# SUNFISH LAKE

# *Check Detail Register©

**1010 Unposted**

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|---|---|---|---|---|---|
| **1010 CHECKING** | | | | | |
| **10078** | 05/08/24 | **CHARLENE STARK** | | | |
| E 101-03-41520 | | Treasurer with 3% raise | $937.50 | April | |
| E 101-03-41520 | | Treasurer with 3% raise | $70.31 | April | ER PERA |
| E 101-03-41520 | | Treasurer with 3% raise | $71.72 | April | ER FICA/Medicare |
| E 101-60-40399 | | Miscellaneous | $16.04 | April | Reimburseables |
| G 101-2200 | | AP | ($60.94) | April | EE PERA |
| G 101-2200 | | AP | ($71.72) | April | EE FICA/Medicare |
| G 101-2200 | | AP | ($70.31) | April | ER PERA |
| G 101-2200 | | AP | ($71.72) | April | ER FICA?Medicare |
| G 101-2200 | | AP | ($175.31) | April | EE Federal WH |
| G 101-2200 | | AP | ($56.25) | April | EE State WH |
| | | Total | $589.32 | | |
| **10079** | 05/07/24 | **CHRISTY WILCOX** | | | |
| E 101-02-41320 | | City Administrator | $2,008.50 | April | |
| G 101-2200 | | AP | ($153.65) | April | FICA/Medicare WH |
| G 101-2200 | | AP | ($230.00) | April | Federal WH |
| G 101-2200 | | AP | ($74.00) | April | State WH |
| E 101-02-41320 | | City Administrator | $153.65 | April | ER FICA/Medicare Exp |
| G 101-2200 | | AP | ($153.65) | April | FICA/Medicare deposit |
| | | Total | $1,550.85 | | |
| **10080** | 05/07/24 | **CITY OF WEST ST PAUL** | | | |
| E 101-20-42100 | | Police | $9,039.50 | April | April |
| | | Total | $9,039.50 | | |
| **10081** | 05/07/24 | **DAKOTA CO PROPERTY, TAXATION &** | | | |
| E 101-60-40399 | | Miscellaneous | $307.80 | SA38 | Special Assessment fees |
| | | Total | $307.80 | | |
| **10082** | 05/07/24 | **Election Source** | | | |
| E 101-02-41410 | | Elections | $570.13 | 24-8796 | Booths |
| | | Total | $570.13 | | |
| **10083** | 05/07/24 | **EXECUTIVE CONTRACTORS** | | | |
| E 101-32-43260 | | Snow removal - other | $7,500.00 | 4 | April |
| | | Total | $7,500.00 | | |
| **10084** | 05/08/24 | **IRS** | | | |
| G 101-2200 | | AP | $784.33 | April | |
| | | Total | $784.33 | | |
| **10085** | 05/07/24 | **KELLY & LEMMONS** | | | |
| E 101-10-40305 | | City Attorney - Prosecution | $108.00 | 62944 | |
| | | Total | $108.00 | | |
| **10086** | 05/07/24 | **LEVANDER GILLEN & MILLER** | | | |
| E 101-10-40304 | | City Attorney - Civil | $2,431.00 | 18305E | |
| E 101-10-40304 | | City Attorney - Civil | $1,196.00 | 18305W | |

# *Check Detail Register©

**1010 Unposted**

| Check # | Check Date | Vendor Name | | Amount | Invoice | Comment |
|---|---|---|---|---|---|---|
| | | | Total | $3,627.00 | | |
| **10087** | 05/08/24 | **MN DEPT OF REVENUE** | | | | |
| G 101-2200 | | AP | | $130.25 | April | |
| | | | Total | $130.25 | | |
| **10088** | 05/08/24 | **PERA** | | | | |
| G 101-2200 | | AP | | $131.25 | April | |
| | | | Total | $131.25 | | |
| **10089** | 05/07/24 | **United Postal Service-WSP** | | | | |
| E 101-02-40345 | | Postage | | $91.00 | | 6 mths |
| | | | Total | $91.00 | | |
| **10090** | 05/07/24 | **WSB** | | | | |
| E 101-12-41910 | | City Planner | | $184.00 | 4/22/24 | |
| E 101-30-43000 | | City Engineer | | $1,156.50 | 4/22/24 | |
| E 101-12-41910 | | City Planner | | $2,530.00 | 4/22/24 | |
| E 101-12-41910 | | City Planner | | $276.00 | 4/22/24 | |
| G 500-2312 | | JEREMY & RACHEL SEG | | $1,546.75 | 4/22/24 | |
| G 500-2307 | | FITZER | | $1,531.00 | 4/22/24 | |
| G 500-2313 | | SOMMERLAND BRYAN J | | $1,336.50 | 4/22/24 | |
| | | | Total | $8,560.75 | | |
| | | | **1010 CHECKING** | $32,990.18 | | |

Fund Summary

| **1010 CHECKING** | |
|---|---|
| 101 General Fund | $28,575.93 |
| 500 Escrows | $4,414.25 |
| | $32,990.18 |

President or VP:______________________________

Finance Officer:______________________________

Date:____________________________________

PROPERTY TAXATION & RECORDS
Dakota County Administration Center
1590 Highway 55 ▪ Hastings, MN 55033
P: 651-438-4576
www.dakotacounty.us

# SPECIAL ASSESSMENT ANNUAL MAINTENANCE INVOICE

| | | | |
|---|---|---|---|
| **Invoice Number** | SA38 | **Due Date** | Friday, May 10, 2024 |
| **Taxing District** | Sunfish Lake | **Authority Number** | 011700 |

## Invoice Summary

The Dakota County Board of Commissioners authorizes the imposition of charges for maintaining and modifying special assessments. Taxation officials multiply the annual maintenance rate by the aggregate of all parcels involved in projects certified through December 31. Every correction that alters current-year tax data also incurs a $26.00 fee. An amalgamation of both fee types comprises the total listed below.

