station Area Planning | Anoka County, MN
- Purple Line BRT Station Area Planning | Ramsey County, MN
- Mall Redevelopment Area Study | Mounds View, MN
- Recreation Area Park Master Plan | Grand Marais, MN
- Trail Wayfinding Signage | Hastings, MN





Jody Rader PLA (MN, WI)
Landscape Architect
jody@hkgi.com

Years of Experience: 18

Education

Master of Landscape Architecture,
and B.S. Architecture, University of
Minnesota

Certificate in Ecological Restoration,
2021

Registration

Landscape Architect, Minnesota
Lic. 57311; Wisconsin Lic. 1000-14

Awards

2021 ASLA-MN Honor Award for
Planning and Urban Design -
Minnehaha Parkway Regional Trail
Master Plan, Minneapolis

Professional Activities

Active member of ASLA, Association
for Community Design (ACD) and the
Association of Pedestrian and Bicycle
Professionals (APBP)

WI APA 2023 Conference and Bike Walk
MN 2018 Conference, Presenter

ASLA-MN Executive Committee,
Student Chapter Liaison, Step-Up
Chair and WILA (Women in Landscape
Architecture) Co-Chair

Introduction

Jody will provide service related to bicycle-pedestrian, trail, and open space planning and design for the Downtown Master Plan. In this role, she will ensure that the plan incorporates initiatives designed to capitalize on Nisswa's status as an outdoor getaway that offers tremendous access to state and regional trails, parks, and other outdoor experiences.

Jody's downtown and neighborhood redevelopment planning experience includes work in Fergus Falls, Golden Valley, White Bear Lake, St. Francis, River Falls (WI), and Clive (IA). She is currently working with Washington County and the City of Scandia to develop strategies to connect the community's downtown to future state trail extensions and to identify potential economic development and marketing strategies to leverage the trail access to increased development opportunities.

Jody is a skilled designer who emphasizes client service, consistent communication, and an ability to work with stakeholders to develop creative design solutions and development strategies that generate positive results.

Relevant Project Experience

- Kinnickinnic River Corridor Plan | River Falls, WI
- Downtown/Riverfront Master Plan | Fergus Falls, MN
- Arts, Culture, Education Corridor Plan | White Bear Lake, MN
- Downtown Redevelopment Study | Golden Valley, MN
- District 1 Neighborhood Plan | Clive, IA
- Downtown Master Plan | St. Francis, MN
- High Cliff Trail Connection | East Central Wisconsin Regional Planning Commission
- Great Sauk State Trail Master Plan | Sauk County, WI





Mia Colloredo-Mansfeld

Planner

mia@hkgi.com

Years of Experience: 2

Education

Bachelor of Arts, Geography and Environmental Studies - University of North Carolina-Chapel Hill

Awards

McNally Award for Excellence in Geography

Douglas Eyre Award for Outstanding Leadership

Activities

Volunteer Ambulance Driver - North Haven, Maine EMS

Introduction

Mia will provide Planning and GIS services to this project. Mia is new to HKGi and has provided similar services on comprehensive plans and zoning projects. She comes to HKGi from North Haven, Maine, where she served for two years as the sole planner for the small island village whose population fluctuated with the seasons.

In her work with the Town of North Haven, Mia led the Housing Working Group, oversaw data collection and analysis for planning initiatives, and authored several planning reports. Her work included conducting a housing needs survey and interviews, analyzing census and market data to understand local conditions, and facilitating conversations between community members, state funding entities, and other stakeholders. Working with local groups, Mia also facilitated efforts to identify gaps and opportunities for collaboration between local government and property owners.

Relevant Project Experience

- Comprehensive Plan Update | Ironwood, MI
- Zoning Code Update | St. Charles, MN
- General Planning Services | St. Francis, MN
- General Planning Services | Maplewood, MN
- General Planning Services | Greenfield, MN
- *Community Vision Process Facilitation | North Haven, ME
- *Housing Working Group Facilitation & Planning | North Haven, ME
- *Economic Diversification & Resilience Planning | North Haven, ME
- *GIS Database Collection and Organization | North Haven, ME

*Projects completed for previous employer





Alan Offerman PE

Senior Civil Engineer

Introduction

Mr. Offerman joined Stantec in 2013 and is a Project Manager and lead designer on our municipal team. Alan's expertise is in the construction management and design of multidisciplinary projects involving municipal utilities, storm water management, and street reconstruction projects. His responsibilities include project utility and roadway design, plan and specification preparation, and communications with stake holders and city staff. Alan has a strong construction background and experience managing large multidisciplinary projects. His background and knowledge of municipal engineering means he understands the challenges communities face to protect their existing infrastructure, cost-effectively rehabilitate aging infrastructure, and facilitating funding for future improvements.

Relevant Project Experience

- **Downtown Chaska Reconstruction Projects | Chaska, Minnesota | Project Manager/Lead Designer**

Alan has been a part of this yearly multi-phase downtown reconstruction projects in Chaska from 2013 – Present. He has participated in many roles along the way including construction inspection, drafting, lead designer and project manager. These projects include full utility and street replacements along with urban design landscaping amenities.

- **TH 41/CSAH 61 Reconstruction Project | Chaska, Minnesota | Lead Utility Design Engineer**

This project is a part of the major reconstruction effort along the TH 41 and CSAH 61 corridor located in downtown Chaska. The project includes a full street reconstruction, utility replacements, private utility relocation, and significant decorative streetscape features. Alan is the lead utility design engineer and is responsible for coordinating the utility improvements with the road reconstruction project designed by another engineering firm. Alan worked with City departments and multiple other consultants to deliver this MnDOT project on behalf of the City.

- **Arbor Lakes Business Park Infrastructure Improvements | Maple Grove, Minnesota | Lead Municipal Designer**

Alan was the lead municipal designer on this \$5M commercial development project located within the gravel mining area in the City of Maple Grove. He was responsible for roadway and trunk utility design including sanitary sewer master planning along with cost estimates and specification preparation.

Years of Experience: 13

Education

Bachelor of Science in Civil Engineering,
North Dakota State University, 2010

Registration

Professional Engineer #52624, State of
Minnesota





Daniel Edgerton PE

Water Resources Engineer

Introduction

As Senior Project Manager on the Water Resources Team at Stantec's Minneapolis office Dan has worked for numerous communities in the Twin Cities metro area and around the upper Midwest on infrastructure planning and management, with an emphasis on green stormwater infrastructure planning and design. His work has involved both new development and revitalization of existing developments. His projects have ranged from drainage studies and street and utility design for municipalities, to wastewater facility plans for the Metropolitan Council Environmental Services, to multi-million dollar Corps of Engineers flood control projects.

Relevant Project Experience

- Surface Water Planning | Minnesota

Dan has prepared Surface Water Management Plans (SWMPs) and completed stormwater management projects for many Minnesota and Wisconsin municipalities. These SWMPs have been prepared in accordance with Minnesota Statutes 103B and Minnesota Rules 8410, and many have been reviewed and approved by watersheds and the Metropolitan Council. These include: Plymouth, Carver, Champlin, Farmington, Grand Rapids, Minneapolis, Oak Park Heights, Roseville, Apple Valley, Centerville, Faribault, Fridley, Hudson, New Hope, Orono, Spring Lake Park.

- Regional Park Trail & Stormwater BMP Retrofit | Minnesota

Dan provided stormwater design for an outlet control structure to regulate water levels of the wetland and an Iron Enhanced Sand Filter (IESF) to treat excess water from the wetlands before it was reintroduced into the downstream creek and lake. The filter contains iron fillings which act as a magnet to the dissolved contaminants (i.e., phosphorus). The treated water is captured in an underdrain of the filter system and discharged back into the original stream bed downstream of the outlet structure.

- Edison High School Green Parking Lot | Minneapolis, Minnesota

The Edison High School Green Parking Lot Project implemented sustainable stormwater improvements on the parking lot north of the high school. Runoff from the parking lot flowed untreated to the Mississippi River. Stantec designed innovative stormwater practices, including a tree trench, rain garden, and permeable pavers, to reduce stormwater flows and remove suspended sediments, nutrients, and other pollutants from washing off the parking lot. Stantec also performed monitoring of the tree trench to determine its effectiveness in capturing and treating runoff.

Years of Experience: 41

Education

Master of Science, Civil and Environmental Engineering; and, Bachelor of Science, Civil and Environmental Engineering, University of Wisconsin, Madison

Registration

Professional Engineer #39519, State of California

Professional Engineer #19206, State of Minnesota





Edward Terhaar PE

Traffic Engineer

Introduction

Edward is responsible for project management, technical analyses, development of recommended transportation solutions, and preparation of reports for a variety of transportation projects. Specific types of projects completed include traffic impact studies, parking studies, safety analyses, origin-destination studies, travel time studies, area wide and corridor studies, as well as design of traffic control devices. In addition, Edward uses Synchro/SimTraffic and AutoCAD regularly.

Relevant Project Experience

- **Traffic and Parking Study for 7200 France Avenue | Edina, Minnesota**

Completed a Traffic and Parking Study for a redevelopment project located at 7200 France Avenue in Edina. Tasks included traffic data collection, traffic forecasts, traffic operations analysis, review of transit, bicycle, and pedestrian impacts, and development of recommended transportation system improvements.

- **Malcolm Yards Traffic Impact Study | Minneapolis, Minnesota**

Completed a Traffic Impact Study for a proposed commercial and residential redevelopment project in Minneapolis. The project involved examination of existing conditions, development of traffic forecasts, analysis of future traffic operations at key intersections and roadways, and development of solutions to improve traffic operations and safety. Communicated closely with City of Minneapolis staff throughout the project to ensure all pertinent items were included in the study. The study results were included in the EAW completed for the project

- **Origin-Destination Study on CSAH 10 and CSAH 50 | Corcoran, Minnesota**

Origin-destination data was collected to help determine the future function of each roadway as well as City or County jurisdiction. Origin-destination information was determined for each corridor through completion of the following steps: recording video of traffic operations at each intersection on two weekdays, determining the travel time between intersections, determining the appropriate time offset between intersections for eastbound travel in the a.m. peak hour and westbound travel in the p.m. peak hour, processing the video to determine the peak hour turn movement volumes at each intersection, and comparison of the turn movement volumes to determine directional percentages.

Years of Experience: 32

Education

BS, Civil Engineering, University of Minnesota, Minneapolis, Minnesota, United States, 1992

Registration

Professional Engineer #24441, State of Minnesota

Professional Engineer, State of South Dakota

Professional Engineer, State of Wisconsin

Professional Engineer #PE-8388, State of North Dakota





Grant Martin

Principal and Founder
grant@lociconsult.com

Years of Experience: 23

Education

Master of Planning, University of Master of Public Policy, Hubert H. Humphrey Institute, University of Minnesota, Minneapolis, Minnesota

Bachelor of Arts, Beloit College, Beloit, Wisconsin

Introduction

Grant Martin has over 20 years' experience conducting market research studies and providing critical recommendations for real estate uses. An excellent communicator, Grant effectively drives strategy through a combination of deep market understanding and thorough data analysis. He has presented meaningful and actionable recommendations to CEOs and CFOs, corporate real estate committees, city councils and economic development boards, and industry associations.

Grant founded and leads LOCi Consulting LLC, a market-research firm that has helped national retailers, local and national developers, and progressive municipalities find, analyze, and value real estate. Prior to founding LOCi Consulting, Grant developed and led new store forecasting strategy and location-based analytics as Director of Regional Market Analysis for Target Corporation. Grant was also a consultant with Clifton Larson Allen, where he assisted with senior living and healthcare clients, and an analyst with Maxfield Research Inc., where he completed studies for multifamily, single-family, office, industrial, hospitality, and mixed-use projects.

Relevant Project Experience

- Downtown Redevelopment Market Study, City of Newport, Minnesota
- Mixed-Use Market Analysis for Redevelopment at Mounds View Square Shopping Center, City of Mounds View, Minnesota
- Downtown Redevelopment Market Study, City of Centerville, Minnesota
- Housing Needs Analysis, Carlton County, Minnesota– 2023-24
- Comprehensive Housing Needs Analysis, East Range Joint Powers Board – 2023
- Comprehensive Housing Needs Analysis, Cook County, Minnesota – 2022
- Housing Needs Analysis for Winneshiek County, IA – 2021



Downtown Master Plan

CHASKA, MINNESOTA



HKGi and Stantec have collaborated on planning and implementation efforts in downtown Chaska for the past decade-plus.

HKGi led the city's effort to create a master plan to revitalize historic downtown Chaska by emphasizing its historic qualities, fostering a safer, more attractive pedestrian environment, and attracting investments in redevelopment at key opportunity sites identified in the Plan. Since passage of the plan, two key opportunity sites have been redeveloped with residential units and a highly successful dining, event, and curling center. HKGi also led site planning for City Square West, a third redevelopment site identified in the master plan, and designed a new Veteran's Memorial Park at the edge of the downtown.

HKGi has also provided services for many of the Plan's most important implementation initiatives. These have included designing streetscape improvements throughout the historic downtown core with Stantec; creating a signage ordinance to enhance downtown's historic character; creating a wayfinding signage plan, which is currently being implemented; developing a trail concept through the downtown; conducting restoration planning and design for City Square Park; and providing storefront design guidance to help business owners take advantage of new pedestrian amenities downtown.

CLIENT

City of Chaska

AWARDS

MN APA 2014 Planning in Context and 2017 Success Stories in Implementation

HIGHLIGHTS

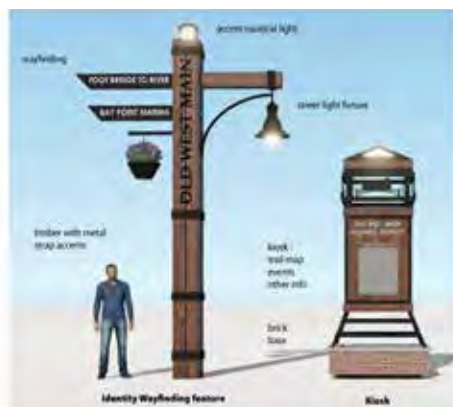
- Exploration of ideas related to placemaking, land use, connectivity, and urban design
- Extensive engagement with community organizations and public stakeholders
- Identified land use policies to encourage creative re-use

REFERENCE

Nate Kabat, Community Development Director
952.227.7529
nkabat@chaskamn.gov

Downtown Action Plan and Old West Main Improvements

RED WING, MINNESOTA



For the past 15 years, HKGi has provided downtown and district redevelopment planning services to Red Wing, a classic Mississippi River town with a rich history in manufacturing and shipping.

These planning initiatives began with the Downtown Action Plan, which was developed to achieve a vision driven by the community's core objectives to create: vibrant gathering places; attractive housing options; thriving commerce; and strong connections that celebrate the downtown Red Wing experience and foster sustainability.

Implementation

From this plan emerged several implementation initiatives, including the following, which were led by or included HKGi: He Mni Can-Barn Bluff Park Master Plan, streetscape renovation in both the downtown and the Old West Main district, design services for a new pedestrian bridge connecting Old West Main to Baypoint Park and the Upper Harbor, and a redevelopment site study for a former industrial site along Old West Main. HKGi also conducted focus area planning for several opportunity sites throughout the city while developing the city's 2040 Comprehensive Plan.

CLIENT

City of Red Wing

AWARDS

2010 ASLA-MN Merit Award for Planning & Research for Downtown Action Plan

HIGHLIGHTS

- New streetscape includes plaza the leads to new pedestrian bridge connecting district to Baypoint Park
- Redevelopment activity in both the Downtown and Old West Main District

REFERENCE

Steve Kohn, Planning Manager
City of Red Wing
651-385-3622
steve.kohn@ci.red-wing.mn.us

Downtown/Riverfront Master Plan

FERGUS FALLS, MINNESOTA



An HKGi-led team conducted a master planning process for redevelopment of the downtown and the riverfront along the Otter Tail River in Fergus Falls. The extensive project area featured a variety of landscapes, character elements, and redevelopment opportunities and challenges.

For each of five focus areas, the planning team developed strategies to address topics such as connectivity, gateways, river views, land uses, and opportunity sites. The plan emphasized redevelopment that would accommodate new recreational amenities that connect the community to its riverfront. Redevelopment concepts included street section illustrations, precedent imagery, and implementation strategies.

Concepts include a riverfront balcony and amphitheater, the revival of a civic mall concept, new mixed-use and multi-family housing, and new park and trail amenities along the riverfront. As part of the process, HKGi conducted engagement events on redevelopment sites, offering stakeholders the opportunity to experience in person how redevelopment initiatives might transform the downtown riverfront.

Implementation

- » Spies Riverfront Park and Pavilion is complete and represents phase 1 of downtown riverfront improvements
- » The Red River Flour Mill is being redeveloped into a boutique hotel; construction is underway

CLIENT

City of Fergus Falls

AWARDS

2003 MN APA Award for an Outstanding Plan

HIGHLIGHT

- Implementation efforts have included new riverfront development and redevelopment of an historic building downtown
- Plan integrates new riverfront development with regional trail
- Engagement included on-site events to envision look and feel of new development

REFERENCE

Ryan Miller, City Planner
City of Brookings, SD (with the City of Fergus Falls during this project)
605-697-8632
rmiller@cityofbrookings-sd.gov

Parks & Recreation System Plan

NISSWA, MINNESOTA



HKGi completed a Parks and Recreation System Plan for the City of Nisswa. As a Northwoods and Lake Country vacation destination, Nisswa's population fluctuates significantly. As a result, this system plan responds to Nisswa's unique park and recreation needs and the City's desire to focus its resources on achieving a limited number of key directives: improve the ecology of the community's lakes and landscapes; provide more public lake and beach access; create better bicycle and pedestrian connections; and create a system that can be used by all ages, all abilities, and during all seasons.

Most of Nisswa's parks facilities are centrally located downtown at City Park, Nisswa Lake Park, and the Downtown Pocket Park, but for this project HKGi also worked with the community to explore options for developing a new park along Camp Lincoln Road, south of downtown. The new park would provide a natural resource-based park that the community currently lacks, and improvements would mostly consist of natural surface trails, overlooks, and bird blinds. Improving connections to the Paul Bunyan State Trail and the future Gull Lake Trail are also key topics addressed throughout the plan.

CLIENT

City of Nisswa

REFERENCE

Amber Moon Peterson, Parks and Recreation Director
City of Nisswa
218-961-4245
amber@ci.nisswa.mn.us

Downtown Revitalization Planning

HUTCHINSON, MINNESOTA



For more than 20 years, HKGi has worked with city staff and community stakeholders to develop plans and design and implement improvement projects to guide redevelopment and enhance the character and the visitor experience in downtown Hutchinson.

In 2003 HKGi completed the award-winning Downtown Revitalization Master Plan. A decade later, HKGi led the creation of the Downtown Action Plan, an update that reflected completed implementation initiatives and emphasized a new set of action-oriented initiatives. In 2023 HKGi began work on a new update to help guide the next chapter in downtown's transformation.

These plans have helped the city
build on its many advantages: the

Luce Line State Trail and the Crow River run downtown, both of which offer attractive outdoor experiences; the downtown has a traditional development pattern with ample sites for infill and redevelopment projects; the downtown features several historic properties; and Hutchinson enjoys an active arts and cultural community with passion for the city.

Implementation

- » Farmer's Market – historic depot reuse for events and new farmer's market pavilion
- » River House restaurant (adaptive reuse) historic downtown
- » Site assembled for riverfront housing at two locations
- » Gateway/wayfinding signage for downtown and the Luce Line Trail

CLIENT

City of Hutchinson

AWARDS

2003 MN APA Award for an Outstanding Plan

REFERENCE

Dan Jochum, Community
Development Director
City of Hutchinson
djochum@ci.hutchinson.mn.us
320-234-4258

Downtown Revitalization Plan

ST. FRANCIS, MINNESOTA



Since 2016, HKGi has provided the City with planning services that have included developing the 2040 Comprehensive Plan, a Downtown Revitalization Plan, and a Park and Recreation System Plan; creating a redevelopment concept for a site along the Rum River and Bridge Street; updating the City's zoning ordinance; and designing a new community park and municipal facility.

For the Downtown Plan, HKGi worked with the City and its residents to create a new vision for the downtown area of the community along Bridge Street. Currently, the downtown area is difficult to access from Highway 47, which skirts along downtown's edge. This Plan includes concepts for a safer, more prominent intersection at Highway 47, which, when implemented, will also help attract more business and housing development to the downtown.

The master plan identifies no less than six sites for infill housing development, which can provide housing options and increase the number of people available to live, dine, and shop downtown. HKGi developed enhanced concepts and renderings for a riverfront site on Bridge Street (above). The site enjoys a river access point and potential trail connections, making it ideal for a potential outfitter and related dining and retail businesses. The development concept for a second opportunity west of the river features a civic campus that might include City offices, a library, a fire house, and community event spaces. Both sites feature festival-style parking lots and plazas which will enable them to be prime locations for outdoor community events.

