

**Meeting Announcement and Agenda
Cambridge City Council - City Hall Council Chambers
Regular Meeting, **Tuesday**, February 16, 2016
6:00 pm**

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

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

AGENDA

1.	Call to Order & Pledge of Allegiance
2.	Citizens Forum (Sign-Up Sheet is on table outside of Council Chambers) When addressing the Council, please state your name and address for the official record.
3.	Approval of Agenda (p. 1)
4.	Consent Agenda Approvals A. Regular and Summary City Council Minutes for February 1, 2016 (p. 5) B. Warrants #101744 - #101972 and ACH/Wire items totaling \$4,285,483.44 (p. 13) C. Authorize Hiring Process for Wastewater Operator (p. 47)
5.	Work Session A. Protocol for Medical Calls for Cambridge Fire Department (p. 48) B. Cambridge Curling Club (p. 53)
6.	Unfinished Business
7.	New Business A. Approve Resolution R16-010 Amending 2015 General Fund Budget (p. 66) B. Approve Resolution R16-011 Amending 2016 General Fund Budget (p. 81) C. Approve Resolution R16-012 Authorizing 2015 Inter-fund Transfers (p. 93) D. Approve Resolution R16-013 Authorizing 2016 Inter-fund Transfers (p. 95) E. Approve temporary inter-fund borrowing (p. 97)

	F. Approve accounting policy amendment changing capital asset policy (p. 98)
	G. Approve increase in hours for Police Tech Theresa Johnson hours from 20 to 28 hrs./wk. (p. 99)
	H. Approve purchase of 2016 Police Squad Car and In-Squad Video Camera Replacements (p. 103)
	I. Approve No Parking Declaration on Ashland St. N. (by True Value) (p. 105)
	J. Liquor License for Chapala Inc. located at 200 2 nd Avenue SE (p. 107)
	K. Update on the 2016 Two Cities, One Community event (p. 108)
	L. Approve Deed Declaration for City Park (p. 111)
	M. Approve Comprehensive Plan Proposal (p. 115)
	N. Approve Resolution R16-014 Approving Plans and Specifications and Ordering Advertisement for Bids 2016 Street Improvement Project (p. 200)
	O. Cambridge Public Library Project Sign, Fiscal Host, Website Use (p. 202)
8.	Mayor's Report
9.	Council Concerns
	A. City Administrator's Performance Evaluation Process
	B. Invitation from Yuasa, Japan to attend 120 th Community Anniversary
10.	City Attorney's Report
11.	City Administrator's Report
12.	Adjourn

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

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

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Description</u>
Feb 18	5:00 pm	Cambridge Downtown Task Force
Feb 22	6:00 pm	Fire Dept. Meeting (Fire Dept. Training Room)
Feb 22	7:00 pm	ECRDC (Mora)

Feb 23	7:00 pm	Isanti County Parks & Rec Commission (Isanti County Gov't Center)
Feb 25	3:30 pm	Meeting with Sheriff Caulk on mutual aid
Feb 25	7:00 pm	Cambridge Municipal Airport Advisory Board
Feb 29	6:00 pm	NLX Public Meeting (City Center Mall Common Area)
Mar 1	7:00 pm	Cambridge Planning Commission Meeting
Mar 7	3:00 pm	City Council & EDA Meetings
Mar 8	7:00 pm	Cambridge Parks, Trails, and Rec Commission
Mar 9	1:30 pm	Toward Zero Death (TZD) Committee
Mar 14	9:00 am	ICICLE Meeting (Isanti County Gov't Center Training Room)
Mar 14	3:30 pm	Library Task Force Meeting
Mar 14	5:00 pm	Community Education Advisory Council (Education Service Center, IIS)

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
Mar 31-Apr 2		Minnesota Design Team Visit

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SUMMARY PUBLICATION OF THE PROCEEDINGS OF THE CAMBRIDGE CITY COUNCIL

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

Regular City Council Meeting February 1, 2016

Members Present: Mayor Marlys Palmer, Council Members Joe Morin, Tiffany Kafer, Lisa Iverson, and Howard Lewis

