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**Cambridge City Council - City Hall Council Chambers**  
**Regular Meeting, Monday, November 5, 2018**  
**Meeting Announcement and Agenda**  
**3:30 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

2. Pledge of Allegiance

3. Approval of Agenda (p. 1)

4. Consent Agenda Approvals

- A. Regular and Summary City Council Meeting Minutes for October 15, 2018 (p. 5)
- B. Draft September 2018 Financial Statements (p. 13)
- C. Resolution R18-077 Certify Delinquent Charges to Property Tax Roll (p. 83)
- D. Resolution R18-078 Accepting restricted donations for Police Department (p. 86)
- E. Resolution R18-079 Accepting restricted donations for Park Department (p. 88)
- F. Resolution R18-080 Accepting Part-time Police Officer as Member of Public Employee Police & Fire Plan (p. 90)
- G. Approve Purchase of Trailer for Public Works (p. 92)
- H. Accept resignation of Chris Hirsch effective Saturday, October 27, 2018 (p. 95)
- I. Hire Sara Samuelson as full-time patrol officer effective November 5, 2018. (p. 96)
- J. Accept Rob Bredeson's resignation effective November 12, 2018 (p. 99)
- K. Temporary Permit for Northbound Wine Tasting, November 15, 2018 at Armed Forces Reserve and Community Center (p. 100)
- L. Resolution R18-081 Application for Payment #6 from RL Larson Inc. for 2018 Street Improvements (p. 101)

M. Hire Luke Fedor as Assistant Utilities Director effective November 12, 2018. (p. 114)

#### 5. Work Session

A. Presentation on a Potential Library Site (Verbal/Handout)

#### 6. Unfinished Business

A. Airport Board (p. 116)

B. Reduce reserve on Gruman Ladder Truck (Verbal)

#### 7. New Business

A. 2019 On-Sale Intoxicating Liquor License Renewals for: (p. 120)

1. Willards MN, LLC dba Willards, 133-135 Main Street South
2. Apple Minnesota LLC dba Applebee's Neighborhood Grill & Bar, 125 Balsam St.
3. BMT Entertainment Inc. dba Cambridge Bar & Grill, 216 Main St. S.
4. Chapala Inc. dba Chapala, 200 2nd Ave. SE
5. Pizza Pub of Cambridge Inc. dba Pizza Pub, 124 Main St. S.
6. Sidelines Sports Grill Ltd dba Sidelines Sports Grill, 138 2nd Ave. SE

B. 3.2 Off-Sale License Renewals for 2019 (p. 121)

C. CPD / MN BCA Human Trafficking Investigators Task Force JPA (p. 122)

D. Approve Agreement for 308 5<sup>th</sup> Ave SW (p. 128)

E. Authorize hiring process for full-time patrol officer position(s) (p. 132)

F. Authorize hiring process for Water-Wastewater Operator (p. 133)

#### 8. Committee Reports

A. Airport Advisory Board (p. 134)

B. Allina Community Engagement Council (p. 144)

C. Community Education Advisory Council and C-I Communications Task Force (p. 145)

D. Cambridge Action Community Team (ACT on Alzheimer's) (p. 166)

E. Cambridge Downtown Executive Committee (p. 175)

F. Cambridge Fire Department (p. 177)

G. Cambridge Parks, Recreation, and Trails (p. 180)

H. Cambridge Planning Commission (p. 182)

I. Cambridge Public Library Task Force (p. 185)

J. Isanti County Initiative on Collaboration, Leadership, and Efficiency (ICICLE) (p. 187)

K. North Highway 65 Corridor Coalition (p. 188)

L. North Highway 65 Chamber of Commerce (Verbal)

M. Toward Zero Death (TZD) (p. 198)

N. Isanti County EDA (p. 199)

- O. Cambridge Sister City Commission (p. 225)
- P. East Central Regional Development Commission (ECRDC) (Verbal)

9. Mayor’s Report

10. Council Concerns

11. City Attorney’s Report

12. City Administrator’s Report

13. Adjourn

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

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

**Upcoming Meetings**

<u>Date</u>	<u>Time</u>	<u>Description</u>
Nov. 7	7:00 pm	Cambridge Planning Commission
Nov. 9	3:30 pm	Special City Council Meeting - Canvassing & Long-Range Plan Update
Nov. 12	5:00 pm	Community Education Advisory Council
Nov. 13	7:00 pm	Cambridge Parks, Trails, and Recreation Commission
Nov. 13	10:00 am	Bike Isanti County (Isanti County Government Center)
Nov. 14	11:30 am	North 65 Chamber of Commerce
Nov. 14	12:00 pm	Toward Zero Death (TZD)
Nov. 19	4:00 pm	Cambridge Public Library Task Force
Nov. 19	4:30 pm	Special City Council Meeting – Long Range Plan Update
Nov. 20	6:30 pm	Downtown Executive Committee
Nov. 22	7:00 pm	North TH 65 Corridor Coalition (Isanti County Gov’t. Center)
Nov. 26	6:00 pm	Cambridge Fire Department (Fire Dept. Training Room)

**Upcoming Events**

<u>Date</u>	<u>Time</u>	<u>Description</u>
Nov 6	7:00 am	Polls Open for General Election
Nov. 12		Offices Closed- Veteran’s Day
Nov. 17	4:00 pm	Chili Feed & Snowflake Parade (5:30 pm)

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**Cambridge City Council Meeting Minutes  
Monday, October 15, 2018**

A regular meeting of the Cambridge City Council was held on Monday, October 15, 2018, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

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

Staff Present: Administrator Woulfe, Attorney Squires, Community Development Director Westover, Community Development Specialist Levitski, and Police Chief Schuster

**Call to Order and Pledge of Allegiance**

Palmer called the meeting to order at 6:01 pm and led the public in the Pledge of Allegiance.

**Citizens Forum**

There were no citizens that chose to speak at the forum.

**Approval of Agenda**

Iverson moved, seconded by Morin, to approve the agenda as amended. Motion carried unanimously.

**Consent Agenda**

Iverson moved, seconded by Conley, to approve consent agenda Items A-I:

- A. Regular and Summary City Council Meeting Minutes for October 1, 2018
- B. Warrants #111423 - #111674 and ACH/Wire items totaling \$2,513,066.62
- C. Utility Department Surplus Property
- D. Sister City Commission Appointments
- E. Lexipol Policy Updates
- F. Roosevelt Gardens Estates Development Contract
- G. Roosevelt Gardens Estates Private Stormwater Maintenance Agreement
- H. Resolution R18-074 Updating Authorized Depositories
- I. Hire Jennifer Cole, Administrative Assistant to the City Administrator, \$23.21 per hour effective October 22, 2018

Upon call of the roll, all ayes, no nays. Motion carried unanimously.

**Work Session or Unfinished Business**

No items.

## **New Business**

### ***9th Ave SE (Roosevelt Gardens) - Accept Petition and Assessment Agreements, Approve Resolution R18-075 Ordering Feasibility Report and Plans, and Approve Engineering Services Agreement***

Woulfe explained in order to develop the proposed Roosevelt Gardens apartment site, 9th Avenue SE must be constructed between Reagan Street South and Roosevelt Street South. There are two adjacent landowners to this street-the Roosevelt Gardens developer on the south and Sambatek on the north.

Woulfe reported staff has received a petition from the Roosevelt Gardens developer to have the City construct the 9th Avenue SE public street improvements. They have also submitted an agreement to pay assessments for these improvements. Sambatek has also submitted an agreement to pay assessments for these improvements.

Woulfe stated the next step in the public improvement process is to prepare a feasibility report and construction plans and specifications. Woulfe reviewed the proposal from SEH to prepare the feasibility report, prepare the plans and specifications and provide bidding services.

Palmer confirmed the cost of the feasibility report is paid through the assessments.

Godfrey moved, seconded by Iverson, to accept the Petition and Assessment Agreements from property owners, approve Resolution R18-075 Ordering Feasibility Report and Plans for the 9th Avenue SE Street Improvements, and to approve the Engineering Services Agreement with SEH to prepare a feasibility report. Motion carried unanimously.

### ***Resolution R18-076 Approving the Final Plat of Parkwood Townhomes Phase 2***

Westover stated in October 2005, the final plat of Parkwood on the Lakes 4th Addition was approved. The plat was approved with eight parcels including: three 10-plex lots, two 8-plex lots, and three 4-plex lots (and an outlot) providing 58 dwelling units. This plat was consistent with the original Planned Unit Development (PUD) master plan.

Westover reported Liu is now requesting to re-plat the area with 64 parcels (64 dwelling units) and an outlot. The new plat would be named Parkwood Townhomes Phase 2. The plat consists of 5.44 acres and is currently zoned R-3 Multiple Family Residence District. A Planned Unit Development Amendment and Preliminary Plat request were reviewed by the Planning Commission on September 4, 2018, and Council on September 17, 2018, and were approved.

Westover stated public utilities are required into the site because of the individually platted units and the final plat was tabled to October due to additional time needed by staff to fully review the public utilities and the proposed homeowner's association document. Westover reported those items have been fully reviewed and staff is comfortable moving forward with the final plat request.

Westover reported the Planning Commission on a 7/0 vote, recommended approval of the Parkwood Townhomes Phase 2 Final Plat.

Morin moved, seconded by Conley, to approve Resolution R18-076 Approving the Final Plat of Parkwood Townhomes Phase 2 including the following conditions:

1. Site Plan Review must be completed and approved by the city prior to building permit issuance.
2. All state, local, and federal permits and applications must be completed and submitted by the applicant and all approvals from each agency must be met.
3. Enter into a Development Agreement with the City for the construction of the public sanitary sewer and water main improvements through the site.
4. Enter into a Stormwater Maintenance Agreement with the City to cover the long-term maintenance of the on-site stormwater treatment basins.
5. The applicant shall submit a declaration of covenants to the City which must be approved by the City Attorney and the applicant shall record the approved declaration of covenants.

Motion carried unanimously.

***Variance Amendment, 237 Cypress St. S. (Brandy Herbst)***

Westover explained Brandy Herbst, 237 Cypress St S, Cambridge is requesting an amendment to her approved variance. January 2, 2018 the Planning Commission voted to recommend that City Council approve a variance request to exceed the impervious surface maximum amount for Brandy Herbst of 237 Cypress St S with the following conditions: the property owner removes the pool, hot tub, and the smaller existing shed as a good faith effort to come as close to compliance by September 3, 2018 along with meeting the setback requirements on the west side of the property line, and they are not allowed to add additional impervious surface in the future.

Westover reported at their meeting on January 16, 2018 City Council voted to approve Resolution R18-007 a Variance Request for 237 Cypress St S with the following conditions: The hot tub, pool, existing 7.6' x 10' shed, and recently installed concrete not meeting setbacks along the west property line must be removed from the property no later than September 3, 2018 which will bring the total amount of impervious surface to 32.3%, the newly installed driveway on the west property line must meet City setback requirements, and no additional impervious surface may be installed in the future.

Westover stated on September 6, 2018 staff received a request by the property owner Brandy Herbst asking for an additional 90 days to meet the conditions of the variance. It was staff's understanding the home they are building outside of the City limits had been delayed. The original deadline was September 3, 2018. The request is to extend the deadline to December 3, 2018.

Westover reported at their meeting on October 2, 2018, the Planning Commission recommended that an extension be granted to November 3, 2018, to remove the concrete so it meets the setbacks, and an extension for all other items to come into compliance by December 3, 2018.

Westover explained there were inconsistencies regarding the sheds and/or playhouses at the Planning Commission meeting. Since the meeting, staff have been working on determining specifically what shed/playhouse will be removed and when the blue shed/playhouse was placed on the property. Westover reported the blue accessory was apparently brought onto the property after the initial variance was approved. Staff has reached out to the property owner to request performing an inspection of the new accessory structure.

Council discussed the issue and felt 9 months to comply with the variance was enough time. Morin moved, seconded by Conley, to schedule a hearing in order to revoke the variance for the next City Council meeting. Motion carried unanimously.

***Declare Central File Equipment Surplus Property***

Woulfe explained with a majority of the documents now in Laserfiche, the City has no need for the Central file system and staff would like to list it on the State's surplus property exchange and for sale on the City's website. The people buying it will have to pay to disassemble it and move it. Woulfe noted she has checked with all other departments and no one can use it for anything. Woulfe added she estimate the City might be able to get \$500 to \$1,000 for it.

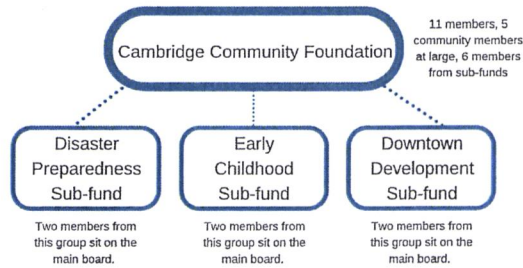
Iverson moved, seconded by Godfrey to declare the central file system as surplus property and authorize staff to list it on the State's surplus property exchange site and on the City's website for 30 days and sell to the highest bidder. Motion carried unanimously.

***Authorize the City Administrator to execute Cambridge Area Fund Agreement with the Minnesota Initiative Foundation***

Woulfe reported the City has been selected by the Initiative Foundation for a grant match of up to \$10,000 for an emergency response fund which is part of the Foundation's outreach on Long Term Recovery Committees. At the August 20, 2018 City Council meeting, Council approved a Memorandum of Agreement with the Initiative Foundation establishing a special relief fund for long term recovery and fundraising will begin soon.

Woulfe explained the School District has been awarded a matching grant of up to \$100,000 for early childhood and approached the Initiative Foundation about hosting their fund. The Downtown Executive Committee had approached the Initiative Foundation about hosting the Cambridge Economic Development Fund. Therefore, the Initiative Foundation reached out to the City, the School District, and the Downtown Executive Committee and requested a meeting on the possibility of creating one Cambridge Area Community Fund with three sub groups under the larger fund. Woulfe reviewed the members of the sub groups which looks like this:





Woulfe explained each fund could do their own fundraising and funds raised would be held in the separate sub-funds. Each fund would decide how its funds are spent. Woulfe stated the Disaster Preparedness Sub-Fund would be restricted to within the city limits of Cambridge. The Early Childhood Sub-Fund has selected Isanti County as its geographical giving boundaries. The Downtown Development Sub-fund had discussed using the USA1 district boundaries as contained in the City’s recent comprehensive plan update. Woulfe explained the Downtown Development Sub-fund would be a private fund and would not have any City dollars in the fund. Greg Carlson has been championing the creation of the Downtown Development Fund since the Minnesota Design Team visit and has a group of individuals working on organizational documents such as grant giving guidelines, geographic area the fund would cover, and the fund’s grant priorities.

Woulfe stated if the funds are structured this way, all of the funds could save on administrative costs charged to host the funds and it may also help when doing fundraising so people can have a choice of funds to participate in and the groups could save costs by development marketing materials together.

Palmer clarified the City will need to match the \$10,000 and they will begin fundraising efforts.

Morin confirmed interest is accumulated for this fund. Palmer confirmed once the fund is spent, there will no longer be administrative costs and the fund will dissolve.

Godfrey moved, seconded by Morin, to adopt the Initiative Foundation Agreement Establishing the Cambridge Area Community Foundation and authorize the City Administrator to execute the agreement on behalf of the City. Motion carried unanimously.

### ***Airport Board***

Woulfe stated at the August 30, 2018 Airport Board meeting, the Airport Board adopted the Airport’s Capital Investment Plan (CIP). In the CIP is the relocation of the taxiway project and many other airport projects. Woulfe noted there were some motions made to change the order of the projects but they had died for the lack of a second.

Woulfe reported since that time, Airport Board Member Fred Morke has actively campaigned against the project, calling into question the misclassification of the airport by the Engineers, and calling it a waste of taxpayer dollars. Woulfe explained he has approached the FAA using the title of Airport Board Secretary with his concerns. Congressman Nolan’s office also reached out to the City to see why this was happening.

Woulfe stated Morke has also approached the homeowners on the south end of the runway about removing their trees that are obstructing the approach instruments even though the Airport Board had suggested the City explore options with the new property owners. As part of this conversation Morke discussed compensation for the taking of the trees. Woulfe added this was never authorized by the Board or the City.

Woulfe requested the City Council direct staff to better define board duties in the Airport Bylaws and dismiss Morke from the Board due to his failure to follow the approved direction of the entire Airport Board. Woulfe explained Morke is not working in concert with the Board but in opposition to the Board. Woulfe reminded Council that all board members serve at the pleasure of the City Council and she believes Morke's actions warrant removal.

Woulfe recommended adopting an ordinance for the Airport Board and include a Commission section in Chapter 3 of the City Code.

Iverson commented stated she met with Morke on September 16, 2018 at the airport. Iverson explained he was concerned about the CIP and she shared with him that if he thinks the City is running the airport incorrectly, then he should contact the FAA because the FAA has stated the City is running the airport correctly. Iverson reported Morke showed her a letter he was intending to send to the homeowners, but she did not know he was offering homeowners compensation and she did not know he was using his title of the Airport Board member. Iverson explained she contacted Morke and asked him to not send the letter because things were handled from the City. She encouraged Morke to not go any farther until they meet with the FAA. Iverson explained Morke disagreed with her and felt the property owners should be a part of planning of everything.

Morin confirmed Iverson notified the Mayor and made her aware of the conversations and the Mayor informed Administrator Woulfe. Iverson explained she did not inform anyone of the letter.

Fred Morke stated he spoke with the Vice Chair of the Airport Advisory Board who thought sending the letter was a good idea. Morke explained he has never promised compensation to any homeowners. Morke expressed concern that by moving the taxiway 40 feet, it will not address the safety issues. He felt things should be a higher priority. Morke stated he felt SEH has hidden issues from Council. Morke encouraged the Council to investigate why SEH was replaced as the Princeton airport engineer. Morke stated the resolution creating the Advisory Board is silent regarding removing a board member. Morke asked the Council to have the attorney sort out this matter.

Gerald Graham stated he felt Iverson and Woulfe are not communicating together. Graham stated he is fearful that if he speaks with another entity he will be removed from the board. Woulfe responded as long as Graham doesn't use his airport board title or go against the decisions made by the Airport Board, then he shouldn't be concerned. Graham voiced concern over the possibility of the removal of Morke.

Squires stated he has not been involved in any conversations regarding this topic. Squires recommended reviewing the Advisory Board's roles and duties and that he would review the history

and recommended coming back to Council at the next meeting and offer information so the Council can make an informed decision.

Palmer raised concern with board members undermining the decision the board makes as a body. Squires confirmed a board member can give their personal opinion as a citizen, but not as a voice of a board member.

Godfrey moved, seconded by Morin, to table this agenda item until the next City Council meeting to allow Squires to research the issue. Upon call of the roll all ayes, no nays. Motion carried unanimously.

Morin moved, seconded by Godfrey to break from 7:35 pm until 7:45 pm.

**Mayor's Report**

Palmer gave an update on meetings and events.

**There were no Council Concerns.**

**City Attorney's and City Administrator's Report**

Gave an election report.

***Closed Session***

Morin moved, seconded by Godfrey, to enter into closed session at 7:54 pm. Motion carried unanimously. This meeting was closed under Minnesota Statutes, §13D.05, to consider offers or develop counteroffers for the purchase of 326 First Avenue West.

**Adjournment of Council Meeting**

Being no further business before the City Council, Morin moved, seconded by Conley, to adjourn the closed session and regular meeting at 8:32 pm. Motion carried unanimously.

\_\_\_\_\_  
Marlys A. Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Lynda J. Woulfe, City Administrator

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

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

**Regular City Council Meeting  
October 15, 2018**

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

- Meeting called to order at 6:01 pm.
- No citizens spoke at the citizens forum.
- Agenda and Consent Agenda were approved.
- Accepted the Petition and Assessment Agreements from property owners, approve Resolution R18-075 Ordering Feasibility Report and Plans for the 9th Avenue SE Street Improvements, and to approve the Engineering Services Agreement with SEH to prepare a feasibility report.
- Scheduled a hearing in order to revoke the variance at 237 Cypress St. S. for November 5, 2018.
- Declared the central file system as surplus property and authorize staff to list it on the State's surplus property exchange site and on the City's website for 30 days and sell to the highest bidder.
- Adopted the Initiative Foundation Agreement Establishing the Cambridge Area Community Foundation and authorize the City Administrator to execute the agreement on behalf of the City.
- The roles and duties of the Airport Board were discussed along with the possibility of the removal of Board Member Fred Morke. The item was tabled until the November 5, 2018.
- Council convened into closed session at 7:54 pm.
- Adjourned closed session and regular meeting at 8:32 pm.



Prepared by: Caroline Moe, Director of Finance

## **Background**

Attached for your review are the **Draft** Monthly Financial Reports for the nine months ended September 30, 2018. Included in the Monthly Financial Reports are the following components:

### **Budget Snapshot**

**General Fund** - Amended 2018 Budget Compared to Actual

#### **Special Revenue Funds:**

Airport Operating Fund – Adopted 2018 Compared to Actual

**Debt Service Fund Summary:** Adopted 2018 Budget Compared to Actual

#### **Capital Fund Summary:**

Adopted 2018 Budget Compared to Actual

#### **Enterprise Funds:**

Water Utility - Adopted 2018 Budget Compared to Actual

Wastewater Utility - Adopted 2018 Budget Compared to Actual

Stormwater Utility- Adopted 2018 Budget Compared to Actual

Street Light Utility- Adopted 2018 Budget Compared to Actual

Liquor Store – Adopted 2018 Budget Compared to Actual.

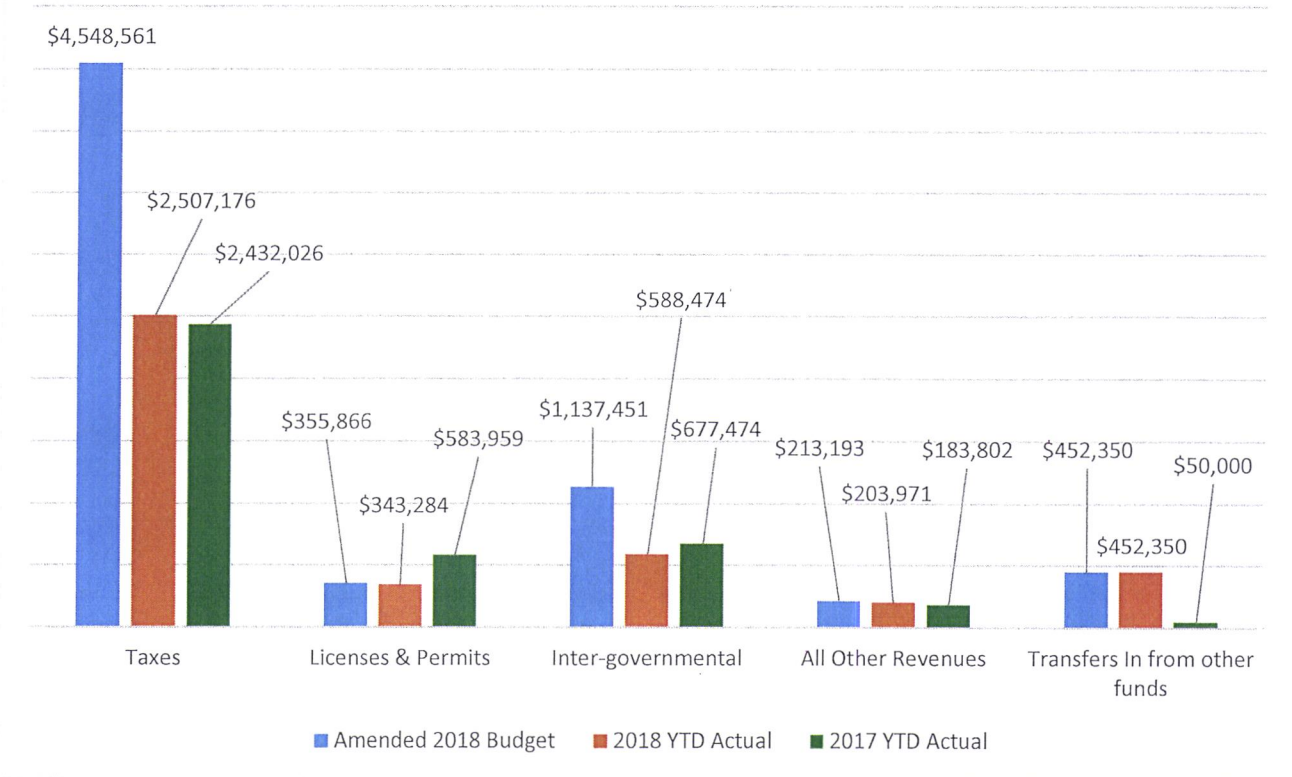
### **Cash and Investment Summary**

### **Council Action Requested**

NONE REQUIRED - For discussion only.

# Council Financial Snap Shot

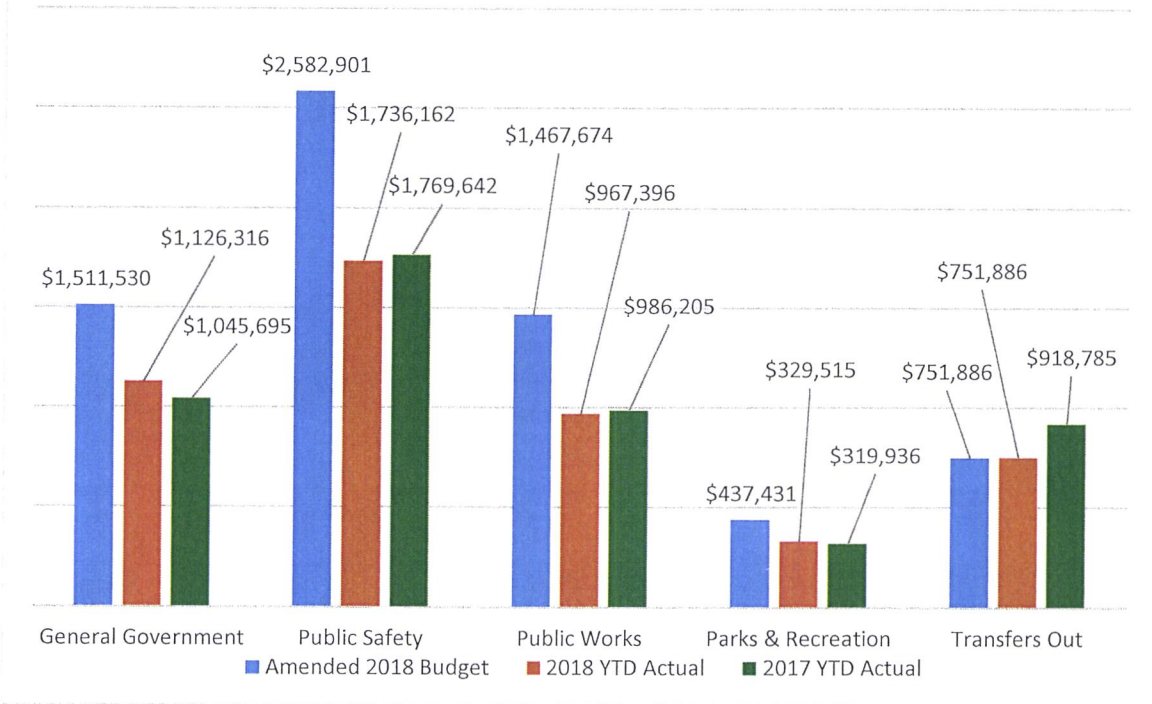
## General Fund Revenue Snap Shot 9-30-18



Notes—

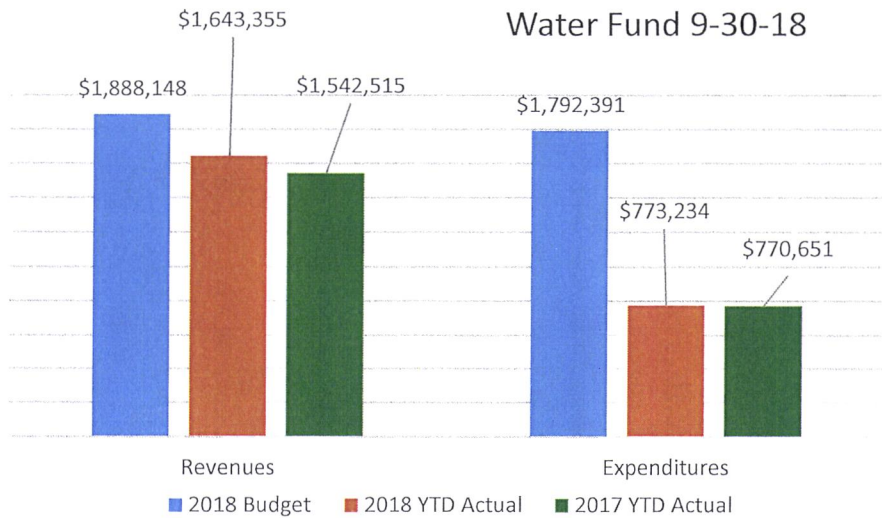
- Tax revenue is only received in July and December from Isanti County.
- Inter-governmental revenue is primarily received in July, October and December.
- Permit revenue typically is slow at the beginning of the year and picks up late spring and summer. In 2017, large permit for Gracepoint pulled in February which was unusual. Permits for 2018 are in good shape, but 2017 was exceptionally active, accounting for the difference compared to last year.
- Other revenue—on track as expected.

## General Fund Expenditure Snap Shot 9-30-18

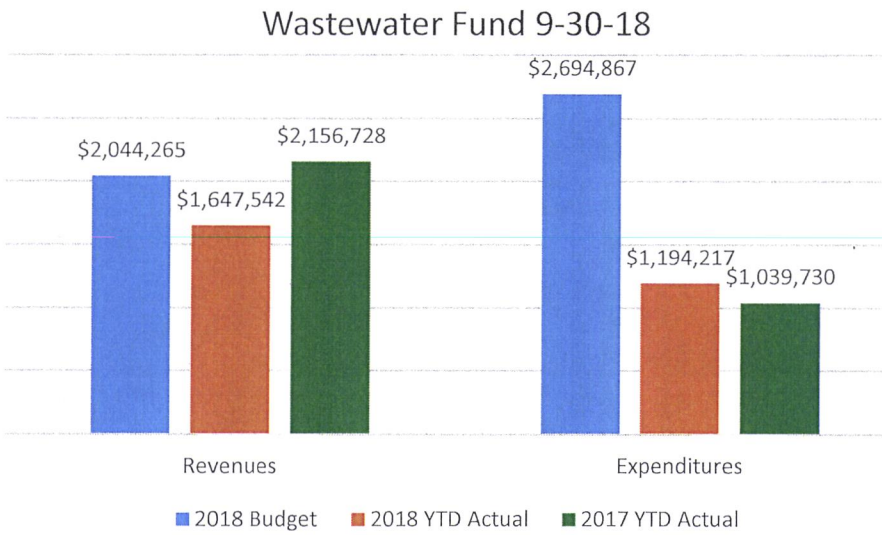


**Notes—**

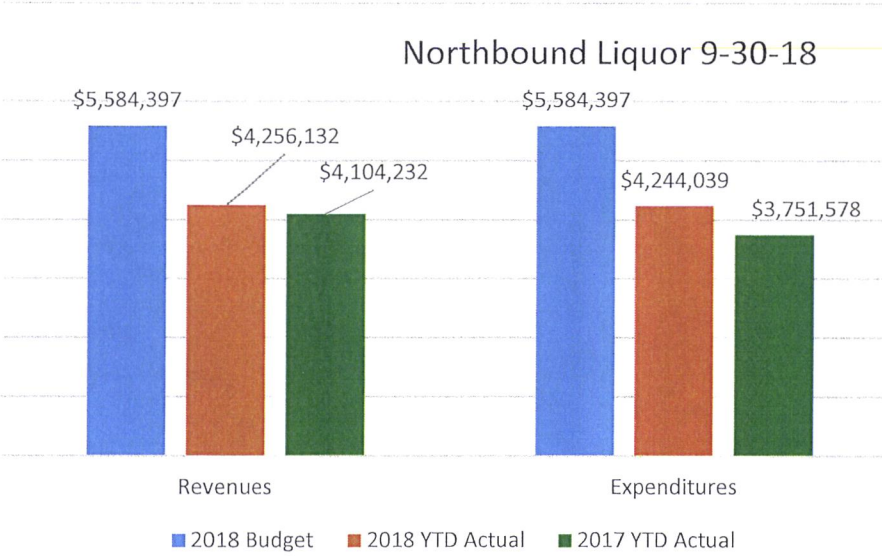
- Expenses generally trending as expected.



Notes—  
No concerns with revenues or expenditures at this time.



Notes—  
No concerns with revenues or expenditures at this time. In 2017, the City received significant sewer connection charge fees related to the Gracepoint construction project. Revenues for 2018 on track.  
  
Expenses in 2018 trending higher due to Force Main relocation project.



No concerns with revenues or expenditures at this time. In 2018, \$400,000 transfer to general fund was made in September as compared to November in 2017.



**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
TAXES	4,456,101.00	4,548,561.00	2,507,175.86	( 2,041,385.14)	55.12	4,641,604.11
LICENSES AND PERMITS	286,800.00	355,866.00	343,284.47	( 12,581.53)	96.46	733,126.21
INTERGOVERNMENTAL REVENUES	1,130,274.00	1,137,451.00	588,473.80	( 548,977.20)	51.74	1,099,628.16
CHARGES FOR SERVICES	129,011.00	124,592.00	124,186.65	( 405.35)	99.67	130,856.79
FINES AND FORFEITURES	40,770.00	60,092.00	59,952.27	( 139.73)	99.77	54,474.24
OTHER	30,600.00	28,509.00	19,831.96	( 8,677.04)	69.56	65,549.05
MISC REVENUE	.00	.00	.00	.00	.00	288.31
OTHER FINANCING SOURCES	452,350.00	452,350.00	452,350.00	.00	100.00	487,350.00
<b>TOTAL FUND REVENUE</b>	<b>6,525,906.00</b>	<b>6,707,421.00</b>	<b>4,095,255.01</b>	<b>( 2,612,165.99)</b>	<b>61.06</b>	<b>7,212,876.87</b>
<b>EXPENDITURES</b>						
<b>GENERAL GOVERNMENT</b>						
MAYOR AND CITY COUNCIL	56,025.00	83,809.00	53,231.86	30,577.14	63.52	151,409.32
ADMINISTRATION	253,523.00	261,695.00	196,007.64	65,687.36	74.90	248,784.18
ELECTIONS	8,450.00	10,250.00	5,505.21	4,744.79	53.71	775.00
FINANCE/MIS	311,256.00	311,256.00	252,072.20	59,183.80	80.99	299,297.53
LEGAL	97,805.00	97,805.00	60,692.88	37,112.12	62.05	80,501.82
BUILDING DEPARTMENT	302,210.00	299,808.00	226,140.63	73,667.37	75.43	280,192.20
ENGINEERING	25,000.00	25,000.00	15,391.80	9,608.20	61.57	28,134.56
PLANNING	254,756.00	251,604.00	189,158.43	62,445.57	75.18	243,887.24
NEW CITY HALL BUILDING	140,059.00	170,303.00	128,114.98	42,188.02	75.23	125,236.46
<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,449,084.00</b>	<b>1,511,530.00</b>	<b>1,126,315.63</b>	<b>385,214.37</b>	<b>74.51</b>	<b>1,458,218.31</b>
<b>PUBLIC SAFETY</b>						
POLICE DEPARTMENT	2,282,728.00	2,252,728.00	1,499,833.39	752,894.61	66.58	1,990,403.97
FIRE DEPARTMENT	310,891.00	317,473.00	227,380.35	90,092.65	71.62	287,289.47
EMERGENCY MANAGEMENT	7,700.00	7,700.00	5,348.17	2,351.83	69.46	7,862.56
ANIMAL CONTROL	5,500.00	5,000.00	3,600.00	1,400.00	72.00	4,879.13
<b>TOTAL PUBLIC SAFETY</b>	<b>2,606,819.00</b>	<b>2,582,901.00</b>	<b>1,736,161.91</b>	<b>846,739.09</b>	<b>67.22</b>	<b>2,290,435.13</b>
<b>STREETS</b>						
STREETS	1,247,561.00	1,448,874.00	952,187.93	496,686.07	65.72	1,105,983.39
STREET LIGHTING	.00	.00	.00	.00	.00	186,667.67
MAINTENANCE BUILDING	20,000.00	18,800.00	15,207.60	3,592.40	80.89	14,600.82
<b>TOTAL STREETS</b>	<b>1,267,561.00</b>	<b>1,467,674.00</b>	<b>967,395.53</b>	<b>500,278.47</b>	<b>65.91</b>	<b>1,307,251.88</b>
<b>PARK AND RECREATION</b>						
ICE RINK	79,760.00	75,280.00	40,057.73	35,222.27	53.21	67,851.56
PARKS & RECREATION	350,796.00	362,151.00	289,457.05	72,693.95	79.93	341,476.64

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL PARK AND RECREATION	430,556.00	437,431.00	329,514.78	107,916.22	75.33	409,328.20
UNALLOCATED EXPENDITURES						
TRANSFERS OUT	771,886.00	751,886.00	751,886.00	.00	100.00	1,665,785.00
TOTAL UNALLOCATED EXPENDITURES	771,886.00	751,886.00	751,886.00	.00	100.00	1,665,785.00
TOTAL FUND EXPENDITURES	6,525,906.00	6,751,422.00	4,911,273.85	1,840,148.15	72.74	7,131,018.52
NET REVENUE OVER EXPENDITURES	.00	( 44,001.00)	( 816,018.84)	772,017.84		81,858.35

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TAXES</u>						
101-31010 TAXES - CURRENT	4,428,061.00	4,428,061.00	2,397,332.01	2,030,728.99	54.14	4,416,951.35
101-31020 TAXES - DELINQUENT	25,000.00	52,041.00	42,041.55	9,999.45	80.79	36,766.91
101-31050 EXCESS TAX INCREMENTS	.00	54.00	54.85	(.85)	101.57	4,483.68
101-31051 DECERT TIF DISTRICT PROCEE	.00	24,586.00	24,586.73	(.73)	100.00	( 17,661.58)
101-31060 PENALTIES AND INTEREST	3,040.00	3,040.00	2,380.73	659.27	78.31	6,699.85
101-31061 TAX ON FORFEITED PROP PURCHAS	.00	40,779.00	40,779.99	(.99)	100.00	194,363.90
<b>TOTAL TAXES</b>	<b>4,456,101.00</b>	<b>4,548,561.00</b>	<b>2,507,175.86</b>	<b>2,041,385.14</b>	<b>55.12</b>	<b>4,641,604.11</b>
<u>LICENSES AND PERMITS</u>						
101-32110 LIQUOR LICENSES	14,000.00	6,750.00	7,200.00	( 450.00)	106.67	13,500.00
101-32111 BEER AND SET-UPS	.00	.00	.00	.00	.00	1,600.00
101-32180 CIGARETTES	3,200.00	3,200.00	.00	3,200.00	.00	2,600.00
101-32184 CABLE FRANCHISE FEES	62,000.00	65,000.00	45,994.44	19,005.56	70.76	67,199.34
101-32185 REFUSE HAULER FRANCHISE FEE	1,250.00	1,250.00	1,250.00	.00	100.00	1,250.00
101-32199 OTHER BUS LIC & PERMITS	2,000.00	729.00	729.00	.00	100.00	5,000.00
101-32218 CITY SHARE ELEC INSPECTIONS	2,000.00	5,802.00	6,007.50	( 205.50)	103.54	8,800.35
101-32219 RETAINAGE OF BLDG SURCHARGE	250.00	57.00	57.59	(.59)	101.04	626.76
101-32220 BUILDING PERMITS	155,800.00	211,518.00	218,455.75	( 6,937.75)	103.28	514,320.58
101-32222 MECHANICAL PERMITS	25,000.00	19,610.00	20,225.79	( 615.79)	103.14	52,770.28
101-32225 INVESTIGATION (PENALTY FEE)	300.00	1,022.00	1,230.00	( 208.00)	120.35	1,284.00
101-32226 CONTRACTOR LIC VERIFICATIONFEE	500.00	615.00	650.00	( 35.00)	105.69	975.00
101-32230 PLUMBING PERMITS	13,000.00	13,620.00	14,575.00	( 955.00)	107.01	29,813.40
101-32240 SIGN PERMITS	1,500.00	1,370.00	1,370.00	.00	100.00	2,970.00
101-32298 RENTAL REGISTRATION FEE	.00	10,900.00	10,900.00	.00	100.00	18,900.00
101-32299 PLANNING & ZONING FEES	6,000.00	14,423.00	14,639.40	( 216.40)	101.50	11,516.50
<b>TOTAL LICENSES AND PERMITS</b>	<b>286,800.00</b>	<b>355,866.00</b>	<b>343,284.47</b>	<b>12,581.53</b>	<b>96.46</b>	<b>733,126.21</b>
<u>INTERGOVERNMENTAL REVENUES</u>						
101-33165 FEDERAL GRANTS - OTHER	.00	3,684.00	3,684.07	(.07)	100.00	6,382.41
101-33401 LOCAL GOVERNMENT AID (LGA)	802,352.00	802,352.00	401,177.50	401,174.50	50.00	744,292.00
101-33404 STATE AID - OTHER	3,100.00	6,245.00	6,245.90	(.90)	100.01	11,447.43
101-33405 PERA AID	5,822.00	5,822.00	2,911.00	2,911.00	50.00	5,822.00
101-33418 MSA - MAINTENANCE	50,000.00	50,000.00	50,000.00	.00	100.00	50,000.00
101-33421 POLICE STATE AID	125,000.00	125,000.00	13,398.05	111,601.95	10.72	130,440.76
101-33422 SCHOOL DIST COST FOR OFFICER	75,000.00	75,000.00	56,098.46	18,901.54	74.80	75,191.50
101-33424 SCHOOL DIST ASST SRO#2	65,000.00	65,000.00	50,610.00	14,390.00	77.86	67,480.00
101-33610 CTY GRANTS & AIDS FOR HWYS	4,000.00	4,348.00	4,348.82	(.82)	100.02	4,972.06
101-33620 OTHER COUNTY GRANTS AND AIDS	.00	.00	.00	.00	.00	3,600.00
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>1,130,274.00</b>	<b>1,137,451.00</b>	<b>588,473.80</b>	<b>548,977.20</b>	<b>51.74</b>	<b>1,099,628.16</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
101-34102 FILING FEES	10.00	120.00	120.00	.00	100.00	.00
101-34105 SALES - MAPS, COPIES, ETC.	401.00	114.00	124.75	( 10.75)	109.43	366.50
101-34201 POLICE DEPARTMENT REPORTS	2,400.00	2,812.00	2,827.75	( 15.75)	100.56	3,285.00
101-34202 POLICE ADMINISTRATION FEES	1,500.00	3,125.00	3,200.00	( 75.00)	102.40	4,330.00
101-34205 PAWN SHOP TRANSACTION REVENUE	6,000.00	4,000.00	3,467.50	532.50	86.69	7,267.50
101-34206 FIRE PROT TOWNSHIP CONTRACT	110,000.00	96,877.00	96,877.65	( .65)	100.00	109,503.39
101-34210 FIRE PROTECTION ADMINISTRATION	2,300.00	2,345.00	2,345.00	.00	100.00	2,345.00
101-34925 PARK ACTIVITY FEES	.00	5,110.00	5,135.00	( 25.00)	100.49	2,743.00
101-34930 ART FAIR FEES	.00	770.00	770.00	.00	100.00	.00
101-34951 SALE OF SERVICE AND SUPPLIES	.00	1,679.00	1,679.00	.00	100.00	816.40
101-34956 ANNEXATION FEE	.00	.00	.00	.00	.00	200.00
101-34958 ICE RINK LEASE REVENUE	6,400.00	7,640.00	7,640.00	.00	100.00	.00
<b>TOTAL CHARGES FOR SERVICES</b>	<b>129,011.00</b>	<b>124,592.00</b>	<b>124,186.65</b>	<b>405.35</b>	<b>99.67</b>	<b>130,856.79</b>
<u>FINES AND FORFEITURES</u>						
101-35101 COURT FINES	38,000.00	57,322.00	57,322.27	( .27)	100.00	48,554.24
101-35102 PARKING FINES	1,570.00	1,020.00	720.00	300.00	70.59	1,620.00
101-35104 ANIMAL CONTROL FINES	1,200.00	1,000.00	960.00	40.00	96.00	1,500.00
101-35105 ADMINISTRATIVE CITATION FINE	.00	750.00	950.00	( 200.00)	126.67	2,800.00
<b>TOTAL FINES AND FORFEITURES</b>	<b>40,770.00</b>	<b>60,092.00</b>	<b>59,952.27</b>	<b>139.73</b>	<b>99.77</b>	<b>54,474.24</b>
<u>OTHER</u>						
101-36102 SPECIAL ASSESSMENT INTEREST	.00	57.00	57.19	( .19)	100.33	371.70
101-36200 MISCELLANEOUS	.00	.00	520.00	( 520.00)	.00	482.53
101-36210 INTEREST EARNINGS	20,000.00	10,000.00	.00	10,000.00	.00	18,414.80
101-36220 FACILITY RENTAL	9,600.00	9,600.00	10,400.00	( 800.00)	108.33	19,304.75
101-36230 DONATIONS	500.00	4,304.00	4,306.11	( 2.11)	100.05	3,200.00
101-36234 ARTS GRANT FOR CONCERT/PAINTIN	.00	2,500.00	2,500.00	.00	100.00	17,000.00
101-36240 PATRONAGE CAPITAL	500.00	423.00	423.66	( .66)	100.16	3,883.27
101-36241 FIRE DEPT PRIVATE GRANTS	.00	235.00	235.00	.00	100.00	.00
101-36242 ALLINA WELLNESS GRANT	.00	886.00	886.00	.00	100.00	2,892.00
101-36501 SALE OF PROPERTY	.00	504.00	504.00	.00	100.00	.00
<b>TOTAL OTHER</b>	<b>30,600.00</b>	<b>28,509.00</b>	<b>19,831.96</b>	<b>8,677.04</b>	<b>69.56</b>	<b>65,549.05</b>
<u>MISC REVENUE</u>						
101-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	288.31
<b>TOTAL MISC REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>288.31</b>



**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING SOURCES</u>						
101-39203 TRANSFERS FROM OTHER FUNDS	452,350.00	452,350.00	452,350.00	.00	100.00	487,350.00
TOTAL OTHER FINANCING SOURCES	452,350.00	452,350.00	452,350.00	.00	100.00	487,350.00
 TOTAL FUND REVENUE	 6,525,906.00	 6,707,421.00	 4,095,255.01			 7,212,876.87

