

**Meeting Announcement and Agenda
Cambridge City Council - City Hall Council Chambers
Regular Meeting, Monday, August 15, 2016
6:00 pm**

Members of the audience are encouraged to follow the agenda.
Copies of the agenda are on the table outside the Council Chambers door.
When addressing the Council, please state your name and address for the official record.

AGENDA	
1.	Call to Order & Pledge of Allegiance
2.	Citizens Forum
3.	Approval of Agenda (p. 1)
4.	Consent Agenda Approvals <ul style="list-style-type: none"> A. Special, Regular and Summary City Council Minutes for August 1, 2016 (p. 5) B. Warrants #103233 - #103303 and ACH/Wire items totaling \$2,983,288.46 (p. 11) C. Authorization for Legal Action in Collection Matter (p. 48) D. Resolution R16-065 Certify Delinquent Amounts to Tax Roll (p. 49) E. Resolution R16-066 Application for Payment #4 from A-1 Excavating Inc. for 2016 Street Improvements (p. 52) F. Approve Final Payment to DPG for the City Park Restroom Project Totaling \$52,200.00 (p. 54) G. Approve Final Payment to Bloomquist Electric, Inc. for the City Park Restroom Project Totaling \$4900.00 (p. 57)
5.	Work Session
6.	Unfinished Business
7.	New Business <ul style="list-style-type: none"> A. Approve Ordinance 626 to opt-out of the Temporary Family Health Care Dwelling requirements (p. 59)

	B. Special Assessment Agreement between Chenlee Liu and City of Cambridge (Parkwood Tax Forfeited Properties) (p. 68)
	C. Concept of Joint Truth in Taxation Hearing with Isanti County and Cambridge Isanti School District (verbal)
	D. Local Option Sales Tax (p. 75)
	E. Discuss option on PBRE, Inc Voluntary Foreclosure to Bank Cherokee on property located at 1501 Kennedy St North Lot 1 Block 1 Cambridge Opportunity Industrial Park 2 nd Addition (p. 85)
	F. Approve Request for Proposal for Real Estate Services (p. 100)
	G. Annexation (p. 104)
	H. Approve Ordinance 627 Setting Salaries for the Mayor and Council Members (p. 139)
8.	Mayor's Report
9.	Council Concerns
10.	City Attorney's Report
11.	City Administrator's Report
12.	Adjourn

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

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

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Description</u>
Aug 16	3:30 pm	Highway 95 Design Advisory Task Force
Aug 16	5:00 pm	Downtown Task Force
Aug 22	6:00 pm	Fire Dept. Meeting (Training Room)
Aug 24	10:00 am	NLX Meeting (Pine County Court House)
Aug 25	7:00 pm	North Hwy 65 Corridor Coalition
Sept 6	3:00 pm	City Council and EDA Meetings (Tuesday due to Labor Day Holiday)
Sept 7	12:00 pm	Toward Zero Death (TZD) Committee
Sept 7	7:00 pm	Planning Commission

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
Aug 18	6:00 pm	Kenny Krona & Rick Stener Concert in City Park
Aug 24	6:15 pm	Yuasa Sister City Dinner – Isanti County Historical Society
Aug 25	5:30 pm	Yuasa Sister City Picnic – Cambridge Fire Hall and then to City Park for White Sidewalls Concert
Sept 5	All Day	Labor Day – City Hall Offices Closed
Sept 10		Two Cities, One Community Event
Sept 10	9:30 am	Canoe or Kayak Cleanup The Rum River
Sept 16	4:00 pm	Customer Appreciation Event
Sept 17	All Day	Cambridge City-Wide Garage Sales
Sept 24	9:00 am	Fall Electronic Recycling Event

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**Cambridge City Council Special Meeting Minutes
Monday, August 1, 2016**

A special meeting of the Cambridge City Council was held on Monday, August 1, 2016, at 2:00 pm at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008 for the purposes of reviewing applicants and making an appointment to the City Council.

Members Present: Mayor Marlys Palmer; Council Members, Lisa Iverson, Howard Lewis, and Joe Morin. All present, no absences.

Staff Present: City Administrator Woulfe

Call to Order

Palmer called the special meeting to order at 2:00 pm.

Approval of Agenda

Iverson moved, seconded by Lewis, to approve the agenda as presented. Motion carried unanimously.

**Review Applications Submitted and Develop Recommendations for Appointment to the
City Council Vacancy**

Councilmembers reviewed the qualifications of the six candidates that submitted applications for the City Council vacancy. The candidates were:

Duane Bickford
Jim Godfrey
Kathryn Mazon
Chris Olson
Bob Shogren
Mike Stylski

After discussing the candidates and respective experience, Palmer asked members to narrow down their choices to two people. Morin stated he would like someone with previous Council experience but stated he would be comfortable with either Bob Shogren or Mike Stylski.

Lewis stated he felt the Council should look at what candidates received for votes at the last general election and noted that as a candidate for Mayor in 2014, Jim Godfrey received 729 votes and Palmer received 926 votes. Lewis stated he could support Jim Godfrey or Bob Shogren. Lewis stated while it is good to have experience, the person needs to have an interest in what is in the best interests of the citizens.

Iverson stated she supports Morin's comments and feel she could support Bob Shogren because of his past Council experience. Iverson stated she also felt that Michael Stylski could be a good member.

Palmer stated when she reviewed the applications she looked for how long the person had been in Cambridge, how involved in the community they were, and particularly liked the answers to the question about why they were interested in the Council vacancy. Palmer put forward the name of Michael Stylski.

Lewis stated he was concerned about how Stylski views the local option sales tax and feels it would be a mistake to appoint him because he won't support the Council's agenda on the library and local option sales tax.

Iverson stated that the votes cast in the 2014 election should have no bearing because of the other candidate choices available on that ballot and the fact that 926 votes were cast for Palmer. Iverson stated she prefers the most qualified candidate.

Lewis moved to nominate Jim Godfrey for the Council vacancy. The motion died for the lack of a second.

Palmer moved, seconded by Lewis to nominate Michael Stylski, for the Council vacancy. Upon call of the roll, Lewis and Palmer voted aye; Iverson and Morin voted nay. Motion failed on a 2-2 vote. Due to the tied vote and pursuant to Minnesota State Statutes, the authority to appoint to fill the vacancy fell to the Mayor and the Mayor appointed Michael Stylski.

Adjournment

Being no further business before the City Council for the special meeting, Iverson moved, seconded by Morin, to adjourn the special meeting at 2:42 pm. Motion carried unanimously.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

SUMMARY PUBLICATION OF THE PROCEEDINGS OF THE CAMBRIDGE CITY COUNCIL

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

Regular City Council Meeting August 1, 2016

Members Present: Mayor Marlys Palmer, Council Members Lisa Iverson, Howard Lewis, Joe Morin, and Mike Stylski (sworn in as a new Councilmember under Unfinished Business).

Members Absent: None

- Meeting was called to order at 3:02 pm. Agenda was approved as amended.
- Consent Agenda was approved as presented.
- Michael Stylski was sworn in to fill the vacant position on the City Council.
- Council approved amendments reflecting change to the 2016 general fund budgeted revenue sources. They are: Resolution No. R16- 062, 2016 General Fund Budget Revision, Resolution No. R16-063, Capital Fund Budget Amendment and Resolution No. R16-064, Authorizing Inter-Fund Transfers.
- Set November 14, 2016 at 3:30 PM for 2016 Election City Canvassing Board meeting.
- Chose the November 21, 2016 Council meeting as date to seat person elected at the 2016 Special Election.
- Accepted resignation with regrets of Police Officer Todd Hansen effective August 1, 2016.
- Set September 14 at 3:30 pm as the date/time for the City Council Candidate Tour.
- Heard reports from Council members regarding various committees they serve on.
- Adjourned regular meeting at 4:30 pm.

**Cambridge City Council Meeting Minutes
Monday, August 1, 2016**

A regular meeting of the Cambridge City Council was held on Monday, August 1, 2016, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor Marlys Palmer; Council Members Lisa Iverson, Howard Lewis, Joe Morin, and Mike Stylski

Members Absent: None

Staff Present: City Administrator Woulfe, Finance Director Moe and Community Development Director Westover

Call to Order & Pledge of Allegiance

Palmer called the meeting to order at 3:02 pm and led the public in the Pledge of Allegiance.

Approval of the Agenda

Lewis requested to add the Hockey Rink funding and Long Range Planning Meeting scheduled for August 11 to Council Concerns. Iverson moved, seconded by Morin, to approve the agenda as amended. Motion carried 4/0.

Consent Agenda

Lewis requested to remove Item C for discussion. Iverson moved, seconded by Morin, to approve consent agenda Items A, B & D.

- A. Regular and Summary City Council Minutes for July 18, 2016 and Special Meeting Minutes for July 11, 2016
- B. Draft June 2016 Financial Statements
- C. Approve Resolution R16-061 Application for Payment #1 from Minnesota Ice LLC for Cambridge Ice Rinks Project
- D. Personnel Policy Updates

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

Lewis stated he feels the project is too expensive for our community and does not want to approve paying for the hockey rink in this fashion. Lewis stated he proposed adding this project to the local option sales tax made much more sense for paying for this project, but Council did not support it. Lewis asked to revisit the funding sources for the refrigerated ice rinks. Woulfe provided an overview of the funding for the refrigerated rink project. Lewis explained he has received several calls from residents opposing Council's decision to move forward with the project and he would not support approval. Morin moved to approved Item C Resolution R16-061 Application for Payment #1 from Minnesota Ice LLC, seconded by Iverson. Motion passed 3/1. Morin, Palmer and Iverson voting aye; Lewis voting nay.

Work Session

No work session business.

Unfinished Business

City Council Appointment and Swearing In of Appointee

Michael Stylski Sr. was sworn in to fill the vacant position on the City Council created by Tiffany Kafer's resignation.

New Business

Approve 2016 Budget Revisions

Moe presented recommendations that the 2016 budget be amended reflecting change to the 2016 general fund budgeted revenue sources based upon past City Council directives on spending. Iverson moved, seconded by Morin, to approve Resolution No. R16- 062, 2016 General Fund Budget Revision, Resolution No. R16-063, Capital Fund Budget Amendment and Resolution No. R16-064, Authorizing Inter-Fund Transfers. Motion carried unanimously.

Set Date for 2016 Election City Canvassing Board

Woulfe reminded the Council that they serve as the Canvassing Board for City elections. The Canvassing Board must meet to canvass the returns and declare the results within three to ten days after the general election being held on November 8, 2016. Woulfe explained that November 11, 2016 is Veterans Day which is a legal holiday so no official City business can be conducted on that day but requested the Council to pick a date and time for the Canvassing Board. Woulfe affirmed the meeting takes less than 30 minutes and recommended meeting on November 14, 2016 at 3:30 pm.

Morin moved, seconded by Iverson, to meet on November 14, 2016 at 3:30 pm for the purpose of canvassing the returns from the November 8, 2016 election. Motion carried unanimously.

Determine Date to Seat Person Elected at the Special Election

Woulfe confirmed Council has accepted Tiffany Kafer's resignation from City Council and has declared by resolution that a special election will be held in conjunction with the general election on November 8, 2016. Woulfe stated Council still needs to formally decide when the individual winning the special election shall take office.

Lewis moved, seconded by Morin, that the individual winning the special election on November 8, 2016 should take office January 3, 2017. After clarification, Lewis and Morin withdrew their motion and second. Lewis moved, seconded by Morin, to seat the winner of the special election at the November 21, 2016 Council meeting. Motion carried 3/1 with Iverson voting nay and Stylski abstaining.

Committee Reports

Reports were heard on the following committees:

Airport Advisory Board - No Meeting
Allina Community Engagement Council
Bike Isanti County
Community Education Advisory Council
Cambridge Action Community Team (ACT on Alzheimer's)
Cambridge Downtown Task Force
Cambridge Fire Department
Cambridge Planning Commission
Cambridge Public Library Task Force
CI District 911 Communications Task Force

Comprehensive Plan Steering Committee
East Central Regional Development Commission (ECRDC)
Heartland Express Transportation Advisory Committee (TAC)
Highway 95 Design Advisory Task Force
Isanti County EDA— No Meeting
North Highway 65 Corridor Coalition
North 65 Chamber of Commerce
Toward Zero Death (TZD)

Mayors Report

Palmer provided an update on meetings attended and upcoming meetings and events, reminding Council of National Night Out August 2.

Council Concerns

Lewis requested clarification of the time needed for August 11, 2016 Long Range Plan meeting since he has to leave at 11:00 am for another commitment. Councilmembers agreed to try to wrap up the meeting by 11:00 am.

City Administrator's Report

Woulfe presented a resignation from Todd Hansen, Police Department, and effective August 1, 2016. Iverson moved, seconded by Lewis, to accept resignation with regrets. Motion carried 5/0.

Woulfe stated filing begins at 8 AM, August 2 for City Council. City Council chose Wednesday, September 14 at 3:30 pm as the date/time for the City Council Candidate Tour.

Adjournment of Council Meeting

Being no further business before the City Council, Lewis moved, seconded by Morin, to adjourn the regular meeting at 4:30. Motion carried unanimously.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

CAMBRIDGE CITY COUNCIL MEETING
 August 15, 2016
 BILLS LIST

Disbursement Type:	Date	Check #s	Submitted For Approval
Prepaid Checks	7/13/2016	103233 - 103303	1,061,462.01
Prepaid Checks	7/20/2016	103304 - 103372	259,021.71
Prepaid Checks	7/27/2016	103373 - 103439	946,735.67
Prepaid Checks	8/3/2016	103440 - 103480	133,838.89
Prepaid Checks			
Total Checks			2,401,058.28
 PAID THROUGH ACH or WIRE July 2016:			
Payroll			309,446.37
Federal Payroll Tax Withholding			97,649.11
State Payroll Tax Withholding			18,686.08
PERA Withholdings			74,558.56
Deferred Comp Premiums			4,665.00
Liquor Store Machine Lease Payment			84.77
Self Insurance & Flex			4,233.08
ECE			47,160.87
Sales & Use Tax Payments to State of MN			7,632.00
Centerpoint			1,858.14
Wright Express (City wide fuel cards)			7,837.97
Connexus			1,641.81
Midcontinent			5,180.83
Reliance Life Insurance ACH			1,072.71
AFLAC			522.88
Total Paid through ACH or Wire			582,230.18
 TOTAL SUBMITTED FOR APPROVAL			 \$2,983,288.46

Vendor	Vendor Name	Description	Net Invoice Amount
29	A-1 Excavating, Inc.	2016 Street Project - Pay Application No 3	942,467.94
	Total 29:		942,467.94
127	Airport Clinic, Inc.	Pre-Employment Drug Test & Physical Exam -	65.00
	Total 127:		65.00
165	Allina Health	Health History, Physical, Questionnaire - Water	65.00
165	Allina Health	Health History, Physical, Questionnaire - WWTF	65.00
	Total 165:		130.00
319	Artisan Beer Company	Liquor Store Merchandise	64.00
	Total 319:		64.00
521	Bellboy Corporation	Liquor Store Merchandise	1,687.80
521	Bellboy Corporation	Liquor Store Merchandise	30.00
	Total 521:		1,717.80
551	Chas A. Bernick Inc.	Liquor Store Merchandise	270.04
551	Chas A. Bernick Inc.	Liquor Store Merchandise	3,518.45
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	2.00-
	Total 551:		3,786.49
559	Isanti County Beyond The Yellow	ICBYR Golf Tournament Hole Sponsor	200.00
	Total 559:		200.00
586	Bjorklund Companies LLC	Washed Rock	173.75
586	Bjorklund Companies LLC	Washed Rock	262.14
	Total 586:		435.89
615	BME Lab and Science	Calib/Maint Autoclave - Temperature Dist Test	510.00
	Total 615:		510.00
751	Bud's Auto Body Inc.	Vehicle Repair - Streets	2,068.05
	Total 751:		2,068.05
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - PD	716.07
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Streets	302.07
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Parks	72.81
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - WWTP	409.86

Vendor	Vendor Name	Description	Net Invoice Amount
Total 906:			1,500.81
1236	Comm of MMB, Treas Div	Admin Traffic Citation Fines - June	760.00
Total 1236:			760.00
1251	Community GIS Services, Inc.	GIS Coordinator - Applicant Qualifications, Test,	637.42
1251	Community GIS Services, Inc.	GIS Coordinator - Applicant Qualifications, Test,	637.43
1251	Community GIS Services, Inc.	GIS Services - June	1,260.20
1251	Community GIS Services, Inc.	GIS Services - June	1,260.20
Total 1251:			3,795.25
1336	Crystal Springs Ice	Liquor Store Merchandise	502.50
Total 1336:			502.50
1366	Cummins NPower LLC	Repair & Maint Supp - Vehicle/Equipment	1,277.67
Total 1366:			1,277.67
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	27.80
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	13,667.10
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	1,458.60
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	130.00
Total 1396:			15,283.50
1661	East Central Sanitation	Demo Fee - 331 Fern St S	241.00
Total 1661:			241.00
1891	Fastenal Company	Misc Operating Supplies - Street Dept	81.28
Total 1891:			81.28
1949	First Advantage	Annual Enrollment - Parks	32.00
1949	First Advantage	Pre-Employment Drug Test - Water	26.50
1949	First Advantage	Pre-Employment Drug Test - WWTF	59.00
1949	First Advantage	Pre-Employment Drug Test - WWTF	26.50
Total 1949:			144.00
2022	Frayn, Scott	Septic Installaiton Escrow for 4000 Main St S	1,600.00
2022	Frayn, Scott	Septic Installaiton Escrow for 4000 Main St S	800.00-
2022	Frayn, Scott	Septic Installaiton Escrow for 4000 Main St S	50.00-
Total 2022:			750.00
2046	G & K Services, Inc.	Rug Rentals - LS	65.89

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 2046:		65.89
2059	Synchrony Bank	Office Supplies - City Hall	3.12
	Total 2059:		3.12
2271	Hach Company	Water Lab Supplies	461.99
	Total 2271:		461.99
2381	Herman's Bakery	Council Meeting Meals	13.40
	Total 2381:		13.40
2486	IBEW Local 110	Union Dues - July	350.00
	Total 2486:		350.00
2501	IDEXX Distribution, Inc.	Water Lab Supplies	15.25
	Total 2501:		15.25
2696	Isanti Ready-Mix, Inc.	Repairs & Maint - Parks	593.25
	Total 2696:		593.25
2701	Isanti Rental, Inc.	Rental - Moonwalk - NNO Event	103.50
	Total 2701:		103.50
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	2,930.50
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
	Total 2776:		2,933.50
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,385.30
2796	Johnson Brothers Liquor Co	Freight Charge	40.28
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,894.00
2796	Johnson Brothers Liquor Co	Freight Charge	59.29
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	471.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,623.25
2796	Johnson Brothers Liquor Co	Freight Charge	48.64
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	720.60
2796	Johnson Brothers Liquor Co	Freight Charge	19.76
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,506.57
2796	Johnson Brothers Liquor Co	Freight Charge	21.28
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	29.58
2796	Johnson Brothers Liquor Co	Freight Charge	.38
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	173.35
2796	Johnson Brothers Liquor Co	Freight Charge	7.60

Vendor	Vendor Name	Description	Net Invoice Amount
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,691.70
2796	Johnson Brothers Liquor Co	Freight Charge	104.89
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	175.92
Total 2796:			13,973.39
2866	Kawalek Trucking	Freight Charges Liquor Store	325.00
Total 2866:			325.00
2879	KDH Safety, LLC	New Employee Orientation - Summer Help	237.00
2879	KDH Safety, LLC	New Employee Orientation - Summer Help	157.00
2879	KDH Safety, LLC	New Employee Orientation - Summer Help	78.00
2879	KDH Safety, LLC	New Employee Orientation - Summer Help	78.00
Total 2879:			550.00
2931	Kimball Midwest	Small Tools	135.22
Total 2931:			135.22
2986	Konica Minolta Business	BIZHUB 363 Copy Charge	13.33
2986	Konica Minolta Business	BIZHUB 363 Copy Charge	10.38
2986	Konica Minolta Business	BIZHUB C654 Printer/Copier - Qtrly Agreement	4,043.07
2986	Konica Minolta Business	BIZHUB 363 Monthly Ltop Agreement	110.99
2986	Konica Minolta Business	BIZHUB 363 Monthly Ltop Agreement	110.99
Total 2986:			4,288.76
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	11.34
Total 3056:			11.34
3176	LELS	Union Dues - July	539.00
Total 3176:			539.00
3228	Lindberg Law Office	MN State Armory Bldg Commission - Water To	375.00
Total 3228:			375.00
3246	Little Falls Machine, Inc.	Repair & Maint Supplies	1,093.24
Total 3246:			1,093.24
3461	McDonald Distributing Company	Credit Liquor Merchandise	59.96-
3461	McDonald Distributing Company	Liquor Store Merchandise	30.00
3461	McDonald Distributing Company	Liquor Store Merchandise	10,678.65
3461	McDonald Distributing Company	Liquor Store Merchandise	244.00
3461	McDonald Distributing Company	Credit Liquor Merchandise	81.00-

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3461:			10,811.69
3521	Menards	Repair & Maint - Plant	28.50
3521	Menards	Repair & Maint - Lift Stations	155.59
3521	Menards	Misc Operating Supplies - Streets	7.65
3521	Menards	Misc Operating Supplies - Streets	22.99
3521	Menards	Misc Operating Supplies - Streets	22.99
3521	Menards	Misc Operating Supplies - Streets	2.25
3521	Menards	Small Tools - WWTP	9.99
3521	Menards	Misc Operating Supplies - Streets	7.77
3521	Menards	Misc Operating Supplies - WWTP	13.47
3521	Menards	Misc Operating Supplies - Parks	71.86
3521	Menards	Repair & Maint - Plant	14.85
3521	Menards	Misc Operating Supplies - WWTP	19.73
3521	Menards	Misc Operating Supplies - WWTP	3.56
3521	Menards	Misc Operating Supplies - Parks	19.98
3521	Menards	Lab Supplies	109.90
Total 3521:			511.08
3542	Metro Payroll Inc.	eKlock Enterprise - May	327.25
Total 3542:			327.25
3566	MicroBiologics, Inc.	Lab Supplies	552.95
Total 3566:			552.95
3666	Minnesota Child Support Payment	Child Support Withholdings	132.44
Total 3666:			132.44
4001	MVTL Laboratories Inc.	Testing	86.00
Total 4001:			86.00
4091	New France Wine	Liquor Store Merchandise	296.00
Total 4091:			296.00
4131	Nordberg's Electric Supply Inc	Breaker - Liquor Store	229.00
Total 4131:			229.00
4426	Paustis Wine Company	Liquor Store Merchandise	888.01
4426	Paustis Wine Company	Freight Chg	16.25
Total 4426:			904.26
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,511.95

Vendor	Vendor Name	Description	Net Invoice Amount
4476	Phillips Wine & Spirits	Freight Charge	62.71
4476	Phillips Wine & Spirits	Liquor Store Merchandise	233.40
4476	Phillips Wine & Spirits	Freight Charge	10.64
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,303.35
4476	Phillips Wine & Spirits	Freight Charge	117.05
Total 4476:			7,239.10
4636	Pyrotechnic Display Inc	Fireworks Display	12,000.00
Total 4636:			12,000.00
4661	Quill Corporation	copy paper	119.96
Total 4661:			119.96
4701	Railroad Management Company II	License Fees - 6" Sewer Pipeline Encroachmen	1,164.95
Total 4701:			1,164.95
4956	Sandstone Distributing Company	Liquor Store Merchandise	555.10
4956	Sandstone Distributing Company	Freight Charge	5.75
Total 4956:			560.85
5048	Seasonal Property Services, LLC	Abatement - 1344 Willow Dr	50.00
5048	Seasonal Property Services, LLC	Mowing Abatement - Parkwood, Yerigan Farms,	1,765.00
Total 5048:			1,815.00
5056	SelectAccount	Participant fees - July	14.10
5056	SelectAccount	Participant fees - July	9.40
5056	SelectAccount	Participant fees - July	14.10
5056	SelectAccount	Participant fees - July	14.10
5056	SelectAccount	Participant fees - July	2.35
5056	SelectAccount	Participant fees - July	23.50
5056	SelectAccount	Participant fees - July	51.70
5056	SelectAccount	Participant fees - July	4.70
5056	SelectAccount	Participant fees - July	7.80
5056	SelectAccount	Participant fees - July	32.90
5056	SelectAccount	Participant fees - July	9.40
5056	SelectAccount	Participant fees - July	5.45
5056	SelectAccount	Participant fees - July	9.40
5056	SelectAccount	Participant fees - July	5.55
5056	SelectAccount	Participant fees - July	18.80
5056	SelectAccount	Participant fees - July	18.80
Total 5056:			242.05
5181	Southern Glazer's of MN	Liquor Store Merchandise	2,210.27
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	35.87

Vendor	Vendor Name	Description	Net Invoice Amount
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	2.80
5181	Southern Glazer's of MN	Liquor Store Merchandise	39.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	1.40
5181	Southern Glazer's of MN	Liquor Store Merchandise	1,648.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	49.00
5181	Southern Glazer's of MN	Liquor Store Merchandise	3,658.80
Total 5181:			7,645.14
5251	Star	Advertising Liquor Store	238.00
Total 5251:			238.00
5271	North Folk Winery	Liquor Store Merchandise	204.00
Total 5271:			204.00
5311	Strandlund Refrigeration	Repair & Maint Unit #3 - LS	2,437.00
Total 5311:			2,437.00
5336	Sunshine Printing	Door Hangers - Street Dept	173.75
Total 5336:			173.75
5491	The Wine Company	Liquor Store Merchandise	128.00
5491	The Wine Company	Freight charge	5.00
Total 5491:			133.00
5601	TR Computer Sales LLC	Datto S2000 Offsite, LOOK@IT Server, Datto S	560.00
Total 5601:			560.00
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	232.50
Total 5816:			232.50
5831	Vinocopia	Liquor Store Merchandise	352.00
5831	Vinocopia	Freight Charge	20.00
Total 5831:			372.00
5886	Watson Co., Inc.	Credit - Operating Supplies	19.50
5886	Watson Co., Inc.	Liquor Store Merchandise	3,825.05
5886	Watson Co., Inc.	Misc Operating Supplies - LS	247.79
5886	Watson Co., Inc.	Freight Charge	6.00
5886	Watson Co., Inc.	Chips for NNO Event	160.00
Total 5886:			4,219.34

Vendor	Vendor Name	Description	Net Invoice Amount
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	4,009.84
5891	Breakthru Beverage Minnesota	Freight Charge	51.08
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	515.94
5891	Breakthru Beverage Minnesota	Freight Charge	10.35
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	77.22
5891	Breakthru Beverage Minnesota	Freight Charge	2.30
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	130.50
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	980.00
5891	Breakthru Beverage Minnesota	Freight Charge	5.75
Total 5891:			5,782.98
6001	Wine Merchants	Liquor Store Merchandise	338.31
6001	Wine Merchants	Freight Charge	6.08
Total 6001:			344.39
6071	Zee Medical Service	First Aid Kit Supplies	64.00
6071	Zee Medical Service	First Aid Kit Supplies	59.35
6071	Zee Medical Service	First Aid Kit Supplies	226.65
6071	Zee Medical Service	First Aid Kit Supplies	111.25
6071	Zee Medical Service	First Aid Kit Supplies	54.05
Total 6071:			515.30
Grand Totals:			1,061,462.01

Dated: 7/13/16

City Treasurer: Caroline Mose

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/16	07/13/2016	103233	29	A-1 Excavating, Inc.	424-20100	942,467.94
07/16	07/13/2016	103234	127	Airport Clinic, Inc.	602-20100	65.00
07/16	07/13/2016	103235	165	Allina Health	602-20100	130.00
07/16	07/13/2016	103236	319	Artisan	610-20100	64.00
07/16	07/13/2016	103237	521	Bellboy Corporation	610-20100	1,717.80
07/16	07/13/2016	103238	586	Bjorklund Companies LLC	101-20100	435.89
07/16	07/13/2016	103239	615	BME Lab and Science	602-20100	510.00
07/16	07/13/2016	103240	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	5,782.98
07/16	07/13/2016	103241	751	Bud's Auto Body Inc.	704-20100	2,068.05
07/16	07/13/2016	103242	906	Cambridge Napa Auto Parts	101-20100	1,500.81
07/16	07/13/2016	103243	551	Bernick's	610-20100	3,786.49
07/16	07/13/2016	103244	1236	Comm of MMB, Treas Div	213-20100	760.00
07/16	07/13/2016	103245	1251	Community GIS Services, Inc.	602-20100	3,795.25
07/16	07/13/2016	103246	1336	Crystal Springs Ice	610-20100	502.50
07/16	07/13/2016	103247	1366	CumminsNPower	601-20100	1,277.67
07/16	07/13/2016	103248	1396	Dahlheimer Beverage, LLC	610-20100	15,283.50
07/16	07/13/2016	103249	1661	East Central Sanitation	101-20100	241.00
07/16	07/13/2016	103250	1891	Fastenal Company	101-20100	81.28
07/16	07/13/2016	103251	1949	First Advantage LNS	602-20100	144.00
07/16	07/13/2016	103252	2022	Scott Frayn	101-20100	750.00
07/16	07/13/2016	103253	2046	G & K Services, Inc.	610-20100	65.89
07/16	07/13/2016	103254	2271	Hach Company	601-20100	461.99
07/16	07/13/2016	103256	2381	Herman's Bakery	101-20100	13.40
07/16	07/13/2016	103257	2486	IBEW Local 110	101-20100	350.00
07/16	07/13/2016	103258	2501	IDEXX Distribution, Inc.	601-20100	15.25
07/16	07/13/2016	103259	559	Isanti County Beyond The Yellow Ribbon	610-20100	200.00
07/16	07/13/2016	103260	2696	Isanti Ready-Mix, Inc.	415-20100	593.25
07/16	07/13/2016	103261	2701	Isanti Rental, Inc.	101-20100	103.50
07/16	07/13/2016	103262	2776	JJ Taylor Dist. of Minn.	610-20100	2,933.50
07/16	07/13/2016	103263	2796	Johnson Bros - St Paul	610-20100	13,973.39
07/16	07/13/2016	103265	2866	Kawalek Trucking	610-20100	325.00
07/16	07/13/2016	103266	2879	KDH Safety, LLC	602-20100	550.00
07/16	07/13/2016	103267	2931	Kimball Midwest	101-20100	135.22
07/16	07/13/2016	103268	2986	Konica Minolta Business	101-20100	4,288.76
07/16	07/13/2016	103269	3056	Lake Superior Laundry Inc.	101-20100	11.34
07/16	07/13/2016	103270	3176	LELS	101-20100	539.00
07/16	07/13/2016	103271	3228	Lindberg Law Office	601-20100	375.00
07/16	07/13/2016	103272	3246	Little Falls Machine, Inc.	101-20100	1,093.24
07/16	07/13/2016	103273	3461	McDonald Distributing Company	610-20100	10,811.69
07/16	07/13/2016	103274	3521	Menards	602-20100	511.08
07/16	07/13/2016	103275	3542	Metro Payroll Inc.	101-20100	327.25
07/16	07/13/2016	103276	3566	MicroBiologics, Inc.	602-20100	552.95
07/16	07/13/2016	103277	3666	Minnesota Child Support Payment	101-20100	132.44
07/16	07/13/2016	103278	4001	Minnesota Valley Testing Labs	602-20100	86.00
07/16	07/13/2016	103279	4091	New France Wine	610-20100	296.00
07/16	07/13/2016	103280	4131	Nordberg's Electric Supply Inc	610-20100	229.00
07/16	07/13/2016	103281	5271	North Folk Winery	610-20100	204.00
07/16	07/13/2016	103282	4426	Paustis Wine Company	610-20100	904.26
07/16	07/13/2016	103283	4476	Phillips St Paul	610-20100	7,239.10
07/16	07/13/2016	103284	4636	Pyrotechnic Display Inc	101-20100	12,000.00
07/16	07/13/2016	103285	4661	Quill Corporation	101-20100	119.96
07/16	07/13/2016	103286	4701	Railroad Management Company III, LLC	602-20100	1,164.95
07/16	07/13/2016	103287	4956	Sandstone Distributing Company	610-20100	560.85
07/16	07/13/2016	103288	5048	Seasonal Property Services, LLC	101-20100	1,815.00
07/16	07/13/2016	103289	5056	SelectAccount	602-20100	242.05
07/16	07/13/2016	103290	5181	Southern Glazer's of MN	610-20100	7,645.14
07/16	07/13/2016	103291	5251	Star	610-20100	238.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/16	07/13/2016	103292	5311	Strandlund Refrigeration	610-20100	2,437.00
07/16	07/13/2016	103293	5336	Sunshine Printing	101-20100	173.75
07/16	07/13/2016	103294	2059	Synchrony Bank	101-20100	3.12
07/16	07/13/2016	103295	5491	The Wine Company	610-20100	133.00
07/16	07/13/2016	103296	5601	TR Computer Sales LLC	101-20100	560.00
07/16	07/13/2016	103297	5816	Viking Coca-Cola Bottling Co	610-20100	232.50
07/16	07/13/2016	103298	5831	Vinocopia	610-20100	372.00
07/16	07/13/2016	103300	5886	Watson Co., Inc.	610-20100	4,059.34
07/16	07/13/2016	103301	5886	Watson Co., Inc.	101-20100	160.00
07/16	07/13/2016	103302	6001	Wine Merchants	610-20100	344.39
07/16	07/13/2016	103303	6071	Zee Medical Service	602-20100	515.30
Grand Totals:						<u>1,061,462.01</u>

