



New Richland City Council Regular Meeting Agenda March 10th, 2025

Agenda:

6:30 Call to Order

Roll Call

Pledge of Allegiance

Approve Agenda

Consent Agenda Items

Items listed on the Consent Agenda are considered routine and non-controversial by the City Council. There will be no separate discussion of these items unless requested by the City Council.

1. Approve Minutes of the February 10th, 2025, City Council Meeting
2. Approve Step Increase for Eric Hendrickson, Maintenance & Utility Supervisor

Public Comments

Notice: We welcome the attendance of residents of the City of New Richland to the City Council meetings. Any resident of the City of New Richland may request permission to speak at a regular scheduled council meeting on any topic that is relevant to the operation of the city. Any resident wishing to address the city council shall either call City Hall and request to be put on the agenda or they can sign-up 10 minutes prior to the start of the meeting. At the discretion of the mayor, the speaker may address the topic either during the public portion of the meeting or at the time the item is being addressed by the council. The mayor will call upon the speaker at the appropriate time. Speaker shall state their name and topic to be addressed. Residents are expected to use proper etiquette, decorum and respect when addressing the council.

Request and Presentations

1. 2025 Street Improvement Project – Cory Bienfang, Bolton & Menk
 - a. 25-07: A Resolution Approving Plans and Specifications and Ordering Advertisements for Bids for the 2025 Street & Utility Improvements Project

Public Hearings

1. Rezone of 110 Ash Ave N from R1 to C1
 - a. Resolution 25-08: A Resolution Granting Rezoning for a Property

Ordinances and Resolutions

1. Resolution 25-09: A Resolution Appointing a HRA Commissioner
2. Resolution 25-10: A Resolution Appointing a HRA Commissioner
3. Resolution 25-11: A Resolution Appointing a HRA Commissioner

Department Reports

1. Ambulance Report – Sarah Sundve, Ambulance Director
2. Fire Department Report – In Writing
3. Police Department Report – Tanyce Bruegger, Chief of Police
 - a. Technology Purchase – Tablet – ESF Funds
4. Care Center Report – Bob Johannsen, Care Center Administrator
5. People Service Report – Shell Johnson, Operator

Department Reports Continued

6. Maintenance & Utility Report – Eric Hendrickson, Maintenance & Utility Supervisor
 - a. Control Upgrade – Water Plant
 - b. Lead & Copper Information
 - i. Grant & ESRI Information

Unfinished Business

1. Consolidated Waste Contract Approval

New Business

1. February 2025 Check Register
2. February 2025 Financials
3. Municipal Cannabis Dispensary – Council Member Casey
 - a. Cannabis Licensing Fee
 - i. Resolution 25-12: A Resolution Updating the City Fee Schedule
4. Consider selling City-owned 2016 Chevy Impala
5. Joint Flood Committee Meeting w/ County Board
 - a. March 12th - March 14th – 2 City Council Members – Possible Day Meeting

Miscellaneous**Administrators Report****Mayor/Council Comments****Adjournment**

The next Regular City Council meeting will be held on Monday April 14th, 2025, at 6:30 pm



New Richland City Council Regular Meeting Minutes

February 10th, 2025

Members Present

Janda Ferguson
Matt Economy
Jason Casey
Josh Warke
Jody Wynnemer

Staff Present

Anthony Martens-City Administrator
Bob Johannsen- Care Center Administrator
Eric Hendrickson – Maintenance &
Utility Supervisor

Others Present

Robert Swenson
Pam Gehring
Marilyn Meyer
Eugene Block
Larry Gehring

Members Absent

None

The meeting was called to order by Mayor Janda Ferguson at 6:30 p.m.

Roll Call - All members present

Pledge of Allegiance

Approval of Agenda

- Motion made by Jason Casey and seconded by Josh Warke to approve the agenda. Carried (4 yes, 0 no)

Consent Agenda

- Motion made by Jason Casey and seconded by Matt Economy to approve the consent agenda. Carried (4 yes, 0 no)

Public Comments

- None

Requests and Presentations

- 1) 2025 Street Improvement Project Assessment Process Information
 - a) Shannon Sweeny from David Drown & Associates provided information regarding the difference between ordering assessments before and after project completion and answered questions from the council.

Public Hearings

- None

Ordinances and Resolutions (see attached)

1. Motion made by Jody Wynnemer and seconded by Josh Warke to adopt resolution 25-05: A Resolution Cancelling Regular Meetings of the New Richland City Council. Carried (4 yes, 0 no)

Reports

1. Ambulance Department
 - Ambulance report was presented in writing by Ambulance Director Sundve.
 - Motion made by Jody Wynnemer and seconded by Jason Casey to reimburse Laura Beckman \$493 for her refresher materials. Carried (4 yes, 0 no)
 - Motion made by Jason Casey and seconded by Josh Warke to approve the Ambulance Report. Carried (4 yes, 0 no)



New Richland City Council Regular Meeting Minutes

February 10th, 2025

Reports Continued...

2. Fire Department
 - Fire Department report was presented by in writing by Chief Moen
 - Only one bid was received for the 2025 brush truck. Motion made by Matt Economy and seconded by Jody Wynnemer to award Heiman Fire Equipment the award for the 2025 Brush Truck in the amount of \$224,641. Carried (4 yes, 0 no)
 - Motion made by Jason Casey and seconded by Josh Warke to approve the Fire Department Report. Carried (4 yes, 0 No)
3. Police Department
 - Police Department report was presented by Chief Bruegger
 - Motion was made by Jody Wynnemer and seconded by Jason Casey to approve up to \$1,000 for new uniforms. Carried (4 yes, 0 no)
 - Motion made by Jason Casey and seconded by Matt Economy to approve the Police Department report. Carried (4 yes, 0 no)
4. Care Center Report – Bob Johannsen, Care Center Administrator
 - Care Center report was presented in writing by Bob Johannsen
 - Motion was made by Jody Wynnemer and seconded by Jason Casey to approve the Care Center Report. Carried (4 yes, 0 no)
5. People Service Report – Shell Johnson
 - People Service report was presented in writing by Shell Johnson
 - Motion made by Matt Economy and seconded by Josh Warke to approve the People Service report. Carried (4 yes, 0 no)
6. Maintenance & Utility Report – Eric Hendrickson, Maintenance & Utility Supervisor
 - Maintenance & Utility Report was presented by Eric Hendrickson, Maintenance and Utility Supervisor.
 - Motion made by Jody Wynnemer and seconded by Matt Economy to approve the purchase of new computer to be split between the water department and the maintenance department at a cost of up to \$675. Carried (4 yes, 0 no)
 - Motion made by Jody Wynnemer and seconded by Matt Economy to approve the purchase of a flammable's cabinet for the maintenance shop at a cost of \$1,160.88. Carried (4 yes, 0 no)
 - Motion made by Jody Wynnemer and seconded by Matt Economy to approve the replacement of the announcer's window at the Legion Field baseball field at a cost of approximately \$750. Carried (4 yes, 0 no)
 - Motion made by Josh Warke and seconded by Matt Economy to approve the Maintenance Department report. Carried (4 yes, 0 no)

Unfinished Business

1. 2025 Street Improvement Project
 - a. Assessment Policy/Assessment Decision
 - i. Motion made by Matt Economy and seconded by Jody Wynnemer to adopt resolution 25-06: A Resolution Establishing the Assessment Rate for the 2025 Street Improvement Project. Carried (3 yes, 1 no, Casey)
 - b. Set Open House Date
 - i. Motion made by Josh Warke and seconded by Matt Economy to set the second 2025 Street Improvement Project Open House for February 27th, 2025 from 5pm to 7pm. Carried (4 yes, 0 no)



New Richland City Council Regular Meeting Minutes

February 10th, 2025

Unfinished Business Continued...

2. Garbage/Recycling Contract
 - a. Motion made by Matt Economy and seconded by Josh Warke to extend the contract with Thompson Sanitation to 5 years if they honor their 1.5% annual adjustment to their contract. Carried (4 yes, 0 no).

New Business

1. January 2025 Check Register
 - a) Motion made by Jody Wynnemer and seconded by Matt Economy to approve the January 2025 check register. Carried (4 yes, 0 no)
2. January 2025 Financials
 - a) Motion made by Jason Casey and seconded by Josh Warke to approve the 2025 January financials. Carried (4 yes, 0 no)
3. Purchase Upgraded Server Rack for Door/Video System
 - a) Motion made by Josh Warke and seconded by Jody Wynnemer to approve the purchase of a new server rack at a cost of \$800. Carried (4 yes, 0 no)
4. Water Tower Lease Discussion
 - a) City council discussed presented lease agreement. Lease will be presented to lessee and brought back to the council at the next meeting.

Miscellaneous

- None

Administrators Report

- Administrator Martens provided a report in writing to the council on tasks completed since last meeting.
- Motion made by Jody Wynnemer and seconded by Jason Casey to approve the City Administrators report. Carried (4 yes, 0 no)

Mayor/Council Comments

- Council Member Wynnemer informed the council about "Day on the Hill" and suggested that it was something that looked very interesting.
- Council Member Casey asked that Municipal Cannabis Dispensary Information be added to the next agenda

Adjournment – Motion for adjournment made by Jason Casey and seconded by Matt Economy.
Carried (4 yes, 0 no) 7:43 p.m.

Submitted by,

Anthony Martens
City Administrator

Memo

To: City Council

From: Anthony Martens

cc:

Date: 2/28/25

Re: Eric □endrickson Step Increase

On Thursday February 27th Administrator Martens conducted a performance review with Eric □endrickson, Maintenance and Utility Supervisor. The performance review looked at performance over the last year including satisfying the goals that were set from the last performance review.

Administrator Martens recommends the council approve a step increase for Eric □endrickson based on a satisfactory performance review. This is budgeted for in the 2025 Maintenance Personnel Budget.

Grade 5 Step 5 □30.66 Effective 3/21/2025

Memo

To: City Council

From: Cory Bienfang, City Engineer

cc: Anthony Martens

Date: 03/10/25

Re: 2025 Street and Utility Improvements Project – Approve Plans and Specifications and Order Advertisement for Bids

PURPOSE

Consider a Resolution R25-07 approving the plans and specifications and ordering the advertisement for bids for the 2025 Street and Utility Improvement project.

SUMMARY

Pursuant to Minnesota Statue Chapter 429, giving Cities the authority to levy and collect assessment for local improvements upon property benefited thereby, a required step is for the City to formally approve the final plans and specifications and authorize the advertisement for bids.

The City must publish the advertisement for not less than 3 weeks before the last day to submit a bid.

A second public open house was successfully held on Thursday, February 27th, 2025, with an estimated two dozen people in attendance.

The proposed 2025 Street and Utility Improvement Project consists of the following project area:

- Ash Ave S – 2nd St SW (Trunk Highway 30) to 4th St SW
- Broadway Ave S – 2nd St SW (Trunk Highway 30) to 4th St SW
- 4th St SW – Ash Ave S to Broadway Ave S
- 3rd St SE – Broadway Ave S to dead end

The proposed 2025 Street & Utility Improvement Project addresses critical segments for improvement with failing sanitary sewer, undersized watermain, old storm sewer infrastructure, deficient pedestrian facilities, and failing roadway pavement.

The scope of the proposed improvement is full reconstruction with the replacement of all underground utilities, new roadway pavement, and construction of continuous pedestrian facilities

along at least one side of the roadway. The improvements are planned to be completed as one project during the summer of 2025.

A current schedule of project milestones is as follows:

- ~~5/28/2024~~ ~~City Council Authorizes Preparation of Preliminary Engineering Report~~ □
- ~~9/24/2024~~ ~~City Council Work Session Preliminary Engineering Report~~ □
- ~~10/14/2024~~ ~~Present Preliminary Engineering Report to City Council~~ □
- ~~10/14/2024~~ ~~City Council to Call for Improvement~~ □ ~~earing~~ □
- ~~10/28/2024~~ ~~City Council Orders Preparation of an Amended Preliminary Engineering Report~~ □
- ~~10/28/2024~~ ~~Present Amended Preliminary Engineering Report and Call for Improvement~~ □ ~~earing~~ □
- ~~10/29/2024~~ ~~Mail Neighborhood Info Meeting~~ □ ~~Project Questionnaire~~
- ~~11/14/2024~~ ~~Old Neighborhood Info Meeting (Open House #1)~~
- ~~11/7~~ □ ~~11/14/2024~~ ~~Publish Notice of~~ □ ~~earing in NR~~ □ ~~EG Star Eagle~~
- ~~11/25/2024~~ ~~Old Improvement~~ □ ~~earing~~ □ ~~TODAY~~
- ~~11/25/2024~~ ~~City Council to Order Improvement and Authorize Preparation of Plans~~ □ ~~Specifications~~ □ ~~TODAY~~
- ~~2/27/2025~~ ~~Old Neighborhood Info Meeting (Open House #2)~~
- **3/10/2025** **City Council Approve Plans** □ **Specifications and Authorizes Advertise for** □ **Bids** □ **TODAY** □
- 3/20, 3/27 and 4/3/25 Advertise for Bids in NR □ EG Star Eagle and QuestCDN
- 4/10/2025 Open Bids
- 4/14/2025 City Council to Declare Costs to be Assessed and Order Preparation of Proposed Assessment Roll □
- 4/14/2025 City Council to Call for Assessment □ ~~earing~~ □
- 4/21/2025 Mailed Notice of □ ~~earing~~ on Proposed Assessment
- 4/24/2025 Published Notice of □ ~~earing~~ on Proposed Assessment
- 5/12/2025 □ ~~old Assessment~~ □ ~~earing~~ □ City Council to Approve Final Assessment Roll □
- 5/12/2025 City Council to Award Bid □
- TBD Tentative Neighborhood Info Construction Meeting (Open House #3)
- TBD Preconstruction Meeting
- 6/2/2025 Begin Construction
- 10/3/2025 Construction Substantial Completion
- 10/31/2025 City to File Assessment Roll with County for Recording
- 6/26/2026 Construction Final Completion

□ City Council Meeting

The total project cost is estimated at just over □3 million, with funding anticipated to include various sources including but not limited to utility enterprise funds, general tax funds, special assessments per the City's Special Assessment Policy for abutting properties, and General Obligation Bonds.

ACTION REQUESTED

Staff recommends that the City Council adopts the attached Resolution R25-07 approving the final plans and specifications, and ordering advertisement for bids for the 2025 Street and Utility Improvement Project.

CITY OF NEW RICHLAND, MINNESOTA

CONSTRUCTION PLANS FOR

2025 STREET & UTILITY IMPROVEMENTS

GRADING, AGGREGATE BASE, PLANT MIXED BITUMINOUS PAVEMENT, CONCRETE CURB AND GUTTER, ADA IMPROVEMENTS, STORM SEWER, SANITARY SEWER, WATERMAIN, TURF ESTABLISHMENT, AND SIGNING

MARCH, 2025

RESOURCE LIST

CITY OF NEW RICHLAND, MN

City Hall
203 Broadway Ave N
New Richland, MN 56072
507-465-3514

City Administrator:
Anthony Martens

Mayor: Janda Ferguson

City Council Members:
Jody Wynnemer
Jason Casey
Josh Warke
Matt Economy

City Engineer:
(Consultant)
Cory L. Bienfang, P.E.
Bolton & Menk, Inc.
1960 Premier Drive
Mankato, MN 56001
507-625-4171

Utility Superintendent:
Eric Hendrickson

UTILITIES

GAS
Minnesota Energy Resources
111 S Broadway
Wells, MN 56097
Ryan Schaefer
507-358-6558

TELEPHONE
Consolidated Communications
2730 3rd Avenue P.O. Box 3288
Mankato, MN 56001
Jason Fladland
507-386-3597

INTERNET
Metronet (Jaguar)
Nels Barbknecht
507-340-0516

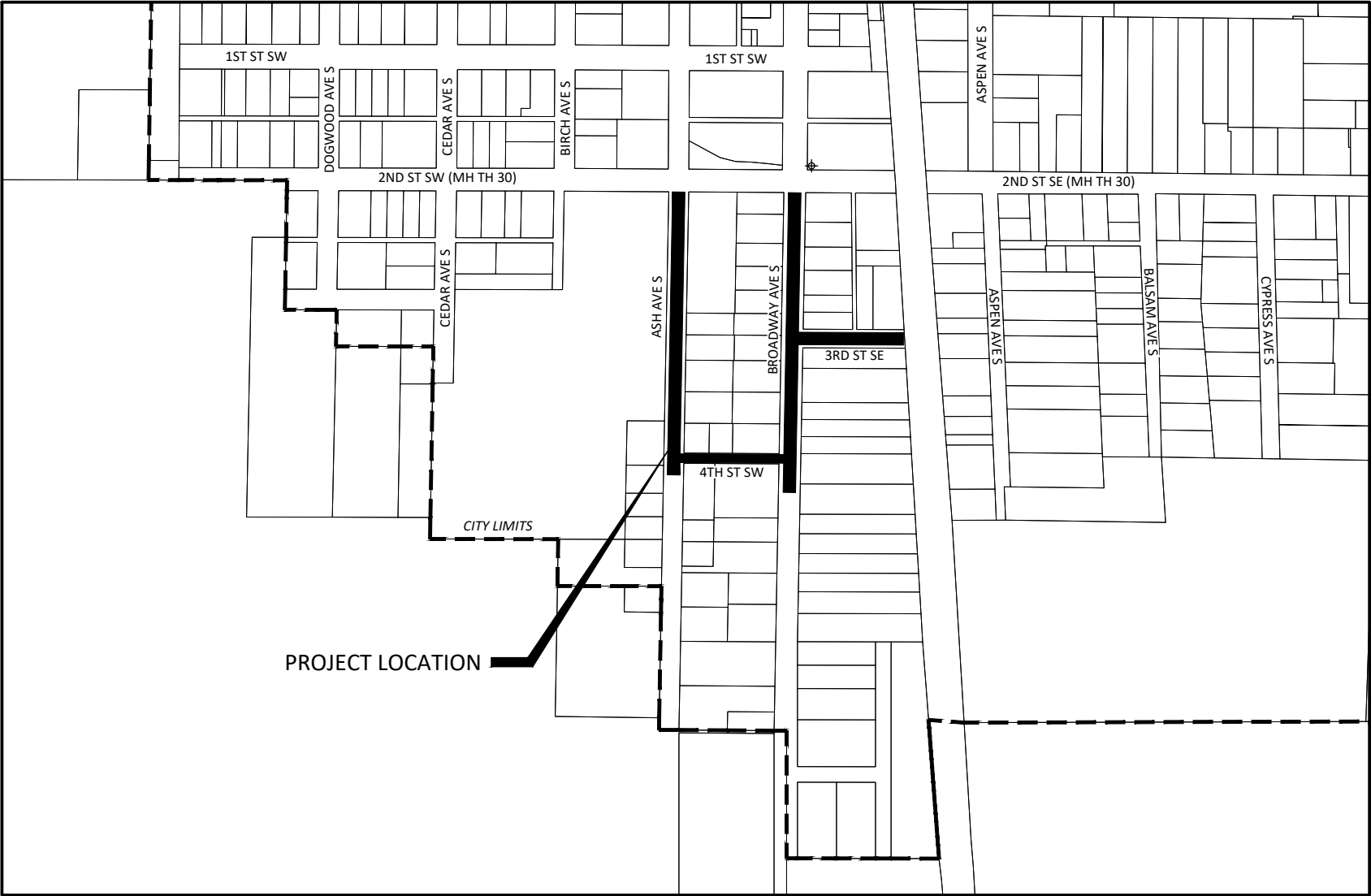
INTERNET
Midco
Derrick Abraham

INTERNET
Lumen (Centurylink)
Jamey Pauly
612-267-2686

ELECTRIC
Xcel Energy
210 Lime Street
Mankato, MN 56001
Donald Simons
507-387-9621

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

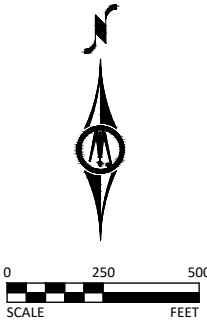
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINE FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".



SHEET NUMBER	SHEET ID	SHEET TITLE
1	G0.01	TITLE SHEET
2	G0.02	LEGEND
3	G0.03	GENERAL NOTES & TABULATION INDEX
4	G1.01	STATEMENT OF ESTIMATED QUANTITIES
5 - 7	G2.01 - G2.03	TABULATIONS
8	G3.01	OVERALL PROJECT LAYOUT
9 - 11	C0.01 - C0.03	INPLACE UTILITY PLAN
12 - 14	C0.04 - C0.06	REMOVAL PLAN
15 - 33	C1.01 - C1.19	TYPICAL SECTIONS, DETAILS, & STANDARD PLANS
34 - 37	C2.01 - C2.04	STORMWATER POLLUTION PREVENTION PLAN
38 - 40	C2.05 - C2.07	EROSION CONTROL PLAN
41 - 46	C4.01 - C4.06	SANITARY SEWER & WATERMAIN PLAN & PROFILE
47 - 52	C5.01 - C5.06	STORM SEWER PLAN & PROFILE
53 - 58	C6.01 - C6.06	STREET PLAN & PROFILE
59 - 65	C6.07 - C6.13	INTERSECTION DETAILS
66 - 67	C7.01 - C7.02	STAGING & TRAFFIC CONTROL PLAN
68 - 71	C7.03 - C7.06	SIGNING & STRIPING PLAN
72 - 84	C8.01 - C8.13	CROSS SECTIONS

THIS PLAN SET CONTAINS 84 SHEETS.

MAP OF THE
CITY OF NEW RICHLAND
WASECA COUNTY, MN



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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.

Cory L. Bienfang
CORY L. BIENFANG, P.E.
LIC. NO. 51292 DATE 3/10/2025

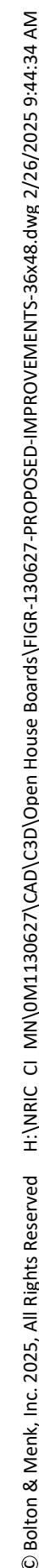


1960 PREMIER DRIVE
MANKATO, MN 56001
Phone: (507) 625-4171
Email: Mankato@bolton-menk.com
www.bolton-menk.com



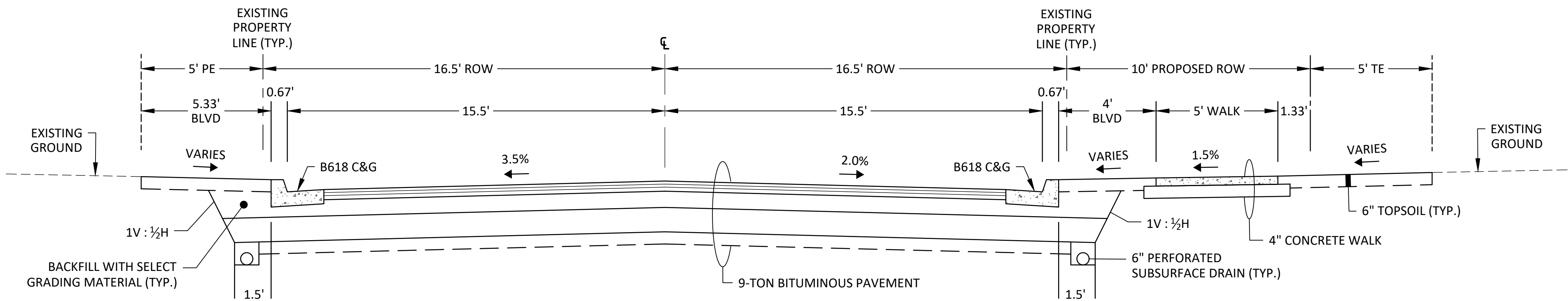
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DRAWN	CJH			
CHECKED	CLB			
CLIENT PROJ. NO.	0M1.130627			

⚡ BM=1175.38 BENCH MARK MNDOT 8105P NE QUAD. BROADWAY AVENUE S AND 2ND STREET SE (MN TH 30)	PROJECT DATUM: WASECA COUNTY COORDINATES HORIZONTAL: NAD 83 (2011 ADJUSTMENT) VERTICAL: NAVD 88	RECORD DRAWING INFORMATION	
		OBSERVER:	
		CONTRACTOR:	
		DATE:	
CITY OF NEW RICHLAND, MINNESOTA		SHEET G0.01 1 OF 84	
2025 STREET & UTILITY IMPROVEMENTS			
TITLE SHEET			

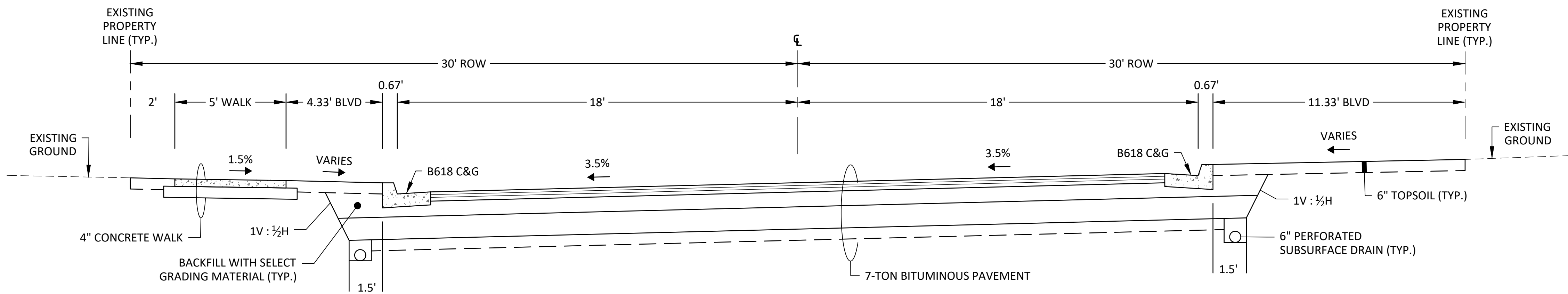


Schedule for 2025 Street & Utility Improvements Project

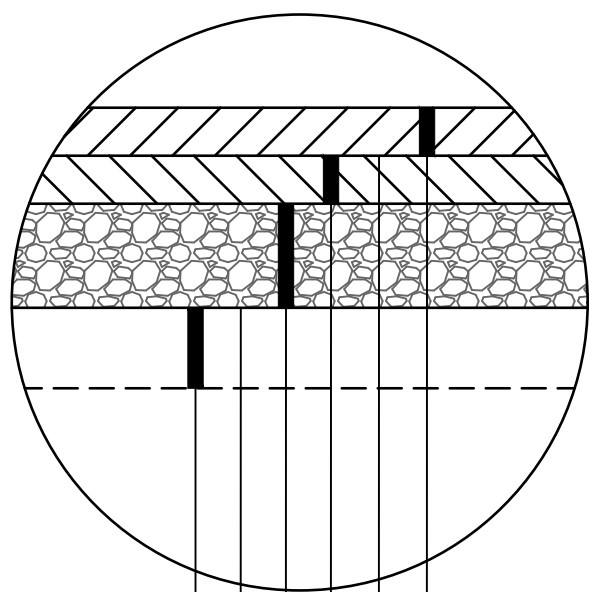
5/28/2024	City Council Authorizes Preparation of Preliminary Engineering Report (Council Meeting)
9/24/2024	City Council Work Session Preliminary Engineering Report (Council Meeting)
10/14/2024	Present Preliminary Engineering Report to City Council (Council Meeting)
10/14/2024	City Council to Call for Improvement Hearing (Council Meeting)
10/28/2024	City Council Orders Preparation of an Amended Preliminary Engineering Report (Council Meeting)
10/28/2024	Present Amended Preliminary Engineering Report and Call for Improvement Hearing (Council Meeting)
10/29/2024	Mail Neighborhood Info Meeting & Project Questionnaire (Open House #1) Notice
11/14/2024	Hold Neighborhood Info Meeting (Open House #1)
11/7 & 11/14/2024	Publish Notice of Hearing in NRHEG Star Eagle
11/25/2024	Hold Improvement Hearing (Council Meeting)
11/25/2024	City Council to Order Improvement and Authorize Preparation of Plans & Specifications (Council Meeting)
2/27/2025	Hold Neighborhood Info Meeting (Open House #2) (TODAY)
3/10/2025	City Council Approve Plans & Specifications and Authorizes Advertise for Bids (Council Meeting)
3/20 – 4/3/2025	Advertise for Bids in NRHEG Star Eagle and QuestCDN
4/10/2025	Open Bids
4/14/2025	City Council to Declare Costs to be Assessed and Order Preparation of Proposed Assessment Roll (Council Meeting)
4/14/2025	City Council to Call for Assessment Hearing (Council Meeting)
4/21 & 4/24/2025	Advertise and Mail Notices for Assessment Hearing
5/12/2025	Hold Assessment Hearing & City Council to Approve Final Assessment Roll (Council Meeting)
5/12/2025	Award Bid (Council Meeting)
6/2/2025	Preconstruction Meeting
6/4/2025	Tentative Optional Hold Neighborhood Info Construction Meeting (Open House #3)
6/9/2025	Tentative Begin Construction
10/3/2025	Construction Substantial Completion
6/26/2026	Construction Final Completion



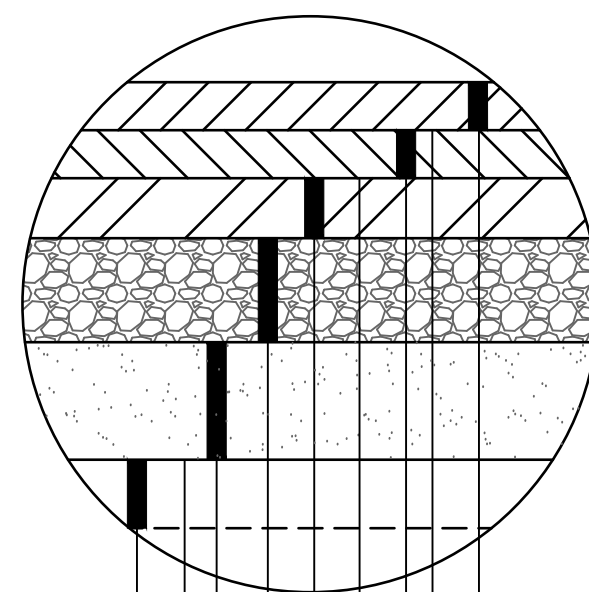
TYPICAL SECTION - 4TH STREET SW
STA 50+73 TO STA 54+39



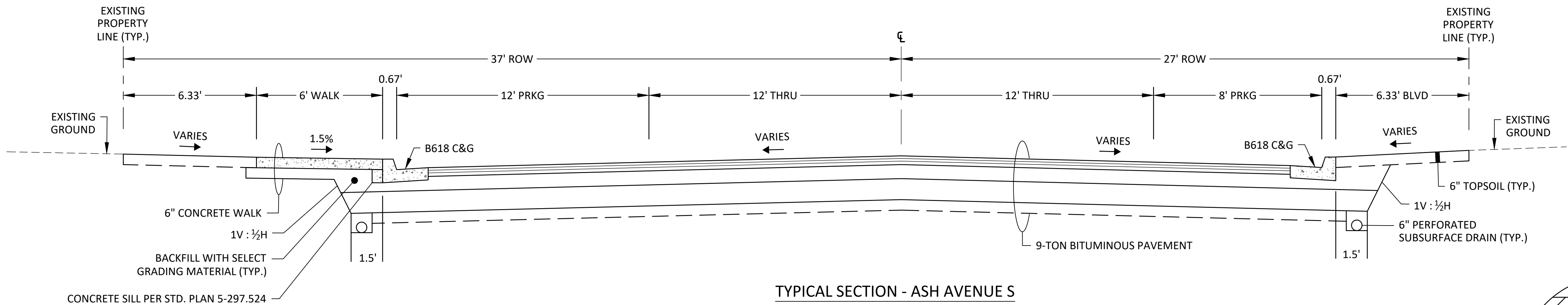
TYPICAL SECTION - 3RD STREET SE
STA 60+65 TO STA 64+21



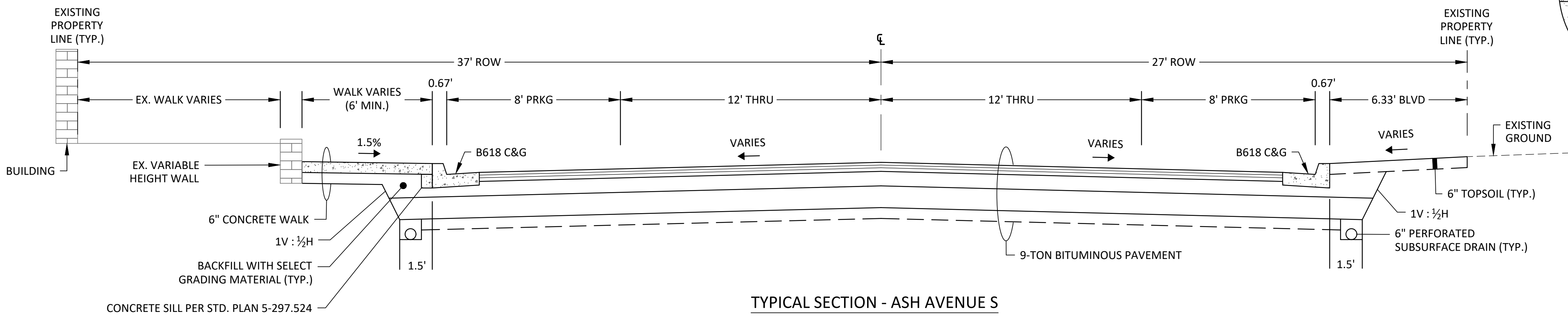
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NOT TO SCALE



