
Cambridge City Council - City Hall Council Chambers
Regular Meeting, Monday, April 16, 2018
Meeting Announcement and Agenda
6:00 pm

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

1. Call to Order & Pledge of Allegiance

2. Citizens Forum

When addressing the Council, please state your name and address for the official record.

3. Approval of Agenda (p. 1)

4. Consent Agenda Approvals

- A. Regular and Summary City Council Meeting Minutes for April 2, 2018 (p. 5)
- B. Warrants #109813 - #110067 and ACH/Wire items totaling \$1,157,160.88 (p. 13)
- C. Approve Resolution R18-024 Calling for a Public Hearing Related to an Economic Housing Proposal (p 49)
- D. Approve Resolution R18-025 for a Preliminary Plat of Schlagel Addition (p. 52)
- E. Approve Resolution R18-026 for a Final Plat of Schlagel Addition (p. 65)

5. Work Session

6. Unfinished Business

- A. 2018 Arts in the Park (p. 68)

7. New Business

- A. Purchase of Electronic Pollbooks from know/INK (\$5,632.50) (p. 85)
- B. 2017 Audit Report Presentation (p. 89)
 - 1) Comprehensive Annual Financial Report for the Year Ended December 31, 2017
 - 2) Independent Auditor's Reports & Legal Compliance
 - 3) Audit Management Letter
 - 4) Presentation of GFOA Certificate of Excellence for Financial Reporting for 2016

- C. Request from Police Department to Commence Hiring Process (p. 91)
- D. Approve Roof Maintenance Proposal to have Preemptive Roof Maintenance done for City Hall, Police and Fire Department (p. 92)
- E. Approve Proposal from NAC to add additional VAV Boxes for the Council Chambers and Training Room (p. 98)
- F. Approval Proposal for Duct Cleaning in City Hall, Police and Fire Department (p. 100)
- G. Appoint Long Term Recovery Committee (p. 104)
- H. Purchase of Additional Voting Booths (p. 148)

8. Mayor's Report

9. Council Concerns

10. City Attorney's Report

11. City Administrator's Report

- A. Closed Session - *THIS MEETING IS BEING CLOSED UNDER MINNESOTA STATUTES, SECTION 13D.05, TO DEVELOP AN OFFER FOR THE PURCHASE OF ROW TO EXTEND 2ND AVE SW FOR WATER TOWER CONSTRUCTION FROM PIN 15.031.0801 AND 15.031.0200.*

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.

Upcoming Meetings

Date	Time	Description (Unless otherwise noted meetings are in Council Chambers)
April 16	4:00 pm	Library Task Force
April 16	4:30 pm	Life Saving Presentation in Fire Hall – <i>COUNCIL PLEASE COME</i>
April 23	6:00 pm	Fire Dept. Meeting (Training Room/EOC)
April 23	7:00 pm	East Central Regional Development Commission (ECRDC) (Mora)
April 24	9:00 am	Isanti County EDA Meeting (Isanti County Gov't Center Board Room)
April 24	7:00 pm	Isanti County Parks & Rec Commission (Isanti County Gov't Center)
April 25	10:00 am	NLX Meeting (Pine County Court House)
May 1	7:00 pm	Planning Commission
May 2	12:00 pm	Toward Zero Death Committee (TZD)
May 7	3:30 pm	City Council
May 8	4:00 pm	Allina Community Engagement Council (CMC Board Room)

May 8	7:00 pm	Cambridge Parks, Trails and Recreation Commission
May 9	11:30 am	North 65 Chamber of Commerce (Chamber Office)
May 14	5:00 pm	Community Education Advisory Council (IIS, Media Center)

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
Apr 20	6:00 pm	Northbound Wine & Beer Event (AFRCC)
May 3	4:00 pm	Alzheimers: Every Minute Counts movie and panel discussion
May 22	8:00 am	Candidate Filing Period Opens for City Council and Mayoral race
June 9		Cambridge Day Out
July 4	Dusk	4 th of July Fireworks, Isanti County Fairgrounds
Aug 7	4:00 pm	National Night Out
Aug 14	7:00 am	Polls Open for Primary Election
Sept 14	4:00 pm	Customer Appreciation Event
Sept 15		City-wide Garage Sale
Nov 6	7:00 am	Polls Open for General Election
Nov 17	6:00 pm	Snowflake Parade

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**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
April 2, 2018**

Members Present: Mayor Marlys Palmer, Council Members Joe Morin, Kersten Conley, and Lisa Iverson, & Jim Godfrey

- Meeting called to order at 3:34 pm.
- Agenda and Consent Agenda were approved.
- Palmer proclaimed the week of April 16 – 20 as “Week of the Young Child”.
- Palmer proclaimed April 21, 2018 as a day of celebration for 50 years of providing nursing instruction.
- The Final Report for pay equity and salary study was presented to Council. No action taken.
- Approved a Bankshot court purchase in Brown Park not to exceed \$28,570.00.
- Approved Resolution R18-021 accepting bid and awarding a contract to RL Larson Excavating for the 2018 Street Improvements -Base Bid and the Bid Alternate A, approve Assessment Agreement with School District 911, and approve proposal from SEH for construction services.
- Approved Resolution R18-022 to call for the sale of the 2018 General Obligation and Revenue Bonds to fund the 2018 Street Project.
- Approved \$10,000.00 Cambridge Downtown Grant Funds to ESRS, Inc. 131 Main St N, Cambridge, MN.
- Approved Resolution R18-023 Establishing the Cambridge Fire Hall located at 300 3rd Ave NE, Cambridge, Minnesota as the polling place for Precinct 1.
- Approved parking request from Cambridge Primary School.
- Approved Ordinance 672, Amending Title V Public Works Chapter 51 Water Service, Chapter 52 Sanitary Sewer Service, and Chapter 53 Storm Sewer.
- Approved payment of \$15,500 to BRKW Real Estate Valuation Services for appraisal services.
- Entered into Closed Session at 6:16 pm to develop or consider offers or counteroffers for the purchase of parcel ID 10.036.1002 in Springvale Township and parcel ID 03.021.0800 (2288 343rd Ave NE) in Cambridge Township.
- Adjourned at 6:41 pm.

**Cambridge City Council Meeting Minutes
Monday, April 2, 2018**

A regular meeting of the Cambridge City Council was held on Monday, April 2, 2018, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor Marlys Palmer; Council Members Kersten Conley, Lisa Iverson, Jim Godfrey, and Joe Morin. All present, no absences.

Staff Present: Administrator Woulfe, Director of Public Works-Utilities Schwab, Community Development Director Westover, Engineer Blank, Director of Finance Moe, Airport Manager Milz, Economic Development Director Gustafson, Police Chief Schuster and Community Development Administrative Assistant Levitski

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

Palmer called the meeting to order at 3:34 pm and led the public in the Pledge of Allegiance. Morin moved, seconded by Conley, to approve the agenda as amended. Motion carried unanimously.

Consent Agenda

Palmer pulled E for discussion.

Iverson moved, seconded by Conley, to approve consent agenda Items A –D, & F:

- A. Regular and Summary City Council Meeting Minutes for March 19, 2018
- B. Draft February 2018 Financial Statements
- C. Temporary Intoxicating Liquor License for Cambridge Fire Relief Association or Northbound Liquor's Spring Wine Tasting Event, April 20, 2018 at the AFRCC, 505 Spirit River Drive SW
- D. Resolution R18-020 Certify Delinquent Amounts to Tax Roll
- F. 2018 Street Improvements - Approve ECE proposal to install street lights

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

- E. Wastewater Department Portable Standby Generator Purchase

Palmer confirmed the generator that staff is recommending includes a trailer. Palmer moved, seconded by Iverson, to approve the purchase of a Wastewater Department Portable Standby Generator. Upon call of the roll, Godfrey, Morin, Palmer, Conley, and Iverson voted aye, no nays. Motion carried unanimously.

Work Session

Week of the Young Child Proclamation

Palmer proclaimed the Week of the Young Child April 16 – 20, 2018. Palmer explained the Week of the Young Child is a time to recognize that children's opportunities are our responsibilities and to recommit ourselves to

ensuring that each and every child experiences the type of early environment at home, child care, school, and in the community that will promote their early learning.

Proclamation Presentation – Anoka Ramsey Community College 50 Years of Nursing Instruction

Palmer proclaimed April 21, 2018 as a day of celebration for 50 years of providing nursing instruction. Palmer explained thousands of registered nurses have been academically and clinically prepared, during the past 50 years and those nurses now play a vital role in keeping our community healthy.

Unfinished Business

Pay Equity and Salary Study Results

Woulfe introduced Julie Urell from Springsted who presented Council with the results of the Pay Equity and Salary Study. Urell reviewed in detail the process of this study which was outlined in the final report including in the Council packet. Urell recommended Council implement Option 2 which involves moving employees whose current wage falls below the minimum of the proposed range for their position to the minimum of the range along with moving full-time employees whose current wage falls within the proposed grade for their position onto the scale based on the relationship of their current wage to the proposed range for their position. Urell explained the differences between each of the options presented in the final report.

Conley asked what would happen to employees that currently are above the recommended range. Urell explained it is a standard practice to freeze (“red circle”) those employee’s wages until the market catches up. Woulfe noted all union positions that would be affected would need to be negotiated.

Godfrey confirmed the anticipated cost of \$84,133 is not just a one-time cost, it would need to be incorporated into the annual budget. Woulfe reminded Councilmembers that not all employees’ salaries are taken out of the general fund and staff reports back to Council on pay plan implementation, Woulfe will give an impact for each fund category. Woulfe noted she would have information back to City Council for consideration during the long range plan update.

Rental Registration Update

Levitski reported on October 16, 2017 Council adopted an ordinance requiring all rental properties to be registered within the City of Cambridge. Levitski reviewed how the process went and reported they have a total of 1,171 units registered and all known rental properties are compliant. Council thanked Levitski and the Community Development Department for their efforts.

Approve Bankshot Court Project in Brown Park

Westover explained the three park projects identified in the Long Range Plan Parks Priority List as swing set at Central Green Park, a three (3) hole Disc Golf in Pioneer Park, and a “Bankshot Court” or universally designed court in Brown Park was funded by Council decision when doing a year-end budget update.

Westover reported because of the expense of the universally designed court, the city did an RFP (Request for Proposals) process. One bid was received from Bankshot Sports Organization in the amount of \$16,750.00. Westover noted installation costs would be \$11,820.00. Total project cost is \$28,570.00. Westover stated the equipment for the 9-Station shoot around system will ship directly from the Bankshot Sports Organization and all of the installation work will be done by Public Works.

Westover reported the total estimated cost for this universally designed court was \$20,000 to \$30,000 in the Parks Long Range Plan, therefore, the cost provided is within staff estimates. Conley moved, seconded by Iverson, to approve the Bankshot court purchase and installation in Brown Park not to exceed \$28,570.00. Motion carried unanimously.

Iverson moved, seconded by Conley to break from 4:54 pm until 5:04 pm. Motion carried unanimously.

New Business

2018 Street Improvements

Resolution R18-021 Awarding 2018 Street Improvement Project Contract to RL Larson Excavating Approve Assessment Agreement with School District #911 Approve Construction Services Contract with SEH

Blank reported on Thursday, March 22, 2018, staff received and opened bids for the 2018 Street Improvement project. The Base Bid is for the street improvements and the Bid Alternate A is for constructing parking lots at Cambridge Primary and Intermediate Schools (funded by District 911). A total of three bids were received and RL Larson Excavating from St. Cloud, Minnesota was the lowest bidder with a base bid of \$4,152,610.14 and an alternate bid of \$345,944.10.

Blank explained RL Larson Excavating has successfully completed similar projects for the City including the 2015, 2012, 2009, 2008, 2007, and 2001 Street Improvements. Blank reported RL Larson Excavating, Inc. has the experience, equipment and ability to successfully complete a project of this size and scope. Accordingly, staff recommends the project be awarded to RL Larson Excavating, Inc. in the amount of \$4,498,544.24, based on their Base Bid plus Bid Alternate A, which compares favorably with the engineer's estimate and is within the City budget.

Blank stated staff is also recommending Council approve an Assessment Agreement between the City and the School District for the parking lot improvements (Alternate Bid A) so they can be constructed with the street project. Blank noted the terms are the same as their special assessments for the street improvement project.

Blank requested the Council also approved the construction services proposal from SEH. These services include preconstruction coordination, full time on-site construction observation, construction staking, construction administration, project closeout, and record plan preparation. The estimated cost of these services is \$498,500 and will not be exceeded without City approval.

Morin moved, seconded by Godfrey, to approve Resolution R18-021 Awarding 2018 Street Improvement Project Contract to RL Larson Excavating, Inc. (base bid and bid alternate A), the Assessment Agreement with School District 911, and SEH's construction services proposal. Motion carried unanimously.

Resolution R18-022 Call for Sale of Bonds

Moe stated according to the City's long range plan, staff recommends issuance of \$3,605,000 of bonds to finance the 2018 Street Improvements including the utility infrastructure replacement that will be repaid by utility funds. These bonds will be financed in part by assessments, tax levy and utility funds as detailed in the long range financial plan.

Godfrey moved, seconded by Conley, to approve Resolution R18-022 to call for the sale of the 2018 General Obligation and Revenue Bonds to fund the 2018 Street Project. Motion carried unanimously.

2018-2019 Airport Project

Milz reported it is time to start three planned projects on the Airport Capital Improvement Plan. The three items on the list for completion this year are replacing the entrance gate, obstruction removal, and designing the taxiway relocation. Short Elliot Hendrickson Inc. (SEH) has offered to provide Architectural, Engineering and/or other Professional Services for the project at the Cambridge Municipal Airport for a fee not to exceed \$83,800.

Milz explained the current entrance gate was installed in 2007 and for the last five to seven years staff have been having trouble with gate operation during the cold winter months. City staff has spent countless man hours and many thousands of dollars trying to maintain the gate to work as designed. It has reached a point that the best option is for complete replacement of the gate and operator. Milz reported the Airport Advisory Board and SEH recommends replacing the gate and operator with one of a similar design, with some improvements. Milz stated staff will specify the hydraulic motors on the new unit will have heaters installed on them to make them perform as designed when the temperatures drop below zero which could be the cause of failure on the current model.

Milz stated the last time the Airport completed a dedicated obstruction removal was in 2003. Over the years there are at least two areas around the field that have become areas of concern. The first is a large area of approximately eight acres of trees to the south of the beacon that obstruct the light from the beacon so these trees will need to be completely removed. Secondly, a smaller area, just under a half acre will need to be removed on the south end of the runway. Milz reported the FAA is reviewing our AGIS images and data that was submitted with our ALP update and may ask the Airport to remove more obstructions but we will not know that for another couple months. If the FAA feels the City needs to address additional areas we will complete that work at the same time.

Milz reported over the next six to eight years most of the pavement will need to be replaced at the airport and by that time each of the surfaces will all have exceeded its useful life. Before the runway can be completed the City needs to complete a relocation project of the parallel taxiway. Milz reported today's FAA standards call for a 240' separation between the runway and taxiway at airports of Cambridge's size, the current separation is 200'. Milz also reported one of the taxiway connectors needs to be relocated and current designs do not allow for direct access to the runway from an apron. Milz noted the fear is an airplane collision from a pilot crossing the taxiway and moving directly to the runway so moving the center connector around 100' would help prevent such accidents.

Milz stated the only alternative to having this work done is to decommission the airport and pay back the federal entitlement dollars used to operate and maintain the airport. Milz reported the total cost is \$83,800 and will be taken from the Airport Budget. These are already budgeted items subject to 90% federal reimbursement, 5% state reimbursement, and 5% local match.

Palmer asked why so many trees needed to be removed. Milz explained the beacon currently shines on the trees which makes it difficult for the pilots coming from the south to see the beacon and it is an FAA requirement.

Morin moved, seconded by Godfrey, to approve the contract with SEH to provide planning and design services for the gate replacement, obstruction removal, and parallel taxiway relocation for an amount not to exceed \$83,800. Motion carried unanimously.

Approve Downtown Grant Funds for ESRS, Inc., Eric Soule & Robert Soule Jr., 131 Main St N

Gustafson introduced Robert Soule Jr. and reported the Council is requested to act on an application for grant funds from ESRS, Inc. Robert Soule, Jr up to \$10,000.00 to make facade improvements, install six new windows, tuck pointing, resetting of blocks, signage. The estimated cost for those items is \$20,084. ESRS, Inc. will purchase the building on April 3, 2018 and relocate their business from East Bethel after extensive remodeling has been completed both inside and outside.

Gustafson reported the applicant has provided the required items to complete the project and the project exceeds the 50% match required. Woulfe noted this does not include other work they have planned for the building's interior which is approximately \$173,000.00. Gustafson explained this request meets the Council's established guidelines for the Cambridge Downtown Grant Fund. Gustafson stated all necessary permits must be applied for and inspections will be conducted as required the project must be completed by April 2, 2019. Robert Soule Jr. reviewed the plans for the remodeling and maintenance updates for the building.

Conley moved, seconded by Iverson, to approve \$10,000.00 Cambridge Downtown Grant Funds to ESRS, Inc. 131 Main St N for the ESRS, Inc. project as outlined. Motion carried unanimously.

Resolution R18-023 Relocation of Precinct One to Cambridge Fire Hall, 300 3rd Ave NE

Woulfe noted that due to the leasing out of Suites 162 and 178, the City will need to relocate the voting location for Precinct 1 and proposed Resolution R18-023 for adoption. Woulfe corrected the street name in the resolution which should have been Avenue, not Street and reported this relocation needs to be done more than 90 days before primary.

Morin moved, seconded by Iverson, to approve Resolution R18-023 Establishing the Cambridge Fire Hall located at 300 3rd Ave NE, Cambridge, Minnesota as the polling place for Precinct 1. Motion carried unanimously.

No Parking Request from Cambridge Primary School

Schuster explained Cambridge Primary School is having two upcoming events in which they anticipate parents attending which creates a parking demand. This demand is more than what their parking lot can handle so they are requesting that the "No Parking" signs along Fern Street North be covered up and not enforced on these two occasions.

Schuster stated their first event is the "Fun Run" on Thursday, May 3rd and second event is "No P" on Wednesday, May 16, 2018. The District's request is to have the no parking signs covered up and not enforced from 8:00 am – 2:30 pm on those days.

Palmer confirmed there will be no issues due to the street reconstruction project.

Godfrey moved, seconded by Iverson, to cover the "No Parking" signs on Fern Street North on May 3, 2018 and May 16, 2018 for the special events being held by Cambridge Primary School. Motion carried unanimously.

Ordinance 672 Amending Title V Public Works – Chapter 51 Water Service, Chapter 52 Sanitary Sewer Service, and Chapter 53 Storm Sewer

Woulfe distributed a revised ordinance with language changes from Attorney Squires. Woulfe explained Ordinance 672 is an update to City Code Title V Public Works. Woulfe stated when amending this ordinance, she started with the League of Minnesota Cities model on water and sewer charges, reviewed current practices with respect to billing, accounts, certification of delinquent accounts, etc. and consulted with staff to ensure the ordinance's accuracy.

Woulfe reported the proposed ordinance language updates the City Code and the new language also conforms to current practices as directed by City Council. Woulfe stated these changes are not wholesale in nature, but simply cleaning up sections and making them more relevant and easier to read. Woulfe noted the proposed ordinance was published on the City's website and put on the City's official bulletin board more than ten days prior to the meeting.

Iverson moved, seconded by Godfrey, to approve Ordinance 672 as presented with Attorney Squire's language changes. Motion carried unanimously.

Downtown Streetscape Plan

Woulfe explained after the Downtown Design Team, the City was asked to do a better job of creating a streetscape concept within the ring road. Woulfe noted she requested Schwab, Milz, and Westover to bring forward their best recommendation and present it to the Discover Downtown Executive Committee.

Woulfe noted the Discover Downtown Executive Committee approved the streetscape plan and is excited to see the fresh, new look. Schwab noted staff is looking for volunteers to water the flowers daily around 6:30 am which would take approximately 2 hours. Woulfe noted this was informational and no action needs to be taken unless Council disagrees with the proposed plan. Council thanked staff for their efforts in the beautification of Downtown.

Mayor's Report

None provided.

Council Concerns and City Attorney Reports

No items.

City Administrator's Reports

Appraisal Proposal for Highway 95 ROW Acquisition – BRKW Real Estate Valuation Services

Woulfe explained as the City moves forward with acquisition of properties, five property owners have been notified and have agreed to this appraisal. Woulfe noted the appraisals and ultimately the acquisitions will be paid from the Right-of-Way acquisition dollars.

Morin moved, seconded by Conley, to approve payment of \$15,500 to BRKW Real Estate Valuation Services. Motion carried unanimously.

Closed Session

Council entered into closed session at 6:16 pm. The meeting was closed under Minnesota Statutes §13D.05, to consider offers for the purchase of parcel ID 10.036.1002 in Springvale Township and parcel ID 03.021.0800 (2288 343rd Ave NE) in Cambridge Township.

Godfrey moved, seconded by Morin, to adjourn the closed session at 6:41 pm. Motion carried unanimously.

Adjournment of Council Meeting

Being no further business before the City Council, Conley moved, seconded by Iverson, to adjourn the regular meeting at 6:41 pm. Motion carried unanimously.

Marlys A. Palmer, Mayor

ATTEST:

Lynda Woulfe, City Administrator

CAMBRIDGE CITY COUNCIL MEETING
 April 16, 2018
BILLS LIST

Disbursement Type:	Date	Check #s	Submitted For <u>Approval</u>
Prepaid Checks	3/14/2018	109813 - 109885	186,091.78
Prepaid Checks	3/21/2018	109886 - 109941	133,759.94
Prepaid Checks	3/28/2018	109942 - 110002	89,003.01
Prepaid Checks	4/4/2018	110003 - 110067	259,331.70
Total Checks			668,186.43
PAID THROUGH ACH or WIRE March 2018:			
Payroll			224,448.72
Federal Payroll Tax Withholding			67,575.22
State Payroll Tax Withholding			14,297.35
PERA Withholdings			56,064.98
Deferred Comp Premiums			3,100.00
Self Insurance & Flex & Select Account Admin Fee			4,643.12
ECE			54,979.53
Sales & Use Tax Payments to State of MN			34,679.00
Centerpoint			10,876.96
Wright Express (City wide fuel cards)			9,574.14
Connexus			1,152.37
Midcontinent			5,983.58
Reliance Life Insurance ACH			1,092.20
AFLAC			507.28
Total Paid through ACH or Wire			488,974.45
TOTAL SUBMITTED FOR APPROVAL			\$1,157,160.88

Vendor	Vendor Name	Description	Net Invoice Amount
381	Auto Value Cambridge	Repair & Maint Supplies - Streets	215.76
381	Auto Value Cambridge	Repair & Maint Supplies Credit - Streets	107.88-
Total 381:			107.88
521	Bellboy Corporation	Liquor Store Merchandise	1,746.20
521	Bellboy Corporation	Liquor Store Merchandise	195.68
Total 521:			1,941.88
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	156.00-
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	312.00-
551	Chas A. Bernick Inc.	Liquor Store Merchandise	129.32
551	Chas A. Bernick Inc.	Liquor Store Merchandise	1,703.00
Total 551:			1,364.32
555	Business Essentials	Office Supplies	18.90
Total 555:			18.90
651	Boyer Trucks	Repair & Maint Supplies - Streets	1,474.12
Total 651:			1,474.12
906	NAPA Central MN	Repair & Maint Supplies - PD	204.72
906	NAPA Central MN	Repair & Maint Supplies - Streets	845.91
906	NAPA Central MN	Repair & Maint Supplies - Parks	126.27
906	NAPA Central MN	Repair & Maint Supplies - Airport	10.60
906	NAPA Central MN	Repair & Maint Supplies - Water	44.41
906	NAPA Central MN	Repair & Maint - Wastewater Plant	57.45
Total 906:			1,289.36
969	Cardmember Service	Repair & Maint - Plant	280.00
969	Cardmember Service	MRWA Annual Conference - B. Putzke	230.00
969	Cardmember Service	Water Appropriation	2,878.82
969	Cardmember Service	Repair & Maint - Plant	90.79
969	Cardmember Service	MRWA Annual Conference	230.00
Total 969:			3,709.61
970	Cargill, Incorporated	Deicer Salt Ice Cntrl	1,464.46
Total 970:			1,464.46
1176	Clark Equipment Company	Bobcat 5600	59,585.82
Total 1176:			59,585.82
1246	Commissioner of Transportation	Chip Imker Memorial Signs	2,043.20

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 1246:		2,043.20
1316	Crawford's Equipment, Inc.	Repair & Maint Supplies - Streets	39.30
	Total 1316:		39.30
1336	Crystal Springs Ice	Liquor Store Merchandise	185.76
	Total 1336:		185.76
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	12,065.90
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	527.60-
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	296.80
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	256.00-
	Total 1396:		11,579.10
1481	Department of Human Services	Janitor Service - Liquor Store - December	270.00
	Total 1481:		270.00
1531	DexYP	Directory Listing - Liquor Store	209.00
	Total 1531:		209.00
1613	Dusty's Drain Cleaning, Inc.	Jetted Floor Drain - Police Garage	298.75
	Total 1613:		298.75
1681	ECM Publishers, Inc.	Advertising - Liquor Store	1,352.02
1681	ECM Publishers, Inc.	Legal Notice - City Council Meeting Minutes	18.00
	Total 1681:		1,370.02
1736	Electric Motor Service, Inc.	Repair & Maint - Plant	127.12
	Total 1736:		127.12
1906	Federated Co-ops, Inc.	Device Rent - Ice Rink	10.00
1906	Federated Co-ops, Inc.	Device Rent - Ice Rink	10.00
	Total 1906:		20.00
1921	Ferguson Waterworks	Automatic Meter Read Project	1,373.06
	Total 1921:		1,373.06
1922	Ferrellgas	Propane - Ice Rink	117.78

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1922:			117.78
2046	G & K Services, Inc.	Rug Rentals - LS	77.91
2046	G & K Services, Inc.	Rug Rentals - LS	77.91
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	118.75
2046	G & K Services, Inc.	Uniform Rental - Parks	6.79
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform Rental - Parks	5.73
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	107.63
2046	G & K Services, Inc.	Rug Rentals - Public Works	14.43
Total 2046:			411.64
2341	Hawkins, Inc.	Chemicals - Wastewater	6,060.77
2341	Hawkins, Inc.	Chemicals - Water	2,924.96
Total 2341:			8,985.73
2376	Henry's Waterworks Inc.	Meters and Repairs	6,189.00
Total 2376:			6,189.00
2421	Redpath and Company	Assistance with GASB 68 Calculations	1,500.00
Total 2421:			1,500.00
2626	Isanti County Attorney's Office	Forfeiture Case #17010060	101.40
2626	Isanti County Attorney's Office	Prosecution Services - February	3,291.83
Total 2626:			3,393.23
2636	Minnesota Equipment	Repair & Maint Supplies - Parks	200.70
2636	Minnesota Equipment	Repair & Maint Supplies - Parks	386.13
Total 2636:			586.83
2676	Isanti County Recorder	Land Shark Renewal	600.00
Total 2676:			600.00
2771	Jimmy's Johnnys, Inc.	Toilet Rental - Hockey Rink	183.57
Total 2771:			183.57
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	9,167.66
2796	Johnson Brothers Liquor Co	Freight Charge	133.04
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,634.95
2796	Johnson Brothers Liquor Co	Freight Charge	49.60
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,505.25
2796	Johnson Brothers Liquor Co	Freight Charge	46.89

Vendor	Vendor Name	Description	Net Invoice Amount
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	68.00
2796	Johnson Brothers Liquor Co	Freight Charge	3.10
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,690.31
2796	Johnson Brothers Liquor Co	Freight Charge	88.35
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	126.10-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	3.10-
Total 2796:			16,257.95
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	15.00
Total 3056:			15.00
3086	Landworks Construction, Inc.	Snow Removal - Liquor Store	339.00
3086	Landworks Construction, Inc.	Snow Removal - City Streets	4,176.00
Total 3086:			4,515.00
3146	League of MN Cities Ins Trust	Isanti Co Law Enforcement Special Response T	3,235.00
Total 3146:			3,235.00
3246	Little Falls Machine, Inc.	Repair & Maint Supplies - Vehicles/Equipment	188.28
Total 3246:			188.28
3343	MAHCO	MAHCO Spring Training - C. Levitski	80.00
Total 3343:			80.00
3461	McDonald Distributing Company	Credit Liquor Merchandise	15.95-
3461	McDonald Distributing Company	Liquor Store Merchandise	9,604.70
3461	McDonald Distributing Company	Liquor Store Merchandise	3,987.50
3461	McDonald Distributing Company	Liquor Store Merchandise	7,244.50
Total 3461:			20,820.75
3521	Menards	Misc Operating Supplies - Streets	24.95
3521	Menards	Repair & Maint - Plant	18.25
3521	Menards	Misc Operating Supplies - Streets	4.78
3521	Menards	Small Tools - Streets	39.98
3521	Menards	Misc Operating Supplies - Wastewater	43.47
3521	Menards	Repair & Maint - Plant	4.09
3521	Menards	Repair & Maint - Plant	1.18
3521	Menards	Repair & Maint - Wastewater Plant	16.98
3521	Menards	Misc Operating Supplies - Wastewater	3.98
Total 3521:			157.66
3543	Metro Sales, Inc.	Ricoh MP 2554SP & C2004 Copier Lease, Bas	246.85

