

**Cambridge City Council - City Hall Council Chambers
Special Meeting, Monday, August 19, 2019 at 3:30 pm
Meeting Announcement and Agenda**

Tentative Time	Agenda Item
3:30 pm	1. Call to Order
3:30 pm	2. Approve Agenda
3:33 pm	3. Update to Long Range Plan and 2020 Budget and Levy Discussions
3:33 pm	A. Review Playground Information and Splash Pad Information and 2020 Budget (p. 5)
3:50 pm	B. Review 2019 Summer Programming Information and 2020 Budget (p. 11)
4:00 pm	C. Review 2020 Budget and Levy Recommendations (p. 14)
5:00 pm	1. Levy Projections 2020-2029 (p. 16) 2. Proposed 2020 General Fund Budget (p. 17) 3. Capital Improvement Plan 2020-2029 (Excluding Utility and Liquor Store Funds) (p. 29)
	D. Determine Preliminary 2020 Levy (Discussion)
5:15 pm	4. Adjourn

**Cambridge City Council - City Hall Council Chambers
Regular Meeting, Monday, August 19, 2019 at 6:00 pm
Meeting Announcement and Agenda**

*Members of the audience are encouraged to follow the agenda.
Agendas are available on the table outside the Council Chambers door.*

Tentative Time	Agenda Item
6:00 pm	1. Call to Order & Pledge of Allegiance
6:03 pm	2. Citizens Forum
6:10 pm	3. Approval of Agenda (p. 1)

6:10 pm	4. Consent Agenda Approvals
	<p>A. Regular and Summary City Council Meeting Minutes for August 5, 2019 (p. 5)</p> <p>B. Warrants #114123 - #114472 and ACH/Wire items totaling \$3,019,512.50 (p. 12)</p> <p>C. Out of State Travel for Caroline Moe (funded by scholarship from MN Government Finance Officers Association) (p. 64)</p> <p>D. Resolution R19-054 Application for Payment #1 from Phoenix Fabricators & Erectors LLC for West Water Tower (p. 65)</p> <p>E. Resolution R19-055 Application for Final Payment from RL Carr for Wastewater Treatment Plant Rehab (p. 70)</p> <p>F. Airport Taxi Lane Widening Project Proposals (p. 96)</p> <p>G. Andrew Milz, Public Works Seasonal Employee, \$12.17 per hour, July 30, 2019 (p. 99)</p> <p>H. Resolution R19-056 Accepting FAA Airport Improvement Plan Grant #3-27-0017-012-2019 (p. 100)</p> <p>I. Resolution R19-057 Accepting MnDOT Agreement #1035139 for Airport Improvement Excluding Land Acquisition (p. 142)</p>
6:15 pm	5. Work Session
6:15 pm	6. Unfinished Business
	A. Minnesota Department of Revenue Agreement for Collection of a Local Sales and Use Tax (p. 149)
6:20 pm	7. New Business
	A. Public Hearing – Environmental Assessment Study for Airport Project (p. 155)
6:30 pm	B. LELS January 1, 2020 to December 31, 2022 Collective Bargaining Agreement (p. 162)
	C. Special Assessment Agreement for 337 Sunset Lane – Frank and Barbara Dietz (p.185)
6:35 pm	8. Mayor’s Report
6:40 pm	9. Council Concerns
6:40 pm	10. City Attorney’s Report

6:42 pm	11. City Administrator's Report
	<p>A. Closed Session- to consider the potential sale of property and determine a sale price for property owned by the City of Cambridge and the Cambridge EDA (PID#'s 03.058.0160 2331 address 334th Ln NE & 15.028.0505 located in Woodcrest Park area) This will be a joint closed session with the EDA and City Council. EDA owned parcels are 03.058.0070, 03.058.0011 & 03.058.0010 address 2352 337th Ave NE (p. 188)</p> <p>B. Closed Session- to consider the potential sale of property and determine a sale price for 323 4th Ave NE & 345 4th Ave NE (p. 193)</p>
5:00 pm	12. Adjourn

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

Unless otherwise noted, all meetings are at City Hall in Council Chambers

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Description</u>
Aug. 26	6:00pm	Cambridge Fire Department (Fire Dept. Training Room)
Aug. 26	7:00pm	ECRDC (Mora)
Aug. 28	9:00am	Discover Downtown Executive Committee (Willard's)
Aug. 29	2:00pm	Customer Appreciation Meeting
Aug. 29	7:00pm	North Hwy 65 Corridor Coalition
Sep. 3	7:00pm	Cambridge Planning Commission
Sep. 4	12:00pm	Toward Zero Death (TZD)
Sep. 4	3:00pm	Allina Community Engagement Council (Foundation Room- CMC)
Sep. 9	5:00pm	Community Education Advisory Council (Ed. Serv. Ctr.- Rm 118)

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
Aug. 23	Dusk	Grease movie at City Park
Sep. 2	All Day	Offices Closed for Labor Day
Sep. 13	4:00 pm	Customer Appreciation Event (Downtown Cambridge)
Oct. 14	4:00 pm	Cambridge Fire Open House
Nov. 23	5:00 pm	Christmas Tree lighting, Community sing along, & Snowflake Parade

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Cambridge City Council Meeting Minutes
Monday, August 5, 2019

A regular meeting of the Cambridge City Council was held on Monday, August 5, 2019, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor James Godfrey; Council Members Kersten Conley, Marlys Palmer, Lisa Iverson, and Bob Shogren. All present, no absences.

Staff Present: City Administrator Woulfe, Financial Director Moe, Deputy Fire Chief/Emergency Management Director Pennings, Community Development Director Westover, Economic Development Director Gustafson, Engineer Blank, Public Works/Utilities Director Schwab, Fire Chief Okerlund, and Assistant Fire Chief Tomczik.

Call to Order, Pledge of Allegiance, and Approval of Agenda.

Godfrey called the meeting to order at 3:30 pm and led the public in the Pledge of Allegiance.

Woulfe noted the Council had an amended agenda before them with the addition of 7E Street Closure Request for Cambridge Bar and Grill for August 17, 2019. Shogren requested to added Speed Limit 25 to Council Concerns (9B).

Iverson moved, seconded by Palmer, to approve the agenda as amended. Shogren added Flower Baskets under Council Concerns. Iverson and Palmer agreed to amend the agenda. Motion carried unanimously.

Consent Agenda

Conley moved, seconded by Shogren, to approve consent agenda Items A-F:

- A. Regular and Summary City Council Meeting Minutes for July 15, 2019 and Special Meeting Minutes for July 29, 2019
- B. Draft June 2019 Financial Statements
- C. Resolution R19-051 Designating Election Polling Places
- D. Resolution R19-052 Application for Payment #2 from Alliance Building Corporation for 9th Ave. SE Street Improvements
- E. Accept Officer Sara Samuelson's resignation
- F. Change Jeremy VanHatten from Part-Time status to Full-Time status effective August 21, 2019 at \$28.03 per hour

Upon call of the roll, Godfrey, Shogren, Palmer, Iverson, and Conley voted aye, no nays. Motion carried.

Work Session

Presentation of CenterPoint Energy Grant to the Cambridge Disaster Fund

Pennings reported that Administrator Woulfe applied for a grant from CenterPoint Energy to help raise funds for the Disaster Recovery Fund. In May, Woulfe received notice that \$2,500 was awarded and were here tonight to present the check to the City Council. Pennings noted staff is grateful for this generous donation from CenterPoint Energy. The Community Partnership Grant has been given by CenterPoint Energy for over 145 years supporting communities for safety and since 2003 has awarded more than \$1.8 million support 967 projects throughout their service territory.

Unfinished Business

Ordinance 701 - amending Title III, Chapter 35 Finances and Taxation Section 35.03, Local Sales and Use Tax

Woulfe explained the City adopted Ordinance 698 instituting a local option sales tax. The Department of Revenue has sent an updated model ordinance they would like cities to use. Therefore, Ordinance 701 is replacing Ordinance 698. The ordinance has been posted on the City's official bulletin board / website for ten days as is required by statute.

Woulfe reported that no public hearing is required prior to adopting this ordinance because the public hearing was held on June 17, 2019. Woulfe stated after Council adoption, she will send the revised ordinance to the Department of Revenue. Woulfe noted all things are still on track for implementing the local option sales tax on October 1, 2019.

Woulfe stated the Department of Revenue is still working on the collection agreement. Woulfe explained once the agreement is in place, the Department of Revenue will notify businesses of the sales tax rate change effective October 1, 2019. Woulfe explained businesses collect the tax and remit all sales tax to the Department of Revenue. The Department of Revenue then sends a check to the City for the collected sales tax.

Woulfe noted the ordinance needed a date changed the date on page 103, section F (2) as follows:

F(2) The local sales and use tax imposed by this chapter shall terminate at the earlier of: (1) ~~December 21, 2019~~ 31, 2043; or (2) when the City Council determines that \$22,000,000, plus an amount sufficient to pay the costs related to issuing bonds and interest on the bonds has been received from the local sales and use tax imposed by this chapter to pay for all the capital and administrative costs directly related to completing the designated projects. Any funds remaining after payment of all such costs and retirement or redemption of the bonds shall be placed in the general fund of the city. The local sales and use tax imposed by this chapter may terminate at an earlier time if the City Council so determines by ordinance.

Palmer moved, seconded by Iverson, to amend the ordinance to include the December 31, 20143 date and then adopt the ordinance as amended, authorize summary publication of the ordinance, and authorize the Mayor and City Administrator to execute the sales tax collection agreement with the Department of Revenue. Shogren asked if the street name could be changed from Aspen St to be Roosevelt St S. Woulfe stated she left it as Aspen Street because the local option sales tax project resolution listed it as Aspen Street and wanted to remain consistent. Motion carried unanimously.

Final Library Design

Council reviewed the final library design with Brian Baas from BJ Baas Construction. Palmer noted she would have preferred to have a design that was more reflective of a Carnegie Library. Iverson moved, seconded by Conley to approve the final library design. Motion carried unanimously.

New Business

Declare old fire department helmets surplus property

Pennings stated through a generous grant of \$7,686.25 from the TEAM Foundation the fire department has purchased new helmets and is requested the old helmets be declared surplus property. Palmer recommended putting one in the case for historical purposes.

Woulfe recommended the Council declare the helmets surplus property, offer them for sale for \$5 first to current firefighters and then either sell or donate any remaining helmets.

Conley moved, seconded by Shogren to declare 30 old Bullard fire helmets as surplus property and offer to sell the helmets to interested firefighters first and then the general public for \$5.00 after retaining one for historical purposes. Motion carried unanimously.

Shogren suggested any unsold helmets be donated.

Iverson asked if a waiver would be created due to the hazardous substances on the helmet. Woulfe stated she would develop a waiver form.

Request to Replace the Fire Tahoe

Okerlund stated the Fire Department is in need of replacing their 2003 Chevrolet Tahoe due to mechanical maintenance issues. Okerlund stated the Tahoe is currently showing signs of its age and they predict it will continue to have problems. Okerlund reported the Department also feels they could still sell the 2003 vehicle for a decent price at this point, where holding out on the sale may result in more maintenance costs.

Okerlund stated the Fire Department command vehicles cut down on response times resulting in lower ISO rating and better service to residents. Okerlund explained they also see a reduction of wear and tear on the very expensive engines. Okerlund reported it was recommended by Finance Director Moe that we get these vehicles on a 6-year rotation in order to keep costly repairs at a minimum.

Okerlund explained the vehicle will be purchased through the State of Minnesota vehicle contract which is currently held by Ranger Chevrolet out of Hibbing. Hirsch Motors was contacted to see if they could match or come close to the State pricing and the salesperson responded they could not.

Okerlund explained the Fire Department Relief Association has generously agreed to pay up to \$7,500.00 to have the emergency lighting and graphics package installed on the vehicle.

Iverson asked how many miles are on the vehicle. Okerlund stated there were 107K. Shogren confirmed there are radios in the vehicles and asked if they would be moved to the new vehicle. Shogren also asked if the old vehicle should be declared surplus property. Woulfe stated the department will ask Council to declare it surplus property once the new vehicle is in the fleet.

Shogren moved, seconded by Palmer, to approve the purchase of a 2020 Chevrolet Tahoe command vehicle to replace the 2003 Chevrolet Tahoe at a cost not to exceed \$38,000.00 including tax, title and license. Motion carried unanimously.

Resolution R19-053 Ace Tack Building Demolition bids

Blank reported staff has received and opened bids for the Ace Tack Building Demolition project. Blank explained there were a total of five bids received and H & T Trucking from Stillwater, MN was the low bidder.

Blank reported H & T Trucking is currently the general contractor for the Woodcrest Park Church building demolition currently under construction. Blank explained H & T provided information showing they have completed projects similar to the Ace Tack Building Demolition. Blank stated staff recommends the project be awarded to H & T Trucking in the amount of \$222,210.00. Blank reviewed all the bids and noted the Engineer's estimate was \$123,800.

Blank stated this bid amount is more than the estimated cost of the work, however, MnDOT has agreed to provide \$123,795 for the construction contract for the work. Blank explained the City has enough funds remaining from the State of MN DEED grant for Highway 95 to cover the \$98,415 difference between the MnDOT funding and the low bid amount. Blank confirmed they will not do any exterior work until after Cambridge Customer Appreciation.

Godfrey confirmed MnDOT is in support of the contract.

Shogren clarified no local money is spent on this project including staff time. Woulfe confirmed there will be advertising costs that might not be reimbursable. Shogren commented since this is a state project, he believes not one penny should be used for this project.

Conley moved, seconded by Iverson, to approve Resolution R19-053 accepting bids and awarding a contract to H & T Trucking for the Ace Tack Building Demolition not to exceed \$222,210.00. Motion carried unanimously.

East Central Regional Library Lease

Woulfe reported on February 4, 2019 the City Council discussed the lease agreement with the East Central Regional Library System. Woulfe stated with the design is finalization and the exact square footage of the ECRL space known at 6,563 square feet it is time to finalize the lease agreement. Conley moved, seconded by Iverson, to approve the lease as presented. Motion carried unanimously.

Street Closure Request – Cambridge Bar and Grill, August 17, 2019

Woulfe reported Cambridge Bar and Grill has requested a street closure for August 17 for the Hogs for Heroes motorcycle ride that benefits veterans and has obtained the signatures from the adjoining property owners for the street closure form. Woulfe stated the closure request is for:

Main Street South from 2nd Avenue SE to 5th Avenue SE will be closed from 10:00 am to 2:30 pm and Main Street South from 2nd Avenue SE to 3rd Avenue SE will be closed from 2:30 pm to Midnight.

Woulfe explained the motorcycles will depart from where they will be parked on Main Street at approximately 2:00 pm. Sean will have a band in the evening hours and other activities on Main Street between 2nd and 3rd Avenues SE.

Iverson moved, seconded by Conley, to approve the street closure request as presented. Palmer recommended having a portion of the monies raised donated to the American Legion since they are working on their memorial park. Motion carried unanimously

Committee Reports

Committee reports from the following committees were heard: Airport Advisory Board, Allina Community Engagement Council, Community Education Advisory Council and C-I Communications Task Force, Cambridge Action Community Team (ACT on Alzheimer's), Cambridge Downtown Executive Committee, Cambridge Fire Department, Cambridge Parks, Recreation, and Trails, Isanti County EDA, Isanti County Initiative on Collaboration, Leadership, and Efficiency (ICICLE), North Highway 65 Corridor Coalition, North Highway 65 Chamber of Commerce, Toward Zero Death (TZD), Cambridge Sister City Commission

Mayor's Report and Council Concerns

National Night Out Schedule

Godfrey handed out the schedule for National Night Out. Council discussed which locations they would like to attend.

Speed Limit 25

Shogren stated at the League conference it was noted that the state is giving cities the ability to set speed limits in the corporate limits. Woulfe stated this change begins September 1, 2019. Woulfe stated we would want to have an engineer look into things and any requests for signage, etc. Shogren

requested the topic be added to one of the September City Council meetings to discuss changing the speed limit on city streets to 25 mph.

Flower Baskets

Shogren stated he received comments that the flower baskets don't "pop" out because the colors blend in too much. Council discussed which colors might stand out more for next year. Palmer stated they made an agreement with the Discover Downtown Executive Committee on the colors. Woulfe stated the Discover Downtown committee has chosen colors the past two years and recommends listening to their voices and let them decide if the flower basket program is going to be continued in 2020.

There was no City Attorney's Report

City Administrator's Report

First Bank and Trust Collateral Assignment

Woulfe noted City Attorney Squires has reviewed the agreement and recommends its approval as presented. Iverson moved, seconded by Conley to approve the First Bank and Trust Collateral Assignment of Purchase Agreement. Motion carried unanimously.

Woulfe read the announcement for the closed sessions and announced the City Council will not reconvene into open session after the closed sessions. Shogren moved, seconded by Iverson, to adjourn into closed session after a ten-minute break (4:41 to 4:51 pm). The motion carried unanimously.

Closed Session.

Consider an offer for property located on 3rd Ave NE (next to Aldi) PIN15.992.0030

Labor relations strategies - Public Employment Labor Relations Act

Adjournment of Council Meeting

Being no further business before the City Council, Shogren moved, seconded by Iverson, to adjourn the closed sessions and open meeting at 5:36 pm. Motion carried unanimously.

James A. Godfrey, Mayor

ATTEST:

Linda J. Woulfe, City Administrator

**SUMMARY PUBLICATION OF THE PROCEEDINGS OF THE
CAMBRIDGE CITY COUNCIL**

The complete minutes are available for public inspection at the office of the City Administrator, 300 3rd Ave. NE, Cambridge, Minnesota.

**Regular City Council Meeting
August 5, 2019**

Members Present: Mayor James Godfrey; Council Members Kersten Conley, Marlys Palmer, Lisa Iverson, and Bob Shogren. All present, no absences.

- Meeting called to order at 3:30 pm.
- Approved amended agenda.
- Approved consent agenda items A-F as presented.
- Received a grant from CenterPoint Energy for \$2,500 for the Disaster Recovery Fund.
- Adopted Ordinance 701 – Amending Title III, Chapter 35 Finances and Taxation Section 35.03, Local Sales and Use Tax.
- Approved the final library design presented by Brian Baas.
- Declared 30 old fire helmets as surplus property and approved staff to offer them for sale to interested firefighters and the public for \$5.
- Approved the purchase of a 2020 Chevy Tahoe Command vehicle, not to exceed \$38,000 including tax, title and license.
- Approved Resolution R19-053 accepting bids and awarding a contract to H & T Trucking for the Ace Tack Building Demolition.
- Approved the East Central Regional Library Lease as presented.
- Approved Cambridge Bar and Grill Street Closure request for August 17, 2019 as presented.
- Approved First Bank and Trust Collateral Assignment of Purchase Agreement as presented.
- Meeting went into closed session at 4:41 pm.
- Meeting adjourned at 5:36 pm.

CAMBRIDGE CITY COUNCIL MEETING
 August 19, 2019
 BILLS LIST

Disbursement Type:	Date	Check #s	<u>Submitted For Approval</u>
Prepaid Checks	7/10/2019	114123 - 114188	213,904.90
Prepaid Checks	7/17/2019	114189 - 114270	394,567.35
Prepaid Checks	7/24/2019	114271 - 114336	270,650.83
Prepaid Checks	7/30/2019	114337 - 114392	125,037.61
Prepaid Checks	8/7/2019	114393 - 114472	1,557,002.24
Total Checks			2,561,162.93
PAID THROUGH ACH or WIRE July 2019:			
Payroll			233,474.19
Federal Payroll Tax Withholding			68,323.94
State Payroll Tax Withholding			14,622.57
PERA Withholdings			57,087.97
Deferred Comp Premiums			2,880.00
Self Insurance & Flex & Select Account Admin Fee			3,232.92
ECE			51,195.77
Sales & Use Tax Payments to State of MN			8,837.00
Centerpoint			3,263.01
Wright Express (City wide fuel cards)			6,639.02
Connexus			1143.87
Midcontinent			6,077.70
Reliance Life Insurance ACH			1,043.55
AFLAC			528.06
Total Paid through ACH or Wire			458,349.57
TOTAL SUBMITTED FOR APPROVAL			\$3,019,512.50

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of City check disbursements from 7/4/19-8/8/2019 and all other disbursements for July 2019.

Caroline Moe 8-8-19
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 8-8-2019
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
44	Absolute Portable Restrooms	Handicap Unit - Parks	90.00
44	Absolute Portable Restrooms	Handicap & Regular Units - Parks	150.00
44	Absolute Portable Restrooms	Handicap Unit - Parks	90.00
44	Absolute Portable Restrooms	Handicap & Regular Units - Parks	240.00
44	Absolute Portable Restrooms	Handicap Unit - Parks	90.00
44	Absolute Portable Restrooms	Handicap Unit - Parks	90.00
44	Absolute Portable Restrooms	Handicap Unit - Parks	90.00
Total 44:			840.00
175	Amazon Capital Services, Inc.	Repair & Maint - Wastewater Plant	225.26
Total 175:			225.26
306	ARC Irrigation, LLC	Fertilization - City Hall	133.90
Total 306:			133.90
523	Belson Outdoors, Inc.	33 Gallon Exposition Trash Receptacle/Recycle	15,208.31
Total 523:			15,208.31
538	Berg, Aaron	Planning Comm Mtgs - 2nd Qtr 2019	70.00
Total 538:			70.00
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	23.04-
551	Chas A. Bernick Inc.	Liquor Store Merchandise	428.30
551	Chas A. Bernick Inc.	Liquor Store Merchandise	5,440.20
Total 551:			5,845.46
555	Business Essentials	Maintenance Supplies - City Hall	67.69
555	Business Essentials	Office Supplies - Admin	4.98
Total 555:			72.67
628	Boese, Robert	Planning Comm Mtgs - 2nd Qtr 2019	105.00
Total 628:			105.00
826	North 65 Chamber of Commerce	Promote, Advertise, Improve or Develop Econo	503.00
826	North 65 Chamber of Commerce	Annual Membership - Liquor Store	422.00
Total 826:			925.00
1140	Cintas Corporation	Rug & Towel Rentals - Liquor Store	138.30
Total 1140:			138.30
1336	Crystal Springs Ice	Liquor Store Merchandise	534.46

Vendor	Vendor Name	Description	Net Invoice Amount
1336	Crystal Springs Ice	Liquor Store Merchandise	360.30
1336	Crystal Springs Ice	Liquor Store Merchandise	149.04
Total 1336:			1,043.80
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	3,604.15
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	26,908.09
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	90.00-
Total 1396:			30,422.24
1602	Duff Consulting, LLC	Property Maintenance Services - Nuisance Viol	942.35
Total 1602:			942.35
1614	Dybvig, Monte	Planning Comm Mtgs - 2nd Qtr 2019	105.00
Total 1614:			105.00
1666	East Central Solid Waste Commis	Disposal of Appliances	80.00
Total 1666:			80.00
1681	ECM Publishers, Inc.	Advertising - Liquor Store	2,110.60
Total 1681:			2,110.60
1686	Ecolab Pest Elimination Div.	Air Quality Program and Pest Control - LS	112.74
Total 1686:			112.74
1774	Engseth, Todd & Cheryl	Refund Overpayment Final Water Bill 1-3111	8.24
Total 1774:			8.24
1799	Ericsson, Kriste	Parks, Trails, & Rec Comm Mtgs - 2nd Qtr 2019	35.00
Total 1799:			35.00
1861	Fahrner Asphalt Sealers, LLC	Striping and Painting	2,428.00
1861	Fahrner Asphalt Sealers, LLC	Street Seal Coating	17,829.00
Total 1861:			20,257.00
1891	Fastenal Company	Misc Operating Supplies - Street Dept	216.58
Total 1891:			216.58
1966	First State Tire Recycling	Tire Recycling	110.09

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1966:			110.09
2059	Synchrony Bank	Weed Control	158.35
2059	Synchrony Bank	Misc Operating Supplies - Water	149.99
2059	Synchrony Bank	Misc Operating Supplies - Wastewater	149.99
Total 2059:			458.33
2131	Goodin Company	Repair & Maint Supplies Bldg/Inf - Parks	231.14
Total 2131:			231.14
2305	Harder-Chapman, Marisa	Parks, Trails, & Rec Comm Mtgs - 2nd Qtr 2019	35.00
2305	Harder-Chapman, Marisa	Planning Comm Mtgs - 2nd Qtr 2019	35.00
Total 2305:			70.00
2411	Hillyard Inc.	Maintenance Supplies - City Hall	102.04
Total 2411:			102.04
2498	Ide, Tyler	Repair and Maint Supplies Veh/Eq - Police	435.00
Total 2498:			435.00
2518	Immel, Julie	Planning Comm Mtgs - 2nd Qtr 2019	105.00
Total 2518:			105.00
2536	Independent Testing Tech. Inc.	Testing - I.T.T. Project #19-052	180.00
Total 2536:			180.00
2559	The Preserve of Cambridge, LLC	TIF 6.15 Developer Agreement 1st Half 2019	58,390.07
Total 2559:			58,390.07
2626	Isanti County Attorney's Office	Prosecution Services - June	3,384.04
Total 2626:			3,384.04
2676	Isanti County Recorder	Misc Transaction - Copy Plain	5.00
Total 2676:			5.00
2979	Koep, Tom	Parks, Trails, & Rec Comm Mtgs - 2nd Qtr 2019	35.00
Total 2979:			35.00
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	15.40

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3056:			15.40
3461	McDonald Distributing Company	Credit Liquor Merchandise	78.40-
3461	McDonald Distributing Company	Credit Liquor Merchandise	168.00-
3461	McDonald Distributing Company	Liquor Store Merchandise	218.00
3461	McDonald Distributing Company	Liquor Store Merchandise	176.00
3461	McDonald Distributing Company	Credit Liquor Merchandise	110.20-
3461	McDonald Distributing Company	Liquor Store Merchandise	16,377.65
Total 3461:			16,415.05
3521	Menards	Maintenance Supplies - City Hall	503.37
3521	Menards	Misc Operating Supplies - Wastewater	17.98
3521	Menards	Signs	20.78
3521	Menards	Street Light and Signal Repairs	146.95
3521	Menards	Repair & Maint - Wastewater Plant	42.73
3521	Menards	Repair & Maint - Wastewater Plant	40.29
3521	Menards	Repair & Maint - Wastewater Plant	47.00
3521	Menards	Signs	32.34
3521	Menards	Misc Operating Supplies - Parks	42.14
3521	Menards	Misc Operating Supplies - Wastewater	12.99
3521	Menards	Repair & Maint - Wastewater Plant	499.00
3521	Menards	Street Light and Signal Repairs	36.92
3521	Menards	Repair & Maint - Wastewater Plant	34.08
3521	Menards	Misc Operating Supplies - Wastewater	39.96
3521	Menards	Repair & Maint - Wastewater Plant	139.99
3521	Menards	Misc Operating Supplies - Wastewater	4.33
3521	Menards	Misc Operating Supplies - Shop	51.70
3521	Menards	Misc Operating Supplies - Parks	24.48
3521	Menards	Painting & Striping - Streets	29.41
3521	Menards	Repair & Maint Supplies - Streets	39.97
3521	Menards	Misc Operating Supplies - Streets	19.55
Total 3521:			1,825.96
3543	Metro Sales, Inc.	Ricoh MP 2554SP & C2004 Copier Lease, Bas	247.83
Total 3543:			247.83
3666	Minnesota Child Support Payment	Child Support Withholdings	137.51
Total 3666:			137.51
3676	MCSI Minnesota Computer Syste	Contract Base Rate/Overage Charge - Tosh/Est	10.00
Total 3676:			10.00
3829	MN Dept of Labor and Industry	Quarterly Building Permit Surcharge	1,813.55
3829	MN Dept of Labor and Industry	Quarterly Building Permit Surcharge	72.54-

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3829:			1,741.01
4090	Network Business Supplies, Inc.	Thermal Rolls	365.50
Total 4090:			365.50
4091	New France Wine	Liquor Store Merchandise	424.00
4091	New France Wine	Freight Charge	10.00
Total 4091:			434.00
4636	Pyrotechnic Display Inc	Fireworks Display	12,000.00
Total 4636:			12,000.00
4661	Quill Corporation	Copy Paper - Liquor Store	182.48
Total 4661:			182.48
5152	Smiley Brothers Dentistry LLC	TIF 6.11 Developer Agreement 90% of TIF Flow	713.34
Total 5152:			713.34
5181	Southern Glazer's of MN	Liquor Store Merchandise	1,124.24
5181	Southern Glazer's of MN	Delivery Charge	18.60
5181	Southern Glazer's of MN	Liquor Store Merchandise	290.00
5181	Southern Glazer's of MN	Delivery Charge	9.30
5181	Southern Glazer's of MN	Credit Liquor Store Merchandise	26.00-
5181	Southern Glazer's of MN	Credit Liquor Store Merchandise	216.00-
5181	Southern Glazer's of MN	Credit Liquor Store Merchandise	88.00-
5181	Southern Glazer's of MN	Credit Liquor Store Merchandise	84.00-
5181	Southern Glazer's of MN	Credit Liquor Store Merchandise	79.20-
5181	Southern Glazer's of MN	Credit Liquor Store Merchandise	36.00-
5181	Southern Glazer's of MN	Credit Liquor Store Merchandise	96.95-
5181	Southern Glazer's of MN	Credit Delivery Charge	1.55-
5181	Southern Glazer's of MN	Credit Liquor Store Merchandise	80.00-
Total 5181:			734.44
5251	Star	Advertising Liquor Store	320.00
Total 5251:			320.00
5301	Steve's Tire Inc	Repairs and Maint Supplies Veh/Eq - Parks	87.00
Total 5301:			87.00
5435	Templin, Michael	Refund Overpayment Final Water Bill 1-2141	8.24

