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**Cambridge City Council - City Hall Council Chambers**  
**Regular Meeting, Monday, October 15, 2018 at 6:00 pm**  
**Meeting Announcement and Agenda**

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

1. Call to Order & Pledge of Allegiance

2. Citizens Forum

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

3. Approval of Agenda

4. Consent Agenda Approvals

- A. Regular and Summary City Council Meeting Minutes for October 1, 2018 (p. 5)
- B. Warrants #111423 - #111674 and ACH/Wire items totaling \$2,513,066.62 (p. 13)
- C. Utility Department Surplus Property (p. 51)
- D. Sister City Commission Appointments (p. 52)
- E. Lexipol Policy Updates (p. 54)
- F. Roosevelt Gardens Estates Development Contract (p. 55)
- G. Roosevelt Gardens Estates Private Stormwater Maintenance Agreement (p. 74)
- H. Resolution R18-074 Updating Authorized Depositories (p. 82)
- I. Hire Jennifer Cole, Administrative Assistant to the City Administrator, \$23.21 per hour effective October 22, 2018 (p. 84)

5. Work Session

6. Unfinished Business

7. New Business

- A. 9<sup>th</sup> Ave SE (Roosevelt Gardens) - Accept Petition and Assessment Agreements, Approve Resolution R18-075 Ordering Feasibility Report and Plans, and Approve Engineering Services Agreement (p. 86)
- B. Resolution R18-076 Approving the Final Plat of Parkwood Townhomes Phase 2 (p. 102)
- C. Variance Amendment, 237 Cypress St. S. (Brandy Herbst) (p. 110)
- D. Declare Central File Equipment Surplus Property (p. 134)
- E. Authorize the City Administrator to execute Cambridge Area Fund Agreement with the Minnesota Initiative Foundation (p. 135)
- F. Airport Board (p. 145)

**8. Mayor's Report**

**9. Council Concerns**

**10. City Attorney's Report**

**11. City Administrator's Report**

- A. Closed Session - This meeting is being closed under Minnesota Statutes, §13D.05, to consider offers or develop counteroffers for the purchase of 326 First Avenue West. (p. 160)

**12. Adjourn**

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

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

**Upcoming Meetings**

<u>Date</u>	<u>Time</u>	<u>Description</u>
Oct. 17	7:45 am	Downtown Executive Committee
Oct. 23	9:00 am	Isanti County EDA (Isanti County Government Center)
Oct. 22	6:00 pm	Cambridge Fire Department (Fire Dept. Training Room)
Nov. 1	4:00 pm	Cambridge-Isanti Dist. 911 Communications Task Force
Nov. 7	7:00 pm	Cambridge Planning Commission
Nov. 9	3:30 pm	Special City Council Meeting - Canvassing & Long-Range Plan Update
Nov. 13	7:00 pm	Cambridge Parks, Trails, and Recreation Commission
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

**Upcoming Events**

<u>Date</u>	<u>Time</u>	<u>Description</u>
Oct. 17	11:30 am	Chamber's Employee Recognition Lunch (Common Ground Church)
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 1, 2018**

A regular meeting of the Cambridge City Council was held on Monday, October 1, 2018, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

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

**Staff Present:** City Administrator Woulfe, Public Works/Utilities Director Schwab, Finance Director Moe, GIS Coordinator/Stormwater Technician Zimmerle, Community Development Director Westover, Police Chief Schuster, and Deputy Fire Chief/Emergency Management Director Pennings

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

Palmer called the meeting to order at 3:30 pm and led the public in the Pledge of Allegiance. Godfrey added Railroad Crossing at Highway 95 to Council Concerns. Morin moved, seconded by Godfrey, to approve the agenda as presented. Motion carried unanimously.

**Consent Agenda**

Godfrey pulled item B for discussion. Iverson moved, seconded by Conley, to approve consent agenda Items A, C & D:

- A. Regular and Summary City Council Meeting Minutes for September 17, 2018
- C. Resolution R18-071 Accepting restricted donation for Park Department
- D. Purchase Agreement for right of way for extension of 2nd Avenue

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

**B. Draft August 2018 Financial Statements**

Godfrey questioned why there is a significant increase in expenditures in 2018 compared to 2017. Moe explained there are new projects going on this year such as the City Council downtown initiatives including the art fair, downtown banners and flower baskets. Other items such as the compensation study and elections also occurred in 2018 (there were no elections in 2017). Moe also pointed out because of when payroll lands in 2018, there has been one additional payroll and the timing of insurance payments has occurred earlier in 2018 than in 2017. Moe added legal fees are also up because of annexation payments and litigation.

Godfrey moved, seconded by Morin, to approve the Draft August 2018 Financial Statements. Upon call of the roll, Godfrey, Morin, Palmer, Iverson, and Conley voted aye, no nays. Motion carried.

## **Work Session**

### ***Proclamation for Manufacturers Week October 1 – 7, 2018***

Palmer proclaimed the week of October 1 – 7, 2018 as Manufacturers Week.

#### ***Department Fast Facts***

Woulfe explained fast facts were created prior to the Citizen Academy and have not been updated since that time. Woulfe stated the fast facts provide a general broad education. With the upcoming election year and forums, Woulfe felt it is a good way for people to become educated on the different departments. Woulfe stated the goal is to push the information out on social media and department website pages to spread the information to a broader audience. Woulfe asked Council for feedback and noted they will be updated on an annual basis. The feedback from Council was very positive and all agreed they like the information provided in the documents.

#### **There was no Unfinished Business**

#### **New Business**

##### ***Budget Revisions***

Moe reviewed the proposed general and capital fund budget amendments which were included in detail in the staff report. Schwab reviewed the public works expenditures in detail. Conley moved, seconded by Morin, to approve Resolution R18-072, 2018 General Fund Budget Revision and Resolution R18-073, 2018 Capital Fund Budget Revision. Motion carried unanimously.

##### ***Liquor License for Willards***

Woulfe reported Grant Johnson has applied for an on-sale intoxicating liquor license on behalf of Willards MN, LLC. It was reported they would like to commence with their license on November 1, 2018, the proper fees have been paid and the background investigation has been completed. Woulfe stated no issues have appeared in the background investigation and the property taxes are current on the property.

Conley moved, seconded by Iverson, to approve the on-sale intoxicating liquor license for Willards MN, LLC dba Willards, 133 – 135 Main Street South effective November 1, 2018. Palmer asked how many liquor licenses can be issued in the City of Cambridge. Woulfe explained because the restaurant will seat more than 25 people, it does not count towards the number of intoxicating liquor licenses allowed for the City. Woulfe noted the number of liquor licenses is determined by population.

Morin requested an amendment to the motion to include their second-half taxes are paid by October 15, 2018. Woulfe explained the license application cannot be held until that time due to the timing of the state to issue the license. Woulfe noted this license is only good through December 31, 2018 and when she brings back all the liquor license renewals (at a November City Council meeting), she will be able to report on all establishments, including Willards and if they have all paid their second-half taxes for 2018. Motion carried unanimously.

### ***Downtown Loan for H & J Leasing, LLC***

Woulfe explained Grant Johnson has requested additional loan funds to assist with the improvements to their building. Roof repairs came in higher on 128 Ashland St S due to unforeseen repairs needed while under construction. Woulfe reported the original bid was \$16,800.00 and the actual amount is \$18,061.40. Woulfe stated they have found that a roof top unit on the leader building needs replacement and the cost estimated is \$11,078.10 along with repairs needed on the Leader building of \$4,250. The loan was originally approved for \$22,097.00 from the Revolving Loan Fund. Woulfe reported that H&J leasing, LLC is requesting an increase in the loan amount for an additional \$4,615.00 which would be a total loan for \$26,712.00. The loan agreement will be amended to the new amount, monthly payments will be adjusted accordingly and the new monthly principal and interest payments of \$282.53 will start November 1, 2018.

Woulfe reviewed the scope of the project and the loan terms which were included in the staff report. Woulfe stated the applicant has provided the necessary application and fee. Woulfe reported their taxes and mortgage are current and staff has received a letter from Cambridge State Bank that H&J Leasing, LLC has adequate cash flow to service an additional loan of \$26,712.00.

Woulfe reported based on the guidelines established by the City Council for the Cambridge Downtown Revolving Loan Fund, the project meets the guidelines and provides repairs to retain the value of the property. Grant Johnson gave an update to Council where they are at with their project.

Iverson moved, seconded by Godfrey, to approve additional loan funds of \$4,615.00 for a total loan amount of \$26,712.00 from the Cambridge Downtown Revolving Loan Fund for H&J Leasing, LLC, Grant M. Johnson and Erick W. Harcey 126 Ashland St S and 133 Main St S, Cambridge, MN for roof repairs, replacement, HVAC unit replacement and window replacement and authorize the Mayor and City Administrator to sign the necessary documents and the mortgage document is subject to final review by the City Attorney. Motion carried unanimously.

### ***Downtown Grant for H & J Leasing, LLC***

Woulfe stated Grant Johnson has applied for grant funds to assist with improvements to their buildings. The project includes the replacement of two main level windows on the west side, the addition of an awning for 133 Main St S and the replacement of 12 second floor windows at 126 Ashland St S. The total project cost is \$22,255.00 and the owners are requesting a grant of \$11,127.50 from the Cambridge Downtown Grant Fund to complete this project. Woulfe reviewed the detailed costs of the project which was included in the staff report.

Woulfe reported based on the guidelines established by the City Council for the Downtown Grant Fund, the project meets the guidelines and provides repairs to retain the value of the property. Woulfe stated the grant amount exceeds the maximum allowable amount by \$1,127.50 but since the City is aiding two buildings they technically could apply for a \$20,000 grant. Woulfe added that all necessary building permits must be applied for and inspections conducted as required.

Morin stated he does not like the fact they are proposing going over the maximum allowed amount of \$10,000.00. Godfrey pointed out there are two properties that are affected by this grant and each property is limited to \$10,000.00. Woulfe added the reason for only one application for two properties was to make the application process more efficient for the applicant and staff.

Godfrey asked how many projects can be funded with the current balance of the fund. Woulfe explained the fund is continuously replenished by payments and there are one or two small projects that could still be funded with what is currently in the fund.

Conley moved, seconded by Godfrey, to approve grant funds of \$11,127.50 from the Cambridge Downtown Grant Fund for H&J Leasing, LLC, Grant M. Johnson and Erick W. Harcey for 133 Main St S and 126 Ashland St S, Cambridge, MN for façade improvement. Motion carried 4/1 with Morin voting nay.

### ***Ordinance No. 679 Amending Title XV: Land Use, Chapter 152 Stormwater Management***

Zimmerle stated upon the review and update of the Stormwater Pollution Prevention Plan, it became clear the Stormwater Management ordinance needed updating to comply with state regulations and water quality protection.

Zimmerle explained during the amendment process, City Engineer, Todd Blank and SEH Water Resources Engineer, Emily Erdahl, along with City staff, were consulted to ensure updates complied with State and local regulations. Zimmerle stated the amendment also includes language on projects less than one acre, and includes Common Plans of Development within regulations regarding sites over one acre.

Zimmerle stated the result of the proposed ordinance language allows the City to expand stormwater runoff compliance from sites over one acre, to all construction sites, regardless of size. The language also simplifies stated regulations that would need regular updating, and instead references the external regulations to accommodate for the most current language without needing to amend the ordinance with each update.

Godfrey questioned the difficulty of reporting for existing homes that are within 100 feet of the Rum River (related to 152.04 (E)). Zimmerle explained it depends on whether or not the property has a continuously positive slope. Morin moved, seconded by Iverson, to approve Ordinance No. 679 to amend City Code Chapter 152 Stormwater Management as presented. Motion carried unanimously.

### ***Ice Rink Scoreboards***

Westover stated the ice rinks at Central Green need scoreboards to fully complete the project which is one of the City Council's one-year goals. Westover explained the Cambridge Isanti Hockey Association notified the City that it is difficult for their District 10 representatives to approve any tournaments without the minimum requirements of speakers and scoreboards. Westover added, for the ice rinks to be fully utilized and bring in other teams and visitors, the scoreboards are necessary.



Westover reported the Cambridge Isanti Hockey Association will be donating between \$5,000 and \$6,000 for the scoreboards and a grant is being sought through East Central Energy's Operation Round Up to help offset the costs, but the grant decision will not be made until the end of October.

Westover stated in an effort to move the project forward, it is being requested that Council approve the funding for the scoreboard project. Westover reported that in 2017, Northbound Liquor generated \$75,000 more in net profits than needed to support the general fund and Council voted to use the funds to invest in the community and complete parks projects. Westover reminded Council the three projects identified are almost complete and there is still funding available from Northbound Liquor profits. Westover reported the total cost for the two scoreboards including installation and electricity is \$34,520.00.

Palmer asked if the City sells space on the boards for advertising. Woulfe stated it is a part of the Council's goals to solicit sponsors for advertisement on the boards. Westover noted Bernick's no longer donates scoreboards.

Morin moved, seconded by Iverson, to authorize the City Administrator to execute a purchase agreement with AIM Electronics, Inc. for the purchase of two scoreboards up to \$34,520.00 and directed staff to prepare the necessary budget adjustment. Godfrey commented that it is a good thing to be able to hold tournaments which will generate economic stimulation in the Community. Godfrey commented he is happy to see the funds coming from Northbound and not from the general fund. Motion carried unanimously.

### **There was no Mayor's Report**

### **Council Concerns**

#### ***Railroad Crossing at Highway 95***

Godfrey stated a little before noon there was a train blocking Highway 95 for approximately 20 minutes. Woulfe explained they were delivering propane cars to the Federated site. Morin reported if the arms are down more than 10 minutes, the city can issue the railroad a citation. Woulfe explained there could have been a solution to this problem since the Legislature had approved funding to relocate Federated out of the downtown core, but that piece of legislation was vetoed by the Governor.

Schuster stated according to Minnesota Statute 219.383, Subd. 3, no railway corporation shall permit a public road or street crossing a railroad track to be closed for traffic by a standing car, train, engine, or other railroad equipment, or by a switching movement which continuously blocks a crossing for longer than ten minutes. Schuster further stated that if this occurs for more than ten minutes, the penalty is a petty misdemeanor and a corporation that commits a second or subsequent violation of that section is guilty of a misdemeanor. However, it will need to be witnessed by a law enforcement officer.

Schuster stated if Council would like he can pursue a conversation with Attorney Squires and County Attorney Edblad on what that process would look like. Schuster explained according to MnDOT, they

encourage people to report the blocked crossings as they witness them which they can do that by contacting the number listed on the blue and white Emergency Notification Sign at the crossing which allows train dispatchers to try and resolve the problem. The dispatcher will need the USDOT crossing identifier located on the sign.

Morin stated the City has issued citations in the past and would like to see Cambridge enforce this statute. Morin stated if a representative of the City has the exact date and time, the railroad will be able to figure out who the engineer is that blocked the roadway.

Discussion ensued among Council and staff. The possibility of changing their routes was discussed and the City has requested they change their routes to be later in the evening when traffic is not an issue. Woulfe explained unfortunately the scheduling of routes is completely up to the railroad company. Iverson recommended sending a letter to the newly elected governor. Woulfe stated the best long-term solution is to relocate the Federated site. Godfrey agreed sending a letter was a good idea and thought a joint letter with BNSF would bare more weight.

Iverson recommended placing the telephone number on the signs on Facebook and encourage residents to call when they witness the train blocking the roadways.

#### **City Attorney's Report**

None.

#### **City Administrator's Report**

##### ***Leasing of Fields at Sandquist Park for Solar Garden***

Woulfe stated East Central Energy is interested in leasing approximately 15 acres of City-owned land just south of the Sandquist Family Park softball fields. The lease will run 30 years and generate a credit on utility bills that would approximate \$500 per acre land rental.

Godfrey asked if the referendum passes when another field would be constructed at Sandquist Family Park. Woulfe explained if the referendum passes, they cannot construct the fields until the cash flow is available which would be approximately 10 years. Woulfe recommended earmarking the lease money to park funds since they are using park land. Discussion of where the money would go ensued. Woulfe explained once Council approves the lease, they can determine where the money would go at a later time.

Morin moved, seconded by Godfrey, to direct staff to draw up a lease agreement and place on a future consent agenda. Palmer stated she felt this issue should be tabled until after the election to see if a referendum passes. Woulfe explained timing is an issue since East Central Energy would like to start construction of the garden yet this fall. Palmer confirmed there are no high pressure gas lines in the Sandquist Park area. Motion carried 4/1 with Palmer voting nay.

**Adjournment of Council Meeting**

Being no further business before the City Council, Godfrey moved, seconded by Conley, to adjourn the regular meeting at 5:37 pm. Motion carried unanimously.

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

ATTEST:

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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 1, 2018**

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

- Meeting called to order at 3:30 pm.
- Agenda and Consent Agenda were approved.
- Palmer proclaimed the week of October 1 – 7, 2018 as Manufacturers Week.
- Council reviewed the Department Fast Facts documents.
- Approved Resolution R18-072, 2018 General Fund Budget Revision and Resolution R18-073, 2018 Capital Fund Budget Revision.
- Approved the on-sale intoxicating liquor license for Willards MN, LLC dba Willards, 133 – 135 Main Street South effective November 1, 2018.
- Approved additional loan funds of \$4,615.00 for a total loan amount of \$26,712.00 from the Cambridge Downtown Revolving Loan Fund for H&J Leasing, LLC, Grant M. Johnson and Erick W. Harcey 126 Ashland St S and 133 Main St S, Cambridge, MN for roof repairs, replacement, HVAC unit replacement and window replacement and authorize the Mayor and City Administrator to sign the necessary documents and the mortgage document is subject to final review by the City Attorney.
- Approved grant funds of \$11,127.50 from the Cambridge Downtown Grant Fund for H&J Leasing, LLC, Grant M. Johnson and Erick W. Harcey for 133 Main St S and 126 Ashland St S, Cambridge, MN for façade improvement.
- Approved Ordinance No. 679 to amend City Code Chapter 152 Stormwater Management.
- Authorized the City Administrator to execute a purchase agreement with AIM Electronics, Inc. for the purchase of two scoreboards up to \$34,520.00 and direct staff to prepare the necessary budget adjustment.
- Council discussed the railroad crossing at Highway 95 and directed staff to begin issuing citations when the roadway is blocked for more than 10 minutes per State Statute, to perform community outreach on how to contact the railroad, and to draft a letter for the upcoming legislative session.
- Directed staff to draw a lease agreement between the City of Cambridge and East Central Energy in order to lease 15 acres of land within Sandquist Family Park for the purpose of a solar garden and to place the lease on a future consent agenda.
- Adjourned at 5:37 pm.

CAMBRIDGE CITY COUNCIL MEETING  
 October 15, 2018  
 BILLS LIST

Disbursement Type:	Date	Check #s	<b>Submitted For Approval</b>
Prepaid Checks	9/12/2018	111423 - 111505	1,218,584.84
Prepaid Checks	9/18/2018	111506 - 111561	152,565.04
Prepaid Checks	10/2/2018	111562 - 111656	516,490.67
Prepaid Checks	10/4/2018	111657 - 111674	148,218.83
Total Checks			2,035,859.38
<b>PAID THROUGH ACH or WIRE September 2018:</b>			
Payroll			216,285.78
Federal Payroll Tax Withholding			62,622.82
State Payroll Tax Withholding			13,396.91
PERA Withholdings			54,765.79
Deferred Comp Premiums			3,100.00
Self Insurance & Flex & Select Account Admin Fee			3,756.15
ECE			54,642.36
Sales & Use Tax Payments to State of MN			49,383.00
Centerpoint			1,335.29
Wright Express (City wide fuel cards)			9,027.66
Connexus			1154.7
Midcontinent			6,070.66
Reliance Life Insurance ACH			1,141.44
AFLAC			524.68
Total Paid through ACH or Wire			477,207.24
<b>TOTAL SUBMITTED FOR APPROVAL</b>			<b>\$2,513,066.62</b>

Vendor	Vendor Name	Description	Net Invoice Amount
165	Allina Health	Health History, Physical, Questionnaire - Police	130.00
Total 165:			130.00
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Water	149.37
175	Amazon Capital Services, Inc.	Office Supplies - Building	189.95
175	Amazon Capital Services, Inc.	Office Supplies - Police	21.51
175	Amazon Capital Services, Inc.	Movies in the Park	5.23
175	Amazon Capital Services, Inc.	Movies in the Park	5.24
175	Amazon Capital Services, Inc.	Movies in the Park	5.23
175	Amazon Capital Services, Inc.	Movies in the Park	5.23
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Airport	226.40
Total 175:			608.16
319	Artisan Beer Company	Liquor Store Merchandise	96.00
Total 319:			96.00
341	Aspen Mills	Uniform Allowance - S. Samuelson	1,276.30
Total 341:			1,276.30
381	Auto Value Cambridge	Small Tools - Shop	8.99
Total 381:			8.99
491	North Risk Partners - Bearence	Aviation Policy Renewal - 10/01/18 - 10/01/2019	1,284.00
Total 491:			1,284.00
521	Bellboy Corporation	Liquor Store Merchandise	1,476.37
521	Bellboy Corporation	Liquor Store Merchandise	177.25
Total 521:			1,653.62
551	Chas A. Bernick Inc.	Liquor Store Merchandise	177.64
551	Chas A. Bernick Inc.	Liquor Store Merchandise	3,935.25
Total 551:			4,112.89
586	Bjorklund Companies LLC	Washed Rock	137.27
Total 586:			137.27
596	Bloomquist Electric Inc	Lift Station Wiring	1,283.00
Total 596:			1,283.00
906	NAPA Central MN	Repair & Maint Supplies - PD	227.52
906	NAPA Central MN	Repair & Maint Supplies - Fire Dept	735.58

Vendor	Vendor Name	Description	Net Invoice Amount
906	NAPA Central MN	Repair & Maint Supplies - Streets	187.17
906	NAPA Central MN	Repair & Maint Supplies - Airport	124.30
906	NAPA Central MN	Repair & Maint Supplies - Wastewater	55.95
Total 906:			1,330.52
1140	Cintas Corporation	Rug & Towel Rentals - Street Dept	17.43
1140	Cintas Corporation	Rug Rentals - Liquor Store	78.34
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	121.42
1140	Cintas Corporation	Uniform Rental - Parks	6.72
1140	Cintas Corporation	Rug Rentals - Street Dept	14.43
1140	Cintas Corporation	Uniform Rental - Maintenance	3.02
1140	Cintas Corporation	Uniform Rental - Parks	.56
1140	Cintas Corporation	Uniform Rental - Parks	5.00
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewat	109.91
Total 1140:			356.83
1251	Community GIS Services, Inc.	Hosting Services - August	250.00
1251	Community GIS Services, Inc.	Hosting Services - August	250.00
Total 1251:			500.00
1336	Crystal Springs Ice	Liquor Store Merchandise	378.26
1336	Crystal Springs Ice	Liquor Store Merchandise	235.44
Total 1336:			613.70
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	487.20-
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	12,290.43
Total 1396:			11,803.23
1506	Deputy Registrar #90	Tax & License - 2018 Chev	1,645.69
Total 1506:			1,645.69
1531	DexYP	Directory Listing - Liquor Store	174.00
Total 1531:			174.00
1681	ECM Publishers, Inc.	Advertising - Liquor Store	1,401.40
Total 1681:			1,401.40
1765	Enforcement Lighting	Equipment & Labor - 2018 Dodge Chargers	6,400.00
Total 1765:			6,400.00
1906	Federated Co-ops, Inc.	Propane - Ice Rinks	1,199.20
1906	Federated Co-ops, Inc.	Propane - Airport	1,199.20

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1906:			2,398.40
1921	Ferguson Waterworks	Repair & Maint - Water System	717.90
1921	Ferguson Waterworks	Meters & Repairs	1,950.00
Total 1921:			2,667.90
2059	Synchrony Bank	Insect Control	46.22
2059	Synchrony Bank	Insect Control	158.96
2059	Synchrony Bank	Weed Control	225.25
Total 2059:			430.43
2146	Gopher State One-Call Inc.	FTP Tickets	139.05
2146	Gopher State One-Call Inc.	FTP Tickets	139.05
Total 2146:			278.10
2188	Gratitude Farms	Animal Control Services	400.00
Total 2188:			400.00
2255	H & J Leasing	Roof Replacement 126 Ashland St S	14,449.12
Total 2255:			14,449.12
2341	Hawkins, Inc.	Chemicals - Wastewater	769.50
2341	Hawkins, Inc.	Chemicals - Water	3,021.02
2341	Hawkins, Inc.	Chemicals - Wastewater	6,174.37
Total 2341:			9,964.89
2346	Hayford Ford	Repair & Maint Supplies - PD vehicle	115.42
Total 2346:			115.42
2416	John Hirsch's Cambridge Motors	Repair & Maint Supplies - Vehicle	64.47
Total 2416:			64.47
2451	Hotsy Minnesota	Repair & Maint Supplies - Streets	164.89
Total 2451:			164.89
2626	Isanti County Attorney's Office	Forfeiture ICR#18007981	204.60
Total 2626:			204.60
2636	Minnesota Equipment	Repair & Maint Supplies - Parks	31.88



Vendor	Vendor Name	Description	Net Invoice Amount
Total 2636:			31.88
2696	Isanti Ready-Mix, Inc.	Repairs & Maint - Lift Station	255.00
2696	Isanti Ready-Mix, Inc.	Repairs & Maint - Storm sewer	696.00
Total 2696:			951.00
2701	Isanti Rental, Inc.	Rental - Parks	563.50
Total 2701:			563.50
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	1,152.77
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
Total 2776:			1,155.77
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,452.20
2796	Johnson Brothers Liquor Co	Freight Charge	35.65
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,394.25
2796	Johnson Brothers Liquor Co	Freight Charge	43.39
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	73.80
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	359.90
2796	Johnson Brothers Liquor Co	Freight Charge	4.65
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	141.35
2796	Johnson Brothers Liquor Co	Freight Charge	6.20
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	45.98
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,741.09
2796	Johnson Brothers Liquor Co	Freight Charge	60.44
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	10,093.00
2796	Johnson Brothers Liquor Co	Freight Charge	84.59
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	121.85
2796	Johnson Brothers Liquor Co	Freight Charge	4.65
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	52.60-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	48.25-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	49.60-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
Total 2796:			16,507.89
2961	Knife River Corporation	Storm Drain Repairs	215.60
Total 2961:			215.60
3092	Lantz, Scott	Reimbursement for Park Reservation	25.00
Total 3092:			25.00
3146	League of MN Cities Ins Trust	Work Comp Ded.	250.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3146:			250.00
3228	Lindberg Law Office, P.A.	H & J Project - Water Improv Asst Draw #1	20,908.11
Total 3228:			20,908.11
3461	McDonald Distributing Company	Liquor Store Merchandise	4,791.65
3461	McDonald Distributing Company	Liquor Store Merchandise	395.60
3461	McDonald Distributing Company	Credit Liquor Merchandise	441.60
3461	McDonald Distributing Company	Liquor Store Merchandise	738.00
Total 3461:			5,483.65
3521	Menards	Misc Operating Supplies - Shop	10.94
3521	Menards	Misc Operating Supplies - Parks	47.88
3521	Menards	Small Tools - Streets	13.48
3521	Menards	Misc Operating Supplies - Streets	19.94
3521	Menards	Small Tools - Parks	26.95
3521	Menards	Misc Operating Supplies - Streets	13.49
3521	Menards	Misc Operating Supplies - Police	27.21
3521	Menards	Misc Operating Supplies - Wastewater	8.78
3521	Menards	Small Tools - Wastewater	39.94
3521	Menards	Misc Operating Supplies - Parks	24.58
3521	Menards	Maintenance Supplies - City Hall	19.00
3521	Menards	Misc Operating Supplies - Shop	32.96
3521	Menards	Repair & Maint - Lift Stations	1.89
3521	Menards	Misc Operating Supplies - Streets	17.88
3521	Menards	Repair & Maint - Lift Stations	18.92
3521	Menards	Repair & Maint - Lift Stations	57.00
3521	Menards	Credit Maintenance Supplies - City Hall	3.99
3521	Menards	Maintenance Supplies - City Hall	6.99
Total 3521:			383.84
3542	Metro Payroll Inc.	eKlock Enterprise - July	352.75
Total 3542:			352.75
3543	Metro Sales, Inc.	Ricoh MP 2554SP & C2004 Copier Lease, Bas	250.30
Total 3543:			250.30
3676	MCSI Minnesota Computer Syste	Contract Base Rate/Overage Charge - Tosh/Est	10.00
Total 3676:			10.00
3829	MN Dept of Labor and Industry	Pressure Vessel & Boiler	100.00
Total 3829:			100.00

Vendor	Vendor Name	Description	Net Invoice Amount
4001	MVTL Laboratories Inc.	Testing	615.00
	Total 4001:		615.00
4082	Nelson, Terry	Sidewalk Repair - 126 Adams St S	492.00
	Total 4082:		492.00
4131	Nordberg's Electric Supply Inc	Ballast - Liquor Store	319.45
	Total 4131:		319.45
4211	Northland Fire Protection	Service Maint of Fire Extinguishers - Liquor Stor	64.34
	Total 4211:		64.34
4221	Northland Landscape Nursery	Landscape Seed	328.00
	Total 4221:		328.00
4321	O'Reilly Automotive, Inc.	Repair & Maint Supplies - Street Dept	27.48
	Total 4321:		27.48
4426	Paustis Wine Company	Liquor Store Merchandise	1,134.00
4426	Paustis Wine Company	Freight Charge	15.00
	Total 4426:		1,149.00
4467	Peterson's North Branch Mill	Boots - J. Bergloff	174.95
	Total 4467:		174.95
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,153.55
4476	Phillips Wine & Spirits	Freight Charge	20.92
4476	Phillips Wine & Spirits	Liquor Store Merchandise	932.00
4476	Phillips Wine & Spirits	Freight Charge	26.35
	Total 4476:		2,132.82
4506	Pitney Bowes	Rental Charges DM400C Digital Mailing System	592.74
	Total 4506:		592.74
4681	R. L. Larson Excavating, Inc.	2018 Street Improvements - App No 5	296,409.35
4681	R. L. Larson Excavating, Inc.	2018 Street Improvements - App No 5	700,000.00
	Total 4681:		996,409.35
4799	Replenishment Solutions, Inc.	Liquor Store Merchandise	275.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4799:			275.00
4844	Robert C. Roby	Hearing Officer Services	75.00
Total 4844:			75.00
5181	Southern Glazer's of MN	Liquor Store Merchandise	2,509.11
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	31.31
5181	Southern Glazer's of MN	Liquor Store Merchandise	440.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	14.00
Total 5181:			2,994.42
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October - Hirsch	1,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	1,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	3,000.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	4,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	3,000.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	750.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	22,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	1,500.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	12,990.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	3,000.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	5,490.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	10,020.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - October	6,000.00
5191	St. Paul Electrical Workers Health	Health Insurance Premium - T. Hanson	1,643.00
Total 5191:			77,393.00
5251	Star	Advertising Liquor Store	305.00
Total 5251:			305.00
5301	Steve's Tire Inc	Repairs and Maint Supplies - PD	551.20
5301	Steve's Tire Inc	Repairs and Maint Labor - PD	99.00
5301	Steve's Tire Inc	Repairs and Maint Supplies - Parks	58.90
5301	Steve's Tire Inc	Repairs and Maint Supplies - Streets	1,000.00
5301	Steve's Tire Inc	Repairs and Maint Labor - Streets	100.00
Total 5301:			1,809.10
5446	The American Bottling Company	Liquor Store Merchandise	204.12
Total 5446:			204.12
5516	Capitol Beverage Sales L.P.	Liquor Store Merchandise	415.75
Total 5516:			415.75