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MAYOR AND CITY COUNCIL</b>						
<i>PERSONAL SERVICES</i>						
101-41110-101 FULL-TIME EMPLOYEES - REGULAR	29,900.00	29,900.00	22,425.12	( 7,474.88)	75.00	29,900.16
101-41110-122 FICA/MEDICARE (EMPLOYER)	2,290.00	2,290.00	1,715.27	( 574.73)	74.90	2,287.07
101-41110-151 WORKERS' COMPENSATION PREMIU	135.00	135.00	100.55	( 34.45)	74.48	125.14
<b>TOTAL PERSONAL SERVICES</b>	<b>32,325.00</b>	<b>32,325.00</b>	<b>24,240.94</b>	<b>( 8,084.06)</b>	<b>74.99</b>	<b>32,312.37</b>
<i>SUPPLIES</i>						
101-41110-200 MISCELLANEOUS OFFICE SUPPLIES	100.00	100.00	75.41	( 24.59)	75.41	39.50
101-41110-210 MISCELLANEOUS OPER SUPPLIES	250.00	250.00	350.00	100.00	140.00	1,076.00
101-41110-214 EMPLOYEE RECOGNITION	1,000.00	400.00	115.98	( 284.02)	29.00	312.75
<b>TOTAL SUPPLIES</b>	<b>1,350.00</b>	<b>750.00</b>	<b>541.39</b>	<b>( 208.61)</b>	<b>72.19</b>	<b>1,428.25</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-41110-304 MISC PROFESSIONAL SERVICES	1,500.00	.00	.00	.00	.00	.00
101-41110-331 TRAVEL/MEALS/LODGING	1,500.00	1,500.00	241.54	( 1,258.46)	16.10	2,246.19
101-41110-334 MILEAGE REIMBURSEMENT	150.00	.00	.00	.00	.00	.00
101-41110-340 ADVERTISING	1,000.00	.00	.00	.00	.00	.00
101-41110-360 INSURANCE AND BONDS	1,000.00	259.00	258.12	( .88)	99.66	206.47
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>5,150.00</b>	<b>1,759.00</b>	<b>499.66</b>	<b>( 1,259.34)</b>	<b>28.41</b>	<b>2,452.66</b>
<i>MISCELLANEOUS</i>						
101-41110-430 MISCELLANEOUS	100.00	100.00	.00	( 100.00)	.00	.00
101-41110-433 DUES AND SUBSCRIPTIONS	100.00	100.00	30.00	( 70.00)	30.00	30.00
101-41110-440 SCHOOLS AND MEETINGS	1,500.00	.00	.00	.00	.00	2,150.00
101-41110-441 SISTER CITY ACTIVITIES	1,500.00	1,500.00	300.00	( 1,200.00)	20.00	1,137.23
101-41110-455 FIREWORKS DISPLAY EXPENSES	14,000.00	12,275.00	12,275.00	.00	100.00	12,275.00
101-41110-456 ART FESTIVAL	.00	3,500.00	2,412.62	( 1,087.38)	68.93	.00
101-41110-457 DOWNTOWN BANNERS & SIGNAGE	.00	14,500.00	4,903.00	( 9,597.00)	33.81	.00
101-41110-458 DOWNTOWN FLOWER BASKET PROJ	.00	17,000.00	8,029.25	( 8,970.75)	47.23	.00
101-41110-499 SPECIAL ASSMT AGREEMT TAX FOR	.00	.00	.00	.00	.00	99,623.81
<b>TOTAL MISCELLANEOUS</b>	<b>17,200.00</b>	<b>48,975.00</b>	<b>27,949.87</b>	<b>( 21,025.13)</b>	<b>57.07</b>	<b>115,216.04</b>
<b>TOTAL MAYOR AND CITY COUNCIL</b>	<b>56,025.00</b>	<b>83,809.00</b>	<b>53,231.86</b>	<b>( 30,577.14)</b>	<b>63.52</b>	<b>151,409.32</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>ADMINISTRATION</b>							
<i>PERSONAL SERVICES</i>							
101-41320-101	FULL-TIME EMPLOYEES - REGULAR	114,756.00	124,756.00	90,625.63	( 34,130.37)	72.64	115,866.32
101-41320-102	FULL-TIME EMPLOYEES - OVERTIME	300.00	.00	.00	.00	.00	.00
101-41320-103	PART-TIME - REGULAR	39,275.00	29,730.00	21,274.35	( 8,455.65)	71.56	28,294.08
101-41320-121	PERA (EMPLOYER)	11,779.00	12,642.00	8,383.43	( 4,258.57)	66.31	10,743.59
101-41320-122	FICA/MEDICARE (EMPLOYER)	12,018.00	12,898.00	8,284.32	( 4,613.68)	64.23	10,690.71
101-41320-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	16,648.00	19,203.00	13,428.84	( 5,774.16)	69.93	15,317.52
101-41320-132	ADMIN-LONGEVITY PAY	3,072.00	3,072.00	.00	( 3,072.00)	.00	.00
101-41320-133	ADMIN--INS DEDUCTIBLE CONTRIB	1,200.00	1,400.00	1,200.00	( 200.00)	85.71	1,200.00
101-41320-151	WORKERS' COMPENSATION PREMIU	1,195.00	1,270.00	744.61	( 525.39)	58.63	959.48
101-41320-153	CITY WIDE RE-EMPLOY COMPENSATI	3,000.00	.00	.00	.00	.00	2,192.28
101-41320-154	HRA/FLEX FEES	230.00	230.00	144.95	( 85.05)	63.02	220.15
<b>TOTAL PERSONAL SERVICES</b>		<b>203,473.00</b>	<b>205,201.00</b>	<b>144,086.13</b>	<b>( 61,114.87)</b>	<b>70.22</b>	<b>185,484.13</b>
<i>SUPPLIES</i>							
101-41320-201	OFFICE SUPPLIES - ACCESSORIES	1,500.00	1,500.00	1,114.25	( 385.75)	74.28	1,450.32
101-41320-202	DUPLICATING & COPYING SUPPLIES	2,000.00	1,000.00	683.94	( 316.06)	68.39	1,114.13
101-41320-203	CITY NEWSLETTER COSTS	2,000.00	.00	.00	.00	.00	.00
101-41320-204	STATIONARY, FORMS & ENVELOPES	250.00	250.00	145.00	( 105.00)	58.00	.00
101-41320-209	SOFTWARE UPDATES	.00	139.00	139.00	.00	100.00	1,417.99
101-41320-210	MISCELLANEOUS OPER SUPPLIES	500.00	200.00	.00	( 200.00)	.00	145.70
101-41320-221	REPAIR & MAINT SUPP - VEH/EQ	200.00	200.00	.00	( 200.00)	.00	.00
101-41320-240	SMALL TOOLS AND MINOR EQUIPME	1,000.00	1,964.00	3,616.40	1,652.40	184.13	950.92
<b>TOTAL SUPPLIES</b>		<b>7,450.00</b>	<b>5,253.00</b>	<b>5,698.59</b>	<b>445.59</b>	<b>108.48</b>	<b>5,079.06</b>
<i>OTHER SERVICES AND CHARGES</i>							
101-41320-304	MISC PROFESSIONAL SERVICES	2,000.00	11,675.00	11,673.20	( 1.80)	99.98	23,336.76
101-41320-313	IT MGMT & BACKUP	3,000.00	2,825.00	2,032.29	( 792.71)	71.94	2,483.91
101-41320-322	POSTAGE	4,500.00	3,800.00	1,950.00	( 1,850.00)	51.32	3,489.21
101-41320-331	TRAVEL/MEALS/LODGING	600.00	600.00	230.26	( 369.74)	38.38	550.91
101-41320-334	MILEAGE REIMBURSEMENT	300.00	224.00	.00	( 224.00)	.00	134.82
101-41320-340	ADVERTISING	1,500.00	1,500.00	1,389.83	( 110.17)	92.66	.00
101-41320-351	LEGAL NOTICES/ORD PUBLISHING	1,000.00	841.00	699.84	( 141.16)	83.22	895.84
101-41320-360	INSURANCE AND BONDS	1,900.00	1,700.00	1,696.18	( 3.82)	99.78	1,592.09
<b>TOTAL OTHER SERVICES AND CHA</b>		<b>14,800.00</b>	<b>23,165.00</b>	<b>19,671.60</b>	<b>( 3,493.40)</b>	<b>84.92</b>	<b>32,483.54</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-41320-404 REPAIR & MAINT LABOR - VEH/EQ	200.00	.00	.00	.00	.00	.00
101-41320-409 MAINT CONTRACTS - OFFICE EQUIP	11,500.00	12,700.00	12,622.19	( 77.81)	99.39	11,235.15
101-41320-430 MISCELLANEOUS	100.00	100.00	89.97	( 10.03)	89.97	.00
101-41320-433 DUES AND SUBSCRIPTIONS	500.00	576.00	575.16	( .84)	99.85	528.60
101-41320-437 CITY WIDE DUES & SUBSCRIPTIONS	14,000.00	14,000.00	13,249.00	( 751.00)	94.64	13,148.00
101-41320-440 SCHOOLS AND MEETINGS	1,000.00	500.00	15.00	( 485.00)	3.00	825.70
101-41320-489 OTHER CONTRACTED SERVICES	500.00	200.00	.00	( 200.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<i>27,800.00</i>	<i>28,076.00</i>	<i>26,551.32</i>	<i>( 1,524.68)</i>	<i>94.57</i>	<i>25,737.45</i>
<b>TOTAL ADMINISTRATION</b>	<b>253,523.00</b>	<b>261,695.00</b>	<b>196,007.64</b>	<b>( 65,687.36)</b>	<b>74.90</b>	<b>248,784.18</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b><u>ELECTIONS</u></b>						
<i>PERSONAL SERVICES</i>						
101-41410-104 TEMP/SEAS EMPLOYEES - REGULAR	7,000.00	7,000.00	3,073.75	( 3,926.25)	43.91	.00
<i>TOTAL PERSONAL SERVICES</i>	7,000.00	7,000.00	3,073.75	( 3,926.25)	43.91	.00
<i>SUPPLIES</i>						
101-41410-201 OFFICE SUPPLIES - ACCESSORIES	250.00	250.00	115.76	( 134.24)	46.30	.00
101-41410-240 SMALL TOOLS AND MINOR EQUIPME	.00	1,800.00	1,797.68	( 2.32)	99.87	.00
<i>TOTAL SUPPLIES</i>	250.00	2,050.00	1,913.44	( 136.56)	93.34	.00
<i>OTHER SERVICES AND CHARGES</i>						
101-41410-331 TRAVEL/MEALS/LODGING	100.00	100.00	52.77	( 47.23)	52.77	.00
101-41410-351 LEGAL NOTICES/ORD PUBLISHING	100.00	111.00	110.25	( .75)	99.32	.00
<i>TOTAL OTHER SERVICES AND CHA</i>	200.00	211.00	163.02	( 47.98)	77.26	.00
<i>MISCELLANEOUS</i>						
101-41410-408 MAINT CONTRACTS - MACH/EQUIP	1,000.00	989.00	355.00	( 634.00)	35.89	775.00
<i>TOTAL MISCELLANEOUS</i>	1,000.00	989.00	355.00	( 634.00)	35.89	775.00
<b>TOTAL ELECTIONS</b>	<b>8,450.00</b>	<b>10,250.00</b>	<b>5,505.21</b>	<b>( 4,744.79)</b>	<b>53.71</b>	<b>775.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>FINANCE/MIS</i>							
<i>PERSONAL SERVICES</i>							
101-41500-101	FULL-TIME EMPLOYEES - REGULAR	157,788.00	157,788.00	125,080.87	( 32,707.13)	79.27	157,803.33
101-41500-102	FULL-TIME EMPLOYEES - OVERTIME	100.00	.00	.00	.00	.00	.00
101-41500-121	PERA (EMPLOYER)	12,206.00	12,206.00	9,381.06	( 2,824.94)	76.86	11,829.54
101-41500-122	FICA/MEDICARE (EMPLOYER)	12,450.00	12,450.00	9,204.37	( 3,245.63)	73.93	11,730.84
101-41500-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	33,297.00	32,929.00	26,857.68	( 6,071.32)	81.56	30,627.04
101-41500-132	FINANCE LONGEVITY PAY	4,860.00	4,860.00	.00	( 4,860.00)	.00	.00
101-41500-133	FINANCE INS DEDUCTIBLE CONTRIB	.00	2,400.00	2,400.00	.00	100.00	2,400.00
101-41500-151	WORKERS' COMPENSATION PREMIU	.00	1,239.00	835.21	( 403.79)	67.41	946.72
101-41500-154	HRA/FLEX FEES	.00	200.00	118.60	( 81.40)	59.30	146.80
<i>TOTAL PERSONAL SERVICES</i>		<i>220,701.00</i>	<i>224,072.00</i>	<i>173,877.79</i>	<i>( 50,194.21)</i>	<i>77.60</i>	<i>215,484.27</i>
<i>SUPPLIES</i>							
101-41500-201	OFFICE SUPPLIES - ACCESSORIES	1,400.00	700.00	454.59	( 245.41)	64.94	1,071.53
101-41500-204	STATIONARY, FORMS & ENVELOPES	3,500.00	3,501.00	3,500.18	( .82)	99.98	2,230.06
101-41500-209	SOFTWARE UPDATES	1,000.00	700.00	700.00	.00	100.00	675.00
101-41500-210	MISCELLANEOUS OPER SUPPLIES	500.00	36.00	.00	( 36.00)	.00	126.65
101-41500-240	SMALL TOOLS AND MINOR EQUIPME	2,000.00	1,599.00	1,599.00	.00	100.00	.00
<i>TOTAL SUPPLIES</i>		<i>8,400.00</i>	<i>6,536.00</i>	<i>6,253.77</i>	<i>( 282.23)</i>	<i>95.68</i>	<i>4,103.24</i>
<i>OTHER SERVICES AND CHARGES</i>							
101-41500-301	AUDITING AND ACCOUNTING	32,000.00	32,000.00	32,000.00	.00	100.00	32,080.00
101-41500-304	MISC PROFESSIONAL SERVICES	2,000.00	3,588.00	3,584.69	( 3.31)	99.91	2,838.00
101-41500-308	ISANTI CO ASSESSMENT MGMT FEE	750.00	750.00	.00	( 750.00)	.00	471.00
101-41500-309	EDP PROFESSIONAL SERVICES	25,000.00	20,178.00	14,184.00	( 5,994.00)	70.29	20,505.00
101-41500-313	IT MGMT & BACKUP	.00	2,500.00	2,258.10	( 241.90)	90.32	2,483.91
101-41500-331	TRAVEL/MEALS/LODGING	500.00	42.00	42.00	.00	100.00	93.92
101-41500-334	MILEAGE REIMBURSEMENT	440.00	440.00	129.71	( 310.29)	29.48	300.12
101-41500-351	LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	278.75	( 221.25)	55.75	398.81
101-41500-360	INSURANCE AND BONDS	1,600.00	1,492.00	1,491.85	( .15)	99.99	1,432.96
<i>TOTAL OTHER SERVICES AND CHA</i>		<i>62,790.00</i>	<i>61,490.00</i>	<i>53,969.10</i>	<i>( 7,520.90)</i>	<i>87.77</i>	<i>60,603.72</i>
<i>MISCELLANEOUS</i>							
101-41500-409	MAINT CONTRACTS - OFFICE EQUIP	15,000.00	15,458.00	15,458.00	.00	100.00	15,458.00
101-41500-430	MISCELLANEOUS	365.00	100.00	391.44	291.44	391.44	2.00
101-41500-433	DUES AND SUBSCRIPTIONS	2,000.00	1,600.00	1,352.10	( 247.90)	84.51	1,564.30
101-41500-440	SCHOOLS AND MEETINGS	2,000.00	2,000.00	770.00	( 1,230.00)	38.50	2,082.00
<i>TOTAL MISCELLANEOUS</i>		<i>19,365.00</i>	<i>19,158.00</i>	<i>17,971.54</i>	<i>( 1,186.46)</i>	<i>93.81</i>	<i>19,106.30</i>
<b>TOTAL FINANCE/MIS</b>		<b>311,256.00</b>	<b>311,256.00</b>	<b>252,072.20</b>	<b>( 59,183.80)</b>	<b>80.99</b>	<b>299,297.53</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LEGAL</u>						
<i>OTHER SERVICES &amp; CHARGES</i>						
101-41610-304	LEGAL FEES	47,000.00	47,000.00	26,845.29 ( 20,154.71)	57.12	40,999.86
101-41610-305	PROSECUTION SERVICES	40,000.00	40,000.00	23,042.81 ( 16,957.19)	57.61	39,501.96
101-41610-307	TOWNSHIP ANNEXATION PAYMENTS	10,805.00	10,805.00	10,804.78 ( .22)	100.00	.00
	<i>TOTAL OTHER SERVICES &amp; CHARG</i>	97,805.00	97,805.00	60,692.88 ( 37,112.12)	62.05	80,501.82
	<b>TOTAL LEGAL</b>	<b>97,805.00</b>	<b>97,805.00</b>	<b>60,692.88 ( 37,112.12)</b>	<b>62.05</b>	<b>80,501.82</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>BUILDING DEPARTMENT</b>						
<i>PERSONAL SERVICES</i>						
101-41920-101 FULL-TIME EMPLOYEES - REGULAR	190,486.00	190,486.00	149,627.43	( 40,858.57)	78.55	187,317.42
101-41920-102 FULL-TIME EMPLOYEES - OVERTIME	100.00	100.00	.00	( 100.00)	.00	.00
101-41920-121 PERA (EMPLOYER)	14,591.00	14,591.00	11,222.05	( 3,368.95)	76.91	13,998.66
101-41920-122 FICA/MEDICARE (EMPLOYER)	14,883.00	14,883.00	11,028.23	( 3,854.77)	74.10	13,615.23
101-41920-131 MEDICAL/DENTAL/LIFE	49,945.00	49,945.00	40,276.08	( 9,668.92)	80.64	45,927.44
101-41920-132 BLDG DEPT LONGEVITY PAY	4,057.00	4,057.00	.00	( 4,057.00)	.00	.00
101-41920-133 BLDG DEPT INS DEDUCTIBLE CONTR	3,600.00	3,600.00	374.11	( 3,225.89)	10.39	1,765.19
101-41920-151 WORKERS' COMPENSATION PREMIU	1,198.00	1,198.00	813.64	( 384.36)	67.92	998.58
101-41920-154 HRA/FLEX FEES	250.00	250.00	177.85	( 72.15)	71.14	220.15
<b>TOTAL PERSONAL SERVICES</b>	<b>279,110.00</b>	<b>279,110.00</b>	<b>213,519.39</b>	<b>( 65,590.61)</b>	<b>76.50</b>	<b>263,842.67</b>
<i>SUPPLIES</i>						
101-41920-201 OFFICE SUPPLIES	750.00	750.00	451.97	( 298.03)	60.26	629.04
101-41920-209 SOFTWARE UPDATES	500.00	500.00	.00	( 500.00)	.00	.00
101-41920-210 MISCELLANEOUS OPER SUPPLIES	1,200.00	900.00	101.47	( 798.53)	11.27	127.00
101-41920-212 GASOLINE/FUEL/LUBRICANTS/ADDIT	2,600.00	2,000.00	879.94	( 1,120.06)	44.00	1,250.59
101-41920-221 REPAIRS & MAINT SUPP VEH/EQUIP	800.00	645.00	220.41	( 424.59)	34.17	330.70
101-41920-240 SMALL TOOLS & MINOR EQUIPMENT	300.00	455.00	452.90	( 2.10)	99.54	3,205.64
<b>TOTAL SUPPLIES</b>	<b>6,150.00</b>	<b>5,250.00</b>	<b>2,106.69</b>	<b>( 3,143.31)</b>	<b>40.13</b>	<b>5,542.97</b>
<i>OTHER CHARGES &amp; SERVICES</i>						
101-41920-304 MISC. PROFESSIONAL FEES	.00	200.00	196.68	( 3.32)	98.34	148.75
101-41920-309 EDP PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	101.25
101-41920-313 IT MGMT & BACKUP	3,000.00	2,800.00	2,032.29	( 767.71)	72.58	2,563.91
101-41920-321 TELEPHONE/CELLULAR PHONES	2,700.00	2,700.00	1,687.14	( 1,012.86)	62.49	1,723.47
101-41920-331 TRAVEL/MEALS/LODGING	300.00	300.00	79.58	( 220.42)	26.53	.00
101-41920-334 MILEAGE REIMBURSEMENT	700.00	700.00	396.76	( 303.24)	56.68	542.06
101-41920-360 INSURANCE AND BONDS	2,500.00	2,013.00	2,012.10	( .90)	99.96	2,063.35
<b>TOTAL OTHER CHARGES &amp; SERVIC</b>	<b>9,200.00</b>	<b>8,713.00</b>	<b>6,404.55</b>	<b>( 2,308.45)</b>	<b>73.51</b>	<b>7,142.79</b>
<i>MISCELLANEOUS</i>						
101-41920-404 REPAIRS & MAINT LABOR VEH & EQ	250.00	250.00	.00	( 250.00)	.00	.00
101-41920-409 MAINT CONTRACTS-OFFICE EQUIP	2,500.00	2,685.00	2,685.00	.00	100.00	2,090.00
101-41920-430 MISCELLANEOUS	200.00	200.00	.00	( 200.00)	.00	7.28
101-41920-432 CREDIT CARD FEES-BLDG PERMITS	600.00	600.00	.00	( 600.00)	.00	.00
101-41920-433 DUES AND SUBSCRIPTIONS	1,400.00	1,000.00	395.00	( 605.00)	39.50	496.49
101-41920-440 SCHOOLS & MEETINGS	2,800.00	2,000.00	1,030.00	( 970.00)	51.50	1,070.00
<b>TOTAL MISCELLANEOUS</b>	<b>7,750.00</b>	<b>6,735.00</b>	<b>4,110.00</b>	<b>( 2,625.00)</b>	<b>61.02</b>	<b>3,663.77</b>
<b>TOTAL BUILDING DEPARTMENT</b>	<b>302,210.00</b>	<b>299,808.00</b>	<b>226,140.63</b>	<b>( 73,667.37)</b>	<b>75.43</b>	<b>280,192.20</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ENGINEERING</u>						
<i>OTHER CHARGES &amp; SERVICES</i>						
101-41925-303 ENGINEERING FEES	25,000.00	25,000.00	15,391.80	( 9,608.20)	61.57	28,134.56
<i>TOTAL OTHER CHARGES &amp; SERVIC</i>	25,000.00	25,000.00	15,391.80	( 9,608.20)	61.57	28,134.56
TOTAL ENGINEERING	25,000.00	25,000.00	15,391.80	( 9,608.20)	61.57	28,134.56

**CITY OF CAMBRIDGE**  
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	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>PLANNING</b>						
<i>PERSONAL SERVICES</i>						
101-41935-101	FULL-TIME EMPLOYEES - REGULAR	147,597.00	147,597.00	116,880.19 ( 30,716.81)	79.19	143,593.18
101-41935-112	PLANNING COMMISSION PAYMENTS	2,500.00	2,010.00	630.00 ( 1,380.00)	31.34	1,925.00
101-41935-121	PERA (EMPLOYER)	11,410.00	11,410.00	8,766.00 ( 2,644.00)	76.83	10,869.48
101-41935-122	FICA/MEDICARE (EMPLOYER)	11,639.00	11,639.00	8,475.98 ( 3,163.02)	72.82	10,558.92
101-41935-131	MEDICAL/DENTAL/LIFE	33,297.00	33,297.00	26,857.68 ( 6,439.32)	80.66	30,635.04
101-41935-132	PLANNING LONGEVITY PAY	4,539.00	4,539.00	.00 ( 4,539.00)	.00	.00
101-41935-133	PLANNING INS DEDUCTIBLE CONTRI	2,400.00	2,400.00	944.24 ( 1,455.76)	39.34	1,978.62
101-41935-151	WORKERS' COMPENSATION PREMIU	1,044.00	1,044.00	668.01 ( 375.99)	63.99	812.39
101-41935-154	HRA/FLEX FEES	230.00	230.00	118.60 ( 111.40)	51.57	146.80
	<b>TOTAL PERSONAL SERVICES</b>	<b>214,656.00</b>	<b>214,166.00</b>	<b>163,340.70 ( 50,825.30)</b>	<b>76.27</b>	<b>200,519.43</b>
<i>SUPPLIES</i>						
101-41935-201	OFFICE SUPPLIES	700.00	985.00	982.09 ( 2.91)	99.70	751.64
101-41935-209	SOFTWARE UPDATES	2,000.00	2,435.00	2,435.00 .00	100.00	1,382.50
101-41935-210	MISCELLANEOUS OPER SUPPLIES	200.00	150.00	35.28 ( 114.72)	23.52	127.00
101-41935-212	GASOLINE/FUEL/LUBRICANTS/ADDIT	350.00	350.00	86.73 ( 263.27)	24.78	134.20
101-41935-221	REPAIRS & MAINT SUPP-VEH/EQUIP	200.00	570.00	568.67 ( 1.33)	99.77	675.57
101-41935-240	SMALL TOOLS & MINOR EQUIPMENT	8,250.00	8,250.00	1,508.71 ( 6,741.29)	18.29	18.12
	<b>TOTAL SUPPLIES</b>	<b>11,700.00</b>	<b>12,740.00</b>	<b>5,616.48 ( 7,123.52)</b>	<b>44.09</b>	<b>3,089.03</b>
<i>OTHER CHARGES &amp; SERVICES</i>						
101-41935-301	PLANNING SPECIAL PROJECTS	2,500.00	500.00	56.00 ( 444.00)	11.20	.00
101-41935-304	MISC PROFESSIONAL FEES	2,500.00	1,500.00	421.69 ( 1,078.31)	28.11	.00
101-41935-309	EDP PROFESSIONAL SERV	.00	.00	.00 .00	.00	101.25
101-41935-313	IT MGMT & BACKUP	3,000.00	2,735.00	2,032.29 ( 702.71)	74.31	2,483.91
101-41935-331	TRAVEL/MEALS/LODGING	500.00	300.00	135.62 ( 164.38)	45.21	141.36
101-41935-334	MILEAGE REIMBURSEMENT	250.00	250.00	125.57 ( 124.43)	50.23	47.62
101-41935-351	LEGAL NOTICE/ORD PUBLISH	750.00	500.00	383.27 ( 116.73)	76.65	271.64
101-41935-360	INSURANCE AND BONDS	11,500.00	9,808.00	9,807.38 ( .62)	99.99	10,132.66
	<b>TOTAL OTHER CHARGES &amp; SERVIC</b>	<b>21,000.00</b>	<b>15,593.00</b>	<b>12,961.82 ( 2,631.18)</b>	<b>83.13</b>	<b>13,178.44</b>
<i>MISCELLANEOUS</i>						
101-41935-404	REPAIRS & MAINT LABOR VEH/EQUI	300.00	300.00	.00 ( 300.00)	.00	.00
101-41935-409	MAINT CONTRACTS-OFFICE EQUIP	3,000.00	5,205.00	5,354.98 149.98	102.88	2,990.00
101-41935-430	MISCELLANEOUS	1,000.00	250.00	( 600.20) ( 850.20) ( 240.08) ( 4,991.50)		
101-41935-431	PROPERTY SECURING EXP	.00	750.00	665.65 ( 84.35)	88.75	4,175.00
101-41935-432	ABATEMENT COSTS	.00	.00	.00 .00	.00	940.00
101-41935-433	DUES AND SUBSCRIPTIONS	600.00	874.00	874.00 .00	100.00	871.60
101-41935-440	SCHOOL AND MEETINGS	1,500.00	726.00	345.00 ( 381.00)	47.52	405.00
101-41935-488	COMP PLAN UPDATE	.00	.00	.00 .00	.00	22,160.24
101-41935-489	OTHER CONTRACTED SERVICES	1,000.00	1,000.00	600.00 ( 400.00)	60.00	550.00
	<b>TOTAL MISCELLANEOUS</b>	<b>7,400.00</b>	<b>9,105.00</b>	<b>7,239.43 ( 1,865.57)</b>	<b>79.51</b>	<b>27,100.34</b>

**CITY OF CAMBRIDGE**  
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**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL PLANNING	254,756.00	251,604.00	189,158.43	( 62,445.57)	75.18	243,887.24

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
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**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>NEW CITY HALL BUILDING</b>						
<i>PERSONAL SERVICES</i>						
101-41950-101	FULL-TIME EMPLOYEES - REGULAR	26,063.00	27,063.00	20,279.25 ( 6,783.75)	74.93	25,681.93
101-41950-102	FULL-TIME EMPLOYEES - OVERTIME	1,000.00	.00	.00 .00	.00	.00
101-41950-121	PERA (EMPLOYER)	2,053.00	2,053.00	1,520.94 ( 532.06)	74.08	1,886.34
101-41950-122	FICA/MEDICARE (EMPLOYER)	2,094.00	2,094.00	1,497.90 ( 596.10)	71.53	1,859.55
101-41950-131	MEDICAL/DENTAL/LIFE	8,325.00	8,325.00	6,703.02 ( 1,621.98)	80.52	7,643.52
101-41950-132	LONGEVITY PAY	310.00	310.00	.00 ( 310.00)	.00	.00
101-41950-133	DEDUCTIBLE CONTRIBUTION	600.00	600.00	539.61 ( 60.39)	89.94	.00
101-41950-151	WORKERS' COMPENSATION PREMIU	1,503.00	1,503.00	1,143.31 ( 359.69)	76.07	1,346.04
101-41950-154	HRA/FLEX FEES	40.00	40.00	29.70 ( 10.30)	74.25	36.75
	<b>TOTAL PERSONAL SERVICES</b>	<b>41,988.00</b>	<b>41,988.00</b>	<b>31,713.73 ( 10,274.27)</b>	<b>75.53</b>	<b>38,454.13</b>
<i>SUPPLIES</i>						
101-41950-212	GASOLINE/FUEL	200.00	200.00	.00 ( 200.00)	.00	74.97
101-41950-215	MAINTENANCE SUPPLIES	13,000.00	10,500.00	2,439.27 ( 8,060.73)	23.23	4,243.49
101-41950-240	SMALL TOOLS & EQUIPMENT	1,500.00	1,500.00	1,283.72 ( 216.28)	85.58	1,385.50
	<b>TOTAL SUPPLIES</b>	<b>14,700.00</b>	<b>12,200.00</b>	<b>3,722.99 ( 8,477.01)</b>	<b>30.52</b>	<b>5,703.96</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-41950-321	TELEPHONE/CELLULAR PHONES	17,500.00	17,500.00	12,182.80 ( 5,317.20)	69.62	17,163.09
101-41950-360	INSURANCE AND BONDS	3,000.00	1,594.00	1,593.24 ( .76)	99.95	1,690.95
101-41950-381	ELECTRIC UTILITIES	12,000.00	10,000.00	7,219.46 ( 2,780.54)	72.19	9,488.09
101-41950-382	WATER/WASTEWATER UTILITIES	1,450.00	2,500.00	1,915.21 ( 584.79)	76.61	1,469.44
101-41950-383	GAS UTILITIES	10,000.00	8,000.00	4,564.10 ( 3,435.90)	57.05	5,207.95
	<b>TOTAL OTHER SERVICES AND CHA</b>	<b>43,950.00</b>	<b>39,594.00</b>	<b>27,474.81 ( 12,119.19)</b>	<b>69.39</b>	<b>35,019.52</b>
<i>MISCELLANEOUS</i>						
101-41950-401	REPAIRS & MAINT LABOR - BLDGS	22,000.00	60,300.00	52,642.45 ( 7,657.55)	87.30	30,612.14
101-41950-409	MAINT CONTRACTS - OFFICE EQUIP	2,921.00	4,705.00	4,704.08 ( .92)	99.98	4,501.68
101-41950-413	RENTALS - OFFICE EQUIPMENT	14,000.00	11,016.00	7,541.12 ( 3,474.88)	68.46	10,657.33
101-41950-430	MISCELLANEOUS	500.00	500.00	315.80 ( 184.20)	63.16	287.70
	<b>TOTAL MISCELLANEOUS</b>	<b>39,421.00</b>	<b>76,521.00</b>	<b>65,203.45 ( 11,317.55)</b>	<b>85.21</b>	<b>46,058.85</b>
	<b>TOTAL NEW CITY HALL BUILDING</b>	<b>140,059.00</b>	<b>170,303.00</b>	<b>128,114.98 ( 42,188.02)</b>	<b>75.23</b>	<b>125,236.46</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
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**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>POLICE DEPARTMENT</b>						
<i>PERSONAL SERVICES</i>						
101-42100-101	FULL-TIME EMPLOYEES - REGULAR	1,180,106.00	1,168,873.00	774,448.95 ( 394,424.05)	66.26	1,050,778.05
101-42100-102	FULL-TIME EMPLOYEES - OVERTIME	60,000.00	60,000.00	44,399.03 ( 15,600.97)	74.00	64,050.98
101-42100-103	PART-TIME EMPLOYEES - REGULAR	25,011.00	31,011.00	23,800.63 ( 7,210.37)	76.75	27,642.15
101-42100-104	TEMP/SEAS EMPLOYEES - REGULAR	.00	11,693.00	6,433.24 ( 5,259.76)	55.02	20,937.60
101-42100-110	HOURS WORKED HOLIDAY	16,000.00	16,000.00	14,295.81 ( 1,704.19)	89.35	18,073.99
101-42100-116	ON-CALL PAY	38,412.00	38,412.00	28,621.82 ( 9,790.18)	74.51	34,842.90
101-42100-117	SHIFT DIFFERENTIAL	8,672.00	8,672.00	5,442.60 ( 3,229.40)	62.76	7,623.24
101-42100-121	PERA (EMPLOYER)	201,427.00	203,064.00	138,956.93 ( 64,107.07)	68.43	188,769.53
101-42100-122	FICA/MEDICARE (EMPLOYER)	23,391.00	23,561.00	16,612.66 ( 6,948.34)	70.51	22,100.19
101-42100-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	301,625.00	271,625.00	217,526.46 ( 54,098.54)	80.08	256,328.74
101-42100-132	POLICE LONGEVITY PAY	32,438.00	32,438.00	.00 ( 32,438.00)	.00	.00
101-42100-133	POLICE INS DEDUCTIBLE CONTRIB	19,200.00	19,200.00	11,514.56 ( 7,685.44)	59.97	13,181.94
101-42100-151	WORKERS' COMPENSATION PREMIU	62,771.00	62,771.00	37,609.89 ( 25,161.11)	59.92	52,481.48
101-42100-154	HRA/FLEX FEES	1,500.00	1,500.00	889.05 ( 610.95)	59.27	1,138.15
	<b>TOTAL PERSONAL SERVICES</b>	<b>1,970,553.00</b>	<b>1,948,820.00</b>	<b>1,320,551.63 ( 628,268.37)</b>	<b>67.76</b>	<b>1,757,948.94</b>
<i>SUPPLIES</i>						
101-42100-201	OFFICE SUPPLIES - ACCESSORIES	3,300.00	3,300.00	761.91 ( 2,538.09)	23.09	2,630.39
101-42100-202	DUPLICATING & COPYING SUPPLIES	1,500.00	1,500.00	456.93 ( 1,043.07)	30.46	427.30
101-42100-209	SOFTWARE UPDATES	7,800.00	7,800.00	.00 ( 7,800.00)	.00	1,194.16
101-42100-210	MISCELLANEOUS OPER SUPPLIES	7,000.00	7,000.00	2,068.50 ( 4,931.50)	29.55	4,769.91
101-42100-212	GASOLINE/FUEL/LUB/ADDITIVES	45,000.00	45,000.00	25,459.30 ( 19,540.70)	56.58	32,784.51
101-42100-213	AMMUNITION	5,500.00	5,500.00	5,617.40 117.40	102.13	5,119.92
101-42100-214	CRIME SCENE SUPPLIES	5,375.00	5,375.00	1,285.56 ( 4,089.44)	23.92	1,270.12
101-42100-217	PROMOTIONAL EVENTS/MCGRUFF E	4,500.00	4,500.00	2,056.31 ( 2,443.69)	45.70	2,461.36
101-42100-221	REPAIR & MAINT SUPP - VEH/EQ	18,500.00	18,500.00	7,947.90 ( 10,552.10)	42.96	14,692.25
101-42100-231	UNIFORM ALLOWANCE	29,800.00	17,600.00	11,618.89 ( 5,981.11)	66.02	20,101.55
101-42100-232	UNIFORMS-RESERVES	3,000.00	3,000.00	293.50 ( 2,706.50)	9.78	2,031.65
101-42100-240	SMALL TOOLS AND MINOR EQUIP	16,000.00	28,000.00	11,105.00 ( 16,895.00)	39.66	11,300.75
	<b>TOTAL SUPPLIES</b>	<b>147,075.00</b>	<b>147,075.00</b>	<b>68,671.20 ( 78,403.80)</b>	<b>46.69</b>	<b>98,783.87</b>

**CITY OF CAMBRIDGE**  
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**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES AND CHARGES</i>						
101-42100-304 MISC PROFESSIONAL SERVICES	15,000.00	11,830.00	5,101.19	( 6,728.81)	43.12	3,839.25
101-42100-305 APPLICANT TESTING	1,700.00	2,585.00	2,581.56	( 3.44)	99.87	2,793.00
101-42100-313 IT MGMT & BACKUP	13,000.00	13,000.00	9,144.81	( 3,855.19)	70.34	11,256.99
101-42100-321 TELEPHONE/CELLULAR PHONES	14,500.00	14,500.00	9,940.65	( 4,559.35)	68.56	14,177.05
101-42100-322 POSTAGE	300.00	300.00	285.90	( 14.10)	95.30	280.30
101-42100-331 TRAVEL/MEALS/LODGING	5,000.00	5,000.00	1,508.68	( 3,491.32)	30.17	323.31
101-42100-334 MILEAGE REIMBURSEMENT	200.00	200.00	184.22	( 15.78)	92.11	85.60
101-42100-340 ADVERTISING	.00	630.00	628.51	( 1.49)	99.76	.00
101-42100-360 INSURANCE AND BONDS	36,000.00	40,603.00	40,602.65	( .35)	100.00	34,656.56
101-42100-381 ELECTRIC UTILITIES	6,100.00	6,100.00	3,712.87	( 2,387.13)	60.87	4,879.57
101-42100-383 GAS UTILITIES	4,000.00	4,000.00	2,247.98	( 1,752.02)	56.20	2,565.09
101-42100-391 POLICE-OLD MNDOT ELECTRIC	2,000.00	.00	.00	.00	.00	2,013.26
101-42100-392 POLICE-OLD MNDOT WATER/SEWER	1,500.00	.00	.00	.00	.00	1,173.57
<i>TOTAL OTHER SERVICES AND CHA</i>	<i>99,300.00</i>	<i>98,748.00</i>	<i>75,939.02</i>	<i>( 22,808.98)</i>	<i>76.90</i>	<i>78,043.55</i>
<i>MISCELLANEOUS</i>						
101-42100-404 REPAIR & MAINT LABOR - VEH/EQ	10,000.00	10,000.00	1,263.25	( 8,736.75)	12.63	5,516.67
101-42100-409 MAINT CONTRACTS - OFFICE EQUIP	21,500.00	21,500.00	17,604.55	( 3,895.45)	81.88	18,052.20
101-42100-410 POLICE RESERVE ACTIVITY	1,500.00	1,500.00	112.50	( 1,387.50)	7.50	688.57
101-42100-411 POLICE-AUTO PAWN SERVICE	2,700.00	2,700.00	1,610.10	( 1,089.90)	59.63	2,248.20
101-42100-429 MNDOT FACILITY OPERATING COSTS	10,000.00	.00	.00	.00	.00	3,857.11
101-42100-433 DUES AND SUBSCRIPTIONS	6,700.00	9,700.00	5,313.79	( 4,386.21)	54.78	7,488.48
101-42100-440 SCHOOLS AND MEETINGS	12,000.00	12,000.00	8,310.00	( 3,690.00)	69.25	12,314.98
101-42100-489 OTHER CONTRACTED SERVICES	1,400.00	685.00	457.35	( 227.65)	66.77	5,461.40
<i>TOTAL MISCELLANEOUS</i>	<i>65,800.00</i>	<i>58,085.00</i>	<i>34,671.54</i>	<i>( 23,413.46)</i>	<i>59.69</i>	<i>55,627.61</i>
<b>TOTAL POLICE DEPARTMENT</b>	<b>2,282,728.00</b>	<b>2,252,728.00</b>	<b>1,499,833.39</b>	<b>( 752,894.61)</b>	<b>66.58</b>	<b>1,990,403.97</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
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**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>FIRE DEPARTMENT</b>						
<i>PERSONAL SERVICES</i>						
101-42200-101	FULL-TIME EMPLOYEES - REGULAR	76,877.00	76,877.00	59,663.21 ( 17,213.79)	77.61	74,624.90
101-42200-103	PART-TIME EMPLOYEES - REGULAR	47,000.00	47,000.00	30,017.00 ( 16,983.00)	63.87	45,760.00
101-42200-121	PERA (EMPLOYER)	12,569.00	12,569.00	9,665.47 ( 2,903.53)	76.90	11,992.11
101-42200-122	FICA/MEDICARE (EMPLOYER)	9,530.00	9,530.00	3,383.97 ( 6,146.03)	35.51	4,293.66
101-42200-131	MEDICAL/DENTAL/LIFE INS	16,649.00	16,649.00	13,428.84 ( 3,220.16)	80.66	15,317.52
101-42200-132	FIRE LONGEVITY PAY	705.00	705.00	.00 ( 705.00)	.00	.00
101-42200-133	DEDUCTIBLE CONTRIBUTION	1,200.00	1,200.00	.00 ( 1,200.00)	.00	.00
101-42200-151	WORKERS' COMPENSATION PREMIU	36,061.00	36,061.00	25,204.50 ( 10,856.50)	69.89	33,042.22
101-42200-154	HRA/FLEX FEES	100.00	100.00	59.25 ( 40.75)	59.25	73.35
	<b>TOTAL PERSONAL SERVICES</b>	<b>200,691.00</b>	<b>200,691.00</b>	<b>141,422.24 ( 59,268.76)</b>	<b>70.47</b>	<b>185,103.76</b>
<i>SUPPLIES</i>						
101-42200-201	OFFICE SUPPLIES - ACCESSORIES	.00	.00	.00 .00	.00	533.45
101-42200-204	STATIONARY, FORMS AND ENVELOP	100.00	100.00	.00 ( 100.00)	.00	.00
101-42200-210	MISCELLANEOUS OPER SUPPLIES	7,500.00	7,500.00	5,489.09 ( 2,010.91)	73.19	9,598.02
101-42200-211	GRANT FUNDED SUPPLIES	.00	156.00	156.00 .00	100.00	5,887.00
101-42200-212	GASOLINE/FUEL/LUB/ADDITIVES	7,500.00	6,500.00	4,758.66 ( 1,741.34)	73.21	6,102.91
101-42200-215	SHOP MAINTENANCE SUPPLIES	200.00	100.00	.00 ( 100.00)	.00	8.99
101-42200-221	REPAIR & MAINT SUPP - VEH/EQ	7,000.00	10,017.00	10,761.87 744.87	107.44	8,653.28
101-42200-223	REPAIR & MAINT SUPP - BLDGS	100.00	700.00	1,421.72 721.72	203.10	393.83
101-42200-231	UNIFORM ALLOWANCE	13,000.00	13,000.00	11,599.95 ( 1,400.05)	89.23	10,396.33
101-42200-232	UNIFORM ALLOWANCE GRANT FUND	.00	1,500.00	1,500.00 .00	100.00	.00
101-42200-240	FIRE DEPT SMALL TOOLS	7,000.00	7,000.00	4,465.28 ( 2,534.72)	63.79	1,161.68
101-42200-241	SMALL TOOLS GRANT FUNDED	.00	1,834.00	1,833.84 ( .16)	99.99	.00
	<b>TOTAL SUPPLIES</b>	<b>42,400.00</b>	<b>48,407.00</b>	<b>41,986.41 ( 6,420.59)</b>	<b>86.74</b>	<b>42,735.49</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-42200-304	MISC PROFESSIONAL SERVICES	7,500.00	11,500.00	11,392.19 ( 107.81)	99.06	8,736.60
101-42200-307	CITY FUNDED PENSION CONTRIB	10,000.00	10,000.00	.00 ( 10,000.00)	.00	10,000.00
101-42200-313	IT MGMT & BACKUP	3,000.00	2,800.00	2,032.29 ( 767.71)	72.58	2,483.91
101-42200-321	TELEPHONE/CELLULAR PHONES	900.00	1,350.00	1,035.18 ( 314.82)	76.68	1,345.23
101-42200-331	TRAVEL/MEALS/LODGING	750.00	1,600.00	1,565.03 ( 34.97)	97.81	681.75
101-42200-334	MILEAGE REIMBURSEMENT	500.00	600.00	594.05 ( 5.95)	99.01	.00
101-42200-340	ADVERTISING	200.00	200.00	119.25 ( 80.75)	59.63	758.77
101-42200-360	INSURANCE AND BONDS	9,000.00	7,048.00	7,047.92 ( .08)	100.00	7,223.00
101-42200-381	ELECTRIC UTILITIES	16,000.00	13,700.00	10,085.74 ( 3,614.26)	73.62	13,374.09
101-42200-382	WATER/WASTEWATER UTILITIES	650.00	650.00	305.99 ( 344.01)	47.08	409.26
101-42200-383	GAS UTILITIES	7,000.00	5,000.00	3,141.22 ( 1,858.78)	62.82	2,812.98
	<b>TOTAL OTHER SERVICES AND CHA</b>	<b>55,500.00</b>	<b>54,448.00</b>	<b>37,318.86 ( 17,129.14)</b>	<b>68.54</b>	<b>47,825.59</b>

**CITY OF CAMBRIDGE**  
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**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-42200-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	500.00	.00	( 500.00)	.00	330.00
101-42200-404 REPAIR & MAINT LABOR - VEH/EQ	1,500.00	1,500.00	448.65	( 1,051.35)	29.91	2,965.21
101-42200-433 DUES AND SUBSCRIPTIONS	1,300.00	1,587.00	1,587.00	.00	100.00	3,117.00
101-42200-440 SCHOOLS AND MEETINGS	8,000.00	7,290.00	1,567.19	( 5,722.81)	21.50	1,080.35
101-42200-441 GRANT FUNDED SCHOOLS	.00	3,050.00	3,050.00	.00	100.00	4,132.07
<i>TOTAL MISCELLANEOUS</i>	12,300.00	13,927.00	6,652.84	( 7,274.16)	47.77	11,624.63
<b>TOTAL FIRE DEPARTMENT</b>	<b>310,891.00</b>	<b>317,473.00</b>	<b>227,380.35</b>	<b>( 90,092.65)</b>	<b>71.62</b>	<b>287,289.47</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EMERGENCY MANAGEMENT</b>						
<i>SUPPLIES</i>						
101-42300-201 OFFICE SUPPLIES	500.00	578.00	.00	( 578.00)	.00	.00
101-42300-202 DUPLICATING & COPYING SUPPLIES	500.00	.00	.00	.00	.00	.00
101-42300-209 SOFTWARE UPDATES	500.00	.00	.00	.00	.00	.00
101-42300-210 MISCELLANEOUS OPER SUPPLIES	500.00	700.00	642.01	( 57.99)	91.72	2,157.00
101-42300-240 SMALL TOOLS AND MINOR EQUIP	3,000.00	3,000.00	1,955.00	( 1,045.00)	65.17	3,350.07
<b>TOTAL SUPPLIES</b>	<b>5,000.00</b>	<b>4,278.00</b>	<b>2,597.01</b>	<b>( 1,680.99)</b>	<b>60.71</b>	<b>5,507.07</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-42300-304 MISC PROF SERVICES	500.00	260.00	.00	( 260.00)	.00	540.00
101-42300-321 TELEPHONE	200.00	.00	.00	.00	.00	.00
101-42300-331 TRAVEL/MEALS/LODGING	500.00	823.00	822.16	( .84)	99.90	289.98
101-42300-340 ADVERTISING	.00	195.00	195.00	.00	100.00	.00
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>1,200.00</b>	<b>1,278.00</b>	<b>1,017.16</b>	<b>( 260.84)</b>	<b>79.59</b>	<b>829.98</b>
<i>MISCELLANEOUS</i>						
101-42300-433 DUES AND SUBSCRIPTIONS	.00	965.00	1,095.00	130.00	113.47	130.00
101-42300-440 SCHOOLS AND MEETINGS	1,500.00	540.00	.00	( 540.00)	.00	42.00
101-42300-489 OTHER CONTRACTED SERVICES	.00	639.00	639.00	.00	100.00	1,353.51
<b>TOTAL MISCELLANEOUS</b>	<b>1,500.00</b>	<b>2,144.00</b>	<b>1,734.00</b>	<b>( 410.00)</b>	<b>80.88</b>	<b>1,525.51</b>
<b>TOTAL EMERGENCY MANAGEMENT</b>	<b>7,700.00</b>	<b>7,700.00</b>	<b>5,348.17</b>	<b>( 2,351.83)</b>	<b>69.46</b>	<b>7,862.56</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
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**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>ANIMAL CONTROL</u>						
<i>OTHER SERVICES &amp; CHARGES</i>						
101-42700-310 ANIMAL CONTROL SERVICES	5,500.00	5,000.00	3,600.00	( 1,400.00)	72.00	4,879.13
<i>TOTAL OTHER SERVICES &amp; CHARG</i>	5,500.00	5,000.00	3,600.00	( 1,400.00)	72.00	4,879.13
<b>TOTAL ANIMAL CONTROL</b>	<b>5,500.00</b>	<b>5,000.00</b>	<b>3,600.00</b>	<b>( 1,400.00)</b>	<b>72.00</b>	<b>4,879.13</b>



**CITY OF CAMBRIDGE**  
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**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>STREETS</b>						
<i>PERSONAL SERVICES</i>						
101-43001-101	FULL-TIME EMPLOYEES - REGULAR	551,997.00	549,497.00	432,784.86 ( 116,712.14)	78.76	535,891.70
101-43001-102	FULL-TIME EMPLOYEES - OVERTIME	3,000.00	3,000.00	2,958.54 ( 41.46)	98.62	3,362.61
101-43001-104	TEMP/SEAS EMPLOYEES REGULAR	12,684.00	11,839.00	11,838.09 ( .91)	99.99	14,266.42
101-43001-105	TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	11.42 11.42	.00	.00
101-43001-110	HOURS WORKED HOLIDAY	.00	2,500.00	429.30 ( 2,070.70)	17.17	2,173.93
101-43001-111	OVERTIME-SNOWPLOWING	24,000.00	55,000.00	43,921.50 ( 11,078.50)	79.86	19,286.02
101-43001-112	OVERTIME MOSQUITO SPRAYING	3,000.00	2,000.00	1,087.42 ( 912.58)	54.37	674.56
101-43001-121	PERA (EMPLOYER)	45,247.00	45,247.00	35,992.60 ( 9,254.40)	79.55	41,560.91
101-43001-122	FICA/MEDICARE (EMPLOYER)	47,122.00	47,122.00	36,662.76 ( 10,459.24)	77.80	42,531.66
101-43001-131	MEDICAL/DENTAL/LIFE (EMPLOYER)	160,934.00	160,934.00	114,937.47 ( 45,996.53)	71.42	126,031.14
101-43001-132	STREETS LONGEVITY PAY	21,290.00	21,290.00	.00 ( 21,290.00)	.00	.00
101-43001-133	STREETS INS DEDUCTIBLE CONTRIB	11,600.00	11,600.00	5,645.32 ( 5,954.68)	48.67	5,423.03
101-43001-151	WORKERS' COMPENSATION PREMIU	58,737.00	58,737.00	40,142.95 ( 18,594.05)	68.34	46,124.15
101-43001-154	HRA/FLEX FEES	700.00	700.00	513.35 ( 186.65)	73.34	635.45
<b>TOTAL PERSONAL SERVICES</b>		<b>940,311.00</b>	<b>969,466.00</b>	<b>726,925.58 ( 242,540.42)</b>	<b>74.98</b>	<b>837,961.58</b>
<i>SUPPLIES</i>						
101-43001-201	OFFICE SUPPLIES-ACCESSORIES	1,000.00	1,000.00	62.16 ( 937.84)	6.22	1,275.96
101-43001-202	DUPLICATING AND COPYING SUPPLI	100.00	100.00	20.00 ( 80.00)	20.00	58.98
101-43001-204	STATIONERY, FORMS & ENVELOPES	100.00	100.00	.00 ( 100.00)	.00	.00
101-43001-209	SOFTWARE UPDATES	750.00	750.00	.00 ( 750.00)	.00	544.00
101-43001-210	MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	5,121.79 ( 6,878.21)	42.68	8,526.25
101-43001-212	GASOLINE/FUEL/LUB/ADDITIVES	30,000.00	39,000.00	28,102.25 ( 10,897.75)	72.06	22,552.00
101-43001-215	SHOP MAINTENANCE SUPPLIES	1,000.00	1,000.00	.00 ( 1,000.00)	.00	870.51
101-43001-219	SNOW REMOVAL MATERIALS	60,000.00	60,000.00	28,467.77 ( 31,532.23)	47.45	51,587.36
101-43001-221	REPAIR & MAINT SUPP-VEH/EQ	45,000.00	45,000.00	43,177.71 ( 1,822.29)	95.95	52,379.88
101-43001-224	REPAIR & MAINT-INFRASTRUCTURE	15,000.00	15,000.00	6,925.26 ( 8,074.74)	46.17	11,005.90
101-43001-226	SIGNS	6,000.00	6,000.00	4,642.83 ( 1,357.17)	77.38	4,484.20
101-43001-240	SMALL TOOLS AND MINOR EQUIP	5,000.00	5,500.00	5,447.47 ( 52.53)	99.04	5,335.79
<b>TOTAL SUPPLIES</b>		<b>175,950.00</b>	<b>185,450.00</b>	<b>121,967.24 ( 63,482.76)</b>	<b>65.77</b>	<b>158,620.83</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-43001-304	MISC PROFESSIONAL FEES	5,000.00	4,000.00	2,979.22 ( 1,020.78)	74.48	2,283.68
101-43001-313	IT MGMT & BACKUP	8,000.00	4,000.00	2,032.29 ( 1,967.71)	50.81	2,523.91
101-43001-321	TELEPHONE/CELLULAR PHONES	6,000.00	12,000.00	8,456.85 ( 3,543.15)	70.47	12,331.05
101-43001-331	TRAVEL/MEALS/LODGING	500.00	.00	.00 .00	.00	53.50
101-43001-340	ADVERTISING	400.00	.00	.00 .00	.00	.00
101-43001-360	INSURANCE AND BONDS	20,000.00	15,678.00	15,677.47 ( .53)	100.00	15,601.54
101-43001-381	ELECTRIC UTILITIES	400.00	400.00	262.43 ( 137.57)	65.61	362.50
101-43001-382	WATER/WASTEWATER UTILITIES	800.00	800.00	702.35 ( 97.65)	87.79	564.52
101-43001-384	REFUSE HAULING	8,000.00	4,000.00	1,972.71 ( 2,027.29)	49.32	2,871.32
<b>TOTAL OTHER SERVICES AND CHA</b>		<b>49,100.00</b>	<b>40,878.00</b>	<b>32,083.32 ( 8,794.68)</b>	<b>78.49</b>	<b>36,592.02</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-43001-404 REPAIR & MAINT LABOR-VEH/EQ	4,000.00	4,000.00	662.90	( 3,337.10)	16.57	100.00
101-43001-405 EMERG MGMT REP & MAINT	500.00	500.00	.00	( 500.00)	.00	.00
101-43001-406 PAINTING AND STRIPING	18,000.00	18,000.00	15,557.61	( 2,442.39)	86.43	14,964.51
101-43001-407 BRIDGE REPAIR	.00	40,000.00	12,000.00	( 28,000.00)	30.00	.00
101-43001-413 BNSF PARKING LEASE	3,000.00	3,000.00	.00	( 3,000.00)	.00	2,918.41
101-43001-414 EQUIPMENT RENTAL	.00	12,000.00	12,000.00	.00	100.00	6,000.00
101-43001-417 RENTALS - UNIFORMS	9,000.00	8,000.00	4,781.54	( 3,218.46)	59.77	6,497.72
101-43001-430 MISCELLANEOUS	2,500.00	2,000.00	39.99	( 1,960.01)	2.00	.00
101-43001-433 DUES AND SUBSCRIPTIONS	1,200.00	1,200.00	621.65	( 578.35)	51.80	644.70
101-43001-440 SCHOOLS AND MEETINGS	1,000.00	1,500.00	1,300.00	( 200.00)	86.67	1,195.00
101-43001-443 CITY GARDEN/FLOWER OPER EXP	.00	.00	2,552.02	2,552.02	.00	.00
101-43001-444 INSECT CONTROL	8,000.00	8,000.00	4,754.38	( 3,245.62)	59.43	5,523.00
101-43001-445 DISEASED TREE PROGRAM	13,000.00	13,000.00	.00	( 13,000.00)	.00	5,292.00
101-43001-446 WEED CONTROL	3,000.00	3,000.00	2,088.80	( 911.20)	69.63	2,612.34
101-43001-447 DOWNTOWN DECORATIONS	7,000.00	7,000.00	2,458.87	( 4,541.13)	35.13	6,801.05
101-43001-451 TOWNSHIP PAVEMENT ASSESSMENT	.00	.00	.00	.00	.00	13,491.72
101-43001-452 STREET LT REPLMT & SIGNAL PAIN	.00	116,880.00	.00	( 116,880.00)	.00	.00
101-43001-489 OTHER CONTRACTED SERVICES	12,000.00	15,000.00	12,394.03	( 2,605.97)	82.63	6,768.51
<i>TOTAL MISCELLANEOUS</i>	<u>82,200.00</u>	<u>253,080.00</u>	<u>71,211.79</u>	<u>( 181,868.21)</u>	<u>28.14</u>	<u>72,808.96</u>
<b>TOTAL STREETS</b>	<u><u>1,247,561.00</u></u>	<u><u>1,448,874.00</u></u>	<u><u>952,187.93</u></u>	<u><u>( 496,686.07)</u></u>	<u><u>65.72</u></u>	<u><u>1,105,983.39</u></u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>STREET LIGHTING</u>							
<i>SUPPLIES</i>							
101-43160-238	REPAIR & MAINT SUPP - INFRAST	.00	.00	.00	.00	.00	12,743.89
	<i>TOTAL SUPPLIES</i>	.00	.00	.00	.00	.00	12,743.89
<i>OTHER SERVICES &amp; CHARGES</i>							
101-43160-381	ELECTRIC UTILITIES	.00	.00	.00	.00	.00	165,823.78
	<i>TOTAL OTHER SERVICES &amp; CHARG</i>	.00	.00	.00	.00	.00	165,823.78
<i>MISCELLANEOUS</i>							
101-43160-402	SIGNAL LIGHT REPAIRS	.00	.00	.00	.00	.00	8,100.00
	<i>TOTAL MISCELLANEOUS</i>	.00	.00	.00	.00	.00	8,100.00
	<b>TOTAL STREET LIGHTING</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>186,667.67</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>MAINTENANCE BUILDING</b>						
<i>SUPPLIES</i>						
101-43170-215 SHOP MAINTENANCE SUPPLIES	500.00	500.00	.00	( 500.00)	.00	143.59
<i>TOTAL SUPPLIES</i>	500.00	500.00	.00	( 500.00)	.00	143.59
<i>OTHER SERVICES AND CHARGES</i>						
101-43170-381 ELECTRIC UTILITIES	3,000.00	2,500.00	1,771.59	( 728.41)	70.86	2,321.99
101-43170-382 WATER/WASTEWATER UTILITIES	2,000.00	1,800.00	1,152.26	( 647.74)	64.01	1,501.50
101-43170-383 GAS UTILITIES	12,000.00	12,000.00	10,202.75	( 1,797.25)	85.02	9,133.74
<i>TOTAL OTHER SERVICES AND CHA</i>	17,000.00	16,300.00	13,126.60	( 3,173.40)	80.53	12,957.23
<i>MISCELLANEOUS</i>						
101-43170-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	1,561.00	61.00	104.07	1,500.00
101-43170-430 MISCELLANEOUS	1,000.00	500.00	520.00	20.00	104.00	.00
<i>TOTAL MISCELLANEOUS</i>	2,500.00	2,000.00	2,081.00	81.00	104.05	1,500.00
<b>TOTAL MAINTENANCE BUILDING</b>	<b>20,000.00</b>	<b>18,800.00</b>	<b>15,207.60</b>	<b>( 3,592.40)</b>	<b>80.89</b>	<b>14,600.82</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>ICE RINK</i>						
<i>PERSONAL SERVICES</i>						
101-45127-104 TEMP/SEAS EMPLOYEES - REGULAR	7,917.00	4,917.00	931.26	( 3,985.74)	18.94	998.41
101-45127-121 PERA (EMPLOYER)	.00	20.00	9.13	( 10.87)	45.65	.00
101-45127-122 FICA/MEDICARE (EMPLOYER)	606.00	306.00	70.15	( 235.85)	22.92	76.37
101-45127-151 WORKERS' COMPENSATION PREMIU	437.00	137.00	41.35	( 95.65)	30.18	.00
<i>TOTAL PERSONAL SERVICES</i>	<i>8,960.00</i>	<i>5,380.00</i>	<i>1,051.89</i>	<i>( 4,328.11)</i>	<i>19.55</i>	<i>1,074.78</i>
<i>SUPPLIES</i>						
101-45127-210 MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	841.97	( 158.03)	84.20	1,966.47
101-45127-215 SHOP MAINTENANCE SUPPLIES	300.00	300.00	.00	( 300.00)	.00	.00
101-45127-221 REPAIR & MAINT SUPP - VEH/EQ	2,500.00	2,500.00	104.99	( 2,395.01)	4.20	5,466.24
101-45127-223 REPAIR & MAINT SUPP - BLDGS	500.00	500.00	467.32	( 32.68)	93.46	436.41
<i>TOTAL SUPPLIES</i>	<i>4,300.00</i>	<i>4,300.00</i>	<i>1,414.28</i>	<i>( 2,885.72)</i>	<i>32.89</i>	<i>7,869.12</i>
<i>OTHER SERVICES AND CHARGES</i>						
101-45127-321 TELEPHONE/CELLULAR PHONES	.00	1,500.00	600.00	( 900.00)	40.00	1,157.81
101-45127-360 INSURANCE AND BONDS	2,500.00	.00	.00	.00	.00	.00
101-45127-381 ELECTRIC UTILITIES	55,000.00	55,000.00	32,817.29	( 22,182.71)	59.67	50,759.76
101-45127-382 WATER/WASTEWATER UTILITIES	1,000.00	1,000.00	692.39	( 307.61)	69.24	625.69
101-45127-383 GAS UTILITIES	6,000.00	6,000.00	2,299.31	( 3,700.69)	38.32	4,054.26
<i>TOTAL OTHER SERVICES AND CHA</i>	<i>64,500.00</i>	<i>63,500.00</i>	<i>36,408.99</i>	<i>( 27,091.01)</i>	<i>57.34</i>	<i>56,597.52</i>
<i>MISCELLANEOUS</i>						
101-45127-401 REPAIR & MAINT LABOR - BLDGS	1,000.00	1,000.00	589.00	( 411.00)	58.90	1,868.00
101-45127-415 RENTALS - OTHER EQUIPMENT	500.00	600.00	593.57	( 6.43)	98.93	442.14
101-45127-430 MISCELLANEOUS	500.00	500.00	.00	( 500.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<i>2,000.00</i>	<i>2,100.00</i>	<i>1,182.57</i>	<i>( 917.43)</i>	<i>56.31</i>	<i>2,310.14</i>
<b>TOTAL ICE RINK</b>	<b>79,760.00</b>	<b>75,280.00</b>	<b>40,057.73</b>	<b>( 35,222.27)</b>	<b>53.21</b>	<b>67,851.56</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
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**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b><u>PARKS &amp; RECREATION</u></b>						
<i>PERSONAL SERVICES</i>						
101-45200-101 FULL-TIME EMPLOYEES - REGULAR	117,737.00	117,737.00	91,151.18	( 26,585.82)	77.42	114,808.47
101-45200-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	689.69	( 310.31)	68.97	193.66
101-45200-104 TEMP/SEAS EMPLOYEES - REGULAR	19,027.00	11,800.00	11,764.17	( 35.83)	99.70	6,925.67
101-45200-105 TEMP/SEAS EMPLOYEES - OVERTIME	.00	.00	7.61	7.61	.00	.00
101-45200-112 PARKS & REC COMM STIPENDS	3,000.00	1,700.00	630.00	( 1,070.00)	37.06	1,245.00
101-45200-121 PERA (EMPLOYER)	8,978.00	8,978.00	6,888.07	( 2,089.93)	76.72	8,519.65
101-45200-122 FICA/MEDICARE (EMPLOYER)	10,843.00	11,143.00	7,743.92	( 3,399.08)	69.50	8,990.65
101-45200-131 MEDICAL/DENTAL/LIFE	33,323.00	33,323.00	26,847.24	( 6,475.76)	80.57	30,630.40
101-45200-132 PARKS LONGEVITY PAY	1,975.00	1,975.00	.00	( 1,975.00)	.00	.00
101-45200-133 PARKS INSUR DEDUCTIBLE CONTRIB	2,400.00	2,400.00	1,395.11	( 1,004.89)	58.13	2,598.13
101-45200-151 WORKERS' COMPENSATION PREMIU	7,663.00	7,663.00	5,490.03	( 2,172.97)	71.64	6,045.76
101-45200-154 HRA/FLEX FEES	200.00	200.00	118.60	( 81.40)	59.30	146.80
<b>TOTAL PERSONAL SERVICES</b>	<b>206,146.00</b>	<b>197,919.00</b>	<b>152,725.62</b>	<b>( 45,193.38)</b>	<b>77.17</b>	<b>180,104.19</b>
<i>SUPPLIES</i>						
101-45200-210 MISCELLANEOUS OPER SUPPLIES	3,500.00	11,000.00	9,675.73	( 1,324.27)	87.96	5,834.98
101-45200-212 GASOLINE/FUEL/LUB/ADDITIVES	6,000.00	8,000.00	7,219.46	( 780.54)	90.24	6,789.35
101-45200-221 REPAIR & MAINT SUPP - VEH/EQ	6,000.00	6,300.00	6,735.28	435.28	106.91	7,645.77
101-45200-223 REPAIR & MAINT SUPP - BLDG/INF	5,000.00	15,000.00	13,984.24	( 1,015.76)	93.23	8,752.02
101-45200-226 SIGNS	1,000.00	1,000.00	777.65	( 222.35)	77.77	.00
101-45200-227 CITY PARK LIGHT POLE PROJECT	.00	.00	.00	.00	.00	8,333.77
101-45200-230 MASTER GARDENERS SUPPLIES	300.00	.00	.00	.00	.00	665.09
101-45200-240 SMALL TOOLS & MINOR EQUIP	500.00	985.00	1,147.33	162.33	116.48	888.14
<b>TOTAL SUPPLIES</b>	<b>22,300.00</b>	<b>42,285.00</b>	<b>39,539.69</b>	<b>( 2,745.31)</b>	<b>93.51</b>	<b>38,909.12</b>
<i>OTHER SERVICES AND CHARGES</i>						
101-45200-304 PROFESSIONAL SERV-PARK STUDY	.00	285.00	285.00	.00	100.00	447.00
101-45200-305 PARK CONTRACTED SERVICES	500.00	1,500.00	1,223.75	( 276.25)	81.58	5,266.00
101-45200-321 TELEPHONE/CELLULAR PHONES	500.00	500.00	.00	( 500.00)	.00	.00
101-45200-340 ADVERTISING	350.00	.00	.00	.00	.00	.00
101-45200-351 LEGAL NOTICES/ORD PUBLISHING	200.00	.00	.00	.00	.00	.00
101-45200-360 INSURANCE AND BONDS	20,000.00	21,187.00	21,186.73	( .27)	100.00	18,051.16
101-45200-381 ELECTRIC UTILITIES	24,000.00	24,000.00	17,485.23	( 6,514.77)	72.86	25,056.42
101-45200-382 WATER/WASTEWATER UTILITIES	1,700.00	3,000.00	1,867.95	( 1,132.05)	62.27	3,125.70
<b>TOTAL OTHER SERVICES AND CHA</b>	<b>47,250.00</b>	<b>50,472.00</b>	<b>42,048.66</b>	<b>( 8,423.34)</b>	<b>83.31</b>	<b>51,946.28</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
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**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
101-45200-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	1,362.27	( 137.73)	90.82	2,265.23
101-45200-415 RENTALS - OTHER EQUIPMENT	6,000.00	6,000.00	4,242.00	( 1,758.00)	70.70	6,091.79
101-45200-417 RENTALS - UNIFORMS	.00	700.00	482.93	( 217.07)	68.99	648.51
101-45200-430 MISCELLANEOUS	500.00	500.00	.00	( 500.00)	.00	77.69
101-45200-440 SCHOOLS AND MEETINGS	100.00	100.00	.00	( 100.00)	.00	.00
101-45200-445 WEED CONTROL AND FERTILIZER	14,000.00	14,000.00	8,540.58	( 5,459.42)	61.00	9,470.40
101-45200-485 PROPERTY TAXES	.00	.00	.00	.00	.00	1,639.00
101-45200-486 SUMMER RECREATION	2,000.00	.00	.00	.00	.00	.00
101-45200-488 LIBRARY EXPENSES	26,000.00	26,000.00	18,564.16	( 7,435.84)	71.40	22,233.08
101-45200-489 SENIOR ACTIVITY CENTER EXP	.00	.00	.00	.00	.00	225.00
101-45200-493 YOGA GRANT FOR HERITAGE GRPAR	500.00	500.00	.00	( 500.00)	.00	840.00
101-45200-495 SKI TRAIL MAINTENANCE AGREEMEN	4,500.00	2,175.00	2,175.00	.00	100.00	3,075.00
101-45200-496 PARKS ARTS & PROGRAMMING	20,000.00	20,000.00	19,776.14	( 223.86)	98.88	20,899.35
101-45200-497 ISANTI CO MASTER TRAIL CONTRIB	.00	.00	.00	.00	.00	1,000.00
101-45200-498 PICKLEBALL GRANT EXPENDITURES	.00	.00	.00	.00	.00	2,052.00
<i>TOTAL MISCELLANEOUS</i>	<i>75,100.00</i>	<i>71,475.00</i>	<i>55,143.08</i>	<i>( 16,331.92)</i>	<i>77.15</i>	<i>70,517.05</i>
<b>TOTAL PARKS &amp; RECREATION</b>	<b>350,796.00</b>	<b>362,151.00</b>	<b>289,457.05</b>	<b>( 72,693.95)</b>	<b>79.93</b>	<b>341,476.64</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TRANSFERS OUT</u>							
<i>TRANSFERS</i>							
101-49300-720	TRANSFERS OUT - OPER TRANSFER	771,886.00	751,886.00	751,886.00	.00	100.00	1,665,785.00
	<i>TOTAL TRANSFERS</i>	771,886.00	751,886.00	751,886.00	.00	100.00	1,665,785.00
	<b>TOTAL TRANSFERS OUT</b>	<b>771,886.00</b>	<b>751,886.00</b>	<b>751,886.00</b>	<b>.00</b>	<b>100.00</b>	<b>1,665,785.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 101 - GENERAL FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	6,525,906.00	6,751,422.00	4,911,273.85			7,131,018.52
NET REVENUES OVER EXPENDITURE	.00	( 44,001.00)	( 816,018.84)			81,858.35