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5435:			8.24
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	204.15
Total 5816:			204.15
5818	Viking Electric Supply, Inc.	Street Light and Signal Repair	627.73
5818	Viking Electric Supply, Inc.	Street Light and Signal Repair	310.20
Total 5818:			937.93
5864	Walker Methodist Levande, LLC	TIF 6.16 Developer Agreement 90% of TIF Flow	27,580.25
Total 5864:			27,580.25
5881	WatchGuard Video	Repair and Maint Supplies Veh/Eq - Police	35.00
Total 5881:			35.00
5886	Watson Co., Inc.	Misc Operating Supplies - LS	13.89
5886	Watson Co., Inc.	Liquor Store Merchandise	3,962.60
5886	Watson Co., Inc.	Misc Operating Supplies - LS	227.93
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			4,210.42
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	2,512.29
5891	Breakthru Beverage Minnesota	Freight Charge	26.11
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	426.48
5891	Breakthru Beverage Minnesota	Freight Charge	10.35
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	22.00
5891	Breakthru Beverage Minnesota	Freight Charge	1.15
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	232.00
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	108.00-
5891	Breakthru Beverage Minnesota	Credit - Freight Charge	1.15-
Total 5891:			3,121.23
5910	Weiler, Arianna	Planning Comm Mtgs - 2nd Qtr 2019	105.00
Total 5910:			105.00
5922	Wendorf, Barry	Parks, Trails, & Rec Comm Mtgs - 2nd Qtr 2019	35.00
Total 5922:			35.00
6082	Ziebarth, Mark N	Parks, Trails, & Rec Comm Mtgs - 2nd Qtr 2019	35.00
Total 6082:			35.00

Vendor	Vendor Name	Description	Net Invoice Amount
Grand Totals:			<u>213,904.90</u>

Dated: 7/10/19

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/10/2019	114123	44	Absolute Portable Restrooms	101-20100	840.00
07/19	07/10/2019	114125	175	Amazon Capital Services, Inc.	602-20100	225.26
07/19	07/10/2019	114126	306	ARC Irrigation, LLC	101-20100	133.90
07/19	07/10/2019	114127	523	Belson Outdoors, Inc.	101-20100	15,208.31
07/19	07/10/2019	114128	538	Aaron Berg	101-20100	70.00
07/19	07/10/2019	114129	628	Robert Boese	101-20100	105.00
07/19	07/10/2019	114130	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	3,121.23
07/19	07/10/2019	114131	555	Business Essentials	101-20100	72.67
07/19	07/10/2019	114132	551	Bernick's	610-20100	5,845.46
07/19	07/10/2019	114133	1140	Cintas Corporation	610-20100	138.30
07/19	07/10/2019	114134	1336	Crystal Springs Ice	610-20100	1,043.80
07/19	07/10/2019	114135	1396	Dahlheimer Beverage, LLC	610-20100	30,422.24
07/19	07/10/2019	114136	1602	Duff Companies, LLC	101-20100	942.35
07/19	07/10/2019	114137	1614	Monte Dybvig	101-20100	105.00
07/19	07/10/2019	114138	1666	East Central Solid Waste Commission	101-20100	80.00
07/19	07/10/2019	114139	1681	ECM Publishers, Inc.	610-20100	2,110.60
07/19	07/10/2019	114140	1686	Ecolab Pest Elimination Div.	610-20100	112.74
07/19	07/10/2019	114141	1774	Todd & Cheryl Engseth	601-20100	8.24
07/19	07/10/2019	114142	1799	Kriste Ericsson	101-20100	35.00
07/19	07/10/2019	114143	1861	Fahrner Asphalt Sealers, LLC	101-20100	20,257.00
07/19	07/10/2019	114144	1891	Fastenal Company	101-20100	216.58
07/19	07/10/2019	114145	1966	First State Tire Recycling	101-20100	110.09
07/19	07/10/2019	114146	2131	Goodin Company	101-20100	231.14
07/19	07/10/2019	114147	2305	Marisa Harder-Chapman	101-20100	70.00
07/19	07/10/2019	114148	2411	Hillyard / Minneapolis	101-20100	102.04
07/19	07/10/2019	114149	2498	Tyler Ide	101-20100	435.00
07/19	07/10/2019	114150	2518	Julie Immel	101-20100	105.00
07/19	07/10/2019	114151	2536	Independent Testing Tech. Inc.	443-20100	180.00
07/19	07/10/2019	114152	2626	Isanti County Attorney's Office	101-20100	3,384.04
07/19	07/10/2019	114153	2676	Isanti County Recorder	101-20100	5.00
07/19	07/10/2019	114154	2979	Tom Koep	101-20100	35.00
07/19	07/10/2019	114156	3056	Lake Superior Laundry Inc.	101-20100	15.40
07/19	07/10/2019	114157	3461	McDonald Distributing Company	610-20100	16,415.05
07/19	07/10/2019	114158	3676	MCSI Minnesota Computer Systems Inc	101-20100	10.00
07/19	07/10/2019	114159	3521	Menards	101-20100	1,825.96
07/19	07/10/2019	114160	3543	Metro Sales, Inc.	101-20100	247.83
07/19	07/10/2019	114161	3666	Minnesota Child Support Payment Cente	101-20100	137.51
07/19	07/10/2019	114162	3829	MN Dept of Labor and Industry	101-20100	1,741.01
07/19	07/10/2019	114163	4090	Network Business Supplies, Inc.	610-20100	365.50
07/19	07/10/2019	114164	4091	New France Wine	610-20100	434.00
07/19	07/10/2019	114165	826	North 65 Chamber of Commerce	101-20100	503.00
07/19	07/10/2019	114166	826	North 65 Chamber of Commerce	610-20100	422.00
07/19	07/10/2019	114168	4636	Pyrotechnic Display Inc	101-20100	12,000.00
07/19	07/10/2019	114169	4661	Quill Corporation	610-20100	182.48
07/19	07/10/2019	114170	5152	Smiley Brothers Dentistry LLC	311-20100	713.34
07/19	07/10/2019	114171	5181	Southern Glazer's of MN	610-20100	734.44
07/19	07/10/2019	114172	5251	Star	610-20100	320.00
07/19	07/10/2019	114174	5301	Steve's Tire Inc	101-20100	87.00
07/19	07/10/2019	114175	2059	Synchrony Bank	101-20100	458.33
07/19	07/10/2019	114177	5435	Michael Templin	601-20100	8.24
07/19	07/10/2019	114178	2559	The Preserve of Cambridge, LLC	305-20100	58,390.07
07/19	07/10/2019	114180	5816	Viking Coca-Cola Bottling Co	610-20100	204.15
07/19	07/10/2019	114181	5818	Viking Electric Supply, Inc.	604-20100	937.93
07/19	07/10/2019	114182	5864	Walker Methodist Levande, LLC	306-20100	27,580.25
07/19	07/10/2019	114184	5881	WatchGuard Video	101-20100	35.00
07/19	07/10/2019	114185	5886	Watson Co., Inc.	610-20100	4,210.42
07/19	07/10/2019	114186	5910	Arianna Weiler	101-20100	105.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/10/2019	114187	5922	Barry Wendorf	101-20100	35.00
07/19	07/10/2019	114188	6082	Mark N Ziebarth	101-20100	35.00
Grand Totals:						<u>213,904.90</u>

Vendor	Vendor Name	Description	Net Invoice Amount
123	Aircraft Owners and Pilots Associ	Membership	79.00
	Total 123:		79.00
165	Allina Health	Health History, Physical, Questionnaire - Waste	260.00
	Total 165:		260.00
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Police	25.88
	Total 175:		25.88
306	ARC Irrigation, LLC	Fertilization - Water Treatment Plant	190.00
306	ARC Irrigation, LLC	Fertilization - Waste Treatment Plant	249.00
306	ARC Irrigation, LLC	Fertilizer - Sandquist Park	3,916.80
	Total 306:		4,355.80
319	Artisan Beer Company	Liquor Store Merchandise	97.80
	Total 319:		97.80
341	Aspen Mills	Uniform Allowance - Fire Dept	190.59
	Total 341:		190.59
361	AT & T Mobility	FirstNet Mobile	38.23
	Total 361:		38.23
425	Baker, Steven	Refund Overpayment Final Water Bill 1-3881	32.07
	Total 425:		32.07
521	Bellboy Corporation	Liquor Store Merchandise	1,697.97
521	Bellboy Corporation	Liquor Store Merchandise	3,206.49
521	Bellboy Corporation	Liquor Store Merchandise	667.04
	Total 521:		5,571.50
551	Chas A. Bernick Inc.	Liquor Store Merchandise	73.80
551	Chas A. Bernick Inc.	Liquor Store Merchandise	328.00
551	Chas A. Bernick Inc.	Liquor Store Merchandise	255.25
551	Chas A. Bernick Inc.	Liquor Store Merchandise	5,973.60
	Total 551:		6,630.65
555	Business Essentials	Office Supplies	12.17
	Total 555:		12.17

Vendor	Vendor Name	Description	Net Invoice Amount
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	8,903.13
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	7,845.60
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	38,675.00
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	3,550.24
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	3,988.54
626	Bond Trust Services Corporation	GO Bonds, Series 2016A	14,300.00
626	Bond Trust Services Corporation	GO Bonds, Series 2016A	11,925.00
626	Bond Trust Services Corporation	GO Bonds, Series 2016A	8,915.91
626	Bond Trust Services Corporation	GO Bonds, Series 2016A	8,670.85
626	Bond Trust Services Corporation	GO Bonds, Series 2016A	4,012.00
626	Bond Trust Services Corporation	GO Bonds, Series 2016A	5,281.79
626	Bond Trust Services Corporation	GO Bonds, Series 2016A	4,522.08
626	Bond Trust Services Corporation	GO Bonds, Series 2016A	5,022.37
626	Bond Trust Services Corporation	GO Bonds, Series 2018A	29,550.00
626	Bond Trust Services Corporation	GO Bonds, Series 2018A	8,475.00
626	Bond Trust Services Corporation	GO Bonds, Series 2018A	3,000.00
626	Bond Trust Services Corporation	GO Bonds, Series 2018A	11,175.00
Total 626:			177,812.51
797	C & L Distributing	Liquor Store Merchandise	368.30
Total 797:			368.30
906	NAPA Central MN	Repair & Maint Supplies - PD	123.09
906	NAPA Central MN	Repair & Maint Supplies - Streets	549.26
906	NAPA Central MN	Insect Control	55.98
906	NAPA Central MN	Repair & Maint Supplies - Parks	16.89
906	NAPA Central MN	Repair & Maint Supplies - Wastewater	268.63
Total 906:			1,013.85
973	Cappts Marketing, LLC	Liquor Store Merchandise	83.06
973	Cappts Marketing, LLC	Delivery Charge	5.00
Total 973:			88.06
1040	Center for Education	Deskbook Encyclopedia of Public Emp Law	124.95
Total 1040:			124.95
1140	Cintas Corporation	Rug & Towel Rentals - Street Dept	20.77
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	135.94
1140	Cintas Corporation	Uniform Rental - Parks	9.73
1140	Cintas Corporation	Uniform Rental - Maintenance	4.24
1140	Cintas Corporation	Uniform Rental - Parks	7.44
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewat	127.76
1140	Cintas Corporation	Rug Rentals - Street Dept	17.04
1140	Cintas Corporation	Uniform Rental - Maintenance	4.24
1140	Cintas Corporation	Uniform Rental - Parks	7.44
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewat	133.52

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	163.26
1140	Cintas Corporation	Uniform Rental - Parks	9.73
Total 1140:			641.11
1336	Crystal Springs Ice	Liquor Store Merchandise	358.02
1336	Crystal Springs Ice	Liquor Store Merchandise	227.88
Total 1336:			585.90
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	1,561.67
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	20,464.40
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	54.00-
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	47.60-
Total 1396:			21,924.47
1531	DexYP	Directory Listing - Liquor Store	184.00
Total 1531:			184.00
1646	East Central Energy	2019 Street Improvement Project 9th Ave SE	10,935.00
Total 1646:			10,935.00
1716	Ehlers & Associates, Inc.	Continuing Disclosure Reporting	150.00
1716	Ehlers & Associates, Inc.	Continuing Disclosure Reporting	150.00
1716	Ehlers & Associates, Inc.	Continuing Disclosure Reporting	150.00
1716	Ehlers & Associates, Inc.	Continuing Disclosure Reporting	150.00
1716	Ehlers & Associates, Inc.	Continuing Disclosure Reporting	1,100.00
1716	Ehlers & Associates, Inc.	Continuing Disclosure Reporting	1,100.00
Total 1716:			2,800.00
1763	Emergency Response Solutions	Helmets - Fire Dept	7,504.98
Total 1763:			7,504.98
1906	Federated Co-ops, Inc.	Diesel Fuel - Streets	156.87
1906	Federated Co-ops, Inc.	Diesel Fuel - Wastewater	590.13
1906	Federated Co-ops, Inc.	Diesel Fuel - Wastewater	702.00
Total 1906:			1,449.00
1931	Finance and Commerce, Inc.	Legal Notice - Bids 750K West Water Tower	132.70
Total 1931:			132.70
1949	First Advantage	Annual Enrollment - C. Melland	33.52
1949	First Advantage	Pre-Employment Drug Test - Wastewater	200.08

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 1949:		233.60
2166	Grainger	Repair & Maint - Plant	28.56
	Total 2166:		28.56
2341	Hawkins, Inc.	Chemicals - Wastewater	1,069.50
	Total 2341:		1,069.50
2381	Herman's Bakery	Cake - Bridge Park	32.00
	Total 2381:		32.00
2636	Minnesota Equipment	Repair & Maint Supplies - Streets	316.90
	Total 2636:		316.90
2681	Isanti County Sheriff's Office	GEO Tab 2nd Quarter	816.00
	Total 2681:		816.00
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	298.90
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
	Total 2776:		301.90
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	9,348.41
2796	Johnson Brothers Liquor Co	Freight Charge	124.85
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,691.85
2796	Johnson Brothers Liquor Co	Freight Charge	69.75
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	112.25
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	750.75
2796	Johnson Brothers Liquor Co	Freight Charge	13.95
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,649.94
2796	Johnson Brothers Liquor Co	Freight Charge	69.75
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	6.21-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	25.35-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	11.04-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	13.79-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	19.44-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	175.25-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	55.15-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	81.65-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	3.10-
	Total 2796:		14,437.42

Vendor	Vendor Name	Description	Net Invoice Amount
2941	Kirvida Fire, Inc.	Pump Test - Engine #1	456.79
2941	Kirvida Fire, Inc.	Pump Test - Engine #2	456.79
2941	Kirvida Fire, Inc.	Pump Test - Engine #3	456.79
2941	Kirvida Fire, Inc.	Pump Test - Ladder #1	456.79
Total 2941:			1,827.16
3131	Leaf's Towing and Recovery	Towing Service - Squad	150.00
Total 3131:			150.00
3267	Lompian Wines, LLC	Liquor Store Merchandise	447.00
3267	Lompian Wines, LLC	Delivery Fee	15.00
Total 3267:			462.00
3293	Lund RV, LLC	Concerts in the Park - RV Rental	170.86
Total 3293:			170.86
3304	Lynch, Mike	Star Watch Party	500.00
Total 3304:			500.00
3461	McDonald Distributing Company	Credit Liquor Merchandise	140.44-
3461	McDonald Distributing Company	Liquor Store Merchandise	1,003.80
3461	McDonald Distributing Company	Liquor Store Merchandise	412.40
3461	McDonald Distributing Company	Liquor Store Merchandise	5,252.00
3461	McDonald Distributing Company	Liquor Store Merchandise	27,333.15
3461	McDonald Distributing Company	Credit Liquor Merchandise	231.90-
Total 3461:			33,629.01
3521	Menards	Painting & Striping - Streets	24.32
3521	Menards	Misc Operating Supplies - Streets	9.99
3521	Menards	Misc Operating Supplies - Water	7.99
3521	Menards	Misc Operating Supplies - Parks	15.98
3521	Menards	Small Tools - Streets	21.59
3521	Menards	Misc Operating Supplies - Parks	36.87
3521	Menards	Repair & Maint Supplies - Parks	53.30
3521	Menards	Misc Operating Supplies - Water	79.92
3521	Menards	Misc Operating Supplies - Water	26.82
3521	Menards	Repair & Maint - Water System	155.09
3521	Menards	Misc Operating Supplies - Water	2.98
3521	Menards	Repair & Maint - Water System	28.56
3521	Menards	Repair & Maint Supplies - Wastewater	2.90
3521	Menards	Repair & Maint - Water System	261.40
3521	Menards	Weed Control and Fertilizer - Parks	75.95
3521	Menards	Repair & Maint - Water System	261.40-
3521	Menards	Repair & Maint - Water System	155.09-
3521	Menards	Misc Operating Supplies - Wastewater	31.84

Vendor	Vendor Name	Description	Net Invoice Amount
3521	Menards	Misc Operating Supplies - Parks	26.50
	Total 3521:		445.51
3542	Metro Payroll Inc.	eKlock Enterprise - May	335.75
	Total 3542:		335.75
3776	Minnesota Unemployment Insuran	Unemployment Benefits - Quarter 2 2019	1,438.00
	Total 3776:		1,438.00
4001	MVTL Laboratories Inc.	Testing - Water	121.50
	Total 4001:		121.50
4011	NAC Mechanical & Electrical Serv	Repairs & Maint Labor Bldgs - Work Id 252885	34.74
	Total 4011:		34.74
4181	Northern Safety Technology	Repair & Maint Supplies - Wastewater	109.50
	Total 4181:		109.50
4221	Northland Landscape Nursery	Western Red Cedar Mulch	53.00
4221	Northland Landscape Nursery	Western Red Cedar Mulch	26.50
	Total 4221:		79.50
4233	Northstar Improvements	Escrow Refund - 1311 17th Ave SE	6,800.00
4233	Northstar Improvements	Escrow Refund - 1311 17th Ave SE	54.00-
4233	Northstar Improvements	Escrow Refund - 1236 17th Ave SE	8,800.00
4233	Northstar Improvements	Escrow Refund - 1236 17th Ave SE	54.00-
	Total 4233:		15,492.00
4279	Office of Administrative Hearings	Filing Fee for Annexation of Parcels 03.033.070	100.00
	Total 4279:		100.00
4294	OLS Restoration, Inc	Traffic Signal Painting	12,290.00
	Total 4294:		12,290.00
4426	Paustis Wine Company	Liquor Store Merchandise	1,522.00
4426	Paustis Wine Company	Freight Charge	18.75
	Total 4426:		1,540.75
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,167.75
4476	Phillips Wine & Spirits	Freight Charge	60.45

Vendor	Vendor Name	Description	Net Invoice Amount
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,979.50
4476	Phillips Wine & Spirits	Freight Charge	58.90
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	63.00-
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	9.33-
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	12.63-
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	14.50-
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	444.00-
4476	Phillips Wine & Spirits	Credit Freight Charge	1.55-
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	162.00-
4476	Phillips Wine & Spirits	Credit Freight Charge	6.20-
Total 4476:			4,553.39
4799	Replenishment Solutions, Inc.	Liquor Store Merchandise	150.00
Total 4799:			150.00
4824	RITE Enterprises Inc	Misc Operating Supplies - Liquor Store	120.34
Total 4824:			120.34
5058	SAC's Enrichment Center	Meals - Icicle Meeting	63.00
5058	SAC's Enrichment Center	Concerts in the Park	40.00
Total 5058:			103.00
5060	Semler Homes	Escrow Refund - 849 11th Ave SW	5,700.00
5060	Semler Homes	Escrow Refund - 849 11th Ave SW	54.00-
Total 5060:			5,646.00
5181	Southern Glazer's of MN	Liquor Store Merchandise	3,942.82
5181	Southern Glazer's of MN	Delivery Charge	64.07
5181	Southern Glazer's of MN	Liquor Store Merchandise	738.00
5181	Southern Glazer's of MN	Delivery Charge	14.21
5181	Southern Glazer's of MN	Liquor Store Merchandise	2,798.75
5181	Southern Glazer's of MN	Delivery Charge	48.05
5181	Southern Glazer's of MN	Liquor Store Merchandise	240.00
5181	Southern Glazer's of MN	Delivery Charge	7.75
5181	Southern Glazer's of MN	Delivery Charge	5.42
Total 5181:			7,859.07
5251	Star	Public Notice Council Meeting Minutes	19.00
Total 5251:			19.00
5301	Steve's Tire Inc	Repairs and Maint Supplies - PD	243.58
5301	Steve's Tire Inc	Repairs and Maint Labor - PD	122.95
5301	Steve's Tire Inc	Repairs and Maint Supplies - FD	130.29

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5301:			496.82
5361	SW Wold Construction Inc	Escrow Refund - 1111 Pioneer Trail SE	3,800.00
5361	SW Wold Construction Inc	Escrow Refund - 1111 Pioneer Trail SE	54.00
Total 5361:			3,746.00
5416	TDS Media Direct, Inc.	Advertising - Liquor Store	324.00
Total 5416:			324.00
5421	TDS Metrocom	Phone Service - Airport	56.51
Total 5421:			56.51
5491	The Wine Company	Liquor Store Merchandise	584.00
5491	The Wine Company	Freight charge	20.00
Total 5491:			604.00
5516	Capitol Beverage Sales L.P.	Liquor Store Merchandise	629.95
Total 5516:			629.95
5581	Total Control Systems, Inc.	Repair & Maint - Water Plant	8,023.00
Total 5581:			8,023.00
5644	Troff, Dennis	Refund for Error of On-line Payment 1-4720	318.12
Total 5644:			318.12
5666	TruGreen Commercial	Vegetation Control - LS	208.30
Total 5666:			208.30
5726	Unlimited Supplies, Inc.	Shop Maintenance Supplies	224.82
Total 5726:			224.82
5743	U.S. Bank Equipment Finance	Ricoh MPC2004EX-RS Copier	87.00
Total 5743:			87.00
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	485.20
Total 5816:			485.20
5818	Viking Electric Supply, Inc.	Street Light and Signal Repair	206.80

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5818:			206.80
5831	Vinocopia	Liquor Store Merchandise	970.00
5831	Vinocopia	Freight Charge	22.50
Total 5831:			992.50
5881	WatchGuard Video	Repair and Maint Supplies Veh/Eq - Police	75.00
Total 5881:			75.00
5886	Watson Co., Inc.	Credit Liquor Merchandise	103.18-
5886	Watson Co., Inc.	Credit Liquor Merchandise	13.50-
5886	Watson Co., Inc.	Liquor Store Merchandise	173.24
5886	Watson Co., Inc.	Liquor Store Merchandise	3,274.12
5886	Watson Co., Inc.	Misc Operating Supplies - LS	158.55
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			3,495.23
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	8,822.40
5891	Breakthru Beverage Minnesota	Freight Charge	69.58
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	857.16
5891	Breakthru Beverage Minnesota	Freight Charge	15.33
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	62.00
5891	Breakthru Beverage Minnesota	Freight Charge	2.30
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	172.00
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	168.00
5891	Breakthru Beverage Minnesota	Freight Charge	3.45
Total 5891:			10,172.22
5924	Wendt, Roger	400 Thomas Screener	16,500.00
Total 5924:			16,500.00
5995	WiMacTel Inc.	WiMac Tel Payphone Advantage Service	66.00
Total 5995:			66.00
6001	Wine Merchants	Liquor Store Merchandise	707.24
6001	Wine Merchants	Freight Charge	6.71
6001	Wine Merchants	Credit Liquor Merchandise	128.00-
6001	Wine Merchants	Credit Freight Charge	1.55-
Total 6001:			584.40
Grand Totals:			394,567.35

Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 7/17/19

City Treasurer: Caroline Mol

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/17/2019	114189	123	AOPA	211-20100	79.00
07/19	07/17/2019	114190	165	Allina Health	602-20100	260.00
07/19	07/17/2019	114191	175	Amazon Capital Services, Inc.	101-20100	25.88
07/19	07/17/2019	114192	306	ARC Irrigation, LLC	101-20100	4,355.80
07/19	07/17/2019	114193	319	Artisan	610-20100	97.80
07/19	07/17/2019	114194	341	Aspen Mills	101-20100	190.59
07/19	07/17/2019	114195	361	AT & T Mobility	101-20100	38.23
07/19	07/17/2019	114196	425	Steven Baker	601-20100	32.07
07/19	07/17/2019	114197	521	Bellboy Corporation	610-20100	5,571.50
07/19	07/17/2019	114198	626	Bond Trust Services Corporation	603-20100	177,812.51
07/19	07/17/2019	114199	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	10,172.22
07/19	07/17/2019	114200	555	Business Essentials	101-20100	12.17
07/19	07/17/2019	114201	797	C & L Distributing	610-20100	368.30
07/19	07/17/2019	114202	5516	Capitol Beverage Sales L.P.	610-20100	629.95
07/19	07/17/2019	114203	973	Cappts Marketing, LLC	610-20100	88.06
07/19	07/17/2019	114204	1040	CEEL	101-20100	124.95
07/19	07/17/2019	114205	551	Bernick's	610-20100	6,630.65
07/19	07/17/2019	114206	1140	Cintas Corporation	101-20100	641.11
07/19	07/17/2019	114207	1336	Crystal Springs Ice	610-20100	585.90
07/19	07/17/2019	114208	1396	Dahlheimer Beverage, LLC	610-20100	21,924.47
07/19	07/17/2019	114209	1531	DexYP	610-20100	184.00
07/19	07/17/2019	114210	1646	East Central Energy	443-20100	10,935.00
07/19	07/17/2019	114212	1716	Ehlers & Associates, Inc.	372-20100	2,800.00
07/19	07/17/2019	114213	1763	Emergency Response Solutions	420-20100	7,504.98
07/19	07/17/2019	114214	1906	Federated Co-ops, Inc.	602-20100	1,449.00
07/19	07/17/2019	114215	1931	Finance & Commerce, Inc.	601-20100	132.70
07/19	07/17/2019	114216	1949	First Advantage	602-20100	233.60
07/19	07/17/2019	114217	2166	Grainger	602-20100	28.56
07/19	07/17/2019	114218	2341	Hawkins, Inc.	602-20100	1,069.50
07/19	07/17/2019	114220	2381	Herman's Bakery	101-20100	32.00
07/19	07/17/2019	114221	2681	Isanti County Sheriff's Office	101-20100	816.00
07/19	07/17/2019	114222	2776	JJ Taylor Dist. of Minn.	610-20100	301.90
07/19	07/17/2019	114223	2796	Johnson Bros - St Paul	610-20100	14,437.42
07/19	07/17/2019	114224	2941	Kirvida Fire, Inc.	101-20100	1,827.16
07/19	07/17/2019	114225	3131	Leaf's Towing and Recovery	101-20100	150.00
07/19	07/17/2019	114227	3267	Lompian Wines, LLC	610-20100	462.00
07/19	07/17/2019	114228	3293	Lund RV, LLC	101-20100	170.86
07/19	07/17/2019	114229	3304	Mike Lynch	101-20100	500.00
07/19	07/17/2019	114230	3461	McDonald Distributing Company	610-20100	33,629.01
07/19	07/17/2019	114231	3521	Menards	101-20100	445.51
07/19	07/17/2019	114232	3542	Metro Payroll Inc.	101-20100	335.75
07/19	07/17/2019	114233	2636	Minnesota Equipment	101-20100	316.90
07/19	07/17/2019	114234	3776	Minnesota Unemployment Insurance	101-20100	1,438.00
07/19	07/17/2019	114235	4001	Minnesota Valley Testing Labs	601-20100	121.50
07/19	07/17/2019	114236	4011	NAC Mechanical & Electrical Services	101-20100	34.74
07/19	07/17/2019	114237	906	NAPA Central MN	602-20100	1,013.85
07/19	07/17/2019	114238	4181	Northern Safety Technology	602-20100	109.50
07/19	07/17/2019	114239	4221	Northland Landscape Nursery	602-20100	79.50
07/19	07/17/2019	114240	4233	Northstar Improvements	101-20100	15,492.00
07/19	07/17/2019	114241	4279	Office of Administrative Hearings	101-20100	100.00
07/19	07/17/2019	114242	4294	OLS Restoration, Inc	101-20100	12,290.00
07/19	07/17/2019	114243	4426	Paustis Wine Company	610-20100	1,540.75
07/19	07/17/2019	114244	4476	Phillips St Paul	610-20100	4,553.39
07/19	07/17/2019	114246	4799	Replenishment Solutions, Inc.	610-20100	150.00
07/19	07/17/2019	114247	4824	RITE	610-20100	120.34
07/19	07/17/2019	114248	5058	SAC's Enrichment Center	101-20100	103.00
07/19	07/17/2019	114249	5060	Semler Homes	101-20100	5,646.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/17/2019	114250	5181	Southern Glazer's of MN	610-20100	7,859.07
07/19	07/17/2019	114251	5251	Star	101-20100	19.00
07/19	07/17/2019	114252	5301	Steve's Tire Inc	101-20100	496.82
07/19	07/17/2019	114253	5361	SW Wold Construction Inc	101-20100	3,746.00
07/19	07/17/2019	114254	5416	TDS Media Direct, Inc.	610-20100	324.00
07/19	07/17/2019	114255	5421	TDS	211-20100	56.51
07/19	07/17/2019	114257	5491	The Wine Company	610-20100	604.00
07/19	07/17/2019	114258	5581	Total Control Systems, Inc.	601-20100	8,023.00
07/19	07/17/2019	114259	5644	Dennis Troff	601-20100	318.12
07/19	07/17/2019	114260	5666	TruGreen Processing Center	610-20100	208.30
07/19	07/17/2019	114261	5743	U.S. Bank Equipment Finance	101-20100	87.00
07/19	07/17/2019	114262	5726	Unlimited Supplies, Inc.	101-20100	224.82
07/19	07/17/2019	114263	5816	Viking Coca-Cola Bottling Co	610-20100	485.20
07/19	07/17/2019	114264	5818	Viking Electric Supply, Inc.	604-20100	206.80
07/19	07/17/2019	114265	5831	Vinocopia	610-20100	992.50
07/19	07/17/2019	114266	5881	WatchGuard Video	101-20100	75.00
07/19	07/17/2019	114267	5886	Watson Co., Inc.	610-20100	3,495.23
07/19	07/17/2019	114268	5924	Roger Wendt	603-20100	16,500.00
07/19	07/17/2019	114269	5995	WiMacTel Inc.	211-20100	66.00
07/19	07/17/2019	114270	6001	Wine Merchants	610-20100	584.40
Grand Totals:						394,567.35