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3543:			246.85
3676	MCSI Minnesota Computer Syste	Contract Base Rate/Overage Charge - Tosh/Est	10.00
Total 3676:			10.00
4001	MVTL Laboratories Inc.	Testing	121.50
Total 4001:			121.50
4091	New France Wine	Liquor Store Merchandise	696.00
4091	New France Wine	Freight Charge	9.00
Total 4091:			705.00
4426	Paustis Wine Company	Credit Merchandise Liquor Store	111.00-
4426	Paustis Wine Company	Credit Freight Charge	1.25-
4426	Paustis Wine Company	Liquor Store Merchandise	1,613.00
4426	Paustis Wine Company	Freight Charge	21.25
Total 4426:			1,522.00
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,638.30
4476	Phillips Wine & Spirits	Freight Charge	75.95
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,075.70
4476	Phillips Wine & Spirits	Freight Charge	83.70
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	64.00-
4476	Phillips Wine & Spirits	Credit Freight Charge	1.55-
Total 4476:			6,808.10
4482	Pignato, Daniel	Refund Overpayment of Final Water Bill 1-2064	57.51
Total 4482:			57.51
4506	Pitney Bowes	Rental Charges DM400C Digital Mailing System	592.74
Total 4506:			592.74
4626	Purchase Power	Postage Meter Refill	500.00
Total 4626:			500.00
4722	Razorback Contractors Supply Inc	Misc Operating Supplies - Water	136.05
4722	Razorback Contractors Supply Inc	Misc Operating Supplies - Wastewater	136.05
Total 4722:			272.10
4749	Red Bull Distribution Company, In	Liquor Store Merchandise	108.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4749:			108.00
4765	Rehm, Charlene	Refund Overpayment of Final Water Bill 1-1158	50.00
Total 4765:			50.00
4919	Rupp, Anderson, Squires, &	January Legal Expense	2,386.57
4919	Rupp, Anderson, Squires, &	January Legal Expense	46.00
4919	Rupp, Anderson, Squires, &	January Legal Expense	98.44
Total 4919:			2,531.01
4925	Rush Heating & Sheetmetal	Refund Mechanical Permit 2018-00058	4.20
4925	Rush Heating & Sheetmetal	Refund Mechanical Permit 2018-00058	183.00
Total 4925:			187.20
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	8.75
5181	Southern Glazer's of MN	Liquor Store Merchandise	6,759.62
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	64.98
5181	Southern Glazer's of MN	Liquor Store Merchandise	24.05
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	1.40
5181	Southern Glazer's of MN	Liquor Store Merchandise	210.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	7.00
Total 5181:			7,075.80
5251	Star	Advertising Liquor Store	255.00
Total 5251:			255.00
5301	Steve's Tire Inc	Repairs and Maint Supplies - Streets	266.00
Total 5301:			266.00
5333	Sundberg, Craig	Refund Overpayment of Final Water Bill 1-3687	2.39
Total 5333:			2.39
5336	Sunshine Printing	Gift Certificates - Liquor Store	51.83
Total 5336:			51.83
5374	Swiontek, Jordan	Refund Overpayment of Final Water Bill 1-1457	7.91
Total 5374:			7.91
5391	TM Johnson Bros., Inc.	Repairs & Maintenance Labor - City Hall	289.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5391:			289.00
5421	TDS Metrocom	Phone Service - Airport	56.07
Total 5421:			56.07
5516	Capitol Beverage Sales L.P.	Liquor Store Merchandise	429.50
Total 5516:			429.50
5632	Treasury Division, MN Manageme	Forfeiture Case 17010060	50.70
Total 5632:			50.70
5686	U.S. Postal Service	Stamped Envelopes - PD	315.00
Total 5686:			315.00
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	314.00
Total 5816:			314.00
5831	Vinocopia	Liquor Store Merchandise	1,070.25
5831	Vinocopia	Freight Charge	18.00
Total 5831:			1,088.25
5886	Watson Co., Inc.	Misc Operating Supplies - LS	13.89
5886	Watson Co., Inc.	Credit - Operating Supplies	40.50-
5886	Watson Co., Inc.	Liquor Store Merchandise	2,181.23
5886	Watson Co., Inc.	Misc Operating Supplies - LS	119.07
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			2,279.69
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	3,420.96
5891	Breakthru Beverage Minnesota	Freight Charge	31.05
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	507.98
5891	Breakthru Beverage Minnesota	Freight Charge	11.50
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	26.71
5891	Breakthru Beverage Minnesota	Freight Charge	1.15
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	130.50
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	27.30-
Total 5891:			4,102.55

Vendor	Vendor Name	Description	Net Invoice Amount
Grand Totals:			<u>186,091.78</u>

Dated: 3/14/18

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/18	03/14/2018	109813	381	Auto Value Cambridge	101-20100	107.88
03/18	03/14/2018	109814	521	Bellboy Corporation	610-20100	1,941.88
03/18	03/14/2018	109815	651	Boyer Trucks	101-20100	1,474.12
03/18	03/14/2018	109816	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	4,102.55
03/18	03/14/2018	109817	555	Business Essentials	101-20100	18.90
03/18	03/14/2018	109818	5516	Capitol Beverage Sales L.P.	610-20100	429.50
03/18	03/14/2018	109819	969	Cardmember Service	602-20100	3,709.61
03/18	03/14/2018	109820	970	Cargill, Incorporated	101-20100	1,464.46
03/18	03/14/2018	109821	551	Bernick's	610-20100	1,364.32
03/18	03/14/2018	109822	1176	Clark Equipment Company	415-20100	59,585.82
03/18	03/14/2018	109823	1246	Commissioner of Transportation	101-20100	2,043.20
03/18	03/14/2018	109824	1316	Crawford's Equipment, Inc.	101-20100	39.30
03/18	03/14/2018	109825	1336	Crystal Springs Ice	610-20100	185.76
03/18	03/14/2018	109826	1396	Dahlheimer Beverage, LLC	610-20100	11,579.10
03/18	03/14/2018	109827	1481	Department of Human Services	610-20100	270.00
03/18	03/14/2018	109828	1531	DexYP	610-20100	209.00
03/18	03/14/2018	109829	1613	Dusty's Drain Cleaning, Inc.	101-20100	298.75
03/18	03/14/2018	109830	1681	ECM Publishers, Inc.	101-20100	1,370.02
03/18	03/14/2018	109831	1736	Electric Motor Service, Inc.	602-20100	127.12
03/18	03/14/2018	109832	1906	Federated Co-ops, Inc.	101-20100	20.00
03/18	03/14/2018	109833	1921	Ferguson Waterworks #2516	601-20100	1,373.06
03/18	03/14/2018	109834	1922	Ferrellgas	101-20100	117.78
03/18	03/14/2018	109835	2046	G & K Services, Inc.	101-20100	411.64
03/18	03/14/2018	109836	2341	Hawkins, Inc.	601-20100	8,985.73
03/18	03/14/2018	109838	2376	Henry's Waterworks Inc.	601-20100	6,189.00
03/18	03/14/2018	109839	2626	Isanti County Attorney's Office	101-20100	3,291.83
03/18	03/14/2018	109840	2626	Isanti County Attorney's Office	209-20100	101.40
03/18	03/14/2018	109841	2676	Isanti County Recorder	101-20100	600.00
03/18	03/14/2018	109842	2771	Jimmy's Johnnys, Inc.	101-20100	183.57
03/18	03/14/2018	109843	2796	Johnson Bros - St Paul	610-20100	16,257.95
03/18	03/14/2018	109844	3056	Lake Superior Laundry Inc.	101-20100	15.00
03/18	03/14/2018	109845	3086	Landworks Construction, Inc.	101-20100	4,515.00
03/18	03/14/2018	109846	3146	League of MN Cities Ins Trust P&C	101-20100	3,235.00
03/18	03/14/2018	109847	3246	Little Falls Machine, Inc.	101-20100	188.28
03/18	03/14/2018	109848	3343	MAHCO	101-20100	80.00
03/18	03/14/2018	109849	3461	McDonald Distributing Company	610-20100	20,820.75
03/18	03/14/2018	109850	3676	MCSI Minnesota Computer Systems Inc	101-20100	10.00
03/18	03/14/2018	109851	3521	Menards	602-20100	157.66
03/18	03/14/2018	109852	3543	Metro Sales, Inc.	101-20100	246.85
03/18	03/14/2018	109853	2636	Minnesota Equipment	101-20100	586.83
03/18	03/14/2018	109855	4001	Minnesota Valley Testing Labs	601-20100	121.50
03/18	03/14/2018	109857	906	NAPA Central MN	101-20100	1,289.36
03/18	03/14/2018	109858	4091	New France Wine	610-20100	705.00
03/18	03/14/2018	109860	4426	Paustis Wine Company	610-20100	1,522.00
03/18	03/14/2018	109861	4476	Phillips St Paul	610-20100	6,808.10
03/18	03/14/2018	109862	4482	Daniel Pignato	601-20100	57.51
03/18	03/14/2018	109863	4506	Pitney Bowes Global Financial Services	101-20100	592.74
03/18	03/14/2018	109864	4626	Purchase Power	101-20100	500.00
03/18	03/14/2018	109865	4722	Razorback Contractors Supply Inc.	602-20100	272.10
03/18	03/14/2018	109866	4749	Red Bull Distribution Company, Inc.	610-20100	108.00
03/18	03/14/2018	109867	2421	Redpath and Company	101-20100	1,500.00
03/18	03/14/2018	109868	4765	Charlene Rehm	601-20100	50.00
03/18	03/14/2018	109869	4919	Rupp, Anderson, Squires, &	602-20100	2,531.01
03/18	03/14/2018	109870	4925	Rush Heating & Sheetmetal	101-20100	187.20
03/18	03/14/2018	109871	5181	Southern Glazer's of MN	610-20100	7,075.80
03/18	03/14/2018	109872	5251	Star	610-20100	255.00
03/18	03/14/2018	109873	5301	Steve's Tire Inc	101-20100	286.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/18	03/14/2018	109874	5333	Craig Sundberg	601-20100	2.39
03/18	03/14/2018	109875	5336	Sunshine Printing	610-20100	51.83
03/18	03/14/2018	109876	5374	Jordan Swiontek	601-20100	7.91
03/18	03/14/2018	109877	5421	TDS	211-20100	56.07
03/18	03/14/2018	109878	5391	TM Johnson Bros., Inc.	101-20100	289.00
03/18	03/14/2018	109879	5632	Treasury Division, MN Management&Bu	209-20100	50.70
03/18	03/14/2018	109880	5743	U.S. Bank Equipment Finance	101-20100	87.00
03/18	03/14/2018	109881	5686	U.S. Postal Service	101-20100	315.00
03/18	03/14/2018	109882	5816	Viking Coca-Cola Bottling Co	610-20100	314.00
03/18	03/14/2018	109883	5831	Vinocopia	610-20100	1,088.25
03/18	03/14/2018	109885	5886	Watson Co., Inc.	610-20100	2,279.69
Grand Totals:						<u>186,091.78</u>

Vendor	Vendor Name	Description	Net Invoice Amount
341	Aspen Mills	Uniform Allowance - Reserves	65.90
341	Aspen Mills	Uniform Allowance - D.Owl	168.83
Total 341:			234.73
521	Bellboy Corporation	Liquor Store Merchandise	1,537.00
521	Bellboy Corporation	Liquor Store Merchandise	543.00
521	Bellboy Corporation	Liquor Store Merchandise	100.80
Total 521:			2,180.80
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	45.40-
551	Chas A. Bernick Inc.	Liquor Store Merchandise	328.00
551	Chas A. Bernick Inc.	Liquor Store Merchandise	156.51
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,212.10
Total 551:			2,651.21
969	Cardmember Service	Lodging - L. Fedor, B. Putzke	227.50
969	Cardmember Service	Hootsuite	5.99
969	Cardmember Service	ICC Membership - M. Fabini	135.00
969	Cardmember Service	Certified Building Official License - M. Small	65.00
969	Cardmember Service	EOC Meals	13.22
969	Cardmember Service	MGFOA Membership - C. Moe	50.00
969	Cardmember Service	Copy Paper	111.96
969	Cardmember Service	AAR Meeting Meals	20.64
969	Cardmember Service	BCA Training - C. Saelens	500.00
969	Cardmember Service	BCA Training - A. Rackow	300.00
Total 969:			1,429.31
970	Cargill, Incorporated	Deicer Salt Ice Cntrl	1,483.78
970	Cargill, Incorporated	Deicer Salt Ice Cntrl	2,954.88
970	Cargill, Incorporated	Deicer Salt Ice Cntrl	2,953.07
Total 970:			7,391.73
1156	City of Mpls Receivables	APS Transaction Fee - February	154.80
Total 1156:			154.80
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	20.70
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	12,307.54
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	1,046.00
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	32.00-
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	70.40-
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	156.00-
Total 1396:			13,115.84
1481	Department of Human Services	Janitor Service - Liquor Store - February	280.00

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 1481:		280.00
1615	DVS Renewal	License Tabs - 15 Ford - Plate 999RNH	11.00
	Total 1615:		11.00
1666	East Central Solid Waste Commis	Mixed Solid Waste	38.65
	Total 1666:		38.65
1681	ECM Publishers, Inc.	Legal Notice - City Council Meeting Minutes	14.63
1681	ECM Publishers, Inc.	Legal Notice - Municipal Airport Advisory Board	4.50
	Total 1681:		19.13
1686	Ecolab Pest Elimination Div.	Air Quality Program and Pest Control - LS	212.94
	Total 1686:		212.94
1791	Epic Products, Inc.	Liquor Store Merchandise	29.00
1791	Epic Products, Inc.	Freight Charge	13.68
1791	Epic Products, Inc.	Liquor Store Merchandise	698.05
	Total 1791:		740.73
1891	Fastenal Company	Misc Operating Supplies - Shop	23.91
	Total 1891:		23.91
1906	Federated Co-ops, Inc.	Propane - Ice Rinks	319.03
	Total 1906:		319.03
1921	Ferguson Waterworks	Misc Operating Supplies - Wastewater	163.74
	Total 1921:		163.74
2046	G & K Services, Inc.	Rug & Towel Rentals - LS	135.41
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	101.23
2046	G & K Services, Inc.	Uniform Rental - Parks	6.79
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform Rental - Parks	5.73
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	106.98
2046	G & K Services, Inc.	Rug & Towel Rentals - Public Works	17.43
	Total 2046:		376.06
2376	Henry's Waterworks Inc.	Meters and Repairs	4,618.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2376:			4,618.00
2486	IBEW Local 110	Union Dues - March	390.00
Total 2486:			390.00
2501	IDEXX Distribution, Inc.	Wastewater Lab Supplies	117.36
Total 2501:			117.36
2636	Minnesota Equipment	Repair & Maint Supplies - Parks	308.84
Total 2636:			308.84
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	569.85
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
Total 2776:			572.85
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,493.90
2796	Johnson Brothers Liquor Co	Freight Charge	26.74
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,927.20
2796	Johnson Brothers Liquor Co	Freight Charge	51.28
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,820.00
2796	Johnson Brothers Liquor Co	Freight Charge	59.68
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,759.30
2796	Johnson Brothers Liquor Co	Freight Charge	48.44
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	65.97
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	97.00-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	38.68-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	65.10-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	6.17-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	13.15-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	16.92-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	31.18-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	.26-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	32.26-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
Total 2796:			9,948.69
2879	KDH Safety Consulting, LLC	Safety Training - City Hall	85.80
2879	KDH Safety Consulting, LLC	Safety Training - Police Dept	85.70
2879	KDH Safety Consulting, LLC	Safety Training - Fire Dept	85.70
2879	KDH Safety Consulting, LLC	Safety Training - Street Dept	85.70
2879	KDH Safety Consulting, LLC	Safety Training - Water Dept	85.70
2879	KDH Safety Consulting, LLC	Safety Training - Wastewater Dept	85.70
2879	KDH Safety Consulting, LLC	Safety Training - Liquor Store	85.70

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2879:			600.00
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	15.00
Total 3056:			15.00
3086	Landworks Construction, Inc.	Snow Removal & Salt/Sand - Liquor Store	277.00
3086	Landworks Construction, Inc.	Snow Removal - City Streets	2,349.00
Total 3086:			2,626.00
3176	LELS	Union Dues - March	539.00
Total 3176:			539.00
3228	Lindberg Law Office, P.A.	Holding Pond Title Opinion	375.00
Total 3228:			375.00
3261	Locators & Supplies Inc.	Misc Operating Supplies - Water	204.43
3261	Locators & Supplies Inc.	Misc Operating Supplies - Wastewater	204.43
Total 3261:			408.86
3461	McDonald Distributing Company	Credit Liquor Merchandise	19.35-
3461	McDonald Distributing Company	Credit Liquor Merchandise	10.00-
3461	McDonald Distributing Company	Credit Liquor Merchandise	15.50-
3461	McDonald Distributing Company	Liquor Store Merchandise	7,185.00
3461	McDonald Distributing Company	Liquor Store Merchandise	312.00
Total 3461:			7,452.15
3521	Menards	Small Tools - Streets	168.94
3521	Menards	Misc Operating Supplies - Wastewater	16.96
3521	Menards	Misc Operating Supplies - Water	9.93
3521	Menards	Small Tools - Streets	168.94-
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	153.20
3521	Menards	Misc Operating Supplies - Streets	79.96
3521	Menards	Small Tools - Wastewater	37.70
3521	Menards	Small Tools - Water	7.99
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	220.28
Total 3521:			526.02
3543	Metro Sales, Inc.	Ricoh MP C2004ex Color Copier Contract Base	67.85
Total 3543:			67.85
3571	Mid America Meter, Inc.	Meters and repair	165.69

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3571:			165.69
3666	Minnesota Child Support Payment	Child Support Withholdings	132.44
3666	Minnesota Child Support Payment	Child Support Withholdings	28.81
Total 3666:			161.25
3727	Minnesota Pump Works	In Shop Repair of Cornell Pump	5,967.80
Total 3727:			5,967.80
3940	Mortland, Darlene	Refund for Overpayment of 2014 Special Asses	9.95
Total 3940:			9.95
4001	MVTL Laboratories Inc.	Testing	87.00
4001	MVTL Laboratories Inc.	Testing	745.50
Total 4001:			832.50
4066	North Central Laboratories	Lab Supplies	745.43
Total 4066:			745.43
4286	Ole's Window Cleaning	Window Cleaning - Liquor Store	138.94
Total 4286:			138.94
4354	Ovivo USA, LLC	Repair & Maint - Plant	1,357.91
Total 4354:			1,357.91
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,480.70
4476	Phillips Wine & Spirits	Freight Charge	24.80
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,742.50
4476	Phillips Wine & Spirits	Freight Charge	40.30
Total 4476:			3,288.30
4799	Replenishment Solutions, Inc.	Liquor Store Merchandise	370.00
4799	Replenishment Solutions, Inc.	Credit Liquor Store Merchandise	280.00-
Total 4799:			90.00
5116	Short, Elliot, Hendrickson Inc	CAMBR City Eng. Services	1,366.50
5116	Short, Elliot, Hendrickson Inc	CAMBR 2018 Streets Design	47,329.35
5116	Short, Elliot, Hendrickson Inc	CAMBR TH 95 PreDesign	280.25
Total 5116:			48,976.10

Vendor	Vendor Name	Description	Net Invoice Amount
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	2.80
5181	Southern Glazer's of MN	Liquor Store Merchandise	1,606.40
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	19.60
5181	Southern Glazer's of MN	Liquor Store Merchandise	808.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	23.80
Total 5181:			2,460.60
5301	Steve's Tire Inc	Repairs and Maint Supplies - Streets	1,631.76
Total 5301:			1,631.76
5391	TM Johnson Bros., Inc.	Maint & Repair Supplies - Liquor Store	176.68
Total 5391:			176.68
5686	U.S. Postal Service	Stamped Envelopes - PD	285.90
Total 5686:			285.90
5751	US Internet	Monthly Internet Fees - April	36.90
5751	US Internet	Monthly Internet Fees - April	36.85
5751	US Internet	Monthly Internet Fees - April	36.85
5751	US Internet	Monthly Internet Fees - April	36.85
Total 5751:			147.45
5801	Verizon Wireless	wireless phone service - PD	993.11
5801	Verizon Wireless	wireless phone service - Fire Dept	70.02
Total 5801:			1,063.13
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	217.88
Total 5816:			217.88
5861	Walmart Community Card	Batteries & Breakroom Supplies	11.56
5861	Walmart Community Card	Office Supplies - LS	109.86
Total 5861:			121.42
5886	Watson Co., Inc.	Liquor Store Merchandise	2,299.78
5886	Watson Co., Inc.	Misc Operating Supplies - LS	227.37
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			2,533.15
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	5,354.57
5891	Breakthru Beverage Minnesota	Freight Charge	64.30

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 5891:		5,418.87
5995	WiMacTel Inc.	WiMac Tel Payphone Advantage Service	60.00
	Total 5995:		60.00
	Grand Totals:		133,759.94

Dated: 3/21/18

City Treasurer: Caroline Moul

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/18	03/21/2018	109886	341	Aspen Mills	101-20100	234.73
03/18	03/21/2018	109887	521	Bellboy Corporation	610-20100	2,180.80
03/18	03/21/2018	109888	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	5,418.87
03/18	03/21/2018	109889	969	Cardmember Service	101-20100	1,429.31
03/18	03/21/2018	109890	970	Cargill, Incorporated	101-20100	7,391.73
03/18	03/21/2018	109891	551	Bernick's	610-20100	2,651.21
03/18	03/21/2018	109892	1156	Minneapolis Finance Department	101-20100	154.80
03/18	03/21/2018	109893	1396	Dahlheimer Beverage, LLC	610-20100	13,115.84
03/18	03/21/2018	109894	1481	Department of Human Services	610-20100	280.00
03/18	03/21/2018	109895	1615	DVS Renewal	101-20100	11.00
03/18	03/21/2018	109896	1666	East Central Solid Waste Commission	101-20100	38.65
03/18	03/21/2018	109897	1681	ECM Publishers, Inc.	211-20100	19.13
03/18	03/21/2018	109898	1686	Ecolab Pest Elimination Div.	610-20100	212.94
03/18	03/21/2018	109899	1791	Epic Products, Inc.	610-20100	740.73
03/18	03/21/2018	109900	1891	Fastenal Company	101-20100	23.91
03/18	03/21/2018	109901	1906	Federated Co-ops, Inc.	101-20100	319.03
03/18	03/21/2018	109902	1921	Ferguson Waterworks #2516	602-20100	163.74
03/18	03/21/2018	109903	2046	G & K Services, Inc.	101-20100	376.06
03/18	03/21/2018	109904	2376	Henry's Waterworks Inc.	601-20100	4,618.00
03/18	03/21/2018	109906	2486	IBEW Local 110	101-20100	390.00
03/18	03/21/2018	109907	2501	IDEXX Distribution, Inc.	602-20100	117.36
03/18	03/21/2018	109908	2776	JJ Taylor Dist. of Minn.	610-20100	572.85
03/18	03/21/2018	109909	2796	Johnson Bros - St Paul	610-20100	9,948.69
03/18	03/21/2018	109910	2879	KDH Safety Consulting, LLC	101-20100	600.00
03/18	03/21/2018	109911	3056	Lake Superior Laundry Inc.	101-20100	15.00
03/18	03/21/2018	109912	3086	Landworks Construction, Inc.	101-20100	2,626.00
03/18	03/21/2018	109913	3176	LELS	101-20100	539.00
03/18	03/21/2018	109914	3228	Lindberg Law Office, P.A.	603-20100	375.00
03/18	03/21/2018	109915	3261	Locators & Supplies Inc.	602-20100	408.86
03/18	03/21/2018	109916	3461	McDonald Distributing Company	610-20100	7,452.15
03/18	03/21/2018	109917	3521	Menards	101-20100	526.02
03/18	03/21/2018	109918	3543	Metro Sales, Inc.	101-20100	67.85
03/18	03/21/2018	109919	3571	Mid America Meter, Inc.	601-20100	165.69
03/18	03/21/2018	109920	3666	Minnesota Child Support Payment Cente	101-20100	161.25
03/18	03/21/2018	109921	2636	Minnesota Equipment	101-20100	308.84
03/18	03/21/2018	109922	3727	Minnesota Pump Works	704-20100	5,967.80
03/18	03/21/2018	109923	3940	Darlene Mortland	372-20100	9.95
03/18	03/21/2018	109924	4001	Minnesota Valley Testing Labs	602-20100	832.50
03/18	03/21/2018	109925	4066	NCL of Wisconsin, Inc.	602-20100	745.43
03/18	03/21/2018	109927	4286	Ole's Window Cleaning	610-20100	138.94
03/18	03/21/2018	109928	4354	Ovivo USA, LLC	602-20100	1,357.91
03/18	03/21/2018	109929	4476	Phillips St Paul	610-20100	3,288.30
03/18	03/21/2018	109930	4799	Replenishment Solutions, Inc.	610-20100	90.00
03/18	03/21/2018	109931	5116	Short, Elliot, Hendrickson Inc	221-20100	48,976.10
03/18	03/21/2018	109932	5181	Southern Glazer's of MN	610-20100	2,460.60
03/18	03/21/2018	109933	5301	Steve's Tire Inc	101-20100	1,631.76
03/18	03/21/2018	109934	5391	TM Johnson Bros., Inc.	610-20100	176.68
03/18	03/21/2018	109935	5686	U.S. Postal Service	101-20100	285.90
03/18	03/21/2018	109936	5751	US Internet	602-20100	147.45
03/18	03/21/2018	109937	5801	Verizon Wireless	101-20100	1,063.13
03/18	03/21/2018	109938	5816	Viking Coca-Cola Bottling Co	610-20100	217.88
03/18	03/21/2018	109939	5861	Walmart Community/SYNCB	610-20100	121.42
03/18	03/21/2018	109940	5886	Watson Co., Inc.	610-20100	2,533.15
03/18	03/21/2018	109941	5995	WiMacTel Inc.	211-20100	60.00
Grand Totals:						133,759.94

Vendor	Vendor Name	Description	Net Invoice Amount
175	Amazon Capital Services, Inc.	Office Supplies - Streets	16.66
175	Amazon Capital Services, Inc.	Office Supplies - Water	16.66
175	Amazon Capital Services, Inc.	Office Supplies - Wastewater	16.66
Total 175:			49.98
319	Artisan Beer Company	Liquor Store Merchandise	56.50
Total 319:			56.50
397	Axon Enterprise, Inc.	Small Tools & Minor Equipment - Police	1,873.00
Total 397:			1,873.00
551	Chas A. Bernick Inc.	Liquor Store Merchandise	145.51
551	Chas A. Bernick Inc.	Liquor Store Merchandise	3,002.15
Total 551:			3,147.66
797	C & L Distributing	Liquor Store Merchandise	57.00
Total 797:			57.00
1246	Commissioner of Transportation	Chip Imker Memorial Signs	2,043.20
Total 1246:			2,043.20
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	14,703.75
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	135.40
Total 1396:			14,839.15
1614	Dybvig, Monte	Planning Comm Mtgs - 1st Qtr 2018	35.00
Total 1614:			35.00
1631	Earl F. Andersen, Inc.	Signs - Streets	96.70
Total 1631:			96.70
1681	ECM Publishers, Inc.	Legal Notice - Planning Commission Meeting	9.00
Total 1681:			9.00
1804	Erickson, Robert (Bob)	Planning Comm Mtgs - 1st Qtr 2018	35.00
Total 1804:			35.00
1906	Federated Co-ops, Inc.	Propane	59.99

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1906:			59.99
2046	G & K Services, Inc.	Rug Rentals - LS	77.91
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	118.75
2046	G & K Services, Inc.	Uniform Rental - Parks	6.79
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform Rental - Parks	5.73
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	107.24
2046	G & K Services, Inc.	Rug Rentals - Public Works	14.43
Total 2046:			333.34
2218	Grell, Brandon	Planning Comm Mtgs - 1st Qtr 2018	35.00
Total 2218:			35.00
2305	Harder-Chapman, Marisa	Parks, Trails, & Rec Comm Mtgs - 1st Qtr 2018	70.00
Total 2305:			70.00
2341	Hawkins, Inc.	Chemicals - Wastewater	957.00
2341	Hawkins, Inc.	Chemicals - Wastewater	720.60
Total 2341:			1,677.60
2518	Immel, Julie	Planning Comm Mtgs - 1st Qtr 2018	70.00
Total 2518:			70.00
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	521.65
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
Total 2776:			524.65
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,145.53
2796	Johnson Brothers Liquor Co	Freight Charge	12.99
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	132.40
2796	Johnson Brothers Liquor Co	Freight Charge	6.20
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,752.90
2796	Johnson Brothers Liquor Co	Freight Charge	68.46
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	740.50
2796	Johnson Brothers Liquor Co	Freight Charge	26.35
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	81.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	696.00
2796	Johnson Brothers Liquor Co	Freight Charge	9.30
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,703.30
2796	Johnson Brothers Liquor Co	Freight Charge	57.35
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	109.95
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	120.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2796:			7,662.23
2850	K & B Solutions LLC	Promotional Events - Police	272.35
2850	K & B Solutions LLC	Promotional Events - Police	301.35
Total 2850:			573.70
2952	Klossner, Kelli	Parks, Trails, & Rec Comm Mtgs - 1st Qtr 2018	105.00
Total 2952:			105.00
2979	Keop, Tom	Parks, Trails, & Rec Comm Mtgs - 1st Qtr 2018	70.00
Total 2979:			70.00
3131	Leaf's Towing and Recovery	Towing Service - #1205	85.00
Total 3131:			85.00
3267	Lompian Wines, LLC	Liquor Store Merchandise	1,308.00
3267	Lompian Wines, LLC	Delivery Fee	70.00
Total 3267:			1,378.00
3409	Martin Calibration	Pressure/Vacuum Gage	40.50
Total 3409:			40.50
3461	McDonald Distributing Company	Maintenance & Repair Supplies - Liquor Store	187.91
3461	McDonald Distributing Company	Liquor Store Merchandise	13,269.68
Total 3461:			13,457.59
3521	Menards	Repair & Maint - Plant	12.22
3521	Menards	Misc Operating Supplies - Wastewater	48.27
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	179.16
3521	Menards	Misc Operating Supplies - Parks	8.73
3521	Menards	Repair & Maint Supplies - Shop	14.99
3521	Menards	Misc Operating Supplies - Wastewater	39.84
3521	Menards	Misc Operating Supplies - Water	124.72
3521	Menards	Small Tools - Water	24.98
Total 3521:			452.91
3876	Minnesota Pollution Control Agen	Industrial Stormwater Annual Permit Fee - Airpo	400.00
3876	Minnesota Pollution Control Agen	Wastewater Individual Annual Permit Fee	5,900.00
Total 3876:			6,300.00
3996	Mood Media	Mood Media Services - LS	589.43

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3996:			589.43
4011	NAC Mechanical & Electrical	Repairs & Maint Labor Bldgs - Work Id 225947	3,060.97
Total 4011:			3,060.97
4088	Nelson, Robert	Planning Comm Mtgs - 1st Qtr 2018	35.00
Total 4088:			35.00
4312	Olson's Sewer Service, Inc.	High Pressure Water Jetting - Airport	650.00
Total 4312:			650.00
4426	Paustis Wine Company	Liquor Store Merchandise	1,414.75
4426	Paustis Wine Company	Freight Charge	20.00
Total 4426:			1,434.75
4476	Phillips Wine & Spirits	Liquor Store Merchandise	598.25
4476	Phillips Wine & Spirits	Freight Charge	9.30
4476	Phillips Wine & Spirits	Liquor Store Merchandise	404.00
4476	Phillips Wine & Spirits	Freight Charge	12.40
Total 4476:			1,023.95
4749	Red Bull Distribution Company, In	Liquor Store Merchandise	261.50
Total 4749:			261.50
4844	Robert C. Roby	Hearing Officer Services	1,530.00
Total 4844:			1,530.00
4956	Sandstone Distributing Company	Liquor Store Merchandise	300.20
4956	Sandstone Distributing Company	Freight Charge	5.75
Total 4956:			305.95
5181	Southern Glazer's of MN	Liquor Store Merchandise	776.71
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	7.23
5181	Southern Glazer's of MN	Liquor Store Merchandise	641.71
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	18.20
Total 5181:			1,443.85
5324	Struss, Chad	Planning Comm Mtgs - 1st Qtr 2018	70.00
Total 5324:			70.00