CLIENT

City of St. Francis

HIGHLIGHTS

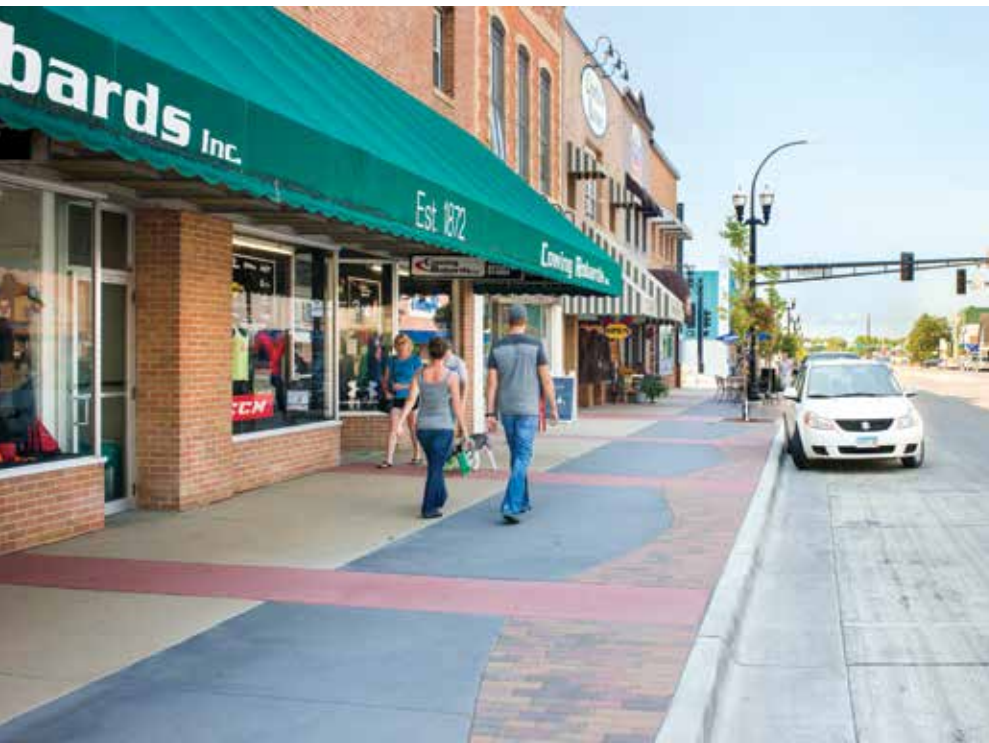
- 3D renderings illustrate desired development character and attract development interest
- Zoning ordinance revisions and design guidelines to strengthen the character in the downtown
- Comprehensive and Park and Recreation System Plans emphasize quality-of-life factors in future growth plans

REFERENCE

Kate Thunstrom, Community Development Director
City of St. Francis
kthunstrom@stfrancismn.org
763-267-6191

Downtown Streetscape Renovations

ALEXANDRIA & OSAKIS, MINNESOTA



Wider decorative sidewalks in Alexandria (above) create a more pleasant, functional environment for pedestrians and community events. Streetscape elements in Osakis (right) feature some of the natural elements and creatures that draw people to the area.



HKGi has provided urban design services for downtown streetscape improvements in both Alexandria and Osakis. For the improvements in Alexandria, HKGi worked with the City and their consulting engineer to make Broadway Street and downtown Alexandria friendlier to pedestrians, particularly during the busy summer and fall seasons. HKGi conducted a preliminary Complete Streets study, which enabled the community and City staff to explore potential design directions, materials, and elements such as lighting, street furnishings, wayfinding and parking signage, and other streetscape amenities.

Following concept development, HKGi worked with the City and its engineer to develop the final streetscape design and produced construction documentation and cost estimates for bidding the project. Since completion, Broadway has become a prime gathering spot, hosting community events throughout the year and featuring prominently in the downtown association's promotional material.

For the Osakis project, HKGi conducted a similar Complete Streets study to collect ideas and concerns from local stakeholders. HKGi presented community members with potential concepts for gateways, lighting, and furnishings, as well as for configuration of other improvements such as sidewalks, parking, trail connections and stormwater treatment. HKGi carried the community's preferred concepts, which featured unique local elements such as the Western Grebe, forward into the design development and construction phases.

CLIENT

Cities of Alexandria and Osakis

HIGHLIGHTS

- Extensive engagement involved business owners to gain their support and assist them in surviving the lengthy construction process
- Street furnishings, planter boxes, seat walls, and other design features introduced by HKGi have created a fun environment for gathering and community events

Downtown Redevelopment Planning

ONALASKA, WISCONSIN



Redevelopment scores were calculated using parcel information like age of structure, land value/sf, total value/sf, and building-to-land-value ratio.



New riverfront residential housing has been constructed as a result of one of the initiatives recommended by HKGi.

HKGi worked with City staff to explore potential redevelopment scenarios for Onalaska's Highway 16 corridor and the downtown area.

For downtown area planning, HKGi created two redevelopment concepts, a more narrowly targeted redevelopment approach, and a longer-term redevelopment strategy. Both are based on input HKGi collected from stakeholders and data analysis on such factors as traffic patterns, housing prices, income and employment, and proximity to the riverfront and other attractions.

In order to better inform the city, property owners, and other stakeholders, HKGi evaluated each

parcel in the downtown and assigned a redevelopment score to illustrate which properties would be the best candidates for redevelopment. This information enabled staff to focus on prime opportunities and to engage with owners and developers to develop plans for proceeding with redevelopment when appropriate.

Implementation

Several new development and investment has occurred as a result of downtown planning:

- » A 98-unit residential project on the Black River
- » 5000sf of new commercial/ retail space next to Gateway Trailhead
- » Public space improvements to Irving Street

CLIENT

City of Onalaska

REFERENCE

Katie Aspenson, Planning Director
City of Onalaska
608-781-9590
kaspenson@onalaskawi.gov



Relevant Experience

DOWNTOWN REDEVELOPMENT MARKET STUDY, CITY OF NEWPORT, MINNESOTA

As a part of a larger master planning process the City of Newport, LOCi Consulting completed a market analysis examining the potential for redevelopment in its two primary commercial corridors along U.S. Highway 61/U.S. Highway 10. Considered the city's downtown, the area has great visibility to passing motorists but challenging access. The result has been a lack of investment and poor property maintenance by local businesses and property owners. LOCi Consulting analyzed market conditions and made recommendations on the types of development and redevelopment most likely to be successful in the downtown area and provided realistic timelines for demand. The recommendations will be included in a larger long-range planning exercise.

Reference: Joe Hatch, City Administrator, 651-556-4600, jhatch@newportmn.com

MIXED-USE MARKET ANALYSIS FOR REDEVELOPMENT AT MOUNDS VIEW SQUARE SHOPPING CENTER, CITY OF MOUNDS VIEW, MINNESOTA

The City of Mounds View engaged LOCi Consulting to conduct a mixed-use market study to inform a long-term redevelopment plan for an aging grocery-anchored shopping center. Located on what once was the main US Highway and primary traffic corridor through the northern suburbs in Minneapolis, the shopping center was designed for higher traffic counts and to appeal to a different age of consumer preferences. The city wanted to ensure that the ultimate design concept is well positioned relative to market demand for mixed uses. Based on the analysis, LOCi Consulting found that there was excess restaurant and retail space at the site and recommended that city leaders and property owners look at "right-sizing" the retail space to best capture the existing demand. The study also found residential demand at the site. LOCi Consulting recommended that city leaders and property owners consider residential uses at the redevelopment site.

Reference: Brian Beeman, Assistant City Administrator, 763-717-4029, brian.beeman@moundsviewmn.org

DOWNTOWN REDEVELOPMENT MARKET STUDY, CITY OF CENTERVILLE, MINNESOTA

In 2023, the city engaged LOCi Consulting to conduct a market analysis to revisit previous attempts at downtown redevelopment planning to better reflect significant market and economic shifts that had occurred since those earlier efforts had been completed. The study analyzed the potential for mixed-use development and redevelopment with residential and commercial spaces and made market-based recommendations that capitalize on the community's small town feel and unique location along Centerville Lake.

Reference: Athanasia Lewis, Assistant City Administrator, 651-792-7936, ALewis@centervillemn.com

COMPREHENSIVE HOUSING NEEDS ANALYSIS, COOK COUNTY, MINNESOTA – 2022

With its remote location in far northeastern Minnesota, Cook County faces unique housing challenges. A popular vacation and second home destination, over half of its single-family housing stock is classified as seasonal vacation property. LOCi Consulting was engaged by the Cook County/Grand Marais Joint Economic Development Authority to conduct a comprehensive housing needs analysis for the county. We provided forecast demand for single-family, rental housing, affordable housing, senior housing, and special needs housing, along with recommendations on ways to incentivize development in the region.

Reference: Beth Drost, Executive Director, Cook County/Grand Marais Joint Economic Development Authority, 218-387-3112, director@prosperitynorth.com

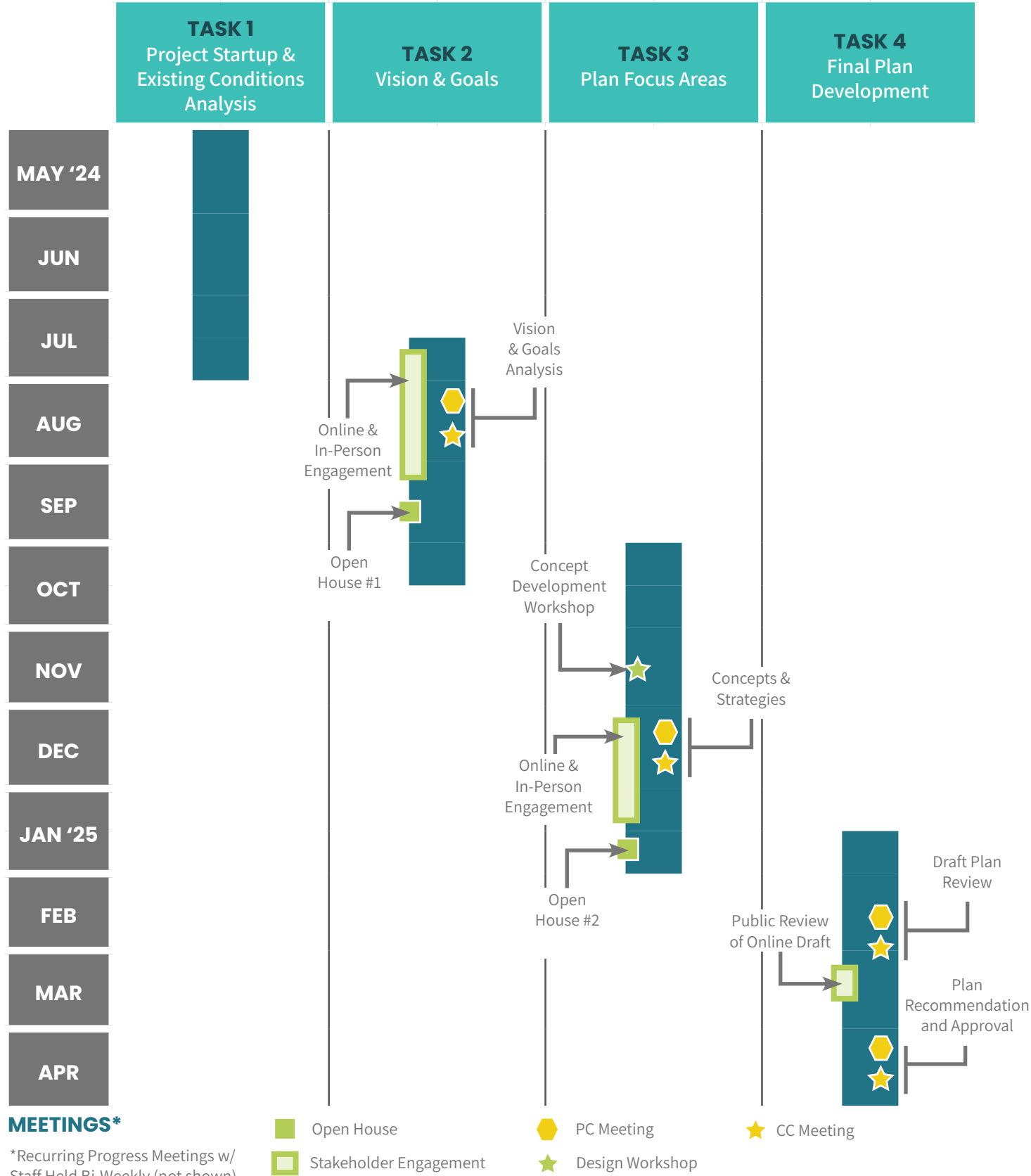
SCHEDULE

A blue-tinted architectural rendering of a park plaza. In the foreground, several people are seated at small round tables with metal chairs. The plaza is paved with cobblestones and lined with mature trees. In the background, a modern building with large windows and a glass entrance is visible. The overall atmosphere is serene and urban.

**DOWNTOWN REDEVELOPMENT PLANNING & DESIGN
CHANHASSEN, MINNESOTA**

SCHEDULE

The table below outlines our anticipated timeline for conducting the work plan presented earlier in this proposal.





TOTAL CONSULTANT COST

DOWNTOWN/RIVERFRONT PLAN
FERGUS FALLS, MINNESOTA

PROPOSED FEE PER TASK

The table below contains our proposed fee per task to conduct the work plan contained in this proposal.

| | FEE |
|---|------------------|
| TASK 1: PROJECT STARTUP & EXISTING CONDITIONS ANALYSIS | \$37,400 |
| TASK 2: VISION & GOALS | \$13,800 |
| TASK 3: PLAN FOCUS AREAS | \$79,600 |
| TASK 4: PLAN DEVELOPMENT & APPROVAL | \$18,200 |
| SUBTOTAL | \$149,000 |
| EXPENSES (PRINTING, MILEAGE, PROJECT MATERIALS) | \$7,000 |
| NOT-TO-EXCEED TOTAL FEE & EXPENSES | \$156,000 |

HOURLY RATES

| HKGi and LOCi Consulting Hourly Rates | |
|---------------------------------------|--------------|
| Principal | \$200-290/hr |
| Harjes - HKGi | \$235/hr |
| Martin - LOCi Consulting | \$250/hr |
| Associate | \$150-200/hr |
| Senior Professional | \$110-160/hr |
| Clarke & Rader - HKGi | \$135/hr |
| Professional II | \$90-135/hr |
| Ellner - HKGi | \$110/hr |
| Farias - HKGi | \$95/hr |
| Professional I | \$50-90/hr |
| Colloredo-Mansfeld - HKGi | \$85/hr |
| Technical | \$50-90/hr |

| Reimbursable Expenses | |
|-----------------------|---------------------------|
| Mileage | Current Federal Rate/Mile |
| Photocopying BW | 5¢/page |
| Photocopying Color | \$.25/page |
| Outside Printing | Actual Cost |
| Large Format Scanning | Actual Cost |
| Lodging & Meals | Actual Cost |

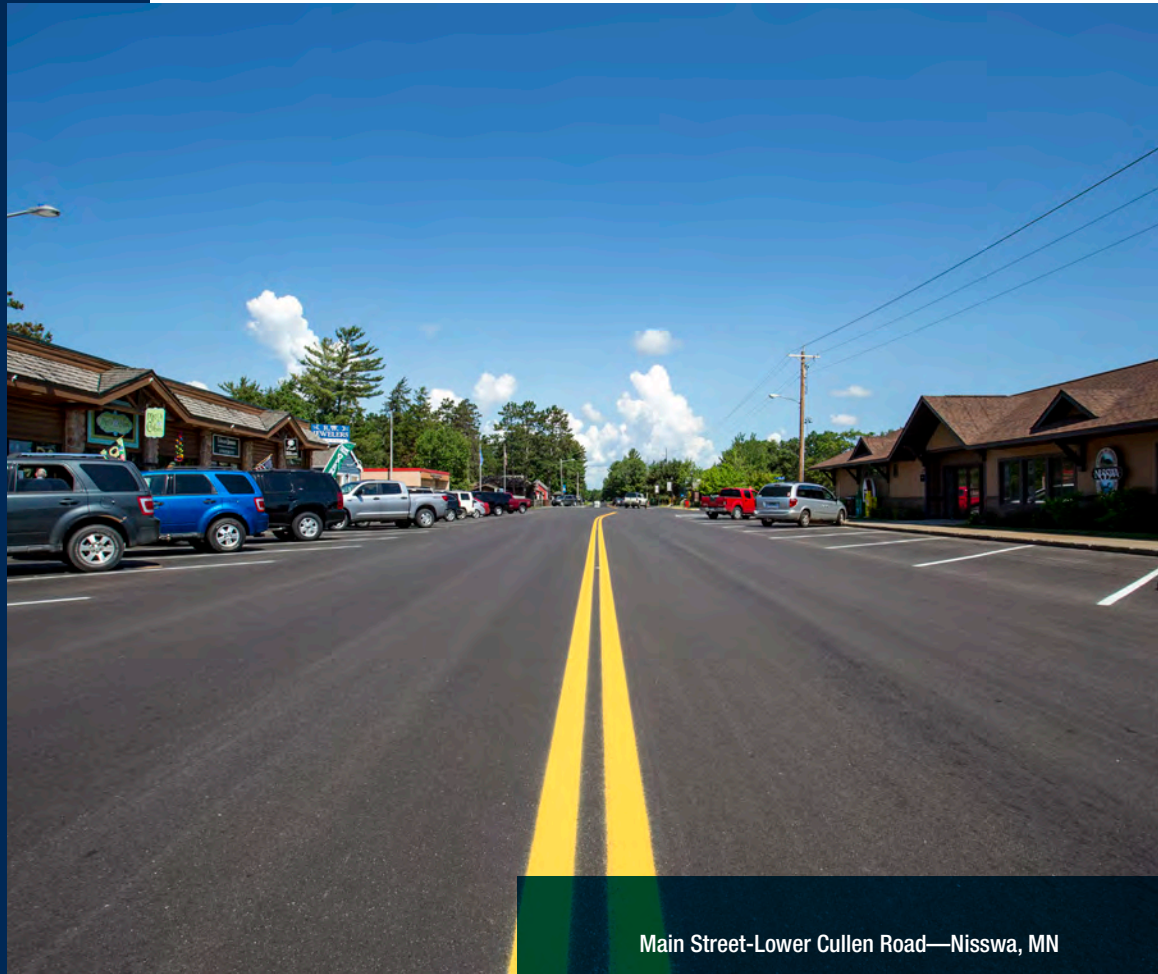
| Stantec Hourly Rates | | |
|---|---------------|-------------|
| Staff Level | Billing Level | Hourly Rate |
| CAD Technician, Civil Designer, Inspector, Planner, Project Technician, Scientist | 3 | \$103 |
| | 4 | \$109 |
| | 5 | \$121 |
| | 6 | \$125 |
| | 7 | \$133 |
| Civil Technician, Designer, Engineer, Field Supervisor, GIS Analyst, Inspector, Land Surveyor, Landscape Architect, Project Manager, Scientist, Senior CAD Designer, Senior Civil Technician | 8 | \$140 |
| | 9 | \$149 |
| | 10 | \$156 |
| | 11 | \$165 |
| | 12 | \$169 |
| Engineer, Field Supervisor, Principal, Project Manager, Senior Engineer, Senior Landscape Architect, Senior Planner, Senior Principal, Specialist Edgerton - \$212/hr Terhaar - \$192/hr Offerman - \$181/hr | 13 | \$189 |
| | 14 | \$192 |
| | 15 | \$212 |
| | 16 | \$236 |
| Survey Crew | 1-person crew | \$170 |
| | 2-person crew | \$250 |



DEVELOPMENT OF A
DOWNTOWN MASTER PLAN

CITY OF NISSWA, MN

APRIL 22, 2024



Main Street-Lower Cullen Road—Nisswa, MN

WIDSETH

JILLIAN REINER PLA, ASLA
PROJECT MANAGER

320.335.5011
Jillian.Reiner@widseth.com



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19 TOTAL CONSULTANT COST

April 22, 2024

Jenny Max, City Administrator
5442 City Hall Street, PO Box 410
Nisswa, MN 56468
jmax@ci.nisswa.mn.us

Brainerd/Baxter
7804 Industrial Park Road
Baxter MN 56425
218.829.5117
Baxter@Widseth.com
Widseth.com

Re: City of Nisswa Downtown Master Plan

Dear Jenny Max and Members of the Selection Committee:

We wish to express our sincere interest in contributing our services to the completion of the Downtown Master Plan for Nisswa. We share a passion for urban design, community development, and sustainable growth, and we are eager to offer our expertise and dedication to this community effort.

Widseth has experience leading and participating as a key team member in Municipal Master Planning that aligns closely with the goals outlined in the Request for Proposal (RFP). As your city engineer, we are intimately familiar with the history, current daily issues, and progressive discussions toward planning for the future of the Nisswa downtown area and specific focus areas. The planning work we have completed for the City and our experiences in other communities have equipped us with effective methods that will be beneficial to engage the public, obtain their unique perspectives, and foster consensus on actionable, realistic objectives that benefit the businesses, residents, and visitors of Nisswa.

As individuals who are deeply invested in the future of Nisswa, we are eager to continue our collaboration with City staff and stakeholders, engage with the community, and leverage innovative strategies that reflect the City's unique identity and aspirations.

Thank you for considering our proposal. We are excited about the opportunity to plan the future of Nisswa's downtown with you and contribute to the realization of a vibrant, sustainable, and inclusive downtown for the City of Nisswa.