- Meeting was called to order at 3:01pm. Agenda and consent agenda were approved.
- Sons of Norway announced their New Land, New Life Immigration Exhibit which will be on display at the Isanti County Historical Society.
- Representative Brian Johnson attended the meeting and gave a legislative update.
- Sergeant Shawn Machin was introduced as the new Detective Support Services Sergeant.
- Discussion and review of general ordinance took place with no recommended changes.
- Approved a resolution in support of the Coalition of Greater Minnesota Cities request to restore local government aid to the 2002 levels.
- Approved Personnel Policy changes.
- Staff will be getting costs for replacing tattered American flags in the downtown business district.
- Staff was directed to place some armless chairs in the Council Chambers.
- It was announced that a local citizens committee has formed on bringing a YMCA to Cambridge.
- Committee Reports were heard.
- An in-depth discussion on a City owned building at 210 Emerson Street NE took place.
- Council adjourned at 9:30 pm.

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

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

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

Call to Order & Pledge of Allegiance

Palmer called the meeting to order at 3:01 pm and led the public in the Pledge of Allegiance.

Approval of the Agenda

Palmer stated she would like the Council to establish parameters for the additions of Council concerns at the meeting. Palmer stated she would prefer that Councilmembers desiring to add an item to the agenda follow the same deadlines as staff which is Noon on the Monday prior to the meeting. Iverson clarified that it was for larger discussion items, not a concern from a resident. Lewis felt this process would allow staff and Councilmembers to be better prepared to discuss items if they were on the published agenda. Lewis and Iverson were supportive. Kafer was against stating it was important to her to be able to add items at the meeting. Morin felt more discussion was needed.

Palmer added "Presentation by Representative Brian Johnson" to the Work Session. Palmer added "American Flags" to Council Concerns. Palmer added "Chairs" to Council Concerns. Lewis added "YMCA" to Council Concerns. Morin moved, seconded by Iverson, to approve the agenda as amended. Motion carried unanimously.

Consent Agenda

Iverson moved, seconded by Lewis to approve consent agenda Items A-E:

- A. Draft December 2015 Financial Statements
- B. Regular and Summary City Council Minutes for January 19, 2016
- C. Resolution R16-007 Accepting Restricted Donation from Great River Energy
- D. Resolution R16-008 Accepting Restricted Donation from Cambridge Lions Club
- E. Resolution R16-009 Accepting Restricted Donation from Cambridge Fire Relief Association

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

Work Session

Presentation by the Sons of Norway on New Land, New Life Immigration Exhibit at the Isanti County Historical Society

Ann Saterbak introduced the Lodge President David Saterbak and explained she was the Cultural Director. Saterbak reported the Sons of Norway Lodge members meet on the 4th Tuesday of the

month at the Isanti County Historical Society. Saterbak described the exhibit New Land, New Life and asked the Council for the City's support since it would, in her opinion, give additional creditability to the exhibit.

Saterbak asked if the Mayor could proclaim the month of May as Nordic Heritage Month. Lewis recommended including this with the Cambridge Community Read proclamation since the book encompasses the same topics which may be on the April 18th Council agenda.

Presentation by Representative Brian Johnson

Johnson gave a legislative update. Discussions ensued regarding a tax bill, upcoming issues, current legislative session, gas tax, bonding bill, local government aid, and transportation. Council thanked Johnson for his support and for attending the Council meeting.

Introduction of Detective Support Services Sergeant Shawn Machin

Chief Dwyer introduced Sergeant Shawn Machin as the new Detective/Support Services Sergeant. Council congratulated Sergeant Machin. Lewis asked what the difference was between a "bait" vehicle and entrapment. Machin clarified the difference between a bait vehicle and entrapment. Machin reviewed the community policing program he proposed and how the City's former community policing program has stalled due to staffing. Palmer encouraged them to visit East Terrace and revitalize the community policing concept.

Discussion & Review of General Offense Ordinances

Woulfe and Dwyer presented the staff report. Discussion ensued by Council and ultimately they decided no changes were needed at this time, however, staff was directed to check on the chapter in the City Code related to service animals and to look for the dates the loitering language was put into place.

Unfinished Business

There was no unfinished business.

New Business

Request from Coalition of Greater Minnesota Cities

Woulfe referred to the letter in the packet and asked Council's opinion on whether or not they would like to adopt a resolution. Woulfe cautioned Council in regards to adopting a resolution because of the City's bonding requests before the legislature in 2016.

