

## Cambridge City Council Meeting Announcement and Agenda

**Monday, December 18, 2023 6:00 PM**

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

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

Tentative Time	Agenda Item
6:00 pm	<b>1. Call to Order and Pledge of Allegiance</b>
	<b>2. Citizens Forum</b>
6:02 pm	<b>3. Approval of Agenda</b>
	<b>4. Consent Agenda</b>
	A. Approval of Regular City Council Meeting Minutes for December 4, 2023 has been moved to the agenda for the City Council meeting on January 2, 2024.
	B. Approve Warrants #127674 - #127905 and ACH/Wire items totaling \$1,895,157.62 (p. 3)
	C. Approve Ordinance 777 Fee Schedule FY 2024 (p. 38)
	D. Resolution R23-106 Approve Restricted Donation to Cambridge Police Dept (p. 60)
	E. Approval of Electronic Fund Transfer Policies (p. 62)
	F. Resolution R23-107 Application for Payment #4 from Traut Companies (p. 64)
	G. Resolution R23-108 Application for Payment #5 from Douglas-Kerr Underground, LLC for 2 <sup>nd</sup> Ave SW Street Improvements (p. 71)
	H. Resolution R23-109 Application for Payment #4 from Douglas-Kerr Underground, LLC for City Parking Lot Improvements (p. 79)
	I. Resolution R23-110 Application for Payment #4 from Douglas-Kerr Underground, LLC for Well #9-Contract B Improvements (p. 85)
	J. Resolution R23-111 Declaration of City of Cambridge Polling Places (p. 92)
	K. Authorize the Hire of a Public Works Seasonal Employee. (p. 95)
	<b>5. Work Session</b>
	<b>6. Unfinished Business</b>
	A. Approval of Personnel Policy Changes (p. 96)
	<b>B. 7. New Business</b>
	A. Approve Ordinance 778 Fire Permit Program (p. 165)
	<b>8. Commission Minutes and Committee Reports</b>
	A. Planning Commission meeting DRAFT minutes from November 8, 2023 (p. 168)

	<b>9. Mayor's Report</b>
	<b>10. Council Concerns</b>
	<b>11. City Attorney's Report</b>
	<b>12. City Administrator's Report</b>
	Notice of All-Staff Meeting, Holiday Party, and Brief Closure of City Offices
	<b>13. Adjourn</b>

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**

<b>Upcoming Meetings and Events</b>		
<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>
January 2, 2024	6:00 pm	City Council – NOTE Tuesday date
January 3, 2024	7:00 pm	Planning Commission – NOTE Wednesday date
January 8, 2024	7:00 pm	Parks, Trails, and Recreation Committee
January 16, 2024	5:45 pm	EDA – NOTE Tuesday date
January 16, 2024	6:00 pm	City Council – NOTE Tuesday date
February 5, 2024	6:00 pm	City Council
February 6, 2024	7:00 pm	Planning Commission
February 20, 2024	5:45 pm	EDA – NOTE Tuesday date
February 20, 2024	6:00 pm	City Council – NOTE Tuesday date
March 4, 2024	6:00 pm	City Council
March 5, 2024	7:00 pm	Planning Commission
March 18, 2024	5:45 pm	EDA
March 18, 2024	6:00 pm	City Council
<b>See all of our upcoming meetings at <a href="http://www.ci.cambridge.mn.us">www.ci.cambridge.mn.us</a></b>		

CAMBRIDGE CITY COUNCIL MEETING  
 December 18, 2023  
 BILLS LIST

Disbursement Type:	Date	Check #s	Submitted For Approval
Prepaid Checks	11/15/2023	127674 - 127738	400,375.20
Prepaid Checks	11/29/2023	127739 - 127834	445,115.74
Prepaid Checks	12/6/2023	127835 - 127905	465,935.83
Total Checks			1,311,426.77
<b>PAID THROUGH ACH or WIRE November 2023:</b>			
Payroll			275,504.66
Federal Payroll Tax Withholding			82,577.91
State Payroll Tax Withholding			17,818.50
PERA Withholdings			74,536.59
Deferred Comp Premiums			3,790.00
Self Insurance & Flex & Select Account Admin Fee			6,789.46
ECE			46,254.90
Sales & Use Tax Payments to State of MN			53,068.00
Centerpoint			1,847.75
LePage			1,526.55
Wright Express (City wide fuel cards)			13,208.92
Connexus			1,123.39
Midcontinent			4,175.90
Reliance Life Insurance ACH			1,390.92
AFLAC			117.40
Total Paid through ACH or Wire			583,730.85
<b>TOTAL SUBMITTED FOR APPROVAL</b>			<b>\$1,895,157.62</b>

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of City check disbursements from 11/8/2023-12/6/2023 and all other disbursements for November 2023.

Caroline Moe 12/7/23  
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 12/8/23  
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
165	Allina Health	Collection, Health History, Physical, Questionnaire	723.50
165	Allina Health	Hepatitis B Vaccination - Fire Dept	225.00
Total 165:			948.50
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Police	445.47
175	Amazon Capital Services, Inc.	Winter Festival Supplies	141.46
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Building	38.49
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Planning	38.49
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Streets	228.99
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Streets	129.50
175	Amazon Capital Services, Inc.	Office Supplies	14.53
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Planning	21.98
175	Amazon Capital Services, Inc.	Winter Festival Supplies	55.95
Total 175:			1,114.86
216	American Water Works Assoc	AWWA Membership Dues - T. Schwab	240.00
Total 216:			240.00
265	Ann River Winery	Liquor Store Merchandise	448.50
Total 265:			448.50
319	Artisan Beer Company	Liquor Store Merchandise	40.00
Total 319:			40.00
521	Bellboy Corporation	Liquor Store Merchandise	368.60
521	Bellboy Corporation	Liquor Store Merchandise	2,038.59
Total 521:			2,407.19
551	Chas A. Bernick Inc.	Liquor Store Merchandise	122.60
551	Chas A. Bernick Inc.	Liquor Store Merchandise	3,543.15
Total 551:			3,665.75
596	Bloomquist Electric Inc	Cambridge Fire Washer & Dryer	1,676.50
Total 596:			1,676.50
972	Carlos Creek Winery	Liquor Store Merchandise	885.00
Total 972:			885.00
1140	Cintas Corporation	Rug Rentals - Liquor Store	132.96
1140	Cintas Corporation	Rug Rentals - Street Dept	15.68

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	174.40
1140	Cintas Corporation	Uniform Rental - Parks	10.60
1140	Cintas Corporation	Uniform Rental - Maintenance	4.59
1140	Cintas Corporation	Uniform Rental - Parks	8.45
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewater	177.86
Total 1140:			524.54
1170	City Laundering Co.	Rugs - Fire Hall	15.90
Total 1170:			15.90
1396	Dahlheimer Beverage, LLC	Keg Return	30.00-
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	19.20-
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	1,871.51
1396	Dahlheimer Beverage, LLC	Keg Deposit	30.00
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	102.00-
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	27,234.38
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	174.15-
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	9.60-
Total 1396:			28,800.94
1406	Dalco	Shop Maintenance Supplies - Fire	29.00
Total 1406:			29.00
1506	Deputy Registrar #90	Squad Car Title - 2023 Ford Explorer	26.00
Total 1506:			26.00
1631	Earl F. Andersen, Inc.	Street Signs	249.30
Total 1631:			249.30
1681	ECM Publishers, Inc.	Legal Notice - Bids for Equipment	33.83
Total 1681:			33.83
1710	Eggert, Matthew	Refund Overpayment Final Water Bill 1-271	9.02
Total 1710:			9.02
1891	Fastenal Company	Misc Operating Supplies - Street Dept	80.19
Total 1891:			80.19
1949	First Advantage	Pre-Employment Drug Test - Fire	286.85

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1949:			286.85
2015	Franzmeier, David	Refund Overpayment Final Water Bill 1-7366	69.00
Total 2015:			69.00
2072	Gates, Jason	Refund Overpayment Final Water Bill 1-13492	81.00
Total 2072:			81.00
2146	Gopher State One-Call Inc.	FTP Tickets	97.87
2146	Gopher State One-Call Inc.	FTP Tickets	97.88
Total 2146:			195.75
2182	Winebow	Liquor Store Merchandise	1,810.00
2182	Winebow	Freight Charges	16.00
Total 2182:			1,826.00
2188	Gratitude Farms	Animal Control Services	400.00
Total 2188:			400.00
2245	Guardian Fleet Safety, LLC	Police Vehicle - 2023 Ford Interceptor Utility	45,615.00
Total 2245:			45,615.00
2341	Hawkins, Inc.	Chemicals - Water	5,100.74
2341	Hawkins, Inc.	Chemicals - Wastewater	17,911.88
Total 2341:			23,012.62
2407	Hill, Rebecca	Refund Overpayment Final Water Bill 1-24980	70.00
Total 2407:			70.00
2411	Hillyard Inc.	Maintenance Supplies - City Hall	323.53
2411	Hillyard Inc.	Maintenance Supplies - City Hall	60.53
Total 2411:			263.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,419.90
2796	Johnson Brothers Liquor Co	Delivery Charge	98.28
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,253.62
2796	Johnson Brothers Liquor Co	Delivery Charge	41.86
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,556.00
2796	Johnson Brothers Liquor Co	Delivery Charge	38.22

Vendor	Vendor Name	Description	Net Invoice Amount
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,669.00
2796	Johnson Brothers Liquor Co	Delivery Charge	18.66
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,206.05
2796	Johnson Brothers Liquor Co	Delivery Charge	67.34
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	360.00-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	.50-
Total 2796:			13,008.43
3151	League of Minnesota Cities	APMP Conference - Admin	30.00
Total 3151:			30.00
3156	Leasure, Lewis	Refund Overpayment Final Water Bill 1-4060	90.77
Total 3156:			90.77
3461	McDonald Distributing Compa	Liquor Store Merchandise	2,648.90
3461	McDonald Distributing Compa	Liquor Store Merchandise	7,253.61
3461	McDonald Distributing Compa	Keg Deposit	30.00
3461	McDonald Distributing Compa	Credit Liquor Merchandise	121.36-
3461	McDonald Distributing Compa	Liquor Store Merchandise	530.00
3461	McDonald Distributing Compa	Credit Liquor Merchandise	91.00-
Total 3461:			10,250.15
3521	Menards	Misc Operating Supplies - Wastewater	11.92
3521	Menards	Downtown Decorations	307.16
3521	Menards	Downtown Decorations	24.99
3521	Menards	Downtown Decorations	89.90
3521	Menards	Misc Operating Supplies - Streets	6.28
3521	Menards	Small Tools & Equipment - Parks	33.96
3521	Menards	Downtown Decorations	53.94
3521	Menards	Misc Operating Supplies - Parks	9.81
Total 3521:			537.96
3542	Metro Payroll Inc.	eKlock Enterprise - September	328.50
Total 3542:			328.50
3661	Minnesota Chiefs of Police As	Training - Police Dept	500.00
Total 3661:			500.00
3723	Minnesota Paving & Materials	Repair & Maint Infrastructure - Cold Mix	2,003.10
Total 3723:			2,003.10

Vendor	Vendor Name	Description	Net Invoice Amount
3766	Minnesota State Fire Dept As	2024 MSFDA Membership Dues	375.00
Total 3766:			375.00
3929	Moose Lake Brewing Co. LLC	Liquor Store Merchandise	84.00
Total 3929:			84.00
4001	MVTL Laboratories Inc.	Testing - Water	81.40
Total 4001:			81.40
4094	New Amerika Musik	Concert in the Park 6/28/2024	1,000.00
Total 4094:			1,000.00
4148	North Country Chevrolet GMC	2024 Chev Equinox - Building	26,239.00
Total 4148:			26,239.00
4394	Park Warehouse, LLC	Quote Q284522 5 Row Aluminum Bleachers	11,924.82
4394	Park Warehouse, LLC	Shipping Quote 284522	2,598.70
Total 4394:			14,523.52
4396	Parker Satrom Law, P.A.	Option Payment into Escrow for Land	100,000.00
Total 4396:			100,000.00
4426	Paustis Wine Company	Liquor Store Merchandise	1,784.00
4426	Paustis Wine Company	Freight Charge	20.00
Total 4426:			1,804.00
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	57.75-
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	15.87-
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	19.98-
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	20.16-
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	29.34-
4476	Phillips Wine & Spirits	Liquor Store Merchandise	2,227.55
4476	Phillips Wine & Spirits	Delivery Charge	36.40
4476	Phillips Wine & Spirits	Liquor Store Merchandise	2,178.05
4476	Phillips Wine & Spirits	Delivery Charge	65.52
Total 4476:			4,364.42
4701	Railroad Management Compa	License Fees - 12" Sewer & Two 8" Water Pipeline	379.10
4701	Railroad Management Compa	License Fees - 12" Sewer & Two 8" Water Pipeline	379.09



Vendor	Vendor Name	Description	Net Invoice Amount
Total 4701:			758.19
4749	Red Bull Distribution Compan	Liquor Store Merchandise	384.81
Total 4749:			384.81
4835	RJ Kool Midwest	Washer and Base Frame - Fire Dept	9,254.00
Total 4835:			9,254.00
4919	Squires, Waldspurger & Mace	July Legal Expense	4,398.60
4919	Squires, Waldspurger & Mace	July Legal Expense	537.25
4919	Squires, Waldspurger & Mace	August Legal Expense	1,044.00
4919	Squires, Waldspurger & Mace	August Legal Expense	6,390.16
4919	Squires, Waldspurger & Mace	August Legal Expense	1,117.00
Total 4919:			13,487.01
4931	Innovative Office Solutions LL	Name Plate - Fire Dept	53.76
Total 4931:			53.76
5116	Short, Elliott, Hendrickson Inc	CAMBR City Eng. Services	2,853.00
5116	Short, Elliott, Hendrickson Inc	CAMBR Downtown Study	3,991.50
5116	Short, Elliott, Hendrickson Inc	CAMBR Cambridge Cove Const	6,075.25
5116	Short, Elliott, Hendrickson Inc	CAMBR 2nd Ave SW Imp CA	187.00
5116	Short, Elliott, Hendrickson Inc	CAMBR Strong Oak Apt Public Ut	680.75
5116	Short, Elliott, Hendrickson Inc	CAMBR 2024 Street Feasibility	1,008.50
5116	Short, Elliott, Hendrickson Inc	CAMBR TH 95 City Uti Replace	22,192.65
5116	Short, Elliott, Hendrickson Inc	CAMBR Central Dr NE Trail Imp	5,903.90
5116	Short, Elliott, Hendrickson Inc	CAMBR 2024 St Imps Design/Bid	20,663.75
Total 5116:			63,556.30
5181	Southern Glazer's of MN	Liquor Store Merchandise	11,432.89
5181	Southern Glazer's of MN	Delivery Charge	142.47
5181	Southern Glazer's of MN	Liquor Store Merchandise	1,880.32
5181	Southern Glazer's of MN	Delivery Charge	55.80
5181	Southern Glazer's of MN	Credit Liquor Store Merchandise	40.00-
Total 5181:			13,471.48
5251	Star	Advertising Liquor Store	45.00
Total 5251:			45.00
5281	State of Minnesota Dept of Pu	Hazardous Chemical Inventory Fee - Airport	25.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5281:			25.00
5301	Steve's Tire Inc	Repairs and Maint Labor Veh/Eq - Police	116.00
Total 5301:			116.00
5368	Swartz, Tami	Refund Overpayment Final Water Bill 1-15416	3.69
Total 5368:			3.69
5516	Capitol Beverage Sales L.P.	Liquor Store Merchandise	1,202.05
Total 5516:			1,202.05
5541	Titan Machinery	Repair & Maint Supplies Veh/Eq - Streets	1,436.49
Total 5541:			1,436.49
5661	True Brands	Liquor Store Merchandise	87.60
Total 5661:			87.60
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	343.40
Total 5816:			343.40
5831	Vinocopia	Liquor Store Merchandise	272.00
5831	Vinocopia	Delivery Charge	9.00
Total 5831:			281.00
5886	Watson Co., Inc.	Liquor Store Merchandise	2,127.70
5886	Watson Co., Inc.	Misc Operating Supplies - Liquor Store	224.47
5886	Watson Co., Inc.	Fuel Charge	6.00
Total 5886:			2,358.17
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	4,551.94
5891	Breakthru Beverage Minnesot	Freight Charge	53.38
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	344.00
5891	Breakthru Beverage Minnesot	Freight Charge	3.45
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	60.00
5891	Breakthru Beverage Minnesot	Freight Charge	1.15
5891	Breakthru Beverage Minnesot	Credit Liquor Merchandise	19.45-
5891	Breakthru Beverage Minnesot	Credit Freight Charge	1.15-
5891	Breakthru Beverage Minnesot	Credit Liquor Merchandise	19.44-
5891	Breakthru Beverage Minnesot	Credit Freight Charge	.10-
5891	Breakthru Beverage Minnesot	Credit Liquor Merchandise	9.47-

Vendor	Vendor Name	Description	Net Invoice Amount
5891	Breakthru Beverage Minnesot	Credit Freight Charge	.19-
Total 5891:			4,964.12
6001	Wine Merchants	Liquor Store Merchandise	309.00
6001	Wine Merchants	Delivery Charge	3.64
Total 6001:			312.64
Grand Totals:			400,375.20

Dated: 11-15-2023

City Treasurer: Caroline Ma

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/23	11/15/2023	127674	165	Allina Health	101-20100	948.50
11/23	11/15/2023	127675	175	Amazon Capital Services, Inc.	101-20100	1,114.86
11/23	11/15/2023	127676	216	American Water Works Association	601-20100	240.00
11/23	11/15/2023	127677	265	Ann River Winery	610-20100	448.50
11/23	11/15/2023	127678	319	Artisan	610-20100	40.00
11/23	11/15/2023	127679	521	Bellboy Corporation	610-20100	2,407.19
11/23	11/15/2023	127680	596	Bloomquist Electric Inc	420-20100	1,676.50
11/23	11/15/2023	127681	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	4,964.12
11/23	11/15/2023	127682	5516	Capitol Beverage Sales L.P.	610-20100	1,202.05
11/23	11/15/2023	127683	972	Carlos Creek Winery	610-20100	885.00
11/23	11/15/2023	127684	551	Bernick's	610-20100	3,665.75
11/23	11/15/2023	127685	1140	Cintas Corporation	601-20100	524.54
11/23	11/15/2023	127686	1170	City Laundering Co.	101-20100	15.90
11/23	11/15/2023	127687	1396	Dahlheimer Beverage, LLC	610-20100	28,800.94
11/23	11/15/2023	127688	1406	Dalco	101-20100	29.00
11/23	11/15/2023	127689	1506	Deputy Registrar #90	101-20100	26.00
11/23	11/15/2023	127690	1631	Earl F. Andersen, Inc.	101-20100	249.30
11/23	11/15/2023	127691	1681	ECM Publishers, Inc.	101-20100	33.83
11/23	11/15/2023	127692	1710	Matthew Eggert	601-20100	9.02
11/23	11/15/2023	127693	1891	Fastenal Company	101-20100	80.19
11/23	11/15/2023	127694	1949	First Advantage	101-20100	286.85
11/23	11/15/2023	127695	2015	David Franzmeier	601-20100	69.00
11/23	11/15/2023	127696	2072	Jason Gates	601-20100	81.00
11/23	11/15/2023	127697	2146	Gopher State One Call	602-20100	195.75
11/23	11/15/2023	127698	2188	Gratitude Farms	101-20100	400.00
11/23	11/15/2023	127699	2245	Guardian Fleet Safety	417-20100	45,615.00
11/23	11/15/2023	127700	2341	Hawkins, Inc.	602-20100	23,012.62
11/23	11/15/2023	127701	2407	Rebecca Hill	601-20100	70.00
11/23	11/15/2023	127702	2411	Hillyard / Minneapolis	101-20100	263.00
11/23	11/15/2023	127703	4931	Innovative Office Solutions LLC	101-20100	53.76
11/23	11/15/2023	127704	2796	Johnson Bros - St Paul	610-20100	13,008.43
11/23	11/15/2023	127705	3151	League of Minnesota Cities	101-20100	30.00
11/23	11/15/2023	127706	3156	Lewis Leasure	601-20100	90.77
11/23	11/15/2023	127707	3461	McDonald Distributing Company	610-20100	10,250.15
11/23	11/15/2023	127708	3521	Menards	101-20100	537.96
11/23	11/15/2023	127709	3542	Metro Payroll Inc.	101-20100	328.50
11/23	11/15/2023	127710	3661	Minnesota Chiefs of Police Association	101-20100	500.00
11/23	11/15/2023	127711	3723	Minnesota Paving & Materials	101-20100	2,003.10
11/23	11/15/2023	127712	3766	Minnesota State Fire Dept Assn	101-20100	375.00
11/23	11/15/2023	127713	3929	Moose Lake Brewing Co. LLC	610-20100	84.00
11/23	11/15/2023	127714	4001	Minnesota Valley Testing Labs	601-20100	81.40
11/23	11/15/2023	127715	4094	New Amerika Musik	101-20100	1,000.00
11/23	11/15/2023	127716	4148	North Country Chevrolet GMC	419-20100	26,239.00
11/23	11/15/2023	127718	4394	Park Warehouse, LLC	415-20100	14,523.52
11/23	11/15/2023	127719	4396	Parker Satrom Trust Account	499-20100	100,000.00
11/23	11/15/2023	127720	4426	Paustis Wine Company	610-20100	1,804.00
11/23	11/15/2023	127721	4476	Phillips St Paul	610-20100	4,364.42
11/23	11/15/2023	127722	4701	Railroad Management Company III, LLC	602-20100	758.19
11/23	11/15/2023	127723	4749	Red Bull Distribution Company, Inc.	610-20100	384.81
11/23	11/15/2023	127724	4835	RJ Kool Midwest	420-20100	9,254.00
11/23	11/15/2023	127725	5116	Short, Elliott, Hendrickson Inc	484-20100	63,556.30
11/23	11/15/2023	127726	5181	Southern Glazer's of MN	610-20100	13,471.48
11/23	11/15/2023	127727	4919	Squires, Waldspurger & Mace, P.A.	101-20100	13,487.01
11/23	11/15/2023	127728	5251	Star	610-20100	45.00
11/23	11/15/2023	127729	5281	State of Minnesota Dept of Public Safety	211-20100	25.00
11/23	11/15/2023	127730	5301	Steve's Tire Inc	101-20100	116.00
11/23	11/15/2023	127731	5368	Tami Swartz	601-20100	3.69

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/23	11/15/2023	127732	5541	Titan Machinery	101-20100	1,436.49
11/23	11/15/2023	127733	5661	True Fabrications, Inc.	610-20100	87.60
11/23	11/15/2023	127734	5816	Viking Coca-Cola Bottling Co	610-20100	343.40
11/23	11/15/2023	127735	5831	Vinocopia	610-20100	281.00
11/23	11/15/2023	127736	5886	Watson Co., Inc.	610-20100	2,358.17
11/23	11/15/2023	127737	6001	Wine Merchants	610-20100	312.64
11/23	11/15/2023	127738	2182	Winebow	610-20100	1,826.00
Grand Totals:						400,375.20

Vendor	Vendor Name	Description	Net Invoice Amount
25	A Hard Day's Night	Concert in the Park 7/25/2024	500.00
Total 25:			500.00
70	Adam's Pest Control, Inc.	Pest Control - Liquor Store	80.91
Total 70:			80.91
175	Amazon Capital Services, Inc.	Office Supplies - Fire	147.41
175	Amazon Capital Services, Inc.	Winter Festival Supplies	54.99
175	Amazon Capital Services, Inc.	Office Supplies - Building	17.49
175	Amazon Capital Services, Inc.	Downtown Decorations	1,559.22
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Wastewater	134.85
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Emergency Management	223.58
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Parks	239.98
175	Amazon Capital Services, Inc.	Downtown Decorations	3,938.03
Total 175:			6,315.55
306	ARC Irrigation, LLC	Commercial Service Work - Sandquist Park	820.02
Total 306:			820.02
319	Artisan Beer Company	Liquor Store Merchandise	40.00
319	Artisan Beer Company	Liquor Store Merchandise	461.25
Total 319:			501.25
341	Aspen Mills	Uniform Allowance - Fire Dept	119.95
341	Aspen Mills	Uniform Allowance - Fire Dept	129.95
Total 341:			249.90
381	Auto Value Cambridge	Repair & Maint Supplies Veh/Eq - Shop	41.47
381	Auto Value Cambridge	Repair & Maint Supplies Veh/Eq - Shop	9.00
Total 381:			50.47
521	Bellboy Corporation	Liquor Store Merchandise	234.00
521	Bellboy Corporation	Liquor Store Merchandise	260.00
521	Bellboy Corporation	Liquor Store Merchandise	2,202.89
521	Bellboy Corporation	Liquor Store Merchandise	2,253.85
Total 521:			4,950.74
525	Bent Brewstillery	Liquor Store Merchandise	137.60
Total 525:			137.60

Vendor	Vendor Name	Description	Net Invoice Amount
545	Bergstrom, Leann	Refund Overpayment Final Water Bill 1-17697	70.15
Total 545:			70.15
551	Chas A. Bernick Inc.	Liquor Store Merchandise	3,787.80
551	Chas A. Bernick Inc.	Liquor Store Merchandise	302.64
551	Chas A. Bernick Inc.	Liquor Store Merchandise	3,833.50
551	Chas A. Bernick Inc.	Liquor Store Merchandise	477.16
Total 551:			8,401.10
736	Bryan Rock Products, Inc.	Red Ball Diamond Agg - Sandquist Park	1,175.19
Total 736:			1,175.19
826	North 65 Chamber of Comme	Chamber Luncheon - Water	18.00
Total 826:			18.00
958	Capital One	Winter Festival Supplies	47.88
958	Capital One	Office Supplies - Liquor Store	122.70
958	Capital One	Office Supplies - Liquor Store	56.38
Total 958:			226.96
969	Cardmember Service	Zoom Video Standard Pro Monthly	17.25
969	Cardmember Service	Dropbox Subscription	19.99
969	Cardmember Service	Training - R. Benzen	250.00
969	Cardmember Service	Postage - Water	87.96
969	Cardmember Service	Repair & Maint Plant - Wastewater	364.73
969	Cardmember Service	Copy Paper	130.15
969	Cardmember Service	Adobe Acrobat PRO DC and Creative Cloud Annual	809.71
969	Cardmember Service	CPA License Renewal - C. Moe	102.00
969	Cardmember Service	Training - C. Moe	584.50
969	Cardmember Service	Adobe Acrobat PRO DC and Creative Cloud Annual	411.76
969	Cardmember Service	Adobe Acrobat PRO DC and Creative Cloud Annual	308.82
969	Cardmember Service	Adobe Acrobat PRO DC and Creative Cloud Annual	102.94
969	Cardmember Service	Adobe Acrobat PRO DC and Creative Cloud Annual	34.31
969	Cardmember Service	Adobe Acrobat PRO DC and Creative Cloud Annual	34.31
969	Cardmember Service	Adobe Acrobat PRO DC and Creative Cloud Annual	34.32
969	Cardmember Service	Adobe Acrobat PRO DC and Creative Cloud Annual	102.94
969	Cardmember Service	Downtown Decorations	64.71
969	Cardmember Service	Repair & Maint Supplies Bldg/Inf - Parks	18.31
969	Cardmember Service	Street Light Repair	83.80
969	Cardmember Service	Title Transfer - Fire	.82
969	Cardmember Service	Title Transfer - Fire	38.00
969	Cardmember Service	Misc Operating Supplies - Streets	7.52
969	Cardmember Service	License Tabs - Streets	1.14
969	Cardmember Service	License Tabs - Streets	53.00

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Zoom Video Standard Pro Monthly	17.25
Total 969:			2,474.62
978	Carlson & Stewart Refrigerati	Repair & Maint Supplies Veh/Eq - Ice Rink	709.39
978	Carlson & Stewart Refrigerati	Repair & Maint Labor Veh/Eq - Ice Rink	1,130.00
Total 978:			1,839.39
1140	Cintas Corporation	Rug & Towel Rentals - Liquor Store	288.71
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	147.28
1140	Cintas Corporation	Uniform Rental - Parks	10.60
1140	Cintas Corporation	Rug & Towel Rentals - Street Dept	24.13
1140	Cintas Corporation	Uniform Rental - Maintenance	4.59
1140	Cintas Corporation	Uniform Rental - Parks	8.45
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewater	177.86
1140	Cintas Corporation	Rug Rentals - Liquor Store	132.96
1140	Cintas Corporation	Rug Rentals - Street Dept	15.68
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	174.40
1140	Cintas Corporation	Uniform Rental - Parks	10.60
1140	Cintas Corporation	Uniform Rental - Maintenance	4.59
1140	Cintas Corporation	Uniform Rental - Parks	8.45
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewater	177.86
Total 1140:			1,186.16
1164	City of Saint Paul	Asphalt Mix	431.50
Total 1164:			431.50
1170	City Laundering Co.	Rugs - Fire Hall	15.90
Total 1170:			15.90
1197	Clearpath Services Inc	Refund Overpayment Final Water Bill 1-16258	209.63
Total 1197:			209.63
1251	Community GIS Services, Inc.	GIS Services - October	1,250.00
1251	Community GIS Services, Inc.	GIS Services - October	1,250.00
Total 1251:			2,500.00
1273	Compass Minerals America In	Bulk Highway Coarse Salt	2,041.73
1273	Compass Minerals America In	Bulk Highway Coarse Salt	3,499.39
Total 1273:			5,541.12
1312	Cox, Andrew	Refund Overpayment Final Water Bill 1-15401	95.00



Vendor	Vendor Name	Description	Net Invoice Amount
Total 1312:			95.00
1316	Crawford's Equipment, Inc.	Repair & Maint Supplies Veh/Eq - Streets	.04
1316	Crawford's Equipment, Inc.	Auger Drive Rental - Downtown Christmas Tree	100.00
Total 1316:			100.04
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	1,875.45
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	167.40-
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	21,375.42
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	4,018.95
1396	Dahlheimer Beverage, LLC	Keg Deposit	30.00
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	111.70-
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	25,653.77
Total 1396:			52,674.49
1553	DW Companies LLC	Pipe Repair - Opportunity Blvd	2,822.00
1553	DW Companies LLC	Repair Storm Pipe - Fern St	3,950.00
1553	DW Companies LLC	Supply & Place Gravel - 8th Ave SE	4,800.00
Total 1553:			11,572.00
1615	DVS Renewal	License Plates - Fire Vehicles	12.00
Total 1615:			12.00
1681	ECM Publishers, Inc.	Legal Notice Council Meeting Minutes	10.95
Total 1681:			10.95
1762	Emergency Equipment Conne	Repair & Maint Supplies Veh/Eq - Fire Dept	559.29
1762	Emergency Equipment Conne	Repair & Maint Labor Veh/Eq - Fire Dept	124.88
Total 1762:			684.17
1811	ESRI Inc.	ArcGIS Spatial Analyst Desktop Single Use Primary	890.00
1811	ESRI Inc.	ArcGIS Spatial Analyst Desktop Single Use Primary	1,111.50
1811	ESRI Inc.	ArcGIS Spatial Analyst Desktop Single Use Primary	1,111.50
Total 1811:			3,113.00
1916	Fergus Power Pump, Inc.	Hauling and Land Application - Fall 2023	45,825.10
Total 1916:			45,825.10
1921	Ferguson Waterworks	Neptune 360 and Mapping Services	3,592.80
1921	Ferguson Waterworks	Neptune Rep	750.00

Vendor	Vendor Name	Description	Net Invoice Amount
1921	Ferguson Waterworks	Automatic Meter Read	41,860.00
	Total 1921:		46,202.80
1974	Flaherty's Happy Tyme Comp	Liquor Store Merchandise	838.50
	Total 1974:		838.50
2067	GDO Law	Prosecution Matters - Monthly Contract Rate	4,166.67
	Total 2067:		4,166.67
2171	Granite Electronics/DSC Com	Maintenance Federal Warning Sirens	2,037.00
2171	Granite Electronics/DSC Com	Maintenance Federal Warning Sirens	291.00
	Total 2171:		2,328.00
2271	Hach Company	Wastewater Lab Supplies	1,205.25
	Total 2271:		1,205.25
2416	John Hirsch's Cambridge Mot	Repair & Maint Supplies Veh/Eq - Police	3,467.20
2416	John Hirsch's Cambridge Mot	Repair & Maint Labor Veh/Eq - Police	1,398.45
2416	John Hirsch's Cambridge Mot	Repair & Maint Labor Veh/Eq - Police	91.05
	Total 2416:		4,774.60
2491	International Code Council, In	Membership Reinstatement	160.00
	Total 2491:		160.00
2539	Indian Island Winery	Liquor Store Merchandise	146.40
	Total 2539:		146.40
2588	Invictus Brewing Co.	Liquor Store Merchandise	500.00
	Total 2588:		500.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	151.55
2796	Johnson Brothers Liquor Co	Delivery Charge	.31
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	104.00
2796	Johnson Brothers Liquor Co	Delivery Charge	3.64
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,080.12
2796	Johnson Brothers Liquor Co	Delivery Charge	85.54
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	11,409.00
2796	Johnson Brothers Liquor Co	Delivery Charge	161.98
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	879.00
2796	Johnson Brothers Liquor Co	Delivery Charge	14.56

Vendor	Vendor Name	Description	Net Invoice Amount
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,906.81
2796	Johnson Brothers Liquor Co	Delivery Charge	91.46
2796	Johnson Brothers Liquor Co	Delivery Charge	.77
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,569.00
2796	Johnson Brothers Liquor Co	Delivery Charge	23.66
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,166.10
2796	Johnson Brothers Liquor Co	Delivery Charge	122.85
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,072.32
2796	Johnson Brothers Liquor Co	Delivery Charge	83.72
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	567.10
2796	Johnson Brothers Liquor Co	Delivery Charge	10.92
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,937.55
2796	Johnson Brothers Liquor Co	Delivery Charge	82.60
Total 2796:			32,524.56
3161	Ledin, Marcia	Refund Overpayment Final Water Bill 1-21372	84.94
Total 3161:			84.94
3162	Leeb Underground Inc.	Directional Boring - Dellwood St Trail Lights	2,479.50
Total 3162:			2,479.50
3239	Lindquist, Michael	Refund Overpayment Final Water Bill 1-4229	100.00
Total 3239:			100.00
3246	Little Falls Machine, Inc.	Repair & Maint Supplies Veh/Eq - Streets	1,770.46
Total 3246:			1,770.46
3267	Lompian Wines, LLC	Liquor Store Merchandise	338.04
3267	Lompian Wines, LLC	Delivery Fee	15.00
Total 3267:			353.04
3321	MacQueen Equipment, LLC	Repair & Maint Supplies Veh/Eq - Fire	4,937.08
3321	MacQueen Equipment, LLC	Repair & Maint Labor Veh/Eq - Fire	13,506.80
Total 3321:			18,443.88
3376	Marco Technologies LLC	Video Surveillance Issues - City Hall	412.50
Total 3376:			412.50
3461	McDonald Distributing Compa	Credit Liquor Merchandise	1,133.10-
3461	McDonald Distributing Compa	Keg Return	30.00-
3461	McDonald Distributing Compa	Liquor Store Merchandise	19,322.10