Sincerely,



Jillian Reiner
Jillian Reiner, PLA, ASLA
Project Manager
Landscape Architect
320.335.5011
Jillian.Reiner@widseth.com



Dave Reese
Dave Reese, PE, VP
Project Liaison | Principal In Charge
Civil Engineer
218.316.3629
Dave.Reese@widseth.com

GENERAL WIDSETH INFORMATION

“

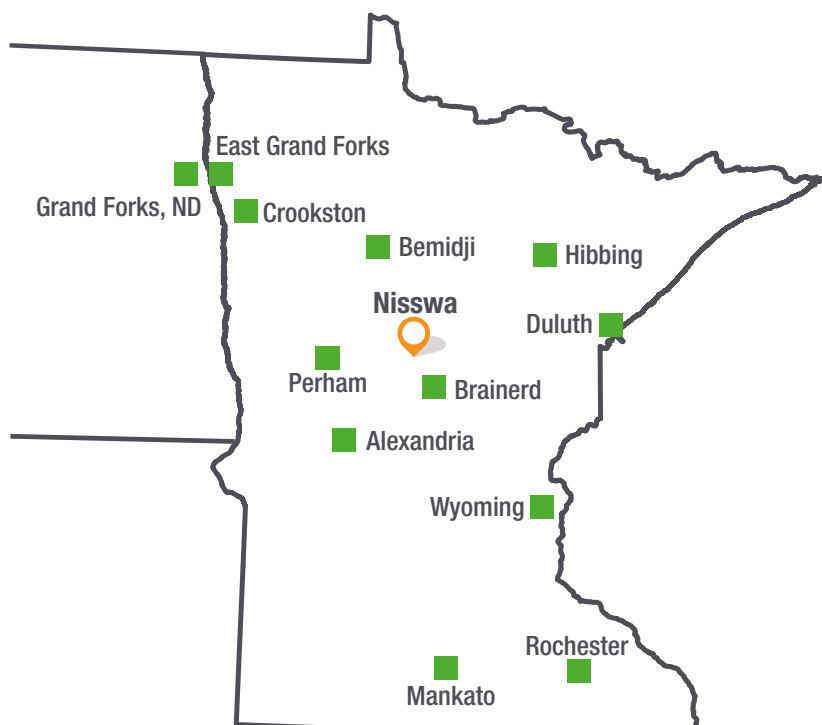
*WIDSETH IS COMMITTED
TO PRESERVING AND
ENHANCING THE
COMMUNITIES WE SERVE
THROUGH CAREFUL
STEWARDSHIP OF
THEIR RESOURCES.*

WIDSETH DISCIPLINES

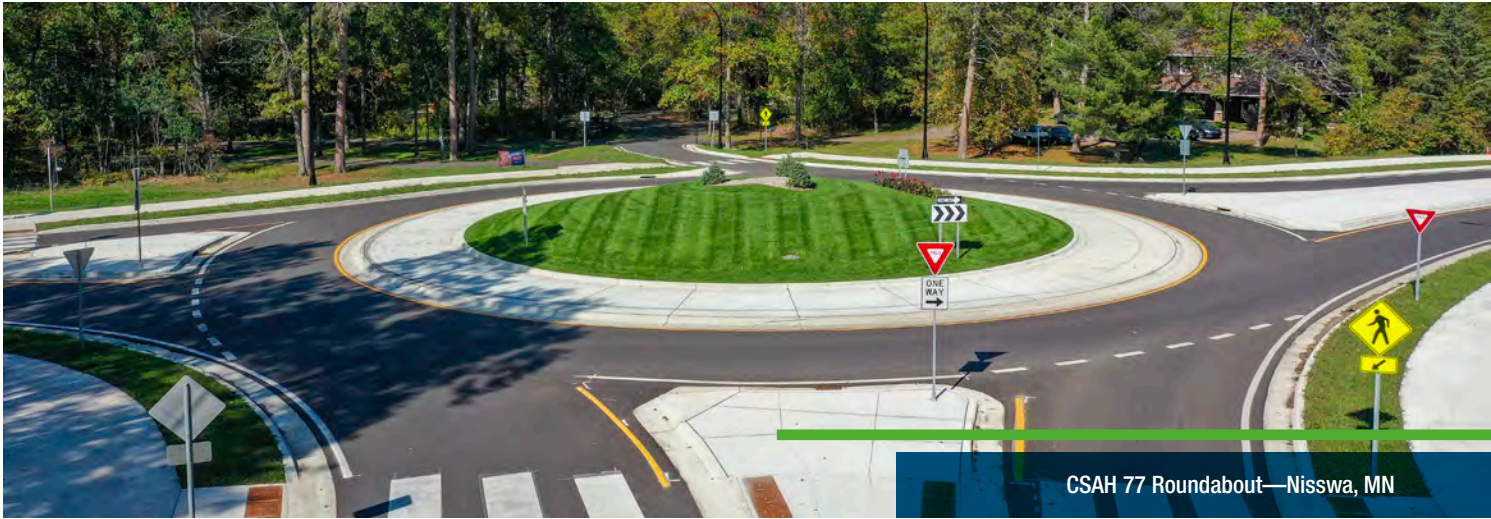
- Aerial Mapping
- Architectural
- Building official
- Civil Engineering
- Electrical Engineering
- Electrical Distribution
- Environmental
- Funding
- Interior Design
- Land Surveying
- Landscape Architecture
- Marketing
- Mechanical Engineering
- Planning
- Structural Engineering
- Water Resources



Widseth is multi-disciplinary firm that was incorporated in 1975. We have twelve offices in Minnesota and North Dakota and over 230 employees. We offer a wide range of services spanning various disciplines related to design and construction. Our team of talented professionals strive to offer a collaborative approach and we focus on building lasting relationships with our clients. Our portfolio includes small and large-scale projects for both public and private sector clients in the fields of engineering, landscape architecture/planning, environmental, surveying, and architecture. Our teams work throughout the Midwest and together we can offer clients a complete package of services to lead their project from concept to completion.



PROJECT UNDERSTANDING



CSAH 77 Roundabout—Nisswa, MN

Nisswa, situated as a lakeside community north of the Brainerd/Baxter Micropolitan area, boasts a population exceeding 2,000 inhabitants. However, this figure swells considerably at certain times of the year due to the influx of tourists and the prevalent cabin culture, effectively doubling the population temporarily. This fluctuation in population can exert considerable pressure on the town's infrastructure, strain its resources, and exacerbate traffic congestion without a detailed plan for growth in place.

Recognizing the imperative need for a coherent downtown master plan, Nisswa embarked on this journey years ago with the adoption of the park master plan and the 2030 Comprehensive Plan. We hope to be a part of that team and compile that research with the lived experiences of those who work, live, and play in town as a jumping off point to completing an intuitive and creative downtown master plan.

The RFP delineates the project's scope very thoroughly. Our principal task lies in prioritizing these elements and executing them strategically and efficiently while collaborating closely alongside the City and all defined stakeholders and local businesses.

Our mandate as impartial professionals is to synthesize community input with our research, thereby fostering a harmonious relationship between data-driven insights and grassroots perspectives.

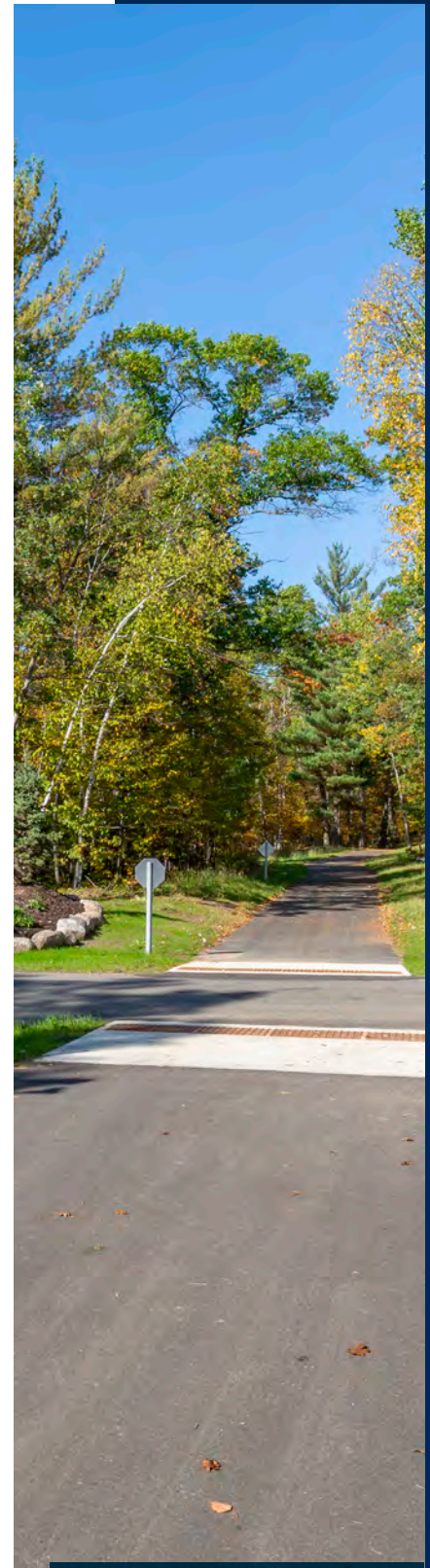
To achieve a successful master plan, our approach and understanding of what Nisswa is asking for encompasses:

- Engaging with City staff and stakeholders to devise a strategic roadmap, leveraging past successes and pinpointing areas for improvement.
- Conducting a comprehensive review of Nisswa's 2030 Comprehensive Plan and Parks and Recreation Master Plan to align with the town's vision and resources.
- Crafting a dynamic marketing campaign and schedule to solicit public input while maintaining momentum in the planning process, keeping the stakeholders and public informed of progress, and staying on schedule.
- Conducting a thorough inventory of infrastructure, businesses, visitation patterns, and pedestrian/traffic flows.

PROJECT UNDERSTANDING

- Analyzing inventory data and survey results to formulate high-level strategies enhancing downtown usability and appeal for both residents and tourists.
- Identifying underutilized areas and proposing innovative ideas to activate these spaces and encourage high quality land development increasing Nisswa's vibrancy.
- Conceptualizing detailed, culturally sensitive ideas that preserve Nisswa's essence while enhancing its allure and commemorating its heritage.
- Developing comprehensive project cost estimates and securing funding sources to realize proposed improvements.
- Designing detailed standards for the City and future design consultants to follow helping Nisswa to maintain a certain image and aesthetic whether it was the first project completed in the master plan or one of the last.
- Devising a phased implementation plan spanning five, ten, and twenty years, ensuring project manageability and fiscal foresight.

In essence, our aim is to cultivate a master plan that is not only comprehensive but also user-friendly, empowering the City, its businesses, and the public to navigate and implement its directives effectively, thus ensuring Nisswa's continued growth and charm for years to come. We know economics, technology, and other unforeseeable things can change in a twenty-year span. For a master plan to be sustainable through rapid changing advancements, we will be sure this document is formatted and designed in a way that can change with it.



Gull Lake Trail—Nisswa, MN

PROJECT APPROACH



National Loon Center Rendering—Crosslake, MN

The planning process will be broken into several steps as outlined in the RFP. We have proposed them to ensure strong public engagement, efficient understanding of the issues and opportunities, and solid decision-making that benefits the entire community.

STEP 1—MARKET ANALYSIS

We will begin our process by reviewing the supporting documents, plans, and considerations that were provided in the RFP to build a background for the Downtown Master Plan. Our team will review market conditions, context, trends, and meet with our city engineer to gain background knowledge pertaining to the downtown area and its relationship to the larger community and the Brainerd Lakes Area. We will contact the Chamber of Commerce and City staff to gain background knowledge and discuss strong community connections and growth strategies that have been discussed. We will summarize the information into focused strategies that we will use to inform the study and ground it in objectivity, as requested.

STEP 2—VISION & GOAL SETTING

With background knowledge summarized, our team will join the City staff and stakeholders for a half day site visit and kick-off meeting. We find this step invaluable to our process, not only to gain information but to build a relationship with the team. During our site visit we will collect data while we will listen to and learn about the issues and opportunities the City and stakeholders would like to address during this process. After our site visit is complete we would like to meet and discuss any questions we have, our overall vision statement, and goals for the project. We will finalize our achievable vision and goals for the long-term future design and character of downtown Nisswa at our follow up meeting.

"Visitors and residents can enjoy the small-town charm of our eclectic downtown, adore our abundance of natural resources, and thrive in our culture of environmental stewardship and active living."

—Nisswa visioning statement 2030 Comp Plan



STEP 3—CREATE THREE FOCUS TEAMS *NISSWA'S GUIDING PRINCIPLES*

We are intimately familiar with Nisswa's 2030 Comprehensive Plan and have identified policies, goals, and strategies that we used to build our strategy for this effort. Some of these were identified as actions items that can be further developed and carried through our plan; this will ensure the two plans work together as one tool to guide the City and future development. Our team's approach is to shift our group into three focus teams based on Nisswa's values and guideline principles. These teams will work closely together but will focus on specific design solutions based on their expertise.

Focus Team 1: Culture, Inclusion/Equity *(detailed task list can be found on page 20—Project Schedule)*

This team consists of architects and landscape architects coming together to craft the vision for Nisswa's character downtown. We will focus on placemaking, activation spaces, streetscape infrastructure, and walkability. This team will be responsible for building 3D visualizations and bringing the City's vision to life. We will look at equity from all angles within the downtown and focus area; economic, housing, transportation, social, and environmental to ensure benefits and opportunities are accessible to all residents. Our guiding principles are listed below.

1. **Culture**—The City has retained its ties to the past and its historic days as a railroad stop. The small-town charm of Main Street and the downtown area create a destination that is a defining characteristic of the community.
2. **Inclusion & Equity**—Provide recreational opportunities in the downtown core as well as connections to trail opportunities regardless of age, economic status, race, creed, physical or mental abilities.

Focus Team 2: Mobility & Environment *(detailed task list can be found on page 20—Project Schedule)*

This team consists of engineers with very specific specialties, some with extensive background knowledge and some new sets of eyes reviewing some of the City's most extensive infrastructure challenges. In addition to Dave Reese and Bill Westerberg, our team includes a certified pedestrian safety engineer to look at what new opportunities there might be downtown with design solutions that are being tested in other communities with similar qualities. In addition, we have included a water resource engineer to bring innovative design solutions for stormwater management and infrastructure. Our guiding principles are listed below.

1. **Mobility**—Promote walkability and evaluate ways to improve pedestrian connections. The success of downtown businesses is directly related to the number of people walking on the streets.
2. **Environment**—Incorporate stormwater management systems into private development and public improvements projects.

PROJECT APPROACH

Focus Team 3: Economy *(detailed task list can be found on page 20—Project Schedule)*

The focus of this team is to study Nisswa's current context and its relationship to the surrounding Brainerd Lakes area. We will look at current trends and opportunities for sustainable growth in the downtown area and identify potential areas of infill. We have extensive experience writing comprehensive plans for cities including Chatfield, Harmony, Starbuck, and Pine Island and will apply that knowledge and background to share ideas and strategies that we can apply to Nisswa's unique character. Our guiding principle is listed below.

1. **Economy**—Work with the downtown business owners to create minimum design standards that provide flexibility yet maintain a minimum aesthetic appearance that is compatible with downtown.
 - A. The character and activity of the historic downtown should continue to be maintained and expanded.
 - B. The City should encourage development that would enhance and strengthen the downtown
 - C. Institute Low-Impact Development standards for commercial areas within the City.

STEP 4—COMPREHENSIVE PUBLIC ENGAGEMENT

We believe public engagement is a vital part of this process to ensure the plan reflects the needs, desires, and vision of the community. We will use our Public Engagement Team (PET) within Widseth to lead this effort and focus on building a relationship with the community. The PET will utilize our GIS team and the City of Nisswa's existing ArcGIS licensing to build storyboards, create an online survey, and develop interactive maps the community will be able to access during the project and beyond. Below we have provided a brief outline for our engagement plan. We will discuss this in our initial meetings with supporting staff to capture additional ideas and ensure the plan is what the City believes will be highly engaging for the community and successful for gathering input.

1. **Identify key stakeholders:** Determine the individuals, groups, organizations, and agencies that have a stake in the downtown area's future (Nisswa Elementary, Lakes Area Artists group, Ye Ole Pickle, store owners, etc.).
2. **Establish goals and objectives:** Define the purpose and desired outcomes of the community engagement process, including gathering input, building consensus, and fostering ownership of the downtown master plan.
3. **GIS interactive hub:** Our team will create a cloud based platform by leveraging the City's existing data and technology and work together with internal and external stakeholders to track progress, improve outcomes, and interact with the community.



Lakers Lane—Nisswa, MN

PROJECT APPROACH

4. **Public Event #1—Goal: Publicize the planning process.** We will spread awareness about the downtown master planning effort and share where the community will be able to interact through the City's own ArcGIS platform. We will offer resources, data, maps, and other materials to help community members understand the current state of the downtown area and the issues it faces.
5. **Public Open House #2—Goal: To share design solutions for the Central Business District.** This will be focused on organizing an event where community members can share their thoughts, ideas, concerns, and priorities regarding the downtown area's future.
6. **Facilitate focus groups:** Engage with specific demographic groups, business owners, property developers, and other stakeholders to gather targeted input on relevant topics.
7. **Review and analyze feedback:** Compile and analyze the input received from the community to identify common themes, priorities, and areas of consensus or disagreement.
8. **Share findings with the community:** Report back to the community on the results of the engagement process, highlighting how their input has influenced the planning process.
9. **Public Open House #3—Goal: To share design solutions for focus areas.** We will combine this with a community event and share additional design solutions outside of the Central Business District. We will review and analyze information during the process.

By following this inclusive community engagement process we can foster a sense of ownership and commitment among community members, leading to a downtown master plan that truly reflects the collective vision of the community. After this project is complete the City can continue to update the community, through the GIS platform, as projects are implemented.

"The character of a community is perhaps the most abstract, yet important, concept to define when creating a future vision. It is critical that those defining components of Nisswa's character not only be identified but be preserved and enhanced as part of any strategy for future growth and development. Community character is the most critical component of our plan."

—Nisswa 2030 Comp Plan



Welcome Center—Nisswa, MN

PROJECT APPROACH

STEP 5—FINAL MASTER PLAN

The City of Nisswa's final downtown master plan will be a comprehensive and strategic planning document that outlines the vision, implementable goals, strategies for development and streetscape planning, revitalization, and management of the historic downtown. This will be a highly visual presentation for all of the sections listed below, including but not limited to maps, charts, 3D renderings, sections/elevations.

Draft Outline of Final Master Plan Deliverable:

1. **Vision and Goals:** Detailed in Step 1.
2. **Market Analysis:** Detailed in Step 2.
3. **Transportation and Mobility:** Strategies for improving transportation infrastructure and enhancing mobility options within the downtown area, such as pedestrian-friendly streets, walkability, and parking solutions.
4. **Stormwater Solutions:** Nisswa is in a unique situation being in a shoreland overland district with strict guidelines. We understand water quality is an important value for the City, and we will include innovative solutions that will be functional and beautiful.
5. **Infrastructure and Utilities:** Outlining infrastructure solutions for sewer, electricity, and telecommunications to support current and future development.
6. **Economic Development:** Design guidelines and strategies to attract businesses, stimulate job growth, support entrepreneurship, and foster a vibrant downtown tourist economy.
7. **Placemaking & Equity:** Enhancing the quality and accessibility of public spaces, parks, and the downtown streetscape to create a more inviting and enjoyable downtown environment for everyone.
8. **Cultural:** Preserving and celebrating the unique character history of the downtown area while accommodating modern needs and development.
9. **Public Engagement:** Outlined in Step 4.
10. **Implementation:** This will include a detailed implementation plan with specific actions, timelines, responsible parties, and funding strategies to bring the vision to fruition. We will include measurable benchmarks that include short-term (0-5 year) and long-term (5-20 year) implementation strategies.

The final plan will serve as a guiding document for the City, planners, developers, and community stakeholders to coordinate efforts and investments in shaping the future of Nisswa's downtown area in a sustainable, equitable, and economically viable manner for years to come.

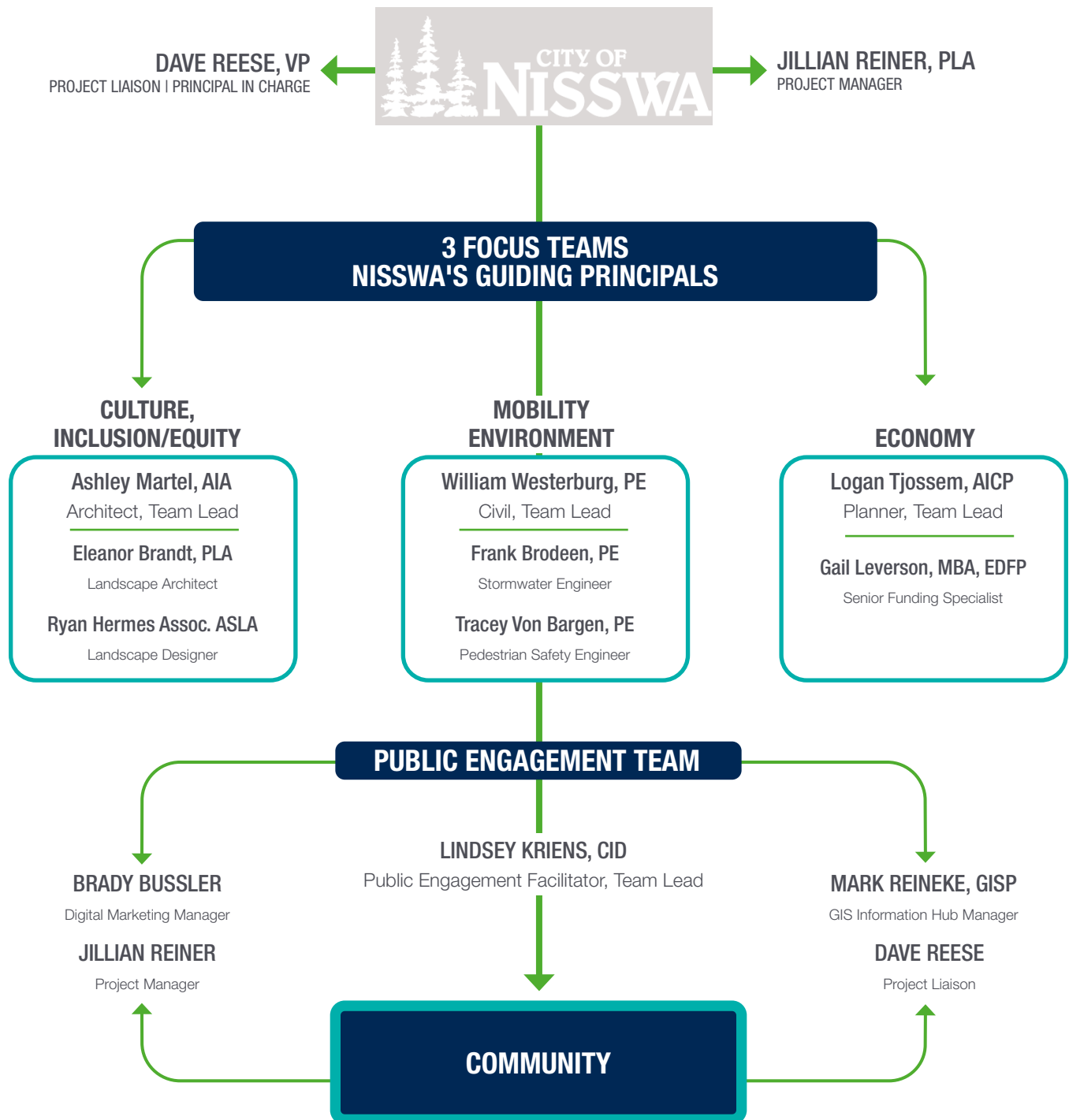


Mahnomen Streetscape Rendering

PROPOSED PROJECT TEAM & EXPERIENCE

PROJECT TEAM

The organizational chart illustrates our commitment to collaborative work, a vital aspect in developing a sustainable, inclusive, and equitable project that will benefit all stakeholders and the community of Nisswa.



