



CITY COUNCIL MEETING AGENDA  
TUESDAY AUGUST 4, 2020

**CITY COUNCIL MEETING TIME: 6:30 PM**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call

4. \*\*\*\*Consent Agenda\*\*\*\*

All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- a. Approval of City Council Minutes from the July 21, 2020 Regular City Council Meeting.
  - b. Approval of Accounts Payable; Checks Numbered 19774-19801.
  - c. 2<sup>nd</sup> Quarter Financial Report (for Information).
  - d. Renewal of Annual Tobacco License for Windsong Golf Club.
5. Set Agenda – Anyone Not on the Agenda can be Placed Under Open/Misc.
6. Reports of Boards and Committees by Council and Staff.
7. PTS Products, Inc. (Applicant/Owner) requests that the City consider the following actions for the property located at 6511 US Highway 12 (PID No. 22-118-24-44-0011) in Independence, MN:
  - a. **RESOLUTION 20-0804-01:** Considering approval of a variance and site plan review to allow a new detached accessory building to have the same exterior siding as the existing building. The exterior siding does not meet the applicable design standard requirements of the City Ordinance for properties zoned CLI – Commercial Light Industrial.
8. John Sega (Applicant) and MN Horsepower LLC (Owner) request that the City consider the following action for the property located at 9255 County Road 6 (PID No. 31-118-24-34-0002) in Independence, MN:
  - a. **RESOLUTION 20-0804-02:** Considering a conditional use permit amendment allowing an expansion of the existing commercial riding stable by combining two of the existing accessory buildings via an enclosed connection that would create a single

building that would exceed the maximum allowable square footage of 5,000 square feet without a conditional use permit.

9. Water Resource Items (Hakanson Anderson – Water Resource Consultant):

- a. Annual Presentation of the City's Storm Water Pollution Prevention Plan (SWPPP) and Public Comment Opportunity.
  - i. The City is required to annually review the SWPPP plan and provide residents with an opportunity to provide comment.
- b. Overview of the Fourth Generation Pioneer-Sarah Creek Watershed Management Plan for the City of Independence.
  - i. The whole plan can be accessed using the following link:  
<http://www.pioneersarahcreek.org/fourth-generation-plan.html>
  - ii. The City has prepared comments relating to a draft of the proposed plan that will be reviewed.

10. Open/Misc.

11. Adjourn.

MINUTES OF A REGULAR MEETING OF THE  
INDEPENDENCE CITY COUNCIL  
TUESDAY, JULY 21, 2020 –6:30 P.M.

1. CALL TO ORDER.

Pursuant to due call and notice thereof, a regular meeting of the Independence City Council was called to order by Mayor Johnson at 6:30 p.m.

3. PLEDGE OF ALLEGIANCE.

Mayor Johnson led the group in the Pledge of Allegiance.

2. ROLL CALL

PRESENT: Mayor Johnson, Councilors Betts, Grotting, McCoy and Spencer

ABSENT: None

STAFF: City Administrator Kaltsas, Assistant to Administrator Horner, Public Works Supervisor Bode,  
City Attorney Vose (remote)

VISITORS: Chris Knopik (CLA), Chief Kroells (remote)

3. \*\*\*\*Consent Agenda\*\*\*\*

All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- a. Approval of City Council Minutes from the July 7, 2020 Regular City Council Meeting.
- b. Approval of Accounts Payable; Checks Numbered 19739-19773.
- c. Approval of Solicitors Permit for *Zoes Gone Bananas* at Pioneer Creek Golf Course.
- d. Authorize Staff to Initiate Request for Proposals for Recycling Contract.

**Motion by Betts, second by McCoy to approve the Consent Agenda. Ayes: Johnson, Betts, McCoy, Spencer and Grotting. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.**

4. SET AGENDA – ANYONE NOT ON THE AGENDA CAN BE PLACED UNDER OPEN/MISC.

5. REPORTS OF BOARDS AND COMMITTEES BY COUNCIL AND STAFF

**Spencer attended the following meetings:**

- Highway 12 Safety Coalition

**Grotting attended the following meetings:**

- None

**McCoy attended the following meetings:**

- None

**Betts attended the following meetings:**

- Highway 12 Safety Coalition

**Johnson attended the following meetings:**

**(all meetings were via zoom)**

- National League of Cities Small Cities Conference
- Highway 12 Safety Coalition
- Regional Council of Mayors Meeting
- Met with Mayor of Maple Plain and Orono School Superintendent
- Westonka Historical Society Meeting
- Haven Homes Tour
- EENR of NLC Webinar
- Met with CLA
- Call regarding Highway 12 improvements
- Several calls about tower

**Horner attended the following meetings:**

- BKV meetings regarding remodel

**Kaltsas attended the following meetings:**

- BKV meetings regarding remodel

6. Presentation of the 2019 Financial Audit – Chris Knopik, Clifton Larson Allen.

- a. 2019 Draft Financial Audit
- b. 2019 Audit Presentation

Knopik stated the city got a clean audit report. He noted a slight increase in expenses and said the General Fund Revenues were the largest piece of the general fund. Knopik said the next items fall under licenses/permits and the miscellaneous category includes conduit debt. Knopik said public safety saw an increase this year as well as public works and staff. There are strong delinquent taxes received. He said the general conduit debt caused the biggest increase in expenditures. Knopik said the reserve is getting built back up.

Knopik discussed the sanitary sewer fund. He said depreciation has been flat and the operating income deficit is 138k. He noted they are monitoring rates for sewer. There were no difficulties during this audit and no internal control problems.

Johnson asked about the Met Council Loretto sewer connection and the reimbursement in 2021. He noted the separation of duties which is hard to do with a small city. Kaltsas said the rate increase from Met Council for next year is very small and we will get reimbursement for maintenance of the system.

Spencer thanked Knopik and noted that this is the first time there were no comments and unmodified as well. He congratulated staff on a job well done.

**Motion by Spencer, second by Grotting to accept the audit report as presented by Knopik with Clifton Larson Allen. Ayes: Johnson, Betts, McCoy, Grotting and Spencer. Nays: None. Absent: None. Abstain: None. MOTION DECLARED CARRIED.**



7. West Hennepin Public Safety – Director Gary Kroells: Presentation of the June 2020 Activity Report.

\*for a complete report see the City Council packet\*

Kroells outlined the June 2020 activity report. He noted the numbers are pretty even with last year at this time for incidents. Kroells noted the increase in traffic as people are returning to work.

Kroells addressed use of force reform and how WHPS is addressing this issue. He noted the newsletter article that outlined the best practices WHPS has implemented including Lexipol. Kroells noted the entire policy is posted on the WHPS website and illustrates how they department is dedicated to transparency. The officers put in 60 hours of training each year which is way more than is required. Kroells stated they are very proud to serve Independence and Maple Plain and noted they have never received a use of force complaint.

Johnson said he hopes the department feels the support from not only the City Council but also the citizens. Kroells said they do feel the support and was grateful.

Grotting asked about the amount of mental health calls versus police calls. Kroells said they handle 50-75 calls a year that would most likely be under the mental health criteria, but the police end up handling it as those agencies are not always available especially if it is after hours. Grotting commended WHPS for the way in which they handle these situations.

8. OPEN/MISC.

9. ADJOURN.

**Motion by Grotting, second by Betts to adjourn at 7:27 p.m. Ayes: Johnson, Betts, Grotting, Spencer and McCoy. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.**

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Respectfully Submitted,  
Trish Gronstal/ Recording Secretary

# City of Independence

## Second Quarter 2020 Financial Summary

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*To:* City Council  
*From:* Mark Kaltsas, Administrator  
*Meeting Date:* August 4, 2020

**Summary:**

The City Council receives quarterly financial reports detailing the current financial status of the City. The reports are typically presented for information to the Council. The 2020 second quarter report shows that the City is in good standing following a review of the second quarter revenues and expenditures.

Staff's overall review of the budget shows that we are in line with spending and on track to be on budget for the year. Typically, the second quarter shows some normal City expenditures along with a larger portion of the Public Works budget. The City does not receive 100% of the tax revenues until third quarter.

**Attachments:**

1. Second Quarter Financial Report

# 2<sup>nd</sup> Quarter Report

City of Independence  
Independence, Minnesota

As of June 30, 2020



*AEM Financial Solutions™*

People  
+ Process®  
Going  
Beyond the  
Numbers

July 20, 2020

## ACCOUNTANT'S COMPILATION REPORT

Honorable Mayor and City Council  
City of Independence  
Independence, Minnesota

Management is responsible for accompanying financial statements of the City of Independence, which comprise the budget to actual statement of revenues and expenditures for the General and enterprise funds as of June 30, 2020 in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the City's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Sincerely,

AEM FINANCIAL SOLUTIONS, LLC



*AEM Financial Solutions™*

July 20, 2020

Honorable Mayor and City Council  
City of Independence  
Independence, Minnesota

Dear Honorable Mayor and City Council:

We have reconciled all bank accounts through June 30, 2020 and reviewed activity in all funds. The following is a summary of our observations. All information presented is unaudited.

### **Cash and Investments**

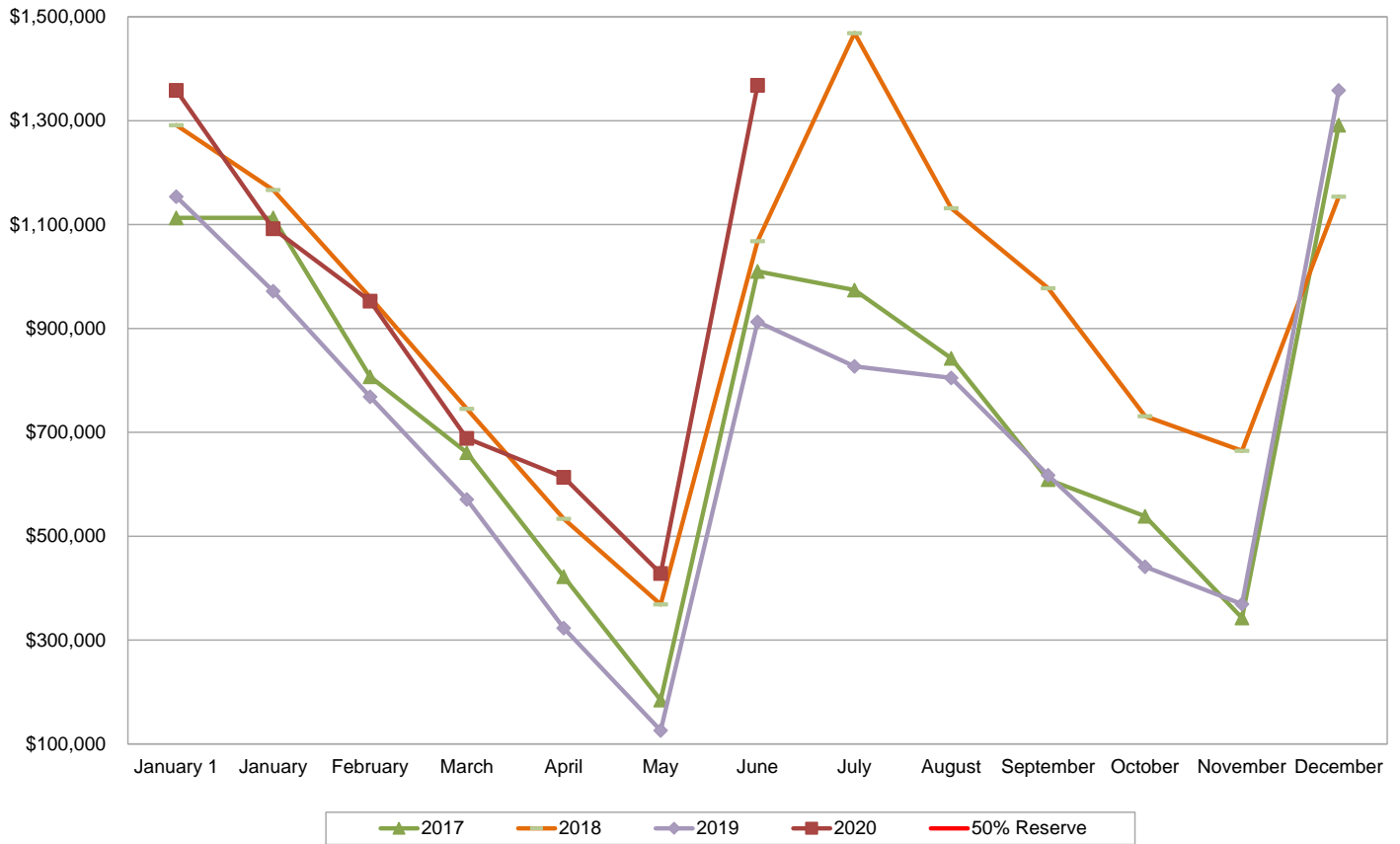
The City's cash and investment balances are as follows:

	06/30/2020	12/31/2019	Increase/ (Decrease)
Checking	\$ 3,923,284	\$ 442,781	\$ 3,480,502
Investments (at Market Value)	1,716,617	1,891,626	(175,008)
<b>Total Cash and Investments</b>	<b>\$ 5,639,901</b>	<b>\$ 2,334,407</b>	<b>\$ 3,305,494</b>

Investment Type	06/30/2020	12/31/2019	Increase/ (Decrease)
Checking	\$ 3,923,284	\$ 442,781	\$ 3,480,502
Money Market	403,130	1,697,742	(1,294,612)
Savings	1,116,793	-	1,116,793
Negotiable CDs	196,695	193,884	2,811
<b>Total Investments</b>	<b>\$ 5,639,901</b>	<b>\$ 2,334,407</b>	<b>\$ 3,305,494</b>

**General Fund Cash Balances 2017 - 2020**



General Fund								
Receipts	YTD Budget	YTD Actual	Percent of YTD Budget		Disbursements	YTD Budget	YTD Actual	Percent of YTD Budget
Taxes	\$ 1,398,192	\$ 1,100,000	78.7 %	↓	Legislative	\$ 11,618	\$ 13,551	116.6 %
Licenses and Permits	84,729	127,998	151.1 %	↑	Election	3,025	1,297	42.9 %
Intergovernmental	8,000	-	- %	↓	City Clerk/Finance	243,906	212,891	87.3 %
Charges For Services	20,575	13,514	65.7 %	↓	Legal Services	21,274	11,054	52.0 %
Fines and Forfeitures	23,870	20,375	85.4 %	→	Planning and Zoning	19,815	17,922	90.4 %
Miscellaneous Revenue	5,500	2,042	37.1 %	↓	General Government Building	24,297	20,675	85.1 %
	<u>\$ 1,540,866</u>	<u>\$ 1,263,929</u>	<u>82.0 %</u>	↓	Public Safety	776,348	750,388	96.7 %
<b>Key</b>					Building Inspector	59,051	63,438	107.4 %
↑	Varies more than 15% than budget positively				Public Works	306,568	226,924	74.0 %
↓	Varies more than 15% than budget negatively				Solid Waste	25,750	21,291	82.7 %
→	Within 15% of budget				Recreation/Community Service	3,780	-	- %
					Park Maintenance	6,616	3,872	58.5 %
					Insurance	1,319	500	38 %
					Transfer Out	37,500	(42,138)	(112.4) %
	<u>\$ 1,540,867</u>	<u>\$ 1,301,665</u>	<u>84.5 %</u>	↑				

Current short-term rates being offered by financial institutions are very low as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

Date	Treasury Yields								
	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
12/31/2010	0.07	0.12	0.19	0.29	0.61	1.02	2.01	2.71	3.30
12/30/2011	0.01	0.02	0.06	0.12	0.25	0.36	0.83	1.35	1.89
12/31/2012	0.02	0.05	0.11	0.16	0.25	0.36	0.72	1.18	1.78
12/31/2013	0.01	0.07	0.10	0.13	0.38	0.78	1.75	2.45	3.04
12/31/2014	0.03	0.04	0.12	0.25	0.67	1.10	1.65	1.97	2.17
12/31/2015	0.14	0.16	0.49	0.65	1.06	1.31	1.76	2.09	2.27
12/31/2016	0.44	0.51	0.62	0.85	1.20	1.47	1.93	2.25	2.45
12/31/2017	1.28	1.39	1.53	1.76	1.89	1.98	2.20	2.33	2.40
12/31/2018	2.44	2.45	2.56	2.63	2.48	2.46	2.51	2.59	2.69
03/29/2019	2.43	2.40	2.44	2.40	2.27	2.21	2.23	2.31	2.41
06/28/2019	2.18	2.12	2.09	1.92	1.75	1.71	1.76	1.87	2.00
09/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	1.68
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83	1.92
03/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
06/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49	0.66

### **Budget Summary**

A more detailed analysis of funds is included as Attachment A.

### **Cash Balance Summary**

A detailed view of department totals compared with budget is included as Attachment B.

### **Investment Summary**

A detailed summary of current investments is included as Attachment C.

### **Enterprise Fund Summary**

A detailed summary of enterprise fund financial results is included as Attachment D.

### **Revenue and Expenditures**

A detail of revenues and expenditures is included

\* \* \* \* \*

This information is unaudited and is intended solely for the information and use of management and City Council and is not intended and should not be used by anyone other than these specified parties.

If you have any questions or wish to discuss any of the items contained in this letter or the attachments, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Sincerely,

AEM FINANCIAL SOLUTIONS, LLC

City of Independence, Minnesota  
Statement of Revenue and Expenditures -  
Budget and Actual - General Fund (Unaudited)  
For Six Months Ended June 30, 2020

ATTACHMENT A

	Annual Budget 12/31/2020	Budget Thru 6/30/2020	Actual Thru 6/30/2020	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget Thru 6/30/2020
<b>Revenues</b>					
Taxes	\$ 2,796,381	\$ 1,398,193	\$ 1,100,000	\$ (298,193) *	78.7 %
Licenses and permits	169,458	84,729	127,998	43,269 (1)	151.1
Intergovernmental	16,000	8,000	-	(8,000)	-
Charges for services	41,150	20,575	13,514	(7,061)	65.7
Fines and forfeitures	47,740	23,870	20,375	(3,495)	85.4
Miscellaneous revenue	11,000	5,500	2,042	(3,458)	37.1
<b>Total Revenues</b>	<u>3,081,729</u>	<u>1,540,867</u>	<u>1,263,929</u>	<u>(276,938)</u>	<u>82.0</u>
<b>Expenditures</b>					
Legislative	23,235	11,618	13,551	(1,933)	116.6
Election	6,050	3,025	1,297	1,728	42.9
City Clerk/finance	487,811	243,906	212,891	31,015	87.3
Legal services	42,548	21,274	11,054	10,220 (2)	52.0
Planning and zoning	39,630	19,815	17,922	1,893	90.4
General government building	48,593	24,297	20,675	3,622	85.1
Public safety	1,552,696	776,348	750,388	25,960 (3)	96.7
Building inspector	118,101	59,051	63,438	(4,387)	107.4
Public works	613,136	306,568	226,924	79,644 (4)	74.0
Solid waste	51,500	25,750	21,291	4,459	82.7
Recreation/community service	7,560	3,780	-	3,780	-
Park maintenance	13,232	6,616	3,872	2,744	58.5
Insurance	2,637	1,319	500	819	38
<b>Total Expenditures</b>	<u>3,006,729</u>	<u>1,503,367</u>	<u>1,343,803</u>	<u>159,564</u>	<u>89.4</u>
Transfers in	-	-	-	-	N/A
Transfers out	(75,000)	(37,500)	(42,138)	(4,638)	112.4
<b>Excess Revenues (Expenditures)</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (122,012)</u>	<u>\$ (122,012)</u>	

\* Taxes are paid 40% in June, 30% in July and the remainder are paid in December and January.

Item    Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$10,000.

- (1) More building permits were issued than anticipated in 1st Quarter.
- (2) Prosecution costs lower an anticipated.
- (3) City of Delano Fire protection services for 1st half of 2020 is not paid until July.
- (4) Dust control and road improvement expenses are not paid until 2nd half of the year.



City of Independence, Minnesota  
Unaudited Cash Balances by Fund  
June 30, 2019, December 31, 2019 and June 30, 2020

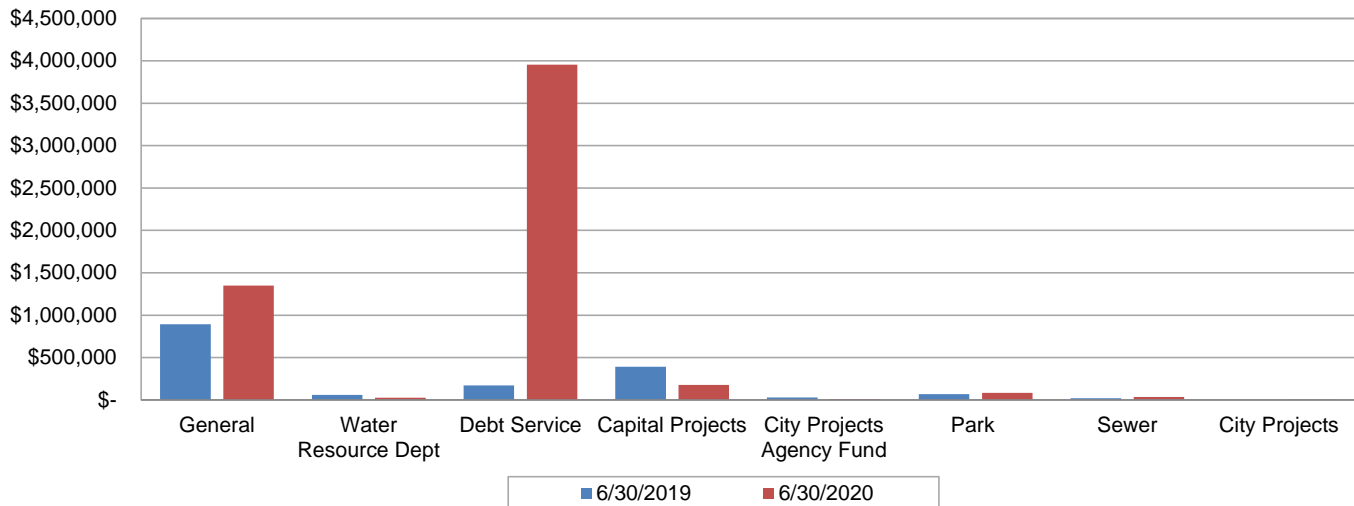
ATTACHMENT B

Fund		Balance 6/30/2019	Balance 12/31/2019	Balance 6/30/2020	YTD Change From 12/31/2019
100	General	\$ 894,001	\$ 1,347,778	\$ 1,348,985	\$ 1,207
200	Water Resource Department	58,867	82,072	26,052	(1) (56,020)
309	2006A GO Capital Improvement Bonds	60,159	70,607	68,478	(2,129)
311	Drake Drive Road Improvement	11,600	11,636	11,670	34
312	2007 Equipment Certificate	37,398	37,513	37,624	111
314	2015A G.O. Bond	25,321	190,010	33,653	(2) (156,357)
401	Building Capital	104,808	105,130	105,440	310
402	Road Capital Improvement	12,951	44,832	313	(3) (44,519)
403	Equipment Capital Improvement	184,299	94,934	(10,421)	(4) (105,355)
404	Administrative Capital	89,412	89,687	83,232	(6,455)
405	Park	68,941	70,528	84,543	14,015
414	2015 Street Improvement	36,595	36,708	36,816	108
415	2020 Street Improvement	-	-	3,766,182	(5) 3,766,182
416	City Hall Remodel	-	-	(14,936)	(14,936)
430	City Projects Agency Fund	30,309	34,372	26,100	(8,272)
602	Sewer	19,283	118,600	34,670	(6) (83,930)
806	City Projects	-	-	1,500	1,500
Total		\$ 1,633,944	\$ 2,334,407	\$ 5,639,901	\$ 3,305,494

**Item Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$25,000.**

- (1) Cash decreased due to paying 1st half of member operating assessment and CIP to Pioneer-Sarah Creek.
- (2) 2015 bond principal and interest was paid in 1st quarter.
- (3) Paid engineering fees for the 2020 Street Overlay project.
- (4) Purchased Chassis for Mack truck in 1st quarter.
- (5) Received \$3.8 million in bond proceeds.
- (6) 2010A bond principal and interest was paid in 1st quarter.