## Payment Amount

| Itemized Fees | |
|---|---|
| Parcel Total | 54 |
| Maintenance Rate | $5.70 |
| ***Total Maintenance Charges*** | **$307.80** |

| | |
|---|---|
| Number of Corrections | 0 |
| Correction Fee | $26.00 |
| ***Total Correction Charges*** | **$0.00** |

| | |
|---|---|
| ***Total Payment Amount:*** | **$307.80** |

## Payment Submission

**Please return a copy of this invoice and payment to:**

Dakota County Property Taxation & Records
ATTN: Shannon Bauer
1590 Highway 55
Hastings, MN 55033

**Internal Use Only: Allocate funds into the A821 - 014003000042089 account and email a receipt to Shannon**

ElectionSource
4615 Danvers Drive SE
Grand Rapids, MI 49512

# Invoice

| DATE | INVOICE # |
|---|---|
| 4/9/2024 | 24-8796 |

| BILL TO | SHIP TO |
|---|---|
| Sunfish Lake<br>Christy Wilcox<br>423 19th Ave North<br>South St Paul, MN 55075 | Sunfish Lake<br>Christy Wilcox<br>423 19th Ave North<br>South St Paul, MN 55075 |

**PLEASE REMIT PAYMENT BY CHECK OR CREDIT CARD TO: ElectionSource 4615 Danvers DR SE Grand Rapids, MI 49512**

| ASSOCIATE: | SA |
|---|---|

| S.O. # | P.O. NO. | TERMS |
|---|---|---|
| *37890* | | *Net 30* |

| DUE DATE |
|---|
| **5/9/2024** |

| ITEM | DESCRIPTION | QTY | RATE | AMOUNT |
|---|---|---|---|---|
| VB-60 | Corrugated Plastic Privacy Screen, Table Top Voting Booth. "Vote" Printed on Three Panels, 2 Color. | 2 | 20.50 | 41.00 |
| VB-101 | Select Deluxe Voting Booth, NO Light. MADE IN USA. | 2 | 198.00 | 396.00 |
| SG-560 | Vinyl Pocket Table Top Sign | 2 | 31.00 | 62.00 |
| Freight Charges | Shipped On: 4/2/2024 11:00:00 AM<br>Total Shipment Weight: 51.65<br>Pack #1:<br>Tracking #: 1Z21WY310392778669<br>Pack #2:<br>Tracking #: 1Z21WY310391041670 | 1 | 71.13 | 71.13 |

Credit Card Type: __MC __VISA __American Express __Discover

Name on Credit Card:________________________________________

Credit Card Number:________________________________________
Expiration Date:______/______ CID Number: _______ (Last 3 digits on back of card)
Zip Code ____________________ (For billing address of card)

| | |
|---|---|
| **Total** | $570.13 |
| Payments/Credits | $0.00 |
| **Balance Due** | $570.13 |

**A 3.5% CREDIT CARD TRANSACTION FEE WILL BE ADDED TO TOTAL OF INVOICE FOR CC PAYMENTS**

**Visit WWW.ELECTIONSOURCE.COM for all our current products and specials!**

EXECUTIVE CONTRACTORS INC

# INVOICE

PO BOX 2473
Inver grove heights
MN, 55076

**Invoice #:** 4
**Date:** 4/1/24
**Job:** Snow Removal

**Bill to:** City of Sunfish

| Description | Price |
|---|---|
| **Snow Service for April** | $7,500.00 |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | **Total:** 7,500.00 |

**Please make all checks payable to ECI**

# KELLY & LEMMONS, P.A.

2350 Wycliff Street - Suite 200
Saint Paul, MN 55114-1331

Federal ID 41-1228060
(651) 224-3781

**Billing Through 04/30/2024**

City of Sunfish Lake
PO Box 18281
West St. Paul, MN 55118

Statement Date: April 30, 2024
Account No: 13260.100000
Statement No: 62944

ATTN: Char Stark

RE: Prosecution Services

| | | | | |
|---|---|---|---|---|
| | | Previous Balance | | $348.00 |

Fees

| | | | Hours | |
|---|---|---|---|---|
| 04/05/2024 | RLD | attend court hearings | 0.50 | 60.00 |
| 04/08/2024 | RLD | draft complaint | 1.00 | 120.00 |
| 04/12/2024 | RLD | attend court hearings | 0.50 | 60.00 |
| | | Rebecca L. Duren | 2.00 | 240.00 |
| 04/09/2024 | KJB | review reports, review felony files, prepare and file offer on pending cases set for pre-trial hearings | 1.00 | 120.00 |
| 04/23/2024 | KJB | prepare files for upcoming hearings, review discovery, prepare offers | 0.60 | 72.00 |
| | KJB | attend court hearings | 0.60 | 72.00 |
| 04/29/2024 | KJB | prepare files set for upcoming hearings, review discovery, prepare and send offers | 0.50 | 60.00 |
| | | Kristina J. Borgen | 2.70 | 324.00 |
| | | For Current Services Rendered | 4.70 | 564.00 |
| | | Total Current Work | | 564.00 |