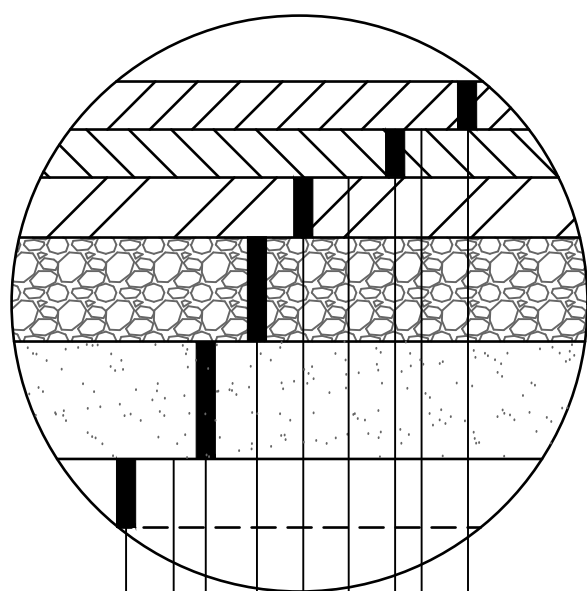
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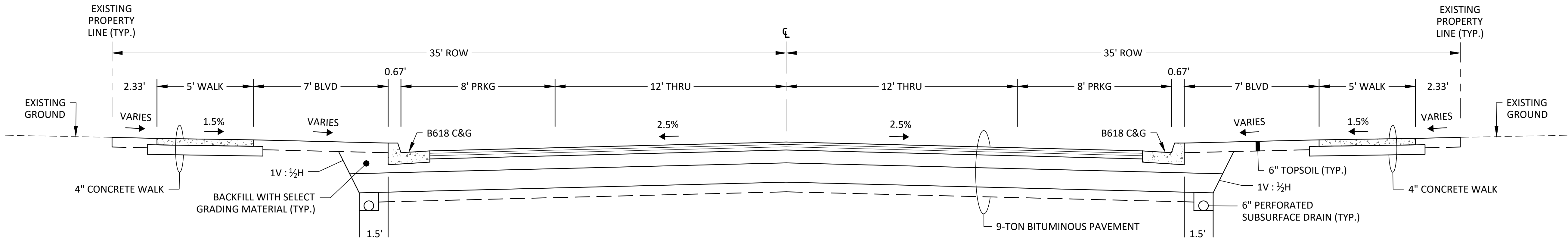
TYPICAL SECTION - ASH AVENUE S
STA 11+81 TO STA 13+00



TYPICAL SECTION - ASH AVENUE S
STA 13+00 TO STA 19+91

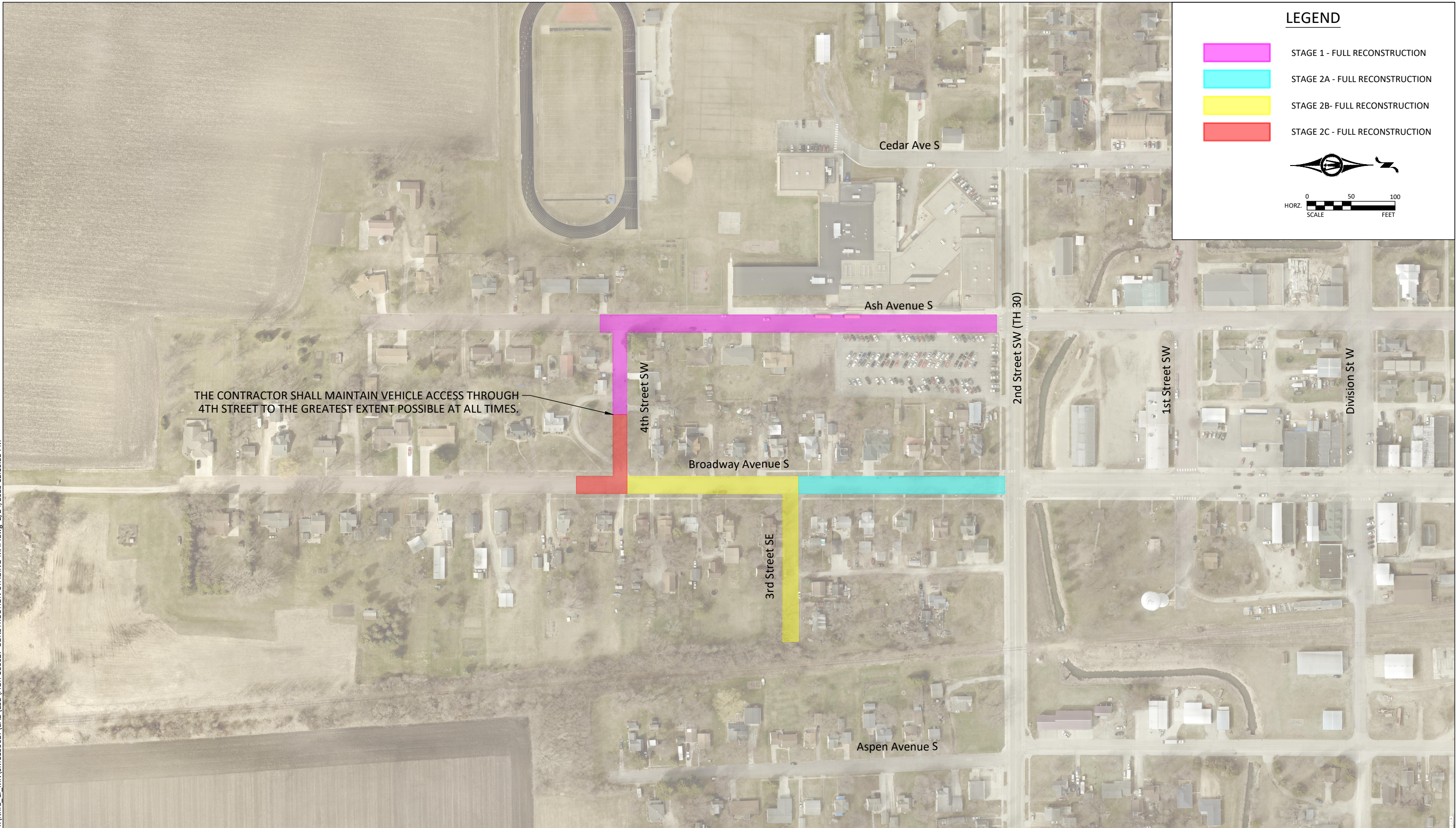


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NOT TO SCALE



TYPICAL SECTION - BROADWAY AVENUE S
STA 30+67 TO STA 40+41







RESOLUTION 25-07

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS FOR THE
2025 STREET & UTILITY IMPROVEMENTS PROJECT**

WHEREAS, pursuant to a resolution passed by the City Council on November 25, 2024, the City Engineer (Bolton and Menk, Inc. consulting engineer retained for the purpose) has prepared plans and specifications for the 2025 Street & Utility Improvements project for the proposed improvement of Ash Ave S from 2nd St SW (Trunk Highway 30) to 4th St SW, Broadway Ave S from 2nd St SW (Trunk Highway 30) to 4th St SW, 4th St SW from Ash Ave S to Broadway Ave S, and 3rd St SE from Broadway Ave S to dead end and has presented such plans and specifications to the council for approval

NOT THEREFORE, BE IT RESOLVED by the City Council of New Richland, Minnesota as follows:

1. Such plans and specifications, a copy of which are on file at the office of the city clerk and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 22 days, shall specify the work to be done, shall state the bids will be received by the clerk until 11:00 a.m. on April 10th, 2025, at which time they will be publicly opened in the council chambers of the city hall by the city clerk and engineer, will then be tabulated, and will be considered by the council at 6:30 pm on May 12th, 2025, in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issues of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for 5% of the amount of such bid.

**Adopted by the City Council of the City of New Richland, Minnesota,
this 10th day of March 2025.**

Mayor

Attest:

City Administrator



City of New Richland Zoning Permit/Application

Permit #
Date Received 1/16/25
Received by AM

Project Address 110 Ash Ave N New Richland, MN 56072

Property Owner Ethan and Angel Hagen Phone [REDACTED]

Address (if different than above) 716 16th Ave N Waseca, MN 56093

Contractor Greg Jacobson Phone [REDACTED]

Proposed Project

☐ Fence (under 7 feet)

☐ Accessory Structure (120 sq ft or less)

☐ Retaining Wall under 4 ft

☒ Other Property to be rezoned to C1

Please describe your project; please include a drawing of a site plan on separate sheet or reverse side:

We would like to change to an event center. We are planning to have customers park diagonally as they did for church. We also are near non-residential areas where we could draw maps to for additional parking for larger weddings and are looking into possibly purchasing a lot if available in town.

Setbacks: Right _____ Left _____ Front _____ Rear _____

Estimated Value of Job _____

Lot Size/Dimensions .52 acres

Existing Structure Area Sq Footage 7,376

This permit becomes null and void if work or construction authorized is not commences within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Name (please print) Ethan Hagen

Phone [REDACTED]

Address 716 16th Ave NE

City/State/Zip Waseca, MN 56093

Signature Eth Hg

Date 1/16/2025

CITY USE ONLY

Zoning District _____

Setbacks Required: Right _____

Left _____

Front _____

Rear _____

PERMIT FEE: \$ 35.00

Subject to the following conditions _____

Reviewed by PLZ

Date 1/23/25



Summary

Parcel ID 151002160
Property Address N/A
Sec/Twp/Rng ORIGINAL PLAT LOTS 7 8 & 9 BLK 19 (CHURCH)
Brief Tax Description (Note: Not to be used on legal documents)
Deeded Acres 0.00
Class 915 - (NON-HSTD) SE CHURCH
District (1501) NEW RICHLAND CITY-2168
School District 2168
Creation Date 07/13/1989

[View Map](#)

Owner

Owner
The Steeple Properties LLC
716 16TH AVE NE
WASECA MN 56093

Land

Seq Code

CPI

Dim 1

Dim 2

Dim 3

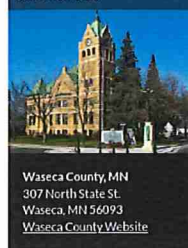
Units

UT

Columns



Information



Waseca County, MN
307 North State St.
Waseca, MN 56093
[Waseca County Website](#)

Announcements

[How to use the Beacon site - view Demo Videos](#)



Parcel
Ownr
PROP
Acres
View: !
[Google](#)

Alternate IDn/a

Owner Address THE STEEPLE PROPERTIES LLC
716 16TH AVE NE

https://beacon.schneldercorp.com/Application.aspx?AppID=1041&LayerID=22741&PageTypeID=1&PageID=0#



Planning & Zoning Commission Staff Report January 23rd, 2025

The New Richland Planning and Zoning Commission met on Thursday January 23rd, 2025, at 6:30 pm in the New Richland City Council chambers. The following members were in attendance:

Jason Casey, Council Member, Chair
Wayne Billing, Member
Rick Rottman, Member
John Hullopeter, Member
Anthony Martens, City Administrator, Ex-Officio

The members discussed the following agenda item:

1. 110 Ash Ave N – Angel Hagen
 - a. Petition to change parcel from R1 to C1

The Planning and Zoning Commission received a petition from Angel and Ethan Hagen to change the Zoning Designation of their parcel at 110 Ash Ave N from R1 to C1. Their intention is to turn the property that was previously a church into an event center. In order to do that, the property must be designated into a C1 district.

The C1 Downtown Commercial District

Subd. 1 Purpose. The “C1” zone is the downtown area that has traditionally been served as the commercial core of the city. There is a mixture of retail businesses, eating and drinking establishments, offices and other uses. Businesses are pedestrian oriented with buildings close together and little off street parking.

Subd. 2 Permitted Uses

D. Restaurants, bars

E. Amusement establishments

Subd. 4 “C1” District Standards

- A. Because of the nature of the C1 Zone, there are no lot size or setback requirements excepte where the zone abuts a residential zone in which case the following standards apply:
 - a. Side and rear yard – thirty (30) feet
 - b. Outside storage shall be fenced
 - c. Off street parking shall not be required

Summary

Parcel ID	151002160
Property Address	N/A
Sec/Twp/Rng	ORIGINAL PLAT LOTS 7 8 & 9 BLK 19 (CHURCH)
Brief Tax Description	(Note: Not to be used on legal documents)
Deeded Acres	0.00
Class	915 - (NON-HSTD) SE CHURCH
District	(1501) NEW RICHLAND CITY-2168
School District	2168
Creation Date	07/13/1989

[View Map](#)



Owner

Owner
The Steeple Properties LLC
716 16TH AVE NE
WASECA MN 56093





Planning & Zoning Commission Staff Report January 23rd, 2025

One possible concern identified by the Planning and Zoning Commission during discussion was parking. The commission does however believe that this would not be much different than the impact that the church had previously. Additionally, the Hagens have plans in place to address parking should that eventually become an issue to satisfy any concern the commission may have.

The New Richland Planning and Zoning Commission make a recommendation to the New Richland City Council that they approve the Zoning change pending a successful public hearing from R1 to C1.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Anthony Martens". The signature is stylized with a large, looped "A" and a long, sweeping underline.

Anthony Martens, City Administrator



CITY OF NEW RICHLAND

RESOLUTION 25-08

**RESOLUTION GRANTING REZONING FOR PROPERTY LOCATED AT
110 ASH AVE N WITH THE PROPERTY IDENTIFICATION NUMBER 15.100.2160**

WHEREAS, The Steeple Properties, LLC ("**Applicant**") has made application to the City of New Richland and proposes to rezone the property located at 110 Ash Ave N, New Richland, Minnesota, PID 15.100.2160 (hereinafter collectively referred to as the "**Property**") from the R1 designation to the C1 designation; and

WHEREAS, the Planning and Zoning Commission met on January 23rd, 2025, to review the application and drafted a report outlining that the lot will conform to the requirements of C1 after the rezone; and

WHEREAS, the New Richland City Council received the Planning and Zoning Commissions report on January 27th, 2025, and set a public hearing for March 10th, 2025, at 6:35 pm; and

WHEREAS, the City Council heard members of the public wishing to be heard at the public hearing on March 10th, 2025, regarding the rezoning of the property.

NOW THEREFORE BE IT RESOLVED the New Richland City Council approves the lot be rezoned from the R1 to C1 designation and may be filed with for recording with Waseca County.

Passed by the City Council of the City of New Richland, Minnesota on Monday March 10th, 2025.

(Mayor)

Attest:

City Administrator



RESOLUTION 25-09

A RESOLUTION APPROVING THE APPOINTMENT OF A COMMISSIONER TO THE HOUSING AND REDEVELOPMENT AUTHORITY OF NEW RICHLAND, MN.

BE IT RESOLVED, by the City Council of New Richland, Minnesota that the appointment by the Mayor of New Richland, Minnesota of Vicki Whiteside to serve as Commissioner of the Housing and Redevelopment Authority of New Richland, Minnesota for a one-year term expiring on April 15, 2026, and the same is hereby approved.

The motion to adopt such a resolution was seconded by and upon roll call the following voted:

Motion By:

Second By:

YEAS:

NAYS:

ABSENT:

Thereupon the presiding officer declared said Resolution duly adopted and passed by the City Council of the City of New Richland, Minnesota, this 10th Day of March 2025.

Attest:

(Mayor)

(City Administrator)



RESOLUTION 25-10

A RESOLUTION APPROVING THE APPOINTMENT OF A COMMISSIONER TO THE HOUSING AND REDEVELOPMENT AUTHORITY OF NEW RICHLAND, MN.

BE IT RESOLVED, by the City Council of New Richland, Minnesota that the appointment by the Mayor of New Richland, Minnesota of Gary Korogi to serve as Commissioner of the Housing and Redevelopment Authority of New Richland, Minnesota for a five-year term expiring on April 15, 2030, and the same is hereby approved.

The motion to adopt such a resolution was seconded by and upon roll call the following voted:

Motion By:

Second By:

YEAS:

NAYS:

ABSENT:

Thereupon the presiding officer declared said Resolution duly adopted and passed by the City Council of the City of New Richland, Minnesota, this 10th Day of March 2025.

Attest:

(Mayor)

(City Administrator)



RESOLUTION 25-11

A RESOLUTION APPROVING THE APPOINTMENT OF A COMMISSIONER TO THE HOUSING AND REDEVELOPMENT AUTHORITY OF NEW RICHLAND, MN.

BE IT RESOLVED, by the City Council of New Richland, Minnesota that the appointment by the Mayor of New Richland, Minnesota of Randy Lewer to serve as Commissioner of the Housing and Redevelopment Authority of New Richland, Minnesota for the remainder of a five-year term expiring on April 15, 2029, and the same is hereby approved.

The motion to adopt such a resolution was seconded by and upon roll call the following voted:

Motion By:

Second By:

YEAS:

NAYS:

ABSENT:

Thereupon the presiding officer declared said Resolution duly adopted and passed by the City Council of the City of New Richland, Minnesota, this 10th Day of March 2025.

Attest:

(Mayor)

(City Administrator)

Ambulance Report March 2025

Not much to report.

Had our first meeting with the new billing company and going to be working on getting that set up in the weeks to follow.

I have two separate quotes for new equipment that I will present at the next meeting.

Things are going good for the department. We will have Virtual Reality training this weekend. Which should be fun.

I have included my hours and director hours. If you have any question, please reach out.

Thank you

Sarah Sundve
New Richland Ambulance Director

Print

Scheduled Shifts

From	To	Schedule	Position	Weekday	Weekend	Holiday	Total
Jan 1, 2025 at 6:00a	Jan 2, 2025 at 6:00a	Duty Crew	EMT Basic	0	0	24	24
Jan 2, 2025 at 2:30p	Jan 4, 2025 at 10:00a	Duty Crew	EMT Basic	15.5	28	0	43.5
Jan 4, 2025 at 4:00p	Jan 5, 2025 at 6:00p	Duty Crew	EMT Basic	0	26	0	26
Jan 5, 2025 at 10:30p	Jan 6, 2025 at 6:00a	Duty Crew	EMT Basic	0	7.5	0	7.5
Jan 6, 2025 at 5:00p	Jan 7, 2025 at 6:00a	Duty Crew	EMT Basic	13	0	0	13
Jan 7, 2025 at 1:00p	Jan 8, 2025 at 6:00a	Duty Crew	EMT Basic	17	0	0	17
Jan 8, 2025 at 1:00p	Jan 10, 2025 at 5:00p	Duty Crew	EMT Basic	41	11	0	52
Jan 10, 2025 at 9:00p	Jan 11, 2025 at 6:00a	Duty Crew	EMT Basic	0	9	0	9
Jan 13, 2025 at 4:30p	Jan 14, 2025 at 3:00a	Duty Crew	EMT Basic	10.5	0	0	10.5
Jan 14, 2025 at 4:45p	Jan 15, 2025 at 3:00a	Duty Crew	EMT Basic	10.25	0	0	10.25
Jan 15, 2025 at 5:00p	Jan 16, 2025 at 3:00a	Duty Crew	EMT Basic	10	0	0	10
Jan 16, 2025 at 8:00p	Jan 17, 2025 at 3:00a	Duty Crew	EMT Basic	7	0	0	7
Jan 18, 2025 at 7:00p	Jan 20, 2025 at 3:00a	Duty Crew	EMT Basic	0	32	0	32
Jan 20, 2025 at 6:00p	Jan 21, 2025 at 3:00a	Duty Crew	EMT Basic	0	0	9	9
Jan 21, 2025 at 4:45p	Jan 22, 2025 at 3:00a	Duty Crew	EMT Basic	10.25	0	0	10.25
Jan 22, 2025 at 5:00p	Jan 23, 2025 at 3:00a	Duty Crew	EMT Basic	10	0	0	10
Jan 24, 2025 at 4:30p	Jan 27, 2025 at 3:00a	Duty Crew	EMT Basic	0	58.5	0	58.5
Jan 27, 2025 at 5:15p	Jan 28, 2025 at 3:00a	Duty Crew	EMT Basic	9.75	0	0	9.75
Jan 28, 2025 at 9:00p	Jan 29, 2025 at 3:00a	Duty Crew	EMT Basic	6	0	0	6
Jan 29, 2025 at 1 0:00p	Jan 30, 2025 at 3:00a	Duty Crew	EMT Basic	5	0	0	5
Jan 30, 2025 at 9:00p	Jan 31, 2025 at 3:00a	Duty Crew	EMT Basic	6	0	0	6
Jan 31, 2025 at 5:00p	Feb 1, 2025 at 6:00a	Duty Crew	EMT Basic	0	13	0	13
TOTAL HOURS:				171.25	185	33	389.25

Extra Hours — There are no extra hours during this period.

Availability Hours — There are no availability hours during this period.

Sundve, Sarah

Director

Weekday Hours \$3.00	118.25
Weekend Hours \$4.00	146
Holiday Hours \$4.00	9
Runs \$35	5

2025 February			Director Hours
2/1/2025	23:30	5:00 5.5 Hours	Worked on payroll, put order away and order other supplies, enter runs
2/4/2025	4:30	6:30 2 Hours	Check on schedule, emails
2/5/2025	4:30	6:30 2 Hours	Worked on council notes, get flyers printed for bingo
2/7/2025	4:30	6:30 2 Hours	Worked on schedule nad emails, talked with Mark
2/9/2025	11:00	3:30 4.5 Hours	Emails, enter runs, put supplies away, schedule and emails, talked with .mayor
2/10/2025	6:00	8:00 2 Hours	Council meeting, check emails, schedule , talked with crew members
2/11/2025	4:30	7:00 2.5 Hours	Meet with Ferno and looked at there monitor
2/13/2025	4:30	7:00 2.5 Hours	worked on emails and scheduel also communication with crew members
2/15/2025	11:00	4:00 5 Hours	entered runs got everything ready for bingo, schedule and emails
2/16/2025	11:00	2:00 3 Hours	got things ready for meeting
2/16/2025	6:00	8:30 2.5 Hours	meeting and training
2/18/2025	4:30	6:30 2 hours	emails, schedule and communication
2/20/2025	4:30	7:00 2.5 Hours	Communication with Mark, worked on emails and talked with Ferno on Monitor
2/22/2025	10:00	1:30 3.5 Hours	Worked on fillign the schedule
2/23/2025	11:00	3:00 4 Hours	Worked on things for new billign compary, entered runs, schedule and meet with Abby
2/25/2025	4:45	6:45 2 Hours	Worked on fillign hours , emails and communication
2/26/2025	4:00	6:30 2.5 Hours	Communicated with Ernie and Tony, checked emails, Sent email to Ferno for cost of monitor
2/28/2025	5:00	6:30 1.5 Hours	Worked on hours for the weekend, communication with Sara Jo on crew members
Total		51.5 Hours	Sarah Sundve



NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: FEB YEAR: 2025

FIRE CALLS: 2

MEDICAL CALLS: 3

TOTAL CALLS: 5

TRAINING COMPLETED DURING THE MONTH:

BLOOD BORNE PATHOGENS

HAZ MAT

ADDITIONAL INFORMATION:

Respectfully Submitted: *Josh Moen*, Fire Chief



New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: nrpd@cityofnewrichlandmn.com

Monthly Report

March 10th Council Meeting

Activity/Calls for Service

The New Richland Police Department responded to 102 calls for service for the month of February.

Total Calls through February 2025: 228

Total Calls through February 2024: 517

Most calls requiring additional follow up have been completed. As always, we remind people to get in touch with us if they have any information regarding any incidents that have occurred in the City of New Richland or surrounding areas.

Items Completed in February

- N/A

Information

- N/A

Training & Education

- Officer DeRaad attended DMT training and passed certification.
- Chief Bruegger attended CLEO/Command Academy at Camp Ripley
- Requesting to attend MAWP in Rochester May 5-7 (\$375.00 + lodging)

Personnel

- Interviewed potential part-time candidate 03/05/2025. Approval to begin backgrounding process.



New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: nrpd@cityofnewrichlandmn.com

Purchases

- Uniforms shirts, pants, and two evidence equipment bags. \$935.19
- South Central Drug Investigation Unit payment \$3,750.00 (already in 2025 budget)
- Lexipol (policy/procedure software) \$3,379.32

Squad Maintenance

- N/A

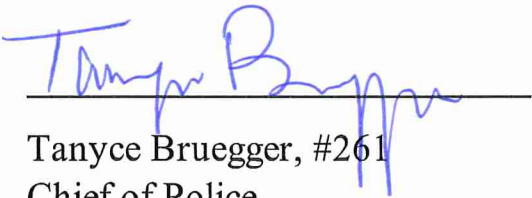
Equipment

- Storage drawer for #270 for \$300.00 (original quote was over \$1,000) from the Waseca Co. Sheriff's Office

Upcoming Events / Important Items

- N/A

Respectfully Submitted,



Tanyce Bruegger, #261
Chief of Police



2611 Internet Blvd
Ste 100
Frisco TX 75034
United States

Subscription

Id SUB011685

Term Annual

Next Bill 5/1/2025

**New Richland Police
Department**
New Richland Police Department
203 N Broadway
POB 57
New Richland MN 56072
United States

This is NOT an Invoice

Quantity	Item	Rate	Amount
1	L_MAN_3_MAN_renewal Annual Law Enforcement Policy Manual & Daily Training Bulletins	3,379.32	\$3,379.32
Total			\$3,379.32



Copilot+ PC

Microsoft

Microsoft - Surface Pro - Copilot+ PC
- 13" - Snapdragon X Plus 10 Core -
16GB RAM - 512GB SSD -
Device+Keyboard Bundle - Black

Model: EP2-23860 SKU: 6598717

★★★★★ 4.7 (91 Reviews)

\$1,199.99

Save \$150

Comp. Value: \$1,349.99 ⓘ

or

\$100.00/mo.*

suggested payments with
12-Month Financing

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Trade-In and Save



Save when you trade-in a similar device.
Check your trade-in value.



2 free items with purchase A \$30 value

Key Accessories:

New Richland City Council

10 Mar 2025

New Richland Care Center

Operations: February 2025

Average census = 36.93 Current census is 37

Quality:

Building a QAPI Plan to incorporate more Quality information derived from frontline staff, residents, and families. The Plan will develop Quality Teams for 3 to 6 months that will identify, analyze, and solve for problems and challenges observed within our home. The teams will meet biweekly, reporting to a Quality Group that meets monthly. Most recent initiatives will include: Fall reduction (clinical) and laundry (non-clinical).

Financials:

Net Income/Loss: (\$10,000)

A Loss for the month of January with a low census and high level of agency staff working during the month increasing the nursing department expense. State of Minnesota reimbursement amounts actually declined by \$2/resident/day, a loss of \$6498 in January.

Staffing:

Openings:

Certified Nurse Aides FT/PT positions on evenings. Every other weekend/holiday.

RN or LPN FT/PT positions on evenings/overnights. Every other weekend/holiday.

Benefits: Competitive pay with shift differentials. Healthcare insurance or Pay-in-lieu of benefit. Uniform Allowance, Life Insurance policy, and Public Employees Retirement Account with a 7.5% match.

Other:

Planning committee for the 50th Anniversary is making progress, will be reaching out to people to participate in the planning process. A "Save the Date" invitation will be going out in April. We will celebrate on 19 July 2025 with music, food, and historical information.



Date: March 7, 2025

To: City of New Richland

From: Shell Johnson, Operator

O & M Report: February 2025

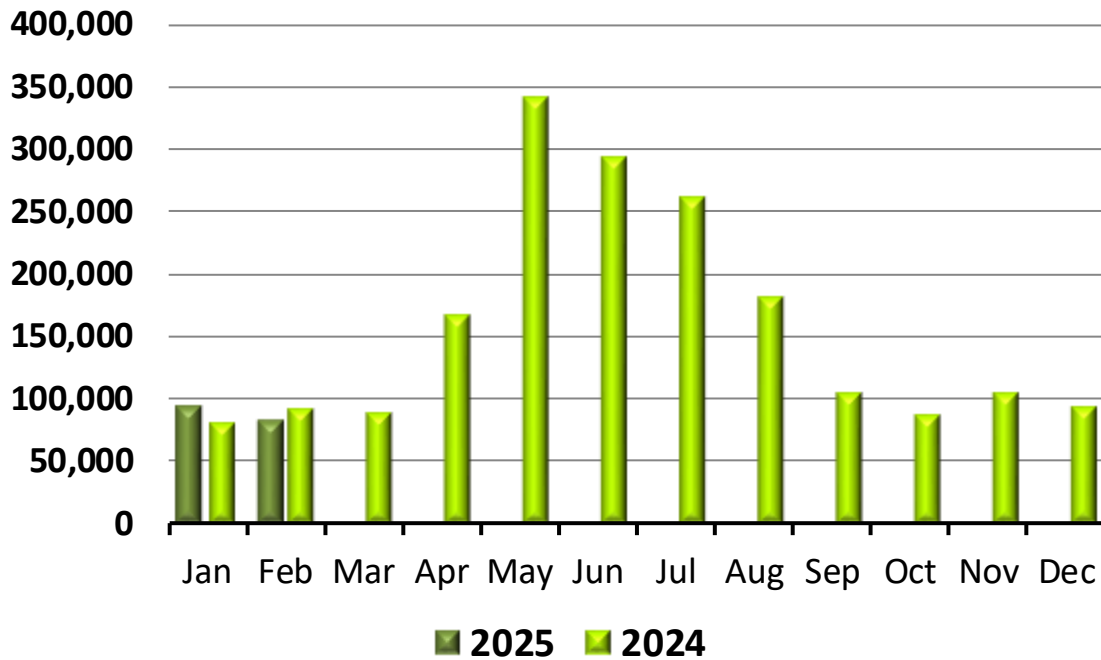
Wastewater Operation & Maintenance

- 2,304,000 MG - wastewater pumped.
- Reminder to residents/businesses - Please Be Mindful of what goes into the sewer. No Wipes, Blue Shop towels, socks, cigarette butts, no fats, oils, and grease, please no fish tank water with the rocks, no baggies, food leftovers, etc., etc.

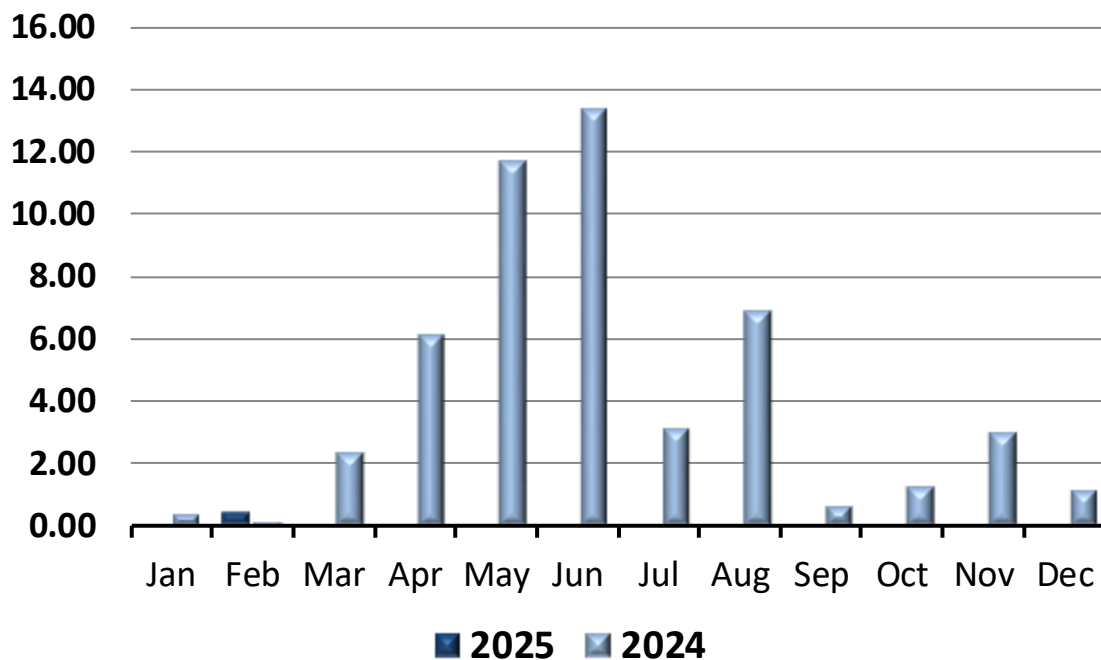
All these things add to the grease layers in the lift station, and in the plant. The more grease and oils, the harder the pumps must work, and the wipes and towels and socks get wound around the pumps. These are added costs that could be avoided and in turn the waste plant must work harder to clean the wastewater before going to the creek and further down to our rivers and lakes affecting our fish and wildlife and our fishing, swimming, and our waters.