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3461:			18,159.00
3521	Menards	Misc Operating Supplies - Wastewater	10.97
3521	Menards	Small Tools & Equipment - Wastewater	39.99
3521	Menards	Misc Operating Supplies - Fire	49.14
3521	Menards	Misc Operating Supplies - Streets	6.99
3521	Menards	Repair & Maint Supplies Bldg - Airport	344.00
3521	Menards	Misc Operating Supplies - Wastewater	60.48
3521	Menards	Misc Operating Supplies - Parks	77.23
3521	Menards	Misc Operating Supplies - Parks	69.96
3521	Menards	Misc Operating Supplies - Wastewater	31.71
3521	Menards	Small Tools & Equipment - Wastewater	34.95
3521	Menards	Misc Operating Supplies - Streets	22.44
3521	Menards	Downtown Decorations	41.26
3521	Menards	Misc Operating Supplies - Water	20.76
3521	Menards	Downtown Decorations	59.98
3521	Menards	Repair & Maint Supplies Bldg - Fire	5.98
3521	Menards	Repair & Maint Supplies Veh/Eq - Streets	36.10
3521	Menards	Downtown Decorations	61.92
3521	Menards	Repair & Maint Supplies Veh/Eq - Shop	34.56
3521	Menards	Misc Operating Supplies - Wastewater	74.87
3521	Menards	Small Tools & Equipment - Wastewater	9.99
3521	Menards	Small Tools & Equipment - Streets	31.94
3521	Menards	Downtown Decorations	378.61
3521	Menards	Small Tools & Equipment - Planning	11.99
3521	Menards	Winter Festival Supplies	32.52
3521	Menards	Repair & Maint Supplies Bldg - Airport	75.44
3521	Menards	Misc Operating Supplies - Water	27.65
3521	Menards	Repair & Maint Supplies Bldg - Fire	10.27
3521	Menards	Repair & Maint Supplies Veh/Eq - Building	5.22
3521	Menards	Small Tools & Equipment - Streets	111.74
3521	Menards	Misc Operating Supplies - Water	34.16
Total 3521:			1,812.82
3543	Metro Sales, Inc.	Ricoh IM C2500 Color Copier Rental - Public Works	175.87
Total 3543:			175.87
3607	Miller, Ericka	Refund Overpayment Final Water Bill 1-18872	11.21
Total 3607:			11.21
3929	Moose Lake Brewing Co. LLC	Liquor Store Merchandise	54.00
Total 3929:			54.00
4001	MVTL Laboratories Inc.	Testing - Water	108.90

Vendor	Vendor Name	Description	Net Invoice Amount
4001	MVTL Laboratories Inc.	Testing - Wastewater	133.10
Total 4001:			242.00
4011	NAC Mechanical & Electrical	Repairs & Maint Labor Bldgs - City Hall	238.00
Total 4011:			238.00
4071	NCPERS Group Life Ins.	Group Vol Life Ins - PERA	304.00
Total 4071:			304.00
4091	New France Wine	Liquor Store Merchandise	342.00
4091	New France Wine	Shipping	3.00
4091	New France Wine	Liquor Store Merchandise	528.00
4091	New France Wine	Shipping	12.00
Total 4091:			885.00
4426	Paustis Wine Company	Liquor Store Merchandise	1,055.00
4426	Paustis Wine Company	Freight Charge	13.75
Total 4426:			1,068.75
4476	Phillips Wine & Spirits	Liquor Store Merchandise	4,189.30
4476	Phillips Wine & Spirits	Delivery Charge	91.31
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,300.60
4476	Phillips Wine & Spirits	Delivery Charge	109.20
4476	Phillips Wine & Spirits	Liquor Store Merchandise	4,938.90
4476	Phillips Wine & Spirits	Delivery Charge	105.57
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,125.50
4476	Phillips Wine & Spirits	Delivery Charge	45.50
Total 4476:			13,905.88
4486	Pine Technical and Communit	Emergency Medical Responder Refresher - FD	400.00
Total 4486:			400.00
4701	Railroad Management Compa	License Fees - 48" Storm Sewer Pipeline Crossing	379.14
Total 4701:			379.14
4769	Register Tapes Unlimited, L.P.	Advertising - Liquor Store	2,950.00
Total 4769:			2,950.00
4919	Squires, Waldspurger & Mace	September Legal Expense	4,602.65
4919	Squires, Waldspurger & Mace	September Legal Expense	162.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4919:			4,764.65
4924	Rustic Roots Winery	Liquor Store Merchandise	856.80
Total 4924:			856.80
4930	S & J Properties, LLC	Lift Rental - Downtown Decorations	800.00
Total 4930:			800.00
4931	Innovative Office Solutions LL	Toner - Police Dept	132.56
Total 4931:			132.56
4943	Safe-Fast, Inc.	Factory Calibration of C12 Monitor	125.00
Total 4943:			125.00
5058	SAC's Enrichment Center	Meals - Council Meeting	108.00
Total 5058:			108.00
5181	Southern Glazer's of MN	Liquor Store Merchandise	294.00
5181	Southern Glazer's of MN	Delivery Charge	4.65
5181	Southern Glazer's of MN	Liquor Store Merchandise	9,628.07
5181	Southern Glazer's of MN	Delivery Charge	108.50
5181	Southern Glazer's of MN	Liquor Store Merchandise	640.69
5181	Southern Glazer's of MN	Delivery Charge	10.85
5181	Southern Glazer's of MN	Liquor Store Merchandise	9,280.63
5181	Southern Glazer's of MN	Delivery Charge	139.53
5181	Southern Glazer's of MN	Liquor Store Merchandise	1,066.37
5181	Southern Glazer's of MN	Delivery Charge	23.25
Total 5181:			21,196.54
5251	Star	Advertising Liquor Store	500.00
Total 5251:			500.00
5301	Steve's Tire Inc	Repairs and Maint Supplies Veh/Eq - Parks	190.00
5301	Steve's Tire Inc	Repairs and Maint Labor Veh/Eq - Parks	50.00
Total 5301:			240.00
5339	Sunrise Hydraulics, Inc.	Repair & Maintenance Supplies Veh/Eq - Streets	72.00
5339	Sunrise Hydraulics, Inc.	Repair & Maintenance Labor Veh/Eq - Streets	345.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5339:			417.00
5391	TM Johnson Bros., Inc.	PP Maintenance Program - Liquor Store	1,248.00
Total 5391:			1,248.00
5509	Thomsen, Dean A	Window Cleaning Liquor Store - Cooler Doors & Entry	140.24
Total 5509:			140.24
5523	Thryv, Inc.	Advertising Yellow Pages - Liquor Store	85.00
Total 5523:			85.00
5524	Thunder Brothers Brewery, In	Liquor Store Merchandise	144.00
Total 5524:			144.00
5625	Traut Companies	2023 Well No. 9 Contract A - Pay App No 3	79,895.00
Total 5625:			79,895.00
5656	Trucks and Toys LTD	Repair & Maint Supplies Veh/Eq - Streets	8.90
5656	Trucks and Toys LTD	Repair & Maint Labor Veh/Eq - Streets	130.00
Total 5656:			138.90
5692	Uncommon Loon Brewing Co	Liquor Store Merchandise	70.00
5692	Uncommon Loon Brewing Co	Liquor Store Merchandise	56.00
Total 5692:			126.00
5758	USA Northland Directories	Advertising - Liquor Store	115.00
Total 5758:			115.00
5801	Verizon Wireless	wireless phone service - Fire Dept	137.28
5801	Verizon Wireless	wireless phone service - Water	20.01
5801	Verizon Wireless	wireless phone service - Wastewater	20.00
5801	Verizon Wireless	wireless phone service - Liquor Store	41.23
5801	Verizon Wireless	wireless phone service - Building	40.01
5801	Verizon Wireless	wireless phone service - Maintenance	20.61
5801	Verizon Wireless	wireless phone service - Streets	35.01
5801	Verizon Wireless	wireless phone service - Water	35.01
5801	Verizon Wireless	wireless phone service - Wastewater	35.01
5801	Verizon Wireless	wireless phone service - Wastewater	100.82

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5801:			484.99
5811	Vessco, Inc.	Repair & Maint - Wastewater Plant	502.98
Total 5811:			502.98
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	437.15
Total 5816:			437.15
5831	Vinocopia	Liquor Store Merchandise	600.00
5831	Vinocopia	Delivery Charge	12.50
5831	Vinocopia	Liquor Store Merchandise	322.75
5831	Vinocopia	Delivery Charge	2.50
5831	Vinocopia	Liquor Store Merchandise	842.50
5831	Vinocopia	Delivery Charge	5.00
5831	Vinocopia	Liquor Store Merchandise	871.50
5831	Vinocopia	Delivery Charge	16.00
Total 5831:			2,672.75
5886	Watson Co., Inc.	Credit Misc Operating Supplies - Liquor Store	13.50-
5886	Watson Co., Inc.	Liquor Store Merchandise	2,853.50
5886	Watson Co., Inc.	Misc Operating Supplies - Liquor Store	960.93
5886	Watson Co., Inc.	Fuel Charge	6.00
5886	Watson Co., Inc.	Credit Misc Operating Supplies - Liquor Store	13.50-
5886	Watson Co., Inc.	Liquor Store Merchandise	3,179.22
5886	Watson Co., Inc.	Misc Operating Supplies - Liquor Store	159.50
5886	Watson Co., Inc.	Fuel Charge	6.00
Total 5886:			7,138.15
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	6,321.76
5891	Breakthru Beverage Minnesot	Freight Charge	71.39
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	141.25
5891	Breakthru Beverage Minnesot	Freight Charge	6.90
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	192.00
5891	Breakthru Beverage Minnesot	Freight Charge	2.30
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	43.00
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	127.02
5891	Breakthru Beverage Minnesot	Freight Charge	5.94
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	5,781.04
5891	Breakthru Beverage Minnesot	Freight Charge	50.60
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	640.00
5891	Breakthru Beverage Minnesot	Freight Charge	8.05
5891	Breakthru Beverage Minnesot	Credit Liquor Merchandise	211.70-
5891	Breakthru Beverage Minnesot	Credit Freight Charge	1.15-
5891	Breakthru Beverage Minnesot	Credit Liquor Merchandise	44.00-



Vendor	Vendor Name	Description	Net Invoice Amount
5891	Breakthru Beverage Minnesot	Credit Freight Charge	1.15-
Total 5891:			13,133.25
5969	Wickoren, James	Refund Overpayment Final Water Bill 1-22851	17.54
Total 5969:			17.54
6001	Wine Merchants	Liquor Store Merchandise	822.00
6001	Wine Merchants	Delivery Charge	14.56
Total 6001:			836.56
Grand Totals:			445,115.74

Dated: 11/29/2023

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/23	11/29/2023	127739	25	A Hard Day's Night	101-20100	500.00
11/23	11/29/2023	127740	70	Adams Pest Control - Main	610-20100	80.91
11/23	11/29/2023	127741	175	Amazon Capital Services, Inc.	101-20100	6,315.55
11/23	11/29/2023	127742	306	ARC Irrigation, LLC	101-20100	820.02
11/23	11/29/2023	127743	319	Artisan	610-20100	501.25
11/23	11/29/2023	127744	341	Aspen Mills	101-20100	249.90
11/23	11/29/2023	127745	381	Auto Value Cambridge	101-20100	50.47
11/23	11/29/2023	127746	521	Bellboy Corporation	610-20100	4,950.74
11/23	11/29/2023	127747	525	Bent Brewstillery	610-20100	137.60
11/23	11/29/2023	127748	545	Leann Bergstrom	601-20100	70.15
11/23	11/29/2023	127749	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	13,133.25
11/23	11/29/2023	127750	736	Bryan Rock Products, Inc.	101-20100	1,175.19
11/23	11/29/2023	127751	958	Capital One	610-20100	226.96
11/23	11/29/2023	127753	969	Elan Financial Services	101-20100	2,474.62
11/23	11/29/2023	127754	978	Carlson & Stewart Refrigeration Inc	101-20100	1,839.39
11/23	11/29/2023	127755	551	Bernick's	610-20100	8,401.10
11/23	11/29/2023	127756	1140	Cintas Corporation	601-20100	1,186.16
11/23	11/29/2023	127757	1170	City Laundering Co.	101-20100	15.90
11/23	11/29/2023	127758	1164	City of Saint Paul	101-20100	431.50
11/23	11/29/2023	127759	1197	Clearpath Services Inc	601-20100	209.63
11/23	11/29/2023	127760	1251	Bismarck Map Company	602-20100	2,500.00
11/23	11/29/2023	127761	1273	Compass Minerals America	101-20100	5,541.12
11/23	11/29/2023	127762	1312	Andrew Cox	601-20100	95.00
11/23	11/29/2023	127763	1316	Crawford's Equipment, Inc.	101-20100	100.04
11/23	11/29/2023	127764	1396	Dahlheimer Beverage, LLC	610-20100	52,674.49
11/23	11/29/2023	127765	1615	DVS	101-20100	12.00
11/23	11/29/2023	127766	1553	DW Companies LLC	101-20100	11,572.00
11/23	11/29/2023	127767	1681	ECM Publishers, Inc.	101-20100	10.95
11/23	11/29/2023	127768	1762	Emergency Equipment Connections Inc	101-20100	684.17
11/23	11/29/2023	127769	1811	ESRI Inc.	602-20100	3,113.00
11/23	11/29/2023	127771	1916	Fergus Power Pump, Inc.	602-20100	45,825.10
11/23	11/29/2023	127772	1921	Ferguson Waterworks #2518	601-20100	46,202.80
11/23	11/29/2023	127773	1974	Flaherty's Happy Tyme Company	610-20100	838.50
11/23	11/29/2023	127774	2067	GDO Law	101-20100	4,166.67
11/23	11/29/2023	127775	2171	DSC Communications	101-20100	2,328.00
11/23	11/29/2023	127776	2271	Hach Company	602-20100	1,205.25
11/23	11/29/2023	127777	2539	Indian Island Winery	610-20100	146.40
11/23	11/29/2023	127778	4931	Innovative Office Solutions LLC	101-20100	132.56
11/23	11/29/2023	127779	2491	International Code Council	101-20100	160.00
11/23	11/29/2023	127780	2588	Invictus Brewing Co.	610-20100	500.00
11/23	11/29/2023	127781	2416	John Hirsch's Cambridge Motors	101-20100	4,774.60
11/23	11/29/2023	127782	2796	Johnson Bros - St Paul	610-20100	32,524.56
11/23	11/29/2023	127785	3161	Marcia Ledin	601-20100	84.94
11/23	11/29/2023	127786	3162	Leeb Underground Inc.	604-20100	2,479.50
11/23	11/29/2023	127787	3239	Michael Lindquist	601-20100	100.00
11/23	11/29/2023	127788	3246	Little Falls Machine, Inc.	101-20100	1,770.46
11/23	11/29/2023	127789	3267	Lompian Wines, LLC	610-20100	353.04
11/23	11/29/2023	127790	3321	MacQueen Emergency	101-20100	18,443.88
11/23	11/29/2023	127791	3376	Marco Technologies LLC	101-20100	412.50
11/23	11/29/2023	127792	3461	McDonald Distributing Company	610-20100	18,159.00
11/23	11/29/2023	127793	3521	Menards	601-20100	1,812.82
11/23	11/29/2023	127795	3543	Metro Sales, Inc.	101-20100	175.87
11/23	11/29/2023	127796	3607	Ericka Miller	601-20100	11.21
11/23	11/29/2023	127797	3929	Moose Lake Brewing Co. LLC	610-20100	54.00
11/23	11/29/2023	127798	4001	Minnesota Valley Testing Labs	602-20100	242.00
11/23	11/29/2023	127799	4011	NAC Mechanical & Electrical Services	101-20100	238.00
11/23	11/29/2023	127800	4071	NCPERS Group Life Ins.	101-20100	304.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/23	11/29/2023	127801	4091	New France Wine	610-20100	885.00
11/23	11/29/2023	127802	826	North 65 Chamber of Commerce	601-20100	18.00
11/23	11/29/2023	127803	4426	Paustis Wine Company	610-20100	1,068.75
11/23	11/29/2023	127804	4476	Phillips St Paul	610-20100	13,905.88
11/23	11/29/2023	127805	4486	Pine Technical and Community College	101-20100	400.00
11/23	11/29/2023	127806	4701	Railroad Management Company III, LLC	603-20100	379.14
11/23	11/29/2023	127807	4769	Register Tapes Unlimited, L.P.	610-20100	2,950.00
11/23	11/29/2023	127808	4924	Rustic Roots Winery	610-20100	856.80
11/23	11/29/2023	127809	4930	S & J Properties, LLC	101-20100	800.00
11/23	11/29/2023	127810	5058	SAC's Enrichment Center	101-20100	108.00
11/23	11/29/2023	127811	4943	Safe-Fast, Inc.	602-20100	125.00
11/23	11/29/2023	127813	5181	Southern Glazer's of MN	610-20100	21,196.54
11/23	11/29/2023	127814	4919	Squires, Waldspurger & Mace, P.A.	101-20100	4,764.65
11/23	11/29/2023	127815	5251	Star	610-20100	500.00
11/23	11/29/2023	127817	5301	Steve's Tire Inc	101-20100	240.00
11/23	11/29/2023	127818	5339	Sunrise Hydraulics, Inc.	101-20100	417.00
11/23	11/29/2023	127820	5509	Dean Thomsen	610-20100	140.24
11/23	11/29/2023	127821	5523	Thryv	610-20100	85.00
11/23	11/29/2023	127822	5524	Thunder Brothers Brewery, Inc	610-20100	144.00
11/23	11/29/2023	127823	5391	TM Johnson Bros., Inc.	610-20100	1,248.00
11/23	11/29/2023	127824	5625	Traut Companies	601-20100	79,895.00
11/23	11/29/2023	127825	5656	TNT Truck & Auto	101-20100	138.90
11/23	11/29/2023	127826	5692	Uncommon Loon Brewing Company	610-20100	126.00
11/23	11/29/2023	127827	5758	USA Northland Directories	610-20100	115.00
11/23	11/29/2023	127828	5801	Verizon Wireless	602-20100	484.99
11/23	11/29/2023	127829	5811	Vessco, Inc.	602-20100	502.98
11/23	11/29/2023	127830	5816	Viking Coca-Cola Bottling Co	610-20100	437.15
11/23	11/29/2023	127831	5831	Vinocopia	610-20100	2,672.75
11/23	11/29/2023	127832	5886	Watson Co., Inc.	610-20100	7,138.15
11/23	11/29/2023	127833	5969	James Wickoren	601-20100	17.54
11/23	11/29/2023	127834	6001	Wine Merchants	610-20100	836.56
Grand Totals:						445,115.74

Vendor	Vendor Name	Description	Net Invoice Amount
44	Absolute Portable Restrooms	Handicap Unit - Ice Rink	95.00
	Total 44:		95.00
129	Air Conditioning Associates, I	Service Cambridge Library	195.00
	Total 129:		195.00
175	Amazon Capital Services, Inc.	Office Supplies	12.13
175	Amazon Capital Services, Inc.	Maintenance Supplies - City Hall	208.02
175	Amazon Capital Services, Inc.	Uniform Allowance - Fire	123.38
175	Amazon Capital Services, Inc.	Repair & Maint Supplies Veh/Eq - Fire	142.96
	Total 175:		486.49
265	Ann River Winery	Liquor Store Merchandise	423.00
	Total 265:		423.00
434	Barger, Nicholas	Refund Overpayment Final Water Bill 1-1903	126.59
	Total 434:		126.59
521	Bellboy Corporation	Liquor Store Merchandise	170.00
521	Bellboy Corporation	Liquor Store Merchandise	2,337.95
521	Bellboy Corporation	Credit Liquor Merchandise	120.00-
	Total 521:		2,387.95
551	Chas A. Bernick Inc.	Liquor Store Merchandise	1,716.00
551	Chas A. Bernick Inc.	Liquor Store Merchandise	66.80
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	43.05-
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	1.71-
	Total 551:		1,738.04
555	Business Essentials	Office Supplies - Liquor Store	449.89
	Total 555:		449.89
988	Carlson, Jerome	Refund Overpayment Final Water Bill 1-1220	8.77
	Total 988:		8.77
1140	Cintas Corporation	Rug & Towel Rentals - Liquor Store	142.34
1140	Cintas Corporation	Rug Rentals - City Hall	10.11
1140	Cintas Corporation	Rug Rentals - Police Dept	30.00
1140	Cintas Corporation	Rug & Towel Rentals - Street Dept	24.13
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	147.28

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Parks	10.60
1140	Cintas Corporation	Uniform Rental - Maintenance	4.59
1140	Cintas Corporation	Uniform Rental - Parks	8.45
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewater	177.86
1140	Cintas Corporation	First Aid Supplies - City Hall	78.56
1140	Cintas Corporation	First Aid Supplies - Police Dept	114.90
1140	Cintas Corporation	First Aid Supplies - Fire Dept	53.47
1140	Cintas Corporation	First Aid Supplies - Street Dept	175.57
1140	Cintas Corporation	First Aid Supplies - Water	120.72
1140	Cintas Corporation	First Aid Supplies - Wastewater	161.24
1140	Cintas Corporation	First Aid Supplies - Liquor Store	9.45
Total 1140:			1,269.27
1170	City Laundering Co.	Rugs - Fire Hall	15.90
Total 1170:			15.90
1336	Crystal Springs Ice	Liquor Store Merchandise	171.84
Total 1336:			171.84
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	868.40
1396	Dahlheimer Beverage, LLC	Keg Return	30.00-
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	427.10-
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	16,256.40
Total 1396:			16,667.70
1442	DDA Human Resources, Inc.	Classification/Compensation Study - Prof Consulting	23,425.00
Total 1442:			23,425.00
1553	DW Companies LLC	Snow Removal & Salting - Liquor Store	535.00
Total 1553:			535.00
1666	East Central Solid Waste Co	Disposal of Electronics	20.00
Total 1666:			20.00
1681	ECM Publishers, Inc.	Legal Notice - Planning Commission	41.89
1681	ECM Publishers, Inc.	Legal Notice - City Council Meeting Minutes	10.95
1681	ECM Publishers, Inc.	Legal Notice - Ordinance No 775	4.98
1681	ECM Publishers, Inc.	Legal Notice - Ordinance No 776	4.98
Total 1681:			62.80
2182	Winebow	Credit Liquor Store Merchandise	135.00-

Vendor	Vendor Name	Description	Net Invoice Amount
2182	Winebow	Liquor Store Merchandise	820.24
2182	Winebow	Freight Charges	10.00
Total 2182:			695.24
2188	Gratitude Farms	Animal Control Services	400.00
Total 2188:			400.00
2193	Greater Minnesota Parks & Tr	2024 Membership Dues	250.00
Total 2193:			250.00
2380	Heritage Greens of Cambridg	TIF 6-21 Dev Agreement 95% of TIF Flow 2nd 1/2	15,724.23
Total 2380:			15,724.23
2411	Hillyard Inc.	Maintenance Supplies - City Hall	227.52
Total 2411:			227.52
2480	Hydro-Klean, Inc.	2024 Street Imp - Clean and Televis Storm & Sanitary	30,113.17
2480	Hydro-Klean, Inc.	TH 95 Util Replacement - Clean and Televis Storm	6,787.62
Total 2480:			36,900.79
2559	The Preserve of Cambridge, L	TIF 6-15 Dev Agreement 90% of TIF Flow 2nd 1/2	53,820.02
Total 2559:			53,820.02
2572	IUOE Central Pension Fund	November Contribution - Mechanics / Maintenance Div	5,440.00
2572	IUOE Central Pension Fund	November Contribution - Wastewater and Water Opera	3,808.00
Total 2572:			9,248.00
2573	IUOE Local #49	November Working Dues Assessment - Wastewater	112.00
2573	IUOE Local #49	November Working Dues Assessment - Maintenance	160.00
2573	IUOE Local #49	November Union Dues - Maintenance	350.00
2573	IUOE Local #49	November Union Dues - Wastewater	245.00
Total 2573:			867.00
2631	Isanti County Auditor-Treasur	Licenses	1,002.32
2631	Isanti County Auditor-Treasur	Officer RSA Tokens	680.79
2631	Isanti County Auditor-Treasur	Officer RSA Tokens	340.40
2631	Isanti County Auditor-Treasur	Licenses	501.16
Total 2631:			2,524.67

Vendor	Vendor Name	Description	Net Invoice Amount
2681	Isanti County Sheriff's Office	RMS Monthly Maintenance - December	168.24
	Total 2681:		168.24
2742	Jefferson Fire & Safety	Small Tools and Equipment - Fire	235.04
	Total 2742:		235.04
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,001.95
2796	Johnson Brothers Liquor Co	Delivery Charge	58.24
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,989.12
2796	Johnson Brothers Liquor Co	Delivery Charge	67.34
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	7,911.05
2796	Johnson Brothers Liquor Co	Delivery Charge	76.44
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	7,171.96
2796	Johnson Brothers Liquor Co	Delivery Charge	111.20
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,885.61
2796	Johnson Brothers Liquor Co	Delivery Charge	138.32
2796	Johnson Brothers Liquor Co	Delivery Charge	6.23
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	9.28-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	9.75-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	28.00-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	56.00-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	116.00-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.00-
	Total 2796:		26,197.43
2931	Kimball Midwest	Repair & Maint Supplies Veh/Eq - Streets	465.13
	Total 2931:		465.13
3018	KTJ267, LLC	TIF 6-17 Oppidan 90% of TIF Flow 2nd 1/2	27,993.32
	Total 3018:		27,993.32
3176	LELS	Union Dues 183 - November	810.00
3176	LELS	Union Dues 449 - November	135.00
3176	LELS	Union Dues 511 - November	67.50
	Total 3176:		1,012.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance January	24,140.00
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance January	72,090.00
	Total 3258:		96,230.00
3349	Main Street Flats Limited Part	TIF 6-18 Dev Agreement 95% of TIF Flow 2nd 1/2	5,903.59

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3349:			5,903.59
3461	McDonald Distributing Compa	Liquor Store Merchandise	553.22
3461	McDonald Distributing Compa	Liquor Store Merchandise	13,127.25
3461	McDonald Distributing Compa	Credit Liquor Merchandise	499.61-
3461	McDonald Distributing Compa	Credit Liquor Merchandise	947.50-
3461	McDonald Distributing Compa	Credit Liquor Merchandise	369.20-
Total 3461:			11,864.16
3501	MEI Total Elevator Solutions	December Monthly Service - Library	169.32
Total 3501:			169.32
3521	Menards	Downtown Decorations	59.97
3521	Menards	Misc Operating Supplies - Wastewater	8.38
3521	Menards	Repair & Maint Supplies Veh/Eq - Streets	112.48
3521	Menards	Maintenance Supplies - City Hall	54.97
3521	Menards	Repair & Maint Supplies Bldg/Inf - Parks	261.65
3521	Menards	Misc Operating Supplies - Streets	7.99
3521	Menards	Misc Operating Supplies - Streets	46.49
3521	Menards	Misc Operating Supplies - Streets	380.00
3521	Menards	Misc Operating Supplies - Wastewater	14.97
Total 3521:			946.90
3543	Metro Sales, Inc.	Ricoh IM C2500 & 2500 Copier Rental - Police	265.67
Total 3543:			265.67
3661	Minnesota Chiefs of Police As	Membership Renewal - Associate	212.00
3661	Minnesota Chiefs of Police As	Membership Renewal - Voting	477.00
Total 3661:			689.00
3676	MCSI Minnesota Computer S	Contract Base Rate Charge - Tosh/Estudio 850	10.00
Total 3676:			10.00
4158	North Ridge Winery	Liquor Store Merchandise	171.00
Total 4158:			171.00
4177	Northern Hollow Winery LLC	Liquor Store Merchandise	75.60
Total 4177:			75.60
4321	O'Reilly Automotive, Inc.	Repair & Maint Supplies Veh/Eq - PD	43.92



Vendor	Vendor Name	Description	Net Invoice Amount
Total 4321:			43.92
4476	Phillips Wine & Spirits	Liquor Store Merchandise	2,078.20
4476	Phillips Wine & Spirits	Delivery Charge	43.68
4476	Phillips Wine & Spirits	Liquor Store Merchandise	2,618.30
4476	Phillips Wine & Spirits	Delivery Charge	83.72
Total 4476:			4,823.90
4640	Q Media Properties LLC	Advertising - Liquor Store	300.00
4640	Q Media Properties LLC	Advertising - Liquor Store	192.00
Total 4640:			492.00
4844	Robert C. Roby	Hearing Officer Services	75.00
4844	Robert C. Roby	Hearing Officer Services	75.00
Total 4844:			150.00
4887	Roosevelt Garden Estates, LL	PIN 15.316.0010 TIF 6-20 2nd 1/2	21,059.03
4887	Roosevelt Garden Estates, LL	PIN 15.313.0010 TIF 6-20 2nd 1/2	33,159.70
Total 4887:			54,218.73
4931	Innovative Office Solutions LL	Office Supplies - Police	86.89
Total 4931:			86.89
4943	Safe-Fast, Inc.	Misc Operating Supplies - Wastewater	413.30
Total 4943:			413.30
5169	Snake Discovery, LLC	Summer Activities 6-27-2024	555.00
Total 5169:			555.00
5181	Southern Glazer's of MN	Liquor Store Merchandise	8,097.66
5181	Southern Glazer's of MN	Delivery Charge	105.14
5181	Southern Glazer's of MN	Liquor Store Merchandise	1,163.96
5181	Southern Glazer's of MN	Delivery Charge	17.83
Total 5181:			9,384.59
5271	North Folk Winery	Liquor Store Merchandise	132.00
Total 5271:			132.00
5446	The American Bottling Compa	Liquor Store Merchandise	372.18

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5446:			372.18
5509	Thomsen, Dean A	Window Cleaning Liquor Store - Cooler Doors & Entry	140.24
Total 5509:			140.24
5556	T-Mobile	Cellular Services - Police Dept	770.04
Total 5556:			770.04
5601	TR Computer Sales LLC	Phone System Annual GMA	3,828.00
Total 5601:			3,828.00
5624	TransUnion Risk & Alternative	TLOxp Transactional	75.00
Total 5624:			75.00
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	342.80
Total 5816:			342.80
5831	Vinocopia	Credit Liquor Merchandise	74.66-
5831	Vinocopia	Liquor Store Merchandise	890.00
5831	Vinocopia	Delivery Charge	16.00
Total 5831:			831.34
5864	Walker Methodist Levande, L	TIF 6-16 Dev Agreement 90% of TIF Flow 2nd 1/2	25,541.72
Total 5864:			25,541.72
5886	Watson Co., Inc.	Liquor Store Merchandise	1,402.91
5886	Watson Co., Inc.	Misc Operating Supplies - Liquor Store	240.68
5886	Watson Co., Inc.	Fuel Charge	6.00
Total 5886:			1,649.59
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	960.00
5891	Breakthru Beverage Minnesot	Freight Charge	11.50
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	9,792.46
5891	Breakthru Beverage Minnesot	Freight Charge	94.30
5891	Breakthru Beverage Minnesot	Credit Liquor Merchandise	5.18-
5891	Breakthru Beverage Minnesot	Credit Freight Charge	.05-
5891	Breakthru Beverage Minnesot	Credit Liquor Merchandise	129.50-
5891	Breakthru Beverage Minnesot	Credit Freight Charge	1.15-
5891	Breakthru Beverage Minnesot	Credit Liquor Merchandise	24.00-
5891	Breakthru Beverage Minnesot	Credit Freight Charge	.19-

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5891:			10,698.19
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Microsoft 365 Business Premium	176.00
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	2,062.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Hardware - Planning	590.00
5965	White Bear IT Solutions LLC	Hardware - Police Dept	1,117.99
Total 5965:			8,070.49
6001	Wine Merchants	Liquor Store Merchandise	2,156.00
6001	Wine Merchants	Delivery Charge	27.30
Total 6001:			2,183.30
Grand Totals:			465,935.83