Payments

| | | | |
|---|---|---|---|
| 04/09/2024 | Payment Received - Thank You | | -804.00 |
| | Balance Due | | $108.00 |

*Please make checks payable to Kelly & Lemmons. Payments received after 04/30/2024 are not reflected on this statement. We appreciate your business.*

*To remit payment by eCheck or credit card - please visit:*
***https://secure.lawpay.com/pages/kellylemmonspa/operating***

LeVANDER GILLEN & MILLER P.A.
ATTORNEYS AT LAW



City of Sunfish Lake
P.O. Box 18281
West St. Paul MN 55118

March 31, 2024
Client # 18305E

| | FEES | EXPENSES | COSTS | BALANCE |
|---|---|---|---|---|
| 18305-00000 General Business | 2,431.00 | 0.00 | 0.00 | $2,431.00 |

City of Sunfish Lake
P.O. Box 18281
West St. Paul MN 55118


March 31, 2024
Client # 18305-00000E
Statement # 403

General Business

For Services Through 03/25/24

| | | RATE | HOURS | |
|---|---|---|---|---|
| 02/26/2024 | Review of Sunfish Lake pending matters. | 130.00 | 2.30 | 299.00 |
| 02/29/2024 | Overview of agenda items. | 130.00 | 1.30 | 169.00 |
| 03/01/2024 | Legal research concerning local regulations of septic systems. | 130.00 | 5.00 | 650.00 |
| 03/04/2024 | Continuing research on septic system regulations. | 130.00 | 2.00 | 260.00 |
| 03/06/2024 | Preparation of materials for Council meeting. | 130.00 | 1.00 | 130.00 |
| | Sunfish Lake Council meeting and follow-up. | 130.00 | 0.60 | 78.00 |
| 03/11/2024 | Review pending files. | 130.00 | 3.00 | 390.00 |
| 03/13/2024 | Review status of ordinances recently adopted by Council. | 130.00 | 2.00 | 260.00 |
| | Timothy J. Kuntz | | 17.20 | 2,236.00 |
| 03/07/2024 | Telephone conference with Christy Wilcox regarding the classification of the data for a City email list that is used for purposes of sending out official City business and the type of disclaimer needed on the notice when residents sign up for the list; review potential ordinance amendment. | 130.00 | 1.00 | 130.00 |
| | Korine L. Land | | 1.00 | 130.00 |
| 03/07/2024 | Research Data Practices Act. | 130.00 | 0.50 | 65.00 |
| | Matthew M. Ziebarth | | 0.50 | 65.00 |
| | FOR CURRENT SERVICES RENDERED | | 18.70 | 2,431.00 |
| | BALANCE DUE | | | $2,431.00 |

City of Sunfish Lake
P.O. Box 18281
West St. Paul MN 55118


April 30, 2024
Client # 18305E

| | FEES | EXPENSES | COSTS | BALANCE |
|---|---|---|---|---|
| 18305-00000 General Business | 1,196.00 | 0.00 | 0.00 | $1,196.00 |

LGM LeVANDER GILLEN & MILLER P.A. ATTORNEYS AT LAW



City of Sunfish Lake
P.O. Box 18281
West St. Paul MN 55118

April 30, 2024
Client # 18305-00000E
Statement # 404

General Business

For Services Through 04/25/24

| | | RATE | HOURS | |
|---|---|---|---|---|
| 04/02/2024 | Preparation for Sunfish Lake Council meeting. | 130.00 | 1.50 | 195.00 |
| | Review status of septic system issues. | 130.00 | 1.20 | 156.00 |
| 04/03/2024 | Sunfish Lake Council meeting and follow-up. | 130.00 | 1.20 | 156.00 |
| 04/05/2024 | Review Sunfish Lake pending matters. | 130.00 | 1.50 | 195.00 |
| 04/22/2024 | Review of pending files relating to on-going planning items. | 130.00 | 2.00 | 260.00 |
| 04/23/2024 | Follow-up on recent agenda items. | 130.00 | 1.80 | 234.00 |
| | Timothy J. Kuntz | | 9.20 | 1,196.00 |
| | FOR CURRENT SERVICES RENDERED | | 9.20 | 1,196.00 |
| | BALANCE DUE | | | $1,196.00 |