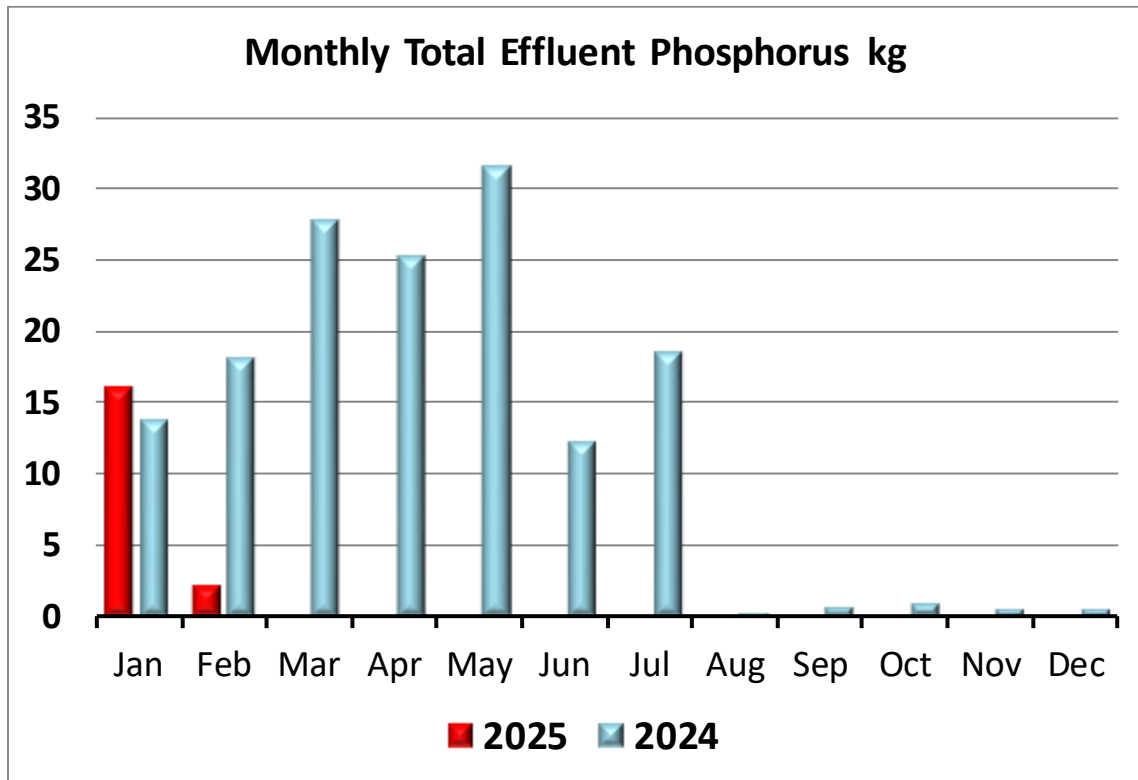
- Replaced snail screen.
- Chad Braeden help with Main Lift Station Floats, the hoist will need some work this summer, will need a bucket truck of some sort. This lift station is 12'4 x 14'4 x 27' Deep.
- Lots of ice buildup in primary clarifier and in scum tanks.
- Ordering parts for the clarifier arm.
- Diaphragm pumps will need to be looked at. There is one scum pit that can only be pumped with this pump.

Average Daily Wastewater Pumped - In Gallons



Total Monthly Precipitation





		February-25	January-25	February-24
Water	Units			
Wastewater				
COD				
COD Influent	mg/L	191	188	175
COD Influent Design	mg/L	338	338	338
COD Effluent	mg/L	1.7	0.9	0.9
COD Effluent Permit Limit	mg/L	15	15	15
COD kg/day	kg/day	0.7	0.4	0.3
COD kg/day Permit Limit	kg/day	34	34	34
COD % Removal	%	99%	99%	100%
COD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	586	158	515
TSS Influent Design	mg/L	365	365	365
TSS Effluent	mg/L	4	3	3
TSS Effluent Permit Limit	mg/L	30	30	30
TSS kg/day	kg/day	1.5	1.2	1.1
TSS kg/day Permit Limit	kg/day	68	68	68
TSS % Removal	%	98%	98%	99%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	4.80	4.41	3.50
Phos Effluent	mg/L	2.21	1.49	1.80
Phos Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Phos Effluent Monthly Total	kg	2.21	16.11	18.18
Phos Effluent kg Per Year	kg	35.39	16.11	31.98
Phos Effluent kg Per Year Total Limit	kg	829.00	829.00	829.00
Fecal Coliform				
Fecal Effluent	ml	N/A	N/A	N/A
Fecal Effluent Permit Limit	ml	N/A	N/A	N/A
Dissolved Oxygen				
DO Effluent	mg/L	5.22	4.10	8.91
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only
Effluent Flow				
Average Daily	gallons	82,000	92,000	92,000
Maximum Daily	gallons	110,000	131,000	115,000
Total Monthly	gallons	2,304,000	2,857,000	2,668,000
Precipitation Monthly Total	inches	0.35	0.00	0.10
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$7,736.00	\$22.00	0%	17%
Total	\$7,736.00	\$22.00	0%	17%

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
2/11/2025	Effluent Sampler	30052 WW New Richland, MN	checked tubing, made sure the effluent tube wasn't on bottom of pit, checked thermometers, they expire in march. all other tubing good.	Monthly PM	Clean, inspect pump hose & check dessicant on unit. See manual
2/11/2025	East Ras Flowmeter	30052 WW New Richland, MN	N/A	Monthly PM	Clean unit & check following: 1. If #'s are visable in totalizer display window 2. Red needle in percent of flow display window actuates. 3. #'s on the totalizer are changing with the flow.
2/11/2025	Eyewash Station	30052 WW New Richland, MN	checked everything weekly, and logged in daily log book	Monthly PM	Inspect eyewash for proper operation. Located at lab sink.
2/11/2025	FIRE EXTINGUISHERS	30052 WW New Richland, MN	All initialed and looked at	Fire Extinguisher Monthly	Make sure clear path to extinguisher, gauge is in green, pin is in place. Remove from wall mount and turn upside down several times. Document back of inspection tag with month and initials.
2/11/2025	Gas Detector	30052 WW New Richland, MN	Learned that before each use you have to do a bump test. OSHA requires it. Mike fries from Ferguson was here and we finally got the machine to calibrate. 120 till calibration now	Monthly PM	Turn on, check batteries and if calibration is due.
2/11/2025	Office Air Conditioner	30052 WW New Richland, MN	not in service	Monthly PM	Clean filter & unit. May need more cleaning during heavy use.
2/11/2025	Trickling Filter	30052 WW New Richland, MN	jan 31 cleaned arms and checked cables	Monthly PM	Make sure the flow on the arm is even. Marathon Electric Cat N- K004 Model YVF56T17D2092E HP- 1 RPM-1725 Belt Size- A33 /9002 2033

2/11/2025	Blower NO 2	30052 WW New Richland, MN	not in service for february	Blower Monthly	Check oil level and belt tension, Check filter and clean/replace if needed. inspect units for abnormal wear and leaks.
2/11/2025	Eye Wash Station	30052 WW New Richland, MN	heat is on, monthly check is filling out and weekly check is in daily log book	Flush Eyewash Station	1.Clean portable eyewash station 2.Rinse with potable water 3. Add entire 40z preservative bottle and fill the station with potable water to the bottom of the cap opening 4. Date inspection tag and apply tamper seal over the cap 5. Change solution every 90 days minimum 6. Follow manufactures instructions for testing the portable eyewash station.
2/11/2025	IBC Boiler	30052 WW New Richland, MN	N/A	Blower Monthly	Check the inlet pressure, the BTU and return temp. Check site tube on the water tank.
2/14/2025	Air Compressor	30052 WW New Richland, MN	oils checked, belt checked, air to diaphram is at 75 psi.	Monthly PM	Check oil, belt tension, relief valves & drain water. See manual.
2/14/2025	NO 3 RAS	30052 WW New Richland, MN	not in operation at this time.	Monthly PM	Grease the zirks on the pump if the pump running this month.
2/14/2025	Hoist above pumping station	30052 WW New Richland, MN	hoist above pumping station is frozen it will not move.	Monthly PM	Check oil & cord, grease trolly & rope. Check confined space hoist. Hoist above pumping station. Hoist in control building. Check tension on safety latch/hook.
2/14/2025	Lift Station #1 - WWTP	30052 WW New Richland, MN	City street dept came to help get hoist in frozen and pull floats	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
2/14/2025	Blower NO 1	30052 WW New Richland, MN	Checked filters, will be replaceing in april all oils and belt fine. running at around 155 degrees and 7 psi	Monthly PM	Check belt tension, check motor, air filters ect. See manual Belt Dayco Wedge-Band belt #R5VX630-2

2/14/2025	Gas detection monitor	30052 WW New Richland, MN	calibration was done. ferguson water was here to show me a few things about the monitor.	Calibrate Equipment	Calibration of any equipment that is required by manufacturer.
2/17/2025	NO 2 RAS	30052 WW New Richland, MN	checked safety guard, greased zhirks, checked water	Monthly PM	Grease the zirks on the pump if the pump running this month.
2/17/2025	NO 1 RAS	30052 WW New Richland, MN	checked water, greased zhirks, safety guard in place.	Monthly PM	Grease the zirks on the pump if the pump running this month.
2/23/2025	Lift Station #3 - Elm Ave	30052 WW New Richland, MN	Pump alarm pump 1 fail, this is a recurrent yearly issue. will call mn pump for when inspections are. floats were clean	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
2/24/2025	Lift Station #2 - 3rd Street	30052 WW New Richland, MN	called dialer, no issues, all snow has finally melted around it. and wet well seems good.	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
2/24/2025	Final Clarifier NO 2	30052 WW New Richland, MN	all oiled checked and are good. greased 2 zhirks, opened doors the weather has warmed up enough.	Monthly PM	Grease, clean air vent for gear box skimmer. Give 3-4 shots of grease each zerk.
2/24/2025	Final Clarifier NO 1	30052 WW New Richland, MN	all oils checked and zhirks greased. opened door, the weather is nice enough.	Monthly PM	Grease, clean air vent for gear box skimmer. refer to manual, numerous tasks. Give 3-4 shots to each zerk to grease.
2/25/2025	Alarms	30052 WW New Richland, MN	Prelim floats only comes through to control panel. Electrician will be notified	Test alarm dialer	1. Test alarm function and verify communications equipment can reach emergency contact personnel for the WWTP at your project. 2. Trip the high level float and clean if necessary in sump pump un basement.

2/25/2025	Primary Clarifier	30052 WW New Richland, MN	Checked oils. Greased. Checked arm.	Monthly PM	Check oil levels, add as required Grease all fittings Open drain valve 9 under the worm housing(upper reservoir) and open valves 7 & 8 (lower reservoir) and dra off small quantity of oil to remove any accumulated water. Lubricate drive chain
2/26/2025	Basement Sump Pump	30052 WW New Richland, MN	1 pump works at sump floats and alarm work well	Monthly PM	Open pit, turn on pump in controls and verify pump pumps water down.
2/27/2025	Emergency Generator	30052 WW New Richland, MN	176 degrees. 27.5 volts. Ran on load	Generator Monthly	Check all fluids including fuel. Inspect unit for leaks or abnormal wear. Exercise under load and document hour meter. Please run generator twice a month.

Wastewater Plant Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
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			Total <u>\$0</u>
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Wastewater System Maintenance Expenditures

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
1/1 - 1/31	Venders (1)	Misc Invoices under \$50 (1)	\$1

			Total <u>\$1</u>
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Total Expenditures

W/W Plant Maintenance	\$0
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W/W System Maintenance	<u>\$1</u>
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Total For This Month	\$1
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Total Maintenance Dollars Spent Year-to-Date	\$1
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(January 1, 2025 to End of This Report Month)

Annual Maintenance Budget	\$7,736
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(Jan. 1, 2025 - Dec. 31, 2025)

Percent Maintenance Budget Spent Year-to-Date	0%
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City of New Richland Maintenance & Utilities Council Report

March 2025

PROJECTS COMPLETED

- 11 Blue cards were issued to residents this month.
- 0 Shut offs, due to lack of payment of blue cards.
- Weekly maintenance of Legion field, City Park, City Hall, City Shop, Library, Water Plant, and St. Olaf Lake.
- Eric went for continuing Ed, Ferguson waterworks, Blaine, MN. (Feb/19)
- Eric went for continuing Ed, St. Cloud MN. (March 4,5,6)
- School Meeting for road project. (Feb 12)
- Started sweeping streets. (Feb 27)

FUTURE PROJECTS

- Three hydrants Division/Aspen, Division/3rd, and end of South Broadway.
- Refurbish men's bathroom at the City Hall to make it handicap accessible.
- Putting in new window in the crow's nest.
- Sweeping street
- Flushing hydrants

➤ SEEKING RECOMMENDATION

Water plant WPT, Controls and Replacement. (Quality Flow Systems) \$99,825.00

LE Blanc Consulting, Controls and Replacement \$27,364 and Thompson Electric \$37,318. (\$64,682)

Bohlen Plumbing \$3,950.00 (sink, faucet, urinal, toilet, all electronic flush.

Waldorf welding, to make steps with a railing that would slide out of the way. Add a second bar and toe kick to the existing platform, installed for \$2459.00 not painted.

Dallas Loken, Gravel waiting for bid.

Respectfully Submitted: *Eric Hendrickson*, Maintenance & Utility Supervisor

Water Plant Control Upgrades

Quality Flow Systems

\$99,825

LeBlanc Consulting \$27,364 +

Option #1: Thompson Electric \$37,318 or

Option #2: Delane Nelson Electric \$55,000

Option #1: \$64,682

Option #2: \$82,634



800 6th St. N.W.
New Prague, MN 56071
Office: (952) 758-9445
Fax: (952) 758-9661

Quotation

To: New Richland, MN

Date: 02/03/2025

From: Cory Malay

Phone: (952) 221-9800

Attn: Eric Hendrickson

Engineer:

Re: New Richland, MN; WTP, Controls Replacement

Quality Flow Systems is pleased to provide a quotation in accordance with your request and as follows:
Our itemized scope of supply is listed below:

Item A, Supervisory & Motor Control Panel

Supervisory Control Panel; Supervisory section for operation on 120-Volt, 1-Phase, 2-Wire, 60-Hz incoming service. The enclosure is single door suitable for Pad-mounting, NEMA 12, 304 Stainless-Steel, measuring approximately 72"H x 30" W x 18" D. 3-point pad-lockable handle and steel (painted white) component chassis will be provided. The system will provide control and automation for three (3) well pumps and one (1) booster pump in response to signals from filter level, system pressure, and input from operator. Additional equipment to be controlled includes chemical injection, fluoride booster, backwash blower, and backwash lift pump.

To Include:

Qty Description; Supervisory Section

1	Control Power CB
1	2500hd 12.1" Color Touch Screen PLC; with I/O as required
1	PLC and Operator Interface programming
1	UPS; backup power supply; control circuit
1	Audible Alarm
lot	Pilot Devices; as required; Push Buttons, Switches, indicating lights
1	Heater; Fan-forced; 125W; Thermostatically controlled
4	Pump Protective Module (Overtemp); with socket
4	Runtime meters; non-resettable (each pump)
lot	Control Relay; 3PDT; 120VAC; w/ Indicating Light (includes socket)
1	Ground Lug
lot	Terminal Block; Single; 18-10AWG
lot	Alarms & status wired to terminals for connection to alarm dialer, including pump req, run, fail, etc.
1	Cellular Alarm notification and monitoring system; Sensaphone Sentinel; with hi-gain antenna
1	First year of cellular and server subscription through Sensaphone; set-up in owner's name

Motor Control Panel; Motor Control section for operation on 120/240-Volt, 3-Phase, 4-Wire, 60-Hz incoming service. The enclosure is a double door suitable for Pad-mounting, NEMA 12, 304 Stainless-Steel, measuring approximately 72"H x 48" W x 18" D. 3-point pad-lockable handle and steel (painted white) component chassis will be provided. The system will provide power distribution and control for three (3) well pumps and one (1) booster pump in response to signals from the supervisory section (described above).

To Include:

Qty Description; Motor Control Section

1	Incoming Main Lugs/PDB (Main CB is external and existing)
lot	CB; 3-pole; NEMA Rated Disconnects for Each Motor, Sized for Loads
1	Load Center; 12-circuit; with Feeder Breakers; 1 & 2-pole; for misc. loads
1	Phase Monitor
1	Surge Arrestor; 3-Phase
1	Heater; Fan-forced; 200W; Thermostatically controlled

1 Ground Lug; 3-Conductor
lot Terminal Block; Single; 18-10AWG
3 Variable Frequency Drive; mount & wire existing Mitsubishi F820 Series; (for well pumps)
4 Motor Starter; NEMA; (for booster pump, backwash lift pump, blowers)
3 Contactor; chem feed
1 Cooling Fan System; Thermostatically controlled; with filtered make-up air vent

Qty Loose Equipment & Instrumentation

1 Manifold Mount Transducer; 4-20mA; 0-100 PSI; System Pressure
1 Radar Level Transmitter; filter level
5 Float switch; non-mercury; (2- filter level; 3- backwash pit level)
1 Alarm Light (for outside of building)

Qty Standard Submittal Drawings and O&M Manuals

lot Wiring diagrams, bills of material, equipment data sheets, etc.

Qty Start-up & Training

lot Onsite start-up of pump control panel and instrumentation

Qty Installation of above listed equipment

A/R New conduit / existing conduit modifications
A/R Pull new wire as needed
A/R Install above listed instrumentation
1 Remove & dispose existing control panels
1 Mount new control panels and terminate all wiring
1 Work to be completed by a master electrician

Total Sell Price for Item A is \$99,825.00 (plus any applicable taxes)

Terms:

Quotation is valid for 30 days. Based upon Quality Flow Systems Standard Terms and Conditions of Sale; copy provided upon request.

Proposed Delivery Schedule:

4 - 6 Weeks

Thank you for this opportunity to be of service to you. If you have any questions, please don't hesitate to call.

Sincerely,

Cory Malay

Cory Malay



LE BLANC CONSULTING

Industrial, Water and Wind Control Systems

1100 Amelia Ave
Albert Lea, MN 56007

(507) 461-0194

City of New Richland
P.O Box 57
New Richland, MN 56072
Attn: Eric Hendrickson, Tony Martins

February 7, 2025

RE: New Control System.

Gentlemen,

Looking over the water plant and tower controls, I have come up with a solution. We would consolidate the water plant and filter control into 1- 72" tall, 36" wide, 24" deep control panel with a 10" touchscreen with it's own gateway and cloud for monitoring and alarms, PLC, relays, floats, hand-off-auto switches for redundant backup, indicator Led panel lights, new 8 channel autodialer redundant backup if the internet goes out. We would be using the existing radio's for communication with the tower, they are still in good shape. The tower panel we would reuse and install a new backplate with new controls and a touchscreen for security log in and give Eric control from the water plant to control the tower recirculation pump. I will work with Eric and design the touchscreens and program operation to his desire. This new system will last a long time for the city needs and can be expanded for future needs. I will provide drawings and information if requested.

Total cost of the control project is \$27,364.00

If you have any questions, Please call

Thank you.

Sincerely,

Guy J. Le Blanc

Water Treatment Plant System Upgrade:

1:01 Supervisory Control Panel:

- A. The Supervisory Control panel will consist of a Nema 3R suitable for the environment in the water plant. 72" tall, 36" wide, 24" deep. It will house the water treatment PLC control, the filter PLC control, Radio for communication with the water tower, breakers, fuse holders, relays, contactor for the chemical mixers, aerator fan and air wash blower. Hand-Off-Auto switches for wells 2, 3, booster pumps 1, 2, aerator fan, air wash blower, chemical feeds, backwash tank waste pump. On-Off switches for filter cells 1, 2, 3, 4 airwash, water wash, filter drain down, water wash low and high rate solenoid valves. LED panel indicator lights, Alarm autodialer (8 channel) for redundant backup.
- B. Panel parts description:
1. 3-120vac single pole 15 amp breakers
 2. Lot- indicating fuse holders with fuses
 3. 9- 22mm Hand-Off-Auto switches
 4. 4- 22mm pushbutton switches
 5. 4- runtime hour meters
 6. 11- 22mm On-Off switches
 7. 36- 22mm LED panel lights
 8. 1- Strobe alarm light mounted on panel
 9. Lot- wire way, din rail, wire, wire markers
 10. lot- wire terminals single and stacked with markers
 11. 5- contactors
 12. 1- 10 amp 24 VDC power supply
 13. 1- master PLC with RS232 communication card
 14. 1- slave rack with analog, 24 VDC digital inputs and outputs (plant)
 15. 1 -slave rack with 24 VDC digital inputs and outputs (filter)
 16. 1- 8 port network switch
 17. 1- 10 inch color touch screen
 18. 1- 8 channel autodialer
 19. Lot- indicating 24VDC relays with bases, 1, 2 and 3 pole
 20. 1- intrinsically safe 4 channel relay for filter floats
 21. Lot- grounding for panel and radio antenna
 22. 1 - Programming of touch screen and PLC
 23. 3- O&M Manuals, wiring diagrams, equipment specs, BOM

Water Treatment Plant System Upgrade:

1:02 Water Tower Control Panel:

A. The Water Tower Control panel is existing and in great shape. We would install a new back plate, wire way, breaker, PLC and touch screen. The pressure transducer is working fine so we would reuse it. We are going to include the tower recirculation pump into the control scheme so it can be ran from the water plant SCADA. The touch screen will also be used for security of entry to the water tower. It can be logged in the SCADA for keeping track of who is entering.

B. Panel parts description:

1. 1-120vac single pole 15 amp breakers
2. Lot- indicating fuse holders with fuses
3. 1- 22mm Hand-Off-Auto switches
4. 2- 22mm pushbutton switches
5. 3- 22mm LED panel lights
6. Lot- wire way, din rail, wire, wire markers
7. lot- wire terminals single and stacked with markers
8. 1- 5 amp 24 VDC power supply
9. 1- PLC with RS232, analog, 24 VDC digital inputs and outputs
10. 1- 8 port network switch
11. 1- 4 inch color touch screen
12. Lot- indicating 24VDC relays with bases, 1, 2 and 3 pole
13. Lot- grounding for panel and radio antenna
14. 1 - Programming of touch screen and PLC
15. 3- O&M Manuals, wiring diagrams, equipment specs, BOM

Water Treatment Plant System Upgrade:

2:01 Electrical and Supervisory Control Panel:

- A. **Scope of work:** After looking over everything at the water plant, the electrical needs work and I designed it so you can have the 400 amp load panel installed in the plant side. This will be better access for service. It will be a 120/240, 3 phase, 4 wire with the high leg on B phase, 42 circuit with surge protection and monitor. It will have spares for future. See list of breakers for the new panel C.
- B. **Water Plant Controls: Filter:** I would recommend installing 4 new floats in the filter. Floats seem to work the best with the filter you have, it's a short distance to control and the floats can't be beat and last a long time. **USA Bluebook stock #4300, \$55.95 each.** I would remove the old mercoird switch and install a 0-10 PSI pressure transducer for head loss (lets you know you have to backwash), it has been there when the filter was installed. The new flow meter that was installed can now be used to set the filter GPM use for backwash, about 62,000 gallons or so. This can be entered in the touch screen and a reminder will show on the touch screen and a LED indicator light will be lit at the control panel. The flow meter will also be used for proof of flow from the wells. I am also going to reprogram how the filter backwashes, so that the backwash detention tank will not overflow anymore. Cells 1 and 2 will backwash, a hold timer will start and hold the next cell backwash for 15 to 60 minutes, this will be settable in the touch screen.
- C. **Water Plant Controls: Backwash Detention Tank:** The floats are installed using wire ties, this is a problem. The floats are moving due to the wire ties expanding. **USA BlueBook stock # 48440, \$7.95 each.** I will check the floats to see if they are still good and reposition the stop, start and high level alarm. Per the new electrical spec, you will be able to have alarms call out (pump fail, high level).

Water Treatment Plant System Upgrade:

2:01 Electrical and Supervisory Control Panel:

- D. **Water Plant Controls: Plant:** The way we are controlling the wells and booster pumps now won't change, except now we will be able to run the wells and booster pumps when the water tower is off line for maintenance. Last summer I installed a 0-100 psi pressure transducer so we were able to test this out while maintenance was being done and it worked good. I will install 2 switches inside the control panel (for safety) for when this is needed. I will work with Eric on what the screens will look like and if he wants any changes made to the controls. We will be using the existing Variable Frequency Drives (VFD), they are still in good shape, but adding a couple of bells and whistles for control. I would like to install 2 ethernet antennas for internet access from city hall for monitoring the system on a secure cloud. Eric and Braden can monitor and receive alarms and reset them on their phones.

Water Treatment Plant System Upgrade:

2:02

Well #1 Control Panel:

- A. **Water Plant Controls: Well #1:** I did not bid this yet, due to figuring out what you really want to do. We can use it for construction, farm use or use it to blend with another well so you don't have to abandon it. If you were going to use it for construction, a 2 inch pipe, 2 inch Mag Flowmeter, 2 inch solenoid valve and control panel with PLC, touch screen would work. The touch screen would keep track for usage (on a thumb drive) that you can use for billing. We can use up to 16 characters per person for login billing. I would separate this from plant operations and have it a stand alone system. The electrical contractors included a bid for the Variable Frequency Drive (VFD).
- B. Panel parts description:
1. 1- 24x24x10
 2. 1-120vac single pole 15 amp breakers
 3. Lot- indicating fuse holders with fuses
 4. 1- 22mm Hand-Off-Auto switches
 5. 3- 22mm LED panel lights
 6. Lot- wire way, din rail, wire, wire markers
 7. lot- wire terminals single and stacked with markers
 8. 1- 5 amp 24 VDC power supply
 9. 1- PLC with analog, 24 VDC digital inputs and outputs
 10. 1- 6 inch color touch screen
 11. Lot- indicating 24VDC relays with bases, 1, 2 and 3 pole
 12. Lot- grounding
 13. 1 - Programming of touch screen and PLC
 14. 1- 2 inch Mag Flowmeter
 15. 1- 2 inch solenoid valve
 - 17 3- O&M Manuals, wiring diagrams, equipment specs, BOM

Total Bid Price for Well #1 \$8725.95

Water Treatment Plant System Upgrade:

2:03

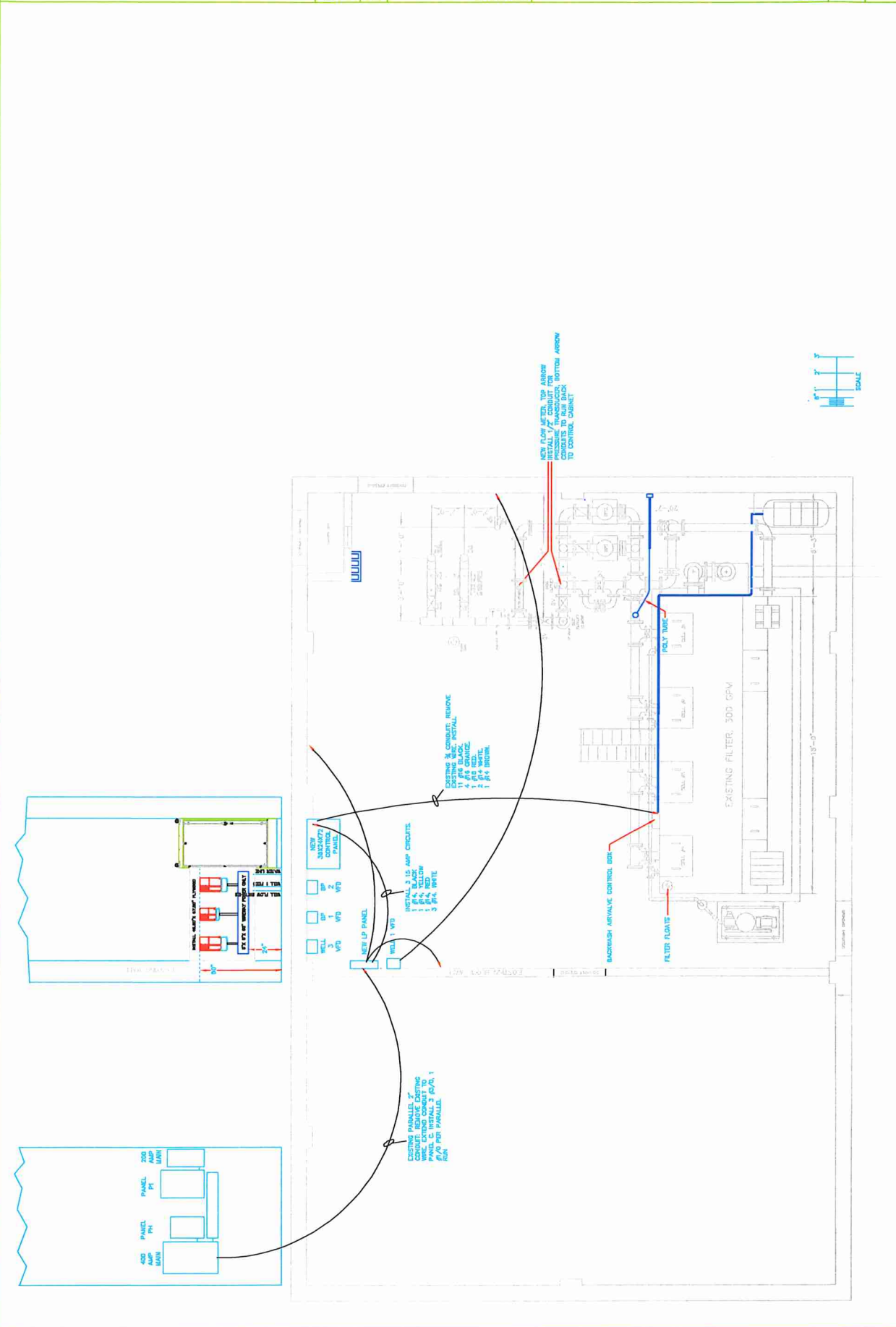
New Control Panel:

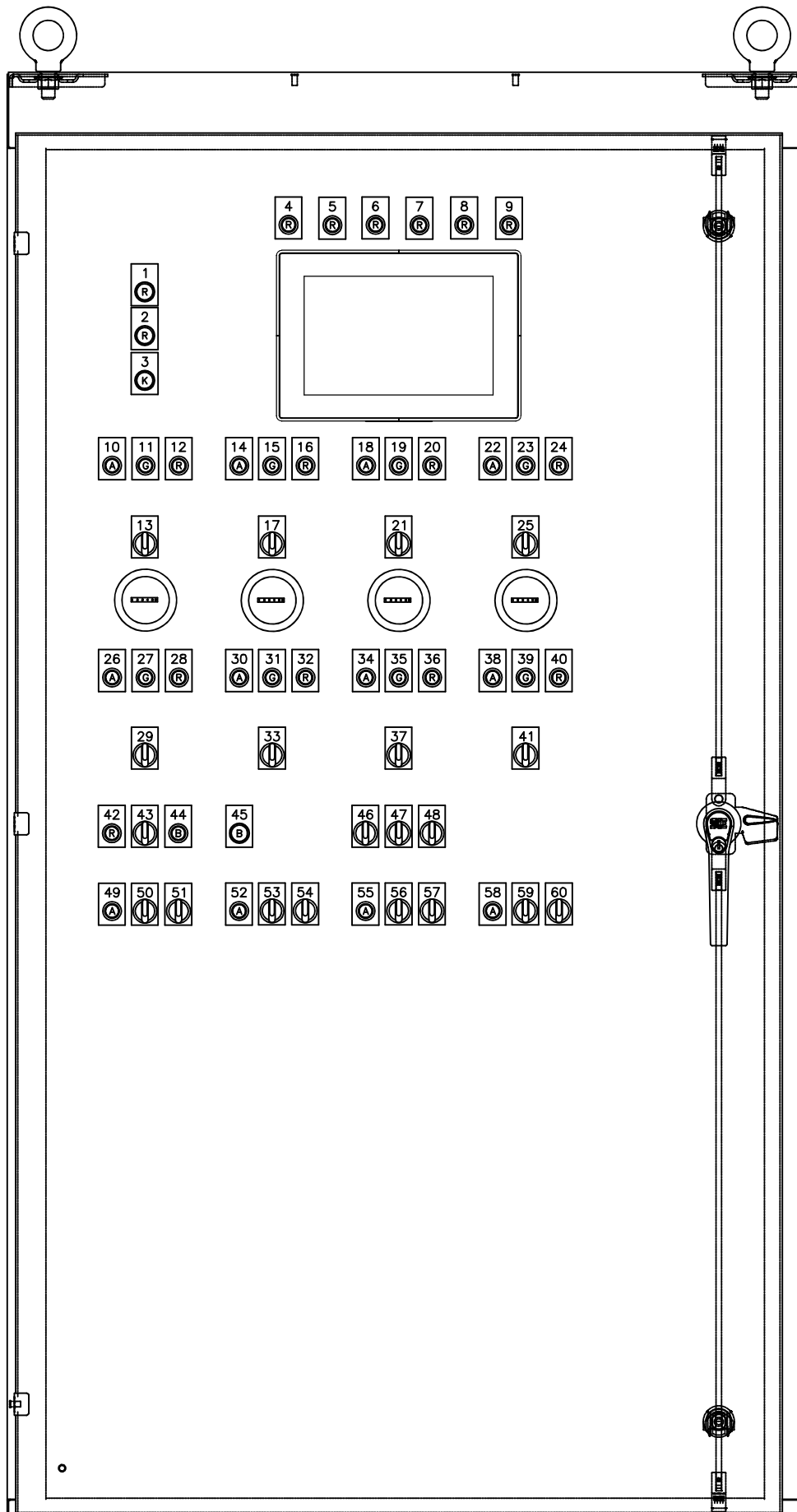
A..