Dated: 12/6/2023

City Treasurer: Caroline Truel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/23	12/06/2023	127835	44	Absolute Portable Restrooms	101-20100	95.00
12/23	12/06/2023	127836	129	Air Conditioning Associates, Inc.	101-20100	195.00
12/23	12/06/2023	127837	175	Amazon Capital Services, Inc.	101-20100	486.49
12/23	12/06/2023	127838	265	Ann River Winery	610-20100	423.00
12/23	12/06/2023	127839	434	Nicholas Barger	601-20100	126.59
12/23	12/06/2023	127840	521	Bellboy Corporation	610-20100	2,387.95
12/23	12/06/2023	127841	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	10,698.19
12/23	12/06/2023	127842	555	Business Essentials	610-20100	449.89
12/23	12/06/2023	127843	988	Jerome Carlson	601-20100	8.77
12/23	12/06/2023	127844	551	Bernick's	610-20100	1,738.04
12/23	12/06/2023	127845	1140	Cintas Corporation	601-20100	713.91
12/23	12/06/2023	127846	1140	Cintas Corporation	601-20100	555.36
12/23	12/06/2023	127847	1170	City Laundering Co.	101-20100	15.90
12/23	12/06/2023	127848	1336	Crystal Springs Ice	610-20100	171.84
12/23	12/06/2023	127849	1396	Dahlheimer Beverage, LLC	610-20100	16,667.70
12/23	12/06/2023	127850	1442	DDA Human Resources, Inc.	101-20100	23,425.00
12/23	12/06/2023	127852	1553	DW Companies LLC	610-20100	535.00
12/23	12/06/2023	127853	1666	East Central Solid Waste Commission	101-20100	20.00
12/23	12/06/2023	127854	1681	ECM Publishers, Inc.	101-20100	62.80
12/23	12/06/2023	127855	2188	Gratitude Farms	101-20100	400.00
12/23	12/06/2023	127856	2193	Greater MN Parks & Trails	101-20100	250.00
12/23	12/06/2023	127857	2380	Heritage Greens of Cambridge LLC	292-20100	15,724.23
12/23	12/06/2023	127858	2411	Hillyard / Minneapolis	101-20100	227.52
12/23	12/06/2023	127859	2480	Hydro-Klean, Inc.	486-20100	36,900.79
12/23	12/06/2023	127860	3258	I.U.O.E. Local 49 Fringe Benefit Fund	101-20100	96,230.00
12/23	12/06/2023	127861	4931	Innovative Office Solutions LLC	101-20100	86.89
12/23	12/06/2023	127862	2631	Isanti County	101-20100	2,524.67
12/23	12/06/2023	127863	2681	Isanti County Sheriff's Office	101-20100	168.24
12/23	12/06/2023	127864	2572	Central Pension Fund	101-20100	5,440.00
12/23	12/06/2023	127865	2572	Central Pension Fund	101-20100	3,808.00
12/23	12/06/2023	127866	2573	IUOE Local #49	101-20100	272.00
12/23	12/06/2023	127867	2573	IUOE Local #49	101-20100	595.00
12/23	12/06/2023	127868	2742	Jefferson Fire & Safety	101-20100	235.04
12/23	12/06/2023	127869	2796	Johnson Bros - St Paul	610-20100	26,197.43
12/23	12/06/2023	127870	2931	Kimball Midwest	101-20100	465.13
12/23	12/06/2023	127871	3018	KTJ267, LLC	289-20100	27,993.32
12/23	12/06/2023	127872	3176	LELS	101-20100	1,012.50
12/23	12/06/2023	127873	3349	Main Street Flats Limited Partnership	291-20100	5,903.59
12/23	12/06/2023	127874	3461	McDonald Distributing Company	610-20100	11,864.16
12/23	12/06/2023	127875	3676	MCSI Minnesota Computer Systems Inc	101-20100	10.00
12/23	12/06/2023	127876	3501	MEI Total Elevator Solutions	101-20100	169.32
12/23	12/06/2023	127877	3521	Menards	602-20100	946.90
12/23	12/06/2023	127879	3543	Metro Sales, Inc.	101-20100	265.67
12/23	12/06/2023	127880	3661	Minnesota Chiefs of Police Association	101-20100	689.00
12/23	12/06/2023	127881	5271	North Folk Winery	610-20100	132.00
12/23	12/06/2023	127882	4158	North Ridge Winery	610-20100	171.00
12/23	12/06/2023	127883	4177	Northern Hollow Winery LLC	610-20100	75.60
12/23	12/06/2023	127884	4321	O'Reilly Automotive, Inc.	101-20100	43.92
12/23	12/06/2023	127885	4476	Phillips St Paul	610-20100	4,823.90
12/23	12/06/2023	127886	4640	Q Media Properties LLC	610-20100	492.00
12/23	12/06/2023	127887	4844	Minnesota Mediation Services, LLC	101-20100	150.00
12/23	12/06/2023	127888	4887	Roosevelt Garden Estates, LLC	290-20100	54,218.73
12/23	12/06/2023	127889	4943	Safe-Fast, Inc.	602-20100	413.30
12/23	12/06/2023	127890	5169	Snake Discovery, LLC	101-20100	555.00
12/23	12/06/2023	127891	5181	Southern Glazer's of MN	610-20100	9,384.59
12/23	12/06/2023	127893	5446	The American Bottling Company	610-20100	372.18
12/23	12/06/2023	127894	2559	The Preserve of Cambridge, LLC	287-20100	53,820.02

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/23	12/06/2023	127895	5509	Dean Thomsen	610-20100	140.24
12/23	12/06/2023	127896	5556	T-Mobile	101-20100	770.04
12/23	12/06/2023	127897	5601	TR Computer Sales LLC	101-20100	3,828.00
12/23	12/06/2023	127898	5624	TransUnion Risk & Alternative	101-20100	75.00
12/23	12/06/2023	127899	5816	Viking Coca-Cola Bottling Co	610-20100	342.80
12/23	12/06/2023	127900	5831	Vinocopia	610-20100	831.34
12/23	12/06/2023	127901	5864	Walker Methodist Levande, LLC	288-20100	25,541.72
12/23	12/06/2023	127902	5886	Watson Co., Inc.	610-20100	1,649.59
12/23	12/06/2023	127903	5965	White Bear IT Solutions LLC	101-20100	8,070.49
12/23	12/06/2023	127904	6001	Wine Merchants	610-20100	2,183.30
12/23	12/06/2023	127905	2182	Winebow	610-20100	695.24
Grand Totals:						<u>465,935.83</u>

Prepared by: Marcia Westover, Community Development Director

**Background**

Department	Proposed Fee Changes				Justification
Utility Fees	51.04	Water Rate-SFR Unit Basic charge	Per Month	\$13.13 (no change)	The City Council received a briefing about utility rates at the 11/20/23 Council meeting.
	51.04	Water Rate	Per Month	\$4.40 (no change)	
	51.04	Water Rate 6,001-20,000 gallons	Per Month	\$5.02 (no change)	
	51.04	Water rate over 20,001 gallons	Per Month	\$5.62 (no change)	
	52.109	Sewer Access Charge*	Per REU	\$2,273.00 (no change)	
	52.141	Sewer rates: SFR Unit Basic Service Charge	Per month, per REU	<del>\$22.66</del> <u>\$23.79</u>	
	52.141	Sewer rates: 0 – 6,000 gallons	Per month	<del>\$4.37</del> <u>\$4.59</u>	
	52.141	Sewer rates: 6,001 – 20,000 gallons	Per month	<del>\$4.92</del> <u>\$5.17</u>	
	52.141	Sewer rates: over 20,001 gallons	Per month	<del>\$5.46</del> <u>\$5.73</u>	
	52.141	Septage dumping fee	Per gallon	<del>\$0.10</del> <u>\$0.11</u>	
	53.015	Storm sewer rates	Per month, per storm unit	<del>\$5.50</del> <u>\$5.89</u>	
Utility Fees/Area Charges	<ul style="list-style-type: none"> <li>• 51.06 Water Trunk Area Charge Per Acre <del>\$2,882.00</del> <u>\$3,450.00</u></li> <li>• 52.109 Sewer Trunk Area Charge Per Acre <del>\$2,925.00</del> <u>\$3610.00</u></li> </ul>				Our rates have not kept pace with inflation. We checked the Engineering News Record (ENR) Construction Cost Index (an industry standard source), and our rates should have been increasing 3% each year since 1997. Our first increase was in 2023. These proposed 2024 amounts will now have us comparable with our peer cities.
Building	<ul style="list-style-type: none"> <li>• See Appendix A on the Fee Schedule</li> <li>• Accessory structures (residential), temporary structures, and fences were given a nominal flat fee rather than using Subd. 1 table A 65% review fees, which will be less for the applicant.</li> <li>• The MN State Electrical Inspector has proposed an \$80.00 fee for consultations.</li> </ul>				The majority of the changes are for clarification purposes for staff.

Planning	<ul style="list-style-type: none"> <li>• 155.018 Preliminary Plat <del>\$500.00</del> \$550.00</li> <li>• 155.018 Planned Unit Development <u>\$300.00</u> + \$10.00/lot <del>\$275.00</del> plus \$5000 escrow deposit and \$100.00 per lot for each lot in excess of 5 escrow deposit</li> <li>• 155.067 <u>Development Contract Legal Fee \$1,500.00 (escrow)</u></li> <li>• 156.065 <u>Managed Natural Landscape Site Plan Review \$100.00</u> (new ordinance)</li> <li>• 156.066 Alternative Energy- changes here clarify that an Interim Use Permit fee is \$300 not \$154 for this use (error on previous fee schedule)</li> <li>• 156.091 Commercial Kennel \$100 fee per year (new ordinance)</li> </ul>	These fees better align with our peer cities, or are part of a new ordinance as indicated.
Administration	<ul style="list-style-type: none"> <li>• 119 Cannabinoid Sales fees due to new Ordinance</li> </ul>	<u>\$500 per year for Registration</u> <u>\$500 per investigation fee</u>
Public Works (Other)	<ul style="list-style-type: none"> <li>• 32.64 Airport hangar lease <del>\$0.15</del> <u>\$0.17</u></li> <li>• 51.15 Curb stop cover for sloped driveways <del>\$149.00</del> <u>\$160.00</u></li> </ul>	Modest cost increases due to inflation

**Fiscal Note**

Fees have been reviewed for adequacy by appropriate City staff members, often times comparing to peer cities and/or other industry standards. Utility rates have been set to make sure operating costs and debt service amounts are covered in addition to maintaining adequate reserve levels.

**Staff Recommended City Council Action**

Approve Ordinance No. 777 as presented and allow staff to publish a summary ordinance.

**Attachments**

1. Proposed Fee Schedule with changes shown

~~Ordinance 764~~ 777

*Licenses, Fees, and Permits for ~~2023-2024~~ (Fee Schedule)*

An Ordinance providing for licenses, fees, and permits. The City Council of Cambridge, Minnesota, hereby ordains the following fees beginning January 1, ~~2023~~2024:

**Title III – Administration Fees**

<b>Code Section/ Department</b>	<b>Type of License/Fee</b>	<b>Term</b>	<b>Fee</b>
32.64	Airport hangar lease	Per square foot of lease area	\$0.175
32.64	Airport tie down fee	Per month	\$17.00
38.07	Administrative Citation – Except as otherwise stated herein, all other violations of the City Code or Land Use Code	Per day after citation is issued for non-compliance	\$200.00
38.07	Administrative Citation - Nuisance Animal Feces	Per day after citation is issued for non-compliance	\$50.00
38.07	Administrative Citation– Exterior Structure requirements not met	Per day after citation is issued for non-compliance	\$300.00
38.07	Administrative Citation – Sign regulation	Per day after citation is issued for non-compliance	\$100.00
38.07	Administrative Citation – Garbage containers requirements not met	Per day after citation is issued for non-compliance	\$50.00
38.04	Administrative Citation – Peddler or transient merchant (no license)	Per offense	\$80.00
38.07	Administrative Citation – Mobile food vendor (no license)	Per offense	\$80.00
38.07	Administrative Citation – Temporary/seasonal outdoor sales use or transient vendors (no license)	Per offense	\$80.00
38.07	Administrative Citation – Fireworks sales (no license)	Per offense	\$80.00
53.02	Administrative citation – illicit discharge	Per day after citation is issued for noncompliance	\$200.00
38.07	Administrative Citation – Construction related stormwater pollution	Per day after citation is issued for non-compliance	\$200.00
ADMIN	Copies (Providing & copying information such as data requests hard copies, 8x11 maps, etc.)	Per page	\$0.25, if over 100 pages, actual cost per MN State Statute
ADMIN	Media copies	Per page/item	\$15.00



ADMIN	Police reports (except if you are the victim or the legal guardian of the victim for the crime committed)	Per page	\$0.25, if over 100 pages, actual cost per MN State Statute
ADMIN	Maps, non-copyrighted plans, plats (all pages over 11 x 17)	Per page	\$10.00 – color \$5.00 – black & white
ADMIN	Data Requests Providing & copying information – actual cost of searching for and retrieving government data, including the cost of employee time, and for the making, certifying, compiling, copying, and electronically transmitting data in accordance with MN State Statute	Per hour or part thereafter	\$22.00 per hour
ADMIN	Transcription of audio recordings/statements	Minimum 1 hour; then 15 min. intervals	\$22.00 per hour
POLICE	Copying of squad car or body camera video, as permitted by Minnesota Statute	Minimum 30 minutes per video requested	\$40.00 per hour
POLICE	Copying of other video/audio (store surveillance/ evidence/ other)	Minimum 30 minutes per video requested	\$40.00 per hour
POLICE	Labor rate – Overtime (special events/other) includes squad car	Minimum of 3 hours overtime or actual time worked per LELS contract	\$100.00 per hour
POLICE	Labor rate – Overtime (court/civil subpoena summons/civil depositions)  Rates will be charged to the party of the attorney’s office which requested the subpoena  City reserves the right to request payments for minimum hours prior to any court appearance  If appearance is needed within 5 hours of the officers regularly scheduled shift AND court is canceled, the requesting parties will be charged for a minimum of 3 hours of OT regardless of whether they had to appear or not. This is per LELS contract	Minimum of 3 hours overtime or actual time worked per LELS contract	\$100.00 per hour
POLICE	Reserve officer and squad car (special events)	Per hour	\$70.00

**Title V – Public Works Fees**

<b>Code Section/ Department</b>	<b>Type of License/Fee</b>	<b>Term</b>	<b>Fee</b>
50.06	Garbage & refuse collection	Per year	\$1,250.00
51.06	Water Trunk Area Charge*	Per acre	<del>\$2,882.00</del> <u>\$3,450.00</u>
51.06	Water Access Charge*	Per REU	\$201.00
51.06	Water Treatment Facility Charge*	Per REU	\$901.00
51.04	Water rate, SFR Unit Basic Service Charge	Per month	\$13.13
51.04	Water rate 1 – 6,000 gallons	Per month	\$4.40
51.04	Water rate 6,001 – 20,000 gallons	Per month	\$5.02
51.04	Water rate over 20,001 gallons	Per month	\$5.62
51.04	FF charge	Per month	\$0.81
51.11	Water meters	Per meter	All meters will be sold at the city's purchase price plus 10% set-up fee, and all utility fees will be assessed after 90 days regardless of installation status. Utility fees include sewer, water, street light, storm sewer fees.
51.11	Meter connections	Each	All meter connections will be sold at the city's purchase price plus 10% set-up fee
51.11	Radio transmitter: Neptune R900	Each for use with Neptune	City's cost plus 10% set-up fee
51.11	Non-sprinkler residential setup	City's cost plus 10% set-up fee	Priced per setup depending upon meter size above
51.11	Sprinkler/house meter new construction setup	City's cost plus 10% set-up fee	Priced per setup depending upon meter size above
51.11	Irrigation meter on an already established house – no charge for the radio	City's cost plus 10% set-up fee	Priced per setup depending upon meter size above
51.11	Meter no connections – frozen meters, etc.	City's cost plus 10% set-up fee	See meter pricing above
51.11	Meter test charge	Per meter	\$60.00
51.15	Curb stop cover for sloped driveways	Each	<del>\$149.00</del> <u>\$160.00</u>
51.15	Fire hydrant replacement kit	Each	\$464.00
51.05	Tampering with the city water system	Per offense	\$500.00

51.05	Certify utility bill to tax levy	First time	\$75.00
51.05	Certify utility bill to tax levy	Second and subsequent times	\$150.00
51.12	Water reconnection fee	Each	\$60.00
51.18	Utility penalty fees		5% with \$5.00 minimum penalty
52.109	Sewer Trunk Area Charge*	Per acre	<del>\$2,925.00</del> <u>\$3,610.00</u>
52.109	Sewer Access Charge*	Per REU	\$2,273.00
52.141	Sewer rates: SFR Unit Basic Service Charge	Per month, per REU	<del>\$22.66</del> <u>\$23.79</u>
52.141	Sewer rates: <del>1-0</del> – 6,000 gallons	Per month	<del>\$4.37</del> <u>\$4.59</u>
52.141	Sewer rates: 6,001 – 20,000 gallons	Per month	<del>\$4.92</del> <u>\$5.17</u>
52.141	Sewer rates: over 20,001 gallons	Per month	<del>\$5.46</del> <u>\$5.73</u>
52.141	Septage dumping fee	Per gallon	<del>\$0.10</del> <u>\$0.11</u>
53.015	Storm sewer rates	Per month, per storm unit	<del>\$5.50</del> <u>\$5.89</u>
54.10	Street light utility fee	Per month, per single family residential unit	\$5.00
PUBLIC WORKS	Labor rate – regular time	Per hour, minimum charge of ½ hour	\$42.00
PUBLIC WORKS	Labor rate – over time	Per hour, minimum charge of 2 hours	\$63.00
PUBLIC WORKS	Wheel loader	Per hour	\$90.00
PUBLIC WORKS	Wheel loader w/Snow Go blower	Per hour	\$130.00 plus cost of labor
PUBLIC WORKS	Dump truck	Per hour	\$85.00 plus cost of labor
PUBLIC WORKS	Street sweeper	Per hour	\$85.00 plus cost of labor
PUBLIC WORKS	Bucket truck (two people required per OSHA)	Per hour	\$90.00 plus cost for labor rate for two employees
PUBLIC WORKS	Flail mower	Per hour	\$65.00 plus cost of labor
PUBLIC WORKS	Progressive mower	Per hour	\$65.00 plus cost of labor
PUBLIC WORKS	One-ton truck	Per hour	\$65.00 plus cost of labor

PUBLIC WORKS	Weed whip	Per hour	\$45.00 plus cost of labor
PUBLIC WORKS	Vac Con sewer cleaning truck (two people required per OSHA)	Per hour	\$95.00 plus cost of labor rate for two employees
PUBLIC WORKS	Assessable current services: snow, ice, dirt, and rubbish removal on sidewalk	Each occurrence	\$100.00

\*Supplemental connection charges will be collected at the time of connection from parcels identified and, in the amounts, specified in Ordinance No. 452

### Title VII – Traffic Fees

Code Section/ Department	Type of License/Fee	Term	Fee
70.01	Recreational motor vehicles	Per offense	\$100.00
70.02	Motor vehicles and motorcycles prohibited on school property	Per offense	\$100.00
70.05	Trucks prohibited on certain streets	Per offense	\$100.00
70.06	Stop intersections	Per offense	\$80.00
70.07	Through streets and on-way streets	Per offense	\$80.00
70.08	Turning restrictions	Per offense	\$80.00
70.09	U-turns restricted	Per offense	\$80.00
70.10	Excessive noise	Per offense	\$80.00
70.11	Exhibition driving prohibited	Per offense	\$80.00
70.12	Cruising prohibited	Per offense	\$80.00
70.40	Public conduct during parades	Per offense	\$100.00
71.03	No parking zone	Per offense	\$20.00
71.04	Parking violation – Commercial vehicle in a residential area	Per offense	\$20.00
71.05	Parking violation – parking in alley	Per offense	\$20.00 plus subject to tow
71.08	Parking violation – fire lane parking prohibited	Per offense	\$50.00
71.08	Fire lanes & emergency vehicle access roads	Per citation	\$50.00 plus subject to tow
71.65	Impounded vehicle storage fees (non-forfeitures)	Per vehicle	\$200.00
71.99	Parking fees: overtime parking	Per citation	\$20.00
71.99	Parking fees: improper parking	Per citation	\$20.00
71.99	Parking fees: parking in prohibited area	Per citation	\$20.00 plus subject to tow
71.99	Parking fees: parking against traffic	Per citation	\$20.00 plus subject to tow
71.99	Parking fees: winter parking restrictions	Per citation	\$20.00 plus subject to tow

71.99	Parking fees: handicapped parking	Per citation	\$100.00 plus subject to tow
73.03	Application of traffic ordinances	Per offense	\$80.00
73.04	Restrictions	Per offense	\$80.00
73.05	Stopping & yielding	Per offense	\$80.00
73.06	Persons under 18	Per offense	\$80.00
73.07	Equipment	Per offense	\$60.00
73.08	Unattended snowmobiles	Per offense	\$60.00
73.10	Operation on private property	Per offense	\$100.00

### Title IX – General Regulation Fees

Code Section/ Department	Type of License/Fee	Term	Fee
90.28	Fire Department coverage for events held by organizations outside Cambridge's Fire Service Area	Per hour	\$100.00
91.03	Alarms – false alarms	Per false alarm after second false alarm at the same address	\$50.00
92.17	Engine breaking violation – nuisances affecting peace and safety	Per offense	\$60.00
92.22	Administrative costs for abatements	Per abatement case/property	\$25.00
92.22	Mowing abatement	First time/same season	\$70.00 or actual abatement costs
		Second time/same season	\$100.00 or actual abatement costs
		Third+ time/same season	\$150.00 or actual abatement costs
94.57	Excavation permit (ROW)	Per permit	\$54.00 minimum permit fee plus \$7.50 per 100 feet disturbed
94.58	Right-of-way permit fees	Per permit	\$54.00 minimum permit fee plus \$7.50 per 100 feet of right-of-way
94.64	Small wireless facility permit	Per pole	\$500.00 to collocate up to five facilities; \$100.00 per facility beyond five

94.64	Small wireless facility permit	Per pole or wireless support structure	\$1,000.00
94.64	Small wireless facility permit	Per year for co-location on city owned structures	\$270.00
95.02	Dog or cat license	Life	\$20.00
95.02	Dog or cat duplicate/lost tag	Per tag	\$5.00
95.02	Domestic animals at large administrative citation	Per offense	\$50.00 – 1 <sup>st</sup> offense \$100.00 – 2 <sup>nd</sup> offense
95.05	Animal impound: boarding	Per day/animal	\$25.00
95.05	Animal pickup & delivery	During regular hours (each way)	\$60.00 – 1 <sup>st</sup> time \$120.00 – 2 <sup>nd</sup> time
		Outside animal control contract hours (each way)	\$90.00 – 1 <sup>st</sup> time \$180.00 – 2 <sup>nd</sup> time
95.05	Medicine administration to impounded animals	Per day	Actual costs charged to the city
95.05	Euthanasia/disposal of impounded animals	Each	Actual costs charged by the veterinary clinic
<u>95.06 (moved this to 156.091)</u>	<u>Dog kennel license (required for five (5) or more dogs)</u>	<u>Per year</u>	<u>\$50.00</u>
96.04	Building, mechanical, plumbing, and electrical permit fees		Refer to “Appendix A” of this ordinance
95.11	Attack by animal (misdemeanor offense)	Per offense	\$300.00
95.12 & MSS 347.51	Dangerous dog certificate registration fee	Per year	\$150.00
98.03	Park shelters/space reserved	Per day	\$25.00/resident \$50.00/non-resident
98.03	Softball field	Per hour	\$40.00/resident \$100.00/non-resident
98.03	Softball field (specific to athletic associations)	Per season	\$75.00 per team for summer league \$50.00 per team for fall league
98.03	Baseball field	Per hour	\$40.00/resident \$100.00/non-resident
98.03	Baseball field (specific to athletic associations)	Per season	\$250.00
98.03	Soccer, football, all-purpose fields	Per hour	\$40.00/resident \$100.00/non-resident

98.03	Soccer, football, all-purpose fields (specific to athletic associations)	Per season	\$200.00
98.03	Ice rink	Per hour	\$40.00/resident \$100.00/non-resident
98.03	Ice rink (specific to athletic associations)	Per season	\$250.00 + \$40.00 per hour per practice
98.03	Tennis courts	Per hour	\$40.00/resident \$100.00/non-resident
98.03	Tennis courts	Per season	\$200.00 + \$40.00 per hour per practice
98.03	Pickleball courts	Per season	\$250.00 + \$40.00 per hour per practice
99.03	Rental housing registration	Biennial	\$25.00 per living unit
99.04	Rental housing inspection – fee is charged to the property owner if violations are found. If no violations are found, the fee is charged to the person requesting the inspection. If legal action becomes necessary, legal costs shall be added to the inspection fee	Per initial inspection and first re- inspection	\$50.00

#### Title XI – Business Regulation Fees

Code Section/ Department	Type of License/Fee	Term	Fee
111.001	Carnivals, circuses, tent show	Per day	\$25.00
111.012	Administrative citation for prohibited paraphernalia	Per offense	\$100.00
111.040	Administrative citation for fireworks	Per offense	\$80.00
111.040	Fireworks sales and display - indoors	Per display	\$34.00
111.040	Fireworks sales – outdoors	Per year	\$350.00
112.03	Peddlers and transient merchants	Per day	\$25.00
		Per week	\$50.00
		Per year	\$200.00
112.07	Solicitor administrative citation	Per offense	\$80.00
114	Possession/consumption of alcohol on publicly owned or operated property	Per offense	\$80.00 – first offense \$100.00 – second and subsequent offense

114.002	Administrative citation for possession, consumption, and sale of alcoholic beverages on public owned or operated property prohibited	Per offense	\$80.00 – first offense \$100.00 – second and subsequent offense
114.018	Non-intoxicating malt liquor license, regular on-sale	Per Year	\$400.00
114.018	Non-intoxicating malt liquor license, temporary on-sale	Per day	\$25.00
114.018	Non-intoxicating malt liquor license, off-sale	Per year	\$400.00
114.043	Wine on-sale license	Per year	\$400.00
114.043	Liquor on-sale license	Per year	\$2,500.00
114.043	Special club license	Per year	\$650.00
114.043	License Sunday	Per year	\$200.00
114.044	Liquor on-sale application investigation fee	Each	\$500.00
114.044	Outside state liquor on-sale application investigation fee	Each	Initial investigation fee + actual cost not to exceed \$10,000.00
114.102	Liquor setups	Per year	\$200.00
	<u>Sidewalk Café</u>	<u>Per year</u>	<u>\$25.00</u>
115.04	Cigarette/tobacco license	Per year	\$200.00
115.11	Administrative citation for tobacco including; illegal sales, illegal possession, illegal use, illegal procurement, and use of false identification	Per offense	\$25.00 – first offense \$50.00 – second and subsequent offense
116.008	Therapeutic massage enterprise license	Per year	\$50.00 per massage therapist licensed
116.008	Individual therapeutic massage therapist license (individuals not licensed through a Therapeutic Massage Enterprise License)	Per year	\$50.00
117.03	Pawnbroker license	Per year	\$3,000.00
117.03	Pawnbroker investigation fee	Per (new) license application	Actual cost of investigation. \$3,000.00 deposit is required to initiate investigation for licenses. Cost not to exceed \$10,000.00
117.03	Pawnbroker license software for reporting and tracking reportable transactions	Per year, per license Holder	\$3,000.00 (billed in equal monthly installments)
117.16	Pawnbroker violation – pawning property that they do not own (misdemeanor offense)	Per offense	\$300.00



118	Adult businesses license	Per year	\$5,000.00
118	Adult businesses investigation fee	Per (new) license Application	\$2,000.00
<a href="#">119</a>	<a href="#">Cannabinoid Products Sales Registration</a>	<a href="#">Yearly</a>	<a href="#">\$500</a>
<a href="#">119</a>	<a href="#">Cannabinoid Products Sales investigation fee</a>	<a href="#">Each</a>	<a href="#">\$500</a>

### Title XIII – General Offenses Administrative Citations

Code Section/ Department	Type of License/Fee	Term	Fee
130.01	Administration Fees – Worthless Checks	Per Check	\$50.00 (\$10.00 to complainant and \$40.00 to city)
130.02	Defrauding innkeeper and others prohibited	Per offense	\$100.00
130.05	Hunting prohibited	Per offense	\$100.00
130.07	Curfew	Per offense	\$25.00 – first offense \$50.00 – second offense \$75.00 – third offense
1307.07	Curfew – parental allowance of curfew violation	Per offense	\$50.00
130.20	Disorderly conduct	Per offense	\$100.00
130.21	Disturbing meetings	Per offense	\$100.00
130.28	Obstructing police officers	Per offense	\$100.00
130.30	Discharge of firearms	Per offense	\$100.00
130.31	Dangerous sidewalks and openings	Per offense	\$50.00
130.32	Spitting on sidewalk, floors, or furnishings of any public building or location where the public assembles	Per offense	\$25.00
130.33	Cattle/farm animals on sidewalk	Per offense	\$25.00
130.34	Violating park rules within all public parks in the City of Cambridge	Per offense	\$80.00
130.35	Loitering	Per offense	\$50.00
130.351	Loitering – circumstances cause alarm	Per offense	\$50.00
130.352	Loitering – intent to commit crime	Per offense	\$50.00
130.36	Public nudity prohibited	Per offense	\$100.00
130.37	Social host (providing an environment where underage people may possess or consume alcohol)	Per offense	\$200.00

130.38	Synthetic cannabinoid prohibited	Per offense	\$100.00
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**Title XV – Land Use Fees**

Code Section/ Department	Type of License/Fee	Fee
155.018	Preliminary plat	\$ <del>5000</del> 500.00
155.018	Final plat	\$100.00 + \$15.00 per lot
155.018	Final plat mapping fee	\$20.00 per lot
155.018	Final plat recorded plat fee (.pdf)	\$15.00
155.018	Lot split mapping fee	\$20.00 per lot
<a href="#">155.067</a>	<a href="#">Development Contract Legal fee</a>	<a href="#">\$1,500 (escrow)</a>
ADMIN	Zoning Letter	\$25 per lot
155.018	Street, alley, or easement vacation	\$300.00
155.018	Administrative lot combination/lot split	\$300.00
155.091	Park dedication	\$1,600.00 per residential unit or \$2,940 per commercial industrial acre or 10% of the development land area or a combination thereof
156.023	Annexation	\$100.00 plus filing fee (\$5.00 an acre – minimum of \$100.00 and maximum of \$600.00)
156.049	Planned unit development	<del>\$275300.00</del> <a href="#">plus \$10.00/lot</a> <del>500.00 escrow deposit and \$100.00 per lot for each lot in excess of 5 escrow deposit</del>
156.060	Parking lot review	\$100.00
156.060	Parking in lieu fee	\$3,500.00 per space
156.063	Signs, permanent	\$50.00 – 50 square feet or less \$100.00 – over 50 square feet
156.063	Signs, temporary	\$30.00
156.063	Signs, temporary (non-profit)	No fee
156.063	Temporary sign violation	\$100.00 per lot per day
<a href="#">156.065</a>	<a href="#">Managed Natural Landscape Site Plan Review</a>	<a href="#">\$100.00</a>
156.066	<del>Solar energy</del> <a href="#">Alternative Energy systems (solar energy or WECS)</a> (excluding <del>residential</del> roof mounts <a href="#">as an integral part of building</a> )	<del>\$154.00</del> <a href="#">\$300.00 Interim Use Permit fee (plus any building fees)</a>
156.074	Grading permit	\$54.00

156.087	Temporary/seasonal outdoor and transient vending sales	\$25.00 per day \$75.00 per month \$200.00 seasonal (6 months or less)
<a href="#">156.091</a>	<a href="#">Commercial Kennel</a>	<a href="#">\$100.00 per year (plus any Interim Use Permit application fees)</a>
156.093	Mobile food vendor	\$25.00 per day \$75.00 per month \$200.00 seasonal (6 months per calendar year)
156.111	Conditional use permit	\$300.00
156.112	Variance	\$300.00
156.116	Rezoning	\$300.00
156.116	Ordinance amendment	\$300.00
156.117	Appeals	\$300.00
156.118	Interim use permit (everything but chickens, <a href="#">ducks, and quail</a> )	\$300.00
156.118	Interim use permit (chickens, <a href="#">ducks, and quail</a> only)	\$150.00
156.119	Site plan review (multi-family, industrial, or commercial)	\$750.00

**Appendix A –Building, Plumbing, Mechanical, and Electrical  
City Code Chapters 96 and Minnesota Rules 1300**

**Subd. 1.** Building permit fees. The issuance of all building permits and the collection of fees shall be as authorized in Minnesota Statutes, Chapter 326B, Minnesota Administrative Rules 1300.0160 and as provided in this Ordinance. The minimum fee for any building, plumbing, mechanical, or electrical permit is \$54.00. The following permit fees are based off of valuation.

Total Valuation	Permit Fee
\$1.00 to \$500.00	\$54.00
\$501.00 to \$2,000.00	\$25.00 for the first \$500.00 plus \$3.50 for each additional \$100.00, or fraction thereof
\$2,001.00 to \$25,000.00	\$78.00 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof
\$25,001.00 to \$50,000.00	\$425.00 for the first \$25,000.00 plus \$11.00 for each additional \$1,000.00 or fraction thereof
\$50,001.00 to \$100,000.00	\$700.00 for the first \$50,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof
\$100,001.00 to \$500,000.00	\$1,100.00 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof
\$500,001.00 to \$1,000,000.00	\$3,500.00 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof
\$1,000,001.00 and up	\$6,000.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof

**Subd. 2.** Plan review valuation determination. Plan review valuation will be determined using the Building Valuation Data ~~—AUGUST 2022—~~

document provided by the International Code Council.


**Subd. 3.** Plan review fees. Plan review fees for all buildings shall be sixty-five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section. Plan review fees for similar plans shall not exceed 25% of the normal building permit fee as set forth in Minnesota Rules 1300.0160.

**Subd. 4.** State surcharge on all building, mechanical, plumbing, and electrical permit fees. In addition to the permit fees established in Subdivision 1 of this Section, a surcharge fee shall be collected on all permits issued for work governed by this code in accordance with Minnesota Statutes, Section 326B.148.

**Subd. 5.** Work commencing before permit issuance. If work for which a permit is required has been commenced without first obtaining a permit, the permit fee may be doubled by collecting an investigation fee.

**Subd. 6.** The City may refund fees for permits in which no work has been done and no inspections have been made. Requests for refunds must be in writing and signed by the permit holder. The Building Official will review the request for refund and make a determination to approve the request. The City shall retain the following as described in the following table:

City Retains	Timeframe
\$50.00	For requests made within 30 days, fee totals less than \$50.00 are non-refundable
\$50.00 or 20% of the permit fee whichever is greater	For requests made within 60 days
\$50.00 or 40% of the permit fee whichever is greater	For requests made within 90 days
\$50.00 or 60% of the permit fee whichever is greater	For requests made within 120 days
\$50.00 or 80% of the permit fee whichever is greater	For requests made within 180 days

No refunds will be approved or granted after 180 days from the date the permit was issued. No refunds will be approved or granted for the following: plan review fees, state surcharge fees, re-inspection fees, any other services that have previously been rendered.