Discussion ensued regarding local government aid. Concerns were raised regarding metro communities versus out-state communities and funding. Woulfe clarified the difference between local government aid and fiscal disparities. Lewis moved, seconded by Palmer to approve a resolution similar to the one that was included in the packet and directed staff to send copies to local legislators,

Governor Dayton, Senate Majority Leader Bakk and House Speaker Daudt along with a copy to the Coalition of Greater Minnesota Cities lobbyist. Upon call of the roll, Morin, Palmer and Lewis voted aye. Kafer and Iverson voted nay. Motion carried.

Proposed Personnel Policy Changes

Woulfe reviewed the proposed personnel policy changes that were prompted by the schedule change for the two night sergeants. Morin moved, seconded by Lewis to approve the Personnel Policy Changes. Motion carried. Upon call of the roll Morin, Palmer, Iverson, and Lewis voted yay. Kafer voted nay stating she would like to see holiday hours be for the schedule the person is working.

Mayor's Report

Palmer provided an update on meetings attended and upcoming meetings and events.

Palmer reminded Council there should only be one conversation going on during Council meetings at any given time and before they speak they should seek approval from the presiding officer.

Councilmembers' Concerns

American Flags

Palmer indicated she has had several people in the community approach her on the condition of the American flags downtown. Discussion from Council was to direct staff to look at replacing the current flags with larger flags and requested pricing.

Chairs

Palmer raised concern regarding the City Council Chamber chairs all having arms in the Council Chambers. Palmer stated at the last Toward Zero Death meeting, it was noted that police officers cannot fit in the chairs because of their duty belt. Woulfe stated she will direct staff to bring in some chairs from the training room that do not have arms.

YMCA

Lewis announced that a local citizens committee has formed on bringing a YMCA to Cambridge.

Committee Reports

Reports were heard from the following committees: Allina Community Engagement Council, Community Education Advisory Council, Cambridge Action Community Team, Cambridge Downtown Task Force (Woulfe brought up painting parking stalls downtown), Cambridge Fire Department, Cambridge Parks, Recreation, and Trails, Cambridge Public Library Task Force, Heartland Express Transportation Advisory Committee, Isanti County EDA, Isanti County Initiative on Collaboration, Leadership, and Efficiency, Minnesota Design Team (City will make breakfast Saturday and Sunday), North Highway 65 Corridor Coalition, North Highway 65 Chamber of Commerce, and Toward Zero Death.

City Administrator's Report

There was no City Administrator's Report.

Lewis moved, seconded by Morin to temporarily adjourn at 5:09 pm to convene the EDA meeting. Woulfe noted the City Council meeting would be reconvened after the EDA meeting was completed.

City Council Planning Session – In-Depth Discussion on Former MnDOT Building

The City Council meeting reconvened at 5:45 pm and began with a tour of the former MnDOT Building on Emerson Street. The City Council returned to City Hall to complete the staff presentations at 6:30 pm.

Pennings stated the Cambridge Fire Department Officers committee (DOC) met on January 11, 2016 to review the possibility of utilizing the City owned this building for Fire Apparatus. Pennings stated that although the idea of having equipment and personnel on both sides of the track is appealing, it was the unanimous conclusion of the officers committee that the costs outweigh the benefits of separating units from Station 1.

Pennings noted the officers took a lot into consideration when reviewing the MNDOT buildings. Operational challenges, cost, logistics just to name a few. Logistically the location does have an advantage it is east of the RAIL Line and would eliminate the possibility of a delayed response due to the Rail, and Traffic. The department has always operated with the understanding that we may have a delay, and also understand we can bypass north or south when responding east of the tracks if need be.

Pennings continued that this location would not reflect any reduction in ISO rating, which should be a huge factor when deciding on a second station location. The officers talked of operational challenges with how we staff the department, and respond to calls. We do not want an engine housed anywhere without a tender and support staff for both trucks on site. It was decided we would have to supply PPE for staff at both locations with that expense being upwards of \$25,000 with lockers for the gear.

The reason for gear at both locations is we would still want staff to report to station 1 for many calls, trainings, and events. Additional costs to operate over there would, include heat and power witch would be approximately \$5,000.00 per year. We would have to install a phone line so we could operate a low heat alarm system that would run about \$3,000.00. We cannot afford to freeze trucks. We would have to spend thousands more to install an air compressor, and electric reels so we could keep the trucks plugged into air, and power. It is also important to note that the townships would not be in favor of adding to the budget without a reduction in ISO ratings.