**Cash Balance by Fund Compared to Prior Year**



Fund	
↑ General	→ Park
↓ Water resource dept	↑ Sewer
↑ Debt service	↓ Capital projects

Key	
↑ Balance increased more than 10% over prior year	
↓ Balance decreased more than 10% over prior year	
→ Balance within 10% of prior year	

City of Independence, Minnesota  
Schedule of Investments  
For the Month Ending June 30, 2020

ATTACHMENT C

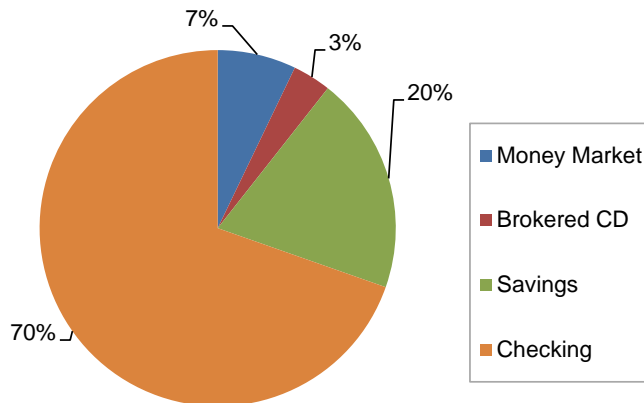
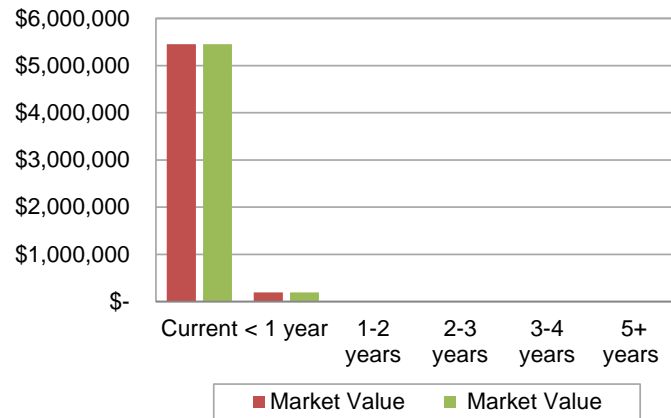
Institution	Description	Type	Market Value 1/1/2020	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 6/30/2020	Market Value 6/30/2020	Unrealized Gain / Loss
<b>Bank of Maple Plain</b>	Checking	Checking	\$ 201,268.41	\$ 5,393,407.68	\$ (2,010,768.53)	\$ 350,000.00	\$ 480.81	\$ 3,934,388.37	\$ 3,934,388.37	\$ -
<b>Bank of Maple Plain</b>	Savings	Savings	1,174,373.78	1,174,741.66	(1,233,350.00)	-	1,027.06	1,116,792.50	1,116,792.50	-
<b>Bank of Maple Plain</b>	Brokered CD	Brokered CD	196,695.05	-	-	-	-	196,695.05	196,695.05	-
			1,572,337.24	6,568,149.34	(3,244,118.53)	350,000.00	1,507.87	5,247,875.92	5,247,875.92	-
<b>4M</b>	Money Market	Money Market	750,287.34	-	-	(350,000.00)	2,842.16	403,129.50	403,129.50	-
<b>4MP</b>	Money Market	Money Market	-	-	-	-	-	-	-	-
			750,287.34	-	-	(350,000.00)	2,842.16	403,129.50	403,129.50	-
Total Cash and Investments			<u>\$ 2,322,624.58</u>	<u>\$ 6,568,149.34</u>	<u>\$ (3,244,118.53)</u>	<u>\$ -</u>	<u>\$ 4,350.03</u>	<u>\$ 5,651,005.42</u>	<u>\$ 5,651,005.42</u>	<u>\$ -</u>

Deposits in Transit-GF	\$ -
Outstanding Checks-GF	(11,104.40)
Timing Difference	
Reconciled Balance	<u>\$ 5,639,901.02</u>

City of Independence, Minnesota  
Investments  
For the Month Ending June 30, 2020

ATTACHMENT C

**Maturities**



Maturity	Unadjusted Market Value 6/30/2020	Market Value 6/30/2020	Variance 6/30/2020
Current	\$ 5,454,310.37	\$ 5,454,310.37	\$ -
< 1 year	196,695.05	196,695.05	-
1-2 years	-	-	-
2-3 years	-	-	-
3-4 years	-	-	-
5+ years	-	-	-
	<u>\$ 5,651,005.42</u>	<u>\$ 5,651,005.42</u>	<u>\$ -</u>

Weighted average Rate of return	0.53%	6/30/2020
Average Maturity (years)	0.010	6/30/2020

Investment Type	Market Value 6/30/2020
Money Market	\$ 403,129.50
Brokered CD	196,695.05
Savings	1,116,792.50
Government Securities	-
Municipal Securities	-
Checking	<u>3,934,388.37</u>
	<u>\$ 5,651,005.42</u>

**Operating Account**

O/S Deposits	\$ -
O/S Checks	<u>(11,104.40)</u>
Reconciled Balance	<u>\$ 5,639,901.02</u>

City of Independence, Minnesota  
Statement of Revenue and Expenses  
Sewer Fund (Unaudited)  
For Six Months Ended June 30, 2020

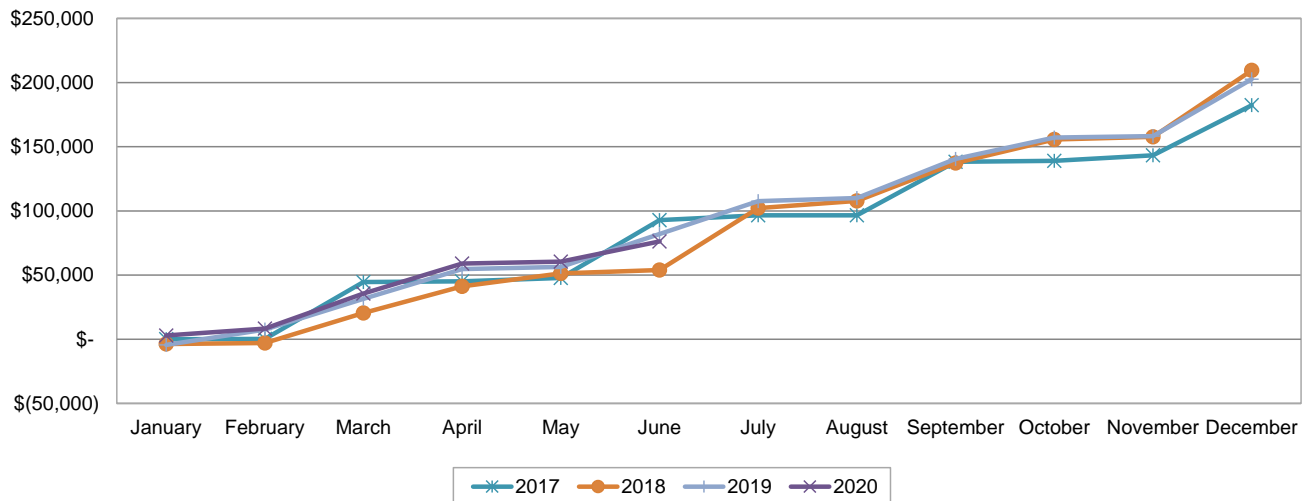
ATTACHMENT D

	Annual Budget 12/31/2020	Actual Thru 6/30/2019	Actual Thru 6/30/2020	Difference YTD 19 to 20 Favorable (Unfavorable)	YTD 6/30/20 as a Percent of YTD 6/30/19
<b>Revenues</b>					
Charges for services	\$ 284,963	\$ 83,351	\$ 76,461	\$ (6,890)	91.73 %
Property taxes	15,957	-	-	-	N/A
Interest income	-	74	64	(10)	86.49
<b>Total Revenues</b>	<b>300,920</b>	<b>83,425</b>	<b>76,525</b>	<b>(6,900)</b>	<b>91.73</b>
<b>Expenses</b>					
Personal services	107,208	51,553	40,452	11,101 (1)	78.47
Supplies	1,855	150	1,476	(1,326)	984.00
Repairs and maintenance	21,860	8,024	5,901	2,123	73.54
Other services and charges	56,980	26,131	29,425	(3,294)	112.61
Insurance	3,538	2,726	2,719	7	99.74
Capital outlay	58,470	-	-	-	-
Debt service	60,000	80,000	60,000	20,000 (2)	75.00
Utilities	22,000	9,322	8,550	772	91.72
Depreciation	139,116	67,532	69,558	(2,026)	103.00
Interest expense	13,650	8,496	7,178	1,318	84.49
<b>Total Expenses</b>	<b>484,677</b>	<b>253,934</b>	<b>225,259</b>	<b>28,675</b>	<b>88.71</b>
Transfers in	-	-	-	-	N/A
Transfers out	-	-	-	-	N/A
<b>Excess Revenues (Expenses)</b>	<b>(183,757)</b>	<b>(170,509)</b>	<b>(148,734)</b>	<b>21,775</b>	<b>87.23</b>
<b>Convert to Cash</b>					
Depreciation	139,116	67,532	69,558	2,026	103.00
Bond principal	-	-	-	-	-
<b>Net Estimated Cash Effect</b>	<b>\$ (44,641)</b>	<b>\$ (102,977)</b>	<b>\$ (79,176)</b>	<b>\$ 23,801</b>	<b>76.89 %</b>

Item Explanation of items percentage received/expended less than 80% or greater than 120% and \$ variance greater than \$10,000.

- (1) Payroll expenses lower than anticipated.
- (2) Principal amount due for debt decreased in 2020.

**Sewer Sales Comparison 2017 - 2020**



# CITY OF INDEPENDENCE

## Revenue Guideline

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Account Descr	2020 YTD Budget	June 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
<b>FUND 100 GENERAL FUND</b>					
R 100-31010 AD VALOREM TAXES	\$2,671,905.00	\$1,100,000.00	\$1,102,176.29	\$1,569,728.71	41.25%
R 100-31040 FISCAL DISPARITIES	\$124,476.00	\$0.00	-\$2,176.29	\$126,652.29	-1.75%
R 100-32100 BUSINESS LICENSES	\$13,240.00	\$1,086.57	\$16,955.05	-\$3,715.05	128.06%
R 100-32210 BUILDING PERMIT	\$150,648.00	\$23,294.21	\$79,113.48	\$71,534.52	52.52%
R 100-32211 PLAN REVIEW FEES	\$0.00	\$9,156.69	\$26,539.14	-\$26,539.14	0.00%
R 100-32240 ANIMAL LICENSES	\$570.00	\$60.00	\$200.00	\$370.00	35.09%
R 100-32250 MISC. LICENSES & PER	\$5,000.00	\$3,425.00	\$5,190.00	-\$190.00	103.80%
R 100-33401 LOCAL GOVERNMENT A	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
R 100-33620 COUNTY GRANTS & AID	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
R 100-34103 ZONING/SUBDIVISION	\$12,000.00	\$0.00	\$4,250.00	\$7,750.00	35.42%
R 100-34105 SALE-MAPS,PUBLICATI	\$0.00	\$0.00	\$9.75	-\$9.75	0.00%
R 100-34107 ASSESSMENT SEARCH F	\$150.00	\$0.00	\$75.00	\$75.00	50.00%
R 100-34108 ADMINISTRATIVE CHAR	\$28,000.00	\$0.00	\$2,936.13	\$25,063.87	10.49%
R 100-34305 PUBLIC WORKS REIMB	\$600.00	\$0.00	\$44.10	\$555.90	7.35%
R 100-34306 BUILDING INSPECTION	\$400.00	\$0.00	\$6,199.37	-\$5,799.37	1549.84%
R 100-35000 COURT FINES/DOG IMP	\$47,740.00	\$7,076.25	\$20,375.41	\$27,364.59	42.68%
R 100-36210 INTEREST EARNINGS	\$5,000.00	\$146.15	\$1,733.51	\$3,266.49	34.67%
R 100-36220 INSURANCE PREMIUM	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
R 100-36230 MISC REVENUE/REFUN	\$500.00	\$0.00	\$158.25	\$341.75	31.65%
R 100-36240 COMMUNITY CENTER R	\$2,000.00	\$0.00	\$150.00	\$1,850.00	7.50%
<b>FUND 100 GENERAL FUND</b>	<b>\$3,081,729.00</b>	<b>\$1,144,244.87</b>	<b>\$1,263,929.19</b>	<b>\$1,817,799.81</b>	
<b>FUND 200 WATER RESOURCE DEVELOPMENT</b>					
R 200-31010 AD VALOREM TAXES	\$63,170.00	\$0.00	\$61.72	\$63,108.28	0.10%
R 200-31040 FISCAL DISPARITIES	\$3,160.00	\$0.00	-\$61.72	\$3,221.72	-1.95%
R 200-36210 INTEREST EARNINGS	\$0.00	\$15.89	\$84.41	-\$84.41	0.00%
<b>FUND 200 WATER RESOURCE DEVEL</b>	<b>\$66,330.00</b>	<b>\$15.89</b>	<b>\$84.41</b>	<b>\$66,245.59</b>	
<b>FUND 309 DEBT SERV PUB SAF BLD 01</b>					
R 309-31010 AD VALOREM TAXES	\$109,200.00	\$0.00	\$0.00	\$109,200.00	0.00%
R 309-36210 INTEREST EARNINGS	\$0.00	\$40.86	\$207.87	-\$207.87	0.00%
<b>FUND 309 DEBT SERV PUB SAF BLD 0</b>	<b>\$109,200.00</b>	<b>\$40.86</b>	<b>\$207.87</b>	<b>\$108,992.13</b>	
<b>FUND 311 DRAKE DR. ROAD IMPROVEMENT</b>					
R 311-36210 INTEREST EARNINGS	\$0.00	\$6.82	\$34.35	-\$34.35	0.00%
<b>FUND 311 DRAKE DR. ROAD IMPROV</b>	<b>\$0.00</b>	<b>\$6.82</b>	<b>\$34.35</b>	<b>-\$34.35</b>	
<b>FUND 312 GEO CERT. 2007 A.</b>					
R 312-36210 INTEREST EARNINGS	\$0.00	\$21.99	\$110.72	-\$110.72	0.00%
<b>FUND 312 GEO CERT. 2007 A.</b>	<b>\$0.00</b>	<b>\$21.99</b>	<b>\$110.72</b>	<b>-\$110.72</b>	
<b>FUND 314 2015A- GO BOND</b>					
R 314-31010 AD VALOREM TAXES	\$166,463.00	\$0.00	\$0.00	\$166,463.00	0.00%
R 314-36210 INTEREST EARNINGS	\$0.00	\$19.67	\$99.04	-\$99.04	0.00%
<b>FUND 314 2015A- GO BOND</b>	<b>\$166,463.00</b>	<b>\$19.67</b>	<b>\$99.04</b>	<b>\$166,363.96</b>	
<b>FUND 401 BUILDINGS CAPITAL IMPRMT FUND</b>					
R 401-36210 INTEREST EARNINGS	\$0.00	\$61.62	\$310.30	-\$310.30	0.00%
<b>FUND 401 BUILDINGS CAPITAL IMPR</b>	<b>\$0.00</b>	<b>\$61.62</b>	<b>\$310.30</b>	<b>-\$310.30</b>	
<b>FUND 402 ROAD CAPITAL IMPROVEMENTS FUND</b>					
R 402-36210 INTEREST EARNINGS	\$0.00	\$0.17	\$15.78	-\$15.78	0.00%
<b>FUND 402 ROAD CAPITAL IMPROVEM</b>	<b>\$0.00</b>	<b>\$0.17</b>	<b>\$15.78</b>	<b>-\$15.78</b>	
<b>FUND 403 EQUIPMENT CAPITAL IMPROVEMENTS</b>					
R 403-36210 INTEREST EARNINGS	\$0.00	\$0.00	\$125.50	-\$125.50	0.00%

Account Descr	2020 YTD Budget	June 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
R 403-39200 TRANSFERS IN (GENER	\$0.00	\$18,750.00	\$37,500.00	-\$37,500.00	0.00%
FUND 403 EQUIPMENT CAPITAL IMP	\$0.00	\$18,750.00	\$37,625.50	-\$37,625.50	
FUND 404 ADMIN. CAPITAL FUND					
R 404-36210 INTEREST EARNINGS	\$0.00	\$48.64	\$244.94	-\$244.94	0.00%
FUND 404 ADMIN. CAPITAL FUND	\$0.00	\$48.64	\$244.94	-\$244.94	
FUND 405 PARK FUND					
R 405-34780 PARK DEDICATION FEE	\$0.00	\$13,600.00	\$13,600.00	-\$13,600.00	0.00%
R 405-36210 INTEREST EARNINGS	\$0.00	\$42.53	\$209.53	-\$209.53	0.00%
R 405-36230 MISC REVENUE/REFUN	\$0.00	\$0.00	\$133.92	-\$133.92	0.00%
FUND 405 PARK FUND	\$0.00	\$13,642.53	\$13,943.45	-\$13,943.45	
FUND 414 2015 STREET IMPROVEMENT					
R 414-36210 INTEREST EARNINGS	\$0.00	\$21.51	\$108.35	-\$108.35	0.00%
FUND 414 2015 STREET IMPROVEME	\$0.00	\$21.51	\$108.35	-\$108.35	
FUND 415 2020 STREET IMPROVEMENT					
R 415-39200 TRANSFERS IN (GENER	\$0.00	\$0.00	-\$31,841.00	\$31,841.00	0.00%
R 415-39300 Bond proceeds	\$0.00	\$3,773,078.31	\$3,848,978.31	\$3,848,978.31	0.00%
FUND 415 2020 STREET IMPROVEME	\$0.00	\$3,773,078.31	\$3,817,137.31	\$3,817,137.31	
FUND 416 CITY HALL REMODEL					
R 416-39200 TRANSFERS IN (GENER	\$0.00	\$0.00	-\$10,297.31	\$10,297.31	0.00%
FUND 416 CITY HALL REMODEL	\$0.00	\$0.00	-\$10,297.31	\$10,297.31	
FUND 430 CITY PROJECTS AGENCY FUND					
R 430-34115 REFUNDABLE DEPOSIT	\$0.00	\$0.00	\$1,500.00	-\$1,500.00	0.00%
R 430-34116 NON REFUNDABLE DEP	\$0.00	\$0.00	\$1,500.00	-\$1,500.00	0.00%
FUND 430 CITY PROJECTS AGENCY F	\$0.00	\$0.00	\$3,000.00	-\$3,000.00	
FUND 602 SEWER FUND					
R 602-31010 AD VALOREM TAXES	\$15,957.00	\$0.00	\$0.00	\$15,957.00	0.00%
R 602-34408 USER AVAIL. CHG.	\$13,200.00	\$1,000.00	\$5,943.40	\$7,256.60	45.03%
R 602-36101 PRINCIPLE	\$0.00	\$0.00	\$6,820.00	-\$6,820.00	0.00%
R 602-36210 INTEREST EARNINGS	\$0.00	\$21.27	\$63.69	-\$63.69	0.00%
R 602-36230 MISC REVENUE/REFUN	\$0.00	\$0.00	-\$6,820.00	\$6,820.00	0.00%
R 602-37210 COLLECTION & GRAVIT	\$237,763.00	\$14,802.04	\$71,879.53	\$165,883.47	30.23%
R 602-37250 COMMERCIAL	\$34,000.00	\$0.00	-\$1,577.63	\$35,577.63	-4.64%
R 602-37270 DEL UTILITIES - CITY P	\$0.00	\$0.00	\$215.68	-\$215.68	0.00%
FUND 602 SEWER FUND	\$300,920.00	\$15,823.31	\$76,524.67	\$224,395.33	
	\$3,724,642.00	\$4,965,776.19	\$5,203,078.57	\$1,478,436.57	