**Subd. 7. Mechanical permit fees for structures that are regulated under the International Residential Code (IRC).**

New construction HVAC (includes HVAC system, mechanical ventilation system, and clothes dryer)	\$100.00 per unit
Addition, alteration, remodel, or replacement HVAC	\$54.00
Basement finish HVAC	\$54.00
<a href="#">Boiler</a>	<a href="#">\$54.00</a>
Fireplace	\$54.00
Garage heater	\$54.00
Gas piping	\$54.00
Miscellaneous mechanical work	\$54.00

**Subd. 8. Mechanical permit fees for structures that are regulated under the International Building Code (IBC).**

Addition, alteration, remodel, or replacement HVAC	Refer to Subd. 1 table. A 65% plan review may apply.
<a href="#">Boiler</a>	<a href="#">Refer to Subd. 1 table. A 65% plan review may apply.</a>
<a href="#">Fireplace</a>	<a href="#">\$54.00</a>
<a href="#">Gas Piping</a>	<a href="#">Refer to Subd. 1 table. A 65% plan review may apply.</a>
<del>All other m</del> Minor mechanical work	\$54.00
<del>Fireplace</del>	<del>\$54.00</del>
Miscellaneous mechanical work	Refer to Subd. 1 table. A 65% plan review may apply.
New construction HVAC	Refer to Subd. 1 table. A 65% plan review may apply.

**Subd. 9. Plumbing permit fees for structures that are regulated under the International Residential Code (IRC).**

New construction plumbing	\$154.00 per unit
Addition, alteration, remodel, or replacement	\$54.00
<a href="#">Additional drain field to an existing (compliant) drain field</a>	<a href="#">\$150.00</a>
Basement finish	\$54.00
Gas piping	\$54.00
Miscellaneous plumbing work	\$54.00
Residential irrigation system, including backflow prevention	\$54.00
Sewer connection inspection fee	\$54.00
Water connection inspection fee	\$54.00
Water heater	\$54.00
Water softener	\$54.00

**Subd. 10.** Plumbing permit fees for structures that are regulated under the International Building Code (IBC).

Addition, alteration, remodel, or replacement	Refer to Subd. 1 table, 65% plan review may apply
Association, commercial, industrial, multi-family irrigation system	Refer to Subd. 1 table, 65% plan review may apply
Gas piping	Refer to Subd. 1 table, 65% plan review may apply
Miscellaneous plumbing work	Refer to Subd. 1 table, 65% plan review may apply
New construction plumbing	Refer to Subd. 1 table, 65% plan review may apply
RPZ <del>rebuild (no fee for submitting RPZ reports)</del> <u>New Install</u>	<del>\$54125.00</del>
<u>RPZ Test Reports or RPZ Rebuild</u>	<u>\$25.00</u>
Sewer connection inspection fee	\$54.00
Storm drain	Refer to Subd. 1 table, 65% plan review may apply
Water connection inspection fee	\$54.00
Water heater	Refer to Subd. 1 table, 65% plan review may apply
Water softener	Refer to Subd. 1 table, 65% plan review may apply

**Subd. 11.** Electrical inspection fees and other items identified within the table.

<b>All Services</b>		<b>Circuits and Feeders</b>	
<b>Residential service charge \$100.00, this includes 1 inspection or the below rates</b>		<b>The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors</b>	
0 to 300 amp	\$50.00	0 to 30 amp	\$8.00
400 amp	\$58.00	31 to 100	\$10.00
500 amp	\$72.00	101 to 200 amp	\$15.00
600 amp	\$86.00	300 amp	\$20.00
800 amp	\$114.00	400 amp	\$25.00
1,000 amp	\$142.00	500 amp	\$30.00
1,100 amp	\$156.00	600 amp	\$35.00
1,200 amp	\$170.00	700 amp	\$40.00
Add \$15.00 for each additional 100 amps		Add \$5.00 for each additional 100 amps	
Minimum permit fee		\$54.00	
Minimum fee for rough-in inspection and final		\$100.00	
<u>Maximum-Minimum</u> fee for single family dwelling not over 200 amps		\$150.00 (includes 2 rough-in inspections and 1 final inspection)	

Apartment buildings: <del>maximum</del> - <u>minimum</u> fee per unit of an apartment or condominium complex.	\$100.00 (this does not cover service and wiring. A separate permit must be issued for wiring)
Swimming pools	\$100.00 (includes 2 inspections)
Traffic signals	\$10.00 per each standard
Street lighting	\$5.00 per each standard
Transformers/generators	\$10.00 per unit + \$0.50 per KVA
Retro fit lighting	\$0.75 per fixture
Sign transformer	\$10.00
Remote control/signal circuits	\$1.00 per device
Re-inspection fees	\$54.00
Breaker re-hook fee	\$3.00 each breaker
Plan review on all electrical permits when required	\$80.00 per hour
<a href="#">Consultations/meetings, in-office or on-site</a>	<a href="#">\$80.00 per hour</a>
<b>Solar Energy System Inspection Fee Chart</b>	
0 – 5,000 watts	\$60.00
5,001 – 10,000 watts	\$100.00
10,0001 – 20,000 watts	\$150.00
20,001 – 30,000 watts	\$200.00
30,001 – 40,000 watts	\$250.00
40,001 watts and larger	\$250.00 + \$25.00 for each additional <u>10,000</u> watts
The watt rating is the total estimated alternating current (ac) energy output of the solar system. The total dc energy output is not used	
The solar Energy inspection fees shall include inverters, modules, panels, combiners, converters, charge controllers, disconnecting means and electrical conductors between the inverter and the ac panelboard for stand-alone solar Energy systems, or the conductors between the inverter and the service equipment or other power production, distribution and utilization system, such as a utility system and its connected loads, that is external to and not controlled by the solar Energy power system.	
In addition to the basic solar Energy inspection fees, additional inspection fees may be applicable on large-scale projects for the inspection of additional electrical infrastructure between the inverter output circuit and the electrical production and distribution network. The inspection fees shall be calculated according to Minnesota Statute 326B.37, Subdivisions 2, 3, 4, and 6, paragraphs (d), (f), (j), and (k)	

Subd. 12. Septic permits/fees

**Specific to International Residential Code (IRC)**

<a href="#">Additional drainfield to an existing (compliant) drainfield</a>	<a href="#">\$150.00</a>
Septic abandonment	\$150.00

Septic system, new	\$300.00
<del>Septic system, advanced system</del>	<del>\$600.00 or contracted fees actually charged plus \$50.00 administration fees whichever is greater</del>
Septic system, operating permit	\$50
Septic system, operating permit annual renewal	\$10
Septic system, repair	\$150.00
Septic tank or holding tank	\$150.00

### Specific to International Building Code (IBC)

Septic system, abandonment	\$150.00 or contracted fees actually charged plus \$50.00 administration fees whichever is greater
<u>Septic system, advanced system</u>	<u>\$600.00 or contracted fees actually charged plus \$50.00 administration fees whichever is greater</u>
Septic system, operating permit	\$150.00 or contracted fees actually charged plus \$50.00 administration fees whichever is greater
Septic system, operating permit annual renewal	\$50.00 or contracted fees actually charged plus \$50.00 administration fees whichever is greater
Septic system, holding tank	\$250.00 or contracted fees actually charged plus \$50.00 administration fees whichever is greater
Septic system, new	\$600.00 or contracted fees actually charged plus \$50.00 administration fees whichever is greater
Septic system, repair	\$300.00 or contracted fees actually charged plus \$50.00 administration fees whichever is greater

### Subd. 13. Fire Permits/fees.

#### All property and building types

Fire alarm system	Refer to Subd. 1 table, 65% plan review may apply
<u>Fire inspections</u>	<u>\$54.00 per ½ hour</u>
Fire suppression system	Refer to Subd. 1 table, 65% plan review may apply
Removal of underground storage tanks	<u>Refer to Subd. 1 table, 65% plan review may apply \$250.00</u>
Installation of underground storage tanks	<u>Refer to Subd. 1 table, 65% plan review may apply \$350.00</u>
Gas pump and meter permits, with canopy	Refer to Subd. 1 table, 65% plan review may apply

### Subd. 14. Other building department permits/fees.

#### All property and building types



Above ground swimming pool	\$109.00
<del>Accessory structures</del>	<del>Refer to Subd. 1 table. A 65% plan review may apply.</del>
Additional plan review required by changes, additions, or revisions to previously approved plans	\$54.00 per hour
Additions/4-season <u>porch</u>	Refer to Subd. 1 table. A 65% plan review may apply.
Alterations	Refer to Subd. 1 table. A 65% plan review may apply.
Basement finishes	\$150
Building moved into the city	Refer to Subd. 1 table, 65% plan review may apply
Building new construction	Refer to Subd. 1 table. A 65% plan review may apply.
<u>Certificate of Occupancy – Issued Copy</u>	<u>\$25.00</u>
<u>Car port</u>	<u>\$150</u>
Deck	\$150
<u>Deck other (steps, stairs, ramps) as determined by the Building Official</u>	<u>\$150</u>
<del>Open porch</del>	<del>\$150</del>
<del>3-season patio/porch</del>	<del>\$150</del>
<del>Car port</del>	<del>\$150</del>
<del>Deck other (steps, stairs, ramps) as determined by the Building Official</del>	<del>\$150</del>
<u>Drain Tile</u>	<u>\$54.00</u>
Driveway	\$54.00
Engineering and administrative fees	Actual cost charged to city
Escrow administrative and inspection fee	\$100.00
Escrow, as-built survey	\$600
Escrow, driveway	\$3,000.00
Escrow, erosion control	\$6.00 per foot
Escrow, hydroseeding and irrigation	150% of the cost of the highest of two bids
Escrow, miscellaneous and commercial	150% of the cost of the highest of two bids
Escrow, sod landscaping	\$7,500 or \$6.00 per square yard if required sod amount is listed on Certificate of Survey
Escrow, trees (2)	\$400.00 per tree
Fence <del>over</del> 7 feet <u>hightall or higher (also need CUP if over 8')</u>	<del>\$150.00</del> Refer to Subd. 1 table, 65% plan review may apply
<del>Fire inspections</del>	<del>\$54.00 per ½ hour</del>
Inground ground swimming pool	Refer to Subd. 1 table, 65% plan review may apply
Investigation fee	Up to 100% of permit fee
Manufactured home	\$200.00

Miscellaneous IRC or IBC building permits for which no fee is specifically indicated	Refer to Subd. 1 table, 65% plan review may apply
<a href="#">Patio</a>	<a href="#">\$150</a>
<a href="#">Porch, open</a>	<a href="#">\$150</a>
<a href="#">Porch, 3-season</a>	<a href="#">\$150</a>
Re-inspection fees	\$54.00 per trip
<a href="#">Remodel</a>	<a href="#">\$100</a>
Retaining wall	Refer to Subd. 1 table, 65% plan review may apply
<a href="#">Approved Temporary Outdoor Structures (tents/greenhouses)</a>	<a href="#">\$150.00</a>

### Specific to International Residential Code (IRC)

<a href="#">Accessory Structures</a>	<a href="#">\$154.00</a>
Demolition	\$104.00 and \$500 escrow
Inspections outside of normal business hours	\$75.00 per hour (minimum charge of 2 hours)
Inspections which no fee is specifically indicated	\$54.00 per trip
<a href="#">Remodel</a>	<a href="#">\$100</a>
Roof repair	\$54
Roof mounted solar energy system	\$200.00
Roofing	\$109.00
Roofing, siding, and window replacement permits obtained at the same time by the same applicant in any combination thereof	\$154.00
Siding	\$109.00
Window/door new installation	\$109.00, 65% plan review may apply.
Window/door replacement	\$54.00 for 1 – 5 windows or doors \$109.00 for 6+ windows or doors

### Specific to International Building Code (IBC)

<a href="#">Accessory Structures</a>	<a href="#">Refer to Subd. 1 table. A 65% plan review may apply.</a>
Demolition	\$154 and \$500 escrow
Inspections outside of normal business hours	\$125.00 per hour (minimum charge of 3 hours)
Inspections which no fee is specifically indicated	\$95.00 per hour, 2 hours minimum
<a href="#">Remodel</a>	<a href="#">Refer to Subd. 1 table, 65% plan review may apply</a>

Roofing (flat roof)	Refer to Subd. 1 table, 65% plan review may apply
Roofing (asphalt shingles or steel roof)	\$109.00
Siding	Refer to Subd. 1 table, 65% plan review may apply
Window/door new installation	Refer to Subd. 1 table, 65% plan review may apply
Window/door replacement	Refer to Subd. 1 table, 65% plan review may apply

**Repeal of Conflicting Ordinances:** All other ordinances or parts of ordinances of the City of Cambridge that may be in conflict herewith are hereby repealed.

**Effective Date:** This ordinance shall be in full force and effect from and after its passage and publication according to law. Adopted by the Cambridge City Council this ~~18~~<sup>9</sup>th day of December, 202~~3~~<sup>2</sup>.

\_\_\_\_\_  
James A. Godfrey, Mayor

ATTEST:

\_\_\_\_\_  
Evan C. Vogel, City Administrator

Summary Publication Ordinance

The Cambridge City Council adopted Ordinance 777 which provides a fee schedule to all licenses, fees, and permits issued by the City of Cambridge.

ATTEST:

\_\_\_\_\_  
Evan C. Vogel, City Administrator

Date of Publication: \_\_\_\_\_

Prepared By: Caroline Moe, Director of Finance

**Background:**

The City received donations for the Shop with a Cop Event. Restricted donations are required to be accepted by the City via resolution.

**Fiscal Note:**

No budgetary implications since the restricted donation as the expenditures are limited to the donation.

**Core Strategy Compatibility #5: Foster Engaged, Informed, and Involved Citizens & Community:**

Accepting this restricted donation demonstrates the City serving as a connector piece for community helping people find their passion and honoring the “hometown” feel.

**Recommendation:**

Approve Resolution R23-106 Accepting Restricted donation for the Cambridge Police Department.

**Attachment:**

Resolution R23-106

**RESOLUTION NO. R23-106**

*Resolution Accepting Restricted Donation  
for Cambridge Police Department*

**WHEREAS**, the Cambridge Police Department received a restricted donation of \$500 from First Rate Outdoors LLC for the Shop with a Cop Event;

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

Adopted this 18th day of December, 2023.

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James Godfrey, Mayor

ATTEST:

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Evan Vogel, City Administrator

Prepared by: Caroline Moe, Director of Finance

**Background:**

While electronic fund policies have been previously approved by the City Council, the Director of Finance recommends updating the policies as attached to provide better guidance for transactions involving electronic fund transfer. Policy language has been enhanced to increase protection for the City and to more clearly demonstrate compliance with State law.

**FISCAL NOTE:** Policy has no budgetary implications and is necessary for legal compliance.

**Strategic Plan Connection:**

Adopting financial policies by the City Council supports core strategy #5—Foster engaged, informed, and involved citizens and community, specifically related to the strategic objective of build trust with the community by maintaining clean audits, clear communication and transparency.

**Recommendation:**

City Council to approve the following:

1. Adoption of Electronic Fund Transfer Policy presented 12/18/2023.
2. Effective 1/1/2023, delegate Evan Vogel, City Administrator and Caroline Moe, Finance Director, the authority for electronic fund transfer for 2023.
3. Effective 1/1/2024 delegate Evan Vogel, City Administrator and Caroline Moe, Finance Director, the authority for electronic fund transfer for 2024 subject to the policies approved 12/18/2023.

# City of Cambridge, MN

## Electronic Funds Transfer Policy

### Policy

The City of Cambridge, MN (the City) will process both incoming and outgoing electronic funds transfers when deemed prudent by the City Administrator or Finance Director as the most efficient method of payment, receipt, or investment.

### Source

Authorization for electronic funds transfer is given by the following Minnesota Statutes:

- 471.38 - Use of electronic transfer for payment of City obligations

### General Information

Electronic fund transfer is the movement of City dollars via the Federal Reserve System, from one bank to another. The City will utilize electronic transfer for the receipt of intergovernmental payments and other revenue when deemed practical. The City will utilize electronic transfer for payment of the City's obligations when deemed necessary.

### Authorized Personnel

Electronic fund transfer authority is delegated on an annual basis to the City Administrator and Finance Director; of which one will initiate the electronic fund transfer. The City will ensure that after the annual delegation is made that a certified copy of the delegation has been provided to each financial institution used by the City.

### Procedures

1. Any City department requiring funds to be disbursed or received by electronic transfer will deliver all pertinent information to the City Administrator and Finance Director.
2. Receipt of funds: When funds appear in the checking accounts, a copy of the dollar amount is printed. The amount is verified and the code number given to the staff for cash receipt processing.
3. Routine disbursement of funds via ACH is currently limited to payment for payroll and payroll tax or withholding payments, utility bill payment, health reimbursement account activity, insurance payments, and City-wide fuel card payment. For ACH activity to occur, an initiator, must identify themselves and document the request for the ACH. The city employee who has delegation authority, will review the request and approve it for payment. Written confirmation of the transaction will be obtained no later than one business day after the transaction has occurred. For ACH activity, two separate staff members must verify that the correct amounts were drawn from the City's bank account within 30 days of occurrence. The amounts paid by ACH shall be included in the presentation of amounts to be approved by City Council each month.
4. Wire disbursements may only be initiated when forms when original signatures are obtained from two of the three authorized account signers (Finance Director, City Administrator, and Mayor). Prior to initiating a wire, the Finance Director will confirm via phone or in person, the validity of the wire instructions. For wire disbursement activity to occur, an initiator, must identify themselves and document the request for the wire disbursement. The city employee who has delegation authority, will review the request and approve it for payment. In addition, wire transfers must be confirmed via phone or in person within one business day of occurrence. As required by State Law, the wire transfer shall be presented to the City Council at the next regular meeting.

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

BACKGROUND

Traut Companies is submitting the final pay request, Pay Request #4, for work completed through December 11, 2023, on the Well #9-Contract A Improvements. City Engineer, Short Elliott Hendrickson, has reviewed the pay request and is recommending payment in the amount of \$17,647.75.

The Council awarded this contract to Traut Companies at its May 1, 2023, meeting and construction began earlier this spring.

Fiscal Note—the Well #9 Project was a budgeted project for 2023. Project is currently under budget. This contract has now been finished for less than the contract award price.

Compatibility with Strategic Goals:

The Well #9 Project supports the City Council core strategy #4—Be responsible and flexible in managing the City’s administrative functions, specifically the objective stated to maintain and execute a detailed capital improvement program with financing sources.

COUNCIL ACTION

Staff recommends to Council to authorize final payment request No. 4 to Traut Companies for \$17,647.75.

ATTACHMENTS

- Resolution R23-107 Authorizing Partial Payment to Traut Companies for the Well #9 Contract A Improvements.
- Traut Companies Application for Payment #4 for Well #9 Contract A Improvements.



**Resolution R23-107**

**RESOLUTION ACCEPTING WORK AND AUTHORIZING  
FINAL PAYMENT TO TRAUT COMPANIES FOR  
WELL #9 CONSTRUCTION**

**WHEREAS**, pursuant to a written contract signed with the City of Cambridge, Traut Companies has satisfactorily completed the Well #9 Construction Project in accordance with such contract and;

**WHEREAS**, City Engineer, S.E.H., has reviewed the work through December 11, 2023, and recommends payment in the amount of \$17,647.75 (Final 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 \$17,647.75.

Adopted by the Cambridge City Council this 18th day of December, 2023.

\_\_\_\_\_  
Jim Godfrey, Mayor

ATTEST:

\_\_\_\_\_  
Evan Vogel, City Administrator



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for All of Us®

December 11, 2023

RE: Cambridge  
Well No. 9 – Contract A  
SEH No. CAMBR 169132

Caroline Moe  
City of Cambridge  
300 3<sup>rd</sup> Ave NE  
Cambridge, MN 55006

Dear Caroline:

Please find enclosed Application for Payment No. 4 and final for the referenced project. The quantities completed to date have been reviewed and we hereby recommend approval for payment to Traut Companies in the amount of \$17,647.75. This amount represents the entirety of the work completed with no retainage held. We have also received the required close out documentation including lien waivers, consent of surety, and IC 134's.

If approved, please sign and forward payment, along with a copy of the signed pay application, to Traut Companies retaining the original for City records.

Please don't hesitate to contact me with any questions or comments. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Zachary K. Schmitz".

Zach Schmitz, PE (MN)  
Project Engineer

Enclosures

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 651.490.2000 | 800.325.2055 | 888.908.8166 fax



**Application for Payment**  
(Unit Price Contract)  
No. 4

Eng. Project No.: CAMBR 169132 - Contract A

Location: Cambridge, MN

Contractor <u>Trout Companies</u>	Contract Date <u>May 2, 2023</u>
<u>32640 County Rd. 133</u>	
<u>St. Joseph, MN 56374</u>	Contract Amount <u>\$ 368,505.00</u>

Contract for Well No. 9 - Contract A

Application Date <u>12/11/23</u>	For Period Ending <u>Final</u>
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Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	MOBILIZATION/DEMOBILIZATION	LS	1	<u>1</u>	\$26,800.00	<u>\$26,800.00</u>
2	FURNISH AND INSTALL SETTling TANK AND TEMPORARY DISCHARGE PIPING	LS	1	<u>1</u>	850.00	<u>\$850.00</u>
3	FURNISH, DRILL, AND DRIVE 24-INCH OUTER CASING TO BEDROCK	LF	117	<u>141</u>	295.00	<u>\$41,595.00</u>
4	DRILL 23-INCH NOMINAL OPEN HOLE UNTIL SOFT/LOOSE PORTION OF MT. SIMON IS REACHED	LF	231	<u>209</u>	225.00	<u>\$47,025.00</u>
5	UTILIZE AIR LIFT PUMPING OR EQUIVALENT TO REMOVE UNCONSOLIDATED MATERIALS FROM WELL	HR	16	<u>6</u>	295.00	<u>\$1,770.00</u>
6	FURNISH AND INSTALL 18-INCH INNER CASING TO BOTTOM OF OPEN HOLE	LF	350	<u>311</u>	120.00	<u>\$37,320.00</u>
7	FURNISH, DRILL, AND DRIVE 18-INCH INNER CASING UNTIL RED CLASTIC FORMATION IS REACHED OR UNTIL REFUSAL	LF	124	<u>44</u>	100.00	<u>\$4,400.00</u>
8	DRILL 17-INCH NOMINAL OPEN HOLE FROM REFUSAL DEPTH UNTIL RED CLASTIC FORMATION IS REACHED IF REQUIRED	LF	124	<u>123</u>	200.00	<u>\$24,600.00</u>
9	FURNISH AND INSTALL NOMINAL 12-INCH TELESCOPING-SIZED PRE-PACKED WELL SCREEN	LF	134	<u>134</u>	590.00	<u>\$79,060.00</u>

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
10	FURNISH AND INSTALL PACKER ASSEMBLY FOR 12-INCH TELESCOPING-SIZED PRE-PACKED WELL SCREEN	EA	1	1	1,850.00	\$1,850.00
11	PULL BACK 18-INCH CASING TO EXPOSE WELL SCREEN	LF	124	84	85.00	\$7,140.00
12	FORMATION SAMPLING	LS	1	1	\$145.00	\$145.00
13	PLUMBNESS AND ALIGNMENT TESTS	LS	1	1	950.00	\$950.00
14	GROUTING	CY	15	17	\$775.00	\$13,175.00
15	FURNISH, INSTALL, AND REMOVE DEVELOPMENT EQUIPMENT	LS	1	1	6,400.00	\$6,400.00
16	OPERATE DEVELOPMENT EQUIPMENT	HR	80	80	400.00	\$32,000.00
17	FURNISH, INSTALL, AND REMOVE PERFORMANCE PUMPING EQUIPMENT	LS	1	1	7,500.00	\$7,500.00
18	PERFORMANCE PUMPING - STEP-DRAWDOWN TEST	HR	16	16	275.00	\$4,400.00
19	PERFORMANCE PUMPING - CONSTANT-RATE TEST	HR	24	24	275.00	\$6,600.00
20	WATER QUALITY SAMPLING AND ANALYSIS	LS	1	1	5,800.00	\$5,800.00
21	LOGGING (OBSERVATION LOG, NATURAL GAMMA LOG, AND VIDEO LOG)	LS	1	1	3,200.00	\$3,200.00
22	DISINFECTION	LS	1	1	375.00	\$375.00
<b>Total Contract Amount</b>						<b>\$352,955.00</b>

Total Contract Amount	\$ 368,505.00	Total Amount Earned	\$ 352,955.00
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete	_____
Contract Change Order No. _____		Percent Complete	_____
Less Previous Applications:		Percent Complete	_____
AFP No. 1: <u>128,929.25</u>	AFP No. 6: _____	GROSS AMOUNT DUE	\$ 352,955.00
AFP No. 2: <u>126,483.00</u>	AFP No. 7: _____	LESS 0 % RETAINAGE	\$ 0.00
AFP No. 3: <u>79,895.00</u>	AFP No. 8: _____	AMOUNT DUE TO DATE	\$ 352,955.00
AFP No. 4: _____	AFP No. 9: _____	LESS PREVIOUS APPLICATIONS	\$ 335,307.25
AFP No. 5: _____		AMOUNT DUE THIS APPLICATION	\$ 17,647.75

**CONTRACTOR'S AFFIDAVIT**

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, Well No. 9 - Contract A, Cambridge, MN, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

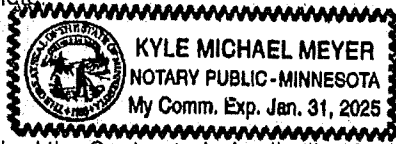
Date December 11, 2023 Traut Companies  
(Contractor)

COUNTY OF Stearns )  
STATE OF Minnesota ) SS

By Joe Traut Municipal Manager  
(Name and Title)

Before me on this 11th day of December, 2023, personally appeared \_\_\_\_\_  
Joe Traut known to be, who being duly sworn did depose and say that he is the Municipal Manager (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires



[Signature]  
(Notary Public)

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

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

**Short Elliott Hendrickson Inc.**

[Signature]

By Simon McCormack, PE (MN)

Date 12/11/23

City of Cambridge

\_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

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

BACKGROUND

Douglas-Kerr is submitting the final pay request, Pay Request #5 for work completed through November 30, 2023, on the 2<sup>nd</sup> Ave SW Street Improvements. City Engineer, Short Elliott Hendrickson, has reviewed the pay request and is recommending payment in the amount of \$41,103.74.

The Council awarded this contract to Douglas-Kerr Underground LLC at its May 1, 2023, meeting and construction began earlier this spring.

Fiscal Note—the 2<sup>nd</sup> Ave SW Street Project was a budgeted project for 2023. Project is currently under budget. The project was completed for less than the amount originally approved by the City Council.

Compatibility with Strategic Goals:

The 2<sup>nd</sup> Ave Street Project supports the City Council core strategy #4—Be responsible and flexible in managing the City’s administrative functions, specifically the objective stated to maintain and execute a detailed capital improvement program with financing sources.

COUNCIL ACTION

Staff recommends to Council to authorize final payment request No. 5 to Douglas-Kerr Underground LLC for \$41,103.74.

ATTACHMENTS

- Resolution R23-108 Authorizing Partial Payment to Douglas-Kerr Underground LLC for the 2<sup>nd</sup> Ave SW Street Improvements.
- Douglas-Kerr Underground LLC Application for Payment #5 for 2<sup>nd</sup> Ave SW Project

**Resolution R23-108**

**RESOLUTION ACCEPTING WORK AND AUTHORIZING  
FINAL PAYMENT TO DOUGLAS-KERR UNDERGROUND LLC FOR  
2<sup>nd</sup> AVE SW STREET IMPROVEMENTS**

**WHEREAS**, pursuant to a written contract signed with the City of Cambridge, Douglas-Kerr Underground LLC has satisfactorily completed the 2<sup>nd</sup> Ave SW Street Improvement Project in accordance with such contract and;

**WHEREAS**, City Engineer, S.E.H., has reviewed the work through November 30, 2023, and recommends payment in the amount of \$41,103.74 (Final Payment #5);

**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 \$41,103.74.

Adopted by the Cambridge City Council this 18<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Jim Godfrey, Mayor

ATTEST:

\_\_\_\_\_  
Evan Vogel, City Administrator





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December 11, 2023

RE: Cambridge  
2<sup>nd</sup> Ave SW Improvements  
SEH No. CAMBR 172891

Caroline Moe  
City of Cambridge  
300 3<sup>rd</sup> Ave NE  
Cambridge, MN 55006

Dear Caroline:

Please find enclosed Application for Payment No. 5 and Final for the referenced project. The quantities completed to date have been reviewed and we hereby recommend approval for payment to Douglas-Kerr Underground, LLC in the amount of \$41,103.74. This amount represents the entirety of the work completed on the project with no retainage held. We have also received the final closeout documentation including Lien Releases, Consent of Surety(s), and IC 134's.

If approved, please sign and forward payment, along with a copy of the signed pay application, to Douglas-Kerr Underground, LLC retaining the original for City records.

Please don't hesitate to contact me with any questions or comments. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Zachary K. Schmitz".

Zach Schmitz, PE (MN)  
Project Manager

Enclosures

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 651.490.2000 | 800.325.2055 | 888.908.8166 fax



**Application for Payment**  
(Unit Price Contract)  
No. 5

Eng. Project No.: CAMBR 172891

Location: Cambridge, Minnesota

Contractor	<u>Douglas-Kerr Underground, L.L.C</u>	Contract Date	<u>May 2, 2023</u>
	<u>2142 330th Ave.</u>		
	<u>Mora, MN 55051-0085</u>	Contract Amount	<u>\$ 518,027.34</u>

Contract for 2nd Avenue SW Improvements

Application Date	<u>11/30/23</u>	For Period Ending	<u>FINAL</u>
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Line No.	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	1	30,885.00	\$30,885.00
2	2101.502	CLEARING	EACH	20	19	150.00	\$2,850.00
3	2101.502	GRUBBING	EACH	20	19	150.00	\$2,850.00
4	2101.505	CLEARING	ACRE	0.1	0.1	30,000.00	\$3,000.00
5	2101.505	GRUBBING	ACRE	0.1	0.1	20,000.00	\$2,000.00
6	2102.518	PAVEMENT MARKING REMOVAL	SF	290	236	4.50	\$1,062.00
7	2104.502	SALVAGE SIGN	EACH	4	4	40.00	\$160.00
8	2104.502	REMOVE LIGHT FOUNDATION	EACH	2	3	214.80	\$644.40
9	2104.502	SALVAGE HYDRANT	EACH	1	0	699.80	
10	2104.502	SALVAGE LIGHTING UNIT	EACH	2	3	350.00	\$1,050.00
11	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LF	470	544	3.10	\$1,686.40
12	2104.503	REMOVE PIPE CULVERTS	LF	64	107	11.05	\$1,182.35
13	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	4668	4720.7	2.60	\$12,273.82
14	2104.518	REMOVE CONCRETE SIDEWALK	SF	657	809	0.60	\$485.40
15	2105.510	EXCAVATION - COMMON (EV) (P)	CY	1354	1354	14.30	\$19,362.20
16	2105.510	EMBANKMENT - COMMON (EV) (P)	CY	609	609	16.40	\$9,987.60
17	2106.507	EXCAVATION - SUBGRADE (EV)	CY	48	0	7.00	
18	2112.519	SUBGRADE PREPARATION	RDST	7	7	419.00	\$2,933.00
19	2130.523	WATER (TURF ESTABLISHMENT)	MGAL	20	0	77.85	
20	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	CY	890	890	18.30	\$16,287.00
21	2231.604	BITUMINOUS PATCH AND MILL (6' EDGE WEDGE PAVE AND REMOVAL)	LF	1700	0	0.01	
22	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	400	225	0.01	\$2.25
23	2360.504	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	414	419.14	101.25	\$42,437.93
24	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	414	345.96	99.15	\$34,301.93

Line No.	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
25	2451.607	CRUSHED ROCK (PIPE FOUNDATION) (CV)	CY	50	0	54.55	
26	2501.502	24" RC PIPE APRON	EACH	1	1	1,722.00	\$1,722.00
27	2501.502	22" SPAN RC PIPE-ARCH APRON	EACH	1	1	1,641.00	\$1,641.00
28	2501.502	28" SPAN RC PIPE-ARCH APRON	EACH	1	1	1,862.00	\$1,862.00
29	2501.602	TRASH GUARD FOR 24" PIPE APRON	EACH	1	1	1,177.00	\$1,177.00
30	2501.602	TRASH GUARD FOR 22" SPAN PIPE APRON	EACH	1	1	1,107.00	\$1,107.00
31	2501.602	TRASH GUARD FOR 28" SPAN PIPE APRON	EACH	1	1	1,139.00	\$1,139.00
32	2503.503	8" PVC PIPE SEWER (SDR 35)	LF	71	72	52.45	\$3,776.40
33	2503.503	22" SPAN RC PIPE-ARCH SEWER CL IIIA	LF	209	209	119.35	\$24,944.15
34	2503.503	28" SPAN RC PIPE-ARCH SEWER CL IIIA	LF	82	82	160.35	\$13,148.70
35	2503.503	12" RC PIPE SEWER DES 3006 CL III	LF	231	161	59.40	\$9,563.40
36	2503.503	18" RC PIPE SEWER DES 3006 CL III	LF	89	89	72.55	\$6,456.95
37	2503.503	24" RC PIPE SEWER DES 3006 CL III	LF	99	99	93.95	\$9,301.05
38	2503.602	CONNECT TO EXISTING SANITARY SEWER (PIPE OR MANHOLE)	EACH	1	1	2,055.00	\$2,055.00
39	2503.602	ADJUST FRAME & RING CASTING (SANITARY)	EACH	1	1	1,487.00	\$1,487.00
40	2504.902	CONNECT TO EXISTING WATERMAIN	EACH	3	2	933.00	\$1,866.00
41	2504.602	HYDRANT	EACH	1	1	6,181.00	\$6,181.00
42	2504.602	INSTALL SALVAGED HYDRANT	EACH	1	0	1,318.00	
43	2504.602	ADJUST GATE VALVE AND BOX	EACH	1	1	899.40	\$899.40
44	2504.602	6" GATE VALVE & BOX	EACH	2	1	2,066.00	\$2,066.00
45	2504.602	8" GATE VALVE & BOX	EACH	2	1	3,603.00	\$3,603.00
46	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LF	15	18	53.95	\$971.10
47	2504.603	8" WATERMAIN DUCTILE IRON CL 52	LF	84	85	76.55	\$6,506.75
48	2504.603	10" WATERMAIN DUCTILE IRON CL 52	LF	20	20	91.60	\$1,832.00
49	2504.608	DUCTILE IRON FITTINGS (EPOXY COATED)	LB	540	355	7.70	\$2,733.50
50	2506.602	CONSTRUCT MANHOLE (SANITARY 0-8')	EACH	1	1	4,632.00	\$4,632.00
51	2506.602	CONSTRUCT DRAINAGE STRUCTURE, TYPE X (27" ROUND)	LF	4.6	2.8	740.65	\$2,073.82