Vendor	Vendor Name	Description	Net Invoice Amount
5327	Stylski, Mike	Planning Comm Mtgs - 1st Qtr 2018	35.00
	Total 5327:		35.00
5446	The American Bottling Company	Liquor Store Merchandise	398.56
	Total 5446:		398.56
5516	Capitol Beverage Sales L.P.	Liquor Store Merchandise	673.00
	Total 5516:		673.00
5541	Titan Machinery	Repair & Maint Supp - Vehicles	1,469.87
	Total 5541:		1,469.87
5691	U.S. Water Services, Inc	Chemicals	5,361.44
	Total 5691:		5,361.44
5801	Verizon Wireless	wireless phone service - Maintenance Dept	25.79
5801	Verizon Wireless	wireless phone service - Bldg Dept	205.88
5801	Verizon Wireless	wireless phone service - Wastewater	99.75
	Total 5801:		331.42
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	371.21
	Total 5816:		371.21
5831	Vinocopia	Liquor Store Merchandise	1,381.79
5831	Vinocopia	Freight Charge	24.00
	Total 5831:		1,405.79
5886	Watson Co., Inc.	Liquor Store Merchandise	3,117.78
5886	Watson Co., Inc.	Misc Operating Supplies - LS	209.73
5886	Watson Co., Inc.	Freight Charge	6.00
5886	Watson Co., Inc.	Liquor Store Merchandise	44.00
	Total 5886:		3,377.51
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	8,937.86
5891	Breakthru Beverage Minnesota	Freight Charge	67.85
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	192.00
5891	Breakthru Beverage Minnesota	Freight Charge	3.45
	Total 5891:		9,201.16
5910	Weiler, Arianna	Planning Comm Mtgs - 1st Qtr 2018	35.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5910:			35.00
5922	Wendorf, Barry	Parks, Trails, & Rec Comm Mtgs - 1st Qtr 2018	105.00
Total 5922:			105.00
6001	Wine Merchants	Liquor Store Merchandise	611.00
6001	Wine Merchants	Freight Charge	13.95
Total 6001:			624.95
6082	Ziebarth, Mark N	Parks, Trails, & Rec Comm Mtgs - 1st Qtr 2018	70.00
Total 6082:			70.00
Grand Totals:			89,003.01

Dated: 3/28/18

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/18	03/28/2018	109942	175	Amazon Capital Services, Inc.	101-20100	49.98
03/18	03/28/2018	109943	319	Artisan	610-20100	56.50
03/18	03/28/2018	109944	397	Axon Enterprise, Inc.	101-20100	1,873.00
03/18	03/28/2018	109945	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	9,201.16
03/18	03/28/2018	109946	797	C & L Distributing	610-20100	57.00
03/18	03/28/2018	109947	5516	Capitol Beverage Sales L.P.	610-20100	673.00
03/18	03/28/2018	109948	551	Bernick's	610-20100	3,147.66
03/18	03/28/2018	109949	1246	Commissioner of Transportation	101-20100	2,043.20
03/18	03/28/2018	109950	1396	Dahlheimer Beverage, LLC	610-20100	14,839.15
03/18	03/28/2018	109951	1614	Monte Dybvig	101-20100	35.00
03/18	03/28/2018	109952	1631	Earl F. Andersen, Inc.	101-20100	96.70
03/18	03/28/2018	109953	1681	ECM Publishers, Inc.	101-20100	9.00
03/18	03/28/2018	109955	1804	Robert (Bob) Erickson	101-20100	35.00
03/18	03/28/2018	109956	1906	Federated Co-ops, Inc.	101-20100	59.99
03/18	03/28/2018	109957	2046	G & K Services, Inc.	101-20100	333.34
03/18	03/28/2018	109958	2218	Brandon Grell	101-20100	35.00
03/18	03/28/2018	109959	2305	Marisa Harder-Chapman	101-20100	70.00
03/18	03/28/2018	109960	2341	Hawkins, Inc.	602-20100	1,677.60
03/18	03/28/2018	109962	2518	Julie Immel	101-20100	70.00
03/18	03/28/2018	109963	2776	JJ Taylor Dist. of Minn.	610-20100	524.65
03/18	03/28/2018	109964	2796	Johnson Bros - St Paul	610-20100	7,662.23
03/18	03/28/2018	109965	2850	K & B Solutions LLC	101-20100	573.70
03/18	03/28/2018	109966	2952	Kelli Klossner	101-20100	105.00
03/18	03/28/2018	109967	2979	Tom Koep	101-20100	70.00
03/18	03/28/2018	109969	3131	Leaf's Towing and Recovery	101-20100	85.00
03/18	03/28/2018	109970	3267	Lompian Wines, LLC	610-20100	1,378.00
03/18	03/28/2018	109972	3409	Martin Calibration	601-20100	40.50
03/18	03/28/2018	109973	3461	McDonald Distributing Company	610-20100	13,457.59
03/18	03/28/2018	109974	3521	Menards	601-20100	452.91
03/18	03/28/2018	109976	3876	MPCA	602-20100	6,300.00
03/18	03/28/2018	109978	3996	Mood Media	610-20100	589.43
03/18	03/28/2018	109980	4011	NAC Mechanical & Electrical	101-20100	3,060.97
03/18	03/28/2018	109981	4088	Robert Nelson	101-20100	35.00
03/18	03/28/2018	109982	4312	Olson's Sewer Service, Inc.	211-20100	650.00
03/18	03/28/2018	109983	4426	Paustis Wine Company	610-20100	1,434.75
03/18	03/28/2018	109984	4476	Phillips St Paul	610-20100	1,023.95
03/18	03/28/2018	109986	4749	Red Bull Distribution Company, Inc.	610-20100	261.50
03/18	03/28/2018	109987	4844	Minnesota Mediation Services, LLC	101-20100	1,530.00
03/18	03/28/2018	109988	4956	Sandstone Distributing Company	610-20100	305.95
03/18	03/28/2018	109989	5181	Southern Glazer's of MN	610-20100	1,443.85
03/18	03/28/2018	109990	5324	Chad Struss	101-20100	70.00
03/18	03/28/2018	109991	5327	Mike Stylski	101-20100	35.00
03/18	03/28/2018	109992	5446	The American Bottling Company	610-20100	398.56
03/18	03/28/2018	109993	5541	Titan Machinery	101-20100	1,469.87
03/18	03/28/2018	109994	5691	U.S. Water Services	602-20100	5,361.44
03/18	03/28/2018	109995	5801	Verizon Wireless	602-20100	331.42
03/18	03/28/2018	109996	5816	Viking Coca-Cola Bottling Co	610-20100	371.21
03/18	03/28/2018	109997	5831	Vinocopia	610-20100	1,405.79
03/18	03/28/2018	109998	5886	Watson Co., Inc.	610-20100	3,377.51
03/18	03/28/2018	109999	5910	Arianna Weiler	101-20100	35.00
03/18	03/28/2018	110000	5922	Barry Wendorf	101-20100	105.00
03/18	03/28/2018	110001	6001	Wine Merchants	610-20100	624.95
03/18	03/28/2018	110002	6082	Mark N Ziebarth	101-20100	70.00

Grand Totals:

89,003.01

Vendor	Vendor Name	Description	Net Invoice Amount
165	Allina Health	Heartsafe Package	1,500.00
Total 165:			1,500.00
175	Amazon Capital Services, Inc.	Office Supplies Credit - Police Dept	155.48-
175	Amazon Capital Services, Inc.	Office Supplies - Admin	105.11
175	Amazon Capital Services, Inc.	Office Supplies - Water	124.20
175	Amazon Capital Services, Inc.	Office Supplies - Wastewater	124.21
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Wastewater	129.28
Total 175:			327.32
341	Aspen Mills	Uniform Allowance - Fire Dept	128.80
341	Aspen Mills	Uniform Allowance - Fire Dept	137.65
341	Aspen Mills	Uniform Allowance - Reserves	61.90
341	Aspen Mills	Uniform Allowance - Reserves	35.40
Total 341:			363.75
424	Bankshot Sports Organization	Shoot-Around Bankshot Recreational System	8,375.00
Total 424:			8,375.00
521	Bellboy Corporation	Liquor Store Merchandise	1,913.55
521	Bellboy Corporation	Liquor Store Merchandise	144.78
Total 521:			2,058.33
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	1,568.00-
551	Chas A. Bernick Inc.	Liquor Store Merchandise	552.00
551	Chas A. Bernick Inc.	Liquor Store Merchandise	76.75
551	Chas A. Bernick Inc.	Liquor Store Merchandise	1,748.30
Total 551:			809.05
615	BME Lab and Science	Calib/Maint Autoclave - Temperature Dist Test	560.00
Total 615:			560.00
766	Bureau of Crim. Apprehension	CJDN Access Fee (State GF & BCA)	270.00
Total 766:			270.00
969	Cardmember Service	Misc Operating Supplies - Fire Dept	179.02
969	Cardmember Service	Meals - Fire Dept	199.80
969	Cardmember Service	Training Materials - Fire Dept	8.06
969	Cardmember Service	Meals - EOC	27.75
Total 969:			414.63
1236	Comm of MMB, Treas Div	Admin Traffic Citation Fines - March	380.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1236:			380.00
1336	Crystal Springs Ice	Liquor Store Merchandise	173.68
Total 1336:			173.68
1356	Cub Foods Cambridge #31574	Meals - Council Meeting	31.43
1356	Cub Foods Cambridge #31574	Office Supplies	7.99
Total 1356:			39.42
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	14,185.70
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	23,437.79
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	84.70
Total 1396:			37,538.79
1681	ECM Publishers, Inc.	Legal Notice - City Council Meeting Minutes	9.00
1681	ECM Publishers, Inc.	Legal Notice - Ordinance No 666	6.75
1681	ECM Publishers, Inc.	Legal Notice - Ordinance No 667	6.75
1681	ECM Publishers, Inc.	Legal Notice - Ordinance No 668	6.75
1681	ECM Publishers, Inc.	Legal Notice - Ordinance No 669	5.63
1681	ECM Publishers, Inc.	Legal Notice - Ordinance No 670	5.63
1681	ECM Publishers, Inc.	Legal Notice - Ordinance No 671	6.75
1681	ECM Publishers, Inc.	Legal Notice - Ordinance No 665	41.63
1681	ECM Publishers, Inc.	Legal Notice - Towing Contract	12.38
Total 1681:			101.27
1763	Emergency Response Solutions	SCBA Flow Test & Stand alone Face Piece Tes	1,544.00
Total 1763:			1,544.00
1767	Engaged Public	Subscription Balancing Act PRO & Taxpayer Re	2,388.00
Total 1767:			2,388.00
1790	EPA Audio Visual Inc.	Touch Screen Monitor - EOC	5,745.01
Total 1790:			5,745.01
1941	Fire Equipment Specialties, Inc	Uniform - Helmets	812.00
Total 1941:			812.00
2046	G & K Services, Inc.	Rug Rentals - LS	77.91
2046	G & K Services, Inc.	Rug Rentals - City Hall	16.56
2046	G & K Services, Inc.	Rug Rentals - Police Dept	17.04
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	101.23
2046	G & K Services, Inc.	Uniform Rental - Parks	6.79

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform Rental - Parks	5.73
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	106.98
2046	G & K Services, Inc.	Rug Rentals - Public Works	17.43
Total 2046:			352.16
2182	Grape Beginnings, Inc.	Liquor Store Merchandise	1,005.00
2182	Grape Beginnings, Inc.	Freight	18.00
Total 2182:			1,023.00
2271	Hach Company	Wastewater Lab Supplies	920.03
Total 2271:			920.03
2381	Herman's Bakery	Cake - Employee Recognition	20.00
Total 2381:			20.00
2681	Isanti County Sheriff's Office	2018 SWAT Team Membership	1,000.00
Total 2681:			1,000.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	15,173.55
2796	Johnson Brothers Liquor Co	Freight Charge	297.75
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,357.15
2796	Johnson Brothers Liquor Co	Freight Charge	77.49
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	913.48
2796	Johnson Brothers Liquor Co	Freight Charge	11.87
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	104.00
2796	Johnson Brothers Liquor Co	Freight Charge	4.65
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,882.02
2796	Johnson Brothers Liquor Co	Freight Charge	151.88
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	43.98
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	284.00
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	27.00
Total 2796:			24,274.82
2926	Killmer Electric Co., Inc.	Street Light and Signal Repair	2,228.00
Total 2926:			2,228.00
2931	Kimball Midwest	Small Tools & Equipment - Street Dept	78.76
2931	Kimball Midwest	Repair & Maint Supplies	76.03
2931	Kimball Midwest	Repair & Maint Supplies	76.03
Total 2931:			230.82
2986	Konica Minolta Business	BIZHUB C654 Printer/Copier - Qtrly Agreement	1,796.87

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 2986:		1,796.87
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	15.00
	Total 3056:		15.00
3098	Larson, Erica	Refund for Overpayment of Final Water Bill 1-59	2.91
	Total 3098:		2.91
3409	Martin Calibration	Misc Professional Services - Water	40.50
	Total 3409:		40.50
3461	McDonald Distributing Company	Liquor Store Merchandise	460.00
3461	McDonald Distributing Company	Liquor Store Merchandise	124.25
	Total 3461:		584.25
3521	Menards	Small Tools - Parks	53.49
3521	Menards	Misc Operating Supplies - Parks	11.20
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	66.45
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	11.67
3521	Menards	Misc Operating Supplies - Parks	23.93
3521	Menards	Misc Operating Supplies - Streets	36.96
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	205.39
3521	Menards	Misc Operating Supplies - Ice Rink	12.49
3521	Menards	Misc Operating Supplies - Fire	12.76
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	177.60
3521	Menards	Misc Operating Supplies - Streets	21.73
3521	Menards	Misc Operating Supplies - Streets	3.96
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	44.40-
	Total 3521:		593.23
3546	MHSRC/Range	Firefighters Classroom	400.00
	Total 3546:		400.00
3566	MicroBiologics, Inc.	Lab Supplies	421.76
	Total 3566:		421.76
3666	Minnesota Child Support Payment	Child Support Withholdings	132.44
	Total 3666:		132.44
3686	Minnesota Department of Health	1300002 Community Water Supply Service Con	4,554.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3686:			4,554.00
3758	MnFIAM Book Sales	Books/Publications	156.00
Total 3758:			156.00
4001	MVTL Laboratories Inc.	Testing	392.00
4001	MVTL Laboratories Inc.	Testing	40.00
Total 4001:			432.00
4011	NAC Mechanical & Electrical	Repairs & Maint Labor Bldgs - Work Id 230413	387.00
Total 4011:			387.00
4066	North Central Laboratories	Lab Supplies	621.51
Total 4066:			621.51
4071	NCPERS Minnesota	Group Vol Life Ins - PERA	368.00
Total 4071:			368.00
4091	New France Wine	Liquor Store Merchandise	468.00
4091	New France Wine	Freight Charge	6.00
Total 4091:			474.00
4129	Nohava, Christina	Refund for Overpayment of Final Water Bill 100	135.55
Total 4129:			135.55
4171	Northern Business Products, Inc.	Copy Paper	35.96
4171	Northern Business Products, Inc.	Office Supplies - PD	25.14
4171	Northern Business Products, Inc.	Office Supplies - PD	147.68
Total 4171:			208.78
4321	O'Reilly Automotive Inc.	Repair & Maint Supplies - PD	45.48
Total 4321:			45.48
4322	Onsite Medical Service, Inc.	Hearing Testing - Public Works	62.33
4322	Onsite Medical Service, Inc.	Hearing Testing - Water	62.33
4322	Onsite Medical Service, Inc.	Hearing Testing - Wastewater	62.34
4322	Onsite Medical Service, Inc.	Hearing Testing - Police	121.00
4322	Onsite Medical Service, Inc.	Hearing Testing, SCBA Exam, Fit-Testing - Fire	3,621.00
4322	Onsite Medical Service, Inc.	SCBA Exam & Fit-Testing - Wastewater	690.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4322:			4,619.00
4476	Phillips Wine & Spirits	Liquor Store Merchandise	4,075.99
4476	Phillips Wine & Spirits	Freight Charge	73.49
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,603.55
4476	Phillips Wine & Spirits	Freight Charge	127.86
Total 4476:			7,880.89
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	.09
5181	Southern Glazer's of MN	Liquor Store Merchandise	25,980.67
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	267.35
5181	Southern Glazer's of MN	Liquor Store Merchandise	3,825.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	39.20
5181	Southern Glazer's of MN	Liquor Store Merchandise	3,396.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	35.00
5181	Southern Glazer's of MN	Liquor Store Merchandise	2,850.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	38.50
5181	Southern Glazer's of MN	Liquor Store Merchandise	9,450.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	151.20
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	16.80
5181	Southern Glazer's of MN	Liquor Store Merchandise	2,748.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	51.80
5181	Southern Glazer's of MN	Liquor Store Merchandise	480.00
Total 5181:			49,329.61
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	1,459.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	2,918.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	4,377.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	2,918.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	729.50
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	21,885.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	1,459.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	12,634.94
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	2,918.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	5,339.94
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	9,746.12
5191	St. Paul Electrical Workers Health	Health Insurance Premium - May	5,836.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - T. Hanson	1,598.00
Total 5191:			73,818.50
5256	Star 95 Car Wash & Detailing	Fire Dept Vehicle Washes	8.50
Total 5256:			8.50
5316	Strategic Insights Inc.	Capital Planning Software Upgrade	700.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5316:			700.00
5336	Sunshine Printing	Envelopes - Police Dept	67.35
Total 5336:			67.35
5391	TM-Johnson Bros., Inc.	Maint & Repair Supplies - Liquor Store	176.68
Total 5391:			176.68
5491	The Wine Company	Liquor Store Merchandise	1,768.00
5491	The Wine Company	Freight charge	85.00
Total 5491:			1,853.00
5581	Total Control Systems, Inc.	Repair & Maint - Plant	264.70
5581	Total Control Systems, Inc.	Repair & Maint - Plant	522.40
5581	Total Control Systems, Inc.	Repair & Maint - Water Plant	2,319.41
Total 5581:			3,106.51
5624	TransUnion Risk & Alternative	TLOxp Transactional	25.00
Total 5624:			25.00
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	328.53
Total 5816:			328.53
5878	Waste Management	Dumpster Service & Recycle - Streets	219.19
5878	Waste Management	Dumpster Service & Recycle - Water	116.32
5878	Waste Management	Dumpster Service & Recycle - Wastewater	116.36
5878	Waste Management	Dumpster Service & Recycle - Liquor Store	116.35
Total 5878:			568.22
5886	Watson Co., Inc.	Credit - Operating Supplies	27.00-
5886	Watson Co., Inc.	Credit - Operating Supplies	90.21-
5886	Watson Co., Inc.	Liquor Store Merchandise	2,735.71
5886	Watson Co., Inc.	Misc Operating Supplies - LS	297.67
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			2,922.17
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	2,056.54
5891	Breakthru Beverage Minnesota	Freight Charge	18.79
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	2,230.80
5891	Breakthru Beverage Minnesota	Freight Charge	31.15
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	130.50
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	55.95

Vendor	Vendor Name	Description	Net Invoice Amount
5891	Breakthru Beverage Minnesota	Freight Charge	3.45
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	36.70-
5891	Breakthru Beverage Minnesota	Credit - Freight Charge	.48-
Total 5891:			4,490.00
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
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:			4,223.38
6047	Yellow Pages United	Directory Listing - Northbound Liquor	396.00
Total 6047:			396.00
Grand Totals:			259,331.70

Dated: 4/4/18

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/18	04/04/2018	110003	165	Allina Health System	101-20100	1,500.00
04/18	04/04/2018	110004	175	Amazon Capital Services, Inc.	602-20100	327.32
04/18	04/04/2018	110005	341	Aspen Mills	101-20100	363.75
04/18	04/04/2018	110006	424	Bankshot Sports Organization	415-20100	8,375.00
04/18	04/04/2018	110007	521	Bellboy Corporation	610-20100	2,058.33
04/18	04/04/2018	110008	615	BME Lab and Science	602-20100	560.00
04/18	04/04/2018	110009	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	4,490.00
04/18	04/04/2018	110010	766	Bureau of Crim. Apprehension	101-20100	270.00
04/18	04/04/2018	110011	969	Cardmember Service	101-20100	414.63
04/18	04/04/2018	110012	551	Bernick's	610-20100	809.05
04/18	04/04/2018	110013	1236	Comm of MMB, Treas Div	213-20100	380.00
04/18	04/04/2018	110014	1336	Crystal Springs Ice	610-20100	173.68
04/18	04/04/2018	110015	1356	Cub Foods Cambridge #31574	101-20100	39.42
04/18	04/04/2018	110016	1396	Dahlheimer Beverage, LLC	610-20100	37,538.79
04/18	04/04/2018	110017	1681	ECM Publishers, Inc.	101-20100	101.27
04/18	04/04/2018	110018	1763	Emergency Response Solutions	101-20100	1,544.00
04/18	04/04/2018	110019	1767	Engaged Public	101-20100	2,388.00
04/18	04/04/2018	110020	1790	EPA Audio Visual Inc.	417-20100	5,745.01
04/18	04/04/2018	110021	1941	Fire Equipment Specialties, Inc	101-20100	812.00
04/18	04/04/2018	110022	2046	G & K Services, Inc.	101-20100	352.16
04/18	04/04/2018	110023	2182	Grape Beginnings, Inc.	610-20100	1,023.00
04/18	04/04/2018	110024	2271	Hach Company	602-20100	920.03
04/18	04/04/2018	110025	2381	Herman's Bakery	101-20100	20.00
04/18	04/04/2018	110027	2681	Isanti County Sheriff's Office	101-20100	1,000.00
04/18	04/04/2018	110028	2796	Johnson Bros - St Paul	610-20100	24,274.82
04/18	04/04/2018	110029	2926	Killmer Electric Co., Inc.	604-20100	2,228.00
04/18	04/04/2018	110030	2931	Kimball Midwest	602-20100	230.82
04/18	04/04/2018	110031	2986	Konica Minolta Business	101-20100	1,796.87
04/18	04/04/2018	110032	3056	Lake Superior Laundry Inc.	101-20100	15.00
04/18	04/04/2018	110033	3098	Erica Larson	601-20100	2.91
04/18	04/04/2018	110034	3409	Martin Calibration	601-20100	40.50
04/18	04/04/2018	110035	3461	McDonald Distributing Company	610-20100	584.25
04/18	04/04/2018	110037	3521	Menards	101-20100	593.23
04/18	04/04/2018	110038	3546	MHSRC/Range	101-20100	400.00
04/18	04/04/2018	110039	3566	MicroBiologics, Inc.	602-20100	421.76
04/18	04/04/2018	110040	3666	Minnesota Child Support Payment Cente	101-20100	132.44
04/18	04/04/2018	110041	3686	Minnesota Department of Health	601-20100	4,554.00
04/18	04/04/2018	110042	3758	MnFIAM Book Sales	101-20100	156.00
04/18	04/04/2018	110043	4001	Minnesota Valley Testing Labs	602-20100	432.00
04/18	04/04/2018	110044	4011	NAC Mechanical & Electrical	101-20100	387.00
04/18	04/04/2018	110045	4071	NCPERS Minnesota	101-20100	368.00
04/18	04/04/2018	110046	4091	New France Wine	610-20100	474.00
04/18	04/04/2018	110047	4129	Christina Nohava	601-20100	135.55
04/18	04/04/2018	110048	4066	NGL of Wisconsin, Inc.	602-20100	621.51
04/18	04/04/2018	110049	4171	Northern Business Products, Inc.	101-20100	208.78
04/18	04/04/2018	110051	4322	Onsite Medical Service, Inc.	602-20100	4,619.00
04/18	04/04/2018	110052	4321	O'Reilly Auto Parts	101-20100	45.48
04/18	04/04/2018	110053	4476	Phillips St Paul	610-20100	7,880.89
04/18	04/04/2018	110054	5181	Southern Glazer's of MN	610-20100	49,329.61
04/18	04/04/2018	110055	5191	SPEW Health Plan	101-20100	73,818.50
04/18	04/04/2018	110056	5256	Star 95 Car Wash & Detailing	101-20100	8.50
04/18	04/04/2018	110057	5316	Strategic Insights Inc.	101-20100	700.00
04/18	04/04/2018	110058	5336	Sunshine Printing	101-20100	67.35
04/18	04/04/2018	110059	5491	The Wine Company	610-20100	1,853.00
04/18	04/04/2018	110060	5391	TM Johnson Bros., Inc.	610-20100	176.68
04/18	04/04/2018	110061	5581	Total Control Systems, Inc.	601-20100	3,106.51
04/18	04/04/2018	110062	5624	TransUnion Risk & Alternative	101-20100	25.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/18	04/04/2018	110063	5816	Viking Coca-Cola Bottling Co	610-20100	328.53
04/18	04/04/2018	110064	5878	Waste Management of WI-MN	101-20100	568.22
04/18	04/04/2018	110065	5886	Watson Co., Inc.	610-20100	2,922.17
04/18	04/04/2018	110066	5965	White Bear IT Solutions LLC	101-20100	4,223.38
04/18	04/04/2018	110067	6047	Yellow Pages United	610-20100	396.00
Grand Totals:						<u>259,331.70</u>

4C Approve Resolution R18-024 Calling for a Public Hearing Related to Economic Development Housing District

April 16, 2018

Author: Stan Gustafson

Background

The Community Development Department is working with a land owner and contractor to establish an Economic Development Housing District in Cambridge. The Housing District is needed to assist with housing development for one 50 unit 55 plus age apartment unit and one 36 unit general occupancy apartment building.

A public hearing is required as a part of this process and City Council is being asked to schedule the public hearing for May 21, 2018 at approximately 6:00 pm.

Type of Public Hearing	Recommended Date	Recommended Time
Proposed Modification to the Development program for Development District No. 6	May 16, 2018	Approximately 6:00 pm

City Council Action

Approve Resolution # R18-024 Setting May 16, 2018 as the public hearing date on the Proposed Modification to the Development Program for Development District No. 6, the proposed establishment of Tax Increment Financing District No. 6-20, and the adoption of the Tax Increment Financing Plan.

Attachments

Resolution R18-024

CITY OF CAMBRIDGE
ISANTI COUNTY
STATE OF MINNESOTA

RESOLUTION NO. R18-024

**RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY COUNCIL
ON THE PROPOSED MODIFICATION TO THE DEVELOPMENT PROGRAM
FOR DEVELOPMENT DISTRICT NO. 6 AND THE PROPOSED
ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 6-20
THEREIN AND THE ADOPTION OF THE TAX INCREMENT FINANCING
PLAN THEREFOR.**

BE IT RESOLVED by the City Council (the "Council") for the City of Cambridge, Minnesota (the "City"), as follows:

Section 1. Public Hearing. This Council shall meet on May 21, 2018, at approximately 6:00 P.M., to hold a public hearing on the proposed Modification to the Development Program for Development District No. 6 (the "Development Program Modification"), the proposed establishment of Tax Increment Financing District No. 6-20 (a housing district), and the proposed adoption of a Tax Increment Financing Plan (the "TIF Plan") therefor, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 to 469.133, and Sections 469.174 to 469.1794, inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City; and

Section 2. Notice of Public Hearing, Filing of Development Program Modification and TIF Plan. City staff is authorized and directed to work with Ehlers to prepare the Development Program Modification and TIF Plan for Tax Increment Financing District No. 6-20, and to forward documents to the appropriate taxing jurisdictions including Isanti County and Independent School District No. 911. The City Administrator is authorized and directed to cause notice of the hearing, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, nor more than 30, days prior to May 21, 2018, and to place a copy of the Development Program Modification and TIF Plan on file in the City Administrator's office at City Hall and to make such copy available for inspection by the public.

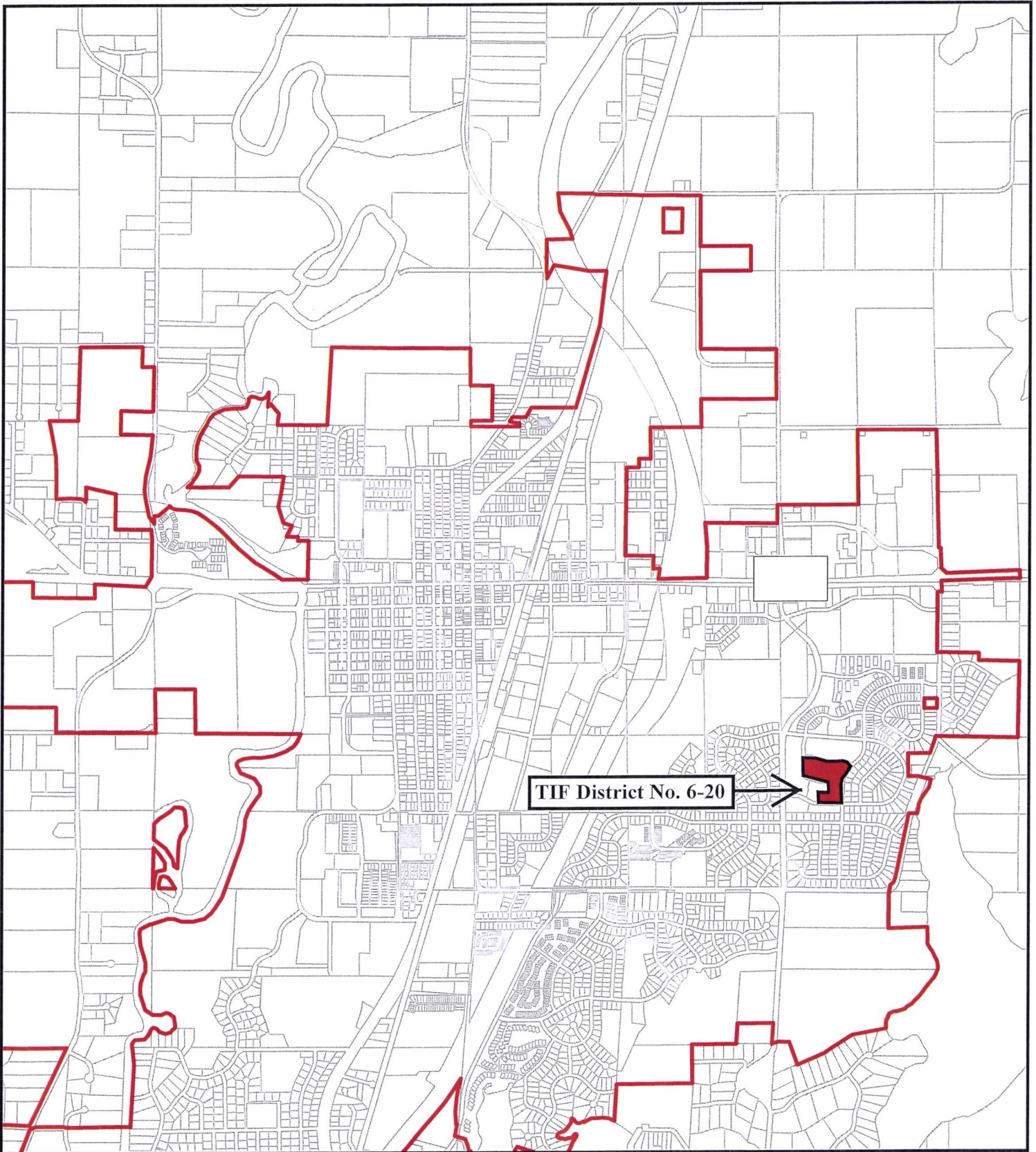
Dated: April 16, 2018

Adopted:

Marlys Palmer, Mayor

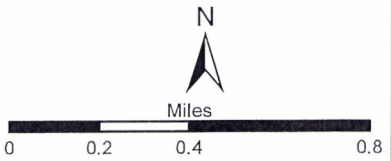
ATTEST:

Lynda Woulfe, City Administrator



TIF District No. 6-20

Tax Increment Financing District No. 6-20
Development District No. 6
City of Cambridge
Isanti County, Minnesota



The boundaries of Development District No. 6 shall be coterminous with the corporate boundaries of the City of Cambridge.