Panel door description:

1. Alarm Acknowledge Push Button
2. Alarm Reset Push Button
3. Lamp Test Push Button
4. Tower Low Level Alarm Light (RED)
5. Tower High Level Alarm Light (RED)
6. Filter Low Level Alarm Light (RED)
7. Filter High Level Alarm Light (RED)
8. Backwash Basin High Alarm Light (RED)
9. Backwash Required Light (AMBER)
10. Well 2 Required Light (AMBER)
11. Well 2 Run Light (GREEN)
12. Well 2 Failed Light (RED)
13. Well 2 Hand-Off-Auto Switch
14. Well 3 Required Light (AMBER)
15. Well 3 Run Light (GREEN)
16. Well 3 Failed Light (RED)
17. Well 3 Hand-Off-Auto Switch
18. Well 2 Required Light (AMBER)
19. Booster Pump 1 Required Light (AMBER)
20. Booster Pump 1 Run Light (GREEN)
21. Booster Pump 1 Failed Light (RED)
22. Booster Pump 1 Hand-Off-Auto Switch
23. Booster Pump 2 Required Light (AMBER)
24. Booster Pump 2 Run Light (GREEN)
25. Booster Pump 2 Failed Light (RED)
26. Aerator Fan Required Light (AMBER)
27. Aerator Fan Run Light (GREEN)
28. Aerator Fan Failed Light (RED)
29. Aerator Fan Hand-Off-Auto Switch
30. Air Wash Blower Required Light (AMBER)
31. Air Wash Blower Run Light (GREEN)
32. Air Wash Blower Failed Light (RED)
33. Air Wash Blower Hand-Off-Auto Switch
34. Chemical Feed Required Light (AMBER)
35. Chemical Feed Run Light (GREEN)
36. Chemical Feed Failed Light (RED)
37. Chemical Feed Hand-Off-Auto Switch

38. Backwash Basin Pump Required Light (AMBER)
39. Backwash Basin Pump Run Light (GREEN)
40. Backwash Basin Pump Failed Light (RED)
41. Backwash Basin Pump Hand-Off-Auto Switch
42. Filter Out of Service Light (AMBER)
43. Filter Out of Service-Off-In Service Switch
44. Filter In Service Light (BLUE)
45. Filter Backwash Now Push Button
46. Filter Drain Down Solenoid Manual Off-On Switch
47. Filter Low Rate Solenoid Manual Off-On Switch
48. Filter High Rate Solenoid Manual Off-On Switch
49. Cell 1 Backwash Light (AMBER)
50. Cell 1 Airwash Influent Solenoid Manual Off-On Switch
51. Cell 1 Filtered Water Effluent Solenoid Manual Off-On Switch
52. Cell 2 Backwash Light (AMBER)
53. Cell 2 Airwash Influent Solenoid Manual Off-On Switch
54. Cell 2 Filtered Water Effluent Solenoid Manual Off-On Switch
55. Cell 3 Backwash Light (AMBER)
56. Cell 3 Airwash Influent Solenoid Manual Off-On Switch
57. Cell 3 Filtered Water Effluent Solenoid Manual Off-On Switch
58. Cell 4 Backwash Light (AMBER)
59. Cell 4 Airwash Influent Solenoid Manual Off-On Switch
60. Cell 4 Filtered Water Effluent Solenoid Manual Off-On Switch





LE BLANC CONSULTING
1100 AMELIA AVE.
ALBERT LEA, MN



DeLane Nelson Electric

PO Box 261

New Richland, MN 56072

Industrial, Commerical and Farm Services

E-Mail delanenelson@embarqmail.com

(507) 461-0826

Estimate

Date	Estimate #
2/4/2025	1075

Name / Address
New Richland Pump House PO Box 57 203 N Broadway New Richland MN 56072

Project

Qty	Description	Total
	Wiring for new Control Panel and power	0.00
	Quote for wiring in Pump House	55,000.00
	New panel Board and 400 amp 3 phase	
	Power Feed	
	Hook in New control panel	
	Power up Well #3 Drive and 2 High Service pumps	
	Drive for Well #1 and refeed well	
	Conduit for Belden cables for Transducer and flow meter	
	2 new starters for filter motors with 120 volt coils	
	New control wires to filter	
	2 Receptacles on North Wall	
	2 Recept on East Wall	
	Plywood behind Drives on East Wall	
	State Electrical Inspection	

Thank you for your business. Cell 507-461- 0826

Total \$55,000.00

Thompson Electric of Albert Lea

Electrical Quotation

PO BOX 448
310 2nd Ave Sw

Albert Lea, MN 56007

Phone 507 373 4279 Fax 507 373 6301

E mail : info@thompstonelectricmn.com

Web : thompstonelectricofalbertlea.com

2/7/2025

New Richland water plant

The items listed below include labor, materials, sales tax, and permit.

Phase 1

New LP panel and control cabinet.

- Provide and install 400amp 3phase LP panel with bolt on breakers per panel schedule.
- Furnish and install external surge unit for LP panel.
- Install Le Blanc control panel on the east wall.
- Install 8x8x60 gutter and well 3 VFD, BP1 VFD, and BP2 VFD. Make all wiring connections.
- Provide and install 2 motor starters for air washer blower and aerator fan. Make all wiring connections.
- Install receptacles, control wiring, with EMT conduit per drawing.
Demo old power panel, control panel, and conduit as needed.

TOTAL \$31,514.00 Dollars

Phase 2

Install well 1 VFD.

- Provide and install Mitsubishi FR-F 820-00630-E3N6 VFD.
- Provide and install conduit, wire, and control wire from VFD to pump motor.
- Furnish and install Well pump 1 disconnect with lock out contacts.

TOTAL \$5,804.00 Dollars

This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise.

Quotation shall be good for 30 days from above date.

Quotation submitted by: Michael Thompson

I accept your quotation and you are authorized to proceed by: _____



Esri Inc
380 New York St
Redlands CA 92373-8118

Subject: Renewal Quotation

Date: 02/20/2025
To: Anthony Martens
Organization: City of New Richland
Administration Office
Fax #: **Phone #:** 507-465-3514

From: Alexandria Quinn Noon
Fax #: 909-793-4801 **Phone #:** + 19093696668 Ext. 6668
Email: anoon@esri.com

Number of pages transmitted
(including this cover sheet): 4

Quotation #26268152
Document Date: 02/20/2025

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.

**esri**[®]

380 New York St
Redlands, CA 92373-8118
Phone: + 190936966686668
Fax #: 909-793-4801

Quotation

Date: 02/20/2025**Quotation Number:** 26268152**Contract Number:** 31574.0

City of New Richland
Administration Office
203 Broadway Ave N
New Richland MN 56072-2021
Attn: Anthony Martens
Email: amartens@cityofnewrichlandmn.com
Phone: (507) 465-3514
Customer Number: 769468

For questions regarding this document, please contact Customer Service at 888-377-4575.

Send Purchase Orders To:

Environmental Systems Research Institute, Inc.
380 New York Street
Redlands, CA 92373-8100
Attn: Alexandria Quinn Noon

Please include the following remittance address on your Purchase Order:

Environmental Systems Research Institute, Inc.
P.O. Box 741076
Los Angeles, CA 90074-1076

Item	Qty	Material#	Unit Price	Extended Price
10	1	153147 ArcGIS Online Viewer User Type Annual Subscription Start Date: 05/22/2025 End Date: 05/21/2026 Subscription ID: 8529095461	110.00	110.00
1010	1	165533 ArcGIS Online Mobile Worker User Type Annual Subscription Start Date: 05/22/2025 End Date: 05/21/2026 Subscription ID: 8529095461	381.00	381.00
2010	1	153148 ArcGIS Online Creator User Type Annual Subscription Start Date: 05/22/2025 End Date: 05/21/2026 Subscription ID: 8529095461	544.00	544.00

Please note Esri has introduced a price change and this quote reflects current pricing for your organization. It is important to us that we are able to continue to deliver value through enhancements to products, solutions, and capabilities.

Your renewal provides access to all the benefits you are familiar with, which you can review at <https://go.esri.com/maintenance>
For questions related to the price change, please reach out to your assigned Esri Account Manager.

Quotation is valid for 90 days from document date.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

To expedite your order, please reference your customer number and this quotation number on your purchase order.



esri[®]

380 New York St
Redlands, CA 92373-8118
Phone: + 190936966686668
Fax #: 909-793-4801

Quotation

Page 2

Date: 02/20/2025

Quotation Number: 26268152

Contract Number: 31574.0

Item Qty Material#

Unit Price

Extended Price

Item Subtotal	1,035.00
Estimated Tax	0.00
Total	USD 1,035.00

DUNS/CEC: 06-313-4175 CAGE: 0AMS3

**esri**[®]

380 New York St
Redlands, CA 92373-8118
Phone: + 19093696686668
Fax #: 909-793-4801

Quotation

Page 3

Date: 02/20/2025

Quotation No: 26268152

Customer No: 769468

Contract No: 31574.0

Item Qty Material#

Unit Price

Extended Price

Renew online by using a credit card, purchase order, or by requesting an invoice at
<https://www.esri.com/en-us/quote-order/renew>.

If there are any changes required to your quotation please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at

<http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at

<http://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings.

Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, EA, GSA, BPA) on your ordering document.

City of New Richland

Agreement for Residential Solid Waste Collection Services

THIS AGREEMENT ("Agreement") made and entered into this 10 day of March 2025 by and between the CITY OF NEW RICHLAND, a Minnesota statutory city in Waseca County, organized and existing under the laws of the State of Minnesota ("City"), and THOMPSON SANITATION INC., A MINNESOTA CORPORATION ("Contractor").

1. **Services.** By no later than 5:00 p.m. on the Monday of every calendar week, The Contractor shall, using its own equipment, collect all garbage and refuse in the container provided by the Contractor from all residential homes within the City of New Richland, churches, City Park, Water Treatment Plant, Maintenance shop and City Hall each location serviced by the Contractor designated for that area of the City. The City shall provide the contractor with a list of all residential homes. The garbage and refuse pick up shall be made from the curb. If additional homes require garbage and refuse collection, the Contractor agrees to collect from those homes at the same rates specified herein. The City is to notify its residents that garbage is to be at the curb by 6:00 a.m. on Monday.
2. **Additional Services.** Farm and City Days shall be serviced with two 6-yard dumpster at no charge. A City-Wide Clean-Up shall be offered once per year. Two rear load trucks shall be manned by Contractor provided personnel at a designated drop site, for a period of four hours, on a Saturday to be determined by the City and the Contractor. The City will pay \$52.00 per ton for disposal. Valet service up to 100 ft from the street shall be provided at no additional cost to those with physical limitations upon approval from the City and the contractor designated to collect for the individual, the City will inform the resident that the cart must be visible from the street.
3. **Term.** The term of this Agreement is from March 15th, 2025, to December 31st, 2030. The parties agree to meet at least 90 days prior to the expiration of this Agreement to discuss a possible additional term.
4. **Carts.** By no later than March 15, 2025, at no cost to the City or its residents, the Contractor shall provide each residential home in its designated service area with a 65-gallon garbage cart. If a resident requests, the Contractor will provide the resident with a 96 or a 35-gallon cart at no additional charge.
5. **Garbage Charges:** The City shall pay Contractor \$17.25 per residence per month. Notwithstanding the forgoing, each Contractor shall provide refuse and garbage collection to churches, the City Park, Waste Water Plant the City Hall and the street department maintenance garage at no charge for those locations in its service area. List of locations for each contractor attached as exhibit B. The Contractor shall invoice the City monthly for all Charges set forth herein for 96% (to account for month to month fluctuations in unoccupied residences) of the total house count provided. The City shall make payment to the Contractor within 30 days of the receipt of invoice. The rates

charged (including the rate per ton) will be increased by 1.5% annually on the anniversary of the Agreement.

6. **Additional Garbage Charges:** Additional cart can be requested by the residents and will be provided at a cost of \$7.00 per cart/month. Bulk objects that are too large for the Contractor's garbage truck will be picked up for an additional charge (List attached as exhibit A) to the resident upon request. The resident shall notify the City and the City will notify the appropriate hauler. The hauler will invoice the city for the additional charges. The City shall notify its residents to dispose of items that cannot be picked up by the Contractor as restricted by the State of Minnesota for disposal in a landfill.
7. **Recycling Charges:** The City shall pay Contractor \$7.00 per residence per month. Notwithstanding the forgoing, each Contractor shall provide recycling collection to churches, the City Park, Waste Water Plant the City Hall and the street department maintenance garage at no charge for those locations in its service area. List of locations for each contractor attached as exhibit B. The Contractor shall invoice the City monthly for all Charges set forth herein for 96% (to account for month to month fluctuations in unoccupied residences) of the total house count provided. The City shall make payment to the Contractor within 30 days of the receipt of invoice. The rates charged (including the rate per ton) will be increased by 1.5% annually on the anniversary of the Agreement.
8. **Fuel Surcharge**
Contractor will impose a fuel surcharge should fuel exceed \$5.00/ gallon. (Fuel surcharge table attached as exhibit C)
9. **No Imposition.** Other than what is expressly stated or otherwise stated in this agreement, the Contractor shall not impose any additional fees, taxes or surcharges of any kind, including, but not limited to administrative fees, environmental fees or fuel surcharges or impose any other increase in the prices and rates for service under this agreement without the approval of the City.
10. **Commercial Businesses:** This contract does not require the Contractor to provide refuse and garbage collection to commercial businesses. Those businesses must contract directly for collection services.
11. **Termination:** The City the Contractor may terminate this Agreement for cause upon 30 days prior written notice to a Party that materially breached this Agreement, but only if the breaching Party fails to remedy the breach within the thirty-day period. The Parties agree that the termination shall only apply with respect to the individual breaching Party and that the Agreement shall remain in effect as to the non-breaching Parties.
12. **Assignment:** This agreement is with the City of New Richland and the Contractor. No assignment or transfer of this agreement shall be permitted without express prior written consent.

13. **Entire Agreement.** This Agreement shall constitute the entire agreement between the City and the Contractor regarding garbage collection and supersedes any other written or oral agreements between the parties regarding garbage collection. This Agreement can only be modified in writing signed by City and Contractor.
14. **Severability.** All parts and provisions of this Agreement are severable. If any part or provision of this agreement shall be held invalid; the remainder of this Agreement shall remain in effect.
15. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original; but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon provided such signature page is attached to any other counterpart identical thereto except having additional signature pages executed by other parties to this Agreement attached thereto.
16. **Force Majeure.** Neither City nor Contractor shall be considered in default in performance of its obligations under this Agreement, if performance of such obligations is prevented or delayed by acts of God, natural or man-made disaster, government orders, civil unrest, terrorism, war, pandemic, or any similar unforeseen event, or other events beyond the reasonable control of the City or Contractor. Time of performance of either party's obligations under this agreement shall be extended by the time period reasonably necessary to overcome the effects of such occurrences, provided, however, that once the parties have mutually agreed that such occurrences or conditions have been alleviated or eliminated to permit performance of their duties, the non-performing party or parties shall resume performance of such duties.
17. **Controlling Law.** This Agreement has been made under the laws of the State of Minnesota, and such laws will control its interpretation.
18. **Data Practices.** This Agreement, and all data created, collected, received, stored, used, maintained or disseminated in connection with this Agreement, is subject to the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).
19. **Effective Date.** The effective date of this Agreement shall be March 10th, 2025.
20. **Insurance.** The Contractor is required to submit a Certificates of Insurance, naming the City as a Named Insured, to the City as evidence of all legally required insurance coverage.
21. **Indemnity.** The parties agree to indemnify, defend and hold the other, its agents, contractors, subcontractors, officials, employees, attorneys, boards, Councils, Agents, volunteers and representatives harmless against and in respect of any and all claims, demands, actions, suits, proceedings, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties and attorney's fees, that the party incurs or suffers, which arise out of, result from or relate to this Agreement.

In no event shall a party be responsible to indemnify the other party for any claims, demands, actions, suits, proceedings, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including interest, penalties and attorney's fees, that are incurred due to the negligence or intentional misconduct of the other party. The parties further agree that this indemnity obligation shall survive the completion or termination of this Agreement.

22. No Joint and Several Liability Among Contractor. Each Contractor shall not be liable for any of the obligations or liabilities of another Contractor. Under no circumstances shall the obligations or liabilities of one Contractor be considered joint and several with the obligations or liabilities of any other Contractor.

City of New Richland

Its Mayor

Its City Administrator

THOMPSON SANITATION, INC.,
A Minnesota Corporation

Its:

CITY OF NEW RICHLAND

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***Check Summary Register©**

FEBRUARY 2025

	Name	Check Date	Check Amt	
10100	GENERAL CHECKING			
5329e	ISOLVED	2/10/2025	\$6,263.24	January 2025 AMB Payroll
5330e	NATIONWIDE	2/10/2025	\$100.00	Jan 25 AMB Payroll
5353e	AMPION	2/7/2025	\$327.36	12-1-24 to 12-31-24
5354e	ISOLVED	2/12/2025	\$0.00	2-12-25 Payroll
5355e	PERA	2/12/2025	\$3,507.98	2-12-25 Payroll
5356e	NATIONWIDE	2/12/2025	\$150.00	2-12-25 Payroll
5357e	MINNESOTA REVENUE	2/13/2025	\$1,926.00	Jan 25 Sales Tax
5358e	POSTMASTER	2/20/2025	\$146.00	STAMPS
5359e	POSTMASTER	2/14/2025	\$362.25	Utility Bills
5360e	INTERCONTINENTAL HOTEL ST.	2/13/2025	\$250.11	DREW-HOTEL
5361e	ISOLVED	2/26/2025	\$0.00	2-26-25 Payroll
5362e	PERA	2/26/2025	\$3,780.26	02-26-25 Payroll
5363e	NATIONWIDE	2/26/2025	\$150.00	02-26-25 Payroll
5364e	RICHARDS AUTO REPAIR	2/3/2025	\$165.60	REPO FEE
5365e	HOME DEPOT	2/3/2025	\$1,160.88	Cabinet for Maintenance Shop
5366e	AMAZON.COM	2/6/2025	\$28.79	Phone case/Maintenance phone
5367e	HEALTH EQUITY	2/7/2025	\$266.68	Insurance
5368e	HEALTH EQUITY	2/7/2025	\$400.02	JAN 2025
5369e	KWIK TRIP	2/10/2025	\$33.50	Fuel PD Squad
5370e	HEALTH EQUITY	2/10/2025	\$5.00	Fees
5371e	CITY OF NEW RICHLAND	2/11/2025	\$90.85	RETURNED PMT
5372e	CITY OF NEW RICHLAND	2/12/2025	\$343.68	RETURNED PMT
5373e	AMAZON.COM	2/12/2025	\$76.99	PROTECTIONPLAN
5374e	AMAZON.COM	2/12/2025	\$627.69	Maint Computer (RETURN)
5375e	AMAZON.COM	2/13/2025	\$633.36	Server Cabinet
5376e	HEALTH EQUITY	2/14/2025	\$400.02	FEB
5377e	CITY OF NEW RICHLAND	2/18/2025	\$800.13	RETURNED PMT
5378e	AMAZON.COM	2/19/2025	\$76.99	PROTECTION PLAN
5379e	TRIZETTO PROVIDER Solutio	2/20/2025	\$42.40	AMB Fees
5380e	AMAZON.COM	2/20/2025	\$683.29	Maint Computer
5381e	Pro-Vision USA	2/20/2025	\$102.00	Body Cam
5382e	Pro-Vision USA	2/20/2025	\$102.00	Body Cam
5383e	Pro-Vision USA	2/20/2025	\$102.00	3RD CHARGE-WILL REIMBURSE
5384e	MN DEPT. OF NATURAL RESOU	2/25/2025	\$35.00	APM PERMIT
5385e	AMAZON.COM	2/27/2025	\$120.72	JUMP PACK
5386e	PAYA SERVICES	2/28/2025	\$14.00	Fees
5387e	STATE BANK OF NEW RICHLAN	2/28/2025	\$1.00	Bank Fees
5391e	IDgamut	2/12/2025	\$136.80	Access Control
5392e	MESSERLI & KRAMER	2/12/2025	\$384.85	Garnishment
5394e	ISOLVED	2/12/2025	\$15,675.37	Feb 12 25 Payroll
5395e	ISOLVED	2/26/2025	\$16,633.68	Feb 26 25 payroll
29821	ABDO, LLP	2/10/2025	\$2,277.50	ATTESTATION SERVICE-FD
29822	AIRGAS USA, LLC	2/10/2025	\$501.76	Cylinder Rentals
29823	BLUE CROSS/BLUE SHIELD	2/10/2025	\$2,086.45	ERIC
29824	BOLTON & MENK	2/10/2025	\$20,449.90	2025 STREET PROJECT
29825	BOUND TREE MEDICAL , LLC	2/10/2025	\$694.53	GLUCAGON EMERGENCY KIT
29826	BUDACH IMPLEMENT	2/10/2025	\$352.70	Shop supplies
29827	CENTRAL FARM SERVICE	2/10/2025	\$1,069.26	AQUAMASTER
29828	CHRISTIAN, KEOGH, MORAN & K	2/10/2025	\$75.00	REVIEW OF RFP
29829	COMPANION LIFE INSURANCE	2/10/2025	\$464.12	02/01-02/28
29830	Consolidated Communications	2/10/2025	\$61.35	Water Plant phone
29831	DVS RENEWAL	2/10/2025	\$42.25	RENEWAL DUMP TRUCK-ACCT 00-0399529
29832	ERNIE'S CANVAS	2/10/2025	\$60.00	HOSE BED COVER
29833	EXPRESS PRESSURE WASHER	2/10/2025	\$6,133.00	

CITY OF NEW RICHLAND

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*Check Summary Register©

FEBRUARY 2025

	Name	Check Date	Check Amt	
29834	GOPHER STATE ONE-CALL, INC.	2/10/2025	\$54.05	\$4.05-ANNUAL OPERATOR FEE
29835	HAWKINS WATER TREATMENT	2/10/2025	\$820.23	Chemicals
29836	HEIMAN INC.	2/10/2025	\$429.75	FREIGHT FROM INVOICE 0938450-IN
29837	LAW ENFORCEMENT LABOR SE	2/10/2025	\$73.00	DERAAD-FULL TIME LICENSED MEMBERSH
29838	LEAGUE OF MN. CITIES	2/10/2025	\$525.00	2025 MCMA CONFERENCE
29839	MIDCO	2/10/2025	\$677.98	
29840	MJM MEDICAL DIRECTION CON	2/10/2025	\$500.00	2025 MEDICAL DIRECTION
29841	MN DEPT OF HEALTH	2/10/2025	\$23.00	NOEL HANSEN-SECTION OF DRINKING WA
29842	MN PUBLIC FACILITIES AUTHOR	2/10/2025	\$4,035.00	PFA Loan Interest
29843	MVTL LABORATORIES	2/10/2025	\$42.30	
29844	NR FARM &HOME SUPPLY	2/10/2025	\$80.71	
29845	PANTHER POWERHOUSE	2/10/2025	\$3,000.00	EDA Fix Up Grant
29846	QUILL CORPORATION	2/10/2025	\$16.59	MICROFIBER CLOTHS
29847	STATE BANK OF NEW RICHLAN	2/10/2025	\$14,560.00	PRINCIPAL PMT
29848	STATE OF MN DEPT OF P. SAFE	2/10/2025	\$100.00	HAZARDOUS MATERIAL FEE
29849	THOMPSON SANITATION, INC	2/10/2025	\$5,927.46	317 CARTS
29850	THOMPSON, BREADEN	2/10/2025	\$32.00	CLASS D WATER LICENSE TEST REIMBUR
29851	U.S. BANK EQUIPMENT FINANC	2/10/2025	\$165.00	METRO PRINTER PAYMENT
29852	WAGNER FOODS	2/10/2025	\$2,255.89	BLEACH/CLEANING FOR SHOP
29853	WASTE MANAGEMENT	2/10/2025	\$6,503.90	GARBAGE - 165 CART
29854	XCEL ENERGY	2/10/2025	\$1,335.63	
29855	XCEL ENERGY SOLUTION	2/10/2025	\$1,397.59	302169077
29859	AIRGAS USA, LLC	2/26/2025	\$430.97	Cylinder Rentals
29860	AMAZON.COM	2/26/2025	\$60.05	
29861	LAURA BECKMANN	2/26/2025	\$493.00	RECERT
29862	BOUND TREE MEDICAL , LLC	2/26/2025	\$27.74	
29863	BRITTANY PECHACEK	2/26/2025	\$268.93	REIMBURSE-
29864	COMPANION LIFE INSURANCE	2/26/2025	\$464.12	
29865	DELANE NELSON	2/26/2025	\$3,302.00	SPARE PUMP FOR WATER TOWER
29866	DEPT. OF HUMAN SERVICES	2/26/2025	\$5,094.08	ECPN PAYMENT CARE CENTER
29867	EXPERT BILLING LLC	2/26/2025	\$638.00	22 RUNS BILLED
29868	FERGUSON WATERWORKS	2/26/2025	\$5,139.00	ANNUAL FEE
29869	JOBS PLUS INC	2/26/2025	\$167.13	
29870	MADISON ENERGY INFASITRUC	2/26/2025	\$6.39	SOLAR
29871	METRO SALES INC	2/26/2025	\$92.35	B/W/C
29872	MN DEPT OF HEALTH	2/26/2025	\$1,280.00	JAN-MARCH QRTLY
29873	MN ENERGY RESOURCES COR	2/26/2025	\$2,839.55	
29874	MN FIRE SERVICE CERT BOARD	2/26/2025	\$150.00	RETEST FEE
29875	NCPERS Group Life Insurance	2/26/2025	\$16.00	ERIC H
29876	PEAK COMPUTER SERVICES	2/26/2025	\$144.99	Antivirus/checkup
29877	PEOPLES SERVICE, INC.	2/26/2025	\$14,172.00	WASTEWATER
29878	QUILL CORPORATION	2/26/2025	\$19.98	
29879	RENT N SAVE PORTABLE SERVI	2/26/2025	\$95.00	St. Olaf
29880	SORENSEN'S APPLIANCE & TV	2/26/2025	\$2,339.06	FRIDGE FOR LEGION FIELD
29881	STATE OF MN DEPT OF P. SAFE	2/26/2025	\$100.00	HAZARDOUS MATERIAL FEE
29882	STEELE-WASECA COOP ELECT	2/26/2025	\$71.51	
29883	USABLE LIFE	2/26/2025	\$13.50	
29884	UTILITY SERVICE CO INC	2/26/2025	\$1,698.68	PEDISPHERE CITY TANK-MONTHLY
29885	VERIZON WIRELESS	2/26/2025	\$382.00	
29886	WASECA HARDWARE	2/26/2025	\$371.47	
29887	XCEL ENERGY SOLUTION	2/26/2025	\$3,456.14	302169077
Total Checks			\$176,263.03	

Current Period: FEBRUARY 2025

			2025 YTD Budget	2025 YTD Amt	FEBRUARY MTD Amt	2025 YTD Balance	% of Budget
GENERAL FUND							
		Revenues	\$1,444,702.00	\$22,900.33	\$10,157.08	\$1,421,801.67	1.59%
		Expenditures	\$1,444,702.00	\$194,929.87	\$79,932.36	\$1,249,772.13	13.49%
		Gain/(Loss)	\$0.00	(\$172,029.54)	(\$69,775.28)	\$172,029.54	0.00%
GOVERNMENT WIDE							
Active	R 101-00000-31000	GENERAL PR	\$456,213.00	\$0.00	\$0.00	\$456,213.00	0.00%
Active	R 101-00000-31020	PROPERTY T	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	R 101-00000-31250	PAYMENT IN	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.00%
Active	R 101-00000-31810	FRANCHISE T	\$8,000.00	\$634.09	\$387.76	\$7,365.91	7.93%
Active	R 101-00000-31811	FRANCHISE T	\$5,000.00	\$1,799.90	\$0.00	\$3,200.10	36.00%
Active	R 101-00000-31812	FRANCHISE T	\$6,000.00	\$1,487.00	\$1,487.00	\$4,513.00	24.78%
Active	R 101-00000-31910	PENALTIES A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-32110	LIQUOR LICE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	R 101-00000-33410	LOCAL GOVE	\$504,229.00	\$0.00	\$0.00	\$504,229.00	0.00%
Active	R 101-00000-33430	MOBILE HOM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-33460	EQUALIZATIO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-33620	OTHER	\$0.00	\$15.00	\$15.00	(\$15.00)	0.00%
Active	R 101-00000-36100	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-36110	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-36120	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-36200	MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-36210	INTEREST ON	\$1,000.00	\$101.69	\$42.26	\$898.31	10.17%
Active	R 101-00000-36240	LMCIT DIVIDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-39200	OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-00000-39310	GENERAL OB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$993,192.00	\$4,037.68	\$1,932.02	\$989,154.32	0.41%
Total GOVERNMENT WIDE			\$993,192.00	\$4,037.68	\$1,932.02	\$989,154.32	0.41%
MAYOR AND COUNCIL							
Active	R 101-41100-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-100	WAGES/SALARI	\$9,000.00	\$0.00	\$0.00	\$9,000.00	0.00%
Active	E 101-41100-121	SOCIAL SECURI	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
Active	E 101-41100-122	MEDICARE	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
Active	E 101-41100-150	WORKERS COM	\$77.00	\$0.00	\$0.00	\$77.00	0.00%
Active	E 101-41100-200	OFFICE SUPPLI	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41100-210	OPERATING EX	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41100-308	SCHOOLING	\$1,050.00	\$0.00	\$0.00	\$1,050.00	0.00%
Active	E 101-41100-309	COMPUTER EX	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
Active	E 101-41100-311	PERMITS/MEMB	\$50.00	\$30.00	\$0.00	\$20.00	60.00%
Active	E 101-41100-360	INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-430	MISCELLANEOU	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41100-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$13,627.00	\$30.00	\$0.00	\$13,597.00	0.22%
Total MAYOR AND COUNCIL			(\$13,627.00)	(\$30.00)	\$0.00	(\$13,597.00)	0.22%
CITY HALL							
Active	R 101-41400-33160	OTHER-FEDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-41400-33620	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-41400-36200	MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-41400-36220	RENTS	\$3,000.00	\$1,550.00	\$1,225.00	\$1,450.00	51.67%
Active	R 101-41400-36230	CONTRIBUTI	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	R 101-41400-36250	REFUNDS AN	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	R 101-41400-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Current Period: FEBRUARY 2025