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 211 - AIRPORT OPERATING FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
CHARGES FOR SERVICES	65,000.00	65,000.00	89,605.23	( 24,605.23)	137.85	80,230.25
OTHER	200.00	200.00	.00	200.00	.00	355.88
<b>TOTAL FUND REVENUE</b>	<b>65,200.00</b>	<b>65,200.00</b>	<b>89,605.23</b>	<b>( 24,405.23)</b>	<b>137.43</b>	<b>80,586.13</b>
<b>EXPENDITURES</b>						
AIRPORT OPERATING						
AIRPORT OPERATING	62,200.00	62,200.00	66,831.82	( 4,631.82)	107.45	60,788.60
TRANSFERS OUT	3,000.00	3,000.00	.00	3,000.00	.00	15,000.00
<b>TOTAL AIRPORT OPERATING</b>	<b>65,200.00</b>	<b>65,200.00</b>	<b>66,831.82</b>	<b>( 1,631.82)</b>	<b>102.50</b>	<b>75,788.60</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>65,200.00</b>	<b>65,200.00</b>	<b>66,831.82</b>	<b>( 1,631.82)</b>	<b>102.50</b>	<b>75,788.60</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>22,773.41</b>	<b>( 22,773.41)</b>		<b>4,797.53</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 211 - AIRPORT OPERATING FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>CHARGES FOR SERVICES</u>						
211-34920 HANGER LEASE & TIE DOWN FEES	9,000.00	9,000.00	11,346.16	( 2,346.16)	126.07	9,306.64
211-34921 MAINT REIMBURSEMENT - STATE	21,000.00	21,000.00	25,394.00	( 4,394.00)	120.92	24,733.00
211-34925 AIRPLANE FUEL SALES	35,000.00	35,000.00	52,865.07	( 17,865.07)	151.04	46,190.61
<b>TOTAL CHARGES FOR SERVICES</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>89,605.23</b>	<b>( 24,605.23)</b>	<b>137.85</b>	<b>80,230.25</b>
<u>OTHER</u>						
211-36210 INTEREST EARNINGS	200.00	200.00	.00	200.00	.00	355.88
<b>TOTAL OTHER</b>	<b>200.00</b>	<b>200.00</b>	<b>.00</b>	<b>200.00</b>	<b>.00</b>	<b>355.88</b>
<b>TOTAL FUND REVENUE</b>	<b>65,200.00</b>	<b>65,200.00</b>	<b>89,605.23</b>			<b>80,586.13</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 211 - AIRPORT OPERATING FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>AIRPORT OPERATING</b>						
<i>SUPPLIES</i>						
211-49000-210 MISCELLANEOUS OPER SUPPLIES	1,000.00	1,000.00	570.86	( 429.14)	57.09	471.20
211-49000-212 GASOLINE/FUEL/ADDATIVES	1,000.00	1,000.00	.00	( 1,000.00)	.00	.00
211-49000-215 SHOP MAINTENANCE SUPPLIES	500.00	500.00	2,753.26	2,253.26	550.65	.00
211-49000-221 REPAIR/MAINT VEHICLES & EQUIP	5,000.00	5,000.00	638.91	( 4,361.09)	12.78	2,408.04
211-49000-223 REPAIR & MAINT SUPP - BLDGS	500.00	500.00	581.92	81.92	116.38	777.82
211-49000-226 SIGNS	200.00	200.00	816.85	616.85	408.43	.00
211-49000-228 REPAIR & MAINT SUPP - INFRAST	2,500.00	2,500.00	.00	( 2,500.00)	.00	315.02
211-49000-251 AIRPLANE FUEL COST OF SALES	31,000.00	31,000.00	47,268.21	16,268.21	152.48	39,845.16
<b>TOTAL SUPPLIES</b>	<b>41,700.00</b>	<b>41,700.00</b>	<b>52,630.01</b>	<b>10,930.01</b>	<b>126.21</b>	<b>43,817.24</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
211-49000-304 LEGAL FEES	150.00	150.00	.00	( 150.00)	.00	1,368.32
211-49000-321 TELEPHONE/CELLULAR PHONES	1,500.00	1,500.00	1,044.03	( 455.97)	69.60	1,438.79
211-49000-331 TRAVEL/MEALS/LODGING	500.00	500.00	.00	( 500.00)	.00	208.47
211-49000-334 MILEAGE REIMBURSEMENT	.00	.00	.00	.00	.00	128.40
211-49000-351 LEGAL NOTICES/ORD PUBLISHING	100.00	100.00	72.69	( 27.31)	72.69	21.37
211-49000-360 INSURANCE AND BONDS	3,800.00	3,800.00	3,014.50	( 785.50)	79.33	3,070.35
211-49000-381 ELECTRIC UTILITIES	6,000.00	6,000.00	4,381.89	( 1,618.11)	73.03	6,328.74
211-49000-383 GAS UTILITIES	.00	.00	1,199.20	1,199.20	.00	719.60
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>12,050.00</b>	<b>12,050.00</b>	<b>9,712.31</b>	<b>( 2,337.69)</b>	<b>80.60</b>	<b>13,284.04</b>
<i>MISCELLANEOUS</i>						
211-49000-401 REPAIR & MAINT LABOR - BLDGS	1,500.00	1,500.00	800.00	( 700.00)	53.33	.00
211-49000-403 REPAIR & MAINT LABOR - INFRAST	3,000.00	3,000.00	.00	( 3,000.00)	.00	.00
211-49000-404 REPAIR & MAINT LABOR - VEH/EQ	1,000.00	1,000.00	.00	( 1,000.00)	.00	1,032.88
211-49000-430 MISCELLANEOUS	2,000.00	2,000.00	1,901.50	( 98.50)	95.08	1,745.44
211-49000-431 UNCOLLECTIBLE ACCOUNT EXPENS	.00	.00	299.00	299.00	.00	.00
211-49000-433 DUES AND SUBSCRIPTIONS	150.00	150.00	94.00	( 56.00)	62.67	284.00
211-49000-440 SCHOOLS AND MEETINGS	300.00	300.00	.00	( 300.00)	.00	225.00
211-49000-441 MPCA PERMITS	.00	.00	400.00	400.00	.00	400.00
211-49000-489 OTHER CONTRACTED SERVICES	500.00	500.00	995.00	495.00	199.00	.00
<b>TOTAL MISCELLANEOUS</b>	<b>8,450.00</b>	<b>8,450.00</b>	<b>4,489.50</b>	<b>( 3,960.50)</b>	<b>53.13</b>	<b>3,687.32</b>
<b>TOTAL AIRPORT OPERATING</b>	<b>62,200.00</b>	<b>62,200.00</b>	<b>66,831.82</b>	<b>4,631.82</b>	<b>107.45</b>	<b>60,788.60</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 211 - AIRPORT OPERATING FUND**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>TRANSFERS OUT</u>							
<i>TRANSFERS</i>							
211-49300-720	TRANSFERS OUT - OPERATING	3,000.00	3,000.00	.00	( 3,000.00)	.00	15,000.00
	<i>TOTAL TRANSFERS</i>	3,000.00	3,000.00	.00	( 3,000.00)	.00	15,000.00
	<b>TOTAL TRANSFERS OUT</b>	<u>3,000.00</u>	<u>3,000.00</u>	<u>.00</u>	<u>( 3,000.00)</u>	<u>.00</u>	<u>15,000.00</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 211 - AIRPORT OPERATING FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	65,200.00	65,200.00	66,831.82			75,788.60
NET REVENUES OVER EXPENDITURE	.00	.00	22,773.41			4,797.53



**CITY OF CAMBRIDGE**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUNDS 303-397 - DEBT SERVICE**

		ADOPTED BUDGET	AMENDED BUDGET	UNUSED/ YTD ACTUAL	% OF UNEARNED
<u>PROPERTY TAX</u>					
31010	CURRENT	665,755.00	665,755.00	359,331.35	306,423.65
31020	DELINQUENT	.00	.00	6,494.64	( 6,494.64)
31050	TAX INCREMENT	.00	.00	169,682.45	( 169,682.45)
		<u>665,755.00</u>	<u>665,755.00</u>	<u>535,508.44</u>	<u>130,246.56</u>
<u>SPECIAL ASSESSMENTS</u>					
36100	PREPAID	5,850.00	5,850.00	142,695.58	( 136,845.58)
36101/36102	"PRINCIPAL, INT & PENALTIES"	343,166.00	343,166.00	169,930.94	173,235.06
		<u>349,016.00</u>	<u>349,016.00</u>	<u>312,626.52</u>	<u>36,389.48</u>
<u>OTHER FINANCING SOURCES</u>					
36210	INTEREST EARNINGS	1,500.00	1,500.00	.00	1,500.00
31050	BOND PROCEEDS	.00	.00	169,682.45	( 169,682.45)
		<u>1,500.00</u>	<u>1,500.00</u>	<u>169,682.45</u>	<u>( 168,182.45)</u>
<u>TRANSFERS</u>					
39200-39204	GENERAL FUND TRANSFER IN	2,233.00	2,233.00	98,135.00	( 95,902.00)
		<u>2,233.00</u>	<u>2,233.00</u>	<u>98,135.00</u>	<u>( 95,902.00)</u>
<b>TOTAL REVENUE</b>		<u><u>1,018,504.00</u></u>	<u><u>1,018,504.00</u></u>	<u><u>1,115,952.41</u></u>	<u><u>( 97,448.41)</u></u>

**CITY OF CAMBRIDGE**  
**EXPENSES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUNDS 303-397 - DEBT SERVICE**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>DEBT SERVICE</u>						
47000601-610	PRINCIPAL	1,138,591.00	1,138,591.00	1,138,590.91	( .09)	
47000611	INTEREST	139,135.00	139,135.00	139,136.07	1.07	100.00
47000620	OTHER FEES	2,818.00	2,818.00	2,000.00	( 818.00)	70.97
49300720	TRANSFERS OUT	2,233.00	2,233.00	.00	( 2,233.00)	.00
		<u>1,282,777.00</u>	<u>1,282,777.00</u>	<u>1,279,726.98</u>	<u>( 3,050.02)</u>	<u>99.76</u>
	<b>TOTAL EXPENSES</b>	<u>1,282,777.00</u>	<u>1,282,777.00</u>	<u>1,279,726.98</u>	<u>( 3,050.02)</u>	<u>99.76</u>
	<b>NET REVENUES</b>					
	<b>OVER(UNDER) EXPENSES</b>	<u>( 264,273.00)</u>	<u>( 264,273.00)</u>	<u>( 163,774.57)</u>		

**CITY OF CAMBRIDGE**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUNDS 400-499 - CAPITAL PROJECTS**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>SPECIAL ASSESSMENTS</u>					
36100 PREPAID	.00	.00	2,989.17	( 2,989.17)	.00
36101/36102 "PRINCIPAL, INT & PENALTIES"	11,861.00	11,861.00	20,317.00	( 8,456.00)	171.29
	<u>11,861.00</u>	<u>11,861.00</u>	<u>23,306.17</u>	<u>( 11,445.17)</u>	<u>196.49</u>
<u>CHARGES FOR SERVICE</u>					
36230 TOWNSHIP FIRE CONTRACTS	38,853.00	37,721.00	37,721.00	.00	100.00
37XXX,34404 AREA CHARGES & PARK DEDICATION FEES	.00	.00	61,537.56	( 61,537.56)	.00
34301 SEALCOATING FEES	1,000.00	.00	.00	.00	.00
	<u>39,853.00</u>	<u>37,721.00</u>	<u>99,258.56</u>	<u>( 61,537.56)</u>	<u>263.14</u>
<u>INTERGOVERNMENTAL</u>					
33419-33429 STATE AID	590,793.00	590,793.00	517,683.40	73,109.60	87.63
33160-33169 FEDERAL AID	112,500.00	112,500.00	8,863.20	103,636.80	7.88
	<u>703,293.00</u>	<u>703,293.00</u>	<u>526,546.60</u>	<u>176,746.40</u>	<u>74.87</u>
<u>OTHER FINANCING SOURCES</u>					
36210 INTEREST EARNINGS	1,750.00	.00	141.29	( 141.29)	.00
36501 SALE OF PROPERTY	3,000.00	.00	.00	.00	.00
36230 DONATIONS	500.00	66,700.00	68,349.00	( 1,649.00)	102.47
32299 UTILITY PERMITS	.00	.00	3,917.72	( 3,917.72)	.00
31050 BOND PROCEEDS	1,626,103.00	1,970,000.00	1,970,000.00	.00	100.00
	<u>1,631,353.00</u>	<u>2,036,700.00</u>	<u>2,042,408.01</u>	<u>( 5,708.01)</u>	<u>100.28</u>
<u>TRANSFERS</u>					
39200-39204 GENERAL FUND TRANSFER IN	700,226.00	780,226.00	770,226.00	10,000.00	98.72
	<u>700,226.00</u>	<u>780,226.00</u>	<u>770,226.00</u>	<u>10,000.00</u>	<u>98.72</u>
 TOTAL REVENUE	 <u>3,086,586.00</u>	 <u>3,569,801.00</u>	 <u>3,461,745.34</u>	 <u>108,055.66</u>	 <u>96.97</u>

**CITY OF CAMBRIDGE**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUNDS 400-499 - CAPITAL PROJECTS**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET
<u>EXPENDITURES</u>						
<u>CAPITAL OUTLAY</u>						
415-45200-540	PARK MOWER & EQUIPMENT	107,500.00	107,500.00	64,064.78	( 43,435.22)	59.60
415-45200-560	PARK UPDATES	30,000.00	64,000.00	41,319.30	( 22,680.70)	64.56
417-42100-550	POLICE CAR EQUIPMENT	100,000.00	100,000.00	83,659.00	( 16,341.00)	83.66
417-42100-551	POLICE CAR SQUAD CAMERA	5,300.00	5,400.00	5,399.00	( 1.00)	99.98
417-42100-590	EMERGENCY OPER CENTER EXPEND	11,000.00	31,000.00	15,380.01	( 15,619.99)	49.61
418-43001-550	PW VEHICLE & EQUIPMENT	45,000.00	45,000.00	33,940.30	( 11,059.70)	75.42
419-41320-581	CITY HALL KEYLESS ENTRY PROJECT	27,800.00	36,000.00	.00	( 36,000.00)	.00
419-41320-580	ADMIN OTHER EQUIPMENT	20,000.00	20,000.00	.00	( 20,000.00)	.00
419-41500-570	FINANCE EQUIPMENT	12,500.00	12,500.00	.00	( 12,500.00)	.00
419-41920-580	COMM DEV EQUIPMENT	30,000.00	35,800.00	33,351.28	( 2,448.72)	93.16
419-41920-540	COMM DEV VEHICLE	.00	27,000.00	26,300.94	( 699.06)	97.41
419-41410-580	ELECTION EQUIPMENT	15,000.00	15,000.00	.00	( 15,000.00)	.00
420-42200-540	FIRE EQUIPMENT	.00	165,000.00	164,494.60	( 505.40)	99.69
420-42200-550	VEHICLE	.00	174,000.00	173,762.40	( 237.60)	99.86
443-48000-223	CRACK SEALING AND SEAL COATING	190,000.00	190,000.00	26,000.00	( 164,000.00)	13.68
444-48000-303	AIRPORT PROJECTS-ENGINEERING	.00	.00	30,798.00	30,798.00	.00
444-48000-530	AIRPORT PROJECTS	125,000.00	125,000.00	.00	( 125,000.00)	.00
428-48000-303	ENGINEERING 2014 STREET PROJECT	.00	.00	526,906.42	526,906.42	.00
428-48000-530	2018 STREET PROJECT	2,781,500.00	2,781,500.00	1,522,896.58	( 1,258,603.42)	54.75
443-48000-225	2018 STREET OVERLAY	32,144.00	32,144.00	.00	( 32,144.00)	.00
		<u>3,532,744.00</u>	<u>3,966,844.00</u>	<u>2,748,272.61</u>	<u>( 1,218,571.39)</u>	<u>69.28</u>
<u>TRANSFERS OUT</u>						
401-48000-720	TRANSFERS OUT TO WATER FUND	100,000.00	100,000.00	100,000.00	.00	100.00
		<u>100,000.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>.00</u>	<u>100.00</u>
	<b>TOTAL EXPENDITURES</b>	<u><u>3,632,744.00</u></u>	<u><u>4,066,844.00</u></u>	<u><u>2,848,272.61</u></u>	<u><u>( 1,218,571.39)</u></u>	<u><u>70.04</u></u>
	<b>NET REVENUES</b>					
	<b>OVER(UNDER) EXPENDITURES</b>	<u><u>( 546,158.00)</u></u>	<u><u>( 497,043.00)</u></u>	<u><u>613,472.73</u></u>		

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
SA & INTEREST EARNINGS	20,000.00	20,000.00	.00	20,000.00	.00	14,054.67
OPERATING REVENUE	1,768,148.00	1,768,148.00	1,527,734.94	240,413.06	86.40	1,856,559.08
OTHER FINANCING SOURCES	100,000.00	100,000.00	115,620.22	( 15,620.22)	115.62	100,000.00
<b>TOTAL FUND REVENUE</b>	<b>1,888,148.00</b>	<b>1,888,148.00</b>	<b>1,643,355.16</b>	<b>244,792.84</b>	<b>87.04</b>	<b>1,970,613.75</b>
<b>EXPENDITURES</b>						
WATER FUND EXPENDITURES						
EXPENSE 400	1,792,391.00	1,792,391.00	773,233.71	1,019,157.29	43.14	1,672,966.29
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>1,792,391.00</b>	<b>1,792,391.00</b>	<b>773,233.71</b>	<b>1,019,157.29</b>	<b>43.14</b>	<b>1,672,966.29</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>1,792,391.00</b>	<b>1,792,391.00</b>	<b>773,233.71</b>	<b>1,019,157.29</b>	<b>43.14</b>	<b>1,672,966.29</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>95,757.00</b>	<b>95,757.00</b>	<b>870,121.45</b>	<b>( 774,364.45)</b>		<b>297,647.46</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA &amp; INTEREST EARNINGS</u>						
601-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	.00	.00	.00	492.75
601-36210 INTEREST EARNINGS	20,000.00	20,000.00	.00	20,000.00	.00	13,561.92
<b>TOTAL SA &amp; INTEREST EARNINGS</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>.00</b>	<b>20,000.00</b>	<b>.00</b>	<b>14,054.67</b>
<u>OPERATING REVENUE</u>						
601-37110 METERED WATER SALES	1,703,148.00	1,703,148.00	1,450,960.09	252,187.91	85.19	1,750,987.77
601-37120 SALES OF METERS & SUPPLIES	10,000.00	10,000.00	28,573.14	( 18,573.14)	285.73	38,630.25
601-37160 PENALTIES ETC.	30,000.00	30,000.00	25,559.06	4,440.94	85.20	34,371.76
601-37165 CERTIFICATION PENALTY	.00	.00	900.00	( 900.00)	.00	675.00
601-37170 OTHER REVENUE	25,000.00	25,000.00	21,742.65	3,257.35	86.97	31,894.30
<b>TOTAL OPERATING REVENUE</b>	<b>1,768,148.00</b>	<b>1,768,148.00</b>	<b>1,527,734.94</b>	<b>240,413.06</b>	<b>86.40</b>	<b>1,856,559.08</b>
<u>OTHER FINANCING SOURCES</u>						
601-39203 TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	100,000.00	.00	100.00	100,000.00
601-39311 BOND PREMIUM	.00	.00	15,620.22	( 15,620.22)	.00	.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>115,620.22</b>	<b>( 15,620.22)</b>	<b>115.62</b>	<b>100,000.00</b>
<b>TOTAL FUND REVENUE</b>	<b>1,888,148.00</b>	<b>1,888,148.00</b>	<b>1,643,355.16</b>			<b>1,970,613.75</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>PERSONAL SERVICES</i>						
601-49400-101 FULL-TIME EMPLOYEES - REGULAR	240,888.00	240,888.00	195,497.36	( 45,390.64)	81.16	246,955.03
601-49400-102 FULL-TIME EMPLOYEES - OVERTIME	15,000.00	15,000.00	8,166.68	( 6,833.32)	54.44	10,895.32
601-49400-104 TEMP/SEAS EMPLOYEES - REGULAR	5,946.00	5,946.00	3,832.40	( 2,113.60)	64.45	2,791.63
601-49400-110 HOURS WORKED HOLIDAY	2,000.00	2,000.00	1,531.20	( 468.80)	76.56	241.28
601-49400-115 CALL-IN PAY	2,000.00	2,000.00	1,339.84	( 660.16)	66.99	1,160.27
601-49400-116 ON-CALL PAY	10,000.00	10,000.00	7,898.10	( 2,101.90)	78.98	11,119.22
601-49400-121 PERA (EMPLOYER)	21,225.00	21,225.00	16,082.29	( 5,142.71)	75.77	20,264.64
601-49400-122 FICA/MEDICARE (EMPLOYER)	23,502.00	23,502.00	16,306.51	( 7,195.49)	69.38	20,300.48
601-49400-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	61,061.00	61,061.00	49,137.27	( 11,923.73)	80.47	56,011.90
601-49400-132 LONGEVITY PAY	13,099.00	13,099.00	.00	( 13,099.00)	.00	.00
601-49400-133 INSUR DEDUCTIBLE CONTRIBUTION	4,600.00	4,600.00	3,172.06	( 1,427.94)	68.96	2,541.24
601-49400-151 WORKERS' COMPENSATION PREMIU	10,886.00	10,886.00	4,896.21	( 5,989.79)	44.98	5,744.92
601-49400-154 HRA/FLEX FEES	300.00	300.00	217.00	( 83.00)	72.33	268.60
<i>TOTAL PERSONAL SERVICES</i>	410,507.00	410,507.00	308,076.92	( 102,430.08)	75.05	378,294.53
<i>SUPPLIES</i>						
601-49400-200 WATER LAB SUPPLIES	4,000.00	4,000.00	560.11	( 3,439.89)	14.00	884.66
601-49400-201 OFFICE SUPPLIES - ACCESSORIES	1,000.00	1,000.00	1,102.80	102.80	110.28	515.69
601-49400-204 STATIONARY, FORMS AND ENVELOP	1,000.00	1,000.00	1,036.05	36.05	103.61	1,054.81
601-49400-210 MISCELLANEOUS OPER SUPPLIES	12,000.00	12,000.00	6,864.00	( 5,136.00)	57.20	10,982.59
601-49400-212 GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	4,007.71	( 3,992.29)	50.10	4,295.51
601-49400-213 OPER SUPPLIES - PLANT EQUIP	500.00	500.00	130.50	( 369.50)	26.10	174.00
601-49400-216 CHEMICALS & CHEMICAL PRODUCTS	55,000.00	55,000.00	28,356.63	( 26,643.37)	51.56	51,577.12
601-49400-217 TESTING	500.00	500.00	1,252.00	752.00	250.40	.00
601-49400-221 REPAIR & MAINT SUPP - VEH/EQ	5,000.00	5,000.00	2,867.47	( 2,132.53)	57.35	2,915.36
601-49400-227 UTILITY SYSTEM MAINTENANCE SUP	500.00	500.00	.00	( 500.00)	.00	.00
601-49400-240 SMALL TOOLS AND MINOR EQUIP	6,000.00	6,000.00	4,520.43	( 1,479.57)	75.34	2,681.52
601-49400-270 METERS AND REPAIRS	30,000.00	30,000.00	15,459.96	( 14,540.04)	51.53	32,718.47
<i>TOTAL SUPPLIES</i>	123,500.00	123,500.00	66,157.66	( 57,342.34)	53.57	107,799.73

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES &amp; CHARGES</i>						
601-49400-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	2,463.17	( 2,536.83)	49.26	10,611.08
601-49400-306 GIS PROJECT CONTRACT EXP	8,000.00	8,000.00	9,861.28	1,861.28	123.27	5,615.83
601-49400-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	849.26	( 150.74)	84.93	1,082.07
601-49400-313 IT MGMT & BACKUP	.00	.00	2,032.29	2,032.29	.00	2,563.91
601-49400-321 TELEPHONE/CELLULAR PHONES	9,000.00	9,000.00	4,571.88	( 4,428.12)	50.80	6,570.72
601-49400-322 POSTAGE	4,500.00	4,500.00	2,133.61	( 2,366.39)	47.41	4,236.55
601-49400-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	2,132.83	1,132.83	213.28	1,280.76
601-49400-334 MILEAGE REIMBURSEMENT	300.00	300.00	397.37	97.37	132.46	161.00
601-49400-340 ADVERTISING	500.00	500.00	228.25	( 271.75)	45.65	1,380.90
601-49400-351 LEGAL NOTICES/ORD PUBLISHING	500.00	500.00	169.88	( 330.12)	33.98	.00
601-49400-360 INSURANCE AND BONDS	19,000.00	19,000.00	15,855.73	( 3,144.27)	83.45	14,941.78
601-49400-381 ELECTRIC UTILITIES	95,000.00	95,000.00	64,344.08	( 30,655.92)	67.73	86,035.67
601-49400-382 WATER/WASTEWATER UTILITIES	1,400.00	1,400.00	833.27	( 566.73)	59.52	1,205.87
601-49400-383 GAS UTILITIES	4,000.00	4,000.00	4,870.23	870.23	121.76	4,788.84
601-49400-384 REFUSE HAULING	2,000.00	2,000.00	1,046.88	( 953.12)	52.34	1,274.00
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>151,200.00</b>	<b>151,200.00</b>	<b>111,790.01</b>	<b>( 39,409.99)</b>	<b>73.94</b>	<b>141,748.98</b>
<i>MISCELLANEOUS</i>						
601-49400-404 REPAIR & MAINT LABOR - VEH/EQ	3,000.00	3,000.00	211.90	( 2,788.10)	7.06	.00
601-49400-406 REPAIR & MAINT - PLANT	28,000.00	28,000.00	7,080.79	( 20,919.21)	25.29	23,135.19
601-49400-407 REPAIRS & MAINTENANCE - HYDR	10,000.00	10,000.00	10,813.65	813.65	108.14	5,263.36
601-49400-408 REPAIR & MAINT - WATER SYSTEM	10,000.00	10,000.00	5,418.99	( 4,581.01)	54.19	6,388.94
601-49400-409 MAINT CONTRACTS - OFFICE EQUIP	500.00	500.00	.00	( 500.00)	.00	428.99
601-49400-410 WELL PROTECTION PLAN	15,000.00	15,000.00	.00	( 15,000.00)	.00	9,728.38
601-49400-415 AUTOMATIC METER READ PROJECT	75,000.00	75,000.00	40,582.58	( 34,417.42)	54.11	48,925.43
601-49400-420 DEPRECIATION	745,000.00	745,000.00	.00	( 745,000.00)	.00	755,830.79
601-49400-430 MISCELLANEOUS	500.00	500.00	.00	( 500.00)	.00	.00
601-49400-432 CREDIT CARD FEES	8,000.00	8,000.00	3,901.05	( 4,098.95)	48.76	5,324.90
601-49400-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	808.65	( 191.35)	80.87	752.20
601-49400-440 MEETINGS AND SCHOOLS	2,000.00	2,000.00	730.00	( 1,270.00)	36.50	1,162.50
601-49400-441 DNR DEPARTMENT OF HEALTH FEE	5,000.00	5,000.00	2,878.82	( 2,121.18)	57.58	2,850.43
601-49400-489 OTHER CONTRACTED SERVICES	6,000.00	6,000.00	4,519.70	( 1,480.30)	75.33	12,322.64
<b>TOTAL MISCELLANEOUS</b>	<b>909,000.00</b>	<b>909,000.00</b>	<b>76,946.13</b>	<b>( 832,053.87)</b>	<b>8.46</b>	<b>872,113.75</b>



**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>DEBT SERVICE</i>						
601-49400-615 2001 PFA LOAN INTEREST	20,977.00	20,977.00	20,976.25	( .75)	100.00	26,233.43
601-49400-617 BOND DISCOUNT	.00	.00	3,919.53	3,919.53	.00	.00
601-49400-619 INTEREST-WATER TREATMENT 2005	90,963.00	90,963.00	90,962.50	( .50)	100.00	79,094.00
601-49400-620 FISCAL AGENT FEES	800.00	800.00	1,550.00	750.00	193.75	1,101.91
601-49400-621 BOND ISSUE COSTS	.00	.00	7,521.64	7,521.64	.00	.00
601-49400-627 INTEREST-2007 STREET BONDS	150.00	150.00	149.53	( .47)	99.69	( 889.91)
601-49400-631 2011 BOND INT EXP	.00	.00	.00	.00	.00	2,385.88
601-49400-632 2012 BOND INTEREST EXPENSE	4,690.00	4,690.00	4,689.87	( .13)	100.00	4,364.00
601-49400-634 INEREST EXP 2014 IMPROV	18,497.00	18,497.00	18,496.05	( .95)	99.99	16,047.50
601-49400-635 INTEREST EXP 2015 BONDS	19,659.00	19,659.00	19,658.43	( .57)	100.00	17,072.38
601-49400-636 INTEREST EXP 2016 WATER BONDS	18,923.00	18,923.00	18,922.03	( .97)	99.99	15,100.11
601-49400-638 INTEREST EXPESE 2018 BONDS	11,025.00	11,025.00	9,917.16	( 1,107.84)	89.95	.00
<i>TOTAL DEBT SERVICE</i>	<i>185,684.00</i>	<i>185,684.00</i>	<i>196,762.99</i>	<i>11,078.99</i>	<i>105.97</i>	<i>160,509.30</i>
<i>TRANSFERS</i>						
601-49400-720 TRANSFERS OUT - OPER TRANSFER	12,500.00	12,500.00	13,500.00	1,000.00	108.00	12,500.00
<i>TOTAL TRANSFERS</i>	<i>12,500.00</i>	<i>12,500.00</i>	<i>13,500.00</i>	<i>1,000.00</i>	<i>108.00</i>	<i>12,500.00</i>
<b>TOTAL EXPENSE 400</b>	<b>1,792,391.00</b>	<b>1,792,391.00</b>	<b>773,233.71</b>	<b>( 1,019,157.29)</b>	<b>43.14</b>	<b>1,672,966.29</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 601 - WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	1,792,391.00	1,792,391.00	773,233.71			1,672,966.29
NET REVENUES OVER EXPENDITURE	95,757.00	95,757.00	870,121.45			297,647.46

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 602 - WASTEWATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
SA & INTEREST EARNINGS	30,000.00	30,000.00	2,964.19	27,035.81	9.88	27,590.08
OPERATING REVENUE	2,014,265.00	2,014,265.00	1,639,048.89	375,216.11	81.37	2,804,880.28
OTHER FINANCING SOURCES	.00	.00	5,529.28	( 5,529.28)	.00	.00
<b>TOTAL FUND REVENUE</b>	<b>2,044,265.00</b>	<b>2,044,265.00</b>	<b>1,647,542.36</b>	<b>396,722.64</b>	<b>80.59</b>	<b>2,832,470.36</b>
<b>EXPENDITURES</b>						
WASTEWATER FUND EXPENDITURES						
EXPENSE 450	2,694,867.00	2,694,867.00	1,194,216.66	1,500,650.34	44.31	2,846,081.03
<b>TOTAL WASTEWATER FUND EXPENDITURE</b>	<b>2,694,867.00</b>	<b>2,694,867.00</b>	<b>1,194,216.66</b>	<b>1,500,650.34</b>	<b>44.31</b>	<b>2,846,081.03</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>2,694,867.00</b>	<b>2,694,867.00</b>	<b>1,194,216.66</b>	<b>1,500,650.34</b>	<b>44.31</b>	<b>2,846,081.03</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 650,602.00)</b>	<b>( 650,602.00)</b>	<b>453,325.70</b>	<b>( 1,103,927.70)</b>		<b>( 13,610.67)</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 602 - WASTEWATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA &amp; INTEREST EARNINGS</u>						
602-36101 SPEC ASSESSMENTS - PRINCIPAL	.00	.00	2,556.00	( 2,556.00)	.00	.00
602-36102 SPEC ASSESSMENTS - INT/PEN	.00	.00	10.00	( 10.00)	.00	492.73
602-36210 INTEREST EARNINGS	30,000.00	30,000.00	398.19	29,601.81	1.33	27,097.35
<b>TOTAL SA &amp; INTEREST EARNINGS</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>2,964.19</b>	<b>27,035.81</b>	<b>9.88</b>	<b>27,590.08</b>
<u>OPERATING REVENUE</u>						
602-37210 SEWER CHARGES - CITY	1,979,265.00	1,979,265.00	1,494,353.85	484,911.15	75.50	2,216,180.72
602-37250 SAC CHARGES	.00	.00	122,125.45	( 122,125.45)	.00	555,316.63
602-37260 PENALTIES	35,000.00	35,000.00	22,569.59	12,430.41	64.48	33,382.93
<b>TOTAL OPERATING REVENUE</b>	<b>2,014,265.00</b>	<b>2,014,265.00</b>	<b>1,639,048.89</b>	<b>375,216.11</b>	<b>81.37</b>	<b>2,804,880.28</b>
<u>OTHER FINANCING SOURCES</u>						
602-39311 BOND PREMIUM	.00	.00	5,529.28	( 5,529.28)	.00	.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>.00</b>	<b>.00</b>	<b>5,529.28</b>	<b>( 5,529.28)</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>2,044,265.00</b>	<b>2,044,265.00</b>	<b>1,647,542.36</b>			<b>2,832,470.36</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 602 - WASTEWATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>PERSONAL SERVICES</i>						
602-49450-101 FULL-TIME EMPLOYEES - REGULAR	411,107.00	411,107.00	322,000.86	( 89,106.34)	78.33	397,610.99
602-49450-102 FULL-TIME EMPLOYEES - OVERTIME	21,000.00	21,000.00	16,231.44	( 4,768.56)	77.29	18,470.65
602-49450-104 TEMP/SEAS EMPLOYEES - REGULAR	12,684.00	12,684.00	5,163.12	( 7,520.88)	40.71	4,345.05
602-49450-110 HOURS WORKED HOLIDAY	2,000.00	2,000.00	2,471.94	471.94	123.60	4,283.59
602-49450-115 CALL-IN PAY	5,000.00	5,000.00	2,284.23	( 2,715.77)	45.68	2,607.22
602-49450-116 ON-CALL PAY	21,000.00	21,000.00	16,655.01	( 4,344.99)	79.31	20,516.97
602-49450-121 PERA (EMPLOYER)	36,500.00	36,500.00	26,964.47	( 9,535.53)	73.88	33,324.71
602-49450-122 FICA/MEDICARE (EMPLOYER)	39,000.00	39,000.00	27,162.14	( 11,837.86)	69.65	33,339.08
602-49450-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	111,006.00	111,006.00	88,354.50	( 22,651.50)	79.59	98,679.12
602-49450-132 LONGEVITY PAY	13,693.00	13,693.00	.00	( 13,693.00)	.00	.00
602-49450-133 INSURANCE DEDUCT CONTRIB	8,000.00	8,000.00	4,800.97	( 3,199.03)	60.01	6,591.95
602-49450-151 WORKERS' COMPENSATION PREMIU	21,437.00	21,437.00	17,924.01	( 3,512.99)	83.61	21,866.64
602-49450-154 HRA/FLEX FEES	500.00	500.00	391.30	( 108.70)	78.26	471.40
<i>TOTAL PERSONAL SERVICES</i>	<i>702,927.00</i>	<i>702,927.00</i>	<i>530,403.79</i>	<i>( 172,523.21)</i>	<i>75.46</i>	<i>642,107.37</i>
<i>SUPPLIES</i>						
602-49450-200 LAB SUPPLIES & REPLACEMENT	18,000.00	18,000.00	10,562.85	( 7,437.15)	58.68	24,756.53
602-49450-201 OFFICE SUPPLIES - ACCESSORIES	2,000.00	2,000.00	1,827.03	( 172.97)	91.35	795.58
602-49450-204 STATIONARY, FORMS AND ENVELOP	1,500.00	1,500.00	1,036.05	( 463.95)	69.07	1,054.82
602-49450-210 MISCELLANEOUS OPER SUPPLIES	8,000.00	8,000.00	5,925.11	( 2,074.89)	74.06	8,862.93
602-49450-212 GASOLINE/FUEL/LUB/ADDITIVES	8,000.00	8,000.00	4,824.06	( 3,175.94)	60.30	7,040.87
602-49450-213 OPER SUPPLIES - PLANT EQUIP	1,000.00	1,000.00	.130.50	( 869.50)	13.05	174.00
602-49450-216 CHEMICALS & CHEMICAL PRODUCTS	110,000.00	110,000.00	73,586.05	( 36,413.95)	66.90	61,098.67
602-49450-217 TESTING	11,000.00	11,000.00	5,463.00	( 5,537.00)	49.66	7,731.00
602-49450-221 REPAIR & MAINT SUPP - VEH/EQ	8,500.00	8,500.00	4,092.30	( 4,407.70)	48.14	6,890.62
602-49450-240 SMALL TOOLS & MINOR EQUIP	7,000.00	7,000.00	5,523.41	( 1,476.59)	78.91	9,029.12
<i>TOTAL SUPPLIES</i>	<i>175,000.00</i>	<i>175,000.00</i>	<i>112,970.36</i>	<i>( 62,029.64)</i>	<i>64.55</i>	<i>127,434.14</i>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 602 - WASTEWATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>OTHER SERVICES &amp; CHARGES</i>						
602-49450-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	5,324.97	324.97	106.50	3,008.94
602-49450-306 GIS PROJECT CONTRACT EXP	8,000.00	8,000.00	8,878.80	878.80	110.99	5,615.84
602-49450-310 GOPHER STATE ONE CALL	1,000.00	1,000.00	849.24 (	150.76)	84.92	1,082.08
602-49450-313 IT MGMT & BACKUP	4,000.00	4,000.00	2,032.29 (	1,967.71)	50.81	2,563.91
602-49450-321 TELEPHONE/CELLULAR PHONES	5,000.00	5,000.00	1,885.85 (	3,114.15)	37.72	2,281.59
602-49450-322 POSTAGE	5,000.00	5,000.00	2,112.50 (	2,887.50)	42.25	4,245.70
602-49450-331 TRAVEL/MEALS/LODGING	1,000.00	1,000.00	2,728.78	1,728.78	272.88	2,369.78
602-49450-334 MILEAGE REIMBURSEMENT	250.00	250.00	120.51 (	129.49)	48.20	287.58
602-49450-340 ADVERTISING	400.00	400.00	.00 (	400.00)	.00	.00
602-49450-360 INSURANCE AND BONDS	34,000.00	34,000.00	36,511.40	2,511.40	107.39	32,441.79
602-49450-381 ELECTRIC UTILITIES	120,000.00	120,000.00	87,736.68 (	32,263.32)	73.11	120,935.68
602-49450-382 WATER/WASTEWATER UTILITIES	2,000.00	2,000.00	957.92 (	1,042.08)	47.90	1,379.91
602-49450-383 GAS UTILITIES	25,000.00	25,000.00	18,635.22 (	6,364.78)	74.54	19,788.02
602-49450-384 REFUSE HAULING	2,500.00	2,500.00	1,047.24 (	1,452.76)	41.89	1,274.24
602-49450-385 POWER - LIFT STATIONS	17,000.00	17,000.00	11,601.99 (	5,398.01)	68.25	15,348.51
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>230,150.00</b>	<b>230,150.00</b>	<b>180,423.39 (</b>	<b>49,726.61)</b>	<b>78.39</b>	<b>212,623.57</b>
<i>MISCELLANEOUS</i>						
602-49450-402 REPAIR & MAINT - SAN SEWER	5,000.00	5,000.00	.00 (	5,000.00)	.00	494.38
602-49450-404 REPAIR & MAINT LABOR - VEH/EQ	5,000.00	5,000.00	2,093.00 (	2,907.00)	41.86	3,926.00
602-49450-406 REPAIR & MAINT - PLANT	35,000.00	35,000.00	24,255.18 (	10,744.82)	69.30	46,158.99
602-49450-407 REPAIR & MAINT - LIFT STATIONS	7,000.00	7,000.00	6,618.90 (	381.10)	94.56	5,070.86
602-49450-408 REPAIRS & MAINTENANCE - SEWER	3,000.00	3,000.00	1,449.91 (	1,550.09)	48.33	2,250.45
602-49450-409 MAINT CONTRACTS - OFFICE EQUIP	1,400.00	1,400.00	65.08 (	1,334.92)	4.65	1,286.96
602-49450-416 FORCE MAIN RELOCATION PROJECT	.00	.00	25,778.18	25,778.18	.00	.00
602-49450-417 MILL RIDGE LIFT STATION EXP	.00	.00	48,741.81	48,741.81	.00	.00
602-49450-418 KENWOOD LIFT STATION	.00	.00	18,450.09	18,450.09	.00	.00
602-49450-420 DEPRECIATION	1,250,000.00	1,250,000.00	.00 (	1,250,000.00)	.00	1,541,153.87
602-49450-430 MISCELLANEOUS	2,000.00	2,000.00	46.00 (	1,954.00)	2.30	1,965.10
602-49450-433 DUES AND SUBSCRIPTIONS	1,000.00	1,000.00	3,708.41	2,708.41	370.84	4,847.58
602-49450-440 MEETINGS AND SCHOOLS	2,500.00	2,500.00	2,045.00 (	455.00)	81.80	2,402.50
602-49450-441 MPCA FEES	9,000.00	9,000.00	7,925.00 (	1,075.00)	88.06	8,352.97
602-49450-489 OTHER CONTRACTED SERVICES	85,000.00	85,000.00	57,470.77 (	27,529.23)	67.61	81,690.41
<b>TOTAL MISCELLANEOUS</b>	<b>1,405,900.00</b>	<b>1,405,900.00</b>	<b>198,647.33 (</b>	<b>1,207,252.67)</b>	<b>14.13</b>	<b>1,699,600.07</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 602 - WASTEWATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>DEBT SERVICE</i>						
602-49450-610 2013 WWTP REHAB INTEREST EXP	91,391.00	91,391.00	91,390.19	( .81)	100.00	97,161.88
602-49450-617 BOND DISCOUNT	.00	.00	1,387.44	1,387.44	.00	.00
602-49450-620 FISCAL AGENT FEES	800.00	800.00	1,550.00	750.00	193.75	1,501.92
602-49450-621 BOND ISSUE COSTS	.00	.00	2,662.53	2,662.53	.00	.00
602-49450-627 INTEREST-2007 STREET BONDS	136.00	136.00	135.80	( .20)	99.85	( 807.96)
602-49450-631 2011 BOND INT EXP	.00	.00	.00	.00	.00	1,605.42
602-49450-632 2012 BOND INTEREST EXP	3,544.00	3,544.00	3,543.46	( .54)	99.98	4,232.06
602-49450-634 INTEREST EXP 2014 IMPROV	8,370.00	8,370.00	8,369.71	( .29)	100.00	7,139.52
602-49450-635 INTEREST EXP 2015 BOND EXP	8,846.00	8,846.00	8,845.95	( .05)	100.00	6,782.10
602-49450-636 INTEREST EXP 2016 SEWER BONDS	11,527.00	11,527.00	11,526.21	( .79)	99.99	9,200.94
602-49450-638 INTEREST EXPESE 2018 BONDS	18,776.00	18,776.00	3,510.50	( 15,265.50)	18.70	.00
<i>TOTAL DEBT SERVICE</i>	<i>143,390.00</i>	<i>143,390.00</i>	<i>132,921.79</i>	<i>( 10,468.21)</i>	<i>92.70</i>	<i>126,815.88</i>
<i>TRANSFERS</i>						
602-49450-720 TRANSFERS OUT - OPER TRANSFER	37,500.00	37,500.00	38,850.00	1,350.00	103.60	37,500.00
<i>TOTAL TRANSFERS</i>	<i>37,500.00</i>	<i>37,500.00</i>	<i>38,850.00</i>	<i>1,350.00</i>	<i>103.60</i>	<i>37,500.00</i>
<b>TOTAL EXPENSE 450</b>	<b>2,694,867.00</b>	<b>2,694,867.00</b>	<b>1,194,216.66</b>	<b>( 1,500,650.34)</b>	<b>44.31</b>	<b>2,846,081.03</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 602 - WASTEWATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>TOTAL FUND EXPENDITURES</b>	<u>2,694,867.00</u>	<u>2,694,867.00</u>	<u>1,194,216.66</u>			<u>2,846,081.03</u>
<b>NET REVENUES OVER EXPENDITURE</b>	<u>( 650,602.00)</u>	<u>( 650,602.00)</u>	<u>453,325.70</u>			<u>( 13,610.67)</u>



**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 603 - STORM WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	875.56
OPERATING REVENUES	336,000.00	336,000.00	264,273.00	71,727.00	78.65	340,242.18
OTHER FINANCING SOURCES	.00	.00	20,596.58	( 20,596.58)	.00	.00
<b>TOTAL FUND REVENUE</b>	<b>336,000.00</b>	<b>336,000.00</b>	<b>284,869.58</b>	<b>51,130.42</b>	<b>84.78</b>	<b>341,117.74</b>
<b>EXPENDITURES</b>						
STORM SEWER FUND EXPENDITURES						
EXPENSE 500	469,114.00	469,114.00	70,834.64	398,279.36	15.10	437,085.17
<b>TOTAL STORM SEWER FUND EXPENDITURE</b>	<b>469,114.00</b>	<b>469,114.00</b>	<b>70,834.64</b>	<b>398,279.36</b>	<b>15.10</b>	<b>437,085.17</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>469,114.00</b>	<b>469,114.00</b>	<b>70,834.64</b>	<b>398,279.36</b>	<b>15.10</b>	<b>437,085.17</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 133,114.00)</b>	<b>( 133,114.00)</b>	<b>214,034.94</b>	<b>( 347,148.94)</b>		<b>( 95,967.43)</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 603 - STORM WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SA &amp; INTEREST EARNINGS</u>						
603-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	875.56
TOTAL SA & INTEREST EARNINGS	.00	.00	.00	.00	.00	875.56
<u>OPERATING REVENUES</u>						
603-37310 STORM WATER CHARGES	330,000.00	330,000.00	259,625.80	70,374.20	78.67	334,312.37
603-37360 PENALTIES	6,000.00	6,000.00	4,647.20	1,352.80	77.45	5,929.81
TOTAL OPERATING REVENUES	336,000.00	336,000.00	264,273.00	71,727.00	78.65	340,242.18
<u>OTHER FINANCING SOURCES</u>						
603-39311 BOND PREMIUM	.00	.00	20,596.58	( 20,596.58)	.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	20,596.58	( 20,596.58)	.00	.00
TOTAL FUND REVENUE	<u>336,000.00</u>	<u>336,000.00</u>	<u>284,869.58</u>			<u>341,117.74</u>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 603 - STORM WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>EXPENSE 500</b>						
<i>OTHER SERVICES &amp; CHARGES</i>						
603-49500-304 MISC PROFESSIONAL SERVICES	3,000.00	3,000.00	620.00	( 2,380.00)	20.67	8,585.00
603-49500-352 GEN INFO & PUBLIC NOTICES	250.00	250.00	11.25	( 238.75)	4.50	6.26
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>3,250.00</b>	<b>3,250.00</b>	<b>631.25</b>	<b>( 2,618.75)</b>	<b>19.42</b>	<b>8,591.26</b>
<i>MISCELLANEOUS</i>						
603-49500-403 REPAIRS & MAINT - STORM SEWER	28,000.00	28,000.00	6,747.17	( 21,252.83)	24.10	6,102.11
603-49500-420 DEPRECIATION	390,000.00	390,000.00	.00	( 390,000.00)	.00	389,887.88
603-49500-430 MISCELLANEOUS	1,000.00	1,000.00	2,059.11	1,059.11	205.91	5,280.88
603-49500-440 SCHOOLS AND MEETINGS	3,000.00	3,000.00	1,250.00	( 1,750.00)	41.67	.00
<b>TOTAL MISCELLANEOUS</b>	<b>422,000.00</b>	<b>422,000.00</b>	<b>10,056.28</b>	<b>( 411,943.72)</b>	<b>2.38</b>	<b>401,270.87</b>
<i>DEBT SERVICE</i>						
603-49500-611 INTEREST EXP 2004 STORM BONDS	1,542.00	1,542.00	.00	( 1,542.00)	.00	2,766.18
603-49500-617 BOND DISCOUNT	.00	.00	5,168.23	5,168.23	.00	.00
603-49500-621 BOND ISSUE COSTS	.00	.00	9,917.92	9,917.92	.00	.00
603-49500-627 INTEREST-2007 STREET BONDS	110.00	110.00	109.28	( .72)	99.35	( 650.89)
603-49500-631 2011 BOND INT EXP	.00	.00	.00	.00	.00	347.10
603-49500-634 INTEREST EXP 2014 STORM IMPROV	9,404.00	9,404.00	10,944.35	1,540.35	116.38	7,978.22
603-49500-635 INTEREST EXP 2015 BONDS	9,971.00	9,971.00	9,970.62	( .38)	100.00	7,644.94
603-49500-636 INTEREST EXP 2016 STORM BONDS	10,961.00	10,961.00	10,960.10	( .90)	99.99	9,137.49
603-49500-638 INTEREST EXPESE 2018 BONDS	11,876.00	11,876.00	13,076.61	1,200.61	110.11	.00
<b>TOTAL DEBT SERVICE</b>	<b>43,864.00</b>	<b>43,864.00</b>	<b>60,147.11</b>	<b>16,283.11</b>	<b>137.12</b>	<b>27,223.04</b>
<b>TOTAL EXPENSE 500</b>	<b>469,114.00</b>	<b>469,114.00</b>	<b>70,834.64</b>	<b>( 398,279.36)</b>	<b>15.10</b>	<b>437,085.17</b>

**CITY OF CAMBRIDGE**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018

**FUND 603 - STORM WATER UTILITY FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	469,114.00	469,114.00	70,834.64			437,085.17
NET REVENUES OVER EXPENDITURE	( 133,114.00)	( 133,114.00)	214,034.94			( 95,967.43)

**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 604 - STREET LIGHT UTILITY**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
<u>OPERATING REVENUES</u>	200,000.00	200,000.00	155,653.91	44,346.09	77.83	.00
<u>TOTAL FUND REVENUE</u>	<u>200,000.00</u>	<u>200,000.00</u>	<u>155,653.91</u>	<u>44,346.09</u>	<u>77.83</u>	<u>.00</u>
<b>EXPENDITURES</b>						
<u>STREET LIGHT UTILITY EXP EXPENSE 550</u>	200,000.00	200,000.00	137,441.86	62,558.14	68.72	.00
<u>TOTAL STREET LIGHT UTILITY EXP</u>	<u>200,000.00</u>	<u>200,000.00</u>	<u>137,441.86</u>	<u>62,558.14</u>	<u>68.72</u>	<u>.00</u>
<u>TOTAL FUND EXPENDITURES</u>	<u>200,000.00</u>	<u>200,000.00</u>	<u>137,441.86</u>	<u>62,558.14</u>	<u>68.72</u>	<u>.00</u>
<u>NET REVENUE OVER EXPENDITURES</u>	<u>.00</u>	<u>.00</u>	<u>18,212.05</u>	<u>( 18,212.05)</u>		<u>.00</u>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 604 - STREET LIGHT UTILITY**

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OPERATING REVENUES</u>							
604-37360	PENALTIES	.00	.00	2,610.18	( 2,610.18)	.00	.00
604-37410	STREET LIGHT UTILITY FEES	200,000.00	200,000.00	141,379.79	58,620.21	70.69	.00
604-37470	OTHER REVENUE	.00	.00	11,663.94	( 11,663.94)	.00	.00
<b>TOTAL OPERATING REVENUES</b>		<b>200,000.00</b>	<b>200,000.00</b>	<b>155,653.91</b>	<b>44,346.09</b>	<b>77.83</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>		<b>200,000.00</b>	<b>200,000.00</b>	<b>155,653.91</b>			<b>.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 604 - STREET LIGHT UTILITY**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>SUPPLIES</i>						
604-49550-238 REPAIR & MAINT SUPP - INFRAS	.00	.00	10,253.87	10,253.87	.00	.00
<i>TOTAL SUPPLIES</i>	.00	.00	10,253.87	10,253.87	.00	.00
<i>OTHER SERVICES &amp; CHARGES</i>						
604-49550-381 STREET LIGHT ELECTRIC	180,000.00	180,000.00	112,831.92	( 67,168.08)	62.68	.00
<i>TOTAL OTHER SERVICES &amp; CHARG</i>	180,000.00	180,000.00	112,831.92	( 67,168.08)	62.68	.00
<i>MISCELLANEOUS</i>						
604-49550-402 STREET LIGHT AND SIGNAL REPAIR	20,000.00	20,000.00	14,356.07	( 5,643.93)	71.78	.00
<i>TOTAL MISCELLANEOUS</i>	20,000.00	20,000.00	14,356.07	( 5,643.93)	71.78	.00
<b>TOTAL EXPENSE 550</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>137,441.86</b>	<b>( 62,558.14)</b>	<b>68.72</b>	<b>.00</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 604 - STREET LIGHT UTILITY**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	200,000.00	200,000.00	137,441.86			.00
NET REVENUES OVER EXPENDITURE	.00	.00	18,212.05			.00



**CITY OF CAMBRIDGE**  
**SUMMARY REVENUES / EXPENDITURES COMPARED TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 610 - LIQUOR STORE FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>REVENUE</b>						
INTEREST & LOTTERY SALES	84,740.00	84,740.00	75,622.98	9,117.02	89.24	96,358.09
OPERATING REVENUES	5,499,657.00	5,499,657.00	4,180,509.23	1,319,147.77	76.01	5,524,944.34
<b>TOTAL FUND REVENUE</b>	<b>5,584,397.00</b>	<b>5,584,397.00</b>	<b>4,256,132.21</b>	<b>1,328,264.79</b>	<b>76.21</b>	<b>5,621,302.43</b>
<b>EXPENDITURES</b>						
LIQUOR STORE EXPENDITURES						
LIQUOR STORE	5,584,397.00	5,584,397.00	4,244,039.37	1,340,357.63	76.00	5,593,219.68
<b>TOTAL LIQUOR STORE EXPENDITURES</b>	<b>5,584,397.00</b>	<b>5,584,397.00</b>	<b>4,244,039.37</b>	<b>1,340,357.63</b>	<b>76.00</b>	<b>5,593,219.68</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>5,584,397.00</b>	<b>5,584,397.00</b>	<b>4,244,039.37</b>	<b>1,340,357.63</b>	<b>76.00</b>	<b>5,593,219.68</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>12,092.84</b>	<b>( 12,092.84)</b>		<b>28,082.75</b>