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources and is to be used for reference purposes only. The City of Cambridge does not warrant that the GIS data used to prepare this map are error free, and The City of Cambridge does not represent that the GIS data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City of Cambridge shall not be liable for any damages which arise out of the user's access or use of data provided.

Prepared by: Marcia Westover, Community Development Director

Review

Chris Schlagel, Schlagel, Inc. has requested to plat their property in an effort to create one combined lot. Currently the land they own includes nine (9) parcels with long legal descriptions. The plat will create one solidified legal description and identify all of their property into one parcel.

Schlagel, Inc. is also working on plans to add on to their building in the future. The City and Schlagel have been in discussions on this and the City recently transferred ownership of the pond to them. The City retains an easement over the pond for maintenance purposes. With the pond parcel added to the Schlagel property, they can more easily plan for the future and potentially move the pond if needed.

Staff has reviewed the preliminary plat and final plat and finds they are consistent. Since no new infrastructure is a requirement of this plat at this time, the preliminary and final plat can be reviewed together.

Planning Commission Action

At their meeting on April 3, 2018, the Commission on a 7/0 vote recommended approval of the preliminary and final plat of Schlagel Addition.

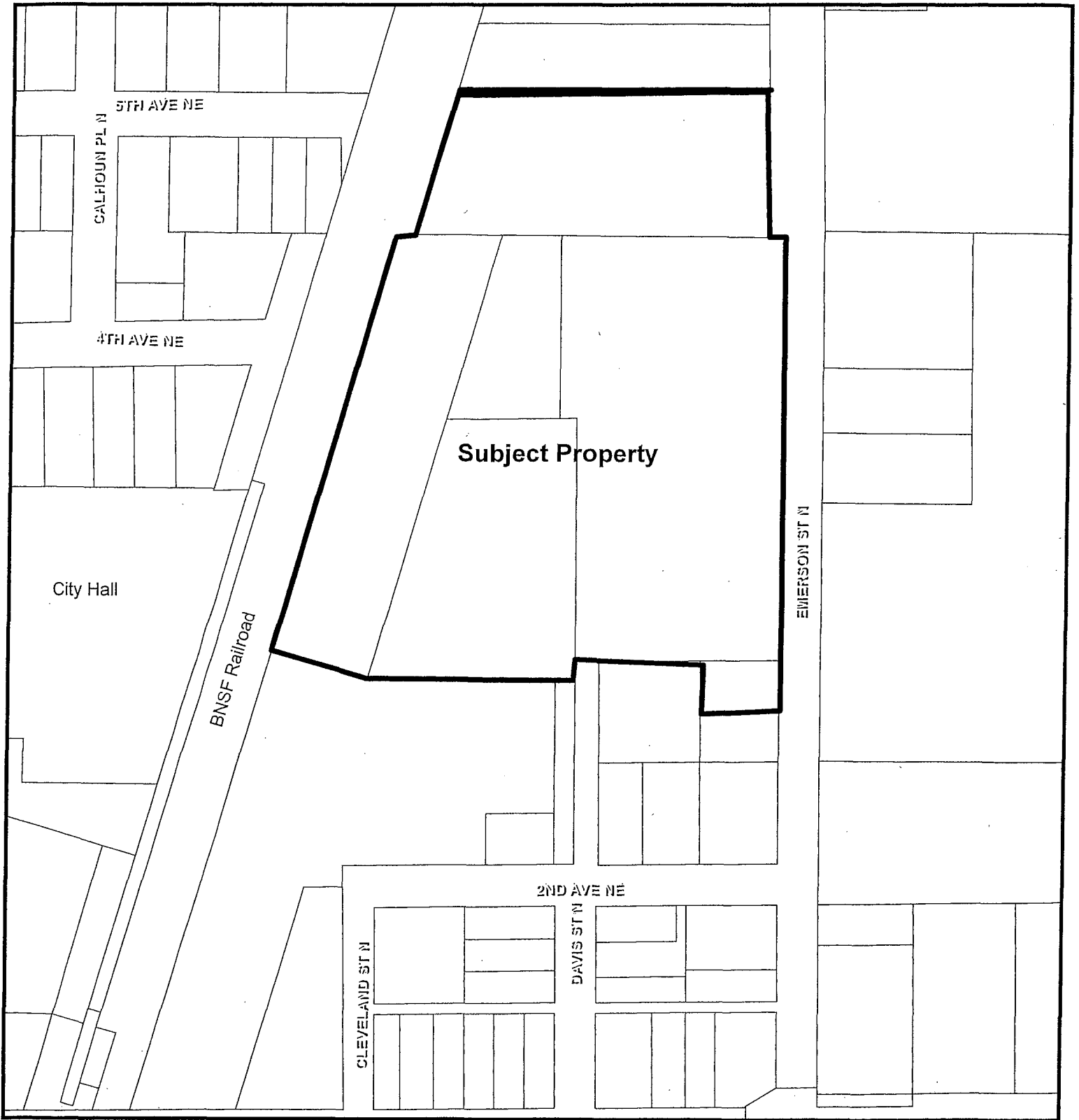
City Council Action

Motion on the attached draft resolutions as may be amended by the Commission, recommending approval of the preliminary and final plats for Schlagel Addition.

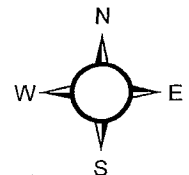
Attachments

1. General Location Map
2. Preliminary Plat
3. Final Plat
4. Draft Resolution-Preliminary Plat
5. Draft Resolution-Final Plat

Schlagel Addition Plat



A request by Schlagel, Inc. for a preliminary and final plat. The plat will combine several of their properties into one property with one legal description.





OWNER
 SHERWOOD INC.
 300 EASTERN ST. W.
 CAMBRIDGE, MA 02142

LOT AREA
 LOT 1, Block 1 - 12.0 Acres

PRELIMINARY PLAT OF: SCHLAGEL ADDITION

SEC. 28, TWP. 36, RING 23
 ISANTI COUNTY

PROPERTY DESCRIPTION

PARCEL 1
 Lot 104 (S), Cambridge Industrial Park.

PARCEL 2
 Commencing at the Southwest corner of Lot 8, Cambridge Industrial Park, thence East along an extension of the South line of said Lot 8 for a distance of 7 feet, more or less, to the West right-of-way line of North Emerson Street on new location, thence South along the West right-of-way line of said North Emerson Street a distance of 100 feet, thence West and parallel to the South line of said Lot 8 to a point 238.5 feet West of the East line of Lot 5, Auditor's Subdivision Number 8, thence North and parallel to the East line of said Lot 5, to the South line of said Lot 5, thence East along the South line of said Lot 5 to the East line of said Lot 5, thence North along the said East line of said Lot 5 to the point of beginning and there to terminate.

AND
 Commencing at the intersection of the East line of Lot 5, Auditor's Subdivision No. 8 and the East-West 1/16 line running between the Northwest Quarter of the Southwest Quarter (NW 1/4 of SW 1/4) and the Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23), thence West and along said 1/16 line a distance of 336.5 feet, thence South and parallel with the East line of said Lot 5, to a point 300 feet North of the South line of said Lot 5, thence East and parallel to the South line of said Lot 5 and to the East line of said Lot 5, thence North along the said East line of said Lot 5 to the point of beginning and there to terminate.

Subject to a 30 foot parcel of land and agreement for a street recorded in Book 133 of Deeds, page 373, and excepting therefrom that 60 feet thereof, and further excepting the real estate described in the deed recorded in Book 76 of Deeds, page 863, and subject to an easement for telephone cables, recorded in Book 107 of Maps, page 283.

PARCEL 3
 All that part of Lot Five (5) in Auditor's Subdivision No. Eight (8) in the Village (now City) of Cambridge, lying West of a North and South boundary line which is parallel with and 359.0 feet West of the East boundary of said Lot Five (5), (said line being an extension of the center line of Emerson Street as located), lying easterly of the 1/16th line North line of the Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23) running between the Southwest Quarter of the Southwest Quarter (NW 1/4 of SW 1/4) and the Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23), lying westerly of a line drawn parallel with and distant 660 feet North of the North line of Carlton Street (presently known as Second Avenue Northwest) as measured at right angles to said North line of Carlton Street, and lying Easterly of the Easterly right-of-way line of the Burlington-Northern Railroad (formerly the Eastern Railway Company of Minnesota).

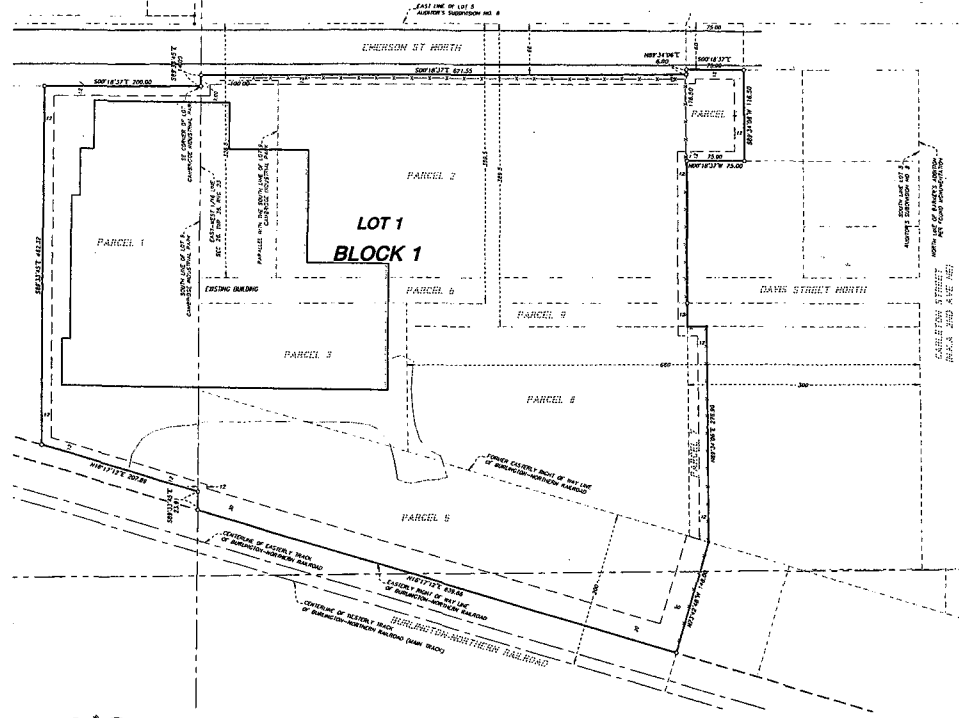
PARCEL 4
 That part of Lot Five (5), Auditor's Subdivision Number 8, of the Village (now City) of Cambridge, described by metes and bounds as follows:
 Commencing at a point on the East line of said Lot Five a distance of 225 feet North of the Southwest corner of said Lot Five, thence North along the East line of said Lot Five a distance of 75 feet, thence West and parallel with the South line of said Lot Five a distance of 100 feet, thence South and parallel with the East line of said Lot Five a distance of 22 feet, thence East and parallel with the South line of said Lot Five to the point of commencement, excepting, however, the East 60 feet thereof.

PARCEL 5
 That portion of the South 1/16 of the Southwest 1/4 of Section 28, Township 36 North, Range 23 West, 4th P.M., Iron County, Minnesota, described as follows: Beginning at the intersection of the East-West centerline of the SW 1/4 of said Section 28 and a line drawn parallel with and distant 250.0 feet southeasterly of, as measured at right angles to, the Burlington-Northern Railroad Company's Main Track centerline, thence southeasterly parallel with said Main Track centerline to the point of intersection with a line drawn southeasterly with and distant 100 feet Easterly of, as measured westerly to, the point of intersection with said Main Track centerline, thence North westerly parallel with said Main Track centerline to the point of intersection with the SW 1/4, thence Easterly along said East-West centerline to the Point of Beginning. EXCEPTING: East-West centerline of said Section 28; thence easterly along the south line of said Section 28 a distance of 275.0 feet, thence South along the said line a distance of 74 degrees 10 minutes 30 seconds, along said main track centerline a distance of 740.38 feet, thence southeasterly at right angles to said main track centerline a distance of 52.00 feet to the point of beginning of said line to be measured, thence continuing southeasterly at right angles to said main track centerline a distance of 148.0 feet and said line to terminate.

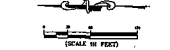
PARCEL 6
 All that part of Lot Five (5) in Auditor's Subdivision No. Eight (8) in the Village (now City) of Cambridge described as follows:
 Commencing at the intersection of the East line of Lot 5, Auditor's Subdivision No. 8 and the East-West 1/16 line running between the Northwest Quarter of the Southwest Quarter (NW 1/4 of SW 1/4) and the Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23), thence West and along said 1/16 line a distance of 336.5 feet to the point of beginning of the parcel to be described, thence continuing West and along said 1/16 line a distance of 33 feet, thence South and parallel with the East line of said Lot 5, to a point 300 feet North of the South line of said Lot 5, thence East and parallel to the South line of said Lot 5 a distance of 33 feet to its intersection with a line that is parallel with the East line of said Lot 5, from said point of beginning, thence North along the said parallel line to said point of beginning and there to terminate.

PARCEL 7
 That part of Lot 5, Auditor's Subdivision No. 8 in the Village of Cambridge, Iron County, Minnesota, lying westerly of a North and South line which is parallel with and 388.5 feet west of the east boundary of said Lot 5 and lying southerly of a line drawn parallel with and distant 300 feet north of the north line of Carlton Street (presently known as Second Avenue Northwest) as delineated on the recorded plat of Barker's Addition in Cambridge, as measured at right angles to said north line of Carlton Street and lying easterly of a line drawn parallel with and distant 660 feet north of the north line of said Carlton Street (presently known as Second Avenue Northwest) as measured at right angles to said north line of Carlton Street, as measured at right angles to said north line of Carlton Street.

PARCEL 8
 That part of Lot Five (5), in Auditor's Subdivision No. 8 in the Village (now City) of Cambridge, lying within the following described four (4) lines (a) thru (d):
 (A) lying westerly of a line drawn parallel with and distant 388.5 feet west of the west line of said Lot 5, as measured at right angles to said west line of Lot 5.
 (B) lying northerly of a line drawn parallel with and distant 300 feet north of the north line of Carlton Street (presently known as Second Avenue Northwest) as delineated on the recorded plat of Barker's Addition in Cambridge, as measured at right angles to said north line of Carlton Street.
 (C) lying southerly of a line drawn parallel with and distant 660 feet north of the north line of said Carlton Street (presently known as Second Avenue Northwest), as measured at right angles to said north line of Carlton Street.
 (D) lying westerly of a line drawn parallel with and distant 359.0 feet west of the east line of said Lot 5.
 (E) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (F) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (G) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (H) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (I) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (J) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (K) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (L) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (M) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (N) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (O) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (P) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (Q) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (R) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (S) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (T) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (U) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (V) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (W) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (X) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (Y) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.
 (Z) lying westerly of a line drawn parallel with and distant 300.5 feet west of the east line of said Lot 5.



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VICINITY MAP
 Section 28, T.36, R.23
 Isanti County
 No Scale

FLOOD ZONE
 THIS SITE IS WITHIN OF FLOOD INSURANCE RATE MAP-COMMUNITY FLOOD INSURANCE PROGRAM AND IS ZONED IN AN AREA OF SPECIAL FLOOD HAZARD.

ZONING DISTRICT
 General Residential (R-2)

BUILDING SETBACKS
 Minimum Front Yard Setback: 20 feet

Minimum Side Yard Setback:
 Same unless required by a street (8 feet) or when adjacent to an existing lot on the other side of a street (minimum same as defined within the city code (20 feet))

Minimum Rear Yard Setback:
 Same unless required by an applicable code or other laws or a particular ordinance or as defined within the city code (20 feet)



SCHLAGEL ADDITION

CITY OF CAMBRIDGE
COUNTY OF ISANTI
SEC. 28, T. 36, R. 23

KNOW ALL PERSONS BY THESE PRESENTS, That Schlagesel, Inc., a Minnesota Corporation, the owner of the following described property situated in the County of Isanti, State of Minnesota, to-wit:

PARCEL 1
Lot Nine (9), Cambridge Industrial Park.

PARCEL 2
Commencing at the Southeast corner of Lot 9, Cambridge Industrial Park, thence East along an extension of the South line of said Lot 9 for a distance of 7 feet, more or less, to the West right of way line of North Emerson Street as now located; thence South along the West right of way line of said North Emerson Street a distance of 100 feet; thence West and parallel to the South line of said Lot 9 to a point 326.5 feet West of the East line of Lot 5, Auditor's Subdivision Number 8; thence North and parallel to the East line of said Lot 5, to the South line of said Lot 9; thence East along the South line of said Lot 9 to the point of commencement and there to terminate.
Subject to easements and reservations of record, if any.

AND

Commencing at the intersection of the East line of Lot 5, Auditor's Sub-division No. 8 and the East-West 1/16 line running between the Northeast Quarter of the Southwest Quarter (NE 1/4 of SW 1/4) and the Southwest Quarter of Southwest Quarter (SE 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23); thence West and along said 1/16 line a distance of 359.5 feet; thence South and parallel with the East line of said Lot 5, to a point 300 feet North of the South line of said Lot 5; thence East and parallel to the South line of said Lot 5 and to the East line of said Lot 5; thence North along the said East line of said Lot 5 to the point of beginning and there to terminate.
Subject to a 30 feet parcel of land and agreement for a street recorded in Book "33" of Deeds, page 373, and excepting therefrom the East 66 feet thereof; and further excepting the real estate described in the deed recorded in Book "28" of Deeds, page 263, and subject to an easement for telephone cables, recorded in Book "0" of Misc., page 283.

PARCEL 3
All that part of Lot Five (5) in Auditor's Sub-division No. Eight (8) in the Village (now City) of Cambridge, lying westerly of a North and South boundary line which is parallel with and 359.5 feet West of the East boundary of said Lot Five (5), (said line being an extension of the center line of Denmark Street as located), lying southerly of the 1/16th line (North line of the Southeast Quarter of Southwest Quarter (SE 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23)) running between the Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4) and the Southwest Quarter of Southwest Quarter (SE 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23); lying northerly of a line drawn parallel with and distant 660 feet North of the North line of Carlton Street (presently known as Second Avenue Northeast) as measured at right angles to said North line of Carlton Street; and lying easterly of the Easterly right-of-way line of the Burlington-Northern Railroad (formerly the Eastern Railway Company of Minnesota).

PARCEL 4
That part of Lot Five (5), Auditor's Sub-division Number 8, of the Village (now City) of Cambridge, described by metes and bounds as follows:

Commencing at a point on the East line of said Lot Five a distance of 225 feet North of the Southeast corner of said Lot Five; thence North along the East line of said Lot Five a distance of 75 feet; thence West and parallel with the South line of said Lot Five a distance of 176.5 feet; thence South and parallel with the East line of said Lot Five a distance of 75 feet; thence East and parallel with the South line of said Lot Five to the point of commencement, excepting, however, the East 60 feet thereof.

PARCEL 5
That portion of the South 1/2 of Southwest 1/4 of Section 28, Township 36 North, Range 23 West, 4th P.M., Isanti County, Minnesota, described as follows, to-wit: Beginning at the intersection of the East-West centerline of the SW 1/4 of said Section 28 and a line drawn parallel with and distant 200.0 feet southeasterly of, as measured at right angles to, Burlington Northern Railroad Company's Main Track centerline; thence Southwesterly parallel with said Main Track centerline to the point of intersection with a line drawn concentric with and distant 10.0 feet Easterly of, as measured radially to, said Railroad Company's Spur track centerline; thence Northerly parallel with said Spur track centerline to the point of intersection with a line drawn parallel with and distant 52.0 feet Southeasterly of, as measured at right angles to, said Main Track centerline; thence Northwesterly parallel with said Main Track centerline to the point of intersection with said East-West centerline of the SW 1/4; thence Easterly along said East-West centerline to the Point of Beginning. EXCEPTING THEREFROM that portion of the above described property lying southeasterly of the following described line: Commencing at the Southwest corner of said Section 28; thence easterly along the south line of said Section 28 a distance of 829.92 feet, more or less, to the centerline of Burlington Northern Railroad Company's (formerly Great Northern Railway Company's) Main Track; thence deflexing to the left on an angle of 74 degrees 10 minutes 30 seconds, along said main track centerline a distance of 740.38 feet; thence southeasterly at right angles to said main track centerline a distance of 52.00 feet to the point of beginning of said line to be described; thence continuing southeasterly at right angles to said main track centerline a distance of 148.0 feet and said line there to terminate.

PARCEL 6
All that part of Lot Five (5) in Auditor's Sub-division No. Eight (8) in the Village (now City) of Cambridge described as follows:
Commencing at the intersection of the East line of Lot 5, Auditor's Sub-division No. 8 and the East-West 1/16 line running between the Northeast Quarter of the Southwest Quarter (NE 1/4 of SW 1/4) and the Southwest Quarter of Southwest Quarter (SE 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23); thence West and along said 1/16 line a distance of 359.5 feet to the point of beginning of the parcel to be described; thence continuing West and along said 1/16 line a distance of 33 feet; thence South and parallel with the East line of said Lot 5, to a point 300 feet North of the South line of said Lot 5; thence East and parallel to the South line of said Lot 5 a distance of 33 feet to its intersection with a line that is parallel with the East line of said Lot 5, from said point of beginning; thence North along the said parallel line to said point of beginning and there to terminate.

PARCEL 7
That part of Lot 5, Auditor's Sub-division No. 8 in the Village of Cambridge, Isanti County, Minnesota, lying westerly of a North and South line which is parallel with and 359.5 feet west of the east boundary of said Lot 5 and lying southerly of a line drawn parallel with and distant 300 feet north of the north line of Carlton Street (presently known as Second Avenue Northeast) as dedicated on the recorded plat of Barker's Addition, as measured at right angles to said north line of Carlton Street and lying northerly of a line drawn parallel with and distant 275 feet north of said north line of Carlton Street, as measured at right angles to said north line of Carlton Street.

PARCEL 8
That part of Lot Five (5), in Auditor's Sub-division No. 8 in the Village (now City) of Cambridge, lying within the following described four lines (A thru D):
(A) lying westerly of a line drawn parallel with and distant 359.5 feet west of the east line of said Lot 5, as measured at right angles to said east line of Lot 5
(B) lying northerly of a line drawn parallel with and distant 300 feet north of the north line of Carlton Street (presently known as Second Avenue Northeast) as dedicated on the recorded plat of Barker's Addition to Cambridge, as measured at right angles to said north line of Carlton Street.
(C) lying southerly of a line drawn parallel with and distant 660 feet north of the north line of said Carlton Street (presently known as Second Avenue Northeast) as measured at right angles to said north line of Carlton Street.
(D) and lying easterly of the former easterly right-of-way line of the Burlington-Northern Railroad (formerly the Eastern Railway Company of Minnesota).

PARCEL 9
That part of Lot Five (5), in Auditor's Sub-division No. 8, in the Village (now City) of Cambridge, lying within the following described four lines (A thru D):
(A) lying northerly of a line drawn parallel with and distant 300 feet north of the north line of Carlton Street (presently known as Second Avenue Northeast) as dedicated on the recorded plat of Barker's Addition to Cambridge, as measured at right angles to said north line of Carlton Street.
(B) lying southerly of a line drawn parallel with and distant 660 feet north of the north line of said Carlton Street (presently known as Second Avenue Northeast), as measured at right angles to said north line of Carlton Street.
(C) lying westerly of a line drawn parallel with and distant 359.5 feet west of the east line of said Lot 5 of Auditor's Sub-division No. 8, as measured at right angles to said east line of Lot 5.
(D) lying easterly of a line drawn parallel with and distant 359.5 feet west of the east line of said Lot 5 of Auditor's Sub-division No. 8, as measured at right angles to said east line of Lot 5

Have caused the same to be surveyed, plotted and known as SCHLAGEL ADDITION, and do hereby donate and dedicate to the public for public use forever the easements as shown on this plot for public utility and/or drainage purposes only.

In witness whereof, Schlagesel, Inc. has caused these presents to be signed by its property officer this _____ day of _____, 20____.

STATE OF MINNESOTA
COUNTY OF _____
The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, Schlagesel, Inc.

(DO NOT USE STAMP)

SIGNATURE _____ PRINTED NAME _____

Notary Public, _____ County, Minnesota
My commission expires _____

I hereby certify that I have surveyed and plotted or directly supervised the surveying and plotting of the land described on this plot; that this plot is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plot; all monuments depicted on the plot have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wet lands, as defined in MS 505.01, Subd. J, or public highways to be designated other than as shown.

Kyle J. Roddy
MN Licensed Surveyor No. 42627

STATE OF MINNESOTA
COUNTY OF _____
The foregoing Surveyor's Certificate by Kyle J. Roddy, Minnesota License No. 42627, was acknowledged before me this _____ day of _____, 20____.

(DO NOT USE STAMP)

SIGNATURE _____ PRINTED NAME _____
Notary Public, _____ County, Minnesota
My commission expires _____

I hereby certify that this plot has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 20____.

Isanti County Surveyor
Minn. License No. _____

This plot was recommended for approval this _____ day of _____, 20____.

Cambridge City Engineer

Approved by the Planning Council, City of Cambridge, Minnesota this _____ day of _____, 20____.

Chairperson _____ Secretary _____

Approved by the City Council, City of Cambridge, Minnesota this _____ day of _____, 20____, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

Mayor _____ City Administrator _____

I hereby certify that the taxes for the year _____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on this _____ day of _____, 20____.

Isanti County Auditor-Treasurer _____ Deputy _____

I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____, 20____, at _____ o'clock _____ M., and was duly recorded in the Isanti County Records as Document No. _____.

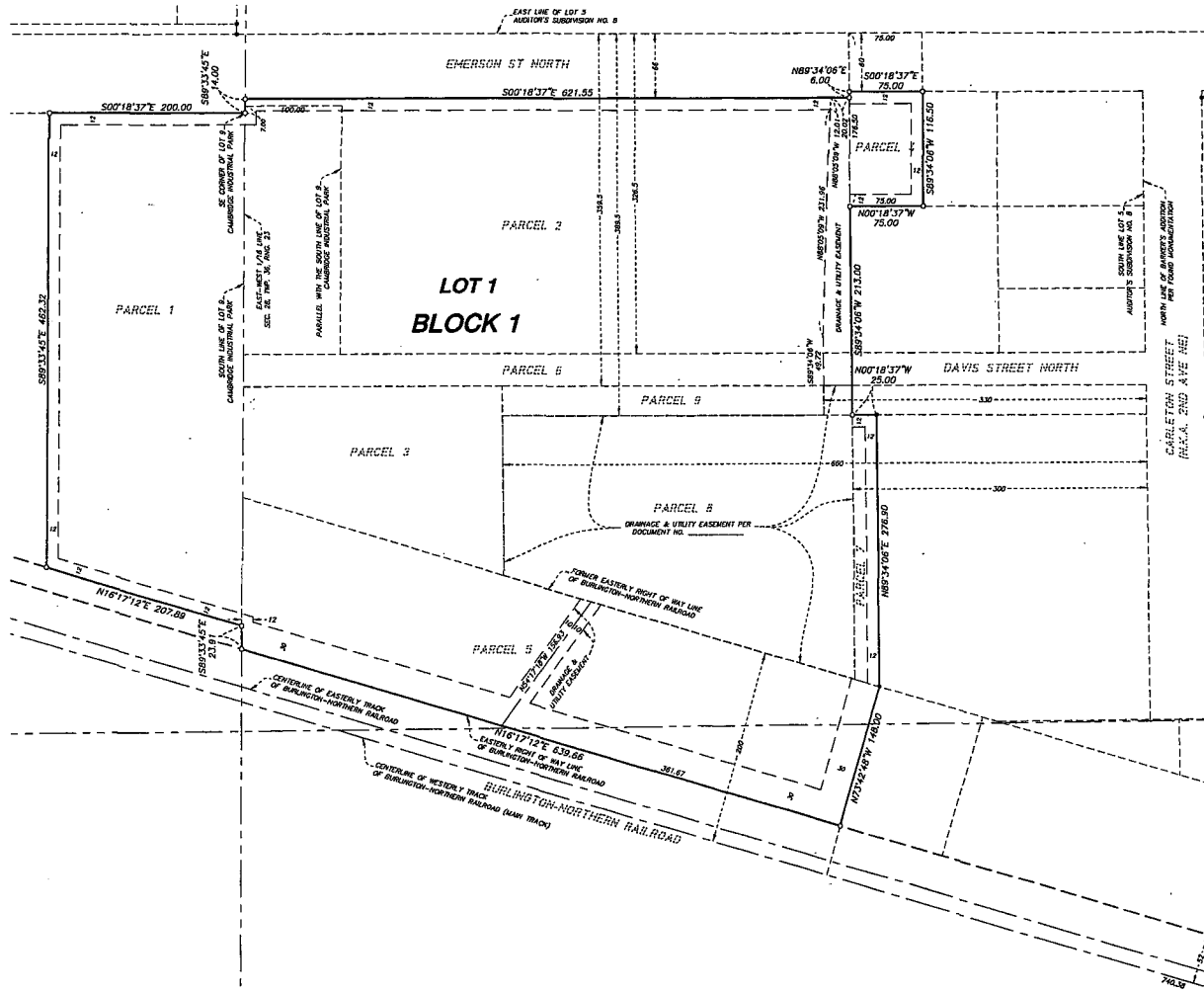
Isanti County Recorder

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SCHLAGEL ADDITION

CITY OF CAMBRIDGE
COUNTY OF ISANTI
SEC. 28, T. 96, R. 23



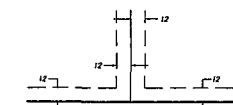
LEGEND

- DENOTES FOUND IRON PIPE
- DENOTES SET 1/2" IRON PIPE WITH CAP MARKED RLS 42887
- ⊙ DENOTES ISANTI COUNTY LAND CORNER MONUMENT

BEARING NOTE

FOR THE PURPOSES OF THIS PLAT, THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 96, RANGE 23, IS ASSUMED TO BEAR NORTH 89 DEGREES 33 MINUTES 30 SECONDS WEST.

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 12 FEET IN WIDTH, AND ADJOINING ALL LOT LINES UNLESS OTHERWISE SHOWN ON THE PLAT.

NOTE REGARDING WETLANDS

THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WETLAND MANAGEMENT AGENCIES HAVE CATEGORIZED VARIOUS WETLANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 5800, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WETLANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS.