Vendor	Vendor Name	Description	Net Invoice Amount
44	Absolute Portable Restrooms	Handicap Units - Parks	840.00
44	Absolute Portable Restrooms	Handicap Units - Parks	840.00
Total 44:			1,680.00
81	Adapco, Inc.	Insect Control	4,516.80
Total 81:			4,516.80
381	Auto Value Cambridge	Shop Maintenance Supplies	39.96
Total 381:			39.96
402	B & L Utility Maintenance, LLC	Sandblast & Paint Fire Hydrants	2,529.00
Total 402:			2,529.00
521	Bellboy Corporation	Liquor Store Merchandise	1,562.85
521	Bellboy Corporation	Liquor Store Merchandise	225.88
Total 521:			1,788.73
551	Chas A. Bernick Inc.	Liquor Store Merchandise	162.15
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,230.85
Total 551:			2,393.00
626	Bond Trust Services Corporation	GO Improvement Refunding Bonds, Series 201	2,600.07
626	Bond Trust Services Corporation	GO Improvement Refunding Bonds, Series 201	1,843.68
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	690.26
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	1,118.23
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	4,188.75
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	511.95
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	2,125.88
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	1,483.53
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	195.82
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	290.58
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	19,700.00
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	15,450.00
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	3,218.35
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	2,431.65
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	4,491.02
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	13,103.13
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	11,555.64
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	56,900.00
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	1,765.44
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	5,229.09
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	5,874.65
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	1,603.33
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	1,290.21

Vendor	Vendor Name	Description	Net Invoice Amount
Total 626:			157,661.26
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Streets	19.99
Total 906:			19.99
1336	Crystal Springs Ice	Liquor Store Merchandise	493.48
1336	Crystal Springs Ice	Liquor Store Merchandise	113.84
1336	Crystal Springs Ice	Liquor Store Merchandise	198.64
Total 1336:			805.96
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	10,655.63
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	24.60-
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	90.60-
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	672.00
Total 1396:			11,212.43
1661	East Central Sanitation	Trash Removal - City Services	524.45
Total 1661:			524.45
1666	East Central Solid Waste Commis	Disposal of Electronics / Appliances	103.00
Total 1666:			103.00
1681	ECM Publishers, Inc.	Legal Notice - City Council Meeting	21.37
1681	ECM Publishers, Inc.	Legal Notice - Candidacy Election	11.40
Total 1681:			32.77
1686	Ecolab Pest Elimination Div.	Air Quality Program and Pest Control - LS	95.13
Total 1686:			95.13
1716	Ehlers & Associates, Inc.	TIF Reporting - Housing Qualified Costs & TIF	115.00
Total 1716:			115.00
1764	Emergency Services Marketing C	IamResponding ERRS Subscription - Year 3 of	650.00
Total 1764:			650.00
1891	Fastenal Company	Misc Operating Supplies - Street Dept	15.46
Total 1891:			15.46
1906	Federated Co-ops, Inc.	Misc Operating Supplies - Parks	479.88

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1906:			479.88
1921	Ferguson Waterworks	Meters & Repairs	3,820.59
Total 1921:			3,820.59
2011	Franklin Outdoor Advertising	August Advertising - Northbound Liquor	437.09
Total 2011:			437.09
2046	G & K Services, Inc.	Rug & Towel Rentals - LS	114.47
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	95.95
2046	G & K Services, Inc.	Uniform Rentals - Parks	6.79
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform Rentals - Parks	6.29
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	101.35
2046	G & K Services, Inc.	Rug Rentals	17.43
2046	G & K Services, Inc.	Rug Rentals - LS	65.89
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	113.47
2046	G & K Services, Inc.	Uniform Rentals - Parks	6.79
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform Rentals - Parks	6.29
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	101.35
2046	G & K Services, Inc.	Rug Rentals	14.43
Total 2046:			655.48
2166	Grainger	Repair & Maint - Plant	730.15
Total 2166:			730.15
2306	Hardrives, Inc.	7038 Fines	281.09
2306	Hardrives, Inc.	7038 Fines	279.00
Total 2306:			560.09
2341	Hawkins, Inc.	Chemicals	659.00
Total 2341:			659.00
2376	Henry's Waterworks Inc.	Meters and Repairs	3,872.50
Total 2376:			3,872.50
2470	Hudson Magic, LLC	Two Cities One Community Event - Magic Show	150.00
Total 2470:			150.00
2559	INH Properties	TIF 6.15 Developer Agreement	8,110.93

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2559:			8,110.93
2636	Minnesota Equipment	Repair & Maint Supplies - WWTF	33.76
Total 2636:			33.76
2676	Isanti County Recorder	Document A459514 Declaration	46.00
Total 2676:			46.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	296.00
2796	Johnson Brothers Liquor Co	Freight Charge	3.04
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	764.25
2796	Johnson Brothers Liquor Co	Freight Charge	15.20
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	930.35
2796	Johnson Brothers Liquor Co	Freight Charge	16.72
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	32.25
2796	Johnson Brothers Liquor Co	Freight Charge	1.52
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,020.00
2796	Johnson Brothers Liquor Co	Freight Charge	85.12
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	706.65
2796	Johnson Brothers Liquor Co	Freight Charge	25.84
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,560.90
2796	Johnson Brothers Liquor Co	Freight Charge	18.24
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	622.65
2796	Johnson Brothers Liquor Co	Freight Charge	8.36
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	186.70
2796	Johnson Brothers Liquor Co	Freight Charge	7.60
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,437.70
2796	Johnson Brothers Liquor Co	Freight Charge	44.08
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	43.98
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	155.40
2796	Johnson Brothers Liquor Co	Freight Charge	6.08
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	9.71-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	78.50-
2796	Johnson Brothers Liquor Co	Credit - Freight Chg	1.52-
Total 2796:			10,898.90
2852	Kafer, Brent	Over Paid Final Bill Acct 1-516	77.24
Total 2852:			77.24
3461	McDonald Distributing Company	Liquor Store Merchandise	7,600.00
3461	McDonald Distributing Company	Liquor Store Merchandise	7,260.80
3461	McDonald Distributing Company	Misc Oper Supplies - Liquor Store	80.53
3461	McDonald Distributing Company	Liquor Store Merchandise	2,822.40
3461	McDonald Distributing Company	Liquor Store Merchandise	830.55

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3461:			18,594.28
3521	Menards	Misc Operating Supplies - Streets	2.50
3521	Menards	Misc Operating Supplies - Water	7.98
3521	Menards	Repair & Maint - Plant	19.78
3521	Menards	Repair & Maint - Infrastructure	5.18
3521	Menards	Misc Operating Supplies - Streets	44.90
3521	Menards	Misc Operating Supplies - Parks	59.96
3521	Menards	Misc Operating Supplies - Streets	39.98
3521	Menards	Misc Operating Supplies - LS	37.08
3521	Menards	Repair & Maint - Storm Sewer	50.15
3521	Menards	Maintenance Supplies - City Hall	24.11
3521	Menards	MNDot Bldg Operating Costs	3.88
Total 3521:			295.50
3594	Midwest Lift Works LLC	Shop Hoist Repair	1,743.93
Total 3594:			1,743.93
3943	Moshrefzadeh, Mandana	City Park Summer Concert Series	450.00
Total 3943:			450.00
4001	MVTL Laboratories Inc.	Testing	889.75
Total 4001:			889.75
4066	North Central Laboratories	Lab Supplies	172.92
Total 4066:			172.92
4126	NMN, Inc.	Liquor Store Merchandise	81.00
4126	NMN, Inc.	Freight Charge	8.00
Total 4126:			89.00
4286	Ole's Window Cleaning	Window Cleaning - Liquor Store	138.94
Total 4286:			138.94
4426	Paustis Wine Company	Liquor Store Merchandise	665.00
4426	Paustis Wine Company	Freight Chg	10.50
Total 4426:			675.50
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,395.85
4476	Phillips Wine & Spirits	Freight Charge	68.40
4476	Phillips Wine & Spirits	Liquor Store Merchandise	101.15
4476	Phillips Wine & Spirits	Freight Charge	3.04

Vendor	Vendor Name	Description	Net Invoice Amount
4476	Phillips Wine & Spirits	Liquor Store Merchandise	504.00
4476	Phillips Wine & Spirits	Freight Charge	15.20
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	369.35-
4476	Phillips Wine & Spirits	Credit - Freight Chg	6.08-
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	104.00-
4476	Phillips Wine & Spirits	Credit - Freight Chg	4.56-
Total 4476:			3,603.65
4564	Prairie Restorations, Inc.	Grass Mix, Wildflower Mix, Oats - Parks	605.25
Total 4564:			605.25
4626	Purchase Power	Postage Meter Refill	500.00
Total 4626:			500.00
4749	Red Bull Distribution Company, In	Liquor Store Merchandise	216.00
Total 4749:			216.00
4956	Sandstone Distributing Company	Liquor Store Merchandise	417.15
4956	Sandstone Distributing Company	Freight Charge	5.75
Total 4956:			422.90
5058	SAC's Enrichment Center	City Council Meals	35.00
Total 5058:			35.00
5152	Smiley Bros LLC	TIF 6.11 Developer Agreement 90% of TIF Flow	2,623.57
Total 5152:			2,623.57
5181	Southern Glazer's of MN	Liquor Store Merchandise	2,098.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	21.70
5181	Southern Glazer's of MN	Liquor Store Merchandise	77.60
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	2.80
5181	Southern Glazer's of MN	Liquor Store Merchandise	198.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	5.60
Total 5181:			2,403.70
5190	Specialty Turf & AG	Weed Control	317.90
Total 5190:			317.90
5191	SPEW Health Plan	Health Insurance Premium - August	679.50
5191	SPEW Health Plan	Health Insurance Premium - August	679.50

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 5191:		1,359.00
5301	Steve's Tire Inc	Repairs and Maint Supplies - Parks	57.94
	Total 5301:		57.94
5311	Strandlund Refrigeration	Repair & Maint Unit #2 - LS	658.00
	Total 5311:		658.00
5394	Tadych, Ken	Refund for Over Payment of Final Water Bill #1	12.83
	Total 5394:		12.83
5416	TDS Media Direct, Inc.	Advertising - Liquor Store	309.00
	Total 5416:		309.00
5421	TDS Metrocom	Phone Service - Airport	54.29
	Total 5421:		54.29
5446	The American Bottling Company	Liquor Store Merchandise	161.62
	Total 5446:		161.62
5516	Thorpe Distributing Company	Liquor Store Merchandise	1,107.20
	Total 5516:		1,107.20
5666	TruGreen Commercial	Lawn Service - Liquor Store	49.16
	Total 5666:		49.16
5801	Verizon Wireless	wireless phone service - Bldg Dept	29.70
5801	Verizon Wireless	wireless phone service - Planning	81.65
5801	Verizon Wireless	wireless phone service - Bldg Dept	105.30
5801	Verizon Wireless	wireless phone service - Planning	32.01
	Total 5801:		248.66
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	300.50
	Total 5816:		300.50
5861	Walmart Community Card	Misc Operating Supplies - Police Dept	93.36
5861	Walmart Community Card	Misc Operating Supplies - Police Dept	55.38
5861	Walmart Community Card	Ammunition - PD	72.51
5861	Walmart Community Card	Repair & Maint Supplies - Police Dept	98.92
5861	Walmart Community Card	Office Supplies - LS	105.99

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5861:			426.16
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	3,123.15
5886	Watson Co., Inc.	Misc Operating Supplies - LS	224.95
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			3,354.49
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	1,927.07
5891	Breakthru Beverage Minnesota	Freight Charge	25.87
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	468.00
5891	Breakthru Beverage Minnesota	Freight Charge	9.58
Total 5891:			2,430.52
Grand Totals:			259,021.71

Dated: 7/20/16City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/16	07/20/2016	103304	44	Absolute Portable Restrooms	101-20100	1,680.00
07/16	07/20/2016	103305	81	Adapco, Inc.	101-20100	4,516.80
07/16	07/20/2016	103307	381	Auto Value Cambridge	101-20100	39.96
07/16	07/20/2016	103308	402	B & L Utility Maintenance, LLC	601-20100	2,529.00
07/16	07/20/2016	103309	521	Bellboy Corporation	610-20100	1,788.73
07/16	07/20/2016	103310	626	Bond Trust Services Corporation	603-20100	157,661.26
07/16	07/20/2016	103311	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	2,430.52
07/16	07/20/2016	103312	906	Cambridge Napa Auto Parts	101-20100	19.99
07/16	07/20/2016	103313	551	Bernick's	610-20100	2,393.00
07/16	07/20/2016	103314	1336	Crystal Springs Ice	610-20100	805.96
07/16	07/20/2016	103315	1396	Dahlheimer Beverage, LLC	610-20100	11,212.43
07/16	07/20/2016	103316	1661	East Central Sanitation	101-20100	524.45
07/16	07/20/2016	103317	1666	East Central Solid Waste Commission	101-20100	103.00
07/16	07/20/2016	103318	1681	ECM Publishers, Inc.	101-20100	32.77
07/16	07/20/2016	103319	1686	Ecolab Pest Elimination Div.	610-20100	95.13
07/16	07/20/2016	103320	1716	Ehlers & Associates, Inc.	305-20100	115.00
07/16	07/20/2016	103321	1764	Emergency Services Marketing Corp Inc	101-20100	650.00
07/16	07/20/2016	103322	1891	Fastenal Company	101-20100	15.46
07/16	07/20/2016	103323	1906	Federated Co-ops, Inc.	101-20100	479.88
07/16	07/20/2016	103324	1921	Ferguson Waterworks #2516	601-20100	3,820.59
07/16	07/20/2016	103325	2011	Franklin Outdoor Advertising	610-20100	437.09
07/16	07/20/2016	103326	2046	G & K Services, Inc.	101-20100	655.48
07/16	07/20/2016	103327	2166	Grainger	602-20100	730.15
07/16	07/20/2016	103328	2306	Hardrives, Inc.	101-20100	560.09
07/16	07/20/2016	103329	2341	Hawkins, Inc.	602-20100	659.00
07/16	07/20/2016	103330	2376	Henry's Waterworks Inc.	601-20100	3,872.50
07/16	07/20/2016	103332	2470	Hudson Magic, LLC	101-20100	150.00
07/16	07/20/2016	103333	2559	INH Properties	305-20100	8,110.93
07/16	07/20/2016	103334	2676	Isanti County Recorder	415-20100	46.00
07/16	07/20/2016	103335	2796	Johnson Bros - St Paul	610-20100	10,898.90
07/16	07/20/2016	103336	2852	Brent Kafer	601-20100	77.24
07/16	07/20/2016	103338	3461	McDonald Distributing Company	610-20100	18,594.28
07/16	07/20/2016	103339	3521	Menards	101-20100	295.50
07/16	07/20/2016	103340	3594	Midwest Lift Works LLC	101-20100	1,743.93
07/16	07/20/2016	103341	2636	Minnesota Equipment	602-20100	33.76
07/16	07/20/2016	103342	3943	Mandana Moshrefzadeh	101-20100	450.00
07/16	07/20/2016	103343	4001	Minnesota Valley Testing Labs	602-20100	889.75
07/16	07/20/2016	103344	4126	NMN, Inc.	610-20100	89.00
07/16	07/20/2016	103345	4066	NCL of Wisconsin, Inc.	602-20100	172.92
07/16	07/20/2016	103347	4286	Ole's Window Cleaning	610-20100	138.94
07/16	07/20/2016	103348	4426	Paustis Wine Company	610-20100	675.50
07/16	07/20/2016	103349	4476	Phillips St Paul	610-20100	3,603.65
07/16	07/20/2016	103350	4564	Prairie Restorations, Inc.	101-20100	605.25
07/16	07/20/2016	103351	4626	Purchase Power	101-20100	500.00
07/16	07/20/2016	103352	4749	Red Bull Distribution Company, Inc.	610-20100	216.00
07/16	07/20/2016	103353	5058	SAC's Enrichment Center	101-20100	35.00
07/16	07/20/2016	103354	4956	Sandstone Distributing Company	610-20100	422.90
07/16	07/20/2016	103356	5152	Smiley Bros LLC	311-20100	2,623.57
07/16	07/20/2016	103357	5181	Southern Glazer's of MN	610-20100	2,403.70
07/16	07/20/2016	103358	5190	Specialty Turf & AG	101-20100	317.90
07/16	07/20/2016	103359	5191	SPEW Health Plan	602-20100	1,359.00
07/16	07/20/2016	103361	5301	Steve's Tire Inc	101-20100	57.94
07/16	07/20/2016	103362	5311	Strandlund Refrigeration	610-20100	658.00
07/16	07/20/2016	103363	5394	Ken Tadych	601-20100	12.83
07/16	07/20/2016	103364	5416	TDS Media Direct, Inc.	610-20100	309.00
07/16	07/20/2016	103365	5421	TDS	211-20100	54.29
07/16	07/20/2016	103366	5446	The American Bottling Company	610-20100	161.82

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/16	07/20/2016	103367	5516	Thorpe Distributing Company	610-20100	1,107.20
07/16	07/20/2016	103368	5666	TruGreen Processing Center	610-20100	49.16
07/16	07/20/2016	103369	5801	Verizon Wireless	101-20100	248.66
07/16	07/20/2016	103370	5816	Viking Coca-Cola Bottling Co	610-20100	300.50
07/16	07/20/2016	103371	5861	Walmart Community/RFCSLLC	101-20100	426.16
07/16	07/20/2016	103372	5886	Watson Co., Inc.	610-20100	3,354.49
Grand Totals:						<u>259,021.71</u>

Vendor	Vendor Name	Description	Net Invoice Amount
41	ABM Equipment & Supply Inc.	Repair & Maint Supplies	45.06
41	ABM Equipment & Supply Inc.	Repair & Maint Supplies	130.50
Total 41:			175.56
306	ARC Irrigation, LLC	Lawn Applications - Sandquist Park	1,248.00
Total 306:			1,248.00
319	Artisan Beer Company	Liquor Store Merchandise	105.25
Total 319:			105.25
320	Ascent Aviation Group, Inc	Aviation Gasoline	13,423.55
Total 320:			13,423.55
341	Aspen Mills	Uniform Allowance - T. Schuster	13.98
341	Aspen Mills	Uniform Allowance - T. Schuster	189.00
Total 341:			202.98
491	Bearence Management Group Co	Prop & Casualty Ins - 8/1/16 - 8/1/17	11,500.00
Total 491:			11,500.00
501	Becker Arena Products, Inc.	Board Downpayment - Ice Rink Project	53,971.97
Total 501:			53,971.97
521	Bellboy Corporation	Liquor Store Merchandise	2,067.30
521	Bellboy Corporation	Liquor Store Merchandise	30.00
Total 521:			2,097.30
551	Chas A. Bernick Inc.	Liquor Store Merchandise	323.54
551	Chas A. Bernick Inc.	Liquor Store Merchandise	4,471.90
551	Chas A. Bernick Inc.	Liquor Store Merchandise	840.00
Total 551:			5,635.44
555	Bertleson One Source	Office Supplies	2.76
555	Bertleson One Source	Office Supplies - Water	7.40
555	Bertleson One Source	Office Supplies - Wastewater	7.39
Total 555:			17.55
776	Business Telephone Products	Misc Professional Services - PD	808.80
776	Business Telephone Products	Phone System Annual Maintenance Agreement	573.67

Vendor	Vendor Name	Description	Net Invoice Amount
Total 776:			1,382.47
969	Cardmember Service	Lodging AWWA School - L. Fedor	416.60
969	Cardmember Service	Lab Supplies	145.00
969	Cardmember Service	Lab Supplies	121.20
969	Cardmember Service	Meals - MWOA Section Meeting	27.17
969	Cardmember Service	Fees & Interest	38.51
969	Cardmember Service	Weed Control	106.85
969	Cardmember Service	Airport Windsock	121.30
969	Cardmember Service	Misc Operating Supplies - Airport	114.60
969	Cardmember Service	Office Supplies	62.28
969	Cardmember Service	Meals - All Staff Meeting	169.49
969	Cardmember Service	Postage Chronicle	819.28
969	Cardmember Service	ArcGIS Desktop	618.00
969	Cardmember Service	Fees & Interest	32.98
969	Cardmember Service	ArcGIS Desktop	618.00
Total 969:			3,411.26
1156	City of Mpls Receivables	APS Transaction Fee - June	225.00
Total 1156:			225.00
1336	Crystal Springs Ice	Liquor Store Merchandise	344.56
1336	Crystal Springs Ice	Liquor Store Merchandise	153.60
1336	Crystal Springs Ice	Liquor Store Merchandise	390.08
1336	Crystal Springs Ice	Liquor Store Merchandise	133.98
Total 1336:			1,022.22
1356	Cub Foods Cambridge #31574	Parade Candy - Fire Dept	60.25
Total 1356:			60.25
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	16,210.73
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	23.05-
Total 1396:			16,187.68
1481	Department of Human Services	Janitor Service - Liquor Store - June	225.00
1481	Department of Human Services	June Lawn Care - Liquor Store	74.00
Total 1481:			299.00
1666	East Central Solid Waste Commis	Disposal of Appliances	10.00
Total 1666:			10.00
1891	Fastenal Company	Misc Operating Supplies - Shop	48.72
1891	Fastenal Company	Small Tools - Shop	113.89

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1891:			162.61
2046	G & K Services, Inc.	Rug Rentals - LS	65.89
2046	G & K Services, Inc.	Rug Rentals - City Hall	17.76
2046	G & K Services, Inc.	Rug Rentals - Police Dept	19.92
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	95.95
2046	G & K Services, Inc.	Uniform Rentals - Parks	6.79
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform Rentals - Parks	6.29
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	101.35
2046	G & K Services, Inc.	Rug Rentals	17.43
Total 2046:			333.87
2341	Hawkins, Inc.	Chemicals	2,577.45
Total 2341:			2,577.45
2421	Redpath and Company	Review of IRS Form 990 for Fire Relief Assoc	350.00
Total 2421:			350.00
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	1,082.65
2776	JJ Taylor Dist. of Minn.	Freight Chg	3.00
Total 2776:			1,085.65
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,884.60
2796	Johnson Brothers Liquor Co	Freight Charge	44.38
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,822.85
2796	Johnson Brothers Liquor Co	Freight Charge	74.47
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,239.49
2796	Johnson Brothers Liquor Co	Freight Charge	18.24
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	37.25
2796	Johnson Brothers Liquor Co	Freight Charge	1.52
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,202.05
2796	Johnson Brothers Liquor Co	Freight Charge	38.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	219.20
2796	Johnson Brothers Liquor Co	Freight Charge	3.30
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	104.00
2796	Johnson Brothers Liquor Co	Freight Charge	4.56
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,462.75
2796	Johnson Brothers Liquor Co	Freight Charge	75.99
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	28.00-
2796	Johnson Brothers Liquor Co	Credit - Freight Chg	1.52-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	73.85-
2796	Johnson Brothers Liquor Co	Credit - Freight Chg	1.52-
Total 2796:			11,127.76

Vendor	Vendor Name	Description	Net Invoice Amount
2852	Kafer, Brent	Over Paid Final Bill Acct 1-516	96.64
Total 2852:			96.64
2941	Kirvida Fire, Inc.	Repair & Maint Supplies - Ladder #1	365.98
2941	Kirvida Fire, Inc.	Repair & Maint Supplies - Engine #3	648.00
2941	Kirvida Fire, Inc.	Repair & Maint Supplies - Engine #1	241.76
Total 2941:			1,255.74
3086	Landworks Construction, Inc.	Topsoil/Clay/Compost Mix	900.00
Total 3086:			900.00
3131	Leaf's Towing and Recovery	Towing Service - Ladder Truck	410.00
3131	Leaf's Towing and Recovery	Towing Service - Case 16009127	125.00
3131	Leaf's Towing and Recovery	Towing Service - Case 16009207	125.00
3131	Leaf's Towing and Recovery	Towing Service - Case 16009202	125.00
Total 3131:			785.00
3261	Locators & Supplies Inc.	Safety Vest	85.63
Total 3261:			85.63
3321	MacQueen Equipment Inc.	Road Wizard Sweeper Quote 1160117	264,351.50
3321	MacQueen Equipment Inc.	Trade In 2002 Crosswind Sweeper	13,940.00-
3321	MacQueen Equipment Inc.	Road Wizard Sweeper Quote 1160117	5,320.71
Total 3321:			255,732.21
3371	Marco Inc	Copier Rental - Sharp MX2300N Copier	260.00
Total 3371:			260.00
3461	McDonald Distributing Company	Liquor Store Merchandise	10,873.99
3461	McDonald Distributing Company	Liquor Store Merchandise	14,240.53
3461	McDonald Distributing Company	Liquor Store Merchandise	153.60
3461	McDonald Distributing Company	Credit Liquor Merchandise	148.63-
3461	McDonald Distributing Company	Credit Liquor Merchandise	24.00-
3461	McDonald Distributing Company	Credit Liquor Merchandise	143.05-
Total 3461:			24,952.44
3472	McGriff, Marilyn	Summer Concert Series - Spirit River Scandiba	175.00
Total 3472:			175.00
3473	McGriff Welding & Repair	Weld Shield on Ice Boat - Fire Dept	60.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3473:			60.00
3521	Menards	Misc Operating Supplies - Water	34.77
3521	Menards	Maintenance Supplies - City Hall	20.08
3521	Menards	Lab Supplies	153.58
3521	Menards	Repair & Maint Supplies - Streets	41.51
3521	Menards	Repair & Maint Supplies - Bldg	56.51
3521	Menards	Small Tools - WWTP	40.72
3521	Menards	Repair & Maint - Plant	7.98
Total 3521:			355.15
3666	Minnesota Child Support Payment	Child Support Withholdings	132.44
Total 3666:			132.44
3676	MCSI Minnesota Computer Syste	Contract base rate chg and overage charge - To	18.70
Total 3676:			18.70
3704	Minnesota Ice LLC	Ice Rinks Project - Application #1	358,322.16
Total 3704:			358,322.16
3801	MN Municipal Beverage Assoc	Annual Dues	2,700.00
Total 3801:			2,700.00
3829	MN Dept of Labor and Industry	2nd Qtr Building Permit Surcharge	4,059.99
3829	MN Dept of Labor and Industry	2nd Qtr Building Permit Surcharge	162.40
Total 3829:			3,897.59
3935	Morin, Joe	State Fair Admin Sister City - Yuasa	150.00
Total 3935:			150.00
4071	NCPERS Minnesota	Group Vol Life Ins - PERA	368.00
Total 4071:			368.00
4091	New France Wine	Liquor Store Merchandise	304.00
Total 4091:			304.00
4186	Northern Technologies, LLC	2016 Street Improvements	2,494.00
4186	Northern Technologies, LLC	2016 Street Improvements	3,849.00
Total 4186:			6,343.00