Vendor	Vendor Name	Description	Net Invoice Amount
163	Alliance Building Corp.	2019 Pay App 2 - 9th Ave SE Construction	50,855.14
	Total 163:		50,855.14
175	Amazon Capital Services, Inc.	Kids Program - City Park	59.84
	Total 175:		59.84
201	American Planning Association	APA Membership, MN Chapter - M. Westover	324.00
	Total 201:		324.00
226	AMSOIL INC	Fuel Additives - Streets	214.57
	Total 226:		214.57
306	ARC Irrigation, LLC	Fertilization - Central Greens	350.00
306	ARC Irrigation, LLC	Fertilization - Fern St	267.80
306	ARC Irrigation, LLC	Fertilization - Water Treatment Plant	190.00
	Total 306:		807.80
307	Armstrong, Lucas	Refund Overpayment Final Water Bill 1-6656	70.00
	Total 307:		70.00
521	Bellboy Corporation	Liquor Store Merchandise	145.75
521	Bellboy Corporation	Misc Operating Supplies - LS	72.80
	Total 521:		218.55
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	25.20
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	22.60
551	Chas A. Bernick Inc.	Liquor Store Merchandise	168.00
551	Chas A. Bernick Inc.	Liquor Store Merchandise	311.20
551	Chas A. Bernick Inc.	Liquor Store Merchandise	4,980.55
	Total 551:		5,411.95
639	Boogie Wonderland	2019 Concert in the Park	850.00
	Total 639:		850.00
969	Cardmember Service	LED Bulbs for Downtown	4,786.00
969	Cardmember Service	MnDOT Recertification - D. Collison	100.00
969	Cardmember Service	Postage - Water	75.50
969	Cardmember Service	Repair & Maint Supplies Veh/Eq - Wastewater	237.90
969	Cardmember Service	Lodging - T. Knudson	194.73
969	Cardmember Service	Small Tools & Equipment - Comm Dev	641.25
969	Cardmember Service	Misc Operating Supplies - City Hall	59.98
969	Cardmember Service	Meals - Meeting	54.51

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Office Supplies	53.15
969	Cardmember Service	Copy Paper	58.98
969	Cardmember Service	Training - C. Moe	210.00
969	Cardmember Service	Concerts in the Park - RV Rental	500.00
969	Cardmember Service	Concerts in the Park - RV Rental	500.00
969	Cardmember Service	Advertising - Liquor Store	649.00
Total 969:			8,121.00
972	Carlos Creek Winery	Liquor Store Merchandise	468.00
Total 972:			468.00
1140	Cintas Corporation	Rug Rentals - Liquor Store	81.77
1140	Cintas Corporation	Rug Rentals - Liquor Store	87.56
1140	Cintas Corporation	Rug Rentals - City Hall	18.56
1140	Cintas Corporation	Rug Rentals - Police Dept	19.68
Total 1140:			207.57
1336	Crystal Springs Ice	Liquor Store Merchandise	291.60
1336	Crystal Springs Ice	Liquor Store Merchandise	226.80
Total 1336:			518.40
1341	Crysteel Truck Equipment	Repair & Maint Supplies Veh/Eq - Streets	2,569.27
1341	Crysteel Truck Equipment	Repair & Maint Labor Veh/Eq - Streets	1,150.00
Total 1341:			3,719.27
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	1,518.80
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	21,264.50
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	492.00
Total 1396:			23,275.30
1481	Department of Human Services	June Cleaning & Lawn Care - Northbound Liquo	354.00
Total 1481:			354.00
1921	Ferguson Waterworks	Automatic Meter Read Project	175.00
Total 1921:			175.00
1927	Filley, Chad A	2019 Concert in the Park	500.00
Total 1927:			500.00
1973	Flagship Recreation, LLC	Repair & Maint Supplies Bldg/Inf - Parks	411.97
1973	Flagship Recreation, LLC	Repair & Maint Supplies Bldg/Inf - Parks	411.97
1973	Flagship Recreation, LLC	Repair & Maint Supplies Bldg/Inf - Parks	440.00

Vendor	Vendor Name	Description	Net Invoice Amount
1973	Flagship Recreation, LLC	Repair & Maint Supplies Bldg/Inf - Parks	411.97
1973	Flagship Recreation, LLC	Repair & Maint Supplies Bldg/Inf - Parks	411.97
Total 1973:			2,087.88
2341	Hawkins, Inc.	Chemicals - Water	3,340.46
Total 2341:			3,340.46
2486	IBEW Local 110	Union Dues - July	364.00
Total 2486:			364.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	7,760.05
2796	Johnson Brothers Liquor Co	Freight Charge	111.44
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,004.80
2796	Johnson Brothers Liquor Co	Freight Charge	65.11
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,209.75
2796	Johnson Brothers Liquor Co	Freight Charge	48.06
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,772.41
2796	Johnson Brothers Liquor Co	Freight Charge	116.26
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	77.70-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	3.10-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	236.40-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	3.10-
Total 2796:			15,767.58
2961	Knife River Corporation	Repair & Maint - Infrastructure	159.57
2961	Knife River Corporation	Repair & Maint - Infrastructure	163.93
2961	Knife River Corporation	Repair & Maint - Infrastructure	169.83
Total 2961:			493.33
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	15.40
Total 3056:			15.40
3146	League of MN Cities Ins Trust	Claim GL000000032223	1,000.00
Total 3146:			1,000.00
3151	League of Minnesota Cities	Workshop - W. Pennings	15.00
Total 3151:			15.00
3176	LELS	Union Dues - July	561.00
Total 3176:			561.00
3190	Level Contracting, LLC	Escrow Refund 2345 E Rum River Dr S	6,350.00

Vendor	Vendor Name	Description	Net Invoice Amount
3190	Level Contracting, LLC	Escrow Refund 2345 E Rum River Dr S	54.00-
Total 3190:			6,296.00
3280	LPI	Advertising - Liquor Store	422.00
Total 3280:			422.00
3461	McDonald Distributing Company	Credit Liquor Merchandise	37.03-
3461	McDonald Distributing Company	Credit Liquor Merchandise	90.00-
3461	McDonald Distributing Company	Liquor Store Merchandise	7,902.55
3461	McDonald Distributing Company	Maintenance & Repair Supplies - Liquor Store	214.75
3461	McDonald Distributing Company	Liquor Store Merchandise	1,076.00
Total 3461:			9,066.27
3521	Menards	Misc Operating Supplies - Parks	5.99
3521	Menards	Misc Operating Supplies - Parks	15.24
3521	Menards	Misc Operating Supplies - Streets	24.90
3521	Menards	Maintenance Supplies - City Hall	53.06
3521	Menards	Misc Operating Supplies - Streets	48.56
3521	Menards	Misc Operating Supplies - Streets	75.92
3521	Menards	Misc Operating Supplies - Wastewater	26.82
3521	Menards	Misc Operating Supplies - Wastewater	33.21
Total 3521:			283.70
3543	Metro Sales, Inc.	Ricoh MP C6004ex Color Copier Contract Base	652.35
3543	Metro Sales, Inc.	Ricoh MP C2004ex Color Copier Contract Base	47.45
Total 3543:			699.80
3666	Minnesota Child Support Payment	Child Support Withholdings	137.51
3666	Minnesota Child Support Payment	Child Support Withholdings	73.24
Total 3666:			210.75
4001	MVTL Laboratories Inc.	Testing	88.00
Total 4001:			88.00
4041	National Fire Safety Council	Pass thru donations	100.00
Total 4041:			100.00
4071	NCPERS Group Life Ins.	Group Vol Life Ins - PERA	400.00
Total 4071:			400.00
4233	Northstar Improvements, LLC	Escrow Refund - 1304 17th Ave SE	8,800.00
4233	Northstar Improvements, LLC	Escrow Refund - 1304 17th Ave SE	54.00-

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4233:			8,746.00
4321	O'Reilly Automotive, Inc.	Repair & Maint Supplies Veh/Eq - Wastewater	27.48
4321	O'Reilly Automotive, Inc.	Repair & Maint Supplies Veh/Eq - Water	23.96
Total 4321:			51.44
4476	Phillips Wine & Spirits	Liquor Store Merchandise	987.50
4476	Phillips Wine & Spirits	Freight Charge	15.75
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,167.25
4476	Phillips Wine & Spirits	Freight Charge	40.30
Total 4476:			2,210.80
4749	Red Bull Distribution Company, In	Liquor Store Merchandise	180.00
Total 4749:			180.00
4799	Replenishment Solutions, Inc.	Liquor Store Merchandise	180.00
Total 4799:			180.00
4803	Rhino Linings Midwest	Spray Rhino Lining in Short Box	495.00
Total 4803:			495.00
5116	Short, Elliot, Hendrickson Inc	CAMBR 2019 EA	7,965.00
5116	Short, Elliot, Hendrickson Inc	CAMBR 19 Property Acquisition	14,875.22
5116	Short, Elliot, Hendrickson Inc	CAMBR City Eng. Services - Yerigan Farms Es	199.50
5116	Short, Elliot, Hendrickson Inc	CAMBR City Eng. Services	4,845.25
5116	Short, Elliot, Hendrickson Inc	CAMBR Ace Tack Bldg Demo	1,838.50
5116	Short, Elliot, Hendrickson Inc	CAMBR College Property Plat	304.00
5116	Short, Elliot, Hendrickson Inc	CAMBR 9th Ave SE Construction	4,713.33
5116	Short, Elliot, Hendrickson Inc	CAMBR Parkwood TH 2 Utilities	2,131.25
Total 5116:			36,872.05
5160	Smith, Timothy	Refund Overpayment Final Water Bill 1-6740	75.00
Total 5160:			75.00
5181	Southern Glazer's of MN	Liquor Store Merchandise	4,231.23
5181	Southern Glazer's of MN	Delivery Charge	55.02
5181	Southern Glazer's of MN	Liquor Store Merchandise	744.00
5181	Southern Glazer's of MN	Delivery Charge	25.19
5181	Southern Glazer's of MN	Delivery Charge	3.10
Total 5181:			5,058.54
5267	Starry Electric, Inc.	Replacement of Concrete Light Poles	63,800.00

Vendor	Vendor Name	Description	Net Invoice Amount
5267	Starry Electric, Inc.	Remove and Replace Pole	2,385.00
Total 5267:			66,185.00
5271	North Folk Winery	Liquor Store Merchandise	648.00
Total 5271:			648.00
5301	Steve's Tire Inc	Repairs and Maint Supplies Veh/Eq - Parks	94.00
Total 5301:			94.00
5416	TDS Media Direct, Inc.	Advertising - Liquor Store	324.00
Total 5416:			324.00
5581	Total Control Systems, Inc.	Repair & Maint - Plant	260.50
Total 5581:			260.50
5666	TruGreen Commercial	Lawn Service - Liquor Store	54.74
Total 5666:			54.74
5751	US Internet	Monthly Internet Fees - August	36.90
5751	US Internet	Monthly Internet Fees - August	36.85
5751	US Internet	Monthly Internet Fees - August	36.85
5751	US Internet	Monthly Internet Fees - August	36.85
Total 5751:			147.45
5801	Verizon Wireless	wireless phone service - PD	1,047.42
5801	Verizon Wireless	wireless phone service - Fire Dept	70.02
5801	Verizon Wireless	wireless phone service - Maintenance Dept	21.40
5801	Verizon Wireless	wireless phone service - Street Dept	35.01
5801	Verizon Wireless	wireless phone service - Water	35.01
5801	Verizon Wireless	wireless phone service - Wastewater	35.01
5801	Verizon Wireless	wireless phone service - Wastewater	98.68
Total 5801:			1,342.55
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	322.35
Total 5816:			322.35
5817	Wells, Tracy	Concert in the Park - RV Rental	106.23
Total 5817:			106.23
5861	Walmart Community Card	Batteries & Breakroom Supplies	35.45
5861	Walmart Community Card	Break Room Supplies	12.29

Vendor	Vendor Name	Description	Net Invoice Amount
5861	Walmart Community Card	Office Supplies - Building	24.93
5861	Walmart Community Card	Office Supplies - Comm Dev	9.48
5861	Walmart Community Card	Small Tools & Equipment - Police Dept	15.94
Total 5861:			98.09
5877	Ward, Heather	Refund Overpayment Final Water Bill 1-7335	20.39
Total 5877:			20.39
5886	Watson Co., Inc.	Credit Operating Supplies - LS	13.50-
5886	Watson Co., Inc.	Liquor Store Merchandise	3,435.19
5886	Watson Co., Inc.	Misc Operating Supplies - LS	322.28
5886	Watson Co., Inc.	Freight Charge	6.00
5886	Watson Co., Inc.	Liquor Store Merchandise	44.00
Total 5886:			3,793.97
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	2,357.61
5891	Breakthru Beverage Minnesota	Freight Charge	21.85
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	602.00
5891	Breakthru Beverage Minnesota	Freight Charge	13.90
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	24.00
5891	Breakthru Beverage Minnesota	Freight Charge	1.15
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	116.00
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	3,009.94
5891	Breakthru Beverage Minnesota	Freight Charge	40.25
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	50.00-
5891	Breakthru Beverage Minnesota	Credit Freight Charge	1.15-
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	115.25-
5891	Breakthru Beverage Minnesota	Credit Freight Charge	1.15-
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	133.00-
5891	Breakthru Beverage Minnesota	Credit Freight Charge	1.15-
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	19.98-
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	151.27-
5891	Breakthru Beverage Minnesota	Credit Freight Charge	.19-
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	47.79-
5891	Breakthru Beverage Minnesota	Credit Freight Charge	1.15-
Total 5891:			5,664.62
5945	Westerberg, Steve	Refund License Verification Fee Charged in Err	5.00
Total 5945:			5.00
6001	Wine Merchants	Liquor Store Merchandise	352.00
6001	Wine Merchants	Freight Charge	1.55
Total 6001:			353.55

Vendor	Vendor Name	Description	Net Invoice Amount
Grand Totals:			<u>270,650.83</u>

Dated: 7/24/19

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/24/2019	114271	163	Alliance Building Corp.	443-20100	50,855.14
07/19	07/24/2019	114272	175	Amazon Capital Services, Inc.	101-20100	59.84
07/19	07/24/2019	114273	201	American Planning Association	101-20100	324.00
07/19	07/24/2019	114274	226	AMSOIL INC	101-20100	214.57
07/19	07/24/2019	114275	306	ARC Irrigation, LLC	601-20100	807.80
07/19	07/24/2019	114276	307	Lucas Armstrong	601-20100	70.00
07/19	07/24/2019	114277	521	Bellboy Corporation	610-20100	218.55
07/19	07/24/2019	114278	639	Boogie Wonderland	101-20100	850.00
07/19	07/24/2019	114279	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	5,664.62
07/19	07/24/2019	114280	969	Cardmember Service	101-20100	8,121.00
07/19	07/24/2019	114281	972	Carlos Creek Winery	610-20100	468.00
07/19	07/24/2019	114282	551	Bernick's	610-20100	5,411.95
07/19	07/24/2019	114283	1140	Cintas Corporation	101-20100	207.57
07/19	07/24/2019	114284	1336	Crystal Springs Ice	610-20100	518.40
07/19	07/24/2019	114285	1341	Crysteel Truck Equipment	101-20100	3,719.27
07/19	07/24/2019	114286	1396	Dahlheimer Beverage, LLC	610-20100	23,275.30
07/19	07/24/2019	114287	1481	Department of Human Services	610-20100	354.00
07/19	07/24/2019	114288	1921	Ferguson Waterworks #2516	601-20100	175.00
07/19	07/24/2019	114289	1927	Chad A Filley	101-20100	500.00
07/19	07/24/2019	114290	1973	Flagship Recreation, LLC	101-20100	2,087.88
07/19	07/24/2019	114291	2341	Hawkins, Inc.	601-20100	3,340.46
07/19	07/24/2019	114293	2486	IBEW Local 110	101-20100	364.00
07/19	07/24/2019	114294	2796	Johnson Bros - St Paul	610-20100	15,767.58
07/19	07/24/2019	114295	2961	Knife River Corporation	101-20100	493.33
07/19	07/24/2019	114297	3056	Lake Superior Laundry Inc.	101-20100	15.40
07/19	07/24/2019	114298	3151	League of Minnesota Cities	101-20100	15.00
07/19	07/24/2019	114299	3146	League of MN Cities Ins Trust	704-20100	1,000.00
07/19	07/24/2019	114300	3176	LELS	101-20100	561.00
07/19	07/24/2019	114301	3190	Level Contracting, LLC	101-20100	6,296.00
07/19	07/24/2019	114303	3280	LPI	610-20100	422.00
07/19	07/24/2019	114304	3461	McDonald Distributing Company	610-20100	9,066.27
07/19	07/24/2019	114305	3521	Menards	602-20100	283.70
07/19	07/24/2019	114306	3543	Metro Sales, Inc.	101-20100	699.80
07/19	07/24/2019	114307	3666	Minnesota Child Support Payment Cente	101-20100	210.75
07/19	07/24/2019	114308	4001	Minnesota Valley Testing Labs	602-20100	88.00
07/19	07/24/2019	114309	4041	National Fire Safety Council	101-20100	100.00
07/19	07/24/2019	114310	4071	NCPERS Group Life Ins.	101-20100	400.00
07/19	07/24/2019	114311	5271	North Folk Winery	610-20100	648.00
07/19	07/24/2019	114312	4233	Northstar Improvements, LLC	101-20100	8,746.00
07/19	07/24/2019	114313	4321	O'Reilly Automotive, Inc.	601-20100	51.44
07/19	07/24/2019	114314	4476	Phillips St Paul	610-20100	2,210.80
07/19	07/24/2019	114315	4749	Red Bull Distribution Company, Inc.	610-20100	180.00
07/19	07/24/2019	114316	4799	Replenishment Solutions, Inc.	610-20100	180.00
07/19	07/24/2019	114317	4803	Rhino Linings Midwest	602-20100	495.00
07/19	07/24/2019	114318	5116	Short, Elliot, Hendrickson Inc	101-20100	36,872.05
07/19	07/24/2019	114319	5160	Timothy Smith	601-20100	75.00
07/19	07/24/2019	114320	5181	Southern Glazer's of MN	610-20100	5,058.54
07/19	07/24/2019	114322	5267	Starry Electric, Inc.	704-20100	66,185.00
07/19	07/24/2019	114323	5301	Steve's Tire Inc	101-20100	94.00
07/19	07/24/2019	114324	5416	TDS Media Direct, Inc.	610-20100	324.00
07/19	07/24/2019	114326	5581	Total Control Systems, Inc.	602-20100	260.50
07/19	07/24/2019	114327	5666	TruGreen Processing Center	610-20100	54.74
07/19	07/24/2019	114328	5751	US Internet	602-20100	147.45
07/19	07/24/2019	114329	5801	Verizon Wireless	602-20100	1,342.55
07/19	07/24/2019	114330	5816	Viking Coca-Cola Bottling Co	610-20100	322.35
07/19	07/24/2019	114331	5861	Walmart Community/SYNCB	101-20100	98.09
07/19	07/24/2019	114332	5877	Heather Ward	601-20100	20.39

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/24/2019	114333	5886	Watson Co., Inc.	610-20100	3,793.97
07/19	07/24/2019	114334	5817	Tracy Wells	101-20100	106.23
07/19	07/24/2019	114335	5945	Steve Westerberg	101-20100	5.00
07/19	07/24/2019	114336	6001	Wine Merchants	610-20100	353.55
Grand Totals:						<u>270,650.83</u>

Vendor	Vendor Name	Description	Net Invoice Amount
94	Advanced Graphix Inc	Kit Custom Reflective Graphics - Police Dept	112.00
Total 94:			112.00
175	Amazon Capital Services, Inc.	Office Supplies - Water	33.22
175	Amazon Capital Services, Inc.	Repair & Maint - Wastewater Plant	1,063.36
175	Amazon Capital Services, Inc.	Office Supplies - Wastewater	26.99
175	Amazon Capital Services, Inc.	Repair & Maint - Wastewater Plant	1,056.39
175	Amazon Capital Services, Inc.	Office Supplies - Wastewater	49.72
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Police	67.50
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Water	182.17
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Wastewater	182.17
175	Amazon Capital Services, Inc.	Repair & Maint Supplies Veh/Eq - Wastewater	179.95-
Total 175:			2,481.57
306	ARC Irrigation, LLC	Fertilization - City Park	736.45
Total 306:			736.45
319	Artisan Beer Company	Liquor Store Merchandise	65.20
Total 319:			65.20
381	Auto Value Cambridge	Repair & Maint Supp Veh/Equip	11.99
Total 381:			11.99
521	Bellboy Corporation	Liquor Store Merchandise	3,512.88
521	Bellboy Corporation	Credit Liquor Merchandise	208.00-
521	Bellboy Corporation	Liquor Store Merchandise	192.11
Total 521:			3,496.99
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	26.40-
551	Chas A. Bernick Inc.	Liquor Store Merchandise	203.80
551	Chas A. Bernick Inc.	Liquor Store Merchandise	5,983.45
Total 551:			6,160.85
586	Bjorklund Companies LLC	River Rock	187.53
586	Bjorklund Companies LLC	Black Dirt - Sandquist Park	240.00
Total 586:			427.53
797	C & L Distributing	Liquor Store Merchandise	192.80
Total 797:			192.80
826	North 65 Chamber of Commerce	Chamber Cup Golf Outing Hole Sponsorship	150.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 826:			150.00
969	Cardmember Service	Misc Operating Supplies - Fire Dept	39.76
969	Cardmember Service	Meals - Fire Dept	8.57
969	Cardmember Service	Meals - Fire Dept	80.00
969	Cardmember Service	Misc Operating Supplies - EOC	43.81
969	Cardmember Service	Misc Operating Supplies - Parks	933.35
Total 969:			1,105.49
1140	Cintas Corporation	Rug & Towel Rentals - Street Dept	20.77
1140	Cintas Corporation	Uniform Rental - Maintenance	4.24
1140	Cintas Corporation	Uniform Rental - Parks	7.44
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewat	133.52
1140	Cintas Corporation	Rug Rentals - Street Dept	136.25
1140	Cintas Corporation	Uniform Rental - Parks	9.73
1140	Cintas Corporation	Rug Rentals - Liquor Store	81.77
1140	Cintas Corporation	Rug Rentals - Street Dept	17.04
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	163.57
1140	Cintas Corporation	Uniform Rental - Parks	9.73
1140	Cintas Corporation	Uniform Rental - Maintenance	4.24
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	137.84
1140	Cintas Corporation	Uniform Rental - Parks	7.44
Total 1140:			733.58
1156	City of Mpls Receivables	APS Transaction Fee - June	171.90
Total 1156:			171.90
1251	Community GIS Services, Inc.	GIS Services	1,015.00
1251	Community GIS Services, Inc.	GIS Services	1,015.00
Total 1251:			2,030.00
1336	Crystal Springs Ice	Liquor Store Merchandise	630.99
Total 1336:			630.99
1356	Cub Foods Cambridge #31574	House Charge - Council Meeting	3.99
1356	Cub Foods Cambridge #31574	House Charge - Concerts in the Park	44.42
1356	Cub Foods Cambridge #31574	House Charge - Concerts in the Park	2.99
Total 1356:			51.40
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	224.60
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	21,260.10
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	160.80

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 1396:		21,323.90
1541	Diamond Vogel Paint	Painting and Striping	1,284.40
	Total 1541:		1,284.40
1565	Dodge of Burnsville Inc	2019 Dodge Charger Police AWD	25,136.00
	Total 1565:		25,136.00
1631	Earl F. Andersen, Inc.	Street Signs	80.65
	Total 1631:		80.65
1786	Environmental Toxicity Control	Chronic Toxicity Test	1,300.00
	Total 1786:		1,300.00
1906	Federated Co-ops, Inc.	Diesel Fuel - Wastewater	572.14
1906	Federated Co-ops, Inc.	Diesel Fuel - Wastewater	597.68
	Total 1906:		1,169.82
1921	Ferguson Waterworks	Meters & Repairs	2,218.75
1921	Ferguson Waterworks	Misc Operating Supplies - Water	14.09
1921	Ferguson Waterworks	Repair & Maint - Sanitary Sewer	784.92
	Total 1921:		3,017.76
2131	Goodin Company	Repair & Maint - Wastewater Plant	232.64
	Total 2131:		232.64
2166	Grainger	Repair & Maint - Plant	8.10
	Total 2166:		8.10
2182	Winebow	Liquor Store Merchandise	565.00
2182	Winebow	Freight	11.25
	Total 2182:		576.25
2271	Hach Company	Wastewater Lab Supplies	374.59
	Total 2271:		374.59
2561	Initiative Foundation	Cambridge MN Disaster Fund - Bean Bag Tour	360.00
	Total 2561:		360.00

Vendor	Vendor Name	Description	Net Invoice Amount
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	12,022.27
2796	Johnson Brothers Liquor Co	Freight Charge	199.39
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,874.70
2796	Johnson Brothers Liquor Co	Freight Charge	93.01
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	112.25
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	309.99
2796	Johnson Brothers Liquor Co	Freight Charge	4.65
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,040.29
2796	Johnson Brothers Liquor Co	Freight Charge	121.93
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	37.20-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
Total 2796:			19,739.73
3521	Menards	Misc Operating Supplies - Wastewater	11.96
3521	Menards	Misc Operating Supplies - Wastewater	7.66
3521	Menards	Small Tools - Wastewater	38.64
3521	Menards	Small Tools - Wastewater	64.76
Total 3521:			123.02
3546	MHSRC/Range	EVOC Law Enforcement Class - T. Schuster, J.	870.00
Total 3546:			870.00
3646	Minnesota AWWA	2019 Annual Conference - J. Bergloff	290.00
Total 3646:			290.00
3794	MinnStar Electric	Electrical Permit Refund - Credit Card Processi	2.34
Total 3794:			2.34
3876	Minnesota Pollution Control Agen	Certification Renewal - T. Schwab	15.00
3876	Minnesota Pollution Control Agen	Certification Renewal - T. Schwab	23.00
Total 3876:			38.00
4001	MVTL Laboratories Inc.	Testing	42.00
4001	MVTL Laboratories Inc.	Testing	890.00
Total 4001:			932.00
4091	New France Wine	Liquor Store Merchandise	452.00
4091	New France Wine	Freight Charge	28.00
Total 4091:			480.00
4126	NMN, Inc.	Liquor Store Merchandise	106.50
4126	NMN, Inc.	Freight Charge	10.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4126:			116.50
4221	Northland Landscape Nursery	Redwood Mulch	88.00
4221	Northland Landscape Nursery	Credit Repair & Maint Supplies	25.00
Total 4221:			63.00
4286	Ole's Window Cleaning	Window Cleaning - Liquor Store	138.94
Total 4286:			138.94
4426	Paustis Wine Company	Liquor Store Merchandise	873.00
4426	Paustis Wine Company	Freight Charge	15.00
Total 4426:			888.00
4476	Phillips Wine & Spirits	Liquor Store Merchandise	785.75
4476	Phillips Wine & Spirits	Freight Charge	12.40
4476	Phillips Wine & Spirits	Liquor Store Merchandise	932.00
4476	Phillips Wine & Spirits	Freight Charge	31.00
4476	Phillips Wine & Spirits	Credit Freight Charge	1.55
Total 4476:			1,759.60
4799	Replenishment Solutions, Inc.	Liquor Store Merchandise	240.00
Total 4799:			240.00
5116	Short, Elliot, Hendrickson Inc	CAMBR 750K West Water Tower	4,625.00
Total 5116:			4,625.00
5151	Smith & Loveless, Inc.	Repair & Maint - Lift Stations	98.16
Total 5151:			98.16
5181	Southern Glazer's of MN	Delivery Charge	.77
5181	Southern Glazer's of MN	Liquor Store Merchandise	4,469.08
5181	Southern Glazer's of MN	Delivery Charge	60.45
5181	Southern Glazer's of MN	Liquor Store Merchandise	24.05
5181	Southern Glazer's of MN	Delivery Charge	1.55
5181	Southern Glazer's of MN	Liquor Store Merchandise	382.00
5181	Southern Glazer's of MN	Delivery Charge	12.40
Total 5181:			4,950.30
5251	Star	Public Notice - Ordinance 700	12.00
5251	Star	Public Notice - Ordinance 699	4.00
5251	Star	Public Notice Council Meeting Minutes	11.00

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 5251:		27.00
5427	Team Laboratory Chemical Corp.	Chemicals - Wastewater	769.00
	Total 5427:		769.00
5446	The American Bottling Company	Liquor Store Merchandise	293.40
	Total 5446:		293.40
5491	The Wine Company	Liquor Store Merchandise	320.00
5491	The Wine Company	Freight charge	15.00
	Total 5491:		335.00
5516	Capitol Beverage Sales L.P.	Liquor Store Merchandise	174.10
	Total 5516:		174.10
5801	Verizon Wireless	wireless phone service - Bldg Dept	192.08
	Total 5801:		192.08
5831	Vinocopia	Liquor Store Merchandise	944.00
5831	Vinocopia	Freight Charge	20.00
5831	Vinocopia	Liquor Store Merchandise	424.00
5831	Vinocopia	Freight Charge	6.00
	Total 5831:		1,394.00
5886	Watson Co., Inc.	Credit Operating Supplies - LS	13.50
5886	Watson Co., Inc.	Liquor Store Merchandise	3,502.90
5886	Watson Co., Inc.	Misc Operating Supplies - LS	171.28
5886	Watson Co., Inc.	Freight Charge	6.00
	Total 5886:		3,666.68
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	7,737.58
5891	Breakthru Beverage Minnesota	Freight Charge	82.23
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	1,427.45
5891	Breakthru Beverage Minnesota	Freight Charge	28.85
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	15.65
5891	Breakthru Beverage Minnesota	Freight Charge	1.15
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	116.00
	Total 5891:		9,408.91
	Grand Totals:		125,037.61

Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 7/30/19

City Treasurer: Caroline M...