PROPOSED PROJECT TEAM & EXPERIENCE

PROJECT TEAM

Widseth will work with the City of Nisswa to ensure project goals are communicated to all team members and carried through from start to finish. Specific project roles of our proposed team members follow. Key team member resumes can be found on pages 13-15.



JILLIAN REINER PLA, ASLA

Project Manager | Landscape Architect

Jillian's role as the project manager is pivotal for the success of this project. She will work closely with the City and stakeholders to define the project scope and manage the project budget. This involves understanding the overall vision, goals, deliverables, constraints, and assumptions. Jillian developed the comprehensive project schedule and will be responsible for keeping our team on task to meet milestones and stay on budget. Her project management experience ensures that she will anticipate changes and will communicate those to the City. Jillian will also use her 13 years of design experience to offer design ideas and solutions and will attend all public engagement efforts.



DAVE REESE PE, VP

Principal In Charge

Dave has been involved with Nisswa since the early 2000s, contributing to road corridor studies, wastewater and water system planning, design, and construction. Serving as the City Engineer representative to Planning and Zoning, and as a member of the City Engineering team focusing on infrastructure planning and capital improvement projects, he ensures alignment with the City's needs and expectations. Dave will offer strategic guidance and leadership across all project phases, directly engaging with the environmental focus team to oversee infrastructure-related design solutions.

FOCUS TEAM: CULTURAL, INCLUSION/EQUITY



ASHLEY MARTEL AIA, VP

Architect—Focus Team Lead

Ashley's primary role as the cultural/equity team lead will include working closely with the City and stakeholders to understand your requirements, preferences, and project objectives for the character of the streetscape. She lives in the Brainerd Lakes Area and directly understands the value of this for the city of Nisswa. Ashley will keep our team on track toward design solutions. She has extensive experience with 3D rendering and one of her strengths is managing the design plan and the best way to get the final boards and ideas expressed in a visual way that is meaningful to the community.



ELEANOR BRANDT PLA

Landscape Architect

Eleanor is an experienced landscape architect with a diverse background in many aspects of the field. Her project role will focus on ensuring planning for maintenance within the design and building resiliency into the team's ideas. She will work through the details of the activation spaces, walkability solutions, wayfinding, and detailing out the palettes for site amenities and plantings throughout the downtown core.



RYAN HERMES ASSOCIATE ASLA

Landscape Designer

Ryan will be integrated into conceptual site studies, freehand sketches, graphics, and renderings for presentations throughout the project. He will be responsible for creating 3D renderings for both the downtown core and focus areas. Ryan has extensive experience laying out graphics and will assist with assembling the final master plan.

FOCUS TEAM: MOBILITY AND ENVIRONMENT



BILL WESTERBERG PE

Civil Engineer—Focus Team Lead

Bill's primary role as the mobility/environment team lead will include working closely with the City and stakeholders to understand your requirements, preferences, and project objectives for the infrastructure and circulation issues in Nisswa. He has a thorough understanding of various construction methods, enabling him to provide the City with practical solutions that meet your unique needs. Bill's familiarity with the City of Nisswa and his knowledge of the City's infrastructure and translating that to the team will be invaluable to this project.



FRANK BRODEEN PE

Water Resources Engineer

Frank is experienced in the planning and design of civil construction plans, specifically water resources, municipal roadway, storm sewer, watermain, and sanitary sewer design. He will be the lead designer on this project and brings a fresh perspective. His expertise also includes urban drainage design for linear and site projects, rural culvert design, and implementation of innovative stormwater best management practices.



TRACEY VON BARGEN PE

Civil Engineer, Pedestrian Safety Certified

Tracey has over 30 years of experience in the transportation industry. He is experienced with detailed highway design including expressways and local road projects. He is passionate about improving safety for both vehicles and pedestrians and is a certified Road Safety Professional. He is continually enhancing his knowledge and communicating with a network of professionals around the state in this area. He will apply this experience and engineering judgment in making recommendations for possible solutions.

FOCUS TEAM: ECONOMY AND FUNDING



LOGAN TJOSSEM AICP

Principal Planner—Focus Team Lead

Logan will support the community engagement portion of the project and provide market research and market analysis to ensure project objectives are met. Logan will focus on assessing obstacles within the project's design and process and establish timelines that allow the project to be efficient and progress seamlessly. He will bridge the gap between policy development, project implementation, and community engagement to help develop solutions that result in a vibrant, resilient, and inclusive place for people to live, work, and thrive.



GAIL LEVERSON MBA, EDFP

Senior Funding Specialist

Gail has extensive knowledge on state and federal funding programs and how to position a request for favorable consideration. Gail will review design solutions and identify opportunities for the team and funding options for proposed implementation of projects. She will work closely with Logan to support the financial sustainability and future growth of City. Funding will be a valuable part of making the final implementation plan actionable.



LINDSEY KRIENS CID, VP

Public Engagement

Lindsey will develop and implement strategic plans for outlined public engagement efforts, aligning them with organizational goals, project objectives, and stakeholder needs. She is quick to identify key audiences, engagement methods, and communication channels to ensure effective outreach and participation. Lindsey plays a critical role in facilitating inclusive, transparent, and meaningful public participation for the decision-making processes, ensuring diverse voices are heard, respected, and considered in shaping policies, projects, and initiatives that affect the community.



BRADY BUSSLER ASSOCIATE

Digital Marketing Manager | Remote Pilot

Brady will work closely with Lindsey to help the team clarify and communicate our message to the community. He specializes in a variety of communication techniques that we will use as a part of the public engagement process on this project including video production, photography, web content development, and social media content. Communicating through a variety of digital sources is essential and is the best way to spread your message quickly. Brady will help keep your message be clear, simple, and on-point, which is critical to engage your audience.



MARK REINEKE CMS, GISP, ASSOC.

Geographer | GIS Manager

Mark's GIS team will utilize Nisswa's recently purchased ArcGIS platform to build a GIS interactive hub that serves as a valuable resource for community engagement, and collaboration, facilitating informed decision-making and fostering a sense of ownership and pride among residents. This method allows for highly interactive engagement opportunities through story maps, dedicated websites, survey 123, and engagement forums, all in one place. The City will be taught how to maintain the information for the life of the project and beyond to keep the community involved as implementation begins. We believe this to be a benefit to the process and a cost saving for the City. In addition to public engagement Mark will assist and advise the project teams by providing analysis, mapping, and technical support necessary for overall project success.



CHAD CONNER PLS, CFEDS, VP

Land Surveyor

Chad's team will utilize a unique method we believe will be extremely beneficial for this project. His team will use a terrestrial scanner to create a 3D point cloud, a surveying technique that involves the collection of spatial data to create highly detailed and accurate three-dimensional representations of existing conditions, objects, structures, or landscapes. His team will take multiple scans from different vantage points to capture the central business district quickly. This will provide the team with a highly accurate dataset of our focus area in 3D. We will combine this information with existing underground utility information that will allow us to accurately understand the implementation of our design decisions. Our team will use the point cloud as a backdrop for our 3D design proposals.

PROPOSED PROJECT TEAM & EXPERIENCE

KEY TEAM MEMBER RESUMES



JILLIAN REINER PLA, ASLA

Landscape Architect

Jillian brings a diverse background to the team having worked on various landscape projects with clients in the public and private sectors. Each project is unique and includes working through a combination of design phases from concept to construction. Much of her work has focused on park and recreation planning and design, but in addition, she has worked on community master planning, cost estimating, trail planning and design, GIS mapping and analysis, streetscape urban planning, and residential and commercial sites. Jillian’s degrees allow her to bring a unique perspective and approach to each design process. She lends enthusiasm and brings attention to both the design and construction details on all projects.

License/Certification

Licensed Professional Landscape Architect: MN (55038), ND, CO

Education

Master of Landscape Architecture | University of Minnesota
Bachelor of Fine Arts, Drawing | University of Wisconsin–Eau Claire

RELEVANT EXPERIENCE

- Bemidji Park and Trail Master Plan — Bemidji, MN
- Perham Park and Trail Master Plan — Perham, MN*
- City of Baxter Dog Park Study — Baxter, MN
- OK Park Master Plan - Baxter, MN
- City of Alexandria, Small Area Corridor Plan — Alexandria, MN*
- Wannigan Regional Park Master Plan — Frazee, MN

*Completed prior to joining Widseth



DAVE REESE PE, VP

Civil Engineer

Dave has primarily served as the City Engineer for several cities in the Brainerd area over the past 28 years. He also serves several area townships and counties with engineering support when needed and provides project management, project engineering, and engineering guidance on public and private projects throughout Minnesota. In addition to leading local governing units (LGU) with advancing rural infrastructure improvements, he has managed several county and state projects through initial study, environmental review, public planning process, design, and contract administration. Since joining Widseth in 1992, Dave has completed several environmental, roadway, trail, water and wastewater treatment, and utility improvement projects ranging from privately funded developments to State-Aid and Federally funded enhancement projects with construction budgets ranging from \$100,000 to over \$7 million.

License/Certification

Professional Engineer: MN (23432), ND, WI

Certified SSTS

Advanced Designer: MN (C3145)

MN Certification, Erosion/Stormwater Management: Design of Construction SWPPP

Education

Bachelor of Science, Civil Engineering | North Dakota State University

RELEVANT EXPERIENCE

- Municipal Water Systems Study — Nisswa, MN
- Municipal Lift Station 12 Study — Nisswa, MN
- Hazelwood Drive Extension Study — Nisswa, MN
- City Hall Facility Study — Nisswa, MN
- Nokomis Ave/CSAH 77 Roundabout — Nisswa, MN
- Gull Lake Trail — Nisswa, MN
- 2025-2026 Bonded Road Improvements — Nisswa, MN
- Capital Improvement Planning for Wastewater and Roads — Lakeshore, MN
- Comprehensive Plan — Crosslake, MN

PROPOSED PROJECT TEAM & EXPERIENCE



ASHLEY MARTEL AIA, VP Architect

As a vice president in the firm, Ashley works on a wide variety of project types including industrial, office, commercial, government, multi-family residential, downtown redevelopment, educational, and religious facilities. She also has experience with building renovations and historic preservation projects. Her responsibilities include project design, specifications, estimates, client development, client and public presentations, video animations, and 3D photo realistic renderings.

License/Certification
Registered Architect:
MN 55649

Education
Master of Architecture
and Bachelor of
Science, Environmental
Design | North Dakota
State University

RELEVANT EXPERIENCE

- Crosswoods Development Master Plan—Crosslake, MN
- City of Breezy Point Community Center Feasibility Study—Breezy Point
- Crosby Lofts & Rafferty's Pizza—Crosby, MN
- Crosswoods Development Master Plan & Video—Crosslake, MN
- Cuyuna Brewing Co Remodel, Exterior Improvements & Tenant Space—Crosby, MN
- National Loon Center—Crosslake, MN



WILLIAM WESTERBERG PE Civil Engineer

William has more than 26 years of experience working with transportation, municipal, drainage, and erosion control projects. He has extensive knowledge of AutoCad and Civil 3D, Microstation, and Geopak, and has worked with MnDOT and NRCS Design Standards. William's skills extend beyond design and into construction. His involvement has ranged from concept to design to plans and specifications to construction, allowing him to provide valuable insights throughout the entire project cycle. He has a thorough understanding of various construction methods, enabling him to provide clients with practical solutions that meet their unique needs.

License/Certification
Professional Engineer:
MN (21874)

Education
Bachelor of Science,
Civil Engineering |
University of Minnesota

RELEVANT EXPERIENCE

- Brainerd Public Utilities Mississippi River Force Main Crossing—Brainerd, MN
- Industrial Park Infrastructure Project—Isle, MN
- US Army National Guard, Minnesota Facility Improvements
- Crow Wing County Road 66 Big Trout Lake Stormwater Improvements—Manhattan Beach, MN*
- Orchard Park Lane Stormwater and Street Improvements—Fairview Township, MN
- Deerview Road Stormwater and Street Improvements—Henrietta Township, MN*
- Beach Drive - Stormwater Treatment—Clearwater Lake Township, MN*

*Completed prior to joining Widseth

PROPOSED PROJECT TEAM & EXPERIENCE



LOGAN TJOSSEM AICP

Principal Planner

Logan brings over 20 years of project planning experience to Widseth, offering expertise in both the private and public sector. He is involved in project development for all Widseth offices by creating and modifying comprehensive plans, zoning ordinances, conducting research, and development review. He focuses on assessing obstacles within a project's design and process and establishing timelines that allow every project to be efficient and progress seamlessly.

License/Certification

Licensed Appraiser:
MN (40471669)

American Institute
of Certified Planners
(AICP) Certified Planner

Education

Bachelor of Science,
Community and
Regional Planning:
Emphasis in Economic
Development | Iowa
State University

RELEVANT EXPERIENCE

- Development review: preliminary and final plats, metes and bounds/lot splits, site development plans, variances, conditional use permits, and specialized development applications (incentive and restricted developments)
- Interpretation of compliance related to civil drawings, architectural plans, and landscape plans
- Initiated a grant proposal through the Department of Natural Resources to offset costs associated with a Shoreland Enforcement Project. Awarded \$20,000.



LINDSEY KRIENS CID, VP

Public Engagement Lead, Interior Design

Lindsey joined Widseth in 2019 with over 11 years of creative thinking and design experience. Her time in the industry has given her extensive experience in educational, healthcare, government, corporate, and commercial design. Lindsey is the lead for the interior design department for all Widseth offices and is responsible for interior space planning, budgeting, innovative design concepts and finish selections, branding and project management. In addition to her role as our lead interior designer she is crucial part of our public engagement team within Widseth. She is an expert facilitator and understands how to work through the design making process with the public.

License/Certification

Certified Interior
Designer: MN
(C02502)

Education

Bachelor of Science,
Interior Design | Brown
College

RELEVANT EXPERIENCE

- Mille Lacs Energy Cooperative Feasibility Study—Aitkin, MN
- City of Nisswa Facility Study and Space Analysis—Nisswa, MN
- Nisswa City Hall Pre-Design—Nisswa, MN
- City Hall Remodel—Brainerd, MN
- Law Enforcement Center Remodel—Brainerd, MN

PROJECT EXPERIENCE



Mahnomen Streetscape Rendering

MAHNOMEN COMPLETE STREETS

Mahnomen, MN

Complete Streets Improvements

The City of Mahnomen was awarded grant money for a complete streets remodel of four blocks through their downtown business district. Widseth worked closely alongside City staff, artists from downtown, and representatives of the White Earth Reservation to add vibrancy and walkability to downtown. Custom site furnishings were designed, a lighting plan, and cultural sculptures worked into the streetscape. Widseth maintained ongoing dialogue directly with local businesses and tribe representatives to assure each party was treated equally and to further the sense of community through the design process into construction which will begin Spring 2024.

Contact:

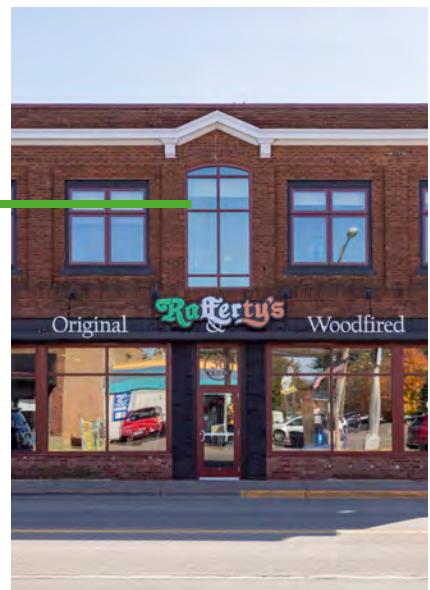
Taylor Guenther, City Administrator
218.935.2573 | taylor@citymahnomen.com

RAFFERTY'S PIZZA & CROSBY LOFTS

Crosby, MN

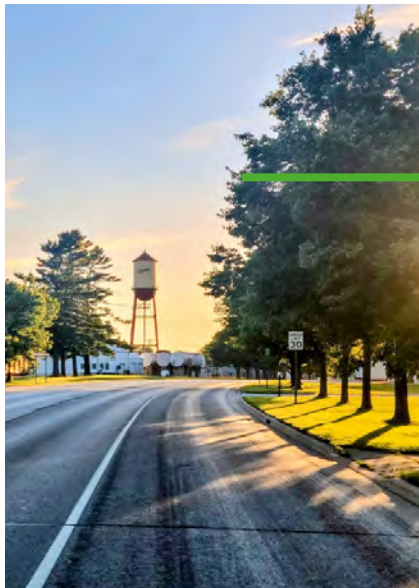
Downtown Revitalization

Crosby is a town that is coming back to life and being revitalized thanks to the existing mine pits mountain biking recreation. This original building was an old antique store and dated apartment building in need of repair. Through this project we opened up the storefront and created an inviting mountain biking themed space for both Rafferty's Pizza and the Hotel/Lofts above geared toward friends and families that come to use the mountain bike trails and need places to stay and enjoy the rest of the town. This is only a piece of Crosby's larger downtown revitalization and Widseth has been working on many of it's moving parts.



Contact:

Doug Arndt
Cuyuna Hospitality, LLC
612.759.1590 | dougarndt1@gmail.com



HARMONY COMPREHENSIVE PLAN

Harmony, MN

Comprehensive Plan

Widseth revised the City of Harmony's Comprehensive Plan benefiting residents, community leaders, and prospective developers by anticipating and preparing for the impacts of an increasing diversity of population, housing, economic, and social needs. Widseth developed strategic objectives and action items that were addressed through the update. Widseth updated the City's policies, goals, and standards; including land use and planning; transportation (pedestrian & bike, road,) community facilities and services, municipal utilities (electric, water, sanitary sewer, storm sewer), housing; economic development/redevelopment; and community culture & image. The new plan provides a new direction for growth that will enhance the quality of life for all residents and unique socio-economic make-up for a successful long-term plan. The implementation will be the foundation for growth that benefits citizens, stakeholders, and all who live in Harmony over the next 15 to 20 years and beyond.

Contact:

Samantha Grabau, City Clerk

507.886.8122

cityoffice@harmony.mn.us

*We are currently working on solidifying the city limits with the state of Minnesota. The written policy was adopted in November 2023.

CITY OF BEMIDJI PARKS & TRAILS STRATEGIC PLAN

Bemidji, MN

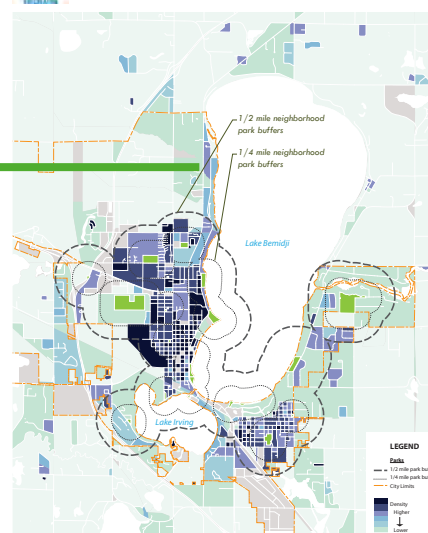
Public Outreach & Master Plan

Jillian was hired to update Bemidji's Park & Trail Strategic Plan. The project involved a robust public engagement process including open houses, on-line surveys, focus groups, in person appearances at public events, and one-on-one conversations with residents. This plan will serve as a guide for short-term and long-term development of the City's parks and recreation system. The plan identifies physical improvement and upgrades to the existing system, as well as long-term goals and visionary ideas. The recommendations were based on a detailed assessment of existing facilities, analysis of trends in recreation, future growth patterns, gaps in facilities and programming, and an evaluation of public input. In addition to making recommendations and providing precedents to inform future improvements and additions to the park system, this plan attempts to prioritize where and when investments will be made based on public desire, needs for facility function and safety, and opportunities that arise.



City of Bemidji

Neighborhood Park Buffers and Density



Contact:

Marcia Larson, Parks and Recreation

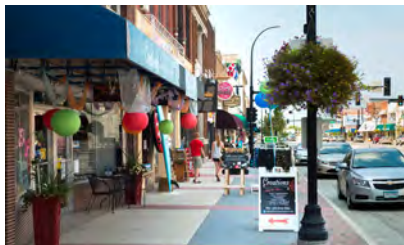
Director—City of Bemidji

218.333.1859

marcia.larson@ci.bemidji.mn.us

PROPOSED PROJECT TEAM & EXPERIENCE

Widseth has helped several clients revitalize their downtown areas. Below are links to videos we produced in support of those projects, both as examples of our design work and of our marketing services. Please **click on the QR Code** to open a link to view each video (or find them on our website or YouTube channel).



Downtown Alexandria Revitalization—Alexandria, MN

Widseth engineers worked alongside the City of Alexandria, local business owners, residents, landscape architects, and others to revitalize the streetscape of downtown Alexandria. “Complete Streets: Do it all. Do it right.” tells the story.



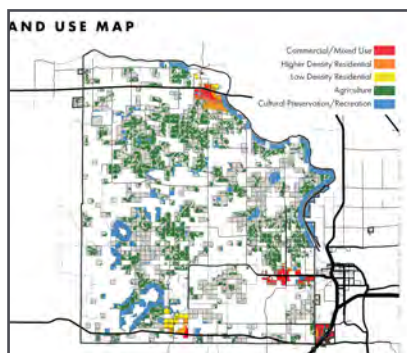
Destination Downtown Brainerd Business Challenge

Widseth architects and marketing staff participated with other community members and the Brainerd Lakes Chamber of Commerce to promote downtown Brainerd with the intention of filling empty storefronts.



Brainerd's Development River to Rail

Widseth architects and marketing staff participated with community members and the Brainerd Lakes Area Economic Development Corporation (BLAEDC) to create a shared vision for how Brainerd can be revitalized. This initiative provided BLAEDC with a marketing tool for promoting economic growth within the Brainerd community.



Fon du Lac Reservation Comprehensive Plan—Cloquet, MN

Widseth worked with the Fond du Lac Band to engage the community for the purpose of compiling the reservation's first comprehensive plan. The plan outlines a roadmap the Band will take to bring the reservation in line with the values of the community, and recommends a number of policies and projects that could help them get there. Some of the top goals outlined in the master site plan document dealt with the importance of using indigenous foods and outdoor programming to connect residents with their cultural heritage and root them in their communities.