Vendor	Vendor Name	Description	Net Invoice Amount
5581	Total Control Systems, Inc.	Repair & Maint - Water Plant	777.30
5581	Total Control Systems, Inc.	Repair & Maint - Water System	500.00
5581	Total Control Systems, Inc.	Repair & Maint - Plant	2,971.60
Total 5581:			4,248.90
5632	Treasury Division, MN Managemen	Forfeiture ICR#18007981	102.30
Total 5632:			102.30
5656	Trucks and Toys LTD	Repair & Maint Supplies - Veh/Equip - Police	200.50
5656	Trucks and Toys LTD	Repair & Maint Labor - Veh/Equip - Police	165.00
Total 5656:			365.50
5666	TruGreen Commercial	Vegetation Control - LS	201.28
Total 5666:			201.28
5743	U.S. Bank Equipment Finance	Ricoh MPC2004EX-RS Copier	87.00
Total 5743:			87.00
5771	Van Iwaarden Associates	GASB45 Actuarial Valuation	1,000.00
Total 5771:			1,000.00
5798	Venneman, Bob	Reimbursement for Park Reservation	25.00
Total 5798:			25.00
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	375.55
Total 5816:			375.55
5831	Vinocopia	Liquor Store Merchandise	1,150.25
5831	Vinocopia	Freight Charge	14.00
Total 5831:			1,164.25
5886	Watson Co., Inc.	Misc Operating Supplies - LS	13.89
5886	Watson Co., Inc.	Credit - Operating Supplies	13.50
5886	Watson Co., Inc.	Liquor Store Merchandise	3,017.11
5886	Watson Co., Inc.	Misc Operating Supplies - LS	141.78
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			3,165.28
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	7,877.20
5891	Breakthru Beverage Minnesota	Freight Charge	73.98
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	793.14

Vendor	Vendor Name	Description	Net Invoice Amount
5891	Breakthru Beverage Minnesota	Freight Charge	18.40
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	130.50
Total 5891:			8,893.22
5896	We Card	LS Calendars - 18 Yr Tobacco / 21 Yr Alcohol	36.93
Total 5896:			36.93
Grand Totals:			1,218,584.84

Dated: 9/12/18

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/18	09/12/2018	111423	165	Allina Health	101-20100	130.00
09/18	09/12/2018	111424	175	Amazon Capital Services, Inc.	211-20100	608.16
09/18	09/12/2018	111425	319	Artisan	610-20100	96.00
09/18	09/12/2018	111426	341	Aspen Mills	101-20100	1,276.30
09/18	09/12/2018	111427	381	Auto Value Cambridge	101-20100	8.99
09/18	09/12/2018	111428	521	Bellboy Corporation	610-20100	1,653.62
09/18	09/12/2018	111429	586	Bjorklund Companies LLC	101-20100	137.27
09/18	09/12/2018	111430	596	Bloomquist Electric Inc	602-20100	1,283.00
09/18	09/12/2018	111431	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	8,893.22
09/18	09/12/2018	111432	5516	Capitol Beverage Sales L.P.	610-20100	415.75
09/18	09/12/2018	111433	551	Bernick's	610-20100	4,112.89
09/18	09/12/2018	111434	1140	Cintas Corporation	601-20100	356.83
09/18	09/12/2018	111435	1251	Community GIS Services, Inc.	602-20100	500.00
09/18	09/12/2018	111436	1336	Crystal Springs Ice	610-20100	613.70
09/18	09/12/2018	111437	1396	Dahlheimer Beverage, LLC	610-20100	11,803.23
09/18	09/12/2018	111438	1506	Deputy Registrar #90	419-20100	1,645.69
09/18	09/12/2018	111439	1531	DexYP	610-20100	174.00
09/18	09/12/2018	111440	1681	ECM Publishers, Inc.	610-20100	1,401.40
09/18	09/12/2018	111441	1765	Enforcement Lighting	417-20100	6,400.00
09/18	09/12/2018	111442	1906	Federated Co-ops, Inc.	101-20100	2,398.40
09/18	09/12/2018	111443	1921	Ferguson Waterworks #2516	601-20100	2,667.90
09/18	09/12/2018	111445	2146	Gopher State One Call	602-20100	278.10
09/18	09/12/2018	111447	2188	Gratitude Farms	101-20100	400.00
09/18	09/12/2018	111448	2255	H & J Leasing	215-20100	14,449.12
09/18	09/12/2018	111449	2341	Hawkins, Inc.	602-20100	9,964.89
09/18	09/12/2018	111450	2346	Hayford Ford	101-20100	115.42
09/18	09/12/2018	111451	2451	Hotsy Minnesota	101-20100	164.89
09/18	09/12/2018	111452	2626	Isanti County Attorney's Office	209-20100	204.60
09/18	09/12/2018	111453	2696	Isanti Ready-Mix, Inc.	603-20100	951.00
09/18	09/12/2018	111454	2701	Isanti Rental, Inc.	101-20100	563.50
09/18	09/12/2018	111455	2776	JJ Taylor Dist. of Minn.	610-20100	1,155.77
09/18	09/12/2018	111456	2416	John Hirsch's Cambridge Motors	101-20100	64.47
09/18	09/12/2018	111457	2796	Johnson Bros - St Paul	610-20100	16,507.89
09/18	09/12/2018	111458	2961	Knife River Corporation	603-20100	215.60
09/18	09/12/2018	111459	3092	Scott Lantz	101-20100	25.00
09/18	09/12/2018	111460	3146	League of MN Cities Ins Trust	101-20100	250.00
09/18	09/12/2018	111461	3228	Lindberg Law Office, P.A.	601-20100	20,908.11
09/18	09/12/2018	111462	3461	McDonald Distributing Company	610-20100	5,483.65
09/18	09/12/2018	111463	3676	MCSI Minnesota Computer Systems Inc	101-20100	10.00
09/18	09/12/2018	111465	3521	Menards	101-20100	383.84
09/18	09/12/2018	111466	3542	Metro Payroll Inc.	101-20100	352.75
09/18	09/12/2018	111467	3543	Metro Sales, Inc.	101-20100	250.30
09/18	09/12/2018	111468	2636	Minnesota Equipment	101-20100	31.88
09/18	09/12/2018	111469	3829	MN Dept of Labor and Industry	602-20100	100.00
09/18	09/12/2018	111470	4001	Minnesota Valley Testing Labs	602-20100	615.00
09/18	09/12/2018	111471	906	NAPA Central MN	211-20100	1,330.52
09/18	09/12/2018	111472	4082	Terry Nelson	101-20100	492.00
09/18	09/12/2018	111473	4131	Nordberg's Electric Supply Inc	610-20100	319.45
09/18	09/12/2018	111474	491	North Risk Partners - Bearence	211-20100	1,284.00
09/18	09/12/2018	111475	4211	Northland Fire Protection	610-20100	64.34
09/18	09/12/2018	111476	4221	Northland Landscape Nursery	101-20100	328.00
09/18	09/12/2018	111477	4321	O'Reilly Automotive, Inc.	101-20100	27.48
09/18	09/12/2018	111478	4426	Paustis Wine Company	610-20100	1,149.00
09/18	09/12/2018	111479	4467	Peterson's North Branch Mill	602-20100	174.95
09/18	09/12/2018	111480	4476	Phillips St Paul	610-20100	2,132.82
09/18	09/12/2018	111481	4506	Pitney Bowes Global Financial Services	101-20100	592.74
09/18	09/12/2018	111482	4681	R. L. Larson Excavating, Inc.	428-20100	996,409.35

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/18	09/12/2018	111483	4799	Replenishment Solutions, Inc.	610-20100	275.00
09/18	09/12/2018	111484	4844	Robert C. Roby	101-20100	75.00
09/18	09/12/2018	111486	5181	Southern Glazer's of MN	610-20100	2,994.42
09/18	09/12/2018	111487	5191	SPEW Health Plan	101-20100	75,893.00
09/18	09/12/2018	111488	5191	SPEW Health Plan	101-20100	1,500.00
09/18	09/12/2018	111489	5251	Star	610-20100	305.00
09/18	09/12/2018	111490	5301	Steve's Tire Inc	101-20100	1,809.10
09/18	09/12/2018	111491	2059	Synchrony Bank	101-20100	430.43
09/18	09/12/2018	111492	5446	The American Bottling Company	610-20100	204.12
09/18	09/12/2018	111494	5581	Total Control Systems, Inc.	601-20100	4,248.90
09/18	09/12/2018	111495	5632	Treasury Division, MN Management&Bu	209-20100	102.30
09/18	09/12/2018	111496	5656	Trucks and Toys LTD	101-20100	365.50
09/18	09/12/2018	111497	5666	TruGreen Processing Center	610-20100	201.28
09/18	09/12/2018	111498	5743	U.S. Bank Equipment Finance	101-20100	87.00
09/18	09/12/2018	111499	5771	Van Iwaarden Associates	101-20100	1,000.00
09/18	09/12/2018	111500	5798	Bob Venneman	101-20100	25.00
09/18	09/12/2018	111501	5816	Viking Coca-Cola Bottling Co	610-20100	375.55
09/18	09/12/2018	111502	5831	Vinocopia	610-20100	1,164.25
09/18	09/12/2018	111504	5886	Watson Co., Inc.	610-20100	3,165.28
09/18	09/12/2018	111505	5896	We Card	610-20100	36.93
Grand Totals:						1,218,584.84



Vendor	Vendor Name	Description	Net Invoice Amount
167	Allied Productions & Sales	Park Improvements - Loudspeaker, Amplifier,	3,305.31
Total 167:			3,305.31
175	Amazon Capital Services, Inc.	Office Supplies	39.49
175	Amazon Capital Services, Inc.	Office Supplies - Building	29.25
Total 175:			68.74
226	AMSOIL INC	Fuel Additives - Building	212.39
226	AMSOIL INC	Fuel Additives - Police	212.39
226	AMSOIL INC	Fuel Additives - Fire	212.39
226	AMSOIL INC	Fuel Additives - Streets	212.40
226	AMSOIL INC	Fuel Additives - Parks	212.39
226	AMSOIL INC	Fuel Additives - Water	212.39
226	AMSOIL INC	Fuel Additives - Wastewater	212.39
Total 226:			1,486.74
306	ARC Irrigation, LLC	Lawn Applications - City Hall	130.00
306	ARC Irrigation, LLC	Lawn Applications - Streets	563.00
306	ARC Irrigation, LLC	Lawn Applications - Parks	2,259.00
306	ARC Irrigation, LLC	Fertilizer - Sandquist Park	1,222.40
Total 306:			4,174.40
320	Ascent Aviation Group, Inc	Aviation Gasoline	15,645.93
Total 320:			15,645.93
341	Aspen Mills	Uniform Allowance - M. Longbehn	125.60
Total 341:			125.60
521	Bellboy Corporation	Liquor Store Merchandise	2,216.67
521	Bellboy Corporation	Credit Liquor Merchandise	88.00-
Total 521:			2,128.67
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	65.60-
551	Chas A. Bernick Inc.	Liquor Store Merchandise	121.71
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,366.40
Total 551:			2,422.51
797	C & L Distributing	Liquor Store Merchandise	159.90
Total 797:			159.90
814	Caliber Homes, Inc.	Escrow Refund - 2764 Garfield Place S	8,300.00
814	Caliber Homes, Inc.	Escrow Refund - 2764 Garfield Place S	54.00-

Vendor	Vendor Name	Description	Net Invoice Amount
Total 814:			8,246.00
1083	CES Imaging	Ink Cartridge - Canon Printer	104.95
Total 1083:			104.95
1140	Cintas Corporation	Rug Rentals - Liquor Store	78.34
1140	Cintas Corporation	Rug Rentals - City Hall	16.56
1140	Cintas Corporation	Rug Rentals - Police Dept	17.04
1140	Cintas Corporation	Uniform Rental - Maintenance	3.03
1140	Cintas Corporation	Uniform Rental - Parks	5.56
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewat	109.91
1140	Cintas Corporation	Rug & Towel Rentals - Street Dept	17.43
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	103.90
1140	Cintas Corporation	Uniform Rental - Parks	6.72
Total 1140:			358.49
1336	Crystal Springs Ice	Liquor Store Merchandise	381.24
Total 1336:			381.24
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	13,200.00
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	634.65-
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	216.00
Total 1396:			12,781.35
1681	ECM Publishers, Inc.	Legal Notice - City Council Meeting Minutes	19.13
Total 1681:			19.13
1686	Ecolab Pest Elimination Div.	Air Quality Program and Pest Control - LS	220.39
Total 1686:			220.39
1949	First Advantage	Pre-Employment Drug Test - Police	166.56
Total 1949:			166.56
2043	G & J Awning and Canvas, Inc.	Downtown Grant Program - Mo Millie Salon	1,633.00
Total 2043:			1,633.00
2048	Gabrielson, Shawn	Refund Overpayment Final Water Bill 1-2548	78.73
Total 2048:			78.73
2049	Galloway, Lorraine	Refund Overpayment Final Water Bill 1-1621	33.31

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2049:			33.31
2381	Herman's Bakery	Meals - Fire Dept	32.55
Total 2381:			32.55
2389	Herreid & Associates	Staff Training - Consulting Services, Planning, T	196.69
2389	Herreid & Associates	Staff Training - Consulting Services, Planning, T	196.69
2389	Herreid & Associates	Staff Training - Consulting Services, Planning, T	196.68
2389	Herreid & Associates	Staff Training - Consulting Services, Planning, T	196.69
2389	Herreid & Associates	Staff Training - Consulting Services, Planning, T	196.69
2389	Herreid & Associates	Staff Training - Consulting Services, Planning, T	196.69
2389	Herreid & Associates	Staff Training - Consulting Services, Planning, T	196.69
2389	Herreid & Associates	Staff Training - Consulting Services, Planning, T	196.69
2389	Herreid & Associates	Staff Training - Consulting Services, Planning, T	196.69
Total 2389:			1,966.89
2486	IBEW Local 110	Union Dues - September	390.00
Total 2486:			390.00
2536	Independent Testing Tech. Inc.	Testing - I.T.T. Project #18-088	365.00
Total 2536:			365.00
2631	Isanti County Auditor-Treasurer	H&J Leasing Mortgage Registration 126 Ashlan	50.82
Total 2631:			50.82
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	911.70
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
Total 2776:			914.70
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	10,004.34
2796	Johnson Brothers Liquor Co	Freight Charge	225.14
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,368.65
2796	Johnson Brothers Liquor Co	Freight Charge	48.05
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	6,834.65
2796	Johnson Brothers Liquor Co	Freight Charge	104.31
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	41.35
2796	Johnson Brothers Liquor Co	Freight Charge	1.55
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,405.88
2796	Johnson Brothers Liquor Co	Freight Charge	46.50
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	114.95
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	45.16

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2796:			20,240.53
2808	Johnson, Jeffrey	Refund Overpayment Final Water Bill 1-3375	84.76
Total 2808:			84.76
2809	Johnson, Joshua	Refund Overpayment Final Water Bill 1-3012	235.81
Total 2809:			235.81
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	15.00
Total 3056:			15.00
3176	LELS	Union Dues - September	539.00
Total 3176:			539.00
3416	Marudas Graphics, Inc.	Laser Vouchers	621.68
Total 3416:			621.68
3441	MBPTA	Fall Seminar 2018 - L. Nisley	100.00
Total 3441:			100.00
3461	McDonald Distributing Company	Credit Liquor Merchandise	1,276.00-
3461	McDonald Distributing Company	Credit Liquor Merchandise	93.35-
3461	McDonald Distributing Company	Liquor Store Merchandise	830.00
3461	McDonald Distributing Company	Liquor Store Merchandise	13,052.50
3461	McDonald Distributing Company	Liquor Store Merchandise	240.00
3461	McDonald Distributing Company	Liquor Store Merchandise	34,561.95
Total 3461:			47,315.10
3521	Menards	Misc Operating Supplies - Parks	5.64
3521	Menards	Misc Operating Supplies - Wastewater	15.37
3521	Menards	Maintenance Supplies - City Hall	1.04
Total 3521:			22.05
3543	Metro Sales, Inc.	Ricoh MP C6004ex Color Copier Contract Base	1,027.23
3543	Metro Sales, Inc.	Ricoh MP C2004ex Color Copier Contract Base	96.78
Total 3543:			1,124.01
3602	Mikula, Jeffrey	Refund Overpayment Final Water Bill 1-3392	41.69
Total 3602:			41.69

Vendor	Vendor Name	Description	Net Invoice Amount
3666	Minnesota Child Support Payment	Child Support Withholdings	137.51
3666	Minnesota Child Support Payment	Child Support Withholdings	43.23
Total 3666:			180.74
4001	MVTL Laboratories Inc.	Testing	745.50
Total 4001:			745.50
4011	NAC Mechanical & Electrical Serv	Repairs & Maint Labor Bldgs - Work Id 238055	548.75
Total 4011:			548.75
4211	Northland Fire Protection	Service Maint of Fire Extinguishers - Street Dep	579.05
4211	Northland Fire Protection	Service Maint of Fire Extinguishers - Airport	62.00
4211	Northland Fire Protection	Service Maint of Fire Extinguishers - City Hall	269.50
4211	Northland Fire Protection	Service Maint of Fire Extinguishers - Police Dep	457.35
4211	Northland Fire Protection	Service Maint of Fire Extinguishers - Fire Dept	855.40
Total 4211:			2,223.30
4286	Ole's Window Cleaning	Window Cleaning - Liquor Store	138.94
Total 4286:			138.94
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,689.45
4476	Phillips Wine & Spirits	Freight Charge	57.35
4476	Phillips Wine & Spirits	Liquor Store Merchandise	845.31
4476	Phillips Wine & Spirits	Freight Charge	34.10
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	48.00-
4476	Phillips Wine & Spirits	Credit Freight Charge	1.55-
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	45.16-
4476	Phillips Wine & Spirits	Credit Freight Charge	1.55-
Total 4476:			4,529.95
4663	QTPod	Misc Operating Supplies Airport	34.33
Total 4663:			34.33
4824	RITE Enterprises Inc	Auto Backup Monthly Fee - Liquor Store	53.33
Total 4824:			53.33
4919	Rupp, Anderson, Squires, &	July Legal Expense	2,657.37
Total 4919:			2,657.37
5048	Seasonal Property Services, LLC	Mowing Service - Standard City Lot	135.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5048:			135.00
5181	Southern Glazer's of MN	Credit Liquor Store Merchandise	30.73-
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	4.20
5181	Southern Glazer's of MN	Liquor Store Merchandise	6,334.09
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	86.80
5181	Southern Glazer's of MN	Liquor Store Merchandise	24.05
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	1.40
5181	Southern Glazer's of MN	Liquor Store Merchandise	294.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	9.80
Total 5181:			6,723.61
5256	Star 95 Car Wash & Detailing	Fire Dept Vehicle Washes	8.50
Total 5256:			8.50
5421	TDS Metrocom	Phone Service - Airport	55.95
Total 5421:			55.95
5801	Verizon Wireless	wireless phone service - PD	1,028.47
5801	Verizon Wireless	wireless phone service - Fire Dept	70.02
Total 5801:			1,098.49
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	286.00
Total 5816:			286.00
5886	Watson Co., Inc.	Liquor Store Merchandise	251.04
5886	Watson Co., Inc.	Liquor Store Merchandise	2,652.19
5886	Watson Co., Inc.	Misc Operating Supplies - LS	166.09
5886	Watson Co., Inc.	Freight Charge	6.00
5886	Watson Co., Inc.	Liquor Store Merchandise	334.72
Total 5886:			3,410.04
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	1,772.35
5891	Breakthru Beverage Minnesota	Freight Charge	17.44
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	165.16
5891	Breakthru Beverage Minnesota	Freight Charge	4.60
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	56.00
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	58.00
5891	Breakthru Beverage Minnesota	Freight Charge	1.15
Total 5891:			2,074.70
5995	WiMacTel Inc.	WiMac Tel Payphone Advantage Service	60.00

Vendor	Vendor Name	Description	Net Invoice Amount
		Total 5995:	60.00
		Grand Totals:	152,565.04

Dated: 9/18/18

City Treasurer: Caroline Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/18	09/18/2018	111506	167	Allied Productions & Sales	415-20100	3,305.31
09/18	09/18/2018	111507	175	Amazon Capital Services, Inc.	101-20100	68.74
09/18	09/18/2018	111508	226	AMSOIL INC	101-20100	1,486.74
09/18	09/18/2018	111509	306	ARC Irrigation, LLC	101-20100	4,174.40
09/18	09/18/2018	111510	320	Ascent Aviation Group, Inc	211-20100	15,645.93
09/18	09/18/2018	111511	341	Aspen Mills	101-20100	125.60
09/18	09/18/2018	111512	521	Bellboy Corporation	610-20100	2,128.67
09/18	09/18/2018	111513	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	2,074.70
09/18	09/18/2018	111514	797	C & L Distributing	610-20100	159.90
09/18	09/18/2018	111515	814	Caliber Homes, Inc.	101-20100	8,246.00
09/18	09/18/2018	111516	1083	CES Imaging	101-20100	104.95
09/18	09/18/2018	111517	551	Bernick's	610-20100	2,422.51
09/18	09/18/2018	111518	1140	Cintas Corporation	101-20100	358.49
09/18	09/18/2018	111519	1336	Crystal Springs Ice	610-20100	381.24
09/18	09/18/2018	111520	1396	Dahlheimer Beverage, LLC	610-20100	12,781.35
09/18	09/18/2018	111521	1681	ECM Publishers, Inc.	101-20100	19.13
09/18	09/18/2018	111522	1686	Ecolab Pest Elimination Div.	610-20100	220.39
09/18	09/18/2018	111523	1949	First Advantage	101-20100	166.56
09/18	09/18/2018	111524	2043	G & J Awning and Canvas, Inc.	215-20100	1,633.00
09/18	09/18/2018	111525	2048	Shawn Gabrielson	601-20100	78.73
09/18	09/18/2018	111526	2049	Lorraine Galloway	601-20100	33.31
09/18	09/18/2018	111527	2381	Herman's Bakery	101-20100	32.55
09/18	09/18/2018	111528	2389	Herreid & Associates	101-20100	1,966.89
09/18	09/18/2018	111529	2486	IBEW Local 110	101-20100	390.00
09/18	09/18/2018	111530	2536	Independent Testing Tech. Inc.	428-20100	365.00
09/18	09/18/2018	111531	2631	Isanti County Auditor-Treasurer	101-20100	50.82
09/18	09/18/2018	111532	2776	JJ Taylor Dist. of Minn.	610-20100	914.70
09/18	09/18/2018	111533	2796	Johnson Bros - St Paul	610-20100	20,240.53
09/18	09/18/2018	111534	2808	Jeffrey Johnson	601-20100	84.76
09/18	09/18/2018	111535	2809	Joshua Johnson	601-20100	235.81
09/18	09/18/2018	111537	3056	Lake Superior Laundry Inc.	101-20100	15.00
09/18	09/18/2018	111538	3176	LELS	101-20100	539.00
09/18	09/18/2018	111539	3416	Marudas Graphics, Inc.	101-20100	621.68
09/18	09/18/2018	111540	3441	MBPTA	101-20100	100.00
09/18	09/18/2018	111541	3461	McDonald Distributing Company	610-20100	47,315.10
09/18	09/18/2018	111542	3521	Menards	101-20100	22.05
09/18	09/18/2018	111543	3543	Metro Sales, Inc.	101-20100	1,124.01
09/18	09/18/2018	111544	3602	Jeffrey Mikula	601-20100	41.69
09/18	09/18/2018	111545	3666	Minnesota Child Support Payment Cente	101-20100	180.74
09/18	09/18/2018	111546	4001	Minnesota Valley Testing Labs	602-20100	745.50
09/18	09/18/2018	111547	4011	NAC Mechanical & Electrical Services	101-20100	548.75
09/18	09/18/2018	111548	4211	Northland Fire Protection	101-20100	2,223.30
09/18	09/18/2018	111549	4286	Ole's Window Cleaning	610-20100	138.94
09/18	09/18/2018	111550	4476	Phillips St Paul	610-20100	4,529.95
09/18	09/18/2018	111551	4663	QTPod	211-20100	34.33
09/18	09/18/2018	111552	4824	RITE	610-20100	53.33
09/18	09/18/2018	111553	4919	Rupp, Anderson, Squires, &	101-20100	2,657.37
09/18	09/18/2018	111554	5048	Seasonal Property Services, LLC	101-20100	135.00
09/18	09/18/2018	111555	5181	Southern Glazer's of MN	610-20100	6,723.61
09/18	09/18/2018	111556	5256	Star 95 Car Wash & Detailing	101-20100	8.50
09/18	09/18/2018	111557	5421	TDS	211-20100	55.95
09/18	09/18/2018	111558	5801	Verizon Wireless	101-20100	1,098.49
09/18	09/18/2018	111559	5816	Viking Coca-Cola Bottling Co	610-20100	286.00
09/18	09/18/2018	111560	5886	Watson Co., Inc.	610-20100	3,410.04
09/18	09/18/2018	111561	5995	WiMacTel Inc.	211-20100	60.00



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						152,565.04

Vendor	Vendor Name	Description	Net Invoice Amount
31	AAA Striping Service Co.	Yellow and White Paint 4" Solid Line	13,447.55
	Total 31:		13,447.55
123	Aircraft Owners and Pilots Associ	Membership	69.00
	Total 123:		69.00
175	Amazon Capital Services, Inc.	Small Tools Planning Dept	28.75
	Total 175:		28.75
306	ARC Irrigation, LLC	Lawn Applications - Water Treatment Plant	190.00
306	ARC Irrigation, LLC	Lawn Applications - Waste Treatment Plant	260.00
	Total 306:		450.00
319	Artisan Beer Company	Liquor Store Merchandise	64.00
	Total 319:		64.00
341	Aspen Mills	Uniform Allowance - J. Van Hatten	499.65
341	Aspen Mills	Uniform Allowance - K. Gross	113.90
341	Aspen Mills	Uniform Allowance - Reserves	98.35
	Total 341:		711.90
381	Auto Value Cambridge	Repairs & Maintenance Water	594.99
	Total 381:		594.99
521	Bellboy Corporation	Liquor Store Merchandise	2,751.85
521	Bellboy Corporation	Liquor Store Merchandise	3,191.85
521	Bellboy Corporation	Liquor Store Merchandise	1,561.00
521	Bellboy Corporation	Liquor Store Merchandise	197.40
521	Bellboy Corporation	Liquor Store Merchandise	104.75
	Total 521:		7,806.85
551	Chas A. Bernick Inc.	Liquor Store Merchandise	1,565.60
551	Chas A. Bernick Inc.	Liquor Store Merchandise	167.45
551	Chas A. Bernick Inc.	Liquor Store Merchandise	13,275.45
	Total 551:		15,008.50
559	Isanti County Beyond The Yellow	ICBYR Golf Tournament Hole Sponsor	200.00
	Total 559:		200.00
651	Boyer Trucks	Repair & Maint Supplies - Streets	256.51

Vendor	Vendor Name	Description	Net Invoice Amount
Total 651:			256.51
766	Bureau of Crim. Apprehension	CJDN Access Fee (State GF & BCA)	270.00
Total 766:			270.00
797	C & L Distributing	Liquor Store Merchandise	81.00
Total 797:			81.00
969	Cardmember Service	Fuel Pump Decals	69.34
969	Cardmember Service	Disc Golf Supplies	1,140.31
969	Cardmember Service	Repairs & Maint Street Lighting	160.90
969	Cardmember Service	Supplies customer apprec	350.00
969	Cardmember Service	Adobe Stock Subscription	29.99
969	Cardmember Service	Training C Levitski	250.00
969	Cardmember Service	Supplies - Concerts in the Park	3.98
969	Cardmember Service	Landscaping edging-3rd Ave SW Overlook	429.52
969	Cardmember Service	Meals - Council	8.08
969	Cardmember Service	Webinar training-C Moe	445.00
969	Cardmember Service	Advanced Training C Moe 10/25/18	20.00
969	Cardmember Service	Webinar training-C Moe	170.00
969	Cardmember Service	Labelmaker replacement cartridges	39.85
969	Cardmember Service	BATTERIES FOR PD	65.00
969	Cardmember Service	Cake for Swearing In Ceremony	18.99
969	Cardmember Service	Disposable Masks & ear plugs	108.73
969	Cardmember Service	DUTY BOOTS	142.90
969	Cardmember Service	Charging cord for squad tablet	12.00
969	Cardmember Service	squad computer charging cord	18.99
969	Cardmember Service	Charging cord for squad tablet	17.99
969	Cardmember Service	Hotel Stay-TZD Conf Mankato-D. Owl	169.74
969	Cardmember Service	BCA Training/Conf J. Harvey	150.00
969	Cardmember Service	BCA LEADER'S CONF C. SAELENS	150.00
969	Cardmember Service	BCA LEADER'S CONF M. GIESE	150.00
Total 969:			4,097.31
972	Carlos Creek Winery	Liquor Store Merchandise	156.00
Total 972:			156.00
1140	Cintas Corporation	Rug Rentals - Liquor Store	78.34
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	121.42
1140	Cintas Corporation	Uniform Rental - Parks	6.72
1140	Cintas Corporation	Rug Rentals - Street Dept	14.43
1140	Cintas Corporation	Uniform Rental - Maintenance	3.02
1140	Cintas Corporation	Uniform Rental - Parks	5.56
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewat	109.91
1140	Cintas Corporation	Rug Rentals - Liquor Store	138.82

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1140:			478.22
1156	City of Mpls Receivables	APS Transaction Fee - August	174.60
Total 1156:			174.60
1201	Cliff's Vacuum	Repair & Maint Supplies - Vacuum	249.99
Total 1201:			249.99
1336	Crystal Springs Ice	Liquor Store Merchandise	396.88
1336	Crystal Springs Ice	Liquor Store Merchandise	292.68
Total 1336:			689.56
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	41,971.74
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	11,055.04
Total 1396:			53,026.78
1646	East Central Energy	431 8th Ave Lift Station 3623-29-L032	1,171.00
Total 1646:			1,171.00
1666	East Central Solid Waste Commis	Disposal of Furniture	10.00
Total 1666:			10.00
1681	ECM Publishers, Inc.	Advertising-Recycling Event	224.75
1681	ECM Publishers, Inc.	Advertising-Admin Asst	106.00
1681	ECM Publishers, Inc.	Advertising-Recycling Event	224.75
1681	ECM Publishers, Inc.	Advertising-Admin Asst	106.00
1681	ECM Publishers, Inc.	Legal Notice - City Council Meeting Minutes	13.50
1681	ECM Publishers, Inc.	Legal Notice- Ord 678	27.00
Total 1681:			702.00
1921	Ferguson Waterworks	Repair & Maint - Water System	94.59
1921	Ferguson Waterworks	Repair & Maint - Water System	813.65
Total 1921:			908.24
2065	George, Isaac & Brittany	Refund overpayment final bill 1-17852	49.00
Total 2065:			49.00
2131	Goodin Company	Repairs & Maint-Airport	500.00
Total 2131:			500.00