Vendor	Vendor Name	Description	Net Invoice Amount
4351	Outdoor Edge, Inc.	Uniform Allowance - Helmet Labor	35.00
4351	Outdoor Edge, Inc.	Uniform Allowance - Helmet	45.99
Total 4351:			80.99
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,922.22
4476	Phillips Wine & Spirits	Freight Charge	26.22
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,239.25
4476	Phillips Wine & Spirits	Freight Charge	34.96
4476	Phillips Wine & Spirits	Liquor Store Merchandise	44.50
4476	Phillips Wine & Spirits	Liquor Store Merchandise	93.00
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	34.50-
4476	Phillips Wine & Spirits	Credit - Freight Chg	3.04-
Total 4476:			3,322.61
4802	Richard Alan Productions	Summer Concert Series - Teddy Bear Band	1,450.00
Total 4802:			1,450.00
4824	RITE Enterprises Inc	Support for Register System - LS	1,067.68
Total 4824:			1,067.68
5116	Short, Elliot, Hendrickson Inc	CAMBR City Eng. Services	1,623.00
5116	Short, Elliot, Hendrickson Inc	CAMBR 2016 Streets Const	84,058.54
5116	Short, Elliot, Hendrickson Inc	CAMBR Wellhead Protection	2,475.76
5116	Short, Elliot, Hendrickson Inc	CAMBR WWTF Improv CA	2,186.95
Total 5116:			90,344.25
5181	Southern Glazer's of MN	Liquor Store Merchandise	4,711.28
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	47.24
5181	Southern Glazer's of MN	Liquor Store Merchandise	166.41
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	8.40
5181	Southern Glazer's of MN	Liquor Store Merchandise	778.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	21.00
Total 5181:			5,732.33
5251	Star	Advertising Liquor Store	198.00
Total 5251:			198.00
5301	Steve's Tire Inc	Repairs and Maint Supplies - PD	112.48
5301	Steve's Tire Inc	Repair and Maint Labor - PD	17.50
Total 5301:			129.98
5446	The American Bottling Company	Liquor Store Merchandise	162.80

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5446:			162.80
5516	Thorpe Distributing Company	Liquor Store Merchandise	342.50
Total 5516:			342.50
5726	Unlimited Supplies, Inc.	Misc Operating Supplies - Streets	12.55
Total 5726:			12.55
5731	UPS	Shipping Charges - PD	11.76
Total 5731:			11.76
5751	US Internet	Monthly Internet Fees - August	36.90
5751	US Internet	Monthly Internet Fees - August	36.85
5751	US Internet	Monthly Internet Fees - August	36.85
5751	US Internet	Monthly Internet Fees - August	36.85
Total 5751:			147.45
5801	Verizon Wireless	wireless phone service - Maintenance Dept	17.49
5801	Verizon Wireless	wireless phone service - PD	833.89
5801	Verizon Wireless	wireless phone service - Fire Dept	35.01
5801	Verizon Wireless	wireless phone service - LS	35.01
5801	Verizon Wireless	wireless phone service - Bldg Dept	33.10
5801	Verizon Wireless	wireless phone service - Bldg Dept	70.62
5801	Verizon Wireless	wireless phone service - WWTP	100.27
Total 5801:			1,125.39
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	307.00
Total 5816:			307.00
5831	Vinocopia	Liquor Store Merchandise	800.00
5831	Vinocopia	Freight Charge	16.50
Total 5831:			816.50
5881	WatchGuard Video	Software PD	2,000.00
5881	WatchGuard Video	PD Equipment	13,000.00
5881	WatchGuard Video	Camera System New Squad	5,200.00
5881	WatchGuard Video	Camera System New Squad	1,048.00
5881	WatchGuard Video	Police Capital Other Equipment	30,000.00
Total 5881:			51,248.00
5886	Watson Co., Inc.	Credit Liquor Merchandise	14.23-
5886	Watson Co., Inc.	Credit - Operating Supplies	13.50-

Vendor	Vendor Name	Description	Net Invoice Amount
5886	Watson Co., Inc.	Liquor Store Merchandise	48.00
5886	Watson Co., Inc.	Liquor Store Merchandise	2,856.42
5886	Watson Co., Inc.	Misc Operating Supplies - LS	165.32
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			3,048.01
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	1,192.49
5891	Breakthru Beverage Minnesota	Freight Charge	22.71
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	130.50
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	688.00
5891	Breakthru Beverage Minnesota	Freight Charge	11.31
Total 5891:			2,045.01
5979	Wild Mountain Winery, Inc.	Liquor Store Merchandise	353.64
Total 5979:			353.64
5995	WiMacTel Inc.	WiMac Tel Payphone Advantage Service	60.00
Total 5995:			60.00
6001	Wine Merchants	Credit Liquor Merchandise	32.00-
6001	Wine Merchants	Credit Liquor Merchandise	15.18-
6001	Wine Merchants	Liquor Store Merchandise	1,260.00
6001	Wine Merchants	Freight Charge	9.88
Total 6001:			1,222.70
Grand Totals:			946,735.67

Dated: 7/27/16

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/16	07/27/2016	103373	41	ABM Equipment & Supply Inc.	602-20100	175.56
07/16	07/27/2016	103374	306	ARC Irrigation, LLC	101-20100	1,248.00
07/16	07/27/2016	103375	319	Artisan	610-20100	105.25
07/16	07/27/2016	103376	320	Ascent Aviation Group, Inc	211-20100	13,423.55
07/16	07/27/2016	103377	341	Aspen Mills	101-20100	202.98
07/16	07/27/2016	103378	491	Bearence Management Group	101-20100	11,500.00
07/16	07/27/2016	103379	501	Becker Arena Products, Inc.	426-20100	53,971.97
07/16	07/27/2016	103380	521	Bellboy Corporation	610-20100	2,097.30
07/16	07/27/2016	103381	555	Bertleson One Source	101-20100	17.55
07/16	07/27/2016	103382	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	2,045.01
07/16	07/27/2016	103383	776	Business Telephone Products	610-20100	1,382.47
07/16	07/27/2016	103384	969	Cardmember Service	602-20100	3,411.26
07/16	07/27/2016	103385	551	Bernick's	610-20100	5,635.44
07/16	07/27/2016	103386	1156	Minneapolis Finance Department	101-20100	225.00
07/16	07/27/2016	103387	1336	Crystal Springs Ice	610-20100	1,022.22
07/16	07/27/2016	103388	1356	Cub Foods Cambridge #31574	101-20100	60.25
07/16	07/27/2016	103389	1396	Dahlheimer Beverage, LLC	610-20100	16,187.68
07/16	07/27/2016	103390	1481	Department of Human Services	610-20100	299.00
07/16	07/27/2016	103391	1666	East Central Solid Waste Commission	101-20100	10.00
07/16	07/27/2016	103392	1891	Fastenal Company	101-20100	162.61
07/16	07/27/2016	103393	2046	G & K Services, Inc.	101-20100	333.87
07/16	07/27/2016	103394	2341	Hawkins, Inc.	601-20100	2,577.45
07/16	07/27/2016	103396	2776	JJ Taylor Dist. of Minn.	610-20100	1,085.65
07/16	07/27/2016	103397	2796	Johnson Bros - St Paul	610-20100	11,127.76
07/16	07/27/2016	103398	2852	Brent Kafer	601-20100	96.64
07/16	07/27/2016	103399	2941	Kirvida Fire, Inc.	101-20100	1,255.74
07/16	07/27/2016	103400	3086	Landworks Construction, Inc.	101-20100	900.00
07/16	07/27/2016	103401	3131	Leaf's Towing and Recovery	209-20100	785.00
07/16	07/27/2016	103402	3261	Locators & Supplies Inc.	602-20100	85.63
07/16	07/27/2016	103403	3321	MacQueen Equipment Inc.	418-20100	255,732.21
07/16	07/27/2016	103404	3371	Marco Technologies LLC	101-20100	260.00
07/16	07/27/2016	103405	3461	McDonald Distributing Company	610-20100	24,952.44
07/16	07/27/2016	103406	3473	McGriff Welding & Repair	101-20100	60.00
07/16	07/27/2016	103407	3472	Marilyn McGriff	101-20100	175.00
07/16	07/27/2016	103408	3676	MCSI Minnesota Computer Systems Inc	101-20100	18.70
07/16	07/27/2016	103409	3521	Menards	602-20100	355.15
07/16	07/27/2016	103410	3666	Minnesota Child Support Payment	101-20100	132.44
07/16	07/27/2016	103411	3704	Minnesota Ice LLC	426-20100	358,322.16
07/16	07/27/2016	103412	3829	MN Dept of Labor and Industry	101-20100	3,897.59
07/16	07/27/2016	103413	3801	MMBA	610-20100	2,700.00
07/16	07/27/2016	103414	3935	Joe Morin	101-20100	150.00
07/16	07/27/2016	103415	4071	NCPERS Minnesota	101-20100	368.00
07/16	07/27/2016	103416	4091	New France Wine	610-20100	304.00
07/16	07/27/2016	103417	4186	Northern Technologies, LLC	424-20100	6,343.00
07/16	07/27/2016	103418	4351	Outdoor Edge, Inc.	101-20100	80.99
07/16	07/27/2016	103419	4476	Phillips St Paul	610-20100	3,322.61
07/16	07/27/2016	103420	2421	Redpath and Company	101-20100	350.00
07/16	07/27/2016	103421	4802	Richard Alan Productions	101-20100	1,450.00
07/16	07/27/2016	103422	4824	RITE	610-20100	1,067.68
07/16	07/27/2016	103423	5116	Short, Elliot, Hendrickson Inc	602-20100	90,344.25
07/16	07/27/2016	103424	5181	Southern Glazer's of MN	610-20100	5,732.33
07/16	07/27/2016	103425	5251	Star	610-20100	198.00
07/16	07/27/2016	103426	5301	Steve's Tire Inc	101-20100	129.98
07/16	07/27/2016	103427	5446	The American Bottling Company	610-20100	162.80
07/16	07/27/2016	103428	5516	Thorpe Distributing Company	610-20100	342.50
07/16	07/27/2016	103429	5726	Unlimited Supplies, Inc.	101-20100	12.55
07/16	07/27/2016	103430	5731	UPS	101-20100	11.76

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/16	07/27/2016	103431	5751	US Internet	602-20100	147.45
07/16	07/27/2016	103432	5801	Verizon Wireless	602-20100	1,125.39
07/16	07/27/2016	103433	5816	Viking Coca-Cola Bottling Co	610-20100	307.00
07/16	07/27/2016	103434	5831	Vinocopia	610-20100	816.50
07/16	07/27/2016	103435	5881	WatchGuard Video	417-20100	51,248.00
07/16	07/27/2016	103436	5886	Watson Co., Inc.	610-20100	3,048.01
07/16	07/27/2016	103437	5979	Wild Mountain Winery, Inc.	610-20100	353.64
07/16	07/27/2016	103438	5995	WiMacTel Inc.	211-20100	60.00
07/16	07/27/2016	103439	6001	Wine Merchants	610-20100	1,222.70
Grand Totals:						<u>946,735.67</u>

Vendor	Vendor Name	Description	Net Invoice Amount
196	American Payment Centers	Drop-Off Box Rental - Utility	43.50
196	American Payment Centers	Drop-Off Box Rental - Utility	43.50
Total 196:			87.00
521	Bellboy Corporation	Liquor Store Merchandise	1,950.15
521	Bellboy Corporation	Liquor Store Merchandise	169.31
521	Bellboy Corporation	Misc Operating Supplies - LS	68.60
Total 521:			2,188.06
551	Chas A. Bernick Inc.	Liquor Store Merchandise	171.80
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,871.70
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	11.82-
Total 551:			3,031.68
969	Cardmember Service	TXLO Investigative On-Line Tool	50.00
969	Cardmember Service	TXLO Investigative On-Line Tool	25.00
Total 969:			75.00
1236	Comm of MMB, Treas Div	Admin Traffic Citation Fines - July	980.00
Total 1236:			980.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	15,294.44
Total 1396:			15,294.44
1506	Deputy Registrar #90	License Tabs - 05 Dodge - Plate 619HWB	51.00
1506	Deputy Registrar #90	License Tabs - 15 Chevy - Plate 951385	16.00
Total 1506:			67.00
1598	Dryden, Dan	City Park Summer Concert Series - My Famous	600.00
Total 1598:			600.00
1681	ECM Publishers, Inc.	Advertising - Liquor Store	1,735.87
1681	ECM Publishers, Inc.	Advertising - Summer Concerts	303.45
1681	ECM Publishers, Inc.	Legal Notice - Public Accuracy Test	8.55
1681	ECM Publishers, Inc.	Legal Notice - City Council Meeting	19.95
Total 1681:			2,067.82
1891	Fastenal Company	Misc Operating Supplies - Street Dept	49.20
Total 1891:			49.20
2146	Gopher State One-Call Inc.	FTP Tickets	124.20

Vendor	Vendor Name	Description	Net Invoice Amount
2146	Gopher State One-Call Inc.	FTP Tickets	124.20
	Total 2146:		248.40
2182	Grape Beginnings, Inc.	Liquor Store Merchandise	517.00
2182	Grape Beginnings, Inc.	Freight	11.25
2182	Grape Beginnings, Inc.	Liquor Store Merchandise	300.00
2182	Grape Beginnings, Inc.	Freight	2.25
	Total 2182:		830.50
2188	Gratitude Farms	Animal Control Services	400.00
	Total 2188:		400.00
2341	Hawkins, Inc.	Chemicals	5,814.82
	Total 2341:		5,814.82
2416	Hirsch's Cambridge Motors	Repair & Maint Supplies - Bldg Vehicle	42.04
	Total 2416:		42.04
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,916.10
2796	Johnson Brothers Liquor Co	Freight Charge	75.23
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,077.35
2796	Johnson Brothers Liquor Co	Freight Charge	108.29
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	524.40
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,839.90
2796	Johnson Brothers Liquor Co	Freight Charge	26.66
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	120.00
2796	Johnson Brothers Liquor Co	Freight Charge	1.52
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	32.00
2796	Johnson Brothers Liquor Co	Freight Charge	1.52
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	106.50
2796	Johnson Brothers Liquor Co	Freight Charge	1.52
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,777.05
2796	Johnson Brothers Liquor Co	Freight Charge	135.27
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	153.93
	Total 2796:		15,897.24
2881	KEEPRS, Inc.	Uniform Allowance - K. Gross	92.16
	Total 2881:		92.16
2961	Knife River Corporation	Repairs & Maint- Storm Water	441.00
	Total 2961:		441.00
3261	Locators & Supplies Inc.	Repair & Maint - Sanitary Sewer	556.55

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3261:			556.55
3521	Menards	Misc Operating Supplies - Streets	19.97
3521	Menards	Misc Operating Supplies - Streets	5.89
3521	Menards	Repair & Maint Supplies - Parks	7.38
3521	Menards	Misc Operating Supplies - Parks	35.92
3521	Menards	Misc Operating Supplies - WWTP	8.99
3521	Menards	Repair & Maint - Storm Sewer	9.98
3521	Menards	Maintenance Supplies - City Hall	16.74
3521	Menards	Misc Operating Supplies - Shop	9.64
Total 3521:			114.51
4081	Nelson Auto Center	2017 Ford Police Interceptor	10,000.00
4081	Nelson Auto Center	2017 Ford Police Interceptor	17,374.95
Total 4081:			27,374.95
4171	Northern Business Products, Inc.	Office Supplies - PD	114.85
4171	Northern Business Products, Inc.	Office Supplies - Water	9.20
4171	Northern Business Products, Inc.	Office Supplies - Wastewater	9.20
4171	Northern Business Products, Inc.	Office Supplies	14.68
4171	Northern Business Products, Inc.	Office Supplies - Finance	3.99
4171	Northern Business Products, Inc.	Office Supplies - Water	11.97
4171	Northern Business Products, Inc.	Office Supplies - Wastewater	11.97
Total 4171:			175.86
4286	Ole's Window Cleaning	Window Cleaning - Liquor Store	138.94
Total 4286:			138.94
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,298.95
4476	Phillips Wine & Spirits	Freight Charge	24.32
4476	Phillips Wine & Spirits	Liquor Store Merchandise	184.00
4476	Phillips Wine & Spirits	Freight Charge	9.12
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,139.60
4476	Phillips Wine & Spirits	Freight Charge	118.55
Total 4476:			4,774.54
4836	RJM Distributing, Inc.	Liquor Store Merchandise	109.90
Total 4836:			109.90
4919	Rupp, Anderson, Squires, &	June Legal Expense	2,868.33
Total 4919:			2,868.33
5116	Short, Elliot, Hendrickson Inc	CAMBR TH 95 PreDesign	6,353.77

Vendor	Vendor Name	Description	Net Invoice Amount
5116	Short, Elliot, Hendrickson Inc	CAMBR Trans Plan Update	452.75
Total 5116:			6,806.52
5181	Southern Glazer's of MN	Liquor Store Merchandise	5,672.15
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	47.37
5181	Southern Glazer's of MN	Liquor Store Merchandise	139.50
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	1.40
5181	Southern Glazer's of MN	Liquor Store Merchandise	60.57
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	1.40
5181	Southern Glazer's of MN	Liquor Store Merchandise	964.00
5181	Southern Glazer's of MN	Freight Charge-Liquor Store	23.80
Total 5181:			6,910.19
5190	Specialty Turf & AG	Weed Control	845.67
Total 5190:			845.67
5249	Staples Advantage	Office Supplies - Comm Development	27.99
Total 5249:			27.99
5461	The Leader	City Apparel	254.86
Total 5461:			254.86
5489	The Whitesidewalls	City Park Summer Concert Series - The Whitesi	900.00
Total 5489:			900.00
5491	The Wine Company	Liquor Store Merchandise	532.00
5491	The Wine Company	Freight charge	25.00
Total 5491:			557.00
5601	TR Computer Sales LLC	Software - PD	389.40
5601	TR Computer Sales LLC	Sequel Server	13,785.00
5601	TR Computer Sales LLC	Computer - Water	1,875.00
5601	TR Computer Sales LLC	Computer - Wastewater	1,875.00
5601	TR Computer Sales LLC	Computer Consulting - Finance	1,080.00
5601	TR Computer Sales LLC	Computer Consulting - Planning	33.75
5601	TR Computer Sales LLC	Computer Consulting - Police Dept	2,030.00
5601	TR Computer Sales LLC	Computer Consulting - Water	320.62
5601	TR Computer Sales LLC	Computer Consulting - Wastewater	320.63
5601	TR Computer Sales LLC	Computer Consulting - Liquor Store	168.75
Total 5601:			21,878.15
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	292.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5816:			292.00
5886	Watson Co., Inc.	Credit - Operating Supplies	27.00-
5886	Watson Co., Inc.	Misc Operating Supplies - WWTP	61.24
5886	Watson Co., Inc.	Liquor Store Merchandise	3,227.68
5886	Watson Co., Inc.	Misc Operating Supplies - LS	160.87
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			3,428.79
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	6,390.79
5891	Breakthru Beverage Minnesota	Freight Charge	67.08
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	798.00
5891	Breakthru Beverage Minnesota	Freight Charge	10.35
Total 5891:			7,266.22
5922	Wendorf, Barry	Parks, Trails & Rec Comm Mtgs - 2nd Qtr 2016	35.00
Total 5922:			35.00
6001	Wine Merchants	Liquor Store Merchandise	312.00
6001	Wine Merchants	Freight Charge	4.56
Total 6001:			316.56
Grand Totals:			133,838.89

Dated: 8/3/16City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/16	08/03/2016	103440	196	American Payment Centers	602-20100	87.00
08/16	08/03/2016	103441	521	Bellboy Corporation	610-20100	2,188.06
08/16	08/03/2016	103442	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	7,266.22
08/16	08/03/2016	103443	969	Cardmember Service	101-20100	75.00
08/16	08/03/2016	103444	551	Bernick's	610-20100	3,031.68
08/16	08/03/2016	103445	1236	Comm of MMB, Treas Div	213-20100	980.00
08/16	08/03/2016	103446	1396	Dahlheimer Beverage, LLC	610-20100	15,294.44
08/16	08/03/2016	103447	1506	Deputy Registrar #90	101-20100	16.00
08/16	08/03/2016	103448	1506	Deputy Registrar #90	101-20100	51.00
08/16	08/03/2016	103449	1598	Dan Dryden	101-20100	600.00
08/16	08/03/2016	103450	1681	ECM Publishers, Inc.	101-20100	2,067.82
08/16	08/03/2016	103451	1891	Fastenal Company	101-20100	49.20
08/16	08/03/2016	103452	2146	Gopher State One Call	602-20100	248.40
08/16	08/03/2016	103453	2182	Grape Beginnings, Inc.	610-20100	830.50
08/16	08/03/2016	103454	2188	Gratitude Farms	101-20100	400.00
08/16	08/03/2016	103455	2341	Hawkins, Inc.	602-20100	5,814.82
08/16	08/03/2016	103456	2416	John Hirsch's Cambridge Motors	101-20100	42.04
08/16	08/03/2016	103457	2796	Johnson Bros - St Paul	610-20100	15,897.24
08/16	08/03/2016	103458	2881	KEEPRS, Inc.	101-20100	92.16
08/16	08/03/2016	103459	2961	Knife River Corporation	603-20100	441.00
08/16	08/03/2016	103460	3261	Locators & Supplies Inc.	602-20100	556.55
08/16	08/03/2016	103461	3521	Menards	101-20100	114.51
08/16	08/03/2016	103462	4081	Nelson Auto Center	213-20100	27,374.95
08/16	08/03/2016	103463	4171	Northern Business Products, Inc.	602-20100	175.86
08/16	08/03/2016	103464	4286	Ole's Window Cleaning	610-20100	138.94
08/16	08/03/2016	103465	4476	Phillips St Paul	610-20100	4,774.54
08/16	08/03/2016	103467	4836	RJM Distributing, Inc.	610-20100	109.90
08/16	08/03/2016	103468	4919	Rupp, Anderson, Squires, &	101-20100	2,868.33
08/16	08/03/2016	103469	5116	Short, Elliot, Hendrickson Inc	101-20100	6,806.52
08/16	08/03/2016	103470	5181	Southern Glazer's of MN	610-20100	6,910.19
08/16	08/03/2016	103471	5190	Specialty Turf & AG	101-20100	845.67
08/16	08/03/2016	103472	5249	Staples Advantage	101-20100	27.99
08/16	08/03/2016	103473	5461	The Leader	101-20100	254.86
08/16	08/03/2016	103474	5489	The Whitesidewalls	101-20100	900.00
08/16	08/03/2016	103475	5491	The Wine Company	610-20100	557.00
08/16	08/03/2016	103476	5601	TR Computer Sales LLC	101-20100	21,878.15
08/16	08/03/2016	103477	5816	Viking Coca-Cola Bottling Co	610-20100	292.00
08/16	08/03/2016	103478	5886	Watson Co., Inc.	610-20100	3,428.79
08/16	08/03/2016	103479	5922	Barry Wendorf	101-20100	35.00
08/16	08/03/2016	103480	6001	Wine Merchants	610-20100	316.56

Grand Totals:

133,838.89

Prepared by: Caroline Moe, Director of Finance

Background

Typically, if the City is due amounts that become delinquent, we can certify the amount to the tax roll and collect via the Isanti Co property tax system. Unfortunately, we have three amounts that we are owed that are not related to property owners within city limits as detailed below:

Name of Debtor	Amount	Date Billed	Description
Guy Lillemo— Lillemo Sewer Service	\$2015.00	1/19/2016	Charges for dumping waste at Wastewater Plant
Guy Lillemo— Lillemo Sewer Service	\$360.00	7/25/16	Charges for dumping in 2016 before we notified him he could no longer dump without payment for January billing.
Tyler Labatte	\$275.80	1/20/2016	Fire Hydrant Hit-no insurance to bill

After repeated attempts, we have been unable to collect from these parties. Staff would like authorization to work with City Attorney, if needed, to commence legal action in court to obtain a judgement against these parties. In addition, if deemed appropriate by the City Attorney, we would like to request authority to pursue collection via a professional collection agency.

Recommended Council Action—

Unless parties pay in full, authorize City Staff to work with City Attorney to commence legal action in court to obtain a judgement against these parties. Also, if deemed appropriate by City Attorney, authorize collection via agency.

Prepared by: Caroline Moe, Director of Finance

Background

Certify Delinquent Municipal Charges

Attached for your review is a certification of delinquent amounts to be certified to the Isanti County Auditor for the Assessment to the Real Estate Taxes due in 2017.

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

Recommended Council Action—*Approve Resolution R16-065 certifying debts to the Isanti County Auditor for the Assessment to the Real Estate Taxes due in 2017.*

Attachments:

1. Resolution R16-065 for certification of delinquent account balances.
2. Listing of delinquent amounts for certification.

Resolution No. R16-065

**RESOLUTION CERTIFYING DELINQUENT DEBTS TO THE ISANTI COUNTY
AUDITOR FOR ASSESSMENT TO THE REAL PROPERTY TAXES DUE IN 2017 FOR
THE PROPERTY SERVED**

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

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

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the owners of the properties located on the attached certification are delinquent in his/her payments to the City of Cambridge for municipal services and other services and the City Council of Cambridge, Minnesota shall have the delinquent amounts along with certification fees, as applicable, certified to the Isanti County Auditor for assessment to the real property taxes as imposed by the Isanti County Auditor, due in 2017 for the property served.

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

Adopted this 15th Day of August, 2016.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

City of Cambridge								
Certification to Tax Roll Delinquent Accounts								
8/15/2016								
Customer Name	Service Address	Account #	Inv #	PIN #	Delinquent Amount	Penalty	Total to Tax Roll	Comments
PHH Mortg Corp	1344 Willow Wood Dr SE	2537	2877	15.094.0160	\$ 50.00		\$ 50.00	Abatement 7/11/16
Jesse Asmussen	223 5th Ave SW	2544	2856	15.048.1150	\$ 300.00		\$ 300.00	Admin Cit 5/12/16
David Heinrich	2000 Fillmore St S	1000014000		15.148.0800	\$ 288.49	\$ 150.00	\$ 438.49	Water bill / off
Bank of New York Mellon	2350 Cleveland Lane S	1000006533		15.148.1560	\$ 240.42	\$ 75.00	\$ 315.42	Water bill / off
							\$ 1,103.91	
Amounts paid after certification to Council:								

BACKGROUND

A-1Excavating is submitting Pay Request #4 for work completed through July 29, 2016, on the 2016 Street Improvements. City Engineer, Short Elliott Hendrickson, has reviewed the pay request and is recommending payment in the amount of \$713,677.85.

The Council awarded this contract to A-1 Excavating at its April 4th, 2016, meeting and construction began earlier this spring.

COUNCIL ACTION

Staff recommends to Council to authorize partial payment request No. 4 to A-1 Excavating for \$713,677.85.

ATTACHMENTS

Resolution R16-066 Authorizing Partial Payment #4 to A-1 Excavating for the 2016 Street Improvements.

Resolution R16-066

**RESOLUTION ACCEPTING WORK AND AUTHORIZING
PARTIAL PAYMENT TO A-1 EXCAVATING
(2016 STREET IMPROVEMENT PROJECT)**

WHEREAS, pursuant to a written contract signed with the City of Cambridge, A-1 Excavating has satisfactorily completed a portion of the 2016 Street Improvements Project in accordance with such contract and;

WHEREAS, City Engineer, S.E.H., has reviewed the work through July 29, 2016, and recommends payment in the amount of \$713,677.85 (Partial Payment #4);

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

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to authorize payment on such contract in the amount of \$713,677.85.

Adopted by the Cambridge City Council this 15th day of August, 2016.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

4F Approve Final Payment to D.P.G. for Park Restroom Project Totaling \$52,200.00
August 15, 2016

Prepared by: Todd Schwab, Public Works/Utilities Director

Background

On March 7th City Council awarded a bid for Interior/Exterior Work on the City Park Restrooms to Dering Pierson Group, LLC (DPG) in the amount of \$30,200.00.

On April 4th City Council awarded a bid for Plumbing on the City Park Restrooms to Dering Pierson Group, LLC (DPG) in the amount of \$22,000.00.

The Restroom Interior/Exterior and Plumbing work has been completed as per specifications and the restrooms have been put into service.

Recommendation

Staff recommends approving final Payment to D.P.G. for the Interior/Exterior and Plumbing portion of the Park Restroom Project in the amount of \$52,200.00.

Included

Pay Request

APPLICATION AND CERTIFICATE FOR PAYMENT

To: City of Cambridge
 300 Third Avenue NE
 Cambridge, MN 55008
 From: Dering Pierson Group

Project: Cambridge Park
 Bathroom
 300 Third Avenue NE
 Cambridge, MN 55008

Application No: 1.0
 App. Date:
 Period to: Jul 31, 2016
 Project No: 16016
 Contract Date: Mar 31, 2016

Distribution to:
 Owner
 Architect
 Contractor
 Field
 Other

Contract For:

Via Architect:

CONTRACTOR'S APPLICATION FOR PAYMENT

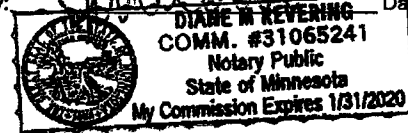
Application is made for payment, as shown below, in connection with the Contract.
 Continuation Sheet is attached.

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

1. ORIGINAL CONTRACT SUM	52,200.00
2. NET CHANGE BY CHANGE ORDERS	0
3. CONTRACT SUM TO DATE	52,200.00
4. TOTAL COMPLETED AND STORED TO DATE	52,200.00
5. RETAINAGE:	
a. 5.00% of Completed work	2,610.01
b. 0.00% of Stored Material	0
TOTAL RETAINAGE	2,610.01
6. TOTAL EARNED LESS RETAINAGE	49,589.99
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	0
8. CURRENT PAYMENT DUE	49,589.99
9. BALANCE TO FINISH, INCLUDING RETAINAGE	2,610.01

CONTRACTOR: Dering Pierson Group

By: *[Signature]* Date: 8/3/16



Subscribed and sworn before me this 3 day of Aug, 16

Notary Public: *[Signature]* Commission expires: 1/31/2020

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changed approved in previous months by owner	0	0
Total approval this month	0	0
TOTALS	\$0	\$0
NET CHANGES by Change Order	\$0	

55

Dering Pierson Group
 22401 Industrial Blvd
 Rogers, MN 55374
 612-213-2210
 612-392-7944

City of Cambridge
APPLICATION AND CERTIFICATE FOR PAYMENT

Job No.: 16016
 Job: Cambridge Park Bathroom
 Application No: 1.0
 Application Date: Apr 1, 2016
 Period To: Jul 31, 2016

CONTRACT

A Item #	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored	G		H Balance to Finish	I Retainage (If Variable Rate)
			From Previous Application(s)	This Period		Total Completed and Stored To Date	%		
1000	CONTRACT - Exterior/Interior & Misc.	0		0	0	0		0	0
1001	General Conditions	6,521.00		6,521.00	0	6,521.00	100	0	326.05
1002	Rough Carpentry	4,847.25		4,847.25	0	4,847.25	100	0	242.36
1003	Metal Roofing	5,608.15		5,608.15	0	5,608.15	100	0	280.41
1004	Doors & Hardware	6,163.30		6,163.30	0	6,163.30	100	0	308.17
1005	Painting	2,869.10		2,869.10	0	2,869.10	100	0	143.46
1006	Toilet Accessories	4,191.20		4,191.20	0	4,191.20	100	0	209.56
2000	CONTRACT - Plumbing	0		0	0	0		0	0
2001	Plumbing	22,000.00		22,000.00	0	22,000.00	100	0	1,100.00
		52,200.00	0	52,200.00	0	52,200.00	100	0	2,610.00

ADDITIONS TO CONTRACT

0	0	0	0	0	0	0	0	0
Grand TOTAL:	52,200.00	0	52,200.00	0	52,200.00	100	0	2,610.00

4G Approve Final Payment to Bloomquist Electric, Inc for Park Restroom Project
Totaling \$4900.00 **August 15, 2016**

Prepared by Todd Schwab, Public Works/Utilities Director

Background

On April 4th City Council awarded a bid for Electrical Work on the City Park Restrooms to Bloomquist Electric, Inc. for the amount of \$4900.00.