Fon du Lac Konzak Site—Cloquet, MN

Widseth assessed development opportunities on a 100-acre site along major transportation corridors on Fond du Lac's Konzak Site. Widseth engaged the local community and compiled a regional socio-economic profile to help assess how the site could best serve the surrounding area and those within it. The resulting report provides an assessment of the site, options for development, and a list of costs and opportunities associated with each development option.

PROPOSED PROJECT TEAM & EXPERIENCE

DIVERSITY & INCLUSION

Widseth promotes a culture of diversity, equity, and inclusion (DE&I) throughout our offices through actions and words. DE&I at Widseth encompasses building employee, client, supplier, and community awareness that we value supporting the individual uniqueness of our employees and those with whom we work. We encourage others to recognize, accept, and respect individual differences.

Widseth is an equal employment opportunity (EEO) and federal contract employer. We have a written EEO Policy and Affirmative Action Plan (AAP) that guides how we recruit and move talent based on merit and ability without regard to protected classifications. Employees are educated and held responsible for their behaviors, and ensuring decisions are made in the spirit of the law and our DE&I approach.

In 2021, Widseth embarked on a review of its business strategy and invited 19 employees representing different perspectives, experiences, roles, and voices of our workforce to be part of a collaborative effort to develop our future business path. The review brought forth a re-commitment to focus on how Widseth delivers an engaging and inclusive employee experience as one of our key strategic business objectives.

PROJECT SCHEDULE

We are proposing to complete the project in approximately seven months. Final adoption from City Council is proposed in November of 2024. Our detailed task list and project schedule can be found on pages 20-21.

ADDITIONAL INFORMATION

GRAPHICS, MAPS, & ILLUSTRATIONS

The end product should have a high information-to-ink ratio that leaves staff, residents, businesses, developers, and property owners with few questions as to what the City's vision is for the areas and how this vision will be realized. The highly illustrative final plan can be used as a marketing piece to solicit interest from public and private sector entities who may wish to pursue development in the study area or other areas of the City.

TOTAL CONSULTANT COST

Widseth's Not to Exceed Cost for this project is **\$140,420**, including reimbursables. Our detailed breakdown by discipline and hours can be found on page 20-21. We believe we paid close attention to the needs of the City based on the RFP but if unnecessary tasks are identified we would be happy to sit down to discuss a reduction in fee.

PROJECT SCHEDULE & COST

| City of Nisswa Downtown Master Plan Schedule | | | | | | | Hours by Discipline | | | | | | | 7 Month Schedule | | | | | | | | | | | |
|--|--|---|----------|-----------|----------|---------|---------------------|----------|----------|-------|--------|-------|--------|------------------|--------|---------|----------|--------|---------|--------|---------|--|--|--|--|
| Task | Tasks, Elements of Work | Consultant Labor Category, Estimated Hours, Hourly Rates, Costs | | | | | | 1-May | 15-May | 1-Jun | 15-Jun | 1-Jul | 15-Jul | 1-Aug | 15-Aug | 1-Sept. | 15-Sept. | 1-Oct. | 15-Oct. | 1-Nov. | 15-Nov. | | | | |
| | | Widseth | | | | | Total Task Cost | | | | | | | | | | | | | | | | | | |
| | | Level I | Level II | Level III | Level IV | Level V | | | | | | | | | | | | | | | | | | | |
| | Hourly Rates | 125 | 160 | 185 | 195 | 205 | | | | | | | | | | | | | | | | | | | |
| | PROJECT MANAGEMENT | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Weekly Communciation with internal City Staff | | | 12 | | | \$ | 2,220.00 | | | | | | | | | | | | | | | | | |
| 2 | Planning Commission Meetings (3) - June, Aug, Oct | | | 10 | | | 3 | \$ | 2,465.00 | | | | | | | | | | | | | | | | |
| 3 | City Council Meetings (2) - July, Nov. final adoption | | | 8 | | | 2 | \$ | 1,890.00 | | | | | | | | | | | | | | | | |
| 4 | Monthly Team meetings (develop agenda, minutes) | | 4 | 8 | | | 4 | \$ | 2,940.00 | | | | | | | | | | | | | | | | |
| 5 | Monthly Team meetings (develop agenda, minutes) | | | 8 | | | | \$ | 1,480.00 | | | | | | | | | | | | | | | | |
| 6 | Maintain project folder and communication with staff | | | 8 | | | | \$ | 1,480.00 | | | | | | | | | | | | | | | | |
| 7 | Conduct research pertaining to plan components | | | 8 | | | | \$ | 1,480.00 | | | | | | | | | | | | | | | | |
| | Total PROJECT MANAGEMENT BY Discipline | | 4 | 62 | | 9 | 75 | | | | | | | | | | | | | | | | | | |
| | Total PROJECT MANAGEMENT BY Cost | | \$640 | \$11,470 | | \$1,845 | \$13,955 | | | | | | | | | | | | | | | | | | |
| | PUBLIC ENGAGEMENT PLAN | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Set up our online interactive community hub through your GIS platform | | 10 | | | | \$ | 1,600.00 | | | | | | | | | | | | | | | | | |
| 2 | Set up static dedicated project website on GIS platform (life of the project and beyond) | | 10 | | | | \$ | 1,600.00 | | | | | | | | | | | | | | | | | |
| 3 | Create GIS dashboard to track community data | | 8 | | | | \$ | 1,280.00 | | | | | | | | | | | | | | | | | |
| 4 | #1 June Community Event - (Inform public, build foundation and partnership) - Turtle Races June 12th | | | 4 | 2 | 2 | \$ | 1,540.00 | | | | | | | | | | | | | | | | | |
| 5 | Update interactive GIS hub for Central Buisness District | | 10 | | | | \$ | 1,600.00 | | | | | | | | | | | | | | | | | |
| 6 | Create interactive online survey | | 4 | | | | \$ | 640.00 | | | | | | | | | | | | | | | | | |
| 7 | Set up Static Board to be displayed at chamber discussing the project goals and vision and directing public to GIS interactive hub | | 8 | | | | \$ | 1,280.00 | | | | | | | | | | | | | | | | | |
| 8 | Monitor Data interactive community hub | | 2 | | | | \$ | 320.00 | | | | | | | | | | | | | | | | | |
| 9 | #2 August Open House - Showcase Central Buisness District Design Ideas/Solutions - Stand Alone Event | | | 4 | 2 | 2 | \$ | 1,540.00 | | | | | | | | | | | | | | | | | |
| 10 | Update interactive GIS hub for Focus Areas | | 16 | | | | \$ | 2,560.00 | | | | | | | | | | | | | | | | | |
| 11 | Create interactive online surveys | | 2 | | | | \$ | 320.00 | | | | | | | | | | | | | | | | | |
| 12 | Monitor Data interactive community hub | | 2 | | | | \$ | 320.00 | | | | | | | | | | | | | | | | | |
| 13 | #3 Sept. Open House - Showcase Focus Area Design Ideas/Solutions - Ye Ole Pickle Factory - Sept. 2nd | | | 4 | 2 | 2 | \$ | 1,540.00 | | | | | | | | | | | | | | | | | |
| 14 | Online Public Survey all project areas | | 8 | | | | \$ | 1,280.00 | | | | | | | | | | | | | | | | | |
| 15 | Gather and Analyze Data | | 4 | | | | \$ | 640.00 | | | | | | | | | | | | | | | | | |
| 16 | (4) Focus groups identified by staff to achieve equitable data throughtout community | | 4 | 4 | | 4 | \$ | 2,200.00 | | | | | | | | | | | | | | | | | |
| 17 | Social media posts on the City of Nisswa's page | 8 | | | | | \$ | 1,000.00 | | | | | | | | | | | | | | | | | |
| | Total PUBLIC ENGAGEMENT PLAN Hours | 8 | 88 | 16 | 6 | 10 | 128 | | | | | | | 120 | | | | | | | | | | | |
| | Total PUBLIC ENGAGEMENT PLAN Costs | \$1,000 | \$14,080 | \$2,960 | \$1,170 | \$2,050 | \$21,260 | | | | | | | 20260 | | | | | | | | | | | |
| | MARKET ANALYSIS | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Analyze current trends related to downtown buisness districts similar to Nisswa | | 4 | | | | \$ | 640.00 | | | | | | | | | | | | | | | | | |
| 2 | Analyze the larger Brainerd Lakes Area and how Nisswa fits within this context | | 6 | | | | \$ | 960.00 | | | | | | | | | | | | | | | | | |
| 3 | Identify potential areas suited for redevelopment or infill development | | 4 | | | | \$ | 640.00 | | | | | | | | | | | | | | | | | |
| 4 | Develop guidelines for dev. that encourages high quality dev. economic growth | | 4 | | | | \$ | 640.00 | | | | | | | | | | | | | | | | | |
| 5 | Identify methods and strategies for sustainable future growth | | 4 | | | | \$ | 640.00 | | | | | | | | | | | | | | | | | |
| 6 | Review of existing zoning codes within the buisness district to offer suggestions | | 6 | | | | \$ | 960.00 | | | | | | | | | | | | | | | | | |
| 7 | Evalute data and compile for team to use as basis for designs and ideas moving forward | | 18 | | | | \$ | 2,880.00 | | | | | | | | | | | | | | | | | |
| | Total MARKET ANALYSIS Hours | | 46 | | | | 46 | | | | | | | 46 | | | | | | | | | | | |
| | Total MARKET ANALYSIS Costs | | \$7,360 | | | | \$7,360 | | | | | | | 7360 | | | | | | | | | | | |

PROJECT SCHEDULE & COST

| City of Nisswa Downtown Master Plan Schedule | | Hours by Discipline | | | | | | | 7 Month Schedule | | | | | | | | | | | | |
|--|---|---|------------------------------------|-----------|----------|----------|-----------------|--------------|------------------|-------|--------|-------|--------|-------|--------|---------|-------|--------|-------|--------|--|
| WBS | Tasks, Elements of Work | Consultant Labor Category, Estimated Hours, Hourly Rates, Costs | | | | | | 1-May | 15-May | 1-Jun | 15-Jun | 1-Jul | 15-Jul | 1-Aug | 1-Sept | 15-Sept | 1-Oct | 15-Oct | 1-Nov | 15-Nov | |
| | | Wideth | | | | | Total Task Cost | | | | | | | | | | | | | | |
| | | Level I | Level II | Level III | Level IV | Level V | | | | | | | | | | | | | | | |
| Hourly Rates | | 125 | 160 | 185 | 195 | 205 | | | | | | | | | | | | | | | |
| VISION & GOALS | VISION & GOAL SETTING | | | | | | | | | | | | | | | | | | | | |
| | 1 | Assessment of past and related planning efforts | | 4 | | | | \$ 640.00 | | | | | | | | | | | | | |
| | 2 | Site Visit & Data Collection - Project Kick-off | 4 | | 4 | | 4 | \$ 2,060.00 | | | | | | | | | | | | | |
| | 3 | Project team meeting focused on short & long-term vision & goals for downtown | | 1.5 | | 1.5 | 1.5 | \$ 840.00 | | | | | | | | | | | | | |
| | 4 | Interim project team meeting to discuss design ideas are on track w/ vision and goals | | 1 | 1 | | 1 | \$ 550.00 | | | | | | | | | | | | | |
| | 5 | Project completion team meeting assure finished on track w/ vision and goals | | 1 | 1 | | 1 | \$ 550.00 | | | | | | | | | | | | | |
| | Total VISION & GOAL SETTING Hours | | 4 | 7.5 | 6 | 1.5 | 7.5 | 26.5 | | | | | | | | | | | | | |
| | Total VISION & GOAL SETTING Costs | | \$500 | \$1,200 | \$1,110 | \$293 | \$1,538 | \$ 4,640.00 | | | | | | | | | | | | | |
| | PLAN FOCUS AREAS | | | | | | | | | | | | | | | | | | | | |
| | 1 | 3D Scan (point cloud survey of central buisness district) | | 42 | | | | \$ 6,720.00 | | | | | | | | | | | | | |
| 2 | Focus Teams meeting to review current downtown infrastructure | | 2 | | 2 | 2 | \$ 1,120.00 | | | | | | | | | | | | | | |
| PLAN FOCUS AREAS | Cultural and Inclusion/Equity Focus Team | | | | | | | | | | | | | | | | | | | | |
| | 1 | Subtask: Design solutions for activation of downtown spaces | 4 | 16 | 4 | | | \$ 3,800.00 | | | | | | | | | | | | | |
| | 2 | Subtask: Develop design solutions realted to walkability & placemaking | 4 | 16 | 4 | | | \$ 3,800.00 | | | | | | | | | | | | | |
| | 3 | Subtask: Re-envisioning of Pocket Park (working with parks and rec. master plan) | 12 | 4 | | | | \$ 2,140.00 | | | | | | | | | | | | | |
| | 4 | Subtask: Develop wayfinding solutions and palette of solutions | 12 | 2 | 2 | | | \$ 2,190.00 | | | | | | | | | | | | | |
| | 5 | Subtask: Develop palette for site amenites downtown | 16 | 2 | 2 | | | \$ 2,690.00 | | | | | | | | | | | | | |
| | 6 | Subtask: Develop palette for downtown lighting | 8 | | 2 | | | \$ 1,370.00 | | | | | | | | | | | | | |
| | 7 | Subtask: Design solutions for downtown storefronts | | | | 16 | | \$ 3,120.00 | | | | | | | | | | | | | |
| | 9 | Subtask: 3D design concepts and renderings of downtown core | | 80 | | | | \$ 12,800.00 | | | | | | | | | | | | | |
| | 10 | Subtask: Design concepts and renderings of focus areas | | 40 | | | | \$ 6,400.00 | | | | | | | | | | | | | |
| | Mobility and Environmental Focus Team | | | | | | | | | | | | | | | | | | | | |
| | 1 | Subtask: Design solutions for downtown infras. traffic flow & calming | 24 | | 8 | | | \$ 4,480.00 | | | | | | | | | | | | | |
| | 2 | Subtask: Design solutions for downtown infrastructure for waste collections | 10 | | | | 2 | \$ 1,660.00 | | | | | | | | | | | | | |
| | 3 | Subtask: Design solutions for downtown infrastructure for innovative stormwater | 12 | | 24 | | | \$ 5,940.00 | | | | | | | | | | | | | |
| | 4 | Subtask: Design solutions for downtown infrastructure for utilities | 6 | | 4 | | | \$ 1,490.00 | | | | | | | | | | | | | |
| | 5 | Subtask: Design solutions for sidewalks, pathways, and bicycle facility | 20 | | | | 2 | \$ 2,910.00 | | | | | | | | | | | | | |
| | 6 | Subtask: Design solutions for short-term and long-term parking | 12 | | | | 2 | \$ 1,910.00 | | | | | | | | | | | | | |
| | 7 | Subtask: Design solutions for focus area infrastructure | 35 | | | | 2 | \$ 4,785.00 | | | | | | | | | | | | | |
| | Buisness & Economic Development Focus Team | | | | | | | | | | | | | | | | | | | | |
| | 1 | Subtask: Design solutions for growth oportunities off Main Street | | 4 | | | | \$ 640.00 | | | | | | | | | | | | | |
| | 2 | Subtask: Identify methods to support ex. Downtown buisnesses for sustainble growth | | 4 | | | | \$ 640.00 | | | | | | | | | | | | | |
| | 3 | Subtask: Design solutions for downtown housing opportunites | | 4 | | | | \$ 640.00 | | | | | | | | | | | | | |
| | 4 | Subtask: Working w/ design focused teams on solutions focused on equity | | 2 | | | | \$ 320.00 | | | | | | | | | | | | | |
| | 5 | Subtask: Reviewing design solutions w/ focus on market analysis | | 2 | | | | \$ 320.00 | | | | | | | | | | | | | |
| | 6 | Preliminary cost estimates will be developed for design solutions | 4 | 8 | 4 | | 2 | \$ 2,930.00 | | | | | | | | | | | | | |
| | 7 | Funding opportunites will be provided for recommended design concepts | 24 | | | | | \$ 3,000.00 | | | | | | | | | | | | | |
| | Total PLAN FOCUS AREAS Hours | | 203 | 228 | 54 | 18 | 12 | 515 | | | | | | | | | | | | | |
| | Total PLAN FOCUS AREAS Costs | | \$25,375 | \$36,480 | \$9,990 | \$3,510 | \$2,460 | \$ 77,815.00 | | | | | | | | | | | | | |
| | FINAL MASTERPLAN | FINAL MASTERPLAN | | | | | | | | | | | | | | | | | | | |
| | | 1 | Compile public and community input | 4 | | | | | \$ 500.00 | | | | | | | | | | | | |
| 2 | | Summarize findings of data, graphics, charts, and 3D renderings into guideline chapt | 4 | 4 | | | | \$ 1,140.00 | | | | | | | | | | | | | |
| 3 | | Develop detailed implementation plan and schedule w/ measurable benchmarks | 14 | | 2 | | | \$ 2,120.00 | | | | | | | | | | | | | |
| 4 | | Develop Short-term implementation strategies (0-5 year) | 6 | | 2 | | | \$ 1,120.00 | | | | | | | | | | | | | |
| 5 | | Develop Long-term implementation strategies (0-5 year) | 6 | | 2 | | | \$ 1,120.00 | | | | | | | | | | | | | |
| 6 | | Compile draft final masterplan document for distribution to staff | 36 | | | | | \$ 4,500.00 | | | | | | | | | | | | | |
| 7 | | Project Team meeting to present final plan | | | 4 | | 2 | \$ 1,150.00 | | | | | | | | | | | | | |
| 8 | | Final Staff Revisions | 8 | | | | | \$ 1,000.00 | | | | | | | | | | | | | |
| 9 | | Compile final masterplan document for distribution to staff | 16 | | 4 | | | \$ 740.00 | | | | | | | | | | | | | |
| Total FINAL MASTERPLAN Hours | | 94 | | 14 | | 2 | 114 | | | | | | | | | | | | | | |
| Total FINAL MASTERPLAN Costs | | | \$640 | \$2,590 | | \$410 | \$ 3,640.00 | | | | | | | | | | | | | | |
| | | Total Estimated Project Hours | | 309 | 377.5 | 152 | 25.5 | 40.5 | 904.5 | | | | | | | | | | | | |
| | | Total Estimated Project Cost | | \$38,625 | \$60,400 | \$28,120 | \$4,973 | \$8,303 | \$140,420 | | | | | | | | | | | | |



WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

Alexandria | Bemidji | Brainerd | Crookston | Duluth | East Grand Forks
Grand Forks | Hibbing | Mankato | Perham | Rochester | Wyoming

Widseth.com

City of Nisswa Downtown Master Plan

Proposal Prepared by The New Northern

April 22, 2024



The New Northern

Introduction & Cover Letter

We appreciate the opportunity to respond to your Request for Proposal (RFP) for the City of Nisswa's Downtown Master Plan. Our team at The New Northern is excited about the possibility of partnering with the City of Nisswa, and feel confident that our qualifications, aspirations, and connection to the Nisswa community and greater Brainerd Lakes Area make us the ideal partner for this project.

Our proposal includes general information about The New Northern and our partners, our understanding of the key deliverables being requested by the City, our approach for how we intend to fulfill the project objectives, and our proposed timeline and schedule including key activities and milestones for completing and delivering the stated scope of work outlined in the RFP.

We have also included information about the key Project Team members who will be leading and supporting the work, along with total estimated consultant costs for each key deliverable and scope of work for the project. We have a diverse wealth of knowledge, skills and experiences across various fields amongst our Project Team and look forward to having the opportunity to demonstrate our value to you.

Our team is committed to excellence and delivering results that exceed client expectations. We believe that effective listening, communication, and collaboration are critical to achieving project success. We are dedicated to partnering closely with you and the Nisswa community, including local residents and business owners, to ensure we deliver a solution that is tailored to the City's needs, both in the short-term and for years to come.

We are hopeful that our proposal showcases our capabilities and commitment to providing the highest level of service and value in achieving your goals and objectives. Thank you for your review and consideration, and we look forward to discussing our proposal with you in further detail.

Sincerely,

Ben Taylor
The New Northern, Founder
ben@thenewnorthern.com

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I. General Information

The New Northern

The New Northern is a business services and environmental consulting firm that specializes in the development of resilient systems which mitigate the risk of loss, damage, and other financial hardship. We conduct assessments to identify risks, gaps, and opportunities for our clients. In addition, The New Northern directly supports the development of strategy, road mapping, and prioritization of efforts to align stakeholders, engage desired end-user behaviors, and create solutions that maximize impact.

The New Northern's Partners

In order to meet the needs of the City of Nisswa most successfully, The New Northern is proudly partnering with the following organizations to deliver all aspects of the RFP's scope of work. These organizations, in partnership with The New Northern, will comprise the "Project Team".

NCXT | Jonathan Banks (he/him), President

NCXT is a Minneapolis-based firm founded in 2018 with team members across the globe. Founders Jonathan Banks and Jeff Aguy met through their social justice leadership work in Minnesota. Shortly after, they collaborated to address the most pressing societal issues through a human-centered design approach.

Building connections within organizations is what NCXT does better than anyone else; our staff comprises fiercely talented individuals shaped from varied intersections of identity. NCXT is a Black-founded and owned organization with connections to building economic resilience in communities nationwide.

All our work is based on diversity, equity, and inclusion principles. A plan for the future that does not account for the diverse needs of all people involved is a plan destined to fail. These are not merely guiding principles for our partners and us but are foundational requirements influencing a plan from top to bottom.

Manifold Public Design | Peter Pisano, Community Partner

Manifold Public Design offers a suite of digital to physical services to those who serve the public. The vision of Manifold is to create a high-quality design approach that lowers barriers of entry such as cost and exclusivity, and to cultivate a public aesthetic that elevates public spaces and media. Accessibility and belief in the power of art and design to enhance public life is at the core of Manifold Public Design.

Lagom Modular | Benjamin Olsen, Design Lead

Lagom Modular was founded to serve communities by designing and building housing products that are not available in the current real estate marketplace. Using in-house design, cost-estimating, offsite panel production, and full general contracting services, Lagom Modular is building the next generation of attainable houses across the Northland. The firm partners with municipal, non-profit, and private real estate developers to increase access to homeownership through expanding the stock of simple, beautiful, and cost-controlled houses.