Line No.	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
52	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020 48" DIA.	LF	15.7	15.65	1,003.00	\$15,696.95
53	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020 60" DIA.	LF	8.5	8.88	1,135.00	\$10,078.80
54	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020 72" DIA.	LF	3.5	3.4	1,853.00	\$6,300.20
55	2506.602	CASTING ASSEMBLY, R-4342	EACH	4	3	1,940.00	\$5,820.00
56	2506.603	CASTING ASSEMBLY, R-3250-1	EACH	5	5	921.30	\$4,606.50
57	2506.604	CASTING ASSEMBLY, R-1733 (STORM) W/PE BARRIER	EACH	1	1	1,551.00	\$1,551.00
58	2506.605	CASTING ASSEMBLY, R-1733 (SANITARY) W/ PE BARRIER	EACH	1	1	1,982.00	\$1,982.00
59	2506.603	EXTRA DEPTH SANITARY MANHOLE	LF	6	6	255.70	\$1,534.20
60	2511.505	GEOTEXTILE FILTER FABRIC, TYPE 4	SY	24	24	2.15	\$51.60
61	2511.507	RANDOM RIPRAP CLASS 3	CY	16	11.3	127.70	\$1,443.01
62	2521.518	6" CONCRETE WALK	SF	616	727	13.25	\$9,632.75
63	2521.518	5" CONCRETE WALK	SF	3958	3903	8.20	\$32,004.60
64	2531.503	CONCRETE CURB & GUTTER DESIGN B612	LF	200	165	27.50	\$4,537.50
65	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	1550	1496	22.20	\$33,211.20
66	2531.504	8" HIGH EARLY CONCRETE DRIVEWAY PAVEMENT	SY	175	150	105.45	\$15,817.50
67	2531.618	TRUNCATED DOMES	SF	60	52	65.00	\$3,380.00
68	2563.601	TRAFFIC CONTROL	LS	1	1	2,300.00	\$2,300.00
69	2564.602	INSTALL SALVAGED SIGN	EACH	1	3	250.00	\$750.00
70	2564.602	FURNISH SIGN POSTS	EACH	10	13	65.00	\$845.00
71	2564.618	SIGN TYPE C	SF	54	63.75	46.00	\$2,932.50
72	2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	0	762.45	
73	2573.502	STORM DRAIN INLET PROTECTION	EACH	10	8	77.60	\$620.80
74	2573.503	SILT FENCE, TYPE MS	LIN FT	459	361	3.60	\$1,299.60
75	2573.503	SEDIMENT CONTROL LOG WOOD FIBERS	LF	111	30	3.50	\$105.00
76	2574.507	ORGANIC TOPSOIL BORROW (CV)	CY	530	390	36.05	\$14,059.50
77	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	SY	4180	3534	1.25	\$4,417.50
78	2575.605	SEEDING MIXTURE 22-111	ACRE	0.6	0.55	1,200.00	\$660.00
79	2575.605	SEEDING MIXTURE 25-131	ACRE	0.36	0.18	2,000.00	\$360.00
80	2575.605	SEEDING MIXTURE 25-121	ACRE	0.6	0.55	1,500.00	\$825.00

Line No.	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
81	2582.503	6" SOLID LINE MULTI-COMP GR IN (WR)	LF	340	340	3.00	\$1,020.00
82	2582.503	4" SOLID LINE PAINT	LF	600	605	1.50	\$907.50
83	2582.518	PAVEMENT MESSAGE MULTI-COMP GR IN (RIGHT TURN ARROW)	EACH	1	1	175.00	\$175.00
84	2582.518	PAVEMENT MESSAGE PAINT (RIGHT TURN ARROW)	EACH	1	1	150.00	\$150.00
85	2582.518	PAVEMENT MESSAGE PAINT (LEFT-THRU ARROW)	EACH	1	1	200.00	\$200.00
86	2582.518	CROSSWALK MULTI-COMP GR IN (WR)	SF	240	192	6.00	\$1,152.00
87	2582.518	CROSSWALK PAINT	SF	192	126	3.00	\$378.00
<b>Total Contract Amount</b>							<b>\$478,991.71</b>

**Application for Payment (continued)**

Total Contract Amount	\$ 518,027.34	Total Amount Earned	\$ 478,991.71
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete	_____
Contract Change Order No. _____		Percent Complete	_____
Less Previous Applications:		Percent Complete	_____
AFP No. 1: 53,601.61	AFP No. 6: _____	GROSS AMOUNT DUE	\$ 478,991.71
AFP No. 2: 278,088.61	AFP No. 7: _____	LESS _____ % RETAINAGE	\$ _____
AFP No. 3: 66,274.74	AFP No. 8: _____	AMOUNT DUE TO DATE	\$ 478,991.71
AFP No. 4: 39,923.01	AFP No. 9: _____	LESS PREVIOUS APPLICATIONS	\$ 437,887.97
AFP No. 5: _____		AMOUNT DUE THIS APPLICATION	\$ 41,103.74

**CONTRACTOR'S AFFIDAVIT**

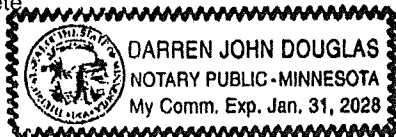
The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in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

Date November 30<sup>th</sup>, 2023 Douglas-Kerr Underground, L.L.C  
(Contractor)

COUNTY OF Kanabec )  
STATE OF MN ) SS By [Signature] Manager  
(Name and Title)

Before me on this 30<sup>th</sup> day of November, 2023, personally appeared \_\_\_\_\_  
Dennis D. Douglas known to be, who being duly sworn did depose and say that he is the manager (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires  
1-31-2028



[Signature]  
(Notary Public)

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

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

Zachary K. Schmitz By Short Elliott Hendrickson Inc.  
Zach Schmitz, PE (MN)

Date 11/30/2023

City of Cambridge

By \_\_\_\_\_

Date \_\_\_\_\_

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

BACKGROUND

Douglas-Kerr is submitting the final pay request, Pay Request #4, for work completed through October 30, 2023, on the City Parking Lot Improvements. City Engineer, Short Elliott Hendrickson, has reviewed the pay request and is recommending payment in the amount of \$23,779.36

The Council awarded this contract to Douglas-Kerr Underground LLC at its May 1, 2023, meeting and construction began earlier this spring.

Fiscal Note—the City Parking Lot Improvements Project was a budgeted project for 2023. Project has been completed at a contract amount less than originally approved by the City Council.

Compatibility with Strategic Goals:

The City Parking Lot Improvements project supports the City Council core strategy #4—Be responsible and flexible in managing the City’s administrative functions, specifically the objective stated to maintain and execute a detailed capital improvement program with financing sources.

COUNCIL ACTION

Staff recommends to Council to authorize final payment request No. 4 to Douglas-Kerr Underground LLC for \$23,779.36.

ATTACHMENTS

- Resolution R23-109 Authorizing Partial Payment to Douglas-Kerr Underground LLC for the City Parking Lot Improvements.
- Douglas-Kerr Underground LLC Application for Payment #4 for City Parking Lot Improvements.

**Resolution R23-109**

**RESOLUTION ACCEPTING WORK AND AUTHORIZING  
FINAL PAYMENT TO DOUGLAS-KERR UNDERGROUND LLC FOR  
CITY PARKING LOT IMPROVEMENTS**

**WHEREAS**, pursuant to a written contract signed with the City of Cambridge, Douglas-Kerr Underground LLC has satisfactorily completed the City Parking Lot Improvements Project in accordance with such contract and;

**WHEREAS**, City Engineer, S.E.H., has reviewed the work through October 30, 2023, and recommends payment in the amount of \$23,779.36 (Final 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 \$23,779.36.

Adopted by the Cambridge City Council this 18<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Jim Godfrey, Mayor

ATTEST:

\_\_\_\_\_  
Evan Vogel, City Administrator





Building a Better World  
for All of Us®

December 11, 2023

RE: Cambridge  
City Parking Lot Improvements  
SEH No. CAMBR 172892

Caroline Moe  
City of Cambridge  
300 3<sup>rd</sup> Ave NE  
Cambridge, MN 55006

Dear Caroline:

Please find enclosed Application for Payment No. 4 and final for the referenced project. The quantities completed to date have been reviewed and we hereby recommend approval for payment to Douglas-Kerr Underground, LLC in the amount of \$23,779.36. This amount represents the entirety of the work completed with no retainage held. We have also received the remaining closeout documents including Lien Waivers, IC 134's, and Consent of Surety(s).

If approved, please sign and forward payment, along with a copy of the signed pay application, to Douglas-Kerr Underground, LLC retaining the original for City records.

Please don't hesitate to contact me with any questions or comments. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Zachary K. Schmitz".

Zach Schmitz, PE (MN)  
Project Engineer

Enclosures

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196  
SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax



**Application for Payment**  
(Unit Price Contract)  
No. 4

Eng. Project No.: CAMBR 170540

Location: Cambridge, MN

Contractor	<u>Douglas-Kerr Underground, L.L.C</u>	Contract Date	<u>May 2, 2023</u>
	<u>2142 330th Ave</u>		
	<u>Mora, MN 55051</u>	Contract Amount	<u>\$ 611,350.58</u>

Contract for City Parking Lot Reconstruction

Application Date	<u>10/30/23</u>	For Period Ending		<u>10/30/23</u>
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Line No.	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	1	45,200.00	\$45,200.00
2	2101.502	CLEARING	EACH	14	4	0.01	\$0.04
3	2101.502	GRUBBING	EACH	14	4	0.01	\$0.04
4	2104.502	REMOVE SIGN	EACH	5	4	25.00	\$100.00
5	2104.502	REMOVE LIGHTING FOUNDATION	EACH	2	0	414.85	
6	2104.502	SALVAGE SIGN TYPE C	EACH	6	6	25.00	\$150.00
7	2104.502	SALVAGE LIGHTING UNIT	EACH	6	5	350.00	\$1,750.00
8	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	260	168	3.75	\$630.00
9	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	1190	321	3.20	\$1,027.20
10	2104.503	REMOVE CONCRETE CURB AND GUTTER	LF	1140	1094	3.80	\$4,157.20
11	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	400	12.1	3.35	\$40.54
12	2104.504	REMOVE CONCRETE WALK	SQ YD	500.5	311	4.55	\$1,415.05
13	2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	264	230.2	5.10	\$1,174.02
14	2105.607	COMMON EXCAVATION (BIT AND CLASS 5) (CV) (EV) (P)	CY	1485	1543	12.85	\$19,827.55
15	2106.601	SITE GRADING (SHAPING AND COMPACTING)	SQ YD	16170	16401	1.45	\$23,781.45
16	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HR	18	11.3	150.00	\$1,695.00
17	2130.523	WATER	M GALLON	28	42	80.30	\$3,372.60
18	2215.504	FULL DEPTH RECLAMATION (8" DEPTH)	SQ YD	15503	16114	1.60	\$25,782.40
19	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1085	890	3.50	\$3,115.00
20	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	1644.5	1506.02	90.90	\$136,897.22
21	2360.509	TYPE SP 12.5 NON WEARING COURSE MIX (2,C)	TON	2018.5	1918.21	85.75	\$164,486.51
22	2503.503	12" RC PIPE SEWER DES 3006 CL III	LIN FT	73	90	74.05	\$6,664.50

Line No.	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
23	2506.502	CONST DRAINAGE STRUCTURE DES SPECIAL (CB)	EACH	4	4	2,555.00	\$10,220.00
24	2506.502	ADJUST FRAME AND RING CASTING (W/PE BARRIER)	EACH	12	9	560.45	\$5,044.05
25	2521.618	5" CONCRETE WALK	SQ FT	1600	1613	8.50	\$13,710.50
26	2521.618	6" CONCRETE WALK	SQ FT	1120	1029.4	14.50	\$14,926.30
27	2531.503	CONCRETE CURB & GUTTER DESIGN B612	LIN FT	1464	1093	36.30	\$39,675.90
28	2531.618	TRUNCATED DOMES	SQ FT	132	88	65.00	\$5,720.00
29	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	3	3	1,944.00	\$5,832.00
30	2506.502	CASTING ASSEMBLY R-2556	EACH	2	2	617.10	\$1,234.20
31	2506.502	CASTING ASSEMBLY R-3250-1	EACH	2	2	921.30	\$1,842.60
32	2563.601	TRAFFIC CONTROL (PEDESTRIAN, STAGING, AND VEHICULAR)	LS	1	1	2,250.00	\$2,250.00
33	2564.518	SIGN PANELS TYPE C	SQ FT	29	44.25	50.00	\$2,212.50
34	2564.602	INSTALL SIGN	EACH	14	14	275.00	\$3,850.00
35	2573.502	STORM DRAIN INLET PROTECTION	EACH	21	22	88.35	\$1,943.70
36	2574.507	COMMON TOPSOIL BORROW (CV)	CU YD	213	29	39.05	\$1,132.45
37	2575.605	TURF ESTABLISHMENT (SEEDING 25-121 W/HYDROMULCH)	LS	1	1	4,500.00	\$4,500.00
38	2582.503	4" SOLID LINE PAINT	LF	11700	9239	0.40	\$3,695.60
39	2582.518	PAVEMENT MESSAGE PAINT (HANDICAP SYMBOL)	EACH	14	17	35.00	\$595.00
<b>Total Contract Amount</b>							<b>\$559,651.11</b>

**Application for Payment (continued)**

Total Contract Amount	\$ <u>611,350.58</u>	Total Amount Earned	\$ <u>559,651.11</u>
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete _____	_____
Contract Change Order No. _____		Percent Complete _____	_____
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>559,651.11</u>
AFP No. 1: <u>509,964.90</u>	AFP No. 6: _____	LESS _____ % RETAINAGE	\$ _____
AFP No. 2: <u>9,502.61</u>	AFP No. 7: _____	AMOUNT DUE TO DATE	\$ <u>559,651.11</u>
AFP No. 3: <u>16,404.24</u>	AFP No. 8: _____	LESS PREVIOUS APPLICATIONS	\$ <u>535,871.75</u>
AFP No. 4: _____	AFP No. 9: _____	AMOUNT DUE THIS APPLICATION	\$ <u>23,779.36</u>
AFP No. 5: _____			

**CONTRACTOR'S AFFIDAVIT**

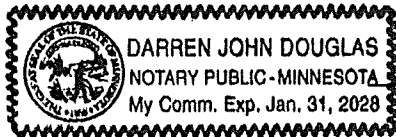
The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in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

Date December 11th, 2023 Douglas-Kerr Underground, L.L.C  
(Contractor)

COUNTY OF Kanabec )  
STATE OF Minnesota ) SS By [Signature] Manager  
(Name and Title)

Before me on this 11th day of December, 2023, personally appeared \_\_\_\_\_  
Darren D. Douglas known to be, who being duly sworn did depose and say that he is the Manager (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires  
1-31-2028



[Signature]  
(Notary Public)

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

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

[Signature]

**Short Elliott Hendrickson Inc.**

By Zach Schmitz, PE (MN)

Date 11/30/23

**City of Cambridge**

By \_\_\_\_\_

Date \_\_\_\_\_

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

### BACKGROUND

Douglas-Kerr is submitting Pay Request #4 for work completed through December 7, 2023, on the Well #9 Contract B Improvements. City Engineer, Short Elliott Hendrickson, has reviewed the pay request and is recommending payment in the amount of \$59,727.92.

The Council awarded this contract to Douglas-Kerr Underground LLC at its May 1, 2023, meeting and construction began earlier this spring.

Fiscal Note—the Well #9 Contract B Project was a budgeted project for 2023. Project is currently under budget.

### Compatibility with Strategic Goals:

The Well #9 Contract B project supports the City Council core strategy #4—Be responsible and flexible in managing the City’s administrative functions, specifically the objective stated to maintain and execute a detailed capital improvement program with financing sources.

### COUNCIL ACTION

Staff recommends to Council to authorize partial payment request No 4 to Douglas-Kerr Underground LLC for \$59,727.92.

### ATTACHMENTS

- Resolution R23-110 Authorizing Partial Payment to Douglas-Kerr Underground LLC for the Well #9 Contract B Improvements.
- Douglas-Kerr Underground LLC Application for Payment #4 for Well #9 Contract B Improvements.

**Resolution R23-110**

**RESOLUTION ACCEPTING WORK AND AUTHORIZING  
PARTIAL PAYMENT TO DOUGLAS-KERR UNDERGROUND LLC FOR  
WELL #9 CONTRACT B IMPROVEMENTS**

**WHEREAS**, pursuant to a written contract signed with the City of Cambridge, Douglas-Kerr Underground LLC has satisfactorily completed a portion of the Well #9 Contract B Project in accordance with such contract and;

**WHEREAS**, City Engineer, S.E.H., has reviewed the work through December 7, 2023, and recommends payment in the amount of \$59,727.92 (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 \$59,727.92.

Adopted by the Cambridge City Council this 18th day of December, 2023.

\_\_\_\_\_  
Jim Godfrey, Mayor

ATTEST:

\_\_\_\_\_  
Evan Vogel, City Administrator



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December 11, 2023

RE: Cambridge  
Well No. 9 – Contract B  
SEH No. CAMBR 169132

Caroline Moe  
City of Cambridge  
300 3<sup>rd</sup> Ave NE  
Cambridge, MN 55006

Dear Caroline:

Please find enclosed Application for Payment No. 4 for the referenced project. The quantities completed to date have been reviewed and we hereby recommend approval for payment to Douglas-Kerr Underground, LLC in the amount of \$59,727.92. This amount represents the work completed through Monday December 11, with 5% held for retainage.

If approved, please sign and forward payment, along with a copy of the signed pay application, to Douglas-Kerr Underground, LLC retaining the original for City records.

Please don't hesitate to contact me with any questions or comments. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Zachary K. Schmitz".

Zach Schmitz, PE (MN)  
Project Engineer

Enclosures

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 651.490.2000 | 800.325.2055 | 888.908.8166 fax



**Application for Payment**  
 (Unit Price Contract)  
 No. 4

Eng. Project No.: CAMBR 169132 - Contract B

Location: Cambridge, MN

Contractor	<u>Douglas-Kerr Underground, L.L.C</u>	Contract Date	<u>May 2, 2023</u>
	<u>2142 330th Ave.</u>		
	<u>Mora, MN 55051</u>	Contract Amount	<u>\$ 1,031,957.75</u>

Contract for Well No. 9 - Contract B

Application Date	<u>12/7/23</u>	For Period Ending	<u>12/7/23</u>
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Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	2021.501 MOBILIZATION	LS	1	1	\$41,770.00	\$41,770.00
2	2101.502 CLEARING	EACH	8	14	\$250.00	\$3,500.00
3	2101.502 GRUBBING	EACH	8	8	\$100.00	\$800.00
4	2101.502 CLEARING	ACRE	1	1	\$7,000.00	\$7,000.00
5	2101.502 GRUBBING	ACRE	1	1	\$6,000.00	\$6,000.00
6	2104.503 SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	40	109.5	\$3.20	\$350.40
7	2104.504 REMOVE BITUMINOUS PAVEMENT	SQ YD	60	92.7	\$82.15	\$7,615.31
8	2104.504 SALVAGE CHAIN LINK FENCE	LF	30	30	\$30.85	\$925.50
9	2106.507 EXCAVATION - COMMON (EV)	CU YD	115	115	\$25.90	\$2,978.50
10	2106.507 DITCH GRADING	LS	1	1	\$6,669.00	\$6,669.00
11	2106.507 GRANULAR EMBANKMENT	CU YD	210	210	\$18.95	\$3,979.50
12	2130.523 WATER (TURF ESTABLISHMENT)	M GALLON	20	0	\$80.20	
13	2211.507 AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	100	100	\$40.85	\$4,085.00
14	2357.506 BITUMINOUS MATERIAL FOR TACK COAT	GALLON	20	5.5	\$0.01	\$0.06
15	2360.509 TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	25	9.2	\$81.50	\$749.80
16	2360.509 TYPE SP 12.5 NON WEARING COURSE MIX (2,C)	TON	25	19.1	\$78.00	\$1,489.80
17	2451.609 CRUSHED ROCK (PIPE FOUNDATION) (CV)	CY	125	45.3	\$52.95	\$2,398.64
18	2501.502 15" RC PIPE APRON	EACH	2	2	\$1,383.00	\$2,766.00
19	2503.503 15" RC PIPE SEWER DES 3006 CL III	LIN FT	38	60	\$79.05	\$4,743.00
20	2503.503 TRASH GUARD FOR 15" RC PIPE APRON	EACH	2	2	\$1,005.00	\$2,010.00
21	2504.602 CONNECT TO EXISTING WATER MAIN	EACH	4	4	\$4,557.00	\$18,228.00
22	2504.602 DUCTILE IRON FITTINGS (EPOXY COATED)	LB	2500	2968	\$10.75	\$31,906.00



Item No.		Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
23	2504.602	HYDRANT	EACH	3	4	\$6,172.00	\$24,688.00
24	2504.602	6" GATE VALVE & BOX	EACH	3	4	\$2,090.00	\$8,360.00
25	2504.602	10" BUTTERFLY VALVE & BOX	EACH	1	1	\$3,252.00	\$3,252.00
26	2504.602	12" BUTTERFLY VALVE & BOX	EACH	2	2	\$3,447.00	\$6,894.00
27	2504.602	18" BUTTERFLY VALVE & BOX	EACH	1	1	\$6,278.00	\$6,278.00
28	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	49	58.5	\$50.60	\$2,960.10
29	2504.603	10" WATERMAIN DUCTILE IRON CL 52	LIN FT	2092	2063	\$76.30	\$157,406.90
30	2504.603	12" WATERMAIN DUCTILE IRON CL 51	LIN FT	1331	1344.5	\$81.95	\$110,181.78
31	2504.603	18" WATERMAIN DUCTILE IRON CL 50	LIN FT	823	826.5	\$121.55	\$100,461.08
32	2504.603	AIR RELIEF MANHOLE	EACH	1	1	\$9,041.00	\$9,041.00
33	2504.602	8" CONCRETE DRIVEWAY PAVEMENT	SY	125	0	\$100.00	
34	2504.602	6" THICK X 18" WIDE CONCRETE MAINTENANCE STRIP (W/REBAR)	LF	153	27	\$28.50	\$769.50
35	2504.602	INSTALL SALVAGED CHAIN LINK FENCE	LF	30	30	\$51.65	\$1,549.50
36	2504.603	6' TALL CHAIN LINK FENCE (BLACK VINYL COATED)	LF	150	0	\$91.55	
37	2504.603	14' VEHICULAR SLIDING GATE (MANUAL, BLACK VINYL COATED)	EACH	1	0	\$6,425.00	
38	2504.602	TEMPORARY FENCING	LS	1	1	\$700.00	\$700.00
39	2504.602	10-INCH AIR CUSHIONED CHECK VALVE	EACH	1	1	\$9,570.00	\$9,570.00
40	2504.602	10-INCH MAGNETIC FLOW METER	EACH	1	1	\$8,335.00	\$8,335.00
41	2504.602	10-INCH PROCESS PIPING	LS	1	1	\$5,670.00	\$5,670.00
42	2504.603	WELL PUMP, MOTOR, COLUMN PIPING	LS	1	0.22	\$98,900.00	\$21,758.00
43	2504.603	PITLESS UNIT AND SECURITY ENCLOSURE	LS	1	0.2	\$72,800.00	\$14,560.00
44	2504.603	CONCRETE EQUIPMENT PAD	SY	3	0	\$350.00	
45		ELECTRICAL AND CONTROLS	LS	1	0.1	\$214,275.00	\$21,427.50
46	2564.518	TRAFFIC CONTROL	LS	1	1	\$1,000.00	\$1,000.00
47	2573.502	STORM DRAIN INLET PROTECTION	EACH	2	2	\$106.90	\$213.80
48	2573.503	SEDIMENT CONTROL LOG WOOD FIBERS	LF	200	156	\$4.75	\$741.00
49	2573.503	SILT FENCE, TYPE MS	LF	150	50	\$6.25	\$312.50
50	2573.503	ROLLED EROSION PREVENTION CATEGORY 20	SY	1200	1539	\$1.65	\$2,539.35
51	2574.507	COMMON TOPSOIL BORROW (CV)	CY	100	216	\$0.01	\$2.16
52	2575.605	SEEDING W/SEED MIXTURES 22-111 AND 33-262	ACRE	0.3	0.32	\$3,630.00	\$1,161.60

Item No.		Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
53	2575.605	HYDROSEEDING W/SEED MIXTURE 22-111 AND 25-142 W/HYDRO MULCH	ACRE	1.8	<u>3</u>	\$4,500.00	<u>\$13,500.00</u>
<b>Total Contract Amount</b>							<b><u>\$683,297.26</u></b>

**Application for Payment (continued)**

Total Contract Amount	\$ <u>1,031,957.75</u>	Total Amount Earned	\$ <u>683,297.26</u>
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete	_____
Contract Change Order No. _____		Percent Complete	_____
Less Previous Applications:		Percent Complete	_____
AFP No. 1: <u>489,556.24</u>	AFP No. 6: _____	GROSS AMOUNT DUE	\$ <u>683,297.26</u>
AFP No. 2: <u>77,355.08</u>	AFP No. 7: _____	LESS <u>5</u> % RETAINAGE	\$ <u>34,164.86</u>
AFP No. 3: <u>22,493.15</u>	AFP No. 8: _____	AMOUNT DUE TO DATE	\$ <u>649,132.39</u>
AFP No. 4: _____	AFP No. 9: _____	LESS PREVIOUS APPLICATIONS	\$ <u>589,404.47</u>
AFP No. 5: _____		AMOUNT DUE THIS APPLICATION	\$ <u>59,727.92</u>

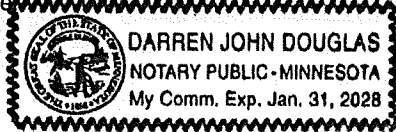
**CONTRACTOR'S AFFIDAVIT**

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, Well No. 9 - Contract B, Cambridge, MN, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date December 11<sup>th</sup>, 2023 Douglas-Kerr Underground, L.L.C.  
 (Contractor)  
 COUNTY OF Kanabec )  
 STATE OF Minnesota ) SS By [Signature] Manager  
 (Name and Title)

Before me on this 11<sup>th</sup> day of December, 2023, personally appeared \_\_\_\_\_  
Dennis D. Douglas known to be, who being duly sworn did depose and say that he is the Manager (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires  
1-31-2028



[Signature]  
 (Notary Public)

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

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

[Signature]

**Short Elliott Hendrickson Inc.**

By Zach Schmitz, PE (MN)

Date 12/7/2023

**City of Cambridge**

By \_\_\_\_\_

Date \_\_\_\_\_

Prepared by: Evan Vogel, City Administrator

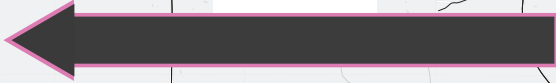
**Background**

Minnesota Statutes 204B.16 requires the governing body of each municipality to designate by ordinance or resolution a polling place for each precinct each year. There is no change to our polling place locations, Precinct 1 will be at the Cambridge Fire Hall, Precinct 2 is located at the City Hall Council Chambers. The adoption of this resolution is a formality to be in compliance with State law.

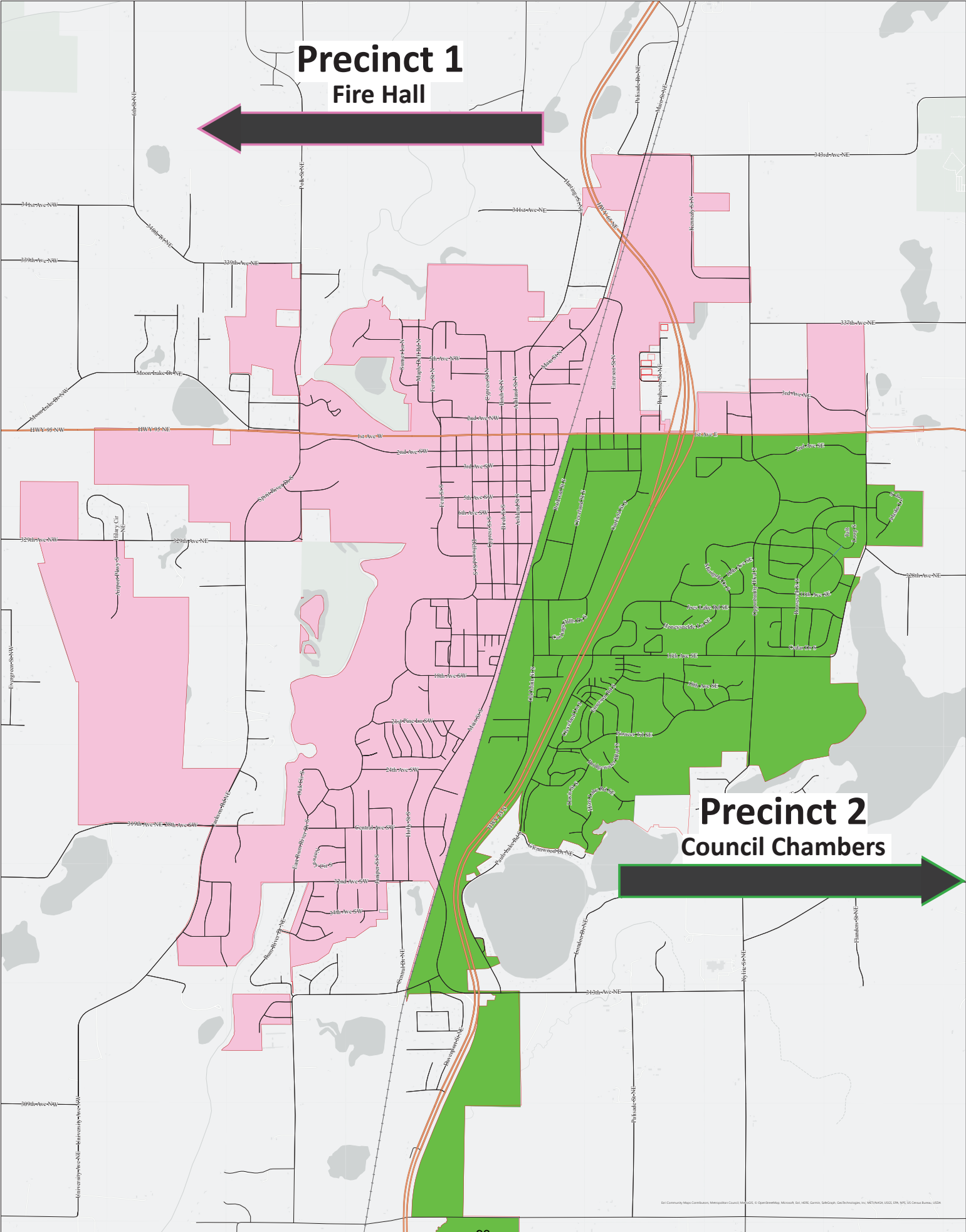
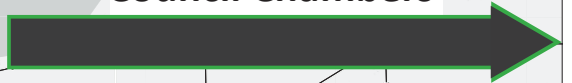
**Recommendation**

Adopt resolution as presented.

# Precinct 1 Fire Hall



# Precinct 2 Council Chambers



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

## Resolution R23-111

### *RESOLUTION DESIGNATING ELECTION POLLING PLACES*

**WHEREAS**, Minnesota Statute 204B.16, subd. 1 requires the governing body of each municipality to designate by ordinance or resolution a polling place for each election precinct for the following calendar year;

**WHEREAS**, the Cambridge City Council had previously designated the Cambridge Fire Hall located at 300 3<sup>rd</sup> Avenue Northeast as the polling place for Precinct 1 and Cambridge City Hall located at 300 3<sup>rd</sup> Avenue Northeast as the polling place for Precinct 2;

**WHEREAS**, it is in the City's and voters best interest to establish polling places as follows:

Precinct 1	Cambridge Fire Hall 300 3 <sup>rd</sup> Avenue NE Cambridge MN 55008
Precinct 2	City Hall Council Chambers 300 3 <sup>rd</sup> Avenue NE Cambridge MN 55008

and maintain the precinct boundary lines for Precinct 1 and Precinct 2 as represented in Exhibit A in order to prepare for future voter growth in Precinct 1 which will allow the City to split Precinct 1 into two precincts when warranted.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Cambridge hereby adopts new precinct boundaries for Precinct 1 and Precinct 2 as outlined in Exhibit A.

Adopted this 18<sup>th</sup> day of December, 2023

---

James A. Godfrey, Mayor

ATTEST:

---

Evan C Vogel, City Administrator

**4K Approve the Hiring of a Public Works Winter Seasonal Employee      December 18, 2023**

Prepared By: Todd Schwab, Public Works/Utilities Director

**Background:**

On 12/04/23 Council authorized Staff to hire Zachary Dewolf for a Public Works Seasonal position. Since that time Zachary has declined the position.

Staff has received another application from Jay Ziebarth and would like to start the hiring process with Jay as soon as possible. Jay would split hours with Andrew Milz, the other Winter Seasonal employee. Serving as a skating rink maintenance employee and would split time on nights and weekends maintaining the rinks. Full time staff will surface the rink ice on weekdays during regular working hours.

***Core Strategy #2: Deliver exceptional public services.***

- \* Maintain proper staffing levels in all departments*
- \* Provide proper and ongoing training for all staff in their respective field*
- \* Provide proper equipment to effectively and safely perform job duties*
- \* Deliver services with a customer-first mentality*

**Fiscal Note:**

The wage for the Public Works Winter Seasonal position will be as follows:

Jay Ziebarth 1<sup>st</sup> Year - \$15.71/Hour.

The positions will be funded from the Parks Operating Budget.

**Recommendation:**

Authorize staff to hire Jay Ziebarth for a Public Works Winter Seasonal position, pending pre-employment requirements.

