AGENDA
CITY OF DAYTON, MINNESOTA
12260 S. Diamond Lake Road, Dayton, MN 55327
Tuesday, September 23, 2025
REGULAR MEETING OF THE CITY COUNCIL - 6:30 P.M.
The invite for Zoom for this meeting can be found on the City's website community calendar

6:30 **CALL TO ORDER**
6:30 **PLEDGE OF ALLEGIANCE**
6:35 **APPROVAL OF AGENDA**
6:35

RECAP OF CLOSED SESSION FROM 8/26/2025 MEETING UNION NEGOTIATIONS
6:40 **RECAP OF CLOSED SESSIONS FROM 09/09/2025**
6:40 **CONSENT AGENDA** *These routine or previously discussed items are enacted with one motion. Any questions on items should have those items removed from consent agenda and approved separately.*

- **A.** Approval of Council Meeting Minutes of September 09, 2025
- **B.** Approval of Council Worksession Minutes of September 09, 2025
- **C.** Approval of Pay Request 1 for South Diamond Lake Road
- **D.** Approval of Pay Request 12 & Final for Wellhouse #5 Project
- **E.** Approval of Pay Request 3 for Park Improvement Projects 2024
- **F.** Approval of Letter of Credit Release for Graco 2
- **G.** Approval of Letter of Credit Release for Kwik Trip 1157
- **H.** Approval of Pay Request 2 & Final for Territorial Road Watermain Extension
- **I.** Approval of Letter of Credit Release for Cypress Cove 1st and 5th Additions
- **J.** Approval of Letter of Credit Release for Dayton 94 Project - Troy Lane Extension
- **K.** Approval of Reconveyance of Tax Forfeit Property PID: 31-121-22-31-0056

6:40 **OPEN FORUM** *Is limited to Three minutes for non-agenda items; state your name and address; No Council Action will be taken and items will be referred back to staff*
6:50 **STAFF, CONSULTANT AND COUNCIL UPDATES**

COUNCIL BUSINESS
PUBLIC HEARING
7:00 **L.** Ordinance 2025-21; Repealing Ordinance 2019-20; Franchise Fees
7:10 **M.** Resolution 63-2025; Approving Drainage and Utility Easement Vacation Outlot A Dayton Fields 4th Addition

Action Items
7:15 **N.** Approval of Telcom Preliminary and Final Plat of Dayton Fields 5th Addition and Conditional Use Permit for Outdoor Storage
7:25 **O.** Approval of Payment of Claims for September 23, 2025
7:30 **P.** Resolution 61-2025; Naming the Responsible Authorities for all Data and Resolution 62-2025; Approving the Policies on Public Data Request
7:40 **Q.** Award Audit Services RFP to CliftonLarsonAllen
7:45 **R.** Resolution 66-2025; Award Dayton Parkway Street Light

7:50 **ADJOURNMENT**

The City of Dayton's mission is to promote a thriving community and to provide residents with a safe and pleasant place to live while preserving our rural character, creating connections to our natural resources, and providing customer service that is efficient, fiscally responsible, and responsive.

Closed Meeting Summary:

On August 26, 2025, the Dayton City Council held a closed meeting pursuant to Minnesota Statutes § 13D.03, for the purpose of considering strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.

Persons present at the closed meeting were: Mayor Dennis Fisher; Councilmember Scott Salonek; Councilmember Sara Van Asten; Councilmember David Fashant; Councilmember Stephanie Henderson; City Administrator Zach Doud; Assistant City Administrator/City Clerk Amy Benting; and City Attorney Amy Schmidt.

During the closed meeting, the City Council considered a labor agreement proposal from the American Federation of State, County and Municipal Employees, Minnesota Council 5, Local 2454 ("AFSCME"); and a labor agreement proposal from the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320, representing essential supervisory employees ("Teamsters").

At the conclusion of their consideration of the terms of the labor agreement proposal from AFSCME, the City Council directed the City Administrator and Assistant City Administrator/City Clerk as to how to respond to the proposed terms during on-going negotiations with AFSCME.

At the conclusion of their consideration of the terms of the labor agreement proposal from the Teamsters, the City Council directed the City Administrator and Assistant City Administrator/City Clerk as to how to respond to the proposed terms during on-going negotiations with the Teamsters.

Closed Meeting Summary: City Administrator Zach Doud

On September 9, 2025, the Dayton City Council held a closed meeting pursuant to Minnesota Statutes § 13D.05, subd. 2(b). Persons present at the closed meeting were: Mayor Dennis Fisher; Councilmember Scott Salonek; Councilmember Sara Van Asten; Councilmember David Fashant; Councilmember Stephanie Henderson; Assistant City Administrator/City Clerk Amy Benting; City Attorney Amy Schmidt; and City Administrator Zach Doud.

During the closed meeting, the City Council gave preliminary consideration of allegations or charges that were made by Councilmember Stephanie Henderson against City Administrator Zach Doud. In an email to the City Attorney and Mayor Dennis Fisher dated August 5, 2025, Councilmember Henderson had presented questions about whether City funds were expended unlawfully or without proper authorization, and whether the City Administrator had exceeded his authority or breached a fiduciary duty to the City. These questions were related to the City Administrator's actions in which he allowed the Fire Chief (1) to assign duties to two successive existing Paid On-Call Firefighters in a role that had not been established as a position approved by the City Council, and (2) to pay the second Paid On-Call Firefighter in that role at a higher rate of pay than what was established by the City Council for Paid On-Call Firefighters in the City of Dayton.

As part of its deliberations of these allegations, it was necessary for the City Council to address Councilmember Henderson's questions about (1) the job classification of the Paid On-Call Firefighters who had served in the role; and (2) the appropriateness of their continued participation in the Firefighters Relief Association. The City Council concluded that the duties and tasks performed by the Paid On-Call Firefighters who had served in the role did not change their employment classification as Paid On-Call Firefighters, and as such, the Paid On-Call Firefighters were not eligible for PERA. Therefore, it was appropriate for them to continue their participation in the Firefighters Relief Association.

After consideration of the questions and allegations presented by Councilmember Henderson, the City Council concluded that the City Administrator should have presented a position description and rate of pay to the City Council for approval prior to any person serving in this role. The City Council concluded as follows:

1. The City Administrator had relied on advice from the City's prior legal counsel when he approved the request from the Fire Chief to assign extra duties to an existing Paid On-Call Firefighter;
2. City funds were not expended unlawfully, and did not exceed amounts approved in the City budget;
3. City Administrator Doud had not exceeded his authority or breached any fiduciary duty; and
4. No disciplinary action against City Administrator Doud or further consideration of the allegations or charges were warranted.

Closed Meeting Summary: Fire Chief Gary Hendrickson

On September 9, 2025, the Dayton City Council held a closed meeting pursuant to Minnesota Statutes § 13D.05, subd. 2(b). Persons present at the closed meeting were: Mayor Dennis Fisher; Councilmember Scott Salonek; Councilmember Sara Van Asten; Councilmember David Fashant; Councilmember Stephanie Henderson; Assistant City Administrator/City Clerk Amy Benting; City Attorney Amy Schmidt; Fire Chief Gary Hendrickson; Amy Perusse, Teamsters Local 320; Kevin Beck, Teamsters General Counsel; and Greg Burstad, Union Steward.

During the closed meeting, the City Council gave preliminary consideration of allegations or charges that were made by Councilmember Stephanie Henderson against Fire Chief Gary Hendrickson. In an email to the City Attorney and Mayor Dennis Fisher dated August 5, 2025, Councilmember Henderson had presented questions about whether City funds were expended unlawfully or without proper authorization, and whether the Fire Chief had exceeded his authority or breached a fiduciary duty to the City. These questions were related to the Fire Chief's actions in which he (1) assigned duties to two successive existing Paid On-Call Firefighters in a role that had not been established as a position approved by the City Council, and (2) paid the second Paid On-Call Firefighter in that role at a higher rate of pay than what was established by the City Council for Paid On-Call Firefighters in the City of Dayton.

After consideration of the questions and allegations presented by Councilmember Henderson, the City Council concluded as follows:

1. City funds were not expended unlawfully, and did not exceed amounts approved in the City budget;
2. Fire Chief Hendrickson had not exceeded his authority or breached any fiduciary duty; and
3. No disciplinary action against Fire Chief Hendrickson or further consideration of the allegations or charges were warranted.

CALL TO ORDER

Fisher called the regular meeting of the Dayton City Council to order at 6:30 PM on Tuesday, September 9, 2025.

PRESENT: Mayor Dennis Fisher, David Fashant, Stephanie Henderson, Scott Salonek, and Sara Van Asten

ABSENT:

ALSO PRESENT: City Administrator/Finance Director, Zach Doud; Public Works Superintendent, Marty Farrell; Fire Chief, Gary Hendrickson; Police Chief, Paul Enga; Assistant City Administrator/City Clerk, Amy Benting; Community Development Director, Jon Sevald; City Engineer, Jason Quisberg; City Attorney, Amy Schmidt; Associate Planner II, Hayden Stensgard

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Doud requested to add an item at the end of the meeting regarding the fire subcommittee that he had sent emails about previously. Doud offered to either add it as an L1 item or bring it up during staff updates. Fisher indicated it would be fine to add it at the end as item L1.

Motion to approve the agenda as amended made by Salonek, seconded by Henderson. Motion carried 5-0.

CONSENT AGENDA

A. Approval of Council Meeting Minutes of August 26, 2025

B. Approval of Council Meeting Worksesssion Minutes of August 26, 2025

C. Approval of Temporary Liquor Licenses for Lions Club 09/13/2025 and 09/20/2025

Fisher requested a motion for the consent agenda.

Motion to approve the consent agenda made by Fashant, seconded by Henderson. Motion carried 5-0.

OPEN FORUM

Keith Grover of 11320 Fernbrook Lane raised concerns about builders' temporary signs that violate city size and height ordinances. Describing it as a "whack-a-mole" situation, Grover noted signs reappear after removal. Grover proposed and urged council to take action: 1) reducing the removal timeframe to one week, 2) increasing repeat violation penalties, and 3) requiring builders to acknowledge sign ordinance rules during development approval.

Ryan Eggink of Dayton Public Works presented a petition to the Council signed by all AFSCME members, who make up 30% of city staff. The petition requested that the Council honor the tentative agreement for the 2026 contract.

STAFF, CONSULTANT AND COUNCIL UPDATES

Doud provided updates on the property tax appeals process, with the council leaning towards switching to an open book method. He mentioned that city hall will close for an all-employee event. Approval was sought and granted to close city buildings early on December 10th for a year-end recap meeting. He announced the QuikTrip at I-94 opens on October 2nd with a ribbon-cutting on October 8th and reminded the council of an open house at States Manufacturing on September 18th.

Farrell reported irrigation and park improvement project updates.

Hendrickson outlined three recent structure fires causing around half a million dollars in losses. Hendrickson highlighted weekday staffing challenges during a mobile home fire, resulting in collaboration with 14 agencies. Hendrickson added a firefighter suffered electrocution during the incident but was treated and released.

Salonek shared a picture from Doud about a potential shelter over the bandshell at Stephens Park, suggesting a design discussion to complete it before next year. Van Asten was concerned about aligning the design with MSA's existing plans to maintain cohesion. Farrell confirmed MSA's concept will go to the Parks Commission next, and then to the Council in October for design and cost estimates.

Fashant attended an Attorney General presentation on scams targeting seniors, noting 20 engaged attendees. Fashant also reported from an EDA meeting about laws on remote meeting participation, noting participants need visibility when voting; Doud stated the city can do this with Zoom.

Henderson mentioned four firefighters asked about back pay to the $30/hour rate, as directed in a previous meeting, and she raised the query as she didn't have an answer yet.

COUNCIL BUSINESS

New Business

D. METRO WEST UPDATE

Mike Rosenau, Building Official for Metro West provided an update on recent concerns:

- acknowledged a mistake regarding the MTL building, stating it should not have happened and has been corrected.
- addressed concerns about inspection thoroughness and missing bracing on a post-frame structure.
- outlined steps taken to improve their processes, including personal follow-ups on inspections, reviewing previously approved plans, and mixing in different inspectors for fresh perspectives.
- announced they would now have two inspectors servicing Dayton instead of one for better oversight.

The council discussed the process for residents to report concerns about inspections, with Rosenau encouraging direct contact with him. They also discussed the qualifications and certifications of their fire suppression plan reviewers and inspectors.

E. DNR LANDING INFORMATION

Farrell presented information on a DNR boat launch project. The DNR is funding improvements to address silting issues at their existing launch. The project would include:

- Extending the existing launch for canoe/kayak access
- Redesigning trailer parking and traffic flow
- Adding stormwater features

Council members discussed the layout of the parking area and questioned whether there was sufficient space for vehicles with trailers to maneuver. They suggested moving the handicapped parking space to allow more room for backing up boat trailers.

F. DIRECTION ON SERVICES FOR UTILITY BOX REPAIR

Sevald explained that the EDA has expressed concerns about damaged or abandoned utility boxes in the city's right-of-way. Quisberg added how Stantec would build the database.

The council discussed various approaches to addressing this issue, including:

- Obtaining maps of utility locations from providers
- Implementing a complaint-based system for reporting damaged boxes
- Educating residents on the process for reporting issues
- Working with utility companies to ensure timely repairs or removal of abandoned equipment

Tim Huttner, the EDA Chair, shared examples of the utility box repair affecting businesses. Huttner encouraged the council and city to enforce the repairs to be fixed.

Keith Grover of 11320 Fernbrook Lane returned to the podium to support this approach, suggesting the city could use its newsletter to educate residents about the process for reporting damaged utility boxes.

The council decided to pursue a complaint-based approach, with the city acting as an intermediary between residents and utility companies when necessary.

COUNCIL BUSINESS

PUBLIC HEARING

G. RESOLUTION 60-2025; DENIAL OF THE REQUESTED BATES STREET VACATION RIGHT OF WAY

Stensgard presented Resolution 60-2025 regarding a request to vacate right-of-way on Bates Street between Dayton River Road and Shady View Lane North. Stensgard explained that the right-of-way was dedicated under the town site of Dayton Plat established in 1866 but has not been utilized by utilities or as a public street for over 150 years.

Stensgard noted that staff recommended denial based on potential future uses, including:

- Possible realignment of the connection between County Road 13 (Brockton Lane North) and County Road 12 (Dayton River Road)
- Potential utility corridor for the water tower project being discussed later in the meeting

Public hearing opened at 7:49 p.m.

Joe Plante of 18270 Dayton River Road argued that the right-of-way serves no purpose and that running utilities from the well to a future water tower through this area "makes absolutely no sense" when they could go up Shady View instead. Plante noted that city utilities, including sewer, natural gas, and hydrants, already run through other areas.

Keith Grover of 11320 Fernbrook Lane supported vacating the property, stating it was laid out "when people drove horses and wagons and buggies." Grover stated that the property is of no use to the city but would be of great use to the people who live there.

Public hearing closed at 7:55 p.m.

Van Asten asked if it would be possible to vacate the road easement but keep an easement for utilities and water. Stensgard explained this would be an all-or-nothing situation unless private conversations with property owners established an easement afterward.

Fisher expressed concern about the city holding onto easements without clear plans for them.

Fashant noted that the county will be redesigning Dayton River Road and the Brockton intersection within the next six years but questioned whether this right-of-way would be needed given its poor alignment with the intersection. Stensgard added that the city does not know if a roundabout is feasible there.

Joe Plante of 18270 Dayton River Road returned to note that he did not believe there has been an accident at Shadyview Lane North and Dayton River Road.

> *Motion to approve Resolution 60-2025 the vacation of the Bates Street right-of-way made by Salonek, seconded by Fisher. Motion failed 2-3 (nays Henderson, Van Asten, Fashant).*

Joe Plante of 18270 Dayton River Road returned to inquire about a future water tower and the current well. Plante reminded water already goes up Shadyview Lane North. Quisberg replied an additional or upsized line would need to be completed for Shadyview Lane North.

Council further discussed. Schmidt reminded that current council cannot promise something for a future council actions.

Eric Lucero, the applicant, explained timing constraints related to moving a house from the Three Rivers property. Lucero noted that footings need a month to cure before the house can be placed on them, pushing dangerously close to an October 23rd deadline.

Stensgard added that a variance could be needed to accommodate the setbacks and possible retaining wall. Council further discussed.

Motion to reconsider Resolution 60-2025 approving the vacation of Bates Street right-of-way made by Fashant, seconded by Van Asten. Motion carried 4-1 with Henderson voting no.

H. ORDINANCE 2025-21; AMENDING FRANCHISE FEES

Sevald explained that staff was contacted by a farmer who brought attention to changes in how franchise fees are applied. Farmers would now have to pay franchise fees for 12 months instead of just during the months when grain bin dryers are being used. The issue affects both gas and electrical franchise fees.

Sevald requested that the item be tabled so staff could work on it and bring it back at the next meeting.

Public hearing opened at 8:22 p.m.

No one was present for the public hearing.

Public hearing will not be closed to table the motion.

Motion to table Ordinance 2025-21 made by Van Asten, seconded by Henderson. Motion carried 4-0 with Salonek abstaining because he would not be present at the next meeting.

COUNCIL BUSINESS

Action Items

I. APPROVAL OF PAYMENT OF CLAIMS FOR SEPTEMBER 09, 2025

Fashant inquired about two items on the claims:

- A $6,500 payment to Bank Code Systems for "security system essential coverage," which Enga clarified was for the installation of two card readers - one on the fire station back door and one on the vault at City Hall.
- A $2,300 charge from Connexus for "Area 21," which Farrell confirmed was a one-time charge for a water meter.

Motion to approve payment of claims made by Van Asten, seconded by Fashant. Motion carried 5-0.

J. APPROVAL OF RESOLUTION 58-2025 AND 59-2025; APPROVING THE 2026 PRELIMINARY EDA TAX LEVY AND 2026 PRELIMINARY CITY TAX LEVY AND SETTING THE PUBLIC HEARING DATE FOR DECEMBER 9, 2025

Doud presented the preliminary tax levy for 2026, highlighting:

- The preliminary levy is set at 8.97%, down from initial projections of 16-17%.
- The tax rate would remain the same as the previous year.
- The EDA levy is set at $25,000.
- The total bill might go up but that will be affected by Hennepin County and the school district.

Council members discussed that while the 8.97% levy increase was above their target range of 6-8%, they understood this was a ceiling that could be reduced before final approval. Doud mentioned he had never failed to reduce the preliminary levy before final approval in his tenure.

Motion to approve Resolutions 58-2025 and 59-2025 establishing the preliminary levy at 8.97% made by Salonek, seconded by Van Asten. Motion carried 5-0.

K. AUTHORIZE PRELIMINARY ENGINEERING FOR A NW DAYTON WATER TOWER

Quisberg presented a proposal for a new water tower in northwest Dayton to address insufficient water supply and storage issues in the historic village area. Quisberg outlined:

- The need for the project based on current system limitations and concerns
- Four potential locations for the tower and designs
- Next steps in the preliminary engineering process
- Estimated timeline for the project

Quisberg noted that an upsize of the connection between the tower and wells would be needed, either within the existing system or as an additional line.

Van Asten asked if it was possible to place the tower at McNeil Park. Schmidt clarified that if the park was dedicated for park purposes on a plat, it cannot be used for a water tower.

Motion to approve preliminary engineering for a NW Dayton water tower made by Van Asten, seconded by Salonek. Motion carried 5-0.

L. AUTHORIZE FERNBROOK LANE CORRIDOR STUDY

Quisberg presented a proposal for a corridor study on Fernbrook Lane, focusing on:

- The need for improvements due to increased development and traffic
- Specific intersections to be studied, including Rush Creek Parkway, 113th Avenue, and 114th Avenue
- The study's scope, including traffic data collection, improvement options, and cost estimates
- Funding sources, including developer contributions

Fisher asked if this was meant to pressure the county to take action. Quisberg confirmed this was part of the goal, along with being better prepared for potential funding opportunities. Quisberg noted that without a well-defined project, the city has limited ability to pursue state bonding or other funding sources.

Motion to authorize the Fernbrook Lane corridor study made by Fashant, seconded by Van Asten. Motion carried 5-0.

L1. FIRE SUBCOMMITTEE

Doud requested two Council members to serve on the fire subcommittee. Doud explained that meetings would likely be held on Thursdays to align with the fire department's existing training nights to minimize disruption to firefighters' family time. Council members discussed their availability and the need for only two members at the subcommittee.

No formal motion needed. Council agreed to designate Salonek and Fashant to the fire subcommittee.

CLOSED SESSION

M. Closed meeting for the purpose of giving preliminary consideration of allegations or charges against an individual subject to the City Council's authority, pursuant to Minnesota Statutes§ 13D.05, subd. 2(b). Subject employee: City Administrator, Zach Doud

Fisher read the statement closing the meeting for the purpose of giving preliminary consideration of allegations or charges against an individual subject to the City Council's authority pursuant to Minnesota Statutes 13D.05 subdivision 2(b). Subject employee: City Administrator Zach Doud.

The closed session began at 9:25 p.m.

The closed session ended at 10:48 p.m.

Schmidt indicated she would prepare a summary of what happened during the closed meeting for the next Council meeting.

N. Closed meeting for the purpose of giving preliminary consideration of allegations or charges against an individual subject to the City Council's authority, pursuant to Minnesota Statutes § 13D.05, subd. 2(b). Subject employee: Fire Chief, Gary Hendrickson

Fisher read the statement closing the meeting for the purpose of giving preliminary consideration of allegations or charges against an individual subject to the City Council's authority pursuant to Minnesota Statutes 13D.05 subdivision 2(b). Subject employee: Fire Chief Gary Hendrickson.

The closed session began at 10:50 p.m.

The closed session ended at 11:28 p.m.

Schmidt indicated she would prepare a summary of what happened during the closed meeting for the next Council meeting.

ADJOURNMENT

With no objections, Fisher adjourned the meeting at 11:29 p.m.

Approved: _____ Attest: Amy Benting

CALL TO ORDER

Fisher called the work session meeting of the Dayton City Council to order at 5:30 PM on Tuesday, September 9, 2025.

PRESENT: Mayor Dennis Fisher, Stephanie Henderson, David Fashant, Scott Salonek, and Sara Van Asten

ABSENT:

ALSO PRESENT: City Administrator/Finance Director, Zach Doud; Police Chief, Paul Enga; Assistant City Administrator/City Clerk, Amy Benting; Public Works Superintendent, Marty Farrell; Community Development Director, Jon Sevald; City Engineer, Jason Quisberg

MISSISSIPPI RIVER REGIONAL TRAIL

Farrell shared the two alignments that have been presented to the Parks Commission. Farrell stated input from council is the goal for tonight to send to Three Rivers Park District.

Doud detailed the slopes along the river affect the trail path to show additional consideration. Doud added that if the trail is in the backyard of the property, the whole property might not need to be taken by Three Rivers Park District.

Council commented on:

- prefer to use easements whether in the front or backyard.
- want the trail without losing control of the land as residential or future city use without giving all to Three Rivers Park District.
- Hennepin County should be involved in this conversation also to get the projects done together.
- land use possibilities to go alongside the trail.
- properties in future could be allowed to be purchased on case by case basis.
- residents that have reached out waiting for the trail.

Doud reminded it is good to have a consensus among the group to share with Three Rivers Park District.

ADJOURNMENT

With no objections, Fisher adjourned the meeting at 6:21 pm.

Approved: _____ Attest: Amy Benting

PRESENTER:

Jason Quisberg

ITEM:

Mill and Overlay for South Diamond Lake Road – Pay Application No. 1

PREPARED BY:

Jason Quisberg, Engineering
Nick Findley, Engineering

POLICY DECISION / ACTION TO BE CONSIDERED:

None

BACKGROUND:

OMG Midwest Inc. dba Minnesota Paving & Materials has completed the majority of the work for the Mill and Overlay for South Diamond Lake Road project. The work remaining includes Alternate 2, installation of the flashing beacon system, final vegetation establishment, and punch list items. A 5% retainage is being held until the final completion of this project.

CRITICAL ISSUES:
COMMISSION REVIEW / ACTION (IF APPLICABLE):
60/120-DAY RULE (IF APPLICABLE):
RELATIONSHIP TO COUNCIL GOALS:

BUDGET IMPACT:

The work completed is within the previously approved budget for the project.

RECOMMENDATION:

We recommend payment for the work completed to date, in the amount of $868,761.79.

ATTACHMENT(S):
Pay Estimate No. 1
Mill and Overlay for South Diamond Lake Road Pay Estimate No. 1 Tabulation

SECTION 00 62 76

APPLICATION FOR PAYMENT FORM

OWNER: City of Dayton
PROJECT: Mill and Overlay for South Diamond Lake Road
CONTRACTOR: OMG Midwest Inc. dba Minnesota Paving & Materials

PAY ESTIMATE NO. 1

Original Contract Amount:	$ 807,691.93
Contract Changes approved to Date (1):	$ 174,638.29
Revised Contract Price :	$ 982,330.22
Work Completed to Date (attached):	$ 914,486.09
Retainage to Date, 5%:	$ 45,724.30
Work Completed to Date Less Retainage to Date:	$ 868,761.79
Total Amount Previously Certified:	$ -
Payment Request This Estimate:	$ 868,761.79

I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid.

CONTRACTOR

CERTIFICATE OF CONTRACTOR

I hereby certify that the work and the materials supplied to date, as shown on the request for payment, represents the actual value of accomplishment under the terms of the contract dated 4/22/2025 between betweeen the City of Dayton (OWNER) and OMG Midwest Inc. dba Minnesota Paving & Materials (CONTRACTOR) and all authorized changes therto:

By _____

Title _____

Approval:

(CONTRACTOR)	_____	Date	9-16-25
STANTEC CONSULTING SERVICES, INC.	_____	Date	9-16-25
CITY OF DAYTON	_____	Date	_____

END OF SECTION

MILL AND OVERLAY OF SOUTH DIAMOND LAKE ROAD
PAYMENT REQUEST FORM
QUANTITY TABULATION

NO.	ITEM DESCRIPTION	UNIT	BID QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		LESS PREVIOUS PAYMENTS		PAY REQUEST #1 September 2025	
BASE BID SCHEDULE A						QTY	PRICE	QTY	PRICE	QTY	PRICE
1	MOBILIZATION	LUMP SUM	1	$14,500.00	$14,500.00	1	$ 14,500.00	0	$ -	1	$ 14,500.00
2	MILL BITUMINOUS SURFACE (1.5")	SQ YD	86345	$0.75	$64,758.75	86345	$ 64,758.75	0	$ -	86345	$ 64,758.75
3	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	55	$1.00	$55.00	23	$ 23.00	0	$ -	23	$ 23.00
4	AGGREGATE BASE SPECIAL (CV)	CU YD	98	$90.00	$8,820.00	25	$ 2,250.00	0	$ -	25	$ 2,250.00
5	BITUMINOUS MATERIAL FOR TACK COAT	GAL	6348	$2.00	$12,696.00	5707	$ 11,414.00	0	$ -	5707	$ 11,414.00
6	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	8160	$72.00	$587,520.00	7793	$ 561,096.00	0	$ -	7793	$ 561,096.00
7	ADJUST VALVE BOX-WATER	EACH	10	$500.00	$5,000.00	9	$ 4,500.00	0	$ -	9	$ 4,500.00
8	REPLACE VALVE BOX TOP SECTION-WATER	EACH	5	$700.00	$3,500.00	0	$ -	0	$ -	0	$ -
9	ADJUST FRAME & RING CASTING	EACH	23	$1,000.00	$23,000.00	18	$ 18,000.00	0	$ -	18	$ 18,000.00
10	STORM DRAIN INLET PROTECTION	EACH	3	$125.00	$375.00	3	$ 375.00	0	$ -	3	$ 375.00
11	TRAFFIC CONTROL	LUMP SUM	1	$3,500.00	$3,500.00	1	$ 3,500.00	0	$ -	1	$ 3,500.00
12	INTERIM PAVEMENT MARKING	LUMP SUM	1	$4,000.00	$4,000.00	1	$ 4,000.00	0	$ -	1	$ 4,000.00
13	24" SOLID LINE MULTI-COMPONENT	LIN FT	372	$12.28	$4,568.16	372	$ 4,568.16	0	$ -	372	$ 4,568.16
14	24" SOLID LINE MULTI-COMPONENT	LIN FT	93	$12.28	$1,142.04	93	$ 1,142.04	0	$ -	93	$ 1,142.04
15	4" BROKEN LINE MULTI-COMPONENT	LIN FT	10362	$0.30	$3,108.60	10362	$ 3,108.60	0	$ -	10362	$ 3,108.60
16	4" DOUBLE SOLID LINE MULTI-COMPONENT	LIN FT	18940	$0.70	$13,258.00	18940	$ 13,258.00	0	$ -	18940	$ 13,258.00
17	4" SOLID LINE MULTI-COMPONENT	LIN FT	6711	$0.35	$2,348.85	6711	$ 2,348.85	0	$ -	6711	$ 2,348.85
18	4" SOLID LINE MULTI-COMPONENT	LIN FT	627	$0.35	$219.45	627	$ 219.45	0	$ -	627	$ 219.45
19	6" SOLID LINE MULTI-COMPONENT	LIN FT	55222	$0.52	$28,715.44	55222	$ 28,715.44	0	$ -	55222	$ 28,715.44
20	CROSSWALK MULTI-COMPONENT	SQ FT	429	$12.03	$5,160.87	429	$ 5,160.87	0	$ -	429	$ 5,160.87
21	PAVEMENT MESSAGE MULTI-COMPONENT	SQ FT	77	$13.04	$1,004.08	77	$ 1,004.08	0	$ -	77	$ 1,004.08
22	PAVEMENT MESSAGE MULTI-COMPONENT	SQ FT	150	$13.04	$1,956.00	150	$ 1,956.00	0	$ -	150	$ 1,956.00
			TOTAL SCHEDULE A BID		**$789,206.24**		**$745,898.24**		**$0.00**		**$745,898.24**

ALTERNATE 1		UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		LESS PREVIOUS PAYMENTS		PAY REQUEST #1 September 2025	
A1-1	MOBILIZATION	LUMP SUM	1	$100.00	$100.00	1	$ 100.00	0	$ -	1	$ 100.00
A1-2	TRAFFIC CONTRIOL	LUMP SUM	1	$250.64	$250.64	1	$ 250.64	0	$ -	1	$ 250.64
A1-3	CROSSWALK MULTI-COMPONENT	SQ FT	549	$13.03	$7,153.47	549	$ 7,153.47	0	$ -	549	$ 7,153.47
			TOTAL ALTERNATE 1		**$7,504.11**		**$7,504.11**		**$0.00**		**$7,504.11**

ALTERNATE 2		UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		LESS PREVIOUS PAYMENTS		PAY REQUEST #1 September 2025	
A2-1	MOBILIZATION	LUMP SUM	1	$100.00	$100.00	0	$ -	0	$ -	0	$ -
A2-2	PAVEMENT MARKING REMOVAL	LIN FT	546	$1.00	$546.00	0	$ -	0	$ -	0	$ -
A2-3	TRAFFIC CONTRIOL	LUMP SUM	1	$250.70	$250.70	0	$ -	0	$ -	0	$ -
A2-4	4" DOTTED LINE MULTI-COMPONENT	LIN FT	229	$4.01	$918.29	0	$ -	0	$ -	0	$ -
A2-5	4" SOLID LINE MULTI-COMPONENT	LIN FT	221	$4.01	$886.21	0	$ -	0	$ -	0	$ -
A2-6	6" SOLID LINE MULTI-COMPONENT	LIN FT	499	$4.26	$2,125.74	0	$ -	0	$ -	0	$ -
A2-7	PAVEMENT MESSAGE MULTI-COMPONENT	SQ FT	36	$26.07	$938.52	0	$ -	0	$ -	0	$ -
			TOTAL ALTERNATE 2		**$5,765.46**		**$0.00**		**$0.00**		**$0.00**

ALTERNATE 3		UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		LESS PREVIOUS PAYMENTS		PAY REQUEST #1 September 2025	
A3-1	MOBILIZATION	LUMP SUM	1	$100.00	$100.00	1	$ 100.00	0	$ -	1	$ 100.00
A3-2	TRAFFIC CONTRIOL	LUMP SUM	1	$250.64	$250.64	1	$ 250.64	0	$ -	1	$ 250.64
A3-3	4" DOTTED LINE MULTI-COMPONENT	LIN FT	148	$6.37	$942.76	148	$ 942.76	0	$ -	148	$ 942.76

MILL AND OVERLAY OF SOUTH DIAMOND LAKE ROAD
PAYMENT REQUEST FORM
QUANTITY TABULATION

A3-4	4" SOLID LINE MULTI-COMPONENT	LIN FT	90	$10.28	$925.20	90	$ 925.20	0	$ -	90	$ 925.20
A3-5	24" SOLID LINE MULTI-COMPONENT	LIN FT	24	$52.13	$1,251.12	24	$ 1,251.12	0	$ -	24	$ 1,251.12
A3-6	PAVEMENT MESSAGE MULTI-COMPONENT	SQ FT	30	$12.03	$360.90	30	$ 360.90	0	$ -	30	$ 360.90
A3-7	PAVEMENT MESSAGE MULTI-COMPONENT	SQ FT	36	$12.03	$433.08	36	$ 433.08	0	$ -	36	$ 433.08
A3-8	SIGN PANELS TYPE C	SQ FT	8	$75.19	$601.52	0	$ -	0	$ -	0	$ -
A3-9	INSTALL SIGN	EACH	1	$350.90	$350.90	0	$ -	0	$ -	0	$ -
			TOTAL ALTERNATE 3		**$5,216.12**		**$4,263.70**		**$0.00**		**$4,263.70**

						COMPLETED TO DATE		LESS PREVIOUS PAYMENTS		PAY REQUEST #1 September 2025	
CHANGE ORDER 1		**UNIT**	**QUANTITY**	**UNIT PRICE**	**TOTAL PRICE**						
CO-1	MOBILIZATION	LUMP SUM	1	$39,000.00	$39,000.00	0.9	$ 35,100.00	0	$ -	0.9	$ 35,100.00
CO-2	PAVEMENT MARKING REMOVAL	LIN FT	2005	$0.01	$20.05	2005	$ 20.05	0	$ -	2005	$ 20.05
CO-3	PAVEMENT MARKING REMOVAL	SQ FT	80	$0.01	$0.80	80	$ 0.80	0	$ -	80	$ 0.80
CO-4	SALVAGE SIGN	EACH	3	$75.00	$225.00	3	$ 225.00	0	$ -	3	$ 225.00
CO-5	REMOVE SIGN	EACH	1	$75.00	$75.00	1	$ 75.00	0	$ -	1	$ 75.00
CO-6	SALVAGE DELINEATOR	EACH	22	$50.00	$1,100.00	0	$ -	0	$ -	0	$ -
CO-7	REMOVE FLASHING BEACON SYSTEM	EACH	2	$500.00	$1,000.00	2	$ 1,000.00	0	$ -	2	$ 1,000.00
CO-8	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	80	$8.00	$640.00	10	$ 80.00	0	$ -	10	$ 80.00
CO-9	REMOVE BITUMINOUS PAVEMENT	SQ YD	42	$30.00	$1,260.00	196	$ 5,880.00	0	$ -	196	$ 5,880.00
CO-10	REMOVE BITUMINOUS WALK	SQ FT	205	$3.75	$768.75	722	$ 2,707.50	0	$ -	722	$ 2,707.50
CO-11	COMMON EXCAVATION	CU YD	542	$50.00	$27,100.00	542	$ 27,100.00	0	$ -	542	$ 27,100.00
CO-12	SELECT GRANULAR BORROW	CU YD	190	$45.00	$8,550.00	187	$ 8,415.00	0	$ -	187	$ 8,415.00
CO-13	GEOTEXTILE FABRIC TYPE 5	SQ YD	565	$2.25	$1,271.25	565	$ 1,271.25	0	$ -	565	$ 1,271.25
CO-14	AGGREGATE BASE CLASS 5	CU YD	225	$71.00	$15,975.00	236	$ 16,756.00	0	$ -	236	$ 16,756.00
CO-15	TYPE SP 12.5 NON WEARING COURSE MIX (3,B)	TON	80	$180.00	$14,400.00	80	$ 14,400.00	0	$ -	80	$ 14,400.00
CO-16	3" BITUMINOUS WALK	SQ FT	205	$10.00	$2,050.00	478	$ 4,780.00	0	$ -	478	$ 4,780.00
CO-17	6" CONCRETE WALK	SQ FT	530	$30.00	$15,900.00	725	$ 21,750.00	0	$ -	725	$ 21,750.00
CO-18	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	60	$56.00	$3,360.00	60	$ 3,360.00	0	$ -	60	$ 3,360.00
CO-19	CONCRETE CURB DESIGN V	LIN FT	20	$96.00	$1,920.00	20	$ 1,920.00	0	$ -	20	$ 1,920.00
CO-20	TRUNCATED DOMES	SQ FT	60	$70.00	$4,200.00	80	$ 5,600.00	0	$ -	80	$ 5,600.00
CO-21	INSTALL SIGN	EACH	3	$450.00	$1,350.00	3	$ 1,350.00	0	$ -	3	$ 1,350.00
CO-22	SIGN	SQ FT	15	$85.00	$1,275.00	15	$ 1,275.00	0	$ -	15	$ 1,275.00
CO-23	INSTALL DELINEATOR	EACH	15	$150.00	$2,250.00	0	$ -	0	$ -	0	$ -
CO-24	INSTALL FLASHING BEACON SYSTEM	SYS	3	$6,500.00	$19,500.00	0	$ -	0	$ -	0	$ -
CO-25	STORM DRAIN INLET PROTECTION	EACH	1	$200.00	$200.00	1	$ 200.00	0	$ -	1	$ 200.00
CO-26	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	10	$13.00	$130.00	0	$ -	0	$ -	0	$ -
CO-27	ROLLED EROSION PREVENTION CATEGORY 35	SQ YD	685	$7.50	$5,137.50	0	$ -	0	$ -	0	$ -
CO-28	SEEDING	ACRE	0.2	$5,000.00	$1,000.00	0.15	$ 750.00	0	$ -	0.15	$ 750.00
CO-29	SEED MIX 25-141	LB	30	$2.50	$75.00	22.5	$ 56.25	0	$ -	22.5	$ 56.25
CO-30	FERT TYPE 4	LB	30	$1.50	$45.00	22.5	$ 33.75	0	$ -	22.5	$ 33.75
CO-31	4" SOLID LINE MULTI COMP	LIN FT	1930	$0.35	$675.50	1000	$ 350.00	0	$ -	1000	$ 350.00
CO-32	6" SOLID LINE MULTI COMP	LIN FT	82	$0.52	$42.64	82	$ 42.64	0	$ -	82	$ 42.64
CO-33	12" SOLID LINE MULTI COMP	LIN FT	168	$20.00	$3,360.00	77	$ 1,540.00	0	$ -	77	$ 1,540.00
CO-34	CROSSWALK MULTI COMP	SQ FT	60	$13.03	$781.80	60	$ 781.80	0	$ -	60	$ 781.80
			TOTAL CHANGE ORDER 1		**$174,638.29**		**$156,820.04**		**$0.00**		**$156,820.04**

GENERAL CONTRACTOR	COMPLETED TO DATE		LESS PREVIOUS PAYMENTS		PAYMENT REQUEST 1	
Minnesota Paving & Materials	**Subtotal:**	**$ 914,486.09**	**Subtotal:**	**$ -**	**Subtotal:**	**$ 914,486.09**
14475 Quiram Drive	**5% Retainage:**	**$ 45,724.30**	**5% Retainage:**	**$ -**	**5% Retainage:**	**$ 45,724.30**
Rogers, MN 55374	**Total:**	**$ 868,761.79**	**Total:**	**$ -**	**Total:**	**$ 868,761.79**

PRESENTER:

Jason Quisberg

ITEM:

Wellhouse #5 - Pay Request No. 12 & Final

PREPARED BY:

Jason Quisberg, Engineering

POLICY DECISION / ACTION TO BE CONSIDERED:

Approve Pay Request No. 12 & Final for the Wellhouse #5 project

BACKGROUND:

See attached engineer's memo for background and recommendations.

RECOMMENDATION:

See attached engineer's memo for recommendations.

ATTACHMENT(S):
Engineer's memo
Pay Request No. 12 & Final

Stantec

Memo

To:	Martin Farrell, Public Works Director	From:	Ash Hammerbeck, PE Jason Quisberg, PE
Project/File:	227704873	Date:	September 2, 2025

Subject: Dayton Wellhouse No.5 – Final Payment Request

Council Action Requested

Staff is recommending Council to approve Final Payment Request for the Dayton Wellhouse No.5 project to Ebert Companies in the amount of $15,000.00.

Summary

Ebert Companies has successfully completed all work associated with the Dayton Wellhouse No. 5 project. The contractor has submitted a Final Payment Request for the release of retainage. The signed payment request form and pay application are attached for review.

Total Contract Value to Date	$ 1,108,583.93
Work Completed to Date	$ 1,108,583.93
0% Retainage	$ 0.00
Amount Paid to Date	$ 1,093,583.93
Final Payment Request	$ 15,000.00

Engineer's Recommendation

We have reviewed the request and recommend approving Final Payment Request to Ebert Companies in the amount of $15,000.00, representing the final retainage release.

AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: City of Dayton
12260 S Diamond Lake Road
Dayton, MN 55327

PROJECT: City of Dayton Wellhouse #5
14503 Kingsview Lane N
Dayton, MN 55327

APPLICATION NO: 12
PERIOD TO: 8/31/2025
CONTRACT FOR:
CONTRACT DATE:
PROJECT NOS: 66099 / / /

Distribution to:
OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

FROM CONTRACTOR: Ebert Companies
23350 County Road 10
Corcoran, MN 55357

VIA ARCHITECT: Stantec Consulting Services
2335 W Highway 36
St. Paul, MN 55113

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	$	1,127,735.28
2. NET CHANGE BY CHANGE ORDERS	$	-19,151.35
3. CONTRACT SUM TO DATE *(Line 1 ± 2)*	$	1,108,583.93
4. TOTAL COMPLETED & STORED TO DATE *(Column G on G703)*	$	1,108,583.93
5. RETAINAGE:		
a. ____% of Completed Work *(Columns D + E on G703)*	$	
b. ____% of Stored Material *(Column F on G703)*	$	
Total Retainage *(Lines 5a + 5b, or Total in Column I of G703)*	$	0.00
6. TOTAL EARNED LESS RETAINAGE *(Line 4 minus Line 5 Total)*	$	1,108,583.93
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT *(Line 6 from prior Certificate)*	$	1,093,583.93
8. CURRENT PAYMENT DUE	$	15,000.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE *(Line 3 minus Line 6)*	$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$ 27,979.65	$ -47,131.00
Total approved this month	$	$
TOTAL	$ 27,979.65	$ -47,131.00
NET CHANGES by Change Order	$	-19,151.35

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

CONTRACTOR: Ebert Companies
By: [signature] Date: 8.22.25
State of: Minnesota
County of: Hennepin
Subscribed and sworn to before me this 22nd day of Aug, 2025
Notary Public: [signature]
My commission expires: 1-31-2027

SHELBY RASMUSSEN
NOTARY PUBLIC
MINNESOTA
My Commission Expires Jan 31, 2027

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

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

ARCHITECT Stantec Consulting Services
By: [signature] Date: 9/2/2025

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

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AIA® Document G703™ – 1992

Continuation Sheet

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

APPLICATION NO: 12
APPLICATION DATE: 8/22/2025
PERIOD TO: 8/31/2025
ARCHITECT'S PROJECT NO: 66099

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED: FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED: THIS PERIOD	MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)
01	Bonds	10,000.00	10,000.00			10,000.00	100.00		
02	Mobilization	20,000.00	20,000.00			20,000.00	100.00		
03	General Conditions M	24,500.00	24,500.00			24,500.00	100.00		
04	General Conditions L	54,500.00	54,500.00			54,500.00	100.00		
05	Closeouts	2,000.28	2,000.28			2,000.28	100.00		
06	Final Cleaning	2,000.00	2,000.00			2,000.00	100.00		
07	Cast-In-Place Concrete	57,200.00	57,200.00			57,200.00	100.00		
08	Precast Plank	14,200.00	14,200.00			14,200.00	100.00		
09	Unit Masonry	84,600.00	84,600.00			84,600.00	100.00		
10	Rough Carpentry M	6,800.00	6,800.00			6,800.00	100.00		
11	Rough Carpentry L	17,400.00	17,400.00			17,400.00	100.00		
12	Roof Trusses M	1,800.00	1,800.00			1,800.00	100.00		
13	Bituminous Damproofing	3,750.00	3,750.00			3,750.00	100.00		
14	Insulation	1,900.00	1,900.00			1,900.00	100.00		
15	Sheet Metal Roofing	16,000.00	16,000.00			16,000.00	100.00		
16	Soffits & Flashings	2,000.00	2,000.00			2,000.00	100.00		
17	Joint Sealants	2,800.00	2,800.00			2,800.00	100.00		
18	Doors, Hardware, & Frames M	15,850.00	15,850.00			15,850.00	100.00		
19	Doors, Hardware, & Frames L	1,950.00	1,950.00			1,950.00	100.00		
20	Translucent Skylight System	6,050.00	6,050.00			6,050.00	100.00		
21	Louvers M	1,700.00	1,700.00			1,700.00	100.00		
22	Louvers L	800.00	800.00			800.00	100.00		
23	Gypsum Wallboard	2,800.00	2,800.00			2,800.00	100.00		
24	Concrete Floor Sealer	1,400.00	1,400.00			1,400.00	100.00		
25	Painting	6,800.00	6,800.00			6,800.00	100.00		
	GRAND TOTAL								

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AIA® Document G703™ – 1992

Continuation Sheet

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APPLICATION NO: 12
APPLICATION DATE: 8/22/2025
PERIOD TO: 8/31/2025
ARCHITECT'S PROJECT NO: 66099

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)
26	Signage	1,950.00	1,950.00			1,950.00	100.00		
27	Plumbing	13,500.00	13,500.00			13,500.00	100.00		
28	Mechanical	34,250.00	34,250.00			34,250.00	100.00		
29	Electrical Permit	260.00	260.00			260.00	100.00		
30	Electrical General Labor	34,744.00	34,744.00			34,744.00	100.00		
31	Electrical General Material	25,977.00	25,977.00			25,977.00	100.00		
32	Equipment Controls & Integ.	209,375.00	209,375.00			209,375.00	100.00		
33	Electrical Generator	170,450.00	170,450.00			170,450.00	100.00		
34	Lighting	2,544.00	2,544.00			2,544.00	100.00		
35	Earthwork	52,095.00	52,095.00			52,095.00	100.00		
36	Flexible Paving	12,200.00	12,200.00			12,200.00	100.00		
37	Irrigation Systems	6,450.00	6,450.00			6,450.00	100.00		
38	Turfs & Grasses	5,050.00	5,050.00			5,050.00	100.00		
39	Deciduous Trees 2.5"	3,738.00	3,738.00			3,738.00	100.00		
40	Shrub #5 GAL CONT	1,566.00	1,566.00			1,566.00	100.00		
41	Perennial Grass #1 GAL CONT	1,234.00	1,234.00			1,234.00	100.00		
42	Rock Mulch	875.00	875.00			875.00	100.00		
43	Metal Landscape Edger	2,158.00	2,158.00			2,158.00	100.00		
44	Utilities	28,269.00	28,269.00			28,269.00	100.00		
45	Process Piping	38,250.00	38,250.00			38,250.00	100.00		
46	Vertical Line Shaft Pump	124,000.00	124,000.00			124,000.00	100.00		
47	Change Order 1	-47,131.00	-47,131.00			-47,131.00	100.00		
48	Change Order 2	2,984.35	2,984.35			2,984.35	100.00		
49	Change Order 4	10,634.66	10,634.66			10,634.66	100.00		
50	Change Order 5	3,272.64	3,272.64			3,272.64	100.00		
	GRAND TOTAL								

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Continuation Sheet

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APPLICATION NO: 12
APPLICATION DATE: 8/22/2025
PERIOD TO: 8/31/2025
ARCHITECT'S PROJECT NO: 66099

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED: FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED: THIS PERIOD	MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)
51	Change Order 6	11,088.00	11,088.00			11,088.00	100.00		
	GRAND TOTAL	1,108,583.93	1,108,583.93			1,108,583.93	100.00		

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

AIA Document G703™ – 1992. Copyright © 1963, 1965, 1966, 1967, 1970, 1978, 1983 and 1992 by The American Institute of Architects. **All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.** Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

PRESENTER: Marty Farrell

ITEM: Approve payment of Pay Application #3 for Park Improvements Projects for the sum of $177,951.09

PREPARED BY: Martin Farrell

BACKGROUND: Staff solicited bids from contractors for the Park Improvements Project for Area 21 Park, Ione Gardens upgrades and Elsie Stephens Phase 3. The bids were separated into base bids and multiple alternates for each of the Parks to help with spending limited dollars appropriately.

Bid packages were posted on March 3 2025, and the bid opening scheduled for March 27 2025. Staff held the bid opening and received 6 competitive bids. The bids were analyzed for Low Base Bid and various scenarios with the Alternates. Staff and Paul Kangas presented the low bids and alternates to the Park Commission on 4-1-2025 for their recommendation of which alternates to accept to determine the low bid.

The Park Commission recommended including PSA A retaining walls and Landscape, PSA-B concrete edger around the sand volleyball court, PSA D Tree Plantings, IOG-A tree plantings, ESPAA all base bid, ESP-A West Parking Lot, ESP-B Gate at Historic Entrance. Subsequently Council removed Elsie Stephens Park from the Contract along with alternates and Tree plantings at Ione Gardens and Area 21 Park.

CRITICAL ISSUES: Meets City Strategic Initiative to “Foster a Safe and Welcoming Community”.

BUDGET IMPACT: Funded from Fund 405 Park Dedication Funds $1,850,000 and Irrigation Funded from Water Fund 601 $225,000

Revised Contract Bid	$1,026,918.68
Construction Management @ 6%	$61,615
Contingency @ 7%	$65,000
Total Project Cost	$1,153,533.68

RECOMMENDATION: Approve payment of Pay Application #3

ATTACHMENT(S): Project Spreadsheet, Pay application #3

	Project Financial Breakdown	**CUSTOM BUILDERS**		
Date	Pay Application/Change Order	Custom Builders Pay App Amount	Custom Builders Change Orders	Custom Builders Contract Balance
	Starting Balance			**$ 1,026,918.68**
7/8/2025	Pay Application #1	$ 170,750.45		$ (170,750.45)
8/8/2025	Pay Application #2	$ 96,558.81		$ (96,558.81)
9/9/2025	Pay Application #3	$ 177,951.09		$ (177,951.09)
9/9/2025	Change Order 1		$ 36,430.89	$ 36,430.89
		$ 445,260.35	**$ 36,430.89**	**$ 618,089.22**

AS OF 09-18-25		
Contract Balances to Project Close Out		
Custom Builders	$	618,089.22
Construction Management	$	61,615.00
Remaining Contract Balances Total	**$**	**679,704.22**
Project Starting Balance	$	1,153,533.68
Minus total pay apps to date	$	(445,260.35)
Remaining Project Balance	**$**	**708,273.33**
Remaining Project Balance	$	708,273.33
Minus remaining Contract Balances	$	(679,704.22)
Contingency	**$**	**28,569.11**

APPLICATION AND CERTIFICATION FOR PAYMENT — AIA DOCUMENT G702 — PAGE ONE OF 1 PAGES

TO OWNER:
City of Dayton

12260 S Diamond Lake Rd,Dayton, MN 55327

FROM CONTRACTOR:
Custom Builders, Inc.

12383 234th St, Cold Spring, MN 56320

PROJECT:
2025 Park Improvements
#21 Neighborhood/lone Gardens,
Dayton, MN 55327
VIA ARCHITECT:
Inside Outside Architecture

5 James Rd-Suite 200A, Rogers, MN 5

APPLICATION NO: 3
APPLICATION DATE: August 08, 2025
PERIOD TO: 8/9/2025-9/3/2025

PROJECT NOS:

Distribution to:
OWNER: ☐
ARCHITECT: ☐
CONTRACTOR: ☐
FIELD: ☐
OTHER: ☐

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Subcontract.
AIA Document G703®S, Continuation Sheet, Subcontractor Version, is attached.

1. ORIGINAL SUBCONTRACT SUM	$1,026,918.18
2. NET CHANGE BY CHANGE ORDERS	$36,430.89
3. SUBCONTRACT SUM TO DATE (Line 1 ± 2)	$1,063,349.07
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	$468,695.11
5. RETAINAGE:	
a. 5 % of Completed Work (Column D + E on G703:) =	$23,434.76
b. % of Stored Material (Column F on G703: $0.00) =	$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	$23,434.76
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	$445,260.35
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	$267,309.26
8. CURRENT PAYMENT DUE	$177,951.09
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$618,088.72

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$0.00	$0.00
Total approved this Month	$36,430.89	$0.00
TOTALS	$36,430.89	$0.00
NET CHANGES by Change Order	$36,430.89	

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

CONTRACTOR: Custom Builders, Inc.
By: _____ Date: September 04, 2025
State of: Minnesota
County of: Stearns
Subscribed and sworn to before me this 4th day of September, 2025.
Notary Public: Melissa A. Grams
My Commission expires: Jan. 31, 2031

MELISSA ANN GRAMS
NOTARY PUBLIC
MINNESOTA
My Commission Expires Jan. 31, 2031

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... $ _____
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)
ARCHITECT:
By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

PRESENTER:

Jason Quisberg

ITEM:

Graco Building 2 Development Letter of Credit (LOC) Release

PREPARED BY:

Jason Quisberg, Engineering
Nick Findley, Engineering

POLICY DECISION / ACTION TO BE CONSIDERED:

Release the remaining LOC balance for the Graco Building 2 LOC.

BACKGROUND:

Construction for the Graco Building 2 site has been completed in its entirety with only minor punchlist/clean up items remaining.

Currently there is a remaining LOC balance of $3,718,960.00 for the Graco Building 2 site. We recommend releasing the letter of credit in the of $3,718,960.00 for a new balance of $0.00.

BUDGET IMPACT:

None

RECOMMENDATION:

We recommend releasing the remaining LOC balance of $3,718,960.00 for a remaining balance of $0.00.

ATTACHMENT(S):

PRESENTER:

Jason Quisberg

ITEM:

Release of the Letter of Credit (LOC) for the Kwik Trip – County Road 81 Development.

PREPARED BY:

Jason Quisberg, Engineering
Nick Findley, Engineering

POLICY DECISION / ACTION TO BE CONSIDERED:

Release of the letter of credit for public improvements for the Kwik Trip – County Road 81 Development.

BACKGROUND:

All work related to the Kwik Trip – County Road 81 Development has been completed. This includes the completion of any remaining testing and punchlist items.

The current LOC balance is $950,418.66. We recommend releasing the LOC in the full amount of $950,418.66 for a remaining balance of $0.00.

CRITICAL ISSUES:

There are no outstanding critical issues.

COMMISSION REVIEW / ACTION (IF APPLICABLE):

60/120-DAY RULE (IF APPLICABLE):

RELATIONSHIP TO COUNCIL GOALS:

BUDGET IMPACT:

RECOMMENDATION:

Staff recommends releasing the remaining LOC balance for the Kwik Trip – County Road 81 in the amount of $950,418.66 for a remaining balance of $0.00.

ATTACHMENT(S):

PRESENTER:

Jason Quisberg

ITEM:

Territorial Road Watermain Extension – Pay Application No. 2

PREPARED BY:

Jason Quisberg, Engineering
Nick Findley, Engineering

POLICY DECISION / ACTION TO BE CONSIDERED:

None

BACKGROUND:

New Look Contracting, Inc. has completed the work for the Territorial Road Watermain Extension. All outstanding punchlist items and testing have been completed.

CRITICAL ISSUES:

COMMISSION REVIEW / ACTION (IF APPLICABLE):

60/120-DAY RULE (IF APPLICABLE):

RELATIONSHIP TO COUNCIL GOALS:

The work completed is within the previously approved budget for the project.

BUDGET IMPACT:

RECOMMENDATION:

We recommend payment for the work completed to date, in the amount of $21,452.80.

ATTACHMENT(S):
Final Pay Estimate No. 2
Territorial Road Watermain Extension Pay Estimate No. 2 Tabulation

SECTION 00 62 76

APPLICATION FOR PAYMENT FORM

OWNER: City of Dayton
PROJECT: Territorial Road Watermain Extension
CONTRACTOR: New Look Contracting, Inc.

FINAL PAY ESTIMATE NO. 2

Original Contract Amount:	$ 349,872.50
Contract Changes approved to Date (1):	$ 18,270.00
Revised Contract Price :	$ 368,142.50
Work Completed to Date (attached):	$ 381,508.50
Retainage to Date, 0%:	$ -
Work Completed to Date Less Retainage to Date:	$ 381,508.50
Total Amount Previously Certified:	$ 360,055.70
Payment Request This Estimate:	$ 21,452.80

I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid.

CONTRACTOR

CERTIFICATE OF CONTRACTOR

I hereby certify that the work and the materials supplied to date, as shown on the request for payment, represents the actual value of accomplishment under the terms of the contract dated 9/10/2023 between betweeen the City of Dayton (OWNER) and New Look Contracting, Inc. (CONTRACTOR) and all authorized changes therto:

By _____ Luke Anderson

Title Estimator / PM

Approval:

(CONTRACTOR) _____ Date 9-11-25

STANTEC CONSULTING SERVICES, INC. _____ Date 9-16-25

CITY OF DAYTON _____ Date _____

END OF SECTION

TERRITORIAL ROAD WATERMAIN EXTENSION
PAYMENT REQUEST FORM
QUANTITY TABULATION

NO.	ITEM DESCRIPTION	UNIT	BID QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		LESS PREVIOUS PAYMENTS		PAY REQUEST #2 May 2025	
BASE BID SCHEDULE A						QTY	PRICE	QTY	PRICE	QTY	PRICE
1	MOBILIZATION	LUMP SUM	1	$7,500.00	$7,500.00	1	$ 7,500.00	1	$ 7,500.00	0	$ -
2	TRAFFIC CONTROL	LUMP SUM	1	$5,000.00	$5,000.00	1	$ 5,000.00	1	$ 5,000.00	0	$ -
3	CLEARING AND GRUBBING	ACRE	0.05	$85,000.00	$4,250.00	0.05	$ 4,250.00	0.05	$ 4,250.00	0	$ -
4	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	115	$7.50	$862.50	20	$ 150.00	20	$ 150.00	0	$ -
5	REMOVE BITUMINOUS PAVEMENT	SQ YD	112	$9.00	$1,008.00	116	$ 1,044.00	116	$ 1,044.00	0	$ -
6	AGGREGATE BASE CLASS 5, 100% CRUSHED	TON	50	$35.00	$1,750.00	52	$ 1,820.00	52	$ 1,820.00	0	$ -
7	SELECT GRANULAR BORROW (MODIFIED)	TON	89	$24.00	$2,136.00	94	$ 2,256.00	94	$ 2,256.00	0	$ -
8	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	30	$275.00	$8,250.00	31	$ 8,525.00	31	$ 8,525.00	0	$ -
9	BITUMINOUS MATERIAL FOR TACK COAT	GAL	10	$15.00	$150.00	10	$ 150.00	10	$ 150.00	0	$ -
10	12” FUSIBLE PVC C900 DR-18 WATERMAIN (DIRECTIONALLY DRILLED)	LIN FT	1783	$145.00	$258,535.00	1785	$ 258,825.00	1785	$ 258,825.00	0	$ -
11	6” PVC C900 DR-18 WATERMAIN (OPEN CUT)	LIN FT	15	$90.00	$1,350.00	15	$ 1,350.00	15	$ 1,350.00	0	$ -
12	12” PVC C900 DR-18 WATERMAIN (OPEN CUT)	LIN FT	34	$160.00	$5,440.00	34	$ 5,440.00	34	$ 5,440.00	0	$ -
13	6” DUCTILE IRON PIPE CL 52 HYDRANT LEADS	LIN FT	16	$100.00	$1,600.00	11	$ 1,100.00	11	$ 1,100.00	0	$ -
14	6” GATE VALVE AND BOX	EACH	1	$3,400.00	$3,400.00	1	$ 3,400.00	1	$ 3,400.00	0	$ -
15	12” GATE VALVE AND BOX	EACH	2	$6,750.00	$13,500.00	2	$ 13,500.00	2	$ 13,500.00	0	$ -
16	FIRE HYDRANT	EACH	2	$7,000.00	$14,000.00	2	$ 14,000.00	2	$ 14,000.00	0	$ -
17	HYDRANT EXTENSION	EACH	1	$1,850.00	$1,850.00	2	$ 3,700.00	2	$ 3,700.00	0	$ -
18	DUCTILE IRON FITTINGS	POUND	524	$17.50	$9,170.00	853	$ 14,927.50	710	$ 12,425.00	143	$ 2,502.50
19	CONNECT TO EXISTING WATERMAIN	EACH	1	$3,500.00	$3,500.00	1	$ 3,500.00	1	$ 3,500.00	0	$ -
20	STABILIZED CONSTRUCTION EXIT	EACH	1	$1.00	$1.00	1	$ 1.00	1	$ 1.00	0	$ -
21	SEDIMENT CONTROL LOG TYPE STRAW (OR BIOROLL) - MAINTAINED	LIN FT	300	$10.00	$3,000.00	300	$ 3,000.00	300	$ 3,000.00	0	$ -
22	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	5	$1.00	$5.00	15	$ 15.00	15	$ 15.00	0	$ -
23	CULVERT PROTECTION - MAINTAINED	EACH	1	$200.00	$200.00	1	$ 200.00	1	$ 200.00	0	$ -
24	ROLLED EROSION PREVENTION CATEGORY 20	SQ YD	660	$4.00	$2,640.00	1790	$ 7,160.00	1790	$ 7,160.00	0	$ -
25	MNDOT SEED MIXTURE 25-131 (@160 LB/ACRE)	POUND	14	$25.00	$350.00	50	$ 1,250.00	50	$ 1,250.00	0	$ -
26	MNDOT SEED MIXTURE 25-141 (@65 LB/ACRE)	POUND	5	$25.00	$125.00	15	$ 375.00	15	$ 375.00	0	$ -
27	FERTILIZER TYPE 2 (@200 LB/ACRE)	POUND	30	$10.00	$300.00	80	$ 800.00	80	$ 800.00	0	$ -
			TOTAL SCHEDULE A BID		**$349,872.50**		**$363,238.50**		**$360,736.00**		**$2,502.50**

CHANGE ORDER 1		UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		LESS PREVIOUS PAYMENTS		PAY REQUEST #2 May 2025	
CO-1	COMMON EXCAVATION OFFSITE	CU YD	406	$45.00	$18,270.00	406	$ 18,270.00	406	$ 18,270.00	0	$ -
			TOTAL CHANGE ORDER 1		**$18,270.00**		**$18,270.00**		**$18,270.00**		**$0.00**

1	RETAINAGE REDUCTION	LS	1	$ 18,950.30	$ 18,950.30	1	$ 18,950.30	0	$ -	1	$ 18,950.30

GENERAL CONTRACTOR	COMPLETED TO DATE	LESS PREVIOUS PAYMENTS	PAYMENT REQUEST 2
New Look Contracting, Inc.	Subtotal: $ 381,508.50	Subtotal: $ 379,006.00	Subtotal: $ 21,452.80
14045 Northdale Blvd.	0% Retainage: $ -	5% Retainage: $ 18,950.30	0% Retainage: $ -
Rogers, MN 55374	Total: $ 381,508.50	Total: $ 360,055.70	Total: $ 21,452.80

PRESENTER:

Jason Quisberg

ITEM:

Release of the Letter of Credit (LOC) for the Cypress Cove Development 1st and 5th Addition

PREPARED BY:

Jason Quisberg, Engineering
Nick Findley, Engineering

POLICY DECISION / ACTION TO BE CONSIDERED:

Release of the LOC for the Cypress Cove Development 1st and 5th Addition

BACKGROUND:

All of the remaining work for the Cyprus Cove Development 1st and 5th Addition has been completed including any testing and punch list items.

The current LOC balances remaining is $86,363.62 for 1st Addition and $23,049.00 for 5th Addition. We recommend releasing the balances in the full amounts of $86,363.62 for 1st Addition and $23,049.00 for 5th Addition for remaining balances of $0.00 and $0.00 respectively.

CRITICAL ISSUES:

There are no outstanding critical issues

COMMISSION REVIEW / ACTION (IF APPLICABLE):
60/120-DAY RULE (IF APPLICABLE):
RELATIONSHIP TO COUNCIL GOALS:

BUDGET IMPACT:
None

RECOMMENDATION:
We recommend releasing the balances in the full amounts of $86,363.62 for 1st Addition and $23,049.00 for 5th Addition for remaining balances of $0.00 and $0.00 respectively.

ATTACHMENT(S):

None

PRESENTER:

Jason Quisberg

ITEM:

Release of the Letter of Credit (LOC) for the Dayton 94 Project – Troy Lane Extension

PREPARED BY:

Jason Quisberg, Engineering
Nick Findley, Engineering

POLICY DECISION / ACTION TO BE CONSIDERED:

Release of LOC for the Dayton 94 Project – Troy Lane Extension

BACKGROUND:

All site work for Dayton 94 Project – Troy Lane Extension has been completed, including the punchlist and any remaining testing.

Currently, a LOC with a balance of $152,779.00 is being held for the work within the Dayton 94 Project. We recommend releasing the LOC in the full amount of $152,779.00 for a remaining balance of $0.00.

CRITICAL ISSUES:

There are no outstanding critical issues.

COMMISSION REVIEW / ACTION (IF APPLICABLE):
60/120-DAY RULE (IF APPLICABLE):
RELATIONSHIP TO COUNCIL GOALS:
BUDGET IMPACT:
RECOMMENDATION:

We recommend releasing the LOC balance for the Dayton 94 – Troy Lane Extension in the amount of $152,779.00 for a remaining balance of $0.00.

ATTACHMENT(S):

ITEM:
Reconveyance of Tax Forfeit property, PID: 31-121-22-31-0056.

APPLICANT/PRESENTER:
Jon Sevald, Community Development Director

PREPARED BY:
Jon Sevald, Community Development Director

POLICY DECISION / ACTION TO BE CONSIDERED:
Motion to Authorize Staff to request reconveyance Deed from Hennepin County for Tax Forfeit property, 183XX Robinson Street, Lots 4 and 5, Block 10, Townsite of Dayton, PID: 31-121-22-31-0056.

BACKGROUND:
Hennepin County acquired PID: 31-121-22-31-0056 via Tax Forfeiture. The city has the ability to use the property for a Public Use without charge (e.g. water tower. If the city is to use the property for a Public Purpose (e.g. city to sell, the city must purchase the property from Hennepin County.

The property is 80' X 150' (12,000 sq ft and includes a 24' elevation difference between front and rear (slopes towards the front. The front 100' is relatively level.

During the EDA's September 9, 2025 meeting, the EDA requested that the City Council acquire the property and provide to the EDA.

CRITICAL ISSUES:
None.

60/120-DAY RULE (IF APPLICABLE):

	60-Days	120-Days
N/A		

RELATIONSHIP TO COUNCIL GOALS:
Encourage Diversity and Mange Thoughtful Development

BUDGET IMPACT:
TBD

ATTACHMENT(S):
Aerial Photo
Site Photo





Tax Forfeit property, 183XX Robinson Street (photo July 14, 2025).

ITEM:
PUBLIC HEARING: Ordinance 2025-21, Repealing Ordinance 2019-20 and Implementing a Gas Energy Franchise Fee on CenterPoint Energy

APPLICANT/PRESENTER:
Jon Sevald, Community Development Director

PREPARED BY:
Jon Sevald, Community Development Director
Amy Schmidt, City Attorney

POLICY DECISION / ACTION TO BE CONSIDERED:
Motion to Approve Ordinance 2025-21, Repealing Ordinance 2019-20 and Implementing a Gas Energy Franchise Fee on CenterPoint Energy

BACKGROUND:
Utility Franchise Fees are fees charged by the city to utility providers to place utilities within the city's right-of-way. Utility providers pass this cost onto their customers. The city has Franchise Fee agreements with Anoka Municipal Utility, CenterPoint Gas, Charter, Comcast, Connexus, Elk River Municipal Utilities, and Xcel. In 2024, the city collected $561,518 in Franchise Fees used to offset the property tax levy.

Staff was contacted by three farmers concerned about a 2023 tariff change in how the Public Utilities Commission (PUC) abeles grain dryer utility meters to be locked out when not in use. Monthly Franchise Fees were charged when the grain dryers were in use, whereas they are now (effective 2025) applicable year around. Staff discussed with CenterPointe Energy, leading to the proposed Ordinance Amendment exempting *Agricultural Grain Dryer customers* from paying a Franchise Fee.

This amendment affects two farm operations (CenterPointe Energy customers). It does not affect the third farm operation (Connexus customer). Staff was not able to confirm with Connexus if the PUC regulatory change to natural gas is also applicable to electricity. If it is, this will have to be addressed separately.

If the amendment is approved, CenterPoint Energy has 30-days to review, and the PUC has 60-days to review before the change goes into effect.

CRITICAL ISSUES:
None.

60/120-DAY RULE (IF APPLICABLE):

	60-Days	120-Days
N/A		

RELATIONSHIP TO COUNCIL GOALS:
N/A

BUDGET IMPACT:
$3,648 ($152/month X 2 farms) in reduced Franchise Fee revenue.

A Public Hearing notice was published by the Minnesota Star Tribune on August 31, 2025. The Public Hearing was Tabled by the Council at its September 9th meeting to allow Staff more time to research. Staff has had additional communications with CenterPointe Energy and Connexus, but does not have a clear understanding if the PUC's regulatory change to natural gas customers is also applicable to other utility types (it does not appear so, but has not been confirmed).

ATTACHMENT(S):
Ordinance 2025-21

ORDINANCE NO. 2025-21

CITY OF DAYTON
HENNEPIN AND WRIGHT COUNTY
STATE OF MINNESOTA

AN ORDINANCE REPEALING ORDINANCE 2019-20
AND
IMPLEMENTING A GAS ENERGY FRANCHISE FEE
ON CENTERPOINT ENERGY MINNESOTA GAS ("CENTERPOINT ENERGY")
FOR PROVIDING GAS ENERGY SERVICE WITHIN THE CITY OF DAYTON

THE CITY COUNCIL OF THE CITY OF DAYTON, HENNEPIN AND WRIGHT COUNTY, MINNESOTA, ORDAINS:

Section 1. Ordinance 2019-20 adopted by the City Council of the City of Dayton on September 26, 2019, is hereby repealed in its entirety.

Section 2. A Gas Franchise Fee on CenterPoint Energy is established and implemented as follows:

Gas Franchise Fee

(a) *Definitions*. For the purposes of this Ordinance, the following terms shall have the following meanings:

(1) City. The City of Dayton, Counties of Hennepin and Wright, State of Minnesota.

(2) Company. CenterPoint Energy Minnesota Gas ("CenterPoint Energy"), its successors and assigns.

(3) Franchise Agreement. The franchise agreement between the City and Company pursuant to City Ordinance 2015-06.

(4) Notice. "Notice" means a writing served by any party or parties on any other party or parties. Notice to Company shall be mailed to CenterPoint Energy, Vice President Regional Operations, 505 Nicollet Mall, Minneapolis, MN 55402. Notice to City shall be mailed to the City Clerk at 12260 S. Diamond Lake Road, Dayton, MN 55327.

(b) *Purpose*. The Dayton City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide natural gas and electric services within the City. Pursuant to the Franchise Agreement the City has the right to impose a franchise fee on Company.

(c) *Franchise Fee Statement and Schedule*. A franchise fee is hereby imposed on Company commencing with the January billing month, and in accordance with the following fee schedule:

Customer Classification	**Amount per Account per Month ($)**
Residential	$4.00 per month
Firm A (commercial)	$7.00 per month
Firm B (commercial)	$20.00 per month
Firm C (commercial)	$65.00 per month
Small Volume, Dual Fuel A ("SVDF A")	$152.00 per month
Small Volume, Dual Fuel B ("SVDF B")	$155.00 per month
Large Volume, Dual Fuel ("LVDF")	$200.00 per month

(d) *Account Fee*. This fee is an account-based fee and not a meter-based fee. In the event that an entity covered by this ordinance has more than one meter, but only one account, only one fee shall be assessed to that account. In the event any entities covered by this ordinance have more than one account, each account shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any account, the highest possible fee amount shall apply.

(e) *Exemption*. Agricultural grain dryer customers in all Customer Classifications shall be exempt from payment of this fee.

(f) *Payment*. Franchise fees are to be collected by the Company, consistent with the Minnesota Public Utility Commission's March 23, 2011 Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970, and submitted to the City as follows:

January – March collections due by April 30.
April – June collections due by July 31.
July – September collections due by October 31.
October – December collections due by January 31.

(g) *Record Support for Payment*. The Company shall make each payment when due and, if requested by the City, shall provide a statement summarizing how the franchise fee payment was determined, including information showing any adjustments to the total made to account for any non-collectible accounts, refunds or error corrections. The Company shall permit the City, and its representatives, access to the Company's records for the purpose of verifying such statements.

(h) *Payment Adjustments*. Payment to the City will be adjusted where the Company is unable to collect the franchise fee. This includes non-collectible accounts.

(i) *Surcharge*. The City recognizes that the Minnesota Public Utilities Commission may allow the Company to add a surcharge to customer rates of city residents to reimburse the Company for the cost of the fee, consistent with the Minnesota Public Utility Commission's March 23, 2011 Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970.

(j) *Dispute Resolution*. If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved

within 30 days of the written notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of this mediator. If a mediator is not used or if the parties are unable to resolve the dispute within 30 days after first meeting with the selected mediator, either party may commence an action in District Court to interpret and enforce this ordinance or for such other relief permitted by law.

(k) *Effective Date of Franchise Fee*. The effective date of this Ordinance shall be after its publication and ninety (90) days or more after sending written notice enclosing a copy of this adopted Ordinance to Company by certified mail. Collection of the fee shall commence as provided above.

(l) *Relation to Franchise Agreement*. This ordinance is enacted in compliance with the Franchise Agreement and shall be interpreted as such.

(m) *Periodic Review*. The City Council shall review this ordinance every two years in whatever manner the City Administrator determines to be appropriate, including, but not limited to, review by the City Council in either a work session or a regular session. Failure to review this ordinance shall not in any way invalidate or limit it.

(n) *Permit Fees*. The Company will administer the collection and payment of franchise fees to the City in lieu of permit fees, or other fees that may otherwise be imposed on the Company in relation to its operations as a public utility in the City so long as the following requirements are met:

(1) The Company applies for any and all permits, licenses and similar documentation as though this provision did not exist.

(2) The Company requests the fee to be waived at the time of application.

Section 3. Effective Date. This ordinance takes effect as provided herein.

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 9th DAY OF SEPTEMBER 2025.

City of Dayton

_____
Dennis Fisher, Mayor

ATTEST:

_____
Amy Benting, City Clerk

Date Published: _____

ITEM:
Public Hearing for Resolution No. 63-2025, Approving the Vacation of Drainage and Utility Easements on Outlot A, Dayton Field 4th Addn, to be platted as Lot 1, Block 1, Dayton Field 5th Addition

APPLICANT:
Rogers Ops, LLC.

PREPARED BY:
Hayden Stensgard, Planner II

BACKGROUND:
The applicants proposing to develop Outlot A of Dayton Field 4th Addn have applied to vacate the drainage and utility easements that were established on the property with the platting of Dayton Field 4th Addn. The vacation is a required step for already platted parcels that are intended to be replatted in the future. Prior to plat recording, the existing drainage and utility easements must be vacated, as they will be reestablished around the new plat boundary when recorded.

CRITICAL ISSUES:
There are no critical issues.

60/120-DAY RULE (IF APPLICABLE):
N/A

RELATIONSHIP TO COUNCIL GOALS:
This action is not related to a specific goal but is part of typical council action.

ACTION:
Motion to adopt Resolution No. 63-2025, approving the vacation of drainage and utility easements on Outlot A, Dayton Field 4th Addn.

RECOMMENDATION:
Staff recommends approval of Resolution No. 63-2025 to vacate the drainage and utility easements on Outlot A, Dayton Field 4th Addn, as they will be reestablished around the new plat boundary once recorded. Staff has included language in the attached resolution that this approval would be contingent on the subsequent consideration of a Preliminary and Final Plat.

ATTACHMENT(S):
Resolution 63-2025
Aerial Image
Easement Vacation Description
Final Plat of Dayton Field 5th Addition

CITY OF DAYTON
COUNTIES OF HENNEPIN AND WRIGHT
STATE OF MINNESOTA

RESOLUTION NO. 63-2025
GRANTING APPROVAL OF VACATING CERTAIN DRAINAGE AND UTILITY EASEMENTS ON OUTLOT A, DAYTON FIELD 4TH ADDN, RELATED TO DAYTON FIELD 5TH ADDITION FINAL PLAT

WHEREAS, a request for easement vacation by Rogers Ops, LLC., affected by certain drainage and utility easements was received by the Staff on the 4th day of September, 2025 (hereinafter referred to as the "Vacation"); and

WHEREAS, the applicant requests that the City Council, pursuant to Minnesota Statute §412.851, vacate certain Drainage and Utility Easements legally described by Exhibit A (hereinafter referred to as the "Easements").

WHEREAS, City Staff reviewed the request and determined that a majority of the affected landowners supported the Vacation and the request is normal for previously platted lots undergoing development, which are encumbered by drainage and utility easements from previous developments; and

WHEREAS, a public hearing to consider the Vacation of the Easements was held on the 23rd day of September, 2025, before the City Council in the City Hall, City Council Chambers located at 12260 South Diamond Lake Road, Dayton, MN 55327 at approximately 6:30 P.M after due published and posted notice had been given on the 8th and 15th day of September, 2025, and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public interest.

DECISION

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

That such petition for vacation is hereby granted and the Easements described in Exhibit A are hereby vacated.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

Adopted this 23rd day of September, 2025, by the City of Dayton.

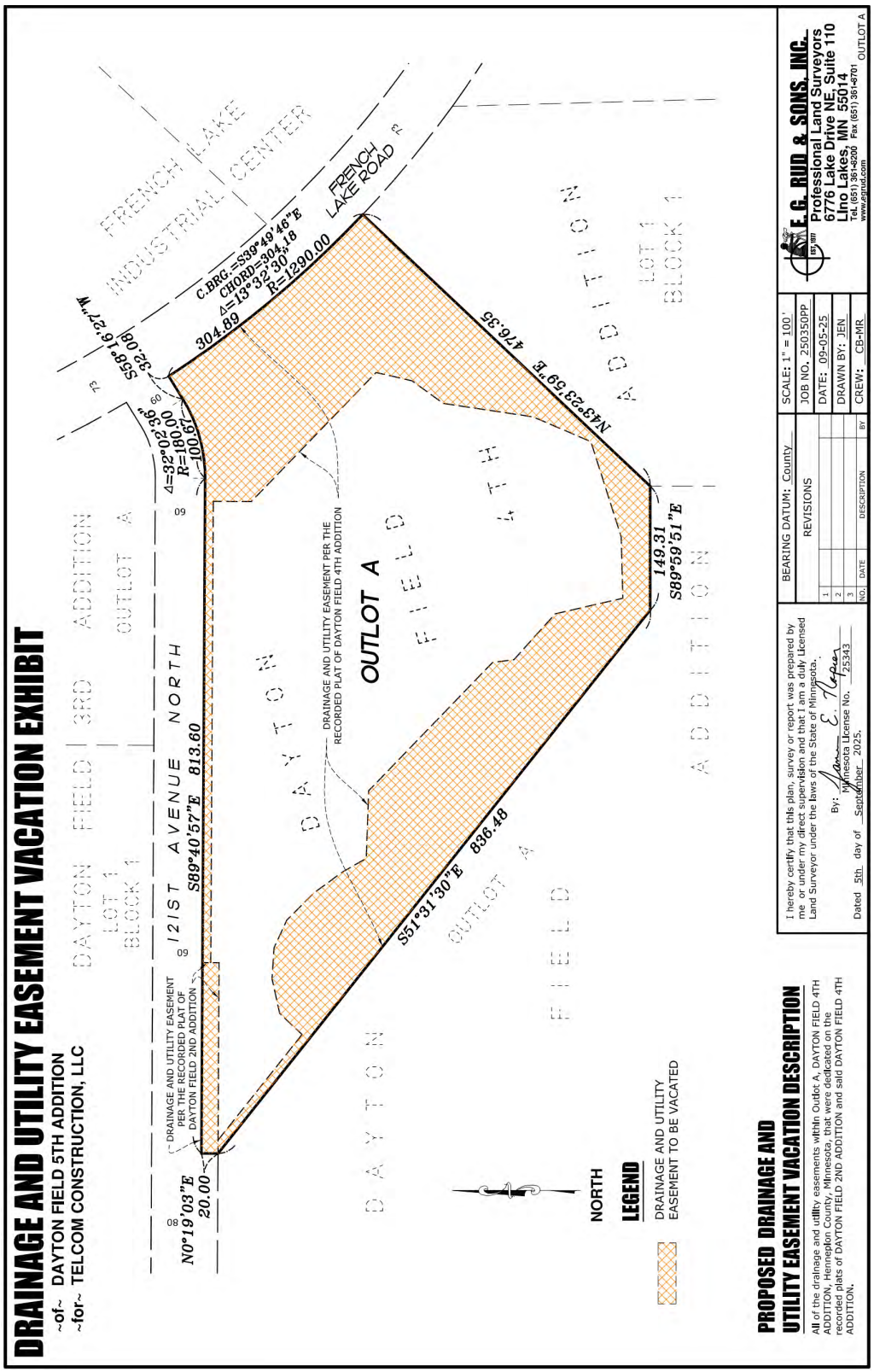
_____
Mayor - Dennis Fisher

_____
City Clerk - Amy Benting

EXHIBIT A

All of the drainage and utility easements within Outlot A, DAYTON FIELD 4TH ADDITION, Hennepin County, Minnesota, that were dedicated on the recorded plats of DAYTON FIELD 2ND ADDITION and said DAYTON FIELD 4TH ADDITION.

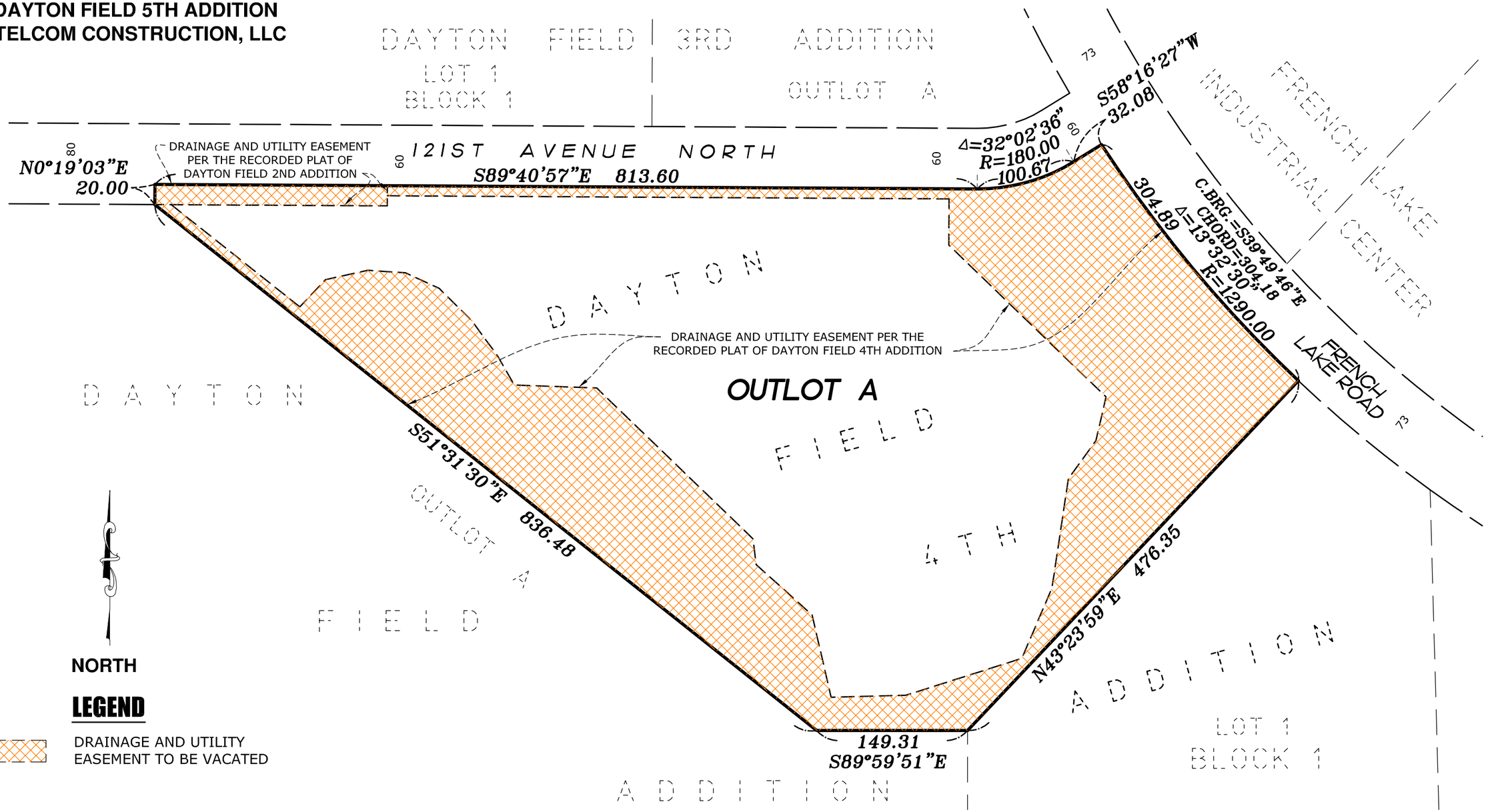
EXHIBIT B


DRAINAGE AND UTILITY EASEMENT VACATION EXHIBIT
~of~ DAYTON FIELD 5TH ADDITION
~for~ TELCOM CONSTRUCTION, LLC
DAYTON FIELD 3RD ADDITION
LOT 1
BLOCK 1
OUTLOT A
121ST AVENUE NORTH
S89°40'57"E 813.60
N0°19'03"E 20.00
DRAINAGE AND UTILITY EASEMENT PER THE RECORDED PLAT OF DAYTON FIELD 2ND ADDITION
DRAINAGE AND UTILITY EASEMENT PER THE RECORDED PLAT OF DAYTON FIELD 4TH ADDITION
OUTLOT A
DAYTON FIELD 4TH ADDITION
FRENCH LAKE INDUSTRIAL CENTER
FRENCH LAKE ROAD
C.BRG.=S39°49'46"E
CHORD=304.18
Δ=13°32'30"
R=1290.00
304.89
Δ=32°02'09"
R=180.00
100.67
S58°16'27"W
32.08
N43°23'59"E 476.35
S89°59'51"E 149.31
S51°31'30"E 836.48
LOT 1
BLOCK 1
DAYTON FIELD 4TH ADDITION
OUTLOT A
NORTH
LEGEND
DRAINAGE AND UTILITY EASEMENT TO BE VACATED
PROPOSED DRAINAGE AND UTILITY EASEMENT VACATION DESCRIPTION
All of the drainage and utility easements within Outlot A, DAYTON FIELD 4TH ADDITION, Hennepin County, Minnesota, that were dedicated on the recorded plats of DAYTON FIELD 2ND ADDITION and said DAYTON FIELD 4TH ADDITION.
I hereby certify that this plan, survey 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.
By: Adam C. Hagen
Minnesota License No. 25343
Dated 5th day of September 2025.
BEARING DATUM: County
REVISIONS
NO. DATE DESCRIPTION BY
SCALE: 1" = 100'
JOB NO. 250350PP
DATE: 09-05-25
DRAWN BY: JEN
CREW: CB-MR
E.G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com
OUTLOT A


13
Brockton Ln N
121st Ave N
121st Ave N
French Lake
French Lake Rd W
Gaywood Dr
Gaywood Dr
Fairhills Dr
Fairhills Dr
Crestwood Dr
Edgemore Dr
Burns Dr
Crestwood Dr
York Ave N
Burns Dr
118th Ave N
13
81
Auburn Dr
118th Ave N
81
101
118th Ave N
Troy Ln N

DRAINAGE AND UTILITY EASEMENT VACATION EXHIBIT

~of~ DAYTON FIELD 5TH ADDITION
~for~ TELCOM CONSTRUCTION, LLC



LEGEND

DRAINAGE AND UTILITY EASEMENT TO BE VACATED

PROPOSED DRAINAGE AND UTILITY EASEMENT VACATION DESCRIPTION

All of the drainage and utility easements within Outlot A, DAYTON FIELD 4TH ADDITION, Hennepin County, Minnesota, that were dedicated on the recorded plats of DAYTON FIELD 2ND ADDITION and said DAYTON FIELD 4TH ADDITION.

I hereby certify that this plan, survey 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.

By: James E. Rapien
Minnesota License No. 25343

Dated 5th day of September 2025.