II. Project Understanding

Overview

The City of Nisswa is one of the star attractions in the north country, as demonstrated by the large number of seasonal residents and well-known popularity for local tourism. The New Northern Project Team understands the City's goals and motivations for developing and documenting a thoughtful, sustainable, and comprehensive guiding strategy for its downtown area to enable the City to achieve its vision as laid out in the 2030 Comprehensive Plan (2019). This guiding strategy, or "Downtown Master Plan" is intended to serve as the strategic foundation and vision for the community's growth and future development.

The Project Team further understands that the Downtown Master Plan is both a stand-alone strategy and a main lever in the City of Nisswa's effort to achieve the vision affirmed in the city's 2030 Comprehensive Plan. As such, successful efforts to aid the city in improving pedestrian and cyclist safety will also pave the way for later efforts such as the planned "Safe Routes to School". Similarly, recommendations and guidance focused on traffic flow and calming elements may be implemented as a result of the 2025 Road Bond the city is currently planning.

Plan Focus Areas

We understand and are in alignment that the firm selected to deliver this work will partner closely with the City to solidify the Downtown Master Plan areas of focus during the planning process, based on stakeholder input and as new information is discovered. While priorities may shift during the process, we understand these focus areas are likely to include:

- A. Downtown Infrastructure Assessment & Solutions:** Review and make recommendations for remediation of areas of concern or issues related to infrastructure inclusive of:
 - a) Sidewalks, pathways, bicycle facilities (multi-modal infrastructure)

- b) Parking, traffic flow and calming (vehicle infrastructure)
 - c) Housing (economic development infrastructure, equity and inclusion infrastructure)
 - d) Waste collections, Wi-Fi access, and utilities (public service infrastructure)
 - e) Stormwater management (risk and resilience infrastructure)
- B. Placemaking:** To address the City's desires to create and integrate placemaking as part of the larger downtown master planning efforts, the Project Team is prepared to develop designs for the downtown area with a main emphasis on the area from around City Hall St and Main Street / Smiley, a specific re-envisioning of Pocket Park and to include portions of Church St, Nisswa Ave, Murray & Merrill Streets, and Lakers Lane. Designs will emphasize opportunities for mixed-use development, seek to solve city needs in regard to people and traffic flow and to maintain the cohesive and unique sense of place that is key to the essence of the city.
- C. Business & Economic Development:** The team recognizes the City of Nisswa as a well-regarded vacation and shopping destination and believes Nisswa's starting advantages are further magnified through the efforts of the Nisswa Chamber of Commerce to showcase downtown Nisswa's established aesthetic and economic vitality. We look forward to working with the organization to better learn their goals and ideas for the appropriate way to develop and expand opportunities along Main Street through mixed-use applications and other modern principles of design and urban planning to best achieve growth in a way that honors the integrity and beauty of the community.
- D. Parking, Access, & Walkability:** The team understands that there are specific project goals to address recurring and systemic parking complaints in the downtown area which create friction for visitors and businesses and potential developers. The Project Team will provide evaluations of the value and feasibility of short-term and long-term solutions which may alleviate current constraints and prepare the city to handle the increased traffic of future population and development scenarios. The Project Team also understands that, in addition to exploring the potential for public parking, this is an opportunity to develop solutions to address and improve the pedestrian experience (experience = safety of use, enjoyment of use, connections / access) in keeping with the City's goal to develop solutions which are appropriate for "an urban walkable environment".
- E. Streetscape / Infrastructure:** The Project Team has deep connections to small towns and rural communities and has a steep appreciation for the City's desires to retain its downtown identity. We recognize this identity as an important factor for Nisswa's well-regarded reputation and popularity for tourism, which continues to draw generations of families back to the area, many of whom have made

annual visits to Nisswa a beloved family tradition. The team is committed to developing a plan that will achieve a “cohesive and unpretentious” downtown identity which delivers a more conducive experience for all who reside and visit the area.

F. Activation: In partnership with local business owners, residents, and City staff, the Project Team will deliver ideas and concepts for increasing activation of downtown attractions, businesses, and other amenities in addition to further integrating the solutions recommended for parking, walkability, and community identity. Engaging with the local community to solicit ideas and input will be critical to the success of these activations.

G. Funding Mechanisms: All Project Team recommendations will include cost estimates and potential funding sources.

Guiding Principles

The Project Team recognizes the community values and hopes for the future that this work represents, and that each solution recommended must firmly align with these guiding principles and seek to maximize their respective benefits to the current and future generations who visit, live, and work in the City of Nisswa.

If given the privilege to partner with the City to develop its Downtown Master Plan, we are committed to the following:

- A. Culture:** Maintaining Nisswa’s image as a family-friendly, year-round community that embraces recreation, arts & culture, tourism, stewardship, and the lake lifestyle. We will aim to promote this aesthetic through the development of a cohesive and unpretentious downtown area which will grow with the City, solve its current infrastructural challenges, and prepare it for the future.
- B. Mobility:** Developing Main Street and connecting streets into a welcoming destination that solves the city’s chronic parking shortage, increases the safety of pedestrians and cyclists to access and navigate the downtown area, and promotes an overall walkability to downtown experiences.
- C. Environment:** Making recommendations which recognize the fragile health of the surrounding ecosystems that provides high-quality of life to residents in the area and fuels the economic strength of numerous industries and businesses in the local community which are directly dependent on the quality and vitality of provided ecosystem services. The Project Team recognizes that the local community feels a deep connection to the lakes and surrounding landscapes and a sense of stewardship to care for these natural environments for current and future generations (stewardship = sustainability and conservation-focused).

D. Inclusion & Equity: The Project Team is prepared to offer its unique capabilities and past experiences to guide the City through key decisions and challenges that must be solved in order to provide multi-generational opportunities and ensure equitable access and availability for residents and visitors. Specific to this portion of our work, the Project Team will provide guidance to optimize the balance of new seasonal and year-round residences and commercial developments so as to maintain and preserve the character and identity of the community and maximize the available increase in tax revenue to fund the increase in infrastructure and public services that will be necessary to adequately support growing visitor and residential populations.

E. Economy: Providing guidance for development and expansion of the downtown area in a way that promotes year-round employment and generate everyday activities that enrich the community’s cultural and aesthetic offerings, and which preserves and supports the existing business community.

Please see the Project Approach section for specific details on the scope of services relevant to how the Project Team will fulfill the objectives of the RFP scope of work.

III. Project Approach

Project Workstreams

The Project Team proposes organizing the work required to support and develop the City of Nisswa’s Downtown Master Plan into four (4) workstreams to meet project objectives most efficiently and effectively. Breaking the work up into separate workstreams will enable the team to focus on delivering the various components of the plan and associated project deliverables in the most optimal way.

| Workstream | Primary Responsibilities | Key Inputs & Deliverables |
|--|---|---|
| Project Management (The New Northern – Ben Taylor) | <ul style="list-style-type: none"> • Primary point-of-contact for City stakeholders and Project Team members • Conduct / manage research pertaining to plan components • Provide clarity and direction to Project Team members leading / supporting project work and deliverables in adherence to guiding principles outlined • Ensure regular communications with Planning Commission, internal City staff, Project Team, and other key stakeholders | <ul style="list-style-type: none"> • End-to-end project plan (for completing project work) • Meeting minutes / documentation (as-deemed necessary or relevant) • Regular status reports • Formal presentations to Planning Commission, City Council, and other key stakeholders • Downtown Master Plan document detailing process, |

| Workstream | Primary Responsibilities | Key Inputs & Deliverables |
|---|---|---|
| | <ul style="list-style-type: none"> Coordinates / schedules stakeholder and team working meetings, interviews, site visits, workshops, and presentation read-outs Maintain documentation from all meetings, correspondences, site visits, workshops Communicate key risks or changes to project scope and delivery as soon as they are identified Ensure all aspects of the project are met and delivered in alignment with project objectives and plan components | <p>inputs, findings, results, conclusions, recommendations</p> <ul style="list-style-type: none"> Detailed implementation plan and schedule with measurable benchmarks (split between short-term and long-term) Executive summary of plan's findings Coordination and submission / hand-off of all final project deliverables within final plan |
| Public Engagement (NCXT – Jonathan Banks, Mauricio Montes de Oca, Brad Luckhardt) | <ul style="list-style-type: none"> Lead and conduct community engagement activities to gather intel and inputs to inform the vision, short and long-term goal setting for the final Downtown Master Plan (future design and character of downtown Nisswa) Produce a Public Engagement & Participation Plan that is inclusive of and considers the needs of all diverse aspects of the community, its people, and geographic environment Deploy strategies to gather knowledge and experience thoughtfully and comprehensively from members of the general public, business owners, and key stakeholders Facilitate participation and interaction of a diverse slate of community members ranging from residents, property owners, business owners / leaders, churches, key community organizations, elected officials, utility providers, and City staff Work with City and project stakeholders to develop a broadly supported and achievable vision for a long-term future design and character of downtown Nisswa, along with related goals that help accomplish the same | <ul style="list-style-type: none"> Public Engagement & Participation Plan Stakeholder interviews and corresponding documentation Summary of findings including maps, graphics, charts, cost estimates, and photos for identifying a unified vision for downtown Nisswa Goals, objectives and strategies for achieving overall desired unified vision Any additional key deliverables deemed necessary or important as new information is collected during stakeholder interviews |
| Business & Economic Development (The New | <ul style="list-style-type: none"> Lead market and data assessments and analyses to help Project Team and City staff understand the market conditions, | <ul style="list-style-type: none"> Relevant market assessments and analyses (including comparative analyses between the City of Nisswa |

| Workstream | Primary Responsibilities | Key Inputs & Deliverables |
|--|---|---|
| Northern – Ben Taylor, and Lagom Modular – Benjamin Olsen) | <p>context, trends, and other related information</p> <ul style="list-style-type: none"> • Gather and collect data to inform the City of actionable insights regarding infrastructure, business and economic development, parking accessibility, walkability, matters of equity and access, housing stock development, and other related items • Establish relationship and connection points with the Niswaga Chamber of Commerce to ensure their voice and feedback is incorporated into final plan recommendations • Establish baseline of Key Performance Indicators (KPIs) for the City to use in future planning efforts • Develop roadmap to guide City in efforts to maintain, upgrade, and expand public infrastructure to meet current and forecasted needs | <p>and the broader Brainerd Lakes Area)</p> <ul style="list-style-type: none"> • Reporting of actionable data and insights • Baseline Key Performance Indicators (KPIs) • Housing and development policy guidance (including housing market analysis for the City of Niswaga) • Public infrastructure expansion guidance and roadmap • Short and long-term recommendations for improvements for multi-modal experiences |
| Placemaking, Activation, & Streetscape (Manifold Public Design – Stephen Lewis and team) | <ul style="list-style-type: none"> • Develop a proposed strategy and plan for integrating placemaking activities in alignment and support of the City's objectives for its larger Downtown Master Planning effort, including the re-envisioning of Pocket Park • Create a streetscape / infrastructure design plan that includes hardscape elements, light fixtures, seating, litter receptacles, bike racks, wayfinding signage, landscape plantings, etc., that will create a cohesive downtown identity • Identify potential areas suited for redevelopment and / or infill development and create visual concept plans. • Brainstorm and produce unique and innovative ideas and visual concepts for increasing the activation of downtown parks, sidewalks, and storefronts – including but not limited to streetscapes, signage, pedestrian access, parking, wayfinding, and other public amenities | <ul style="list-style-type: none"> • Creative design concepts, with corresponding design guidelines, building and structural elements, infill development, etc. • Streetscape / infrastructure design plan • Stormwater and drainage landscape design • Visuals to support design recommendations and plan proposals – may include 3D images and videos, seasonal streetscapes, color rendered illustrative plans (before and after elevations of proposed streetscape changes) etc. • Any additional key deliverables deemed necessary or important as new information is uncovered |

Phased Approach

The Project Team will rely upon a 3-phased approach to segment the work into standardized periods of 10 weeks each to enable greater clarity of direction, improve alignment across this matrixed project, introduce effective project monitoring, and proactively identify and mitigate risks to the project timeline.

| Project Phase | Expected Progress | Key Deliverables |
|----------------|--|---|
| Engage | <ul style="list-style-type: none"> In the first 10 weeks, the Project Team expects to meet with all City-identified important stakeholders and to build the necessary data and process infrastructure to allow accomplishment of the complex goals of the project Data analysis efforts will focus on initial collection and organization | <ul style="list-style-type: none"> Project RACI, Charter, Project Plan, and Communication Plan Infrastructure Assessment |
| Empower | <ul style="list-style-type: none"> The second 10 weeks of the project focuses on developing the initial and then final Vision & Goals through the Public Engagement strategy Data analysis will focus on developing actionable insights and tools to solve the key concerns of the project Findings from Public Engagement and Economic Development workstreams will directly inform initial designs for Placemaking, Activation, and Streetscape | <ul style="list-style-type: none"> Initial Vision & Goals Final Vision & Goals Asset Management Source of Truth Initial Placemaking Designs Initial Activation Strategy Initial Streetscape Designs |
| Enable | <ul style="list-style-type: none"> In the (projected) final 10 weeks, the Project Team focuses on developing final recommendations and producing all material necessary to create the Downtown Master Plan for the City of Nisswa Findings are focused and directly respond to the goals and vision confirmed previously Findings are shared with the community and knowledge transfer sessions occur between Project Team and City staff which will implement plan | <ul style="list-style-type: none"> AIMS Report Final Placemaking Designs Final Activation Strategy Final Streetscape Designs Technical Documentation & Renderings for Housing Guidance, Mixed-Use Recommendations with Implementation Requirements, Cost, Roles, etc. The Downtown Master Plan |

Community & Public Engagement, Vision & Goal Setting Methods

NCXT, serving as the Project Team's Public Engagement Consultants will conduct community engagement and develop the Public Engagement Plan. NCXT will deploy two unique services, Full Scale Consulting and the AIMS Program (Action, Impact, and Measurement System). These two unique services deployed in concert with one another will allow our team to develop a broadly supported and achievable vision for a long-term and future design and character of downtown Nisswa.

Full Scale Consulting

NCXT uses a three-phased approach to community and stakeholder engagement to provide a comprehensive plan that includes a statistical profile, general demographic data, population growth/change predictions, maps, survey data, qualitative data, and analysis. This approach is designed to identify program areas of need, geographical areas with the highest need, and barriers to participation.

Action, Impact and Measurement System (AIMS)

AIMS, (Action, Impact and Measurement System) facilitates tech-enabled collaborations of courageous leaders who are committed to bolstering knowledge, sharing experiences, solidifying change-making habits, and creating Our Best World™.

Figure 1.0: AIMS Overview



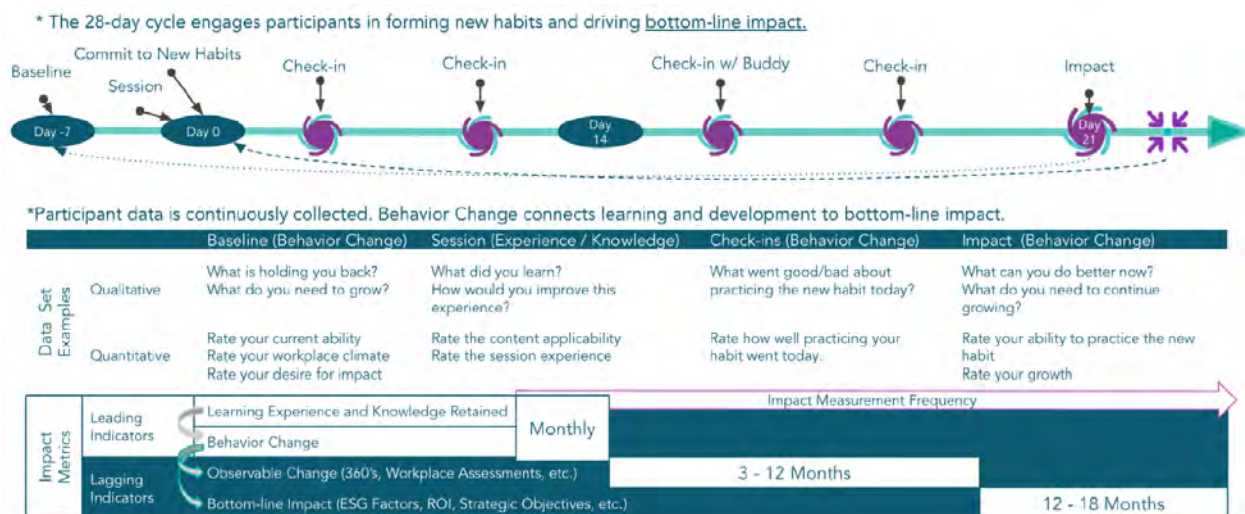
Using AIMS, we will initiate the Impact Design Process as shown in Figure 1.0 below. Doing so will ensure the Program Design achieves the engagement's objectives (termed strategic priorities).

Figure 1.1: AIMS Impact Design Process



The AIMS program is self-reinforcing, as shown previously in Figure 1.0, and delivered via the 28-day cycle shown in Figure 1.1. NCXT coaches will convene coaching sessions once per month with the CCO and DCOO cohort and each of the four DCOO teams. They will provide one-on-one coaching with the CCO and DCOO's bi-weekly and ad hoc as needed. NCXT coaches will deliver team-building sessions to DCOO teams at the Check-ins, as shown in Figure 1.2.

Figure 1.2: The AIMS 28-day habit formation and measurement cycle



Placemaking, Activation, and Streetscape / Infrastructure Design Methods

Manifold Public Design will serve as the Design Consultants for Placemaking, Activation, and Streetscape. They will use the following methods to ensure accuracy of the designed material to the City of Nisswa and community's vision with a specific emphasis on re-envisioning Pocket Park and turning Main Street and downtown into a "welcoming destination" for pedestrians, cyclists, and motorists.

| Design Scope | Methodology & Approach |
|----------------------------|--|
| Placemaking | <ol style="list-style-type: none"> 1. <u>Strategic Planning and Design:</u> Map essential paths and locations, design intuitive signage that reflects local themes, and plan optimal placement for visibility and utility 2. <u>Community Input and Refinement:</u> Engage the community for feedback on preliminary designs, refining based on accessibility and ease of use 3. <u>Implementation and Monitoring:</u> Install wayfinding elements, monitor effectiveness, and update as needed to ensure they meet the city's evolving needs |
| Streetscape Infrastructure | <ol style="list-style-type: none"> 1. <u>Site Analysis and Planning:</u> Assess current infrastructure and collaborate with stakeholders to develop a tailored master plan incorporating modular, sustainable designs 2. <u>Design Development:</u> Design scalable elements like seating and lighting using sustainable, local materials, ensuring aesthetic alignment with Nisswa's character 3. <u>Implementation and Review:</u> Install and integrate new elements, monitor their functionality, and gather community feedback for continuous improvement |
| Activation | <ol style="list-style-type: none"> 1. <u>Community Engagement and Conceptualization:</u> Conduct public workshops to involve the community in designing public spaces that enhance social interaction and community pride 2. <u>Design and Development:</u> Refine designs to be welcoming and functional, incorporating local art and cultural elements to strengthen community identity 3. <u>Execution and Feedback Loop:</u> Implement designs, establish ongoing community feedback mechanisms, and measure the impact to guide continuous improvement |

Business & Economic Research & Development Methods

The New Northern will serve as the project's Economic Development Consultant with support from Lagom Modular regarding housing and development policy and guidance. This workstream will focus on the development of successful strategies in four focus areas of the project:

1. **Develop a baseline of Key Performance Indicators for the City of Nisswa to use in future planning efforts.** To achieve this level of insight, The New Northern will:
 - a) Establish a baseline of key values enabling comparative analysis between the city of Nisswa and the broader Brainerd Lakes Area.

- b) Identify trends in seasonal and residential property types for Nisswa and the broader area and establish the tangible value and impacts such trends may bring to specified business categories that currently comprises the Nisswa commercial economy: Food service, home furnishings, property management & maintenance, seasonal recreation and rentals, retail.
 - c) Identify trends in the outdoor recreation market and connect to impact on Nisswa/BLA local economy in terms of instability, risk, and opportunity.
 - d) Assess the composition of year-round employers in Nisswa and the BLA. Provide a “snapshot” analysis of the favorable business conditions, expedited siting and permitting process, and other factors identified by the city that can help the city to attract new, high-quality, and year-round employers.
- 2. Develop a roadmap to guide the City in its efforts to maintain, upgrade, and expand public infrastructure to meet current and forecasted need**
- a) Additional value will be delivered through the delivery of a source of truth for the City of Nisswa to use for future asset management. This will be an enabling feature of our implementation plan for public infrastructure.
- 3. Identify and evaluate improvements to multi-modal experiences**
- a) Short and long-term solutions to solve the chronic lack of parking
 - b) Improvements to the pedestrian experience; walkability and access
 - c) Improvements to the pedestrian and traffic experience on Main Street
- 4. Perform a deeper analysis of the housing market in Nisswa and the broader BLA to create a thorough understanding of opportunities to develop additional housing stock in a manner that supports the goals of the city such as:**
- a) A cohesive sense of place that is largely walkable
 - b) Maintain multi-generational access and equity to ensure a vibrant and healthy year-round population
 - c) Maintain a grow a vibrant and skilled labor pool, attracted to the area by the high-quality of life they can achieve for themselves and their family
 - d) Promote economic diversity and resilience in the face of changing market and environmental conditions
 - e) Optimize opportunities for mixed-use development

Assumptions

The following assumptions have been taken into consideration in developing the proposed project approach, timeline, and estimated total costs:

1. Project start date of Monday, June 3rd, 2024.
2. An extra 5 weeks of project time will develop due to natural delays and lag. This time is accounted for in the Total Consultant Cost and gives the project a scoped 30-week timeline, with an extra 5 weeks for such circumstances.
3. There will be natural delays to project progress and pace around vacation and holidays. This will be especially impactful during the month of December and may impact final signoffs and presentation schedules. An established plan for achieving necessary approvals by specified deadlines shall be communicated and agreed upon by all parties in advance.
4. Stakeholders, including City staff identified as necessary and / or critical to the project effort will be made available to the Project Team within reasonable working hours and as demanded by the project timeline.
5. The project scope will remain relatively stable once confirmed in the Project Charter. Any and all changes or additions to scope will be covered by the agreed upon hourly rates in the Total Consultant Cost section of this document and documented in a change notice log for record keeping / tracking.
6. If for any reason a member of the Project Team is unable to deliver their respective scope of work as previously defined and assigned, the Engagement Lead / Project Manager (Ben Taylor) will find a replacement resource to backfill with equal or greater experience and skills. The City will be notified of any such changes / adjustments to the Project Team as deemed relevant and necessary.