Sun fish Lake Hours
Charlene Stark 1690 Northridge Dr
Hastings MN  55033

Rate 75

| | | |
|---|---|---|
| 4-Apr | Quarterly reports | 1 |
| | Email, WellsFargo Advisers, NCD4 | 1 |
| 4/3/2024 | Council Meeting | 1 |
| 4/4/2024 | Mail Checks, FED, State and PERA filing | 1 |
| | ARPA portal, Wells Brokerage paperwork | 1 |
| *5/7/2024* | *Bank Rec* | *2* |
| | MMb-bank change | 1 |
| | ARPA report | 1 |
| *5/9/2024* | *Issue checks* | *2* |
| *5/9/2024* | *Meet with Dan-Fund Accounting* | *1* |
| *5/9/2024* | *Prepare report* | *0.5* |

| | | | | |
|---|---|---|---|---|
| To Date | Total Hours to date | 12.5 | Gross | 937.50 |
| | | | PERA | 60.94 |
| | | | SSI | 58.13 |
| | | | Medicare | 13.59 |
| | | | | 804.84 |
| Reimbursables | Storage | 1.99 | Federal | 175.31 |
| | Stamp | 14.05 | State | 56.25 |
| | | | Net | 573.28 |
| | TOTAL | 16.04 | reimbursal | 16.04 |
| | | | Total | 589.32 |

Your purchase of Microsoft 365 Basic has been processed

Microsoft <microsoft-noreply@microsoft.com>
Tue 4/16/2024 12:05 AM
To:char.stark@comcast.net <char.stark@comcast.net>

Microsoft

# Your purchase of Microsoft 365 Basic has been processed

Thanks for subscribing to Microsoft 365 Basic. We're happy you're here.

We've charged USD 1.99 to MasterCard **2198. For a complete breakdown of charges, see your order details.

Starting Thursday, May 16, 2024, your payment of USD 1.99 plus applicable taxes will be charged to MasterCard **2198 automatically every 1 month.

Manage subscription >

## Subscription Information

**Subscription:** Microsoft 365 Basic

**Order Number:** 7039842372

**Plan Price:** USD 1.99 plus applicable taxes/1 month

**Renewal Date:** May 16, 2024

Did you find this email helpful? Yes No

Dates are displayed per Coordinated Universal Time. Order date may vary based on your location.

amazon.com

## Details for Order #111-5189249-5160253

Print this page for your records.

**Order Placed:** April 4, 2024
**Amazon.com order number:** 111-5189249-5160253
**Order Total: $14.05**

### Not Yet Shipped

| **Items Ordered** | **Price** |
|---|---|
| 1 of: *Custom Self-Inking Stamp - Up to 3 Lines - 11 Color Choices and 17 Font Choices (Small)* | $12.99 |

Sold by: ExcelMark USA (seller profile)

Supplied by: Other

Condition: New

**Shipping Address:**
Charlene A. Stark
1690 Northridge Dr.
Hastings, MN 55033
United States

**Shipping Speed:**
Standard Shipping

### Payment information

**Payment Method:**
Mastercard ending in 2198

**Billing address**
Charlene A Stark
1690 Northridge Dr.
Hastings, MN 55033
United States

| | |
|---|---|
| Item(s) Subtotal: | $12.99 |
| Shipping & Handling: | $0.00 |
| | ----- |
| Total before tax: | $12.99 |
| Estimated tax to be collected: | $1.06 |
| | ----- |
| **Grand Total:** | **$14.05** |

To view the status of your order, return to Order Summary.

| | | | | |
|---|---|---|---|---|
| Wilcox | **Wages - City Clerk/Administrator** | | | |
| | | 24,102 | 2,008.50 | 2,008.50 |
| | FICA=7.65% | | | 153.65 |
| | Federal Income Tax | | | 230.00 |
| | State Income Tax | | | 74.00 |
| | Pera-Wilcox - Exempt | | | |
| | Total Withholdings | | | 457.65 |
| | Reimbursables | | | |
| | Net check | | | 1,550.85 |

| | | |
|---|---|---|
| Unemployment-not required-only payment when a claim is filed | | |
| **PERA** | | |
| PERA-Withholding -6.5% | | 60.94 |
| PERA-City contribution-7.5%-Stark only | | 9.38 |
| Total PERA contribution | | **70.31** |
| **IRS** | | |
| Stark FICA WH | | 58.13 |
| Wilcox Fica witholding | 493.77 | 124.53 |
| Stark SSI WH | | 13.59 |
| Wilcox SSI witholding | | 29.12 |
| FICA-city contribution | | 153.65 |
| Total IRS deposit | | **784.33** |
| **State** | | |
| Stark State WH | | 56.25 |
| Wilcox withholding | | 74.00 |
| Due State | | **130.25** |

# P.O. Box Service Fee Notice
# WEST SAINT PAUL

**1201 ROBERT ST S STE 3, SAINT PAUL, MN 55118**

**(651) 552-2216**

WEBBATS BAT710B1

CITY OF SUNFISH LAKE
PO BOX 18281
SAINT PAUL, MN 55118

**Date of Notice: 05/01/2024**
**Box# 18281**
**6 Months: $91.00**
**12 Months: $182.00**
**Due Date: 05/31/2024**

Dear CITY OF SUNFISH LAKE:

This is a friendly reminder that your Post Office Box or Caller Service renewal fee is due. If you have already paid this fee, please disregard this notice and thank you for your continued business with the United States Postal Service. If you have not yet submitted your payment, please do so now.