BEARING DATUM: County

REVISIONS

NO.	DATE	DESCRIPTION	BY
1			
2			
3			

SCALE: 1" = 100'
JOB NO. 250350PP
DATE: 09-05-25
DRAWN BY: JEN
CREW: CB-MR

E. G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com

September 5, 2025

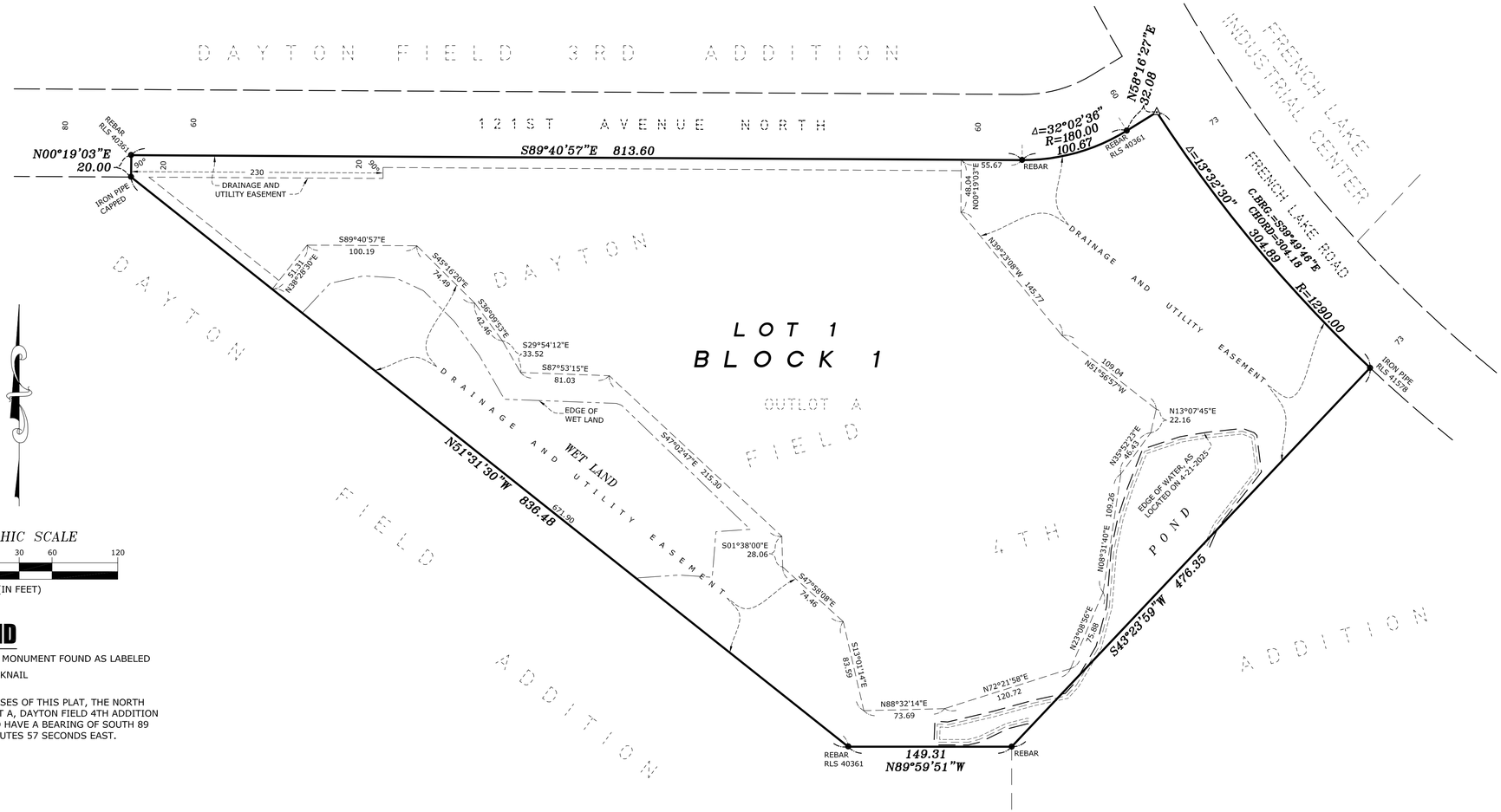
PROPOSED DRAINAGEA ND UTILITY EASEMENT VACATION DESCRIPTION

All of the drainage and utility easements within Outlot A, DAYTON FIELD 4TH ADDITION, Hennepion County, Minnesota, that were dedicated on the recorded plats of DAYTON FIELD 2ND ADDITION and said DAYTON FIELD 4TH ADDITION.

PRELIMINARY COPY
AS OF 09-12-2025

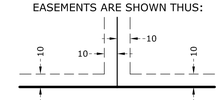
DAYTON FIELD 5TH ADDITION

C.R. DOC. NO. _____



GRAPHIC SCALE
60 0 30 60 120
(IN FEET)

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING LOT LINES AND PUBLIC WAYS, UNLESS OTHERWISE SHOWN ON THIS PLAT.

LEGEND

- ● DENOTES IRON MONUMENT FOUND AS LABELED
- △ DENOTES SET PKNAIL

FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF OUTLOT A, DAYTON FIELD 4TH ADDITION IS ASSUMED TO HAVE A BEARING OF SOUTH 89 DEGREE 40 MINUTES 57 SECONDS EAST.

KNOW ALL PERSONS BY THESE PRESENTS: That Rogers Ops LLC, a Minnesota limited liability company, owner of the following described property:

OUTLOT A, DAYTON FIELD 4TH ADDITION, Hennepin County, Minnesota.

Has caused the same to be surveyed and platted as DAYTON FIELD 5TH ADDITION and does hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Rogers Ops LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ____ day of _____, 20__.

Signed: ROGERS OPS LLC

By: _____
Mark Muller, Manager

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20 ___, Mark Muller, Manager of Rogers Ops LLC, a Minnesota limited liability company, on behalf of the company.

_____ (Signature)

_____ (Print Name)
Notary Public, _____ County, _____
My Commission Expires _____

I James E. Napier do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20 ___.

_____
James E. Napier, Licensed Land Surveyor
Minnesota License No. 25343

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20 ___, by James E. Napier.

_____ (Signature)

_____ (Print Name)
Notary Public, _____ County, Minnesota
My Commission Expires _____

CITY COUNCIL, CITY OF DAYTON, MINNESOTA

This plat of DAYTON FIELD 5TH ADDITION was approved and accepted by the City Council of the City of Dayton, Minnesota, at a regular meeting thereof held this ____ day of _____, 20___, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

By: _____, Mayor By: _____, Clerk

COUNTY AUDITOR, HENNEPIN COUNTY, MINNESOTA

I hereby certify that taxes payable in 20 ___ and prior years have been paid for land described on this plat, dated this _____ day of _____, 20 ___.

Daniel Rogan, County Auditor by _____ Deputy

SURVEY DIVISION, HENNEPIN COUNTY, MINNESOTA

Pursuant to Minnesota Statutes Section 383B.565 (1969), this plat has been approved this _____ day of _____, 20 ___.

Chris F. Mavis, County Surveyor by _____

COUNTY RECORDER, HENNEPIN COUNTY, MINNESOTA

I hereby certify that the within plat of DAYTON FIELD 5TH ADDITION was recorded in this office this ____ day of _____, 20____, at ____ o'clock ____.M.

Amber Bougie, County Recorder by _____, Deputy

E. G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors

ITEM

Consideration of a Preliminary and Final of Dayton Field 5th Addition, Site Plan Review for a Contractor's Operation, and Conditional Use Permit for Outdoor Storage as an Accessory in the I-1, Light Industrial District

APPLICANT

Roger Ops, LLC.

PREPARED BY

Hayden Stensgard, Planner II

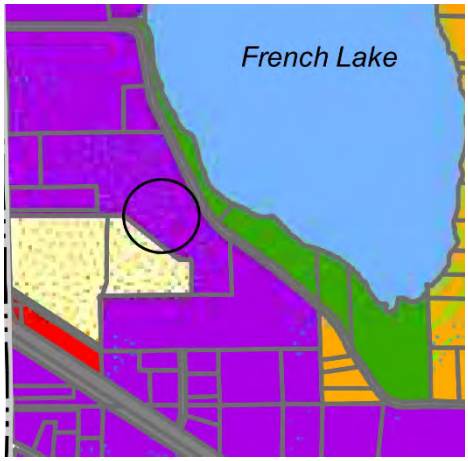
BACKGROUND/OVERVIEW

Rogers Ops, LLC. has submitted a development application for an industrial building located near the intersection of West French Lake Road and 121st Avenue North. The plan consists of a 26,096-square-foot office and warehouse building for a potential Contractor's Operation for Telcom Construction. Telcom Construction is a utility contractor based in Clearwater, Minnesota. The subject property is 8.43 acres (366,903 square feet). The applicants also propose a dedicated area of Outdoor Storage as an Accessory Use.

In June, the Planning Commission and City Council reviewed this on a conceptual level and provided feedback to the applicants. The applicants have since revised their plans in accordance with the feedback provided. Staff has also processed an ordinance amendment related to Outdoor Storage surfacing requirements following discussions surrounding the concept review of this project.

LAND USE & ZONING

The property is guided Industrial and is currently zoned I-1, Light Industrial District. A Contractor's Operation is a permitted principal use within the I-1 District, and Outdoor Storage is a conditional accessory use, subject to specific standards detailed within the Zoning Ordinance.



In 2023, this site was previously approved for a Contractor's Operation for a different business, but the property was never developed following approvals.

ANALYSIS

Without the request of a Planned Unit Development, it is anticipated that the development will meet the standards set forth for the I-1 district in the Zoning and Subdivision Code. The proposed building is 26,096 square feet, including an 8,000 square foot section of offices at the front of the building. The site plan also shows an area dedicated to outdoor storage that is roughly 36,584 square feet, including 26,336 square feet of outdoor storage with gravel surfacing. This is a reduction of outdoor storage area by roughly 10,000 square feet since the concept plan reviewed earlier this summer. Through the Concept review, the City Council determined that, in certain situations, gravel surfacing is reasonable. The proposed screening of the outdoor storage area is an 8-foot-tall chain-link fence with opaque slats. Additional screening includes tree plantings around the outside of the fence line, as well as existing trees on the south and southwest sides of the property.

Below are the code standards for industrial-zoned lots in comparison to what is proposed in this concept plan. Based on the plans provided, the concept meets all the standards required in the table below.

	Required	**Proposed**
Minimum lot size[1]	1 acre	8.42 Acres
Minimum lot width[1]	150 feet	976 feet
Minimum lot depth[1]	150 feet	590 feet
Maximum impervious surface coverage	80%	40%
Maximum building footprint coverage	50%	8.24%
Structure height limit	50 feet - above 50 feet requires a CUP	28’ 8”
Setbacks[2]		
Building - Principal Structure		
Front yard	30 (50) feet - *Plus 1 foot for every 1 foot of building height over 30 feet (maximum setback of 80 feet)*	31.4 feet
Side yard	15 (40) feet	170 feet
Side yard (street)	30 (40) feet	268 feet
Rear yard	15 (50) feet	347 feet
Parking		
Front, side, or rear to a street	20 (20) feet	20.7 feet
Side interior	5 (20) feet	23 feet
Rear yard	15 (20) feet	348 feet

[1]Minimum lot size, width, depth, and the like shall not include area of street easements, right-of-way, or common areas.

[2]Setbacks in parentheses apply adjacent to all Residential Districts. A 20-foot setback is required for any structure or parking adjacent to any other Residential District.

Building Design. The building materials proposed consist of a combination of concrete panels, windows and doors, with complementary colors and both horizontal and vertical elements incorporated into the design. The overall building height is 28' 8", with a clear height within the building of 24'. Overall, the proposed architectural design of the building is consistent with the code standard for new construction in the I-1, Light Industrial District. The materials are consistent with the code, and the applicant has included design elements that address at least three of the following items:

a. Design elements. The building design must include architectural interest through the use of a minimum of 3 of the following elements:

1. *Accent materials;*
2. *A visually pleasing front entry that, in addition to doors, shall be accented a minimum of 150 square feet around the door entrance for single occupancy buildings and a minimum of 300 square feet total for the front of multi-tenant buildings (this area shall be counted as 1 element);*
3. *Twenty-five percent window coverage on each front that faces a street;*
4. *Contrasting, yet complementary material colors;*
5. *A combination of horizontal and vertical design features;*
6. *Irregular building shapes; or*
7. *Other architectural features in the overall architectural concept.*

Parking. The parking schedule for this project are as follows:

- Office – One (1) space per 200 square feet of floor area
- Industrial – One (1) space per 2,000 square feet of floor area

Using these standards, the code requires this project to have a minimum 40 spaces for the office area, and at least 9 spaces for the industrial warehouse/storage portion of the building. The applicants have provided a plan with an overall parking count of 77 spaces. 37 spaces are proposed to be fenced in and not accessible to the public. The remaining 40 spaces are oriented toward the front of the building, allowing for customers to park on-site when visiting. It is anticipated that overall customer visits to this site, given the use, is low. Staff find the proposed parking on the site plan is sufficient for the proposed use.

Landscaping. Without including the undisturbed areas along the edge of the sites, including the wetland and wetland buffer areas, the proposed open space is roughly 113,000 square feet which sets the standard for landscaping requirements for new non-residential developments. Based on the amount of open space on the site, the landscape plan is subject to the following standards:

The landscape plan design shall, at a minimum, provide at least 3 of the following required numbers of trees and shrubs in addition to any trees and shrubs required for screening in Subdivision 7 of this Subsection:

(a) One over-story tree per 3,000 square feet of open area.

(b) One ornamental tree per 1,500 square feet of open space.

(c) One evergreen tree per 3,000 square feet of open area.

(d) One deciduous or evergreen shrub per 100 square feet of open area.

The landscape plan proposes meeting all 3 requirements for tree quantities, offering a variety of different tree species within the proposed counts that are consistent with the code requirement above. Additionally, the applicants are proposing 241 diverse shrubs on-site, whereas meeting the tree quantities would eliminate any requirements for shrub planting on the property.

Staff is recommending, as part of the conditions of approval, to replace the proposed ash trees on site with a different species of tree. Ash trees are not permitted as part of landscape plans for new developments, as they are prone to diseases that are specific to those species. Staff is also recommending that the applicant remove the overstory trees located within the drainage and utility easement adjacent to 121st Ave N, to better protect the existing sanitary sewer line from root growth.

The landscaping plan provided shows a substantial amount of the tree plantings along the outdoor storage area fence line, providing more screening of this area to the surrounding properties. Additionally, the shrub plantings are proposed to be up against the building, providing an accent to the front of the building. Parking lot islands on the site plan are also proposed to be landscaped with shrubs and trees.

Fencing. The applicant is proposing a fence completely surrounding the outdoor storage area, as well as the area proposed for employees to park long-term when traveling for work. The applicants proposed an 8-foot-tall chain-link fence with privacy slats included to serve as screening. To soften the look of the screening fence on the front side of the property, the applicants have chosen to line the fence with multiple different species of trees.

CONDITIONAL USE PERMIT FOR OUTDOOR STORAGE

The standards for outdoor storage outlined within the zoning ordinance do not allow outdoor storage adjacent to land guided residential[1]. However, City staff reached out to the owner of the adjacent property, and they have no intention to develop the parcel into an expansion of the existing park, and are now entertaining purchase offers for all kinds of potential development. Given the surrounding area, it is anticipated that this property could see a change in zoning and land use guidance to something more commercial or industrial oriented.

The extent of the outdoor storage area proposed is roughly half of what would otherwise be allowed on this property, given its size. The City Council recently adopted an ordinance to allow for surfacing materials other than asphalt or concrete to serve a portion of the outdoor storage area on a case-by-case basis. The proposed area totals

PLANNING COMMISSION MEETING

The Planning Commission held a public hearing at its regular meeting on September 4th, 2025. The commission had a healthy discussion on the proposed screening of the outdoor storage area, as well as establishing certain limitations to the outdoor storage area, including where vehicles versus materials can be placed and how high materials were to be stored in the yard.

The Planning Commission recommended approval of the preliminary plat, site plan, and Conditional Use Permit for outdoor storage on a 4-1 vote, with one commissioner voting against the approval due to the proposed opaque fence in the front yard adjacent to 121st Ave N. right-of-way. The 4 voting for approval considered this aspect of the site's design, but felt it was an appropriate ask related to security of

[1] Dayton Zoning Ordinance Section 1001.063 Subd. 2(4)(i)

equipment for the business, as well as security of employees personal belongings while they may be away for a week at a time.

Notice of public hearing was published in The Press on Thursday, August 21, 2025 and mailed to surrounding property owners within one-quarter of a mile.

ROLE OF THE CITY COUNCIL

The role of the Planning Commission is to review the development proposal and consider providing a recommendation to the City Council. The Planning Commission shall also hold a public hearing on this matter.

RECOMMENDATION

Staff recommends approval of the preliminary plat of Dayton Field 5th Addn, as well as the Conditional Use Permit for Outdoor Storage. The approval would be subject to the conditions included in each resolution for approval attached to this report.

ATTACHMENTS

Aerial Photo
Site Photos
Zoning Map & 2040 Comp Plan Future Land Use Map
Project Narrative
Civil Plan Set
Final Plat of Dayton Field 5th Addition
Building Elevations & Floor Plans
Engineering Comment Letter, dated September 16, 2025
Resolution No. 64-2025, Approving Preliminary and Final Plat of Dayton Field 5th Addition
Resolution No. 65-2025, Approving Site Plan and Conditional Use Permit for Outdoor Storage on Dayton Field 5th Addition

AERIAL PHOTO



SITE PHOTOS



Corner of West French Lake Road and 121st Avenue, looking west (photo Sep 22, 2023).



View looking east-northeast (photo Sep 22, 2023)



Panoramic view, looking east to south to west. Tree line = SW property line with land guided Mobile Home. French Lake at left. nVent at right. (photo Sep 22, 2023).

ZONING MAP

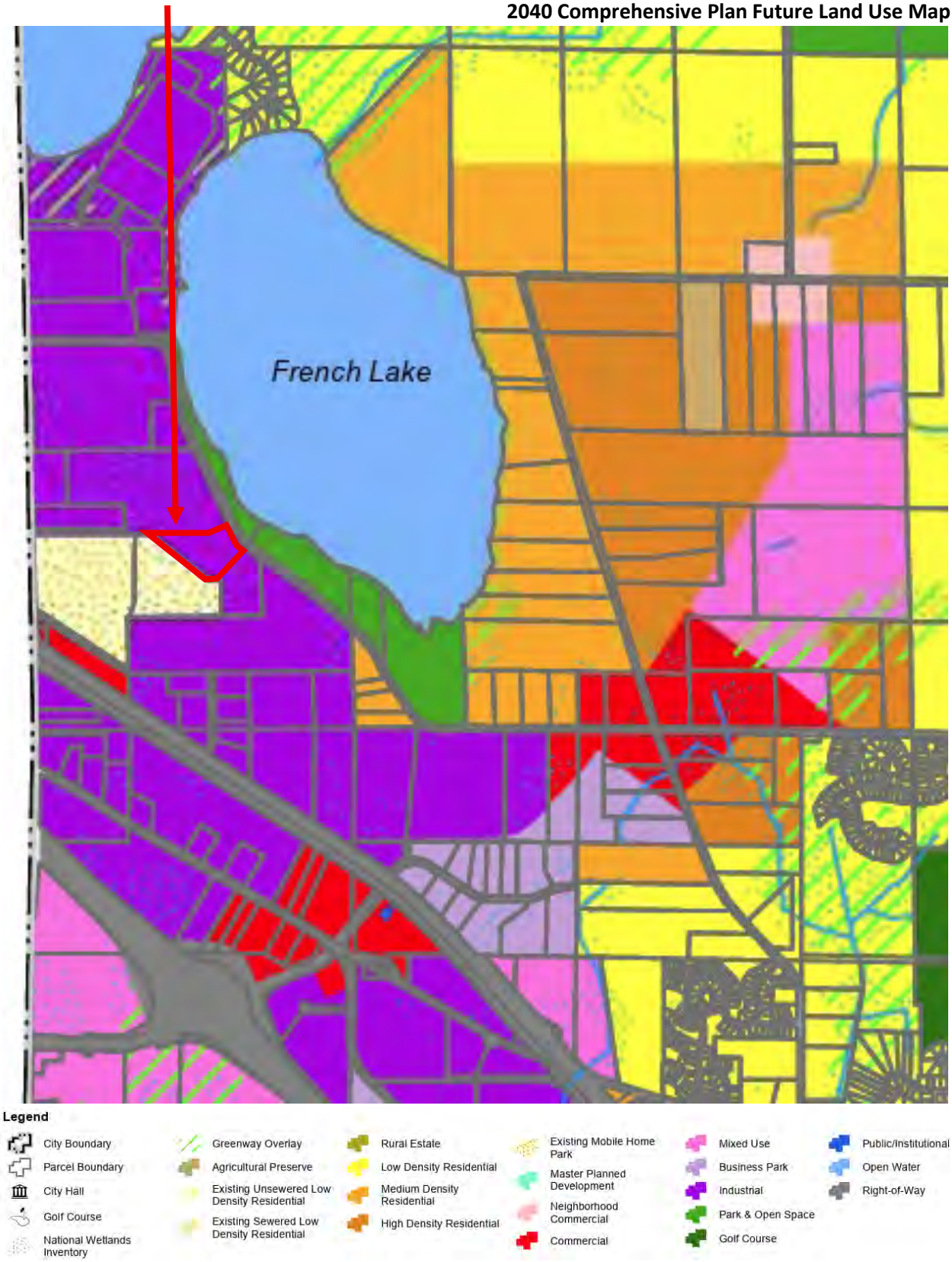


- Planned Unit Development
- A-1 Agricultural District
- A-2 Agricultural District
- B-2 Neighborhood Business District
- B-3 General Business District
- B-4 Commercial/Industrial District
- B-P Business Park District
- ES Essential Service District
- GMU-4 Balsam Lane
- I-1 Light Industrial District
- I-2 Heavy Industrial District
- P-R Public Recreation District
- R-1 Single Family District
- R-1A, Single Family Residential
- R-2 Single Family District (90,000 Sf, Unsewered)
- R-3 Single Family and Attached Residential
- R-E Single Family District (5 Ac, Unsewered)
- R-M Medium Density Residential District
- R-MH Mobile Home District
- R-O Old Village Residential
- S-A Special Agriculture District
- GMU-3 Historic Village
- Open Water
- Parcels
- R-1
- City Boundary

Hydrology

- Streams

2040 Comprehensive Plan Future Land Use Map



Docusign Envelope ID: BE854629-3CA1-4003-907D-529B4B290FF4

May 20, 2025

City of Dayton
12260 S Diamond Lake Rd
Dayton, MN 55327

Dear members of the Planning Commission and City Council of the City of Dayton.

Rogers Ops LLC on behalf of Telcom Construction is pleased to submit this narrative for your consideration.

Telcom Construction LLC is a self-performing, turn-key provider of Wireline Engineering, Design and Construction services with significant experience in the design/build of telecommunications projects. Our company has built over 150,000 fiber route miles and has the capacity to support over one million feet of underground fiber placement per month. Telcom Construction has the experience, people, and equipment to handle any type of telecommunications maintenance and construction project in both rural and metropolitan environments in a 16-state area.

Our team has extensive experience in the telecommunications industry with in-house staff consisting of planners, engineers, business professionals, construction managers, and financial analysts to offer a truly exceptional seamless experience to the industry. We develop strategic implementation plans and program management to create a unique turnkey solution to meet the individualized project goals and objectives of our customers.

Telcom has been headquartered in Clearwater Minnesota for the past 25 plus years with 18 offices spread throughout the Midwest; 5 of which are in Minnesota. We consistently have annual revenues of over $250million with growth goals to take us far beyond where we are today. Our expansion into Dayton will allow us to provide service more efficiently to our largest market in Minnesota and provide 80 – 120 high quality jobs (including in office, some reporting to jobsites or working remotely from home) to the Dayton community. With its proximity to our headquarters and the metro area, Dayton is uniquely positioned as a satellite office to effectively contribute to our aggressive expansion goals as well as provide a central location for safety, OSHA and career training to our broader organization.

We are proposing a 26,096 square foot building with 8,000square feet of office space with 77 parking stalls. Critical to our business are the telecommunication materials as well as the utility trucks and machines required for the installation of our product. To that end, we are requesting 46,000 square feet of outside storage which is within the allowable area for this site. In addition, we are requesting gravel for a portion of the site rather than asphalt. We have track equipment which would cause repeated damage to asphalt and therefore is not practical in this situation.

Docusign Envelope ID: BE854629-3CA1-4003-907D-529B4B290FF4

We will have approximately 57 trucks and machines along with the telecommunication materials (all listed in detail on the site plan). All outdoor storage areas will be screened with an 8-foot opaque fence with the vast majority of material and equipment being 8 feet or less. The maximum height for any item will be 14’6”. With the location of the outside storage area toward the back of the lot, the proposed 8’ opaque fence, and the proposed landscaping, the stored equipment and materials will be well screened from public view.

We have been careful to design a very attractive building with ample landscaping throughout the plan.

We very much look forward to becoming a good corporate citizen of the Dayton community. Thank you for your consideration.

Sincerely,



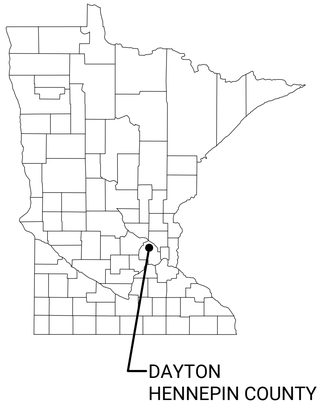
Mark Muller
President
Rogers Ops LLC

SITE CONSTRUCTION PLANS

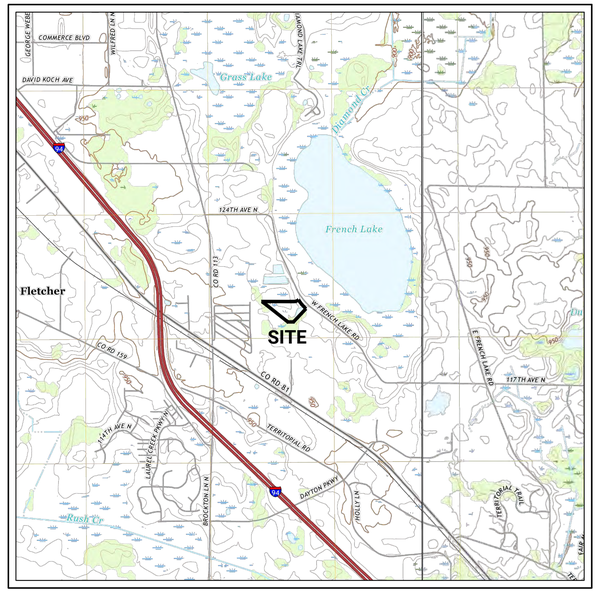
FOR

TELCOM CONSTRUCTION
NEW OFFICE/SHOP

DAYTON, MN



SITE LOCATION MAP



AERIAL MAP



SHEET INDEX

C0.0	TITLE SHEET
	ALTA/NSPS LAND TITLE SURVEY
	PRELIMINARY PLAT
C1.1	EXISTING CONDITIONS & REMOVALS PLAN
C2.1	SITE PLAN
C3.1	UTILITY PLAN
C4.1	GRADING AND DRAINAGE PLAN
C5.1	EROSION CONTROL PLAN, PHASE I
C5.2	EROSION CONTROL PLAN, PHASE II
C5.3	SWPPP NARRATIVE
C6.1	DETAILS
C6.2	DETAILS
C6.3	DETAILS
C6.4	DETAILS
C6.5	DETAILS
L1.1	LANDSCAPE PLAN
L1.2	LANDSCAPE PLAN
	PHOTOMETRIC PLAN

CONTOUR CIVIL DESIGN
P.O. BOX 89, ROCKFORD, MINNESOTA 55373
TEL: 612.730.2265 | WWW.CONTOURCD.COM

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

NAME: JOSEPH T RADACH PE

SIGNATURE:

DATE: 08/01/25 LIC #: 45889

REVISIONS	ISSUE DATE: 08/01/25	BY: JTR
1. 09/05/25	CITY COMMENTS	
2.		
3.		
4.		
5.		
6.		
7.		

OWNER

TELCOM CONSTRUCTION, LLC
2218 200th Street East
Clearwater, MN 55320

TITLE SHEET

TELCOM CONSTRUCTION
NEW OFFICE/SHOP
Dayton, Minnesota

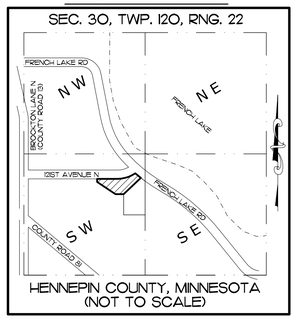
SHEET NUMBER
C0.0

07/30/25 c:\users\contour civil\dropbox\pc (desktop)\contour_pdbx\25004 - rogers qsc\cad\25004_cover.dwg

ALTA/NSPS LAND TITLE SURVEY

~for~ CONTOUR CIVIL & DEVELOPMENT
~of~ OUTLOT A, DAYTON FIELD 4TH ADDITION

VICINITY MAP



CERTIFICATION

I hereby certify to Rogers Ops, LLC, a Minnesota limited liability company and to Commercial Partners Title, a division of Chicago Title Insurance, that this is a survey of:

Outlot A, DAYTON FIELD 4TH ADDITION, according to the recorded plat thereof.

Hennepin County, Minnesota
Abstract Property

and is based upon information found in the commitment for title insurance prepared by Commercial Partners Title, a division of Chicago Title Insurance, File No. CP75022, dated effective March 6th, 2025 at 7:00 A.M., and that all easements, if any, listed in Schedule B-II on the herein referenced commitment for title insurance, are shown hereon; and that this map or plat and the survey on which it is based were made (i) in accordance with "Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys," jointly established and adopted by ALTA and NSPS in 2021, and (ii) pursuant to the Accuracy Standards as adopted by ALTA and NSPS and in effect on the date of this certification, the undersigned further certifies that in my professional opinion, as a land surveyor licensed in the State of Minnesota, the Relative Positional Accuracy of this survey does not exceed that which is specified therein and includes Items 1, 2, 3, 4, 5, 6(a), 7(a), 8, 9, 11(a), 11(b) and 16 of Table A thereof. The field work was completed on May 06, 2025.

I further certify that this survey 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.

Date: May 9th, 2025

E.G. Rud & Sons, Inc.

James E. Napier, Land Surveyor
Minnesota License No. 25343

GENERAL NOTES

1. Fee ownership is vested in Landspec Fund 3 LLC, a Minnesota limited liability company
   Parcel ID Number: 30-120-22-31-0009.
2. Address of the surveyed premises: Unassigned Dayton, MN 55327
3. Bearings shown hereon are based on the Hennepin County Coordinate System.
4. Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain.), according to Flood Insurance Rate Map No. 27053C0045F Community No. 270157 Panel No. 0045 Suffix F by the Federal Emergency Management Agency, effective date November 4th, 2016.
5. Boundary area of the surveyed premises: 366,903± sq. ft. (8.42 acres).
6. A zoning endorsement letter was not furnished to the surveyor. A search of the City of Dayton's web site indicates that the surveyed premises shown on this survey is currently zoned I-1 Light Industrial. Under the applicable zoning regulations, the current setbacks are:

Minimum lot size[1]	1 acre
Minimum lot width[1]	150 feet
Minimum lot depth[1]	150 feet
Maximum impervious surface coverage	80%
Maximum building footprint coverage	50%
Structure height limit	50 feet - above 50 feet requires a CUP
Setbacks[2]	
Building - Principal Structure	
Front yard	30 (50) feet - *Plus 1 foot for every 1 foot of building height over 30 feet (maximum setback of 80 feet)*
Side yard	15 (40) feet
Side yard (street)	30 (40) feet
Rear yard	15 (50) feet
Parking	
Front, side, or rear to a street	20 (20) feet
Side interior	5 (20) feet
Rear yard	15 (20) feet

[1]Minimum lot size, width, depth and the like shall not include area of street easements, right-of-way, or common areas.
[2]Setbacks in parentheses apply adjacent to all Residential Districts. A 20 foot setback is required for any structure or parking adjacent to any other Residential District.

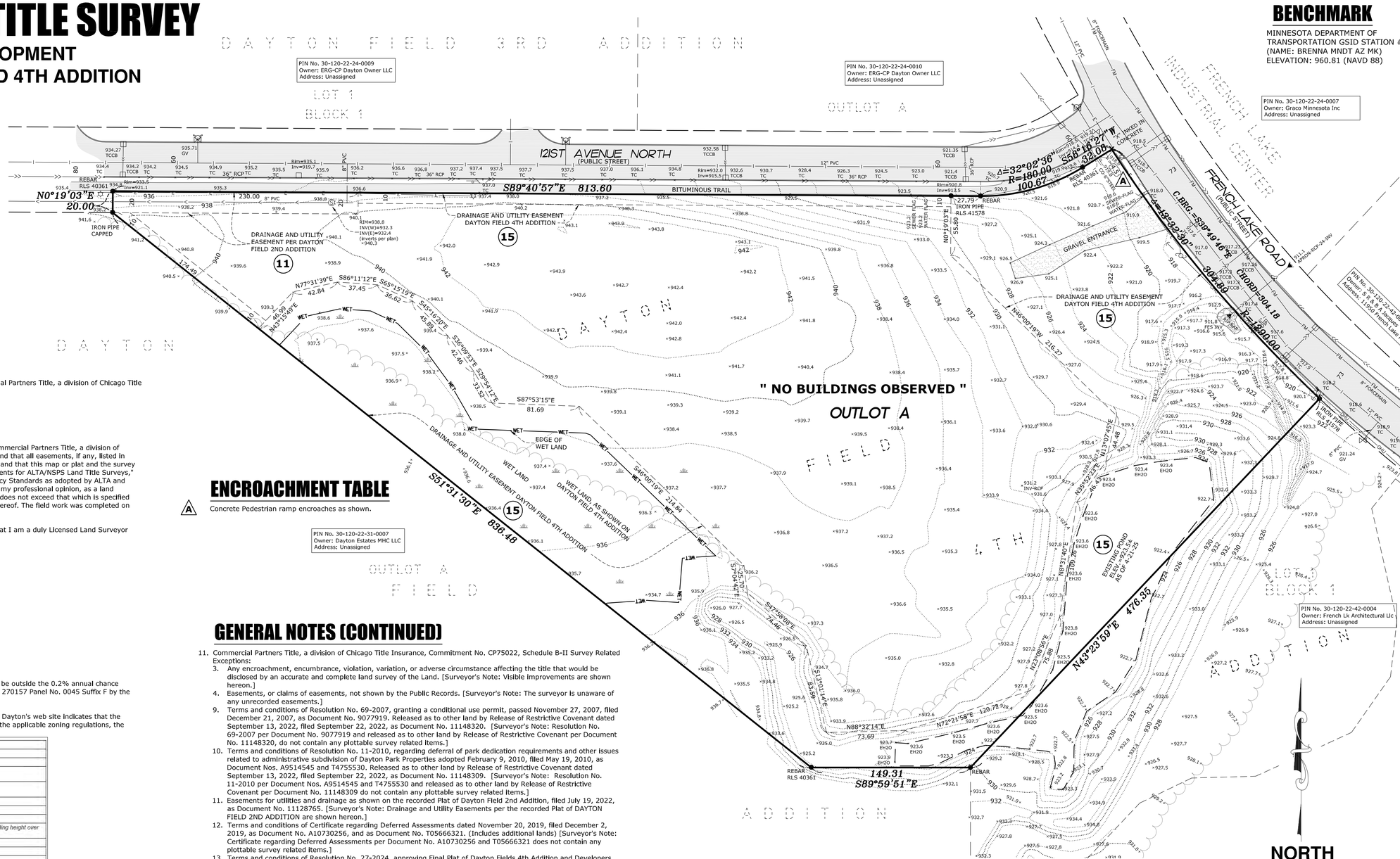
For additional information contact the Planning and Zoning Department at the City of Dayton at (763) 712-3221.

7. There are no marked or striped parking areas onsite. (0 regular, 0 handicapped)
8. The surveyed premises abuts to 121st Avenue North and French Lake Road, both public streets.
9. Location of utilities existing on or serving the surveyed property determined by:
   - Observed evidence collected pursuant to Section 5.E.iv.
   - Markings requested by E.G. Rud & Sons, Inc. per Gopher State One Call Ticket No. 251042216.
   - Record drawings provided by the City of Dayton's engineering department.

   Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
10. Subsurface and environmental conditions were not examined or considered during the process of this survey. No statement is made concerning the existence of underground or overhead containers or facilities that may affect the use or development of the surveyed premises.
11. The site had been used for stockpiling dirt for the construction of 121st Avenue North back in 2022 and 2023. There was no construction observed in the process of conducting the field work.

BENCHMARK

MINNESOTA DEPARTMENT OF TRANSPORTATION GSID STATION #11199
(NAME: BRENNA MNDT AZ MK)
ELEVATION: 960.81 (NAVD 88)



ENCROACHMENT TABLE

A — Concrete Pedestrian ramp encroaches as shown.

GENERAL NOTES (CONTINUED)

11. Commercial Partners Title, a division of Chicago Title Insurance, Commitment No. CP75022, Schedule B-II Survey Related Exceptions:
    3. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the title that would be disclosed by an accurate and complete land survey of the Land. [Surveyor's Note: Visible improvements are shown hereon.]
    4. Easements, or claims of easements, not shown by the Public Records. [Surveyor's Note: The surveyor is unaware of any unrecorded easements.]
    9. Terms and conditions of Resolution No. 69-2007, granting a conditional use permit, passed November 27, 2007, filed December 21, 2007, as Document No. 9077919. Released as to other land by Release of Restrictive Covenant dated September 13, 2022, filed September 22, 2022, as Document No. 11148320. [Surveyor's Note: Resolution No. 69-2007 per Document No. 9077919 and released as to other land by Release of Restrictive Covenant per Document No. 11148320, do not contain any plottable survey related items.]
    10. Terms and conditions of Resolution No. 11-2010, regarding deferral of park dedication requirements and other issues related to administrative subdivision of Dayton Park Properties adopted February 9, 2010, filed May 19, 2010, as Document Nos. A9514545 and T4755530. Released as to other land by Release of Restrictive Covenant dated September 13, 2022, filed September 22, 2022, as Document No. 11148309. [Surveyor's Note: Resolution No. 11-2010 per Document Nos. A9514545 and T4755530 and released as to other land by Release of Restrictive Covenant per Document No. 11148309 do not contain any plottable survey related items.]
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    12. Terms and conditions of Certificate regarding Deferred Assessments dated November 20, 2019, filed December 2, 2019, as Document No. A10730256, and as Document No. T05666321. (Includes additional lands) [Surveyor's Note: Certificate regarding Deferred Assessments per Document No. A10730256 and T05666321 does not contain any plottable survey related items.]
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    15. Drainage and utility easements and pond disclosed on the final Plat of Dayton Field 4th Addition, filed September 11, 2024, as Document No. 11312263. [Surveyor's Note: Drainage and utility easements and pond disclosed on the final plat of DAYTON FIELD 4TH ADDITION are shown hereon.]
    16. A portion of the property contains wetlands which may be subject to federal, state, or local regulation. The right to use or improve these wetlands is excepted herein. [Surveyor's Note: Duly Noted.]

FACILITY OPERATORS NOTIFIED

(PER GOPHER STATE ONE TICKET NO. 251042216)

CODE	COMPANY NAME	MARKING CONCERNS	DAMAGE	CUSTOMER SERVICE
ACSMSP01	ARVIG	(218)346-8174	(218)346-5500	(218)346-8248
CCMN01	COMCAST	(800)778-9140	(317)516-2512	(800)778-9140
CTLMN01	CENTURYLINK - CTLQL	(800)778-9140	(877)366-8344	(877)366-8344
DAYTON01	CITY OF DAYTON	(763)427-3224	(612)751-8847	(763)427-4589
MINGAS05	CENTER POINT ENERGY	(812)483-7923	(612)321-5200	(800)722-9326
XCEL04	XCEL ENERGY	(800)848-7558	(888)968-9235	(800)895-4999

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES CATCH BASIN
- X 952.36 DENOTES EXISTING SPOT ELEVATION
- DENOTES GUY WIRE
- DENOTES HYDRANT
- DENOTES POWER POLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES SIGN
- DENOTES STORM SEWER APRON
- DENOTES WATER VALVE
- DENOTES WET LAND PER DAYTON FIELD 4TH ADDITION
- DENOTES EXISTING CONTOURS
- DENOTES TREE LINE
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES OVERHEAD UTILITY
- DENOTES BITUMINOUS SURFACE
- DENOTES GRAVEL SURFACE
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER HENNEPIN COUNTY TAX INFORMATION)
- DENOTES TITLE COMMITMENT SCHEDULE B PART II EXCEPTION NUMBER.

NORTH
GRAPHIC SCALE
50 0 25 50 100
1 INCH = 50 FEET

DRAWN BY: JEN	JOB NO: 230350PP	DATE: 05/09/25
CHECK BY: JEN	FIELD CREW: BH/BJ	

NO.	DATE	DESCRIPTION	BY
1			
2			
3			

E.G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com

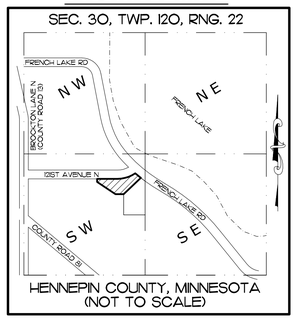
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2503507PP

PRELIMINARY PLAT

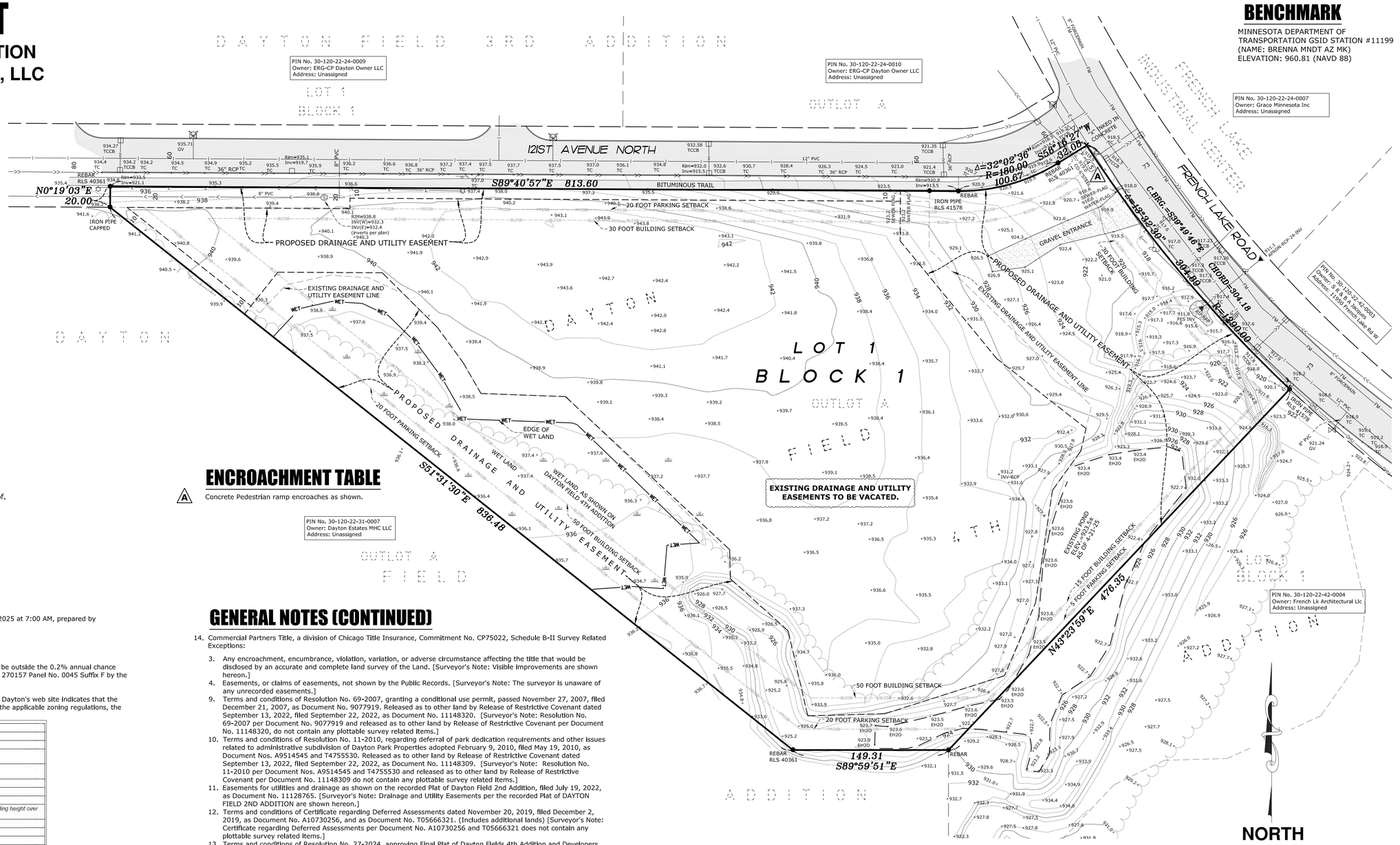
~of~ DAYTON FIELD 5TH ADDITION
~for~ TELCOM CONSTRUCTION, LLC

VICINITY MAP



BENCHMARK

MINNESOTA DEPARTMENT OF TRANSPORTATION GSID STATION #11199
(NAME: BRENNA MNDT AZ MK)
ELEVATION: 960.81 (NAVD 88)



PARCEL DESCRIPTION

Outlot A, DAYTON FIELD 4TH ADDITION, according to the recorded plat thereof.

Hennepin County, Minnesota
Abstract Property

ENCROACHMENT TABLE

A	Concrete Pedestrian ramp encroaches as shown.

GENERAL NOTES

1. Field survey was completed by E.G. Rud and Sons, Inc. on 5/06/25.
2. This survey was prepared based on Title Commitment No. CP75022 dated March 6th, 2025 at 7:00 AM, prepared by Commercial Partners Title, a division of Chicago Title Insurance Company
3. Fee ownership is vested in Landspec Fund 3 LLC, a Minnesota limited liability company
   Parcel ID Number: 30-120-22-31-0009.
4. Address of the surveyed premises: Unassigned Dayton, MN 55327
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   For additional information contact the Planning and Zoning Department at the City of Dayton at (763) 712-3221.
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GENERAL NOTES (CONTINUED)

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I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JAMES E. NAPIER

Date: 7/31/2025 License No. 25343

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES CATCH BASIN
- X 952.36 DENOTES EXISTING SPOT ELEVATION
- DENOTES GUY WIRE
- DENOTES HYDRANT
- DENOTES POWER POLE
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- DENOTES GRAVEL SURFACE
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER HENNEPIN COUNTY TAX INFORMATION)
- DENOTES BUILDING SETBACK LINE
- DENOTES PARKING SETBACK LINE

PIN No. 17-119-22-14-0008
Owner: City of X
Address: Unassigned

NORTH

GRAPHIC SCALE

50 0 25 50 100

1 INCH = 50 FEET

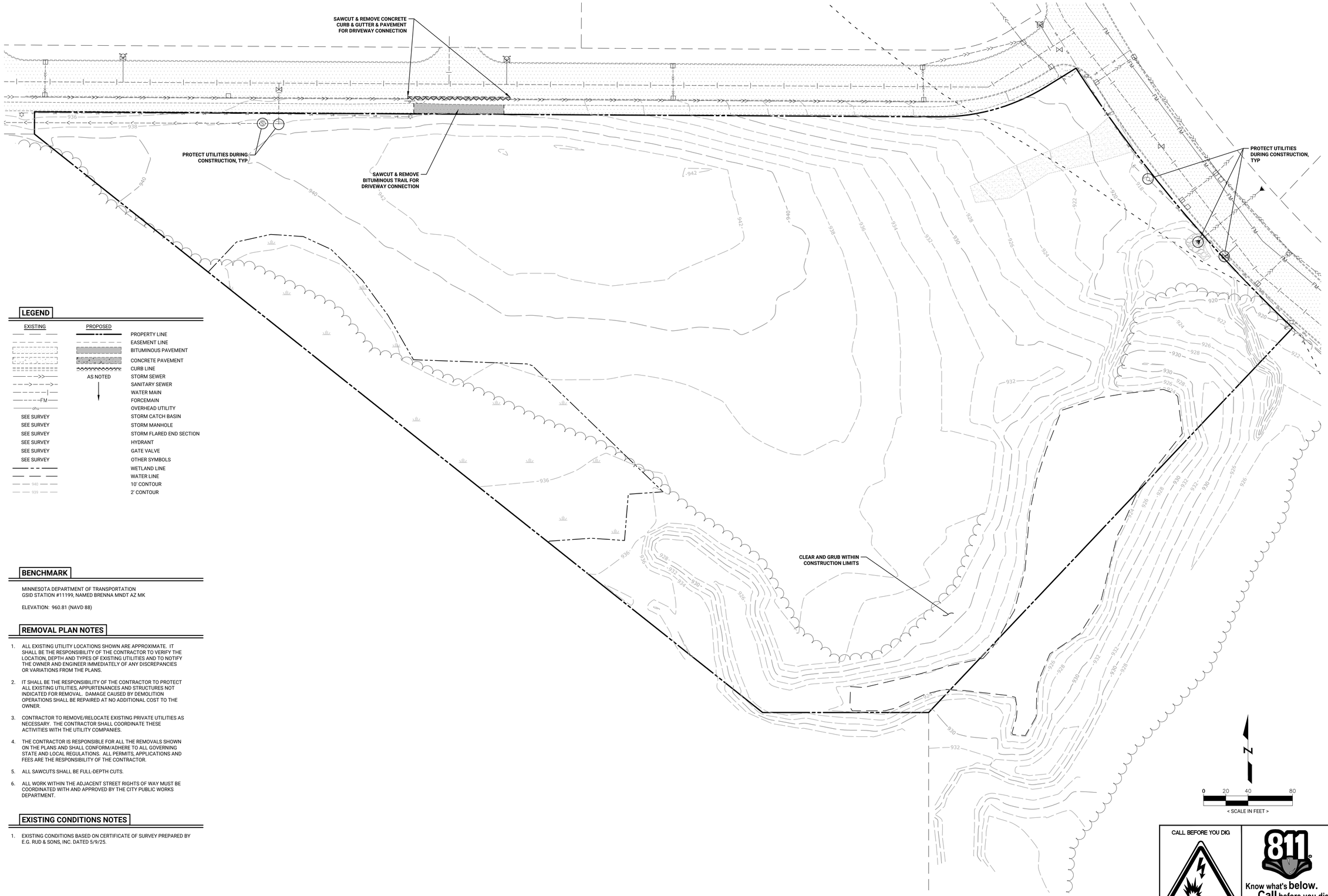
DRAWN BY: JEN	JOB NO: 230350PP	DATE: 07/31/25
CHECK BY: JEN	FIELD CREW: BH/BJ - CB/MR	

NO.	DATE	DESCRIPTION	BY
1			
2			
3			

E. G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com

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250350PP



LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		EASEMENT LINE
		BITUMINOUS PAVEMENT
		CONCRETE PAVEMENT
		CURB LINE
	AS NOTED	STORM SEWER
		SANITARY SEWER
		WATER MAIN
FM		FORCEMAIN
ohu		OVERHEAD UTILITY
SEE SURVEY		STORM CATCH BASIN
SEE SURVEY		STORM MANHOLE
SEE SURVEY		STORM FLARED END SECTION
SEE SURVEY		HYDRANT
SEE SURVEY		GATE VALVE
SEE SURVEY		OTHER SYMBOLS
		WETLAND LINE
		WATER LINE
940		10' CONTOUR
939		2' CONTOUR

BENCHMARK

MINNESOTA DEPARTMENT OF TRANSPORTATION
GSID STATION #11199, NAMED BRENNA MNDT AZ MK

ELEVATION: 960.81 (NAVD 88)

REMOVAL PLAN NOTES

1. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LOCATION, DEPTH AND TYPES OF EXISTING UTILITIES AND TO NOTIFY THE OWNER AND ENGINEER IMMEDIATELY OF ANY DISCREPANCIES OR VARIATIONS FROM THE PLANS.
2. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROTECT ALL EXISTING UTILITIES, APPURTENANCES AND STRUCTURES NOT INDICATED FOR REMOVAL. DAMAGE CAUSED BY DEMOLITION OPERATIONS SHALL BE REPAIRED AT NO ADDITIONAL COST TO THE OWNER.
3. CONTRACTOR TO REMOVE/RELOCATE EXISTING PRIVATE UTILITIES AS NECESSARY. THE CONTRACTOR SHALL COORDINATE THESE ACTIVITIES WITH THE UTILITY COMPANIES.
4. THE CONTRACTOR IS RESPONSIBLE FOR ALL THE REMOVALS SHOWN ON THE PLANS AND SHALL CONFORM/ADHERE TO ALL GOVERNING STATE AND LOCAL REGULATIONS. ALL PERMITS, APPLICATIONS AND FEES ARE THE RESPONSIBILITY OF THE CONTRACTOR.
5. ALL SAWCUTS SHALL BE FULL-DEPTH CUTS.
6. ALL WORK WITHIN THE ADJACENT STREET RIGHTS OF WAY MUST BE COORDINATED WITH AND APPROVED BY THE CITY PUBLIC WORKS DEPARTMENT.

EXISTING CONDITIONS NOTES

1. EXISTING CONDITIONS BASED ON CERTIFICATE OF SURVEY PREPARED BY E.G. RUD & SONS, INC. DATED 5/9/25.

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NAME: JOSEPH T RADACH PE
SIGNATURE:
DATE: 08/01/25 LIC #: 45889

REVISIONS	ISSUE DATE: 08/01/25	BY: JTR
1. 09/05/25	CITY COMMENTS	
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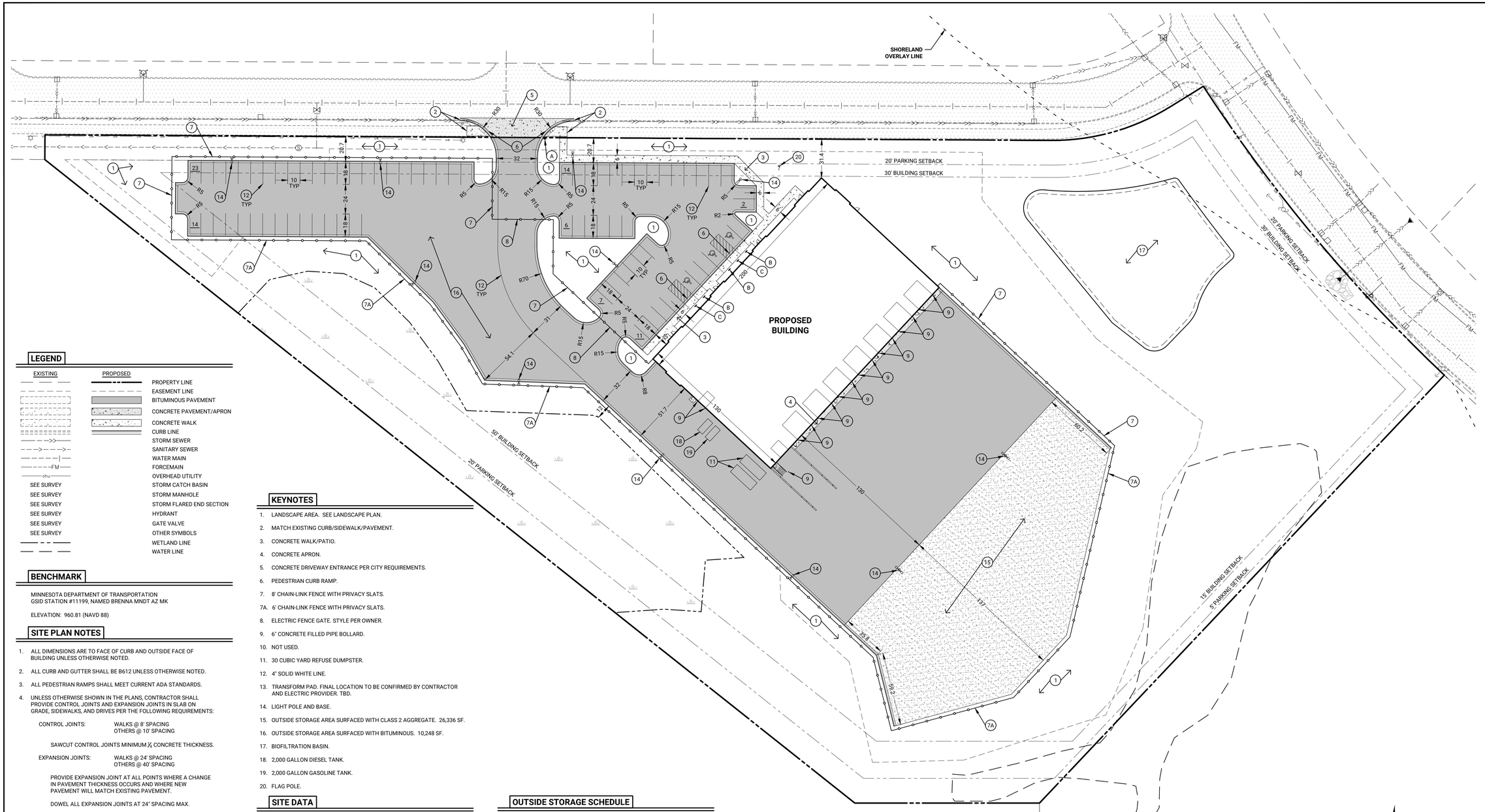
OWNER
TELCOM CONSTRUCTION, LLC
2218 200th Street East
Clearwater, MN 55320

EXISTING CONDITIONS & REMOVALS PLAN

TELCOM CONSTRUCTION NEW OFFICE/SHOP
Dayton, Minnesota

SHEET NUMBER
C1.1

07/30/25 c:\users\contour civil\dropbox\pc\desktop\contour_jobs\25004 - rogers ops\civil\25004_remove.dwg



LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		EASEMENT LINE
		BITUMINOUS PAVEMENT
		CONCRETE PAVEMENT/APRON
		CONCRETE WALK
		CURB LINE
		STORM SEWER
		SANITARY SEWER
		WATER MAIN
		FORCEMAIN
		OVERHEAD UTILITY
SEE SURVEY		STORM CATCH BASIN
SEE SURVEY		STORM MANHOLE
SEE SURVEY		STORM FLARED END SECTION
SEE SURVEY		HYDRANT
SEE SURVEY		GATE VALVE
SEE SURVEY		OTHER SYMBOLS
		WETLAND LINE
		WATER LINE

BENCHMARK

MINNESOTA DEPARTMENT OF TRANSPORTATION
GSID STATION #11199, NAMED BRENNA MNDT AZ MK

ELEVATION: 960.81 (NAVD 88)

SITE PLAN NOTES

1. ALL DIMENSIONS ARE TO FACE OF CURB AND OUTSIDE FACE OF BUILDING UNLESS OTHERWISE NOTED.
2. ALL CURB AND GUTTER SHALL BE B612 UNLESS OTHERWISE NOTED.
3. ALL PEDESTRIAN RAMPS SHALL MEET CURRENT ADA STANDARDS.
4. UNLESS OTHERWISE SHOWN IN THE PLANS, CONTRACTOR SHALL PROVIDE CONTROL JOINTS AND EXPANSION JOINTS IN SLAB ON GRADE, SIDEWALKS, AND DRIVES PER THE FOLLOWING REQUIREMENTS:

   CONTROL JOINTS: WALKS @ 8' SPACING, OTHERS @ 10' SPACING

   SAWCUT CONTROL JOINTS MINIMUM ¼ CONCRETE THICKNESS.

   EXPANSION JOINTS: WALKS @ 24' SPACING, OTHERS @ 40' SPACING

   PROVIDE EXPANSION JOINT AT ALL POINTS WHERE A CHANGE IN PAVEMENT THICKNESS OCCURS AND WHERE NEW PAVEMENT WILL MATCH EXISTING PAVEMENT.

   DOWEL ALL EXPANSION JOINTS AT 24' SPACING MAX.

SIGNAGE AND PAVEMENT MARKING NOTES

1. ALL SIGNS SHALL BE PLACED 18" MINIMUM BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.
2. SIGNS SHALL INCLUDE HARDWARE, POST, FOOTING, CASING, AND ALL APPURTENANCES REQUIRED FOR TYPICAL INSTALLATION.
3. PARKING LOT STRIPING AND PAVEMENT MARKINGS SHALL BE 4" SOLID WHITE PAINT. ALL PAVEMENT LETTERING SHALL BE 12" HEIGHT.
4. ALL SIGNS AND PAVEMENT MARKINGS SHALL BE PER THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD).

SIGN SCHEDULE

A.	STOP SIGN:	R1-1 (24" X 24")
B.	HANDICAP PARKING:	R7-8m W/R7-8b (12" X 18")
C.	NO PARKING SIGN ON:	R8-3a (12" X 18")

KEYNOTES

1. LANDSCAPE AREA. SEE LANDSCAPE PLAN.
2. MATCH EXISTING CURB/SIDEWALK/PAVEMENT.
3. CONCRETE WALK/PATIO.
4. CONCRETE APRON.
5. CONCRETE DRIVEWAY ENTRANCE PER CITY REQUIREMENTS.
6. PEDESTRIAN CURB RAMP.
7. 8' CHAIN-LINK FENCE WITH PRIVACY SLATS.
7A. 6' CHAIN-LINK FENCE WITH PRIVACY SLATS.
8. ELECTRIC FENCE GATE. STYLE PER OWNER.
9. 6" CONCRETE FILLED PIPE BOLLARD.
10. NOT USED.
11. 30 CUBIC YARD REFUSE DUMPSTER.
12. 4" SOLID WHITE LINE.
13. TRANSFORM PAD. FINAL LOCATION TO BE CONFIRMED BY CONTRACTOR AND ELECTRIC PROVIDER. TBD.
14. LIGHT POLE AND BASE.
15. OUTSIDE STORAGE AREA SURFACED WITH CLASS 2 AGGREGATE. 26,336 SF.
16. OUTSIDE STORAGE AREA SURFACED WITH BITUMINOUS. 10,248 SF.
17. BIOFILTRATION BASIN.
18. 2,000 GALLON DIESEL TANK.
19. 2,000 GALLON GASOLINE TANK.
20. FLAG POLE.

SITE DATA

EXISTING ZONING:	I-1, LIGHT INDUSTRIAL	
PROPOSED ZONING:	I-1, LIGHT INDUSTRIAL	
PARCEL AREA:	366,903 SF	
WETLAND AREA:	50,126 SF	
NET AREA:	316,777 SF	
IMPERVIOUS AREA:		
PROPOSED BUILDING:	26,096 SF	7%
PAVEMENTS:	118,983 SF	32%
TOTAL:	145,079 SF	40%
PERVIOUS AREA:	221,824 SF	60%

PARKING SUMMARY

PARKING REQUIRED	
OFFICE - 8,096 SF	
1 SPACE PER 200 SF	41
WAREHOUSE - 18,000 SF	
1 SPACE PER 2,000 SF	9
TOTAL STALLS:	50
PARKING PROVIDED	
STANDARD STALLS:	74
HANDICAP STALLS:	3
TOTAL STALLS:	77

OUTSIDE STORAGE SCHEDULE

ALLOWABLE AREA (20% OF NET):	63,355 SF
PROPOSED AREA:	36,584 SF

OUTSIDE STORAGE SUMMARY:

MATERIALS:
- 2 EA. 2,000 GALLON GAS/DIESEL USTS
- 2 EA. 30 CUBIC YARD DUMPSTERS
- 20 EA. PALLETS OF UTILITY PEDS
- 20 EA. PALLETS OF UTILITY HAND HOLES
- 18 EA. 7' REELS OF DUCT
- 23 EA. REELS OF FIBER
- 3 EA. 20' X 4' PALLET RACKING FOR MISC.

UTILITY TRUCKS/MACHINES:
- 22 EA. PICKUP TRUCKS
- 7 EA. SINGLE UNIT TRUCKS
- 2 EA. SEMI TRUCK
- 7 EA. MEDIUM DUTY TRAILERS WITH DIRECTIONAL DRILL MACHINES ON TRAILERS
- 12 EA. LIGHT DUTY TRAILERS WITH MINI BACKHOE OR SKID STEER ON TRAILER
- 1 EA. MID-SIZE EXCAVATOR
- 3 EA. CABLER MAINTENANCE PLUMB
- 3 EA. VAC TRUCK

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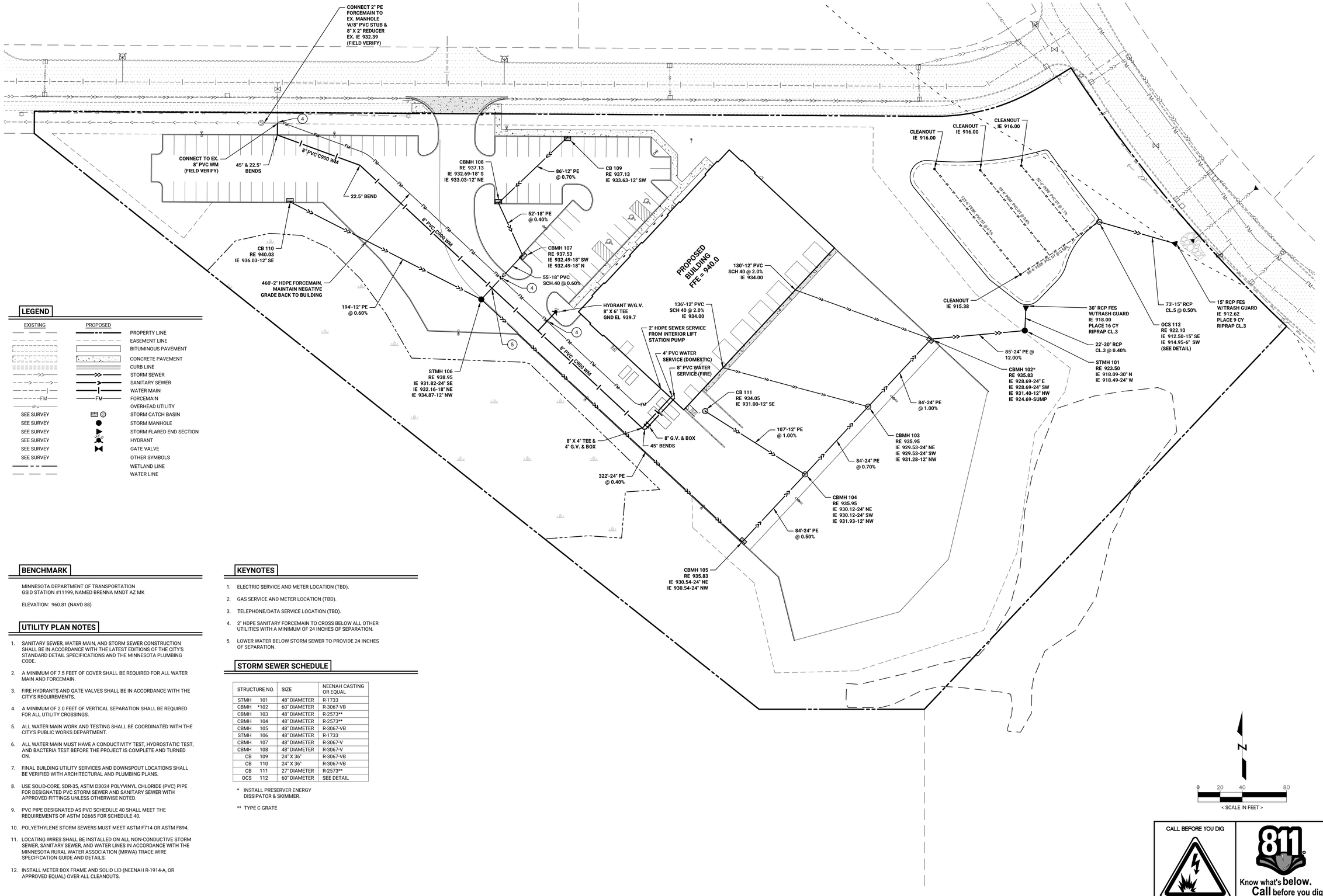
OWNER
TELCOM CONSTRUCTION, LLC
2218 200th Street East
Clearwater, MN 55320

SITE PLAN

TELCOM CONSTRUCTION
NEW OFFICE/SHOP
Dayton, Minnesota

SHEET NUMBER
C2.1

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LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		EASEMENT LINE
		BITUMINOUS PAVEMENT
		CONCRETE PAVEMENT
		CURB LINE
SEE SURVEY		STORM SEWER
SEE SURVEY		SANITARY SEWER
SEE SURVEY		WATER MAIN
FM	FM	FORCEMAIN
OHU		OVERHEAD UTILITY
SEE SURVEY		STORM CATCH BASIN
SEE SURVEY		STORM MANHOLE
SEE SURVEY		STORM FLARED END SECTION
SEE SURVEY		HYDRANT
SEE SURVEY		GATE VALVE
SEE SURVEY		OTHER SYMBOLS
		WETLAND LINE
		WATER LINE

BENCHMARK

MINNESOTA DEPARTMENT OF TRANSPORTATION
GSID STATION #11199, NAMED BRENNA MNDT AZ MK

ELEVATION: 960.81 (NAVD 88)

UTILITY PLAN NOTES

1. SANITARY SEWER, WATER MAIN, AND STORM SEWER CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE CITY'S STANDARD DETAIL SPECIFICATIONS AND THE MINNESOTA PLUMBING CODE.
2. A MINIMUM OF 7.5 FEET OF COVER SHALL BE REQUIRED FOR ALL WATER MAIN AND FORCEMAIN.
3. FIRE HYDRANTS AND GATE VALVES SHALL BE IN ACCORDANCE WITH THE CITY'S REQUIREMENTS.
4. A MINIMUM OF 2.0 FEET OF VERTICAL SEPARATION SHALL BE REQUIRED FOR ALL UTILITY CROSSINGS.
5. ALL WATER MAIN WORK AND TESTING SHALL BE COORDINATED WITH THE CITY'S PUBLIC WORKS DEPARTMENT.
6. ALL WATER MAIN MUST HAVE A CONDUCTIVITY TEST, HYDROSTATIC TEST, AND BACTERIA TEST BEFORE THE PROJECT IS COMPLETE AND TURNED ON.
7. FINAL BUILDING UTILITY SERVICES AND DOWNSPOUT LOCATIONS SHALL BE VERIFIED WITH ARCHITECTURAL AND PLUMBING PLANS.
8. USE SOLID-CORE, SDR-35, ASTM D3034 POLYVINYL CHLORIDE (PVC) PIPE FOR DESIGNATED PVC STORM SEWER AND SANITARY SEWER WITH APPROVED FITTINGS UNLESS OTHERWISE NOTED.
9. PVC PIPE DESIGNATED AS PVC SCHEDULE 40 SHALL MEET THE REQUIREMENTS OF ASTM D2665 FOR SCHEDULE 40.
10. POLYETHYLENE STORM SEWERS MUST MEET ASTM F714 OR ASTM F894.
11. LOCATING WIRES SHALL BE INSTALLED ON ALL NON-CONDUCTIVE STORM SEWER, SANITARY SEWER, AND WATER LINES IN ACCORDANCE WITH THE MINNESOTA RURAL WATER ASSOCIATION (MRWA) TRACE WIRE SPECIFICATION GUIDE AND DETAILS.
12. INSTALL METER BOX FRAME AND SOLID LID (NEENAH R-1914-A, OR APPROVED EQUAL) OVER ALL CLEANOUTS.

KEYNOTES

1. ELECTRIC SERVICE AND METER LOCATION (TBD).
2. GAS SERVICE AND METER LOCATION (TBD).
3. TELEPHONE/DATA SERVICE LOCATION (TBD).
4. 2" HDPE SANITARY FORCEMAIN TO CROSS BELOW ALL OTHER UTILITIES WITH A MINIMUM OF 24 INCHES OF SEPARATION.
5. LOWER WATER BELOW STORM SEWER TO PROVIDE 24 INCHES OF SEPARATION.

STORM SEWER SCHEDULE

STRUCTURE NO.	SIZE	NEENAH CASTING OR EQUAL
STMH 101	48" DIAMETER	R-1733
CBMH *102	60" DIAMETER	R-3067-VB
CBMH 103	48" DIAMETER	R-2573**
CBMH 104	48" DIAMETER	R-2573**
CBMH 105	48" DIAMETER	R-3067-VB
STMH 106	48" DIAMETER	R-1733
CBMH 107	48" DIAMETER	R-3067-V
CBMH 108	48" DIAMETER	R-3067-V
CB 109	24" X 36"	R-3067-VB
CB 110	24" X 36"	R-3067-VB
CB 111	27" DIAMETER	R-2573**
OCS 112	60" DIAMETER	SEE DETAIL

* INSTALL PRESERVER ENERGY DISSIPATOR & SKIMMER.

** TYPE C GRADE

N

0 20 40 80

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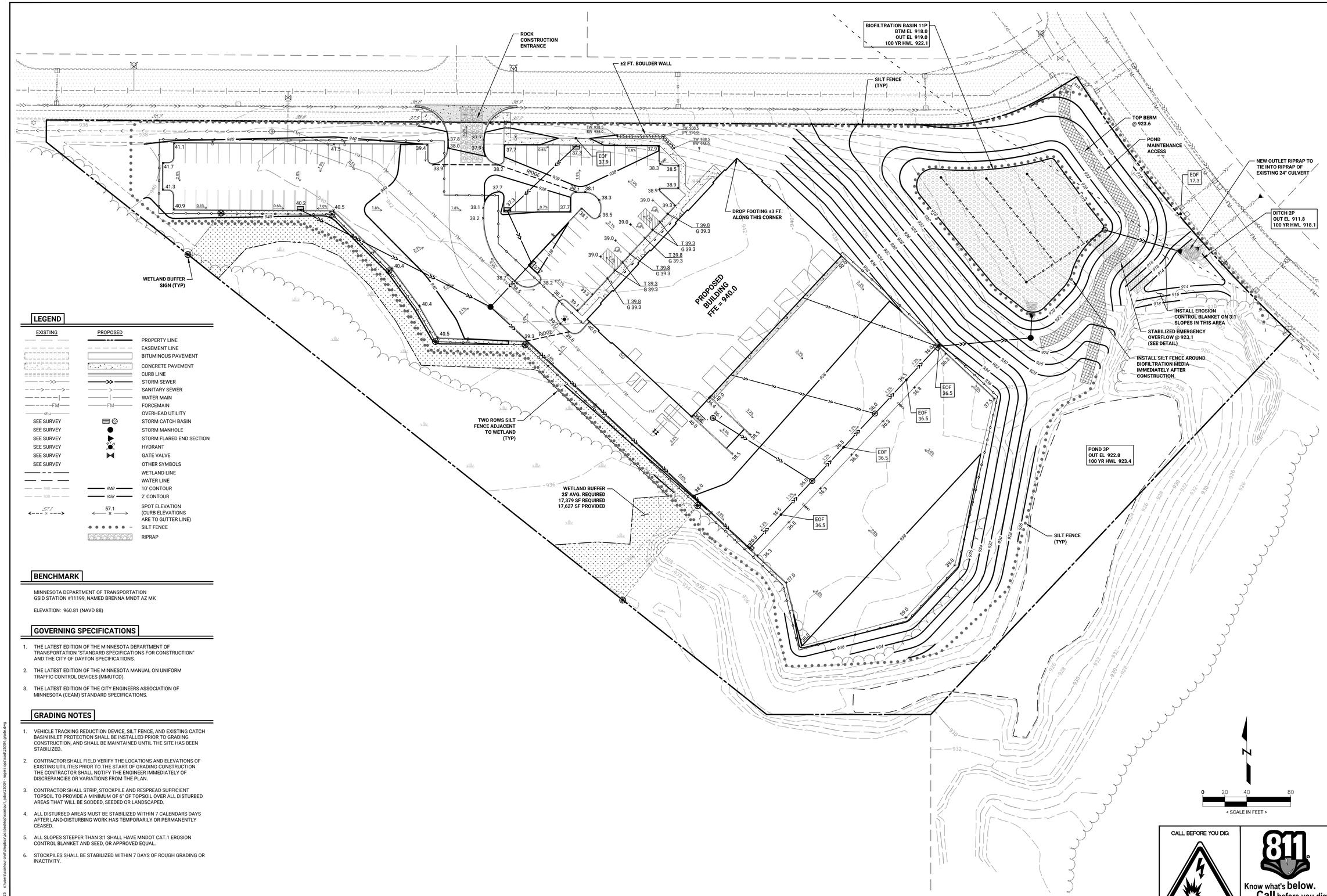
OWNER
TELCOM CONSTRUCTION, LLC
2218 200th Street East
Clearwater, MN 55320

UTILITY PLAN

TELCOM CONSTRUCTION
NEW OFFICE/SHOP
Dayton, Minnesota

SHEET NUMBER
C3.1

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LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		EASEMENT LINE
		BITUMINOUS PAVEMENT
		CONCRETE PAVEMENT
		CURB LINE
		STORM SEWER
		SANITARY SEWER
		WATER MAIN
FM	FM	FORCEMAIN
ohu		OVERHEAD UTILITY
SEE SURVEY		STORM CATCH BASIN
SEE SURVEY		STORM MANHOLE
SEE SURVEY		STORM FLARED END SECTION
SEE SURVEY		HYDRANT
SEE SURVEY		GATE VALVE
SEE SURVEY		OTHER SYMBOLS
		WETLAND LINE
		WATER LINE
940	940	10' CONTOUR
938	938	2' CONTOUR
37.1	57.1	SPOT ELEVATION (CURB ELEVATIONS ARE TO GUTTER LINE)
		SILT FENCE
		RIPRAP

BENCHMARK

MINNESOTA DEPARTMENT OF TRANSPORTATION
GSID STATION #11199, NAMED BRENNA MNDT AZ MK

ELEVATION: 960.81 (NAVD 88)

GOVERNING SPECIFICATIONS

1. THE LATEST EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE CITY OF DAYTON SPECIFICATIONS.
2. THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD).
3. THE LATEST EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM) STANDARD SPECIFICATIONS.

GRADING NOTES

1. VEHICLE TRACKING REDUCTION DEVICE, SILT FENCE, AND EXISTING CATCH BASIN INLET PROTECTION SHALL BE INSTALLED PRIOR TO GRADING CONSTRUCTION, AND SHALL BE MAINTAINED UNTIL THE SITE HAS BEEN STABILIZED.
2. CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES PRIOR TO THE START OF GRADING CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF DISCREPANCIES OR VARIATIONS FROM THE PLAN.
3. CONTRACTOR SHALL STRIP, STOCKPILE AND RESPREAD SUFFICIENT TOPSOIL TO PROVIDE A MINIMUM OF 6" OF TOPSOIL OVER ALL DISTURBED AREAS THAT WILL BE SODDED, SEEDED OR LANDSCAPED.
4. ALL DISTURBED AREAS MUST BE STABILIZED WITHIN 7 CALENDARS DAYS AFTER LAND-DISTURBING WORK HAS TEMPORARILY OR PERMANENTLY CEASED.
5. ALL SLOPES STEEPER THAN 3:1 SHALL HAVE MNDOT CAT.1 EROSION CONTROL BLANKET AND SEED, OR APPROVED EQUAL.
6. STOCKPILES SHALL BE STABILIZED WITHIN 7 DAYS OF ROUGH GRADING OR INACTIVITY.

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OWNER
TELCOM CONSTRUCTION, LLC
2218 200th Street East
Clearwater, MN 55320

GRADING AND DRAINAGE PLAN

TELCOM CONSTRUCTION
NEW OFFICE/SHOP
Dayton, Minnesota

SHEET NUMBER
C4.1

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INSTALL INLET PROTECTION, TYP

INSTALL VEHICLE TRACKING PAD

INSTALL SILT FENCE PERIMETER CONTROL

INSTALL INLET PROTECTION, TYP

INSTALL TWO ROWS SILT FENCE ALONG WETLAND

INSTALL SILT FENCE PERIMETER CONTROL

LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		EASEMENT LINE
		BITUMINOUS PAVEMENT
		CONCRETE PAVEMENT
		CURB LINE
		STORM SEWER
		SANITARY SEWER
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SEE SURVEY		OTHER SYMBOLS
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		WATER LINE
940	940	10' CONTOUR
938	938	2' CONTOUR
577	57.1	SPOT ELEVATION (CURB ELEVATIONS ARE TO GUTTER LINE)
		SILT FENCE
		RIPRAP

N

0 20 40 80

< SCALE IN FEET >

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OWNER

TELCOM CONSTRUCTION, LLC
2218 200th Street East
Clearwater, MN 55320

EROSION CONTROL PLAN PHASE I

TELCOM CONSTRUCTION NEW OFFICE/SHOP
Dayton, Minnesota

SHEET NUMBER
C5.1

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MAINTAIN SILT FENCE PERIMETER CONTROL, TYP

MAINTAIN VEHICLE TRACKING PAD. SWEEP STREET AS NEEDED.

ROCK CONSTRUCTION ENTRANCE

MAINTAIN INLET PROTECTION ON EXISTING INLET, TYP

±2 FT. BOULDER WALL

INSTALL MNDOT CATEGORY 20 EROSION CONTROL BLANKET & SEED ON BASIN SLOPES IMMEDIATELY AFTER CONSTRUCTION, TYP

BIOFILTRATION BASIN 11P
BTM EL 918.0
OUT EL 919.0
100 YR HWL 922.1

INSTALL SILT FENCE AROUND BIOFILTRATION BASIN IMMEDIATELY AFTER CONSTRUCTION TO PROTECT FILTRATION MIX DURING CONSTRUCTION. KEEP SYSTEM OFFLINE UNTIL FINAL STABILIZATION.

SILT FENCE (TYP)

TOP BERM @ 923.6

POND MAINTENANCE ACCESS

NEW OUTLET RIPRAP TO TIE INTO RIPRAP OF EXISTING 24" CULVERT

EOF 17.3

DITCH 2P
OUT EL 911.8
100 YR HWL 918.1

DROP FOOTING ±3 FT. ALONG THIS CORNER

PROPOSED BUILDING FFE = 940.0

WETLAND BUFFER SIGN (TYP)

INSTALL EROSION CONTROL BLANKET ON 3:1 SLOPES IN THIS AREA

STABILIZED EMERGENCY OVERFLOW @ 923.1
(SEE DETAIL)

INSTALL SILT FENCE AROUND BIOFILTRATION MEDIA IMMEDIATELY AFTER CONSTRUCTION.

TWO ROWS SILT FENCE ADJACENT TO WETLAND (TYP)

POND 3P
OUT EL 922.8
100 YR HWL 923.4

WETLAND BUFFER
25' AVG. REQUIRED
17,379 SF REQUIRED
17,627 SF PROVIDED

SILT FENCE (TYP)

MAINTAIN TWO ROWS SILT FENCE PERIMETER CONTROL ADJACENT TO WETLAND, TYP

INSTALL AND MAINTAIN INLET PROTECTION IMMEDIATELY AFTER CONSTRUCTION, TYP

MAINTAIN SILT FENCE PERIMETER CONTROL, TYP

LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		EASEMENT LINE
		BITUMINOUS PAVEMENT
		CONCRETE PAVEMENT
		CURB LINE
SEE SURVEY		STORM SEWER
SEE SURVEY		SANITARY SEWER
SEE SURVEY		WATER MAIN
SEE SURVEY		FORCEMAIN
SEE SURVEY		OVERHEAD UTILITY
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SEE SURVEY		STORM MANHOLE
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OWNER
TELCOM CONSTRUCTION, LLC
2218 200th Street East
Clearwater, MN 55320

EROSION CONTROL PLAN
PHASE II

TELCOM CONSTRUCTION
NEW OFFICE/SHOP
Dayton, Minnesota

SHEET NUMBER
C5.2

05/06/25 c:\users\contour civil\dropbox\pc\desktop\contour_jobs\25004 - rogers sps\civil\25004_swppp.dwg

PROJECT INFORMATION

PROJECT NAME:	TELCOM CONSTRUCTION, LLC
STREET ADDRESS:	UNASSIGNED, 121ST AVENUE N
CITY:	DAYTON
COUNTY:	HENNEPIN
STATE:	MINNESOTA
ZIP CODE:	55369
LAT/LONG:	45.1728, -93.5138
BOUNDARY AREA:	8.423 ACRES
EXISTING IMPERVIOUS:	0.000 ACRES
PROPOSED IMPERVIOUS:	3.331 ACRES
NET NEW IMPERVIOUS:	3.331 ACRES
DISTURBED AREA:	6.0 ACRES
OWNER:	TELCOM CONSTRUCTION, LLC

RESPONSIBLE PARTIES

SWPPP DESIGN:	JOSEPH RADACH PE
TRAINING:	DESIGN OF CONSTRUCTION SWPPP, U OF MN (5/26 EXPIRATION)
SITE MANAGER:	_____
TRAINING:	_____
LONG TERM O&M:	TELCOM CONSTRUCTION, LLC

SWPPP CONTENT

THE SWPPP CONTAINS ALL SHEETS WITHIN THE CONSTRUCTION PLAN SET AND INCLUDES THE STORMWATER MANAGEMENT PLAN, INCORPORATED HEREIN BY REFERENCE. IN DEVELOPING THIS SWPPP, THE TEMPORARY AND PERMANENT BMPS WERE DESIGNED BASED ON EXPECTED RAINFALLS OF 3 INCHES IN 24 HOURS DURING CONSTRUCTION, WITH EXTREME EVENTS RANGING FROM 5 TO 7 INCHES IN 24 HOURS.

EXISTING CONDITIONS

THE SITE IS LOCATED SOUTH OF THE INTERSECTION OF WEST FRENCH LAKE ROAD (WFLR) AND 121ST AVENUE NORTH IN DAYTON, HENNEPIN COUNTY, MINNESOTA. THE SITE IS BRUIDED ON THE NORTH BY 121ST AVENUE NORTH, ON THE NORTHEAST BY WFLR, ON THE SOUTH AND EAST BY UNDEVELOPED INDUSTRIAL LAND, AND ON THE WEST BY WOODLAND. THE SITE IS CURRENTLY UNDEVELOPED LAND.

THE SITE BOUNDARY CONSISTS OF 8.423 ACRES. THERE ARE NO IMPERVIOUS SURFACES WITHIN THE SITE BOUNDARY. THE DRAINAGE BOUNDARY BEING CONSIDERED FOR THIS PROJECT IS 50.617 ACRES, WHICH INCLUDES LAND TO THE WEST THAT DRAINS TO THE SUBJECT SITE. THERE IS AN EXISTING WATER FEATURE (POND) IN THE SOUTHEAST PORTION OF THE SITE AND AN EXISTING WETLAND IN THE WESTERN PORTION OF THE SITE. THERE IS ALSO A DITCH THAT RUNS THROUGH THE SITE FROM THE WEST ALONG THE SOUTH SIDE OF POND.

THE SUBJECT SITE HAS A SLOPED AND UNDULATING TOPOGRAPHY, WITH ELEVATIONS RANGING FROM 942 IN THE NORTH CENTRAL, DOWN TO ABOUT 914 ALONG WFLR. THE MAJORITY OF THE STORMWATER FROM THE SITE AND OFFSITE DRAINS EASTERLY TO A DITCH ALONG WFLR THAT DRAINS UNDER WFLR VIA A 24 INCH CULVERT THAT WAS RECENTLY INSTALLED AS PART OF THE WFLR RECONSTRUCTION PROJECT. ALL STORMWATER FROM THE SITE AND OFFSITE ULTIMATELY DRAINS TO FRENCH LAKE WHICH DRAINS TO DIAMOND CREEK.

PROPOSED CONDITIONS

TELCOM CONSTRUCTION PLANS TO CONSTRUCT A 26,096 SQUARE FOOT OFFICE WAREHOUSE BUILDING WITH ASSOCIATED PARKING AND DRIVE AREAS. DURING CONSTRUCTION, APPROXIMATELY 6.0 ACRES WILL BE DISTURBED. THE PROPOSED CONSTRUCTION WILL RESULT IN THE CREATION OF 3.331 ACRES OF IMPERVIOUS SURFACE.

TO MANAGE STORMWATER FROM THE SITE, A BIOFILTRATION BASIN WILL BE CONSTRUCTED IN THE EASTERN PORTION OF THE SITE. STORM SEWER WILL BE USED TO COLLECT STORMWATER FROM THE BUILDING AND PARKING AREAS AND WILL DISCHARGE TO THE BIOFILTRATION BASIN. THE BIOFILTRATION BASIN WILL DISCHARGE TO THE EXISTING DITCH ALONG WFLR.

SOIL INFORMATION

BRAUN INTERTEC COMPLETED A SUBSURFACE INVESTIGATION CONSISTING OF NINE TEST PITS AND NORTHERN TECHNOLOGIES COMPLETED ONE SOIL BORING ON THE SITE. THE BORING AND TEST PITS ENCOUNTERED VARYING DEPTHS OF TOPSOIL ATOP CLAY FILL AND NATIVE GLACIAL TILL SOILS CONSISTING OF LEAN CLAY. THESE SOILS FALL WITHIN THE HYDROLOGIC SOIL GROUP "D".

SITE CONTAMINATION

THE SITE OR ADJACENT SITES ARE NOT KNOWN TO BE CONTAMINATED. A REVIEW OF THE MPCA'S "WHAT'S IN MY NEIGHBOR" DID NOT SHOW ANY ONSITE OR NEARBY CONTAMINATION SOURCES.

STORMWATER RECEIVING WATERS

ALL STORMWATER WILL DRAIN TO FRENCH LAKE, WHICH DRAINS TO DIAMOND CREEK, WHICH ULTIMATELY DRAINS TO ELM CREEK.