# CITY OF INDEPENDENCE

## Expenditure Guideline

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Account Descr	2020 YTD Budget	June 2020 Amt	2020 YTD Amt	Enc Current	2020 YTD Balance	%YTD Budget
FUND 100 GENERAL FUND						
E 100-41000-100 MAYOR'S SALARY	\$3,000.00	\$750.00	\$1,500.00	\$0.00	\$1,500.00	50.00%
E 100-41000-103 COUNCIL SALARIES	\$7,200.00	\$1,800.00	\$3,600.00	\$0.00	\$3,600.00	50.00%
E 100-41000-122 FICA(6.2) MEDICARE (1.45)	\$780.00	\$195.08	\$390.16	\$0.00	\$389.84	50.02%
E 100-41000-331 CONFERENCE & TRAVEL	\$9,000.00	\$0.00	\$1,123.15	\$0.00	\$7,876.85	12.48%
E 100-41000-361 INSURANCE	\$1,375.00	\$0.00	\$1,238.17	\$0.00	\$136.83	90.05%
E 100-41000-405 MISCELLANEOUS	\$230.00	\$5,500.00	\$5,500.00	\$0.00	-\$5,270.00	2391.30%
E 100-41000-433 DUES & SUBSCRIPTIONS	\$1,650.00	\$0.00	\$200.00	\$0.00	\$1,450.00	12.12%
E 100-41410-102 WAGES (PART-TIME)	\$1,500.00	\$0.00	\$1,273.25	\$0.00	\$226.75	84.88%
E 100-41410-210 OPERATING SUPPLIES/MTN EQUIP.	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 100-41410-350 PRINTING & PUBLICATIONS	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
E 100-41410-405 MISCELLANEOUS	\$2,800.00	\$0.00	\$23.65	\$0.00	\$2,776.35	0.84%
E 100-41500-101 WAGES (FULL-TIME)	\$52,345.00	\$4,496.36	\$27,893.75	\$0.00	\$24,451.25	53.29%
E 100-41500-102 WAGES (PART-TIME)	\$37,651.00	\$3,801.34	\$20,485.95	\$0.00	\$17,165.05	54.41%
E 100-41500-121 PERA	\$6,750.00	\$622.34	\$3,628.51	\$0.00	\$3,121.49	53.76%
E 100-41500-122 FICA(6.2) MEDICARE (1.45)	\$6,885.00	\$626.80	\$3,653.24	\$0.00	\$3,231.76	53.06%
E 100-41500-131 CITY PAID BENEFIT ALLOWANCE-LI	\$25,036.00	\$1,352.67	\$11,973.95	\$0.00	\$13,062.05	47.83%
E 100-41500-200 OFFICE SUPPLIES	\$4,635.00	\$4,022.25	\$4,809.69	\$0.00	-\$174.69	103.77%
E 100-41500-301 AUDITING FEES	\$12,600.00	\$4,500.00	\$10,800.00	\$0.00	\$1,800.00	85.71%
E 100-41500-302 ADMINISTRATION CONSULTING	\$98,213.00	\$8,022.26	\$32,089.04	\$0.00	\$66,123.96	32.67%
E 100-41500-305 CPA FEES	\$70,225.00	\$1,104.00	\$24,580.70	\$0.00	\$45,644.30	35.00%
E 100-41500-310 OTHER CONSULTING EXPENSE	\$20,450.00	\$0.00	\$8,022.26	\$0.00	\$12,427.74	39.23%
E 100-41500-315 ASSESSOR'S FEE	\$61,800.00	\$0.00	\$0.00	\$0.00	\$61,800.00	0.00%
E 100-41500-321 COMMUNICATIONS (TELEPHONE)	\$4,095.00	\$950.20	\$5,398.73	\$0.00	-\$1,303.73	131.84%
E 100-41500-322 POSTAGE	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0.00%
E 100-41500-331 CONFERENCE & TRAVEL	\$1,648.00	\$0.00	\$0.00	\$0.00	\$1,648.00	0.00%
E 100-41500-350 PRINTING & PUBLICATIONS	\$13,390.00	\$286.41	\$6,486.65	\$0.00	\$6,903.35	48.44%
E 100-41500-360 WORKERS COMP INSURANCE	\$9,262.00	\$0.00	\$6,166.00	\$0.00	\$3,096.00	66.57%
E 100-41500-361 INSURANCE	\$1,488.00	\$0.00	\$1,238.17	\$0.00	\$249.83	83.21%
E 100-41500-404 MAINT.&REPAIR EQUIP.(CONTRACT)	\$4,367.00	\$0.00	\$160.00	\$0.00	\$4,207.00	3.66%
E 100-41500-405 MISCELLANEOUS	\$1,545.00	\$393.95	\$16,290.73	\$0.00	-\$14,745.73	1054.42%
E 100-41500-433 DUES & SUBSCRIPTIONS	\$9,557.00	\$294.75	\$2,252.75	\$0.00	\$7,304.25	23.57%
E 100-41500-480 COVID 19	\$0.00	\$3,117.52	\$4,264.37	\$0.00	-\$4,264.37	0.00%
E 100-41500-560 CAPITAL OUTLAY (OFFICE EQUIP.)	\$40,000.00	\$0.00	\$20,359.31	\$0.00	\$19,640.69	50.90%
E 100-41500-602 LEASE/PURCHASE (COPIER)	\$4,169.00	\$456.87	\$2,337.47	\$0.00	\$1,831.53	56.07%
E 100-41500-720 TRANSFERS OUT	\$0.00	\$0.00	-\$42,138.31	\$0.00	\$42,138.31	0.00%
E 100-41600-304 CIVIL, LEGAL (K&G)	\$17,388.00	\$2,168.50	\$4,794.10	\$0.00	\$12,593.90	27.57%
E 100-41600-306 PROSECUTION (C&C)	\$22,660.00	\$655.56	\$5,463.34	\$0.00	\$17,196.66	24.11%
E 100-41600-312 CODIFICATION OF ORDINANCES	\$2,500.00	\$796.67	\$796.67	\$0.00	\$1,703.33	31.87%
E 100-41900-307 PLANNER CONTRACT	\$26,328.00	\$2,674.09	\$13,590.45	\$0.00	\$12,737.55	51.62%
E 100-41900-361 INSURANCE	\$4,782.00	\$0.00	\$4,332.00	\$0.00	\$450.00	90.59%
E 100-41920-311 WATER RESOURCE STAFF FEE	\$1,090.00	\$0.00	\$0.00	\$0.00	\$1,090.00	0.00%
E 100-41920-320 WATER RESOURCE STAFF	\$7,430.00	\$0.00	\$0.00	\$0.00	\$7,430.00	0.00%
E 100-41940-321 COMMUNICATIONS (TELEPHONE)	\$13,534.00	\$367.63	\$1,490.94	\$0.00	\$12,043.06	11.02%
E 100-41940-361 INSURANCE	\$3,580.00	\$0.00	\$3,652.73	\$0.00	-\$72.73	102.03%
E 100-41940-380 ELECTRIC & GAS UTILITIES	\$12,000.00	\$544.52	\$3,084.70	\$0.00	\$8,915.30	25.71%
E 100-41940-384 GARBAGE PICK-UP	\$1,270.00	\$117.41	\$587.08	\$0.00	\$682.92	46.23%
E 100-41940-401 MAINT.&REPAIR BLD CONTRACT	\$12,519.00	\$665.86	\$2,976.03	\$0.00	\$9,542.97	23.77%
E 100-41940-402 MUSEUM	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
E 100-41940-403 GROUND MAINTENANCE CONTRACT	\$540.00	\$0.00	\$0.00	\$0.00	\$540.00	0.00%
E 100-41940-405 MISCELLANEOUS	\$5,000.00	\$0.00	\$2,383.31	\$0.00	\$2,616.69	47.67%
E 100-41940-510 C.O.(LAND & BLD. - 804)	\$0.00	\$0.00	\$6,500.00	\$0.00	-\$6,500.00	0.00%
E 100-42000-405 MISCELLANEOUS	\$1,190.00	\$0.00	\$2,609.20	\$0.00	-\$1,419.20	219.26%
E 100-42000-440 POLICE CONTRACT	\$1,145,343.00	\$90,831.47	\$600,354.12	\$0.00	\$544,988.88	52.42%
E 100-42000-442 PRISONER BOOKING	\$1,650.00	\$0.00	\$784.60	\$0.00	\$865.40	47.55%

Account Descr	2020 YTD Budget	June 2020 Amt	2020 YTD Amt	Enc Current	2020 YTD Balance	%YTD Budget
E 100-42000-450 FIRE PROTECTION	\$404,513.00	\$19,871.67	\$146,640.41	\$0.00	\$257,872.59	36.25%
E 100-42400-101 WAGES (FULL-TIME)	\$78,803.00	\$7,072.28	\$43,408.93	\$0.00	\$35,394.07	55.09%
E 100-42400-121 PERA	\$5,910.00	\$530.43	\$3,255.67	\$0.00	\$2,654.33	55.09%
E 100-42400-122 FICA(6.2) MEDICARE (1.45)	\$6,028.00	\$532.18	\$3,267.72	\$0.00	\$2,760.28	54.21%
E 100-42400-131 CITY PAID BENEFIT ALLOWANCE-LI	\$15,545.00	\$991.90	\$7,708.05	\$0.00	\$7,836.95	49.59%
E 100-42400-200 OFFICE SUPPLIES	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
E 100-42400-212 VEHICLE OPER.SUPPLIES(FUEL,ETC	\$800.00	\$534.40	\$926.99	\$0.00	-\$126.99	115.87%
E 100-42400-310 OTHER CONSULTING EXPENSE	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
E 100-42400-321 COMMUNICATIONS (TELEPHONE)	\$2,016.00	\$145.10	\$662.29	\$0.00	\$1,353.71	32.85%
E 100-42400-331 CONFERENCE & TRAVEL	\$2,500.00	\$0.00	\$187.10	\$0.00	\$2,312.90	7.48%
E 100-42400-360 WORKERS COMP INSURANCE	\$3,533.00	\$0.00	\$2,466.40	\$0.00	\$1,066.60	69.81%
E 100-42400-361 INSURANCE	\$1,366.00	\$0.00	\$1,394.55	\$0.00	-\$28.55	102.09%
E 100-42400-433 DUES & SUBSCRIPTIONS	\$400.00	\$0.00	\$160.00	\$0.00	\$240.00	40.00%
E 100-43100-101 WAGES (FULL-TIME)	\$143,830.00	\$14,994.92	\$93,632.38	\$0.00	\$50,197.62	65.10%
E 100-43100-102 WAGES (PART-TIME)	\$0.00	\$0.00	\$690.00	\$0.00	-\$690.00	0.00%
E 100-43100-121 PERA	\$10,787.00	\$1,124.63	\$7,072.80	\$0.00	\$3,714.20	65.57%
E 100-43100-122 FICA(6.2) MEDICARE (1.45)	\$11,003.00	\$1,122.71	\$7,047.46	\$0.00	\$3,955.54	64.05%
E 100-43100-131 CITY PAID BENEFIT ALLOWANCE-LI	\$35,999.00	\$1,531.27	\$13,780.77	\$0.00	\$22,218.23	38.28%
E 100-43100-210 OPERATING SUPPLIES/MTN EQUIP.	\$660.00	\$159.36	\$703.52	\$0.00	-\$43.52	106.59%
E 100-43100-212 VEHICLE OPER.SUPPLIES(FUEL,ETC	\$23,875.00	\$399.10	\$5,905.29	\$0.00	\$17,969.71	24.73%
E 100-43100-217 SIGNS	\$6,500.00	\$0.00	\$125.75	\$0.00	\$6,374.25	1.93%
E 100-43100-218 UNIFORMS	\$2,884.00	\$151.30	\$662.52	\$0.00	\$2,221.48	22.97%
E 100-43100-219 CULVERTS	\$5,150.00	\$0.00	\$0.00	\$0.00	\$5,150.00	0.00%
E 100-43100-220 MAINT.&REPAIR SUPPLIES (EQUIP)	\$23,690.00	\$645.29	\$5,119.14	\$0.00	\$18,570.86	21.61%
E 100-43100-223 MAINT.& REPAIR SUPPLIES(BLDG.)	\$4,923.00	\$605.49	\$1,975.86	\$0.00	\$2,947.14	40.14%
E 100-43100-224 ROAD MAINT.MATERIALS(ON-GOING)	\$72,120.00	\$6,717.19	\$19,440.73	\$0.00	\$52,679.27	26.96%
E 100-43100-226 BLACKTOP MAINTENANCE	\$45,025.00	\$0.00	\$0.00	\$0.00	\$45,025.00	0.00%
E 100-43100-227 EQUIPMENT RENTAL CONTRACT HIRE	\$1,061.00	\$0.00	\$0.00	\$0.00	\$1,061.00	0.00%
E 100-43100-240 SMALL TOOLS & MINOR EQUIPMENT	\$340.00	\$0.00	\$0.00	\$0.00	\$340.00	0.00%
E 100-43100-303 ENGINEERING	\$9,635.00	\$549.50	\$5,484.50	\$0.00	\$4,150.50	56.92%
E 100-43100-321 COMMUNICATIONS (TELEPHONE)	\$5,770.00	\$386.54	\$2,782.80	\$0.00	\$2,987.20	48.23%
E 100-43100-331 CONFERENCE & TRAVEL	\$1,092.00	\$0.00	\$0.00	\$0.00	\$1,092.00	0.00%
E 100-43100-350 PRINTING & PUBLICATIONS	\$3,605.00	\$0.00	\$0.00	\$0.00	\$3,605.00	0.00%
E 100-43100-360 WORKERS COMP INSURANCE	\$8,833.00	\$0.00	\$6,166.00	\$0.00	\$2,667.00	69.81%
E 100-43100-361 INSURANCE	\$7,485.00	\$0.00	\$9,477.16	\$0.00	-\$1,992.16	126.62%
E 100-43100-380 ELECTRIC & GAS UTILITIES	\$10,439.00	\$431.99	\$5,193.38	\$0.00	\$5,245.62	49.75%
E 100-43100-381 STREET LIGHTING	\$3,002.00	\$373.27	\$1,635.17	\$0.00	\$1,366.83	54.47%
E 100-43100-384 GARBAGE PICK-UP	\$494.00	\$0.00	\$0.00	\$0.00	\$494.00	0.00%
E 100-43100-405 MISCELLANEOUS	\$268.00	\$0.00	\$125.00	\$0.00	\$143.00	46.64%
E 100-43100-407 SNOW REMOVAL-MATERIALS	\$28,984.00	\$0.00	\$0.00	\$0.00	\$28,984.00	0.00%
E 100-43100-408 DUST CONTROL	\$73,160.00	\$0.00	\$0.00	\$0.00	\$73,160.00	0.00%
E 100-43100-412 BRUSH & TREE REMOVAL	\$15,450.00	\$0.00	\$0.00	\$0.00	\$15,450.00	0.00%
E 100-43100-413 SALES/FUEL TAX & LICENSE	\$536.00	\$0.00	\$115.50	\$0.00	\$420.50	21.55%
E 100-43100-415 SAC CHARGES	\$577.00	\$0.00	\$0.00	\$0.00	\$577.00	0.00%
E 100-43100-418 WEED CONTROL	\$3,090.00	\$0.00	\$0.00	\$0.00	\$3,090.00	0.00%
E 100-43100-420 GOPHER STATE ONE-CALL	\$1,967.00	\$267.55	\$487.90	\$0.00	\$1,479.10	24.80%
E 100-43100-421 SEAL COATING	\$24,148.00	\$0.00	\$0.00	\$0.00	\$24,148.00	0.00%
E 100-43100-422 ROAD TILING	\$24,148.00	\$0.00	\$0.00	\$0.00	\$24,148.00	0.00%
E 100-43100-430 SAFETY PROGRAM (AWAIR, ETC.	\$1,967.00	\$0.00	\$1,800.00	\$0.00	\$167.00	91.51%
E 100-43100-433 DUES & SUBSCRIPTIONS	\$639.00	\$0.00	\$0.00	\$0.00	\$639.00	0.00%
E 100-43100-570 CAPITAL OUTLAY (EQUIPMENT)	\$0.00	\$18,750.00	\$37,500.00	\$0.00	-\$37,500.00	0.00%
E 100-43100-720 TRANSFERS OUT	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0.00%
E 100-43200-383 RECYCLING EXPENSES	\$51,500.00	\$4,268.70	\$21,291.48	\$0.00	\$30,208.52	41.34%
E 100-45100-120 COMMUNITY EVENT CONTRIBUTIONS	\$6,900.00	\$0.00	\$0.00	\$0.00	\$6,900.00	0.00%
E 100-45200-409 YOUTH GROUPS	\$660.00	\$0.00	\$0.00	\$0.00	\$660.00	0.00%
E 100-45300-210 OPERATING SUPPLIES/MTN EQUIP.	\$1,090.00	\$0.00	\$0.00	\$0.00	\$1,090.00	0.00%
E 100-45300-220 MAINT.&REPAIR SUPPLIES (EQUIP)	\$6,387.00	\$0.00	\$0.00	\$0.00	\$6,387.00	0.00%



Account Descr	2020 YTD Budget	June 2020 Amt	2020 YTD Amt	Enc Current	2020 YTD Balance	%YTD Budget
E 100-45300-230 EQUIPMENT PURCHASES	\$560.00	\$0.00	\$0.00	\$0.00	\$560.00	0.00%
E 100-45300-310 OTHER CONSULTING EXPENSE	\$560.00	\$0.00	\$0.00	\$0.00	\$560.00	0.00%
E 100-45300-361 INSURANCE	\$3,745.00	\$0.00	\$3,871.60	\$0.00	-\$126.60	103.38%
E 100-45300-380 ELECTRIC & GAS UTILITIES	\$660.00	\$0.00	\$0.00	\$0.00	\$660.00	0.00%
E 100-45300-405 MISCELLANEOUS	\$230.00	\$0.00	\$0.00	\$0.00	\$230.00	0.00%
E 100-49240-375 CLAIM DEDUCTIBLE	\$577.00	\$0.00	\$500.00	\$0.00	\$77.00	86.66%
E 100-49240-620 AGENCY FEES	\$2,060.00	\$0.00	\$0.00	\$0.00	\$2,060.00	0.00%
FUND 100 GENERAL FUND	\$3,081,729.00	\$223,271.28	\$1,301,665.43	\$0.00	\$1,780,063.57	
FUND 200 WATER RESOURCE DEVELOPMENT						
E 200-41920-309 PIONEER-SARAH WATERSHED COMM	\$50,000.00	\$0.00	\$50,655.10	\$0.00	-\$655.10	101.31%
E 200-41920-310 OTHER CONSULTING EXPENSE	\$1,090.00	\$0.00	\$0.00	\$0.00	\$1,090.00	0.00%
E 200-41920-320 WATER RESOURCE STAFF	\$3,500.00	\$1,348.50	\$2,160.50	\$0.00	\$1,339.50	61.73%
E 200-41920-350 PRINTING & PUBLICATIONS	\$810.00	\$0.00	\$0.00	\$0.00	\$810.00	0.00%
E 200-41920-433 DUES & SUBSCRIPTIONS	\$0.00	\$0.00	\$530.00	\$0.00	-\$530.00	0.00%
E 200-41920-570 CAPITAL OUTLAY (EQUIPMENT)	\$10,930.00	\$0.00	\$0.00	\$0.00	\$10,930.00	0.00%
FUND 200 WATER RESOURCE DEVELOPMENT	\$66,330.00	\$1,348.50	\$53,345.60	\$0.00	\$12,984.40	
FUND 309 DEBT SERV PUB SAF BLD 01						
E 309-47000-611 INTEREST EXPENSE (Loan)	\$0.00	\$0.00	\$2,100.00	\$0.00	-\$2,100.00	0.00%
E 309-47000-620 AGENCY FEES	\$0.00	\$0.00	\$237.50	\$0.00	-\$237.50	0.00%
FUND 309 DEBT SERV PUB SAF BLD 01	\$0.00	\$0.00	\$2,337.50	\$0.00	-\$2,337.50	
FUND 314 2015A- GO BOND						
E 314-47000-601 BOND PRINCIPAL	\$0.00	\$0.00	\$145,000.00	\$0.00	-\$145,000.00	0.00%
E 314-47000-611 INTEREST EXPENSE (Loan)	\$0.00	\$0.00	\$11,456.25	\$0.00	-\$11,456.25	0.00%
FUND 314 2015A- GO BOND	\$0.00	\$0.00	\$156,456.25	\$0.00	-\$156,456.25	
FUND 402 ROAD CAPITAL IMPROVEMENTS FUND						
E 402-49450-303 ENGINEERING	\$0.00	\$0.00	\$12,694.00	\$0.00	-\$12,694.00	0.00%
FUND 402 ROAD CAPITAL IMPROVEMENTS FUND	\$0.00	\$0.00	\$12,694.00	\$0.00	-\$12,694.00	
FUND 403 EQUIPMENT CAPITAL IMPROVEMENTS						
E 403-43100-590 CAPITAL OUTLAY (COMPUTER)	\$0.00	\$1,775.00	\$142,980.00	\$0.00	-\$142,980.00	0.00%
FUND 403 EQUIPMENT CAPITAL IMPROVEMENTS	\$0.00	\$1,775.00	\$142,980.00	\$0.00	-\$142,980.00	
FUND 415 2020 STREET IMPROVEMENT						
E 415-41940-304 CIVIL, LEGAL (K&G)	\$0.00	\$0.00	\$212.50	\$0.00	-\$212.50	0.00%
E 415-41940-308 ARCHITECTURE	\$0.00	\$38,400.00	\$42,296.15	\$0.00	-\$42,296.15	0.00%
E 415-43100-303 ENGINEERING	\$0.00	\$4,652.40	\$8,446.40	\$0.00	-\$8,446.40	0.00%
FUND 415 2020 STREET IMPROVEMENT	\$0.00	\$43,052.40	\$50,955.05	\$0.00	-\$50,955.05	
FUND 416 CITY HALL REMODEL						
E 416-41940-303 ENGINEERING	\$0.00	\$826.00	\$4,638.50	\$0.00	-\$4,638.50	0.00%
FUND 416 CITY HALL REMODEL	\$0.00	\$826.00	\$4,638.50	\$0.00	-\$4,638.50	
FUND 430 CITY PROJECTS AGENCY FUND						
E 430-41900-303 ENGINEERING	\$0.00	\$0.00	\$1,193.00	\$0.00	-\$1,193.00	0.00%
E 430-41900-304 CIVIL, LEGAL (K&G)	\$0.00	\$739.50	\$2,604.40	\$0.00	-\$2,604.40	0.00%
E 430-41900-307 PLANNER CONTRACT	\$0.00	\$0.00	\$3,410.00	\$0.00	-\$3,410.00	0.00%
FUND 430 CITY PROJECTS AGENCY FUND	\$0.00	\$739.50	\$7,207.40	\$0.00	-\$7,207.40	
FUND 602 SEWER FUND						
E 602-49450-101 WAGES (FULL-TIME)	\$77,130.00	\$4,468.61	\$27,552.60	\$0.00	\$49,577.40	35.72%
E 602-49450-121 PERA	\$5,785.00	\$335.14	\$2,066.40	\$0.00	\$3,718.60	35.72%
E 602-49450-122 FICA(6.2) MEDICARE (1.45)	\$5,901.00	\$341.84	\$2,107.75	\$0.00	\$3,793.25	35.72%
E 602-49450-131 CITY PAID BENEFIT ALLOWANCE-LI	\$18,392.00	\$492.37	\$8,725.69	\$0.00	\$9,666.31	47.44%
E 602-49450-210 OPERATING SUPPLIES/MTN EQUIP.	\$1,060.00	\$0.00	\$1,476.00	\$0.00	-\$416.00	139.25%
E 602-49450-303 ENGINEERING	\$0.00	\$0.00	\$1,260.00	\$0.00	-\$1,260.00	0.00%

Account Descr	2020 YTD Budget	June 2020 Amt	2020 YTD Amt	Enc Current	2020 YTD Balance	%YTD Budget
E 602-49450-310 OTHER CONSULTING EXPENSE	\$0.00	\$0.00	\$89.00	\$0.00	-\$89.00	0.00%
E 602-49450-331 CONFERENCE & TRAVEL	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0.00%
E 602-49450-360 WORKERS COMP INSURANCE	\$858.00	\$0.00	\$616.60	\$0.00	\$241.40	71.86%
E 602-49450-361 INSURANCE	\$2,120.00	\$0.00	\$2,102.62	\$0.00	\$17.38	99.18%
E 602-49450-375 CLAIM DEDUCTIBLE	\$560.00	\$0.00	\$0.00	\$0.00	\$560.00	0.00%
E 602-49450-380 ELECTRIC & GAS UTILITIES	\$22,000.00	\$2,028.09	\$8,549.54	\$0.00	\$13,450.46	38.86%
E 602-49450-401 MAINT.&REPAIR BLD CONTRACT	\$21,860.00	\$300.00	\$5,901.03	\$0.00	\$15,958.97	26.99%
E 602-49450-404 MAINT.&REPAIR EQUIP.(CONTRACT)	\$0.00	\$450.00	\$1,632.50	\$0.00	-\$1,632.50	0.00%
E 602-49450-405 MISCELLANEOUS	\$1,650.00	\$0.00	\$0.00	\$0.00	\$1,650.00	0.00%
E 602-49450-414 METRO COUNCIL-ENVIRON.(SER CH)	\$49,000.00	\$3,422.62	\$23,958.34	\$0.00	\$25,041.66	48.89%
E 602-49450-415 SAC CHARGES	\$4,000.00	\$0.00	\$2,485.00	\$0.00	\$1,515.00	62.13%
E 602-49450-416 DEPRECIATION	\$139,116.00	\$34,779.00	\$69,558.00	\$0.00	\$69,558.00	50.00%
E 602-49450-417 LICENSES & PERMITS	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
E 602-49450-433 DUES & SUBSCRIPTIONS	\$795.00	\$0.00	\$0.00	\$0.00	\$795.00	0.00%
E 602-49450-560 CAPITAL OUTLAY (OFFICE EQUIP.)	\$560.00	\$0.00	\$0.00	\$0.00	\$560.00	0.00%
E 602-49450-570 CAPITAL OUTLAY (EQUIPMENT)	\$57,910.00	\$0.00	\$0.00	\$0.00	\$57,910.00	0.00%
E 602-49450-601 BOND PRINCIPAL	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	100.00%
E 602-49450-611 INTEREST EXPENSE (Loan)	\$13,650.00	\$0.00	\$7,177.50	\$0.00	\$6,472.50	52.58%
E 602-49450-620 AGENCY FEES	\$1,030.00	\$0.00	\$0.00	\$0.00	\$1,030.00	0.00%
FUND 602 SEWER FUND	\$484,677.00	\$46,617.67	\$225,258.57	\$0.00	\$259,418.43	
	\$3,632,736.00	\$317,630.35	\$1,957,538.30	\$0.00	\$1,675,197.70	

## License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

FOR MUNICIPAL USE ONLY

Applicant's Minnesota Tax ID Number

2369860

The Minnesota Tax ID must be issued in the same legal name of the licensee below.

