CITY OF OAK GROVE COUNCIL MEETING
CITY COUNCIL CHAMBERS
19900 NIGHTINGALE ST. NW
Monday, September 25, 2023

Budget Work Session at 5:30 PM
EDA at 5:50 PM
Regular Council Meeting at 6:00 PM

AGENDA

CALL TO ORDER; PLEDGE OF ALLEGIANCE

ROLL CALL:	Present	Absent
Mayor Rolf	☐	☐
Councilmember Wylie	☐	☐
Councilmember West	☐	☐
Councilmember Tradewell	☐	☐
Councilmember Bray Johnson	☐	☐

1. **PUBLIC FORUM**
   Speakers are requested to come to the podium, state their name and address for the clerk's record, and limit their remarks to three minutes.

2. **ANNOUNCEMENTS**

3. **SETTING OF REGULAR AGENDA**
   This is an opportunity to approve the regular agenda as presented or add/delete an agenda item by a majority vote of the Council members present

4. **APPROVAL OF WORK SESSION AND REGULAR COUNCIL MINUTES FOR SEPTEMBER 11, 2023 AND SPECIAL MEETING MINUTES FOR SEPTEMBER 18, 2023**

5. **ACKNOWLDEGE RECEIPT OFCOMMISSION MINUTES**
   A. Parks Commission – September 20, 2023

6. **PETITIONS, INDIVIDUALS, PRESENTATIONS, AND INQUIRIES**

7. **CONSENT AGENDA**
   The Consent Agenda contains several items, which are acted upon by the Council in one motion. Upon request by any one Councilmember, City staff, or the public a consent agenda item may be removed and put on the regular agenda for discussion and consideration.
   A. Claims and Accounts
   B. Resolution 23-109 Approving Step Increases for Firefighters
   C. Resolution 23-111 Approving the Application of Odegaard Promotions, LLC For an Interim Use Permit for Outdoor Commercial Recreation Facility for a Disc Golf Course

8. **CONSULTING ENGINEER**
   A. Engineer Updates

9. **FINANCE DEPARTMENT**
    A. Resolution 23-113 approving 2024 proposed general fund budget, 2024 preliminary property tax levy, and setting public hearing date for the 2024 general fund budget and 2024 preliminary property tax levy, and setting public hearing date for the 2023 Truth & Taxation hearing.
    B. Resolution 23-112 authorizing the preliminary EDA levy for 2024

10. **FIRE DEPARTMENT**
    A. Resolution 23-108 Accepting a donation of $25 for the Fire Department-Paulsons

11. **CITY ADMINISTRATOR UPDATES & DISCUSSION ITEMS**
    A. Approving 2024 Agreement for Residential Recycling Program
    B. Resolution 23-107 Accepting donation of metal City of Oak Grove Sign
    C. Administrator Updates

12. **MAYOR/COUNCIL REQUESTS/UPDATES**

The next Regular Meeting is scheduled for Monday, October 9, 2023 at 6:00pm

13. **ADJOURNMENT**

OAK GROVE COUNCIL
Regular Meeting Minutes
Monday, September 11, 2023

The Regular Meeting of the Oak Grove City Council was called to order by Mayor Rolf at 6:00 p.m. on Monday, September 11, 2023. Pledge of Allegiance was said, and roll call taken.

Present: Weston Rolf, Mayor
Angie Bray Johnson, Council Member
Mike Wylie, Council Member
Paul Tradewell, Council Member

Absent: John West, Council Member

Also Present: Loren Wickham, City Administrator
Rob Engler, Fire Chief
Sheriff Brad Wise
Steve Anderson, MSA
Chuck Schwartz, City Engineer
Matt Anderson, Public Works Director
Lieutenant Andy Knotz
Chief Deputy Bill Jacobson

1. PUBLIC FORUM

Cindy Stanaway, 20350 Gladiola Street NW expressed concerns about speeding on Gladiola Street NW. She noted the stretch between 201st and 207th Avenues NW need to be addressed to make roads safer. She asked the Council what they would do to help make the road safer.

Mayor Rolf replied that they would take the information to the City Administrator and City Engineer to review what options were available.

2. ANNOUNCEMENTS

Mayor Rolf announced that the Fire Department pancake breakfast is on October 1, 2023 from 8 a.m.-12 noon. He added retired fire fighter Ron Schleicher passed away and noted his appreciation for his service.

3. SETTING OF REGULAR AGENDA

Administrator Wickham added Resolution 23-106 -- Partial Pay Request for the MSA State Aid Project for University Avenue to item 9 City Engineer item B.

MOTION MADE BY COUNCIL MEMBER WYLIE, SECOND BY COUNCIL MEMBER BRAY JOHNSON TO APPROVE THE REGULAR AGENDA AS REVISED ABOVE. All in favor.

4. APPROVAL OF COUNCIL MINUTES FOR August 14, 2023

MOTION MADE BY COUNCIL MEMBER BRAY JOHNSON, SECOND BY COUNCIL MEMBER TRADEWELL TO APPROVE THE REGULAR MEETING MINUTES. All in favor.

5. ACKNOWLEDGE RECEIPT OF COMMISSION AND COMMITTEE MINUTES

A. Parks Commission minutes for August 16, 2023
B. Planning Commission minutes for August 17, 2023

The Council acknowledged receipt of commission minutes.

6. PETITIONS, INDIVIDUALS, PRESENTATIONS, AND INQUIRIES

A. Constitution Week Proclamation Requested by Daughters of the American Revolution, Anoka Chapter – Proclamation 23-01

Mayor Rolf read the Constitution Week Proclamation and proclaimed the week of September 17th-23rd as Constitution Week.

7. SHERIFF'S REPORT FOR AUGUST 2023

Lieutenant Knotz reported that in August there were 319 calls for service, including 8 thefts, 1 criminal sexual conduct, 1 assault, 2 criminal damage to property, 5 personal injury accident, 7 property damage accidents, 35 medicals, 15 animal complaints, 22 alarms, 2 gross misdemeanor arrests, 3 misdemeanor arrests, 2 DUI arrests, 2 warrant arrests, 112 traffic stops, and 28 traffic arrests.

Lieutenant Knotz stated the Police Department open house would be on September 21, 2023 from 4-7 p.m. He added that he was aware of the speeding along Gladiola Street NW and has extra patrol cars and a radar sign placed in the area.

A. 2024 Contract Discussion – Sheriff Brad Wise, County Commissioners Julie Braastad and Mike Gamache

Mayor Rolf explained that last year, the City signed a contract with the Sheriff's department with a 3% increase. Since then, many departments have been required to increase costs resulting in an additional 3% increase for January 1, 2024. He noted the difficulty in the City being requested to pay more even though the contract only included a 3% increase. He asked what the $4 million was being spent on.

Sheriff Wise stated the fundamental problem is vilifying law enforcement and has caused young prospects to not want to pursue a law enforcement career. Due to this, the market has been competitive in order to obtain more officers which leads to increase in pay. He explained that the money would be used to benefit the residents of the City and surrounding cities of Anoka County.

Mayor Rolf asked what the point was in signing a two-year contract if the contract was going to change without consulting the City. Sheriff Wise explained that there was a surplus in the past. He added while he does not like having to ask for money, he would rather do that than have to tell the City that they do not have enough staff in order to do the duties and services.

Council Member Tradewell expressed his concern that there was nothing said to the City about the two-year contract, especially since Oak Grove was one of the only cities who did that. Sheriff Wise stated he understood and was trying to make the most of a messy situation and apologized to the residents. He added that he would hope that residents would have the view point of supporting the police department.

Council Member Wylie agreed with Councilmember Tradewell and Mayor Rolf's concerns. He added the City is looking to do a 30% levy increase and is trying to make cuts.

Council Member Bray Johnson explained that some residents express their frustration of not knowing about the money increase ahead of time, while others support the decision. She noted the money needs to come from somewhere and wondered if it would come from the City eventually.

Mayor Rolf asked if $88,000 over the $27,000 increase. Chief Deputy Jacobson replied that the 2024 contract was $85,917.50 with the State aid bringing it down to $82,591.10. The new proposed contract would be $94,743 with a net cost of $91,397.50.

Commissioner Julie Braastad stated that they were in a bad situation and added that they were underpaying the Sheriff's office. She explained that nonunion employees had salary adjustments first and then rolled out increases to union workers but did not know what the negotiations would be. She apologized for the lack of communication.

Council Member Wylie asked why the jail staff got paid less than the deputy's and why higher positions did not get a raise. Commissioner Braastad replied that higher positions will get paid more but need to do negotiations.

Council Member Tradewell explained that he has no problem with the department needing additional money, but he has an issue with the contract being broken.

Commissioner Mike Gamache expressed his understanding and explained the Commissioners had similar discussions on renegotiation contracts. He noted that it was vital that the contract were renegotiation due to the state of the Sheriff's office. He apologized for not being at the City until now.

Mayor Rolf noted his understanding that the Sherriff's office is in a tough spot and is not against providing higher pay for the officers but did not agree with how the decision was made. He added the Council would not make a decision right now since there was a Council Member missing.

City resident Brad Johnson stated the City is in favor of public safety and law enforcement. He added his issue is the number of expenses coming into the City. He added that Commissioners make a lot of money and only show up during election time.

8. CONSENT AGENDA

The Consent Agenda contains several items, which are acted upon by the Council in one motion. Upon request by any one Councilmember, City staff, or the public a consent agenda item may be removed and put on the regular agenda for discussion and consideration.

A. Claims and Accounts
B. Ordinance 23-04 amending Chapter 105 Wetlands, Shoreland and Floodplain Areas and 109 Environmental and Natural Resources Protection
C. Ordinance 23-05 amending chapter 109 Accessory Buildings under 200 square feet.
D. Resolution 23-102 accepting resignation of Administrator Assistant
E. Resolution 23-103 appointing an Administrative Assistant
F. Resolution 23-104 approving State of Minnesota Joint Power Agreement with the City of Oak Grove on behalf of its City Attorney.

MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER BRAY JOHNSON TO APPROVE THE CONSENT AGENDA. All in favor.

9. CONSULTING ENGINEER

A. Resolution 23-105 Updating Public Works Design Manual

Engineer Schwartz stated Steve Anderson was with him to provide an update on University Avenue and the pay application. He noted that the Public Works Design Manual is updated on an “as need” basis. The changes are reflected for the MS4 permits. After the audit, there was a number of items that needed to be included.

MOTION BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER BRAY JOHNSON TO ADOPT RESOLTUION 23-105 UPDATING PUBLIC WORKS DESIGN MANUAL. All in favor.

B. Resolution 23-106 Partial Pay Request for the MSA State Aid Project for University Avenue

MSA representative Steve Anderson presented the request for the partial pay request for the University Avenue project. He provided an update on the project. East Bethel is splitting the cost of the project. The cost for the City would be $224,841.22

Mayor Rolf asked if the payment would include the 5% the City is retaining. Engineer Schwartz agreed and noted the partial payment is about 25% of the project costs.

MOTION BY COUNCIL MEMBER WYLIE, SECOND BY COUNCIL MEMBER TRADEWELL TO ADOPT RESOLUTION 23-106 PARTIAL PAY REQUEST FOR THE MSA STATE AID PROJECT FOR UNIVERSITY AVENUE. All in favor.

10. FIRE DEPARTMENT

A. Updates

Fire Chief Engler stated on September 14, 2023 there will be a heart safe training at Dejas Doggie Camp at 6 p.m. Another heart safe training will occur on September 19, 2023 at 6:30 p.m. at the fire station. On October 1, 2023 will be the open house pancake breakfast.

Fire Chief Engler reported that in July there were 61 instances including 1 unconscious down, 4 motor vehicle accidents, 5 lift assists, 13 fire instances, 2 choking and air way obstructions, 6 cardiac arrests.

Fire Chief Engler reported that in August there were 59 calls for service including 2 motor vehicle accidents, 11 fire incidences, 1 drowning, and 6 cardiac arrests.

11. CITY ADMINISTRATOR UPDATES & DISCUSSION ITEMS

A. Resolution 23-106 Anoka County Assessment Services Agreement

Administrator Wickham noted the Anoka County Assessment Services Agreement typically goes up 2% every year with many of the costs being determined by how many parcels are in the City.

MOTION MADE BY COUNCIL MEMBER TRADEWELL, SECOND BY COUNCIL MEMBER WYLIE TO ADOPT RESOLUTION 23-106 ANOKA COUNTY ASSESSMENT SERVICES AGREEMENT. All in favor.

B. Administrator Updates

Administrator Wickham noted the fall recycling day was on September 23, 2023 and may provide temporary staff since the City is short on staff.

Administrator Wickham mentioned that the new City Clerk began. He added that there is a request to include an Administrative Assistant and will be fully staffed in a few weeks. There is an open position for a Public Works position. He reviewed with the Council the policy regarding relatives working together.

Council Member Wylie explained that he did not have an issue with relatives working together but it is more concerning if it is a supervisor. Council Member Bray Johnson agreed and added that it can work. Mayor Rolf agreed.

Administrator Wickham noted that there are some forever chemicals that have class action lawsuits that have begun and the City Attorney is reviewing them.

Administrator Wickham stated there is a Park Commission meeting and Planning Commission meeting next week with two public hearings on a variance and a conditional use permit. There will also be a public hearing to amend accessory building structures that are exempt from a building permit of 200 square feet.

Administrator Wickham mentioned Public Works closed the gate to Lake George but people are still able to walk in the area. The gate will reopen in the winter time.

Mayor Rolf asked if there was an update on the ponds land. Administrator Wickham replied that there was no update.

Mayor Rolf asked if there was a code enforcement update on two different properties. Administrator Wickham replied that he was unaware of any complaints being filed since the IUP has been revoked. Mayor Rolf added that the second property was off 201st Street NW and was receiving complaints about garbage piling up on the side of the property. Administrator Wickham explained that the property owner recently went to court for a probation violation.

12. MAYOR/COUNCIL REQUESTS/UPDATES

A. Accessory Buildings – Council Member Bray Johnson

Administrator Wickham provided an overview on accessory building requirements.

<u>Mark Korin, 1600 Old Sims Rd NW,</u> stated increasing the size of accessory buildings on lots will become a problem in the future. He asked the Council to consider the decisions that were made in the past and the level of impact it would have.

Planning Commission Chair Brad Johnson stated the Planning Commission has discussed how the requirements could be guided and would be ready to discuss the item.

<u>Dustin Lee, 3762 197th Avenue NW,</u> stated he owns 5 acres and would like to build a substantial shed. He suggested moving the requirements up one.

Council Member Bray Johnson proposed to include 2-2.5 acre lots in the 2,400 square foot pole barn. She explained some of the comments she has received such as rather seeing things inside a pole barn instead of outside, corner lots being able to build bigger buildings, and it not effecting other people properties and safety.

Council Member Wylie stated building large buildings on properties will lose the rural aspect of the City.

Council Member Tradewell noted he is in the middle since he sees both sides.

Mayor Rolf stated he did not have a strong opinion but leaned towards keeping it the same way. He added that the City allows for many things other cities do not allow for. He expressed his understanding that people want larger building requirements but wondered when there would need to be requirements. He added that he does not have an interest in sending it to the Planning Commission.

Council Member Bray Johnson suggested putting out a poll or a public forum.

Doug Hoglund, 4521 208th Avenue NW, stated he believed the numbers were fair.

The next Regular Meeting is scheduled for Monday, September 25, 2023, at 6:00 p.m. and there will be a special meeting on Monday, September 18, 2023 at 6:00 pm.

13. ADJOURNMENT

MOTION MADE BY COUNCIL MEMBER BRAY JOHNSON, SECOND BY COUNCIL MEMBER TRADEWELL TO ADJOURN. Motion carried 4-0. The meeting was adjourned at 8:36 p.m.

Respectfully Submitted,

Loren Wickham
City Administrator

OAK GROVE COUNCIL
Special Meeting Minutes
Monday, September 18, 2023

The Special Meeting of the Oak Grove City Council was called to order by Mayor Rolf at 6:00 p.m. on Monday, September 18, 2023. Roll call taken.

Present: Weston Rolf, Mayor
Angie Bray Johnson, Council Member
Paul Tradewell, Council Member
John West, Council member

Absent: Mike Wylie, Council Member

Also Present: Loren Wickham, City Administrator
Michael Mooney, Abdo

1. **Compensation Study**
   Michael Mooney, Abdo presented the Position Classification and Compensation Study to the City Council. He reviewed the project overview, timeline and Abdo Team. He reviewed the project goals and underlying assumptions. He reviewed the analysis process and methodology. He reviewed the compensation and incentive plan highlights and next steps for the project.
   He reviewed the key findings and considerations.
   - Current pay rates for each position were, on average, 10% above the market minimum pay for similar positions. It is important to note, however, that this is an average and individual positions vary.
   - Current pay rates for each position were, on average, 10% below the market maximum pay for similar positions. It is important to note, however, that this is an average and individual positions vary.
   - In some cases, there is only one employee per position. When comparing current rates to the market, the single pay rate represented minimum and maximum pay for the position. This explains the large swing of market positioning from minimum to maximum.
   - Overall, a reevaluation of the existing position classification and wage scale will assist in realigning all positions in relation to the City's internal organizational structure and to the market. Doing so will presumably have a positive impact on future employee recruitment and current employee satisfaction and retention.
   - It is important to consider that many cities approve annual Cost of Living Adjustments (COLA) and will plan to do so for a January 1, 2024, effective date. As a result, it should be noted that, should the City not elect to apply a 2024 COLA adjustment to their current compensation model or implement the proposed compensation scale updates, current market variances,may continue to grow.

The plan recommends a step and grade system which Mooney reviewed with the Council.

He presented phased implementation and associated costs to implement the plan as
Phase 1 Total Annual cost of 2023 Implementation (Annualized for 2023) $9,800 1.69%
Phase 2 Total Annual Cost of 2024 COLA $22,200 3.77%
Phase 3 Total Annual Cost of Additional Steps $34,000 5.61%

Administrator Wickham stated Abdo will prepare total costs including all payroll taxes for the Council to review as part of the 2024 preliminary levy and budget.

2. **ADJOURNMENT**

MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER TRADEWELL TO ADJOURN. Motion carried 4-0. The meeting was adjourned at 6:59 p.m.

Respectfully Submitted,

Loren Wickham
City Administrator

OAK GROVE PARKS COMMISSION
SEPTEMBER 20, 2023
OAK GROVE CITY HALL

Chair Tri called the regular meeting of the Oak Grove Parks Commission to order at 6:30 pm.

Present: Jerry Tri, Chair
Annette West, Commissioner
Mikey Oman, Commissioner
Gene Hodel, Commissioner

APPROVAL OF MINUTES

1. Regular meeting August 16, 2023

   Commissioner West moved, second by Chair Tri to approve the August 16, 2023 meeting minutes. Motion carried 4-0.

NEW BUSINESS

2. Tree Lighting Event

   Now That's Waffles has confirmed they will be there. Commissioner Oman contacted several food trucks and there were with booked, closed for the season or did not respond. Commissioner Oman said she would reach out to an eggroll truck, Route 65, White Rabbit, Mr. Taco. Commission West gave a phone number for another taco truck and Commissioner Oman will contact them as well. Commissioner Tri will check with Anoka about the food trucks that come to that tree lighting.

   Jake Humphrey from Electric Sign and Lighting has confirmed he will sponsor a tree and put-up lights.

   Commissioner West will contact Strong and Sons and see if they are willing to do the same. Signs advertising the sponsors will go in front of each tree.

   A speaker system will need to be rented.

   Commissioner West will reach out to St Francis choir to see if they would be willing to come again.

   It was discussed that the food trucks should start at 5:30 pm.

   All Speeches and choir should be near the tree and not in the shelter.

3. WIP

   Commissioner West discussed the need to wait on the Boy Scout Project. More information will need to come from Micah, in regards to what he would like to do. There are some other options, but the commission will wait for Micah and his ideas.
   The prairie grasses at Dunlop part will be scheduled to be burned.
   The bridge at Dunlop has been installed and Commissioner Hodel stated that it looked very nice, he used the word "fancy". Chair Tri removed some dead trees around the bridge.
   Commissioner Tri also moved one of the bigger trees that blocked the view of the sledding hill from the parking lot. He pruned the deciduous trees around the parking lot, which will encourage growth and eventually provide shade to the parking lot.

4. Parks Commission Discussion Items

   Comm Hodel brought up a possible meeting with Karen Blaska of Anoka county, waiting for update from City Administrator.

Discussion was had a bout a new development going in around Abundant Life church and possible trail connections there.
Comm Hodel brought up a discussion that was had at a council meeting regarding markers that indicate park property lines.
Comm Tri mentioned a complaint about a park Bench at Oak Grove Preserve near the skate park and the direction it was facing. The Commission will go visit that are and take a look.
It was also brought up that there is a local company that may be able to install a solar light on top of the sledding hill. It would be nice to meet out there with the representative and get a quote.
Comm Hodel mentioned that there are some individuals with County connections that would like to put in a memorial to two Oak Grove Vets from the Vietnam war. It was suggested that our group meet with them and discuss the possibility of combining efforts for a Veterans Memorial.

Next meeting is October 18, 2023.

5. ADJOURMENT

Motion by Commissioner West, second by Commissioner Hodel to adjourn the meeting at 7:33 PM. Motion carried 4-0.

Respectfully Submitted,
Mikey Oman, Parks Commissioner

OAK GROVE, MN

09/21/23 4:30 PM
Page 1

*Check Summary Register©

9/25/2023

	Name	Check Date	Check Amt
10100 Primary Account			
Unposted	BLAINE BROTHERS INC	9/21/2023	$232.42
Unposted	CITY OF ST PAUL	9/21/2023	$339.44
Unposted	CMT JANITORIAL SERVICES	9/21/2023	$572.00
Unposted	ELITE SANITATION	9/21/2023	$569.66
Unposted	FEDERATED CO-OPS INC.	9/21/2023	$1,181.91
Unposted	GRANICUS, INC.	9/21/2023	$884.09
Unposted	HAWKINS, INC.	9/21/2023	$1,783.07
Unposted	INDEPENDENT TESTING	9/21/2023	$2,550.00
Unposted	LEAGUE OF MN CITIES INSURA	9/21/2023	$8.74
Unposted	LEPAGE & SONS	9/21/2023	$106.76
Unposted	MENARDS - ELK RIVER	9/21/2023	$405.56
Unposted	MINNESOTA EQUIPMENT	9/21/2023	$1,044.73
Unposted	MN FIRE SVC CERTIFICATION B	9/21/2023	$525.00
Unposted	MN STATE FIRE CHIEFS ASSN	9/21/2023	$2,050.00
Unposted	MN UNEMPLOYMENT INSURANC	9/21/2023	$870.12
Unposted	MSA PROFESSIONAL SERVICES	9/21/2023	$41,823.57
Unposted	MUNICIPAL EMERGENCY SERVI	9/21/2023	$764.29
Unposted	NEW LOOK CONTRACTING	9/21/2023	$224,841.22
Unposted	NORTH METRO GLASS	9/21/2023	$176.70
Unposted	PACE ANALYTICAL SERVICES IN	9/21/2023	$610.40
Unposted	PC2 SOLUTIONS	9/21/2023	$462.50
Unposted	PLAISTED COMPANIES	9/21/2023	$2,433.13
Unposted	SCHOENROCK SIGNS	9/21/2023	$67.50
Unposted	STAR TRIBUNE	9/21/2023	$856.80
		Total Checks	$285,159.61

City of OAK GROVE

OAK GROVE, MN

*Check Detail Register©

9/25/2023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Primary Account					
0	09/20/23	**BLAINE BROTHERS INC**			
E 101-43100-403		Repairs/Maint Veh & Equi	$232.42	10004383199 002	Rear Brakes
		Total	$232.42		
0	09/20/23	**CMT JANITORIAL SERVICES**			
E 101-41940-401		Repairs/Maint Buildings	$572.00	5007	CLEANING SVC OCTOBER
		Total	$572.00		
0	09/21/23	**ELITE SANITATION**			
E 101-45100-410		Rentals/Leases	$569.66	30091	8/20-9/16 2023 Portables
		Total	$569.66		
0	09/21/23	**FEDERATED CO-OPS INC.**			
E 101-43100-212		Motor Fuels	$1,181.91	1884945	Diesel Fuel
		Total	$1,181.91		
0	08/25/23	**GRANICUS, INC.**			
E 101-41920-309		Computer Services	$884.09	170032	SEPT 2023 Svc
		Total	$884.09		
0	09/05/23	**HAWKINS, INC.**			
E 611-49450-210		Operating/Office Supplies	$1,387.63	6570282	L.G. Sewer Micro C
E 621-49510-210		Operating/Office Supplies	$395.44	6570282	L.G. Water Chlorine
		Total	$1,783.07		
0	08/31/23	**INDEPENDENT TESTING TECHNOLOGI**			
E 402-43100-303		Engineering Fees	$965.00	42968	University Ave Density test
E 402-43100-303		Engineering Fees	$1,585.00	43057	University Ave Density test
		Total	$2,550.00		
0	07/31/23	**LEAGUE OF MN CITIES INSURANCE**			
E 101-41400-152		Worker s Comp Ins	$8.74	20230731	WORK COMP 2020
		Total	$8.74		
0	09/01/23	**LEPAGE & SONS**			
E 101-43100-401		Repairs/Maint Buildings	$60.36	20230901	STATION 2 GARBAGE SVC SEPT-OCT 23
E 101-43100-401		Repairs/Maint Buildings	$46.40	20230901 CH	CITY HALL GARBAGE SVC SEPT-OCT 2023
		Total	$106.76		
0	08/30/23	**MENARDS - ELK RIVER**			
E 101-41940-401		Repairs/Maint Buildings	$255.62	80481	PW supplies
E 101-45100-210		Operating/Office Supplies	$149.94	80481	park supplies
		Total	$405.56		
0	07/17/23	**MN EQUIPMENT**			
E 101-43100-403		Repairs/Maint Veh & Equi	$322.75	P06956	Hydraulic fluid
E 101-45100-210		Operating/Office Supplies	$509.38	P06956	Landpride blades
E 101-45100-210		Operating/Office Supplies	$133.06	P10322	Land Pride Parts
E 101-43100-403		Repairs/Maint Veh & Equi	($9.09)	P10325	Land Pride parts exchange
E 101-43100-403		Repairs/Maint Veh & Equi	$88.63	P98980	AIR FILTERS