**CITY OF CAMBRIDGE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 610 - LIQUOR STORE FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST &amp; LOTTERY SALES</u>						
610-36200 MISCELLANEOUS REVENUES	240.00	240.00	323.50	( 83.50)	134.79	999.96
610-36210 INTEREST EARNINGS	1,500.00	1,500.00	.00	1,500.00	.00	2,624.95
610-36220 LOTTERY SALES	83,000.00	83,000.00	75,299.48	7,700.52	90.72	92,733.18
<b>TOTAL INTEREST &amp; LOTTERY SALES</b>	<b>84,740.00</b>	<b>84,740.00</b>	<b>75,622.98</b>	<b>9,117.02</b>	<b>89.24</b>	<b>96,358.09</b>
<u>OPERATING REVENUES</u>						
610-37811 SALES - LIQUOR	1,826,383.00	1,826,383.00	1,375,002.51	451,380.49	75.29	1,842,377.09
610-37812 SALES - BEER	2,452,187.00	2,452,187.00	1,974,715.29	477,471.71	80.53	2,508,467.32
610-37813 SALES - WINE	929,175.00	929,175.00	600,360.70	328,814.30	64.61	891,914.54
610-37815 SALES - NON-TAXABLE	155,818.00	155,818.00	129,338.77	26,479.23	83.01	154,686.05
610-37816 SALES - TAXABLE	140,294.00	140,294.00	105,510.81	34,783.19	75.21	133,862.81
610-37830 DISCOUNTS, DEPOSITS & RETURNS	( 3,000.00)	( 3,000.00)	( 3,391.00)	391.00	( 113.03)	( 5,271.40)
610-37840 CASH OVER AND SHORT	( 1,200.00)	( 1,200.00)	( 1,027.85)	( 172.15)	( 85.65)	( 1,092.07)
<b>TOTAL OPERATING REVENUES</b>	<b>5,499,657.00</b>	<b>5,499,657.00</b>	<b>4,180,509.23</b>	<b>1,319,147.77</b>	<b>76.01</b>	<b>5,524,944.34</b>
<b>TOTAL FUND REVENUE</b>	<b>5,584,397.00</b>	<b>5,584,397.00</b>	<b>4,256,132.21</b>			<b>5,621,302.43</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 610 - LIQUOR STORE FUND**

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<b>LIQUOR STORE</b>						
<i>PERSONAL SERVICES</i>						
610-49750-101 FULL-TIME EMPLOYEES - REGULAR	221,708.00	221,708.00	180,451.09	( 41,256.91)	81.39	237,224.91
610-49750-102 FULL-TIME EMPLOYEES - OVERTIME	7,569.00	7,569.00	2,820.16	( 4,748.84)	37.26	4,331.24
610-49750-103 PART-TIME EMPLOYEES - REGULAR	146,718.00	146,718.00	110,276.73	( 36,441.27)	75.16	139,771.00
610-49750-106 PART-TIME EMPLOYEES - OVERTIME	9,000.00	9,000.00	678.25	( 8,321.75)	7.54	1,241.54
610-49750-110 HOURS WORKED HOLIDAY	10,000.00	10,000.00	8,271.85	( 1,728.15)	82.72	9,929.19
610-49750-121 PERA (EMPLOYER)	29,690.00	29,690.00	22,687.43	( 7,002.57)	76.41	27,967.35
610-49750-122 FICA/MEDICARE (EMPLOYER)	30,284.00	30,284.00	22,590.09	( 7,693.91)	74.59	27,872.66
610-49750-131 MEDICAL/DENTAL/LIFE (EMPLOYER)	66,594.00	66,594.00	53,704.92	( 12,889.08)	80.65	60,033.98
610-49750-132 LONGEVITY PAY	9,981.00	9,981.00	.00	( 9,981.00)	.00	.00
610-49750-133 INSURANCE DEDUCTIBLE CONTRIB	4,800.00	4,800.00	3,167.79	( 1,632.21)	66.00	3,320.65
610-49750-151 WORKERS' COMPENSATION PREMIU	26,000.00	26,000.00	12,508.80	( 13,491.20)	48.11	15,503.20
610-49750-153 UNEMPLOYMENT COMPENSATION	250.00	250.00	.00	( 250.00)	.00	.00
610-49750-154 HRA/FLEX FEES	300.00	300.00	237.10	( 62.90)	79.03	288.80
<b>TOTAL PERSONAL SERVICES</b>	<b>562,894.00</b>	<b>562,894.00</b>	<b>417,394.21</b>	<b>( 145,499.79)</b>	<b>74.15</b>	<b>527,484.52</b>
<i>SUPPLIES</i>						
610-49750-201 OFFICE SUPPLIES - ACCESSORIES	3,500.00	3,500.00	1,118.84	( 2,381.16)	31.97	1,801.85
610-49750-210 MISCELLANEOUS OPER SUPPLIES	22,000.00	22,000.00	10,312.73	( 11,687.27)	46.88	13,430.36
610-49750-220 MAINTENANCE & REPAIR SUPPLIES	24,000.00	24,000.00	12,949.81	( 11,050.19)	53.96	29,966.25
610-49750-240 SMALL TOOLS AND MINOR EQUIPME	1,000.00	1,000.00	1,322.03	322.03	132.20	.00
610-49750-251 PURCHASES - LIQUOR	1,369,728.00	1,369,728.00	1,006,301.27	( 363,426.73)	73.47	1,354,137.00
610-49750-252 PURCHASES - BEER	1,910,548.00	1,910,548.00	1,506,599.51	( 403,948.49)	78.86	1,932,569.28
610-49750-253 PURCHASES WINE	645,795.00	645,795.00	414,669.52	( 231,125.48)	64.21	620,298.40
610-49750-259 PURCHASES - MISCELLANEOUS	235,328.00	235,328.00	194,088.62	( 41,239.38)	82.48	229,226.25
610-49750-260 FREIGHT & DRAY	35,904.00	35,904.00	25,728.75	( 10,175.25)	71.66	36,323.62
610-49750-262 BREAKAGE & SHRINKAGE	1,200.00	1,200.00	.00	( 1,200.00)	.00	.00
<b>TOTAL SUPPLIES</b>	<b>4,249,003.00</b>	<b>4,249,003.00</b>	<b>3,173,091.08</b>	<b>( 1,075,911.92)</b>	<b>74.68</b>	<b>4,217,753.01</b>
<i>OTHER SERVICES &amp; CHARGES</i>						
610-49750-304 MISC PROFESSIONAL SERVICES	1,500.00	1,500.00	723.09	( 776.91)	48.21	1,766.42
610-49750-313 IT MGMT & BACKUP	3,000.00	3,000.00	1,806.48	( 1,193.52)	60.22	2,483.91
610-49750-321 TELEPHONE/CELLULAR PHONES	8,000.00	8,000.00	6,211.40	( 1,788.60)	77.64	9,606.08
610-49750-331 TRAVEL/MEALS/LODGING	200.00	200.00	.00	( 200.00)	.00	151.70
610-49750-334 MILEAGE REIMBURSEMENT	150.00	150.00	271.96	121.96	181.31	187.26
610-49750-340 ADVERTISING	40,000.00	40,000.00	32,141.04	( 7,858.96)	80.35	42,605.92
610-49750-341 WINE TASTING EVENT COSTS	3,000.00	3,000.00	1,637.18	( 1,362.82)	54.57	3,713.77
610-49750-360 INSURANCE AND BONDS	15,000.00	15,000.00	13,460.21	( 1,539.79)	89.73	13,246.47
610-49750-381 ELECTRIC UTILITIES	28,000.00	28,000.00	18,026.69	( 9,973.31)	64.38	23,451.93
610-49750-382 WATER/WASTEWATER UTILITIES	800.00	800.00	512.58	( 287.42)	64.07	711.87
610-49750-383 GAS UTILITIES	2,000.00	2,000.00	1,301.63	( 698.37)	65.08	1,103.55
610-49750-384 REFUSE HAULING	2,500.00	2,500.00	1,047.15	( 1,452.85)	41.89	1,385.00
<b>TOTAL OTHER SERVICES &amp; CHARG</b>	<b>104,150.00</b>	<b>104,150.00</b>	<b>77,139.41</b>	<b>( 27,010.59)</b>	<b>74.07</b>	<b>100,413.88</b>

**CITY OF CAMBRIDGE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018**

**FUND 610 - LIQUOR STORE FUND**

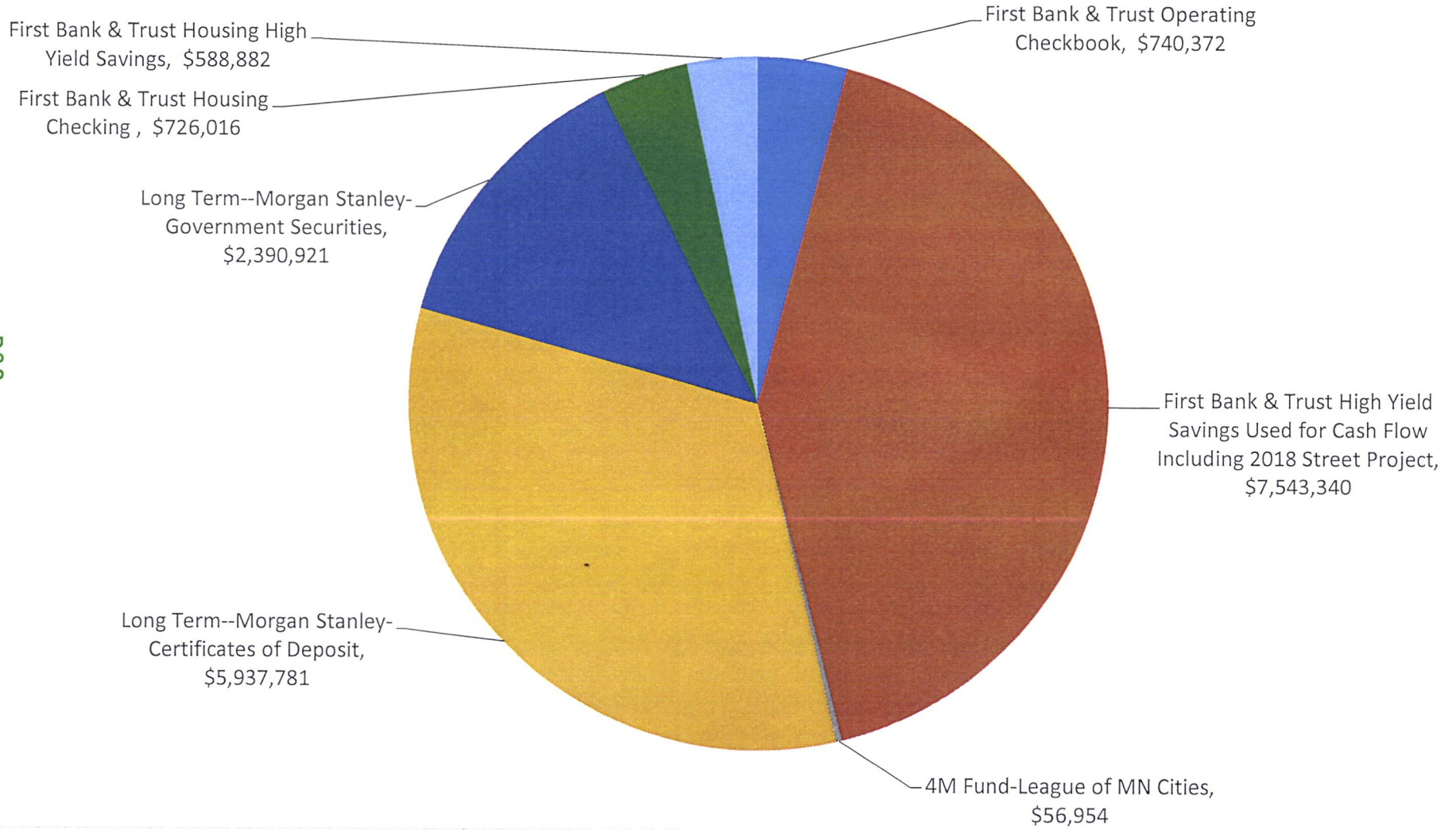
	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<i>MISCELLANEOUS</i>						
610-49750-405 JANITOR SERVICES	7,000.00	7,000.00	4,614.14	( 2,385.86)	65.92	6,556.25
610-49750-420 DEPRECIATION	57,000.00	57,000.00	.00	( 57,000.00)	.00	59,866.25
610-49750-430 FISCAL/BANK/MISCELLANEOUS CHG	116,500.00	116,500.00	94,184.23	( 22,315.77)	80.84	117,847.37
610-49750-433 DUES AND SUBSCRIPTIONS	3,500.00	3,500.00	4,122.00	622.00	117.77	4,162.00
610-49750-440 MEETINGS AND SCHOOLS	900.00	900.00	879.43	( 20.57)	97.71	680.00
610-49750-453 TAXES AND LICENSES	250.00	250.00	.00	( 250.00)	.00	200.00
610-49750-461 LOTTERY SWEEP	50,000.00	50,000.00	37,142.85	( 12,857.15)	74.29	49,036.64
610-49750-475 LOTTERY PAID OUT	30,000.00	30,000.00	32,720.06	2,720.06	109.07	38,205.08
610-49750-489 CONTRACT MAINTENANCE	3,200.00	3,200.00	2,751.96	( 448.04)	86.00	2,014.68
<i>TOTAL MISCELLANEOUS</i>	<u>268,350.00</u>	<u>268,350.00</u>	<u>176,414.67</u>	<u>( 91,935.33)</u>	<u>65.74</u>	<u>278,568.27</u>
<i>TRANSFERS</i>						
610-49750-720 TRANSFERS OUT - OPER TRANSFER	400,000.00	400,000.00	400,000.00	.00	100.00	435,000.00
610-49750-721 TRANSFER OUT--PARK IMPROV FUN	.00	.00	.00	.00	.00	34,000.00
<i>TOTAL TRANSFERS</i>	<u>400,000.00</u>	<u>400,000.00</u>	<u>400,000.00</u>	<u>.00</u>	<u>100.00</u>	<u>469,000.00</u>
<b>TOTAL LIQUOR STORE</b>	<u><u>5,584,397.00</u></u>	<u><u>5,584,397.00</u></u>	<u><u>4,244,039.37</u></u>	<u><u>( 1,340,357.63)</u></u>	<u><u>76.00</u></u>	<u><u>5,593,219.68</u></u>

**CITY OF CAMBRIDGE**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2018

FUND 610 - LIQUOR STORE FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	5,584,397.00	5,584,397.00	4,244,039.37			5,593,219.68
NET REVENUES OVER EXPENDITURE	.00	.00	12,092.84			28,082.75

### City of Cambridge Cash & Investment Summary 9-30-18



4C Certification of Delinquent Municipal Charges to 2019 Tax Roll November 5, 2018

Prepared by: Caroline Moe, Director of Finance

**Background**

**Certify Delinquent Municipal Charges**

Attached for your review is a certification of delinquent amounts to be certified to the Isanti County Auditor for the Assessment to the Real Estate Taxes due in 2019.

Certification of delinquent charges allows the City to retain its ability to collect the outstanding balance even though in the future a property may be a part of a foreclosure or bankruptcy action. Once certified, amounts become a lien that stay with the property until paid.

**Recommended Council Action**—*Approve Resolution R18-077 certifying debts to the Isanti County Auditor for the Assessment to the Real Estate Taxes due in 2019.*

Attachments:

1. Resolution R18-077 for certification of delinquent account balances.
2. Listing of delinquent amounts for certification.

**Resolution No. R18-077**

**RESOLUTION CERTIFYING DELINQUENT DEBTS TO THE ISANTI COUNTY  
AUDITOR FOR ASSESSMENT TO THE REAL PROPERTY TAXES DUE IN 2019 FOR  
THE PROPERTY SERVED**

**WHEREAS**, Minnesota State Law and Cambridge City Code authorize the City Council to certify delinquent and unpaid charges to Isanti County for collection with ad valorem taxes;

**WHEREAS**, the Cambridge City Council has determined the attached certification of municipal charges delinquent and unpaid;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA**, that the owners of the properties located on the attached certification are delinquent in his/her payments to the City of Cambridge for municipal services and other services and the City Council of Cambridge, Minnesota shall have the delinquent amounts along with certification fees, as applicable, certified to the Isanti County Auditor for assessment to the real property taxes as imposed by the Isanti County Auditor, due in 2019 for the property served.

This resolution shall become effective immediately upon its passage without publication.

Adopted this 5th Day of November, 2018.

\_\_\_\_\_  
Marlys A. Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Lynda J. Woulfe, City Administrator



City of Cambridge								
Certification to Tax Roll Delinquent Accounts								
11/5/2018								
Customer Name	Service Address	Account #	Inv #	PIN #	Delinquent Amount	Penalty	Total to Tax Roll	Comments
George Peterson	1688 10th Ave SE	1000011710		15.151.0120	\$ 653.28	\$ 75.00	\$ 728.28	Delinq water / off
George Peterson	1688 10th Ave SE	1000011711		15.151.0120	\$ 61.31		\$ 61.31	Delinq water / off
Nelson & Laura Foley	1425 Carriage Hills Dr	2651	3308	15.107.0180	\$ 70.00		\$ 70.00	Abatement
Chris P Olson	1020 Marigold Dr S	2649	3306	15.146.0240	\$ 270.00		\$ 270.00	Abate & admn cit
Chris & Kristina Rice	330 11th Ave SW	2650	3307	15.068.0080	\$ 75.00		\$ 75.00	Abatement
							\$ 1,204.59	

Prepared by: Caroline Moe, Director of Finance

**BACKGROUND**

The City of Cambridge Police Department has received a donation of \$337.33 from the Culver's of Cambridge for the purchase of police equipment. As required by MN State Statute, restricted donations must be officially accepted by the City Council and thus we are including it for action on this agenda.

**COUNCIL ACTION**

Officially accept the donations by approving the following resolution.

**Attachments**

Resolution No. R18-078

**RESOLUTION NO. R18-078**

*Resolution Accepting Restricted Donations  
to the City of Cambridge Police Department for Equipment*

**WHEREAS**, Culver's of Cambridge has made a donation in the amount of \$337.33 with the restriction that the funds be used for equipment for the Cambridge Police Department;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Cambridge, Minnesota, that the donations detailed above are hereby received and accepted for the purposes as described above.

Adopted this 5th day of November, 2018.

\_\_\_\_\_  
Marlys A. Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Lynda J. Woulfe, City Administrator

Prepared by: Caroline Moe, Director of Finance

**BACKGROUND**

The City of Cambridge Park Department has received a donation of \$6,000 from the Cambridge-Isanti Hockey Association for the purchase of scoreboards for the new ice sheet facility. As required by MN State Statute, restricted donations must be officially accepted by the City Council and thus we are including it for action on this agenda.

**COUNCIL ACTION**

Officially accept the donations by approving the following resolution.

**Attachments**

Resolution No. R18-079

**RESOLUTION NO. R18-079**

*Resolution Accepting Restricted Donations  
to the City of Cambridge Park Department for Scoreboards*

**WHEREAS**, Cambridge-Isanti Hockey Association has made a donation in the amount of \$6,000 with the restriction that the funds be used for scoreboards at the new ice sheet facility in the Cambridge Park Department;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Cambridge, Minnesota, that the donations detailed above are hereby received and accepted for the purposes as described above.

Adopted this 5th day of November, 2018.

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Marlys A. Palmer, Mayor

ATTEST:

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Lynda J. Woulfe, City Administrator

Prepared by: Caroline Moe

**Background**

PERA requires the City of Cambridge to specifically petition via resolution the participation of part-time police officers in the Police and Fire Plan.

**Recommended Council Action**

Approve resolution allowing the new part-time police officer to participate in the Police and Fire Plan of PERA.

Attachment:

1. Resolution R18-080 accepting part-time police officers for PERA.

**Resolution No. R18-080**

***Resolution Accepting Part-Time Police Officer Sara Samuelson  
as Member of the  
Public Employees Police and Fire Plan***

**WHEREAS**, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

**WHEREAS**, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

**BE IT RESOLVED** that the City Council of the City of Cambridge hereby declares that the position of Part Time Patrol Officer, currently held by *Sara Samuelson*, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police department.

**BE IT FURTHER RESOLVED** that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Adopted by the Cambridge City Council this 5th day of November, 2018.

\_\_\_\_\_  
Marlys A. Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Lynda J. Woulfe, City Administrator

Prepared by: Lucas Milz, Assistant Director of Public Works

**Background**

Public Works has received a quote to replace one mower trailer in our current fleet. I have worked with Central Trailer Sales of East Bethel to build a suitable replacement. We plan to order a longer and heavier trailer that is capable of hauling two mowers at the same time. The trailer quoted will meet the needs that we currently have. The quote provided meets state bid pricing. The old trailer was purchased in 1990 and has reached the end of its useful life. We plan to send this trailer to the surplus equipment auction.

**Recommendation**

Approve purchase of 22ft PJ trailer from Central Trailer Sales for the amount of \$5,961.52 under state contract #T-603(5). Declare 1990 B&D 16' trailer surplus property to be sent to auction.

**Attachment**

Quote from Central Trailer Sales





18661 Hwy 65  
East Bethel, MN 55011  
Phone 763-434-2277  
Fax 763-434-2280  
www.centraltrailers.com

11-5-18  
46

## QUOTATION

DATE 10/24/2018  
GIVEN TO City of Cambridge MN C/O Lucas Milz  
Fax  
PHONE 612-221-9878  
Email lmilz@ci.cambridge-mn.us

PJ P8 22ft flatbed trailer  
\$4468.00

Pintle ring adjustable  
N/C

12k jack upgrade  
\$137.50

Dovetail with heavy duty ramp gate  
375.00

Rough oak floor  
\$357.50

Primer plus powder coat finish  
\$143.00

Trailer total with options  
\$5481.00

Sales tax  
\$356.27

October 29, 2018

License fees

\$69.25

Transit improvement fee

\$20.00

Document fee

\$35.00

Total cost with tax and license

\$5961.52

From: Chris Hirsch <[hirsch.chris@yahoo.com](mailto:hirsch.chris@yahoo.com)>

Date: 10/28/18 10:25 (GMT-06:00)

To: Todd Schuster <[TSchuster@ci.cambridge.mn.us](mailto:TSchuster@ci.cambridge.mn.us)>

Subject: Resignation

Chief, I have some news to pass to you that has life changing events for me.

Last week I was informed by [REDACTED] that came up and are in need of attention.

These issues and along with my [REDACTED] I have to walk away from policing to handle this issue.

All the gear, jackets and duty belt are in the locker in the locker room with my badges as well, and my firearm is in its box unloaded in the safe and the gas card is in my mail slot in the folder.

I apologize for this short notice and inconvenience Chief Schuster.

Thank you

I will be resigning my position as Police Officer with the City of Cambridge Police effectively 10/28/18.

October 29, 2018

Sara Samuelson  
12768 43<sup>rd</sup> St NE  
St. Michael, MN 55376

Dear Sara,

On behalf of the City of Cambridge, I would like to extend to you an offer for full-time patrol officer effective November 5, 2018. This offer is contingent upon City Council approval. Below is an outline of the City's offer:

**Salary**

Proposed starting salary is \$22.73 per hour. On January 1, 2019 that will increase to \$23.18. You are eligible for a step increase on November 5, 2019 if you successfully complete your probationary period. The hourly rate will then be \$24.37.

Under the current union contract, you are eligible for longevity pay after one full year of service. Longevity is calculated by taking your base wage multiplying it by .0025 and then by your years of service (.0025 x base wage x years of service).

**Learning and Evaluation Period**

You will serve a 12-month learning and evaluation period from your original date of hire (September 12, 2018). At any time during the learning and evaluation period, an employee may be discharged at the sole discretion of the City.

**Health Insurance**

The City's health insurance plan is provided through the International Brotherhood of Electrical Workers (IBEW). The employee pays ten percent (10%) of the monthly premium and the City pays 90%. Premiums are adjusted every July, As of July 2018, monthly premiums for coverage are \$1,500 per month. There is no difference in the premium for single or family coverage.

With a full-time hire date of November 5, your insurance will begin on December 1, 2018.

**Term Life Insurance**

The City will provide \$30,000 of term life insurance.

**Fair Labor Standards Act Classification**

The patrol officer is classified as a non-exempt position which means it is eligible for overtime pay. Union contract defines eligibility requirements.

**Use of Time Clock**

Please follow the City's personnel policy on recording of time worked which states:

Time Clocks. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by employees are to be recorded through the City's electronic time keeping system. Employees are to punch in for work and punch out at the end of the work day.

**Pension**

You will to be enrolled in the Public Employees Retirement Association Police-Fire plan. The City contributes 16.2% of your salary into PERA and you contribute 10.8% of your salary as well.

**Date of Hire for Seniority Purposes**

You date of hire for full-time seniority purposes will be November 5, 2018. This date will also be used to calculate your longevity pay and movement through the vacation schedule.

**Vacation/Sick Leave/Holidays**

These benefits are outlined in the LELS Union Contract and may change as a result of collective bargaining. The current contract permits:

**ARTICLE 19 - VACATION LEAVE**

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

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

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

**Article 17, Section 1. Sick Leave.**

(a) **Rate of accrual:** Full-time employees shall earn sick leave at the rate of 3.69 hours for each 2 weeks (1 day per calendar month) of service. An employee shall be eligible to use sick leave as accrued and accumulated, in accordance with the sick leave policy.

**ARTICLE 20 - HOLIDAYS**

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

Ms. Sara Samuelson

Page 3

Chief Schuster and I sincerely hope that you will accept this conditional offer of employment. To accept the offer, please sign below and e-mail it to [lwoulfe@ci.cambridge.mn.us](mailto:lwoulfe@ci.cambridge.mn.us).

Sincerely,

Lynda J. Woulfe  
City Administrator

I hereby accept this offer of conditional employment under the terms listed above.

A handwritten signature in cursive script, appearing to read "Sara Samuelson", is written over a horizontal line.

Sara Samuelson

4J

Robert Bredeson  
2963 327<sup>th</sup> Lane NW  
Cambridge, MN 55008  
612-221-9850

10/22/2018

Todd Schwab  
City of Cambridge  
300 3<sup>rd</sup> Avenue NE

Dear Todd,

I want to thank you for all you have done for me here at the City of Cambridge. It's been a pleasure working with you and representing the City of Cambridge. After 29 years, I never expected to be writing you this letter, I thought I would retire from Cambridge. Recently I was approached by another Utility and after a LOT of thought, I regret to inform you that I have accepted that position.

While I am very sad to be leaving such a great group of people, I am equally excited to be starting a new position. I sincerely appreciate all that the City of Cambridge has given me and the enormous amount of experience I have gained here. It has been a great community to raise our family and gain such wonderful friends. We will be thinking of you always and returning for visits as often as possible.

I would like to give a three week notice and with regret, please accept my resignation as of November 12, 2018.

If there is anything I can do to provide assistance with this transition please let me know.

Sincerely,

Robert Bredeson





Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date organized	Tax exempt number
Cambridge Fire Relief Association	01-01-1915	4112980440

Address	City	State	Zip Code
300 3rd Ave NE	Cambridge	Minnesota	55008

Name of person making application	Business phone	Home phone
Cory Carlson		

Date(s) of event	Type of organization	<input type="checkbox"/> Microdistillery	<input type="checkbox"/> Small Brewer
November 15, 2018	<input type="checkbox"/> Club	<input type="checkbox"/> Charitable	<input type="checkbox"/> Religious
	<input type="checkbox"/> Religious	<input checked="" type="checkbox"/> Other non-profit	

Organization officer's name	City	State	Zip Code
Cory Carlson	Cambridge	Minnesota	55008

Organization officer's name	City	State	Zip Code
Shawn Kirkeide	Cambridge	Minnesota	55008

Organization officer's name	City	State	Zip Code
Nate Campion	Cambridge	Minnesota	55008

Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
 Cambridge Armed Forces and Reserve Community Center, 505 Spirit River Drive, Cambridge, MN 55008

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 West Bend Mutual \$100,000 per occurrence, \$200,000 general aggregate for general liability  
 Liquor Liability is \$1,000,000 aggregate limit

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Cambridge	City or County approving the license
n/a	Fee Amount
n/a	Date Fee Paid

November 5, 2018	Date Approved
November 15, 2018	Permit Date
lwoulfe@ci.cambridge.mn.us	City or County E-mail Address
763-552-3216	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.  
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT  
 BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**



**Prepared by: Caroline Moe, Director of Finance**

**BACKGROUND**

RL Larson Excavating is submitting Pay Request #6 for work completed through October 20, 2018, on the 2018 Street Improvements. City Engineer, Short Elliott Hendrickson, has reviewed the pay request and is recommending payment in the amount of \$275,236.80.

The Council awarded this contract to RL Larson Excavating at its April 2, 2018, meeting and construction began earlier this spring.

Fiscal Note—the 2018 Street Project was a budgeted project for 2018. Project is currently under budget.

**COUNCIL ACTION**

Staff recommends to Council to authorize partial payment request No. 6 to RL Larson Excavating for \$275,236.80.

**ATTACHMENTS**

1. Application for Payment No. 6 from RL Larson.
2. Resolution R18-081 Authorizing Partial Payment to RL Larson Excavating for the 2018 Street Improvements.

## Resolution R18-081

*RESOLUTION ACCEPTING WORK AND AUTHORIZING PARTIAL PAYMENT TO  
RL LARSON EXCAVATING  
(2018 STREET IMPROVEMENT PROJECT)*

**WHEREAS**, pursuant to a written contract signed with the City of Cambridge, RL Larson Excavating has satisfactorily completed a portion of the 2018 Street Improvements Project in accordance with such contract and;

**WHEREAS**, City Engineer, S.E.H., has reviewed the work through October 20, 2018, and recommends payment in the amount of \$275,236.80 (Partial Payment #6);

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

**BE IT FURTHER RESOLVED** that the City Administrator is hereby directed to authorize payment on such contract in the amount of \$275,236.80.

Adopted by the Cambridge City Council this 5<sup>th</sup> day of November, 2018.

\_\_\_\_\_  
Marlys A. Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Lynda J. Woulfe, City Administrator



**Application for Payment**  
(Unit Price Contract)  
No.6

Eng. Project No.: CAMBR 144049

Location: Cambridge, MN

Contractor <u>RL Larson Excavating, Inc.</u>	Contract Date <u>April 2, 2018</u>
<u>2255 12th St SE</u>	
<u>St. Cloud, MN 56304</u>	Contract Amount <u>\$ 4,498,554.24</u>

Contract for 2018 Street Improvements

Application Date <u>October 20th, 2018</u>	For Period Ending <u>10/20/18</u>
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Line No	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	1	\$290,000.00	\$290,000.00
2	2031.501	FIELD OFFICE TYPE D	EACH	1	1	5,000.00	\$5,000.00
3	2101.501	CLEARING	ACRE	0.09	0.33	10,000.00	\$3,300.00
4	2101.502	CLEARING	TREE	164	109	105.00	\$11,445.00
5	2101.506	GRUBBING	ACRE	0.1	0.33	10,000.00	\$3,300.00
6	2101.507	GRUBBING	TREE	164	85	105.00	\$8,925.00
7	2102.501	PAVEMENT MARKING REMOVAL	LF	460	400	2.00	\$800.00
8	2104.501	REMOVE CONCRETE CURB & GUTTER	LF	15226	14165	1.80	\$25,497.00
9	2104.501	REMOVE WATER MAIN	LF	3940	3940	0.01	\$39.40
10	2104.501	REMOVE SEWER PIPE (STORM)	LF	3815	3689	8.00	\$29,512.00
11	2104.501	REMOVE SEWER PIPE (SANITARY)	LF	5962	5962	0.01	\$59.62
12	2104.501	REMOVE FORCE MAIN	LF	312	40	0.01	\$0.40
13	2104.501	REMOVE WOOD RETAINING WALL	LF	16	16	25.00	\$400.00
14	2104.503	REMOVE CONCRETE SIDEWALK	SF	24681	25894	0.75	\$19,420.50
15	2104.503	REMOVE CONCRETE STEPS	SF	77	32	10.00	\$320.00
16	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	1550	973	6.00	\$5,838.00
17	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY	4103	2536	3.00	\$7,608.00
18	2104.509	REMOVE MANHOLE OR CATCH BASIN (STORM)	EACH	54	51	250.00	\$12,750.00
19	2104.509	REMOVE MANHOLE (SANITARY)	EACH	24	21	300.00	\$6,300.00
20	2104.509	REMOVE GATE VALVE & BOX	EACH	42	40	150.00	\$6,000.00
21	2104.509	REMOVE LIGHT FOUNDATION	EACH	11	10	300.00	\$3,000.00
22	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	1109	575	5.00	\$2,875.00

Line No	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
23	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LF	2842	1463	2.00	\$2,926.00
24	2104.521	SALVAGE CHAIN LINK FENCE	LF	270	270	5.00	\$1,350.00
25	2104.521	SALVAGE WOODEN FENCE	LF	205	50	10.00	\$500.00
26	2104.521	SALVAGE METAL RAILING	LF	15	15	20.00	\$300.00
27	2104.523	SALVAGE HYDRANT	EACH	10	10	300.00	\$3,000.00
28	2104.523	SALVAGE CASTING (STORM)	EACH	57	54	50.00	\$2,700.00
29	2104.523	SALVAGE CASTING (SANITARY)	EACH	24	23	50.00	\$1,150.00
30	2104.523	SALVAGE VEHICULAR GATE	EACH	1	1	300.00	\$300.00
31	2104.523	SALVAGE SIGN TYPE C	EACH	86	86	26.00	\$2,236.00
32	2104.523	SALVAGE SIGN TYPE SPECIAL (STREET NAME SIGN)	EACH	7	7	51.00	\$357.00
33	2104.523	SALVAGE LIGHTING UNIT	EACH	11	11	250.00	\$2,750.00
34	2104.523	SALVAGE YARD LIGHT	EACH	1	1	285.00	\$285.00
35	2104.523	SALVAGE LIGHTED BOLLARD	EACH	4	8	225.00	\$1,800.00
36	2104.523	SALVAGE BOLLARD	EACH	4	0	100.00	
37	2104.601	REMOVE FOUNDATION (HOUSE)	LS	1	1	3,040.00	\$3,040.00
38	2104.602	RELOCATE COMMERCIAL SIGN	EACH	2	0.5	1,000.00	\$500.00
39	2104.602	RELOCATE COMMERCIAL SIGN (LIGHTED)	EACH	1	0	1,600.00	
40	2104.602	RELOCATE BENCH	EACH	1	1	100.00	\$100.00
41	2104.603	RELOCATE SPRINKLER SYSTEM	LF	1900	1300	6.00	\$7,800.00
42	2104.603	ABANDON WATERMAIN	LF	335	98	6.00	\$588.00
43	2104.603	ABANDON PIPE SEWER	LF	624	966	4.70	\$4,540.20
44	2104.604	SALVAGE LANDSCAPE ROCK/WOOD MULCH	SY	36	0	5.00	
45	2104.618	SALVAGE LANDSCAPE BLOCK EDGING	SF	128	15	5.25	\$78.75
46	2104.618	SALVAGE BRICK PAVERS	SF	482	325	1.50	\$487.50
47	2105.501	COMMON EXCAVATION (EV) (P)	CY	12247	12247	15.00	\$183,705.00
48	2105.507	SUBGRADE EXCAVATION (EV)	CY	796	93	2.00	\$186.00
49	2112.501	SUBGRADE PREPARATION (TRAIL)	RDST	11	11	200.00	\$2,200.00
50	2123.501	COMMON LABORERS	HOUR	134	40	0.01	\$0.40
51	2123.514	3.0 CU YD FRONT END LOADER	HOUR	57	20	0.01	\$0.20
52	2123.61	CRAWLER MOUNTED BACKHOE	HOUR	57	20	0.01	\$0.20
53	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	153	92	0.01	\$0.92
54	2130.501	WATER	MGAL	226	226	0.01	\$2.26
55	2211.503	AGGREGATE BASE (CV) CLASS 5 (P)	CY	2107	2107	25.00	\$52,675.00

Line No	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
56	2211.503	AGGREGATE BASE (CV) CLASS 5 (BIKE TRAIL)	CY	74	54	40.00	\$2,160.00
57	2211.503	AGGREGATE BASE (CV) CLASS 5 (SUBGRADE EXCAVATION)	CY	796	84	0.01	\$0.84
58	2211.607	AGGREGATE BASE PLACED (CV) , SALV. BIT. & AGG. (P)	CY	6345	6345	10.00	\$63,450.00
59	2215.501	FULL DEPTH RECLAMATION (P)	SY	32824	32824	0.80	\$26,259.20
60	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	2794	2140	2.00	\$4,280.00
61	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) (DRIVEWAY)	TON	240	341.66	90.00	\$30,749.40
62	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) (TRAILS/ B-BALL/ RINKS)	TON	416	511.36	74.00	\$37,840.64
63	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	3864	3297.6	62.00	\$204,451.20
64	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (4,C)	TON	282	190.06	71.00	\$13,494.26
65	2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	4017	3827.01	62.00	\$237,274.62
66	2360.501	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (4,B)	TON	177	126.94	63.00	\$7,997.22
67	2360.505	TYPE SP 9.5 BIT MIXTURE FOR PATCHING	TON	55	5	110.00	\$550.00
68	2401.603	REINFORCEMENT BARS #4 (EPOXY COATED)	LF	2243	2200	1.60	\$3,520.00
69	2433.603	REMOVE AND REPLACE CONCRETE CURB & GUTTER (SPOT)	LF	248	20	40.00	\$800.00
70	2451.607	CRUSHED ROCK (PIPE FOUNDATION)(CV)	CY	394	198	0.01	\$1.98
71	2501.515	12" RC PIPE APRON	EACH	1	1	625.00	\$625.00
72	2501.515	15" RC PIPE APRON	EACH	1	1	1,450.00	\$1,450.00
73	2501.515	18" RC PIPE APRON	EACH	2	2	575.00	\$1,150.00
74	2501.602	TRASH GUARD FOR 12" PIPE APRON	EACH	1	1	335.00	\$335.00
75	2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	1	1	370.00	\$370.00

Line No	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
76	2501.602	TRASH GUARD FOR 18" PIPE APRON	EACH	2	2	400.00	\$800.00
77	2502.603	6" PERF PVC PIPE DRAIN	LF	300	230	19.00	\$4,370.00
78	2502.603	6" PVC PIPE DRAIN CLEANOUT W/CAP	EACH	6	4	240.00	\$960.00
79	2503.511	16" DUCTILE IRON PIPE SEWER CL 52 (STORM)	LF	28	20	76.00	\$1,520.00
80	2503.511	6" PVC PIPE SEWER - SDR 26 (STORM)	LF	44	34	24.00	\$816.00
81	2503.511	8" PVC PIPE SEWER - SDR 26 (STORM)	LF	39	161	25.00	\$4,025.00
82	2503.511	18" PVC PIPE SEWER - SDR 26	LF	22	0	30.00	
83	2503.541	12" RCP SEWER DES 3006 CL V	LF	404	371	34.00	\$12,614.00
84	2503.541	15" RCP SEWER DES 3006 CL V	LF	1848	1779	42.00	\$74,718.00
85	2503.541	18" RCP SEWER DES 3006 CL V	LF	1391	1424	43.00	\$61,232.00
86	2503.541	21" RCP SEWER DES 3006 CL III	LF	866	855	46.00	\$39,330.00
87	2503.541	24" RCP SEWER DES 3006 CL III	LF	57	57	64.00	\$3,648.00
88	2503.541	27" RCP SEWER DES 3006 CL V	LF	25	29	96.00	\$2,784.00
89	2503.541	30" RCP SEWER DES 3006 CL III	LF	652	646	72.00	\$46,512.00
90	2503.541	36" RCP SEWER DES 3006 CL III	LF	45	53	93.00	\$4,929.00
91	2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	59	47	50.00	\$2,350.00
92	2503.602	CONNECT TO EXISTING SANITARY SEWER (PIPE OR MANHOLE)	EACH	16	13	930.00	\$12,090.00
93	2503.602	CONNECT TO EXISTING STORM SEWER (PIPE)	EACH	23	18	800.00	\$14,400.00
94	2503.602	CONNECT TO EXISTING STORM SEWER (STRUCTURE)	EACH	3	5	985.00	\$4,925.00
95	2503.602	8"X4" PVC WYE	EACH	39	18	80.00	\$1,440.00
96	2503.602	8"X6" PVC WYE	EACH	5	19	90.00	\$1,710.00
97	2503.602	21"X6" PVC WYE	EACH	13	8	1,900.00	\$15,200.00
98	2503.603	4" DUCTILE IRON PIPE SEWER (FORCE MAIN) CL 52	LF	42	36	50.00	\$1,800.00
99	2503.603	10" DUCTILE IRON PIPE SEWER (FORCE MAIN) CL 52	LF	751	670	41.00	\$27,470.00
100	2503.603	8" PVC PIPE SEWER - SDR 35	LF	3326	3325	27.00	\$89,775.00
101	2503.603	12" PVC PIPE SEWER - SDR 35	LF	89	167	40.00	\$6,680.00
102	2503.603	21" PVC PIPE SEWER - SDR 35	LF	1493	1493	56.00	\$83,608.00
103	2503.603	6" PVC SANITARY SEWER RISER PIPE - SDR 26	LF	86	118	3.00	\$354.00

Line No	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
104	2503.603	4" PVC SANITARY SEWER RISER PIPE - SDR 26	LF	191	<u>64</u>	2.00	<u>\$128.00</u>
105	2503.603	6" PVC SANITARY SEWER SERVICE PIPE - SDR 26	LF	439	<u>644</u>	3.00	<u>\$1,932.00</u>
106	2503.603	4" PVC SANITARY SEWER SERVICE PIPE - SDR 26	LF	1198	<u>538</u>	2.00	<u>\$1,076.00</u>
107	2504.601	INSTALL IRRIGATION EQUIPMENT	LS	1	<u>1</u>	1,000.00	<u>\$1,000.00</u>
108	2504.601	TEMPORARY WATER SERVICE	LS	1	<u>1</u>	20,000.00	<u>\$20,000.00</u>
109	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	43	<u>36</u>	890.00	<u>\$32,040.00</u>
110	2504.602	CONNECT TO EXISTING WATER SERVICE	EACH	43	<u>46</u>	40.00	<u>\$1,840.00</u>
111	2504.602	HYDRANT	EACH	12	<u>12</u>	4,046.00	<u>\$48,552.00</u>
112	2504.602	ADJUST GATE VALVE BOX	EACH	4	<u>4</u>	320.00	<u>\$1,280.00</u>
113	2504.602	12" BUTTERFLY VALVE & BOX	EACH	10	<u>7</u>	1,990.00	<u>\$13,930.00</u>
114	2504.602	6" GATE VALVE & BOX	EACH	19	<u>16</u>	1,192.00	<u>\$19,072.00</u>
115	2504.602	8" GATE VALVE & BOX	EACH	22	<u>21</u>	1,540.00	<u>\$32,340.00</u>
116	2504.602	1" CORPORATION STOP	EACH	41	<u>39</u>	104.00	<u>\$4,056.00</u>
117	2504.602	2" CORPORATION STOP	EACH	1	<u>1</u>	350.00	<u>\$350.00</u>
118	2504.602	1" CURB STOP & BOX	EACH	41	<u>39</u>	1,800.00	<u>\$70,200.00</u>
119	2504.602	2" CURB STOP & BOX	EACH	1	<u>1</u>	2,270.00	<u>\$2,270.00</u>
120	2504.603	6" WATER MAIN DUCTILE IRON CL. 52	LF	632	<u>597</u>	32.00	<u>\$19,104.00</u>
121	2504.603	8" WATER MAIN DUCTILE IRON CL. 52	LF	2911	<u>2676</u>	35.00	<u>\$93,660.00</u>
122	2504.603	12" WATER MAIN DUCTILE IRON CL 50	LF	634	<u>632</u>	44.00	<u>\$27,808.00</u>
123	2504.604	1" TYPE K COPPER	LF	1574	<u>1201</u>	5.00	<u>\$6,005.00</u>
124	2504.604	2" TYPE K COPPER	LF	86	<u>38</u>	12.00	<u>\$456.00</u>
125	2504.604	4" INSULATION	SY	433	<u>136</u>	26.00	<u>\$3,536.00</u>
126	2504.608	DUCTILE IRON FITTINGS (EPOXY COATED)	LB	6027	<u>7712</u>	0.01	<u>\$77.12</u>
127	2506.501	CONST DRAINAGE STRUCTURE, DES. SPECIAL (TYPE X)	LF	102	<u>104.5</u>	558.00	<u>\$58,311.00</u>
128	2506.501	CONST DRAINAGE STRUCTURE DES. 48-4020 - MH	LF	183	<u>177.1</u>	365.00	<u>\$64,641.50</u>
129	2506.501	CONST DRAINAGE STRUCTURE DES. 60-4020 - MH	LF	113	<u>113.1</u>	450.00	<u>\$50,895.00</u>
130	2506.501	CONST DRAINAGE STRUCTURE DES. 72-4020 - MH	LF	28	<u>25.9</u>	645.00	<u>\$16,705.50</u>

Line No	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
131	2506.501	CONST DRAINAGE STRUCTURE DES. 84-4020 - MH	LF	25	23.8	870.00	\$20,706.00
132	2506.503	RECONSTRUCT DRAINAGE STRUCTURE	LF	8	8	264.00	\$2,112.00
133	2506.503	RECONSTRUCT SANITARY MANHOLE	LF	3	3	255.00	\$765.00
134	2506.521	INSTALL CASTING	EACH	2	0	278.00	
135	2506.601	RECONSTRUCT LIFT STATION	LS	1	1	147,415.00	\$147,415.00
136	2506.602	CONSTRUCT STANDARD SANITARY MANHOLE (0'-8')	EACH	27	27	2,295.00	\$61,965.00
137	2506.602	ADJUST FRAME & RING CASTING (W/ POLYETHELEN I/I BARRIER)	EACH	2	0	630.00	
138	2506.602	ADJUST CATCH BASIN CASTING	EACH	4	0	340.00	
139	2506.602	CASTING ASSEMBLY, R-3250-1	EACH	64	64	700.00	\$44,800.00
140	2506.602	CASTING ASSEMBLY, R-3237	EACH	1	0	700.00	
141	2506.602	CASTING ASSEMBLY, R-2573	EACH	3	5	700.00	\$3,500.00
142	2506.602	CASTING ASSEMBLY, R-1733 (STORM)	EACH	12	11	650.00	\$7,150.00
143	2506.602	CASTING ASSEMBLY, R-1733 (SANITARY) W/POLY I/I BARRIER	EACH	31	27	715.00	\$19,305.00
144	2506.602	CASTING ASSEMBLY, FORD COVER	EACH	24	10	0.01	\$0.10
145	2506.603	MINOR STRUCTURE REPAIR	LF	8	8	240.00	\$1,920.00
146	2506.603	EXTRA DEPTH SANITARY MANHOLE	LF	111	118.9	150.00	\$17,835.00
147	2506.603	CONSTRUCT 8" OUTSIDE DROP	LF	8	9.7	320.00	\$3,104.00
148	2511.501	RANDOM RIPRAP CL II	CY	23	24	100.00	\$2,400.00
149	2511.501	RANDOM RIPRAP CL III	CY	18	12	100.00	\$1,200.00
150	2511.507	GROUTED RIPRAP (CL IV)	CY	35	36	110.00	\$3,960.00
151	2511.515	GEOTEXTILE FILTER TYPE II	SY	242	242	3.00	\$726.00
152	2511.515	GEOTEXTILE FILTER TYPE IV	SY	155	101	3.00	\$303.00
153	2521.501	5" CONCRETE WALK	SF	54445	50874	4.45	\$226,389.30
154	2521.501	5" CONCRETE WALK - SPECIAL (STEP)	SF	42	20	65.00	\$1,300.00
155	2521.501	6" CONCRETE WALK	SF	3783	3531	5.35	\$18,890.85
156	2531.501	CONCRETE CURB & GUTTER DESIGN B612	LF	2260	2511	18.00	\$45,198.00
157	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LF	13987	13598	11.45	\$155,697.10



Line No	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
158	2531.501	CONCRETE CURB & GUTTER DESIGN SPECIAL (3' VALLEY GUTTER)	LF	757	753	21.00	\$15,813.00
159	2531.507	6" CONCRETE DRIVEWAY PAVEMENT (HIGH EARLY)	SY	1453	1144	46.00	\$52,624.00
160	2531.507	8" CONCRETE DRIVEWAY PAVEMENT (HIGH EARLY)	SY	1353	1017	55.00	\$55,935.00
161	2531.618	TRUNCATED DOMES	SF	868	745	30.00	\$22,350.00
162	2540.602	RELOCATE WASTE RECEPTACLE	EACH	1	0	100.00	
163	2540.603	INSTALL METAL RAILING	LF	15	0	50.00	
164	2540.604	INSTALL LANDSCAPE ROCK/WOOD MULCH	SY	36	16	30.00	\$480.00
165	2540.618	LANDSCAPE BLOCK EDGING	SF	122	0	20.00	
166	2540.618	INSTALL LANDSCAPE BLOCK EDGING	SF	128	15	7.00	\$105.00
167	2540.618	INSTALL BRICK PAVERS	SF	406	150	0.01	\$1.50
168	2540.618	6" CONCRETE EDGER - (COLORED CONCRETE)	SF	35	200	12.00	\$2,400.00
169	2545.515	LIGHT FOUNDATION DESIGN E MODIFIED	EACH	9	8	825.00	\$6,600.00
170	2545.523	1.5" NON-METALLIC CONDUIT	LF	989	860	4.50	\$3,870.00
171	2545.523	UNDERGROUND WIRE 1 COND NO. 6	LF	3485	2702	1.10	\$2,972.20
172	2545.523	UNDERGROUND WIRE 1 COND NO. 8	LF	1162	890	1.00	\$890.00
173	2545.602	INSTALL ORNAMENTAL LIGHT	EACH	9	8	585.00	\$4,680.00
174	2565.602	HANDHOLE	EACH	2	0	1,700.00	
175	2557.517	VEHICULAR GATE - DOUBLE	EACH	1	1	1,850.00	\$1,850.00
176	2557.603	4' TALL CHAIN LINK FENCE	LF	130	0	19.00	
177	2557.603	6' TALL CHAIN LINK FENCE (W/ 3 BARB WIRE RUNS)	LF	175	167	31.00	\$5,177.00
178	2557.603	WOODEN FENCE	LF	236	0	42.00	
179	2563.601	TRAFFIC CONTROL	LS	1	1	11,000.00	\$11,000.00
180	2564.531	SIGN PANELS TYPE C	SF	80	0	41.00	
181	2564.536	INSTALL SIGN PANEL TYPE C	EACH	85	75	130.00	\$9,750.00
	2564.602	INSTALL SIGN TYPE SPECIAL (STREET NAME SIGN)	EACH	7	7	152.00	\$1,064.00
183	2565.616	REVISE SIGNAL SYSTEM A	SYST.	1	1	115,000.00	\$115,000.00
184	2565.616	REVISE SIGNAL SYSTEM B	SYST.	1	1	117,000.00	\$117,000.00
185	2571.501	CONIFEROUS TREE 6' HT B&B	TREE	49	4	305.00	\$1,220.00

Line No	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
186	2571.502	DECIDUOUS TREE 2.5" CAL B&B	TREE	113	39	380.00	\$14,820.00
187	2571.504	CONIFEROUS SHRUB 2' HT CONT	SHRB	48	0	43.00	
188	2571.505	DECIDUOUS SHRUB NO 2 CONT	SHRB	450	277	34.00	\$9,418.00
189	2573.502	SILT FENCE, TYPE PA	LF	4372	0	0.01	
190	2573.53	STORM DRAIN INLET PROTECTION	EACH	102	102	100.00	\$10,200.00
191	2573.533	SEDIMENT CONTROL LOG TYPE STRAW	LF	2064	1775	2.00	\$3,550.00
192	2573.535	STABILIZED CONSTRUCTION EXIT	LS	1	0	0.01	
193	2574.525	FILTER TOPSOIL BORROW (LV)	CY	249	206.17	40.00	\$8,246.80
194	2574.525	ORGANIC TOPSOIL BORROW (LV)	CY	4377	420	0.01	\$4.20
195	2575.505	SODDING TYPE MINERAL	SY	15779	11491	5.00	\$57,455.00
196	2575.523	EROSION CONTROL BLANKETS CATEGORY 3N	SY	7504	8030	1.75	\$14,052.50
197	2575.604	EROSION CONTROL BLANKETS TYPE WOVEN JUTE	SY	2040	2000	2.70	\$5,400.00
198	2575.605	SEEDING MIXTURE 22-111	ACRE	2.1	2.05	294.00	\$602.70
199	2575.605	SEEDING MIXTURE 25-131	ACRE	2.1	1.35	1,138.00	\$1,536.30
200	2575.605	SEEDING MIXTURE 35-221	ACRE	0.4	0.7	5,250.00	\$3,675.00
201	2575.605	HYDROSEEDING MIXTURE 25-131	ACRE	1.3	3	1,575.00	\$4,725.00
202	2582.502	4" SOLID LINE EPOXY	LF	4568	3290	1.22	\$4,013.80
203	2582.502	4" DOUBLE SOLID LINE EPOXY	LF	4790	2801	0.75	\$2,100.75
204	2582.502	12" SOLID LINE EPOXY	LF	308	265	4.45	\$1,179.25
205	2582.503	CROSSWALK EPOXY	SF	2587	1494	3.60	\$5,378.40
206	2582.602	PAVT MSSG EPOXY (HANDICAPPED SYMBOL)	EACH	5	4	115.00	\$460.00
207	2582.602	PAVT MSSG EPOXY (LEFT TURN ARROW)	EACH	4	5	80.00	\$400.00
208	2582.602	PAVT MSSG EPOXY (THRU ARROW)	EACH	1	1	80.00	\$80.00
209	2582.602	PAVT MSSG EPOXY (RIGHT-THRU ARROW)	EACH	4	4	165.00	\$660.00
<b>TOTAL BASE BID</b>							<b>\$3,831,413.58</b>

**BID ALTERNATE A - CAMBRIDGE SCHOOLS IMPROVEMENTS**

1	2102.501	PAVEMENT MARKING REMOVAL	LF	40	40	15.00	\$600.00
2	2104.501	REMOVE CONCRETE CURB AND GUTTER	LF	740	1020	1.80	\$1,836.00
3	2104.501	REMOVE CHAIN LINK FENCE	LF	310	310	2.00	\$620.00
4	2104.501	REMOVE SEWER PIPE (STORM)	LF	10	10	8.00	\$80.00
5	2104.503	REMOVE CONCRETE SIDEWALK	SF	4850	5288	0.75	\$3,966.00
6	2104.505	REMOVE BITUMINOUS PAVEMENT	SY	4455	4455	3.00	\$13,365.00

Line No	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
7	2104.509	REMOVE CATCH BASIN	EA	1	1	300.00	\$300.00
8	2104.509	REMOVE BOLLARD	EA	1	1	100.00	\$100.00
9	2104.509	REMOVE POST	EA	6	6	40.00	\$240.00
10	2104.511	SAWING CONCRETE PAVEMENT	LF	150	150	5.25	\$787.50
11	2104.513	SAWING BITUMINOUS PAVEMENT	LF	275	275	2.00	\$550.00
12	2105.501	COMMON EXCAVATION (EV) (P)	CY	5000	5000	8.00	\$40,000.00
13	2211.503	AGGREGATE BASE (CV) CLASS 5	CY	1000	1000	25.00	\$25,000.00
14	2215.501	FULL DEPTH RECLAMATION	SY	4290	4290	1.25	\$5,362.50
15	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	611	300	1.50	\$450.00
16	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	1440	1607	64.50	\$103,651.50
17	2451.607	DRAINAGE ROCK	CY	190	190	45.00	\$8,550.00
18	2501.515	4" PVC PIPE APRON	EA	1	0	230.00	
19	2502.541	6" PERF PE PIPE DRAIN	LF	180	180	21.00	\$3,780.00
20	2502.541	36" PERF PE PIPE DRAIN	LF	100	100	114.00	\$11,400.00
21	2503.511	4" PVC PIPE SEWER	LF	3	3	77.00	\$231.00
22	2503.511	8" PVC PIPE SEWER	LF	158	158	40.00	\$6,320.00
23	2503.511	12" PVC PIPE SEWER	LF	490	490	30.00	\$14,700.00
24	2503.511	18" PVC PIPE SEWER	LF	8	8	86.00	\$688.00
25	2503.511	18" RCP SEWER DES 3006 CL5	LF	143	140	41.00	\$5,740.00
26	2503.541	CONST DRAINAGE STRUCTURE DES 48-4020 - MH	EA	7	7	2,030.00	\$14,210.00
27	2506.502	CONST DRAINAGE STRUCTURE DES 60-4020 - MH	EA	1	1	1,440.00	\$1,440.00
28	2506.502	CONST DRAINAGE STRUCTURE DES 78-4020 - MH	EA	1	1	5,954.00	\$5,954.00
29	2506.502	CASTING ASSEMBLY R-2501 TYPE C	EA	8	8	700.00	\$5,600.00
30	2506.502	CASTING ASSEMBLY R-1925 (SOLID)	EA	1	1	700.00	\$700.00
31	2503.541	CONST DRAINAGE STRUCTURE DES SPECIAL (NYLOPLAST CB)	EA	4	4	776.00	\$3,104.00
32	2503.541	CONST DRAINAGE STRUCTURE DES SPECIAL (RAIN GUARDIAN)	EA	3	3	1,934.00	\$5,802.00
33	2506.602	RANDOM RIPRAP (CLASS III)	CY	15	24	120.00	\$2,880.00
34	2511.501	4" CONCRETE WALK	SF	4285	5223	4.15	\$21,675.45
35	2521.501	CONCRETE CURB & GUTTER DESIGN B612	LF	411	561	18.00	\$10,098.00

Line No	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
36	2531.501	CONCRETE CURB & GUTTER DESIGN D412	LF	1130	1175	18.00	\$21,150.00
37	2540.602	BOLLARD	SF	8	8	1,000.00	\$8,000.00
38	2564.531	SIGN PANELS TYPE C	SF	11	11	90.00	\$990.00
39	2564.531	INSTALL STEEL POST	EA	3	11	100.00	\$1,100.00
40	2573.502	SILT FENCE TYPE PA	LF	680	300	1.70	\$510.00
41	2573.53	STORM DRAIN INLET PROTECTION	EA	8	0	100.00	
42	2575.501	HYDROSEEDING MIXTURE 25-131	ACRE	0.5	0.5	1,500.00	\$750.00
43	2582.501	PAVEMENT MESSAGE EPOXY (THRU ARROW)	EA	3	6	85.00	\$510.00
44	2582.501	PAVEMENT MESSAGE EPOXY (HANDICAPPED SYMBOL)	EA	5	5	120.00	\$600.00
45	2582.502	4" SOLID LINE EPOXY	LF	4451	4451	1.75	\$7,789.25
46	2582.503	4" SOLID LINE EPOXY	SF	1524	1524	1.75	\$2,667.00
47	2582.503	CROSSWALK EPOXY	SF	263	263	3.70	\$973.10
<b>TOTAL BID ALTERNATE A</b>							<b>\$364,820.30</b>
<b>Total Contract Amount</b>							<b>\$4,196,233.88</b>

**Application for Payment (continued)**

Total Contract Amount	\$ <u>4,498,554.24</u>	Total Amount Earned	\$ <u>4,196,233.88</u>
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete _____	_____
Contract Change Order No. _____		Percent Complete _____	_____
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>4,196,233.88</u>
AFP No. 1: <u>468,264.81</u>	AFP No. 6: _____	LESS <u>5</u> % RETAINAGE	\$ <u>209,811.69</u>
AFP No. 2: <u>561,580.63</u>	AFP No. 7: _____	AMOUNT DUE TO DATE	\$ <u>3,986,422.19</u>
AFP No. 3: <u>817,421.32</u>	AFP No. 8: _____	LESS PREVIOUS APPLICATIONS	\$ <u>3,711,185.39</u>
AFP No. 4: <u>867,509.28</u>	AFP No. 9: _____	AMOUNT DUE THIS APPLICATION	\$ <u>275,236.80</u>
AFP No. 5: <u>996,409.35</u>			

**CONTRACTOR'S AFFIDAVIT**


The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2018 Street Improvements, Cambridge, MN, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date Oct 25<sup>th</sup>, 2018 RL Larson Excavating, Inc.  
(Contractor)

COUNTY OF ISANT )  
STATE OF MN ) SS By Randy Kirschman  
(Name and Title)

Before me on this 25<sup>th</sup> day of October, 2018, personally appeared

Randy Kirschman known to be, who being duly sworn did depose and say that he is the COO (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein

My Commission expires 1-31-2019  
 Machelle Bruss  
(Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

**Short Elliott Hendrickson Inc.**

Zach Schmitz By Zach Schmitz  
Date 10/24/18  
City of Cambridge

By \_\_\_\_\_  
Date \_\_\_\_\_

October 30, 2018

Mr. Luke Fedor  
31514 Tucker St. NE  
Cambridge, MN 55008

Dear Luke,

On behalf of the City of Cambridge I would like to offer you the position of Assistant Utilities Director. Below is an outline of the City's offer and is contingent upon the City Council's approval:

**Salary**

Proposed starting salary is \$39.09 per hour with an hourly longevity rate of .98 cents per hour (10 years x 39.09 x .0025) for a total hourly wage of \$40.07. Longevity is calculated from your original date of hire. As of January 1, 2019, wages for this position will be \$39.88 per hour with an hourly longevity rate of \$1.00 per hour for a total hourly wage of \$40.88.