License Authority

License Number

Period Covered

Date of Issuance

**Cigarettes/tobacco products will be sold** (a separate license is required for each location or vending machine):

☒ Over Counter

☐ Through Vending Machine

☐ Both

Licensee's Legal Name

Windsong Farm Golf Club, LLC

Federal Employer ID Number (FEIN)

45-4216284

Business Trade Name (doing business as)

Daytime Phone

763-479-7161

Complete Address of Business Location (permit location)

18 Golf WAK

County

Other Phone Number

City

Independence

State

MN

ZIP Code

55359

Fax Number

Mailing Address (if different than business address)

City

State

ZIP Code

Email Address

**Type of legal organization (check one):**

☐ Sole proprietor

☐ Minnesota corporation: Enter date of incorporation \_\_\_\_\_

☐ Partnership

☐ Out-of-state corporation: State of incorporation \_\_\_\_\_

☒ Other (describe) LLC

Are you registered to do business in Minnesota? ☒ Yes ☐ No

**Corporate officers or partners (attach a list if necessary)**

Name

PAUL P GLYNN

Title

Director of Operations

Address

1217 Hickory Circle

City

Waconia

State

MN

ZIP Code

55387

Name

Title

Address

City

State

ZIP Code

**As a licensed tobacco products or cigarette retailer, I understand that:**

1. I can purchase cigarettes and tobacco from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue. The Cigarette and Tobacco Distributor List is on our website. Go to [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and type Distributor List in the Search box.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Licensee Signature

Paul P Glynn

Title

Director of Operations

Print Name

PAUL P GLYNN

Date

7/22/2020

Daytime Phone

763-479-7161

Licensing Agent's Signature

Title

Print Name

Date

Daytime Phone

**License applicant:** Submit this form to the licensing authority along with the license application.

**Licensing authority:** Mail, email or fax to:

Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.

Fax: 651-556-5236. Email: [cigarette.tobacco@state.mn.us](mailto:cigarette.tobacco@state.mn.us)



# LICENCE APPLICATION TO SELL TOBACCO PRODUCTS

Check Type	Fee:
<input type="checkbox"/> NEW	Date:
<input checked="" type="checkbox"/> RENEWAL	Initial:

**Only an Owner, Officer, or Partner of the business may apply**

APPLICANT NAME (FIRST NAME, FULL MIDDLE NAME, LAST NAME)		MN TAX ID NUMBER 2369860
BUSINESS NAME Windsong Farm Golf Club, LLC		BUSINESS PHONE 763-479-7161
BUSINESS ADDRESS 18 Golf Walk, Independence, MN		ZIP 55359
NAME OF MANAGER PAUL P GLYNN	MANAGER BIRTHDATE 11-15-1960	MANAGER PHONE NUMBER 612-327-7559

MAILING ADDRESS IF DIFFERENT FROM ABOVE	CITY, STATE	ZIP
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**If a corporation:**

FULL AND ACCURATE CORPORATE NAME WINDSONG FARM GOLF CLUB LLC	STATE IN WHICH INCORPORATED MN	DATE OF INCORPORATION 01/17/2012
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**LIST ALL OWNERS, PARTNERS OR CORPORATE MEMBERS**

NAME (FIRST, FULL MIDDLE, LAST) DAVID MEYER	BIRTHDATE 4/25/1953	TITLE Chief Manager	HOME PHONE NUMBER
HOME ADDRESS 149 49th Ave East	CITY West Fargo	STATE ND	ZIP CODE 58078
NAME (FIRST, FULL MIDDLE, LAST) PAUL P GLYNN	BIRTHDATE 11-15-60	TITLE Director	HOME PHONE NUMBER 612 327 7559
HOME ADDRESS 1217 Hickory Circle	CITY Waconia	STATE MN	ZIP CODE 55387
NAME (FIRST, FULL MIDDLE, LAST)	BIRTHDATE	TITLE	HOME PHONE NUMBER
HOME ADDRESS	CITY	STATE	ZIP CODE

Attach separate sheet if more space is needed

1. Method by which Tobacco Products will be sold: <input checked="" type="checkbox"/> (a) Over the counter <input type="checkbox"/> (b) Over the counter and vending machine <input type="checkbox"/> (c) Vending machine only
2. If vending machine, indicate the category your business falls under: <input checked="" type="checkbox"/> (a) On-Sale Alcoholic Beverage Establishment <input checked="" type="checkbox"/> (b) Off-Sale Liquor Store <input type="checkbox"/> (c) Licensed Hotel <input type="checkbox"/> (d) Not a place of Public Accommodation
3. If (d) above was checked, where is tobacco product vending machine located? _____ How is the general public or persons under age 18 prevented from entering this area? _____

I hereby certify that I have read and understand every question in this application and that the answer to every question is true to the best of my knowledge and belief. I further understand that giving false information in this application constitutes cause for the immediate revocation of any license issued hereunder.

PRINT NAME PAUL P GLYNN	SIGNATURE Paul P Glynn	DATE 7/22/2020
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City of Independence  
***Request for Site Plan Review and Consideration of a Variance***  
***for the Property located at 6511 Highway 12***

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<i>To:</i>	City Council
<i>From:</i>	Mark Kaltsas, City Planner
<i>Meeting Date:</i>	August 4, 2020
<i>Applicant:</i>	PTS Products, Inc.
<i>Owner:</i>	Paul Soberg
<i>Location:</i>	6511 Highway 12

***Request:***

PTS Products, Inc. (Applicants/Owners) requests that the City consider the following action for the property located at 6511 US Highway 12 (PID No. 22-118-24-44-0011) in Independence, MN:

- a. Site plan approval to allow a new detached storage building to be located on the subject property.
- b. A variance to allow a new detached accessory building to have the same exterior siding as the existing building. The exterior siding does not meet the applicable design standard requirements of the City Ordinance for properties zoned CLI – Commercial Light Industrial.

***Property/Site Information:***

The property is located on the south side of Highway 12 just west of the intersection of County Road 90 and Highway 12. The property has an existing commercial building and parking lot. There is a significant wetland on the south side of the property. The property has the following characteristics:

Property Information: 6511 Highway 12  
Zoning: CLI - *Commercial Light Industrial*  
Comprehensive Plan: *Commercial Light Industrial*  
Acreage: 6.75 acres



6511 Highway 12 Aerial



**Discussion:**

The applicant is seeking site plan approval to allow an accessory building to be constructed on the subject property. In 2018, the City reviewed and approved an expansion of the existing building. The expansion of the building provided for a total of 25,600 SF of commercial space. The applicant is now seeking approval to add a 4,800 SF detached accessory storage building on the property.

Along with the request to expand the building in 2018, the applicant also sought and received approval for a variance to allow the building to be constructed using matching materials to the existing building (steel panels) rather than residing the entire building with materials that met applicable architectural design standards. The City noted that the east façade of the building met applicable design requirements and was the most visible from TH 12. The City allowed the expansion of the building using materials that matched the existing building.

The applicant is proposing a new detached accessory storage building that would be located behind the existing building. The new building would be used solely for storage and would not increase the number of employees or provide finished interior manufacturing space. The applicant would like the City to consider

granting a variance to allow the detached accessory storage building to match the exterior of the existing building (steel panels).

The subject property is zoned CLI – Commercial Light Industrial. Manufacturing is a permitted use within the CLI zoning district. New construction and expansion of existing buildings in the CLI zoning district requires the review and approval of the City. The extent of the review is based on the intensity of the proposed development along with the ability of the proposed development to meet the requirements of the zoning ordinance (Sections 530.17 and 530.23).

The City has adopted site requirements for commercial development and there are several provisions within the commercial standards that are applicable to the proposed building expansion.

**530.23. - Building design requirements.**

Subd. 1. *Standards established.* Building design standards are hereby established to ensure commercial and industrial buildings meet acceptable aesthetic standards.

Subd. 2. *Applicability.* The design standards in this section shall apply to the following:

- (a) All facades of new principal buildings;
- (b) All facades of new accessory buildings;
- (c) Remodeling of existing buildings that result in "refacing" more than one side of an existing building or refacing of the wall oriented towards the nearest public road.
- (d) Additions to buildings that increase the gross floor area by more than 15 percent for commercial or retail buildings, or 25 percent for industrial buildings. Additions not exceeding these thresholds may be constructed using exterior materials that match or are compatible with the existing building materials.

**530.17. - Site development standards.**

Subd. 3. *Setbacks.* All buildings and structures must meet or exceed the following setbacks:

- (a) Front yard setback: 100 feet from centerline of road.
- (b) Side yard setback: 20 feet from side lot line.
- (c) Rear yard setback: 20 feet from rear lot line.
- (d) Setback from boundary of agricultural or rural residential district: 100 feet.

The City has reviewed the plans as they relate to the standards provided in the zoning ordinance. The following items should be further considered by the Planning Commission:

1. Building Design – The City ordinance states that accessory structures in the CLI zoning district shall conform to the design standards noted in the CLI section of the zoning ordinance (530.23). The standards do not provide specifically for accessory structures, but there is no other standard identified. For this reason, accessory structures are treated the same as principle buildings.

- a. Allowed materials for principal buildings. Principal commercial or industrial buildings in the commercial/industrial zoning district shall use the following materials on their exterior facades:
  - (1) Brick;
  - (2) Natural stone or stone veneers;
  - (3) Decorative concrete block (color impregnated with a split faced, robbed, or textured surface;
  - (4) Glass curtain wall panels;
  - (5) Stucco or synthetic stucco;
  - (6) Exterior insulation and finish systems (EIFS).

The applicant has prepared an illustrative image which shows the proposed exterior elevations of the new building. The primary material proposed is standing seam metal which is consistent with the majority of the existing building. The applicant is asking the City to consider allowing the proposed addition to be constructed of materials similar to the existing building noting that the majority of the addition will be located behind the existing building. The applicant also noted that the existing building located to the east of this building is constructed of similar materials. In order for the City to consider approval of the accessory building utilizing materials that match the existing building, a variance is required.

2. Site Design and Parking Requirements - The applicant is proposing to construct a gravel driveway to access the proposed building off of the existing parking lot. The City generally requires bituminous pavement for all driveways and parking areas in the CLI zoning district. The City has allowed outdoor storage areas to use a gravel surface similar to that which is being proposed. The Planning Commission recommended that the applicant be permitted to construct the access driveway out of gravel rather than bituminous.

For wholesale and warehousing uses, the City requires: one parking space for each 2,000 square feet of gross floor area. The total existing building square footage is approximately 26,000 square feet and would therefore require 13 parking spaces. The existing site has 54 parking spaces. The proposed new building would add 4,800 square feet and require an additional 2 parking spaces for a total of 15 spaces. The number of existing parking spaces would satisfy parking requirements for this site even with the proposed new accessory storage building.

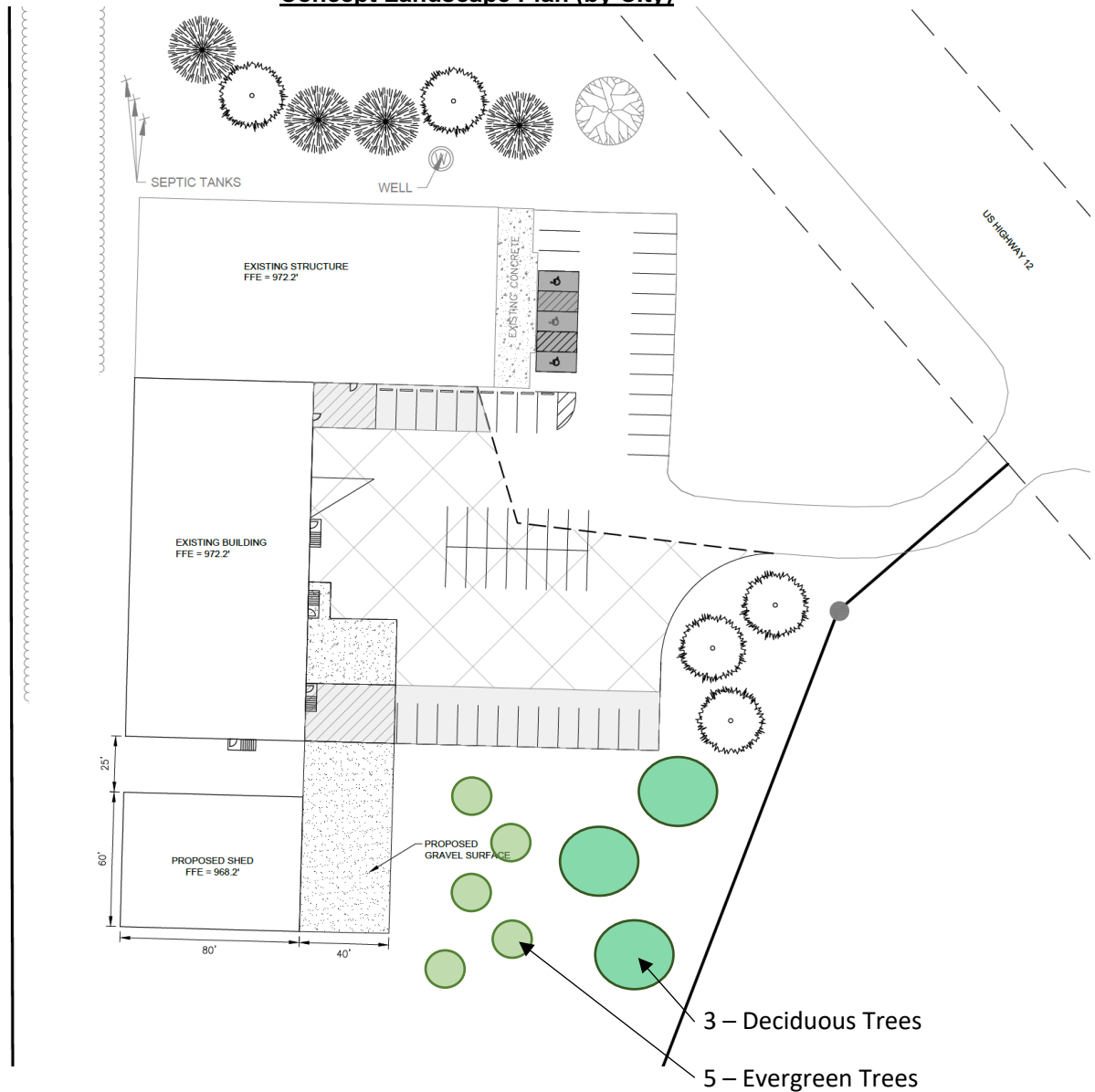
3. Setbacks – The City has the following setback requirements for buildings located in the CLI zoning district:
  - a. Front yard setback: 100 feet from centerline of road.
  - b. Side yard setback: 20 feet from side lot line.
  - c. Rear yard setback: 20 feet from rear lot line.
  - d. Setback from boundary of agricultural or rural residential district: 100 feet.



The proposed new accessory storage building would meet all applicable setbacks. The closest setback would be from the west (side) property line. The proposed accessory storage building would be approximately 50 feet from the west (side) property line.

4. Landscaping – The City worked with the applicant during the last plan review to develop a landscape plan that met the intent of the landscape ordinance. It should be noted that the applicant has not completed all requisite landscaping from the 2018 approval. The City has been working with the applicant to complete the requisite work. No new landscaping is proposed with this plan. The City could request additional landscaping along the east side of the building to provide additional screening from TH 12. The City would recommend requiring 5 - 6' tall evergreen trees and 3 - 2.5" caliper deciduous trees along the east side of the proposed building (see concept plan below).
5. Storm Water Management – The proposed improvements do not trigger the one-half acre threshold for site improvements. The plan will need to comply with all applicable standards relating to storm water. The City does recognize that the runoff from the impervious surface is directed to the south and there is a significant infiltration area prior to the water getting to the wetland area at the south end of the property.
6. Lot Coverage - The maximum impervious lot coverage in the CLI zoning district is thirty (30) percent. The overall site is 293,600 square feet. Thirty (30) percent of the total site area would allow 88,000 square feet of impervious coverage. The total existing impervious surface area is 61,300 square feet. The proposed new building and associated site improvements would add an additional 8,200 square feet for a total of 69,500 square feet. This total is below the maximum coverage area.

### Concept Landscape Plan (by City)



In addition to the site plan review, the City's ordinance has established criteria for consideration in granting a variance.

*520.21. Standards for granting variances. Subdivision 1. The City Council may grant a variance from the terms of this zoning code, including restrictions placed on nonconformities, in cases where: 1) the variance is in harmony with the general purposes and intent of this zoning code; 2) the variance is consistent with the comprehensive plan; and 3) the applicant establishes that there are practical difficulties in complying with the zoning code (Amended, Ord. 2011-08)*

*Subd. 2. An applicant for a variance must demonstrate that there are practical difficulties in complying with the zoning code. For such purposes, “practical difficulties” means:*

- (a) The property owner proposes to use the property in a reasonable manner not permitted by the zoning code;*
- (b) the plight of the property owner is due to circumstances unique to the property not created by the landowner;*
- (c) the variance, if granted, will not alter the essential character of the locality.*

*Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. (Amended, Ord. 2011-08)*

*Subd. 3. The City Council shall not grant a variance to permit a use that is not allowed under the zoning code based on the zoning classification of the affected property. (Amended, Ord. 2011-08)*

*520.23. Conditions and restrictions. The board of adjustments may recommend and the City Council may impose conditions on a variance. Conditions must be directly related to and must bear a rough proportionality to the impact created by the variance. (Amended, Ord. 2011-08)*

Consideration of the criteria for granting a variance:

- a. The applicant is proposing to use the property in a manner consistent with the Commercial Light Industrial District - CLI.
- b. The character of the surrounding area is commercial with similar structures and site improvements.
- c. The proposed variance to allow an accessory building that matches the exterior façade and materials of the existing building on this property is in keeping with the City’s comprehensive plan.
- d. The applicant is proposing to locate the new building to the rear of the existing building which will help to mitigate potential impacts from Highway 12.
- e. The applicant can screen the proposed building with new landscaping to further mitigate any visual impacts from TH 12.
- f. The buildings in the surrounding area are generally constructed of similar building materials.
- g. The proposed building addition will meet all other requisite requirements for this property.

The City will need to determine if the requested variances meet the requirements for granting a variance.

***Planning Commission Review and Comments:***

Planning Commissioners reviewed the request and asked questions of staff and the petitioner. Commissioners were concerned that the landscaping required with the last amendment had not been installed. The Applicant noted that there were issues with installing the septic tank that has interfered with the installation of the requisite landscaping. Planning Commissioners recommended that the Applicant be required to add additional landscaping in accordance with the concept landscape plan that was prepared by staff. Commissioners also recommended that the applicant be permitted to construct the access driveway out of gravel rather than bituminous. Commissioners did recommend approval to the City Council with the findings and conditions contained within this report and the corresponding resolution.

***Neighbor Comments:***

The City has not received any written or verbal comments regarding the proposed site plan review.

***Recommendation:***

Staff is seeking a recommendation from the Planning Commission relating to the site plan review and variance. Should the Planning Commission make a positive recommendation to the City Council, the following findings and conditions should be considered:

1. The proposed site plan approval and variance request meet all applicable conditions and restrictions stated in Chapter V, Section 520.25, Site Plan Approval Procedures and Chapter V, Section 520.19, Procedures on Variances, in the City of Independence Zoning Ordinance.
2. City Council approval is approved of the variance and site plan review is subject to the following conditions:
  - a. The Applicant shall prepare a final landscape plan based on the concept plan included in the staff report.
  - b. The Applicant shall revise the site plan based on any outstanding comments or direction provided by the City Council.
3. Site plan approval shall allow the construction of the new detached storage building in accordance with the approved site plan prepared by Wenck Associates and attached hereto as Exhibit B.
4. The total impervious surface coverage for this property will not exceed 30% of the total lot area.
5. Landscaping shall be installed and maintained in accordance with the concept landscape plan. The Applicant shall prepare a landscape plan prior to consideration by the City Council.

6. The variance will allow the construction of a new building using exterior materials (matching steel panels) that match the existing building and in accordance with the approved building elevations attached hereto as Exhibit C.
7. The City finds the following existing conditions of the property support the request for a variance and are consistent with the criteria for granting a variance:
  - a. The applicants are proposing to use the property in a manner consistent with the Commercial Light Industrial – CLI zoning district.
  - b. The character of the surrounding area is commercial or guided for commercial development.
  - c. The proposed expansion of the building is generally in keeping with the City's comprehensive plan.
  - d. The additional landscaping will provide a buffer between the highway and the existing and proposed building.
  - e. The variance will allow the expansion of a commercial business in the City's CLI zoning district. The City's approval of the requested applications will be beneficial in supporting its local businesses and protecting valuable jobs within the City.
8. Any change in use shall be subject to the City review and approval.
9. No outdoor storage is permitted on the property.
10. The Applicant shall comply with all applicable storm water requirements and obtain any additional storm water approvals if determined necessary.
11. Any new building or site lighting shall comply with the City's applicable standards. The Applicant shall submit cut sheets to the City prior to obtaining building permit approval.
12. Any future development or improvements made to this property will need to be in compliance with all applicable standards relating to the Commercial-Light Industrial zoning district.
13. The Applicant shall pay for all costs associated with the City's review of the requested site plan and variance approval.
14. The resolution shall be recorded against the property.
15. The Applicant shall pay all applicable fees associated with the City processing the application for site plan review and a variance.

***Attachments:***

1. Applications
2. Site Plan
3. Building Elevations



**RESOLUTION NO. 20-0804-01**

**RESOLUTION APPROVING SITE PLAN REVIEW AND A VARIANCE TO ALLOW  
THE EXPANSION OF THE EXISTING BUILDING ON THE PROPERTY LOCATED  
AT 6511 HIGHWAY 12**

WHEREAS, the City of Independence (the “City”) is a municipal corporation under the laws of Minnesota; and

WHEREAS, the City adopted a comprehensive plan in 2010 to guide the development of the community; and

WHEREAS, the City has adopted a zoning ordinance and other official controls to assist in implementing the comprehensive plan; and

WHEREAS, PTS Products, Inc. (Applicants/Owners) requests that the City consider approval of site plan review and a variance to allow the expansion of the existing building on the property located at 6511 US Highway 12 (PID No. 22-118-24-44-0011) (the “Property”); and

WHEREAS, the Property is zoned Commercial Light Industrial – CLI; and

WHEREAS, the Property is legally described as shown and depicted on Exhibit A attached hereto; and

WHEREAS the requested Site Plan Review and Variance meets all requirements, standards and specifications of the City of Independence zoning ordinance for property zoned Commercial Light Industrial - CLI; and

WHEREAS the Planning Commission held a public hearing on July 21, 2020 to review the application for Site Plan Review and Variance, following mailed and published noticed as required by law; and

WHEREAS, the City Council has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the applicant and all interested parties; and has now concluded that the application is in compliance with all applicable standards and can be considered for approval.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDEPENDENCE, MINNESOTA, that it should and hereby does approve the application by

PTS Products, Inc. and grants Site Plan Review and a Variance for the subject property in accordance with the City's zoning regulations with the following findings and conditions:

1. The proposed Site Plan approval and Variance request meet all applicable conditions and restrictions stated in Chapter V, Section 520.25, Site Plan Approval Procedures and Chapter V, Section 520.19, Procedures on Variances, in the City of Independence Zoning Ordinance.
2. City Council approval is approved of the variance and site plan review is subject to the following conditions:
  - a. The Applicant shall prepare a final landscape plan based on the concept plan included in the staff report.
  - b. The Applicant shall revise the site plan based on any outstanding comments or direction provided by the City Council.
3. Site plan approval shall allow the construction of the new detached storage building in accordance with the approved site plan prepared by Wenck Associates and attached hereto as Exhibit B.
4. The total impervious surface coverage for this property will not exceed 30% of the total lot area.
5. Landscaping shall be installed and maintained in accordance with the concept landscape plan. The Applicant shall prepare a landscape plan prior to consideration by the City Council.
6. The variance will allow the construction of a new building using exterior materials (matching steel panels) that match the existing building and in accordance with the approved building elevations attached hereto as Exhibit C.
7. The City finds the following existing conditions of the property support the request for a variance and are consistent with the criteria for granting a variance:
  - a. The applicants are proposing to use the property in a manner consistent with the Commercial Light Industrial – CLI zoning district.
  - b. The character of the surrounding area is commercial or guided for commercial development.
  - c. The proposed expansion of the building is generally in keeping with the City's comprehensive plan.
  - d. The additional landscaping will provide a buffer between the highway and the existing and proposed building.
  - e. The variance will allow the expansion of a commercial business in the City's CLI zoning district. The City's approval of the requested applications will be beneficial in supporting its local businesses and protecting valuable jobs within the City.