*Check Detail Register©

9/25/2023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	$1,044.73		
0	09/01/23	**MN FIRE SVC CERTIFICATION BRD**			
E 101-42200-434		Conferences/Training	$525.00	82020	2023 RECERTIFY 20 AT $26.25
		Total	$525.00		
0	09/12/23	**MN STATE FIRE CHIEFS ASSN**			
E 101-43100-434		Conferences/Training	$2,050.00	6258	Class Registration
		Total	$2,050.00		
0	09/12/23	**MN UNEMPLOYMENT INSURANCE**			
E 101-42200-142		Unemployment Benefit Pa	$870.12	133001	
		Total	$870.12		
0	09/06/23	**MSA PROFESSIONAL SERVICES INC**			
E 801-42400-430		Miscellaneous	$962.03	R101540900	R10154090 SMITH GROVE 3RD ADDN
E 801-42400-430		Miscellaneous	$532.30	R101540900	SADIES COVE
E 801-42400-430		Miscellaneous	$543.00	R101540900	ANOKA COUNTY
E 101-43300-303		Engineering Fees	$690.00	R101540900	R10154105 2023 OG GENERAL
E 101-43300-303		Engineering Fees	$3,441.27	R101540900	PLANNING
E 101-43300-303		Engineering Fees	$168.00	R101540900	MUNI STATE AID
E 101-41910-303		Engineering Fees	$2,035.50	R101540900	CAPITAL IMPROVEMENT -PLANNING
E 101-43300-303		Engineering Fees	$1,359.00	R101540900	R10154105 MISC GEN
E 101-41910-303		Engineering Fees	$1,188.00	R101540900	MS4 PERMITTING
E 801-42400-430		Miscellaneous	$182.09	R101540900	DAVEY MITIGATION
E 801-42400-430		Miscellaneous	$164.00	R101540900	LEHN PARCEL
E 402-43100-303		Engineering Fees	$1,303.00	R101540900	2023 STREET IMP
E 402-43100-303		Engineering Fees	$26,858.58	R101540900	R10154110 UNIVERSITY AVE -EB SPLIT
E 801-42400-430		Miscellaneous	$504.00	R101540900	SIMS TRAIL CROSSING
E 101-43300-303		Engineering Fees	$436.30	R101540900	FROGGY HOPS
E 101-41920-309		Computer Services	$1,380.00	R101540900	MAPPING UPDATES
E 101-41910-303		Engineering Fees	$76.50	R101540900	THE PONDS CONCEPT DEVELOPMENT
		Total	$41,823.57		
0	08/31/23	**MUNICIPAL EMERGENCY SERVICES**			
E 101-42200-404		Repairs/Maint Equipment	$764.29	1927777	Repairs to SCBA
		Total	$764.29		
0	09/11/23	**NEW LOOK CONTRACTING**			
E 402-43100-590		Street Improvements	$224,841.22	23-106	PAY REQUEST #1 UNIVERSITY AVE
		Total	$224,841.22		
0	09/12/23	**NORTH METRO GLASS**			
E 101-43100-403		Repairs/Maint Veh & Equi	$176.70	IEB 0912-417	REPLACE GLASS
		Total	$176.70		
0	09/12/23	**PACE ANALYTICAL SERVICES INC**			
E 611-49450-407		SW-Monitoring and Mainte	$610.40	23100427777	August Wastewater testing
		Total	$610.40		
0	09/19/23	**PC2 SOLUTIONS**			

*Check Detail Register©

9/25/2023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41920-309		Computer Services	$462.50	91623008	8/15/23 svc
		Total	$462.50		
0	09/05/23	**PLAISTED COMPANIES**			
E 101-43100-590		Street Improvements	$2,433.13	62932	Gravel
		Total	$2,433.13		
0	09/07/23	**SCHOENROCK SIGNS**			
E 202-44000-210		Operating/Office Supplies	$67.50	16439	recycle day stickers
		Total	$67.50		
0	01/08/23	**ST. PAUL, CITY OF**			
E 101-43100-590		Street Improvements	$339.44	IN55423	Asphalt
		Total	$339.44		
0	08/31/23	**STAR TRIBUNE**			
E 101-41400-340		Advertising	$582.40	P311413	CANNABIS PUBLIC HEARING-CODES 23-01/02/03
E 101-41910-354		Printing/Publishing	$274.40	P311413	PLANNING COMMISSION AMMEND
		Total	$856.80		
		10100 Primary Account	$285,159.61		

Fund Summary

10100 Primary Account	
101 GENERAL FUND	$24,258.42
202 RECYCLING	$67.50
402 MSAS CONSTRUCTION FUNDS	$255,552.80
611 SEWER - LAKE GEORGE	$1,998.03
621 WATER - LAKE GEORGE	$395.44
801 DEVELOPMENT ESCROWS	$2,887.42
	$285,159.61

CITY OF OAK GROVE
REQUEST FOR COUNCIL ACTION

DEPARTMENT:

Fire Department

MEETING DATE:

September 25, 2023

TITLE OF REQUEST:

Step Increases for Firefighters

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Currently the fire department utilizes a step increase system for firefighters. These increases are as follows:

New hire in Academy	$13.64
Successful Completion of Fire Academy and Emergency training	$15.07
Year 5	$16.49
Year 10	$17.78
Year 15	$19.26

Currently we have the following firefighters eligible for adjustments:
Jose Coto from $13.64 to a rate of $15.07
Micheal Klebs from $13.64 to a rate of $15.07

SOURCE OF FUNDING:
General Fund > Fire Management> Part-time Employees

REQUESTED COUNCIL ACTION:

Approve Resolution 23-109

RESOLUTION 23-109

CITY OF OAK GROVE
COUNTY OF ANOKA
STATE OF MINNESOTA

APPROVING FIREFIGHTER STEP INCREASE

BE IT RESOLVED, by the City Council of the City of Oak Grove, Minnesota that the following Firefighters shall receive the following pay raise retroactive to their anniversary date according to the Fire Department Step System:

Firefighter	New pay rate/hour
Jose Coto	$15.07
Michael Klebs	$15.07

Adopted by the City Council this 25th day of September 2023.

____
Weston Rolf, Mayor

ATTEST:

____
Billi Larson, City Clerk

(Seal)

RESOLUTION 23-111

CITY OF OAK GROVE
COUNTY OF ANOKA
STATE OF MINNESOTA

A RESOLUTION APPROVING THE APPLICATION OF ODEGAARD PROMOTIONS, LLC FOR AN INTERIM USE PERMIT FOR OUTDOOR COMMERCIAL RECREATION FACILITY FOR A DISC GOLF COURSE

WHEREAS, Section 109-92 (d) (21) of the City Code lists Outdoor Commercial Recreation Facility as a conditional/interim use in the Agriculture (A) district; and

WHEREAS, Odegaard Promotions, LLC has applied for an Interim Use Permit (IUP) at 855 Sims Rd NW (the "subject property") further described as PID 11-33-24-41-0003 ; and

WHEREAS, the subject property is zoned Agriculture (A); and

WHEREAS, the subject property is 48.75 acres, according to Anoka County; and

WHEREAS, Michael J. Straus is the owner of the subject property according to Anoka County Tax Records; and

WHEREAS, A disc golf course previously operated on the subject property from 2015-2021; and

WHEREAS, the Planning Commission has reviewed the application and held a public hearing on September 21, 2023, and recommended approval of the request; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Oak Grove hereby finds the request for an interim use permit for outdoor commercial recreation facility for a disc golf course at 855 Sims Rd NW meets the standards and criteria for approval for an Interim Use Permit (IUP) set out in Section 109-136 of the City Code, subject to the following conditions:

1. The Interim Use Permit is granted only to Odegaard Promotions, LLC The Permit is granted until January 31, 2025. The City Council may revoke this permit for good cause including but not limited to non-compliance with conditions of approval and the city may at any time impose additional conditions on applicant to address unforeseen issues.

2. The use continues to operate as described in the submittal dated August 21, 2023, which was made by the applicant in association with this application. Changes in use, addition of activities, changes in customer volume or hours may require a conditional use permit amendment.
3. The applicant must allow the Fire Department to inspect the site and comply with any requirements of the Fire Department.
4. City Staff may enter onto the property and inspect the site with or without notice.
5. If food and beverages will be served, the applicant must obtain a license from Anoka County Public and Environmental Health.
6. No parking in conjunction with the use shall be permitted on any street.
7. The applicant is required to clearly identify all property boundaries with park boundary signage.
8. The applicant must supply an adequate number of containers for all garbage and refuse and it must be collected for disposal not less than once each week.
9. Domestic animals or pets must not be allowed to run at large.
10. The applicant must display informational signage indicating code of conduct and course contact info throughout the course.

Passed and adopted this 25th day of September.

____
Weston Rolf, Mayor

ATTEST:

____
Billi Larson, City Clerk

(Seal)

NOTICE OF PUBLIC HEARING
BEFORE THE OAK GROVE PLANNING COMMISSION

PLEASE TAKE NOTICE that the Planning Commission of the City of Oak Grove, Minnesota, will hold a public hearing on the following application(s):

PUBLIC HEARING DATE:	**Thursday, September, 21, 2023, at 6:30 PM,** Oak Grove City Hall 19900 Nightingale St. NW Oak Grove, MN 55011
APPLICANT(S):	Odegaard Promotions LLC 20245 Yale St. NW Elk River, MN 553330
PROPERTY OWNER:	Mike Strauss 10101 Naples St. NE Blaine, MN 55449
LOCATION:	855 Sims Rd NW
PROPERTY ID:	11-33-24-41-0003
APPLICATION:	Conditional Use Permit (CUP) – for an Outdoor Commercial Recreation Facility – a disc golf course.

You are receiving this notice because the proposed application is within 1,000 feet of your property.

The Public Hearing is a chance for you to comment on the proposed application. All oral and written comments will be heard. Please contact City Hall with questions planner@ci.oak-grove.mn.us or (763) 404-7000.

www.ci.oak-grove.mn.us

City of Oak Grove
County of Anoka
State of Minnesota

IN RE:

Application of Odegaard Promotions, LLC
Conditional Use Permit for Outdoor Commercial Recreation Facility for disc golf course.

Planning Commission Finding and Recommendations

PLANNING COMMISSION FINDINGS

On September 21, 2023, the Oak Grove Planning Commission met at its regularly scheduled meeting and held a Public Hearing to review the application of Odegaard Promotions LLC (the Applicant) for a Conditional Use Permit for Outdoor Commercial Recreation Facility for a disc golf course at 855 Sims Rd NW (the “subject property”), further described by PID 11-33-24-41-0003.

The applicant was present, and the Planning Commission heard testimony from all interested persons wishing to speak at the meeting and now makes the following findings of fact and recommendation to the Oak Grove City Council:

1. The subject property is zoned Agriculture (A).

2. The subject property is 48.75 acres, according to Anoka County.

3. Michael J. Straus is the owner of the subject property according to Anoka County Tax Records.

4. Odegaard Promotions LLC is the applicant.

5. Section 109-92 (d) (21) of the City Code lists Outdoor Commercial Recreation Facility as a conditional/interim use in the Agriculture (A) district.

6. The exhibits submitted for the review of Applicant’s Conditional Use Permit application are as follows:

   Exhibit 1 – Public Hearing notice
   Exhibit 2 – Application for Conditional Use Permit
   Exhibit 3 – Description and site plan submitted by the applicant
   Exhibit 4 – Aerial photograph of the subject property
   Exhibit 5 – Staff Memo

7. The proposal meets the requirements of the Oak Grove City Code, to be permitted with conditions.

RECOMMENDATION

The Planning Commission recommends to the Oak Grove City Council approval of Conditional Use Permit for Odegaard Promotions LLC, subject to the following conditions:

1. The Interim Use Permit is granted only to Odegaard Promotions, LLC The Permit is granted until January 31, 2025. The City Council may revoke this permit for good cause including but not limited to non-compliance with conditions of approval and the city may at any time impose additional conditions on applicant to address unforeseen issues.
2. The use continues to operate as described in the submittal dated August 21, 2023, which was made by the applicant in association with this application. Changes in use, addition of activities, changes in customer volume or hours may require a conditional use permit amendment.
3. The applicant must allow the Fire Department to inspect the site and comply with any requirements of the Fire Department.
4. City Staff may enter onto the property and inspect the site with or without notice.
5. If food and beverages will be served, the applicant must obtain a license from Anoka County Public and Environmental Health.
6. No parking in conjunction with the use shall be permitted on any street.
7. The applicant is required to clearly identify all property boundaries with park boundary signage.
8. The applicant must supply an adequate number of containers for all garbage and refuse and it must be collected for disposal not less than once each week.
9. Domestic animals or pets must not be allowed to run at large.
10. The applicant must display informational signage indicating code of conduct and course contact info throughout the course.

Findings and Recommendation adopted by the Planning Commission this 21st day of September 2023.


13
CEDAR DR NW
VALE ST NW
SIMS RD NW

FOR INTERNAL OFFICE USE ONLY

AMOUNT PAID__________ DATE__________ CITY AGENT__________

PROJECT NUMBER__________ RECEIPT NUMBER__________

APPLICATION DETERMINED COMPLETE ON THIS DATE__________

City of OAK GROVE

19900 Nightingale St NW
Oak Grove, Minnesota 55011
(763) 404-7000

APPLICATION

☐ Sketch/Site Plan	☐ Minor Subdivision	☐ Subdivision	☐ Planned Unit Development
☐ Interim Use Permit	☐ Interim Use Permit Renewal	☑ Conditional Use Permit	☐ Interim Use Permit Renewal
☐ Variance	☐ ROW/Easement Vacation	☐ Rezoning	☐ Comp Plan Amendment

Project Description): DISC GOLF COURSE

Address: 855 SIMMS RD. NW, OAK GROVE, MN 55011

Subdivision name: N/A

Legal description of property: (attach if lengthy) -

Zoning: Ag **Lot Size:** 48.75 **Property ID Number:** 11-33-24-41-0003

Owner: MIKE STRAUS **Phone #**

Address: 10101 Naples St NE Blaine MN 55449

E-mail:

Applicant: ODEGAARD PROMOTIONS LLC. **Phone #** 651-955-1191

Address: 20245 YALE ST. NW, ELK RIVER, MN 55330

E-mail: AIRBORNTOUR@GMAIL.COM

- **To ensure timely review, the applicant fully understands that all of the above-required information must be submitted in accordance with the approved City schedule.**
- **All applicable fees and escrow, as outlined in the attached City Fee Schedule, are to be paid at time of application.**
- **By signing this application, the applicant accepts responsibility for paying all charges incurred by the City or its consultants related to the project, including but not limited to the City Engineer and City Attorney.**
- **The filing of this application in no way guarantees the approval of said request**
- **Application Fees are not refundable**

Applicant's signature__________ **Date** 8/11/23

Property Owner's signature__________ **Date** 8/10/23

ACKNOWLEDGMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all the City requirements with regard to this request. This application should be processed in my name, and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read the sections of the Oak Grove City Code which pertain to my application and understand the instructions supplied to me for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of materials and of the progress of this application.

I further understand that it is my responsibility to reimburse the City of Oak Grove for all expenses related to this application. Such reimbursement is due upon receipt of an invoice from the City of Oak Grove.

I agree to allow access by the City to the property for purposes of review of my application and to erect a temporary sign indicating the nature of the proposed application.

Name of application TOM ODEGAARD Phone # 651-955-1191
(please print)

Signature of applicant [signature] Date 8/11/23

g:/forms/planning acknowledge.2010.doc

Oak Grove Disc Golf Course

Business Description:

Hours of Operation- 7am – 9pm   Monday – Sunday

Pro Shop will be open Friday-Sunday from April-November

Contact Information for the course owners:

Tom Odegaard – 651 955 1191

Cale Leiviska – 651 399 7245

Mission Statement:

Disc Golf is one of the best activities one can participate in to promote both mental and physical health and wellness. We are re establishing the disc golf facility formerly known as VisionQuest, as one of the best courses in Minnesota. Through the course re design, and with immense cleanup of the property, we will create a disc golf destination that is enjoyable for all ages and skill levels. On the weekends, which are the busiest time on the property, we will make sure the pro shop is staffed and the property is looked after. The previous business being run onsite allowed for camping on the course. We will NOT allow camping onsite for our patrons. It is very important for us to appease the wishes of the neighbors who would be affected by the use of the property, and camping was a large area of concern. We both look forward to being positive members of the community and are willing to do whatever it takes to make this a positive experience for all who visit. With our background in Conservation Biology, we will aim to make this property a sanctuary for animals and humans alike by planting pollinators and creating ecological buffers around the ponds and wetlands to promote bird and insect habitats. We will not use any fertilizers or chemicals of any kind in our upkeep of the property, and execute all design elements with the health of the property as the most important factor.

Course Code of Conduct:

Our disc golf sanctuary will be a place of positivity, kindness and competitive fun. Any belligerent behavior will not be allowed and those exhibiting such behavior will be asked to permanently leave the premises. By nature, most disc golfers are kind hearted and adventurous, and these are values we will promote and encourage at our course.

CITY OF OAK GROVE
REQUEST FOR COUNCIL ACTION

DEPARTMENT: Finance	MEETING DATE: September 25, 2023

TITLE OF REQUEST: **Setting Preliminary 2024 Budget & Levy**

BACKGROUND AND SUPPLEMENTAL INFORMATION:
Attached is the budget memo from the consulting finance director and preliminary version of the proposed 2024 budget and levy summary. The preliminary levy must be certified to Anoka County by September 30, 2023. It can be lowered, but not increased between now and the final budget hearing on December 11, 2023.

REQUESTED COUNCIL ACTION: Consider Resolution 23-113 setting the 2024 preliminary property tax levy and general fund budget and setting the public hearing date on the final budget and levy for Monday, December 11th at 6:00 p.m.

City of OAK GROVE

City Hall
19900 Nightingale Street NW
Oak Grove, Minnesota 55011
Main (763) 404-7000
Fax (763) 404-7001

Budget Memorandum

To: Mayor and City Council

From: Loren Wickham, City Administrator
Karri Thorsten, Consulting Finance Director

Date: September 25, 2023

RE: 2024 Preliminary Budget

The following is the 2024 preliminary budget based on Department Head recommendations and City Administrator adjustments.

Levy Summary

This memo contains information as well as additional information and analysis to assist the Council with discussions around the 2024 payable tax year and the 2024 budgets for all budgeted funds of the City of Oak Grove (City).

In prior years, the City has used preliminary tax capacity data from Anoka County based on the prior year's actual tax capacity to prepare the preliminary tax levy. Presented are the preliminary tax capacity reports for the 2024 payable year, which is subject to change.

The Council and City Management have worked to gradually reduce the tax rate between 2008 and 2023 from 26.31% to 18.41%. The Council and City Management also note as the City continues to grow, there will be increased demand placed on City staff and resources to accommodate this growth and the levy and resulting tax rate may need to increase if it is not sustainable long term to maintain current levels of service. Costs related to Wages and Benefits, Public Safety, and Street Maintenance continue to rise as the tax rate has decreased.

The City's total net tax capacity for the years 2023 payable and estimated 2024 payable are $15,230,172 and $15,879,406, respectively. This results in an increase of $649,234, or 4.26%, in total tax capacity. The increase is attributable to residential homestead properties in new developments and an increase in assessed values of current residential properties.

To achieve the objectives of the Council, City Management proposes an increase to the total City levy of $743,746, or 24.07%, to balance the General fund budget and maintain capital improvements in capital funds. Attached is the General Fund Budget Summary which reflects proposed changes along with the current tax rate and historical tax rates for the City. For reference, the 2023 tax rate was 18.41% and the 2024 proposed tax rate is estimated at 22.16%, resulting in a tax rate increase of 3.75% for the 2024 payable tax year. The tax rate changes are based on 2024 preliminary tax capacity information and are subject to change.

Levy Summary (Continued)

Wages and Benefits

Changes to wages and benefits for the 2024 budget year are as follows:

- The preliminary budget includes adjustment to the salaries based on the compensation review completed.
- An adjustment for a 3% COLA is also included in the budget.
- City contributions for health insurance remain at 80% for single coverage and 70% for family coverage.

General Fund Revenues

- General fund property tax levy increased 8.13%, or $226,696, to $3,016,170. This increase is to pay for additional anticipated expenditures explained below under General Fund Expenditures.

General Fund Expenditures

Administration

- Department increased $28,282 from 2023 due to wages and benefits increase.

Elections

- Department increased $23,280 from 2023 due to 2024 being an election year. Additionally, there is one more election and additional requirements for election hours and days.

Planning & Zoning

- Increase of $17,041 due to the increase of professional services for hiring a consulting planner and outsourcing code enforcement.

Government Buildings & Grounds

- Increase of $10,220 from 2023 for increase in wages.

Fire Management

- Increased hours budgeted for officers to accurately reflect actual hours worked and increase in fire call volume.
- Increase of $8,000 for repairs to vehicles and equipment.

Public Works

- Increase of $72,120 primarily due to wages and benefits.
- Signs and striping increased $4,000 due to the increased cost of supplies.
- Repairs and maintenance costs have been budgeted to cover normal operational maintenance costs. Major equipment purchases are paid out of other funds.

Ice and Snow Removal

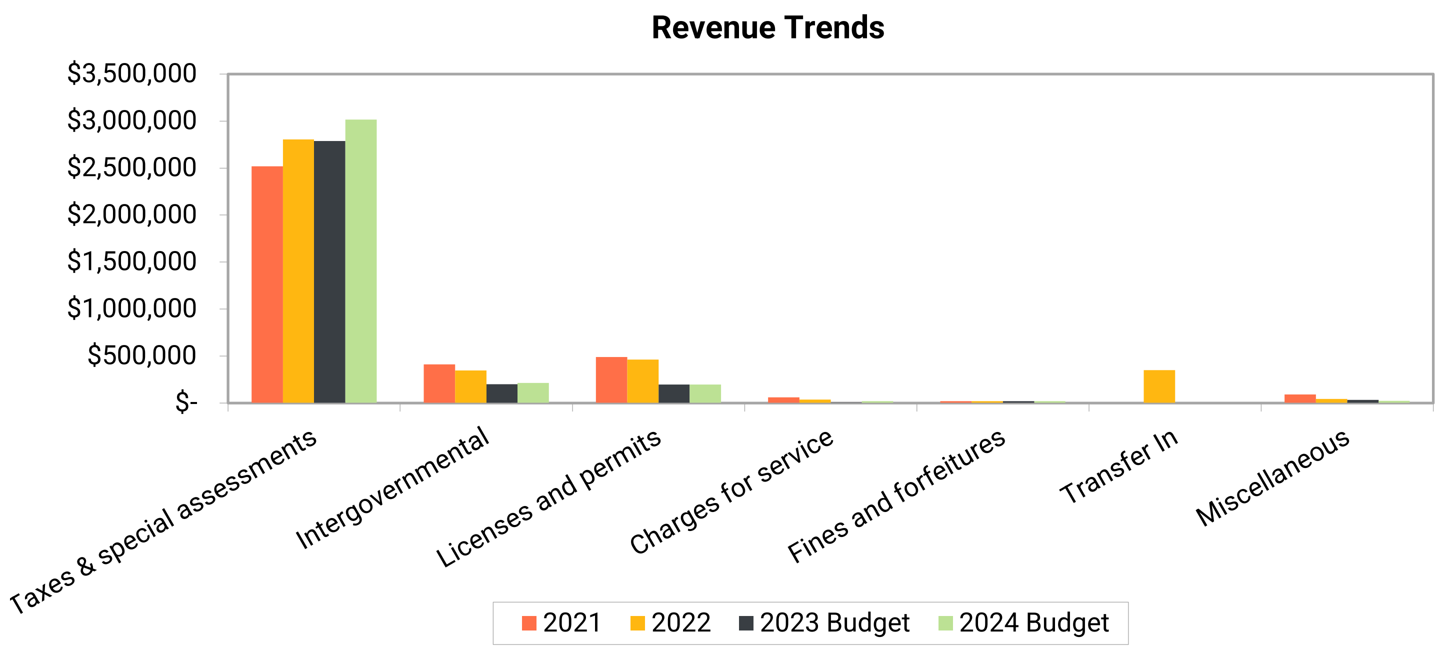
- Increase of $20,000 for salt and sand due to price increase and increased usage.

Summary of Revenue Trend

A summary of the 2021 and 2022 General Fund actual revenues as well as the 2023 and 2024 budgeted revenues are presented below with graphical analysis.

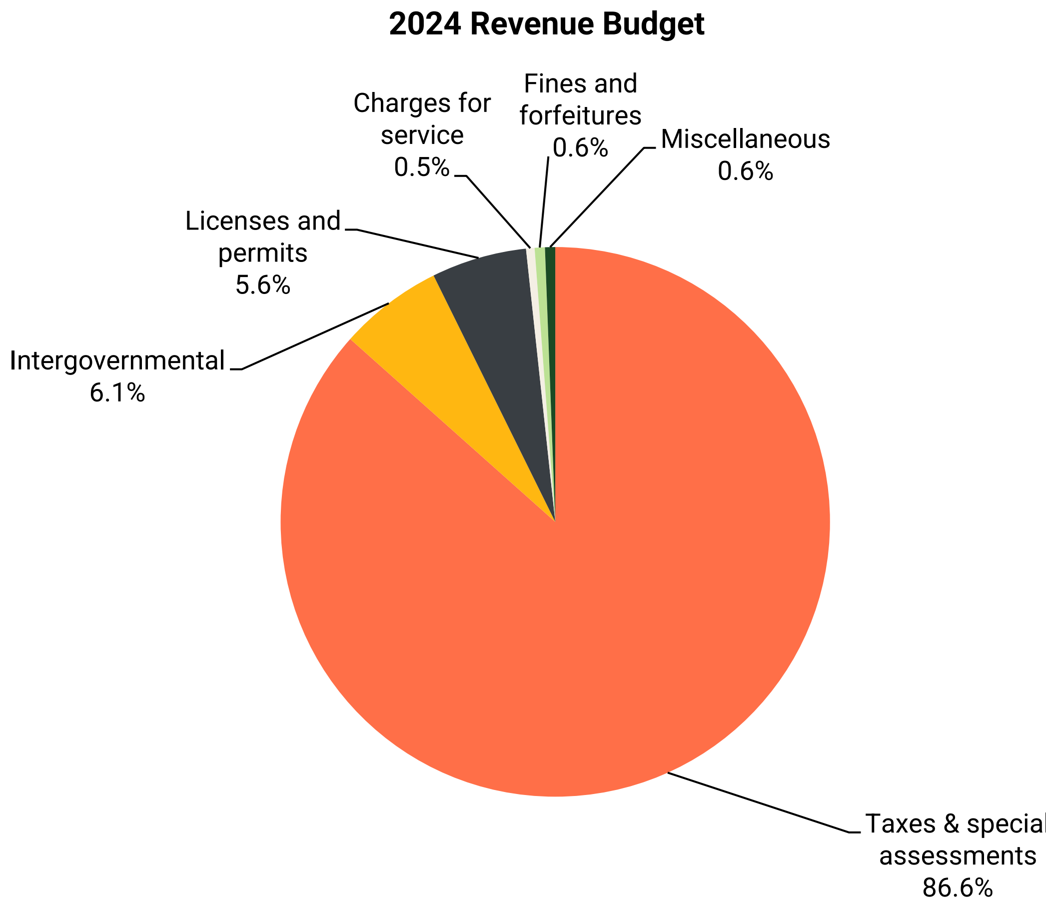
CITY OF OAK GROVE
REVENUE TRENDS/GRAPHS

	2021	2022	2023 Budget	2024 Budget	Percent Change
Taxes & special assessments	$ 2,518,145	$ 2,805,969	$ 2,789,474	$ 3,016,170	8.13%
Intergovernmental	412,351	348,522	200,181	214,000	6.90%
Licenses and permits	489,918	462,011	195,700	196,375	0.34%
Charges for service	61,435	36,682	5,000	20,000	300.00%
Fines and forfeitures	21,522	19,621	20,000	20,000	0.00%
Miscellaneous	90,540	45,389	34,000	22,000	-35.29%
Transfer in	-	350,000	-	-	N/A
Total Revenue	$ 3,593,911	$ 4,068,194	$ 3,244,355	$ 3,488,545	7.53%



Summary of Revenue Trends (Continued)

Below is a graph of the City's General fund revenues by source as a percentage of total 2024 budgeted revenues.