SPECIAL OR IMPAIRED WATERS

DIAMOND CREEK IS LOCATED 4,400 FEET NORTH OF THE SITE AND IS LISTED AS AN IMPAIRED WATER WITH A CONSTRUCTION RELATED PARAMETER. ADDITIONAL BMPS ARE REQUIRED TO BE IMPLEMENTED AT THE SITE AND ARE AS FOLLOWS:

- PERMITTEES MUST IMMEDIATELY INITIATE STABILIZATION OF EXPOSED SOIL AREAS, INCLUDING SOIL STOCKPILES, AND COMPLETE THE STABILIZATION WITHIN SEVEN (7) CALENDAR DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE TEMPORARILY OR PERMANENTLY CEASES
- PERMITTEES MUST PROVIDE A TEMPORARY SEDIMENT BASIN FOR COMMON DRAINAGE LOCATIONS THAT SERVE AN AREA WITH FIVE (5) OR MORE ACRES DISTURBED AT ONE TIME.
- PERMITTEES MUST INCLUDE AN UNDISTURBED BUFFER ZONE OF NOT LESS THAN 100 LINEAR FEET FROM A SPECIAL WATER (NOT INCLUDING TRIBUTARIES) AND MUST MAINTAIN THIS BUFFER ZONE AT ALL TIMES, BOTH DURING CONSTRUCTION AND AS A PERMANENT FEATURE POST CONSTRUCTION, EXCEPT WHERE A WATER CROSSING OR OTHER ENCROACHMENT IS NECESSARY TO COMPLETE THE PROJECT.

WETLAND CONSIDERATIONS

THERE IS ONE WETLAND IN THE WESTERN PORTION OF THE SITE. NO WETLAND IMPACTS ARE PROPOSED AS PART OF THIS PROJECT.

PERMANENT STORMWATER MANAGEMENT SYSTEM - DAYTON FIELD 4TH ADDITION

THE MPCA CONSTRUCTION STORMWATER GENERAL PERMIT REQUIRES PERMITTEES TO DESIGN AND CONSTRUCT A PERMANENT STORMWATER TREATMENT SYSTEM TO TREAT THE WATER QUALITY VOLUME IF THE PROJECT'S ULTIMATE DEVELOPMENT REPLACES VEGETATION AND/OR OTHER PERVIOUS SURFACES CREATING A NET INCREASE OF ONE (1) OR MORE ACRES OF CUMULATIVE IMPERVIOUS SURFACE. PERMITTEES MUST CALCULATE THE WATER QUALITY VOLUME AS ONE (1) INCH TIMES THE NET INCREASE OF IMPERVIOUS SURFACES CREATED BY THE PROJECT. PERMITTEES MUST FIRST CONSIDER VOLUME REDUCTION PRACTICES ON-SITE (E.G. INFILTRATION OR OTHER) WHEN DESIGNING THE PERMANENT STORMWATER TREATMENT SYSTEM.

ECWMC REQUIRES STORMWATER ABSTRACTION EQUIVALENT TO 1.1 INCHES OF RUNOFF GENERATED FROM NEW IMPERVIOUS SURFACE. THE CITY OF DAYTON GENERALLY FOLLOWS THE SAME REQUIREMENTS AS ECWMC.

THE PROPOSED PLAN OF DEVELOPMENT PROPOSES A NET INCREASE OF IMPERVIOUS SURFACE OF 3.331 ACRES, WHICH REQUIRES AN ABSTRACTION VOLUME OF 0.305 ACRE FEET. BASIN 11P HAS A VOLUME BELOW THE OUTLET OF 0.346 ACRE FEET WHICH SATISFIES THE ABSTRACTION REQUIREMENT. THE BASIN HAS BEEN DESIGNED WITH THE OUTLET SET 12 INCHES ABOVE THE TOP OF THE FILTER MIX. BASED ON AN ASSUMED INFILTRATION RATE OF 0.8 INCHES PER HOUR AND A WATER DEPTH OF 12 INCHES, THE BASIN SHOULD DRAWDOWN IN APPROXIMATELY 15 HOURS.

ADDITIONALLY, ECWMC REQUIRES THAT THERE SHALL BE NO NET INCREASE IN TOTAL PHOSPHORUS (TP) OR TOTAL SUSPENDED SOLIDS (TSS) FROM PRE-DEVELOPMENT LAND COVER TO POST-DEVELOPMENT LAND COVER. EXISTING AND PROPOSED CONDITIONS MIDS MODELS WERE PREPARED TO DETERMINE THE EXISTING AND PROPOSED TP AND TSS LOADING. TO SIMPLIFY THE MODEL, ONLY THE IMPROVED AREAS OF THE SITES WERE MODELED, AND THE OFFSITE AND UNIMPROVED AREAS WERE NOT INCLUDED IN THE MODEL. EXISTING AND PROPOSED CONDITIONS MIDS MODELS WERE PREPARED TO DETERMINE THE EXISTING AND PROPOSED TP AND TSS LOADING. THE MODELING PREDICTS THAT PROPOSED TP AND TSS LOADING WILL BE LESS THAN EXISTING.

BMP IMPLEMENTATION SCHEDULE

PRIOR TO CONSTRUCTION, IMPLEMENT THE FOLLOWING BMPS:

- VEHICLE TRACKING PAD
- PERIMETER CONTROL
- STORM DRAIN INLET PROTECTION

DURING CONSTRUCTION, IMPLEMENT THE FOLLOWING BMPS:

- PHASED GRADING
- STREET SWEEPING
- STABILIZATION OF EXPOSED SOILS
- STABILIZATION OF DITCHES OR SWALES
- STOCKPILE PERIMETER CONTROL & STABILIZATION
- MINIMIZATION OF SOIL COMPACTION AND PRESERVATION OF TOPSOIL
- CONCRETE WASHOUT AREA
- STORM DRAIN INLET PROTECTION

EROSION AND SEDIMENT CONTROL ESTIMATED QUANTITIES

VEHICLE TRACKING PAD	1 EA
SILT FENCE	3,550 LF
BIOROLL	AS NEEDED
INLET PROTECTION	18 EA
EROSION CONTROL BLANKET	AS NEEDED
TURF ESTABLISHMENT	2.7 AC

PERMIT REQUIREMENTS & SWPPP IMPLEMENTATION

THE FOLLOWING SECTIONS WERE TAKEN FROM THE MPCA CONSTRUCTION STORMWATER GENERAL PERMIT. IT IS THE RESPONSIBILITY OF THE PERMITTEE TO FOLLOW ALL REQUIREMENTS OF THE MPCA CONSTRUCTION STORMWATER GENERAL PERMIT.

3.1 APPLICATION AND COVERAGE EFFECTIVE DATE. [MINN. R. 7090]

3.2 THE OWNER AND OPERATOR MUST SUBMIT A COMPLETE AND ACCURATE ON-LINE APPLICATION WITH THE APPROPRIATE FEE TO THE MPCA FOR EACH PROJECT THAT DISTURBS ONE (1) OR MORE ACRES OF LAND OR FOR A COMMON PLAN OF DEVELOPMENT OR SALE THAT WILL ULTIMATELY DISTURB ONE (1) OR MORE ACRES. [MINN. R. 7090]

3.3 FOR PROJECTS OR COMMON PLANS OF DEVELOPMENT OR SALE THAT DISTURB LESS THAN 50 ACRES OR DO NOT DISCHARGE STORMWATER WITHIN 1 MILE (AERIAL RADIUS MEASUREMENT) OF A SPECIAL OR IMPAIRED WATER, PERMITTEES DO NOT NEED TO SUBMIT THE SWPPP WITH THE APPLICATION. PERMIT COVERAGE FOR THESE PROJECTS IS EFFECTIVE UPON APPLICATION AND COMPLETING THE PAYMENT PROCESS. [MINN. R. 7090]

3.4 FOR CERTAIN PROJECTS OR COMMON PLANS OF DEVELOPMENT OR SALE DISTURBING 50 ACRES OR MORE, THE COMPLETE SWPPP MUST BE INCLUDED WITH THE APPLICATION AND SUBMITTED AT LEAST 30 DAYS BEFORE THE START OF CONSTRUCTION ACTIVITY. THIS APPLIES IF THERE IS A DISCHARGE POINT ON THE PROJECT WITHIN ONE MILE (AERIAL RADIUS MEASUREMENT) OF, AND FLOWS TO, A SPECIAL WATER LISTED IN ITEM 23.3 THROUGH 23.6 OR AN IMPAIRED WATER AS DESCRIBED IN ITEM 23.7. PERMIT COVERAGE FOR THESE PROJECTS IS EFFECTIVE UPON SUBMITTING THE APPLICATION AND COMPLETE SWPPP, COMPLETING THE PAYMENT PROCESS AND RECEIVING A DETERMINATION FROM THE MPCA THAT THE REVIEW OF THE SWPPP IS COMPLETE. THE DETERMINATION MAY TAKE LONGER THAN 30 DAYS IF THE SWPPP IS INCOMPLETE. IF THE MPCA FAILS TO CONTACT THE PERMITTEES WITHIN 30 DAYS OF APPLICATION RECEIPT, COVERAGE IS EFFECTIVE 30 DAYS AFTER COMPLETING THE PAYMENT PROCESS. [MINN. R. 7090]

3.5 THE APPLICATION REQUIRES LISTING ALL PERSONS MEETING THE DEFINITION OF OWNER AND OPERATOR AS PERMITTEES. THE OWNER IS RESPONSIBLE FOR COMPLIANCE WITH ALL TERMS AND CONDITIONS OF THIS PERMIT. THE OPERATOR IS RESPONSIBLE FOR COMPLIANCE WITH SECTIONS 3, 4, 6-22, 24 AND APPLICABLE REQUIREMENTS FOR CONSTRUCTION ACTIVITY IN SECTION 23. [MINN. R. 7090]

3.6 PERMITTEES WILL RECEIVE COVERAGE NOTIFICATION IN A MANNER DETERMINED BY THE MPCA. [MINN. R. 7090]

3.7 FOR CONSTRUCTION PROJECTS WHERE THE OWNER OR OPERATOR CHANGES (E.G., AN ORIGINAL DEVELOPER SELLS PORTIONS OF THE PROPERTY TO VARIOUS HOMEBUILDERS OR SELLS THE ENTIRE SITE TO A NEW OWNER), THE CURRENT OWNER AND THE NEW OWNER OR OPERATOR MUST SUBMIT A COMPLETE PERMIT MODIFICATION FORM PROVIDED BY THE MPCA. THE CURRENT OWNER AND THE NEW OWNER OR OPERATOR MUST SUBMIT THE FORM PRIOR TO THE NEW OWNER OR OPERATOR COMMENCING CONSTRUCTION ACTIVITY OR NO LATER THAN 30 DAYS AFTER TAKING OWNERSHIP OF THE PROPERTY. [MINN. R. 7090]

3.8 FOR CONSTRUCTION PROJECTS WHERE THE OWNER OR OPERATOR CHANGES, THE CURRENT OWNER MUST PROVIDE A SWPPP TO THE NEW OWNER AND OPERATOR THAT SPECIFICALLY ADDRESSES THE REMAINING CONSTRUCTION ACTIVITY. THE NEW OWNER OR OPERATOR CAN IMPLEMENT THE ORIGINAL SWPPP, MODIFY THE SWPPP, OR DEVELOP A NEW SWPPP. PERMITTEES MUST ENSURE THEIR ACTIVITIES DO NOT RENDER ANOTHER PARTY'S EROSION PREVENTION AND SEDIMENT CONTROL BMPS INEFFECTIVE. [MINN. R. 7090]

4.1 TERMINATION OF COVERAGE. [MINN. R. 7090]

4.2 PERMITTEES MUST SUBMIT A NOT WITHIN 30 DAYS AFTER ALL TERMINATION CONDITIONS LISTED IN SECTION 13 ARE COMPLETE. [MINN. R. 7090]

4.3 PERMITTEES MUST SUBMIT A NOT WITHIN 30 DAYS AFTER SELLING OR OTHERWISE LEGALLY TRANSFERRING THE ENTIRE SITE, INCLUDING PERMIT RESPONSIBILITY FOR ROADS (E.G., STREET SWEEPING) AND STORMWATER INFRASTRUCTURE FINAL CLEAN OUT, OR TRANSFERRING PORTIONS OF A SITE TO ANOTHER PARTY. THE PERMITTEES' COVERAGE UNDER THIS PERMIT TERMINATES AT MIDNIGHT ON THE SUBMISSION DATE OF THE NOT. [MINN. R. 7090]

4.4 PERMITTEES MAY TERMINATE PERMIT COVERAGE PRIOR TO COMPLETION OF ALL CONSTRUCTION ACTIVITY IF THEY MEET ALL OF THE FOLLOWING CONDITIONS:

a. CONSTRUCTION ACTIVITY HAS CEASED FOR AT LEAST 90 DAYS; AND

b. AT LEAST 90 PERCENT (BY AREA) OF ALL ORIGINALLY PROPOSED CONSTRUCTION ACTIVITY HAS BEEN COMPLETED AND PERMANENT COVER HAS BEEN ESTABLISHED ON THOSE AREAS; AND

c. ON AREAS WHERE CONSTRUCTION ACTIVITY IS NOT COMPLETE, PERMANENT COVER HAS BEEN ESTABLISHED; AND

d. THE SITE COMPLIES WITH ITEM 13.3 THROUGH 13.7.

AFTER PERMIT COVERAGE IS TERMINATED UNDER THIS ITEM, ANY SUBSEQUENT DEVELOPMENT ON THE REMAINING PORTIONS OF THE SITE WILL REQUIRE PERMIT COVERAGE IF THE SUBSEQUENT DEVELOPMENT ITSELF OR AS PART OF THE REMAINING COMMON PLAN OF DEVELOPMENT OR SALE WILL RESULT IN LAND DISTURBING ACTIVITIES OF ONE (1) OR MORE ACRES IN SIZE. [MINN. R. 7090]

4.5 PERMITTEES MAY TERMINATE COVERAGE UPON MPCA APPROVAL AFTER SUBMITTING INFORMATION DOCUMENTING THE OWNER CANCELLED THE PROJECT. [MINN. R. 7090]

6.1 SWPPP AMENDMENTS. [MINN. R. 7090]

6.2 ONE OF THE INDIVIDUALS DESCRIBED IN ITEM 21.2.A OR ITEM 21.2.B OR ANOTHER QUALIFIED INDIVIDUAL MUST COMPLETE ALL SWPPP CHANGES. CHANGES INVOLVING THE USE OF A LESS STRINGENT BMP MUST INCLUDE A JUSTIFICATION DESCRIBING HOW THE REPLACEMENT BMP IS EFFECTIVE FOR THE SITE CHARACTERISTICS. [MINN. R. 7090]

6.3 PERMITTEES MUST AMEND THE SWPPP TO INCLUDE ADDITIONAL OR MODIFIED BMPS AS NECESSARY TO CORRECT PROBLEMS IDENTIFIED OR ADDRESS SITUATIONS WHENEVER THERE IS A CHANGE IN DESIGN, CONSTRUCTION, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS HAVING A SIGNIFICANT EFFECT ON THE DISCHARGE OF POLLUTANTS TO SURFACE WATERS OR GROUNDWATER. [MINN. R. 7090]

6.4 PERMITTEES MUST AMEND THE SWPPP TO INCLUDE ADDITIONAL OR MODIFIED BMPS AS NECESSARY TO CORRECT PROBLEMS IDENTIFIED OR ADDRESS SITUATIONS WHENEVER INSPECTIONS OR INVESTIGATIONS BY THE SITE OWNER OR OPERATOR, USEPA OR MPCA OFFICIALS INDICATE THE SWPPP IS NOT EFFECTIVE IN ELIMINATING OR SIGNIFICANTLY MINIMIZING THE DISCHARGE OF POLLUTANTS TO SURFACE WATERS OR GROUNDWATER OR THE DISCHARGES ARE CAUSING WATER QUALITY STANDARD EXCEEDANCES (E.G., NUISANCE CONDITIONS AS DEFINED IN MINN. R. 7050.0210, SUBP. 2) OR THE SWPPP IS NOT CONSISTENT WITH THE OBJECTIVES OF A USEPA APPROVED TMDL. [MINN. R. 7050.0210]

7.1 BMP SELECTION AND INSTALLATION. [MINN. R. 7090]

7.2 PERMITTEES MUST SELECT, INSTALL, AND MAINTAIN THE BMPS IDENTIFIED IN THE SWPPP AND IN THIS PERMIT IN AN APPROPRIATE AND FUNCTIONAL MANNER AND IN ACCORDANCE WITH RELEVANT MANUFACTURER SPECIFICATIONS AND ACCEPTED ENGINEERING PRACTICES. [MINN. R. 7090]

8.1 EROSION PREVENTION PRACTICES. [MINN. R. 7090]

8.2 BEFORE WORK BEGINS, PERMITTEES MUST DELINEATE THE LOCATION OF AREAS NOT TO BE DISTURBED. [MINN. R. 7090]

8.3 PERMITTEES MUST MINIMIZE THE NEED FOR DISTURBANCE OF PORTIONS OF THE PROJECT WITH STEEP SLOPES. WHEN STEEP SLOPES MUST BE DISTURBED, PERMITTEES MUST USE TECHNIQUES SUCH AS PHASING AND STABILIZATION PRACTICES DESIGNED FOR STEEP SLOPES (E.G., SLOPE DRAINING AND TERRACING). [MINN. R. 7090]

8.4 PERMITTEES MUST STABILIZE ALL EXPOSED SOIL AREAS, INCLUDING STOCKPILES. STABILIZATION MUST BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION WHEN CONSTRUCTION ACTIVITY HAS PERMANENTLY OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS. STABILIZATION MUST BE COMPLETED NO LATER THAN 14 CALENDAR DAYS AFTER THE CONSTRUCTION ACTIVITY HAS CEASED. STABILIZATION IS NOT REQUIRED ON CONSTRUCTED BASE COMPONENTS OF ROADS, PARKING LOTS AND SIMILAR SURFACES. STABILIZATION IS NOT REQUIRED ON TEMPORARY STOCKPILES WITHOUT SIGNIFICANT SILT, CLAY OR ORGANIC COMPONENTS (E.G., CLEAN AGGREGATE STOCKPILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES) BUT PERMITTEES MUST PROVIDE SEDIMENT CONTROLS AT THE BASE OF THE STOCKPILE. [MINN. R. 7090]

8.5 FOR PUBLIC WATERS THAT THE MINNESOTA DNR HAS PROMULGATED "WORK IN WATER RESTRICTIONS" DURING SPECIFIED FISH SPAWNING TIME FRAMES, PERMITTEES MUST COMPLETE STABILIZATION OF ALL EXPOSED SOIL AREAS WITHIN 200 FEET OF THE WATER'S EDGE, AND THAT DRAIN TO THESE WATERS, WITHIN 24 HOURS DURING THE RESTRICTION PERIOD. [MINN. R. 7090]

8.6 PERMITTEES MUST STABILIZE THE NORMAL WETTED PERIMETER OF THE LAST 200 LINEAR FEET OF TEMPORARY OR PERMANENT DRAINAGE DITCHES OR SWALES THAT DRAIN WATER FROM THE SITE WITHIN 24 HOURS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE. PERMITTEES MUST COMPLETE STABILIZATION OF REMAINING PORTIONS OF TEMPORARY OR PERMANENT DITCHES OR SWALES WITHIN 14 CALENDAR DAYS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE AND CONSTRUCTION IN THAT PORTION OF THE DITCH TEMPORARILY OR PERMANENTLY CEASES. [MINN. R. 7090]

8.7 TEMPORARY OR PERMANENT DITCHES OR SWALES BEING USED AS A SEDIMENT CONTAINMENT SYSTEM DURING CONSTRUCTION (WITH PROPERLY DESIGNED ROCK-DITCH CHECKS, BIO ROLLS, SILT DIKES, ETC.) DO NOT NEED TO BE STABILIZED. PERMITTEES MUST STABILIZE THESE AREAS WITHIN 24 HOURS AFTER THEIR USE AS A SEDIMENT CONTAINMENT SYSTEM CEASES. [MINN. R. 7090]

8.8 PERMITTEES MUST NOT USE MULCH, HYDROMULCH, TACKIFIER, POLYACRYLAMIDE OR SIMILAR EROSION PREVENTION PRACTICES WITHIN ANY PORTION OF THE NORMAL WETTED PERIMETER OF A TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE SECTION WITH A CONTINUOUS SLOPE OF GREATER THAN 2 PERCENT. [MINN. R. 7090]

8.9 PERMITTEES MUST PROVIDE TEMPORARY OR PERMANENT ENERGY DISSIPATION AT ALL PIPE OUTLETS WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER OR PERMANENT STORMWATER TREATMENT SYSTEM. [MINN. R. 7090]

8.10 PERMITTEES MUST NOT DISTURB MORE LAND (I.E., PHASING) THAN CAN BE EFFECTIVELY INSPECTED AND MAINTAINED IN ACCORDANCE WITH SECTION 11. [MINN. R. 7090]

9.1 SEDIMENT CONTROL PRACTICES. [MINN. R. 7090]

9.2 PERMITTEES MUST ESTABLISH SEDIMENT CONTROL BMPS ON ALL DOWNGRADIENT PERIMETERS OF THE SITE AND DOWNGRADIENT AREAS OF THE SITE THAT DRAIN TO ANY SURFACE WATER, INCLUDING CURB AND GUTTER SYSTEMS. PERMITTEES MUST LOCATE SEDIMENT CONTROL PRACTICES UPGRADIENT OF ANY BUFFER ZONES. PERMITTEES MUST INSTALL SEDIMENT CONTROL PRACTICES BEFORE ANY UPGRADIENT LAND-DISTURBING ACTIVITIES BEGIN AND MUST KEEP THE SEDIMENT CONTROL PRACTICES IN PLACE UNTIL THEY ESTABLISH PERMANENT COVER. [MINN. R. 7090]

9.3 IF DOWNGRADIENT SEDIMENT CONTROLS ARE OVERLOADED, BASED ON FREQUENT FAILURE OR EXCESSIVE MAINTENANCE REQUIREMENTS, PERMITTEES MUST INSTALL ADDITIONAL UPGRADIENT SEDIMENT CONTROL PRACTICES OR REDUNDANT BMPS TO ELIMINATE THE OVERLOADING AND AMEND THE SWPPP TO IDENTIFY THESE ADDITIONAL PRACTICES AS REQUIRED IN ITEM 6.3. [MINN. R. 7090]

9.4 TEMPORARY OR PERMANENT DRAINAGE DITCHES AND SEDIMENT BASINS DESIGNED AS PART OF A SEDIMENT CONTAINMENT SYSTEM (E.G., DITCHES WITH ROCK-CHECK DAMS) REQUIRE SEDIMENT CONTROL PRACTICES ONLY AS APPROPRIATE FOR SITE CONDITIONS. [MINN. R. 7090]

9.5 A FLOATING SILT CURTAIN PLACED IN THE WATER IS NOT A SEDIMENT CONTROL BMP TO SATISFY ITEM 9.2 EXCEPT WHEN WORKING ON A SHORELINE OR BELOW THE WATERLINE. IMMEDIATELY AFTER THE SHORT TERM CONSTRUCTION ACTIVITY (E.G., INSTALLATION OF RIP RAP ALONG THE SHORELINE) IN THAT AREA IS COMPLETE, PERMITTEES MUST INSTALL AN UPLAND PERIMETER CONTROL PRACTICE IF EXPOSED SOILS STILL DRAIN TO A SURFACE WATER. [MINN. R. 7090]

9.6 PERMITTEES MUST RE-INSTALL ALL SEDIMENT CONTROL PRACTICES ADJUSTED OR REMOVED TO ACCOMMODATE SHORT-TERM ACTIVITIES SUCH AS CLEARING OR GRUBBING, OR PASSAGE OF VEHICLES, IMMEDIATELY AFTER THE SHORT-TERM ACTIVITY IS COMPLETED. PERMITTEES MUST RE-INSTALL SEDIMENT CONTROL PRACTICES BEFORE THE NEXT PRECIPITATION EVENT EVEN IF THE SHORT-TERM ACTIVITY IS NOT COMPLETE. [MINN. R. 7090]

9.7 PERMITTEES MUST PROTECT ALL STORM DRAIN INLETS USING APPROPRIATE BMPS DURING CONSTRUCTION UNTIL THEY ESTABLISH PERMANENT COVER ON ALL AREAS WITH POTENTIAL FOR DISCHARGING TO THE INLET. [MINN. R. 7090]

9.8 PERMITTEES MAY REMOVE INLET PROTECTION FOR A PARTICULAR INLET IF A SPECIFIC SAFETY CONCERN (E.G. STREET FLOODING/FREEZING) IS IDENTIFIED BY THE PERMITTEES OR THE JURISDICTIONAL AUTHORITY (E.G., CITY/COUNTY/TOWNSHIP/MINNESOTA DEPARTMENT OF TRANSPORTATION ENGINEER). PERMITTEES MUST DOCUMENT THE NEED FOR REMOVAL IN THE SWPPP. [MINN. R. 7090]

9.9 PERMITTEES MUST PROVIDE SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROLS AT THE BASE OF STOCKPILES ON THE DOWNGRADIENT PERIMETER. [MINN. R. 7090]

9.10 PERMITTEES MUST LOCATE STOCKPILES OUTSIDE OF NATURAL BUFFERS OR SURFACE WATERS, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS UNLESS THERE IS A BYPASS IN PLACE FOR THE STORMWATER. [MINN. R. 7090]

9.11 PERMITTEES MUST INSTALL A VEHICLE TRACKING BMP TO MINIMIZE THE TRACK OUT OF SEDIMENT FROM THE CONSTRUCTION SITE OR ONTO PAVED ROADS WITHIN THE SITE. [MINN. R. 7090]

9.12 PERMITTEES MUST USE STREET SWEEPING IF VEHICLE TRACKING BMPS ARE NOT ADEQUATE TO PREVENT SEDIMENT TRACKING ONTO THE STREET. [MINN. R. 7090]

9.13 PERMITTEES MUST INSTALL TEMPORARY SEDIMENT BASINS AS REQUIRED IN SECTION 14. [MINN. R. 7090]

9.14 IN ANY AREAS OF THE SITE WHERE FINAL VEGETATIVE STABILIZATION WILL OCCUR, PERMITTEES MUST RESTRICT VEHICLE AND EQUIPMENT USE TO MINIMIZE SOIL COMPACTION. [MINN. R. 7090]

9.15 PERMITTEES MUST PRESERVE TOPSOIL ON THE SITE, UNLESS INFEASIBLE. [MINN. R. 7090]

9.16 PERMITTEES MUST DIRECT DISCHARGES FROM BMPS TO VEGETATED AREAS UNLESS INFEASIBLE. [MINN. R. 7090]

9.17 PERMITTEES MUST PRESERVE A 50 FOOT NATURAL BUFFER OR, IF A BUFFER IS INFEASIBLE ON THE SITE, PROVIDE REDUNDANT (DOUBLE) PERIMETER SEDIMENT CONTROLS WHEN A SURFACE WATER IS LOCATED WITHIN 50 FEET OF THE PROJECT'S EARTH DISTURBANCES AND STORMWATER FLOWS TO THE SURFACE WATER. PERMITTEES MUST INSTALL PERIMETER SEDIMENT CONTROLS AT LEAST 5 FEET APART UNLESS LIMITED BY LACK OF AVAILABLE SPACE. NATURAL BUFFERS ARE NOT REQUIRED ADJACENT TO ROAD DITCHES, JUDICIAL DITCHES, COUNTY DITCHES, STORMWATER CONVEYANCE CHANNELS, STORM DRAIN INLETS, AND SEDIMENT BASINS. IF PRESERVING THE BUFFER IS INFEASIBLE, PERMITTEES MUST DOCUMENT THE REASONS IN THE SWPPP. SHEET PILING IS A REDUNDANT PERIMETER CONTROL IF INSTALLED IN A MANNER THAT RETAINS ALL STORMWATER. [MINN. R. 7090]

9.18 PERMITTEES MUST USE POLYMERS, FLOCCULANTS, OR OTHER SEDIMENTATION TREATMENT CHEMICALS IN ACCORDANCE WITH ACCEPTED ENGINEERING PRACTICES, DOSING SPECIFICATIONS AND SEDIMENT REMOVAL DESIGN SPECIFICATIONS PROVIDED BY THE MANUFACTURER OR SUPPLIER. THE PERMITTEES MUST USE CONVENTIONAL EROSION AND SEDIMENT CONTROLS PRIOR TO CHEMICAL ADDITION AND MUST DIRECT TREATED STORMWATER TO A SEDIMENT CONTROL SYSTEM FOR FILTRATION OR SETTLEMENT OF THE FLOC PRIOR TO DISCHARGE. [MINN. R. 7090]

10.1 DEWATERING AND BASIN DRAINING. [MINN. R. 7090]

10.2 PERMITTEES MUST DISCHARGE TURBID OR SEDIMENT-LADEN WATERS RELATED TO DEWATERING OR BASIN DRAINING (E.G., PUMPED DISCHARGES, TRENCH/DITCH CUTS FOR DRAINAGE) TO A TEMPORARY OR PERMANENT SEDIMENT BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. PERMITTEES MAY DEWATER TO SURFACE WATERS IF THEY VISUALLY CHECK TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED AND NUISANCE CONDITIONS (SEE MINN. R. 7050.0210, SUBP. 2) WILL NOT RESULT FROM THE DISCHARGE. IF PERMITTEES CANNOT DISCHARGE THE WATER TO A SEDIMENTATION BASIN PRIOR TO ENTERING A SURFACE WATER, PERMITTEES MUST TREAT IT WITH APPROPRIATE BMPS SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE SURFACE WATER OR DOWNSTREAM PROPERTIES. [MINN. R. 7050.0210]

10.3 IF PERMITTEES MUST DISCHARGE WATER CONTAINING OIL OR GREASE, THEY MUST USE AN OIL-WATER SEPARATOR OR SUITABLE FILTRATION DEVICE (E.G., CARTRIDGE FILTERS, ABSORBENTS PADS) PRIOR TO DISCHARGE. [MINN. R. 7090]

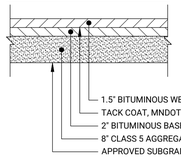
10.4 PERMITTEES MUST DISCHARGE ALL WATER FROM DEWATERING OR BASIN-DRAINING ACTIVITIES IN A MANNER THAT DOES NOT CAUSE EROSION OR SCOUR IN THE IMMEDIATE VICINITY OF DISCHARGE POINTS OR INUNDATION OF WETLANDS IN THE IMMEDIATE VICINITY OF DISCHARGE POINTS THAT CAUSES SIGNIFICANT ADVERSE IMPACT TO THE WETLAND. [MINN. R. 7090]

10.5 IF PERMITTEES USE FILTERS WITH BACKWASH WATER, THEY MUST HAUL THE BACKWASH WATER AWAY FOR DISPOSAL, RETURN THE BACKWASH WATER TO THE BEGINNING OF THE TREATMENT PROCESS, OR INCORPORATE THE BACKWASH WATER INTO THE SITE IN A MANNER THAT DOES NOT CAUSE EROSION. [MINN. R. 7090]

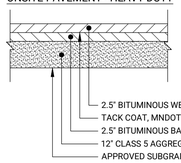
11.1 INSPECTIONS AND MAINTENANCE. [MINN. R. 7090]

11.2 PERMITTEES MUST ENSURE A TRAINED PERSON, AS IDENTIFIED IN ITEM 21.2.B, WILL INSPECT THE ENTIRE CONSTRUCTION SITE AT LEAST ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVEN

ONSITE PAVEMENT - LIGHT DUTY



ONSITE PAVEMENT - HEAVY DUTY



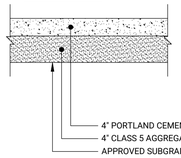
NOTES

1. FINAL PAVEMENT SECTIONS AND SUBGRADE COMPACTION REQUIREMENTS TO BE CONFIRMED BY GEOTECHNICAL ENGINEER OF RECORD.
2. LIGHT DUTY PAVEMENT TO BE USED IN PASSENGER CAR PARKING LOT ONLY. HEAVY DUTY PAVEMENT TO BE USED ON ENTRANCE DRIVEWAY AND TRUCK COURT.

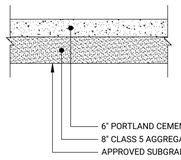
1 FLEXIBLE PAVEMENT SECTIONS

NO SCALE

CONRETE WALK



CONRETE PAVEMENT/APRON



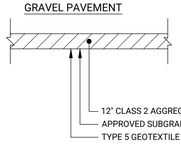
NOTES

1. FINAL PAVEMENT SECTIONS AND SUBGRADE COMPACTION REQUIREMENTS TO BE CONFIRMED BY GEOTECHNICAL ENGINEER OF RECORD

2 RIGID PAVEMENT SECTIONS

NO SCALE

GRAVEL PAVEMENT

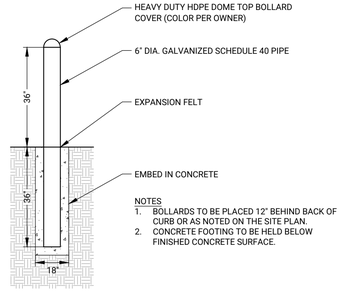


NOTES

1. FINAL PAVEMENT SECTIONS AND SUBGRADE COMPACTION REQUIREMENTS TO BE CONFIRMED BY GEOTECHNICAL ENGINEER OF RECORD

3 AGGREGATE SURFACE SECTION

NO SCALE

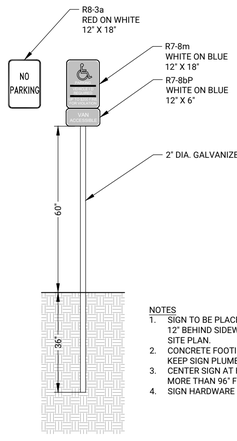


NOTES

1. BOLLARDS TO BE PLACED 12" BEHIND BACK OF CURB OR AS NOTED ON THE SITE PLAN.
2. CONCRETE FOOTING TO BE HELD BELOW FINISHED CONCRETE SURFACE.

4 6" CONCRETE FILLED PIPE BOLLARD

NO SCALE

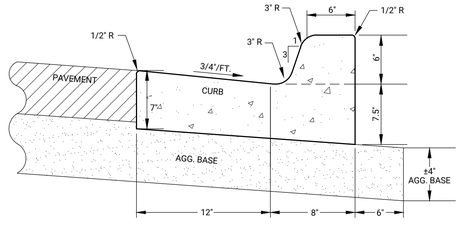


NOTES

1. SIGN TO BE PLACED 18" BEHIND BACK OF CURB, 12" BEHIND SIDEWALK, OR AS NOTED ON THE SITE PLAN.
2. CONCRETE FOOTING TO USED AS NECESSARY TO KEEP SIGN PLUMB.
3. CENTER SIGN AT HEAD OF PARKING SPACE NOT MORE THAN 96' FROM HEAD OF PARKING SPACE.
4. SIGN HARDWARE PER MANUFACTURER.

5 6" CONCRETE FILLED PIPE BOLLARD W/SIGN

NO SCALE

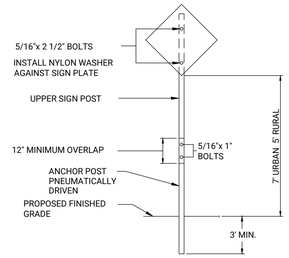


NOTES:

1. TIPOUT CURB SHALL SLOPE OUT AT 3/4" PER FOOT.
2. WHERE CURB MEETS CONCRETE PAVEMENT, INSTALL 24" NO.4 DOWELS SPACED 36" ON CENTER.

6 CONCRETE CURB & GUTTER

NO SCALE

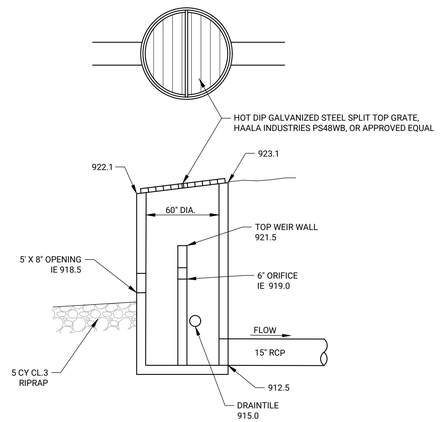


NOTES:

1. MATERIALS AND INSTALLATION SHALL BE IN ACCORDANCE WITH CITY SPECIFICATIONS.
2. SIGN PANELS-REFLECTIVE SHEETING, VIP DIAMOND GRADE.
3. BOLTS SHALL BE TAMPER PROOF.
4. FLANGED CHANNEL SIGN POSTS SHALL BE PAINTED GREEN, 3 LB./L.F. AND 7' LONG.
5. SIGNS INSTALLED IN CONCRETE SHALL HAVE AN APPROVED BREAK-AWAY DEVICE.
6. EDGE OF SIGN SHALL BE MINIMUM 18" FROM BACK OF CURB.

7 TYPICAL SIGN

NO SCALE



8 OUTLET CONTROL STRUCTURE 108

NO SCALE

SUGGESTED CONSTRUCTION SEQUENCING

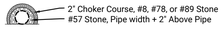
1. Install appropriate temporary erosion control devices to prevent sediment from leaving or entering the practice during construction.
2. All down-gradient perimeter sediment control bmp's must be in place before any up gradient land disturbing activity begins.
3. Perform continuous inspections of erosion control practices, especially after each rainfall event.
4. Install all utilities (water, sanitary sewer, electric, natural gas, phone, fiber optic, etc) prior to setting final grade of bioretention device.
5. Rough grade the site. If bioretention areas are being used as temporary sediment basins during construction, leave a minimum of 1 feet of cover over the practice to protect the underlying soils from clogging.
6. Complete, stabilize, and vegetate all other site improvements.
7. Construct and vegetate bioretention device following stabilization of contributing drainage area. Ensure that critical elevations, such as underdrain invert, top of media, top of mulch, and invert of overflow structure (if present) are correct.
8. Remove temporary erosion control devices after the contributing drainage area is adequately vegetated.

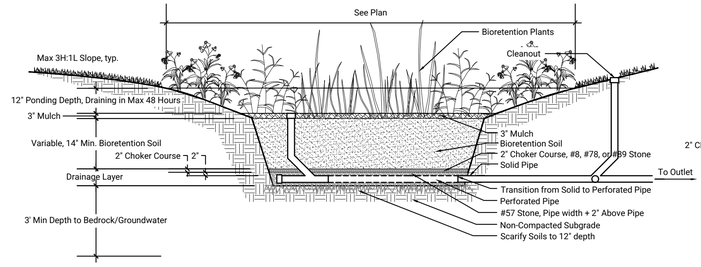
GENERAL NOTES

1. In the event that sediment is introduced into the bmp during or immediately following excavation, this material shall be removed from the practice prior to continuing construction.
2. Scarify existing subgrade soils to a minimum depth of 12 inches prior to placing filter media.

MATERIAL SPECIFICATIONS

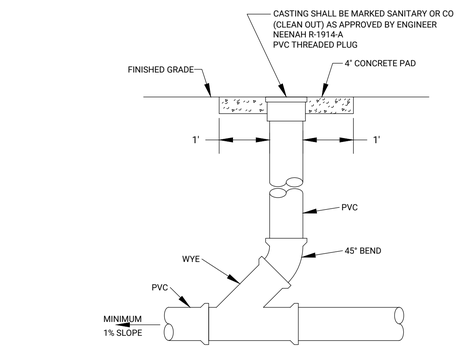
1. Basin 11P: Media mix shall be Mix C, consisting of 87 percent sand, 8 percent fines, and 5 percent compost.
2. Basin 11P: At Draintile, place clean sand mixed with iron filings, 5% by weight.





9 BIOFILTRATION BASIN

NO SCALE



NOTES:

- ALL JOINTS SHALL BE SOLVENT WELD EXCEPT AS NOTED.
- CLEAN OUTS ARE REQUIRED AT 100' SPACING AND AT CHANGE OF DIRECTION.
- ALL CLEAN OUTS SHALL BE EQUIPPED WITH A FROST SLEEVE.

10 CLEANOUT

NO SCALE

STABILIZE ALL EXPOSED SOIL AREAS, INCLUDING STOCKPILES. STABILIZATION MUST BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION WHEN CONSTRUCTION ACTIVITY HAS PERMANENTLY OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS. STABILIZATION MUST BE COMPLETED NO LATER THAN 7 CALENDAR DAYS AFTER THE CONSTRUCTION ACTIVITY HAS CEASED. STABILIZATION IS NOT REQUIRED ON CONSTRUCTED BASE COMPONENTS OF ROADS, PARKING LOTS AND SIMILAR SURFACES. STABILIZATION IS NOT REQUIRED ON TEMPORARY STOCKPILES WITHOUT SIGNIFICANT SILT, CLAY OR ORGANIC COMPONENTS (E.G., CLEAN AGGREGATE STOCKPILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES) BUT PERMITTEES MUST PROVIDE SEDIMENT CONTROLS AT THE BASE OF THE STOCKPILE.

TEMPORARY SEEDING SHALL BE IN ACCORDANCE WITH MNDOT 2575 AND SHALL BE AS FOLLOWS:

SEED: 21-111 AT 100 LBS PER ACRE OR 21-112 AT 100 LBS PER ACRE
MULCH: TYPE 1 AT 2 TONS PER ACRE
FERTILIZER: 10-20-20 AT 300 LBS PER ACRE

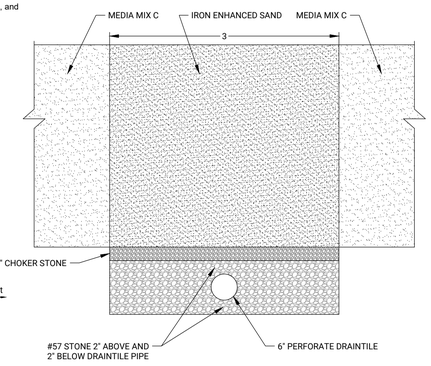
PERMANENT SEEDING SHALL BE IN ACCORDANCE WITH MNDOT 2575 AND SHALL BE AS FOLLOWS, UNLESS SHOWN OTHERWISE ON THE PLANS:

SEED: 25-131 AT 220 LBS PER ACRE OR 25-141 AT 59 LBS PER ACRE
MULCH: TYPE 1 AT 2 TONS PER ACRE
FERTILIZER: 10-10-10 AT 200 LBS PER ACRE

11 TURF ESTABLISHMENT

NO SCALE

DRAINTILE TRENCH



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TEL: 612.730.2265 | WWW.CONTOURCD.COM

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

NAME: JOSEPH T RADACH PE
SIGNATURE:
DATE: 08/01/25 LIC #: 45889

REVISIONS	ISSUE DATE: 08/01/25	BY: JTR
1. 09/05/25	CITY COMMENTS	
2.		
3.		
4.		
5.		
6.		
7.		

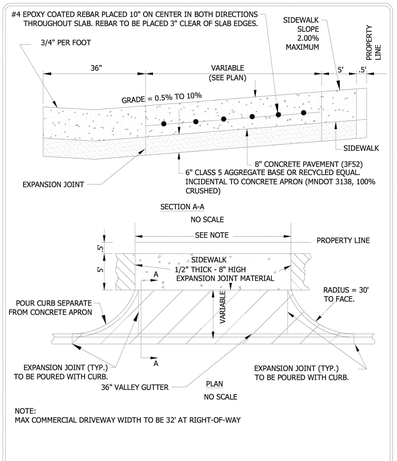
OWNER
TELCOM CONSTRUCTION, LLC
2218 200th Street East
Clearwater, MN 55320

DETAILS

TELCOM CONSTRUCTION
NEW OFFICE/SHOP
Dayton, Minnesota

SHEET NUMBER
C6.1

09/08/25 c:\users\contour civil\dropbox\jtr\desktop\contour_jobs\23004 - rogers sports\civil\23004_details.dwg

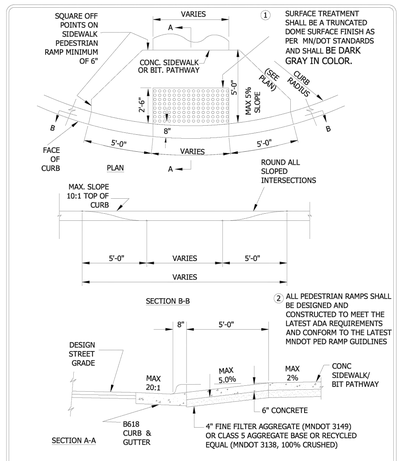


CITY OF Dayton

COMMERCIAL CONCRETE DRIVEWAY APRON WITH SIDEWALK

LAST REVISION: OCT 2024

PLATE NO. STR-15



1. SURFACE TREATMENT SHALL BE A TRUNCATED DOME SURFACE FINISH AS PER MN/DOT STANDARDS AND SHALL BE DARK GRAY IN COLOR.

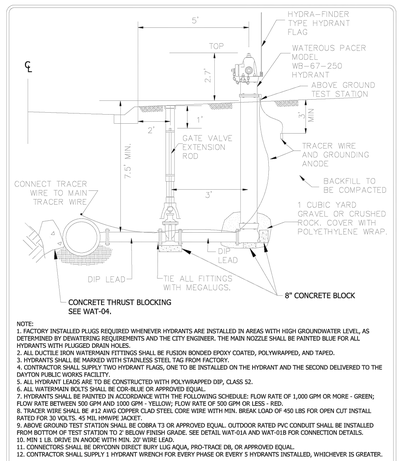
2. ALL PEDESTRIAN RAMPS SHALL BE DESIGNED AND CONSTRUCTED TO MEET THE LATEST ADA REQUIREMENTS AND CONFORM TO THE LATEST MNDOT PED RAMP GUIDLINES

CITY OF Dayton

SIDEWALK/BIKE PATH CURB RAMP

LAST REVISION: OCT 2024

PLATE NO. STR-16



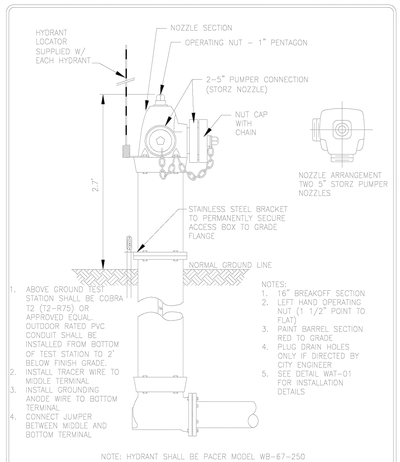
NOTE:
1. FACTORY INSTALLED PLUGS REQUIRED WHENEVER HYDRANTS ARE INSTALLED IN AREAS WITH HIGH GROUNDWATER LEVEL, AS DETERMINED BY DEWATERING REQUIREMENTS AND THE CITY ENGINEER. THE MAIN NOZZLE SHALL BE PAINTED BLUE FOR ALL HYDRANTS WITH PLUGGED DRAIN HOLES.
2. ALL DUCTILE IRON WATERMAIN FITTINGS SHALL BE FUSION BONDED EPOXY COATED, POLYWRAPPED, AND TAPED.
3. HYDRANTS SHALL BE MARKED WITH STAINLESS STEEL TAG FROM FACTORY.
4. CONTRACTOR SHALL SUPPLY TWO HYDRANT FLAGS, ONE TO BE INSTALLED ON THE HYDRANT AND THE SECOND DELIVERED TO THE DAYTON PUBLIC WORKS FACILITY.
5. ALL HYDRANT LEADS ARE TO BE CONSTRUCTED WITH POLYWRAPPED DIP, CLASS 52.
6. ALL WATERMAIN BOLTS SHALL BE COR-BLUE OR APPROVED EQUAL.
7. HYDRANTS SHALL BE PAINTED IN ACCORDANCE WITH THE FOLLOWING SCHEDULE: FLOW RATE OF 1,000 GPM OR MORE - GREEN; FLOW RATE BETWEEN 500 GPM AND 1000 GPM - YELLOW; FLOW RATE OF 500 GPM OR LESS - RED.
8. TRACER WIRE SHALL BE #12 AWG COPPER CLAD STEEL CORE WIRE WITH MIN. BREAK LOAD OF 450 LBS FOR OPEN CUT INSTALL RATED FOR 30 VOLTS. 45 MIL HMWPE JACKET.
9. ABOVE GROUND TEST STATION SHALL BE COBRA T3 OR APPROVED EQUAL. OUTDOOR RATED PVC CONDUIT SHALL BE INSTALLED FROM BOTTOM OF TEST STATION TO 2' BELOW FINISH GRADE. SEE DETAIL WAT-01A AND WAT-01B FOR CONNECTION DETAILS.
10. MIN 1 LB. DRIVE IN ANODE WITH MIN. 20' WIRE LEAD.
11. CONNECTORS SHALL BE DEYCONN DIRECT BURY LUG AQUA, PRO-TRACE DB, OR APPROVED EQUAL.
12. CONTRACTOR SHALL SUPPLY 1 HYDRANT WRENCH FOR EVERY PHASE OR EVERY 5 HYDRANTS INSTALLED, WHICHEVER IS GREATER.

CITY OF Dayton

HYDRANT DETAIL

LAST REVISION: OCT 2024

PLATE NO. WAT-01

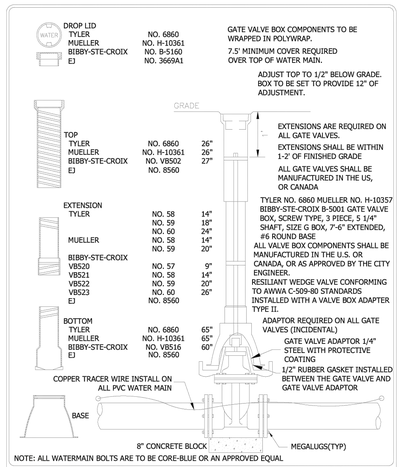


CITY OF Dayton

DOUBLE PUMPER PACER HYDRANT DETAIL

LAST REVISION: OCT 2024

PLATE NO. WAT-01A



NOTE: ALL WATERMAIN BOLTS ARE TO BE CORE-BLUE OR AN APPROVED EQUAL

CITY OF Dayton

GATE VALVE AND BOX INSTALLATION

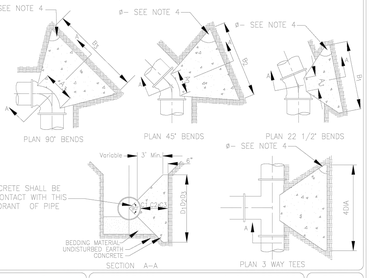
LAST REVISION: OCT 2024

PLATE NO. WAT-02

NOTES:
1. SHAPE OF BACK OF BUTTRESS MAY VERY AS LONG AS POURED AGAINST FIRM UNDISTURBED EARTH.
2. DIMENSION C1,C2,C3 SHOULD BE LARGE ENOUGH TO MAKE ANGLE Θ EQUAL TO OR LARGER THAN 45°.
3. DIMENSION A1,A2,A3 SHOULD BE AS LARGE AS POSSIBLE WITHOUT INTERFERING WITH MJ BOLTS.
4. Θ= 45° MINIMUM.
5. PLACE POLYETHYLENE BETWEEN CONCRETE & PIPE.
6. MEGALUGS SHALL BE INSTALLED ON ALL BENDS.
7. ALL WATER MAIN BOLTS SHALL BE COR-BLUE OR APPROVED EQUAL.

BUTTRESS DIMENSIONS						
PIPE SIZE	22 1/2° BEND		45° BEND		90° BEND	
	B_1	D_1	B_2	D_2	B_3	D_3
6"	1'-5"	1'-5"	1'-5"	1'-5"	2'-1"	1'-6"
8"	1'-5"	1'-5"	2'-1"	1'-6"	2'-8"	2'-0"
12"	1'-10"	1'-10"	3'-4"	2'-0"	4'-0"	2'-6"
16"	3'-0"	2'-0"	3'-10"	3'-0"	6'-2"	3'-6"
20"	3'-6"	2'-8"	5'-6"	3'-4"	8'-4"	4'-0"
24"	4'-4"	3'-0"	6'-10"	3'-10"	9'-8"	5'-0"
30"	-	-	9'-3"	6'-0"	17'-0"	6'-0"

ALL DUCTILE IRON FITTINGS TO BE FUSION BONDED EPOXY COATED.
ALL DUCTILE IRON PIPE AND FITTINGS TO BE WRAPPED IN POLY.
ALL DUCTILE IRON PIPES AND FITTINGS TO BE MANUFACTURED IN US OR CANADA, OR AS APPROVED BY THE CITY ENGINEER.

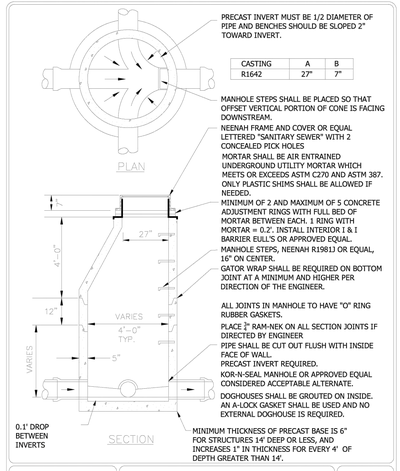


CITY OF Dayton

CONCRETE THRUST BLOCKING

LAST REVISION: OCT 2024

PLATE NO. WAT-04

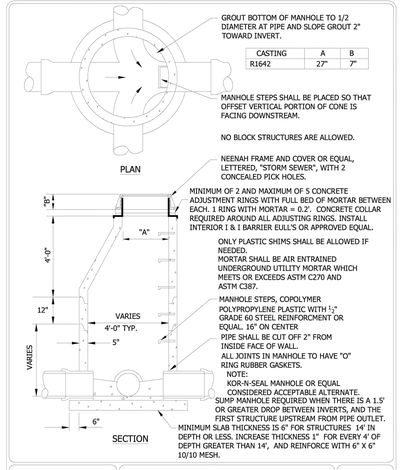


CITY OF Dayton

SANITARY SEWER MANHOLE

LAST REVISION: OCT 2024

PLATE NO. SAN-01

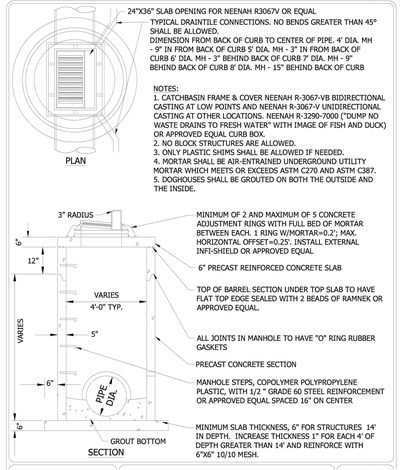


CITY OF Dayton

STORM SEWER MANHOLE

LAST REVISION: OCT 2024

PLATE NO. STO-01

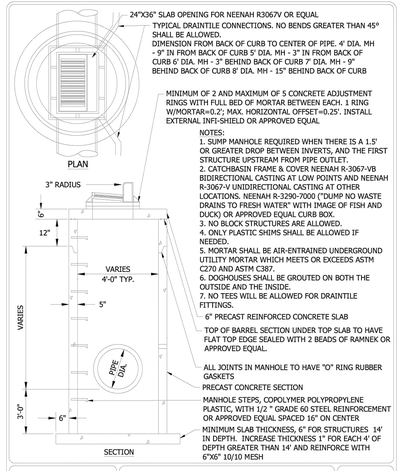


CITY OF Dayton

CATCH BASIN MANHOLE TYPE II

LAST REVISION: OCT 2024

PLATE NO. STO-03



NOTES:
1. SUMP MANHOLE REQUIRED WHEN THERE IS A 1.5' OR GREATER DROP BETWEEN INVERTS, AND THE FIRST STRUCTURE UPSTREAM FROM PIPE OUTLET.
2. CATCHBASIN FRAME & COVER NEENAH R-3067-VB BIDIRECTIONAL CASTING AT LOW POINTS AND NEENAH R-3067-V UNIDIRECTIONAL CASTING AT OTHER LOCATIONS. NEENAH R-3290-7000 ("DUMP NO WASTE DRAINS TO FRESH WATER" WITH IMAGE OF FISH AND DUCK) OR APPROVED EQUAL CURB BOX.
3. NO BLOCK STRUCTURES ARE ALLOWED.
4. ONLY PLASTIC SHIMS SHALL BE ALLOWED IF NEEDED.
5. MORTAR SHALL BE AIR-ENTRAINED UNDERGROUND UTILITY MORTAR WHICH MEETS OR EXCEEDS ASTM C270 AND ASTM C387.
6. DOGHOUSES SHALL BE GROUTED ON BOTH THE OUTSIDE AND THE INSIDE.
7. NO TEES WILL BE ALLOWED FOR DRAINTILE FITTINGS.
6" PRECAST REINFORCED CONCRETE SLAB
TOP OF BARREL SECTION UNDER TOP SLAB TO HAVE FLAT TOP EDGE SEALED WITH 2 BEADS OF RAMNEK OR APPROVED EQUAL.
ALL JOINTS IN MANHOLE TO HAVE "O" RING RUBBER GASKETS
PRECAST CONCRETE SECTION
MANHOLE STEPS, COPOLYMER POLYPROPYLENE PLASTIC, WITH 1/2 " GRADE 60 STEEL REINFORCEMENT OR APPROVED EQUAL SPACED 16" ON CENTER
MINIMUM SLAB THICKNESS, 6" FOR STRUCTURES 14' IN DEPTH. INCREASE THICKNESS 1" FOR EACH 4' OF DEPTH GREATER THAN 14' AND REINFORCE WITH 6"X6" 10/10 MESH

CITY OF Dayton

CATCH BASIN MANHOLE WITH SUMP TYPE II

LAST REVISION: OCT 2024

PLATE NO. STO-04

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P.O. BOX 89, ROCKFORD, MINNESOTA 55373
TEL: 612.730.2265 | WWW.CONTOURCD.COM

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

NAME: JOSEPH T RADACH PE

SIGNATURE:

DATE: 08/01/25 LIC #: 45889

REVISIONS	ISSUE DATE: 08/01/25	BY: JTR
1. 09/05/25	CITY COMMENTS	
2.		
3.		
4.		
5.		
6.		
7.		

OWNER

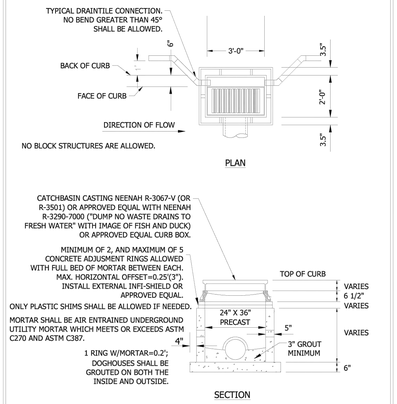
TELCOM CONSTRUCTION, LLC
2218 200th Street East
Clearwater, MN 55320

DETAILS

TELCOM CONSTRUCTION
NEW OFFICE/SHOP
Dayton, Minnesota

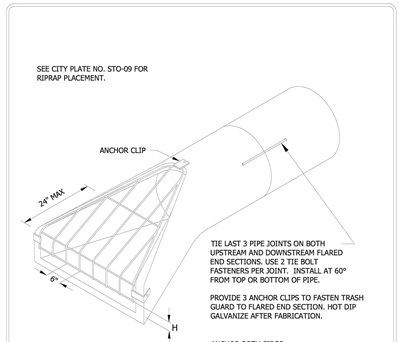
SHEET NUMBER
C6.2

09/06/25 c:\users\contour civil\dropbox\pc\desktop\contour_jobs\25004 - rogers epc\cad\25004_details.dwg



CATCH BASIN
TYPE I

LAST REVISION: OCT 2024
PLATE NO. STO-05



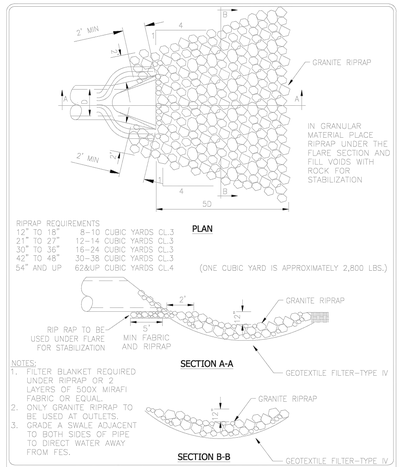
TRASH GUARD SIZING

PIPE SIZE	BARS	'H'	BOLTS
12"-18"	3/4"Ø	4"	5/8"
21"-42"	1"Ø	6"	3/4"
48"-72"	1 1/4"Ø	12"	1"

NOTES:
1. SEE DETAIL STO-09A FOR FLARED END INSTALLATION IN SANDY MATERIAL.
2. INSTALL TRASH GUARD FOR ALL INLET FLARES AND FOR ALL FLARES LESS THAN 42"

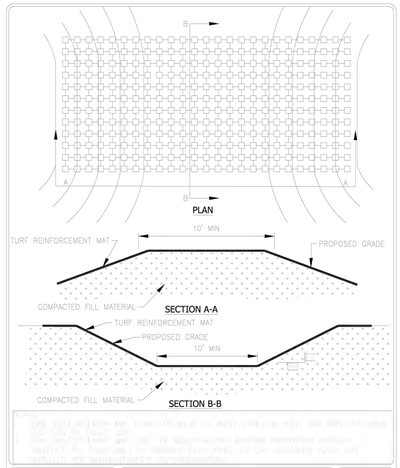
FLARED END SECTION
AND TRASH GUARD

LAST REVISION: OCT 2024
PLATE NO. STO-08



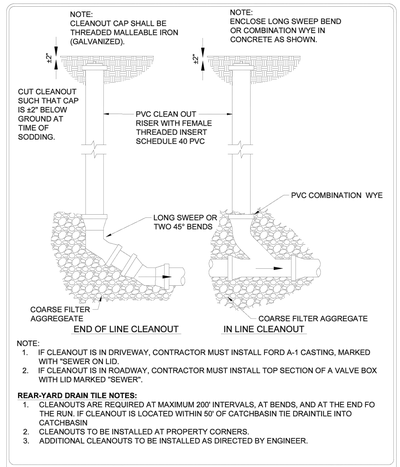
RIPRAP AT OUTLETS

LAST REVISION: OCT 2024
PLATE NO. STO-09



TYPICAL POND EOF

LAST REVISION: OCT 2024
PLATE NO. STO-10

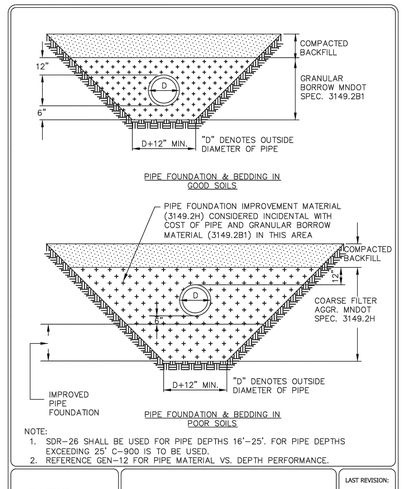


NOTE:
1. IF CLEANOUT IS IN DRIVEWAY, CONTRACTOR MUST INSTALL FORD A-1 CASTING, MARKED WITH "SEWER ON LID.
2. IF CLEANOUT IS IN ROADWAY, CONTRACTOR MUST INSTALL TOP SECTION OF A VALVE BOX WITH LID MARKED "SEWER".

REAR-YARD DRAIN TILE NOTES:
1. CLEANOUTS ARE REQUIRED AT MAXIMUM 200' INTERVALS, AT BENDS, AND AT THE END FO THE RUN. IF CLEANOUT IS LOCATED WITHIN 50' OF CATCHBASIN TIE DRAINTILE INTO CATCHBASIN
2. CLEANOUTS TO BE INSTALLED AT PROPERTY CORNERS.
3. ADDITIONAL CLEANOUTS TO BE INSTALLED AS DIRECTED BY ENGINEER.

PVC DRAINTILE CLEANOUTS

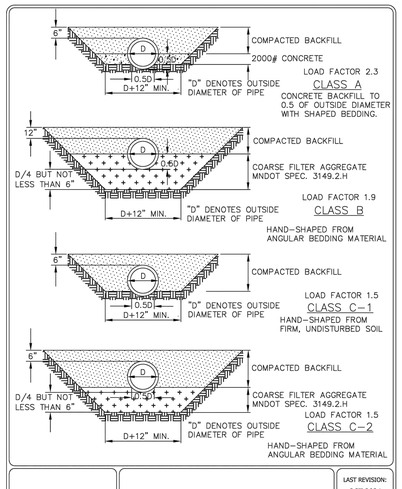
LAST REVISION: OCT 2024
PLATE NO. STO-18



NOTE:
1. SDR-26 SHALL BE USED FOR PIPE DEPTHS 16'-25'. FOR PIPE DEPTHS EXCEEDING 25' C-900 IS TO BE USED.
2. REFERENCE GEN-12 FOR PIPE MATERIAL VS. DEPTH PERFORMANCE.

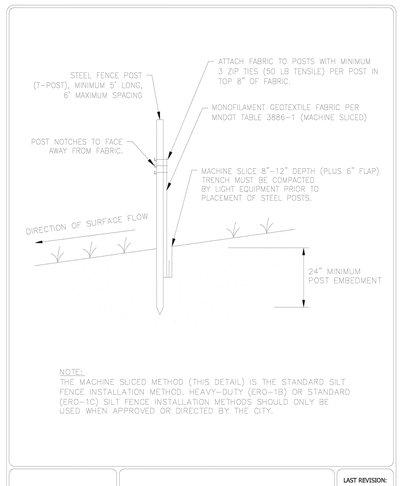
BEDDING METHODS
FOR PLASTIC PIPE

LAST REVISION: OCT 2024
PLATE NO. BED-01



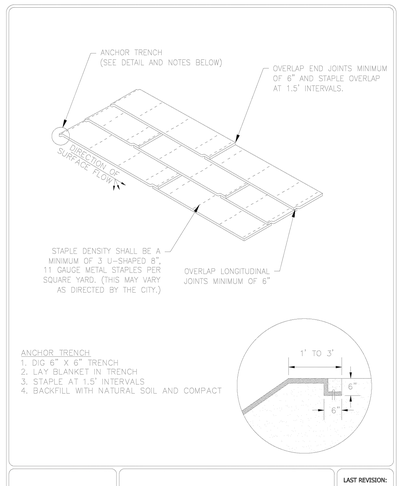
BEDDING METHODS FOR RCP AND DIP

LAST REVISION: OCT 2024
PLATE NO. BED-02



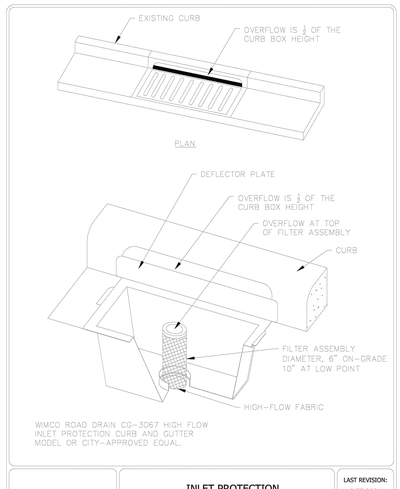
SILT FENCE
MACHINE SLICED

LAST REVISION: OCT 2024
PLATE NO. ERO-01A



EROSION CONTROL BLANKET
INSTALLATION

LAST REVISION: OCT 2024
PLATE NO. ERO-02



INLET PROTECTION
CATCH BASIN INSERT
AFTER PAVING

LAST REVISION: OCT 2024
PLATE NO. ERO-04C

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CIVIL DESIGN
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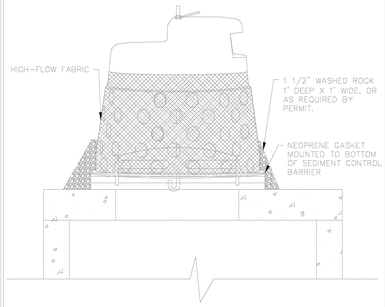
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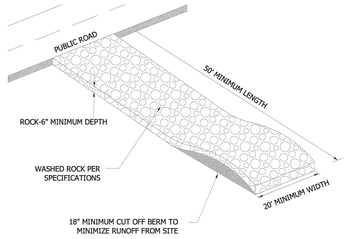
SHEET NUMBER
C6.3

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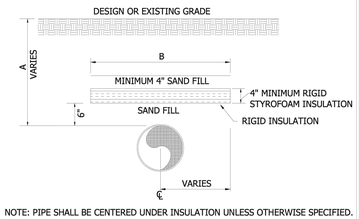
NOTES:
INFRASAFE SEDIMENT CONTROL BARRIER OR CITY-APPROVED EQUAL

CITY OF Dayton	INLET PROTECTION SILT BOX FOR BEEHIVE CASTING	LAST REVISION: OCT 2024 PLATE NO. ERO-04D



NOTES:
FILTER FABRIC SHALL BE PLACED UNDER ROCK TO STOP MUD MIGRATION THROUGH ROCK. ENTRANCE MUST BE MAINTAINED REGULARLY TO PREVENT SEDIMENTATION ON PUBLIC ROADWAYS.

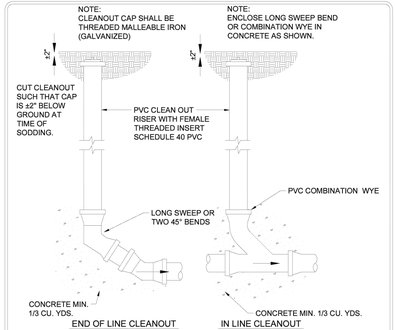
CITY OF Dayton	CONSTRUCTION ENTRANCE ROCK	LAST REVISION: OCT 2024 PLATE NO. ERO-07



NOTE: PIPE SHALL BE CENTERED UNDER INSULATION UNLESS OTHERWISE SPECIFIED.

COVER OVER PIPE - A	WIDTH OF INSULATING BOARD - B
5'	8'
6'	4'

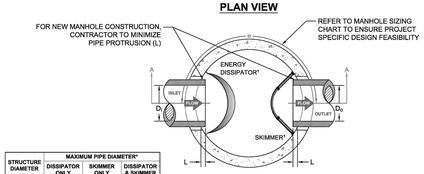
CITY OF Dayton	INSULATION DETAIL	LAST REVISION: OCT 2024 PLATE NO. GEN-02



NOTE:
1. CLEANOUT IS REQUIRED FOR EVERY 100 FEET OF SERVICE LENGTH, OR AT BENDS IN SERVICE.
2. IF CLEANOUT IS IN DRIVEWAY, CONTRACTOR MUST INSTALL FORD A-1 CASTING, MARKED WITH "SEWER ON LID.
3. IF CLEANOUT IS IN ROADWAY, CONTRACTOR MUST INSTALL TOP SECTION OF A VALVE BOX WITH LID MARKED "SEWER".
4. CLEANOUT CAPS SHALL BE GALVANIZED, THREADED MALLEABLE IRON.
5. ENCLOSE LONG SWEEP BEND OR COMBINATION WYE IN CONCRETE AS SHOWN ABOVE.
6. THE CONTRACTOR IS RESPONSIBLE FOR TELEVISING DRAINTILE AFTER THE INSTALLATION OF SMALL UTILITIES.
7. TELEVISING VIDEO AND REPORT TO BE SUBMIT TO THE ENGINEER VIA EMAIL AND HARD COPY.

CITY OF Dayton	PVC SERVICE LINE CLEANOUTS	LAST REVISION: OCT 2024 PLATE NO. SER-03

PLAN VIEW

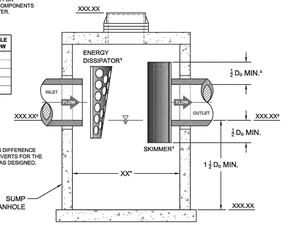


STRUCTURE DIAMETER	MAXIMUM PIPE DIAMETER* DISSIPATOR ONLY	SKIMMER ONLY	DISSIPATOR & SKIMMER
48"	27"	24"	15"
60"	36"	30"	24"
72"	48"	42"	30"
84"		48"	36"
96"			48"

*RECOMMENDED TO PROVIDE ADEQUATE SPACING BETWEEN COMPONENTS FOR ACCESS & MAINTENANCE. REFER TO MANHOLE SIZING CHARTS FOR MORE DETAILED INFORMATION. CONTACT MOMENTUM FOR ANY PROJECT SPECIFIC DETAILS. PRESERVER™ COMPONENTS ACCOMMODATE PIPE SIZES UP TO 48" DIAMETER.

NOTE 1: THE PRESERVER™ ENERGY DISSIPATOR WAS DESIGNED AND TESTED TO FUNCTION WITH OR WITHOUT A SKIMMER. DISSIPATORS & SKIMMERS CAN BE UTILIZED IN TANDEM OR INDEPENDENTLY.

CROSS SECTION AA



PART NUMBER**	PIPE DIAMETER	ALLOWABLE PEAK FLOW
D15 / S15	0"-15"	20 CFS
D21 / S21	16"-21"	35 CFS
D27 / S27	22"-27"	60 CFS
D36 / S36	28"-36"	100 CFS
D48 / S48	37"-48"	175 CFS

** "D" = DISSIPATOR, PLACED AT INLET(S)
"S" = SKIMMER, PLACED AT OUTLET

NOTE 2: MINIMIZE ELEVATION DIFFERENCE BETWEEN INLET AND OUTLET INVERTS FOR THE PRESERVER™ TO FUNCTION AS DESIGNED.

NOTE 3: STOCK SKIMMERS HAVE A MINIMUM FREEBOARD DEPTH OF ½ D₀. FOR GREATER FREEBOARD DEPTHS, DESIGNERS CAN UPSIZE THE SKIMMER, OR USE A CUSTOMIZED SKIMMER. FOR CUSTOM DESIGNS, AND/OR PROJECT SPECIFIC DETAILS, CONTACT MOMENTUM.

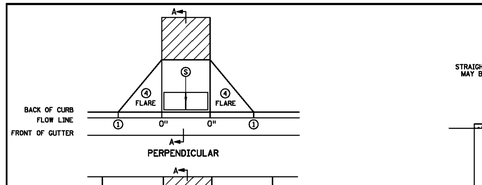
Not to Scale

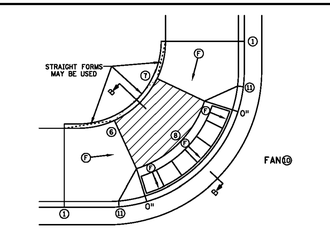
Momentum ENVIRONMENTAL
877-773-0073 • www.MomentumEnv.com

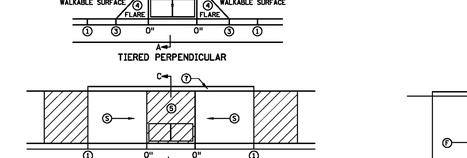
THE PRESERVER™
STANDARD INSTALL DETAIL
ENERGY DISSIPATOR AND/OR SKIMMER

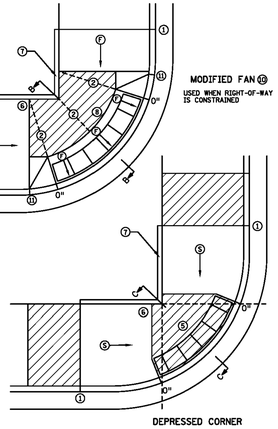
PROUDLY MANUFACTURED IN THE USA

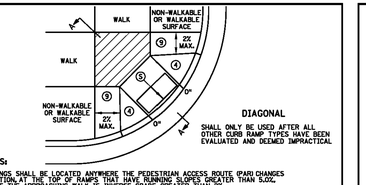
CONCEPTUAL PLAN DISCLAIMER:
THIS GENERIC DETAIL DOES NOT ENCOMPASS THE SIZING, P.F. AND INSTALLATION OF THE PRESERVER™ FOR YOUR PROJECT. IT IS STILL THE ULTIMATE RESPONSIBILITY OF THE DESIGN ENGINEER TO ASSURE THAT THE STORMWATER SYSTEM DESIGN IS IN FULL COMPLIANCE WITH ALL LOCAL, STATE AND FEDERAL REGULATIONS. MOMENTUM ENVIRONMENTAL, LLC DOES NOT APPROVE PLANS, SPECIFICATIONS OR CALCULATIONS. THE DESIGN ENGINEER IS RESPONSIBLE FOR ALL DESIGN DECISIONS.











NOTES:
LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE GREATER THAN 2%.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15" FROM THE BACK OF CURB, WITH 0" FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL RUNNING SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THIS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).

MAINTAIN POSITIVE BOULEVARD DRAINAGE TO TOP OF CURB.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER THE ENTIRE PAR WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK WITH THE EXCEPTION OF ¼" MAXIMUM ON EACH OUTSIDE EDGE WHICH ENSURES THE DETECTABLE WARNINGS ARE ENCASED IN CONCRETE WHEN ADJACENT TO CONCRETE FLARES OR ADJACENT TO CONCRETE FLARES 0" - ¾" OFFSET IS ALLOWED.

WHEN DESIGNING OR ORDERING RECTANGULAR DETECTABLE WARNING SURFACES SHOULD BE 6" LESS THAN THE INCOMING PAR ARC LENGTH OF THE RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RECTANGULAR DETECTABLE WARNINGS SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.

① MATCH FULL HEIGHT CURB.
② 4' MINIMUM DEPTH LANDING REQUIRED ACROSS TOP OF RAMP.
③ 3' HIGH CURB WHEN USING A 3' LONG RAMP, 4" HIGH CURB WHEN USING A 4' LONG RAMP.
④ SEE SHEET 4 OF 6 TYPICAL SIDE TREATMENT OPTIONS FOR DETAILS ON FLARES AND RETURNED CURBS.
⑤ DETECTABLE WARNINGS MAY BE PART OF THE 4' X 4' NON-LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.
⑥ THE GRADE BREAK SHALL BE PERPENDICULAR TO THE BACK OF WALK. THIS WILL ENSURE THAT THE GRADE BREAK IS PERPENDICULAR TO THE DIRECTION OF TRAVEL. (TYPICAL FOR ALL)
⑦ WHEN ADJACENT TO GRASS/GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, UNLESS USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
⑧ A 7' MIN TOP RADIUS GRADE BREAK IS REQUIRED TO BE CONSTRUCTIBLE.
⑨ PAVE FULL WALK WIDTH.
⑩ 0" SLOPES ON FANS SHALL ONLY BE USED WHEN ALL OTHER FEASIBLE OPTIONS HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL.
⑪ INTERMEDIATE CURB HEIGHTS TAPER SHALL RISE AT 8-10% TO A MINIMUM 3" CURB HEIGHT. REDUCE INTERMEDIATE CURB HEIGHT TO 2" INCHES IF NECESSARY TO MATCH ADJACENT BOULEVARD OR SIDEWALK GRADES.

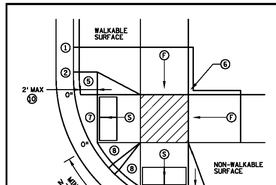
LEGEND

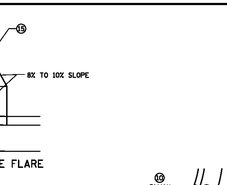
THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT, IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

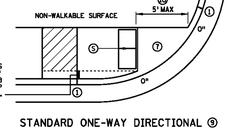
- (S) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
- (F) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.
- X" CURB HEIGHT

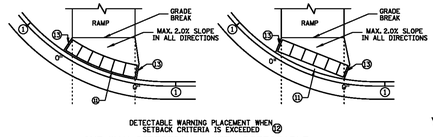
REVISION	APPROVED: 11-04-2021
	OPERATIONS DIVISION

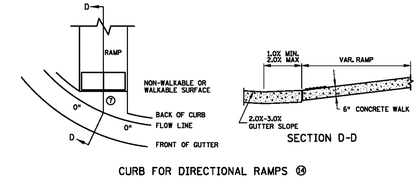
MINNESOTA DEPARTMENT OF TRANSPORTATION	STANDARD PLAN 5-297.250	1 OF 6	PEDESTRIAN CURB RAMP DETAILS
	APPROVED: 11-04-2021 REVISED:		
THOMAS SCHWERY STATE DESIGN ENGINEER	STATE PROJ. NO.	(TH) SHEET NO. OF SHEETS	

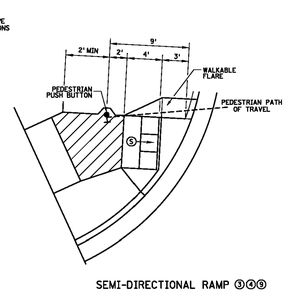












NOTES:
LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE GREATER THAN 2%.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15" FROM THE BACK OF CURB, WITH 0" FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOP GRADE BREAK OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THIS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4'-8" WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPE TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER THE ENTIRE PAR WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK WITH THE EXCEPTION OF ¼" MAXIMUM ON EACH OUTSIDE EDGE WHICH ENSURES THE DETECTABLE WARNINGS ARE ENCASED IN CONCRETE WHEN ADJACENT TO CONCRETE FLARES 0" - ¾" OFFSET IS ALLOWED.

WHEN DESIGNING OR ORDERING RECTANGULAR DETECTABLE WARNING SURFACES SHOULD BE 6" LESS THAN THE INCOMING PAR ARC LENGTH OF THE RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB. SEE NOTES ⑫ & ⑬ FOR INFORMATION REGARDING RECTANGULAR DETECTABLE WARNING PLACEMENT.

① MATCH FULL CURB HEIGHT.
② 3" HIGH CURB WHEN USING A 3' LONG RAMP
③ 4" HIGH CURB WHEN USING A 4' LONG RAMP.
④ 3" MINIMUM CURB HEIGHT (5.0" MIN. DISTANCE REQUIRED BETWEEN DOMES)
4" PREFERRED (7" MIN. DISTANCE REQUIRED BETWEEN DOMES).
⑤ 4' MINIMUM DEPTH LANDING REQUIRED ACROSS TOP OF RAMPS. IF THIS OCCURS MODIFY THE RAMP LOCATION OR SWITCH RAMP TO A FAN/DEPRESSED CORNER.
⑥ WHEN USING CONCRETE PAVED FLARES ON THE OUTSIDE OF DIRECTIONAL RAMPS AND ADJACENT TO A WALKABLE SURFACE, DETECTABLE WARNING FLARE SHALL BE USED. SEE THE DETAIL ON THIS SHEET.
⑦ GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
⑧ MAX. 2.0% SLOPE IN ALL DIRECTIONS IN FRONT OF GRADE BREAK AND DRAIN TO FLOW LINE. SHALL BE CONSTRUCTED INTEGRAL WITH CURB AND GUTTER.
⑨ 8% TO 10% WALKABLE FLARE.
⑩ PLACE DOMES AT THE BACK OF CURB WHEN ALLOWABLE SETBACK CRITERIA IS EXCEEDED.
⑪ THE FRONT EDGE OF DETECTABLE WARNING SHALL BE SET BACK 3" MAXIMUM WHEN ADJACENT TO WALKABLE SURFACE AND 5" MAXIMUM WHEN ADJACENT TO NON-WALKABLE SURFACE WITH ONE CORNER SET 3" FROM BACK OF CURB. A WALKABLE SURFACE IS DEFINED AS A SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
⑫ RECTANGULAR DETECTABLE WARNINGS MAY BE SETBACK UP TO 9" FROM THE BACK OF CURB WITH CORNERS SET 3" FROM BACK OF CURB IF 9" SETBACK IS EXCEEDED USE RADIAL DETECTABLE WARNINGS.
⑬ FOR DIRECTIONAL RAMPS WITH THE DETECTABLE WARNINGS PLACED AT THE BACK OF CURB, THE DETECTABLE WARNINGS SHALL COVER THE ENTIRE WIDTH OF THE WALK/PATH. THIS ENSURES A DETECTABLE EDGE AND HELPS ELIMINATE THE CURB TAPER OBSTRUCTING THE PATH OF PEDESTRIAN TRAVEL.
⑭ THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE BACK OF CURB. MAINTAIN 3" BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
⑮ TO BE USED FOR ALL DIRECTIONAL RAMPS, EXCEPT WHERE DOMES ARE PLACED ALONG THE BACK OF CURB.
⑯ PLACE 2 NO. 4 BARS 6 INCHES FROM SIDE OF FORMS WITH A MINIMUM 2 INCHES OF CONCRETE COVER ALONG EACH SIDE OF FLARE (INCIDENTALS).