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/30/2019	114337	94	Advanced Graphix Inc	101-20100	112.00
07/19	07/30/2019	114338	175	Amazon Capital Services, Inc.	602-20100	2,481.57
07/19	07/30/2019	114339	306	ARC Irrigation, LLC	101-20100	736.45
07/19	07/30/2019	114340	319	Artisan	610-20100	65.20
07/19	07/30/2019	114341	381	Auto Value Cambridge	101-20100	11.99
07/19	07/30/2019	114342	521	Bellboy Corporation	610-20100	3,496.99
07/19	07/30/2019	114343	586	Bjorklund Companies LLC	101-20100	427.53
07/19	07/30/2019	114344	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	9,408.91
07/19	07/30/2019	114345	797	C & L Distributing	610-20100	192.80
07/19	07/30/2019	114346	5516	Capitol Beverage Sales L.P.	610-20100	174.10
07/19	07/30/2019	114347	969	Cardmember Service	101-20100	1,105.49
07/19	07/30/2019	114348	551	Bernick's	610-20100	6,160.85
07/19	07/30/2019	114349	1140	Cintas Corporation	101-20100	733.58
07/19	07/30/2019	114350	1156	Minneapolis Finance Department	101-20100	171.90
07/19	07/30/2019	114351	1251	Community GIS Services, Inc.	602-20100	2,030.00
07/19	07/30/2019	114352	1336	Crystal Springs Ice	610-20100	630.99
07/19	07/30/2019	114353	1356	Cub Foods Cambridge #31574	101-20100	51.40
07/19	07/30/2019	114354	1396	Dahlheimer Beverage, LLC	610-20100	21,323.90
07/19	07/30/2019	114355	1541	Diamond Vogel Paint	101-20100	1,284.40
07/19	07/30/2019	114356	1565	Dodge of Burnsville Inc	417-20100	25,136.00
07/19	07/30/2019	114357	1631	Earl F. Andersen, Inc.	101-20100	80.65
07/19	07/30/2019	114358	1786	Environmental Toxicity Control	602-20100	1,300.00
07/19	07/30/2019	114359	1906	Federated Co-ops, Inc.	602-20100	1,169.82
07/19	07/30/2019	114360	1921	Ferguson Waterworks #2516	602-20100	3,017.76
07/19	07/30/2019	114361	2131	Goodin Company	602-20100	232.64
07/19	07/30/2019	114362	2166	Grainger	602-20100	8.10
07/19	07/30/2019	114363	2271	Hach Company	602-20100	374.59
07/19	07/30/2019	114364	2561	Initiative Foundation	101-20100	360.00
07/19	07/30/2019	114365	2796	Johnson Bros - St Paul	610-20100	19,739.73
07/19	07/30/2019	114367	3521	Menards	602-20100	123.02
07/19	07/30/2019	114368	3546	MHSRC/Range	101-20100	870.00
07/19	07/30/2019	114369	3646	MN AWWA	601-20100	290.00
07/19	07/30/2019	114370	3876	Minnesota Pollution Control Agency	602-20100	15.00
07/19	07/30/2019	114371	3876	Minnesota Pollution Control Agency	602-20100	23.00
07/19	07/30/2019	114372	3794	MinnStar Electric	101-20100	2.34
07/19	07/30/2019	114373	4001	Minnesota Valley Testing Labs	602-20100	932.00
07/19	07/30/2019	114374	4091	New France Wine	610-20100	480.00
07/19	07/30/2019	114375	4126	NMN, Inc.	610-20100	116.50
07/19	07/30/2019	114376	826	North 65 Chamber of Commerce	610-20100	150.00
07/19	07/30/2019	114377	4221	Northland Landscape Nursery	101-20100	63.00
07/19	07/30/2019	114378	4286	Ole's Window Cleaning	610-20100	138.94
07/19	07/30/2019	114379	4426	Paustis Wine Company	610-20100	888.00
07/19	07/30/2019	114380	4476	Phillips St Paul	610-20100	1,759.60
07/19	07/30/2019	114381	4799	Replenishment Solutions, Inc.	610-20100	240.00
07/19	07/30/2019	114382	5116	Short, Elliot, Hendrickson Inc	601-20100	4,625.00
07/19	07/30/2019	114383	5151	Smith & Loveless, Inc.	602-20100	98.16
07/19	07/30/2019	114384	5181	Southern Glazer's of MN	610-20100	4,950.30
07/19	07/30/2019	114385	5251	Star	101-20100	27.00
07/19	07/30/2019	114386	5427	Team Laboratory Chemical Corp.	602-20100	769.00
07/19	07/30/2019	114387	5446	The American Bottling Company	610-20100	293.40
07/19	07/30/2019	114388	5491	The Wine Company	610-20100	335.00
07/19	07/30/2019	114389	5801	Verizon Wireless	101-20100	192.08
07/19	07/30/2019	114390	5831	Vinocopia	610-20100	1,394.00
07/19	07/30/2019	114391	5886	Watson Co., Inc.	610-20100	3,666.68
07/19	07/30/2019	114392	2182	Winebow	610-20100	576.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						<u>125,037.61</u>

Vendor	Vendor Name	Description	Net Invoice Amount
94	Advanced Graphix Inc	License Plates - Police Dept	49.00
Total 94:			49.00
196	American Payment Center	Drop-Off Box Rental - Utility	43.50
196	American Payment Center	Drop-Off Box Rental - Utility	43.50
Total 196:			87.00
211	American Test Center	Annual Safety Inspection - Fire Truck and Grou	1,841.00
211	American Test Center	Annual Safety Inspection - Bucket Truck Tested	450.00
Total 211:			2,291.00
319	Artisan Beer Company	Liquor Store Merchandise	65.20
Total 319:			65.20
341	Aspen Mills	Uniform Allowance - T. Schuster	12.85
Total 341:			12.85
491	North Risk Partners - Bearence	Agency Fee - Commercial Lines	11,500.00
Total 491:			11,500.00
521	Bellboy Corporation	Liquor Store Merchandise	2,731.93
521	Bellboy Corporation	Liquor Store Merchandise	95.17
521	Bellboy Corporation	Liquor Store Merchandise	222.79
Total 521:			3,049.89
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	240.32
551	Chas A. Bernick Inc.	Liquor Store Merchandise	333.20
551	Chas A. Bernick Inc.	Liquor Store Merchandise	3,414.10
Total 551:			3,506.98
555	Business Essentials	Maintenance Supplies - City Hall	42.88
Total 555:			42.88
906	NAPA Central MN	Repair & Maint Supplies - Comm Dev	823.28
906	NAPA Central MN	Repair & Maint Supplies - PD	731.57
906	NAPA Central MN	Repair & Maint Supplies - Fire Dept	238.56
906	NAPA Central MN	Repair & Maint Supplies - Streets	398.40
906	NAPA Central MN	Repair & Maint Supplies - Parks	30.30
906	NAPA Central MN	Repair & Maint Supplies - Water	164.80
906	NAPA Central MN	Repair & Maint Supplies - Wastewater	164.81

Vendor	Vendor Name	Description	Net Invoice Amount
Total 906:			2,551.72
1140	Cintas Corporation	Rug & Towel Rentals - Liquor Store	138.30
1140	Cintas Corporation	Rug & Towel Rentals - Street Dept	20.77
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	136.25
1140	Cintas Corporation	Uniform Rental - Parks	9.73
1140	Cintas Corporation	Uniform Rental - Maintenance	4.24
1140	Cintas Corporation	Uniform Rental - Parks	7.44
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewat	137.84
Total 1140:			454.57
1236	Comm of MMB, Treas Div	Admin Traffic Citation Fines - July	540.00
Total 1236:			540.00
1336	Crystal Springs Ice	Liquor Store Merchandise	307.74
Total 1336:			307.74
1356	Cub Foods Cambridge #31574	House Charge - Events in the Park	19.46
Total 1356:			19.46
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	3,419.55
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	22,093.62
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	14.40
Total 1396:			25,498.77
1681	ECM Publishers, Inc.	Advertising - Liquor Store	1,365.09
Total 1681:			1,365.09
1763	Emergency Response Solutions	Misc Operating Supplies - Fire	437.50
Total 1763:			437.50
1938	Fire CATT, LLC	Fire Hose Testing	2,580.80
Total 1938:			2,580.80
2059	Synchrony Bank	Disc Golf Equipment for NNO	53.98
2059	Synchrony Bank	Weed Control	108.76
2059	Synchrony Bank	Weed Control	179.98
2059	Synchrony Bank	Weed Control	217.52
2059	Synchrony Bank	Misc Operating Supplies - Parks	14.97
2059	Synchrony Bank	Repair & Maint Supplies Veh/Eq - Parks	59.98
2059	Synchrony Bank	Misc Operating Supplies - Wastewater	3.99

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2059:			639.18
2146	Gopher State One-Call Inc.	FTP Tickets	127.58
2146	Gopher State One-Call Inc.	FTP Tickets	127.57
Total 2146:			255.15
2188	Gratitude Farms	Animal Control Services	400.00
Total 2188:			400.00
2341	Hawkins, Inc.	Chemicals - Wastewater	6,830.74
Total 2341:			6,830.74
2561	Initiative Foundation	Pass through Donation - CenterPoint Energy	2,500.00
Total 2561:			2,500.00
2626	Isanti County Attorney's Office	Prosecution Services - July	3,384.04
Total 2626:			3,384.04
2636	Minnesota Equipment	Repair & Maint Supplies - Streets	635.94
Total 2636:			635.94
2701	Isanti Rental, Inc.	Rental - Moonwalk - NNO Event	103.50
Total 2701:			103.50
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	10,544.10
2796	Johnson Brothers Liquor Co	Freight Charge	203.62
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,027.85
2796	Johnson Brothers Liquor Co	Freight Charge	62.01
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	357.54
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	227.19
2796	Johnson Brothers Liquor Co	Freight Charge	3.10
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,626.14
2796	Johnson Brothers Liquor Co	Freight Charge	55.81
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	84.00-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	44.83-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	33.10-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	53.71-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2796:			14,885.52
2931	Kimball Midwest	Repair & Maint Supplies - Vehic/Equip	295.91
Total 2931:			295.91
2961	Knife River Corporation	Repair & Maint - Infrastructure	165.76
2961	Knife River Corporation	Repair & Maint - Infrastructure	120.77
Total 2961:			286.53
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	15.40
Total 3056:			15.40
3267	Lompian Wines, LLC	Liquor Store Merchandise	372.90
3267	Lompian Wines, LLC	Delivery Fee	15.00
Total 3267:			387.90
3461	McDonald Distributing Company	Credit Liquor Merchandise	117.60-
3461	McDonald Distributing Company	Credit Liquor Merchandise	68.71-
3461	McDonald Distributing Company	Liquor Store Merchandise	26,323.50
3461	McDonald Distributing Company	Liquor Store Merchandise	590.00
3461	McDonald Distributing Company	Liquor Store Merchandise	950.00
3461	McDonald Distributing Company	Liquor Store Merchandise	17,373.15
3461	McDonald Distributing Company	Credit Liquor Merchandise	82.78-
3461	McDonald Distributing Company	Credit Liquor Merchandise	167.50-
Total 3461:			44,800.06
3496	Med Compass	Hearing Test, Medical Exam, Fit Test - Fire Dep	520.00
Total 3496:			520.00
3521	Menards	Misc Operating Supplies - Streets	28.26
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	44.22
3521	Menards	Misc Operating Supplies - Streets	28.66
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	102.14
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	13.14
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	217.00
3521	Menards	Misc Operating Supplies - Wastewater	14.99
3521	Menards	Misc Operating Supplies - Wastewater	24.92
3521	Menards	Maintenance Supplies - City Hall	48.93
3521	Menards	Misc Operating Supplies - Wastewater	40.33
3521	Menards	Small Tools - Shop	65.41
3521	Menards	Misc Operating Supplies - Streets	30.38
3521	Menards	Misc Operating Supplies - Streets	8.99
3521	Menards	Misc Operating Supplies - Wastewater	48.87
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	249.90

Vendor	Vendor Name	Description	Net Invoice Amount
3521	Menards	Repair & Maint - Wastewater Plant	41.12
	Total 3521:		1,007.26
3531	MES - Municipal Emergency Servi	Uniform Allowance - Fire Dept	467.91
	Total 3531:		467.91
3542	Metro Payroll Inc.	eKlock Enterprise - June	374.00
	Total 3542:		374.00
3543	Metro Sales, Inc.	Ricoh MP 2554SP & C2004 Copier Lease	247.75
	Total 3543:		247.75
3659	Minnesota BCA	Conference - J Harvey	150.00
	Total 3659:		150.00
3661	Minnesota Chiefs of Police Associ	Leadership Academy - M. Giese	675.00
3661	Minnesota Chiefs of Police Associ	Leadership Academy - A. Rackow	675.00
	Total 3661:		1,350.00
3666	Minnesota Child Support Payment	Child Support Withholdings	137.51
	Total 3666:		137.51
3888	MN Public Facilities Authority	Interest Payment on PFA Loan - 2001 Water To	8,768.25
3888	MN Public Facilities Authority	Loan Payment on PFA Loan - 2001 Water Towe	433,000.00
3888	MN Public Facilities Authority	Interest Payment on PFA Loan - 2013 WWTP	43,840.00
3888	MN Public Facilities Authority	Loan Payment on PFA Loan - 2013 WWTP	587,000.00
	Total 3888:		1,072,608.25
3921	MN/SCIA	2019 MN/SCIA Fall Conference - J. Harvey	205.00
	Total 3921:		205.00
4011	NAC Mechanical & Electrical Serv	Repairs & Maint Labor Bldgs - Work Id 252950	831.10
4011	NAC Mechanical & Electrical Serv	Repairs & Maint Labor Bldgs - Work Id 254220	659.22
	Total 4011:		1,490.32
4171	Northern Business Products, Inc.	Office Supplies - Admin	13.77
4171	Northern Business Products, Inc.	Office Supplies - PD	34.57
4171	Northern Business Products, Inc.	Office Supplies - PD	84.78
4171	Northern Business Products, Inc.	Office Supplies - Finance	9.99
4171	Northern Business Products, Inc.	Office Supplies - Bldg Dept	168.99

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4171:			312.10
4177	Northern Hollow Winery LLC	Liquor Store Merchandise	233.16
Total 4177:			233.16
4181	Northern Safety Technology	Repair & Maint Supplies Veh/Eq - Wastewater	435.25
Total 4181:			435.25
4278	Office of the Secretary of State	Notary Commission - J. Pepin	120.00
4278	Office of the Secretary of State	Notary Commission - T. Johnson	120.00
Total 4278:			240.00
4306	Olsen Fire Protection Inc.	Annual Fire Sprinkler Inspectoin - Wastewater	345.00
4306	Olsen Fire Protection Inc.	Annual Fire Sprinkler Inspectoin - Water	255.00
4306	Olsen Fire Protection Inc.	Annual Fire Sprinkler Inspectoin - Liquor Store	255.00
4306	Olsen Fire Protection Inc.	Annual Fire Sprinkler Inspectoin - City Hall	345.00
Total 4306:			1,200.00
4321	O'Reilly Automotive, Inc.	Repair & Maint Supplies Veh/Eq - PD	127.41
4321	O'Reilly Automotive, Inc.	Repair & Maint Supplies Veh/Eq - Street Dept	57.00
4321	O'Reilly Automotive, Inc.	Repair & Maint Supplies Veh/Eq - Street Dept	31.49
4321	O'Reilly Automotive, Inc.	Repair & Maint Supplies Veh/Eq - Wastewater	31.50
Total 4321:			133.40
4379	PageFreezer Software, Inc.	PageFreezer Public Records Compliance	1,370.83
4379	PageFreezer Software, Inc.	PageFreezer Public Records Compliance	979.17
Total 4379:			2,350.00
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,280.15
4476	Phillips Wine & Spirits	Freight Charge	65.88
4476	Phillips Wine & Spirits	Liquor Store Merchandise	2,112.25
4476	Phillips Wine & Spirits	Freight Charge	65.11
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	28.00
4476	Phillips Wine & Spirits	Credit Freight Charge	1.55
Total 4476:			5,493.84
4480	Phoenix Fabricators & Erectors, L	Pay App #1 - Westside Water Tower	123,671.00
Total 4480:			123,671.00
4799	Replenishment Solutions, Inc.	Liquor Store Merchandise	150.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4799:			150.00
4845	Robert L. Carr Co.	Pay App #Final - WWTP Facility Improvements	100,037.00
Total 4845:			100,037.00
4919	Rupp, Anderson, Squires, &	May Legal Expense	5,029.24
Total 4919:			5,029.24
5181	Southern Glazer's of MN	Delivery Charge	1.55
5181	Southern Glazer's of MN	Liquor Store Merchandise	9,492.26
5181	Southern Glazer's of MN	Delivery Charge	97.39
5181	Southern Glazer's of MN	Liquor Store Merchandise	2,399.00
5181	Southern Glazer's of MN	Delivery Charge	56.58
Total 5181:			12,046.78
5191	St. Paul Electrical Workers Health	Health Insurance Premium - August Adjust	1,542.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	3,084.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	3,084.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	4,626.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	3,084.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	771.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	23,130.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	1,542.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	13,353.72
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	77.10
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	77.10
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	77.10
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	154.20
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	154.20
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	1,387.80
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	308.40
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	231.30
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	231.30
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	77.10
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	77.10
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	231.30
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	4,872.72
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	11,071.56
5191	St. Paul Electrical Workers Health	Health Insurance Premium - September	6,168.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - T. Hanson	1,689.00
Total 5191:			78,018.00
5256	Star 95 Car Wash & Detailing	Squad Car Washes	9.62
Total 5256:			9.62

Vendor	Vendor Name	Description	Net Invoice Amount
5301	Steve's Tire Inc	Repairs and Maint Supplies Veh/Eq - Parks	250.00
5301	Steve's Tire Inc	Repairs and Maint Supplies - PD	606.28
5301	Steve's Tire Inc	Repairs and Maint Labor - PD	155.95
Total 5301:			1,012.23
5391	TM Johnson Bros., Inc.	Residential Mechanical Permit Refund	1.00
5391	TM Johnson Bros., Inc.	Residential Mechanical Permit Refund	2.01
5391	TM Johnson Bros., Inc.	Residential Mechanical Permit Refund	54.00
Total 5391:			57.01
5624	TransUnion Risk & Alternative	TLOxp Transactional	50.00
Total 5624:			50.00
5743	U.S. Bank Equipment Finance	Ricoh MPC2004EX-RS Copier	87.00
Total 5743:			87.00
5811	Vessco, Inc.	Repair & Maint - Plant	2,809.20
Total 5811:			2,809.20
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	277.60
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	377.00
Total 5816:			654.60
5831	Vinocopia	Liquor Store Merchandise	856.00
5831	Vinocopia	Freight Charge	12.50
Total 5831:			868.50
5878	Waste Management	Dumpster Service & Recycle - Streets	219.16
5878	Waste Management	Dumpster Service & Recycle - Water	116.32
5878	Waste Management	Dumpster Service & Recycle - Wastewater	116.34
5878	Waste Management	Dumpster Service & Recycle - Liquor Store	116.35
Total 5878:			568.17
5886	Watson Co., Inc.	Credit Liquor Merchandise	86.62-
5886	Watson Co., Inc.	Credit Operating Supplies - LS	13.50-
5886	Watson Co., Inc.	Misc Operating Supplies - LS	13.96
5886	Watson Co., Inc.	Liquor Store Merchandise	3,360.35
5886	Watson Co., Inc.	Misc Operating Supplies - LS	215.62
5886	Watson Co., Inc.	Freight Charge	6.00
5886	Watson Co., Inc.	Chips for NNO Event	179.44
Total 5886:			3,675.25

Vendor	Vendor Name	Description	Net Invoice Amount
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	2,734.96
5891	Breakthru Beverage Minnesota	Freight Charge	32.59
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	843.15
5891	Breakthru Beverage Minnesota	Freight Charge	17.25
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	85.94
5891	Breakthru Beverage Minnesota	Freight Charge	4.60
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	122.75
Total 5891:			3,841.24
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Webroot Endpoint	140.00
5965	White Bear IT Solutions LLC	Monthly Backup Service	1,175.00
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	1,016.09
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
Total 5965:			4,363.38
5998	Winberg, Mel "Sunny"	Concerts in the Park	500.00
Total 5998:			500.00
6001	Wine Merchants	Liquor Store Merchandise	804.00
6001	Wine Merchants	Freight Charge	13.95
Total 6001:			817.95
Grand Totals:			1,557,002.24

Dated: 8/7/19

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/19	08/07/2019	114393	94	Advanced Graphix Inc	101-20100	49.00
08/19	08/07/2019	114394	196	American Payment Centers	602-20100	87.00
08/19	08/07/2019	114395	211	American Test Center	101-20100	2,291.00
08/19	08/07/2019	114396	319	Artisan	610-20100	65.20
08/19	08/07/2019	114397	341	Aspen Mills	101-20100	12.85
08/19	08/07/2019	114398	521	Bellboy Corporation	610-20100	3,049.89
08/19	08/07/2019	114399	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	3,841.24
08/19	08/07/2019	114400	555	Business Essentials	101-20100	42.88
08/19	08/07/2019	114401	551	Bernick's	610-20100	3,506.98
08/19	08/07/2019	114402	1140	Cintas Corporation	601-20100	454.57
08/19	08/07/2019	114403	1236	Comm of MMB, Treas Div	213-20100	540.00
08/19	08/07/2019	114405	1336	Crystal Springs Ice	610-20100	307.74
08/19	08/07/2019	114406	1356	Cub Foods Cambridge #31574	101-20100	19.46
08/19	08/07/2019	114407	1396	Dahlheimer Beverage, LLC	610-20100	25,498.77
08/19	08/07/2019	114409	1681	ECM Publishers, Inc.	610-20100	1,365.09
08/19	08/07/2019	114411	1763	Emergency Response Solutions	101-20100	437.50
08/19	08/07/2019	114412	1938	Fire CATT, LLC	101-20100	2,580.80
08/19	08/07/2019	114413	2146	Gopher State One Call	602-20100	255.15
08/19	08/07/2019	114414	2188	Gratitude Farms	101-20100	400.00
08/19	08/07/2019	114415	2341	Hawkins, Inc.	602-20100	6,830.74
08/19	08/07/2019	114417	2561	Initiative Foundation	101-20100	2,500.00
08/19	08/07/2019	114418	2626	Isanti County Attorney's Office	101-20100	3,384.04
08/19	08/07/2019	114419	2701	Isanti Rental, Inc.	101-20100	103.50
08/19	08/07/2019	114420	2796	Johnson Bros - St Paul	610-20100	14,885.52
08/19	08/07/2019	114421	2931	Kimball Midwest	101-20100	295.91
08/19	08/07/2019	114422	2961	Knife River Corporation	101-20100	286.53
08/19	08/07/2019	114424	3056	Lake Superior Laundry Inc.	101-20100	15.40
08/19	08/07/2019	114425	3267	Lompian Wines, LLC	610-20100	387.90
08/19	08/07/2019	114426	3461	McDonald Distributing Company	610-20100	44,800.06
08/19	08/07/2019	114427	3496	Med Compass	101-20100	520.00
08/19	08/07/2019	114429	3521	Menards	602-20100	1,007.26
08/19	08/07/2019	114430	3531	Municipal Emergency Services	101-20100	467.91
08/19	08/07/2019	114431	3542	Metro Payroll Inc.	101-20100	374.00
08/19	08/07/2019	114432	3543	Metro Sales, Inc.	101-20100	247.75
08/19	08/07/2019	114433	3659	Minnesota BCA	101-20100	150.00
08/19	08/07/2019	114434	3661	Minnesota Chiefs of Police Association	101-20100	1,350.00
08/19	08/07/2019	114435	3666	Minnesota Child Support Payment Cente	101-20100	137.51
08/19	08/07/2019	114436	2636	Minnesota Equipment	101-20100	635.94
08/19	08/07/2019	114437	3888	MN Public Facilities Authority	602-20100	1,072,608.25
08/19	08/07/2019	114438	3921	MN/SCIA	101-20100	205.00
08/19	08/07/2019	114440	4011	NAC Mechanical & Electrical Services	101-20100	1,490.32
08/19	08/07/2019	114441	906	NAPA Central MN	101-20100	2,551.72
08/19	08/07/2019	114442	491	North Risk Partners - Bearence	101-20100	11,500.00
08/19	08/07/2019	114443	4171	Northern Business Products, Inc.	101-20100	312.10
08/19	08/07/2019	114444	4177	Northern Hollow Winery LLC	610-20100	233.16
08/19	08/07/2019	114445	4181	Northern Safety Technology	602-20100	435.25
08/19	08/07/2019	114446	4278	Office of the Secretary of State	101-20100	120.00
08/19	08/07/2019	114447	4278	Office of the Secretary of State	101-20100	120.00
08/19	08/07/2019	114448	4306	Olsen Fire Protection Inc.	101-20100	1,200.00
08/19	08/07/2019	114449	4321	O'Reilly Automotive, Inc.	602-20100	133.40
08/19	08/07/2019	114450	4379	PageFreezer Software, Inc.	101-20100	2,350.00
08/19	08/07/2019	114451	4476	Phillips St Paul	610-20100	5,493.84
08/19	08/07/2019	114452	4480	Phoenix Fabricators & Erectors, LLC	601-20100	123,671.00
08/19	08/07/2019	114453	4799	Replenishment Solutions, Inc.	610-20100	150.00
08/19	08/07/2019	114454	4845	Robert L. Carr Co.	602-20100	100,037.00
08/19	08/07/2019	114455	4919	Rupp, Anderson, Squires, &	101-20100	5,029.24
08/19	08/07/2019	114457	5181	Southern Glazer's of MN	610-20100	12,046.78

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/19	08/07/2019	114458	5191	SPEW Health Plan	101-20100	78,018.00
08/19	08/07/2019	114459	5256	Star 95 Car Wash & Detailing	101-20100	9.62
08/19	08/07/2019	114460	5301	Steve's Tire Inc	101-20100	1,012.23
08/19	08/07/2019	114461	2059	Synchrony Bank	101-20100	639.18
08/19	08/07/2019	114462	5391	TM Johnson Bros., Inc.	101-20100	57.01
08/19	08/07/2019	114463	5624	TransUnion Risk & Alternative	101-20100	50.00
08/19	08/07/2019	114464	5743	U.S. Bank Equipment Finance	101-20100	87.00
08/19	08/07/2019	114465	5811	Vessco, Inc.	602-20100	2,809.20
08/19	08/07/2019	114466	5816	Viking Coca-Cola Bottling Co	610-20100	654.60
08/19	08/07/2019	114467	5831	Vinocopia	610-20100	868.50
08/19	08/07/2019	114468	5878	Waste Management of WI-MN	101-20100	568.17
08/19	08/07/2019	114469	5886	Watson Co., Inc.	101-20100	3,675.25
08/19	08/07/2019	114470	5965	White Bear IT Solutions LLC	101-20100	4,363.38
08/19	08/07/2019	114471	5998	Mel "Sonny" Winberg	101-20100	500.00
08/19	08/07/2019	114472	6001	Wine Merchants	610-20100	817.95
Grand Totals:						<u>1,557,002.24</u>

Prepared by Caroline Moe, Director of Finance

Background

Director of Finance, Caroline Moe, has been one of thirty-five senior government finance professionals selected to attend the national Government Finance Officers' Association (GFOA) Leadership Academy at the College of Charleston in Charleston, South Carolina on October 13-18. The purpose of the academy is to bolster government finance leadership and management skills so individuals may better serve the communities they represent.

Finance Director Moe will receive approximately 30 hours of continuing professional education at the leadership academy.

Fiscal Note

Cost of leadership academy \$ 2100

Estimated airfare \$ 560

Estimated hotel \$1200

Meals are included in registration fee.

Finance Director Moe applied for and received a scholarship from the MN GFOA in the amount of \$3000. In addition, there is \$500 for regular staff training in the Finance Department budget to help pay for part of this class.

Recommendation

Authorize Caroline Moe, Director of Finance to attend the GFOA Leadership Academy in Charleston, South Carolina on October 13-18, 2019 with funding of \$3000 of MN GFOA scholarship funding and up to \$500 of finance department training funds. Costs in excess of \$3,500 will be at the employee's expense.

Prepared by: Caroline Moe, Director of Finance

BACKGROUND

Phoenix Fabricators & Erectors LLC is submitting Pay Request #1 for work completed through July 31st, 2019, on the West Water Tower. City Engineer, Short Elliott Hendrickson, has reviewed the pay request and is recommending payment in the amount of \$123,671.

The Council awarded this contract to Phoenix Fabricators & Erectors LLC at its May 20, 2019 meeting and construction began earlier this spring.

Fiscal Note—this project is being funded by bonds issued in the water fund. Future water utility revenues will be used to repay the bonds.

COUNCIL ACTION

Staff recommends to Council to authorize partial payment request No. 1 to Phoenix Fabricators & Erectors LLC for \$123,671.

ATTACHMENTS

1. Application for Payment No. 1 from Phoenix Fabricators & Erectors LLC
2. Resolution R19-054 Authorizing Partial Payment to Phoenix Fabricators & Erectors LLC for the West Water Tower

Resolution R19-054

**RESOLUTION ACCEPTING WORK AND AUTHORIZING
PARTIAL PAYMENT TO PHOENIX FABRICATORS & ERECTORS, LLC
(WEST WATER TOWER PROJECT)**

WHEREAS, pursuant to a written contract signed with the City of Cambridge, Phoenix Fabricators & Erectors LLC has satisfactorily completed a portion of the West Water Tower Improvements Project in accordance with such contract and;

WHEREAS, City Engineer, S.E.H., has reviewed the work through July 31, 2019, and recommends payment in the amount of \$123,671.00 (Partial Payment #1);

NOW THEREFORE, BE IT RESOLVED by the City Council of Cambridge, Minnesota, that the work completed to date under said contract is hereby accepted and approved and;

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to authorize payment on such contract in the amount of \$123,671.00.

Adopted by the Cambridge City Council this 19th day of August, 2019.