			2025 YTD Budget	2025 YTD Amt	FEBRUARY MTD Amt	2025 YTD Balance	% of Budget
Revenue			\$8,000.00	\$1,550.00	\$1,225.00	\$6,450.00	19.38%
Active	E 101-41400-100	WAGES/SALARI	\$128,000.00	\$19,030.61	\$9,630.00	\$108,969.39	14.87%
Active	E 101-41400-101	WAGES/SALARI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-120	PERA	\$9,750.00	\$1,427.28	\$722.24	\$8,322.72	14.64%
Active	E 101-41400-121	SOCIAL SECURI	\$8,000.00	\$1,151.88	\$583.05	\$6,848.12	14.40%
Active	E 101-41400-122	MEDICARE	\$2,000.00	\$269.39	\$136.36	\$1,730.61	13.47%
Active	E 101-41400-130	HEALTH INSUR	\$17,800.00	\$3,776.36	\$1,799.97	\$14,023.64	21.22%
Active	E 101-41400-131	LIFE INSURANC	\$250.00	\$8.60	\$4.30	\$241.40	3.44%
Active	E 101-41400-150	WORKERS COM	\$810.00	\$0.00	\$0.00	\$810.00	0.00%
Active	E 101-41400-200	OFFICE SUPPLI	\$3,000.00	\$380.79	\$166.00	\$2,619.21	12.69%
Active	E 101-41400-201	ORDINANCE EX	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-41400-210	OPERATING EX	\$8,000.00	\$1,332.10	\$350.73	\$6,667.90	16.65%
Active	E 101-41400-220	REPAIRS & MAI	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-41400-221	CLEANING CON	\$2,250.00	\$190.45	\$92.65	\$2,059.55	8.46%
Active	E 101-41400-230	VEHICLE OPER	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
Active	E 101-41400-300	PROFESSIONAL	\$12,000.00	\$1,174.95	\$440.80	\$10,825.05	9.79%
Active	E 101-41400-301	AUDITING SERV	\$35,000.00	\$8,127.50	\$127.50	\$26,872.50	23.22%
Active	E 101-41400-303	ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-304	LEGAL FEES	\$2,500.00	\$75.00	\$75.00	\$2,425.00	3.00%
Active	E 101-41400-307	CONTRACT FEE	\$2,000.00	\$92.35	\$92.35	\$1,907.65	4.62%
Active	E 101-41400-308	SCHOOLING	\$4,000.00	\$1,537.32	\$525.00	\$2,462.68	38.43%
Active	E 101-41400-309	COMPUTER EX	\$5,000.00	\$338.65	\$338.65	\$4,661.35	6.77%
Active	E 101-41400-311	PERMITS/MEMB	\$7,500.00	\$1,808.88	\$0.00	\$5,691.12	24.12%
Active	E 101-41400-314	REIMBURSEME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-320	TELEPHONE	\$2,500.00	\$213.13	\$213.13	\$2,286.87	8.53%
Active	E 101-41400-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-331	MOTEL EXPENS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-340	ADVERTISING	\$2,000.00	\$180.00	\$0.00	\$1,820.00	9.00%
Active	E 101-41400-360	INSURANCE	\$6,250.00	\$4,763.73	\$0.00	\$1,486.27	76.22%
Active	E 101-41400-380	UTILITIES/ELEC	\$750.00	\$42.67	\$16.03	\$707.33	5.69%
Active	E 101-41400-383	UTILITIES/HEAT	\$1,250.00	\$388.08	\$200.42	\$861.92	31.05%
Active	E 101-41400-384	UTITLITES/GAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-417	UNIFORM ALLO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-430	MISCELLANEOU	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-41400-461	REGIONAL DEV	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41400-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$268,160.00	\$46,309.72	\$15,514.18	\$221,850.28	17.27%
Total CITY HALL			(\$260,160.00)	(\$44,759.72)	(\$14,289.18)	(\$215,400.28)	17.20%
ELECTIONS							
Active	R 101-41410-33620	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41410-110	OTHER PAY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41410-210	OPERATING EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41410-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41410-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total ELECTIONS			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
POLICE							
Active	R 101-42100-32240	ANIMAL LICE	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	R 101-42100-32260	GOLF CART O	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 101-42100-33610	POLICE STAT	\$23,000.00	\$0.00	\$0.00	\$23,000.00	0.00%
Active	R 101-42100-34210	POLICE SERV	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	R 101-42100-34261	POLICE TRAI	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%

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			2025	2025	FEBRUARY	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 101-42100-35100	POLICE FINE	\$8,000.00	\$129.98	\$79.99	\$7,870.02	1.62%
Active	R 101-42100-36200	MISCELLANE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 101-42100-36230	CONTRIBUTI	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 101-42100-36250	REFUNDS AN	\$0.00	\$1.99	\$1.99	(\$1.99)	0.00%
Active	R 101-42100-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$36,850.00	\$131.97	\$81.98	\$36,718.03	0.36%
Active	E 101-42100-100	WAGES/SALARI	\$200,000.00	\$28,610.75	\$15,422.63	\$171,389.25	14.31%
Active	E 101-42100-101	WAGES/SALARI	\$6,000.00	\$2,180.04	\$288.00	\$3,819.96	36.33%
Active	E 101-42100-120	PERA	\$37,500.00	\$5,193.86	\$2,729.81	\$32,306.14	13.85%
Active	E 101-42100-121	SOCIAL SECURI	\$400.00	\$135.16	\$17.86	\$264.84	33.79%
Active	E 101-42100-122	MEDICARE	\$3,100.00	\$442.87	\$226.00	\$2,657.13	14.29%
Active	E 101-42100-130	HEALTH INSUR	\$8,350.00	\$0.00	\$0.00	\$8,350.00	0.00%
Active	E 101-42100-131	LIFE INSURANC	\$75.00	\$6.80	\$3.40	\$68.20	9.07%
Active	E 101-42100-150	WORKERS COM	\$13,500.00	\$0.00	\$0.00	\$13,500.00	0.00%
Active	E 101-42100-200	OFFICE SUPPLI	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
Active	E 101-42100-210	OPERATING EX	\$10,000.00	\$2,470.29	\$746.35	\$7,529.71	24.70%
Active	E 101-42100-220	REPAIRS & MAI	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42100-230	VEHICLE OPER	\$3,000.00	\$554.67	\$358.26	\$2,445.33	18.49%
Active	E 101-42100-231	VEHICLE MAINT	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 101-42100-240	SMALL TOOLS A	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-300	PROFESSIONAL	\$3,750.00	\$0.00	\$0.00	\$3,750.00	0.00%
Active	E 101-42100-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-304	LEGAL FEES	\$8,010.00	\$0.00	\$0.00	\$8,010.00	0.00%
Active	E 101-42100-305	MEDICAL FEES	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-306	ANIMAL EXPEN	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-307	CONTRACT FEE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42100-308	SCHOOLING	\$5,000.00	\$1,485.84	\$283.61	\$3,514.16	29.72%
Active	E 101-42100-309	COMPUTER EX	\$6,500.00	\$289.34	\$169.58	\$6,210.66	4.45%
Active	E 101-42100-311	PERMITS/MEMB	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42100-313	SHARED RECO	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
Active	E 101-42100-320	TELEPHONE	\$2,000.00	\$319.38	\$195.21	\$1,680.62	15.97%
Active	E 101-42100-340	ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-42100-360	INSURANCE	\$8,550.00	\$7,519.13	\$0.00	\$1,030.87	87.94%
Active	E 101-42100-380	UTILITIES/ELEC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-383	UTILITIES/HEAT	\$1,000.00	\$388.08	\$200.42	\$611.92	38.81%
Active	E 101-42100-417	UNIFORM ALLO	\$4,000.00	\$99.00	\$0.00	\$3,901.00	2.48%
Active	E 101-42100-430	MISCELLANEOU	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42100-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$339,085.00	\$49,695.21	\$20,641.13	\$289,389.79	14.66%
Total POLICE			(\$302,235.00)	(\$49,563.24)	(\$20,559.15)	(\$252,671.76)	16.40%
AMBULANCE							
Active	R 101-42153-33720	OTHER COUN	\$3,700.00	\$1,250.00	\$1,250.00	\$2,450.00	33.78%
Active	R 101-42153-34206	MEDICAL TRA	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 101-42153-34250	AMBULANCE	\$138,960.00	\$9,272.72	\$4,167.20	\$129,687.28	6.67%
Active	R 101-42153-34260	AMB/FIRE SC	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	R 101-42153-36200	MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42153-36210	INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42153-36230	CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42153-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42153-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$146,660.00	\$10,522.72	\$5,417.20	\$136,137.28	7.17%
Active	E 101-42153-102	WAGES/SALARI	\$13,000.00	\$2,060.00	\$1,030.00	\$10,940.00	15.85%
Active	E 101-42153-106	WAGES/SALARI	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42153-110	OTHER PAY	\$70,000.00	\$9,873.75	\$4,644.00	\$60,126.25	14.11%
Active	E 101-42153-120	PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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			2025	2025	FEBRUARY	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-42153-121	SOCIAL SECURI	\$4,200.00	\$739.88	\$351.76	\$3,460.12	17.62%
Active	E 101-42153-122	MEDICARE	\$1,100.00	\$173.04	\$82.28	\$926.96	15.73%
Active	E 101-42153-150	WORKERS COM	\$6,750.00	\$0.00	\$0.00	\$6,750.00	0.00%
Active	E 101-42153-200	OFFICE SUPPLI	\$500.00	\$41.32	\$0.00	\$458.68	8.26%
Active	E 101-42153-210	OPERATING EX	\$2,000.00	\$214.08	\$214.08	\$1,785.92	10.70%
Active	E 101-42153-212	MEDICAL SUPP	\$16,000.00	\$1,940.32	\$1,579.74	\$14,059.68	12.13%
Active	E 101-42153-220	REPAIRS & MAI	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
Active	E 101-42153-230	VEHICLE OPER	\$3,000.00	\$268.58	\$122.06	\$2,731.42	8.95%
Active	E 101-42153-231	VEHICLE MAINT	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	E 101-42153-300	PROFESSIONAL	\$7,500.00	\$2,438.00	\$638.00	\$5,062.00	32.51%
Active	E 101-42153-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-304	LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-307	CONTRACT FEE	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
Active	E 101-42153-308	SCHOOLING	\$6,000.00	\$493.00	\$493.00	\$5,507.00	8.22%
Active	E 101-42153-309	COMPUTER EX	\$2,000.00	\$2,105.09	\$109.69	(\$105.09)	105.25%
Active	E 101-42153-311	PERMITS/MEMB	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42153-314	REIMBURSEME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-318	MEDICAL TRAIN	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 101-42153-320	TELEPHONE	\$500.00	\$70.53	\$35.52	\$429.47	14.11%
Active	E 101-42153-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-331	MOTEL EXPENS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-340	ADVERTISING	\$250.00	\$128.00	\$0.00	\$122.00	51.20%
Active	E 101-42153-360	INSURANCE	\$1,920.00	\$1,862.76	\$0.00	\$57.24	97.02%
Active	E 101-42153-380	UTILITIES/ELEC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-383	UTILITIES/HEAT	\$1,200.00	\$388.08	\$200.42	\$811.92	32.34%
Active	E 101-42153-417	UNIFORM ALLO	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	E 101-42153-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-441	BAD DEBT EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-442	INSURANCE WR	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
Active	E 101-42153-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42153-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$195,120.00	\$22,796.43	\$9,500.55	\$172,323.57	11.68%
Total AMBULANCE			(\$48,460.00)	(\$12,273.71)	(\$4,083.35)	(\$36,186.29)	25.33%
FIRE							
Active	R 101-42200-31020	PROPERTY T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-33150	FEDERAL GR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-33600	FIRE STATE A	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
Active	R 101-42200-34220	TOWNSHIP FI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-34251	FIRESERVICE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 101-42200-34260	AMB/FIRE SC	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	R 101-42200-36210	INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-36230	CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-42200-36250	REFUNDS AN	\$0.00	\$1,493.55	\$1,493.55	(\$1,493.55)	0.00%
Active	R 101-42200-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$36,000.00	\$1,493.55	\$1,493.55	\$34,506.45	4.15%
Active	E 101-42200-124	PENSION PAYM	\$28,000.00	\$0.00	\$0.00	\$28,000.00	0.00%
Active	E 101-42200-150	WORKERS COM	\$6,300.00	\$0.00	\$0.00	\$6,300.00	0.00%
Active	E 101-42200-200	OFFICE SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-210	OPERATING EX	\$3,000.00	\$3,123.20	\$510.70	(\$123.20)	104.11%
Active	E 101-42200-220	REPAIRS & MAI	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-42200-221	CLEANING CON	\$250.00	\$8.36	\$8.36	\$241.64	3.34%
Active	E 101-42200-230	VEHICLE OPER	\$2,000.00	\$60.95	\$45.65	\$1,939.05	3.05%
Active	E 101-42200-231	VEHICLE MAINT	\$3,000.00	\$53.99	\$30.00	\$2,946.01	1.80%
Active	E 101-42200-300	PROFESSIONAL	\$250.00	\$28.73	\$0.00	\$221.27	11.49%
Active	E 101-42200-301	AUDITING SERV	\$2,000.00	\$1,075.00	\$1,075.00	\$925.00	53.75%

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			2025	2025	FEBRUARY	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-42200-305	MEDICAL FEES	\$500.00	\$500.00	\$500.00	\$0.00	100.00%
Active	E 101-42200-307	CONTRACT FEE	\$1,400.00	\$0.00	\$0.00	\$1,400.00	0.00%
Active	E 101-42200-308	SCHOOLING	\$2,500.00	\$75.00	\$75.00	\$2,425.00	3.00%
Active	E 101-42200-309	COMPUTER EX	\$1,200.00	\$16.14	\$16.14	\$1,183.86	1.35%
Active	E 101-42200-320	TELEPHONE	\$250.00	\$17.76	\$17.76	\$232.24	7.10%
Active	E 101-42200-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-360	INSURANCE	\$2,160.00	\$2,044.18	\$0.00	\$115.82	94.64%
Active	E 101-42200-380	UTILITIES/ELEC	\$250.00	\$3.09	\$0.00	\$246.91	1.24%
Active	E 101-42200-383	UTILITIES/HEAT	\$1,500.00	\$539.56	\$272.31	\$960.44	35.97%
Active	E 101-42200-417	UNIFORM ALLO	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.00%
Active	E 101-42200-430	MISCELLANEOU	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42200-441	BAD DEBT EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42200-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$65,560.00	\$7,545.96	\$2,550.92	\$58,014.04	11.51%
Total FIRE			(\$29,560.00)	(\$6,052.41)	(\$1,057.37)	(\$23,507.59)	20.48%
BLDG INSPECTION							
Active	R 101-42400-32200	BUILDING PE	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	R 101-42400-32210	RENTAL HOU	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	R 101-42400-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$22,000.00	\$0.00	\$0.00	\$22,000.00	0.00%
Active	E 101-42400-210	OPERATING EX	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 101-42400-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-302	BLDG PERMIT S	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42400-303	ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-304	LEGAL FEES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42400-307	CONTRACT FEE	\$13,000.00	\$0.00	\$0.00	\$13,000.00	0.00%
Active	E 101-42400-308	SCHOOLING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-314	REIMBURSEME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-360	INSURANCE	\$480.00	\$500.00	\$0.00	(\$20.00)	104.17%
Active	E 101-42400-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42400-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$15,230.00	\$500.00	\$0.00	\$14,730.00	3.28%
Total BLDG INSPECTION			\$6,770.00	(\$500.00)	\$0.00	\$7,270.00	-7.39%
CIVIL DEFENSE							
Active	R 101-42500-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42500-210	OPERATING EX	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42500-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42500-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42500-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Total CIVIL DEFENSE			(\$500.00)	\$0.00	\$0.00	(\$500.00)	0.00%
STREETS							
Active	R 101-43100-32220	RIGHT-OF-W	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	R 101-43100-34300	STREET CHA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-34430	REFUSE COL	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	R 101-43100-36110	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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			2025	2025	FEBRUARY	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 101-43100-36112	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36200	MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36230	CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-36250	REFUNDS AN	\$0.00	\$7.33	\$7.33	(\$7.33)	0.00%
Active	R 101-43100-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-43100-39312	MNDOT REIM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$1,900.00	\$7.33	\$7.33	\$1,892.67	0.39%
Active	E 101-43100-100	WAGES/SALARI	\$95,000.00	\$14,630.95	\$7,389.28	\$80,369.05	15.40%
Active	E 101-43100-101	WAGES/SALARI	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
Active	E 101-43100-120	PERA	\$8,450.00	\$1,097.31	\$554.19	\$7,352.69	12.99%
Active	E 101-43100-121	SOCIAL SECURI	\$7,450.00	\$892.75	\$450.81	\$6,557.25	11.98%
Active	E 101-43100-122	MEDICARE	\$2,050.00	\$208.78	\$105.43	\$1,841.22	10.18%
Active	E 101-43100-130	HEALTH INSUR	\$7,575.00	\$1,343.72	\$821.92	\$6,231.28	17.74%
Active	E 101-43100-131	LIFE INSURANC	\$75.00	\$11.60	\$5.80	\$63.40	15.47%
Active	E 101-43100-140	UNEMPLOYMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-150	WORKERS COM	\$6,750.00	\$0.00	\$0.00	\$6,750.00	0.00%
Active	E 101-43100-200	OFFICE SUPPLI	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-43100-210	OPERATING EX	\$13,000.00	\$4,411.65	\$1,900.03	\$8,588.35	33.94%
Active	E 101-43100-211	SNOW REMOVA	\$10,000.00	\$2,133.00	\$2,133.00	\$7,867.00	21.33%
Active	E 101-43100-215	TREE EXPENSE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-43100-216	GRAVEL/ROCK	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-43100-217	SPRING CLEAN-	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 101-43100-218	CHEMICALS/SP	\$1,000.00	\$201.74	\$201.74	\$798.26	20.17%
Active	E 101-43100-219	COUNTY DITCH	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43100-220	REPAIRS & MAI	\$8,000.00	\$662.26	\$0.00	\$7,337.74	8.28%
Active	E 101-43100-225	LANDSCAPING	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 101-43100-230	VEHICLE OPER	\$8,000.00	\$656.25	\$295.90	\$7,343.75	8.20%
Active	E 101-43100-231	VEHICLE MAINT	\$2,000.00	\$238.85	\$0.00	\$1,761.15	11.94%
Active	E 101-43100-232	LAWN MOWER	\$4,000.00	\$500.00	\$500.00	\$3,500.00	12.50%
Active	E 101-43100-233	SKID STEER MA	\$3,000.00	\$686.20	\$500.00	\$2,313.80	22.87%
Active	E 101-43100-234	DUMP TRUCK M	\$3,000.00	\$549.40	\$549.40	\$2,450.60	18.31%
Active	E 101-43100-235	PICKUP MAINT	\$5,000.00	\$698.55	\$500.00	\$4,301.45	13.97%
Active	E 101-43100-236	SNOW EQUIP M	\$5,000.00	\$511.99	\$500.00	\$4,488.01	10.24%
Active	E 101-43100-237	SWEeper MAIN	\$3,000.00	\$500.00	\$500.00	\$2,500.00	16.67%
Active	E 101-43100-240	SMALL TOOLS A	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 101-43100-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-303	ENGINEERING F	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43100-304	LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-305	MEDICAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-307	CONTRACT FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-308	SCHOOLING	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 101-43100-309	COMPUTER EX	\$1,200.00	\$764.41	\$764.41	\$435.59	63.70%
Active	E 101-43100-311	PERMITS/MEMB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-314	REIMBURSEME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-320	TELEPHONE	\$2,000.00	\$150.44	\$62.09	\$1,849.56	7.52%
Active	E 101-43100-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-331	MOTEL EXPENS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-340	ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-43100-360	INSURANCE	\$5,760.00	\$3,432.83	\$0.00	\$2,327.17	59.60%
Active	E 101-43100-380	UTILITIES/ELEC	\$7,500.00	\$5.61	\$0.93	\$7,494.39	0.07%
Active	E 101-43100-383	UTILITIES/HEAT	\$2,000.00	\$1,125.76	\$561.31	\$874.24	56.29%
Active	E 101-43100-384	UTITLITES/GAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-390	STREET LIGHTI	\$16,000.00	\$1,335.63	\$1,335.63	\$14,664.37	8.35%
Active	E 101-43100-417	UNIFORM ALLO	\$1,000.00	\$468.99	\$0.00	\$531.01	46.90%
Active	E 101-43100-430	MISCELLANEOU	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43100-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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			2025	2025	FEBRUARY	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 101-43100-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$255,210.00	\$37,218.67	\$19,631.87	\$217,991.33	14.58%
Total STREETS			(\$253,310.00)	(\$37,211.34)	(\$19,624.54)	(\$216,098.66)	14.69%
SANITATION							
Active	R 101-43200-34430	REFUSE COL	\$0.00	\$63.00	\$0.00	(\$63.00)	0.00%
Revenue			\$0.00	\$63.00	\$0.00	(\$63.00)	0.00%
Active	E 101-43200-210	OPERATING EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43200-240	SMALL TOOLS A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43200-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43200-310	RECYCLE CONT	\$40,000.00	\$7,137.10	\$3,568.55	\$32,862.90	17.84%
Active	E 101-43200-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$40,000.00	\$7,137.10	\$3,568.55	\$32,862.90	17.84%
Total SANITATION			(\$40,000.00)	(\$7,074.10)	(\$3,568.55)	(\$32,925.90)	17.69%
NURSING HOME							
Active	R 101-44170-36250	REFUNDS AN	\$195,000.00	\$5,094.08	\$0.00	\$189,905.92	2.61%
Revenue			\$195,000.00	\$5,094.08	\$0.00	\$189,905.92	2.61%
Active	E 101-44170-305	MEDICAL FEES	\$195,000.00	\$10,188.16	\$5,094.08	\$184,811.84	5.22%
Expenditure			\$195,000.00	\$10,188.16	\$5,094.08	\$184,811.84	5.22%
Total NURSING HOME			\$0.00	(\$5,094.08)	(\$5,094.08)	\$5,094.08	0.00%
RECREATION-LEGION FIELD							
Active	R 101-45100-31030	PROPERTY T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-34790	RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-36220	RENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45100-36230	CONTRIBUTI	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	R 101-45100-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	E 101-45100-210	OPERATING EX	\$1,500.00	\$2,339.06	\$2,339.06	(\$839.06)	155.94%
Active	E 101-45100-215	TREE EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-216	GRAVEL/ROCK	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	E 101-45100-218	CHEMICALS/SP	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45100-220	REPAIRS & MAI	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 101-45100-230	VEHICLE OPER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-231	VEHICLE MAINT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-303	ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-340	ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-45100-360	INSURANCE	\$3,360.00	\$2,859.16	\$0.00	\$500.84	85.09%
Active	E 101-45100-380	UTILITIES/ELEC	\$500.00	\$24.91	\$9.36	\$475.09	4.98%
Active	E 101-45100-384	UTITLITES/GAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-437	L.F. PUMP - EXP	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45100-438	BB ASSN IMPRO	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-45100-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45100-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$16,960.00	\$5,223.13	\$2,348.42	\$11,736.87	30.80%
Total RECREATION-LEGION FIELD			(\$14,460.00)	(\$5,223.13)	(\$2,348.42)	(\$9,236.87)	36.12%
SKATING RINK							
Active	E 101-45150-210	OPERATING EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45150-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45150-380	UTILITIES/ELEC	\$150.00	\$1.10	\$0.00	\$148.90	0.73%
Expenditure			\$150.00	\$1.10	\$0.00	\$148.90	0.73%

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			2025	2025	FEBRUARY	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Total SKATING RINK			(\$150.00)	(\$1.10)	\$0.00	(\$148.90)	0.73%
PARKS-ST. OLAF PARK							
Active	R 101-45200-34780	PARK FEES-S	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	R 101-45200-34785	ST. OLAF LAK	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-36210	INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-36230	CONTRIBUTI	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	R 101-45200-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45200-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$2,600.00	\$0.00	\$0.00	\$2,600.00	0.00%
Active	E 101-45200-101	WAGES/SALARI	\$5,750.00	\$0.00	\$0.00	\$5,750.00	0.00%
Active	E 101-45200-121	SOCIAL SECURI	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 101-45200-122	MEDICARE	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-45200-150	WORKERS COM	\$900.00	\$0.00	\$0.00	\$900.00	0.00%
Active	E 101-45200-210	OPERATING EX	\$2,500.00	\$349.80	\$95.00	\$2,150.20	13.99%
Active	E 101-45200-213	LIFEGUARD SU	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-214	CONCESSION S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-215	TREE EXPENSE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-218	CHEMICALS/SP	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45200-220	REPAIRS & MAI	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-45200-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-307	CONTRACT FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-308	SCHOOLING	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 101-45200-311	PERMITS/MEMB	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 101-45200-314	REIMBURSEME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-320	TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-340	ADVERTISING	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-45200-360	INSURANCE	\$3,264.00	\$3,075.16	\$0.00	\$188.84	94.21%
Active	E 101-45200-380	UTILITIES/ELEC	\$4,000.00	\$422.25	\$188.52	\$3,577.75	10.56%
Active	E 101-45200-384	UTITLITES/GAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$23,764.00	\$3,847.21	\$283.52	\$19,916.79	16.19%
Total PARKS-ST. OLAF PARK			(\$21,164.00)	(\$3,847.21)	(\$283.52)	(\$17,316.79)	18.18%
SUMMER RECREATION							
Active	R 101-45300-34790	RECREATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-316	CREDIT/DEBIT S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SUMMER RECREATION			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SENIOR CITIZENS BUS							
Active	E 101-45400-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SENIOR CITIZENS BUS			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIBRARY							
Active	R 101-45500-36230	CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45500-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-45500-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Current Period: FEBRUARY 2025

			2025	2025	FEBRUARY	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Revenue			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-101	WAGES/SALARI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-121	SOCIAL SECURI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-122	MEDICARE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-210	OPERATING EX	\$500.00	\$48.74	\$48.74	\$451.26	9.75%
Active	E 101-45500-220	REPAIRS & MAI	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
Active	E 101-45500-221	CLEANING CON	\$1,200.00	\$195.46	\$109.25	\$1,004.54	16.29%
Active	E 101-45500-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-320	TELEPHONE	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
Active	E 101-45500-360	INSURANCE	\$3,836.00	\$3,348.40	\$0.00	\$487.60	87.29%
Active	E 101-45500-380	UTILITIES/ELEC	\$5,000.00	\$384.10	\$381.31	\$4,615.90	7.68%
Active	E 101-45500-383	UTILITIES/HEAT	\$1,200.00	\$460.48	\$259.84	\$739.52	38.37%
Active	E 101-45500-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45500-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$16,336.00	\$4,437.18	\$799.14	\$11,898.82	27.16%
Total LIBRARY			(\$16,336.00)	(\$4,437.18)	(\$799.14)	(\$11,898.82)	27.16%
ECONOMIC DEVELOPMENT							
Active	E 101-46500-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46500-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46500-720	TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total ECONOMIC DEVELOPMENT			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
HISTORIC PRESERVATION							
Active	E 101-46600-000	CONTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-303	ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-386	UTILITIES/SOFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-46600-720	TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total HISTORIC PRESERVATION			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEBT SERVICE							
Active	E 101-47000-600	PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-47000-610	INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total DEBT SERVICE			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
UNALLOCATED							
Active	E 101-49200-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total UNALLOCATED			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
OPERATING TRANSFERS OUT							
Active	E 101-49310-720	TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total OPERATING TRANSFERS OUT			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total GENERAL FUND			\$0.00	(\$172,029.54)	(\$69,775.28)	\$172,029.54	0.00%

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Current Period: FEBRUARY 2025

			2025	2025	FEBRUARY	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
2025 STREET RECONSTRUCT							
		Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		Gain/(Loss)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
2025 STREET RECONSTRUCTION							
Active	E 425-43325-300	PROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 425-43325-303	ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 425-43325-304	LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Expenditure		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total	2025 STREET RECONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total	2025 STREET RECONSTRUCT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Current Period: FEBRUARY 2025

			2025	2025	FEBRUARY	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
WATER UTILITY FUND							
		Revenues	\$300,000.00	\$40,487.80	\$17,908.38	\$259,512.20	13.50%
		Expenditures	\$312,532.00	\$32,408.24	\$19,431.28	\$280,123.76	10.37%
		Gain/(Loss)	(\$12,532.00)	\$8,079.56	(\$1,522.90)	(\$20,611.56)	-64.47%
GOVERNMENT WIDE							
Active	R 601-00000-33439	PERA PENSI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total GOVERNMENT WIDE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WATER UTILITIES							
Active	R 601-49400-31000	GENERAL PR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-33620	OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36110	SPECIAL ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36200	MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36210	INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-37100	WATER SALE	\$300,000.00	\$40,487.80	\$17,908.38	\$259,512.20	13.50%
Active	R 601-49400-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-39200	OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-49400-39999	CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue		\$300,000.00	\$40,487.80	\$17,908.38	\$259,512.20	13.50%
Active	E 601-49400-100	WAGES/SALARI	\$36,000.00	\$5,163.26	\$2,608.19	\$30,836.74	14.34%
Active	E 601-49400-120	PERA	\$3,000.00	\$246.47	\$124.38	\$2,753.53	8.22%
Active	E 601-49400-121	SOCIAL SECURI	\$2,750.00	\$304.18	\$153.64	\$2,445.82	11.06%
Active	E 601-49400-122	MEDICARE	\$1,000.00	\$71.15	\$35.94	\$928.85	7.12%
Active	E 601-49400-129	PERA CHANGE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-130	HEALTH INSUR	\$5,000.00	\$872.43	\$536.28	\$4,127.57	17.45%
Active	E 601-49400-131	LIFE INSURANC	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 601-49400-140	UNEMPLOYMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-150	WORKERS COM	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 601-49400-200	OFFICE SUPPLI	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
Active	E 601-49400-210	OPERATING EX	\$12,000.00	\$4,817.96	\$4,303.44	\$7,182.04	40.15%
Active	E 601-49400-218	CHEMICALS/SP	\$7,500.00	\$820.23	\$820.23	\$6,679.77	10.94%
Active	E 601-49400-220	REPAIRS & MAI	\$30,000.00	\$72.28	\$20.92	\$29,927.72	0.24%
Active	E 601-49400-222	WATER METER	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 601-49400-230	VEHICLE OPER	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 601-49400-231	VEHICLE MAINT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49400-233	SKID STEER MA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-235	PICKUP MAINT	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	100.00%
Active	E 601-49400-238	GENERATOR EX	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	E 601-49400-240	SMALL TOOLS A	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49400-300	PROFESSIONAL	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 601-49400-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-303	ENGINEERING F	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 601-49400-304	LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-307	CONTRACT FEE	\$22,000.00	\$3,397.36	\$1,698.68	\$18,602.64	15.44%
Active	E 601-49400-308	SCHOOLING	\$2,500.00	\$702.78	\$55.00	\$1,797.22	28.11%
Active	E 601-49400-309	COMPUTER EX	\$1,500.00	\$669.94	\$669.94	\$830.06	44.66%
Active	E 601-49400-311	PERMITS/MEMB	\$1,000.00	\$240.00	\$100.00	\$760.00	24.00%
Active	E 601-49400-316	CREDIT/DEBIT S	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49400-320	TELEPHONE	\$1,000.00	\$111.50	\$82.05	\$888.50	11.15%
Active	E 601-49400-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-331	MOTEL EXPENS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-340	ADVERTISING	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 601-49400-360	INSURANCE	\$6,000.00	\$5,684.16	\$0.00	\$315.84	94.74%
Active	E 601-49400-380	UTILITIES/ELEC	\$30,000.00	\$3,069.82	\$2,759.68	\$26,930.18	10.23%

Current Period: FEBRUARY 2025

			2025	2025	FEBRUARY	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 601-49400-383	UTILITIES/HEAT	\$3,000.00	\$1,122.97	\$543.59	\$1,877.03	37.43%
Active	E 601-49400-417	UNIFORM ALLO	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49400-420	DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-430	MISCELLANEOU	\$500.00	\$739.75	\$617.32	(\$239.75)	147.95%
Active	E 601-49400-440	HWY 30/WATER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-441	BAD DEBT EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-501	CAPITAL - UNDE	\$0.00	\$3,302.00	\$3,302.00	(\$3,302.00)	0.00%
Active	E 601-49400-600	PRINCIPAL	\$18,182.00	\$0.00	\$0.00	\$18,182.00	0.00%
Active	E 601-49400-610	INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-620	FISCAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49400-720	TRANSFERS OU	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
Active	E 601-49400-999	CONTRIBUTED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$312,532.00	\$32,408.24	\$19,431.28	\$280,123.76	10.37%
Total WATER UTILITIES			(\$12,532.00)	\$8,079.56	(\$1,522.90)	(\$20,611.56)	-64.47%
Total WATER UTILITY FUND			(\$12,532.00)	\$8,079.56	(\$1,522.90)	(\$20,611.56)	-64.47%