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT, IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

- (S) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
- (F) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.
- X" CURB HEIGHT

REVISION	APPROVED: 11-04-2021
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MINNESOTA DEPARTMENT OF TRANSPORTATION	STANDARD PLAN 5-297.250	2 OF 6	PEDESTRIAN CURB RAMP DETAILS
	APPROVED: 11-04-2021 REVISED:		
THOMAS SCHWERY STATE DESIGN ENGINEER	STATE PROJ. NO.	(T.H.) SHEET NO. OF SHEETS	

CONTOUR CIVIL DESIGN
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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

NAME: JOSEPH T RADACH PE
SIGNATURE:
DATE: 08/01/25 LIC #: 45889

REVISIONS	ISSUE DATE: 08/01/25	BY: JTR
1. 09/05/25 CITY COMMENTS		
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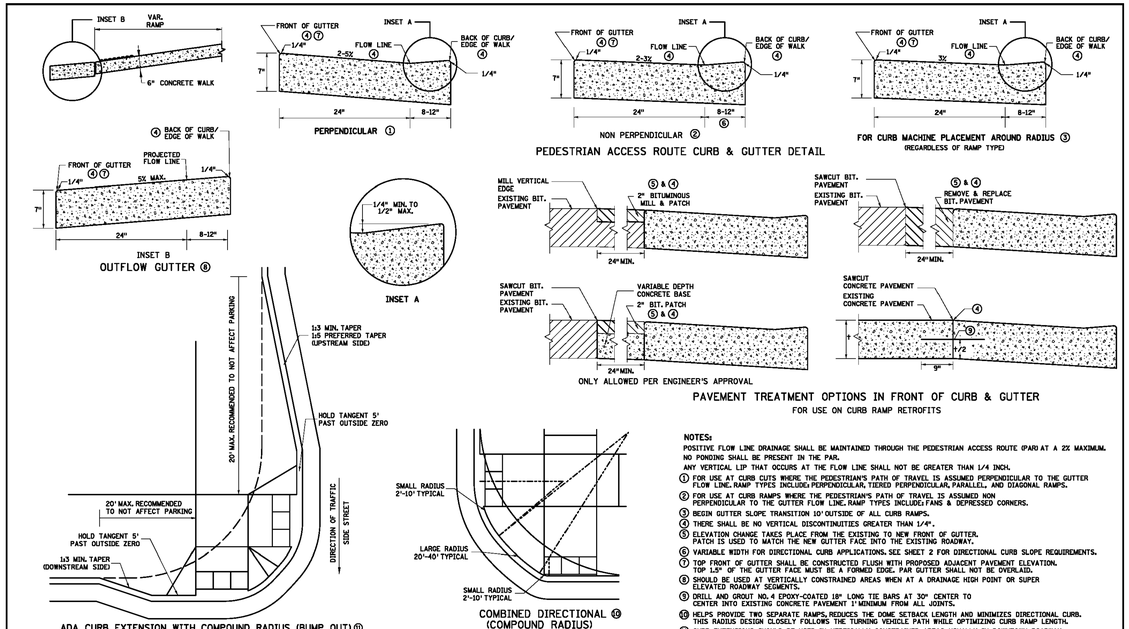
OWNER
TELCOM CONSTRUCTION, LLC
2218 200th Street East
Clearwater, MN 55320

DETAILS

TELCOM CONSTRUCTION
NEW OFFICE/SHOP
Dayton, Minnesota

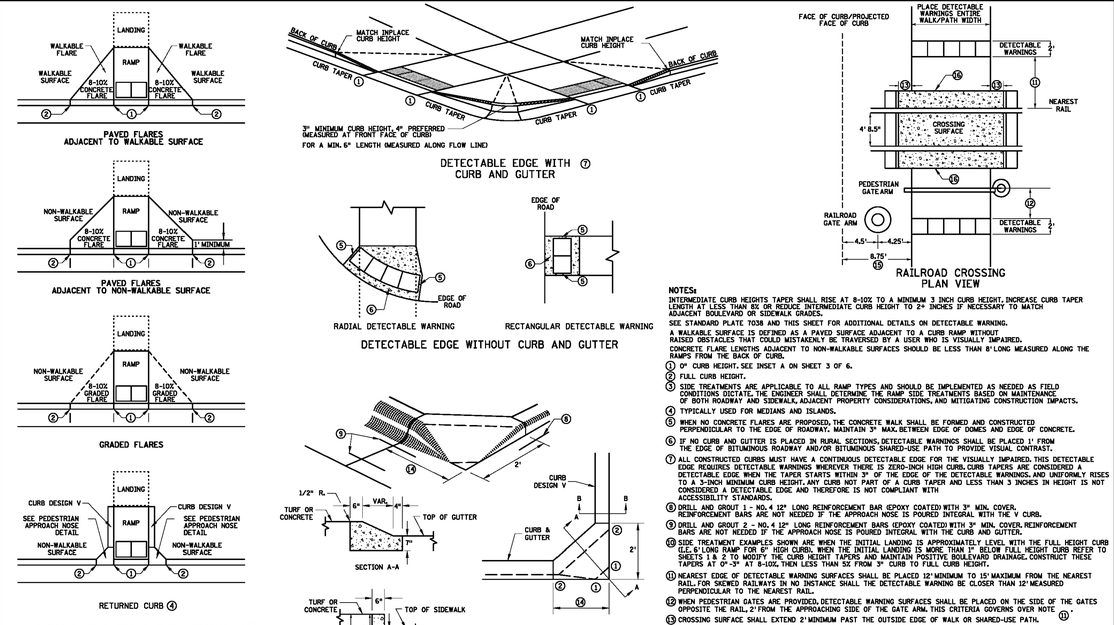
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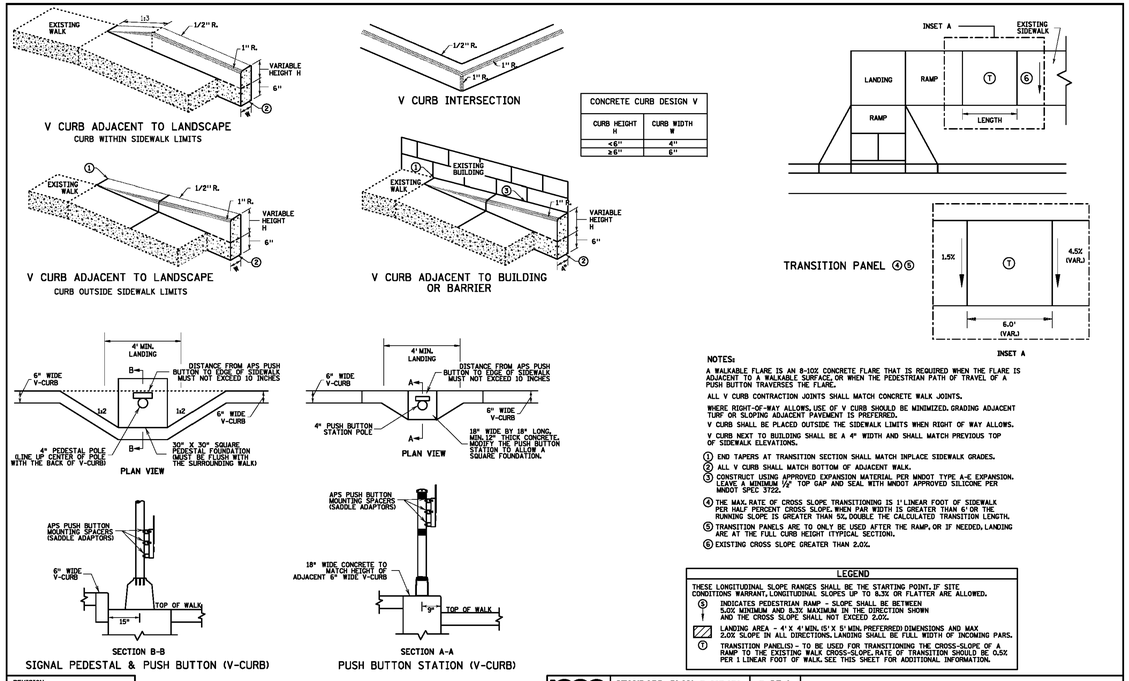
MINNESOTA DEPARTMENT OF TRANSPORTATION	STANDARD PLAN 5-297.250	3 OF 6
	APPROVED: 11-04-2021	
THOMAS ARMSTRONG STATE DESIGN ENGINEER	REVISED:	
STATE PROJ. NO.	(TH) SHEET NO. OF SHEETS	PEDESTRIAN CURB RAMP DETAILS



NOTES:
INTERMEDIATE CURB HEIGHTS TAPER SHALL RISE AT R-10% TO A MINIMUM 3 INCH CURB HEIGHT. INCREASE CURB TAPER LENGTH AT LESS THAN 8X OR REDUCE INTERMEDIATE CURB HEIGHT TO 2" INCHES IF NECESSARY TO MATCH ADJACENT BOULEVARD OR SIDEWALK GRADES.
SEE STANDARD PLATE 7038 AND THIS SHEET FOR ADDITIONAL DETAILS ON DETECTABLE WARNING.
A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
CONCRETE FLARE LENGTHS ADJACENT TO NON-WALKABLE SURFACES SHOULD BE LESS THAN 8' LONG MEASURED ALONG THE RAMPS FROM THE BACK OF CURB.
① 0" CURB HEIGHT. SEE INSET A ON SHEET 3 OF 6.
② FULL CURB HEIGHT.
③ SIDE TREATMENTS ARE APPLICABLE TO ALL RAMP TYPES AND SHOULD BE IMPLEMENTED AS NEEDED AS FIELD CONDITIONS DICTATE. THE ENGINEER SHALL DETERMINE THE RAMP SIDE TREATMENTS BASED ON MAINTENANCE, OF BOTH ROADWAY AND SIDEWALK, ADJACENT PROPERTY CONSIDERATIONS, AND MITIGATING CONSTRUCTION IMPACTS.
④ TYPICALLY USED FOR MEDIANS AND ISLANDS.
⑤ WHEN NO CONCRETE FLARES ARE PROPOSED, THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE EDGE OF ROADWAY. MAINTAIN 3" MAX. BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
⑥ IF NO CURB AND GUTTER IS PLACED IN RURAL SECTIONS, DETECTABLE WARNINGS SHALL BE PLACED 1' FROM THE EDGE OF BITUMINOUS ROADWAY AND/OR BITUMINOUS SHARED-USE PATH TO PROVIDE VISUAL CONTRAST.
⑦ ALL CONSTRUCTED CURBS MUST HAVE A CONTINUOUS DETECTABLE EDGE FOR THE VISUALLY IMPAIRED. THIS DETECTABLE EDGE REQUIRES DETECTABLE WARNINGS WHEREVER THERE IS ZERO-INCH HIGH CURB. CURB TAPERS ARE CONSIDERED A DETECTABLE EDGE WHEN THE TAPER STARTS WITHIN 3" OF THE EDGE OF THE DETECTABLE WARNINGS, AND UNIFORMLY RISES TO A 5-INCH MINIMUM CURB HEIGHT. ANY CURB NOT PART OF A CURB TAPER AND LESS THAN 3 INCHES IN HEIGHT IS NOT CONSIDERED A DETECTABLE EDGE AND THEREFORE IS NOT COMPLIANT WITH ACCESSIBILITY STANDARDS.
⑧ DRILL AND GROUT 1 - NO. 4 12" LONG REINFORCEMENT BAR (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE V CURB.
⑨ DRILL AND GROUT 2 - NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE CURB AND GUTTER.
⑩ SIDE TREATMENT EXAMPLES SHOWN ARE WHEN THE INITIAL LANDING IS APPROXIMATELY LEVEL WITH THE FULL HEIGHT CURB (I.E. 6' LONG RAMP FOR 5" HIGH CURB). WHEN THE INITIAL LANDING IS MORE THAN 1" BELOW FULL HEIGHT CURB REFER TO SHEETS 1 & 2 TO MODIFY THE CURB HEIGHT TAPERS AND MAINTAIN POSITIVE BOULEVARD DRAINAGE. CONSTRUCT THESE TAPERS AT 0"-3" AT R-10% THEN LESS THAN 5% FOR 3" CURB TO FULL CURB HEIGHT.
⑪ NEAREST EDGE OF DETECTABLE WARNING SURFACES SHALL BE PLACED 12" MINIMUM TO 15' MAXIMUM FROM THE NEAREST RAIL. FOR SKEWED RAILWAYS IN NO INSTANCE SHALL THE DETECTABLE WARNING BE CLOSER THAN 12" MEASURED PERPENDICULAR TO THE NEAREST RAIL.
⑫ WHEN PEDESTRIAN GATES ARE PROVIDED, DETECTABLE WARNING SURFACES SHALL BE PLACED ON THE SIDE OF THE GATES OPPOSITE THE RAIL, 2' FROM THE APPROACHING SIDE OF THE GATE ARM. THIS CRITERIA GOVERNS OVER NOTE ⑪.
⑬ CROSSING SURFACE SHALL EXTEND 2' MINIMUM PAST THE OUTSIDE EDGE OF WALK ON SHARED-USE PATH.
⑭ 3' FOR MEDIANS AND SPLITTER ISLANDS. NOSE CAN BE REDUCED TO 2' ON FREE RIGHT ISLANDS.
⑮ SIDEWALK TO BE PLACED 8.75' MIN. FROM THE FACE OF CURB/PROJECTED FACE OF CURB. THIS ENSURES MIN. CLEARANCE BETWEEN THE SIDEWALK AND GATE ARM COUNTERWEIGHT SUPPORTS.
⑯ CONSTRUCT WITH EXPANSION MATERIAL PER MNDOT SPECIFICATION 3702 TYPES A-E. EXPANSION MATERIAL SHALL MATCH FULL HEIGHT OF ADJACENT CONCRETE.

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MINNESOTA DEPARTMENT OF TRANSPORTATION	STANDARD PLAN 5-297.250	4 OF 6
	APPROVED: 11-04-2021	
THOMAS ARMSTRONG STATE DESIGN ENGINEER	REVISED:	
STATE PROJ. NO.	(TH) SHEET NO. OF SHEETS	PEDESTRIAN CURB RAMP DETAILS



NOTES:
① TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON THIS SHEET FOR ALL SEPARATELY POURED INITIAL LANDINGS.
② DRILL AND GROUT NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) AT 36" MAXIMUM CENTER TO CENTER MINIMUM 12" SPACING FROM CONSTRUCTION JOINTS. BARS TO BE ADJUSTED TO MATCH RAMP GRADE. BARS TO BE PAID BY EACH.
③ DRILL AND GROUT 2 - NO. 4 X 12" LONG 15# EMBEDDED REINFORCEMENT BARS (EPOXY COATED). REINFORCEMENT REQUIRED FOR ALL CONSTRUCTION JOINTS. BARS TO BE PAID BY EACH.
④ THIS CURB LINE REINFORCEMENT DETAIL SHALL BE USED ON BITUMINOUS ROADWAYS. FOR CONCRETE ROADWAYS, SEE NOTE 6.
⑤ CONSTRUCT WITH EXPANSION MATERIAL PER MNDOT SPECIFICATION 3702 TYPES A-E. EXPANSION MATERIAL SHALL MATCH FULL HEIGHT OF ADJACENT CONCRETE.
⑥ USE AN APPROVED TYPE F 0.4 INCH THICK) SEPARATION MATERIAL. SEPARATION MATERIAL SHALL MATCH FULL HEIGHT DIMENSION OF ADJACENT CONCRETE.

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MINNESOTA DEPARTMENT OF TRANSPORTATION	STANDARD PLAN 5-297.250	6 OF 6
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THOMAS ARMSTRONG STATE DESIGN ENGINEER	REVISED:	
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NAME: JOSEPH T RADACH PE
SIGNATURE:
DATE: 08/01/25 LIC #: 45889

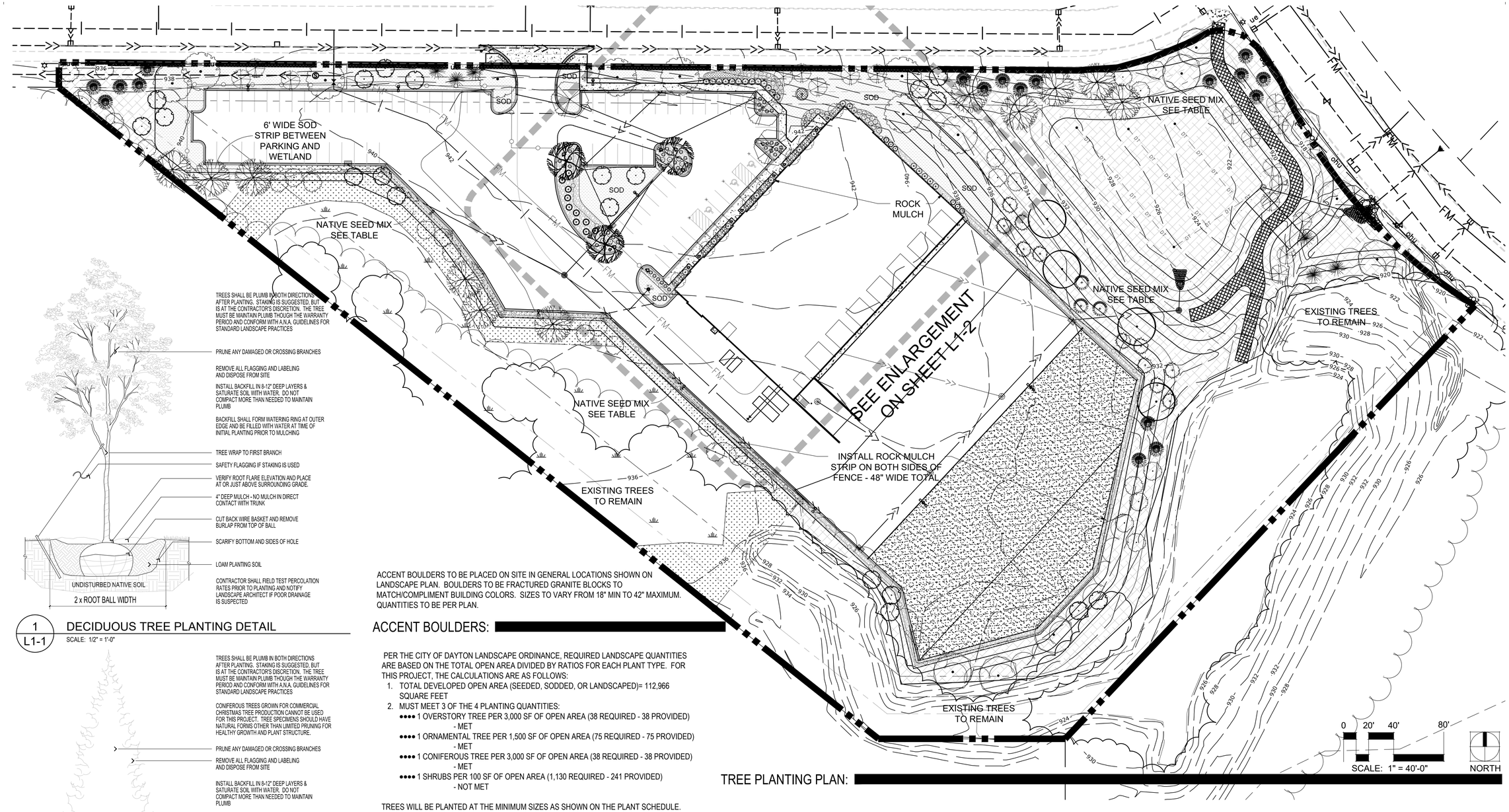
REVISIONS	ISSUE DATE	BY:
1. 09/05/25 CITY COMMENTS	08/01/25	JTR
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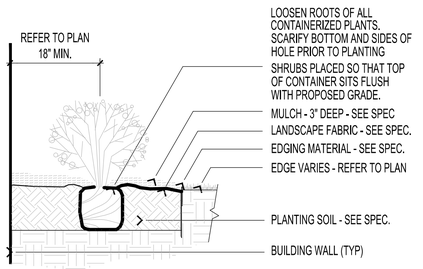
OWNER
TELCOM CONSTRUCTION, LLC
2218 200th Street East
Clearwater, MN 55320

DETAILS
TELCOM CONSTRUCTION
NEW OFFICE/SHOP
Dayton, Minnesota

SHEET NUMBER
C6.5

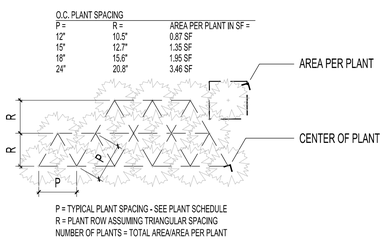
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6' WIDE SOD STRIP BETWEEN PARKING AND WETLAND
NATIVE SEED MIX SEE TABLE
SOD
ROCK MULCH
SEE ENLARGEMENT ON SHEET L1-2
INSTALL ROCK MULCH STRIP ON BOTH SIDES OF FENCE - 48" WIDE TOTAL
EXISTING TREES TO REMAIN
FM
OHU
936
938
940
942
944
946
948
950
952
954
956
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1 L1-2 SHRUB PLANTING DETAIL

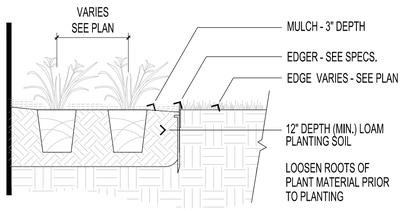
SCALE: 3/4" = 1'-0"



P = TYPICAL PLANT SPACING - SEE PLANT SCHEDULE
R = PLANT ROW ASSUMING TRIANGULAR SPACING
NUMBER OF PLANTS = TOTAL AREA/AREA PER PLANT

2 L1-2 PERENNIAL SPACING GUIDELINES

SCALE: 3/4" = 1'-0"



3 L1-2 PERENNIAL PLANTING

SCALE: 3/4" = 1'-0"

LANDSCAPE DETAILS:

SYM	QTY	COMMON NAME	SCIENTIFIC NAME	SIZE	CONT	COMMENTS
DECIDUOUS SHRUBS						
ANH	11	ANNABELLE HYDRANGEA	Hydrangea arborescens 'Annabelle'	24" HGT	POT	4' O.C.
AWS	6	ANTHONY WATERER SPIREA	Spiraea x bumalda 'Anthony Waterer'	24" HGT	POT	4' O.C.
DBH	8	DWARF BUSH HONEYSUCKLE	Diervilla lonicera	24" HGT	POT	4' O.C.
RTD	6	RED TWIGGED DOGWOOD	Cornus sericea 'Bailadeline'	24" HGT	POT	4' O.C.
CONIFEROUS SHRUBS						
DFJ	13	DAUB'S FROSTED JUNIPER	Juniperus chinensis 'Daub's Frosted'	3 GAL	POT	5' O.C.
SGJ	10	SEA GREEN JUNIPER	Juniperus chinensis 'Sea Green'	3 GAL	POT	5' O.C.
TYE	22	TAUNTON YEW	Taunton x media 'Taunton'	3 GAL	POT	5' O.C.
PERENNIALS AND GRASSES						
AJS	10	AUTUMN JOY SEDUM	Sedum x 'Autumn Joy'	1 GAL	POT	24" O.C.
BES	30	BLACK EYED SUSAN	Rudbeckia goldsturm	1 GAL	POT	24" O.C.
HFW	2	HOSTA - FRANCES WILLIAMS	Hosta x 'Frances Williams'	1 GAL	POT	24" O.C.
HMO	24	HOSTA - MONTANA	Hosta x 'Montana aereomarginata'	1 GAL	POT	24" O.C.
HNL	24	HOSTA - NARROW LEAF	Hosta x 'Lancifolia'	1 GAL	POT	24" O.C.
HSP	16	HOSTA - SUN POWER	Hosta x 'Sun Power''	1 GAL	POT	30" O.C.
KFG	35	KARL FOERSTER GRASS	Calamagrostis x acutiflora 'Karl Foerster'	2 GAL	POT	24" O.C.
STD	9	STELLA d' ORO DAYLILY	Hemerocallis x 'Stella d' Oro'	1 GAL	POT	18" O.C.
WLC	15	WALKER'S LOW CATMINT	Nepeta faassenii 'Walker's Low'	1 GAL	POT	30" O.C.

PLANTING SCHEDULE:

PLANT SELECTIONS:
SUBSTITUTIONS WILL BE CONSIDERED ONLY IF REQUESTED PRIOR TO BIDDING OF THE PROJECT. THE CONTRACTOR SHALL VERIFY AVAILABILITY OF THE SPECIFIED MATERIALS AND INFORM THE LANDSCAPE ARCHITECT OF ANY CONCERNS PRIOR TO SUBMITTING A BID.

ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE NURSERY STOCK STANDARDS AS PUBLISHED BY THE AMERICAN NURSERY AND LANDSCAPE ASSOCIATION (ANLA).

UNLESS NOTED OTHERWISE, DECIDUOUS SHRUBS SHALL HAVE AT LEAST 5 CANES AT THE SPECIFIED SHRUB HEIGHT. ORNAMENTAL TREES SHALL HAVE NO 'V' CROTCHES AND SHALL BEGIN BRANCHING NO LOWER THAN 3' ABOVE THE ROOT FLARE. STREET AND BOULEVARD TREES SHALL BEGIN BRANCHING NO LOWER THAN 6' ABOVE THE ROOT FLARE.

ANY CONIFEROUS TREE PREVIOUSLY PRUNED FOR CHRISTMAS TREE SALES SHALL NOT BE USED. ALL CONIFEROUS TREES SHALL HAVE A FULL, NATURAL FORM CONSISTENT WITH THE SPECIES.

THE LANDSCAPE PLAN TAKES PRECEDENCE OVER THE PLANT SCHEDULE IF ANY DISCREPANCIES IN QUANTITIES EXIST. SPECIFICATIONS TAKE PRECEDENCE OVER NOTES.

STORAGE OF PLANTS ON CONSTRUCTION SITE:
PLANTS SHALL NOT BE STORED ON SITE FOR EXTENDED TIME PERIODS. IF PLANTINGS CANNOT BE PLACED IN THE GROUND, AND WELL WATERED THAT SAME DAY, THE PLANTINGS SHALL HAVE MOIST MULCH COVERING THE ROOTS AT ALL TIMES.

PLANTING INSTRUCTIONS:
ALL PLANTINGS SHALL BE INSTALLED PER THE PLANTING DETAILS AS SHOWN IN THESE CONSTRUCTION DOCUMENTS. PARTICULAR ATTENTION WILL BE PAID TO OVERSIZING THE PLANTING HOLE AND CREATION OF A WATERING WELL TO ALLOW SOAKING OF THE PLANTING BACKFILL FOR EACH PLANTING.

EDGING AND MAINTENANCE STRIPS:
BLACK POWDER COATED STEEL EDGER TO BE USED TO CONTAIN SHRUBS AND MAINTENANCE STRIP AREAS.

MAINTENANCE STRIPS SHALL HAVE EDGER AND MULCH AS SPECIFIED OR AS INDICATED ON DRAWINGS.

MULCHING:
A 3" DEPTH OF RIVER ROCK MULCH SHALL BE CLEAN AND FREE OF ANY SIGNIFICANT DIRT, SOIL, OR ORGANIC MATTER THAT WILL PROMOTE WEED GROWTH. HIGH QUALITY GEOTEXTILE FABRIC, WITH EDGES OVERLAPPED AT LEAST 12", SHALL BE PLACED UNDER ALL ROCK MULCH.

ALL TREES SHALL HAVE A MULCH RING (MINIMUM 48" DIAMETER) OF 4" DEEP SHREDDED HARDWOOD MULCH WITH NONE IN DIRECT CONTACT WITH TREE TRUNK.

STAKING:
STAKING OF THE TREES IS OPTIONAL, BUT THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR CORRECTING ANY TREES THAT FALL OUT OF PLUMB DURING THE WARRANTY PERIOD.

REMOVAL OF TAGGING:
ALL TAGGING AND PLANT LABELS SHALL BE REMOVED AFTER PLANTING. BALLED AND BURLAPPED PLANTINGS SHALL HAVE ANY ROPE REMOVED FROM THE TRUCK AND THE TOP OF THE WIRE CAGE REMOVED FROM THE BALL AFTER PLACEMENT IN THE PLANTING PIT.

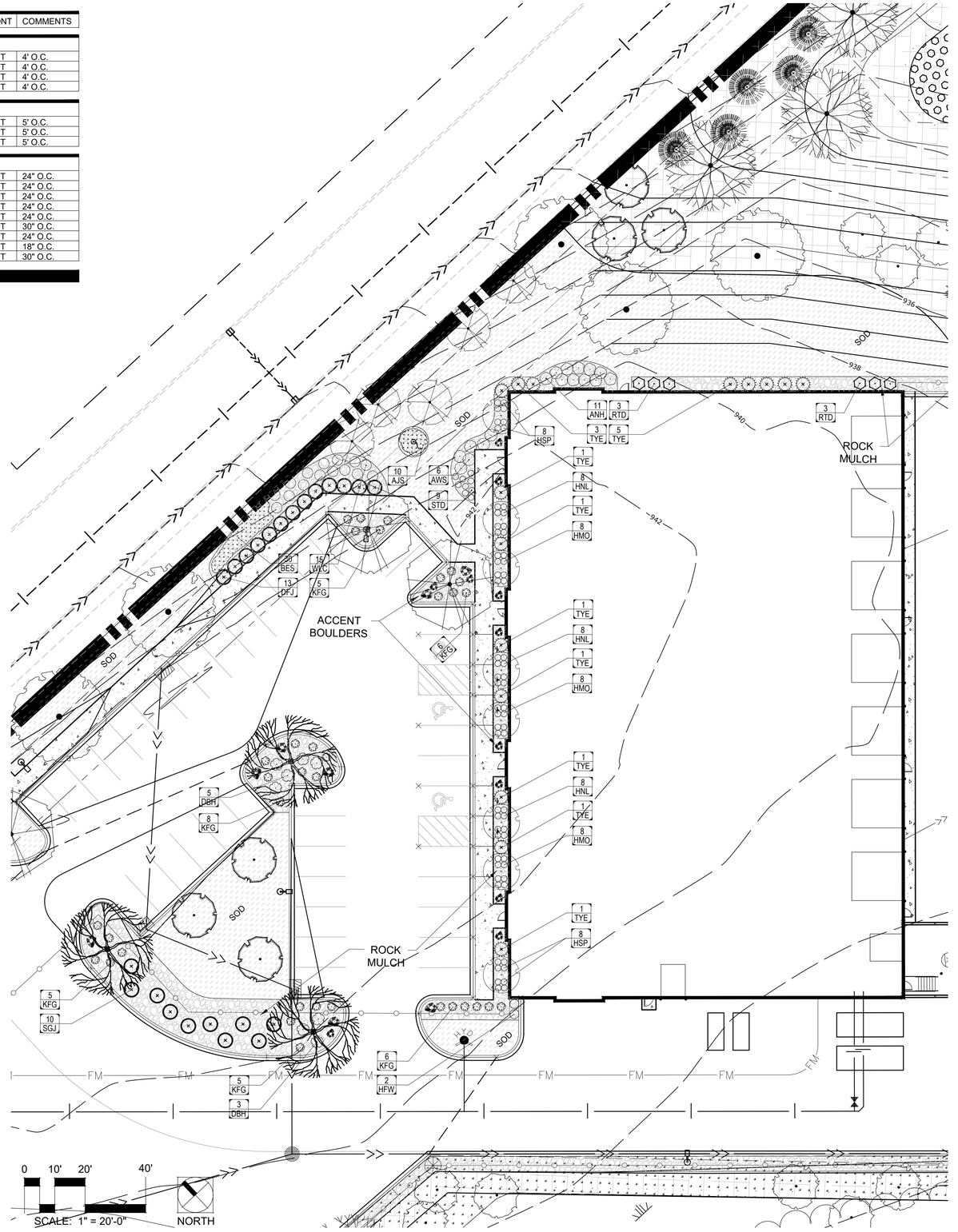
WARRANTY PERIOD:
ALL PLANTING SHALL BE COVERED BY A ONE YEAR WARRANTY PERIOD TO COVER REPLACEMENT OF ANY PLANTINGS THAT HAVE DIED OR ARE SHOWING OBVIOUS SIGNS OF STRESS AT THE WARRANTY INSPECTION. REPLACEMENT OF ANY FAILED PLANTINGS INCLUDES RE-ESTABLISHING CLEAN MULCH AROUND ANY REMOVALS AND OFF-SITE DISPOSAL OF ANY MATERIALS.

IRRIGATION:
ALL PLANTING AREAS, AND MOWN TURF AREAS, SHALL BE COVERED BY AN AUTOMATIC, UNDERGROUND IRRIGATION SYSTEM WITH PROGRAMMABLE CONTROL STATION, RAIN SENSOR, AND SEPARATE ZONES FOR TURF AND PLANTINGS.

SODDING
ALL TURF AREAS SHALL BE BLUEGRASS SOD LAID PERPENDICULAR TO ANY SLOPES. STAGGER JOINTS AT LEAST 2' AND STAKE IF NEEDED TO KEEP FROM BEING DISPLACED BY HEAVY RAIN.

WARRANTY PERIOD:
ALL PLANTING SHALL BE COVERED BY A ONE YEAR WARRANTY PERIOD TO COVER REPLACEMENT OF ANY PLANTINGS THAT HAVE DIED OR ARE SHOWING OBVIOUS SIGNS OF STRESS AT THE WARRANTY INSPECTION. REPLACEMENT OF ANY FAILED PLANTINGS INCLUDES RE-ESTABLISHING CLEAN MULCH AROUND ANY REMOVALS AND OFF-SITE DISPOSAL OF ANY MATERIALS.

PLANTING NOTES:



ENLARGEMENT AREA 'A' (FOUNDATION PLANTINGS):

Inside Outside Architecture Inc.

14165 James Road - Suite 200A
Rogers, MN 55374

Phone: 612-237-8355
www.insideoutsidearchitecture.com

Project Name:

TELCOM

Dayton, Minnesota

COPYRIGHT 2025 ©

This plan is copyrighted and shall be used only for the project shown and shall not be copied or reproduced without written permission from Inside Outside Architecture, Inc.

I hereby certify that this plan was prepared by me or under my direct supervision and that I am Registered Landscape Architect under the laws of the State of Minnesota.

Name: Paul Kangas

Registration #: 26017

Signature:

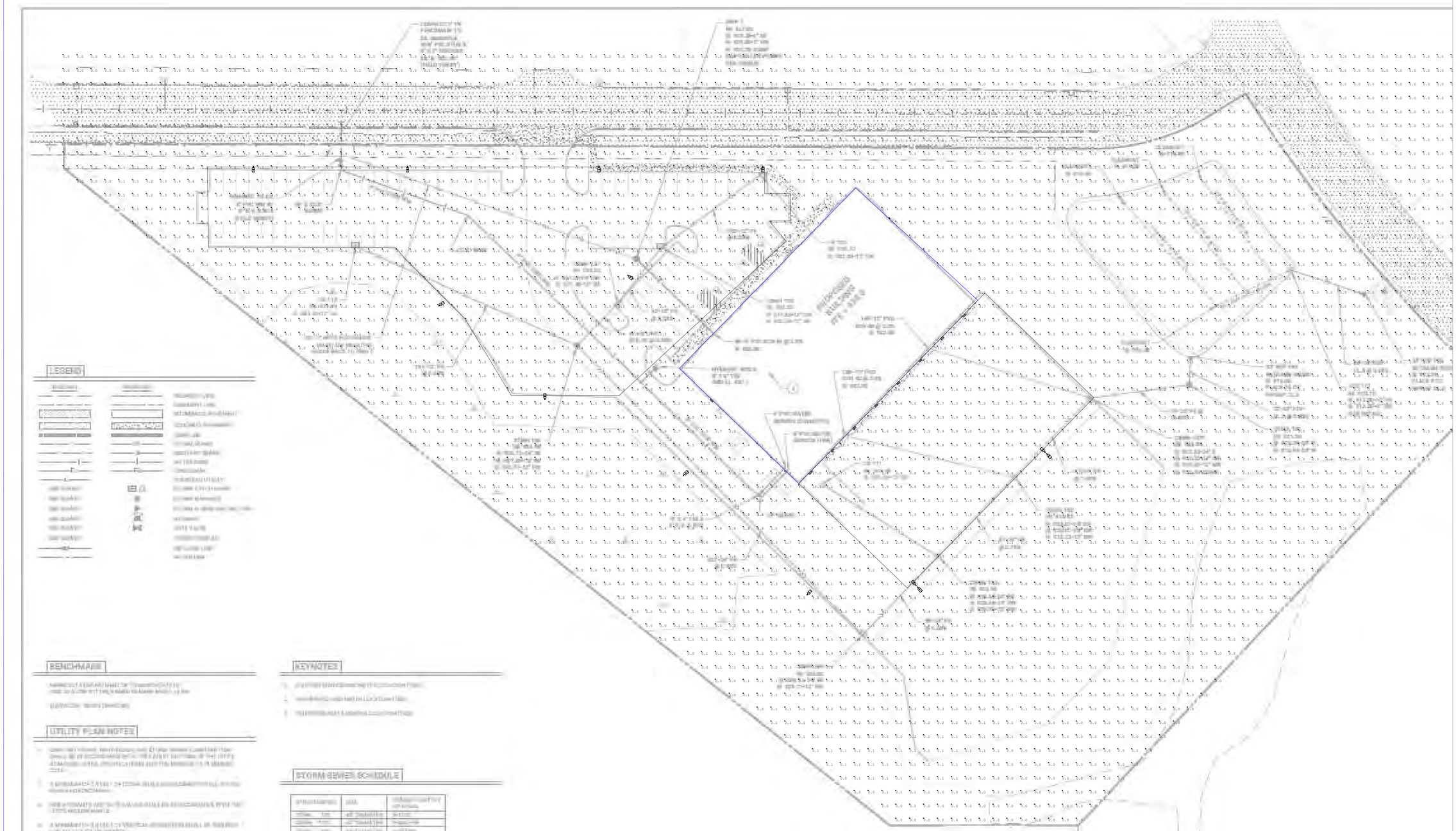
Project #:	
Date:	CITY SUBMITTAL | 08-01-2025
Revision:	CITY COMMENTS | 09-05-2025
Drawn By:	PK
Checked By:	PK

Sheet Title:

LANDSCAPE AREA ENLARGEMENTS & DETAILS

Sheet Number:

L1-2



Scale: 1 inch= 35 Ft.

The Lighting Analysis, eStamped, Energy Analysis and/or Visual Simulation ("Lighting Design") provided by ROUZER is a computer generated prediction of lighting system performance based upon design parameters and information supplied to ROUZER by others. The Lighting Design may vary from actual conditions as constructed. Actual performance may vary from the Lighting Design due to many factors including, but not limited to, differences between field measurements and those assumed in the Lighting Design, tolerances in luminaires, lamps, and electrical components, and field adjustments made during the installation. Lighting Design has not been field verified by ROUZER and therefore actual measured results may vary from the Lighting Design. Any deficiencies in the lighting system performance should be field verified to reduce variation. ROUZER neither warrants, either implied or stated with regard to actual performance of the lighting system, nor represents the appropriateness, completeness or suitability of the Lighting Design for any particular purpose. ROUZER neither warrants, either implied or stated, nor represents the appropriateness, completeness or suitability of any Lighting Design for any particular purpose. The Lighting Design is intended to be used only in its entirety. Selection of those specifically stated on drawings created and submitted by ROUZER. The Lighting Design is issued solely for the purpose stated and is not intended for construction nor as being part of a project's construction documentation package.

Scale: as noted

Date:7/29/2025

Filename: Telecom Const.AGI

Drawn By: Eric Nephew

Job Name:
Telecom Const
Lighting Layout
Version A

Prepared For: JHL

Filename: C:\Users\Eric\Rouzer Group\Rouzer Inside - Rouzer Inside Documents\RAB\Rouzer Layouts\Erics AGI\Telecom Const.AGI

ROUZER GROUP

Calculation Summary											
Label	**CalcType**	**Units**	**Avg**	**Max**	**Min**	**Avg/Min**	**Max/Min**	**Description**	**PtSpcLr**	**PtSpcTb**	**Meter Type**
Site	Illuminance	Fc	0.88	24.2	0.0	N.A.	N.A.	Readings taken at 3'-0" AFG	10	10	Horizontal
Back Lot	Illuminance	Fc	3.74	24.2	0.5	7.48	48.40				
Parking Lot	Illuminance	Fc	2.02	8.4	0.6	3.37	14.00				

Luminaire Schedule											
Symbol	**Qty**	**Tag**	**Label**	**Arrangement**	**Lum. Lumens**	**Arr. Lum. Lumens**	**LLF**	**Description**	**Lum. Watts**	**Arr. Watts**	**Total Watts**
	2	A2	A17-4T150 2 @ 180	Back-Back	21117	42234	1.000	A17-4T150	149.17	298.34	596.68
	1	D	SLIM17FA15ADJ	Single	1761	1761	1.000	SLIM17FA15ADJ_5K	14.21	14.21	14.21
	9	S	SLIM17FAFC60	Single	7035	7035	1.000	SLIM17FAFC60_5K	57.23	57.23	515.07
	9	A	A17-4T150	SINGLE	21117	21117	1.000	A17-4T150	149.17	149.17	1342.53

******LAYOUT AND BOM ARE SUBJECT TO APPROVAL******

Expanded Luminaire Location Summary						
LumNo	**Tag**	**X**	**Y**	**MTG HT**	**Orient**	**Tilt**
1	A	180	477.2	23	270	0
2	A	291	477.2	23	270	0
3	A	429	477.2	23	270	0
4	A	547	477.2	23	270	0
5	A	451.594	399.464	23	317.911	0
6	A	315.643	380.476	23	36.469	0
7	A	390	313.8	23	90	0
8	A	491.575	258.557	23	44.091	0
9	A	580.536	172.594	23	47.961	0
10	A2	656.667	178.491	28	131.795	0
10	A2	659.333	175.509	28	311.795	0
11	A2	749.565	274.393	28	135.855	0
11	A2	752.435	271.607	28	315.855	0
12	D	638.24	442.21	8	41.987	0
13	S	510.19	310.91	14	224.323	0
14	S	581.43	258.71	14	315.637	0
15	S	597.247	274.883	14	315.637	0
16	S	613.064	291.056	14	315.637	0
17	S	628.881	307.229	14	315.637	0
18	S	644.699	323.401	14	315.637	0
19	S	660.516	339.574	14	315.637	0
20	S	676.333	355.747	14	315.637	0
21	S	692.15	371.92	12	315.637	0
Total Quantity: 23						

NOTES:
* The light loss factor (LLF) is a product of many variables, only lamp lumen depreciation (LLD) has been applied to the calculated results unless otherwise noted. The LLD is the result (quotient) of mean lumens / initial lumens per lamp manufacturers' specifications.

* Illumination values shown (in footcandles) are the predicted results for planes of calculation either to the plane of calculation.

* The calculated results of this lighting simulation represent an anticipated prediction of system performance. Actual measured results may vary from the anticipated performance and are subject to means and methods which are beyond the control of the designer.

* Mounting height determination is job site specific, our lighting simulations assume a mounting height (insertion point of the luminaire symbol) to be taken at the top of the symbol for ceiling mounted luminaires and at the bottom of the symbol for all other luminaire mounting configurations.

* RAB Lighting Inc. luminaire and product designs are protected under U.S. and International intellectual property laws. horizontal, vertical or inclined as designated in the calculation summary. Meter orientation is normal Patents issued or pending apply.

The Lighting Analysis, eStamped, Energy Analysis and/or Visual Simulation ("Lighting Design") provided by ROUZER is a computer generated, theoretical representation of lighting system performance based upon design parameters and information supplied by the customer and/or others. Actual performance may vary from the anticipated performance and is subject to many factors beyond the control of ROUZER. Unless otherwise stated, ROUZER has not field verified the accuracy of the information upon which the Lighting Design is based and therefore actual measured results may vary from the Lighting Design. Any Lighting Design provided by ROUZER is an estimate and is not verified to include variation. ROUZER neither warrants, either implied or stated with regard to actual performance of any lighting system designed by ROUZER nor assumes any responsibility for the selection of luminaires by others. ROUZER neither warrants, either implied or stated, nor represents the appropriateness, completeness or suitability of any lighting design, drawing or specification for any purpose, and ROUZER disclaims any liability for the inappropriateness, incompleteness or unsuitability of any lighting design, drawing or specification with respect to any particular application. Acceptance of these specifically stated on drawings created and submitted by ROUZER. The Lighting Design is issued solely for the use of the customer for the purpose specified and is not intended for construction nor as being part of a project's construction documentation package.

Scale: as noted
Date:7/29/2025
Filename: Telecom Const.AGI
Drawn By: Eric Nephew

Job Name:
Telecom Const
Lighting Layout
Version A

Prepared For: JHL

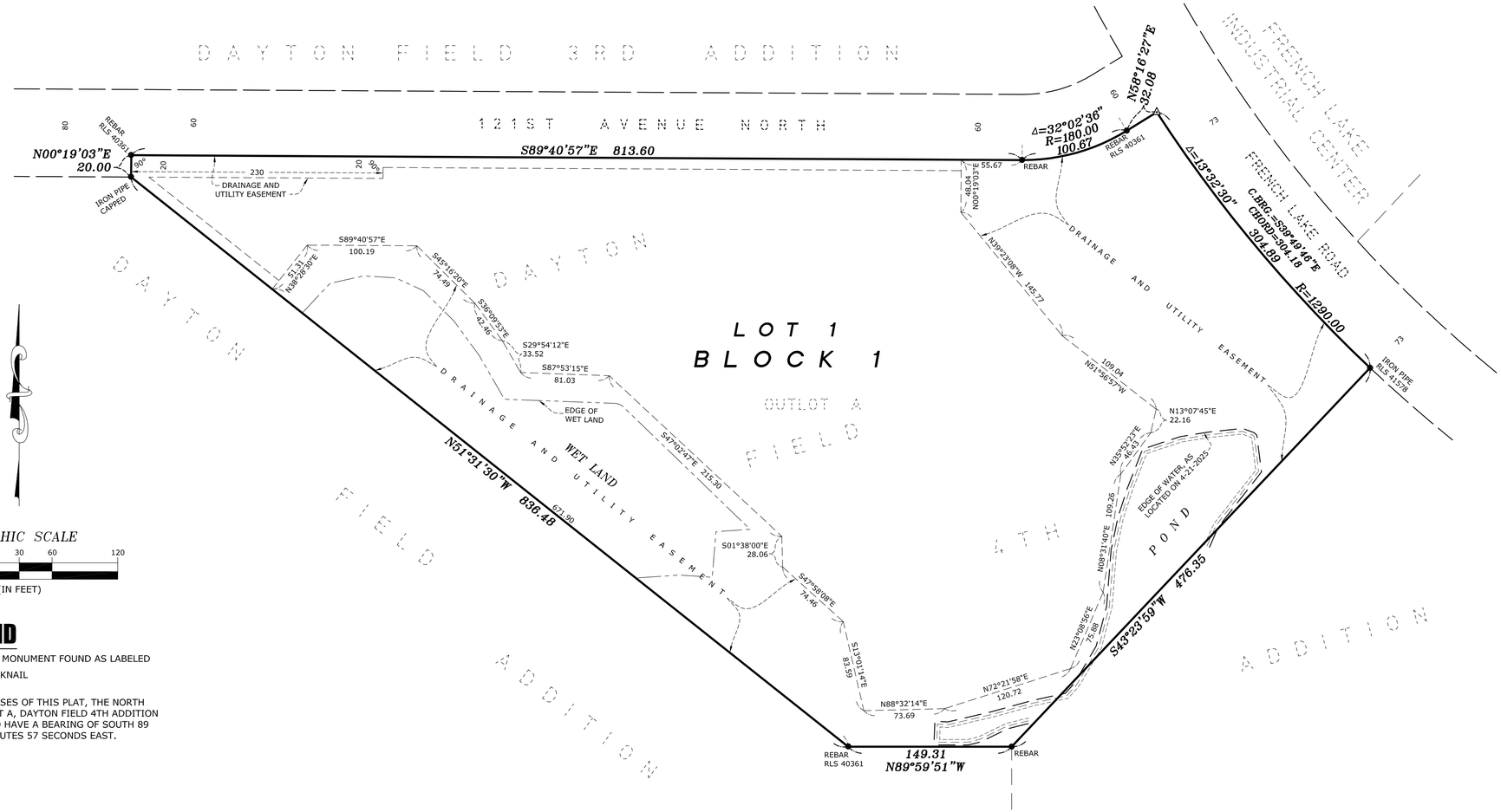
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ROUZER GROUP

PRELIMINARY COPY
AS OF 09-12-2025

DAYTON FIELD 5TH ADDITION

C.R. DOC. NO. _____



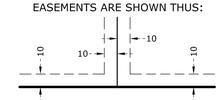
GRAPHIC SCALE
60 0 30 60 120
(IN FEET)

LEGEND

- ● DENOTES IRON MONUMENT FOUND AS LABELED
- △ DENOTES SET PKNAIL

FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF OUTLOT A, DAYTON FIELD 4TH ADDITION IS ASSUMED TO HAVE A BEARING OF SOUTH 89 DEGREE 40 MINUTES 57 SECONDS EAST.

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING LOT LINES AND PUBLIC WAYS, UNLESS OTHERWISE SHOWN ON THIS PLAT.

KNOW ALL PERSONS BY THESE PRESENTS: That Rogers Ops LLC, a Minnesota limited liability company, owner of the following described property:

OUTLOT A, DAYTON FIELD 4TH ADDITION, Hennepin County, Minnesota.

Has caused the same to be surveyed and platted as DAYTON FIELD 5TH ADDITION and does hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Rogers Ops LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ____ day of _____, 20__.

Signed: ROGERS OPS LLC

By: _____
Mark Muller, Manager

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20 ___, Mark Muller, Manager of Rogers Ops LLC, a Minnesota limited liability company, on behalf of the company.

_____ (Signature)

_____ (Print Name)
Notary Public, _____ County, _____
My Commission Expires _____

I James E. Napier do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20 ___.

_____
James E. Napier, Licensed Land Surveyor
Minnesota License No. 25343

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20 ___, by James E. Napier.

_____ (Signature)

_____ (Print Name)
Notary Public, _____ County, Minnesota
My Commission Expires _____

CITY COUNCIL, CITY OF DAYTON, MINNESOTA

This plat of DAYTON FIELD 5TH ADDITION was approved and accepted by the City Council of the City of Dayton, Minnesota, at a regular meeting thereof held this ____ day of _____, 20___, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

By: _____, Mayor By: _____, Clerk

COUNTY AUDITOR, HENNEPIN COUNTY, MINNESOTA

I hereby certify that taxes payable in 20 ___ and prior years have been paid for land described on this plat, dated this _____ day of _____, 20 ___.

Daniel Rogan, County Auditor by _____ Deputy

SURVEY DIVISION, HENNEPIN COUNTY, MINNESOTA

Pursuant to Minnesota Statutes Section 383B.565 (1969), this plat has been approved this _____ day of _____, 20 ___.

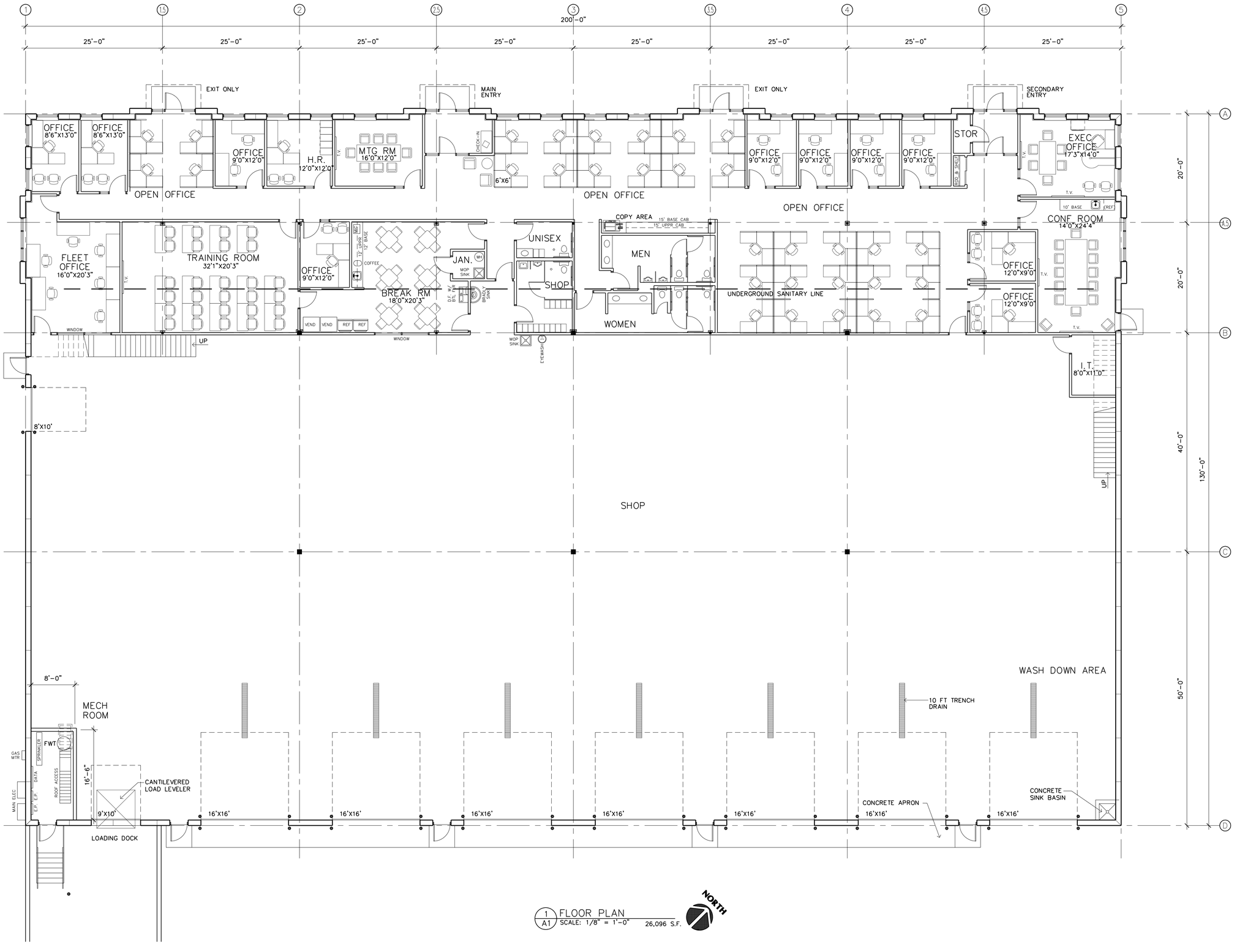
Chris F. Mavis, County Surveyor by _____

COUNTY RECORDER, HENNEPIN COUNTY, MINNESOTA

I hereby certify that the within plat of DAYTON FIELD 5TH ADDITION was recorded in this office this ____ day of _____, 20____, at ____ o'clock ___.M.

Amber Bougie, County Recorder by _____, Deputy

E. G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors



1 / A1 FLOOR PLAN
SCALE: 1/8" = 1'-0"
26,096 S.F.

NORTH

Filename: TELCOM\TELCOM-A1

LAMPERT ARCHITECTS
420 Summit Avenue
St. Paul, MN 55102
Phone:763.755.1211 Fax:763.757.2849
lampert@lampert-arch.com

ARCHITECT CERTIFICATION:
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRELIMINARY
NOT FOR CONSTRUCTION

SIGNATURE LEONARD LAMPERT
PRINT NAME 13669
LIC. NO.
DATE

TELCOM CONSTRUCTION
Dayton, Minnesota

Copyright 2025
Leonard Lampert Architects Inc.

Project Designer: JAMES B
Drawn By: JRB
Checked By: LL
Revisions

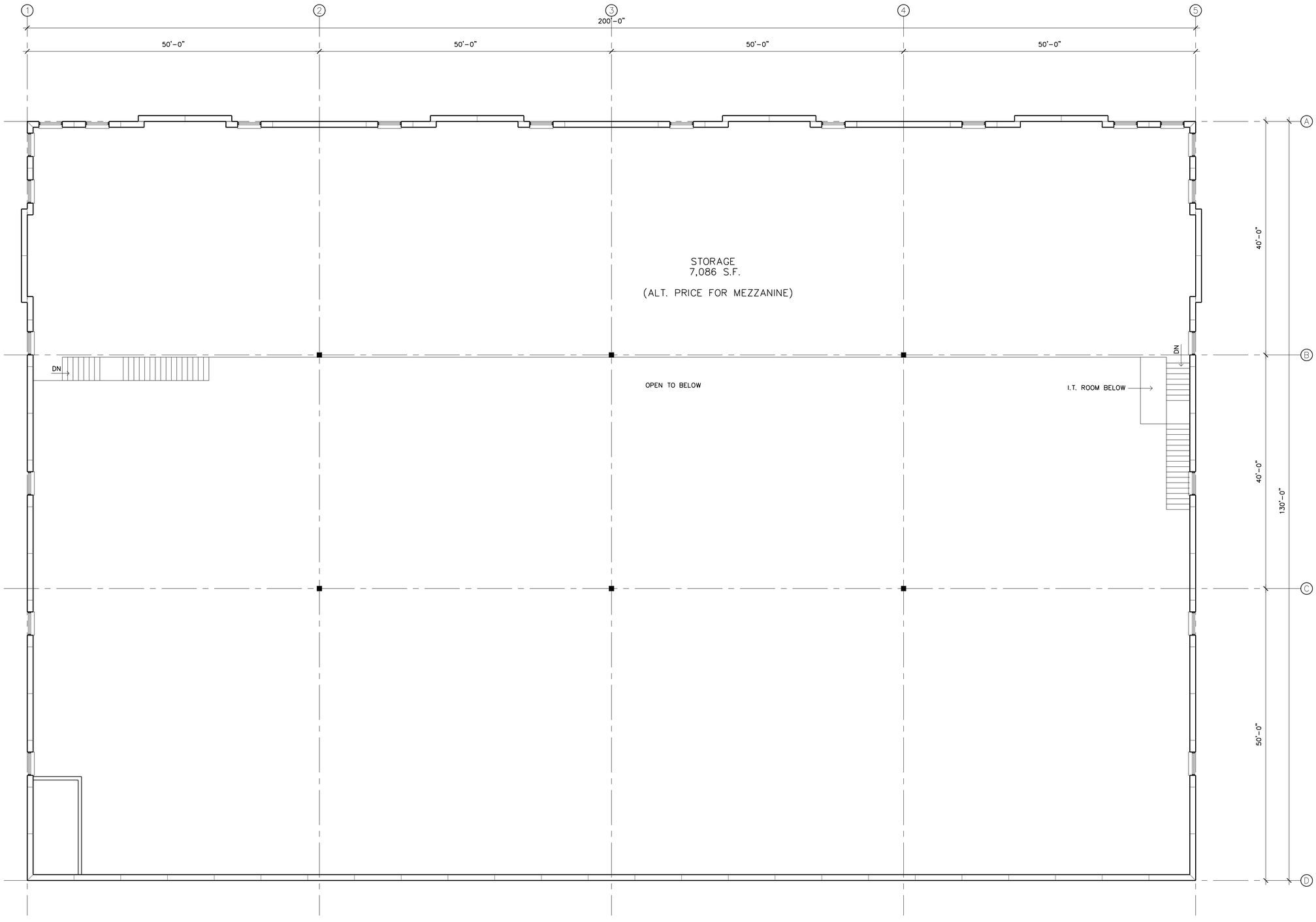
6/16/25	PRELIMINARY

FLOOR PLAN

Sheet Number

A1

Project No. 250325-1



1 / A2 SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"

NORTH

LAMPERT ARCHITECTS
420 Summit Avenue
St. Paul, MN 55102
Phone:763.755.1211 Fax:763.757.2849
lampert@lampert-arch.com

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SIGNATURE
LEONARD LAMPERT
PRINT NAME
13669
LICENSE NO.
DATE

PRELIMINARY
NOT FOR CONSTRUCTION

TELCOM CONSTRUCTION
Dayton, Minnesota

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Project Designer: JAMES B
Drawn By: JRB
Checked By: LL
Revisions

6/16/25	PRELIMINARY

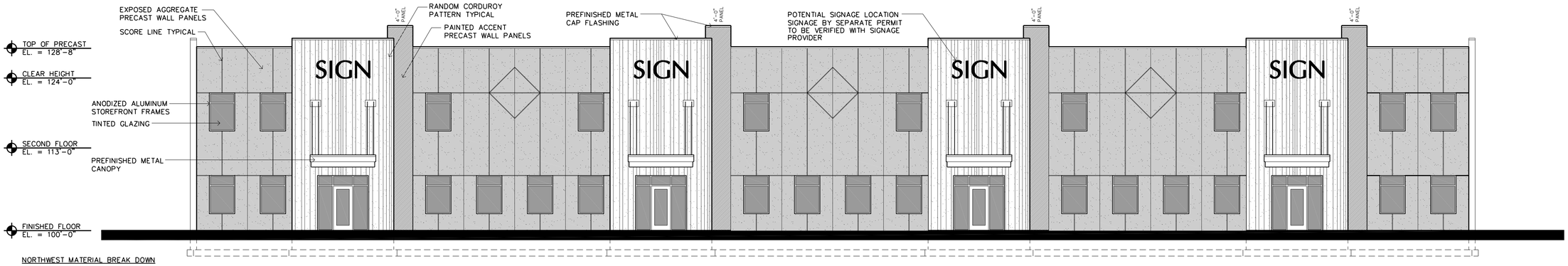
SECOND FLOOR PLAN

Sheet Number

A2

Project No. 250325-1

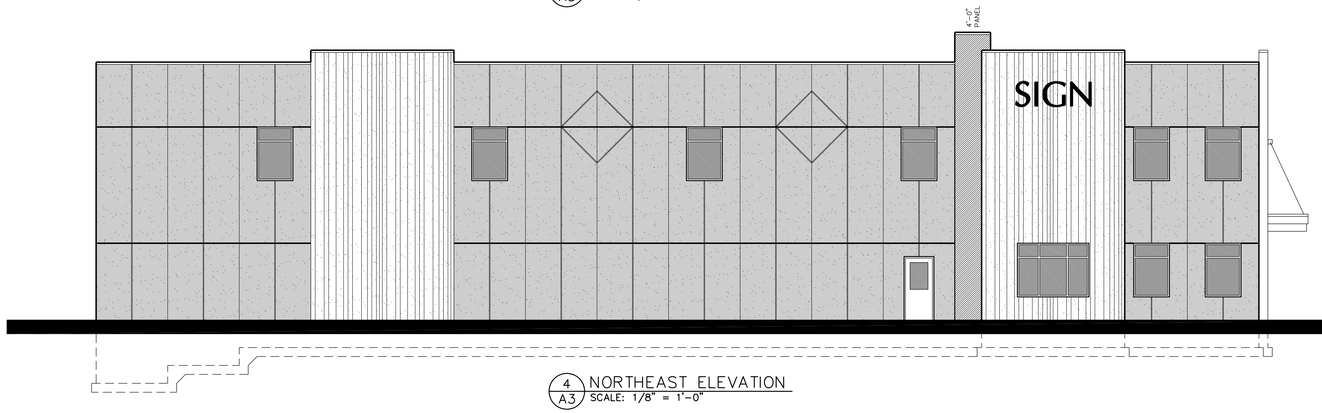
Filename: TELCOM\TELCOM-A2



1 A3 NORTHWEST ELEVATION
SCALE: 1/8" = 1'-0"

NORTHWEST MATERIAL BREAK DOWN

EXPOSED AGG CONCRETE PANEL	– 4,495 S.F.	(76.6%)
PAINTED ACCENT CONCRETE PANEL	– 392 S.F.	(6.7%)
WINDOWS	– 900 S.F.	(15.3%)
ACCENT METAL	– 80 S.F.	(1.4%)
TOTAL	– 5,867 S.F.	(100%)



4 A3 NORTHEAST ELEVATION
SCALE: 1/8" = 1'-0"

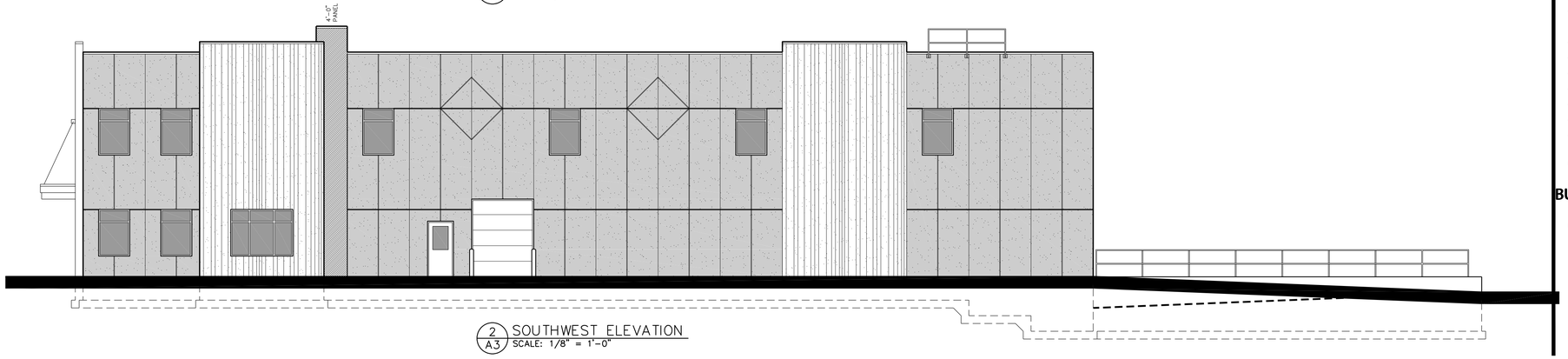
NORTHEAST MATERIAL BREAK DOWN

EXPOSED AGG CONCRETE PANEL	– 3,468 S.F.	(90.5%)
PAINTED ACCENT CONCRETE PANEL	– 98 S.F.	(2.5%)
WINDOWS	– 240 S.F.	(6.3%)
DOORS	– 24 S.F.	(0.7%)
TOTAL	– 3,830 S.F.	(100%)

3 A3 SOUTHEAST ELEVATION
SCALE: 1/8" = 1'-0"

SOUTHEAST MATERIAL BREAK DOWN

EXPOSED AGG CONCRETE PANEL	– 3,987 S.F.	(69.5%)
DOORS	– 1,746 S.F.	(30.5%)
TOTAL	– 5,733 S.F.	(100%)



2 A3 SOUTHWEST ELEVATION
SCALE: 1/8" = 1'-0"

SOUTHWEST MATERIAL BREAK DOWN

EXPOSED AGG CONCRETE PANEL	– 3,388 S.F.	(88.5%)
PAINTED ACCENT CONCRETE PANEL	– 98 S.F.	(2.5%)
WINDOWS	– 240 S.F.	(6.3%)
DOORS	– 104 S.F.	(2.7%)
TOTAL	– 3,830 S.F.	(100%)

DESIGN ELEMENTS (MINIMUM OF 3)

1. ACCENT MATERIALS
2. VISUALLY PLEASING FRONT ENTRY (150 S.F.MIN)
3. 25% WINDOW COVERAGE FACING STREET
4. CONTRASTING AND COMPLIMENTARY COLORS
5. HORIZONTAL AND VERTICAL ELEMENTS
6. IRREGULAR BUILDING SHAPE
7. OTHER ARCHITECTURAL FEATURES

OTHER DESIGN ELEMENTS

1. BUILDING MUST HAVE AN ENTRY ON A STREET
2. BUILDING MUST HAVE A BASE AND A TOP
3. BUILDING TOPS MUST BE ARTICULATED
4. BUILDING MUST BE ARCHITECTURALLY UNIQUE

ACCENT MATERIALS

ACCENT MATERIALS MUST WRAP BUILDING SIDES VISIBLE FROM PUBLIC VIEW. NO WALL TO EXCEED 100 FT WITHOUT VISUAL RELIEF

LAMPERT ARCHITECTS
420 Summit Avenue
St. Paul, MN 55102
Phone:763.755.1211 Fax:763.757.2849
lampert@lampert-arch.com

ARCHITECT CERTIFICATION:
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PRINT NAME
13669
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Dayton, Minnesota

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Checked By: LL
Revisions

6/16/25	PRELIMINARY

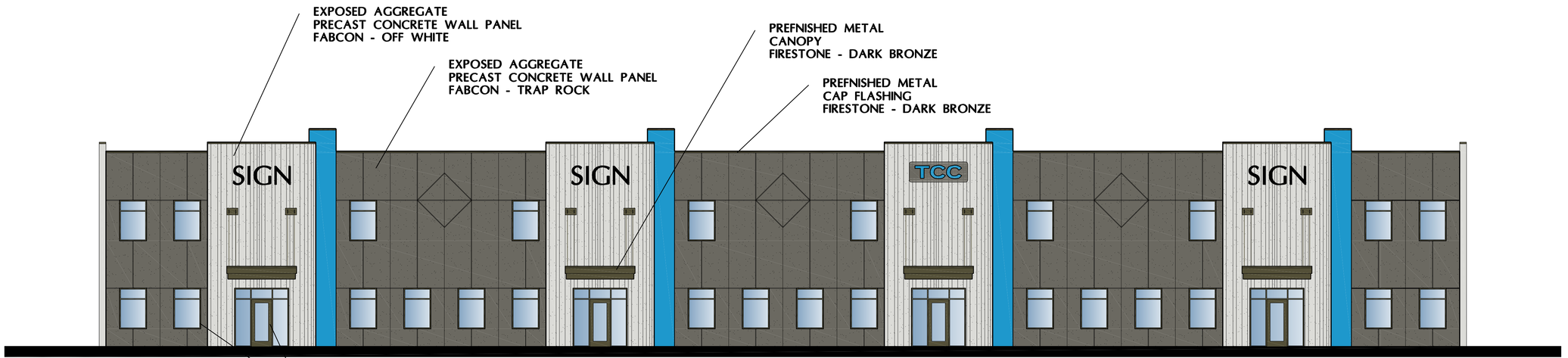
BUILDING ELEVATIONS

Sheet Number

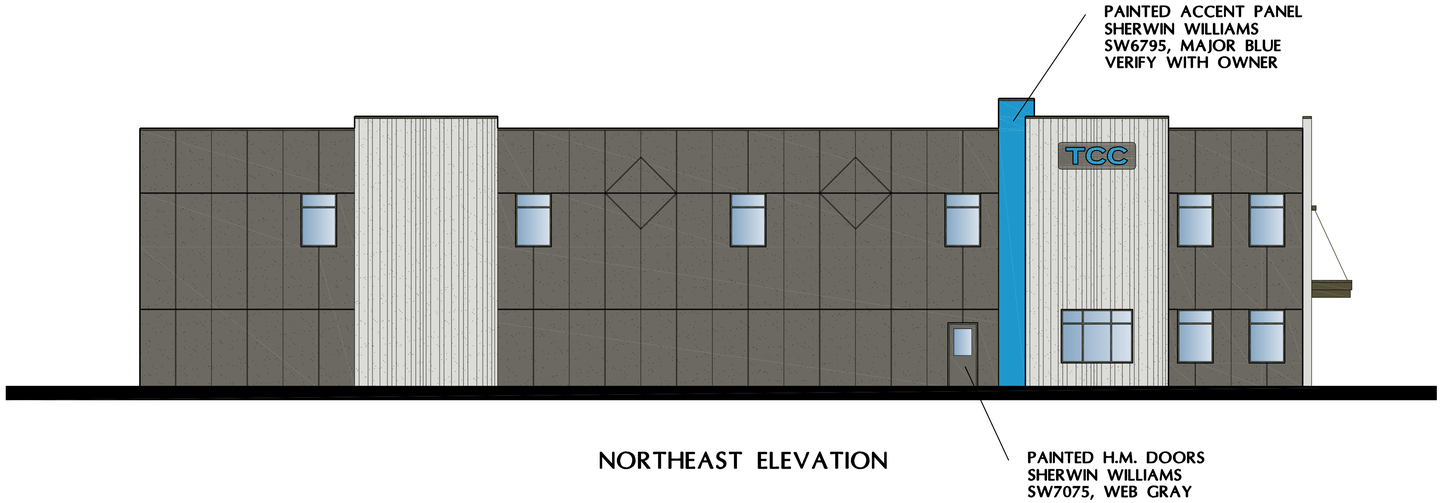
A3

Project No. 250325-1

Filename: TELCOM\TELCOM-A3



NORTHWEST ELEVATION



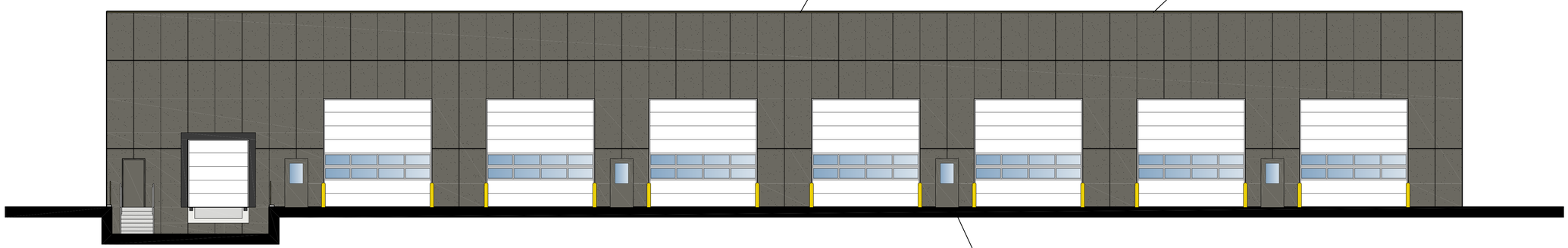
NORTHEAST ELEVATION

TELCOM CONSTRUCTION

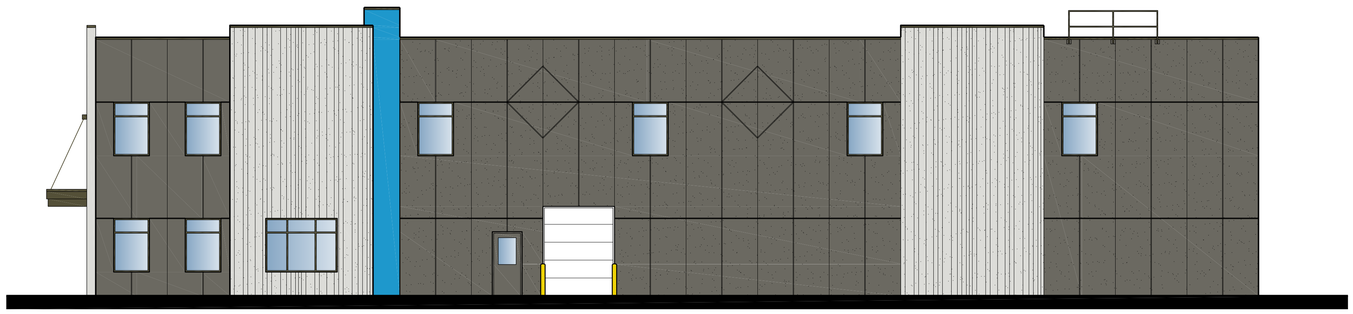
Dayton, Minnesota

CAMPERTS

NOTE: THIS DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY. ACTUAL COLORS NEED TO BE FIELD VERIFIED.



SOUTHEAST ELEVATION



SOUTHWEST ELEVATION

TELCOM CONSTRUCTION

Dayton, Minnesota

NOTE: THIS DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY. ACTUAL COLORS NEED TO BE FIELD VERIFIED.

Stantec

Memo

To:	Jon Sevald, Planning	From:	Jason Quisberg, Engineering Nick Findley, Engineering Josh Accola, Engineering
Project:	Telcom Final Plat	Date:	9/16/2025

Exhibits:

This Memorandum is based on a review of the following documents:

1. Site Construction Plans for Telcom Construction, Contour Civil Design, dated 9/5/2025, 19 sheets
2. Stormwater Management Report for Telcom Construction, Contour Civil Design, dated 9/5/2025, 270 sheets
3. Dayton Field 5th Addition Final Plat, E.G. Rud & Sons, Inc., dated 9/12/2025, 1 sheet

Comments:

General

1. Consistent with the review process, a comment response letter shall be provided in response to the following comments provided in this Memorandum in which the applicant provides a written response to each item.
2. In addition to engineering related comments per these plans, the proposed plans are subject to additional planning, zoning, land-use, and other applicable codes of the City of Dayton.
3. Final approval by the Elm Creek Watershed Management Commission must be attained before any site grading or activity may commence.
4. For any site activity (demo, grading, utilities, etc.) no closures or restrictions of any kind shall be imposed upon the public use of 121st Ave or West French Lake Road without the City's permission. Should any lane restrictions be necessary, the Contractor shall notify the City at least 48 hours in advance and provide a Traffic Control Plan.
5. The standard details appear to be out of date, coordinate with engineering for the current set.
    - The details have been updated but there have been revisions since the set provided. Coordinate with engineering for the current set.
    - The detail plates currently provided are difficult to read, ensure the revised details are legible.

Plat

6. Provide 5' of additional ROW along West French Lake Road and a 20' by 20' triangle of ROW at the corner of West French Lake Road and 121st Ave.

Erosion Control/SWPPP

7. As this project moves towards construction the following items shall be included in the SWPPP prior to the start of work:
    - Contractor information including name, address, and telephone number.
    - Information for the individual responsible for the erosion control plan.
    - Time frames and schedule for construction.
    - Chain of responsibility and certification for SWPPP implementation.

Site Plans

8. Move the proposed fence located within the drainage and utility easement containing the existing sanitary sewer along 121st Ave outside of the easement.
    - In discussions with staff, the fence may remain in the proposed location. In the event that work needs to take place within the easement, the City of Dayton will not be responsible for replacing any items within the drainage and utility easement.

Grading /Stormwater

9. An 8 inch culvert from Pond 3P is modeled but is not shown on land title survey or existing conditions map. Please provide survey of 8 inch pipe.
    - The applicant requested the model be accepted as submitted to remain consistent with the model used for adjacent properties. This comment does not involve changes to the model, please provide the location and invert of the 8 inch pipe on the survey.
10. Top of berm should be 1 foot above the EOF. Please raise top of berm and maintain 1 foot freeboard between HWL and EOF.
    - In this case the 0.5 ft of separation will be allowed. Future submittals within the City of Dayton will require 1’ of separation between the HWL and the EOF and 1’ of separation between the EOF and top of berm.
11. Draintiles shall not exceed a spacing of 25 feet. Please add additional draintile in filtration basin.
    - The applicant has submitted a new application with similar design to the previously approved Dayton Field 4th Addition in 2023. Even though there are similarities in design a new application is subject to additional review and the current standards set forth by the City of Dayton. Discrepancies are shown from the previous 26' spacing and tile is shown at upwards of 31' spacing on center. Provide a minimum of 25' spacing on center.
12. A stormwater maintenance agreement is to be in place for this site. Coordinate with the Engineering Department for the template and review of the draft once completed. Once finalized the agreement is to be recorded with Hennepin County.

Other Comments

13. Landscaping is shown within areas graded at 3:1 near the culvert under West French Lake Road. Revise to ensure landscaping is placed within areas with slopes of 4:1 or less.
    - The request to leave the plantings as proposed was discussed with staff and it was determined that the plantings are to be moved.
14. Move any trees or other plantings located within the drainage and utility easement containing the existing sanitary sewer along 121st Ave.
    - In discussions with staff, no overstory trees are allowed within the easement. Other tree types and landscaping will be allowed, coordinate with the planning department for the trees allowed. Any landscaping within the easement will not be replaced by the City of Dayton in the event work needs to take place on the utilities within the easement.
15. Revise seeding plan to include 6 ft of low maintenance turfgrass behind the curb along West French Lake Road.

End of Comments

RESOLUTION 64-2025

CITY OF DAYTON
COUNTIES OF HENNEPIN AND WRIGHT
STATE OF MINNESOTA

RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT OF DAYTON FIELD 5th ADDITION

WHEREAS, Roers Ops, LLC (Applicant) has applied for approval of a Preliminary and Final Plat of Dayton Field 5TH Addition; and,

WHEREAS, the unaddressed property is located at PID: 30-120-22-31-0009, legally described as: Outlot A, DAYTON FIELD 4TH ADDITION; and,

WHEREAS, the unaddressed property is located at PID: 30-120-22-31-0009, will be legally described at Lot 1, Block 1, DAYTON FIELD 5TH ADDITION upon recording of the Final Plat; and,

WHEREAS, the Planning Commission held a Public Hearing on September 4, 2025. The Planning Commission recommended Approval; and,

WHEREAS, the Planning Commission held a Public Hearing on September 4, 2025. The Planning Commission recommended Approval of the Preliminary Plat. Consistent with City Code 1002.05, Subd 1(2)(4) *the Commission shall recommend denial of the preliminary plat if it makes any of the following Findings (italics)*:

(a) That the proposed subdivision is in conflict with the City's Comprehensive Plan, Zoning Ordinance, Capital Improvements Program, or other policy or regulation.

Finding: *The 2040 Comprehensive Plan guides the property "Industrial". Goal 13 is to attract and encourage new light industrial, office/industrial, high tech and professional services and maintain and expand existing businesses in Dayton. The Preliminary Plat is consistent with Goals and Policies.*

The property is zoned "I-1 Light Industrial". The intent is to provide for the establishment of manufacturing, warehousing, and office developments. Uses allowed in this district shall be limited to those which can compatibly exist adjacent to retail/service-related uses and residential uses. Uses shall not produce exterior noise, glare, fumes, obnoxious byproducts or wastes, or create no other objectionable impact on the environment.

The Preliminary Plat has no significant impact to the Capital Improvements Program.

(b) That the proposed subdivision is in conflict with the purpose and intent of this chapter.

Finding: *The proposed subdivision is not in conflict with the purpose and intent of the Subdivision Ordinance.*

(c) That the physical characteristics of the site, including but not limited to topography, vegetation, susceptibility to erosion, and siltation, susceptibility to flooding, water storage, and retention, are such that the site is not suitable for the type of development or use contemplated.

Finding: *The site is suitable for development.*

(d) That the site is not physically suitable for the intensity or type of development or use contemplated.

Finding: *The site is suitable for development and industrial use.*

(e) That the design of the subdivision or the proposed improvements are likely to cause substantial and irreversible environmental damage.

Finding: *The proposed subdivision is not likely to cause substantial or reversable environmental damage.*

(f) That the design of the subdivision or the type of improvements will be detrimental to the health, safety or general welfare of the public.

Finding: *The subdivision and improvements will not be detrimental to the health, safety or general welfare of the public.*

(g) That the design of the subdivision or the type of improvement will conflict with easements on record or with easements established by judgment of a court.

Finding: *The subdivision and improvements will not conflict with recorded easements.*

(h) That the subdivision is premature as determined by the standards of Subsection 1002.03 of this section.

Finding: *The subdivision is not premature. The subdivision has adequate drainage, municipal water, regional sanitary sewer, and streets. The subdivision is consistent with the 2040 Comprehensive Plan's purposes and objectives. Public facilities are adequate to serve the proposed subdivision.*

WHEREAS, the applicant submitted a Final Plat consistent with the Preliminary Plat reviewed by the Planning Commission; and,

WHEREAS, City Staff studied the matter, reports were issued, and information was provided to the City Council regarding the Applications; and,

WHEREAS, The City Council reviewed the Planning Commission's recommendation for approval of the Preliminary Plat, and reviewed the Final Plat consistent with Dayton Subdivision Code Section 1002.08 Subd. 2.

NOW, THEREFORE, BE IT RESOLVED, that the City of Dayton City Council Approves the Preliminary Plat of Dayton Field Fifth Addition with the following conditions:

1. The applicants shall submit a petition for vacation of easements on the property prior to, or concurrently with, the submittal of a Final Plat application.
2. The Applicant shall revised plans to be consistent with the City Engineers letter, dated September 16, 2025.
3. Consistent with City Code 1002.08, Subd 5, the Applicant shall record the Final Plat within 60-days after authorization by the City (signing and releasing the Final Plat), and shall provide the City with proof of Recording by the County Recorder.

4. Prior to the City releasing the Final Plat, the Applicant shall submit the following fees:

Storm Water	$10,218	X	5.86 acres	=	$59,877.48
Sanitary Sewer	$7,592	X	5.86 acres	=	$44,489.12
Water	$11,839	X	5.86 acres	=	$69,376.54
Park Dedication	$7,900	X	5.86 acres	=	$46,294.00
Trail Dedication	$3,214	X	5.86 acres	=	$18,834.04
Planning and Engineering Escrow	$5,000				$5,000
TOTAL					**$243,871.18**

5. Consistent with City Code 1001.24, Subd 5(11), all landscape plantings shall be guaranteed for one year after planting. Dead or diseased plantings within the initial year shall be replaced and guaranteed for one year.

Adopted this 23rd day of September, 2025, by the City of Dayton

Dennis Fisher, Mayor

ATTEST

_____
Amy Benting, City Clerk

Motion by Councilmember _____, Second by Councilmember _____.

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

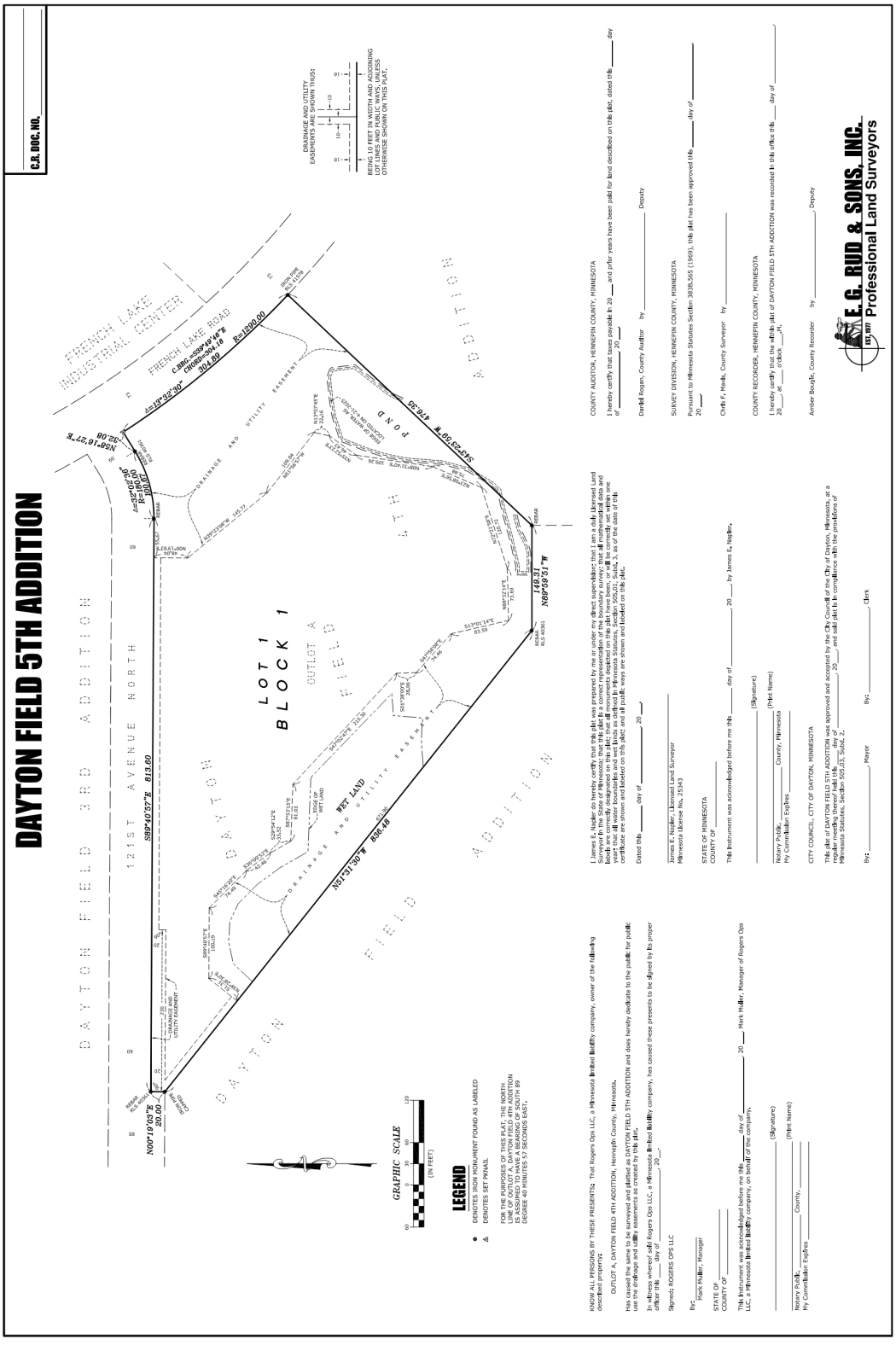
Outlot A, Dayton Field 4th Addn

To be Platted as:

Lot 1, Block 1, Dayton Field 5th Addition

EXHIBIT B

FINAL PLAT OF DAYTON FIELD 5TH ADDITION



RESOLUTION 65-2025

CITY OF DAYTON
COUNTIES OF HENNEPIN AND WRIGHT
STATE OF MINNESOTA

RESOLUTION APPROVING THE SITE PLAN AND CONDITIONAL USE PERMIT FOR OUTDOOR STORAGE AS AN ACCESSORY USE

WHEREAS, Roers Ops, LLC (Applicant) has applied for approval of a Site Plan and Conditional Use Permit for Outdoor Storage as an Accessory Use; and,

WHEREAS, the unaddressed property is located at PID: 30-120-22-31-0009 legally described as: Lot 1, Block 1, DAYTON FIELD 5th ADDITION upon recording of the Final Plat; and,

WHEREAS, the Planning Commission held a Public Hearing on September 4, 2025. The Planning Commission recommended Approval; and,

SITE PLAN

WHEREAS, City Code 1001.28, subd 3(a) requires a Final Site and Building Plans to be approved by the City Council prior to the issuance of any permits for new development or building construction/expansion in any non-residential zoning district; and,

WHEREAS, Final Site and Building Plans were reviewed for consistency with City Code 1001.28, Subd 3(2) (content); and,

WHEREAS, Consistent with City Code 1001.28, Subd 3(3), the City Council shall find the following prior to the approval of Final Site and Building Plans (**Findings** in *italics*):

a. The proposed development is not in conflict with the Comprehensive Plan;

Finding: *The 2040 Comprehensive Plan guides the property "Industrial". Goal 13 is to attract and encourage new light industrial, office/industrial, high tech and professional services and maintain and expand existing businesses in Dayton. The Site Plan is consistent with Goals and Policies.*

The Site Plan includes a 26,000sf building, 77 parking stalls, and 26,584 sf of outdoor storage. The Site Plan includes sufficient screening of outdoor storage from adjacent residentially-zoned property.

b. The proposed development is not in conflict with the zoning district provisions;

Finding: *The property is zoned I-1 Light Industrial. The intent is to provide for the establishment of manufacturing, warehousing, and office developments. Uses*

allowed in this district shall be limited to those which can compatibly exist adjacent to retail/service-related uses and residential uses. Uses shall not produce exterior noise, glare, fumes, obnoxious byproducts or wastes, or create no other objectionable impact on the environment.

The Site Plan includes a 26,000 sf building, 77 parking stalls, and 26,584 sf of outdoor storage. The proposed use (contractor's yard with accessory outdoor storage) is not in conflict with the zoning district, with issuance of a Conditional Use Permit for outdoor storage.

c. The proposed development is compatible with existing and anticipated future development.

Finding: *The proposed development is consistent with adjacent industrial uses, but for the adjacent zoned mobile home park (unbuilt). The proposed development will maintain existing trees along the common property line with the mobile home park property. Screening will be supplemented by additional trees and chain-link fence with privacy slats.*

d. Conform to the exterior building material requirements of the Zoning Code.

Finding: *The proposed exterior building material is consistent with City Code 1001.062, subd 1 (building and site performance standards and requirements).*

NOW, THEREFORE, BE IT RESOLVED, that the City of Dayton City Council Approves the Site Plan with the following conditions:

1. The Applicant shall comply with the City Engineer's letter, dated September 16, 2025.
2. The applicant shall revise the landscaping plan to enhance the plantings along the north fenceline.
3. The applicant shall revise the landscape plan to remove the proposed Mountain Ash trees, and replace them with a tree species not that is not ash.
4. The applicant shall revise the landscape plan to remove overstory trees within easement areas that contain utilities.
5. The Applicant shall construct the building and site improvements, consistent with Architectural plans dated June 16, 2025, and lighting plans dated July 29, 2025.

CONDITIONAL USE PERMIT

WHEREAS, City Code 1001.063, Subd (u) requires a Conditional Use Permit for Outdoor storage as regulated in section 1001.062; and civil plans dated August 1, 2025

WHEREAS, City Code 1001.062, Subd 2(4) includes standards for outdoor storage as an Accessory Use; and,

WHEREAS, City Code 1001.23, Subd 23(3)(e) states; *The approval of a conditional use permit requires that the City Council shall find that conditions can be established to ensure all of the following criteria will always be met: (***Findings** *in italics):*

1. The proposed use is consistent with the Comprehensive Plan and the purpose of the underlying zoning district.
   Finding: *The 2040 Comprehensive Plan guides the property "Industrial". Goal 13 is to attract and encourage new light industrial, office/industrial, high tech and professional services and maintain and expand existing businesses in Dayton. The Site Plan is consistent with Goals and Policies.*

2. The proposed use will not substantially diminish or impair property values within the immediate vicinity of the subject property.

   Finding: *There is no substantial evidence that the Outdoor Storage will effect property values in the immediate vicinity.*

3. The proposed use will not be detrimental to the health, safety, morals or welfare of persons residing or working near the use.

   Finding: *The Outdoor Storage will not be detrimental to persons residing or working near the use.*

4. The proposed use will not impede the normal and orderly development of surrounding property.

   Finding: *The Outdoor Storage should not impede development of surrounding property.*

5. The proposed use will not create an undue burden on parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.

   Finding: *The Outdoor Storage will not create a burden on public services.*

6. The proposed use is adequately screened.

   Finding: *The Outdoor Storage is adequately screened, compliant with City Code*

7. The proposed use will not create a nuisance, including but not limited to odor, noise, vibration or visual pollution.

   Finding: *The Outdoor Storage will not create a public nuisance.*

8. The proposed use will provide adequate parking and loading spaces, and all storage on the site is in compliance with this Subsection.