IV. Project Team & Experience

The “Project Team” comprises the following Minnesota-based companies who are joining together to deliver a Downtown Master Plan capable of providing effective guidance to the City as it seeks to implement its 2030 Comprehensive Plan.

The Project Team, in bringing together several distinct organizations, recognizes the need to work from a unified Diversity and Inclusion policy while engaged for the City of Nisswa. Our collective agreement is to champion diversity, equity, and inclusion as fundamental values driving our culture and success. Our Project Team will strive to cultivate a workplace where every individual is respected, valued, and empowered to contribute their unique perspectives and talents as we engage in the exciting and

challenging work of determining the best future vision for Nisswa and lay out the strategic plan to achieve such vision.

The New Northern – Project Management, Economic Development

Ben Taylor, Founder

Ben Taylor will serve as the **Engagement Lead, Project Manager, and Economic Development Consultant** for the project. Ben brings 11 years of strategy and operations consulting experience, specializing in process optimization and behavioral design. He has consulted on engagements for a number of clients spanning government, healthcare, financial services, and not-for-profits. Notable experience includes leading business and user design requirements analysis, development, and implementation for various health plans; leading market readiness and new growth activities for various product launches and expansions; and, developing strategic roadmaps and project plans for the design and development of key solutions for a public utility company and a global medical device manufacturer. He also supported a state health system in the development of its capabilities necessary to efficiently deploy the Covid-19 vaccine to the general population. In 2023, he launched The New Northern to leverage his background and experience in business strategy and services to focus on solving key challenges related to climate change and matters connected to environmental health and quality. Ben holds degrees in Sociology, Anthropology, and Environment Sciences from St. Olaf College.

As the overall **Engagement Lead and Project Manager**, Ben will serve as the primary point of contact for the City of Nisswa and is accountable for managing the end-to-end project plan and roadmap, to ensure that work is being done in a timely and effective manner, and that all project objectives are met. He will coordinate and manage all recurring working team meetings in addition to engagement meetings and interviews with key stakeholders including but not limited to City staff, utility providers, elected officials, churches and key community organizations, business owners and leaders, property owners, and residents. Ben will develop a communications and reporting plan in alignment with City staff expectations to ensure that the Planning Commission, City Council, and other City staff and key stakeholders receives regular updates. Regular updates may come through email, phone calls, virtual or in-person meetings and presentations – Ben will maintain documentation from all meetings, correspondences, site visits, and workshops.

As the project's **Economic Development Consultant**, Ben and The New Northern will be accountable for leading market and data assessments and analyses to help the Project Team understand the market conditions, context, trends, and other related information applicable to the downtown area in relation to the larger community and Brainerd Lakes Area. He will collect data to inform the City of actionable insights

regarding infrastructure, business and economic development, “parking, access, & walkability”, matters of equity and access, related to housing stock development, and funding mechanisms. All of this information will be used to inform project deliverables and provide the City with an actionable understanding of the market landscape. Specific to this role, Ben will also serve as a point of contact for the Nisswa Chamber of Commerce to ensure their voice and vision for the community are heard and integrated into the developed recommendations.

Lagom Modular – Economic Development

Benjamin Olsen, Economic Development Consultant – Housing Policy

Benjamin Olsen will provide guidance and technical assistance in the Project Team’s development of recommendations to allow the City to balance the development of seasonal and second-home properties with the urgent need to develop quality housing to meet the needs of residents living and working in the local economy.

Benjamin is a licensed Associate of the American Institute of Architects (AIA) and is a broad-minded design practitioner. His work encompasses architectural design, urban research, policy, and teaching. His design work focuses on creating the next generation of attainable housing, including developing new forms of entry-level housing. He is a design manager at Lagom Modular and the co-founder of Office Hughes Olsen (OHO). OHO’s narrow format housing prototype, Infill House, won AIA Minnesota’s Affordable Housing Design Award as the first single family house recognized in the history of the award. He teaches a course about “The American Starter Home” at the UMN College of Design that chronicles the emergence and disappearance of this typology in the cultural landscape.

NCXT – Public Engagement

Jonathan Banks, Public Engagement Consulting Lead

As a key New Northern partner, Jonathan brings over two decades of leadership in technology and organizational change, with a proven track record in strategy, planning, implementation, aligning resources, managing initiatives, and leading change. As President and Co-Founder of NCXT, he has an established reputation as a trusted partner and advisor to a wide range of executive stakeholders who have sought NCXT to lead the development and implementation of strategic plans through organizational change and behavioral change. He holds degrees in Technical Writing and Communication, and Leadership, with certificates in Organizational Development, Diversity and Inclusion in the Workplace, and Environment, Social, and Governance. Other notable and relevant experience includes his work managing facilities strategies for office relocations and openings in North America and Europe and his leadership over technology infrastructure modernization projects.

As the project's **Public Engagement Consulting Lead**, Jonathan and his team of NCXT Public Engagement Consultants will be responsible for the development of a public engagement plan to lead community and stakeholder engagement activities in direct support of establishing the vision and goals for an achievable long-term future design and character of downtown Nisswa. This includes the deployment of two facilitation programs, Full-Scale Consulting and the AIMS program (Action, Impact, and Measurement System). Please refer to the Project Approach section for details of these two methodologies.

Mauricio Montes de Oca (he/him), Public Engagement Consultant

Under Jonathan Banks' leadership, Mauricio Montes de Oca will serve as one of two **Public Engagement Consultants** on the project. Mauricio is a strategically focused and culturally adept consultant with extensive experience in healthcare, specializing in cross-sector collaborations, language access, public health, and community engagement. He is bilingual in English and Spanish, with a strong background in diversity, equity, inclusion, and belonging (DEIB), project management, and leadership. He has a proven track record in driving systemic change and fostering inclusive environments. Notably, he is the President of the Upper Midwest Translators and Interpreters Association (UMTIA); is a certified PERMAH® Wellbeing professional; is the Vice President of his community's Homeowners Association; and is preceptor for interpreters for Phillips Neighborhood Clinic.

In partnership with Jonathan and Brad Luckhardt, Mauricio Montes de Oca will co-lead community engagement and facilitation strategies, including organizing and scheduling activities, facilitating discussions, developing artifacts and reporting findings.

Brad Luckhardt (he/him), Public Engagement Consultant

Under Jonathan Banks' leadership, Brad Luckhardt will serve as one of two **Public Engagement Consultants** on the project. Brad brings over a decade of experience in strategic planning, team effectiveness, racial equity, culture change, and leadership development. He has a proven track record of designing and leading impactful consulting engagements and programs in diverse settings and is skilled in fostering collaborations that drive organizational growth and transformation. Notable experience includes leading 100+ consulting engagements with nonprofits, government agencies, and foundations; driving new partnerships that led to \$30M in new gross revenue over the span of two years; leading the strategic planning process and engagement of diverse community stakeholders to shape the future of Hennepin County Libraries; and, conducting evaluations and facilitating insights to guide future strategies and enhanced impact for several MN foundations and coalitions.

In partnership with Jonathan and Mauricio Monte de Oca, Brad Luckhardt will co-lead community engagement and facilitation strategies, including organizing and scheduling activities, facilitating discussions, developing artifacts and reporting findings.

Manifold Public Design – Placemaking, Activation, Streetscape

Stephen Lewis, Design Lead

Stephen Lewis will serve as the Project Team’s overall **Design Lead** responsible for the oversight and delivery of placemaking, activation, and streetscape / infrastructure plan and design activities. As an experienced artist and builder who is focused on making connections across music, visual art, technology, industry, and theory, Stephen is devoted to designing and creating works with the purpose of improving the quality of public life and enabling custom experiences.

As the project’s **Design Lead**, Stephen will be responsible for creating effective and innovative design concepts that serve the community’s residents and businesses with a unique identity while keeping the feel and character of Nisswa intact. He will serve as the lead fabricator for environmental designs and be supported by a small (1-2 member) team of consultants to deliver digital and physical content design and creative services in support of the broader team effort.

V. Relevant Project Highlights & References

The New Northern: Comprehensive Plan & Long-Term Reserve Prioritization – Oaks of Mainstreet Homeowners’ Association

Project Highlight: The New Northern engaged with a managed community containing 66 households. The community was suffering from a recurring series of systemic and costly issues, a majority of which stemmed from degraded environmental conditions, the aging of their community infrastructure, and poor-quality work delivered by past vendors.

Project Results: The New Northern produced a comprehensive report which examined the 15 different elements of infrastructure across the community and assessed each against risk and cost to the community. Following this assessment and data gathering, it developed a composite Climate Risk Score, a spectrum of Key Performance Indicators (KPIs) to enable the community to effectively prioritize long-term community improvement projects against available reserves. The New Northern ultimately proposed a strategy and implementation plan which reduced tree morbidity and mortality in the community, implemented cost-effective measures to reduce severe topsoil erosion where the stormwater management system was overwhelmed by

seasonal storms, and prepared the community for a capital improvement project of greater than \$1million.

Reference Contact Information:

Nancy Mattoon, HOA Board Member

nancymattoon@gmail.com

612-296-6249

NCXT: Restaurant Resiliency Project – City of Saint Paul

Problem: As the coronavirus pandemic continued challenging the old ways of operation, restauranteurs in Saint Paul needed support. Ways of doing business had changed and technological upgrades that were once optional were now required for success. Additionally, it was imperative to reach under-served and technologically unprepared businesses within the city.

Method: NCXT was able to connect with and serve over 70 restaurants in the city of Saint Paul in following ways:

- Human-Centered Research: NCXT found and conducted over 225 phone calls to reach restauranteurs in under-served communities
- Organizational Change Management: We provided digital audits, technology recommendations and implementations, and practical support to restaurant owners and managers
- Stakeholder Management: In 40+ meetings and over 110+ hours of consulting, NCXT provided individualized services to Saint Paul restaurants when they needed it most

Results:

- Engaged over 200 restaurants with digital advice and technical support
- Published a digital transformation index and visualization of restaurant digital capabilities by council ward and CDA zone
- Established stakeholder network of non-profits, government, business associations, neighborhood associations and restaurateurs
- Over 50% of services provided to restaurants located within cultural destination area or providing culturally significant foods

Reference Contact Information:

Mary Rick, Economic Development Director

mary.rick@ci.stpaul.mn.us

651-266-1124

NCXT: Community Engagement & Strategic Planning – Hennepin County Library

Problem: The Library sought to engage residents who did not frequent the library so their needs could be included in the strategic plan. These residents tended to be of disadvantaged backgrounds and the common methods that the Library used for gathering input were ineffective in reaching them.

Method: NCXT modeled community engagement tactics and accountability strategies to engage communities throughout the county via partners and small convenings.

Results: The community engagement team received 7 proven engagement tactics that effectively reach disadvantaged groups and create organizational learning and accountability. By implementing a racial equity toolkit within a community engagement maturity model, DEI practices are now embedded into the Library's community engagement fabric.

Reference Contact Information:

Ali Turner, Community Engagement Manager

aturner@hclib.org

612-558-0075

Manifold Public Design: A Model of Flexibility and Community Engagement – Venture Academy

Project Highlight: Manifold Public Design transformed Venture Academy, a Saint Paul-based charter school, by integrating Universal Design for Learning (UDL) principles into both physical and digital environments. Over 20 custom pieces of furniture, including cabinets and desks, were designed and fabricated to enhance the functionality of educational spaces, using real wood and natural finishes to maintain an inviting atmosphere. The project extended to redefining the school's brand identity, crafting the slogan "One Community. Many Paths." which reflects the school's commitment to individuality within a unified community. This philosophy was visually embodied in a new logo that features individual triangles forming a communal circle. Additionally, the redesign of the school's website and the production of promotional videos showcased the vibrant school community and its activities, effectively engaging prospective students and their families.

Project Results: The outcome of our work at Venture Academy showcases Manifold Public Design's ability to merge design, functionality, and community engagement seamlessly. The flexible furniture solutions received accolades for their adaptability and aesthetic quality, the refreshed brand identity reinforced the school's ethos, and the updated digital platforms continue to attract new students. This project exemplifies our

expertise in enhancing public spaces and illustrates our capacity to apply these skills to the Nisswa project, promising to elevate both its physical and communal landscape.

Manifold Public Design: Comprehensive Brand and Facility Enhancement – Ellie Mental Health

Project Highlight: Manifold Public Design played a pivotal role in Ellie Mental Health’s rapid expansion and rebranding, reflecting our proficiency in handling large-scale, multifaceted design projects. As Ellie Mental Health prepared to become the largest mental health provider in the U.S., with over 400 clinics, we were tasked with refreshing their brand identity and website to resonate with a national audience, while maintaining the playful spirit of their original clinics. Our comprehensive redesign included a humorous television ad campaign focused on the everyday mental health struggles reported by Ellie clients, effectively normalizing therapy through relatable content.

Furthermore, we spearheaded the digital transformation of Ellie’s web presence to accommodate a surge in user traffic, implementing a seamless UX/UI that facilitates easy access to therapy services and merchandise. On the physical side, our custom fabrication work included elegant yet practical cabinetry for medication rooms and advanced tech integrations in their new headquarters. This included a state-of-the-art conference room equipped with custom touchscreen panels for projection and audio management.

Project Results: Our efforts culminated at Ellie’s inaugural National Conference, where we developed the Keynote Presentation, strategically outlining the brand voice and marketing initiatives. This project not only enhanced Ellie’s operational efficiencies but also significantly bolstered their market presence, earning us recognition for the Best Use of Photography and successfully translating Ellie’s local charm into a compelling national identity.

Benjamin Olsen: 2023 AIA Minnesota Commendation for Excellence in Design for Economy, “Infill House”

This project got its start in a design competition that challenged entrants to identify ways to utilize narrow lots in Duluth made newly developable by a zoning change. The entry included a two-level home with a “barbell” plan in which full-width rooms occupy each end of the house and services are concentrated in the center. Later built by a nonprofit housing developer, the home has a minimalist form and exterior with the primary entrance encased in warm Richlite siding.

Jury comment: “This is a project with a strong mission. I was equally impressed by its thoughtful solution to housing for vacant narrow lots and by the spirit of partnership that was forged among the players to bring this prototype to life. That creativity,

collaboration, and perseverance has yielded beautiful, simple results that can benefit the community.”

Project Reference: One Roof Community Housing, Duluth MN

VI. Proposed Project Schedule

| Scope of Work | Approximate Date(s) | Approximate Duration (days) |
|---|---------------------|-----------------------------|
| Project Management | | |
| Project Kickoff | 6/3/2024 | 1 |
| Confirm Project Governance Documents | N/A | 10 |
| Confirm Project Communication Plan | N/A | 10 |
| Presentation to Planning Commission (option) | 8/6/2024 | 1 |
| Update to the City Council (option) | 8/20/2024 | 1 |
| Presentation to Planning Commission (option) | 11/6/2024 | 1 |
| Update to the City Council (option) | 11/14/2024 | 1 |
| Final Deliverables Preparation | 12/16/2024 | 30 |
| Final Deliverables Sign-Off | 1/13/2025 | 30 |
| Final Deliverables Presentation | 1/27/2025 | 10 |
| Official Handoff of Downtown Master Plan | 1/31/2025 | 1 |
| Public Engagement | | |
| Impact Design Cycle | 6/10/2024 | Pre-defined Program |
| “What does community and stakeholder input mean to me?” | 7/15/2024 | |
| “How do I practice accountability to the community and stakeholders?” | 8/12/2024 | |
| Vision & Goal Setting Session 1 | 9/3/2024 | |
| Vision and Goal Setting Session 2 | 10/1/2024 | |
| Produce AIMS engagement reports, November | 11/18/2024 | |
| Preparation of Material for Downtown Master Plan | 12/16/2024 | 30 |
| Market Analysis | | |
| Assess Market Conditions, Context, Trends & Comparative Markets | N/A | 60 |
| Produce baseline key performance indicators (KPIs) for Nisswa | 8/9/2024 | 10 |
| Parking, Access, & Walkability | | |
| Evaluate short-term and long-term parking solutions for downtown | N/A | 90 |

| Scope of Work | Approximate Date(s) | Approximate Duration (days) |
|---|---------------------|-----------------------------|
| Improve the Pedestrian Experience | N/A | 60 |
| Improve Access to Mainstreet Businesses | N/A | 60 |
| Placemaking | | |
| Initial Site Visit(s) | 8/18/2024 | 2 |
| Deliver Initial Concepts | 9/15/2024 | 20 |
| Deliver Detailed Designs | 10/27/2024 | 25 |
| Ensure ADA Compliance | 11/10/2024 | 10 |
| Approval & Documentation | 11/18/2024 | 10 |
| Activation | | |
| Initial Strategy Development | N/A | 30 |
| Stakeholder Presentation | 9/9/2024 | 1 |
| Develop Final Activation Plans | 10/7/2024 | 30 |
| Create & Test Digital Content | 11/14/2024 | 30 |
| Final Review & Approval | 11/18/2024 | 5 |
| Streetscape / Infrastructure | | |
| Initial Infrastructure Design Concepts | N/A | 30 |
| Delivery of Initial Designs | 9/23/2024 | 1 |
| Develop Detailed Design Plans Using Public Vision & Goals | 11/4/2024 | 30 |
| Integration with Other Urban Elements | 12/8/2024 | 30 |
| Finalize Plan & Approval | 12/15/2024 | 5 |
| Economic Development | | |
| Conduct and Complete Assessments of: Mainstreet Needs Downtown Expansion Mixed-Use Developments | N/A | 90 |
| Develop Guidance for City's Growth & Expansion | N/A | 30 |
| Funding Mechanisms | N/A | 30 |
| Develop Guidance to Attract New Year-Round Employers | N/A | 30 |
| Deliver Technical Documentation & Visual Renderings to Support Guidance | N/A | 30 |
| Public Infrastructure | | |
| Conduct and Complete Assessments of: Public Infrastructure Condition & Needs Traffic Flow and Calming Opportunities | N/A | 90 |
| Develop a Source of Truth for Asset Management | N/A | 60 |

| Scope of Work | Approximate Date(s) | Approximate Duration (days) |
|--|---------------------|-----------------------------|
| Integrated Assessed Priorities with Existing City Priorities | N/A | 30 |
| Funding Mechanisms | N/A | 30 |

VII. Additional Information

Climate Risk and Resilience

If the City of Nisswa desires, The New Northern is able to offer a service and capability focused on helping it fully understand its current and long-term risks and costs associated with climate change which will directly impact the city's ability to achieve its full vision for 2030. This service would have a specific focus on the following:

1. Trending public service needs such as fire and county health resources in the face of increasing wildfire risk, air pollution, tick-borne illness and other vectors
2. The cost and impact to water quality of the lakes in future climate scenarios with compounding chronic degradations
3. An economic risk profile identifying the extent that climate change may impact the viability and vitality of the local economy as a whole and by different categories of business
4. An enhancement of the climate risk profile that will be built as part of the scoped infrastructure work

This service is proudly offered in partnership with Certified Consulting Meteorologist (AMS), Mike Augustyniak and his company, Escape Plan Partners. Please contact Ben Taylor to discuss.

Acknowledgements

To the extent that our Project Team could best prepare the most thoughtful, relevant, and comprehensive proposal for this RFP submission, the team proactively sought out community guidance and input to help inform the development of this proposal.

The Project Team would like to thank the following individuals and organizations for contributing their knowledge, perspectives, and hopes for the future of their community with us:

- Betsy Hollister, Edina Realty
- Chris Savino, Soot & Tye Property Management
- Tyler Glynn & Alison Medeck, BLAEDC

- Members of the Gull Chain of Lakes Association
- Pam Dorion, Nisswa Chamber of Commerce
- Kelsey Bean, The Chocolate Ox
- Patty Norgaard, Crosslake EDA

Should our team be offered the opportunity to partner in the creation of the City of Nisswa's Downtown Master Plan, we look forward to furthering the conversations with these individuals and organizations, in addition to an expanded list of local stakeholders.

VIII. Total Costs

Proposed Costs for Each Scope of Work

| Scope of Service | Total Estimated Hours | Total Estimated Costs |
|--|------------------------------------|-----------------------|
| Project Management & Engagement Leadership | • 350 | • \$25,000 |
| Community Engagement & Public Engagement Plan | • Predefined Program, Estimate N/A | • \$50,000 |
| Market Analysis, Existing Conditions, & Data Analysis | • 150 | • \$25,000 |
| Vision & Goal Setting | • Predefined Program, Estimate N/A | • \$25,000 |
| Infrastructure Assessment & Solutions | • 500 | • \$60,000 |
| Placemaking | • 510 | • \$70,000 |
| Business & Economic Development | • 510 | • \$55,000 |
| Parking, Access, & Walkability | • 100 | • \$15,000 |
| Streetscape / Infrastructure | • 510 | • \$70,000 |
| Activation | • 510 | • \$70,000 |

Hourly Rates for Project Staff

| Role | Blended Hourly Rate | Delivery Scope |
|---|---------------------|--|
| Project Manager / Analyst | \$90 | <ul style="list-style-type: none"> • Project Management • Data Collection, Aggregation, Organization • Actionable Insights • Funding Mechanisms • Delivery of Project Artifacts (Archive) |
| Design Consultants | \$115 | <ul style="list-style-type: none"> • Documentation/visualization support for forecasting and master planning work • Documentation/visualization support for forecasting and master planning work • Technical support + strategy for value gap & affordability gap financing, attainable housing types - schematic design, cost-estimating for all design work, support for zoning reform, support for outlining and evaluating alternatives to private development (i.e., HRA, non-profit, mission-driven, volunteer, land trust model, etc.). • Preliminary Designs • Design Revision & Regulatory Requirements • Final Designs |
| Public Engagement Consultants | \$125 | <ul style="list-style-type: none"> • Community Engagement • Community Vision & Goals • Recommendations • Implementation Plan |
| Business & Development Consultants | \$125 | <ul style="list-style-type: none"> • Baseline KPIs • Market Prospectus • Infrastructure Assessment • Infrastructure Source of Truth to improve asset management • Parking & Traffic Solutions • Walkability & Access • Mixed-use Development • Housing Strategy • Implementation Plan • Funding Mechanisms |

Reimbursable Costs

The New Northern will serve as a “local” resource who will offer an on-site presence most weeks in order to facilitate project work with Nisswa city staff and stakeholders.