Vendor	Vendor Name	Description	Net Invoice Amount
2182	Grape Beginnings, Inc.	Credit Liquor Store Merchandise	90.50-
2182	Grape Beginnings, Inc.	Liquor Store Merchandise	1,016.00
2182	Grape Beginnings, Inc.	Freight	22.50
Total 2182:			948.00
2271	Hach Company	Wastewater Lab Supplies	500.32
2271	Hach Company	Wastewater Lab Supplies	105.00
Total 2271:			605.32
2341	Hawkins, Inc.	Chemicals - Wastewater	756.20
Total 2341:			756.20
2381	Herman's Bakery	Cookies - Employee Recognition	39.97
Total 2381:			39.97
2411	Hillyard Inc.	Maintenance Supplies - City Hall	19.43
Total 2411:			19.43
2536	Independent Testing Tech. Inc.	Testing - I.T.T. Project #18-088	250.00
Total 2536:			250.00
2636	Minnesota Equipment	Repair & Maint Supplies - Parks	78.85
Total 2636:			78.85
2676	Isanti County Recorder	Document A478196 abstract	46.00
2676	Isanti County Recorder	Document A478321 Mortgage	46.00
Total 2676:			92.00
2739	Jeff Busby Enterprises, LLC.	Slab-Bankshot Court Brown Park	8,715.00
Total 2739:			8,715.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,643.60
2796	Johnson Brothers Liquor Co	Freight Charge	32.86
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,910.33
2796	Johnson Brothers Liquor Co	Freight Charge	56.83
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	73.80
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,201.13
2796	Johnson Brothers Liquor Co	Freight Charge	54.26
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	56.00
2796	Johnson Brothers Liquor Co	Freight Charge	3.10
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,125.53
2796	Johnson Brothers Liquor Co	Freight Charge	71.31

Vendor	Vendor Name	Description	Net Invoice Amount
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	12,484.93
2796	Johnson Brothers Liquor Co	Freight Charge	185.06
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,811.54
2796	Johnson Brothers Liquor Co	Freight Charge	74.67
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,108.06
2796	Johnson Brothers Liquor Co	Freight Charge	16.35
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	138.70
2796	Johnson Brothers Liquor Co	Freight Charge	4.65
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,098.22
2796	Johnson Brothers Liquor Co	Freight Charge	72.86
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	114.95
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	120.52
2796	Johnson Brothers Liquor Co	Freight Charge	4.65
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	637.50-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	10.85-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	52.60-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	634.94-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	9.30-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	45.16-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
Total 2796:			29,070.46
2861	Kath Fuel Oil Service Co	Fuel and Additives-Streets	601.05
Total 2861:			601.05
2879	KDH Safety Consulting, LLC	Safety Training - Street Dept	208.34
2879	KDH Safety Consulting, LLC	Safety Training - Water Dept	208.33
2879	KDH Safety Consulting, LLC	Safety Training - Wastewater Dept	208.33
Total 2879:			625.00
2931	Kimball Midwest	Repair & Maint Supplies	490.69
Total 2931:			490.69
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	15.00
Total 3056:			15.00
3131	Leaf's Towing and Recovery	Towing/Hook Up	200.00
Total 3131:			200.00
3146	League of MN Cities Ins Trust	Workers Compensation Premium 10/18-9/19	131,769.00
Total 3146:			131,769.00
3228	Lindberg Law Office, P.A.	Leader Project Demo-126 Ashland S & 133 Mai	1,257.10

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3228:			1,257.10
3321	MacQueen Equipment Inc.	Repairs & Maint Supplies-Fire	560.96
Total 3321:			560.96
3461	McDonald Distributing Company	Credit Liquor Merchandise	31.90-
3461	McDonald Distributing Company	Liquor Store Merchandise	140.00
3461	McDonald Distributing Company	Liquor Store Merchandise	19,234.81
3461	McDonald Distributing Company	Liquor Store Merchandise	140.00
Total 3461:			19,482.91
3521	Menards	Misc Operating Supplies - Wastewater	80.07
3521	Menards	Supplies Kenwood Lift Station	9.09
3521	Menards	Misc Operating Supplies - Airport	35.15
3521	Menards	Bankshot Court Supplies	101.56
3521	Menards	Small Tools - Wastewater	17.57
3521	Menards	Repair & Maint - Wastewater Plant	48.86
3521	Menards	Repair & Maint - Wastewater Plant	18.98
3521	Menards	Bankshot Court Supplies	41.87
3521	Menards	Bankshot Court Supplies	15.98
3521	Menards	Small Tools - Wastewater	52.96
3521	Menards	Repair & Maint - Wastewater Plant	17.86
3521	Menards	Misc Operating Supplies - Parks	162.80
3521	Menards	Misc Operating Supplies - Streets	24.99
3521	Menards	Signs	10.77
3521	Menards	Bankshot Court Cement	7.47
3521	Menards	Small Tools - Streets	6.99
3521	Menards	Misc Operating Supplies - Streets	12.99
3521	Menards	Repair & Maint Supplies Bldg - Airport	9.96
3521	Menards	Misc Operating Supplies - Streets	24.96
3521	Menards	Misc Operating Supplies - Airport	9.96
3521	Menards	Misc Operating Supplies - Wastewater	33.49
3521	Menards	Misc Operating Supplies - Water	3.18
3521	Menards	Maintenance Supplies - City Hall	9.61
Total 3521:			757.12
3540	Metro Plains Management	Refund for overpayment water bill 1-16055	142.49
Total 3540:			142.49
3996	Mood Media	Mood Media Services - LS	589.43
Total 3996:			589.43
4001	MVTL Laboratories Inc.	Testing	79.50
4001	MVTL Laboratories Inc.	Testing	121.50
4001	MVTL Laboratories Inc.	Testing	87.00

Vendor	Vendor Name	Description	Net Invoice Amount
4001	MVTL Laboratories Inc.	Lab Supplies	40.00
Total 4001:			328.00
4066	North Central Laboratories	Lab Supplies	517.11
Total 4066:			517.11
4071	NCPERS Minnesota	Group Vol Life Ins - PERA	368.00
Total 4071:			368.00
4091	New France Wine	Liquor Store Merchandise	526.67
4091	New France Wine	Freight Charge	10.50
Total 4091:			537.17
4221	Northland Landscape Nursery	Landscape Seed	303.00
Total 4221:			303.00
4286	Ole's Window Cleaning	Window Cleaning - Liquor Store	138.94
Total 4286:			138.94
4426	Paustis Wine Company	Liquor Store Merchandise	261.00
4426	Paustis Wine Company	Freight Chg	3.75
4426	Paustis Wine Company	Liquor Store Merchandise	1,416.00
4426	Paustis Wine Company	Freight Chg	20.00
Total 4426:			1,700.75
4476	Phillips Wine & Spirits	Liquor Store Merchandise	2,604.55
4476	Phillips Wine & Spirits	Freight Chg	52.71
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,850.75
4476	Phillips Wine & Spirits	Freight Charge	51.16
4476	Phillips Wine & Spirits	Liquor Store Merchandise	5,054.80
4476	Phillips Wine & Spirits	Freight Charge	87.20
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,069.16
4476	Phillips Wine & Spirits	Freight Charge	91.85
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	396.00-
4476	Phillips Wine & Spirits	Credit Freight Charge	3.10-
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	41.00-
4476	Phillips Wine & Spirits	Credit Freight Charge	1.55-
Total 4476:			12,420.53
4705	Ramacher, Nicole	Refund overpayment of water bill 1-15892	87.86
Total 4705:			87.86



Vendor	Vendor Name	Description	Net Invoice Amount
4749	Red Bull Distribution Company, In	Liquor Store Merchandise	72.00
	Total 4749:		72.00
4799	Replenishment Solutions, Inc.	Liquor Store Merchandise	140.00
	Total 4799:		140.00
4952	Sands, Jeremy	Refund overpayment of water bill 1-19282	7.91
	Total 4952:		7.91
4956	Sandstone Distributing Company	Liquor Store Merchandise	53.93
	Total 4956:		53.93
5016	SCMA, Inc.	Donation to City	1,500.00-
5016	SCMA, Inc.	Custom Gates for City Park Entrance	6,400.00
	Total 5016:		4,900.00
5116	Short, Elliot, Hendrickson Inc	CAMB Airport Project 2018 Taxiway Relocation	20,950.00
5116	Short, Elliot, Hendrickson Inc	CAMBR City Eng. Services	1,333.00
5116	Short, Elliot, Hendrickson Inc	CAMBR City Eng. Services	1,320.25
5116	Short, Elliot, Hendrickson Inc	CAMBR City Eng. Services	604.00
5116	Short, Elliot, Hendrickson Inc	CAMBR 2018 Streets Const	85,343.55
5116	Short, Elliot, Hendrickson Inc	CAMBR TH 95 Engineering	131.00
	Total 5116:		109,681.80
5130	Simon, Laura	refund of water bill overpayment -6309	60.00
	Total 5130:		60.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	.35
5181	Southern Glazer's of MN	Liquor Store Merchandise	19,445.03
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	256.09
5181	Southern Glazer's of MN	Liquor Store Merchandise	684.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	16.10
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	.35
5181	Southern Glazer's of MN	Liquor Store Merchandise	15,928.32
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	240.80
5181	Southern Glazer's of MN	Liquor Store Merchandise	594.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	15.63
5181	Southern Glazer's of MN	Liquor Store Merchandise	198.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	1.40
	Total 5181:		37,380.07
5256	Star 95 Car Wash & Detailing	Squad Car Washes	8.50

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5256:			8.50
5301	Steve's Tire Inc	Repairs and Maint Supplies - Parks	219.85
5301	Steve's Tire Inc	Repairs and Maint Supplies - Parks	127.00
5301	Steve's Tire Inc	Repairs and Maint Supplies - Streets	1,325.75
5301	Steve's Tire Inc	Repairs and Maint Supplies - PD	551.20
5301	Steve's Tire Inc	Repair and Maint Labor - PD	153.95
5301	Steve's Tire Inc	Repairs and Maint Supplies - Wastewater	1,060.00
Total 5301:			3,437.75
5321	Streicher's - Minneapolis	Ammunition - Police	5,617.40
Total 5321:			5,617.40
5446	The American Bottling Company	Liquor Store Merchandise	244.26
Total 5446:			244.26
5516	Capitol Beverage Sales L.P.	Liquor Store Merchandise	262.95
Total 5516:			262.95
5541	Titan Machinery	Repair & Maint Supplies - Streets	252.36
Total 5541:			252.36
5553	TKO Wines Inc	Liquor Store Merchandise	1,099.80
Total 5553:			1,099.80
5577	Torkelson, Al	2596 Buchanan Lane S Escrow Refund	8,700.00
5577	Torkelson, Al	2596 Buchanan Lane S Escrow Refund	54.00-
Total 5577:			8,646.00
5624	TransUnion Risk & Alternative	TLOxp Transactional	25.00
Total 5624:			25.00
5656	Trucks and Toys LTD	Repair & Maint Supplies - Veh/Equip - Police	382.52
5656	Trucks and Toys LTD	Repair & Maint Labor - Veh/Equip - Police	99.00
Total 5656:			481.52
5666	TruGreen Commercial	Fall Aeration - Liquor Store	86.25
Total 5666:			86.25
5686	U.S. Postal Service	Postage - Permit #25	2,000.00

Vendor	Vendor Name	Description	Net Invoice Amount
5686	U.S. Postal Service	Postage - Permit #25	2,000.00
Total 5686:			4,000.00
5694	ULINE	Misc Operating Supplies - PD	91.07
Total 5694:			91.07
5751	US Internet	Monthly Internet Fees - Oct	36.90
5751	US Internet	Monthly Internet Fees - Oct	36.85
5751	US Internet	Monthly Internet Fees - Oct	36.85
5751	US Internet	Monthly Internet Fees - Oct	36.85
Total 5751:			147.45
5801	Verizon Wireless	wireless phone service - Maintenance Dept	25.71
5801	Verizon Wireless	wireless phone service - Street Dept	35.01
5801	Verizon Wireless	wireless phone service - Water	35.01
5801	Verizon Wireless	wireless phone service - Wastewater	35.01
5801	Verizon Wireless	wireless phone service - Bldg Dept	188.04
5801	Verizon Wireless	wireless phone service - Wastewater	98.57
Total 5801:			417.35
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	329.85
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	321.40
Total 5816:			651.25
5831	Vinocopia	Liquor Store Merchandise	384.25
5831	Vinocopia	Freight Charge	10.00
Total 5831:			394.25
5861	Walmart Community Card	Misc Operating Supplies - Police Dept	15.94
5861	Walmart Community Card	Break Room Supplies	27.83
5861	Walmart Community Card	Customer Apprec Buns-will be reimb	391.44
Total 5861:			435.21
5886	Watson Co., Inc.	Credit	27.00-
5886	Watson Co., Inc.	Liquor Store Merchandise	3,622.58
5886	Watson Co., Inc.	Misc Supplies - LS	178.42
5886	Watson Co., Inc.	Freight Charge	6.00
5886	Watson Co., Inc.	Liquor Store Merchandise	41.44
5886	Watson Co., Inc.	Misc Supplies - Airport	115.44
5886	Watson Co., Inc.	Liquor Store Merchandise	3,027.47
5886	Watson Co., Inc.	Misc Operating Supplies - LS	148.54
5886	Watson Co., Inc.	Freight Charge	6.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5886:			7,118.89
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	2,067.01
5891	Breakthru Beverage Minnesota	Freight Charge	23.86
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	2,198.32
5891	Breakthru Beverage Minnesota	Freight Charge	28.17
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	130.50
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	3,020.05
5891	Breakthru Beverage Minnesota	Freight Charge	38.14
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	984.00
5891	Breakthru Beverage Minnesota	Freight Charge	17.45
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	63.00
5891	Breakthru Beverage Minnesota	Freight Charge	3.45
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	130.50
Total 5891:			8,704.45
5965	White Bear IT Solutions LLC	Hardware & Software - Admin	1,485.60
5965	White Bear IT Solutions LLC	Software - Comm Development	149.98
5965	White Bear IT Solutions LLC	Hardware - Admin	166.80
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Backup Service	1,175.00
5965	White Bear IT Solutions LLC	Webroot Endpoint	140.00
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	1,016.09
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
Total 5965:			6,165.76
6001	Wine Merchants	Liquor Store Merchandise	830.00
6001	Wine Merchants	Freight Charge	12.40
Total 6001:			842.40
6047	Yellow Pages United	Directory Listing - Northbound Liquor	396.00
Total 6047:			396.00
Grand Totals:			516,490.67

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Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 10/2/18

City Treasurer: Carline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/02/2018	111562	31	AAA Striping Service Co.	101-20100	13,447.55
10/18	10/02/2018	111563	123	AOPA	211-20100	69.00
10/18	10/02/2018	111564	175	Amazon Capital Services, Inc.	101-20100	28.75
10/18	10/02/2018	111565	306	ARC Irrigation, LLC	602-20100	450.00
10/18	10/02/2018	111566	319	Artisan	610-20100	64.00
10/18	10/02/2018	111567	341	Aspen Mills	101-20100	711.90
10/18	10/02/2018	111568	381	Auto Value Cambridge	601-20100	594.99
10/18	10/02/2018	111569	521	Bellboy Corporation	610-20100	7,806.85
10/18	10/02/2018	111570	651	Boyer Trucks	101-20100	256.51
10/18	10/02/2018	111571	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	8,704.45
10/18	10/02/2018	111572	766	Bureau of Crim. Apprehension	101-20100	270.00
10/18	10/02/2018	111573	797	C & L Distributing	610-20100	81.00
10/18	10/02/2018	111574	5516	Capitol Beverage Sales L.P.	610-20100	262.95
10/18	10/02/2018	111575	969	Cardmember Service	101-20100	4,097.31
10/18	10/02/2018	111576	972	Carlos Creek Winery	610-20100	156.00
10/18	10/02/2018	111577	551	Bernick's	610-20100	15,008.50
10/18	10/02/2018	111578	1140	Cintas Corporation	610-20100	478.22
10/18	10/02/2018	111579	1156	Minneapolis Finance Department	101-20100	174.60
10/18	10/02/2018	111580	1201	Cliff's Vacuum	101-20100	249.99
10/18	10/02/2018	111581	1336	Crystal Springs Ice	610-20100	689.56
10/18	10/02/2018	111582	1396	Dahlheimer Beverage, LLC	610-20100	53,026.78
10/18	10/02/2018	111583	1646	East Central Energy	602-20100	1,171.00
10/18	10/02/2018	111584	1666	East Central Solid Waste Commission	101-20100	10.00
10/18	10/02/2018	111585	1681	ECM Publishers, Inc.	101-20100	702.00
10/18	10/02/2018	111586	1921	Ferguson Waterworks #2516	601-20100	908.24
10/18	10/02/2018	111587	2065	Isaac & Brittany George	601-20100	49.00
10/18	10/02/2018	111588	2131	Goodin Company	211-20100	500.00
10/18	10/02/2018	111589	2182	Grape Beginnings, Inc.	610-20100	948.00
10/18	10/02/2018	111591	2271	Hach Company	602-20100	605.32
10/18	10/02/2018	111592	2341	Hawkins, Inc.	602-20100	756.20
10/18	10/02/2018	111593	2381	Herman's Bakery	101-20100	39.97
10/18	10/02/2018	111594	2411	Hillyard / Minneapolis	101-20100	19.43
10/18	10/02/2018	111595	2536	Independent Testing Tech. Inc.	428-20100	250.00
10/18	10/02/2018	111597	559	Isanti County Beyond The Yellow Ribbon	610-20100	200.00
10/18	10/02/2018	111598	2676	Isanti County Recorder	101-20100	92.00
10/18	10/02/2018	111599	2739	Jeff Busby Enterprises, LLC.	415-20100	8,715.00
10/18	10/02/2018	111600	2796	Johnson Bros - St Paul	610-20100	29,070.46
10/18	10/02/2018	111601	2861	Kath Fuel Oil Service Co	101-20100	601.05
10/18	10/02/2018	111602	2879	KDH Safety Consulting, LLC	101-20100	625.00
10/18	10/02/2018	111603	2931	Kimball Midwest	101-20100	490.69
10/18	10/02/2018	111604	3056	Lake Superior Laundry Inc.	101-20100	15.00
10/18	10/02/2018	111605	3131	Leaf's Towing and Recovery	101-20100	200.00
10/18	10/02/2018	111607	3146	League of MN Cities Ins Trust	101-20100	131,769.00
10/18	10/02/2018	111608	3228	Lindberg Law Office, P.A.	215-20100	1,257.10
10/18	10/02/2018	111609	3321	MacQueen Equipment Inc.	101-20100	560.96
10/18	10/02/2018	111610	3461	McDonald Distributing Company	610-20100	19,482.91
10/18	10/02/2018	111611	3521	Menards	101-20100	757.12
10/18	10/02/2018	111612	3540	Metro Plains Management	601-20100	142.49
10/18	10/02/2018	111614	2636	Minnesota Equipment	101-20100	78.85
10/18	10/02/2018	111616	3996	Mood Media	610-20100	589.43
10/18	10/02/2018	111618	4001	Minnesota Valley Testing Labs	602-20100	328.00
10/18	10/02/2018	111619	4071	NCPERS Minnesota	101-20100	368.00
10/18	10/02/2018	111620	4091	New France Wine	610-20100	537.17
10/18	10/02/2018	111621	4066	NCL of Wisconsin, Inc.	602-20100	517.11
10/18	10/02/2018	111622	4221	Northland Landscape Nursery	602-20100	303.00
10/18	10/02/2018	111623	4286	Ole's Window Cleaning	610-20100	138.94
10/18	10/02/2018	111625	4426	Paustis Wine Company	610-20100	1,700.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/02/2018	111626	4476	Phillips St Paul	610-20100	12,420.53
10/18	10/02/2018	111627	4705	Nicole Ramacher	601-20100	87.86
10/18	10/02/2018	111628	4749	Red Bull Distribution Company, Inc.	610-20100	72.00
10/18	10/02/2018	111629	4799	Replenishment Solutions, Inc.	610-20100	140.00
10/18	10/02/2018	111630	4952	Jeremy Sands	601-20100	7.91
10/18	10/02/2018	111631	4956	Sandstone Distributing Company	610-20100	53.93
10/18	10/02/2018	111632	5016	SCMA, Inc.	415-20100	4,900.00
10/18	10/02/2018	111633	5116	Short, Elliot, Hendrickson Inc	221-20100	109,681.80
10/18	10/02/2018	111634	5130	Laura Simon	601-20100	60.00
10/18	10/02/2018	111635	5181	Southern Glazer's of MN	610-20100	37,380.07
10/18	10/02/2018	111636	5256	Star 95 Car Wash & Detailing	101-20100	8.50
10/18	10/02/2018	111637	5301	Steve's Tire Inc	602-20100	3,437.75
10/18	10/02/2018	111638	5321	Streicher's - Minneapolis	101-20100	5,617.40
10/18	10/02/2018	111639	5446	The American Bottling Company	610-20100	244.26
10/18	10/02/2018	111640	5541	Titan Machinery	101-20100	252.36
10/18	10/02/2018	111641	5553	TKO Wines Inc	610-20100	1,099.80
10/18	10/02/2018	111642	5577	Al Torkelson	101-20100	8,646.00
10/18	10/02/2018	111643	5624	TransUnion Risk & Alternative	101-20100	25.00
10/18	10/02/2018	111644	5656	Trucks and Toys LTD	101-20100	481.52
10/18	10/02/2018	111645	5666	TruGreen Processing Center	610-20100	86.25
10/18	10/02/2018	111646	5686	U.S. Postal Service	601-20100	4,000.00
10/18	10/02/2018	111647	5694	ULINE	101-20100	91.07
10/18	10/02/2018	111648	5751	US Internet	602-20100	147.45
10/18	10/02/2018	111649	5801	Verizon Wireless	602-20100	417.35
10/18	10/02/2018	111650	5816	Viking Coca-Cola Bottling Co	610-20100	651.25
10/18	10/02/2018	111651	5831	Vinocopia	610-20100	394.25
10/18	10/02/2018	111652	5861	Walmart Community/SYNCB	101-20100	435.21
10/18	10/02/2018	111653	5886	Watson Co., Inc.	610-20100	7,118.89
10/18	10/02/2018	111654	5965	White Bear IT Solutions LLC	610-20100	6,165.76
10/18	10/02/2018	111655	6001	Wine Merchants	610-20100	842.40
10/18	10/02/2018	111656	6047	Yellow Pages United	610-20100	396.00
Grand Totals:						516,490.67

Vendor	Vendor Name	Description	Net Invoice Amount
551	Chas A. Bernick Inc.	Liquor Store Merchandise	270.14
	Total 551:		270.14
712	Brookview Winery	Liquor Store Merchandise	96.00
	Total 712:		96.00
1236	Comm of MMB, Treas Div	Admin Traffic Citation Fines - September	400.00
	Total 1236:		400.00
1336	Crystal Springs Ice	Liquor Store Merchandise	181.44
	Total 1336:		181.44
2146	Gopher State One-Call Inc.	FTP Tickets	97.88
2146	Gopher State One-Call Inc.	FTP Tickets	97.87
	Total 2146:		195.75
2626	Isanti County Attorney's Office	Prosecution Services - August/September	6,583.66
	Total 2626:		6,583.66
2676	Isanti County Recorder	Misc Transaction - Copy Plain	30.00
	Total 2676:		30.00
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	1,703.34
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
	Total 2776:		1,706.34
3228	Lindberg Law Office, P.A.	H & J Leasing - Assmt Loan	128,738.53
	Total 3228:		128,738.53
3461	McDonald Distributing Company	Liquor Store Merchandise	4,514.30
	Total 3461:		4,514.30
3666	Minnesota Child Support Payment	Child Support Withholdings	137.51
	Total 3666:		137.51
3686	Minnesota Department of Health	1300002 Community Water Supply Service Con	4,609.00
	Total 3686:		4,609.00
5256	Star 95 Car Wash & Detailing	Squad Car Washes	8.50



Vendor	Vendor Name	Description	Net Invoice Amount
Total 5256:			8.50
5878	Waste Management	Dumpster Service & Recycle - Streets	219.19
5878	Waste Management	Dumpster Service & Recycle - Water	116.32
5878	Waste Management	Dumpster Service & Recycle - Wastewater	116.36
5878	Waste Management	Dumpster Service & Recycle - Liquor Store	116.35
Total 5878:			568.22
5886	Watson Co., Inc.	Chips for NNO Event	179.44
Total 5886:			179.44
Grand Totals:			148,218.83

Dated: 10/5/18

City Treasurer: Caroline Mor

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/18	10/04/2018	111657	712	Brookview Winery	610-20100	96.00
10/18	10/04/2018	111658	551	Bernick's	610-20100	270.14
10/18	10/04/2018	111659	1236	Comm of MMB, Treas Div	213-20100	400.00
10/18	10/04/2018	111660	1336	Crystal Springs Ice	610-20100	181.44
10/18	10/04/2018	111661	2146	Gopher State One Call	602-20100	195.75
10/18	10/04/2018	111662	2626	Isanti County Attorney's Office	101-20100	6,583.66
10/18	10/04/2018	111663	2676	Isanti County Recorder	101-20100	30.00
10/18	10/04/2018	111664	2776	JJ Taylor Dist. of Minn.	610-20100	1,706.34
10/18	10/04/2018	111665	3228	Lindberg Law Office, P.A.	601-20100	128,738.53
10/18	10/04/2018	111666	3461	McDonald Distributing Company	610-20100	4,514.30
10/18	10/04/2018	111668	3666	Minnesota Child Support Payment Cente	101-20100	137.51
10/18	10/04/2018	111669	3686	Minnesota Department of Health	601-20100	4,609.00
10/18	10/04/2018	111671	5256	Star 95 Car Wash & Detailing	101-20100	8.50
10/18	10/04/2018	111673	5878	Waste Management of WI-MN	101-20100	568.22
10/18	10/04/2018	111674	5886	Watson Co., Inc.	101-20100	179.44
Grand Totals:						<u>148,218.83</u>

**4C Utility Department Surplus Property**

**October 15, 2018**

Prepared By: Todd Schwab Public Works/Utility Director

**BACKGROUND**

The Utility Department has the following equipment to declare as surplus property and to be sold at auction.

**Sreco Hy-Power Sewer Rodding Machine**

Year 1983, model 516-38

**Portable Stand-by Generator**

Year: 1958

Motor: International Harvester

Model UV-549

Electric portion:

Kohler Model 85R82 572 11F

75 KW 3-phase, 120/208 volt

The equipment is not operational and would need considerable repairs to make operational.

**RECOMMENDED COUNCIL ACTION**

Authorize the Utility Department to declare this equipment as surplus property and authorize the sale of this equipment.

**ATTACHMENT**

None

Prepared by: Caroline Moe, Director of Finance

**Background:**

In 2017, the Cambridge Sister City Commission was formed and members were appointed. The first meeting of the Commission was in September 2017. The second meeting of the Commission was recently held September 27, 2018. Two of the members initially appointed had terms that expired June 30, 2018. Due to limited interest in membership on the committee when it was formed and due to the fact that these members have not had much opportunity to serve yet, the Sister City Commission recommends that the following two members be appointed for terms as listed below:

<b>Sister City Commission Member</b>	<b>Term Assignment</b>
James Dehn	Three Year-6/30/21
Jacki Pemble	Three Year-6/30/21

Both of these members have expressed desire to continue serving—as indicated by James Dehn in the attached email and from Jackie Pemble at the meeting.

**Council Recommendation:**

Appoint Sister City Commission Members as recommended.

## Caroline Moe

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**From:** James Dehn <jimdehn@gmail.com>  
**Sent:** Saturday, September 29, 2018 12:51 PM  
**To:** Caroline Moe  
**Cc:** jackielee4317@hotmail.com; Joe Morin; vickilostrom@gmail.com  
**Subject:** Re: Reappointment

I confirm my request to stay on the sister city committee.  
Thank you,  
Jim d.

Sent from my iPhone

On Sep 28, 2018, at 1:47 PM, Caroline Moe <[CMoe@ci.cambridge.mn.us](mailto:CMoe@ci.cambridge.mn.us)> wrote:

Good afternoon-

As we discussed at our Sister City Commission meeting last night, when the Sister City Commission was created in 2017, the initial appointments were staggered with one, two and three year appointments. We would like to reappoint each of you since your one year term officially expired June 30, 2018. Please send me an email before October 10<sup>th</sup> confirming your desire to continue to on the Cambridge Sister City Commission. We will request the City appoint you to a three year term if you are willing to serve.

Thanks for your interest in the Sister City Commission!

Caroline Moe  
Director of Finance  
City of Cambridge, MN  
763-552-3202  
763-689-6801 (fax)  
[cmoe@ci.cambridge.mn.us](mailto:cmoe@ci.cambridge.mn.us)

Prepared by: Todd S. Schuster – Chief of Police

**Background:**

As stated to the council previously, Lexipol sends out updates at least a couple of times a year when US Code or MN State Statute numbers change, when there are court decision changes or any other reason Lexipol deems it necessary to send out updates.

I logged into Lexipol and saw that there were updates for the following policies that we issued (there were two updates for policies that we have not issued):

**SECTION 300 GENERAL OPERATIONS**

- 308 – Vehicle Pursuits
- 313 – Temporary custody of juveniles
- 316 – Missing Persons
- 318 – Victim and Witness Assistance
- 320 – Domestic Abuse
- 329 – Death Investigations

**SECTION 400 PATROL OPERATIONS**

- 403 – Crime and Disaster Scene Integrity
- 435 – First Amendment Assemblies

**SECTION 500 TRAFFIC OPERATIONS**

- 505 – Impaired Driving

**SECTION 600 INVESTIGATION OPERATIONS**

- 601 – Sexual Assault Investigations

**SECTION 800 – SUPPORT SERVICES**

- 807 – Jeanne Clery Campus Security Act

The updates that were made to the above policies were grammatical error changes, US Code number changes and MN State Statute changes. None of the changes that were made would change anything that we currently do procedurally.

**Recommendation:**

Accept the policy changes recommended by Lexipol that were sent and applied to our current policy manual.

Prepared by: Marcia Westover, Community Development Director

**Overview**

On August 20, 2018, the final plat of Roosevelt Gardens was approved by Council. As a condition of approval, the Developer is required to enter into a Development Contract with the city to cover any developer installed improvement and city fees. Staff has been working with the Developer on the project and has come to the attached agreement (Development Contract) that Council needs to review and approve.

The Development Contract is required as part of the city's subdivision ordinance (Chapter 155) and covers developer installed improvements, park dedication, sewer and water area charges, etc.