After you successfully complete your six-month probationary period, you will be moved to \$41.27 per hour plus longevity. Step increases will then be awarded on the first of the year until you reach the maximum step provided you continue to have satisfactory performance.

**Requested Start Date**

November 12, 2018

**Learning and Evaluation Period**

Since this is a promotional opportunity, you will serve a six-month learning and evaluation period. At any time during the learning and evaluation period, an employee may be discharged or returned to their former position at the sole discretion of the City. You also have the right to return to your former position at your former wage at any time during the learning and evaluation period.

**Vacation Leave**

Your vacation benefits will continue to be calculated from your original date of hire as a water-wastewater operator.

**Health, Dental, and Vision Insurance**

You are currently enrolled in the City's health insurance for plan provided through the International Brotherhood of Electrical Workers (IBEW). There is no change to this benefit. Insurance benefits are defined by the City's Personnel Policies and benefit levels or providers may be amended from time to time by the City Council.

Mr. Luke Fedor  
Page 2  
October 30, 2018

**Fair Labor Standards Act Classification**

The Assistant Utilities Director is classified as an exempt position. The City's current personnel policies state the following:

"Exempt employees under the FLSA are expected to work whatever hours are necessary in order to meet the performance expectations of their position. Generally, to meet these expectations and for reasons of public accountancy, an exempt employee shall work a minimum of 40 hours per week. Full-time exempt employees are eligible for compensatory time at straight time for hours worked in excess of 80 hours in a pay period under the policies set out in paragraph (d) of this section. Vacation and paid holidays do not count toward "hours worked".

Exempt employees forfeit any compensatory time accrued in excess of 40 hours, measured quarterly. Upon termination from employment, either voluntarily or involuntarily, exempt employees forfeit any accumulated compensatory time without payment."

**Use of Time Clock**

Please follow the City's personnel policy on recording of time worked which states:

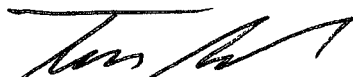
Time Clocks. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by employees are to be recorded through the City's electronic time keeping system. Employees are to punch in for work, punch in and out for lunch, and punch out at the end of the work day.

**Pension**

You will continue to be enrolled in the Public Employees Retirement Association Coordinated plan.

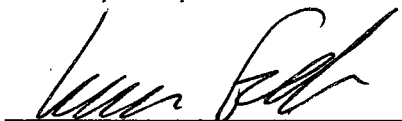
We sincerely hope that you will accept this offer. To accept the offer, please sign below and e-mail it to [tschwab@ci.cambridge.mn.us](mailto:tschwab@ci.cambridge.mn.us).

Sincerely,



Todd Schwab  
Public Works-Utilities Director

I hereby accept this offer of conditional employment under the terms listed above.



Lucas Fedor

Prepared by: Lynda J. Woulfe, City Administrator

**Background – Fred Morke**

At the October 15, 2018 City Council meeting, Council requested staff to prepare an ordinance that would govern the Airport Advisory Board in lieu of the existing resolution that created the board and an opinion from the City Attorney as to whether or not the Council had the authority to remove Fred Morke as a board member.

Jay has provided an attorney-client privilege memorandum to City Council on this issue. In summary, there is sufficient reason for Mr. Morke to be removed by the City Council for the following reasons:

1. Corresponding/communicating with the homeowners adjacent to the airport property about the Airport’s current and future tree removal needs without the direction or approval to do so from the Airport Board or City Council. (Violation of Chapter 34, Section 34.06 (E) “Public officials shall not exceed their authority ... should work in cooperation with other public officials.”)
2. Contacting Federal agencies using his Airport Board Secretary title to question the airport’s classification, master plan, and CIP when the Airport Board had already approved the CIP at a previous meeting. This was done without Airport Board or City Council approval. The CIP had called for the taxiway relocation project and Morke told the FAA this project was a waste of tax dollars while voting for the CIP at the Airport Board meeting. (Violation of Chapter 34, Section 34.06 (E) “... public officials shall not exceed their authority, and shall work in cooperation with other public officials.”)
3. The Airport Board should have no more than nine members including the Council representative. Currently, there are ten board members including the Council representative. Therefore, one person needs to be removed from the board to be in concert with the bylaws.

Current board members are:

Garry Bye  
Kurt Daudt (charter member)  
James Gordon  
Gerald Graham  
Brandon Grell  
Michael Grzincich  
David Johnson  
Fred Morke  
Marvin Timm  
Lisa Iverson (Council representative)



At the February 20, 2018 City Council meeting, the City Council appointed Jerry Graham, Brandon Grell, and Fred Morke to three-year terms on the Board. Mr. Graham and Mr. Grell had previously served other terms on the board so they were reappointed. This appointment would have been a first term for Mr. Morke.

Section 34.98 Violations states “Any appointed officials or other employees of the city may be subject to suspension or dismissal from office as a result of violation of this Code.” This section defines *Public Official* as any person, officer or employee holding a position by election, appointment or employment in the service of the city, whether paid or unpaid, including members of any board, committee or commission thereof.

Therefore, Council should remove Mr. Morke for the three reasons stated above.

### **Background – Airport Advisory Board**

Having an Airport Advisory Board is not a statutory requirement. However, it is good to get input from pilots and hangar owners at the airport so it functions well and long-term projects can be planned. An Airport Advisory Board that acts as an advisory to the City Council is a positive step in ensuring sound operations for both the short and long term good of the airport.

Here is a draft ordinance that Council could adopt with respect to the Airport Advisory Board.

### Ordinance XXX

#### *Amending Title III, Chapter 32 Departments, Boards, and Commissions Creating Section 32.60 Airport Advisory Commission*

### **§ 32.60 ESTABLISHMENT.**

There is hereby established an Airport Advisory Commission, hereinafter referred to as the “Commission”.

### **§ 32.61 COMPOSITION.**

#### **(A) Membership.**

(1) The Commission shall consist of five members appointed by the City Council from among the residents of the city. The Council shall appoint a Councilmember to the Commission in addition to the five members.

(2) Members other than the City Council shall be appointed from among persons in a position to represent the general aviation interest. One member may reside without the City limits of the Cambridge, but shall be within Isanti County. No person shall be appointed with private or personal interests likely to conflict with the general public interest.

(B) *Terms.* Terms of office for members, other than the City Council representative, shall be for three years. The City Council representative shall be appointed annually by the Council with eligibility for reappointment. A member may not serve more than nine consecutive years. After a member has served for nine consecutive years, they would not be eligible for appointment to the Airport Advisory Commission for a period of one year.

(C) *Removal from office; vacancies.*

(1) Members of the Commission shall serve at the will of the City Council and any member of the Commission may be removed from office by majority vote of the City Council.

(2) In addition, any member absent from three consecutive regular meetings shall be deemed to have forfeited their seat upon declaration of the Mayor, and a vacancy shall exist without formal removal proceedings.

(3) It shall be the duty of the chairman of the Commission to notify the City Council promptly of any vacancies occurring in membership, and the City Council shall fill such vacancies within 60 days from notification for the unexpired term of the original appointment.

#### **§ 32.63 ORGANIZATION.**

(A) *Officers.* The Commission shall elect a chairperson and vice chairperson from among its members. It shall provide itself with a secretary, either by election from among its members or by appointment of an employee of the city who is not a member of the Commission and shall not be entitled to vote. Officer terms shall be for one year, with eligibility for re-election.

(B) *Rules.* The Commission shall be governed and operate pursuant to the City Council & Commissions Code of Conduct and Council Bylaws as adopted by the City Council. The staff liaison assigned to the Commission by the City Administrator shall keep a record of attendance at its meetings and of resolutions, findings and determinations showing the vote of each member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the Commission shall be a public record.

(C) *Meetings.* The Commission shall hold at least two meetings per year. Special meetings may be called by the City Council representative to the Commission. Notice of the time and place of a special meeting shall be communicated to the members and publicly noticed at least three days prior to the meeting except in the event of emergency. All Commission meetings shall be open to the public. All meetings must comply with the Open Meeting Law.

(D) *Advisors.* The Public Works Director, Assistant Public Works Director (Airport Manager), City Engineer, consulting engineers, and the Director of the Community Development Department shall serve as advisors to the Commission.

#### **§ 32.48 DUTIES AND POWERS.**

(A) The Commission shall:

1. Develop, review, and update the Cambridge Municipal Airport layout plan as requested by the Airport Manager.
2. Work with the Community Development Director as requested to promote the public interest and understanding of the Airport Zoning and physical development of the Municipal Airport.
3. Provide information to the Airport Manager for sharing with the Minnesota Department of Aeronautics and with Federal Aviation Administration in the development, maintenance and operation of the Cambridge Municipal Airport and with all other Federal and State authorities. Attend meetings as requested by the Airport Manager.
4. Work with the Airport Manager to develop and submit to the City Council for adoption policies pertaining to the general management of the Airport and the use of Airport facilities, and to recommend various fees and rates for the use of the Airport facilities.

(B) *Powers.* The Commission is an advisory commission to the City Council. The Commission shall have no powers to acquire or lease land, employ personnel, enter into contracts or leases, seek requests for proposals, seek requests for bids, or any similar powers.

**§ 32.49 APPROPRIATIONS AND EXPENSES.**

(A) The Commission shall make recommendations to the City Council for the airport's master plan and capital improvement plan. The City Council will set the Airport's operational and capital budget as it may see fit and will collect fees, hangar rentals, or other expenses necessary to conduct the airport's operation.

Prepared by: Lynda Woulfe, City Administrator, Jennifer Cole, Administrative Assistant

It is time once again to renew the on-sale intoxicating liquor licenses for the City of Cambridge. With the adoption of the new language for Title XI Business Regulations, Chapter 114 Alcoholic Beverages the new license period for our on-sale intoxicating liquor licenses is a calendar year (January 1 – December 31).

The City issues on-sale intoxicating liquor licenses to:

1. Apple Minnesota LLC dba Applebee's Neighborhood Grill & Bar, 125 Balsam St.
2. BMT Entertainment Inc. dba Cambridge Bar & Grill, 216 Main St. S.
3. Chapala Inc. dba Chapala, 200 2<sup>nd</sup> Ave. SE
4. Pizza Pub of Cambridge Inc. dba Pizza Pub, 124 Main St. S.
5. Sidelines Sports Grill Ltd dba Sidelines Sports Grill, 138 2<sup>nd</sup> Ave. SE
6. Willards MN, LLC dba Willards, 133-135 Main Street South

All establishments have submitted all of the required paperwork and it is all in order. Alcohol compliance checks have been completed. Chapala failed and will be sent the standard administrative citation for their failure.

Finally, another requirement of our licensing ordinance is that owners be current on all taxes (property tax, sales tax, and wholesale liquor distribution). We verified that all property taxes have been paid.

After the Council approves the renewal of the licenses, the renewal forms are sent to the State of Minnesota for processing. It typically takes the State around 30 days to complete renewals due to the high volume of licensing that comes in from all over the state.

**Recommendation**

Approve the renewal of the on-sale intoxicating liquor licenses for Apple Minnesota LLC dba Applebee's Neighborhood Grill & Bar, Pizza Pub of Cambridge Inc. dba Pizza Pub, BMT Entertainment Inc. dba Cambridge Bar & Grill, Chapala Inc. dba Chapala, and Sidelines Sports Grill Ltd dba Sidelines Sports Grill, Willards MN, LLC dba Willards from January 1, 2019 through December 31, 2019.

Prepared by: Lynda Woulfe, City Administrator

**Background**

It is time to approve the renewals for 3.2 Off Sale licenses for 2019. Holiday Station Stores and Cambridge 2006 LLC (Cub Foods) have submitted the proper paperwork for renewal. Certificates of liability and workers compensation forms have been completed and submitted as well. Therefore, their licenses are eligible to be renewed.

Wal-Mart Supercenter #2352 did not return their renewal paperwork as of yet, but promised it would be sent in ASAP (we should have it by Monday, November 20).

All establishments passed their compliance checks (YEAH!). The license period is January 1 through December 31, 2019.

I checked property tax records for all businesses renewing their 3.2 off sale license. All property taxes have been paid. I also checked the Department of Revenue liquor sales tax delinquency posting and found no entries for any businesses from the City of Cambridge.

**Recommendation:**

Authorize renewal of the following licenses:

1. Holiday Station Store #46 (635 Main St. S)
2. Cambridge 2006 LLC DBA Cub #31574 (100 Opportunity Blvd. NE)

**Conditional Renewal upon submitting all renewal paperwork and license fee:**

3. Wal-Mart Supercenter #2352 (2101 Second Ave. SE)

Prepared by: Todd S. Schuster – Chief of Police

**Background:**

Human Trafficking is a topic that is in the news and on the minds of many people, for good reason. Agencies in Isanti County have also been trying to stay in front of the topic for some time now. There is a sub-committee of the Isanti County Sexual Assault Inter-Agency Council that just deals with human trafficking.

In order to get an idea of the scope of the issue here in Isanti County, Detective Harvey and an Investigator from the Isanti County Sheriff's Office wanted to plan an operation here in Cambridge utilizing the MN BCA and the Human Trafficking Investigators Task Force. Talks were held back and forth for over a year, but plans were finalized to run a 3-day operation here in Cambridge. The following is a recap of the operation as written by Detective Harvey.

On September 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> 2018, the Cambridge Police Department in Conjunction with the Isanti County Sheriff's Office, Minnesota Human Trafficking Investigators Task Force, Minnesota Bureau of Criminal Apprehension, Braham Police Department, Isanti Police Department and the Chisago County Sheriff's Office conducted a juvenile demand and suppression operation along with an Internet Crimes Against Children component.

The operation used the City of Cambridge EOC and a City owned property as an arrest house. During the course of the operation four adult males came to Cambridge for the purpose of having sex with what they believed to be a 14- or 15-year-old female. Those four were arrested and charges with various felony level crimes. One adult male was arrested in Mora for sending lewd images and videos to what he believed was a 14- or 15-year-old female.

Another adult male who was already a predatory offender was arrested at his home in Aitken Minnesota in early October as a result of on-going internet chat by the offender with what he believed to be a 14- or 15-year-old female.

There is the possibility more arrests could be made from this operation if internet chats continue to progress.

It should be noted that none of the people that were arrested during the course of this operation were from the local area.

Talks were had during this operation to have Detective Jason Harvey become an Affiliate Investigator on the Human Trafficking Investigators Task Force. His role would be to assist the Full-Time Task Force Investigators when they required extra help during an operation. The time-commitment cannot be guaranteed, but would be minimal and would not disrupt our day-to-day operations. It would be a benefit for the department in the event that we needed the services of the task force during an investigation.

**Recommendation:**

Allow staff to enter into an agreement with the MN BCA to assign Detective Jason Harvey to the Human Trafficking Investigators Task Force as an Affiliate Investigator.

Attachments – Copy of the HTITF JPA



## STATE OF MINNESOTA HUMAN TRAFFICKING INVESTIGATORS TASK FORCE JOINT POWERS AGREEMENT

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension (or "BCA"), and the City of Cambridge on behalf of its Police Department located at ("Governmental Unit"),

### Recitals

Under Minnesota Statutes, § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to investigate and prosecute human trafficking and sexual exploitation of children. The parties, along with other law enforcement agencies have formed the Minnesota Human Trafficking Investigators Task Force ("MNHITF") to coordinate their efforts.

### Agreement

#### 1. Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five (5) years from the Effective Date unless terminated earlier pursuant to clause 12.

#### 2. Purpose

The Governmental Unit and BCA enter into this Agreement to implement the Minnesota Human Trafficking Investigators Task Force that will use a three-pronged approach to combat human trafficking and the sexual exploitation of children: **prevention, education and enforcement**. The BCA will provide a Senior Special Agent who will serve as the Commander of the task force.

#### 3. Standards

The Governmental Unit will adhere to the MNHITF Standards identified below:

- 3.1 Investigate human trafficking crimes committed by organized groups or individuals related to child sexual exploitation, sex trafficking with a focus on minors being trafficked, and labor trafficking.
- 3.2 Investigators will follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants and civil and criminal forfeitures. Investigators will follow proper legal procedures in securing evidence, including electronic devices.
- 3.3 Investigators will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, use and recordation of payments.
- 3.4 Investigators will use, as appropriate, a broad array of investigative technologies and techniques.
- 3.5 Investigators will interview and prepare reports of victim rescues and be able to direct those victims to appropriate public and private resources to help ensure their safety and integration back into society.
- 3.6 Full-time Task Force members will dedicate their primary reporting duties to the MNHITF physical location, currently the BCA Headquarters for the duration of the term of this Agreement.
- 3.7 Affiliate Task Force members must be able to dedicate sufficient time to the task force to



complete their assigned duties for the duration of the term of this Agreement.

3.8 Investigators must be licensed peace officers.

3.9 Assigned investigators will investigate cases involving cross-jurisdictional, high impact and/or organized groups involving human trafficking. The assignment may require investigators to travel to Greater Minnesota and throughout the seven county metro area as investigations expand or as assigned by the task force commander.

3.10 Assigned investigators will be asked to participate in pro-active operations deterring sexual exploitation of children and rescuing victims of human trafficking primarily focused on minors with the goal of identifying their traffickers.

3.11 Full-time Task Force members will prepare an operational briefing sheet for each active operation, to be approved by the task force commander.

3.12 Full-time Task Force members will prepare investigative reports for review and approval by the task force commander.

3.13 Full-time Investigators will be assigned to and report to the task force commander or a designee.

3.14 Investigator's home agency will provide that investigator with an undercover vehicle and basic equipment (gun, handcuffs, vest, etc.).

#### **4. Responsibilities of the Governmental Unit and the BCA**

4.1 The Governmental Unit will:

4.1.1 Conduct investigations in accordance with provisions of the MNHITF Standards, identified in clause 3 above, and conclude such investigations in a timely manner.

4.1.2 Maintain accurate records of prevention, education, and enforcement activities, to be collected and forwarded quarterly to the BCA for statistical reporting purposes.

4.1.3 Assign one or more employees of the Governmental Unit as members to the MNHITF. All employees of the Governmental Unit assigned as members, and while performing MNHITF assignments, shall continue to be employed and directly supervised by the same Governmental Unit currently employing that member. All services, duties, acts or omissions performed by the MNHITF member will be within the course and duty of the member's employment and therefore covered by the Workers Compensation and other compensation programs of the Governmental Unit including fringe benefits.

4.1.4 Make a reasonable good faith attempt to be represented at all scheduled MNHITF meetings in order to share information and resources among the MNHITF members.

4.1.5 Participate fully in any audits required by the Minnesota Human Trafficking Task Force.

4.2 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a member as an employee of the Governmental Unit.

#### **5. Payment**

**There are no payments associated with this Agreement.**

#### **6. Authorized Representatives**

The BCA's Authorized Representative is:

Name: Jeffrey Hansen, Deputy Superintendent  
Address: Department of Public Safety; Bureau of Criminal Apprehension  
1430 Maryland Street East  
Saint Paul, MN 55106  
Telephone: 651.793.7000  
E-mail Address: [jeff.hansen@state.mn.us](mailto:jeff.hansen@state.mn.us)

The Governmental Unit's Authorized Representative is:

Name: Todd Schuster, Chief  
Address: 300 3rd Avenue NE  
Cambridge, MN 55008  
Telephone: 763.689.9567  
E-mail Address: [tschuster@ci.cambridge.mn.us](mailto:tschuster@ci.cambridge.mn.us)

**7. Assignment, Amendments, Waiver, and Agreement Complete**

- 7.1 Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- 7.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3 Waiver.** If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**8. Liability**

The BCA and the Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes, § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes, §§ 466.01-466.15, and other applicable law.

**9. Audits**

Under Minnesota Statutes, § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

**10. Government Data Practices**

The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

If the Governmental Unit receives a request to release the data referred to in this clause, the Governmental Unit must immediately notify the BCA. The BCA will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

**11. Venue**

The venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**12. Expiration and Termination**

- 12.1** Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

12.2 Upon expiration or earlier termination of this Agreement, the Governmental Unit shall provide the MNHITF Commander all investigative equipment that was acquired under this Agreement.

13. Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. AGENCY

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

(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

(with delegated authority)

Date: \_\_\_\_\_

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

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

(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

(with delegated authority)

Date: \_\_\_\_\_

4. COMMISSIONER OF ADMINISTRATION

delegated to Materials Management Division

By: \_\_\_\_\_

Date: \_\_\_\_\_

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Prepared by: Marcia Westover, Community Development Director

**Overview**

Council discussed the illegal duplex concern at 308 5<sup>th</sup> Ave SW during closed session on September 17, 2018. During that discussion, Council asked that staff perform an inspection of the property and then draft an Agreement with conditions and a due date.

Staff conducted an inspection of the property and have drafted the attached Agreement with City Attorney review. The Agreement signifies several conditions that need to be done to convert the home back into a single-family dwelling and other violations found during the inspection. The Agreement signifies April 1, 2019 as the due date for the conversion back to single family and to comply with the conditions listed.

**History**

Prepared by: Carri Levitski, Community Development Specialist

The property owner, Dottie Ambrose obtained a building permit to install three windows and two exterior doors and a final inspection was conducted and failed on November 13, 2015. Building Official Fabini performed the inspection and Ambrose indicated she had plans to create a duplex by finishing the basement and relocating the stairs. Fabini informed her she needed to obtain a new permit for the additional work since it was not included in the scope of work under the current permit. Ambrose never contacted staff and completed the work without proper permits which created the duplex. Staff was notified of this June, 2018.

Ambrose registered this address as a single family rental property in January, 2018. I sent a letter of inquiry asking if the property is being used as a duplex and requested a response no later than June 26<sup>th</sup>. I received a call from Ambrose the week of June 18<sup>th</sup> and she admitted the home was converted about three years ago. The property is and always has been zoned R1-A, One Family Residence. Duplexes are not permitted in this district. Ambrose requested to apply for a variance and I said I would get back to her with information on that process after the week of July 4<sup>th</sup> due to staffing schedules.

I met with Community Development Director Westover and was informed the city cannot permit a variance for uses that are not permitted under our zoning code (Minn. Stat. §462.357, Subd. 6). I contacted Ambrose on July 12<sup>th</sup> and informed her of this and indicated I would follow-up in writing and did so on July 19<sup>th</sup>. Ambrose had until August 8<sup>th</sup> to confirm with staff the use of a duplex had been terminated.

On August 8, 2018 Ambrose called and informed me she has moved out of the home and that two tenants remained in the duplex. Ambrose stated her brother-in-law (who was one of the tenants) intended to purchase the property and she anticipated having a purchase agreement that Friday. Ambrose's brother-in-law wanted to continue the lease with the tenant until March 1, 2019. On August 9<sup>th</sup>, I emailed Ambrose requesting she have these items to me no later than August 13<sup>th</sup>. On August 13<sup>th</sup>, I emailed her requesting the information. She emailed me back that afternoon and indicated she would send me a copy of the purchase agreement and a seller's disclosure. I communicated to Ambrose we would post-pone bringing this matter to Council until

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September 17<sup>th</sup> anticipating receiving the purchase agreement and seller's disclosure.

Staff attempted to email Ambrose again on September 10<sup>th</sup> and requested a copy of the purchase agreement. On September 14<sup>th</sup> Ambrose emailed staff back and informed us the purchase fell through on the home and at this time they will intend to sell the home in the near future.

After directed by Council, staff inspected the property and there were housing code violations along with confirming Ambrose created a separate entrance for the duplex.

**City Council Action:**

Motion to approve the Agreement as presented.

**Attachments**

1. Agreement

## **AGREEMENT**

This Agreement is entered into by and between the City of Cambridge, Cambridge, MN ("City"), and Lynn and Dottie Ambrose ("Ambrose"), property owners of 308 5<sup>th</sup> Avenue SW, Cambridge, MN 55008. The City and Ambrose are collectively referred to as the "Parties."

**WHEREAS**, the property located at 308 5<sup>th</sup> Avenue SW is located in the R1-A zoning district; and

**WHEREAS**, the R1-A zoning district only permits one family dwellings: and

**WHEREAS**, Ambrose has converted 308 5<sup>th</sup> Avenue SW into a two-family dwelling around 2015; and

**WHEREAS**, on September 27, 2018, after City Council direction, staff performed an interior inspection of the property; and

**WHEREAS**, upon inspection staff confirmed the dwelling has been converted to a two-family dwelling; and

**WHEREAS**, staff identified deficiencies in the dwelling and have listed the items below in order to come into compliance; and

**WHEREAS**, Ambrose has been cooperative and is working with the City and has requested until February 28, 2019, when the current lease period ends, to return the dwelling back into a one family dwelling; and

**WHEREAS**, the City finds it reasonable to allow Ambrose until April 1, 2019 to return to the dwelling back into a one family dwelling as long as the conditions listed below are met.

**NOW THEREFORE, IN CONSIDERATION OF** the foregoing and the mutual promises and agreements contained herein, the Parties agree as follows:

1. **Ambrose shall install a smoke detector in the main floor bedroom.**
2. **Ambrose shall install a carbon monoxide detector within 10' of the main floor bedroom.**
3. **Ambrose shall hire a licensed electrical contractor to evaluate the electronic panel and electrical wiring in the lower level dwelling unit.**
4. **A licensed electrical contractor shall obtain proper electrical permits and call city staff for necessary inspections.**
5. **Ambrose shall re-install a staircase connecting the two floors of the dwelling to assure the dwelling can be used as a one family dwelling.**
6. **Ambrose shall obtain proper permits for staircase and call city staff for necessary inspections.**
7. **Ambrose shall obtain proper permits and necessary inspections for all future mechanical, plumbing, and building work.**

**By signing below, each party specifically acknowledges that it has reviewed this Agreement, that it fully understands and agrees to all of the terms set forth in this Agreement, and that it is authorized to enter into this Agreement.**

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Lynn and Dottie Ambrose  
Property owner-308 5<sup>th</sup> Ave SW

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Date

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Lynda Woulfe, City Administrator Date  
City of Cambridge

Prepared by Lynda Woulfe, City Administrator

**Background**

With pending resignations from two officers I am requesting the City Council initiate the hiring process for patrol officers. One officer is returning to a former employer (private business) and another is being backgrounded for a DNR Conservation Officer position. The advertisement would be as follows:

**CITY OF CAMBRIDGE  
Police Officer - Full-Time**

**Deadline: 12:00 pm on December 3, 2018**

The Cambridge Police Department is seeking applications for a full-time Police Officer. Applicants must be highly motivated, dedicated to community service, possess a strong work ethic and have excellent communication skills. Starting salary range is \$24.37 to \$26.15 per hour with an excellent insurance benefit package.

Minimum qualifications for the position are:

- an Associates/Technical degree in law enforcement or a related field,
- minimal experience working in law enforcement,
- POST license eligibility, and
- valid Minnesota Driver's License.

Must meet all state mandated and employer-required certifications, training, and medical requirements. Finalist(s) will be required to successfully complete a thorough background investigation, a medical examination, and psychological evaluation.

A completed application is required for consideration. Application materials are available online at [www.ci.cambridge.mn.us](http://www.ci.cambridge.mn.us) or at Cambridge City Hall, 300 3rd Ave. NE, Cambridge, Minnesota. Deadline for completed applications is 12:00 pm on December 3, 2018.

**Recommendation**

Authorize the hiring process to commence.



## **7F Authorize hiring process for Water-Wastewater Operator November 5, 2018**

Prepared by Lynda J. Woulfe, City Administrator

### **Background**

With Rob's resignation, the appointment of Luke Fedor to Assistant Utilities Director, and subsequent appointment of a Water-Wastewater Operator to Lead Operator to fill Luke's position, it will necessitate the hire of a new Water-Wastewater Operator.

Below is the ad that would be placed.

### **WATER / WASTEWATER OPERATOR**

The City of Cambridge is seeking applicants for a full-time Water & Wastewater Operator. Responsibilities include the efficient operation and maintenance of our extended aeration wastewater treatment plant and an iron, manganese, and radium removal water treatment plant. Some snowplowing maybe required. Operators ensure these systems meet our permit requirements. The position also works on the collection, distribution and radio read water meter systems. The position is straight days with a rotating on-call schedule to cover the weekends and emergency needs.

Minimum qualifications are:

- A high school diploma or (GED),
- A current Minnesota Class D Water Operators License, and
- Minnesota Class D Wastewater Operators License prior to starting employment.
- Valid Class D driver's license.
- Applicants must possess or be able to obtain a Class B commercial driver's license within six months of the hire date.

Starting salary range is \$21.19 to \$23.76 per hour depending upon qualifications. Excellent health insurance, benefit package, and working environment. Applicants must complete a city application form. Email [bportament@ci.cambridge.mn.us](mailto:bportament@ci.cambridge.mn.us) or visit our website at [www.ci.cambridge.mn.us](http://www.ci.cambridge.mn.us) to obtain an application. Completed applications should be returned to Cambridge City Hall, 300 3<sup>rd</sup> Avenue NE, Cambridge, MN 55008 by 12:00 pm on Monday, December 3, 2018.

### **Recommendation**

Authorize the hiring process to continue for the Water-Wastewater Operator position.

**CAMBRIDGE MUNICIPAL AIRPORT ADVISORY BOARD MINUTES**  
**August 30, 2018**

**Members Present:** Marvin Timm, Brandon Grell, Gerald Graham, Kurt Daudt, Fred Morke, Garry Bye, James Gordon, David Johnson arrived at 6:58 p.m., Michael Grzincich arrived at 7:20 p.m., Council representative Lisa Iverson

**Others Present:** Airport Manager Lucas Milz; SEH representative Lindsay Reidt, Mayor Marlys Palmer, Director of Public Works Todd Schwab, Tom Cameron, Chuck Swenson, John Podvin, Steve Wegwerth, Andrea Fox, Brian Baas.

The meeting was called to order at 6:00 p.m.

Morke suggested the Pledge of Allegiance which was performed by members in attendance.

All board members and others present introduced themselves.

**Approval of Minutes:** Morke objected that these were already published in the Council packet and that there was no mention of the Emergency Plan and felt that the language needed to be included that he brought a sample template to the board. Milz questioned this to Morke because this did not actually happen at the meeting. Gordon moved, seconded by Grell, to approve the March 22, 2018 minutes as presented. Motion carried unanimously.

**Approval of Agenda:** Morke asked to add Airport Manager Report to New Business and to move 6C Duties and Elect Vice Chair and Secretary per Council Resolution No 08-69 to Old Business. Morke asked to move the Airport Emergency Plan 6A to Old Business as it was discussed at the March 22, 2018 meeting. Morke moved, seconded by Grell, to approve the agenda as amended. Motion carried unanimously.

**Public Discussion**

**Pilot/Hangar Owner Questionnaire Results** – Milz reported that he only received one in the mail. It questioned the timing of the repaving of the runway and taxiways and Milz explained that they will repave the runway in the next three to five years. The hangar lease rate increases were questioned and he explained that they expect to raise the rates every three years. The suggestions were to street sweep off gravel a few times a year and keep vehicles off of the main taxiway and runway in the winter to avoid salt from vehicles getting onto the runway. Cameron also added it was nice to have a courtesy car at the airport and that overall he was happy with the airport.

**Question and Answer on General Airport Operation**

**NOTAMS** – Graham questioned Milz why he did not call in a NOTAM at the Father's Day Fly Inn on June 17, 2018. Milz answered that he did in the morning. Graham explained that it should have been called in hours before. He continued that this was putting pilots lives in jeopardy and that it was lucky that nothing bad happened and was frustrated that he could not get a hold of Milz that morning. Graham explained that he gets pilots that come to him with questions and problems and he needs to pass it down.

After a lengthy discussion the board felt it would be beneficial to have more people on the list to call in NOTAMS, currently there are five city staff members on the list.

Graham moved, seconded by Morke to add Gerald Graham, Tom Cameron, Garry Bye and Fred Morke to the NOTAM list. Motion carried unanimously.

Milz stressed that after a NOTAM is placed to please inform him and always keep him in the loop. Iverson questioned having that many people on the list. Woulfe was going to check with the City Attorney if a person who is a non-city employee calls in a NOTAM if they inherit any liability personally.

Hangar Inspection Update – Milz reported that as of August 29, 2018 every hangar has been inspected and were all in compliance with inspection paperwork.

Personal Property Stored Inside and Outside of Hangars – Graham spoke of a trailer that was left on airport property for 17 years by an old hangar owner Doug Skaug. Milz was under the assumption that it was owned by a pilot currently at the airport. Woulfe explained that the city would have to go through the abandoned motor vehicle process with Mr. Skaug to remove it.

Graham questioned Milz on a picture he had sent him of a hangar that was full of vehicles and that he hasn't done anything about it. The owner of the hangar had notified Milz that the vehicles would only be there a couple of weeks. He continued that when he performed the hangar inspection it was all cleared out.

Graham also informed him of two hangars that are full of junk outside and that everything should be stored inside. Milz will check on this issue.

Airport Manager Responsibilities – Graham questioned when the Airport Manager does not do his job who can he contact. He was told that he could contact Todd Schwab the Director of Public Works and then Lynda Woulfe the City Administrator or simply call up to City Hall. Lisa Iverson stated that she could also be contacted as the Council rep.

Personal Property Taxes – Milz distributed a spreadsheet about taxes generated off airport hangars. It showed the city receives about \$6,406.68 in the city's share of the property tax and the School District receiving \$3,365.57 and the County \$5,108.69.

Graham had received figures from the county that was from 2017 and the city was using the 2018 data.

Morke moved, Graham seconded to recommend that the city's portion of the hangar personal property taxes be considered when discussing airport profit or loss. Woulfe explained that that is not how the city budget is structured and it would be a losing proposition because if you track the money it would show a loss. More money is spent than being received.

Milz explained that the city tracks expenses at the airport for MnDOT reimbursement. Any city equipment and labor used at the airport is only collected for reimbursement purposes and that money is not counted as expense against the airport budget.

Morke suggested that we start counting that as expense against the budget to get a clearer picture of monies spent at the airport and also wanted an estimate of staff time labor on the Airport Manager's report. Morke withdrew his motion. Woulfe suggested Morke to contact the Director of Finance Caroline Moe if he has more questions regarding the budget.

Vehicle Gate at A/D Building – Per retired Airport Manager Wegwerth, this gate was removed many years ago because it was always left open and did not serve a purpose. SEH representative Lindsay Reidt added that it is not required. Graham disagrees and believes that the gate would deter the extra traffic that comes onto airport property and felt this was necessary because of the lack of security. Milz stated that he would put the gate back up but felt that people would not lock back up again and it would not serve a purpose.

Motion by Graham to put the gate back up. Motion died for lack of a second.

PAPI's – Runway 34 on the south side are permanently shut down per MnDOT Aeronautics direction because of the alignment with the obstruction lighting. Runway 16 on the north side are fully operational. Morke mentioned that the trees have grown over the height of the obstruction lighting. Morke suggested that the airport may need to consider shortening the runway because a shorter runway would eliminate the need for obstruction removal on the south end. Iverson added that this is an unfortunate situation that we are trying to work through. The city is working on a solution with the hope that the obstructions can be removed in the next three to five years.

Sweeping Schedule – The airport has been swept twice so far this year and will be swept once more this fall. Milz suggested that if it needs to be swept more to contact him.

Weed Spraying – Graham explained that there are weeds growing on the taxiway and ramps and along the fence line. He stressed the need for better weed spraying at the airport. This will be scheduled when staff has time.

Graham moved, second by Morke to spray the weeds. Motion carried with Bye and Grell voting nay.

Daudt questioned if the weeds are growing on the taxiway would deteriorate the asphalt and suggested doing crack sealing. Milz explained that crack sealing was done two years ago and that it is really expensive. He continued that the runway will be replaced so it wouldn't be feasible to crack seal at this point. He will however look into crack sealing the apron and tie-down areas.

Johnson arrived at meeting at 6:58 p.m.

Duties to Elect Vice Chair and Secretary per Council Resolution No. R08-69 – Per Council Resolution that states the representative of the City Council on the board shall chair the Advisory Board. Vice Chair will chair the meetings in the absence of the Chair and see that the board actions are reported to the chair and the council. The secretary will record the minutes of the meeting, record attendance of board members and names of the public and guests.

Iverson asked for nominations and closed nominations after asking three times. Morke moved, seconded by Grell to nominate Graham for Vice Chair. Motion carried unanimously.

Graham moved to nominate Morke for secretary. Daudt asked if this should be a city staff or a member of the board. He continued that if Morke is doing minutes during the meeting that he would not be able to be engaged in the discussions and felt they would be short a board member.

Daudt moved, seconded by Morke to amend the last line of the bylaws and that it should read "The secretary will oversee the recording of minutes of the meeting, and the recording of the attendance of board members and the names of the public and guests." Motion carried unanimously.

Graham moved, second by Daudt to reconsider Morke as secretary. Motion carried unanimously.

Grzincich arrived at meeting at 7:20 p.m.

#### Old Business

2018 – 2019 Airport Improvements – SEH representative Lindsay Reidt stated that they are waiting on FAA and MnDOT Aeronautics final grant approval before any projects can start. She reminded the board of the projects that were included in the plan.

Graham suggested putting up for trees for sale and allowing a professional logger to remove the trees. The City Attorney had advised against letting anyone come onto airport property to remove trees due to liability issues and Milz continued that the FAA has very strict laws on who can work on airport property.

Graham continued that there is a resident that is building a house by the airport and is planting trees and feels that the tree obstruction will be an issue again in the future. He questioned if the city or county zoning will be handling this. He was told that all airports have this issue and the county zoning would handle that. It was suggested to work with the county on this issue.

Jet Fuel – Milz presented minutes from the August 31, 2017 Airport Advisory Board minutes and the October 2, 2017 City Council minutes that discussed the sale of Jet A fuel. The City Council had advised placing the item on the CIP list for future considerations.

Graham stated that Kent Schutte was willing to buy a fixed Jet A fuel tank for \$35,000 and would put this at the airport and asked the city for reimbursement of the cost of the tank. He continued that Schutte will be adding on to his hangar and adding more employees on site.

Woulfe commented that Council had already discussed an agreement with Schutte for a fuel truck and not a fixed tank and if there were changes he would have to submit a new agreement. She continued that Schutte needs to meet with Milz and Woulfe if he had changes and would also need to submit the plans for the hangar expansion. Once these finalized proposals are submitted they will be brought forth to the council for additional consideration and approval.

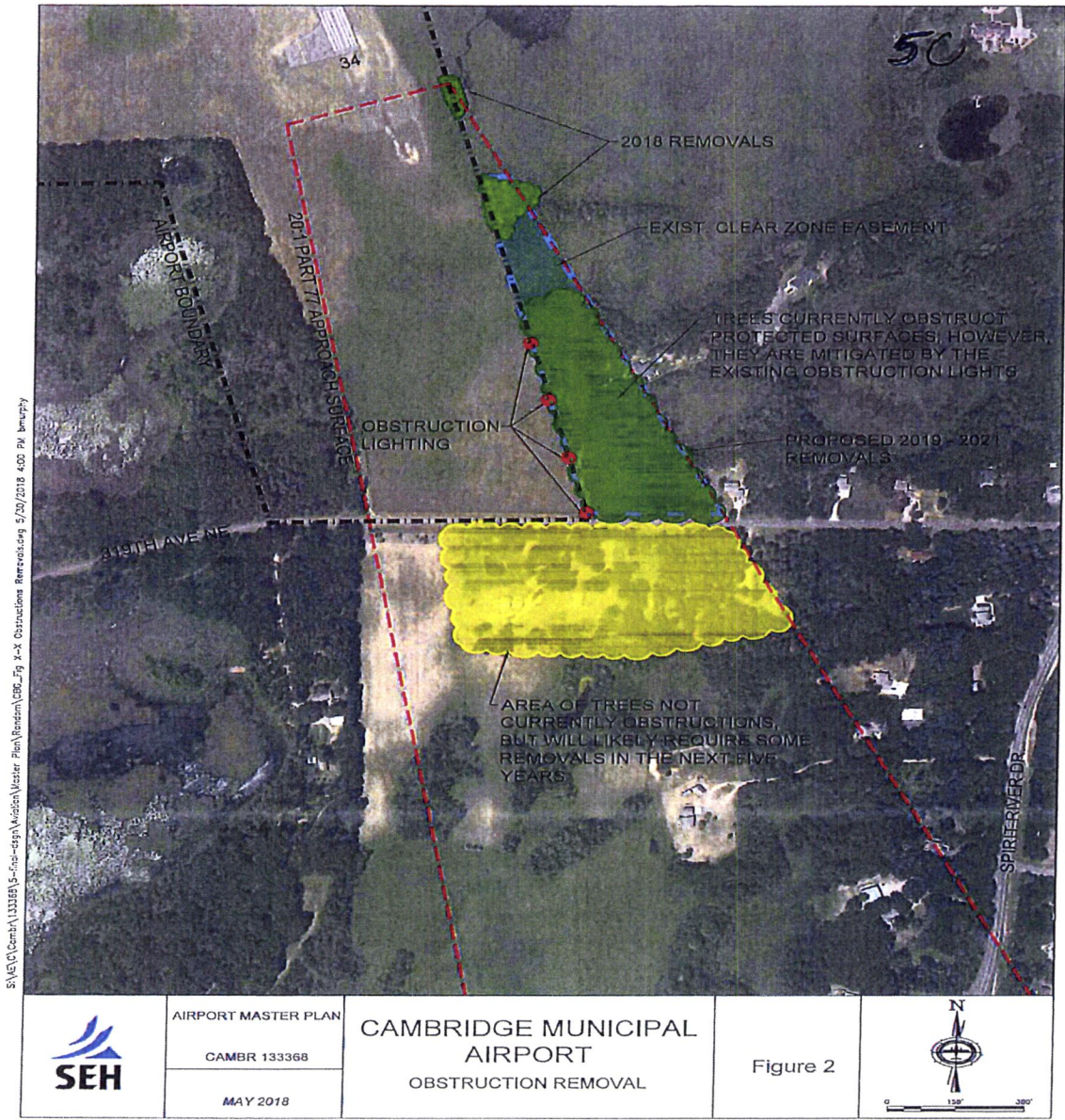
Runway Obstruction Priority and Alternatives – Morke wanted the board to look at different alternatives for the runway obstructions, he mentioned moving the runway to the west and felt that this would alleviate the tree problem.

Morke moved to recommend to the council that an airport engineering firm be hired to research runway obstruction removal, alternative solutions and estimated costs. Motion died for lack of second.

Morke asked Reidt why no one had responded to Catherine Childress of the FAA regarding the trees obstructing runway 16. He stated that the FAA had sent the Airport Manager and SEH an email in February asking for sixty-five trees to be trimmed for the approaches. Ms. Childress had requested a response but to date, which is six months later, has not gotten a reply to her email.

Reidt stated that moving the runway study was just done and to change it would have to go back through a master plan process. Another alternative would be to shorten the runway. SEH researched this alternate and found it was more expensive to shorten the runway than it would be to rebuild it at its current length. Acquiring adjacent properties was also discussed and it was explained it is a long process. Morke suggested putting property acquisition on the CIP for future considerations.

The following is the maps of the planned obstruction removals in the next three to five years:







Standards and Recommendations to Mow Grass – Milz presented minutes from the August 31, 2017 Advisory Board Meeting that explained that the grass has been kept longer at the Airport because he was instructed at a training that this would deter the geese away. He was going to continue to maintain around the hangar areas. He continued that although it doesn't look as nice, it did cut down on the geese problem.



He also included the State of Minnesota Airport Maintenance and Operation Grant Contract that states "The Grantee will keep the runway and the area around the lights mowed at the Airport. The grass must be mowed at least 7 feet beyond the lights, and the grass must not exceed 6 inches in height on the landing area."

Milz shared an email he received from a Minnesota DNR specialist that stated his personal recommendation would be to utilize longer 20" or more to deter Canada geese from loafing and feeding. For a longer-term solution, the use of native prairie grass species do not offer much dietary value to geese and once established require less maintenance than turf grasses. In turn, the grass could attract more raptors feeding on rodents in the longer grass, but in our geographic location, it was more preferred to have raptors than geese at the airport.

Morke had done some extensive research and found that the Princeton airport mows their grass from 6" to 10" in height. He also stated that "The general recommendations, based on studies in England in the 1960s and 1970s has been to maintain a monoculture of grass at a height of 6-10 inches (Transport Canada) or 7-14 inches (U.S. Air Force). Tall grass, by interfering with visibility and ground movements, is thought to discourage many species of bird from loafing and feeding."

Milz continued that the geese like shorter grass and will sit during the day and at night go on the runway which is dangerous to pilots. Although keeping the grass longer doesn't look as nice and may attract rodents, it has alleviated most of the geese problem the last couple years.

Iverson stressed to the board that Milz is overwhelmed and has more to do than time allows and wanted the board to prioritize their requests. She continued that because the council does not want to raise the levy, there will not be any more staff added. Graham suggested designating a helper or an Assistant Manager at the airport to alleviate the workload.

Morke moved to recommend to the council that the airport grass be maintained by the MnDOT standard of not over 6" for at least 7' beyond the runway lights and adopt the Air Force standard of grass maintained at 7" to 14" for the rest of the grass (within the airport fence) for wildlife abatement. Motion died for lack of second.

#### New Business

Airport Emergency Plan – Milz presented the 32-page plan. The purpose of the plan is to ensure the safe and efficient handling of any emergency situation that may arise at the airport. It is intended to assist the Airport Manager, airport staff, and emergency organizations with carrying out their responsibilities efficiently in case of an airport emergency.

Graham checked on the timeline on when the tabletop exercise could be for the airport. The Emergency Manager Director would have to initiate this and a definite time could not be set. Bye questioned the location of the emergency number and it is posted in numerous places in the AD building.

Motion by Johnson and seconded by Grell to recommend to the City Council approval of the Airport Emergency Plan as presented. Motion passed unanimously.

FAA Supplemental Grant Application – SEH representative Lindsay Reidt reported that the FAA is announcing the process for eligible airport sponsors in two categories to notify the FAA on any supplemental

discretionary funding requests. The process includes two distinct deadlines with different submission requirements. The FAA may award supplemental discretionary funding regardless of whether the airport sponsor previously identified the project through the Airports Capital Improvement (ACIP) process during the preceding year.

The board wanted to add Jet A fuel for this grant application and Reidt reiterated that the projects need to have gone through the planning process and be shovel-ready to be considered for these grants. Cambridge currently does not have any projects that currently qualify.

Reasons to Keep Airport Advisory Board – Grzincich felt the Airport Board’s input was relevant because they have a vested interest in the airport and its operations. Daudt believes that it is important to keep the connections between the board and city open and would like to alleviate any friction. The board mostly consists of pilots and is a good tool to make recommendations to the council. Morke had suggested more formal meetings with the council. Bye added that the board is not just pilots but also citizens that feel the airport is a valuable tool in accommodating business traffic and making the town grow. Iverson stressed that everyone should work together and thanked the board for their help and input.

Woulfe explained she has a vested interest in how city staff time is being spent and explained that for years the board had struggled with meetings that did not have a quorum and eventually had to change the quorum standards. There also has been cancelled meetings due to lack of agenda items. She continued that the board’s primary influence is for the layout plan and comprehensive plan that is done every ten years. Maintenance issues do not need to be discussed in a meeting setting but could be just sent to Milz. She looked at retooling the board and thought of appointing a task force that can meet when the master plan was updated.

Grzincich stated that since he has been on the board they have had a quorum and most times if the meeting was cancelled, it was due to lack of agenda items. He did not want the actions of past board members to shed a bad light on the current members. Daudt added that maybe the board needed to check on their own responsibilities and look at ways that they could be more valuable to the city and council by reviewing the bylaws. He continued that it may be beneficial to meet on the airport property once a year for discussions regarding operations. Grzincich added that the board should also visit surrounding airports for ideas and felt that meeting annually or bi-annually was not enough and felt that meeting quarterly was more feasible.

CIP and Budget Recommendations – Morke suggested adding a portable toilet to the budget when the bathroom freezes up at the airport. Milz explained that this is just an operating expense and if it freezes up again he can order one.

Motion by Morke to add land acquisition to the CIP. Motion died for lack of second.

Reidt cautioned the board that adding a new project to the CIP would complicate the plan and there is some logic on the project timing. This would impact the projects they already have in place. Some of the projects are driven by MnDOT regulations and have to happen. Woulfe explained that if you add something to the CIP you also have to pick some other project to be removed.

Discussion then ensued regarding the property that changed hands with the tree obstructions. The board suggested the city explore options with the new property owners regarding obstruction removals if possible or property acquisition if necessary.

Daudt motioned, seconded by Grzincich to approve the CIP as presented. Motion carried unanimously.

Airport Manager Report – Milz reported on the 50/10 inspection with MnDOT Aeronautics. They found no big issues with the airport besides removing some brush inside the fence on the sound end of the runway, requesting new stickers on the fuel pump and adding some signage in the hangar areas. The Airport Needs meeting went well with MnDOT staff.

City-Owned T Hangars with State Federal Funds – Tabled until November meeting

KCBG Economic Development Options – Tabled until November meeting.

The remaining meeting date for 2018 will be November 29 at 6:00 p.m.

Adjourn at 9:00 p.m.

Respectfully submitted,  
Betsy Potrament



Cambridge Medical Center  
**Community Engagement Council**  
Tuesday, Sept 11, 2018, 3:30-4:30pm  
Birch Room-Education Center Building

## **AGENDA**

3:30-3:35 Welcome

3:35-4:00 Neighborhood Health Connection Story - Kathy Wills, Family Pathways

4:00-4:10 CHNA/MAPP Vision & Values Review

4:10-4:20 Change to Chill Partnership

Proclamation

Change to Chill Week

Chill Zone

Other components to the program

4:20-4:30 Community Updates

Suicide Awareness Week

Tobacco 21

Dementia Grant

Other --- All

Upcoming Events -- All

### **NEXT MEETING:**

#### **MAPP Data Review:**

October 31, 9am-Noon CMC Foundation Room

#### **MAPP Priority Setting Meeting:**

November 29, 2-4pm CMC Foundation Room

We will not have a Community Engagement Council Meeting on Nov 13

**Community Education Advisory Council Meeting  
October 8, 2018  
Education Services Center  
5:00 – 6:30 p.m.**

- |  |     |            |
|--|-----|------------|
| <input type="checkbox"/> Call to order and welcome to guests | Joe | Procedural |
| <input type="checkbox"/> Approve September minutes           | Joe | Approval   |

Reports (comments or questions on the written reports)

- Open forum for members

Members: Joe Morin, George Wimmer, Lisa Iverson, Lynn Wedlund, Kelly Anderson, Warren Thunstrom, Nick Izzo, Tara Gann, Christine Andres, Dave Maurer

Staff Report: Caroline Nerhus, Adult Basic Education Coordinator

**New Business:**

- |  |         |             |
|--|---------|-------------|
| <input type="checkbox"/> Advisory Council goals                          | Joe     | Discussion  |
| <input type="checkbox"/> Goal development                                | Joe     |             |
| <input type="checkbox"/> Brochure review for readability                 | Members |             |
| <input type="checkbox"/> Youth Development plan: final reading           | Dave    | Approval    |
| <input type="checkbox"/> Use of C-I facilities                           | Dave    | Information |
| <input type="checkbox"/> Focus areas for Community Education for 2018/19 | Dave    | Update      |
| <input type="checkbox"/> Marketing                                       |         |             |
| <input type="checkbox"/> Increasing participation numbers                |         |             |
| <input type="checkbox"/> Youth Development plan                          |         |             |

**Updates:**

- 

Next Meeting November 26, 2018

**Reminder everyone is an ambassador for the Cambridge-Isanti Community Education Program**

- Facility Use procedure
- Facility Use rental rates
- Facility Use major use areas
- Building layouts
- Youth Development plan
- Goal plan



## Community Education



### Community Education Advisory Council Meeting

Minutes for September 11, 2018

Call to order and welcome to guests: Joe Morin – procedural 5:00 pm

Members in attendance: \_\_\_\_\_

Joe Morin, Lisa Iverson, Lynn Wedlund, Kelly Anderson, Warren Thunstrom, Nick Izzo, Tara Gann, Christine Andres, Dave Maurer

Minutes recorded by: Tara Gann

Motion to approve the August Community Education Advisory Council minutes made by Nick Izzo. Second made by Lynn Wedlund. The minutes were approved.

#### **Reports:**

Staff report by Kim Goodmanson, Early Childhood Family Programs Coordinator.

- Early Childhood programs are doing well this fall. Preschool has 370 students enrolled, with 16 of the 22 sections being full.
- Preschool open houses were held for the first time this year, with great attendance by parents.
- ECFE classes start on September 17<sup>th</sup>.

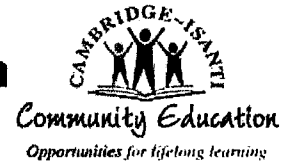
No reports from cities.