Other members of the Project Team will rely upon a blend of remote, virtual, and on-site working sessions. Throughout the course of the project, we expect the need for on-site presence to vary by phase and week to week. As an example, virtual working sessions and off-site design work and data analysis may be relied upon at peak seasonal times when lodging prices will be elevated and city stakeholders focused on their peak season responsibilities. We will make a conscious effort to avoid incurring any unnecessary travel costs. When travel is deemed necessary and appropriate, the Project Team considers the following reimbursable expenses.

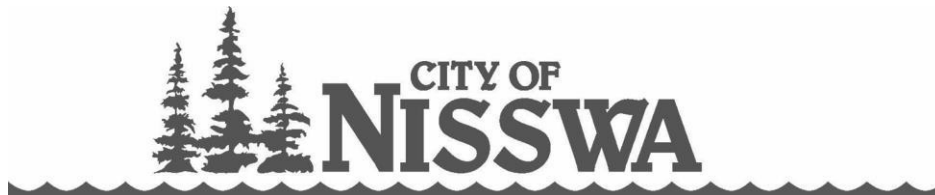
| Item | Detail of Service | Allowance |
|-----------------------------|--|--|
| Gas | <ul style="list-style-type: none"> • “Per Diem” | <ul style="list-style-type: none"> • Cost of Gas for Round-Trip (based on current market prices) |
| Mileage | <ul style="list-style-type: none"> • Mileage on Personal or Company Vehicle | <ul style="list-style-type: none"> • Federal Rate, \$0.67 / mile |
| Meals & Expenses | <ul style="list-style-type: none"> • “Per Diem” | <ul style="list-style-type: none"> • Federal Rate, \$60.00 / day • Federal Rate, \$45.00 / day when traveling to/from Nisswa |
| Lodging | <ul style="list-style-type: none"> • Cost for lodging, when necessary for project work, within 25 miles of Nisswa downtown. | <ul style="list-style-type: none"> • Federal Rate (\$107.00) + Seasonal Adjustment as Necessary for Appropriate Lodging within 25 miles of Nisswa downtown. Est. \$150.00 / night during peak |

Additional reimbursable costs will include:

| Item | Detail of Service | Applicable Charge Per Unit |
|--|---|--|
| Printing and Reproduction Costs | <ul style="list-style-type: none"> • For any large-format prints or extensive document copies required for meetings, workshops, or public displays | <ul style="list-style-type: none"> • \$0.50 – \$2.00 for black & white per square foot • \$2.00 – \$6.00 for color per square foot |
| Specialist Consultations | <ul style="list-style-type: none"> • If specialist advice or third-party consultations are necessary during the site visits | <ul style="list-style-type: none"> • \$100.00 – \$300.00 / hour dependent upon specialization and the complexity of request |

Not to Exceed Costs

The total cost of the project as outlined in this scope of work shall not exceed \$550,000.



May 21, 2024

To: Niswaga City Council

2024 Council Liaison Appointments – As Amended 5/21/2024

John Ryan, Mayor

Administration-Clerk-Finance, Liaison
Personnel Committee
Financial Management
Public Relations

Mark Froehle

Parks & Recreation, Liaison
~~Police Department, Liaison~~
Financial Management

Joe Hall

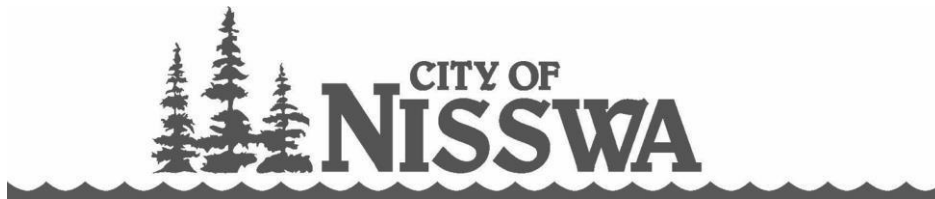
Liquor Departments, Liaison
Public Works, Liaison
Financial Management

Bruce London

Public Safety, Liaison
Financial Management

Jesse Zahn

Planning & Zoning, Liaison
Personnel Committee
~~Fire Department, Liaison~~
Liquor Departments, Liaison Pro-Tem
Financial Management



May 21, 2024

To: Nisswa City Council

2024 Commission/Committee Appointments – As Amended 5/21/2024

BUDGET & FINANCE
COMMITTEE

John Ryan
Mark Froehle
Joe Hall
Bruce London
Jesse Zahn
City Administrator
PFM Financial Advisors LLC

Open Meeting
All Council

PERSONNEL COMMITTEE

John Ryan, Mayor
Jesse Zahn, Council
City Administrator

PUBLIC WORKS /
RED FLAG COMMITTEE

Joe Hall, Council Liaison
Cameron Dorion
Tom MacAulay
Dil Stachour
Galen Strovers
Open – 1
Public Works Director
City Clerk, Secretary
City Engineer

Per City Code, compensation for members of the Public Works/Red Flag Committee is \$25 per meeting.

LIQUOR COMMITTEE

Joe Hall, Council Liaison
Jesse Zahn, Council Liaison Pro-Tem
City Administrator
Spirits of Nisswa Manager
Ye Old Pickle Factory Manager

PARK & RECREATION
ADVISORY COMMISSION

Mark Froehle, Council Liaison
Blake Asbury
Sherry Johnson
Alyssa Marsh
Paul Satterland
Paula West
Two Open (Non-Voting) Students from
181 or 186 School Districts
Parks & Recreation Director
Finance Specialist, Secretary

| Per City Code, compensation for members of the Park & Recreation Advisory Commission is \$25 per meeting.

| PLANNING COMMISSION/
BOARD OF ADJUSTMENT

Jesse Zahn, Council Liaison
Gary Harris
Danny Mendel
John Taylor
Sean Weldon
Josh Young
City Planner
Finance Specialist, Secretary

| Per City Code, compensation for members of the Planning Commission/Board of Adjustment is \$80 per meeting.



May 21, 2024

To: Nisswa City Council
From: Jenny Max, City Administrator

Re: THC & Cannabis Ordinances

Recommendation: Council feedback regarding proposed future THC & Cannabis Ordinances. Specifically:

Recommendation 1: Council approval to initiate an ordinance amendment process that repeals the existing THC moratorium and establishes a new THC ordinance and licensing process; and

Recommendation 2: Council approval to work towards drafting a new cannabis ordinance that would be effective on January 1, 2025, and direction on whether the Council wishes to pursue a municipal dispensary.

Background Info:

In August 2022 the City Council enacted a moratorium prohibiting the establishment of uses related to sales, testing, manufacturing, and distribution of Tetrahydrocannabinol (THC) products. In July 2023, the City Council extended this same moratorium.

In 2023, the Minnesota Legislature legalized adult-use cannabis and established the Office of Cannabis Management (OCM) as a new state agency responsible for the operational and regulatory systems of the state's new cannabis industry. Since that time, the OCM has been working on hiring the necessary staff and the build-out of the rulemaking and licensing process.

The city needs to consider what ordinances it wishes to adopt regarding both THC and adult-use cannabis. For both THC and adult-use cannabis, the city will need to have ordinances in place on or before January 1, 2025, regardless of whether the state's rulemaking and licensing process is operational. I will separate each into separate paragraphs, as they have different timelines and potential impacts for the city.

THC Ordinance – Many cities have now adopted THC ordinances and corresponding licensing processes. Since the legalization of THC in 2022, THC products have become more uniform (in part due to state regulations) with respect to product packaging, labeling, etc. THC licenses are issued by a local municipality and must be registered with the MN Department of Health. The State will also require its own license at some point in the future but has not completed its licensing process yet.

With many cities already having adopted a THC ordinance and licensing process, we have good examples to work from to create an ordinance and licensing process that meets Nisswa's needs. A draft THC ordinance is being circulated to city departments for review and feedback. The following businesses are eligible to be included in the city's ordinance, per the state's registration page: Convenience store,

bar, restaurant, exclusive liquor store, hemp/edible cannabinoid store, hair or nail salon/barbershop, grocery store, smoke shop, brewery/distillery, manufacturer/wholesaler and other.

Cannabis Ordinance – The OCM is still working on the rulemaking and licensing process for adult use cannabis. In addition, the Legislature may enact new statutes or amend the statutes adopted in 2023 as it wraps up the current legislative session that OCM will need to address. At BLAEDC’s annual meeting on May 9th, an OCM representative shared that local municipalities can have moratoriums in place until January 1, 2025, but that retail sales for adult use cannabis will become legal on that date regardless of any local moratorium still in effect. As such, local municipalities should get ordinances in place prior to the end of 2024.

There will be roughly a dozen different types of cannabis licenses available at the state level, encompassing growing, manufacturing, and selling products. The City’s ordinance will need to address the many license types, zoning impacts, etc.

There is also an option for the city to consider pursuing a municipal dispensary license. The new law does not restrict municipalities from operating a dispensary. Does the City wish to pursue this idea? If so, I would need to know right away to research and evaluate the City’s options. There would also be a significant capital investment required. At this time, state statute does not provide for an exclusive municipal dispensary option (as currently exists for liquor stores), although there is interest by a handful of cities to ask the Legislature to give municipal dispensary licenses priority.



May 21, 2024

To: Nisswa City Council
From: Bethany Soderlund, City Planner
Jenny Max, City Administrator

Re: ADA Transition Plan

Recommendation: Council approval of the quote from Widseth to complete an ADA Transition Plan for the City of Nisswa as presented.

Background Info:

The need to complete an ADA Transition Plan was discussed during the 2024 budget process and has been scheduled in the Planning & Zoning 2024 capital improvement plan. Council approval is requested to allow staff and Widseth to proceed with completing this work. The results of the ADA Transition Plan will also be incorporated into the Downtown Master Plan.

May 20, 2024

Brainerd/Baxter

7804 Industrial Park Road
Baxter MN 56425

Honorable Mayor and City Council
City of Nisswa
5442 City Hall Street
Nisswa, MN 56468

218.829.5117
Baxter@Widseth.com
Widseth.com

**RE: Proposal for Engineering Services
ADA Transition Plan
Nisswa, MN**

Dear Mayor and City Council Members:

In response to your request, we are pleased to present our proposal to assist City Staff with creating an Americans with Disabilities Act (ADA) transition plan for facilities located within the City of Nisswa.

The ADA was enacted in 1990 and prohibits the discrimination against individuals based on disability. Title II of the ADA relates to programs, services and facilities public entities provide. As a provider of transportation services, local agencies are required to comply with this section of the ADA as it relates to public transportation facilities.

Typically, under the Federal Highway Administration (FHWA) all local agencies with greater than 50 employees would be required to develop an ADA Transition Plan. Since Nisswa doesn't fit in this category, an ADA Transition Plan is not a requirement. Based our understanding of the City's situation detailed below, an ADA Transition Plan would be recommended.

It is our understanding there have been concerns and complaints regarding some of the City's ADA facilities not meeting the ADA requirements. Currently, the City does not have any recourses to share with the individuals that express their complaints. The ADA Transition Plan is the Document the City will have on file and can reference to show citizens whether the facilities are in compliance with the ADA requirements. The ADA Transition Plan will also show the City's intent to fix the non-compliant ADA facilities. It is not practical or feasible to repair or replace each non-compliant facility all at once but rather correcting the areas as the City makes improvements to the City streets and infrastructure.

WIDSETH would assist the City with an evaluation/survey of its facilities, policies and practices as it relates to the requirements set forth in the ADA. Repair or replacement of deficient facilities must be noted and addressed in a formal transition plan. The typical transition plan includes the following items:

- Plan Need and Purpose
- Summary of ADA Requirements
- Summary of Agency Requirements
- Self-Evaluation Summary
- Policies and Practices
- Improvement Schedule
- ADA Coordinator Designation
- Implementation Schedule
- Public Outreach
- Grievance Procedure
- Progress Monitoring

Based on our understanding of the ADA, MnDOT and City requirements, our proposed scope of services is as follows:

- Complete a self-evaluation/survey of all pedestrian facilities located within the City right-of-way. Facilities include all trails, sidewalks, and pedestrian crossings. The self-evaluation process will include taking a picture of each facility and reviewing the facility for compliance with ADA requirements.
- Evaluate City owned parking lots to determine number of parking stalled and recommend a number of ADA parking spaces and unloading areas meeting current requirements.
- Collect data on all facilities using GIS and creating data base.
- Create a draft transition plan based on available templates.
- Review draft transition plan with City Staff, Parks and Trails Commission and Council.
- Finalize the transition plan and provide the City with electronic copies of all project deliverables.

Our proposed fee to complete the above scope of services is **\$21,200.00**. This is an hourly estimated proposal that will not be exceeded unless the scope of the study services is changed by the City. WIDSETH will work with the City on a project schedule.

If you agree with our proposal and the attached General Conditions, please return one signed copy of this proposal/agreement as our authorization to proceed. We appreciate the opportunity to present this proposal to you and look forward to working with you on this project.

Sincerely,



Alex D. Bitter, PE

Enclosure: 2024 Fee Schedule, General Conditions

Proposed by Widseth Smith Nolting & Associates, Inc. (WiDSETH)



David S. Reese, PE
Vice President

Accepted by the City of Nisswa: The above proposal is satisfactory and WIDSETH is authorized to do the work as specified and in accordance with the attached General Conditions. Payment will be made monthly in accordance with the terms on the attached fee schedule.

John Ryan, Mayor Date

Jenny Max, City Administrator Date



May 21, 2024

To: Nisswa City Council

From: Jenny Max, City Administrator

Re: Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code

Recommendation: Council approval of the Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code as presented.

Background Info:

The resolution provided to the City Council will allow the City to include out-of-pocket expenses incurred prior to the issuance of a bond that are related to the bond issuance. Out of pocket expenses would include items such as studies to be completed, engineering, legal, etc. Since these costs can potentially be significant, it is important to have the option to reimburse the City's cash reserves following a successful bond issuance.

RESOLUTION NO. _____
RESOLUTION ESTABLISHING PROCEDURES
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE

BE IT RESOLVED by the City Council (the "Council") of the City of Nisswa, Minnesota (the "City"), as follows:

1. Recitals.

(a) The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

(b) The Regulations generally require that the City (as the issuer of or the primary obligor under the bonds) make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the [Finance Director] to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

(a) Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

(b) Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

(c) Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect that reimbursement bonds will be issued to finance the subject project costs, and the City

officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

(d) The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. If the City is acting as the issuer of the reimbursement bonds, the designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted on May 21, 2024, by the City Council of the City of Nisswa, Minnesota.

CERTIFICATION

The undersigned, being the duly qualified and acting City Clerk of the City of Nisswa, Minnesota, hereby certifies the following:

The foregoing is true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular meeting of the Council held on May 21, 2024. The Council meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Councilmember _____ moved the adoption of the Resolution, which motion was seconded by Councilmember _____. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect and no action has been taken by the Council which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Clerk of the City of Nisswa, Minnesota, on _____, 2024.

City Clerk
City of Nisswa, Minnesota

EXHIBIT A
DECLARATION OF OFFICIAL INTENT

The undersigned, being the duly appointed and acting City Administrator of the City of Nisswa, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the City as follows:

1. The undersigned has been and is on the date hereof duly authorized by the City Council of the City to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$_____ is the maximum principal amount of the Bonds which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Date: _____, 20__.

City Administrator
City of Nisswa, Minnesota



May 21, 2024

To: Nisswa City Council
From: Jenny Max, City Administrator

Re: Archaeological Study

Recommendation: Council approval of the quote Duluth Archaeological Center to complete an Archaeological Study as part of the City’s purchase agreement due diligence process.

Background Info:

Attached please find a quote from the Duluth Archaeological Center to complete an Archaeological Study as part of the City’s purchase agreement due diligence process. This quote reflects a maximum cost, with the goal to further define the review area and scope to lower costs if possible.

SCOPE OF WORK: PHASE I ARCHAEOLOGICAL SURVEY FOR PORTIONS OF FOUR PARCELS IN CITY OF NISSWA, CROW WING COUNTY, MINNESOTA

I. FIRM NAME Duluth Archaeology Center, L.L.C.
5910 Fremont St. Suite 1, Duluth MN 55807

Dr. Susan Mulholland (president)
tel: 218/624-5489, fax: 218/249-0765, email: archcenter @ aol.com

II. PROJECT OBJECTIVES

The objective of this project is to conduct a Phase I archaeological survey for portions of 4 private parcels (28230540, 28230533, 28230532, 28230531) in Nisswa, Crow Wing County, Minnesota. The Area of Potential Effects (APE) is about 30 acres in T135N R29W section 23; the survey parcels are northeast of Gull Lake south of Nisswa. Phase I archaeological survey will provide field survey of the APE to OSA/SHPO standards (Anfinson 2011) using pedestrian walkover and shovel testing as appropriate to terrain (wetlands and slopes excluded). The survey will be reported to SHPO standards, including recommendations for additional investigations.

III. WORK PLAN

Contractor will complete the following tasks:

- 1. Administration
Contractor will conduct accounting and record keeping; conduct prefield activities, including literature review of SHPO/OSA files; request a Gopher State locate if needed. Client will provide permission and information on survey boundaries.
- 2. Phase I archaeological survey
Contractor will conduct archaeological survey of the APE using pedestrian walkover with shovel testing as appropriate to specific terrain/ground conditions. Disturbed, water-saturated, sloping, and bedrock terrain does not need shovel testing.
- 3. Laboratory Work and Reporting
Contractor will conduct laboratory cleaning/analysis of any recovered artifacts and prepare maps and state site forms if needed. Contractor will prepare a report on the results of the Phase I survey, including site form(s) and all activities, results, and recommendations regarding any further recommended archaeological investigations.

Project Schedule

Contractor will start work after receipt of a contract from the client. Field survey will require 2-3 days, depending on results. Survey can be conducted in summer 2024, depending on weather. Reporting will depend on the results of the survey but will require a minimum of 3-4 weeks if no sites are recorded and possibly 4-5 weeks if sites are found (to allow for assignment of state site numbers).

Curation

Artifacts recovered from private lands are under the landowner's jurisdiction. Artifacts may be returned to the landowner if requested or donated to the Minnesota Historical Society or another facility. Curation costs are included in the budget based on 2 sites and are charged if artifacts are found and donated (dependent on collection size/number of sites).

IV. BUDGET

The budget is prepared on a separate sheet. The budget is a not to exceed quote; expenses will be charged as incurred. Estimated curation costs are based on 2 sites; additional funds may be required if additional sites or large amounts of artifacts are collected.

NOTE: If human remains or indications of burials are identified, additional time and funds may be required for notification and consultation with appropriate agencies (Anfinson 2008) under the Private Cemeteries Act (MnST 307.08).

V. PERSONNEL

- Dr. Susan Mulholland: principal investigator, project supervisor
- Jennifer Shafer: accountant

VI: APPROVED BY



Name: Susan C. Mulholland

Date: May 21, 2024

Title: President, Duluth Archaeology Center

Anfinson, S.F. 2011 *State Archaeologist's Manual for Archaeological Projects in Minnesota*. Office of the State Archaeologist, Fort Snelling History Center, St. Paul.

Anfinson, S.F. 2008. *State Archaeologist's Procedures for Implementing Minnesota's Private Cemeteries Act (MS 307.08)*. Office of the State Archaeologist, Minnesota Department of Administration, St. Paul.

PHASE I SURVEY OF FOUR PARCELS, NISSWA, CROW WING COUNTY, MINNESOTA

TASK 1: ADMINISTRATION

| | | |
|------------------------|-----------------|------------------|
| Principal Investigator | 6 hr. @ \$65.92 | \$ 395.52 |
| Account Manager | 1 hr. @ \$48.31 | 48.31 |
| Supplies | | 25.00 |
| photocopies | 150 @ \$0.10 | 15.00 |
| TOTAL PRE-FIELD | | \$ 483.83 |

TASK 2: FIELD SURVEY

| | | |
|---------------------------|----------------------|-------------------|
| Principal Investigator | 30 hr. @ \$65.92 | \$1,977.60 |
| Field Technician | 30 hr. @ \$46.45 | 1,393.50 |
| Field Technician | 30 hr. @ \$45.97 | 1,379.10 |
| mileage | 400 mi. @ \$0.67 | 268.00 |
| per diem | 9 person/days @ \$50 | 450.00 |
| lodging | 6 rooms @ \$120 | 720.00 |
| TOTAL FIELD SURVEY | | \$6,188.20 |

TASK 3: LAB ANALYSIS/REPORT PRODUCTION

| | | |
|--------------------------------|------------------|--------------------|
| Principal Investigator | 14 hr. @ \$65.92 | \$ 922.88 |
| Computer Supervisor | 4 hr. @ \$46.45 | 185.80 |
| Lab Technician | 8 hr. @ \$45.97 | 367.76 |
| Photocopies | 150 @ \$0.10 | 15.00 |
| Report production | | 25.00 |
| Postage/Delivery | | 10.00 |
| TOTAL REPORT PRODUCTION | | \$ 1,526.44 |

TOTAL PROJECT COSTS [WITHOUT CURATION] \$8,198.47

CURATION

| | | |
|------------------------|------------------|--------------------|
| Accession charge | 2 sites @ \$75 | \$ 150.00 |
| Storage box | 1 cu.ft. @ \$285 | 285.00 |
| Processing fee | 1 @ \$115 | 115.00 |
| Principal Investigator | 8 hr. @ \$65.92 | 527.36 |
| Lab supervisor | 10 hr. @ \$46.45 | 464.50 |
| Mileage | 300 mi. @ \$0.67 | 201.00 |
| Parking | | 6.00 |
| TOTAL CURATION | | \$ 1,748.86 |

TOTAL PROJECT COST WITH CURATION \$ 9,947.33