**City Council Action:**

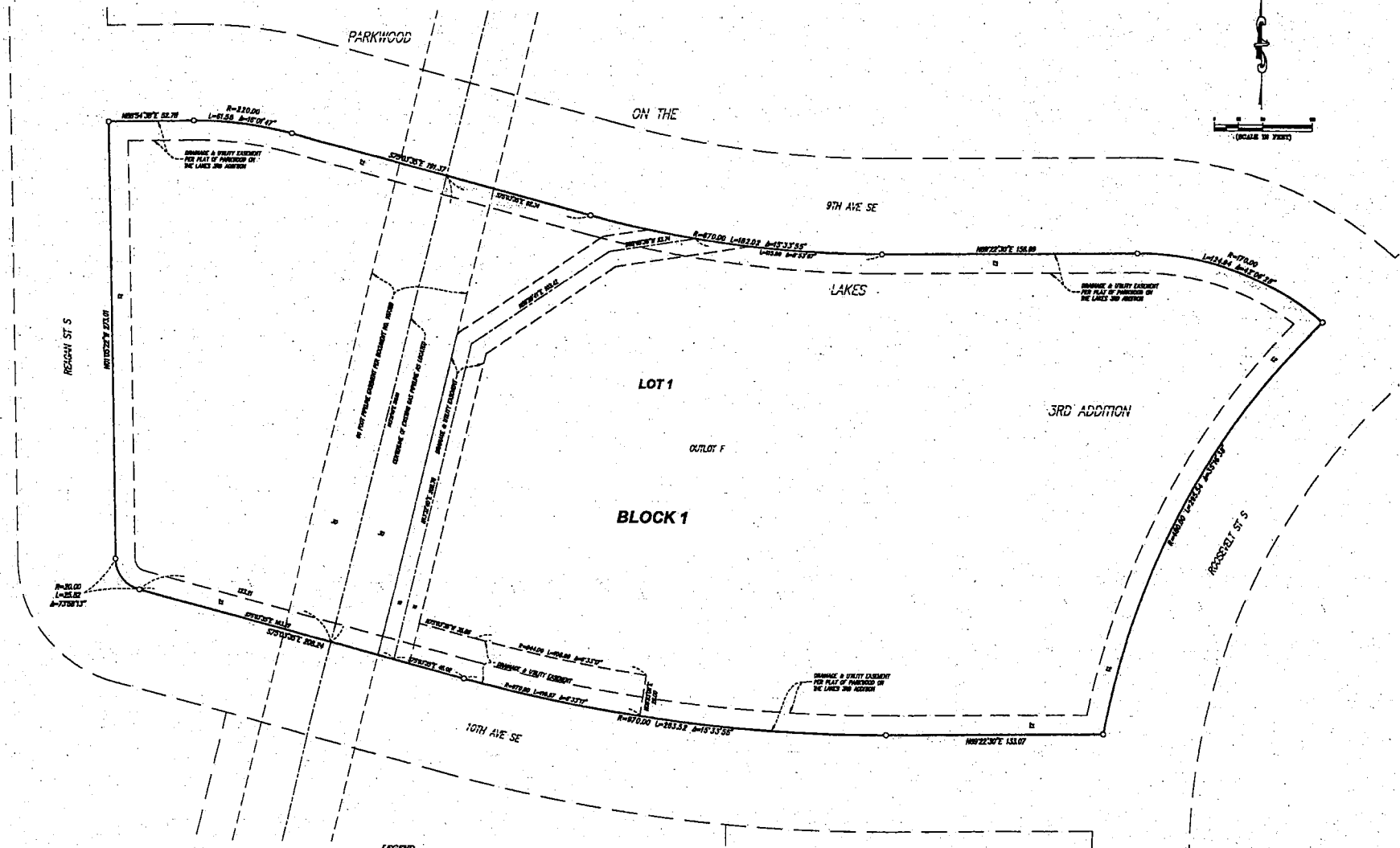
Authorize the City Administrator and Mayor to execute the attached Development Contract between JNJ Urban Flow, LLC, Iowa Regency Partners Exchange, LLC, and Uptown Landing of Rochester Exchange, LLC. and the City of Cambridge for Roosevelt Gardens.

**Attachments**

1. Roosevelt Gardens Final Plat
2. Development Contract

# ROOSEVELT GARDENS

SEC. 24, TWP. 24, RANG. 23  
BRANT COUNTY



**LEGEND**  
○ DENOTES SET IRON PIPE

**BEARING NOTE**  
FOR THE PURPOSES OF THIS PLAT, THE WEST LINE OF OUTLOT F, PARKWOOD ON THE LAKES 3RD ADDITION IS ASSUMED TO BEAR NORTH 94 DEGREES 05 MINUTES 22 SECONDS WEST.

P56





**DEVELOPMENT CONTRACT**  
**(Developer Installed Improvements)**  
**Roosevelt Gardens Estates**

AGREEMENT dated \_\_\_\_\_ by and between the **CITY OF CAMBRIDGE**, a Minnesota municipal corporation ("City"), and JNJ Urban Flow, LLC, Iowa Regency Partners Exchange, LLC, and Uptown Landing of Rochester Exchange, LLC., a Minnesota Corporation, (the "Developer").

1. **REQUEST FOR PLAT APPROVAL.** The Developer has asked the City to approve a plat for Roosevelt Gardens Estates (referred to in this Contract as the "plat"). The land to be platted is legally described on the attached Exhibit A.
2. **CONDITIONS OF PLAT APPROVAL.** The City hereby approves the plat on condition that the Developer enter into this Contract, furnish the fees required by it, and record the plat with the County Recorder or Registrar of Titles within 120 days after the City Council approves the final plat.
3. **RIGHT TO PROCEED.** Following Final Plan Approval and execution of this Agreement the Developer may commence development of the site in conformance with the plans, terms and conditions contained herein. Developer acknowledges that if the Developer fails to satisfy the conditions of this Agreement, the City may withhold issuance of any Building Permit, Certificate of Occupancy or protective inspections necessary for construction and occupancy of the proposed development.
4. **DEVELOPMENT PLANS.** The City hereby approves the Development as shown on the following exhibits. The Developer shall develop the Subject Property in accordance with the general plans shown on the exhibits. If, however, the exhibits vary from the written terms of this Agreement, the written terms of the Agreement shall control. The exhibits include:

- Exhibit A. Legal Description of Land to be Platted
- Exhibit B. Final Plat approved August 20, 2018;
- Exhibit C. Grading and Drainage Plan dated June 4, 2018;
- Exhibit D. Landscape Plan;
- Exhibit E. Public Storm Sewer Plan dated May 29, 2018

All of which Exhibits are on file with the City Engineer.

5. **IMPROVEMENTS.** DEVELOPER HAS AGREED TO PETITION FOR THE 429 PROCESS TO BUILD 9<sup>TH</sup> AVENUE SE FROM REAGAN STREET SOUTH TO ROOSEVELT STREET SOUTH AND HAS FILED SUCH PETITION TO THE CITY OF CAMBRIDGE. NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL PUBLIC IMPROVEMENT RELATED ITEMS INCLUDING 9<sup>TH</sup> AVE SE ARE COMPLETE.
6. **LICENSE.** The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the plat to perform all work and inspections deemed appropriate by the City in conjunction with plat development.
7. **GRADING AND EROSION CONTROL.** The plat shall be graded in accordance with the approved Grading and Drainage Plan, Exhibit C, and shall conform to City of Cambridge specifications. The City may impose additional erosion control requirements if the City determines they would be beneficial. All areas disturbed by the excavation and backfilling operations shall be reseeded forthwith after the completion of the work in that area. Except as otherwise provided in the erosion control plan, seed shall be certified oat seed to provide a temporary ground cover as rapidly as possible. All seeded areas shall be fertilized, mulched, and disc anchored as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion. If the Developer does not comply with the erosion control plan and schedule or supplementary instructions received from the City, the City may take such action as it deems appropriate to control erosion. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not affect the Developer's and City's rights or obligations hereunder. Developer will reimburse all expenses incurred by the City in connection with such actions. No development utility or street construction will be allowed and no building permits will be issued unless the plat is in full compliance with the erosion control requirements.

Within thirty (30) days after completion of the grading the Developer shall provide the City with an "as constructed" grading plan and a certification by a registered land surveyor or engineer identifying the storm water treatment ponds and the public storm sewer in the public easement. The City will withhold issuance of building permits until the approved certified grading plan is on file with the City and all erosion control measures are in place as determined by the City Engineer.

8. **CLEAN UP.** The Developer shall daily clean dirt and debris from streets that have resulted

from construction work by the Developer, its agents or assigns. The Developer shall also be responsible for the clean up of all construction debris and refuse that have resulted from construction activities, including all building improvements, by the Developer, its agents or assigns. Prior to any construction in the plat, the Developer shall identify in writing a responsible party for erosion control, street cleaning, and street sweeping.

9. **OWNERSHIP OF IMPROVEMENTS.** Upon completion of the work and construction required by this Contract, the storm sewer improvements lying within public right-of-way and easements shall become City property following final inspection and formal acceptance by the Cambridge City Council. All other improvements shall be the sole responsibility of the Developer.

10. **CITY LEGAL.** The developer shall pay a fee to cover the City's legal expenses. The Developer shall pay to the City \$1,000 for legal services as follows:

1. Developer shall deposit this sum as per Table 1 into an account with the City, which shall receive and hold such funds solely under the terms of this agreement.
2. The City will provide the Developer with an invoice for such work upon completion. If any funds held under this agreement remain after payment of the above, such funds shall be returned to Developer.
3. If the actual costs incurred exceed the estimate, the Developer shall reimburse the City for any additional costs.

11. **CITY ENGINEERING, ADMINISTRATION AND CONSTRUCTION OBSERVATION.**

A. The Developer shall pay a fee for engineering, planning and administration. City engineering, planning and administration will include plan review, consultation with Developer and its engineer on status or problems regarding the project, coordination for final inspection and acceptance, and project monitoring during the warranty period. Fees for this service shall be two percent (2%) of the estimated construction cost, assuming normal construction and project scheduling.

B. The Developer shall pay a fee (escrow) for City construction observation. City construction observation will include monitoring of construction, and observation. Construction observation shall include part or full time inspection of proposed public utilities and street construction. Fees for this service are estimated to be \$4,028.24 (8% of total estimated construction costs).

1. Developer shall deposit this sum as per Table 1 with the City, which shall receive and hold such funds solely under the terms of this Agreement.
2. The City will pay its Engineer from the deposit as billed for actual time spent.

Engineer shall submit monthly invoices to the City certifying the work completed and amount of fees earned. A copy of the invoice shall also be given to the Developer. If any funds held under this Agreement remain after payment of the above, such funds shall be returned to Developer.

3. If it appears that the actual costs incurred will exceed the estimate, then Developer shall reimburse the City for any additional costs.

12. **PARKLAND CONVEYANCE AND MONUMENTATION.** Parkland dedication has been satisfied with previous plats of Parkwood on the Lakes.

13. **SANITARY SEWER AND WATER AREA CHARGES.** In accordance with City policy, and to uniformly distribute the costs of public utility infrastructure, including but not limited to, trunk lines, lift stations, water towers, and wells, the Developer herewith pays the following area charges:

Sanitary Sewer: 4.68 (acres) x \$2,240.00 = \$10,483.20

Water: 4.68 (acres) x \$2,314.00 = \$10,829.52

14. **BONDS.** Developer may not commence work on any street or public utility work pursuant to this Agreement until it has provided to the City for each construction contract a performance bond and a payment bond, each in the full amount of said construction contract, assuring the City of the full and faithful performance by the contractor of the work of the contract and the payment of all mechanics, laborers, materialmen and subcontractors. Appropriate letters of credit may be proposed in lieu of said performance and payment bonds.

15. **LANDSCAPING AND SITE IMPROVEMENTS.** The Developer or builder shall be responsible for installing the landscaping and site improvements in accordance with Exhibit D.

Weather permitting, all landscaping and site improvements shall be installed, graded and/or planted prior to issuance of a Certificate of Occupancy. A certificate of occupancy will not be issued until such time as the landscaping and site improvements are completed.

Once grading, landscaping and site improvements inspections are not able to occur due to frost in the ground, the city can escrow for required improvements.

16. **SPECIAL PROVISIONS.** The following special provisions shall apply to plat development:

- A. Implementation of the recommendations listed in the reports of any State regulating authority.

B. Implementation of the City Engineer's recommendations.  
 The amount of escrow deposits, and cash fees were calculated as follows:

**Table 1**  
**Name of Development**

Developer: INH Property Management  
 Lots: One (1)  
 Acres: 4.68

<b>CONSTRUCTION COSTS</b>	
Storm Sewer	\$ 50,353.00
Total Bid Construction Cost	\$ 50,353.00
Total Construction Costs	<u>\$ 50,353.00</u>
<b>DEPOSIT ITEMS</b>	
City Construction Observation and Admin.(8% Total Const. Cost)	\$ 4,028.24
Legal	\$ 1,000.00
Total Deposit	<u>\$ 5,028.24</u>
<b>CITY FEES</b>	
Engineering & Admin (2% of Construction)	\$ 1,007.06
Total City Fees	<u>\$ 1,007.06</u>
<b>AREA CHARGES</b>	
Sanitary Sewer Area Charge (4.68 Acres @ \$2,240.00/acre)	\$10,483.20
Water Area Charge (4.68 Acres @ \$2,314.00/acre)	\$10,829.52
Total Area Charges Due	<u>\$ 21,312.72</u>

17. **WARRANTY.** The Developer warrants all improvements required to be constructed by it pursuant to this Contract against poor material and faulty workmanship. The warranty period for all improvements is one year and shall commence after the final wear course has been completed and improvements have been accepted by the City. The Developer shall post maintenance bonds or suitable letters of credit to secure the warranties.

18. **RESPONSIBILITY FOR COSTS.**

A. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the development of the plat, including but not limited to, legal, planning, engineering and inspection expenses incurred in connection with approval and acceptance of the plat, the preparation of this Contract, any taxes levied on lands dedicated to the public in the plat and all costs and expenses incurred by the City in monitoring and inspecting development of the plat. No interest will be credited or paid to Developer on funds held by the City as deposits for payment of expenses.

B. The Developer shall hold the City and its officers, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from plat approval and development. The Developer shall indemnify the City and its officers, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees.

C. The Developer shall reimburse the City for costs incurred in the enforcement of this Contract, including engineering and attorneys' fees.

D. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments referred to in this Contract. This is a personal obligation of the Developer, in addition to a lien against the Subject Property, and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

E. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Contract within thirty (30) days after receipt. If the bills are not paid on time, the City may halt plat development and construction until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of eighteen percent (18%) per year or the highest rate permitted by law, which ever is lower.

F. In addition to the charges referred to herein, other charges as may be required by Ordinance or state law may be imposed including but not limited to sewer access charges, water access charges, Water Treatment Plant charges, and building permit fees.

19. MISCELLANEOUS.

- A. The Developer represents to the City that the plat complies with all local, state, and federal laws, ordinance, codes and regulations, including but not limited to: subdivision ordinances, zoning ordinances, and environmental regulations. If the City determines that the plat does not comply, the City may, at its option, refuse to allow construction or development work in the plat until the Developer does comply. Upon the City's demand, the Developer shall cease work until there is compliance.
- B. Third parties shall have no recourse against the City under this Contract.
- C. Breach of the terms of this Contract by the Developer shall be grounds for denial of permits and Certificate of Occupancy.
- D. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Contract is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Contract.
- E. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Contract. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by the City Council. The City's failure to promptly take legal action to enforce this Contract shall not be a waiver or release.
- F. This Contract shall run with the land and shall be recorded against the title to the property. The Developer covenants with the City, its successors and assigns, that the Developer is well seized in fee title of the property being final platted and/or has obtained consents to this Contract, in the form attached hereto, from all parties who have an interest in the property; that there are no unrecorded interests in the property being final platted; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.
- G. Developer shall take out and maintain or cause to be taken out and maintained until six (6) months after the City has accepted the public improvements, public liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury and property damage shall be not less than \$2,000,000 for each occurrence. The City shall be named as an additional insured on the policy, and the Developer shall file with the City a certificate evidencing coverage prior to the City signing the plat. The certificate shall provide that the City must be given thirty (30) days advance written notice of the cancellation of the insurance.

- H. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.
- I. The Developer may not assign this Contract without the written consent of the City Council. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.
20. **NOTICES.** Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by certified mail at the following address:

INH Property Management  
175 7<sup>th</sup> Ave S.  
Waite Park, MN 56387

Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address:

Cambridge City Hall, 300 3<sup>rd</sup> Avenue NE, Cambridge, Minnesota 55008.



**CITY OF CAMBRIDGE**

(SEAL)

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

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

**DEVELOPER:**

By: Nancy M. Johnson  
JNJ Urban Flow, LLC

By: [Signature]  
Iowa Regency Partners Exchange, LLC

By: [Signature]  
Uptown Landing of Rochester Exchange, LLC

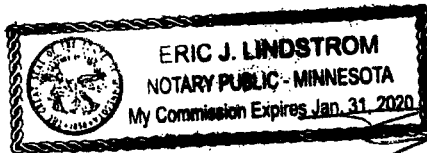
STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF ISANTI )

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by Marlys A. Palmer, Mayor, and by Lynda J. Woulfe, City Administrator, of the City of Cambridge, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF HENNING )

The foregoing instrument was acknowledged before me this 27 day of SEP., 2018, by Nancy M. Johnson and \_\_\_\_\_, the Notary and \_\_\_\_\_ respectively, of JNJ Urban Flow, LLC,



Notary Public

*Eric J. Lindstrom*

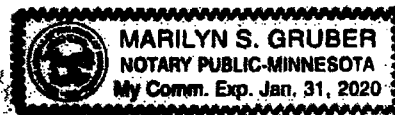
STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Stearns

The foregoing instrument was acknowledged before me this 27th day of September, 2018, by James E Illies and \_\_\_\_\_, the manager and \_\_\_\_\_, respectively, of Iowa Regency Partners Exchange, LLC.

Notary Public

*Marilyn S. Gruber*

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Stearns

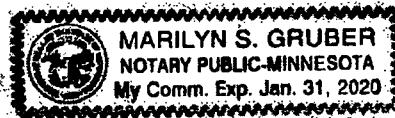


The foregoing instrument was acknowledged before me this 27th day of September, 2018, by James E Illies and \_\_\_\_\_, the manager and \_\_\_\_\_, respectively, of Uptown Landing of Rochester Exchange, LLC.

Notary Public

*Marilyn S. Gruber*

This Agreement was Drafted By:  
The City of Cambridge  
300 3<sup>rd</sup> Avenue NE  
Cambridge, MN 55008



CITY OF CAMBRIDGE

(SEAL)

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

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

DEVELOPER:

By: \_\_\_\_\_  
JNJ Urban Flow, LLC

By:  \_\_\_\_\_  
Iowa Regency Partners Exchange, LLC

By:  \_\_\_\_\_  
Uptown Landing of Rochester Exchange, LLC

STATE OF MINNESOTA )  
                              ) ss.  
COUNTY OF ISANTI    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by Marlys A. Palmer, Mayor, and by Lynda J. Woulfe, City Administrator, of the  
City of Cambridge, a Minnesota municipal corporation, on behalf of the corporation and  
pursuant to the authority granted by its City Council.

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF MINNESOTA )  
                              ) ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018, by  
\_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_, the \_\_\_\_\_ and \_\_\_\_\_,  
respectively, of JNJ Urban Flow, LLC.

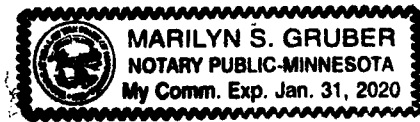
\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Stearns

The foregoing instrument was acknowledged before me this 27th day of September, 2018, by James E Illies and \_\_\_\_\_, the manager and \_\_\_\_\_, respectively, of Iowa Regency Partners Exchange, LLC.

Marilyn S. Gruber  
\_\_\_\_\_  
Notary Public

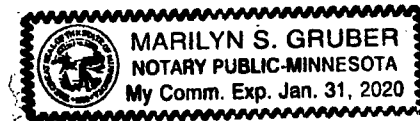
STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Stearns

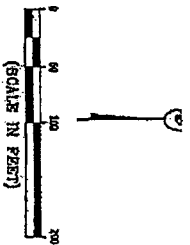


The foregoing instrument was acknowledged before me this 27th day of September 2018, by James E Illies and \_\_\_\_\_, the manager and \_\_\_\_\_, respectively, of Uptown Landing of Rochester Exchange, LLC.

Marilyn S. Gruber  
\_\_\_\_\_  
Notary Public

This Agreement was Drafted By:  
The City of Cambridge  
300 3rd Avenue NE  
Cambridge, MN 55008





**LEGAL DESCRIPTION**  
 Duluth F. Parkwood on the Lakes 3rd Addition, according to the plat of record thereof, Iron County, Minnesota.  
 Subject to assessments, restrictions, or reservations of record, if any.

**LOT AREA**

Lot 1, Block 1 - 203,319 sq. ft. / 4.68 Acres

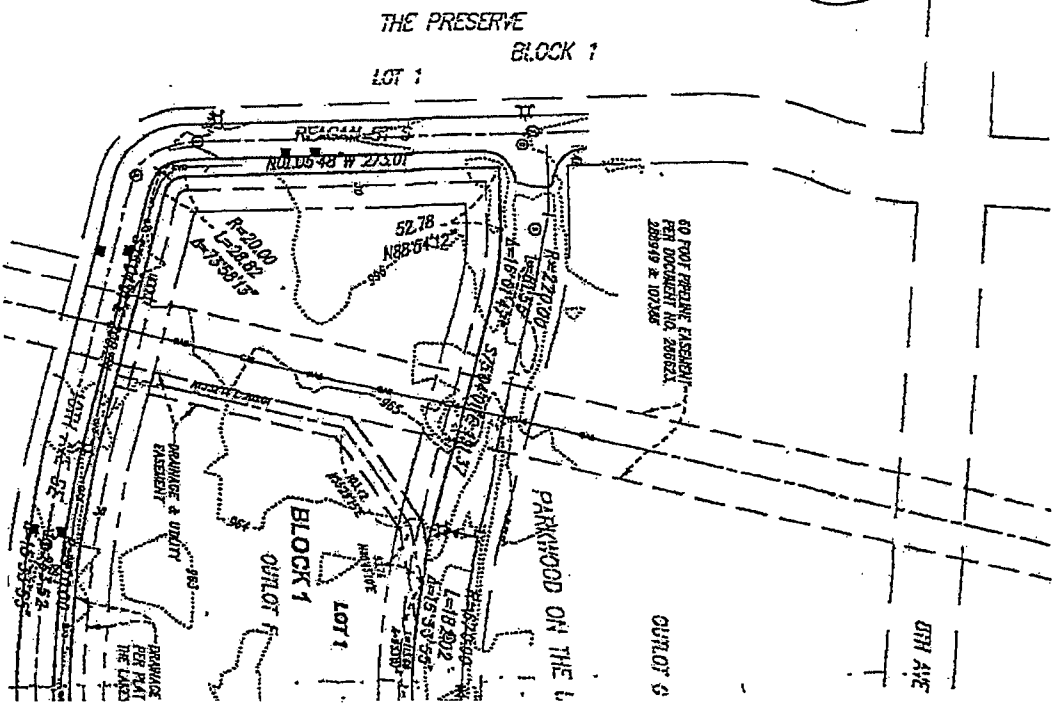
**ZONING DISTRICT**

MULTIPLE FAMILY RESIDENTIAL DISTRICT (R-3)

**LOT REQUIREMENTS**

Minimum Front Yard Setback 30 feet  
 Minimum Rear Yard Setback 20 feet

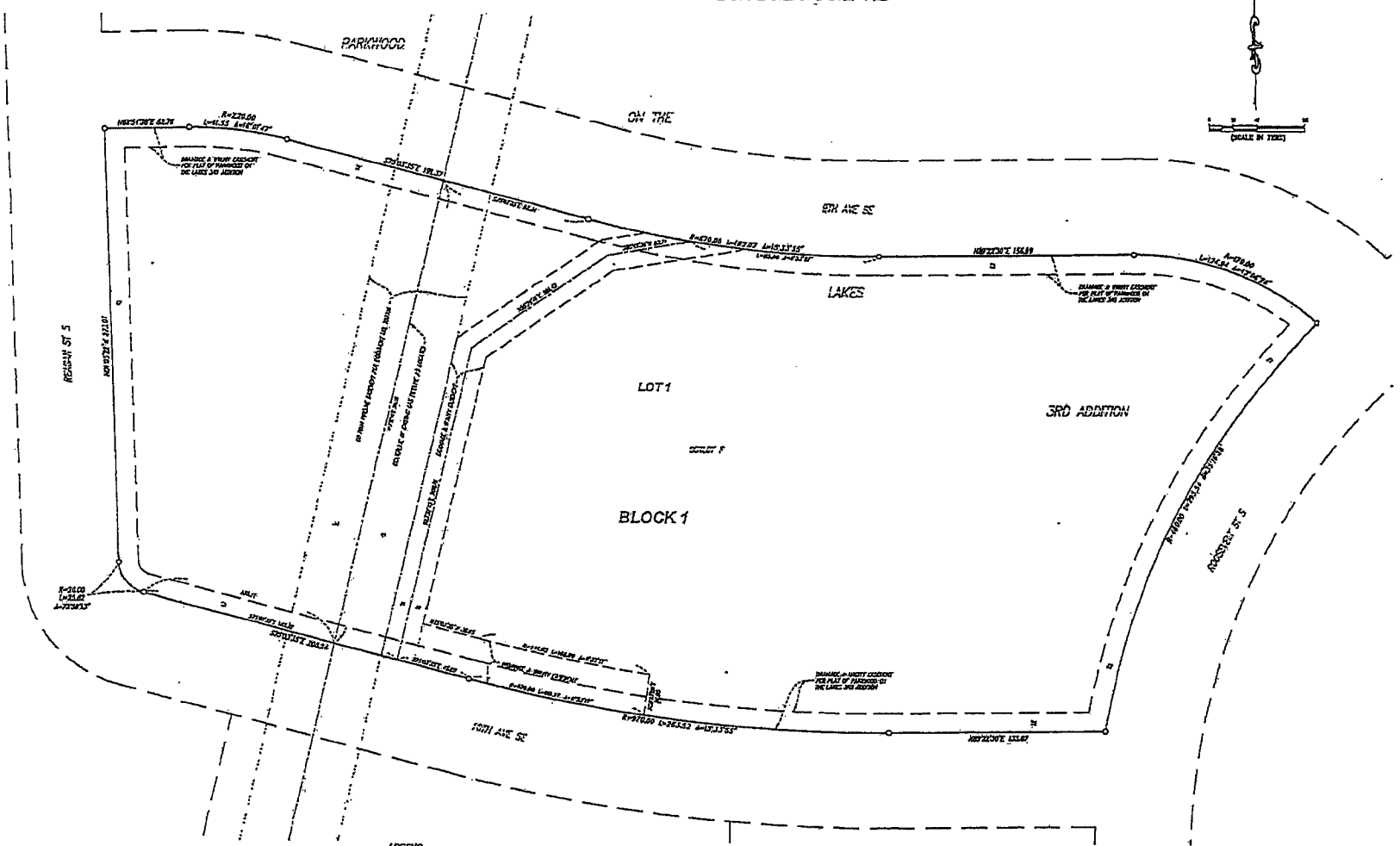
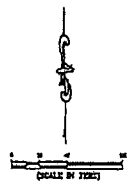
DEVELOPER



# Exhibit B

## ROOSEVELT GARDENS

SEC. 34, TYP. 312, R.W.G. 23  
ISANTI COUNTY



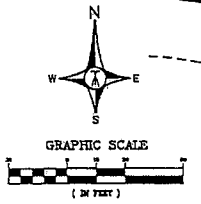
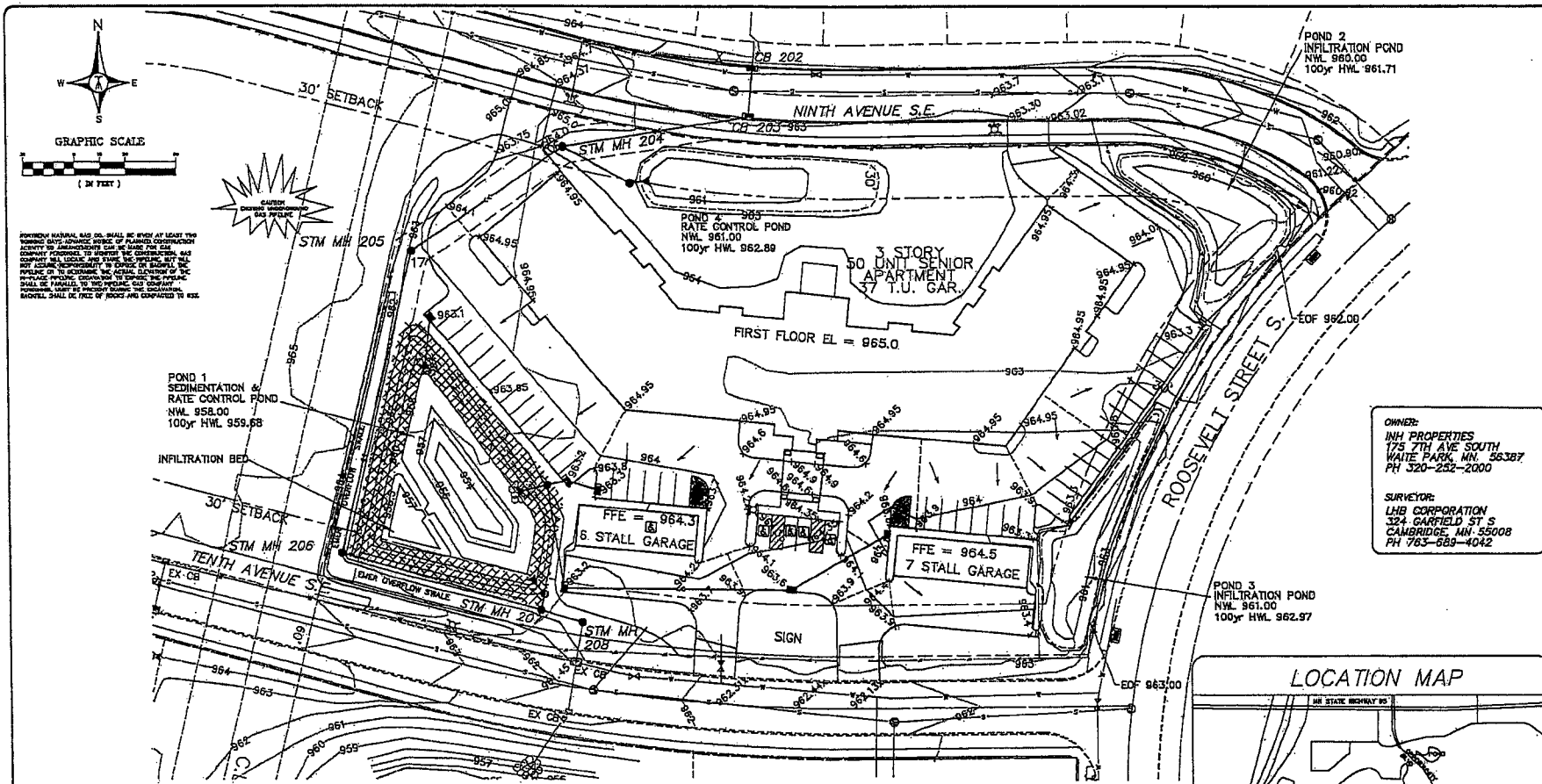
**LEGEND**  
○ CORNER SET BY P.P.C.

**BEARING NOTE**  
FOR THE PURPOSES OF THIS PLAN, THE BEARING OF CORNER F, PARALLEL TO THE LAKES 3RD ADDITION IS ASSUMED TO BE THE SAME AS THE BEARING OF THE WEST LINE OF SECTION 27.



# Exhibit C

P71



PORTLAND CEMENT SHALL BE USED AT LEAST THE MINIMUM SPECIFIED AMOUNT OF PLASTER OR FINISH PLASTER SHALL BE APPLIED TO ALL INTERIORS OF ALL WALLS AND CEILING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF ALL EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF ALL EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF ALL EXISTING UTILITIES AND STRUCTURES.

POND 1  
SEDIMENTATION &  
RATE CONTROL POND  
HWL 958.00  
100yr HWL 959.88

INfiltration BED  
30' SETBACK  
STM MH 206

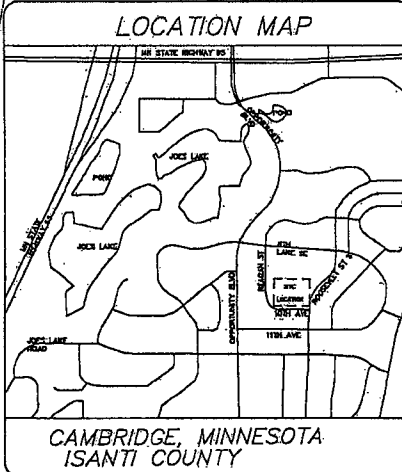
FFE = 964.3  
5 STALL GARAGE

FFE = 964.5  
7 STALL GARAGE

POND 3  
INFILTRATION POND  
HWL 961.00  
100yr HWL 962.97

OWNER:  
INH PROPERTIES  
175 7TH AVE SOUTH  
WAITE PARK, MN 56387  
PH 320-252-2000

SURVEYOR:  
LHB CORPORATION  
324 GARFIELD ST S  
CAMBRIDGE, MN 55008  
PH 763-689-4042



INDEX	
C1	SITE, GRADING, DRAINAGE PLAN
C2	UTILITY & PAVING PLAN
C3	SEDIMENT & EROSION CONTROL PLAN
C4	DETAILS
C5	DETAILS
C6	SWPPP
C7	SWPPP

**INFILTRATION POND NOTES**

INSTALL ALL TEMPORARY EROSION CONTROL MEASURES PRIOR TO THE START OF ANY CONSTRUCTION OPERATION THAT MAY CAUSE ANY SEDIMENTATION OR SILTATION AT THE SITE.