8. Any change in use shall be subject to the City review and approval.
9. No outdoor storage is permitted on the property.
10. The Applicant shall comply with all applicable storm water requirements and obtain any additional storm water approvals if determined necessary.
11. Any new building or site lighting shall comply with the City's applicable standards. The Applicant shall submit cut sheets to the City prior to obtaining building permit approval.
12. Any future development or improvements made to this property will need to be in compliance with all applicable standards relating to the Commercial-Light Industrial zoning district.
13. The Applicant shall pay for all costs associated with the City's review of the requested site plan and variance approval.
14. The resolution shall be recorded against the property.
15. The Applicant shall pay all applicable fees associated with the City processing the application for site plan review and a variance.

This resolution was adopted by the City Council of the City of Independence on this 4<sup>th</sup> day of August 2020, by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

---

Marvin Johnson, Mayor

ATTEST:

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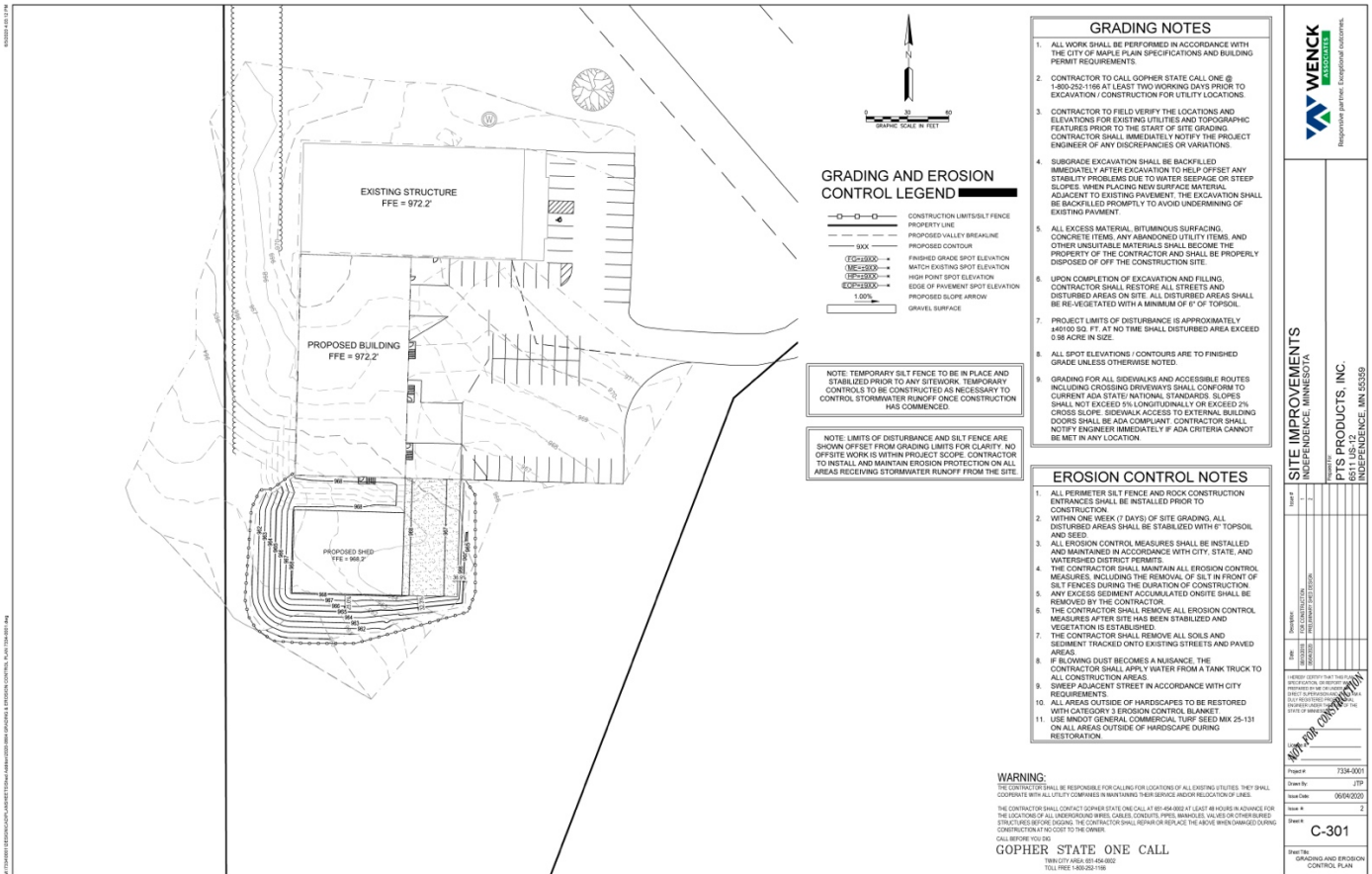
Mark Kaltsas, City Administrator



**EXHIBIT A**  
*(Legal Description)*

# EXHIBIT B

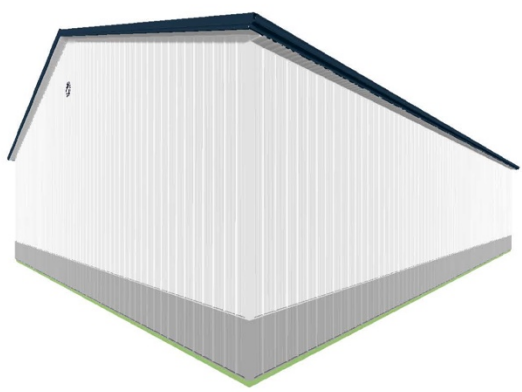
(Site Plans)





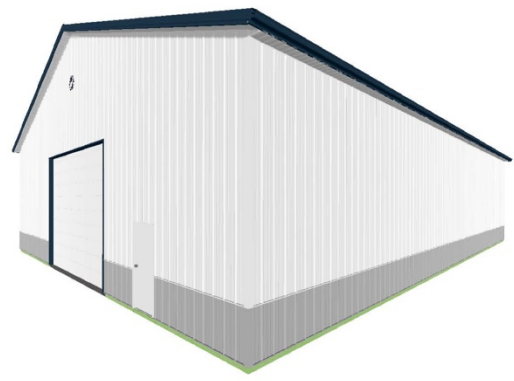
**EXHIBIT C**  
*(Building Elevations)*

WBP  
OC License  
B0004823  
**MORTON BUILDINGS, INC.**  
232 W Adams, P.O. Box 389 • Morton, Illinois 61550-0389  
306X 60'x16' 4"X80' West and South Walls  
Date: 5/21/2020  
Page: 4 of 7



59-10262-20200521-6632646-8094-4  
© 2020 Morton Buildings, Inc.

WBP  
OC License  
B0004823  
**MORTON BUILDINGS, INC.**  
232 W Adams, P.O. Box 389 • Morton, Illinois 61550-0389  
306X 60'x16' 4"X80' East and North Walls  
Date: 5/21/2020  
Page: 5 of 7



59-10262-20200521-6632646-8094-4  
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## City of Independence

The Independence City Code was established to protect both current and future residents from the negative impacts of improper development and to ensure a positive future for the city. The land use application review is the mechanism that allows the city to examine proposed uses to ensure compatibility with the surrounding environment, natural or otherwise. It is important to understand that a proposed use may be acceptable in some circumstances, but unacceptable in others—all applications are viewed on a case-by-case basis.

- ☐ Appeal
- ☐ Comprehensive Plan Amendment
- ☐ Concept Plan
- ☐ Conditional Use Permit
  - ☐ Residential
  - ☐ Commercial/Light Industrial
  - ☐ Telecommunications
  - ☐ Agriculture
  - ☐ Home Occupation
  - ☐ Non-Conforming Use
  - ☐ Guest/Bunk House
  - ☐ Institutional
  - ☐ CUP Amendment
- ☐ Extension Request
- ☐ Final Plat
- ☐ Interim Use Permit
- ☐ Lot Consolidation
- ☐ Minor Subdivision (Survey)
  - ☐ Lot Subdivision
  - ☐ Lot Combination
  - ☐ Lot Line Rearrangement
- ☐ Moving Buildings
- ☐ Preliminary Plat
- ☐ Rezoning
- ☒ Site Plan Review (Commercial)
- ☐ Vacation
- ☒ Variance
  - ☐ Subdivision Regulations
  - ☐ Zoning
  - ☐ Road Frontage
- ☐ Zoning Text Amendment

*\*Please check all that apply*

**Request:** To build a 80' X 60'  
Storage shed just south  
of existing building. see  
included documents for  
more detail. Does not effect  
the number of employees.

**Site Address or Property Identification Number(s):**

6511 Hwy 12  
Independence, MN 55359

NOTE: Minnesota State Statute 15.99 requires local governments to review an application within 15 days of its submission to determine if an application is complete and/or if additional information is needed to adequately review the subject request. *To ensure an expedited review, applicants shall schedule a pre-application meeting with the City Planner/Administrator at least one week prior to submittal.* Most applications have a review period of 60 days, with the City's ability to extend an additional 60 days if necessary due to insufficient information or schedule.

### Office Use Only

	Date
Application Amount	Application Check #
Escrow Paid	Escrow Check #
Date Accepted by Planner	Accepted By
City Planner	

**\*\*\*Note:** All parties with a fee interest in the real estate must sign this application before the City will review for consideration!

**Applicant Information:**

Name: PTS Products/Paul Soberg

Address: 6511 Hwy 12

City, State, Zip: Independence, MN 55359

Phone: 952-472-3677

Email: psoberg@ptspro.com

Signature: Paul Soberg

**Owner Information (if different than applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*SAME*

**Checklist:** Please review the checklist that goes with the request(s) as all materials in the checklist unless waived by the City.

**Review Deadline and Timeline:** All applications must be received by the deadline according to the schedule attached hereto. Failure to submit by the date shown will result in a delay in the scheduling of the application review by Planning Commission and City Council.

---

***Application for Planning Consideration Fee Statement***

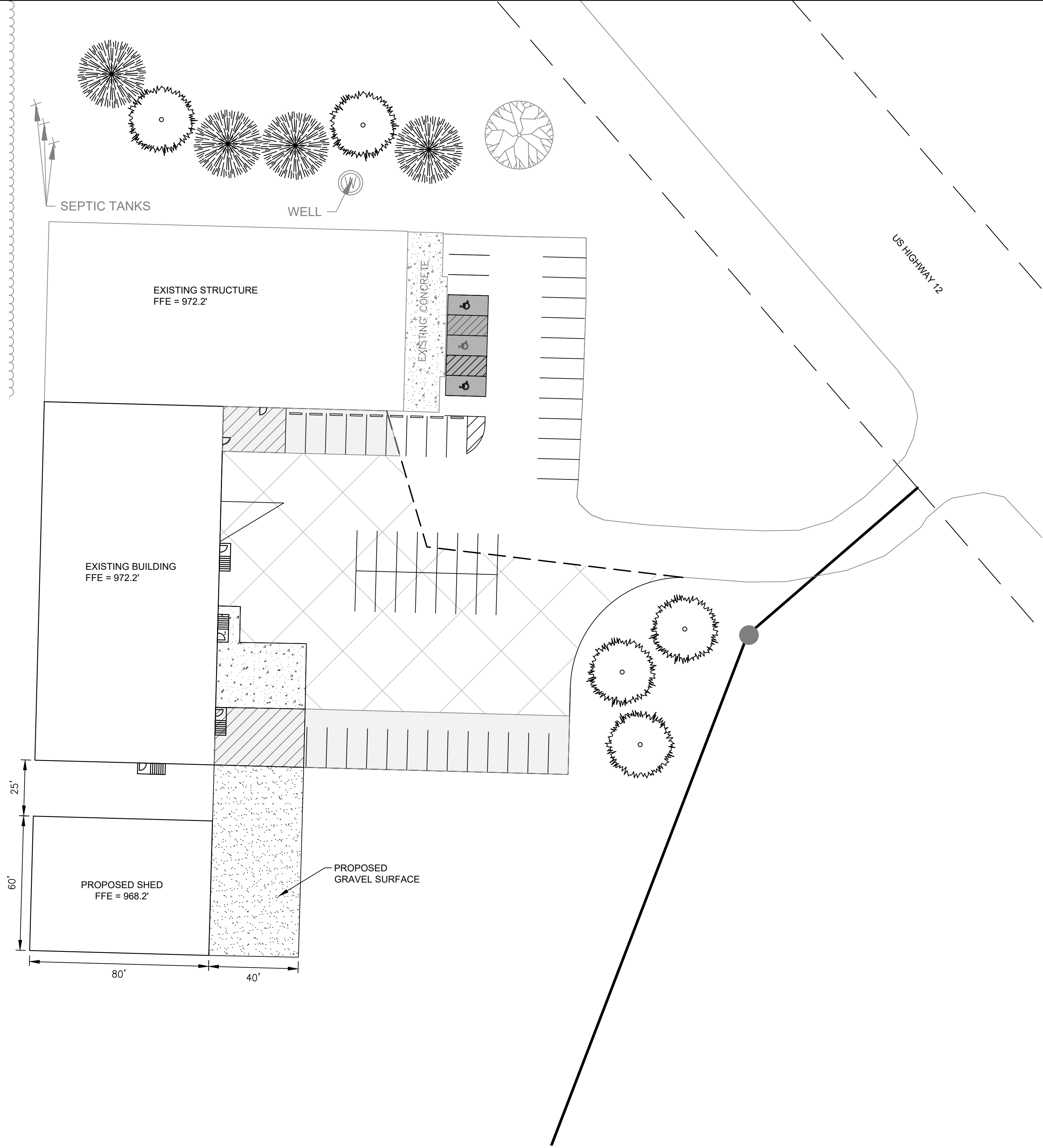
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The City of Independence has an annually adopted fee schedule. However, projects of large scope that include two or more requests will be required to provide a larger deposit than the resolution sets forth as set by the City Administrator. The fees collected for land use projects are collected as deposits. All invoices associated with each land employ application will be billed to the applicant within 30 days upon receipt by the City for each project. The City of Independence often utilizes consulting firms to assist in the review of projects. The consultant and City rates are shown at the bottom of this form. By signing this form, the applicant recognizes that he/she is solely responsible for any and all fees associated with the land use application from the plan review stage to the construction monitoring stage through to the release of any financial guarantee for an approved project. If a project is denied by the City Council or withdrawn by the applicant, the fees associated for the project until such denial or withdrawal, remain the applicant's responsibility.

I UNDERSTAND THE FEE STATEMENT AND RESPONSIBILITIES ASSOCIATED WITH THIS LAND USE APPLICATION:

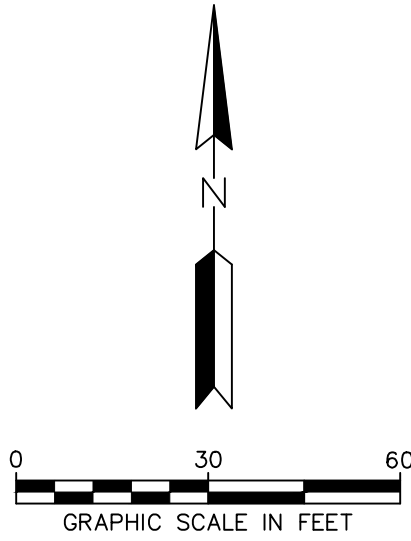
Applicant Signature: Paul Soberg  
Date: 6/9/2020

Owner Signature (if different): \_\_\_\_\_  
Date: \_\_\_\_\_



SITE LEGEND

- PROPERTY LINE
- EASEMENT LINE
- SAWCUT LINE
- P.1 STANDARD DUTY BITUMINOUS PAVEMENT
- P.2 HEAVY DUTY BITUMINOUS PAVEMENT
- P.3 HEAVY DUTY CONCRETE PAVEMENT
- PROPOSED PARKING COUNT
- GRAVEL SURFACE



SITE NOTES

- ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY / COUNTY REGULATIONS AND CODES, AND O.S.H.A STANDARDS.
- CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS OF AND DIMENSIONS OF VESTIBULES, SLOPE PAVING, SIDEWALKS, EXIT PORCHES, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS, AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
- ALL DISTURBED AREAS ARE TO RECEIVE 6" OF TOPSOIL, SOD, AND WATER UNTIL SOD IS FULLY ESTABLISHED.
- ALL DIMENSIONS AND RADII ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
- SITE BOUNDARY, TOPOGRAPHY, UTILITY, AND ROAD INFORMATION TAKEN FROM A SURVEY BY SCHOBORG LAND SURVEYORS DATED 8/21/17.
- TOTAL LAND AREA IS ±6.74 ACRES.
- LIMITS OF DISTURBANCE ±40100 SQ FT.
- AT NO TIME SHALL LIMITS OF DISTURBANCE EXCEED 0.98 ACRES.

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG

GOPHER STATE ONE CALL

TWIN CITY AREA: 651-454-0002  
TOLL FREE 1-800-252-1166

SITE IMPROVEMENTS  
INDEPENDENCE, MINNESOTA

Date	Description	Issue #
08/10/2018	FOR CONSTRUCTION	1
06/04/2020	PRELIMINARY SHED DESIGN	2

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

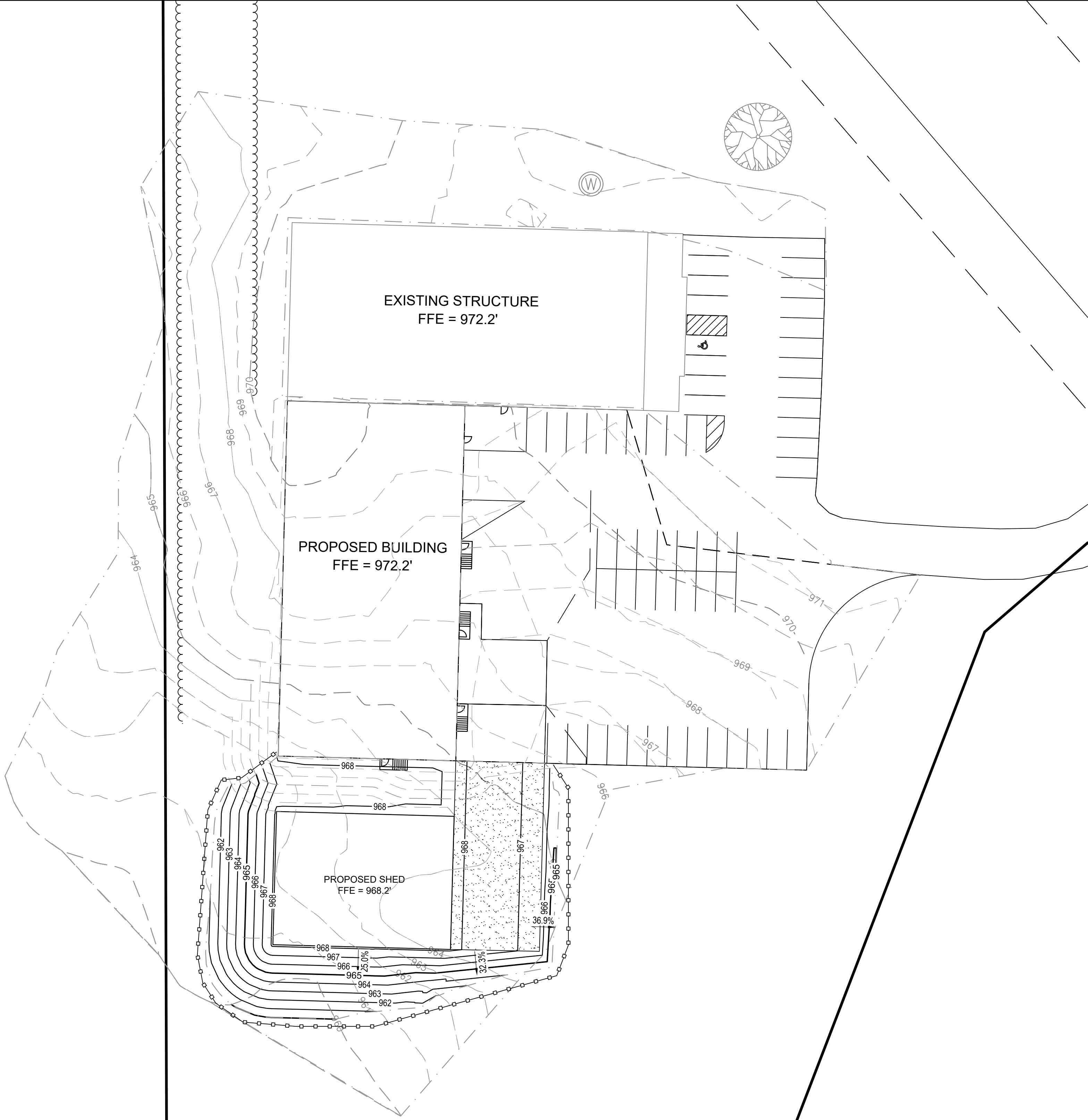
License #  
Project #  
Drawn By: JTP  
Issue Date: 06/04/2020  
Issue #: 2  
Sheet #: C-102

Site Title: SITE PLAN



Responsive partner. Exceptional outcomes.





## GRADING AND EROSION CONTROL LEGEND

- CONSTRUCTION LIMITS/SILT FENCE
- PROPERTY LINE
- PROPOSED VALLEY BREAKLINE
- PROPOSED CONTOUR
- 9XX
- FG=±9XX
- ME=±9XX
- HP=±9XX
- EOP=±9XX
- 1.00%
- GRAVEL SURFACE

NOTE: TEMPORARY SILT FENCE TO BE IN PLACE AND STABILIZED PRIOR TO ANY SITEWORK. TEMPORARY CONTROLS TO BE CONSTRUCTED AS NECESSARY TO CONTROL STORMWATER RUNOFF ONCE CONSTRUCTION HAS COMMENCED.

NOTE: LIMITS OF DISTURBANCE AND SILT FENCE ARE SHOWN OFFSET FROM GRADING LIMITS FOR CLARITY. NO OFFSITE WORK IS WITHIN PROJECT SCOPE. CONTRACTOR TO INSTALL AND MAINTAIN EROSION PROTECTION ON ALL AREAS RECEIVING STORMWATER RUNOFF FROM THE SITE.