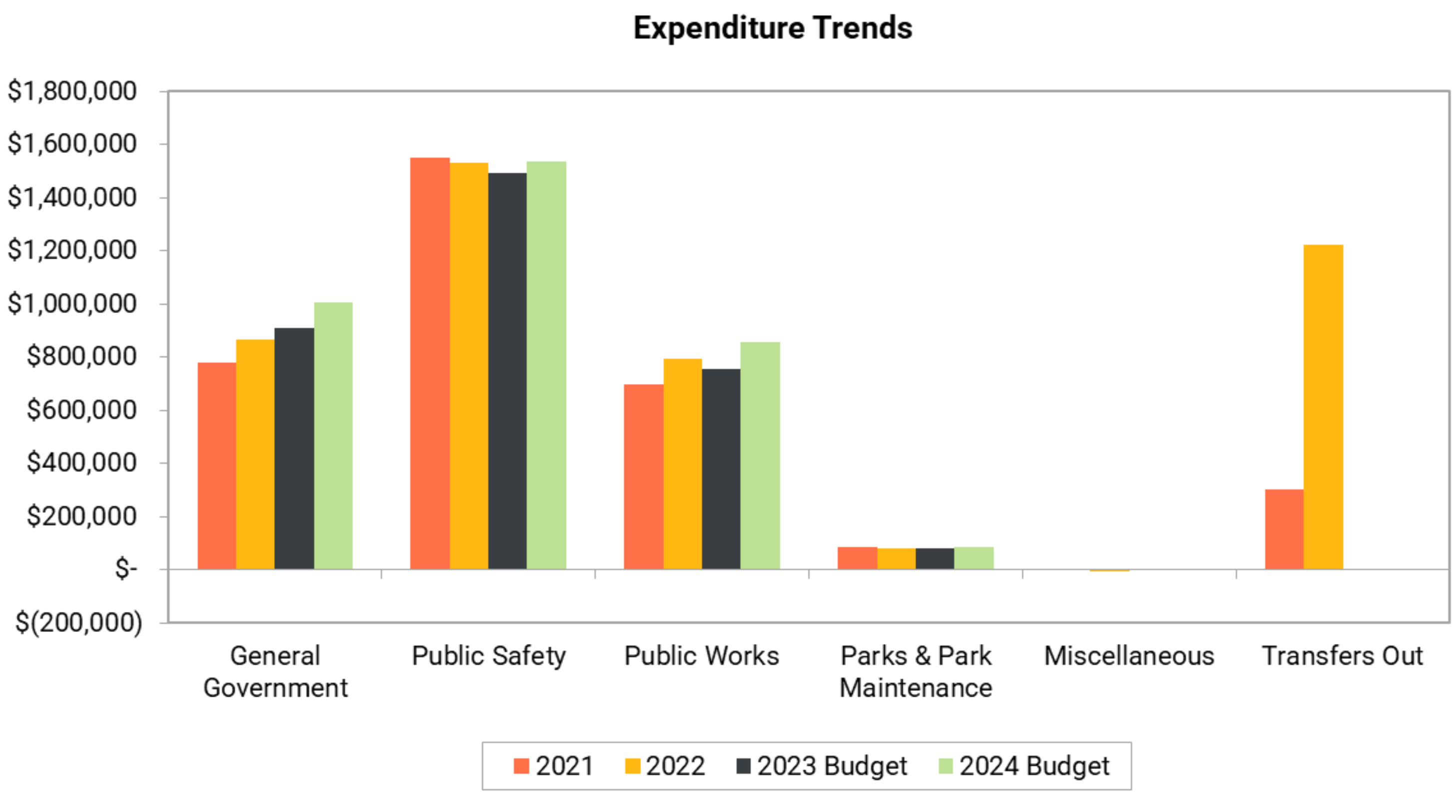


Summary of Expenditure Trends

A summary of the 2021 and 2022 actual General fund expenditures by function as well as the 2023 and 2024 budgeted expenditures are presented below with a graphical analysis.

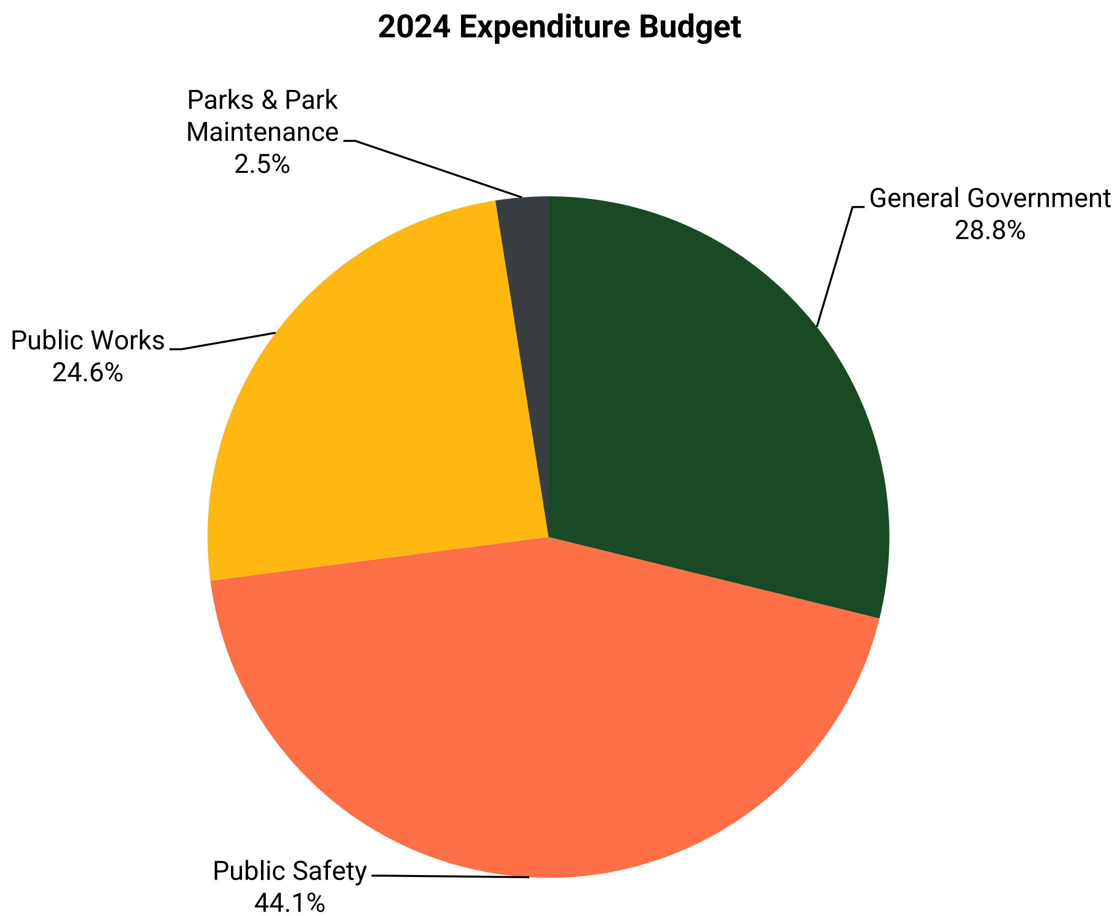
CITY OF OAK GROVE
EXPENDITURE TRENDS/GRAPHS

	2021	2022	2023 Budget	2024 Budget	Percent Change
General Government	$ 781,782	$ 865,183	$ 911,193	$ 1,006,204	10.43%
Public Safety	1,552,828	1,534,485	1,491,875	1,538,845	3.15%
Public Works	695,425	791,852	756,698	856,610	13.20%
Parks & Park Maintenance	82,864	81,902	81,408	86,886	6.73%
Miscellaneous	1,022	(86)	3,181	-	-100.00%
Transfers Out	300,000	1,223,233	-	-	0.00%
Total Expenditures	$ 3,413,921	$ 4,496,568	$ 3,244,355	$ 3,488,545	7.53%



Summary of Expenditure Trends (Continued)

Below is a graph of the City's General fund expenditures by function as a percentage of total 2024 budgeted expenditures.



Summary of Expenditure Trends (Continued)

Below is a more detailed breakdown of the City's General fund expenditures by department.

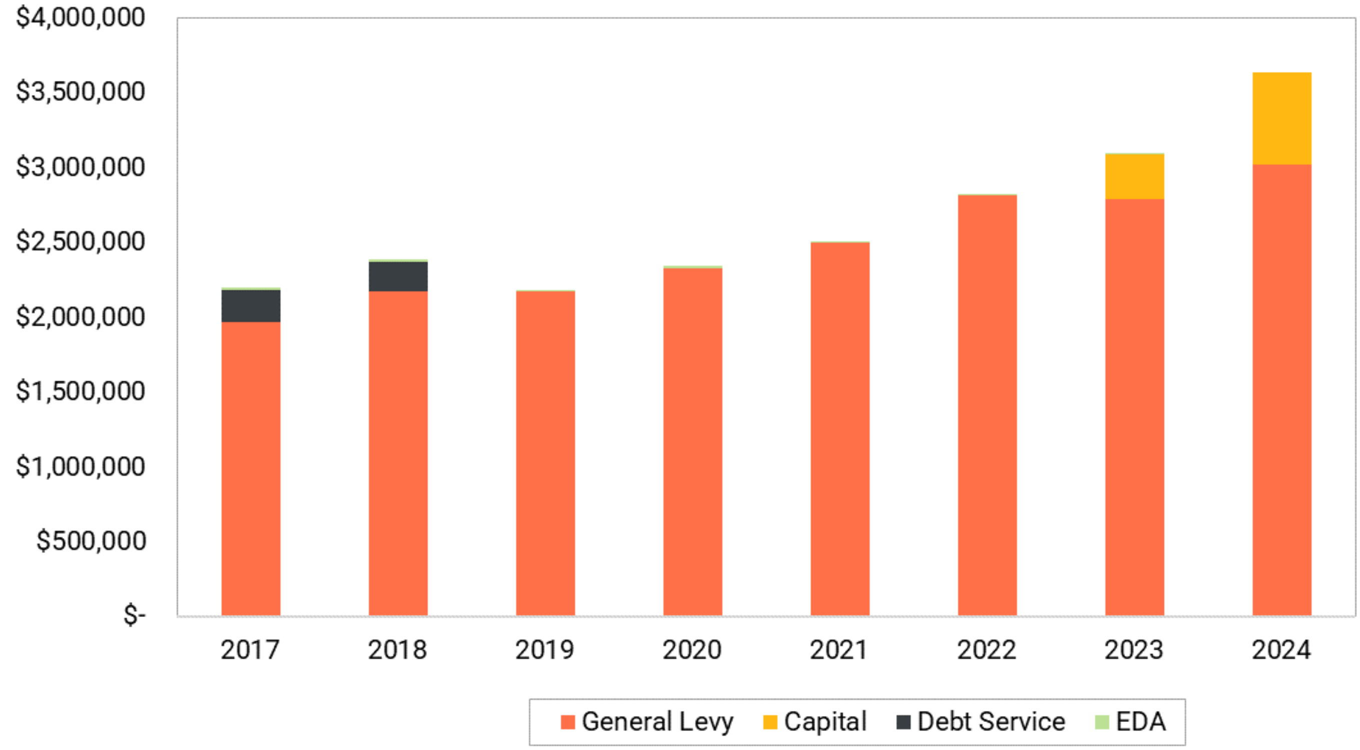
Mayor and council	$ 47,176	$ 47,775	$ 51,144	$ 51,948	1.57%
Administration	299,223	350,210	383,457	411,739	7.38%
Elections	1,705	16,360	2,000	25,280	1164.00%
Finance	183,807	193,140	192,485	198,259	3.00%
Assessing	38,244	39,421	40,500	40,500	0.00%
Legal Services	51,376	62,940	54,500	60,000	10.09%
Planning and Zoning	30,794	27,555	46,220	63,261	36.87%
Computer Services	48,984	46,855	55,890	60,000	7.35%
Government Building and Grounds	80,473	80,927	84,997	95,217	12.02%
Police Services	622,777	730,808	831,633	859,175	3.31%
Animal Control	75	1,297	1,000	2,000	100.00%
Fire Management	564,554	462,392	499,242	517,670	3.69%
Building Inspection	365,422	339,988	160,000	160,000	0.00%
Public Works	585,248	669,137	632,001	704,121	11.41%
Watershed	13,533	13,122	13,807	13,245	-4.07%
Ice & Snow Removal	70,403	96,806	90,890	119,244	31.20%
Engineering	26,240	12,787	20,000	20,000	0.00%
Park and Park Maintenance	82,864	81,902	81,408	86,886	6.73%
Miscellaneous	1,022	(86)	3,181	-	-100.00%
Transfer Out	300,000	1,223,233	-	-	0.00%
TOTAL EXPENDITURES	$ 3,413,921	$ 4,496,568	$ 3,244,355	$ 3,488,545	7.53%

Summary of Property Tax Levies

A summary of the 2023 levy and the 2024 proposed levy are presented below for comparison.

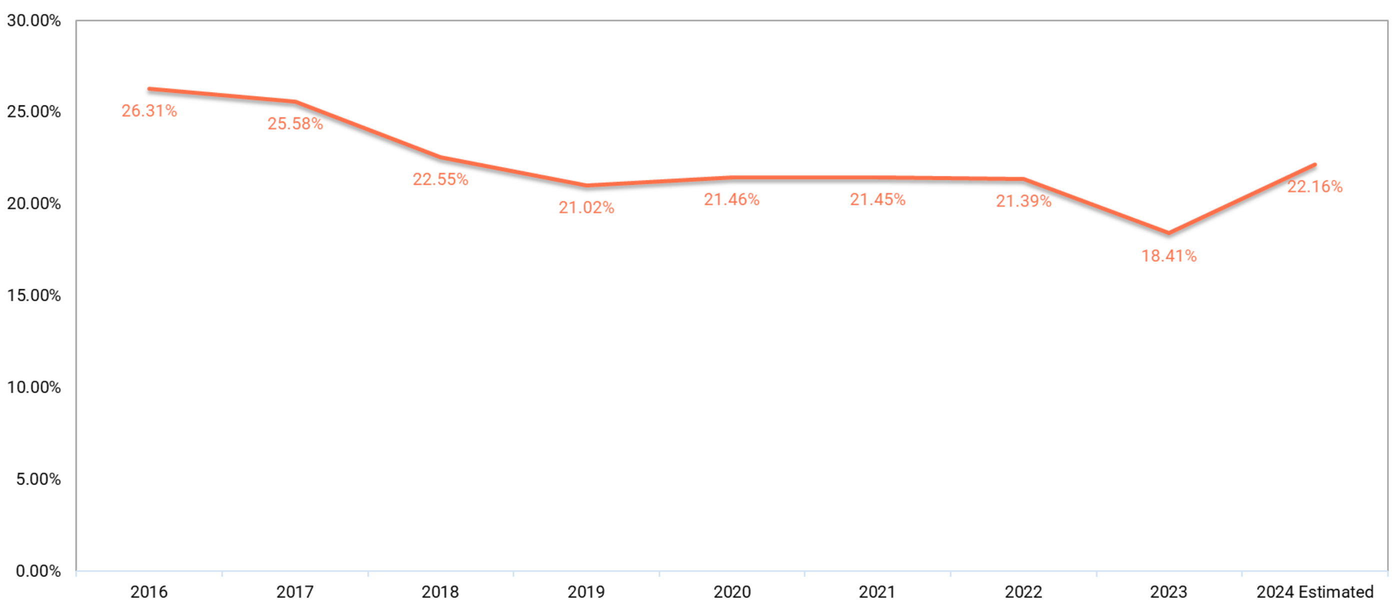
Fund	2022 Levy	2023 Levy	Proposed 2024 Levy	Increase (Decrease) from 2023	Percent Change from 2023
General Fund	$ 2,812,584	$ 2,789,474	$ 3,016,170	$ 226,696	8.13%
Capital Levies					
Road Improvement	-	250,000	551,050	301,050	120.42%
Trail Maintenance	-	50,000	66,000	16,000	32.00%
Public Works Asset Acquisition	-	-	150,000	150,000	100%
Fire Dept Asset Acquisition	-	-	50,000	50,000	100%
Economic Development Authority	6,750	1,000	-	(1,000)	-100.00%
Total	$ 2,819,334	$ 3,090,474	$ 3,833,220	$ 742,746	24.03%
Total City Levy (Excluding EDA)	$ 2,812,584	$ 3,089,474	$ 3,833,220	$ 743,746	24.07%

Eight years of historical levy trend data are presented below for comparison.



Summary of Property Tax Rates

Below is a summary of the City's historical property tax rates from previous years as well as the preliminary tax rate for 2024 for comparison.



Summary of Impact on Homeowners

Below is a table indicating the impact to the average homeowner of the proposed levy.

Estimated Taxable Market Values and Population - 2024

Value of Home			2022 Actual	2023 Actual	2024 Estimated	$ Increase / (decrease)	% Increase / (decrease)
$	251,000		537	462	556	94	20.35%
	283,200		606	521	627	106	20.35%
	300,000		642	552	665	112	20.35%
	319,400		683	588	708	120	20.35%
	341,758	*	731	629	757	128	20.35%
	400,000		856	736	886	150	20.35%
	418,300	***	895	770	927	157	20.35%
	419,650	**	898	773	930	157	20.35%
	450,000		963	828	997	169	20.35%
	500,000		1,070	921	1,108	187	20.35%
	555,000		1,187	1,022	1,230	208	20.35%

* Average Home Taxable Market Value - 2022
** Average Home Taxable Market Value - 2023
*** Estimated Average Home Taxable Market Value - 2024
Notation: Does not include Market Value Exclusions.

The following financial reports are attached:

- Revenue Guideline for the City of Oak Park
- Expenditure Guideline for the City of Oak Park

OAK GROVE, MN
Abdo Revenue Guideline-General Fund Only

Account Descr	2021 Amt	2022 Amt	2023 YTD Amt	2023 Budget	2024 Budget
101 GENERAL FUND					
R 101-31000 General Property Taxes	$2,518,144.63	$2,805,968.52	$1,503,747.00	$2,789,474.00	$3,016,170.00
R 101-31040 Fiscal Disparities	$0.00	$0.00	$0.00	$0.00	$0.00
R 101-32100 Business Licenses/Permits	$698.00	$200.00	$99.00	$0.00	$0.00
R 101-32105 Conditional Use/Interim Use Pe	$1,900.00	$1,000.00	$2,100.00	$2,000.00	$2,000.00
R 101-32106 Variances/Vacations	$850.00	$2,750.00	$900.00	$800.00	$1,000.00
R 101-32107 Plat/Zone/Waiver/Subdivide	$9,700.00	$5,700.00	$800.00	$3,000.00	$3,000.00
R 101-32110 Liquor Licenses	$9,273.00	$8,375.00	$8,375.00	$9,300.00	$8,000.00
R 101-32120 Tobacco Licenses	$600.00	$700.00	$300.00	$600.00	$600.00
R 101-32170 Field Party License	$0.00	$0.00	$0.00	$0.00	$0.00
R 101-32180 Other Licenses/Permits	$600.00	$450.00	$200.00	$500.00	$400.00
R 101-32210 Building Permits	$284,486.06	$283,235.73	$148,484.27	$120,000.00	$120,000.00
R 101-32220 Admin Charge	$1,843.41	$2,550.38	$2,591.87	$500.00	$2,000.00
R 101-32225 Plan Review Fees	$143,135.78	$116,269.66	$60,057.03	$50,000.00	$50,000.00
R 101-32230 Septic System	$22,524.00	$26,240.00	$7,625.00	$1,000.00	$1,000.00
R 101-32233 Septic Pumping Permits	$365.00	$0.00	$0.00	$0.00	$0.00
R 101-32235 Right of Way Permits	$13,943.00	$13,240.00	$6,237.00	$7,500.00	$7,500.00
R 101-32236 2nd Driveway Permit	$0.00	$1,300.00	$600.00	$500.00	$500.00
R 101-33300 Federal Grants	$0.00	$0.00	$0.00	$0.00	$0.00
R 101-33401 Local Government Aid	$128,796.00	$128,796.00	$0.00	$0.00	$0.00
R 101-33402 MV Homestead and Ag Credit Aid	$3,836.96	$5,045.18	$0.00	$0.00	$0.00
R 101-33418 Muni State Aid St Maintenance	$170,253.00	$200,181.00	$200,714.00	$200,181.00	$200,000.00
R 101-33420 Fire State Aid	$93,107.00	$14,500.00	$24,406.32	$0.00	$10,000.00
R 101-33430 Other State Grants and Aid	$1,358.52	$0.00	$1,920.35	$0.00	$4,000.00
R 101-33620 County Grants/Aid	$15,000.00	$0.00	$0.00	$0.00	$0.00
R 101-33720 Other Local Grants	$0.00	$0.00	$2,500.00	$0.00	$0.00
R 101-34105 Sale of Maps and Publications	$110.00	$15.00	$0.00	$0.00	$0.00
R 101-34110 Sale of Culvert/Mailboxes	$61,325.43	$36,666.56	$20,423.16	$5,000.00	$20,375.00
R 101-35100 Fines and Forfeits	$21,521.85	$19,621.41	$11,464.64	$20,000.00	$20,000.00
R 101-36100 Special Assessments	$0.00	$0.00	$0.00	$0.00	$0.00
R 101-36101 Special Assessment Prepays	$28,135.00	$0.00	$3,686.99	$5,000.00	$0.00
R 101-36102 SA Penalties and Interest	$0.00	$0.00	$0.00	$0.00	$0.00
R 101-36200 Miscellaneous Revenues	$10,607.01	$1,786.16	$758.78	$15,000.00	$2,000.00
R 101-36210 Interest Earnings	$9,254.85	$2,727.58	$26,243.44	$9,000.00	$15,000.00
R 101-36211 Market Value Adjustment	$0.00	$0.00	$0.00	$0.00	$0.00
R 101-36230 Contributions and Donations	$0.00	$20,550.00	$0.00	$0.00	$0.00
R 101-36231 Fire Dept Donations	$7,388.00	$3,423.50	$0.00	$0.00	$0.00
R 101-36240 Refunds and Reimbursements	$20,154.64	$14,301.82	$582.59	$5,000.00	$5,000.00
R 101-38050 Cable Franchise Fees	$0.00	$0.00	$0.00	$0.00	$0.00
R 101-39101 Sales of General Fixed Assets	$15,000.00	$2,600.00	$32,100.00	$0.00	$0.00
R 101-39200 Interfund Operating Transfers	$0.00	$350,000.00	$0.00	$0.00	$0.00
R 101-39999 Prior Period Adjustment	$0.00	$0.00	$0.00	$0.00	$0.00
101 GENERAL FUND	$3,593,911.14	$4,068,193.50	$2,066,916.44	$3,244,355.00	$3,488,545.00
	$3,593,911.14	$4,068,193.50	$2,066,916.44	$3,244,355.00	$3,488,545.00

OAK GROVE, MN
Abdo Expenditure Guideline

Account Descr	2021 Amt	2022 Amt	2023 YTD Amt	2023 Budget	2024 Budget
101 GENERAL FUND					
41100 Mayor and Council					
E 101-41100-103 Part-Time Ees	$25,877.28	$26,950.20	$18,243.87	$28,450.00	$28,450.00
E 101-41100-121 PERA	$1,291.22	$1,347.36	$724.29	$1,423.00	$1,423.00
E 101-41100-122 FICA	$1,601.15	$1,670.76	$1,131.02	$1,764.00	$1,764.00
E 101-41100-123 MEDICARE	$374.44	$390.72	$264.43	$412.00	$413.00
E 101-41100-152 Worker s Comp Ins	$225.48	$86.07	$43.43	$145.00	$148.00
E 101-41100-210 Operating/Office Supplies	$83.94	$6.00	$237.70	$250.00	$250.00
E 101-41100-304 Legal Fees - Civil	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41100-331 Mileage/Parking	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41100-340 Advertising	$0.00	$0.00	$350.00	$0.00	$0.00
E 101-41100-353 Newsletter	$7,600.80	$6,944.23	$6,624.46	$7,700.00	$8,500.00
E 101-41100-410 Rentals/Leases	$0.00	$0.00	$923.50	$0.00	$0.00
E 101-41100-430 Miscellaneous	$295.70	$176.45	$76.84	$0.00	$0.00
E 101-41100-433 Dues and Subscriptions	$9,826.31	$10,203.49	$16,822.67	$10,000.00	$11,000.00
E 101-41100-434 Conferences/Training	$0.00	$0.00	$725.00	$1,000.00	$0.00
E 101-41100-490 Contributions/Donations	$0.00	$0.00	$0.00	$0.00	$0.00
41100 Mayor and Council	$47,176.32	$47,775.28	$46,167.21	$51,144.00	$51,948.00
41400 Administration					
E 101-41400-101 Full-Time Ees Regular	$172,620.53	$239,696.54	$140,630.95	$257,309.00	$280,179.00
E 101-41400-102 Full-Time Ees Overtime	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41400-103 Part-Time Ees	$35,863.01	$153.75	$0.00	$0.00	$0.00
E 101-41400-121 PERA	$15,636.24	$17,977.32	$10,394.45	$19,298.00	$21,013.00
E 101-41400-122 FICA	$11,390.76	$12,604.91	$7,442.05	$15,953.00	$17,371.00
E 101-41400-123 MEDICARE	$2,664.04	$2,947.81	$1,740.47	$3,731.00	$4,063.00
E 101-41400-131 Employer Paid Health and Life	$24,620.75	$39,349.83	$22,172.83	$41,302.00	$43,724.00
E 101-41400-152 Worker s Comp Ins	$1,197.50	$2,118.43	$48,818.59	$1,904.00	$2,129.00
E 101-41400-210 Operating/Office Supplies	$1,626.91	$2,352.42	$915.70	$3,000.00	$3,000.00
E 101-41400-300 Professional Srvs	$5,142.96	$4,388.66	$6,061.94	$6,000.00	$8,000.00
E 101-41400-308 Filing fees	$46.00	$0.00	$0.00	$0.00	$0.00
E 101-41400-321 Telephone	$543.63	$540.95	$315.83	$660.00	$660.00
E 101-41400-322 Postage	$446.49	$491.02	$343.65	$2,500.00	$500.00
E 101-41400-331 Mileage/Parking	$535.66	$679.87	$272.45	$1,000.00	$1,000.00
E 101-41400-340 Advertising	$0.00	$0.00	$20.54	$0.00	$0.00
E 101-41400-354 Printing/Publishing	$515.80	$177.15	$360.70	$500.00	$500.00
E 101-41400-360 Insurance	$20,302.67	$19,747.36	$62,153.58	$21,000.00	$22,050.00
E 101-41400-404 Repairs/Maint Equipment	$1,355.12	$2,039.70	$1,614.39	$1,500.00	$1,500.00
E 101-41400-410 Rentals/Leases	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41400-430 Miscellaneous	$406.24	$107.90	$1.69	$2,250.00	$500.00
E 101-41400-433 Dues and Subscriptions	$1,807.15	$1,085.19	$954.80	$1,800.00	$1,800.00
E 101-41400-434 Conferences/Training	$1,811.10	$2,555.90	$1,302.52	$3,000.00	$3,000.00
E 101-41400-435 Property Taxes/Assmts	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41400-437 Gopher Feet	$690.00	$1,194.75	$84.00	$750.00	$750.00
E 101-41400-438 Refunds and Reimbursments	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41400-470 COVID Expense	$0.00	$0.00	$0.00	$0.00	$0.00
41400 Administration	$299,222.56	$350,209.46	$305,601.13	$383,457.00	$411,739.00
41410 Elections					
E 101-41410-101 Full-Time Ees Regular	$0.00	$216.57	$0.00	$0.00	$325.00
E 101-41410-102 Full-Time Ees Overtime	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41410-103 Part-Time Ees	$0.00	$12,967.08	$0.00	$0.00	$19,350.00
E 101-41410-121 PERA	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41410-122 FICA	$0.00	$0.00	$0.00	$0.00	$1,220.00