THE INFILTRATION BASIN SHALL NOT BE USED AS A TEMPORARY SEDIMENTATION BASIN.

SEDIMENT INTRODUCED INTO THE INFILTRATION BASIN DURING OR IMMEDIATELY FOLLOWING CONSTRUCTION MUST BE REMOVED WITHIN 24 HOURS.

INFILTRATION POND SHALL BE EXCAVATED BY USE OF BACKHOE WITH A TOOTHED BUCKET.

BOTTOM OF POND SHALL NOT BE COMPACTED

NO TOPSOIL TO BE PLACED IN INFILTRATION POND

VERIFY POND GRADING AND INFILTRATION RATE (TEST REQUIRED) IS CORRECT BEFORE TURF ESTABLISHMENT COMMENCES.

PONDS TO BE SEEDED WITH MIDDOT SEED MIX 33-262 (44 lb/acre) AND EROSION CONTROL BLANKET INSTALLED WITHIN 48 HOURS OF POND COMPLETION

PLACE SILT FENCE (SECONDARY) IMMEDIATELY AFTER GRADING COMPLETION

TEMPORARY EROSION CONTROL DEVICES SHALL REMAIN IN PLACE UNTIL THE CONTRIBUTING DRAINAGE AREA IS ADEQUATELY VEGETATED.

**NOTE:**  
DURING CONSTRUCTION, THE CONTRACTOR SHALL INSPECT THE ENTIRE SITE AT LEAST ONCE A WEEK AND FOLLOWING ANY MEASURABLE RAINFALL EVENTS FOR SIGNS OF EROSION AND SILTING. WASHED OUT TURF AND OTHER DAMAGED AREAS SHALL BE REPAIRED IMMEDIATELY. CONTRACTOR SHALL MAINTAIN WRITTEN RECORD OF ALL INSPECTIONS AND MEASURABLE RAINFALL EVENTS AS REQUIRED BY MPCA.

ALL CONSTRUCTION MATERIALS, MEANS, AND METHODS OF INSTALLATION SHALL COMPLY WITH THE CURRENT VERSION OF THE CITY GENERAL SPECIFICATIONS AND STANDARD PLATES FOR STREET AND UTILITY CONSTRUCTION DATED NOVEMBER 2016, THE 2013 CITY ENGINEERS ASSOCIATION OF MINNESOTA SPECIFICATIONS, AND THE 2016 MDDOT STANDARD SPECIFICATIONS.

NO.	DATE	REVISIONS	BY
1	11/16/16	ISSUED FOR PERMIT	JM
2	11/16/16	ISSUED FOR PERMIT	JM
3	11/16/16	ISSUED FOR PERMIT	JM
4	11/16/16	ISSUED FOR PERMIT	JM
5	11/16/16	ISSUED FOR PERMIT	JM
6	11/16/16	ISSUED FOR PERMIT	JM
7	11/16/16	ISSUED FOR PERMIT	JM
8	11/16/16	ISSUED FOR PERMIT	JM
9	11/16/16	ISSUED FOR PERMIT	JM
10	11/16/16	ISSUED FOR PERMIT	JM

RECORD DRAWING

THE PRESERVE PHASE II  
SITE, GRADING, & DRAINAGE PLAN  
CAMBRIDGE, MINNESOTA

OWNER:  
INH PROPERTIES  
175 7TH AVE SOUTH  
WAITE PARK, MN 56387  
PH 320-252-2000

SURVEYOR:  
LHB CORPORATION  
324 GARFIELD ST S  
CAMBRIDGE, MN 55008  
PH 763-689-4042

ROSELL ENGINEERING, LLC  
6182 287 TH CT WYOMING, MN 55088  
PHONE: 763.268.0821

Received 6-6-18  
via Amy (Cole Group)

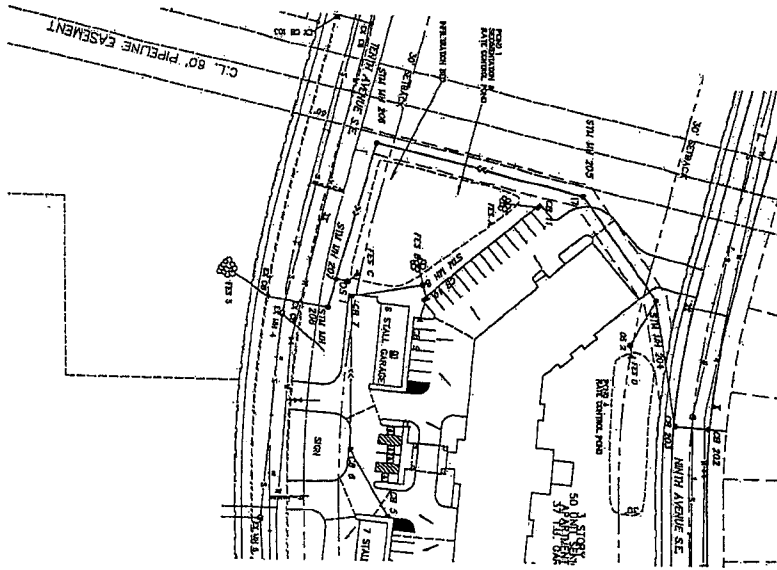
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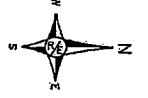
# Exhibit E

P73

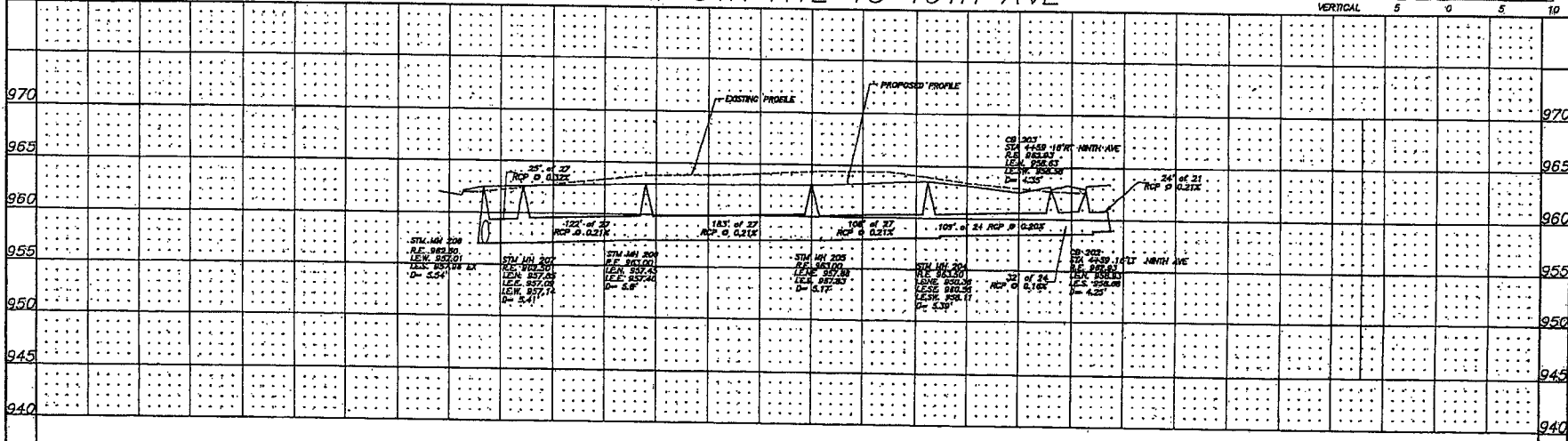


STORM SEWER SCHEDULE

INLET MH #	OUTLET MH #	PIPE LENGTH (FEET)	PIPE DIA. (IN)	PIPE SLOPE (%)	INVERT ELEVATION	MAN ELEVATION	OUTLET ELEVATION	PIPE MAT'L	RECCY TYPE	CONTR
PURPOSE	100 200	24	24	0.21	968.00	968.00	968.00	8" DIA	P-123	
CB 200	CB 200	75	24	0.18	968.00	968.00	968.00	8" DIA	P-123	
CB 200	STW MH 204	100	24	0.20	968.00	968.00	968.00	8" DIA	P-123	
CB 8	STW MH 204	44	24	0.21	968.00	968.00	968.00	8" DIA	P-123	
STW MH 204	STW MH 205	100	24	0.21	968.00	968.00	968.00	8" DIA	P-123	
STW MH 205	STW MH 206	183	24	0.21	968.00	968.00	968.00	8" DIA	P-123	
STW MH 206	STW MH 207	222	24	0.21	968.00	968.00	968.00	8" DIA	P-123	
CB 1	STW MH 207	15	24	0.21	968.00	968.00	968.00	8" DIA	P-123	
STW MH 207	STW MH 208	25	24	0.21	968.00	968.00	968.00	8" DIA	P-123	
STW MH 208	CB 27 HCH	0	0	0.00	968.00	968.00	968.00	8" DIA	P-123	



STORM SEWER FROM 9TH AVE TO 10TH AVE



**ROSELL ENGINEERING, LLC**  
 6182 267 TH CT WYOMING, MN 55092  
 PHONE: 763.286.0521

---

**STORM SEWER**  
 CAMBRIDGE, MINNESOTA

---

**NINTH AVE SE TO TENTH AVE, SE**  
**PUBLIC IMPROVEMENTS**

---

DRAWN BY: [Signature]  
 CHECKED BY: [Signature]  
 DATE: [Date]  
 PROJECT NO: [Number]

Received 10-6-18  
via Amy (Cole Group)

C3

Prepared by: Marcia Westover, Community Development Director and Todd Schwab, Public Works Utilities Director

### **Review**

In August 2018, Council reviewed and approved a final plat for Roosevelt Gardens. Staff has been working with the developer on their site plan review and building permit applications and they are ready to start construction soon. During this city's review process, storm water treatment is evaluated.

When approving a storm water treatment plan staff is ensuring that receiving waters are not polluted by runoff from the site after rain events. Storm water treatment can be accomplished using several methods including **ponds** (wet or dry), **infiltrators** (permeable pavement, grass swale, rain gardens), or **subsurface storage/treatment**.

When one of these methods of storm water treatment is chosen the method is referred to as a Best Management Practice (BMP). The BMP choice is based on several factors including: soil types, site characteristics, type of runoff, or receiving water classification. Once the BMP is in place, it is important that a maintenance plan is developed so that the BMP can operate efficiently.

The Minnesota Pollution Control Agency (MPCA) requires that the City conducts a maintenance program for all publicly owned BMPs and sets guidelines that must be followed to achieve that goal. The MPCA also requires that the City has formal maintenance agreements with all the private BMP owners. The agreements ensure that the runoff entering the City storm water system from private business has been adequately treated.

The Storm Water Maintenance Agreement attached achieves the requirements of the MPCA. The Agreement states that the property owners shall be solely responsible for the maintenance of the Storm Water facilities, and that they shall bear all costs for the maintenance. The Agreement also gives the city the authority to inspect the facilities and notify the owner if they fail to maintain the facilities. If the owner fails to maintain the facilities, the City has the authority to maintain the pond and charge the owner for all costs incurred.

### **City Council Action**

Approve the attached Private Storm Water Management and Maintenance Agreement between JNJ Urban Flow, LLC, Iowa Regency Partners Exchange, LLC, and Uptown Landing of Rochester Exchange, LLC, and the City of Cambridge and authorize the City Administrator and Mayor to sign the document.

### **Attachments**

1. Private Storm Water Management Facilities Maintenance Agreement

(for recording purposes)

## Private Storm Water Management and Maintenance Agreement

I. THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the City of Cambridge, MN (hereinafter referred at as the "City") and; JNJ Urban Flow, LLC, Iowa Regency Partners Exchange, LLC, and Uptown Landing of Rochester Exchange, LLC (hereinafter referred to as "Owner") with reference to the following facts and circumstances:

A. Owner is the fee owner of certain real property situated in the City of Cambridge, legally described as follows:

Lot 1, Block 1, Roosevelt Gardens Estates  
(hereinafter referred at as the "Subject Property")

B. As a condition of its approval of the redevelopment for the Subject Property, and to comply with Minnesota Pollution Control Agency requirements, the City has required that the parties hereto enter into an agreement, which makes provision for the maintenance of the Storm Water Facilities located within the boundaries of the Subject Property as the same is described and depicted in those certain construction plans dated 4/6/18 and prepared by Roshell Engineering, LLC, and approved by the City and constructed by Owner.

C. The parties hereto desire to set forth their agreement with respect to the maintenance of the Storm Water Management Facilities and the costs of such maintenance.

II. NOW THEREFORE, in consideration of the foregoing facts and circumstances, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

- A. Storm Water Management Facilities ("Facilities") are defined as any drainage systems, gutters, curbs, inlets, piped storm drains, infiltration basins, underground treatment and other drainage structures for the purpose of conveying and treating storm water. For the purpose of this Agreement, maintenance of the Storm Water Management Facilities shall mean the regular inspection, routine maintenance, and major maintenance described within the maintenance plan and as required to maintain the performance standard and function of the Storm Water Management Facilities identified within the project Storm Water Pollution Control Plan and construction documents.
- B. Owner shall be solely responsible for the maintenance of the Storm Water Management Facilities, and shall bear all costs of such maintenance.
- C. Owner shall complete an annual report, certified by a qualified individual. The report shall include written documentation of the inspection schedule, times of inspection, remedial actions taken to repair, modify, or reconstruct the Facilities, certification that the Facilities are functioning in accordance with the approved plans, and notification of any planned change in responsibility for the Facilities. Owner shall retain completed annual reports for a minimum of 15 years and shall provided the City with the written documentation upon request.
- D. Owner hereby grants the City or its agents or contractor the right of entry at reasonable times and in a reasonable manner for the purpose of inspecting, operating, installing, constructing, reconstructing, maintaining, or repairing the Facilities.
- E. If, upon inspection, the City finds that Owner has failed to properly maintain the Facilities, the City may order the work to be performed within a reasonable time period. If the work is not performed or if a schedule for completing the work has not been provided within the specified time, Owner hereby agrees to allow the City to enter the property and take whatever steps it deems necessary to maintain the Facilities. All costs incurred by the City in pursuing performance of such maintenance, including but not limited to staff and consultant costs and attorney's fees, shall be reimbursed to the City within 30 days by Owner otherwise the City may recover its costs by levying a special assessment against the Subject Property.
- F. Owner, as present owner of the Subject Property, for itself and respective successors and assigns, hereby waives any statutory right which it may have to contest any such assessment by the City of its maintenance costs on the basis of the benefit to portions of the Subject property.

- G. The City is under no obligation to maintain or repair said Facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.
  - H. Owner's heirs, administrators, executors, assigns and any other successor interest shall indemnify and hold harmless the City and its officers, agents and employees for any and all damages, accidents, casualties, occurrences, claims or attorney's fees which might arise or be asserted, in whole or in part, against the City from the construction, presence, existence, or maintenance of the Facilities subject to the Agreement. In the event a claim is asserted against the City, its officers, agents or employees, the City shall notify Owner and Owner shall defend at Owner expense any suit based on such claim. If any judgment or claim against the City, its officers, agents or employees, shall be allowed, Owner shall pay all costs and expenses in connection therewith. The City will not indemnify, defend or hold harmless in any fashion Owner from any claims arising from any failure, regardless of any language in any attachment or other document that Owner may provide.
  - I. Owner shall record this Agreement with Isanti County within 7 days of approval and shall provide the City a recorded copy.
  - J. No waiver of any provision of this agreement shall affect the right of any party thereafter to enforce such provisions or to exercise any right or remedy available.
  - K. Owner shall provide to the City a Maintenance Plan, as-built drawings, and certification that the Facilities have been constructed properly as required by the City Code and pertinent City approvals.
  - L. The terms and conditions of the Agreement shall be binding upon, and shall insure to the benefit of, the parties hereto and their respective successors and assigns.
- III. IN WITNESS WHEREOF, the parties hereto have caused this document to be executed as of the day and year first above written.

**CITY OF CAMBRIDGE**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

On this \_\_\_\_\_ day of \_\_\_\_\_, 2018 before me a notary public, the above-signed individual(s), Marlys A. Palmer and Lynda J. Woulfe, originally appeared; known to me to be the person whose name is subscribed to within instrument, and acknowledged that he/she executed the same for the purposes therein contained.

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

\_\_\_\_\_  
Notary Public

**By signing this agreement, you acknowledge that you have full legal rights to create binding contractual agreements on behalf of your entity.**

JNJ Urban Flow, LLC

Owner

Nancy M. Johnson

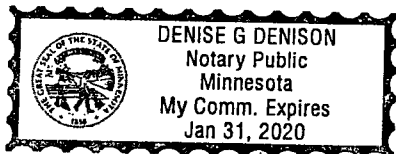
9-28-18  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

On this 28<sup>TH</sup> day of September, 2018 before me a notary public, the above-signed individual(s), Nancy M. Johnson, originally appeared, known to me to be the person whose name is subscribed to within instrument, and acknowledged that he/she executed the same for the purposes therein contained.

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



Denise G. Denison  
Notary Public

**By signing this agreement, you acknowledge that you have full legal rights to create binding contractual agreements on behalf of your entity.**

Uptown Landing of Rochester Exchange, LLC  
Owner

*James E. Illies*

9/28/18  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

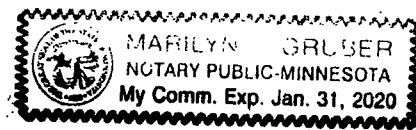
On this 28<sup>th</sup> day of Sept, 2018 before me a notary public, the above-signed individual(s), James E. Illies, originally appeared, known to me to be the person whose name is subscribed to within instrument, and acknowledged that he/she executed the same for the purposes therein contained.

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

*Marilyn Gruber*

Notary Public

This Instrument was drafted by:  
City of Cambridge  
300 3<sup>rd</sup> Ave NE  
Cambridge, MN 55008






**By signing this agreement, you acknowledge that you have full legal rights to create binding contractual agreements on behalf of your entity.**

Iowa Regency Partners Exchange, LLC

Owner



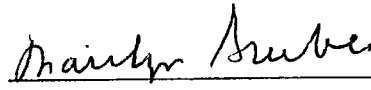
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Date

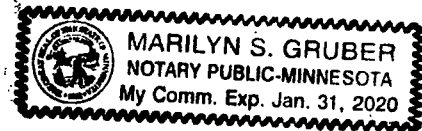
\_\_\_\_\_

\_\_\_\_\_  
Date

On this 28<sup>th</sup> day of Sept, 2018 before me a notary public, the above-signed individual(s), James E. Illies, originally appeared, known to me to be the person whose name is subscribed to within instrument, and acknowledged that he/she executed the same for the purposes therein contained.

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

  
Notary Public



**Updating Authorized Depositories**

As required by Minnesota Statute, the Council must approve authorized depositories for the City of Cambridge. We have recently learned that one of our depositories, Morgan Stanley Smith Barney, will be phasing out its service to municipal governments.

As a result, we would like to add a new depository to use named RBC Wealth Management. RBC carries one of the highest credit ratings of any financial institution-Moody's A1. The investment advisors that we used to work with at Morgan Stanley Dean Witter now work at RBC. We would like to continue to receive the sound investment advice that we have received in the past.

**Recommend Council Action**

Approve the attached resolution that designates authorized depositories of the City of Cambridge. (note—Morgan Stanley Smith Barney will remain on the depository listing until all funds are transferred to a new depository).

Author: Caroline Moe, Director of Finance

**Resolution No. R18-074**

*Resolution Designating Financial Institutions as  
Official Depositories of City Funds For 2018*

**WHEREAS**, the City of Cambridge must designate certain institutions as official depositories of City funds in accordance with Minnesota Statutes Chapter 118A.04.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City of Cambridge hereby appoints the following financial institutions as depositories of City Funds for 2018:

Banking Institutions:

First Bank & Trust, Cambridge, Minnesota  
*[Primary Checking Account]*

Cambridge State Bank, Cambridge, Minnesota

Minnesota Municipal Money Market Fund, Minneapolis, Minnesota

Mincco Credit Union, Cambridge, Minnesota

Brokerage Houses / Broker Dealer:

Minnesota Municipal Money Market Fund, Minneapolis, Minnesota

Morgan Stanley Smith Barney, Minneapolis, Minnesota

RBC Wealth Management

Community Investment Partners, Roseville, Minnesota

Wells Fargo, Minneapolis, Minnesota

Adopted this 15<sup>th</sup> day of October, 2018.

---

Marlys Palmer, Mayor

ATTEST:

---

Lynda J. Woulfe, City Administrator

October 8, 2018

Ms. Jennifer Cole  
13109 13<sup>th</sup> Ave N  
Zimmerman, MN 55398

Dear Ms. Cole,

On behalf of the City of Cambridge I am pleased to offer you the position of Administrative Assistant to the City Administrator. This offer is contingent upon you successfully passing a criminal background check, financial background check, a pre-employment drug test, and approval to hire from the Cambridge City Council. Below is an outline of the City's offer:

**Salary**

Proposed starting salary is \$23.21 per hour. This position is currently a Grade 8 on the City's pay scale and there are eight additional steps on the pay scale. You are eligible for a step increase once you have successfully completed your probationary period. After that, step increases can be awarded on an annual basis beginning in January 2020 provided you receive a satisfactory performance review.

**Requested Start Date**

October 22, 2018

**Learning and Evaluation Period**

The City of Cambridge has a one-year learning and evaluation period (probationary period). At any time during the learning and evaluation period, an employee may be discharged or at the sole discretion of the City.

**Health, Dental, and Vision Insurance**

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. Currently, the City offers health, dental, and vision insurance through IBEW's Blue Cross/Blue Shield plan. The monthly premium is \$1,500 and the employee pays ten percent of the monthly premium (\$150.00). Health insurance premiums generally increase each July.

**Vacation / Sick Leave**

The City's current vacation earning schedule is:

<b>Years of Service</b>	<b>Accumulation Per Pay Period</b>
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)

Full-time employees earn sick leave at the rate of 3.69 hours for each pay period or 1 day per calendar month of service. An employee is eligible to use sick leave as accumulated in accordance with the sick leave policy.

**Hours of Work**

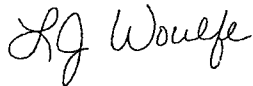
Standard hours are Monday through Friday, 8:00 am – 4:30 pm. You will need to work some alternate hours in lieu of the standard hours to accommodate City Council meetings or other City functions.

**Pension**

You will be enrolled in the Public Employees Retirement Association Coordinated plan. The employee's contribution towards PERA is 6.5% of gross salary and the City contributes 7.5% of your gross salary. From time to time, the Minnesota Legislature adjusts the contribution amounts to ensure the plan is funded appropriately.

This offer is not a contract for employment and all employment terms are governed by the City's personnel policies. We sincerely hope that you will accept this offer. To accept the offer, please sign below and e-mail it to [lwoulfe@ci.camridge.mn.us](mailto:lwoulfe@ci.camridge.mn.us).

Sincerely,



Lynda J. Woulfe  
City Administrator

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

---

Jennifer Cole

**Accept Petition and Assessment Agreements, Order Feasibility Report & Plans, and Approve Engineering Services Agreement**

Prepared by: Todd Blank

**Background**

In order to develop the proposed Roosevelt Gardens apartment site, 9<sup>th</sup> 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.

Staff has received a petition from the Roosevelt Gardens developer to have the City construct these 9<sup>th</sup> 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. Staff recommends that these be accepted by the City Council so that the Mayor and Administrator can sign them.

The next step in the public improvement process is to prepare a feasibility report and construction plans and specifications. The attached resolution orders this report and plan preparation.

A proposal from SEH to prepare the feasibility report, prepare the plans and specifications and provide bidding services is also attached for your review and approval.

**Recommendation**

1. Accept Petition and Assessment Agreements from property owners.
2. Approve resolution ordering preparation of a feasibility report and plans for the 9<sup>th</sup> Avenue SE Street Improvements.
3. Motion to approve Engineering Services Agreement with SEH to prepare a feasibility report.

**Attachments**

1. Petition and Assessment Agreements from property owners.
2. Resolution R18-075 Ordering feasibility report and plans.
3. Proposed Engineering Services Agreement with SEH.

**9th AVENUE SE PETITION FOR PUBLIC IMPROVEMENTS**

This Agreement made this \_\_\_ day of May, 2018, by and between the City of Cambridge, a Minnesota municipal corporation ("City"); and JNJ Urban Flow, LLC, Iowa Regency Partners Exchange, LLC, and Uptown Landing of Rochester Exchange, LLC, ("Owners").

WITNESSETH:

WHEREAS, the Owners are the fee owner of certain real property (the "Subject Property") located in the City which is legally described as Outlot F, Parkwood on the Lakes 3<sup>rd</sup> Addition Plat; and

WHEREAS, the Owners desire to have certain public improvements constructed to serve the Subject Property which consist of the construction of 9<sup>th</sup> Avenue Southeast from South Reagan Street to South Roosevelt Street, including the street, sidewalk, street lighting, storm sewer, and sanitary sewer and water main services, and are further defined in the Construction Plans titled The Preserve Phase II Improvements, prepared by Roshell Engineering, LLC., and dated April 25, 2018, (hereinafter referred to as the "Improvement Project"); and

NOW, THEREFORE, ON THE BASIS OF THE MUTUAL COVENANTS AND AGREEMENT HEREINAFTER PROVIDED, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The Owners of not less than 35% of the real property abutting 9<sup>th</sup> Avenue SE between South Reagan Street and South Roosevelt Street hereby petition the City for construction of the Improvement Project pursuant to Minnesota Statutes 429.

2. The Owners represent and warrant that they are the owner of 100 percent of the Subject Property, that they have full legal power and authority to encumber the Subject Property as herein provided, and that as of the date hereof, they have fee simple absolute title in the Subject Property, which is not subject to any liens, interests or encumbrances, except as may be listed on the attached Exhibit A.

IN WITNESS WHEREOF, the parties have set their hands the day and year first written above.

CITY OF CAMBRIDGE

PROPERTY OWNERS

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

By: Nancy M. Johnson  
Nancy M. Johnson  
JNJ Urban Flow, LLC

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

By: [Signature]  
James E. Tillis  
Iowa Regency Partners Exchange, LLC

By: [Signature]  
James E. Tillis  
Uptown Landing of Rochester Exchange,  
LLC



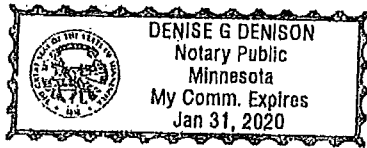
STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018, by \_\_\_\_\_ and \_\_\_\_\_, the Mayor and Clerk of the City of \_\_\_\_\_, Minnesota, a municipal corporation under the laws of the State of Minnesota, on behalf of the City.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Hennepin )

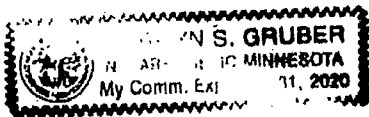
The foregoing instrument was acknowledged before me this 21<sup>st</sup> day of September, 2018, by Nancy M. Johnson and NA, the owner and NA, respectively, of JNJ Urban Flow, LLC.



Denise G. Denison  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Stearns )

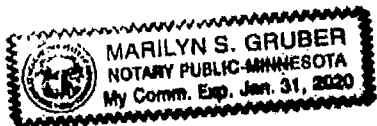
The foregoing instrument was acknowledged before me this 19<sup>th</sup> day of September, 2018, by James E. Illies and \_\_\_\_\_, the property owner and \_\_\_\_\_, respectively, of Iowa Regency Partners Exchange, LLC.



Marilyn S. Gruber  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Stearns )

The foregoing instrument was acknowledged before me this 19<sup>th</sup> day of September, 2018, by James E. Illies and \_\_\_\_\_, the property owner and \_\_\_\_\_, respectively, of Uptown Landing of Rochester Exchange, LLC.



Marilyn S. Gruber  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018, by \_\_\_\_\_ and \_\_\_\_\_, the Mayor and Clerk of the City of \_\_\_\_\_, Minnesota, a municipal corporation under the laws of the State of Minnesota, on behalf of the City.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018, by \_\_\_\_\_ and \_\_\_\_\_, the \_\_\_\_\_ and \_\_\_\_\_, respectively, of JNJ Urban Flow, LLC.

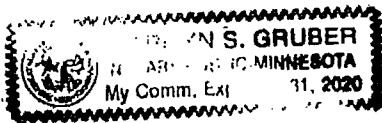
\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Stearns )

The foregoing instrument was acknowledged before me this 19th day of September, 2018, by James E Illies and \_\_\_\_\_, the property owner and \_\_\_\_\_, respectively, of Iowa Regency Partners Exchange, LLC.

Marilyn S. Gruber

\_\_\_\_\_  
Notary Public

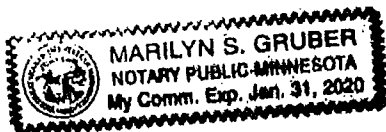


STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Stearns )

The foregoing instrument was acknowledged before me this 19th day of September, 2018, by James E Illies and \_\_\_\_\_, the property owner and \_\_\_\_\_, respectively, of Uptown Landing of Rochester Exchange, LLC.

Marilyn S. Gruber

\_\_\_\_\_  
Notary Public



**9<sup>TH</sup> AVENUE SE PUBLIC IMPROVEMENTS  
AGREEMENT OF ASSESSMENT AND WAIVER OF IRREGULARITY AND APPEAL**

This Agreement made this \_\_\_ day of May, 2018, by and between the City of Cambridge, a Minnesota municipal corporation ("City"); and JNJ Urban Flow, LLC, Iowa Regency Partners Exchange, LLC, and Uptown Landing of Rochester Exchange, LLC, ("Owners").

WITNESSETH:

WHEREAS, the Owners are the fee owner of certain real property (the "Subject Property") located in the City which is legally described as Outlot F, Parkwood on the Lakes 3<sup>rd</sup> Addition Plat; and

WHEREAS, the Owners desire to have certain public improvements constructed to serve the Subject Property which consist of the construction of 9<sup>th</sup> Avenue Southeast from South Reagan Street to South Roosevelt Street, including the street, sidewalk, street lighting, storm sewer, and sanitary sewer and water main services, and are further defined in the Construction Plans titled The Preserve Phase II Improvements, prepared by Roshell Engineering, LLC., and dated April 25, 2018, (hereinafter referred to as the "Improvement Project"); and

WHEREAS, the Owners wish to expedite the project schedule and construct the Improvement Project without notice of hearing or hearing on the Improvement Project, and without notice of hearing or hearing on the special assessments levied to finance the Improvement Project;

NOW, THEREFORE, ON THE BASIS OF THE MUTUAL COVENANTS AND AGREEMENT HEREINAFTER PROVIDED, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The Owners agree to pay an assessment of 55% of the actual project cost of the

Improvement Project. This may be paid in full at the time of project completion, or be paid with property taxes over a ten year period with interest.