#### **New Business:**

- Advisory Council goals:
  - Marketing Community Education is the goal for this year for the department. The Advisory Council has chosen this as a goal, to review and help expand this, with an end result of increasing registrations.
  - The Advisory Council will review an area at each meeting and come prepared with ideas and suggestions.
  - This will be put into a goal format and brought to the next meeting for review and approval.
- Membership
  - We have a new member, Christine Andres, who will represent ARCC.
  - We will be getting a new representative from the Early Childhood Advisory Council as well.
  - After discussion, it was decided that we do not need to look for additional members.
- Use of C-I facilities
  - After discussion, the information the Advisory Council members would like was identified. These will be presented at the October meeting.



## Community Education



- Youth Development Youth Service plan update by Dave
  - The second draft of the plan was presented to the council, with input given and some minor changes were made. The plan will be brought to the October meeting for approval.

### **Old Business:**

- No items

Warren Thunstrom motioned to adjourn at 6:15 p.m. Kelly Anderson seconded the motion. Motion passed.



**Community Education Advisory Council Meeting  
August 13, 2018  
Education Services Center  
5:00 – 6:30 p.m.**

- |  |     |            |
|--|-----|------------|
| <input type="checkbox"/> Call to order and welcome to guests | Joe | Procedural |
| <input type="checkbox"/> Approve August minutes              | Joe | Approval   |

Reports (comments or questions on the written reports)

- Open forum for members

Members: Joe Morin, George Wimmer, Lisa Iverson, Lynn Wedlund, Kelly Anderson, Warren Thunstrom, Nick Izzo, Tara Gann, Debra Mayer, Kelli Jasper Klossner, Dave Maurer

Staff Report:

**New Business:**

- |  |      |             |
|--|------|-------------|
| <input type="checkbox"/> Advisory Council goals                          | Joe  | Discussion  |
| <input type="checkbox"/> Marketing presentation.                         | Dave | Information |
| <input type="checkbox"/> Goal development                                | Joe  |             |
| <input type="checkbox"/> Membership:                                     | Joe  | Discussion  |
| <input type="checkbox"/> Youth Development plan: second reading          | Dave |             |
| <input type="checkbox"/> Use of C-I facilities                           | Dave | Information |
| <input type="checkbox"/> Focus areas for Community Education for 2018/19 | Dave | Update      |
| <input type="checkbox"/> Marketing                                       |      |             |
| <input type="checkbox"/> Increasing participation numbers                |      |             |
| <input type="checkbox"/> Youth Development plan                          |      |             |

**Updates:**

- 

Next Meeting

**Reminder everyone is an ambassador for the Cambridge-Isanti Community Education Program**



# Community Education



CAMBRIDGE-ISANTI SCHOOLS

## Cambridge-Isanti Community Education Youth Development Plan **Draft**

### **History:**

Cambridge-Isanti Schools receives youth service revenue each year. According to Minnesota State Statute 124D.20, youth service revenue should be used to implement a youth development plan, approved by the Board of Education, as part of a Community Education program.

MN State Statute defines a youth service program as one that...*“provides young people with meaningful opportunities to become involved in their community, develop individual capabilities, make career connections, seek support networks and services, become active citizens, and address community needs”*

### **The Cambridge-Isanti Schools Youth Development Plan will focus on three key components:**

- Service-learning and community service
- Career exploration and post-secondary preparation
- Leadership development

These components tie into the District Strategic plan and mission statement in these ways:

- Developing well-rounded individuals who excel in leadership.
- Encouraging students to be responsible citizens.
- Involvement in meaningful activities that enrich your life.

### **Youth Development Plan:**

- To ensure that the Youth Development components are embedded into the existing school clubs that are a part of our Youth Development program.
- To explore and identify opportunities at Cambridge-Isanti High School that could be added to the program offerings.
- To research, plan and implement a Middle School Advisory Council for youth programs.
- To provide opportunities for caring adults to coach, guide, listen, share, advise and model as youth participate in school clubs.
- Provide opportunities for youth and adults to learn and grow together.

Updated 9/5/2018



**Community Education**



## Community Education Advisory Council Meeting

Minutes for August 13, 2018

Call to order and welcome to guests: Kelly Anderson – procedural 5:02 pm

Members in attendance:

Joe Morin, Lisa Iverson, Lynn Wedlund, Kelly Anderson, Warren Thunstrom, Nick Izzo, Tara Gann, Dave Maurer

Minutes recorded by: Tara Gann

Motion to approve the April Community Education Advisory Council minutes made by Nick Izzo. Second made by Lisa Iverson. The minutes were approved.

**Reports:**

No staff report.

No reports from cities.

**New Business:**

- Meeting location for 2018-19 meetings:
  - Discussion was held about having all our meetings in one location instead of changing locations. A motion was made by Nick Izzo to hold the meetings at one location. Motion was seconded by Lisa Iverson. Motion passed. A motion was made by Nick Izzo to hold the meetings at the Education Services Center. Warren Thunstrom seconded motion. Motion passed. Dave will update the calendar and send it out to members.
- The Advisory Council discussed having a presentation that would be a virtual tour at each meeting, showing the main spaces at each school that are used by Community Education and by the community. Part of the presentation would be pictures of the spaces. The goal is for the Advisory Council to know what spaces are being used and to have a visual of the spaces. Lynn Wedlund made a motion to have CE staff prepare these presentations. Nick Izzo seconded. Motion passed. Dave will prepare the presentation and send it out ahead of each meeting.
- Brochure discussion: The Advisory Council discussed if the 2017/18 brochure goal was met. After discussion, it was felt that it was. Dave updated the council on changes that had been made and were still being looked at.
- Advisory Council 2018/19 goals:



## Community Education



- Marketing Community Education was chosen as a goal for 2018/19. Dave will bring the CE Marketing Plan for discussion and review. The council will then look at areas that they can focus on and draft a goal for the year.
  
- Youth Development Youth Service plan update by Dave
  - The first draft of the plan was presented to the council, with input given. The general feel is that more information is need to make it feel like a plan and not a mission statement. Dave will continue to work with staff to update the plan and will bring it back to the September meeting.

### Old Business:

- No items

### Other quick updates:

- The Candidate Forum was discussed. The Council suggested two candidate questions that Dave will bring to the planning team. Dave will share the Candidate Forum dates once they are finalized.

Lynn Wedlund motioned to adjourn at 6:29 p.m. Warren Thunstrom seconded the motion. Motion passed.

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## Community Education Advisory Council Goal for 2018/19

Advisory Council members will review an aspect of the Community Education Marketing plan each month and give feedback, input, and ideas with the goal of improving the marketing imprint. The result will be a 10% increase in registration numbers for FY19

### Parameters:

1. Is the message we are sending the message being received?
2. Is it written to the reading level of our readers? Too wordy?
3. Is it understandable?
4. How do we reach more people? What can we change? What tools are we not using?

The Advisory Council will review an aspect of the marketing plan at each meeting.

### Areas to review:

1. Written
  - a. Brochure
  - b. Flyers
2. Social media
  - a. Email, Facebook,
3. Outreach

Draft 9/24/2018



# Community Education



CAMBRIDGE-ISANTI SCHOOLS

## Cambridge-Isanti Community Education Youth Development Plan

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MN State Statute defines a youth service program as one that... *“provides young people with meaningful opportunities to become involved in their community, develop individual capabilities, make career connections, seek support networks and services, become active citizens, and address community needs”*

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These components tie into the District Strategic plan and mission statement in these ways:

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- Encouraging students to be responsible citizens.
- Involvement in meaningful activities that enrich your life.

### **Youth Development Plan will:**

- embed the Youth Development components into the existing school clubs that are a part of our Youth Development program;
- explore and identify opportunities at Cambridge-Isanti High School that could be added to the program offerings;
- research, plan, and implement a Middle School Advisory Council for youth programs;
- provide leadership opportunities for responsible, caring adults to coach, guide, listen, share, advise and model as youth participate in school clubs;
- provide opportunities for youth and adults to learn and grow together.

Updated 9/11/2018

## Use of School Facilities Procedure

### General Statement

The schools and facilities of Cambridge-Isanti Schools belong to all of us and use by the District and by our community is encouraged. In exchange, as a partner, Cambridge-Isanti Schools requires that permit holders be responsible for the actions of its participants. These procedures apply to all District and community use of facilities.

Coordinating the use and rental of Cambridge-Isanti Schools buildings, facilities, and equipment is the responsibility of the Community Education Department.

Every group using Cambridge-Isanti buildings or grounds must have an approved permit.

### **User group Classifications**

The following classification and rate system has been developed in order to schedule facilities in a fair and equitable manner to all groups and organizations concerned. Every effort will be made to distribute space in an equitable fashion.

All groups will be categorized under one of the following classifications, with use priority in the following order.

- Class I: Local groups based within Cambridge-Isanti Schools boundaries.
  - A. Cambridge-Isanti Schools activities. This includes all school events, theater, athletics and activities, and Community Education.
  - B. Student initiated activities (per the Federal Equal Access Act, 20 U.S.C. 4071-74).
  - C. Tax supported agencies. This includes community college, city and county use.
  - D. Non-profit groups. This includes youth non-profit organizations, and non-profit civic and service groups.
  - E. Non-Commercial groups in the district. This includes families and home school groups.
  - F. Commercial for-profit groups. This includes private businesses and enterprises.
  
- Class II: Groups based outside Cambridge-Isanti Schools boundaries
  - A. Non- profit and tax supported
  - B. Profit

### **Application procedure**

Groups interested in using school facilities should make such requests with Community Education. The following process will be used:

1. Please go to the district website, [www.c-ischools.org](http://www.c-ischools.org), then hover over “Departments”. Select “Community Education”, then hover over “Contact Us” and select “Facility Use”. Then scroll down to “Down Loads” and select the appropriate form for your event. If you do not have an Eleyo account, you will need to create one in order to proceed.
2. Complete the permit request in Eleyo.
3. Request for Facilities Forms must be submitted through Eleyo at least ten (10) business days prior to the first requested date. Allow for five (5) business days for your request to be approved.
4. You will receive a link to your permit by email. This link is only valid for seven (7) days. Please make sure to download and print two copies of your permit. Sign and return one copy to Community Education. Keep the second copy and bring it with you to your event.
5. A permit is valid only after the Community Education Office has received a signed copy of the Facility Use Contract.
6. Cambridge-Isanti Schools reserves the right to cancel any reservation should the need arise, without liability. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find an acceptable alternative space and or date.

### **Indemnification**

- Cambridge-Isanti Schools, by permitting Class I-B, C, D, E, F and Class II organizations the use and rental of its facilities and equipment, does not become a promoter, endorser, or sponsor of the Class I-B, C, D, E and Class II meeting/event.
- Any group or organization which uses a school facility and wishes to attract the public to its meeting/event via advertising, shall on the advertising accurately represent the content/activity of the event. The Board or Superintendent may require an organization to include a disclaimer in its advertising stating that the activity/event is not sponsored by Cambridge-Isanti Schools.
- A certificate of insurance or liability coverage which can be extended by endorsement to provide satisfactory coverage, may be requested from any group using any facility for any event or activity (e.g., tournaments, special events, concerts, athletic instruction). The insurance must provide coverage of at least \$1,000,000 per Occurrence for Bodily Injury and Property Damage. Cambridge-Isanti Schools will be named as an Additional Insured for General Liability, under the certificate of insurance.
- Subject only to the limitations of Minnesota Statutes, permit holder agrees to indemnify and hold harmless Cambridge-Isanti Schools from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the permit holder arising out of or in connection with the provisions of this agreement. Cambridge-Isanti Schools does not waive sovereign immunity except as provided by Minnesota Statutes.

### **General rules and regulations**



- Any changes to a permit must be made at least three (3) days before the first date on the permit.
- Groups who have space rented and do not use the space and do not cancel their permit three (3) business days before the start date, will be charged for the rent costs.
- Permits can only be issued to persons 18 years of age or older. The only exception is Student Initiated Activities Class IB.
- Groups must:
  - Confine their activities to the space reserved. The proposed activity must be appropriate for the space reserved;
  - Provide appropriate adult supervision at all times. Children must be supervised at all times;
  - Must not engage in any activities that are illegal, dangerous, or which materially and substantially interfere with the orderly conduct of educational activities of the school. Such activities shall be grounds for disciplinary action of individual students or employees of Cambridge-Isanti Schools and grounds for a particular group to be denied access. Groups should further be advised that all illegal activities will require the intervention of authorities.
  - Supply any special supervision required, such as police protection and parking supervision. The determination as to when such supervision is necessary shall be made by Cambridge-Isanti Schools, at its discretion.

#### **District policies**

- All users must adhere to Cambridge-Isanti Schools policies. Important policies are:
  - The use or possession of alcoholic beverages, illegal chemicals, and/or tobacco products is prohibited on Cambridge-Isanti Schools grounds.
  - No firearms or weapons are permitted on Cambridge-Isanti Schools property.
  - Latex balloons are not allowed in any of the Cambridge-Isanti Schools facilities.

#### **Rental rates and Fees**

- **Permit change fee:** After two revisions of a permit, a \$15 non-refundable fee will be charged for each revision of an existing permit.
- **No show fee:** Any group that has space rented or reserved, that does not show up for their use and that does not cancel their permit will be charged \$25 fee for each facility, date, or time that is not cancelled. Any permit they have for future use will be cancelled and no future permit will be issued until the charge is paid to the Community Education Office.

#### **Billing and Payment Procedures**

- Facility use and staff charges will be billed after the event. *Some exceptions may apply.*
- Payment can be made by calling the Community Education Office with a Visa, Discover or Master Card (763) 689-6222, mailing or dropping off a check to the Community Ed Office.
- If a group or organization has an unpaid facility use bill, the District reserves the right to deny new requests until the account is paid in full and to revoke any previously issued permits.

#### **Staffing costs**

- Groups shall pay for staff costs that are incurred as a result of their use.

### **Energy**

- If a group wants a space that is defined as a “high energy use” space, the cost of the energy will be passed on to the group.

### **Supervision**

- An authorized building supervisor or custodian must be on duty at all times when the facilities are in use.
- All groups using Cambridge-Isanti Schools buildings outside normal operating hours will be charged for the building supervisor and/or custodial costs. Facility Use staff will determine if a permit request is within normal operating hours.

### **Equipment Rental or Use**

School equipment has been purchased primarily to operate the educational programs of Cambridge-Isanti Schools. The renting of equipment will, therefore, be kept to a minimum. All equipment use requests must go through the Community Education Office and be filed seven (7) working days before its intended use. If this time line is not followed, Cambridge-Isanti Schools does not guarantee availability, may assess an additional fee, or may deny the request. Designated personnel will be responsible for the supervision and operation of requested equipment. Equipment rental will be guided by the following regulations:

- Volleyball nets, softball and baseball bases, and pianos are available for rent with use in our schools.
- Consumable equipment will not be made available for use or rent to non- Cambridge-Isanti Schools groups. This includes footballs and football helmets, pads, baseballs, basketballs, and volleyballs.
- Cambridge-Isanti Schools equipment/property may not be taken off Cambridge-Isanti Schools grounds and must remain in the area of use.
- The renting party is responsible for damage or loss of all equipment rented.
- Building supervisors and custodians cannot provide equipment not listed on permits.

### **Food and Beverages**

- Use of Cambridge-Isanti Schools kitchens requires that a food service staff person be present. These arrangements will be done through the Food Service Department.
- Coffee and refreshments may be served on tiled surfaces only.

### **Emergency Procedures**

- Cambridge-Isanti Schools reserves the right to cancel or change any permit should the need arise, without liability. Cancellation could result if unforeseen circumstances arise or an emergency condition is declared.
- When schools are closed due to inclement weather or other emergencies, all school programs, all Community Education programs, all scheduled evening community use, and all Early Childhood Family programs scheduled during the day, immediately after school or during the evening are canceled. Weekend or non-school day activities may be held at the

discretion of the Community Education Director in consultation with the Superintendent, Community Education Staff and District Office Staff. *See our Community Education web site for changes or cancellation to Community Educations Programs, c-ischools.org.*

### **Performing Arts Center**

- First contact for reservation of the Performing Arts Center must be made by calling the Community Education Office at 763-689-6222, or by stopping by the Community Education Office located at 625B Main Street North Cambridge. You may also download the request forms from the Community Education website. [www.c-ischools.org](http://www.c-ischools.org).
- The Performing Arts Specialist will determine technical staffing needs.

### **Facilities for Use and or Rent include:**

- Baseball, Softball Fields
- Cafeterias
- Classrooms
- Conference Rooms
- CIHS Swimming Pool
- Gymnasiums
- Kitchens (see Food and Beverage)
- Parking Lots
- Richard G. Hardy Performing Arts Center (PAC)

**Source:** Independent School District #911, Cambridge, Minnesota

**Reviewed:** 3/20/97, 11/19/98, 4/22/99, 3/17/03, 1/22/04, 6/21/07, 7/19/07, 8/23/07, 5/22/2018

**Approved:** 12/16/74, 6/16/80, 2/5/85, 4/22/99, 4/24/03, 2/19/04, 8/23/07

Addendum A: Rental rates, fees, staffing rates

Addendum B: Performing Arts Center



**Addendum A  
Rental Rates and Fees**

All rates are per hour, based on *Procedures for Community Use of Facilities, User Group Classifications.*

	Class I I. Local Groups (within District #911 boundaries)					Class II Not Local Groups	
	A. District #911	B. Students	C. Tax Supported	D. Non Profit	E. For Profit	A. Non Profit	B. For Profit
Classroom (CIHS, IPS, CPS, CMS, IMS, IIS, CIS)	\$0.00	\$0.00	\$0.00	\$5.00	\$8.00	\$8.00	\$15.00
Classroom (AEC) One Classroom	\$0.00	\$0.00	\$0.00	\$5.00	\$8.00	\$8.00	\$15.00
Classroom (AEC) Two Classrooms	\$0.00	\$0.00	\$0.00	\$11.00	\$16.00	\$16.00	\$26.00
AEC All Space Rental *	\$0.00	\$0.00	\$0.00	\$19.00	\$29.00	\$29.00	\$39.00
CIHS Wrestling Room	\$0.00	\$0.00	\$0.00	\$10.00	\$15.00	\$15.00	\$25.00
CIHS North house common area	\$0.00	\$0.00	\$0.00	\$10.00	\$15.00	\$15.00	\$25.00
CIHS South house common area	\$0.00	\$0.00	\$0.00	\$10.00	\$15.00	\$15.00	\$25.00
Kitchen Classroom	\$0.00	\$0.00	\$0.00	\$10.00	\$15.00	\$15.00	\$25.00
Cafeteria	\$0.00	\$0.00	\$0.00	\$10.00	\$15.00	\$15.00	\$25.00
Gym CIHS	\$0.00	\$0.00	\$0.00	\$30.00	\$45.00	\$45.00	\$56.25
Gym IMS	\$0.00	\$0.00	\$0.00	\$15.00	\$22.50	\$22.50	\$28.13
Gym CMS	\$0.00	\$0.00	\$0.00	\$20.00	\$30.00	\$30.00	\$37.50
Gym IIS	\$0.00	\$0.00	\$0.00	\$10.00	\$15.00	\$15.00	\$18.75
Gym CIS	\$0.00	\$0.00	\$0.00	\$10.00	\$15.00	\$15.00	\$18.75
Gym IPS	\$0.00	\$0.00	\$0.00	\$10.00	\$15.00	\$15.00	\$18.75
Gym CPS	\$0.00	\$0.00	\$0.00	\$20.00	\$30.00	\$30.00	\$37.50
Media Center	\$0.00	\$0.00	\$0.00	\$10.00	\$15.00	\$15.00	\$30.00
CIS Auditorium	\$0.00	\$0.00	\$0.00	\$20.00	\$25.00	\$25.00	\$31.25
IMS Auditorium	\$0.00	\$0.00	\$0.00	\$20.00	\$25.00	\$25.00	\$31.25
CMS Cafetorium	\$0.00	\$0.00	\$0.00	\$20.00	\$25.00	\$25.00	\$31.25
IMS Commons	\$0.00	\$0.00	\$0.00	\$10.00	\$15.00	\$15.00	\$18.75
Computer Lab	\$0.00	\$0.00	\$0.00	\$10.00	\$20.00	\$20.00	\$30.00
Ed Center Community Room	\$0.00	\$0.00	\$0.00	\$10.00	\$20.00	\$20.00	\$30.00
Ed Center Meeting Room	\$0.00	\$0.00	\$0.00	\$5.00	\$8.00	\$8.00	\$15.00
● Kitchen/Food Service	\$0.00	\$0.00	\$0.00	\$10.00	\$20.00	\$20.00	\$40.00
● Welding Room	\$0.00	\$0.00	\$25.00	\$25.00	\$37.50	\$25.00	\$40.00
● Weight Room	\$0.00	\$0.00	\$0.00	\$15.00	\$20.00	\$20.00	\$40.00
● Gymnastics Gym	\$0.00	\$0.00	\$0.00	\$15.00	\$20.00	\$20.00	\$40.00
● Performing Arts Center (Rehearsal/Set Up Rate)	\$0.00	\$0.00	\$15.00	\$30.00	\$60.00	\$60.00	\$100.00
● Performing Arts Center (Performance/Meeting Rate)	\$0.00	\$0.00	\$25.00	\$50.00	\$100.00	\$100.00	\$200.00
■ Pool	\$0.00	\$0.00	\$20.00	\$25.00	\$30.00	\$35.00	\$50.00

- \* Rental includes Kitchenette, hallways and restrooms. Note: there is a three hour minimum for rentals. Billable time will also include time to warm up the building for weekend use.
- These facilities require special staff and/or arrangements. Staff costs are not included in the rental rates listed above. Charges will be billed to the permit holder. Please refer to Community Use of Facilities Procedure ( Usage Charges) for clarification on rate application.
- Pool rental requires a two hour minimum facility charge. Staff costs are not included in the rental rates listed for the pool.

All rates are per hour for tournaments, fundraisers & special events.

	Class I I. Local Groups (within District #911 boundaries)					Class II Not Local Groups	
	A. District #911	B. Students	C. Tax Supported	D. Non Profit	E. For Profit	A. Non Profit	B. For Profit
Baseball & Softball Fields	\$0.00	\$0.00	\$0.00	\$15.00	\$25.00	\$25.00	\$35.00
Football, Practice, Soccer Fields & CIHS Track	\$0.00	\$0.00	\$0.00	\$15.00	\$25.00	\$25.00	\$35.00
Tennis Courts	\$0.00	\$0.00	\$0.00	\$15.00	\$25.00	\$25.00	\$35.00
Parking Lot	\$0.00	\$0.00	\$0.00	\$15.00	\$25.00	\$25.00	\$35.00

Equipment Rates		Equipment Rates	
	Per Game/Event		Per Game/Event
Scoreboard	\$5.00	Other Projectors	\$5.00
Volleyball nets and/or standards (per set)	\$5.00	Piano	\$20.00
Bases	\$5.00	Staging (per section)	\$5.00
TV/DVD/VCR	\$5.00	Risers (per section)	\$10.00
Overhead Projector	\$5.00	Spotlight	\$25.00

Custodial Overtime	\$33.90
Holiday Custodial	\$45.27

Building Monitor	\$16.35
PAC Technician	

Is determined by the Performing Arts Specialist.

*Please note: Rates are subject to change as new contracts take effect.*

*Approved 5/23/2018*



	<u>District Use</u>	<u>Community Use</u>
IPS	1-124 Classroom-739	1-102 ECFE Classroom-67
	2-111 PreK Classroom-718	2-Media Center-31
	3-110 PreK Classroom-588	3-Cafeteria/MPR-30
	4-Gym-289	4-Classroom 116-9
	5-Cafeteria/MPR-220	5-Classroom 112-8
IIS/SFAS	1-Gym-218	1-Softball Field #2-49
	2-Cafeteria-128	2-Softball Field #1-36
	3-#140 Art Room -86	3-Gym-34
	4-Grassy Area by Fields-76	4-Cafeteria-22
	5-Softball Field #1-66	5-NONE
IMS/MNC	1-Gym-South Court-268	1-Softball Field #2-81
	2-Gym-North Court-226	2-Baseball Field #3-40
	3-Cafeteria-220	3-Softball Field #1-38
	4-Gym-Center Court-98	4-Cafeteria-22
	5-Auditorium-79	5-Auditorium-21

## Community Education Advisory Council ABE Report

October 8, 2018

Caroline Nerhus, ABE Coordinator

- I. Numbers for current FY (July – present)
  - a. Princeton: 14 Students; 100 contact hours
  - b. Cambridge: 30 Students; 218 contact hours
  - c. Distance Learning hours: 193
  - d. Para Pro Class #5: 9 students; 140 hours so far (about ½ way through) *96% Rate*
  - e. ESL: 2 students; 29 hours

5 Year Monthly Hours Comparison													
Cambridge-Isanti													
All SubSites													
Student Contact and Proxy Hours <span style="float: right;">↓</span>													
Year	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	Total
Year 2014/2015	439	253	183	53	676	724	354	313	374	624	362	394	4,747
Year 2015/2016	305	246	193	9	564	696	432	361	393	520	689	591	4,995
Year 2016/2017	440	270	290	58	445	694	369	169	292	397	467	364	4,251
Year 2017/2018	283	161	97	26	573	626	357	174	464	347	529	926	4,663
Year 2018/2019	457	335	245	25	458	91							1,609

- II. ESL efforts:
  - a. Going into community *3 - China*
  - b. Hanging posters *4 - Spanish*
  - c. Facebook advertisement
  - d. Sending flyers home with ESL students
  - e. Communicating with surrounding school districts
  
- III. Current successful class--Para Pro
  - a. St. Cloud School district interested in replicating
  - b. C-I school district modifying to use with current IAs (result of Innovation Project)
  
- IV. Upcoming Class: (Spring Semester)
  - a. Collaboration with Anoka Ramsey Community College-Cambridge
  - b. Accelerated Developmental Math Course
    - i. Combines two semesters of dev ed math into 1 semester
    - ii. ABE instructor co-teaches with Math faculty
    - iii. Provides "lab" support on opposite days of Math lecture
    - iv. Moves student through dev ed sequence more quickly, saving time and money
    - v. Will address the "dev ed crisis," serve our community, and generate needed contact hours for ABE (6.5 contact hours/wk) *per student*

## CEAC Meeting Location Calendar for 2018 - 2019

**Meeting time: 5:00 - 6:30 p.m.**

July – No meeting

August 13 – Education Services Center Room 118

September 11 – Education Services Center Room 118

Please note this is a Tuesday

Staff report: Kim Goodmanson, Early Childhood Coordinator

October 8 – Education Services Center Room 118

Staff report: Caroline Nerhus, Adult Basic Education Coordinator

November 26 – Education Services Center Room 118

December – No meeting

January 14 – Education Services Center Room 118

Staff report: Joell Tvedt Adult and Youth Enrichment Coordinator

February 11 – Education Services Center Room 118

March 19 – Education Services Center Room 118

Please note this is a Tuesday

April 8 – Education Services Center Room 118

Staff report: Pat Bourke, Adventure Center Coordinator

May 13 – Education Services Center Room 118

Staff report: Sarah Baxter, Pool Coordinator

June 10 – Education Services Center Room 118

Staff report: Melissa Lupinek, Adults with Disabilities Coordinator

### Locations:

- Education Services Center, 625B Main St. North, Cambridge, MN 55008

Updated August 21, 2018



Committee  
Reports  
C-I Communications  
Task Force

9/6/2018 @ 4 p.m.	<b>Members Present:</b> <b>Absent:</b>	Room 121B, ESC	End time:
<b>Time</b>	<b>Topic</b>	<b>Info / Disc / Dec</b>	<b>Action / Next Steps</b>
	<b>Good News/Check-in/Need to Know</b>  1.	Info. This is a place to share anything you have heard or have questions about C-I Schools	•
	<b>Review of 2017-18</b> 1. Electronic newsletters instead of PDF 2. Weekly Good News 3. Fact checker 4. School calendar modifications 5. Royalty agreements: Wal-Mart and Fleet Farm 6. Streamlining of social media accounts 7. Social media management 8. 9 key, unanticipated events/factors		
	<b>What's next 2018-19</b> 1. Weekly parent newsletter - district 2. Community mailers 3. Key communicators 4. Standard school communications (i.e. back to school: supplies lists, calendars, open houses) 5. Continued use of fact checker 6. Bringing in humor, fun, personality 7. More video 8. Brand integration		
	<b>Reflections &amp; Rumors</b>		
	<b>Meetings: First Thursday of the month at 4 p.m.</b>		



# Cambridge

Wednesday, October 17<sup>th</sup>

2:30 – 4:00 pm

GracePointe Crossing – Club Lounge

Meeting Agenda

Welcome

Updates:

Dementia Friends

Dementia Training at Work

Coffee Chat

Memory Café

Road trip report

Cambridge

Isanti

Alzheimer's Support Group

Monthly newspaper column

Book Club

Project Lifesaver

Next meeting will be held on Wednesday, December 19<sup>th</sup> from 2:30 – 4:00 at GracePointe Crossing in the Club Room.

For more information about these and other local resources and guidance in caring for someone with dementia contact *Jayne Mund, Caregiver Consultant at 763-689-8811.*

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### **CambridgeACT Memory Café**

**When:** Meets the 2<sup>nd</sup> Thursday of each month: Oct. 11<sup>th</sup>, Nov. 8<sup>th</sup>, Dec. 13<sup>th</sup> 2018

**Time:** 9:30 AM – 10:30 AM

**Where:** SAC's Enrichment Center - 140 Buchanan St N #164 Cambridge 55008

**Registration/Questions:** Contact Angie Detert at 320-364-1115 or [angie@familypathways.org](mailto:angie@familypathways.org) to sign up and/or for more information.

### **Alzheimer's Caregiver Support Group New Location! New GracePointe Crossing Town Center**

*Alzheimer's Support Group*

*Meets 3rd Tuesday of the month 10-11:30 a.m.*

*1545 River Hills Pkwy*

*Cambridge, MN 55008*

*Contact Molly Carlson for more information*

*mcarlson@preshomes.org*

*763-691-6172*

### **DEMENTIA FRIENDS SESSIONS**

Free Dementia Friends class being offered

**WHERE:** Community Ed at the Adult Enrichment Center 540 5<sup>th</sup> Avenue NW in Cambridge

**WHEN:** Oct. 11<sup>th</sup> and Nov. 7<sup>th</sup> – each session is from 6:00 – 7:30 PM

Contact Community Ed to sign up at 763-689-6189 and to find out location of each session.

For more information about the **CambridgeACT on Alzheimer's** call Julie Tooker at **763-691-6192.**

Your input and assistance is valuable! Let's ACT together to create and sustain a dementia friendly community. *There is Hope. There is Help.*

**Alzheimer's Association, Minnesota-North Dakota Chapter 24 Hour Helpline 800-272-3900**  
[www.alz.org/mnnd](http://www.alz.org/mnnd)

Submitted by: The CambridgeACT on Alzheimer's Survey Team



## CambridgeACT on Alzheimer's: When to stop driving

In an effort to raise awareness, reduce the stigma of Alzheimer's disease, educate our community and assist families who have been touched by Alzheimer's disease; this month's article will discuss the difficult subject of when to stop driving. If there is a person in your life who has Alzheimer's disease, he or she may not be safe on the road. Driving is a routine part of our lives and is a symbol of independence. If you are caring for a person with Alzheimer's disease, driving may be an issue you will need to address. For some people explaining the risks will be enough for them to plan his or her retirement from driving, for others, letting go of driving will be very difficult. Losing the independence that driving provides can be upsetting. It is important to keep in mind the feelings this person is experiencing. Be supportive, kind and empathetic throughout this process. If you experience resistance, explain that it is a safety issue, not only for the person with Alzheimer's disease but other people on the road. This tactic may appeal to their sense of responsibility. Talk about alternatives to driving. Talking to a respected authority figure who the person trusts (clergy, attorney, physician, or trusted friend) may help reinforce your point.

It is important to address the issue of driving sooner than later. Research supports that people living with Alzheimer's disease tend to over estimate their driving abilities, Family members and friends can more accurately identify unsafe driving in people living with Alzheimer's.

Here are some signs to watch for:

- Difficulty navigating to familiar places
- Poor lane control
- Confusing the brake and gas pedals
- Failing to observe traffic signs
- Hitting the curb while driving
- Driving at an inappropriate speed
- Becoming angry or confused while driving

### Resources to explore –

At the Crossroads: Family Conversations about Alzheimer's Disease, Dementia and Driving  
[www.thehartford.com/lifetime](http://www.thehartford.com/lifetime)

Office of Traffic Safety – Older Drivers; The Issue of Aging and Driving

Courage Kenny Rehabilitation Driver Assessment: Call 612-262-7855 to make an appointment. They offer an Isanti location.

Local Law Enforcement: Isanti County Sheriff's Department: 763-689-2141

*"Encourage, lift & strengthen one another. For the positive energy spread to one will be felt by us all.  
~Deborah Day*

Sources: [www.mayoclinic.com](http://www.mayoclinic.com)  
[www.aoa.gov](http://www.aoa.gov)

For more information about these and other local resources and guidance in caring for someone with dementia contact *Jayne Mund, Caregiver Consultant at 763-689-8811.*

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### CambridgeACT Memory Café

**When:** Meets the 2<sup>nd</sup> Thursday of each month: Nov. 8<sup>th</sup>, Dec. 13<sup>th</sup> 2018

**Time:** 9:30 AM – 10:30 AM

**Where:** SAC's Enrichment Center - 140 Buchanan St N #164 Cambridge 55008

**Registration/Questions:** Contact Angie Detert at 320-364-1115 or [angie@familypathways.org](mailto:angie@familypathways.org) to sign up and/or for more information.

### Alzheimer's Caregiver Support Group New Location! New GracePointe Crossing Town Center

*Alzheimer's Support Group*

*Meets 3rd Tuesday of the month 10-11:30 a.m.*

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*Cambridge, MN 55008*

*Contact Molly Carlson for more information*

*[mcarlson@preshomes.org](mailto:mcarlson@preshomes.org)*

*763-691-6172*

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Contact Community Ed to sign up at 763-689-6189 and to find out location of each session.

For more information about the **CambridgeACT on Alzheimer's** call Julie Tooker at **763-691-6192.**

Your input and assistance is valuable! Let's ACT together to create and sustain a dementia friendly community. *There is Hope. There is Help.*

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[www.alz.org/mnnd](http://www.alz.org/mnnd)



## CambridgeACT on Alzheimer's: National Caregivers Month

In an effort to raise awareness, reduce the stigma of Alzheimer's disease, educate our community and assist families who have been touched by Alzheimer's disease; this month's article acknowledges the important role that family, friends and neighbors play in caring for those who are ill, aging parents, disabled friends and relatives. November is National Caregiver's Month. According to the Family Caregiver Alliance, a caregiver refers to "anyone who provides assistance to someone else who is, in some degree incapacitated and needs help: a husband who has suffered a stroke, a wife who has Parkinson's, a mother-in-law with cancer, a grandfather with Alzheimer's disease...". Caregivers offer a range of services, including emotional and spiritual support, assistance with financial matters, transportation and home-and-health-related services. This is an incredible responsibility and service that often goes unnoticed and acknowledged on a daily basis. According to FMC, "Family Caregivers provide an estimated \$450 billion worth of uncompensated care to loved ones annually." Today's caregivers juggle careers, personal relationships, home maintenance, housework and more while caring for a relative or friend. Mother Teresa said, "To keep a lamp burning, we have to keep putting oil in it." These wise words remind us how important it is to keep refueling ourselves, especially if we are caring for someone.

People who are caring for another person need all the support they can get. If you know someone who is caring for another person, here's how to help. The Mayo Clinic offers some practical and concrete ways to support a caregiver.

**Be specific:** When someone you care about is going through a difficult time, you might say, "Let me know how I can help." It's a nice gesture, but such offers can be difficult to accept, primarily because they are not specific. Instead make concrete offers of help. For example:

"I'm going to the grocery store. What can I pick up for you?"

"I've got a couple of hours free tomorrow afternoon. May I sit in for you while you run a few errands or take some time for yourself?"

"I doubled my meatloaf recipe so that I could share it with you. I brought enough to last you for several meals."

"Do you need some laundry done? I could pick it up today and bring it back clean tomorrow."

"Does your yard need to be raked? I'd be happy to take care of it this weekend."

Sometimes sending a card or making a phone call to check in on a caregiver means a lot. Email and text messages work too, but often personal visits are even better. Contact from the outside world can lift a caregivers spirit and acknowledge the journey they are on. If your offers of help aren't accepted, be gently persistent. Remind the caregiver that he or she doesn't have to do this alone, and the best way to take care of someone else is to first take care of yourself. For those of you who are caring for someone as you read this, remind yourself you are doing a great job! You are doing the very best you can.

**Alzheimer's Caregiver Support Group  
New Location!  
New GracePointe Crossing Town Center**

*Alzheimer's Support Group  
Meets 3rd Tuesday of the month 10-11:30 a.m.  
1545 River Hills Pkwy  
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**WHERE:** Community Ed at the Adult Enrichment Center 540 5<sup>th</sup> Avenue NW in Cambridge

**WHEN:** Oct. 11<sup>th</sup> 6:00 PM – 7:30 PM. Nov. 7<sup>th</sup> 3:00 PM – 4:40 PM

Contact Community Ed to sign up at 763-689-6189

**Powerful Tools for Caregivers Workshop** - 6 Sessions: Thursdays, Sept. 13<sup>th</sup> – Oct. 18<sup>th</sup> 4:30 PM- 7 PM

Contact Community Education to sign up at 763-689-6189

For more information about the **CambridgeACT on Alzheimer's** call Julie Tooker at **763-691-6192**.

Your input and assistance is valuable! Let's ACT together to create and sustain a dementia friendly community. *There is Hope. There is Help.*

**Alzheimer's Association, Minnesota-North Dakota Chapter 24 Hour Helpline 800-272-3900**  
[www.alz.org/mnnd](http://www.alz.org/mnnd)

Submitted by: The CambridgeACT on Alzheimer's Survey Team



## CambridgeACT on Alzheimer's: The Care Act

In an effort to raise awareness, reduce the stigma of Alzheimer's disease, educate our community and assist families who have been touched by Alzheimer's disease; this month's article will discuss the important skill of asking for help to ease caregiver stress and better manage caregiving responsibilities to create balance in your life.

Family Caregivers in Minnesota now have more support through the Care Act. Nearly 600,000 Minnesotans care for older parents, a spouse or other older adult, helping them to live independently in their own homes. Family caregivers have a huge responsibility. On January 1, 2017 a new law took effect in an effort to make life a bit easier for them.

The CARE (Caregiver Advise, Record, Enable) Act helps family caregivers when the person they are caring for goes into the hospital and as they transition home. The CARE Act requires hospitals to:

- ❖ Provide the older adult the opportunity to designate a family caregiver in the medical record.
- ❖ Notify the family caregiver when the person is to be discharged to another facility or back home.
- ❖ Give description and instruction of the medical tasks that the family caregiver will need to perform at home.

This is important information to know if you are caring for someone. It will give you the knowledge to feel empowered to ask about how this law affects you and the person you are caring for. Don't be afraid to ask questions or seek further explanation until you feel comfortable with the answers. If you feel "rushed" Ask for more time to get your questions answered and your concerns addressed.

Source: [aarp.org/mn](http://aarp.org/mn)

For more information about these and other local resources and guidance in caring for someone with dementia contact *Jayne Mund, Caregiver Consultant at 763-689-8811.*

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### CambridgeACT Memory Café

**When:** Meets the 2<sup>nd</sup> Thursday of each month: September 13<sup>th</sup>, Oct. 11<sup>th</sup>, Nov. 8<sup>th</sup>, Dec. 13<sup>th</sup>, 2018

**Time:** 9:30 AM – 10:30 AM

**Where:** SAC's Enrichment Center - 140 Buchanan St N #164 Cambridge 55008

**Registration/Questions:** Contact Angie Detert at 320-364-1115 or [angie@familypathways.org](mailto:angie@familypathways.org) to sign up and/or for more information.



Family Pathways invites you to attend....

# Powerful Tools for Caregivers

"To keep a lamp burning, we have to keep putting oil in it."  
- Mother Teresa



## ARE YOU TAKING CARE OF AN OLDER ADULT?

Powerful Tools for Caregivers is an educational program designed to provide you with the tools you need to take care of yourself while caring for another person.

### YOU WILL LEARN TO:

- Reduce Stress
- Improve self-confidence
- Better communicate your feelings
- Balance your life
- Increase your ability to make tough decisions
- Locate helpful resources



"After taking this class I am a more confident caregiver! Having tools to resolve problems is a definite advantage in becoming a better caregiver and happier, wiser, healthier me...and a healthier 'us'!"

~ Caregiver of mother w/ Alzheimer's Disease

### When

**Wednesdays**  
**10:00 a.m. to 12:30 a.m.**  
**Oct 31st thru Dec 5th 2018**  
(6 weeks, 2 1/2 hours per class)

### Where

**Monarch Wellness Center**  
**2810 Old Town Rd**  
**Chisago City**

### Registration/Questions?

Call Jayne Mund at  
**763-689-8811** to reserve  
your spot and/or for more  
information.

Contributions are appreciated  
to cover the cost of the class  
which will be explained at the  
first class

**NO ONE TURNED AWAY,**  
If unable to contribute

[familypathways.org](http://familypathways.org)



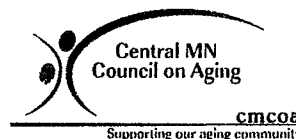
[facebook.com/familypathwaysnb](https://facebook.com/familypathwaysnb)



[@fampath](https://twitter.com/fampath)

1-877-321-7100

Family Pathways Aging Services programs funded under contract with the Central MN Council on Aging as part of the Older Americans Act Program, local donors, cost share contributors, and our Family Pathways Thrift Stores.



Hunger Relief  
Domestic Violence



Aging Services  
Thrift Stores

# Therapeutic Solutions to Sensory Loss

**November 7, 2018**

8:30 am - 11:30 am  
Land Services Building  
322 Laurel Street  
Brainerd, MN 56401



**November 20, 2018**

8:30 am - 11:30 am  
CMCOA  
250 Riverside Avenue N  
Sartell, MN 56377



**November 20, 2018**

1:00 pm - 4:00 pm  
Ecumen  
5379- 383th Street  
North Branch, MN 55056

Register by: October 31st for November 7th  
November 13th for November 20th

**Cost:**

Free for members, \$10 for non-members, \$20 for  
those who are unable to attend

\$20.00 for non-members

Vision loss, hearing loss, manual dexterity in fingers, and loss of taste are some of the challenges older adults encounter as they age. Memory loss and confusion can complicate communication and activate adverse behaviors. This training session provides a bird's eye view of sensory loss and offers techniques care providers can utilize when interacting with older adults experiencing sensory loss.

You will be able to:

- Experience first-hand how older adults may be facing life's challenges of aging.
- Relate to and understand the changes associated with aging through vision, hearing, and impaired manual dexterity simulation.
- Learn strategies that can compensate for sensory loss, strengthen communication exchanges, and create environments that are

**Target Audience**

Professional Care Providers, Caregiver Consultants, and Volunteers providing in-home services/respice care

**Presenter:** Samantha Adams,  
*Live and Love With Dementia*



Samantha Adams, ADC M/C, P/C is a Therapeutic Recreation and Wellness Educator and owner of *Life and Love with Dementia*. She is a member of The Alzheimer's Association, NCCAP, MNSwap, and Care Providers of MN.

**To register call: 320.253.9349**

Certificate of Attendance available after the session

**Downtown Executive Committee Minutes  
October 17, 2018  
City Council Chambers**

Attendance: Stan Gustafson, Lynda Woulfe, Bob Roby (Chair), Joe Morin (City Council), Shirley Geib, Monte Dybvig, Joel Pennington, Melissa Bettendorf, Pam Streed and Greg Carlson.

**Call to order**

7:48 AM. Bob Roby read the mission statement.

**Minutes Approved**

No minutes were taken at the last meeting September 19, 2018

**Referendum:** Lynda provide an update on the referendum, library canvassing committee, very good comments have been received with one negative, are libraries still relative. Canvassing committee had good information to share, the book maker provided a great deal of facts of why a library are needed. A portion of the local option sales tax would be use for street improvement projects to reduce stress on the levy. Cambridge library is the busiest within the region, sales tax would be in affect until 2043, 78 cities and/or counties have a local option sales tax.

**Presentation of potential Library site:** Brian Baas provided a presentation to the Library Task Force on his Purchase Agreement of Gable east building and provided options with preliminary concept for the Library to locate there. The options were open to purchase or lease, as is or built to suit to meet the needs of the Library and ECRL. Site offers 3.9 acres with good parking. Joel Pennington had concerns about whether the city would own the building. This is an option and will be determined after the election and if the referendum passes or not. Much more work still needs to be done to determine the final location.

**Snow Flake Parade update:** Lynda presented an update on the parade which is scheduled for November 17. Volunteers are still needed to help with float staging at the college. Chili feed will be held in the City Center Mall corridor, pictures with Santa from 3-5 at City Center Mall, and a lighted Christmas tree will be placed on the former Arlington lot. Shirley Geib will be contacting people for caroling. Joel said he would put together a booklet of 10 songs.

**Marketing:** Melissa provide an update, encouraging businesses to have events on the third Thursday and staying open later and Grant Johnson will take the lead on this. Setting dates for the new year for scavenger hunt, art festival, Cambridge Day out, trick or treating and an Idea for the City Center Mall craft and vendor fair. The plan is to get the ice sheets ready by mid-November.

**Streetscape:** Flower baskets have been ordered for 2019, suggestions was made to make them fuller, still working on the trash cans and Larry is still working with people on items for the former Ace Tack building.

**Ordinance:** Have not met for a while but the challenge is every time you make a change in the ordinance it put some buildings in nonconformance and by doing this in segments creates different dates for different things. Members discussed the importance of the aesthetics statement for the downtown overlay district and maybe the goal should be to adopt that statement first.

**Community Foundation:** Greg provided a hand out that was put together by the Initiative Foundation, purpose of foundation, use the City's comp plan for the City boundaries. Greg stated the goal is to discover how can we work together for fundraising rather than compete. The Initiative Foundation provided a graph on the

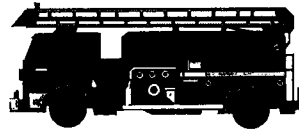
Cambridge Community Foundation and how three sub-funds of this foundation could look: Disaster Preparedness Sub-fund, Early Childhood Sub-fund and Economic Development Sub-fund. Each fund would have its own geographic area, application etc. Greg, said he supports this theory and the consensus is all other were in favor and this provides strength to the community. Members present supported this concept. Greg noted the City Council would need to approve this as well.

The meeting was adjourned by unanimous consent at 9:13 am.

**Next meeting Tuesday November 20, 2018 – 6:30 PM Cambridge City Hall Council Chambers**



CAMBRIDGE FIRE DEPARTMENT  
SEAN OKERLUND, FIRE CHIEF (763) 286-8633  
TODD TOMCZIK, ASST. CHIEF (651) 248-8388  
300 Third Avenue Northeast (763) 689-3211  
Cambridge, MN 55008 (763) 689-0810 FAX  
firedept@ci.cambridge.mn.us



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## Agenda

### Cambridge Fire Department Monthly Meeting October 22<sup>nd</sup> 2018, 6:00 PM

1. Call to Order
2. Approval of September 24<sup>th</sup> 2018 Minutes
3. New Business
  - a. Officer selection process. "Chief Okerlund"
  - b. Sectional training opportunities.
  - c. Review of Sat. Croix meeting.
  - d. Snow Flake Parade.
  - e. Trunk or Treat.
  - f. Ideas for next year Open House.
4. Old Business
  - a. Bradford Township letter for section coverage.
5. Officer Reports
  - a. Training
  - b. Equipment
  - c. Captains
  - d. Chief
6. Adjourn

# Cambridge Fire Department Regular Monthly Meeting

September 24, 2018

## Call to Order

6:04 PM: Sean Okerlund

## Members Present

K. Becker, C. Bustrom, N. Campion, C. Carlson, m. Carlson. R. Dale, S. Duong, S. Kirkeide, D. Matchinsky, C. Lindquist, C. Matttson, L. Milz, D. Matchinsky, S. Minar, A. Mix, S. Okerlund, W. Pennings, B. Reents, G. Schlichting, W. Schwartz, J. Sievert, D. Schultz, T. Schwab, N. Shatek, T. Tomczik, D. Vellenga.

**Others present:** Jim Godfrey

Motion to approve August 27th Minutes Lindquist, Second Bustrom Passed

## New Business.

Okerlund introduced probationary Firefighters Schwartz, Carlson and Sievert to the membership. He explained that they had already started class for ff 1, 2 in Stacy.

Okerlund invited Assistant Chief Tomczik to explain the event tracking spreadsheet. Tomczik explained that the tracking sheet would be posted somewhere in the station and would track when members assisted at one of our departments sponsored events. Todd also stated that the sheet would not have every little duty request however our major repeat annual events. IE Race the Rum, Customer Appreciation, Snowflake Parade, and Fair just to name a few. Okerlund reminded the group that the sheet was not to shame for not participating however to give a little credit for those members that put in extra time.

Pennings reminded the group about early October. Open House, school visits and other activities are lined up and those who wish to participate should contact Will. Will stated he would reach out if he needed help.

Okerlund explained to the membership what had transpired at the City Council in regards to the selection for Chief of Cambridge Fire Department. Selection procedure Council approved was shared with the membership. Okerlund opened the floor for questions to the process for Fire Chief. Membership did not come forward with any.

Pennings stated that the Fire, and EMR recertifications were in process.

Okerlund stated the date for the retiree's dinner would be Dec. first this year. He also stated that feeding the National Guard was the dame day again this year. Okerlund also told the membership that a few of the members and retirees wanted to change the retiree's dinner to a summer event because some of them were snowbirds and missed the fun. Okerlund and the membership seemed to agree and it was stated that a summer date would be decided in the near future.

Okerlund explained to the group about the Bradford Township meeting that they had been to and what had transpired from the request for the possibility of Cambridge Fire to contract for an additional 12 sections that are currently covered by Isanti Fire District. Okerlund explained that he answered questions and told the group about our department. He also stated that most of the meeting was informative but also stated some Township Residents became defensive and aggressive in support of Isanti Fire District. Okerlund and Cambridge Fire maintained composure a finished informing the public of our services and how our Department operates.

## **Old business**

Todd Schwab thanked the group for helping with the Customer Appreciation event and stated that the Departments help lead way for a speedy clean up.

Pennings and Tomczik reviewed an outbuilding fire, and an odd alarm call at Trucks and Toys.

## **Review of calls**

Calls were reviewed.

## **Officer Reports**

**Training** – ERM refresher hours for tonight

**Equipment** – Nothing new

**Technical Rescue.** Nothing new.

**PIO** – Nothing new.

**Motion to adjourn** 6:48 PM Motion Matchinsky, Second Lindquist 6:48 PM

**Cambridge Parks, Trails, and Recreation Commission Meeting Minutes**  
**Tuesday, August 15, 2018**

A regular meeting of the Cambridge Parks, Trails, and Recreation Commission was held on Tuesday, August 15, 2018, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Vice Chair Mark Ziebarth, Ex-Officio Member Barry Wendorf, Member Tom Koep, and Council Appointee Mayor Marlys Palmer.

Members Absent: Chair Kelli Klossner (excused) and Member Marisa Harder-Chapman (excused).

Staff Present: Community Development Director Marcia Westover.

**Call to Order & Pledge of Allegiance**

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

**Approval of the Agenda**

Wendorf moved, seconded by Koep, to approve the agenda as presented. Motion carried unanimously.

**Approval of Minutes**

Palmer moved, seconded by Wendorf to approve the June 12, 2018 minutes as presented. Motion carried unanimously.

**New Business**

***2018 Long-Range Plan Discussion (Parkwood Park and Pickleball)***

Westover proposed revisions to the Long-Range Plan/Priority Ranking and Timeline for Parks Improvements. The future splash pad location was discussed as well as space for future pickleball courts. The commissioners discussed priorities and ranking.

Dick Welch, 20817 352<sup>nd</sup> Avenue N.E., Cambridge, MN, was representing the Cambridge area pickleball players and stated if Pickleball courts were higher on the Long-Range Parks Plan priority list, the pickleball group would be more enthusiastic to raise money.

The Commission discussed and made recommendations for priorities and rankings to be brought to Council. Wendorf moved, seconded by Koep, to recommend the Council approve the changes made to the Long-Range Parks Plan. Motion carried unanimously.

***Local Option Sales Tax "Task Force" Discussion***



Commissioner Harder-Chapman was not in attendance but Westover received an email from her regarding the Local Option Sales Tax Task Force letter signatures and a membership list. The Commissioners discussed the information and Westover will give Harder-Chapman feedback from this discussion.

**Other Business/Miscellaneous**

***City Council Update***

Westover updated the Commission on the last City Council meeting.

***Commissioner Concerns***

Ziebarth shared his praise and excitement of how the City of Cambridge has really made a big effort to improve the happiness of its residents, listing examples such as the Art Fair, the Community Garden, moving the City Dog Park and the concerts and movies in the parks this summer. This has allowed informal groups to form which encourages people to meet others and form a happier community has a whole.

**Adjournment**

Being no further business before the Cambridge Parks, Trails, and Recreation Commission, Palmer moved, seconded by Koep, to adjourn the regular meeting at 8: 12 pm. Motion carried unanimously.

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Kelli Klossner  
Cambridge, Parks, Trails, and Recreation  
Commission Chair

ATTEST:

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Marcia Westover, Community Development Director

**Cambridge Planning Commission Meeting Minutes  
Tuesday, October 2, 2018**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Planning Commission was held at Cambridge City Hall, 300 – 3<sup>rd</sup> 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 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 Dybvig to approve the agenda. Motion carried unanimously.

**Approval of Minutes**

***September 4, 2018 Regular Meeting Minutes***

Godfrey moved, seconded by Harder- Chapman, to approve the September 4, 2018 meeting minutes. Motion carried unanimously.

**Public Comment**

Stylski opened the public comment period at 7:02pm and without any comments, closed the public comment period at 7:03 pm.

**New Business**

***Parkwood Townhomes Phase 2 Final Plat***

Westover explained in October 2005, the final plat of Parkwood on the Lakes 4th Addition was approved that included eight parcels including: three 10-plex lots, two 8-plex lots, and three 4-plex lots (and an outlet) providing 58 dwelling units. This plat was consistent with the original Planned Unit Development (PUD) master plan.

Westover stated Liu is now requesting to re-plat the area with 64 parcels (64 dwelling units) and an outlet which will be named Parkwood Townhomes Phase 2. The plat consists of 5.44 acres and is currently zoned R-3 Multiple Family Residence District. A Planned Unit Development Amendment and Preliminary Plat request were reviewed by the Planning Commission on September 4, 2018, and Council on September 17, 2018, and were approved.

Westover explained that public utilities are required because of the individually platted units which is why the final plat was tabled to October due to additional time needed by staff to fully review the public utilities and the proposed homeowner's association document.

Immel asked about the date on the final plat. Westover confirmed this is the final version that shows where the easements for utilities will be.

Immel moved, seconded by Harder- Chapman to recommend approval of the final plat as presented. Motion carried unanimously.

### ***237 Cypress St S – Variance Amendment***

Westover explained on January 2, 2018 the Planning Commission voted to recommend City Council approve a variance request to exceed the impervious surface maximum amount for Brandy Herbst of 237 Cypress St S with specific conditions. Westover reported at their meeting on January 16, 2018 City Council voted to approve the variance request with the following conditions: The hot tub, pool, existing 7.6' x 10' shed, and recently installed concrete not meeting setbacks along the west property line must be removed from the property no later than September 3, 2018 which will bring the total amount of impervious surface to 32.3%, the newly installed driveway on the west property line must meet City setback requirements, and no additional impervious surface may be installed in the future.

Westover stated on September 6, 2018 staff received a request by the property owner asking for an additional 90 days to meet the conditions of the variance. Westover noted it is staff's understanding that the home they are building outside of the City limits had been delayed. The request is to extend the deadline from September 3, 2018 to December 3, 2018.

Westover reported out of the items listed in the conditions of the variance, the only item completed is the pool has been removed. The hot tub and existing shed remains and the newly installed driveway on the west property line has not been cut back yet.

Westover stated that a violation of the variance has occurred so it is up to the Planning Commission to either recommend Council allow the owner additional time to comply or to recommend pursuing enforcement of the violation of the variance.

The Commissioners discussed the length of time given to the applicant.

Godfrey asked about the options going forward. Westover explained that either an extension can be recommended or staff would seek advice from the City Attorney to start enforcement of the violation of the variance.

Ms. Herbst explained they are trying to move, license the home and transferring the deed, and the County's delay with building permits. The pool has been removed, hot tub is empty but not removed. The small shed and concrete driveway not yet removed.

Ms. Herbst explained the concrete driveway can be cut, however the Contractor needs to move the playhouse in order for all of the concrete to meet the setback. Moving the playhouse will cost additional money.

The consensus of the Commission was to have the playhouse moved so the concrete could meet the setback. The Commission explained the City needs to see progress on coming into compliance.

Immel moved, seconded by Weiler to recommend an amendment of the variance to allow the owner until November 3, 2018 to remove the concrete driveway to meet the required setbacks and to allow until December 3, 2018 for all other structures (hot tub, shed, pool) to come into compliance. Motion carried unanimously.

#### **Other Business/Miscellaneous**

Westover updated the Commission on the previous City Council meeting.

#### **Parks, Trails, and Recreation Commission Update**

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

#### **Adjournment**

Being no further business before the Commission, Struss moved, seconded by Harder-Chapman, to adjourn the meeting at 7:46 pm. Motion carried unanimously.