## GRADING NOTES

- ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE CITY OF MAPLE PLAIN SPECIFICATIONS AND BUILDING PERMIT REQUIREMENTS.
- CONTRACTOR TO CALL GOPHER STATE CALL ONE @ 1-800-252-1166 AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION / CONSTRUCTION FOR UTILITY LOCATIONS.
- CONTRACTOR TO FIELD VERIFY THE LOCATIONS AND ELEVATIONS FOR EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF SITE GRADING. CONTRACTOR SHALL IMMEDIATELY NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS.
- SUBGRADE EXCAVATION SHALL BE BACKFILLED IMMEDIATELY AFTER EXCAVATION TO HELP OFFSET ANY STABILITY PROBLEMS DUE TO WATER SEEPAGE OR STEEP SLOPES. WHEN PLACING NEW SURFACE MATERIAL ADJACENT TO EXISTING PAVEMENT, THE EXCAVATION SHALL BE BACKFILLED PROMPTLY TO AVOID UNDERMINING OF EXISTING PAVMENT.
- ALL EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ANY ABANDONED UTILITY ITEMS, AND OTHER UNSUITABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE PROPERLY DISPOSED OF OFF THE CONSTRUCTION SITE.
- UPON COMPLETION OF EXCAVATION AND FILLING, CONTRACTOR SHALL RESTORE ALL STREETS AND DISTURBED AREAS ON SITE. ALL DISTURBED AREAS SHALL BE RE-VEGETATED WITH A MINIMUM OF 6" OF TOPSOIL.
- PROJECT LIMITS OF DISTURBANCE IS APPROXIMATELY ±40100 SQ. FT. AT NO TIME SHALL DISTURBED AREA EXCEED 0.98 ACRE IN SIZE.
- ALL SPOT ELEVATIONS / CONTOURS ARE TO FINISHED GRADE UNLESS OTHERWISE NOTED.
- GRADING FOR ALL SIDEWALKS AND ACCESSIBLE ROUTES INCLUDING CROSSING DRIVEWAYS SHALL CONFORM TO CURRENT ADA STATE/ NATIONAL STANDARDS. SLOPES SHALL NOT EXCEED 5% LONGITUDINALLY OR EXCEED 2% CROSS SLOPE. SIDEWALK ACCESS TO EXTERNAL BUILDING DOORS SHALL BE ADA COMPLIANT. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY IF ADA CRITERIA CANNOT BE MET IN ANY LOCATION.

## EROSION CONTROL NOTES

- ALL PERIMETER SILT FENCE AND ROCK CONSTRUCTION ENTRANCES SHALL BE INSTALLED PRIOR TO CONSTRUCTION.
- WITHIN ONE WEEK (7 DAYS) OF SITE GRADING, ALL DISTURBED AREAS SHALL BE STABILIZED WITH 6" TOPSOIL AND SEED.
- ALL EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH CITY, STATE, AND WATERSHED DISTRICT PERMITS.
- THE CONTRACTOR SHALL MAINTAIN ALL EROSION CONTROL MEASURES, INCLUDING THE REMOVAL OF SILT IN FRONT OF SILT FENCES DURING THE DURATION OF CONSTRUCTION.
- ANY EXCESS SEDIMENT ACCUMULATED ONSITE SHALL BE REMOVED BY THE CONTRACTOR.
- THE CONTRACTOR SHALL REMOVE ALL EROSION CONTROL MEASURES AFTER SITE HAS BEEN STABILIZED AND VEGETATION IS ESTABLISHED.
- THE CONTRACTOR SHALL REMOVE ALL SOILS AND SEDIMENT TRACKED ONTO EXISTING STREETS AND PAVED AREAS.
- IF BLOWING DUST BECOMES A NUISANCE, THE CONTRACTOR SHALL APPLY WATER FROM A TANK TRUCK TO ALL CONSTRUCTION AREAS.
- SWEEP ADJACENT STREET IN ACCORDANCE WITH CITY REQUIREMENTS.
- ALL AREAS OUTSIDE OF HARDSCAPES TO BE RESTORED WITH CATEGORY 3 EROSION CONTROL BLANKET.
- USE MNDOT GENERAL COMMERCIAL TURF SEED MIX 25-131 ON ALL AREAS OUTSIDE OF HARDSCAPE DURING RESTORATION.

### WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG

GOPHER STATE ONE CALL

TWIN CITY AREA: 651-454-0002  
TOLL FREE 1-800-252-1166



Responsive partner. Exceptional outcomes.

SITE IMPROVEMENTS  
INDEPENDENCE, MINNESOTA

Issue #  
1 2

Description:  
FOR CONSTRUCTION  
PRELIMINARY SHED DESIGN

Date:  
08/10/2018  
06/04/2020

Project #:  
7334-0001

Drawn By:  
JTP

Issue Date:  
06/04/2020

Issue #:  
2

Sheet #:  
C-301

Sheet Title:  
GRADING AND EROSION  
CONTROL PLAN

Prepared For:  
PTS PRODUCTS, INC.  
6511 US-12  
INDEPENDENCE, MN 55359

License #:  
7334-0001

Project #:  
7334-0001

Drawn By:  
JTP

Issue Date:  
06/04/2020

Issue #:  
2

Sheet #:  
C-301

Sheet Title:  
GRADING AND EROSION  
CONTROL PLAN





5/21/2020

Paul Soberg  
6511 Highway 12  
Maple Plain , MN 55359  
Home: (612) 840-3675  
Cell:  
Work:  
Other:

Dear Paul:

Thank you for giving us the opportunity to present you with a proposal for your building project. I will follow up with you within the next few days to answer any questions or concerns you might have.

As your Sales Consultant, I will work closely with you throughout the entire building process to help with financing, site selection, site layout for optimum land usage, site preparation and many issues you may not have considered, such as permits and proper drainage.

Morton Buildings, Inc. is the only building company that is fully integrated from receiving raw materials all the way to handing the keys over to you at the end of construction. This allows us to maintain our high quality, erecting buildings that operate efficiently with minimum maintenance and low costs year after year.

From basic to bold, small to large, and plain to fancy, Morton's buildings are constructed to satisfy almost every customer's needs. We put only the best materials and workmanship into every building and that is why we can confidently back our product with a very strong warranty package. Additionally, we can help guide you to a variety of sources for financing your construction project.

Again, thank you for allowing us to present you with this building proposal. I look forward to helping you make your building dream a reality.

Sincerely,

Richard Rothstein  
Sales Consultant  
Richard.Rothstein@mortonbuildings.com  
Cell Phone: 320-250-2652

Office Phone: 763-295-3939  
Office Fax: 763-295-3555  
113 Thomas Park Dr  
Monticello, MN 55362-8003



## Building #1 Specifications

Building Info	Style	Width	Height	Length	Truss Spacing	Roof Pitch	Lower Chord	Peak Height	Soffit Height
	306X	60'	16' 4"	80'	8'	4/12	0/12	27' 10.5"	17' 1"

306X 60'x16' 4"x80' (#1) - Building Use: Suburban - Storage

### Foundation

Morton Foundation System Morton Buildings, Inc. exclusive foundation system. Reinforced precast concrete column with an internal threaded adjustment bracket set in a readi-mix poured footing set below frost depth or a minimum of 4'-0" below building grade. Fastened to a laminated wood column with an internal column connector bracket.

#### Foundation Adjustments

24" MFS Extension on South Wall from 0'-1" to 80'-0"

24" MFS Extension on East Wall from 0'-1" to 60'-0"

24" MFS Extension on West Wall from 0'-0" to 60'-0"

Treated Wood splashboard system, mounted at grade to column.

### Siding

South, East, North, West wall(s) Fluoroflex™ 1000 Hi-Rib Steel Minimum .019 (Fastened with Stainless Steel Screws)

### Wainscot

South, East, North, West with 36" tall Fluoroflex™ 1000 Hi-Rib Steel Minimum .019 wainscot (Fastened with Stainless Steel Screws)

### Roof

Fluoroflex™ 1000 Hi-Rib Steel Minimum .019 (Fastened with Stainless Steel Screws) with Vent-A-Ridge, lap rib sealant tape  
Structure has not been designed for installation of anything which could retain snow on the roof.

### Overhangs

South, North wall(s) 1' Wide Vented Sidewall Overhang with Standard 6" fascia, Gutters, downspouts with elbows at base

East, West wall(s) 1' Wide Non Vented Endwall Overhang with Standard 6" fascia

### Walk Doors

1 A 3' x 6'8" MB 910 Plain Flat Leaf Walk Door(s) in swing left hinge with single cylinder deadbolt, lockset

### Overhead Door Opening

1 B 20'0" x 14'0" Overhead Door Opening (Requiring a minimum 20'0" x 14'1" head) OHD

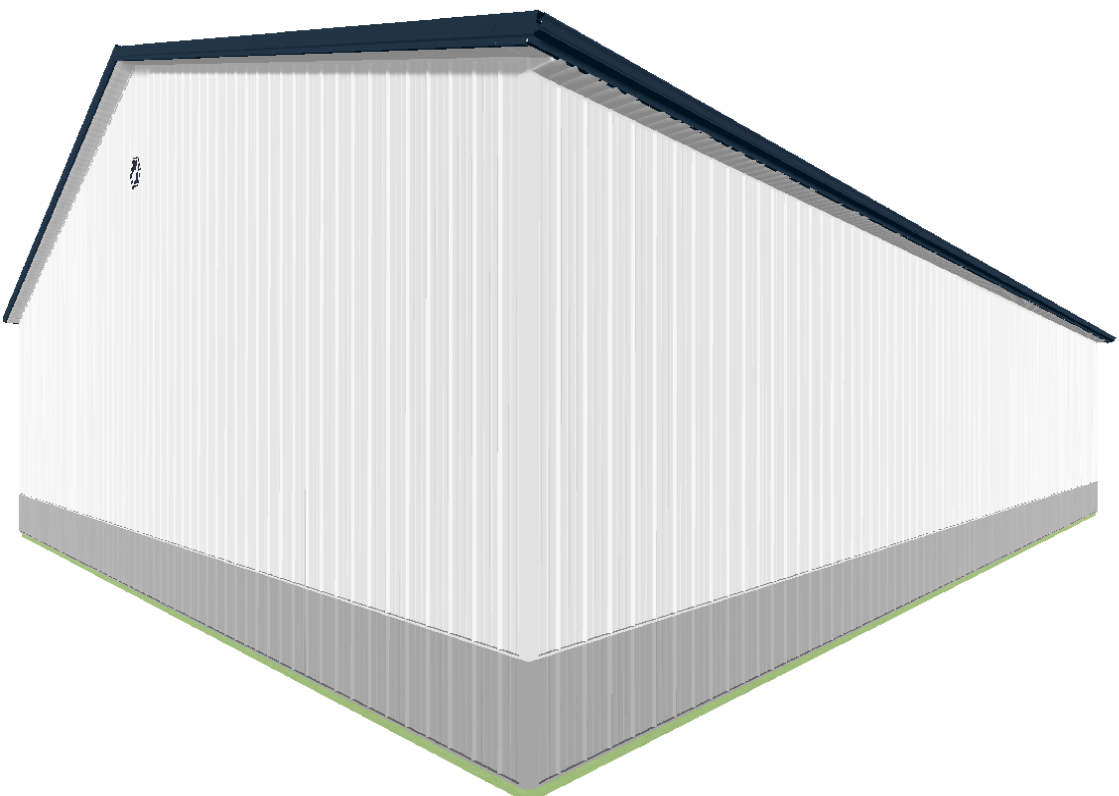


**Subcontracts**

Install 1- 20'2" wide x 14'1" stacked height double walled steel insulated overhead door with operator and remote

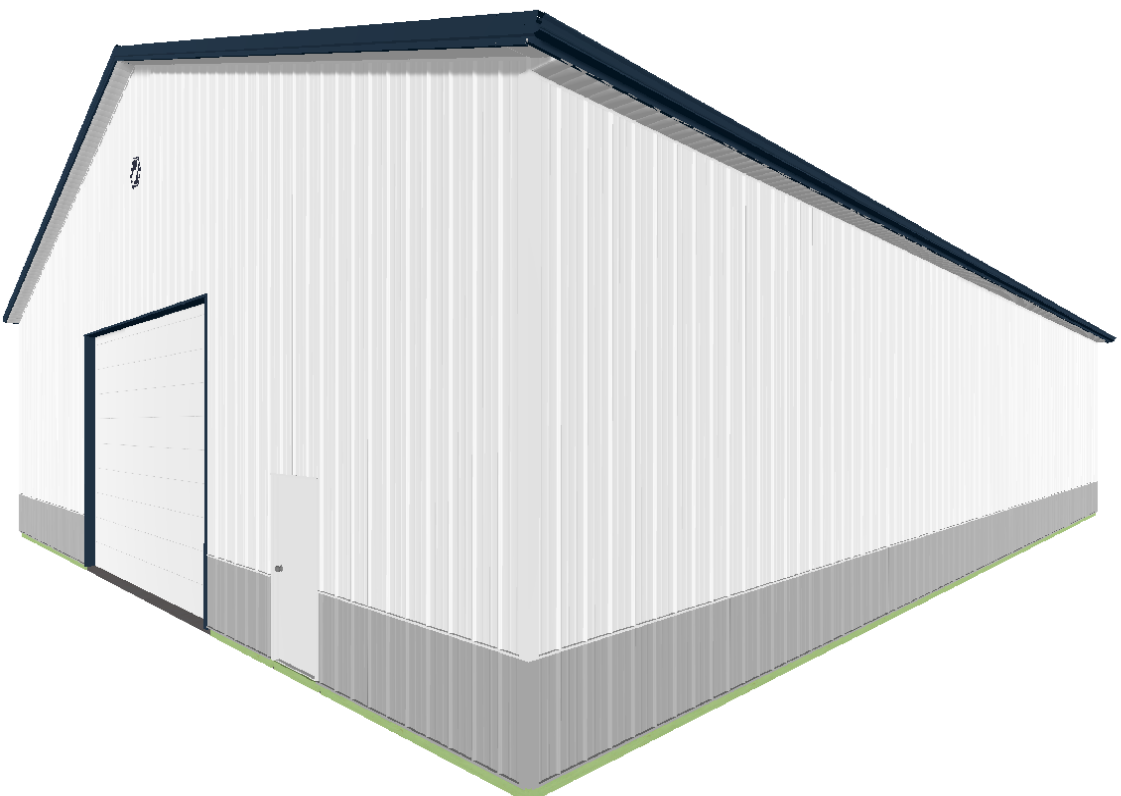


## 306X 60'x16' 4"x80' West and South Walls

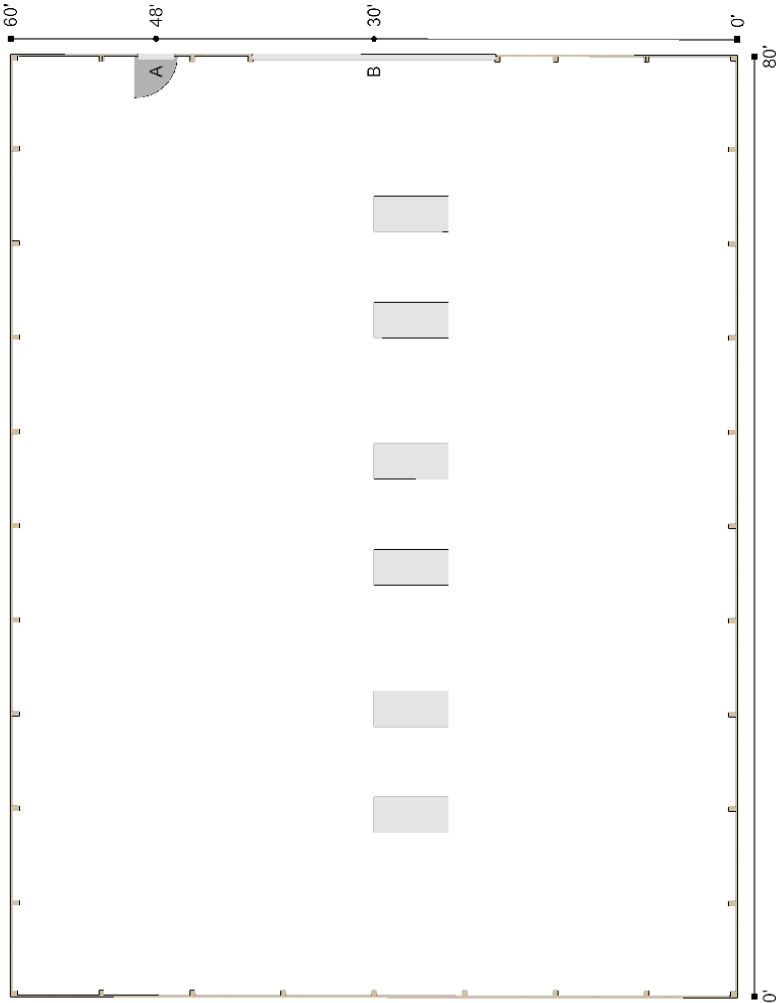




## 306X 60'X16' 4"X80' East and North Walls



**306X 60'x16' 4"x80' (#1) Column Plan**





## **Building Investment**

Total Estimated Project Cost as described including Material, Tax, and Labor\*: \$74,530.00

\$22,359.00 Down Payment

\$44,718.00 Due Upon Delivery of Materials

\$7,453.00 Due When Morton Buildings' Scope of Work is Complete

\* Building Proposal Good for 15 Days from the date specified on cover letter.

If you accept this pricing proposal you must enter into a written building order which contains additional terms and conditions. This proposal is not intended to be a contract for construction.

This proposal contains information which is proprietary and/or are trade secrets and may not be disclosed to third-parties without the express written authorization of Morton Buildings, Inc.

## City of Independence

### ***Request for an Amendment to the Conditional Use Permit to Allow the Expansion of the Commercial Riding Stable on the Property located 9255 County Road 6***

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<i>To:</i>	City Council
<i>From:</i>	Mark Kaltsas, City Planner
<i>Meeting Date:</i>	August 4, 2020
<i>Applicant:</i>	John Sega
<i>Property Owner:</i>	MN Horsepower, LLC
<i>Location:</i>	9255 County Road 6

#### ***Request:***

MN Horsepower LLC (Applicant/Owner) requests that the City consider the following actions for the property located at 9255 County Road 6 (PID No. 31-118-24-34-0002) in Independence, MN:

- a. A conditional use permit amendment allowing an expansion of the existing commercial riding stable by combining two of the existing accessory buildings via an enclosed connection that would create a single building that would exceed the maximum allowable square footage of 5,000 square feet without a conditional use permit.

#### ***Property/Site Information:***

The property is located on the south side of CSAH 6 near the intersection of CSAH 6 and CSAH 157. The property is comprised of an existing home, barn and several additional detached accessory structures. The property has pasture areas, paddocks and is heavily wooded. The property has the following characteristics:

Property Information: 9255 County Road 6

Zoning: *Agriculture*

Comprehensive Plan: *Agriculture*

Acreage: 72.32 acres





**Discussion:**

In 2018, the City granted a conditional use permit to the applicant for a commercial riding stable and new detached accessory building that exceeded the 5,000 SF maximum permitted. The applicant is now seeking approval to connect the new indoor riding arena with the existing barn. This connection would be a 26 x 20 rectangular building between the two existing buildings. In addition to the building connection, the applicant would like to add several additional small detached accessory buildings to the site and several “lean to” type additions onto the existing buildings.

The applicant has provided a conceptual site master plan showing the general location and size of each of the buildings proposed. The total additional square footage proposed, including the building connection, is approximately 7,600. The applicant has provided a narrative of the additional buildings. The applicant has



## Concept Site Master Plan

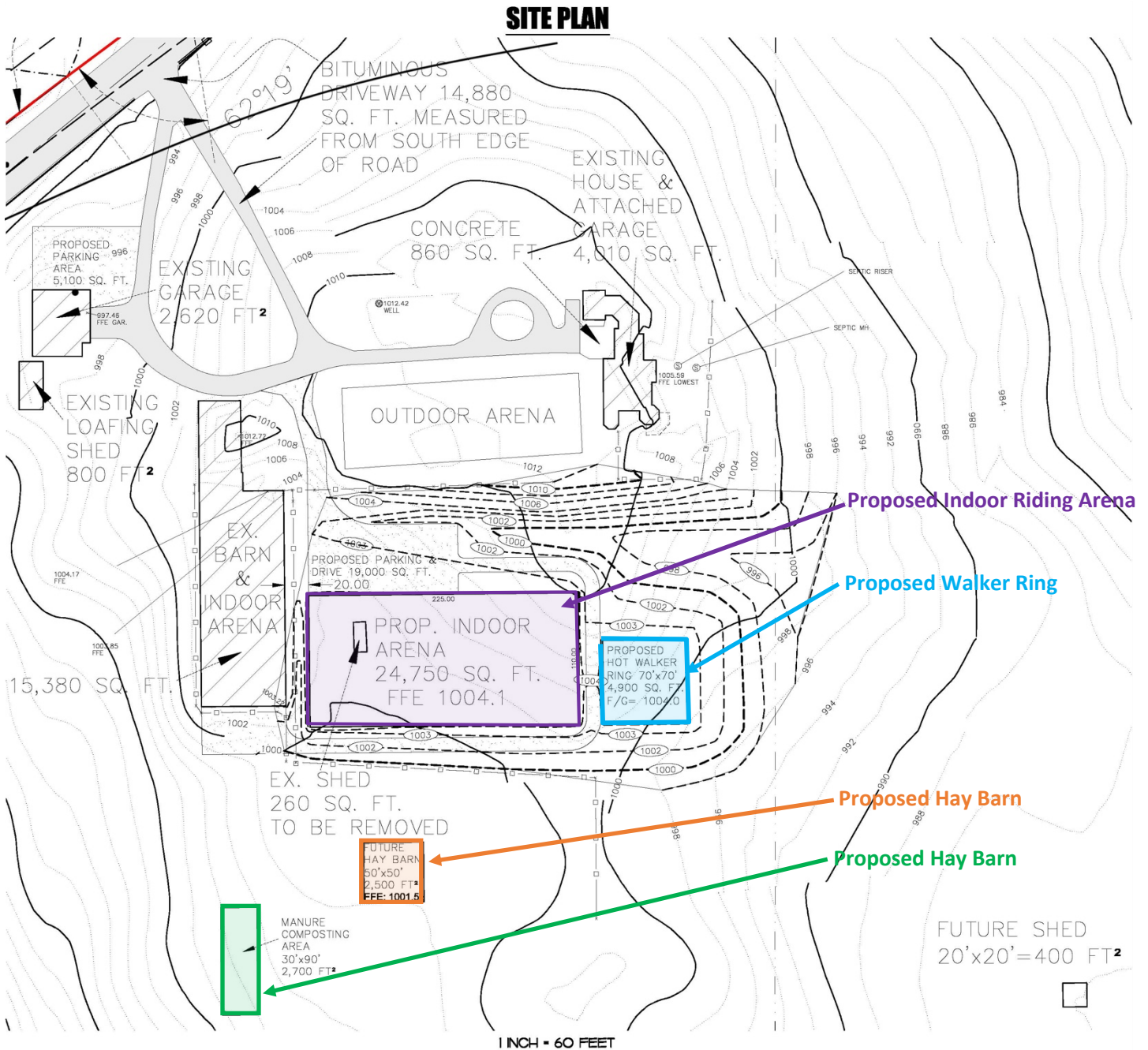


MN Horsepower, LLC CUP Request – City Council

Page 3

The City can approve the concept site master plan and then work with the applicant through the building permit process to confirm the exact building locations and grading/site plans as each building is requested by the applicant.