**Cambridge Planning Commission Meeting Minutes
Tuesday, April 3, 2018**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Planning Commission was held at Cambridge City Hall, 300 – 3rd Avenue NE, Cambridge, Minnesota.

Members Present: Chair Mike Stylski, Vice Chair Chad Struss, Julie Immel, Marisa Harder-Chapman, Monte Dybvig, Arianna Weiler, and Jim Godfrey (City Council Representative). All present, no absences.

Staff Present: Community Development Director Marcia Westover

Call To Order and Pledge of Allegiance

Stylski called the meeting to order at 7:00 pm and led the public in the Pledge of Allegiance.

Approval of Agenda

Struss moved, seconded by Immel, to approve the agenda as presented. Motion carried unanimously.

Approval of Minutes

March 6, 2018 Regular Meeting Minutes

Immel moved, seconded by Dybvig, to approve the March 6, 2018 meeting minutes as presented. Motion carried unanimously.

Public Comment

Stylski opened the public comment period at 7:01 pm and without any comments, closed the public comment period at 7:02 pm.

New Business

Public Hearing: Preliminary and Final Plats of Schlagel Addition

Westover explained staff received a request from Chris Schlagel and Jeff Vetos, Schlagel, Inc., 491 Emerson St. N., Cambridge, MN 55008, for a Preliminary and Final plat of Schlagel Addition.

Schlagel, Inc. has requested to plat their property in an effort to create one combined lot. Currently the land they own includes nine (9) parcels with long legal descriptions. The plat will create one solidified legal description and identify all of their property into one parcel.

Westover stated Schlagel, Inc. is also working on plans to add on to their building in the future. The City and Schlagel have been in discussions on this and the City recently transferred ownership of the pond to them. The City retains an easement over the pond for maintenance purposes. With the pond parcel added to the Schlagel property, they can more easily plan for the future and potentially move the pond if needed.

Upon review of the preliminary and final plat, Westover stated staff noted three items that needed to be added to the plat and these items would be listed as conditions of approval. Westover stated all three conditions have been met at the time of this meeting and Westover has a revised plat showing all these conditions have been met.

Westover explained staff has reviewed the preliminary plat and final plat and finds they are consistent. Since no new infrastructure is a requirement of this plat at this time, the preliminary and final plat can be reviewed together. City ordinance requires a Public Hearing for a preliminary plat. The preliminary and final can be voted on together since there are no changes required.

Westover stated the Commission needs to hold a public hearing for the preliminary plat and then staff is looking for a motion on the draft resolutions as may be amended by the Commission, recommending approval of the preliminary and final plat.

Stylski opened the public hearing at 7:03 pm. Mr. Schlagel stated their plans are to move forward once the resolutions are approved. Without any further public comment, Stylski closed the public hearing at 7:04 pm.

Godfrey moved, seconded by Struss, to recommend City Council approve the preliminary and final plats of the Schlagel Addition as presented. Motion carried unanimously. Westover stated the City Council will review this at their meeting on April 16, 2018.

Fence and Kennel Requirement Discussion

Westover stated staff has received complaints on fence and residential dog kennel materials that have become arbitrary. Staff would like to discuss whether or not the Commission would like staff to conduct research from other communities and come back in the future with some code language changes. Westover provided three pictures of examples for the Commission to discuss.

Picture A

Westover stated the complaint received was regarding the tarps over the residential dog kennel. The residential dog kennel itself we believe is a chain link type fencing structure that is a permitted fencing material. City code is silent on residential dog kennels and doesn't distinguish whether or not a tarp can be placed over a kennel. The property owner claims that the dogs would bark uncontrollably without the tarp, and that the tarp provides shelter from the elements.

Picture B

Westover stated the complaint received was that this fence is unsightly. The property owner said they just moved in and they are using this structure as a residential dog kennel. City code

is silent on residential dog kennel regulations. The code only provides "Proper Enclosure" regulations for dangerous animals.

Picture C

Westover stated the complaint was regarding the screening material used. The chain link fence material is permitted in the City code. The current fence regulations are not specific on screening materials. Staff believe this material is sold at local stores as fence screening material.

Westover provided Section 156.083 Fences and Chapter 95 Animals of the City Code for reference. Westover stated in Section 156.083 (B) Construction, prohibited and approved fencing materials are mentioned. In Chapter 95, Section 95.11 (C) (3) Proper Enclosure, required enclosures for dangerous animals are mentioned.

Westover further explained a "kennel" by City code definition is only allowed in the commercial districts where a premises houses five or more dogs for grooming, breeding, boarding, training, or selling.

Westover stated staff is asking the Commission to provide direction on whether or not City code regulations need to be amended.

Immel stated she would like to see how the codes are worded in other cities regarding fences and dog kennels, specifically the screening materials used for coverings. Weiler asked about any homeowners' association rules and whether any of these dogs are dangerous that are being enclosed in these kennels. Westover stated these addresses are not under a homeowners association and City staff would be informed by the Police Department if they were any known dangerous dogs at these addresses. Weiler asked if any of the homeowners in the pictured kennels own their own grooming businesses. Westover stated there are no defined kennels in Cambridge.

Godfrey asked about how kennels are defined in the zoning code. Westover explained kennels are only allowed in commercial (business) districts. This code excludes kennels from the residential district because kennels are not listed and not permitted as a commercial use in residential districts. Kennels are not allowed in the residential district but kennels are listed as permitted in the business district.

Immel asked if language needs to be added to this code to clarify the difference between a business-type of kennel versus a residential kennel. Westover suggested the Code is missing a residential dog kennel definition, what the requirements are, and what types of screening materials will be allowed.

Stylski agreed with Immel, stating that language defining proper screening needs to be added as tarps in these photos are not the answer. Immel said there are other ways to protect dogs from the elements, including dog houses, that don't use tarps or other materials that are

unsightly, which affects neighbors as well. Dyvbig asked if there is something that exists in the zoning code that would prohibit the use of tarps being strewn about a fence in their yard. Westover stated no and stated the language added to the code needs to be very specific in defining these materials.

Stylski directed Westover to research what other cities are doing and bring back some options and specific language for the Commission to continue this discussion regarding fence and dog kennel requirements at a later date. Westover agreed to do so.

Comprehensive Plan – Review of Chapters 7, 8 and 9 Goals

Westover explained as part of the updated 2017 Comprehensive Plan process, it was determined that staff and the Planning Commission would review the goals of the plan on a regular basis. Westover stated the review of Chapters 7-9 will complete our regular review for this year (only chapters seven and eight have goals). Westover reviewed each of the general goals for each chapter and asked Commissioners to give a thumbs up on each goal.

The Commission completed the review of the goals for Chapters 7 and 8 (Chapter 9 has no goals) of the Comprehensive Plan with no changes.

Other Business/Miscellaneous

City Council Update

Westover and Godfrey updated the Commission on the previous City Council meeting.

Parks, Trails, and Recreation Commission Update

Westover updated the Commission on the previous Parks, Trails, and Recreation Commission.

Adjournment

Being no further business for the Commission, Dyvbig moved, seconded by Struss, to adjourn the meeting at 7:35 pm. Motion carried unanimously.

Mike Stylski
Cambridge Planning Commission Chair

ATTEST:

Marcia Westover
Community Development Director\City Planner

Resolution No. R18-025

RESOLUTION APPROVING A PRELIMINARY PLAT SCHLAGEL ADDITION (491 EMERSON ST N)

WHEREAS, Chris Schlagel, Schlagel, Inc., 491 Emerson St. N., Cambridge, MN 55008, owner of the property located at:

PARCEL 1

Lot Nine (9), Cambridge Industrial Park.

PARCEL 2

Commencing at the Southeast corner of Lot 9, Cambridge Industrial Park, thence East along an extension of the South line of said Lot 9 for a distance of 7 feet, more or less, to the West right of way line of North Emerson Street as now located; thence South along the West right of way line of said North Emerson Street a distance of 100 feet; thence West and parallel to the South line of said Lot 9 to a point 326.5 feet West of the East line of Lot 5, Auditor's Subdivision Number 8; thence North and parallel to the East line of said Lot 5, to the South line of said Lot 9; thence East along the South line of said Lot 9 to the point of commencement and there to terminate.

Subject to easements and reservations of record, if any.

AND

Commencing at the intersection of the East line of Lot 5, Auditor's Sub-division No. 8 and the East-West 1/16 line running between the Northeast Quarter of the Southwest Quarter (NE 1/4 of SW 1/4) and the Southeast Quarter of Southwest Quarter (SE 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23); thence West and along said 1/16 line a distance of 326.5 feet; thence South and parallel with the East line of said Lot 5, to a point 300 feet North of the South line of said Lot 5; thence East and parallel to the South line of said Lot 5 and to the East line of said Lot 5; thence North along the said East line of said Lot 5 to the point of beginning and there to terminate.

Subject to a 30 feet parcel of land and agreement for a street recorded in Book "33" of Deeds, page 373, and excepting therefrom the East 66 feet thereof; and further excepting the real estate described in the deed recorded in Book "86" of Deeds, page 663, and subject to an easement for telephone cables, recorded in Book "O" of Misc., page 283.

PARCEL 3

All that part of Lot Five (5) in Auditor's Subdivision No. Eight (8) in the Village (now City) of Cambridge, lying Westerly of a North and South boundary line which is parallel with and 359.5 feet West of the East boundary of said Lot Five (5), (said line being an extension of the center line of Denmark Street as located), lying southerly of the 1/16th line (North line of the Southeast Quarter of Southwest Quarter (SE 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23)) running between the Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4) and the Southeast Quarter of Southwest Quarter (SE 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23); lying Northerly of a line drawn parallel with and distant 660 feet North of the North line of Carlton Street (presently known as Second Avenue Northeast) as measured at right angles to said North line of Carlton Street; and lying Easterly of the Easterly right-of-way line of the Burlington-Northern Railroad (formerly the Eastern Railway Company of Minnesota).

PARCEL 4

That part of Lot Five (5), Auditor's Subdivision Number 8, of the Village (now City) of Cambridge, described by metes and bounds as follows:

Commencing at a point on the East line of said Lot Five a distance of 225 feet North of the Southeast corner of said Lot Five; thence North along the East line of said Lot Five a distance of 75 feet; thence West and parallel with the South line of said Lot Five a distance of 176.5 feet; thence South and parallel with the East line of said Lot Five a distance of 75 feet; thence East and parallel with the South line of said Lot Five to the point of commencement, excepting, however, the East 60 feet thereof.

PARCEL 5

That portion of the South 1/2 of Southwest 1/4 of Section 28, Township 36 North, Range 23 West, 4th P.M., Isanti County, Minnesota, described as follows, to-wit: Beginning at the intersection of the East-West centerline of the SW 1/4 of said Section 28 and a line drawn parallel with and distant 200.0 feet southeasterly of, as measured at right angles to, Burlington Northern Railroad Company's Main Track centerline; thence Southwesterly parallel with said Main Track centerline to the

Railroad Company's Spur track centerline; thence Northerly parallel with said Spur track centerline to the point of intersection with a line drawn parallel with and distant 52.0 feet Southeasterly of, as measured at right angles to, said Main Track centerline; thence Northeasterly parallel with said Main Track centerline to the point of intersection with said East-West centerline of the SW 1/4; thence Easterly along said East-West centerline to the Point of Beginning. EXCEPTING THEREFROM that portion of the above described property lying southwesterly of the following described line: Commencing at the Southwest corner of said Section 28; thence easterly along the south line of said Section 28 a distance of 829.92 feet, more or less, to the centerline of Burlington Northern Railroad Company's (formerly Great Northern Railway Company's) Main Track; thence deflecting to the left an angle of 74 degrees 10 minutes 39 seconds, along said main track centerline a distance of 740.38 feet; thence southeasterly at right angles to said main track centerline a distance of 52.00 feet to the point of beginning of said line to be described; thence continuing southeasterly at right angles to said main track centerline a distance of 148.0 feet and said line there to terminate.

PARCEL 6

All that part of Lot Five (5) in Auditor's Subdivision No. Eight (8) in the Village (now City) of Cambridge described as follows:

Commencing at the intersection of the East line of Lot 5, Auditor's Sub-division No. 8 and the East-West 1/16 line running between the Northeast Quarter of the Southwest Quarter (NE 1/4 of SW 1/4) and the Southeast Quarter of Southwest Quarter (SE 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23); thence West and along said 1/16 line a distance of 326.5 feet to the point of beginning of the parcel to be described; thence continuing West and along said 1/16 line a distance of 33 feet; thence South and parallel with the East line of said Lot 5, to a point 300 feet North of the South line of said Lot 5; thence East and parallel to the South line of said Lot 5 a distance of 33 feet to its intersection with a line that is parallel with the East line of said Lot 5, from said point of beginning; thence North along the said parallel line to said point of beginning and there to terminate.

PARCEL 7

That part of Lot 5, Auditor's Subdivision No. 8 in the Village of Cambridge, Isanti County, Minnesota, lying westerly of a North and South line which is parallel with and 389.5 feet west of the east boundary of said Lot 5 and lying southerly of a line drawn parallel with and distant 300 feet north of the north line of Carlton Street presently known as Second Avenue Northeast) as dedicated on the recorded plat of Barker's Addition, as measured at right angles to said north line of Carlton Street and lying northerly of a line drawn parallel with and distant 275 feet north of said north line of Carlton Street, as measured at right angles to said north line of Carlton Street.

PARCEL 8

That part of Lot Five (5), in Auditor's Subdivision No. 8 in the Village (now City) of Cambridge, lying within the following described four lines (A thru D):

(A) lying westerly of a line drawn parallel with and distant 389.5 feet west of the east line of said Lot 5, as measured at right angles to said east line of Lot 5

(B) lying northerly of a line drawn parallel with and distant 300 feet north of the north line of Carlton Street (presently known as Second Avenue Northeast) as dedicated on the recorded plat of Barker's Addition to Cambridge, as measured at right angles to said north line of Carlton Street.

(C) lying southerly of a line drawn parallel with and distant 660 feet north of the north line of said Carlton Street (presently known as Second Avenue Northeast) as measured at right angles to said north line of Carlton Street.

(D) and lying easterly of the former easterly right-of-way line of the Burlington-Northern Railroad (formerly the Eastern Railway Company of Minnesota).

PARCEL 9

That part of Lot Five (5), in Auditor's Subdivision No. 8, in the Village (now City) of Cambridge, lying within the following described four lines (A thru D):

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(B) lying southerly of a line drawn parallel with and distant 660 feet north of the north line of said Carlton Street (presently known as Second Avenue Northeast), as measured at right angles to said north line of Carlton Street

(C) lying westerly of a line drawn parallel with and distant 359.5 feet west of the east line of said Lot 5 of Auditor's Subdivision No. 8, as measured at right angles to said east line of Lot 5.

(D) lying easterly of a line drawn parallel with and distant 389.5 feet west of the east line of said Lot 5 of Auditor's Subdivision No. 8, as measured at right angles to said east line of Lot 5

Is requesting a Preliminary Plat; and

WHEREAS, The Planning Agency of the City has completed a review of the application and made a report pertaining to said request, a copy of which has been presented to the City Council; and

WHEREAS, The Planning Commission of the City, on the 3rd day of April, 2018, following proper notice, held a public hearing to review the request; and

WHEREAS, the Planning Commission made a recommendation to approve said request, and it was brought forward for City Council consideration as long as the following conditions can be met:

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Cambridge, Minnesota, approves the proposed Preliminary Plat.

Adopted by the Cambridge City Council

This 16th day of April, 2018

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Resolution No. R18-026

RESOLUTION APPROVING A FINAL PLAT SCHLAGEL ADDITION (491 EMERSON ST N)

WHEREAS, Chris Schlagel, Schlagel, Inc., 491 Emerson St. N., Cambridge, MN 55008, owner of the property located at:

PARCEL 1

Lot Nine (9), Cambridge Industrial Park.

PARCEL 2

Commencing at the Southeast corner of Lot 9, Cambridge Industrial Park, thence East along an extension of the South line of said Lot 9 for a distance of 7 feet, more or less, to the West right of way line of North Emerson Street as now located; thence South along the West right of way line of said North Emerson Street a distance of 100 feet; thence West and parallel to the South line of said Lot 9 to a point 326.5 feet West of the East line of Lot 5, Auditor's Subdivision Number 8; thence North and parallel to the East line of said Lot 5, to the South line of said Lot 9; thence East along the South line of said Lot 9 to the point of commencement and there to terminate.
Subject to easements and reservations of record, if any.

AND

Commencing at the intersection of the East line of Lot 5, Auditor's Sub-division No. 8 and the East-West 1/16 line running between the Northeast Quarter of the Southwest Quarter (NE 1/4 of SW 1/4) and the Southeast Quarter of Southwest Quarter (SE 1/4 of SW 1/4) of Section Twenty-eight (28), Township Thirty-six (36), Range Twenty-three (23); thence West and along said 1/16 line a distance of 326.5 feet; thence South and parallel with the East line of said Lot 5, to a point 300 feet North of the South line of said Lot 5; thence East and parallel to the South line of said Lot 5 and to the East line of said Lot 5; thence North along the said East line of said Lot 5 to the point of beginning and there to terminate.
Subject to a 30 feet parcel of land and agreement for a street recorded in Book "33" of Deeds, page 373, and excepting therefrom the East 66 feet thereof; and further excepting the real estate described in the deed recorded in Book "86" of Deeds, page 663, and subject to an easement for telephone cables, recorded in Book "O" of Misc., page 283.

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intersection with a line drawn parallel with and distant 52.0 feet Southeasterly of, as measured at right angles to, said Main Track centerline; thence Northeasterly parallel with said Main Track centerline to the point of intersection with said East-West centerline of the SW 1/4; thence Easterly along said East-West centerline to the Point of Beginning. EXCEPTING THEREFROM that portion of the above described property lying southwesterly of the following described line: Commencing at the Southwest corner of said Section 28; thence easterly along the south line of said Section 28 a distance of 829.92 feet, more or less, to the centerline of Burlington Northern Railroad Company's (formerly Great Northern Railway Company's) Main Track; thence deflecting to the left an angle of 74 degrees 10 minutes 39 seconds, along said main track centerline a distance of 740.38 feet; thence southeasterly at right angles to said main track centerline a distance of 52.00 feet to the point of beginning of said line to be described; thence continuing southeasterly at right angles to said main track centerline a distance of 148.0 feet and said line there to terminate.

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Is requesting a Final Plat; and

WHEREAS, The Planning Agency of the City has completed a review of the application and made a report pertaining to said request, a copy of which has been presented to the City Council; and

WHEREAS, The Planning Commission of the City, on the 3rd day of April, 2018, held a regular meeting to review the request; and

WHEREAS, the Planning Commission made a recommendation to approve said request, and it was brought forward for City Council consideration.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Cambridge, Minnesota, approves the proposed Final Plat.

Adopted by the Cambridge City Council

This 16th day of April, 2018

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Author: Carri Levitski

Background

On January 2nd Council authorized staff to seek two grants for our Arts in the Park Summer Series. We were successful in the Painting in the Park grant, but unfortunately, we were not selected as a recipient this year for the concerts. Staff is ready to proceed with both events.

Painting in the Park

The City will be hosting eight painting classes at City Park including four morning sessions from 9:30 am-11:30 am and four evening sessions from 6 pm-8:30 pm with the dates to be determined. The morning session will be geared towards youth. A reservation fee of \$15 is required which is a considerable subsidy on the regular priced class of \$35.

Concerts in the Park

The following bands were selected based on feedback from residents and concert attendees. They are all reputable and two of the six are returning from last year based on their popularity.

July 12th – Whitesidewalls

July 26th – Kris & The Riverbend Dutchmen

August 2nd – Jonah & The Whales

August 9th – The Elvis Experience

August 16th – Outside Recess

August 23rd – The Devon Worley Band

At the time of this staff report, we have not heard back from one additional act that we anticipate having on July 5th. Bruce Danielson has approached staff and requested we give him and Ann Berg along with Jenni Thyng an opportunity to perform an Ole and Lena skit and Jenni will give a song performance. Bruce and Ann were great to work with on the public relation videos the City produced last year and we would love to give them an opportunity to perform at one of our events. If we can make it work, their contract will come before the Council at a future meeting under the consent agenda portion of your meeting.

Fiscal Impact

Council has budgeted \$20,000 for Arts in the Park. The Painting in the Park series will cost approximately \$1,165. The Concerts in the Park will cost approximately \$11,745. We anticipate the Movies in the Parks to cost approximately \$2,000 and will come before Council for approval later this spring. Because the cost of advertising can fluctuate, we are asking Council to approve up to \$13,000 for these events.

City Council Action:

Motion to accept \$2,500 grant from East Central Regional Arts Council and approve City Administrator Lynda Woulfe to execute the contracts and authorize staff to spend up to \$13,000 for the 2018 Painting in the Park and Summer Concert Series'.

Attachments

1. Concert Budget
2. Painting in the Park Budget
3. Grant Notification Letter
4. Band Contracts

2018 Concerts in the Park Series Costs			
Date	Band	Expense	Cost
7/5	Ole & Lena, along with Jenni Thyng	Performer Cost	\$ 1,500.00
7/12	Whitesidewalls	Performer Cost	\$ 1,800.00
7/26	Riverbend Dutchmen	Performer Cost	\$ 1,650.00
8/2	Jonah & The Whales	Performer Cost	\$ 1,000.00
8/9	Steve Marcio - The Elvis Experience	Performer Cost	\$ 800.00
8/16	Outside Recess	Performer Cost	\$ 1,500.00
8/23	Devon Worley Band	Performer Cost	\$ 2,000.00
7/5	Ole & Lena, along with Jenni Thyng	Rider (Water/Snack Tray)	\$ 15.00
7/12	Whitesidewalls	Rider (Water/Snack Tray)	\$ 15.00
7/26	Riverbed Dutchmen	Rider (Water/Snack Tray)	\$ 15.00
8/2	Jonah & The Whales	Rider (Water/Snack Tray)	\$ 15.00
8/9	Steve Marcio - Elvis	Rider (Water/Snack Tray)	\$ 15.00
8/16	Outside Recess	Rider (Water/Snack Tray)	\$ 15.00
8/23	Devon Worley Band	Rider (Water/Snack Tray)	\$ 15.00
	County Star Advertising	Run ad 2 weeks	\$ 400.00
	Facebook Advertising	Run \$20 ad for each band	\$ 140.00
	Isanti County News Advertising	Run ad 2 weeks	\$ 350.00
	KBEK Radio Ad	Run 1 month twice daily	\$ 500.00
		Total	\$ 11,745.00

SMALL/ART PROJECT

NOTIFICATION OF GRANT AWARD (NGA) CONTRACT

EAST CENTRAL REGIONAL ARTS COUNCIL PO Box 294 Braham, MN 55006 Phone: (320) 396-2337	Date of ECRAC Action: February 20, 2018
	Project Grant #: 18-7E-05
	EIN #: 41-6005029
	Grant Award: \$2,500
	Approved Project Period: 5/15/18 – 6/30/19
	Project Title: Painting in the Park
GRANTEE	
Name, Address, Phone #, Email of Grant Project Director: Marcia Westover, Community Development Director City of Cambridge 300 3rd Ave NE Cambridge, MN 55008 763-552-3207 mwestover@ci.cambridge.mn.us	Name, Address, Phone #, Email of Fiscal Agent: <p style="text-align: center;">SAME</p>

BUDGET SUMMARY
(in whole numbers)

ECRAC APPROVED BUDGET
(FROM SUBMITTED GRANT APPLICATION)

1. Salaries or Wages
2. Artist(s) Fees
3. Artist(s) Travel /Expenses
4. Publicity Expenses
5. Rental Fees/Equipment
6. Expendable Supplies/Materials
7. Printing and Postage
8. Project Evaluation
9. Other/ Miscellaneous
- TOTALS**

ECRAC FUNDS	LOCAL MATCH	TOTAL
0	0	0
2340	1860	4200
0	0	0
0	805	805
0	420	420
0	0	0
160	0	160
0	0	0
0	0	0
2500	3085	5585

TOTAL PROJECT FUNDS APPROVED

APPROVED LOCAL MATCH INCOME DETAIL
(Sources of match)

	LOCAL MATCH DETAIL
1. Earned Income	1920
2. Other grants/contributions	0
3. Cash on hand	1165
4. In-kind	0
TOTALS	3085

Additional grant requirement stipulations from the ECRAC: Before payment can be made, grantee must move \$60 from grant funds for line item rental fees/equipment to the local match, and move artist fees from line item salaries or wages to the artist fees line item. ECRAC staff has made these adjustments above.

Budget changes of 20% or more, artistic changes, and project date changes require prior approval from ECRAC.
 Contact ECRAC staff at 320-396-2337 x2 or email grantinfo@ecrac.org to submit a change request for review and approval.

March 23, 2018

Marcia Westover, Community Development Director
City of Cambridge
300 3rd Ave NE
Cambridge, MN 55008



RE: East Central Regional Arts Council (ECRAC) Small/Art Project Grant # 18-7E-05

Dear Ms. Westover:

I am pleased to inform you that the East Central Regional Arts Council has reviewed and approved your request for **\$2,500** in arts funding for your recent Small/Art Project grant application – *Painting in the Park*, project. Congratulations!

Enclosed are two copies of the Notification of Grant Award (NGA)/Terms of Contract along with a Request for Payment (RFP) Form. Please have an authorized city official sign one NGA and Request for Payment form and return it to the ECRAC office within 45 days. **You should keep the other NGA Contract for reference in your grant file.** Within 45 days of receipt of the completed and returned NGA and RFP, ECRAC will schedule an appointment with you to receive the full grant amount (unless otherwise stipulated) and final report forms at the ECRAC office, allowing for photo opportunities and a brief overview of final reporting requirements.

Please contact your organization's financial officer as soon as possible to ensure a separate bookkeeping account is created for tracking all grant project expenses, per grant contract Item #3.

Please read your NGA/Terms of Contract for any necessary stipulations/modifications to your project.

In order to ensure the continued availability of such funds, it is very important that legislators know that state arts funds are being used in the area and the types of activities these funds are supporting. We ask you to send a letter to legislators thanking them for their support of the arts, telling them about the project that received state arts funds, and inviting them to attend the activity. For your convenience, we have included a sample letter. Once you have completed your letter(s), please send a copy to ECRAC for our records.

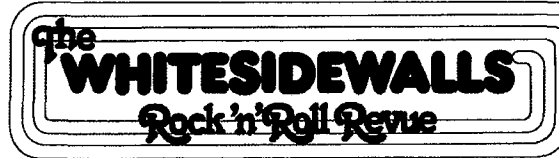
Remember to email all press releases/PSA's to ECRAC (info@ecrac.org) at least one month prior to all scheduled events. **Please note that the required funding credit line is in you NGA Contract and that you also need to use the ECRAC logo.** We have also enclosed information on Region 7E media and the ECRAC board members for your convenience when you are publicizing the project.

If you have any questions or concerns regarding your project please contact Grant Program Officer Katina Eklund by telephone at (320) 396-2337 x2, or via email at grantinfo@ecrac.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Minnick-Daniels". The signature is fluid and cursive, with a large loop at the end.

Mary Minnick-Daniels
Executive Director
Enclosures



David "Swanee" Swanson
Phone: 612-202-8525
Fax: 715-246-5810
1744 Margaret Street
New Richmond, WI 54017
E-mail: swanee@whitesidewalls.com
www.whitesidewalls.com

ENGAGEMENT CONTRACT

1) THIS CONTRACT for the personal services of The Whitesidewalls® is made this **16th** day of **April, 2018** Between **City of Camberidge** represented by the undersigned ("Purchaser") and Swanee's Music, Inc (DBA "The Whitesidewalls®") represented by the undersigned Owner/Manager; David Swanson.

2) Name of Venue: **Cambridge Summer Concert Music Series**

3) Date(s) of Engagement(s): **Thursday, July 12, 2018**

4) Performance Times: **6:00 – 8:00 pm Two Shows**

5) Engagement Type and Description: **Public Outdoor Concert**

6) Location of Engagement: **810 2nd Ave SW, Cambridge, MN**

7) Other Terms or Conditions: **NA**

8) Net Contract Price: **\$1,800.00**

9) Payments to be made as follows:

X A non-refundable security DEPOSIT payable to "The Whitesidewalls" in the amount of **\$900.00** which must be returned with this signed Engagement Contract.

X The BALANCE of **\$900.00** *** must be received prior to the performance. Checks shall be made payable to "The Whitesidewalls"

10) **CANCELLATIONS:**

- a) This agreement of The Whitesidewalls® to perform is subject to proven detention by sickness, accidents, riots, strikes, epidemics, extreme or dangerous weather conditions, acts of God, or any other legitimate conditions beyond The Whitesidewalls® control. The Whitesidewalls® shall not be held liable for costs, damages, losses, delays, or non-fulfillment of the terms of this contract if such costs, damages, losses, delays, or non-fulfillment is caused by any such condition. If the performance is cancelled due to poor weather or unsafe electrical conditions, and if it is an outside performance, total contract price is to be paid in full.
- b) The agreement may be cancelled by either party, without cause, by submission of written notice to the other party, not less than 45 days prior to performance date. If Purchaser cancels this agreement prior to 45 days before the performance, the deposit (or 50% of total compensation if no deposit is indicated, whether it has been paid yet or not) will be forfeited and no other compensation shall be required. If Purchaser cancels within 45 days of performance, Purchaser shall pay the full contract amount as shown in Line 8. Said amount will be due and payable on the date of such cancellation. If The Whitesidewalls® cancels this agreement; all moneys paid prior to the date of cancellation will be refunded. Upon cancellation, neither party shall be held liable for any other costs, damages or expenses except as provided herein and both parties expressly waive any rights thereto.

11) **TRADEMARK/SERVICEMARK:** Purchaser recognizes and acknowledges ownership by David L Swanson in and to the trademark / servicemark for The Whitesidewalls® and agrees that use of the mark The Whitesidewalls® will be made only in connection with the promotion of The Whitesidewalls® for this contracted engagement, and all use thereof inures to the benefit of The Whitesidewalls®.

12) **RECORDING:** Purchaser agrees that no performance of The Whitesidewalls® shall be in any way recorded, reproduced, or transmitted from the place of performance without prior approval by The Whitesidewalls®.

13) **INDEPENDENT CONTRACTORS:** The Whitesidewalls® act as independent contractors, and not as employees of the Purchaser.

14) **MINNESOTA VENUES:** The 2% Non-Resident Entertainment tax required by the Minnesota Department of Revenue shall be added to the net amount listed on page 1, Line 8 of the Engagement Contract, and forwarded to MN Dept of Revenue by Purchaser.

15) **CONTRACTOR RESPONSIBILITIES:** The Whitesidewalls® are responsible only for their own conduct. Purchaser agrees to pay for all damage done to The Whitesidewalls® equipment due to the wrongful act of Purchaser, its employees, agents or guests. Purchaser assumes all risk of the engagement and shall indemnify and hold entertainer harmless against any claims or legal actions brought against The Whitesidewalls® arising out of personal injury or property damage occurring at the engagement which is not caused by The Whitesidewalls®.