Prepared by: Evan C Vogel, City Administrator

**Background:**

The City Council has discussed several changes to the personnel policy over the last two months. A redlined copy of the personnel policy is attached for review, but a summary of the impactful changes with council support are as follows:

- Section 12: Regular Hours
  - A simple one-line clause was added to this granting the City Administrator the authority to alter the regular hours of work and regular hours of operation for the City. This will allow for the summer hours policy, which was unanimously supported by the City Council, to be well thought out over the course of the next several months before implementation.
- Section 16: Holidays
  - The addition of Juneteenth, and the removal of one floating holiday was already voted on and approved by council, but is included in this packet.
- Section 18 and 18A: Sick Leave and Earned Sick and Safe Leave
  - These changes reflect the state legislative changes creating Earned Sick and Safe Leave.
- Section 29A: Dress for your day policy
  - This policy was supported 4-1 by council, and is included in the slate for approval.

In addition to these changes there are several clerical changes made in the document that do not have significant impact on a policy level.

**Recommendation:**

Approve all changes to the personnel policy as presented





# ***PERSONNEL POLICIES***

**Adopted JUNE 6, 2005**

Amended on:  
August 20, 2007  
February 17, 2009  
January 3, 2011  
December 3, 2012  
July 1, 2013  
October 5, 2015  
February 1, 2016  
August 1, 2016  
May 6, 2019  
December 20, 2021  
December 19, 2022  
[December 18, 2023](#)

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## **Sec. 1. Purpose.**

It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the City of Cambridge. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or to cover every situation that may arise. These policies may be amended at any time at the sole discretion of the City and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the City Council.

Unless stated otherwise in specific sections of this policy, the following positions shall not be covered by this policy:

- (1) Elected officials.
- (2) Members of boards and commissions.
- (3) Other positions so designated.
  - (a) It is further the policy of the City of Cambridge to ensure that the City's employment process shall not be based on political considerations, but on the qualifications and responsibilities of the position.
  - (b) The Cambridge City Council reserves the right to modify the Personnel Policy as needed.
  - (c) The City Council hereby provides the City Administrator, or designee, with the responsibility and authority to interpret and administer the Personnel Policy, and promulgate appropriate rules, regulations, and implement administrative policies and procedures.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the city administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

### **Data Practices Advisory**

Employee records are maintained in a location designated by the city administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

## **Sec. 2. Definitions.**

When used in this Chapter the following terms shall have the meanings ascribed to them:

**Calendar Year:** Beginning January 1 and ending December 31.

**City:** Shall refer to the City of Cambridge as the employer, the City Council and its agents.

**Direct Deposit:** As permitted by state law, all city employees are required to participate in direct deposit.

**Employee:** An individual employed in a position that has successfully completed their learning and evaluation period.

**Full-time Employee:** An individual employed in a position that is regularly scheduled for a 40-hour work week.

**Part-time Employee:** An individual employed in a position that is scheduled for less than 40 hours per work week and is not a seasonal employee.

**Seasonal Employee:** An individual employed in a position that is scheduled for work based on the needs of the City related to the time of year regardless of the number of hours scheduled per work week. Seasonal employment is not considered permanent employment.

**Exempt Employee:** An employee who is “exempt” from the overtime provisions of the Fair Labor Standards Act.

**Non-exempt Employee:** An employee who is non-exempt from the overtime provisions of the Fair Labor Standards Act.

**Immediate Family:** Mother, father, husband, wife, son, daughter, brother, sister, son-in law, daughter-in-law, grandchild or grandparent of the employee or employee’s spouse.

**Initial Date of Employment:** An employee’s initial date of employment shall be based on the first date of consecutive employment in the employee’s current position, except as may be modified by other provisions and actions affecting an employee’s anniversary date.

## **Sec. 3. Employee Recruitment and Selection.**

### **Scope**

The city administrator manages the hiring process for positions within the city. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and

must approve all hires to city employment. All hires will be made according to merit and fitness related to the position being filled.

#### **Features of the Recruitment System**

The city administrator will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process. Position vacancies within the City shall be posted internally when applicable, at the discretion of the City.

Application for employment will be made on the application forms provided by the city. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the city administrator. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

The deadline for application may be extended by the city administrator. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

#### **Testing and Examinations**

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or other appropriate job-related exam(s). For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action, and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a department head position
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any city employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications listed in the job description for the vacant position; and (3) currently is and for the past year has been in good standing with the city.

To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

Applications for employment shall be encouraged from all interested parties. Selection of a candidate for a vacancy shall be made on the basis of merit and fitness for the position, regardless of race, color, creed, religion, national origin, marital status, disability status, status related to public assistance, political affiliation, sex, age, and sexual orientation. The City will fully comply with all applicable requirements of the Americans with Disabilities Act.

#### **Pre-Employment Medical Exams**

A pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the city with the cost of the exam paid by the city. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the city administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the city administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

#### **Pre-Employment Financial Background Check Policy**

Offers of employment will be conditioned on the successful completion of a credit history check for those positions that regularly engage in handling credit cards, cash transactions, or preparing checks from City funds, or as required under law. While the City will not base its hiring decision entirely on the contents of the credit history report, if the candidate is not offered employment based in part on the information contained in the credit report, the City will comply with all adverse action requirements under federal and state law. This includes:

1. Before taking adverse action
  - a. Provide the applicant with a copy of the report, and
  - b. Provide the applicant with a copy of the document, "A Summary of Your Rights Under the Fair Credit Reporting Act"
2. Upon taking adverse action
  - a. Provide written or electronic notice of the adverse action,
  - b. Provide the applicant with a copy of the document, "A Summary of Your Rights Under the Fair Credit Reporting Act"
  - c. Provide the applicant with the name, address, and telephone number of the consumer reporting agency that furnished the report,
  - d. Include a statement that the consumer reporting agency did not make the decision to take adverse action and is unable to provide information as to why the adverse action was taken,

- e. Provide the applicant with written or electronic notice of their right to obtain a free copy of the report from the consumer reporting agency within 60 days, and
- f. Provide the applicant with written or electronic notice of their right to dispute with a consumer reporting agency the accuracy or completeness of the report.

The City will contract with a third-party agency to conduct a pre-employment credit history check. As a candidate for employment you have a right to automatically receive a copy of this report by notifying the City that you would like a copy of the report when executing the Credit History Check Authorization Form.

#### **Pre-Employment Drug Testing**

When required by law or by the City Administrator, merit and fitness for a position shall be ascertained by written, oral, or other examinations designed to evaluate the ability of the candidate to satisfactorily perform the duties of the position. This includes drug and alcohol testing, when appropriate as determined by the City.

#### **Background Checks**

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the city administrator will determine the level of background check to be conducted based on the position being filled.

#### **Nepotism Policy**

Except where the application of this policy would violate state or federal anti-discrimination laws, at no time will any relative work in the same City department or be supervised by a relative. A relative means any two individuals who reside in the same dwelling unit and share a common household or who are related by blood, marriage, or adoption where one of the individuals is the spouse, parent, grandparent, child, brother, or sister of the other. Persons employed prior to the date of adoption of this policy are exempted from this provision. This provision does not apply to members of the Cambridge Fire Department, volunteers of the Cambridge Police Reserves, or strictly seasonal employees.

#### **Council Approval Required**

Employment in any position is subject to approval by the City Council. However, at the discretion of the City Administrator or designee, a provisional appointment may be approved until the Council's employment action.

Section 3 shall apply to all full-time, part-time, and seasonal positions of the City of Cambridge including those represented by a bargaining unit.

### **Sec. 4. Learning and Evaluation Period.**

- (a) All newly appointed employees or promoted employees shall serve a 12-month learning and evaluation period.

- (b) At any time during the learning and evaluation period, an employee may be discharged at the sole discretion of the City. In the case of promoted employees, the City may, in its discretion, re-appoint an employee to his/her previous position if that position is open.
- (c) After six months of employment, the employee shall receive a 6-month evaluation performed by the Employee's department head. If the department head is satisfied that the Employee is satisfactorily performing all job functions, the department head may recommend to the City Administrator that the employee's learning and evaluation period be ended. The decision of the City Administrator to end the learning and evaluation period or to require the full learning and evaluation period is final.
- (d) The City, in its discretion, may extend the one-year learning and evaluation period for up to an additional six months if the City Administrator, department head, or City Council feel that more time is needed to evaluate the employee to determine if the employee will ultimately succeed in his/her position. Written notice of the extension including the reasons for the extension will be provided to the employee prior to the expiration of the original learning and evaluation period.
- (e) An employee who has completed the learning and evaluation period and who has not received a written notice from the department head or City administrator that his or her services are terminated shall be considered to have successfully completed the learning and evaluation period and gained employment status under this policy.
- (f) An employee in the learning and evaluation period shall not receive a step increase under the City pay plan. Any step increase will be applied after the learning and evaluation period has been successfully completed. Any step increase will not be applied retroactively.

## **Sec. 5. Resignations.**

- (a) An employee wishing to resign from the City in good standing shall provide the City with a notice of resignation at least 14 calendar days in advance of the effective date of the resignation. This provision may be waived at the discretion of the City.
- (b) Failure to comply with the above procedure may be cause for denying future employment by the City and denying severance pay.
- (c) Section 5 shall apply to all full-time, part-time, and seasonal employees of the City of Cambridge.

## **Sec. 6. Dismissals, Suspensions and Demotions.**

- (a) Except as restricted by statute or applicable labor agreement, employees of the City of Cambridge are employed "at will." At the discretion of the City, disciplinary actions may be imposed progressively. The following are deemed appropriate forms of discipline; however, the level and order of discipline shall be at the discretion of the City, based upon the nature of the infraction:



- (1) Oral reprimand;
- (2) Written reprimand;
- (3) Suspension without pay;
- (4) Demotion; or
- (5) Discharge.

- (b) Written reprimands, suspensions, demotions, and terminations shall be issued in writing.
- (c) In accordance with Minnesota Statute, an employee may request a written statement of the reasons for discharge from employment within 15 working days of such discharge.
- (d) Disciplinary actions in accordance with sub-sections 6(a) (1) and 6(a) (2) may be carried out by the appropriate supervisor. Additionally, a supervisor may temporarily relieve an employee of duties for the remainder of a shift or work assignment with pay.
- (e) Disciplinary actions in accordance with sub-sections 6(a) (3), 6(a) (4), and 6(a) (5) may be carried out by the City Administrator or designee.
- (f) The Council shall take final action relative to the discharge of an employee as recommended by the City Administrator.
- (g) Section 6 shall apply to full-time and part-time and seasonal employees of the City of Cambridge.
- (h) Section 6 does not apply to employees represented by a bargaining unit.

## **Sec. 7. Layoffs.**

- (a) The City of Cambridge may lay off employees whenever such action is necessary due to the discontinuance of a position, budget constraints, or any other reason deemed appropriate by the City Council.
- (b) A full-time employee who is laid off from employment shall be provided with immediate notice of such lay off and will be compensated 160 hours of severance pay at their regular rate of pay.
- (c) A laid off full-time employee shall have rights to recall to the same position from which the employee was laid off for up to 180 days following the layoff. At the conclusion of the 180-day recall status, the employee shall be separated from employment with the City Time spent in layoff status will not count as time in service for purposes of pay, seniority or accrual of benefits. Employees in layoff status are not full-time employees and are not entitled to any employee benefits. However, an employee in layoff status may continue medical insurance coverage at the employee's expense pursuant to COBRA requirements. Vacation leave and sick leave to which the employee would be entitled if employment were terminated on the date of commencement of layoff will be paid at the time of termination of employment at the end of the 180-day recall period or the effective date of termination of employment by resignation, whichever occurs first.

- (d) Part-time and seasonal employees may be separated from employment due to a lay off without advance notice and shall have no rights of recall.
- (e) For all collective bargaining employees, the union contract supersedes this section of the Personnel Policy.

## **Sec. 8. Personnel Pay Plan.**

- (a) The City's Personnel Pay Plan shall be adopted separately by the City Council. Employees of the city will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the city in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement, travel expenses, or a cell phone stipend are not compensation.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The city cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

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

Employees must submit their electronic timecard to their supervisor in accordance with the City's bi-weekly payroll schedule prior to 8:15 am on the day that time reporting is due. If the day timecards are due for submission is a holiday, the employee must submit them for approval the previous Friday.

Submitting your timecard for supervisory approval acts as the employee's electronic signature verifying that the electronic timecard is true and correct and all hours of work or leave are reported on the electronic timecard. Reporting false information may be cause for immediate termination. Failure to submit your electronic timecard to you supervisor by the deadline will result in the employee's payroll deposit being delayed to the next payroll cycle.

Supervisors are responsible for reviewing the accuracy of electronic timecards submitted and approving them by 10:00 am on the day that time reporting is due.

- (c) Direct Deposit. As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the city administrator of any change in status, including changes in banking institution, address, phone number, names of beneficiaries, marital status, etc.
- (d) If the employee is a member of a bargaining unit, the union contract controls wages and benefits.

### **Sec. 9. Transfer.**

- (a) In the event an employee or seasonal employee transfers to a different position, either voluntarily or involuntarily, the employee's placement on the appropriate salary schedule shall be at the discretion of the City.
- (b) Any transferred employee shall serve a learning and evaluation period as described in Section 4 in any job classification in which the employee has not previously served a learning and evaluation period.
- (c) Section 9 applies to all employees, including those represented by a bargaining unit.

### **Sec. 10. Reassignment.**

- (a) The City retains the full right and authority to assign and/or reassign job duties consistent with the tasks of the position.
- (b) Section 10 applies to full-time, part-time, and seasonal employees, including those represented by a bargaining unit.

### **Sec. 11. Temporary and Light Duty Assignment.**

The purpose of this section is to establish a policy for temporary duty assignments for employees consistent with the City's responsibility to provide services to its citizens.

This policy will establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties (e.g. have work restrictions placed upon them by a physician). Light duty is evaluated by the city administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the city administrator. The city administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability.

The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the city administrator. The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

If the city offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The city will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

Employees who become temporarily unable to perform the essential duties of their jobs and who have the medical expectation of returning to full duty within a reasonable period of time may be assigned to duties consistent with their restricted status for a limited period of time. The department or City must have a need for a service the employee can provide within the constraints and limits of the employee's skill, experience, knowledge, and physical ability.

No assignment may be made to temporary duty status without a written approval statement from the treating physician. The City may require further examination of an employee by a physician designated by the City before temporary duty status begins.

Any illness or injury that could inhibit full performance of the temporary duties shall be reported to the appropriate supervisor.

The appropriate supervisor shall determine work assignments and schedules for an employee on temporary duty in accordance with the department's or City's needs. The temporary duty may or may not be full time.

Temporary work assignments shall not exceed 30 working days. An extension may be granted at the discretion of the City.

Temporary duty assignments for employees unable to perform the essential functions of their job will be withdrawn at the time it is determined by the City that the employee is unable to return to the employee's former full-time position.

This section shall not be construed or interpreted to mean any employee has a right to a temporary duty assignment nor that the City is compelled to assign an individual to temporary duty status.

Section 11 shall apply to all full-time employees, including those represented by a bargaining unit.

## Sec. 12. Regular Hours of Work.

- (a) The standard work period for a full-time, non-exempt employee of the City shall be five eight-hour work days (40 hours) Monday through Friday, except as otherwise established by the department head in accordance with custom and the needs of the department head.

City Hall hours are from 8:00 a.m. to 4:30 p.m. City Hall employees are expected to work during City Hall hours. Public Works hours are from 7:30 a.m. to 4:00 p.m. The employee's department head may require the employee to work alternate hours in lieu of the standard hours during a work week to accommodate schedules required of the position, i.e., night meetings or other City functions, in order to avoid the accumulation of overtime or compensatory time.

- (b) Full-time employees are entitled to one paid fifteen-minute break for each four hours worked and one unpaid thirty-minute lunch break. An employee who works from 8:00 am to 4:30 pm may combine their paid breaks and unpaid lunch for a one-hour lunch break. Breaks are not to be taken at the beginning of the day if an employee arrives late or at the end of the day in order to leave early.

Department heads have the discretion to set their personal work schedule but a majority of their work hours must fall between 9:00 am and 3:00 pm.

- (c) The City's work period for the purpose of determining overtime shall generally be calculated from Saturday through the following Friday, ~~except for non-union, police command positions. For non-union, police command positions, the work period will be defined as a 14-day period. The City may unilaterally modify the work period for any or all positions or classes of positions.~~

- (d) Requests to accommodate modest City and personal schedules may be approved in advance at the discretion of the department head.

- (e) The City Administrator may alter the regular working hours and hours of operation for the City and its employees.

- (fe) Section 12 shall apply to full-time, part-time, and seasonal employees, unless otherwise noted.

- (gf) Section 12 applies to all employees, including those represented by a bargaining unit.

### **Sec. 13. Overtime and Compensatory Time.**

- (a) In emergencies and during peak workloads, a City employee may be required to work overtime at the discretion of the department head or City Administrator.
- (b) Overtime-eligible employees, ~~except for non-union police command positions,~~ will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. For non-union police command positions, hours worked over 80 hours in a 14 day pay period will be considered overtime. Vacation and paid holidays do not count toward "hours worked". Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.
- (c) The employee's supervisor must approve overtime or compensatory hours in writing on an approved form in advance. An employee who works overtime without prior approval may be subject to disciplinary action. Overtime or compensatory time earned will be paid at the rate of time and one-half. Overtime will be paid on the next regular payroll date. The department head and employee may mutually agree in advance that the overtime will be banked as compensatory time in lieu of payment.
- (d) The maximum time allowed to accumulate in an employee's compensatory time bank shall not exceed 80 hours, unless a lower amount is established by the department head. The maximum hours in the compensatory time bank shall be measured biannually on June 1, and December 1 of each calendar year. Employees may request and use compensatory time off in one-hour increments, in the same manner as other leave requests.
- (e) Exempt employees under the FLSA are expected to work whatever hours are necessary in order to meet the performance expectations of their position. Generally, to meet these expectations and for reasons of public accountancy, an exempt employee shall work a minimum of 40 hours per week. Full-time exempt employees are eligible for compensatory time at straight time for hours worked in excess of 80 hours in a pay period under the policies set out in paragraph (d) of this section. Vacation and paid holidays do not count toward "hours worked".  
  
Exempt employees forfeit any compensatory time accrued in excess of 40 hours, measured biannually on June 1, and December 1 of each calendar year. Upon termination from employment, either voluntarily or involuntarily, exempt employees forfeit any accumulated compensatory time without payment.
- (f) Requests for use of compensatory time off for more than eight hours must be submitted to their supervisor a minimum of two weeks in advance.
- (g) Only sub-sections 13(a), (b), (c) and (d) shall apply to part-time and seasonal employees. Section 13, in its entirety, shall apply to appropriate full-time employees as defined.
- (h) For all collective bargaining employees, the union contract supersedes this section of the Personnel Policy.

## Sec. 14. Group Insurance.

- (a) The selection of carriers and determination of benefits for employee group insurance plans shall be at the discretion of the City. The City shall determine annually the amount of City contribution toward the cost of such insurance and the cost of insurance payable by the employee. The cost of insurance payable by union employees is that set forth in the Collective Bargaining Agreement.

The city makes a competitive monthly contribution toward group health, dental, and life insurance benefits. Employees are encouraged to look closely at this contribution as part of their overall compensation package with the city.

In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

## Sec. 15. Employee Benefits.

- (a) Full-time employees shall be eligible to receive sick leave, vacation, annual leave, insurance benefits, paid holidays, and other benefits as defined under the appropriate provisions of this ordinance. If a full-time employee has their hours reduced to 24 hours per week or more due to budgetary constraints, that employee will remain eligible for benefits on a pro-rated basis.

Part-Time employees who are regularly scheduled to work at least 20 hours per ~~pay period~~week shall be eligible to receive sick leave, vacation, and paid holidays as defined under the appropriate provisions of this ordinance.

- (b) Unless specifically stated to the contrary, part-time and seasonal employees shall not be eligible to receive City-provided benefits.
- (c) Longevity Pay. Full-time employees will be entitled to longevity pay using the following formula:  $(.0025 \times \text{base wage rate}) \times \text{years of service}$ . Longevity for full-time will be calculated from date of hire.
- (d) Employee benefits for employees represented by a collective bargaining agreement shall be as set forth in the collective bargaining agreement.

## Sec. 16. Holidays.

- (a) An Eligible employee shall be provided the following paid holidays except as otherwise provided in this section. Paid holiday hours equal eight hours for each holiday for a full-time employee, or four hours for each holiday for a part-time employee regularly scheduled to work at least 20 hours per week. Any employee on a leave of absence without pay from the city is not eligible for holiday pay.

New Year's Day  
~~Martin Luther King's Birthday~~

~~President's Day~~  
~~Memorial Day~~

Veteran's Day

~~Juneteenth~~  
~~Martin Luther King's Birthday~~

Thanksgiving Day

~~Independence Day~~  
~~Labor Day~~

~~President's Day~~

Day after Thanksgiving

~~Memorial Day~~

Christmas Eve

~~Independence Day~~

Christmas Day

~~Labor Day~~

One Two Floating Holidays

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~~Floating holidays shall be given to new employees based on when they begin work for the City within the Calendar year. If the employee's first day of work falls between January 1 and April 30 of the Calendar year, that employee will receive two floating holidays. If the employee's first day of work falls between May 1, and August 31 the employee will receive one floating holiday. If the employee's first day is between September 1, and December 31 they will not receive a floating Holiday for that year.~~

- (b) Whenever one of the above listed holidays falls on a Sunday, the following day shall be observed as a holiday, and, whenever one of the above listed holidays falls on a Saturday, the preceding day shall be observed as a holiday.
- (c) Exceptions to section 16(b) for holiday observances in divisions regularly scheduled for operation on Saturday and/or Sunday will be determined at the discretion of the City.
- (d) If a non-exempt employee is scheduled to work on a holiday observed by the City, the employee shall be compensated for the time worked at 1 ½ times the employee's regular base hourly rate of pay for those hours actually worked on such holiday, unless otherwise specified in a collective bargaining agreement.
- (e) Section 16 applies to all employees, including those represented by a collective bargaining agreement, except that if the collective bargaining agreement and Section 16 conflict, the collective bargaining agreement prevails.

## Sec. 17. Vacation Leave.

- (a) Full-time employees, and Part-Time employees who are regularly scheduled to work a minimum of 20 hours per ~~pay period~~week shall be eligible to earn vacation leave in accordance with the



following schedule. The City Administrator or designee may authorize modification of an employee's vacation accumulation schedule only with Council approval.

For Full-Time Employees:

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

For Part-Time Employees who regularly work at least 20 hours or week:

0 through 1 year	1.25 hours each 2 weeks of work (3/4 week annually)
2 through 5 years	1.5 hours each 2 weeks of work (1 weeks annually)
6 through 9 years	2.31 hours each 2 weeks of work (1.5 weeks annually)
10 through 14 years	3.08 hours each 2 weeks of work (2 weeks annually)
15+ years	3.85 hours each 2 weeks (2.5 weeks annually)

- (b) Employees are encouraged to take vacations on a regular basis; however, employees shall be allowed to accumulate up to 320 hours of vacation leave. Once an employee reaches the 320 hour maximum, no additional vacation leave will be earned until the balance falls below 320 hours. At the end of the calendar year, an employee may carry a maximum of 240 hours of accrued vacation leave into the next calendar year. Any accrued vacation leave in excess of 240 hours will be forfeited at close of business on December 31.
- (c) An employee's initial date of employment shall be used to determine the appropriate hours of vacation leave to be accrued. If an employee transitions from Part-Time work to Full-Time work for the City, their initial rate of accrual will be determined based on the total hours of work for the city divided by 2080 to determine an approximate yearly equivalent, which will be rounded down to the nearest full year. Beginning on their start date for full-time work, they will advance through the accrual schedule based on each full year worked.
- (d) Vacation leave may be used as earned with advance prior approval of the employee's supervisor and/or department head. An employee requesting to use accrued vacation leave or compensatory time shall submit an electronic time off request through eKlock. However, vacation leave may be denied or approval withdrawn when the granting of such vacation leave would result in insufficient personnel to carry out necessary functions as determined by the City.
- (e) An employee who leaves the employment of the City in good standing shall be compensated for vacation leave accrued and unused at the time of the termination, up to a total of 240 hours. An employee who does not complete the learning and evaluation period shall not be eligible for compensation in accordance with this clause.

A non-union employee with at least 10 years of employment with the City of Cambridge who leaves employment in good standing must have the vacation severance payment payable to a health care savings plan through the Minnesota State Retirement System provided the severance payment is more than \$200.00. If the payment is less than \$200.00, the severance payment will be paid directly to the employee.

- (f) An employee shall not be permitted to waive vacation leave for the purpose of receiving double pay.
- (g) For those employees represented by a collective bargaining unit, the collective bargaining agreement supersedes Section 17.

## **Sec. 18. Sick Leave.**

- (a) **Rate of accrual:** Full-time employees shall earn sick leave at the rate of 3.69 hours for each 2 weeks (1 day per calendar month) of service. Part-Time employees who are regularly scheduled to work a minimum of 20 hours per pay ~~period-week~~ shall earn sick leave at a rate of 1.85 hours for each two weeks (1 part-time day per calendar month) of service. An employee shall be eligible to use sick leave as accrued and accumulated, in accordance with ~~the sick leave policy's~~ Section. Earned Sick and Safe Leave will be deducted from the employee's earned sick leave under this Section, as explained in Section 18A.
- (b) **Sick Leave Usage:** Sick leave may be used only for:
  - personal injury,
  - when an employee is unable to perform work duties due to illness or disability (including pregnancy),
  - legal quarantine or when an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others,
  - medical, dental or other care provider appointments whether for the employee or an immediate family member,
  - to care for ~~your~~ the employee's child, step child, adult child, spouse, sibling, parent, grandparent, or stepparent as defined by state law. Sick leave usage to care for an adult child, spouse, sibling, parent, grandparent, or stepparent is limited to 160 hours per year. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the first date an employee uses sick leave for this purpose.
  - Sick Leave may also be used for up to two personal days per year. Personal leave must be previously approved by a department head. Two days is hereby defined as two regular shifts: for Full-Time employees this means 16 hours per year, for Part-Time employees who regularly work 20 hours per week this means 8 hours per year.

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

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

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

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

- (c) **Employee Responsibility:** To be eligible for sick leave pay, the employee ~~will~~must:
- Communicate with his/her immediate supervisor, either before or as soon as possible after the scheduled start of the work day, for each and every day absent;
  - Keep his/her immediate supervisor informed of the status of the employee's illness/injury or the condition of the ill family member;
  - Provide a ~~medical doctor's~~licensed medical provider certificate including verification of illness or use of sick leave and/or ability to return to work for any use of sick leave in excess of three days within a two-week period. The ~~medical doctor's~~licensed medical provider certificate must be provided to the employee's department head.
  - After an absence due to surgery, prolonged illness, or injury, a physician's-provider's statement is required prior to the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation. If reasonable accommodations are necessary, see Sec. 18(d) Light or Modified Duty Assignment.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Sick leave may be denied for any employee required to provide a ~~doctor's~~licensed medical provider's statement until such a statement is provided.

- (e) **Accumulation:** Sick leave will accumulate with no maximum limit on the number of days allowed to accrue.
- (f) **False claims:** An inappropriate claim of sick leave may be cause for disciplinary action up to and including discharge. (For example, spending down sick leave balance while not sick prior to termination or retirement). Employees are not allowed to manipulate sick leave or other types of leave in order to accumulate overtime or compensatory time. (For example, calling in sick and then working an overtime shift.)
- (g) **Sick Leave Severance Payment:** Upon termination of employment, an employee with at least 10 years of employment with the City of Cambridge who leaves employment in good standing

shall be eligible to receive 50% of a maximum of 200 unused sick leave hours as severance pay upon termination of employment. For an employee that is retiring (will be receiving a pension from PERA or Social Security) and is in good standing shall be eligible to receive 75% of a maximum of 400 unused sick leave hours or shall receive 75% of 900 unused sick leave hours provided that the employee provides a minimum of 8 weeks advance notice of their pending retirement as severance pay upon retirement. Department head level employees who provide at least 26 weeks' notice of pending retirement shall be eligible to receive 100% of up to 1040 unused sick leave hours as severance pay upon retirement.

For all non-union employees, 100% of the employee severance payment ~~must be payable~~ will be paid to a health care savings plan through the Minnesota State Retirement System provided the severance payment is more than \$200.00. If the payment is less than \$200, the severance payment will be paid directly to the employee.

Non-union employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, §352.98 (~~Minn. Supp. 2001~~) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on ~~the~~ behalf of the employee will be deposited into the employee's post-employment health care savings plan account.

- (h) **Sick Leave Donation:** Extended sick pay may be granted through the voluntary donation and transfer of accrued sick leave from other employees. An employee may donate up to a maximum of 3 days of accumulated sick leave per calendar year per employee. An employee may receive a donation of up to 30 working days sick leave for any one occurrence. Donated sick leave may only be used for the employee's sick leave under this policy, not for the sickness of family members. Sick leave shall be donated and received on an hour for an hour basis. No consideration for differences in wage rates shall be applied to the transfer.

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

- (i) **Use after notice of resignation:** Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.
- (j) Section 18 applies to all permanent ~~full-time~~ non-union employees.

**Sec. 18A. Earned Sick and Safe Time (Minn. Stat. §§ 181.9445-9448)**  
**Effective beginning January 1, 2024.**

- (a) Eligibility. Any employee who works for the City more than 80 hours per year is eligible for Earned Sick and Safe Time ("ESST") consistent with this Section. For employees also eligible for Sick Leave pursuant to Section 18 or a Collective Bargaining Agreement, the ESST will be deducted from the earned Sick Leave and available to the employee to use consistent with the terms of this section.**

*Example 1: A full-time employee who works 40 hours per week accrues 3.69 hours of sick leave per 80-hour pay period pursuant to Section 18. The rate of earning ESST is 1 hour for every 30 hours worked, or 2.67 hours per 80-hour pay period. In a two-week pay period, the employee will have earned 2.67 hours of ESST and 1.02 hours of sick leave.*

*Example 2: A part-time employee who works 20 hours per week accrues 1.85 hours of sick leave per 40-hour pay period pursuant to Section 18. The rate of earning ESST is 1 hour for every 30 hours worked, or 1.33 hours per 40-hour pay period. In a two-week pay period, the employee will have earned 1.33 hours of ESST and .52 hours of sick leave.*

*Example 3: A Full-Time employee who works 120 hours in a pay period accrues 4 hours of ESST (1 for every 30 hours worked) and as a result of accruing ESST in excess of the typical sick leave accrual would earn 0 sick hours in that pay period.*

*Example 4: An employee who works 20 hours per week is not eligible for sick leave. They earn .67 hours of ESST per 20-hour pay period.*

- (b) **Rate of Earning ESST.** Employees earn ESST at a rate of 1 hour of ESST for every 30 hours worked. An employee exempt from federal overtime requirements works 40 hours per week for the purpose of calculating ESST.
- (c) **Maximum Earning and Accrual.** An employee may earn a maximum of 48 hours of ESST per year. ESST hours carry over from year-to-year up to a maximum accumulation of 80 hours.
- (d) **Use of ESST.** ESST may be used for any of the reasons identified in Minnesota Statutes Section 181.9447. The definitions in Minnesota Statutes Section 181.9445 apply. If an employee is eligible to use either ESST or sick leave for a specific absence, the employee must use ESST until accrued ESST is exhausted.
- (e) **Documentation.** The City may request documentation related to an employee's use of ESST consistent with the requirements of Minnesota Statutes Section 181.9447, subd. 3.

## **Sec. 18ba. Regular Leave without Pay.**

The City Administrator may authorize leave without pay for up to thirty (30) days (this does not apply to FMLA or Military Leave). Leave without pay for greater periods may be granted by the City Council.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked (e.g. a full-time employee can only work part-time hours due to illness or injury).

All accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved. Exceptions to this are time off from employment for an elected official to attend meetings that are required because of their office, election judge service, and requests for eight hours or less of unpaid leave due to having exhausted leave balances. These exceptions must be approved in advance by the City Administrator.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the city administrator subject to approval of the City Council.

*Reasonable Unpaid Work Time for Nursing Mothers.* Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

## **Sec. 19. Injured on Duty.**

### **Reporting of Injuries**

An employee injured on the job shall notify his or her supervisor immediately. The supervisor must submit a "First Report of Injury" to the ~~City Administrator~~ [Finance Department](#) the day the injury occurs or on the first business day following the injury if not during regular City Hall hours. If the injury requires attendance by a medical doctor, the employee is directed to seek immediate medical attention.

[These reports are to be reviewed by the safety committee, and a quarterly report shall be provided to the City Administrator for review](#)

### **Injured on Duty**

An employee injured during the performance of job duties and unable to work shall be paid according to the Minnesota Workers Compensation Regulations. An injury that does not result in compensation under the Workers' Compensation law shall not be compensable in accordance with this section. An employee injured on the job in the service of the City and collecting worker's compensation may draw from the employee's accumulated sick or annual leave for the fraction of the day(s) not covered by worker's compensation. In no instance shall the total amount of monies received by an employee exceed the employee's current base rate of pay.

(c) Section 19 applies to all full-time, part-time, and seasonal employees of the City of Cambridge, including those represented by a collective bargaining unit.

## **Sec. 20. Cell Phone Policy.**

### **Purpose**

The purpose of this policy is to identify which employees/positions are required to carry a cellular telephone, required levels coverage and costs associated, and acceptable and unacceptable practices of cellular phone/data usage.

### **General Provisions**

The Department Head and City Administrator will jointly determine which employees are required to carry a cellular telephone for City business based on the criteria listed below. Cellular telephones will be assigned to employees who must remain accessible due to the nature of their duties and/or those who must be available for emergency response or consultation.

### **Criteria**

The determination to issue cellular phones will be determined by the following criteria:

- . Public Demand and Response
- . Emergency Responsibilities
- . Time Spent Out of Office
- . After Hours Staff Demands
- . Efficiency in Position

To ensure proper cellular telephone levels, this policy and criteria will be reviewed whenever there is a change in an employee's position and/or responsibilities.

### **City Expectations**

Employees are expected to keep their cellular telephones turned on during their designated working and on-call hours to assure they can be reached. Incoming and outgoing personal calls during work hours should be limited to emergencies so as not to interfere with City business or the performance of the employee's job.

City owned phone records are considered public data and subject to review. Excessive personal use on City owned phones will be cause for disciplinary action. Employees will be charged associated fees for any overages to minutes due to personal use or other fees associated with usage of texting and data outside of their approved plan.

Use of a cellular telephone must comply with all applicable state and federal laws (e.g. no texting while driving, etc.).