Current Period: FEBRUARY 2025

			2025	2025	FEBRUARY	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
SEWER UTILITY FUND							
		Revenues	\$430,000.00	\$60,386.46	\$27,089.41	\$369,613.54	14.04%
		Expenditures	\$402,755.00	\$62,322.52	\$24,048.52	\$340,432.48	15.47%
		Gain/(Loss)	\$27,245.00	(\$1,936.06)	\$3,040.89	\$29,181.06	-7.11%
SEWER UTILITIES							
Active	R 602-49450-36200	MISCELLANE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-36210	INTEREST ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-36250	REFUNDS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-37100	WATER SALE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-37200	SEWER CHA	\$330,000.00	\$60,386.46	\$27,089.41	\$269,613.54	18.30%
Active	R 602-49450-37250	CONNECTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-39110	SALE OF ASS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-39200	OPERATING T	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
Active	R 602-49450-39311	PFA LOAN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-49450-39999	CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Revenue		\$430,000.00	\$60,386.46	\$27,089.41	\$369,613.54	14.04%
Active	E 602-49450-210	OPERATING EX	\$15,000.00	\$3,076.72	\$2,892.09	\$11,923.28	20.51%
Active	E 602-49450-220	REPAIRS & MAI	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
Active	E 602-49450-230	VEHICLE OPER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-233	SKID STEER MA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-300	PROFESSIONAL	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 602-49450-301	AUDITING SERV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-303	ENGINEERING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-304	LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-307	CONTRACT FEE	\$170,064.00	\$28,451.00	\$14,172.00	\$141,613.00	16.73%
Active	E 602-49450-308	SCHOOLING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-309	COMPUTER EX	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 602-49450-311	PERMITS/MEMB	\$1,000.00	\$100.00	\$100.00	\$900.00	10.00%
Active	E 602-49450-316	CREDIT/DEBIT S	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 602-49450-330	MILEAGE EXPE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-340	ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-360	INSURANCE	\$10,000.00	\$9,208.40	\$0.00	\$791.60	92.08%
Active	E 602-49450-380	UTILITIES/ELEC	\$19,000.00	\$1,903.16	\$1,903.16	\$17,096.84	10.02%
Active	E 602-49450-383	UTILITIES/HEAT	\$3,500.00	\$622.96	\$328.93	\$2,877.04	17.80%
Active	E 602-49450-384	UTITLITES/GAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-420	DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-425	DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-430	MISCELLANEOU	\$0.00	\$739.78	\$617.34	(\$739.78)	0.00%
Active	E 602-49450-441	BAD DEBT EXP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-500	CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-501	CAPITAL - UNDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-600	PRINCIPAL	\$132,191.00	\$14,000.00	\$0.00	\$118,191.00	10.59%
Active	E 602-49450-610	INTEREST	\$0.00	\$4,220.50	\$4,035.00	(\$4,220.50)	0.00%
Active	E 602-49450-620	FISCAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Expenditure		\$402,755.00	\$62,322.52	\$24,048.52	\$340,432.48	15.47%
	Total SEWER UTILITIES		\$27,245.00	(\$1,936.06)	\$3,040.89	\$29,181.06	-7.11%
	Total SEWER UTILITY FUND		\$27,245.00	(\$1,936.06)	\$3,040.89	\$29,181.06	-7.11%

Current Period: FEBRUARY 2025

			2025 YTD Budget	2025 YTD Amt	FEBRUARY MTD Amt	2025 YTD Balance	% of Budget
GARBAGE							
		Revenues	\$108,000.00	\$15,978.56	\$7,926.14	\$92,021.44	14.79%
		Expenditures	\$104,000.00	\$11,798.16	\$8,862.81	\$92,201.84	11.34%
		Gain/(Loss)	\$4,000.00	\$4,180.40	(\$936.67)	(\$180.40)	104.51%
SANITATION							
Active	R 603-43200-34430	REFUSE COL	\$108,000.00	\$15,978.56	\$7,926.14	\$92,021.44	14.79%
		Revenue	\$108,000.00	\$15,978.56	\$7,926.14	\$92,021.44	14.79%
Active	E 603-43200-210	OPERATING EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 603-43200-384	UTITLITES/GAR	\$104,000.00	\$11,798.16	\$8,862.81	\$92,201.84	11.34%
		Expenditure	\$104,000.00	\$11,798.16	\$8,862.81	\$92,201.84	11.34%
		Total SANITATION	\$4,000.00	\$4,180.40	(\$936.67)	(\$180.40)	104.51%
		Total GARBAGE	\$4,000.00	\$4,180.40	(\$936.67)	(\$180.40)	104.51%

Current Period: FEBRUARY 2025

			2025	2025	FEBRUARY	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
STORM SEWER UTILITY FUND							
Revenues			\$30,720.00	\$3,520.98	\$3,520.98	\$27,199.02	11.46%
Expenditures			\$45,264.00	\$0.00	\$0.00	\$45,264.00	0.00%
Gain/(Loss)			(\$14,544.00)	\$3,520.98	\$3,520.98	(\$18,064.98)	-24.21%
STORM SEWER UTILITIES							
Active	R 606-49475-36200	MISCELLANE	\$0.00	\$2,582.00	\$2,582.00	(\$2,582.00)	0.00%
Active	R 606-49475-37400	STORM SEW	\$30,720.00	\$938.98	\$938.98	\$29,781.02	3.06%
Active	R 606-49475-39200	OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 606-49475-39250	OPERATING T	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue			\$30,720.00	\$3,520.98	\$3,520.98	\$27,199.02	11.46%
Active	E 606-49475-210	OPERATING EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-219	COUNTY DITCH	\$29,127.00	\$0.00	\$0.00	\$29,127.00	0.00%
Active	E 606-49475-220	REPAIRS & MAI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-420	DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-430	MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-600	PRINCIPAL	\$16,137.00	\$0.00	\$0.00	\$16,137.00	0.00%
Active	E 606-49475-610	INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-611	INTEREST AND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-620	FISCAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-720	TRANSFERS OU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 606-49475-730	TRANSFERS IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure			\$45,264.00	\$0.00	\$0.00	\$45,264.00	0.00%
Total STORM SEWER UTILITIES			(\$14,544.00)	\$3,520.98	\$3,520.98	(\$18,064.98)	-24.21%
Total STORM SEWER UTILITY FUND			(\$14,544.00)	\$3,520.98	\$3,520.98	(\$18,064.98)	-24.21%

CITY OF NEW RICHLAND
*Budget YTD Rev-Exp©

Current Period: FEBRUARY 2025

	2025 YTD Budget	2025 YTD Amt	FEBRUARY MTD Amt	2025 YTD Balance	% of Budget
Report Total	\$4,169.00	(\$158,184.66)	(\$65,672.98)	\$162,353.66	-3794.31%

In Minnesota, establishing and operating a city-owned cannabis dispensary would generate several streams of tax revenue for the municipality. Here's an overview of the potential tax implications:

1. Cannabis Tax

Minnesota imposes a 10% Cannabis Tax on the gross receipts from retail sales of taxable cannabis products. [\[cite?turn0search0?\]](#)

- **Revenue Generation:** This tax directly contributes to the city's revenue, with 20% of the collected amount allocated to local governments. [\[cite?turn0search2?\]](#)
- **Usage of Funds:** The revenue can be utilized for various local initiatives, including public health programs, infrastructure development, and community services.

2. Sales Tax

In addition to the Cannabis Tax, cannabis products are subject to the state's General Rate sales tax of 6.875%, along with any applicable local sales taxes. [\[cite?turn0search0?\]](#)

- **Revenue Generation:** These taxes contribute to the city's general fund, supporting essential services such as education, public safety, and transportation.

3. Local Government Cannabis Aid

Minnesota's Local Government Cannabis Aid program allocates a portion of the Cannabis Tax revenue to local governments. [\[cite?turn0search2?\]](#)

- **Revenue Generation:** The city would receive a share of this aid, which is distributed based on population and other factors.
- **Usage of Funds:** These funds can be directed toward community development projects, public health initiatives, and other local needs.

4. Licensing and Regulatory Fees

Operating a cannabis dispensary involves various licensing and regulatory requirements.

- **Revenue Generation:** The city can collect fees for business licenses, permits, and inspections related to the dispensary's operation.
- **Usage of Funds:** These fees help cover the costs of regulatory oversight and enforcement, ensuring compliance with local laws and standards.

5. Employment and Income Taxes

A city-owned dispensary would employ local residents, generating additional tax revenue.

- **Revenue Generation:** Payroll taxes from employees contribute to the city's revenue, supporting public services and infrastructure.
- **Usage of Funds:** These funds are typically allocated to the city's general fund, benefiting various community programs.

Considerations

- **Market Dynamics:** The actual revenue generated will depend on factors such as consumer demand, competition, and pricing strategies.
- **Regulatory Compliance:** Ensuring adherence to state and local regulations is crucial to maintain revenue streams and avoid potential penalties.
- **Community Impact:** Engaging with the community to address concerns and expectations can enhance the positive impact of the dispensary on local development.

By carefully managing these revenue streams and adhering to regulatory requirements, a city-owned cannabis dispensary in Minnesota can significantly contribute to the municipality's financial health and support various community initiatives.

In smaller, rural Midwestern communities, citizen concerns about a city-owned municipal cannabis dispensary tend to reflect both traditional values and practical considerations. Some concerns include:

Concerns Against:

1. Moral and Social Impact:

- **Family Values:** Some residents might feel that legal cannabis contradicts the values they associate with their community, viewing it as morally unacceptable.
- **Impact on Youth:** There's often concern about the potential for increased cannabis use among young people, despite legal age restrictions.

2. Public Safety:

- **Increased Crime:** Fears that the presence of a cannabis dispensary may lead to an increase in drug-related crime or trafficking.
- **Driving Under the Influence:** Concerns about a rise in impaired driving accidents and overall public safety risks.

3. Economic or Financial Concerns:

- **Revenue Shortfalls:** Skepticism about whether the dispensary will actually bring in significant revenue or whether it could lead to economic strain.
- **Local Business Impact:** Concern that cannabis sales could negatively affect other local businesses, particularly those selling alcohol or tobacco.

4. Perception of the Town:

- **Stigma and Reputation:** Worries about how the community will be perceived by outsiders, with some fearing that it might attract a "bad element" or harm the town's reputation.

Concerns For:

1. Economic Development:

- **New Jobs:** Supporters may view a dispensary as a source of new, stable jobs for the community, especially in rural areas with fewer employment opportunities.
- **Revenue for Local Programs:** Citizens might support the idea if the revenue generated is directed toward local infrastructure, schools, or healthcare initiatives.

2. Increased Tax Revenue:

- **Funding for Local Government:** Municipal cannabis dispensaries can bring in additional taxes, which can be used for improving local services, such as public health or road maintenance.

3. Regulated Market:

- **Control Over Cannabis Distribution:** Some citizens may support a dispensary because it would ensure the sale of regulated, quality-controlled cannabis products, reducing the presence of illegal or unregulated dealers.

4. Reducing Black Market Activity:

- **Safer Alternatives:** Advocates may argue that a legal, regulated dispensary reduces the power of illegal markets and helps combat related criminal activity.

5. Public Health:

- **Access to Medicinal Cannabis:** Some citizens may be in favor of the dispensary because of the potential for providing medicinal cannabis to those who need it for health conditions, such as chronic pain or anxiety.

Key Factors Influencing Concerns:

- **Age Demographics:** Older populations might lean more heavily against the dispensary, while younger generations may see it as a positive addition.
- **Religious or Cultural Beliefs:** In some communities, faith-based or traditional views may influence opposition.
- **Experience with Cannabis:** Communities that have previously dealt with cannabis in some form (such as through medical marijuana programs) may be more open to dispensaries.

Ultimately, citizen concerns often balance between the potential benefits (economic development, jobs, safer access to cannabis) and the potential downsides (social impact, safety, and reputation). Open communication, education, and transparency from city leaders and dispensary operators are key to addressing these concerns.

The average annual gross sales for cannabis dispensaries in the United States vary significantly based on factors such as location, market maturity, and the range of products offered. Nationally, dispensaries report average annual sales of approximately \$3.5 million. ^[1] In rural areas, dispensaries often experience lower sales volumes compared to their urban counterparts. While specific data for rural dispensaries is limited, industry reports suggest that dispensaries with average monthly sales between \$50,001 and \$250,000 account for about 39% of participants. ^[2]

It's important to note that these figures can vary widely. Some dispensaries report annual revenues exceeding \$30 million, while others may generate less than \$500,000 annually. ^[2] For a more accurate estimate tailored to a specific rural area, consulting local industry reports or state cannabis regulatory agencies is recommended.



A Guide for Local Governments on Adult-Use Cannabis

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Introduction

This guide serves as a general overview of **Minnesota's new adult-use cannabis law**, and how **local governments** can expect to be involved. The guide also provides important information about Minnesota's new Office of Cannabis Management (OCM), and the office's structure, roles, and responsibilities. While medical cannabis continues to play an important role in the state's cannabis environment, this guide is primarily focused on the adult-use cannabis law and marketplace.

The following pages outline the variety of cannabis business licenses that will be issued, provide a broad summary of important aspects of the adult-use cannabis law, and cover a wide range of expectations and authorities that relate to local governments. This guide also provides best practices and important requirements for developing a local cannabis ordinance.

Chapter 342 of Minnesota law was established by the State Legislature in 2023 and was updated in 2024. Mentions of "adult-use cannabis law" or "the law" throughout this guide refer to Chapter 342 and the changes made to it.

As of this guide's date of publication, final state regulations governing the adult-use cannabis market have not yet been published. A draft of the rules is available on our [Rulemaking webpage](https://mn.gov/ocm/laws/rulemaking.jsp) (<https://mn.gov/ocm/laws/rulemaking.jsp>).



The first draft of rules is based on substantial input OCM has received through surveys, meetings, and conversations that took place since fall 2023, as well as OCM's review of Minnesota's cannabis statute and cannabis rules in other states.

OCM will publish in the State Register a notice of intent to adopt rules, which will prompt a 30-day formal comment period. Watch the OCM website for updates.

This guide is not a substitute for legal advice, nor does it seek to provide legal advice. Local governments and municipal officials seeking legal advice should consult an attorney.

About OCM

Minnesota's **Office of Cannabis Management** is the state regulatory office created to oversee the implementation and regulation of the adult-use cannabis market, the medical cannabis market, and the consumer hemp industry. Housed within OCM are the **Division of Medical Cannabis** (effective July 1, 2024), which operates the medical cannabis program, and the **Division of Social Equity**, which promotes development, stability, and safety in communities that have experienced a disproportionate, negative impact from cannabis prohibition and usage.



OCM, through Chapter 342, is tasked with establishing rules and policy and exercising its regulatory authority over the Minnesota cannabis industry. In its duties, OCM is mandated to:

- Promote public health and welfare.
- Protect public safety.
- Eliminate the illicit market for cannabis flower and cannabis products.
- Meet the market demand for cannabis flower and cannabis products.
- Promote a craft industry for cannabis flower and cannabis products.
- Prioritize growth and recovery in communities that have experienced a disproportionate, negative impact from cannabis prohibition.

OCM governs the application and licensing process for cannabis and hemp businesses, specific requirements for each type of license and their respective business activities and conducts enforcement and inspection activities across the Minnesota cannabis and hemp industries.

License Types

Minnesota law allows for **13** different types of business licenses, each fulfilling a unique role in the cannabis and hemp supply chain. In addition to license types below, OCM will also issue endorsements to license holders to engage in specific activities, including producing, manufacturing, and sale of medical cannabis for patients.

Microbusiness

Microbusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Microbusiness may also operate a single retail location.

Mezzobusiness

Mezzobusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Mezzobusiness may also operate up to three retail locations.

Cultivator

Cultivators may cultivate cannabis and package such cannabis for sale to another licensed cannabis business.

Manufacturer

Manufacturers may manufacture cannabis products and hemp products, and package such products for sale to a licensed cannabis retailer.

Retailer

Retailers may sell immature cannabis plants and seedlings, cannabis, cannabis products, hemp products, and other products authorized by law to customers and patients.

Wholesaler

Wholesalers may purchase and/or sell immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from another licensed cannabis business. Wholesalers may also import hemp-derived consumer products and lower-potency hemp edibles.

License Types (continued)

Transporter

Transporters may transport immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products to licensed cannabis businesses.

Testing Facility

Testing facilities may obtain and test immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from licensed cannabis businesses.

Event Organizer

Event organizers may organize a temporary cannabis event lasting no more than four days.

Delivery Service

Delivery services may purchase cannabis, cannabis products, and hemp products from retailers or cannabis business with retail endorsements for transport and delivery to customers.

Medical Cannabis Combination Business

Medical cannabis combination businesses may cultivate cannabis and manufacture cannabis and hemp products, and package such products for sale to customers, patients, or another licensed cannabis business. Medical cannabis combination businesses may operate up to one retail location in each congressional district.

Lower-Potency Hemp Edible Manufacturer

Lower-potency hemp edible manufacturers may manufacture and package lower-potency hemp edibles for consumer sale, and sell hemp concentrate and lower-potency hemp edibles to other cannabis and hemp businesses.

Lower-Potency Hemp Edible Retailer

Lower-potency hemp edible retailers may sell lower-potency hemp edibles to customers.

Each license is subject to further restrictions on allowable activities. Maximum cultivation area and manufacturing allowances vary by license type. Allowable product purchase, transfer, and sale between licensees are subject to restrictions in the law.

The Adult-Use Cannabis Law

Minnesota's new adult-use cannabis law permits the personal use, possession, and transportation of cannabis by those 21 years of age and older, and allows licensed businesses to conduct cultivation, manufacturing, transport, delivery, and sale of cannabis and cannabis products.

For Individuals

- **Possession limits:**
 - Flower - 2 oz. in public, 2 lbs. in private residence
 - Concentrate - 8 g
 - Edibles (including lower-potency hemp) - 800 mg THC
- **Consumption** only allowed on private property or at licensed businesses with on-site consumption endorsements. Consumption not allowed in public.
- **Gifting** cannabis to another individual over 21 years old is allowed, subject to possession limits.
- **Home cultivation** is limited to four mature and four immature plants (eight total) in a single residence. Plants must be in an enclosed and locked space.
- **Home extraction** using volatile substances (e.g., butane, ethanol) is not allowed.
- **Unlicensed sales** are not allowed.



For Businesses

- **Advertising:**
 - May not include or appeal to those under 21 years old.
 - Must include proper warning statements.
 - May not include misleading claims or false statements.
 - Billboards are not allowed.
- The flow of all products through the supply chain must be tracked by the state-authorized **tracking system**.
- All products sold to consumers and patients must be **tested for contaminants**.
- **Home delivery** is allowed by licensed businesses.



The Cannabis Licensing Process

The general licensing process will align with the adoption of rules and OCM will share more information about the timing of general licensing process. The general licensing process includes social equity applicants and non-social equity applicants.

General Licensing: Cultivator, Manufacturer, Retailer, Mezzobusiness

1. Applicant completes application and submit application fees. If applicable, an applicant's social equity applicant status may be verified.
2. Application vetted for minimum requirements by OCM.
3. Application (if qualified) entered into lottery drawing.
4. If selected in lottery, applicant completes background check process and submits attestation of labor-peace agreement.
5. If applicant successfully completes Step 5, OCM issues preliminary approval to applicant.
6. Once prepared for final licensure, applicant with preliminary approval submits business location and updates application accordingly.
7. OCM forwards completed application to local government.
8. Local government completes zoning certification of whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code. *(This is distinct from the retail registration approval process.)*
9. OCM conducts site inspection.
10. If applicant successfully passes site inspection, OCM issues license, operations may commence except for retail activity.*

Continued High-Level Pathway for Licensees Seeking to Conduct Retail Sales: Process for Required Local Retail Registration from Local Governments (Retailer, Mezzobusiness)

11. Licensed business seeks local retail registration from local government.
12. Local government approves applicant for retail registration through means determined by ordinance (see Page 19 for more information about the retail registration process).

The Cannabis Licensing Process (cont.)

13. Applicant pays retail registration fee to the local government (see appendix for relevant fees in accordance with Minn. Stat., section 342.22).
14. Local government conducts compliance check for any applicable local ordinance established pursuant to Minn. Stat., section 342.13, if desired.
15. Local government ensures tax compliance, if applicable.
16. Local government issues retail registration to licensee.
17. Licensee is able to conduct retail sales now that they have received a state license and a local retail registration.

**For businesses seeking a retail endorsement (microbusiness, mezzobusiness, and retailer), a valid local retail registration is required prior to the business commencing any retail sales. See Page 19 for information on the local retail registration process.*

General Licensing: Microbusiness, Wholesaler, Transporter, Testing Facility, Medical Cannabis Combination Business

1. Applicant complete application and submit application fees. If applicable, an applicant's social equity applicant status may be verified.
2. Application vetted for minimum requirements by OCM.
3. For qualified applicants, applicant completes background check process and submits attestation of labor-peace agreement.
4. If applicant successfully completes Step 3, OCM issues preliminary approval to applicant.
5. Once prepared for final licensure, selected applicant submits business location and amends application accordingly.
6. OCM forwards completed application to local government.
7. Local government completes zoning certification of whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code. *(This is distinct from the retail registration approval process.)*
8. OCM conducts site inspection.
9. If applicant successfully passes site inspection, OCM issues license, operations may commence except for retail activity.*

The Cannabis Licensing Process (cont.)

Continued High-Level Pathway for Licensees Seeking to Conduct Retail Sales: Process for Required Local Retail Registration from Local Governments (Microbusiness, Medical Cannabis Combination Businesses)

10. Licensed business seeks local retail registration from local government.
11. Local government approves applicant for retail registration through means determined by ordinance (see Page 19 for more information about the retail registration process).
12. Applicant pays retail registration fee to the local government (see appendix for relevant fees in accordance with Minn. Stat., section 342.22).
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14. Local government ensures tax compliance, if applicable.
15. Local government issues retail registration to licensee.
16. Licensee is able to conduct retail sales now that they have received a state license and a local retail registration.

**For businesses seeking a retail endorsement (microbusiness, mezzobusiness, and retailer), a valid local retail registration is required prior to the business commencing any retail sales. See Page 19 for information on the local retail registration process.*

Applicant Responsibility

All applicants and licensees are responsible for working with their local government to ensure their success in the zoning certification and, if applicable based on license type, the local retail registration process. This includes reviewing local ordinances and understanding how the local government will be selecting applicants for a retail registration (including if retail registrations will be limited). Local units of government have the statutory authority to limit retail registrations if they desire, and applicants should understand this prior to making decisions about site locations.

OCM will not facilitate communication between applicants and units of local government, nor can it mediate disputes as they relate to local zoning compliance or retail registration. OCM is required to ask each local unit of government where an applicant intends to locate a business if that business has met all zoning and use requirements.

General Authorities

Local governments in Minnesota have various means of oversight over the cannabis market, as provided by the adult-use cannabis law. Local governments may not issue outright bans on cannabis business, or limit operations in a manner beyond what is provided by state law.

Cannabis Retail Restrictions (342.13)

Local governments may limit the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality, as long as there is **at least one retail location per 12,500 residents**. Local units of government are not obligated to seek out a business to register as cannabis business if they have not been approached by any potential applicants but cannot prohibit the establishment of a business if this population requirement is not met. Local units of government may also issue more than the minimum number of registrations. Per statutory direction, a municipal cannabis store (Page 24) cannot be included in the minimum number of registrations required. For population counts, the state demographer estimates will likely be utilized.

Tribal Governments (342.13)

OCM is prohibited from and will not issue state licenses to businesses in Indian Country without consent from a tribal nation. Tribal nations hold the authority to license tribal cannabis businesses on tribal lands – this process is separate than OCM’s licensing process and authority. Subject to compacting, Tribal nations may operate cannabis businesses off tribal lands. There will be more information available once the compacting processes are complete.

Taxes (295.81; 295.82)

Retail sales of taxable cannabis products are subject to the state and local sales and use tax and a 10% gross receipts tax. Cannabis gross receipts tax proceeds are allocated as follows: 20% to the local government cannabis aid account and 80% to the state general fund. Local taxes imposed solely on sale of cannabis products are prohibited.

Cannabis retailers will be subject to the same real property tax classification as all other retail businesses. Real property used for raising, cultivating, processing, or storing cannabis plants, cannabis flower, or cannabis products for sale will be classified as commercial and industrial property.

General Authorities (cont.)

Retail Timing Restrictions (342.13)

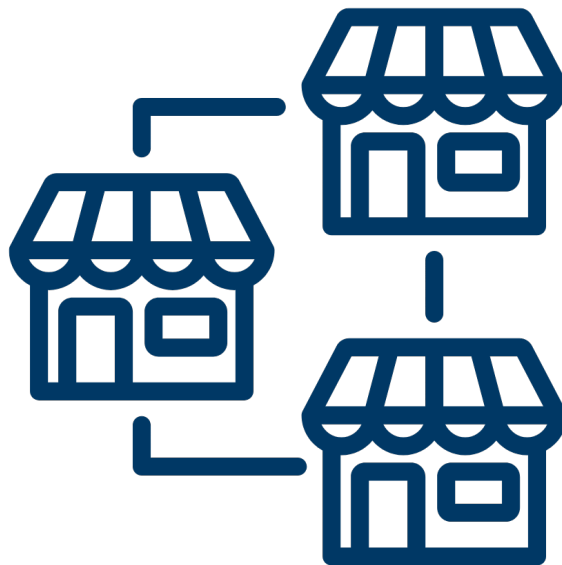
Local governments may prohibit retail sales of cannabis between the hours of 8 a.m. and 10 a.m. Monday-Saturday, and 9 p.m. and 2 a.m. the following day.

Operating Multiple Locations with One License

Certain cannabis licenses allow for multiple retail locations to be operated under a single license, with the following limitations:

- **Retailers:** up to five retail locations.
- **Mezzobusinesses:** up to three retail locations.
- **Microbusinesses:** up to one retail location.
- **Medical cannabis combination businesses:** one retail location per congressional district. Additionally, medical cannabis combination businesses may cultivate at more than one location within other limitations on cultivation.

For all other license types, one license permits the operation of one location. Each retail location requires local certification and/or registration.



Zoning and Land Use

Buffer Guidelines (342.13)

State law does not restrict how a local government conducts its zoning designations for cannabis businesses, except that they may prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including playgrounds and athletic fields.

Zoning Guidelines

While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Industrial hemp is an agricultural product and should be zoned as such.

Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business. Note that certain types of licenses may be able to perform multiple activities which may have different zoning analogues. In the same way municipalities may zone a microbrewery that predominately sells directly to onsite consumers differently than a microbrewery that sells packaged beer to retailers and restaurants, so too might a municipality wish to zone two microbusinesses based on the actual activities that each business is undertaking. Table 1, included on Pages 16 and 17, explains the types of activities that cannabis businesses might undertake, as well as some recommended existing zoning categories.

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cultivation	• Cultivator • Mezzobusiness • Microbusiness • Medical Cannabis • Combination	“Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.	Indoor: Industrial, Commercial, Production Outdoor: Agricultural	• Odor • Potential need for transportation from facility • Waste, water, and energy usage • Security
Cannabis Manufacturing, Processing, Extraction	• Manufacturer • Mezzobusiness • Medical Cannabis • Combination	This group of endorsed activities turn raw, dried cannabis and cannabis parts into other types of cannabis products, e.g. edibles or topicals.	Indoor: Industrial, Commercial, Production	• Odor • Potential need for transportation from facility • Waste, water, and energy usage • Security
Hemp Manufacturing	• Lower-Potency Hemp Edible (LPHE) Manufacturing	These businesses convert hemp into LPHE edible products.	Indoor: Industrial, Commercial, Production	• Odor • Waste, water, and energy
Wholesale	• Wholesale • Cultivator • Manufacturer • Mezzobusiness • Microbusiness • Medical Cannabis • Combination	This activity and license type allows a business to purchase from a business growing or manufacturing cannabis or cannabis products and sell to a cannabis business engaged in retail.	Indoor: Industrial, Commercial, Production	• Need for transportation from facility • Security

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities (continued)

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cannabis Retail	- Retail - Mezzobusiness - Microbusiness - Medical Cannabis - Combination	This endorsed activity and license type allow a business to sell cannabis products directly to consumers.	Indoor: Retail, Neighborhood Shopping Districts, Light Industrial, Existing districts where off-sale liquor or tobacco sales are allowed.	- Micros may offer onsite consumption, similar to breweries. - Micros and Mezzos may include multiple activities: cultivation, manufacture, and/or retail.
Transportation	Cannabis Transporter	This license type allows a company to transport products from one license type to another.	-	Fleet based businesses that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Delivery	Cannabis Delivery	This license type allows for transportation to the end consumer.	-	Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Events	Event Organizer	This license entitles license holder to organize a temporary event lasting no more than four days.	Anywhere that the city permits events to occur, subject to other restrictions related to cannabis use.	- On site consumption. - Retail sales by a licensed or endorsed retail business possible.

Local Approval Process

Local governments play a critical role in the licensing process, serving as a near-final approval check on cannabis businesses nearing the awarding of a state license for operations. Once an applicant has been vetted by OCM and is selected for proceeding in the verification process, they are then required to receive the local government's certification of zoning compliance and/or local retail registration before operations may commence.



Local Certification of Zoning Compliance (342.13; 342.14)

Following OCM's vetting process, local governments must **certify** that the applicant with preliminary approval has achieved **compliance with local zoning ordinances** prior to the licensee receiving final approval from OCM to commence operations.

During the application and licensing process for cannabis businesses, OCM will notify a local government when an applicant intends to operate within their jurisdiction and request a certification as to whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code.

According to Minnesota's cannabis law, a local unit of government has 30 days to respond to this request for certification of compliance. If a local government does not respond to OCM's request for certification of compliance within the 30 days, the cannabis law allows OCM to issue a license. OCM may not issue the final approval for a license if the local government has indicated they are not in compliance.

OCM will work with local governments to access the licensing software system to complete this zoning certification process.

Local Approval Process (cont.)

Local Retail Registration Process (342.22)

Once the licensing process begins, local government registration applies to licensed cannabis retailers or other cannabis/hemp businesses seeking to conduct retail sales. Several license types are authorized to conduct retail sales if they receive a retail endorsement from OCM. Prior to conducting retail sales under their business license, state law also requires the business receive a local retail registration.

There are five license types that are eligible to conduct cannabis retail activity and will seek a retail registration from local governments:

- Cannabis retailers
- Microbusinesses
- Mezzobusinesses
- Medical cannabis combination businesses
- Lower-potency hemp edible retailers

Local governments must issue a retail registration after verifying that:

- The business has a valid license issued by OCM.
- The business has paid a registration fee or renewal fee to the local government.
 - Initial registration fees collected by a local government may be \$500 or half the amount of the applicable initial license fee, whichever is less, and renewal registration fees may be \$1,000 or half the amount of the applicable renewal license fee, whichever is less.
- The business is found to be in compliance with Chapter 342 and local ordinances.
- If applicable, the business is current on all property taxes and assessments for the proposed retail location.

Local registrations may also be issued by counties if the respective local government transfers such authorities to the county.

Local Approval Process (cont.)

Option to Limit Retail Registrations for Cannabis Businesses: Determining a Process

State law allows the option for a local government to place a limitation on the number of cannabis retailers, microbusiness, and mezzobusinesses with retail endorsements allowed within their locality via ordinance, as long as there is at least one retail location per 12,500 residents. Please see Page 13. Retail registrations for lower-potency hemp edible retailers and medical cannabis combination businesses are required but may **NOT** be limited in number by a local government.

If a local government wishes to limit the number of cannabis retailers, microbusinesses, or mezzobusinesses via ordinance, state law does not define the process for a local government's selection if there are more applicants than registrations available.

Local units of government issuing retail registrations should consider how they will issue retail registrations. Local units of government may wish to consider whether they will accept applications during a specified application window or on a rolling basis. Local governments may wish to consider how to accommodate to the timing of accepting applications for retail registration as to not allocate all registrations at once. This may also include timelines that coincide with state licensing timelines as to limit bottlenecks. Additionally, local units of government should consider the process by which they will determine who gets a registration, e.g., through the use of a lottery, on a first-come/first-serve model, through a merit-based scoring system, etc. It is highly recommended that local governments work with an attorney to determine their specific process for selection if they wish to limit the number of retail registrations per section 342.13.

It is also important to note that local governments are not required to limit the number of licensed cannabis retailers, microbusinesses, or mezzobusinesses, and instead local governments can determine a process that reviews requests/applications for retail registrations as they are received.



Local Approval Process (cont.)

Other Considerations

Existing retail locations. Retailers in Minnesota’s medical cannabis program and lower-potency hemp edible program may currently be operating in a local government’s jurisdiction under active registrations. In the future, these active businesses will be required to obtain a license from OCM and will need a local retail registration to continue their operations. Local governments may wish to consider how businesses currently operating will be issued retail registrations when determining if and how to limit retail registrations.

Local zoning approval does not guarantee retail registration. Zoning certification from local governments does not guarantee a local retail registration. This is a distinctly separate approval process. All applicants seeking retail activity will be required to obtain a zoning certification from the local government to be issued a state license. Local governments may wish to monitor the number of zoning certifications they provide to OCM to inform the likely volume of retail registration applicants.

Local Approval Process (cont.)

Local governments are permitted specific authorities for registration refusal and registration suspension, in addition to—and not in conflict with—OCM authorities.