16) **COLLECTION FEES:** The Purchaser agrees to pay to The Whitesidewalls® all attorney's fees and collection agency fees incurred in the collection of any amount owed to The Whitesidewalls® under the terms and provisions of this Engagement Contract.

17) **CONTRACT ENFORCEABILITY:**

- a) If any provision of this Engagement Contract shall be deemed to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
- b) This Engagement Contract shall be governed by the laws of the State of Minnesota and jurisdiction reside in any court of the County of Washington, State of Minnesota.
- c) This Engagement Contract is the complete, final and exclusive statement of the terms of the agreement between the parties and supersedes any and all other prior and contemporaneous negotiations and agreements, whether oral or written, between them relating to the subject matter hereof.

- 18) **ACCOMODATIONS:** All engagements over 120 miles or 2.5 Hours drive time from St Paul, MN will require 5 double hotel rooms to be provided. ****Note, please refer to item #7 in the attached performance rider.**

My signature below, confirms that I have read and agree to the above terms and conditions of the engagement contract and the attached performance rider.

City of Cambridge

The Whitesidewalls®

By: _____

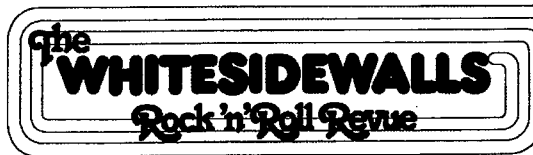
Signature of Purchaser

Date

Lynda Woulfe
300 3rd Ave NE
Cambridge, MN 55008
763-689-3211
lwoulfe@ci.cambridge.mn.us



David Swanson, Owner 4/16/18
1744 Margaret Street
New Richmond, WI 54017
Phone: 612-202-8525 Fax: 715-246-5810
Email: swanee@whitesidewalls.com
www.whitesidewalls.com
EIN# 39-1840452



1744 Margaret St
New Richmond, WI 54017
612-202-8525

PERFORMANCE RIDER

This Performance Rider is attached to and hereby made an integral part of the contract dated 6/4/2018 by and between **City of Cambridge** and hereafter referred to as "Purchaser" and The Whitesidewalls®.

- 1. POWER REQUIREMENTS:** The Purchaser will provide a 220 volt single phase, 4 conductor electrical service, where service to each leg shall be 50 (fifty) amps **OR** 5 (five) separate 20 amp 110 volt circuits. In the event there are no electrical service disconnects, The Whitesidewalls® will make no electrical tie-in. A licensed and bonded electrician must perform the electrical tie-in. ***NOTE:** Generators are not recommended. In the event a generator is used, a separate deposit will be required. Power failure, delays in performance, and/or damage to equipment or personnel due to faulty electricity is Purchaser's sole responsibility.
- 2. STAGE/SOUND/LIGHTING:** Purchaser will provide a stage measuring 16' deep, 24' wide and 18" in height. The Whitesidewalls® must approve any deviation from these specific stage requirements 30 days prior to performance date. Purchaser shall provide/reserve space to accommodate audio console and lighting console (including follow spot). Minimum square footage shall be no less than 5' x 5' for each console or 5' x 10' when consoles are combined. Space for console shall be no greater than 100' from stage. Any delay in starting performance due to incomplete staging is Purchaser's sole responsibility.
- 3. ACCESS TO VENUE:** A clear access to the load-in at stage is required at least **4 (four)** hours prior to the time the audience is to be admitted. Lights in the loading and stage areas shall remain ON until load-in/out is complete. Purchaser will provide parking, as close to the stage as possible, for the equipment truck and up to five additional vehicles at no cost to The Whitesidewalls®. The Whitesidewalls® and their accompanying personnel shall be allowed complete access to stage, backstage, and performance areas. If necessary, Purchaser will provide back stage passes, badges, or other identification to allow access. In the event an electrician is required for the electrical tie in, the electrician must be available at the time of load in. Delays in starting performance due to failure to provide clear access are purchaser's sole responsibility.

4. **DRESSING ROOM:** Purchaser will provide a separate private dressing room with electrical outlets, sink with hot/cold running water, lock and key and comfortable seating for 7 people, near the stage. It should be made available from load-in thru load-out. In most hotel situations, an additional sleeping (or hospitality) room, or nearby meeting room (preferably with bathroom /shower facilities) will serve as a dressing room.
5. **REFRESHMENTS:** Purchaser will provide refreshments for the band and crew (7 people total). At load-in: a CASE of bottled water is required at the stage please. Other refreshments are appreciated. Suggestions include salads, fruit, veggies, desert items, soft drinks, coffee (cream & sugar).
6. **ADVERTISING:** The Whitesidewalls® name and/or likeness will appear in all ads connected with the event(s) named in the agreement, in the first position and 100% size. The correct layout is "The Whitesidewalls Rock 'N' Roll Revue."
7. **HOTEL ROOMS:** If hotel rooms are a provision of the agreement; they must be prepaid (including all taxes, gratuities, parking, and related fees), located at the venue hotel, and reserved under the name of the band. Early check-in and/or late check-out may be required. Double rooms should be reserved.
8. **MERCHANDISE:** The Whitesidewalls® reserve the right to sell merchandise before, during and after its performance. The Whitesidewalls® shall retain the sole, exclusive right to merchandising and the moneys derived therefrom. This includes, but is not limited to: t-shirts, records, tapes, CDs, posters, pins, hats, etc.
9. **SECURITY:** Purchaser will provide adequate security for personnel, stage, back stage, and parking areas. Purchaser will not allow stage access to audience members. Purchaser is responsible for loss or damage to equipment, personnel, or vehicles due to inadequate security, or an unruly audience.
10. **PERSONNEL:** The Whitesidewalls® retains the right to add, subtract, or change band members and crew without notice. A Complete personnel list will be provided to purchaser upon request.

City of Cambridge

The Whitesidewalls®

By: _____
 Signature of Purchaser Date
 Lynda Woulfe



David Swanson, Owner 4/16/18

Kris AND THE RIVERBEND DUTCHMEN

4423 Washington Blvd.
Madison Lake, Minnesota 56063

Agreement to Provide Musical Entertainment Services for:

City of Cambridge

Performance Date:	Services Performed By:	Services Performed For:
July 26, 2018	Kris and the Riverbend Dutchmen 4423 Washington Blvd. Madison Lake, Minnesota 56063	City of Cambridge 300 3rd Avenue NE Cambridge, MN 55008

This Entertainment Contract is an agreement between **City of Cambridge** ("Client") and **Kris and the Riverbend Dutchmen** ("Musicians"), effective **April 16, 2018** (the "Agreement"). This contract between both parties is subject to the terms and conditions outlined within.

The agreement of the Musicians to perform is subject to proven detention by sickness, accidents, riots, epidemics, acts of God, or any other legitimate conditions beyond their control. In the event of a cancellation by the Musicians due to these reasons, any deposit paid to the Musicians by the Client will be refunded in full within thirty (30) days of the performance date.

A one (1) month written notice is required for cancellation of this contract by the Client. If cancellation requirements are not met, the Client will forfeit the full amount of wage agreed upon.

The Band Leader shall be responsible for directing the Musicians and carrying out the musical selections and the manner of performance.

Period of Performance

The entertainment shall be provided on **July 26, 2018**, and shall begin at **6:30 PM** and continue through **8:00 PM**. The contractor will determine the need for adequate breaks for the musicians, including frequency and duration as needed during the performance times.

Location of Performance

The performance will occur at: **City Park**

Contact Information

Client Contact: **City of Cambridge** E-Mail: clevitski@ci.cambridge.mn.us Phone: **763-552-3257**

Address: **300 3rd Ave. NE** City: **Cambridge** State: **Minnesota** Zip: **55008**

Musician Contact: **Kristofer Keltgen** E-Mail: info@riverbenddutchmen.com Phone: **507-381-4502**

Technical Rider

The Musicians shall have the option of selling clothing, audio tapes, albums, DVD's, CD's, books, or other merchandising materials at the performance and shall retain the proceeds from such sales.

The Client will provide parking within close proximity to the loading and unloading area of sufficient size and access for the bands equipment trailer and tow vehicle.

The Client agrees to provide a minimum of two (2) 120volt electrical outlets rated at 20amps or higher within close proximity to the performance area.

For outdoor performances, the Client agrees to provide a shelter for the band capable of protecting the Musicians and musical equipment from the elements which include, but are not limited to: sun, rain, hail, high winds, sleet, and snow.

The Client agrees to provide a performance area or stage large enough to accommodate the band and their equipment. The Client will provide a means of access to this area and it should be available to the musicians for set-up and tear-down for an appropriate period of time before and after the performance. Requirements vary depending on the venue, availability of sound equipment, technical support, and type of performance.

The Client agrees that the Musicians, Musician's assistants, Musician's spouses, and Musician's dependents, are not to be charged admission fees, entrance fees, or parking fees for events or locations where such fees are charged.

The Client agrees to retain any and all necessary personal injury or property damage liability insurance with respect to the activities of the Musicians on the premises of the Client or at such other location where the Client directs the Musicians to perform. The Client agrees to indemnify and hold Musicians harmless from any and all claims, liabilities, damages, and expenses arising from any action or activity of The Client or Musicians while the Musicians are rendering the contracted services, except for claims arising from the Musicians willful misconduct or gross negligence.

Fee Schedule

This engagement will be conducted on a Flat Fee basis. The total fee for this performance contract is: **\$1,650.00**. A deposit of **\$0** is due within ten (10) days to hold the date open. The Balance of **\$1,650.00** is due at the end of the performance.

Deposits are not refundable after ten (10) days from the date they are received except as noted above.

The Band Leader shall distribute the wage received from the Client to the Musicians.


Signatures

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be effective as of the day, month and year first written above.

City of Cambridge

Kris and the Riverbend
Dutchmen

By: _____
Name: _____
Title: Representative

By: 
Name: Kristofer J Keltgen
Title: Owner - Bandleader



ENGAGEMENT CONTRACT

1. AGREEMENT made 4/16/2018 between the entertainment act Jonah & The Whales represented by hereinafter referred to as "ARTIST" and City of Cambridge hereinafter referred to as "PURCHASER". It is mutually agreed between the parties as follows: The PURCHASER hereby engages the ARTIST and the ARTIST hereby agrees to furnish the entertainment presentation hereinafter described upon all the terms and conditions hereinset forth.
2. MUSIC WORKS CONTRACT NUMBER: 26362
3. PURCHASER: City of Cambridge
LOCATION OF ENGAGEMENT: 300 3rd Ave NE Cambridge, MN 55008
4. DATES OF ENGAGEMENT: 8/2/2018 - 8/2/2018
PRODUCTION PROVIDED BY: Artist TYPE OF ENGAGEMENT: Outdoor Event
5. HOURS: (Starting and Ending): 6:30 PM - 8:00 PM (1- 90 minute set)
6. FULL PRICE AGREED UPON: \$1000.00 (One Thousand Dollars and No Cents)
7. THE DEPOSIT: \$none Balance Due: \$1000

AN ENTERTAINMENT
MARKETING COMPANY

8. DEPOSIT DUE: _

9. \$1000 shall be paid in cash or certified check by PURCHASER to ARTIST prior to performance.

10. PROVISIONS:

11. ADDITIONAL PROVISIONS: RAIN CLAUSE: IN THE EVENT OF RAIN, PURCHASER AGREES TO PROVIDE AN ALTERNATIVE SITE. PURCHASER FURTHER AGREES THAT IF UNSAFE CONDITIONS EXIST IN THE FORM OF RAIN OR LIGHTNING, IT WILL BE THE SOLE JUDGEMENT OF THE BAND LEADER AS TO CANCEL OR PERFORM. IF SUCH CONDITIONS EXIST AND NO ALTERNATIVE SITE IS AVAILABLE, PURCHASER AGREES TO PAY ARTIST IN FULL. PER STATE OF MINNESOTA REGULATIONS, A LICENSED ELECTRICIAN MUST BE PRESENT TO CONNECT ARTISTS ELECTRICAL TAP. THIS EXPENSE, IF ANY, WILL BE THE RESPONSIBILITY OF THE PURCHASER.

12. ARTIST agrees to pay a 10% booking fee of gross monies received to THE MUSIC WORKS within 5 days of completion of performance. Commissions unpaid after 14 days of performance are subject to a \$25.00 late fee per week after the 14 days.

13. THIS contract is confirmation of a binding verbal agreement between ARTIST and PURCHASER. Physical delivery of this contract shall constitute acceptance by all parties regardless if this contract is signed by either PURCHASER or ARTIST and deposits received by Agent.

14. CANCELLATION: Agent, PURCHASER and ARTIST agree that this agreement is not subject to cancellation. Agent will use its best efforts to insure completion of this contract by ARTIST. If, however, Agent should be required to cancel the engagement due to various circumstances beyond Agent's control, including the refusal of ARTIST to perform, Agent shall give notice as soon as possible to PURCHASER and shall at Agent's option and in its sole discretion, either a) make a substitution of equal caliber, b) replay the engagement at ARTIST'S and PURCHASER'S convenience, or c) return the deposit to PURCHASER and cancel this agreement. If this contract results in litigation between the parties hereto, PURCHASER agrees to pay all Agent's cost therein, including reasonable attorney's fees.

15. COMMENCEMENT of engagement together with physical delivery of this contract is deemed to be verification of an oral agreement and acceptance of all terms by both PURCHASER and ARTIST.

16. ARTIST shall have the sole and exclusive control over the production, presentation and performance of the engagement hereunder. ARTIST shall have the sole right to designate and change at any time the performing personnel. ARTIST'S obligations hereunder are subject to detention or prevention by sickness, inability to perform, accident, means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, and act or order of any public authority or any other cause, similar or dissimilar, beyond ARTIST'S control.

17. RE-BOOKING/TMW INTEREST: In consideration of the service rendered by THE MUSIC WORKS in securing this booking, ARTIST and PURCHASER agree to book all performances between the above ARTIST and PURCHASER through THE MUSIC WORKS for period of 365 days from the performance date set out in this contract.

18. IF before the date of any scheduled performance it is found that PURCHASER has not performed fully its obligations under any other agreement with any party for another engagement or that the financial credit of the PURCHASER has been impaired, ARTIST may cancel this agreement.

19. IT is mutually agreed by the PURCHASER and the ARTIST that the Agency is acting solely as an independent contractor and is in no way responsible should either party default this agreement. Nor will Agency be held responsible for the conduct or performance hereunder of either PURCHASER or ARTIST.

20. IF any of the provisions hereof are determined to be void by a court of competent jurisdiction, the remaining provisions hereof shall remain in full force.

21. THIS agreement shall be subject to the laws of the State of engagement and all parties hereto accept the jurisdiction of the said State in all matters pertaining to this agreement.

22. THIS contract does not exclusively determine the person liable to report and pay employment taxes and similar employer levies under rulings of the U.S. IRS and of some state agencies.

23. No pyrotechnics (fireworks) of any kind are allowed during this engagement. Use of same is a breach of this agreement as well as may violate certain local or state ordinances.

ATTACHED RIDER (IF ANY) IS PART OF THE CONTRACT

Signature of ARTIST: Jonas Mayer
ARTIST Legal Name: Jonah & The Whales
ARTIST'S ID #41-1423172
Booking Agent: THE MUSIC WORKS, INC.
P.O. BOX 877
Forest Lake, MN 55025
Phone: 651-464-7757

Signature of PURCHASER: Lynda Woulfe
PURCHASER: City of Cambridge
300 3rd Ave NE
Cambridge, MN 55008
WORK: 763-689-3211

Contract

This contract is for the personal services of **Steve Marcio** in **Remembering the King** and is made on 04/16/2018 between the undersigned purchaser and the undersigned artist.

1. Name of place of engagement – Cambridge City Park
2. Name of artist or group – Steve Marcio – Remembering The King
3. Date of the engagement – Thursday August 9th, 2018
4. Type of engagement – Two 45 minute sets starting at 6:30PM
5. Set up approx – 5:15pm
6. Compensation agreed upon - \$800.00
7. Secure changing area will be provided for artist near performance area, or Steve will bring changing tent and set up near performance area.
8. Purchaser will make payment as follows – *Payment will be given to Steve Marcio or Carol Marcio in the form of cash or a check made payable to **Steve Marcio** on the date of the engagement at the place of the engagement prior to our performance***If payment is not given in the correct manner to Steve or Carol Marcio on the date of the performance, a \$100.00 inconvenience fee will be added to balance owed .****
9. The purchaser has hired the artist as an independent contractor, not as an employee of the purchaser.
10. The artist shall at all times have complete supervision, direction, and control over the performance in this contract. The responsibility for appropriate payments of payroll taxes, workman's compensation, and any and all charges under federal, state, and local law will be assumed by the artist.
11. This contract is non cancelable on either parties part unless proven detention by illness, accident, riot, strike, epidemic, act of God, or any other legitimate condition beyond purchaser or artist's control.

Agreed and Accepted

Steve Marcio

Zimmerman, MN

Steven Marcio

Agreed and Accepted

Lynda Woulfe

City Of Cambridge

X_____

Outside Recess

13778 48th Lane NE. St. Michael, MN 55376

612.310.4563

BOOKING AGREEMENT

brandon@outsiderecess.com

This contract for musical entertainment, written & dated April 8, 2018 is made between the undersigned Client (purchaser of music) and the performer: Outside Recess (6-piece band), represented by Agent: Brandon P Christiansen

1. **Place of Engagement:** Cambridge City Park – 820 2nd Ave NW / Cambridge, MN
 2. **Date of Engagement:** Thursday, August 16, 2018
 3. **Starting & Finishing Time:** 6:30pm to 8:30pm CST (2, 45 minute sets)
 4. **Type of Engagement:** Event /Street Dance
 5. **Compensation Agreed Upon:** \$1,500.00 (*Payable by check to Tom Uecker*) – there is no deposit due upon signing of this booking agreement with full payment (*\$1,500.00*) due upon completion of the performance on August 16, 2018.
 6. **Definition of Performance:** Client agrees to provide a stage with cover or canopy and a 220v 40amp electrical power supply within 100ft of the stage. The performer will provide: all musical equipment, sound board, sound tech, PA, and lights. Client agrees that the performer can load-in / set up no sooner than 4:30pm CST with parking to be available to load-in equipment on the street closest to the stage. Performer will conduct sound check one half hour before start time (6:00pm CST).
- Rain or Shine Event.
7. **OVERTIME:** Not applicable. Hard Stop time at 8:30pm CST on 8/16/18.
 8. **CANCELLATION** of the engagement by the client for any reason shall result in a payment of \$500.00. Cancellation by the client due to a major rain / snow storm that is in progress on the date of engagement must be received no later than 9:00am on the date of the engagement. A client cancelling their engagement by telephone must also verify that cancellation in writing (via email or FAX).
 9. If, due to death, sudden incapacitating illness, accident or other unforeseeable circumstances and/or acts of God, the act is unable to perform as contracted, every effort will be made by the agency (if so notified and if time & circumstances permit) to provide a substitute act (subject to approval by the client) to perform in place of the cancelling act, at the same fee & terms. If no acceptable substitute act can be found, the agency and the act agree to refund the deposit and any

and all payments made by the client. Upon such refund, this contract shall become null & void, and the client shall have no further legal recourse against the act or the agency. If the act is late starting due to unavoidable detention (traffic, weather etc) the client has the option to add that amount of time to the end of the function at no additional charge or to deduct a pro-rated refund from the balance due to the act at the function.

10. The agent's responsibility to the client is to consult and advise, offer and promote an act, and (if so instructed) issue a contract on behalf of the act. The agent shall serve as intermediary and consultant prior to the function. In no event shall the agent be held liable for any personal injury, property damage or subjective performance-related complaints or for any other mishaps occurring at the function that are directly or indirectly the fault and/or responsibility of the act. The act and the client agree to indemnify and hold the agent harmless against any and all claims for damages resulting from this booking.

I, the undersigned, have read this document and do fully understand and agree to the terms and conditions set forth herein.

(PLEASE PRINT, SIGN, AND RETURN A COPY VIA EMAIL OR USPS)

Agent	Client
Name: Brandon P Christiansen	Lynda Woulfe
Address: 13778 48 th Lane NE St. Michael, MN 55376	City of Cambridge 300 3 rd Ave NE
Phone: 612.310.4563	Cambridge, MN 55008
Agent	Client
X SIGNED – Brandon P Christiansen (4/8/2018)	X _____

ABSEY ENTERTAINMENT

1272 Jessie Street St. Paul, MN 55130 Office: (651) 771-7759 Fax: (651)774-2236

www.abseyentertainment.com

CONTRACT

ANY AND ALL RIDERS ATTACHED HERETO ARE MADE A PART HEREOF

This Employment Agreement is being entered into on **03/28/18** by and between the purchaser and the Artist. Whereas the purchaser of Artist (herein called "Purchaser") is a business or organization desiring to hire entertainment, and whereas the Artist (Herein called "Artist") are desiring to furnish the Purchaser their services. Therefore in consideration of the promises of the parties and for other good and valuable consideration as set forth below, the Purchaser agrees to hire the Artist and the Artist agrees to perform for the Purchaser upon the terms and conditions as set forth in this agreement. The agent (herein called "Agency") is Absey Entertainment.

1. **Artist:** Jamey Worley / The Devon Worley Band
2. **Name / Location of Festival:** Music in the Park / City of Cambridge
3. **Purchaser:** Carri Levitski / City of Cambridge 810 2nd Ave. SW, Cambridge, MN 55008
4. **Date(s) of Engagement:** Thu. Aug. 23, 2018
5. **Performance Time(s)** **Starting / Finishing Times:** 6:30pm – 8:00pm
Number / Length of Sets: 1/90 minute set
6. **Type of Engagement:** Outdoor / Festival
7. **Compensation Agreed Upon:** \$2000.00 (Two Thousand Dollars).
8. **Payment:** Purchaser agrees to make payment to Artist in cash immediately following performance.
9. **Production:** Artist agrees to provide adequate sound & lights at no additional cost to the Purchaser.
10. **Special Provisions:** Artist will be allowed a ten person guest list
11. **Additional Comments:** In the event of rain, Purchaser agrees to provide an alternate site. Purchaser further agrees that if unsafe conditions exist in the form of rain or lightning, it will be the sole judgment of the band leader as to cancel or perform. If such conditions exist and no alternate site is available, Purchaser agrees to pay Artist in full. Per state of Minnesota regulations, a licensed electrician must be present to connect artist electrical tap. This expense, if any, will be the responsibility of the Purchaser.
12. **Accommodations:** Purchaser agrees to provide reasonable hospitality to include beverages at no cost to the Artist.
13. **RE-BOOKED:** In the event Performer is re-booked into any establishment owned, booked, or controlled by the Purchaser within twelve (12) months of the termination of this contract, Agency shall be paid a commission at the same rate as provided under this contract. Performer and Purchaser agree to be jointly and severally liable for payment of said commission. Commencement of engagement together with physical delivery of this contract is deemed to be a verification of an oral agreement and acceptance of all terms by the Performer and Purchaser.

Lynda Woulfe / City of Cambridge

Tax ID#:

X

SIGNATURE

Address: Same as Above

Phone: 763-689-3211

X

SIGNATURE

c/o Absey Entertainment

1272 Jessie Street St. Paul, MN 55130

Office: (651)771-7759

Fax: (651)774-2236

www.abseyentertainment.com

Prepared by: Lynda J. Woulfe, City Administrator

Background

Isanti County and the City of Cambridge has been exploring the use of electronic pollbooks for the 2018 election cycle. The electronic pollbook will take the place of the paper rosters and decrease the amount of time it takes to find a voter.

Pros:

- Electronic rosters are designed to make the process of checking in Voters at the polls fast and easy.
- Immediately alerts election judge if the Election Day registrant has already completed an Election Day Registration Form in the polling place and voted.
- Immediately alerts election judge if the Election Day registrant has already voted as a pre-registered voter in the precinct either as an AB or in the polling place.
- Immediately alerts election judge if the Election Day registrant’s registration status is challenged.
- Immediately alerts election judge if the residence address provided is not within the precinct.
- Immediately alerts election judge if DOB provided is less than 18 years old.
- Capable of providing voters correct polling place (precinct finder)
- Easier to post rosters after an election.
- More accurate voting history
- Queue up EDR files electronically, for faster SVRS input.

Cons:

- There is a significant cost to purchasing the equipment. (This has been offset by the grant received.)
- Specialized training is required, and may have to be developed by the county.
- May be minimal economic benefit for smaller counties.

Isanti County takes the lead on selecting election equipment for all local government entities within the County. The goal is to standardize election equipment across the County. Therefore, Isanti County researched providers of electronic pollbooks that met Minnesota’s statutory requirements for pollbooks and they are recommending purchasing 12 electronic pollbooks from knowINK. Heidi and Chad estimated that would be three pollbooks will be used to check people in and 3 will be used for Election Day registrations in each precinct. If Cambridge’s experience with the pollbooks goes well, then they would be rolled out to other jurisdictions as well.

This equipment is priced off the state contract for election equipment and the County received a grant of \$4,225 for the pollbooks. The remaining \$11,265 will be split between the county and city (City's share is \$5,632.50). The City and County would also split any future maintenance and support costs as we do with our current equipment. Based upon the quote, our annual maintenance costs will be \$750.00 (half of \$1,500).

Fiscal Note: Cost \$5,632.50.

2018 Election Capital Fund Budget: \$15,000

Remaining funds after purchase: \$9,367.50

The timing of this purchase is also important. If the City is going to which to electronic pollbooks we will need to notify the State of this change by May 14, 2018 since state law (Minn. Stat. §201.225) requires 90 days notice to the Secretary of State's Office prior to first use. If purchased, their first use will be August 14, 2018 for the Primary Election.

I understand that switching to the pollbooks will be a big change for our election judges, but we will plan special training sessions just for the roster judges to ensure they are comfortable with the process prior to the Primary election.

Recommendation

Authorize purchase of electronic pollbooks from knowINK.



KNOWiNK Quote and Terms				
Date: 3/29/2018				
KNOWiNK 2111 Olive Street Saint Louis, MO 63103				
County: Isanti County, MN		Phone: (763) 689-8209	Email: chad.struss@co.isanti.mn.us	
County Contact: Chad Struss				
Poll Pad Subscription Purchase Quote and Terms:				
*Pricing guaranteed for 60 days from date of quote. Based on your stated requirements, we propose the following:				
Item	Recommended Hardware/Software	Estimated Quantity	Unit Price	Total Amount
1	Poll Pad Units (Includes: iPad WiFi 32gb, Charger, Printer, Transport Case, Stand, Stylus, 1st Year Software License, MDM Enrollment, and Basic Poll Pad Manager)	12	\$1,280.00	\$15,360.00
2	iSync Drive	2	\$65.00	\$130.00
Total Year One (1) Poll Pad Package Estimated Cost:				\$15,490.00
Annual Software License and Maintenance				
3	Year 2 Annual Software License, MDM & MN SVR Maintenance	12	\$125.00	\$1,500.00
4	Year 3 Annual Software License, MDM & MN SVR Maintenance	12	\$125.00	\$1,500.00
5	Year 4 Annual Software License, MDM & MN SVR Maintenance	12	\$125.00	\$1,500.00
6	Year 5 Annual Software License, MDM & MN SVR Maintenance	12	\$125.00	\$1,500.00
Optional Hardware/Software				
7	Star Micronics Receipt Paper - Additional (Case of 50 rolls)		\$125.00	
8	Green MFi Certified Lightning Cable - 9'		\$9.50	
Terms of Subscription				
<p><i>Subject to acceptance of the Master Software License & Services Agreement will be a (5) five year agreement. The term will begin effective on the date of equipment acceptance. All Poll Pad software comes with the standard (12) twelve month warranty. Post Election reporting includes required VR Extract and digital e-Roster.</i></p>				



Office of the Minnesota Secretary of State

NOTICE OF INTENT TO USE ELECTRONIC ROSTERS

Instructions

This form is designed for counties, municipalities, or school districts to give the required notice at least 90 days before the first election electronic rosters are to be used. (*Minnesota Statutes 201.225*) The completed form should be returned to the Office of the Secretary of State via email (elections.dept@state.mn.us), fax (651-296-9073) or mail (180 State Office Building, 100 Rev. Dr. Martin Luther King, Jr. Blvd., Saint Paul, MN 55155).

Jurisdiction Information

Jurisdiction Name City of Cambridge

Jurisdiction Type County Municipality School District

Notification

The above-named jurisdiction hereby notifies the Office of the Secretary of State of its intent to use electronic rosters for the upcoming election to be held on August 14, 2018 and November 6, 2018

This notification is valid for all subsequent elections unless revoked.

The following precincts in the jurisdiction will be using electronic rosters:

- All precincts in the jurisdiction, or
- The following specific precincts in the jurisdiction:

Signature

Name Lynda J. Woulfe

Title City Administrator

Signature

Date

Revised 7/2014

7B Agenda Item

Finance Department Report 4/16/2018

2017 Audit Report & Certificate for Achievement for Excellence in Financial Reporting for 2016

Dave Mol, an audit partner from Redpath & Co will be making the presentation of the 2017 audit report to the City Council on April 16, 2018. Reports to be reviewed are included in your packet.

Also, the finance department has received notice that it has received the Government Finance Officer's Association (GFOA) Certificate for Achievement for Excellence in Financial Reporting for the 2016 audit report. This is the fourteenth year in a row that we have received the award.

The Finance Department will present Mayor Palmer with our award.

Requested Council Action

Motion to approve the annual audit for the year ended December 31, 2017 for the City of Cambridge.

Attachments:

- Comprehensive Annual Financial Report for the Year Ended December 31, 2017
- Audit Management Letter
- Independent Auditor's Report on Internal Control
- Minnesota Legal Compliance Report

PREPARED BY: CAROLINE MOE, DIRECTOR OF FINANCE

Cambridge City Council Packet
April 16, 2018

Please Note:

**These attachments are NOT in your packet.
They are in four (4) separate Handouts
that you received along with your packet.**

A. 2017 Audit Report Presentation

- Comprehensive Annual Financial Report for the Year Ended December 31, 2017
- Audit Management Letter
- Independent Auditor's Report on Internal Control
- Minnesota Legal Compliance Report

Prepared by: Todd S. Schuster, Chief of Police

Background:

With my promotion to Chief of Police, there has been an open Full-Time position within our department. We have been evaluating our staffing needs since then to determine if the position would be better filled by a third Sergeant (which is what the position is) or by an eighth Patrol Officer. A Patrol Officer position would allow us to have two officers assigned to each day and night shift rotation. Currently, and in the recent past, we have had two officers assigned to each night shift rotation, but only one to each day shift rotation. On 4/5/18, I held a department meeting to gather the input from everyone on this issue. Their unanimous thoughts, which also matched my thoughts on would best serve the department, was that another Patrol Officer position would best serve the needs of the department.

Another staffing need that I am facing is the need to replace some Part-Time Officers. We began to utilize Part-Time Officers to help cover shifts when there are openings in the schedule due to time off requests, training or other reasons. We began with four Part-Time Officers. Since then, we have had two of those officers leave our department for one reason or another. I have now learned that one of our remaining officers is going to be unavailable at least through this summer.