At your location, at least one of the following Additional Services is available: ***Street Addressing*** (allows online ordering and delivery by private carrier) and ***Signature on File*** (easy pickup for some signature required items).

There is **no** extra charge for these Additional Services.Visit your Post Office to sign up for these services today! These services however, do not apply to Caller Service and Group E Box customers.

For your convenience, you can sign up at www.usps.com/poboxes and renew or manage your PO Box online. Use your credit card to make a one-time payment or sign up for automatic payments so you never miss a due date. You can also renew your PO Box at any of more than 2,900 self-service kiosks located at select Post Offices nationwide. Go to www.usps.com/locator/welcome.htm to look for a kiosk location near you.

As always, payments can be made at the Post Office or mailed to the attention of the Postmaster at the address indicated above. Please make checks or money orders payable to the US Postal Service and include your PO Box number and ZIP Code. If paying by mail, a receipt will be delivered to your PO Box.

**Note:** Caller Service may only be paid in Enterprise PO Box Online (EPOBOL). (Enroll at https://postalpro.usps.com/EPS under the "Quick Links" section). Please be sure to include this notice with your remittance. Caller Service receipts will be provided through the EPOBOL Application.

If your payment is not received by the due date, access to your PO Box will be blocked and caller services will be limited. If we have not received your payment by the 10th day after the due date, your PO Box service will be terminated, incoming mail will be returned to the sender, and, in addition to any unpaid monthly PO Box fees, you will be charged a handling fee to reopen your box. To avoid this inconvenience, we encourage you to renew on time.

**As a reminder, your account information must be current. If your physical address or other pertinent information has changed since you applied for your PO Box, please ask a Sales and Service Associate at your Post Office to update the filed copy of your PS Form 1093-C, *Application for Post Office Box Service*.**

**To update your information for Caller Service, you can ask a Sales and Service Associate to update the PS Form 1093-C, *Application for Caller Service* .**

You are a valued customer and we appreciate your business. Thank you!

POSTMASTER, SAINT PAUL

CITY OF
WEST ST. PAUL

1616 Humboldt Avenue
West St. Paul, MN 55118

651-552-4100
www.wspmn.gov

Jan 2024

City of Sunfish Lake
Treasurer

The 2024 police services amount is $108,474.

Monthly amount is $9,039.50

April 22, 2024

Char Stark
City of Sunfish Lake
8010 Corey Path
Inver Grove Heights, MN 55076

Re: March 2024 Invoices

Dear Char:

Enclosed are the invoices for professional engineering and planning services during the month of March for the City of Sunfish Lake.

If you have any questions, please contact me at (612) 388-9652.

Sincerely,

***WSB & Associates, Inc.***

Justin Messner
Principal

Enclosure(s)

cc: Mayor Daniel O'Leary

kc

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55416

City of Sunfish Lake
Attn: Char Stark, City Treasurer
PO Box 18281
West St. Paul, MN 55118

April 22, 2024
Project/Invoice: R-022986-000 - 8
Reviewed by: Justin Messner
Project Manager: Lori Johnson

114 Salem Church Road SFL 2023-04 Ylinen

**Professional Services from March 1, 2024 to March 31, 2024**

Phase 001 Land Use Application Review

Land Use Application Review

| | | Hours | Rate | Amount | |
|---|---|---|---|---|---|
| Johnson, Lori | 3/4/2024 | .25 | 184.00 | 46.00 | |
| call from contractor regarding concrete manholes | | | | | |
| Johnson, Lori | 3/11/2024 | .25 | 184.00 | 46.00 | |
| call with contractor on water management plan | | | | | |
| Johnson, Lori | 3/11/2024 | .50 | 184.00 | 92.00 | |
| correspondence with applicant and research on questions | | | | | |
| Totals | | 1.00 | | 184.00 | |
| **Total Labor** | | | | | **184.00** |

**Total this Task** **$184.00**

**Total this Phase** **$184.00**

**Total this Invoice** **$184.00**

**Billings to Date**

| | Current | Prior | Total |
|---|---|---|---|
| Labor | 184.00 | 12,331.50 | 12,515.50 |
| **Totals** | **184.00** | **12,331.50** | **12,515.50** |

701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55416

wsb

City of Sunfish Lake
Attn: Char Stark, City Treasurer
PO Box 18281
West St. Paul, MN  55118

April 22, 2024
Project/Invoice: R-023875-000 - 3
Reviewed by: Justin Messner
Project Manager: Justin Messner

2024 City Engineering Services

**Professional Services from March 1, 2024 to March 31, 2024**

Phase 001 City Engineering Services

City Engineering

| | | Hours | Rate | Amount | |
|---|---|---|---|---|---|
| Buckley, Susan | 3/27/2024 | .75 | 140.00 | 105.00 | |
| April ER for JMessner. Email to dist list. | | | | | |
| Messner, Justin | 3/13/2024 | 1.50 | 249.00 | 373.50 | |
| Council Meeting plus travel | | | | | |
| Messner, Justin | 3/20/2024 | .50 | 249.00 | 124.50 | |
| Sewer/Water Service Response to 2 Salem Ln | | | | | |
| Messner, Justin | 3/25/2024 | 1.00 | 249.00 | 249.00 | |
| Engineering Memo | | | | | |
| Messner, Justin | 3/26/2024 | .50 | 249.00 | 124.50 | |
| Annual Map Updates | | | | | |
| Young, Elizabeth | 3/28/2024 | 2.00 | 90.00 | 180.00 | |
| R-023875 - Importing DGN to ArcGIS Pro did not work, so I began making a new map for the city. | | | | | |
| Totals | | 6.25 | | 1,156.50 | |
| **Total Labor** | | | | | **1,156.50** |