James A. Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

FORM RD 1924-18 (Rev. 6-97)	UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT FARM SERVICE AGENCY	PROJECT NO. CAMBR 149146 16.00 750M CET West Water Tower PARTIAL PAYMENT ESTIMATE NO. <u>ONE</u> PAGE _____ OF _____
PARTIAL PAYMENT ESTIMATE		
OWNER: City of Cambridge 300 Third Avenue NE Cambridge, MN 55008	CONTRACTOR: Phoenix Fabricators & Erectors, LLC 182 S. County Road 900 East PFE # 3740 Avon, IN 46123	PERIOD OF ESTIMATE FROM <u>7/1/19</u> to <u>7/31/19</u>

CONTRACT CHANGE ORDER SUMMARY				ESTIMATE
No.	Agency Approval Date	Amount		
		Additions	Deductions	
				1. Original Contract..... \$2,159,840.00
				2. Change Orders..... \$0.00
				3. Revised Contract (1+2)..... \$2,159,840.00
				4. Work Completed*..... \$130,180.00
				5. Stored Materials*..... \$0.00
				6. Subtotal (4+5)..... \$130,180.00
				7. Retainage*..... \$6,509.00
				8. Previous Payments..... \$0.00
				9. Amount Due (6-7-8)..... \$123,671.00
TOTALS		\$0.00	\$0.00	
NET CHANGE		\$0.00	\$0.00	* Detailed breakdown attached

CONTRACT TIME			
Original (days) _____	456/517	On Schedule <input checked="" type="checkbox"/> Yes	Starting Date _____ 7/1/19
Revised _____		<input type="checkbox"/> No	Projected Completion _____ 9/30/20
Remaining _____	426/487		Final Completion _____ 11/30/2020

CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.	ARCHITECT OR ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with contract documents.
Contractor <u>Phoenix Fabricators & Erectors, LLC</u> By <u>Tamara J. Schaub A/R Manager</u> Date <u>7/31/19</u>	Architect or Engineer <u>S.E.H. Engineers</u> By <u>Chad T. Hagedorn</u> Date <u>8/7/2019</u>

APPROVED BY OWNER:

Owner City of Cambridge

By _____

Date _____

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0042. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

TYPICAL UNIT PRICE BREAKDOWN*

	CONTRACT (revised)			THIS PERIOD		TOTAL TO DATE		%
	QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	COM- PLETE
	L.S.		\$60,000.00		\$0.00		\$0.00	0%
	L.S.		\$7,000.00	100%	\$7,000.00	100%	\$7,000.00	100%
	L.S.		\$8,000.00	100%	\$8,000.00	100%	\$8,000.00	100%
435CY @ \$70.	435	\$70.00	\$30,450.00	390	\$27,300.00	390	\$27,300.00	90%
WATER @ \$200.	100	\$12.00	\$1,200.00		\$0.00		\$0.00	0%
WATER @ \$200.	75	\$200.00	\$15,000.00		\$0.00		\$0.00	0%
WATER @ \$200.	75	\$200.00	\$15,000.00		\$0.00		\$0.00	0%
	12	\$90.00	\$1,080.00		\$0.00		\$0.00	0%
	2	\$350.00	\$700.00	2	\$700.00	2	\$700.00	100%
50.	33	\$50.00	\$1,650.00	33	\$1,650.00	33	\$1,650.00	100%
MAIN 2 @ \$2500.	2	\$2,500.00	\$5,000.00		\$0.00		\$0.00	0%
	1	\$6,000.00	\$6,000.00		\$0.00		\$0.00	0%
	1	\$2,000.00	\$2,000.00		\$0.00		\$0.00	0%
	1	\$3,500.00	\$3,500.00		\$0.00		\$0.00	0%
	1	\$4,000.00	\$4,000.00		\$0.00		\$0.00	0%
	6	\$60.00	\$360.00		\$0.00		\$0.00	0%
	12	\$140.00	\$1,680.00		\$0.00		\$0.00	0%
	112	\$120.00	\$13,440.00		\$0.00		\$0.00	0%
\$ @ \$5.50	1980	\$5.50	\$10,890.00		\$0.00		\$0.00	0%
	L.S.		\$200.00		\$0.00		\$0.00	0%
10	30	\$110.00	\$3,300.00		\$0.00		\$0.00	0%
			\$190,450.00		\$44,650.00		\$44,650.00	23%

TYPICAL LUMP SUM PRICE BREAKDOWN*					TYPICAL STORED MATERIALS AND RETAINAGE BREAKDOWN*			
	SCHEDULED VALUE	WORK COMPLETED		% COM- PLETE	MATERIALS STORED AT END OF THIS PAYMENT PERIOD			
		THIS PERIOD	TO DATE		DESCRIPTION	QUANTITY	UNIT VALUE	AMOUNT
					RETAINAGE			
						This Estimate	Percent %	Retained
					WORK COMPLETED			
					STORED MATERIALS			
					OTHER (explain)			
	\$ -	\$ -	\$ -	#DIV/0!	TOTAL			

TYPICAL UNIT PRICE BREAKDOWN*

	CONTRACT (revised)			THIS PERIOD		TOTAL TO DATE		% COMPLETE
	QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
.15SY @ \$20.00	93.15	\$20.00	\$1,863.00		\$0.00		\$0.00	0%
' @ \$45.00	32	\$45.00	\$1,440.00		\$0.00		\$0.00	0%
480LF @ \$15.00	480	\$15.00	\$7,200.00		\$0.00		\$0.00	0%
2 @ \$80.00	40	\$80.00	\$3,200.00		\$0.00		\$0.00	0%
	L.S.		\$3,600.00		\$0.00		\$0.00	0%
50.00	404	\$50.00	\$20,200.00		\$0.00		\$0.00	0%
3.00	610	\$3.00	\$1,830.00	610	\$1,830.00	610	\$1,830.00	100%
.F @ \$4.00	499.5	\$4.00	\$1,998.00		\$0.00		\$0.00	0%
DE	L.S.		\$3,500.00		\$0.00		\$0.00	0%
	335	\$30.00	\$10,050.00		\$0.00		\$0.00	0%
600SY @ 2.50	2600	\$2.50	\$6,500.00		\$0.00		\$0.00	0%
IRE @ \$5000.00	0.66	\$5,000.00	\$3,300.00		\$0.00		\$0.00	0%
IRE @ \$3400.00	0.66	\$3,400.00	\$2,244.00		\$0.00		\$0.00	0%
ATIONS	L.S.		\$30,000.00		\$0.00		\$0.00	0%
DE	L.S.		\$93,000.00	90%	\$83,700.00	90%	\$83,700.00	90%
	L.S.		\$300,000.00		\$0.00		\$0.00	0%
	L.S.		\$452,000.00		\$0.00		\$0.00	0%
	L.S.		\$574,465.00		\$0.00		\$0.00	0%
	L.S.		\$240,000.00		\$0.00		\$0.00	0%
	L.S.		\$140,000.00		\$0.00		\$0.00	0%
	L.S.		\$73,000.00		\$0.00		\$0.00	0%
			\$1,969,390.00		\$85,530.00		\$85,530.00	4%
			\$2,159,840.00		\$130,180.00		\$130,180.00	6%

CAL LUMP SUM PRICE BREAKDOWN*

	SCHEDULED VALUE	WORK COMPLETED		% COMPLETE
		THIS PERIOD	TO DATE	
	\$ -	\$ -	\$ -	#DIV/0!

TYPICAL STORED MATERIALS AND RETAINAGE BREAKDOWN*

MATERIALS STORED AT END OF THIS PAYMENT PERIOD			
DESCRIPTION	QUANTITY	UNIT VALUE	AMOUNT
RETAINAGE			
	This Estimate	Percent %	Retained
WORK COMPLETED			
STORED MATERIALS			
OTHER (explain)			
TOTAL			

Agenda item 4E

City Council Staff Report

**Wastewater Treatment
Plant Facility Improvements**

August 19, 2019

BACKGROUND

Robert L. Carr Co. is submitting the final Pay Request, #23, for all work completed on the Wastewater Treatment Plant Facility Improvements. City Engineer, Short Elliott Hendrickson, has reviewed the pay request and is recommending payment in the amount of \$100,037.

There has been a significant delay in paying this final retainage amount on the project for three reasons:

1. Robert L Carr Company did not submit all of the property lien waiver paperwork until July 16, 2019;
2. Due to wage compliance concerns, the City withheld \$20,000 for three years following a signed agreement with Robert L Carr Company until March 9, 2019. There were no further inquiries or investigations during this period and thus the amount withheld may now be paid.
3. A warranty issue on for an influent pump motor was resolved by a mutual agreement for the City to pay for costs directly and then deduct the warranty costs from the final payment.

The Council awarded this contract to Robert L. Carr Co. at its May 6, 2013, meeting and construction began earlier in the summer of 2013. The work is now considered completed and accepted.

COUNCIL ACTION

Staff recommends to Council to authorize final payment request No. 23 to Robert L. Carr Co., for \$100,037.

ATTACHMENTS

Resolution R19-055 Authorizing Final Payment #23 to Robert L. Carr Co. for the Wastewater Treatment Plant Facility Improvements.

Resolution No. R19-055

**RESOLUTION ACCEPTING WORK
AND
AUTHORIZING FINAL PAYMENT TO ROBERT L. CARR CO.
(WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT)**

WHEREAS, pursuant to a written contract signed with the City of Cambridge, Robert L. Carr Co. has satisfactorily completed the Wastewater Treatment Facility Improvements Project in accordance with such contract and;

WHEREAS, City Engineer, S.E.H., has reviewed the work through July 29, 2019 and recommends payment in the amount of \$100,037;

NOW THEREFORE, BE IT RESOLVED by the City Council of Cambridge, Minnesota, that the work completed to date under said contract is hereby accepted and approved and;

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to authorize payment on such contract in the amount of \$100,037.

Adopted by the Cambridge City Council this 19th day of August, 2019.

James Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702 (Instructions on reverse side) PAGE ONE OF 24 PAGES

TO OWNER: City of Cambridge
Cambridge, MN

PROJECT: Wastewater Treatment Fac.
Cambridge, MN

APPLICATION NO.: Final
PERIOD TO:
PROJECT NOS.:

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: Robert L. Carr Co.

VIA ARCHITECT: SEH

CONTRACT DATE:

CONTRACT FOR: Total Construction

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM \$ 11,935,000.00
2. Net change by Change Orders \$ 38,262.30
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 11,973,262.30
4. TOTAL COMPLETED & STORED TO DATE \$ 11,973,262.30
(Column G on G703)
5. RETAINAGE:
 - a. _____% of Completed Work \$ -0-
(Columns D + E on G703)
 - b. _____% of Stored Material \$ -0-
(Column F on G703)

Total Retainage (Line 5a + 5b or
Total in Column I of G703) \$ -0-
6. TOTAL EARNED LESS RETAINAGE \$ 11,973,262.30
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) \$ 11,873,225.30
8. CURRENT PAYMENT DUE \$ 100,037.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ -0-

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	109,414.30	51,257.00
Total approved this Month		19,895.00
TOTALS	109,414.30	71,152.00
NET CHANGES by Change Order	38,262.30	

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

CONTRACTOR: Robert L. Carr Co.

By: [Signature]

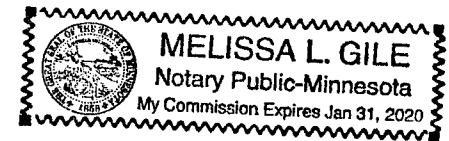
Date: 4-22-19

State of: Minnesota

County of: Lyon

Subscribed and sworn to before

me this 22nd day of April



Notary Public: [Signature]

My Commission expires: 1-31-20

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 100,037.00

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

ARCHITECT:

By: [Signature]

Date: 7/29/2019

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

APPLICATION NO. 23
 PERIOD TO: 10/12/17
 APPLICATION DATE: 04/22/19

Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
			WORK	COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
	Mobilization	300,000	300,000			300,000	100%	0
	General Expenses	700,000	700,000			700,000	100%	0
	Start-UP	100,000	100,000			100,000	100%	0
	Demobilization	100,000	100,000			100,000	100%	0
01-21-00	Allowances:							
973	Building Permit	1,850	1,850			1,850	100%	0
40-90-00	Instrument & Controls	40,000	40,000			40,000	100%	0
03-01-40	Concrete Repair	30,000	30,000			30,000	100%	0
46-61-29	Traveling Bridge	317,000	317,000			317,000	100%	0
43-21-14	Grit Equipment Including 46-23-23 & 46-23-63	175,000	175,000			175,000	100%	0
	Division 31 Earthwork							
02-41-13	Building Removal	160,000	160,000			160,000	100%	0
02-41-33	Site Demolition	70,000	70,000			70,000	100%	0
	Subtotal	1,993,850	1,993,850	0	0	1,993,850	100%	0

APPLICATION NO. 23
 PERIOD TO: 10/12/17
 APPLICATION DATE: 04/22/19

Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
31-22-10	Site Grading	40,000	40,000			40,000	100%	0
31-23-16	Structural Excavation & Backfill	60,000	60,000			60,000	100%	0
	Rock Entrance	2,000	2,000			2,000	100%	0
31-25-10	Temporary Erosion Control	10,000	10,000			10,000	100%	0
P74	Drain Tile	10,000	10,000			10,000	100%	0
	Finish Grade and Topsoil	10,000	10,000			10,000	100%	0
	Miscellaneous Earthwork	50,000	50,000			50,000	100%	0
	Division 33 - Utilities							
33-11-00	Site Piping CP-1/CP-5	260,000	260,000			260,000	100%	0
33-41-00	MH14P-2 & 15P-1	50,000	50,000			50,000	100%	0
	Piping and MH Removal	60,000	60,000			60,000	100%	0
	Water & Storm CC6	150,000	150,000			150,000	100%	0
	Miscellaneous Site Piping	50,000	50,000			50,000	100%	0
	Subtotal	2,745,850	2,745,850	0	0	2,745,850	100%	0

APPLICATION NO. 23
 PERIOD TO: 10/12/17
 APPLICATION DATE: 04/22/19

Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
			WORK	COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
31-50-00	Ground Support System	25,000	25,000			25,000	100%	0
31-63-31	Rammed Aggregate Piers	125,000	125,000			125,000	100%	0
32-12-16	Asphalt Pavement	90,000	90,000			90,000	100%	0
32-16-20	Concrete Curb	25,000	25,000			25,000	100%	0
32-18-20	Concrete Walks	25,000	25,000			25,000	100%	0
32-31-10	Fencing	25,000	25,000			25,000	100%	0
32-92-93	Exterior Vegetation	10,000	10,000			10,000	100%	0
32-32-70	Modular Block Wall	70,000	70,000			70,000	100%	0
	Division 3 - Concrete:							
03-20-00	Concrete Reinforcement - Mat	200,000	200,000			200,000	100%	0
	Oxidation Ditch Slab	200,000	200,000			200,000	100%	0
	Oxidation Ditch Exterior Walls	200,000	200,000			200,000	100%	0
	Subtotal	3,740,850	3,740,850	0	0	3,740,850	100%	0

APPLICATION NO. 23
 PERIOD TO: 10/12/17
 APPLICATION DATE: 04/22/19

Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
			WORK	COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
P76	Oxidation Ditch Interior Walls	100,000	100,000			100,000	100%	0
	Effluent Structure	25,000	25,000			25,000	100%	0
	Grout	26,650	26,650			26,650	100%	0
	Filter Building	50,000	50,000			50,000	100%	0
	Chemical Storage Building	50,000	50,000			50,000	100%	0
	Blower Building	20,000	20,000			20,000	100%	0
	Digester Addition	100,000	100,000			100,000	100%	0
	Sludge Storage Slab	150,000	150,000			150,000	100%	0
	Sludge Storage Walls	200,000	200,000			200,000	100%	0
	Decant Building	50,000	50,000			50,000	100%	0
	Administration Building	50,000	50,000			50,000	100%	0
04-20-00	Masonry	200,000	200,000			200,000	100%	0
	Subtotal	4,762,500	4,762,500	0	0	4,762,500	100%	0

APPLICATION NO. 23
 PERIOD TO: 10/12/17
 APPLICATION DATE: 04/22/19

Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
05-00-00	Metals	150,000	150,000			150,000	100%	0
06-06-00	Carpentry	50,000	50,000			50,000	100%	0
06-60-00	Fiberglass Fabrication	60,000	60,000			60,000	100%	0
07-11-13	Bituminous Damp proofing	8,000	8,000			8,000	100%	0
07-21-00	Thermal Insulation	5,000	5,000			5,000	100%	0
07-24-00	EIFS	25,000	25,000			25,000	100%	0
07-27-00	Air Barrier	8,000	8,000			8,000	100%	0
07-41-13	Metal Roofing & Wall Panels	40,000	40,000			40,000	100%	0
07-53-25	Roofing and Sheet Metal	20,000	20,000			20,000	100%	0
07-50-00	Joint Sealants	7,000	7,000			7,000	100%	0
08-11-13	Hollow Metal Doors & Hardware	10,000	10,000			10,000	100%	0
	Subtotal	5,145,500	5,145,500	0	0	5,145,500	100%	0

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Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
08-17-13	Corrosion Resistant Doors & Windows	45,000	45,000			45,000	100%	0
09-29-00	Gypsum Board	20,000	20,000			20,000	100%	0
09-30-00	Tiling	3,500	3,500			3,500	100%	0
09-51-13	Acoustical Panel Ceiling	7,000	7,000			7,000	100%	0
09-58-00	Carpeting & Base	8,000	8,000			8,000	100%	0
09-97-20	Coating Systems							
	01 Existing Pretreatment Bldg							
1	General Painting	8,000	8,000			8,000	100%	0
2	Special Concrete Coatings	28,000	28,000			28,000	100%	0
3	Pipe/Equipment Painting	4,300	4,300			4,300	100%	0
	02/04 Existing Oxidation Ditch/Clarifier							
4	Special Concrete Coatings	10,700	10,700			10,700	100%	0
	Subtotal	5,280,000	5,280,000	0	0	5,280,000	100%	0

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A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
5	Pipe/Equipment Painting	31,000	31,000			31,000	100%	0
	05 New Oxidation Ditch							
6	Special Concrete Coatings	19,900	19,900			19,900	100%	0
7	Pipe/Equipment Painting	17,400	17,400			17,400	100%	0
P79	06 Filter Building							
	8 General Painting	13,300	13,300			13,300	100%	0
	9 Pipe/Equipment Painting	2,400	2,400			2,400	100%	0
	07 New Chemical Storage							
	10 Special Steel Coatings	10,200	10,200			10,200	100%	0
11 Special Concrete Coatings	12,000	12,000			12,000	100%	0	
12 Pipe/Equipment Painting	2,400	2,400			2,400	100%	0	
	Subtotal	5,388,600	5,388,600	0	0	5,388,600	100%	0

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A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
	08 Existing Sludge Building							
13	General Painting	12,000	12,000			12,000	100%	0
14	Pipe/Equipment Painting	5,400	5,400			5,400	100%	0
	09 Digester Complex							
P80	15 General Painting	17,000	17,000			17,000	100%	0
	16 Pipe/Equipment Painting	16,000	16,000			16,000	100%	0
	17 Special Steel Coatings	43,000	43,000			43,000	100%	0
	18 Special Concrete Coatings	57,000	57,000			57,000	100%	0
	10 Existing Sludge Storage							
	19 Pipe/Equipment Painting	600	600			600	100%	0
	11 New Sludge Storage							
	20 Pipe/Equipment Painting	800	800			800	100%	0
	Subtotal	5,540,400	5,540,400	0	0	5,540,400	100%	0

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A	B	C	D	E	F	G	H	
			WORK	COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
	12 New Decant Building							
21	General Painting	4,300	4,300			4,300	100%	0
22	Pipe/Equipment Painting	6,400	6,400			6,400	100%	0
	13 ADM Building							
P81 23	General Painting	7,300	7,300			7,300	100%	0
	14 New Recycle Lift Station							
24	Special Concrete Coatings	4,400	4,400			4,400	100%	0
25	Pipe/Equipment Painting	1,200	1,200			1,200	100%	0
10-44-00	Safety Specialties	1,000	1,000			1,000	100%	0
41-22-00	Hoists and Trolleys	20,000	20,000			20,000	100%	0
43-12-19	Blower Assemblies	260,000	260,000			260,000	100%	0
43-21-13	Centrifugal Pumps	150,000	150,000			150,000	100%	0
	Subtotal	5,995,000	5,995,000	0	0	5,995,000	100%	0

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A	B	C	D	E	F	G	H	
			WORK	COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE (Allowance)	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
43-21-14	Torque Flow Pumps	(Allowance)						
43-21-15	Screw Centrifugal Pumps	30,000	30,000			30,000	100%	0
43-21-37	Progressive Cavity Pump	90,000	90,000			90,000	100%	0
43-21-40	Chopper Pumps	30,000	30,000			30,000	100%	0
43-21-43	Submersible Pumps	20,000	20,000			20,000	100%	0
43-22-70	Auto. Sampler	20,000	20,000			20,000	100%	0
43-41-16	Chemical Storage Tanks	50,000	50,000			50,000	100%	0
43-42-34	Aluminum Dome Cover	365,000	365,000			365,000	100%	0
46-21-57	Fine Screen Equipment	225,000	225,000			225,000	100%	0
46-23-23	Vortex Grit Removal	(Allowance)						
46-23-63	Grit Classifying	(Allowance)						
46-24-33	Open Channel Grinder	65,000	65,000			65,000	100%	0
	Subtotal	6,890,000	6,890,000	0	0	6,890,000	100%	0

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			WORK	COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
46-31-83	Disinfection Accessories & Safety Equipment	50,000	50,000			50,000	100%	0
46-33-33	Polymer Feed Equipment	50,000	50,000			50,000	100%	0
46-33-44	Peristaltic Metering Pumps	50,000	50,000			50,000	100%	0
46-41-23	Submersible Mixers	200,000	200,000			200,000	100%	0
46-43-21	Clarifier Equipment	450,000	450,000			450,000	100%	0
46-43-22	Clarifier Algae Sweep	50,000	50,000			50,000	100%	0
46-51-21	Coarse Bubble	50,000	50,000			50,000	100%	0
46-51-22	Fine Bubble	50,000	50,000			50,000	100%	0
46-61-29	Traveling Bridge Installation	(Allowance) 50,000	50,000			50,000	100%	0
46-71-11	Digester Cover	140,000	140,000			140,000	100%	0
46-73-19	Digester Gas Equipment	70,000	70,000			70,000	100%	0
	Subtotal	8,100,000	8,100,000	0	0	8,100,000	100%	0

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A	B	C	D	E	F	G	H	
			WORK	COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
46-73-35	Digester Mixing Systems	40,000	40,000			40,000	100%	0
46-73-41	Digester Heating Equipment	90,000	90,000			90,000	100%	0
46-73-50	Digester & Tank Cleaning	10,000	10,000			10,000	100%	0
15-0000	Mechanical/Process							
P84	01- Exist Pretreatment Bldg							
	Pumps - 10	12,100	12,100		12,100	100%	0	
	Grinder	2,200	2,200			2,200	100%	0
	Sampler	600	600			600	100%	0
	Demolition	9,300	9,300			9,300	100%	0
	DIP - Grit	7,000	7,000			7,000	100%	0
	DIP - RAS	53,400	53,400			53,400	100%	0
	DIP - WAS	14,800	14,800			14,800	100%	0
	Subtotal	8,339,400	8,339,400	0	0	8,339,400	100%	0

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A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
	Hydraulic Piping	17,200	17,200			17,200	100%	0
	02 - Exist RAS/Clar Box							
	Fine Bubble Aeration	900	900			900	100%	0
	DIP	6,700	6,700			6,700	100%	0
	Chemical Piping	6,300	6,300			6,300	100%	0
	03 - Ex Oxidation Ditch 1							
	Fine Bubble Aeration	8,400	8,400			8,400	100%	0
	Mixers	5,800	5,800			5,800	100%	0
	DIP	2,600	2,600			2,600	100%	0
	Fab SS Piping	7,600	7,600			7,600	100%	0
	04 - Ex Oxidation Ditch 2							
	Fine Bubble Aeration	8,400	8,400			8,400	100%	0
	Subtotal	8,403,300	8,403,300	0	0	8,403,300	100%	0

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A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
	Mixers	5,800	5,800			5,800	100%	0
	DIP	2,600	2,600			2,600	100%	0
	Fab SS Piping	7,600	7,600			7,600	100%	0
	05 - New Oxidation Ditch 3							
P86	Fine Bubble Aeration	8,400	8,400			8,400	100%	0
	Mixers	5,800	5,800			5,800	100%	0
	DIP	30,300	30,300			30,300	100%	0
	Fab SS Piping	44,000	44,000			44,000	100%	0
	Wall Pipers, Sleeve and Seal	15,800	15,800			15,800	100%	0
	Chemical Piping	6,300	6,300			6,300	100%	0
	06 - Ex Eff Filter Bldg							
	Chlorine Equipment	2,300	2,300			2,300	100%	0
	Subtotal	8,532,200	8,532,200	0	0	8,532,200	100%	0

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A	B	C	D	E	F	G	H	
			WORK	COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
	Relocate Sampler	5,300	5,300			5,300	100%	0
	Demolition	5,100	5,100			5,100	100%	0
	07 - Chem Bldg							
	Chemical Piping	19,200	19,200			19,200	100%	0
	Sample Piping	9,600	9,600			9,600	100%	0
	08 - Ex Sludge Handling							
	Pumps - 2	3,800	3,800			3,800	100%	0
	Blowers - 5	12,200	12,200			12,200	100%	0
	Coarse Bubble Aeration	1,800	1,800			1,800	100%	0
	Chem Equipment	600	600			600	100%	0
	Demolition	15,100	15,100			15,100	100%	0
	DIP - Air	69,800	69,800			69,800	100%	0
	Subtotal	8,674,700	8,674,700	0	0	8,674,700	100%	0

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A	B	C	D	E	F	G	H		
		WORK		COMPLETED					
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH	
	DIP - Decant	8,300	8,300			8,300	100%	0	
	DIP - Sludge	27,500	27,500			27,500	100%	0	
	Wall Pipes, Sleeve and Seal	8,800	8,800			8,800	100%	0	
	Chemical Piping	7,200	7,200			7,200	100%	0	
P88	09 - Exist Digester Complex								
	Pumps - 6	7,000	7,000			7,000	100%	0	
	Sludge Mixing Nozzles	1,100	1,100			1,100	100%	0	
	Sludge Heat Exchanger - 2	4,600	4,600			4,600	100%	0	
	Demolition	8,900	8,900			8,900	100%	0	
	Demolition	6,500	6,500			6,500	100%	0	
	DIP - Other	6,100	6,100			6,100	100%	0	
	DIP - Heating	19,100	19,100			19,100	100%	0	
		Subtotal	8,779,800	8,779,800	0	0	8,779,800	100%	0

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A	B	C	D	E	F	G	H		
			WORK	COMPLETED					
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH	
P89	DIP - Mixing	65,200	65,200			65,200	100%	0	
	DIP - Recirc	23,700	23,700			23,700	100%	0	
	DIP - Transfer	51,000	51,000			51,000	100%	0	
	Prefab Blogas Piping	61,400	61,400			61,400	100%	0	
	Wall Pipes, Sleeve and Seal	9,800	9,800			9,800	100%	0	
	10 - Ex Sludge Tank 1								
	Mixers	8,300	8,300			8,300	100%	0	
	Demolition	6,000	6,000			6,000	100%	0	
	DIP	6,700	6,700			6,700	100%	0	
	11 - New Sludge Tank 2								
	Mixers	8,700	8,700			8,700	100%	0	
	DIP	10,800	10,800			10,800	100%	0	
	Subtotal		9,031,400	9,031,400	0	0	9,031,400	100%	0

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SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK		STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
			FROM PREVIOUS APPS.	THIS PERIOD				
P90	12 - Decant Bldg							
	DIP - Decant	46,400	46,400			46,400	100%	0
	DIP - Overflow	9,600	9,600			9,600	100%	0
	DIP - Transfer	9,000	9,000			9,000	100%	0
	Wall Pipes, Sleeve and Seal	8,000	8,000			8,000	100%	0
	Sample Piping	13,600	13,600			13,600	100%	0
	14 - Recycle Lift Station							
	Slide Rail Pumps	2,700	2,700			2,700	100%	0
	DIP	21,300	21,300			21,300	100%	0
	15 - Air Valve Vault							
	Slide Rail Pumps	1,800	1,800			1,800	100%	0
	DIP	37,000	37,000			37,000	100%	0
	Subtotal	9,180,800	9,180,800	0	0	9,180,800	100%	0

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			WORK	COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
	Pibg & Htg Breakdown							
	01 - Pretreatment Bldg	29,700	29,700			29,700	100%	0
	06 - Exist Eff Filter Bldg	12,300	12,300			12,300	100%	0
	07 - Chemical Bldg	20,800	20,800			20,800	100%	0
	08 - Ex Sludge Handling	69,700	69,700			69,700	100%	0
	09 - Exist Digester Complex	158,500	158,500			158,500	100%	0
	09 - Boilers & Pumps	140,000	140,000			140,000	100%	0
	12 - Decant Bldg	13,800	13,800			13,800	100%	0
	13 - Exist Admin Bldg	11,800	11,800			11,800	100%	0
	14 - Recycle Lift Station	600	600			600	100%	0
	Insulation	14,000	14,000			14,000	100%	0
	Subtotal	9,652,000	9,652,000	0	0	9,652,000	100%	0

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			WORK	COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
	Core Drilling	15,000	15,000			15,000	100%	0
	HVAC Breakdown							
	Duct Insulation - Sub	16,120	16,120			16,120	100%	0
	Controls - Sub	63,263	63,263			63,263	100%	0
	Test and Balance - Sub	8,034	8,034			8,034	100%	0
	Refrigeration Piping - Sub	9,270	9,270			9,270	100%	0
	Commissioning	20,600	20,600			20,600	100%	0
	Exhaust/Supply/Fans	20,887	20,887			20,887	100%	0
	Makeup Air Units	63,502	63,502			63,502	100%	0
	Grilles, Registers, Diffusers	7,341	7,341			7,341	100%	0
	Boiler Venting	17,520	17,520			17,520	100%	0
	Spiral Duct	5,025	5,025			5,025	100%	0
	Subtotal	9,898,562	9,898,562	0	0	9,898,562	100%	0

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		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
P93	Louvers	10,190	10,190			10,190	100%	0
	Mini Split AC Units	41,362	41,362			41,362	100%	0
	Square Duct	68,090	68,090			68,090	100%	0
	Odor Control	162,696	162,696			162,696	100%	0
	Gas Fired Unit Heaters	16,232	16,232			16,232	100%	0
	General Conditions	32,868	32,868			32,868	100%	0
	16-0000	Electrical/Controls						
	Submittals & Documentation	60,000	60,000			60,000	100%	0
	MCC	274,000	274,000			274,000	100%	0
	VFD	28,000	28,000			28,000	100%	0
	Software	97,000	97,000			97,000	100%	0
	PLC	136,000	136,000			136,000	100%	0
	Subtotal	10,825,000	10,825,000	0	0	10,825,000	100%	0

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		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
P94	Scada & Radios	80,000	80,000			80,000	100%	0
	Instrumentation	90,000	90,000			90,000	100%	0
	SCP Panels	94,464	94,464			94,464	100%	0
	O & M Manual Start-up	50,000	50,000			50,000	100%	0
	Lighting	57,000	57,000			57,000	100%	0
	Permit, Mobilization & Misc.	7,600	7,600			7,600	100%	0
	Heaters	4,000	4,000			4,000	100%	0
	Material	257,000	257,000			257,000	100%	0
	Labor	469,936	469,936			469,936	100%	0
	Subtotal	11,935,000	11,935,000	0	0	11,935,000	100%	0

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A	B	C	D	E	F	G	H	
			WORK	COMPLETED				
SECT. NO. *	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
P95	Change Orders No. 1	37,528	37,528			37,528	100%	0
	No. 2	46,290	46,290			46,290	100%	0
	No. 3	21,693	21,693			21,693	100%	0
	No. 4	3,903.30	3,903.30			3,903.30	100%	0
	No. 5	(51257.00)	(51257.00)			(51257.00)	100%	0
	No. 6	(19,895)			(19,895)	(19,895)	100%	0
	Grand Total		11,973,262.30	11,993,157.30	(19,895.00)	0.00	11,973,262.30	100%

Prepared By: Todd Schwab, Public Works/Utilities Director

Background:

On July 15, 2019 City Council Authorized staff to solicit proposals to complete the work needed to widen an existing 435' taxilane 23'. The completed taxilane will provide access to "shovel ready" hanger sites (45-49).