Finding: *The Outdoor Storage is consistent with City Code 1001.062, Subd 2(4).*

9. The proposed use will protect sensitive natural features.

   Finding: *The Outdoor Storage will protect sensitive natural features. Bituminous surfaced outdoor storage will include curb & gutter. Gravel surfaced outdoor storage will include curb & gutter on two sides, and about 50'+ native seed buffer between outdoor storage and the wetland.*

10. The City Council may attach conditions to the permit, as it may deem necessary in order to lessen the impact of a proposed use, meet applicable performance standards and to promote health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City of Dayton City Council Approves the Conditional Use Permit for Outdoor Storage as an Accessory Use with the following conditions:

1. Surfacing of the non-paved outdoor storage area shall be of Class II aggregate so as to limit dust produced from the site.
2. The front parking lot and storage areas in front of the building shall be limited to vehicles and be 10 feet in height or less.
3. All outdoor storage shall be associated with the business.
4. Materials stored in the rear yard shall not be taller than 12 feet.
5. Outdoor Storage shall be adequately screened a minimum of 8' in height at the time screening is installed, consistent with City Code 1001.062, Subd 2(4)(b). Ground surface material shall be consistent with civil plans, dated August 1, 2025.
6. Outdoor Storage lighting is limited to 20 feet in height, and all fixtures shall be downcast with a cutoff of 90 degrees or less.
7. The Applicant shall comply with the City Engineer's letter, dated August 26, 2025.

Adopted this 23rd day of September, 2025, by the City of Dayton

_____
Dennis Fisher, Mayor

ATTEST

_____
Amy Benting, City Clerk

Motion by Councilmember _____, Second by Councilmember _____.

Payments to be approved at City Council Meeting Sept 23, 2025

		Totals
Claims Roster 09-23-2025	**$**	**1,269,403.47**
Prepaid 09-11-2025 EB	**$**	**150,789.55**
Prepaid 09-08-2025 FB	**$**	**1,506.46**
Total Payments:	**$**	**1,421,699.48**
Payroll 09-11-2025 Bi-Weekly 19	**$**	**112,309.92**
Payroll 09-8-2025 FD 08.2025	**$**	**8,109.91**

Check # sequence to be approved by City Council from meeting date of 09/23/2025:

Checks # 079533-079612

INVOICE REGISTER REPORT FOR CITY OF DAYTON MN
EXP CHECK RUN DATES 09/10/2025 - 09/23/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
10.03.2025 FINAL							
46816	A TOUCH OF MAGIC	09/17/2025	09/23/2025	419.00	419.00	Open	N
	10.03.2025 EVENT FINAL PAYMENT	KTHELEN					09/17/2025
	101-41910-50210 Operating Supplies			419.00			
582490							
46650	A-1 OUTDOOR POWER INC	09/09/2025	09/23/2025	112.86	112.86	Open	N
	PARKS SUPPLIES	CHOYT					09/09/2025
	101-45200-50220 PARKS SUPPLIES			112.86			
4248740							
46808	ADAMS PEST CONTROL INC	09/12/2025	09/23/2025	157.60	157.60	Open	N
	PD/PW; PEST CONTROL	KTHELEN					09/16/2025
	101-42120-50220 PD; PEST CONTROL			78.80			
	101-43100-50220 PW; PEST CONTROL			78.80			
9164736898							
46823	AIRGAS USA LLC	09/10/2025	09/23/2025	138.48	138.48	Open	N
	SUPPLIES-OXYGEN 8CL	KTHELEN					09/17/2025
	101-42260-50200 SUPPLIES-OXYGEN 8CL			138.48			
09/09/2025 REFUND CC							
46644	ALL AMERICAN RESTORATION	09/09/2025	09/23/2025	86.00	86.00	Open	N
	BUILDING PERMITS CC REFUND ON	CHOYT					09/09/2025
	101-40300-32210 BUILDING PERMITS REFUND			85.00			
	101-00000-22020 BLDG PERMIT SURCHARGE PAYABLE			1.00			
INV-281828							
46813	AMERICAN ENGINEERING TESTING	09/11/2025	09/23/2025	4,835.10	4,835.10	Open	N
	S DIAMOND LAKE RD TESTING	KTHELEN					09/16/2025
	414-41900-50300 S DIAMOND LAKE RD TESTING			4,835.10			
38558							
46786	ARCHITECT MECHANICAL INC	09/11/2025	09/23/2025	2,607.00	2,607.00	Open	N
	PW; TOOLBOX REMOTE ACCESS INSTALL	CHOYT					09/11/2025
	101-43100-50520 PW; TOOLBOX REMOTE ACCESS INSTALL AND SE			2,607.00			
28558							
46822	ARCHITECT MECHANICAL INC	04/29/2025	09/23/2025	2,607.00	2,607.00	Open	N
	PW; BUILDINGS & STRUCTURES TOSILBOX	KTHELEN					09/17/2025
	101-43100-50520 PW; BUILDINGS & STRUCTURES TOSILBOX 670			2,607.00			
360915							
46700	ASPEN MILLS	09/11/2025	09/23/2025	241.94	241.94	Open	N
	FD; UNIFORM-BRINTON	CHOYT					09/09/2025
	101-42260-50217 FD; UNIFORM-BRINTON			241.94			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
361325							
46820	ASPEN MILLS	09/16/2025	09/23/2025	177.79	177.79	Open	N
	FD; UNIFORM HASSAN	KTHELEN					09/17/2025
	101-42260-50217 FD; UNIFORM HASSAN			177.79			
361329							
46821	ASPEN MILLS	09/16/2025	09/23/2025	267.78	267.78	Open	N
	FD; UNIFORM BERGESON	KTHELEN					09/17/2025
	101-42260-50217 FD; UNIFORM BERGESON			267.78			
09/09/2025							
46666	BACKER, JOSH	09/09/2025	09/23/2025	107.76	107.76	Open	N
	UB refund for account: 3972	CHOYT					09/09/2025
	601-00000-15550 CREDIT FORWARD			107.76			
3032203							
46637	BEAUDRY	09/08/2025	09/23/2025	1,069.26	1,069.26	Open	N
	PW; ULS #2 DYED DIESEL -338.80	CHOYT					09/03/2025
	101-43100-50212 PW; ULS #2 DYED DIESEL -338.80			1,069.26			
3032204							
46638	BEAUDRY	09/08/2025	09/23/2025	1,963.90	1,963.90	Open	N
	PW; UNLEADED 87 -727.10	CHOYT					09/03/2025
	101-43100-50212 PW; UNLEADED 87 -727.10			1,963.90			
09/09/2025							
46667	BEGIN, LORYN & JACOB	09/09/2025	09/23/2025	144.47	144.47	Open	N
	UB refund for account: 5572	CHOYT					09/09/2025
	601-00000-15550 CREDIT FORWARD			144.47			
1473713							
46819	BLACK & VEATCH	08/22/2025	09/23/2025	11,911.70	11,911.70	Open	N
	WELL 4& 5 FILTERATION DET DES;	KTHELEN					09/17/2025
	601-00000-16500 WELL 4 & 5 FILTERATION DET DES; JULY 25			11,911.70			
093S10944							
46790	BOYER TRUCKS	09/11/2025	09/23/2025	2,430.85	2,430.85	Open	N
	PW; REPAIR UNIT #2016	CHOYT					09/11/2025
	101-43100-50220 PW; REPAIR UNIT #2016			2,430.85			
093S10713.02							
46791	BOYER TRUCKS	09/11/2025	09/23/2025	4,890.88	4,890.88	Open	N
	PW; REPAIR/BUCKET TRUCK	CHOYT					09/10/2025
	101-43100-50220 PW; REPAIR/BUCKET TRUCK			4,890.88			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
09/09/2025							
46673	BRENTT JAHNKE & BETH GESSLER	09/09/2025	09/23/2025	192.44	192.44	Open	N
	UB refund for account: 5399	CHOYT					09/09/2025
	601-00000-15550 CREDIT FORWARD			192.44			
09/09/2025							
46662	BURTON, JEFFREY	09/09/2025	09/23/2025	43.07	43.07	Open	N
	UB refund for account: 2295	CHOYT					09/09/2025
	601-00000-15550 CREDIT FORWARD			43.07			
3549-0506G 8							
46809	CAMPBELL KNUTSON P.A.	08/31/2025	09/23/2025	150.00	150.00	Open	N
	LEGAL FEES- PKWY NEIGHBORHOOD PROJ	KTHELEN					09/16/2025
	411-43100-50304-6180 LEGAL FEES-GEN			150.00			
3549-0000G 26							
46814	CAMPBELL KNUTSON P.A.	08/31/2025	09/23/2025	17,287.99	17,287.99	Open	N
	LEGAL FEES-GENERAL- AUG 2025	KTHELEN					09/16/2025
	101-41640-50304 LEGAL FEES-GENERAL- AUG 2025			17,287.99			
09/03/2025 WELLHOUSE							
46642	CENTERPOINT ENERGY	09/08/2025	09/23/2025	25.95	0.00	Paid	Y
	RH WELLHOUSE; 11429952-2 AUG 2025	CHOYT					08/31/2025
	601-49400-50383 RH WELLHOUSE; 11429952-2 AUG			25.95			
09/03/2025 PW/PD							
46643	CENTERPOINT ENERGY	09/08/2025	09/23/2025	365.25	0.00	Paid	Y
	PW/PD FACILITY; 10662228-5 AUG 2025	CHOYT					08/31/2025
	101-43100-50383 PW FACILITY; 10662228-5			182.62			
	101-42120-50383 PD FACILITY; 10662228-5			182.63			
175337501090725							
46806	CHARTER COMMUNICATIONS	09/07/2025	09/23/2025	1,357.80	1,357.80	Open	N
	ACCOUNT # 175337501 INTERNET SEPT	KTHELEN					09/15/2025
	101-43100-50321 LOCATION #243204401- PW; INTERNET			360.00			
	101-42260-50320 LOCATION #175337701- FD2; INTERNET			40.85			
	101-41820-50308 LOCATION #175337801; CH/INTERNET;			199.98			
	601-49400-50321 LOCATION #175337201; WELLHOUSE/INTERNET;			89.98			
	101-42260-50320 LOCATION #175337601; FD 1/INTERNET;			109.99			
	101-42120-50320 ACCOUNT# 175351601- PD;NUMBER FORWARDING			15.00			
	101-41820-50308 LOCATION #175337901- CH/FIBER INTERNET			542.00			
4242462934							
46639	CINTAS	09/08/2025	09/23/2025	157.06	157.06	Open	N
	PW; UNIFORMS	CHOYT					09/05/2025

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	101-43100-50217 PW; UNIFORMS			157.06			
09/09/2025 SL							
46801	CITY OF ANOKA	09/09/2025	09/23/2025	523.50	523.50	Open	N
	22-990002-01 STREET LIGHTS; AUG 2025	KTHELEN					09/15/2025
	101-43100-50230 22-990002-01 STREET LIGHTS;			523.50			
09/09/2025 CH							
46802	CITY OF ANOKA	09/09/2025	09/23/2025	1,095.08	1,095.08	Open	N
	22-396000-01 CH; AUG 2025	KTHELEN					09/15/2025
	101-41810-50381 22-396000-01 CH;			1,095.08			
09/09/2025 SIREN							
46803	CITY OF ANOKA	09/09/2025	09/23/2025	23.50	23.50	Open	N
	22-393400-00 SDLR SIREN; AUG 2025	KTHELEN					09/15/2025
	101-42130-50381 22-393400-00 SDLR SIREN;			23.50			
09/09/2025 PARK							
46804	CITY OF ANOKA	09/09/2025	09/23/2025	443.85	443.85	Open	N
	22-393200-01 CENTRAL PARK; AUG 2025	KTHELEN					09/15/2025
	101-45200-50381 22-393200-01 CENTRAL PARK;			443.85			
09/09/2025 PED							
46805	CITY OF ANOKA	09/09/2025	09/23/2025	82.67	82.67	Open	N
	22-396030-00 BALSAM LANE PED; AUG	KTHELEN					09/15/2025
	101-43100-50230 22-396030-00 BALSAM LANE PED;			82.67			
EMAIL 09/16/2025							
46815	CITY OF DAYTON	09/16/2025	09/23/2025	63,120.82	63,120.82	Open	N
	CITY OF DAYTON WAC FEES	KTHELEN					09/16/2025
	601-49400-50530-2005 CITY OF DAYTON WAC FEES			63,120.82			
0042831							
46800	CITY OF MONTICELLO	09/09/2025	09/23/2025	208.00	208.00	Open	N
	PD; ANIMAL CONTROL JUL/AUG 2025	KTHELEN					09/15/2025
	101-42140-50308 PD; ANIMAL CONTROL JUL/AUG 2025			208.00			
25-243365							
46655	COLLINS BROTHERS TOWING OF ST.CLOUD	09/09/2025	09/23/2025	233.45	233.45	Open	N
	PD; TOW 2023 DURANGO	CHOYT					09/09/2025
	101-42120-50220 PD; TOW 2023 DURANGO			233.45			
25-243804							
46793	COLLINS BROTHERS TOWING OF ST.CLOUD	09/15/2025	09/23/2025	226.55	226.55	Open	N
	PD; TOW 2023 DURANGO	KTHELEN					09/10/2025
	101-42120-50220 PD; TOW 2023 DURANGO			226.55			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
2020-00968 LANDSCAPE							
46629	CREATIVE HOMES INC	09/05/2025	09/23/2025	3,000.00	0.00	Paid	Y
	13220 140TH AVE N LANDSCAPE ESCROW	CHOYT					09/05/2025
	420-00000-22100	13220 140TH AVE LANDSCAPE ESCROW RELEASE		3,000.00			
2019-00300 LANDSCAPE							
46630	CREATIVE HOMES INC	09/05/2025	09/23/2025	3,000.00	0.00	Paid	Y
	13241 140TH AVE N LANDSCAPE ESCROW	CHOYT					09/05/2025
	420-00000-22100	13241 140TH AVE LANDSCAPE ESCROW RELEASE		3,000.00			
83586001616709082025							
46679	CSC ERECORDING	09/10/2025	09/23/2025	61.00	61.00	Open	N
	LEGAL NOTICES/FILING FEE RESOLUTION	CHOYT					09/10/2025
	411-43100-50351-6219	LEGAL NOTICES/FILING FEE PROJ 6219		61.00			
00014313							
46649	DAVID WEEKLEY HOMES	09/09/2025	09/23/2025	1,518.00	1,518.00	Open	N
	BD Payment Refund	CHOYT					09/09/2025
	602-00000-20200	SAC - Metro		1,518.00			
2023-0185 LANDSCAPE							
46632	DR HORTON	09/05/2025	09/23/2025	3,000.00	3,000.00	Open	N
	11244 BALSAM POINTE TRL LANDSCAPE	CHOYT					09/05/2025
	420-00000-22100	11244 BALSAM POINTE TRL LANDSCAPE ESCROW		3,000.00			
2022-0294 LANDSCAPE							
46633	DR HORTON	09/05/2025	09/23/2025	3,000.00	3,000.00	Open	N
	11156 BALSAM POINTE TRL LANDSCAPE	CHOYT					09/05/2025
	420-00000-22100	11156 BALSAM POINTE TRL LANDSCAPE ESCROW		3,000.00			
2022-0293 LANDSCAPE							
46634	DR HORTON	09/05/2025	09/23/2025	3,000.00	3,000.00	Open	N
	11154 BALSAM POINTE TRL LANDSCAPE	CHOYT					09/05/2025
	420-00000-22100	11154 BALSAM POINTE TRL LANDSCAPE ESCROW		3,000.00			
47891							
46675	ECKBERG LAMMERS PC	09/09/2025	09/23/2025	4,512.50	4,512.50	Open	N
	PROFESSIONAL SRVS; AUG 2025	CHOYT					08/31/2025
	225-41710-50300	PROFESSIONAL SRVS; AUG 2025		4,512.50			
09/09/2025							
46668	ELAINE & LONNY RIGNEY	09/09/2025	09/23/2025	26.91	26.91	Open	N
	UB refund for account: 6325	CHOYT					09/09/2025
	601-00000-15550	CREDIT FORWARD		26.91			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
SRV25674							
46798	EMERGENCY AUTOMOTIVE TECHNOLOGIES	09/10/2025	09/23/2025	654.25	654.25	Open	N
	PD; OTHER EQUIPMENT SIREN	KTHELEN					09/15/2025
	401-42120-50580 PD; OTHER EQUIPMENT			654.25			
OAK25042A							
46799	EMERGENCY AUTOMOTIVE TECHNOLOGIES	09/10/2025	09/23/2025	5,008.00	5,008.00	Open	N
	PD; OTHER EQUIPMENT UNIT	KTHELEN					09/15/2025
	401-42120-50580 PD; OTHER EQUIPMENT UNIT 2511/STRIP2001			5,008.00			
625859-090425							
46640	ENTERPRISE FM TRUST	09/08/2025	09/23/2025	8,247.66	8,247.66	Open	N
	MOTOR VEHICLES LEASING PROGRAM-SEPT	CHOYT					09/04/2025
	401-42120-50550 MOTOR VEHICLES LEASING PROGRAM-SEPT 2025			8,247.66			
09/11/2025							
46692	ERIC ZACHOVICH	09/11/2025	09/23/2025	25.57	25.57	Open	N
	UB refund for account: 1404	CHOYT					09/11/2025
	601-00000-15550 CREDIT FORWARD			25.57			
1586066							
46631	FEDERATED CO-OPS INC	09/05/2025	09/23/2025	78.19	78.19	Open	N
	PARKS; WEED CONTROL GOES WITH INV	CHOYT					09/05/2025
	101-45200-50390 PARKS; WEED CONTROL			78.19			
09/11/2025							
46690	GOLUBEV, ALEXANDER	09/11/2025	09/23/2025	164.59	164.59	Open	N
	UB refund for account: 1743	CHOYT					09/11/2025
	601-00000-15550 CREDIT FORWARD			164.59			
21832							
46636	GUIDANCEPOINT TECHNOLOGIES	09/08/2025	09/23/2025	185.00	185.00	Open	N
	IT; CONTRACT SERVICES ASSIST ABDO	CHOYT					09/06/2025
	101-41810-50308 IT; CONTRACT SERVICES ASSIST ABDO			185.00			
21834							
46695	GUIDANCEPOINT TECHNOLOGIES	09/11/2025	09/23/2025	185.00	185.00	Open	N
	IT; CONTRACT SERVICES	KTHELEN					09/10/2025
	101-41810-50308 IT; CONTRACT SERVICES			185.00			
21853							
46795	GUIDANCEPOINT TECHNOLOGIES	09/15/2025	09/23/2025	185.00	185.00	Open	N
	IT; CONTRACT SERVICES MFA SETUP PW	KTHELEN					09/15/2025
	101-41810-50308 IT; CONTRACT SERVICES			185.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
21852							
46810	GUIDANCEPOINT TECHNOLOGIES	09/15/2025	09/23/2025	4,439.96	4,439.96	Open	N
	OTHER EQUIPMENT- REPLACE 2 COMPUTERS	KTHELEN					09/16/2025
	101-41820-50580 OTHER EQUIPMENT			4,439.96			
21857							
46811	GUIDANCEPOINT TECHNOLOGIES	09/15/2025	09/23/2025	469.99	469.99	Open	N
	NEW DOCK AND SET UP FOR NEW COMPUTER	KTHELEN					09/16/2025
	101-41820-50300 IT; PROFESSIONAL SRVS			249.99			
	101-41820-50580 Other Equipment			220.00			
21854							
46812	GUIDANCEPOINT TECHNOLOGIES	09/15/2025	09/23/2025	999.99	999.99	Open	N
	OTHER EQUIPMENT- NEW LAPTOP FOR	KTHELEN					09/16/2025
	101-41820-50580 Other Equipment			999.99			
7124394							
46648	HAWKINS, INC	09/09/2025	09/23/2025	6,446.60	0.00	Paid	Y
	PW; CHEMICALS	CHOYT					07/31/2025
	601-49400-50216 PW; CHEMICALS			6,446.60			
7196603							
46796	HAWKINS, INC	09/15/2025	09/23/2025	10.00	10.00	Open	N
	PW; CHEMICALS	KTHELEN					09/15/2025
	601-49400-50216 PW; CHEMICALS			10.00			
1000252147							
46645	HENNEPIN COUNTY	09/09/2025	09/23/2025	3,438.30	3,438.30	Open	N
	FD; RADIO LEASE-AUG 2025	CHOYT					08/31/2025
	101-42260-50320 FD; RADIO LEASE-AUG 2025			3,438.30			
1000252148							
46646	HENNEPIN COUNTY	09/09/2025	09/23/2025	2,711.52	2,711.52	Open	N
	PD; RADIO LEASE-AUG 2025	CHOYT					08/31/2025
	101-42120-50320 PD; RADIO LEASE-AUG 2025			2,711.52			
25-038							
46680	HENNEPIN COUNTY FIRE CHIEFS	09/11/2025	09/23/2025	425.00	425.00	Open	N
	FD; PROFESSIONAL DEVELOPMENT BLUE	CHOYT					08/20/2025
	101-42260-50208 FD; PROFESSIONAL DEVELOPMENT			425.00			
08/06/2025							
46701	J.P. MORGAN CHASE BANK NA	08/06/2025	09/23/2025	429.76	429.76	Open	N
	IFIT Pro Membership	KTHELEN					08/06/2025
	101-42120-50392 IFIT Pro Membership			429.76			

INVOICE REGISTER REPORT FOR CITY OF DAYTON MN
EXP CHECK RUN DATES 09/10/2025 - 09/23/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08/06/2025							
46702	J.P. MORGAN CHASE BANK NA	08/06/2025	09/23/2025	185.57	185.57	Open	N
	Uniform Allowance - Dickman	KTHELEN					08/06/2025
	101-42120-50217 Uniform Allowance - Dickman			185.57			
08/13/2025							
46703	J.P. MORGAN CHASE BANK NA	08/13/2025	09/23/2025	30.00	30.00	Open	N
	ID Card Subscription	KTHELEN					08/13/2025
	101-42120-50200 ID Card Subscription			30.00			
08/13/2025							
46704	J.P. MORGAN CHASE BANK NA	08/13/2025	09/23/2025	745.00	745.00	Open	N
	Professional Development	KTHELEN					08/13/2025
	101-43100-50208 Professional Development			745.00			
08/22/2025							
46705	J.P. MORGAN CHASE BANK NA	08/22/2025	09/23/2025	425.00	425.00	Open	N
	Professional Services	KTHELEN					08/22/2025
	101-43100-50300 Professional Services			425.00			
08/28/2025							
46706	J.P. MORGAN CHASE BANK NA	08/28/2025	09/23/2025	422.75	422.75	Open	N
	Operating Supplies	KTHELEN					08/28/2025
	101-43100-50210 Operating Supplies			422.75			
08/01/2025							
46707	J.P. MORGAN CHASE BANK NA	08/01/2025	09/23/2025	9.23	9.23	Open	N
	Parking at Met Council	KTHELEN					08/01/2025
	101-41310-50331 Parking at Met Council			9.23			
08/15/2025							
46708	J.P. MORGAN CHASE BANK NA	08/15/2025	09/23/2025	13.95	13.95	Open	N
	Peer Compass Group Lunch	KTHELEN					08/15/2025
	101-41310-50200 Peer Compass Group Lunch			13.95			
08/26/2025							
46709	J.P. MORGAN CHASE BANK NA	08/26/2025	09/23/2025	329.92	329.92	Open	N
	Food for Worksession	KTHELEN					08/26/2025
	101-41110-50210 Food for Worksession			329.92			
08/26/2025							
46710	J.P. MORGAN CHASE BANK NA	08/26/2025	09/23/2025	39.64	39.64	Open	N
	Food for Worksession	KTHELEN					08/26/2025
	101-41110-50210 Food for Worksession			39.64			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08/28/2025								
46711	J.P. MORGAN CHASE BANK NA		08/28/2025	09/23/2025	250.00	250.00	Open	N
	Dena - MNGFOA Conference		KTHELEN					08/28/2025
	101-41500-50208	Dena - MNGFOA Conference			250.00			
08/01/2025								
46712	J.P. MORGAN CHASE BANK NA		08/01/2025	09/23/2025	18.35	18.35	Open	N
	documo		KTHELEN					08/01/2025
	101-41810-50205	documo			18.35			
08/18/2025								
46713	J.P. MORGAN CHASE BANK NA		08/18/2025	09/23/2025	697.85	697.85	Open	N
	digium August		KTHELEN					08/18/2025
	101-41820-50308	digium August			697.85			
08/20/2025								
46714	J.P. MORGAN CHASE BANK NA		08/20/2025	09/23/2025	74.66	74.66	Open	N
	Activity center -cleaning		KTHELEN					08/20/2025
	101-41810-50200	Activity center -cleaning			74.66			
08/20/2025								
46715	J.P. MORGAN CHASE BANK NA		08/20/2025	09/23/2025	54.99	54.99	Open	N
	AC supplies-cleaning		KTHELEN					08/20/2025
	101-41810-50200	AC supplies-cleaning			54.99			
08/20/2025								
46716	J.P. MORGAN CHASE BANK NA		08/20/2025	09/23/2025	164.55	164.55	Open	N
	AC supplies-cleaning		KTHELEN					08/20/2025
	101-41810-50200	AC supplies-cleaning			164.55			
08/23/2025								
46717	J.P. MORGAN CHASE BANK NA		08/23/2025	09/23/2025	8.70	8.70	Open	N
	microsoft		KTHELEN					08/23/2025
	101-41820-50308	microsoft			8.70			
08/26/2025								
46718	J.P. MORGAN CHASE BANK NA		08/26/2025	09/23/2025	52.09	52.09	Open	N
	zoom August		KTHELEN					08/26/2025
	101-41500-50205	zoom August			52.09			
08/08/2025								
46719	J.P. MORGAN CHASE BANK NA		08/08/2025	09/23/2025	9.01	9.01	Open	N
	nameplate		KTHELEN					08/08/2025
	101-41310-50200	nameplate			9.01			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08/11/2025							
46720	J.P. MORGAN CHASE BANK NA	08/11/2025	09/23/2025	13.01	13.01	Open	N
	Operating Supplies	KTHELEN					08/11/2025
	101-41910-50210 Operating Supplies			13.01			
08/13/2025							
46721	J.P. MORGAN CHASE BANK NA	08/13/2025	09/23/2025	79.00	79.00	Open	N
	Subscriptions	KTHELEN					08/13/2025
	101-43100-50205 Subscriptions			79.00			
08/19/2025							
46722	J.P. MORGAN CHASE BANK NA	08/19/2025	09/23/2025	109.00	109.00	Open	N
	tablet	KTHELEN					08/19/2025
	601-49400-50210 tablet			109.00			
08/25/2025							
46723	J.P. MORGAN CHASE BANK NA	08/25/2025	09/23/2025	3,920.00	3,920.00	Open	N
	GIS LICENSES	KTHELEN					08/25/2025
	101-43100-50300 GIS LICENSES			3,920.00			
08/26/2025							
46724	J.P. MORGAN CHASE BANK NA	08/26/2025	09/23/2025	2,257.30	2,257.30	Open	N
	Basketball Hoops	KTHELEN					08/26/2025
	101-45200-50530 Basketball Hoops			2,257.30			
08/04/2025							
46725	J.P. MORGAN CHASE BANK NA	08/04/2025	09/23/2025	478.00	478.00	Open	N
	Medical Assessments	KTHELEN					08/04/2025
	101-42260-50308 Medical Assessments			478.00			
08/05/2025							
46726	J.P. MORGAN CHASE BANK NA	08/05/2025	09/23/2025	205.43	205.43	Open	N
	Refreshments	KTHELEN					08/05/2025
	101-42260-50207 Refreshments			205.43			
08/12/2025							
46727	J.P. MORGAN CHASE BANK NA	08/12/2025	09/23/2025	54.82	54.82	Open	N
	Refreshments	KTHELEN					08/12/2025
	101-42260-50207 Refreshments			54.82			
08/14/2025							
46728	J.P. MORGAN CHASE BANK NA	08/14/2025	09/23/2025	195.92	195.92	Open	N
	Uniform Polo's	KTHELEN					08/14/2025
	101-42260-50217 Uniform Polo's			195.92			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
08/16/2025							
46729	J.P. MORGAN CHASE BANK NA	08/16/2025	09/23/2025	39.06	39.06	Open	N
	Chief Car Wash	KTHELEN					08/16/2025
	101-42260-50220 Chief Car Wash			39.06			
08/17/2025							
46730	J.P. MORGAN CHASE BANK NA	08/17/2025	09/23/2025	314.17	314.17	Open	N
	Cell Phone	KTHELEN					08/17/2025
	101-42260-50320 Cell Phone			314.17			
08/20/2025							
46731	J.P. MORGAN CHASE BANK NA	08/20/2025	09/23/2025	68.64	68.64	Open	N
	Treats	KTHELEN					08/20/2025
	101-42260-50200 Treats			68.64			
08/21/2025							
46732	J.P. MORGAN CHASE BANK NA	08/21/2025	09/23/2025	609.56	609.56	Open	N
	Cell Phone Bill	KTHELEN					08/21/2025
	101-42260-50320 Cell Phone Bill			609.56			
08/22/2025							
46733	J.P. MORGAN CHASE BANK NA	08/22/2025	09/23/2025	72.29	72.29	Open	N
	Dog Food	KTHELEN					08/22/2025
	101-42260-50200 Dog Food			72.29			
08/23/2025							
46734	J.P. MORGAN CHASE BANK NA	08/23/2025	09/23/2025	102.52	102.52	Open	N
	Uniform Gary	KTHELEN					08/23/2025
	101-42260-50217 Uniform Gary			102.52			
08/25/2025							
46735	J.P. MORGAN CHASE BANK NA	08/25/2025	09/23/2025	1,500.00	1,500.00	Open	N
	Recognition Event	KTHELEN					08/25/2025
	101-42260-50207 Recognition Event			1,500.00			
08/05/2025							
46736	J.P. MORGAN CHASE BANK NA	08/05/2025	09/23/2025	7.99	7.99	Open	N
	Car Wash Squad 2308	KTHELEN					08/05/2025
	101-42120-50220 Car Wash Squad 2308			7.99			
08/22/2025							
46737	J.P. MORGAN CHASE BANK NA	08/22/2025	09/23/2025	470.19	470.19	Open	N
	APA-MN Conference registration	KTHELEN					08/22/2025
	101-41710-50208 APA-MN Conference registration			470.19			

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08/23/2025							
46738	J.P. MORGAN CHASE BANK NA	08/23/2025	09/23/2025	470.19	470.19	Open	N
	APA-MN Conference registration	KTHELEN					08/23/2025
	101-41710-50208 APA-MN Conference registration			470.19			
08/26/2025							
46739	J.P. MORGAN CHASE BANK NA	08/26/2025	09/23/2025	5.99	5.99	Open	N
	Supplies	KTHELEN					08/26/2025
	101-41710-50200 Supplies			5.99			
08/04/2025							
46740	J.P. MORGAN CHASE BANK NA	08/04/2025	09/23/2025	37.40	37.40	Open	N
	Postage	KTHELEN					08/04/2025
	601-49400-50322 Postage			37.40			
08/06/2025							
46741	J.P. MORGAN CHASE BANK NA	08/06/2025	09/23/2025	225.33	225.33	Open	N
	OKperating Supplies	KTHELEN					08/06/2025
	101-43100-50210 OKperating Supplies			225.33			
08/06/2025							
46742	J.P. MORGAN CHASE BANK NA	08/06/2025	09/23/2025	29.33	29.33	Open	N
	Operating Supplies	KTHELEN					08/06/2025
	101-43100-50210 Operating Supplies			29.33			
08/11/2025							
46743	J.P. MORGAN CHASE BANK NA	08/11/2025	09/23/2025	269.26	269.26	Open	N
	Repair and Maintenance	KTHELEN					08/11/2025
	601-49400-50220 Repair and Maintenance			269.26			
08/05/2025							
46744	J.P. MORGAN CHASE BANK NA	08/05/2025	09/23/2025	29.91	29.91	Open	N
	Office Supplies	KTHELEN					08/05/2025
	101-42120-50200 Office Supplies			29.91			
08/05/2025							
46745	J.P. MORGAN CHASE BANK NA	08/05/2025	09/23/2025	49.22	49.22	Open	N
	Building Supplies	KTHELEN					08/05/2025
	101-42120-50200 Building Supplies			49.22			
08/05/2025							
46746	J.P. MORGAN CHASE BANK NA	08/05/2025	09/23/2025	49.21	49.21	Open	N
	Building Supplies	KTHELEN					08/05/2025
	101-43100-50210 Building Supplies			49.21			

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08/05/2025								
46747	J.P. MORGAN CHASE BANK NA		08/05/2025	09/23/2025	54.63	54.63	Open	N
	Building Supplies		KTHELEN					08/05/2025
	101-42120-50200	Building Supplies			54.63			
08/05/2025								
46748	J.P. MORGAN CHASE BANK NA		08/05/2025	09/23/2025	54.62	54.62	Open	N
	Building Supplies		KTHELEN					08/05/2025
	101-43100-50210	Building Supplies			54.62			
08/19/2025								
46749	J.P. MORGAN CHASE BANK NA		08/19/2025	09/23/2025	200.00	200.00	Open	N
	Invesitgation Data Management		KTHELEN					08/19/2025
	101-42120-50308	Invesitgation Data Management Software			200.00			
07/31/2025								
46750	J.P. MORGAN CHASE BANK NA		07/31/2025	09/23/2025	48.05	48.05	Open	N
	Equipment Return Via UPS		KTHELEN					07/31/2025
	101-42260-50322	Equipment Return Via UPS			48.05			
08/04/2025								
46751	J.P. MORGAN CHASE BANK NA		08/04/2025	09/23/2025	35.88	35.88	Open	N
	Chief Two Car Wash		KTHELEN					08/04/2025
	101-42260-50220	Chief Two Car Wash			35.88			
08/05/2025								
46752	J.P. MORGAN CHASE BANK NA		08/05/2025	09/23/2025	(167.38)	(167.38)	Open	N
	FD; Maintenance-Napa		KTHELEN					08/05/2025
	101-42260-50220	FD; Maintenance-Napa			(167.38)			
08/05/2025								
46753	J.P. MORGAN CHASE BANK NA		08/05/2025	09/23/2025	192.61	192.61	Open	N
	FD; Supplies 2015 F150		KTHELEN					08/05/2025
	101-42260-50223	FD; Supplies 2015 F150			192.61			
08/07/2025								
46754	J.P. MORGAN CHASE BANK NA		08/07/2025	09/23/2025	6.94	6.94	Open	N
	FD; Crow River-Supplies		KTHELEN					08/07/2025
	101-42260-50223	FD; Crow River-Supplies			6.94			
08/07/2025								
46755	J.P. MORGAN CHASE BANK NA		08/07/2025	09/23/2025	2.50	2.50	Open	N
	FD; SUPPLIES-CROW RIVER		KTHELEN					08/07/2025
	101-42260-50223	FD; SUPPLIES-CROW RIVER			2.50			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
07/30/2025							
46756	J.P. MORGAN CHASE BANK NA	07/30/2025	09/23/2025	81.66	81.66	Open	N
	Program Supplies	KTHELEN					07/30/2025
	101-41910-50210 Program Supplies			81.66			
08/11/2025							
46757	J.P. MORGAN CHASE BANK NA	08/11/2025	09/23/2025	114.32	114.32	Open	N
	Operating Supplies	KTHELEN					08/11/2025
	101-41910-50210 Operating Supplies			114.32			
08/13/2025							
46758	J.P. MORGAN CHASE BANK NA	08/13/2025	09/23/2025	52.02	52.02	Open	N
	Meals for Programs	KTHELEN					08/13/2025
	101-41910-50211 Meals for Programs			52.02			
08/18/2025							
46759	J.P. MORGAN CHASE BANK NA	08/18/2025	09/23/2025	449.58	449.58	Open	N
	Subscription and Membership	KTHELEN					08/18/2025
	101-41910-50205 Subscription and Membership			449.58			
08/20/2025							
46760	J.P. MORGAN CHASE BANK NA	08/20/2025	09/23/2025	250.00	250.00	Open	N
	Operating Supplies	KTHELEN					08/20/2025
	101-41910-50210 Operating Supplies			250.00			
08/20/2025							
46761	J.P. MORGAN CHASE BANK NA	08/20/2025	09/23/2025	250.00	250.00	Open	N
	Operating Supplies	KTHELEN					08/20/2025
	101-41910-50210 Operating Supplies			250.00			
08/21/2025							
46762	J.P. MORGAN CHASE BANK NA	08/21/2025	09/23/2025	10.49	10.49	Open	N
	Operating Supplies	KTHELEN					08/21/2025
	101-41910-50210 Operating Supplies			10.49			
08/26/2025							
46763	J.P. MORGAN CHASE BANK NA	08/26/2025	09/23/2025	44.00	44.00	Open	N
	Signage	KTHELEN					08/26/2025
	101-41910-50210 Signage			44.00			
08/26/2025							
46764	J.P. MORGAN CHASE BANK NA	08/26/2025	09/23/2025	800.00	800.00	Open	N
	Supplies	KTHELEN					08/26/2025
	101-41910-50210 Supplies			800.00			

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08/27/2025							
46765	J.P. MORGAN CHASE BANK NA	08/27/2025	09/23/2025	130.84	130.84	Open	N
	Operating Supplies	KTHELEN					08/27/2025
	101-41910-50211 Operating Supplies			130.84			
07/31/2025							
46766	J.P. MORGAN CHASE BANK NA	07/31/2025	09/23/2025	175.75	175.75	Open	N
	POSTAGE METER INK REFILL	KTHELEN					07/31/2025
	101-41810-50200 POSTAGE METER INK REFILL			175.75			
08/01/2025							
46767	J.P. MORGAN CHASE BANK NA	08/01/2025	09/23/2025	411.00	411.00	Open	N
	Elk River Utilities-Jun 2025	KTHELEN					08/01/2025
	101-43100-50230 Elk River Utilities-Jun 2025			411.00			
08/01/2025							
46768	J.P. MORGAN CHASE BANK NA	08/01/2025	09/23/2025	305.18	305.18	Open	N
	Elk River Utilities-Jun 2025	KTHELEN					08/01/2025
	101-41910-50381 Elk River Utilities-Jun 2025			305.18			
08/01/2025							
46769	J.P. MORGAN CHASE BANK NA	08/01/2025	09/23/2025	65.19	65.19	Open	N
	Elk River Utilities-Jun 2025	KTHELEN					08/01/2025
	602-49400-50381 Elk River Utilities-Jun 2025			65.19			
08/01/2025							
46770	J.P. MORGAN CHASE BANK NA	08/01/2025	09/23/2025	64.29	64.29	Open	N
	Elk River Utilities-Jun 2025	KTHELEN					08/01/2025
	602-49400-50381 Elk River Utilities-Jun 2025			64.29			
08/01/2025							
46771	J.P. MORGAN CHASE BANK NA	08/01/2025	09/23/2025	331.94	331.94	Open	N
	Elk River Utilities-Jun 2025	KTHELEN					08/01/2025
	601-49400-50381 Elk River Utilities-Jun 2025			331.94			
08/01/2025							
46772	J.P. MORGAN CHASE BANK NA	08/01/2025	09/23/2025	107.78	107.78	Open	N
	Elk River Utilties- Jun 2025	KTHELEN					08/01/2025
	602-49400-50381 Elk River Utilties- Jun 2025			107.78			
08/01/2025							
46773	J.P. MORGAN CHASE BANK NA	08/01/2025	09/23/2025	119.73	119.73	Open	N
	Elk River Utilities- Jun 2025	KTHELEN					08/01/2025
	101-45200-50381 Elk River Utilities- Jun 2025			119.73			

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08/11/2025							
46774	J.P. MORGAN CHASE BANK NA	08/11/2025	09/23/2025	579.45	579.45	Open	N
	Metropolitan-Polish & Protect	KTHELEN					08/11/2025
	101-42260-50200 Metropolitan-Polish & Protect			579.45			
08/20/2025							
46775	J.P. MORGAN CHASE BANK NA	08/20/2025	09/23/2025	182.24	182.24	Open	N
	REPUBLIC-16471 AUG 2025	KTHELEN					08/20/2025
	101-43100-50384 REPUBLIC-16471 AUG 2025			182.24			
08/20/2025							
46776	J.P. MORGAN CHASE BANK NA	08/20/2025	09/23/2025	402.34	402.34	Open	N
	REPUBLIC-12260 JUL 2025	KTHELEN					08/20/2025
	101-41810-50384 REPUBLIC-12260 JUL 2025			402.34			
08/20/2025							
46777	J.P. MORGAN CHASE BANK NA	08/20/2025	09/23/2025	164.71	164.71	Open	N
	REPUBLIC-18461 JUL 2025	KTHELEN					08/20/2025
	101-41910-50384 REPUBLIC-18461 JUL 2025			164.71			
08/20/2025							
46778	J.P. MORGAN CHASE BANK NA	08/20/2025	09/23/2025	201.17	201.17	Open	N
	REPUBLIC-13700 AUG 2025	KTHELEN					08/20/2025
	101-43100-50384 REPUBLIC-13700 AUG 2025			201.17			
08/20/2025							
46779	J.P. MORGAN CHASE BANK NA	08/20/2025	09/23/2025	201.17	201.17	Open	N
	REPUBLIC-13700 AUG 2025	KTHELEN					08/20/2025
	101-42120-50384 REPUBLIC-13700 AUG 2025			201.17			
08/20/2025							
46780	J.P. MORGAN CHASE BANK NA	08/20/2025	09/23/2025	87.50	87.50	Open	N
	CULLIGAN-16471 AUG 2025	KTHELEN					08/20/2025
	101-43100-50220 CULLIGAN-16471 AUG 2025			87.50			
08/20/2025							
46781	J.P. MORGAN CHASE BANK NA	08/20/2025	09/23/2025	55.65	55.65	Open	N
	CULLIGAN-13700 AUG 2025	KTHELEN					08/20/2025
	101-42120-50220 CULLIGAN-13700 AUG 2025			55.65			
08/20/2025							
46782	J.P. MORGAN CHASE BANK NA	08/20/2025	09/23/2025	55.65	55.65	Open	N
	CULLIGAN-13700 AUG 2025	KTHELEN					08/20/2025
	101-43100-50220 CULLIGAN-13700 AUG 2025			55.65			

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08/20/2025								
46783	J.P. MORGAN CHASE BANK NA		08/20/2025	09/23/2025	142.35	142.35	Open	N
	CULLIGAN-12260 AUG 2025		KTHELEN					08/20/2025
	101-41810-50220	CULLIGAN-12260 AUG 2025			142.35			
08/20/2025								
46784	J.P. MORGAN CHASE BANK NA		08/20/2025	09/23/2025	45.00	45.00	Open	N
	CULLIGAN-18461 AUG 2025		KTHELEN					08/20/2025
	101-41910-50220	CULLIGAN-18461 AUG 2025			45.00			
09/02/2025 PD								
46656	KWIK TRIP INC		09/09/2025	09/23/2025	189.75	0.00	Paid	Y
	PD; 514204/ CARWASH-FUEL AUG 2025		CHOYT					08/31/2025
	101-42120-50220	PD; 514204/ CARWASH			178.00			
	101-42260-50212	FD; FUEL			11.75			
09/09/2025								
46664	LANE, CANDACE		09/09/2025	09/23/2025	173.93	173.93	Open	N
	UB refund for account: 5731		CHOYT					09/09/2025
	601-00000-15550	CREDIT FORWARD			173.93			
1571								
46785	LAUREL TREE FARMS		09/11/2025	09/23/2025	8,900.00	8,900.00	Open	N
	TREES-IONE GARDENS		CHOYT					09/08/2025
	408-45300-50300	TREES-IONE GARDENS			8,900.00			
09/09/2025								
46674	LAUREN & TOMMY WOLDEN		09/09/2025	09/23/2025	119.06	119.06	Open	N
	UB refund for account: 6096		CHOYT					09/09/2025
	601-00000-15550	CREDIT FORWARD			119.06			
Y-10107								
46635	LYNDE & MCLEOD INC		09/08/2025	09/23/2025	431.05	431.05	Open	N
	YARD WASTE SITE RENTAL		CHOYT					09/03/2025
	101-41650-50387	YARD WASTE SITE RENTAL			431.05			
Y-10102								
46651*	LYNDE & MCLEOD INC		09/09/2025	09/23/2025	5,356.75	5,356.75	Open	N
	YARD WASTE SITE ACTIVITY; AUG 2025		CHOYT					08/31/2025
	101-41650-50387	PW; BRUSH REMOVAL-AUG 2025			4,652.45			
	101-41650-50387	PW; YW GRASS & LEAVES			949.85			
	101-41650-50387	PW; YARD WASTE COMPOST REBATE			(245.55)			
09/11/2025								
46691	MARIA BAKER		09/11/2025	09/23/2025	80.34	80.34	Open	N
	UB refund for account: 1465		CHOYT					09/11/2025

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	601-00000-15550 CREDIT FORWARD			80.34			
09/09/2025							
46665	MCCLENDON, MARY	09/09/2025	09/23/2025	79.60	79.60	Open	N
	UB refund for account: 4732	CHOYT					09/09/2025
	601-00000-15550 CREDIT FORWARD			79.60			
0001192448							
46621	METROPOLITAN COUNCIL	09/05/2025	09/23/2025	51,586.39	51,586.39	Open	N
	177.22 MILLION GA WASTE WATER	CHOYT					09/05/2025
	602-49400-50313 177.22 MILLION GA WASTE WATER SERVICE			51,586.39			
AUG 2025 SAC							
46689*	METROPOLITAN COUNCIL	09/11/2025	09/23/2025	39,362.40	39,362.40	Open	N
	SAC FEE; AUG 2025	CHOYT					08/31/2025
	602-00000-20801 SAC FEE; AUG 2025			39,760.00			
	602-49450-37270 LESS PROMPT PAYMENT FEE; AUG 2025			(397.60)			
9/23/2025 PAY APP 1							
46818*	MINNESOTA PAVING & MATERIALS	09/17/2025	09/23/2025	868,761.79	868,761.79	Open	N
	MILL AND OVERLAY S DIAMON LAKE ROAD- KTHELEN						09/17/2025
	414-41900-50530 MILL AND OVERLAY S DIAMON LAKE ROAD- PAY			914,486.09			
	414-00000-20600 RETAINAGE PAYABLE			(45,724.30)			
495390							
46653	MN OCCUPATIONAL HEALTH	09/09/2025	09/23/2025	558.00	0.00	Paid	Y
	CONTRACT SERVICES; JUNE SCREENING	CHOYT					06/30/2025
	101-42120-50308 CONTRACT SERVICES; SCREENING			558.00			
09/11/2025							
46693	MONTGOMERY, EMILY	09/11/2025	09/23/2025	11.83	11.83	Open	N
	UB refund for account: 5809	CHOYT					09/11/2025
	601-00000-15550 CREDIT FORWARD			11.83			
1281							
46641	MONTICELLO ANIMAL CONTROL	09/08/2025	09/23/2025	55.00	55.00	Open	N
	PD; ANIMAL CONTROL P/U 133RD-BALSAM	CHOYT					09/05/2025
	101-42140-50308 PD; ANIMAL CONTROL P/U 133RD-BALSAM			55.00			
8230532477							
46657	MOTOROLA, INC	09/09/2025	09/23/2025	1,500.00	1,500.00	Open	N
	PD; CONTRACT SERVICES OCT 2025-OCT	CHOYT					09/09/2025
	101-42120-50308 PD; CONTRACT SERVICES			1,500.00			
8282187582							
46658	MOTOROLA, INC	09/09/2025	09/23/2025	400.00	0.00	Paid	Y
	PD; OTHER EQUIPMENT	CHOYT					08/19/2025

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	401-42120-50580 PD; OTHER EQUIPMENT			400.00			
020323							
46647	MSA PROFESSIONAL SERVICES, INC.	09/09/2025	09/23/2025	976.50	976.50	Open	N
	ELSIE STEPHENS PARK DESIGN JUL-AUG	CHOYT					08/23/2025
	405-41900-50300 ELSIE STEPHENS PARK DESIGN JUL-AUG			976.50			
020324							
46676	MSA PROFESSIONAL SERVICES, INC.	09/09/2025	09/23/2025	15,857.00	15,857.00	Open	N
	DAYTON CROW/MISSISSIPPI BOAT ACCESS	CHOYT					09/08/2025
	408-45300-50300 DAYTON CROW/MISSISSIPPI BOAT ACCESS			15,857.00			
9/28/2025 PAY APP2							
46817	NEW LOOK CONRACTING INC	09/17/2025	09/23/2025	21,452.80	21,452.80	Open	N
	TERRITORIAL RD WATERMAIN EXT PAY APP	KTHELEN					09/17/2025
	601-49400-50530-2005 TERRITORIAL RD WATERMAIN EXT PAY APP 2			21,452.80			
18984*							
46788	OMANN BROTHERS INC	09/11/2025	09/23/2025	108.40	108.40	Open	N
	PW; PAVING SUPPLIES MV4 MIX	CHOYT					08/20/2025
	101-43100-50224 PW; PAVING SUPPLIES MV4 MIX			108.40			
18992*							
46789	OMANN BROTHERS INC	09/11/2025	09/23/2025	73.15	73.15	Open	N
	PW; PAVING SUPPLIES MV4 MIX	CHOYT					08/21/2025
	101-43100-50224 PW; PAVING SUPPLIES MV4 MIX			73.15			
09/11/2025							
46694	OPDAHL, AMANDA	09/11/2025	09/23/2025	66.59	66.59	Open	N
	UB refund for account: 1428	CHOYT					09/11/2025
	601-00000-15550 CREDIT FORWARD			66.59			
700073813							
46654	POMPS TIRE SERVICE, INC	09/09/2025	09/23/2025	700.12	700.12	Open	N
	PD; TIRES VEH #2306	CHOYT					09/03/2025
	101-42120-50220 PD; TIRES VEH #2306			700.12			
40259758							
46807	QUADIENT INC.	09/11/2025	09/23/2025	37.00	37.00	Open	N
	POSTAGE;CH PART REPLACEMENT	KTHELEN					09/15/2025
	101-41810-50322 POSTAGE;CH			37.00			
0899-004830707							
46652	REPUBLIC SERVICES, INC.	09/09/2025	09/23/2025	19,196.17	0.00	Paid	Y
	CITY RECYCLING- AUG 2025	CHOYT					08/31/2025
	101-41650-50386 CITY RECYCLING- AUG 2025			19,196.17			

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09/09/2025							
46671	SCRABECK, CHRIS & MITCH	09/09/2025	09/23/2025	62.09	62.09	Open	N
	UB refund for account: 4554	CHOYT					09/09/2025
	601-00000-15550 CREDIT FORWARD			62.09			
09/09/2025							
46661	SHOMION, MICHAEL & TRISHA	09/09/2025	09/23/2025	40.12	40.12	Open	N
	UB refund for account: 4907	CHOYT					09/09/2025
	601-00000-15550 CREDIT FORWARD			40.12			
DC6484-A							
46787	SHORTSTOP ELECTRIC	09/11/2025	09/23/2025	2,540.00	2,540.00	Open	N
	INVESTIGATE POSSIBLE BROKEN WIRE	CHOYT					09/03/2025
	101-43100-50520 INVESTIGATE POSSIBLE BROKEN WIRE			2,540.00			
08/25/2025							
46659	SOUTH LAKE MINNETONKA POLICE DEPT	09/09/2025	09/23/2025	28.13	28.13	Open	N
	PD; 1/14 COST 13445-1/14 COST 13180	CHOYT					08/25/2025
	401-42120-50580 PD; 1/14 COST 13445-1/14 COST 13180			28.13			
I1782432							
46797	STREICHERS, INC	09/09/2025	09/23/2025	154.99	154.99	Open	N
	PD; GENERAL UNIFORM NEW EMPLOYEE	KTHELEN					09/15/2025
	101-42120-50217 PD; GENERAL UNIFORM			154.99			
09/09/2025							
46663	SULLIVAN, PATRICK & PAULA	09/09/2025	09/23/2025	119.60	119.60	Open	N
	UB refund for account: 2236	CHOYT					09/09/2025
	601-00000-15550 CREDIT FORWARD			119.60			
08/21/2025 PD							
46660	T MOBILE	09/09/2025	09/23/2025	1,305.52	0.00	Paid	Y
	PD; 990673330 CELL SVC JUL-AUG 2025	CHOYT					08/31/2025
	101-42120-50320 PD; 990673330 CELL SVC			1,305.52			
IN3552223							
46824	TASC	09/17/2025	09/23/2025	39.59	39.59	Open	N
	COBRA ADMIN FEE; NOV 2025	KTHELEN					09/17/2025
	101-41810-50205 COBRA ADMIN FEE; NOV 2025			39.59			
I00523785/I00524320							
46678	THE MINNESOTA STAR TRIBUNE	09/10/2025	09/23/2025	565.60	565.60	Open	N
	NOTICE OF PUBLIC HEARING 8.25 AND	CHOYT					09/10/2025
	101-41110-50352 NOTICE OF PUBLIC HEARING 8.25			229.60			
	101-41110-50352 NOTICE OF PUBLIC HEARING 8.31			336.00			

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08.25 EDA FINAL							
46677	THREE RIVERS PARK DISTRICT	09/10/2025	09/23/2025	20,000.00	0.00	Paid	Y
	15520 LAWNDALE LN N- FINAL FOR	CHOYT					09/10/2025
	225-41710-50430 15520 LAWNDALE LN N- FINAL			20,000.00			
093S10978							
46792	TRANSWEST TRUCK ST MICHAEL	09/11/2025	09/23/2025	1,259.65	1,259.65	Open	N
	PW; REPAIR UNIT #MR4294	CHOYT					09/11/2025
	101-43100-50220 PW; REPAIR UNIT #MR4294			1,259.65			
09/09/2025							
46670	TRAVIS LATIMER	09/09/2025	09/23/2025	14.88	14.88	Open	N
	UB refund for account: 6543	CHOYT					09/09/2025
	601-00000-15550 CREDIT FORWARD			14.88			
09/09/2025							
46669	VIKTOR, ZACHARIAS	09/09/2025	09/23/2025	22.71	22.71	Open	N
	UB refund for account: 5404	CHOYT					09/09/2025
	601-00000-15550 CREDIT FORWARD			22.71			
09/09/2025							
46672	WINNEKINS, ROSS & CAITLIN	09/09/2025	09/23/2025	35.75	35.75	Open	N
	UB refund for account: 3622	CHOYT					09/09/2025
	601-00000-15550 CREDIT FORWARD			35.75			
942973697							
46622	XCEL ENERGY	09/05/2025	09/23/2025	41.75	0.00	Paid	Y
	51-0014158934-9; 11501 DAYTON/S.L	CHOYT					08/31/2025
	101-43100-50230 51-0014158934-9; 11501 DAYTON/S.L			41.75			
942844435							
46623	XCEL ENERGY	09/05/2025	09/23/2025	31.72	0.00	Paid	Y
	51-5420841-2 ST LGT; AUG 2025	CHOYT					08/31/2025
	101-43100-50230 51-5420841-2 ST LGT			31.72			
942848916							
46624	XCEL ENERGY	09/05/2025	09/23/2025	972.17	0.00	Paid	Y
	51-6111142-2;16471 S. DIAMOND/S.L.	CHOYT					08/31/2025
	101-43100-50230 51-6111142-2;16471 S. DIAMOND/S.L.			972.17			
942956757							
46625	XCEL ENERGY	09/05/2025	09/23/2025	108.60	0.00	Paid	Y
	51-6111142-2;16471 S. DIAMOND/S.L.	CHOYT					08/31/2025
	101-43100-50230 51-0013433364-2; 18404 DAYTON ST LGT;			108.60			

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942969933							
46626	XCEL ENERGY	09/05/2025	09/23/2025	54.18	0.00	Paid	Y
	51-0013433188-8; 18432 UNIT SIGNAL;	CHOYT					08/31/2025
	101-43100-50230	51-0013433188-8; 18432 UNIT SIGNAL;		54.18			
942915392							
46627	XCEL ENERGY	09/05/2025	09/23/2025	31.11	0.00	Paid	Y
	51-0013433412-1; HWY 94 LGT; AUG	CHOYT					08/31/2025
	101-43100-50230	51-0013433412-1; HWY 94 LGT;		31.11			
942900365							
46628	XCEL ENERGY	09/05/2025	09/23/2025	87.36	0.00	Paid	Y
	51-0013433327-7;18396 DAYTON/SIGNAL	CHOYT					08/31/2025
	101-43100-50230	51-0013433327-7;18396 DAYTON/SIGNAL		87.36			
943794844							
46681	XCEL ENERGY	09/11/2025	09/23/2025	0.17	0.17	Open	N
	51-0014712973-2; 18160 SIREN; AUG	CHOYT					08/31/2025
	101-42130-50381	51-0014712973-2; 18160 SIREN; AUG 2025		0.17			
943811533							
46682	XCEL ENERGY	09/11/2025	09/23/2025	40.95	40.95	Open	N
	51-0013923150-3;HOLLY LN AUG 2025	CHOYT					08/31/2025
	101-43100-50230	51-0013923150-3;HOLLY LN; AUG 2025		40.95			
943757994							
46683	XCEL ENERGY	09/11/2025	09/23/2025	32.40	32.40	Open	N
	51-0013211437-0;SDL TRAIL LIFT AUG	CHOYT					08/31/2025
	601-49400-50381	51-0013211437-0;SDL TRAIL LIFT AUG 2025		32.40			
943682802							
46684	XCEL ENERGY	09/11/2025	09/23/2025	22.80	22.80	Open	N
	51-6970693-8;17320 DAYTON SHED AUG	CHOYT					08/31/2025
	101-45200-50381	51-6970693-8;17320 DAYTON SHED AUG 2025		22.80			
943757842							
46685	XCEL ENERGY	09/11/2025	09/23/2025	26.05	26.05	Open	N
	51-0014444653-6;14666 146TH AVE S.L.	CHOYT					08/31/2025
	101-43100-50230	51-0014444653-6;14666 146TH AVE S.L. AUG		26.05			
943773256							
46686	XCEL ENERGY	09/11/2025	09/23/2025	61.43	61.43	Open	N
	51-0013433451-8;BROCKTON LGT; AUG	CHOYT					08/31/2025
	101-43100-50230	51-0013433451-8;BROCKTON LGT; AUG		61.43			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
943813973							
46687	XCEL ENERGY	09/11/2025	09/23/2025	35.07	35.07	Open	N
	51-0014297205-1;14641 U.PASS W/RH	CHOYT					08/31/2025
	101-43100-50230	51-0014297205-1;14641 U.PASS W/RH PKWY		35.07			
943729313							
46688	XCEL ENERGY	09/11/2025	09/23/2025	4,202.88	4,202.88	Open	N
	51-0013565432-4; 14695	CHOYT					08/31/2025
	601-49400-50381	51-0013565432-4; 14695 RIVER/WELLHOUSE		4,202.88			
943770045							
46696	XCEL ENERGY	09/11/2025	09/22/2025	26.17	26.17	Open	N
	51-0014444656-9;14748 CHESHIRE CT	KTHELEN					08/31/2025
	101-43100-50230	51-0014444656-9;14748 CHESHIRE CT S.L.		26.17			
943733711							
46697	XCEL ENERGY	09/11/2025	09/23/2025	4,793.28	4,793.28	Open	N
	51-0011857801-8;PD/PW BLDG; AUG 2025	KTHELEN					08/31/2025
	101-42120-50381	51-0011857801-8;PD/PW BLDG;		2,396.64			
	101-43100-50381	51-0011857801-8;PD/PW BLDG;		2,396.64			
943769488							
46698	XCEL ENERGY	09/11/2025	09/23/2025	35.87	35.87	Open	N
	51-0013985527-8; CHESHIRE LGT; AUG	KTHELEN					08/31/2025
	101-43100-50230	51-0013985527-8; CHESHIRE LGT;		35.87			
943793578							
46699	XCEL ENERGY	09/11/2025	09/23/2025	24.01	24.01	Open	N
	51-0014423188-8;14678 146TH AVE ST	KTHELEN					08/31/2025
	101-43100-50230	51-0014423188-8;14678 146TH AVE ST LGT		24.01			
944160300							
46794	XCEL ENERGY	09/15/2025	09/23/2025	51.40	51.40	Open	N
	51-0014473382-9 12000.5 W FRENCH LK	KTHELEN					08/31/2025
	101-43100-50230	51-0014473382-9 12000.5 W FRENCH LK		51.40			
944512474							
46825	XCEL ENERGY	09/15/2025	09/23/2025	69.86	69.86	Open	N
	51-0013348079-5;14430 DAYTON RIVER;	KTHELEN					09/17/2025
	101-45200-50381	51-0013348079-5;14430 DAYTON RIVER; AUG-		69.86			

INVOICE REGISTER REPORT FOR CITY OF DAYTON MN
EXP CHECK RUN DATES 09/10/2025 - 09/23/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref# / Description / GL Distribution	Vendor / Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
# of Invoices: 204 # Due: 186	Totals:		1,269,570.85	1,213,756.72		
# of Credit Memos: 1 # Due: 1	Totals:		(167.38)	(167.38)		
Net of Invoices and Credit Memos:			1,269,403.47	1,213,589.34		

* 3 Net Invoices have Credits Totalling: (46,367.45)

Inv Num / Inv Ref# / Description / GL Distribution	Vendor / Entered By	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
101 - GENERAL FUND				113,735.45	90,793.87		
225 - EDA				24,512.50	4,512.50		
401 - CAPITAL EQUIPMENT				14,338.04	13,938.04		
405 - PARK DEDICATION				976.50	976.50		
408 - PARK TRAIL DEVELOPMENT				24,757.00	24,757.00		
411 - DEVELOPER ESCROWS				211.00	211.00		
414 - PAVEMENT MANAGEMENT AND IMPR				873,596.89	873,596.89		
420 - LANDSCAPE ESCROWS				15,000.00	9,000.00		
601 - WATER FUND				109,572.04	103,099.49		
602 - SEWER FUND				92,704.05	92,704.05		
--- TOTALS BY DEPT/ACTIVITY ---							
00000 -				23,997.71	17,997.71		
40300 - Licenses / Permits				85.00	85.00		
41110 - Council				935.16	935.16		
41310 - Administration				32.19	32.19		
41500 - Finance				302.09	302.09		
41640 - Legal Services				17,287.99	17,287.99		
41650 - Recycling Services				24,983.97	5,787.80		
41710 - Plannning & Economic Dev				25,458.87	5,458.87		
41810 - Central Services				2,759.66	2,759.66		
41820 - Information Technology				7,358.47	7,358.47		
41900 - General Govt				920,297.69	920,297.69		
41910 - Activity Center				3,129.81	3,129.81		
42120 - Patrol and Investigate				25,823.16	23,199.01		
42130 - Emergency Mgmt				23.67	23.67		
42140 - Animal Control				263.00	263.00		
42260 - Fire Suppression				9,190.34	9,178.59		
43100 - Public Works				32,058.02	30,548.51		
45200 - Parks				3,104.59	3,104.59		
45300 - Trail Development				24,757.00	24,757.00		
49400 - Utilities				147,952.68	141,480.13		
49450 - Sewer				(397.60)	(397.60)		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
0843				9.01			
0983				6,378.31			
2363				645.33			
2499				561.32			
3028				3,698.09			
3212				7.99			
3240				2,182.91			

INVOICE REGISTER REPORT FOR CITY OF DAYTON MN
EXP CHECK RUN DATES 09/10/2025 - 09/23/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	3356			1,592.75			
	3926			3,640.41			
	4473			642.74			
	4971			946.37			
	4983			1,071.19			
	5639			437.59			
	9053			118.60			

ITEM:

Public Data Policy

PREPARED BY:

Amy Benting, Assistant City Administrator, City Clerk

POLICY DECISION / ACTION TO BE CONSIDERED:

Approve policy for public data request

BACKGROUND:

City staff have been working on getting the new website ready, during that process we added the feature of being able to request public data, while also learning that we were missing the required policy in place. With more data requests taking place, now would be a good time to have the policies in place.

CRITICAL ISSUES:

None.

RECOMMENDATION:

Approve the data practices policies and supporting resolutions

ATTACHMENT(S):

Data Practices Policy for Members of the Public
Data Practices Policy for Data Subjects
Policy on the Security of the Not Public Data
Resolution 61-2025; Naming the responsible authorities for all data
Resolution 62-2025; Approving the policies for data practices

CITY OF DAYTON, MINNESOTA

Data Practices Policy

For Members of the Public

Policies and procedures required by Minnesota Statutes, Sections 13.025 and 13.03 (2016)

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that the city of Dayton must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

You may look at data or request copies of data that the city of Dayton keeps, by making a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request for data using the data request form on page 5 and submitting either by mail or by dropping off to City Hall.

If you choose not to use the data request form, your request should include:

- that you, as a member of the public, are making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

The city of Dayton cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will work to process it.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
    - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
    - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

      Information about copy charges is on page 5.

      [*We also will arrange for you to pre-pay for the copies.*]

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and [*pre-pay/pay*] for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 6 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

City of Dayton Data Practices Contacts

Responsible Authority

City Clerk
Dayton City Hall
12260 South Diamond Lake Road
Dayton, MN 55327
abenting@daytonmn.gov
Phone: 763-427-4589
Fax: 763-427-3708

Responsible Authority for Law Enforcement

Police Chief
Dayton Police Department
13700 Zanzibar Lane North
Dayton, MN 55327
penga@daytonpolice.org
Phone: 763-427-2017
Fax: 763-323-4018

Data Practices Compliance Official

City Administrator
Dayton City Hall
12260 South Diamond Lake Road
Dayton, MN 55327
zdoud@daytonmn.gov
Phone: 763-427-4589
Fax: 763-427-3708

Copy Costs – Members of the Public

This government entity charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

[*You must pay for the copies before we will give them to you.*]

[*We do not charge for copies if the cost is less than $5.*]

For 100 or Fewer Paper Copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most Other Types of Copies – Actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). The cost of the employee time to search for data, retrieve data, and make copies will equal the actual cost of the employee's wage and benefits. If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Note: Inspection is free

City of Dayton, Minnesota
Data Request Form – Members of the Public

Date of request:

Please indicate how you wish to receive the requested records:

☐ In office inspection ☐ Pick up copies *(cost)* ☐ Both inspection and copies *(cost for copies)*

Note: inspection is free but we charge for data when the cost is over $5.00.

These are the data I am requesting:
Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Name:

Address:

Phone number: Email address:

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

We will respond to your request as soon as reasonably possible.

Data Practices Policy for Data Subjects

City of Dayton, Minnesota

Data about you

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

Classification of data about you

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

Public data

We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following is an example of public data about you:

Your name on an application for a license from the city.

Private data

We cannot give private data to the general public, but you can have access to private data when the data are about you. We can share your private data with you, with someone who has your permission, with city staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of private data about you:

Your Social Security Number.

Confidential data

Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with city staff who have a work assignment to see the data, and to others as permitted by law or court order. We cannot give you access to confidential data. The following is an example of private data about you:

The identity of a subject of an active criminal investigation.

Your rights under the Government Data Practices Act

The city must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

Access to your data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask the city not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

When we collect data from you

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessen warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide or similar form.

Protecting your data

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When your data are inaccurate and/or incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to make a request for your data

You can look at data, or request copies of data that the city keeps about you, your minor children, or an individual for whom you have been appointed legal guardian by making a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts on page 5. You may make your written request by using the data request form on page 7 and must provide proof of identification (see page 8 and 9 for more information).

If you choose not to use the data request form, your written request should include:

- You are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you.
- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.
- Identifying information that proves you are the data subject, or data subject's parent/guardian.

The city requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 9.

How we respond to a data request

Once you make your written request, we will work to process it.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
    - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
    - Provide you with copies of the data within 15 business days. You may choose to pick up your copies, or we will mail them to you. We will provide electronic copies (such as email) upon request if we keep the data in electronic format.

Information about copy charges is on page 6. You will be required to prepay for all copies.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

City of Dayton Data Practices Contacts

Responsible Authority

City Clerk
Dayton City Hall
12260 South Diamond Lake Road
Dayton, MN 55327
abenting@daytonmn.gov
Phone: 763-427-4589
Fax: 763-427-3708

Responsible Authority for Law Enforcement

Police Chief
Dayton Police Department
13700 Zanzibar Lane North
Dayton, MN 55327
penga@daytonpolice.org
Phone: 763-427-2017
Fax: 763-323-4018

Data Practices Compliance Official

City Administrator
Dayton City Hall
12260 South Diamond Lake Road
Dayton, MN 55327
zdoud@daytonmn.gov
Phone: 763-427-4589
Fax: 763-427-3708

Copy Costs – Data Subjects

The city charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

You must pay for the copies before we will give them to you.

Actual cost of making the copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, flash drive, CD, DVD, etc.), and mailing costs (if any). The cost of the employee time to search for data, retrieve data, and make copies will equal the actual cost of the employee's wages and benefits.

If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

City of Dayton

Data Request Form – Data Subjects

Date of request:

Please indicate how you wish to receive the requested records:

☐ In office inspection ☐ Pick up copies *(cost)* ☐ Both inspection and copies *(cost for copies)*

Note: inspection is free but we charge for data when the cost is over $5.00.

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity. *(See standards for verifying identity on back of page.)*

These are the data I am requesting:

Describe the data you are requesting as specifically as possible.

Contact Information

Data Subject Name:

Parent/Guardian Name (if applicable):

Address:

Phone number: Email address:

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

We will respond to your request as soon as reasonably possible.

12260 South Diamond Lake Road
Dayton, MN 55327
Phone: 763-427-4589
Fax: 763-427-3708
www.daytonmn.gov

Data Request No.

Data Subject Name:

Data Requested By:

Received By: ☐ U.S. Mail ☐ Hand-Delivered to City Hall

Date Received:

Proof of Identification

Type of Identification Provided: (see standards for verifying identity on back of page)

ID #: Date Issued:

Issued by: Expiration Date:

Signature of Witness Date

Printed Name of Witness

Standards for Verifying Identity

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as a:
    - State Driver's License
    - Military ID
    - Passport
    - Minnesota ID
    - Minnesota Tribal ID

- A minor individual must provide a valid photo ID, such as a:
    - State Driver's License
    - Military ID
    - Passport
    - Minnesota ID
    - Minnesota Tribal ID
    - Minnesota School ID

- The parent or guardian of a minor must provide a valid photo ID and either a:
    - Certified copy of the minor's Birth Certificate; or
    - Certified copy of documents that establish the parent or guardian's relationship to the child, such as:
        - A court order relating to divorce, separation, custody, foster care.
        - A foster care contract.
        - An affidavit of parentage.

- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or information appointment as guardian, such as a:
    - Court Order
    - Valid Power of Attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required, or an affidavit of identification, by U.S. Mail or other delivery service to the City of Dayton, 12260 South Diamond Lake Road, Dayton, MN 55327.

Policy for Ensuring the Security of Not Public Data City of Dayton Effective September 23, 2025 Updated September 2025

Policy for Ensuring the Security of Not Public Data

Legal requirement

The adoption of this policy by the City of Dayton satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to non-public data. By incorporating employee access to non-public data in Admin's Data Inventory (required by Minnesota Statutes, section 13.025, subd. 1), in the individual employee's position description, or both, Admin's policy limits access to non-public data to employees whose work assignment reasonably requires access.

Please direct all questions regarding this policy to the City of Dayton's Data Practices Compliance Official (DPCO):

Amy Benting
abenting@daytonmn.gov
12260 S Diamond Lake Road
Dayton, MN 55327

Procedures implementing this policy
Data inventory
Under the requirements in Minnesota Statutes, section 13.025, subd. 1, the City has prepared a Data Inventory which identifies and describes all non-public data on individuals maintained by the City. To comply with the requirement in section 13.05, subd. 5, the City has also modified its Data Inventory to represent the employees who have access to non-public data.
In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain non-public data, for as long as the work is assigned to the employee.
In addition to the employees listed in the Cities Inventory, the Responsible Authority, the Data Practices Compliance Official (DPCO), may have access to *all* not public data maintained by the City if necessary for specified duties. Any access to non-public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provisions identifying any non-public data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

State or federal law may authorize the sharing of non-public data in specific circumstances. Non-public data may be shared with another entity if federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessen warnings (*see* Minnesota Statutes, section 13.04) or the City will obtain the individual's informed consent. Any sharing of non-public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment

Within Dayton, DCPO may assign tasks by employees or by job classification. If a department maintains not public data that all employees within its department do not have a work assignment allowing access to the data, the department will ensure that the non-public data are secure. This policy also applies to departments that share workspaces with other departments within City where not public data are maintained.

Recommended actions for ensuring appropriate access include:

•Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for non-public electronic data

•Password protecting employee computers and locking computers before leaving workstations

•Securing not public data within locked workspaces and in locked file cabinets

•Shredding not public documents before disposing of them

Penalties for unlawfully accessing not public data

City will utilize the penalties for unlawful access to non-public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

CITY OF DAYTON
HENNEPIN AND WRIGHT COUNTIES, MINNESOTA

RESOLUTION 61-2025

A RESOLUTION DESIGNATING THE RESPONSIBLE AUTHORITY, COMPLIANCE OFFICIAL, AND DEPARTMENT DESIGNEES PURSUANT TO THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

WHEREAS, the City of Dayton is a government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat., Ch. 13 (the "Act"), and related Parts of the Minnesota Rules lawfully promulgated by the Commissioner of Administration to implement the Act; and

WHEREAS, pursuant to Minnesota Statutes § 13.02, subd. 16, the City Council is required to designate an individual as the City's Responsible Authority, who is the person responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data by the City, and all other duties and obligations imposed on a Responsible Authority by the Act; and

WHEREAS, pursuant to Minnesota Statutes § 13.05, subd. 13, the City Council or the Responsible Authority is required to designate a City employee to act as the City's Data Practices Compliance Official, who serves as the individual to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems; and

WHEREAS, pursuant to Minnesota Statutes § 13.02, subd. 6, the City Council or the Responsible Authority may identify one or more Designees, who are each a person designated to be in charge of individual files or systems containing government data and to receive and comply with requests for government data.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Dayton, Minnesota, designates the following individuals:

1. The Responsible Authority for the City of Dayton is:

   City Clerk/Assistant City Administrator Amy Benting
   Dayton City Hall
   12260 South Diamond Lake Road
   Dayton, MN 55327
   abenting@daytonmn.gov
   Phone: 763-427-4589
   Fax: 763-427-3708

2. The Data Practices Compliance Official for the City of Dayton is:

   City Administrator Zach Doud
   Dayton City Hall
   12260 South Diamond Lake Road
   Dayton, MN 55327
   zdoud@daytonmn.gov

Phone: 763-427-4589
Fax: 763-427-3708

3. The following individuals are Designees within each City Department:

Administration: City Clerk Amy Benting	Community Development (including Planning, Code Enforcement, Engineering, and Building: City Planner II Hayden Stensgard	Finance: (including employment verifications) Accountant Dena Brunette
Fire Department: Fire Chief Gary Hendrickson	Police Department: Police Chief Paul Enga	Public Works (including Parks, Activity Center,): Public Works Director Marty Farrell
Utility Billing: Utility Billing Clerk Bethany Benting		

ADOPTED this ____ day of _____, 2025, by the City Council of the City of Dayton, Minnesota.

By: _____
Dennis Fisher, Mayor

ATTEST:

_____
Amy Benting, City Clerk

CITY OF DAYTON
HENNEPIN AND WRIGHT COUNTIES, MINNESOTA

RESOLUTION 62-2025

A RESOLUTION APPROVING POLICIES REQUIRED BY THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

WHEREAS, the City of Dayton is a government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat., Ch. 13 (the "Act"), and related Parts of the Minnesota Rules lawfully promulgated by the Commissioner of Administration to implement the Act; and

WHEREAS, pursuant to Minnesota Statutes § 13.025, the City obligated to prepare a written data access policy, and a written policy rights of persons who are data subjects under the Act; and

WHEREAS, pursuant to Minnesota Statutes § 13.05, subd. 5, the City is required to develop a policy that establishes procedures to assure that all data on individuals is accurate, complete, and current for the purposes for which it was collected by the City, and that establishes appropriate security safeguards for all records containing data on individuals, including procedures for ensuring that data that are not public are only accessible to persons whose work assignment reasonably requires access to the data, and is only being accessed by those persons for purposes described in that procedure.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Dayton, Minnesota, that the following policies related to the Minnesota Government Data Practices Act are approved:

1. Data Access Policy for the Public;
2. Policy Regarding the Rights of Data Subjects;
3. Policy for Ensuring the Security of Not Public Data.

ADOPTED this ____ day of _____, 2025, by the City Council of the City of Dayton, Minnesota.

By: _____
Dennis Fisher, Mayor

ATTEST:

_____
Amy Benting, City Clerk

233997v1

ITEM:

Award of Audit Services RFP to CliftonLarsonAllen LLP (CLA)

PREPARED BY:

Zach Doud, City Administrator

POLICY DECISION / ACTION TO BE CONSIDERED:

Award Audit Services RFP to CLA

BACKGROUND:

City Staff requested to have an RFP completed at the July 22nd, 2025 council meeting with the intention to understand where the market is at for these type of services. City staff did not have any issues with he current auditor but being fiscal stewards of dollars, it is important to have a touch base with the market.

The RFP was responded to by 4 firms, which is a phenomenal response, and we greatly appreciate all of the proposals that we received. The details were what separated out the firms at the end, along with price and anticipated number of hours needed for the audit to be completed.

Based on the information provided in the proposals, the staff selection committee has selected CLA as the auditor for the next 5 years.

CRITICAL ISSUES:

None.

RECOMMENDATION:

Award of Audit Services RFP for the next 5 years to CLA.

ATTACHMENT(S):

LB Carlson Proposal
BerganKDV Proposal
Abdo Proposal
CLA Proposal

TECHNICAL PROPOSAL
FOR THE
City of Dayton, Minnesota
FOR
PROFESSIONAL AUDITING SERVICES

FOR FISCAL YEARS ENDING
DECEMBER 31, 2025, 2026, 2027, 2028, AND 2029

AUGUST 29, 2025

JAMES H. EICHTEN, PRINCIPAL
E-MAIL: JEICHTEN@LBCARLSON.COM
952.224-1628

LB | CARLSON
Certified Public Accountants Business Consultants

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CITY OF DAYTON

For Fiscal Years Ending
December 31, 2025, 2026, 2027, 2028, and 2029
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LB | CARLSON

August 29, 2025

City of Dayton
Attn: Zach Doud
City Administrator/Finance Director
12260 South Diamond Lake Rd.
Dayton, MN 55327

Dear Mr. Doud:

We are pleased to submit this proposal to provide auditing services for the City of Dayton, Minnesota (the City) for the years ending December 31, 2025, 2026, 2027, 2028, and 2029.

Our audits will be conducted in accordance with auditing standards generally accepted in the United States of America; and the provisions of the Legal Compliance Audit Guide, promulgated by the Office of the State Auditor pursuant to Minnesota Statutes § 6.65. Our audits will also be conducted in accordance and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act as amended; Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) (if necessary); and any other applicable state or federal audit guide.

We anticipate issuing the following report letters in relation to the City's audit:

1. An opinion on the fair presentation of the City's basic financial statements in conformity with accounting principles generally accepted in the United States of America, with an "in relation to" opinion on the combining and individual fund financial statements and supporting schedules.

2. A report on compliance and internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*.

3. A report on compliance with Minnesota State Laws and Regulations.

4. A report on the Schedule of Expenditures of Federal Awards and on compliance and internal controls as required under the Uniform Guidance, if necessary.

We will also provide a management report to communicate comments and recommendations as a result of the audit. Our management report will include the formal communications to the City's audit/finance committee or its equivalent as required by Statement on Auditing Standards No. 114, *The Auditor's Communication With Those Charged With Governance.* The management report will also contain a discussion of any financial reporting, internal control, and compliance-related findings; an analysis of the City's financial condition; recommendations to management on improving its accounting system and financial reports; and updates on any prior year audit issues.

605 US Highway 169 N, Suite 650, Minneapolis, MN 55441
763.535.8150 | www.lbcarlson.com

We will also provide a management report to communicate comments and recommendations as a result of the audit. Our management report will include the formal communications to the City's audit/finance committee or its equivalent as required by Statement on Auditing Standards No. 114, *The Auditor's Communication With Those Charged With Governance*, including:

- The auditor's responsibility under auditing standards generally accepted in the United States of America,
- Planned scope and timing of the audit,
- Significant findings from the audit,
- Significant accounting policies,
- Management judgments and accounting estimates,
- Significant audit adjustments,
- Other information in documents containing audited financial statements,
- Disagreements with management,
- Management consultation with other accountants,
- Major issues discussed with management prior to retention, and
- Difficulties encountered in performing the audit.

The management report will also contain a discussion of any financial reporting, internal control, and compliance-related findings; an analysis of the City's financial condition; recommendations to management on improving its accounting system and financial reports; and updates on any prior year audit issues.

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information. The assistance to be supplied by your personnel, including the preparation of schedules, analysis of accounts, preparation of confirmations, and locating documentation for transactions selected for testing, will be discussed and coordinated with you.

We understand that we will be responsible for preparing the initial draft of the City's Annual Comprehensive Financial Report (ACFR) as well as editing, printing, and binding the report. We understand the City will provide the initial draft of the transmittal letter, management's discussion and analysis, and statistical section. Prior to issuance of the final audit reports, we shall review the management report, internal control letters, and any other required state or federal compliance reports with the City's management.

We understand the City will send its ACFR to the Government Finance Officers Association of the United States and Canada (GFOA) for review in their Certificate of Achievement for Excellence in Financial Reporting program. We understand that we will not be required to provide special assistance to meet the requirements of this program; however, will provide suggestions and assistance as needed.

If our audit procedures indicate that material errors, illegal acts, or other irregularities might exist, we will make an immediate written report to the City's management, and/or other city officials as appropriate. We will not perform extended services at a cost to the City unless they are so authorized by the appropriate city officials.

Unless unforeseen circumstances occur (such as turnover of key city finance personnel), we anticipate no difficulty in meeting the time requirements for completion of the work described above as set forth in the City's Request for Proposal for Professional Auditing Services.

We believe we are best qualified to perform the engagement for the following reasons:

- Our wealth of experience providing auditing, accounting, and consulting services to Minnesota municipalities with similar operations.

- Our proficiency performing numerous Single Audits of Federal Awards Programs for Minnesota local governmental entities.

- Our thorough and efficient audit process, which emphasizes effective client communications and limited disruptions to client operations.

- Experience with and expert knowledge of governmental financial reporting, including the standards of the Governmental Accounting Standards Board (GASB); and the requirements of the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program.

- Experience with Minnesota city public finance and various municipal enterprise operations, including, water, sewer, and a variety of other operations.

- Experience with growing metropolitan municipalities, including those with significant development.

- Ability to communicate and work with you.

To help with your evaluation, the following is a "Summary of Key Qualifications" for quick reference. Please refer to other sections of our proposal for more detailed information.

SUMMARY OF KEY QUALIFICATIONS

A. Quality

- LB Carlson emphasizes quality service, accomplished by recruiting and developing high-quality personnel.

- We are a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants (AICPA), which maintains standards for quality control in governmental audits for CPA firms nation-wide.

B. Experience and Expertise

- Our firm, on January 1, 2025, strategically merged with Malloy, Montague, Karnowski, Radosevich & Co. P.A. (MMKR) who has specialized in providing audit services to governmental entities for over 60 years. Last year MMKR audited over 25 cities, 30 school districts, 25 charter schools, 25 municipalities, and numerous other governmental and related organizations. As part of this strategic merger, a focus was placed on properly integrating MMKR's governmental expertise and experience into LB Carlson.

- Because of this specialization, we have a large pool of knowledgeable and experienced governmental auditors that possess significant knowledge of the complexities of municipal finance in the state of Minnesota. Our governmental auditors work with many cities with operations like yours. LB Carlson professionals also receive extensive continuing education, with internal and external seminars specifically for governmental audits.

- The team at LB Carlson are industry leaders in providing guidance to Minnesota local governments on the accounting and reporting standards established in Governmental Accounting Standards Board (GASB) Statements. We have assisted our local governments with the successful and often early implementation of several complex new GASB standards that have become effective in recent years. This process has provided us with a practical understanding of these new standards that can only be gained by firsthand experience.

- The team at LB Carlson has performed dozens of Single Audits of Federal Awards expenditures each year.

- In addition to audits, we provide our clients with a wide range of consulting services, including management and operational reviews, budget development and monitoring, cash flow projections, human resources consulting, payroll tax and employee benefit-related matters, and Information Technology (IT) consulting.

- LB Carlson professionals are active members of many professional organizations and committees, including the Minnesota Government Finance Officers Association (GFOA) and the Minnesota Society of Certified Public Accountants (MNCPA). Our professionals have held various leadership positions on the MNCPA Board of Directors. We are also active in various MNCPA and GFOA committees, which include planning, moderating, and presenting at the annual city audit workshops, committee work on GASB implementations, and quality reviews.

- On our staff we have reviewers for both the Government Finance Officers Association (GFOA) and the ASBO International Certificate of Excellence in Financial Reporting Programs. We have assisted numerous clients with obtaining certificates on first-time submissions and with retaining certificates in subsequent years.

- LB Carlson professionals have also been active members of the AICPA. This active role included being a member of the AICPA Council; a 400-member group representing members from around the country that provides strategic planning and direction to the AICPA Board of Directors.

- Over the years, we have developed many customized audit tools, techniques, and paperless workpaper and report formats, which allow us to perform our audits efficiently and with minimal disruption to our clients' operations.

C. Service

- Excellent client satisfaction supported by a very high client retention record.

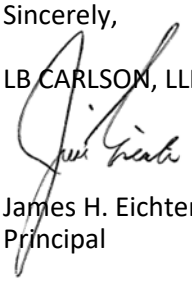
- We are much more than an audit firm; our clients receive many additional benefits and services.

- Our client references are our best proof of service commitment; most additions to our governmental client group are the direct result of recommendations from existing clientele who are more than satisfied with our services. A listing of our governmental audit and consulting clients is included in this proposal; please feel free to contact them.

We hope you will give our firm and proposal due consideration. We will provide the administration and the City Council with the quality and timely service you expect and demand from your auditors. If you have any questions, please contact James H. Eichten, Principal. This proposal is a firm and irrevocable offer for ninety (90) days covering the fiscal years ending December 31, 2025, 2026, 2027, 2028, and 2029.

Sincerely,

LB CARLSON, LLP



James H. Eichten, CPA
Principal

JHE:lmb

INDEPENDENCE

LB Carlson, LLP (LB Carlson) is independent with respect to the City of Dayton, Minnesota (the City) as defined by auditing standards generally accepted in the United States of America and the U.S. General Accounting Office's *Government Auditing Standards*.

LB Carlson has had no professional relationships involving the City or its agencies and component units for the past five years. LB Carlson will give the City written notice of any such relationship entered into during the course of this agreement.

LICENSE TO PRACTICE IN MINNESOTA

LB Carlson and all assigned key professional staff are properly licensed to practice in Minnesota and shall remain so for the length of this engagement.

LB CARLSON QUALIFICATIONS AND EXPERIENCE

A. Organization and Goals

LB Carlson is a local CPA firm located on the west side of Minneapolis at the intersection of Highways 169 and 55, staffed by approximately 80 individuals.

LB Carlson is a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants (AICPA). Our firm, on January 1, 2025, strategically merged with Malloy, Montague, Karnowski, Radosevich & Co. P.A. (MMKR) who has specialized in providing audit services to governmental entities for over 60 years. As part of this strategic merger, a focus was placed on properly integrating MMKR's governmental expertise and experience into LB Carlson. The team at LB Carlson has established an enviable reputation as a high-quality firm that gives total commitment to its clients; built on the thoroughness and integrity of our attestation practice, and the full range of tax, consulting, and other advisory services we provide. We believe that no other firm's reputation for quality surpasses our own.

The principals and professionals of LB Carlson perceive our firm as unique in its organizational structure and the client-oriented approach taken to the management of our practice. Personalized principal attention is built into our services, which is a key to the longevity of our client relationships and the continuity of quality services we provide. This approach is reflected by the caliber of services we render and the attention we as a firm devote to staff development.

B. Governmental Audit Team

LB Carlson's governmental audit team is led by four principals that practice exclusively in the governmental sector. The size and variety of our governmental practice dictates that we have several professionals that work on governmental client's year-round. This allows the members of our governmental audit team to quickly acquire the depth of knowledge and expertise necessary to provide efficient, high-quality services to this complex and specialized clientele.

The following lists our professionals by classification and years of experience:

Classification	Number	Number of CPAs	Experience
Principals	20	20	Up to 45 years
Managers	10	8	Up to 25 years
Supervisors	15	4	Up to 15 years
Staff/Senior Accountants	14	3	Up to 6 years

One principal, one consulting principal, one manager/supervisor, and one senior associate will be used on this engagement on a full-time basis. Additional professional staff will be used on an as-needed basis.

C. Continuing Professional Education (CPE)

LB Carlson's most important resource is our people. The primary goal of training and development of our professional staff is to enable principals and professionals to provide unsurpassed services to the firm's clients. We achieve this by a continuing process of setting and maintaining the highest standards of competence for our principals and professionals. While nothing is more valuable to this development than on-the-job experience working in a properly supervised environment, there are several other ways in which LB Carlson professionals receive training.

We believe that all training must be responsive to two needs: 1) the firm's standards of performance, and 2) the growth and development of the firm's personnel. Generally, in the early years of a professional's career, the firm assumes much of the responsibility for planning and providing the necessary training. With more experience, the individual assumes more of the initiative in determining his or her own training needs and objectives. The responsibility for education in public accounting, therefore, is shared.

The firm's continuing education approach supplements on-the-job experience with a variety of formal training. This training encompasses a wide range of learning opportunities, including seminars taught by professional trainers or sponsored by relevant professional organizations, internal seminars, web-based training, and self-study courses on technical topics, which individuals in the firm use to expand their professional development.