The electrical work has been completed as per specifications.

Recommendation

Staff recommends approving final payment to Bloomquist Electric, Inc. for the electrical portion of the City Park Restroom Project in the amount of \$4900.00.

Included

Invoice

Bloomquist Electric, Inc.

INVOICE

5611 277th Street
 Wyoming, MN 55092
 Phone 651-462-5100
 Fax 651-462-5585

INVOICE #2541
 DATE: 8/3/2016

TO:
 City of Cambridge
 Attn: Finance Dept
 300 3rd Ave NE
 Cambridge, MN 55008

FOR:
 City park Bathrooms
 P.O. #

DESCRIPTION	HOURS	RATE	AMOUNT
Total due as per bid			\$4,900.00
		TOTAL	\$4,900.00

Make all checks payable to Bloomquist Electric, Inc.
 Total due in 15 days. Overdue accounts subject to a service charge of 1.5% per month.
 Please include invoice number on check.

THANK YOU FOR YOUR BUSINESS!

Prepared by: Marcia Westover, Community Development Director

Background

A Temporary Family Health Care Dwelling bill was signed into Minnesota law on May 12, 2016. The temporary dwelling language provides housing in a separate structure for a mentally or physically impaired person. The language allows a structure for six months with a one-time six month extension (one year maximum). The language of the Minnesota State Statute Section 462.3593 can be found in an attachment with this staff report.

Staff has received two requests from residents to allow a "mother-in-law" area or structure to be considered for their elderly parent(s). This may be a trend that many families are considering in order to take care of an elderly parent or family member. Staff prepared an ordinance amendment to the city code in an effort to be proactive with this trend. This ordinance amendment to consider "In-Law Apartments" was brought before the Planning Commission. The In-Law Apartments ordinance was proposed to the Commission in addition to the Temporary Family Health Care Dwelling law.

The Commission discussed both the In-Law Apartments ordinance amendment provided by staff and the MN State Statute on Temporary Family Health Care Dwellings. The Commission had concerns with these types of structures in general and felt it best that the City opt-out of the MN State Statute on Temporary Family Health Care Dwellings in an effort to give the city more time to thoroughly discuss and write its own ordinance for these types of temporary structures. The City needs to opt-out prior to September 1, 2016, otherwise the MN State Statute on Temporary Family Health Care Dwellings will take effect and the City will be required to allow them if requested. The Commission tabled the In-Law Apartments ordinance amendment to the city code until after the Comprehensive Plan update is complete.

Staff Recommendation

Staff agrees with the Commission that more time is needed to create an ordinance that better fits the city and that opting-out of the MN State Statute Section 462.3593 is the best option at this time.

Council Action

Approve Ordinance No. 626 Opting-Out of the requirements of Minnesota Statutes, Section 462.3593 Temporary Health Care Dwellings.

Attachments

1. Ordinance
2. Planning Commission minutes
3. MN State Statute

Ordinance 626

**AN ORDINANCE OPTING-OUT OF
THE REQUIREMENTS OF
MINNESOTA STATUTES, SECTION 462.3593
Temporary Health Care Dwellings**

WHEREAS, on May 12, 2016, Governor Dayton signed into law the creation and regulation of temporary family health care dwellings, codified at Minn. Stat. § 462.3593, which permit and regulate temporary family health care dwellings;

WHEREAS, subdivision 9 of Minn. Stat. §462.3593 allows cities to “opt out” of those regulations;

WHEREAS, Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of Cambridge opts-out of the requirements of Minn. Stat. §462.3593, which defines and regulates Temporary Family Health Care Dwellings.

This Ordinance shall be effective immediately upon its passage and publication.

Adopted by the Cambridge City Council this 15th day of August, 2016.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Date of Publication: August 24, 2016

PLANNING COMMISSION MEETING MINUTES

Tuesday, August 2, 2016

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

Members Present: Jim Godfrey, John Klossner, Shirley Basta, Joe Morin, and Chad Struss

Members Absent: Bob Erickson (Excused) and Robert Nelson (Excused)

Staff Present: Marcia Westover, Community Development Director/City Planner

CALL TO ORDER and PLEDGE OF ALLEGIANCE

Godfrey called the meeting to order at 7:33 pm and led the Commission in the Pledge of Allegiance.

APPROVAL OF AGENDA

Klossner moved, seconded by Struss to approve the agenda as presented. The motion carried 5/0.

APPROVAL OF MINUTES

July 6, 2016 Regular Meeting Minutes

Morin moved, seconded by Basta to approve the July 6, 2016 meeting minutes as presented. Motion carried 5/0.

PUBLIC COMMENT

Godfrey opened the public comment period at 7:34 pm and without comments, closed the public comment period at 7:35 pm.

NEW BUSINESS

In-Law Apartment Dwellings

Westover stated on April 5, 2016, the Planning Commission held a public hearing to amend Title XV Land Usage, Chapter 156 Zoning, to include language for in-law apartment dwellings. At that meeting, the Planning Commission tabled the discussion since the Minnesota legislature was reviewing a bill regarding such temporary housing.

Westover explained the temporary dwelling legislation bill was signed into law on May 12, 2016. Staff has reviewed the language and agrees the City follow these

regulations and not take the opt-out option. However, the temporary dwelling language only allows a structure for six months with a one-time six month extension (one year maximum) for a mentally or physically impaired person.

Westover pointed out staff has now received two requests from residents to allow a "mother-in-law" area or structure to be considered for their elderly parent(s); this is a trend many families are considering in order to take care of an elderly parent or family member. Some of the trends include a small detached temporary home or an attached separate living area for the person needing care. Westover stated staff would like to be proactive with this trend and create an ordinance to allow such dwellings if the Commission finds it appropriate. The current City code would need to be amended to allow such use. Westover stated the In-Law Apartments ordinance would be in addition to the temporary dwelling legislation.

Westover pointed out the main zoning concern is, once the use is no longer needed for an elderly parent or family member, that it becomes a rental property. This may be difficult for staff to regulate; however, it would be handled like other illegal living situations City staff have encountered. The proposed ordinance amendment indicates that inspections are required by staff once the use ends to assure compliance. At this time, the need and benefit for these types of in-law apartments/temporary dwellings may outweigh the initial concerns.

Godfrey asked for any comments or questions from the Commissioners. Westover stated that a decision must be made by September 1, 2016, on whether or not to opt out of the state's regulations.

Discussion ensued amongst the Commissioners regarding many possible scenarios for adding these in-law apartment dwellings. The Commissioners discussed recommending the City Council accept the language following the state laws or recommending the City opt out. If the City chooses to follow the state's mandate, then the temporary dwelling applications would have to be approved beginning on September 1, 2016. If the City chooses to opt out, the Commission can take more time to write their own ordinance amendments and the state laws won't apply. Commissioners agreed to recommend the City Council opt out and stressed the importance of proactively writing specific language now which will prevent more problems in the future.

Struss moved, seconded by Morin to recommend City Council opt out of the requirements of Minnesota Statutes, Section 462.3593 Temporary Health Care Dwellings.

Westover stated the Commission also needs to decide whether to table the discussion on writing the City's amendment to the In-Law Apartments ordinance. Struss suggested waiting until this issue is dealt with in the City's Comprehensive Plan which is currently in the process of being updated.

Struss moved, Basta seconded to table the proposed ordinance amendment to Title XV: Land Usage, Chapter 156, adding In-Law Apartment Dwellings language until the City's Comprehensive Plan has been finalized and approved. Motion carried 5/0.

Accessory Structure Under 200 Square Feet Requirement

Westover stated currently, the City Zoning Code requires that accessory structures larger than 120 square feet match the main dwelling on the lot as close as possible. The 120 square feet is derived from the former MN State Building code requirement that any accessory structure larger than this requires a building permit. Since the City Zoning Code was originally written, the MN State Building Code has changed the size to 200 square feet; any structure exceeding 200 square feet requires a building permit but the City Code still states 120 square feet.

Westover explained staff would like the Planning Commission to discuss whether or not to keep the requirement for accessory structures exceeding 120 square feet be required to match as close as possible to the main dwelling on the lot. Staff would also like the Commission to discuss whether or not to change the size and only require accessory structures to match if they exceed 200 square feet.

Westover noted that a 200 square foot building is a 10' x 20' garage. This is large enough to fit a car in and is not considered a typical utility shed. The 120 square foot size is typical for utility sheds commonly found pre-assembled from Menards or other stores.

According to Westover, staff has had requests from residents asking whether or not they can purchase a pre-assembled shed with a gambrel roof which resembles a barn. Currently the zoning code states that roof lines and pitch must match as close as possible. So, unless the dwelling has a gambrel (barn style) roof, the accessory structure cannot have this style of roof (if it is over 120 square feet).

Westover stated the idea behind this City code is to have regularity in our residential neighborhoods. Allowing many different styles, roof pitches, and colors may create a visual blight concern. The same is true when repairing siding on a house, the siding needs to match as close as possible so as not to create visual blight and continue to resemble a residential structure.

Westover stated staff understands there are many existing accessory structures that do not match in the City. Staff considers these existing structures legal non-conforming structures. Currently, anything that is newly constructed must match as close as possible to the principal dwelling on the lot.

Westover asked the Commission to discuss and advise staff on how to proceed with the accessory structure exterior materials.

Godfrey opened this up for discussion amongst the Commissioners. Morin asked Westover what the City's Building Inspector's opinion was. Westover stated the residential inspector stated the 200 square feet is quite large and if it didn't match the main dwelling, it would not be uniform and would cause visual blight.

Commissioners agreed to keep the requirement for accessory structures exceeding 120 square feet to match as close as possible to the main dwelling on the lot. Commissioners agreed to not change the size requirement.

Klossner moved, seconded by Basta to keep the 120 square feet accessory structures requirement as is and keep the requirement to match the main dwelling on the lot as close as possible. Motion carried 5/0.

OTHER BUSINESS / MISCELLANEOUS

City Council Update

Westover updated the Commission on the previous City Council meeting. Westover stated all the requests from last month for Gracepoint Crossing were approved by the City Council. Westover has sent this information to DNR for their approval.

Parks, Trails, and Recreation Commission Update

Westover updated the Commission on happenings in the parks. Westover stated the two refrigerated ice rinks were approved and construction is scheduled to begin on August 5, 2016. City Park public restrooms and the fishing pier projects are both close to being completed.

ADJOURNMENT

Basta moved, seconded by Morin, to adjourn the meeting at 8:11 pm. The motion carried 5/0.

Jim Godfrey
Cambridge Planning Commission Chair

ATTEST:

Marcia Westover
City Planner

Subd. 7. **Fee.** Unless otherwise specified by an action of the county board, the county may charge a fee of up to \$100 for the initial permit and up to \$50 for a renewal of the permit.

Subd. 8. **No public hearing required; application of section 15.99.** (a) Due to the time-sensitive nature of issuing a temporary dwelling permit for a temporary family health care dwelling, the county does not have to hold a public hearing on the application.

(b) The procedures governing the time limit for deciding an application for the temporary dwelling permit under this section are governed by section 15.99, except as provided in this section. The county has 15 days to issue a permit requested under this section or to deny it, except that if the county board holds regular meetings only once per calendar month the county has 30 days to issue a permit requested under this section or to deny it. If the county receives a written request that does not contain all required information, the applicable 15-day or 30-day limit starts over only if the county sends written notice within five business days of receipt of the request telling the requester what information is missing. The county cannot extend the period of time to decide.

Subd. 9. **Opt-out.** A county may by resolution opt-out of the requirements of this section.

Sec. 3. [462.3593] TEMPORARY FAMILY HEALTH CARE DWELLINGS.

Subdivision 1. **Definitions.** (a) For purposes of this section, the following terms have the meanings given.

(b) "Caregiver" means an individual 18 years of age or older who:

(1) provides care for a mentally or physically impaired person; and

(2) is a relative, legal guardian, or health care agent of the mentally or physically impaired person for whom the individual is caring.

(c) "Instrumental activities of daily living" has the meaning given in section 256B.0659, subdivision 1, paragraph (i).

(d) "Mentally or physically impaired person" means a person who is a resident of this state and who requires assistance with two or more instrumental activities of daily living as certified in writing by a physician, a physician assistant, or an advanced practice registered nurse licensed to practice in this state.

(e) "Relative" means a spouse, parent, grandparent, child, grandchild, sibling, uncle, aunt, nephew, or niece of the mentally or physically impaired person. Relative includes half, step, and in-law relationships.

(f) "Temporary family health care dwelling" means a mobile residential dwelling providing an environment facilitating a caregiver's provision of care for a mentally or physically impaired person that meets the requirements of subdivision 2.

Subd. 2. **Temporary family health care dwelling.** A temporary family health care dwelling must:

(1) be primarily assembled at a location other than its site of installation;

(2) be no more than 300 gross square feet;

(3) not be attached to a permanent foundation;

(4) be universally designed and meet state-recognized accessibility standards;

(5) provide access to water and electric utilities either by connecting to the utilities that are serving the principal dwelling on the lot or by other comparable means;

(6) have exterior materials that are compatible in composition, appearance, and durability to the exterior materials used in standard residential construction;

(7) have a minimum insulation rating of R-15;

(8) be able to be installed, removed, and transported by a one-ton pickup truck as defined in section 168.002, subdivision 21b, a truck as defined in section 168.002, subdivision 37, or a truck tractor as defined in section 168.002, subdivision 38;

(9) be built to either Minnesota Rules, chapter 1360 or 1361, and contain an Industrialized Buildings Commission seal and data plate or to American National Standards Institute Code 119.2; and

(10) be equipped with a backflow check valve.

Subd. 3. Temporary dwelling permit; application. (a) Unless the municipality has designated temporary family health care dwellings as permitted uses, a temporary family health care dwelling is subject to the provisions in this section. A temporary family health care dwelling that meets the requirements of this section cannot be prohibited by a local ordinance that regulates accessory uses or recreational vehicle parking or storage.

(b) The caregiver or relative must apply for a temporary dwelling permit from the municipality. The permit application must be signed by the primary caregiver, the owner of the property on which the temporary family health care dwelling will be located, and the resident of the property if the property owner does not reside on the property, and include:

(1) the name, address, and telephone number of the property owner, the resident of the property if different from the owner, and the primary caregiver responsible for the care of the mentally or physically impaired person; and the name of the mentally or physically impaired person who will live in the temporary family health care dwelling;

(2) proof of the provider network from which the mentally or physically impaired person may receive respite care, primary care, or remote patient monitoring services;

(3) a written certification that the mentally or physically impaired person requires assistance with two or more instrumental activities of daily living signed by a physician, a physician assistant, or an advanced practice registered nurse licensed to practice in this state;

(4) an executed contract for septic service management or other proof of adequate septic service management;

(5) an affidavit that the applicant has provided notice to adjacent property owners and residents of the application for the temporary dwelling permit; and

(6) a general site map to show the location of the temporary family health care dwelling and other structures on the lot.

(c) The temporary family health care dwelling must be located on property where the caregiver or relative resides. A temporary family health care dwelling must comply with all setback requirements that apply to the primary structure and with any maximum floor area ratio limitations that may apply to the primary structure. The temporary family health care dwelling must be located on the lot so that septic services and emergency vehicles can gain access to the temporary family health care dwelling in a safe and timely manner.

(d) A temporary family health care dwelling is limited to one occupant who is a mentally or physically impaired person. The person must be identified in the application. Only one temporary family health care dwelling is allowed on a lot.

(e) Unless otherwise provided, a temporary family health care dwelling installed under this section must comply with all applicable state law, local ordinances, and charter provisions.

Subd. 4. **Initial permit term; renewal.** The initial temporary dwelling permit is valid for six months. The applicant may renew the permit once for an additional six months.

Subd. 5. **Inspection.** The municipality may require that the permit holder provide evidence of compliance with this section as long as the temporary family health care dwelling remains on the property. The municipality may inspect the temporary family health care dwelling at reasonable times convenient to the caregiver to determine if the temporary family health care dwelling is occupied and meets the requirements of this section.

Subd. 6. **Revocation of permit.** The municipality may revoke the temporary dwelling permit if the permit holder violates any requirement of this section. If the municipality revokes a permit, the permit holder has 60 days from the date of revocation to remove the temporary family health care dwelling.

Subd. 7. **Fee.** Unless otherwise provided by ordinance, the municipality may charge a fee of up to \$100 for the initial permit and up to \$50 for a renewal of the permit.

Subd. 8. **No public hearing required; application of section 15.99.** (a) Due to the time-sensitive nature of issuing a temporary dwelling permit for a temporary family health care dwelling, the municipality does not have to hold a public hearing on the application.

(b) The procedures governing the time limit for deciding an application for the temporary dwelling permit under this section are governed by section 15.99, except as provided in this section. The municipality has 15 days to issue a permit requested under this section or to deny it, except that if the statutory or home rule charter city holds regular meetings only once per calendar month the statutory or home rule charter city has 30 days to issue a permit requested under this section or to deny it. If the municipality receives a written request that does not contain all required information, the applicable 15-day or 30-day limit starts over only if the municipality sends written notice within five business days of receipt of the request telling the requester what information is missing. The municipality cannot extend the period of time to decide.

Subd. 9. **Opt-out.** A municipality may by ordinance opt-out of the requirements of this section.

Sec. 4. **EFFECTIVE DATE.** This act is effective September 1, 2016, and applies to temporary dwelling permit applications made under this act on or after that date.

Presented to the governor May 12, 2016

Signed by the governor May 12, 2016, 1:27 p.m.

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Prepared by: Marcia Westover, Community Development Director

Background

In 2012, numerous lots in the Parkwood on the Lakes development went into tax forfeiture status. The County has held property auctions and the properties have not sold at the price established by the County.

Chenlee Liu is requesting to purchase 10 lots in the Parkwood development. These lots are platted for twin homes. Chenlee would pay the County's auction price, \$8,000 per lot, and request that the City refund the difference between the County's set auction price and the \$5,000 per lot needed to recoup the City's assessments. The Certified Special Assessments shown on Exhibit B were the estimated cost for the street improvements that needed to be done in Parkwood on the Lakes. After the street improvement work was actually completed the cost was less.

Chenlee will pay the County \$80,000.00 (the set auction price for the lots). The City will reimburse Chenlee \$30,000.00 from the special assessment revenue from the sale of the parcels. This is the difference between the County's auction price and the minimum of \$5,000 needed for each lot to recoup the assessment costs. Because of the special assessments certified against these properties, the proceeds from the sale of these tax forfeited properties will be transmitted to the City to settle the special assessments. The City will pay Chenlee once the proceeds from the County are received.

Council Action

Determine if the attached Special Assessment Agreement should be approved and signed.

Attachment

Special Assessment Agreement

(Top 3 inches reserved for recording data)

Special Assessment Agreement

between

Chenlee Liu

and

City of Cambridge, Minnesota

THIS AGREEMENT (“Agreement”), is made this ____ day of _____, 2016 between the City of Cambridge, State of Minnesota, (“City”) and Chenlee Liu (“Owner”). The City and the Owner are collectively referred to herein as the “Parties” and individually as a “Party.”

WHEREAS, 10 parcels of real property identified in the attached Exhibit A (“Parcels”) have become tax forfeit;

WHEREAS, on October 29, 2012, prior to the Parcels becoming tax forfeit, the City levied special assessments against each Parcel in order to fund completion of certain public improvements that were completed by the original Developer. The assessment amount levied on each parcel is set forth in Exhibit B (“Special Assessments”);

WHEREAS, upon the Parcels becoming tax forfeit, the Special Assessments were cancelled by the Isanti County Auditor as required by statute, but subject to the City’s right to receive proceeds from the tax forfeiture sale of the Parcels;

WHEREAS, the Owner has expressed a desire to purchase the Exhibit A Parcels, and would do so at the auction prices established by the County as set forth in Exhibit C, provided the City reimburses to her, as purchaser and new owner of the Exhibit A parcels, a portion of the auction prices for the parcels;

WHEREAS, the City expects to receive a portion of the outstanding amounts of the Special Assessments, as set forth in Exhibit B, upon the sale of the Parcels by Isanti County;

WHEREAS, the City’s actual costs to complete the incomplete improvements were less than the Exhibit B assessment amounts; and

WHEREAS, the City desires to facilitate the return of the Parcels to private ownership and taxable status, and determines it is in the public interest to do so;

NOW, THEREFORE, IN CONSIDERATION OF the foregoing, the mutual promises and covenants contained in this Agreement, including the relinquishment of certain legal rights, and other good and valuable consideration, the sufficiency and receipt are hereby acknowledged, the City and the Owner agree as follows:

1. Collection of Special Assessment.

- A. When the City receives the City’s share of the auction proceeds as set forth in Exhibit C due to the sale of the Exhibit A parcels by Isanti County to the Owner,

the City agrees to reimburse to the Owner the difference between the Exhibit C amount auction prices as paid by the Owner and the value of \$5,000 per Parcel.

- B.** Developer must construct, at their own expense, twin homes on the parcels listed in Exhibit A. Developer is prohibited from reselling the vacant parcels for their profit. If this happens, the City reserves the right to reattach the remaining balance of the special assessments listed in Exhibit B.
- 2. Choice of Law and Forum.** This Agreement will be governed by the laws of the State of Minnesota regardless of whether any change occurs in the Owner's domicile or status as a resident of Minnesota. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement.
- 3. Severability.** The provisions of this Agreement shall be severable, and if any provision hereof or the application of any such provision under any circumstance is held invalid, it shall not affect any other provision of this Agreement or the application of any provision hereof.
- 4. Integration.** This Agreement constitutes the entire agreement between the Parties relating to the Parcels. No Part has relied upon any statements of promises that are not set forth in this Agreement. No changes to this Agreement are valid unless they are in writing and signed by all the Parties.

By signing below, each party acknowledges that it has read this Agreement; that it has had an opportunity to review this Agreement with legal counsel; and that it understands and agrees to be legally bound by this Agreement.

For Owner

For the City of Cambridge

Chenlee Liu

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

THIS INSTRUMENT WAS DRAFTED BY:
Jay T. Squires
Rupp, Anderson, Squires & Waldspurger, P.A.
527 Marquette Avenue South, Suite 1200
Minneapolis, MN 55402

RASW: 13211

Exhibit A – List of Tax Forfeited Parcels

PIN	BLOCK	LOT	ADDITION	ADDRESS
15.162.0050	1	5	PARKWOOD ON THE LAKES 2ND ADDN	471 Roosevelt St. S.
15.162.0060	1	6	PARKWOOD ON THE LAKES 2ND ADDN	473 Roosevelt St. S.
15.162.0070	1	7	PARKWOOD ON THE LAKES 2ND ADDN	521 Roosevelt St. S.
15.162.0080	1	8	PARKWOOD ON THE LAKES 2ND ADDN	523 Roosevelt St. S.
15.162.0090	1	9	PARKWOOD ON THE LAKES 2ND ADDN	537 Roosevelt St. S.
15.162.0100	1	10	PARKWOOD ON THE LAKES 2ND ADDN	539 Roosevelt St. S.
15.162.0110	1	11	PARKWOOD ON THE LAKES 2ND ADDN	555 Roosevelt St. S.
15.162.0120	1	12	PARKWOOD ON THE LAKES 2ND ADDN	557 Roosevelt St. S.
15.162.0130	1	13	PARKWOOD ON THE LAKES 2ND ADDN	581 Roosevelt St. S.
15.162.0140	1	14	PARKWOOD ON THE LAKES 2ND ADDN	585 Roosevelt St. S.

Exhibit B – Original Assessment Amounts for Tax Forfeited Parcels

PIN	Certified Special Assessments
15.162.0050	\$ 13,944.67
15.162.0060	\$ 13,944.67
15.162.0070	\$ 13,944.67
15.162.0080	\$ 13,944.67
15.162.0090	\$ 13,944.67
15.162.0100	\$ 13,944.67
15.162.0110	\$ 13,944.67
15.162.0120	\$ 13,944.67
15.162.0130	\$ 13,944.67
15.162.0140	\$ 13,944.67
	\$ 139,446.40

Exhibit C – County Auction Prices for Tax Forfeited Parcels

PIN	ADDRESS	County Auction Price
15.162.0050	471 Roosevelt St. S.	\$ 8,000.00
15.162.0060	473 Roosevelt St. S.	\$ 8,000.00
15.162.0070	521 Roosevelt St. S.	\$ 8,000.00
15.162.0080	523 Roosevelt St. S.	\$ 8,000.00
15.162.0090	537 Roosevelt St. S.	\$ 8,000.00
15.162.0100	539 Roosevelt St. S.	\$ 8,000.00
15.162.0110	555 Roosevelt St. S.	\$ 8,000.00
15.162.0120	557 Roosevelt St. S.	\$ 8,000.00
15.162.0130	581 Roosevelt St. S.	\$ 8,000.00
15.162.0140	585 Roosevelt St. S.	\$ 8,000.00
		\$ 80,000.00

Local Option Sales Tax Information

1. The City Council put the question of a local option sales tax to fund a Library on the November 8, 2016 general election ballot. This sales tax would be one-half percent of the total taxable sale amount. (E.g. \$10 purchase x .005 = 5 cents local option sales tax.)
2. If the question on the November 8, 2016 general election ballot passes, the City must seek Legislative approval during the 2017 legislative session. Legislative approval is required to establish the tax.
3. First sales tax collection could begin as early as July 1, 2017 or could start on January 1, 2018. It is estimated that Cambridge could collect \$930,000 per year with the local option sales tax. It **must be** dedicated to the specific use that was approved by the voters.
4. The local option sales tax is not permanent. It must have a finish or "sunset" date. The finish date is when the loan for the Library is paid back (estimated 10-14 years depending upon principal and interest rate).

Local Option Sales Tax is only charged on items that are already charged sales tax. For example, the following items are not charged sales tax and would not be charged the local option sales tax:

Groceries
Clothing
Cigarettes (sales tax is already applied at the wholesale level)
Motor Vehicle purchases
Medical bills

For more specific detail on when the tax is charged, please see attached information sheet from the Department of Revenue. Retailers would collect the sales tax along with the state sales tax and submit to the Department of Revenue for distribution back to the City. All retailers who are registered to collect Minnesota sales tax and are doing business in an area with a local tax must register with the Minnesota Department of Revenue to collect that local tax. This includes any sellers from outside the locality who:

- have an office, distribution, sales, sample, or warehouse location, or other place of business in the local area either directly or by a subsidiary;
- have a representative, agent, salesperson, canvasser, or solicitor in the local area, on either a permanent or temporary basis, who operates under the authority of the retailer or its subsidiary for any purpose, such as repairing, selling, installing, or soliciting orders for the retailer's goods or services, or leasing tangible personal property in the local area;
- ship or deliver tangible personal property in your own vehicle to the local area; or
- perform taxable services in the local area.

Local tax applies to sales made or services performed within city limits or county boundaries only.