Registration and Renewal Refusals

Local governments may refuse the registration and/or certification of a license renewal if the license is associated with an individual or business who no longer holds a valid license, has failed to pay the local registration or renewal fee, or has been found in noncompliance in connection with a preliminary or renewal compliance check.



Local Registration Suspension (342.22)

Local governments may suspend the local retail registration of a cannabis business or hemp business if the business is determined to not be operating in compliance with a local ordinance authorized by section 342.13 or if the operation of the business poses an immediate threat to the health and safety of the public. The local government must immediately notify OCM of the suspension if it occurs. OCM will review the suspension and may reinstate the registration or take enforcement action.

Expedited Complaint Process (342.13)

Per state law, OCM will establish an expedited complaint process during the rulemaking process to receive, review, read, and respond to complaints made by a local unit of government about a cannabis business. Upon promulgation of rules, OCM will publish the complaint process.

At a minimum, the expedited complaint process shall require the office to provide an initial response to the complaint within seven days and perform any necessary inspections within 30 days. Within this process, if a local government notifies OCM that a cannabis business poses an immediate threat to the health or safety of the public, the office must respond within one business day.



Inspections & Compliance Checks

Local governments are permitted specific business inspection and compliance check authorities, in addition to—and not in conflict with—OCM authorities.

Inspections and Compliance Checks (342.22)

Local governments must conduct **compliance checks** for cannabis and hemp businesses holding retail registration **at least once per calendar year**. These compliance checks must verify compliance with age verification procedures and compliance with any applicable local ordinance established pursuant to section 342.13. OCM maintains inspection authorities for all cannabis licenses to verify compliance with operation requirements, product limits, and other applicable requirements of Chapter 342.





Municipal Cannabis Stores

As authorized in section 342.32, local governments are permitted to apply for a cannabis retail license to establish and operate a municipal cannabis store.

State law requires OCM issue a license to a city or county seeking to operate a single municipal cannabis store if the city or county:

- Submits required application information to OCM,
- Meets minimum requirements for licensure, and
- Pays applicable application and license fee.



A municipal cannabis store will not be included in the total count of retail licenses issued by the state under Chapter 342.

A municipal cannabis store cannot be counted as retail registration for purposes of determining whether a municipality's cap on retail registrations imposed by ordinance.

Creating Your Local Ordinance

As authorized in section 342.13, a local government may adopt a local ordinance regarding cannabis businesses. Establishing local governments' ordinances on cannabis businesses in a timely manner is critical for the ability for local cities or towns to establish local control as described in the law and is necessary for the success of the statewide industry and the ability of local governments to protect public health and safety. The cannabis market's potential to create jobs, generate revenue, and contribute to economic development at the local and state level is supported through local ordinance work. The issuance of local certifications and registrations to prospective cannabis businesses is also dependent on local ordinances.

- Local governments may not prohibit the possession, transportation, or use of cannabis, or the establishment or operation of a cannabis business licensed under state law.
- Local governments may adopt reasonable restrictions on the time, place, and manner of cannabis business operations (see Page 14).
- Local governments may adopt interim ordinances to protect public safety and welfare, as any studies and/or further considerations on local cannabis activities are being conducted, until January 1, 2025. A public hearing must be held prior to adoption of an interim ordinance.
- If your local government wishes to operate a municipal cannabis store, the establishment and operation of such a facility must be considered in a local ordinance.



Model Ordinance

For additional guidance regarding the creation of a cannabis related ordinance, please reference the additional resources on page 27.

Additional Information – Tobacco Sales

Penalties Related to a Revocation or Suspension of Tobacco License

A cannabis or hemp business license holder may also hold a tobacco license under Minnesota Statutes Chapter 461. However, tobacco cannot be sold in the cannabis retail location. Under section 461.12, Minnesota law allows a licensee's authority to sell tobacco and related products under the section to be suspended and possibly revoked if the licensee also holds a cannabis or hemp business license under Chapter 342 or is a registrant under section 151.72 and that license or registration is revoked. This penalty also applies if the license holder is convicted of an offense under section 151.72 or has been convicted under any other statute for illegal sale of cannabis products.



Clarifying Cannabis Businesses Authority

Cannabis businesses will be able to sell vaporizers without a tobacco license. Under Minnesota Statutes, section 342.27, subd. 3(a), retail licensees are permitted to sell cannabis paraphernalia. Cannabis paraphernalia includes “all equipment, products, and materials of any kind that are knowingly or intentionally used primarily in ... ingesting, inhaling, or otherwise introducing cannabis products into the human body” [Minnesota Statutes, section 342.01, subd. 18(2)]. Therefore, Minnesota Statutes, section 342.27, subd. 3(a) specifically authorizes retail licensees to sell cannabis paraphernalia, which in this instance includes vaporizers.



Additional Resources

OCM Toolkit for Local Partners

Please visit the [OCM webpage \(mn.gov/ocm/local-governments/\)](https://mn.gov/ocm/local-governments/) for additional information, including a toolkit of resources developed specifically for local government partners. The webpage will be updated as additional information becomes available and as state regulations are adopted.

Toolkit resources include:

- **Appendix A: [Cannabis Model Ordinance](https://mn.gov/ocm/lgg-appendix-a)** (mn.gov/ocm/lgg-appendix-a)
- **Appendix B: [Retail Registration Form and Checklist](https://mn.gov/ocm/lgg-appendix-b)** (mn.gov/ocm/lgg-appendix-b)
- **Appendix C: [Cannabis Flower and Hemp-Derived Cannabinoid Products Inspection Checklist](https://mn.gov/ocm/lgg-appendix-c)** (mn.gov/ocm/lgg-appendix-c)
- **Appendix D: [Enforcement Notice from the Office of Cannabis Management](https://mn.gov/ocm/lgg-appendix-d)** (mn.gov/ocm/lgg-appendix-d)
- **Appendix E: [Notice to Unlawful Cannabis Sellers](https://mn.gov/ocm/lgg-appendix-e)** (mn.gov/ocm/lgg-appendix-e)
- **Appendix F: [Model Guidelines on Age Verification Compliance Checks Policy and Procedures](https://mn.gov/ocm/lgg-appendix-f)** (mn.gov/ocm/lgg-appendix-f)
- **Appendix G: [Cannabis and Hemp Age Compliance Check Form](https://mn.gov/ocm/lgg-appendix-g)** (mn.gov/ocm/lgg-appendix-g)
- **Appendix H: [Local Unit of Government Cannabis Licensing Contact, Delegation Form, and Accela Registration Instructions Guide](https://mn.gov/ocm/local-governments/contactform.jsp)** (mn.gov/ocm/local-governments/contactform.jsp)
- **Appendix J: [Local Approval for Early Cultivation](https://mn.gov/ocm/lgg-appendix-j)** (mn.gov/ocm/lgg-appendix-j)

Local Organizations

There are several organizations who also have developed resources to support local governments regarding the cannabis industry. Please feel free to contact the following for additional resources:

- League of Minnesota Cities
- Association of Minnesota Counties
- Minnesota Public Health Law Center



A Guide for Local Governments on Adult-Use Cannabis



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Introduction

This guide serves as a general overview of **Minnesota’s new adult-use cannabis law**, and how **local governments** can expect to be involved. The guide also provides important information about Minnesota’s new Office of Cannabis Management (OCM), and the office’s structure, roles, and responsibilities. While medical cannabis continues to play an important role in the state’s cannabis environment, this guide is primarily focused on the adult-use cannabis law and marketplace.

The following pages outline the variety of cannabis business licenses that will be issued, provide a broad summary of important aspects of the adult-use cannabis law, and cover a wide range of expectations and authorities that relate to local governments. This guide also provides best practices and important requirements for developing a local cannabis ordinance.

Chapter 342 of Minnesota law was established by the State Legislature in 2023 and was updated in 2024. Mentions of “adult-use cannabis law” or “the law” throughout this guide refer to Chapter 342 and the changes made to it.

As of this guide’s date of publication, state regulations governing the adult-use cannabis market have not yet been published—**this document will be updated** when such regulations become effective.



This guide is not a substitute for legal advice, nor does it seek to provide legal advice. Local governments and municipal officials seeking legal advice should consult an attorney.

About OCM

Minnesota's **Office of Cannabis Management** is the state regulatory office created to oversee the implementation and regulation of the adult-use cannabis market, the medical cannabis market, and the consumer hemp industry. Housed within OCM are the **Division of Medical Cannabis** (effective July 1, 2024), which operates the medical cannabis program, and the **Division of Social Equity**, which promotes development, stability, and safety in communities that have experienced a disproportionate, negative impact from cannabis prohibition and usage.



OCM, through Chapter 342, is tasked with establishing rules and policy and exercising its regulatory authority over the Minnesota cannabis industry. In its duties, OCM is mandated to:

- Promote public health and welfare.
- Protect public safety.
- Eliminate the illicit market for cannabis flower and cannabis products.
- Meet the market demand for cannabis flower and cannabis products.
- Promote a craft industry for cannabis flower and cannabis products.
- Prioritize growth and recovery in communities that have experienced a disproportionate, negative impact from cannabis prohibition.

OCM governs the application and licensing process for cannabis and hemp businesses, specific requirements for each type of license and their respective business activities, and conducts enforcement and inspection activities across the Minnesota cannabis and hemp industries.

License Types

Minnesota law allows for **13** different types of business licenses, each fulfilling a unique role in the cannabis and hemp supply chain. In addition to license types below, OCM will also issue endorsements to license holders to engage in specific activities, including producing, manufacturing, and sale of medical cannabis for patients.

Microbusiness

Microbusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Microbusiness may also operate a single retail location.

Mezzobusiness

Mezzobusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Mezzobusiness may also operate up to three retail locations.

Cultivator

Cultivators may cultivate cannabis and package such cannabis for sale to another licensed cannabis business.

Manufacturer

Manufacturers may manufacture cannabis products and hemp products, and package such products for sale to a licensed cannabis retailer.

Retailer

Retailers may sell immature cannabis plants and seedlings, cannabis, cannabis products, hemp products, and other products authorized by law to customers and patients.

Wholesaler

Wholesalers may purchase and/or sell immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from another licensed cannabis business.

Wholesalers may also import hemp-derived consumer products and lower-potency hemp edibles.

License Types (continued)

Transporter

Transporters may transport immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products to licensed cannabis businesses.

Testing Facility

Testing facilities may obtain and test immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from licensed cannabis businesses.

Event Organizer

Event organizers may organize a temporary cannabis event lasting no more than four days.

Delivery Service

Delivery services may purchase cannabis, cannabis products, and hemp products from retailers or cannabis business with retail endorsements for transport and delivery to customers.

Medical Cannabis Combination Business

Medical cannabis combination businesses may cultivate cannabis and manufacture cannabis and hemp products, and package such products for sale to customers, patients, or another licensed cannabis business. Medical cannabis combination businesses may operate up to one retail location in each congressional district.

Lower-Potency Hemp Edible Manufacturer

Lower-potency hemp edible manufacturers may manufacture and package lower-potency hemp edibles for consumer sale, and sell hemp concentrate and lower-potency hemp edibles to other cannabis and hemp businesses.

Lower-Potency Hemp Edible Retailer

Lower-potency hemp edible retailers may sell lower-potency hemp edibles to customers.

Each license is subject to further restrictions on allowable activities. Maximum cultivation area and manufacturing allowances vary by license type. Allowable product purchase, transfer, and sale between licensees are subject to restrictions in the law.

The Adult-Use Cannabis Law

Minnesota's new adult-use cannabis law permits the personal use, possession, and transportation of cannabis by those 21 years of age and older, and allows licensed businesses to conduct cultivation, manufacturing, transport, delivery, and sale of cannabis and cannabis products.

For Individuals

- **Possession limits:**
 - Flower - 2 oz. in public, 2 lbs. in private residence
 - Concentrate - 8 g
 - Edibles (including lower-potency hemp) - 800 mg THC
- **Consumption** only allowed on private property or at licensed businesses with on-site consumption endorsements. Consumption not allowed in public.
- **Gifting** cannabis to another individual over 21 years old is allowed, subject to possession limits.
- **Home cultivation** is limited to four mature and four immature plants (eight total) in a single residence. Plants must be in an enclosed and locked space.
- **Home extraction** using volatile substances (e.g., butane, ethanol) is not allowed.
- **Unlicensed sales** are not allowed.



For Businesses

- **Advertising:**
 - May not include or appeal to those under 21 years old.
 - Must include proper warning statements.
 - May not include misleading claims or false statements.
 - Billboards are not allowed.
- The flow of all products through the supply chain must be tracked by the state-authorized **tracking system**.
- All products sold to consumers and patients must be **tested for contaminants**.
- **Home delivery** is allowed by licensed businesses.



The Cannabis Licensing Process

An applicant will take the following steps to proceed from application to active licensure. As described, processes vary depending on social equity status and/or whether the type of license being sought is capped or uncapped in the general licensing process.

License Preapproval: Early Mover Process for Social Equity Applicants

The license preapproval process is a one-time application process available for verified social equity applicants. State law requires OCM to open the application window on July 24, 2024, and close the window on August 12, 2024. The preapproval process is available for the following license types, and all are capped in this process: microbusiness, mezzobusiness, cultivator, retailer, wholesaler, transporter, testing facility, and delivery service.

Preapproval steps:

1. Applicant's social equity applicant (SEA) status verified.
2. Complete application and submit application fees.
3. Application vetted for minimum requirements by OCM.
4. Application (if qualified) entered into lottery drawing.
5. If selected in lottery, OCM completes background check of selected applicant and issues license preapproval.
6. Applicant with license preapproval* submits business location and amends application accordingly.
7. OCM forwards completed application to local government.
8. Local government completes certification of zoning compliance.
9. OCM conducts site inspection.
10. When regulations are adopted, license becomes active, operations may commence.

*For social equity applicants with license preapproval for microbusiness, mezzobusiness, or a cultivator license, they may begin growing cannabis plants prior to the adoption of rules if OCM receives approval from local governments in a form and manner determined by the office. This is only applicable to cultivation and does not authorize retail sales or other endorsed activities of the licenses prior to the adoption of rules.

The Cannabis Licensing Process (cont.)

The general licensing process will align with the adoption of rules and OCM will share more information about the timing of general licensing process. The general licensing process includes social equity applicants and non-social equity applicants.

General Licensing: Cultivator, Manufacturer, Retailer, Mezzobusiness

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. Application (if qualified) entered into lottery drawing.
4. If selected in lottery, OCM completes background check of selected applicant and issues preliminary approval.
5. Applicant with preliminary approval submits business location and amends application accordingly.
6. OCM forwards completed application to local government.
7. Local government completes certification of zoning compliance.
8. OCM conducts site inspection.
9. License becomes active, operations may commence.*

General Licensing: Microbusiness, Wholesaler, Transporter, Testing Facility, Event Organizer

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. For qualified applicants, OCM completes background check of vetted applicant and issues preliminary approval.
4. Selected applicant submits business location and amends application accordingly.
5. OCM forwards completed application to local government.
6. Local government completes certification of zoning compliance.
7. OCM conducts site inspection.
8. License becomes active, operations may commence.*

*For businesses seeking a retail endorsement (microbusiness, mezzobusiness, and retailer), a valid local retail registration is required prior to the business commencing any retail sales. See Page 16 for information on the local retail registration process.

General Authorities

Local governments in Minnesota have various means of oversight over the cannabis market, as provided by the adult-use cannabis law. Local governments may not issue outright bans on cannabis business, or limit operations in a manner beyond what is provided by state law.

Cannabis Retail Restrictions (342.13)

Local governments may limit the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality, as long as there is **at least one retail location per 12,500 residents**. Local units of government are not obligated to seek out a business to register as cannabis business if they have not been approached by any potential applicants, but cannot prohibit the establishment of a business if this population requirement is not met. Local units of government may also issue more than the minimum number of registrations. Per statutory direction, a municipal cannabis store (Page 19) cannot be included in the minimum number of registrations required. For population counts, the state demographer estimates will likely be utilized.

Tribal Governments (342.13)

OCM is prohibited from and will not issue state licenses to businesses in Indian Country without consent from a tribal nation. Tribal nations hold the authority to license tribal cannabis businesses on tribal lands – this process is separate than OCM’s licensing process and authority. Subject to compacting, Tribal nations may operate cannabis businesses off tribal lands. There will be more information available once the compacting processes are complete.

Taxes (295.81; 295.82)

Retail sales of taxable cannabis products are subject to the state and local sales and use tax and a 10% gross receipts tax. Cannabis gross receipts tax proceeds are allocated as follows: 20% to the local government cannabis aid account and 80% to the state general fund. Local taxes imposed solely on sale of cannabis products are prohibited.

Cannabis retailers will be subject to the same real property tax classification as all other retail businesses. Real property used for raising, cultivating, processing, or storing cannabis plants, cannabis flower, or cannabis products for sale will be classified as commercial and industrial property.

General Authorities (cont.)

Retail Timing Restrictions (342.13)

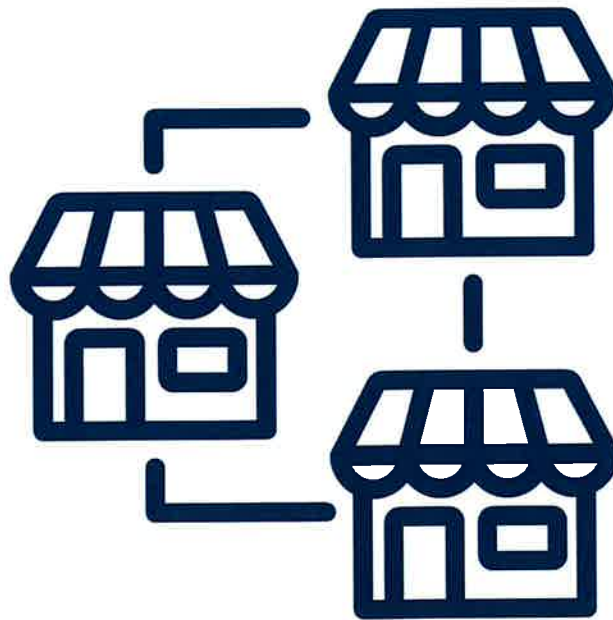
Local governments may prohibit retail sales of cannabis between the hours of 8 a.m. and 10 a.m. Monday-Saturday, and 9 p.m. and 2 a.m. the following day.

Operating Multiple Locations with One License

Certain cannabis licenses allow for multiple retail locations to be operated under a single license, with the following limitations:

- **Retailers:** up to five retail locations.
- **Mezzobusinesses:** up to three retail locations.
- **Microbusinesses:** up to one retail location.
- **Medical cannabis combination businesses:** one retail location per congressional district. Additionally, medical cannabis combination businesses may cultivate at more than one location within other limitations on cultivation.

For all other license types, one license permits the operation of one location. Each retail location requires local certification and/or registration.



Zoning and Land Use

Buffer Guidelines (342.13)

State law does not restrict how a local government conducts its zoning designations for cannabis businesses, except that they may prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including playgrounds and athletic fields.

Zoning Guidelines

While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite, and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Industrial hemp is an agricultural product, and should be zoned as such.

Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business. Note that certain types of licenses may be able to perform multiple activities which may have different zoning analogues. In the same way municipalities may zone a microbrewery that predominately sells directly to onsite consumers differently than a microbrewery that sells packaged beer to retailers and restaurants, so too might a municipality wish to zone two microbusinesses based on the actual activities that each business is undertaking. Table 1, included on Pages 13 and 14, explains the types of activities that cannabis businesses might undertake, as well as, some recommended existing zoning categories.

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cultivation	Cultivator Mezzobusiness Microbusiness Medical Cannabis Combination	"Cultivation" means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.	Indoor: Industrial, Commercial, Production Outdoor: Agricultural	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Cannabis Manufacturing, Processing, Extraction	Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This group of endorsed activities turn raw, dried cannabis and cannabis parts into other types of cannabis products, e.g. edibles or topicals.	Industrial, Commercial, Production	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Hemp Manufacturing	Lower-Potency Hemp Edible (LPHE) Manufacturing	These business convert hemp into LPHE edible products.	Industrial, Commercial, Production	Odor Waste, water, and energy
Wholesale	Wholesale Cultivator Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This activity and license type allows a business to purchase from a business growing or manufacturing cannabis or cannabis products and sell to a cannabis business engaged in retail.	Industrial, Commercial, Production	Need for transportation from facility Security

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities (continued)

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cannabis Retail	Retail Mezzobusiness Microbusiness Medical Cannabis Combination	This endorsed activity and license types allow a business to sell cannabis and cannabis products directly to consumers.	Retail, Neighborhood Shopping Districts, Light Industrial, Existing districts where off-sale liquor or tobacco sales are allowed.	Micros may offer onsite consumption, similar to breweries. Micros and Mezzos may include multiple activities: cultivation, manufacture, and/or retail.
Transportation	Cannabis Transporter	This license type allows a company to transport products from one license type to another.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Delivery	Cannabis Delivery	This license type allows for transportation to the end consumer.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Events	Event Organizer	This license entitles license holder to organizer a temporary event lasting no more than four days.	Anywhere that the city permits events to occur, subject to other restrictions related to cannabis use.	On site consumption. Retail sales by a licensed or endorsed retail business possible.

Local Approval Process

Local governments play a critical role in the licensing process, serving as a near-final approval check on cannabis businesses nearing the awarding of a state license for operations. Once an applicant has been vetted by OCM and is selected for proceeding in the verification process, they are then required to receive the local government's certification of zoning compliance and/or local retail registration before operations may commence.



Local Certification of Zoning Compliance (342.13; 342.14)

Following OCM's vetting process, local governments must **certify** that the applicant with preliminary approval has achieved **compliance with local zoning ordinances** prior to the licensee receiving final approval from OCM to commence operations.

During the application and licensing process for cannabis businesses, OCM will notify a local government when an applicant intends to operate within their jurisdiction and request a certification as to whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code.

According to Minnesota's cannabis law, a local unit of government has 30 days to respond to this request for certification of compliance. If a local government does not respond to OCM's request for certification of compliance within the 30 days, the cannabis law allows OCM to issue a license. OCM may not issue the final approval for a license if the local government has indicated they are not in compliance.

OCM will work with local governments to access the licensing software system to complete this zoning certification process.

Local Approval Process (cont.)

Local Retail Registration Process (342.22)

Once the licensing process begins, local government registration applies to cannabis retailers or other cannabis/hemp businesses seeking a retail endorsement. Local governments must issue a retail registration after verifying that:

- The business has a valid license or license preapproval issued by OCM.
- The business has paid a registration fee or renewal fee to the local government;
 - Initial registration fees collected by a local government may be \$500 or half the amount of the applicable initial license fee, whichever is less, and renewal registration fees may be \$1,000 or half the amount of the applicable renewal license fee, whichever is less.
- The business is found to be in compliance with Chapter 342 and local ordinances.
- If applicable, the business is current on all property taxes and assessments for the proposed retail location.

Local registrations may also be issued by counties if the respective local government transfers such authorities to the county.

Determining a Process for Limiting Retail Registrations

If a local government wishes to place a limitation on the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality (as long as there is at least one retail location per 12,500 residents, see Page 10), state law does not define the process for a local government's selection if there are more applicants than registrations available. A few options for this process include the use of a lottery, a first-come/first-serve model, a rolling basis, and others. Local governments should work with an attorney to determine their specific process for selection if they wish to limit the number of licensed cannabis retailers per 342.13. Local governments are not required to limit the number of licensed cannabis retailers.

Local Approval Process (cont.)

Local governments are permitted specific authorities for registration refusal and registration suspension, in addition to—and not in conflict with—OCM authorities.

Registration and Renewal Refusals

Local governments may refuse the registration and/or certification of a license renewal if the license is associated with an individual or business who no longer holds a valid license, has failed to pay the local registration or renewal fee, or has been found in noncompliance in connection with a preliminary or renewal compliance check.



Local Registration Suspension (342.22)

Local governments may suspend the local retail registration of a cannabis business or hemp business if the business is determined to not be operating in compliance with a local ordinance authorized by 342.13 or if the operation of the business poses an immediate threat to the health and safety of the public. The local government must immediately notify OCM of the suspension if it occurs. OCM will review the suspension and may reinstate the registration or take enforcement action.

Expedited Complaint Process (342.13)

Per state law, OCM will establish an expedited complaint process during the rulemaking process to receive, review, read, and respond to complaints made by a local unit of government about a cannabis business. Upon promulgation of rules, OCM will publish the complaint process.

At a minimum, the expedited complaint process shall require the office to provide an initial response to the complaint within seven days and perform any necessary inspections within 30 days. Within this process, if a local government notifies OCM that a cannabis business poses an immediate threat to the health or safety of the public, the office must respond within one business day.

Inspections & Compliance Checks

Local governments are permitted specific business inspection and compliance check authorities, in addition to—and not in conflict with—OCM authorities.

Inspections and Compliance Checks (342.22)

Local governments must conduct **compliance checks** for cannabis and hemp businesses holding retail registration **at least once per calendar year**. These compliance checks must verify compliance with age verification procedures and compliance with any applicable local ordinance established pursuant to 342.13. OCM maintains inspection authorities for all cannabis licenses to verify compliance with operation requirements, product limits, and other applicable requirements of Chapter 342.



Municipal Cannabis Stores

As authorized in Chapter 342.32, local governments are permitted to apply for a cannabis retail license to establish and operate a municipal cannabis store.

State law requires OCM issue a license to a city or county seeking to operate a single municipal cannabis store if the city or county:

- Submits required application information to OCM,
- Meets minimum requirements for licensure, and
- Pays applicable application and license fee.

A municipal cannabis store will not be included in the total count of retail licenses issued by the state under Chapter 342.

A municipal cannabis store cannot be counted as retail registration for purposes of determining whether a municipality's cap on retail registrations imposed by ordinance.



Creating Your Local Ordinance

As authorized in 342.13, a local government may adopt a local ordinance regarding cannabis businesses. Establishing local governments' ordinances on cannabis businesses in a timely manner is critical for the ability for local cities or towns to establish local control as described in the law, and is necessary for the success of the statewide industry and the ability of local governments to protect public health and safety. The cannabis market's potential to create jobs, generate revenue, and contribute to economic development at the local and state level is supported through local ordinance work. The issuance of local certifications and registrations to prospective cannabis businesses is also dependent on local ordinances.

- Local governments may not prohibit the possession, transportation, or use of cannabis, or the establishment or operation of a cannabis business licensed under state law.
- Local governments may adopt reasonable restrictions on the time, place, and manner of cannabis business operations (see Page 11).
- Local governments may adopt interim ordinances to protect public safety and welfare, as any studies and/or further considerations on local cannabis activities are being conducted, until January 1, 2025. A public hearing must be held prior to adoption of an interim ordinance.
- If your local government wishes to operate a municipal cannabis store, the establishment and operation of such a facility must be considered in a local ordinance.



Model Ordinance

For additional guidance regarding the creation of a cannabis related ordinance, please reference the addendum in this packet.

Additional Resources

OCM Toolkit for Local Partners

Please visit OCM webpage (mn.gov/ocm/local-governments/) for additional information, including a toolkit of resources developed specifically for local government partners. The webpage will be updated as additional information becomes available and as state regulations are adopted.

These resources are also included in the addendum of this packet.

Toolkit resources include:

- Appendix A: Model Ordinance
- Appendix B: Retail Registration Form and Checklist
- Appendix C: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist
- Appendix D: Enforcement Notice from the Office of Cannabis Management
- Appendix E: Notice to Unlawful Cannabis Sellers

Local Organizations

There are several organizations who also have developed resources to support local governments regarding the cannabis industry. Please feel free to contact the following for additional resources:

- League of Minnesota Cities
- Association of Minnesota Counties
- Minnesota Public Health Law Center

Appendix A: Model Ordinance

Cannabis Model Ordinance

The following model ordinance is meant to be used as a resource for cities, counties, and townships within Minnesota. The italicized text in red is meant to provide commentary and notes to jurisdictions considering using this ordinance and should be removed from any ordinance formally adopted by said jurisdiction. Certain items are not required to be included in the adopted ordinance: 'OR' and (optional) are placed throughout for areas where a jurisdiction may want to consider one or more choices on language.

Section 1	Administration
Section 2	Registration of Cannabis Business
Section 3	Requirements for a Cannabis Business (Time, Place, Manner)
Section 4	Temporary Cannabis Events
Section 5	Lower Potency Hemp Edibles
Section 6	Local Government as a Retailer
Section 7	Use of Cannabis in Public

AN ORDINANCE OF THE (CITY/COUNTY OF _____) TO REGULATE CANNABIS BUSINESSES

The (city council/town board/county board) of (city/town/county) hereby ordains:

Section 1. Administration

1.1 Findings and Purpose

(insert local authority) makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes (insert local authority) to protect the public health, safety, welfare of (insert local here) residents by regulating cannabis businesses within the legal boundaries of (insert local here).

(insert local authority) finds and concludes that the proposed provisions are appropriate and lawful land use regulations for (insert local here), that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

1.2 Authority & Jurisdiction

A county can adopt an ordinance that applies to unincorporated areas and cities that have delegated authority to impose local zoning controls.

(insert local authority) has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of

a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.

- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of (insert local here).

(Optional) (insert city here) has delegated cannabis retail registration authority to (insert county here). However, (insert city here) may adopt ordinances under Sections (2.6, 3 and 4) if (insert county here) has not adopted conflicting provisions.

1.3 Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

1.4 Enforcement

The elected body of a jurisdiction can choose to designate an official to administer and enforce this ordinance.

The (insert name of local government or designated official) is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

1.5 Definitions

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.

4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the (insert local here) to a state-licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Section 2. Registration of Cannabis Businesses

A city or town can delegate authority for registration to the County. A city or town can still adopt specific requirement regarding zoning, buffers, and use in public places, provided said requirements are not in conflict with an ordinance adopted under the delegated authority granted to the County.

2.1 Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business within (insert local here) without first registering with (insert local here).

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of (up to \$2,000) for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

2.2 Compliance Checks Prior to Retail Registration

A jurisdiction can choose to conduct a preliminary compliance check prior to issuance of retail registration.

Prior to issuance of a cannabis retail business registration, (insert local here) (shall/shall not) conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, (insert local here) shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

2.3 Registration & Application Procedure

2.3.1 Fees.

(insert local here) shall not charge an application fee.

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by (insert local here) shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2.3.2 Application Submittal.

The (insert local here) shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

(A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. The address and parcel ID for the property which the retail registration is sought;
- iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
- v. (Insert additional standards here)

(B) The applicant shall include with the form:

- i. the registration fee as required in [Section 2.3.1];
 - ii. a copy of a valid state license or written notice of OCM license preapproval;
 - iii. (Insert additional standards here)
- (C) Once an application is considered complete, the (insert local government designee) shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.
- (D) The application fee shall be non-refundable once processed.

2.3.3 Application Approval

- (A) (Optional) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 2.6.
- (B) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- (C) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

2.3.4 Annual Compliance Checks.

The (insert local here) shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under [Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24] and this/these [chapter/section/ordinances].

The (insert local here) shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

2.3.5 Location Change

A jurisdiction may decide to treat location changes as a new registration, or alternatively treat a location change as allowable subject to compliance with the rest of the registration process.

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of (insert local here).

or

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of (insert local here), it shall notify (insert local here) of the proposed location change, and submit necessary information to meet all the criteria in this paragraph.

2.4 Renewal of Registration

The (insert local here) shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by (insert local here).

A cannabis retail registration issued under this ordinance shall not be transferred.

2.4.1 Renewal Fees.

The (insert local here) may charge a renewal fee for the registration starting at the second renewal, as established in (insert local here)'s fee schedule.

2.4.2 Renewal Application.

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance.
- Insert additional items here

2.5 Suspension of Registration

2.5.1 When Suspension is Warranted.

The (insert local here) may suspend a cannabis retail business's registration if it violates the ordinance of (insert local here) or poses an immediate threat to the health or safety of the public. The (insert local here) shall immediately notify the cannabis retail business in writing the grounds for the suspension.

2.5.2 Notification to OCM.

The (insert local here) shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide (insert local here) and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

2.5.3 Length of Suspension.

A jurisdiction can wait for a determination from the OCM before reinstating a registration.

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The (insert local here) may reinstate a registration if it determines that the violations have been resolved.

The (insert local here) shall reinstate a registration if OCM determines that the violation(s) have been resolved.

2.5.4 Civil Penalties.

Subject to Minn. Stat. 342.22, subd. 5(e) the (insert local here) may impose a civil penalty, as specified in the (insert local here)'s Fee Schedule, for registration violations, not to exceed \$2,000.

2.6 Limiting of Registrations

A jurisdiction may choose to set a limit on the number of retail registrations within its boundaries. The jurisdiction may not however, limit the number of registrations to fewer than one per 12,500 residents.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within (insert local legal boundaries here).

(Optional) If (insert county here) has one active cannabis retail businesses registration for every 12,500 residents, the (insert local here) shall not be required to register additional state-licensed cannabis retail businesses.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to (insert number <= minimum required).