All Minnesota State laws regarding usage of a cellular telephone while driving must be followed. Any violations of this policy and its guidelines will be cause for disciplinary action in accordance with the City's discipline policy.

#### **Data Plans**

These systems are not to be used for personal gain or to support or advocate for non-city-related purposes. Personal use is permitted on a limited basis, similar to phone calls. Like personal phone calls, personal use should be infrequent, of limited duration, and not in violation of any City policies, department work rules, or laws.

Certain Internet sites should never be accessed using City equipment or on City time. These include pornographic sites, non-work-related chat rooms, sites containing what would generally be considered objectionable material, or any other site that would violate the sexual harassment policy or other personnel policies. In addition, no sites should be accessed for non-city-related use during working hours.

While the City recognizes that the Internet contains a wealth of information that can and is being put to good use in the City, we are aware that it is very easy to lose hours of work time checking into web sites and researching information. Internet access, even for legitimate research purposes should be limited to that which is reasonable and necessary.

Any misuse of the data plan will be cause for disciplinary action in accordance with the City's discipline policy.

#### **Expectations for Data Plan Usage**

1. Follow established network etiquette. Many sites have posted rules, which users must follow and all sites expect professional communication etiquette by all users. It is the user's responsibility to follow these rules of etiquette.
2. Safeguard confidential and non-public information. The Data Practices Act applies to data collected, used, and stored on a City provided cell phone.
3. Use for work-related research and communication purposes, not for sending and receiving jokes.
4. Do not send, access, or display text or graphics that would be a violation of the Personnel Policies.
5. Obey the law and regulations in their application to copyright, licensed software and data.
6. Access only non-commercial sites on the Internet. ("non-commercial" = sites free of charge)
7. Downloading of software off the internet or installation of personal software is strictly prohibited without review and approval from the City Administrator and IT staff.



8. Use of the Internet to solicit charitable donations is prohibited.

#### **Cellular Telephone Assignment and Replacement**

Selection of the model of cellular telephone assigned will be at the discretion of the administrative staff. All telephones assigned will meet the minimum of the approved plan. Any special requests to purchase upgraded models must be approved by the City Administrator prior to purchase.

For City issued cellular phones, the City will pay the initial cost of the cellular telephone and approved accessories for all City owed telephones. Cellular telephones will be replaced at the discretion of the administrative staff and in coordination with plan stipulations. Generally, telephones will be replaced when they no longer work properly.

The City reserves the right to charge an employee the full replacement cost of a telephone and/or accessories if lost or damaged due to misuse.

Upon termination employees must return their cellular telephone and all accessories to their supervisor. The City reserves the right to deduct the replacement cost for any lost or unreturned equipment.

#### **Monthly Stipend Option**

Any Department Head or First Line Supervisor required by the City to carry a cellular telephone for work purposes will have the option to receive a monthly cellular telephone stipend of \$45 in lieu of a City cellular telephone. The monthly allowance is intended to cover the cellular telephone expenses related to the employee's work duties.

Employees who choose the stipend option acknowledge that personal use during work hours should be limited. Employees who choose the stipend option are responsible for payment of monthly invoices to the provider and any overage charges and late fees associated with their account.

Initial purchase of the cell phone, accessory equipment, and activation fees will be the responsibility of the employee. The employee will pay all costs exceeding the amount of the cellular telephone allowance.

Employees are responsible for obtaining and maintaining cellular telephone service through a reliable provider who provides service in the local calling area of Cambridge. Department Heads are responsible for reporting their cell phone numbers to the City Administrator.

No allowance will be paid when an employee is in a leave status exceeding 60 days, unless approved by the City Council. Employees are responsible for providing documentation in a manner prescribed by the Finance Department to activate and maintain monthly allowance payments.

Cellular telephone allowances are subject to tax treatment per IRS guidelines.

#### **Acknowledgement**

A Policy Acknowledgment and Election Form will be required prior to receiving a City cell phone or a stipend.

## **Sec. 21. Funeral Leave.**

- (a) Employees with a death in their immediate family may take up to 3 days (Paid) funeral leave. Funeral leave taken shall be deducted from the employee's sick leave. If the employee does not have an adequate accumulation of sick leave, the leave may be taken without pay.
- (b) Section 21 applies to all employees, including those represented by a collective bargaining unit and seasonal employees.

## **Sec. 22. Military Leave.**

- (a) The City shall comply with the minimum requirements imposed by the laws of the State of Minnesota, Section 192.261 and any future amendments thereto, and the laws of the United States. Military leaves shall not count against an employee's vacation time.

## **Sec. 23. Jury Duty Leave.**

- (a) The City shall provide employees with paid leave for jury duty. Employees shall be granted an amount of compensation equal to the difference between the employee's regular base pay and per diem compensation received for jury duty. This shall not include reimbursement for expenses incurred as a result of the jury duty.
- (b) The City shall provide seasonal employees approved leave without pay for jury duty in compliance with Minnesota Statutes.
- (c) Time spent on jury duty shall not be counted as time worked for purposes of computing overtime or compensatory time.
- (d) Employees are required to notify their supervisor as soon as possible after receiving notices of jury duty, and are required to report to their regular duties as soon as is reasonably possible after being released from jury duty.
- (e) Section 23 applies to all employees, including those represented by a collective bargaining unit.

## **Sec. 23.5 Elections/Voting.**

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the city at least twenty (20) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

## **Sec. 24. Discretionary Leave of Absence Without Pay.**

- (a) An employee may request, and the City may grant, a leave of absence without pay. The reason for granting or denying a request for a leave of absence without pay shall be at the sole discretion of the City.
- (b) A non-paid leave of absence shall not exceed 6 months. Upon return to work, the employee shall be returned to a similar position held by the employee at the time of the leave. If an employee does not return to active employment at the conclusion of the leave period, the City shall consider it a voluntary resignation on the part of the employee.
- (c) No annual leave, vacation, or sick leave benefits shall accrue during a leave of absence without pay. However, the employee shall be eligible to continue group insurance at the employee's own expense.
- (d) A leave of absence without pay shall require the advance approval of the City Administrator or designee.
- (e) The City may cancel a leave of absence at any time upon written notice to the employee.
- (f) Section 24 shall apply to all employees, including those represented by a collective bargaining unit.

## **Sec. 25. Family and Medical Leave.**

- (a) Twelve-week Leave. Regular full-time and part-time employees who have been employed by the City for at least 12 months, and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave, are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. Birth of the employee's child;
  - b. Placement of an adopted or foster child with the employee;
  - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition; and/or
  - d. The employee's serious health condition makes the employee unable to perform the essential functions of the employee's job.
- (b) For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee uses any FMLA leave.
- (c) A "serious health condition" is defined by federal law, but typically requires either incapacity and inpatient care or continuing treatment by or under the supervision of a health care provider. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.

- (d) Eligible spouses employed by the City are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the City does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition, or because of the employee's own serious health condition.
- (e) Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the City or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the City may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position and which has equivalent pay and benefits.
- (f) If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 10 days from the date of the request or as soon as practicable under the circumstances.
- (g) If the City has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the City's expense. If the opinions of the first and second health care providers differ, the City may require certification from a third health care provider at the City's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work. The second or third opinions shall be by a healthcare provider, not regularly associated with the City.
- (h) Requests for leave shall be made to the City. Employees must give 30 days' written notice of a leave of absence where practicable. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the City, subject to and in coordination with the health care provider.
- (i) During the period of a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12-month period), the City will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage.
- (j) During FMLA leave, employees must use accrued sick leave, vacation leave, and compensatory time prior to taking unpaid leave unless their medical condition is covered by workers' compensation or the absence qualifies under the State's parental leave law.
- (k) Employees returning from a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12-month period) are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to

reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

- (l) An employee who does not return to work after leave may, in some situations, be required to reimburse the City for the cost of the health plan premiums paid by it.
- (m) The provisions of this policy are intended to comply with applicable law, including the Family and Medical Leave Act of 1993 ("FMLA") and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by that Act and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- (n) The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the City regarding family and medical leaves (if any) shall be followed.
- (o) Six-week Leave. An employee who does not qualify for leave under Paragraph A above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the City for at least 12 consecutive months and has worked an average number of hours per week equal to one-half fulltime equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.
- (p) Dissemination of Policy. This policy shall be conspicuously posted in each City work location in areas accessible to employees.
- (q) This policy will be reviewed at least annually for compliance with state and federal law.
- (r) The provisions of this section shall apply to employees represented by a collective bargaining unit, unless the collective bargaining agreement provides greater benefits.

## **Sec. 26. Parenting Leave.**

### **Purpose:**

The City of Cambridge will provide up to eight calendar weeks of paid parental leave to employees following the birth of an employee's child, or the placement of a child with an employee in connection with adoption. Employees who have given birth to a child but have experienced a stillbirth are still eligible for a prorated amount of paid leave of up to two weeks of paid leave. The Purpose of this paid parental leave policy is to enable employees to care for and bond with a newborn child, or newly adopted child.

Parental leave shall run concurrently with Family and Medical Leave Act (FMLA) leave. If an employee has used all eight weeks of provided paid parental leave, and chooses to use the remainder of their available FMLA leave that employee must use vacation, sick, or comp time as otherwise allowed in this personnel policy during FMLA leave. This policy will be in effect as of January 1, 2023.

### **Eligibility:**

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- (a) In order to be eligible for parental leave an employee must:
  - a. Be a Full-Time employee who has been employed with the City for at least one year.
  - b. The qualifying event must occur on or after the one year date of employment
  - c. Have recorded, through in office work or approved leave, a minimum of 2080 hours in the last 12 months
  - d. Have given birth to a child
  - e. Be the spouse or partner of someone who has given birth to a child
  - f. Not have utilized paid parental leave within the last calendar year
  - g. Have adopted a child age 17 or younger. The adoption of a new spouse's child is excluded from this policy.
- (b) If both caregivers are eligible employees, each will be able to utilize paid parental leave according to the provisions of this policy.
- (c) Paid parental leave is not available for foster care placement, surrogate mothers, or sperm and egg donors

### **Amount, Time Frame and Duration of Leave**

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- (a) Eligible employees will receive up to eight calendar weeks of paid parental leave per qualifying birth or adoption. The fact that a multiple birth or adoption occurs (e.g. the birth of twins or adoption of siblings) does not increase the eight week total amount of paid parental leave granted for that event. In addition, employees shall not be eligible to utilize more than eight weeks of paid parental leave within a rolling 12-month period, regardless of whether more than one qualifying event occurs within that 12-month time frame.
- (b) Paid Parental Leave operates similarly to vacation, or sick leave. This leave will provide compensation and benefits for each regularly scheduled shift an employee is scheduled to work for eight calendar weeks. Pay associated with this leave will follow the same schedule as all other payroll.
- (c) Approved paid parental leave may be utilized at any time during the first six-month period immediately following the birth or adoption of a child as defined in the eligibility requirements section of this policy.
- (d) For stillbirth, leave may be taken at any time during the first six months following the qualifying event, but will be a prorated leave of 2 weeks paid parental leave.
- (e) Paid Parental leave must be taken consecutively and not intermittently.
- (f) Paid Parental leave may not be used beyond six months after the qualifying event. Any unused leave will be forfeited at the end of this six-month time frame.
- (g) Upon the termination of an individual's employment at the city, the employee will not be paid for any unused paid parental leave for which they were eligible.

### **Coordination with Other Policies**

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- (a) Family and Medical Leave Act
  - a. Paid Parental leave taken under this policy will run concurrently with FMLA leave; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption, will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether

paid or unpaid, granted to the employee under the FMLA exceed 12 weeks during a 12-month FMLA period. However, if an employee has exhausted their FMLA leave in a 12-month period, they are still eligible for leave under this policy.

- b. After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through the employees' accrued sick, vacation, or comp time. Upon exhaustion of sick, vacation, and comp time, any remaining leave will be unpaid leave. Please refer to the section specific to FMLA for further guidance on its use.

### **Procedures**

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- (a) Employee requests for Paid Parental leave must be provided to their supervisor at least 30 days prior to the proposed date of leave (or if the leave was not foreseeable as soon as possible). The employee must complete the necessary HR forms and provide all required documentation to substantiate their request.
- (b) Changes to the application of this policy are subject to approval by the City Administrator.
- (c) All requests for Paid Parental leave must be approved by the City Administrator

### **Other provisions relative to parental leave:**

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- (a) City benefits accrue at their usual rates while an employee is receiving paid parental leave.
- (b) Beyond what is provided in accordance with paid parental leave or family and medical leave, City provided benefits shall not accrue during an unpaid parental leave. However, the employee shall be eligible to continue group insurance by paying the employee contribution portion of the premiums at the employee's own expense.
- (c) If an employee does not return to active employment at the conclusion of the approved parental leave, the City shall consider it a voluntary resignation on the part of the employee.
- (d) All pregnancy-related disabilities shall be treated the same as all other disabilities in accordance with appropriate provisions section of this ordinance.
- (e) A part-time or seasonal employee shall be provided parental leave in compliance with Minnesota Statutes.

## **Sec. 27. Unapproved Absences.**

- (a) An employee must receive prior approval for an absence from work. An employee absent from duty without approval of the employee's department head, or designee, may be subject to disciplinary action up to and including discharge.
- (b) An employee who is absent from work without approval for 2 consecutive work days shall be considered to have voluntarily resigned from employment with the City, unless circumstances

beyond the employee's control can be provided to the department head and/or City Administrator.

- (c) Section 27 shall apply to full-time, part-time, and seasonal employees, including those represented by a collective bargaining unit.

## **Sec. 28. Employee Complaint Procedure.**

**Purpose:** All employees have a right to be heard relative to concerns or complaints pertaining to employment.

**Procedure:** The following steps shall be utilized to facilitate an orderly process for allowing an employee's concerns to be heard:

- (a) **Immediate Supervisor:** The employee shall discuss the concern with their immediate supervisor in an attempt to resolve the concern. If the employee is not satisfied, the employee may file a complaint with the department head or designee.
- (b) **Department head:** In filing a complaint with the department head, or designee, the employee shall forward a written complaint to the department head. Upon receipt of the written complaint, the department head, or designee, shall meet with the employee in a timely manner to hear and consider the complaint. A written response will be given the employee in a timely manner. The department head, or designee, shall take steps to investigate the employee's complaint and take necessary actions, such as:
  - (1) Take action appropriate to the authority of the department head, or designee, to resolve the employee complaint, or;
  - (2) Inform the employee there is no basis for City action.
- (c) **Administrative Level:** If the employee is not satisfied, the employee may submit the complaint to the City Administrator, or designee. The City Administrator, or designee, shall review as necessary and issue a written statement of disposition of the complaint in a timely manner. The decision of the City Administrator is final.
- (d) **City Administrator:** If the complaint involves the City Administrator, the employee shall submit the complaint to the City Attorney. The City Attorney shall review as necessary and report to the City Council their findings.
- (e) Section 28 applies to all employees, including seasonal employees, unless the employee is subject to a collective bargaining agreement that provides a different employee complaint procedure.

## **Sec. 29. Employee Conduct.**

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents and businesses of the City. Employees should exhibit conduct that is ethical,



professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by an employee's supervisor.
- Employees are expected to use available working hours to the best advantage in carrying out work-related duties.
- The conduct of an employee on the job shall not bring negative public opinion upon the City.
- Employees are expected to treat each other in a professional, respectful manner. Hurtful, disparaging, cutting remarks intended to defame, demoralize, disrespect or otherwise demean others will not be tolerated. Instructive comments and suggestions for improvement are encouraged, provided they are given in a positive, constructive way.

Following are general rules of behavior relative to an employee's political activities.

- (1) An employee of the City may express personal opinions on political subjects and candidates and take an active part in political management and campaigns as long as it does not interfere with job performance or duties and such activities occur outside of the workplace.
- (2) An employee of the City may not, directly or indirectly, during working hours or on City property, solicit or receive funds for political purposes.
- (3) An employee of the City may not, at any time, use authority or official influence as a result of their employment to compel any person to do any of the following: apply for membership in any political organization; pay or promise to pay any assessment (other than their own), subscription, or contribution for political purposes; or take part in any political activity.

Section 29 applies to all full-time, part-time, and seasonal employees, including those represented by a collective bargaining agreement.

## **Sec. 29a. Dress for your Day Policy**

The City follows a “Dress For Your Day Policy” allowing employees discretion to select appropriate dress for the business of each workday. While dress for your day is intended to be relaxed, the expectation is that employees will nevertheless wear clothing appropriate for their work environment.

This policy is meant to provide a more generally relaxed expectation for employee attire, and no dress code can cover all contingencies, so employees are required to exercise sound judgment in the choice of clothing to wear to work.

- No torn, excessively faded, dirty, patched, or frayed clothing
- No clothing containing words, terms, or pictures that may be offensive to others.
- No clothing which displays political messaging of any kind
- No pants/shorts with slogans of any sort written across the buttocks
- No shorts
- No tank tops or sleeveless shirts
- No clothing that reveals an employee’s stomach, bare back, chest cleavage, or underwear
- No mini skirts
- No athleisure or athleticwear
- No pajama wear

Certain employees in Public Services and Community Development (Building Inspections) are required to wear identifiable City logo apparel, provided by the City, as approved by the department director.

The City will administer this policy in accordance with the Minnesota Human Rights Act and all other applicable Federal and State laws.

The City Administrator and Department Heads will be responsible for enforcing this policy.

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## **Sec. 30. Outside Employment.**

The purpose of this section is to establish standards for the reporting of outside employment to protect both the City and employees from engaging in an activity that might be construed to be a conflict of interest between the employee’s regular duties with the City and the outside employment.

- (a) Full-time employees are required to provide a written disclosure of outside employment to the City Administrator, or designee, prior to engaging in any other employment, activity, or enterprise for private gain.
- (b) The City Administrator shall monitor and may prohibit the outside employment, activity, or enterprise of employees for private gain. Consideration will be given to the following conditions:
  - Outside employment must not interfere with a full-time employee’s availability during the city’s regular hours of operation or with a part-time employee’s regular work schedule.

- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
  - The employee must not use city equipment, resources or staff in the course of the outside employment.
  - The employee must not violate any city personnel policies as a result of outside employment.
  - The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
  - No employee will work for another employer, or for his/her own business, while using paid sick leave from the city for those same hours.
- (c) At the discretion of the City Administrator, approval of outside employment for private gain may be withdrawn if it appears the outside employment is no longer appropriate.
- (d) An employee's failure to disclose participation in non-City employment that is or may be construed to be a conflict of interest may be grounds for disciplinary action up to and including discharge.
- (e) Use of City time, staff, facilities, equipment, supplies, or influence of City employees for private gain or advance is prohibited. Such occurrences may be grounds for disciplinary action up to and including discharge.
- (f) Section 31 shall apply to all full-time employees, including those represented by a bargaining unit.

### **Sec. 31. Solicitations.**

The purpose of this section is to set up standards for employees soliciting donations, contributions, or promoting appropriate fundraising activities.

- (a) Employees may solicit donations, contributions, or promote appropriate fundraising activities by posting the event or item in a neutral location in the City, i.e. lunchroom, whereby an employee may voluntarily make a donation or participate in the activity.
- (b) An employee may not directly solicit donations, contributions, or request participation in a fundraising activity from other employees.
- (c) Certain fundraising activities sponsored by the City may be exempted from this provision.
- (d) The home addresses and home telephone numbers of City employees shall be withheld from all persons, businesses, or organizations.

- (e) Section 31 shall apply to all employees, part-time, and seasonal employees, including those represented by a bargaining unit.

## **Sec. 32. Tuition Reimbursement Program.**

### **Purpose**

The City of Cambridge encourages its employees to improve skills and knowledge through education. To assist employees in obtaining personal job-related education and career goals, the City offers the following tuition reimbursement program to eligible employees.

### **(a) Eligibility:**

Eligibility for the reimbursement program shall be based on the following criteria:

- (1) Full-time employees, including those represented by a bargaining unit, upon successful completion of the initial learning and evaluation period with the City, or as individually agreed, shall be eligible to apply for reimbursement of job-related educational courses under the City's tuition reimbursement program.
- (2) This program is voluntary and, as such, all course work shall be completed outside normal working hours.
- (3) In order to be considered for tuition reimbursement, the course or degree program must be directly related to the employee's current job or to a position to which the employee could be directly promoted within the City.
- (4) Tuition reimbursement shall be considered only for course work taken at recognized accredited colleges, vocational schools, or approved adult educational programs.
- (5) Tuition reimbursement forms are available from the City Administrator.

### **(b) Approval**

In order to be eligible for tuition reimbursement, all requests for course work or a degree program must receive prior written approval from the appropriate department head and City Administrator, subject to budgetary considerations.

### **(c) Reimbursement**

An employee shall be eligible for reimbursement in accordance with the following.

- (1) Upon successful completion (C grade or better) of a pre-approved educational course, the City shall reimburse the employee for cost of the course tuition and other associated fees not to exceed the equivalent of the cost of tuition at the University of Minnesota for comparable courses. An employee may only request reimbursement for one educational course per educational semester. At the discretion of the City, the tuition reimbursement maximum may be waived for certain job-related accelerated undergraduate degree programs. The City shall not reimburse the employee for necessary textbooks and materials, meals, or travel expenses.

Expenses for which the employee could be compensated through other educational incentive programs, such as the GI Bill, will not be covered. Doctorate and law school programs shall not be eligible for tuition reimbursement under this policy.

(2) If the employee leaves employment within three years from the date of completion of the educational course or completion of a degree, the employee shall reimburse the City for the cost of the educational course or the cost to the City in obtaining the degree. The costs may be withdrawn from any accrued severance pay under the employment policy.

(d) Section 32 shall apply to all full-time employees, including those represented by a bargaining unit.

### **Sec. 33. Convention Attendance.**

- (a) Conventions, seminars, workshops, or conferences of a national scope or regional (multi-state) gathering of national groups, may be attended by department heads. In some cases, a division head or department head's assistant (someone frequently designated to act in his or her absence) may attend a conference if the gathering is specifically related to his or her technical area. In all cases, specific approval by the department head and City Administrator is necessary. In all cases, the individual attending national conferences will be on his or her own time for all travel related time.
- (b) In-State or pre-approved bordering state conventions, seminars, workshops, and conferences may be attended by department and division heads or their designated representatives. Attendees may include any employee if the convention directly relates to their area of work. In all cases, specific approval by the department head and City Administrator is necessary.
- (c) Employees should be aware at all times that they are representing the City of Cambridge while attending any conference, meeting seminar, or convention. Employees should conduct themselves as if they were at work. Improper conduct at any City authorized or sponsored event reflects poorly on the City and will be subject to disciplinary action as if it occurred during regular working hours.
- (d) Any costs associated with the conference or travel that exceeds budgeted amounts shall be the responsibility of the employee.
- (e) Section 33 applies to all permanent employees, including those represented by a collective bargaining unit.

### **Sec. 34. Travel Reimbursement.**

The City of Cambridge may reimburse employees, including those represented by a bargaining unit, part-time employees, seasonal workers, volunteers, appointed (hereafter referred to as Employees), and elected officials, for actual expenses incurred while acting as a representative of the City. Unless otherwise required by law, the following conditions must be met in order to qualify for reimbursement:

- (a) The expenditure must qualify as a public purpose expenditure as determined by State law and the City of Cambridge for which the City may use public funds.

- (b) Prior supervisory approval from the department head or City Administrator must be received before reimbursement will be made.
- (c) Reimbursement shall be made in accordance with the rules stated in this policy.
- (d) All requests for travel involving an overnight stay must be submitted in writing. A copy of the seminar information should be attached to the request.
- (e) An employee shall use a City vehicle when a City vehicle is available. Mileage allowance reimbursements will be established at the current IRS rates.
- (f) An employee shall be reimbursed for meals, when necessary, as part of the operations of the City or as part of training or "business lunches." For local meals including beverage, employees shall be reimbursed up to ~~\$13.00 for breakfast, \$14.00 for lunch, \$23.00 for dinner, or~~ the maximum amount set by United States General Services Administration for meal reimbursement rates in Minnesota. When an employee attends out-of-state meetings or training in a "metropolitan area," the employee shall be reimbursed at the IRS reimbursement rates. Reimbursement will not be provided for alcoholic beverages under any circumstance.
- (g) Receipts for miscellaneous travel expenses (i.e. parking fees, cab fares) are necessary for the employee to be reimbursed.

### **Sec. 35. Mileage Reimbursement.**

- (a) The City of Cambridge shall reimburse employee's travel expenses whenever an employee is required to use his own vehicle for official City business.
- (b) Reimbursement shall be made to the employee at the rate established by the Internal Revenue Service each year.
- (c) A City vehicle is always the first preference for travel use. This limits the City's costs in terms of mileage reimbursement. If for some reason, a City vehicle is not available (e.g. checked out by another City employee for a conference or meeting), an employee is able to use their personal vehicle and request mileage reimbursement at the current IRS mileage reimbursement rate.

If this situation occurs, the mileage reimbursement request should be based upon the shortest trip distance. If you leave and return from City Hall/Police Department/Fire Station, Public Works, or Northbound Liquor then you would count mileage from door to door. If you leave from your home and the distance is shorter from your home to the destination, then you should submit the shorter distance for reimbursement. If you leave from your home and the distance is greater than the door-to-door distance from a City building to your destination, you should submit the mileage as if you were departing from the City building because that is the shortest distance.

### **Sec. 36. Inclement Weather.**

- (a) Whenever non-exempt employees are unable to report to their assigned work place for the time periods designated by the City due to weather conditions (such as, but not limited to, snow, flooding, ice, etc.), such employees will not be compensated for time not worked.
- (b) Employees desiring to use accumulated compensatory time and/or vacation time for such non-work time may do so.
- (c) Exempt employees are responsible for the performance of any duties not performed due to their temporary inability to report to their work place for assigned duties due to inclement weather.
- (d) Section 36 applies to all full-time, part-time, and seasonal employees, including those represented by a collective bargaining unit.

### **Sec. 37. Sexual Harassment Prevention Policy.**

Sexual harassment and sex discrimination are against the law. It is the policy of the City of Cambridge to abide by the federal and state laws that prohibit sexual harassment, intimidation, or coercion. The supervisory and management personnel of the City are responsible for implementing this policy. The City of Cambridge will investigate all complaints of actual or perceived sexual harassment formal or informal, written, or verbal.

Sexual harassment is a form of sex discrimination that is unlawful under Title VII of the Civil Rights Act of 1964 and Minn. Stat. § 363, the Minnesota Human Rights Act. A charge of discrimination may be filed by a person or group of people who believe they are victims of unlawful sex discrimination.

Sexual harassment demeans people and creates unacceptable stress for the entire organization. The City will not tolerate sexual harassment of its employees by anyone, including supervisors, other employees, elected officials, and members of the public. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature when:

- (a) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment.
- (b) submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or
- (c) such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

All employees should be careful to treat their co-workers, subordinates and supervisors with respect at all times.

**Definition of Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Following are examples of conduct that may be legally actionable sexual harassment. These examples are not all inclusive:

- (a) Use of demeaning terms that have sexual connotation.
- (b) Objectionable physical proximity or physical contact.
- (c) Unwelcome suggestions regarding, or invitations to, social engagements or events.
- (d) Any indication, express or implied, that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend or may depend on the granting of sexual favors to any other employee, supervisor, or manager.
- (e) Any action relating to any employee's job status that is, in fact, affected by consideration of the granting or refusal of social or sexual favors.
- (f) The deliberate or careless creation of an atmosphere of sexual harassment or intimidation.
- (g) The deliberate or careless expression of jokes or remarks of a sexual nature to or in the presence of employees who may find such jokes or remarks offensive.
- (h) The deliberate or careless dissemination of materials (such as cartoons, articles, pictures, etc.) that have a sexual content and which are not necessary for work to employees who may find such materials offensive.
- (i) Unwelcome behavior or words directed at an individual because of gender.

**Employee Responsibility**

All employees shall be careful to treat their co-workers, subordinates, and supervisors with respect at all times.

**Reporting**

Any employee who feels that (s)he is a victim of sexual harassment, or who believes (s)he has witnessed sexual harassment, or who knows of activities which constitute sexual harassment, is expected to immediately report such actions in accordance with the following procedure:

- 1) Any employee who feels that he or she is being subjected to sexual harassment in any form, shall, if the aggrieved employee feels comfortable in doing so, inform the person engaging in the sexual harassing conduct or communication that such conduct or communication is offensive, against City policy, and must stop. Any employee who has witnessed or believes that (s)he is a victim of sexual harassment or knows of activities that constitute sexual harassment is expected to report the act immediately to their Department Head, City Administrator, or City Attorney.



- 2) If the employee does not feel comfortable informing the person engaging in sexual harassing conduct an employee may contact the employee’s supervisor or department head if the employee is comfortable in doing so. The employee may also contact:
- City Administrator  
City Attorney
- 3) Any employee who becomes aware or is concerned about a perceived incident of sexual harassment must report this activity to a manager, department head, or the City Administrator. If the incident involves the City Administrator, the employee should report the incident to the City Attorney.
- 4) Any supervisor, manager, or department head receiving a report must contact the City Administrator or the City Attorney in cases where the complaint involves the City Administrator.
- 5) Any employee who believes he or she has been subjected to sexual harassment may also contact:
- i. Isanti County Human Rights Commission  
555 18<sup>th</sup> Ave. SW  
Cambridge, MN 55008  
763-689-3859
  - ii. Minnesota Department of Human Rights  
190 East 5th Street, Suite 700  
Saint Paul, MN 55101  
**Phone:** 651-296-5663 or 800-657-3704  
**TTY:** 651-296-1283  
**Fax:** 651-296-9042
  - iii. The Equal Employment Opportunities Commission  
500 West Madison Street, Suite 2000  
Chicago, Illinois 60661  
**Phone:** 1-800-669-4000  
**Fax:** 312-886-1168  
**TTY:** 1-800-669-6820

**Investigation**

Any employee or supervisor who has been found to have sexually harassed another employee may be subject to appropriate disciplinary action, up to and including immediate discharge.

If a formal investigation of a compliant is warranted, the City will conduct the investigation in a discreet manner. The City recognizes that every investigation requires a determination based on all the facts in the matter. The City also recognizes the serious impact a false accusation can have.

The City will not tolerate retaliation against an employee who files a complaint alleging sexual harassment. The City will discipline any employee who retaliates against another employee who files

a complaint alleging sexual harassment or who testifies, assists, or participates in any manner in any investigation into a complaint alleging sexual harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### **Discipline**

Sexual harassment of any employee, or volunteer, of the City by another employee, elected official, volunteer, or contractor of the City will not be tolerated. If investigation of a complaint of sexual harassment produces evidence that such harassment has occurred, appropriate disciplinary action will be taken up to and including discharge.

Section 37 shall apply to all full-time, part-time, and seasonal employees, including those represented by a bargaining unit.

### **Sec. 38. Workplace Use of Physical Force by Employees.**

- (a) All employees of the City of Cambridge are prohibited from any use of physical force or physical enforcement unless the employee determines that any of the following conditions exist.
  - (1) Physical force is necessary to protect the health and welfare of the person involved.
  - (2) Physical force is necessary to protect the health and welfare of others.
  - (3) Physical force is necessary to protect the health and welfare of the employee in self-defense.
- (b) Section 38 shall apply to all full-time, part-time, and seasonal employees, including those represented by a bargaining unit. This policy does not apply to the Police Department in the conduct of law enforcement activities. The Police Department's Use of Force policy applies for law enforcement activities.

### **Sec. 39. Workplace Violence Prevention.**

- (a) The City of Cambridge is committed to preventing workplace violence and to maintaining a safe work environment. The City has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.
- (b) All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous hazardous devices or substances are prohibited from the facilities of the City without proper authorization.
- (c) Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, sexual orientation, or any characteristic protected by federal, state, or local law.

- (d) All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to an employee's immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible. All suspicious activities should also be reported as soon as possible to a supervisor. An employee should not place himself or herself in peril. If an employee sees or hears a commotion or disturbance near the employee's workstation, the employee should not try to intercede or see what is happening.
- (e) The City may take appropriate action when dealing with customers, former employees, or visitors to the facility who engage in violent behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- (f) The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees, either with or without pay, pending investigation.
- (g) Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.
- (h) The City encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the City Administrator before the situation escalates into potential violence. The City is eager to assist the resolution of employees' disputes and will not discipline employees for raising such concerns.
- (i) Section 39 applies to all full-time, part-time, and seasonal employees, including those represented by a collective bargaining unit.

#### **Sec. 40. Computer Usage.**

The purpose of these policies is to assist the City in protecting its computer system security and assets, to protect the privacy rights of employees, to manage City resources, and to protect the rights of third parties for appropriate access to City files. These policies address access and use of computer hardware, software, data, and electronic mail messages. It also sets forth the City's policies with regard to disclosure of computer files, created or received, or electronic mail messages sent or received by City employees with the use of the City's computer resources or electronic mail system.

These policies set forth the proper use of computer hardware, software, data, and the electronic mail system provided by the City. The City intends to honor these policies but reserves the right to change them as the City may deem reasonable under the circumstances. All employees that will work with the City's computers are responsible for reading and adhering to these policies.

**Storage of Data**

All data shall be stored on the network server. Tape drives are provided for back-up purposes - this does not back-up the workstation hard drives [the "C" drive]. The process of re-configuring workstations as the environment changes may at any time result in the loss of data stored on the workstations hard drive.

**Management of Files**

Because the storage capacity of the networks is limited, all users are responsible for deleting outdated files. Files that are older than three years in employees' personal directories or shared City Hall are considered outdated. Administration will periodically, without warning, delete any files that are outdated.

**Portable Files**

To facilitate off-site work, employees may copy appropriate files to and from USB storage devices. Appropriate files include word processing documents, electronic spreadsheets and presentation graphic files (examples include files created in Word for Windows, Excel or PowerPoint). No other files may be copied from or to City computers.

**Work Product Ownership**

All information developed on a City computer system or introduced to a City computer system is the property of the City of Cambridge, regardless of where it was created.

Likewise, all information developed by a Cambridge employee on computers outside of the City, if in conjunction with his or her employment with the City, is the property of the City of Cambridge. Copies of such files must be provided to the City, which has exclusive rights to retain, maintain and modify files.

**Virus Protection**

Users shall not change their system's configuration or take other steps to defeat virus protection devices or systems. Individual employees are responsible for verifying that disks used or received from outside computers are scanned for viruses prior to their use in City computers. Contact MIS for assistance in having the diskettes checked.