Examples of .005 Local Option Sales Tax Impact:

Purchase of \$25
Local Sales Tax: .13 cents

Purchase of \$200
Local Sales Tax: \$1.00

Purchase of \$50
Local Sales Tax: .25 cents

Purchase of \$1,000
Local Sales Tax: \$5.00

Scenarios when the local option sales tax is applicable and when it is not

Scenario	Charge Tax
A Cambridge company sells items to a Minneapolis company. The Cambridge company delivers the items in their own truck to Minneapolis.	No
A Cambridge company sells items to a Minneapolis company. The Minneapolis company picks up items in Cambridge from the Cambridge company.	Yes
A contractor purchases materials from any store in Cambridge for use in Princeton and the contractor transports the materials to Princeton.	Yes
A contractor purchases materials from any store in Cambridge for use in Princeton and are delivered by that store to the job site in Princeton.	No
A person from outside Cambridge sells items at a craft show in Cambridge and customers takes delivery in Cambridge.	Yes
A photographer takes pictures outside of Cambridge but the customer picks up the photos in a Cambridge.	Yes
A photographer takes pictures outside of Cambridge and mails the photos to customer outside of Cambridge.	No
A company from Mora sells office supplies to a Cambridge company and delivers it to a business in Cambridge.	Yes

Local/Special Tax	Cities or Towns Where Tax Applies
Albert Lea	Albert Lea
Austin	Austin
Baxter	Baxter
Becker County	<p>Cities Audubon, Callaway, Detroit Lakes, Frazee, Lake Park, Ogema, Wolf Lake</p> <p>Towns Atlanta, Audubon, Burlington, Callaway, Carsonville, Cormorant, Cuba, Detroit, Eagle View, Erie, Evergreen, Forest, Green Valley, Hamden, Height of Land, Holmesville, Lake Eunice, Lake Park, Lake View, Maple Grove, Osage, Pine Point, Riceville, Richwood, Round Lake, Runeberg, Savannah, Shell Lake, Silver Leaf, Spring Creek, Spruce Grove, Sugar Bush, Toad Lake, Two Inlets, Walworth, White Earth, Wolf Lake</p>
Beltrami County	<p>Cities Bemidji, Blackduck, Funkley, Kelliher, Solway, Tenstrike, Turtle River, and Wilton</p> <p>Towns Alaska, Battle, Bemidji, Benville, Birch, Buzzle, Cormant, Durand, Eckles, Frohn, Grant Valley, Hagali, Hamre, Hines, Hornet, Jones, Kelliher, Lammers, Langor, Lee, Liberty, Maple Ridge, Minnie, Moose Lake, Nebish, Northern, O'Brien, Port Hope, Quiring, Roosevelt, Shooks, Shotley, Spruce Grove, Steenerson, Sugar Bush, Summit, Taylor, Ten Lake, Turtle Lake, Turtle River, Waskish, and Woodrow</p>
Bemidji	Bemidji
Blue Earth County	<p>Cities Amboy, Eagle Lake, Good Thunder, Lake Crystal, Madison Lake, Mankato, Mapleton, Minnesota Lake (partial), North Mankato (partial), Pemberton, Skyline, St. Clair, Vernon Center</p> <p>Towns Beauford, Butternut Valley, Cambria, Ceresco, Danville, Decoria, Garden City, Jamestown, Judson, Le Ray, Lime, Lincoln, Lyra, Mankato, Mapleton, McPherson, Medo, Pleasant Mound, Rapidan, Shelby, South Bend, Sterling, Vernon Center</p>
Brainerd	Brainerd
Brown County	<p>Cities Cobden, Comfrey (partial), Evan, Hanska, New Ulm (county seat), Sleepy Eye, Springfield</p> <p>Towns Albin, Bashaw, Burnstown, Cottonwood, Eden, Home, Lake Hanska, Leavenworth, Linden, Milford, Mulligan, North Star, Prairieville, Sigel, Stark, Stately</p>
Carlton County	<p>Cities Barnum, Carlton, Cloquet, Cromwell, Kettle River, Moose Lake, Scanlon, Thomson, Wrenshall, Wright</p> <p>Towns Atkinson, Automba, Barnum, Beseman, Blackhoof, Eagle, Holyoke, Kalevala, Lakeview, Mahtowa, Moose Lake, Perch Lake, Silver, Silver Brook, Skelton, Split Rock, Thomson, Twin Lakes, Wrenshall</p>
Cass County	<p>Cities Backus, Bena, Boy River, Cass Lake, Chickamaw Beach, East Gull Lake, Federal Dam, Hackensack, Lake Shore, Longville, Motley (partial), Pillager, Pine River, Remer, Walker (county seat)</p> <p>Towns Ansel, Barclay, Becker, Beulah, Birch Lake, Blind Lake, Boy Lake, Boy River, Bull Moose, Bungo, Byron, Crooked Lake, Deerfield, Fairview, Gould, Hiram, Home Brook, Inguadona, Kego, Leech Lake, Lima, Loon Lake, Maple, May, McKinley, Meadow Brook, Moose Lake, Otter Tail Peninsula, Pike Bay, Pine Lake, Pine River, Ponto Lake, Poplar, Powers, Remer, Rogers, Salem, Shingobee, Slater, Smoky Hollow, Sylvan, Thunder Lake, Torrey, Trelipe, Turtle Lake, Wabedo, Walden, Wilkinson, Wilson, Woodrow</p>
Chisago County	<p>Cities Center City (county seat), Chisago City, Harris, Lindström, North Branch, Rush City, Shafer, Stacy, Taylors Falls, Wyoming</p> <p>Towns Amador, Chisago Lake, Fish Lake, Franconia, Lent, Nessel, Rushseba, Shafer, Sunrise</p>

Clearwater	Clearwater
Cloquet	Cloquet
Cook County	Grand Marais, Grand Portage, Lutsen, Schroeder, Tofte, and Hovland
Crow Wing County	<p>Cities Baxter, Brainerd (county seat), Breezy Point, Crosby, Crosslake, Cuyuna, Deerwood, Emily, Fifty Lakes, Fort Ripley, Garrison, Ironton, Jenkins, Manhattan Beach, Nisswa, Pequot Lakes, Riverton, Trommald</p> <p>Towns Bay Lake, Center, Crow Wing, Daggett Brook, Deerwood, Fairfield, Fort Ripley, Gail Lake, Garrison, Ideal, Irondale, Jenkins, Lake Edward, Little Pine, Long Lake, Maple Grove, Mission, Nokay, Lake, Oak Lawn, Pelican, Perry Lake, Platte Lake, Rabbit Lake, Roosevelt, Ross Lake, St. Mathias, Timothy, Wolford</p>
Detroit Lakes	Detroit Lakes
Douglas County	<p>Cities Alexandria, Brandon, Carlos, Evansville, Forada, Garfield, Kensington, Millerville, Miltona, Nelson, and Osakis</p> <p>Towns Alexandria, Belle River, Brandon, Carlos, Evansville, Holmes City, Hudson, Ida, La Grand, Lake Mary, Leaf Valley, Lund, Millerville, Miltona, Moe, Orange, Osakis, Solem, Spruce Hill, and Umess</p>
Duluth	Duluth
Fergus Falls	Fergus Falls
Fillmore County	<p>Cities Canton, Chatfield*, Fountain, Harmony, Lanesboro, Mabel, Ostrander, Peterson, Preston, Rushford Village, Rushford, Spring Valley, Whalan, Wykoff</p> <p>Towns Amherst, Arendahl, Beaver, Bloomfield, Bristol, Canton, Carimona, Carrolton, Chatfield, Fillmore, Forestville, Fountain, Harmony, Holt, Jordan, Newburg, Norway, Pilot Mound, Preble, Preston, Spring Valley, Sumner, and York</p> <p>For cities marked with an asterisk (*) above, part of the ZIP Code is outside Fillmore County</p>
Freeborn County	<p>Cities Albert Lea, Alden, Clarks Grove, Conger, Emmons, Freeborn, Geneva, Glenville, Hartland, Hayward, Hollandale, Manchester, Myrtle, Twin Lakes</p> <p>Towns Albert Lea, Alden, Bancroft, Bath, Carlston, Freeborn, Freeman, Geneva, Hartland, Hayward, London, Manchester, Mansfield, Moscow, Newry, Nunda, Oakland, Pickerel Lake, Riceland, Shell Rock</p>
Giants Ridge Recreation Area	Biwabik
Hennepin County (see note below table)	<p>Bloomington, Brooklyn Center, Brooklyn Park, Champlin, Chanhassen*, Corcoran, Crystal, Dayton*, Deephaven, Eden Prairie, Edina, Excelsior, Fort Snelling, Golden Valley, Greenfield, Greenwood, Hamel, Hanover*, Hassan, Hopkins, Independence, Long Lake, Loretto, Maple Grove, Maple Plain, Medicine Lake, Medina, Minneapolis, Minnetonka, Minnetonka Beach, Minnetrista, Mound, New Hope, Orono, Osseo, Plymouth, Richfield, Robbinsdale, Rockford*, Rogers*, Shorewood, Spring Park, St. Anthony, St. Bonifacius*, St. Louis Park, Tonka Bay, Waconia*, Watertown*, Wayzata, Woodland and Young America*</p> <p>For cities marked with an asterisk (*) above, part of the ZIP Code is outside Hennepin County</p>
Hermantown	Hermantown
Hubbard County	<p>Cities Akeley, Laporte, Nevis, Park Rapids</p> <p>Towns Akeley, Arago, Badoura, Clay, Clover, Crow Wing Lake, Farden, Fern, Guthrie, Hart Lake, Helga, Hendrickson, Henrietta, Hubbard, Lake Alice, Lake Emma, Lake George, Lake Hattie, Lakeport, Mantrap, Nevis, Rockwood, Schoolcraft, Steamboat River, Straight River, Thorpe, Todd, and White Oak</p>

Hutchinson	Hutchinson
Lanesboro	Lanesboro
Lyon County	<p>Cities Balaton, Cottonwood, Florence, Garvin, Ghent, Lynd, Marshall, Minneota, Russell, Taunton, Tracy</p> <p>Towns Amiret, Clifton, Coon Creek, Custer, Eidsvold, Fairview, Grandview, Island Lake, Lake Marshall, Lucas, Lynd, Lyons, Monroe, Nordland, Rock Lake, Shelburne, Sodus, Stanley, Vallery, Westerheim</p>
Mankato	Mankato
Marshall	Marshall
Medford	Medford
Minneapolis	Minneapolis
New Ulm	New Ulm
North Mankato	North Mankato
Olmsted County	<p>Cities Byron, Chatfield*, Dover, Eyota, Oronoco, Pine Island*, Rochester, and Stewartville</p> <p>Towns Cascade, Dover, Elmira, Eyota, Farmington, Haverhill, High Forest, Kalmar, Marion, New Haven, Orion, Oronoco, Pleasant Grove, Quincy, Rochester, Rock Dell, Salem, and Viola</p> <p>For cities marked with an asterisk (*) above, part of the ZIP Code is outside Olmsted County</p>
Otter Tail County	<p>Cities Battle Lake, Bluffton, Clitherall, Dalton, Deer Creek, Dent, Elizabeth, Erhard, Fergus Falls, Henning, New York Mills, Ottertail, Parkers Prairie, Pelican Rapids, Perham, Richville, Rothsay (partly in Wilkin County), Underwood, Urbank, Vergas, Vining, Wadena (partly in Wadena County)</p> <p>Towns Aastad, Amor, Aurdal, Blowers, Bluffton, Buse, Butler, Candor, Carlisle, Clitherall, Compton, Corliss, Dane Prairie, Dead Lake, Deer Creek, Dora, Dunn, Eagle Lake, Eastern, Edna, Effington, Elizabeth, Elmo, Erhards Grove, Everts, Fergus Falls, Folden, Friberg, Girard, Gorman, Henning, Hobart, Homestead, Inman, Leaf Lake, Leaf Mountain, Lida, Maine, Maplewood, Newton, Nidaros, Norwegian Grove, Oak Valley, Orwell, Oscar, Otter Tail, Otto, Paddock, Parkers Prairie, Pelican, Perham, Pine Lake, Rush Lake, Scambler, St. Olaf, Star Lake, Sverdrup, Tordenskjold, Trondhjem, Tumuli, Western, Woodside</p>
Owatonna	Owatonna
Proctor	Proctor
Rice County	<p>Cities Dennison*, Dundas, Faribault, Lonsdale, Morristown, Nerstrand, Northfield*</p> <p>Towns Bridgewater, Cannon City, Erin, Forest, Morristown, Northfield, Richland, Shieldsville, Walcott, Warsaw, Webster, Wells, Wheatland and Wheeling</p> <p>For cities marked with an asterisk (*) above, part of the ZIP Code is outside Rice County</p>
Rochester	Rochester
St. Cloud Area	St. Cloud, Sartell, Sauk Rapids, St. Augusta, St. Joseph, Waite Park
St. Cloud	St. Cloud
St. Louis County	<p>Cities Aurora, Babbitt, Biwabik, Brookston, Buhl, Chisholm, Cook, Duluth, Ely, Eveleth, Floodwood, Gilbert, Hermantown, Hibbing, Hoyt Lakes, Iron Junction, Kinney, Leonidas, McKinley, Meadowlands, Mountain Iron, Orr, Proctor, Tower, Virginia, Winton</p> <p>Towns Alango, Alborn, Alden, Angora, Arrowhead, Ault, Balkan, Bassett, Beatty, Biwabik, Breitung, Brevator, Camp 5, Canosia, Cedar Valley, Cherry, Clinton, Colvin, Cotton, Crane Lake, Culver, Duluth, Eagles Nest, Ellsburg, Elmer, Embarrass, Fairbanks, Fayal, Field, Fine Lakes, Floodwood, Fredenberg, French, Gnesen, Grand Lake, Great Scott, Greenwood, Halden, Industrial, Kabetogama, Kelsey, Kugler, Lakewood, Lavell, Leiding, Linden Grove, McDavitt, Meadowlands, Midway, Morcom, Morse, Ness, New Independence, Normanna, North Star, Northland, Owens, Pequaywan, Pike, Portage, Prairie Lake, Rice Lake, Sandy, Solway, Stoney Brook, Sturgeon, Toivola, Van Buren, Vermillion Lake, Waasa, White, Willow Valley, Wuori</p>

St. Paul	St. Paul
Scott County	<p>Cities Belle Plaine, Elko, New Market, Jordan, New Prague (partly in Le Sueur County), Prior Lake, Savage, Shakopee</p> <p>Towns Belle Plaine, Blakeley, Cedar Lake, Credit River, Helena, Jackson, Louisville, New Market, Sand Creek, Spring Lake, St. Lawrence</p>
Steele County	<p>Cities Blooming Prairie (partly in Dodge County), Ellendale, Medford, Owatonna</p> <p>Towns Aurora, Berlin, Blooming Prairie, Clinton Falls, Deerfield, Havana, Lemond, Medford, Meriden, Merton, Owatonna, Somerset, Summit</p>
Todd County	<p>Cities Bertha, Browerville, Burtrum, Clarissa, Eagle Bend, Grey Eagle, Hewitt, Long Prairie, Osakis*, Staples*, Swanville, and West Union</p> <p>Towns Bartlett, Bertha, Birchdale, Bruce, Burleene, Burnhamville, Eagle Valley, Fawn Lake, Germania, Gordon, Grey Eagle, Hartford, Iona, Kandota, Leslie, Little Elk, Little Sauk, Long Prairie, Moran, Reynolds, Round Prairie, Staples, Stowe Prairie, Turtle Creek, Villard, Ward, West Union, Wykeham</p> <p>For cities marked with an asterisk (*) above, part of the ZIP Code is outside Todd County</p>

Two Harbors	Two Harbors
Wabasha County	<p>Cities Bellechester (partly in Goodhue County), Elgin, Hammond, Kellogg, Lake City (partly in Goodhue County), Mazeppa, Millville, Minneiska (partly in Winona County), Plainview, Wabasha (county seat), Zumbro Falls</p> <p>Towns Chester, Elgin, Gillford, Glasgow, Greenfield, Highland, Hyde Park, Lake, Mazeppa, Minneiska, Mount Pleasant, Oakwood, Pepin, Plainview, Watopa, West Albany, Zumbro</p>
Wadena County	<p>Cities Aldrich, Menahga, Nimrod, Sebeka, Staples*, Vermdale, and Wadena</p> <p>Towns Aldrich, Blueberry, Bullard, Huntersville, Leaf River, Lyons, Meadow, North Germany, Orton, Red Eye, Rockwood, Shell River, Thomastown, Wadena, and Wing River</p> <p>For cities marked with an asterisk (*) above, part of the ZIP Code is outside Wadena County</p>
Willmar	Willmar
Worthington	Worthington

MINNESOTA • REVENUE

Sales and Use Tax

What is the tax base?

Minnesota's sales tax is imposed on the purchase of all taxable goods and services sold in the state. The complementary use tax applies when sales tax has not been paid on taxable products that are used, stored or distributed in the state. (Internet or catalog purchases from out-of-state retailers are a prime example.)

Major exemptions, some of which are detailed on the back of this sheet, include:

- Food products (excluding prepared food, candy, dietary supplements, and soft drinks)
- Clothing (excluding accessories, fur clothing, sports and protective clothing and equipment)
- Drugs for human use, durable medical equipment for home use, mobility enhancing equipment, and prosthetic devices
- Fuels taxed under the motor fuels excise tax
- Residential heating fuels and water services
- Farm machinery and certain capital equipment

Minnesota's state general sales and use tax rate is 6.875 percent. Some services and goods may be taxed differently or subject to additional taxes or fees. For example:

- Short-term car rentals are subject to an additional tax of 9.2 percent and a 5 percent fee.
- Liquor sales are subject to an additional 2.5 percent gross receipts tax.

- Manufactured homes are taxed on 65 percent of the dealer's cost. New and used park trailers are taxed on 65 percent of the sales price.

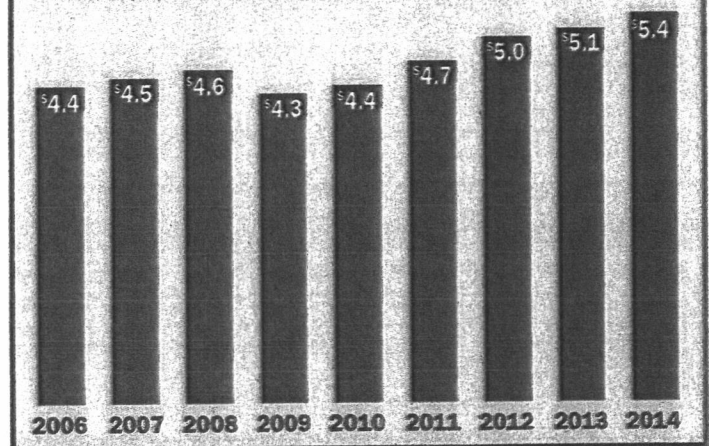
Who pays?

Those who buy or use taxable goods and services pay the sales and use tax. About 160,000 businesses collect and remit the tax.

How much does the sales and use tax raise?

In FY 2014, Minnesota's sales and use tax raised \$5.4 billion. Most of the revenue — \$4.9 billion — was deposited into the state's General Fund. The remainder went primarily into the natural resources and arts funds. Changing the rate by 1 percentage point would affect annual revenue by about \$800 million.

In recent years, the sales and use tax raised (\$/billions):



Recent Changes to the Sales and Use Tax *

State rate increased to 6.5%. Replacement capital equipment taxed at reduced rate.

One-time sales tax rebate of \$1.3 billion paid to individuals.

One-time rebate of \$791 million paid to individuals. Streamlined Sales Tax provisions adopted.

Medicine exemption expanded to include nonprescription drugs.

Most purchases by cities and counties exempted. Tax imposed on business purchases of equipment repair, maintenance services, and warehousing and storage services. Digital products taxed.

1994 1997 1999 2000 2001 2003 2005 2008 2013 2014

Exemption enacted for replacement of capital equipment.

One-time rebate of \$635.6 million paid to individuals. Farm machinery exempted.

Additional Streamlined Sales Tax provisions adopted.

Constitutional amendment adopted to increase the tax rate by 0.375% with proceeds dedicated to four funds.

Exempted business purchases of equipment repair and maintenance services and warehousing and storage services.

*For a full history of changes, see the Minnesota Tax Handbook, available at www.revenue.state.mn.us.

Major exemptions

The list below covers what is taxable and exempt for selected major goods and services.
For a full listing of exemptions, see the *Minnesota Tax Expenditure Budget*.



Food products

Taxed: Food and drinks prepared by a retailer, including food served by a restaurant or sold in vending machines; candy, dietary supplements, soft drinks, and alcoholic beverages.

Exempted: Most food and food ingredients for human use, including meats, dairy, vegetables, fruits, cereals, coffee, tea, spices, and sugar.

Cost to State: \$685 million (FY 2015)



Drugs, medicines and health-related items

Taxed: Cosmetics and toiletries, vitamins and food supplements, band-aids and bandages, and other health-related items.

Exempted: All drugs and medicine for human use, prescription eyeglasses, durable medical equipment for home use, items covered by Medicare or Medicaid, wheelchairs or other mobility enhancing equipment and prosthetic devices.

Cost to State: \$443 million (FY 2015)



Publications

Taxed: Magazines and periodicals that are sold over the counter.

Exempted: Publications published at least once every three months, including newspapers, magazines, seasonal catalogs, shoppers' guides, and advertising circulars.

Cost to State: \$62 million (FY 2015)



Clothing

Taxed: Jewelry, handbags, billfolds, fur clothing, sports clothing sold for exclusive use in a sporting activity, and protective equipment.

Exempted: Clothing for general use, footwear, head-gear, belts, hosiery, gloves and mittens. Also exempted are sewing materials such as fabrics, thread, buttons, zippers, and similar items that are used in clothing.

Cost to State: \$324 million (FY 2015)



Services

Taxed: Pay television; most telecommunications services; admission to places of amusement, recreation and athletic events; tanning and massages; health, sports and athletic club memberships; lodging and related services; parking; laundry and dry cleaning; lawn, garden and pest control services; pet grooming; motor vehicle cleaning and towing; cleaning and maintenance services; detective, security, alarm and armored car services; repair and maintenance of certain equipment and machinery.

Exempted: Most services. Those with a relatively large fiscal impact include:

	Cost to State (FY 2015):
Legal services	\$276 million
Computer services	\$459 million
Automotive repair, maintenance	\$169 million
Engineering, architectural services	\$205 million
Accounting, bookkeeping	\$178 million
Advertising, public relations	\$247 million
Personal care services	\$99 million

Streamlined Sales and Use Tax

Minnesota is a member of the Streamlined Sales and Use Tax Agreement (SSUTA). This multistate effort began in 2000. It aims to simplify and modernize the administration of sales and use taxes to substantially reduce the burden of tax compliance.

A key goal is to level the playing field between local "brick-and-mortar" retailers and catalog or online competitors. Often, sales tax is not charged for remote purchases unless the retailer has a physical presence in the buyer's state. If sales tax is not collected, use tax is due on these purchases — but buyers don't always pay it. This makes it harder for local merchants to compete while depriving state governments of revenue from the unpaid use tax.

SSUTA member states still decide what is taxable or exempt within their borders, but agree to adopt uniform audit procedures and definitions of key goods and services. Other key provisions

include proposals to simplify tax rates and require online or catalog retailers to collect sales tax on all transactions, wherever the buyer resides.

Participants include state revenue departments and representatives of state legislatures and local governments. Businesses such as national retailers, trade associations, manufacturers, direct marketers and technology companies have participated by offering expertise and input, reviewing proposals, suggesting language, and testifying at public hearings.

Currently, 44 states plus the District of Columbia, are working together on the SSUTA. Minnesota is one of 23 "full member" states to adopt all major provisions of the agreement, which first took effect on Oct. 1, 2005.

The Streamlined Sales Tax Governing Board has more information online at: www.streamlinedsalestax.org/.

Property Tax Impact if General Obligation Debt is issued versus local option sales tax - 13 year bond repayment schedule

Property	Current Tax Rate	Current	New City of		Annual Difference	Annual Taxable Purchases	
		City of Cambridge Taxes	New Tax Rate	Cambridge Taxes		Over 13 years	Needed to Match Property Tax Increase
Ace Tack	0.85601	2,355.74	1.01584	2,795.59	439.85	5,718.08	87,972.63
Herman's Bakery	0.85601	1,417.55	1.01584	1,682.23	264.68	3,440.82	52,937.02
Herman's Bakery	0.85601	1,244.64	1.01584	1,477.03	232.39	3,021.11	46,479.73
GTI Theaters	0.85601	5,557.22	1.01584	6,594.83	1,037.62	13,489.01	207,528.46
Wal-Mart	0.85601	168,786.34	1.01584	200,301.30	31,514.96	409,694.48	6,303,149.52
Target	0.85601	102,435.29	1.01584	121,561.51	19,126.22	248,640.82	3,825,338.99
Hirsch Motors	0.85601	20,035.77	1.01584	23,776.75	3,740.98	48,632.75	748,214.90
Steve's Tire	0.85601	2,378.00	1.01584	2,822.00	444.01	5,772.10	88,803.77
Steve's Tire	0.85601	1,450.08	1.01584	1,720.83	270.75	3,519.78	54,151.76
Home	0.85601	1,590.47	1.01584	1,887.43	296.96	3,860.53	59,394.31
Home	0.85601	956.16	1.01584	1,134.69	178.53	2,320.89	35,706.91
Home	0.85601	2,545.77	1.01584	3,021.11	475.33	6,179.35	95,069.26
Home	0.85601	7,237.56	1.01584	8,588.93	1,351.36	17,567.71	270,279.29
Team Industries	0.85601	33,423.77	1.01584	39,664.49	6,240.72	81,129.39	1,248,175.64
Schlagel Inc	0.85601	40,742.65	1.01584	48,349.92	7,607.27	98,894.49	1,521,491.77

This representation is for City of Cambridge property taxes only. Other taxing jurisdictions are Isanti County & Cambridge-Isanti School District 911 which are in addition to this tax amount. This scenario is based upon repaying \$8 million plus interest over a 13 year repayment cycle.

Properties may experience valuation or tax rate changes (either up or down) which will change the property tax estimates.

Date: July 21, 2016

7E Discuss Options on PBRE, Inc Voluntary Foreclosure to Bank Cherokee on property located at 1501 Kennedy St North Lot 1 Block1 Cambridge Opportunity Industrial Park 2nd Addition

August 15, 2016

Author: Stan Gustafson

BACKGROUND

Attached you will find a memo from Attorney Jay Squires and Zachary Cronen in regards to MAPE USA, Inc and PBRE, Inc about the property located at 1501 Kennedy St North, Cambridge, MN. The memo outlines the Contract for Private Development, Loan that assisted with repairs to the building (1501 Kennedy St North) they purchased from Bank Cherokee and the City's land sale.

Background history on MAPE USA, Inc and PBRE, Inc (Developer):

- Purchased foreclosed building 1501 Kennedy St N from Bank Cherokee
- City loans \$72,000.00 for renovation to the building using excess TIF Funds available based on the MN Job Stimulus Bill (Junior mortgage to Bank Cherokee)
- City sold two lots to the Developer for \$1.00 with the intention they would build on to or expand the building by approximately 68,000 sq. ft. creating additional jobs and tax base
- Tax Increment Financing District was created and paid for by the Developer so the City could recoup the cost of land estimated at \$298,143 which calculates out to \$1.50 per sq. ft. covering the City's cost of land and infrastructure
- A new JOBZ agreement was approved by the State of MN and City
- City assisted by sending a letter of support for Foreign-Trade Zone Temporary Modification for the transfer of the Foreign Trade Zone designation for these sites
- The Developer defaulted on the Contract for Private Development and quitclaim the land back to the City
- Developer was also removed from the JOBZ program at this location due to non-compliance
- Current loan Balance is \$50,921.05
- Developer was behind on the loan payments with the bank and entered into a voluntary foreclosure agreement with bank Cherokee
- Sheriff's sale was held on July 21, 2016 at 9:00 am and Bank Cherokee purchase the building back at \$787,538.49

Attorney Squires outlines the City's rights moving forward and requirements of voluntary foreclosure. The voluntary foreclosure verse a traditional foreclosure is less time and redemption period is reduced to two months. This gives the lender possession of the property as soon as the sheriff's sale and allows them to make sure the property is maintained.

One specific that the city has during the voluntary foreclosure process is that it can request "either the agreement or written statement of the amount of money and the value for a detailed description of any property paid or transferred, or to be paid or transferred, by the parties to the agreement under the terms of the agreement". As stated in Jay's memo.

Sale process July 21

- Parties are allowed to bid to purchase the property and sold to the highest bidder
- Bank Cherokee most likely bid to the amount that is owed them, if a higher bid come in any surplus money would be paid to the city
- If the bids is less than the amount owed the city would not be able to recover any portion of the debt from the sale
- After the sale required documents need to be recorded within five days and at that point the redemption period starts.

Redemption

- After bid is accepted and property is sold the borrower and junior lienholders have the right to redeem the property. This process is where the borrower and lienholders can purchase the property back after the Sheriff's sale
- Borrower can redeem the property from winning bidder and pay the amount of accepted bid plus interest, fees and costs.
- If borrower redeems the property it will extinguish the foreclosing mortgage but the junior lienholders would remain.
- The city could redeem the property from the holder of the title, but would be required to pay the amount of the bid plus interest, fees and costs.
- Limited amount of time to redeem the property, borrower is September 21, 2016
- City must provide notice of intent to redeem by September 14, 2016. The city would then have from September 22 through September 29 to redeem the property.
- The required notice has number of steps
- If the junior lienholder does not timely file a notice of intention to redeem or otherwise fails to redeem, it's lien on the real estate is extinguished
- This would not eliminate the debt between PBRE and the City, but would eliminate the City's security for the debt. The City could pursue PBRE for any amount on the unpaid debt on the loan.

Considerations

- Make request to Bank Cherokee for information to determine value and bid on the property at the Sheriff's sale (which is already past)
- Redeem property after sold at the Sheriff's sale, all required elements of the statutory notice completed by September 14, 2016. And have the opportunity to redeem the property from September 22 through September 29

- The current property taxes are \$127,293.61, if the city redeems the property by Minnesota State Statute these taxes would need to be paid prior to recording of any title.
- Holder of Sheriff's certificate can pay taxes and assessments if delinquent and can pursue borrower for that amount.
- If the City wants to pursue redeeming the property they would need to pay at minimum \$787,538.49 plus other cost and \$127,293.61 for taxes and any additional interest and penalties.

Attorney Squires will be present for the City Council meeting and would be the best source for answering questions regarding this process.

Discussion and Conclusion

Determine if the city wants to purchase the property and must move forward in accordance with the required steps in the attorney's memo. If not the voluntary foreclosure process forward with any further action from the City. Does the City want to pursue PBRE, Inc for the past due loan,

Attachments:

- Memo dated July 14, 2016 from Attorney Squires
- Foreclosure information from Isanti County Sheriff's Department
- MN Statutes 582.32
- Property taxes

Memo

To: Jay T. Squires
From: Zachary J. Cronen
Date: July 14, 2016
Re: Voluntary Foreclosures

The City entered into a Contract for Private Development (the “Contract”) with MAPE USA, Inc. (“MAPE”) on November 17, 2010. In the Contract, MAPE agreed to construct a new manufacturing facility on piece of property then-owned by the City, described as Lot 1, Block 1 and Lot 1, Block 2 Cambridge Opportunity Industrial Park 4th Addition (the “Development Land”).

As part of the Contract, the City quitclaimed the Development Land to MAPE. Additionally, the City agreed to loan MAPE \$72,000 to assist with the development of the land. As security for the loan, PBRE, Inc., a subsidiary of MAPE, executed a mortgage in favor of the City on a piece of property described as Lot 1, Block 1 Cambridge Opportunity Industrial Park 2nd Addition (the “Property”). The City’s mortgage on the Property was junior to a mortgage entered into by PBRE and BankCherokee on August 31, 2010 for \$819,000.

In 2014, MAPE defaulted on the Contract and quitclaimed the Development Land back to the City. PBRE has also been behind on its payments to BankCherokee for the \$819,000 mortgage. PBRE and BankCherokee entered into a voluntary foreclosure agreement (“VFA”) on November 19, 2014. Under the VFA, PBRE and BankCherokee agreed that the Property will be sold at a sheriff’s sale on July 21, 2016 at 9 a.m. The City was sent a Notice of Voluntary Mortgage Foreclosure Sale on June 21, 2016. The notice states that PBRE has an amount due of \$776,178.01 on its mortgage with BankCherokee.

As a junior lienholder to the Property, the City has a certain rights moving forward. If the City decides to purchase the Property, it must strictly adhere to the statutory requirements discussed below.

I. Voluntary Foreclosure Agreements

Traditionally, when a borrower defaults on its mortgage, the lender can move to recover the mortgaged property by either initiating a lawsuit to recover the property (“foreclosure by action”) or selling the property without initiating a lawsuit (“foreclosure by advertisement”).

A third option for non-homestead properties is called a voluntary foreclosure. The voluntary foreclosure process is unique to Minnesota. All of the requirements for voluntary foreclosures are found in Minnesota Statutes, Section 582.32.

Voluntary foreclosures are very similar to foreclosures by advertisement, but with shorter timelines. Both parties must consent to a voluntary foreclosure and sign a VFA laying out each party’s rights. *Id.* § 582.32, subd. 3(b).

Voluntary foreclosures have positive and negative consequences for both the borrower and the lender. With a voluntary foreclosure, the lender waives its right to a deficiency or other claim for personal liability against the borrower. *Id.* § 582.32, subd. 3(b)(2). This is very desirable for borrowers, as they do not need to worry about the lender going after their wages or other property.