Section 3. Requirements for Cannabis Businesses

State Statutes note that jurisdictions may "adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business." A jurisdiction considering other siting requirements (such as a buffer between cannabis businesses, or a buffer from churches) should consider whether there is a basis to adopt such restrictions.

3.1 Minimum Buffer Requirements

A jurisdiction can adopt buffer requirements that prohibit the operation of a cannabis business within a certain distance of schools, daycares, residential treatment facilities, or from an attraction within a public park that is regularly used by minors, including a playground or athletic field. Buffer requirements are optional. A jurisdiction cannot adopt larger buffer requirements than the requirements here in Section 3.1. A jurisdiction should use a measuring system consistent with the rest of its ordinances, e.g. from lot line or center point of lot.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-1,000] feet of a school.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a day care.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a residential treatment facility.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

(Optional) The (insert local here) shall prohibit the operation of a cannabis retail business within [X] feet of another cannabis retail business.

Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

3.2 Zoning and Land Use

For jurisdictions with zoning, said jurisdiction can limit what zone(s) Cannabis businesses can operate in. As with other uses in a Zoning Ordinance, a jurisdiction can also determine if such use requires a Conditional or Interim Use permit. A jurisdiction cannot outright prohibit a cannabis business. A jurisdiction should amend their Zoning Ordinance and list what zone(s) Cannabis businesses are permitted in, and whether they are permitted, conditional, or interim uses. While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business.

3.2.1. Cultivation.

Cannabis businesses licensed or endorsed for cultivation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Manufacturer.

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Hemp Manufacturer.

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Wholesale.

Cannabis businesses licensed or endorsed for wholesale are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Retail.

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Transportation.

Cannabis businesses licensed or endorsed for transportation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Delivery.

Cannabis businesses licensed or endorsed for delivery are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.3 Hours of Operation

State law limits the retail sale of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to the hours of:

- *Monday-Saturday: 8 a.m.-2 a.m. the following day*
- *Sunday: 10 a.m.-2 a.m.*

A local jurisdiction may adopt an ordinance prohibiting sales for any period between the hours of 8 a.m.-10 a.m. and between 9 p.m.-2 a.m. the following day, seven days a week.

(Optional) Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of (insert time here) and (insert time here).

3.4 (Optional) Advertising

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by (insert local here)'s sign ordinances.

Section 4. Temporary Cannabis Events

Any individual or business seeking to obtain a cannabis event license must provide OCM information about the time, location, layout, number of business participants, and hours of operation. A cannabis event organizer must receive local approval, including obtaining any necessary permits or licenses issued by a local unit of government before holding a cannabis event.

4.1 License or Permit Required for Temporary Cannabis Events

4.1.1 License Required.

A cannabis event organizer license entitles the license holder to organize a temporary cannabis event lasting no more than four days. A jurisdiction should determine what type of approval is consistent with their existing ordinances for events.

A license or permit is required to be issued and approved by (insert local here) prior to holding a Temporary Cannabis Event.

4.1.2 Registration & Application Procedure

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants for Temporary Cannabis Events.

4.1.3 Application Submittal & Review.

The (insert local here) shall require an application for Temporary Cannabis Events.

(A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. (Insert additional standards here)

(B) The applicant shall include with the form:

- i. the application fee as required in (Section 4.1.2);
- ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the (insert local authority), or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

(C) Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.

(D) The application fee shall be non-refundable once processed.

(E) The application for a license for a Temporary Cannabis Event shall meet the following standards:

A jurisdiction may establish standards for Temporary cannabis events which the event organizer must meet, including restricting or prohibiting any on-site consumption. If there are public health, safety, or welfare concerns associated with a proposed cannabis event, a jurisdiction would presumably be authorized to deny approval of that event.

- Insert standards here

(G) A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

(H) A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The (insert city/town/county) shall notify the applicant of the standards not met and basis for denial.

(Optional) Temporary cannabis events shall only be held at (insert local place).

(Optional) Temporary cannabis events shall only be held between the hours of (insert start time) and (insert stop time).

Section 5. (Optional) Lower-Potency Hemp Edibles

A jurisdiction can establish different standards or requirements regarding Low-Potency Edibles. A jurisdiction can consider including the following section and subsections in their cannabis ordinance.

5.1 Sale of Low-Potency Hemp Edibles

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

5.2 Zoning Districts

If sales are permitted, a jurisdiction can limit what zone(s) the sales of Low-Potency Edibles can take place in. A jurisdiction can also determine if such activity requires a Conditional or Interim Use permit.

Low-Potency Edibles businesses are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

5.3 (Optional) Additional Standards

5.3.1 Sales within Municipal Liquor Store.

A jurisdiction that already operates a Municipal Liquor Store may sell Low-Potency Edibles within the same store.

The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.

5.3.2 Age Requirements.

A jurisdiction is able to restrict the sale of Low-Potency Edibles to locations such as bars.

The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age or older.

5.3.3 Beverages.

The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.

5.3.4 Storage of Product.

A jurisdiction is able to set requirements on storage and sales of Low-Potency Edibles.

Low-Potency Edibles shall be sold behind a counter, and stored in a locked case.

Section 6. (Optional) Local Government as a Cannabis Retailer

(insert local here) may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter.

The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6.

(insert local here) shall be subject to all same rental license requirements and procedures applicable to all other applicants.

Section 7. Use in Public Places

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

Appendix B: Retail Registration Form and Checklist

Retail Registration Form and Checklist

Local Unit of Government:

Business Name:

Business Address:

Minnesota Cannabis Business License Number:

Registration Period

☐ Initial

☐ Renewal

☐ Cannabis Microbusiness (\$0.00)

☐ Cannabis Microbusiness (\$1000.00)

☐ Cannabis Mezzobusiness (\$500.00)

☐ Cannabis Mezzobusiness (\$1000.00)

☐ Cannabis Retailer (\$500.00)

☐ Cannabis Retailer (\$1000.00)

Is Applicant Current on All Property Tax and Assessments at Retail Location:

☐ Yes

☐ No

Preliminary Local Ordinance Compliance:

☐ Pass

☐ Fail

Notes:

The above named applicant having paid the appropriate fees, being current on all applicable tax obligations, and having passed a preliminary compliance review, is authorized to engage in retail cannabis sales in the above named jurisdiction.

Approved By:

Title:

Date:

Appendix C: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist



Office of Cannabis Management
Department of Health

Hemp Flower and Hemp-Derived Cannabinoid Product Checklist

Minnesota Statute 18K.02, Definitions

Minnesota Statute 152.01, Subdivision 9

Minnesota Statute 151.72, Sale of Certain Cannabinoid Products

Minnesota Statute 152.0264, Cannabis Sale Crimes

Minnesota Statute 342.09, Personal Adult Use of Cannabis

Question	Yes	No	Comments	Additional Information
Business License and Registration Compliance				
Is the business registered with the Minnesota Department of Health?				All businesses selling hemp-derived cannabinoid products must be registered. See Hemp-Derived Cannabinoid Products (www.health.state.mn.us/people/cannabis/edibles/index.html)
If the business offers on-site consumption, do they have a liquor license?				Local authorities issue on-site consumption licenses. These are required for all businesses permitting on-site consumption of THC.
Product Compliance – All Products				
Does the business ensure that all sales are made to persons 21 years old or older?				Only persons 21 years of age or older may purchase hemp-derived cannabinoid products, with the exception of topicals. These products may be sold to anyone.
Does the business have all edible cannabinoid products, except beverages, behind the counter or in a locked cabinet?				Businesses must ensure all edible cannabinoid products are secure and inaccessible to customers.

Question	Yes	No	Comments	Additional Information
Only delta-8 and delta-9 are allowed for human consumption. Does the business sell edibles or beverages with any other intoxicating cannabinoids?				MDH has identified products containing many different intoxicating cannabinoids, such as HHC, THC-O, THC-P, PHC, delta-10, delta-11, delta-8p, delta-9p, etc. The product must contain only delta-8 and/or delta-9.
Does the business sell any edible products that are similar to a product marketed to or consumed by children?				Edible products that appear similar to candy or snacks marketed toward or consumed by children are not allowed.
Does the label on the edible or beverage state "Keep out of reach of children"?				All products must include the warning label "Keep out of reach of children."
Is the manufacturer's name, address, website, and contact phone number included on the label or provided through a QR code?				If not, the product is not in compliance.
Does the QR code on the product bring the user to a Certificate of Analysis on the website, which includes the name of the independent testing laboratory, cannabinoid profile, and product batch number?				All products must be tested by batch in an independent, accredited laboratory. The results must include the cannabinoid profile.
Does the label on the product indicate the cannabinoids by serving and in total?				The label must indicate the potency by individual serving as well as in total.

Question	Yes	No	Comments	Additional Information
Does the label on the product make any claim the product offers any kind of health benefit?				Health claims are not permitted on hemp or cannabis products unless approved by the FDA. At this time, there is not an approved statement.
Does the label on the product state that the product does not claim to diagnose, treat, cure or prevent any disease?				The manufacturer cannot claim the product will provide any health benefit unless the product has been formally approved by the FDA.
Does the business sell CBD (or other forms of cannabidiol) in the form of a softgel, tablet, or tincture?				Non-intoxicating cannabinoids may only be sold in the form of an edible, beverage, or topical. Therefore, softgels and tablets cannot be sold. Tinctures must be labeled as either an edible or beverage and comply with the edible or beverage requirements.
Product Compliance – Edibles				
Does the edible product contain more than 5 mg delta-8 and/or delta-9 per serving?				Edibles may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the edible product package/container contain more than 50 mg total THC (delta-8 and/or delta-9)?				Edibles may not exceed 50 mg total delta-8 or delta-9 per package. The edible cannot contain any other form of THC or intoxicating cannabinoid.
Are all the edible product's servings clearly marked, wrapped, or scored on the product?				Edible product servings must be clearly distinguished on the product. Bulk products that require the consumer to measure are not allowed.

Question	Yes	No	Comments	Additional Information
Does the business sell any edible products in the shape of bears, worms, fruits, rings, ribbons?				Edibles in shapes that appeal to children are not allowed.
Is the edible product in a child-proof, tamper-evident, opaque container?				All edibles must be in a container that is child-resistant and tamper evident. If the container is clear, the business must place the edible into an opaque bag at the point of sale. Clear bags are not allowed.
Product Compliance - Beverages				
Does the beverage product contain more than 5 mg delta-8 or delta-9 per serving?				Beverages may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the beverage product contain more than 2 servings?				Beverages cannot exceed two servings, regardless of the THC potency.
Is the beverage product in an opaque container?				If the beverage is in a clear container, the business must place the beverage in an opaque bag at the point of sale.
Product Compliance – Smokables (non-flower)				
Does the business sell vapes, pre-rolls, dabs, or other smokable products which contain more than 0.3% THC?				A product's certificate of analysis will show the concentration of THC the product contains. The certificate typically is found through the QR code on the product package. In MDH's experience, most vapes contain 50% - 90%+ THC. Pre-rolls may consist of raw hemp flower. These products are not regulated by 151.72. However, if a pre-roll is labeled as "infused" or "coated" have additional cannabinoids applied to the material, of which the product typically exceeds the 0.3% THC limit.

Question	Yes	No	Comments	Additional Information
Does the business sell vapes, pre-rolls, dabs, or other smokeable products that contain other intoxicating cannabinoids, such as HHC?				MN Statutes do not allow any cannabinoid, other than delta-8 or delta-9, to be sold if the cannabinoid is intended to alter the structure or function of the body. HHC is a cannabinoid known to have potency greater than THC.
Does the business sell vapes, pre-rolls, dabs, or other smokeable products which contain CBD?				Non-intoxicating cannabinoids cannot be smoked, vaped, or inhaled.
Product Compliance – Flower				
Does the business sell raw hemp flower?				Raw hemp flower must contain 0.3% or less of delta-9 on a dry weight basis. Products exceeding 0.3% delta-9 dry weight are marijuana, and are illegal for sale. THC-A is the non psychoactive precursor to delta-9. Once heated THC-A converts to delta-9. In that process some amount of THC-A is lost. To determine whether, once heated, the hemp flower will exceed the allowable 0.3% of delta-9, one can use a decarboxylation formula which takes into account the conversion of THC-A into delta-9. That formula is as follows: Total THC = (0.877 X THC-A) + d-9 THC Raw flower must include a certificate of analysis to show testing below 0.3% delta-9. A lack of a certificate of analysis would constitute an illegal sale.

Question	Yes	No	Comments	Additional Information
				A certificate of analysis showing that under the decarboxylation formula that delta-9 would exceed the 0.3% threshold would also indicate the flower is cannabis and not hemp and therefore being sold illegally.
Product Compliance – On-Site Consumption				
If the business offers on-site consumption, do they serve the edible or beverage in its original packaging?				The business may not pour out or remove an edible from its original packaging.
If the business offers on-site consumption, do they mix a cannabis-infused beverage with alcohol?				The business may not mix cannabis-infused products with alcohol.
If the business offers on-site consumption, do they permit customers to remove from the premises products which have been removed from their original packaging?				Products which have been removed from their original packaging cannot be removed from the premises by the customer.

NOTE: If a person suspects that a hemp-derived cannabinoid product is being sold in violation of Minnesota law, they can use the complaint form at [Submitting Hemp-Derived Cannabinoid Product Complaints \(www.health.state.mn.us/people/cannabis/edibles/complaints.html\)](http://www.health.state.mn.us/people/cannabis/edibles/complaints.html).

Appendix D: Enforcement Notice from the Office of Cannabis Management

Enforcement Notice from the Office of Cannabis Management

Dear Registered Hemp Derived Cannabinoid Business:

The Office of Cannabis Management (OCM), established in 2023, is charged with developing and implementing the operational and regulatory systems to oversee the cannabis industry in Minnesota as provided in Minnesota Statutes Chapter 342.

When Minnesota legalized the sale of adult-use of cannabis flower, cannabis products, and lower-potency hemp edibles/ hemp-derived consumer products, the Minnesota Legislature included statutory provisions, [Minnesota Statutes, chapter 152.0264](#), making the sale of cannabis illegal until a business is licensed by OCM. The Office of Cannabis Management has not yet issued licenses for the cultivation, manufacture, wholesale, transportation or retail sale of cannabis, therefore any retail sales of cannabis products, including cannabis flower, are illegal.

The Office of Cannabis Management has received complaints of retailers selling cannabis flower under the label of hemp flower. Under an agreement between The Minnesota Department of Health (MDH) and OCM, inspectors from MDH will begin to examine any flower products being sold during their regular inspections to determine whether they are indeed hemp flower or cannabis flower.

In distinguishing between hemp and cannabis flower, OCM, consistent with federal rules and regulations related to hemp under 7 CFR 990.1, will consider the total concentration of THC post- decarboxylation, which is the process by which THC-A is converted into Delta-9 to produce an intoxicating effect. The examination of raw flower products will include reviewing the certificate of analysis for compliance in several areas, including:

Compliance with the requirement that raw flower listed for sale includes a Certificate of Analysis (COA). Products for sale without a COA will constitute an illegal sale.

A COA that affirms concentrations of 0.3% or less of Delta-9 on a dry weight basis. Products exceeding 0.3% Delta-9 dry weight are considered marijuana and are therefore illegal to sell.

A COA that confirms that the total levels of Delta-9 and THC-A after the decarboxylation process do not exceed 0.3%. A COA that indicates the raw flower will exceed 0.3 percent Delta-9 post-decarboxylation, or a subsequent test conducted by an independent laboratory utilized by OCM that confirms Delta-9 in excess of 0.3 percent will be considered illegal.

[Minnesota Statutes, Chapter 342](#) governs Minnesota's cannabis market, and empowers OCM to ensure regulatory compliance. [Minnesota Statutes, chapter 342.09, subdivision 4](#) prohibits the retail sale of cannabis flower and cannabis products "without a license issued under this chapter that authorizes the sale."

To date, the Office of Cannabis Management has not issued any cannabis licenses, applications for licenses are expected to be available in the first half of 2025. As such, selling cannabis is a clear violation of law. Be aware that under [Minnesota Statutes, 342.09, subdivision 6](#), OCM may assess fines in excess of a \$1 million for violations of this law. Likewise, under [Minnesota Statutes, chapter 342.19](#), OCM is empowered to embargo any product that it has “probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]” Furthermore, violations of law may be considered in future licensing decisions made by OCM.

As inspectors enter the field, we encourage you to review the products you are currently selling to ensure they fall within the thresholds outlined above. If you have any questions related to the products you are selling, please send an email to cannabis.info@state.mn.us.

Thank you for your attention to this matter.

A handwritten signature in black ink, appearing to read "Charlene Briner", with a long horizontal flourish extending to the right.

Charlene Briner
Interim Director
Office of Cannabis Management

Appendix E: Notice to Unlawful Cannabis Sellers

Notice to Unlawful Cannabis Sellers

This notice is to inform you that your current course of action may run afoul of Minnesota law, and continuing this course of action may result in civil actions and potential criminal prosecution. To avoid such outcomes, you should immediately cease and desist any plans to engage in the unlicensed sale of cannabis and cannabis products.

[Minnesota Statutes, Chapter 342 \(www.revisor.mn.gov/statutes/cite/342\)](http://www.revisor.mn.gov/statutes/cite/342) governs Minnesota's cannabis market, and empowers OCM to ensure regulatory compliance. [Minnesota Statutes, chapter 342.09, subdivision 4 \(www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.4\)](http://www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.4) prohibits the retail sale of cannabis flower and cannabis products "without a license issued under this chapter that authorizes the sale." To date the Office of Cannabis Management has not issued any retail, or other, cannabis licenses. As such, your plan to sell cannabis in a retail setting at this date would be in flagrant violation of the law. Be aware that under [Minnesota Statutes, 342.09, subdivision 6 \(www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.6\)](http://www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.6), OCM may assess fines in excess of a \$1,000,000 for violations of this law.

Likewise, under [Minnesota Statutes, chapter 342.19 \(www.revisor.mn.gov/statutes/cite/342.19\)](http://www.revisor.mn.gov/statutes/cite/342.19), OCM is empowered to embargo any product that it has "probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]" It is believed that products attempted to be sold at your retail location might be distributed in violation of the law, and would therefore be subject to embargo by OCM. Under [Minnesota Statutes, chapter 342.19, subd. 2 \(www.revisor.mn.gov/statutes/cite/342.19#stat.342.19.2\)](http://www.revisor.mn.gov/statutes/cite/342.19#stat.342.19.2), once embargoed OCM "shall release the cannabis plant, cannabis flower, cannabis product, artificially derived cannabinoid, lower-potency hemp edible, or hemp-derived consumer product when this chapter and rules adopted under this chapter have been complied with or the item is found not to be in violation of this chapter or rules adopted under this chapter."

While Minnesota has legalized the sale of adult-use of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products, the legislature did add new statutory provisions, [Minnesota Statutes, chapter 152.0264 \(www.revisor.mn.gov/statutes/cite/152.0264\)](http://www.revisor.mn.gov/statutes/cite/152.0264), making illegal the unlawful sale of cannabis. As there are not yet any licenses issued by OCM for the cultivation, manufacture, wholesale, transportation, or retail of cannabis, any sales of cannabis products in excess of the limits in 152.0264 is illegal.

If you are only planning to sell cannabinoid products that are derived from hemp, you should ensure that the sale of those products is consistent with [Minnesota Statutes, chapter 151.72 \(www.revisor.mn.gov/statutes/cite/151.72\)](http://www.revisor.mn.gov/statutes/cite/151.72), including but not limited to the requirement that your business be registered with the Commissioner of Health, and that all products are in compliance with the relevant statutes.

Finally, in addition to the state laws outlined above, please be aware that any retail location must be in compliance with local government ordinances and zoning requirements.

OCM takes seriously its charge to enforce Minnesota Statutes, Chapter 342, and its responsibility to ensure a safe and legal cannabis market. In order to avoid the above-described actions, all attempts to open a cannabis retail dispensary in Minnesota without the appropriate license should be ceased.

State uncertainty causes St. Joseph to ban cannabis dispensaries until 2025

Corey Schmidt

ST. JOSEPH — St. Joseph won't be seeing a dispensary open up anytime soon. Uncertainty behind the state's direction with cannabis business licenses led City Council to unanimously approve banning dispensaries until 2025.

"We don't want to begin allowing (dispensaries) within St. Joseph — guide them through the infancy of their business, establish safe regulations and (watch these) businesses expend capital — only to have the Minnesota Office of Cannabis Management iron out prospective rules, laws and guidelines that could effectively shutter or greatly hinder a business' operations," Councilmember Adam Scepianiak told the St. Cloud Times.

The early April decision also gives city staff time to further study the cannabis industry and its impact on the community. St. Joseph's ban is set to end on Jan. 1 when the Minnesota Office of Cannabis Management is expected to roll out its new licensing process. The state tasked the OCM to oversee this process when it [legalized recreational cannabis use last year](#). Businesses already selling low-potency hemp products are not subject to the ban.

St. Joseph is "permitted to pass moratoriums on the operation of such businesses for consideration of whether to and how to place restrictions on the time, place and manner of cannabis businesses," according to a city memo. Municipalities are only allowed to ban cannabis retailers until Jan. 1, 2025.

Scepianiak told the St. Cloud Times he will welcome dispensaries when the time comes. While the council member said there are some cons to bringing a dispensary to St. Joseph, he recognizes it could help the local economy and have a potential health benefit.

"Cannabis can be utilized recreationally ... we would like to see those individuals spend their dollars in our city (either for) recreational, medicinal or other (use rather than spending money outside city limits)," Scepianiak said.

Additional economic benefits could also include sales tax revenue, according to Scepianiak. Municipalities in states with an established cannabis retail system have used cannabis sales taxes to fund extra projects. In those states, cannabis tax revenues have caused municipalities to recruit dispensaries into their communities, such as Evanston, Ill., which used its local tax to fund the nation's first-ever reparations program.

As it currently stands, local governments in Minnesota can't impose an additional cannabis tax. The state's 10% cannabis tax — which is in addition to local and state sales taxes — is split with 80% going into the state's general fund and 20% going into the local government cannabis aid account, according to the [2023 law](#).

However, Scepianiak said the city is looking into opening a municipal-owned cannabis retailer. "If no one immediately steps forward with such a business, we are tracking 20 to 30 other cities examining the potential of establishing a municipal dispensary," Scepianiak said. "It's similar to a municipal liquor store but with cannabinoid products."

Currently, only medical-use dispensaries can sell cannabis; however, tribal governments can already allow recreational-use dispensaries to open up. Recreational-use retailers will likely open up in other areas after the OCM outlines its official license procedure and regulations. Lawmakers are bringing forth a proposal that would award cannabis business licenses in a [lottery system](#). This is a change from the state's current points system considering labor practices, business plan and experience.

Minnesota said it will implement a social equity portion to its licensing process. Social equity applicants in Minnesota will include those with cannabis-related convictions, those in areas disproportionately impacted by cannabis law enforcement and veterans, according to the OCM's website.

– Corey Schmidt is a freelance reporter with the St. Cloud Times



RESOLUTION 25-12

To Enact an Amendment to Appendix D Of the City of New Richland Code of Ordinances, Addressing Fee Schedule for The City of New Richland

WHEREAS, The City Council of the City of New Richland has determined that the fee schedule for services of the city needs to be amended to reflect the current needs of the City and the addition of sections to the Code of Ordinances:

NOW THEREFORE, Appendix D of the City of New Richland Code of Ordinances is hereby amended to as follows:

Appendix D **Schedule of Fees and Charges:**

Description		Fees
Licenses and Permits:		
On – Sale Liquor		\$1,250.00
Off – Sale Liquor		\$100.00
Sunday Liquor		\$200.00
Temporary On- Sale		\$25.00
Club Liquor		\$100.00
On – Sale 3.2		\$25.00
Off – Sale 3.2		\$5.00
Wine License		\$350.00
Transfer Fee		\$50.00
Animal License –Lifetime Fee		\$25.00
Lost Animal License Replacement		\$2.00
Animal Impound Release Fee		\$25.00
Rental Property up to 3 units		\$90.00
Rental Inspection Fee each additional unit		\$35.00
Rental Re-Inspection Fee per unit		\$80.00
VRBO-Short-Term Rental License		\$125.00
Building Permit		\$5.00 Administrative Fee + Fee Schedule Adopted by Resolution
Golf Cart Permit	Calendar Year All or Part	\$10.00
Elevation Benchmark		\$200.00
Zoning Permit		\$35.00
Variance		\$50.00
Conditional Use Permit		\$50.00
Right of Way Permit		\$100.00

Licenses and Permits Continued:		
Adult Entertainment		\$100.00
Exhibition Permit		\$25.00
Peddler Permit		\$50.00
Cannabis License – Initial Permit		\$500
Cannabis License – Renewal		\$1000
Building Mover Permit		Bond
Emergency Service Charges		
Police Reports		\$10.00
CPR Training - Ambulance		\$76.00/person
Fire Department Rescue Auto Extrication and all rescues where tools or multiple vehicles and personnel are required		\$1000.00
Structure Fire Charge		\$1,500.00
Fire Service Charge Non Structure Fires		\$1,000.00
Provide Landing Zone, Traffic Control, Scene Safety and Cleaning Roads		\$500.00
For any Fire Incident over 3 hours in duration		Cost Up To The Actual Cost of Fuel Consumed
Foam Used in Fire Fighting Activity		Cost of Foam Consumed
Ambulance Call Base Rate		\$800.00
Per Loaded Mile		Medicare Approved Rate Plus 10%
Ambulance Call Base Rate Non-Primary Service Area		\$920.00
Per Loaded Mile Non-Primary Service Area		Medicare Approved Rate Plus 10%
No Transport City Limits		\$155.00
No Transport Outside City Limits		\$262.00
Intercept	Added to Other Charges	\$475.00
Lift Assist only		\$72.00
Charges for City Services		
Office Services		
Photo Copies Letter/Legal	B&W	.15 per page
Photo Copies 11X17	B&W	.35 per page
Fax Sending or receiving		\$1.00 per page
NSF Checks		\$30.00
Color Copies		.75 per page
Assessment Services		
TIF District		\$300 set up/\$150 per Year/\$200 modification
Delinquent Charges collected with taxes		\$10.00 per property charge certified
Special Assessments		\$5.00 per parcel



City Hall		
Hall Rent		\$125.00
Hall 3hr max meeting	Business Meeting rate	\$75.00
Water Department		
Residential Water Service Connection Fee		\$100.00
Commercial Water Connection Fee		\$200.00
Meter		Cost plus 10%
Clean Service Line		\$30.00
Shutoff Fee		\$25.00
Between Nov 15 & Mar 15		\$50.00
Turn on Fee		\$25.00
Between Nov 15 & Mar 15		\$50.00
Disconnect Notice Fee	(Resolution 21-01)	\$25.00
Late Payment Fee		5% of past due amount W/Min. \$3.00 per month
Water Rates		\$7.00 base connection fee plus \$9.00 per 1,000 gal
Bulk Water Sales		\$11.64 per 1000 gal.
Capital Improvement Charge		\$2.00 per month
Outdoor Water Meter		\$200
Sewer Department		
Sewer Service Connection Fee		\$50.00
Late Payment Fee		5% of past due amount W/Min. \$3.00 per month
Sewer Rates		\$11.50 base connection fee plus \$13.50 per 1,000 gal. of water used
Flat Fee for Sewer Only		\$66.40 per Month
Capital Improvement Charge		\$3.00 per month
Storm Sewer Department		
Rate Class 1	Residential, 0.0 – 0.9 acres	\$5.00 / month
Rate Class 2 (Small Commercial)	Residential, 1.0+ acres Multifamily, 2-15 units Churches, 0.0 – 4.9 acres Pubic-Institutional, 0.0-4.9 acres Commercial, Business, Industrial, 0.0 – 4.9 acres Mixed-Use, 0.0 – 4,9 acres	\$5.00 / month
Rate Class 3 (Medium Commercial)	Multifamily, 16+ units Churches, 5.0 – 9.9 acres Pubic-Institutional, 5.0-9.9 acres Commercial, Business, Industrial, 5.0 – 9.9 acres Mixed-Use, 5.0 – 9,9 acres	\$5.00 / month
Rate Class 4 (Large Commercial)	Churches 10+ acres Pubic-Institutional, 10+ acres Commercial, Business, Industrial, 10+ acres Mixed-Use, 10+ acres	\$5.00 / month

Trash Collection		
Trash Collection Charge		\$18.60 / Account
Maintenance Department		
Mowing		\$125/\$150/\$200 1st/2nd/3rd + time / Season
Sidewalk Snow Removal		\$125/\$150/\$200 1st/2nd/3rd + time / Season
Weed Control		\$125/\$150/\$200 1st/2nd/3rd + time / Season
Sweeper		\$80.00 per hour
Skid Steer		\$100.00 per hour
Dump Truck		\$110 per hour
Sanding		Dump Truck Fee plus Sand Cost
Charge For Employee Labor		\$75.00 per hour
Administrative Offenses – Violation of City Code Section:		Penalty for Violation
Section 220	Abandoned Property	\$25.00
Section 230	Trees	\$25.00
Section 300	Animals	\$25.00
Section 310	Exhibitions	\$25.00
Section 330	Peddlers	\$50.00
Section 340	Building Movers	\$50.00
Section 350	Rental Housing	\$50.00
Chapter 4	Alcoholic Beverages	\$25.00
Chapter 5	Nuisances	\$25.00
Section 550.3	Unlawful Disposal	\$100.00
Section 610	Parking	\$25.00
Section 620	Snowmobiles	\$25.00
Section 630	Bicycles	\$25.00
Section 720	Right of Way Management	\$200.00
Section 800	Water	\$25.00
Section 810	Sewer	\$25.00
Chapter 9	Building and Housing	\$50.00
Chapter 10	Zoning	\$50.00
Chapter 11	Adult Uses	\$200.00



Passed by the City Council of the City of New Richland, Minnesota, this 10th Day of March, 2025.

(Mayor)

ATTEST:

(City Administrator)

Memo

To: City Council

From: Anthony Martens

cc:

Date: 3/7/25

Re: City Owned Chevy Impala

Staff would like the council to consider selling the 2016 Chevy Impala. Over the last 4 years staff have put on less than 500 miles.

Annually the cost to insure the vehicle is approximately \$1,500.

At the current mileage rate of .70/ mile, the city staff would have to put on almost 2,140 miles / year to equal the cost of insuring the vehicle.

Staff recommends listing the vehicle on MNBID and returning the proceeds to the Police Department capital reserve.

Memo

To: City Council

From: Anthony Martens

cc:

Date: 3/10/25

Re: Meeting w/ County Board

The County Board and the Ditch Authority would like to have a small committee meeting regarding flood mitigation strategies. This would be a meeting to initial committee meeting to framework a set of strategies going forward. The plan is to have two (2) New Richland council members, and two (2) County Board members participate in the initial committee meeting.

Potential meeting dates/times proposed are:

- Tuesday 3/11/25 from 7:00am-9:00am or after 2:00pm (evening is fine)
- Wednesday 3/12/25 after 2:00pm (evening should be fine for the Commissioners in mind)
- Thursday 3/13/25 after 10:00am (evening conflict with SWCD)
- Friday 3/14/25 after 7:00am (no evening option this day)



PO Box 57, 203 N Broadway, New Richland, MN 56072

TEL: (507)465-3514 FAX: (507)465-3375

Web: www.cityofnewrichlandmn.com

City Administrator's Report

March 10th, 2025

Continued work on 2025 street improvement project items w / Bolton & Menk
Met with Bolton & Menk & NRHEG Schools for street project update.
Met with Bolton & Menk & City Attorney for street project update.
Met with Bolton & Menk & David Drown & Associates on street project financial update.
Participated in the Utility meeting for the Street Project.

Submitted Annual Police State Aid Form to the MN Department of Revenue.

Submitted the Annual Fire State Aid Form to the MN Department of Revenue.

Submitted Tier II report for the Water Treatment Plant to MN Homeland Security.

Submitted State Auditor Year-End information to the State.

Submitted renewal of Microsoft and Midco contract

Kitchen Grant Items were Ordered and

Participated in Workforce development Waseca Forward Session #2

Working with Auditors both in person and remote on audit

Submitted 2nd grant for Lead & Copper Assistance for unknown service lines

Created a New Debt Service and New Budget Code for the 2025 Street Improvement Project in Fund Accounting. This will start to be part of the financial packet going forward.

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

3/10 - Heather Christensen – Admin
3/13 - Jennifer Lacey – AMB
4/3 - Tanyce Bruegger – PD
4/8 - Jordan Allen – AMB/FD

EMPLOYEE ANNIVERSARIES

4/10 - Anthony Martens – Admin – 8 YRS
4/10 - Josh Babcock – AMB – 2 YRS
4/11 - Karen Cully – AMB – 1 YR
4/11 - Brett Cully – AMB – 1 YR