2. Owner expressly waives objection to any irregularity with regard to the said improvement assessments and any claim that the amount thereof levied against owner's property is excessive, together with all rights to appeal in the courts.
3. The Owners represent and warrant that they are the owner of 100 percent of the Subject Property, that they have full legal power and authority to encumber the Subject Property as herein provided, and that as of the date hereof, they have fee simple absolute title in the Subject Property, which is not subject to any liens, interests or encumbrances, except as may be listed on the attached Exhibit A.

IN WITNESS WHEREOF, the parties have set their hands the day and year first written above.

CITY OF CAMBRIDGE

PROPERTY OWNERS

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

By: Nancy M. Johnson  
Nancy M. Johnson  
JNJ Urban Floy, LLC

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

By: James E. Ellis  
James E. Ellis  
Iowa Regency Partners Exchange, LLC

By: James E. Ellis  
James E. Ellis  
Uptown Landing of Rochester Exchange, LLC

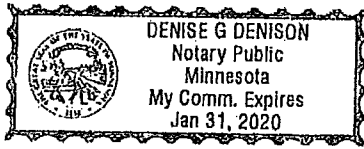
STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018, by \_\_\_\_\_ and \_\_\_\_\_, the Mayor and Clerk of the City of \_\_\_\_\_, Minnesota, a municipal corporation under the laws of the State of Minnesota, on behalf of the City.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Hennepin )

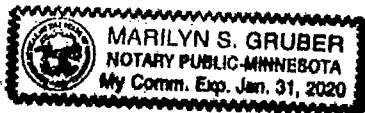
The foregoing instrument was acknowledged before me this 21<sup>st</sup> day of September, 2018, by Nancy M. Johnson and N/A, the owner and N/A, respectively, of JNJ Urban Flow, LLC.



Denise G. Denison  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Stearns )

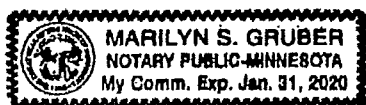
The foregoing instrument was acknowledged before me this 9<sup>th</sup> day of September, 2018, by James E. Illies and \_\_\_\_\_, the property owner and \_\_\_\_\_, respectively, of Iowa Regency Partners Exchange, LLC.



Marilyn S. Gruber  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Stearns )

The foregoing instrument was acknowledged before me this 19<sup>th</sup> day of September, 2018, by James E. Illies and \_\_\_\_\_, the property owner and \_\_\_\_\_, respectively, of Uptown Landing of Rochester Exchange, LLC.



Marilyn S. Gruber  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018, by \_\_\_\_\_ and \_\_\_\_\_, the Mayor and Clerk of the City of \_\_\_\_\_, Minnesota, a municipal corporation under the laws of the State of Minnesota, on behalf of the City.

\_\_\_\_\_  
Notary Public

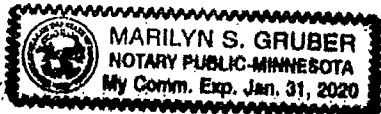
STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018, by \_\_\_\_\_ and \_\_\_\_\_, the \_\_\_\_\_ and \_\_\_\_\_, respectively, of JNJ Urban Flow, LLC.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Stearns)

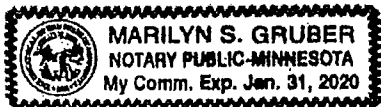
The foregoing instrument was acknowledged before me this 9th day of September, 2018, by James E Illies and \_\_\_\_\_, the property owner and \_\_\_\_\_, respectively, of Iowa Regency Partners Exchange, LLC.



Marilyn Gruber  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Stearns)

The foregoing instrument was acknowledged before me this 19th day of September, 2018, by James E Illies and \_\_\_\_\_, the property owner and \_\_\_\_\_, respectively, of Uptown Landing of Rochester Exchange, LLC.



Marilyn Gruber  
Notary Public

**9<sup>TH</sup> AVENUE SE PUBLIC IMPROVEMENTS  
AGREEMENT OF ASSESSMENT AND WAIVER OF IRREGULARITY AND APPEAL**

This Agreement made this 1<sup>st</sup> day of October, 2018, by and between the City of Cambridge, a Minnesota municipal corporation ("City"); and Sambatek, Inc., ("Owner").

WITNESSETH:

WHEREAS, the Owner is the fee owner of certain real property (the "Subject Property") located in the City which is legally described as Outlot G, Parkwood on the Lakes 3<sup>rd</sup> Addition Plat; and

WHEREAS, the Owner desires to have certain public improvements constructed to serve the Subject Property which consist of the construction of 9<sup>th</sup> Avenue Southeast from South Reagan Street to South Roosevelt Street, including the street, sidewalk, street lighting, storm sewer, and sanitary sewer and water main services, and are further defined in the Construction Plans titled The Preserve Phase II Improvements, prepared by Roshell Engineering, LLC., and dated April 25, 2018, (hereinafter referred to as the "Improvement Project");

And

WHEREAS, the Owner wishes to expedite the project schedule and construct the Improvement Project without notice of hearing or hearing on the Improvement Project, and without notice of hearing or hearing on the special assessments levied to finance the Improvement Project;

NOW, THEREFORE, ON THE BASIS OF THE MUTUAL COVENANTS AND AGREEMENT HEREINAFTER PROVIDED, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The Owner agrees to pay an assessment of 45% of the actual project cost of the Improvement Project. This may be paid in full at the time of project completion, or be paid with property taxes over a ten year period with interest.


2. Owner expressly waives objection to any irregularity with regard to the said improvement assessment and any claim that the amount thereof levied against owner's property is excessive, together with all rights to appeal in the courts.
3. The Owner represents and warrants that they are the owner of 100 percent of the Subject Property, that they have full legal power and authority to encumber the Subject Property as herein provided, and that as of the date hereof, they have fee simple absolute title in the Subject Property, which is not subject to any liens, interests or encumbrances, except as may be listed on the attached Exhibit A.

IN WITNESS WHEREOF, the parties have set their hands the day and year first written above.

CITY OF CAMBRIDGE

PROPERTY OWNER

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

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

SRISH SAMBATEK  
Sambatek, Inc.

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



STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

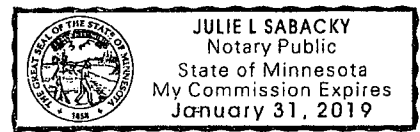
The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018, by \_\_\_\_\_ and \_\_\_\_\_, the Mayor and Clerk of the City of \_\_\_\_\_, Minnesota, a municipal corporation under the laws of the State of Minnesota, on behalf of the City.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Hennepin )

The foregoing instrument was acknowledged before me this 1<sup>st</sup> day of October, 2018, by SIRISH SAMBA and SWAPNA SAMBA the PRESIDENT/CEO and TREASURER, respectively, of Sambatek, Inc.

Julie Sabacky  
\_\_\_\_\_  
Notary Public





Building a Better World  
for All of Us'

October 15, 2018

RE: Cambridge, Minnesota  
9th Avenue SE Street Improvements

Ms. Lynda Woulfe  
City Administrator  
City of Cambridge  
300 3rd Avenue NE  
Cambridge, MN 55008

Dear Lynda:

SEH is pleased to submit this proposal for conducting a feasibility study, preparing a feasibility report, preparing construction plans and specifications and providing bidding services for the proposed 9th Avenue SE Street Improvements project. The services are detailed on the attached sheet.

The project consists of constructing the street, sidewalk, storm sewer, utility services and street lighting on 9th Avenue SE from Reagan Street S to Roosevelt Street S. These improvements are necessary to serve the proposed Roosevelt Gardens apartment site and is proposed to be constructed in 2019.

We propose to perform these services on an hourly basis for an estimated maximum fee of \$19,500. Services will be performed in accordance with the General Agreement for Engineering Services between the City and SEH. We will invoice the City on the basis of actual hours spent at current billing rates plus the actual cost of reimbursable expenses up to the maximum fee amount. Any additional services requested by the City will be invoiced on the basis of actual hours spent at current billing rates plus the actual cost of reimbursable expenses. All services will be invoiced for monthly.

If this work is authorized by the City Council on October 15, 2018, we anticipate completing the feasibility study and report, and plans and specifications for review by the Council at the December 17, 2018 City Council meeting. This would then allow for project bidding in early 2019. A proposed schedule is attached.

If this proposal is acceptable, please sign one copy and return it to us for our records. If you would like to review these services, please call me at 651.490.2017. Thank you for this continued opportunity to serve the City of Cambridge, we appreciate it!

Sincerely,

*Todd M. Blank*  
Todd M. Blank, PE  
Principal

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.  
**City of Cambridge, Minnesota**

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

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

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

CAMBRIDGE, MINNESOTA  
 9th Ave SE STREET IMPROVEMENTS PLANS AND SPECIFICATIONS PROPOSAL FEE ESTIMATE  
 SEH NO.  
 September 28, 2018

NO.	TASK	HOURS					
		CITY ENG.	PROJECT MGR.	PROJECT ENG.	STAFF ENG.	LEAD TECH	WORD PROC.
<b>FEASIBILITY STUDY</b>							
1	Import Cad and Survey from Developers Engineer	1			2		
2	Prepare report drawings	1		2	4		
3	Prepare cost estimate		2	1	4		
4	Prepare feasibility letter report	1	2				1
5	Present report to City Council		2				
<b>PLANS</b>							
1	Perform structure survey and site review			1	4		
2	Obtain mapping & coordinate with private utilities			1	2		
3	Street lighting layout & coordination w/ ECE			1			
4	Prepare utility profiles & storm sewer table			2	2	4	
5	Prepare Title sheet			1		2	
6	Prepare Typical Section & Details			1		3	
7	Create alignment profiles & update base map				2	6	
8	Prepare Alignment Plan			1		3	
9	Prepare Street plan and profile sheet	1		4	6	12	
10	Prepare Erosion Control & SWPPP sheets			2		8	
<b>SPECIFICATIONS AND PERMITS</b>							
1	Takeoff Quantities			1	3	3	
2	Prepare Engineer's Estimate			2	2		
3	Prepare Specifications	1	4	6			4
4	Prepare permit applications (NNGas and MPCA)	1		3			1
<b>BIDDING</b>							
1	Place Ad for Bid	1					1
2	Respond to Contractors Questions	2		2			
3	Attend Bid Opening	1					
4	Tabulate Bids			1			2
5	Review Contractor's references & make award recommendatio	1		1			
<b>TOTAL HOURS</b>		11	10	33	31	41	9
<b>TOTAL FEE</b>		<b>\$19,500</b>					

P 99

CAMBRIDGE, MN  
9<sup>th</sup> AVE SE STREET IMPROVEMENTS  
SEH NO.

## 9<sup>th</sup> AVE SE STREET IMPROVEMENTS PROPOSED PROJECT SCHEDULE

CITY COUNCIL ACCEPTS PETITION, ORDERS FEASIBILITY REPORT AND PLANS AND SPECS	OCTOBER 15, 2018
CITY COUNCIL ACCEPTS FEASIBILITY REPORT, APPROVES PLANS & SPECIFICATIONS AND AUTHORIZES ADVERTISEMENT FOR BIDS	DECEMBER 17, 2018
RECEIVE BIDS	JANUARY 17, 2019
CITY COUNCIL AWARDS CONTRACT	JANUARY 21, 2019
BEGIN CONSTRUCTION	MAY, 2019
CONSTRUCTION COMPLETE	JULY, 2019
DEADLINE TO PAY FULL ASSESSMENT WITHOUT INTEREST	OCTOBER 15, 2019
UNPAID ASSESSMENTS CERTIFIED TO ISANTI COUNTY	NOVEMBER 15, 2019
FIRST PAYMENT DUE TO COUNTY WITH PROPERTY TAXES	MAY, 2020

**Resolution No. R18-075**

**RESOLUTION ORDERING PREPARATION OF  
REPORT ON IMPROVEMENTS  
9<sup>th</sup> AVENUE SE STREET IMPROVEMENTS**

**WHEREAS**, it is proposed to improve 9<sup>th</sup> Avenue Southeast between Reagan Street South and Roosevelt Street South by street, curb and gutter, sidewalk, sanitary sewer and water main services, storm sewer and street lighting improvements, and to assess the benefitted property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
CAMBRIDGE, MINNESOTA:**

That the proposed improvement be referred to the City Engineer, Short Elliott Hendrickson Inc., for study and that they are instructed to report to the Council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended; and that the engineer shall prepare construction plans and specifications for the making of such improvements

Adopted by the Council this 15<sup>th</sup> day of October, 2018.

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Lynda J. Woulfe, City Administrator

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Marlys A. Palmer, Mayor

Prepared by: Marcia Westover, Community Development Director

**Overview**

In October 2005, the final plat of Parkwood on the Lakes 4<sup>th</sup> Addition was approved. The plat was approved with eight (8) parcels including: three (3) 10-plex lots, two (2) 8-plex lots, and three (3) 4-plex lots (and an outlot) providing 58 dwelling units. This plat was consistent with the original Planned Unit Development (PUD) master plan.

Ms. Liu is now requesting to re-plate 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.

Public utilities (sewer and water) are required into the site because of the individually platted units. 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. Those items have been fully reviewed and staff are comfortable moving forward with the final plat request.

**Planning Commission Action**

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

**City Council Action**

Motion on the attached Resolution R18-076 approving the final plat of Parkwood Townhomes Phase 2 as long as the conditions listed are met.

**Attachments**

1. Planning Commission meeting minutes from October 2, 2018
2. Location Map
3. Final Plat
4. Draft Resolution

**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 outlot) 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 outlot 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**

*City Council Update*

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:

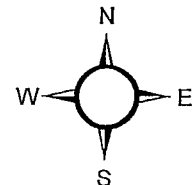
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Marcia Westover  
Community Development Director

Parkwood Townhomes Phase II  
Planned Unit Development Amendment  
Preliminary Plat  
Final Plat

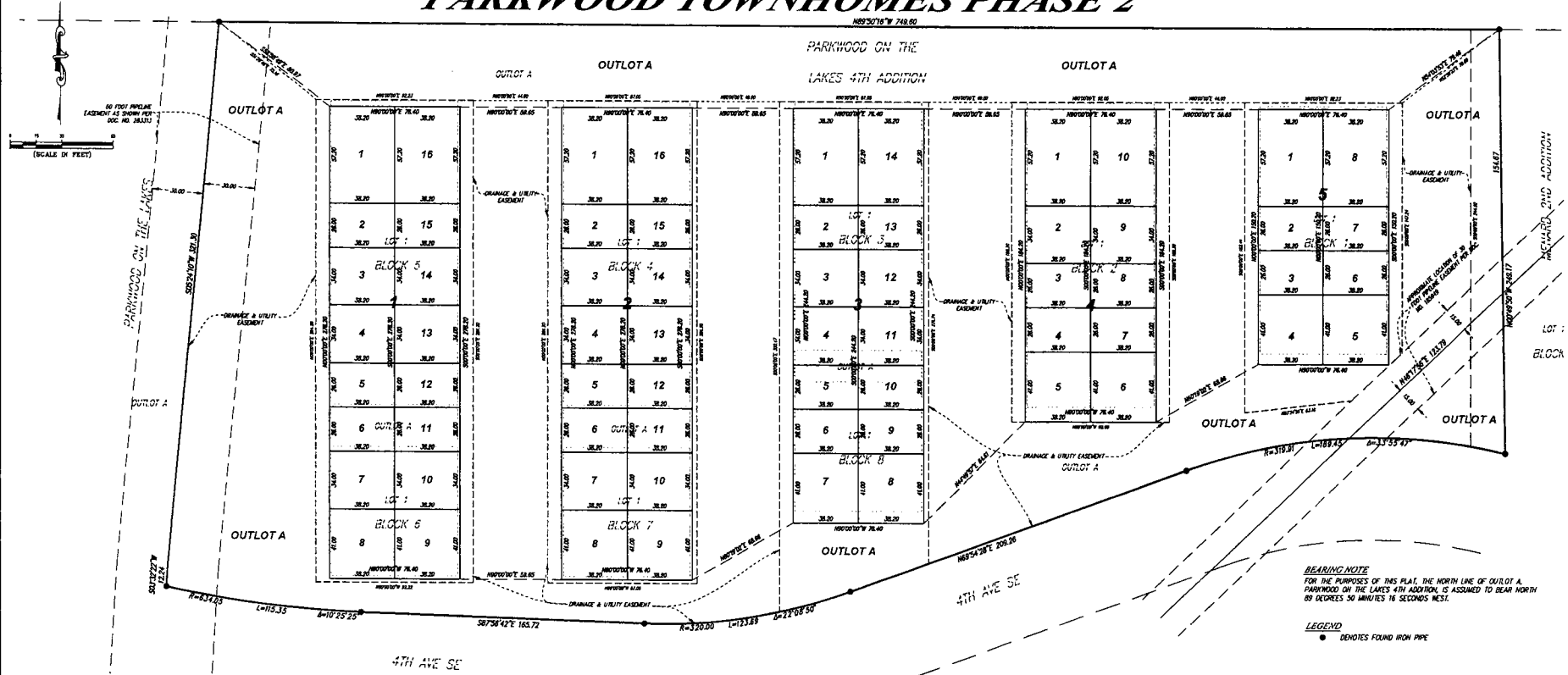


A request by Chenlee Liu to amend the Planned Unit Development and for a preliminary and final plat. The amendment includes six additional townhome units (previously approved for 58 units, now requesting 64 units). The plat will create lot lines for each unit and includes an Outlot for the common area.



# PARKWOOD TOWNHOMES PHASE 2

SEC. 34, TWP. 28, RANG. 23  
CITY OF CAMBRIDGE  
ISANTI COUNTY



P107

KNOW ALL PERSONS BY THESE PRESENTS: Parkwood on the Lakes Townhomes, LLC, a Minnesota limited liability company, fee owners of the following described property situated in the County of Isanti, State of Minnesota, to-wit:

Lot 1, Block 1, Lot 1, Block 2, Lot 1, Block 3, Lot 1, Block 4, Lot 1, Block 5, Lot 1, Block 6, Lot 1, Block 7, Lot 1, Block 8 and Outlot A of PARKWOOD ON THE LAKES 4TH ADDITION, according to the plat of record thereof, Isanti County, Minnesota.

Have caused the same to be surveyed, platted and known as PARKWOOD TOWNHOMES PHASE 2, and do hereby donate and dedicate to the public for public use forever the easements as shown on this plat for public utility and/or drainage purposes only.

In witness whereof, Parkwood on the Lakes Townhomes, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signature/Title

Printed Name/Title

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_  
The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_ of Parkwood on the Lakes Townhomes LLC, a Minnesota limited liability company.

Signature Printed Name (DO NOT USE STAMP)

Notary Public, \_\_\_\_\_ County, Minnesota  
My commission expires \_\_\_\_\_

I hereby certify that I have surveyed and platted or directly supervised the surveying and plating of the land described on this plat, that this plat is a correct representation of the boundary survey, of mathematical data and labels are correctly designated on the plat; all monuments depicted on the plat have been or will be correctly set within one year; of water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wet lands, as defined in MS 55C.01, Subd. 4, or public highways to be designated other than as shown.

Fyle J. Roddy  
MN Licensed Surveyor No. 42627

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

Signature Printed Name (DO NOT USE STAMP)

Notary Public, \_\_\_\_\_ County, Minnesota  
My commission expires \_\_\_\_\_

I hereby certify that this plat has been checked and recommended for approval in so compliance with Chapter 503, Minnesota Statutes this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Isanti County Surveyor  
Min. License No. \_\_\_\_\_

This plat was recommended for approval this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Cambridge City Engineer

Approved by the Planning Council, City of Cambridge, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Chairperson Secretary

Approved by the City Council, City of Cambridge, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and in compliance with the provisions of Chapter 503.01, Subdivision 2, Minnesota Statutes.

Mayer City Administrator

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

Isanti County Auditor-Treasurer Deputy

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

Isanti County Recorder

Received  
9/26/18  
m.w.



**Resolution No. R18-076**

**RESOLUTION APPROVING A FINAL PLAT  
PARKWOOD TOWNHOMES PHASE 2  
CHENLEE LIU**

**WHEREAS**, Chenlee Liu, 129 2<sup>nd</sup> Avenue SW, Cambridge, MN 55008, owner of the property located at:

Lot 1, Block 1, Lot 1, Block 2, Lot 1, Block 3, Lot 1, Block 4, Lot 1, Block 5, Lot 1, Block 6, Lot 1, Block 7, Lot 1, Block 8 and Outlot A of Parkwood on the Lakes 4<sup>th</sup> Addition, Isanti County, Minnesota

Is requesting a Final Plat; and

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

**WHEREAS**, The Planning Commission of the City, on the 4<sup>th</sup> day of September, 2018, held a meeting to review the request and tabled the discussion to October 2, 2018; and

**WHEREAS**, The Planning Commission of the City, on the 2<sup>nd</sup> day of October, 2018, held a meeting to review the request and made a recommendation to Council to approve said request as long as the following conditions can be met:

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.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of Cambridge, Minnesota, approves the proposed Final Plat of Parkwood Townhomes Phase 2 as long as the conditions listed above can be met.

Adopted by the Cambridge City Council

This 15th day of October, 2018

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Marlys A. Palmer, Mayor

ATTEST:

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Lynda J. Woulfe, City Administrator

Prepared by: Marcia Westover, Community Development Director and Carri Levitski, Community Development Specialist

### **Overview**

Brandy Herbst, 237 Cypress St S, Cambridge is requesting an amendment to her approved variance. January 2, 2018 the Planning Commission voted to recommend (4/2) 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.

At their meeting on January 16, 2018 City Council voted (5/2) 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.

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.

### **Planning Commission Action**

At their meeting on October 2, 2018, the Planning Commission on a 7/0 vote 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.

Discussion occurred during the meeting regarding the shed to be removed and the playhouse.

There are inconsistencies regarding the sheds and/or playhouses. Since the meeting, staff has been working on determining specifically what shed/playhouse will be removed and when the blue shed/playhouse was placed on the property. Staff is still working on the details. More information will be available at the meeting for discussion.

### **City Council Action**

A violation of the variance has occurred. Council may allow the owner additional time to comply or pursue enforcement of the violation of the variance.

**Attachments**

1. Excerpt from the October 2, 2018 Planning Commission minutes
2. Resolution No. R18-007 approving the variance request
3. Excerpt from the Planning Commission minutes from January 2, 2018
4. Excerpt from the City Council minutes from January 16, 2018
5. Survey
6. Pictures
7. Request for extension from property owner

Excerpt from the Oct. 2, 2018  
Planning Commission Minutes  
*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.

**Resolution No. R18-007**

**RESOLUTION APPROVING THE APPLICATION FOR A VARIANCE TO EXCEED  
IMPERVIOUS SURFACE MAXIMUM AMOUNT  
237 Cypress St S**

**WHEREAS**, Brandy Herbst, owner of the property at 237 Cypress St. S, Cambridge, Minnesota, has applied for a Variance from the provisions of the City Code Section 156.038 Building Requirements on the following described property; and

Giles Block, SE/4 of SE/4, Section 32, Township 36, Range 24, Isanti County, Minnesota

**WHEREAS**, Brandy Herbst has requested to exceed the maximum impervious surface amount of 30%; and

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

**WHEREAS**, The Planning Commission of the City, on the 2nd day of January, 2018, following proper notice, held a public hearing regarding the request, and following said public hearing, adopted a recommendation that the request for Variance approval be granted with conditions; and

**WHEREAS**, The City Council finds the seven (7) required standards to approve a variance request have been satisfied as follows:

- (1) *General standard. No variance shall be granted unless the applicant shall establish that conforming to the strict letter of the provisions of this chapter would create practical difficulties.*

The Cambridge City Council finds that the applicant is able to establish that conforming to the strict letter of the provisions of this chapter would create practical difficulties. The applicant has agreed to remove specific items on the property, including meeting setback requirements on the west side of their property which shows a good faith effort to get closer to compliance.

- (2) *"Practical difficulties", as used in conjunction with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the area.*

In reviewing this request, the Cambridge City Council finds that the property will be held to certain conditions of approval, the property can be used in a

reasonable manner, and the circumstances are unique in that the property owner will be removing items on the lot which are creating additional impervious surfaces that exceed the maximum allowable impervious surface by bringing the percentage down from 34.1% to 32.2% according to a licensed surveyor along with meeting setback requirements on the west side of the property.

- (3) *Harmony. Variances shall only be permitted if they are in harmony with the general purposes and intent of the Zoning Ordinance and Comprehensive Plan.*

The Cambridge City Council finds that the request will not cause permanent disregard to the harmony of the Zoning Ordinance and Comprehensive Plan.

- (4) *Economic Considerations. Economic considerations alone shall not constitute a practical difficulty.*

The Cambridge City Council finds that economic considerations alone are not the only basis for this request as the property owner has alleviated some of the parking issues by moving recreational vehicles off of the property and removing structures that are part of the issue of the overage for impervious surfaces.

- (5) *No other remedy. There are no less intrusive means other than the requested variance by which the alleged hardship can be avoided or remedied to a degree sufficient to permit a reasonable use of the lot.*

The Cambridge City Council finds that the less intrusive means agreeable to the property owner to remove an existing shed, pool, hot tub, and approximately 128 square feet of concrete along the west property line bringing their property to 32.2% impervious surface coverage is sufficient to permit a reasonable use of the lot.

- (6) *Variance less than requested. A variance less than or different from that requested may be granted when the record supports the applicant's right to some relief but not to the relief requested.*

The Cambridge City Council finds that the proposed variance is the minimum variance possible to provide reasonable use of the property.

- (7) *Essential character of the area. In considering whether a proposed variance will have an effect on the essential character of the area, the following factors shall be considered:*

- (a) *Would the variance be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development or value of property or improvements permitted in the vicinity;*
- (b) *Would the variance materially impair an adequate supply of light and air to the properties and improvements in the vicinity;*

- (c) *Would the variance substantially increase congestion in the public streets due to traffic or parking;*
- (d) *Would the variance unduly increase the danger of flood or fire;*
- (e) *Would the variance unduly tax public utilities and facilities in the area; and*
- (f) *Would the variance endanger the public health or safety.*

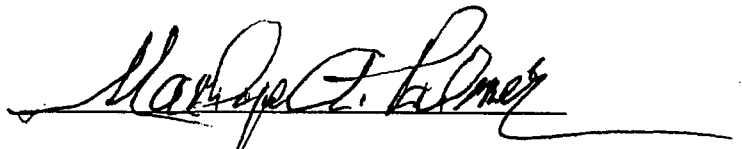
The Cambridge City Council finds that through the granting of the proposed variance the essential character of the neighborhood can be maintained as long as the conditions of approval are met. In addition, the public's health, safety, and welfare can be maintained as long as the conditions of approval are met.

**WHEREAS,** The City Council finds the following conditions must be met on the property at all times in order to approve the variance request:

1. 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 32.2%.
2. The newly installed driveway on the west property line must meet City setback requirements.
3. No additional impervious surface may be installed in the future.

**NOW, THEREFORE, BE IT RESOLVED,** the City Council of Cambridge, Minnesota, approves the variance request to the City Code to allow Brandy Herbst to exceed the maximum allowed impervious surface for 237 Cypress St. S as long as the conditions listed above are met.

Adopted by the Cambridge City Council  
this 16<sup>th</sup> day of January 2018.

  
Marlys A. Palmer, Mayor

ATTEST:

  
Lynda J. Woulfe, City Administrator

## **PLANNING COMMISSION MEETING MINUTES**

Tuesday, January 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:** Vice Chair Chad Struss, Julie Immel, Brandon Grell, Bob Erickson, Robert Nelson, and Kersten Barfknecht-Conley (City Council Representative).

**Members Absent:** Chair Mike Stylski

**Staff Present:** Community Development Director Westover and Community Development Administrative Assistant Levitski

### **CALL TO ORDER and PLEDGE OF ALLEGIANCE**

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

### **APPROVAL OF AGENDA**

Conley moved, seconded by Nelson to approve the agenda as presented. Motion carried 6/0.

### **APPROVAL OF MINUTES**

#### ***December 5, 2017 Regular Meeting Minutes***

Grell moved, seconded by Erickson to approve the December 5, 2017 meeting minutes as presented. Motion carried 6/0.

### **PUBLIC COMMENT**

Struss opened the public comment period at 7:02 pm and without any comments, closed the public comment period at 7:03 pm.

### **NEW BUSINESS**

#### ***Public Hearing: Variance Request for 237 Cypress St S***

Levitski explained in July, 2017 the owner of the property at 237 Cypress St. S., Brandy Herbst contacted staff asking questions about installing additional concrete to expand their driveway. At that time, staff requested Herbst to submit a site plan showing where she intended to install the new portion of driveway so staff could review it along with reviewing the impervious surface lot coverage. Staff did not receive a site plan and the work commenced without proper approvals.

Levitski reported staff received a complaint that the new portion of driveway was closer than five feet to the property line and Building Inspector Matt Small was out to the property on July 27, 2017. At that time he could not determine where the property stakes were and requested a surveyor come out to mark the property pins.

Levitski stated she and Matt went back out to the property on August 21, 2017 after the property pins were located by a surveyor and verified the newly installed portion of the driveway was closer than five feet. At this time, she noticed there was quite a bit of impervious surface on the property. Levitski told Herbst that she would follow-up with her once she was able to do an approximate calculation of impervious surface.

Levitski reported on August 22, 2017 she sent Herbst an email letting her know that staff estimates the property to be 32% covered with impervious surface and they needed to remove concrete in order to be below the maximum amount of 30%.

Levitski stated on September 12, 2017 staff sent a letter to Herbst explaining the background and history of the issue and instructed Herbst to remove 503 square feet of impervious surface along with meeting the setback requirements on the west side of her property or staff would need to pursue legal action. Levitski stated in the letter that if Herbst did not agree with staff's calculations, she would need to have the property surveyed to determine the correct amount of impervious surface. Herbst contacted staff and the soonest a surveyor could be out to the property would be the middle of October.

Levitski reported on October 19, 2017, staff received the survey which determined the property has a total of 8,072 square feet of impervious surface which equals 34.1%. In order to meet 30% impervious surface, the owner would need to remove 961.4 square feet of impervious surface.

Levitski stated on October 23, 2017 staff received a zoning application requesting a variance to allow the property to exceed the impervious surface maximum amount.

Levitski explained the purpose of the variance process is to review applications on a case by case basis to determine whether relief may be granted from unforeseen particular applications of the zoning code that create practical difficulties. In considering an application for a variance, the Planning Commission shall recommend the approval of the variance only upon the finding that an application complies with the standards set forth in the Zoning Code.

Levitski reviewed the seven standards and staff's findings that were included in the packet and recommended the Commission make a motion to recommend the City Council deny the granting of the variance request and recommend approval of the findings of facts.

Struss opened the public hearing at 7:08 pm.

Brandy Herbst of 237 Cypress St S, Cambridge, Minnesota 55008 gave the

Commission background information regarding previous code violations and communication with staff. Herbst explained there has been an ongoing feud with her neighbor to the west which brought on complaints to the city. Herbst stated she contacted the City two years ago when they began renovations on their home. Herbst explained they purchased the home in 2010 and it was a foreclosed home with a lot of damage. As an agreement with the mortgage holder they had to bring up the standard of the home to that of the rest of the neighborhood. They contacted the City because there were four different types of parking surfaces on the lot and according to the building inspector at the time the parking surfaces needed to be the same.

Herbst stated she has seven children and owns a home care company. The home was purchased with the intention of accommodating clients which is why the home is completely handicap accessible. Herbst reviewed past complaints and explained she has done everything the City has asked her to do which includes parking on approved surfaces and applying for a home occupation permit. Herbst admitted not supplying staff with a site plan for the new driveway work as requested but her contractor assured her they would not have any issues since a permit was not needed.