Professional regulations require a 40-hour average annual CPE minimum requirement for each principal and professional. Experience has shown that the 40-hour average is not sufficient to meet today's fast-changing educational demands. Accordingly, most LB Carlson professionals routinely exceed this requirement. Individuals who work on audits and attestation engagements are subject to *Government Auditing Standards*, including planning, directing, performing fieldwork, or reporting, complete at least 24 hours of CPE every two years that directly relates to government auditing, the government environment, or the specific or unique environment in which the audited entity operates. In addition, auditors who do any amount of planning, directing, or reporting on Yellow Book assignments and auditors who are not involved in those activities but charge at least 20 percent of their time annually to Yellow Book assignments are required to also obtain at least another 56 hours (for a total of 80 hours) of CPE that enhances their professional proficiency to perform audits or accounting engagements.

A significant portion of the CPE that our governmental audit team members receive centers on various technical aspects of governmental accounting and auditing. Many of these individuals also serve as instructors for both internal and external seminars. These seminars include those sponsored by the Minnesota Society of Certified Public Accountants (MNCPA), Minnesota Association of School Business Officials (MASBO), Government Finance Officers Association (GFOA), Minnesota GFOA (MnGFOA), internally produced, and others.

D. Involvement With Professional and Civic Organizations

In addition to formal training programs, LB Carlson professionals learn from interacting with other CPAs and industry experts through their involvement with a variety of professional and civic organizations.

Principals and managers participate heavily in trade/industry associations (i.e., GFOA, MASBO, MnGFOA, etc.). That participation includes making presentations, serving on planning committees, and serving as panel members and/or moderators. MASBO and MnGFOA presentations have included such topics as: Governmental Accounting Standards Board (GASB) Statement Implementation; GFOA Certificate of Achievement for Excellence in Financial Reporting; Audit Best Practices; GASB Updates; and Budget Projections.

LB Carlson principals and staff have a long history of active participation in the governmental accounting and auditing-related activities of our professional societies, on both the national (AICPA) and state (MNCPA) level. LB Carlson principal and staff involvement with the work of these organizations, often in leadership roles, has included overseeing quality review of annual governmental audit reports, providing commentary on proposed technical developments, and annual city and school district audit workshops. We are frequent speakers at these workshops covering such topics as: Preparation of Annual Comprehensive Financial Reports; Review of Governmental Annual Audit Reports; the Quality Review Program Mandated by the Government Accountability Office; *Government Auditing Standards*; and Financial and Compliance Auditing Under the New Statements on Auditing Standards.

LB Carlson, the principals, and professional staff working on governmental engagements with CPA certificates belong to the following accounting organizations, as applicable:

AICPA – American Institute of Certified Public Accountants
MNCPA – Minnesota Society of Certified Public Accountants

Membership in governmental-oriented professional organizations includes the following:

ASBO International – Association of School Business Officials International
MASBO (State) – Minnesota Association of School Business Officials
GFOA (National) – Government Finance Officers Association
MnGFOA (State) – Minnesota Government Finance Officers Association
MNCPA – Minnesota Society of Certified Public Accountants
MACS – Minnesota Association of Charter Schools

Other professional organizations include:

AGC – Association of General Contractors
Chamber of Commerce of the United States
Minnesota Association of Commerce and Industry
Twin West Chamber of Commerce
Minnesota Office Systems Association
Minnesota Council of Nonprofits

E. Participation in Community Activities

LB Carlson also values and encourages the development of our people as good citizens and contributing members of the community. Whether speaking to college students to promote our profession, collecting toys and school supplies for needy children, or working together to make repairs at a not-for-profit service site, our principals and staff are heavily involved in community activities. In addition to encouraging individual involvement. It is our belief that these opportunities to give back to the community promote the individual growth of our people and add immeasurably to the culture of our firm.

F. LB Carlson Quality Control

LB Carlson is a member of the Governmental Audit Quality Center of the AICPA and as such is subjected to a peer review in accordance with the membership requirements of the center.

LB Carlson is committed to providing our clients with professional services of the highest quality. To satisfy this commitment, we have developed a quality control program which we believe is unsurpassed in our profession.

Our program is based on two fundamental principles adopted by our firm. First, to provide quality service, a firm must attract, retain, and develop highly competent staff members. Second, it must have an organizational structure and operating policies that will facilitate the execution of an effective quality control program. We believe the information that follows demonstrates our commitment to these principles.

An effective quality control program begins with quality personnel. We believe that our staff recruitment and professional development programs are among the finest around. This is evidenced by the fact that:

- We annually recruit graduates from the top colleges and universities in the upper Midwest.

- Our professional principals and staff members are required to participate in an average of 40 or more hours of formal instruction each year.

- Our firm strongly supports and encourages the participation by staff members in professional and civic organizations in their communities. We believe that such participation enhances our staff members' professional growth and sense of public responsibility.

- Our formal professional development program includes annual reviews of staff members' performance, incorporating feedback from each engagement during the period of more than one week's duration, and formal career counseling.

Additionally, our firm is structured, and our operating policies are designed to ensure the highest possible standards of practice. This is evidenced by the fact that our firm policies require the following review procedures to be employed for every engagement:

- All audit planning must be completed prior to the start of every audit. Planning documentation must address such topics as audit scope and timing, staffing, potential audit issues, assessments of audit and fraud risk, and significant economic or other external factors that may affect the client's operations. Planning must be reviewed and approved by the audit engagement principal during the initial stages of the audit.

- All audit programs and time budgets must be approved, in writing, by the audit engagement principal prior to the start of the fieldwork.

- Specialized audit programs are used for specific industries, including cities and other local governments. Such programs are updated annually to reflect changes in audit and accounting standards.

- Each work paper must be signed and dated by the preparer.

- Every work paper must be reviewed and approved by a principal, manager, supervisor, or senior associate.

- The work papers for significant audit areas must be reviewed by the engagement principal.

- An independent review of all draft reports must be made by a principal or manager not otherwise associated with the engagement. For engagements meeting certain specified criteria, the extent of these reviews may be broadened to require a quality review of select audit documentation.

G. Peer Review

LB Carlson has successfully completed all required peer reviews. See Appendix A for a copy of the report on our latest review, which included a review of specific government engagements.

H. No Regulatory or Disciplinary Action

LB Carlson has had federal Single Audit files selected for routine Federal Quality Control Reviews twice in the last 10 years by the U.S. Department of Education, Office of the Inspector General. Based on their reviews, they identified no departures from Auditing Standards Generally Accepted in the United States of America, *Government Auditing Standards*, U.S. Office of Management and Budget Circular A-133, or the *Uniform Guidance*.

LB Carlson has not had any other federal or state desk reviews or field reviews of its audits for the past three years. In addition, no disciplinary action has been taken or is pending against LB Carlson with Minnesota state regulatory bodies or professional organizations. No regulatory action has been taken against any LB Carlson staff person.

PRINCIPAL, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE

A. Assignment Policy

LB Carlson team members have specialized in providing audit and consulting services to Minnesota local governments and related entities for over 40 years. Last year, our team audited approximately over 25 cities and 30 school districts and 25 charter schools of varying size. Accordingly, our governmental audit team members work on several governmental audit engagements throughout the year, quickly accumulating a significant amount of experience in a very complex field. You, as a client, get the benefit of that acquired experience and knowledge.

The firm's policy for governmental audits typically requires the assignment of a principal, a manager or supervisor, a senior associate, and additional associates of varying qualifications as deemed necessary in the circumstances. A second principal is assigned to each governmental audit engagement to consult on technical issues.

Staffing assignments are reviewed each year. If it is in the best interest of the client and/or the firm to change staff members (to maintain independence, etc.) such a change is made. The same principal and manager are typically assigned in subsequent years. Supervisors and senior associates and associates may be rotated periodically on continuing engagements to vary the audit approach from one year to the next.

B. Personnel Assigned, Classification, and Experience

We contemplate the following assignments:

Name	Classification	Experience
James H. Eichten, CPA	Principal	30 years
Jaclyn M. Huegel, CPA	Consulting Principal	22 years
Jennifer L. Dickman, CPA	Manager	20 years
Jeffrey R. Katzenberger	Supervisor	3 years

LB Carlson assures the City that the quality of the staffing, similar to what is listed above, will be maintained over the term of the agreement. Due to the large number of governmental audits LB Carlson performs each year, it is only natural that LB Carlson has a large pool of qualified and experienced governmental auditors.

Certifications, memberships in professional organizations, and other qualifications are summarized on the résumés of the above individuals, which are included in Appendix B.

LB Carlson enforces a formal policy on equal employment opportunity, which states that the firm will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, race, age, color, religion, sex, marital status, national origin, handicap/disability, or veteran status.

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

A. References – Similar Engagements

The following are the client contacts for three significant engagements served by the engagement principals, James H. Eichen, CPA, and Aaron J. Nielsen, CPA. Each of these engagements had a certified audit and Single Audit of Federal Awards, if necessary, for the fiscal year ended December 31, 2024 completed by our office. The clients have also completed an Annual Comprehensive Financial Report in compliance with the GFOA Certificate of Excellence in Financial Reporting Program. Please feel free to contact any of the clients listed here or in the more complete listing that follows.

Client	Client Contact	Phone Number	Position	Total Hours
City of Apple Valley	Ron Hedberg	(952) 953-2540	Finance Director	425
City of Shoreview	Kevin Knopik	(651) 490-4622	Finance Director	325
City of Mounds View	Gayle Bauman	(763) 717-4011	Finance Director	280

B. Listing of Significant Governmental Audit Clients

The following is a complete list of governmental entities for which MMKR performed the audit last year and LB Calson will be performing audit and accounting services in fiscal 2025. Audit clients that have applied for or been awarded the ASBO International or GFOA Certificate of Excellence in Financial Reporting are identified with an asterisk ("*").

Cities		
* City of Apple Valley	* City of New Hope	* City of Rosemount
* City of Arden Hills	City of Newport	City of Saint Peter
* City of Burnsville	* City of North St. Paul	* City of Shoreview
City of Circle Pines	* City of Oakdale	* City of South St. Paul
City of Columbus	* City of Plymouth	* City of St. Michael
* City of Farmington	City of Prior Lake	* City of Victoria
City of Gem Lake	* City of Ramsey	City of Wayzata
* City of Mounds View	* City of Robbinsdale	White Bear Township

Fire Reliefs		
Andover Firefighters' Relief Association	Ramsey Firefighters' Relief Association	Roseville Firefighters' Relief Association
Apple Valley Firefighters' Relief Association	Robbinsdale Firefighters' Relief Association	Savage Fire Department Firefighters' Relief and Pension Association
Centennial Fire Fighters' Relief Association	Rosemount Firefighters' Relief Association	St. Michael Firemen's Relief Association
Farmington Firefighters' Relief Association		

Other Governmental Entities		
Bassett Creek Watershed Management Commission	Housing and Redevelopment Authority of South St. Paul	Minnesota River Valley Transit
Centennial Lakes Police Department	Local Government Information Systems Association (LOGIS)	Minnesota State Fair
Centennial Fire District	Metropolitan Library Service Agency	West Metro Fire-Rescue District
East Central Minnesota Educational Cable Cooperative		

Independent School Districts		
* ISD No. 11, Anoka-Hennepin	ISD No. 280, Richfield	ISD No. 885, St. Michael-Albertville
* ISD No. 12, Centennial	* ISD No. 283, St. Louis Park	ISD No. 911, Cambridge
* ISD No. 13, Columbia Heights	* ISD No. 284, Wayzata	Intermediate District No. 287
* ISD No. 15, St. Francis	ISD No. 286, Brooklyn Center	Intermediate School District No. 917
* ISD No. 16, Spring Lake Park	* ISD No. 621, Mounds View	Northeast Metropolitan Intermediate School District No. 916
ISD No. 139, Rush City	* ISD No. 622, North St. Paul	
ISD No. 197, West St. Paul	* ISD No. 624, White Bear Lake	Northwest Suburban Integration District
* ISD No. 199, Inver Grove Heights	* ISD No. 728, Elk River	
ISD No. 200, Hastings	ISD No. 831, Forest Lake	Rum River Special Education Cooperative
* ISD No. 272, Eden Prairie	* ISD No. 832, Mahtomedi	
* ISD No. 273, Edina	* ISD No. 833, South Washington County Schools	St. Croix River Education District
* ISD No. 278, Orono		
* ISD No. 279, Osseo Area Schools	* ISD No. 834, Stillwater	SSD No. 6, South St. Paul

Charter Schools		
Aurora Charter School	Lionsgate Academy	Quantum STEAM Academy
BlueSky Charter School, Inc.	Metro Deaf School, Inc.	St. Paul School of Northern Lights
El Colegio Charter School	New City School	Universal Academy
Laura Jeffrey Academy	Oak Hill Montessori	

C. Other Services

In addition to audit services, there are a number of other special services and benefits LB Carlson offers its clients. Some of them are as follows:

- Assistance in audit workpaper preparation and year-end close process.

- Assistance with revenue projection reviews, with a special emphasis on state aids.

- Operational or management audits to assist cities in achieving the highest standards of operation and long-range planning.

- Some of the areas which we have reviewed during an operational audit are:

    - Organizational structure
    - Community center operations
    - Facilities
    - Financial planning, control, and reporting
    - Meetings/minutes format and structure
    - Personnel policies and procedures
    - Budget process and procedures
    - Community service operations

- Assistance with information systems issues based on our extensive experience with the various financial systems used by Minnesota cities.

- Assistance with financial projections, budget development, proposed tax levy presentations, and other financial matters.

- Semimonthly cash flow projections.

- Assistance with grant expenditure reimbursement submissions.

- Assistance in obtaining Certificate of Achievement for Excellence in Financial Reporting Awards.

- Tax consultation availability for income, payroll, and employee benefit-related matters specific to governmental entities.

- Assistance with salary negotiation costing.

- Special services, such as developing and customizing Legal Compliance Manuals; preparation of capital asset records; forms and procedures for legal compliance in handling gifts, record retention, etc.; irregularities investigations; development of an accounting system for education programs; establishing a recording system for contracts for new construction; and many others.

- Assistance in evaluation of finalists selected for key fiscal management positions; summarization of qualifications and recommendations.

- Periodic e-mail communications to keep our clients informed of federal and state taxation issues.

- Close monitoring of the ongoing activity of the Minnesota Legislature to keep abreast of the latest legislative intents and proposals to be a resource to our clients when they are evaluating the impacts of pending legislation.

- Frequent communications with key staff members of the Minnesota State Auditor's Office, including inquiries on behalf of our clients.

These are only a few examples of the many other services we can provide. We would be glad to provide you with specific referrals relating to the services above and on the previous page upon request.

We often respond to client inquiries on a no-cost basis, believing that such assistance should be provided to our clients as part of good client service. Examples of such no-cost inquiries depend on the individual matter but would typically include payroll-related tax inquiries, technical inquiries relating to proper accounting or auditing procedures, or other inquiries related to best business practices or internal control matters in general.

EXPERIENCE WITH GOVERNMENTAL ACCOUNTING STANDARDS, FEDERAL SINGLE AUDIT REQUIREMENTS, AND LOCAL GUIDELINES FOR MINNESOTA CITIES

A. Financial Reporting Requirements of the Governmental Accounting Standards Board (GASB)

The GASB has recently issued some of the most significant new technical pronouncements for governmental accounting and reporting in history. These statements prescribe significant changes to governmental financial reports that must be used by virtually every governmental organization that issues financial statements in conformity with accounting principles generally accepted in the United States of America. These represent dramatic changes in the way local government entities must report and present financial information.

LB Carlson is dedicated to educating ourselves and our clients in the intricacies of the new pronouncements. Through a combination of professional education and an abundance of hands-on experience, our governmental audit team has acquired the knowledge and expertise necessary to guide our clients through the implementation of these complex pronouncements.

The team at LB Carlson has taken a proactive approach in assuring that our clients are prepared to meet the challenge of implementing new GASB standards. Through our management reports and annual audit presentations, we have communicated to our clients' governing bodies and constituents the impact any changes will have on both their annual financial reports and the resources of their finance departments. We have also worked closely with our clients' management and staff to devise implementation plans and help with a myriad of related technical issues.

LB Carlson also works closely with all our clients in preparing for the audit, helping them identify the areas where additional schedules or audit procedures will be required, due to new GASB statements. We offer our clients internally developed checklists and electronic workpaper templates to make their audit preparations as efficient as possible, although we are always willing to work with client-prepared schedules in whatever format they prefer. We also help our clients interpret the technical aspects of GASB statements and the related pronouncements. All through the audit process, from planning through report preparation, we work closely with our clients to ensure these new standards are properly applied.

The area where we typically provide the most assistance is financial statement preparation. LB Carlson takes great pride in the quality of our clients' financial statements, whether we are reviewing a client-prepared report, or drafting statements for them. We offer our clients the use of LB Carlson developed financial statement templates and for example note disclosures. Also, every report that bears our opinion goes through an extensive review process to help ensure accuracy and compliance with governmental reporting standards.

Beyond this, our firm has played an active leadership role as a resource on this issue amongst the Minnesota city community and our peers. LB Carlson professionals have been called on to give numerous presentations at a variety of industry seminars on different aspects of GASB statements. We have also been active participants on several committees formed to address the impact of these pronouncements on local governmental units.

B. Federal Single Audit Requirements

Through our large governmental audit practice, LB Carlson professionals have gained extensive experience in performing audits of federal awards programs expenditures in accordance with the Single Audit Act and the Uniform Guidance. Last year, LB Carlson team members performed audits of federal awards programs expenditures for approximately 40 of our governmental clients. As a result, our auditors have a thorough knowledge of the regulations and requirements for the federal awards programs through which Minnesota local governments receive funding.

C. State and Local Guidelines for Minnesota Cities

LB Carlson team members have a long history as leaders in providing audit and consulting services to Minnesota school districts. Consequently, LB Carlson governmental audit professionals are well versed in the state and local accounting, reporting, and compliance requirements that pertain to our school district clients. LB Carlson team members maintain good working relationships with the Minnesota Office of the State Auditor, regularly serving on advisory committees that oversee the guidance they provide for Minnesota cities.

SPECIFIC AUDIT APPROACH

For local governments, the primary goal of financial reporting is to demonstrate the prudent management of the financial resources with which it has been entrusted, and its adherence to the laws and regulations that govern its financial operation. To do this, local governments must periodically provide constituents and stakeholders with an accurate, timely, and transparent accounting of its financial position and activities. The fundamental purpose of an audit is to add credibility to financial reporting, through independent testing and verification of the information being reported. While this attestation role is important, we believe it is only part of the value an audit should provide.

An audit generally consists of examining the results of things that transpired in the past, but at LB Carlson the focus of our audit process is on the future. The audit provides an opportunity to help our clients fulfill their fiduciary responsibilities on an ongoing basis. At LB Carlson, we dig deeper. We go beyond the audit results, evaluating the client financial controls and procedures that produced those results, and determining whether they provide reasonable assurance of consistently producing the desired results in the future. We strive to provide our audit clients with meaningful recommendations and advice for the continual improvement of both the effectiveness of their internal controls and the efficiency of their financial operations.

LB Carlson uses a three-step approach to auditing cities. First, we review, document, and test our understanding of the City's operation, and its internal controls over financial reporting and compliance relevant to both the basic financial statements and federal financial assistance programs. Second, based on our understanding, we assess risk and determine the audit assertions relevant to the significant transaction classes and account balances of the City. Third, we perform substantive tests of the relevant assertions, which include analytical review procedures, tests of details, and tests of compliance with laws and regulations. Our audit approach satisfies the requirements of auditing standards generally accepted in the United States of America for financial compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. This audit approach uses a combination of audit programs, including those that are firm-generated and those that are developed specifically for governmental audits by Practitioners Publishing Company.

A. Proposed Segmentation of the Engagement and Level of Staff and Number of Hours to be Assigned to Each Proposed Segment of the Engagement

Segmentation of Audit	Principals	Managers and Supervisors	Senior Associates	Staff Associates	Clerical	Total
Entrance Conferences (January 2026)						
Introduction, planning, and organizational meeting with city management, to include principal and supervisory staff in charge of audit. A list of all schedules to be prepared by the City will be provided.	1	1	–	–	–	2
Preliminary Fieldwork (January/February 2026)						
At this time, we would complete our documentation and review of the City's internal controls, along with any other preliminary or interim work deemed necessary.	1	4	16	16	2	39
Final Fieldwork (Completed by April 15, 2026)						
At this time, we would complete all phases of audit testing and conduct our review of the financial statements. This portion comprises the majority of the total audit work.	24	38	14	84	23	183
Exit Conference						
Summarizes results of fieldwork and reviews financial statement draft and significant findings.	2	2	–	–	–	4
Delivery of Final Reports (May 2026)						
Presentation at City Council Meeting	2	–	–	–	–	2
Total Hours	30	45	30	100	25	230

B. Sample Sizes and the Extent to Which Sampling is to be Used in the Engagement

LB Carlson uses audit sampling techniques testing compliance with Minnesota laws and regulations, internal control and compliance testing related to federal Single Audits, and substantive testing in various areas of the audit. The sample size selected depends on the nature of the item to be tested, audit and sampling risk factors, and the amount of tolerable error. The sample is then selected randomly from the population of transactions being tested, typically after the population of transactions has been sorted and stratified in a database.

The following summarizes anticipated sample sizes in the primary audit areas:

Overall disbursement testing –	
General disbursements	25–40 items
Payroll disbursements	25–40 items
Revenue testing –	
General receipts	25-–40 items
Utility billings	10 items
Revenue from other sources, customers, property taxes, special assessments, and intergovernmental revenue	Items as needed
Federal program internal control and compliance tests –	
Sample size related to each major program selected	26–60 items

Substantive testing of balance sheet accounts, revenues, and expenditures/expenses utilize various sample sizes depending on the dollar amount in the account balance and assessed audit risk. Once the sample size has been determined, the sample items are typically selected using a haphazard, random, or systematic method depending on the nature of the items tested.

C. Extent of Use of Technology in Engagement

At LB Carlson, we audit clients with a wide variety of computer systems. Due to the size of our governmental audit practice, we are familiar with most financial software packages used by Minnesota local governmental units. This experience gives us the ability to efficiently extract reports and other critical data needed from our clients' systems.

The use of technology is also heavily integrated into every aspect of our audit process. All LB Carlson auditors have notebook computers, which are networked in the field and to our office to optimize the sharing of data. Virtually all our audit working papers have been generated and customized electronically. We work in a totally paperless audit environment in which all audit programs and files will be generated and stored electronically. We primarily use Microsoft Excel for spreadsheet applications and annually provide our governmental clients with audit working paper templates in Excel. We also utilize a variety of prepackaged and internally developed software for other functions, including: customized audit programs, fixed assets tracking and depreciation, amortization, financial statement preparation, graphing, and presentations.

During our audit, we will utilize client-prepared workpapers in electronic format, data extracted from our clients' computer systems, and direct "read only" access to client data, when available, to facilitate our audit testing and financial statement analysis.

During our audit, we will use data extraction software to enhance the audit process and to increase audit efficiency and effectiveness. This software uses analytic testing of the City's database using configurable modules that automate audit tests. The software includes powerful analytical tools such as gap detection, duplication detection, monetary unit sampling, and stratification. This software tool is also used in the audit process to simplify data analysis, complete and perform complex calculations, and assist in formatting, manipulating, extracting, and analyzing accounting and financial data.

LB Carlson's goal is to make optimal use of available technology to enhance both the quality and efficiency of our audit process. We believe that by maximizing the sharing of information between LB Carlson and our clients, we can minimize the disruption caused by the audit. Our firm uses cloud-based file sharing software to enable our clients to share files with our firm electronically. This software is used to provide a listing of information and schedules that the City is to provide for the audit, as well as a listing of items still needing to be provided.

D. Type and Extent of Analytical Procedures to be Used in the Engagement

LB Carlson uses analytical procedures in all phases of the audit. Analytical procedures are incorporated as a planning tool, as part of substantive testing, in the final review stages of the audit, and in reporting.

In the planning stage, analytical procedures are used to indicate areas of potential audit risk, and to determine the nature, timing, and extent of planned substantive testing. Material revenues, expenditures, and balance sheet accounts are compared to the current year's budget and/or prior year's actual amounts to identify accounts that vary significantly from expectations. In this phase of the audit, analytical review is typically done at an aggregated level, unless specific variances are considered to warrant further investigation.

Analytical procedures are a key tool used in the substantive testing phase of all significant audit areas. In this phase of the audit, analytical procedures are applied to individually significant accounts. Some of the most common types of analytical tests employed include: comparison to current year budget and/or prior year actual amounts; analysis of significant ratios; comparison to available industry-wide data; and reasonableness tests where actual results are compared to expected results that are based on other known financial or nonfinancial variables related to the account being analyzed.

In the final review state of the audit, these same types of analytical procedures are applied to the final trial balance and the draft financial statements. The purpose of applying analytical procedures at this stage is to assist in assessing the conclusions reached during the audit and the adequacy of the audit evidence gathered. They are also used to evaluate the overall financial statement presentation.

At LB Carlson, we also incorporate analytical comparisons in our management report. We believe that providing historical trend data and comparisons to state-wide averages enhances the perspective of the reader for interpreting their own financial results.

E. Approach to be Taken to Gain and Document an Understanding of the City's Internal Control

LB Carlson first gains an understanding of the internal control through interviews with the specific employees of the City that work in each function, including a review and analysis of written accounting policies and procedures of the City. The understanding for each function is documented using question and answer checklists and in written narrative form. This understanding is then confirmed through transaction testing, walk-through observations, inquiry, observation, or other audit procedures.

F. Approach to be Taken in Determining Laws and Regulations That Will be Subject to Audit Test Work

All federal programs used in the City will be identified through inquiries of program and finance personnel and reviewing the state aid confirmation (for federal programs for which the state of Minnesota serves as a pass-through agency). Federal Program Compliance Supplement requirements will be identified as necessary.

The Minnesota Legal Compliance Audit Manual will also be used to determine laws and regulations that will be subject to audit test work. Beyond that, LB Carlson utilizes numerous other resources such as regular communication with applicable federal and state oversight agencies and regulatory bodies, professional education, active participation in relevant professional organizations, an extensive and up-to-date library, and our experience in working with Minnesota cities to ensure that all applicable laws and regulations are addressed by our audit procedures.

G. Approach to be Taken in Drawing Audit Samples for Purposes of Tests of Compliance

LB Carlson obtains transaction sequence information and uses a software program to generate a random selection of sample items for purposes of its tests of compliance. The sample selected is provided to the client prior to fieldwork whenever possible to allow client personnel sufficient time to gather the transaction documentation for testing. However, some samples are selected during fieldwork to ensure an element of randomness to the testing performed. This process is also incorporated into our understanding and walk through of controls as required by Statement on Auditing Standards Nos. 104–111 (SAS Suite).

IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS

No potential audit problems are anticipated. If problems are identified during the audit procedures, the audit principal is required to be notified by the audit team. If we do identify any potential audit problems during our audit, we will immediately report these concerns to city management to resolve the problem and provide any additional requests for assistance from management we need to resolve our concerns.

LB Carlson is committed to providing a safe and healthy workplace for our employees and clients. Our team is our most important asset, and we are serious about their health and safety. Our goal is to mitigate any potential for transmission illnesses in our office and at client locations. We require full cooperation of our employees and management to strive to develop a cooperative effort with our clients to maintain the safety and health of our team and our clients.

LB Carlson allows audits to be completed remotely or a combination of on-site and remote work. We work with each client to determine the appropriate level of on-site work that is mutually beneficial to the City and LB Carlson. During a remote audit, we use the LB Carlson secure client portal for the sharing of audit workpapers. This portal is designed to show the user all of the audit information that we will be requesting and the client will be providing in a format that is organized by audit area and financial reporting category. This portal is also a secure method of transferring audit files between LB Carlson and the City, with access only to those individuals authorized by the City.

During any remote audit work, LB Carlson is committed to completing the work in an effective and efficient manner. Our audit teams will have both the preliminary and final fieldwork dates scheduled in their calendars to complete the audit process. These staff will work specifically on the City's audit, including reviewing client submitted files during this scheduled time. Effective communication is a key component of a successful remote work. Throughout the audit process, LB Carlson will coordinate meetings with city personnel to discuss audit questions, discuss financial reporting concerns, and communicate the status of the audit. These meetings are typically completed through video conferencing software, including Microsoft TEAMS or Zoom. This communication can also be completed through standard phone or conference calls. We are also comfortable using any communication tool the City recommends.

AUDIT TIME SCHEDULE

Unless unforeseen circumstances occur (such as turnover of key city finance personnel), we anticipate no difficulty in meeting the time requirements for completion of the work described above as set forth in the City's Request for Proposal for Professional Auditing Services.

MANAGEMENT REPORT FORMAT

An example of the style and content of a typical LB Carlson management report is included in Appendix E.

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APPENDIX A

PEER REVIEW

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KerberRose

Report on the Firm's System of Quality Control

To the Principals of LB Carlson, LLP and the
Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of LB Carlson, LLP (the firm) in effect for the year ended June 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included an audit of an employee benefit plan and an examination of service organization (SOC 2 engagement).

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of LB Carlson, LLP in effect for the year ended June 30, 2023 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies) or fail.* LB Carlson, LLP has received a peer review rating of *pass.*

KerberRose SC

September 27, 2023

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APPENDIX B

RÉSUMÉS

JAMES H. EICHTEN, CPA

PRINCIPAL



PROFESSIONAL SUMMARY

Since the start of his career in 1989, Jim Eichten has specialized in providing accounting, auditing, and consulting services for clients in governmental, nonprofit, and commercial industries, among others. During this time, Jim has provided service to a variety of institutions; helped organizations earn and retain industry certifications, and consulted on financial management issues. In each of these situations, and for every client project, his focus is to provide solutions that are thorough, tailored to clients' unique needs, and that adhere to the most stringent standards.

To keep his skills current, Jim receives at least 40 hours annually of continuing professional education, a significant portion of which are related specifically to governmental issues. Jim holds a Bachelor of Arts degree in business administration, with an accounting emphasis, from the College of St. Thomas.

PROFESSIONAL HISTORY

- Present: Principal – LB Carlson, LLP, Minneapolis, Minnesota
- Previous: Managing Partner – Malloy, Montague, Karnowski, Radosevich & Co., P.A., Minneapolis, Minnesota
- Previous: Senior Accountant – Pannell Kerr Forster, Minneapolis, Minnesota

MAJOR ASSIGNMENTS

- Annual audits of Minnesota school districts, municipalities, and various other governmental entities
- Audits of federal financial assistance programs of Minnesota school districts, municipalities, and various other governmental entities
- Assists city clients to obtain and retain the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
- Assists school district clients to obtain and retain the Association of School Business Officials (ASBO) International Certificate of Excellence in Financial Reporting
- Management consulting services, including internal control studies, operational reviews, and cash flow projections
- Assistance in the development of audit manuals for cities, school districts, fire reliefs, and federal financial assistance programs
- Audits of various nonprofit organizations, including rural electric cooperatives, nursing homes, churches, and educational foundations
- Annual audits of commercial entities, including preparation of tax returns and monthly compilations

EDUCATION

- College of St. Thomas
  Bachelor of Arts in Business Administration with an Emphasis in Accounting

JAMES H. EICHTEN, CPA (CONTINUED)

PRINCIPAL

PROFESSIONAL QUALIFICATIONS

- Certified Public Accountant in Minnesota
- Receives at least 40 hours per year of continuing professional education, of which a portion of those hours are related specifically to governmental issues. This is in compliance with *Government Auditing Standards*

PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants (MNCPA)
- Minnesota Association of School Business Officials (MASBO)
- ASBO International
- Minnesota Chapter of Government Finance Officers Association (MnGFOA)
- GFOA of the United States and Canada

PROFESSIONAL ACTIVITIES

- Board Member of the MNCPA, including chairperson
- Member of the Council of the AICPA
- Served in many capacities on the MNCPA's Governmental Accounting and Auditing Committee
- Chairperson of the MNCPA's Professional Standard Strategic Council
- Served on committees of the Office of the State Auditor (OSA) and the Minnesota Department of Education (MDE), including implementation issues of Governmental Accounting Standards Board (GASB) Statements
- Special review committee member for the GFOA Certificate of Achievement for Excellence in Financial Reporting Programs
- Has made presentations to organizations such as the MNCPA, AICPA, MnGFOA, MASBO, OSA, and MDE on subjects such as legislative issues, compliance requirements, implementation issues of GASB Statements, technical reviews, quality reviews, and obtaining a Certificate of Achievement for Excellence in Financial Reporting

JACLYN M. HUEGEL, CPA

PRINCIPAL



PROFESSIONAL SUMMARY

Jackie Huegel specializes in meeting the unique accounting, auditing, and consulting needs of school districts, municipalities, and other governmental entities. Jackie has conducted audits of these groups, including those required for their associated federal financial assistance programs. Jackie has also conducted commercial audits, compiled tax returns, and performed monthly compilations.

To ensure she stays current with the latest in accounting practices, Jackie receives at least 40 hours annually of continuing professional education, a portion of which are focused on government auditing standards. This training is added to an educational foundation of Jackie's Bachelor of Arts degree in accounting and management from St. Mary's University in Winona.

PROFESSIONAL HISTORY

- Present: Principal – LB Carlson, LLP, Minneapolis, Minnesota
- Previous: Principal – Malloy, Montague, Karnowski, Radosevich & Co., P.A., Minneapolis, Minnesota

MAJOR ASSIGNMENTS

- Annual audits of Minnesota school districts, municipalities, and various other governmental entities
- Audits of federal financial assistance programs of Minnesota school districts, municipalities, and various other governmental entities
- Assists city and school district clients to obtain and retain the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
- Assists school district clients to obtain and retain the Association of School Business Officials (ASBO) International Certificate of Excellence in Financial Reporting
- Assistance in the development of audit manuals for cities, school districts, fire reliefs, and federal financial assistance programs
- Various commercial and nonprofit audits and tax returns

EDUCATION

- St. Mary's University – Winona, Minnesota
  Bachelor of Arts in Accounting and Management

PROFESSIONAL QUALIFICATIONS

- Certified Public Accountant in Minnesota
- Receives at least 40 hours per year of continuing professional education, of which a portion of those hours are related specifically to governmental issues. This is in compliance with *Government Auditing Standards*

JACLYN M. HUEGEL, CPA (CONTINUED)

PRINCIPAL

PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants (MNCPA)
- Minnesota Association of School Business Officials (MASBO)
- ASBO International
- Minnesota Chapter of Government Finance Officers Association (MnGFOA)
- GFOA of the United States and Canada

PROFESSIONAL ACTIVITIES

- Active member of the MNCPA, participating in various committees
- Special review committee member for the GFOA Certificate of Achievement for Excellence in Financial Reporting Program
- Has made presentations at various functions for boards, councils, and conference attendees

JENNIFER L. DICKMAN, CPA

MANAGER

PROFESSIONAL HISTORY

- Present: Manager – LB Carlson, LLP, Minneapolis, Minnesota
- Previous: Senior Manager – Malloy, Montague, Karnowski, Radosevich & Co., P.A., Minneapolis, Minnesota

MAJOR ASSIGNMENTS

- Annual audits of Minnesota school districts, municipalities, and various other governmental entities
- Audits of federal financial assistance programs of Minnesota school districts, municipalities, and various other governmental entities
- Assists city clients to obtain and retain the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
- Assists school district clients to obtain and retain the Association of School Business Officials (ASBO) International Certificate of Excellence in Financial Reporting
- Assistance in the development of audit manuals for cities, school districts, fire reliefs, and federal financial assistance programs

EDUCATION

- University of North Dakota
  Bachelor of Accountancy

PROFESSIONAL QUALIFICATIONS

- Certified Public Accountant in Minnesota
- Receives at least 40 hours per year of continuing professional education, of which a portion of those hours are related specifically to governmental issues. This is in compliance with *Government Auditing Standards*

PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants (MNCPA)
- Minnesota Association of School Business Officials (MASBO)
- Minnesota Chapter of Government Finance Officers Association (MnGFOA)

PROFESSIONAL ACTIVITIES

- Member of the MNCPA Audits of Local Government Conference Task Force and School District Audits Conference Task Force

JEFFREY R. KATZENBERGER

SUPERVISOR

PROFESSIONAL HISTORY

- Present: Senior Accountant – LB Carlson, LLP., Minneapolis, Minnesota
- Previous: Senior Associate – Malloy, Montague, Karnowski, Radosevich & Co., P.A., Minneapolis, Minnesota
- Previous: Staff Accountant – Precision Pipeline, LLC, Eau Claire, Wisconsin

MAJOR ASSIGNMENTS

- Annual audits of Minnesota school districts, municipalities, and various other governmental entities
- Audits of federal financial assistance programs of Minnesota school districts, municipalities, and various other governmental entities
- Assists city clients to obtain and retain Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
- Assists school district clients to obtain and retain Association of School Business Officials (ASBO) International Certificate of Excellence in Financial Reporting
- Assistance in the development of audit manuals for cities, school districts, fire reliefs, and federal financial assistance programs

EDUCATION

- University of Wisconsin – Eau Claire
  Bachelor of Business Administration
  With Accounting and Finance major

PROFESSIONAL QUALIFICATIONS

- Receives at least 40 hours per year of continuing professional education, of which a portion of those hours are related specifically to governmental issues. This is in compliance with *Government Auditing Standards*

PROFESSIONAL MEMBERSHIPS

- Minnesota Society of Certified Public Accountants (MNCPA)

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APPENDIX C

CONTINUING PROFESSIONAL EDUCATION



MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO. P.A.
Continuing Professional Education Attendance Record
For the Current and Multi-Year Period Ending June 30, 2023

Record for: **Jim Eichten**
Licensed: 1992
CPA Certificate No.: 13278
CPA Certificate Date: 7/13/90

Course or Program	Sponsor	Location		NON-Approved Sponsor "X"	Type of Learning * (GL, IS, T, W, SS, NL, BL)	Technical Learning Activities: General	Technical Learning Activities: Regulatory Ethics	Non-Technical Learning Activities: General	Non-Technical Learning Activities: Behavioral Ethics	Total	GAGAS (Yellow Book) Requirements: Gov't or Unique	GAGAS (Yellow Book) Requirements: Enhance Audit Pro
Trail Balance Import Training	MMKR	MMKR	7/20/2022		GL	1.4				1.4	1.4	1.4
GASB #87 - Part I	MMKR	MMKR	7/25/2022		GL	1.2				1.2	1.2	1.2
GASB #87 - Part II	MMKR	MMKR	7/26/2022		GL	1.2				1.2	1.2	1.2
School District Audit Update	MMKR	MMKR	8/4/2022		GL	1.2				1.2	1.2	1.2
What Federal Agencies are Finding in Single Audit	AICPA webcast	MMKR	10/12/2022		GL	2.5				2.5	2.5	2.5
MNCPA Society Audits of Local Government Conf.	MNCPA Society	MNCPA Society	10/17/2022		GL	6.5				6.5	6.5	6.5
Federal Emergency Connectivity Fund	MMKR/Ropia	MMKR/Virtual	10/18/2022		GL	1.0				1.0	1.0	1.0
Government Team Training	MMKR	MMKR	1/10/2023		GL	2.0				2.0	2.0	2.0
Diversity & Inclusion	Amber Buck	MMKR	1/11/2023		GL			1.0		1.0	0.0	0.0
GASB's Lease & SBITA Standards: Discussion	AICPA webcast	MMKR	1/12/2023		GL	2.5				2.5	2.5	2.5
Federal Alternative Compliance Examination	MMKR	MMKR	1/19/2023		GL	2.0				2.0	2.0	2.0
2023 Annual Required GAQC Webcast	AICPA webcast	MMKR/Virtual	5/2/2023		GL	2.0				2.0	2.0	2.0
State & Local Government Audit Planning	AICPA webcast	Group Based Internet	5/18/2023		GL	2.0				2.0	2.0	2.0
2022 Peer Review Results	MMKR	MMKR	5/31/2023		GL	1.0				1.0	1.0	1.0
Audits of School Districts Conference	MNCPA Society	MNCPA Society	6/5/2023		GL	7.0			1.0	8.0	8.0	8.0
2023 OMB Compliance Supplement	AICPA webcast	MMKR	6/13/2023		GL	2.8				2.8	2.8	2.8
Single Audit Lightning Round	AICPA webcast	MMKR	6/22/2023		GL	2.0				2.0	2.0	2.0
Auditing Pandemic Funding	AICPA webcast	MMKR	6/28/2023		GL	2.0				2.0	2.0	2.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
		Total Current Year – All Sponsors				40.3	0.0	1.0	1.0	42.3	41.3	41.3
		1st Previous Year – All Sponsors				41.5	4.0	12.5	2.0	60.0	42.1	42.5
		2nd Previous Year – All Sponsor				53.8	2.0	3.3	4.0	70.4	N/A	N/A
						135.6	6.0	16.8	7.0	172.7	83.4	83.8

Additional 3 Year Reporting Requirements:						
Group or Blended Learning (Minimum 24)	42.3	Combined Technical – General and Regulatory Ethics	141.6			
1st Previous Year	60.0	Current Year Combined Ethics – Technical and Non-Technical		13.0		
2nd Previous Year	60.7					
Total for 3 Year Period	163.0	Minimum Requirement for 2 or 3 Year Period	60.0	8.0	120.0	24.0	80.0
Teaching, Presenting (Maximum 60)	–	Minimum Requirement Per Year	N/A	N/A	20.0	N/A	20.0
1st Previous Year	–					
2nd Previous Year	1.0					
Total for 3 Year Period	1.0	Total Current Year – Approved Sponsors Only			42.3	
		1st Previous Year – Approved Sponsors Only			58.0	
Writing (Maximum 60)	–	2nd Previous Year – Approved Sponsors Only			61.1	
1st Previous Year	–	Total for 2 or 3 Year Period			161.4	
2nd Previous Year	–					
Total for 3 Year Period	–	Approved Sponsors – Minimum Requirement for 3 Year Period			72.0	

* **Type of Learning** – Group Learning (**GL**), Independent Study (**IS**), Teaching (**T**), Writing (**W**), Self-Study (**SS**), Nano Learning (**NL**), Blended Learning (**BL**)

Signature _____ Date _____

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO. P.A.
Continuing Professional Education Attendance Record
For the Current and Multi-Year Period Ending June 30, 2024

Record for: **Jim Eichten**
Licensed: 1992
CPA Certificate No.: 13278
CPA Certificate Date: 7/13/90

Course or Program	Sponsor	Location		NON-Approved Sponsor "X"	Type of Learning * (GL, IS, T, W, SS, NL, BL)	Technical Learning Activities: General	Technical Learning Activities: Regulatory Ethics	Non-Technical Learning Activities: General	Non-Technical Learning Activities: Behavioral Ethics	Total	GAGAS (Yellow Book) Requirements: Gov't or Unique	GAGAS (Yellow Book) Requirements: Enhance Audit Pro
Government School Training	MMKR	MMKR	7/20/2023		GL	6.6				6.6	5.1	5.1
MNCPA Audits of Local Government Conference	MNCPA Society	Virtual	10/23/2023		GL	7.0			1.0	8.0	8.0	8.0
People Reading- Fundamental Ethics	MMKR/Michael Kiefer	MMKR	1/11/2024		GL				4.0	4.0	0.0	4.0
SAS Training	MMKR	MMKR	1/11/2024		GL	1.0				1.0	1.0	1.0
GASB 96- SBITA's for Cities	MMKR	MMKR	3/7/2024		GL	1.2				1.2	1.2	1.2
Auditing & Ethics for Governments	AICPA	Webinar	4/16/2024		GL	2.0	1.0			3.0	3.0	3.0
Masbo Conference	MASBO	Rochester	5/8/2024	X	GL	4.0				4.0	4.0	4.0
2024 State & Local Government Audit Planning	AICPA	Webinar	5/15/2024		GL	2.0				2.0	2.0	2.0
Ehler's Conference	Ehlers	Crowne Plaza	4/5/2024	X	GL	5.0				5.0	5.0	5.0
Quality Management Standards	MNCPA Society	Webinar	5/22/2024		GL	1.5				1.5	0.0	0.0
MNCPA Audits of School District Conference	MNCPA Society	Virtual	6/3/2024		GL	7.0			1.0	8.0	8.0	8.0
2024 Compliance Supplement	AICPA	Virtual	6/13/2024		GL	2.4				2.4	2.4	2.4
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
		Total Current Year – All Sponsors				39.7	1.0	0.0	6.0	46.7	39.7	43.7
		1st Previous Year – All Sponsors				40.3	0.0	1.0	1.0	42.3	41.3	41.3
		2nd Previous Year – All Sponsor				41.5	4.0	12.5	2.0	60.0	N/A	N/A
						121.5	5.0	13.5	9.0	149.0	81.0	85.0

Additional 3 Year Reporting Requirements:		Combined Technical – General and Regulatory Ethics	126.5		
Group or Blended Learning (Minimum 24)	46.7				
1st Previous Year	42.3	Current Year Combined Ethics – Technical and Non-Technical		14.0	
2nd Previous Year	60.0				
Total for 3 Year Period	149.0	Minimum Requirement for 2 or 3 Year Period	60.0	8.0	120.0	24.0	80.0
Teaching, Presenting (Maximum 60)	–	Minimum Requirement Per Year	N/A	N/A	20.0	N/A	20.0
1st Previous Year	–				
2nd Previous Year	–				
Total for 3 Year Period	–	Total Current Year – Approved Sponsors Only			37.7		
		1st Previous Year – Approved Sponsors Only			42.3		
Writing (Maximum 60)	–	2nd Previous Year – Approved Sponsors Only			58.0		
1st Previous Year	–	Total for 2 or 3 Year Period			138.0		
2nd Previous Year	–				
Total for 3 Year Period	–	Approved Sponsors – Minimum Requirement for 3 Year Period			72.0		

* **Type of Learning** – Group Learning (**GL**), Independent Study (**IS**), Teaching (**T**), Writing (**W**), Self-Study (**SS**), Nano Learning (**NL**), Blended Learning (**BL**)

Signature _____ Date _____

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO. P.A.
Continuing Professional Education Attendance Record
For the Current and Multi-Year Period Ending June 30, 2024

Record for: **Jim Eichten**
Licensed: 1992
CPA Certificate No.: 13278
CPA Certificate Date: 7/13/90

Course or Program	Sponsor	Location		NON-Approved Sponsor "X"	Type of Learning * (GL, IS, T, W, SS, NL, BL)	Technical Learning Activities		Non-Technical Learning Activities		Total	GAGAS (Yellow Book) Requirements	
						General	Regulatory Ethics	General	Behavioral Ethics		Gov't or Unique	Enhance Audit Pro
Federal Programs - Compliance	MMKR	MMKR	7/23/2024		GL	5.3				5.3	5.3	5.3
GASB #68 Training	MMKR	MMKR	9/3/2024		GL	0.5				0.5	0.5	0.5
Financial Statement Prep Training	MMKR	MMKR	9/4/2024		GL	3.0				3.0	3.0	3.0
2024 Annual GAQC Webcast	AIPCA	AICPA	9/6/2024		GL	2.0				2.0	2.0	2.0
GASB Update	MNGFOA	Arrowwood Resort	9/26/2024		GL	1.0				1.0	1.0	0.0
MNCPA Audits of Local Government Conference	MNCPA Society	Virtual	10/21/2024		GI	7.0	1.0			8.0	8.0	8.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
			Total Current Year – All Sponsors			18.8	1.0	0.0	0.0	19.8	19.8	18.8
			1st Previous Year – All Sponsors			39.7	1.0	0.0	6.0	46.7	39.7	43.7
			2nd Previous Year – All Sponsor			40.3	0.0	1.0	1.0	42.3	N/A	N/A
						98.8	2.0	1.0	7.0	108.8	59.5	62.5

Additional 3 Year Reporting Requirements:		Combined Technical – General and Regulatory Ethics	100.8			
Group or Blended Learning (Minimum 24)	11.8					
1st Previous Year	46.7	Current Year Combined Ethics – Technical and Non-Technical		9.0		
2nd Previous Year	42.3					
Total for 3 Year Period	100.8	Minimum Requirement for 2 or 3 Year Period	60.0	8.0	120.0	24.0	80.0
Teaching, Presenting (Maximum 60)	–	Minimum Requirement Per Year	N/A	N/A	20.0	N/A	20.0
1st Previous Year	–					
2nd Previous Year	–					
Total for 3 Year Period	–	Total Current Year – Approved Sponsors Only			19.8	
		1st Previous Year – Approved Sponsors Only			37.7	
Writing (Maximum 60)	–	2nd Previous Year – Approved Sponsors Only			42.3	
1st Previous Year	–	Total for 2 or 3 Year Period			99.8	
2nd Previous Year	–					
Total for 3 Year Period	–	Approved Sponsors – Minimum Requirement for 3 Year Period			72.0	

* **Type of Learning** – Group Learning (**GL**), Independent Study (**IS**), Teaching (**T**), Writing (**W**), Self-Study (**SS**), Nano Learning (**NL**), Blended Learning (**BL**)

Signature _____ Date _____

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO. P.A.
Continuing Professional Education Attendance Record
For the Current and Multi-Year Period Ending June 30, 2023

Record for: **Jackie Huegel**
Licensed: 2009
CPA Certificate No.: 25113
CPA Certificate Date: 1/9/2009

Course or Program	Sponsor	Location		NON-Approved Sponsor "X"	Type of Learning * (GL, IS, T, W, SS, NL, BL)	Technical Learning Activities		Non-Technical Learning Activities		Total	GAGAS (Yellow Book) Requirements	
						General	Regulatory Ethics	General	Behavioral Ethics		Gov't or Unique	Enhance Audit Pro
GASB #87 - Part I	MMKR	MMKR	7/25/2022		GL	1.2				1.2	1.2	1.2
GASB #87 - Part II	MMKR	MMKR	7/26/2022		GL	1.2				1.2	1.2	1.2
GASB #87 - Part III	MMKR	MMKR	7/27/2022		GL	0.6				0.6	0.6	0.6
School District Audit Update	MMKR	MMKR	8/4/2022		GL	1.2				1.2	1.2	1.2
Financial Statement Preparation In-Charge Level	MMKR	MMKR	9/6/2022		GL	3.0				3.0	3.0	3.0
What Federal Agencies are Finding in Single Audit	MMKR	MMKR	10/12/2022		GL	2.6				2.6	2.6	2.6
MNCPA Society Audits of Local Government Conf	MNCPA Society	MMKR/Virtual	10/17/2022		GL	7.0			1.0	8.0	8.0	8.0
Federal Emergency Connectivity Fund	MMKR/Ropia	MMKR/Virtual	10/18/2022		GL	1.0				1.0	1.0	1.0
City Prelim CPE	MMKR	MMKR	1/4/2023		GL	4.5				4.5	4.5	4.5
K2 Ethics & Technology	K2 & Tommy Stephens	MMKR	1/10/2023		GL				4.0	4.0	0.0	0.0
Government Team Training	MMKR	MMKR	1/10/2023		GL	3.4				3.4	3.4	3.4
Diversity & Inclusion	Amber Buck	MMKR	1/11/2023		GL			1.0		1.0	0.0	0.0
Federal Alternative Compliance Examination	MMKR	MMKR	1/19/2023		GL	2.0				2.0	2.0	2.0
2022 Peer Review Results	MMKR	MMKR	5/31/2023		GL	1.0				1.0	1.0	1.0
Audits of School Districts Conference	MNCPA Society	MNCPA Society	6/5/2023		GI	7.0			1.0	8.0	8.0	8.0
2023 Compliance Supplement & Single Audit Update	MMKR	MMKR	6/13/2023		GL	2.8				2.8	2.8	2.8
Federal Programs - Part I	MMKR	MMKR	6/29/2023		GL	2.3				2.3	2.3	2.3
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
		Total Current Year – All Sponsors				40.8	0.0	1.0	6.0	47.8	42.8	42.8
		1st Previous Year – All Sponsors				49.8	4.0	6.0	2.0	61.8	48.0	56.8
		2nd Previous Year – All Sponsor				54.4	2.0	5.8	4.0	66.2	N/A	N/A
						145.0	6.0	12.8	12.0	175.8	90.8	99.6

Additional 3 Year Reporting Requirements:		Combined Technical – General and Regulatory Ethics	151.0			
Group or Blended Learning (Minimum 24)	39.8					
1st Previous Year	61.8	Current Year Combined Ethics – Technical and Non-Technical		18.0		
2nd Previous Year	66.2					
Total for 3 Year Period	167.8	Minimum Requirement for 2 or 3 Year Period	60.0	8.0	120.0	24.0	80.0
Teaching, Presenting (Maximum 60)	–	Minimum Requirement Per Year	N/A	N/A	20.0	N/A	20.0
1st Previous Year	–					
2nd Previous Year	–					
Total for 3 Year Period	–	Total Current Year – Approved Sponsors Only			47.8	
		1st Previous Year – Approved Sponsors Only			61.8	
Writing (Maximum 60)	–	2nd Previous Year – Approved Sponsors Only			66.2	
1st Previous Year	–	Total for 2 or 3 Year Period			175.8	
2nd Previous Year	–					
Total for 3 Year Period	–	Approved Sponsors – Minimum Requirement for 3 Year Period			72.0	

*** Type of Learning** – Group Learning (**GL**), Independent Study (**IS**), Teaching (**T**), Writing (**W**), Self-Study (**SS**), Nano Learning (**NL**), Blended Learning (**BL**)

Signature _____ Date _____

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO. P.A.
Continuing Professional Education Attendance Record
For the Current and Multi-Year Period Ending June 30, 2024

Record for: **Jackie Huegel**
Licensed: 2009
CPA Certificate No.: 25113
CPA Certificate Date: 1/9/2009

Course or Program	Sponsor	Location		NON-Approved Sponsor "X"	Type of Learning * (GL, IS, T, W, SS, NL, BL)	Technical Learning Activities		Non-Technical Learning Activities			GAGAS (Yellow Book) Requirements	
						General	Regulatory Ethics	General	Behavioral Ethics	Total	Gov't or Unique	Enhance Audit Pro
Government School Training	MMKR	MMKR	7/20/2023		GL	6.6				6.6	5.1	5.1
TB Importing Session I	MMKR	MMKR	8/15/2023		GL	1.2				1.2	1.2	1.2
TB Importing Session II	MMKR	MMKR	8/16/2023		GL	0.9				0.9	0.9	0.9
MNCPA Audit of Local Government Conference	MNCPA Society	Virtual	10/23/2023		GL	7.0			1.0	8.0	8.0	8.0
Financial Statement Prep	MMKR	MMKR	10/27/2023		GL	1.8				1.8	1.8	1.8
New GSA Federal Audit Clearinghouse	MMKR	MMKR	11/8/2023		GL	2.0				2.0	2.0	2.0
People Reading- Fundamentals for Ethics	MMKR/Michael Kiefer	MMKR	1/11/2024		GL				4.0	4.0	0.0	4.0
Government Team Training	MMKR	MMKR	1/12/2024		GL	3.7				3.7	3.7	3.7
SAS Training	MMKR	MMKR	1/11/2024		GL	1.0				1.0	0.0	1.0
GASB 96- SBITA's for Cities	MMKR	MMKR	3/7/2024		GL	1.2				1.2	1.2	1.2
MASBO 2024 Cert. Web-Accounting & Auditing II	MASBO	Webinar	3/21/2024	X	GL	3.0				3.0	3.0	3.0
Essentials Monthly Briefing: MEGS	MASBO	Webinar	4/9/2024	X	GL	1.0				1.0	1.0	1.0
Cash Flow	MMKR	MMKR	4/29/2024		GL	1.2				1.2	1.2	1.2
GASB 96 SBITA, GASB 94 P3, & GASB 87 Leases	Business Professionals Network	Webinar	5/15/2024		GL	2.0				2.0	2.0	2.0
Audits of School Districts Conference	MNCPA Society	Webinar	6/3/2024		GL	7.0			1.0	8.0	8.0	8.0
2024 Compliance Supplement & Single Audit Update	MMKR	MMKR	6/13/2024		GL	2.4				2.4	2.4	2.4
Federal Programs - planning	MMKR	MMKR	6/19/2024		GL	6.0				6.0	6.0	6.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
		Total Current Year – All Sponsors				48.0	0.0	0.0	6.0	54.0	47.5	52.5
		1st Previous Year – All Sponsors				40.8	0.0	1.0	6.0	47.8	42.8	42.8
		2nd Previous Year – All Sponsor				49.8	4.0	6.0	2.0	61.8	N/A	N/A
						138.6	4.0	7.0	14.0	163.6	90.3	95.3

Additional 3 Year Reporting Requirements:						
Group or Blended Learning (Minimum 24)	53.1	Combined Technical – General and Regulatory Ethics	142.6			
1st Previous Year	39.8	Current Year Combined Ethics – Technical and Non-Technical		18.0		
2nd Previous Year	61.8					
Total for 3 Year Period	154.7	Minimum Requirement for 2 or 3 Year Period	60.0	8.0	120.0	24.0	80.0
Teaching, Presenting (Maximum 60)	–	Minimum Requirement Per Year	N/A	N/A	20.0	N/A	20.0
1st Previous Year	–					
2nd Previous Year	–					
Total for 3 Year Period	–	Total Current Year – Approved Sponsors Only			50.0	
		1st Previous Year – Approved Sponsors Only			47.8	
Writing (Maximum 60)	–	2nd Previous Year – Approved Sponsors Only			61.8	
1st Previous Year	–	Total for 2 or 3 Year Period			159.6	
2nd Previous Year	–					
Total for 3 Year Period	–	Approved Sponsors – Minimum Requirement for 3 Year Period			72.0	

*** Type of Learning** – Group Learning (**GL**), Independent Study (**IS**), Teaching (**T**), Writing (**W**), Self-Study (**SS**), Nano Learning (**NL**), Blended Learning (**BL**)

Signature _____ Date _____

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO. P.A.
Continuing Professional Education Attendance Record
For the Current and Multi-Year Period Ending June 30, 2025

Record for: **Jackie Huegel**
Licensed: 2009
CPA Certificate No.: 25113
CPA Certificate Date: 1/9/2009

Course or Program	Sponsor	Location		NON-Approved Sponsor "X"	Type of Learning * (GL, IS, T, W, SS, NL, BL)	Technical Learning Activities		Non-Technical Learning Activities			GAGAS (Yellow Book) Requirements	
						General	Regulatory Ethics	General	Behavioral Ethics	Total	Gov't or Unique	Enhance Audit Pro
Government School Training	MMKR	MMKR	7/18/2024		GL	7.8				7.8	7.8	7.8
Federal Programs- Compliance	MMKR	MMKR	7/23/20204		GL	5.3				5.3	5.3	5.3
MEGS Training	MMKR	MMKR	8/28/2024		GL	0.6				0.6	0.6	0.6
GASB #68 Training	MMKR	MMKR	9/3/2024		GL	0.5				0.5	0.5	0.5
Financial Statement Prep Training	MMKR	MMKR	9/4/2024		GL	3.0				3.0	3.0	3.0
AST Report Formatting Tips for F/S Prep	MMKR	MMKR	9/10/2024		GL	0.8				0.8	0.0	0.0
MNCPA Audits of Local Government Conference	MNCPA Society	Virtual	10/21/2024		GL	7.0	1.0			8.0	8.0	8.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
		Total Current Year – All Sponsors				25.0	1.0	0.0	0.0	26.0	25.2	25.2
		1st Previous Year – All Sponsors				48.0	0.0	0.0	6.0	54.0	47.5	52.5
		2nd Previous Year – All Sponsor				40.8	0.0	1.0	6.0	47.8	N/A	N/A
						113.8	1.0	1.0	12.0	127.8	72.7	77.7

Additional 3 Year Reporting Requirements:		Combined Technical – General and Regulatory Ethics	114.8			
Group or Blended Learning (Minimum 24)	26.0					
1st Previous Year	53.1	Current Year Combined Ethics – Technical and Non-Technical		13.0		
2nd Previous Year	39.8					
Total for 3 Year Period	118.9	Minimum Requirement for 2 or 3 Year Period	60.0	8.0	120.0	24.0	80.0
Teaching, Presenting (Maximum 60)	–	Minimum Requirement Per Year	N/A	N/A	20.0	N/A	20.0
1st Previous Year	–					
2nd Previous Year	–					
Total for 3 Year Period	–	Total Current Year – Approved Sponsors Only			26.0	
		1st Previous Year – Approved Sponsors Only			50.0	
Writing (Maximum 60)	–	2nd Previous Year – Approved Sponsors Only			47.8	
1st Previous Year	–	Total for 2 or 3 Year Period			123.8	
2nd Previous Year	–					
Total for 3 Year Period	–	Approved Sponsors – Minimum Requirement for 3 Year Period			72.0	

*** Type of Learning** – Group Learning (**GL**), Independent Study (**IS**), Teaching (**T**), Writing (**W**), Self-Study (**SS**), Nano Learning (**NL**), Blended Learning (**BL**)

Signature _____ Date _____

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO. P.A.
Continuing Professional Education Attendance Record
For the Current and Multi-Year Period Ending June 30, 2023

Record for: **Jennifer Dickman**
Licensed: 2007
CPA Certificate No.: 24393
CPA Certificate Date: 10/27/2007

Course or Program	Sponsor	Location		NON-Approved Sponsor "X"	Type of Learning * (GL, IS, T, W, SS, NL, BL)	Technical Learning Activities: General	Technical Learning Activities: Regulatory Ethics	Non-Technical Learning Activities: General	Non-Technical Learning Activities: Behavioral Ethics	Total	GAGAS (Yellow Book) Requirements: Gov't or Unique	GAGAS (Yellow Book) Requirements: Enhance Audit Pro
GASB #87 - Part I	MMKR	MMKR	7/25/2022		GL	1.2				1.2	1.2	1.2
GASB #87 - Part II	MMKR	MMKR	7/26/2022		GL	1.2				1.2	1.2	1.2
GASB #87 - Part III	MMKR	MMKR	7/27/2022		GL	0.6				0.6	0.6	0.6
Financial Statement Prep Training- Staff Level	MMKR	MMKR	8/30/2022		GL	2.6				2.6	2.6	2.6
What Federal Agencies are Finding in Single Audits	MMKR	MMKR	10/12/2022		GL	2.6				2.6	2.6	2.6
MNCPA Society Audits of Local Government Conf	MNCPA Society	MMKR/Virtual	10/17/2022		GL	7.0			1.0	8.0	8.0	8.0
Federal Emergency Connectivity Fund	MMKR/Ropia	MMKR/Virtual	10/18/2022		GL	1.0				1.0	1.0	1.0
City Prelim CPE	MMKR	MMKR	1/4/2023		GL	5.4				5.4	5.4	5.4
K2 Ethics & Technology	K2 - Tommy Stephens	MMKR	1/10/2023		GL				4.0	4.0	0.0	0.0
Government Team Training	MMKR	MMKR	1/10/2023		GL	3.4				3.4	3.4	3.4
Diversity & Inclusion	Amber Buck	MMKR	1/11/2023		GL			1.0		1.0	0.0	0.0
GASB's Lease & SBITA Standards	MMKR	MMKR	1/12/2023		GL	2.6				2.6	2.6	2.6
Federal Alternative Compliance Examination	MMKR	MMKR	1/19/2023		GL	2.0				2.0	2.0	2.0
2023 Single Audit Lightning Round	MMKR	MMKR	1/26/2023		GL	2.4				2.4	2.4	2.4
2022 Peer Review Results	MMKR	MMKR	5/31/2023		GL	1.0				1.0	1.0	1.0
Audits of School Districts Conference	MNCPA Society	MNCPA Society	6/5/2023		GL	7.0			1.0	8.0	8.0	8.0
2023 Compliance Supplement & Single Audit Update	MMKR	MMKR	6/13/2023		GL	2.8				2.8	2.8	2.8
Federal Programs - Part I	MMKR	MMKR	6/29/2023		GL	2.3				2.3	2.3	2.3
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
		Total Current Year – All Sponsors				45.1	0.0	1.0	6.0	52.1	47.1	47.1
		1st Previous Year – All Sponsors				60.7	4.0	6.0	2.0	72.7	57.5	66.8
		2nd Previous Year – All Sponsor				64.5	2.0	4.3	4.0	74.8	N/A	N/A
						170.3	6.0	11.3	12.0	199.6	104.6	113.9

Additional 3 Year Reporting Requirements:

Group or Blended Learning (Minimum 24)	52.1	Combined Technical – General and Regulatory Ethics		176.3			
1st Previous Year	67.2	Current Year Combined Ethics – Technical and Non-Technical			18.0		
2nd Previous Year	68.8						
Total for 3 Year Period	188.1	Minimum Requirement for 2 or 3 Year Period	60.0		8.0	120.0	24.0	80.0
Teaching, Presenting (Maximum 60)	–	Minimum Requirement Per Year	N/A		N/A	20.0	N/A	20.0
1st Previous Year	5.5						
2nd Previous Year	6.0						
Total for 3 Year Period	11.5	Total Current Year – Approved Sponsors Only				52.1		
		1st Previous Year – Approved Sponsors Only				72.7		
Writing (Maximum 60)	–	2nd Previous Year – Approved Sponsors Only				74.8		
1st Previous Year	–	Total for 2 or 3 Year Period				199.6		
2nd Previous Year	–							
Total for 3 Year Period	–	Approved Sponsors – Minimum Requirement for 3 Year Period				72.0		

* **Type of Learning** – Group Learning (**GL**), Independent Study (**IS**), Teaching (**T**), Writing (**W**), Self-Study (**SS**), Nano Learning (**NL**), Blended Learning (**BL**)

Signature _____ Date _____

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO. P.A.
Continuing Professional Education Attendance Record
For the Current and Multi-Year Period Ending June 30, 2024

Record for: **Jennifer Dickman**
Licensed: 2007
CPA Certificate No.: 24393
CPA Certificate Date: 10/27/2007

Course or Program	Sponsor	Location		NON-Approved Sponsor "X"	Type of Learning * (GL, IS, T, W, SS, NL, BL)	Technical Learning Activities		Non-Technical Learning Activities		Total	GAGAS (Yellow Book) Requirements	
						General	Regulatory Ethics	General	Behavioral Ethics		Gov't or Unique	Enhance Audit Pro
Government School Training	MMKR	MMKR	7/20/2023		GL	6.6				6.6	5.1	5.1
TB Importing Session II	MMKR	MMKR	8/16/2023		GL	0.9				0.9	0.9	0.9
Auditing A/R at a School District	MMKR	MMKR	8/22/2023		GL	0.3				0.3	0.3	0.3
MNCPA Audits of Local Government Conference	MNCPA Society	Virtual	10/23/2023		GL	7.0			1.0	8.0	8.0	8.0
People Reading- Fundamentals Ethics	MMKR/Michael Kiefer	MMKR	1/11/2024		GL				4.0	4.0	0.0	4.0
Government Team Training	MMKR	MMKR	1/12/2024		GL	5.6				5.6	5.6	5.6
SAS Training	MMKR	MMKR	1/11/2024		GL	1.0				1.0	0.0	1.0
GASB 96- SBITA's for Cities	MMKR	MMKR	3/7/2024		GL	1.2				1.2	1.2	1.2
Essentials Monthly Briefing; MEGS	MASBO	Webinar	4/9/2024	X	GL	1.0				1.0	1.0	1.0
Cash Flows	MMKR	MMKR	4/29/2024		GL	1.2				1.2	1.2	1.2
School District Prelim Training	MMKR	MMKR	5/22/2024		GL	1.8				1.8	1.8	1.8
MNCPA Audits of School Districts Conference	MNCPA Society	Webinar	6/3/2024		GL	7.0			1.0	8.0	8.0	8.0
2024 Compliance Supplement & Single Audit Update	MMKR	MMKR	6/13/2024		GL	2.4				2.4	2.4	2.4
Federal Program Planning - prep time	MMKR	MMKR	6/18/2024		T	1.5				1.5	1.5	1.5
Federal Program Planning	MMKR	MMKR	6/19/2024		GL	6.0				6.0	6.0	6.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
		Total Current Year – All Sponsors				43.5	0.0	0.0	6.0	49.5	43.0	48.0
		1st Previous Year – All Sponsors				45.1	0.0	1.0	6.0	52.1	47.1	47.1
		2nd Previous Year – All Sponsor				60.7	4.0	6.0	2.0	72.7	N/A	N/A
						149.3	4.0	7.0	14.0	174.3	90.1	95.1

Additional 3 Year Reporting Requirements:								
Group or Blended Learning (Minimum 24)	48.0	Combined Technical – General and Regulatory Ethics		153.3				
1st Previous Year	52.1	Current Year Combined Ethics – Technical and Non-Technical			18.0			
2nd Previous Year	67.2							
Total for 3 Year Period	167.3	Minimum Requirement for 2 or 3 Year Period	60.0		8.0	120.0	24.0	80.0
Teaching, Presenting (Maximum 60)	1.5	Minimum Requirement Per Year	N/A		N/A	20.0	N/A	20.0
1st Previous Year	5.5							
2nd Previous Year	5.5							
Total for 3 Year Period	12.5	Total Current Year – Approved Sponsors Only				48.5		
		1st Previous Year – Approved Sponsors Only				52.1		
Writing (Maximum 60)	–	2nd Previous Year – Approved Sponsors Only				72.7		
1st Previous Year	–	Total for 2 or 3 Year Period				173.3		
2nd Previous Year	–							
Total for 3 Year Period	–	Approved Sponsors – Minimum Requirement for 3 Year Period				72.0		

* **Type of Learning** – Group Learning (**GL**), Independent Study (**IS**), Teaching (**T**), Writing (**W**), Self-Study (**SS**), Nano Learning (**NL**), Blended Learning (**BL**)

Signature _____ Date _____

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO. P.A.
Continuing Professional Education Attendance Record
For the Current and Multi-Year Period Ending June 30, 2025

Record for: **Jennifer Dickman**
Licensed: 2007
CPA Certificate No.: 24393
CPA Certificate Date: 10/27/2007

Course or Program	Sponsor	Location		NON-Approved Sponsor "X"	Type of Learning * (GL, IS, T, W, SS, NL, BL)	Technical Learning Activities: General	Technical Learning Activities: Regulatory Ethics	Non-Technical Learning Activities: General	Non-Technical Learning Activities: Behavioral Ethics	Total	GAGAS (Yellow Book) Requirements: Gov't or Unique	GAGAS (Yellow Book) Requirements: Enhance Audit Pro
Governmental School Training	MMKR	MMKR	7/18/2024		GL	7.8				7.8	7.8	0.0
Federal Programs- Compliance	MMKR	MMKR	7/23/2024		GL	5.3				5.3	5.3	5.3
GASB #68 Training	MMKR	MMKR	9/3/2024		GL	0.5				0.5	0.5	0.5
Financial Statement Prep Training	MMKR	MMKR	9/4/2024		GL	3.0				3.0	3.0	3.0
AST Report Formatting Tips for F/S Prep	MMKR	MMKR	9/10/2024		GL	0.8				0.8	0.0	0.0
MNCPA Audits of Local Government Conference	MNCPA Society	Virtual	10/21/2024		GL	7.0	1.0			8.0	8.0	8.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
			Total Current Year – All Sponsors			24.4	1.0	0.0	0.0	25.4	24.6	16.8
			1st Previous Year – All Sponsors			43.5	0.0	0.0	6.0	49.5	43.0	48.0
			2nd Previous Year – All Sponsor			45.1	0.0	1.0	6.0	52.1	N/A	N/A
						113.0	1.0	1.0	12.0	127.0	67.6	64.8

Additional 3 Year Reporting Requirements:							
Group or Blended Learning (Minimum 24)	25.4	Combined Technical – General and Regulatory Ethics	114.0				
1st Previous Year	48.0	Current Year Combined Ethics – Technical and Non-Technical		13.0			
2nd Previous Year	52.1						
Total for 3 Year Period	125.5	Minimum Requirement for 2 or 3 Year Period	60.0	8.0	120.0	24.0	80.0
Teaching, Presenting (Maximum 60)	–	Minimum Requirement Per Year	N/A	N/A	20.0	N/A	20.0
1st Previous Year	1.5						
2nd Previous Year	5.5						
Total for 3 Year Period	7.0	Total Current Year – Approved Sponsors Only			25.4		
		1st Previous Year – Approved Sponsors Only			48.5		
Writing (Maximum 60)	–	2nd Previous Year – Approved Sponsors Only			52.1		
1st Previous Year	–	Total for 2 or 3 Year Period			126.0		
2nd Previous Year	–						
Total for 3 Year Period	–	Approved Sponsors – Minimum Requirement for 3 Year Period			72.0		

* **Type of Learning** – Group Learning (**GL**), Independent Study (**IS**), Teaching (**T**), Writing (**W**), Self-Study (**SS**), Nano Learning (**NL**), Blended Learning (**BL**)

Signature _____ Date _____

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO. P.A.
Continuing Professional Education Attendance Record
For the Current and Multi-Year Period Ending June 30, 2023

Record for: **Jeff Katzenberger**
Unlicensed:
CPA Certificate No.:
CPA Certificate Date:

Course or Program	Sponsor	Location		NON-Approved Sponsor "X"	Type of Learning * (GL, IS, T, W, SS, NL, BL)	Technical Learning Activities		Non-Technical Learning Activities		Total	GAGAS (Yellow Book) Requirements	
						General	Regulatory Ethics	General	Behavioral Ethics		Gov't or Unique	Enhance Audit Pro
GASB #87 Part I	MMKR	MMKR	7/25/2022		GL	1.2				1.2	1.2	1.2
GASB #87 Part II	MMKR	MMKR	7/26/2022		GL	1.2				1.2	1.2	1.2
GASB #87 Part III	MMKR	MMKR	7/27/2022		GL	0.6				0.6	0.6	0.6
School District Audit Update	MMKR	MMKR	8/4/2022		GL	1.2				1.2	1.2	1.2
Financial Statement Preparation Training- Staff Level	MMKR	MMKR	8/30/2022		GL	2.6				2.6	2.6	2.6
K2's Ethics & Technology	K2 & Tommy Stephens	MMKR	1/10/2023		GL				4.0	4.0	0.0	0.0
Government Team Training	MMKR	MMKR	1/10/2023		GL	3.4				3.4	3.4	3.4
Diversity & Inclusion	Amber Buck	MMKR	1/11/2023		GL			1.0		1.0	0.0	0.0
Tax Update	MMKR	MMKR	1/11/2023		GL	1.0				1.0	0.0	1.0
Leases	MMKR	MMKR	1/11/2023		GL	1.8				1.8	0.0	1.8
Federal Alternative Compliance Examination	MMKR	MMKR	1/19/2023		GL	2.0				2.0	2.0	2.0
2022 Peer Review Results	MMKR	MMKR	5/31/2023		GL	1.0				1.0	1.0	1.0
Audit of School District Conference	MNCPA Society	MNCPA Society	6/5/2023		GL	7.0			1.0	8.0	8.0	8.0
City Prelim CPE	MMKR	MMKR	1/4/2023		GL	5.0				5.0	5.0	5.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
		Total Current Year – All Sponsors				28.0	0.0	1.0	5.0	34.0	26.2	29.0
		1st Previous Year – All Sponsors				0.0	0.0	0.0	0.0	0.0	0.0	0.0
		2nd Previous Year – All Sponsor				0.0	0.0	0.0	0.0	0.0	N/A	N/A
						28.0	0.0	1.0	5.0	34.0	26.2	29.0

Additional 3 Year Reporting Requirements:		Combined Technical – General and Regulatory Ethics	28.0		
Group or Blended Learning (Minimum 24)	34.0				
1st Previous Year	–	Current Year Combined Ethics – Technical and Non-Technical		5.0	
2nd Previous Year	–				
Total for 3 Year Period	34.0	Minimum Requirement for 2 or 3 Year Period	60.0	8.0	120.0	24.0	80.0
Teaching, Presenting (Maximum 60)	–	Minimum Requirement Per Year	N/A	N/A	20.0	N/A	20.0
1st Previous Year	–						
2nd Previous Year	–						
Total for 3 Year Period	–	Total Current Year – Approved Sponsors Only			34.0		
		1st Previous Year – Approved Sponsors Only			0.0		
Writing (Maximum 60)	–	2nd Previous Year – Approved Sponsors Only			0.0		
1st Previous Year	–	Total for 2 or 3 Year Period			34.0		
2nd Previous Year	–						
Total for 3 Year Period	–	Approved Sponsors – Minimum Requirement for 3 Year Period			72.0		

* **Type of Learning** – Group Learning (**GL**), Independent Study (**IS**), Teaching (**T**), Writing (**W**), Self-Study (**SS**), Nano Learning (**NL**), Blended Learning (**BL**)

Signature _____ Date _____

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO. P.A.
Continuing Professional Education Attendance Record
For the Current and Multi-Year Period Ending June 30, 2024

Record for: **Jeff Katzenberger**
Unlicensed:
CPA Certificate No.:
CPA Certificate Date:

Course or Program	Sponsor	Location		NON-Approved Sponsor "X"	Type of Learning * (GL, IS, T, W, SS, NL, BL)	Technical Learning Activities		Non-Technical Learning Activities		Total	GAGAS (Yellow Book) Requirements	
						General	Regulatory Ethics	General	Behavioral Ethics		Gov't or Unique	Enhance Audit Pro
Government School Training	MMKR	MMKR	7/20/2023		GL	6.6				6.6	5.1	5.1
TB Importing Session I	MMKR	MMKR	8/15/2023		GL	1.2				1.2	1.2	1.2
TB Importing Session II	MMKR	MMKR	8/16/2023		GL	0.9				0.9	0.9	0.9
Auditing A/R at a School District	MMKR	MMKR	8/22/2023		GL	0.3				0.3	0.3	0.3
Auditing Accounts Payable at a School District	MMKR	MMKR	8/24/2023		GL	1.1				1.1	1.1	1.1
Auditing Accrued Liabilities for a School District	MMKR	MMKR	8/30/2023		GL	0.6				0.6	0.6	0.6
Financial Statement Prep	MMKR	MMKR	10/27/2023		GL	1.8				1.8	1.8	1.8
Staff Training- Semi Senior	MNCPA Society	MNCPA Society	11/6-8/2023		GL	20.4		3.6		24.0	0.0	0.0
People Reading- Fundamentals for Understanding Ethics	MMKR/Michael Kiefer	MMKR	1/11/2024		GL				3.5	3.5	0.0	3.5
Government Team Training	MMKR	MMKR	1/12/2024		GL	5.6				5.6	5.6	5.6
SAS Training	MMKR	MMKR	1/11/2024		GL	1.0				1.0	0.0	1.0
Leases & Teammate Analytics	MMKR	MMKR	1/11/2024		GL	1.8				1.8	0.0	1.8
Tax Training	MMKR	MMKR	1/11/2024		GL	0.9				0.9	0.0	0.0
GASB 96- SBITA's for Cities	MMKR	MMKR	3/7/2024		GL	1.2				1.2	1.2	1.2
Cash Flows	MMKR	MMKR	4/29/2024		GL	1.2				1.2	1.2	1.2
School District Prelim Training	MMKR	MMKR	5/22/2024		GL	4.5				4.5	4.5	4.5
MNCPA Audits of School District Conference	MNCPA Society	Virtual	6/3/2024		GL	7.0			1.0	8.0	8.0	8.0
2024 Compliance Supplement & Single Audit Update	MMKR	MMKR	6/13/2024		GL	2.4				2.4	2.4	2.4
Federal Programs - planning	MMKR	MMKR	6/19/2024		GL	6.0				6.0	6.0	6.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
		Total Current Year – All Sponsors				64.5	0.0	3.6	4.5	72.6	39.9	46.2
		1st Previous Year – All Sponsors				28.0	0.0	1.0	5.0	34.0	26.2	29.0
		2nd Previous Year – All Sponsor				0.0	0.0	0.0	0.0	0.0	N/A	N/A
						92.5	0.0	4.6	9.5	106.6	66.1	75.2

Additional 3 Year Reporting Requirements:		Combined Technical – General and Regulatory Ethics	92.5		
Group or Blended Learning (Minimum 24)	–				
1st Previous Year	34.0	Current Year Combined Ethics – Technical and Non-Technical		9.5	
2nd Previous Year	–				
Total for 3 Year Period	34.0	Minimum Requirement for 2 or 3 Year Period	60.0	8.0	120.0	24.0	80.0
Teaching, Presenting (Maximum 60)	–	Minimum Requirement Per Year	N/A	N/A	20.0	N/A	20.0
1st Previous Year	–				
2nd Previous Year	–				
Total for 3 Year Period	–	Total Current Year – Approved Sponsors Only			72.6		
		1st Previous Year – Approved Sponsors Only			34.0		
Writing (Maximum 60)	–	2nd Previous Year – Approved Sponsors Only			0.0		
1st Previous Year	–	Total for 2 or 3 Year Period			106.6		
2nd Previous Year	–				
Total for 3 Year Period	–	Approved Sponsors – Minimum Requirement for 3 Year Period			72.0		

* **Type of Learning** – Group Learning (**GL**), Independent Study (**IS**), Teaching (**T**), Writing (**W**), Self-Study (**SS**), Nano Learning (**NL**), Blended Learning (**BL**)

Signature _____ Date _____

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO. P.A.
Continuing Professional Education Attendance Record
For the Current and Multi-Year Period Ending June 30, 2025

Record for: **Jeff Katzenberger**
Unlicensed:
CPA Certificate No.:
CPA Certificate Date:

Course or Program	Sponsor	Location		NON-Approved Sponsor "X"	Type of Learning * (GL, IS, T, W, SS, NL, BL)	Technical Learning Activities		Non-Technical Learning Activities		Total	GAGAS (Yellow Book) Requirements	
						General	Regulatory Ethics	General	Behavioral Ethics		Gov't or Unique	Enhance Audit Pro
Government School Training	MMKR	MMKR	7/18/2024		GL	7.8				7.8	7.8	7.8
Federal Programs- Compliance	MMKR	MMKR	7/23/2024		GL	5.3				5.3	5.3	5.3
MEGS Training	MMKR	MMKR	8/28/2024		GL	0.6				0.6	0.6	0.6
GASB # 68 Training	MMKR	MMKR	9/3/2024		GL	0.5				0.5	0.5	0.5
Financial Statement Prep Training	MMKR	MMKR	9/4/2024		GL	3.0				3.0	3.0	3.0
AST Report Formatting Tips for F/S Prep	MMKR	MMKR	9/10/2024		GL	0.8				0.8	0.0	0.0
MNCPA Society Audits of Local Government Conf	MNCPA Society	Virtual	10/21/2024		GL	7.0	1.0			8.0	8.0	8.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
										0.0	0.0	0.0
			Total Current Year – All Sponsors			25.0	1.0	0.0	0.0	26.0	25.2	25.2
			1st Previous Year – All Sponsors			64.5	0.0	3.6	4.5	72.6	39.9	46.2
			2nd Previous Year – All Sponsor			28.0	0.0	1.0	5.0	34.0	N/A	N/A
						117.5	1.0	4.6	9.5	132.6	65.1	71.4

Additional 3 Year Reporting Requirements:		Combined Technical – General and Regulatory Ethics	118.5			
Group or Blended Learning (Minimum 24)	26.0					
1st Previous Year	72.6	Current Year Combined Ethics – Technical and Non-Technical		10.5		
2nd Previous Year	34.0					
Total for 3 Year Period	132.6	Minimum Requirement for 2 or 3 Year Period	60.0	8.0	120.0	24.0	80.0
Teaching, Presenting (Maximum 60)	–	Minimum Requirement Per Year	N/A	N/A	20.0	N/A	20.0
1st Previous Year	–					
2nd Previous Year	–					
Total for 3 Year Period	–	Total Current Year – Approved Sponsors Only			26.0	
		1st Previous Year – Approved Sponsors Only			72.6	
Writing (Maximum 60)	–	2nd Previous Year – Approved Sponsors Only			34.0	
1st Previous Year	–	Total for 2 or 3 Year Period			132.6	
2nd Previous Year	–					
Total for 3 Year Period	–	Approved Sponsors – Minimum Requirement for 3 Year Period			72.0	

* **Type of Learning** – Group Learning (**GL**), Independent Study (**IS**), Teaching (**T**), Writing (**W**), Self-Study (**SS**), Nano Learning (**NL**), Blended Learning (**BL**)

Signature _____ Date _____

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APPENDIX D

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LB | CARLSON

INDEPENDENT AUDITOR'S REPORT

To the City Council and Management
City of Sample, Minnesota

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

OPINIONS

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Sample, Minnesota (the City) as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of December 31, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof, for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

BASIS FOR OPINIONS

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for 12 months beyond the financial statements date, including any currently known information that may raise substantial doubt shortly thereafter.

(continued)

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance, but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

(continued)

REQUIRED SUPPLEMENTARY INFORMATION

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information (RSI), as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

SUPPLEMENTARY INFORMATION

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying combining and individual fund statements and schedules, as listed in the table of contents, are presented for the purpose of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

OTHER INFORMATION

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections, but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

(continued)

OTHER REPORTING REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 19, 2025 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Respectfully submitted,

LB CARLSON, LLP
Minneapolis, Minnesota

May 19, 2025

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the City Council and Management
City of Sample, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Sample, Minnesota (the City) as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated May 19, 2025.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify one deficiency in internal control, described in the accompanying Schedule of Findings and Responses as finding 2024-001, which we consider to be a significant deficiency.

(continued)

REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

CITY'S RESPONSE TO FINDING

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the finding identified in our audit and described in the accompanying Schedule of Findings and Responses. The City's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Respectfully submitted,

LB CARLSON, LLP
Minneapolis, Minnesota

May 19, 2025

LB | CARLSON

INDEPENDENT AUDITOR'S REPORT

ON MINNESOTA LEGAL COMPLIANCE

To the City Council and Management
City of Sample, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Sample, Minnesota (the City) as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated May 19, 2025.

MINNESOTA LEGAL COMPLIANCE

In connection with our audit, nothing came to our attention that caused us to believe that the City failed to comply with the provisions of the contracting – bid laws, depositories of public funds and public investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minnesota Statutes § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this report is not suitable for any other purpose.

Respectfully submitted,

LB CARLSON, LLP
Minneapolis, Minnesota

May 19, 2025

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APPENDIX E

SAMPLE MANAGEMENT REPORT



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Management Report

for

City of Sample, Minnesota

December 31, 2024



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LB | CARLSON

To the City Council and Management
City of Sample, Minnesota

We have prepared this management report in conjunction with our audit of the City of Sample, Minnesota's (the City) financial statements for the year ended December 31, 2024. We have organized this report into the following sections:

- Audit Summary
- Governmental Funds Overview
- Enterprise Funds Overview
- Government-Wide Financial Statements
- Accounting and Auditing Updates

We would be pleased to further discuss any of the information contained in this report or any other concerns that you would like us to address. We would also like to express our thanks for the courtesy and assistance extended to us during the course of our audit.

The purpose of this report is solely to provide those charged with governance of the City, management, and those who have responsibility for oversight of the financial reporting process comments resulting from our audit process and information relevant to city finances in Minnesota. Accordingly, this report is not suitable for any other purpose.

Respectfully submitted,

LB CARLSON, LLP
Minneapolis, Minnesota

May 19, 2025

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AUDIT SUMMARY

The following is a summary of our audit work, key conclusions, and other information that we consider important or that is required to be communicated to the City Council, administration, or those charged with governance of the City.

OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA AND *GOVERNMENT AUDITING STANDARDS*

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2024. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter. Professional standards also require that we communicate the following information related to our audit.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously discussed and coordinated in order to obtain sufficient audit evidence and complete an effective audit.

AUDIT OPINIONS AND FINDINGS

Based on our audit of the City's financial statements for the year ended December 31, 2024:

- We have issued unmodified opinions on the City's basic financial statements.

- We reported one matter involving the City's internal control over financial reporting that we consider to be a significant deficiency, as detailed in the Special Purpose Audit Reports. Due to the limited size of the City's office staff, the City has limited segregation of duties in certain areas.

- The results of our testing disclosed no instances of noncompliance required to be reported under *Government Auditing Standards.*

- We reported no findings based on our testing of the City's compliance with Minnesota laws and regulations.

FUND BALANCE DEFICITS

As reported in the City's Annual Comprehensive Financial Report (ACFR), the Cable Special Revenue Fund, the EDA TIF District No. 5 Special Revenue Fund, and the TCAAP Capital Project Fund had year-end deficit fund balances of $27,597, $26,511, and $194,879, respectively. Management has disclosed that these deficits will be eliminated with future contributions, grants, and internal fund transfers, if needed.

SIGNIFICANT ACCOUNTING POLICIES

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 of the notes to basic financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year.

We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

ACCOUNTING ESTIMATES AND MANAGEMENT JUDGMENTS

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- **Depreciation** – Management's estimates of depreciation expense are based on the estimated useful lives of the assets.

- **Pension Benefits** – The City has recorded liabilities and activity for pension benefits. Actuarial estimates of the net pension balances are calculated using actuarial methodologies described in Governmental Accounting Standards Board Statement No. 68. The actuarial calculations include significant assumptions, including projected changes, investment returns, retirement ages, proportionate share, and employee turnover.

- **Compensated Absences** – Management's estimate is based on current rates of pay, unused compensated absence balances, and the likelihood compensated absences will be paid out over the course of employment or at termination.

We evaluated the key factors and assumptions used by management to develop these accounting estimates in determining that they are reasonable in relation to the basic financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The disclosures included in the notes to the basic financial statements related to pension benefits are particularly sensitive, due to the materiality of the liabilities, and the large and complex estimates involved in determining the disclosures.

The financial statement disclosures are neutral, consistent, and clear.

DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no significant difficulties in dealing with management in performing and completing our audit.

CORRECTED AND UNCORRECTED MISSTATEMENTS

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

DISAGREEMENTS WITH MANAGEMENT

For purposes of this report, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter dated May 19, 2025.

MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

OTHER AUDIT FINDINGS OR ISSUES

We generally discuss a variety of matters, including the application of accounting principles and auditing standards with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

OTHER MATTERS

We applied certain limited procedures to the management's discussion and analysis (MD&A) and the required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund statements and schedules, reported as supplementary information, as described in the table of contents, which accompany the financial statements, but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section and the statistical section, which accompany the financial statements, but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

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GOVERNMENTAL FUNDS OVERVIEW

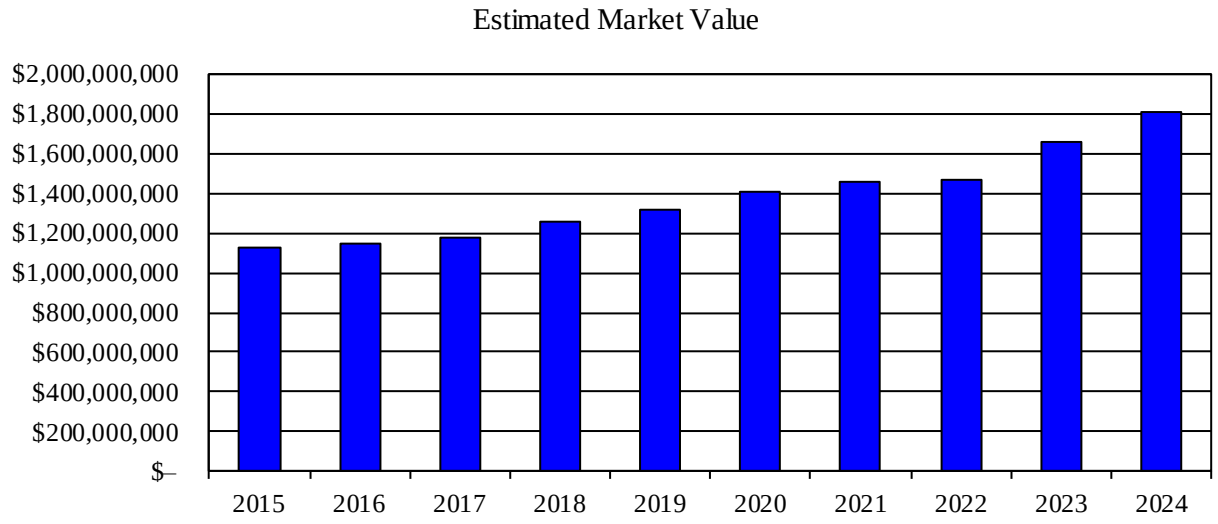
This section of the report provides you with an overview of the financial trends and activities of the City's governmental funds, which includes the General, special revenue, debt service, and capital project funds. These funds are used to account for the basic services the City provides to all of its citizens, which are financed primarily with property taxes. The governmental fund information in the City's financial statements focuses on budgetary compliance and the sufficiency of each governmental fund's current assets to finance its current liabilities.

PROPERTY TAXES

Minnesota cities rely heavily on local property tax levies to support their governmental fund activities. For the 2022 fiscal year (the most recent comparative state-wide data available), local ad valorem property tax levies provided 44.1 percent of the total governmental fund revenues for cities over 2,500 in population, and 35.2 percent for cities under 2,500 in population. Total property taxes levied by all Minnesota cities for taxes payable in 2024 increased 7.5 percent compared to the prior year, and 7.7 percent for taxes payable in 2025.

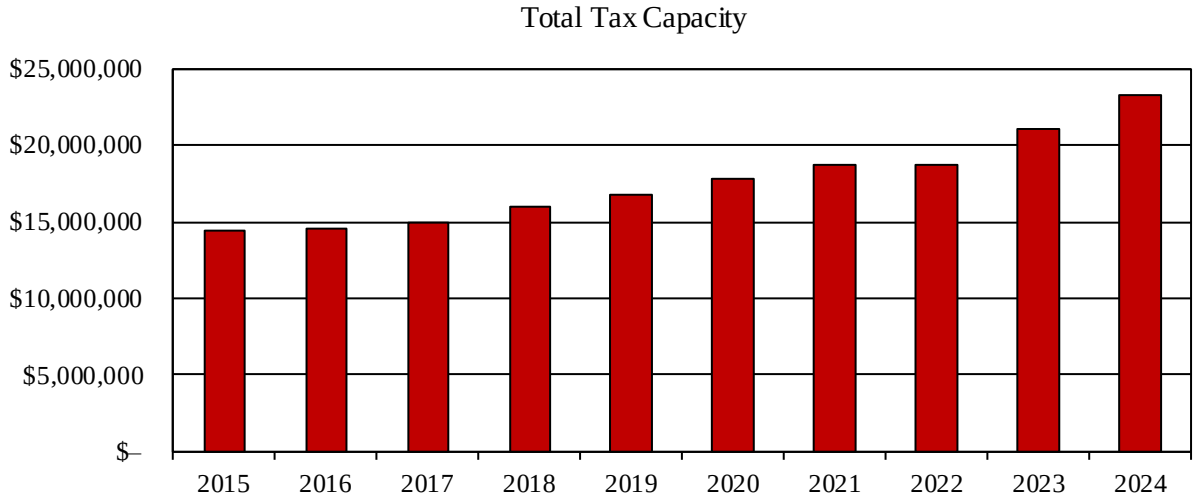
The taxable net tax capacity value of property in Minnesota cities increased about 8.4 percent for the 2024 levy year. The tax capacity values used for levying property taxes are based on the assessed market values for the previous fiscal year (e.g., tax capacity values for taxes levied in 2024 were based on assessed market values as of January 1, 2023), so the trend of change in these tax capacity values lags somewhat behind the housing market and economy in general.

The City's market value increased 13.1 percent for taxes payable in 2023 and increased 9.0 percent for taxes payable in 2024. The following graph shows the City's changes in estimated market value over the past 10 years:



Tax capacity is considered the actual base available for taxation. It is calculated by applying the state's property classification system to each property's market value. Each property classification, such as commercial or residential, has a different calculation and uses different rates. Consequently, a city's total tax capacity will change at a different rate than its total market value, as tax capacity is affected by the proportion of its tax base that is in each property classification from year-to-year, as well as legislative changes to tax rates. The City's tax capacity increased 12.9 percent and 10.3 percent for taxes payable in 2023 and 2024, respectively.

The following graph shows the City's change in tax capacities over the past 10 years:



The following table presents the average tax rates applied to city residents for each of the last three levy years:

Rates Expressed as a Percentage of Net Tax Capacity

	City of Sample		
	2022	2023	2024
Average tax rate			
City	26.5	23.6	24.5
County	48.1	44.9	45.5
School	23.4	25.5	25.0
Special taxing	10.0	8.8	8.9
Total	108.0	102.8	103.9

The overall increase in the average tax rate was spread across most of the taxing authorities as presented in the table above, with a slight decrease in the school portion.

GOVERNMENTAL FUND BALANCES

The following table summarizes the changes in the fund balances of the City's governmental funds during the year ended December 31, 2024, presented both by fund balance classification and by fund:

Governmental Funds Change in Fund Balance

	Fund Balance as of December 31, 2024	Fund Balance as of December 31, 2023	Change
Fund balances of governmental funds			
Total by classification			
Nonspendable	$ 49,266	$ 43,847	$ 5,419
Restricted	1,506,861	2,103,255	(596,394)
Committed	835,010	713,987	121,023
Assigned	4,264,184	6,644,390	(2,380,206)
Unassigned	2,801,052	2,659,048	142,004
Total governmental funds	$ 9,456,373	$ 12,164,527	$ (2,708,154)
Total by fund			
General	$ 3,320,763	$ 3,205,735	$ 115,028
Permanent Improvement Revolving	3,118,495	5,605,205	(2,486,710)
Other governmental funds	3,017,115	3,353,587	(336,472)
Total governmental funds	$ 9,456,373	$ 12,164,527	$ (2,708,154)

In total, the fund balances of the City's governmental funds decreased by $2,708,154 during the year ended December 31, 2024. The largest change was in the decrease in the assigned fund balance within the Permanent Improvement Revolving Capital Project Fund. Capital spending on multiple projects accounted for the decrease in the fund balance assigned for capital improvements.

GOVERNMENTAL FUNDS REVENUE

The following table presents the per capita revenue of the City's governmental funds for the past three years, along with state-wide averages.

We have included the most recent comparative state-wide averages available from the Office of the State Auditor to provide a benchmark for interpreting the City's data. The amounts received from the typical major sources of governmental fund revenue will naturally vary between cities based on factors such as a city's stage of development, location, size and density of its population, property values, services it provides, and other attributes. It will also differ from year-to-year, due to the effect of inflation and changes in its operation. Also, certain data in these tables may be classified differently than how they appear in the City's financial statements in order to be more comparable to the state-wide information, particularly in separating capital expenditures from current expenditures.

We have designed this section of our management report using per capita data in order to better identify unique or unusual trends and activities of the City. We intend for this type of comparative and trend information to complement, rather than duplicate, information in the MD&A. An inherent difficulty in presenting per capita information is the accuracy of the population count, which for most years is based on estimates.

Governmental Funds Revenue per Capita
With State-Wide Averages by Population Class

	State-Wide			City of Sample		
Year	December 31, 2022			2022	2023	2024
Population	2,500–10,000	10,000–20,000	20,000–100,000	9,682	9,854	9,879
Property taxes	$ 586	$ 549	$ 584	$ 455	$ 465	$ 541
Tax increments (abatements)	37	38	46	35	4	(2)
Franchise and other taxes	56	72	58	10	9	9
Special assessments	51	34	50	45	36	69
Licenses and permits	43	47	55	86	48	45
Intergovernmental revenues	400	381	223	56	111	60
Charges for services	154	116	137	49	35	36
Other (charges)	32	7	(21)	(5)	104	78
Total revenue	$ 1,359	$ 1,244	$ 1,132	$ 731	$ 812	$ 836

The City's governmental funds revenue for 2024 was $8,269,085, an increase of $261,388 over the prior year. On a per capita basis, the City received $836 in governmental funds revenue for 2024, an increase of $24 from the prior year.

The City's governmental funds have generated significantly less revenue per capita in total than other Minnesota cities in its population class. A city's stage of development, along with the way a city finances various capital projects, will impact the mix of revenue sources it receives.

Property taxes increased as anticipated with the change in the adopted levy. Special assessments were up with a new street project assessed in the current year that generated more prepayments compared to the prior year. A one-time state public safety grant recognized last year was the main reason for the decrease in intergovernmental revenues when compared to the prior year. The decrease in the "Other" category was due to a reduction in investment earnings and the final payment from Bethel College last year on a joint trail project.

GOVERNMENTAL FUNDS EXPENDITURES

The expenditures of governmental funds will also vary from state-wide averages and from year-to-year, based on the City's circumstances. Expenditures are classified into three types as follows:

- **Current** – These are typically the general operating type expenditures occurring on an annual basis, and are primarily funded by general sources, such as taxes and intergovernmental revenues.

- **Capital Outlay and Construction** – These expenditures do not occur on a consistent basis, more typically fluctuating significantly from year-to-year. Many of these expenditures are project-oriented and are often funded by specific sources that have benefited from the expenditure, such as special assessment improvement projects.

- **Debt Service** – Although the expenditures for debt service may be relatively consistent over the term of the respective debt, the funding source is the important factor. Some debt may be repaid through specific sources, such as special assessments or redevelopment funding, while other debt may be repaid with general property taxes.

The City's expenditures per capita of its governmental funds for the past three years, together with comparative state-wide averages, are presented in the following table:

Governmental Funds Expenditures per Capita
With State-Wide Averages by Population Class

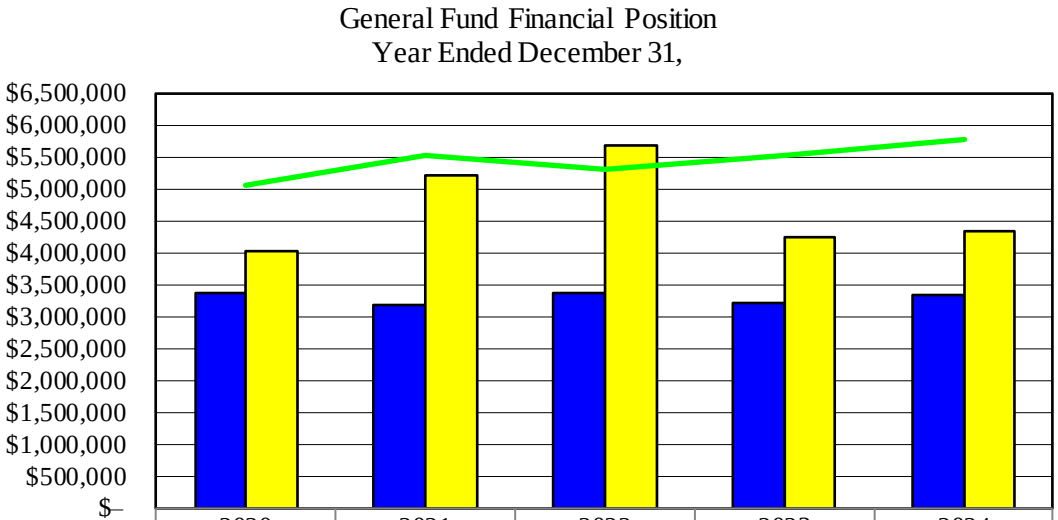
	State-Wide			City of Sample		
Year	December 31, 2022			2022	2023	2024
Population	2,500–10,000	10,000–20,000	20,000–100,000	9,682	9,854	9,879
Current						
General government	$ 172	$ 145	$ 126	$ 124	$ 140	$ 162
Public safety	343	312	347	263	274	286
Public works	163	167	120	94	69	72
Parks and recreation	121	137	117	69	73	76
All other	86	88	92	14	8	31
Total current	885	849	802	564	564	627
Capital outlay and construction	509	446	346	237	126	521
Debt service						
Principal	163	133	117	–	–	–
Interest and fiscal	43	40	32	–	–	–
Total debt service	206	173	149	–	–	–
Total expenditures	$ 1,600	$ 1,468	$ 1,297	$ 801	$ 690	$ 1,148

Total expenditures in the City's governmental funds for 2024 were $11,340,639, an increase of $4,522,039. The City's total per capita governmental funds expenditures for 2024 were $1,148, an increase from the per capita expenditures total of $690 in the prior year.

Capital outlay and construction increased by $395 per capita, with more spending for street improvements compared to the prior year. The current portion of spending was up by $63 per capital. Natural inflationary increases and an excess tax increment payment to the county contributed to the change in the current year.

GENERAL FUND FINANCIAL POSITION

The City's General Fund accounts for the financial activity of the basic services provided to the community. The primary services included within this fund are the administration of the municipal operation, police and fire protection, building inspection, street maintenance, and parks and recreation. The graph below illustrates the change in the General Fund financial position over the last five years. We have also included a line representing annual expenditures and transfers out to reflect the change in the size of the General Fund operation over the same period.



	2020	2021	2022	2023	2024
Fund Balance	$3,380,506	$3,169,812	$3,366,237	$3,205,735	$3,320,763
Cash Balance	$4,032,832	$5,194,930	$5,667,878	$4,253,316	$4,349,451
Exp & Trans Out	$5,064,618	$5,515,284	$5,305,552	$5,514,657	$5,777,327

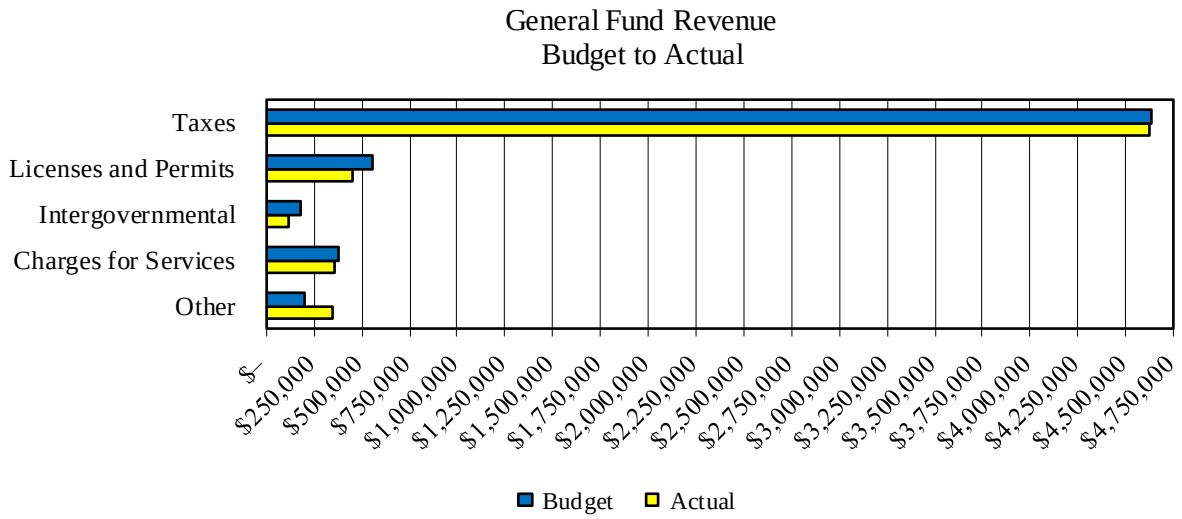
The City's General Fund cash and investments balance on December 31, 2024, was $4,349,451, an increase of $96,135 from the prior year. Total fund balance on December 31, 2024, was $3,320,763, an increase of $115,028 from the prior year. This fund balance level represents approximately 58.0 percent of the City's annual General Fund expenditures based on 2024 expenditure levels, which compares to a prior year fund balance level of 60.0 percent. The overall impact of operations on fund balance was $297,098 better than anticipated in the final budget.

As the graph illustrates, the City has generally been able to maintain stable cash and fund balance levels as the volume of financial activity has fluctuated. This is an important factor because governments, like any organization, requires a certain amount of equity to operate. A healthy financial position allows the City to avoid volatility in tax rates, helps minimize the impact of state funding changes, allows for the adequate and consistent funding of services, repairs, and unexpected costs, and is a factor in determining the City's bond rating and resulting interest costs.

A trend that is typical to Minnesota local governments, especially the General Fund of cities, is the unusual cash flow experienced throughout the year. The City's General Fund cash disbursements are made fairly evenly during the year other than the impact of seasonal services, such as snowplowing, street maintenance, and park activities. Cash receipts of the General Fund are quite a different story. Property taxes comprise approximately 78.5 percent of the fund's total annual revenue. Approximately half of these revenues are received by the City in July and the rest in December. Consequently, the City needs to have adequate cash reserves to finance its everyday operations between these payments.

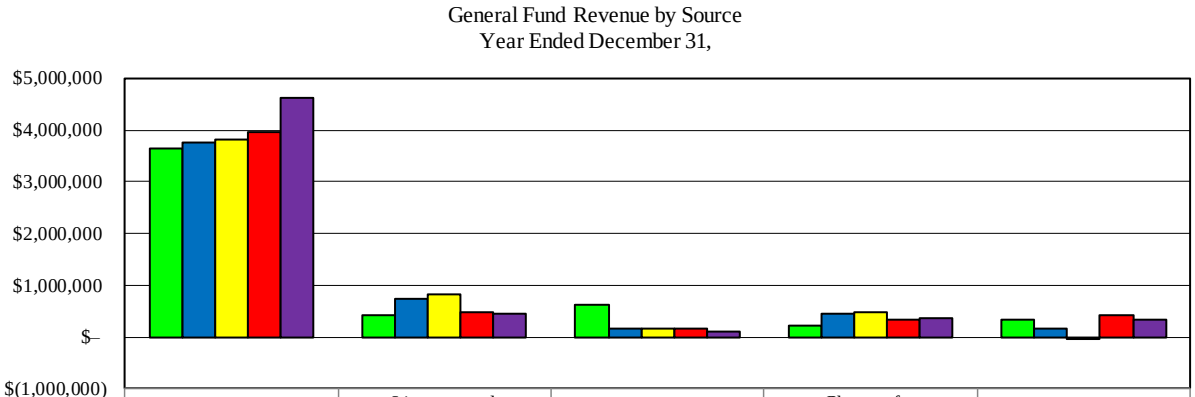
GENERAL FUND REVENUES

The following graph reflects the City's General Fund revenues, budget and actual, for 2024:



Total General Fund revenues for 2024 were $5,892,355, which was $46,845 (0.8 percent) under the final budget. Other sources exceeded budget by $151,839, largely due to conservative estimates anticipated for investment earnings and various other miscellaneous sources in the current year. The favorable variance in other sources nearly offset the shortfall in other areas presented in the above graph.

The following graph presents the City's General Fund revenues by source for the last five years. The graph reflects the City's reliance on property taxes:

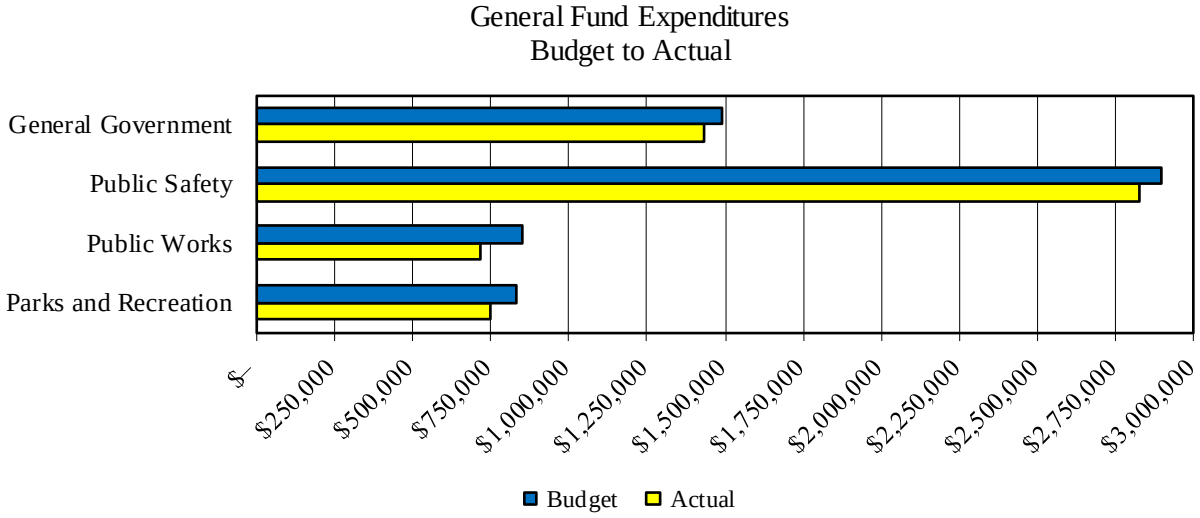


	Taxes	Licenses and Permits	Intergovernmental	Charges for Services	Other
2020	$3,629,819	$431,628	$629,432	$215,918	$322,744
2021	$3,763,384	$752,532	$160,279	$459,638	$168,757
2022	$3,829,079	$830,866	$174,405	$476,574	$(4,488)
2023	$3,963,077	$471,742	$167,376	$342,339	$409,621
2024	$4,622,580	$448,587	$116,870	$356,689	$347,629

Total General Fund revenues for 2024 were $538,200 more than prior year. Taxes were up in the General Fund, due to an increase in the council approved tax levy. Remaining revenue sources of the General Fund were $121,303 less than 2023, with less development activity in the current year.

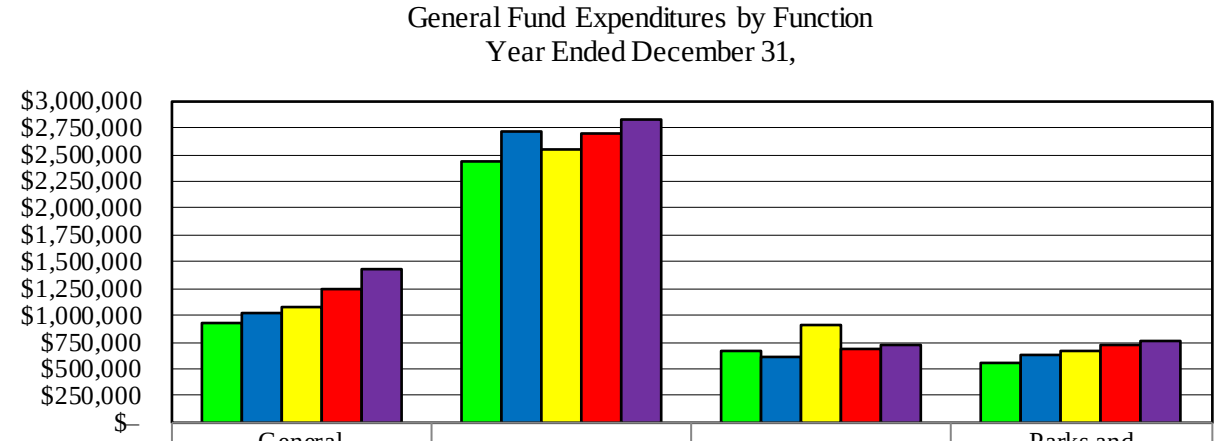
GENERAL FUND EXPENDITURES

The following graph reflects the City's General Fund expenditures, budget and actual, for 2024:



Total General Fund expenditures for 2024 were $5,727,327, which was $343,943 (5.7 percent) under the final budget. As presented in the budgetary comparison schedule (within the City's ACFR), expenditure variances were both favorable and unfavorable within the various functions and departments, while overall, they remained within total appropriations approved by the City Council. All functions for general government, public safety, public works, and parks and recreation were under budget, largely in personal services and other services and charges.

The following graph presents the City's General Fund expenditures by function for the last five years:



	General Government	Public Safety	Public Works	Parks and Recreation
2020	$927,319	$2,435,773	$675,739	$547,787
2021	$1,014,282	$2,708,137	$618,236	$626,629
2022	$1,077,037	$2,546,051	$914,148	$665,776
2023	$1,235,704	$2,704,012	$682,510	$721,291
2024	$1,435,047	$2,824,305	$716,140	$751,835

Overall, General Fund expenditures increased $383,810 (7.2 percent) from the prior year. The largest increases were in general government and public safety, with smaller increases in public works and parks and recreation.

ENTERPRISE FUNDS OVERVIEW

The City maintains enterprise funds to account for services the City provides that are financed primarily through fees charged to those utilizing the service. This section of the report provides you with an overview of the financial trends and activities of the City's enterprise funds, which include the Water, Sewer, Surface Water Management, and Recycling Funds.

ENTERPRISE FUNDS FINANCIAL POSITION

The following table summarizes the changes in the financial position of the City's enterprise funds during the year ended December 31, 2024, presented both by classification and by fund:

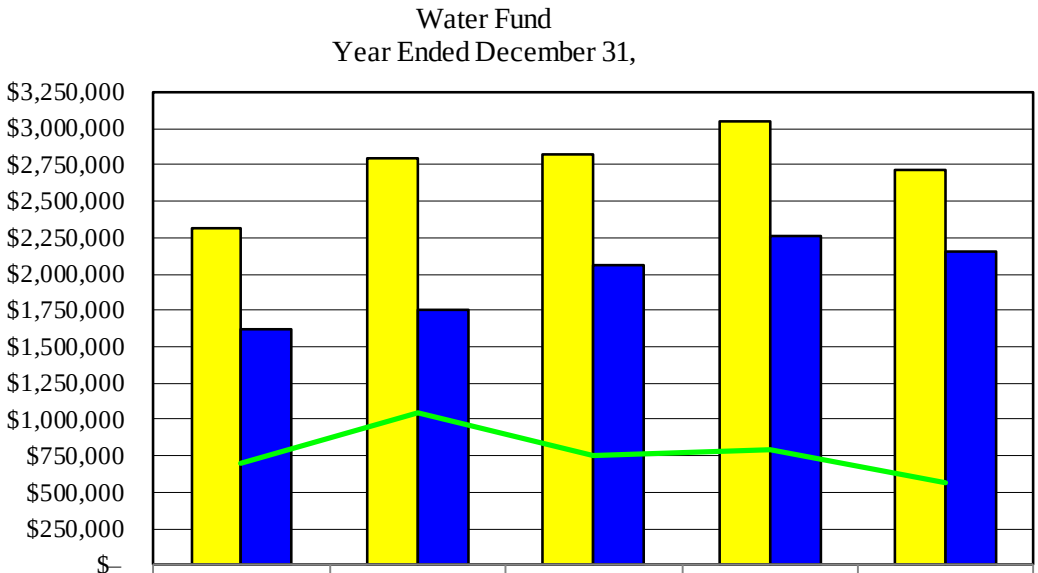
Enterprise Funds Change in Financial Position

	Net Position as of December 31, 2024	Net Position as of December 31, 2023	Change
Net position of enterprise funds			
Total by classification			
Net investment in capital assets	$ 19,805,933	$ 18,887,277	$ 918,656
Unrestricted	6,338,765	6,079,346	259,419
Total enterprise funds	$ 26,144,698	$ 24,966,623	$ 1,178,075
Total by fund			
Water	$ 11,229,489	$ 10,824,360	$ 405,129
Sewer	8,570,273	8,110,877	459,396
Surface Water Management	6,079,069	5,790,963	288,106
Recycling (nonmajor)	265,867	240,423	25,444
Total enterprise funds	$ 26,144,698	$ 24,966,623	$ 1,178,075

In total, the net position of the City's enterprise funds increased by $1,178,075 during the year ended December 31, 2024. The increase in net position is primarily related to positive operating results, investment earnings, and capital contributions for connection fees and capital grants recognized in the current year.

WATER FUND

The following graph presents five years of operating results for the Water Fund:



	2020	2021	2022	2023	2024
Oper Rev	$2,316,891	$2,789,472	$2,823,414	$3,054,674	$2,708,831
Oper Exp Excl Dep	$1,619,171	$1,749,217	$2,065,899	$2,264,263	$2,147,499
Oper Inc Before Dep	$697,720	$1,040,255	$757,515	$790,411	$561,332

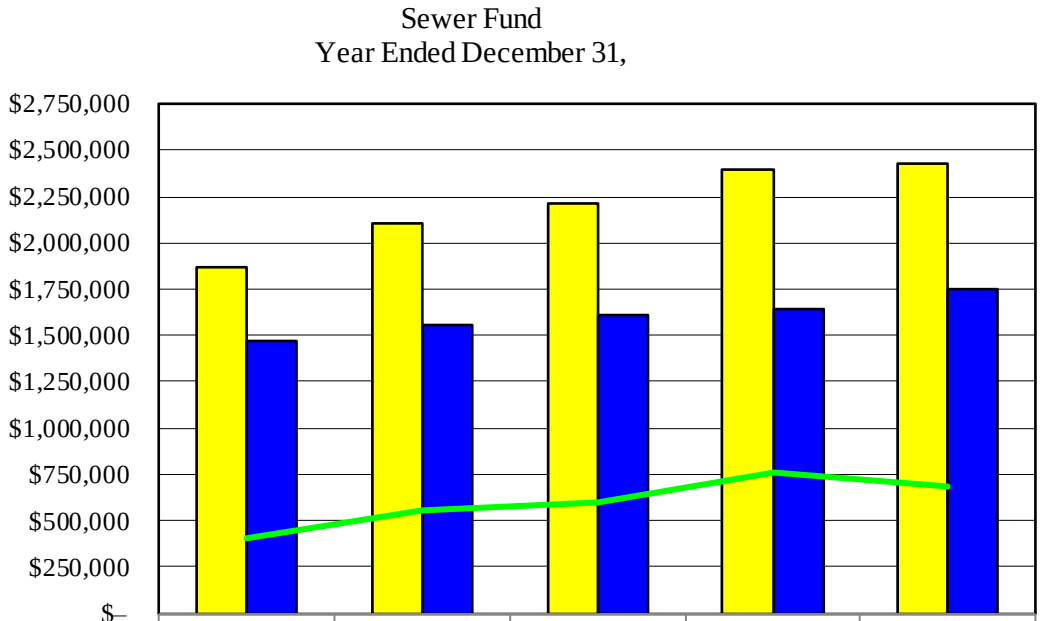
The Water Fund ended 2024 with a net position of $11,229,489, an increase of $405,129, from the prior year. Of total net position, $7,537,292 represents the net investment in capital assets, leaving $3,692,197 of unrestricted net position.

Water Fund operating revenues were $2,708,831 for 2024, a decrease of $345,843, due to reduced consumption. Operating expenses (excluding depreciation of $382,684) were $2,147,499, which represents a decrease of $116,764. Expenses decreased largely due to a reduction in the amount for water purchased from the City of Roseville.

Consumption will fluctuate from year-to-year based on many factors, including weather patterns and number of utility customers.

SEWER FUND

The following graph presents five years of operating results for the Sewer Fund:



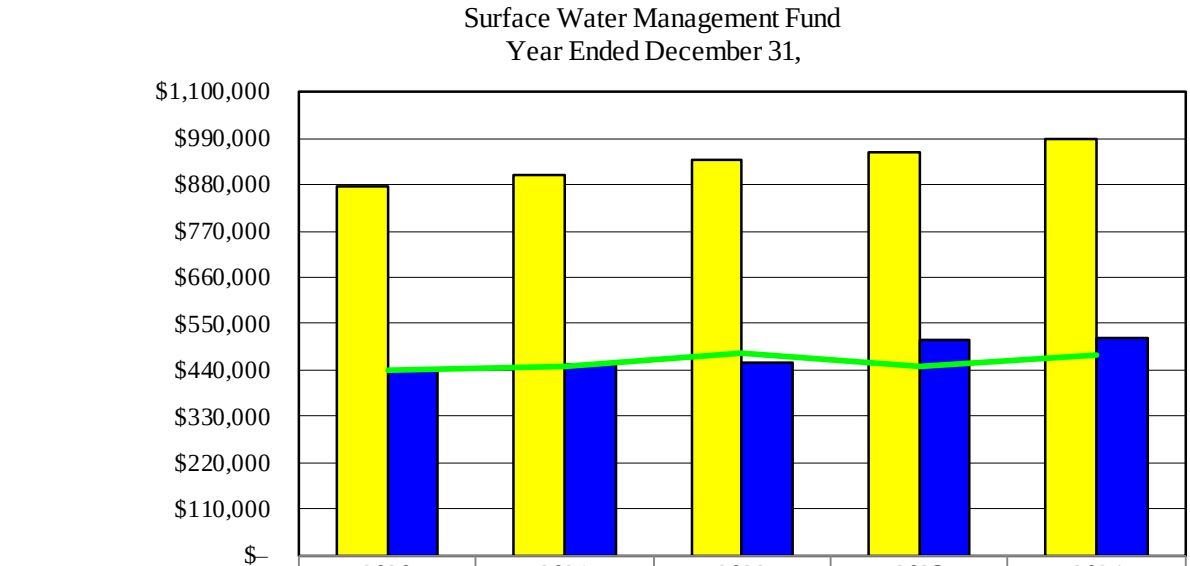
	2020	2021	2022	2023	2024
Oper Rev	$1,870,850	$2,110,766	$2,209,253	$2,394,498	$2,429,894
Oper Exp Excl Dep	$1,466,453	$1,552,274	$1,612,677	$1,637,590	$1,748,669
Oper Inc Before Dep	$404,397	$558,492	$596,576	$756,908	$681,225

The Sewer Fund ended 2024 with a net position of $8,570,273, an increase of $459,396 from the prior year. Of total net position, $7,029,154 represents the net investment in capital assets, leaving $1,541,119 of unrestricted net position.

Sewer Fund operating revenues for 2024 were $2,429,894, an increase of $35,396 compared to last year, largely due to rate and consumption increases. Operating expenses for 2024 (excluding depreciation of $228,932) were $1,748,669, an increase of $111,079 from the prior year. The largest increase was in sewer charges.

SURFACE WATER MANAGEMENT FUND

The following graph presents five years of operating results for the Surface Water Management Fund:



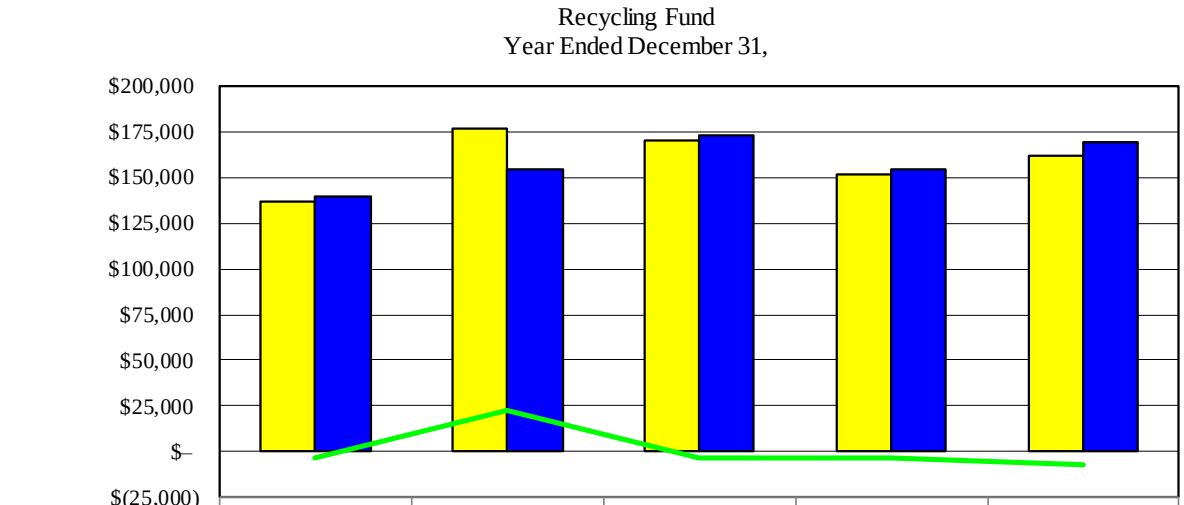
	2020	2021	2022	2023	2024
Oper Rev	$876,527	$902,044	$937,652	$958,807	$990,153
Oper Exp Excl Dep	$439,066	$454,076	$459,172	$510,119	$514,099
Oper Inc Before Dep	$437,461	$447,968	$478,480	$448,688	$476,054

The Surface Water Management Fund ended 2024 with a net position of $6,079,069, an increase of $288,106 from the prior year. Of this, $5,239,487 represents the net investment in capital assets, leaving $839,582 of unrestricted net position.

Surface Water Management Fund operating revenues for 2024 were $990,153, an increase of $31,346 from last year. Operating expenses for 2024 (excluding depreciation of $164,241) were $514,099, or $3,980 more than the prior year.

RECYCLING FUND

The following graph presents five years of operating results for the Recycling Fund:



	2020	2021	2022	2023	2024
Oper Rev	$136,865	$177,057	$169,905	$151,340	$161,882
Oper Exp	$139,840	$154,611	$173,092	$154,519	$168,958
Oper Inc (Loss)	$(2,975)	$22,446	$(3,187)	$(3,179)	$(7,076)

The Recycling Fund ended 2024 with an unrestricted net position of $265,867, an increase of $25,444 from the prior year.

Recycling Fund operating revenues for 2024 were $161,882, an increase of $10,542 from the prior year. Operating expenses for 2024 were $168,958, an increase of $14,439 from the prior year.

The Recycling Fund also received $22,041 of nonoperating intergovernmental revenues that are available for the operation of the City's Recycling Program.

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GOVERNMENT-WIDE FINANCIAL STATEMENTS

In addition to fund-based information, the current reporting model for governmental entities also requires the inclusion of two government-wide financial statements designed to present a clear picture of the City as a single, unified entity. These government-wide financial statements provide information on the total cost of delivering services, including capital assets and long-term liabilities.

STATEMENT OF NET POSITION

The Statement of Net Position essentially tells you what your city owns and owes at a given point in time, the last day of the fiscal year. Theoretically, net position represents the resources the City has leftover to use for providing services after its debts are settled. However, those resources are not always in spendable form, or there may be restrictions on how some of those resources can be used. Therefore, net position is divided into three components: investment in capital assets, restricted, and unrestricted.

The following table presents the components of the City's net position as of December 31, 2024 and 2023, for governmental activities and business-type activities (utility fund operations):

	As of December 31,		
	2024	2023	Change
Net position			
Governmental activities			
Net investment in capital assets	$ 29,966,362	$ 28,247,394	$ 1,718,968
Restricted	1,506,861	2,103,290	(596,429)
Unrestricted	10,231,472	10,499,248	(267,776)
Total governmental activities	41,704,695	40,849,932	854,763
Business-type activities			
Net investment in capital assets	19,805,933	18,887,277	918,656
Unrestricted	6,338,765	6,079,346	259,419
Total business-type activities	26,144,698	24,966,623	1,178,075
Total net position	$ 67,849,393	$ 65,816,555	$ 2,032,838

Net position for governmental activities increased by $854,763 in 2024, as presented above. The net investment in capital assets increased $1,718,968, mainly due to significant investments made in street infrastructure in the current year. The change in this category of net position typically depends on the relationship of the rate at which the City is adding capital assets, the rate capital assets are being depreciated, and how the City finances the purchase and construction of capital assets. The restricted portion of net position decreased $596,429, due to decreases in the amounts restricted for public safety and tax increment purposes. The decrease in unrestricted net position is due to operating results in the current year and the use of unrestricted resources to finance capital spending.

The change in net position for business-type activities is consistent with our earlier discussion of the utility operations, which are presented under the same, full accrual basis of accounting.

STATEMENT OF ACTIVITIES

The Statement of Activities tracks the City's yearly revenues and expenses, as well as any other transactions that increase or reduce total net position. These amounts represent the full cost of providing services. The Statement of Activities provides a more comprehensive measure than just the amount of cash that changed hands, as reflected in the fund-based financial statements. This statement includes the cost of supplies used, depreciation of long-lived capital assets, and other accrual-based expenses.

The following table presents the change in the net position of the City for the years ended December 31, 2024 and 2023:

	2024			2023
	Expenses	Program Revenues	Net Change	Net Change
Net (expense) revenue				
Governmental activities				
General government	$ 1,662,855	$ 456,870	$ (1,205,985)	$ (1,082,368)
Public safety	3,305,431	489,723	(2,815,708)	(1,870,072)
Public works	1,445,074	1,359,310	(85,764)	(647,375)
Parks and recreation	1,061,167	108,012	(953,155)	(1,042,527)
Economic development	364,361	806	(363,555)	(139,932)
Business-type activities				
Water	2,558,358	2,900,153	341,795	416,045
Sewer	1,982,052	2,504,264	522,212	623,583
Surface water management	678,340	995,039	316,699	285,272
Recycling	168,958	183,923	14,965	23,491
Total net (expense) revenue	$ 13,226,596	$ 8,998,100	(4,228,496)	(3,433,883)
General revenues				
General property taxes			5,364,181	4,570,332
Tax increments (abatements)			(15,968)	36,365
Franchise taxes			85,074	92,096
Unrestricted investment earnings			828,047	927,279
Total general revenues			6,261,334	5,626,072
Change in net position			$ 2,032,838	$ 2,192,189

One of the goals of this statement is to provide a side-by-side comparison to illustrate the difference in the way the City's governmental and business-type operations are financed. The table clearly illustrates the dependence of the City's governmental operations on general revenues, such as taxes and unrestricted grants. It also shows that the City's business-type activities are generating sufficient program revenues (service charges and program-specific grants) to cover expenses. This is critical given the current downward pressures on the general revenue sources.

ACCOUNTING AND AUDITING UPDATES

The following is a summary of Governmental Accounting Standards Board (GASB) standards expected to be implemented in the next few years.

GASB STATEMENT NO. 102, *CERTAIN RISK DISCLOSURES*

The objective of this statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints.

This statement defines a concentration as a lack of diversity related to an aspect of a significant inflow of resources or outflow of resources. A constraint is a limitation imposed on a government by an external party or by formal action of the government's highest level of decision-making authority. Concentrations and constraints may limit a government's ability to acquire resources or control spending. A government will be required to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact. Additionally, a government must assess whether an event or events associated with a concentration or constraint that could cause the substantial impact to have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.

If a government determines that those criteria for disclosure have been met for a concentration or constraint, it should disclose information (as outlined in the standard) in notes to financial statements in sufficient detail to enable users of financial statements to understand the nature of the circumstances disclosed and the government's vulnerability to the risk of a substantial impact. The disclosures should also include any actions taken by the government to mitigate the risk.

The requirements of this statement are effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter. Earlier application is encouraged.

GASB STATEMENT NO. 103, *FINANCIAL REPORTING MODEL IMPROVEMENTS*

The objective of this statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. This statement also addresses certain application issues.

This statement continues the requirement that the basic financial statements be preceded by management's discussion and analysis (MD&A), which is presented as required supplementary information (RSI). This statement requires that the information presented in MD&A be limited to the related topics discussed in five sections: (1) Overview of the Financial Statements, (2) Financial Summary, (3) Detailed Analyses, (4) Significant Capital Asset and Long-Term Financing Activity, and (5) Currently Known Facts, Decisions, or Conditions. Furthermore, this statement stresses that the detailed analyses should explain why balances and results of operations changed rather than simply presenting the amounts or percentages by which they changed. In addition, this statement continues the requirement that information included in MD&A distinguish between that of the primary government and its discretely presented component units.

This statement defines unusual or infrequent items as transactions and other events that are either unusual in nature or infrequent in occurrence, and requires governments to display the inflows and outflows related to each unusual or infrequent item separately.

This statement requires that the proprietary fund statement of revenues, expenses, and changes in fund net position continue to distinguish between operating and nonoperating revenues and expenses. In addition to the subtotals currently required in a proprietary fund statement of revenues, expenses, and changes in fund net position, this statement requires that a subtotal for operating income (loss) and noncapital subsidies be presented before reporting other nonoperating revenues and expenses.

This statement requires governments to present each major component unit separately in the reporting entity's statement of net position and statement of activities if it does not reduce the readability of the statements. If the readability of those statements would be reduced, combining statements of major component units should be presented after the fund financial statements.

This statement requires governments to present budgetary comparison information using a single method of communication—RSI. Governments also are required to present (1) variances between original and final budget amounts and (2) variances between final budget and actual amounts. An explanation of significant variances is required to be presented in the notes to RSI.

The requirements of this statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged.

GASB STATEMENT NO. 104, *DISCLOSURE OF CERTAIN CAPITAL ASSETS*

The objective of this statement is to provide users of government financial statements with essential information about certain types of capital assets.

This statement requires certain types of capital assets to be disclosed separately in the capital assets note disclosures required by GASB Statement No. 34. Lease assets recognized in accordance with Statement No. 87, Leases, and intangible right-to-use assets recognized in accordance with Statement No. 94, Public-Private and Public-Public Partnerships and Availability Payment Arrangements, should be disclosed separately by major class of underlying asset in the capital assets note disclosures. Subscription assets recognized in accordance with Statement No. 96, Subscription-Based Information Technology Arrangements, also should be separately disclosed. In addition, this statement requires intangible assets other than those three types to be disclosed separately by major class.

This statement also requires additional disclosures for capital assets held for sale. A capital asset is considered held for sale if (a) the government has decided to pursue the sale of the capital asset and (b) it is probable that the sale will be finalized within one year of the financial statement date. Governments should consider relevant factors to evaluate the likelihood of the capital asset being sold within the established time frame. Capital assets held for sale are required to be evaluated each reporting period. Governments should disclose (1) the ending balance of capital assets held for sale, with separate disclosure for historical cost and accumulated depreciation by major class of asset, and (2) the carrying amount of debt for which the capital assets held for sale are pledged as collateral for each major class of asset.

The requirements of this statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged.

APPENDIX F

PROPOSER GUARANTEES AND WARRANTIES

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PROPOSER GUARANTEES AND WARRANTIES

1. The proposer certifies it can and will provide, as a minimum, all services set forth in the proposal.

2. Proposer warrants that it does not have any conflicts of interest with the City of Dayton (the City), its management staff, or its elected officials.

3. Proposer warrants that the firm and all assigned key professional staff are properly licensed to practice in the state of Minnesota.

4. Proposer warrants that it is willing to and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.

5. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City.

6. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): James H. Eichten

Title: Principal

Firm: LB Carlson, LLP

Date: August 29, 2025

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APPENDIX G

DOLLAR COST BID PROPOSAL

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CITY OF DAYTON

Schedule of Professional Fees and Expenses
for Professional Auditing Services

Estimated base audit fees for the years ending December 31, 2025, 2026, 2027, 2028, and 2029:

Year Ending December 31,	Basic Audit
2025	$ 39,800
2026	41,500
2027	43,500
2028	45,500
2029	47,500
Total	$ 217,800

The City of Dayton, Minnesota (the City) does not anticipate and the proposed fees above do not include the cost of a federal Single Audit. Should the City require these additional services, we estimate the additional cost to range between $3,500 and $5,500 per each major program required to be tested.

The estimated base audit fees does include the preparation of the City's basic financial statements as previously presented. The completion of an Annual Comprehensive Financial Report for the City includes the inclusion of a transmittal letter and statistical section. It is anticipated that these documents will be provided by the City. Any assistance provided on the development of these documents is considered consulting services and not included in the estimated base fees. We estimate a range of $2,500 to $7,500 for these services. The fee range will vary, depending on the involvement of city staff and management in the development of this information.

The estimated base fees above do not include consulting-related services. These consulting-related services include assistance with the implementation of new accounting standards that might impact financial reporting.

If it should become necessary for the City to request the auditor to render any additional service to either supplement the services requested in this proposal or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or as a result of new standards, then such additional work shall be performed only if approved by city management.

Any such consulting services or requested additional work agreed to between the City and LB Carlson shall be performed at the same rates set forth in the Schedule of Professional Fees and Expenses included in this proposal. LB Carlson does not charge its audit clients for inquiries and technical assistance during the year that are minor in nature (those that would not require a significant amount of research or result in the issuance of a separate report letter or letter).

I certify that I am entitled to represent LB Carlson, LLP (LB Carlson), empowered to submit the bid, and authorized to sign a contract with the City.

Signed: _____

James H. Eichten, CPA
Principal

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CITY OF DAYTON

Schedule of Professional Fees and Expenses
for Professional Auditing Services

Estimated base audit fees for the year ending December 31, 2025:

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Basic audit				
Principals	30	$ 385	$ 345	$ 10,350
Managers and Supervisors	45	195	175	7,875
Senior Associates	30	180	165	4,950
Associates and Staff Accountants	100	160	145	14,500
Other – Clerical	25	85	75	1,875
	230			39,550
Reimbursable expenses (photocopies, mileage, etc.)				250
Estimated base audit fees for the fiscal 2025 audit				$ 39,800

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PROPOSAL FOR AUDIT SERVICES

City of Dayton, MN

August 29, 2025

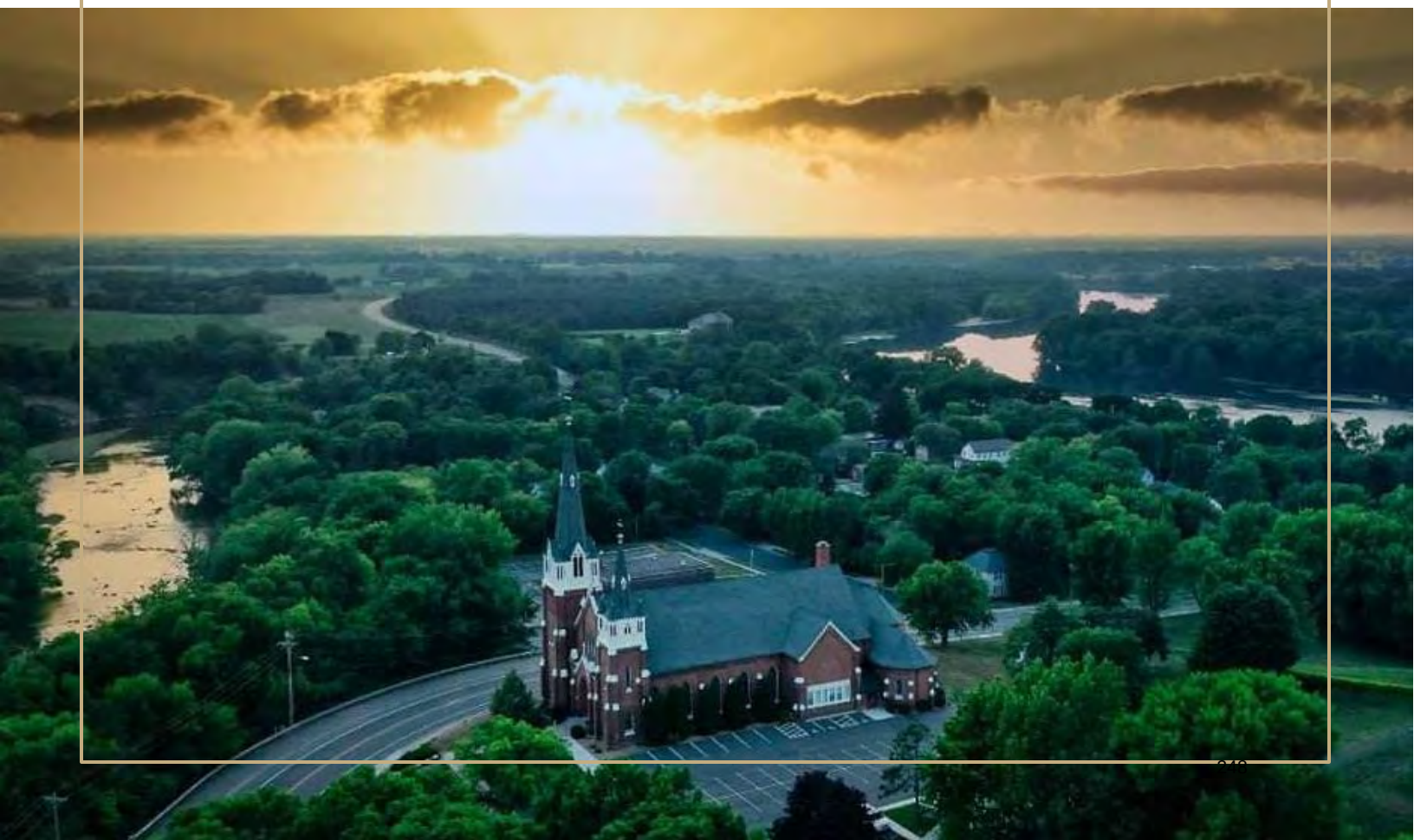


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Transmittal Letter

Zach Doud, City Administrator/Finance Director
City of Dayton
12260 South Diamond Lake Road
Dayton, MN 55327

Dear Mr. Zach Doud,

On behalf of BerganKDV, I am pleased to submit this proposal for audit services for the City of Dayton, Minnesota. We appreciate the opportunity to bid these services and to continue our working relationship.

The attached proposal addresses the information you requested, including the unique qualifications of BerganKDV, the depth and breadth of the services we will provide your City, and our commitment to providing the highest-quality work through a process that is both efficient and effective.

Our services would include, but not be limited to, the following for the fiscal years ending December 31, 2025, with the option, upon mutual agreement, of auditing the financial statements for each of the four subsequent fiscal years.

1. Performing an audit of the City in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and other federal, state, and local requirements, as applicable.
2. Providing an opinion on the City's basic financial statements and an "in-relation to" report on the supporting schedules.
3. Providing an in-relation-to opinion on the City’s schedule of federal expenditures, if applicable.
4. Preparing the City's Annual Comprehensive Financial Report and the related note disclosures and supplemental schedules.
5. Reviewing, documenting, and providing recommendations on improving the City's internal control and financial operations.
6. Providing verbal and written guidance on new and ongoing Governmental Accounting Standards Board (GASB) Statements.
7. Meeting with City finance personnel and administration to review the financial statements and a draft of our Communications Letter.
8. Presenting the financial statements and Communications Letter to the City Council.
9. Providing bound copies of the report to the City, including a searchable pdf of the report, and the communications letter.
10. Being available during the year to provide a wide range of consulting services and answer your questions as they arise.

Our Government Market team is located throughout BerganKDV offices. These individuals work only on our governmental entity clients. We have outlined your upper management team in the "Qualifications" section. In addition to these individuals, we will utilize associate level individuals. We will determine a mix of on-site and remote auditing based on preferences of your team. As further discussed in the Audit Approach section, we utilize Suralink, a workflow management software that improves efficiency by streamlining our audit request process.

We will work with your representatives to schedule specific fieldwork dates to ensure we are meeting your deadlines. The undersigned is a partner and is authorized to make representations for the firm. This proposal is a firm and irrevocable offer for 60 days.

Sincerely,



Janel Bitzan, CPA
St. Cloud, MN // 320.650.6225 // janel.bitzan@creativeplanning.com

Executive Summary

Here are a few benefits of working with BerganKDV:

- A Responsive Firm Who is there for You. We believe we are your auditors not just at year-end but throughout the year. This means being there for you when issues arise, available when you need us and being responsive to your requests. We demonstrate this through same-day callbacks and in-depth research to get to the heart of your questions. We take a collaborative approach in all our interactions with you.

- Respect Your Time. We have the resources to perform your audit and meet with your board to ensure you receive information in a timely manner. We are clear with you on things we need for the audit including timing and deadlines. In addition, at BerganKDV, we strive for a three-week turnaround, from fieldwork to meeting-ready documents. You will have a draft copy of your financial statements and communication letter within this timeframe.

- Effective Communication. BerganKDV has set high internal standards for responding and communicating with our clients. Providing support exactly when and where you need it is the value our team brings. Your time is valuable; we will be clear and efficient in our communications, work to eliminate surprises and meet agreed-upon deadlines. We have a proven track record of performing client's requests based on their preferred timetable and delivering reports to our clients in advance of deadlines. Our staff will work patiently with your team for effective results.

- A Personalized Approach to the Audit. Our audit process includes an annual planning meeting with you to discuss any challenges and changes in the City over the past year, and to build future strategies. We enjoy learning about your City and will work to understand your City from an overall operational standpoint. We are not afraid to "roll up our sleeves" and delve into the details of your operations. This allows us to personalize our audit approach each year, bring best practices, and be a resource for you when it comes to GASB and other reporting standards.

- Value for Time and Fees Invested. Receiving value for your fee investment is critical in local government. In addition to offering highly competitive fees, we work diligently to not incur fee surprises. We encourage frequent calls throughout the year, always at no cost to you. Our goal is to be your first call when you experience organizational challenges, and our current clients report that this has helped them save time, reduce costs, and build confidence when solving issues.

- Government Finance Expertise. Your audit firm needs to understand how municipalities operate and how the environment in which they function is regulated. Your audit firm also needs to understand the intricacies of these entities and how decisions that are made and affect the community. BerganKDV audit professionals are dedicated to your industry beyond the audit; we strive to be your trusted resource in all areas.

- Innovative thinking and solutions driven. When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do. We solve problems. Whether that problem is technology, financial or operations related, we will find a way to help.

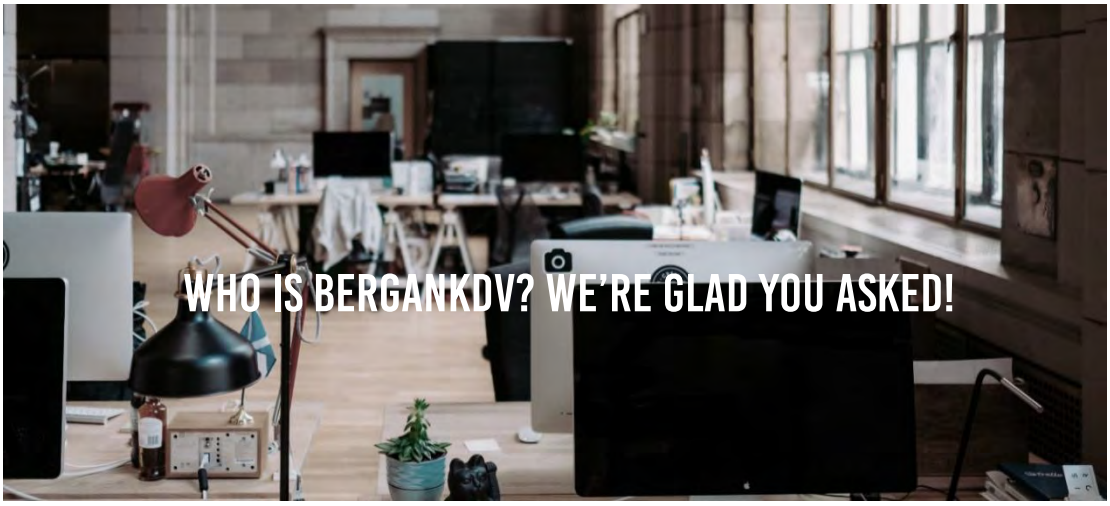
If there are any matters not adequately covered in this proposal, please feel free to contact us. Thank you for the opportunity to respond to your proposal request.

Sincerely,



Janel Bitzan, CPA
St. Cloud, MN // 320.650.0225 // janel bitzan@creativeplanning.com

Firm Profile



We have an extensive background in working with clients through a strategic approach in all aspects; we don't just keep pace with the trends; we stay ahead of the curve. We explore new ways to reduce costs and operate more efficiently.

THE BACKSTORY

The history of our firm began in 1945, and since the beginning, BerganKDV has been firmly rooted in community. Today we are a Top 100 Firm, we operate in multiple states in nine different offices, employ over 450 experts, and service clients across the country. As we continue to grow, we acknowledge that we are not in the business to provide one-size-fits-all solutions. Every client is different – from business problems to personal preferences. We invest the time to understand your needs and customize our services and solutions to meet them. Our playbook consists of business advisory, tax, assurance and accounting, workforce management, technology, wealth management and turnaround management services. Sure, we offer a robust and competitive service portfolio and notable processes but what really makes us different?

As of July 1, 2023, BerganKDV has joined forces with Creative Planning, LLC, one of the largest and most highly respected independent wealth management firms in the country. BerganKDV will continue to provide audit and other attest services to clients, while creative planning business services entities will provide tax advisory and consulting services to clients. We remain committed to serving governments with our renowned industry expertise, all while having greater resources and expanded connections to further achieve our client's unique goals. From tax and audit to payroll and strategic planning, we offer an array of business services to transform organizations with a long, tenured understanding of governments.

OUR PEOPLE

Relationships are at the core of everything we do, and our products and services are designed to meet the specific needs of our clients. When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do.

PERSONALIZED SERVICE

Our philosophy is to provide timely, quality services that exceed the expectations of our clients. Outstanding client service requires a successful team effort within our firm and with our clients. Providing outstanding service involves enthusiastic, dependable and knowledgeable personnel who are responsible for knowing, understanding and caring about our clients. Our firm believes that outstanding service is a continual process that is refined and enhanced with each client contact.

ENGAGE© | Our Proven Value Creation Process

We have aligned our team around our core values and are driven in our commitment to help clients and team members achieve their potential. We help clients reach their goals by utilizing our value creation process. Results of this process have led to more robust client relationships – deeper trust, enhanced communication and minimization of time for all. This process is a key component of our strategy in supporting and helping our clients further their organizations.



Our Business Lines

BerganKDV has a strong bench of resources and expertise available based on needs of the client. This ensures the most effective and efficient results are delivered!



Community Support

At BerganKDV, we believe in giving back. We support the organizations our people and clients are actively involved with. On average, we support multiple events a week in our communities. This year we supported over 35 civic, 15 health and wellness, 10 youth and four arts organizations. BerganKDV's culture promotes community involvement by providing employees with paid volunteer time off.

Vision And Values

We are powered by people who do business the Midwest way delivering comprehensive business, financial and technology solutions. Our firm consists of highly talented individuals that put relationships before business deals and clients before profits. Our values drive our decisions.



Our Focus and Our Promise

Empowering people and creating a wow experience for our clients.

We go beyond so you can **DO MORE**.

We continue to align BerganKDV team member core values and sense of purpose with our firm core values and mission. We hire towards our core values and manage performance through real time feedback corresponding to our core values. We've found that this work results in more open conversations at BerganKDV which impacts employee engagement and client care.

Value Added Services

Our goal is to be your first call when you experience organizational challenges. We believe this can occur only when a relationship is developed and nurtured through strong communication and a thorough understanding of your mission, programs, and operations. We are unwavering in our commitment to our clients and make it our mission to ask the right questions, listen actively, understand your expectations, and deliver results. You can expect a partnership with professionals who value trust, integrity, and relationships.

Extensive Governmental Auditing and Consulting Experience

With over *50 years of experience* serving the government community, we have a great appreciation for the unique issues and complexities that you face. We currently work with over 150 governmental entities, including cities, charter schools, school districts, colleges and universities, and other governmental entities, providing a wide array of services including accounting, auditing, and consulting services.

We are dedicated to *keeping informed* of significant developments in the government community and the impact of those developments on our clients. We accomplish this through formal training, including annual seminars, workshops and professional sponsored classes on governmental accounting, auditing, and reporting requirements. We are a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants. The Center maintains standards for quality control in governmental audits for CPA firms nationwide.

In addition, many employees of our firm are members and have participated as instructors and speakers at seminars. These presentations have included GASB implementations, auditing standards updates, levy process and related accounting, property taxes and general fund budget, budget issues related to the state budget deficit, accounting and finance policies and procedures and fraud.

Peer Review

Our firm is a member of the Private Companies Section of the AICPA Division for CPA Firms. This Division was founded in 1977 by the AICPA to promote CPA excellence and to provide a voluntary, objective means of monitoring adherence to professional standards. Each member firm is required to periodically subject its audit and accounting practice to a comprehensive quality review by specially trained outside CPAs. Our last such review was just performed recently, and we received a clean report on our practices and methods. A copy of our last peer review report is included on page 24.

Assistance with Certificate of Achievement

Our firm is very familiar with the requirements necessary to obtain the Certificate of Achievement. We currently assist several of our clients with preparation of their annual comprehensive financial report to meet the criteria for GFOA's Certificate of Achievement for Excellence in Financial Reporting. We assisted several of these clients with their initial application, and all were successful on their initial and all subsequent submissions. Additionally, your engagement partner is a professional reviewer for the National Association of School Business Officials' Certificate of Achievement for Excellence in Financial Reporting program.

Certifications and Independence

We recognize when we audit a governmental entity, we are required to be familiar with certain rules, regulations, and requirements and, as a firm we are required to meet certain requirements. In that regard, we make the following affirmations:

- Our firm meets the independence requirements relating to the City defined by auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States.
- Our firm and all assigned key professional staff are properly licensed to practice in the State of Minnesota.
- Our firm is a member of the American Institute of Certified Public Accountants and the Minnesota CPA Society.
- Our firm has never had a report rejected or classified as substandard by any state or federal agency, or by the Government Finance Officers Association.
- Our firm has never had and currently does not have any pending disciplinary actions or investigations for alleged improper, fraudulent, disreputable, or unfair activities against our firm with state regulatory bodies or professional organizations.
- We accept the professional obligation concerning the American Institute of Certified Public Accountants Interpretation 501-3 "Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits."
- Our professional personnel have received adequate continuing education to follow *Government Auditing Standards* and have received adequate continuing professional education over the past three years.
- Our firm is an equal opportunity employer and does not discriminate in employment of persons upon the basis of race, color, creed, national origin, sex, age, or physical handicap, and have an affirmative action plan in place.
- We do not expect any potential audit problems and are not aware of any conflicts of interest about any work performed by the firm for the City.
- We acknowledge and have adequate personnel to comply with the audit schedule provided in the request for proposals.

Proposal for Audit Services

Dedicated Service Team



Janel Bitzan, CPA, Engagement Partner

Education: Bachelor of Science Degree in accounting from St. Cloud State University, graduated Magna Cum Laude

Experience, Professional and Civic Activities

- Twenty-five+ years of experience in auditing governmental entities.
- Served as Finance Manager for a charter school and Interim Finance Director for a MN city.
- Provides consultative guidance and assistance with local government accounting process.
- Attends continuing education, workshops and conferences on city and school district accounting and reporting requirements on an annual basis that qualifies as "yellow book" continuing professional education.
- Presenter at the Government Finance Officers Association Annual Conference, Intermediate Accounting Training and Annual ACFR Review, Minnesota Association of School Business Official's Institute of School Business Management, Certification Program, and Conferences, Central Minnesota Educational Research & Development Council's Annual Business Conference, the Minnesota Society of CPAs School District Audits Conference, the Minnesota Society of CPAs Local Government Conference and BerganKDV sponsored seminars.
- Minnesota Society of Certified Public Accountants.
- American Institute of Certified Public Accountants.
- Government Finance Officers Association.
- Minnesota Association of School Business Officials.
- St. Cloud Women of Today Board Member.
- Sartell Music Association Treasurer.
- Girl Scout Volunteer.
- Certified Public Accountant, licensed to practice in the State of Minnesota.

Janel Bitzan CPE FY2023, FY2024 and FY2025		
Date	Course	Number of CPE Credit Hours
04/28/2023	Blue Book Chapter 46	1.0
02/14/2023	Finding a Healthy Balance: Nutrition Know-How for CPA's	1.0
12/22/2022	GASB IDEA Training	1.0
12/08/2022	ARM & Workflow	1.0
12/05/2022	Risk Based Approach	1.5
11/18/2022	Alternative Compliance Examination Engagements	2.0
11/16/2022	The Schedule of Expenditures of Federal Awards	1.5
10/27/2022	Knowledge Coach	1.5
10/17/2022	MNCPA Audits of Local Governments Conference	8.0
08/26/2022	The 6 Critical Practices for Leading a Team	7.6
08/26/2022	Blue Book Chapter 25 Capital Assets	1.0
08/18/2022	MNCPA Annual Meeting	1.5
07/19/2022	Nonprofit Training with Kaplan	8.0
06/03/2024	MNCPA Audits of School Districts Conference	8.0
05/08/2024	2024 MASBO Annual Conference	9.0
03/27/2024	ACFR Review 2024	2.0
01/10/2024	Embrace Happiness	1.0
12/14/2023	What Have We Learned From Peer Review	2.0
11/15/2023	GASB Update	1.0
10/23/2023	MNCPA Audits of Local Governments Conference	8.0
10/12/2023	How Will Minnesota's Leave Laws Affect Your Organization?	1.0
10/11/2023	Don't Be Spooked by the State of the Market!	1.0
08/30/2023	Delegation Training	2.0
08/23/2023	GASB 2023: Accounting & Auditing Considerations - GASB No 94	1.0
08/23/2023	GASB 2023: Internal Controls Considerations in Government Audits	1.0
08/23/2023	GASB 2023: GASB 87 Lessons Learned & Year 2 Considerations	1.0
08/22/2023	GASB 2023: BDO Government Tools & Templates Updates & Best Practices	1.0
08/22/2023	GASB 2023: Grant Revenue for Governments - Audit Approach & Documentation Consideratic	1.0
07/18/2023	Latest Developments in Government and Nonprofit Accounting and Auditing	8.0
06/11/2025	Current Issues in Business Ethics - 2025	4.0
04/25/2025	MNCPA Insight Hour	1.0
03/26/2025	ACFR Review 2025	2.0
02/28/2025	Supporting Mental Wellness to Thrive in Work and Life	1.0
01/28/2025	GASB Statement 101 vs 16: What’s Changed in Compensated Absences?	1.5
01/15/2025	GASB City Training Day 3 - In-Charge Training	2.0
01/14/2025	GASB City Training Day 2 - Engagement Training	1.0
01/09/2025	Single Audit Training	4.0
10/21/2024	MNCPA Audits of Local Government Conference	8.0
09/26/2024	Being an Audit Manager	1.0
09/17/2024	Becoming the Trusted Voice in your Space - CPA Services	1.0
09/12/2024	QC and Internal Inspections	1.0
09/10/2024	GASB 101 vs GASB 16	1.0
09/05/2024	Being an Audit In-Charge	1.0
08/15/2024	Managing Your Time Effectively	2.0
08/15/2024	The Truth About Multitasking	1.0
08/12/2024	The Behavioral Economics of Costco: Why We Keep Coming Back	1.5
08/12/2024	Data Privacy and Professional Ethics	1.0
08/12/2024	Sitting Courtside: Former CEO of Nike Talks Leadership	1.0
08/12/2024	Audit Nightmares: Bank Confirmations	1.0
08/08/2024	MNCPA Annual Meeting	1.0
08/01/2024	SMART MN ISD Accounting Software Training	1.0
08/01/2024	2024 Nonprofit & Government Update	8.0
07/31/2024	Building an Effective Whistleblower Program	1.0
07/24/2024	Exploring Workplace Honesty & Ethical Gray Areas	1.5
07/24/2024	Bridging The Generational Divide At Work	1.5

Dedicated Service Team



Andrew Grice, CPA, Concurring Partner

Education: Bachelor of Science in Accounting from St. Cloud State University, graduated Cum Laude

Experience, Professional and Civic Activities:

- Sixteen years of experience with financial reporting in accordance with GAAP, ACFR requirements, analysis of internal control, performing audits of financial statements and single audits in accordance with OMB Circulars and Uniform Guidance.
- Responsible for the planning, fieldwork and reports for numerous audits of cities, school districts, utilities, charter schools, and other government entities.
- Attends continuing education, workshops and conferences on city and school district accounting and reporting requirements on an annual basis that qualifies as "yellow book" continuing professional education and on governmental and single audit accounting, auditing, and reporting.
- Extensive use of computer and software applications to assist in the preparation and performance of the audit process.
- Presents audit reports, financial statements, and communications letters to management, school boards and city councils.
- Instructor for the Minnesota Municipal Clerks Institute Fund Accounting and Budgeting course.
- Instructor for the Government Finance Officers Association Intermediate Governmental Accounting course.
- Presenter of the annual ACFR Comment Review for the Minnesota Government Finance Officers Association.
- Presenter at the Minnesota Society of CPAs Audit Conference in 2023 and 2024.
- Develops internal training for BerganKDV government auditors.
- Certified Public Accountant, licensed to practice in the State of Minnesota.
- Minnesota Society of Certified Public Accountants.
- American Society of Certified Public Accountants.
- Minnesota Association of School Business Officials.
- Minnesota Government Finance Officers Association.

Andrew Grice CPE FY2023, FY2024 and FY2025		
Date	Course	Number of CPE Credit hours
7/19/2022	Single audit update	8.0
9/30/2022	GFOA GAAFR Review	1.0
11/3/2022	Accounting for Leases and UGAAP Open Forum	1.0
11/16/2022	Single audit lunch and learn	1.0
11/18/2022	Alternative Compliance Examinations	2.0
3/29/2023	Annual Comprehensive Financial Report Review Session	3.0
3/31/2023	GFOA GAAFR Review	1.5
4/28/2023	GFOA GAAFR Review	1.0
6/5/2023	School District Audit Conference	4.0
6/8/2023	The Most Critical Challenges in Governmental Accounting Today	4.0
6/14/2023	Single Audit Update	7.4
6/27/2023	Fraud Risk Assessment Basics	2.0
6/30/2023	Navigating the Gray- Independence Compliance	4.0
6/30/2023	Reporting Internal Control Deficiencies under Yellow Book	1.0
7/18/2023	Single Audit & Yellow Book Training	8.0
7/19/2023	2023 Legislative Session Outcomes	1.0
8/23/2023	Government Tools & Templates - Updates and Best Practices	1.0
8/23/2023	Grant Revenue for Governments - Audit Approach & Documentation	1.0
8/23/2023	State of the Government Industry & Accounting and Auditing Update - GASB Update	1.5
8/23/2023	Accounting & Auditing Considerations - GASB No. 94	1.0
8/23/2023	Accounting Estimates in Government Audits	1.0
8/23/2023	GASB 87 - Lessons Learned & Year 2 Considerations	1.0
8/23/2023	Internal Controls Considerations in Government Audits	1.0
8/23/2023	Common Errors & Deficiencies in Government Audits	1.0
8/31/2023	Delegation Training	2.0
3/27/2024	ACFR Review	6.0
4/25/2024	Current Issues Facing CPAs	2.0
5/8/2024	Sales and Use Tax for Schools	1.5
6/3/2024	Auditing Standards Update with SAS 143 and SAS 145	3.0
6/3/2024	Legislative Update	1.0
6/3/2024	Legal Compliance Update	0.5
6/3/2024	GASB Update	1.0
6/3/2024	Single Audit Update	0.5
6/13/2024	Artificial Intelligence for Accounting and Finance Professionals	2.0
6/13/2024	Applying and Scaling Audit Risk Assessment Procedures Under SAS No. 145	6.0
6/13/2024	2024 Compliance Supplement and Single Audit Update	2.0
6/14/2024	Ethics Under Stress	2.0
6/17/2024	Current Issues in Business Ethics 2024	4.0
06/30/2025	Data Privacy and Professional Ethics	1.0
06/02/2025	MNCPA Audits of School Districts	7.0
05/27/2025	2024 U.S. Audit Standards Update	1.0
05/05/2025	Improving Your Leadership Process	1.0
03/26/2025	ACFR Review 2025	4.0
01/16/2025	GASB City Training Day 4 - Capital Assets & Debt	6.0
01/14/2025	GASB City Training Day 2 - Salaries and Benefits	6.0
01/13/2025	GASB City Training Day 1 - Intermediate Government Accounting	5.0
01/09/2025	Single Audit Training	3.0
10/24/2024	IDEA Training - Fall 2024	2.0
10/21/2024	LMA Training 10.21.24	1.0
09/26/2024	Being an Audit Manager	1.0
09/12/2024	QC and Internal Inspections	1.0
09/10/2024	GASB 101 vs GASB 16	1.0
08/01/2024	2024 Nonprofit & Government Update	8.0
07/24/2024	LMA Training 7.24.24	1.5
07/12/2024	ACFR Review 2023	5.0

Dedicated Service Team



Brianna Schlicht, CPA, Audit Manager

Education: Bachelor of Science in Accounting from Southwest Minnesota State University, graduated Cum Laude

Experience, Professional and Civic Activities:

- Eight years of experience with financial reporting in accordance with GAAP, ACFR requirements, analysis of internal control, performing audits of financial statements and single audits in accordance with OMB Circulars and Uniform Guidance.
- Responsible for the planning, fieldwork and reports for numerous audits of cities, school districts, charter schools, and other government entities.
- Attends continuing education, workshops and conferences on city and school district accounting and reporting requirements on an annual basis that qualifies as “yellow book” continuing professional education and on governmental and single audit accounting, auditing, and reporting.
- Financial statement and communication letter preparation
- Extensive use of computer and software applications to assist in the preparation and performance of the audit process.
- Certified Public Accountant, licensed to practice in the State of Minnesota.
- Attends workshops on governmental and single audit accounting, auditing, and reporting on an annual basis.
- Minnesota Society of Certified Public Accountants.
- American Institute of Certified Public Accountants.

Brianna Schlicht CPE FY2023, FY2024 and FY2025		
Date	Course	Number of CPE Credit Hours
7/12/2022	School Season Trianing	8.0
8/26/2022	GFOA GAAFR Review	1.0
11/18/2022	Alternative Compliance Examination Engagements	2.0
1/11/2023	City Season Training	4.0
1/27/2023	GFOA GAAFR Review	1.0
2/24/2023	GASB IDEA Training	1.0
3/31/2023	GFOA GAAFR Review	1.5
4/28/2023	GFOA GAAFR Review	1.0
7/11/2023	School Season Training	8.0
7/18/2023	Latest Developments in Governmental and Nonprofit Auditing	8.0
8/15/2023	BDO Alliance Staff Level Training - Experienced Senior Auditor	16.0
07/10/2025	GASB Day 4 | Capital Assets	3.0
07/10/2025	GASB Day 4 | Salaries & Benefits	3.0
07/10/2025	GASB Day 4 | Property Tax	9.0
06/11/2025	Current Issues in Business Ethics - 2025	4.0
05/05/2025	Improving Your Leadership Process	1.0
03/26/2025	ACFR Review 2025	2.0
02/05/2025	Introduction to Forensic Accounting (ITFA)	4.0
01/30/2025	Lessons Learned from Successful Companies (LLSC)	2.0
01/29/2025	Ethics for Tax Professionals (EFTP)	2.0
01/23/2025	Implementing the New Risk Assessment Standard (RAS2)	2.0
01/22/2025	Guide to the AICPA Quality Management Standards (AQM2)	2.0
01/22/2025	Privacy and Security Training: Obligations of Confidentiality and Safekeeping (DTS2)	2.0
01/21/2025	Lessons Learned From Recent Accounting Malpractice Actions (AMA2)	2.0
01/16/2025	GASB City Training Day 4 - Property Taxes	8.0
01/14/2025	GASB City Training Day 2 - Receivables	7.0
01/14/2025	GASB City Training Day 2 - Salaries and Benefits	3.0
01/13/2025	Artificial Intelligence for Accounting and Finance Professionals (AIP2)	2.0
01/09/2025	Single Audit Training	4.0
01/08/2025	Annual Accounting and Auditing Update (ACAU)	8.0
01/06/2025	The Risks and Benefits of ChatGPT and Artificial Intelligence (CHT2)	2.0
10/25/2024	Becoming the Trusted Voice in your Space -CPA Services	1.0
10/21/2024	LMA Training 10.21.24	1.0
09/26/2024	Being an Audit Manager	1.0
09/10/2024	GASB 101 vs GASB 16	1.0
06/30/2024	Carryback to 6/30/24	28.0

Dedicated Service Team



Chelsea Weis, CPA, Senior Accountant

Education: Bachelor of Science in Accounting from Northwest Missouri State University

Experience, Professional and Civic Activities

- Four years of experience with financial reporting in accordance with GAAP, ACFR requirements, analysis of internal control, performing audits of financial statements and single audits in accordance with OMB Circulars and Uniform Guidance.
- Responsible for the planning, fieldwork, report preparation, and presentation of audits for cities, school districts, and other governmental related entities.
- Attends continuing education, workshops and conferences on city and school district accounting and reporting requirements on an annual basis that qualifies as "yellow book" continuing professional education.
- Extensive use of computer and software applications to assist in the preparation and performance of the audit process.
- Financial statement and communication letter preparation.

Chelsea Weis CPE FY2023, FY2024 and FY2025		
Date	Course	Number of CPE Credit Hours
06/22/2023	Business Ethics 2023	4.0
06/15/2023	Not-For-Profit & Governmental Accounting Two-Day Conference	16.0
06/01/2023	EBP Training	2.0
05/25/2023	EBP In-charge Training Part 2	3.0
05/04/2023	EBP In-charge Training Part 1	3.0
04/28/2023	Blue Book Chapter 46	1.0
03/31/2023	Blue Book Chapter 29	1.5
03/02/2023	Attest Focus Season	1.0
01/12/2023	Business Combinations	2.0
12/22/2022	GASB IDEA Training	1.0
12/22/2022	What can we learn from Internal Inspections?	2.0
12/08/2022	ARM & Workflow	1.0
11/22/2022	Iowa Update	1.0
11/18/2022	Alternative Compliance Examination Engagements	2.0
11/17/2022	IDEA	2.0
11/15/2022	Business and Individual Tax Planning Update	1.0
11/03/2022	Accounting for Leases UGAAP	1.0
10/27/2022	Knowledge Coach	1.5
10/25/2022	CCH Fixed Assets	1.0
09/30/2022	Blue Book Chapter 29	1.0
09/27/2022	QBO Refresher	1.0
09/13/2022	Retirement Plans for Small Businesses	1.0
08/30/2022	Inflation Reduction Act 2022	1.0
08/26/2022	Blue Book Chapter 25 Capital Assets	1.0
08/16/2022	PTE Taxation	1.0
07/19/2022	Nonprofit Training with Kaplan	8.0
07/05/2022	Correcting Depreciation Errors	1.0
06/26/2024	Contractors - Level 1	1.0
05/23/2024	2024 EBP Season Training	2.0
05/16/2024	2024 EBP Audit In-Charge Training - Part 2	1.0
05/14/2024	2024 EBP Audit In-Charge Training - Part 1	3.0
12/14/2023	What Have We Learned From Peer Review	2.0
08/03/2023	Understanding Risk Assessment	2.0
07/27/2023	BDO Alliance Staff Level Training - Auditor In-Charge	16.0
07/11/2023	Audits of School Districts	8.0
07/31/2025	Sampling	1.5
07/29/2025	Not for Profit & Government Update 2025	8.0
07/10/2025	GASB Day 4 | Salaries & Benefits	3.0
07/10/2025	GASB Day 4 | Property Tax	3.0
07/10/2025	GASB Day 4 | Capital Assets	1.0
07/09/2025	GASB Day 3 | In-Charge Training	3.0
07/09/2025	GASB Day 3 | UFAR's	1.0
07/08/2025	GASB Day 2 | Engagement for Government Audits	1.0
07/08/2025	GASB Day 2 | Debt & UGAAP	2.5
07/08/2025	GASB Day 2 | Receivables	3.5
07/07/2025	GASB Day 1 | Government Accounting	4.0
06/11/2025	Current Issues in Business Ethics - 2025	4.0
01/17/2025	GASB City Training Day 5 - Equity & Report Prep	2.5
01/16/2025	GASB City Training Day 4 - Capital Assets & Debt	4.0
01/16/2025	GASB City Training Day 4 - Property Taxes	4.0
01/15/2025	GASB City Training Day 3 - In-Charge Training	3.0
01/14/2025	GASB City Training Day 2 - Engagement Training	1.0
01/14/2025	GASB City Training Day 2 - Receivables	3.5
01/14/2025	GASB City Training Day 2 - Salaries and Benefits	3.0
01/13/2025	GASB City Training Day 1 - Intermediate Government Accounting	5.0
01/09/2025	Single Audit Training	4.0
12/12/2024	Auditing Tax Provisions	1.0
11/12/2024	Non-Profit Planning Training - Tips & Tricks	1.0
10/24/2024	IDEA Training - Fall 2024	2.0
09/12/2024	QC and Internal Inspections	1.0
08/28/2024	Women in Accounting Summit	6.0
07/18/2024	Latest Developments in Government and Nonprofit Accounting and Auditing	8.0
07/18/2024	Not-For-Profit & Governmental Accounting Conference	16.0
07/15/2024	GASB Report Prep	2.0
07/12/2024	GASB Staff Training Day 4	4.0
07/11/2024	GASB Staff Training Day 3	8.0
07/11/2024	GASB In-Charge Training	4.0
07/10/2024	GASB Staff Training Day 2	4.0
07/09/2024	GASB Staff Training Day 1	8.0

Dedicated Service Team

Office Performing Audit

As mentioned earlier in the Letter of Transmittal, our governmental team is located throughout BerganKDV's offices. This team consists of 5 audit partners, 3 audit managers, 1 director of consulting, 6 supervisors/seniors and 15 associates, all that primarily focus on governmental entities. In addition, we have another partner, a manager, and 8 associates that all have experience working on governmental audits. This team will allow us to meet your reporting deadline.

Commitment to Staff Continuity and Training

To keep continuity and efficiencies high, we believe that consistent team members are advantageous for both our firm and your organization. We pride ourselves on maintaining the right balance of continuity on each of our engagements to ensure a "fresh" look at the annual audit process. Rotation of senior level staff only occurs after the merits of such rotation have been discussed and approved by your organization.

Independence

Our firm has no conflict of interest regarding any other work performed by our firm for your organization. Our firm meets the independence requirements relating to your organization as defined by auditing standards generally accepted in the United States of America. We annually review independence related to all our client relationships as part of our internal control compliance process.



Audit Approach and Timeline

Our goal for you is to create value and to minimize surprises. We do this through a specific, well planned audit. What makes BerganKDV unique from other firms is that we continually improve our audit process beyond what is expected by our profession. A few of the BerganKDV advantages:

- Collaborative Audit Process. We see the audit process as a joint effort with you and BerganKDV. We want to work together to make it as painless as possible.
- **A comprehensive view of the City's financial health.** Through our extensive government experiences, we understand a City's health is not only about the finances. The vision, mission and programming provide the blueprint for the City's direction. We review this information in relation to the financial statements and provide our observations based on a comprehensive view of the City's health.
- Technology resource on internal controls. Technology experts from the BerganKDV Technology Group can assist in evaluating your technology controls. Their expert advice has proven to be a valuable resource as they answer technical questions and offer specific recommendations.
- Supervisors, managers and partners on-site. The involvement of our supervisors, managers and partners in the field is essential to being a trusted partner and delivering an exceptional client experience. We believe it is important to be on-site and available to answer questions. This also allows our managers and partners to review documentation throughout the process.
- Meeting communications. Our presentations are designed to capture information that is useful and meaningful. Our presentations are focused on audit results, trends, and other information relevant to your City and related entities, not details of the financial statement amounts.

Beyond Expectations

BerganKDV takes a four-phased audit approach that gets results by:

- Leveraging what is working well.
- Focusing on pre audit planning, collaboration, and communication.
- Staying accountable to a schedule.
- Meeting with you and your team to ensure every detail has been finalized and the audit is complete.
- Exchanging information regarding our performance, opportunities to enhance experiences and future strategic opportunities.

Our audits are designed to focus our energy and our audit tests on the areas of your operations that contain the most risk. This equates to a better product for the City.

Phase One – Initial Planning and Program Development

Our main objective is to get to know the City as a resident or employee would. We want to understand not only your finances, but also your operational goals and objectives. What makes you City unique? How can that knowledge help us perform the best audit possible? When those questions are answered, we know we achieved our goal for Phase One.

During this phase, we gather the information we need to create an effective audit program and make preliminary judgments of materiality. Highlights include:

- Reviewing your internal control documents and interviewing your key employees and representatives to gain operational information.
- Discussing your goals, objectives, and the current challenges facing your operations; those are then shared across your BerganKDV team and incorporated into our audit plan.
- Obtaining population sizes ranging from 25-60 for certain transactions-based finance systems and selecting which transactions we will test for internal control and compliance testing. Selections will be based on our data analysis results, analyzing transactions on a risk-based level.
- Obtaining your current financial reports and budgets and perform overall analytical review procedures.
- Obtaining applicable City organizational charts, policies, bond documents, leases, and other legal contracts.
- Reviewing with your staff our audit documentation requests. We audit and request information that is used internally by your staff to manage operations, we do not require specific templates to be used.