Staff advertised for proposals and received proposals from the following companies:

- Dirtworks Inc.
PO Box 169,
Cedar, MN
\$43,000.00

- Allied Blacktop Company
10503 – 89th Avenue North
Maple Grove, MN
\$57,740.00

Fiscal Note:

The project will be funded through a temporary loan made from the Wastewater Fund (602) to the Airport Capital Fund (444) in the amount of \$43,000.00. Funds will be repaid to the 602 fund. The interest will be calculated using the rate earned by the City's investment portfolio during the year.

Recommendation:

Authorize staff to accept the proposal submitted by Dirtworks Inc. in an amount not to exceed \$43,000.00.

Included:

Proposals

Allied Blacktop Company
 10503 - 89th Avenue North
 Maple Grove, MN 55369
 www.alliedblacktopmn.com

Phone: 763.425.0575
 Fax: 763.424.6791
 Cell: 612-834-0186

Proposal

Company Name: City of Cambridge
 Billing Address: 300 3rd Ave NE
 Cambridge, MN 55008
 Contact Person: Lucas Milz

Date: July 26, 2019

Phone: 763-552-1040 Cell: Email: lmilz@ci.cambridge.mn.us
 Project Address: 1212 Airport Ave North Cambridge, MN 55008 (2019 Taxi Widening Project)

We hereby submit specifications and quotations for the following:

Description of Work to be Performed	Unit	Qty.	Price
Paving Area: Excavate new construction area to a depth of <u> 9 </u> " below the finish grade. Dispose of excavated materials on site per plan. Furnish and install <u> 6 </u> " inches of recycled class five base material. Fine grade base materials to a depth of <u> 3 </u> " below finish grade. Saw cut edge of pavement per plan. Pave a <u> 1.5 </u> " inch after compaction MNDOT specification non wearing mat. Apply CSS1H tack material at a rate of .05 gallons per S.Y. Pave a <u> 1.5 </u> " inch after compaction MNDOT specification wear course mat. Restore all disturbed areas and re-seed as needed.	S.Y.	894	\$57,740.00

Exclusions (Unless Included Above): Survey, soil correction, geotextile fabric removal, disposal, or installation, electrical, lighting, curb, concrete, permits, engineering, or testing, utility adjustments, installation, or repairs.

Exclusions: Bonds, permits, fees, surveying, engineering, testing, soil corrections, rock excavation, dewatering, traffic control, utility or structural sheeting, shoring, underpinning, buried debris, drain tile, footing insulation or waterproofing, separation fabrics, vapor barriers, drainage layers, class V base materials, hazardous materials, removal of contaminated soils, haul road or crane road construction, erosion control other than listed above, site restoration, other than listed above, gas, mechanical, or electrical excavation, site fencing, evening, night or weekend work, winter conditions. We propose to furnish material and labor, complete in accordance with the above specifications, for the total lump sum of:

Note: See Allied Blacktop Company Warranty Terms, Qualifications, and Construction Specifications.

TOTAL ALL:	\$57,740.00
ADD 1% Bonding if Necessary	

Payment terms are net 30 days. Note: This proposal may be withdrawn if not accepted within 15 days. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, weather or other delays beyond our control. Allied Blacktop Company to carry proper insurance including Workers Compensation.

Authorized Signature: _____

Aaron M. Philipson

Acceptance of Proposal: The above prices, specifications, conditions, and attached warranty qualifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

"(a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.
 (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."



Mailing Address: PO Box 169, Cedar, MN Physical Address: 24656 Ulysses St NE, Isanti, MN E-mail: stevejr@dirtdworksmn.com	Office: 763-434-4771 Mobile: 612-685-5498 Fax: 763-444-0174 www.dirtdworksmn.com
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PROJECT:
Cambridge Airport Taxilane Widening 2019

PROPOSAL DATE:
August 2, 2019

Sitework pricing includes the following :

- Pricing includes all items included per bid invitation document

\$43,000.00

PROPOSAL SUBMITTED BY:

DIRTWORKS, INC.
 Steven J. Strandlund
 President

ACCEPTED BY:

***PROPOSAL NOTES:** No permits, bonds, soil corrections, hazardous material removal or compaction testing, traffic control, dewatering or surveying is included. No frost/winter conditions are accounted for in this quote. Proposal may be with-drawn by us if not accepted within 45 days. Payment is due upon completion. 1+1/2% finance charge will be added to balances over 30 days.*

4G Andrew Milz, Public Works Seasonal Employee, \$12.17 per hour, July 30, 2019

Prepared by: Linda J. Woulfe, City Administrator

Date: August 19, 2019

Background

In May 2019, City Council approved seasonal hires for the Public Works Department. One of the employees had to return to school early and we needed to fill one seasonal spot for a few weeks. The personnel policies permit "the City Administrator to determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis" and "to make a provisional appointment until the Council's employment action."

Due to the short time left on the seasonal position and the vast amount of work still needing to be done, I provisionally appointed Andrew Milz to fill a seasonal position until Council had an opportunity to appoint. There was not time to advertise and fill the position. From my understanding with Todd Schwab, no other applications for seasonal positions remained on file.

Andrew is working the parks department and is being supervised by Brad Reents; therefor there is no violation of the nepotism policy. Andrew will be done working for the City on August 30 unless the Council decides to not approve the hire.

The Council can choose not to keep Andrew and his service will be done then as of August 19, 2019.

Recommendation

Approve the provisional appointment of Andrew Milz as a seasonal employee at \$12.17 per hour (Step 1) from July 30, 2019 to August 30, 2019.

4H Resolution R19-056 Accepting FAA AIP Grant No. 3-27-0017-012-2019
August 19, 2019

Prepared by: Todd Schwab, Public Works/Utilities Director

Background:

The FAA has presented the City with a Grant Agreement Contract for the previously approved airport improvements. The grant is to be used to conduct an Environmental Study.

The total costs will not exceed \$54,100.00 of which the FAA will contribute \$48,690.00, MN Dot \$2,705.00, and the City \$2,705.00.

Recommendation:

Approve Resolution R19-056

Included:

Resolution R19-056
FAA Grant Agreement

RESOLUTION NO. R19-056

**RESOLUTION ACCEPTING FAA GRANT OFFER FOR AIRPORT IMPROVEMENT PROGRAM (AIP)
GRANT NO. 03-27-0017-012-2019**

It is resolved by the City of Cambridge as follows:

1. That the FAA AIP Grant Number 03-27-0017-012-2019 "Airport Improvement Program (AIP) Project Contract," for the Cambridge Municipal Airport is accepted.
2. That James A. Godfrey, Mayor and Lynda J. Woulfe, City Administrator are authorized to execute this Contract and any amendments on behalf of the City of Cambridge.

Adopted this 19th day of August, 2019

James A. Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

CERTIFICATION

STATE OF MINNESOTA)
COUNTY OF ISANTI)
CITY OF CAMBRIDGE)

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the Cambridge City Council at an authorized meeting held on the 19th day of August, 2019 as shown by the minutes of the meeting in my possession.

Signature: _____
Lynda J. Woulfe, City Administrator

Corporate Seal



U.S. Department
of Transportation
**Federal Aviation
Administration**

Dakota-Minnesota Airports District Office
Bismarck Office
2301 University Drive, Building 23B
Bismarck, ND 58504

Dakota-Minnesota Airports District Office
Minneapolis Office
6020 28th Avenue South, Suite 102
Minneapolis, MN 55450

August 6, 2019

Lynda Woulfe-City Administrator
300 3rd Ave NE
Cambridge, MN 55008

Dear: Ms. Woulfe:

We are enclosing the original and two copies of the Grant Offer for Airport Improvement Program (AIP) Project No. **3-27-0017-012-2019** at Cambridge Municipal, Cambridge, Minnesota. This letter outlines expectations for success. Please read the conditions and assurances carefully.

To properly enter into this agreement, you must do the following:

1. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
2. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, no later than **September 6, 2019**, in order for the grant to be valid.
 - a. The date of the attorney's signature must be on or after the date of the sponsor's authorized representative's signature.
 - b. All signatures must be made with blue or black ink; Signature stamps will not be accepted.
3. You may not make any modification to the text, terms or conditions of the grant offer.
4. After you properly execute the Grant Agreement and the Sponsor Certifications:
 - a. **Return** an executed original copy of the Grant and the all of the signed Sponsor Certifications to our office.
 - b. **Forward** an executed original copy of the Grant to your MnDOT representative.
 - c. **Retain** an executed original copy of the Grant for your records.

Subject to the requirements in 2 CFR §200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System.

The terms and conditions of this agreement require you to complete the project without undue delay. We will be monitoring your progress to ensure proper stewardship of these Federal funds. We expect you to submit payment requests for reimbursement of allowable incurred project expenses consistent with project progress. Should you fail to make draws on a regular basis, your grant may be placed in "inactive" status, which will affect your ability to receive future grant offers.

Until the grant is completed and closed, you are responsible for submitting formal reports as follows:

1. A signed/dated SF-270 (non-construction projects) or SF-271 or equivalent (construction projects) and SF-425 annually, due 90 days after the end of each federal fiscal year in which this grant is open (due December 31 of each year this grant is open); and
2. Performance Reports, which are due within 30 days of the end of a reporting period as follows:
 - a. Non-construction project: Due annually at end of the Federal fiscal year.
 - b. Construction project: Submit FAA form 5370-1, Construction Progress and Inspection Report at the end of each fiscal quarter.

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in all Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

Once the project(s) is completed and all costs are determined, we ask that you close the project without delay and submit the necessary final closeout documentation as required by your Airports District Office.

Nick Pratt (612) 253-4633, is the assigned Program Manager for this grant and is readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts and look forward to working with you to complete this important project.

Sincerely,



E. Lindsay Butler
Deputy ADO Manager
Dakota-Minnesota Airports District Office

Enclosure

CC: MnDOT Aeronautics

Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

Sponsor: City of Cambridge

Airport: Cambridge Municipal

Project Number: 3-27-0017-012-2019

Description of Work: Conduct Environmental Study

Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

Yes No

3. The sponsor or sub-recipient certifies that is has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

Yes No

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Drug-Free Workplace Airport Improvement Program Sponsor Certification

Sponsor: City of Cambridge

Airport: Cambridge Municipal

Project Number: 3-27-0017-012-2019

Description of Work: Conduct Environmental Study

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes No N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes No N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes No N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Yes No N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

Yes No N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes No N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

Yes No N/A

Site(s) of performance of work (2 CFR § 182.230):

Location 1

Name of Location:

Address:

Location 2 (if applicable)

Name of Location:

Address:

Location 3 (if applicable)

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Selection of Consultants

Airport Improvement Program Sponsor Certification

Sponsor: City of Cambridge

Airport: Cambridge Municipal

Project Number: 3-27-0017-012-2019

Description of Work: Conduct Environmental Study

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).
 Yes No N/A

2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).
 Yes No N/A

3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).
 Yes No N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- Yes No N/A
5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- Yes No N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- Yes No N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR §180.300).
- Yes No N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- Yes No N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- Yes No N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- Yes No N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR §200.318(i)).
- Yes No N/A
12. Sponsor has incorporated or will incorporate mandatory contact provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- Yes No N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

Yes No N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

Yes No N/A

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this _____ day of _____, _____.

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department
of Transportation
Federal Aviation
Administration

GRANT AGREEMENT

PART I – OFFER

Date of Offer	<u>August 6, 2019</u>
Airport/Planning Area	<u>Cambridge Municipal</u>
AIP Grant Number	<u>3-27-0017-012-2019</u>
DUNS Number	<u>001801745</u>
TO:	<u>City of Cambridge</u> (herein called the "Sponsor")

FROM: **The United States of America**(acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated July 10, 2019, for a grant of Federal funds for a project at or associated with the Cambridge Municipal Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the Cambridge Municipal Airport (herein called the "Project") consisting of the following:

Conduct Environmental Study

which is more fully described in the Project Application.

NOW THEREFORE, According to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. § 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. § 47101, et seq., (herein the AAIA grant statute is referred to as "the Act"), the representations contained in the Project Application, and in consideration of (a) the Sponsor's adoption and ratification of the Grant Assurances dated March 2014, as applied and interpreted consistent with the FAA Reauthorization Act of 2018 (see 2018 FAA Reauthorization grant condition.), (b) and the Sponsor's acceptance of this Offer; and, (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided.

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay ninety (90) percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

CONDITIONS

- 1. Maximum Obligation.** The maximum obligation of the United States payable under this Offer is **\$48,690.**

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing

allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$0 for planning

\$48,690 airport development or noise program implementation; and,

\$0 for land acquisition.

2. **Period of Performance.** The period of performance begins on the date the Sponsor formally accepts this agreement. Unless explicitly stated otherwise in an amendment from the FAA, the end date of the period of performance is 4 years (1,460 calendar days) from the date of formal grant acceptance by the Sponsor.

The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR §200.309). Unless the FAA authorizes a written extension, the sponsor must submit all project closeout documentation and liquidate (pay off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR §200.343).

The period of performance end date does not relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of a grant agreement.
3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
4. **Indirect Costs - Sponsor.** Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages.
5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with the regulations, policies, and procedures of the Secretary. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
6. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies, and procedures of the Secretary. Per 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from performing the project that exceeds three months. The report must include a reason for the project stoppage. The Sponsor also agrees to comply with the assurances which are part of this agreement.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before **September 6, 2019**, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner for any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other

final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.

- 10. United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement.
- 11. System for Award Management (SAM) Registration And Universal Identifier.**
- A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
- B. Data Universal Numbering System: DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-705-5771) or on the web (currently at <http://fedgov.dnb.com/webform>).
- 12. Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
- 13. Informal Letter Amendment of AIP Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.
- The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of condition No. 1.
- The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.
- An informal letter amendment has the same force and effect as a formal grant amendment.
- 14. Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this agreement.
- 15. Financial Reporting and Payment Requirements.** The Sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
- 16. Buy American.** Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.
- 17. Maximum Obligation Increase For Nonprimary Airports.** In accordance with 49 U.S.C. § 47108(b), as amended, the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:

- A. May not be increased for a planning project;
- B. May be increased by not more than 15 percent for development projects;
- C. May be increased by not more than 15 percent or by an amount not to exceed 25 percent of the total increase in allowable costs attributable to the acquisition of land or interests in land, whichever is greater, based on current credible appraisals or a court award in a condemnation proceeding.

18. Audits for Public Sponsors. The Sponsor must provide for a Single Audit or program specific audit in accordance with 2 CFR part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Provide one copy of the completed audit to the FAA if requested.

19. Suspension or Debarment. When entering into a "covered transaction" as defined by 2 CFR §180.200, the Sponsor must:

- A. Verify the non-federal entity is eligible to participate in this Federal program by:
 - 1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-federal entity is excluded or disqualified; or
 - 2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
 - 3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
- B. Require prime contractors to comply with 2 CFR §180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
- C. Immediately disclose to the FAA whenever the Sponsor (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debar a contractor, person, or entity.

20. Ban on Texting While Driving.

- A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
 - 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
 - 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- B. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts and subcontracts.

21. Exhibit "A" Property Map. The Exhibit "A" Property Map dated July 19, 2018, is incorporated herein by reference or is submitted with the project application and made part of this grant agreement.

22. Employee Protection from Reprisal.**A. Prohibition of Reprisals –**

1. In accordance with 41 U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:
 - i. Gross mismanagement of a Federal grant;
 - ii. Gross waste of Federal funds;
 - iii. An abuse of authority relating to implementation or use of Federal funds;
 - iv. A substantial and specific danger to public health or safety; or
 - v. A violation of law, rule, or regulation related to a Federal grant.
2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Federal office or employee responsible for oversight of a grant program;
 - v. A court or grand jury;
 - vi. A management office of the grantee or subgrantee; or
 - vii. A Federal or State regulatory enforcement agency.
3. Submission of Complaint – A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
4. Time Limitation for Submittal of a Complaint - A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.
5. Required Actions of the Inspector General – Actions, limitations and exceptions of the Inspector General's office are established under 41 U.S.C. § 4712(b)
6. Assumption of Rights to Civil Remedy - Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).

23. 2018 FAA Reauthorization. This grant agreement is subject to the terms and conditions contained herein including the terms known as the Grant Assurances as they were published in the Federal Register on April 3, 2014. On October 5, 2018, the FAA Reauthorization Act of 2018 made certain amendments to 49 U.S.C. chapter 471. The Reauthorization Act will require FAA to make certain amendments to the assurances in order to best achieve consistency with the statute. Federal law requires that FAA publish any amendments to the assurances in the Federal Register along with an opportunity to comment. In order not to delay the offer of this grant, the existing assurances are attached herein; however, FAA shall interpret and apply these assurances consistent with the Reauthorization Act. To the extent there is a conflict between the assurances and Federal statutes, the statutes shall apply. The full text of the Act is at <https://www.congress.gov/bill/115th-congress/house-bill/302/text>.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

**UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION**



(Signature)

E. Lindsay Butler

(Typed Name)

Deputy ADO Manager

(Title of FAA Official)

PART II - ACCEPTANCE

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.¹

Executed this _____ day of _____,

City of Cambridge

(Name of Sponsor)

(Signature of Sponsor's Authorized Official)

By:

(Typed Name of Sponsor's Authorized Official)

Title:

(Title of Sponsor's Authorized Official)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of _____. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at _____ (location) this _____ day of _____,

By:

(Signature of Sponsor's Attorney)

¹Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

ASSURANCES

AIRPORT SPONSORS

A. General.

- a. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
- b. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
- c. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this grant agreement.

B. Duration and Applicability.

1. Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.

The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.

The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements.

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

FEDERAL LEGISLATION

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.¹
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act – 5 U.S.C. 1501, et seq.²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.^{1,2}
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).¹
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.¹
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.¹
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 - 42 U.S.C. 4151, et seq.¹
- s. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C. 8373.¹
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.¹
- u. Copeland Anti-kickback Act - 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.¹
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.²
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

EXECUTIVE ORDERS

- a. Executive Order 11246 - Equal Employment Opportunity¹
- b. Executive Order 11990 - Protection of Wetlands
- c. Executive Order 11998 –Flood Plain Management

- d. Executive Order 12372 - Intergovernmental Review of Federal Programs
- e. Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction¹
- f. Executive Order 12898 - Environmental Justice

FEDERAL REGULATIONS

- a. 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].^{4, 5, 6}
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment
- d. 14 CFR Part 13 - Investigative and Enforcement Procedures 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- e. 14 CFR Part 150 - Airport noise compatibility planning.
- f. 28 CFR Part 35- Discrimination on the Basis of Disability in State and Local Government Services.
- g. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- h. 29 CFR Part 1 - Procedures for predetermination of wage rates.¹
- i. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.¹
- j. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).¹
- k. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).¹
- l. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- m. 49 CFR Part 20 - New restrictions on lobbying.
- n. 49 CFR Part 21 – Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 - Participation by Disadvantage Business Enterprise in Airport Concessions.
- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.^{1, 2}
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.¹

- s. 49 CFR Part 28 –Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- t. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- u. 49 CFR Part 32 –Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- v. 49 CFR Part 37 –Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

FOOTNOTES TO ASSURANCE C.1.

- ¹ These laws do not apply to airport planning sponsors.
- ² These laws do not apply to private sponsors.
- ³ 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- ⁴ On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR part 220; Circular A-87 or 2 CFR part 225; and A-122, 2 CFR part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.
- ⁵ Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- ⁶ Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.

- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

6. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users.

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings.

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Metropolitan Planning Organization.

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy

of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. Pavement Preventive Maintenance.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites.

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title

49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be

required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

- 1) Operating the airport's aeronautical facilities whenever required;
 - 2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
 - 3) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-
 - 1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service,

provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

- a.) Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- b.) Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- c.) Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
- d.) It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
- e.) In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- f.) The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- g.) The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental

and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
 - 1) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
 - 2) If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
 - 3) Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
 - a.) As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a

manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.

- b.) Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

26. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 - 1) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 - 2) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. by gross weights of such aircraft) is in excess of five million pounds Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at

Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. It will keep up to date at all times an airport layout plan of the airport showing:
 - 1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
 - 2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;
 - 3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and
 - 4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
 - a.) If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
- b. Applicability
 - 1) **Programs and Activities.** If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the

sponsor's programs and activities.

- 2) **Facilities.** Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
 - 3) **Real Property.** Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.
- c. **Duration.**
- The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:
- 1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
 - 2) So long as the sponsor retains ownership or possession of the property.
- d. **Required Solicitation Language.** It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:
- “The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
- e. **Required Contract Provisions.**
- 1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
 - 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
 - 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
 - 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
 - a.) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and

- b.) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was

notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.

- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated January 24, 2017 and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.

35. Relocation and Real Property Acquisition.

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its DBE and ACDBE programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure

nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

38. Hangar Construction.

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-
 - 1) Describes the requests;
 - 2) Provides an explanation as to why the requests could not be accommodated; and
 - 3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.



**FAA
Airports**

Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects

Updated: 4/18/2019

View the most current versions of these ACs and any associated changes at:

http://www.faa.gov/airports/resources/advisory_circulars and

http://www.faa.gov/regulations_policies/advisory_circulars/

NUMBER	TITLE
70/7460-1L Change 2	Obstruction Marking and Lighting
150/5000-9A	Announcement of Availability Report No. DOT/FAA/PP/92-5, Guidelines for the Sound Insulation of Residences Exposed to Aircraft Operations
150/5000-17	Critical Aircraft and Regular Use Determination
150/5020-1	Noise Control and Compatibility Planning for Airports
150/5070-6B Changes 1- 2	Airport Master Plans
150/5070-7 Change 1	The Airport System Planning Process
150/5100-13B	Development of State Standards for Nonprimary Airports
150/5200-28F	Notices to Airmen (NOTAMS) for Airport Operators
150/5200-30D Change 1	Airport Field Condition Assessments and Winter Operations Safety
150/5200-31C Changes 1-2	Airport Emergency Plan
150/5210-5D	Painting, Marking, and Lighting of Vehicles Used on an Airport
150/5210-7D	Aircraft Rescue and Fire Fighting Communications

NUMBER	TITLE
150/5210-13C	Airport Water Rescue Plans and Equipment
150/5210-14B	Aircraft Rescue Fire Fighting Equipment, Tools and Clothing
150/5210-15A	Aircraft Rescue and Firefighting Station Building Design
150/5210-18A	Systems for Interactive Training of Airport Personnel
150/5210-19A	Driver's Enhanced Vision System (DEVS)
150/5220-10E	Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles
150/5220-16E Changes 1	Automated Weather Observing Systems (AWOS) for Non-Federal Applications
150/5220-17B	Aircraft Rescue and Fire Fighting (ARFF) Training Facilities
150/5220-18A	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
150/5220-20A	Airport Snow and Ice Control Equipment
150/5220-21C	Aircraft Boarding Equipment
150/5220-22B	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
150/5220-23	Frangible Connections
150/5220-24	Foreign Object Debris Detection Equipment
150/5220-25	Expand Airport Avian Radar Systems
150/5220-26 Changes 1-2	Airport Ground Vehicle Automatic Dependent Surveillance - Broadcast (ADS-B) Out Squitter Equipment
150/5300-13A Change 1	Airport Design
150/5300-14C	Design of Aircraft Deicing Facilities
150/5300-16A	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5300-17C Change 1	Standards for Using Remote Sensing Technologies in Airport Surveys
150/5300-18B Change 1	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards

NUMBER	TITLE
150/5320-5D	Airport Drainage Design
150/5320-6F	Airport Pavement Design and Evaluation
150/5320-12C Changes 1-8	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-15A	Management of Airport Industrial Waste
150/5235-4B	Runway Length Requirements for Airport Design
150/5335-5C	Standardized Method of Reporting Airport Pavement Strength - PCN
150/5340-1L	Standards for Airport Markings
150/5340-5D	Segmented Circle Airport Marker System
150/5340-18F	Standards for Airport Sign Systems
150/5340-26C	Maintenance of Airport Visual Aid Facilities
150/5340-30J	Design and Installation Details for Airport Visual Aids
150/5345-3G	Specification for L-821, Panels for the Control of Airport Lighting
150/5345-5B	Circuit Selector Switch
150/5345-7F	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10H	Specification for Constant Current Regulators and Regulator Monitors
150/5345-12F	Specification for Airport and Heliport Beacons
150/5345-13B	Specification for L-841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26D	FAA Specification For L-823 Plug and Receptacle, Cable Connectors
150/5345-27E	Specification for Wind Cone Assemblies
150/5345-28G	Precision Approach Path Indicator (PAPI) Systems
150/5345-39D	Specification for L-853, Runway and Taxiway Retro reflective Markers
150/5345-42H	Specification for Airport Light Bases, Transformer Housings, Junction Boxes, and Accessories
150/5345-43H	Specification for Obstruction Lighting Equipment

NUMBER	TITLE
150/5345-44K	Specification for Runway and Taxiway Signs
150/5345-45C	Low-Impact Resistant (LIR) Structures
150/5345-46E	Specification for Runway and Taxiway Light Fixtures
150/5345-47C	Specification for Series to Series Isolation Transformers for Airport Lighting Systems
150/5345-49D	Specification L-854, Radio Control Equipment
150/5345-50B	Specification for Portable Runway and Taxiway Lights
150/5345-51B	Specification for Discharge-Type Flashing Light Equipment
150/5345-52A	Generic Visual Glideslope Indicators (GVGI)
150/5345-53D	Airport Lighting Equipment Certification Program
150/5345-54B	Specification for L-884, Power and Control Unit for Land and Hold Short Lighting Systems
150/5345-55A	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56B	Specification for L-890 Airport Lighting Control and Monitoring System (ALCMS)
150/5360-12F	Airport Signing and Graphics
150/5360-13A	Airport Terminal Planning
150/5360-14A	Access to Airports By Individuals With Disabilities
150/5370-2G	Operational Safety on Airports During Construction
150/5370-10H	Standards for Specifying Construction of Airports
150/5370-11B	Use of Nondestructive Testing in the Evaluation of Airport Pavements
150/5370-13A	Off-Peak Construction of Airport Pavements Using Hot-Mix Asphalt
150/5370-15B	Airside Applications for Artificial Turf
150/5370-16	Rapid Construction of Rigid (Portland Cement Concrete) Airfield Pavements
150/5370-17	Airside Use of Heated Pavement Systems
150/5390-2C	Heliport Design

NUMBER	TITLE
150/5395-1A	Seaplane Bases

THE FOLLOWING ADDITIONAL APPLY TO AIP PROJECTS ONLY

Updated: 3/22/2019

NUMBER	TITLE
150/5100-14E Change 1	Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects
150/5100-17 Changes 1 - 7	Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
150/5300-15A	Use of Value Engineering for Engineering Design of Airport Grant Projects
150/5320-17A	Airfield Pavement Surface Evaluation and Rating Manuals
150/5370-12B	Quality Management for Federally Funded Airport Construction Projects
150/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-7B	Airport Pavement Management Program
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness

4I Resolution R19-057 Accepting MN Dot Agreement No. 1035139 for Airport Improvement Excluding Land Acquisition **August 19, 2019**

Prepared by: Todd Schwab, Public Works/Utilities Director

Background:

MN Dot has presented the City with a Grant Agreement Contract for the previously approved airport improvements. The grant is to be used to conduct an Environmental Assessment.

The total costs will not exceed \$54,100.00 of which the FAA will contribute \$48,690.00, MN Dot \$2,705.00, and the City \$2,705.00.

Recommendation:

Approve Resolution R19-057

Included:

Resolution R19-057
MN Dot Grant Agreement

RESOLUTION NO. R19-057

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the City of Cambridge as follows:

1. That the State of Minnesota Agreement No. 1035139, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A3001-39 at the Cambridge Municipal Airport is accepted.
2. That James A. Godfrey, Mayor and Lynda J. Woulfe, City Administrator are authorized to execute this Agreement and any amendments on behalf of the City of Cambridge.

Adopted this 19th day of August, 2019.

James A. Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF ISANTI

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the Cambridge City Council at an authorized meeting held on the 19th day of August, 2019 as shown by the minutes of the meeting in my possession.

Signature: _____
Lynda J. Woulfe, City Administrator

Corporate Seal



Minnesota Department of Transportation

Office of Aeronautics

Mail Stop 410
222 East Plato Boulevard
Saint Paul, MN 55107-1618

Office Phone: 651-234-7200

Fax: 651-296-9089

August 8, 2019

Caroline Moe
Finance Director
City of Cambridge
300 3rd Avenue NE
Cambridge, MN 55008

Subject: Cambridge Municipal Airport
AIP 3-27-0017-12-19
Environmental Assessment for Property Acquisition and Tree Removal
Grant Offer

Dear Ms. Moe:

Enclosed is a copy of a cover letter from the Federal Aviation Administration and three (3) copies of a grant offer for the above referenced project. Please read the instructions as set forth in the cover letter and return two (2) signed copies labeled "FAA" and "MnDOT" to our office. The third copy of the grant agreement should be retained for your records.

Also enclosed are Certifications for "Drug-Free Workplace", "Certification and Disclosure Regarding Potential Conflicts of Interest", and "Selection of Consultants". Please make sure the response box for each requirement is checked and the Certification is signed. These need to be returned to me.

Also included is the companion State Grant Contract and a sample Resolution Certification. These documents authorize us to make reimbursements under the Federal Grant. If acceptable to the City, please have both documents signed, and return to me for further processing.

If you have any questions, please contact me.

Be advised that State Airports funding can not be used to pay for work that occurs before funding has been encumbered. So if you wish to be reimbursed for work, do not allow work to begin before an encumbrance has occurred. Talk to the Airport Development Section as to the timing of the encumbrance. Only a fully executed State Grant Contract is a commitment of State Funding.