**Total this Task** **$1,156.50**

**Total this Phase** **$1,156.50**

| **Billing Limits** | **Current** | **Prior** | **To-Date** |
|---|---|---|---|
| Total Billings | 1,156.50 | 3,207.50 | 4,364.00 |
| Limit | | | 50,100.00 |
| Remaining | | | 45,736.00 |

**Total this Invoice** **$1,156.50**

701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55416

wsb

City of Sunfish Lake
Attn: Char Stark, City Treasurer
PO Box 18281
West St. Paul, MN 55118

April 22, 2024
Project/Invoice: R-024343-000 - 3
Reviewed by: Justin Messner
Project Manager: Lori Johnson

2024 General Planning Services

**Professional Services from March 1, 2024 to March 31, 2024**

Phase 001 2024 General Planning Services

General Planning Services

| | | Hours | Rate | Amount |
|---|---|---|---|---|
| Johnson, Lori | 3/5/2024 | .25 | 184.00 | 46.00 |
| fielded call regarding septic setbacks | | | | |
| Johnson, Lori | 3/6/2024 | .50 | 184.00 | 92.00 |
| meeting prep | | | | |
| Johnson, Lori | 3/8/2024 | .50 | 184.00 | 92.00 |
| question from Nor-Son on escrow releases, correspondence with DFL caucus/Mayor on missing middle housing bill | | | | |
| Johnson, Lori | 3/10/2024 | .25 | 184.00 | 46.00 |
| meeting coordination with Rep Clary/missing middle housing | | | | |
| Johnson, Lori | 3/11/2024 | .75 | 184.00 | 138.00 |
| call with Mayor on missing middle housing, missing middle research | | | | |
| Johnson, Lori | 3/12/2024 | .25 | 184.00 | 46.00 |
| call from contractor regarding type of rock to be used on a project | | | | |
| Johnson, Lori | 3/15/2024 | .25 | 184.00 | 46.00 |
| communication with Mayor and adjacent cities on Missing Middle bill | | | | |
| Johnson, Lori | 3/18/2024 | 1.50 | 184.00 | 276.00 |
| correspondence with Mayor and CC on missing middle bill, research on senate bill, drafting of letter of opposition | | | | |
| Johnson, Lori | 3/19/2024 | 1.50 | 184.00 | 276.00 |
| prep call with MH, WSP, IGH, Shannon N for legislative call on missing middle housing bill, correspondence with mayor and council | | | | |
| Johnson, Lori | 3/20/2024 | 2.00 | 184.00 | 368.00 |
| correspondence with cities on missing middle meeting, call with contractor on electrical permits, missing middle meeting with legislators, missing middle opposition letter | | | | |
| Johnson, Lori | 3/21/2024 | 2.00 | 184.00 | 368.00 |
| missing middle letter, research on environmental groups--missing middle, call with Kristel Barber--voicemail, correspondence with resident on sewer and water availability | | | | |
| Johnson, Lori | 3/22/2024 | .50 | 184.00 | 92.00 |
| Sen. Murphy and Klein correspondence on missing middle | | | | |
| Johnson, Lori | 3/25/2024 | .50 | 184.00 | 92.00 |
| call from Mayor, correspondence with West St. Paul regarding Trackit software installations for building permits | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Johnson, Lori | 3/25/2024 | .25 | 184.00 | 46.00 | |
| correspondence with WSP on Trackit pin | | | | | |
| Johnson, Lori | 3/26/2024 | .25 | 184.00 | 46.00 | |
| email to commissioners regarding April meeting | | | | | |
| Johnson, Lori | 3/26/2024 | .50 | 184.00 | 92.00 | |
| planners report | | | | | |
| Totals | | 11.75 | | 2,162.00 | |
| **Total Labor** | | | | | **2,162.00** |
| | | | | **Total this Task** | **$2,162.00** |

Meetings

| | | Hours | Rate | Amount | |
|---|---|---|---|---|---|
| Johnson, Lori | 3/6/2024 | 2.00 | 184.00 | 368.00 | |
| travel to and from, and CC meeting | | | | | |
| Totals | | 2.00 | | 368.00 | |
| **Total Labor** | | | | | **368.00** |
| | | | | **Total this Task** | **$368.00** |
| | | | | **Total this Phase** | **$2,530.00** |

| **Billing Limits** | **Current** | **Prior** | **To-Date** |
|---|---|---|---|
| Total Billings | 2,530.00 | 2,990.00 | 5,520.00 |
| Limit | | | 38,000.00 |
| Remaining | | | 32,480.00 |

**Total this Invoice** **$2,530.00**

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City of Sunfish Lake
Attn: Char Stark, City Treasurer
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West St. Paul, MN 55118