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Mike Stylski  
Cambridge Planning Commissioner

ATTEST:

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Marcia Westover  
Community Development Director

Library Task Force Minutes  
October 15, 2018

Attendance: Rachel Howell, Nancy Dunbar, Carla Lyndon, Karen Lee, Judith Kissner, Kim Erickson, Chris Miller, Monte Debvig, Meg Lindberg, Kim Erickson, Kersten Conley, Adon Crook, Marissa Harder-Chapman, Trina Godfrey and Larry Ostrom

Staff: Lynda Woulfe & Stan Gustafson

Others: Bill Stickles, Isanti Chisago Star  
Matt Anderson RIC Properties  
Brian Baas, BJ Baas Builders

Meeting was called to order at 4:00 PM.

**Brian Baas, BJ Baas presentation:**

Baas made a presentation to the Taskforce on his intent to purchase the Gables East building on Hwy 95/Dellwood (548 1<sup>st</sup> Ave W). The newer east portion of the building would remain but the west portion would be removed. Baas stated he felt this would make a good site for the Library and ECRL headquarters. The advantages of this site are visibility, good access, parking and adaptive reuse of the building. This property contains three parcels totaling 3.9 acres and the overall remaining building size main and lower level is approximately 39,525 sq. ft. There is three stairways and one elevator, generator, fire suppression system and 145 parking stalls. There is potential for expansion on this site.

Baas provide some concept plans and lease/sale options for this site and building but first the referendum needs to pass and further discussion will need to take place on this or other potential sites. Baas stated this type of renovation project could cost 30 to 50% less than acquisition, demolition and building new and the potential for enhance amenities.

Consensus and comments: fun to embrace a new space, nothing wrong with the site/area, near schools, walking distance to downtown, good second option, expandable, greenspace, crossing Hwy 95, stop light availability, potential ramp off a city own parcel Cypress & Hwy 95 (safe route to school), it is one block further, HVAC system needs to be updated, and this parcel is on the outer edge of the downtown district.

Motion by Miller, second by Lee to have Brian Baas present this to the City Council at the November 5, 2018 meeting.

**Canvassing Committee comments:** Woulfe inquired what negative comments where canvassers hearing when they were are canvasing:

- we do not need a new library,
- the library is too busy,
- the information that was supplied to the group was very useful and it helped with what negatives were said.
- good energy, early voting has been strong, good response on the east side.

The group discussed a strategy for sending letters to the editor and decided editorials need to be in by October 24. Woulfe stated she would take the referendum FAQs and the library fact sheet to the newspaper and request them to be published as an educational piece. Letters to the editor sent by individuals and Judith said she will write one on a business owners perspective.

Being no further business, the meeting adjourned at 5:10 PM.

Next meeting TBD after election.

**Isanti County Initiative on Collaboration, Leadership and Efficiency  
(ICICLE)**

**Monday, October 8, 2018**

**Minutes**

Attending: Tish Carlson, Lynn Wedlund, Joe Morin, Terry Turnquist, Susan Morris, Ray Queener, and Kevin VanHooser.

Susan Morris called the meeting to order.

C-I Schools, City of Cambridge, and Isanti County confirmed the joint TNT hearing on December 4<sup>th</sup> at the Richard G. Hardy Performing Arts Center starting at 6:00 pm. All arrangements have been made.

The topic of official newspaper bidding was discussed. Cities have used price as the main factor while the County has used distribution. The City of Cambridge increased the font size requirement. With changes made at the Isanti County News, distribution numbers and website hits will be looked at closely. The school puts all public notices on their website, not a local newspaper.

Commissioner Morris announced that the County is having their annual legislative forum on Monday, November 26<sup>th</sup>, from 9:00 am to 11:00 or 12:00. There was a discussion about potential common legislative platforms. ICICLE partners will be invited to the forum. The format will be determined. State and Federal elected officials or their staff will be invited (after Election Day).

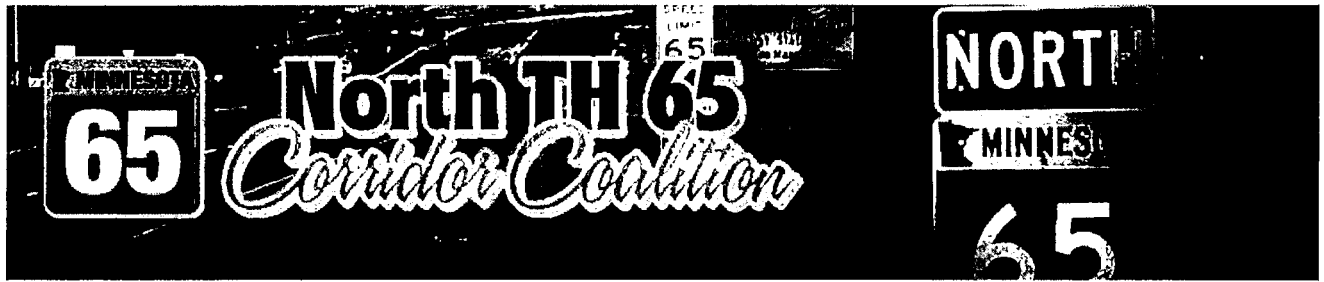
Everyone reported that the Active Shooter Drill on July 27, 2018, at Cambridge High School went very well.

Cambridge and Braham officials reported no official discussions regarding their HUD programs.

The group discussed the community drug coalition's pursuit of an ordinance change that would prohibit tobacco sales to anyone under age 21. Those cities in attendance reported that their respective city councils would only be in favor of such a change if it was a county wide prohibition. Commissioners Morris and Turnquist reported that the County Board has authorized County staff to review the ordinance and report back to the Board if/when they recommend any changes.

Meeting adjourned.

**Next meetings: January 28, 2019, Cambridge-Isanti District Office at 12:00 pm  
April 8, 2019, Isanti County Government Center at 12:00 pm  
July 8, 2019, Cambridge City Hall at 12:00 pm  
October 14, 2019, Braham City Hall at 12:00 pm**



## North TH 65 Corridor Coalition

### Agenda

September 27, 2018 at 7:00 P.M.  
Isanti County Government Center  
Cambridge, MN

1. Call to Order
2. Pledge of Allegiance
3. Roll Call / Establish Quorum
  - a. Counties: Anoka, Isanti, Kanabec
  - b. Cities: Blaine, Braham, Cambridge, East Bethel, Ham Lake, Spring Lake Park
  - c. Townships: Arthur, Athens, Brunswick, Cambridge, Isanti, Knife Lake

*Per JPA Article VIII, Section 4: 40% of the membership constitutes a quorum. (40% of 15 = 6)*
4. Approval of Minutes from the July 26, 2018 Meeting
5. Treasurer's Report
  - a. Approval of Treasurer's Report
  - b. 2018 Membership Dues Status Report
6. 2019 Budget Development
7. Administrative Representative Report
  - a. New Letterhead
8. Programmed Projects
  - a. MnDOT Metro District
    - i. Corridor Study – 81<sup>st</sup> Avenue to Bunker Lake Boulevard



- ii. Construction of Reduced Conflict Intersections along Hwy 65 from north of Bunker Lake Blvd to 245 Ave. N., and Lengthen left turn lanes at intersections between 85th Ave., Blaine and Sims Rd., East Bethel

- iii. Other

- b. MnDOT District 3

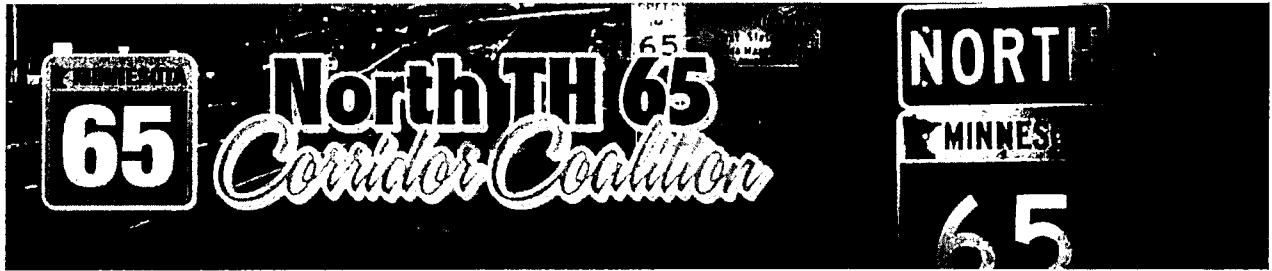
- i. Continuous Green T at 65/107 near Braham

- ii. Other

9. Community Updates

10. Other Business

11. Adjourn



**Meeting Minutes**

Isanti County Government Center  
Cambridge, MN  
July 26, 2018

Co-Chair Braastad called the meeting to order at 7:02 PM, and called for participation in reciting the Pledge of Allegiance.

Members Present:

Julie Braastad	Anoka County
Terry Turnquist	Isanti County
Heidi Steinmetz	Kanabec County
Tom Ryan	Blaine
Steven Voss	East Bethel
Lisa Holcomb	Arthur Township
John Erlandson	Cambridge Township
Ken Mattson	Knife Lake Township

Others Present:

Doug Fischer	Anoka County (Administrative Representative)
Janna King	Isanti County (EDA)
Jon Haukaas	Blaine
Jack Davis	East Bethel
Luke Wehseler	MnDOT District 3
Troy Olsen	North Metro Mayors Association

Co-Chair Braastad declared a quorum to be present.

\*\*\*\*\*

Approval of Minutes: Holcomb made motion approving the minutes of the January 25, 2018 meeting. Ryan seconded the motion. Motion approved.

\*\*\*\*\*

Treasurer's Report: a.) Treasurer Voss presented the Treasurer's Report. Braastad made motion approving the treasurer's report, seconded by Holcomb. Motion approved. b.) The 2018 membership dues status report was reviewed and accepted. Fischer was directed to send letter requested unpaid members to officially decide whether they are in or out of the coalition.

\*\*\*\*\*

Administrative Representative Report: a.) Administrative Representative Fischer reviewed the updated letterhead for the coalition. A few edits were recommended and will be completed. b.) The website pages were reviewed by the group. Changes will be forwarded to the Webmaster via Steinmetz.

\*\*\*\*\*

TH 65 Corridor Study – 81<sup>st</sup> Avenue to Bunker Lake Boulevard: Kauppi and Barnes reviewed the draft scope of work for this upcoming study (see attached). This will be an 18-24 month study to begin in June 2018.

\*\*\*\*\*

Programmed Projects:

- a. MnDOT Metro District
  - i. Corridor Study – 81<sup>st</sup> to Bunker Lake Boulevard. Fischer and Haukaas presented an update for the group. The consultant to lead the project is HDR, Inc. pending final contract negotiations. Work will likely commence in August/September. A key component of the project will be both technical and business advisory committees. The group directed Fischer to ask for an official North TH 65 Corridor Coalition member to be on a committee.
  - ii. RCI and Left Turnlane Extension Project in Anoka County. Fischer gave an update on the project. The RCI's at 157<sup>th</sup> and 187<sup>th</sup> will be done this year as will the turnlane extensions throughout the corridor. The RCI's at 143<sup>rd</sup>, 153<sup>rd</sup>, 181<sup>st</sup> and Viking will be done in 2019. Davis and Fischer noted that the 70-day closures associated with several of the intersections was not acceptable and will be revised with MnDOT prior to construction of the affected intersections.
- b. MnDOT District 3
  - i. Wehseler gave a presentation on the "Continuous Green T at 65/107 near Braham. This is an innovative intersection design that will allow a free-flow for southbound TH 65 traffic but all the other movements at the intersection will be controlled with a new traffic signal.

\*\*\*\*\*

Community Updates were provided by various members.

\*\*\*\*\*

The next meeting of the coalition is scheduled for September 27<sup>th</sup> at 7:00 p.m. at the Isanti County Government Center.

\*\*\*\*\*

Being no other business for the coalition, the meeting was adjourned at 8:26 p.m.



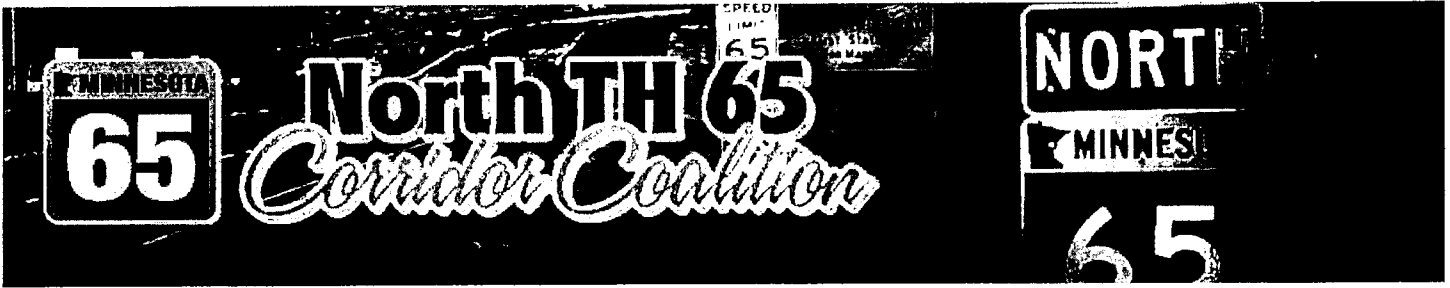
## Treasurer's Report as of August 31, 2018

Description	Date	Debit	Credit	Balance
Beginning Balance	05/25/17			\$20,091.16
Interest Payment	05/31/17		\$0.91	\$20,092.07
Interest Payment	06/30/17		\$0.83	\$20,092.90
Interest Payment	07/31/17		\$0.85	\$20,093.75
Interest Payment	08/31/17		\$0.85	\$20,094.60
Interest Payment	09/29/17		\$0.80	\$20,095.40
Interest Payment	10/31/17		\$0.88	\$20,096.28
Interest Payment	11/30/17		\$0.83	\$20,097.11
Interest Payment / Ending balance matching 12/29/17 bank statement	12/29/17	\$1,015.00	\$0.80	<b>\$20,097.91</b>
Check No. 3559 - Matt Braaten (web page, 2017)	01/25/18			\$19,082.91
Interest Payment/ Ending Balance reconciles with 01/31/18 bank statement	01/31/18		\$0.90	<b>\$19,083.81</b>
Deposit	02/09/18		\$2,850.00	\$21,933.81
Interest Payment/ Ending Balance reconciles with 02/28/18 bank statement	02/28/18		\$0.80	<b>\$21,934.61</b>
Deposit, Dues - Athens, Brunswick, Cambridge and Comfort Townships	3/14/2018		\$400.00	<b>\$22,334.61</b>
Deposit, Dues - Arthur Township	3/22/2018		\$100.00	<b>\$22,434.61</b>
Deposit, Dues - Ford Township	3/28/2018		\$100.00	<b>\$22,534.61</b>
Interest Payment	3/30/2018		\$0.91	<b>\$22,535.52</b>
Interest Payment	4/30/2018		\$0.96	<b>\$22,536.48</b>
Interest Payment	5/31/2018		\$0.96	<b>\$22,537.44</b>
Interest Payment/ending balance reconciles with 6/29/18 bank statement	6/29/2018		\$0.90	<b>\$22,538.34</b>
Interest Payment	7/31/2018		\$0.99	<b>\$22,539.33</b>

Interest Payment/ending balance reconciles with 8/31/18 bank statement	8/31/2018	\$0.96	<b>\$22,540.29</b>
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Submitted by: Steve Voss, Treasurer

P193



**2018 Membership Dues**  
9/25/2018

	Invoiced 2018	Received 2018	Date Received
<b>Counties</b>			
Anoka	\$500.00	\$500.00	01/25/18
Isanti	\$500.00	\$500.00	01/22/18
Kanabec	\$500.00	\$500.00	01/29/18
<b>Cities</b>			
Blaine	\$250.00	\$250.00	01/29/18
Braham	\$250.00	\$250.00	01/11/18
Cambridge	\$250.00	\$250.00	01/19/18
East Bethel	\$250.00	\$250.00	01/19/18
Ham Lake	\$250.00	\$250.00	01/19/18
Mora	\$250.00	opted out on 01/16/2018	
Oak Grove	\$250.00		
<b>Townships</b>			
Arthur	\$100.00	\$100.00	03/22/18
Athens	\$100.00	\$100.00	03/14/18
Brunswick	\$100.00	\$100.00	03/14/18
Cambridge	\$100.00	\$100.00	03/14/18
Comfort	\$100.00	\$100.00	03/14/18
Ford	\$100.00	\$100.00	03/28/18
Isanti	\$100.00		
Knife Lake	\$100.00	\$100.00	01/19/18
Peace	\$100.00		
Pomroy	\$100.00		
Whited	\$100.00		
<b>TOTAL DUES ANTICIPATED</b>	<hr/> \$4,350.00		
<b>TOTAL DUES RECEIVED</b>		<b>\$3,450.00</b>	



**North TH 65 Corridor Coalition  
2019 Budget Development Worksheet**

REVENUES	2018 Budget	2018 Actuals	(1)	2019 Budget
Membership Dues	\$3,600	\$3,450.00	(2)	
Interest	\$10	\$7.38		
Other - Misc.	\$0	\$0.00		
<b>TOTAL</b>	<b>\$3,610</b>	<b>\$3,457.38</b>		<b>\$0</b>

Expenses	2018 Budget			2019 Budget
Materials/Supplies	\$250	\$0.00		
Management Services	\$0	\$0.00		\$0 (3)
Postage/Billings	\$200	\$0.00		
Meeting/Supplies	\$100	\$0.00		
Marketing/Communication	\$3,000 (4)	\$0.00		
Accounting/Audit	\$0	\$0.00		\$0 (5)
Miscellaneous	\$100	\$0.00		
Special Projects	\$3,500	\$0.00		
<b>TOTAL</b>	<b>\$7,150</b>	<b>\$0.00</b>		<b>\$0</b>

**Notes:**

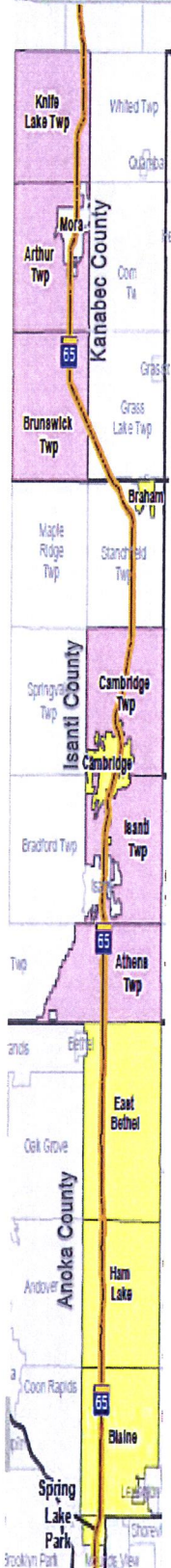
- (1) Based on actuals through 08-31-18.
- (2) 2018 Dues Structure: Counties - \$500; Cities - \$250; Townships - \$100.
- (3) Anoka County to perform management services.
- (4) Current Webservices includes 2-hours of monthly maintenance at \$35/hour, plus domain costs.
- (5) Isanti County to perform audit services.

Checking Account Balance as of August 31, 2018	\$22,540.29
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# North TH 65 Corridor Coalition

Administrative Representative  
 Doug Fischer—Anoka County  
 doug.fischer@co.anoka.mn.us  
 763.324.3103  
 www.th65cc.com



“To work in cooperation and collaboration with transportation and transit agencies in identifying and planning for transportation safety improvements in the North TH 65 Corridor”

- |                       |                        |                  |                    |                          |
|-----------------------|------------------------|------------------|--------------------|--------------------------|
| <i>Co-Chair</i>       | <i>Co-Chair</i>        | <i>Secretary</i> | <i>Treasurer</i>   | <i>At-Large Director</i> |
| <b>Julie Braastad</b> | <b>Terry Turnquist</b> | <b>Tom Ryan</b>  | <b>Steve Voss</b>  | <b>Ken Mattson</b>       |
| <b>Anoka County</b>   | <b>Isanti County</b>   | <b>Blaine</b>    | <b>East Bethel</b> | <b>Knife Lake Twp</b>    |



North TH 65 Membership Directory

Agency	Address	Member	Alternate	Staff/Other Contacts
Anoka County	2100 Third Avenue Anoka, MN 55303 763-421-4760	Julie Braastad <a href="mailto:julie.braastad@co.anoka.mn.us">julie.braastad@co.anoka.mn.us</a> 763-323-5110	Robyn West <a href="mailto:robyn.west@co.anoka.mn.us">robyn.west@co.anoka.mn.us</a> 763-323-5700	<a href="mailto:doug.fischer@co.anoka.mn.us">doug.fischer@co.anoka.mn.us</a> <a href="mailto:jerry.soma@co.anoka.mn.us">jerry.soma@co.anoka.mn.us</a> <a href="mailto:brenda.vetter@co.anoka.mn.us">brenda.vetter@co.anoka.mn.us</a> <a href="mailto:kevin.vanhooser@co.isanti.mn.us">kevin.vanhooser@co.isanti.mn.us</a> <a href="mailto:jking@econdevelop.com">jking@econdevelop.com</a>  <a href="mailto:jill.rykhus@co.anoka.mn.us">jill.rykhus@co.anoka.mn.us</a> <a href="mailto:jill.kent@co.anoka.mn.us">jill.kent@co.anoka.mn.us</a>
Isanti County	555-18th Avenue SW Cambridge, MN 55008 763-689-3859	Terry Turnquist <a href="mailto:terry.turnquist@co.isanti.mn.us">terry.turnquist@co.isanti.mn.us</a> 320-396-4134	Mike Warring <a href="mailto:mike.warring@co.isanti.mn.us">mike.warring@co.isanti.mn.us</a> 763-444-4261	<a href="mailto:susan.morris@co.isanti.mn.us">susan.morris@co.isanti.mn.us</a> <a href="mailto:chris.caulk@sheriff.co.isanti.mn.us">chris.caulk@sheriff.co.isanti.mn.us</a>
Kanabec County	18 North Vine Street Mora, MN 55051 320-679-6440	Heidi Steinmetz <a href="mailto:Heidi.Steinmetz@co.kanabec.mn.us">Heidi.Steinmetz@co.kanabec.mn.us</a> 320-209-5031	Dennis McNally <a href="mailto:dennis.mcnally@co.kanabec.mn.us">dennis.mcnally@co.kanabec.mn.us</a> 320-272-4209	<a href="mailto:coordinator@co.kanabec.mn.us">coordinator@co.kanabec.mn.us</a>  <a href="mailto:chad.gramentz@co.kanabec.mn.us">chad.gramentz@co.kanabec.mn.us</a>
Blaine	10801 Town Square Drive NE Blaine, MN 55449 763-784-6700	Tom Ryan <a href="mailto:tryan@ci.blaine.mn.us">tryan@ci.blaine.mn.us</a> 763-757-3390	Andrew Garvals <a href="mailto:agarvals@ci.blaine.mn.us">agarvals@ci.blaine.mn.us</a> 612-229-8890	<a href="mailto:carneson@ci.blaine.mn.us">carneson@ci.blaine.mn.us</a> <a href="mailto:lderr@ci.blaine.mn.us">lderr@ci.blaine.mn.us</a> <a href="mailto:jhaukaas@blainemn.gov">jhaukaas@blainemn.gov</a> <a href="mailto:cityhall@braham.com">cityhall@braham.com</a>  <a href="mailto:atlenczewski@locklaw.com">atlenczewski@locklaw.com</a>
Braham	201 Broadway Avenue South, PO Box 521 Braham, MN 55006 320-396-3383	Shawn Sullivan <a href="mailto:ssullivan@braham.com">ssullivan@braham.com</a>	Marshall Lind <a href="mailto:mlind@braham.com">mlind@braham.com</a>	
Cambridge	300 Third Avenue N.E. Cambridge, MN 55008 763-689-3211	Jim Godfrey <a href="mailto:jimtrina@midco.net">jimtrina@midco.net</a> 763-689-5838	Marcia Westover <a href="mailto:mwestover@ci.cambridge.mn.us">mwestover@ci.cambridge.mn.us</a> 763-552-3207	<a href="mailto:LWoulfe@ci.cambridge.mn.us">LWoulfe@ci.cambridge.mn.us</a>
East Bethel	2241 - 221st Avenue NE East Bethel, MN 55011 763-367-7840	Steve Voss <a href="mailto:steve.voss@ci.east-bethel.mn.us">steve.voss@ci.east-bethel.mn.us</a> 651-308-0198	Jack Davis <a href="mailto:jack.davis@ci.east-bethel.mn.us">jack.davis@ci.east-bethel.mn.us</a> 763-367-7850	
Ham Lake	15544 Central Avenue NE Ham Lake, MN 55304 763-434-9555	Gary Kirkeide <a href="mailto:gkirkeide@ci.ham-lake.mn.us">gkirkeide@ci.ham-lake.mn.us</a> 763-434-9762		<a href="mailto:DKrueger@ci.ham-lake.mn.us">DKrueger@ci.ham-lake.mn.us</a>
Spring Lake Park	1301 81st Avenue NE Spring Lake Park, MN 55432 763-784-6491	Robert Nelson <a href="mailto:rnelson@slpmn.org">rnelson@slpmn.org</a> 763-783-1889		Daniel Buchholtz <a href="mailto:dbuchholtz@slpmn.org">dbuchholtz@slpmn.org</a> 763-784-6491 <a href="mailto:arthurtownhall@msn.com">arthurtownhall@msn.com</a>
Arthur Twp.	1899 Frontage Road Mora, MN 55051 320-679-1347	Lisa Holcomb <a href="mailto:lisa.arthurtownship@gmail.com">lisa.arthurtownship@gmail.com</a> 320-679-6466		
Athens Twp.	883 261st Avenue N.E. Isanti, MN 55040 763-444-8097	David Beckstrom <a href="mailto:dbeck@atving.com">dbeck@atving.com</a> 763-323-3499	Chris Olson <a href="mailto:chrisolson@team-ind.com">chrisolson@team-ind.com</a> 763-444-7583	<a href="mailto:barbkilpatrick@aol.com">barbkilpatrick@aol.com</a>
Brunswick Twp.	2125 Highway 70 Mora, MN 55051 320-679-3643	Gladys Nelson <a href="mailto:brunswick@genesewireless.us">brunswick@genesewireless.us</a> 320-679-3643		
Cambridge Twp.	3101 Highway 95 NE Cambridge, MN 55008 763-689-4019	John Erlandson <a href="mailto:JohnSr@erlandson.biz">JohnSr@erlandson.biz</a> 763-689-9270	Jim Fridstrom <a href="mailto:townhall@cambridgetownship.us">townhall@cambridgetownship.us</a> 763-689-5897	<a href="mailto:darrell@cambridgetownship.us">darrell@cambridgetownship.us</a>
Isanti Twp.	3568 337th Avenue NE Cambridge, MN 55008 763-444-9660	Don Hansen <a href="mailto:dhansen@hansensurveying.com">dhansen@hansensurveying.com</a> 763-689-4749		
Knife Lake Twp.	2537 Legend Street Mora, MN 55051	Ken Mattson <a href="mailto:kenmattson@q.com">kenmattson@q.com</a> 612-390-8136		
Administrative Representative	1440 Bunker Lake Blvd. NW Andover, MN 55304 763-324-3100	Doug Fischer, Ex-Officio Member <a href="mailto:doug.fischer@co.anoka.mn.us">doug.fischer@co.anoka.mn.us</a> 763-324-3103		
MnDOT Metro District	1500 West County Road B2 Roseville, MN 55113 651-234-7500			Sheila Kauppi <a href="mailto:Sheila.Kauppi@state.mn.us">Sheila.Kauppi@state.mn.us</a> 651-234-7718 Melissa Barnes <a href="mailto:melissa.barnes@state.mn.us">melissa.barnes@state.mn.us</a> 651-234-7716
MnDOT District 3	7694 Industrial Park Road Baxter, MN 56425 218-828-5700			Luke Wehseler <a href="mailto:Luke.Wehseler@state.mn.us">Luke.Wehseler@state.mn.us</a> 218-828-5721
East Central Regional Development Commission	100 Park Street Mora, MN 55051 320-679-4065			Penny Simonsen <a href="mailto:penny.simonsen@ecrdc.org">penny.simonsen@ecrdc.org</a> Robert Voss <a href="mailto:robert.voss@ecrdc.org">robert.voss@ecrdc.org</a>

Isanti County Toward Zero Deaths Coalition Meeting  
Wednesday, September 5, 2018  
Cambridge City Hall  
12:00pm -1:00pm

Agenda

1. Call to Order & Introductions
2. Review summary of July 11<sup>th</sup> meeting
3. Discuss State/Local Crash Data
  - As of 8.15.18
    - 2018 Preliminary Data YTD is 207
    - 2017 Preliminary Data YTD was 207
      - Pedestrians: 17
      - Motorcyclists : 39
      - Bicyclists: 5
    - 2017 Preliminary fatality count is 358

Isanti Co DUI  
09/01/2018 69 YTD  
2017 124 YTD

4. Discuss Mobilizations
  - Review/Results of Speed Enforcement (July 6-22)
  - Review/Results of Impaired Driving Enforcement (August 17-September 2)
  - Upcoming Enforcement: Seat belts & Child Restraints (September 17-29)

5. Seat belt and Child Restraint Enforcement —
  - Social Media
  - KBEK

DPS website  
PR link

6. Next Meeting: November 7<sup>th</sup>  
Next Fatal & Serious Injury Review: September 5<sup>th</sup> following TZD Meeting

7. Other Business
  - Server training for local establishments

8. Adjourn

12:33 pm

forward liquor ord  
to Kevin

Isanti County EDA  
Meeting Minutes  
May 1, 2018

Commissioner Mike Warring, Chairperson, called the Isanti County EDA meeting to order at 9:00 am, welcomed everyone and introductions were made.

Members in attendance: Commissioner Greg Anderson, Commissioner Susan Morris, Commissioner Mike Warring, Commissioner Dave Oslund, Loren Nelson, Paul Nordberg, and Randy Polzin. Others in attendance included Stan Gustafson, Chad Struss, Paul Solsrud of Cooperative Network Services (CNS), Janna King, and Kevin VanHooser.

Voting members absent: Marlys Palmer, Becky Moritz and Terry Turnquist

The meeting minutes from the March 13, 2018, were reviewed and approved.

Kevin reminded the committee that a goal for 2018 was to review and update the Isanti County Tax Abatement Policy. The tax abatement policy committee met on April 6, 2018. Individuals attending the policy committee were Commissioner Dave Oslund, Commissioner Greg Anderson for Commissioner Morris, Kevin VanHooser, Jeff Edblad, Chad Struss, Michelle Moen, and Janna King. Becky Moritz was unable to attend. The results of the review and recommendations were given to the EDA committee. After discussion, the committee voted to recommend the updated policy to the Isanti County Board for approval on May 2, 2018.

High speed internet updates:

- Janna reviewed the tour to the R/S Fiber rural internet cooperative in Winthrop, MN, on March 28<sup>th</sup>. Not all EDA members were able to attend the tour.
- Janna and others also discussed the tour to Genesis Wireless, Braham, MN, on April 18<sup>th</sup>.
- The Broadband Task Force created three subcommittees: technical, financial/business plan and communications.
- Paul Solsrud of CNS reviewed his proposed contract with the committee. Essentially, it is for design services that will help the County make future decisions on the high speed internet project. The CNS contract is for \$25,000 of which the Initiative Foundation has given a grant to fund \$5,000.
- Janna reviewed the Ehler's financing proposals for the group.

Janna reported the Opportunity Zone -designations were announced and an area in Cambridge south of TH 95, including the downtown area was designated for Isanti County.

Stan Gustafson of Cambridge reported that there are 17 new housing starts so far in 2018. He is still working on an aquaponics company. Metro Plains has started their project. Leader will soon have a restaurant, The Preserve will begin a two year project, 50 units in year one and another 36 units in year two.

Jordan Zeller of ECRDC couldn't attend the meeting but left brochures for the Tiger Academy and a Succession Planning workshop.

Janna reported that GREATERMSP had a Partner Advisory Council meeting in the last couple of weeks. She also reported that Michael Langley will be retiring in 2019.

Janna reported that the State of Minnesota has awarded \$800,000 to study TH 65 in Anoka County, which will address the congestion issues in Blaine that are of concern to Isanti County manufacturers, businesses and residents.

The next meeting will be at 9:00 a.m. on July 24, 2018. **(subsequently canceled)**

The EDA meeting was adjourned at 11:10 am.

Respectfully Submitted,  
Kevin VanHooser  
Isanti County Administrator

## **Isanti County EDA**

Agenda

October 23, 2018

9 – 11 am

Isanti County Government Center

Second Floor Training Room

1. Call to Order
2. Welcome/introductions
3. Review and approval: Meeting Minutes – May 1, 2018
4. Isanti County High Speed Internet Updates
  - Contract with CTC/CNS
  - Timeline
  - Communications
5. Isanti County Ag Society presentation
6. Minnesota Housing – 2019 Minnesota County Participation Program for first time homebuyer assistance
  - Presentation
  - Action authorizing application to MN Housing
7. PACE – Property Assessed Clean Energy: Presentation by Peter Lindstrom and Peter Klein with the St. Paul Port Authority
  - Presentation on the PACE program
  - Application for PACE funding for Isanti Hotel Partners
8. Tax Abatement Policy – review and update
9. Economic development updates
  - Cities
  - East Central Regional Development Commission
  - GPS 45:93
  - GREATER MSP
  - Passenger and commuter rail
  - TH 65 Corridor Coalition Update
10. Verify next meeting: January 22, 2019
11. Clarify meeting follow-up and next steps

# What is Property Assessed Clean Energy (PACE)?

**PACE is a new way to finance energy efficiency and renewable energy upgrades to the buildings of commercial property owners.**

Energy-saving measures pursued by the owners receive project financing and are repaid as a separate item on their property tax assessment for a set period. PACE eliminates the burden of upfront costs by providing low-cost, long-term financing.



## Why PACE, and how does it work?

**PACE financing helps overcome several barriers to making energy improvements:**

- Eliminates high up-front costs
- Reduces dependence on credit
- Allows for comprehensive retrofits
- Allows programs to recoup their costs

Property Assessed Clean Energy (PACE) financing allows property owners to finance energy-related improvements to their buildings with affordable, long-term capital.

### PACE PROJECT PROCESS



### HOW THE MONEY FLOWS



**Learn more  
on reverse**

## Can I use PACE to finance building improvements?

Minnesota state law allows local units of government to enter into joint powers agreements to create PACE programs. Under this innovative arrangement, commercial, industrial, nonprofit and multi-housing property owners can take on voluntary special assessments to finance energy efficiency, renewable energy, or electric vehicle infrastructure improvements to their properties.

PACE allows companies the opportunity to maintain a positive cash flow while investing in energy upgrades at no cost to taxpayers. PACE financing can also make it easier for building owners to transfer financed improvement repayment to the next owner upon sale, as the repayment resides with the property tax assessment.

### Basic qualifications for PACE financing:

- Property owners must be current on mortgage and property taxes
- No federal or state liens against the property
- Must not be in bankruptcy proceeding
- Lender acknowledgement or "consent" from current mortgage lender
- Term of financing may not exceed weighted average useful life of improvements
- Improvements may not exceed 20% of assessed property value

## What programs exist in Minnesota?

There are currently two commercial PACE programs available to Minnesota cities and counties that want to help finance building energy improvements in their jurisdictions.

### Rural Minnesota Energy Board

Available to entities in the Rural Minnesota Energy Board's counties. The program is administered by the Southwest Regional Development Commission. Learn more at <http://mncerts.org/pace#rmeb>.



### Saint Paul Port Authority

Available to entities in any city or county in Minnesota. Interested local governments can work with the Saint Paul Port Authority to authorize the program. Learn more at <http://mncerts.org/pace#sppa>.



## Ready To Get Started?



**Dig a little deeper:** Visit the CERTs website resource page on PACE, which includes program details, a map of all participating cities and counties, and interviews with business owners who have completed projects at <http://mncerts.org/pace>.

**Go further:** Contact Pete Lindstrom with the Clean Energy Resource Teams at [plindstr@umn.edu](mailto:plindstr@umn.edu) or 612-625-9634.

**Port Authority of the City of Saint Paul  
Property Assessed Clean Energy Program  
(MinnPACE)  
JOINT POWERS AGREEMENT**

Saint Paul Port Authority  
850 Lawson Commons  
380 St. Peter Street  
Saint Paul, MN 55102  
(651) 224-5686  
(651) 223-5198 (fax)  
[www.sppa.com](http://www.sppa.com)



## JOINT POWERS AGREEMENT

This Agreement, made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the Port Authority of the City of Saint Paul (the "Port Authority"), a body corporate and politic, and the County of Isanti, Minnesota, a political subdivision under the laws of Minnesota (the "County"), provides as follows:

WHEREAS, the Port Authority has been engaged in governmental programs for providing financing throughout the State of Minnesota (the "State") by making loans evidenced by various financing leases and loan agreements, and in the process of operating these programs the Port Authority has developed a high degree of financial expertise and strength; and

WHEREAS, Minnesota Statutes, Sections 216C.435 and 216C.436 and Chapter 429 and 471.59 (collectively the "Act") authorize the County to provide for the financing of the acquisition and construction or installation of energy efficiency and conservation improvements (the "Cost Effective Energy Improvements" as defined in the Act or "Improvements") on Qualifying Real Properties" as defined in the Act (the "Properties" or "Property") located within the boundaries of the County through the use of special assessments; and

WHEREAS, the Act authorizes the County to designate a local government unit other than the County to implement the program under the Act on behalf of the County; and

WHEREAS, the County has one or more projects within the boundaries of the County that have Improvements in need of financing, and has adopted its Resolution No. \_\_\_\_\_ (a copy of which is attached hereto as Exhibit A) to designate the Port Authority to implement and administer a program on behalf of the County to finance such Improvements; and

WHEREAS, the Port Authority has created a program under the Act known as the Property Assessed Clean Energy Program ("MinnPACE") for purposes of implementing and administering the activities described in the Act, and the Port Authority is willing to implement and administer that program on behalf of the County as requested herein; and

WHEREAS, the County has expressed a desire to make energy improvement financing programs of the kind managed by the Port Authority available for improvements of eligible properties within its boundaries, including but not limited to the Energy Savings Partnership, Trillion BTU and MinnPACE, and a joint powers agreement is required between the County and the Port Authority for MinnPACE; and

WHEREAS, the Improvements will serve citizens of Isanti County and the State of Minnesota.

NOW THEREFORE, in consideration of the mutual covenants herein made, the parties to this Agreement hereby agree as follows:

1. The Port Authority will exercise the powers of the Act on behalf of the County by providing financing for Improvements located within the boundaries of the County. Except as otherwise provided in this Joint Powers Agreement, the Port Authority shall be solely responsible for the implementation and administration of MinnPACE and the financing of the Improvements.

2. In connection with its implementation and administration of MinnPACE, and its financing of the Improvements located within the boundaries of the County, it is anticipated that the Port Authority will enter into various agreements with persons wishing to obtain financing for Improvements located within the boundaries of the County as well as with sources of financing for such Improvements (collectively the "Program Documents").

3. The Port Authority may and is permitted to charge fees for its implementation and administration of MinnPACE, which fee will be described in, and payable under, the Program Documents.

4. The Port Authority will have the sole duty and responsibility to comply with or enforce covenants and agreements contained in the Program Documents. This power specifically includes the responsibility for monitoring and enforcing compliance with the provisions of the Program Documents.

5. Either the Port Authority or a lending institution (the "Lender") will use its own financial resources to finance the Improvements (the "Loan"), or a taxable special assessment revenue bond(s) (the "Bond(s)") issued by the Port Authority in favor of the Lender will be used to finance the Improvements. Regardless of the financing mechanism, the Lender will advance funds under the Program Documents to be paid from levied special assessments.

6. The Loan(s) or Bond(s) must be a special/limited obligation of the Port Authority, payable solely from special assessments levied by the County as provided herein. The Loan(s) or Bond(s) and interest thereon must neither constitute nor give rise to a general indebtedness or pecuniary liability, or a general or moral obligation, or a pledge or loan of credit of the Port Authority, the County, the City of Saint Paul or the State of Minnesota, within the meaning of any constitutional or statutory provision. To that end, the Port Authority hereby agrees to indemnify and hold harmless the County from and against any claims or losses arising out of the failure of the Port Authority to provide for the payment of principal of, and the interest or any premium on the Loan(s) or Bond(s), from special assessment payments actually paid to the Port Authority by the County. This indemnity must not, however, be construed to relate to any claims or losses which might arise by virtue of the exercise, by the County, of its governmental powers in connection with the Project, or by virtue of the failure of the County to levy and collect special assessments with respect to the Improvements or promptly remit such special assessment payments to the Port Authority as provided in the Program Documents.

7. As and for its contribution to the financing of the Improvements, and as provided in the Act, the County must impose and collect special assessments necessary to pay debt service on that portion of the Loan(s) or Bond(s) attributable to the Improvements located within the boundaries of the County. Evidence that the County has imposed such special assessments is a precondition to the Port Authority's obligation to provide financing to any Improvements located within the boundaries of the County in accordance with the following process:

A. The Port shall provide to County an application from an Applicant under the Program which includes the following documentation:

1) A copy of the Application containing the legal name of the Applicant, its legal status, its legal address, a description of the Project, the cost of the Improvements, the total amount to be assessed against the Property and the address, legal description and tax identification code for the Property upon which the Improvements are to be constructed or installed.

2) A statement from the Port that the proposed Project as described in the Application qualifies under the requirements of the Act and the Port Authority.

3) A fully-executed copy of the Applicant's Petition and Assessment Agreement suitable for evidencing, and recording if necessary, Applicant's agreement to be assessed for the amount of the Improvements.

B. Upon receipt of the documentation described in Subparagraph A above, County agrees that it will levy an assessment against the Property for the amount to be assessed as set forth in Section 7.A. above.

C. Evidence that the County has imposed such special assessments is a precondition to the Port Authority's obligation to provide financing to any Improvements located within the boundaries of the County.

D. In the event that, after the County levies an assessment against the Property for the costs of the Improvements and related costs as provided for in Subparagraph B above, the Port does not fund the cost of the Improvements as contemplated by this Agreement, the Port shall promptly notify County that it has not and will not fund the costs of the Improvements under the Program and County shall thereafter inform the County Auditor to remove the subject assessment from the Property.

8. Once the County has imposed special assessments to finance Improvements located within the boundaries of the County, the County transfer all collections of the assessments received by it upon receipt to the Port Authority for application to the payment of the applicable Loan(s) or Bond(s). The County will take all actions permitted by law for the recovery of the assessments, including without limitation, reinstating the outstanding balance of assessments when the land returns to private ownership, in accordance with Minn. Stat. Section 429.071, Subd. 4. The County has no obligation to make any payment on the applicable Loan(s) or Bond(s) other than by the imposition and collection of special assessments pursuant to the Act. The County acknowledges that the Lender is a third-party beneficiary of the County's covenants herein with respect to the imposition and transfer of special assessments described herein.

9. Unless otherwise provided by concurrent action of the Port Authority and the County, this Agreement will terminate upon a 30-day's advanced written notice to the other Joint Powers Agreement partner or upon the retirement or defeasance of all Loan(s) or Bond(s), whichever is later; and notwithstanding any other provisions, this Agreement may not be terminated in advance of such retirement or defeasance.

10. This Agreement may be amended by the Port Authority and the County, at any time, by an instrument executed by both of them. The Port Authority or the County may not amend this Agreement, however, if the effect of the amendment would impair the rights of the holder of the Loan(s) or Bond(s), unless the holder has consented to the amendment.

11. This Agreement may be executed in any number of counterparts, each of which when taken together will constitute a single agreement.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Port Authority and the County have caused this Agreement to be executed on their behalf, by their duly authorized officers, as of the day and year first above written.

PORT AUTHORITY OF THE  
CITY OF SAINT PAUL

By: \_\_\_\_\_  
Its: President

By: \_\_\_\_\_  
Its: Chief Financial Officer

COUNTY OF ISANTI, MINNESOTA

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

EXHIBIT A

Extract of Minutes of Meeting of the  
Board of Commissioners of the County of Isanti, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the Board of Commissioners of the County of Isanti (the "County"), was duly held at the Isanti County Government Center in the County, on \_\_\_\_\_, 2018, at \_\_\_\_\_ P.M.

The following members were present:

and the following were absent:

\* \* \* \* \*

The Chair announced that the next order of business was consideration of the designation of the Port Authority of the City of Saint Paul to implement and administer a program under Minnesota Statutes, Sections 216C.435 and 216C.436 and Chapter 429 and 471.59 on behalf of the County.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption, the reading of which had been dispensed with by unanimous consent:

RESOLUTION NO. \_\_\_\_\_

RESOLUTION DESIGNATING THE PORT AUTHORITY TO IMPLEMENT AND ADMINISTER A PROPERTY ASSESSED CLEAN ENERGY IMPROVEMENT FINANCING ON BEHALF OF THE COUNTY, AND PROVIDING FOR THE IMPOSITION OF SPECIAL ASSESSMENTS AS NEEDED IN CONNECTION WITH THAT PROGRAM

**BE IT RESOLVED** by the Board of Commissioners of the County of Isanti (the "County"), as follows:

1. The Port Authority of the City of Saint Paul (the "**Port Authority**") has established the Property Assessed Clean Energy Program ("**MinnPACE**") to finance the acquisition and construction or installation of energy efficiency and conservation improvements (the

“Improvements”), on properties located throughout the State of Minnesota through the use of special assessments pursuant to Minnesota Statutes Sections 216C.435 and 216C.436 and Chapter 429 and 471.59 (the “Act”).

2. In order to finance the Improvements, the County hereby determines that it is beneficial to participate in MinnPACE, and to designate the Port Authority as the implementor and administrator of that program on behalf of the County for purposes of financing Improvements located within the County.

3. The County understands that the Port Authority may obtain funding from designated lending institutions or may issue its MinnPACE special assessment revenue bond(s) to finance the Improvements, and that the sole security for the loan(s) or bond(s) will be special assessments imposed by the governmental entity participating in MinnPACE.

4. To facilitate and encourage the financing of Improvements located within the County, the County covenants to levy assessments for said Improvements on the property so benefitted, in accordance with the Application and Petition for Special Assessments received from the owner(s) of the Property and approved by the Port Authority. The interest rate on the Special Assessments shall be the interest rate on the Loan(s) or Bond(s), and may include additional interest.

5. After imposition of the special assessments, the County shall collect such assessments and remit them to the Port Authority for use in the repayment of the Loan(s) or Bond(s). The County will take all actions permitted by law to recover the assessments, including without limitation, reinstating the outstanding balance of assessments when the land returns to private ownership, in accordance with Minn. Stat. Section 429.071, Subd. 4.

6. The County Manager or Assistant County Manager are authorized to execute on behalf of the County, any documents, certificates or agreements necessary to implement the program authorized by this resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Member

\_\_\_\_\_ upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA            )  
  ) ss.  
COUNTY OF ISANTI            )

I, the undersigned, being the duly qualified and acting \_\_\_\_\_ of the County of Isanti, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of the Board of Commissioners of said County held \_\_\_\_\_, with the original thereof on file and of record in my office and the same is a full, true and complete transcript therefrom.

WITNESS My hand officially and the seal of the County this \_\_\_\_\_ of \_\_\_\_\_.

(Seal)

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
County of Isanti





## Special Assessments Application and Petition Agreement

The **Property Assessed Clean Energy Program (MinnPACE)**, administered by the Saint Paul Port Authority, provides a finance mechanism for the installation of energy efficiency, renewable and conservation improvements that are permanently fixed to the eligible properties and petition for special assessments in accordance with Minnesota Statutes Sections 216C.435 and 2016C.436 and Chapter 42, and the MinnPACE program. For further information on eligibility requirements, see the Administrative Guidelines and Financing Summary found at [minnpace.com](http://minnpace.com) or contact the Saint Paul Port Authority at 651-204-6236. This MinnPACE Agreement contains an Application section, a Petition for Special Assessment, and designated attachments, all of which must be reviewed and completed, and constitute a full and complete agreement.

### APPLICATION

#### Eligibility Requirements

- Applicant(s) is/are legal owner(s) of the Property described in the Application (the "Property.")
- Property is developed and located within the City of Isanti and County of Isanti  
(Revise as needed if special assessments are to be levied by a county or town.)
- Property Owner is current on all mortgage(s). All lenders have signed the Lender Acknowledgement Form for MinnPACE Financing.
- Property Owner is not in bankruptcy and the Property is not an asset in a bankruptcy proceeding.
- There are no federal or state income tax liens, judgment liens or similar involuntary liens on the Property.
- Applicant(s) can be verified as being in "Good Standing" with the Minnesota Office of the Secretary of State or are able to provide a Member Agreement or Operating Agreement certified to be true or correct.
- Improvement costs are reasonable for the scope of the proposed improvements and in relation to Property value.
- Requested Financing Amount does not exceed the lesser of 20 percent of the Property Market Value or the actual cost of installing the improvements, including the cost of necessary equipment, materials and labor, the cost of energy audit or renewable energy feasibility study and the cost or verification of installation, less the value of expected rebates.
- Term of financing requested does not exceed the weighted average of the useful life of the improvements.
- Applicant(s) has/have obtained an energy audit or renewable energy feasibility study on the Property. Attach when submitting application.

Below, please list and identify all real estate upon which the improvement will be constructed or will be directly benefited.  
Property Owner(s) Legal Name(s) (as they appear on Property tax records)

Applicant #1: Isanti Hotel Partners, LLC

List all parcel #s Owned by Applicant #1: 160290101

Applicant #2: \_\_\_\_\_

List all parcel #s Owned by Applicant #2: \_\_\_\_\_

Applicant #3: \_\_\_\_\_

List all parcel #s Owned by Applicant #3: \_\_\_\_\_

Applicant #4: \_\_\_\_\_

List all parcel #s Owned by Applicant #4: \_\_\_\_\_

Initials

(all signers)



# MinnPACE

A division of the Saint Paul Port Authority  
minnpace.com

380 Saint Peter Street, Suite 850  
Saint Paul, MN 55102

651-204-6236 (phone) | 651-223-5198 (fax)

### Property Owner(s) Type(s) — check all that apply

- Individual(s)/Joint Tenants/Common Property (not in trust)  
  Corporation  
  Limited Liability Company  
 Trust/Trustees/Living Trust  
  Partnership  
  Other (Specify):

### Property Owner Contact Information

Name: Troy Hoekstra Email: hoekstratroy@gmail.com  
 Phone (Day): \_\_\_\_\_ Cell Phone: (320) 493-8272

### Physical Property Address

Street Address: Southwest Corner of Main Street and Highway 65 City, State Zip: Isanti, MN 55040

Property Type:  
 Commercial/Industrial  
 Apartment (more than four units)

Square Footage of Building (if applicable): 34,000

Finance Amount Requested: \$ Up to \$400,000

Finance Term:  
 10 Years  
 Other: 20 years

### Current Mortgage Financing — attach a copy of Mortgage Statement

Name of Mortgage Lender: Midwest Bank

Mortgage Lender Address: Detroit Lakes, MN

Outstanding Principal Balance: \$4,842,000

Utility Company: \_\_\_\_\_

**Improvement Description**—attach all relevant documentation, including bids and estimates

Funding of plumbing and HVAC (partial funding). Potential to fund the windows.

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Initials  
(all signers) TH



## Petition for Special Assessment

We hereby acknowledge that we will be obligated to pay the assessments when due. The assessment and the interest and any penalties thereon will constitute a lien against the Property until they are paid, even if I/we sell the Property to another person. I/we understand that assessment installments together with the interest on the assessment will be collected on my/our Property tax bill in the same manner and at the same time as Property taxes and will be collected on my/our Property tax bill in subject to the same penalties, remedies and lien priorities as for Property taxes in the event of delinquency, including foreclosure. I/we waive any and all procedural and substantive objections to the installation of the Improvements and the special assessments, including but not limited to any public or other hearings or hearing requirements and any claim that the assessment exceeds the benefit to the Property. I/we waive any appeal rights otherwise available pursuant to M.S.A. §429.081.

The City or County will assess the cost of the Improvements as a special assessment against the Property in accordance with the City's or County's charter, code, or ordinances regulating assessments. The Assessment will carry a term of up to 20 years and will be certified by the City or County annually to County for collection with Owner's Property taxes. Owner may choose to prepay all or a portion of the assessment directly to the City or County at any time during the term of the Assessment. All principal amounts certified annually will carry interest amounts calculated on a fixed interest rate as established by the Saint Paul Port Authority prior to ratification of the Assessment by the City or County.

## Declarations

*By signing this Application, the undersigned hereby declares under penalty or perjury under the laws of the State of Minnesota all of the following:*

1. I am/we are the current owner of record of the Property described herein (the "Property.")
2. The Property is not currently involved in a bankruptcy proceeding.
3. I/we are current on any mortgage(s) or other loan(s) secured by the Property.
4. I/we and the Property meet the Eligibility Requirements listed on page one.
5. I/we waive any and all procedural and substantive objections to the installation of the Improvements and the special assessments, including but not limited to any public or other hearings or hearing requirements and any claim that the assessment exceeds the benefit to the Property. I/we waive any appeal rights otherwise available pursuant to the M.S.A. § 429.801.
6. That (i) the information provided in, or in connection with, this Application is true and correct as of the date set forth opposite my/our signature(s) on this Application and (ii) that I/we understand that any intentional or negligent misrepresentation(s) of the information contained in this Application, or provided in connection with the Application, may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both and liability for monetary damages to the Saint Paul Port Authority, any lender providing financing for Improvements described herein, their agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation(s) which I/we have made in this application.
7. I/we agree that the selection of any product(s), equipment and measures referenced in this Application (the "Improvements,") and the decisions regarding the purchase, installation and ownership/maintenance of the Improvements is/are my/our sole responsibility and that I/we have not relied upon any representations or recommendations of MinnPACE/Saint Paul Port Authority, its agents, representatives, assignees, or employees in making such selection or decision, and that my manufacturer, dealer, supplier, contractor or installer of the Improvements is not an agent, employee, assignee or representative of MinnPACE/Saint Paul Port Authority.
8. Owner agrees that any review and approval of the Improvements by a City, County, State or governmental department is granted only in its capacity of administering and enforcing existing relevant codes. Any such approval is only as to compliance with the codes and does not create a special duty to the Owner nor establish a warranty of quality of materials and workmanship.
9. I/we understand the MinnPACE/Saint Paul Port Authority makes no warranty, whether expressed or implied, with respect to the choice, use or application of the Improvements, including without limitation, the implied warranties of merchantability and fitness for any particular purpose, or the use or application of the Improvements.
10. I/we agree that MinnPACE/Saint Paul Port Authority has no liability whatsoever concerning (i) the quality or safety of any Improvements, including their fitness for any purpose, (ii) the estimated energy savings produced by or performance of the Improvements, (iii) the workmanship of any third parties, (iv) the installation or use of the Improvement including, but not limited to, any effect on indoor pollutants; or (v) any other matter with respect to MinnPACE/Saint Paul Port Authority.

Initials

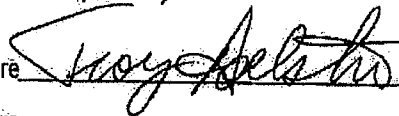
(all signers)

**Prior to sending this application, be sure to include all required attachments.**

- Evidence of Energy Audit or Renewable Energy System Feasibility (requested on page one) — *REQUIRED*
- Mortgage Statement (requested on page two) — *REQUIRED*
- Construction Contracts/Bids (requested on page two) — *REQUIRED*
- Lender Acknowledgement Form (requested on page five) — *REQUIRED FOR EACH AND EVERY MORTGAGE HOLDER*
- Financial Statements or Tax Returns from the past three years — *REQUIRED*

**Signatures of all Property Owners and Notary**

Date: 10/15/2018

Property Owner Signature  Printed Name Troy Hoekstra

Property Owner Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

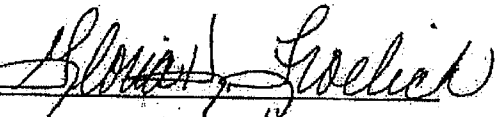
Property Owner Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

For an acknowledgment in an individual capacity:

State of Minnesota  
 County of Stearns

This instrument was acknowledged before me on 15<sup>th</sup> (date) by October (name(s) of person(s)) Gloria D Froelich  
 (Seal, if any)



Signature of notarial officer   
 Title (and Rank) My commission expires: 01/31/2023



**MinnPACE**

A division of the Saint Paul Port Authority  
minnpace.com

380 Saint Peter Street, Suite 850  
Saint Paul, MN 55102

651-204-6236 (phone) | 651-223-5198 (fax)

### Lender Acknowledgement Form

The undersigned, on behalf of the Lender, which is the holder of a mortgage lien on the Property described in this Application and Petition for Special Assessments in accordance with MinnPACE, administered by the Saint Paul Port Authority, acknowledges that it has reviewed the Applicant's completed MinnPACE Program Special Assessments Application and Petition Agreement, and confirms that the Applicant's receipt of MinnPACE financing and petition for assessment in connection therewith, and the imposition of, and any assignment of, MinnPACE will not constitute a default under Lender's mortgage.

Lender/Institution Name: Midwest Bank

By: [Signature]  
(Signature)

Name (print): Nate Hunter

Title: V.P. Commercial Loan Officer

Date: 10/1/18



**Important Reminders**  
*for the*  
**2019 Minnesota City Participation  
Program (MCCP)**

**Application Period: January 2-15, 2019**

**Help More First-Time Buyers in Your Community**

MCCP can help you effectively and efficiently provide first-time homebuyer loans in your community, with minimal administrative burden.