Herbst voiced concern that property lines are not well established and the neighbor to the northwest has a fence that encroaches onto surrounding properties including hers. Herbst voiced concern over removing concrete on the west side of the property because of the rebar that was placed in the concrete. Herbst stated part of the reason why they added concrete was to alleviate drainage issues.

Herbst announced they have gotten approval from the state to set the house up for a group home and they are working with staff on City regulations. Herbst stated they plan to remove the pool, hot tub and the play structure which was identified on the survey as existing shed.

Immel asked when they plan to remove those items. Herbst explained their goal is July 2018 and they are in the process of transferring the home to their company and then they will be purchasing land and building a home.

Herbst stated the neighbor's garage to the west is encroaching onto their property. Levitski explained the garage is what is considered an existing non-conforming structure. Westover explained how Minnesota Statutes regulate nonconformities. Nonconformities are land uses, structures, or lots that do not comply with the current zoning ordinances of the city. Herbst noted they got rid of their Recreational Vehicle because there wasn't enough room for parking their personal vehicles.

Without additional public comment, Struss closed the public hearing at 7:32 pm.

Grell asked what the process is when staff discovers a parking surface too close to the property line. Westover explained when it happens and staff catches it while it happens the issue must be corrected.

Struss confirmed the setback is an issue because it was just added and staff caught it. Herbst stated her variance request includes waiving the setback requirements as well as impervious surface.

Grell asked what would happen if a property owner built a deck without a permit. Levitski explained if a property owner builds something that requires a permit and staff catches it, the owner is required to stop the work and apply for the proper permits. Levitski confirmed adding to an existing driveway does not require a permit.

Erickson asked how many square feet is the pool and hot tub. Levitski indicated the survey reflects 243 square feet for the pool and hot tub but wasn't sure on the size of the shed since the survey staff received is not to scale. Herbst estimated 600 square feet for the pool, existing shed, and hot tub. Immel confirmed taking away 600 square feet of impervious surface would bring the property to 31% covered. Discussion ensued on options to allow them to go over the impervious surface maximum amount.

Levitski confirmed with Herbst nobody from the City instructed them to place rebar in the concrete driveway. Nelson explained in order to do the job right they needed to have rebar. Nelson stated he doesn't like the ordinance on the impervious surface because there are other ways to have permeable surfaces.

Nelson moved, seconded by Erickson to recommend the City Council approve the variance to exceed the maximum surface amount and setback for the west side of the property as long as they remove the pool, hot tub and existing shed. Nelson stated he felt this was appropriate since there are so many other issues with other property lines.

Struss questioned whether or not the Commission can recommend approval of the variance with conditions. Levitski explained staff prepared a draft resolution denying the request based on the seven standards identified in the staff report. Levitski further explained if the Commission would like to approve the variance based on conditions, the seven standards will have to be re-written in support of the request and asked for the Commission's assistance with how to define those standards in support of the request.

Commissioners expressed their opinion that if they can get down to 31% they would be comfortable with that. Levitski asked if they wanted to include a completion date for the removal of the items in order to get down to 31%. Struss asked how they go about approving the conditions. Levitski explained the resolution that staff prepares for Council based on the Planning Commission's recommendations will list the conditions set forth by the Planning Commission.

Nelson amended his motion to include a completion date of Monday, September 3, 2018. Erickson accepted the amendment to the motion. Levitski clarified the motion was to remove the pool, hot tub, and existing shed, not an amount of 31%. Levitski explained staff nor the applicant exactly know how much the hot tub, pool, and existing structure will lower the percentage until staff can verify the size of all items.



Conley and Struss voiced concern over granting the variance because the ordinance existed prior to the construction of the driveway and the criteria is there for what would qualify for a variance in a typical situation and staff's findings did not support granting the variance based on the criteria.

Erickson stated the Commission has recommended approval of variances in the past. The variance should not be given when it is against the common good and he didn't feel this request is against the common good.

Westover explained in order to approve a variance they have to meet the practical difficulties test. When staff went through the practical difficulties they found all of them in this case were self-inflicted. Staff could not find reasons to allow it but it is ultimately up to the Planning Commission and City Council to make that decision. Westover noted the practical difficulties are not necessarily related to the property itself it is the people that are living there and how they are using the property now. Westover reminded the Planning Commission that in order to legally approve a variance, the Commission will have to find standards that are going to support allowing the variance. Nelson stated he disagreed with some of the staff's findings.

Grell asked how Nelson felt about the setback issue. Nelson stated he isn't concerned with setbacks for surfaces and the water is supposed to go to the storm sewer and not on the neighbor's property. Levitski explained set back requirements are not meant only for drainage. Levitski explained the impervious surfaces collect pollution such as heavy metals, oils, and other contaminants and runs off into the storm sewer drains which is not a good thing.

Nelson stated he felt it was silly to remove the concrete in order to meet the setbacks. Immel stated while she agrees, the owner should have submitted the plan to the city like the city asked them to and then it wouldn't have been installed without meeting the setback requirements. Erickson confirmed there was not a permit required. Conley confirmed staff asked for a site plan prior to them performing the work. Westover stated even though no permit is required, they still have to meet all City Codes and setback requirements.

Struss repeated the motion which was to recommend that City Council grant the variance to not have to meet setbacks on the west property line, to exceed the 30% maximum impervious surface requirement as long as they remove the pool, hot tub, and existing shed in a good faith effort to come as close to compliance and have those items removed by Labor Day, 2018. Nelson called the question. Upon call of the roll Nelson and Erickson voted aye. Immel, Grell, Struss, and Conley voted nay. Motion failed.

Conley moved, seconded by Immel to recommend the City Council deny the granting of the variance request and recommend approval of the findings of facts as presented by staff. Upon call of the roll Immel, Struss, and Conley voted aye. Grell, Erickson, and Nelson voted nay. Motion failed.

Grell moved, seconded by Immel to recommend City Council approve the variance to allow exceeding the 30% maximum impervious surface requirement as long as 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. Motion carried 4/2 with Struss and Conley voting nay.

***Public Hearing: Variance Request for Joy Lutheran Church, Temporary RV Living***

Westover stated Joy Lutheran Church will be remodeling their facility in 2018. During the remodeling project, Joy Lutheran would like to hire The Laborer's for Christ and be allowed to have them reside in their Recreational Vehicles (RV's) on the property. The Laborer's for Christ is an organization that provides construction services for projects like this. Westover stated they will come to the site and stay for the duration of the project so the request is to allow up to five (5) recreational vehicles for living purposes from May 1, 2018 to October 31, 2018.

Westover explained because this request varies the specific provisions of the city's Zoning code, a variance is required. Westover reviewed the language in the Zoning Code.

Westover explained the Joy Lutheran Church property is in the R-1 One Family Residence District, therefore this regulation applies and to allow more than one RV for more than seven consecutive days requires a variance.

Westover stated the purpose of the variance process is to review applications on a case by case basis to determine whether relief may be granted from unforeseen particular applications of the zoning code that create practical difficulties. In considering an application for a variance, the Planning Commission shall recommend the approval of the variance only upon the finding that an application complies with the standards set forth in the code and identified on the Findings of Fact.

Westover stated since this is a temporary request and will end after the remodeling project is complete, the Commission may consider the variance with strict conditions of approval. Westover stated Joy Lutheran Church is a commercial use in a residential zoning district. While recreational vehicles are also not allowed in commercial districts for living purposes, it may be reasonable to allow the request for their intended and temporary purposes.

Struss opened the public hearing at 8:10 pm.

Kevin Schmitt of 1050 Joy Circle, Cambridge, Minnesota 55008 stated they have lived at the residence for 20 years and the church has been a good neighbor. Schmitt stated he felt there are other remedies such as other housing options including staying at the

**Resolution R18-007 Variance Request for 237 Cypress St S**

Levitski provided Council with a timeline of the events leading up to the variance application which was outlined in the staff report. Levitski stated according to the survey provided to staff, the property currently has 34.1% of impervious surface meaning they would need to remove 961.4 square feet.

Levitski explained the purpose of the variance process is to review applications on a case by case basis to determine whether relief may be granted from unforeseen particular applications of the zoning code that create practical difficulties. Levitski stated in considering an application for a variance, the Planning Commission shall recommend the approval of the variance only upon the finding that an application complies with the standards set forth in the staff report.

Levitski reported at their meeting on January 2, 2018, the Planning Commission on a 4/2 vote recommended City Council approve the variance to allow exceeding the 30% maximum impervious surface requirement as long as 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. Motion carried 4/2 with Struss and Conley voting nay.

Levitski stated since the Planning Commission meeting, staff worked with LHB Corporation (the company that did the survey work) and they supplied them with a new survey indicating the square feet of all structures along with the setback line. Kyle Roddy of LHB Corp. has reported to staff the total amount of concrete that will need to be removed along the west property line in order to meet the setback requirements is 128 sq. ft. That total added to the hot tub, pool, and existing shed equals 447 sq. ft. Levitski explained based off of the Planning Commission's recommendation, if approved by Council, once the structures and concrete are removed, the property will be at 32.2% of impervious surface coverage.

Brandy Herbst of 237 Cypress St S, Cambridge, Minnesota 55008 gave the Council background information regarding previous code violations and communication with staff. Herbst explained there has been an ongoing feud with her neighbor to the west which brought on complaints to the City. Herbst stated she contacted the City two years ago when they began renovations on their home. Herbst explained they purchased the home in 2010 and it was a foreclosed home with a lot of damage. As an agreement with the mortgage holder, they had to bring up the standard of the home to that of the rest of the neighborhood. They contacted the City because there were four different types of parking surfaces on the lot and according to the building inspector at the time, the parking surfaces needed to be the same.

Herbst stated she has seven children and owns a home care company. The home was purchased with the intention of accommodating clients which is why the home is completely handicap accessible. Herbst reviewed past complaints and explained she has done everything the City has asked her to do which includes parking on approved surfaces and applying for a home occupation permit. Herbst admitted not supplying staff

with a site plan for the new driveway work as requested but her contractor assured her they would not have any issues since a permit was not needed.

Herbst voiced concern that property lines are not well established and the neighbor to the northwest has a fence that encroaches onto surrounding properties including hers. Herbst voiced concern over removing concrete on the west side of the property because of the rebar that was placed in the concrete. Herbst stated part of the reason why they added concrete was to alleviate drainage issues.

Herbst announced they have gotten approval from the State to set the house up for a group home and they are working with staff on City regulations. Herbst stated they plan to remove the pool, hot tub and the play structure which was identified on the survey as an existing shed. Herbst explained she would like the variance to include not having to meet the west lot line setback because she feels that drainage will be an issue with the neighbors to the west since there have been past issues.

Palmer confirmed if the variance is granted, the resolution will be recorded therefore anyone purchasing the property in the future will see the requirement that no additional impervious surface will be allowed.

Morin voiced concern over removing the newly installed concrete which, according to the owner, could create drainage issues. Levitski explained to her knowledge, staff has not received complaints regarding drainage. Woulfe explained the purpose of zoning codes and why limitations are set.

Council encouraged all residents to submit a site plan when staff requests that information to prevent situations like this from happening.

Godfrey moved, seconded by Morin, to approve Resolution R18-007 approving the variance request to include the following conditions:

1. 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 32.2%.
2. The newly installed driveway on the west property line must meet City setback requirements.
3. No additional impervious surface may be installed in the future.

Council voiced concern over the possibility of future drainage issues. Woulfe reiterated staff has not received any calls regarding drainage issues in the past on this property. Upon roll call Morin, Godfrey, and Iverson voted aye, Palmer and Conley voted nay. Motion carried.

### ***Updates to AWAIR and Safety Manual***

Woulfe explained at the August 21, 2017 Council meeting, updates to the AWAIR section of the Health and Safety manual were adopted and the next step assigned was

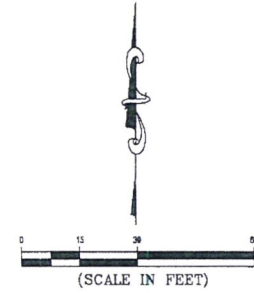
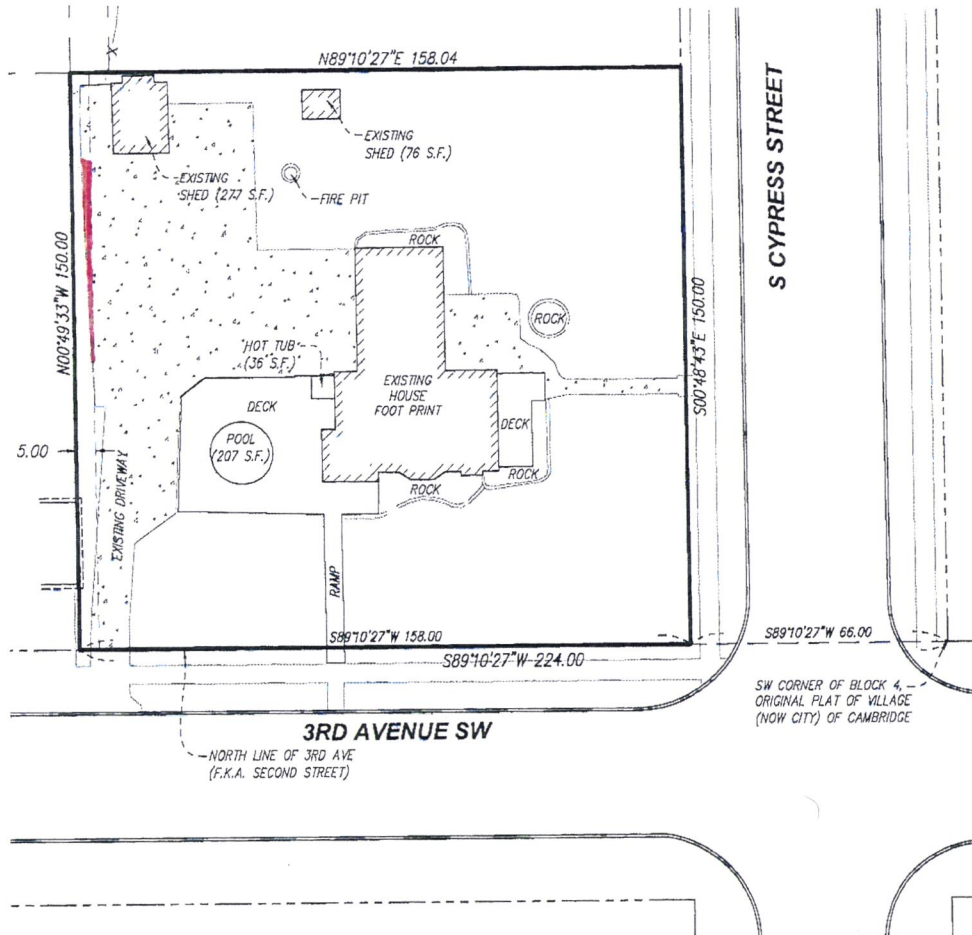
# Impervious Surface Exhibit

Prepared For: Brandy Herbst



## AREA CALCULATIONS

R1-A ONE FAMILY RESIDENTIAL DISTRICT  
 MAXIMUM IMPERVIOUS SURFACE COVERAGE 30%

LOT AREA=23,702 S.F.  
 BUILDINGS (GARAGE, HOUSE, SHEDS)=2,299 S.F.  
 CONCRETE (WITHIN PROPERTY LINES)=5,530 S.F.  
 POOL AND HOT TUB=243 S.F.  
 TOTAL IMPERVIOUS PERCENTAGE=34.1%



## LEGEND

-  DENOTES CONCRETE AREA USED IN CALCULATION
-  DENOTES STRUCTURE AREA USED IN CALCULATION

SW CORNER OF BLOCK 4,  
 ORIGINAL PLAT OF VILLAGE  
 (NOW CITY) OF CAMBRIDGE



PERFORMANCE  
 DRIVEN DESIGN.  
 LHBcorp.com  
 200 3rd Ave NE, Suite 101 | Cambridge, MN 55008 | 763.999.4042

P125

Sept. 2017



P126

Oct. 2018



P127

May 2017

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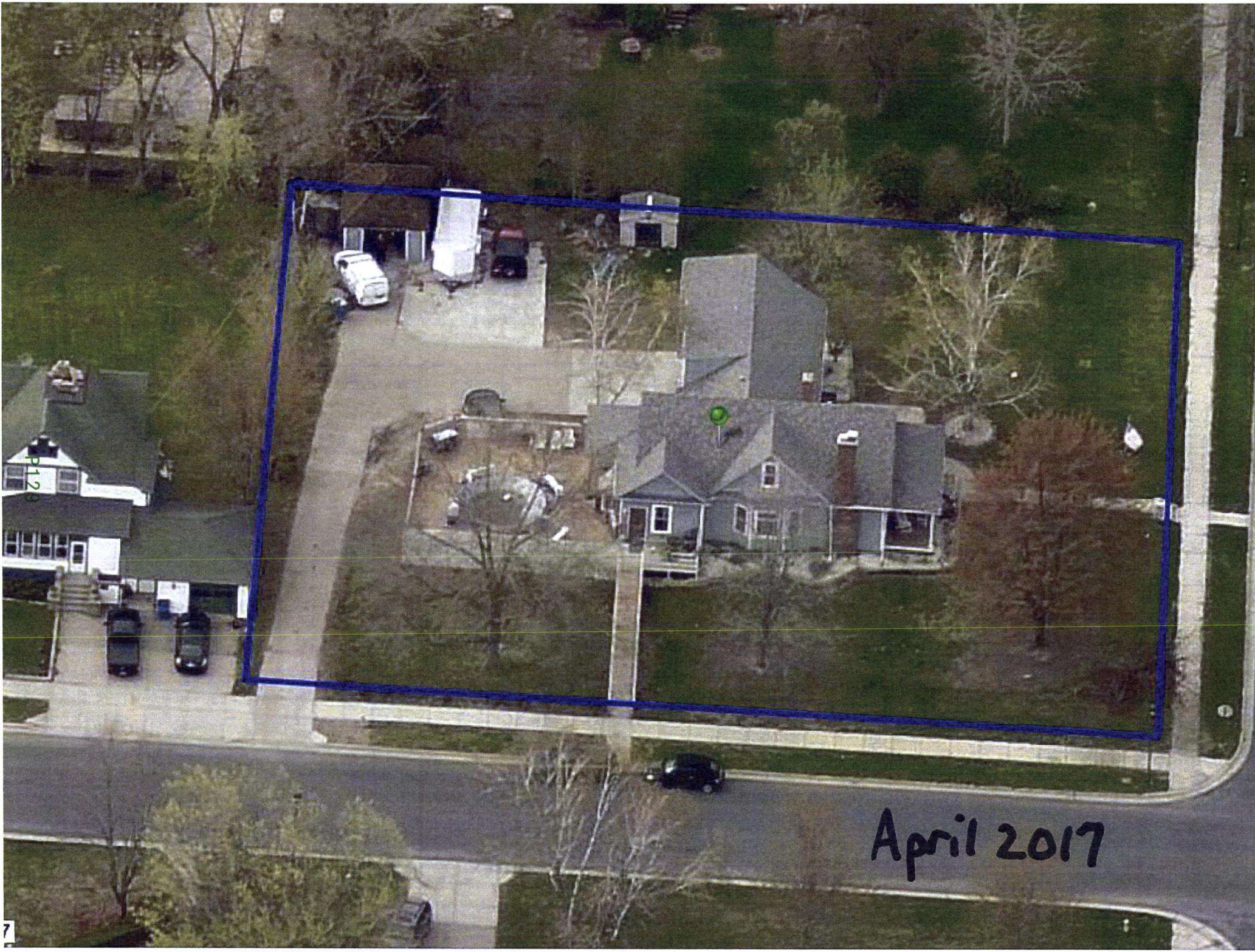
P128



April 2017

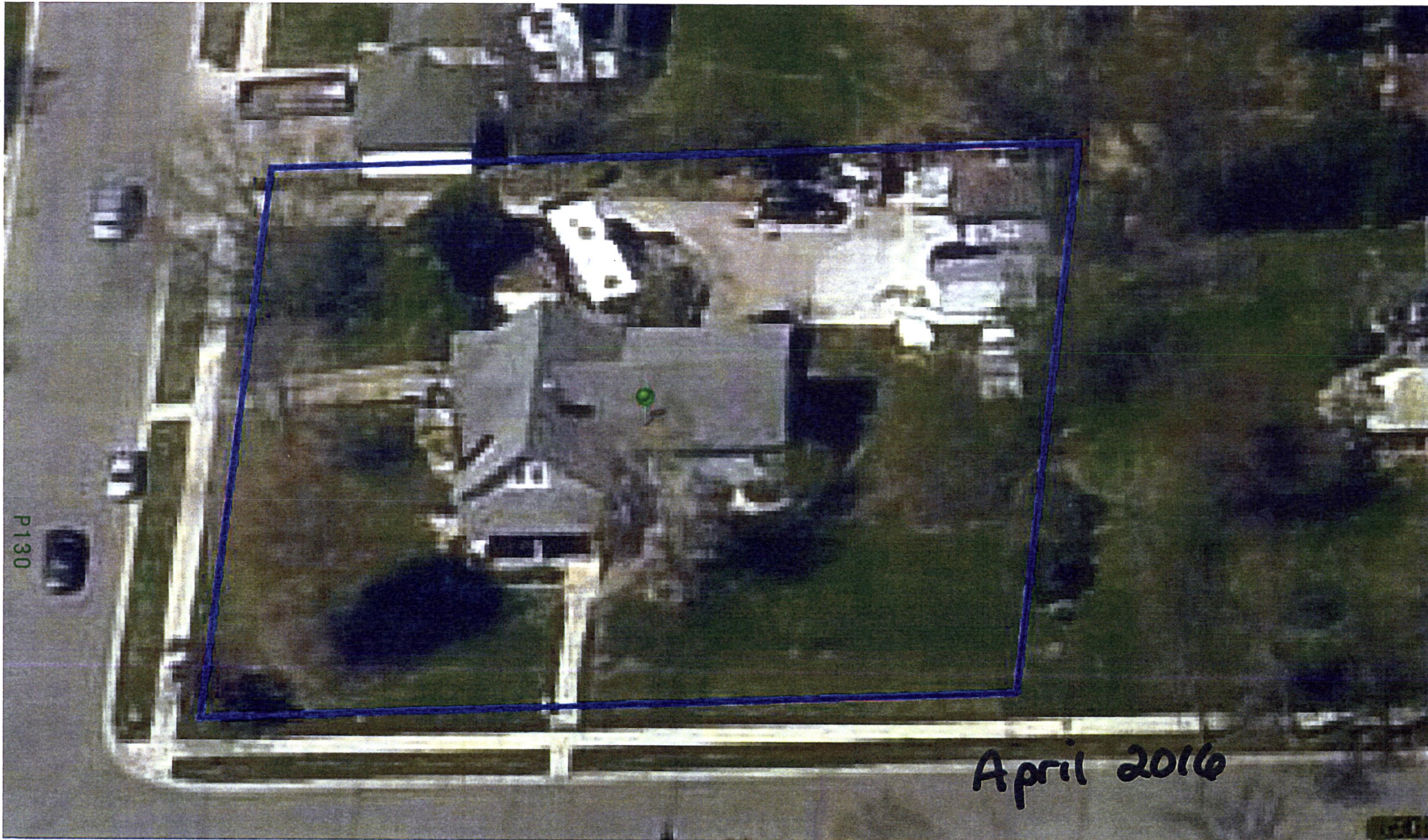
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April 2017

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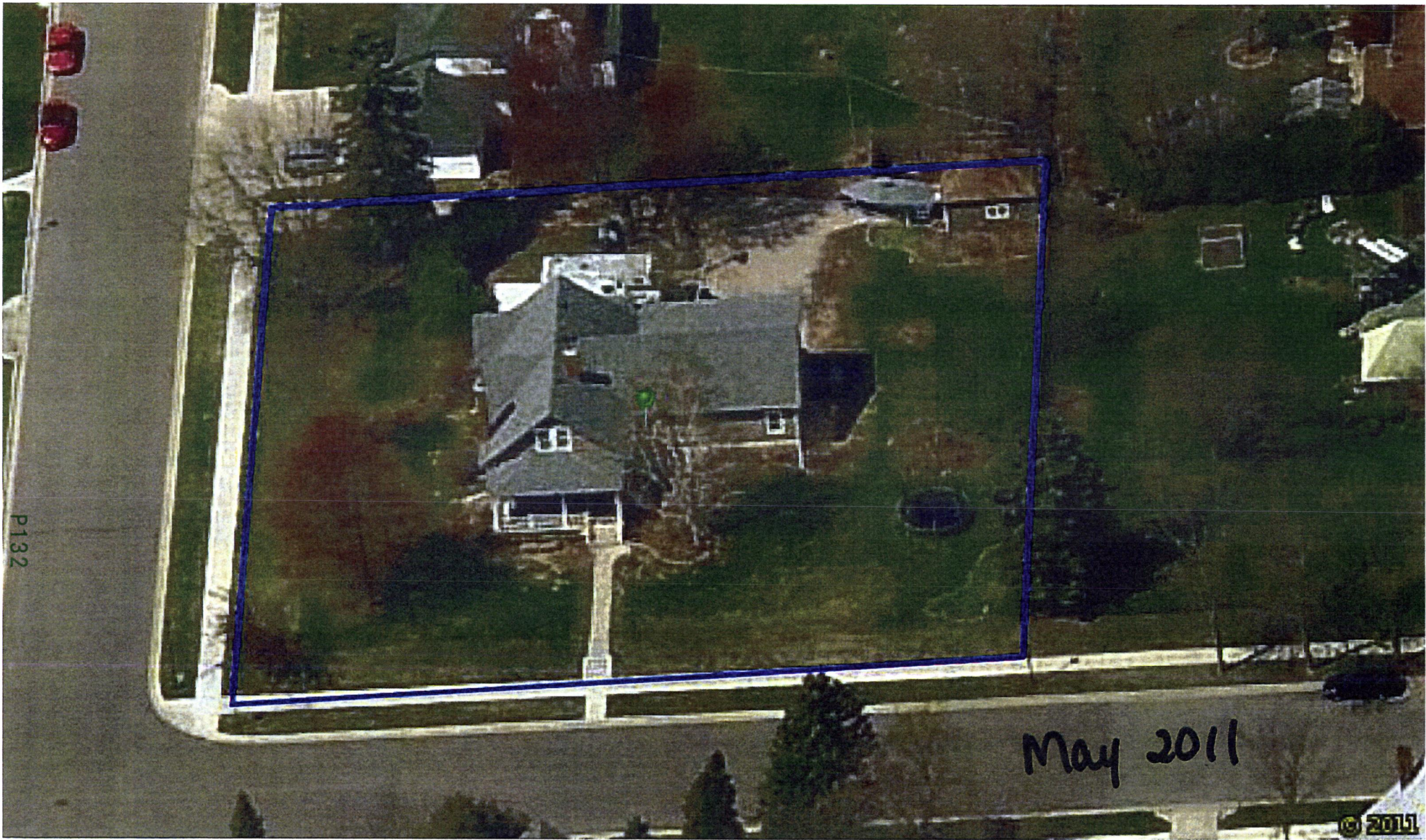
P130

April 2016



P131

April 2013



P132

May 2011

© 2011

## Carri Levitski

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**From:**  
**Sent:** Thursday, September 06, 2018 4:05 PM  
**To:** Carri Levitski  
**Subject:** 237 Cypress St S Cambridge Mn 55008

Carri,

Thank you for the conversation today, sorry for this mess. Our house on the lake has been held up and I am asking for an extension on the agreed upon removal of yard items in the time frame with the city council. I am asking for 90 days so we can get everything finished as I promised. I will also contact the cement company and see if they can cut it in Nov or Dec if not would it be ok to get done in the spring as we have to move the playhouse and it is HUGE! Thank you a head of time for ever thing.

**THANK YOU FOR YOUR TIME, MAKE IT AN AMAZING DAY!**

**BRANDY HERBST**  
**PRESIDENT/OWNER**



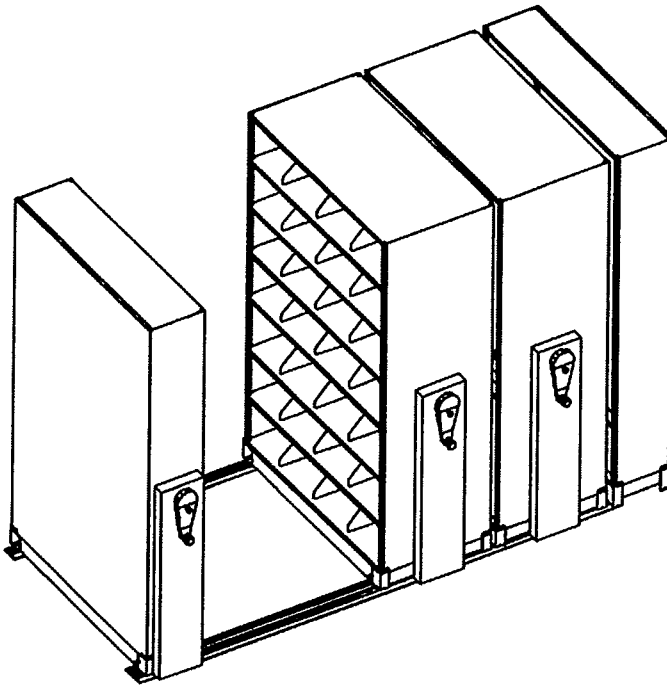
*B's Homecare Inc.*  
*& Health Care Consulting*

Main phone: 763-689-8984 Main fax: 763-689-1170  
website: [bhomecareinc.com](http://bhomecareinc.com)

Prepared by: Lynda J. Woulfe, City Administrator

**Background**

With a majority of the documents now in Laserfiche, the City has no need for the Central file system and we 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. I have check with all other departments and no one can use it for anything. I estimate we may be able to get \$500 to \$1,000 for it.



**Recommendation**

Declare the central file system 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. The central file would be sold to the highest proposal received.

# 7E Authorize the City Administrator to execute Cambridge Area Fund Agreement with the Minnesota Initiative Foundation

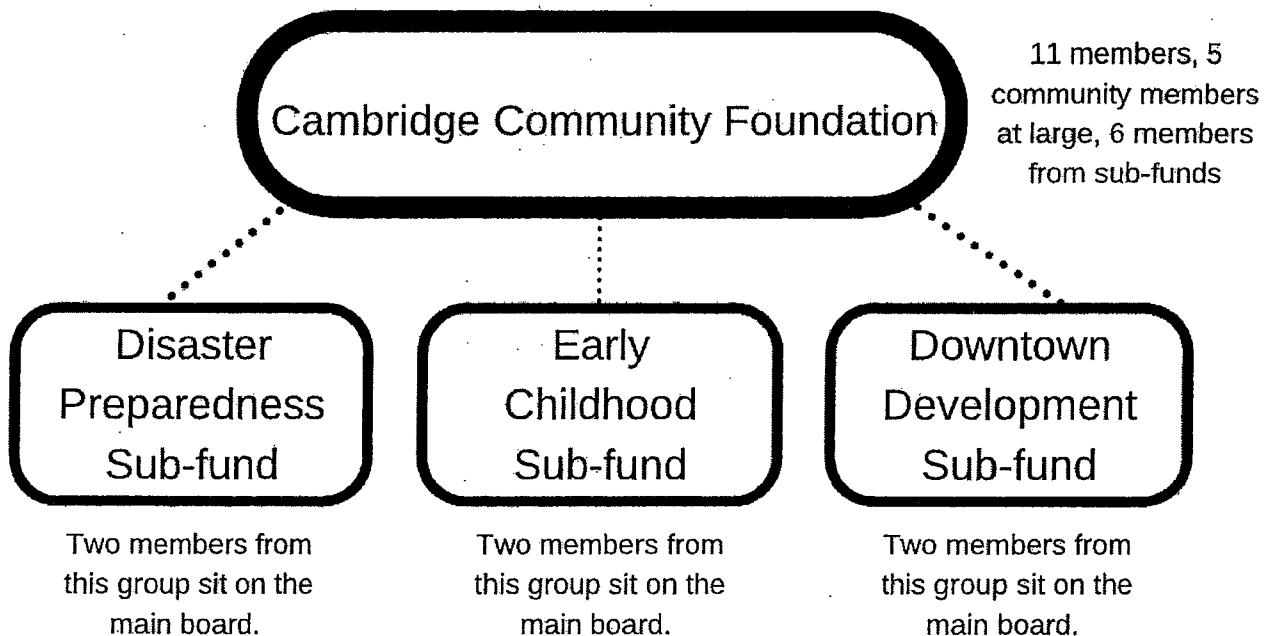
October 15, 2018

Prepared by: Lynda J. Woulfe, City Administrator

## Background

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

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 as depicted in the graphic below.