April 22, 2024
Project/Invoice: R-024510-000 - 3
Reviewed by: Justin Messner
Project Manager: Lori Johnson

2024 Pre-Application Questions/Concerns

**Professional Services from March 1, 2024 to March 31, 2024**

Phase 001 Pre-Application Questions/Concerns

Resident Pre-Application Questions

| | | Hours | Rate | Amount | |
|---|---|---|---|---|---|
| Johnson, Lori | 3/4/2024 | .50 | 184.00 | 92.00 | |
| call with contractor regarding landscaping/driveway work at Bonfe residence, draft correspondence on proposed plans | | | | | |
| Johnson, Lori | 3/5/2024 | 1.00 | 184.00 | 184.00 | |
| review of concept plans, providing comments, correspondence with potential applicant for improvements to Bonfe shoreline | | | | | |
| Totals | | 1.50 | | 276.00 | |
| **Total Labor** | | | | | **276.00** |

| | |
|---|---|
| **Total this Task** | **$276.00** |
| **Total this Phase** | **$276.00** |
| **Total this Invoice** | **$276.00** |

**Billings to Date**

| | Current | Prior | Total |
|---|---|---|---|
| Labor | 276.00 | 184.00 | 460.00 |
| **Totals** | **276.00** | **184.00** | **460.00** |

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City of Sunfish Lake
Attn: Char Stark, City Treasurer
PO Box 18281
West St. Paul, MN 55118

April 22, 2024
Project/Invoice: R-024203-000 - 4
Reviewed by: Justin Messner
Project Manager: Lori Johnson

2570 Delaware Segal MSP CUP SFL 8

**Professional Services from March 1, 2024 to March 31, 2024**

Phase 001 Land Use Application Review

Land Use Application Review

| | | Hours | Rate | Amount | |
|---|---|---|---|---|---|
| Johnson, Lori | 3/1/2024 | .50 | 184.00 | 92.00 | |
| incomplete letter | | | | | |
| Johnson, Lori | 3/5/2024 | .50 | 184.00 | 92.00 | |
| email correspondence with neighbor on proposed project, call with Jim Nayes on project | | | | | |
| Johnson, Lori | 3/7/2024 | .25 | 184.00 | 46.00 | |
| correspondence with applicant on lighting and fencing | | | | | |
| Johnson, Lori | 3/12/2024 | .25 | 184.00 | 46.00 | |
| questions regarding c.u.p. extension/rec equipment from applicant | | | | | |
| Johnson, Lori | 3/15/2024 | .50 | 184.00 | 92.00 | |
| processing/reviewing resubmittal, correspondence with applicant | | | | | |
| Johnson, Lori | 3/25/2024 | 1.00 | 184.00 | 184.00 | |
| incomplete letter | | | | | |
| Totals | | 3.00 | | 552.00 | |
| **Total Labor** | | | | | **552.00** |

**Total this Task** **$552.00**

**Total this Phase** **$552.00**

Phase 002 Engineering Review

Engineering Review

| | | Hours | Rate | Amount |
|---|---|---|---|---|
| Fallon, Kendra | 3/11/2024 | .50 | 180.00 | 90.00 |
| Engineering Review Response | | | | |
| Fallon, Kendra | 3/22/2024 | .75 | 180.00 | 135.00 |
| Plan Review | | | | |
| Glisky, Robert | 3/21/2024 | 1.00 | 131.00 | 131.00 |
| eng review - resubmittal | | | | |
| Glisky, Robert | 3/22/2024 | 2.50 | 131.00 | 327.50 |
| eng review - resubmittal | | | | |
| Messner, Justin | 3/22/2024 | .75 | 249.00 | 186.75 |
| plan review | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Messner, Justin | 3/29/2024 | .50 | 249.00 | 124.50 | |
| Review resubmittal | | | | | |
| Totals | | 6.00 | | 994.75 | |
| **Total Labor** | | | | | **994.75** |
| | | | | **Total this Task** | **$994.75** |
| | | | | **Total this Phase** | **$994.75** |

| **Billing Limits** | **Current** | **Prior** | **To-Date** |
|---|---|---|---|
| Total Billings | 1,546.75 | 4,745.50 | 6,292.25 |
| Limit | | | 17,500.00 |
| Remaining | | | 11,207.75 |

**Total this Invoice** **$1,546.75**

701 XENIA AVENUE S
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City of Sunfish Lake
Attn: Char Stark, City Treasurer
PO Box 18281
West St. Paul, MN 55118

April 22, 2024
Project/Invoice: R-023689-000 - 4
Reviewed by: Justin Messner
Project Manager: Lori Johnson

415 Salem Church Road, Fitzer Pool, SFL 06-2023

**Professional Services from March 1, 2024 to March 31, 2024**

Phase 001 Land Use Application Review

Land Use Application Review

| | | Hours | Rate | Amount | |
|---|---|---|---|---|---|
| Johnson, Lori | 3/4/2024 | .75 | 184.00 | 138.00 | |
| receipt of new plans, review of plans, transfer to files | | | | | |
| Johnson, Lori | 3/10/2024 | .50 | 184.00 | 92.00 | |
| new plan review, draft incomplete | | | | | |
| Johnson, Lori | 3/15/2024 | .50 | 184.00 | 92.00 | |
| review of resubmittal | | | | | |
| Johnson, Lori | 3/20/2024 | .50 | 184.00 | 92.00 | |
| incomplete letter | | | | | |
| Johnson, Lori | 3/25/2024 | .50 | 184.00 | 92.00 | |
| finalize incomplete, correspondence with applicant | | | | | |
| Totals | | 2.75 | | 506.00 | |
| **Total Labor** | | | | | **506.00** |