The previously approved site plan is shown below:

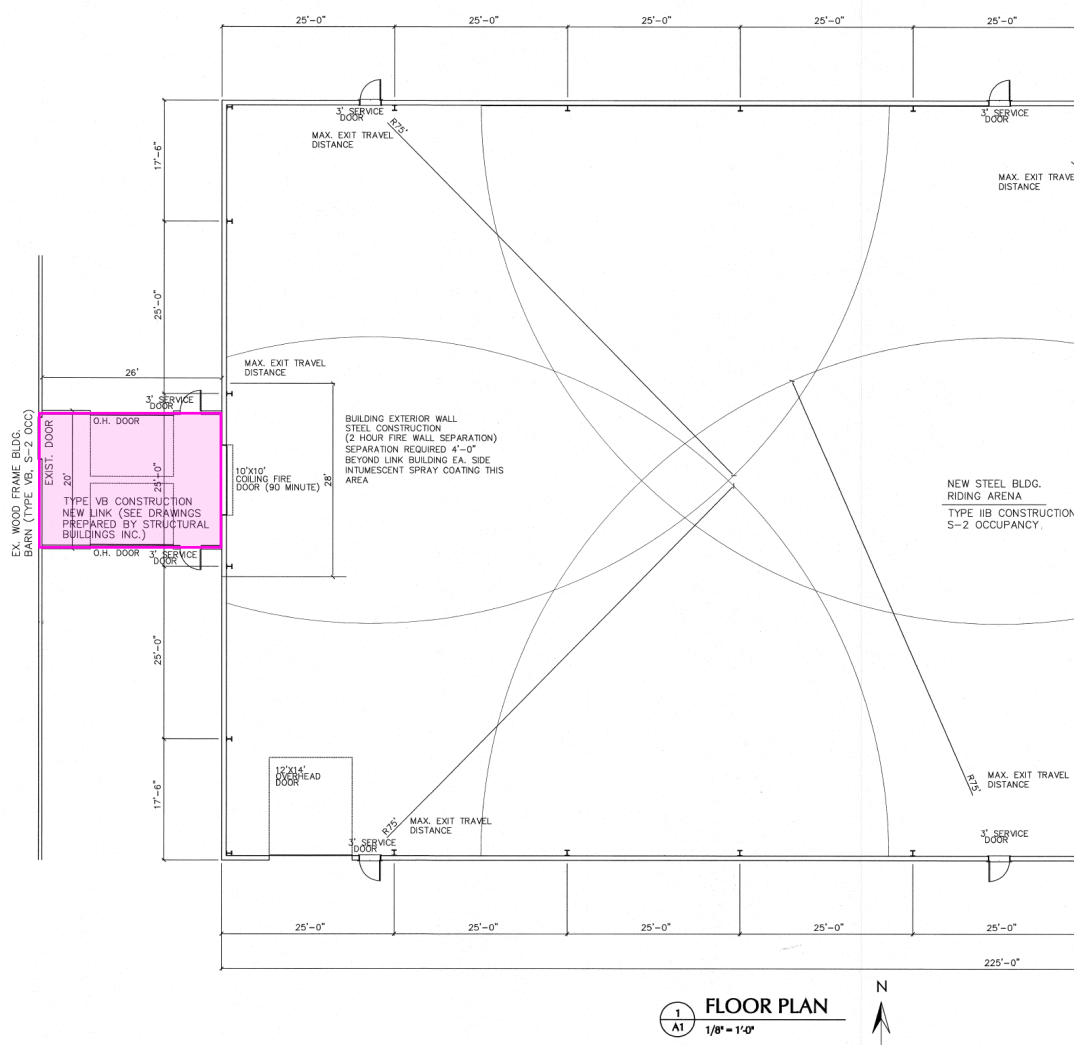


In order to expand and alter an existing CUP, the City requires an amendment. The existing CUP allows for a commercial riding stable allows for 50 horses to be boarded on the subject property. In addition, the City allowed the new indoor riding arena to be constructed which is greater than 5,000 SF.

The following key points should be considered by the City Council:

- The proposed connection between the two buildings would be constructed using the same materials as the new riding arena. There will be two main overhead doors and two ingress/egress doors constructed with the connection.
- The City has reviewed the building plans from a building and fire code standpoint. The plans meet all applicable criteria and requirements.
- The Delano Fire Chief has reviewed and approved the proposed plans.
- The proposed site master plan contemplates several additional building additions and or detached accessory buildings. Due to the size and nature of the property, the City can consider approving the master plan to reduce the process for future development of the property. The proposed buildings would be utilized to serve the existing commercial operation. No expansion to the actual operation or number of horses is being requested. Staff has reviewed the proposed site master plan and found that the proposed buildings fit the general nature and layout of the property.
- All conditions of the original conditional use permit would remain in place.
- The applicant noted in their application that they would like to extend natural gas to this location. This extension does not require an amendment to the conditional use permit. Other permits may be necessary such as a right of way permit or similar. The City will work with the applicant as necessary relating to this issue.

## Proposed Building Linkage Floor Plan



The criteria for granting a conditional use permit amendment are the same as granting a conditional use permit and are clearly delineated in the City's Zoning Ordinance (Section 520.11 subd. 1, a-i) as follows:

1. The conditional use will not adversely affect the health, safety, morals and general welfare of occupants of surrounding lands.
2. The proposed use will not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity for the proposes already permitted or on the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
3. Existing roads and proposed access roads will be adequate to accommodate anticipated traffic.
4. Sufficient off-street parking and loading space will be provided to serve the proposed use.



5. The proposed conditional use can be adequately serviced by public utilities or on-site sewage treatment, and sufficient area of suitable soils for on-site sewage treatment is available to protect the city from pollution hazards.
6. The proposal includes adequate provision for protection of natural drainage systems, natural topography, tree growth, water courses, wetlands, historic sites and similar ecological and environmental features.
7. The proposal includes adequate measures to prevent or control offensive odor, fumes, dust, noise, or vibration so that none of these will constitute a nuisance.
8. The proposed conditional use is consistent with the comprehensive plan of the City of Independence.
9. The proposed use will not stimulate growth incompatible with prevailing density standards.

The City has visited the site and discussed the proposed building expansion with the applicant. Given the location of the property off of CSAH 6, the orientation of the buildings and their relationship to the surrounding properties and the existing use of the property as a commercial horse facility, it appears that the proposed application can be found to meet the requirements for granting a conditional use permit.

***Planning Commission Review and Comments:***

Planning Commissioners reviewed the request and asked questions of staff and the petitioner. Commissioners discussed the concept of the “master” site plan and asked what would happen if the ordinance changed concerned that the landscaping required with the last amendment had not been installed. Staff noted that a condition could be added that stated approval of the master site plan was subject to the applicant meeting applicable requirements at the time a building permit was made to the City. Planning Commissioners asked a question relating to the fire code/sprinkler requirements for the building. Staff noted that the City had reviewed the proposed addition from a code and fire perspective. Commissioners discussed that the property is fairly screened from view and located in a position that the proposed additional buildings/additions do not appear to pose potential impacts to the surrounding properties or character of the surrounding area. Commissioners recommended approval of the proposed CUP amendment to the City Council.

***Neighbor Comments:***

The City has not received any written or oral comments regarding the proposed conditional use permit amendment.

***Recommendation:***

The Planning Commission recommended approval of the request for a conditional use permit amendment with the following findings and conditions should be considered:

1. The proposed conditional use permit amendment request meets all applicable conditions and restrictions stated in Chapter V, Section 500, Subdivisions and Chapter V, Section 510, Zoning, in the City of Independence Ordinances.
2. All conditions of the existing conditional use permit granted by the City in **RESOLUTION NO. 18-1105-02** shall remain.
3. The conditional use permit amendment will include the following additional conditions:
  - a. The conditional use permit will be reviewed annually by the City to ensure conformance with the conditions set forth in the resolution.
  - b. The Applicant shall provide the City with an updated professionally prepared site plan prior to City Council consideration.
  - c. All new buildings or building additions constructed on the property shall be in accordance with the approved site master plan, attached to the City Council approving resolution as Exhibit B.
  - d. The City is approving the Master Site Plan for the conditional use permit. The Master Site plan will allow the applicant to construct future buildings and additions on the site as long as they meet all applicable requirements at the time requisite applications (i.e. building or zoning permit) are made to the City.
  - e. The Applicant shall obtain all applicable building and other permits associated with any building expansion or new detached accessory building. Each building permit will need to include grading and drainage plans.
  - f. No future expansion of the existing buildings or site master plan shall be permitted without the further review and approval by the City through the conditional use permit amendment process.
4. The Applicant shall pay for all costs associated with the review and recording of the resolution for a conditional use permit amendment.
5. The Applicant shall record the subdivision and City Council Resolution with the county within six (6) months of approval.

***Attachments:***

1. Application
2. Applicants Narrative
3. Master Site Plan



## **RESOLUTION NO. 20-0804-02**

### **A RESOLUTION GRANTING APPROVAL OF AN AMENDMENT TO THE CONDITIONAL USE PERMIT AS REQUESTED BY MN HORSEPOWER, LLC FOR THE PROPERTY LOCATED AT 9255 CSAH 6**

WHEREAS, the City of Independence (the “City”) is a municipal corporation under the laws of Minnesota; and

WHEREAS, the City adopted a comprehensive plan in 2010 to guide the development of the community; and

WHEREAS, the City has adopted a zoning ordinance and other official controls to assist in implementing the comprehensive plan; and

WHEREAS, MN Horsepower, LLC, (the “Applicant”) submitted a request for an amendment to the Conditional Use Permit to allow a Commercial Riding Stable on the property located 9255 CSAH 6 and Identified by (PID No. 31-118-24-34-0002) (the “Property”); and

WHEREAS, the Property is legally described on Exhibit A attached hereto; and

WHEREAS, the Property is zoned AG-Agriculture; and

WHEREAS the requested Conditional Use Permit and Minor Subdivision meet all requirements, standards and specifications of the City of Independence zoning ordinance for Agriculture lots; and

WHEREAS the Planning Commission held a public hearing on July 21, 2020 to review the application for an amendment to the Conditional Use Permit, following mailed and published noticed as required by law; and

WHEREAS, the City Council has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the applicant and all interested parties; and has now concluded that the application is in compliance with all applicable standards and can be considered for approval; and

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDEPENDENCE, MINNESOTA, that it should and hereby does approve the application by



MN Horsepower, LLC for an amendment to the Conditional Use Permit allowing a Commercial Riding Stable per the City's zoning regulations with the following conditions:

1. The proposed conditional use permit amendment request meets all applicable conditions and restrictions stated in Chapter V, Section 500, Subdivisions and Chapter V, Section 510, Zoning, in the City of Independence Ordinances.
2. All conditions of the existing conditional use permit granted by the City in **RESOLUTION NO. 18-1105-02** shall remain.
3. The conditional use permit amendment will include the following additional conditions:
  - a. The conditional use permit will be reviewed annually by the City to ensure conformance with the conditions set forth in the resolution.
  - b. The Applicant shall provide the City with an updated professionally prepared site plan prior to City Council consideration.
  - c. All new buildings or building additions constructed on the property shall be in accordance with the approved site master plan, attached to the City Council approving resolution as **Exhibit B**.
  - d. The City is approving the Master Site Plan for the conditional use permit. The Master Site plan will allow the applicant to construct future buildings and additions on the site as long as they meet all applicable requirements at the time requisite applications (i.e. building or zoning permit) are made to the City.
  - e. The Applicant shall obtain all applicable building and other permits associated with any building expansion or new detached accessory building. Each building permit will need to include grading and drainage plans.
  - f. No future expansion of the existing buildings or site master plan shall be permitted without the further review and approval by the City through the conditional use permit amendment process.
4. The Applicant shall pay for all costs associated with the review and recording of the resolution for a conditional use permit amendment.
5. The Applicant shall record the subdivision and City Council Resolution with the county within six (6) months of approval.

This resolution was adopted by the City Council of the City of Independence on this 4<sup>th</sup> day of August 2020, by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

\_\_\_\_\_  
Marvin Johnson, Mayor

ATTEST:

\_\_\_\_\_  
Mark Kaltsas, City Administrator

**EXHIBIT A**  
*(Legal Description)*

That part of the following described tract lying northerly of the centerline of County State Aid Highway Number 6, Plat 5, according to the record Document No. 3844152, Hennepin County, Minnesota:

That part of the Southwest Quarter and part of the Southeast Quarter of Section 31, Township 118, Range 24, Hennepin County, Minnesota described as follows: Commencing at the northwest corner of said Southwest Quarter; thence Easterly along the north line of said Southwest Quarter 1922.10 feet to the point of beginning of the tract to be described; thence southeasterly, deflecting to the right 81 degrees 15 minutes, 904.40 feet to the centerline of Hennepin County Highway Number 6; thence southwesterly, deflecting to the right 62 degrees 19 minutes, along said centerline 124.20 feet; thence southwesterly 348.57 feet, along said centerline along a tangential curve concave to the southeast, having a radius of 2863.33 feet and a central angle of 6 degrees 58 minutes 30 seconds; thence southwesterly, along said centerline tangent to the last described curve 318.15 feet; thence southwesterly, along said centerline along a tangential curve concave to the northwest, having a radius of 1346.50 feet and a central angle of 0 degrees 03 minutes 50 seconds, a distance of 1.50 feet to the intersection of a line drawn south from a point on the north line of said Southwest Quarter distant 1485.00 feet east of the northwest corner of said Southwest Quarter to a point on the south line of said Southwest Quarter distant 1485.00 feet east of the southwest corner of said Southwest Quarter; thence southerly, along the last described line 1227.24 feet to the south line of said Southwest Quarter; thence easterly, along said south line of the Southwest Quarter 1099.00 feet to the southeast corner of said Southwest Quarter; thence easterly, along the south line of said Southeast Quarter 561.00 feet (34 rods); thence north parallel with the west line of said Southeast Quarter 2528.76 feet to the centerline of said Hennepin County Highway Number 6; thence southwesterly, deflecting to the left 126 degrees 53 minutes 04 seconds, along said centerline 536.86 feet; thence northwesterly, deflecting to the right 106 degrees 31 minutes 51 seconds right along the centerline of a village road 379.00 feet to a point on the west line of said Southeast Quarter; thence northerly, along said west line 75.00 feet to the northwest corner of said Southeast Quarter, the last two described courses being the west line of that tract deeded by Washington Rader and wife to Jacob Bryant by Warranty Deed dated April 30, 1870, Book 24 of Deeds, Page 284; thence westerly, along the north line of said Southwest Quarter 636.54 feet to the point of beginning.

This tract is subject to any and all easements of record.

**EXHIBIT B**

*(Master Site Plan)*



**CITY OF  
INDEPENDENCE  
MINNESOTA**

**Applicant Information**

Name: John Michael Sega

Address: 9255 County Rd 6  
Independence, Minnesota  
55359

Primary Phone: 9522373727

Email: jmsega@outlook.com

**Owner Information**

Name: John Michael Sega

Address: 9255 County Rd 6  
Independence, Minnesota  
55359

Primary Phone: 9522373727

Email: jmsega@outlook.com

Property Address:

PID:

Planning Application Type: Conditional Use Permit, Other

Description:

Supporting Documents: Site Survey (Proposed Conditions), Construction Plans

Signature:



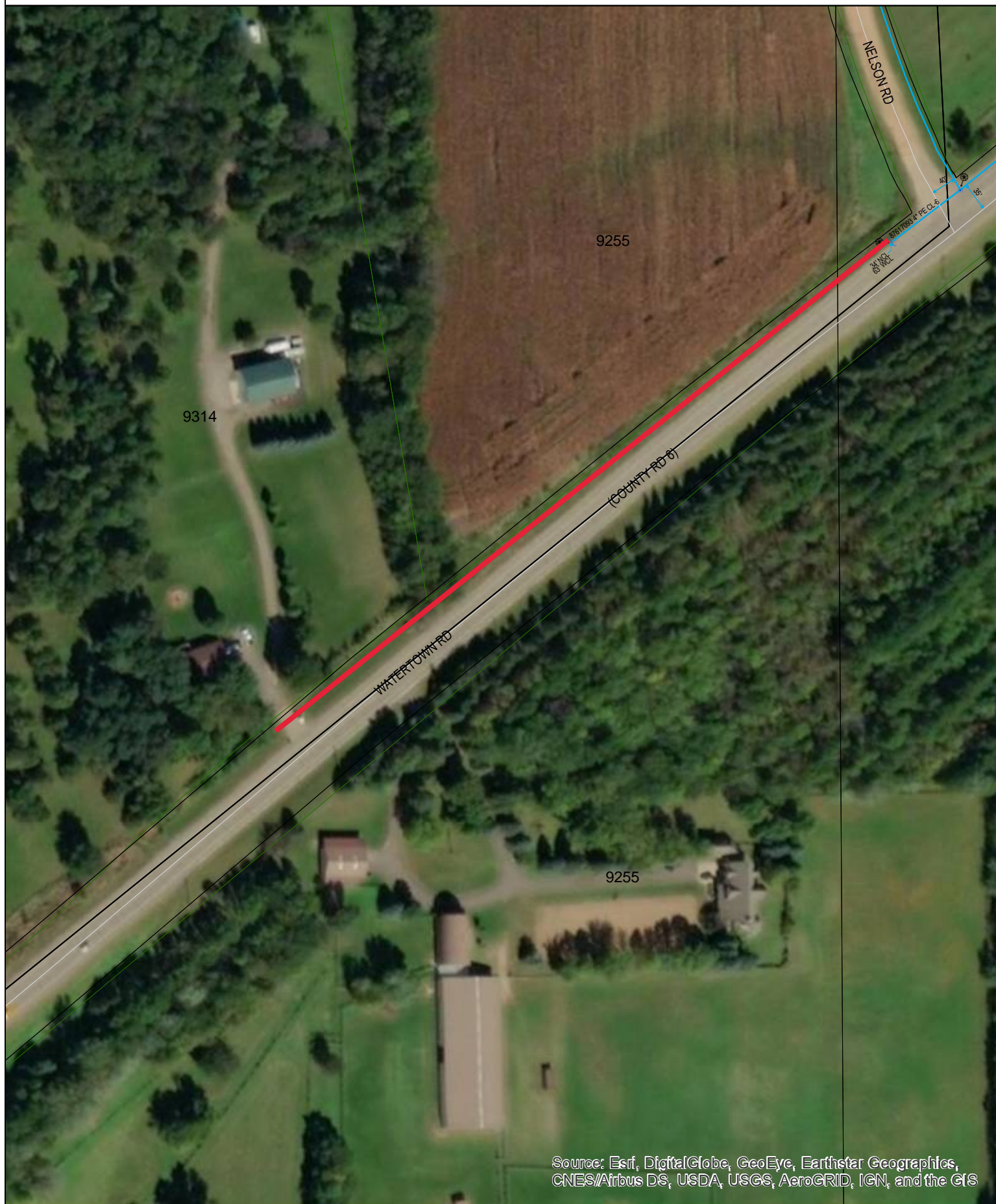
MN Horsepower LLC is proposing an amendment to the current conditional use permit. We are proposing to add a link building that will go between the existing 180x70 post frame building and the new 225x110 steel building. The building will be 26x20 and will be post frame. The exterior will have 2 man doors and 2 overhead doors. The exterior steel will be grey and brown, the same siding and the new steel building. I have submitted from my architect signed and stamped plans that show all code and building requirements met, and Bruce informed me that everything looks good from a code standpoint but after talking with Mark, they determined I need to get the Conditional use permit amended to grant a permit. I will enclose all plans for the link building showing all views, and the location of proposed link. When meeting with the Fire chief he informed me that a link would not affect their previous approval for access as they would never park or drive fire trucks between the buildings in the event of an emergency.

MN Horsepower is also proposing the city to allow connection to Natural Gas. The gas line was recently extended from Windsong down to the intersection of Nelson Rd and 6. We would like to connect and use natural gas instead of propane if it is reasonably accessible. The Gas company would extend the line a bit further west and then into the property.

We would also like to have future buildings be able to be flexible on exact location that might fit the site better, or a general area that would be allowed giving flexibility on exact location.

We should also like to propose adding additional small storage buildings for storing shavings hay and machines. I will have a better idea of exact sizes in the coming days.

GENERAL LOCATION ONLY. DO NOT USE TO LOCATE FOR EXCAVATION. CALL 1-800-252-1166 FOR ONSITE LOCATIONS AND STAKING.



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS

Plotted by: i066161

Plot Date: 4/24/2020

Field1:

Field2:

Scale: 1" : 150'





RDS

ARCHITECTS

4900 HWY 169 SUITE 303  
NEW HOPE MN. 55428  
612-810-9628

I hereby certify that this  
plan, specification or report was  
prepared by me or under my  
direct supervision and that I  
am a duly Licensed Architect  
under the laws of the State of  
Minnesota.

*Richard D. Stortien*  
Name: Richard D. Stortien  
Reg. No. 21258  
Date: 5/07/2020



RIDING ARENA BUILDINGS

SEGA RESIDENCE

INDEPENDENCE, MN

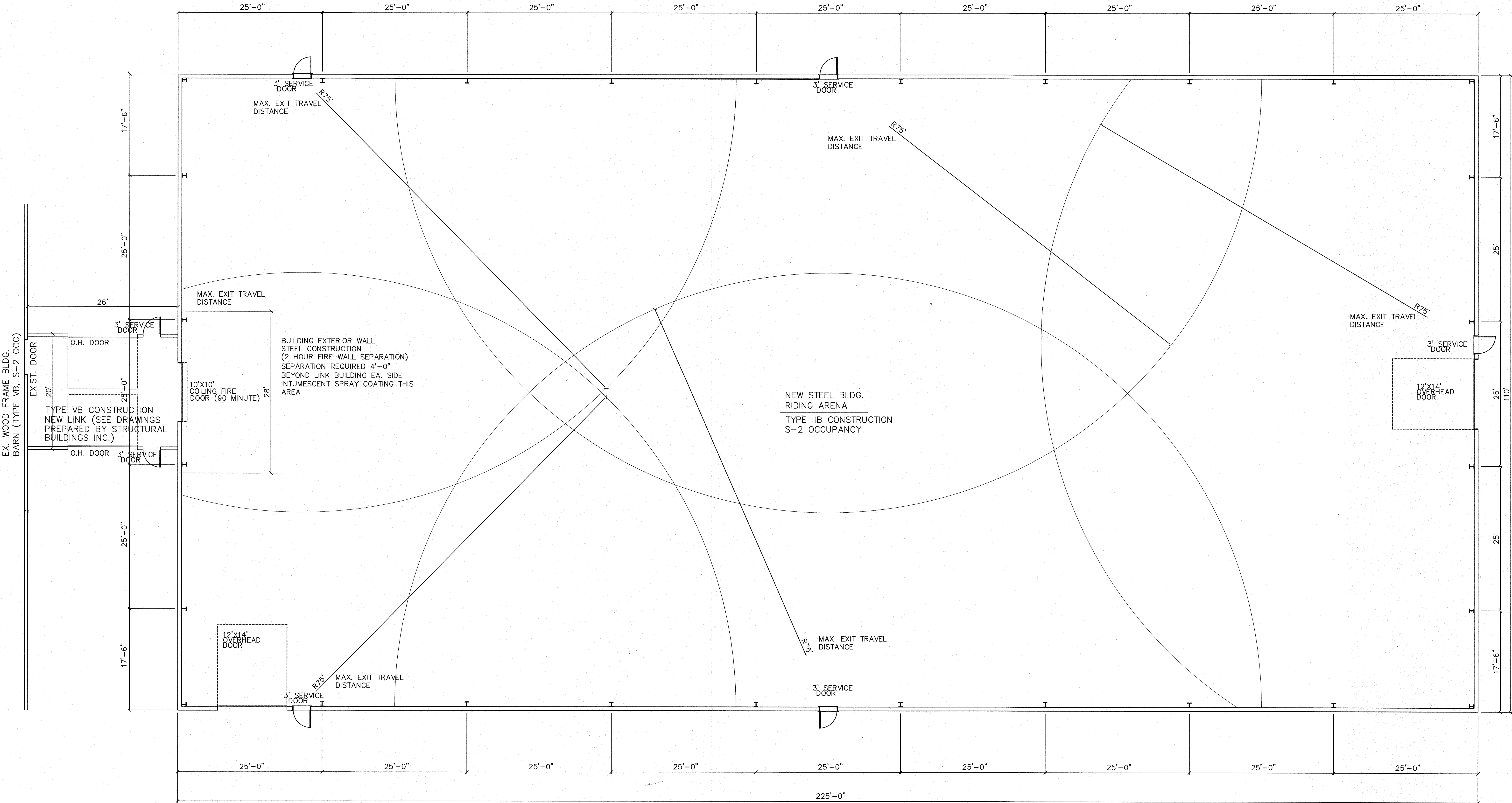
ISSUE  
MAY 7, 2020

REVISIONS

JOB #202111  
SHEET #

A1

OF A1



1  
A1

FLOOR PLAN

1/8" = 1'-0"