Account Descr		2021 Amt	2022 Amt	2023 YTD Amt	2023 Budget	2024 Budget
E 101-41410-123	MEDICARE	$0.00	$0.00	$0.00	$0.00	$285.00
E 101-41410-131	Employer Paid Health and Life	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41410-152	Worker s Comp Ins	$31.08	$16.57	$12.37	$0.00	$0.00
E 101-41410-210	Operating/Office Supplies	$1,674.40	$2,247.31	$2,131.89	$2,000.00	$3,000.00
E 101-41410-300	Professional Srvs	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41410-331	Mileage/Parking	$0.00	$172.06	$0.00	$0.00	$300.00
E 101-41410-354	Printing/Publishing	$0.00	$740.48	$0.00	$0.00	$800.00
E 101-41410-410	Rentals/Leases	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41410-433	Dues and Subscriptions	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41410-470	COVID Expense	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41410-570	Office Equip and Furnishings	$0.00	$0.00	$0.00	$0.00	$0.00
41410 Elections		$1,705.48	$16,360.07	$2,144.26	$2,000.00	$25,280.00
41500 Finance						
E 101-41500-101	Full-Time Ees Regular	$60,725.01	$62,013.74	$40,706.24	$64,811.00	$68,349.00
E 101-41500-103	Part-Time Ees	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41500-121	PERA	$4,554.01	$4,651.40	$3,052.59	$4,861.00	$5,126.00
E 101-41500-122	FICA	$3,482.34	$3,541.18	$2,325.45	$4,018.00	$4,238.00
E 101-41500-123	MEDICARE	$814.41	$828.27	$543.88	$940.00	$991.00
E 101-41500-131	Employer Paid Health and Life	$10,499.09	$11,598.75	$7,037.63	$11,125.00	$12,136.00
E 101-41500-152	Worker s Comp Ins	$352.78	$317.69	-$86.13	$480.00	$519.00
E 101-41500-210	Operating/Office Supplies	$478.57	$872.09	$54.96	$500.00	$500.00
E 101-41500-300	Professional Srvs	$0.00	$3,165.00	$3,606.40	$0.00	$0.00
E 101-41500-301	Auditing Services	$24,850.00	$25,725.00	$27,900.00	$26,950.00	$28,000.00
E 101-41500-302	Accounting Services	$76,181.00	$78,621.00	$76,202.00	$76,600.00	$76,600.00
E 101-41500-331	Mileage/Parking	$38.97	$0.00	$0.00	$400.00	$0.00
E 101-41500-354	Printing/Publishing	$1,299.62	$916.81	$129.00	$1,300.00	$1,300.00
E 101-41500-430	Miscellaneous	$531.20	$888.72	$332.32	$500.00	$500.00
E 101-41500-433	Dues and Subscriptions	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41500-434	Conferences/Training	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41500-470	COVID Expense	$0.00	$0.00	$0.00	$0.00	$0.00
41500 Finance		$183,807.00	$193,139.65	$161,804.34	$192,485.00	$198,259.00
41550 Assessing						
E 101-41550-300	Professional Srvs	$38,244.00	$39,421.00	$39,983.00	$40,500.00	$40,500.00
41550 Assessing		$38,244.00	$39,421.00	$39,983.00	$40,500.00	$40,500.00
41600 Legal Services						
E 101-41600-304	Legal Fees - Civil	$4,212.17	$9,041.23	$16,830.73	$14,500.00	$20,000.00
E 101-41600-305	Legal Fees - Prosecutions	$47,163.97	$53,898.53	$30,964.43	$40,000.00	$40,000.00
41600 Legal Services		$51,376.14	$62,939.76	$47,795.16	$54,500.00	$60,000.00
41910 Planning and Zoning						
E 101-41910-101	Full-Time Ees Regular	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41910-103	Part-Time Ees	$4,912.50	$4,987.50	$3,375.00	$4,500.00	$5,400.00
E 101-41910-121	PERA	$0.00	$0.00	$0.00	$225.00	$270.00
E 101-41910-122	FICA	$304.58	$309.22	$209.25	$279.00	$335.00
E 101-41910-123	MEDICARE	$71.40	$72.48	$49.04	$65.00	$78.00
E 101-41910-131	Employer Paid Health and Life	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41910-152	Worker s Comp Ins	$8.21	$15.51	$7.19	$23.00	$28.00
E 101-41910-210	Operating/Office Supplies	$0.00	$0.00	$42.58	$200.00	$0.00
E 101-41910-300	Professional Srvs	$425.00	$4,625.25	$115.00	$24,000.00	$37,000.00
E 101-41910-303	Engineering Fees	$21,161.73	$14,757.95	$33,825.01	$12,000.00	$15,000.00
E 101-41910-304	Legal Fees - Civil	$215.50	$1,297.50	$2,707.00	$2,278.00	$2,500.00
E 101-41910-305	Legal Fees - Prosecutions	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41910-308	Filing fees	$0.00	$0.00	$0.00	$600.00	$600.00
E 101-41910-331	Mileage/Parking	$410.64	$282.91	$193.42	$300.00	$300.00

Account Descr	2021 Amt	2022 Amt	2023 YTD Amt	2023 Budget	2024 Budget
E 101-41910-354 Printing/Publishing	$188.64	$566.53	$156.42	$600.00	$600.00
E 101-41910-430 Miscellaneous	$2,455.69	$0.00	$0.00	$500.00	$500.00
E 101-41910-433 Dues and Subscriptions	$640.00	$640.00	$670.00	$650.00	$650.00
E 101-41910-434 Conferences/Training	$0.00	$0.00	$0.00	$0.00	$0.00
41910 Planning and Zoning	$30,793.89	$27,554.85	$41,349.91	$46,220.00	$63,261.00
41920 Computer Services					
E 101-41920-309 Computer Services	$48,983.60	$46,854.60	$42,497.03	$55,890.00	$60,000.00
E 101-41920-470 COVID Expense	$0.00	$0.00	$0.00	$0.00	$0.00
41920 Computer Services	$48,983.60	$46,854.60	$42,497.03	$55,890.00	$60,000.00
41940 Govt Bldgs and Grounds					
E 101-41940-103 Part-Time Ees	$8,823.75	$9,516.58	$2,861.85	$10,530.00	$13,014.00
E 101-41940-121 PERA	$661.81	$664.29	$214.63	$790.00	$976.00
E 101-41940-122 FICA	$547.03	$590.03	$177.45	$653.00	$807.00
E 101-41940-123 MEDICARE	$127.96	$137.96	$41.49	$153.00	$189.00
E 101-41940-152 Worker s Comp Ins	$356.94	$609.19	$305.75	$771.00	$981.00
E 101-41940-210 Operating/Office Supplies	$1,452.23	$2,402.47	$1,116.28	$2,000.00	$2,000.00
E 101-41940-321 Telephone	$2,930.48	$2,771.61	$1,880.98	$6,000.00	$6,000.00
E 101-41940-324 Siren Fee/Public Alert	$3,260.75	$3,541.97	$3,389.60	$3,600.00	$5,000.00
E 101-41940-380 Utility Services	$29,439.91	$36,078.92	$26,161.51	$35,000.00	$40,000.00
E 101-41940-401 Repairs/Maint Buildings	$20,802.00	$23,672.59	$23,032.94	$25,000.00	$25,000.00
E 101-41940-404 Repairs/Maint Equipment	$317.39	$594.28	$0.00	$500.00	$750.00
E 101-41940-406 Signs/Striping	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-41940-435 Property Taxes/Assmts	$347.06	$347.06	$400.30	$0.00	$500.00
E 101-41940-530 Improvements	$7,850.00	$0.00	$0.00	$0.00	$0.00
E 101-41940-570 Office Equip and Furnishings	$3,555.73	$0.00	$1,784.00	$0.00	$0.00
41940 Govt Bldgs and Grounds	$80,473.04	$80,926.95	$61,366.78	$84,997.00	$95,217.00
42110 Police Services					
E 101-42110-311 Police Services	$622,777.00	$730,808.00	$623,724.75	$831,633.00	$859,175.00
42110 Police Services	$622,777.00	$730,808.00	$623,724.75	$831,633.00	$859,175.00
42130 Animal Control					
E 101-42130-300 Professional Srvs	$75.00	$1,296.50	$998.52	$1,000.00	$2,000.00
42130 Animal Control	$75.00	$1,296.50	$998.52	$1,000.00	$2,000.00
42200 Fire Management					
E 101-42200-101 Full-Time Ees Regular	$941.69	$2,902.28	$434.88	$4,645.00	$4,851.00
E 101-42200-103 Part-Time Ees	$236,895.67	$248,476.82	$175,780.49	$242,307.00	$293,789.00
E 101-42200-121 PERA	$252.04	$456.94	$289.27	$348.00	$364.00
E 101-42200-122 FICA	$14,740.83	$15,566.04	$10,922.35	$15,931.00	$18,516.00
E 101-42200-123 MEDICARE	$3,447.43	$3,640.50	$2,554.39	$3,726.00	$4,330.00
E 101-42200-131 Employer Paid Health and Life	$202.65	$711.67	$97.92	$339.00	$1,321.00
E 101-42200-142 Unemployment Benefit Payme	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-42200-152 Worker s Comp Ins	$20,103.09	$15,097.67	$5,520.50	$13,435.00	$20,469.00
E 101-42200-210 Operating/Office Supplies	$9,517.58	$8,441.41	$7,533.21	$12,000.00	$12,000.00
E 101-42200-212 Motor Fuels	$11,140.05	$17,916.35	$7,179.64	$10,000.00	$11,000.00
E 101-42200-300 Professional Srvs	$1,211.89	$1,434.78	$720.00	$0.00	$2,500.00
E 101-42200-304 Legal Fees - Civil	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-42200-321 Telephone	$4,891.02	$4,389.00	$2,987.12	$4,100.00	$4,100.00
E 101-42200-331 Mileage/Parking	$0.00	$0.00	$0.00	$500.00	$500.00
E 101-42200-340 Advertising	$0.00	$0.00	$0.00	$500.00	$500.00
E 101-42200-354 Printing/Publishing	$0.00	$0.00	$0.00	$250.00	$250.00
E 101-42200-360 Insurance	$7,906.08	$9,361.32	$3,699.46	$8,011.00	$8,412.00
E 101-42200-401 Repairs/Maint Buildings	$0.00	$0.00	$0.00	$6,000.00	$2,000.00
E 101-42200-403 Repairs/Maint Veh & Equipme	$41,463.19	$33,987.72	$8,425.76	$22,000.00	$30,000.00
E 101-42200-404 Repairs/Maint Equipment	$2,541.99	$10,265.46	$4,358.40	$15,000.00	$15,000.00

Account Descr		2021 Amt	2022 Amt	2023 YTD Amt	2023 Budget	2024 Budget
E 101-42200-410	Rentals/Leases	$1,597.00	$0.00	$0.00	$1,500.00	$1,500.00
E 101-42200-430	Miscellaneous	$511.55	$947.89	$0.00	$1,500.00	$1,500.00
E 101-42200-433	Dues and Subscriptions	$1,574.00	$1,186.00	$1,615.00	$5,650.00	$10,768.00
E 101-42200-434	Conferences/Training	$34,906.54	$30,418.09	$17,918.77	$40,000.00	$35,000.00
E 101-42200-436	Fire Prevention	$798.25	$1,139.08	$1,646.00	$1,000.00	$1,500.00
E 101-42200-470	COVID Expense	$57,487.00	$0.00	$0.00	$0.00	$0.00
E 101-42200-471	COVID Expense-Capital	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-42200-490	Contributions/Donations	$78,125.00	$26,000.00	$0.00	$10,000.00	$17,000.00
E 101-42200-491	Physicals	$11,342.00	$9,409.00	$11,191.00	$15,000.00	$20,000.00
E 101-42200-540	Equipment	$22,957.27	$16,900.70	$36,555.35	$65,000.00	$0.00
E 101-42200-570	Office Equip and Furnishings	$0.00	$3,742.75	$0.00	$500.00	$500.00
42200 Fire Management		$564,553.81	$462,391.47	$299,429.51	$499,242.00	$517,670.00
42400 Building Inspection						
E 101-42400-310	Building Inspection Services	$364,514.74	$345,317.42	$141,827.41	$150,000.00	$150,000.00
E 101-42400-331	Mileage/Parking	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-42400-360	Insurance	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-42400-365	Building Surcharges	$907.06	-$5,329.66	$3,861.88	$10,000.00	$10,000.00
E 101-42400-438	Refunds and Reimbursments	$0.00	$0.00	$0.00	$0.00	$0.00
42400 Building Inspection		$365,421.80	$339,987.76	$145,689.29	$160,000.00	$160,000.00
43100 Public Works						
E 101-43100-101	Full-Time Ees Regular	$234,010.25	$255,344.30	$160,187.71	$233,771.00	$270,161.00
E 101-43100-102	Full-Time Ees Overtime	$247.20	$247.20	$26.62	$0.00	$0.00
E 101-43100-103	Part-Time Ees	$1,834.75	$2,171.02	$2,206.16	$2,574.00	$1,787.00
E 101-43100-121	PERA	$17,033.08	$19,236.85	$11,512.86	$16,726.00	$20,396.00
E 101-43100-122	FICA	$13,944.91	$14,648.65	$9,229.97	$13,828.00	$16,861.00
E 101-43100-123	MEDICARE	$3,291.47	$3,425.82	$2,158.68	$3,234.00	$3,943.00
E 101-43100-131	Employer Paid Health and Life	$43,309.59	$53,035.73	$28,786.15	$35,219.00	$49,485.00
E 101-43100-142	Unemployment Benefit Payme	$0.00	$90.83	$0.00	$0.00	$0.00
E 101-43100-152	Worker s Comp Ins	$16,218.31	$13,967.56	$5,572.72	$22,146.00	$26,270.00
E 101-43100-210	Operating/Office Supplies	$53,259.54	$34,565.98	$20,404.52	$22,600.00	$25,000.00
E 101-43100-212	Motor Fuels	$42,325.76	$71,755.10	$38,252.28	$55,000.00	$60,000.00
E 101-43100-300	Professional Srvs	$3,957.81	$4,048.94	$4,638.76	$5,000.00	$5,000.00
E 101-43100-322	Postage	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-43100-331	Mileage/Parking	$0.00	$56.16	$0.00	$0.00	$0.00
E 101-43100-354	Printing/Publishing	$391.69	$1,270.08	$233.48	$200.00	$500.00
E 101-43100-360	Insurance	$10,167.82	$10,275.82	$4,305.19	$10,303.00	$10,818.00
E 101-43100-401	Repairs/Maint Buildings	$100.21	$331.77	$1,270.42	$0.00	$500.00
E 101-43100-403	Repairs/Maint Veh & Equipme	$34,675.31	$30,132.78	$32,328.31	$32,000.00	$36,000.00
E 101-43100-406	Signs/Striping	$3,433.41	$15,780.06	$2,131.04	$22,000.00	$26,000.00
E 101-43100-410	Rentals/Leases	$535.00	$0.00	$923.50	$4,000.00	$4,000.00
E 101-43100-430	Miscellaneous	$31.25	$0.00	$0.00	$0.00	$0.00
E 101-43100-433	Dues and Subscriptions	$0.00	$0.00	$0.00	$400.00	$400.00
E 101-43100-434	Conferences/Training	$100.00	$0.00	$680.00	$1,000.00	$1,000.00
E 101-43100-470	COVID Expense	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-43100-540	Equipment	$3,001.85	$18,385.78	$4,624.28	$32,000.00	$26,000.00
E 101-43100-590	Street Improvements	$103,379.02	$120,366.34	$12,593.23	$120,000.00	$120,000.00
43100 Public Works		$585,248.23	$669,136.77	$342,065.88	$632,001.00	$704,121.00
43105 Watershed						
E 101-43105-103	Part-Time Ees	$1,725.00	$1,800.00	$600.00	$1,800.00	$1,800.00
E 101-43105-121	PERA	$0.00	$0.00	$0.00	$90.00	$90.00
E 101-43105-122	FICA	$106.95	$111.60	$37.20	$112.00	$112.00
E 101-43105-123	MEDICARE	$25.07	$26.16	$8.72	$26.00	$26.00
E 101-43105-152	Worker s Comp Ins	$3.43	$6.30	$2.87	$9.00	$9.00
E 101-43105-300	Professional Srvs	$11,672.95	$11,177.54	$13,481.48	$11,770.00	$11,208.00

Account Descr	2021 Amt	2022 Amt	2023 YTD Amt	2023 Budget	2024 Budget
43105 Watershed	$13,533.40	$13,121.60	$14,130.27	$13,807.00	$13,245.00
43125 Ice & Snow Removal					
E 101-43125-101 Full-Time Ees Regular	$20,677.34	$29,472.38	$18,909.10	$23,838.00	$24,987.00
E 101-43125-102 Full-Time Ees Overtime	$1,428.78	$3,070.27	$3,192.32	$0.00	$4,000.00
E 101-43125-103 Part-Time Ees	$3,372.28	$5,320.12	$3,884.01	$6,093.00	$6,854.00
E 101-43125-121 PERA	$1,803.87	$2,570.88	$1,640.68	$2,245.00	$2,388.00
E 101-43125-122 FICA	$1,467.37	$2,174.40	$1,474.59	$1,856.00	$1,974.00
E 101-43125-123 MEDICARE	$343.13	$508.52	$344.84	$434.00	$462.00
E 101-43125-131 Employer Paid Health and Life	$3,674.32	$5,846.68	$4,052.56	$3,620.00	$5,503.00
E 101-43125-152 Worker s Comp Ins	$2,254.34	$2,128.78	$966.72	$2,804.00	$3,076.00
E 101-43125-210 Operating/Office Supplies	$35,381.56	$45,714.33	$47,939.10	$50,000.00	$70,000.00
43125 Ice & Snow Removal	$70,402.99	$96,806.36	$82,403.92	$90,890.00	$119,244.00
43300 Engineering					
E 101-43300-300 Professional Srvs	$0.00	$472.50	$0.00	$0.00	$0.00
E 101-43300-303 Engineering Fees	$26,239.96	$12,314.20	$24,621.25	$20,000.00	$20,000.00
43300 Engineering	$26,239.96	$12,786.70	$24,621.25	$20,000.00	$20,000.00
45100 Park and Park Maint					
E 101-45100-101 Full-Time Ees Regular	$37,805.95	$36,380.87	$25,043.93	$34,593.00	$36,255.00
E 101-45100-102 Full-Time Ees Overtime	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-45100-103 Part-Time Ees	$5,292.87	$5,325.00	$3,375.00	$4,500.00	$4,570.00
E 101-45100-121 PERA	$2,861.31	$2,728.54	$1,848.54	$2,825.00	$2,949.00
E 101-45100-122 FICA	$2,468.49	$2,381.05	$1,613.67	$2,428.00	$2,531.00
E 101-45100-123 MEDICARE	$577.49	$557.06	$377.51	$568.00	$592.00
E 101-45100-131 Employer Paid Health and Life	$7,646.97	$7,535.17	$5,054.35	$5,644.00	$7,699.00
E 101-45100-152 Worker s Comp Ins	$1,293.45	$1,285.58	$568.07	$2,686.00	$2,898.00
E 101-45100-210 Operating/Office Supplies	$8,805.98	$7,581.64	$1,857.17	$8,200.00	$8,500.00
E 101-45100-212 Motor Fuels	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-45100-354 Printing/Publishing	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-45100-360 Insurance	$10,425.44	$10,536.19	$4,414.25	$10,564.00	$11,092.00
E 101-45100-380 Utility Services	$1,550.99	$1,803.30	$1,616.07	$2,200.00	$2,300.00
E 101-45100-401 Repairs/Maint Buildings	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-45100-404 Repairs/Maint Equipment	$0.00	$1,368.59	$34.23	$3,000.00	$3,000.00
E 101-45100-410 Rentals/Leases	$4,135.00	$4,393.73	$2,848.95	$4,200.00	$4,500.00
E 101-45100-430 Miscellaneous	$0.00	$24.91	$204.03	$0.00	$0.00
45100 Park and Park Maint	$82,863.94	$81,901.63	$48,855.77	$81,408.00	$86,886.00
49990 Other Expense (GENERAL)					
E 101-49990-430 Miscellaneous	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-49990-431 Pop Machine Expenses/Reven	$119.31	-$86.46	$552.48	$0.00	$0.00
E 101-49990-470 COVID Expense	$903.00	$0.00	$0.00	$0.00	$0.00
E 101-49990-471 COVID Expense-Capital	$0.00	$0.00	$0.00	$0.00	$0.00
E 101-49990-499 Unalloc/Emerg/Unanticp	$0.00	$0.00	$0.00	$3,181.00	$0.00
E 101-49990-700 Transfers	$300,000.00	$1,223,233.00	$0.00	$0.00	$0.00
49990 Other Expense (GENERAL)	$301,022.31	$1,223,146.54	$552.48	$3,181.00	$0.00
101 GENERAL FUND	$3,413,920.47	$4,496,564.95	$2,331,180.46	$3,244,355.00	$3,488,545.00
	$3,413,920.47	$4,496,564.95	$2,331,180.46	$3,244,355.00	$3,488,545.00

City of Oak Grove
CIP Work Paper
Budget Year Updated for: 2023

Note: Using 4% per year increase in costs to make sure funding is available for replacement when Useful Life expires

Status	Capital Improvement Project Name	Amount	Source Year	Dept.	Fund Description	Fund	2023	2024	2025	2026	2027	2028
Active	NEW Officer Vehicle #3 - Tahoe	**75,000**	2024	Public Safety	Asset replacement	412	-	75,000	-	-	-	-
Active	Street Improvements	700,000	2024	Public Works	Road Improvement	403	-	700,000	-	-	-	
Active	Trail Maintenance	**66,000**	2024	Parks and Recreation	Trail Maintenance	404	-	66,000	-	-	-	-
Active	1996 Pup Trailer (0423)	**30,000**	2024	Public Works	Asset replacement	411	-	30,000	-	-	-	-
Active	Storage Building for Public Works	**200,000**	2024	Public Works	Asset replacement	411	-	200,000	-	-	-	-
Active	Hose Washer	**13,000**	2024	Public Safety	Asset replacement	412	-	13,000	-	-	-	-
Active	Thermal Cameras	**18,000**	2024	Public Safety	Asset replacement	412	-	18,000	-	-	-	-

Note:
*Capitalization of asset will be done in year of delivery regardless of year ordered.