**Total this Task** **$506.00**

**Total this Phase** **$506.00**

Phase 002 Engineering Review

Engineering Review

| | | Hours | Rate | Amount |
|---|---|---|---|---|
| Fallon, Kendra | 3/18/2024 | .25 | 180.00 | 45.00 |
| Plan Review | | | | |
| Fallon, Kendra | 3/29/2024 | .75 | 180.00 | 135.00 |
| Storm Review | | | | |
| Glisky, Robert | 3/13/2024 | 2.50 | 131.00 | 327.50 |
| water resources and grading review \| resubmittal | | | | |
| Glisky, Robert | 3/28/2024 | 1.50 | 131.00 | 196.50 |
| resubmittal review stormwater | | | | |
| Glisky, Robert | 3/29/2024 | 1.50 | 131.00 | 196.50 |
| resubmittal review stormwater | | | | |
| Messner, Justin | 3/22/2024 | .50 | 249.00 | 124.50 |

| | | | | |
|---|---|---|---|---|
| plan review | | | | |
| Totals | | 7.00 | 1,025.00 | |
| **Total Labor** | | | | **1,025.00** |
| | | | **Total this Task** | **$1,025.00** |
| | | | **Total this Phase** | **$1,025.00** |

| **Billing Limits** | **Current** | **Prior** | **To-Date** |
|---|---|---|---|
| Total Billings | 1,531.00 | 1,942.25 | 3,473.25 |
| Limit | | | 12,500.00 |
| Remaining | | | 9,026.75 |

**Total this Invoice** **$1,531.00**

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wsb

City of Sunfish Lake
Attn: Char Stark, City Treasurer
PO Box 18281
West St. Paul, MN  55118

April 22, 2024
Project/Invoice: R-024347-000 - 2
Reviewed by: Justin Messner
Project Manager: Lori Johnson

5960 Zehnder Road Sommerland septic variance

**Professional Services from March 1, 2024 to March 31, 2024**

Phase 001 Land Use Application Review

Land Use Application Review

| | | Hours | Rate | Amount | |
|---|---|---|---|---|---|
| Johnson, Lori | 2/29/2024 | .25 | 184.00 | 46.00 | |
| call with applicant | | | | | |
| Johnson, Lori | 3/1/2024 | .25 | 184.00 | 46.00 | |
| call with Mayor on timelines | | | | | |
| Johnson, Lori | 3/4/2024 | .25 | 184.00 | 46.00 | |
| voicemail/correspondence with applicant on process | | | | | |
| Johnson, Lori | 3/13/2024 | .25 | 184.00 | 46.00 | |
| review of resubmittal, correspondence with applicant | | | | | |
| Johnson, Lori | 3/15/2024 | .25 | 184.00 | 46.00 | |
| correspondence with engineering reviewers/WSB | | | | | |
| Johnson, Lori | 3/15/2024 | .50 | 184.00 | 92.00 | |
| processing/review of resubmittal | | | | | |
| Johnson, Lori | 3/25/2024 | 2.00 | 184.00 | 368.00 | |
| complete letter, call with contractor, public hearing notice paper, public hearing notice residents, copying, mailing | | | | | |
| Johnson, Lori | 3/26/2024 | .25 | 184.00 | 46.00 | |
| call from Steve Kleist, email correspondence | | | | | |
| Johnson, Lori | 3/27/2024 | .50 | 184.00 | 92.00 | |
| correspondence, calls with Steve Kleist on state of septic, people living at the home. | | | | | |
| Totals | | 4.50 | | 828.00 | |
| **Total Labor** | | | | | **828.00** |

**Total this Task** **$828.00**

**Total this Phase** **$828.00**

Phase 002 Engineering Review

Engineering Review

| | | Hours | Rate | Amount |
|---|---|---|---|---|
| Fallon, Kendra | 3/15/2024 | .75 | 180.00 | 135.00 |

| | | | | | |
|---|---|---|---|---|---|
| Plan Review | | | | | |
| Messner, Justin | 3/22/2024 | 1.25 | 249.00 | 311.25 | |
| Plan review and approval memo | | | | | |
| Messner, Justin | 3/25/2024 | .25 | 249.00 | 62.25 | |
| Discussion with Contractor | | | | | |
| Totals | | 2.25 | | 508.50 | |
| **Total Labor** | | | | | **508.50** |
| | | | **Total this Task** | | **$508.50** |
| | | | **Total this Phase** | | **$508.50** |

| **Billing Limits** | **Current** | **Prior** | **To-Date** |
|---|---|---|---|
| Total Billings | 1,336.50 | 1,376.50 | 2,713.00 |
| Limit | | | 17,500.00 |
| Remaining | | | 14,787.00 |

**Total this Invoice** **$1,336.50**