By partnering with Minnesota Housing, eligible first-time buyers in your area will have access to our affordable Start Up loan program and downpayment and closing cost loans. Again, this year, we are able to run the program with no administrative fees and no minimum usage requirement.

We'll connect you to our approved lenders and help you market this opportunity to homebuyers in your community with:

- Marketing materials
- Press release/newsletter template
- Board memo summary
- Social media templates
- Monthly reports
- General information on programs and Minnesota Housing

**Apply Quickly and Easily**

Simply complete the application form, sign the agreement, and email them to [mn.housing@state.mn.us](mailto:mn.housing@state.mn.us) between **January 2 and the deadline of January 15 at 5:00 p.m.** Do not send the application before **January 2.**

If your agency requires board approval for this program, include this item in your November or December board meeting in order to make the January 15 deadline. If this is not possible, contact Nicola Viana at 651.297.9510 or [nicola.viana@state.mn.us](mailto:nicola.viana@state.mn.us).

**Questions?**

Please let us know if you have any questions or need additional information or the application and agreement sent to you. We look forward to working with you in 2019!

Nicola Viana, Program Manager: 651.297.9510 or [nicola.viana@state.mn.us](mailto:nicola.viana@state.mn.us)

## **Minnesota City Participation Program (MCP) Background and Summary Information**

Minnesota Housing manages the Minnesota City Participation Program (MCP), which uses the Tax Exempt Bond Housing Pool Allocation authorized by the Office of Minnesota Management and Budget (MMB) to enable communities throughout the state to efficiently provide first-time homebuyer loans in their community without the administrative burden of running their own bond program. The first-time homebuyers access the program through their local lenders and have access to downpayment and closing cost assistance if needed.

Self-issuance of bonds may not be economically feasible for some communities, given economies of scale necessary for successful self-issuance. Under the MCP Program, Minnesota Housing can sell bonds on behalf of local governments to assist them in meeting local housing goals pursuant to Minnesota Statutes Section 474A.061, subdivision 2a.

Minnesota's statute 474A.061, Manufacturing, Housing and Public Facilities Pools (aka the "Housing Pool"), allows Minnesota Housing to access additional bonding authority through an application process administered by Minnesota Housing from January 1 through January 15 annually. Historically, Minnesota Housing competed for the 31% of the available "Housing Pool" with other self-issuers such as the Dakota County CDA, the Southeast Multi-County HRA, Washington County, and the City of St. Cloud.

In accordance with that statute, cities (or counties or multi-county organizations) apply to Minnesota Housing annually for such authority. Funding allocations are allocated to participating cities on a per capita basis, with each applicant allocated a minimum of \$100,000.

Participants will not be responsible for paying the application deposit or processing fee this year. This is subject to change; however, Minnesota Housing will provide notification in advance of future program years if there is a deposit or processing fee. There will be a minimum usage requirement of 50% of the allocation in order to participate the following year.

**MCPD Allocations History, 2005-2014**

Applicants	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount
Albert Lea	\$325,298						\$285,562			\$307,720
Alexandria	\$182,870	\$150,562				\$188,402	\$196,704	\$179,772	\$210,287	\$222,911
Anoka County	\$5,634,456	\$4,577,526	\$4,368,974	\$5,188,744	\$5,380,616	\$5,049,611	\$5,301,549	\$5,372,757	\$5,437,084	\$5,770,676
Bagley	\$100,000									
Barnesville	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Baudette	\$100,000			\$100,000						
Becker County	\$560,555	\$459,631	\$426,627	\$509,315	\$522,767	\$490,194	\$507,738	\$527,850	\$533,368	\$565,041
Beltrami County	\$748,516	\$610,727	\$571,539	\$680,445	\$703,671	\$665,606	\$698,419			
Blue Earth County	\$1,033,263	\$839,683	\$782,979	\$931,234						
Bluff Country HRA										\$679,907
Breckenridge	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Carver County						\$1,359,939	\$1,442,404	\$1,478,481	\$1,499,095	\$1,603,701
Chippewa County	\$230,759	\$183,402	\$171,082	\$201,730	\$205,400	\$189,874	\$195,866	\$202,036	\$200,717	\$208,739
Chisago County	\$120,000	\$699,625	\$661,477	\$793,879	\$819,212	\$764,595	\$798,281	\$875,100	\$877,754	\$918,104
Clearwater County		\$122,171	\$113,470	\$133,471	\$135,049	\$125,151	\$130,156			
Crow Wing County	\$1,050,462	\$858,133	\$805,734	\$963,777	\$997,192	\$936,911	\$986,131	\$1,014,972	\$1,021,245	\$1,077,473
Dilworth	\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Dodge	\$342,082	\$279,639	\$262,305	\$312,148	\$321,411		\$312,219			
Fillmore County	\$383,082	\$308,593	\$285,743	\$335,391	\$342,512	\$317,772	\$329,311	\$338,854	\$339,650	
Freeborn County		\$462,289	\$427,055	\$500,268	\$511,542	\$473,273	\$490,694	\$507,567	\$507,164	\$223,974
Fulda	\$100,000	\$100,000	\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Glyndon	\$100,000	\$100,000	\$100,000	\$100,000		\$100,000	\$100,000	\$100,000		\$100,000
Grant County	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$101,962
Headwaters Regional Dev. Commission								\$1,348,256	\$1,365,192	\$1,437,357
Hennepin County	\$2,794,818	\$11,004,050	\$10,215,921	\$12,071,889	\$12,497,473	\$11,821,897	\$12,368,805	\$12,501,967	\$12,617,031	\$13,505,775
Hitterdal	\$100,000									
Houston County	\$359,173	\$288,163	\$266,936	\$313,727	\$321,281	\$296,845	\$306,433	\$308,990	\$308,156	
Hubbard County	\$335,246	\$272,429	\$252,627	\$298,822	\$306,857	\$285,646	\$296,503			
Janesville	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
Kandiyohi County	\$742,777	\$598,114	\$555,329	\$658,260	\$678,380	\$632,645	\$654,448	\$685,942	\$685,517	\$725,130
Lake of the Woods County		\$100,000	\$100,000		\$100,000	\$100,000	\$100,000			
Little Falls	\$147,951	\$119,975	\$111,623	\$132,745	\$136,885	\$127,746	\$132,986	\$135,487	\$135,596	\$142,490
Madelia	\$100,000									

P220



MCPP Allocations History, 2005-2014 (Continued)

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Applicants	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount
Mahnomen County	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000			
McLeod County	\$645,342	\$522,985	\$490,476	\$584,885	\$603,124	\$565,873	\$585,923	\$595,196	\$593,899	\$618,696
Moorhead	\$588,637	\$483,788	\$458,377	\$556,195	\$582,381	\$549,742	\$584,406	\$618,158	\$626,891	\$666,421
Mower County	\$699,978	\$563,237	\$521,571	\$613,480	\$624,126	\$577,877	\$602,477	\$635,989	\$639,342	\$673,704
North Mankato	\$223,599	\$180,440	\$168,351	\$202,378	\$210,111	\$197,325	\$206,254	\$217,512	\$218,523	\$230,691
NW Multi-County	\$1,573,759	\$1,260,319	\$1,251,330	\$1,372,969	\$1,401,998	\$1,300,846	\$1,347,301	\$1,398,079	\$1,399,876	\$1,468,100
Olmsted	\$2,374,932		\$1,827,486							
Ortonville				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Otter Tail County	\$1,057,550	\$847,485	\$785,268	\$924,523	\$949,225	\$863,098	\$894,206	\$930,575	\$931,694	\$981,869
Owatonna	\$420,591	\$344,481	\$324,668	\$390,402	\$407,551	\$385,165	\$402,121	\$415,716	\$416,213	\$436,449
Ramsey County	\$4,095,814	\$3,294,134	\$3,050,222	\$3,607,002	\$3,726,355	\$3,480,359	\$3,640,431	\$3,630,708	\$3,653,060	\$3,909,328
Red Wing				\$257,831	\$265,387	\$247,358	\$257,624	\$267,287	\$267,449	\$282,409
Rice County	\$1,074,893	\$875,196	\$823,845	\$984,067	\$1,023,897	\$954,499	\$1,002,543	\$1,041,637	\$1,053,341	\$1,109,536
Scott County			\$1,552,692			\$1,950,032	\$2,070,496	\$2,109,972	\$2,141,220	\$2,284,739
SE Multi-County	\$1,618,159	\$1,701,066	\$1,583,466	\$321,097	\$1,658,565	\$1,549,888	\$1,862,186	\$1,670,416	\$1,671,736	\$1,763,275
Sherburne County	\$1,344,996	\$1,141,817	\$1,012,181	\$1,237,635	\$1,294,498	\$1,232,147	\$1,287,346	\$1,326,998	\$1,337,424	\$1,416,125
St. Cloud			\$859,785	\$101,470	\$1,059,828	\$996,261	\$1,039,430	\$1,069,244	\$1,068,250	\$1,127,598
St. James	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
St. Louis County	\$3,575,018	\$2,864,468	\$2,651,719	\$3,099,913	\$3,185,493	\$2,971,287	\$3,099,522	\$3,251,580	\$3,257,550	\$3,427,708
St. Peter	\$183,679	\$150,273	\$142,985							
Stearns County			\$1,228,894							
Stevens County	\$179,128	\$142,659	\$131,393	\$153,729	\$158,245	\$147,095	\$152,544	\$157,946	\$158,676	\$167,098
Swift County	\$210,449	\$167,581	\$152,984	\$181,282	\$184,689	\$171,663	\$171,154	\$158,871	\$157,504	\$164,664
Washington County	\$3,839,005	\$3,141,478	\$3,009,851	\$3,601,697	\$3,786,440	\$3,556,312	\$3,745,890	\$3,867,221	\$3,916,684	\$4,169,529
Wells			\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Worthington		\$163,362	\$151,806	\$179,198	\$184,836	\$172,878	\$180,324	\$207,282	\$208,806	\$221,061
Wright County	\$1,853,164	\$1,542,081	\$1,483,609	\$1,812,762	\$1,896,923	\$1,810,950	\$1,908,133	\$2,025,072	\$2,051,327	\$2,178,612
<b>Total</b>	<b>\$41,850,000</b>	<b>\$42,121,560</b>	<b>\$45,042,380</b>	<b>\$45,308,360</b>	<b>\$48,183,920</b>	<b>\$48,606,760</b>	<b>\$51,674,520</b>	<b>\$52,073,490</b>	<b>\$52,407,322</b>	<b>\$55,588,571</b>

MCPP Allocations History, 2008-2018

Applicants	# years	Total	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
			Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount
Albert Lea (Freeborn County since 2016)	6	\$2,441,716				\$285,562			\$307,720	\$307,169	\$536,792	\$481,269
Alexandria	9	\$1,892,616			\$188,402	\$196,704	\$179,772	\$210,287	\$222,911	\$223,220	\$229,509	\$209,521
Anoka County	11	\$60,691,250	\$5,188,744	\$5,380,616	\$5,049,611	\$5,301,549	\$5,372,757	\$5,437,084	\$5,770,676	\$5,842,991	\$5,965,146	\$5,416,091
Barnesville	9	\$900,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Baudette	1	\$100,000	\$100,000									
Becker County	8	\$4,223,812	\$509,315	\$522,767	\$490,194	\$507,738	\$527,850	\$533,368	\$565,041	\$567,538		
Beltrami County	4	\$2,748,140	\$680,445	\$703,671	\$665,606	\$698,419						
Blue Earth County	3	\$3,118,618	\$931,234									\$1,039,420
Bluff Country HRA	5	\$3,348,645							\$679,907	\$678,318	\$688,579	\$622,185
Breckenridge	11	\$1,100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Carver County	9	\$13,982,329			\$1,359,939	\$1,442,404	\$1,478,481	\$1,499,095	\$1,603,701	\$1,633,519	\$1,691,667	\$1,551,740
Chippewa County	11	\$2,113,740	\$201,730	\$205,400	\$189,874	\$195,866	\$202,036	\$200,717	\$208,739	\$207,837	\$211,228	\$190,312
Chisago County	11	\$9,499,547	\$793,879	\$819,212	\$764,595	\$798,281	\$875,100	\$877,754	\$918,104	\$919,625	\$942,516	\$853,349
Clay County	2	\$2,052,705										\$976,627
Clearwater County	4	\$523,827	\$133,471	\$135,049	\$125,151	\$130,156						
Cloquet	2	\$403,220										\$192,731
Crow Wing County	11	\$11,274,948	\$963,777	\$997,192	\$936,911	\$986,131	\$1,014,972	\$1,021,245	\$1,077,473	\$1,081,723	\$1,103,339	\$997,045
Dilworth	9	\$900,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
Dodge	3	\$945,779	\$312,148	\$321,411		\$312,219						
Fillmore County (see Albert Lea)	6	\$2,003,490	\$335,391	\$342,512	\$317,772	\$329,311	\$338,854	\$339,650				
Freeborn County	8	\$3,436,350	\$500,268	\$511,542	\$473,273	\$490,694	\$507,567	\$507,164	\$223,974	\$221,868	see Albert Lea	
Fulda	8	\$800,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
Glyndon	7	\$700,000	\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
Grant County	11	\$1,107,584	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$101,962	\$102,498	\$103,124	\$100,000
Headwaters Regional Dev. Commission	7	\$9,854,563					\$1,348,256	\$1,365,192	\$1,437,357	\$1,446,609	\$1,472,674	\$1,330,864
Hennepin County	11	\$141,593,000	\$12,071,889	\$12,497,473	\$11,821,897	\$12,368,805	\$12,501,967	\$12,617,031	\$13,505,775	\$13,588,614	\$13,919,005	\$12,709,230
Houston County	6	\$1,855,432	\$313,727	\$321,281	\$296,845	\$306,433	\$308,990	\$308,156				
Hubbard County	4	\$1,187,828	\$298,822	\$306,857	\$285,646	\$296,503						
Janesville	6	\$600,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000				
Kandiyohi County	11	\$7,575,346	\$658,260	\$678,380	\$632,645	\$654,448	\$685,942	\$685,517	\$725,130	\$724,691	\$735,745	\$667,670

**MCPPI Allocations History, 2008-2018**

<b>Applicants</b>	<b># years</b>	<b>Total</b>	<b>2008 Allocation amount</b>	<b>2009 Allocation amount</b>	<b>2010 Allocation amount</b>	<b>2011 Allocation amount</b>	<b>2012 Allocation amount</b>	<b>2013 Allocation amount</b>	<b>2014 Allocation amount</b>	<b>2015 Allocation amount</b>	<b>2016 Allocation amount</b>	<b>2017 Allocation amount</b>
Lake of the Woods County	3	\$300,000		\$100,000	\$100,000	\$100,000						
Little Falls	9	\$1,247,801	\$132,745	\$136,885	\$127,746	\$132,986	\$135,487	\$135,596	\$142,490	\$150,530	\$153,337	
Madelia	0	\$0										
Mahnomen County	4	\$400,000	\$100,000	\$100,000	\$100,000	\$100,000						
McLeod County	11	\$6,568,840	\$584,885	\$603,124	\$565,873	\$585,923	\$595,196	\$593,899	\$618,696	\$617,641	\$625,779	\$564,323
Moorhead	9	\$5,570,094	\$556,195	\$582,381	\$549,742	\$584,406	\$618,158	\$626,891	\$666,421	\$668,907	\$716,994	
Mower County	11	\$7,011,678	\$613,480	\$624,126	\$577,877	\$602,477	\$635,989	\$639,342	\$673,704	\$673,442	\$685,219	\$615,384
North Mankato	11	\$2,402,467	\$202,378	\$210,111	\$197,325	\$206,254	\$217,512	\$218,523	\$230,691	\$231,348	\$236,961	\$215,002
NW Multi-County	11	\$15,200,093	\$1,372,969	\$1,401,998	\$1,300,846	\$1,347,301	\$1,398,079	\$1,399,876	\$1,468,100	\$1,468,837	\$1,222,499	\$1,351,518
Oakdale	1	\$478,046										
Olmsted	2	\$4,996,467										\$2,377,729
Ortonville	8	\$800,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		
Otter Tail County	11	\$9,637,239	\$924,523	\$949,225	\$863,098	\$894,206	\$930,575	\$931,694	\$981,869	\$985,419	\$1,003,071	\$905,917
Owatonna	9	\$3,737,989	\$390,402	\$407,551	\$385,165	\$402,121	\$415,716	\$416,213	\$436,449	\$437,610	\$446,761	
Owatonna (Steele County)	2	\$1,205,650										\$576,543
Ramsey County	11	\$41,267,714	\$3,607,002	\$3,726,355	\$3,480,359	\$3,640,431	\$3,630,708	\$3,653,060	\$3,909,328	\$3,911,766	\$4,002,132	\$3,664,631
Red Wing	11	\$2,957,643	\$257,831	\$265,387	\$247,358	\$257,624	\$267,287	\$267,449	\$282,409	\$282,135	\$287,365	\$259,686
Rice County	11	\$11,560,856	\$984,067	\$1,023,897	\$954,499	\$1,002,543	\$1,041,637	\$1,053,341	\$1,109,536	\$1,106,364	\$1,134,835	\$1,027,499
Scott County	9	\$19,965,095			\$1,950,032	\$2,070,496	\$2,109,972	\$2,141,220	\$2,284,739	\$2,343,014	\$2,415,347	\$2,212,971
SE Multi-County	11	\$15,541,593	\$321,097	\$1,658,565	\$1,549,888	\$1,862,186	\$1,670,416	\$1,671,736	\$1,763,275	\$1,283,742	\$1,303,703	\$1,176,064
Sherburne County	11	\$14,843,850	\$1,237,635	\$1,294,498	\$1,232,147	\$1,287,346	\$1,326,998	\$1,337,424	\$1,416,125	\$1,426,315	\$1,469,297	\$1,335,058
St. Cloud	11	\$10,957,179	\$101,470	\$1,059,828	\$996,261	\$1,039,430	\$1,069,244	\$1,068,250	\$1,127,598	\$1,133,109	\$1,157,156	\$1,052,472
St. James	10	\$1,000,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
St. Louis County	11	\$35,784,110	\$3,099,913	\$3,185,493	\$2,971,287	\$3,099,522	\$3,251,580	\$3,257,550	\$3,427,708	\$3,429,118	\$3,496,783	\$3,147,222
Stevens County	11	\$1,754,073	\$153,729	\$158,245	\$147,095	\$152,544	\$157,946	\$158,676	\$167,098	\$166,803	\$171,253	\$153,983
SW Regional Dev. Commission	2	\$2,719,135										\$1,849,608
Swift County	11	\$1,825,446	\$181,282	\$184,689	\$171,663	\$171,154	\$158,871	\$157,504	\$164,664	\$163,432	\$164,584	\$147,026

MCPP Allocations History, 2008-2018

Applicants	# years	Total	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
			Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount	Allocation amount
Washington County	11	\$43,022,106	\$3,601,697	\$3,786,440	\$3,556,312	\$3,745,890	\$3,867,221	\$3,916,684	\$4,169,529	\$4,245,287	\$4,337,185	\$3,942,489
Wells	9	\$900,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
Winona	4	\$1,858,440								\$474,691	\$480,207	\$433,350
Worthington	9	\$1,802,486	\$179,198	\$184,836	\$172,878	\$180,324	\$207,282	\$208,806	\$221,061	\$222,005	\$226,097	
Wright County	11	\$22,476,514	\$1,812,762	\$1,896,923	\$1,810,950	\$1,908,133	\$2,025,072	\$2,051,327	\$2,178,612	\$2,198,131	\$2,262,463	\$2,063,181
Total		\$582,767,089	\$45,308,360	\$48,183,920	\$48,606,760	\$51,674,520	\$52,073,490	\$52,407,322	\$55,588,571	\$55,965,870	\$56,298,352	\$56,609,709

## **SISTER CITY COMMISSION MEETING MINUTES**

Thursday, September 27, 2018

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

**Members Present:** Vicki Ostrom, Jackie Pemble, Mike Stylski, Cindy Baker (Cortec Rep), Tim Bliss (Cortec Rep), Joe Morin, Mark Ziebarth, and Kersten Barfknecht-Conley (City Council Representative),

**Members Absent:** James Dehn (excused)

**Others Present:** Larry Ostrom (Pottery Project Representative)

**Staff Present:** Caroline Moe, Director of Finance

### **CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Morin called the meeting to order at 5:00 pm and led the Commission in the Pledge of Allegiance.

### **APPROVAL OF AGENDA**

Agenda amended to discussion of Commission Member terms. Ziebarth moved, seconded by Stylski to approve the amended agenda. The motion carried unanimously.

### **APPROVAL OF MINUTES**

Motion by Stylski, seconded by Ziebarth to approve the Sister City Commission meeting minutes from September 19, 2017 as presented.

### **PUBLIC COMMENT**

Morin noted that there were no members of the public present that wished to comment.

### **BUSINESS**

#### ***Sister City Exchange Activity***

#### ***Yuasa***

Vicky and Larry Ostrom discussed their unofficial visit to Yuasa that occurred in the spring of 2018. Vicky & Larry traveled along with Jim and Kathy Dehn to Yuasa, visiting for three nights and four days. Vicky indicated that they had delivered a letter from Cambridge Mayor Marlys Palmer to the Mayor of Yuasa. They attended the Lantern

Festival events and were graciously treated to a banquet by Yuasa representatives. Larry met with a past student and remarked how Facebook is helpful with improving communication and connectivity.

Morin had also had communication from Kimiko. She has been named as the new secretary of the Yuasa International Cultural Exchange Society (YICES). Morin also remarked about a potential typhoon heading towards the Yuasa area. Commission members hope Yuasa will not experience serious impact from the typhoon.

### ***Beli Manastir***

Bliss indicated that he will be traveling to Beli Manastir for Cortec in October. He will be attending the ribbon cutting ceremony for their sister plant's new building. While in Beli Manastir, he indicated he would reach out to their Mayor in regards to future sister city exchange activities. He also indicated he would attempt to secure additional pieces of pottery as requested.

### ***Rättvik***

Barfknecht-Conley updated the commission on her unofficial visit to Rättvik in June 2018. She was able to meet with City representatives and get a tour of their City Hall.

Morin discussed status of the exchange city relationship with Rättvik. Commission members had consensus the Finance Director Moe should reach out to the Rättvik staff person, Karin Lundbäck, to see if we could engage Rättvik about having more routine to official visits.

### ***Pottery Project Fundraising for Future Exchange Visits***

Larry Ostrom gave an update on a project on-going Pottery Project at Cambridge High School. The goal of the project is to educate others about handmade pottery in the world. Approximately 18 months ago, a display case was installed at Cambridge High School outside the Performing Arts Center. Donors for the display case included Cambridge State Bank, Minnco Credit Union, Arrow Tank, Schlagel Inc. and Ron & Carolyn Drude. Pottery pieces will be displayed in the case. Larry indicated that there was a desire to collect pottery pieces from all three Cambridge Sister Cities to be displayed in the case. Bliss presented the Commission with a pottery jug from Beli Manastir to contribute to the exhibit. Commission will continue efforts to secure pottery from all three sister cities.

### ***Fundraising for Future Exchange Visits***

Morin discussed the City Council's desire that fundraising efforts pay for sister city exchange activity in the future. Stylski suggested that we develop marketing materials that could be distributed when we are conducting fundraising efforts to make sure the purpose and goals of the fundraising are clear and consistently communicated.

Vicky Ostrom inquired specifically of the purpose for fundraising and the desired fundraising goal. Morin indicated that the funds raised would be used to help Commission representatives travel to our sister cities and to help with costs that may be incurred when hosting our sister city delegations.

Commission members requested that prior to the next meeting, research be done on what the existing budgeted City funds can legally be spent on (i.e. marketing materials, travel, etc) and recommendations as to fundraising for Sister City activities.

**Commission Member Terms**

There was a brief discussion about Commission Member terms noting that the terms of two of the members on the Commission have officially ended even though there has only been one meeting since they were appointed. Expiring members wish to continue. City Council action will be requested on this matter.

Name	Commission Term End Date
Kersten Barfknecht-Conley	City Council Appointment for 2018
Joe Morin	Three Year Term-ends 6/30/2021
Vicki Ostrom	Two Year Term-ends 6/30/2019
Jackie Pemble	One Year Term-ends 6/30/2018**
Mark Ziebarth	Three Year Term-ends 6/30/2020
Tim Bliss/Cindy Baker—Cortec Rep	Three Year Term-ends 6/30/2020
Mike Stylski	Two Year Term-ends 6/30/2019
James Dehn	One Year Term-ends 6/30/2018**

**\*\*City Council will be asked to renew the terms of these two individuals.**

**OTHER BUSINESS / MISCELLANEOUS**

Commission set the next meeting for Thursday November 29, 2018 at 5:00 pm at Cambridge City Hall.

**ADJOURNMENT**

Barfknecht-Conley moved, seconded by Stylski, to adjourn the meeting at 5:49 pm. The motion carried unanimously

\_\_\_\_\_  
 Joe Morin  
 Sister City Commission Chair

ATTEST:

\_\_\_\_\_  
 Caroline Moe  
 Director of Finance

## Caroline Moe

---

**From:** Joseph Morin <jmorin9731@izoom.net>  
**Sent:** Wednesday, August 29, 2018 10:37 AM  
**To:** Lynda Woulfe; Caroline Moe  
**Subject:** From Joe Morin. Fwd: YICES News  
**Attachments:** YICES News 8月号.pdf; ATT00001.htm

Caroline,

Please pass on to the others in the Sister City commission.

This could be a good item for the council packets.

Joe

Sent from my iPhone

Begin forwarded message:

**From:** 平畑君子 <[hirahatakimiko@gmail.com](mailto:hirahatakimiko@gmail.com)>  
**Date:** August 29, 2018 at 9:58:36 AM CDT  
**To:** Joeseeph Morin <[jmorin9731@izoom.net](mailto:jmorin9731@izoom.net)>, Larry Ostrom <[larry.e.ostrom@gmail.com](mailto:larry.e.ostrom@gmail.com)>, James Dehn <[jimdehn@gmail.com](mailto:jimdehn@gmail.com)>, Hironobu Watanabe 渡辺博信 <[hirowatanabe321@gmail.com](mailto:hirowatanabe321@gmail.com)>  
**Subject:** YICES News

Hello everyone

How have you been? After we had the typhoon named No.20, we felt a comfortable wind in the morning and evening, but it's still hot in the daytime.

We published YICES News in August.

Page1: We had a YICES meeting on May 1 and Mr. Kurano was elected as the president, and Mr. Yamaga, Ms. Hogen, and I were elected as vice-presidents. We will serve for 2 years: 2018 and 2019.

Page2: YICES has 4 committees. Cultural exchanging with foreign people, Studying English conversation, Planning lectures, and Publicity work.

Information of English conversation class: the beginners class by Aubrey and the senior class by Kevin.

Page3: Wonderful Lantern Festival and Welcome Party

2 couples from Cambridge visited Yuasa to see the Yuasa Lantern Festival in April. They are James and Kathy Dehn, and Larry and Vicki Ostrom. They have taken care of the sister city friendship between Yuasa and Cambridge. They came here as their private trip but they brought a message from their Mayor to the Yuasa Mayor. We had a nice meeting and we confirmed that our friendship will be continued for ever and ever.

One night people who visited Cambridge 2 years ago and other YICES members had a welcome party for them and had a great time.



The thank you message from Cambridge is at the bottom of the page.

Page4: The article about Taikyu HS students visiting and staying in Cambridge in March. 25 students and 2 teachers visited. They had nice experiences; visiting schools, home stay and so on. The teachers are thankful for their hospitality. This exchange program can be continued for many years because the relationship between Cambridge and Yuasa has continued well for 30 years. They hope this program will continue for ever and ever.

60 high school students from Indonesia and 90 university students from China visited Yuasa in July.

#### Introduction of a New ALT

He is Alex from Wellington, NZ. He will teach English for some years in Yuasa. He has wanted to learn Japanese culture and customs since he studied Japanese at junior high school. His hobbies are swimming, music, dance, and watching sports. He wants to go hiking and fishing in Yuasa.

# YICES だより

- Yuasa International Cultural Exchange Society -

第52号 (2018年8月発行)  
発行責任者 湯浅国際文化交流協会  
問い合わせ先: 0737-64-1128

## 山々の霧あつまりし谷川の 流れ尽きせぬおとそ楽しき (二宮翁道歌)



皆様のご支援により、5月31日に今年度の総会を迎えることが出来ました。来賓として中副町長、山家敏宏議長が公私多忙の中、かけつけていただき、温かいそして新年度への力強いメッセージを頂き、誠に心強く感じました。議事は耐久松山先生による司会でスムーズに進行し、すべて承認されました。今年度は役員改選の年であり、不肖私が再び会長に選ばれ、その重みを感じています。どうか皆様の御協力、今迄の経験を基に新しい時代への体制づくり、そして若い世代との交流を深めたいと思います。

又日本を訪れる外国人は年々増加し、約2800万人に達し、世界ランキング15位で、2年後のオリンピックには世界ベストテンの上位をしめることになるのではと思います。円安やビザの関係、日本の移動手段が便利で、珍しいグルメや景色や伝統文化、何よりも素晴らしく「オモテナシ」の行き届いた点も特に魅力になっているのではないのでしょうか。

世界トップクラスのフランスでは逆に減少しているそうです。外国の方々と深く交流する中で私達自身、歴史や日本の文化をよく勉強しておくことが大事ではないのでしょうか。

今年の3月に耐久高校生がケンブリッジ高校に短期留学、地域の皆様に親切にして頂いた様です。又4月29日(行灯の日)にはジムさんラリーさんご夫妻がプライベートで東京、京都そして湯浅を訪問されました。このイベントや地域の方々との交流を楽しめました。

幸せな事に先輩方の継続した活動は30年近く続いています。そして耐久高校、湯浅町(行政)と協会が連携して取り組んでいる都市は少ないので、誇りを感じます。表題の様に小さいことですが、積み上げて行く事に意義があり、世界平和の礎になるのではないのでしょうか。

地球上に笑顔が溢れる日を願いつつ微力ですが努力していきます。 蔵野 圭一



## 2018年度 総会を開催しました

5月31日(月)、湯浅町役場2階の災害対策室で総会を開催しました。耐久高校の松山氏が議長に選出され、議事が進行されました。

2017年度事業・決算報告、監査報告、2018年度事業・予算等の議案が承認されました。協会としては、より充実した活動を実施するために、多くの方に協会会員として参加していただけるよう、会員の増強にも取り組んでいきたいと考えています。

会員の皆様にはご協力の程よろしく願いたします。

## 2018・2019年度の役員名簿(順不同・敬称略)

会長	蔵野 圭一	副会長	法眼 貞子	副会長	山家 敏宏	副会長	平畑 君子
会計	坂口 計夫	相談役	大橋 寛治	監事	大西 久美子	監事	六川 広治
理事	石井 雄太	理事	石橋 千歌子	理事	鐘巻 永以子	理事	蔵野 早千子
理事	竹島 通支子	理事	塚田 純子	理事	中家 有紀子	理事	原 久美子
理事	半邊 宗五	理事	久澄 繁子	理事	森元 美智代	理事	柳生 多恵子




2018・2019年度の専門委員会（順不同・敬称略）

【市民交流】

委員長  
 多恵子  
 五子  
 千子  
 以子  
 美子  
 歌子  
 支子  
 治子  
 貞子  
 純子

柳生 多恵子  
 半邊 五子  
 蔵野 千子  
 鐘巻 以子  
 大石 美子  
 竹島 歌子  
 六川 支子  
 法眼 治子  
 塚田 貞子




【英会話教室】

委員長  
 久澄 繁子  
 石井 雄太  
 鐘巻 永以子  
 塚田 純子  
 蔵野 早千子  
 平畑 君子  
 中家 有紀子  
 柳生 多恵子




【講演会】

委員長  
 横矢 政明  
 石橋 千歌子  
 山家 敏宏  
 大西 久美子  
 原久美子  
 森元 美智代



【広報】

委員長  
 法眼 貞子  
 蔵野 圭一  
 平畑 君子  
 坂口 計夫




2018年度英会話教室を開催します！

9月11日(火)から全12回英会話教室を開催します。今年度も、初級・中級クラスを選択できます。お友達や英語に興味のある方々をお誘い合わせのうえ、9月6日(木)までにお申し込みください。


開催日 9/11、9/18、10/9、10/16、11/6、11/13、11/20、12/11、1/15、1/29、2/5、2/19  
 (全12回・火曜日 19:00～21:00) ※講師、場所の都合により日程の変更もあります。  
 受講料 受講者1人につき6,500円(協会年会費3,000円 受講料3,500円)  
 ※すでに協会年会費を納めていただいている方は受講料のみ。  
 場所 耐久高校 講義室301・302(2号館3階)※予定  
 申込先 湯浅国際文化交流協会事務局(湯浅町地方創生ブランド戦略推進課内)  
 〒643-0002 有田郡湯浅町青木668-1  
 TEL:0737-64-1128 Mail:rekishibunka@town.yuasa.lg.jp

～2018年度の2名の講師紹介～

ケビン先生 氏名 Kevin Blancaflor  
 出身 Washington(America)  
 性別 Male(男性)  
 趣味 reading and lyrics  
 (読書と作詩)



オーブリー先生 氏名 Aubrey DeYoung  
 出身 San Francisco(California)  
 性別 Female(女性)  
 趣味 tea ceremony, journaling  
 (お茶の作法、記事を書くこと)



～事務局よりお知らせ～

4月から役場の組織が変わり、事務局が以下のとおりになりました。また、役場内の配置も以前のまちづくり企画課の向かい側の奥になりましたので、よろしくお願いします。

新事務局:湯浅町地方創生ブランド戦略推進課 歴史文化係  
 (TEL 0737-64-1128 Mail rekishibunka@town.yuasa.lg.jp)

～本協会にご賛同、ご支援いただいている法人会員様です～

# Wonderful 湯浅行灯アート展・歓迎会!

湯浅町の姉妹都市・ミネソタ州ケンブリッジ市より2組のご夫婦が4月に来町。この方々は元裁判官のJames Dehn氏と奥さんのKathyさん、陶芸家のLarry Ostrom氏と奥さんのVickiさん。そしてケンブリッジ市で中心的に姉妹都市関係をお世話くださっており、今回はプライベートの旅行で湯浅行灯アートを見に来られました。その折り上山町長さんを訪ね、ケンブリッジ市長さんからのメッセージを渡され、今後も両市の交流を深めていくことが確認されました。会員の方々がケンブリッジ市を訪問した際、大変お世話になったので、その時のメンバーや親交のある方々が集まり、楽しく交流を深めました。

4/29 湯浅小学校陶板見学・稲むらの火の館見学・角長見学・茶道・能楽体験・行灯アート展見学



湯浅駅で出迎え



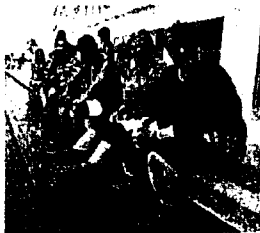
茶道体験



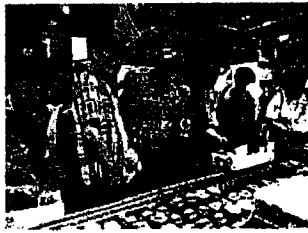
湯浅行灯アート展見



4/30 湯浅醤油見学・白浜観光



白浜足湯



とれとれ市場

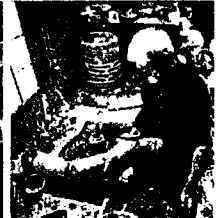
5/1 上山町長と懇談・阿氏河窯陶芸体験



上山町長と懇談



阿氏河窯にて陶芸体験



5/1 歓迎夕食会



歓迎会参加者一同



踊りで歓迎



能体験を披露

5/2 帰国。後日、4人の方からお礼状が送られてきました。

親愛なる皆様へ

2018年5月

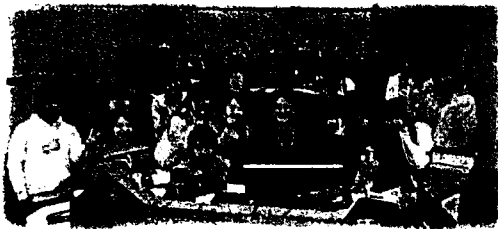
ミネソタにも春がやってきました。雪が解け、湖の氷もなくなっています。あたりはきれいな新緑に包まれています。

私たちは湯浅を訪問したことや皆さんのことをよく思い出しています。湯浅での4日間は本当に素晴らしい体験がいっぱいでした。行灯展、楽しかった夕食会、醤油蔵見学、白浜観光、陶芸体験、自然豊かな景色など貴重な思い出をいっぱい持ち帰りました。

私たちを温かく迎えてくださり、私たちの湯浅訪問を非常に素晴らしいものにしていただき、心よりお礼申し上げます。

心込めて JimとKathy Dehn, LarryとVicki Ostromより  
P232

# 短期留学に行ってきました！！



平成 30 年 3 月 14 日、耐久高等学校アメリカ姉妹校短期留学団は、空路ミネアポリスに向けて関西空港を出発しました。今回は生徒 25 名、引率教員 2 名の大所帯でしたが、ケンブリッジ市のご厚意ご協力により、例年通りホストファミリー宅での滞在、小中学校訪問、校外学習を実施させて頂くことができました。

ホストファミリー宅ではどの生徒も家族同様に温かくして頂き、小中学校訪問、校外学習でも大変お世話になりました。市民の方々は親しみやすく、笑顔で迎えて下さり、通常の短期留学や海外旅行では決して得ることのできない「人と人との交流」を経験させて頂くことができました。こうした教育活動は、ケンブリッジ・アイサンティー高校との姉妹校関係のみならず、ケンブリッジ市と湯浅町との姉妹都市提携のおかげで実現していることに、改めて心より感謝申し上げる次第です。ケンブリッジ・アイサンティー高校ではこれまでジム・ゴッドフリー先生が短期留学のコーディネートを担当して下さっていましたが、次回からはジャスミン先生に交代されます。今後もこの姉妹校間の交換留学が末永く続きますよう願っています。

耐久高等学校短期留学団 引率顧問 井原 茂・森 千佐子

## 外国人高校生らが相次いで湯浅伝建地区を訪問！

地元の人以案内し、交流を深めました！

7 月 5 日インドネシア共和国内の 34 校から選抜された高校生 60 名が、広川町の稲村の火の館と湯浅の重伝建地区を訪問しました。

これは外務省の「日本インドネシア国交樹立 60 周年記念インドネシア高校生招へい事業」(7 月 7 日～9 日)の一環としたものです。また 7 月 10 日には中国山東省師範学校学生 90 名が同伝建地区を訪問、共に地元の人以案内、お世話を行い交流を深められました。



(湯浅町商工会提供)

Welcome!

## 新しい ALT の先生を紹介します

皆さんへ



私はアレックスです。ニュージーランドのウエリントン出身です。数年間、湯浅町の学校で英語を教えるつもりです。生徒の皆さんにニュージーランドについてもっと学んでもらい、英語の能力も高めていきたいと思っています。中学生の時に日本語の授業を受け、それ以来日本の文化や習慣を学びたいと思っていました。

趣味は水泳、音楽、ダンス、スポーツを見ることです。湯浅でやりたいことは、釣りや山登りです。皆さんと会うのを楽しみにしています。よろしくお願いします。

## 編集後記 (法眼)

東京オリンピックまで 2 年を切りました。各国の選手を受け入れるホストタウンの招致も活発になり、和歌山では串本町、那智勝浦町がエルトゥール号の縁でトルコを受け入れるそうです。湯浅にも今年 23 日に外国人の訪町が予想されます。ぜひ湯浅の魅力を伝える機会にしたいです。



# City of Cambridge Library Proposal

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Consideration of local partnership with Baas Properties, LLC

# Why are we here?

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Hear from Baas Properties, LLC, how we can together achieve a first-class, cutting edge ECRL & Cambridge Public Library facility that meets the identified needs, embraces principles of Adaptive Reuse, is fiscally responsible, and is all within its hometown of Cambridge.

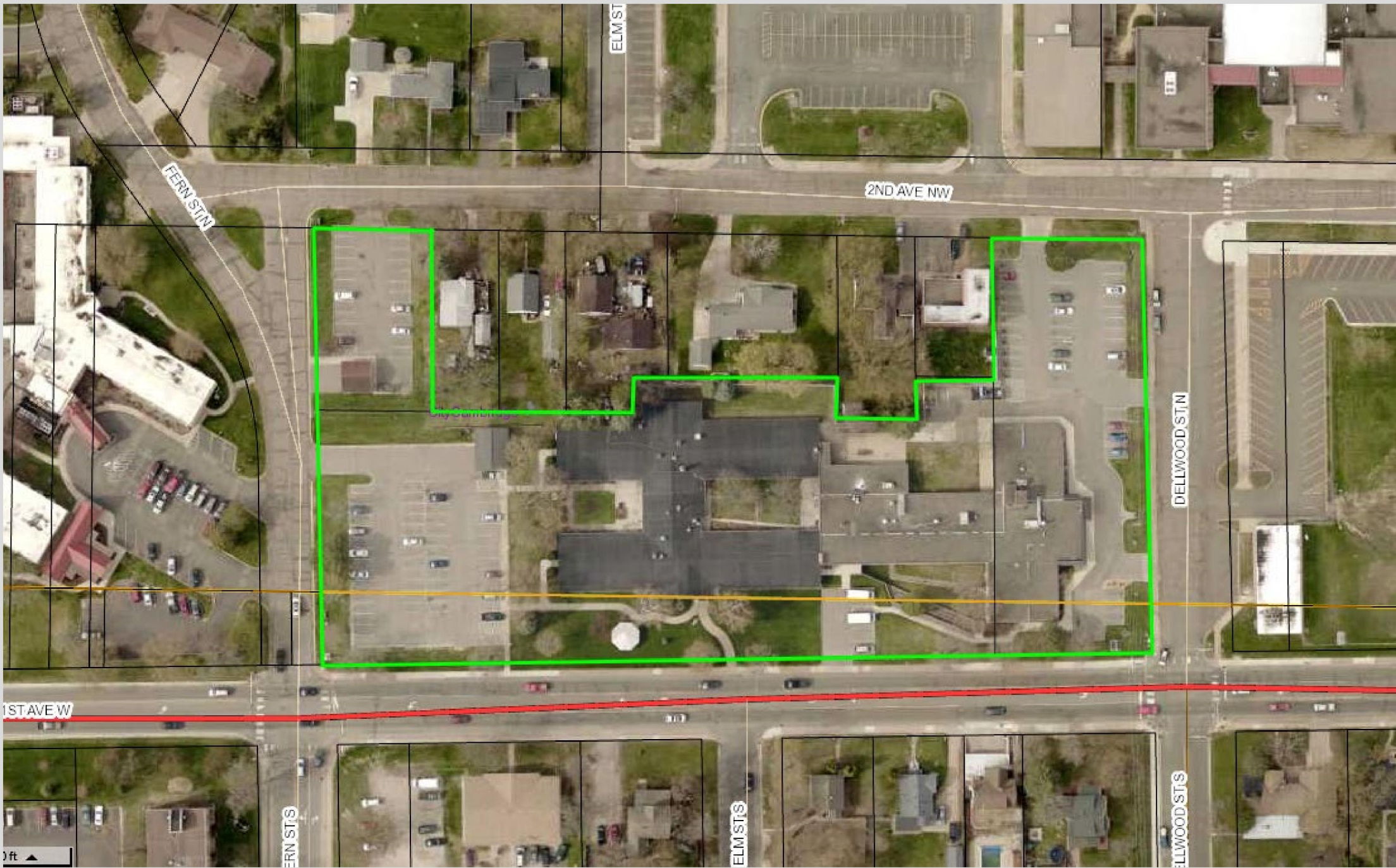


# Where?

---

- 548 West 1<sup>st</sup> Avenue, Cambridge, MN
- Formerly Presbyterian Homes facility- Originally Cambridge Health Care
- Intersection of Hwy 95 and Dellwood St.





ELM ST

FERN ST N

2ND AVE NW

DELLWOOD ST N

1ST AVE W

FERN ST S

ELM ST S

DELLWOOD ST S

0 ft







# Advantages to this site:

---

- Visibility- on Hwy 95- traffic counts are 12,700 VPD versus 710 VPD on Birch St. (source: MNDOT website)
- Access- easy access on foot, bicycle, with vehicle access and parking.
- Proximity to schools, downtown, parks- Its neighbors provide good synergy
- Parking- good onsite parking, and likely could arrange for shared parking with ISD 911 for large events.
- Embraces Adaptive Reuse principles for a good purpose- its the responsible thing to do.
- Ample expansion space.

# The Building

---

- Overall Site is 3 parcels consisting of 3.9 acres of land.
- Assumes a partial demolition- Westerly portion of the building
- Remaining portion is 39,525sf between 2 levels- meets “Excellent Level” size description.
- The site currently accommodates over 145 parking stalls.
- 3 stairwells plus an elevator
- Fire suppression system is existing.
- Generator back-up power.
- Lower level has “look-out” windows facilitating good office use.
- Future expansion space available for Splash Park, Community Room, parking, or ???
- Coffee shop/deli?

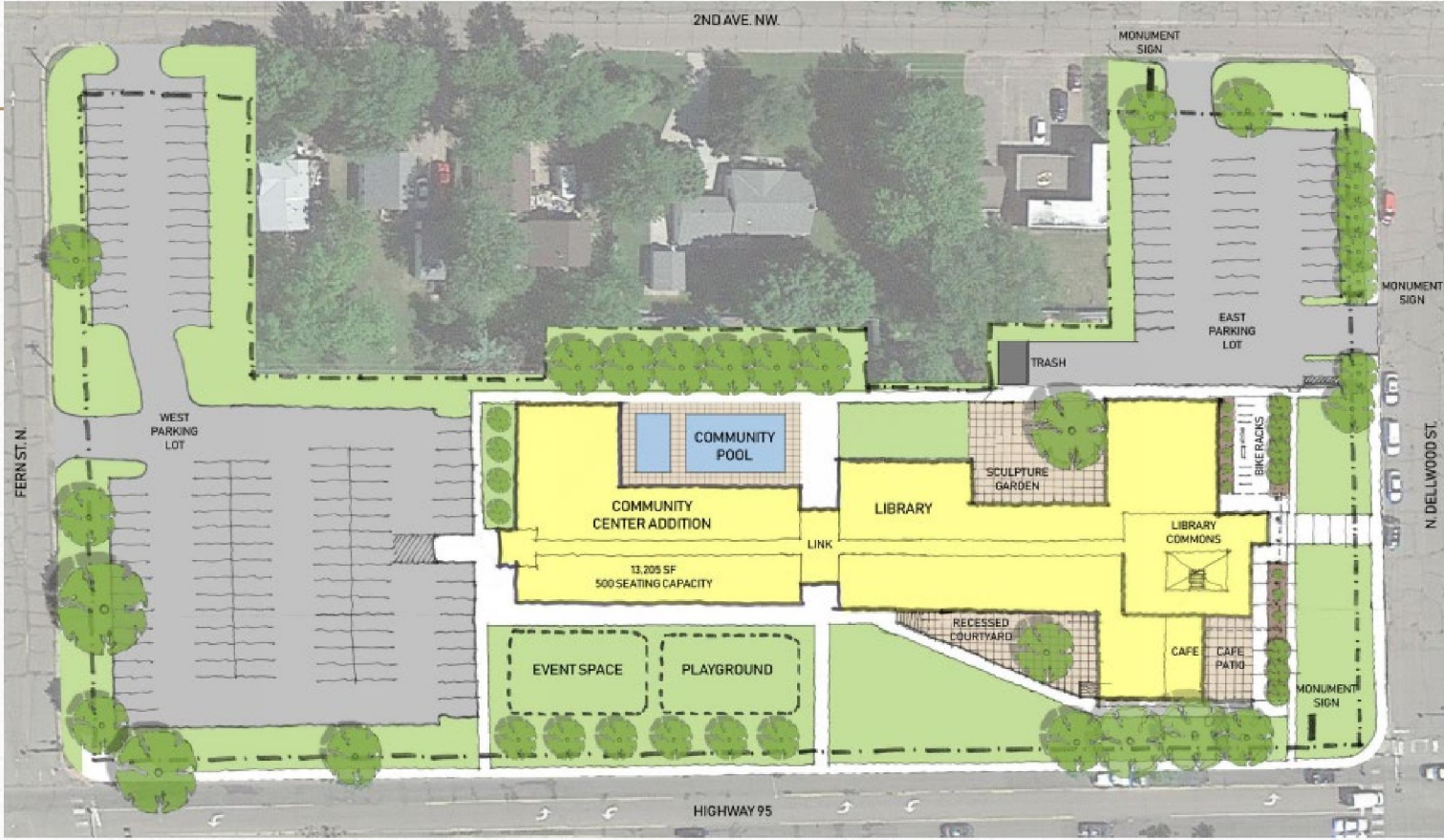


# The Site





# The Site



# The Existing Building

(part to remain)

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- Built in 1980's.
- Concrete and masonry floor and wall systems- consistent with current standards.
- A new roof is in order.
- New exterior windows and doors to be planned as part of the project.
- New insulation on roof and walls bringing it into current code compliance and creating an energy efficient shell.
- The structure is well built and in very good condition overall.



# How can we achieve the “look”?

---

- Updated landscaping- thin out over-matured, replant, update
- Fresh concrete sidewalks and seal-coated asphalt
- Replace “tired” finishes on exterior and integrate a more modern current look using stone, metal and wood-grain.
- New windows/doors
- Fresh entrance façade- some color.
- Creative exterior spaces- such as patios, seating, sculpture, water features, etc.
- Complete a thoughtful renovation of the interior space





PUBLIC LIBRARY CONCEPT

# Interior Concept





# Options to Convey the Property

---

Several options to consider:

1. Purchase entire property as-is after abatement/demo/restoration complete
2. Purchase property after full interior/exterior renovation complete.
3. Lease property for 20 years with shell construction only- City handles interior renovation.
4. Lease property for 20 years after complete interior/exterior renovation complete.

# The long and short...

---

- Purchasing this existing location offers a great alternative to a new construction and will reduce construction and land cost by 30-50%.
- A lease option could allow City to enter with little or no cash investment for construction. This will allow financing alternatives as compared to new construction.

# Plus....

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- There is NO loss of property tax base to the City of Cambridge at this location.
- Wouldn't it be great to complete a library AND a splash park for the original Library budget?
- Baas Properties is local, and ultimately wants what is best for the community.



Questions?

---



**Cambridge City Council Meeting**  
**Public Attendance**  
*November 5, 2018*

Name (please print)

Address

Name (please print)	Address
SELAN BAAS	380 S GARFIELD ST.



## STATE OF MINNESOTA HUMAN TRAFFICKING INVESTIGATORS TASK FORCE JOINT POWERS AGREEMENT

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Cambridge on behalf of its Police Department, 300 3<sup>rd</sup> Ave NE, Cambridge, MN, 55008 ("Governmental Unit"),

### Recitals

Under Minnesota Statutes, § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to investigate and prosecute human trafficking and sexual exploitation of children. The Governmental Unit wants to participate in the Minnesota Human Trafficking Investigators Task Force ("MNHITF") as an affiliate member.

### Agreement

#### 1. Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes, § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires December 31, 2019, unless terminated earlier pursuant to clause 12.

#### 2. Purpose

The Governmental Unit and BCA enter into this Agreement to make the Governmental Unit part of the Minnesota Human Trafficking Investigators Task Force that will use a three-pronged approach to combat human trafficking and the sexual exploitation of children **prevention, education and enforcement**. The BCA will provide a Senior Special Agent who will serve as the Commander of the task force.

#### 3. Standards

The Governmental Unit will adhere to the MNHITF Standards identified below.

- 3.1 Investigate human trafficking crimes committed by organized groups or individuals related to child sexual exploitation, sex trafficking with a focus on minors being trafficked, and labor trafficking
- 3.2 Investigators will follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants and civil and criminal forfeitures. Investigators will follow proper legal procedures in securing evidence, including electronic devices
- 3.3 Investigators will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments
- 3.4 Investigators will use, as appropriate, a broad array of investigative technologies and techniques.
- 3.5 Investigators will interview and prepare reports of victim rescues and be able to direct those victims to appropriate public and private resources to help ensure their safety and integration back into society.
- 3.6 Affiliate Task Force members must be able to dedicate sufficient time to the task force to



complete their assigned duties for the duration of the term of this Agreement.

3.7 Investigators must be licensed peace officers.

3.8 Affiliate members will investigate cases involving cross-jurisdictional, high impact and/or organized groups involving human trafficking. The assignment may require investigators to travel to neighboring jurisdictions as investigations expand or as assigned by the task force commander.

3.9 Affiliate members will be asked to participate in pro-active operations deterring sexual exploitation of children and rescuing victims of human trafficking primarily focused on minors with the goal of identifying their traffickers.

3.10 Affiliate Task Force members will prepare an operational briefing sheet for each active operation, to be approved by the task force commander.

3.11 Affiliate Task Force members will prepare investigative reports to be submitted to the task force commander. Affiliate members must submit statistics to the task force commander on a monthly basis.

3.12 Affiliate members are assigned to their home agencies and may request assistance and resources on a case-by-case basis as approved by the task force commander.

3.13 Affiliate members must deconflict case investigations with the MNHITF deconfliction system.

#### **4. Responsibilities of the Governmental Unit and the BCA**

**4.1** The Governmental Unit will:

**4.1.1** Conduct investigations in accordance with provisions of the MNHITF Standards, identified in clause 3 above, and conclude such investigations in a timely manner.

**4.1.2** Maintain accurate records of prevention, education, and enforcement activities, to be collected and forwarded quarterly to the BCA for statistical reporting purposes.

**4.1.3** Assign, on a part-time basis, one or more employees of the Governmental Unit as members to the MNHITF. All employees of the Governmental Unit assigned as members, and while performing MNHITF assignments, shall continue to be employed and directly supervised by the same Governmental Unit currently employing that member. All services, duties, acts or omissions performed by the MNHITF member will be within the course and duty of the member's employment and therefore covered by the Workers Compensation and other compensation programs of the Governmental Unit including fringe benefits.

**4.1.4** Make a reasonable good faith attempt to be represented at all scheduled MNHITF meetings in order to share information and resources among the MNHITF members.

**4.1.5** Participate fully in any audits required by the Minnesota Human Trafficking Task Force.

**4.2** Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a member as an employee of the Governmental Unit.

#### **5. Payment**

**5.1** Governmental Unit must first submit a written request for funds and receive approval for the funds from BCA.

**5.2** Governmental Unit must supply original receipts to be reimbursed on pre-approved requests. Approved reimbursement will be paid directly by the BCA to the Governmental Unit within thirty (30) calendar days of the date of the invoice with payment made to the address listed above.

#### **6. Authorized Representatives**

The BCA's Authorized Representative is:

Name: Jeffrey Hansen, Deputy Superintendent  
Address: Department of Public Safety; Bureau of Criminal Apprehension  
1430 Maryland Street East  
Saint Paul, MN 55106  
Telephone: 651.793.7000  
E-mail Address: [jeff.hansen@state.mn.us](mailto:jeff.hansen@state.mn.us)  
:

The Governmental Unit's Authorized Representative is:

Name: Todd Schuster, Chief  
Address: 300 3rd Avenue NE  
Cambridge, MN 55008  
Telephone: 763.689.9567  
E-mail Address: tschuster@ci.cambridge.mn.us

**7. Assignment, Amendments, Waiver, and Agreement Complete**

- 7.1 Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- 7.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3 Waiver.** If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**8. Liability**

The BCA and the Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes, § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes, §§ 466.01-466.15, and other applicable law.

**9. Audits**

Under Minnesota Statutes, § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

**10. Government Data Practices**

The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

**11. Venue**

The venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**12. Expiration and Termination**

- 12.1** Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.
- 12.2** Upon expiration or earlier termination of this Agreement, the Governmental Unit shall provide the MNHITF Commander all investigative equipment that was acquired under this Agreement.

**13. Continuing Obligations**

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

*The parties indicate their agreement and authority to execute this Agreement by signing below.*

**1. AGENCY**

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

(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

(with delegated authority)

Date: \_\_\_\_\_

**2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION**

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

(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

(with delegated authority)

Date: \_\_\_\_\_

**4. COMMISSIONER OF ADMINISTRATION**

delegated to Materials Management Division

By: \_\_\_\_\_

Date: \_\_\_\_\_

A plea for safe driving.

As I drive through town I continue to be amazed at the number of people that do not stop for stop signs, text while they drive, and run red lights. This behavior puts others in jeopardy. Each month, news stories air about people that have been killed by someone running a red light or a distracted driver. On Friday, November 2, 2018 a student was heading to school and another driver failed to stop at a stop sign hitting the car the student was in. Fortunately, the student will be fine and there were no injuries. However, the student's biggest concern was that they were going to fail their math test because they were so upset about the accident.

Is getting to your destination one minute earlier worth someone's life or seriously injuring another? Is the instant gratification of reading a text so important that we can't put the technology down and concentrate on the important task of driving safely?

I have served on the Towards Zero Death Coalition for the past eleven years. Each year, the goal is zero driving fatalities. However, we were still 348 people away from that goal in 2017. Even DUI arrests were up in 2017 with 25,190 arrests as compared to 23,392 arrests in 2016.

Therefore, I beg you please stop for stop signs, don't run red lights, stop for pedestrians in the crosswalk, and don't read text messages while driving. Safe driving by all will save lives – who knows it could even be your own!

Lynda Woulfe, City Administrator