Sincerely,

Daniel P. Boerner, P.E.
Regional Airport Engineer
phone: (651) 234-7244
dan.boerner@state.mn.us

Enclosures

An Equal Opportunity Employer



**GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
 EXCLUDING LAND ACQUISITION**

This Agreement is by and between the State of Minnesota acting through its Commissioner of Transportation (“State”), and the City of Cambridge (“Recipient”).

WHEREAS, the Recipient desires the financial assistance of the State for an airport improvement project (“Project”) as described in Article 2 below; and

WHEREAS, the State is authorized by Minnesota Statutes Sections 360.015 (subdivisions 13 & 14) and 360.305 to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, or maintenance of airports and other air navigation facilities; and

WHEREAS, the Recipient has provided the State with the plans, specifications, and a detailed description of the airport improvement Project.

NOW, THEREFORE, it is agreed as follows:

1. This Agreement is effective upon execution by the Recipient and the State, and will remain in effect until **September 30, 2023**.
2. The following table provides a description of the Project and shows a cost participation breakdown for each item of work:

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Local Share</u>
Environmental Assessment for Property and Tree Removal	90%	5%	5%

3. The Project costs will not exceed **\$ 54,100.00**. The proportionate shares of the Project costs are:
 Federal: Committed **\$48,690.00**, Multi-Year Amount: **\$ 0.00**; State: **\$ 2,705.00**, and Recipient: **\$ 2,705.00**. This project is not estimated to be completed this fiscal year and the federal multiyear amount is an estimate only. These additional funds are not committed by the state and are only available after being made so by the U.S. government. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for this Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No funds are committed under this Agreement until they are encumbered by the State. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Recipient has complied with all terms of this Agreement, and furnished all necessary records.
4. The Recipient will designate a registered engineer (the “Project Engineer”) to oversee the Project work. If, with the State’s approval, the Recipient elects not to have such services performed by a registered engineer, then the Recipient will designate another responsible person to oversee such work, and any references herein to the “Project Engineer” will apply to such responsible person.
5. The Recipient will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State’s Office of Aeronautics and are incorporated into this Agreement by reference. Any changes in the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Recipient, the Project Engineer, and the contractor. Change orders must be submitted to the State. Subject to the availability of funds the State may prepare an amendment to this Agreement to reimburse the Recipient for the allowable costs of qualifying change orders.
6. The Recipient will make payments to its contractor on a work-progress basis. The Recipient will submit requests for reimbursement of certified costs to the State on state-approved forms. The State will reimburse the Recipient for the state and federal shares of the approved Project costs.
 - a. At regular intervals, the Recipient or the Project Engineer will prepare a partial estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). Partial estimates must be completed no later than one month after the work covered by the estimate is completed. The Project Engineer and the contractor must certify that each partial estimate is true and correct, and that the costs have not been included on a previous estimate.

- b. Following certification of the partial estimate, the Recipient will make partial payments to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).
 - c. Following certification of the partial estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A copy of the partial estimate must be included with the Recipient's request for payment. Reimbursement requests and partial estimates should not be submitted if they cover a period in which there was no progress on the Project.
 - d. Upon completion of the Project(s), the Recipient will prepare a final estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). The final estimate must be certified by the Recipient, Project Engineer and the contractor.
 - e. Following certification of the final estimate, the Recipient will make final payment to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).
 - f. Following certification of the final estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A request for final payment must be submitted to the State along with those project records required by the State.
7. For a Project which involves the purchase of equipment, the Recipient will be reimbursed by the State in one lump sum after the Recipient: (1) has acquired both possession and unencumbered title to the equipment; and (2) has presented proof of payment to the State, and (3) a certificate that the equipment is not defective and is in good working order. The Recipient will keep such equipment, properly stored, in good repair, and will not use the equipment for any purpose other than airport operations.
 8. If the Project involves force-account work or project donations, the Recipient must obtain the written approval of the State and Federal Aviation Administration (FAA). Force-account work performed or project donations received without written approval by the State will not be reimbursed under this Agreement. Force-account work must be done in accordance with the schedule of prices and terms established by the Recipient and approved by the State.
 9. Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (g) (1), the Recipient will operate its airport as a licensed, municipally-owned public airport at all times of the year for a period of 20 years from the date the Recipient receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. The Recipient will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property, which is purchased or improved with State aid funds without prior written approval from the State. If the State approves such transfer or change in use, the Recipient must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.
 10. This Agreement may be terminated by the Recipient or State at any time, with or without cause, upon ninety (90) days written notice to the other party. Such termination will not remove any unfulfilled financial obligations of the Recipient as set forth in this Agreement. In the event of such a termination, the Recipient will be entitled to reimbursement for eligible expenses incurred for work satisfactorily performed on the Project up to the date of termination. The State may immediately terminate this Agreement if it does not receive sufficient funding from the Minnesota Legislature or other funding source, or such funding is not provided at a level sufficient to allow for the continuation of the work covered by this Agreement. In the event of such termination, the Recipient will be reimbursed for work satisfactorily performed up to the effective date of such termination to the extent that funds are available. In the event of any complete or partial state government shutdown due to a failure to have a budget approved at the required time, the State may suspend this Agreement, upon notice to the Recipient, until such government shutdown ends, and the Recipient assumes the risk of non-payment for work performed during such shutdown.
 11. Pursuant to Minnesota Rules 8800.2500, the Recipient certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Recipient has the legal authority to engage in the Project as proposed.
 12. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the Recipient will maintain such records and provide such information, at the request of the State, so as to permit the Department of Transportation, the Legislative Auditor, or the State Auditor to examine those books, records, and accounting procedures and practices of the Recipient relevant to this Agreement for a minimum of six years after the expiration of this Agreement.

13. The Recipient will save, defend, and hold the State harmless from any claims, liabilities, or damages including, but not limited to, its costs and attorneys' fees arising out of the Project which is the subject of this Agreement.
14. The Recipient will not utilize any state or federal financial assistance received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Recipient from utilizing these funds to pay any party who might be disqualified or debarred after the Recipient's contract award on this Project.
15. All contracts for materials, supplies, or construction performed under this Agreement will comply with the equal employment opportunity requirements of Minnesota Statutes Section 181.59.
16. The amount of this Agreement is limited to the dollar amounts as defined in Article 3 above. Any cost incurred above the amount obligated by the State is done without any guarantee that these costs will be reimbursed in any way. A change to this Agreement will be effective only if it is reduced to writing and is executed by the same parties who executed this Agreement, or their successors in office.
17. For projects that include consultant services, the Recipient and its consultant will conduct the services in accordance with the work plan indicated in the Recipient's contract for consultant services, which shall be on file with the State's Office of Aeronautics. The work plan is incorporated into this Agreement by reference. The Recipient will confer on a regular basis with the State to coordinate the design and development of the services.
18. The parties must comply with the Minnesota Government Data Practices Act, as it relates to all data provided to or by a party pursuant to this Agreement.
19. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
20. For projects including federal funding, the Recipient must comply with applicable regulations, including, but not limited to, Title 14 Code of Federal Regulations, subchapter I, part 151; and Minnesota Rules Chapter 8800. The Catalog of Federal Domestic Assistance (CFDA) number for the federal Airport Improvement Program is 20.106.
21. For all projects, the Recipient must comply, and require its contractors and consultants to comply, with all federal and state laws, rules, and regulations applicable to the work. The Recipient must advertise, let, and award any contracts for the project in accordance with applicable laws. The State may withhold payment for services performed in violation of applicable laws.
22. Under this Agreement, the State is only responsible for receiving and disbursing federal and state funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Recipient, however, the Recipient will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Recipient's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

By: _____

Date: _____

SWIFT Purchase Order: _____

Recipient

Recipient certifies that the appropriate person(s) have executed the Agreement on behalf of the Recipient as required by applicable resolutions, charter provisions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Commissioner, Minnesota Department of Transportation

By: _____
Director, Office of Aeronautics

Date: _____

**Office of Financial Management-Grant Unit
Agency Grant Supervisor**

By: _____

Date: _____

**Mn/DOT Contract Management
as to form & execution**

By: _____

Date: _____

6A Minnesota Department of Revenue Agreement for Collection of a Local Sales and Use Tax

Prepared by: Linda Woulfe, City Administrator

Date: June 17, 2019

Background

The final step the City needs to take to implement the collection of the one-half percent local option sales tax is to enter into a collection agreement with the Department of Revenue. The Department of Revenue collects the tax on the City's behalf and then remits the proceeds to the City on a monthly basis. They do collect an administration fee which is outlined within the agreement.

Once the agreement is in place, the Department of Revenue can enforce collecting the local option sales tax on our behalf. Notices have been sent out to area retailers and I have asked the Chamber of Commerce to include the information in their weekly newsletter. The City also has information on the local option sales tax on our website's home page.

Recommendation

Authorize the Mayor and City Administrator to execute the sales tax collection agreement with the Department of Revenue.



Agreement Between the Minnesota Department of Revenue and the City of Cambridge for Collection of a Local Sales and Use Tax

Introduction

This agreement concerns administration of local taxes identified below:

- Cambridge sales tax
- Cambridge use tax

Laws of Minnesota 2019, First Special Session, Chapter 6, Article 6, Section 15 authorize the above taxes. The taxes are imposed by City of Cambridge Ordinance number 701.

Administration, collection and enforcement

The Department of Revenue (department) will administer, collect, and enforce the Cambridge taxes identified in the introduction, as authorized under:

- Minnesota Statutes, section(s) 297A.99, and
- any other governing laws or statutes identified in the introduction

The administration, collection, and enforcement process will follow:

- Minnesota Statutes, Chapters 297A, 289A, and 270C
- Minnesota rules Chapter 8130, and
- Administrative procedures

Local tax administration also includes processing refunds, litigation, and authority to enter into settlement agreements on behalf of Cambridge. If the local tax revenues collected are not sufficient to cover actions taken, Cambridge must provide the department with sufficient funding to process all adjustments.

Cambridge agrees to update the ordinance listed above as needed to remain consistent with current language and definitions used in the governing Minnesota Statutes. Cambridge further agrees to take corrective action within 90 days if notified by the department of required ordinance language changes. The department will not enforce or engage in compliance activities for local taxes administered by the department if any portion of Cambridge's ordinance is not consistent with the governing Minnesota statutes. Local special taxes imposed before 2010 are not subject to this limitation.

Registration of vendors

The department is responsible for notifying vendors that are registered for state sales and use tax of their obligations to collect and remit Cambridge taxes covered by this agreement. The department is also responsible for informing newly registered businesses of their obligations to collect and remit Cambridge sales and use taxes covered by this agreement.

Accounts registered for state sales and use tax who have a ZIP Code in the Cambridge tax jurisdiction will be registered for the Cambridge taxes by the department. We will mail an informational notice of registration to these businesses.

Outreach and education

The department will register and notify all vendors that are currently registered for state sales and use tax and the general public about the Cambridge taxes by posting a notice on the department's website (www.revenue.state.mn.us). Other notifications will be made at the time of registration, through the department's website.

Cambridge acknowledges that there is no cost-effective way to identify specific vendors located outside the Cambridge taxing jurisdiction who are required to be registered for Cambridge taxes. Identification of these vendors will be voluntary by vendor response to general notifications by the department and through other contacts that the vendor has with the department or the Streamlined Sales Tax Governing Board's (SSTGB) central registration system.

Publicity

If Cambridge maintains an official website, it will display (on its main web page) a link to a notice that residents and businesses may reference for more information about the local taxes. Cambridge will briefly describe the taxes and provide a link to the department's website (www.revenue.state.mn.us). Also state in the description that local use taxes on purchases of goods and services made outside of the political subdivision that are used in the political subdivision, are subject to local use taxes.

Local governments that bill residents and businesses for utilities must include a notice of the local taxes at least once per year. The notice must include a brief description of both the local sales and use taxes, and reference the department's website link.

Returns and remittance

Vendors will collect and remit Cambridge taxes covered by this agreement as part of their Minnesota sales and use tax returns, which include simplified electronic returns (SER's) authorized by the SSTGB. Revenues collected by the department are deposited in the State Treasury and credited to a special account. The department will draw from this account to recover department costs as provided in this agreement, and to transmit collections to Cambridge. Cambridge will accrue no interest on this amount.

Transmittal of tax

The department will transmit the taxes reported on returns monthly through the automatic clearinghouse system. For each month of collection, two transmittals are made. The first will be transmitted approximately five business days after month end. The second transmittal will be sent approximately 40 days after month end. The second transmission will reflect any adjustments made for refunds issued by the department for tax reported in error.

The department retains, from the second monthly payment, a fee for administering, collecting, and enforcing the Cambridge taxes as provided in this agreement. The department sends an email each month to the contact person showing the breakdown of the month's collections and administrative fees deducted.

Reports

Upon request, the department will provide Cambridge with a report showing information about taxpayers and the amount of taxes remitted. This report can be requested once per year at no additional cost. Cambridge must submit a written request via email or US mail. The department will consider requests for more frequent reports for an additional administrative fee.

Disclosure

Cambridge understands that any local sales and use tax account information given to it by the department is subject to the classification and disclosure provisions in Minnesota Statutes, chapters 13 and 270B. Pursuant to Minnesota Statutes, section 270B.12, subdivision 2, such information can only be used to the extent necessary to administer the local sales or use tax.

The department will provide disclosure training materials to Cambridge's designated representative. Cambridge must train any employees with a business need to access not public Minnesota sales and use tax information provided by the department. All employees who have a business reason to access not public tax information must complete the required training annually. New employees and other users who did not previously have a business reason to access not public tax information must complete the training before they may be granted access it.

Cambridge must update its disclosure authorization form by December 31 of each year, providing a list of all personnel who are trained and authorized to view not public Minnesota sales and use tax information. If an authorized employee or official no longer needs access to tax information due to a change of duties, separation from employment, or any other reason, it is Cambridge's obligation to instruct the department's local tax liaison to terminate access rights for that individual by the start of the next calendar quarter.

Failure to conduct the required disclosure trainings or update the user access list as described above will result in the department suspending Cambridge's access to not public Minnesota sales and use tax information until such training is completed.

Inspection of records and audit information

The department will allow Cambridge to inspect and audit all data, records, and other information relating to its local sales or use tax, the cost of collecting the tax, and the performance by the department under this agreement. Cambridge will submit any requests to inspect the sales or use tax data to the department in writing, as prescribed by the department.

Reimbursement of costs

The department will review its own direct and indirect costs for administering, collecting, and enforcing local taxes as needed and adjust costs accordingly. If changes are required, the department will notify Cambridge of the estimated cost for administering, collecting, and enforcing the local taxes by January 1 of the year prior to the beginning of the State's fiscal year when the change will be implemented. All local jurisdictions share in the cost of local tax administration. The calculations are based on the share of total revenues and total tax lines reported on Minnesota sales and use tax returns for each local area. The department weights each jurisdiction's percentage of revenue by one third and their percentage of tax lines by two thirds to compute their monthly percentage of total administrative costs.

Example:

Assume monthly totals for all Local Sales Taxes:

Total Tax revenues	\$20,000,000.00
Total Tax lines on returns	90,000.00
Total Administrative costs	\$200,000.00

If Local Tax A has revenues of \$1,600,000.00 (8% of the total) and 9,000 tax lines (10% of the total) their share of monthly expenses would be 9.34% or \$18,680.00, which represents approximately 1.17% of their monthly revenues. The following is how the 9.34% was calculated:

$$\begin{aligned} 8\% \times 1/3 &= 2.67\% \\ 10\% \times 2/3 &= \underline{6.67\%} \\ &9.34\% \end{aligned}$$

Termination of a local tax

The department will provide a report to Cambridge after the last month that the tax is in effect. The report will indicate the total amount of Cambridge taxes, corresponding adjustments made, prior month corrections, and administrative fees retained. In addition, when a tax ends, the department retains 20 percent of gross receipts from the last month of collections, to be used as a fund to make adjustments or refunds. The portion of this fund not used for refunds or adjustments will be transmitted to Cambridge at the close of the period of limitations. The account remains open for a period equal to the statute of limitations provided in Minnesota Statutes, section 289A.40, for sales and use tax returns. The account will be reconciled and Cambridge will be notified of the final settlement.

Responsibilities

When the boundary limits for Cambridge change, it is the responsibility of Cambridge to notify and provide the department with the updated boundary information. The department will only update the rate calculator and ZIP Code guide upon receiving this information. Minnesota Statute requires that the department notify vendors of their tax obligations when boundaries change. Vendors not notified will be relieved of liability until notification occurs. The department will not engage in compliance activities for vendors in the new boundary area who have not been formally notified of the change.

If Cambridge updates or amends the city ordinance relating to the Cambridge tax covered by this agreement, Cambridge must provide a draft of the changes to the department for review before it is made final. The department will review the changes to ensure compliance with governing statutes. Cambridge will then provide the department with a signed copy of the revised or amended ordinance.

Cambridge must provide the department with current contact information annually and advise when any changes occur. This includes, but is not limited to, the contact person, phone number, address, and email.

Effective date

This agreement is effective the day following imposition of the tax and supersedes any previous agreement.

Modifications

Modifications to this agreement must be in writing and signed by the Commissioner of Revenue and an authorized representative of Cambridge.

Minnesota Department of Revenue

Signature: _____

Cynthia Bauerly
Commissioner of Revenue

Date: _____

Cambridge Representative

Signature: _____

Print Name: _____

Print Title: _____

Date: _____

Signature: _____

Print Name: _____

Print Title: _____

Date: _____

Presentation for

Cambridge Municipal Airport Environmental Assessment Public Hearing

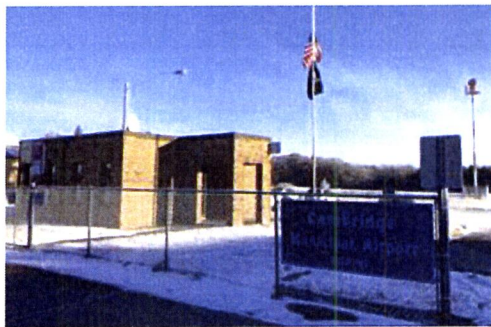
Building a Better World for All of Us®



August 19, 2019

Presentation Overview

- Existing Conditions
- 2018 Obstruction Removal Project
- Environmental Review
- Proposed Action
- Project Impacts
- Next Steps



Existing Conditions

- Instrument approach procedures (IAP) provide pilots guidance to the runway ends.
- IAPs increase operational reliability and accessibility of an airport.
- Precision Approach Path Indicators (PAPIs) provide color-coded visual descent guidance to the runway end.



Existing Conditions

- The instrument approaches to both runway ends are currently not available at night due to obstructions to the Runway 34 approach surface.
- PAPIs have been turned off until the PAPI obstacle surface is cleared.
- Approach surface obstructions are currently mitigated by obstruction lights.



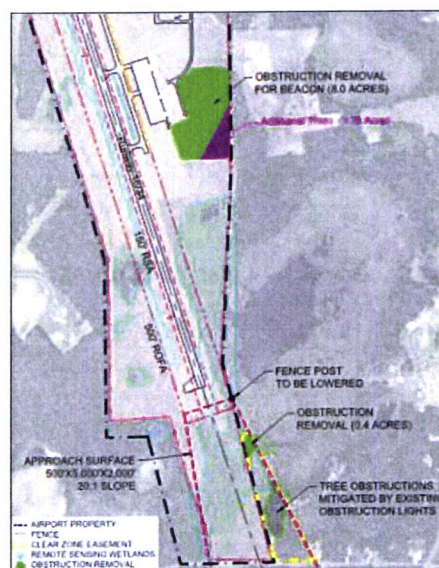
Existing Conditions

- Due to the increased number and extent of obstructions to Runway 34, MnDOT is unable to allow licensure of the airport unless obstructions are removed.
- Airport has had a waiver due to obstruction lights but not a long-term solution.



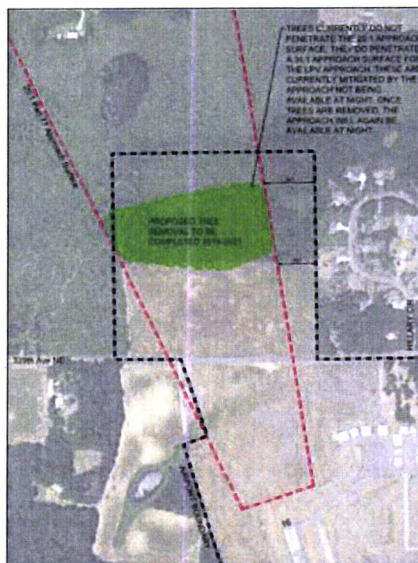
Phase I Obstruction Removal: Beacon and Close-In Approach Obstructions

- Completed in 2018
- Project elements included:
 - Remove obstructions around the beacon
 - Lower a fence post which is a penetration to the primary surface
 - Remove “close in” approach surface obstructions to Runway 34



Phase I Obstruction Removal: Beacon and Close-In Approach Obstructions

- Completed in 2018
- Other project elements included:
 - Clear obstructions on the north end of the airport
 - Gate replacement
 - Taxiway relocation



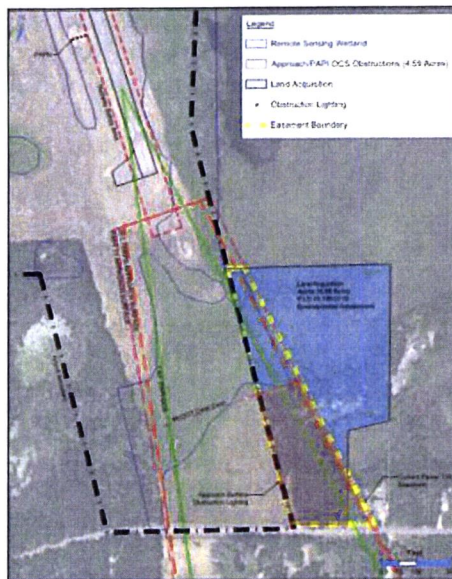
Phase II Obstruction Removal: Remaining Approach Obstructions

- Environmental Review - National Environmental Policy Act (NEPA)
 - Environmental review for all federal projects; Environmental Assessment (EA) for Cambridge
 - Review proposed actions using a broad range of environmental categories
 - Opportunity for agency/public review and comment
- Draft EA addresses the proposed action and no action alternatives
- Comments on Draft EA will be considered and addressed in the Final EA



Phase II Obstruction Removal: Remaining Approach Obstructions

- Project elements include:
 - Acquire one residential parcel (16.65 acres) in fee
 - Remove 4.59 acres of trees between 20 – 60 feet tall.



Project Impacts

- No excavation or fill in or near wetlands.
- Tree removal is proposed to include removal of the trees only, no stump removal or grading will be completed.
- Construction will result in temporary increase in noise and dust in the area.



How to Comment:

- Provide written or verbal comments
- In person today at the public hearing (verbal or in writing)
- Via email to: munderwood@sehinc.com
- Via postal mail to:
Melissa Underwood
Aviation Planner/Project Manager
SEH
3535 Vadnais Center Drive
St. Paul, MN 55110
- Comments will be received until September 9, 2019



Next Steps

- Hard copies of the EA are available at City Hall and the library
- State and Federal agencies received a copy of the Draft EA
- Comments will be addressed and included in the Final EA
- The Final EA and the Finding of No Significant Impact (FONSI) will be published for 30 days once approved by FAA



Questions?

Thank you!



Prepared by: Lynda J. Woulfe, City Administrator

Background

The City's current contract with Law Enforcement Labor Services (LELS) expires on December 31, 2019. We have worked over the course of the past three months to negotiate a new contract for January 1, 2020 through December 31, 2022. Attached is the final product of our negotiations.

Negotiated changes to contract language were:

ARTICLE 10 - SENIORITY

Section 4. Promotions.

A promoted Employee ~~will~~ may be returned to his/her previous position at the Employee's request or ~~at the request of the Employer's request~~ during the first year in the new position. An Employee who has been promoted to a position outside the bargaining unit shall retain their bargaining unit seniority for one year following such promotion. No bargaining unit seniority shall accrue while a person is employed in a non-bargaining unit position. An employee can elect to return the bargaining unit at any time and upon returning to the unit they will begin to accrue seniority again.

ARTICLE 14 – CALL OUT – DETECTIVE ON CALL PAY

Detective On Call Pay

~~A detective is on call on a Monday through Sunday basis.~~ The Chief of Police, or their designee, may determine the need to have a detective on call and will prepare an on-call schedule as needed. ~~on a calendar year basis.~~ The detective that is on call is expected to respond within 30 minutes to phone calls and, if required, report for duty within 60 minutes from time of call.

ARTICLE 18 - SEVERANCE PAY

Section 1. Separation

The ten-year Employee will be entitled to a payout of their sick leave balance with a maximum of ~~to~~ 50 percent of a maximum of 800 200 hours of unused sick leave hours as severance pay upon termination of employment unless the employee is terminated for cause.

Section 3. Vacation Payout

An employee with at least 10 years of employment with the City of Cambridge who leaves employment in good standing must have the vacation severance payment payable to a health care savings plan through the Minnesota State Retirement System provided the severance payment is more than \$200.00. If the payment is less than \$200, the severance payment will be paid directly to the employee. An employee that leaves in good standing with less than 10 years of employment will have their vacation balance paid with the employee's final paycheck.

ARTICLE 24 – SALARIES AND BENEFITS

Strike existing language and insert:

The starting step for part-time employees will be between Step 1 and Step 3 as determined by the Chief of Police at time of hire based upon the candidate's years of experience, certifications, and skills.

The cost of living adjustment negotiated for 2020 through 2022 was 2.75 percent per year.

Recommendation

Adopt contract as presented and authorize the Mayor and City Administrator to execute the contracts.

Lynda Woulfe

From: Jim Ryan <jryan@lels.org>
Sent: Friday, August 2, 2019 11:49 AM
To: Lynda Woulfe; Jason Harvey
Subject: Tentative Agreement

Lynda,

At our Union meeting, the membership voted to accept the tentative agreement. You can proceed in ratifying the contract. Thanks

James P. Ryan
Business Agent
Law Enforcement Labor Services
Cell: 651-238-7009



LABOR AGREEMENT BETWEEN



-AND-



**Police Officers (Local 183)
January 1, 2020 through December 31, 2022**

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LABOR AGREEMENT

This Agreement is made and entered into by and between the City of Cambridge, MN, hereinafter referred to as "Employer," and (Local No. 183) of Law Enforcement Labor Services, Inc., hereinafter referred to as "Union".

DEFINITIONS

For the purpose of this Agreement, the following terms and phrases shall have the meaning given to them:

EMPLOYER:	City of Cambridge, MN, or its representative
UNION:	Law Enforcement Labor Services, Inc.
EMPLOYEE:	A member of the recognized bargaining unit
STEWARD:	Steward elected or appointed by the Union
MEMBER:	A member of L.E.L.S. (Local #183) in the bargaining unit to which this contract applies
PART TIME:	Permanent, part-time employee hired to work 20 or more hours per week.

ARTICLE 1 - TERMS AND CONDITIONS

This Agreement defines the terms and conditions of employment for the parties as provided in the Definitions section above. The right to employ, promote, discipline, or discharge employees shall be vested in the Employer, subject only to such limitations as are contained in this Agreement.

ARTICLE 2 - RECOGNITION

Section 1. Section 1. The Employer recognizes the Union as the Exclusive Representative under Minnesota Statutes 179A.03, Subdivision 8, for all essential employees of the Cambridge Police Department who are public employees within the meaning of Minnesota Statute §179A.03, subd. 14 excluding supervisory, confidential, seasonal, or temporary employees.

Section 2. In the event that the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3 - MANAGEMENT RIGHTS

Section 1. The Employer retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs and level of services to be provided; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel, including right to employ and fire any number of part-time police Employees who do not qualify for recognition under Article 2 above; to determine whether services should be provided or purchased; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.

Section 2. Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

ARTICLE 4 - UNION SECURITY

Section 1A. The Employer agrees to cooperate with the Union in the deduction of regular monthly dues for those Employees who request in writing to have regular monthly Union dues checked off by payroll deduction. The Employer agrees to remit such regular monthly dues in a manner to be determined by the Union and Employer.

Section 1B. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of paragraph 1A of this Section.

Section 2. The Union may designate members to act as Stewards and shall inform the Employer of such choice and of any changes in Steward.

Section 3. The Employer agrees to make space available on the Employer bulletin board for the posting of Union notice(s) and announcements and to make space available for Union meetings when it does not conflict with the operation of the Department.

Section 4. Release time for negotiations. During each round of negotiations the Employer agrees to allow two individuals of the Bargaining Unit to meet with the City's authorized representative. If the negotiations are conducted while the Bargaining Unit representatives are "on duty" the representative shall negotiate without loss of pay. A Bargaining Unit Representative meeting with the city during his/her non-work hours is not eligible for pay during negotiations.

Section 5. The Employer agrees to post for 14 days on the Department bulletin board all promotional opportunities within the Bargaining Unit; to publish the criteria by which promotions shall be determined within the Bargaining Unit; and to make copies of all work rules and regulations available to Employees. Qualifications being equal, seniority shall prevail. (The salary for any new promotional position is a proper subject for negotiations.) Seniority shall not be considered, nor shall there be any pay increase in the event of any lateral move.

ARTICLE 5 - EMPLOYER SECURITY

Section 1. Neither the Union, its officers or agents, nor any of the Employees covered by this Agreement will engage in, encourage, sanction, support or suggest any strike, slowdown, mass resignations, mass absenteeism, the willful absence from one's position, stoppage of work or the absence in whole or in part of the full, faithful and proper performance of duties of employment for the purpose of inducing, influencing, or coercing a change in the conditions, compensation or the rights, privileges or obligations of employment.

Section 2. Any Employee who engages in a strike, or otherwise violates Section 1 above, may have his/her employment terminated by the Employer effective the date the violation first occurs. Such termination shall be effective upon written notice served upon the Employee.

ARTICLE 6 - EQUAL APPLICATION

Section 1. The provisions of this Agreement shall be applied equally to all Employees in the Bargaining Unit without discrimination as to race, color, creed, sex, national origin, religion, political affiliation or marital status. The Union and the Employees covered by this Agreement shall share equally with the Employer the responsibilities established by this Article.

Section 2. The Employer shall not discriminate against, interfere with, restrain, or coerce an Employee from exercising the right to join or not to join the Union or participate in an official capacity on behalf of the Union, which is in accordance with the provisions of this Agreement. The Union shall not discriminate against, interfere with, restrain, or coerce an Employee from exercising the right to join or not to join the Union and will not discriminate against any employee in the administration of the Agreement because of non-membership in the Union.