1,334,250

City of Oak Grove
CIP Work Paper
Budget Year Updated for: 2023

Note: Using 4% per year increase in costs to make sure funding is available for replacement when Useful Life expires

Status	Capital Improvement Project Name	Amount	Source Year	Dept.	Fund Description	Fund	2023	2024	2025	2026	2027	2028
							Projected **2023**	Projected **2024**	Projected **2025**	Projected **2026**	Projected **2027**	Projected **2028**
CASH FLOW ANALYSIS												

City of Oak Grove
CIP Work Paper
Budget Year Updated for: 2023

Note: Using 4% per year increase in costs to make sure funding is available for replacement when Useful Life expires

Status	Capital Improvement Project Name	Amount	Source Year	Dept.	Fund Description	Fund	2023	2024	2025	2026	2027	2028
		✓	Fund		**403 Road Improvement**							
				Revenues								
				Property Taxes			250,000	551,050	450,000	463,500	477,405	491,727
				Transfers In			-	-	-	-	-	-
				State Grant-MSA Maintenance (Gas Tax)			171,192	200,000	200,000	200,000	200,000	200,000
				Special Assessments			10,000	30,900	15,000	15,000	15,000	15,000
				Interest & MVA			8,000	7,451	-	-	-	-
				Other								
					Total		439,192	789,401	665,000	678,500	692,405	706,727
				Expenses								
				Engineering/Street Improvement			600,000	700,000	700,000	700,000	600,000	600,000
					Total		600,000	700,000	700,000	700,000	600,000	600,000
					Cash Beginning		478,060	317,252	406,653	371,653	350,153	442,558
					Cash Ending		317,252	406,653	371,653	350,153	442,558	549,285
		✓	Fund		**404 Trail Maintenance Fund**							
				Revenues								
				Property Taxes			50,000	66,000	66,000	66,000	66,000	66,000
					Total		50,000	66,000	66,000	66,000	66,000	66,000
				Expenses								
				Capital Purchases			50,000	66,000	66,000	66,000	66,000	66,000
					Total		50,000	66,000	66,000	66,000	66,000	66,000
					Cash Beginning		-	-	-	-	-	-
					Cash Ending		-	-	-	-	-	-
		✓	Fund		**410 Asset Acquisition**							
				Revenues								
				Transfers In			-	-	-	-	-	-
				Interest & MVA			-	-	-	-	-	-
				Sale of Assets			-	-	-	-	-	-
					Total		-	-	-	-	-	-
				Expenses								
				Capital Purchases								
				Other			543,233	-	-	-	-	-
					Total		543,233	-	-	-	-	-
					Cash Beginning		547,819	4,586	4,586	4,586	4,586	4,586
					Cash Ending		4,586	4,586	4,586	4,586	4,586	4,586
		✓	Fund		**411 Public Works Asset Acquisition**							
				Revenues								
				Property Taxes			-	150,000	100,000	150,000	50,000	50,000
				Transfers In			93,233	-	-	-	-	-
					Total		93,233	150,000	100,000	150,000	50,000	50,000

City of Oak Grove
CIP Work Paper
Budget Year Updated for: 2023

Note: Using 4% per year increase in costs to make sure funding is available for replacement when Useful Life expires

Status	Capital Improvement Project Name	Amount	Source Year	Dept.	Fund Description	Fund	2023	2024	2025	2026	2027	2028
				Expenses								
				Capital Purchases			435,000	230,000	40,000	320,000	-	-
					Total		435,000	230,000	40,000	320,000	-	-
					Cash Beginning		1,085,016	743,249	663,249	723,249	553,249	603,249
					Cash Ending		743,249	663,249	723,249	553,249	603,249	653,249

City of Oak Grove
CIP Work Paper
Budget Year Updated for: 2023

Note: Using 4% per year increase in costs to make sure funding is available for replacement when Useful Life expires

Status	Capital Improvement Project Name	Amount	Source Year	Dept.	Fund Description	Fund	2023	2024	2025	2026	2027	2028
			Fund		412 Fire Equipment Acquisition							
				Revenues								
				Property Taxes			-	50,000	300,000	460,000	100,000	200,000
				ARPA Funds			-	88,000				
				Transfers In			-	-	-	-	-	-
					Total		-	138,000	300,000	460,000	100,000	200,000
				Expenses								
				Capital Purchases			95,000	106,000	494,500	1,132,500	50,000	60,000
					Total		95,000	106,000	494,500	1,132,500	50,000	60,000
					Cash Beginning		736,171	641,171	673,171	478,671	(193,829)	(143,829)
					Cash Ending		641,171	673,171	478,671	(193,829)	(143,829)	(3,829)
			Fund		413 Building Repair/Maintenance							
				Revenues								
				Property Taxes								
				Transfers In			-	-	-	-	-	-
				Bonds			-	-	-	-	-	-
				Interest & MVA			-	-	-	-	-	-
				Sale of Assets			-	-	-	-	-	-
					Total		-	-	-	-	-	-
				Expenses								
				Office Equip			65,000	-	20,000	-	-	-
				Improvements			-	-	-	-	-	-
				Transfer Out			-	-	-	-	-	-
					Total		65,000	-	20,000	-	-	-
					Cash Beginning		527,052	462,052	462,052	442,052	442,052	442,052
					Cash Ending		462,052	462,052	442,052	442,052	442,052	442,052

Fund	2024 Revenue	2024 Expenditures	2024 Projected Ending Balance
403 Road Improvement Fund	789,401	(700,000)	406,653
404 Trail Maintenance Fund	66,000	(66,000)	-
410 Asset Acquisition Fund	-	-	4,586
411 Public Works Assets Acquisition Fund	150,000	(230,000)	663,249
412 Fire Equipment Acquisition Fund	138,000	(106,000)	673,171
413 Building Repair/Maintenance	-	-	462,052

Abdo Financial Solutions

City of Oak Grove

2024 General Fund Budget and Preliminary Property Tax Levy

September 25, 2023

2024 Budget Highlights

General Fund Revenue

Revenue

- General Fund Property tax levy $226,696 or 8.13% from the 2023 General Fund Levy.
- Intergovernmental Revenue continues to be lower due to $0 LGA.
- MSA State Aid for roads approximately $200K
- Public Safety Aid of $394,237 available but not yet recognized until expenditures identified. $4000 placed in revenue for fire fighter training.
- ARPA funds remaining to be spent $92,113.
- Interest earnings are budgeted conservatively for 2024 similar 2023 budget.
- No Transfer In from other funds is budgeted for 2024.

General Fund Expenditures

Expenditures

- Administration
  - Increased $28,282 due primarily to recognized wage increases due to Compensation Study adjustments.
- Elections
  - Increased $23,280 increase in hours because of additional election and extended voting hours.
- Planning and Zoning
  - Increase of $17,041 due to budgeting for hiring a consulting planner and code enforcement outsourced.
- Gov’t Buildings and Grounds
  - Increase of $10,220 due to increased wages and utility services.
- Police Services
  - Increase of $27,542 from 2023 for the Police Service Contract with Anoka County.

General Fund Expenditures

Expenditures (Continued)

- Fire Management Dept
  - Increase of $18,428 primarily due to increase in wages due to compensation study and additional hours for call volume
  - Increase of $8000 in repairs on vehicles and equipment
  - Proposed $17,000 increase for voluntary pension contribution
  - Increase work comp for volunteer fire fighters
- Public Works
  - Increase in departmental expenditures of $72,170 primarily due to wages and benefits.
  - Repairs and maintenance increase by $5,000.
  - Signs and Striping increased $4,000 due to the increased cost of supplies.
- Ice & Snow Removal
  - Increase of $29,413 primarily due to increase of salt usage and cost.

2024 CIP

Public Works

- Street Improvements $700,000 (Fund 403)
- Pup Trailer replacement $30,000 (Fund 411)
- Storage Building $200,000 (Fund 411)

TOTAL PUBLIC WORKS $930,000

Public Safety

- Officer Vehicle $75,000 (ARPA)
- Hose Washer $13,000 (ARPA)
- Thermal Cameras $18,000

TOTAL PUBLIC SAFETY $106,000

Parks and Recreation

- Trail Maintenance $66,000

TOTAL PARKS AND RECREATION $66,000

CIP 2024 $1,102,000

2024 CIP

Anticipated cash balances at end of 2024:

- (208) Public Benefit: $101,166
- (403) Road Improvement: $406,653
- (404) Trail Maintenance: $0
- (410) Asset Acquisition: $4,586
- (411) Public Works Asset Acquisition: $663,249
- (412) Fire Equipment Acquisition: $673,171
- (413) Bldg. Repair/Maintenance: $462,052

Abdo Financial Solutions

Summary of Property Tax Levies

Fund	2022 Levy	2023 Levy	Proposed 2024 Levy	Increase (Decrease) from 2023	Percent Change from 2023
General Fund	$ 2,812,584	$ 2,789,474	$ 3,016,170	$ 226,696	8.13%
Capital Levies					
Road Improvement	-	250,000	551,050	301,050	120.42%
Trail Maintenance	-	50,000	66,000	16,000	32.00%
Public Works Asset Acquisition	-	-	150,000	150,000	100%
Fire Dept Asset Acquisition	-	-	50,000	50,000	100%
Economic Development Authority	6,750	1,000	-	(1,000)	-100.00%
Total	$ 2,819,334	$ 3,090,474	$ 3,833,220	$ 742,746	24.03%
Total City Levy (Excluding EDA)	$ 2,812,584	$ 3,089,474	$ 3,833,220	$ 743,746	24.07%

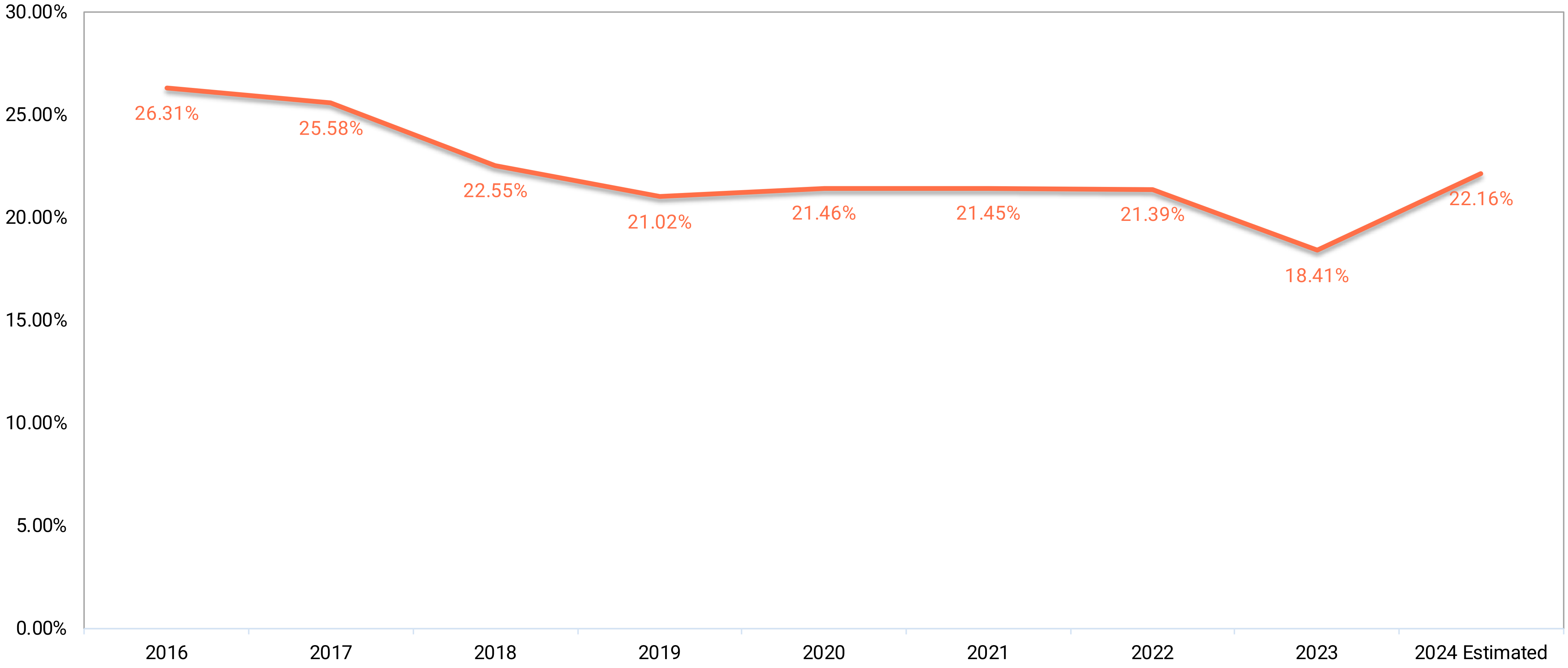
Tax Levy and Rate – Estimated Payable 2024

	Actual Payable 2022	Actual Payable 2023	Estimated Payable 2024	
Tax Capacity (Anoka)	$ 11,965,033	$ 15,540,977	$ 16,189,680	*
TIF Captured Value	(39,586)	(47,213)	(52,144)	*
Fiscal Disparities Contribution	(258,512)	(263,592)	(258,130)	
Net Tax Capacity	**11,666,935**	**15,230,172**	**15,879,406**	
Certified Levy	2,819,334	3,290,474	3,833,220	
Fiscal Disparities Distribution	(323,672)	(288,261)	(314,937)	*
Local Levy	**$ 2,495,662**	**$ 3,002,213**	**$ 3,518,283**	
City Tax Rate	**21.392%**	**18.400%**	**22.157%**	**
EDA Special District Tax Rate	5.200%	5.200%	0.052%	*(1)*
County Tax Rate	30.935%	30.935%	30.935%	*(1)*
School Tax Rate	21.921%	21.921%	21.921%	*(1)*
Other Tax Rate	9.952%	9.520%	9.952%	*(1)*
Total Tax Rate	**89.400%**	**85.976%**	**85.017%**	

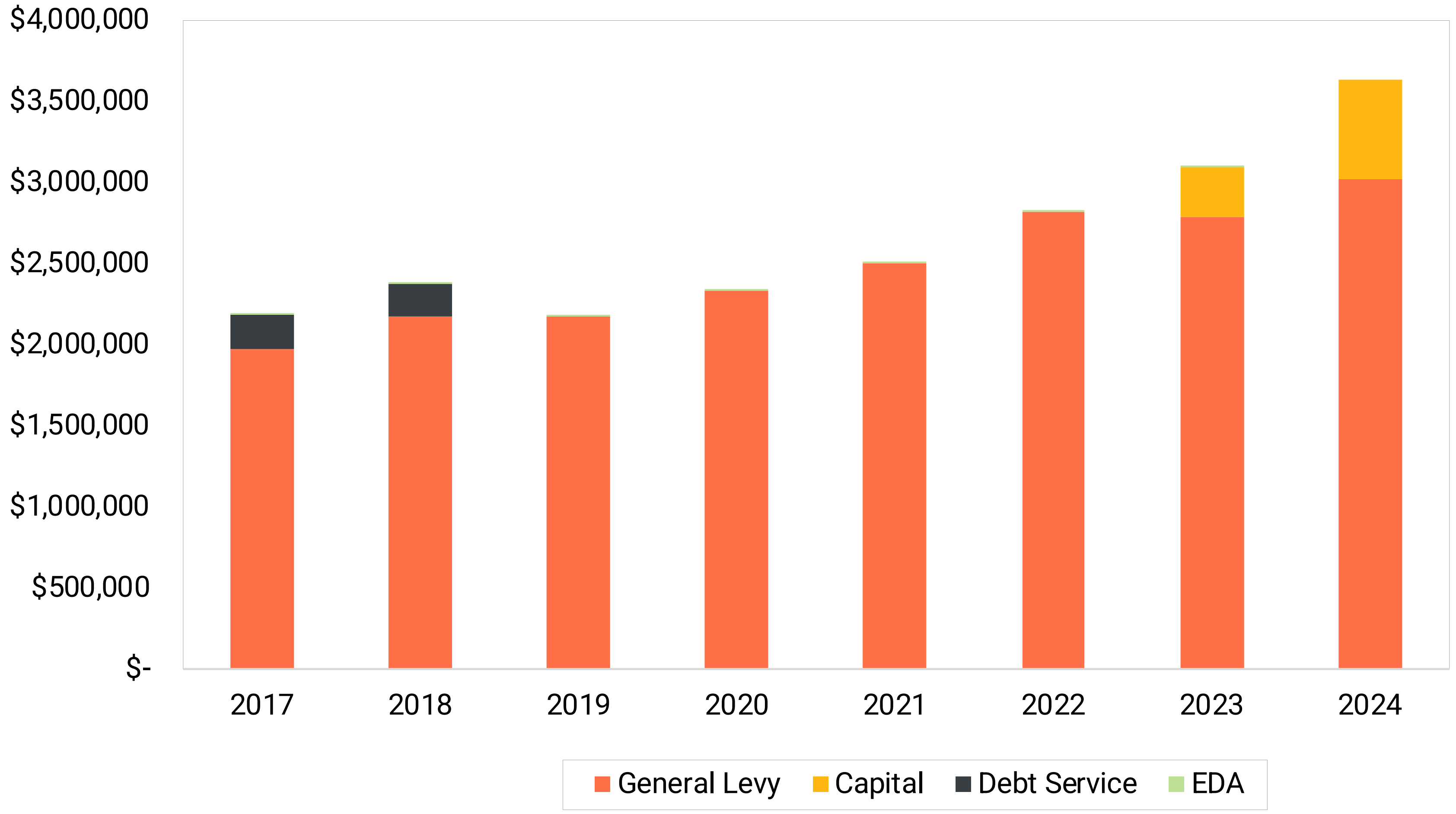
**The City's Payable 2023 tax rate is estimated based on preliminary tax capacity information provided by Anoka County. The final tax capacity and rate will vary from the rate estimated in this report.*

(1) Final tax rates for the County, School and Other Districts will not be known until the December final tax levy deadline.

Historical Property Tax Rates



Historical Levy Trend



Impact to Home Values

Estimated Taxable Market Values and Population - 2024

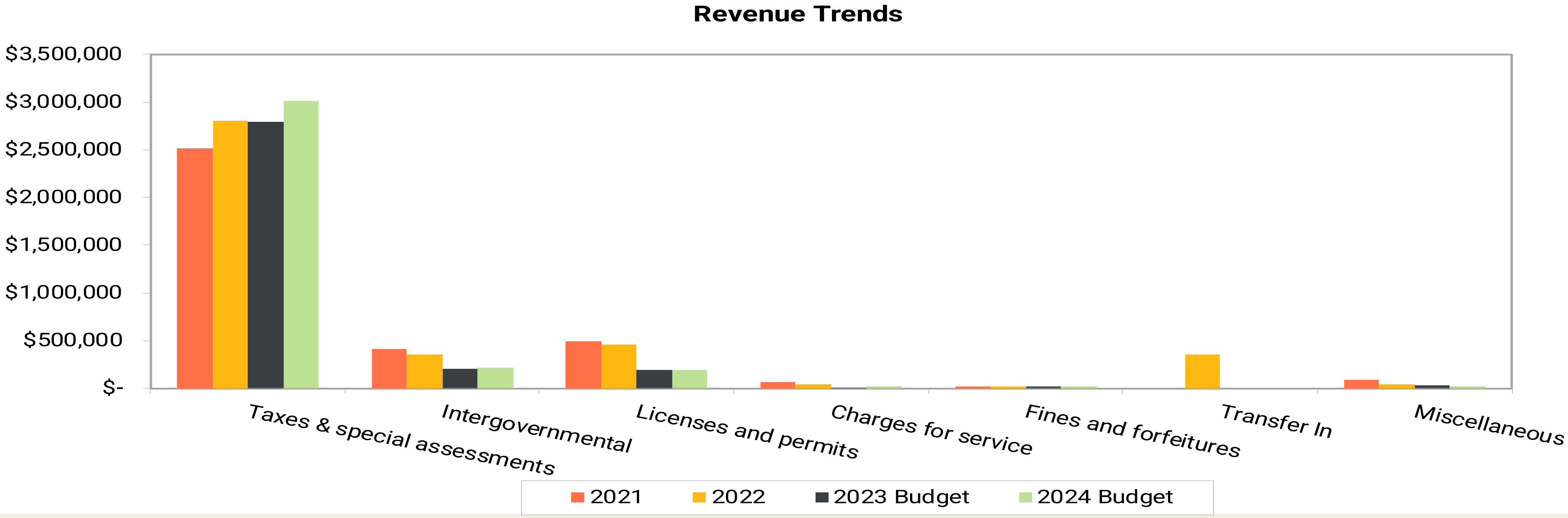
Value of Home		2022 Actual	2023 Actual	2024 Estimated	$ Increase / (decrease)	% Increase / (decrease)
$ 251,000		537	462	556	94	20.35%
283,200		606	521	627	106	20.35%
300,000		642	552	665	112	20.35%
319,400		683	588	708	120	20.35%
341,758	*	731	629	757	128	20.35%
400,000		856	736	886	150	20.35%
418,300	***	895	770	927	157	20.35%
419,650	**	898	773	930	157	20.35%
450,000		963	828	997	169	20.35%
500,000		1,070	921	1,108	187	20.35%
555,000		1,187	1,022	1,230	208	20.35%

* Average Home Taxable Market Value - 2022
** Average Home Taxable Market Value - 2023
*** Estimated Average Home Taxable Market Value - 2024
Notation: Does not include Market Value Exclusions.

General Fund Revenue Trends/Graph

CITY OF OAK GROVE
REVENUE TRENDS/GRAPHS

	2021	2022	2023 Budget	2024 Budget	Percent Change
Taxes & special assessments	$ 2,518,145	$ 2,805,969	$ 2,789,474	$ 3,016,170	8.13%
Intergovernmental	412,351	348,522	200,181	214,000	6.90%
Licenses and permits	489,918	462,011	195,700	196,375	0.34%
Charges for service	61,435	36,682	5,000	20,000	300.00%
Fines and forfeitures	21,522	19,621	20,000	20,000	0.00%
Miscellaneous	90,540	45,389	34,000	22,000	-35.29%
Transfer in	-	350,000	-	-	N/A
Total Revenue	$ 3,593,911	$ 4,068,194	$ 3,244,355	$ 3,488,545	7.53%

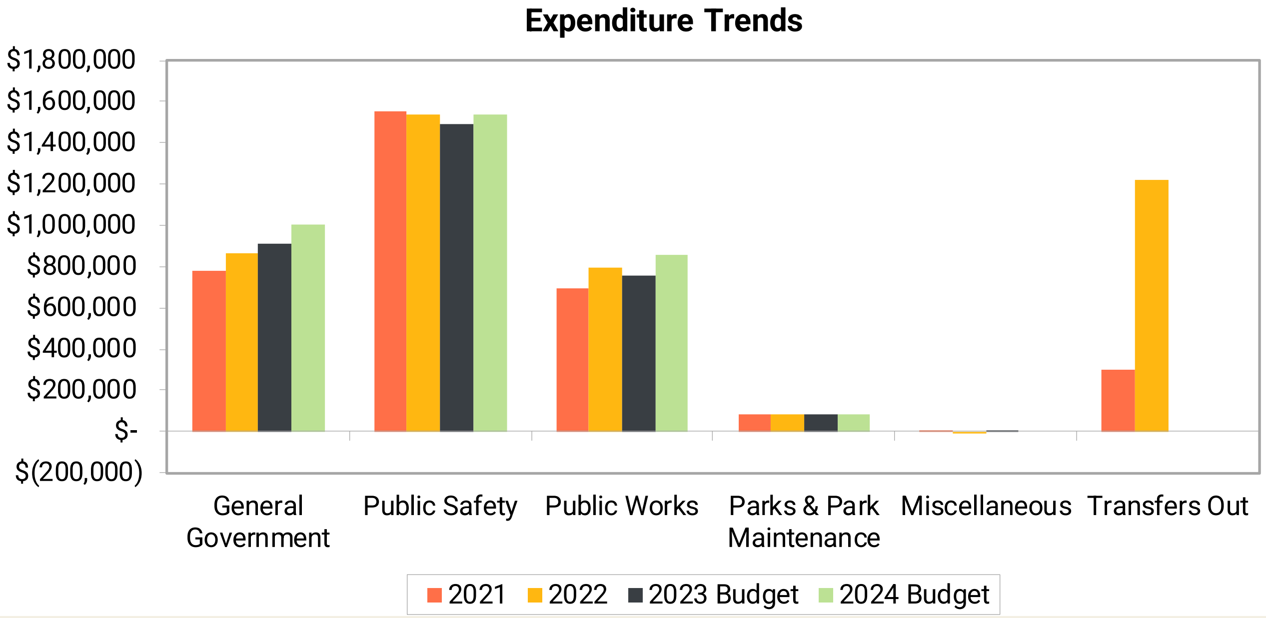


Abdo Financial Solutions

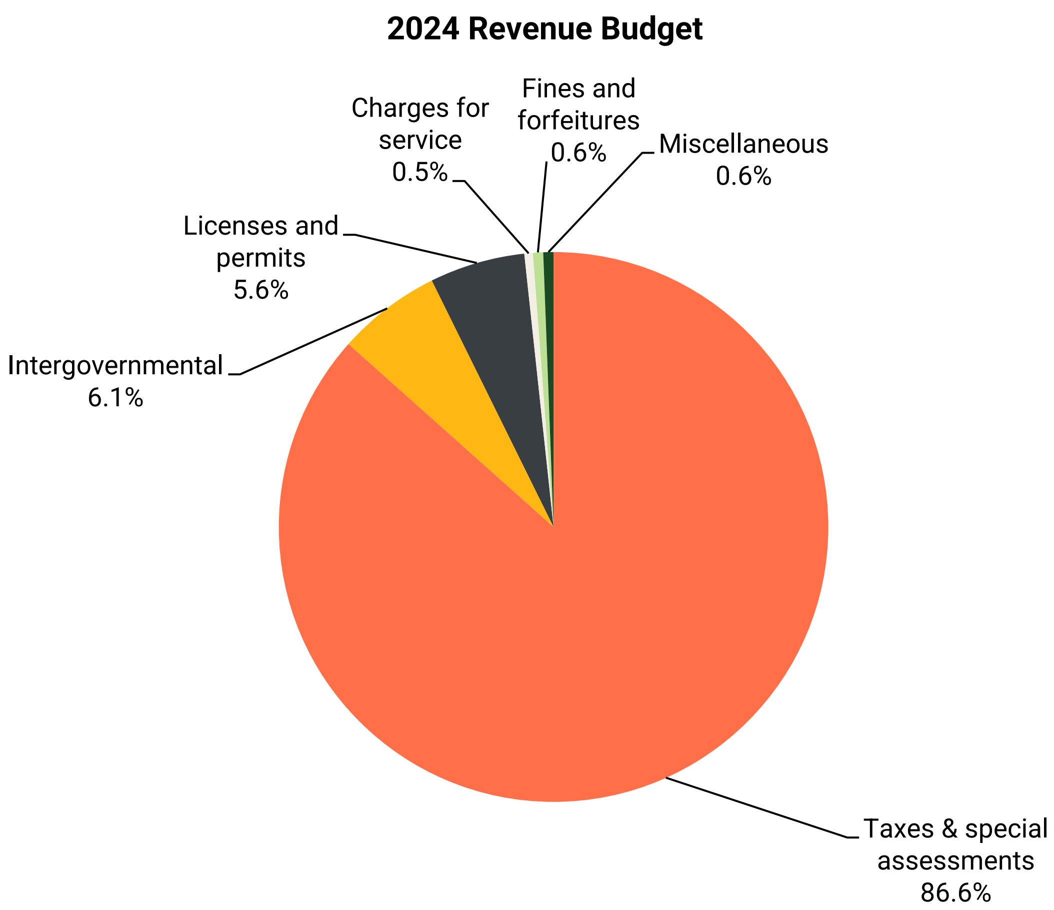
General Fund Expenditure Trends/Graph

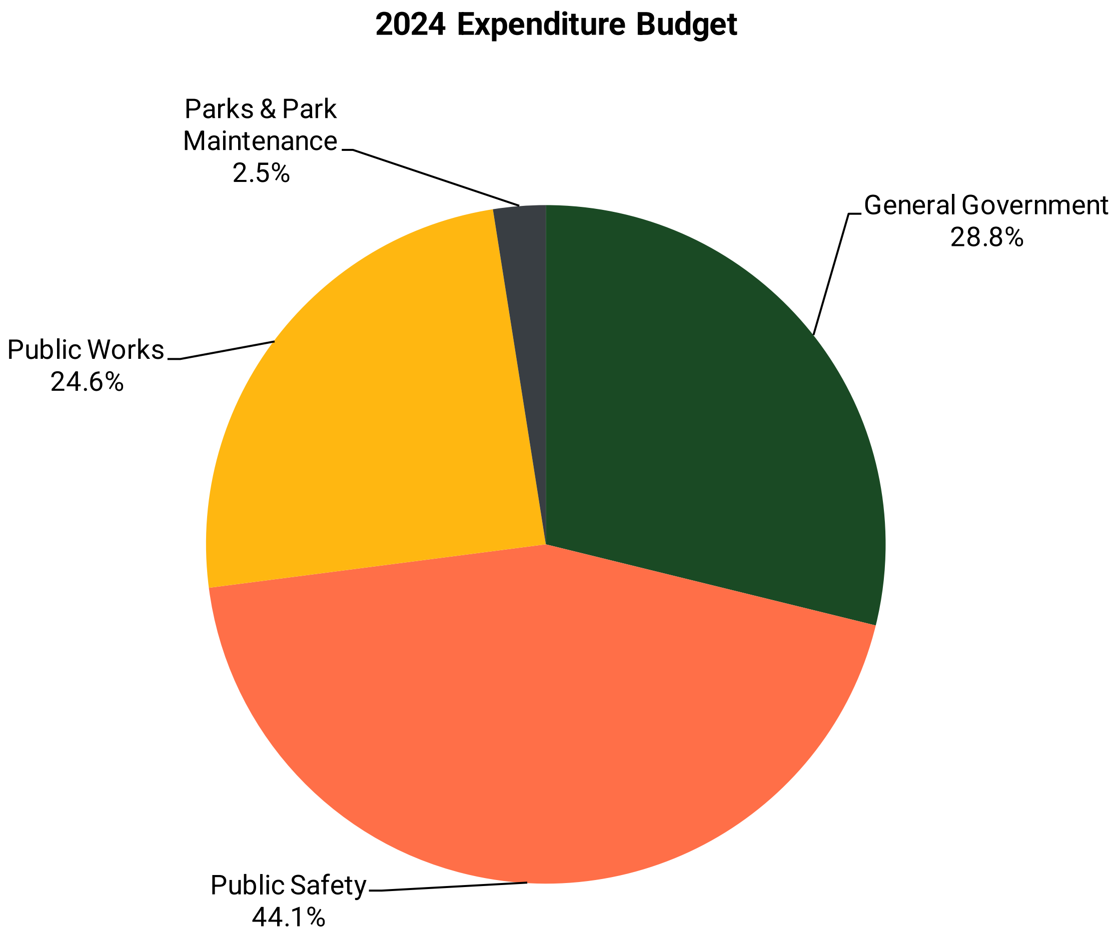
CITY OF OAK GROVE
EXPENDITURE TRENDS/GRAPHS