**Configuration**

Individual workstations are configured to operate in a complex, networked environment. Users may not change their system's setup files. Users who believe their setup files are not configured properly should contact MIS staff for assistance.

**Use**

The information system at the City of Cambridge shall be used to conduct City business, except as outlined in *Personal Use of City PC's*. Before leaving work, users must log off the network. Users must shut-down their individual workstations every Friday for the weekend and before going on vacation.

**Licensed Software**

The City of Cambridge complies with all software copyrights and terms of all software licenses. City employees may not duplicate licensed software or related documentation. Any such duplication may

subject employees and/or the City to both civil and criminal penalties under the United States Copyright Act. Personal software may be installed *only* at the direction and with the approval of MIS staff. Unapproved software or downloads may compromise the City's computer system, and maybe removed by MIS staff without notice. City-owned software may not be loaded on external systems unless the license agreement allows such use and the MIS Coordinator approves.

## **SECURITY**

### **Overview**

Electronic information is a significant asset of the City of Cambridge. The goal of information system security is to protect information from unauthorized or inappropriate access or modification.

### **Control of Security**

Users, with the exception of the City Administrator, shall not add additional security, such as passwords, to their workstations or files. Users who believe they have security needs that go beyond current information technology standards and tools should contact the MIS Coordinator.

### **User Access Controls/Network Passwords**

Computer users shall identify themselves to the system by signing on with their assigned user name. Users shall never attempt to sign on to the system with any other user name. All users shall maintain passwords as required by MIS. Passwords shall not be shared with anyone for any reason. If a user forgets the password, the MIS Coordinator will facilitate assigning a new password. Network passwords will change every three months. It is the responsibility of the individual to select their password.

### **Access to Data**

The user's ability to view, add, or modify information in network files is based on access rights configured by MIS staff. The MIS Coordinator may change user access rights as necessary to the transaction of City business.

## **SOFTWARE USE AND THE LAW**

In addition to authorized roles regarding software, the legal implications for improper handling of software can be significant:

According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 per work copied, and criminal penalties, including fines and imprisonment. The City of Cambridge does not condone the illegal duplication of software or any other form of criminal activity. Employees who engage in such activity are also subject to discipline using City personnel policies and union contracts.

Employees should contact MIS if you-need more information on software use and the law.

## **PERSONAL USE OF CITY PC's**

The City currently allows personal use of City PCs **only by City employees** during non-work hours when the PCs are not being used for City business. Employees are to provide their own paper and store their personal files only on their personal data storage devices.

City PCs are not to be used to manage any part of a private business for personal gain, political issues, or criminal activity. No personal software is to be used on City PC's. Supervisors who determine that such uses are interfering with City business or are otherwise engaged in use that is inconsistent with a positive public image may prohibit specific personal uses. *Other organizations will not use the City of Cambridge computers.*

#### **PORTABLE COMPUTER USAGE**

Portable personal computer(s) can be used for City business, outside of City facilities, after normal working hours provided these procedures are followed:

The building the portable personal computer is located in has first priority.

The City Administrator or MIS Coordinator must approve other employees' usage of the portable personal computer after normal working hours.

Portable computers will be "checked out" on a first come, first served basis. The following are the "librarians" at City Hall:

MIS Coordinator  
City Administrator

The employee must read and sign the Employee Portable Computer Agreement. It is the "librarian's" responsibility to ensure this is done.

If a portable computer is stolen while outside of the City facilities, an insurance claim should first be submitted to the individual's insurance company.

If their insurance company pays for the theft, the check should be signed over to the City and given to the Director of Finance. If the insurance company does not pay, the letter of denial should be forwarded to the Director of Finance.

An employee may only use the City's portable personal computer(s) for personal work within City facilities and in conformance with *Personal Use Policy*.

#### **ELECTRONIC MAIL AND OTHER PRIVACY ISSUES**

City e-mails exist for work-related use. Any personal e-mails received by an employee could be considered public under the State Data Practices Act. Following are basic guidelines for using electronic mail (E-mail) **or any other form of storing data** as a City employee:

- Tact counts. If there is any doubt whether E-mail is the right medium for a message, use another form of communication.
- If you are a supervisor, never deliver a reprimand via E-mail
- Never gossip or provide personal information about yourself or someone else or emotional responses to business memos.

- The use of insensitive language, or derogatory, offensive, or insulting remarks maybe subject to discipline per City personnel policies and practices and Union contracts.
- The use of harassing language, including sexually harassing language or any remarks that may be misinterpreted as such maybe subject to discipline per City personnel policies and practices and Union contracts.
- E-mail **IS NOT** confidential, is subject to the Minnesota Data Practices Act, and will be periodically reviewed.
- The MIS department may periodically require a user to clean out their in-box and sent items to save server space. Prior to deletion, the records retention schedule should be consulted to see if it must be stored as correspondence in Laserfiche.
- E-mail should be checked at least daily, unless the individual is away from the office.

In other words, use common sense and focus on City business. At this time, not all-individual employees will have individual e-mail accounts.

#### **INTERNET USE**

The use of the Internet during work hours should be limited to those subjects that are directly related to an individual's job duties for the City of Cambridge. Employees are advised to exercise discretion when using the Internet for personal business since any use can be monitored by individuals outside the organization, and will be monitored by MIS staff.

The primary function of the computer system is to assist in service delivery to our residents and customers. Allowing employees to spend personal time learning how to use and conduct research on the Internet will ultimately result in improved performance as employees for the City of Cambridge.

To that end, employees may access web sites for personal use after business hours or during non-work time such as lunch. This use is limited to web sites that are considered "business appropriate" and employees are expected to exercise good judgment when accessing sites. Employees may not intentionally access any site that is inappropriate for a public sector employee, or which could cause embarrassment to the organization or the employee. If this occurs, employees are expected to notify their supervisor. Public sector organizations are held to a high standard of scrutiny and ethical behavior. Some examples of inappropriate sites include adult entertainment, sexually explicit material, web sites promoting violence or terrorism, illegal use of controlled substances (drugs) and intolerance of other people/races/religions, etc.

Large files downloaded from the Internet must be copied to a USB storage device and printed at home.

Department Heads will determine which employees are given access to the Internet.

Except as specifically provided here, employees are not allowed to utilize social media or instant messaging on City computers for personal use purposes.

## **WEBSITE**

The City of Cambridge has a web site on the Internet. The City of Cambridge web site is designed to be a fast, convenient way to communicate to people.

### **Information Format**

Departments will be required to review their information at least quarterly to ensure it is accurate and current. If information changes between the quarterly reviews, it should be updated immediately by submitting the updates to the individual maintaining the City's website.

### **Meeting Information**

All meetings that are open to the public should be included on the web site. It is the responsibility of the department staffing the meeting to get the meeting dates/times on the website. Information may include agendas, letters sent to residents, bulletins placed in newspapers, etc.

Meeting information should, when possible, be put on the City's website a minimum of two full working days prior to the meeting date if it is to appear on the web site. For example, agendas for Wednesday night meetings should be posted by Monday morning. As with anything, the sooner the information is posted the better.

### **Links to Other Sites**

The City of Cambridge's web site is for informational purposes only. It is not intended to be a venue for advertisements or endorsements. Our web site will provide links to other web sites only if the web site is for a governmental or quasi-governmental entity. Quasi-governmental organizations include libraries, license bureaus, etc. The City will not create a link to other businesses or non-profit organizations, with the exception of those businesses included in the Business Directory.

### **Web Space to Other Organizations**

The City of Cambridge will not provide web space to other businesses or organizations. The web site is leased on an annual basis, from an outside vendor. To allow others access to this space would be logistically difficult and opens the City information up to security issues and additional costs.

### **Business Directory**

The City of Cambridge's web site does include a Business Directory. This is provided as a service to current and potential residents and will include only businesses such as electric, gas, telephone, cable and County services. It is not a means of allowing businesses to advertise their services. Information included in this portion of the site is: business or organization name, address and location, phone number, brief description of services provided and a link to their web site, if applicable. No Company logos, graphics or pictures will be included in the Business Directory.

### **E-mail**

The City's web site allows visitors to send us e-mail. The City's general e-mail address is [info@ci.cambridge.mn.us](mailto:info@ci.cambridge.mn.us). The City's e-mail will be checked daily for new messages and messages will be distributed to the appropriate City department. All efforts should be made to respond to e-mail requests in a timely manner.



Occasionally, the City will receive e-mail requests that more properly belong to another agency or organization. While City staff will attempt to contact the appropriate party with the request, we are not responsible for conveying non-City-related information to outside organizations. In the event that City staff cannot find the appropriate contact, the requestor should be notified that we are unable to forward their request.

### **ELECTRONIC AND VOICE MAIL COMMUNICATIONS**

Electronic communications can take a variety of forms such as telephone messages, voice mail, facsimile, electronic mail and similar computer-based documents.

Electronic communication is any message or data sent or received electronically. There are two main categories of electronic communication currently being utilized by the City: Electronic mail and voice mail. Electronic mail or e-mail is computer based and involves receiving and delivering some type of computer output (messages, letters, memos, spreadsheets, etc.) via the City network and phone lines. Voice mail is a system whereby sounds, usually voices, are digitally recorded, transmitted, and stored. The City of Cambridge e-mail and voice mail systems are provided to facilitate City business communication among employees and other business associates. To assure the continued benefits that e-mail and voice mail makes possible it is necessary for all employees using these forms of communication to adhere to uniform policies.

#### **Proper Use**

The e-mail and voice mail systems are City property and are intended for City business. The systems are not to be used for employee personal gain, illegal activities, or political activities. All data and other electronic messages within these systems are the property of the City of Cambridge. Limited and brief personal use of e-mail and voice mail is acceptable.

#### **Privacy**

As a matter of routine, the City will not monitor e-mail or voice mail messages. However, the City, through its managers, supervisors and MIS staff, reserves the right to and may periodically review the contents of employee's e-mail or voice mail files. Also, employees may not intentionally intercept, eavesdrop, record, alter, or receive other persons e-mail without proper authorization.

#### **Sensitive Issues**

Avoid language that is insensitive, insulting, offensive, derogatory, harassing, or discriminatory. If you are in doubt whether electronic communication is the proper medium for a message, use another form of communication.

#### **Checking E-mail and Voice Mail**

Both e-mail and voice mail should be checked at least daily. If the message requests a response the response should be sent as soon as possible.

#### **Day Long Absence**

For absences of one day or longer the "Out of Office Assistant" (OOA) should be used for the e-mail system. The OOA is found under the "Tools" menu when using the "in-box". A temporary voice mail greeting should also be activated for the voice mail system. When leaving a message in the OOA or in the temporary voice mail greeting, please remember to state what day or days you will be gone and

leave the name of someone who can be contacted in your absence. Remember to make arrangements with your alternate contact on days when you will be gone.

#### **Deleting Messages**

Generally, voice mail messages are temporary communications, which are non-vital and may be discarded routinely. However, depending on the content of the message, it may be considered a more formal record and should be retained pursuant to the departments record retention schedule. E-mails will fall under the City's record retention schedule.

#### **E-mail Address**

To facilitate use of the e-mail system, you may give your individual e-mail address to professional associates, vendors, and other business contacts.

#### **Junk Mail (Spam)**

Delete junk mail as soon as possible. If you do not desire mail from any sender you may reply with an e-mail that asks to be deleted from any e-mail list.

#### **Graphics**

Graphics require a lot of memory. Distribution of graphics should be limited to those who are necessary recipients. Messages with a graphic should be deleted as soon as possible. Animations require large amounts of memory and should be avoided.

#### **Voice Mail Greetings**

Voice mail greetings should include information such as "Hello you have reached xxx, I am sorry I missed your call. Please leave me your message after the tone and I will return your call. If you need immediate assistance, please press zero and the receptionist can redirect your call."

If you will be out of the office for longer than eight hours your greeting should reflect that you will be out of the office and when you will return. All electronic communications reflect the City of Cambridge and should be business oriented and professional in content. In other words, use common sense and focus on City business.

#### **CALENDAR/SCHEDULER USE**

All employees who have Microsoft Outlook program should use the calendar/scheduler program to schedule all appointments and meetings. All meetings, vacations, and appointments should be updated on calendars daily.

Using the "set up meeting" function to schedule meetings with other staff or groups can be productive. Schedule time as busy, not tentative, when you are scheduling your own time as well as using the Meeting Planner.

When scheduling a meeting, be sure the reminder option is turned on. Set the reminder to come on prior to the meeting time. Staff will get a reminder for the meeting and won't be late.

Travel time should be included when scheduling time for you or through the Meeting Planner. When you create the meeting, you can note the meeting time and travel time in the comment section.

The City Events Calendar should also be used to reserve a specific meeting room and equipment.

#### **REMOTE ACCESS FROM HOME**

If approved by the City Administrator, an employee may be authorized to have remote access to the City's Microsoft Exchange server via a cellular device. If approved by the City Administrator, an employee may be authorized to access the City's main server through their home computer via an internet connection. All remote access connections must be checked by the City's IT consultant to ensure proper setup, to ensure that virus protection is enabled on all devices accessing the City's servers, and to ensure there are no security vulnerabilities.

If approval is given for remote access, work off City premises must be approved in advance by either the Department Head or City Administrator.

#### **System Requirements**

Due to the speed of changing technology, the City's IT Consultant will determine system requirements for virus protection and other security measures to ensure the safety of the City's servers and information stored on these servers. The system requirements issued by the IT Consultant must be followed in order for access to be granted. If the system requirements are not met, remote access will not be granted and can also be revoked.

#### **Employee Responsibilities**

The employee is responsible for keeping their computer secure against unauthorized use. They are responsible for any activity that is generated on the City of Cambridge's network by their computer. Remote access use is always subject to all other computer policies.

#### **GLOSSARY**

**Electronic Mail (E-mail):** A network application that allows the network users to exchange electronic messages with one another. E-mail can allow users to attach computer files to the message, print a message and send the same message to many users at once.

**File Server:** A computer that provides network stations with controlled access to shareable resources.

**Local:** Any device that is physically present at your workstation. The term refers most often to hard disk and floppy disk drives.

**Local-Area-Network (LAN):** Describes a method of linking, generally by cables, personal computers in a specific work area, such as, a department of office. Networked PCs can share data and resources such as file storage space, software and printers.

**Management Information Systems (MIS) Committee:** A review and approval committee comprised of City of Cambridge staff.

**Microcomputer (Micro):** Computers that use miniature chips or microprocessors. Microcomputers are also called personal computers, PCs or workstations.

**Multi-user Access:** More than one computer user can access an application or database concurrently.

**Network Administrator/MIS Coordinator:** In this document, the term Network Administrator/MIS Coordinator refers to the Director of Finance.

**Personal Computer (PC):** See Microcomputer.

**Personal Storage Devices:** This refers to computer hard disks, floppy disks, tapes, compact disks (CDs), or any other media used to store data used on portable computers or microcomputers.

**Remote Computer Services:** Computer services that are part of the organization's data processing and can be accessed only through a wide-area-network or modem.

**Virus:** A segment of replicating computer code that attaches itself to application programs or other executable system components. These code segments copy themselves and spread from program to program and from computer to computer.

**Voice Mail:** A system whereby sounds, usually voices, are digitally recorded, transmitted, and stored.

**Wide-Area-Network (WAN):** A long-distance network distributed geographically but connected via telecommunication links.

**Workstation:** A personal computer that performs local processing and network services.

## **Sec. 41. Drugs and Alcohol in the Workplace.**

In accordance with Federal Law, the City of Cambridge has adopted the following policy on drugs in the workplace:

- a) Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- b) The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- c) The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- d) Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

- e) Employees shall follow the City of Cambridge DRUG AND ALCOHOL TESTING POLICY originally adopted September 16, 1999, and any amendments that may be made from time to time. Violation of the drug and alcohol policy may result in disciplinary action, up to and including termination from employment.

## Sec. 42. Communications Policy for Employees.

The City of Cambridge strives to provide the public accurate and timely information, communicated in a professional manner, and in accordance with the laws regarding public information and data practices.

This policy provides guidelines for all external communications from the City using various mediums including:

- Printed materials such as newsletters, articles, and brochures.
- Electronic materials such as email, postings to web sites or social media sites.
- Media relations such as requests for interviews, news releases, and media inquiries.

The City also recognizes that employees may sometimes comment on City matters outside of their official role as an employee of the City of Cambridge. Therefore, this policy also provides guidelines for employees when communicating as a private citizen on matters pertaining to City business.

### GENERAL GUIDELINES FOR ALL COMMUNICATIONS (OFFICIAL AND PERSONAL)

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to the City Administrator or other appropriate staff. Regardless of whether the communication is in the employee’s official City role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use etc. Employees must also follow all City policies that may apply. Examples of relevant policies include:

- **Technology and Computer Use Policy.** See Section 40 Computer Usage.
- **Respectful Workplace Policy.** ~~For example, e-EE~~ Employees cannot publish information that is discriminatory, harassing, threatening, or sexually explicit. This policy should be reviewed and complied with in full. See Section 29 Employee Conduct.
- **Data Practices Policy.** ~~For example e-EE~~ Employees cannot disclose private or confidential information and must route data practices requests to the City’s designated responsible authority. This policy should be reviewed and complied with in full.
- **Political Activity Policy.** Employees cannot use City resources or participate in personal political activity while on City time or while discharging City responsibilities. No employee may act in a manner that suggests that the City either supports a particular candidate or political issue, or endorses the personal political opinions of the employee. This policy should be reviewed and complied with in full.

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**Social Media Policy.** Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of Cambridge's social media sites by its representatives.

The City wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

The City will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of Cambridge social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City, including a link to the City's official web site.

#### **Scope**

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Council members, appointed board or commission members and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the City Administrator.

#### **Definition**

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, Nextdoor, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and BuzzFeed

- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, “employees and agents” means all City representatives, including its employees and other agents of the city, such as independent contractors or Council members.

**Rules of Use**

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Cambridge site and will be linked with the official City website. No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

Social media will be used to educate and inform on issues related to the City. The only items that will be posted on the City’s social media accounts are:

City of Cambridge information and announcement (e.g. ordinances, meeting agendas/dates/times, emergency notifications, news, notices, education/information, community policing, hydrant flushing, winter parking, closures, Northbound Liquor sales, events, etc.)

Events sponsored by the City of Cambridge, Cambridge Fire Relief Association, North 65 Chamber of Commerce, Discover Downtown, Cambridge Art Fair, Customer Appreciation Committee, County Post Review, Isanti Chisago Star, or a local non-profit based in the City of Cambridge.

Business promotions or events for businesses within the Cambridge City limits.

City social media accounts accessed and utilized during the course and scope of an employee’s performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media or website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the City Administrator.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies

- Use only appropriate language
- Be aware that content will not only reflect on the writer but also on the City of Cambridge as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors.
- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, contain foul language, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

#### **Personal Social Media Use**

The City respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City, its personnel, its operation, or its property. Employees,



agents, and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Cambridge employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used: “These are my own opinions and do not represent those of the City.”

There may be times when personal use of social media (even if it is off-duty or using the employee’s own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers
- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the Director of Finance. The Director of Finance is appointed by the City Council as the City’s Data Practices Authority.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city’s name, logo or the employee’s position or title
- Using city-owned equipment or city-time for extensive social media use. Facebook accounts created by Department Heads for the purpose of posting information and responding to comments on the City of Cambridge’s Facebook page is not considered a personal account, but is considered a City of Cambridge employee account.

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the City Administrator

#### **Data Ownership**

All social media communications or messages composed, sent, or received on city equipment in an official capacity are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee’s social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

#### **Policy Violations**

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

## **ADDITIONAL GUIDELINES FOR OFFICIAL CITY COMMUNICATIONS**

### **Handling General Requests:**

All staff are responsible for communicating basic and routine information to the public in relation to their specific job duties. Requests for private data or information outside of the scope of an individual's job duties should be routed to the City's responsible authority under the State's Data Practices Act.

### **Handling Media Requests:**

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed to the City Administrator. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and web sites.

When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda) provide the information.
2. If the request is regarding information about City personnel, potential litigation, controversial issues, an opinion on a City matter, or if you are unsure if it is a "routine" question, forward the request to the City Administrator. If it involves a police matter the request should be referred to the Chief of Police. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person who will get back to you as soon as he/she can."
  - Ask for the media representative's name, questions, deadline, and contact information (phone number and e-mail).

### **Communicating on behalf of the City**

The Mayor, Acting Mayor, City Administrator, City Attorney, and Department Heads are authorized to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications. If the communication involves an on-camera interview, department heads shall seek the approval of the City Administrator prior to the interview. Other employees may represent the City if approved by one of these individuals to communicate on a specific topic. When speaking on behalf of the City:

- Employees must identify themselves as representing the City. Account names on social media sites must clearly be connected to the City and approved by the City Administrator.
- All information must be respectful, professional and truthful. Corrections must be issued when needed.
- Personal opinions generally don't belong in official City statements. One exception is communication related to promoting a City service. For example, if an employee posted on the City's Facebook page, "My family visited Hill Park this weekend and really enjoyed the new band shelter". Employees who have been approved to use social media sites on behalf of the City should seek assistance from their department head on this topic.

- Employees should be aware that the data transmitted on a City computer is subject to the Data Practices Act.

**ADDITIONAL GUIDELINES FOR PERSONAL COMMUNICATIONS**

It is important for employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business. The following guidelines apply to personal communications including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements.

- Remember that what you write is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.
- The City of Cambridge expects its employees to be truthful, courteous and respectful towards supervisors, co-workers, citizens, customers and other persons associated with the City. Do not engage in name-calling or personal attacks.
- If you publish something related to City business, identify yourself and use a disclaimer such as, "I am an employee of the City of Cambridge. However, these are my own opinions and do not represent those of the City."
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. For example, a building inspector could not use the City's logo, email, or working time to promote his/her side business as a plumber.
- Personal social media account names or email names should not be tied to the City (e.g. CambridgeCop)

**Sec. 43. Take Home Policy for City Vehicles.**

**Purpose and Scope**

The City of Cambridge may assign city-owned vehicles to employees through a take-home vehicle plan. Vehicles will be driven so as to prolong the operational life of the vehicle by avoiding unnecessary wear and tear. Maintenance will be performed to achieve safe operation and maximum utilization of department vehicles.

The purposes of the program is to:

- Provide a faster response for a wide variety of emergencies that may exist within the City.
- To enhance the City's ability to have off duty employees respond directly to City emergencies in vehicles equipped to directly deal with the emergency.

**Assignment of City Owned Vehicles**

Assignment of take home vehicles shall be governed by the City Administrator as approved by the City Council. Take home vehicles may be assigned to the Police Chief, Fire Chief, Assistant Fire Chief, Deputy Fire Chief-Emergency Manager, Public Works-Utilities Director, Assistant Public Works Director, and Assistant Utilities Director.

The City Council may amend this policy at any time and a take home vehicle is not a condition of employment. IRS regulations with respect to taxability of tax home vehicles will be followed.

**Security of City Vehicles**

Off-street parking must be available at the employee's residence. Vehicles shall be locked when not attended. Keys must not be left in the vehicle.

When an employee is on vacation or out of the area for more than five business days, the vehicle shall be kept at either City Hall or Public Works.

**Personal Use of City Vehicles**

Employees are not entitled to use their City issued vehicle for personal reasons. However, incidental stops on the way to and from work is acceptable as long as the route does not deviate more than five (5) miles.

Family members are allowed to ride with the employee if they are going to the same destination or to a location within the City limits.

## **7A Ordinance 778 Fire Protection Permits**

December 18, 2023

Prepared by: Marcia Westover, Community Development Director

### **Background**

Our Building Official, Brenda Berends, has recently obtained the proper training to perform certain fire inspections. In our discussions with the Minnesota Department of Labor and Industry (DLI), they have required that we update our ordinance to include language pursuant to Minnesota Rule 7512.2800. The ordinance attached includes such language outlining a permit program for fire inspections. This language will give the City proper authority according to DLI to acquire permits and perform inspections.

### **Fiscal Note**

There is no direct cost to the City for this ordinance amendment.

### **Compatibility with Strategic Goals**

The ordinance amendment is compatible with Core Strategy #4: Be responsible and flexible in managing the City's administrative functions.

### **Council Action**

Approve Ordinance 778 as presented and authorize a summary publication of the ordinance.

### **Attachments**

1. Ordinance 778

**ORDINANCE 778**

**An Ordinance to amend TITLE IX General Regulations, Chapter 90 Fire Prevention to add language pursuant to Minnesota Rule 7512.2800-Municipal Permit Program**

The Cambridge City Council hereby amends the following language in Title IX General Regulations, Chapter 90:

**CHAPTER 90: FIRE PREVENTION AND FIRE CODE**

Contents

§ 90.01 PURPOSE.....1

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§ 90.15 CODES ADOPTED BY REFERENCE.....1

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§ 90.20 FIRES OR BARBECURS ON BALCONIES OR PATIOS.....7

**§ 90.01 PURPOSE**

(A) Adoption of Fire Code. This is an ordinance adopting the Minnesota State Fire Code, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the City of Cambridge; providing for the issuance of permits and collection of fees. Optional appendix chapters shall not apply unless specifically adopted in this ordinance.

**§ 90.05 FIRE PROTECTION PERMIT PROGRAM**

(A) Permit. It shall be the duty of an applicant to secure a permit prior to commencement of any fire protection related activities described in this chapter.

(B) Application. The application, administration and enforcement of the code shall be in the manner provided for in the Minnesota State Building Code, and shall be enforced within all areas where the City enforces the Minnesota State Building Code to the fullest extent permitted by law. Applications shall be submitted to the office of the Building Official for review. Following a review and acceptance of the proposed permit, the Building Official shall issue a permit and inform the applicant of any special provisions associated with the proposed fire protection related activities. If the application is incomplete or denied, the Building Official will inform the applicant as to the reason for denial and information required to complete the application.

(C) Permit Fees. The issuance of permits and the collection of fees shall be as authorized in Minnesota Rules Chapter 1300 and Minnesota Statutes 326B.153, as may be amended from time to time. Permit fees shall be assessed for work governed by this code in accordance with the fee schedule adopted by the municipality on an annual basis. In addition, a surcharge fee shall be collected on all permits issued for work governed by this code in accordance with Minnesota Statutes 326B.148.

(D) Permit Program. Pursuant to Minnesota Rule 7512.2800, municipalities may adopt local ordinances to require a permit to perform fire protection-related work.

- a. A person trained in fire protection system plan review shall provide a competent plan review for all permits granted under this section.
- b. A person trained in fire protection system inspection shall provide competent inspections.
- c. No person shall engage in any sprinkler installation, modification, changing and/or removal of all sprinkler protection systems within the City without obtaining a permit.

This ordinance shall be in full force and effect from and after its passage and publication according to law.

Adopted by the Cambridge City Council this 18th day of December, 2023, after complying with the statutory notice requirements contained in Minnesota Statutes §415.19.

\_\_\_\_\_  
James A. Godfrey, Mayor

ATTEST:

\_\_\_\_\_  
Evan C. Vogel, City Administrator

#### Summary Publication of Ordinance

The City Council of the City of Cambridge adopted Ordinance 778 amending Title IX General Regulations, Chapter 90 Fire Prevention, to add language pursuant to Minnesota Rule 7512.2800 for a Municipal Permit Program for fire inspections. The complete ordinance is available for public inspection at the office of the City Administrator, 300 3rd Ave NE, Cambridge, Minnesota.

ATTEST:

\_\_\_\_\_  
Evan C. Vogel, City Administrator

Date of Publication: December 28, 2023

# Cambridge Planning Commission Meeting Minutes

## Wednesday November 8, 2023

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: Commissioners Jessica Kluck (Chair), Robert Boese (Vice Chair), Joe Morin, Michael Liddy, Julie Immel, David Redfield, and Aaron Berg (City Council Representative)

Staff Present: Community Development Director Marcia Westover,  
City Planner Jacob Nosbush

### **Call to Order and Pledge of Allegiance**

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

### **Approval of Agenda**

Boese moved, seconded by Redfield, to approve the agenda. Upon roll call, all voted aye, no nays. Motion carried unanimously.

### **Approval of Minutes**

Morin moved, seconded by Boese, to approve the October 3, 2023 meeting minutes. All voted aye, no nays, motion passed unanimously.

### **Public Comment**

No public comment

### **New Business**

#### **Public Hearing – Ordinance 775 Amendment - Natural Landscaping**

Nosbush presented the amendment to Section 92.16 Nuisances Affecting Health, Safety, Comfort or Repose to change the maximum height of grass and weeds from 12 inches to eight inches to follow State Statute. The second amendment to the city zoning code Sections 156.007 Definitions and 156.065 Landscaping & Screening; to allow portions of certain properties to be designated as managed natural landscapes. These amendments are a response to a newly adopted State Statute requiring cities to allow managed natural landscapes, which are defined as dedicated areas of natural plantings.

Nosbush continued; the proposed changes define conditions which must be met to allow residents to submit a site plan to request areas be designated as managed natural landscapes as outlined in State Statute. Staff will require up to 30% be left as sod with setback buffers to property lines and right of ways, and annual mowing and upkeep so to not cause a nuisance.



Commissioners asked for clarification on sprinkler requirements noted in the ordinance, Nosbush said the code currently allows for sod or professionally applied hydroseed with underground sprinkler system. Sprinklers are required for hydroseed lawns, but optional for sod. It was requested to add a comma after the word 'sod' in Section 156.065 (B) Minimum Landscaping Item (1), Item (3) (c), (d), and (e) for clarification. It was also requested to replace 'seed' with 'professional hydroseed' in Item (3) (d) to be consistent with previous language.

Berg asked if there was a site plan review fee for residential homes, and noted on the fee schedule the site plan review fee applies to multi-family, industrial, or commercial, but not existing single-family homes. Westover said it could be added.

Immel asked why two deciduous trees were required to be planted in the front yard, as noted in Item (5) (a) Planting Requirement. Nosbush said trees planted in the front yard added character that benefited the street as well as the home.

Boese asked why the nuisance weed height was being amended from 12 inches down to eight inches. Nosbush stated that was a recent change in the State Statute and a requirement for the city to change.

#### Public Hearing

Kluck opened the public hearing at 7:18 pm

Charles Bayton, 1145 Deer Run SW. Bayton asked for clarification on Section (B) Minimum Landscaping Item (3) (e) that requires a minimum six-foot buffer between property lines, making a total of 12 feet between properties. Nosbush said the intention was not require change of existing vegetation, but to prevent higher growth areas from abutting an adjacent property line. Westover noted this requirement applied only to Item (3) managed natural landscapes, and was not a general requirement.

Kluck closed the public hearing at 7:23 pm.

Liddy motioned, seconded by Morin, to recommend approval of Ordinance 775 as amended and allow for Summary Publication. All voted aye, no nays, motion passed unanimously.

#### B Public Hearing – Ordinance 776 Amendment - Sacred Settlements

A request to amend Section 156.092 Places of Worship to allow sacred settlements on church properties under certain conditions. This change is in response to a recently adopted State Statute requiring cities to allow sacred communities, defined as living quarters of less than 400 sq. ft. and on temporary axles, on religious institution properties. Nosbush noted the wording 'sacred settlement' should be amended to reflect the State Statute language of 'sacred communities.' The proposed changes outline conditions which must be met to approve the placement of those units. The approval required is not whether these units should be allowed, but rather the conditions required for them to be approved.

Nosbush noted Section (F) should not be struck out and would remain in the code. The proposed change is the addition to Section (G). Sections (A) through (F) would remain as-is.

Boese stated he spoke with a representative from Family Pathways who said the churches could continue to operate as they do currently through Path to Home, no more than six families and a maximum of 24 people. Path to Home works only with families that have children, while sacred communities would be cater towards helping individuals. Nosbush said, to his understanding, they would be for one or two individuals, or possibly a small family of up to four.

Berg asked if portable toilets would be considered a shared facility for Item (G) (12), Nosbush said they would not meet the requirement as listed and are considered a holding tank.

Liddy asked if limiting 33% to 40% of units to be occupied by volunteers, as noted in Item (G) (3), was restrictive, Nosbush said that was taken directly from State Statute.

#### Public Hearing

Kluck opened the public hearing at 7:31 pm

Kluck closed the public hearing at 7:32 pm

Boese motioned, seconded by Immel, to recommend approval of Ordinance 776 as amended and allow for Summary Publication. All voted aye, no nays, motion passed unanimously.

#### Other Business/Miscellaneous

##### A City Council Update

Berg summarized the actions of Council since the last Planning Commission meeting: it passed resolutions regarding 2024 street improvements to the Goldenwood neighborhood; approved lighting and tree plantings through the Hwy 95 corridor during reconstruction; approved the preliminary and final plat of Hayden Estates; approved a resolution for the vacation of drainage and utility easements for the Cornerstone Development; approved Ordinance 774 amending Chapter 156 of the Zoning code; accepted the resignation of the city's Police Chief who will be retiring in June; approved the conditional offer of Deputy Chief Machin to become the new Chief of Police in June; approved Downtown Grant applications for façade improvements for Chilson Jewelers and Cambridge Floral; approved installing lighting in the Taft Loop alley area in the spring; and held a closed session for the review of the City Administrator, to be published in the upcoming Council packet.

##### B Parks, Trails, and Recreation Commission (PTRC) Update

Westover said the second annual Winter Festival planning has begun. Last year it was held in January and staff felt it was too cold, so this year it will be held on Saturday, February 24<sup>th</sup> in hopes it will be warmer and have more snow. There will be a snowman building contest throughout the community starting in January with awards for a variety of categories. In addition to the dog sledding that was a big attraction last year there will be horse drawn carriage rides. In addition, new this year will be a snowman mascot for the festival which will make its debut in the Snowflake Parade on November 18<sup>th</sup> to advertise for Winter Fest.

Berg mentioned Mayor Godfrey was seeking one volunteer judge for the Snowflake Parade on November 18th, and encouraged anyone interested to reach out to him. Tree lighting starts at 5:00 pm and parade starts at 5:30 pm.

**Adjournment of Planning Commission Meeting**

Being no further business before the Commission, Boese moved, seconded by Liddy, to adjourn the regular meeting at 7:30 pm. All voted aye, no nays. Motion carried unanimously.

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Jessica Kluck, Chair  
Cambridge Planning Commissioner

ATTEST:

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Marcia Westover  
City Planner