The primary advantage for the lender is that the voluntary foreclosure process is much shorter, meaning that the lender can quickly obtain clear title. Whereas traditional foreclosure actions can drag on for six-to-twelve months or even longer, the borrower’s redemption period for a voluntary foreclosure is limited to two months. *Id.* § 582.32, subd. 3(b)(1).

Additionally, unlike with foreclosures by action or advertisement, the borrower consents to granting the lender possession of the property as soon as the sheriff’s sale is completed. *Id.* § 582.32, subd. 3(b)(4).¹ This allows the lender to step in sooner and ensure that the property is properly maintained throughout the redemption periods.

¹ Though BankCherokee has the right to require PBRE to vacate the premises after the sale is completed on July 21, 2016, according to the VFA notice sent to the City, BankCherokee is allowing PBRE to remain on the premises through 11:59 p.m. on September 21, 2016.

One specific right that a junior lienholder has during the voluntary foreclosure process is that it can request “either the agreement or a written statement of the amount of money and the value or a detailed description of any property paid or transferred, or to be paid or transferred, by the parties to the agreement under the terms of the agreement.” *Id.* § 582.32, subd. 3(e). It must provide this request in writing. The foreclosing lender provide the requested information within ten days, free of charge.

II. Voluntary Foreclosure Process

A. Sale

After the lender sends the required notices of foreclosure, the borrower and lender can move forward with the sale of the property. *See id.* § 582.32, subd. 5. Presumably PBRE and BankCherokee followed this step as the notice sent to the City stated that the required notices must be sent prior to commencing the foreclosure proceeding.

At the July 21 sale, parties will be allowed to bid to purchase the Property. The amount of the highest bid will satisfy the debt owed to BankCherokee. So, for example, if the high bid is \$400,000, this amount will satisfy BankCherokee’s debt, even though there is \$776,178.01 outstanding on its mortgage. Conversely, the bid could go higher than the amount owed to BankCherokee. If that is the case, any surplus sale proceeds would be paid to subsequent lienholders in the order of priority. *Id.* § 580.09. This means that if the Property is sold for more than \$776,178.01, assuming that there are no other superior liens on the Property, the surplus amount would be paid to the City. But if the accepted bid is less than \$776,178.01, the City would not be able to recover any portion of its unpaid debt from the sale.

After the sale is complete, the winning bidder will receive a certificate of sale. *Id.* § 582.32, subd. 6. This certificate must be filed with the county recorded within five days after the sale. Additionally documents, including the affidavits of service, mailing, and publication, may also need to be recorded within five days after the sale. After the sale is complete, the redemption period for the borrower begins.

B. Redemption

After the bid is accepted and the property is sold, the borrower and junior lienholders have the right to redeem the property. Redemption is the process by which the borrower or junior lienholders can purchase the foreclosed property back after the

sheriff's sale is completed. A borrower can redeem the property from the winning bidder by paying the amount of the accepted bid, plus any interest, fees, and costs. After redeeming, the borrower would receive the certificate of sale and title to the property. If the borrower redeems, it extinguishes the foreclosing mortgage, but any junior liens would remain. So, in the unlikely event that PBRE redeems the Property, BankCherokee's mortgage would be satisfied, but the City's mortgage would remain.

Junior lienholders can redeem by buying the property from the holder of title, which could be the original bidder, the borrower, or a more senior lienholder. The junior lienholder must pay the amount of the bid, plus interest and certain fees and costs. If a junior lienholder redeems the property from a prior redeeming lienholder, different calculations relating to other outstanding mortgages would come into play. But because the City is the only other junior lienholder, these calculations are not relevant.

If the borrower or junior lienholder elects to redeem the property, it must pay the required amount to either the holder of the certificate of sale or the sheriff during its redemption period. If a party elects to redeem, there are a number of additional documents that will need to be filed with the county recorder after the sale is complete. *Id.* § 580.25.

The borrower and junior lienholders have a limited amount of time to redeem. These time periods are known as the redemption periods. The borrower's redemption period is first. For voluntary foreclosures, the borrower's redemption period is two months from the date of sale. So here, PBRE will have until September 21, 2016 to redeem the Property.

After the borrower's redemption period ends, any junior lienholders' redemption periods begin in the order of priority. The redemption period for junior lienholders is seven days. If a junior lienholder wants to redeem the property, it must provide notice of its intention to redeem at least one week prior to the end of the borrower's redemption period. Thus, if the City elects to redeem the Property, it must provide its notice by September 14, 2016. The City would have from September 22 through September 29 to redeem the Property.

The required notice includes a number of steps. The lienholder must:

1. Record with each county recorder and registrar of titles where the foreclosed mortgage is recorded a notice of the lienholder's intention to redeem;

2. Record with each county recorder and registrar of titles where the notice of the lienholder's intention to redeem is recorded all documents necessary to create the lien on the mortgaged premises and to evidence the lienholder's ownership of the lien, including a copy of any money judgment necessary to create the lien; and
3. After complying with clauses (1) and (2), deliver to the sheriff who conducted the foreclosure sale or the sheriff's successor in office a copy of each of the documents required to be recorded under clauses (1) and (2), with the office, date, and time of filing for record stated on the first page of each document.

Minn. Stat. § 580.24(a). Failure to timely file a notice of intention to redeem extinguishes a lienholders right to redeem. *Id.* 582.32, subd. 9.

If a junior lienholder does not timely file a notice of intention to redeem or otherwise fails to redeem, its lien on the real estate is extinguished. *Id.* § 582.32, subd. 9. Thus, if the City does not purchase the Property at the sheriff's sale and does not redeem it during its redemption period, the City's lien against the Property would be extinguished. This would not eliminate the debt between PBRE and the City, but would eliminate the City's security for the debt. Accordingly, the City could still pursue PBRE for any unpaid debt on the \$72,000 loan, though it would no longer have a security interest in the Property. Because it appears that PBRE and MAPE do not have an ability to pay any of their debts, the City would likely be unable to recover any outstanding debt on its loan to PBRE.

III. Practical Considerations

The most important consideration for the City is to determine how much the Property is worth. Once it has this information in hand, it can determine how much it is willing to spend on a bid or redemption. One way the City may get this information is to request the information directly from BankCherokee. As discussed above, this is a statutory right of junior lienholders. The City would need to make the request in writing. Within ten days of receiving the request, BankCherokee must mail the City the requested information free of charge.

If the City determines that it would like to purchase the Property, its first option is to attend the Sheriff's sale on July 21 and attempt to place a winning bid. If there are no other high bidders, the City may be able to purchase the Property at or below its market value. This may be unlikely to happen, as BankCherokee could bid up to the market

value of the Property if it believes that it could turn around and sell the Property for more than the accepted bid. Another scenario is that BankCherokee could bid the amount outstanding on its mortgage. It may do this because if PBRE or the City elected to redeem the Property, BankCherokee would recoup all of its outstanding debt.

The City's second option is to redeem the Property after it is sold at the sheriff's sale. The City would likely redeem directly from the high bidder at the sale, as it appears unlikely that PBRE will redeem the Property, given the fact that it defaulted on its Contract with the City and on its mortgage with BankCherokee. If the City decides to move forward with redeeming the Property, it must have all required elements of the statutory notice completed by September 14. It would then have the opportunity to redeem the Property from September 22 through September 29.

One last issue that may arise for the City is the amount of delinquent and past-due taxes on the Property. According to Minnesota Statutes, Section 272.12, a deed or other instrument conveying title to a property cannot be recorded if there are delinquent property taxes. *See also U.S. Bank Nat. Ass'n v. John Steele, P.A.*, No. A11-2121, 2012 WL 3023421, at *2 (Minn. App. July 23, 2012). Thus, if there are delinquent taxes on this Property, no party could record a title instrument until those taxes are paid off. f

Minnesota Statutes, Section 582.03, subd. 1 provides that a holder of a sheriff's certificate of sale or a junior lienholder who has redeemed the property may "pay and claim the following on redemption: any taxes or assessments on which any penalty would otherwise accrue." This means that if there are delinquent taxes on a foreclosed property, the purchaser of the property can pay the delinquent taxes and then pursue the borrower for that amount. *See John Steele, P.A.*, 2012 WL 3023421, at *3.

According to the Isanti County Auditor-Treasurer's website, there is \$126,422.51 in property taxes owed on this Property. It is unclear how much of that amount is delinquent. But whoever purchases the Property will be required to pay the delinquent taxes before it can record any title instruments.² If the City purchased the Property and paid those delinquent taxes, it would have a claim against PBRE for that amount. But because PBRE appears unable to pay its debts, it is unlikely that the City would be able to

² This assumes that PBRE and BankCherokee do not have an arrangement to pay the property taxes. Nothing in the notice sent to the City addresses delinquent property taxes, so it is unclear whether they have an arrangement or not.

recover the costs of the delinquent taxes. This should be a consideration when the City makes its ultimate determination on whether to purchase the Property.³

IV. Conclusion

The City must determine whether it wants purchase the Property. If it decides that it would like to move forward with the purchase, it has the statutory right to do so either by bidding on the Property at the sheriff's sale or later redeeming it. If it decides not to purchase the Property, the voluntary foreclosure process will move forward without any further action from the City.

RASW: 64875

³ As an example, if the City purchased the Property for \$500,000 and there were \$100,000 in delinquent taxes, it would need to sell the Property for \$600,000 plus whatever amount is due on its \$72,000 loan in order to break even.

Isanti County

Isanti County Auditor-Treasurer
 555 18th Ave SW
 Cambridge, MN 55008
 Phone: (763) 689-1644
 Fax: (763) 689-8210
 auditor@co.isanti.mn.us

Parcel Detail

[Back to Search Results](#) [Change of Address](#) [Print this Page](#)

Parcel Information		
Parcel ID	Status	Last Update
15.185.0010	Active	8/9/2016 3:03:53 AM
Current Owner: BANKCHEROKEE 607 S SMITH AVE SAINT PAUL, MN 55107		SITUS: 1501 KENNEDY ST N CAMBRIDGE MN 55008
Taxing District CAMB CITY/911		
Legal Description		
Section 28 Township 036 Range 023		

Tax Bills					
Tax Year	Net Tax	Total Paid	Penalty/Fees	Interest	Amount Due
2016	\$21,976.00	\$0.00	\$1,098.80	\$0.00	\$23,074.80
2015	\$36,590.00	\$4,000.00	\$1,122.60	\$2,580.84	\$40,293.44
2014	\$36,238.00	\$1,075.00	\$4,927.02	\$6,686.67	\$46,806.69
2013	\$33,944.00	\$22,760.00	\$1,659.71	\$3,603.93	\$17,118.68
2012	\$15,470.00	\$15,470.00	\$0.00	\$0.00	\$0.00
2011	\$23,500.00	\$23,500.00	\$0.00	\$0.00	\$0.00
2010	\$29,116.00	\$30,280.64	\$0.00	\$0.00	\$0.00
2009	\$23,390.00	\$24,793.40	\$0.00	\$0.00	\$0.00
2008	\$23,902.00	\$29,551.46	\$0.00	\$0.00	\$0.00
Total					\$127,293.61

Important Tips

An amount will not appear in the **"Cart"** box on the right hand side of the page until you have selected the **form of payment** in the "Cart" box.
 If you have any questions, please contact us at (763) 689-1644 Monday through Friday, 8:00 AM to 4:30 PM or Email: auditor@co.isanti.mn.us

The Isanti County Auditor-Treasurer's office makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. If you have any questions, please contact us at (763) 689-1644 or auditor@co.isanti.mn.us.

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582.32 VOLUNTARY FORECLOSURE; PROCEDURE.

Subdivision 1. **Application.** This section applies to mortgages executed on or after August 1, 1993, under which there is a default and the mortgagor and mortgagee enter into an agreement for voluntary foreclosure of the mortgage under this section. This section applies only to mortgages on real estate no part of which is classified as a homestead under section 273.124 or in agricultural use as defined in section 40A.02, subdivision 3, as of the date of agreement.

Subd. 2. **Definitions.** (a) As used in this section, the following terms have the meanings given:

(b) "Agreement" means the agreement for voluntary foreclosure described in subdivision 3.

(c) "Date of agreement" means the effective date of the agreement which shall not be sooner than the date on which the agreement is executed and acknowledged by both the mortgagor and mortgagee.

(d) "Junior lien" means a lien subordinate to the lien of the mortgage foreclosed under this section, the holder of which has a redeemable interest in the real estate under section 580.24.

(e) "Mortgage" means a recorded mortgage on real estate no part of which is classified as a homestead under section 273.124 or is in agricultural use as defined in section 40A.02, subdivision 3, as of the date of agreement.

(f) "Mortgagee" means the record holders of the mortgage, whether one or more.

(g) "Mortgagor" means the record holders, whether one or more, of the legal and equitable interest in the real estate encumbered by the mortgage.

(h) "Real estate" means the real property encumbered by the mortgage.

Subd. 3. **Procedure.** (a) Voluntary foreclosure may occur only in accordance with this section.

(b) The mortgagor and mortgagee shall enter into a written agreement for voluntary foreclosure under this section only during the existence of a default under the mortgage. At least one of the items constituting the default must have been in existence for at least one month on the date of agreement. The agreement shall identify the mortgage by recording data and the real estate by legal description, specify the date of the agreement and provide that:

(1) The mortgagor and mortgagee have agreed that the mortgage shall be voluntarily foreclosed with the mortgagor's redemption period reduced to two months as provided in this section.

(2) The mortgagee waives any rights to a deficiency or other claim for personal liability against the mortgagor arising from the mortgage or the debt secured by the mortgage. This does not preclude an agreement between the mortgagor and mortgagee to a payment to the mortgagee as part of the voluntary foreclosure, or collection from a guarantor.

(3) The mortgagor waives its right to surplus sale proceeds, to contest foreclosure, and to rents and occupancy during the period from the date of agreement through the redemption period.

(4) The mortgagor consents to the appointment of a receiver for, or grants mortgagee possession of, the real estate and all rights of possession of the real estate, including, but not limited to operating, maintaining, and protecting the real estate, and the making of any additions or betterments to the real estate.

(5) A default exists under the mortgage and on the date of agreement at least one of the items constituting the default has been in existence for at least one month.

(c) Within seven days after the date of agreement, the mortgagee must record or file the agreement with the county recorder or registrar of titles, as appropriate, in each county where any part of the real estate is located. Filing or recording of a short form agreement signed by the mortgagor and mortgagee containing the following information satisfies this requirement:

- (1) the identity and mailing address of the mortgagor and mortgagee;
- (2) the legal description of the real estate;
- (3) the mortgage identified by recording data;
- (4) a statement that an event of default under the mortgage has existed for at least one month as of the date of agreement and foreclosure under this section has been agreed to by the parties; and
- (5) the date of agreement.

(d) A certificate signed by the county or city assessor where the real estate is located, stating that, as of the date of agreement, the real estate was not in agricultural use as defined in section 40A.02, subdivision 3, and was not a homestead for property tax purposes under section 273.124, must be recorded before or with the certificate of sale in the office of the county recorder or registrar of titles where the real estate is located, and shall be prima facie evidence of the facts contained in the certificate.

(e) Within ten days of receipt of a written request for information from a holder of a junior lien, the mortgagee, without charge, shall deliver or mail by first class mail postage prepaid, to the address of the holder set forth in the request, either the agreement or a written statement of the amount of money and the value or a detailed description of any property paid or transferred, or to be paid or transferred, by the parties to the agreement under the terms of the agreement. Failure to provide this information does not invalidate the foreclosure.

Subd. 4. [Repealed, 1993 c 40 s 11]

Subd. 4a. **No right of reinstatement.** There is no right of reinstatement pursuant to section 580.30, of the mortgage after the date of agreement.

Subd. 5. **Foreclosure procedure; notice to creditors.** (a) After the date of agreement, the mortgagee may proceed to foreclose the mortgage in accordance with the laws generally applicable to foreclosure by advertisement including this chapter and chapter 580, except as otherwise provided in this section.

(b) At least 14 days before the date of sale, the mortgagee shall:

- (1) serve the persons in possession of the real estate with notice of the voluntary foreclosure sale under this section in the same manner as in a foreclosure by advertisement as provided in section 580.03; and
- (2) mail notice of the voluntary foreclosure sale under this section to each holder of a junior lien who has filed or recorded a request for notice under section 580.032.

(c) The mortgagee shall publish notice of the voluntary foreclosure sale under this section in the same manner as in a foreclosure by advertisement as provided in section 580.03 for four consecutive weeks. The notice must include all information required under section 580.04, clauses (1) to (6), the date of agreement,

and shall state that each holder of a junior lien may redeem in the order and manner provided in subdivision 9, beginning after the expiration of the mortgagor's redemption period under this section.

(d) The mortgagor's redemption period is two months from the date of sale, except that if the real estate is subject to a federal tax lien under which the United States is entitled to a 120-day redemption period under section 7425(d)(1) of the Internal Revenue Code, as amended, the mortgagor's redemption period is 120 days from the date of sale. The certificate of sale must indicate the redemption period applicable under this paragraph.

Subd. 6. Sale, how and by whom made. Except as provided in this section, the foreclosure sale must be conducted and the certificate of sale shall be made and recorded in accordance with a foreclosure by advertisement as provided in chapter 580. The certificate of sale must be filed or recorded within five days after the sale. Affidavits of service, mailing, publication, and other affidavits or certificates permitted by chapter 580, must be recorded with the certificate of sale, or within five days after the sale, in the office of the county recorder or registrar of titles where the real estate is located, and when so recorded are prima facie evidence of the facts contained in them.

Subd. 7. [Repealed, 1993 c 40 s 11]

Subd. 8. [Repealed, 1993 c 40 s 11]

Subd. 9. Creditor redemption. A person holding a junior lien upon the real estate or some part of the real estate may redeem in the order and manner specified in sections 580.24 and 580.25, but only if before the end of the mortgagor's redemption period under this section the creditor files with the county recorder or registrar of titles of each county where the real estate is located, a notice of intention to redeem. If a junior creditor fails to timely file a notice of intention to redeem as provided in this subdivision, or fails to redeem, its lien on the real estate is extinguished.

History: 1992 c 547 s 1; 1993 c 40 s 3-9; 1999 c 11 art 4 s 5

Date of Sale	Mortgagee	Mortgagor(s)	Sold To	Final Bid	Unverified Street Address
X July 21, 2016	BankCherokee	PBRE Inc	BankCherokee JP Morgan Mortgage Acquisition Corporation	\$787,538.49	1501 Kennedy St
July 20, 2016	Mortgage Electronic Registration Systems	Larry Baker Roger Welck		\$88,000.00	613 Horseshoe Lane
July 7, 2016	Mortgage Electronic Registration Systems	Virginia Welck Diane F D Gavere	US Bank National Association	\$237,600.00	35433 Helium St NW
July 7, 2016	Wachovia Mortgage Corporation	Thomas K Gavere Todd D Hunziker	Wells Fargo Bank NA	\$32,451.07	2795 369th Ave NE
July 5, 2016	Mortgage Electronic Registration Systems	Christina M Hunziker Mary K Gleason	US Bank NA	\$120,700.00	2445 Holly St S
July 5, 2016	Washington Mutual Bank FA	John C Gleason	US Bank NA	\$130,050.00	1103 Birch St SW
July 1, 2016	Mortgage Electronic Registration Systems	Susan Hill Todd S Rooney	US Bank National Association	\$121,270.94	290 21st Ave SW
June 30, 2016	Mortgage Electronic Registration Systems	Wendy L Rooney Gary L Johnson	Pacific Union Financial LLC	\$104,490.00	31058 Davenport St NE
June 29, 2016	Mortgage Electronic Registration Systems	Rachel Johnson Daniel M Stevenson	HSBC Bank USA NA	\$177,096.83	1268 301st Ave NW
June 23, 2016	Mortgage Electronic Registration Systems	Guadalupe Stevenson Linda J Lindquist	Nationstar Mortgage	\$142,251.00	28263 Bayshore Dr NW
June 23, 2016	First Reverse Financial Services, LLC	David J Pemble	Nationstar Mortgage	\$130,000.00	29115 Tamarack St NW
June 15, 2016	JPMorgan Chase Bank	Chris D Anderson Steve C Schuster	JP Morgan Chase Bank	\$116,000.00	7320 289th Ln NW
June 8, 2016	Mortgage Electronic Registration Systems	Carol A Schuster Andrew F Nelson	The Bank of New York Mellon	\$184,000.00	2350 Cleveland Ln S
June 1, 2016	First Federal FSB	Robin Lynn Hegg Nelson	Sovereign Bank NA	\$271,872.30	28775 Bayshore Dr NW

7F Approve Request for Proposal for Real Estate Service for Cambridge Opportunity Industrial Park and SE Industrial Park City Owned Properties

August 15, 2016

Author: Stan Gustafson

REQUEST

The City Council is requested to approve the Request for Proposal for Real Estate Services to promote and sell property in the Cambridge Opportunity Industrial Park (COIP) and SE Industrial Park.

BACKGROUND

The City owns property in two Industrial Parks, Cambridge Opportunity Industrial Park has approximately 46 acres remaining and SE Industrial Park has approximately 4 acres remaining.

Staff markets the property through various web site, MN Real Estate Journal, Site selection magazines and direct communication with brokers. In most cases the business that is looking to expand or relocate usually use brokers to define their search as the business owner is focused in on their day to day operations. Staff receives calls from either the broker or owner but at the end staff usually ends up working with the broker.

The broker is at the front lines of knowing who is looking and who is serious and is there to search for available property's and/or land. Each brokerage firm has its professionals in their field whether it involves buildings, land, retail or industrial and areas of the state they focus on based on past knowledge and experience. Staff over the years have created a good working relationship with a variety of brokers as those brokers have created their working relationship with their clients.

The RPF attached outlines what we are looking for in a brokerage firm:

- How will they market the property
- Reporting of progress
- Experience with our market area
- Commission rates based on the City's ability to provide incentives or land cost reductions.

Staff will review all RFP's received and bring back a recommendation to the City Council for their approval.

PROPOSED ACTION

Staff recommends to the City Council to approve the Request for Proposal for Real Estate Services and direct staff to place on the City's web site and direct mail or email to a variety of broker contacts.

Attachments:

Draft Rest for Proposal
Industrial maps

**Request for Proposal
For Real Estate Services for
Cambridge Opportunity Industrial Park
Cambridge Southeast Industrial Park**

The City of Cambridge is seeking proposals from Commercial Brokerage firms to expand its marketing efforts to attract and sell land for the development of its two industrial parks. The Cambridge Opportunity Industrial Park is located at the North East edge of Cambridge off of Opportunity Boulevard and close proximity to Highway 65 and 95, the South East industrial Park is located at the intersections of Highway 95 and Highway 65. The Cambridge Opportunity Industrial Park is Certified Shovel ready and is ready for development with all infrastructure in place, sewer, water, storm water detention ponds, telecommunication, electric and regional storm water detention. The Southeast industrial Park is ready for development with new infrastructure and regional storm water detention ponds.

The City of Cambridge is looking to expand its marketing through Commercial Brokers. Working with the right firm will assist us in reaching other commercial brokers and industrial prospects. We will provide to successful firm a one-year exclusive agreement. If your firm is interested, please submit your proposal and address the following issues.

1. How would you specifically market the above noted properties and reach an audience beyond the city's marketing program?
2. How would you report monthly on the progress of your firm's marketing and on the status of prospects?
3. What are your firm's experiences is related to similar marketing projects? Please provide referrals, contact information and success stories.
4. The city has the ability to sell the property for less than market rate for qualifying businesses based on job creation and tax base criteria. How would your commission be calculated on this property?

Proposals must be received by_____. Late proposals will not be accepted. Please submit proposals to Stan Gustafson, City of Cambridge 330 3rd Ave. NE., Cambridge, MN 55008 or email to sgustafson@ci.cambridge.mn.us.

Proposals will be reviewed by staff and staff will bring their recommendation to the City Council for discussion and approval at the earliest available meeting.

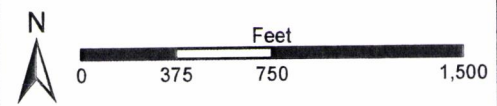
Please call Stan Gustafson 763-552-3209 with any questions in regards to this request.

The City of Cambridge reserves the right to reject any and all proposals, to waive any irregularities and/or informalities therein, and to award the real estate service contract in the best interest of the city of Cambridge.

Attached Cambridge Opportunity Industrial Park map and Southeast Industrial Park map.



**Cambridge Opportunity
Industrial Park
Cambridge, Minnesota**



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



Prepared by: Lynda J. Woulfe, City Administrator

Background

The City Council has requested the preparation of ordinances to annex properties into the City of Cambridge from both Isanti and Cambridge Townships at the June 6, 2016 Council meeting. However, City Council did not approve the expenditure of hiring a surveyor to prepare the proper legal description that must be included in the ordinance (see attached staff report from June 6, 2016 for details).

In order to adopt an annexation ordinances which annexes property in from Isanti Township, the City needs to:

- Hire a surveyor to develop a legal description of the area to be annexed.
- Have the Planning Commission review and comment on the ordinance. This could be on the Planning Commission's September 7, 2016 agenda. This is required by City Code Title III, Section 32.24(A)(6).
- Hold a public hearing and give 30 days' written notice by certified mail to the Isanti Township and to all landowners within and contiguous to the area to be annexed. Therefore, if Council decides to proceed with this annexation, the public hearing would be on September 19, 2016.

Therefore, I need Council permission to retain a surveyor. However, the budget line item I had in my administration budget for professional services has been zeroed out to pay for the Community Collaborations proposal that supports the efforts of the Downtown Task Force. So if Council would like to proceed, staff will need to identify a funding source and bring back a budget amendment for Council approval at a later date.

Finally, Council has also expressed a desire to annex properties in Woodcrest Park. This type of annexation falls under Minnesota Statutes §413.033 subd. 3 which states:

Subd. 3. 60 percent bordered and 40 acres or less. If the perimeter of the area to be annexed by a municipality is 60 percent or more bordered by the municipality and if the area to be annexed is 40 acres or less, the municipality shall serve notice of intent to annex upon the town board and the chief administrative law judge, unless the area is appropriate for annexation by ordinance under subdivision 2, clause (3).

The town board shall have 90 days from the date of service to serve objections with the chief administrative law judge. If no objections are forthcoming within the said 90-day period, such land may be annexed by ordinance. If objections are filed with the chief administrative law judge, the chief administrative law judge shall conduct hearings and issue an order as in the case of annexations under section 414.031, subdivisions 3 and 4.

The process for this ordinance is very similar, but the City must provide notice to the township and wait 90 days before adopting the ordinance so that Cambridge Township has an opportunity to either object or concur with the annexation. If the Township objects, the Municipal Boundary Adjustment Unit will hold hearings on the issue and can either order or deny the annexation. If this is a desired

outcome, Council should include in its 2017 budget the expense of a surveyor to draft the legal description for the ordinance and prepare for the possibility of legal and hearing fees.

Request

If the Council desires to proceed with annexation, authorize staff to retain the services of a surveyor to draft the proper legal description for the ordinances.

Prepared by: Lynda J. Woulfe, City Administrator

Background

The City Council has requested the preparation of ordinances to annex properties into the City of Cambridge from both Isanti and Cambridge Townships. This request stems from the City Council’s long range planning meeting on November 16, 2015. Pursuant to state statute, the City of Cambridge can annex by ordinance under the following conditions:

414.033 ANNEXATION BY ORDINANCE.

Subdivision 1. Unincorporated property.

Unincorporated property *abutting* a municipality may be annexed to the municipality by ordinance as provided for in this section.

Subdivision 2. Conditions.

A municipal council may by ordinance declare land annexed to the municipality and any such land is deemed to be urban or suburban in character or about to become so if:

- (1) the land is owned by the municipality;
- (2) the land is completely surrounded by land within the municipal limits;
- (3) the land abuts the municipality and the area to be annexed is 120 acres or less, and the area to be annexed is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available, and the municipality receives a petition for annexation from all the property owners of the land. Except as provided for by an orderly annexation agreement, this clause may not be used to annex any property contiguous to any property either simultaneously proposed to be or previously annexed under this clause within the preceding 12 months if the property is or has been owned at any point during that period by the same owners and annexation would cumulatively exceed 120 acres; or
- (4) the land has been approved after August 1, 1995, by a preliminary plat or final plat for subdivision to provide residential lots that average 21,780 square feet or less in area and the land is located within two miles of the municipal limits.

There are portions of *Isanti Township* that are completely surrounded by the City of Cambridge and fit under the definition of Subdivision 2(2). These properties are located in close proximity to Main Street South, 16th Avenue SE, and the Christ the King cemetery (please see attached map).

However, before the City could adopt an ordinance under Subdivision 2(2), the City needs to:

- Hire a surveyor to develop a legal description of the area to be annexed.
- Have the Planning Commission review and comment on the ordinance. This could be on the Planning Commission’s April 5, 2016 agenda. This is required by City Code Title III, Section 32.24(A)(6).

- Hold a public hearing and give 30 days' written notice by certified mail to the Isanti Township and to all landowners within and contiguous to the area to be annexed. Therefore, if Council decides to proceed with this annexation, the ordinance calls for a public hearing on May 16, 2016.

Since all of these properties in total are over 40 acres, you may need to split the annexation over a two year period and done some in 2016 and some in 2017.

Council has also expressed a desire to annex properties in Woodcrest Park. This type of annexation would fall under Minnesota Statutes §413.033 subd. 3 which states:

Subd. 3. 60 percent bordered and 40 acres or less. If the perimeter of the area to be annexed by a municipality is 60 percent or more bordered by the municipality and if the area to be annexed is 40 acres or less, the municipality shall serve notice of intent to annex upon the town board and the chief administrative law judge, unless the area is appropriate for annexation by ordinance under subdivision 2, clause (3).

The town board shall have 90 days from the date of service to serve objections with the chief administrative law judge. If no objections are forthcoming within the said 90-day period, such land may be annexed by ordinance. If objections are filed with the chief administrative law judge, the chief administrative law judge shall conduct hearings and issue an order as in the case of annexations under section 414.031, subdivisions 3 and 4.

The process for this ordinance is very similar, but the City must provide notice to the township and wait 90 days before adopting the ordinance so that Cambridge Township has an opportunity to either object or concur with the annexation. If the Township objects, the Municipal Boundary Adjustment Unit will hold hearings on the issue and can either order or deny the annexation.