	2021	2022	2023 Budget	2024 Budget	Percent Change
General Government	$ 781,782	$ 865,183	$ 911,193	$ 1,006,204	10.43%
Public Safety	1,552,828	1,534,485	1,491,875	1,538,845	3.15%
Public Works	695,425	791,852	756,698	856,610	13.20%
Parks & Park Maintenance	82,864	81,902	81,408	86,886	6.73%
Miscellaneous	1,022	(86)	3,181	-	-100.00%
Transfers Out	300,000	1,223,233	-	-	0.00%
Total Expenditures	$ 3,413,921	$ 4,496,568	$ 3,244,355	$ 3,488,545	7.53%



General Fund Revenue and Expenditures





Breakdown of General Fund Expenditures

	Actual 2021	Actual 2022	Budget 2023	Budget 2024	Percent Change
Mayor and council	$ 47,176	$ 47,775	$ 51,144	$ 51,948	1.57%
Administration	299,223	350,210	383,457	411,739	7.38%
Elections	1,705	16,360	2,000	25,280	1164.00%
Finance	183,807	193,140	192,485	198,259	3.00%
Assessing	38,244	39,421	40,500	40,500	0.00%
Legal Services	51,376	62,940	54,500	60,000	10.09%
Planning and Zoning	30,794	27,555	46,220	63,261	36.87%
Computer Services	48,984	46,855	55,890	60,000	7.35%
Government Building and Grounds	80,473	80,927	84,997	95,217	12.02%
Police Services	622,777	730,808	831,633	859,175	3.31%
Animal Control	75	1,297	1,000	2,000	100.00%
Fire Management	564,554	462,392	499,242	517,670	3.69%
Building Inspection	365,422	339,988	160,000	160,000	0.00%
Public Works	585,248	669,137	632,001	704,121	11.41%
Watershed	13,533	13,122	13,807	13,245	-4.07%
Ice & Snow Removal	70,403	96,806	90,890	119,244	31.20%
Engineering	26,240	12,787	20,000	20,000	0.00%
Park and Park Maintenance	82,864	81,902	81,408	86,886	6.73%
Miscellaneous	1,022	(86)	3,181	-	-100.00%
Transfer Out	300,000	1,223,233	-	-	0.00%
TOTAL EXPENDITURES	$ 3,413,921	$ 4,496,568	$ 3,244,355	$ 3,488,545	7.53%

RESOLUTION NO. 23-113

CITY OF OAK GROVE
COUNTY OF ANOKA
STATE OF MINNESOTA

RESOLUTION APPROVING 2024 PROPOSED GENERAL FUND BUDGET, 2024 PRELIMINARY PROPERTY TAXLEVY, AND SETTING PUBLIC HEARING DATE FOR THE 2024 GENERAL FUND BUDGET

WHEREAS, the City of Oak Grove is required by State law to approve a resolution setting forth an annual tax levy to the Anoka County Auditor; and

WHEREAS, Minnesota Statues require approval of a preliminary property tax levy and preliminary budget on or before September 30th of each year; and

WHEREAS, the City Council has received the proposed budget document;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Oak Grove, that the Preliminary 2024 budget shall be as follows:

	2024 Proposed Budget
REVENUES	
Taxes and special assessments	$ 3,016,170
Other General Revenues	472,375
TOTAL REVENUES	3,488,545
EXPENDITURES	
General Government	1,006,204
Public Safety	1,538,845
Public Works	856,610
Parks and Recreation	86,886
Miscellaneous	-
Transfers out	-
TOTAL EXPENDITURES	$ 3,488,545

BE IT FURTHER RESOLVED that the public input meeting will be held on December 11, 2023; and

BE IT FURTHER RESOLVED that the City Council of the City of Oak Grove, Anoka County, Minnesota, that the following sums of money be levied for collection in 2024upon the taxable property in said City of Oak Grove for the following purposes:

	2024 Requested
Program or service	
Base levy	
General fund	$ 3,016,170
Capital funds	$ 817,050
Economc Development Authority	-
Total Property Taxes	$ 3,833,220

And

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to transmit this information to the County Auditor of Anoka County, Minnesota and the Minnesota Department of Revenue, if applicable, in the format requested as required by law.

Reviewed for Administration:

____
City Administrator

Adopted by the City Council September 25th, 2023

____
Mayor

Attest:

____
City Clerk

CITY OF OAK GROVE
REQUEST FOR COUNCIL ACTION

DEPARTMENT:	MEETING DATE:
Finance	September 25, 2023

TITLE OF REQUEST: **Preliminary 2023 Oak Grove Economic Development Authority (EDA) Levy**

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The City's Economic Development Authority (EDA) preliminary levy is expected to be set at $0. This levy is not necessary at this time to support the expenditures of the EDA. The City Council makes up the voting members of the Economic Development Authority (EDA).

SOURCE OF FUNDING:

2024 EDA Levy

REQUESTED COUNCIL ACTION: Consider Resolution 23-112 authorizing the preliminary 2024 levy for the EDA.

RESOLUTION NO. 23-112

CITY OF OAK GROVE
COUNTY OF ANOKA
STATE OF MINNESOTA

AUTHORIZING THE PRELIMINARY ECONOMIC DEVELOPMENT AUTHORITY (EDA) LEVY OF A SPECIAL BENEFIT LEVY PURSUANT TO MINNESOTA STATUTES, SECTION 469.033, SUBDIVISION 6 AND APPROVAL OF A PRELIMINARY BUDGET FOR FISCAL YEAR 2024

WHEREAS, pursuant to Minnesota Statutes, Section 469.090 to 469.108 (the "EDA Act"), the City Council of the City of Oak Grove created the City of Oak Grove Economic Development Authority (the "Authority"); and

WHEREAS, pursuant to the EDA Act, the City Council granted to the Authority all of the powers and duties of a housing and redevelopment authority under the provisions of the Minnesota Statutes, Sections 469.001 to 469.047 (the "HRA Act"); and

WHEREAS, Section 469.033, subdivision 6 of the HRA Act authorizes the Authority to levy a tax upon all taxable property within the City to be expended for the purposed authorized by the EDA Act; and

WHEREAS, such levy may be in an amount not to exceed .0185 percent of estimated market value of the City; and

WHEREAS, the Authority has filed its budget for the special benefit levy in accordance with the budget procedures of the City in the amount of $0; and

NOW THEREFORE BE IT RESOLVED by the City of Oak Economic Development Authority, that, subject to the approval of the City Council of the City of Oak Grove, the Authority adopts a preliminary levy of $0, for taxes payable in 2024.

Passed and adopted this 25th day of September 2023

____
Weston Rolf, Mayor

Attest:

____
Billi Larson, City Clerk

(Seal)

CITY OF OAK GROVE
REQUEST FOR COUNCIL ACTION

DEPARTMENT:	MEETING DATE:
Fire Department	September 25, 2023

TITLE OF REQUEST:

Donation to Oak Grove Fire Department

BACKGROUND AND SUPPLEMENTAL INFORMATION:

David and Theresa Paulson generously donated $25.00 to the Oak Grove Fire Department in lieu of flowers for the funeral of Ron Schleicher.

SOURCE OF FUNDING:

REQUESTED COUNCIL ACTION:

Consider approving Resolution 23-108.

RESOLUTION 23-108

CITY OF OAK GROVE
COUNTY OF ANOKA
STATE OF MINNESOTA

A RESOLUTION ACCEPTING A DONATION
OF $25 FOR THE FIRE DEPARTMENT

WHEREAS, the Paulsons have donated $25 check to the fire department;

WHEREAS, the fire department will deposit and utilize the funds as needed;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Oak Grove, Minnesota gratefully accepts and approves the donation of $25 for the fire department.

Approved this 25th day of September 2023.

____
Weston Rolf, Mayor

ATTEST:

____
Billi Larson, City Clerk

(Seal)

CITY OF OAK GROVE
REQUEST FOR COUNCIL ACTION

DEPARTMENT: Administration	**MEETING DATE:** September 25, 2023

TITLE OF REQUEST: 2024 Agreement for Residential Recycling Program

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Anoka County will receive SCORE (Select Committee on Recycling and the Environment) funds as well as LRDG (Local Recycling Development Grant) funds in 2024, both pursuant to MN Statutes. Oak Grove is eligible to receive $25,515 in base funding and up to $60.169.50 total with enhancement and supplemental funding to offset the costs of the recycle center, spring/fall recycle days, and improvements to our recycling program.

Public Works is recommending we construct a new cement slab at the recycling center and purchase a new cardboard baler with the enhancement funds.

SOURCE OF FUNDING: Anoka County SCORE & LRDG Funds

REQUESTED COUNCIL ACTION:

Consider approving the 2024 Agreement for Residential Recycling Program and authorizing the Mayor and City Administrator to sign the contract.

Anoka County
HUMAN SERVICES DIVISION
Community Social Services and Behavioral Health

September 14, 2023

City of Oak Grove
Attn: Weston Rolf
19900 Nightingale St NW
Cedar, MN 55011

Dear Mr. Rolf:

Enclosed is your 2024 contract with Anoka County. Please review the contract and complete the signature portion using DocuSign. If applicable and ready, please attach the necessary insurance information using the attachment link in the DocuSign document. If insurance is not ready and you will be sending this information at a later date, please send to:

Angela.Rodine@co.anoka.mn.us **or** Angie Rodine
County of Anoka
2100 3rd Avenue, 5th Floor
Anoka, MN 55303

PLEASE NOTE: The following information is required as part of your contract. If the contract is signed and executed without receiving this information in a timely manner, it may be referred to the County Attorney's Office for possible Breach of Contract and/or payments may be withheld until information is received.

CERTIFICATE OF LIABILITY INSURANCE - Required
No insurance information is required for this contract.

CONTRACTOR INFORMATION SHEET - Required
Please update/complete and sign this page and return with your contract.

DocuSign will automatically forward a copy of the signed contract to you, once completed. If you have questions regarding the contract, please call your Contract Manager, Sue Doll, at 763-324-3482.

Sincerely,

Angie Rodine

Angie Rodine
Administrative Assistant, Planning and Operations Support Services

Anoka County Contract # C0010119

2024 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January 2024, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the “COUNTY”, and the CITY OF OAK GROVE, hereinafter referred to as the “MUNICIPALITY”.

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557, the Select Committee on Recycling and the Environment (hereinafter “SCORE funds”) during 2024 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source -separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441, Local Recycling Development Grants (hereinafter “LRDG funds”) during 2024; and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is $1,611,188.00; and

WHEREAS, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and the Minnesota Pollution Control Agency (hereinafter “MPCA”) Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled, or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).; and

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

   The Anoka County Municipal Waste Abatement Grant Program (hereinafter “Grant Program”) Contract Documents include: the **Anoka County Municipal Waste**

Abatement Grant Funding Application submitted by the Municipality for the current contract year, and the **Grant Funding Award** issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program;** 2) **Grant Funding Award**; and 3) **Anoka County Municipal Waste Abatement Grant Funding Application.**

2. **TERM.** The term of this Agreement is from January 1, 2024, through December 31, 2024, unless earlier terminated as provided herein.

3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. § 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. Additionally:

   a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.

   b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes, and senior housing complexes.

   c. "Community Partner" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by a municipality or an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.

4. **ELIGIBILITY FOR FUNDS.** Per Minn. Stat. § 115A.557, Subd. 1, funding eligibility is based primarily on population, with a minimum funding floor. For 2024, the County has determined that funding will be determined by the Grant Program funding application. The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed $60,169.50. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the approved 2024 Grant Program Funding Application.

   The County reserves the right to assess reimbursement reporting status for each municipality mid-year and recommend funding adjustments as determined by the County Program Specialist managing the Grant Program.

   The County also reserves the right to withdraw reimbursement of approved expenses if the requirements noted in section 6. of this contract are not met.

   The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available. The Municipality shall be provided documentation of the Grant Program funding award determination and rationale as indicated by the 2024 Grant Program Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 1,008 tons of recyclable and source-separated compostable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling or composting.

a. The Municipal recycling program shall include the following components:

i. Per Minn. Stat. § 115A.552, each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, and metal.

ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations.

iii. The Municipality shall implement a public information program that contains at least one of the following components:

(1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;

(2) One promotional advertisement detailing recycling and source-separated compostable materials opportunities available for residents included in the Municipality's newsletter or local newspaper; or

(3) Two community outreach activities at Municipal or Community Partner events to inform residents about recycling and source-separated compostable materials opportunities.

iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.

v. The Municipality shall offer a minimum of one spring or fall recycling drop-off event where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.

b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.

i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.

ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Community Partner events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding source-separated compostable material collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.

iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Community Partner facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.

iv. Organize and manage a Full-Service Recycling Drop-off Center.

v. Implement enhanced recycling promotion and assistance for Multi-family dwellings.

vi. Develop additional opportunities for source-separated compostable materials collection.

vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g., appliances, batteries, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.

c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.

d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.

e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151.

f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.

g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.

6. **REPORTING.** The Municipality shall submit the following forms via Re-TRAC: application, reimbursement, and tonnage report forms to the County on the schedule noted below:

a. <u>June 3, 2024</u> – Deadline for submitting via Re-TRAC the 2025 Anoka County Municipal Waste Abatement Grant Funding Application and all required attachments

b. <u>July 12, 2024</u> – Deadline for submitting via Re-TRAC the 2024 January – June Anoka County Municipal Reimbursement Report Form and all required attachments

c. <u>July 31, 2024</u> – Deadline for submitting via Re-TRAC the 2024 January – June Anoka County Municipal Tonnage Report Form and all required attachments

d. <u>November 15, 2024</u> – Deadline for submitting via DocuSign the signed 2025 Agreement for Residential Recycling Program

e. <u>January 10, 2025</u> – Deadline for submitting via Re-TRAC the 2024 July – December Anoka County Municipal Reimbursement Report Form and all required attachments

f. <u>January 31, 2025</u> – Deadline for submitting via Re-TRAC the 2024 July – December Anoka County Municipal Tonnage Report Form and all required attachments

g. For the Anoka County **Municipal Waste Abatement Grant Funding Application**, **using set categories in Re-TRAC,** the:
- Municipality is required to follow application instructions
- Municipality must refer to list of eligible expenses when completing the application
- Municipality is required to upload in Re-TRAC a complete and accurate 2024 Staffing Metric and Drop-off Calculator
- Municipality is required to upload in Re-TRAC a complete and accurate .pdf file of up-to-date promotions listing collection opportunities at curbside, permanent drop-off centers or other special events

h. For the Anoka County **Municipal Reimbursement Report Form**, **using set categories in Re-TRAC,** the:
- Municipality is required to follow reimbursement form instructions

- Municipality must refer to list of eligible expenses when completing the reimbursement form
- If the Municipality is being audited, the Municipality must provide a full accounting of the expenses incurred that have been approved in the 2024 Municipal Waste Abatement Grant Funding Application
- Municipality is required to upload in Re-TRAC a complete and accurate Reimbursement Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Reimbursement Report Form
- Information regarding any revenue received from sources other than the County, for the Municipality's recycling and source-separated organics programs, i.e., revenue taken in from the sale of recyclables and fees collected from residents, shall be reported
- Copies of all promotional materials that have been prepared by the Municipality during each reporting period shall be uploaded in the Re-TRAC Reimbursement Report Form

i. For the **Municipal Tonnage Report Form, using set categories in Re-TRAC,** the:

- Municipality is required to follow tonnage report form instructions
- Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement
- When calculating <u>all</u> tonnage categories, weight slips from haulers and end markets are required. If weight slips cannot be obtained, written documentation of the quantity and type of material being reused, recycled, or composted must be provided
- Using quantity and type of material, the Municipality shall use the conversion factors provided by the County to determine the tonnage
- If County conversion factors do not apply to any given materials, a description of the methodology used for calculations must be provided to the County
- If the Municipality is being audited, the Municipality must provide a full accounting of the amount of waste which has been reused, recycled, and composted due to the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers
- Municipality is required to upload in Re-TRAC a complete and accurate Tonnage Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Tonnage Report Form
- For waste abatement programs run by other persons or entities, the Municipality shall provide documentation of materials recycled by the Municipality's residents through these other programs

j. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.

k. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

7. **REIMBURSEMENT PAYMENT PROCEDURE.** Approved grant reimbursement payments shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners. Payments will not be made until the set contract deadlines are met.

8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds." The Municipality shall provide to the County copies of all promotional materials funded by this grant.

   The County shall provide to the Municipalities printed public information pieces about County programs and topics developed by the Recycling Education Committee (REC). The Municipality shall not modify County provided publications and promotional materials.

   Information about all County programs and drop-off sites that a Municipality plans to publish in a Municipal communication, printed, electronic, or on social media platforms shall be provided to the County for review and approved by the County prior to publication. This includes all information related to County waste prevention, reduction, recycling programs, County household hazardous waste operations and the County compost sites.

   To ensure content accuracy and message consistency throughout the region, any technical information about waste prevention, reduction, recycling, composting and household hazardous waste should be provided to the County for review, before it is printed, to verify that it is correct information for Anoka County. Information copied from the Internet may not be accurate for the twin cities metro area.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

   The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

   The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

    a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state, or local laws, ordinances, rules, regulations, or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.

b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.

c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.

e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.

f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents, or representatives be considered employees, agents, or representatives of the County for any purpose.

g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.

h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the

Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.

i. The County reserves the right to withdraw reimbursement of approved expenses if the Municipality does not comply with state law or the County's Solid Waste Ordinance.

11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF OAK GROVE

By: ________________________________
Weston Rolf
Mayor

Date: ______________________________

By: ________________________________
Loren Wickham
City Administrator

Date: ______________________________

COUNTY OF ANOKA

By: ________________________________
Cindy Cesare, Chief Officer
Anoka County Human Services

Date: ______________________________

By: ________________________________
Rhonda Sivarajah
County Administrator

Date: ______________________________

Approved as to form and legality:

By: ________________________________
Kurt Deile
Assistant County Attorney

Date: ______________________________

Attachment A

Minnesota Statutes Referenced in Agreement for Residential Recycling Program

Chapter 115A WASTE MANAGEMENT

Minn. Stat. §115A.03 Definitions

Subdivision 1. **Applicability.**

For the purposes of this chapter, the terms defined in this section have the meanings given them, unless the context requires otherwise.

Subd. 2. **Agency.**

"Agency" means the Pollution Control Agency.

Subd. 3.

[Repealed, 1989 c 335 art 1 s 270]

Subd. 3a. **Arrange for management.**

"Arrange for management" means an activity undertaken by a person that determines the ultimate disposition of solid waste that is under the control of the person, including delivery of the waste to a transfer station for transport to another solid waste management facility. Knowledge of the destination of waste by a generator is by itself insufficient for arranging for management unless the generator knows that the destination is an environmentally inferior facility as defined in this section, has the ability to redirect the waste to an environmentally superior facility and ensure its delivery to that facility, and chooses not to redirect the waste.

Subd. 4. **Cities.**

"Cities" means statutory and home rule charter cities and towns authorized to plan under sections 462.351 to 462.364.

Subd. 5. **Collection.**

"Collection" means the aggregation of waste from the place at which it is generated and includes all activities up to the time the waste is delivered to a waste facility.

Subd. 6. **Commercial waste facility.**

"Commercial waste facility" means a waste facility established and permitted to sell waste processing or disposal services to generators other than the owner and operator of the facility.

Subd. 6a. **Commissioner.**

"Commissioner" means the commissioner of the Pollution Control Agency.

Subd. 7. **Construction debris.**

"Construction debris" means waste building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition of buildings and roads.

Subd. 7a. **Containment.**

"Containment" means isolating, controlling, and monitoring waste in a waste facility in order to prevent a release of waste from the facility that would have an adverse impact upon human health and the environment.

Subd. 8. **Development region.**

"Development region" means a region designated pursuant to sections 462.381 to 462.397.

Subd. 8a.

[Repealed, 1Sp2005 c 1 art 2 s 162]

Subd. 9. **Disposal or dispose.**

"Disposal" or "dispose" means the discharge, deposit, injection, dumping, spilling, leaking, or placing of any waste into or on any land or water so that the waste or any constituent thereof may enter the environment or be emitted into the air, or discharged into any waters, including groundwaters.

Subd. 10. **Disposal facility.**

"Disposal facility" means a waste facility permitted by the agency that is designed or operated for the purpose of disposing of waste on or in the land, together with any appurtenant facilities needed to process waste for disposal or transfer to another waste facility.

Subd. 10a. **Environmentally inferior.**

"Environmentally inferior" means a solid waste management method that is lower on the list of preferred waste management methods in section 115A.02 than a solid waste management method chosen by a county or, as applied to a facility, means a waste management facility that utilizes a waste management method that is lower on the list of preferred waste management methods than the waste management method chosen by a county. In addition, as applied to disposal facilities, a facility that does not meet the standards for new facilities in Code of Federal Regulations, title 40, chapters 257 and 258, is environmentally inferior to a facility that does meet these standards.

Subd. 11. **Generation.**

"Generation" means the act or process of producing waste.

Subd. 12. **Generator.**

"Generator" means any person who generates waste.

Subd. 13. **Hazardous waste.**

"Hazardous waste" has the meaning given it in section 116.06, subdivision 11.

Subd. 13a. **Industrial waste.**

"Industrial waste" means solid waste resulting from an industrial, manufacturing, service, or commercial activity that is managed as a separate waste stream.

Subd. 14. **Intrinsic hazard.**

"Intrinsic hazard" of a waste means the propensity of the waste to migrate in the environment, and thereby to become exposed to the public, and the significance of the harm or damage likely to result from exposure of natural resources or the public to the waste, as a result of such inherent or induced attributes of the waste as its chemical and physical stability, solubility, bioconcentratability, toxicity, flammability, and corrosivity.

Subd. 15. **Intrinsic suitability.**

(a) "Intrinsic suitability" of a land area or site means that, based on existing data on the inherent and natural attributes, physical features, and location of the land area or site, there is no known reason why the waste facility proposed to be located in the area or site cannot reasonably be expected to qualify for permits in accordance with agency rules. Agency certification of intrinsic suitability shall be based on data submitted to the agency by the proposing entity and data included by the administrative law judge in the record of any public hearing on recommended certification, and applied against criteria in agency rules and any additional criteria developed by the agency in effect at the time the proposing entity submits the site for certification.

(b) In the event that all candidate sites selected by the board before May 3, 1984, are eliminated from further consideration and a new search for candidate sites is commenced, "intrinsic suitability" of a land area or site shall mean that, because of the inherent and natural attributes, physical features, and location of the land area or site, the waste facility proposed to be located in the area or site would not be likely to result in material harm to the public health and safety and natural resources and that therefore the proposed facility can reasonably be expected to qualify for permits in accordance with agency rules.

Subd. 16.

[Repealed, 1997 c 7 art 1 s 26]

Subd. 17. **Local government unit.**

"Local government unit" means cities, towns, and counties.

Subd. 17a. **Major appliances.**

"Major appliances" means clothes washers and dryers, dishwashers, hot water heaters, heat pumps, furnaces, garbage disposals, trash compactors, conventional and microwave ovens, ranges and stoves, air conditioners, dehumidifiers, refrigerators, and freezers.

Subd. 18. **Metropolitan area.**

"Metropolitan area" has the meaning given it in section 473.121.

Subd. 19. **Metropolitan Council.**

"Metropolitan Council" means the council established in chapter 473.

Subd. 20.
[Repealed, 1994 c 628 art 3 s 209]

Subd. 21. **Mixed municipal solid waste.**
(a) "Mixed municipal solid waste" means garbage, refuse, and other solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection, except as provided in paragraph (b).

(b) Mixed municipal solid waste does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.

Subd. 22. **Natural resources.**
"Natural resources" has the meaning given it in chapter 116B.

Subd. 22a.
[Repealed, 1Sp2005 c 1 art 2 s 162]

Subd. 22b. **Packaging.**
"Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product. "Packaging" includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.

Subd. 23. **Person.**
"Person" has the meaning given it in section 116.06, but does not include the Pollution Control Agency.