While we are advertising to add a Full-Time Officer, I would also like to hire up to two additional Part-Time Officers to eventually get back up to the full complement of four Part-Time Officers. Part-Time Officers are a cost-effective way to help us provide 24/7 coverage with two officers on at all times.

Fiscal Note:

The hiring of a Full-Time Officer would have no financial impact. The position is already funded within the current budget.

The hiring of up to two Part-Time Officers would also have an overall minimal financial impact. A review of the current budget with Finance Director Moe showed that there are currently sufficient funds to allow up to 24 hours of Part-Time Officer coverage for the remainder of the year. If careful monitoring of the part-time budget showed that the need was greater than that, Moe advised that a budget adjustment could be made utilizing funds from the current position opening.

The minimal impact that the hiring of additional Part-Time Officers would have is in the area of pre-employment testing. Currently, I have an unused line item in my budget for applicant testing, but it would not be sufficient to cover the necessary costs for the pre-employment testing for three positions. I do, however, have other line items that Finance Director Moe advised are able to be adjusted to cover these expenses without having an overall impact on the department budget.

Recommendation:

Allow staff to advertise and begin the hiring process for one Full-Time Officer and up to two Part-Time Officers.

7D Approve Roof Maintenance Proposal for Preemptive Roof Repairs for City Hall, Police and Fire Department

April 16, 2018

Author: Stan Gustafson, Economic Development Director

Request

Staff is requesting approval for preemptive roof repair and maintenance for City Hall, Police and Fire Department.

Review

As the roof ages we are running into more leaks in a variety of areas and as a preemptive measure we are trying to address them by working with roofers to fix areas that can cause problems in the future. Staff does the best we can for maintenance on a variety of things but we are not roofers and this project is left to them. To minimize staff time on calls and trying to figure out where the leak is prior to the roofers coming.

Staff received two bids on the City Hall, Police and Fire Department to address the roof that shows areas that could be problematic and make the necessary repairs.

The roof will be inspected by technicians and repaired as needed: roofing boots, stack tops, flashing, roof membrane penetration areas and parapet walls, areas around skylights, scuppers, repair worn areas, tears and abrasion's.

In the proposal it identified the current situation on the roofs where repairs are needed. Based on our long range plan the roof is scheduled to be replaced in 2021 but in the mean time we are trying to have the roof maintained the best we can.

Quotes:

Roof Tech

Roof maintenance proposal City Hall, Police & Fire **\$2,495.00**

Kuehn

Roof maintenance proposal City Hall, Police & Fire **\$4,800.00**

The timeline is based on weather but within 30 days.

Fiscal Note: There is adequate funds and they will come from 101-41950-401

Recommendation

Approve proposal from Roof Tech for \$2,495.00 and authorized the Mayor and City Administrator to sign the proposal with Roof Tech Commercial Industrial Roofing Solutions.

Attachments:

- Proposal from Roof Tech
- Proposal from Kuehn Roof System

ROOF TECH

COMMERCIAL & INDUSTRIAL ROOFING SOLUTIONS

2018 Roof Maintenance Proposal

City of Cambridge
City Hall/Police/Fire
300 3rd Ave. NE
Cambridge MN

Prepared for:
Stan Gustafson



Prepared by:
 Chad Oberle
 Estimator/Project Manager
 Roof Tech, Inc.
chad@rooftech.com
 612-685-7211 Mobile
 651-351-7302 Office

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YOUR BUSINESS

ROOF TECH

COMMERCIAL & INDUSTRIAL ROOFING SOLUTIONS

April 2, 2018

ROOF MAINTENANCE PROPOSAL

City of Cambridge
300 3rd Ave. NE
Cambridge MN 55008
Attn: Stan Gustafson

We propose to provide the necessary labor, material and equipment in order to complete the following work as specified to the existing roofing system and repair the following to current industry standards.

Scope of work for retaining and repairing existing FA EPDM roof system at the building located at the above referenced address is as follows:

1. Inspect the roof systems at the described roof areas and related components, identify problematic roof issues and repair as needed to current industry standards.
2. Inspect soil stack tops/boots and replace as needed if needed. Provide and install sealant and clamps as per Industry standards.
3. Inspect and identify weathered and deteriorated flashing membrane at roof penetrations and parapet walls. Clean, prime and install new flashings as needed as per industry standards. All repairs will be completed using laminated butyl tape product.
4. All exhaust pipes that are in service will be inspected and confirmed to have an appropriate storm collar, vent pipe cover and appropriate sealant.
5. All identified deterioration including punctures, tears, abrasions and worn areas should be cleaned, primed and repaired to industry standards. All repairs will be completed using laminated butyl tape product.
6. Identify delaminated seams and previous patch work failures and repair these to industry standards.
7. Seal all voids in seams of roof flashings and sheet metal flashings.
8. Any carpentry, structural, and masonry repairs that are needed will be done on a time and material basis, a building representative will verify any additional work prior to its completion.
9. Remove roof equipment, any additional materials and clean up and haul away all job-related debris upon completion.

Total Bid: \$2,495.00

Payment

Full payment is due upon completion. Finance charge of 1 ½% per month (18% per year) will be applied to balances over 30 days old.

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YOUR BUSINESS

1775 Industrial Blvd. S. ♦ P.O. Box 708 ♦ Stillwater, MN 55082 ♦ P: 651-351-7302 ♦ F: 651-351-7439 ♦ www.rooftech.com



COMMERCIAL & INDUSTRIAL ROOFING SOLUTIONS

April 2, 2018

ROOF MAINTENANCE PROPOSAL

RE: City Of Cambridge
City Hall/Police/Fire
300 3rd Ave. NE
Cambridge MN

Special Conditions/Notes:

All material is as specified. The realization of unforeseen circumstances resulting in additions or deductions from this proposal will be completed as agreed to by client and Roof Tech, Inc.

Costs associated with Structural/Mechanical/Electrical/Satellite/Plumbing mobilizations will be the responsibility of the Owner. We will try to limit this work to only what is required for the proper application of your roofing system.

Work that may be needed at wall areas due to carpentry and/or masonry will be done as directed by the building owner at additional expense based upon labor and materials expended for repairs.

Roof Tech will need to cross sidewalk, parking, alley and lawn areas to access the roof and may temporarily block entryways.

Note Regarding Repair Work on Existing Assemblies:

Repair work is a process of elimination. The work that we are proposing will attempt to correct the deficiencies as stated; however, due to both the condition of the existing roof and the possibility of multiple contributing factors, further work outside of this scope may be necessary at additional expense at a future date. Work to be completed in a professional, workman like manner. Due to the condition of the existing system, we will be unable to offer any warranty for this work.

Thank you again for this opportunity to be of service to you and your organization.

**The above specifications are acceptable and payment will be made as outlined above.
You are authorized to complete the project as specified. Options desired have been initialed where indicated.**

Owner

Roof Tech, Inc.

Signed _____

Signed Chad Oberle

Printed Name _____

Printed Name Chad Oberle

Title _____

Title Project Manager

Date _____

Date April 2, 2018

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YOUR BUSINESS**

ROOF TECH

COMMERCIAL & INDUSTRIAL ROOFING SOLUTIONS

April 2, 2018

Sample Photos of various roof issues:



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1775 Industrial Blvd. S. ♦ P.O. Box 708 ♦ Stillwater, MN 55082 ♦ P: 651-351-7302 ♦ F: 651-351-7439 ♦ www.rooftech.com

We've Got You Covered!



Commercial - Industrial - Architectural Sheet Metal

Providing Quality Roof Services for Over 30 Years

Quotation

Quote Date:

3/15/2018

Quote Number:

KR18086

Quoted to: City Of Cambridge
 Attn: Stan Gustafson
 300 3rd Ave NE
 Cambridge, MN 55008

P.O. No.	Payment Terms	Good Thru	Sales Rep
	Net 30	4/14/2018	MTK
Description			Amount
<p>Roof Maintenance Repairs 2018 City Center Mall Roof Area- Cambridge, MN</p> <ul style="list-style-type: none"> - Inspect all curb corner flashings, pipe penetration flashings and scupper flashings. - Repair any problem areas found with new membrane. Repair cracked sealant areas with new sealant. - Repair along high/low expansion wall with new sealant. - Inspect all seam flashing areas and corner flashing areas. - Repair any problem areas found with new membrane or sealant. - Clean all gravel and debris from roof areas. - Tighten loose metal flashing fasteners. - Cut out expanded insulation areas (4' x 8')- secure insulation and roof over with new membrane to match existing. <p>Time and Material not to exceed:</p>			6,800.00
Total			\$6,800.00

Prepared By: *Matt Kuehn*

Approved By: _____

7E Approve Proposal to add Two Additional Variable Air Volume (VAV) boxes for Council Chambers and Training Room

April 16, 2018

Author: Stan Gustafson, Economic Development Director

Request

Staff is requesting approval to add two additional VAV boxes, one in the Council Chambers and one in the training room.

Review

NAC Mechanical and Electrical Services has been our preferred contractor providing HVAC service for City Hall, Police, Fire Department and City Center Mall for many years. They have a maintenance agreement on all of our units and provide information and a quote if repairs or replacement is needed. NAC proposes to install two new cooling only VAV boxes one in the Council Chambers and one in training room. These VAV boxes will work in conjunction with the existing units and will come on to supply cooling and fresh air based on temperature and CO2.

Variable Air Volume (VAV) is a type of heating, ventilating, and/or air-conditioning (HVAC) system. Unlike constant air volume (CAV) systems, which supply a constant airflow at a variable temperature, VAV systems vary the airflow at a constant temperature.

Quote:

Add two additional VAV boxes \$10,350.00

Project timeline within the next 30 days.

Fiscal Note: The funds will come from the 2018 budget and Fund 419-41320-581

Recommendation

Approve the quote submitted by NAC Mechanical & Electrical Services to add two additional VAV boxes for \$10,350.00 and authorized the City Administrator and Mayor to sign the proposal with NAC Mechanical Electrical Services.

Attachments:

Proposal from NAC



Stephen Kotzmacher
1001 Labore Industrial Court, Suite B
Vadnais Heights, MN 55110

651-255-3527 Direct
651-230-8971 Cell
skotzmacher@nac-hvac.com

April 6, 2018

City of Cambridge, MN
300 Third Avenue NE
Cambridge, MN 55008

Re: City Hall Variable Air Volume (VAV)

Current Situation: The current Variable Air Volume (VAV) boxes do not provide adequate airflow and cooling to maintain occupancy comfort when the rooms have multiple people in them.

Proposed Solution: NAC propose to furnish labor and materials to install two new cooling only VAV boxes. NAC will install and program two Alerton VAV controllers. The new VAVs will work in conjunction with the existing units and kick on to supply additional cooling and fresh air based upon CO2 and temperature.

Services Included:

- Coordination with client
- Lock out and tag out for safety
- Remove ceiling tile as needed(See note #3)
- Fabricate duct work transition in NAC fab shop
- Furnish and install (2) new VAV boxes
- Install duct work transitions, supply ducts, diffusers and seal duct work
 - Use existing return lay in ceiling crates for return air
- Mount Install and Program (2) new VAV controllers
- Start up and check operation of new equipment
- Clean-up of work area

Customer budget investment: 10,350.00 (Ten Thousand Three Hundred Fifty Dollars and 00/100)

Notes:

1. Proposal based upon normal working hours.
2. Any additional work beyond the above scope will be billed at time and materials rates upon prior approval.
3. NAC is not responsible for damaged ceiling tile or replacement of ceiling tiles.
4. Scope and investment amount is valid for 30 days

If you have any questions feel free to contact us anytime, or if you would like us to proceed please sign proposal and fax or e-mail back at your convenience.

Accepted by:

CITY OF CAMBRIDGE

NAC MECHANICAL & ELECTRICAL SERVICES

Signature:

Signature: *Stephen Kotzmacher*

Name: _____

Name: _____

Stephen Kotzmacher

Title: _____

Title: _____

Account Manager

Date: _____

Date: _____

4/6/2018

7F Approve Proposal for Duct Work Cleaning in City hall, Police and Fire Department

April 16, 2018

Author: Stan Gustafson, Economic Development Director

Request

Staff is requesting approval to have the dust work cleaned in City Hall, Police and Fire Department.

Review

The Air Duct System within City Hall, Police and Fire Department is in need of cleaning. The City offices we relocated here in 2002 and although we have maintained our systems well with routine filter replacement nothing has been done to cleaning the duct work.

Staff met with two separate HVAC cleaning professionals and walk through all areas of the building for them to view the system and provided them with the system mechanical plans so they could better understand what they will need to do.

Quotes:

Ductz

Duct cleaning City Hall, Police & Fire **\$8755.00**

KMS Air Duct Cleaning

Duct cleaning City Hall, Police & Fire **\$10,990.00**

Fiscal Note: This is a 2018 budgeted amount from fund 419-41320-581

Recommendation

Approve proposal submitted by Ductz of NE Minneapolis to clean the Duct work and authorized the Mayor and City Administrator to sign the proposal.

Attachments:

Proposal from Ductz of NE Minneapolis
Proposal KMS Air Duct Cleaning

DUCTZ of NE Metro St. Paul
 2009 W. Broadway Ave Ste. 400-128
 Forest Lake, MN 55025
 T: 651-408-1900
 terry.helinsky@ductz.com
 www.ductz.com



Service Quote & Work Order Authorization
 Proposal Date: Mar 28, 2018 | Reference: 715960

Bill to: City of Cambridge
 300 3rd Ave NE
 Cambridge, MN 55008

Job Location: City of Cambridge
 300 3rd Ave NE
 Cambridge, MN 55008
 763-552-3209

Project Name: City of Cambridge

Proposed Services	Frequency	Qty	Price
	/ year		\$0.00
Sub Total			\$0.00
Taxes			\$0.00
Total			\$0.00
Annual Total			\$0.00

Optional Services	Qty	Price	Initial to Accept	
Duct Cleaning	Mechanically clean ductwork for city hall	1.0	\$2,884.00	T
Duct Cleaning	Mechanically clean ductwork for police & fire station offices	1.0	\$2,884.00	T
Duct Cleaning	Mechanically clean ductwork for fire station garage	1.0	\$2,987.00	T

Notes:

- *DUCTZ DID A WALK THROUGH ON 3-8-17 WITH STAN, AND BOB JOHNSON.
- *DUCTZ IS A NADCA (NATIONAL AIR DUCT CLEANERS ASSOCIATION), AND OSHA TRAINED AND CERTIFIED COMPANY.
- * FOUND THAT THE HALLWAY HAS ITS OWN SYSTEM.
- *THE CITY HALL IS AHU(AIR HANDLING UNIT) #1, AND HAS 13 VAV (VARIABLE AIR VOLUME) BOXES THAT ARE CONNECTED TO THE DUCTWORK, AND IS RECOMMENDEED TO BE CLEANED EVERY 2-3 YEARS.
- **VAV Boxes are located above the ceiling space and provide a throttling effect that regulates airflow to specific rooms and spaces. Dampers and automated devices are located within the box and receive control orders through a sensing device such as a thermostat. Internal insulation, components, AND COILS, require special attention as microbiological contamination regularly develops within these components. Since VAV boxes are welded construction and lack planned access points, disassembly of internal components is required for access.
- *FOUND THAT THE POLICE AND FIRE STATION OFFICES ARE RUN OFF OF AHU#2, AND THEY HAVE 18 VAV BOXES.
- *BOTH AHU 1&2 ARE LOCATED IN THE UPSTAIRS MECHANICAL ROOM.
- *DUCTZ WILL NEED SCAFFOLDING FOR THE CITY HALL.
- *THE FIRE STATION GARAGE HAS A MAU #1 (MAKEUP AIR UNIT), AND IS SPIRAL DUCTWORK. WILL NEED SCAFFOLDING FOR THIS.

All offices are independently owned and operated.

DUCTZ proposes to furnish the labor and materials for the indicated sum, subject to the terms and conditions included as part of this work order authorization. The purchaser acknowledges that they have read, understood, and agreed to the terms and conditions authorizing DUCTZ to proceed with the work as proposed.

Date: _____

Client Signature

Date: _____

*Terry Helinsky, as owner
DUCTZ of NE Metro St. Paul*



3648 Snelling Ave South
Minneapolis MN 55406

Phone: (612) 627-9038

Fax: (612) 627-9052



The HVAC Inspection, Maintenance
and Restoration Association



PROPOSAL

Submitted To: Cambridge City Hall		Date: 04/06/2018	Submitted By: Tim Mansur	
Address:			Phone: (612) 627-9038	Fax: (612) 823-6009
City:	State:	Zip:	Email: tim@kmsclean.com	
Attention: Stan Gustafson			WORK SITE INFORMATION	
Phone: 763-552-3209			Location: Cambridge City Hall	
Fax:			Address: 300 3 rd Avenue NE	
Email: sgustafson@ci.cambridge.mn.us			City: Cambridge	State: MN Zip: 55008

SCOPE

Duct Cleaning for Cambridge City Hall Separated by Administration Area, Police and Fire Stations

Base Bid:

Per the walk through, KMS will clean the HVAC system in the Administration Area, Police Station and Fire Station according to NADCA standards.

Administration Area-\$4,100.00

Police Station-\$3,090.00

Fire Station-\$3,800.00

We propose to furnish material and labor complete with above scope of work for the sum of:		\$ Above
Note: Applicable Minnesota state sales taxes are not included in the price		Terms of Payment: Net 30 days
CERTIFICATIONS	NADC-National Air Duct Cleaners Assoc.	AGC – Associated General Contractors

WARRANTY FOR CLEANING OF COMMERCIAL HEATING, VENTILATING AND AIR CONDITIONING SYSTEMS

KMS represents and warrants that the services to be substantially in accordance with the general specifications for the cleaning of commercial heating, ventilating and air conditioning systems published by the National Air Duct Cleaning Association. KMS makes no warranties or representations regarding, nor accepts any responsibility for fungi, contaminated dust, debris, and to other unwanted materials or substances (i.e., Microbial Contamination) that may grow or amplify throughout any heating, ventilation, or air conditioning system (HAVC), subsequent to the performance of the services provided. KMS states that HAVC systems inherently and continually collect and distribute indoor pollutants, and the KMS services hereunder shall not be in any manner deemed to prevent the future collection, distribution, growth, or amplification of Microbial Contamination, and KMS disclaims any responsibility for or liability arising out of any Microbial Contamination that may grow or amplify subsequent to the performance of KMS services hereunder or which may subsequently as a result of future collection, distribution, growth or amplification of Microbial Contamination in the HAVAC System or otherwise. The foregoing warranty is the sole and exclusive warranty provided by KMS and is in lieu of any and all other warranties, including, and not limited to any warranty of merchantability or fitness for a particular purpose.

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

Print Name: _____

Signature: _____

Date: _____

Prepared by: Lynda J. Woulfe, City Administrator & Will Pennings, Emergency Management Director

Background

Will Pennings, Marcia Westover, and I attended a Whole Community Long Term Recovery workshop sponsored by the Initiative Foundation through a USDA grant. At the workshop, the presenters stressed the importance of having a Long Term Recovery Committee appointed and organized prior to any disaster. They shared stories from Wadena and Baxter recent weather disasters and how a Long Term Recovery Committee could have expedited the community’s rebuilding efforts.

The training recommended that our Long Term Recovery Committee include representatives from the following categories:

- Local Human Services Non Profit
- Emergency Management
- Health Care with an emphasis on mental/emotional health
- Faith Community
- Business Sector
- Civic Clubs
- School District
- Higher Education
- Local financial institutions
- Local appointed / elected officials

Using the recommended categories, I sent letters to the following individuals:

- | | |
|------------------------|--|
| Holly Nelson | Isanti County Zoning |
| Penny Messner | Isanti County |
| Pam Streed | New Pathways |
| Dana Rauschnott | USDA |
| Rob Lininger | Mental Health Practitioner |
| Susan Eisenbacher | Allina Health |
| Pastor Andy Romstad | Cambridge Lutheran |
| Pastor Jared Gustafson | First Baptist Church |
| Pastor Amelia Buschena | Common Ground Methodist Church |
| Carrie Moline-Gibbs | Century 21 Moline Realty |
| Darlene Melland | |
| Brad Hannan | Young Life |
| Julie Gotham | Cambridge Medical Center Foundation |
| Brian Baas | BJ Baas Builders |
| Dave Maurer | District 911 / Community Education |
| Kirstin Bruss | Minnco |
| Bob Benes | Lakes and Pines Community Action Council |
| Roxie Karelis | Family Pathways |
| Nancy Johnson | Shalom Shop |
| Clifford Anderson | ARCC |

The following people have accepted:

Penny Messner	Isanti County
Pam Streed	New Pathways
Dana Rauschnott	USDA
Rob Lininger	
Carri Moline-Gibbs	Century 21 Moline Realty
Julie Gotham	Cambridge Medical Center Foundation
Brian Baas	BJ Baas Builders
Kirstin Bruss	Minnco
Bob Benes	Lakes and Pines Community Action Council
Roxie Karelis	Family Pathways
Nancy Johnson	Shalom Shop
Clifford Anderson	ARCC

District 911 will have a representative, they just need to let me know who it will be. Still waiting for a final response from Susan Eisenbacher, Darlene Melland, Pastor Gustafson, Pastor Romstad, and Pastor Buschena.

With respect to Council participation, it would be a good idea to have the Mayor and one more Councilmember appointed to the Committee. Staff serving this committee would be Caroline Moe and Marcia Westover as they are assigned the Planning-Finance function for emergencies. Also participating will be the City Administrator and Will Pennings as the Emergency Management Director.

The Long Term Recovery Committee will need to undergo a day of training done by Dan Frank (Initiative Foundation representative) through their USDA grant. Potential dates for the day long training are May 17, May 31, and June 14. In order to take advantage of the free training, we must schedule a date before June 30. The potential dates were provided by Dan Frank as days that he is available for the training. Once the Council appoints members to the Long Term Recovery Committee, I will contact them with the training dates and select the date when most committee members can make the training.

Alternatives

The City Council does not have to create a Long Term Recovery Committee. This is not a governmental mandate but a strong recommendation from the Federal Emergency Management Agency (FEMA) and our State's Emergency Management-Homeland Security Offices. It is my hope that this committee is never utilized, but if created we have just added to the list of people we can count on in an emergency to help our community recover.

Fiscal Note

Initial training is free and lunch is provided through the grant.

Annual impact: \$500 from Emergency Management budget to hold a drill for our Long Term Recovery Committee members.

Recommendation

Appoint Penny Messner, Pam Streed, Dana Rauschnott, Rob Lininger, Carri Moline-Gibbs, Julie Gotham, Brian Baas, Kirstin Bruss, Bob Benes, Roxie Karelis, Nancy Johnson, and Clifford Anderson to serve on the City's Long Term Recovery Committee.

March 15, 2018

«First_Name» «Last_Name»
«Company_Name»
«Address_Line_1»
«City», «State» «ZIP_Code»

SUBJECT: City of Cambridge Long Term Recovery Committee

Dear «First_Name»,

When a community has a disaster, its recovery is paramount to its citizens, businesses, and institutions. The City of Cambridge is striving to build a structure for a successful recovery long before we are actually hit with a disaster by creating a Long Term Recovery Committee. The purpose of the long term recovery process is to assist in identifying the resources that may be available to address unmet needs such as construction services, social services, emotional health, debris management, health care recovery, assistance for people with disabilities, and general case management.

The Recovery Committee will work on setting up structure for the following items:

- ⇒ Finance Management (Donations)
- ⇒ Donation Management – Materials
- ⇒ Case Management
- ⇒ Community Assessment
- ⇒ Crisis counseling
- ⇒ Emotional – Spiritual Care
- ⇒ Public Information – Education
- ⇒ Construction – Reconstruction Coordination
- ⇒ Resource Round Table

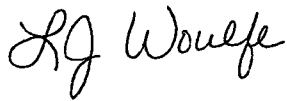
I know this sounds overwhelming, but it is so important for a stable and quick recovery of our community in a disaster. This is why I am reaching out to you to tap your expertise in one (or more) of these areas to help form the committee.

Now for the big question – what is the time commitment? Initially, members of the Community Long Term Recover Committee will meet for an eight hour training with the Initiative Foundation and Minnesota Voluntary Organizations Active in Disaster (MVOAD) group. This will happen sometime in May or June. After the training, the group will need to organize, select a chair, and get the basic outline for committee structure together. I estimate this will mean meeting one a month for about six months. After that, the Committee would meet once a year to refresh knowledge, do a table top exercise to put that knowledge into practical use, and determine what, if any, changes need to be made to the committee and plans.

I want to stress that this is not something you need to do on your own. City Staff Marcia Westover and Caroline Moe will be working with you to form the group and structure. They will also be assigned to the Committee in case of a disaster.

Please consider this request to serve and let me know if you whether or not you desire to serve by April 2, 2018. Thank you. I look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read "LJ Woulfe". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Lynda J. Woulfe
City Administrator



**Whole Community Long-Term Disaster Recovery Team Phase 2
Updated 2/20/18**

Desired Outcomes for the Program:

- Establish a core group of 6-10 key organizations (individuals) that will gain a basic understanding of the Disaster Recovery Process and have the knowledge and resources in hand to be able to quickly expand to a full Whole Community Long-Term Disaster Recovery Team if a disaster happens.
- This group would be connected with the local Emergency Manager and at a minimum practice annually as part of a disaster response drill, turning their attention past the immediate disaster response addressed by others to the long-term recovery issues that would follow.

Suggested Participants:

1. Local Human services Non-Profit
2. Emergency Management
3. Health Care with an emphasis on mental/emotional health
4. Faith Community
5. Chamber or Business sector
6. Local or regional Community Foundation
7. Civic Clubs
8. School District
9. Higher education (if present in area)
10. Local financial institutions
11. Local elected or appointed official

Estimated time commitment for participants:

- 7 hours initial team orientation
- 4 hours annual meeting and exercise to maintain

Continued on next page

Resources to be utilized for the training process:

- MNVOAD Long Term Recovery Manual
- Long Term Recovery materials from Association of Minnesota Emergency Managers
- Materials from Minnesota Homeland Security and Emergency Management
- Lessons Learned manual from Wadena Tornado Long Term Recovery Team
- Plans and Staff From Emergency Management
- Staff and Funds from the Initiative Foundation
- Initiative Foundation PPREP Disaster Workbook, Regional Resource section.
- Knowledge and experience of participating Organizations/Individuals

Draft Training Agenda

8:00 am – 3:00 pm

8:00 Welcome and Introductions

8:15 Desired Outcomes for the day

- Gain an understanding of likely Disasters
- Understand the Critical Incident Management process
- Understand Long Term Recovery Team Functions
- Adopt Mission Statement and Bylaws
- Review and Add to Recovery Resources
- Practice likely Disaster Scenarios
- Understand steps to maintain readiness

8:25 Why this work is important

8:35 What kind of Disasters are most likely in your area?

8:50 Overview of the Critical Incident Management process

9:10 Disasters and Long Term Recovery Overview

9:20 Break

9:30 Overview of major functions of a Long Term Recovery Team

- Donation Management
- Case Management/Coordination
- Fiscal management
- Volunteer management
- Crisis Counseling (Victims and Caregivers)
- Emotional/Spiritual Care
- Public Information/Education
- Construction/reconstruction Management

10:30 Long Term Recovery Team Mission statement review and adoption

11:00 Overview of Long Term Recovery Resources

- Federal
- State
- MNVOAD

11:30 Identifying Vulnerable Populations in your area

12:00 Lunch

Agenda (Continued)

12:45 Asset Mapping Exercise to identify local assets

1:30 Disaster response exercise

2:45 Discussion of next steps

- Annual review, participate in exercise with emphasis on recovery
- Maintaining the Long Term Recovery Team framework
- Set annual meeting date

3:00 Adjourn

Dan Frank
Program Manager for Disaster Preparedness
Initiative Foundation
Little Falls, MN 56345
Danfrank1952@gmail.com
218-820-1094



10 Steps toward Long-Term Recovery

Once the initial “Lights and Sirens’ phase of your disaster response is done you will probably need to move into the Long-Term Recovery phase. This is a longer process that may take several years to complete. The goal of Long-Term Recovery is to get your community back to “Normal”. Here are a few things to consider as you start down that road.

1. **After the first week or two many of the services designed for the initial response will cease and the organizations providing those services may leave your community.** Some services will still be needed, and there will be a need for different services, but at this point the community will need to be more involved in coordinating the recovery.
2. **A Whole Community Long-Term Recovery Team will need to be formed if there is significant clean-up and rebuilding to be done in your community.** This team will need to include people and organizations from many sectors across the community. The Initiative Foundation and/or other organizations such as Lutheran Disaster Response can help you set up this team. See the Long Term Recovery handbook in the resources section for more details.
3. **You will need many partners to successfully rebuild.** Continue to stay connected with county, state and federal agencies, your political representatives, the business community and non-governmental agencies.
4. **There will be many people willing to come and volunteer to help your community. You will need to be prepared to recruit, organize, house, supply and feed these volunteers.** There are Minnesota Voluntary Organizations Active in Disasters (MNVOAD) related organizations that will help with your longer term rebuilding/recovery efforts, including helping to manage volunteers. See MNVOAD under Resources for more information.
5. **At this point you will need case managers and an organization that has experience with managing social programs.** In many cases the same organization that helped with your initial recovery by taking calls and coordinating help can continue to assist with this. However, they may not have the capacity on their own to provide the services longer term without financial support from the community. This is a valid use for some of the funds you have raised for recovery (See Long Term Recovery Resources for sample forms and best practices).
6. **You will need to continue to raise funds during this phase. By now the initial response of funds and the media attention will be over, but you will need to continue to work with the media and tell the story of your needs as it relates to rebuilding people’s lives.** You will want to be looking beyond individual donations at this point to larger organizations as well.
7. **Donations of building materials and other supplies may be wanted at this point. You will need to have a dedicated space and a system to receive, store and distribute these materials.** This is another area that MNVOAD organizations may be able to assist you.

8. **Though physical needs are the most visible, pay attention to the Spiritual/Emotional needs of your community.** Community members and care givers will both need spiritual and emotional support. Just as in grieving any loss there is a predictable cycle of grieving and recovery (See Resources).
9. **Communication will continue to be important during this phase, both to the community and to those from outside who would like to help.** Good information, the use of social media and regular meetings of the community to give updates and to listen to what people's needs are will be crucial.
10. **Don't rush into just rebuilding your community the way it was before.** Take the time to engage your community in conversations about how they want to rebuild and how you can build back as a stronger and better community. There are resources and organizations that can help you do this. Contact the Initiative Foundation about the Thriving Communities Initiative (TCI) program and other Minnesota organizations such as the Minnesota Design Team that can assist you (See resources).

First Things for Disaster Recovery

Here is a short list of some of the main things you will need to be thinking about beyond the initial health and safety issues that your public safety organizations will be dealing with.