The City Council had also inquired about the possibility of annexing Sandquist Park into the City. While it is true that the City can annex in property that it owns, the first criteria that must be met is that the property must be contiguous to the city limits. (Minn. Stat. §414.033, Subd. 1: Unincorporated property *abutting* a municipality may be annexed to the municipality by ordinance as provided for in this section.)

For your information, I have included the following information on annexation:

- League of Minnesota Cities *Handbook for Minnesota Cities, Chapter 2, Change of Boundaries, Status, and Name.*
- Minnesota Statutes 414.033 Annexation by Ordinance
- Sample ordinances for annexing properties from Isanti and Cambridge Townships
- Spreadsheet on property identification numbers (PIN), acreage, property type, valuation, and property taxes

Please provide staff guidance on how Council desires to proceed on this issue.

VIII. Annexation

Annexation questions pose some of the most difficult technical and policy problems facing municipal officials. Annexations present such difficulties because sound, realistic facts and estimates regarding the financial and service implications of a proposed annexation are necessary. Annexation involves important policy questions relating to the welfare of the entire urban community, including both the city and surrounding land.

The council must determine if the city, as a corporate entity, will grow with the surrounding economic community. The council must also decide whether the city can extend services to the surrounding developing areas and annex those areas without incurring a heavy financial responsibility that results in increased taxes or other fees and charges.

Annexation allows cities to grow in an orderly, planned manner. Cities need to evaluate and study five questions before deciding to pursue an annexation.

- How will annexation affect the residents, landowners, and property in the area to be annexed?
- What additional costs will the city incur when providing city services to the annexed area?
- How much revenue can and will the city obtain through taxes and other charges levied against the annexed area?
- What is the present status of land available in the area and the outlook for future development?
- What impact, if any, will annexation have on development in the area?

The most important considerations should be the annexation's impact on the area, and whether annexation to the city will provide residents and taxpayers in the area with benefits commensurate with any additional taxes they may have to pay. For example, will police and fire protection improve?

Will zoning laws and subdivision regulations apply and will the city enforce them? Will more city utilities be available or be available at lower rates? Benefits such as these should be roughly proportional to any added costs to taxpayers in the annexed area. Annexation's value is questionable if its major consequence is to increase tax revenues of the annexing community.

A second consideration is the cost the annexing city will incur. Newly annexed areas might cause three different kinds of cost burdens.

RELEVANT LINKS:

The first cost burden is the daily operating cost. This includes the additional cost of providing the area with police protection, fire protection, street maintenance, park maintenance, street lighting, and recreational programs.

The second cost burden is capital cost. Unless it is already fully developed, the new area will need certain capital improvements as it develops, including streets; park land and improvements; and sewer, water, and other utility facilities. In many cases, the city may partially recover these costs through special assessments, but usually some cash outlay is necessary. Furthermore, public-improvement bonds that are repayable through special-assessment levies still add to the city's gross debt and, thus, place a greater burden on its ultimate borrowing capacities.

Finally, the city must allow for an increase in demands on existing public facilities. After the annexation, the residents in the new part of the city will be eligible to use all the services provided by the city. The council should determine what impact, if any, this will have on the operation of the library, hospital, nursing home, swimming pool, golf course, and similar facilities that charge more for non-residents.

Only when the council thoroughly evaluates these and similar factors will a true picture of added city expenditures emerge.

The third set of questions relates to taxes and other revenues the city might obtain from the annexed area. This involves more than just a determination of receipts from the area during the next tax and budget year. The council should also consider the long-term revenue liabilities of the area in terms of its ability to support municipal services as it either develops or declines.

In addition to knowing how much revenue annexed land will produce, it is also important to know whether property in the annexed area can bear the burden of added charges for governmental services. The council must determine if the property owners in the annexed area will be able to pay the additional taxes and special assessments the city will levy once the area becomes part of the city. The council should look at this issue in terms of the present and future paying capacity of the property owners.

The solutions to these issues depend on the answers to the questions dealing with present development and estimates for probable future development in the area. Such estimates must be both reasonable and conservative. It is better to underestimate than to overestimate when evaluating the taxpaying potential of a given geographic area.

RELEVANT LINKS:

Minn. Stat. §§ 414.031-414.033.

Minn. Stat. § 414.031, subd. 4.

Minn. Stat. § 414.011, subd. 6.

See *State v. Village of Mound*, 234 Minn. 531, 48 N.W.2d 855 (Minn. 1951).
Village of Orono v. Village of Long Lake, 247 Minn. 264, 71 N.W.2d 46 (Minn. 1956).

The council should also attempt to determine what impact, if any, the proposed annexation would have on future development in the area. This involves more than determining whether development will be faster or slower due to the change in governmental status. The council should also look at which governmental form will most effectively stimulate and control future development and keep it in harmony with the interests of the urban community and with the social and economic area. In addition, the council should decide whether city control would best enforce regulations governing building standards, population density, land use, and other factors instrumental in the proper, healthy urbanization of the area.

Often, an area being considered for annexation has been developed in a less dense manner than the adjoining city; thus, the property tax revenues from that area in relation to the amount of services it will receive as part of the city will not be in the same proportion as the adjoining city. The council may wish to weigh this factor against the long-term implications of not bringing the area into the city.

This information will let the city council make policy decisions regarding the merits and demerits of an annexation proposal. Having obtained this information, the council should seek a final decision that will protect and promote the best interests of the city, the area to be annexed, the county and town in which the area is located, and the entire social and economic community surrounding the city.

A. Statutory requirements for annexation

Annexation of land cannot occur unless it meets the following three requirements:

First, the land must adjoin the corporate limits of the annexing city. The statute speaks of annexation of unincorporated territory abutting a city. Land abuts a city when its boundaries and those of the city coincide or touch one another so that after annexation, the annexed territory will be united with the city in forming a homogeneous community that can provide all of its parts with the benefits of local government.

The statute defines "abuts" to include areas with boundaries that at least touch one another at a single point, or with boundaries that would touch but for an intervening road, railroad, waterway, or parcel of publicly owned land. In those cases where an annexation needs the approval of the Municipal Boundary Adjustment Unit, it may alter the boundaries of the area to preserve or improve the symmetry of the area.

RELEVANT LINKS:

Minn. Stat. § 414.031, subd. 4.

Village of Orono v. Village of Long Lake, 247 Minn. 264, 77 N.W.2d 46 (Minn. 1956)

Minn. Stat. § 414.061.
See Section VI, *Detachment*.

Office of Administrative Hearings, Municipal Boundary Adjustment Unit, P.O. Box 64620, St. Paul, MN 55164; 651.361.7900.

Minn. Stat. § 414.033.

Second, the Municipal Boundary Adjustment Unit may approve an annexation if it finds city governance of the area is necessary to protect the public health, safety, and welfare; if annexation is found to be in the best interests of the city and the territory to be annexed; or, if land is, or is about to become, suburban or urban in character. This generally refers to land in close proximity to the city, of limited size, suburban in character, and with a community of interest so it will adapt to city government.

Third, the land may not already be part of another city. A concurrent detachment from one city and annexation to another city could occur through a different procedure.

B. Annexation procedures

Although the statutes set out three different annexation procedures, only one procedure may apply in any given situation. The appropriate procedure depends on the ownership, size, and other characteristics of the land under consideration. For annexation purposes, the jurisdiction and authority of the Municipal Boundary Adjustment Unit is uniform for all communities throughout the state. The Municipal Boundary Adjustment Unit has information to assist units of government in presenting evidence in boundary-adjustment proceedings.

The three annexation procedures are applicable in different situations and require completing certain steps.

1. Annexation by ordinance

In some circumstances, a city may annex unincorporated property simply by passing an ordinance declaring the land as annexed to the city. Cities may annex by ordinance when any of the following conditions exist:

- The city owns the land to be annexed.
- The land is completely surrounded by land already within city limits.
- The land abuts the city and the area to be annexed is 120 acres or less, not presently served or capable of being served by available public wastewater facilities, and all the landowners petition the city for annexation (except as provided for by an orderly-annexation agreement, this clause may not be used to annex any property contiguous to any property previously annexed under this clause within the preceding 12 months if the property is owned by the same owners and annexation would cumulatively exceed 120 acres); or
- The land is within two miles of the city and has been approved for platting after Aug. 1, 1995, and the platted lots average 21,780 square-feet or less.

RELEVANT LINKS:

Minn. Stat. § 115.49, subd.
2a. Minn. Stat. § 414.0335.

Minn. Stat. § 414.033, subd.
3.
*See discussion of hearings
under Section VIII-B-3,
Petition, hearing and order
of the Municipal Boundary
Adjustment Unit.*

Minn. Stat. § 414.033, subd.
13.

Minn. Stat. § 414.033, subd.
5.

Minn. Stat. § 414.033, subd.
5.

The law considers land described above to be urban in character. The city can annex it merely by passing an ordinance in all these situations. The city must file copies of the ordinance with the Municipal Boundary Adjustment Unit, the town clerk, the county auditor, and the secretary of state. Annexation does not become effective until the Municipal Boundary Adjustment Unit approves the filing. Unless the city owns the land to be annexed, it must serve notice of intent to annex upon the town board and all landowners within and contiguous to the area to be annexed, and hold a public hearing.

Land may also be annexed by ordinance if the Minnesota Pollution Control Agency (MPCA) has required the city to extend a government service outside its jurisdiction into an unincorporated area.

If 60 percent or more of the perimeter of the area to be annexed borders the city and the area is 40 acres or less, the city may annex it by ordinance. However, the city must serve notice of its intent upon the town board and wait 90 days for the town's objection. If the town board raises objections, the city may abandon the proceedings or the Municipal Boundary Adjustment Unit will hold hearings and order or deny the annexation.

At least 30 days before a municipality may adopt an ordinance under Minn. Stat. § 414.033, subdivision 2, clause (2), (3), or (4), the petitioner must be notified by the municipality that the cost of electric utility service to the petitioner may change if the land is annexed to the municipality. The notice must include an estimate of the cost impact of any change in electric utility services, including rate changes and assessments, resulting from the annexation. Within ten days, copies of the petition must go to the Municipal Boundary Adjustment Unit, the town board, and the county board of the town and county in which all or any part of the land is located, and to the governing body of all cities abutting the land to be annexed.

Another type of annexation by ordinance can occur if land is platted, or if unplatted, does not exceed 200 acres, and a majority of the owners petition the council for annexation.

The town board or the governing body of another city can submit written objections to the annexation to the Municipal Boundary Adjustment Unit and to the city within 90 days of the filing of the petition. If either the town or a city files objections, the annexing city can take no further action on the petition. The petition automatically goes to the Municipal Boundary Adjustment Unit, which will hold a hearing and issue its order.

RELEVANT LINKS:

Minn. Stat. § 414.033, subd. 5.

Minn. Stat. § 414.033, subds. 7, 12.

Minn. Stat. § 414.033, subd. 6.

Gilbert v. Minnesota State Office of Strategic and Long-Range Planning, No. CX-01-1221 (Minn. Ct. App. Jan. 29, 2002 (unpublished decision)).

Minn. Stat. § 414.0325.

Minn. Stat. § 414.033.

If no one files objections, and the council determines the property proposed for annexation is currently or is about to become urban or suburban in character, the council may pass an ordinance annexing the land. However, if all property owners involved do not sign the petition, a public hearing before the city council is necessary before the city can adopt the ordinance. All property owners in the affected area must receive a mailed notice at least 30 days before the hearing.

Except when a town or city objects to an annexation, no action by the Municipal Boundary Adjustment Unit is necessary to annex land in this manner. However, the city must file copies of the annexing ordinance with the Municipal Boundary Adjustment Unit, the county auditor, the town clerk, and the secretary of state. The annexation does not become effective until the Municipal Boundary Adjustment Unit approves the ordinance.

If a city receives a petition for annexation of land, and all or part of the land is already included in a petition pending before the Municipal Boundary Adjustment Unit for incorporation or annexation, the city cannot act on the petition until the Municipal Boundary Adjustment Unit makes a final order on the pending petition.

The Municipal Boundary Adjustment Unit stresses that most annexations by ordinance are exceptions to the requirement for a hearing. Cities must clearly show that the facts making the exception operative are present. The Municipal Boundary Adjustment Unit will not approve an annexation ordinance without this information. The Minnesota Court of Appeals has held, however, that once the criteria in the statute authorizing annexation by ordinance have been satisfied, the Municipal Boundary Adjustment Unit does not have authority to conduct a further review of the proceeding, and it must approve the annexation.

2. Orderly annexation

The Municipal Boundary Adjustment Unit promotes orderly annexation because it emphasizes negotiation and agreement. At least ten days before the city or township adopts an orderly annexation agreement, a notice of the intent to include property in an orderly annexation area must be published in a newspaper of general circulation in both the township and city.

The notice must clearly identify the boundaries of the area proposed to be included in the orderly annexation agreement. The cost of providing notice must be equally divided between the city and the township, unless otherwise agreed upon by the city and township.

RELEVANT LINKS:

Minn. Stat. § 414.0325.

These requirements apply only to the initial designation to include property in an orderly annexation area subject to the orderly annexation agreement, or to any expansion of the orderly annexation area subject to the agreement, and not to any subsequent annexation of any property from within the designated orderly annexation area. These requirements do not apply when the orderly annexation agreement only designates for immediate annexation property for which all of the property owners have petitioned to be annexed.

One or more townships and one or more cities can initiate an orderly annexation process by passing a joint resolution designating an unincorporated area in need of orderly annexation. One or more cities, by joint resolution with the county may also designate an unincorporated area in which there is no organized township government as in need of orderly annexation.

Minn. Stat. § 414.0325, subd. 1(b).

A designated area is any area which the signatories to a joint resolution for orderly annexation have identified as being appropriate for annexation, either currently or at some point in the future, pursuant to the negotiated terms and conditions set forth in the joint resolution. Land described as a designated area is not, by virtue of being so described, considered also to be annexed.

Once the Municipal Boundary Adjustment Unit has received the joint resolution, an initiation of an annexation of any part of the designated area can occur by either the submission of a resolution from any party to the original joint resolution or by the Municipal Boundary Adjustment Unit on its own motion.

Minn. Stat. § 414.0325, subd. 1.
City of Waite Park v. Minn. Office of Admin. Hearings, No. A05-1888 (Minn. Ct. App. July 18, 2006) (unpublished decision).

If the orderly annexation agreement states that no alteration of the area is appropriate, the Municipal Boundary Adjustment Unit may review and comment on the resolution, but it may not alter the boundaries. Likewise, if the joint resolution sets conditions for the annexation and states the consideration of the Municipal Boundary Adjustment Unit is not necessary, the Municipal Boundary Adjustment Unit may only review and comment on the resolution and must order, within 30 days, the annexation under the terms of the resolution.

Minn. Stat. § 414.0325, subd. 6.

An orderly annexation agreement is a binding contract upon all parties to the agreement, and is enforceable in the district court in the county in which the unincorporated property in question is located. The provisions of an orderly annexation agreement are not pre-empted by any other provision of annexation law unless specifically provided for by the agreement.

RELEVANT LINKS:

Minn. Stat. § 115.03. Minn. Stat. § 115.071. Minn. Stat. § 115.49. Minn. Stat. § 414.0335.

Minn. Stat. § 462.3535, subd. 5.
See Handbook, Chapter 15.

Minn. Stat. § 414.09.

Minn. R. 6000.0100-.3400.

Minn. Stat. § 414.0325, subds. 1, 3. *City of Waite Park v. Minn. Office of Admn. Hearings*, No. A05-1888 (Minn. Ct. App. July 18, 2006) (unpublished decision).

If an orderly annexation agreement provides the exclusive procedures by which the unincorporated property identified in the agreement may be annexed to the city, the city shall not annex that property by any other procedure.

Whenever the MPCA or another state agency orders a city to extend municipal services to a certain unincorporated area, the Municipal Boundary Adjustment Unit may consider designating the area for orderly annexation.

If a city designates an urban-growth area based on a community-based comprehensive plan, an orderly annexation agreement must then be negotiated.

When the Municipal Boundary Adjustment Unit receives a joint resolution for annexation of part of the designated orderly annexation area, it must schedule a hearing following the requirements for hearings in other annexation actions. If the joint resolution provides for the conditions for annexation of an area and states that board consideration is not necessary, the Municipal Boundary Adjustment Unit may review and comment on the resolution, but it shall, within 30 days, order the annexation under the terms of the resolution.

If the resolution allows for consideration by the Municipal Boundary Adjustment Unit, it may order the annexation if it makes any of the following findings:

- The area proposed for annexation is currently, or is about to become, urban or suburban in character, and the annexing city is capable of providing the needed services within a reasonable time.
- The existing town form of government is not adequate to protect public health, safety, and welfare.
- Annexation would be in the best interest of the proposed area.

The Municipal Boundary Adjustment Unit may deny the annexation if it conflicts with any provision of the joint resolution. The Municipal Boundary Adjustment Unit may increase or decrease the boundaries of the proposed annexation to include property that is in need of, or will be in need of, city services, unless the joint resolution states no alteration of boundaries is appropriate.

If the Municipal Boundary Adjustment Unit denies annexation, the law prohibits any other proceedings for the annexation of substantially the same area within two years of its order, unless a majority of the area's property owners initiate the new proceeding and affected parties to the resolution support the resolution. In all cases, the Municipal Boundary Adjustment Unit will set out the factors that are the basis for its decision.

RELEVANT LINKS:

Minn. Stat. § 471.59.

Minn. Stat. §§ 462.35-462.364.

Minn. Stat. § 462.357, subd.

1.

Minn. Stat. § 462.358, subd.

1.

Minn. Stat. § 414.031.
Office of Administrative
Hearings, Municipal
Boundary Adjustment Unit,
P.O. Box 64620, St. Paul,
MN 55164; 651.361.7900.

The order of the Municipal Boundary Adjustment Unit is effective when it is issued or at some later date, if specified in the order. No annexation election is necessary.

In the area designated for orderly annexation, an orderly annexation agreement may provide for the establishment of a planning and land use control board under the Joint Powers Act. This board would have all of the powers contained in the Municipal Planning Act. It also would have the authority to adopt and enforce the uniform fire code. The orderly annexation agreement may provide that joint planning and land-use controls apply to any or all parts of the area designated for orderly annexation, as well as to any adjacent unincorporated or incorporated area described by the joint resolution.

If the joint resolution does not provide for joint planning and land-use control, delegate planning and land-use control to the municipalities or towns, or establish some other process for planning and land-use authority, the following procedures take effect. If the county and townships agree to exclude the area from their zoning and subdivision ordinances, the city may extend its zoning and subdivision regulations to include the orderly annexation area. If the county and township do not agree to such extraterritorial zoning and subdivision regulation, zoning and subdivision regulation within the orderly annexation area will be under the control of a three-member committee. The governing bodies of the city, town, and county will each appoint one member to the committee. The committee serves as the governing body and the board of appeals and adjustments within the orderly annexation area. The committee has all the powers provided by the Municipal Planning Act, plus the authority to adopt and enforce the uniform fire code.

3. Petition, hearing, and order by Municipal Boundary Adjustments

If a city cannot annex land by ordinance or by orderly annexation, the annexing procedure is outlined in this section.

a. Initiating the proceeding

Before initiating any boundary-adjustment request, the city, township, county, or property owner should meet to discuss planning issues. Any affected party may call a meeting at which the public should be allowed to participate. The party requesting the boundary adjustment should notify the Municipal Boundary Adjustment Unit of the outcome of any meetings.

RELEVANT LINKS:

Minn. Stat. § 414.031, subd. 1a.

Minn. Stat. § 414.065.

Minn. Stat. § 414.01, subd. 16.

Holding these meetings is optional, but it is strongly encouraged by the Municipal Boundary Adjustment Unit.

b. Notice of intent to annex

At least 30 days before submitting a petition or resolution to the Municipal Boundary Adjustment Unit, the petitioning city or petitioning property owner or supporting city must serve the township clerk of the affected township by certified mail a notice of the intent to annex property. The notice must clearly identify the boundaries of the area proposed to be annexed.

c. The petition

A petition for a public hearing before the Municipal Boundary Adjustment Unit may come from any of the following:

- A resolution of the annexing city.
- A resolution of the town containing the area to be annexed.
- A petition of 20 percent of the property owners or 100 property owners, whichever is less, residing in the area to be annexed.
- A resolution of the city council, together with a resolution of the town board, stating a desire to annex the entire township to the city.

In addition, in the case of state-owned property, the executive council of the state may petition for a hearing.

The petition must go to the Municipal Boundary Adjustment Unit. If property owners initiate the proceeding, they must also include a copy of a resolution of the annexing city supporting the proposed annexation. The petition must set forth:

- The boundaries of the area proposed for annexation.
- Names of all parties entitled to notice, and reasons for requesting annexation.
- For jurisdictional purposes, the petition should also show the area meets the three minimum statutory requirements for annexation.

All petitions for boundary adjustment must include a fact-finding form. The form must detail the results of the planning meeting outlined above if one was held. If the boundary adjustment is contested, the Municipal Boundary Adjustment Unit may require the parties to meet at least three times over a 60-day period. The parties may be granted additional time at the discretion of the Municipal Boundary Adjustment Unit. At least one of the meetings must be open to the public and allow public comment.

RELEVANT LINKS:

Minn. Stat. § 414.12.

Minn. Stat. § 414.031, subd. 3a.

Minn. Stat. § 414.12, subd. 5.
Minn. Stat. § 414.0325, subd. 1.

Minn. Stat. § 414.0333.

In addition, a contested boundary adjustment will trigger the preparation of a fact-finding report by the Municipal Boundary Adjustment Unit.

Any proposed resolution or settlement of contested issues that results in a municipal-boundary change, places conditions on any future municipal-boundary change, or results in the withdrawal of an objection to a pending proceeding or the withdrawal of a pending proceeding must be filed with the Municipal Boundary Adjustment Unit.

d. Mediation and arbitration

If efforts to resolve boundary issues fail, and the issues have not previously been mediated, the parties may be required to participate in an alternative dispute resolution process. The Municipal Boundary Adjustment Unit may require parties to: choose a mediator of their own; accept a mediator assigned by the Office of Dispute Resolution; or accept the mediation services provided by the Office of Administrative Hearings. Fees for mediation may be split as agreed to by all the parties. If the parties do not agree to a division of the costs, they must be allocated on an equitable basis by the mediator, arbitrator, or chief administrative law judge.

During the evidentiary hearing process, the presiding administrative law judge must tour the proposed annexation area along with at least one representative of each of the affected towns and municipalities. Prior to the tour of the proposed annexation area, the affected towns and municipalities shall agree on the route or the administrative law judge shall determine the route for the affected towns and cities and resolve all disputes regarding the tour.

Matters resolved or agreed to by the parties as a result of an alternative dispute resolution process, or otherwise, may be incorporated into a joint resolution or into one or more stipulations for purposes of further proceedings.

e. Joint informational meeting

There must be a joint informational meeting of the city council of the annexing city and the town board of supervisors of the township containing the land proposed to be annexed or included in annexation proceedings by the Municipal Boundary Adjustment Unit's order.

The joint information meeting must be held after the final mediation meeting or the final meeting held pursuant to Minn. Stat. § 414.01, subd. 16, if any, and before the hearing on the matter is held.

RELEVANT LINKS:

If no mediation meetings are held, the joint information meeting must be held after the initiating documents have been filed and before the hearing on the matter. The time, date, and place of the public informational meeting must be determined jointly by the chair of the town board of supervisors and the mayor of the annexing city.

At least ten days before the date for the meeting, both the city and the town must publish at their own expense, notice of the meeting in their respective official newspapers. If the city and town use the same official newspaper, a joint notice may be published and the costs evenly divided. The clerk of the township must record minutes of the proceedings of the informational meeting and the city clerk must make an audio recording of the informational meeting.

f. The powers and duties of the Municipal Boundary Adjustment Unit

After mediation and arbitration, the Municipal Boundary Adjustment Unit or its designated decision maker (mediator or arbitrator) may order the annexation if it makes any of the following findings:

- City government of the property will protect the public health, welfare, and safety.
- The property is, or is about to become, urban or suburban in character.
- Annexation would be in the best interest of the subject area.

The Municipal Boundary Adjustment Unit or its designated decision maker may deny the annexation if it makes any of the following findings:

- The increase in revenues for the annexing city bears no reasonable relation to the monetary value of benefits conferred upon the annexed area.
- Annexation of all or a part of the property to an adjacent city would better serve the interest of the residents of the property.
- The remainder of the town would suffer undue hardship.

The Municipal Boundary Adjustment Unit or its designated decision-maker may alter the boundaries of the area to be annexed:

- By increasing or decreasing the area to include only property that is, or is about to become, urban or suburban in character.
- To add property abutting the area proposed for annexation in order to follow visible, clearly recognizable features.
- To exclude property that may be better served by another unit of government.

Minn. Stat. § 414.031, subd. 4.

Town of Burnsville v. City of Bloomington, 268 Minn. 84, 128 N.W.2d 97 (Minn. 1964).

RELEVANT LINKS:

Minn. Stat. § 414.031, subd.
4.

Minn. Stat. § 414.0333.
Minn. Stat. § 414.031 subd.
4.

If the Municipal Boundary Adjustment Unit or its designated decision maker determines another city or town could better serve part of the area, the Municipal Boundary Adjustment Unit may initiate and approve annexation on its own motion by conducting further hearings and issuing orders. In all cases, the Municipal Boundary Adjustment Unit must indicate the basis for the decision.

In arriving at its decision, the Municipal Boundary Adjustment Unit or its designated decision-maker must consider the following factors:

- Recordings and public documents from joint informational meetings.
- Present population and number of households, past population, and projected population growth of the annexing city, subject area, and adjacent units of local government.
- Quantity of land within the subject area and adjacent units of local government and natural terrain, including recognizable physical features; general topography; major watersheds; soil conditions; and such natural features such as rivers, lakes, and major bluffs.
- Degree of contiguity of the boundaries between the annexing city and the subject area.
- Present pattern of physical development, planning and intended land uses in the subject area and the annexing city including residential, industrial, commercial, agricultural, and institutional land uses and the impact of the proposed action on those land uses.
- The present transportation network and potential transportation issues, including proposed highway development.
- Land-use controls and planning presently in use in the annexing city and in the subject area, including comprehensive plans for development in the area and plans and policies of the Metropolitan Council and whether there are inconsistencies between the proposed development and the existing land-use-planning controls.
- Existing levels of governmental services in the annexing city and the subject area, including water and sewer, fire rating and protection, law enforcement, street improvements and maintenance, administrative services, and recreational facilities, and the impact of the proposed action on the delivery of these services.
- The implementation of previous annexation agreements and orders.
- Existing or potential environmental problems and whether the proposed action is likely to improve or resolve these problems.
- The annexing city's plans and programs for providing needed and enhanced governmental services to the subject area in a cost-effective and feasible manner within a reasonable time from the date of the annexation.

RELEVANT LINKS:

- An analysis of the fiscal impact on the annexing city and the property proposed for annexation, and adjacent units of local government, including assessed valuation and the present bonded indebtedness and the mill rates of the county, school district, and town.
- Relationship and impact of the proposed action on affected and adjacent school districts and communities.
- Adequacy of town government to deliver services to the subject area.
- Analysis of whether necessary governmental services can best be provided through the proposed action or another form of boundary adjustment.
- If only part of a town is annexed, the ability of the remainder of the town to continue, or the feasibility of it being incorporated separately or annexed to another city.
- Information received by the presiding administrative law judge from the required tour.

Minn. Stat. § 414.031, subd. 4a.

g. Annexation of an entire township

Whenever annexation by the Municipal Boundary Adjustment Unit's order involves the annexation of an entire township, the order must include a provision for the election of new city officers. The expanded city would have a home rule charter or statutory form of government depending on what form is currently used in the annexing city. However, any existing ward system for the election of councilmembers would be inoperable. The ordinances of both the annexing city and the town would continue within the former boundaries until repealed by the governing body of the city.

h. Other powers of the Municipal Boundary Adjustment Unit

Minn. Stat. § 414.031, subd. 4a. Minn. Stat. § 414.09.

The Municipal Boundary Adjustment Unit may also order the election of new city officers as part of any other annexation order under this procedure, if the Municipal Boundary Adjustment Unit or its designee determines that such an election would be equitable. The Municipal Boundary Adjustment Unit may provide for election of councilmembers by wards, not less than three or more than seven in number, if it finds that area representation is necessary for proper representation due to an uneven population density or the existence of agricultural lands in the path of suburban development. After four years from the effective date of an annexation, the council may adopt a resolution by a four-fifths vote to abolish the ward system and provide for election of councilmembers at large.

RELEVANT LINKS:

Minn. Stat. § 414.031, subd. 4a.

Until the effective date of the annexation order, the town board and other officers of the town continue to exercise their powers and duties under the town laws in the portion of the city that was formerly the town.

The council and other officers of the annexing city continue to exercise their powers and duties in the portion of the expanded city that was formerly the city. When the order takes effect, the town board and the council of the annexing city have no jurisdiction within the city. Then, the new city council and other new officers have jurisdiction, including jurisdiction over improvements and the levying of special assessments.

The new city council can continue or discontinue any board that may have previously existed in the town or former city.

C. Apportionment of assets, liabilities, and population

Minn. Stat. § 414.067.

Whenever the Municipal Boundary Adjustment Unit divides an existing governmental unit, it must apportion property and obligations. It should consider the value of land in the existing town, the indebtedness, the taxes due and delinquent, other revenue accrued but not received, and the ability of the rest of the town to function effectively.

The order cannot relieve any property from any tax liability for payment of bonded indebtedness, but the taxable property in the new city may become primarily liable. When a city annexes an entire town or consolidates with an existing city, all money, claims, or properties, including real estate and any taxes that have been levied (whether collected or uncollected), become the annexing city's property. The city has full authority to use and dispose of such property.

Any bonded indebtedness of the town annexed to an existing city is borne only by the property within the boundaries of the former town. However, the governing bodies may, by resolution, agree the new city will assume the former town's bonded indebtedness that was outstanding at the time of the annexation.

Minn. Stat. § 414.036.

Unless otherwise agreed to by the annexing municipality and the affected town, when an order or other approval annexes part of a town to a city, the order or other approval must provide a reimbursement from the municipality to the town for all or part of the taxable property annexed as part of the order. The reimbursement shall be completed in substantially equal payments over not less than two or more than eight years from the time of annexation.

RELEVANT LINKS:

Minn. Stat. § 4A.02 (b)(10).

Minn. Stat. § 414.07.

Rockford Township v. City of Rockford, 608 N.W.2d 903 (Minn. Ct. App. 2000).

Minn. Stat. § 572B.23.

City of Waite Park v. Minn. Office of Admin. Hearings, No. A05-1888 (Minn. Ct. App. July 18, 2006) (unpublished decision).
Minn. Stat. § 414.0325.