Subd. 24. **Political subdivision.**
"Political subdivision" means any municipal corporation, governmental subdivision of the state, local government unit, special district, or local or regional board, commission, or authority authorized by law to plan or provide for waste management.

Subd. 24a. **Problem material.**
"Problem material" means a material that, when it is processed or disposed of with mixed municipal solid waste, contributes to one or more of the following results:

(1) the release of a hazardous substance, or pollutant or contaminant, as defined in section 115B.02, subdivisions 8, 13, and 15;

(2) pollution of water as defined in section 115.01, subdivision 13;

(3) air pollution as defined in section 116.06, subdivision 4; or

(4) a significant threat to the safe or efficient operation of a solid waste facility.

Subd. 24b. **Postconsumer material.**

"Postconsumer material" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

Subd. 25. **Processing.**

"Processing" means the treatment of waste after collection and before disposal. Processing includes but is not limited to reduction, storage, separation, exchange, resource recovery, physical, chemical, or biological modification, and transfer from one waste facility to another.

Subd. 25a. **Recyclable materials.**

"Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.

Subd. 25b. **Recycling.**

"Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

Subd. 25c. **Recycling facility.**

"Recycling facility" means a facility at which materials are prepared for reuse in their original form or for use in manufacturing processes that do not cause the destruction of the materials in a manner that precludes further use.

Subd. 25d. **Refuse-derived fuel.**

"Refuse-derived fuel" means a product resulting from the processing of mixed municipal solid waste in a manner that reduces the quantity of noncombustible material present in the waste, reduces the size of waste components through shredding or other mechanical means, and produces a fuel suitable for combustion in existing or new solid fuel-fired boilers.

Subd. 26. **Regional development commission.**

"Regional development commission" means a commission established pursuant to sections 462.381 to 462.397.

Subd. 26a. **Resource conservation.**

"Resource conservation" means the reduction in the use of water, energy, and raw materials.

Subd. 27. **Resource recovery.**

"Resource recovery" means the reclamation for sale, use, or reuse of materials, substances, energy, or other products contained within or derived from waste.

Subd. 28. **Resource recovery facility.**

"Resource recovery facility" means a waste facility established and used primarily for resource recovery, including related and appurtenant facilities such as transmission facilities and transfer stations primarily serving the resource recovery facility.

Subd. 28a. **Retrievable storage.**

"Retrievable storage" means a method of disposal whereby wastes are placed in a facility established pursuant to sections 115A.18 to 115A.30 for an indeterminate period in a manner designed to allow the removal of the waste at a later time.

Subd. 28b. **Sanitary district.**

"Sanitary district" means a sanitary district with the authority to regulate solid waste.

Subd. 29. **Sewage sludge.**

"Sewage sludge" means solid, semisolid, or liquid residue generated during the treatment of domestic sewage in a treatment works. It includes, but is not limited to, scum or solids removed in primary, secondary, or advanced wastewater treatment processes and a material derived from sewage sludge. Sewage sludge does not include ash generated during the firing of sewage sludge in a sewage sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewage in a treatment works. Sewage sludge that is acceptable and beneficial for recycling on land as a soil conditioner and nutrient source is also known as biosolids.

Subd. 30. **Sewage sludge disposal facility.**

"Sewage sludge disposal facility" means property owned or leased by a political subdivision and used for interim or final disposal or land spreading of sewage sludge.

Subd. 31. **Solid waste.**

"Solid waste" has the meaning given it in section 116.06, subdivision 22.

Subd. 32. **Solid waste management district or waste district.**

"Solid waste management district" or "waste district" means a geographic area extending into two or more counties in which the management of solid waste is vested in a special district established pursuant to sections 115A.62 to 115A.72.

Subd. 32a.

MS 1994 [Renumbered subd 32c]

Subd. 32a.**Source-separated compostable materials.**

"Source-separated compostable materials" means materials that:

(1) are separated at the source by waste generators for the purpose of preparing them for use as compost;

(2) are collected separately from mixed municipal solid waste, and are governed by the licensing provisions of section 115A.93;

(3) are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the commissioner has determined that no other person is willing to accept the paper for recycling;

(4) are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the agency's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and

(5) may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the commissioner determines that no other person is willing to accept the materials.

Subd. 32b.
MS 1994 [Renumbered subd 32d]

Subd. 32b. **Source-separated recyclable materials.**
"Source-separated recyclable materials" means recyclable materials, including commingled recyclable materials, that are separated by the generator.

Subd. 32c. **Stabilization.**
"Stabilization" means a chemical or thermal process in which materials or energy are added to waste in order to reduce the possibility of migration of any hazardous constituents of the resulting stabilized waste in preparation for placement of the waste in a stabilization and containment facility.

Subd. 32d. **Stabilization and containment facility.**
"Stabilization and containment facility" means a waste facility that is designed for stabilization and containment of waste, together with other appurtenant facilities needed to process waste for stabilization, containment, or transfer to another facility.

Subd. 33. **Transfer station.**
"Transfer station" means an intermediate waste facility in which waste collected from any source is temporarily deposited to await transportation to another waste facility.

Subd. 34. **Waste.**
"Waste" means solid waste, sewage sludge, and hazardous waste.

Subd. 35. **Waste facility.**
"Waste facility" means all property, real or personal, including negative and positive easements and water and air rights, which is or may be needed or useful for the processing or disposal of waste, except property for the collection of the waste and property used primarily for the manufacture of scrap metal or paper. Waste facility includes but is not limited to transfer stations, processing facilities, and disposal sites and facilities.

Subd. 36. **Waste management.**

"Waste management" means activities which are intended to affect or control the generation of waste and activities which provide for or control the collection, processing and disposal of waste.

Subd. 36a. **Waste management method chosen by a county.**

"Waste management method chosen by a county" means:

(1) a waste management method that is mandated for waste generated in the county by section 115A.415, 473.848, 473.849, or other state law, or by county ordinance based on the county solid waste management plan developed, adopted, and approved under section 115A.46 or 458D.05 or the county solid waste management master plan developed, adopted, and approved under section 473.803; or

(2) a waste management facility or facilities, developed under the county solid waste management plan or master plan, to which solid waste generated in a county is directed by an ordinance developed, adopted, and approved under sections 115A.80 to 115A.893.

Subd. 36b. **Waste reduction or source reduction.**

"Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

(1) reusing a product in its original form;

(2) increasing the life span of a product;

(3) reducing material or the toxicity of material used in production or packaging; or

(4) changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

Subd. 37. **Waste rendered nonhazardous.**

"Waste rendered nonhazardous" means (1) waste excluded from regulation as a hazardous waste under the delisting requirements of United States Code, title 42, section 6921 and any federal and state delisting rules, and (2) other nonhazardous residual waste from the processing of hazardous waste.

Subd. 38. **Yard waste.**

"Yard waste" means garden wastes, leaves, lawn cuttings, weeds, shrub and tree waste, and prunings.

History:

1980 c 564 art 1 s 3; 1981 c 352 s 1,2; 1983 c 373 s 5,6; 1984 c 640 s 32; 1984 c 644 s 1,2; 1985 c 274 s 1-3; 1986 c 425 s 12-17; 1987 c 348 s 1,2; 1988 c 524 s 1; 1988 c 685 s 3,4,21; 1989 c 325 s 3; 1989 c 335 art 1 s 128,129,269; 1Sp1989 c 1 art 18 s 3; art 20 s 1,2; 1991 c 303 s 1; 1991 c 337 s 6,7,44; 1992 c 593 art 1 s 5-7,28; 1993 c 249 s 7,8,61; 1994 c 548 s 1; 1994 c 585 s 3; 1994 c 639 art 5 s 3; 1995 c 220 s 96; 1995 c 247 art 1 s 66; 1996 c 470 s 2-5; 1Sp2005 c 1 art 2 s 161; 2008 c 357 s 32,33; 2011 c 107 s 81; 2014 c 248 s 14; 1Sp2015 c 4 art 4 s 104,105

Minn. Stat. § 115A.151 RECYCLING REQUIREMENTS; PUBLIC ENTITIES; COMMERCIAL BUILDINGS; SPORTS FACILITIES.

(a) A public entity, the owner of a sports facility, and an owner of a commercial building shall:

(1) ensure that facilities under its control, from which mixed municipal solid waste is collected, also collect at least three recyclable materials, such as, but not limited to, paper, glass, plastic, and metal; and

(2) transfer all recyclable materials collected to a recycler.

(b) For the purposes of this section:

(1) "public entity" means the state, an office, agency, or institution of the state, the Metropolitan Council, a metropolitan agency, the Metropolitan Mosquito Control Commission, the legislature, the courts, a county, a statutory or home rule charter city, a town, a school district, a special taxing district, or any entity that receives an appropriation from the state for a capital improvement project after August 1, 2002;

(2) "metropolitan agency" and "Metropolitan Council" have the meanings given them in section 473.121;

(3) "Metropolitan Mosquito Control Commission" means the commission created in section 473.702;

(4) "commercial building" means a building that:

(i) is located in a metropolitan county, as defined in section 473.121;

(ii) contains a business classified in sectors 42 to 81 under the North American Industrial Classification System; and

(iii) contracts for four cubic yards or more per week of solid waste collection; and

(5) "sports facility" means a professional or collegiate sports facility at which competitions take place before a public audience.

History: *1Sp1989 c 1 art 18 s 9*; *1991 c 337 s 12*; *1996 c 457 s 10*; *2002 c 312 s 2*; *2014 c 225 s 4*; *2014 c 312 art 13 s 24*

Minn. Stat. §115A.46 REGIONAL AND LOCAL SOLID WASTE MANAGEMENT PLAN; REQUIREMENTS.

Subdivision 1.**General.**

(a) Plans shall address the state policies and purposes expressed in section 115A.02 and may not be inconsistent with state law.

(b) Plans for the location, establishment, operation, maintenance, and postclosure use of facilities and facility sites, for ordinances, and for licensing, permit, and enforcement activities shall be consistent with the rules adopted by the agency pursuant to chapter 116.

(c) Plans shall address:

(1) the resolution of conflicting, duplicative, or overlapping local management efforts;

(2) the establishment of joint powers management programs or waste management districts where appropriate; and

(3) other matters as the rules of the agency may require consistent with the purposes of sections 115A.42 to 115A.46.

(d) Political subdivisions preparing plans under sections 115A.42 to 115A.46 shall consult with persons presently providing solid waste collection, processing, and disposal services.

(e) Plans must be submitted to the commissioner for approval. When a county board is ready to have a final plan approved, the county board shall submit a resolution requesting review and approval by the commissioner. After receiving the resolution, the commissioner shall notify the county within 45 days whether the plan as submitted is complete and, if not complete, the specific items that need to be submitted to make the plan complete. Within 90 days after a complete plan has been submitted, the commissioner shall approve or disapprove the plan. If the plan is disapproved, reasons for the disapproval must be provided.

(f) After initial approval, each plan must be updated and submitted for approval at least every ten years. The plan must be revised as necessary so that it is not inconsistent with state law.

(g) Rules that regulate plan content under subdivision 2 must reflect demographic, geographic, regional, and solid waste system differences that exist among the counties.

Subd. 2.**Contents.**

(a) The plans shall describe existing collection, processing, and disposal systems, including schedules of rates and charges, financing methods, environmental acceptability, and opportunities for improvements in the systems.

(b) The plans shall include an estimate of the land disposal capacity in acre-feet which will be needed through the year 2000, on the basis of current and projected waste generation practices. In assessing the need for additional capacity for resource recovery or land disposal, the plans shall take into account the characteristics of waste stream components and shall give priority to waste reduction, separation, and recycling.

(c) The plans shall require the most feasible and prudent reduction of the need for and practice of land disposal of mixed municipal solid waste.

(d) The plans shall address at least waste reduction, separation, recycling, and other resource recovery options, and shall include specific and quantifiable objectives, immediately and over specified time periods, for reducing the land disposal of mixed municipal solid waste and for the implementation of feasible and prudent reduction, separation, recycling, and other resource recovery options. These objectives shall be consistent with statewide objectives as identified in statute. The plans shall describe methods for identifying the portions of the waste stream such as leaves, grass, clippings, tree and plant residue, and paper for application and mixing into the soil and use in agricultural practices. The plans shall describe specific functions to be performed and activities to be undertaken to achieve the abatement, reduction, separation, recycling, and other resource recovery objectives and shall describe the estimated cost, proposed manner of financing, and timing of the functions and activities. The plans shall describe proposed mechanisms for complying with the recycling requirements of section 115A.551, and the household hazardous waste management requirements of section 115A.96, subdivision 6.

(e) The plans shall include a comparison of the costs of the activities to be undertaken, including capital and operating costs, and the effects of the activities on the cost to generators and on persons currently providing solid waste collection, processing, and disposal services. The plans shall include alternatives which could be used to achieve the abatement objectives if the proposed functions and activities are not established.

(f) The plans shall designate how public education shall be accomplished. The plans shall, to the extent practicable and consistent with the achievement of other public policies and purposes, encourage ownership and operation of solid waste facilities by private industry. For solid waste facilities owned or operated by public agencies or supported primarily by public funds or obligations issued by a public agency, the plans shall include criteria and standards to protect comparable private and public facilities already existing in the area from displacement unless the displacement is required in order to achieve the waste management objectives identified in the plan.

(g) The plans shall establish a siting procedure and development program to assure the orderly location, development, and financing of new or expanded solid waste facilities and services sufficient for a prospective ten-year period, including estimated costs and implementation schedules, proposed procedures for operation and maintenance, estimated annual costs and gross revenues, and proposals for the use of facilities after they are no longer needed or usable.

(h) The plans shall describe existing and proposed county and municipal ordinances and license and permit requirements relating to solid waste management and shall describe existing and proposed regulation and enforcement procedures.

Subd. 3.
[Repealed, 1984 c 644 s 82]

Subd. 4. **Delegating solid waste responsibilities.**
A county or a solid waste management district established under sections 115A.62 to 115A.72 may not delegate to another governmental unit or other person any portion of its responsibility for solid waste management unless it establishes a funding mechanism to assure the ability of the entity to which it delegates responsibility to adequately carry out the responsibility delegated.

Subd. 5. **Jurisdiction of plan.**
(a) After a county plan has been submitted for approval under subdivision 1, a public entity, as defined in section 16C.073, subdivision 1, within the county may not enter into a binding agreement governing a solid waste management activity that is inconsistent with the county plan without the consent of the county.

(b) After a county plan has been approved under subdivision 1, the plan governs all solid waste management in the county and a public entity, as defined in section 16C.073, subdivision 1, within the county may not develop or implement a solid waste management activity, other than an activity to reduce waste generation or reuse waste materials, that is inconsistent with the county plan that the county is actively implementing without the consent of the county.

History:
1980 c 564 art 5 s 5; 1982 c 569 s 13; 1984 c 644 s 32,33; 1987 c 404 s 140; 1989 c 131 s 3; 1989 c 325 s 6; 1989 c 335 art 1 s 269; 1Sp1989 c 1 art 20 s 3,4; 1991 c 337 s 15,16; 1995 c 247 art 1 s 8; art 2 s 12; 2003 c 13 s 1; 1Sp2005 c 1 art 2 s 161; 2014 c 196 art 1 s 5

Minn. Stat. §115A.471 PUBLIC ENTITIES; MANAGING SOLID WASTE.

Subdivision 1. **Definitions.**
(a) Prior to entering into or approving a contract for the management of mixed municipal solid waste which would manage the waste using a waste management practice that is ranked lower on the list of preferred waste management practices in section 115A.02, paragraph (b), than the waste management practice selected for such waste in the county plan for the county in which the waste was generated, a public entity must:

(1) determine the potential liability to the public entity and its taxpayers for managing the waste in this manner;

(2) develop and implement a plan for managing the potential liability; and

(3) submit the information from clauses (1) and (2) to the agency.

(b) For the purpose of this subdivision, "public entity" means the state; an office, agency, or institution of the state; the Metropolitan Council; a metropolitan agency; the Metropolitan Mosquito Control District; the legislature; the courts; a county; a statutory or home rule charter city; a town; a school district; another special taxing district; or any other general or special purpose unit of government in the state.

History: ***1995 c 247 art 1 s 9***

Minn Stat. §115A.551 RECYCLING.

Subdivision 1. **Definitions.**

(a) For the purposes of this section, "recycling" means, in addition to the meaning given in section 115A.03, subdivision 25b, yard waste and source-separated compostable materials composting and recycling that occurs through mechanical or hand separation of materials that are then delivered for use in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

(b) For the purposes of this section, "total solid waste generation" means the total by weight of:

(1) materials separated for recycling;

(2) materials separated for yard waste and source-separated compostable materials composting;

(3) mixed municipal solid waste plus motor and vehicle fluids and filters, tires, lead acid batteries, and major appliances; and

(4) residential waste materials that would be mixed municipal solid waste but for the fact that they are not collected as such.

Subd. 2
[Repealed, 2014 c 312 art 13 s 48]

Subd. 2a. **County recycling goals.**

(a) By December 31, 2030, each county will have as a goal to recycle the following amounts:

(1) for a county outside of the metropolitan area, 35 percent by weight of total solid waste generation; and

(2) for a metropolitan county, 75 percent by weight of total solid waste generation.

(b) Each county will develop and implement or require political subdivisions within the county to develop and implement programs, practices, or methods designed to meet its recycling goal. Nothing in this section or in any other law may be construed to prohibit a county from establishing a higher recycling goal.

(c) Any quantified recyclable materials that meet the definition in subdivision 1, paragraph (a), or section 115A.03, subdivision 25a, are eligible to be counted toward a county's recycling goal under this subdivision.

Subd. 3. **Interim goals; nonmetropolitan counties.**

The commissioner shall establish interim recycling goals for the nonmetropolitan counties to assist them in meeting the goals established in subdivision 2a.

Subd. 4. **Interim monitoring.**

The commissioner shall monitor the progress of each county toward meeting the recycling goals in subdivision 2a. The commissioner shall report to the senate and house of representatives committees having jurisdiction over environment and natural resources as part of the report required under section 115A.411. If the commissioner finds that a county is not progressing toward the goals in subdivision 2a, the commissioner shall negotiate with the county to develop and implement solid waste management techniques designed to assist the county in meeting the goals, such as organized collection, curbside collection of source-separated materials, and volume-based pricing.

Subd. 5. **Failure to meet goal.**

(a) A county failing to meet the interim goals in subdivision 3 shall, as a minimum:

(1) notify county residents of the failure to achieve the goal and why the goal was not achieved; and

(2) provide county residents with information on recycling programs offered by the county.

(b) If, based on the recycling monitoring described in subdivision 4, the commissioner finds that a county will be unable to meet the recycling goals established in subdivision 2a, the commissioner shall, after consideration of the reasons for the county's inability to meet the goals, recommend legislation for consideration by the senate and house of representatives committees having jurisdiction over environment and natural resources and environment and natural resources finance to establish mandatory recycling standards and to authorize the commissioner to mandate appropriate solid waste management techniques designed to meet the standards in those counties that are unable to meet the goals.

Subd. 6. **County solid waste plans.**

Each county shall include in its solid waste management plan described in section 115A.46, or its solid waste master plan described in section 473.803, a recycling implementation strategy for meeting the recycling goal established in subdivision 2a along with mechanisms for providing financial incentives to solid waste generators to reduce the amount of waste generated and to separate recyclable materials from the waste stream.

Subd. 7. **Recycling implementation strategy.**

Each county shall submit to the commissioner for approval the recycling implementation strategy required in subdivision 6. The recycling implementation strategy must be submitted by October 31, 1995, and must:

(1) be consistent with the approved county solid waste management plan;

(2) identify the materials that are being and will be recycled in the county to meet the goals under this section and the parties responsible and methods for recycling the material;

(3) provide a budget to ensure adequate funding for needed county and local programs and demonstrate an ongoing commitment to spending the money on recycling programs; and

(4) include a schedule for implementing recycling activities needed to meet the goals in subdivision 2a.

History:

1Sp1989 c 1 art 18 s 12; 1991 c 337 s 19-21; 1992 c 593 art 1 s 14-16,54; 1993 c 249 s 13,14,61; 1994 c 639 art 5 s 3; 1995 c 247 art 1 s 14-17; art 2 s 15; 1996 c 470 s 27; 1999 c 73 s 4; 1Sp2005 c 1 art 2 s 161; 2012 c 272 s 67,68; 2014 c 312 art 13 s 26,27; 1Sp2015 c 4 art 4 s 108; 2016 c 158 art 1 s 26-28

Minn. Stat. §115A.552 OPPORTUNITY TO RECYCLE.

Subdivision 1. **County requirement.**

Counties shall ensure that residents, including residents of single and multifamily dwellings, have an opportunity to recycle. At least one recycling center shall be available in each county. Opportunity to recycle means availability of recycling and curbside pickup or collection centers for recyclable materials at sites that are convenient for persons to use. Counties shall also provide for the recycling of problem materials and major appliances. Counties shall assess the operation of existing and proposed recycling centers and shall give due consideration to those centers in ensuring the opportunity to recycle. To the extent practicable, the costs incurred by a county for collection, storage, transportation, and recycling of major appliances must be collected from persons who discard the major appliances.

Subd. 2. **Recycling opportunities.**

An opportunity to recycle must include:

(1) a local recycling center in the county and sites for collecting recyclable materials that are located in areas convenient for persons to use them;

(2) curbside pickup, centralized drop-off, or a local recycling center for at least four broad types of recyclable materials in cities with a population of 5,000 or more persons; and

(3) monthly pickup of at least four broad types of recyclable materials in cities of the first and second class and cities with 5,000 or more population in the metropolitan area.

Subd. 3. **Recycling information, education, and promotion.**

(a) Each county shall provide information on how, when, and where materials may be recycled, including a promotional program that publishes notices at least once every three months and encourages source separation of residential, commercial, industrial, and institutional materials.

(b) The commissioner shall develop materials for counties to use in providing information on and promotion of recycling.

(c) The commissioner shall provide technical assistance to counties to help counties implement recycling programs.

§

Subd. 4 .**Nonresidential recycling.**

Each county shall encourage building owners and managers, business owners and managers, and collectors of commercial mixed municipal solid waste to provide appropriate recycling services and opportunities to generators of commercial, industrial, and institutional solid waste in the county.

History: *1Sp1989 c 1 art 18 s 13; 1991 c 337 s 22-24; 1994 c 639 art 5 s 3; 1Sp2005 c 1 art 2 s 161*

Minn. Stat. §115A.557 COUNTY WASTE REDUCTION AND RECYCLING FUNDING.

Subdivision 1. **Distribution; formula.**

Any funds appropriated to the commissioner for the purpose of distribution to counties under this section must be distributed each fiscal year by the commissioner based on population, except a county may not receive less than $55,000 in a fiscal year. If the amount available for distribution under this section is less or more than the amount available in fiscal year 2001, the minimum county payment under this section is reduced or increased proportionately. For purposes of this subdivision, "population" has the definition given in section 477A.011, subdivision 3. A county that participates in a multicounty district that manages solid waste and that has responsibility for recycling programs as authorized in section 115A.552, must pass through to the districts funds received by the county in excess of the minimum county payment under this section in proportion to the population of the county served by that district.

Subd. 2. **Permissible expenditures.**

(a) A county receiving money distributed by the commissioner under this section may use the money only for the development and implementation of programs to:

(1) reduce the amount of solid waste generated;

(2) recycle the maximum amount of solid waste technically feasible;

(3) create and support markets for recycled products;

(4) remove problem materials from the solid waste stream and develop proper disposal options for them;

(5) inform and educate all sectors of the public about proper solid waste management procedures;

(6) provide technical assistance to public and private entities to ensure proper solid waste management;

(7) provide educational, technical, and financial assistance for litter prevention;

(8) process mixed municipal solid waste generated in the county at a resource recovery facility located in Minnesota;

(9) compost source-separated compostable materials, including the provision of receptacles for residential composting;

(10) prevent food waste or collect and transport food donated to humans or to be fed to animals; and

(11) process source-separated compostable materials that are to be used to produce class I or class II compost, as defined in Minnesota Rules, part 7035.2836, after being processed in an anaerobic digester, but not to construct buildings or acquire equipment.

(b) Beginning in fiscal year 2015 and continuing thereafter, of any money distributed by the commissioner under this section to a metropolitan county, as defined in section 473.121, subdivision 4, that exceeds the amount the county was eligible to receive under this section in fiscal year 2014: (1) at least 50 percent must be expended on activities in paragraph (a), clauses (9) to (11); and (2) the remainder must be expended on activities in paragraph (a), clauses (1) to (7) and (9) to (11), that advance the county toward achieving its recycling goal under section 115A.551.

Subd. 3. **Eligibility.**

(a) To be eligible to receive money distributed by the commissioner under this section, a county shall within one year of October 4, 1989:

(1) create a separate account in its general fund to credit the money; and

(2) set up accounting procedures to ensure that money in the separate account is spent only for the purposes in subdivision 2.

(b) In each following year, each county shall also:

(1) have in place an approved solid waste management plan or master plan including a recycling implementation strategy under section 115A.551, subdivision 7, and a household hazardous waste management plan under section 115A.96, subdivision 6, by the dates specified in those provisions;

(2) submit a report by April 1 of each year to the commissioner, which may be submitted electronically and must be posted on the agency's website, detailing for the previous calendar year:

(i) how the money was spent including, but not limited to, specific recycling and composting activities undertaken to increase the county's proportion of solid waste recycled in order to achieve its recycling goal established in section 115A.551; specific information on the number of employees performing SCORE planning, oversight, and administration; the percentage of those employees' total work time allocated to SCORE planning, oversight, and administration; the specific duties and responsibilities of those employees; and the amount of staff salary for these SCORE duties and responsibilities of the employees; and

(ii) the resulting gains achieved in solid waste management practices; and

(3) provide evidence to the commissioner that local revenue equal to 25 percent of the money sought for distribution under this section will be spent for the purposes in subdivision 2.

(c) The commissioner shall withhold all or part of the funds to be distributed to a county under this section if the county fails to comply with this subdivision and subdivision 2.

Subd. 4. **Report.**

The commissioner shall report on how the money was spent and the resulting statewide improvements in solid waste management to the senate and house of representatives committees having jurisdiction over ways and means, finance, environment and natural resources, and environment and natural resources finance. The report shall be included in the report required under section 115A.411.

History:

1Sp1989 c 1 art 19 s 1; 1991 c 337 s 26; 1992 c 593 art 1 s 17,54; 1994 c 585 s 13; 1994 c 639 art 5 s 3; 1995 c 247 art 1 s 19,20; 1996 c 470 s 27; 2000 c 490 art 10 s 1; 1Sp2001 c 2 s 125; 2002 c 374 art 6 s 2; 2004 c 284 art 2 s 11; 1Sp2005 c 1 art 2 s 161; 2009 c 37 art 1 s 42; 2012 c 272 s 69; 2014 c 312 art 13 s 28,29; 1Sp2015 c 4 art 4 s 109

Chapter 473 METROPOLITAN GOVERNMENT

Minn. Stat. §473.8441 LOCAL RECYCLING DEVELOPMENT PROGRAM.