JOB NAME: SEGA - LINK BUILDING

ADDRESS: - \_\_\_\_\_ JOB #: - \_\_\_\_\_  
- \_\_\_\_\_, MN - \_\_\_\_\_

PHONE #: - \_\_\_\_\_ SALES REP.: TODD

CUSTOMER SIGNATURE: \_\_\_\_\_

DRAWING HISTORY			
REV. #	DATE	NOTES	SIGNATURE
	12-10-18	CONTRACT RECEIVED	
	-	-	
△	-	-	
△	-	-	
△	-	-	
△	-	-	
△	-	-	

DOOR SCHEDULE				
LABEL	QTY.	TYPE	FRAME OUT SIZE	REMARKS
①	2	12'X12' OVERHEAD DOOR	12'-0" X 12'-0"	NON INSULATED, FLUSH,
②	2	AJ 1100 SERVICE DOOR 3068	40 5/16" X 81 1/8"	-
③	-	-	-	-
④	-	-	-	-
⑤	-	-	-	-

WINDOW SCHEDULE				
LABEL	QTY.	TYPE	FRAME OUT SIZE	
A	-	-	-	-
B	-	-	-	-
C	-	-	-	-
D	-	-	-	-



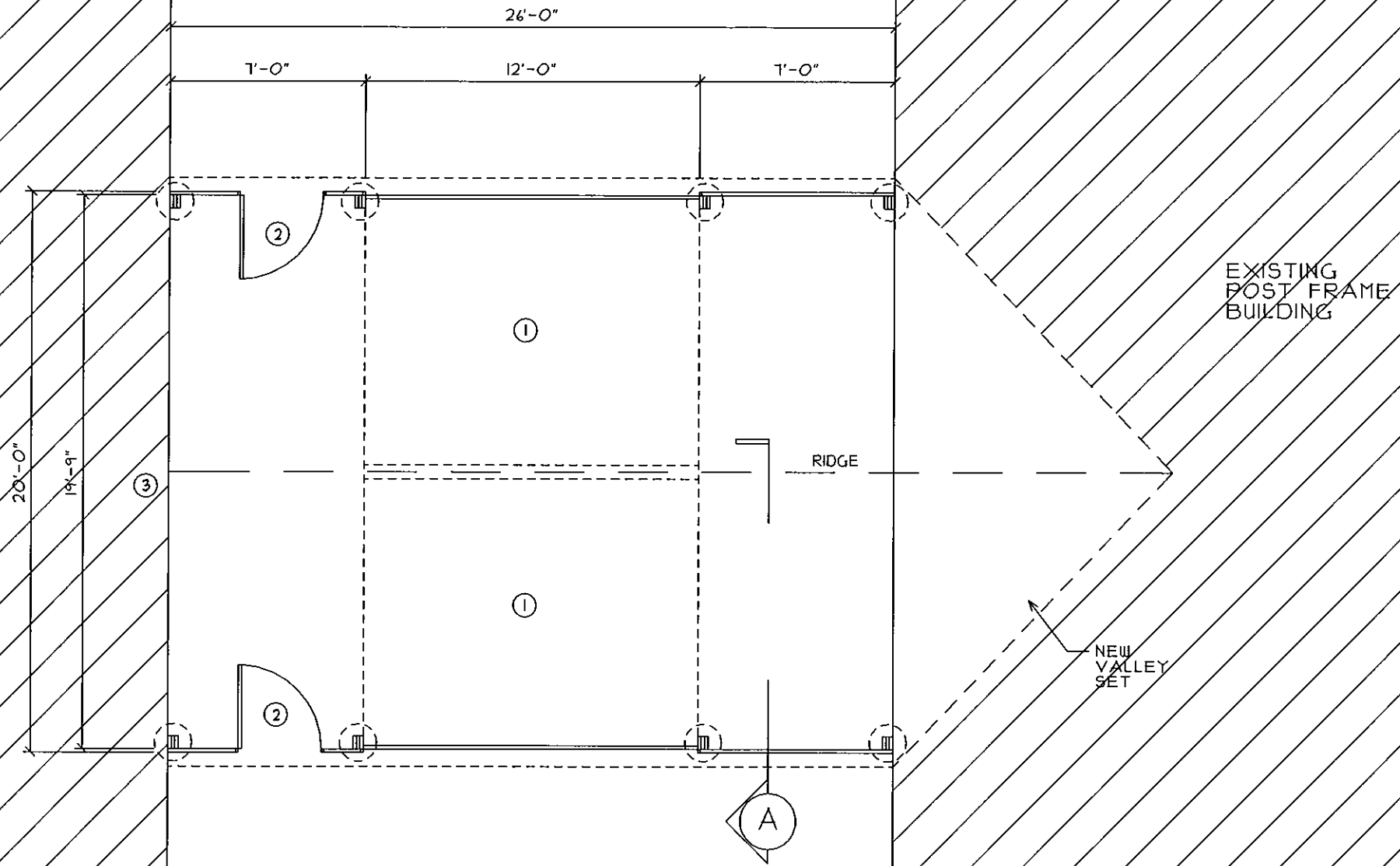
STRUCTURAL BUILDINGS INC.

12926 FIRST STREET

BECKER, MN 55308

OFFICE (763) 241-4150  
FAX (763) 241-4414

NEW STEEL  
FRAME  
BUILDING



EXISTING  
POST FRAME  
BUILDING

# FLOOR PLAN

SCALE: 3/16"=1'-0"



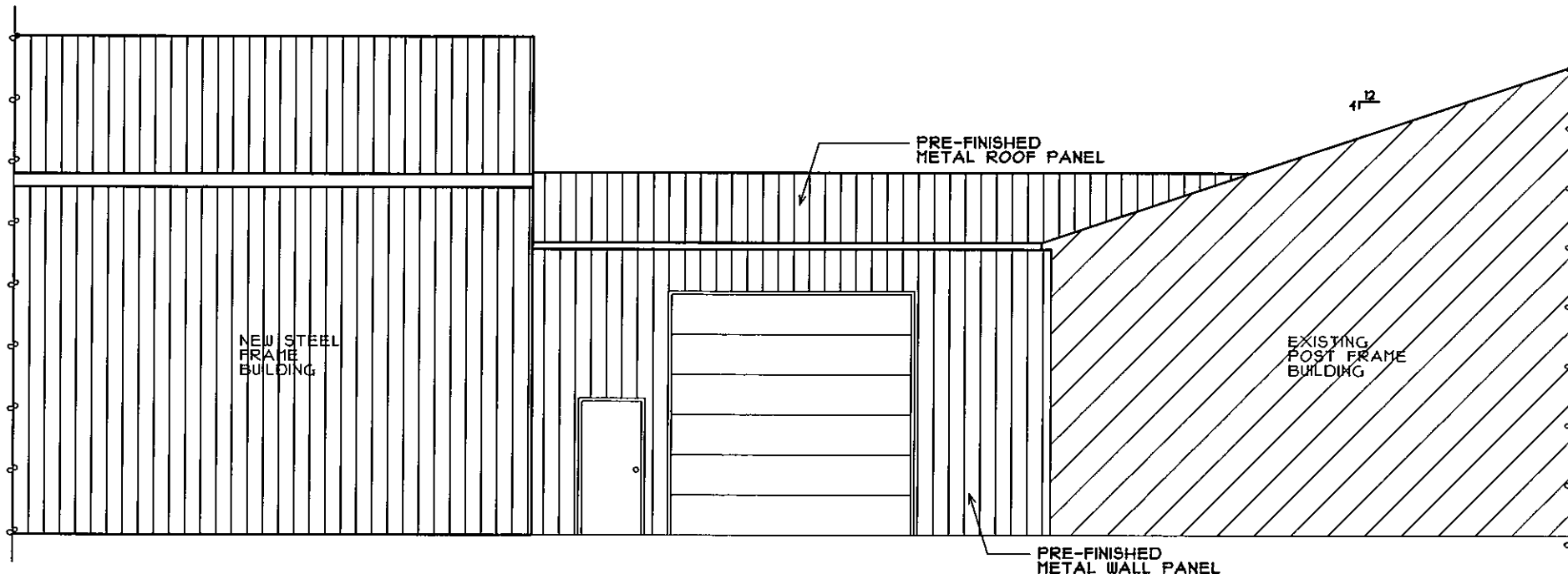
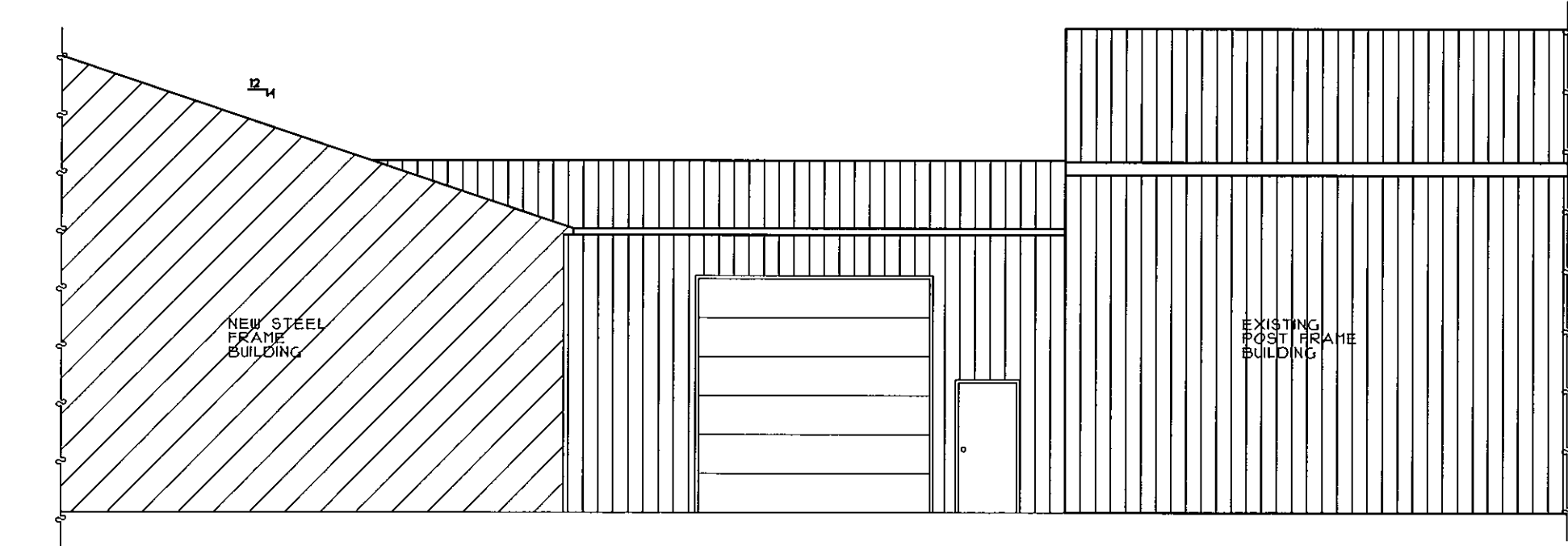
STRUCTURAL BUILDINGS INC.  
1292 1/2 FIRST STREET  
BECKER, MN 55308  
OFFICE (763) 241-4150  
FAX (763) 241-4414

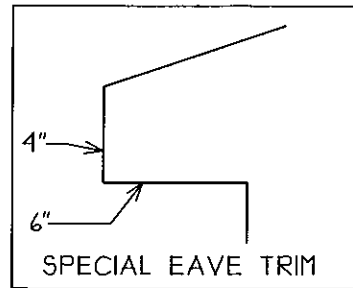
JOB TITLE: SEGA - LINK BLDG.

DRAWN BY: GK DATE: 12/10/18 SALES REP: TODD

REV. #-DATE: CUSTOMERS INITIAL:

SHEET





RIDGECAP & PROFILE VENT W/ 1" & DOWN PEAK PURLIN  
MATCH TOP PURLIN TO RIDGE CAP WIDTH

STEEL ROOF PANEL

1650 MSR PURLINS  
2X4 ON EDGE COVERING MULTI SPANS

SPECIAL EAVE TRIM

STEEL WALL PANEL

2X4 SIDE GIRTS  
2X6 END GIRTS

BASE TRIM

3-PLY 2X6 NAIL LAM. SIDE COL.  
3-PLY 2X6 NAIL LAM. END COL.

2X6 TREATED ANCHOR BLOCKS

16" X 6" PRECAST FTG

4 12

TRUSS LOADING 35-5-5

CATWALK PER TRUSS MAUF.

2'-11"

2'-11"

2'-11"

2'-11"

3'-0"

2X8 .60 TREATED GRADE BOARD

5'-0"



WALL SECTION "A"

JOB TITLE: SEGA - LINK BLDG.

DRAWN BY: GK DATE: 12/10/18 SALES REP: TODD

REV. # DATE: CUSTOMERS INITIAL:

SHEET

3



STRUCTURAL BUILDINGS INC.

12926 FIRST STREET  
BECKER, MN 55308

OFFICE (763) 241-150  
FAX (763) 241-4414

# City of Independence

## Annual Public Comment Opportunity for the MS4 Storm Water Pollution Prevention Plan SWPPP Permit

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*To:* City Council  
*From:* Mark Kaltsas, Administrator  
*Meeting Date:* August 4, 2020

### **Summary:**

Each year the City is required to offer an opportunity to the public to provide comments relating to the City's SWPPP. No official public hearing is required.

*From the Minnesota Pollution Control Agency*

### What is an MS4

A municipal separate storm sewer system is a conveyance or system of conveyances (roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, storm drains, etc.) that is also:

- owned or operated by a public entity (which can include cities, townships, counties, military bases, hospitals, prison complexes, highway departments, universities, etc.) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage districts, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the Clean Water Act that discharges to waters of the United States;
- designed or used for collecting or conveying stormwater;
- which is not a combined sewer; and
- which is not part of a publicly owned treatment works.

The SWPPP is designed to reduce the amount of sediment and pollution that enters surface and ground water from storm sewer systems to the maximum extent practicable. Stormwater discharges associated with MS4s are subject to regulation under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS). Through the MS4 General Permit, the system owner or operator is required to develop a stormwater pollution prevention program (SWPPP) that incorporates best management practices (BMPs) applicable to their MS4.

## MEMORANDUM

**TO:** Mark Kaltsas, City of Independence

**FROM:** Kaci Fisher, Hakanson Anderson

**DATE:** July 24, 2020

**RE:** Pioneer-Sarah Watershed 4<sup>th</sup> Generation Watershed Management Plan Summary

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Pioneer-Sarah Creek Watershed Management Commission has released their draft Fourth Generation Watershed Management Plan. The formal comment period extends from June 22 to August 14, 2020. Hakanson Anderson has reviewed the Plan for the City of Independence, and the following points summarize the updates to the plan as it relates to the City.

- Changes over the last 10 years show Lake Independence and Lake Sarah trending in a positive direction with decreases in total phosphorus and/or increases in Secchi depth. Lake Irene was added to the impaired list for nutrients, while Lake Rebecca was removed from the impaired list.
- Achievements from the past six years include: delisting Lake Rebecca as an impaired water, completing a SWA to identify options for stormwater retrofit in the Lake Independence and Lake Sarah subwatersheds, and continued partnerships with lake associations to complete curly-leaf pondweed treatment for Lake Sarah and Lake Independence.
- Areas in need of improvement include holding regular TAC meetings, assessing progress towards meeting TMDL load reductions and water quality goals, increasing outreach on the Commission to non-lakeshore property owners, and ensuring city-appointed commissioners are kept informed of the history and technical knowledge needed on watershed issues.
- Fourth Generation Plan priorities through 2030 includes protecting Lake Rebecca so it continues to meet water quality standards, meeting the state water quality standards for Lake Independence and Lake Sarah, and improving water clarity in impaired lakes by ten-percent.
- The Commission is also prioritizing cost-share in TMDL/WRAPS implementation projects for Lake Independence and Lake Sarah.
- The Commission will continue to monitor Lake Independence and Lake Sarah as well as periodically monitoring Pioneer Creek.
- The Commission will prepare lake management plans for Lake Independence and Lake Sarah, focusing on holistic, whole-lake ecological management that includes actions to manage aquatic vegetation and fish communities and internal loads in addition to watershed load reductions.
- The Plan proposes to collaborate with Hennepin County to undertake targeted education and outreach to agricultural and other landowners in the watershed.
- The next page shows a table the CIP list within the Plan followed by a short summary of each of the projects.

Table 1. Excerpt of CIP table from the Draft Fourth Generation Watershed Management Plan for projects pertaining to Independence

Order	Project Name	Total Cost	Commission Share	Potential Funding Sources	Engaged Landowner	2020	2021	2022	2023	2024	2025	2026-2030
1	Lake Ind TMDL Review & Management Plan	\$30,000	\$30,000	PSC, Ind, Med, Lor, TRPD	NA		30,000					
2	Lake Independence Area BMPs	\$100,000	\$25,000	PSC, Ind, Med, County, Lor, Grant	Not yet			10,000		10,000		5,000
3	Lake Independence Alum Treatment	\$1,390,500	\$250,000	Grant, PSC, Ind, Med, Lor, TRPD	NA							250,000
1	Sediment Sampling in Lake Sarah	\$12,000	\$3,000	PSC, Ind, Gr, Lor	NA		3,000					
2	Lake Sarah TMDL Review & Management Plan	\$25,000	\$25,000	PSC, Ind, Gr, Lor	NA			25,000				
2	HR68 & Gully Stabilization	\$75,000	\$18,750	PSC, Ind, County	Not Yet			18,750				
1	Lake Sarah Curlyleaf Pondweed Treatment	\$28,000	\$8,000	PSC, Ind, Gr, Lake Assn	NA	8,000	8,000					
3	Lake Sarah Alum Treatment	\$250,000	\$62,500	Grant, PSC, Ind, Gr, Lor	NA						62,500	
1	Pioneer Creek @ Pagenkopf Rd Carp Barrier	\$75,000	\$18,750	Grant, PSC, Ind	NA		18,750					
1	Shriners BMP Impl & Regional Hydraulic Restoration	\$150,000	\$25,000	Grant, PSC, County, TRPD	Yes	150,000						
1	Lake Rebecca Alum Treatment	\$225,000	\$56,250	Grant, PSC, TRPD	NA				53,250			

Note: Order denotes priority. Order 1 projects should be completed before considering Order 2 projects. Order 3 projects are typically opportunistic projects that could be implemented at any time as resources and willing property owners are available.

#### *Lake Independence TMDL Review and Management Plan*

The Lake Independence TMDL was completed in 2007. Stakeholders have completed several implementation actions since that time. Additional monitoring data such as sediment core release rate analysis and lake inflow have since been collected. This project is a progress review and development of a Lake Management Plan for Lake Independence, including updating watershed and lake response modelling and TMDL load reduction targets. The progress review will also update the TMDL implementation plan, including actions for the upstream impaired lakes. The focus of this plan will be on holistic, whole-lake ecological management that includes actions to manage aquatic vegetation and fish communities and internal load in addition to watershed load reductions.

#### *Lake Independence Area BMPs*

The City of Independence had previously completed a subwatershed assessment for that part of the city that is tributary to Lake Independence. The report identified 64 potential BMPs, including wetland restorations, hydrologic restorations, gully stabilizations, residential rain gardens, grassed waterways, and other practices to reduce phosphorus and sediment loading to the lake. Most of these are on private property. This project is to provide cost share for those practices as willing landowners become available.

<http://www.pioneersarahcreek.org/independence-sra.html>

#### *Lake Independence Alum Treatment*

The project is to significantly reduce the sediment phosphorus release during anoxic conditions through the application of aluminum sulfate in Lake Independence, which will significantly improve the in-lake water quality conditions. The control of internal load in Lake Independence is necessary to achieve the MPCA in-lake water quality standards. The Commission considers Independence a Sentinel Lake. A TMDL study was completed in 2007 that identified internal loading as a significant portion of the total loading that impacts water quality conditions.

#### *Lake Sarah Sediment Sampling*

Prior to completing the proposed TMDL Review and Management Plan, sampling the sediment in Lake Sarah would provide a more accurate estimate of internal load released from sediments. This is critical for partitioning phosphorus load between external and internal sources and in determining the types of BMPs and their priority.

#### *Lake Sarah TMDL Review and Management Plan*

The Lake Sarah TMDL was completed in 2011. A subwatershed assessment has been completed for the Dance Hall Creek drainage area. Stakeholders have completed several watershed and in-lake implementation actions since that time. Additional monitoring data has been or will be collected. This project is a progress review and development of a Lake Management Plan for Lake Sarah, including updating watershed and lake response modelling and TMDL load reduction targets. The progress review will also update the TMDL implementation plan. The focus of this plan will be on holistic, whole-lake ecological management that includes actions to manage aquatic vegetation and fish communities and internal load in addition to watershed load reductions.

#### *JB Gully Stabilization*

Stabilization of a gully/creek that is conveying excess phosphorus and sediment to Lake Sarah. While located on private property willing landowners have been identified.



#### *Lake Sarah Curlyleaf Pondweed Treatment*

In partnership with the DNR and the Lake Sarah Improvement Association, apply herbicide (Aquathol) to non-native curly-leaf pondweed (CLP) which was included in the TMDL Implementation Plan as a solution to the large in-lake load for Lake Sarah (900 lbs/yr or 17% overall load).

#### *Lake Sarah Alum Treatment*

The purpose of the project is to significantly reduce the sediment phosphorus release during anoxic conditions through the application of aluminum sulfate in Lake Sarah. The reduction of phosphorus internal loading in Sarah will significantly improve the in-lake water quality conditions and is necessary to achieve the MPCA in-lake water quality standards.

#### *Pioneer Creek Pagenkopf Road Carp Barrier*

The project is to install a carp barrier on Pioneer Creek at the downstream end of the culvert located at Pagenkopf Road. A carp movement study indicated that fish are moving in large numbers in the spring through Pioneer Creek to access shallow lakes located downstream of Lake Independence to spawn. A barrier would (1) prohibit carp movement from moving back and forth between Lake Independence and the downstream shallow lakes through Pioneer Creek at Pagenkopf, and (2) provide an opportunity to remove carp at the barriers in the spring to reduce overall biomass

#### *Lake Rebecca Alum Treatment*

The purpose of the project is to reduce the sediment phosphorus release during anoxic conditions through the application of aluminum sulfate in Rebecca Lake. The reduction of phosphorus internal loading in Rebecca will be necessary to ensure that the lake continues to meet the MPCA water quality standards. Lake Rebecca had an alum treatment in 2010/2011 to reduce the internal loading of sediment phosphorus release. The overall effectiveness of the alum treatment has been reduced overtime, and a bump treatment will be needed to ensure that the lake continues to meet the MPCA water quality standards. A study will be completed in 2020 to evaluate the existing alum-phosphorus binding capacity through sediment phosphorus release analysis.

## MEMORANDUM

**TO:** Judie Anderson, Pioneer-Sarah Creek Watershed Management Commission

**FROM:** Kaci Fisher, Hakanson Anderson

**DATE:** July 24, 2020

**RE:** Pioneer-Sarah Watershed 4<sup>th</sup> Generation Watershed Management Plan Comments

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Pioneer-Sarah Creek Watershed Management Commission has released their draft Fourth Generation Watershed Management Plan. Hakanson Anderson has reviewed the Plan for the City of Independence and has the following comment:

In Section 4.2.4 Wetlands under point (e) the Plan says, “The order of descending propriety for the location of replacement wetland, including the use of wetland banking credits, is as follows: 1. On-site...”

This priority list is the same as in the Third Generation Plan. However, in recent years BWSR and the Corps have highly discouraged on-site wetland replacement with preference given to purchasing wetland banking credits. As the on-site wetland replacement priority is in direct conflict with the Wetland Conservation Act policy, I would recommend the on-site priority be removed.