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. For example, 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. 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.

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

This is a solid win-win for all funds and I am requesting Council adopt the Cambridge Area Community Foundation agreement with the Initiative Foundation and authorize the City Administrator to execute the agreement.

**Recommendation**

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.



## Is Your Community Ready?

(320) 632-9255  
405 First Street SE  
Little Falls, MN 56345



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

A Community Fund is a type of Partner Fund that has a broad purpose to enhance the quality of life within a community in Central Minnesota. It is permanently endowed, meaning your gift is never “used up.” With our long-term investment strategies and your local fundraising efforts, a town’s community fund will continue to grow and support annual awards in perpetuity ensuring the town continues to thrive and prosper for years to come.

All community funds, regardless of size, act and feel like their own local foundation. That is because every community fund has its own local advisory board to raise and distribute funds. The money raised in your community, stays in your community. Is your community ready? Here are a couple questions to help you decide.

### **Does your community believe in the concept?**

Simply put, a community fund requires community support. If you are the only one willing to give your time and commitment, a donor advised fund or designated fund might be more appropriate. The best way to determine if a community fund would get support is to have conversations. Consider the various circles of influence in your community. Talk to a well-respected member in that sphere to see if they will help your community grow and prosper through a community fund.

### **Do you have a group of 9-13 leaders who are willing to serve on the advisory board?**

Every community fund has an advisory board to raise and distribute funds. These should be well-respected and trusted individuals with strong ties to the community and diverse backgrounds and experiences. Bringing diverse voices and expertise to the table will help your community fund be more effective at advancing the common good, identifying creative solutions to challenges your community might face and creating opportunities for every member of your community to thrive. There is no formal requirement, but 5 to 7 members is a great place to start for most communities.

### **Do you have ideas for how you will raise funds for the endowment?**

Fundraising for an endowment is more successful when there are community leaders who are willing to lead by example. However, your current citizens do not have to be the only source of funding. Many communities are successfully connecting with alumni who still have a strong passion for their hometown and want to give back to the place and people who raised them. Ideally, a list of about 50 potential donors who are likely to give would be good to have in place prior to starting a community fund.

### **Do you have ideas for how the funds will be used?**

If your community has not already been through a community visioning session, Initiative Foundation staff will help your group identify a mission, vision and funding priorities during the training process for new community funds. Having a clear vision for ways that the community fund can help the community now, will help build momentum to establish your fund. More people will be willing to give when they hear about the good things that will be funded.



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405 First Street SE  
Little Falls, MN 56345



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

## What is a Community Foundation?

Community foundations are grantmaking public charities that are dedicated to improving the lives of people in a defined geographic area. They are grassroots charitable vehicles that act as catalysts in linking resources to people and community needs. Local boards comprised of a cross-section of their community provide direction, promote organized philanthropy, recognize change and convene leadership to respond to it. Building an endowment fund creates a charitable investment account in which the principal contributions are never spent; only the earnings provide a flexible, dependable funding stream to support important projects. As a result, local residents leave a lasting legacy for future generations.

## What is the Role of a Community Foundation?

Community foundations help build and strengthen community and unite people and organizations that want to make a positive impact in their community. They guide philanthropy and are dedicated to improving the quality of life in the areas they serve. For donors, community foundations offer a range of charitable giving options and philanthropic advice that help fulfill donors' charitable and financial goals. For the geographic region they serve, community foundations provide leadership, expertise and capital to address social issues and serve as a resource for nonprofit, civic, government and philanthropic organizations.

## How is a Community Foundation Formed?

Community foundations can be independently operated 501(c)(3) organizations, or they can affiliate with a larger existing foundation. To begin, community members organize a group with an interest in strengthening their hometowns. The group will then either start the process of incorporating and applying to the IRS to become an independent 501(c)(3) organization or find another foundation to partner with as an affiliate. A partnership with the Initiative Foundation combines local knowledge and leadership with professional expertise and guidance to identify community needs, serve donors and manage investments.

## What are the Advantages of Partnering With the Initiative Foundation?

- No start-up costs, incorporation filings or separate tax returns
- Professional investment oversight and financial management
- Acceptance of non-cash gifts and estate planning services
- Access to leadership training and comprehensive community planning programs
- Receive fundraising, organizational development, marketing and accounting expertise
- Online grant management and gift acceptance
- Donor record management, gift acknowledgment and tax documentation

## What is the Process for Establishing a Fund?

Partner Funds are started through a declaration or fund agreement that outlines the fund's structure. The Initiative Foundation assists with board development, fundraising strategies and grant distribution.



Powering Possible

Equal opportunity tender, provider and employer.

Cambridge Community Foundation

11 members, 5 community members at large, 6 members from sub-funds

Disaster Preparedness Sub-fund

Two members from this group sit on the main board.

Early Childhood Sub-fund

Two members from this group sit on the main board.

Downtown Development Sub-fund

Two members from this group sit on the main board.

# Permanent. Flexible. DEPENDABLE.

Leave a legacy with an Initiative Foundation Partner Fund.

If you value tax benefits, flexibility, ease, efficiency and accountability paired with thoughtful planning and diligent stewardship, we are the perfect partner for you.

## ENDOWMENTS

Most Partner Funds are endowments, or investment accounts in which the principal, or corpus, gradually grows but is never spent. Annual earnings provide ongoing support for decades, or even generations. Establishing a fund represents a long-term financial approach, one that ensures a flexible, dependable revenue stream to meet future needs.

## INVESTMENTS

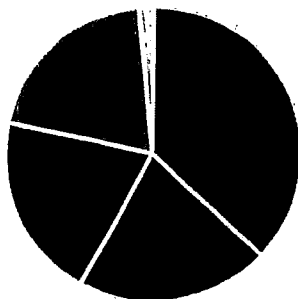
The Foundation employs a professional investment firm, IPEX, and a team of volunteer financial advisors to guide and monitor its investments. Partner Funds are commingled with the Foundation's own endowment investments. Impact investing strategies attempt to achieve steady growth through a diversified portfolio of publicly traded stocks, bonds and fixed-income assets.

## CONTRIBUTIONS

For fund contributions to be tax deductible, the Initiative Foundation must permanently own and control all assets through its Board of Trustees. The board is guided by the fund's advisors as well as by the fund's purpose as stated in a signed agreement. The Foundation's board and staff seek to uphold grant recommendations to ensure that donor intent and eligibility requirements are met.

## MATURE FUNDS

A fund is considered mature when its endowed balance reaches \$20,000. Until the fund reaches this level, it may not distribute grants from earnings. In some cases, the Foundation may establish a fund with less than \$20,000, if there is a viable plan to achieve this minimum threshold within two years.



## INVESTMENT PORTFOLIO

Domestic Equity .....	37%
International Equity.....	21%
Fixed Income .....	20.5%
Alternative & Specialty.....	20%
Cash/Misc. ....	3.5%

## SPENDING POLICY

The Initiative Foundation's spending policy allows for an endowed fund to annually distribute up to 5 percent of its total value, an amount that is determined by factoring the average endowment balance over the most recent twelve quarters. Any additional earnings are reinvested in the fund, increasing the value of the endowment.

## STEPS TO STARTING A FUND

### ASSEMBLE FUND ADVISORS.

Who will provide direction, recommend grants and raise resources? How are they chosen and renewed?

### ARTICULATE THE FUND PURPOSE.

Select your mission, service area, funding priorities and eligible recipients.

### CONSIDER FUNDRAISING.

How will the fund grow? Set goals, timelines and fundraising strategies.

### PLAN FOR EXIT POSSIBILITIES.

If the fund doesn't reach maturity, how will assets be disbursed? If advisors leave, who will make fund recommendations? How long should the fund exist?

### CREATE A FUND AGREEMENT.

Discuss details with the Foundation staff for assistance.

### TRANSFER ASSETS.

Transfer cash or other assets to seed the fund. Consider leaving a portion non-endowed (spendable) to cover expenses.

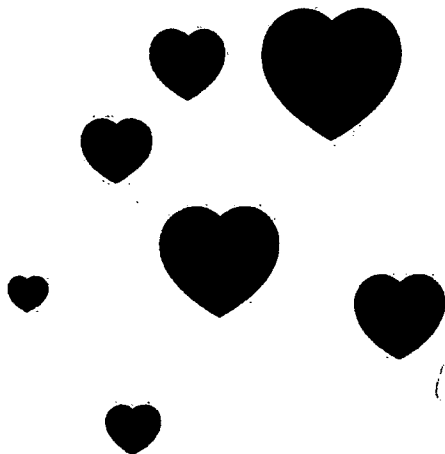
## SIGNATURE SERVICES

The Initiative Foundation provides much more than fund management and hosting. We provide a comprehensive array of services to maximize the growth and impact of our Partner Funds.

- Professional investment oversight
- Organizational development training and technical assistance
- Marketing & fund development training and technical assistance
- Financial reporting & grant disbursements
- Gift acknowledgment & tax documentation
- Acceptance of non-cash assets such as stock & real estate
- Estate planning services such as wills, trusts & annuities
- Online gift acceptance through [ifoundconnections.org](http://ifoundconnections.org)

## MAKE A DIFFERENCE.

Experience the long-term impact of a flexible, dependable revenue stream that truly leaves a legacy.



## FEE SCHEDULE

### INVESTED/ENDOWED FUNDS

Invested funds are assessed an annual fee based on assets. Categories include:

#### High-Activity Funds\*

Annual fee, regardless of asset level..... **1.25%**

#### Standard-Activity Funds

Up to \$2 million..... **1.0%**

\$2 million to \$5 million ..... **0.75%**

More than \$5 million..... **0.50%**

### NON-ENDOWED FUNDS

Funds that are not endowed are assessed a fee based on contributions.

Annual fee..... **None**

Monthly fee..... **2% of total contributions for the month**

### HYBRID FUNDS

Funds with a mix of invested and non-invested dollars are assessed separate fees on each account.

Invested account..... **See invested funds fee schedule (above)**

Non-invested account +..... **See non-endowed funds fee schedule (above)**

\* High-activity funds are those that require ongoing Initiative Foundation services such as tracking for fundraising initiatives, marketing support, training/consulting or meeting attendance

+ The non-endowed fee will be waived for hybrid funds with more than \$100,000 in total assets

Because hosting funds helps the Foundation achieve its nonprofit mission to build thriving communities and a vibrant region across Central Minnesota, our annual fund management fees are among the most competitive in Minnesota. Fees are based on total assets and may change at the Foundation's discretion.

**The Initiative Foundation is our No. 1 ally.  
They are there to lend a hand on everything.**

**CHAD CHRISTIAN**, Three Rivers Community Foundation

INITIATIVE FOUNDATION AGREEMENT ESTABLISHING THE  
**Cambridge Area Community Foundation**  
 A COMMUNITY ENDOWMENT FUND

On this date, \_\_\_\_\_, this Agreement is between the Initiative Foundation (“the Foundation”), a Minnesota non-profit corporation with headquarters at Little Falls, Minnesota, and a committee which has been formed for the purpose of establishing a permanently endowed charitable fund in the Cambridge, MN area, to be known as the Cambridge Area Community Foundation (“the Fund”).

1. Assets of the Fund: Assets of the Fund shall consist of, (i) all contributions to the Foundation which the donors of such contributions explicitly designate for addition to the Fund and, (ii) all income and gain on all assets of the Fund. The Fund shall be subject to the Articles of Incorporation and Bylaws of the Foundation, as they may be amended from time to time.
2. Fund Purpose: All uses of the Fund must support the tax-exempt purposes of the Foundation. Subject to that requirement, the purpose of the Fund is to improve the quality of life by building permanent endowments and providing philanthropic leadership that enables donors to make lasting investments in Isanti County, MN. The primary means to achieve this purpose are grants to schools, local units of government, and eligible nonprofit organizations described in Section 501(c)(3) of the Internal Revenue Code (“the Code”) for purposes described in Section 501(c)(3) of the Code which are consistent with the purposes of the Foundation as stated in its Articles of Incorporation and Bylaws.
3. Fund Structure: The Fund may have two components: an invested Endowment Fund and a spendable Non-Endowed Fund. The purpose of the Non-Endowed Fund shall be determined at the sole discretion of the Fund Advisory Board (described in Paragraph 6) and may vary from time to time. All charitable contributions must be designated to one of the two component funds. In the absence of a donor designation contributions shall be applied as permanent assets of the Endowment Fund.
4. Property of the Fund: The Fund shall consist of property received from any source, provided that the donor of any such property has specified in writing that such property shall be held by the Foundation as part of the Fund.
5. Advisory Board: During each Foundation calendar year, the Foundation will determine the amount available for distributions from the endowed fund as per paragraph 6.4. The Fund Advisory Board shall have the privilege of consulting with, advising, and making recommendations in writing to the Foundation with respect to the distribution of charitable grants from the Fund. However, in accord with

provision of the Internal Revenue Code that governs community foundations, such advice and recommendations will be solely advisory and not binding upon the Foundation.

5.1) Advisory Board: The Fund Advisory Board shall be appointed by the Foundation Board of Trustees and consist of representation from any sub-funds of the Fund and the community at large as outlined in the operating guidelines in affect at the time of appointment. The Advisory Board shall propose recommendations of individuals to fill open board positions, which the Foundation's Board of Trustees shall review and approve at its annual business meeting.

5.2) Submission of Recommendations: The Advisory Board shall have the right to submit recommendations to the Foundation at any time regarding the use of withdrawals from the Fund. Such recommendations shall be considered by, but shall not be legally binding on, the Foundation. Recommendations shall be considered by the Foundation at least once annually. The Advisory Board shall have the right to meet with a representative of the Foundation at least once per year to discuss the use of withdrawals from the Fund. Such a meeting shall be held at a time and place that is mutually agreeable to all attendees.

6. Administration of the Fund: The Foundation shall administer the Fund as provided in this Paragraph 6.

6.1) Commingling of Assets: The Foundation may commingle the assets of the Fund with its other assets for purposes of investment, but it shall keep separate records and books of accounts with respect to the Fund.

6.2) Investment Management: The Foundation shall place the assets of the Fund under the management and direction of the investment advisors, if any, which it uses from time to time in managing its other assets. The Fund shall be managed according to the prevailing investment policies of the Foundation with regard to its endowment assets.

6.3) Administrative Charges: The Foundation will assess administrative fees against the Fund in accordance with the Foundation's published fee schedule, as amended from time to time. Any changes in fee schedule will be communicated with the Fund no less than 60 days prior to implementation. The Foundation may also assess transaction fees for fund-specific bank and merchant costs associated with items such as credit card payments, wire transfers, and ACH costs, etc.

6.4) Endowment Spending Policy: Charitable distributions in amounts that are in accord with the spending policy adopted by the Foundation's Board of Trustees

shall be made periodically, as determined by the Foundation. Withdrawals from the Fund for a given year will be as prescribed by the spending policy.

7. Fund Not a Trust: The Fund shall not constitute a trust, and its assets shall be held by the Foundation as the beneficial owner and not as trustee. This Agreement will be interpreted in a manner consistent with the Federal Income Tax provisions and regulations that govern the operation of the Foundation.
8. Fund Dissolution: The Foundation reserves the right to dissolve the Fund, at its sole discretion. If at any time, based on all of the then current circumstances, the Board of Trustees of Initiative Foundation deems it appropriate, Initiative Foundation may distribute all or a portion of the assets of the Fund to a community foundation with purposes similar to those described in Section 2 above to establish a fund to be operated according to rules similar to those stated in this Declaration, provided that the recipient organization is then a public charity described in Sections 501(c)(3) and 509(a) of the Code.
9. Release of Restriction: If the Foundation, at its sole discretion, determines that any restriction or condition on the distribution of funds for any specified charitable purpose imposed under this Agreement has become obsolete, inappropriate or inconsistent with the charitable needs of the community, the Board shall have power to modify such restriction or condition. In all such cases, the Foundation will seek an alternative use that is consistent with the Fund's original purpose. In the event of Advisory Board dissolution or failure to make annual recommendations, the Foundation may disburse annual funds in accordance with the Fund purposes outlined in this Agreement.

IN WITNESS WHEREOF, the Foundation and the Cambridge community have executed this instrument on the day and year first above written.

Initiative Foundation

City of Cambridge:

By: \_\_\_\_\_  
Matt Varilek, President

By: \_\_\_\_\_  
Lynda Woulfe, City Administrator

Community Fund:

By: \_\_\_\_\_  
Greg Carlson, Community Member



Prepared by: Lynda J. Woulfe, City Administrator

**Background**

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 (page 9/10 of the minutes). There were some motions made to change the order of the projects but they had died for the lack of a second

Since that time Airport Board Member Fred Morke has actively campaigned against this project, calling into question the misclassification of the airport by the Engineers, and calling it a waste of taxpayer dollars. 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.

Mr. 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 (page 10 of the minutes). As part of this conversation Mr. Morke discussed compensation for the taking of the trees. This was never authorized by the Board or the City.

I request City Council to direct staff to better define board duties in the Airport Bylaws and dismiss Mr. Morke from the Board due to his failure to follow the approved direction of the entire Airport Board. He is not working in concert with the Board but in opposition to the Board. All board members serve at the pleasure of the City Council and I believe Mr. Morke's actions warrant removal.

**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.

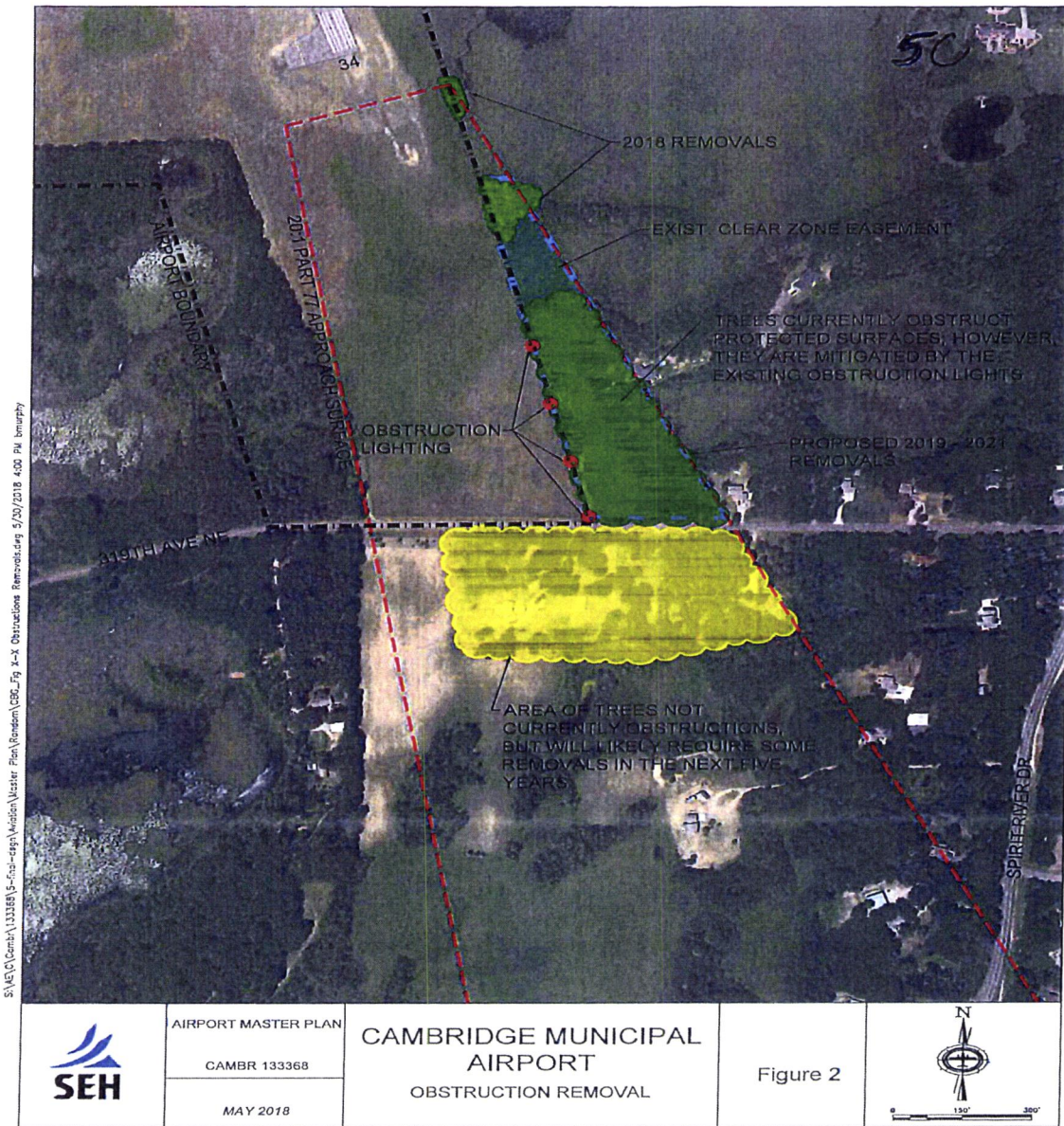
Runway Obstruction Priority and Alternatives – Morke wanted the board to look at different alternatives for the runway obstructions, he mentioned moving the runway to the west and felt that this would alleviate the tree problem.

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

**RESOLUTION NO. R08-69**

**RESOLUTION AMENDING THE BYLAWS OF THE  
CAMBRIDGE MUNICIPAL AIRPORT ADVISORY BOARD**

**THE BYLAWS OF THE CAMBRIDGE MUNICIPAL AIRPORT ADVISORY BOARD ARE  
AMENDED HERETO AS FOLLOWS:**

The City Council of the City of Cambridge does hereby establish the Cambridge Municipal Airport Advisory Board and does hereto define its powers and duties to read as follows:

**SECTION 1.           MEMBERSHIP**

The Airport Advisory Board shall consist of a range of five to nine members who shall be appointed by the City Council. Of the members, at least one member shall be appointed from the City Council. Members may succeed themselves at the pleasure of the City Council. The members will be selected in part for their knowledge and/or experience in aviation, and their familiarity with the Cambridge Airport and community.

Terms of office for members other than the City Council representative shall be for three years, provided that in the first year following the effective date of this amendment two of the members shall be appointed for terms of one year, two for terms of two years, and two of the members for terms of three years. The City Council representative shall be appointed annually by the Council.

**SECTION 2.           OFFICERS**

The Airport Commissioner that is the representative of the City Council on the Airport Advisory Board shall chair the Advisory Board. The Airport Advisory Board shall elect a vice-chair and its Secretary from among the seven members. The vice-chair and secretary will serve for a one-year term.

The vice-chair will chair meetings in absence of the chair and see that 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

**SECTION 3.           DUTIES OF THE ADVISORY BOARD**

1. Administer the Airport Zoning Ordinance for the protection of the Airport and Airport users and make recommendations on applications for the Cambridge Municipal Airspace.
2. Develop and review the Cambridge Municipal Airport layout plan.
3. Submit annually to the city Council, a recommended budget including a list of capital improvements, which in the opinion of the Council are necessary or

desirable, to be constructed during the forthcoming year.

4. Promote public interest and understanding of the Airport Zoning and physical development of the Municipal Airport.
5. Meet quarterly on the Thursday preceding the regular City Council meeting at 7:00 p.m. and keep a public record of its resolutions, findings and determinations.
6. Cooperate and consult 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.
7. 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.
8. Receive quarterly report of activities from the Airport Manager/Public Works Director.
9. Recommend seminar attendance for Airport Manager/Public Works Director and members of the Airport Advisory Board as provided for in the Airport budget.

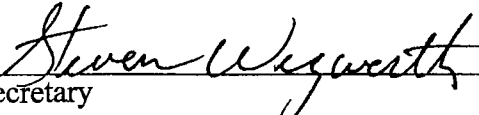
**SECTION . QUORUM**

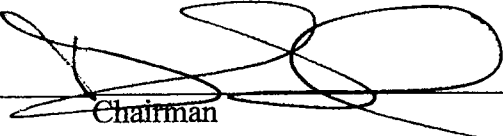
A quorum shall consist of 1/3 or more members in attendance for the purpose of conducting business, and when a quorum is not present, a smaller number may adjourn the meeting. Any member may be removed for nonattendance at Airport Advisory board meetings after two consecutive missed meetings. The City Council will then appoint a replacement within 60 days.

**SECTION 4. IMPLEMENTATION**

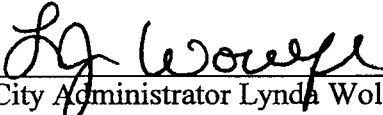
These bylaws shall of amendment take effect upon the recommendation by the Cambridge Municipal Airport Advisory Board to the Cambridge City Council. The City Council shall then formally approve these bylaws.

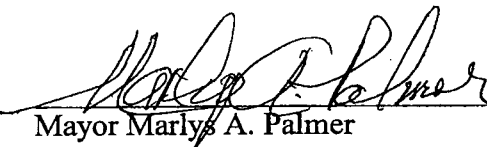
Recommended for amendment by the Cambridge Municipal Airport Advisory Board this 18th of September, 2008

  
Secretary

  
Chairman

Adopted by the Cambridge City Council this 2nd day of September 2008

  
City Administrator Lynda Wolfe

  
Mayor Marlys A. Palmer

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Table 7-1 - CBG Master Plan CIP

Calendar Year	Project	Project Type	Estimated Cost (2017 Dollars)	Funding Rates			FAA Funding Entitlement	FAA Discretionary/ Apportionment	State Funding	Local Funding	Hangar Loan/Alt Funding Sources	Entitlement Transfers	Annual Entitlement	Remaining AIP Balance
				FAA	State	Local								
													Beginning Entitlement Balance	\$181,314
2018	Taxiway Relocation - Design	Expansion/Improvements	\$75,000	90%	5%	5%	\$67,500	\$0	\$3,750	\$3,750				\$263,814
2018	Obstruction Removal (Approach & Beacon)	Maintenance	\$50,000	90%	5%	5%	\$45,000	\$0	\$2,500	\$2,500				\$218,814
2018	Gate Replacement	Maintenance	\$100,000	90%	5%	5%	\$90,000	\$0	\$5,000	\$5,000				\$128,814
2019													Entitlement	\$150,000
2019	Repayment from Baudette	Entitlement Loan												\$428,814
2019	Repayment from Rush City	Entitlement Loan												\$678,814
2019	Taxiway Relocation	Design Std./Rehabilitation	\$575,000	90%	0%	10%	\$517,500	\$0	\$0	\$57,500				\$61,314
2020													Entitlement	\$150,000
2020	Runway 16/34 Rehabilitation - Design	Rehabilitation	\$150,000	90%	0%	10%	\$135,000	\$0	\$0	\$15,000				\$214,314
2021													Entitlement	\$150,000
2021	Runway 16/34 Rehabilitation	Rehabilitation	\$2,300,000	90%	0%	10%	\$2,070,000	\$1,843,686	\$0	\$230,000				\$76,314
2022													Entitlement	\$150,000
2022	Relocate AWOS	Expansion/Improvements	\$20,000	0%	100%	0%	\$0	\$0	\$20,000	\$0				\$225,314
			2018-2022				\$3,270,000	\$2,925,000	\$1,843,686	\$31,250	\$313,750		Remaining Entitlement Balance	\$150,000
2023													Entitlement	\$150,000
2023	Repayment from Grand Rapids	Entitlement Loan												\$450,000
2023	Entitlement Loan	Entitlement Loan												\$810,000
2023	Taxilane Reconstruction	Rehabilitation	\$900,000	90%	0%	10%	\$810,000	\$0	\$0	\$90,000				\$0
2024													Entitlement	\$150,000
2024	Property Acquisition	Land	\$10,000	90%	0%	10%	\$9,000	\$0	\$0	\$1,000				\$141,000
2024	Acquire Mower Attachment	Equipment	\$30,000	0%	80%	20%	\$0	\$0	\$24,000	\$6,000				\$141,000
2024	Repay Entitlements	Entitlement Loan												\$0
2025													Entitlement	\$150,000
2025	Acquire Flail Mower	Equipment	\$80,000	0%	80%	20%	\$0	\$0	\$64,000	\$16,000				\$150,000
2025	Repay Entitlements	Entitlement Loan												\$0
2026													Entitlement	\$150,000
2026	No Project - Repay Entitlements	Entitlement Loan												\$0
2027													Entitlement	\$150,000
2027	Construct SRE Building - Design & Construction	Expansion/Improvements	\$300,000	90%	0%	10%	\$270,000	\$0	\$0	\$30,000				\$150,000
			2023-2027				\$1,320,000	\$1,089,000	\$0	\$88,000	\$143,000		Remaining Entitlement Balance	\$0
2028													Entitlement	\$150,000
2028	No Project - Repay Entitlements	Entitlement Loan												\$111,000
2029													Entitlement	\$150,000
2029	No Project	N/A												\$261,000
2030													Entitlement	\$150,000
2030	Replace SRE - Plow and Blower	Equipment	\$450,000	90%	0%	10%	\$405,000	\$0	\$0	\$45,000				\$6,000
2031													Entitlement	\$150,000
2031	Install Jet A Fuel Tank	Expansion/Improvements	\$150,000	90%	0%	10%	\$135,000	\$0	\$0	\$15,000				\$21,000
2032													Entitlement	\$150,000
2032	Acquire Tractor and Brush Mower	Equipment	\$120,000	0%	80%	20%	\$0	\$0	\$96,000	\$24,000				\$171,000
2032	Reconstruct Apron - Design	Expansion/Improvements	\$100,000	90%	0%	10%	\$90,000	\$0	\$0	\$10,000				\$81,000
2033													Entitlement	\$150,000
2033	Reconstruct Apron - Construction	Expansion/Improvements	\$800,000	90%	0%	10%	\$720,000	\$489,000	\$0	\$80,000				\$0
2034													Entitlement	\$150,000
2034	Arrival Road Rehabilitation - Design & Construction	Rehabilitation	\$500,000	90%	0%	10%	\$450,000	\$0	\$0	\$50,000				\$300,000
2035													Entitlement	\$150,000
2035	No Project - Repay Entitlements	Entitlement Loan												\$0
2036													Entitlement	\$150,000
2036	No Project - Repay Entitlements	Entitlement Loan												\$0
2037													Entitlement	\$150,000
2037	Building Area Development Phase 1 - Environmental Assessment	Expansion/Improvements	\$80,000	90%	0%	10%	\$72,000	\$0	\$0	\$8,000				\$78,000
			2028-2037				\$2,200,000	\$1,872,000	\$489,000	\$98,000	\$232,000		Remaining Entitlement Balance	\$78,000
			20 Year Totals				\$6,790,000	\$5,886,000	\$2,332,686	\$215,250	\$688,750			\$78,000