- 1. Set up a Disaster Recovery Fund as soon as possible while your disaster still has media attention.** Your giving portal should allow for the use of credit and/or debit cards for donations. The Initiative Foundation can work with you to set up such a fund within hours of a disaster. Contact us at 320-632-9258 or 218-820-1094 (cell) if you are part of our 14 county region and would like assistance to set up a fund.
- 2. Promote your fund through the media and online.** Pictures and stories of how it is affecting individuals and families are best. Initiative Foundation communications staff can assist you with this if needed.
- 3. Let people know what you need. In general cash is king,** other unsolicited, and often unneeded, gifts can be hard to handle and manage.
- 4. Arrange for one common number for folks to call for assistance** and have a system in place to track needs and who is responding to those needs (online Crisis Cleanup is one example). The 211 system or the number of a local nonprofit willing to answer calls and do case management are both possibilities as is your local Community Action Agency or Lutheran Disaster Response.
- 5. Set up a relief station where people can come to get assistance, give assistance or get questions answered.** Coordinate with your emergency manager to have at least one disaster response coordination meeting each day where all organizations working on the response can share their progress and needs. This gives you a common site where volunteers can check in and donated water and food can be received and distributed.
- 6. Remind people to be careful if they are looking at hiring companies to assist with their clean up and repairs,** not every company has their best interest in mind. Working with local well established companies or those vetted by their local government or through the Better Business Bureau is best.
- 7. People should check with their insurance companies about what is and isn't covered** as they are looking at making repairs.
- 8. People should be made aware that the State or Federal Government is unlikely to assist them with paying for home repairs or cleanup** as most disasters will not reach levels that would make individual assistance available. When they hear that the State of Minnesota is declaring their area a disaster that usually means the State will assist with the cost of repairing public infrastructure, not private property.
- 9. If there is significant private property damage that is affecting vulnerable populations (low income, disabled, non-English speakers) ask your local or county Emergency Manager to contact the Minnesota Duty officer at the Department of Public Safety at 1-800-422-0798** and ask for the Volunteer Resource Coordinator to activate Minnesota Voluntary Organizations Active in Disaster (MNVOAD). MNVOAD will start conference calls to coordinate help from disaster relief

organizations (see resources for more about MNVOAD and the type of help their members can offer).

10. If you have businesses that have recovery needs the Initiative Foundation economic development staff and the Minnesota Department of Employment and Economic Development (DEED) may be able to help meet those needs. Let the Initiative Foundation know if there are companies that should be contacted or refer them directly to the Foundation through Jeff Wig, Vice President for Economic Development (jwig@ifound.org) or 320-631-2006. See the resource section for other business recovery resources.



Powering Possible

Welcome!



Option to move

Bathrooms

Phones & pagers

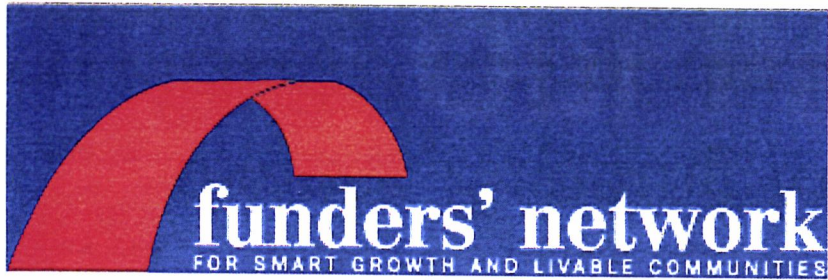
Desired Outcomes

Participants gain a basic understanding of;

- Whole Community Long-Term Recovery
- Resources for Long-Term Recovery
- Advance Planning for Long-Term Recovery
- Phases 2 & 3 of the Initiative Foundations Long-Term Recovery Program.

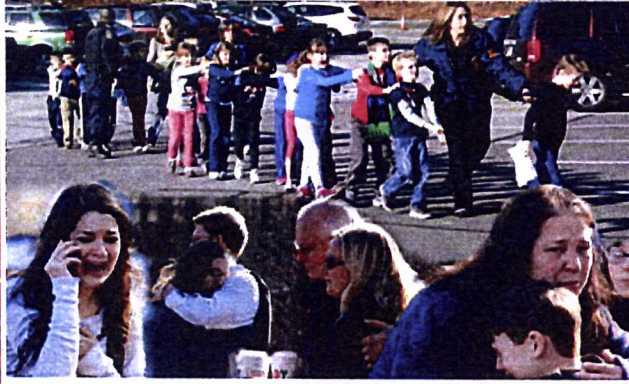
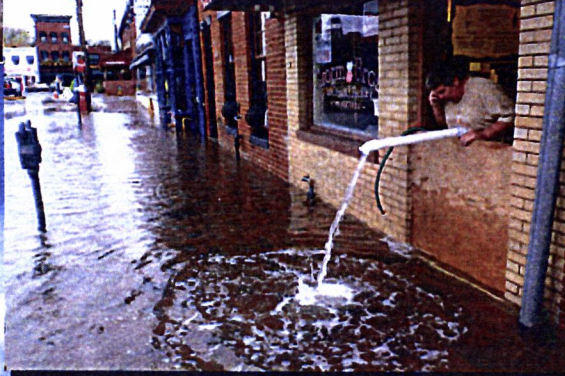


Our Partners



Committed to the future of rural communities.









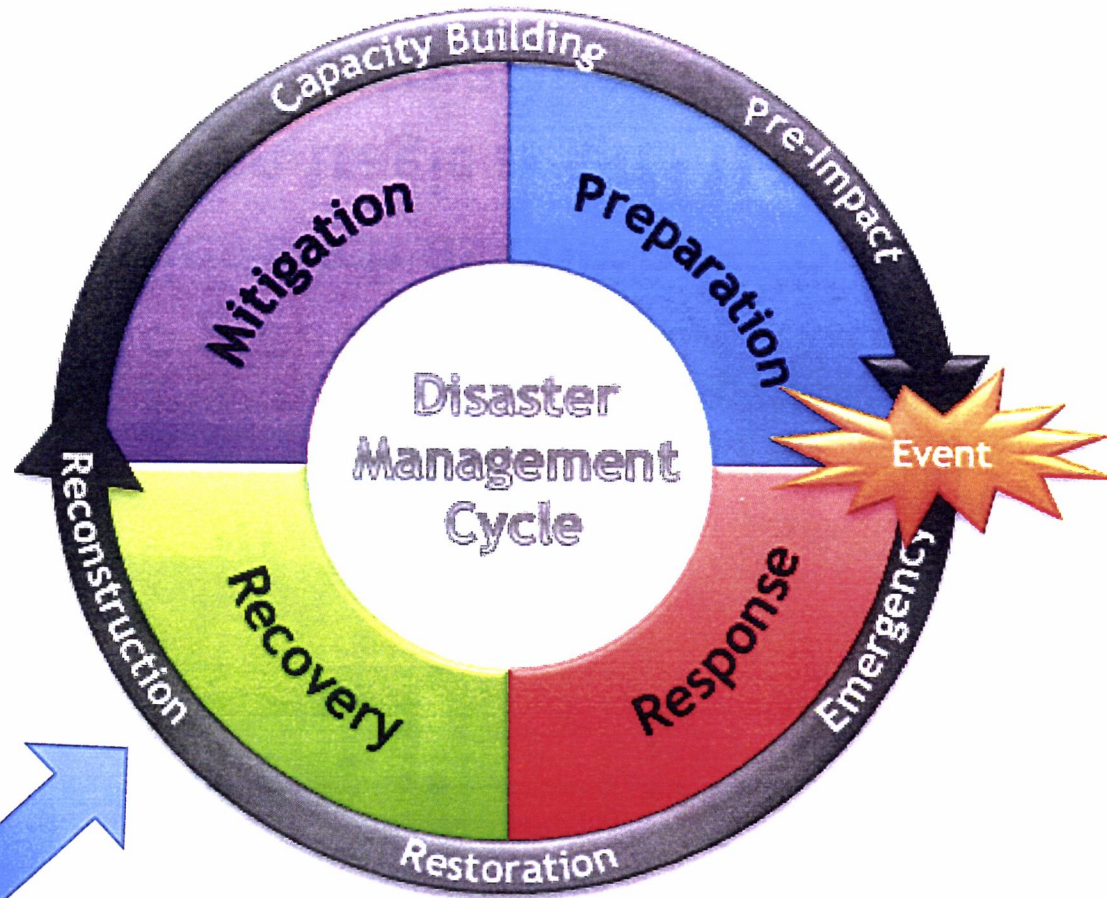
There are no greater treasures than the highest human qualities such as compassion, courage and hope. Not even tragic accident or disaster can destroy such treasures of the heart.

Daisaku Ikeda



http://www.brainyquote.com/quotes/keywords/disaster_3.htm

Disaster Management Cycle



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Our Focus Today



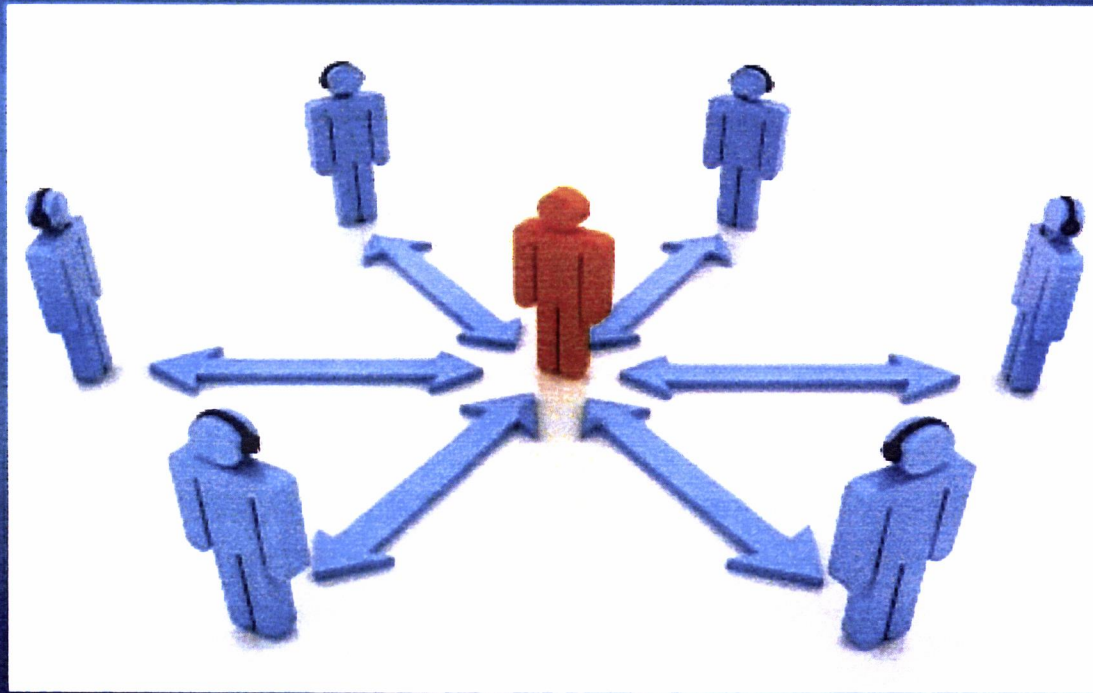
Long-Term Disaster Recovery



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AUTHORITY & RESPONSIBILITY





Red Cross
Salvation Army

Donation Management

Set-up funding
guidelines
for disbursing
the funds.

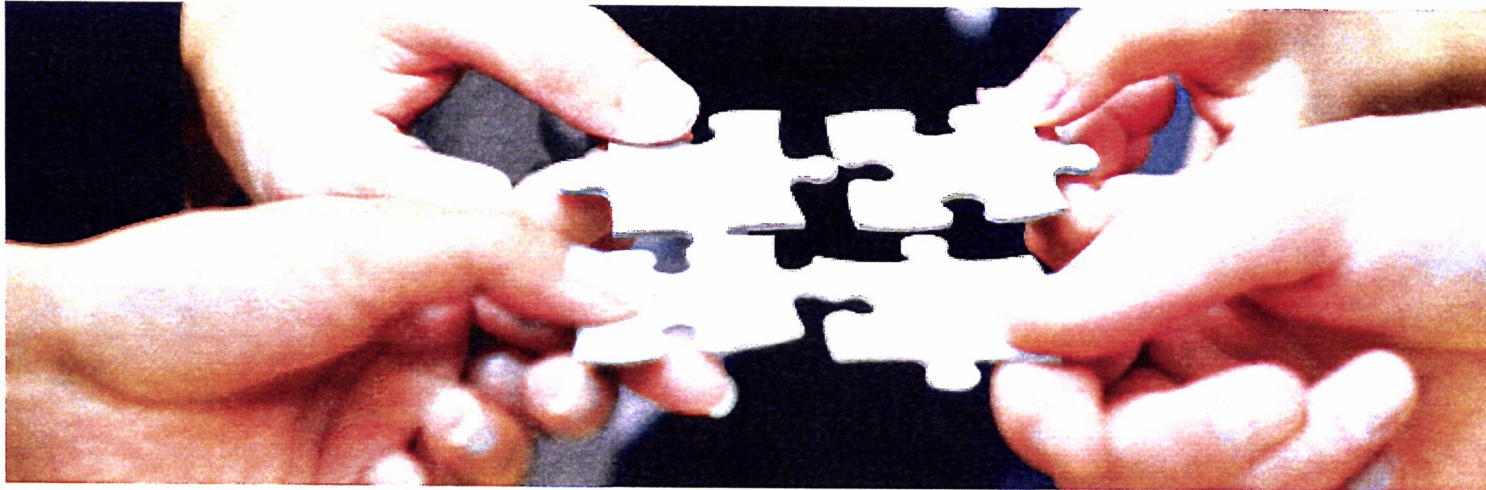


On-line giving
program
Go Fund Me
page?

Establish
Identity for the
group.



Essential Partners

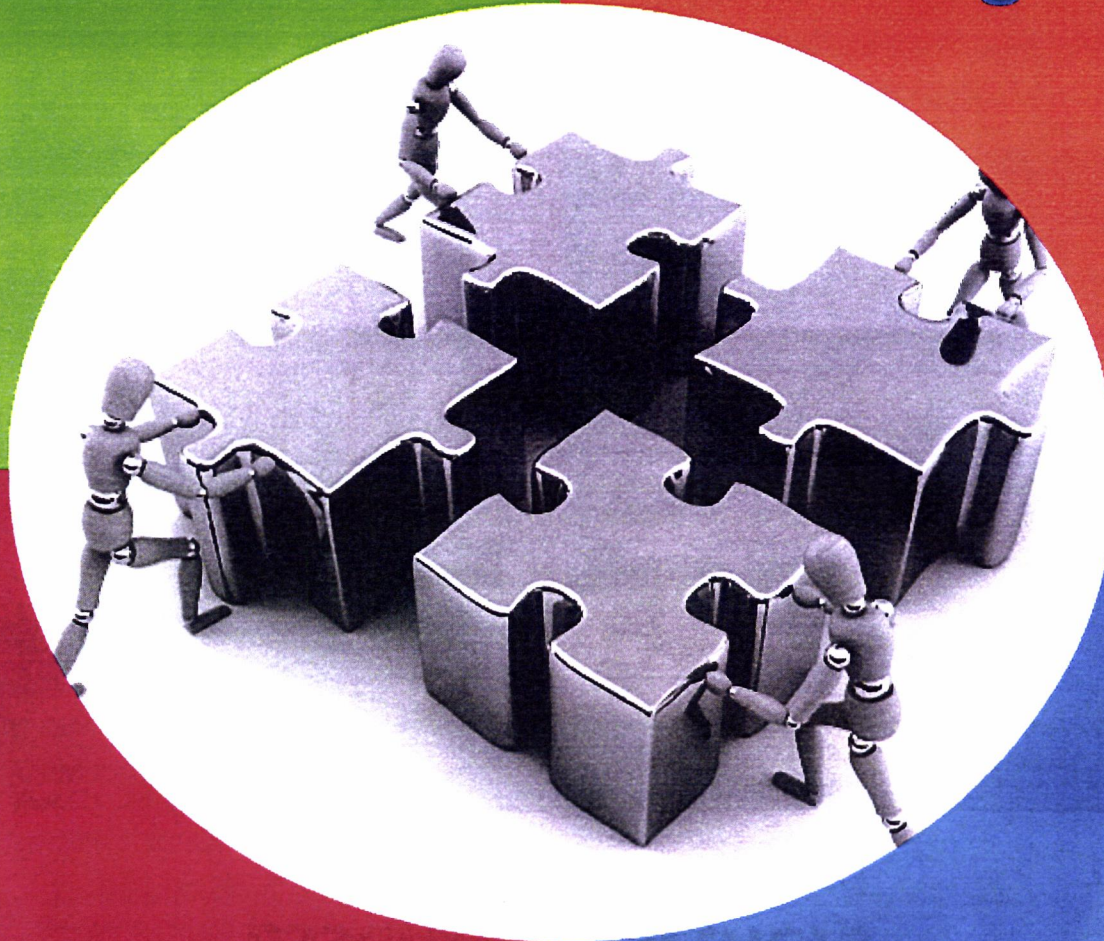


Bringing different things to the table



Formation

Organizing



Structure

Goals

Pages 7-10

Personnel

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Page 11 & 25-32

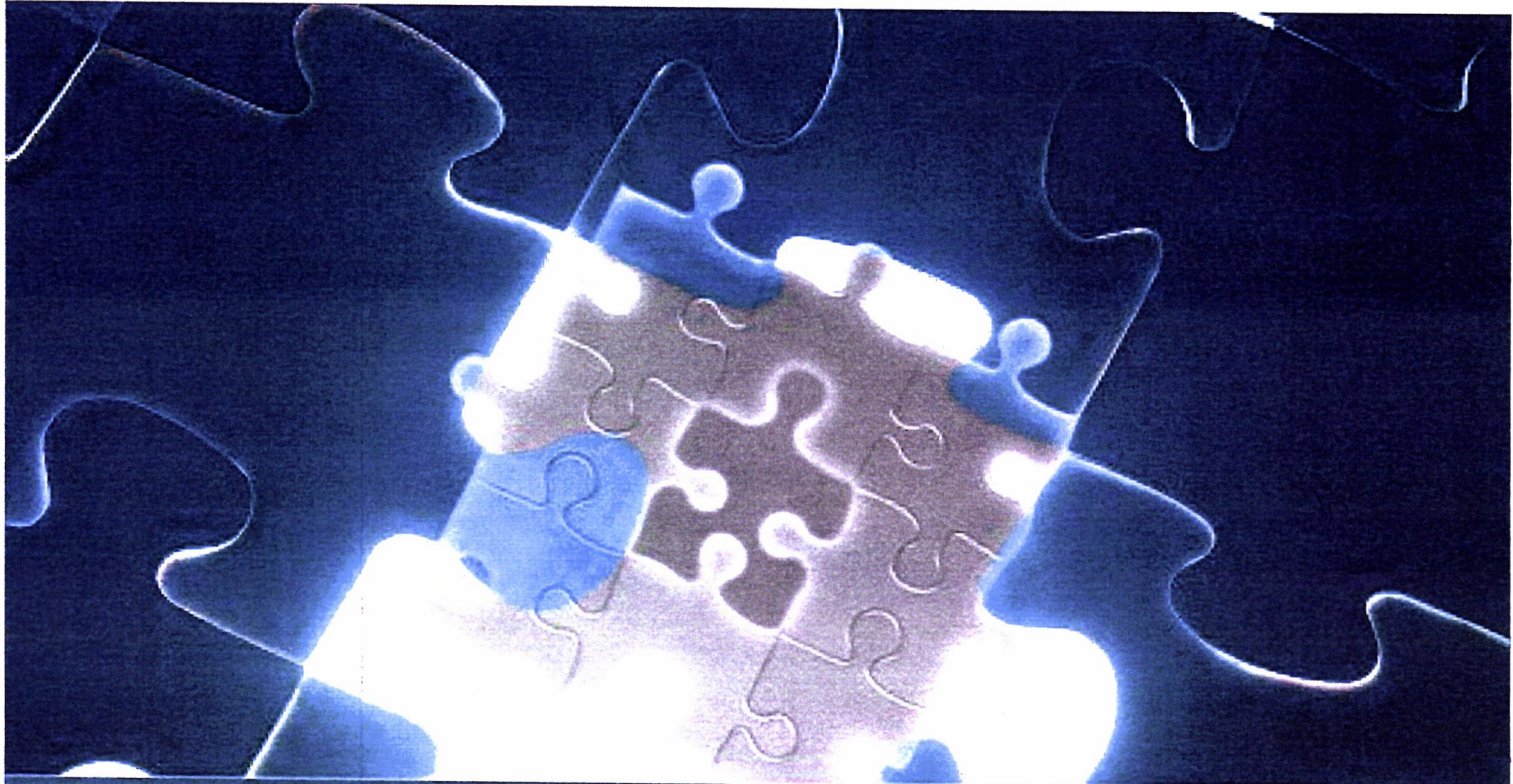


Managing



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Case Management

*New Pathways Lakes & Pine
Thrivent Financial*



Follow the Money.....

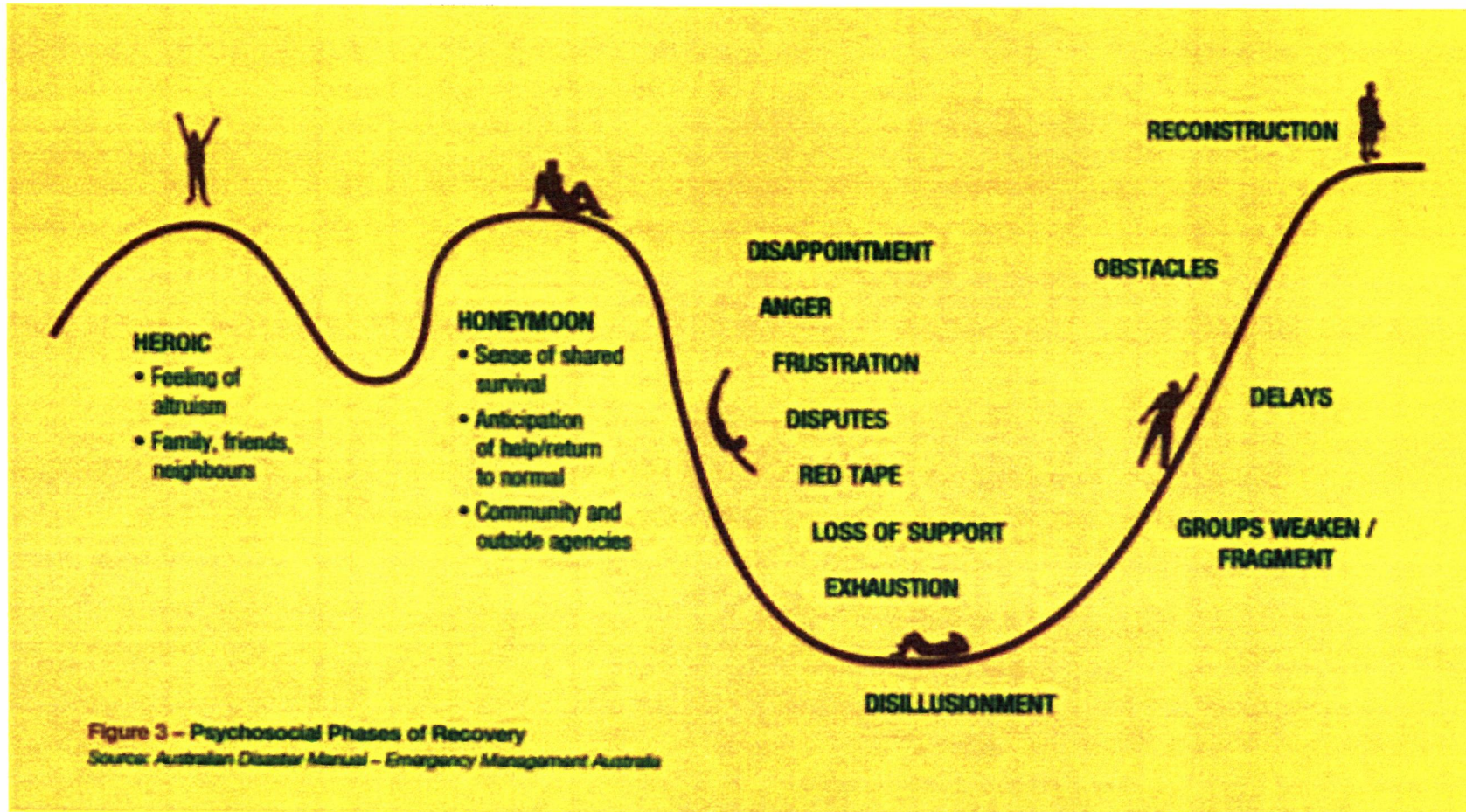


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Pages 14-15



Psychological Phases of Recovery



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AT-RISK GROUPS AND VULNERABLE MEMBERS OF THE COMMUNITY EMOTIONAL CARE

Stephanie Findlay, M.S.

Community Infrastructure

Infrastructure Projects

While each community is different, projects often fall into four categories:



Transportation

roads, trails



Water

collection, storage, distribution, wastewater treatment, irrigation infrastructure



Power

supply lines, transmission, distribution, power outlets



Sanitation

toilets, basic waste management services



Construction/Reconstruction Management



Business Recovery



Plan for the future, not for the past!



Everyone

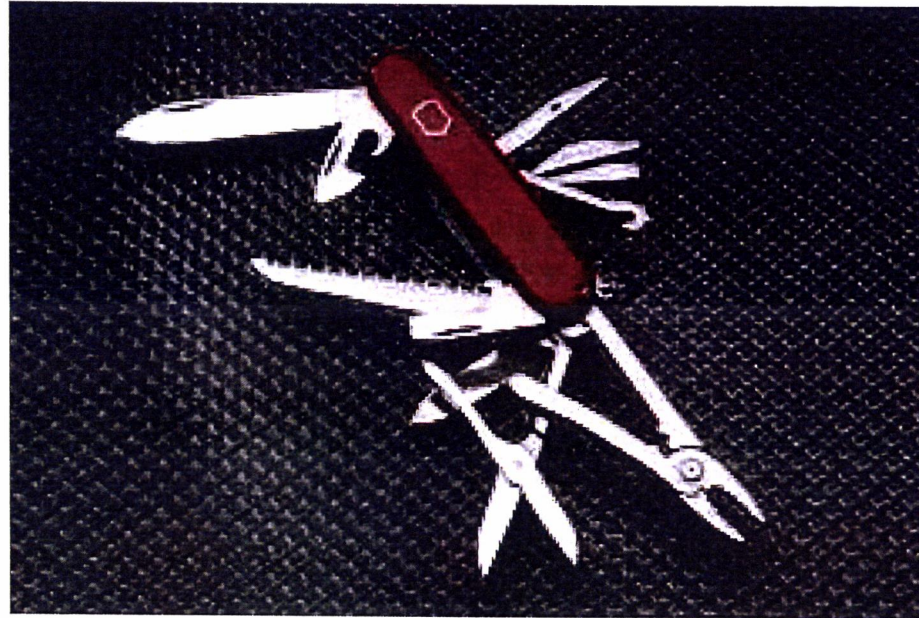
Stays Organized
Engages
as
Leaders
Manages
Differences
Focuses
Contributes
On
Listening



Break!



Resources



The right Tool for the Job!



Initiative Foundation

[https://www.ifound.org
/community/disaster-
response/](https://www.ifound.org/community/disaster-response/)



Minnesota Voluntary Organizations Active in Disaster



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<http://www.mnvoad.org/contact-us/emergency-activation-contacts/>



State and Federal Resources

HSEM

FEMA

MN Housing

SBA

DEED



Whole Community Long-Term Recovery Worksheet

- 1. Who should be on your Team?**
- 2. Who will manage your Funds?**
- 3. Who will provide Case Management?**
- 4. Who can provide Emotional and Spiritual Care?**
- 5. Volunteer Management**
- 6. And More! This is your homework.**





- **Work on your Long-Term Recovery Planning Worksheet**
- **Establish Relationships in Advance**
- **Consider setting up and training a core Long-Term Recovery Team in advance (Phase 2).**
- **Disaster Fund Established or Fund Memorandum of Understanding (Phase 3)?**



Questions?

Complete Evaluation



7H Purchase of Additional Voting Booths

April 16, 2018

Prepared by: Lynda J. Woulfe, City Administrator

Background

The City is slightly short on the number of voting booths due to the growth in registered voters. I am requesting up to \$1,800 for purchasing new voting booths as follows:

14 EX Vote Voting Booth	\$98.00 each	\$1,372.00
2 Poll Star ADA Voting Booth	\$160.00 each	<u>\$320.00</u>
		\$1,692.00 plus shipping

Ten of these booths are for Precinct 1 and four are for Precinct 2. I have researched pricing from the State of Minnesota contracts and voting booths were not covered under the State contract. I inquired from Isanti County Auditor's Office where they purchase their booths from and they directed me to Government Forms and Supplies. After researching pricing on the Internet, I recommend the City purchase the above listed items from Government Forms & Supplies.

Fiscal Note: Cost \$1,692.00	2018 Election Capital Fund Budget:	\$15,000.00
	knowINK electronic pollbooks:	\$ 5,632.50
	*Funds needed for M100 grant match:	\$ 6,000.00
	Voting Booth Purchase & Shipping:	<u>\$ 1,800.00</u>
	Remaining Funds	\$ 1,567.50

* The County applied for and received an election grant to update all M100 machines in the County. The City's matching share is \$6,000. That is \$3,000 per machine - one for Precinct 1 and one for Precinct 2.

Recommendation

Authorize the City Administrator to purchase 14 EX Vote Voting Booth and two (2) Poll Star ADA Voting Booth from Government Forms and Supplies.

BROWSE PRODUCTS

Shopping Cart

- 2017 Tax Forms
- Accounting/Record Books
- Checks and Deposit Tickets
- Custom Bound Books
- Date/Numbering Machines
- Document Holders
- Election Supplies
- Envelopes
- Filing Products
- Labor Law Posters
- Letterhead
- MICR Toners
- Minnesota Forms
- Minute Books
- Name Plates



EZ Vote Voting Booth

VB-EZVOTE Voting Booth

Delete Item

Quantity: 14

Unit Price: \$98.00 each

Item Total: \$1,372.00



Poll Star ADA Booth

003-AC Poll Star ADA Booth, without Light

Light Option: No Light

Delete Item

Quantity: 2

Unit Price: \$160.00 each

Item Total: \$320.00

Subtotal: \$1,692.00

Enter ZIP for shipping estimate: 55008

Ground to Cambridge, MN: \$105.46

Continue Shopping

Proceed to Checkout

Poll Star ADA Booth



003-AC Poll Star ADA Booth, without Light
Poll Star ADA Booth (meets requirements for wheelchair seating)

- Corrugated plastic side panels
- Easy to assemble aluminum legs
- Corrugated plastic storage case
- Height: 54.25"
- Writing surface: 33.75" high, 18" deep by 21" wide
- Clearance under writing surface (knee space) - 31"
- Storage case: 23" x 19.5" x 3"
- With or without light

Light Option

No Light

EZ Vote Voting Booth



VB-EZVOTE Voting Booth

- 21" X 18" Writing Surface, 39" High
- Corrugated plastic privacy Screen and Aluminum shock-corded legs
- Easy Assembly and built-in handle

Quantity: 1

Add to Cart

Your Cost: \$98.00

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