Pennings noted that officers identified that seasonal storage for some equipment would be nice, however we would not want to interfere with Police Department vehicles. Although the Department is always looking to provide the best service possible to the City, and townships, and understands the possible necessity of a second station sometime this is not a great solution for us.

Dwyer stated that a great deal of discussion has occurred since the City acquired this building. Dwyer noted there is no doubt that the MnDOT facility is an old structure in need of current and upcoming

capital outlay improvements if the plan is to continue to use it Dwyer reviewed the pros and cons of continuing to use the MNDOT buildings versus building a new structure at the City Hall campus:

PROS:

- Fulfills the immediate need to provide indoor storage of all of our squad cars and the expensive equipment within them. No more scraping of windows, jumping of car batteries, moving vehicles to plow, and reduced engine idle time to thaw vehicles and equipment.
- We are able to comfortably store (8) patrol vehicles in the main building, and (3) Reserve / Non-primary cars in the secondary building with all of the forfeited vehicles. We are still short spaces for (5) squads, but some of these officers can take their squad home and we jockey cars around to ensure primary units are inside.
- The main building has a top of the line industrial heated pressure washer system left to us by MNDOT. We have obtained the necessary accessories and officers can now easily and quickly wash their squads versus outdoor washes or expensive trips to local car wash facilities.
- Provides a central location for officers to start and end their shift and conduct needed roll-calls to pass on information from the previous patrol shifts. We currently do not have a roll-call or similar meeting area with necessary boards and equipment. Officers can arrive to work, change into their uniforms, participate in roll-calls, jump into squads with no defrosting needed and not wait 20+ minutes for computers to warm up to operational levels. It also has kitchen and bathroom facilities for lunches and breaks, which we do not have at the existing police station.
- Provides an ample amount of storage for items currently in the city hall mezzanine and cluttering the police sally port garages. It will fulfill the need for storage of all of our new training gear and equipment.
- It provides a space for the cleaning of our handguns and rifles in the back of the garages. Currently we have no gun cleaning area at the existing PD and often have to set up tables outside or do this at the range.
- Provides an office area for our Police Reserve Unit to house their equipment and have an actual work station to conduct their patrol and volunteer work; currently they have no space at the PD and work out of a locker in the garage.
- The open office area at MNDOT provides additional flexibility and options for PD and Reserve training sessions when the shared Fire/EOC room is in use. The PD up until recently has had no conference room for meetings

CONS:

- This is an old building and some capital improvements will be required if we intend to stay in this location for an extended period of time.
- The asphalt shingled roof and portions of the metal roofing will need to be replaced in the very near future. We knew this going into the project, but repairs will be needed before structural damage occurs.
- Consideration needs to be put into security measures into the building due to the volume of expensive city property stored within. Eye level windows in the garage and office areas should have window bars professionally installed on them to ensure someone cannot just break a window and crawl in. An option is to remove certain windows in the garage area.

- Any changes or additions of walls or the structure of the building (other than the roof and window bars) will force us to bring the building into ADA compliance and the electrical system may well need to be brought up to code also.
- Currently we can only accommodate about (11) squads in the MNDOT buildings; as stated above we are short 5 spaces for existing cars or may be short more in the future as we grow.
- Currently impounded vehicles held for forfeiture waiting on court dispositions, are stored in the secondary building. As storage needs increase for police vehicles, or if we get any more impounded vehicles, we will need to entertain a large fenced in area on asphalt, a minimum of 6 ft. high with barbed wire top, security lighting, a gate, etc. We could also move impounded vehicles back to the outside storage Public Works, but this not real desirable to them.
- An alarm system may want to be considered for both the main building, but also the secondary building, due to other people's vehicles, currently in forfeiture holding, stored within.
- The heating systems in both buildings are sufficient, but are older and may need repairs in the future. We are also heating two buildings versus one if we had a single facility.
- The property comes with a large amount of paved surface, almost too much for our needs. Unfortunately, a significant portion of this paved area is in need of repairs. Regardless of whether we re-pave the entire surface or create some green space out of it in the future, this will cost money. Repairs are dependent on how long we will be there.