Section 3. The Union accepts its responsibilities as Exclusive Representative and agrees to represent all Employees in the Bargaining Unit without discrimination. The Employer agrees to deduct fair share payments from all Employees who are not members of LELS.

ARTICLE 7 - SAVINGS

Section 1. This Agreement is subject to the laws of the United States and the State of Minnesota.

Section 2. In the event that any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provisions may be renegotiated upon written request of either party.

ARTICLE 8 - GRIEVANCE PROCEDURE

Section 1. Definition of a Grievance.

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

Section 2. Union Representatives

The Employer will recognize Representatives designated by LELS as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. LELS shall notify the Employer in writing of the names of such Union Representatives and of their successors when so designated as provided by Article 4, Section 2 of this Agreement.

Section 3. Employer Representatives

Employer may be represented by an Employer Supervisor, a Department Head, City Administrator, City Council, City Attorneys, or other representative if so designated.

Section 4. Processing of a Grievance

It is recognized and accepted by LELS and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the Employees and shall therefore be accomplished during the normal working hours only when consistent with such Employee duties and responsibilities. The aggrieved Employee and a Union Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to Employer during normal work hours provided that the Employee and the Union Representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

Section 5. Procedure

Grievances, as defined by Section 1 above, shall be resolved in conformance with the following procedure:

Step 1. An Employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the Chief of police. The Chief of Police will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 shall be appealed to Step 2 within ten (10) calendar days after the Chief of Police's final answer in Step 1.

Step 2. If appealed, the written grievance shall be presented by LELS and discussed with the City Administrator. The Step 2 appeal shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision of provisions of the Agreement allegedly violated, and the remedy requested. The City Administrator shall give LELS the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the City Administrator's final Step 2 answer.

Step 3. The use of the Bureau of Mediation Services' mediation services is permissible only by mutual consent of the parties. Use of a mediator freezes the timeline for filing for arbitration. If mutual consent is not given, the grievance may move to Step 4.

Step 4. A grievance unresolved in Step 2 and appealed to Step 3 by LELS shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

Section 6. Arbitrator's Authority

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and LELS, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the bearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and LELS and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and LELS provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

Section 7. Waiver

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension

thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, LELS may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and LELS in each step.

Section 8. Choice of Remedy

If, as a result of the written Employer response in Step 2, the grievance remains unresolved, and if the grievance involves the suspension, demotion, or discharge of an Employee who has completed the required probationary period, the grievance may be appealed either to Step 3 of Article 5 or a procedure such as Veterans Preference or Fair Employment. If appealed to any procedure other than Step 3 of Article 8, the grievance is not subject to the arbitration procedure as provided in Step 3 of Article 8. The aggrieved Employee shall indicate in writing which procedure is to be utilized - Step 3 of Article 8 or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved Employee from making a subsequent appeal through Step 3 of Article 8. An Employee pursuing a statutory remedy under the United States Equal Employment Opportunity Commission is not precluded from also pursuing an appeal under this grievance procedure.

ARTICLE 9 - SAFETY

The Employer and Union agree to jointly promote safe and healthful working conditions, to cooperate in safety matters and to encourage Employees to work in a safe manner.

ARTICLE 10 - SENIORITY

Section 1. Definition

Seniority shall mean an Employee's continuous length of service with the Department since his/her last date of hire. Seniority for part-time employees shall be pro-rated based upon 2080 hours of work equaling one year. Overtime shall not result in added seniority. An Employee's continuous service record shall be broken only by separation from service by reasons of resignation, discharge for cause, retirement, death or leave of absence without pay.

The City shall prepare a seniority list to be submitted to the Union for approval and posting. Seniority shall be the basis for determining longevity for all purposes.

Section 2. Lay Offs.

When a reduction in the work force becomes necessary, the Employee with the least seniority shall be laid off first. The last Employee laid off shall be the first to be reached for work. An Employee on lay off shall have an opportunity to return to work within twenty-four (24) months of the time of the Employee's lay off before any new Employee who qualifies for recognition under Article 2 above is hired. Recalled Employees shall have fourteen (14) calendar days after notification of recall by registered mail at the Employee's last known address to report to work or forfeit all recall rights.

Section 3. Probationary Employees.

During the probationary period, a newly-hired or rehired Employee may be discharged at the sole discretion of the Employer. The probationary period shall be one (1) year for new Employees, rehired Employees and promoted Employees.

Section 4. Promotions

A promoted Employee may be returned to his/her previous position at the Employee's or Employer request during the first year in the new position. An Employee who has been promoted to a position outside the bargaining unit shall retain their bargaining unit seniority following such promotion. No bargaining unit seniority accrues while a person is employed in a non-bargaining unit position. An employee can elect to return to the bargaining unit at any time and upon returning they will begin to accrue seniority again.

Section 5. Grant of Past Experience.

The Employer may grant new Employees credit for past experience for pay purposes only.

Section 6. Shift Bidding.

Senior Employees will be given shift assignment preference after 12 months of continuous full-time employment; however, the Chief of Police may change assignments as required by unusual situations.

ARTICLE 11 - DISCIPLINE

Section 1. The Employer will discipline non-probationary Employees for just cause only. Oral communications from the Chief of Police to Employees shall not constitute discipline as defined by this agreement. If these oral communications are reduced to writing, they will not be placed in an Employee's personnel file. Discipline will be in one or more of the following forms, to be determined solely at the discretion of the Employer:

- a. Written reprimand
- b. Suspension
- c. Demotion
- d. Discharge

(The appropriateness of the discipline determined by the Employer is a proper subject for arbitration under the grievance procedure.)

Section 2. An Employee who is to be suspended, demoted or discharged shall receive a written statement of cause of the suspension, demotion or discharge within 72 hours after the action has been taken. Suspensions will set forth the time period for which the suspension shall be effective. Demotions will state the classification to which the Employee is demoted. The Union shall be provided with a copy of each such notice.

Section 3. Written reprimands, notices of suspension and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by signature of the Employee. Such signature shall not be an admission of guilt but only an acknowledgment of receipt and the Employee shall have the opportunity to attach a response to the reprimand or notice to the copy in the Employee's personnel file within one week after receipt of the Employer's written statement of cause for the written reprimand, suspension, demotion or discharge. The Employee will receive a copy of such reprimands and/or notices. Upon written request of the Employee, a written reprimand shall be removed from the Employee's personnel record if no further disciplinary action has been taken against the Employee within one (1) year following the date of the reprimand, or if no disciplinary action has been taken against the Employee for the same or related offenses within three (3) years following the date of the reprimand.

Section 4. A. Employees shall have the opportunity to request to have a representative present when being questioned regarding a possible disciplinary action.

Section 4. B. If an investigation is not commenced during the shift when the complaint was received, the Employee shall still have an opportunity to request a representative.

Section 5. Employees may not be suspended without pay for more than thirty (30) working days at a time. Suspended Employees will not accrue sick leave but shall accrue vacation while under suspension.

Section 6. Employees may examine their own individual personnel files as provided by Minnesota law, specifically Minn. Stat. §181.960 and 181.961. Only one personnel file shall be kept on each Employee.

Section 7. Grievances relating to this Article may be initiated by the Union in Step 2 of the grievance procedure.

ARTICLE 12 - WORK SCHEDULES

Section 1. Sole authority in establishing work schedules is vested in the Employer. The normal work year for a full-time Employee shall consist of 2,080 hours, to be accounted for by each Employee through schedule of hours worked, holidays, roll call, training and vacations. Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign Employees.

Section 2. The normal shift shall not exceed twelve (12) hours, nor be less than two (2) hours. An Employee will not be required as a normal shift to work a split shift during any one calendar day.

Section 3. When the Employer determines changes in work shifts are necessary, at least forty-eight (48) hours advance notice shall be given to Employees and posted.

ARTICLE 13 - COURT TIME

An Employee who is required to appear in court during his/her off duty time shall receive overtime pay for three hours or actual time worked, whichever is more. If a scheduled court time occurs within five hours of the end of the Employee's scheduled duty, he/she will receive the minimum of three hours overtime if the court appearance is cancelled after the end of the duty shift worked.

ARTICLE 14 - CALL OUT – DETECTIVE ON CALL PAY

An employee called out to work outside of his/her regularly scheduled shift shall be paid for a minimum of three (3) hours at time and one-half of his/her regular base rate of pay in addition to any actual hours worked due to call back. Hours worked by an employee due to call out shall be paid for at time and one-half of his/her regular base rate of pay. An early report or extension of the shift does not qualify as a call out. Previously scheduled meetings, training, work, or other events do not qualify as "call out" out hours.

An employee scheduled to work outside of his /her regularly scheduled shift shall be paid a minimum of two (2) hours at time and one-half of his/her regular base rate of pay. This includes previously scheduled meetings, training, work, or other events.

Detective On Call Pay

The Chief of Police, or their designee, may determine the need to have a detective on call and will prepare an on-call schedule as needed. The detective that is on call is expected to respond within 30 minutes to phone calls and, if required, report for duty within 60 minutes from time of call.

Compensation for On Call: Three (3) hours straight time per day on call. Four (4) hours straight-time rate per day for Holiday on call.

ARTICLE 15 - OVERTIME

Section 1. Overtime shall be worked only at the specific authorization of the Employee's supervisor. The Employer has the right to require reasonable assignments of overtime work and such assignments shall be performed by the Employee except as otherwise provided in this Agreement.

Employees shall be compensated at one and one-half times the Employee's base rate of pay for hours worked beyond 80 hours in a two-week period. An Employee may choose to receive compensatory time at 1.5 times the overtime hours worked. Changes in shifts do not qualify the Employee for overtime.

For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice. Overtime shall be calculated to the nearest $\frac{1}{4}$ of an hour. Overtime shifts shall be posted and made available to full-time officers prior to filling shifts with part-time Employees.

Section 2. Overtime may be posted or distributed by management depending on the operational needs of the department. Overtime road shifts known with more than three days advance notice shall be posted. Unfilled posted overtime that is going to be assigned shall be assigned to the least senior officer.

ARTICLE 16 - COMPENSATORY TIME

Section 1. A full-time employee who is eligible for overtime pay under any provision of this Agreement may request premium compensatory time. The approval of such requests shall be at the sole discretion of the Employer. Compensatory time will not be approved by the Employer once an Employee has accumulated 80 hours of compensatory time.

Section 2. An Employee with an accumulation in excess of 40 hours on December 1 of each year will have their comp time hours paid out to a balance of 40 hours on the first payroll in December unless they have filed for comp time off between December 1 and 31 of the year.

ARTICLE 17 - LEAVES OF ABSENCE

Section 1. Sick Leave.

- (a) **Rate of accrual:** Full-time employees shall earn sick leave at the rate of 3.69 hours for each 2 weeks (1 day per calendar month) of service. An employee shall be eligible to use sick leave as accrued and accumulated, in accordance with the sick leave policy. Part-time employees hired to work 20 or more hours per week are eligible to receive pro-rated sick leave benefits.
- (b) **Sick Leave Usage:** Sick leave may be used only for personal injury, illness, legal quarantine, or preventive medical care. Sick leave may also be used to care for your child, step child, adult child, spouse, sibling, parent, grandparent, or stepparent as defined by state law. Sick leave

usage to care for an adult child, spouse, sibling, parent, grandparent, or stepparent is limited to 160 hours per year. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the first date an employee uses sick leave for this purpose.

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill child, step child, adult child, spouse, sibling, parent, grandparent, or stepparent as defined by state law, for such reasonable periods as the employee's attendance may be necessary.
- To family members (as defined by law) to a medical, dental or other care provider appointment.

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

(c) **Employee Responsibility:** To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, either before or as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

(d) **Medical Doctor Certificate:** After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or sick leave claim, or to obtain information related to

restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

- (e) **Accumulation:** Sick leave shall accumulate with no maximum limit on the number of days allowed to accrue.
- (f) **False claims:** An inappropriate claim of sick leave may be cause for disciplinary action up to and including discharge. (For example, spending down sick leave balance while not sick prior to termination or retirement). Employees are not allowed to manipulate sick leave or other types of leave in order to accumulate overtime or compensatory time. (For example, calling in sick and then working an overtime shift.)
- (g) **Sick Leave Donation:** Extended sick pay may be granted through the voluntary donation and transfer of accrued sick leave from other employees. An employee may donate up to a maximum of 3 days of accumulated sick leave per calendar year per employee. An employee may receive a donation of up to 30 working days sick leave for any one occurrence. Donated sick leave may only be used for the employee's sick leave under this policy, not for the sickness of family members. Sick leave shall be donated and received on an hour for an hour basis. No consideration for differences in wage rates shall be applied to the transfer.

Before the extended sick pay begins, all of the employee's sick leave, vacation, compensatory time, and floating holiday must have been taken, either prior to or during the illness.

- (h) **Use after notice of resignation:** Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

Section 2. Jury Duty.

Employees called for jury duty, or subpoenaed to testify in court shall suffer no loss in their normal salary. The Cambridge Police Department will continue the Employee's salary, less the amount of the jury/witness payment, during such service. The Employee may, however, retain any mileage allowance. The Employee must notify his/her supervisor or the Chief of Police as far in advance as possible when the Employee receives a subpoena or notice of jury duty.

Section 3. Military Reserve/Military Leaves.

The Employer will comply with the minimum requirements imposed by the laws of the State of Minnesota and the United States. Military leaves will be granted upon request. Full-time Employees will receive the difference between the Employee's regular rate of pay and the lesser military pay for a period of 15 days of annual military duty. Military leaves shall not count against the Employee's vacation time. All leaves shall be consistent with applicable Minnesota Statutes and Federal Statutes.

Section 4. Leaves Without Pay.

Employees may request a leave of absence without pay to allow for time away from work that is not covered by vacation or sick days. The Chief of Police and City Administrator must authorize this leave without pay and it may not exceed a period of 90 days, except in case of extraordinary circumstances. Vacation benefits and sick days will not accrue during this time.

Section 5. Maternity Paternity.

The Employer will comply with applicable State and Federal statutes. Extensions may be granted only by agreement of the City Administrator.

Section 6. Personal Leave.

Employees are entitled to personal leave upon approval of the Chief. Personal leave will be deducted from accumulated sick leave. Employees are limited to twenty-four (24) hours per year.

Section 7. Funeral Leave.

Employees may use sick leave to attend a funeral. An Employee may use three (3) days (shifts) of sick leave to attend a funeral for his/her or spouse's parent, grandparent, child, step-child, or spouse. An Employee may use one (1) day (shift) of sick leave to attend any other funeral.

ARTICLE 18 - SEVERANCE PAY

Section 1. Separation

The ten-year Employee will be entitled to a payout of their sick leave balance with a maximum of 200 hours as severance pay upon termination of employment unless the employee is terminated for cause.

Section 2. Disability/Retirement

An employee that is eligible to draw PERA by retirement or disability and has a minimum of fifteen years of service with the City of Cambridge will be entitled to 75 percent of a maximum of 960 unused sick leave hours as severance pay. The severance pay will be restricted to payment to the Minnesota State Retirement System for a health insurance premium account.

ARTICLE 19 - VACATION LEAVE

Section 1. If a full-time employee of the Cambridge Police Department has at least six (6) months of active service, the employee is entitled to paid vacation each year, based on the Employee's length of service according to the following schedule:

For Full-Time Employees Hired Before 01-01-2017:

Years of Service	Accumulation Per Pay Period
0 through 1 year	2.31 hours each 2 weeks of work (1 ½ weeks annually)
2 through 5 years	3.08 hours each 2 weeks of work (2 weeks annually)
6 through 9 years	4.62 hours each 2 weeks of work (3 weeks annually)
10 through 14 years	6.16 hours each 2 weeks of work (4 weeks annually)
15+ years	7.69 hours each 2 weeks (5 weeks annually)

For Full-Time Employees hired on or after 01-01-2017:

Years of Service	Accumulation Per Pay Period
0 through 1 year	2.31 hours each 2 weeks of work (1 ½ weeks annually)
2 through 5 years	3.08 hours each 2 weeks of work (2 weeks annually)

6 through 9 years 4.62 hours each 2 weeks of work (3 weeks annually)
10+ years 6.16 hours each 2 weeks of work (4 weeks annually)

Part-time employees hired to work 20 or more hours per week are eligible to receive pro-rated vacation.

Employees may accumulate a maximum of 240 hours vacation leave. Once an employee hits the 240 hour maximum, no additional vacation leave will be earned until the balance falls below 240 hours. Requests for vacation may be denied by the Chief of Police if necessary to provide adequate police services. If a catastrophic event occurs that requires the City to cancel a pre-scheduled vacation, that officer can continue to bank vacation time for a period of up to three months. If the leave is not taken by that time, vacation is forfeited back to 240 hours.

Section 2. Vacation requests shall be made to the person in charge of scheduling at least two (2) weeks in advance. The Chief shall attempt to honor requests and may make exceptions to the two-week notice. If two conflicting requests cannot be granted due to police needs, seniority shall prevail.

Section 3. An employee with at least 10 years of employment with the City of Cambridge who leaves employment in good standing must have the vacation severance payment payable to a health care savings plan through the Minnesota State Retirement System provided the severance payment is more than \$200.00. If the payment is less than \$200, the severance payment will be paid directly to the employee. An employee that leaves in good standing with less than 10 years of employment will have their vacation balance paid with the employee's final paycheck.

ARTICLE 20 - HOLIDAYS

Each full-time employee will be given an annual holiday bank of 104 hours. Part-time employees hired to work 20 or more hours per week are eligible to receive pro-rated holiday benefits. These hours can be used either as a paid holiday or as a paid day off. Maximum number of hours that can be used on any day is twelve (12) hours. Any unused hours shall be paid out on an annual basis at straight time with the first payroll in December or at termination at their current hourly rate. If an employee desires to save holiday hours for use on Christmas Eve and Christmas Day, these hours can be saved for use and will not be included in the payout as long as the employee notifies the Finance Department prior to processing the first payroll in December.

If an employee leaves employment with the City and has used all of their holiday hours, the employee must pay back eight holiday hours for each holiday that has not occurred yet as a deduction from their final paycheck. In the event there are not sufficient hours in the final paycheck to pay back the holiday hours, the employee will provide a personal check for balance due. (For example, if the employee uses 104 hours prior to July 1, the employee would payback 56 holiday hours.)

Section 2. An Employee required to work on any of the holidays listed below:

January 1	New Year's Day
Third Monday in January	Martin Luther King Day
Third Monday in February	President's Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day

November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving
Fourth Friday in November	Day after Thanksgiving
December 24	Christmas Eve Day
December 25	Christmas Day
Two floating holidays	

shall be paid at one and one-half times their regular rate of pay for all hours worked in addition to the holiday time if they elect to use hours from their holiday bank. Employees assigned to School Resource or Investigations will need prior approval from the Chief of Police before voluntarily working a holiday.

An employee called into work by the Chief or Chief's designee on the 4th of July, Thanksgiving, Christmas Eve, and Christmas Day to cover a specific shift or detail shall be paid two times their regular rate of pay for all hours worked in addition to the holiday time if they elect to use hours from their holiday bank.

ARTICLE 21 - INJURY ON DUTY

Employees injured during the performance of their duties for the Employer and thereby rendered unable to work for the Employer will be paid while so injured and unable to work, the difference between the Employer's regular pay and Worker's Compensation insurance payments, for a period not to exceed one-hundred twenty (120) working days per injury, not charged to the Employee's vacation, sick leave or other accumulated paid benefits, after a three (3) working day initial waiting period per injury. The three (3) working days waiting period shall be charged to the Employee's sick leave account, less Worker's Compensation insurance payments.

To qualify for Injury on Duty Pay, the injury must be compensable under the provisions of the Worker's Compensation Act. Periodic payments received under this Article, when combined with Worker's Compensation payments, shall not exceed the Employee's regular periodic pay check as averaged over the past 12-month period from Employer.

ARTICLE 22 - PERSONAL LIABILITY INSURANCE

The City will maintain current personal injury liability insurance coverage throughout the duration of the contract. The Employer shall furnish legal counsel to defend any Police Officer in all actions brought against such Officer to recover damages for alleged false arrest or alleged injury to person, property or character, when such alleged false arrest or alleged injury to person, property or character was the result of an arrest made by such Officer in good faith and in the performance of his/her official duties, and shall pay reasonable costs and expenses of defending such suit, including witness fees and reasonable counsel fees.

Any off-duty job, whether part-time or full-time, that is not a part of the Employee's normal course of duties, or otherwise specifically directed by the Employer shall not be covered by this Article.

ARTICLE 23- ADDITIONAL PART-TIME WORK

The Employer shall contract with all businesses or individuals required to employ the services of Police Officers at the rate to be determined solely by the Employer. Full-time Officers have the right to bump part-time Officers. Bargaining unit members will be offered the work on a rotating basis.

ARTICLE 24 - SALARIES AND BENEFITS

2020 Salary Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Police Officer	27.59	28.55	29.56	30.59	31.67	32.78	33.92	35.11	36.33
Detective	29.39	30.414	31.48	32.58	33.72	34.90	36.13	37.39	38.70
2021 Salary Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Police Officer	28.35	29.34	30.37	31.43	32.54	33.68	34.85	36.08	37.33
Detective	30.19	31.25	32.35	33.48	34.65	35.86	37.12	38.42	39.76
2022 Salary Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Police Officer	29.13	30.15	31.21	32.29	33.43	34.60	35.81	37.07	38.36
Detective	31.02	32.11	33.24	34.40	35.60	36.85	38.14	39.48	40.85

To implement the City’s salary study for police officers and detective for 2020, employees will be placed at the following steps on January 1, 2020:

Employee	Step
Jenni Caulk	8
Jason Harvey	8
Jesse Peck	8
Tanner Peetz	8
Chad Saelens	8
Dan Owl	8
Kevin Gross	6
Kevin Gunter	6
Jeremy VanHatten*	4
Chris Spaulding	3
Tanner Hagen	2

In 2021 and beyond, employees will move to the next step on the pay schedule on the anniversary of their date of hire. * VanHatten will move to Step 5 on August 21, 2020 due to his return to full-time.

Longevity pay: (.0025 x base wage) x years of service. The years of service are capped at 25 years for the preceding formula. Longevity pay is based upon length of service as a full-time Officer in Cambridge from date of hire. Longevity for part-time employees shall be pro-rated based upon 2080 hours of work equaling one year.

The detective position is an assignment, not a promotional opportunity.

The starting step for part-time employees will be between Step 1 and Step 3 as determined by the Chief of Police at time of hire based upon the candidate’s years of experience, certifications, and skills. Salary advancement on this schedule is based upon length of service as a full-time Police Officer in Cambridge.

An employee assigned FTO duties shall receive one-half hour overtime for each four (4) hours of training duties.

ARTICLE 25 – HEALTH INSURANCE

The City shall contribute to the following insurance coverage for each of its full-time employees:

1. Medical
2. Dental
3. Life

The Employer will pay 90% of the premiums, and the employee will pay 10% of the premiums. The health insurance plan will be a plan with deductibles established by the Employer, provided the deductibles shall be no greater than \$1,000 per individual and \$2,000 per family. The health insurance plan will pay co-insurance claims at 80% plan pay/20% employee pay for in-network providers and 60% plan pay/40% employee pay for out-of-network providers, provided that the plan may, at the Employer's discretion, pay greater percentages for certain coverages or procedures.

Part-time employees hired to work 30 hours or more per week are eligible to receive pro-rated health insurance benefits.

The Employer and Union agree that the above language, establishing minimum requirements, and giving the Employer discretion to provide a greater level of benefits, constitutes the Union's consent to any change in the aggregate value of health insurance under Minn. Stat. § 471.6161, so long as the base required deductibles/percentages are provided.

The City will establish a fund of up to \$1,200 per employee per year for 2017, 2018, and 2019 to assist the employee's payment of the medical insurance out of pocket costs. Part-time employees hired to work 30 hours or more per week are eligible to receive a pro-rated fund contribution.

In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act, its regulations, or causes the Employer to be the subject of a penalty, tax, or fine, either party may request that the other party meet and negotiate over amendments to those health insurance provisions that the requesting party deems necessary. In such negotiations, the rights and obligations of the Union shall be subject to the provisions of Minn. Stat. §179A.06 and the rights and obligations of the Employer shall be subject to Minn. Stat. §179.07.

ARTICLE 26 – UNIFORM ALLOWANCE

Each year the Employer will provide approved uniform items. The amount for footwear, cleaning, and incidentals is set at \$350. All proposed equipment to be used on duty shall be pre-approved by the Chief of Police.

An employee assigned to criminal investigations shall receive an annual clothing allowance of \$400 for clothing, and \$350 for footwear, cleaning, and incidentals. If an article of plain clothing is damaged as a result of a criminal investigation or undercover work, the article will be replaced with a like kind. This shall be disbursed upon receipt of documentation of clothing purchases.

ARTICLE 27 – TUITION REIMBURSEMENT

Tuition shall be reimbursed by the Employer at 70 percent of the cost upon proof of satisfactory completion of college courses that directly relate to and are beneficial to a law enforcement career. Tuition reimbursement shall be limited to \$500 per year for each Employee. The reimbursement shall not occur if the course is not completed with a minimum of a "C" or equivalent grade. An Employee intending to take a college course and obtain tuition reimbursement must first obtain approval by the Chief of Police that said proposed course directly relates to and is beneficial to a law enforcement career.

ARTICLE 28- SHIFT DIFFERENTIAL

Shift differential pay of \$1.00 per hour shall be paid to Employees for all hours worked between the hours of 6 pm to 6 am.

ARTICLE 29 - DURATION

This Agreement shall become effective January 1, 2020, and shall remain in effect until December 31, 2022, pursuant to Minn. Stat. 179A, et. seq.

Law Enforcement Labor Services, Inc.
Local No. 183

City of Cambridge

Jim Ryan, Business Agent

James A. Godfrey, Mayor

Jason Harvey, Union Steward

Linda J. Woulfe, City Administrator

APPENDIX A

The date of full-time employment to be used for determining step adjustments for current employees is as follows:

Name	Hire Date	Full Years of Seniority
Jenni Caulk	April 5, 1999	20 years
Jason Harvey	August 7, 2000	19 years
Jesse Peck	February 4, 2002	17 years
Tanner Peetz	November 19, 2007	12 years
Chad Saelens	Dec. 12, 2005 to January 1, 2015 Back to Patrol on 03/30/2019	9 years
Daniel Owl	September 13, 2010	9 years
Adam Rackow	October 18, 2012 Left unit on 03/30/2019	7 years
Kevin Gross	October 21, 2013	6 years
Matt Giese	April 22, 2014 Left unit on 3/30/2019	5 years
Kevin Gunter Jr.	May 14, 2014	5 years
Jeremy VanHatten	June 15, 2015 Switched to Part-Time 11-14-2018 Returned to Full-Time 08-21-2019	5 years
Chris Spaulding	April 5, 2017	2 years
Tanner Hagen	January 2, 2019	

7C Special Assessment Agreement 337 Sunset Lane – Frank and Barbara Dietz

Prepared by: Linda J. Woulfe, City Administrator

Background

On July 24, Dirtworks was hired to investigate a water leak. It turned out to be a private service that was leaking and according to City Code the cost of repairs are borne by the homeowners. The homeowners are asking the City to specially assess the costs due to the unexpected cost.

The City completed the repair of the service and according to our ordinance it can be specially assessed against the property. The Dietz' have signed the special assessment agreement and waived their right to a public hearing and appeal.

The format for the special assessment waiver is the standard form we have used for other properties and has been reviewed in the past by our City Attorney.

Recommendation

Approve the special assessment agreement as presented.

Agreement of Assessment and Waiver of Irregularity and Appeal

THIS AGREEMENT, is made this 19th day of August, 2019, between the City of Cambridge, State of Minnesota, hereinafter referred to as the City, and Frank and Barbara Dietz, 337 Sunset Lane, hereinafter referred to as Owner.

Owner requested the City's assistance with the costs for repairing their private water service connection which has failed. The City's ordinance specifically states any private connections to the City's public water main is the responsibility of the homeowner. However, due to the unexpected cost of the service line repair the Owner has requested the cost to be specially assessed against their property and have the City arrange for the contractor to complete the work.

Therefore, Owner expressly waives objection to any irregularity with regard to the said assessment, waives the required public hearing for said special assessment, and any claim that the amount thereof levied against owner's property is excessive, together with all rights to appeal in the courts.

Therefore, the City Council agrees to pay the \$12,450.00 cost for the repair work and specially assess it against Owner's property located at 337 Sunset Lane through a ten-year special assessment at a three (3) percent interest rate.

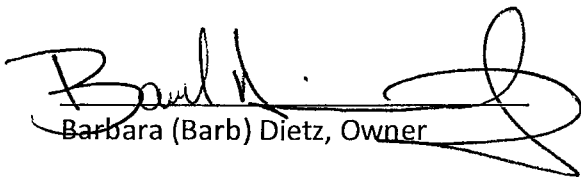
In testimony, whereof, each has hereunto set his/her hand, the day and year written below and has the authority granted to them to execute this document from their respective governing bodies.

Owner

City of Cambridge (City)

Frank Dietz, Owner

James A. Godfrey, Mayor



Barbara (Barb) Dietz, Owner

ATTEST:

Linda J. Woulfe, City Administrator

STATE OF MINNESOTA)
COUNTY OF ISANTI)
CITY OF CAMBRIDGE)

On this _____ day of _____, 2019 before me a notary public, the above signed individual, Frank Dietz personally appeared, known to me to be the person whose name is subscribed to within instrument, and acknowledged that he/she executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

Notary Public

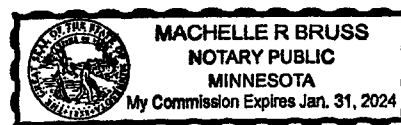
STATE OF MINNESOTA)
COUNTY OF ISANTI)
CITY OF CAMBRIDGE)

On this 13th day of August, 2019 before me a notary public, the above signed individual, Barbara (Barb) Dietz personally appeared, known to me to be the person whose name is subscribed to within instrument, and acknowledged that he/she executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

Machelle Bruss

Notary Public



STATE OF MINNESOTA)
COUNTY OF ISANTI)
CITY OF CAMBRIDGE)

On this _____ day of _____, 2010 before me a notary public, James A. Godfrey, Mayor, and Lynda J. Woulfe, City Administrator personally appeared, known to me to be the person whose name is subscribed to within instrument, and acknowledged that he/she executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

Notary Public