We will work with the management team to determine the preferred means of communication, whether phone or email. In addition, we utilize Suralink, a workflow management software that improves efficiency by streamlining our audit request process. The simple interface includes team assignments and deadlines, so there are no misunderstandings on expectations.

Our audit process incorporates automated audit tools (Knowledge Coach) and work papers to provide our clients with timely information and effective and efficient audits. In addition, we use CCH's TeamMate Analytics, an Excel add-on used to extract and analyze data quickly and efficiently. We also subscribe to various benchmarking and data analysis providers.

Your Expected Role: Provide BerganKDV with policies, internal control documents and a preliminary trial balance; provide contact information for all board members and staff so we may set up appointments/interviews with selected representatives; begin to gather documentation for fieldwork.

Phase Two – Audit Program Execution (by April 15th)

Project execution is performing the procedures outlined in your audit plan as developed in Phase One. Our audit procedures will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. We will discuss potential ideas and best practices with your personnel relating to our recommendations for improving internal control, procedures and compliance with laws and regulations. Any issues identified, proposed audit adjustments, or other recommendations will be discussed with management throughout the execution of our audit procedures. We perform test work with as little disruption as possible to City staff's regular duties.

Highlights of this phase include:

- Auditing year-end account balances, testing internal control, assessing compliance to determine if your systems and controls are functioning as designed.
- Using sampling techniques to test areas including transactions, internal controls and legal compliance using the scope mandated by the Office of the State Auditor. Sample sizes range from 25-60 based on our risk assessment.
- Using IDEAS data mining software, we look for trends and anomalies in your payroll, vendor payment, and cash receipts process.

Your Expected Role: Be available to answer questions during scheduled audit fieldwork, provide audit workpapers or reconciliations with documentation that is reasonable and reviewed during Phase One.

Phase Three – Post-Audit Critique and Exit Conference (April-May)

This phase of the audit includes reviewing all the components of the financial statements and prepare the communications letter and relevant financial trend data for the Board presentation. Finally, opinions on the financial statements, Government Auditing Standards and Single Audit, if required, will be prepared.

We will then present this information to management allowing you time to review the financial statement reporting package including the draft financial statements and any internal control findings or recommendations that arise during the audit. This phase allows you time to assess, discuss and develop a corrective action plan, if needed.

Your Expected Role: Provide preliminary financial statements and review our reports to provide BerganKDV with input and feedback.

Phase Four – Presentation of Audit Report (by June 30th)

The final phase of the process is the presentation of the reports to the City Commission. The presentation provides the governing body with information about the year's financial activity compared to past trends and expected results. We also provide other relevant and interesting observations relating to your financial statistics that will help provide the governing board with a deeper understanding of your operations. We understand all organizations have individual needs and we look forward to getting your feedback on graphs and statistics.

Professional standards require that we provide you with information regarding the auditor's responsibility under generally accepted auditing standards, significant accounting policies, accounting estimates and management judgments, significant audit adjustments, other information in documents containing audited financial statements, disagreements with management, consultation with other auditors, major issues discussed with management prior to retention as auditors and difficulties encountered in performing the audit. We will provide this information in written form via the communications letter and will discuss with administration during the review of the preliminary audit report.

Your Expected Role: *Provide BerganKDV with information and feedback for presentation preferences.*

Fees

Our fees for the services are based on the amount of time and the level of experience of the individuals who perform the services. In addition, we assume that the City's accounting personnel will provide the appropriate workpapers, documents, schedules, and clerical assistance and will prepare the financial statements, notes and other annual comprehensive financial report sections, and that we will not encounter any significant or unusual circumstances which will affect the scope of our engagement, and no significant changes to the City's operations will occur. However, if situations arise, including the implementation of new accounting standards, which affect the scope of the engagement, we will discuss them with you prior to incurring the additional cost. At no time will we bill the City for extra time or charges unless we have verbal communication regarding the issues, your options, and an agreement for additional fees.

Billing and Collection Expectations

Our fees are due as services progress and are generally billed at the completion of each phase of the audit. These invoices are payable on presentation. Invoices are delinquent if not paid within 60 days.

Off-season Communication

We encourage questions throughout the year and ask our clients to submit to us their monthly financial statements and board of director minutes, so we can stay abreast of their operations, and identify/resolve any issues prior to year-end. We will not invoice additional amounts unless substantial research or work is required, in which case, we will discuss the scope of any additional work and proceed only after we have reached a mutually agreeable fee arrangement.

Out of Scope Professional Services

We do not surprise bill. If during our engagement you request additional services which require more than a minimum amount of time, we will provide an engagement letter with the fees and services specified, only after we have verbal communication and agreement. Additional special projects and consulting requested during the year will be billed at an hourly rate commensurate with the level of experience required.

Client References

A few of our municipality clients serviced by your team are listed below and we encourage you to contact them.

Lori Bartlett
City of St. Joseph
320.363.7201

Deanna Fah
City of St. Cloud
320.650.3351

Heidi Tumberg
City of Detroit Lakes
218.846.7124



Below is a list of our city audit clients.

Recipients of a certificate of Achievement for Excellence in Financial Reporting are marked with an asterisk (*).

Minnesota Cities

Population (0-2,000)	Population (2,001-5,000)	Population (5,001-15,000)	Population (15,001+)
Clear Lake	Clearwater	Baxter*	Albert Lea*
Dundas	Cold Spring	Big Lake*	Brooklyn Park*
Eden Valley	Elko-New Market	Cloquet*	Crystal*
Hilltop	Hanover	Dayton	Eden Prairie*
Richmond	Independence	Detroit Lakes*	Edina
Silver Bay	Le Seuer	Fairmont*	Elk River*
Watkins	Mora	Falcon Heights*	Faribault*
	Nowthen	Fergus Falls*	Forest Lake*
	Rockville	Marshall	Ham Lake*
	Two Harbors	Mendota Heights	Hastings*
	Waverly	Oak Grove	Maplewood*
		Osseo	Minnetonka*
		Otsego*	New Brighton*
		Sauk Rapids	Richfield*
		St. Joseph	St. Cloud*
		Wyoming	Sartell
			Woodbury*

Iowa Cities

Population (0-2,000)	Population (2,001-5,000)	Population (5,001-15,000)	Population (15,001+)
Epworth	Cascade	Fort Madison	Coralville
North English	Dyersville	Independence	Marion
Peosta	Evansdale	Knoxville	North Liberty
		Le Mars	Ottumwa*
		Pella	Sioux City*
		Red Oak	Waterloo*
		Tiffin	

Nebraska Cities

Population (0-2,000)	Population (2,001-5,000)	Population (5,001-15,000)	Population (15,001+)
Boys Town	Ashland	Gering	Columbus
	Bennington	Gretna	Grand Island
		Scottsbluff	Kearney
			La Vista*

Missouri Cities

Population (0-2,000)	Population (2,001-5,000)	Population (5,001-15,000)	Population (15,001+)
	Riverside*		Washington*

PLAINSIGHT

POWERED BY CREATIVE PLANNING

EMPOWER AND PROTECT



With Creative Planning's PlainSight, you can empower your employees to speak up when they witness fraudulent activity through an easily accessible and completely anonymous hotline system. Based on the tip criteria, our certified team of fraud professionals is available to investigate and report back with next steps if fraudulent evidence is discovered.

A Tip Could Be All It Takes

You can rest assured as a business leader that your employees are equipped with a powerful and safe service that protects your company against those who wish to harm it.

Our Promise to You

We'll work directly with you to establish an implementation and use strategy that fits your needs and coordinate with you when tips become viable signs of potential fraudulent activity. Safety and anonymity are our main priorities for your business. Our goal is to highly encourage hotline usage and promote the idea that no tip is too small to make a difference.

It's estimated that organizations lose 5% of revenue each year due to fraud with average losses being around $1.5 million. **Don't foot the bill to fraudsters.**

More Than a Phone Line

What other services are included when you utilize PlainSight for your fraud detecting needs?

- Easy to use web submission site
- Communication packages to educate and inform your employees
- On-demand employee training for how to use the service and signs of fraud
- Admin-level access to review items and communicate with our Forensic Team

Let our team of specialists grant you peace of mind and educate your employees to make the call today that may save you tomorrow.

FIND YOUR PEACE OF MIND

CREATIVEPLANNING.COM | PLAINSIGHT@CREATIVEPLANNING.COM

Peer Review

LANDMARK
CERTIFIED PUBLIC ACCOUNTANTS

Report on the Firm's System of Quality Control

To the Partners of
BerganKDV, Ltd.
and the Minnesota Society of CPAs Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of BerganKDV, Ltd. (the Firm) in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitation of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility
The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility
Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations
Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion
In our opinion, the system of quality control for the accounting and auditing practice of BerganKDV, Ltd. in effect for the year ended March 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies),* or *fail*. BerganKDV, Ltd. has received a peer review rating of *pass*.

Landmark PLC

Little Rock, Arkansas
September 19, 2023

Landmark PLC, Certified Public Accountants
200 W Capitol Ave, Ste 1700 | Little Rock, AR 72201 | Telephone (501) 375-2025 | Fax (501) 375-8704 | www.landmarkcpas.com

Client Requested Documents

APPENDIX A

PROPOSER GUARANTEES AND WARRANTIES

1. The proposer certifies it can and will provide, as a minimum, all services set forth in the proposal.

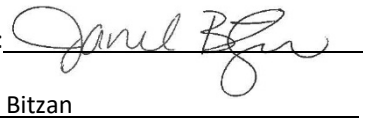
2. Proposer warrants that it does not have any conflicts of interest with the City of Dayton, its management staff, or its elected officials.

3. Proposer warrants that the firm and all assigned key professional staff are properly licensed to practice in the state of Minnesota.

4. Proposer warrants that it is willing to and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.

5. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Dayton.

6. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: 

Name (typed): Janel Bitzan

Title: Shareholder

Firm: BerganKDV

Date: August 29, 2025

APPENDIX B

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDITS OF 2025-2029 FINANCIAL STATEMENTS
CITY OF DAYTON

Name of Firm - BerganKDV

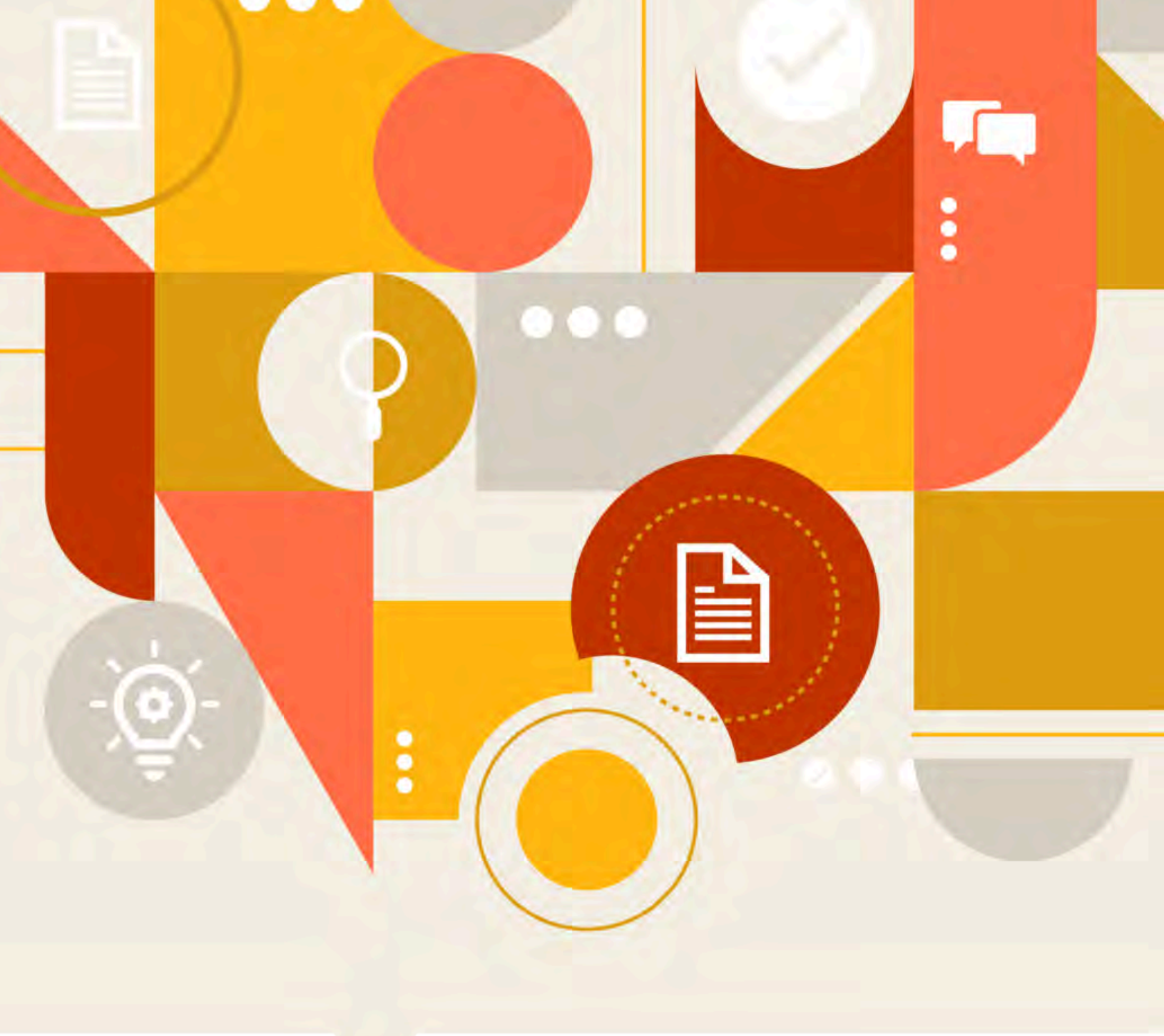
Position	Hours	Standard Hourly Rates	Proposed Hourly Rates	Total
Partners	20	$ 440	$ 395	$ 7,900
Manager(s)	30	310	280	8,400
Supervisor(s)	45	205	185	8,325
Staff	85	175	155	13,175
Subtotal - City Audit	180			$ 37,800
Annual Comprehensive Financial Report Preparation				$ 3,000
Single Audit			Per Program	$ 6,000

Fiscal Year Ending December 31,	Audit of Annual Comprehensive Financial Report (Max Price)	Annual Comprehensive Financial Report Prep	Assistance GASB 87 & 96	Single Audit Cost, if required Per Program
2025	$ 37,800	$ 3,000	$ 1,700	$ 6,000
2026	39,700	3,150	1,750	6,300
2027	41,750	3,300	1,800	6,700
2028	43,800	3,500	1,850	7,000
2029	45,900	3,675	1,900	7,350
Total	$ 208,950	$ 16,625	$ 9,000	$ 33,350

THANK YOU.

320.650.0225 | JANEL.BITZAN@CREATIVEPLANNING.COM

This presentation is provided for general information purposes only and should not be construed as investment, tax, or legal advice, and does not constitute an attorney/client relationship. Past performance of any market results is no assurance of future performance. The information contained herein has been obtained from sources deemed reliable but is not guaranteed.



Proposed by

Justin Nilson, CPA

Partner | Abdo

justin.nilson@abdosolutions.com

P 952.715.3011

August 25, 2025

SERVICE PROPOSAL FOR

City of Dayton

12260 S Diamond Lake Rd, Dayton, Minnesota 55327

Zach Doud, City Administrator/Finance Director

City of Dayton

12260 S Diamond Lake Rd

Dayton, Minnesota 55327

August 25, 2025

Dear Zach,

Thank you for the opportunity to submit this proposal to the City of Dayton (the City) for audit services. We appreciate the opportunity to work with you. Based on our experience with cities like you, we are confident that Abdo (the Firm) would be a great fit.

We work hard for those who matter most - clients, employees, family, and community - and celebrate their successes as our own. This belief is represented through our commitment to people and knowledge, process and you. We will utilize staff that is experienced and dedicated in the area of government. Our process is centered on meeting your needs, exceeding your expectations, and incorporating technology to deliver unparalleled solutions. This includes delivering prompt and effective service of the highest quality to you. The quality of our service allows us an opportunity to be an integral part of your finance team. We believe this investment should make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your city, which allows us to be thoughtful in our approach in providing you with the best solutions, and leaves you assured in the value of our deliverable.

The attached proposal will demonstrate to you that we will be a great service provider and partner for your city. We look forward to meeting with you to discuss our proposal and appreciate this opportunity to present our firm for your consideration. We will follow up with you within two weeks to answer any questions or concerns you may have and to provide any further information you may need.

Sincerely,

Abdo

Justin Nilson, CPA

Partner | Abdo

The path forward

WHAT'S YOUR VISION?

Let's build it together. With knowledge and care, Abdo lights your path forward—illuminating opportunity and fueling your confidence to navigate the future. What do you envision for your future? We believe it could look something like this:

- A thorough understanding of your operations through process assessment, analysis, and recommendations.
- Implementation of a comprehensive long-term strategic plan to guide your City for years to come.
- Strategic direction driven by creative solutions and effective technologies.

EXPERTISE FOR YOUR CHALLENGES

In the government space, your organization faces unique challenges that require a specific understanding of government regulations and operations. Our team not only has experience working with governmental entities, but many came directly from city administration and finance offices, giving them a unique understanding of the challenges you face.



Meet Justin

Justin Nilson

Partner

Justin joined the Firm in 2012 after graduating from Saint John's University. His work experience includes assisting in the audits of several municipal, school district and Single Audits. Justin is experienced working with numerous City's to complete long term financial plans and utility rate analysis. Justin participates internally in task forces created to develop streamlined processes and efficiency tools, as well as assisting with internal initiatives around Recruiting and Technology.



The Abdo Difference

At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work.

We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

LEARN MORE ON OUR WEBSITE

Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we have the resources, knowledge, people and services to light the path forward for your city.

We have assembled a team with relevant experience who are committed to working with you to ensure success. Each team member is briefly profiled below, and full biographies can be found in Appendix C.



JUSTIN NILSON, CPA

Partner
justin.nilson@abdosolutions.com
P *952.715.3011*



ANDY BERG, CPA

Partner
andrew.berg@abdosolutions.com
P *952.715.3003*



KELSEY LARSON, CPA

Manager
kelsey.larson@abdosolutions.com
P *507.304.6837*



DAVE ABRIOL

Associate
dave.abriol@abdosolutions.com
P *952.715.3050*



JASON FAGAN

Associate
jason.fagan@abdosolutions.com
P *952.715.3036*

Government Experience

You can have confidence in our 60 years of quality auditing services and partnership in the government space. Since 1963, we've served entities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in auditing. Out of our 250-strong, talented staff, over 70 team members are 100% focused on government clients, including services for over 100 cities and various municipalities. By serving local municipalities across Minnesota and Iowa, we have become experts in the nuances of how to best support your city. Our expertise affords you an audit experience that's painless. We do this by communicating up front, coming better prepared, and being available throughout the year to support you.

PROCESS

Our methods are centered around incorporating technology to deliver unparalleled solutions for local governments. In addition to our audit experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a finance director role. We don't believe in a one-size-fits-all mentality, so together we'll focus on the needs that are relevant to your and provide the right services to meet them with a tailored approach.

FOCUS

Through continuous training and growth opportunities, we've established an environment with a focus on serving local governments. We spend more than 100 hours training and onboarding to ensure success for our clients. We truly hope that you partner with our team to forge a brighter path forward for your city.

OUR QUALIFICATIONS

- GFOA, MnGFOA, ACMA, and GFOAz Association members
- We speak and train on government accounting and auditing topics
- Audit services for 100+ cities
- Our clients represent top tier governments with 20 municipal clients receiving the GFOA's Certificate of Achievement for Excellence in Financial Reporting
- Audit services for 15+ EDA's and HRA's
- Audit services for 35+ other governmental entities
- Audit or attestation services for 80+ Fire Relief Association's





114 CITY, TOWN & COUNTY CLIENTS

Audit Approach

We deliver auditing services that are more than just a compliance service. We exceed what's considered the "standard audit support," placing a strong emphasis on a relationship-driven approach that facilitates a partnership with your city. We work together to ensure we have a clear understanding of the City's needs, challenges and financial information. Together with your team, we'll help to leverage this information to increase efficiency and effectiveness.

PARTNERSHIP

Integral to our mission is a philosophy that we help cities reach their maximum potential through open communication and teamwork. We enjoy answering questions any time of the year, and at no cost! We also believe in:

- Consistent, clear, proactive communication that offers suggestions and makes your work easier
- Returning phone calls and questions promptly
- Gathering information through dialog, not checklists
- Conducting listening calls with you outside of the engagement to understand the City, build a long-term relationship with you, and learn how we can improve.

PEOPLE

Our value comes from our experience and the education we can provide. Our professionals go beyond the required standards to make sure we have a clear understanding of your city. We work with your management team to leverage this information to increase efficiency and profitability. We put together a team of experts specifically for you, whose experience and industry knowledge aligns with the needs of your city.

PROCESS

While we will audit the financial statements of your city in accordance with the applicable regulatory standards, our process is designed to go far beyond that. It enables us to gain a thorough understanding of the processes, procedures, and general operations of your city.



CLIENT UNDERSTANDING

Your leadership team plays an important role in your financial reporting. We always begin our process with a face-to-face conversation to gain a thorough understanding of your city, internal controls, processes and procedures. Our experience with cities like yours allows us to develop a customized audit and communications plan. We will prepare a timeline detailing significant steps in the audit process from beginning to end.

AUDIT STRATEGY DESIGN

Your city is unique and therefore your audit plan will be tailored to your operations and will include the relevant and appropriate standards. Our audit strategy is based off our understanding of your city. It will also encompass:

- Leadership concerns and expectations
- Risk assessment
- Understanding your internal controls
- Testing

AUDIT PLAN EXECUTION

Our execution of your audit strategy begins with fieldwork and ends with a presentation of your draft financial statements. Our team, including partners and managers, will be present during fieldwork and we'll be in continuous communication with your staff.

Fieldwork is where we document internal controls, conduct walk throughs, and obtain audit evidence to support financial statement amounts and disclosures. Our paperless audit approach allows us to do much of the fieldwork from our office. We will discuss your preference for the amount of onsite work and agree on a mutually beneficial schedule.

During fieldwork we will discuss any potential audit adjustments with your staff to ensure we agree on the need for the audit adjustment and amount. We will also discuss any potential internal control deficiencies to verify our understanding and discuss potential solutions. We want to be problem solvers, not problem reporters.

After reviewing the financial statements, notes and supplementary schedules, if any, we prepare a draft of the financial statements for your review and approval. We will also send a list of audit adjustments noting the reasons for each adjustment.

AUDIT COMPLETION

After the previous segments mentioned are complete, we will be ready to finalize the audit. We will report results of your audit to the City Council. We will also deliver a executive governance summary that identifies critical financial trends and recommendations for improvement, provides required communications, and discusses changes in the environment in which your city operates.

During this stage we will also complete the following procedures:

- Complete subsequent events review procedures and review legal and representation letters
- Complete final overall analytical review procedures
- Communicate significant deficiencies and material weaknesses
- Conduct exit conference
- Issue an audit opinion



Additional Approach Details

Analytical Procedures

Analytical procedures are defined in Statement on Auditing Standards No. 56, "Analytical Procedures" as evaluations of financial information made by a study of plausible relationships around both financial and non-financial data. They are required in the planning and final review stage, but our firm encourages staff to use analytical procedures where possible. Our firm management directs the use of analytical procedures as follows:

- *Planning* | The objective for analytical procedures at this stage is to direct attention to likely misstatements. We use trend analysis to meet our objective in planning. Examples of trend analysis would be a comparison to the budget for funds that adopt a budget and/or comparison to prior year. We also may consider a comparison among three to five years. Additional testing may result if the expectations established at the start of the trend analysis are not met.
- *Substantive Testing* | The objective of analytical procedures at this stage is to support or refute financial statement account balances. We have found that analytical procedures are more efficient and can be more effective than tests of details. Depending on the make-up of the account, we will use trend analysis, ratio analysis and/or modeling.
- *Final Review* | The objective is to review the reasonableness of financial statement account balances. We use trend analysis to meet our objectives. This trend analysis is completed on final audited amounts.

Approach to be Taken to Gain and Document an Understanding of the City's Internal Control Structure

Our goal in preliminary fieldwork is to gain a thorough understanding of your internal controls, processes, and procedures. The completion of these elements allows us to minimize the fieldwork required to complete the audit.

Approach to be Taken in Determining Laws and Regulations Subject to Audit Test Work

We are required to obtain an understanding of the possible financial statement effect of laws and regulations that have a direct and material effect on the determination of financial statement amounts. The determination of laws and regulations are addressed in the planning stage through reading available grant documentation, client inquiries, and a preliminary review of finance system accounts and search of the City Council minutes. We also have a working knowledge of the types of laws and regulations Minnesota governments operate under. Further discussion is provided in the section Firm Qualifications and Experience. In addition, we obtain further information about federal laws and regulations through the Assistance Listing Number (ALN) and the U.S. Office of Management and Budget (OMB) Compliance Supplement.

Approach to be Taken in Drawing Audit Samples for Purposes of Tests of Compliance

Since each program or grant agreement is different, we use a variety of statistical designs in our compliance testing. The size of the sample considers many program factors; size, maturity, complexity, level of oversight and prior audit findings. Ultimately, our professional judgment determines that a representative number of transactions have been selected. You can be confident in our judgment because only senior level (partner, manager, and supervisor) staff makes decisions on planned compliance testing.

Identification of Anticipated Potential Audit Problems

At this time, we do not anticipate any potential audit problems. If problems did arise, we carefully work with the City to resolve the matter.



Technology

We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our audit services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote audit services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your city may use, our team will continue to work through normal procedures, including regular meetings with you during the planning phase to ensure effective collaboration with your team. Through SuraLink, you'll be able to see what documents have been uploaded, what documents are still needed, and keep track of important audit or tax workpapers securely and easily.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your city's data. We operate on a remote distributed infrastructure leveraging Microsoft's Cloud Platform Azure. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in secure data centers that reside exclusively in the U.S. and not on laptops or local servers which could be stolen or misplaced. We continually provide security awareness training to our staff members to ensure they are good digital stewards of your data. In addition to this, we also consult bi annually with 3rd party security experts to conduct risk assessments and conduct annual penetration tests.

IT ALSO MEANS:

All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.

All data is saved on redundant servers and data centers so if one server fails, another immediately takes over with no data lost.

All data is backed up continually which means we always have an extra copy for safe-keeping.

All incoming emails, attachments, and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our cloud platform, Azure, is globally trusted by companies and governments and has numerous security compliance standard they adhere to. Reports of these can be provided as requested.



Service Timeline

We prepare a timeline each year for our audits. Timelines are based on when organizations are able to complete their necessary year-end work. Please see below for an anticipated timeline that identifies what you can expect, and when. Once hired we will work with you on an exact timeline that fits your needs. This is an example of a typical timeline. Additionally, the table below outlines our proposed segmentation of the engagement.

DECEMBER

Client Understanding:

Together, we mutually agree with management on a timeline to perform the audit.

JANUARY

Planning & Interim Fieldwork

We will select our sample and provide information requests to management. We estimate the planning and interim fieldwork taking one day.

APRIL

Year-end Audit & Fieldwork

We will have our team dedicated to the audit fieldwork using a hybrid approach (both onsite and remotely). We estimate that the fieldwork will take 3-4 days.

MAY

Reporting

We will provide drafted materials in late April, followed by a meeting with key management and a presentation to the City Council in May.

Value

Our fees are based upon the experience and level of the individuals to be assigned to perform the work ranging from $190- $510 per hour. Fees are also based on the assumption that you will be assisting us whenever possible with supporting documentation. We will agree to a detailed plan and prepare a list of requested schedules upon proposal acceptance.

We encourage our clients to contact their Abdo team when questions arise, when advice or guidance is needed, or to provide updates on project work at any time, and we feel it's important to note that we don't charge for these routine discussions. We want to be a resource for you – without any concerns that our meter is running. Likewise, your Abdo team will proactively reach out periodically as well as keep the lines of communication open and consistent throughout the project. If significant additional time is necessary to perform the agreed upon services, we will be sure to discuss it with you so that we can determine a new fee estimate before additional costs are incurred.

In addition, we'll bill 25% upon signature of the engagement letter, 50% once fieldwork is complete, and the remainder upon completion of the work. If significant additional time is necessary to perform the agreed upon services, we will be sure to discuss it with you so that we can determine a new fee estimate before additional costs are incurred.

We have not anticipated any additional hours for new audit or accounting standards. Accounting or standard changes may result in increased hours.

The Schedule of Professional Fees and Expenses can be found in the separate Dollar Cost Proposal.

What Our Clients Say



CLIENT REFERENCES

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their city thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their audit services. Additional references are available upon request.

CITY OF ALBERTVILLE

Tina Lannes

Finance Director

P *763.497.3384*

CITY OF BECKER

Mark Ebensteiner

Finance Director

P *763.200.4250*

CITY OF MONTICELLO

Sarah Rathlisberger

Finance Director

P *763.271.3201*

"I like their willingness to discuss challenges and provide good, thoughtful guidance."

CITY OF BECKER

Mark Ebensteiner | Finance Director

Value-Added Services

When you partner with Abdo, you get access to our entire catalog of services. Below is a selection of the additional solutions that we believe could be of great value to your city. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at www.abdosolutions.com.

HR & PAYROLL SERVICES

We help employers better support their most valuable resource...their people. Having clear and consistent HR practices that best suit the individuality of your city is key, even more so in today's tight employment environment. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

We help cities with:

- Employee management and development
- Regulatory compliance
- Benefits analysis and administration, including the Affordable Care Act (ACA) and workers' compensation
- HR/Payroll software implementation and management
- Advisory services such as specialized labor cost analysis, compensation studies, and HR process development and implementation

ABDO FINANCIAL SOLUTIONS INTERIM ACCOUNTING SERVICES

With a staff of experienced professionals, we develop and implement creative solutions for entities of all shapes and sizes. We rely on a proven process to provide your city with the very best quality and value in financial management solutions. Our outsourced accounting and financial services include:

- Monthly accounting
- Temporary accounting help
- Finance Director outsourcing

Why Partner with Abdo

LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For over 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

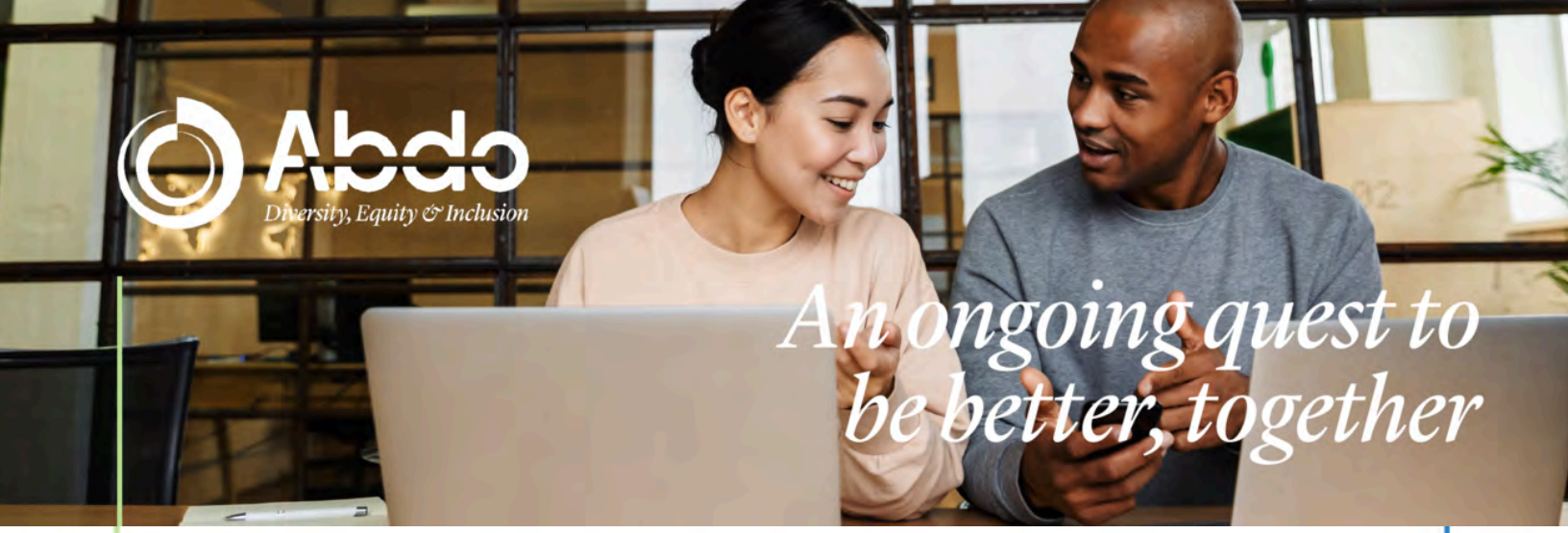
When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 200 professionals and over six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, and Scottsdale, AZ. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."

-- **Steve McDonald, CPA** | *Managing Partner*



OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

At Abdo, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We aim to build a firm that provides opportunities for people that are as diverse as the clients we serve. We believe that when we understand each other better, we grow better together.

Over the past several years, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through training opportunities, guest speakers, and cultural awareness activities. Our Diversity, Equity, and Inclusion Committee continues to implement new ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We continue to increase our number of women at the highest leadership level. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

Abdo is committed to advancing the interest in accounting careers for students of color at both the high school and college level. In 2022, the firm was chosen as one of just ten firms in the nation to host an ethnic minority accounting student as part of the AICPA's PCPS George Willie Ethnically Diverse Student Scholarship and Internship Program. The recipient of this scholarship remains with the firm today as a senior associate in our tax department.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education through partnering with expert speakers and trainers. Please let us know if you have any ideas on how we can improve diversity, equity, and inclusion at Abdo.

59%
of our employees are female

56%
of our management level employees are female

18%
of our interns this year are people of color

DEI Initiatives

ABDO DIVERSE SCHOLARSHIP & INTERNSHIP PROGRAM

Abdo was a proud co-sponsor of the AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA. Upon conclusion of this successful partnership, we were inspired to create our own DEI Sponsorship program, annually awarding a rising diverse accounting student a scholarship & internship.

PARTNERSHIP WITH NABA

Abdo is proud to sponsor the Minnesota State University, Mankato Chapter of NABA (National Association of Black Accountants) Inc. NABA is committed to increasing the number of African Americans in the accounting and finance professions and to promoting their success. As a firm, we are invested in not only increasing diversity within our organization but support diversifying the industry as a whole. We are committed to providing guidance and mentorship along with financial support to this organization.

GREATER MANKATO GROWTH DEI COLLABORATIVE

Abdo is a founding sponsor and member of Greater Mankato Growth's (the Mankato region's chamber of commerce) DEI Collaborative. This collaborative was formed to discuss what we could do as individuals, organizations, and the community to increase diversity and make our community a welcoming one. Together, we explored our individual biases, developed action plans to make a difference within our organization, and pledged to continue the work to make our community inclusive.

CEO ACTION PLEDGE

We are proud signatories of the CEO Action Pledge, a pledge signed by CEOs from different sectors, sizes, and geographical area to support more inclusive workplaces. As part of this pledge, we work toward goals including DEI education and recruiting. We promise to have the difficult conversations and make our firm, and this industry—one that better reflects the communities we live and work.

YWCA

We are committed to the continued support and advancement of women in our firm and in our communities. One of the ways we do this is through a partnership with YWCA Mankato, an organization whose mission is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. We are proud sponsors of the Elizabeth Kearney Women's Leadership Program, Women's Leadership Conference, and Women of Distinction event.

COMMUNITY INVOLVEMENT

Every year, we come together as a firm to participate in what we call a "Day of Action." This gives us an opportunity to give back to organizations within our communities that support underserved populations. You can catch us volunteering at a food shelf, building houses, or helping at an After School Program. In addition, the firm pledges 24 hours of VTO (Volunteer Time Off), for each employee to volunteer at the nonprofit of their choosing. We truly believe we are better, together.

License & Independence

LICENSED TO PRACTICE

Abdo and its entire CPA staff hold licenses to practice in a variety of states across the country. All licenses are in good standing and each staff member maintains an annual cycle of continued professional education as required by CPA licensure. Our CPAs are all members in good standing with the Society of CPAs in the state in which they live and work. They are also members of the American Institute of Certified Public Accountants (AICPA) which helps our team stay up to date on regulations and industry standards. This commitment to continual improvement mirrors our Firm's core value of growth and development and ensures that the work we are proposing here is held to the highest standards in the industry.

INDEPENDENCE

Our standards require that we be without bias with respect to your operations. Abdo (the Firm) is independent of City of Dayton as defined by auditing standards generally accepted in the United States of America.

The Firm is a member of the American Institute of Certified Public Accountants Division of Firms and has received an unmodified opinion on its Peer Review, a copy of which is attached to this proposal in Appendix B. Our Peer Review was completed in 2023 and resulted in a pass rating.

The Firm has not had any federal or state desk reviews or field reviews of its audits in the last three years. We have had no disciplinary action taken or pending against the Firm during the past three years with state regulatory bodies or professional organizations.

We maintain library facilities which include current professional literature and specific information for the industries that we serve. The firm library is also reviewed as part of the external quality review program.



Appendix A

PROPOSER GUARANTEES & WARRANTIES

Proposer Guarantees & Warranties

1. Proposer warrants that it is willing and able to comply with State of Minnesota Laws with respect to foreign (non-State of Minnesota) corporations.
2. Proposer warrants that it is willing and able to obtain an “errors and omissions” insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Dayton located in Dayton, .
4. Proposer certifies that it can and will provide and make available at a minimum, all services set forth in Section II, Nature of Services Required.
5. Proposer warrants that all information provided in this proposal is true and accurate.

Signature of Official:



Name: **Justin Nilson, CPA**

Title: *Partner*

Firm: *Abdo*

Date: *August 25, 2025*

Appendix B

PEER REVIEW REPORT

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 6, 2023

To the Partners of
Abdo, LLP
and the Peer Review Committee of the Minnesota Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, LLP (the firm) in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, LLP in effect for the year ended May 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, LLP has received a peer review rating of *pass*.

Brady Martz and Associates, P.C.
Grand Forks, North Dakota

Appendix C

TEAM BIOS

TEAM MEMBER BIO



Justin Nilson

CPA

Partner
justin.nilson@abdosolutions.com
Direct Line 952.715.3011

Justin joined the Firm in 2012 after graduating from Saint John's University. His work experience includes assisting in the audits of several municipal, school district and Single Audits. Justin is active within the Firm, participating in numerous internal task forces created to develop streamlined processes and efficiency tools, as well as assisting with internal initiatives around Recruiting and Technology.

EDUCATION

- Bachelor of Arts in Accounting, Saint John's University
- Continuing professional education as required by the AICPA and U.S. Government Accountability Office

PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants
- Minnesota Society of Certified Public Accountants
- Minnesota Government Finance Officers Association

QUALIFICATIONS

- 12 years of experience auditing local governments and schools in Minnesota
- Over 90 percent of billable time relates to governmental clients
- Experienced in municipal government long term financial plans
- Experienced in models for various municipal government specific areas such as utility rate, tax levy and debt analysis

TEAM MEMBER BIO



Andy Berg

CPA

Government Partner
andrew.berg@abdosolutions.com
Direct Line 952.715.3003

Andy joined the Firm in 1994 after graduating Cum Laude from Gustavus Adolphus College. He is registered and licensed to practice as a CPA in Minnesota. His experience includes auditing municipalities, school districts, and nonprofits under government auditing standards and single audits under Uniform Guidance. He stays current on issues affecting his clients by staying involved in several industry organizations. He participates on the special review committee for the Government Finance Officers Association. This committee reviews reports for acceptance into the Certificate of Achievement for Excellence in Financial Reporting program.

EDUCATION

- Bachelor of Science in Accounting, Gustavus Adolphus College
  - *Graduated Cum Laude*
- Continuing professional education as required by the AICPA and U.S. Government Accountability Office

PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants
- Minnesota Society of Certified Public Accountants
- Minnesota Government Finance Officers Association
- Minnesota Association of School Business Officials
- Government Finance Officers Association

QUALIFICATIONS

- 30 years of experience auditing local governments and schools in Minnesota
- Over 95 percent of billable time related to governmental clients
- Participates on the special review committee for the Government Finance Officers Association (GFOA). This committee reviews reports for acceptance into the Certificate of Achievement of Excellence in Financial Reporting program
- Experienced in municipal government long term financial plans
- Previous MN GFOA presenter on GASB Update and ACFR review
- Previous MNCPA City Report Review Committee

TEAM MEMBER BIO



Kelsey Larson

CPA

Manager
kelsey.larson@abdosolutions.com
Direct Line 507.304.6837

Kelsey joined the Firm in 2020 after completing her Bachelor's Degree from Gustavus Adolphus College. She has 5 years of experience auditing the firm's local government clients, including, charter schools, cities, school districts, and housing and redevelopment authorities.

EDUCATION

- Bachelor of Arts in Public Accounting, Gustavus Adolphus College
  - *Graduated Cum Laude*
- Continuing professional education as required by the AICPA and U.S. Government Accountability Office

PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants
- Minnesota Society of Certified Public Accountants

INTERNAL INVOLVEMENT

- Standard Operating Procedures Task Force

QUALIFICATIONS

- 5 years of experience auditing cities, school districts, charter schools and HRA's in Minnesota
- Over 90 percent of billable time relates to governmental clients

TEAM MEMBER BIO



Dave Abriol

Associate
dave.abriol@abdosolutions.com
Direct Line 952.715.3050

Dave joined the firm in 2023 as an intern in our tax department, while completing his Bachelor of Science degree in Business Accounting. Following his internship and graduation, Dave joined the Firm full-time as an Associate on the government audit team. His work includes tax preparation for businesses and individuals. Prior to joining Abdo, Dave taught High School mathematics for 10 years at various international schools in Southeast Asia as well as 4 years of customer service. With his background in teaching and customer service, Dave is committee to continual learnings to help his clients and complete quality work.

EDUCATION

- Bachelor of Science in Business, Capella University
  - *Specialization in Accounting and Minor in Finance*
  - *Graduated Summa Cum Laude*
- Bachelor Degree in Secondary Education, University of the Philippines Diliman
  - *Major in Mathematics and Minor in Physics*
- Certificates in Taxation and Assurance

CONTINUING PROFESSIONAL EDUCATION

- Master of Accounting, Minnesota State University – Mankato

PROFESSIONAL MEMBERSHIPS

- National Society of Leadership and Success

QUALIFICATIONS

- Experience in tax preparation and planning for businesses and individuals

INTERNAL INVOLVEMENT

- Diversity & Inclusion Committee

TEAM MEMBER BIO



Jason Fagan

Associate
jason.fagan@abdosolutions.com
Direct Line 952.715.3036

Jason joined the Firm in 2022 while completing his accounting degree from Minnesota State University, Mankato. Prior to starting full-time in July 2023, he was a government intern for Abdo throughout 2022-2023.

EDUCATION

- Bachelor of Science in Accounting and Finance, Minnesota State University, Mankato
- Continuing professional education as required by the AICPA and U.S. Government Accountability Office

QUALIFICATIONS

- 2 years of experience auditing local government and schools in Minnesota
- 90 percent of billable time relates to governmental clients
- Works extensively with Microsoft Office and several accounting software



Dollar Cost Proposal for

City of Dayton

12260 South Diamond Lake Rd
Dayton, MN 55327

Justin Nilson, CPA
Partner | *Abdo*
justin.nilson@abdosolutions.com
P *952.715.3011*

August 25, 2025

Schedule of Professional Fees and Expenses for the Audits of the 2025 Financial Statements for the City of Dayton

2025 FINANCIAL STATEMENT AUDIT				
	Hours	**Standard Hourly Rate**	**Proposed Hourly Rate**	**Total**
Partner	16	$510	$357	$5,712
Manager / Supervisor	40	$310	$217	$8,680
Accounting Staff	132	$255	$179	$23,628
Support Staff	8	$110	$110	$880
Subtotal	**196**			$38,900
Single Audit (if applicable, per major program)				**5,600**
Rounding				**(0)**
Total all-inclusive maximum price for the audit				**$44,500**

* The fee estimate above assumes that the City completes our audit plan provided upon proposal acceptance. If the plan is not completed, additional charges may be billed at our standard hourly rates. We will review the status of the plan when fieldwork begins and communicate any anticipated additional fees at that time.

Schedule of Professional Fees and Expenses for the Audits of the 2026 Financial Statements for the City of Dayton

2026 FINANCIAL STATEMENT AUDIT				
	Hours	**Standard Hourly Rate**	**Proposed Hourly Rate**	**Total**
Partner	16	$536	$375	$6,000
Manager / Supervisor	40	$326	$228	$9,120
Accounting Staff	132	$268	$188	$24,816
Support Staff	8	$116	$116	$928
Subtotal	**196**			$40,864
Single Audit (if applicable, per major program)				**5,850**
Rounding				**(14)**
Total all-inclusive maximum price for the audit				**$46,700**

* The fee estimate above assumes that the City completes our audit plan provided upon proposal acceptance. If the plan is not completed, additional charges may be billed at our standard hourly rates. We will review the status of the plan when fieldwork begins and communicate any anticipated additional fees at that time.

Schedule of Professional Fees and Expenses for the Audits of the 2027 Financial Statements for the City of Dayton

2027 FINANCIAL STATEMENT AUDIT				
	Hours	**Standard Hourly Rate**	**Proposed Hourly Rate**	**Total**
Partner	16	$563	$394	$6,304
Manager / Supervisor	40	$342	$239	$9,560
Accounting Staff	132	$281	$197	$26,004
Support Staff	8	$122	$122	$976
Subtotal	**196**			$42,844
Single Audit (if applicable, per major program)				**6,100**
Rounding				**(94)**
Total all-inclusive maximum price for the audit				**$48,850**

* The fee estimate above assumes that the City completes our audit plan provided upon proposal acceptance. If the plan is not completed, additional charges may be billed at our standard hourly rates. We will review the status of the plan when fieldwork begins and communicate any anticipated additional fees at that time.

Schedule of Professional Fees and Expenses for the Audits of the 2028 Financial Statements for the City of Dayton

2028 FINANCIAL STATEMENT AUDIT				
	Hours	**Standard Hourly Rate**	**Proposed Hourly Rate**	**Total**
Partner	16	$591	$414	$6,624
Manager / Supervisor	40	$359	$251	$10,040
Accounting Staff	132	$292	$204	$26,928
Support Staff	8	$127	$127	$1,016
Subtotal	**196**			$44,608
Single Audit (if applicable, per major program)				**6,350**
Rounding				**142**
Total all-inclusive maximum price for the audit				**$51,100**

* The fee estimate above assumes that the City completes our audit plan provided upon proposal acceptance. If the plan is not completed, additional charges may be billed at our standard hourly rates. We will review the status of the plan when fieldwork begins and communicate any anticipated additional fees at that time.

Schedule of Professional Fees and Expenses for the Audits of the 2029 Financial Statements for the City of Dayton

2029 FINANCIAL STATEMENT AUDIT				
	Hours	**Standard Hourly Rate**	**Proposed Hourly Rate**	**Total**
Partner	16	$621	$435	$6,960
Manager / Supervisor	40	$377	$264	$10,560
Accounting Staff	132	$304	$213	$28,116
Support Staff	8	$132	$132	$1,056
Subtotal	**196**			$46,692
Single Audit (if applicable, per major program)				**6,600**
Rounding				**108**
Total all-inclusive maximum price for the audit				**$53,400**

* The fee estimate above assumes that the City completes our audit plan provided upon proposal acceptance. If the plan is not completed, additional charges may be billed at our standard hourly rates. We will review the status of the plan when fieldwork begins and communicate any anticipated additional fees at that time.



August 29, 2025

Proposal to provide professional services to:

City of Dayton

Prepared by:
Christopher G. Knopik, CPA, CFE, Principal
Christopher.knopik@claconnect.com
Direct 612-397-3266

CLAconnect.com

CPAS | CONSULTANTS | WEALTH ADVISORS

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See CLAglobal.com/disclaimer.
Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

CliftonLarsonAllen LLP
CLAconnect.com

August 29, 2025

Zach Doud, City Administrator/Finance Director
City of Dayton
12260 South Diamond Lake Road
Dayton, MN 55327

Thank you for inviting us to propose. We look forward to the opportunity to provide services to City of Dayton (the City) for the year ended December 31, 2025 and the subsequent four years.

We are confident that our extensive experience serving similar governmental entities, bolstered by our client-oriented philosophy and depth of resources, will make CLA a top qualified candidate to fulfill the scope of your engagement. The following differentiators are offered for the City's consideration:

- ***Industry-specialized insight and resources*** – As one of the nation's leading professional services firms, and one of the largest firms who specialize in regulated industries, CLA has the experience and resources to assist the City with their audit needs. In addition to your experienced local engagement team, the City will have access to one of the country's largest and most knowledgeable pools of regulated industry resources.
- ***Communication and proactive leadership*** – the City will benefit from a high level of hands-on service from our team's senior professionals. We can provide this level of service because, unlike other national firms, our principal-to-staff ratio is similar to smaller firms – allowing our senior level professionals to be involved and immediately available throughout the entire engagement process. Our approach helps members of the engagement team stay abreast of key issues at the City and take an active role in addressing them.
- ***A focus on providing consistent, dependable service*** – CLA is organized into industry teams, affording our clients with specialized industry-specific knowledge supplemented by valuable local service and insight. Therefore, the City will enjoy the service of members of our state and local government and our nonprofit services teams who understand the issues and environment critical to governmental entities.

Verification statements

I, Christopher (Chris) Knopik, your engagement principal-in-charge, will serve as the City's primary contact person for this engagement. Furthermore, as a principal of CLA, I am authorized to sign, bind, and commit the firm to the obligations contained in this proposal and the City's RFP. This proposal is firm and irrevocable for sixty (60) days. Please contact me if I can provide additional information on our firm or our proposal.

Sincerely,

CliftonLarsonAllen LLP



Christopher G. Knopik, CPA, CFE
Principal
612-397-3266
Christopher.Knopik@claconnect.com

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Independence

CLA hereby certifies that it is independent with respect to the City as defined by *Government Auditing Standards* and U.S. generally accepted auditing standards. There are no other obligations or interests that might conflict with the best interests of the City.

Prior Engagements with the City

CLA does not have any previous engagements with the City of Dayton

License to Practice in Minnesota

CLA is a properly licensed certified public accounting firm, able to practice in Minnesota. In addition, all key professional staff assigned to these engagements are properly licensed to practice as certified public accountants in Minnesota. CLA is a limited liability partnership and is duly licensed to practice public accounting in the State of Minnesota and other states in which it chooses to practice.

Firm Name	Cert #	Expiration
CliftonLarsonAllen LLP	00963	12/31/2025

Firm Qualifications and Experience

Location from Which Work will be Performed

Your engagement will be managed from our Minneapolis, Minnesota location. The location of the office is as follows:

CliftonLarsonAllen LLP
220 South 6th Street, Ste 300
Minneapolis, MN 55402

Number and Nature of Staff to be Employed

A breakdown of the personnel to be employed in this engagement is included in the chart below:

Level	Number on Engagement	Full Time or Part Time
Principal	1	1 full time
Manager/Director	1	1 full time
Senior	1	1 full time
Staff	2	2 full time

Federal or state desk or field reviews

From time to time, individuals in the firm are parties to an inquiry from a regulatory or ethics body. In all cases the individual, with the firm's backing, shall cooperate in providing the information required to respond appropriately to the inquiry. The firm and professionals within the firm presently do not have any regulatory or ethics inquiries outside the normal course of our practice.

Peer Review

We have included a copy of CliftonLarsonAllen's most recent peer review report - see Appendix B: Quality Control Procedures and Peer Review Report.

State and local government experience

You can benefit from a close personal connection with a team of professionals devoted to governments. Our goal is to become familiar with all aspects of your operations — not just the information needed for the year-end audit so that we can offer proactive approaches in the areas that matter most to you:

- Finding new ways to operate more effectively and efficiently
- Responding to regulatory pressures and complexities
- Maintaining quality services in the face of revenue reductions
- Providing transparent, accurate, and meaningful financial information to stakeholders, decision-makers, and your constituents

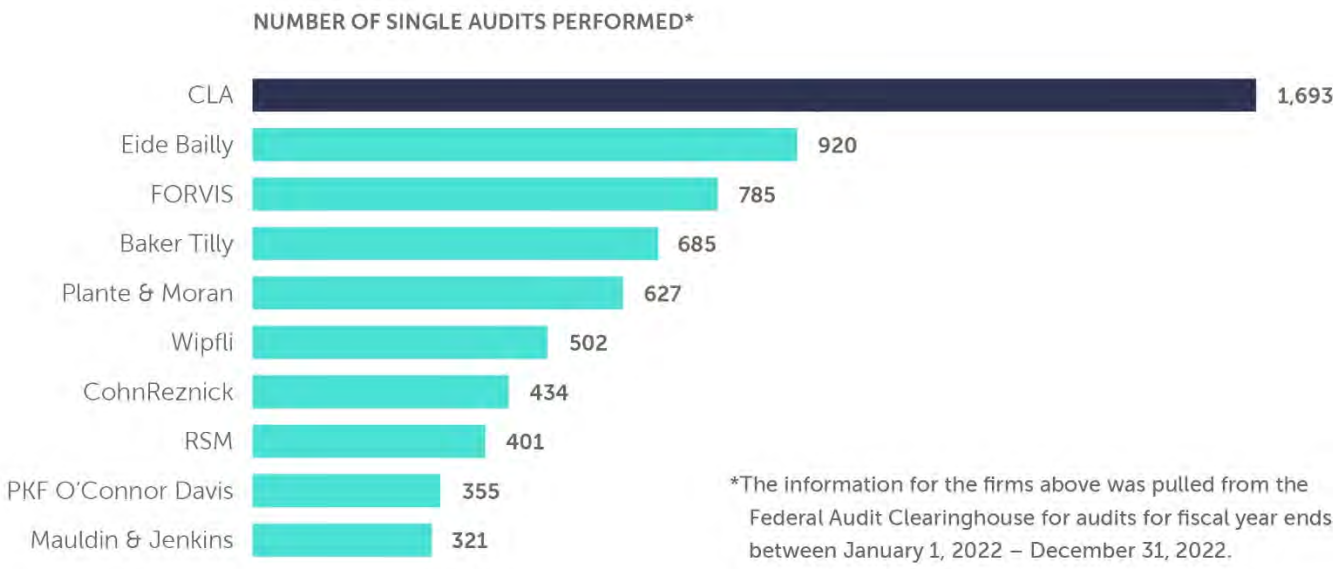
We understand the legislative changes, funding challenges, compliance responsibilities, and risk management duties that impact you. Our experienced government services team can help you navigate the challenges of today, all while seamlessly strategizing for the future.



Single audit experience

CLA performs the largest number of single audits in the United States

We audited nearly $257 billion dollars in federal funds in 2022. The chart below illustrates CLA's experience in serving organizations that receive federal funds and demonstrates our firm's dedication to serving the government and nonprofit industry.



It is more important than ever to find qualified auditors who have significant experience with federal grants specific to the City and can enhance the quality of the City's single audit. Therefore, the single audit will be performed by a team of individuals who are managed by personnel who specialize in single audits in accordance with OMB's Uniform Guidance and who can offer both knowledge and quality for the City. As part of our quality control process, the single audit will be reviewed by a firm Designated Single Audit Reviewer.

You'll need an audit firm experienced in performing single audits and a familiarity with the specific programs in which you are involved and will benefit from CLA's experience in this area.

Single Audit Resource Center (SARC) Award

CLA received the Single Audit Resource Center (SARC) Award for Excellence in Knowledge, Value, and Overall Client Satisfaction. SARC's award recognizes audit firms that provide an outstanding service to their clients based on feedback received from an independent survey.

The survey queried more than 10,000 nonprofit and government entities about the knowledge of their auditors, the value of their service, and overall satisfaction with their 2021 fiscal year-end audit. The SARC award demonstrates CLA's dedication to serving the government and nonprofit industry and maintaining the most stringent regulatory requirements in those sectors.

Deep industry connections

CLA actively supports industry education as a thought leader and industry speaker. We focus on supporting the educational needs of the industry through nationally sponsored trade events. Our team of professionals is sought after, both as educators and as experienced speakers who are invited to speak and teach at major professional events by leading trade associations, including those shown here.



We are also actively involved in and/or are members of the following professional organizations:

- American Institute of Certified Public Accountants (AICPA)
- AICPA's State and Local Government Expert Panel
- AICPA's Government Audit Quality Center (GAQC)
- Government Finance Officers Association (GFOA)
- Special Review Committee for the GFOA's Certificate of Achievement for Excellence in Financial Reporting (Certificate) Program
- AICPA Single Audit Quality Task Force
- Association of Government Accountants

Our involvement in these professional organizations, combined with various technical services we subscribe to, allows use to be at the forefront of change in the constantly changing government environment. We take our responsibility for staying current with new accounting pronouncements, auditing standards, other professional standards and laws and regulations seriously.

Insight to strengthen your organization

When you're ready to go beyond the numbers to find value-added strategies, we offer resources to help you respond to challenges and opportunities including:

- National webinars — Access complimentary professional development opportunities for your team.
- Articles and white papers — Stay current on industry information as issues arise.

Curious: *We care, we listen, we get to know you.*

Support at every turn

With dedicated services specific to state and local governments, you have access to guidance on all aspects of your operations.

- Affordable Care Act (ACA) reporting and compliance
- Audit, review, and compilation of financial statements
- Compliance audits (HUD, OMB Single Audits)
- COVID-19 funding support
- Cybersecurity
- Enterprise risk management
- Forensic accounting, auditing, and fraud investigation
- Fraud risk management
- Grant compliance
- Implementation assistance for complex Governmental Accounting Standards Board (GASB) statements
- Internal audit
- Outsourced business operations
- Performance auditing
- Purchase card (p-card) monitoring and analytics
- Risk assessments
- Strategic, financial, and operational consulting
- Telecom management services



Independence can easily become impaired when providing consulting services; therefore, we do not provide any services to our audit clients beyond those allowed. If additional work is requested by the City outside of the scope of the audit, we will discuss with you our proposed fee for additional services prior to beginning the new services.

Digital strategies

Leverage data and automation to help you power success. Digital strategy provides a road map for tomorrow and identifies actionable opportunities for your organization.

Properly harnessed, technology and data reveal deep insight to your organization. We can help you develop digital strategies to leverage trends, overcome challenges, and innovate for the future.

We help our clients put data to work to:

Improve revenue and expense forecasting	Reduce time to market
Improve strategic decision making	Reduce client acquisition costs
Improve jobsite and production line safety	Reduce equipment downtime
Improve cash flow	Reduce client churn
Streamline operational processes	Reduce fraud through automated anomaly detection
Increase employee retention and engagement	Reduce pricing volatility

Partner, Supervisory, and Staff Qualifications and Experience

The true value in working with our team is developing a personal and professional relationship with leaders who understand your industry, challenges, and opportunities — with the full support of an entire CLA family behind them.

Meet your service team below.

Engagement Team Member	Role	Years' Experience
Christopher (Chris) Knopik, CPA, CFE	***Engagement principal*** – Chris will have overall engagement responsibility including planning the engagement, developing the audit approach, supervising staff, and maintaining client contact throughout the engagement and throughout the year. Chris is responsible for total client satisfaction through the deployment of all required resources and continuous communication with management and the engagement team.	21+
Troy Gabler, CPA	***Engagement manager*** – Troy will act as the manager on the engagement. In this role, Troy will assist the engagement principal with planning the engagement and performing complex audit areas. He will perform a technical review of all work performed and is responsible for the review of comprehensive annual financial report and all related reports.	9+
Frost Bowen-Bailey, CPA	***Senior*** – Frost will be responsible for the day-to-day activities for this engagement, including the supervision of all staff assigned.	3+
Additional staff – We will assign additional staff to your engagement based on your needs and their experience providing services to state and local governments.		

Biographies of the above team members are included in Appendix—A: Engagement Team Biographies. Additional staffing may be added depending on the needs of the engagement.

Similar Engagements with Governmental Entities

CLA offers its clients the best of two worlds — a firm with national governmental and nonprofit experience, complemented by a local team dedicated to accessibility and responsiveness. We are pleased to provide you with the following references, who can describe their experience in greater detail.

City of Delano, Minnesota	
Scope of Work	Financial statement audit and audit of compliance with the *Minnesota Legal Compliance Audit Guide for Cities*.
Date Services Performed	15+ years
CLA Engagement Principal	Chris Knopik
Total Hours	300
Client Contact	Brian Bloch, Finance Director. Ph. 763-972-0584

City of Minnetrista, Minnesota	
Scope of Work	Financial statement audit and audit of compliance with the *Minnesota Legal Compliance Audit Guide for Cities*.
Date Services Performed	15+ years
CLA Engagement Principal	Chris Knopik
Total Hours	300
Client Contact	Brian Grimm, Finance Director, Ph. 952-241-2516

City of Glencoe, Minnesota	
Scope of Work	Financial statement audit and audit of compliance with the *Minnesota Legal Compliance Audit Guide for Cities*.
Date Services Performed	1993 to present
CLA Engagement Principal	Craig Popenhagen and Chris Knopik
Total Hours	350
Client Contact	Todd Trippel, Finance Director. 320-864-6953

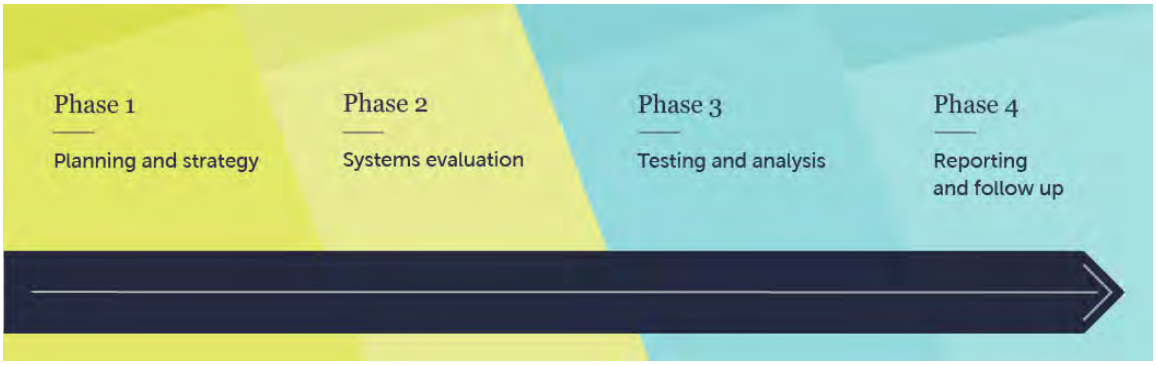
Specific Audit Approach

The CLA seamless assurance advantage (SAA)

SAA is an innovative approach to auditing that utilizes leading technologies, analytics, and audit methods to help solve client problems and create a seamless experience.



Financial statement audit approach



Phase 1: Planning and strategy

The main objective of the planning phase is to identify significant areas and design efficient audit procedures.

- Conduct an entrance meeting –meet with the City personnel to agree on an outline of responsibilities and time frames
    - Establish audit approach and timing schedule
    - Determine assistance to be provided by the City personnel
    - Discuss application of generally accepted accounting principles
    - Address initial audit concerns
    - Establish report parameters and timetables
    - Progress reporting process
    - Establish principal contacts
- Gain an understanding of your operations, including any changes in organization, management style, and internal and external factors influencing the operating environment
- Identify significant accounts and accounting applications, critical audit areas, significant provisions of laws and regulations, and relevant controls over operations
- Determine the likelihood of effective Information Systems (IS) - related controls
- Perform a preliminary overall risk assessment
- Confirm protocol for meeting with and requesting information from relevant staff
- Establish a timetable for the fieldwork phase of the audit
- Determine a protocol for using TeamMate Analytics and Expert Analyzer (TeamMate), our data extraction and analysis software, to facilitate timely receipt and analysis of reports from management
- Compile an initial comprehensive list of items to be prepared by the City, and establish deadlines

We will document our planning through:

- **Entity profile** — This profile will help us understand the City's activities, organizational structure, services, management, key employees, and regulatory requirements.
- **Preliminary analytical procedures** — These procedures will assist in planning the nature, timing, and extent of auditing procedures that will be used to obtain evidential matter. They will focus on enhancing our understanding of the financial results and will be used to identify any significant transactions and events that have occurred since the last audit date, as well as to identify any areas that may represent specific risks relevant to the audit.
- **General risk analysis** — This will contain our overall audit plan, including materiality calculations, fraud risk assessments, overall audit risk assessments, effects of our IS assessment, timing, staffing, client assistance, a listing of significant provisions of laws and regulations, and other key planning considerations.

- **Account risk analysis** — This document will contain the audit plan for the financial statements, including risk assessment and the extent and nature of testing by assertion.
- **Prepared by client listing** — This document will contain a listing of schedules and reports to be prepared by the City personnel with due dates for each item.
- **Assurance Information Exchange (AIE)** — CLA uses a secure web-based application to request and obtain documents. This application allows clients to view detailed information, including due dates for all items CLA is requesting. Clients can attach electronic files and add commentary directly on the application.

A key element in planning this audit engagement will be the heavy involvement of principals and managers. We will clearly communicate any issues in a timely manner and will be in constant contact as to what we are finding and where we expect it will lead.

Using the information we have gathered and the risks identified, we will produce an audit program specifically tailored to the City that will detail the nature and types of tests to be performed. We view our programs as living documents, subject to change as conditions warrant.

Phase 2: Systems evaluation

We will gain an understanding of the internal control structure of the City for financial accounting and relevant operations. Next, we will identify control objectives for each type of control material to the financial statements, and then identify and gain an understanding of the relevant control policies and procedures that effectively achieve the control objectives. Finally, we will determine the nature, timing, and extent of our control testing and perform tests of controls. This phase of the audit will include testing of certain key internal controls:

- Electronic data, including general and application controls reviews and various user controls
- Financial reporting and compliance with laws and regulations

We will test controls over certain key cycles, not only to gather evidence about the existence and effectiveness of internal control for purposes of assessing control risk, but also to gather evidence about the reasonableness of an account balance. Our use of multi-purpose tests allows us to provide a more efficient audit without sacrificing quality.

Our assessment of internal controls will determine whether the City has established and maintained internal controls to provide reasonable assurance that the following objectives are met:

- Transactions are properly recorded, processed, and summarized to permit the preparation of reliable financial statements and to maintain accountability over assets
- Assets are safeguarded against loss from unauthorized acquisition, use, or disposition
- Transactions are executed in accordance with laws and regulations that could have a direct and material effect on the financial statements

We will finalize our audit programs during this phase. We will also provide an updated prepared by client listing based on our test results and anticipated substantive testing.

During the internal control phase, we will also perform a review of general and application IS controls for applications significant to financial statements to conclude whether IS general controls are properly designed and operating effectively.

Based on our preliminary review, we will perform an initial risk assessment of each critical element in each general control category, as well as an overall assessment of each control category. We will then assess the significant computer-related controls.

For IS-related controls we deem to be ineffectively designed or not operating as intended, we will gather sufficient evidence to support findings and will provide recommendations for improvement. For IS controls we deem to be effectively designed, we will perform testing to determine if they are operating as intended through a combination of procedures, including observation, inquiry, inspection, and re-performance.

Phase 3: Testing and analysis

The extent of our substantive testing will be based on results of our internal control tests. Audit sampling will be used only in those situations where it is the most effective method of testing.

After identifying individually significant or unusual items, we will decide the audit approach for the remaining balance of items by considering tolerable error and audit risk. This may include (1) testing a sample of the remaining balance; (2) lowering the previously determined threshold for individually significant items to increase the percent of coverage of the account balance; or (3) applying analytical procedures to the remaining balance.

Our workpapers during this phase will clearly document our work as outlined in our audit programs. We will provide the City with status reports and be in constant communication with the City to determine that all identified issues are resolved in a timely manner. We will hold a final exit conference with the City to summarize the results of our fieldwork and review significant findings.

Phase 4: Reporting and follow up

Reports to management will include oral and/or written reports regarding:

- Independent Auditors' Report
- Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards
- Independent Auditors' Report on Compliance for Each Major Federal Program, Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of Federal Awards Required by *the Uniform Guidance*
- Management Letter
- Written Communication to Those Charged with Governance, which includes the following areas:
    - Our responsibility under auditing standards generally accepted in the United States of America
    - Changes in significant accounting policies or their application
    - Unusual transactions
    - Management judgments and accounting estimates
    - Significant audit adjustments
    - Other information in documents containing the audited financial statements
    - Disagreements with the City
    - the City’s consultations with other accountants
    - Major issues discussed with management prior to retention
    - Difficulties encountered in performing the audit
    - Fraud or illegal acts

Once the final reviews of working papers and financial statements are completed, our opinion, the financial statements, and management letter will be issued.

The City will be given a draft of any comments we propose to include in the management letter. Items not considered major may be discussed verbally with management instead of in the management letter. Our management letter will include items noted during our analysis of your operations.

Approach to be taken in determining laws and regulations that are subject to audit test work

We obtain an understanding of the laws and regulations that have an impact on the City's operations by reviewing council minutes to identify any ordinances or resolutions that might have an impact to operations and reporting by the City, as well as interview key personnel and management of the City.

Use of technology in the audit

We're reimagining the audit process through technology to elevate your experience!



Assurance Information Exchange – CLA offers a secure web-based application to request and obtain documents necessary to complete client engagements. This application allows clients to view detailed information, including due dates for items that CLA requests. Additionally, the application allows clients to attach electronic files and add commentary related to the document requests directly on the application. AIE is provided at no additional cost, subject to the terms of the Assurance Information Exchange Portal Agreement.

TeamMate Analytics and Expert Analyzer (TeamMate) – To analyze and understand large data sets, we use TeamMate Analytics and Expert Analyzer. We customize the application by industry to perform the most applicable procedures. This allows us to go beyond sampling and instead analyze the entire general ledger for targeted anomalies. Far beyond the audit application, our six-phase process of Risk Assessment, Data Analytics and Review (RADAR) can also provide actionable insights to help you understand your entity better.

Microsoft® Teams – Our services approach focuses on impactful interactions. We've said goodbye to the days of setting up camp in our clients' conference rooms for weeks on end. We know our clients have organizations to run, so our interactions have purpose. To assist with communications when we are not onsite, we utilize tools such as Microsoft Teams, which allow for two-way screen sharing and video. We've found this helps minimize disruptions in our clients' environments while continuing to effectively communicate with each other.

Engagement Timeline

Count on clear communication and regular updates.

Proposed work plan

Per our discussions we have designed a plan that meets your needs and key deadlines. In our planning meeting, we will discuss this timeline with you in greater detail and adjust as appropriate.

December	Initial planning meeting
December/January	Interim work
March	Complete audit fieldwork
April	Draft reports
May	Presentation to city council
Ongoing	Planning and update meetings

Reliable: *Look for us to respond in hours, not days. We strive to deliver service that exceeds your expectations.*

Proposed Segmentation of the Audit

A breakdown of the level of staff and the approximate number of hours are as follows:

Annual Audit Task	Principal Hours	Director Hours	Senior Hours	Associate Hours	Total Hours
Planning & Strategy	3	5	4	3	12
Internal Controls	2	3	4	9	18
Substantive Testing & Analysis	8	30	41	88	167
Subtotal	**13**	**38**	**49**	**100**	**200**
Reporting	5	14	12	--	31
Total Hours	**18**	**52**	**61**	**100**	**231**

Identification of Anticipated Potential Audit Problems

CLA uses a collaborative approach to resolving questions and issues through open communication and involvement of appropriate levels of management from our side and yours. We regularly consult with our service line quality leadership and our general counsel on technical matters and make those resources available to you. This includes the exchange of ideas and advice as changes are considered or implemented by the entity or the accounting profession. Our commitment to this practice encourages open lines of communication and often prevents or mitigates service issues.

At this time, we do not foresee any audit problems.

Dollar Cost Proposal

Our fixed-fee quote is presented in Appendix D and is designed with an understanding that:

- the City's personnel will provide documents and information requested in a timely fashion.
- The operations of your organization do not change significantly and do not include any future acquisitions or significant changes in your business operations.
- There are no significant changes to the scope, including no significant changes in auditing, accounting, or reporting requirements.

The 5% technology and client support fee supports our continuous investment in technology and innovation to enhance your experience and protect your data.

Rates for additional professional services

Rates for additional professional services vary based on the level of individual providing services and the technical difficulty of the task. The following table lists the rates by level:

Level	Rate Per Hour
Principal	$400-$750
Director/Manager	$200-$325
Senior Associate	$175
Associate	$145

No surprises

Our clients don't like fee surprises. Neither do we. If changes occur, we will discuss a revised fee proposal with you before beginning any work. For any "out-of-scope" work, we will provide an estimate for your approval.

We're invested in our relationships and strongly encourage intentional and frequent communication. Contact us year-round as changes or questions arise — we do not bill for routine inquiries or advice.

We are committed to creating a long-standing relationship. If you have concerns about the fee structure, give us a call and let's discuss.

Transparent: *Clear, authentic communication and market-based fees.*

Manner of payment

Our invoices for these fees will be submitted on a monthly basis as work is completed. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full.

Single audit

Single audit fees are estimated based a typical program cities within Minnesota based on an average hourly rate of $150/hour and an average number of hours of 35 per program.

Appendix

A. Your service team

Christopher Knopik, CPA, CFE

CLA (CliftonLarsonAllen LLP)

Principal
Minneapolis, Minnesota
612-397-3266
christopher.knopik@CLAconnect.com



Profile

Christopher is a principal at CLA and has more than 21 years of public accounting experience. He works exclusively with state and local government clients (including colleges and universities, cities, towns, counties, special districts, and state agencies) and has extensive experience with Uniform Guidance single audits of federal grant programs.

Technical experience

- State and local government experience
- Higher education
- Single audit under Uniform Guidance

Education and professional involvement

- Bachelor of science in accounting from Bemidji State University, Bemidji, Minnesota
- Certified Public Accountant, Minnesota, Texas, and Hawaii
- Oregon Municipal Auditor
- American Institute of Certified Public Accountants
- Minnesota Society of Certified Public Accountants
- Minnesota Government Finance Officers Association
    - Executive Board, At-large member
    - Education Committee
    - Social Committee
- Association of Certified Fraud Examiners
- National Association of College and University Business Officers
- Certified Fraud Examiner

Government auditing experience

- City of Stillwater, Minnesota (ACFR Award)
- City of Mahtomedi, Minnesota (ACFR Award)
- City of Lakeville, Minnesota (ACFR Award)
- Dakota County, Minnesota (ACFR Award)
- Carver County, Minnesota (ACFR Award)
- Sherburne County, Minnesota (ACFR Award)
- Minnesota Zoo
- Minnesota Sports Facilities Authority (ACFR Award)
- Minnesota State Colleges and Universities
- City of Delano, Minnesota
- City of Minnetrista, Minnesota (ACFR Award)
- City of Glencoe, Minnesota
- Minnesota Public Facilities Authority
- West Virginia State University
- Auxiliary and ancillary organizations of Eastern Washington University
- St. Paul Public Schools
- Hopkins Public Schools
- Eastern Carver County Public Schools
- Roseville Public Schools
- Legislative Coordinating Commission

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Continuing professional education

- Single Audit Training
- Yellow Book Training
- MN School Districts internal training
- Government conference internal training
- Annual A&A updates

CLAconnect.com

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See CLAglobal.com/disclaimer.
Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

Troy Gabler, CPA

CLA (CliftonLarsonAllen LLP)



Manager
Minneapolis, Minnesota

763-516-7742
troy.gabler@CLAconnect.com

Profile

Troy joined the firm in January 2016 and has experience working in the public sector industry. Nearly all of his time is focused on clients that report under the GASB standards. Troy's assurance experience includes cities, counties, fire reliefs, public schools, charter schools, and higher education Institutions.

Technical experience

- State and local government entities

Education and professional involvement

- Bachelor of science in accounting and minor in finance from St. Cloud State University, St. Cloud, Minnesota
- Certified Public Accountant in the state of Minnesota
- American Institute of Certified Public Accountants
- Minnesota Government Finance Officers Association

Key relevant clients

- City of Marine on St. Croix, Minnesota
- City of Coon Rapids, Minnesota (ACFR Award)
- City of Stillwater, Minnesota (ACFR Award)
- Three Rivers Park District (ACFR Award)
- Isanti County, Minnesota (ACFR Award)
- Carver County, Minnesota (ACFR Award)
- Scott County, Minnesota (ACFR Award)
- Minnesota Office of the Legislative Auditor
- Minnesota Legislative Coordinating Commission
- Minnesota Sports Facilities Authority (ACFR Award)

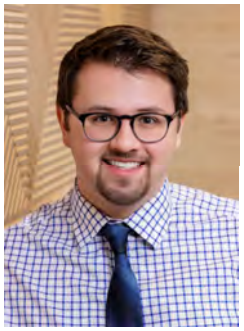
Continuing professional education

Troy is in full compliance with continuing education requirements established by *Government Auditing Standards*.

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Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

Frost Bowen-Bailey, CPA

CLA (CliftonLarsonAllen LLP)



Senior
Minneapolis, Minnesota

612-215-1763
frost.bowen-bailey@CLAconnect.com

Profile

Frost is a senior associate at CLA and has over 3 years of public accounting experience. He works exclusively with state and local government clients (including school districts, charter schools, state agencies, special districts, cities, and counties) and has a passion for serving and connecting with clients.

Technical experience

- State and local government experience

Education and professional involvement

- Bachelor of the Arts in Accounting and Music from Luther College
- Certified Public Accountant, Minnesota
- American Institute of Certified Public Accountants
- Minnesota Society of Certified Public Accountants
- Minnesota Government Finance Officers Association

Key relevant clients

- City of Minnetrista, Minnesota (ACFR Award)
- City of Lakeville, Minnesota (ACFR Award)
- City of Hermantown, Minnesota
- City of Grant, Minnesota
- Dakota County, Minnesota (ACFR Award)
- Sherburne County, Minnesota (ACFR Award)
- Scott County, Minnesota (ACFR Award)
- Isanti County, Minnesota
- Hopkins Public Schools
- Minnesota Zoo
- Minnesota Sports Facilities Authority (ACFR Award)
- Vadnais Lake Area Water Management Organization

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Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

B. Quality control procedures and peer review report

In the most recent peer review report, dated November 2022, we received a rating of ***pass***, which is the most positive report a firm can receive. We are proud of this accomplishment and its strong evidence of our commitment to technical excellence and quality service. The full report is provided on the following page.

In addition to an external peer review, we have implemented an intensive internal quality control system to provide reasonable assurance that the firm and our personnel comply with professional standards and applicable legal and regulatory requirements. Our quality control system includes the following:

- A quality control document that dictates the quality control policies of our firm. In many cases, these policies exceed the requirements of standard setters and regulatory bodies. Firm leadership promotes and demonstrates a culture of quality that is pervasive throughout the firm's operations. To monitor our adherence to our policies and procedures, and to foster quality and accuracy in our services, internal inspections are performed annually.
- Quality control standards as prescribed by the AICPA. The engagement principal is involved in the planning, fieldwork, and post-fieldwork review. In addition, an appropriately experienced professional performs a risk-based second review of the engagement prior to issuance of the reports.
- Hiring decisions and professional development programs designed so personnel possess the competence, capabilities, and commitment to ethical principles, including independence, integrity, and objectivity, to perform our services with due professional care.
- An annual internal inspection program to monitor compliance with CLA's quality control policies. Workpapers from a representative sample of engagements are reviewed and improvements to our practices and processes are made, if necessary, based on the results of the internal inspection.
- Strict adherence to the AICPA's rules of professional conduct, which specifically require maintaining the confidentiality of client records and information. Privacy and trust are implicit in the accounting profession, and CLA strives to act in a way that will honor the public trust.
- A requirement that all single audit engagements be reviewed by a designated single audit reviewer, thereby confirming we are in compliance with the standards set forth in the *Uniform Guidance*.

Cherry Bekaert LLP
Your Guide Forward

Report on the Firm's System of Quality Control

To the Principals of CliftonLarsonAllen LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP (the "Firm") applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants ("Standards").

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards, may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing and complying with a system of quality control to provide the Firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; and examinations of service organizations (SOC 1® and SOC 2® engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. CliftonLarsonAllen LLP has received a peer review rating of *pass*.

Cherry Bekaert LLP

Cherry Bekaert LLP
Charlotte, North Carolina
November 18, 2022

cbh.com

C. City of Dayton proposer guarantees

APPENDIX A

PROPOSER GUARANTEES AND WARRANTIES

1. The proposer certifies it can and will provide, as a minimum, all services set forth in the proposal.
2. Proposer warrants that it does not have any conflicts of interest with the City of Dayton, its management staff, or its elected officials.
3. Proposer warrants that the firm and all assigned key professional staff are properly licensed to practice in the state of Minnesota.
4. Proposer warrants that it is willing to and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
5. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Dayton.
6. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: Christopher G. Knopik

Name (typed): Christopher G. Knopik

Title: Principal

Firm: CliftonLarsonAllen LLP

Date: 8/29/2025

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D. Schedule of Professional Fees

APPENDIX B
SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDITS OF 2025-2029 FINANCIAL STATEMENTS
CITY OF DAYTON

	Hours	Standard Hourly Rates	Proposed Hourly Rates	Total
Partner	13	475	335	$ 4,355
Manager/Director	38	210	155	$ 5,890
Senior	49	170	115	$ 5,635
Staff	100	145	100	$ 10,000
Subtotal	200			$ 25,880
Technology fee				$ 1,294
Expenses not-to-exceed (postage/shipping, confirmations, mileage)				$ -
Subtotal City Audit				$ 27,174
Annual Comprehensive Financial Report Preparation				$ 5,366

	Hours	Average Rate	Total
Single Audit	35	150	$ 5,250

Fiscal Year Ending December 31,	Audit of Annual Comprehensive Financial Report (Max Price)	Annual Comprehensive Financial Report Prep	Single Audit Cost, if required
2025	$ 27,174	$ 5,366	$ 5,250
2026	28,000	5,550	5,400
2027	28,900	5,700	5,550
2028	29,750	5,900	5,700
2029	30,600	6,100	5,800

ITEM:
Dayton Parkway Traffic Signal: Territorial Road/Holly Lane

PREPARED BY:
Jason Quisberg, Engineering

POLICY DECISION / ACTION TO BE CONSIDERED:
Approve Resolution 66-2025; Accepting Bids for the Dayton Parkway Traffic Signal Imps project Approve engineering proposal for construction services

BACKGROUND:
Back in May, Council authorized the preparation of plans and specifications for a project involving the signalization of Dayton Parkway intersections, one between CR-101 and I-94 (future crossroad), the other between I-94 and CSAH 81 (Holly Ln/Territorial Rd). Design of signal systems at these two intersections is complete.

For various reasons, in August, the scope of the project was adjusted to only include the intersection north of I-94, that at Holly Lane/Territorial Road. Plans for the one signal system were approved, and bids authorized at the August 26th Council meeting.

Hennepin County Coordination

It is assumed that jurisdiction of this segment of Dayton Parkway will one day be transferred to Hennepin County. In effort to avoid future signal system revisions that may be required to allow the transfer, County review and input regarding the project design was requested.

County comments were received after Council approval of the plans. The comments and recommendations received were appropriate and reasonable. While none of the comments received appear to result in significant cost changes to the project, modifications to the plans were required. Incorporating these changes caused a delay in the posting of bidding documents. In response, to allow sufficient time for contractor review and bid preparation, the bid opening was pushed out (from September 16th) to September 22nd – after the date of this packet being assembled.

Project Costs & Revenues

The total project cost budgetary estimate for the project at this intersection was $750,000. The previous project cost estimate shared was for $556,000. Due to revisions based on County comments and consideration for construction services associated with the project, the estimated cost is now at $607,000, which includes $458,000 for construction plus $139,000 for engineering and $10,000 for other indirect costs.

Note that an Alternate, for a temporary signal system, was added to the bid, to serve as intersection control until the permanent system is complete and operational. The estimated cost for the temporary system is $80,000 (not included in the project cost estimated above).

Kwik Trip is obligated for a cost share of $442,500 for this project. The remaining (estimated) $164,500 (plus estimated $80,000 for a temporary signal, if awarded/constructed) is eligible, and approved, for use of Municipal State Aid (MSA) funding. This is possible due to a requested advancement of future MSA allotments.

Project Schedule

Approve Plans/Authorize Bids	August 26
Open Bids	September ~~16~~ 22
Award Construction Contract	September 23
Start Construction	October
Equipment Installation	*February 2026?
Substantial Completion (signal operational)	**March 2026
Final Completion	Spring 2026
*Equipment procurement estimated at 4 months (this could change) **Actual completion expected 1-2 months after equipment procurement	

Other Information
Contractor Bids, and corresponding award recommendation, will be shared at the meeting.

Assuming an award is appropriate, it is recommended that the attached proposal for construction services be approved. Work included in the proposal is anticipated to cover that needed to take this project through construction and project closeout.

RECOMMENDATION:
Assuming the contractor (low) bid is generally comparable to that anticipated, and aligned with the project budget, award the construction contract to the low bidder.

Approve the engineering proposal for construction services on the project.

ATTACHMENT(S):
(Draft) Resolution 66-2025; Accepting Bids for the Dayton Parkway Traffic Signal Improvements project (a final version will be prepared, and presented, after bids are received).
Engineering proposal for construction services

RESOLUTION 66-2025
ACCEPTING BIDS FOR THE DAYTON PARKWAY TRAFFIC SIGNAL IMPROVEMENTS PROJECT

WHEREAS, pursuant to an advertisement for bids for the Dayton Parkway Traffic Signal Improvements (the "Project"), bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

	Contractor	***Base Bid***	***Alt. 1***
Low			
#2			
#3			
#4			
#5			
#6			
#7			
#8			
#9			

AND WHEREAS, _____ is the lowest responsible bidder,

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

1. The bid of _____ is hereby accepted.
2. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with _____ in the name of the City of Dayton for the Project, according to the plans and specifications therefor approved by the city council and on file in the office of the city clerk. The awarded contract shall include the Base Bid and Alternate 1 (temporary signal system).
3. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the council this 23rd day of September 2025

_____
Dennis Fisher, Mayor

_____
Amy Benting, City Clerk

Motion made by Councilmember ***, seconded by Councilmember ***
Motion ****

Stantec Consulting Services Inc.
One Carlson Parkway North, Suite 100
Plymouth MN 55447-4440

September 16, 2025

Dayton City Council
12260 S Diamond Lake Rd
Dayton, MN 55327

Dear Dayton City Council,

As requested, Stantec has prepared a project scope, schedule, and budget proposal for the Dayton Parkway Traffic Signal Improvements construction services. The scope of services is in addition to the feasibility study, final design, and administration of bid letting from the original and final design scopes.

Background

The Dayton Parkway Interchange was opened in 2022. Construction included signalization of the Dayton Parkway connection at Brockton Lane (CR-101), as well as at the two access ramp intersections; with the connection at CSAH-81 having already been signalized. The expectation has been that the future/planned intersection between Brockton Lane and the interchange would be signalized when the area develops, and the existing Holly Lane/Territorial Road intersection would be signalized when warranted.

There are currently proposed developments that require access to the future/planned intersection. Additionally, there are currently proposed developments that will put additional pressure on the Holly Lane/Territorial Road intersection, to a magnitude that is expected to trigger warrants for signalization.

The feasibility report and final design has been completed.

Scope of Work

TASK 1 – CONSTRUCTION SERVICES - $37,000

Construction services will be provided to coordinate the project through this stage. Construction activities typically involved in construction projects such as this include:

- Coordinating and leading a preconstruction meeting and routine construction progress meetings
- Construction survey staking (as needed)
- Construction observation to verify compliance with city standards and technical specifications
- Quantity tracking and preparation of contractor pay requests
- Evaluation of contractor change order requests, and processing of these requests as appropriate
- Communications with project stakeholders, impacted property owners, and City staff as needed
- Documentation of material testing, plan deviations, events within the project area, etc.
- Project closeout and preparation of record plan drawings

Deliverables include record plan drawings.

Reference: **Dayton Parkway Traffic Signals**

Fee and Schedule

Project Budget

We estimate the fee to provide the scope as described to be outlined below.

No.	Task Name	Estimated Fee
1	Construction Services	$37,000
	Estimated Total	$37,000

Stantec will complete this scope of work according to the Master Service Agreement and previous practices with the City of Dayton.

Any changes to the project scope or estimated hours to complete the work will be communicated to the city in a timely fashion. Stantec will not proceed with additional services or services outside of the scope of work contained in this letter without approval from the City.

Project Schedule

It is expected the project will be reviewed by Council, and if appropriate, awarded with construction starting in the fall of 2025 and completing in the spring or early summer of 2026, as weather allows.

We hope this letter defines the of scope work and the estimated fee of services to your satisfaction. On behalf of our Stantec team, we thank you for this opportunity to be of service to your community.

Regards,

Stantec Consulting Services Inc.

Jason Quisberg PE
Senior Associate, Senior Civil Engineer
Phone: 763-252-6873
Mobile: 952-334-0542
jason.quisberg@stantec.com

Mark Schroeher PE
Associate, Senior Civil Engineer
Direct: 651-395-5216
Mobile: 952-334-2838
mark.schroeher@stantec.com

Reference: Dayton Parkway Traffic Signals

By signing this proposal, City of Dayton authorizes Stantec to proceed with the services herein described and the work will be completed in accordance with the existing Master Service Agreement.

This proposal is accepted and agreed on the _____ of _____, _____.
Day Month Year

Per: _____City of Dayton_____
Client Company Name

_____
Print Name & Title

_____
Signature