Minn. Stat. § 413.02.
Minn. Stat. §§ 410.07-410.12.

The city must reimburse the township for all special assessments assigned by the township to the annexed property, and any portion of debt incurred by the town prior to the annexation and attributable to the property to be annexed but for which no special assessments are outstanding, in substantially equal payments over a period of not less than two or more than eight years.

Boundary changes approved by the Municipal Boundary Adjustment Unit must be reported to the state demographer. The affected cities and towns must make a population estimate as a result of the change in boundaries and submit it to the state demographer, who must then certify a population and household estimate of the affected area.

D. Appeals

Any person aggrieved by an annexation order may appeal it in district court if the person contends the Municipal Boundary Adjustment Unit lacked jurisdiction or exceeded its jurisdiction; the order was arbitrary, fraudulent, capricious or oppressive; or, the order was based on an erroneous theory of law.

The appeal must be filed within 30 days of the Municipal Boundary Adjustment Unit's annexation order in the district court of the county where the majority of the area is located. An appeal does not stop the order.

Minnesota's Uniform Arbitration Act also provides a limited basis for appeals that may apply to annexations proceedings involving arbitration.

In addition, the Minnesota Court of Appeals has held that if a city that has been denied its statutory right to a summary annexation under the orderly annexation statute, it can seek a writ of mandamus to compel the Municipal Boundary Adjustment Unit to perform its statutory duty of ordering the annexation without conducting further hearings.

IX. Change of name

A statutory or home rule charter city may change its official name after successful completion of the following four-step procedure. A home rule charter city may also change its name by charter amendment.

- A number of voters equal to 20 percent of the number voting in the last city election must petition for the name change. The request must be filed with the council.
- The proposal must go to the voters for approval at either a general or special election. A majority of those voting on the question must favor the change.

RELEVANT LINKS:

- The election authorizes, but does not require, the council to change the name of the city. The council must adopt an ordinance approving the change.
- The city must file certified copies of the ordinance with the county auditor, the state auditor, and the secretary of state. It is also advisable to file a copy with the county recorder. The name change becomes effective with the completion of these filings.

Minn. Stat. § 413.02, subd. 3.

The name of any statutory city may also be changed to the same name as its post office designation by ordinance. The change is effective upon the filing of a certified copy of the ordinance with the county auditor, the state auditor, and the secretary of state.

A change in name does not affect any liability, obligation, power, duty, law or ordinance of the city except the city must thereafter use the new name.

Minn. Stat. § 413.02, subd. 5.

Any statutory city that was a village or a borough on Dec. 31, 1973, may continue to use the term "village" or "borough" for any purpose including, but not limited to, internal administration, public communications, and published and posted notices. However, in all proceedings governed by statute or rule or regulation of a state agency, and in all legal proceedings the city is a party to, it must use the term "city."

Should a city wish to continue to use the designation "village" on a permanent basis, it might be wise to consider an official name change. In such a case, the city would be known officially as the "City of _____ Village" or the "City of the Village of _____."

414.033 ANNEXATION BY ORDINANCE.

Subdivision 1. **Unincorporated property.** Unincorporated property abutting a municipality may be annexed to the municipality by ordinance as provided for in this section.

Subd. 2. **Conditions.** A municipal council may by ordinance declare land annexed to the municipality and any such land is deemed to be urban or suburban in character or about to become so if:

(1) the land is owned by the municipality;

(2) the land is completely surrounded by land within the municipal limits;

(3) the land abuts the municipality and the area to be annexed is 120 acres or less, and the area to be annexed is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available, and the municipality receives a petition for annexation from all the property owners of the land. Except as provided for by an orderly annexation agreement, this clause may not be used to annex any property contiguous to any property either simultaneously proposed to be or previously annexed under this clause within the preceding 12 months if the property is or has been owned at any point during that period by the same owners and annexation would cumulatively exceed 120 acres; or

(4) the land has been approved after August 1, 1995, by a preliminary plat or final plat for subdivision to provide residential lots that average 21,780 square feet or less in area and the land is located within two miles of the municipal limits.

Subd. 2a. [Repealed, 1997 c 202 art 5 s 9]

Subd. 2b. **Notice, hearing required.** Before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), a municipality must hold a public hearing and give 30 days' written notice by certified mail to the town or towns affected by the proposed ordinance and to all landowners within and contiguous to the area to be annexed.

Subd. 3. **60 percent bordered and 40 acres or less.** If the perimeter of the area to be annexed by a municipality is 60 percent or more bordered by the municipality and if the area to be annexed is 40 acres or less, the municipality shall serve notice of intent to annex upon the town board and the chief administrative law judge, unless the area is appropriate for annexation by ordinance under subdivision 2, clause (3). The town board shall have 90 days from the date of service to serve objections with the chief administrative law judge. If no objections are forthcoming within the said 90-day period, such land may be annexed by ordinance. If objections are filed with the chief administrative law judge, the chief administrative law judge shall conduct hearings and issue an order as in the case of annexations under section 414.031, subdivisions 3 and 4.

Subd. 4. [Repealed, 1978 c 705 s 33]

Subd. 5. **Petition by property owners; objections; procedure.** If the land is platted, or, if unplatted, does not exceed 200 acres, a majority of the property owners in number may petition the municipal council to have such land included within the abutting municipality and, within ten days thereafter, shall file copies of the petition with the chief administrative law judge, the town board, the county board and the municipal council of any other municipality which borders the land to be annexed. Within 90 days from the date of service, the town board or the municipal council of such abutting municipality may submit written objections to the annexation to the chief administrative law judge and the annexing municipality. Upon receipt of such objections, the chief administrative law judge shall proceed to hold a hearing and issue an order in

accordance with section 414.031, subdivisions 3 and 4. If written objections are not submitted within the time specified in this section and if the municipal council determines that property proposed for the annexation is now or is about to become urban or suburban in character, it may by ordinance declare such land annexed to the municipality. If the petition is not signed by all the property owners of the land proposed to be annexed, the ordinance shall not be enacted until the municipal council has held a hearing on the proposed annexation after at least 30 days' mailed notice to all property owners within the area to be annexed.

Subd. 6. If pending proceeding; waivers from parties. Whenever a proceeding for annexation is initiated under this section and all or any part of the land is included in another boundary adjustment proceeding pending before the chief administrative law judge, no action thereon shall be taken by the municipality, unless otherwise provided by an order of the chief administrative law judge, until final disposition has been made of the pending petition. Under this section, the chief administrative law judge will accept a waiver from all parties having a right to object, stating they have no objections to the proposed annexation and waiving the 90-day period before an annexation ordinance may be adopted.

Subd. 7. Filing; effective date; copy to auditors. Any annexation ordinance provided for in this section must be filed with the chief administrative law judge, the township, the county auditor and the secretary of state and is final on the date the ordinance is approved by the chief administrative law judge. A copy of the annexation ordinance must be delivered immediately by the governing body of the municipality to the appropriate county auditors.

Subd. 8. [Repealed, 1980 c 487 s 23]

Subd. 9. [Repealed, 1997 c 87 s 4]

Subd. 10. Chief administrative law judge may require additional information. The chief administrative law judge may require the city or property owners to furnish additional information concerning an annexation by ordinance to inform the chief administrative law judge about the extent to which the proposed annexation conforms to the statutory criteria set forth in sections 414.01, subdivision 1, and 414.031, subdivision 4.

Subd. 11. When annexed land is in floodplain or shoreland area. When a municipality declares land annexed to the municipality under subdivision 2, clause (3), and the land is within a designated floodplain, as provided by section 103F.111, subdivision 4, or a shoreland area, as provided by section 103F.205, subdivision 4, the municipality shall adopt or amend its land use controls to conform to chapter 103F, and any new development of the annexed land shall be subject to chapter 103F.

Subd. 12. Property taxes. When a municipality annexes land under subdivision 2, clause (2), (3), or (4), property taxes payable on the annexed land shall continue to be paid to the affected town or towns for the year in which the annexation becomes effective. If the annexation becomes effective on or before August 1 of a levy year, the municipality may levy on the annexed area beginning with that same levy year. If the annexation becomes effective after August 1 of a levy year, the town may continue to levy on the annexed area for that levy year, and the municipality may not levy on the annexed area until the following levy year.

Subd. 13. Electric utility service notice; cost impact. At least 30 days before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), the petitioner must be notified by the municipality that the cost of electric utility service to the petitioner may change if the land is annexed to the municipality.

The notice must include an estimate of the cost impact of any change in electric utility services, including rate changes and assessments, resulting from the annexation.

History: 1969 c 1146 s 12; 1975 c 271 s 6; 1978 c 705 s 15-21; 1979 c 50 s 52; 1985 c 30 s 2,3; 1991 c 291 art 12 s 24; 1992 c 556 s 5-8; 1994 c 511 s 4-8; 1996 c 303 s 13,14; 1997 c 31 art 3 s 14,15; 1997 c 202 art 5 s 3-5; 2002 c 223 s 8-12; 2006 c 270 art 2 s 8,9,13; 2007 c 90 s 2,3,5; 2008 c 196 art 2 s 15; 2008 c 277 art 1 s 98; 2014 c 220 s 3

ORDINANCE NO XXX

***An Ordinance of the City of Cambridge, Minnesota
Annexing Land Located in Isanti Township, Isanti County, Minnesota Pursuant to Minnesota
Statutes § 414.033 Subdivision 2 (1), Permitting Annexation by Ordinance***

WHEREAS, said property is unincorporated is completely surrounded by corporate boundaries of the City of Cambridge; and

WHEREAS, the property is less than 40 acres;

WHEREAS, the Planning Commission reviewed the ordinance at its April 5, 2016 meeting; and

WHEREAS, the City of Cambridge gave proper prior notice to Isanti Township and held a public hearing pursuant to Minnesota Statutes § 414.033 Subd. 2b on May 16, 2016.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CAMBRIDGE HEREBY ORDAINS AS FOLLOWS:

1. The City Council hereby determines that the property as hereinafter described is completely surrounded by the city of Cambridge and is urban in nature.
2. None of the property is now included within the limits of any city, or in any area that has already been designated for orderly annexation pursuant to Minnesota Statute § 414.0325.
3. The corporate limits of the City of Cambridge, Minnesota, are hereby extended to include the following described property:

Insert legal description here

The above described property consists of a total of XX acres, more or less. A copy of the corporate boundary map showing the property to be annexed and its relationship to the corporate boundaries is attached hereto (Exhibit A).

4. That the area legally described herein is a mixture of business and residential and will increase the population of the City by xx people.
5. That pursuant to Minnesota Statutes § 414.036 there are no special assessments assigned by the Town to the annexed property.
6. That the City Administrator of the City of Cambridge is hereby authorized and directed to file a copy of this Ordinance with the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, the Minnesota Secretary of State, the Isanti County Auditor, and the Cambridge Township Clerk.

7. That this Ordinance shall be in full force and effect and final upon the date this Ordinance is approved by the Office of Administrative Hearings.

PASSED AND ADOPTED by the City Council of the City of Cambridge, Minnesota, this 4th day of April, 2016.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

(City Seal)

Published on: April X, 2016



Isanti Township Parcels				
PIN	Acres	Use	2015 Valuation	Township Taxes
Flanders/Alabama				
050031202	2.27	1A-Residential Homestead	\$337,700.00	\$844.63
050031203	12.23	2AHGA-Agricultural Homestead - HGA	\$454,800.00	\$380.59
Total Acres	14.50	Total valuation	\$792,500.00	\$1,225.22
Christ the King Cemetery				
050054500	2.50	5E-Exempt Properties	\$28,500.00	\$0.00
Main St South				
050053200	0.69	1A-Residential Homestead	\$126,500.00	\$256.79
050053300	0.26	1A-Residential Homestead	\$83,600.00	\$137.58
050053500	0.34	1A-Residential Homestead	\$99,200.00	\$185.83
050053800	0.34	1A-Residential Homestead	\$21,600.00	\$55.13
050053900	0.69	4BB-Residential Non-Homestead SFD	\$156,000.00	\$398.19
050054100	0.34	1A-Residential Homestead	\$103,400.00	\$192.72
050051800	0.49	3A-Commercial/Industrial/Public Utility	\$91,800.00	\$351.49
050550010	0.79	1A-Residential Homestead	\$82,300.00	\$134.01
050550020	0.81	1A-Residential Homestead	\$151,300.00	\$325.96
050550050	0.68	3A-Commercial/Industrial/Public Utility	\$72,000.00	\$275.67
050550060	0.47	1A-Residential Homestead	\$3,800.00	\$9.70
050550070	1.22	3A-Commercial/Industrial/Public Utility	\$210,600.00	\$883.68
050550080	0.72	1A-Residential Homestead	\$103,900.00	\$195.02
050550090	0.71	1A-Residential Homestead	\$29,600.00	\$75.56
050550100	0.84	1A-Residential Homestead	\$109,900.00	\$210.84
050550110	0.70	4BB-Residential Non-Homestead SFD	\$150,600.00	\$384.42
050550120	0.71	1A-Residential Homestead	\$126,200.00	\$256.01
050550130	0.70	1A-Residential Homestead	\$201,200.00	\$464.81
050550140	0.74	1A-Residential Homestead	\$130,400.00	\$268.28
050550150	0.69	1A-Residential Homestead	\$2,500.00	\$6.38
050560010	0.67	3A-Commercial/Industrial/Public Utility	\$224,800.00	\$956.18
050560020	0.70	3A-Commercial/Industrial/Public Utility	\$113,800.00	\$435.72
050560030	1.32	3A-Commercial/Industrial/Public Utility	\$332,800.00	\$1,507.53
050560031	0.20	3A-Commercial/Industrial/Public Utility	\$2,400.00	\$9.19
Total Acres	15.82		\$2,730,200.00	\$7,976.69
16th Ave SE				
050041100	0.85	1A-Residential Homestead	\$77,600.00	\$120.74
050042700	0.98	1A-Residential Homestead	\$147,800.00	\$316.26
050040700	0.98	4BB-Residential Non-Homestead SFD	\$109,800.00	\$210.32
050040800	0.98	1A-Residential Homestead	\$116,500.00	\$228.96
050041000	0.98	3A-Commercial/Industrial/Public Utility	\$66,600.00	\$255.00
050041400	4.62	1A-Residential Homestead	\$110,000.00	\$211.09
Total Acres	9.38	Total Valuation	\$628,300.00	\$1,342.37
Total Acres for a	42.20			

ORDINANCE NO XXX

***An Ordinance of the City of Cambridge, Minnesota
Annexing Land Located in Cambridge Township, Isanti County, Minnesota Pursuant to
Minnesota Statutes § 414.033, Subdivision 3 Permitting Annexation by Ordinance***

WHEREAS, said property is unincorporated is completely surrounded by corporate boundaries of the City of Cambridge; and

WHEREAS, the property is less than 40 acres;

WHEREAS, the Planning Commission reviewed the ordinance at its April 5, 2016 meeting; and

WHEREAS, the City of Cambridge notice of intent to annex this property to Cambridge Township and held a public hearing on this issue on May 16, 2016.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CAMBRIDGE HEREBY ORDAINS AS FOLLOWS:

1. The City Council hereby determines that the property as hereinafter described has 60 percent or more of its perimeter abutting the city of Cambridge and is urban in nature.
2. None of the property is now included within the limits of any city, or in any area that has already been designated for orderly annexation pursuant to Minnesota Statute § 414.0325.
3. The corporate limits of the City of Cambridge, Minnesota, are hereby extended to include the following described property:

Insert legal description here

The above described property consists of a total of 22.5 acres, more or less. A copy of the corporate boundary map showing the property to be annexed and its relationship to the corporate boundaries is attached hereto (Exhibit A).

4. That the area legally described herein is a mixture of business and residential and will increase the population of the City by an estimated 82 people.
5. That pursuant to Minnesota Statutes § 414.036 there are no special assessments assigned by the Town to the annexed property.
6. That the City Administrator of the City of Cambridge is hereby authorized and directed to file a copy of this Ordinance with the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings and the Cambridge Township Clerk.

7. That this Ordinance shall be in full force and effect and final upon the date this Ordinance is approved by the Office of Administrative Hearings. If approved by the Municipal Boundary Adjustment Unit, the City Administrator is directed to file a copy of this ordinance and order with the Minnesota Secretary of State's Office and the Isanti County Auditor's Office.

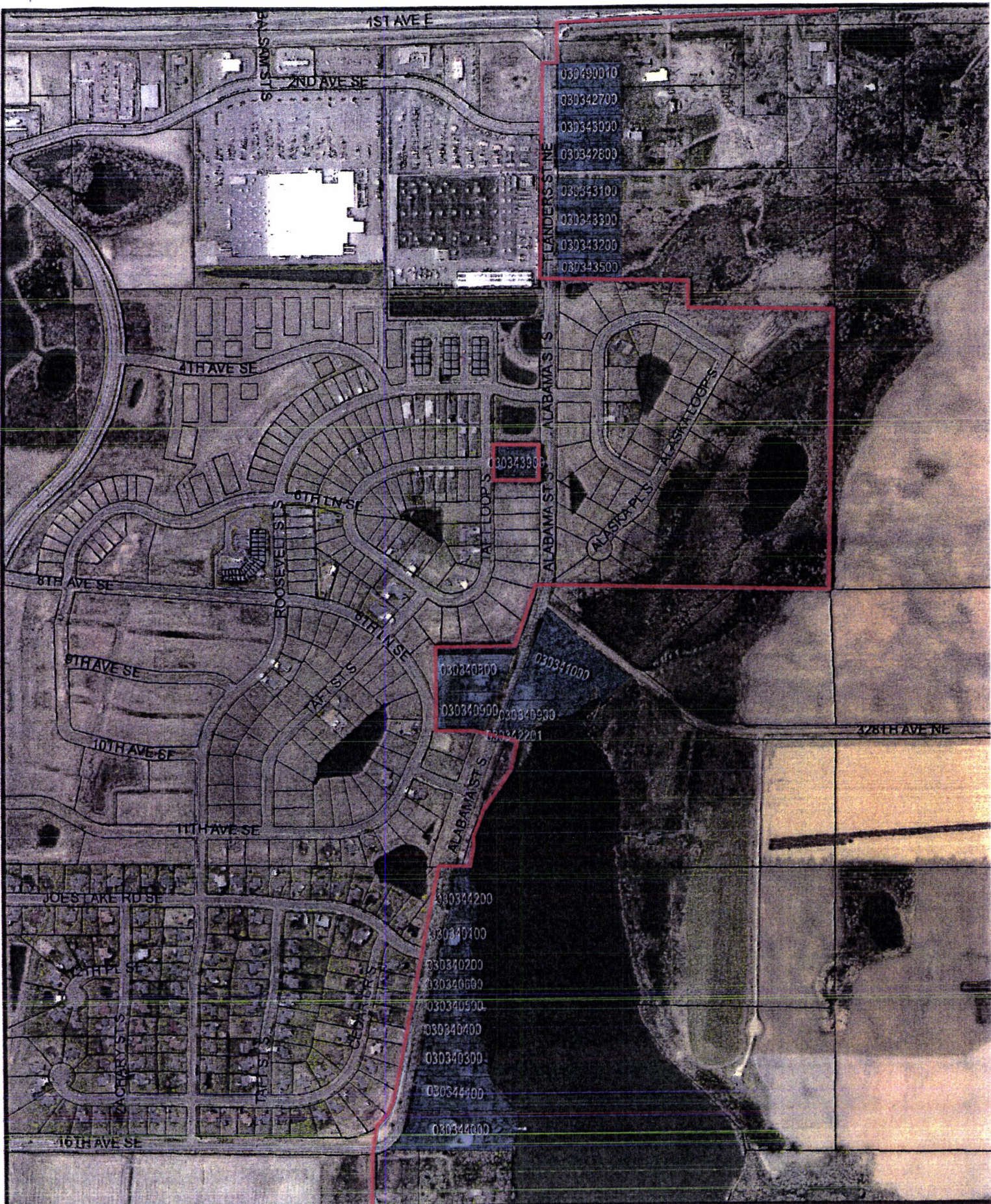
PASSED AND ADOPTED by the City Council of the City of Cambridge, Minnesota, this day of , 2016.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

(City Seal)



Cambridge Township Parcels				
PIN	Acreage	Use	2015 Valuation	Township Taxes
Woodcrest Park				
030580012	0.08	5E-Exempt Properties	\$0.00	\$0.00
030580010	0.32	5E-Exempt Properties	\$0.00	\$0.00
030580011	0.23	5E-Exempt Properties	\$0.00	\$0.00
030580030	0.35	4BB-Residential Non-Homestead SFD	\$112,900.00	\$232.08
030580020	0.30	1A-Residential Homestead	\$108,700.00	\$166.92
030580040	0.65	4B4-Residential nonhomestead - Land only	\$10,000.00	\$25.70
030580060	0.34	1A-Residential Homestead	\$5,000.00	\$10.27
030580050	0.30	1A-Residential Homestead	\$130,100.00	\$215.84
030580230	0.24	4BB-Residential Non-Homestead SFD	\$129,600.00	\$266.41
030580220	0.25	1A-Residential Homestead	\$110,700.00	\$171.44
030580211	0.12	4B4-Residential nonhomestead - Land only	\$1,000.00	\$2.68
030580080	0.67	1A-Residential Homestead	\$130,700.00	\$216.24
030580240	0.25	4BB-Residential Non-Homestead SFD	\$94,300.00	\$193.84
030580250	0.25	5E-Exempt Properties	\$0.00	\$0.00
030580260	0.25	5E-Exempt Properties	\$0.00	\$0.00
030580270	0.25	1A-Residential Homestead	\$5,000.00	\$10.27
030580280	0.25	1A-Residential Homestead	\$114,000.00	\$179.86
030580070	0.25	5E-Exempt Properties	\$0.00	\$0.00
030580330	0.25	1A-Residential Homestead	\$103,600.00	\$155.62
030580320	0.25	4BB-Residential Non-Homestead SFD	\$111,000.00	\$228.17
030580310	0.25	5E-Exempt Properties	\$0.00	\$0.00
030580300	0.25	5E-Exempt Properties	\$0.00	\$0.00
030580290	0.25	5E-Exempt Properties	\$0.00	\$0.00
030580350	0.24	1A-Residential Homestead	\$19,500.00	\$40.09
030580360	0.24	5E-Exempt Properties	\$0.00	\$0.00
030580340	0.22	1A-Residential Homestead	\$127,200.00	\$212.14
030580370	0.52	5E-Exempt Properties	\$0.00	\$0.00
030580120	0.33	1A-Residential Homestead	\$5,000.00	\$10.27
030580110	0.32	1A-Residential Homestead	\$111,300.00	\$173.70
030580380	0.76	5E-Exempt Properties	\$0.00	\$0.00
030580371	0.54	5E-Exempt Properties	\$0.00	\$0.00
030580130	0.32	1A-Residential Homestead	\$120,700.00	\$193.84
030580140	0.32	1A-Residential Homestead	\$122,600.00	\$198.15
030580090	0.64	1A-Residential Homestead	\$142,400.00	\$242.55
030580160	0.43	5E-Exempt Properties	\$0.00	\$0.00
030580150	0.21	1A-Residential Homestead	\$105,500.00	\$159.93
030580170	0.06	4B4-Residential nonhomestead - Land only	\$1,000.00	\$2.68
030580180	0.11	5E-Exempt Properties	\$0.00	\$0.00
030580190	0.42	1A-Residential Homestead	\$127,800.00	\$209.88
030283000	6.63	1A-Residential Homestead	\$125,000.00	\$203.50
030282800	1.37	4B1-Residential Non-Hmstd 3 Units or less	\$56,900.00	\$146.15
030286700	1.12	1A-Residential Homestead	\$114,800.00	\$180.69
030282300	0.78	4B4-Residential Non-hmstd - Land only	\$53,900.00	\$138.54

030286600	0.15	4BB-Residential Non-Homestead SFD	\$2,000.00	\$4.11
Total Acres	22.33	Total Valuation / Township Taxes	\$2,402,200.00	\$4,191.56
Flanders/Alabama				
030343100	1.00	1BNA-Blind/Disabled Homestead Non Ag	\$115,500.00	\$182.33
030342800	1.00	1A-Residential Homestead	\$104,500.00	\$214.80
030343000	1.00	1A-Residential Homestead	\$115,400.00	\$181.92
030342700	1.00	1A-Residential Homestead	\$118,000.00	\$187.88
030343500	0.69	4BB-Residential Non-Homestead SFD	\$98,900.00	\$203.31
030343200	1.00	1A-Residential Homestead	\$111,700.00	\$173.70
030343300	1.00	1A-Residential Homestead	\$132,700.00	\$220.78
030490010	0.00	4BB-Residential Non-Homestead SFD	\$121,300.00	\$249.34
030341000	3.00	1A-Residential Homestead	\$197,300.00	\$365.48
030344000	2.30	1A-Residential Homestead	\$282,000.00	\$555.22
030340300	1.36	1A-Residential Homestead	\$314,300.00	\$627.57
030344100	1.61	1A-Residential Homestead	\$268,300.00	\$524.59
030340900	1.90	1A-Residential Homestead	\$87,300.00	\$121.69
030340400	0.67	1A-Residential Homestead	\$224,800.00	\$427.15
030340500	0.57	1A-Residential Homestead	\$309,500.00	\$616.88
030344200	0.79	1A-Residential Homestead	\$356,900.00	\$723.15
030340600	0.50	1A-Residential Homestead	\$229,100.00	\$436.81
030340200	0.36	1A-Residential Homestead	\$168,100.00	\$300.11
030340201	0.23	1A-Residential Homestead	\$48,200.00	\$99.08
030340100	0.37	4BB-Residential Non-Homestead SFD	\$203,600.00	\$403.52
030342201	0.11	4C12-Seasonal rec res - Non Commercial	\$300.00	\$0.62
030340800	2.74	1A-Residential Homestead	\$14,200.00	\$29.19
030343900	1.00	1A-Residential Homestead	\$95,000.00	\$136.29
Total Acreage	24.20		\$3,716,900.00	\$6,981.41
16th Ave SE				
030330600	2.42	3A-Commercial/Industrial/Public Utility	\$66,000.00	\$203.50

Ordinance 627

AN ORDINANCE SETTING SALARIES FOR THE MAYOR AND COUNCIL MEMBERS OF THE CITY OF CAMBRIDGE EFFECTIVE JANUARY 3, 2017

The City Council of the City of Cambridge, Minnesota does hereby amend the City Code of Ordinances, Title III Administration, Chapter 30 City Council, Section 30.09 as follows:

§ 30.09 SALARIES FOR THE MAYOR AND COUNCIL MEMBERS

(A) Effective January 1, ~~2007~~ 2017, the annual salary of the Mayor of the City of Cambridge shall be ~~\$5,000~~ \$7,500 for all regular council, special council, and officially assigned committee meetings payable in monthly installments.

(B) Effective January 1, ~~2007~~ 2017, the annual salary of each member of the Council of the City of Cambridge shall be ~~\$4,100~~ \$5,600 for all regular and special council meetings payable in monthly installments.

(C) Effective January 1, 2007, the Mayor and Council members shall be authorized to receive a per diem fee of \$35 for each meeting attended for the Cambridge Economic Development Authority and officially assigned Planning Commission and Parks Trails and Recreation Commission board meetings.

Adopted this 15^h day of August, 2016.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Changing City Council Salaries

By Susan Naughton

City councils have authority under Minn. Stat. § 415.11 to set their salaries, by ordinance, at any amount they deem reasonable.

However, this statute also provides that an ordinance changing council salaries will not take effect until after the next city election.

This is the only method for statutory cities to change council salaries. Home rule charter cities, except for Minneapolis, St. Paul, and Duluth, are also authorized to change council salaries under this statute. In addition, some home rule charter cities may provide a different procedure for changing council salaries in their charters.

Timing. If your city is holding an election this fall, it is important to review council salaries now so that changes can be made in time. If your city holds its elections during even years and your council does not pass and publish an ordinance changing council salaries before the Nov. 5 election, any subsequent salary changes will not be effective until after the 2004 election.

Ordinance provisions. An ordinance changing council salaries should specify the date when the changes will take effect. The most common practice is for salary changes to take effect on the first Monday in January following the election when the new terms of office begin. However, the statute allows salary changes to take effect any time after the next city election, so the ordinance could provide that salary changes will take effect as soon as Nov. 6.

State law does not specify how councilmembers are to receive their salaries. Some cities establish a per month or per year lump sum, while others pay a certain amount per meeting. Some cities use a combination of approaches; for example, so much per month plus an additional amount for any special meetings. If the ordinance establishes a per meeting rate-of-pay, it should

specify whether the rate applies only to regular meetings or to both regular and special meetings. Iron Range cities also have specific authority under Minn.

Stat. § 415.10 to make per diem payments to councilmembers in an amount not to exceed \$25 per day or \$250 per year for absences from the city while on city business.

"If your city is holding an election this fall, it is important to review council salaries now so that changes can be made in time. If your city holds its elections during even years and your council does not pass and publish an ordinance changing council salaries before the Nov. 5 election, any subsequent salary changes will not be effective until after the 2004 election."

Statutory and home rule charter cities are prohibited by Minn. Stat. § 43A.17, subd. 10 from including a provision for vacation or sick leave in the compensation plan for councilmembers. However, this statute also prohibits cities from reducing the salaries of councilmembers because of absences from official duties because of vacation or sickness.

Time off from regular employment. Generally, councilmembers will also be receiving compensation for their regular employment that is separate from their public offices. Employers are required by Minn. Stat. § 211B.10, subd. 2 to

allow councilmembers to take time off from their regular employment to attend council meetings. The time off may be without pay, with pay, or made up with other hours as agreed to between the employee and employer. When the time is taken as time without pay, the employer must make an effort to allow the employee to make up the time with other hours when the employee is available. And the employer may not take retaliatory action against an employee because of absences taken to attend council meetings.

Challenging city council salaries.

State law does not authorize referenda on ordinances changing council salaries in statutory cities. However, if a home-rule charter contains referendum provisions, those provisions would apply to an ordinance changing council salaries unless the charter specifically provides otherwise. See, *Gould v. City of Bloomington*, 394 N.W.2d 149 (Minn. App. 1986).

Salary data. For comparison purposes, the League of Minnesota Cities publishes an annual salary survey that provides council salary data for greater Minnesota cities. Likewise, the Association of Metropolitan Municipalities provides council salary data for the seven-county Twin Cities area. For more information about these salary surveys, please contact the League of Minnesota Cities at (651) 281-1214 or the Association of Metropolitan Municipalities at (651) 215-4000. ▀

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