Subdivision 1.**Definitions.**

"Number of households" has the meaning given in Minnesota Statutes 1992, section 477A.011, subdivision 3a.

Subd. 2. **Program.**

The commissioner shall encourage the development of permanent local recycling programs throughout the metropolitan area. The commissioner shall make grants to qualifying metropolitan counties as provided in this section.

Subd. 3. **Grants; eligible costs.**

Grants may be used to pay for planning, developing, and operating yard waste composting and recycling programs.

Subd. 4. **Grant conditions.**

The commissioner shall administer grants so that the following conditions are met:

(a) A county must apply for a grant in the manner determined by the commissioner. The application must describe the activities for which the grant will be used.

(b) The activities funded must be consistent with the metropolitan policy plan and the county master plan.

(c) A grant must be matched by equal local expenditures for the activities for which the grant is made. A local expenditure may include, but is not limited to, an expenditure by a local unit of government, tribal government, or private sector or nonprofit organization.

(d) All grant funds must be used for new activities or to enhance or increase the effectiveness of existing activities in the county. Grant funds shall not be used for research or development of a product that would be patented, copyrighted, or a subject of trade secrets.

(e) Counties shall provide support to maintain effective municipal recycling where it is already established.

Subd. 5. **Grant allocation procedure.**

(a) The commissioner shall distribute the funds annually so that each qualifying county receives an equal share of 50 percent of the allocation to the program described in this section, plus a proportionate share of the remaining funds available for the program. A county's proportionate share is an amount that has the same proportion to the total remaining funds as the number of households in the county has to the total number of households in all metropolitan counties.

(b) To qualify for distribution of funds, a county, by April 1 of each year, must submit to the commissioner for approval a report on expenditures and activities under the program during the preceding fiscal year and any proposed changes in its recycling implementation strategy or performance funding system. The report shall be included in the county report required by section 473.803, subdivision 3.

History: *1987 c 348 s 46; 1989 c 325 s 63; 1993 c 249 s 41; 1995 c 247 art 2 s 47-49; 1Sp2005 c 1 art 2 s 161; 2016 c 158 art 1 s 194; 2018 c 134 s 1*

Minn. Stat. § 473.848 RESTRICTION ON DISPOSAL.

Subdivision 1. **Restriction.**

(a) For the purposes of implementing the waste management policies in section 115A.02 and metropolitan area goals related to landfill abatement established under this chapter, a person may not dispose of unprocessed mixed municipal solid waste generated in the metropolitan area at a waste disposal facility unless the waste disposal facility meets the standards in section 473.849 and:

(1) the waste has been certified as unprocessible by a county under subdivision 2; or

(2)(i) the waste has been transferred to the disposal facility from a resource recovery facility;

(ii) no other resource recovery facility serving the metropolitan area is capable of processing the waste; and

(iii) the waste has been certified as unprocessible by the operator of the resource recovery facility under subdivision 3.

(b) For purposes of this section, mixed municipal solid waste does not include street sweepings, construction debris, mining waste, foundry sand, and other materials, if they are not capable of being processed by resource recovery as determined by the council.

Subd. 2. **County certification; office approval.**

(a) By April 1 of each year, each county shall submit an annual certification report to the office detailing:

(1) the quantity of waste generated in the county that was not processed prior to transfer to a disposal facility during the year preceding the report;

(2) the reasons the waste was not processed;

(3) a strategy for development of techniques to ensure processing of waste including a specific timeline for implementation of those techniques; and

(4) any progress made by the county in reducing the amount of unprocessed waste.

The report shall be included in the county report required by section 473.803, subdivision 3.

(b) The Pollution Control Agency shall approve a county's certification report if it determines that the county is reducing and will continue to reduce the amount of unprocessed waste, based on the report and the county's progress in development and implementation of techniques to reduce the amount of unprocessed waste transferred to disposal facilities. If the Pollution Control Agency does not approve a county's report, it shall negotiate with the county to develop and implement specific techniques to reduce unprocessed waste. If the Pollution Control Agency does not approve two or more consecutive reports from any one county, the Pollution Control Agency shall develop specific reduction techniques that are designed for the particular needs of the county. The county shall implement those techniques by specific dates to be determined by the Pollution Control Agency.

Subd. 3. **Facility certification.**

The operator of each resource recovery facility that receives waste from counties in the metropolitan area shall certify as unprocessible each load of mixed municipal solid waste it does not process. Certification must be made to each county that sends its waste to the facility at intervals specified by the county. Certification must include at least the number and size of loads certified as unprocessible and the reasons the waste is unprocessible. Loads certified as unprocessible must include the loads that would otherwise have been processed but were not processed because the facility was not in operation, but nothing in this section relieves the operator of its contractual obligations to process mixed municipal solid waste.

Subd. 4. **Pollution Control Agency report.**

The Pollution Control Agency shall include, as part of its report to the Environment and Natural Resources Committees of the senate and house of representatives, the Finance Division of the senate Committee on Environment and Natural Resources, and the house of representatives Committee on Environment and Natural Resources Finance required under section 473.149, an accounting of the quantity of unprocessed waste transferred to disposal facilities, the reasons the waste was not processed, a strategy for reducing the amount of unprocessed waste, and progress made by counties to reduce the amount of unprocessed waste. The Pollution Control Agency may adopt standards for determining when waste is unprocessible and procedures for expediting certification and reporting of unprocessed waste.

Subd. 5. **Definition.**

For the purpose of this section, waste is "unprocessed" if it has not, after collection and before disposal, undergone separation of materials for resource recovery through recycling, incineration for energy production, production and use of refuse-derived fuel, composting, or any combination of these processes so that the weight of the waste remaining that must be disposed of in a mixed municipal solid waste disposal facility is not more than 35 percent of the weight before processing, on an annual average.

History:

1985 c 274 s 35; 1989 c 325 s 66; 1991 c 337 s 81,82; 1993 c 249 s 43,44; 1994 c 585 s 49,50; 1995 c 247 art 2 s 51,52; 1996 c 470 s 27; 1Sp2005 c 1 art 2 s 161

CHAPTER 16C. STATE PROCUREMENT

Minn. Stat. § 16C.05 CONTRACT MANAGEMENT; VALIDITY AND REVIEW.

Subdivision 1. **Agency cooperation and delegation.**

Agencies shall fully cooperate with the commissioner in the creation, management, and oversight of state contracts. Authority delegated to agencies shall be exercised in the name of the commissioner and under the commissioner's direct supervision and control. A delegation of duties may include, but is not limited to, allowing individuals within agencies to acquire goods, services, construction, and utilities within dollar limitations and for designated types of acquisitions. Delegation of contract management and review functions must be filed with the secretary of state. The commissioner may withdraw any delegation at the commissioner's sole discretion. The commissioner may require an agency head or subordinate to accept delegated responsibility to procure goods, services, or construction intended for the exclusive use of the agency receiving the delegation.

Subd. 2. **Creation and validity of contracts.**

(a) A contract and amendments are not valid and the state is not bound by them and no agency, without the prior written approval of the commissioner granted pursuant to subdivision 2a, may authorize work to begin on them unless:

(1) they have first been executed by the head of the agency or a delegate who is a party to the contract;

(2) they have been approved by the commissioner; and

(3) the accounting system shows an encumbrance for the amount of the contract liability, except as allowed by policy approved by the commissioner and commissioner of management and budget for routine, low-dollar procurements and section 16B.98, subdivision 11.

(b) Grants, interagency agreements, purchase orders, work orders, and annual plans need not, in the discretion of the commissioner and attorney general, require the signature of the commissioner and/or the attorney general. A signature is not required for work orders and amendments to work orders related to Department of Transportation contracts. Bond purchase agreements by the Minnesota Public Facilities Authority do not require the approval of the commissioner.

(c) Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under section 16C.03, subdivision 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more.

(d) A record must be kept of all responses to solicitations, including names of bidders and amounts of bids or proposals. A fully executed copy of every contract, amendments to the contract, and performance evaluations relating to the contract must be kept on file at the contracting agency for a time equal to that specified for contract vendors and other parties in subdivision 5. These records are open to public inspection, subject to section 13.591 and other applicable law.

(e) The attorney general must periodically review and evaluate a sample of state agency contracts to ensure compliance with laws.

(f) Before executing a contract or license agreement involving intellectual property developed or acquired by the state, a state agency shall seek review and comment from the attorney general on the terms and conditions of the contract or agreement.

Subd. 2a. **Emergency authorization.**

The commissioner may grant an agency approval to authorize work to begin on a contract prior to the full execution of the contract in the event of an emergency as defined in section 16C.10, subdivision 2.

Subd. 3.

[Repealed by amendment, 2014 c 196 art 2 s 4]

Subd. 4. **Contract administration.**

A contracting agency shall diligently administer and monitor any contract it has entered into. The commissioner may require an agency to report to the commissioner at any time on the status of any contracts to which the agency is a party.

Subd. 5. **Subject to audit.**

A contract or any pass-through disbursement of public funds to a vendor of goods or services or a grantee made by or under the supervision of the commissioner or any county or unit of local government must include, expressed or implied, an audit clause that provides that the books, records, documents, and accounting procedures and practices of the vendor or other party, that are relevant to the contract or transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. If the contracting agency is a local unit of government, and the governing body of the local unit of government requests that the state auditor examine the books, records, documents, and accounting procedures and practices of the vendor or other party pursuant to this subdivision, the contracting agency shall be liable for the cost of the examination. If the contracting agency is a local unit of government, and the grantee, vendor, or other party requests that the state auditor examine all books, records, documents, and accounting procedures and practices related to the contract, the grantee, vendor, or other party that requested the examination shall be liable for the cost of the examination. An agency contract made for purchase, lease, or license of software and data from the state is not required to contain this audit clause.

Subd. 6. **Authority of attorney general.**

The attorney general may pursue remedies available by law to avoid the obligation of an agency to pay under a contract or to recover payments made if services performed or goods received under the contract are so unsatisfactory, incomplete, or inconsistent that payment would involve unjust enrichment. The contrary opinion of the contracting agency does not affect the power of the attorney general under this subdivision.

Subd. 7. **Contracts with Indian tribes and bands.**

Notwithstanding any other law, an agency may not require an Indian tribe or band to deny its sovereignty as a requirement or condition of a contract with an agency.

History:

1994 c 632 art 3 s 33; 1998 c 386 art 1 s 6; 1999 c 86 art 1 s 11; 1999 c 230 s 1; 2000 c 488 art 2 s 1; 1Sp2001 c 8 art 2 s 10; 1Sp2001 c 10 art 2 s 37; 2003 c 130 s 12; 1Sp2003 c 1 art 2 s 48,49; 2004 c 206 s 7; 2007 c 148 art 2 s 35,36; 2009 c 101 art 2 s 109; 2014 c 187 s 3; 2014 c 196 art 1 s 5; art 2 s 4

2024 Anoka County Municipal Waste Abatement Grant Funding Award Letter

Contract number: C0010119

The Municipality of Oak Grove is eligible for a total of $40,169.50 for their Municipal program abatement efforts in 2024, plus if awarded upon request up to an additional $20,000.00.

The total funding for the 2024 Residential Recycling Program is based on the budgeted amounts stated in the Municipal Waste Abatement Grant Funding Application.

The Grant Funding Award for Oak Grove is as follows:

	Amount Eligible	Amount Requested	Amount Awarded
Base Funding Allocation	$ 25,515.00	$ 18,088.14	$ 18,088.14

	Amount Eligible	Amount Requested	Amount Awarded
Drop-off Grant	$ 10,000.00	$ 2,800.00	$ 2,800.00
General Enhancement Grant	$ 3,103.00	$ -	$ -
Organics Grant	$ 1,551.50	$ -	$ -
Labor & Staffing	$ -	$ 19,281.36	$ 19,281.36
Total (Base + Enhancement Funding + Labor & Staffing)	$ 40,169.50	$ 40,169.50	$ 40,169.50
Supplemental Funding	$ -	$ 20,000.00	$ 20,000.00

Total Funding Award (Base + Enhancement + Labor & Staffing and Supplemental)	**$ 60,169.50**

To the extent that the Municipality requested funds in excess of the total eligible amount, the excess amount in any category is denied.

The annual tonnage goal for Oak Grove is: 1,008 tons

Reviewed by: Jill Curran Dated: 09/08/23

Approved by: Alison Peterson Dated: 09/08/2023

Alison Peterson

Anoka County Municipal Waste Abatement Grant Funding Application

Cycle: *Annual* | Year: *2023* | Status: *Verified*

Member Name: *City of Oak Grove*

2024 Applications are due June 2, 2023.

City of Oak Grove is requesting the following funding for their 2024 Anoka County municipal waste abatement program efforts.

General Instructions

This application is provided to each municipality in Anoka County for funds to support and increase recycling activities and programs within the municipality.

The funds allocated in this application are based on the number of households in the municipality. The number of households is determined using the most current Met Council household data available. For calendar year 2024, 2021 Met Council data has been used to determine the number of households for this application.

There are three sections in this funding application:
• Base Funding
• Enhancement Funding
• Supplemental Funding

The Enhancement Funding section of the application also has three parts:
• Drop-off
• General Enhancement
• Organics Program Funding

Please complete each section of the grant application. A number value must be entered in each field before submitting the application. If no funds are being requested for any given field, enter a zero. **If a completed funding application isn't submitted by June 2, 2023, the municipality will not be eligible for funding.**

In a separate Re-TRAC form, reimbursement requests will be submitted twice a year.

USER TIPS

To contact support from within this form: Click "Support" at the top of the screen or "Program Support Request" in the green bar at the top of the form.

To print this form: Click the "Export" button found on upper top right corner of the form. You must save the form before you can export it.

To see eligible expenses within each section: Click "view eligible expense" in each section.

Click here to download the full Eligible Expenses document.

To save this form while working on it: Click "Save" at the bottom of the form and select "Save as Draft".

To submit this form: Click "Save" at the bottom of the form and if there are no errors, click the "Mark as Complete" option. Note that once you mark the form as complete, you cannot make changes to it.

Eligible Expenses

The following items are examples of eligible expenses allowed for reimbursement.

Collection Expenses: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

Staffing: Labor and staffing directly related to recycling program administration and implementation may be funded up to 75% of total funding allocation. See Labor & Staffing section below for more information.

Ineligible Expenses

The following general operating expenses should NOT be submitted for reimbursement.

Standard Operational Expenses/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

Project Expenses: Specific to transportation, energy or ground water protection.

Collection Costs: The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

General Municipal Staff: Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement. If municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

Click here to view previous years application:

Click here to download the full Eligible Expenses document.

2024 Total Funding Allocation

MANAGE ONLY

Your Community has access to the following funds for 2024: $ 40,169.50

(An additional $20,000 in discretionary funds may be available through the Supplemental Funding section.)

2024 BASE Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the following categories:

• regular curbside collection,
• general operations of a drop-off center,
• costs for spring and fall recycling days,
• basic promotion,
• yard waste collection and
• percentage of time the recycling coordinator spends on waste abatement activities.

Base Funding is $10,000.00 base, plus $5.00/household (household counts are based on 2021 Met Council estimates)

Municipality Name:

City of Oak Grove

MANAGE ONLY

# of households 3,103

Base Funding $ 10,000.00

Base Funding Additional (based on $5/household) $ 15,515.00

Total Base Funding Allocation $ 25,515.00

Curbside Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Click here to download the Curbside Collection Eligible Expenses document.

Collection Service Provider Expenses * $ 0.00

Contamination Fees * $ 0.00

Additional Expenses * $ 0.00

Curbside Collection Expense Subtotal $

0.00

Estimated Revenue * $ 0.00

Curbside Collection Expenses $

0.00 *Negative values here will not carry forward to other sections.*

General Operations of a Drop-Off Center/Spring or Fall Recycling Day(s)

Click here to download the General Operations of a Drop-off Center/Spring or Fall Recycling Days Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

DO NOT include any expenses for tires, oil, antifreeze & oil filters. These expenses should be listed in the Problem Materials section.

Collection Service Provider Expenses * $ 4,500.00

Equipment * $ 12,000.00

Facility Expenses * $ 1,000.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

General Operations of a Drop-off Expense Subtotal $

17,500.00

Estimated Revenue * $ 5,000.00

General Operations of a Drop-off Expenses $

12,500.00 *Negative values here will not carry forward to other sections.*

Promotion -- Base Funding

Click here to download the Promotion Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Printing * $ 5,000.00

Postage * $ 500.00

Advertising * $ 0.00

Volunteer Incentives * $ 0.00

Educational Entertainment * $ 0.00

Promotion -- Base Funding Expenses $

5,500.00

Yard Waste/Tree Waste

Click here to download the Yard/Tree Waste Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * $ 0.00

Equipment * $ 0.00

Yard Waste/Tree Waste Expenses Subtotal $

0.00

Estimated Revenue * $ 0.00

Yard Waste/Tree Waste Expenses $

0.00 *Negative values here will not carry forward to other sections.*

Problem Materials (Tires, Oil, Antifreeze, and Oil Filters)

Click here to download the Problem Materials Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Service Provider Expenses * $ 0.00

Estimated Revenue * $ 0.00

Problem Material Expenses $

0.00 *Negative values here will not carry forward to other sections.*

Program Administration -- Base Funding

Click here to download the Program Administration Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Office supplies * $ 25.00

Training * $ 0.00

Mileage * $ 63.14

Membership Dues, Periodicals *

$ 0.00

Professional Services *

$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Program Administration- Base Funding Expenses $

88.14

Total BASE Funding Requested $ 18,088.14

Funding Remaining $ 22,081.36

2024 ENHANCEMENT Funding Allocation

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed the Base and each communities funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each of the three grant sections, Drop-off, General Enhancement and Organics Program, below and calculate the total grant request for each category.

Drop-off Grant

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

The grant for this section is $10,000.00 for municipalities with up to 4,999 households and $15,000.00 for municipalities with household counts 5,000 and over.

Below are examples of materials that can be collected for reuse or recycling. Only list organics expenses in the organics section.

Additional Reusable or Recyclable Materials Collected at Permanent Drop-off Centers or Special Events:
Appliances, Electronics, Mattresses*, Confidential Document Destruction, Fluorescent Bulbs, Household Batteries, Fire Extinguishers, Propane Tanks, Bicycles**, and Clothing**.

Additional Items:
Block and Shape Polystyrene, Cell Phones, Film Plastic/Bags, Furniture* **, Household Goods**, String Lights/Extension Cords, Printer Cartridges

* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash
** Items that should be evaluated for reuse prior to recycling

MANAGE ONLY

Drop-off Grant Amount Available $

10,000.00

Click here to download the Drop-off Eligible Expenses document.

Permanent Drop-off Center Enhancements

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * $ 4,000.00

New Equipment & Supplies * $ 10,000.00

New Construction * $ 2,800.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Permanent Drop-off Center Enhancement Expenses Subtotal $ 16,800.00

Estimated Revenue * $ 14,000.00

Permanent Drop-off Center Enhancement Expenses $ 2,800.00 *Negative values here will not carry forward to other sections.*

Monthly or Quarterly Drop-off Events

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * $ 0.00

New Equipment & Supplies * $ 0.00

User Coupon Incentives * $ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Monthly or Quarterly Drop-off Events Expense Subtotal $ 0.00

Estimated Revenue * $ 0.00

Monthly or Quarterly Drop-off Event Expenses $ 0.00 *Negative values here will not carry forward to other sections.*

Total Drop-off Grant Requested $ 2,800.00

General Enhancement Grant

The grant amount available for this section is calculated using $1.00/household.

General Enhancement Grant Amount Available $

3,103.00

Click here to download the General Enhancement Eligible Expenses document.

Park Recycling

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * $ 0.00

Recycling Containers * $ 0.00

Recycling Bags * $ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Park Recycling Expenses $

0.00

Special Municipal Programs or Events - Please list any organics expenses in the organics section.

Complete ALL required fields below, if value is zero, enter "0.00".

Service Provider Expenses * $ 0.00

Supplies & Containers * $ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Special Municipal Program or Event Expenses Subtotal $

0.00

Estimated Revenue * $ 0.00

Special Municipal Program or Event Expenses $

0.00 *Negative values here will not carry forward to other sections.*

Special Curbside Recycling Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * $ 0.00

Subsidy to Resident * $ 0.00

Special Curbside Recycling Collection Expenses Subtotal $

0.00

Estimated Revenue * $ 0.00

Special Curbside Recycling Collection Expenses $

0.00 *Negative values here will not carry forward to other sections.*

Multi-Family Recycling Outreach

Complete ALL required fields below, if value is zero, enter "0.00".

Supplies & Containers * $ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Multi-Family Recycling Outreach Expenses $

0.00

Promotion -- Enhancement Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing * $ 0.00

Postage * $ 0.00

Advertising * $ 0.00

Volunteer Incentives * $ 0.00

Educational Entertainment * $ 0.00

Promotion -- Enhancement Funding Expenses $

0.00

Total General Enhancement Grant Requested $

0.00

Organics Program Grant

The grant amount for this section is $0.50/household if additional curbside or drop-off grant programs are not offered to residents or $1.00/household if curbside or drop-off organics programs are offered to residents.

Does your municipality offer curbside or drop-off organics programs to your residents? *

- ○ Yes
- ◉ No

Amount Available $ 1,551.50

Click here to download the Oranics Eligible Expenses document.

Organics Program Expenses

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * $ 0.00

Organics Equipment * $ 0.00

Organics Only - Promotion * $ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Organics Program Expenses Subtotal $

0.00

Estimated Revenue * 0.00

Organics Program Expenses $

0.00 *Negative values here will not carry forward to other sections.*

Total ENHANCEMENT Funding Requested $ 2,800.00

Labor & Staffing (All Programs)

Salary and labor expenses must be directly related to recycling program operations and administration. These expenses may be funded up to 75% of funding allocation (not including supplemental funding). The final % and expense amount for salary and labor will be determined after Anoka County approves the submitted staffing and labor metric.

Upload 2024 Staffing Metric and Drop-off Calculator *
Copy of 2024 Staffing Metric and Drop-off Calculator.xlsx

Upload a scanned pdf of recent promotion for your current curbside or drop-off opportunities. It can be from a brochure, newsletter or from your website, for how your special curbside collection program works, and/or what is accepted at your city or town offices (during business hours), spring recycling event, permanent drop-off centers or other drop-off events. *
OG News Spring C 2023.pdf

Click here to download the Curbside Collection Eligible Expenses document.

MANAGE ONLY

Admin only: The approved Labor and Staffing % from your 2023 Staffing Metric has been inserted to provide an estimate of typical Labor and Staffing costs for your community. In general, this percentage has not changed much over the last two years. If your 2024 Staffing Metric % increases due to program changes, this will be taken into consideration to raise the %.

48 %

MANAGE ONLY

Labor & Staffing Maximum Funds Available $

19,281.360

General Program Administration * $ 15,281.36

Program Implementation * $ 4,000.00

Total Labor & Staffing Expenses Requested: $ 19,281.36

Supplemental Funding Request

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.

The maximum supplemental grant available may be up to $20,000.00 per municipality.

Supplemental Funding – may include:
• Collection service provider expenses for additional materials
• Additional expenses from construction and paving projects
• Large equipment purchases
• New program expenses

Do you need additional funds to grow existing waste abatement programs? *

(●) Yes ( ) No

In the box below, please include the following information:
• Identify need for supplemental funding;
• Describe project scope and design;
• Describe how the project may benefit multiple municipalities or the County as a whole;
• Note key stakeholders participating in project activities, including project collaborators;
• Quantify and list expected outcomes, such as, new materials to be collected, projected amount to be collected, percentage increase of currently collected materials if supplemental grant funding is approved. *

New baler for recycle center and cement slab for back of recycle center

Project Budget

List all project elements that require funding. Use the ADD button to add elements to the chart.

PROJECT ELEMENT *	EXPENSE *
Baler	12,000.00
Cement	8,000.00

Total Supplemental Funding Requested $ 20,000.00

Summary of Funding Requested

Base Funding Requested

$ 18,088.14

Enhancement Funding Requested

Drop-off Grant Requested $ 2,800.00

General Enhancement Grant Requested $ 0.00

Organics Program Grant Requested $ 0.00

Total Enhancement Funding Requested

$ 2,800.00

Labor & Staffing Funding Requested

$ 19,281.36

Supplemental Funding Requested

$ 20,000.00

Total Funding Requested

$ 60,169.50

Date: * 06/02/2023

Name: * Katie Kalland

Title: * Administrative Assistant

Total Funding Granted

MANAGE ONLY

Base Funding Granted 18,088.14

MANAGE ONLY

Drop-off Funding Granted 2,800.00

MANAGE ONLY

General Enhancement Funding Granted 0.00

MANAGE ONLY

Organics Program Funding Granted 0.00

MANAGE ONLY

Labor & Staffing Funding Granted 19,281.36

MANAGE ONLY

Supplemental Funding Granted 20,000.00

Total Funding Granted $ 60,169.50

MANAGE ONLY

Office Use Only

Received By: Sue Doll

Date: 06/02/2023

Manager Notes for Reporters:

Created: Apr 28, 2023 at 03:46 PM CDT

Robin WodziakRobin.Wodziak@co.anoka.mn.us

Last Updated: Jun 29, 2023 at 07:09 PM CDT

Sue DollSue.Doll@co.anoka.mn.us

CITY OF OAK GROVE
REQUEST FOR COUNCIL ACTION

DEPARTMENT:	**MEETING DATE:**
Administration	September 25, 2023

TITLE OF REQUEST:

Accept Donation of Metal City of Oak Grove Sign

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Craig Walker with Home Metal Signs has donated his time and labor in making and installing the new logo sign for the City Council Chambers with monetary donations coming from John and Annette West, Angie Bray Johnson, and Brad Johnson.

SOURCE OF FUNDING:

REQUESTED COUNCIL ACTION:

Consider approving Resolution 23-107.

RESOLUTION 23-107

CITY OF OAK GROVE
COUNTY OF ANOKA
STATE OF MINNESOTA

A RESOLUTION ACCEPTING A DONATION
OF METAL CITY OF OAK GROVE SIGN

WHEREAS, Craig Walker with Home Metal Signs has donated his time and labor in making and installing the City of Oak Grove sign;

WHEREAS, John & Annette West, Angie Bray Johnson, Brad Johnson have donated to the cost of the sign;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Oak Grove, Minnesota gratefully accepts and approves the donation of the new City of Oak Grove sign to be displayed in the Council Chambers.

Approved this 25th day of September 2023.

____
Weston Rolf, Mayor

ATTEST:

____
Billi Larson, City Clerk

(Seal)