Considerations if we choose to build a new facility:

- All existing and future squad cars could be stored in one building at a location central to the main police department. If done right, there could be room for indoor storage of City Hall and inspection vehicles also, something we do not have currently.
- We already own (2) properties off 4th Ave NE and there is room to build a garage facility there with emergency vehicle access from both City Hall property as well as 4th Ave NE. There would be the cost of demolition of both residences and foundations, regardless of if we burn them for training.
- The heating system in the building would be much more efficient than the current MNDOT buildings and we would only have to heat one building versus two.
- A new facility at this location may not accommodate a training room but our primary focus would be to get all of our squads indoors. A well set up and clean garage can be used as a training room if needed. I would suggest some built in closets for storage and a uni-sex bathroom facility for daily use, as well as a small office area for our Reserve Unit. The MnDOT building provides some of these, but is not ideal.
- A new facility would require the purchase a new industrial grade pressure car wash system for vehicle washes or remove the one from the MNDOT building, which I am sure Isanti County would frown on.
- Any new building would have to have sewer and water with heated concrete floor and floor drains. With sewer and water required for the washer system also, restroom facilities should be considered.
- If we move to a new building here, where would we put all the forfeited or impounded vehicles? I suspect we would have to store them outdoors again at Public Works, but we would somehow have to control the rodent problems and issues they have caused in the past.

Councilmembers were presented with cost information for the current and upcoming maintenance needs for the MnDOT building as well as a tentative cost to build a new garage facility by the City Hall campus. After reviewing the numbers, Councilmembers felt more information on design and potential costs should be sought but that Councilmembers were open to the sale of the MnDOT building to build a new garage facility by the City Hall campus.

Palmer requested the meeting with the Sheriff's Department and the cities of Braham, Cambridge, and Isanti be rescheduled due to medical appointments for her daughter that now conflict with the February 22 meeting date. Discussion ensued and it was agreed to move the meeting to February 25 or 26th at 3:30 pm depending upon Sheriff Caulk's schedule. Dwyer will follow through with Sheriff Caulk and an e-mail notifying Council on the new meeting date will be sent.

Adjournment of Council Meeting

Being no further business before the City Council, Iverson moved, seconded by Lewis, to adjourn the regular meeting at 9:30 pm. Motion carried unanimously.

Marlys A. Palmer, Mayor

ATTEST:

Lynda Woulfe, City Administrator

CAMBRIDGE CITY COUNCIL MEETING
 February 16, 2016
BILLS LIST

Disbursement Type:	Date	Check #s	Submitted For Approval
Prepaid Checks	1/13/2016	101744 - 101800	602,140.41
Prepaid Checks	1/21/2016	101801 - 101858	2,963,855.85 **
Prepaid Checks	1/27/2016	101859 - 101925	126,597.81
Prepaid Checks	2/3/2016	101926 - 101972	147,536.87
** (includes \$2,740,926.26 of bond Principal & Interest Payments)			
Total Checks			3,840,130.94
PAID THROUGH ACH or WIRE January 2016:			
Payroll			198162.67
Federal Payroll Tax Withholding			63077.85
State Payroll Tax Withholding			12004.66
PERA Withholdings			50115.32
Deferred Comp Premiums			2910
Liquor Store Machine Lease Payment			84.77
Self Insurance & Flex			2400.19
ECE			42262.81
Sales & Use Tax Payments to State of MN			52186
Centerpoint			7745.42
Wright Express (City wide fuel cards)			6539.87
Connexus			1771.2
Midcontinent			5148.38
Reliance Life Insurance ACH			420.56
AFLAC			522.8
Total Paid through ACH or Wire			445,352.50

TOTAL SUBMITTED FOR APPROVAL

\$4,285,483.44

Vendor	Vendor Name	Description	Net Invoice Amount
341	Aspen Mills	Uniform Allowance - T. Schuster	76.35
341	Aspen Mills	Uniform Allowance - A. Rackow	25.00
Total 341:			101.35
521	Bellboy Corporation	Liquor Store Merchandise	1,633.80
521	Bellboy Corporation	Liquor Store Merchandise	223.20
Total 521:			1,857.00
551	Chas A. Bernick Inc.	Liquor Store Merchandise	126.96
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,880.68
Total 551:			3,007.64
586	Bjorklund Companies LLC	Rip Rap	772.20
Total 586:			772.20
721	Brown & Bigelow Inc.	Advertising Calendars - LS	1,366.64
Total 721:			1,366.64
776	Business Telephone Products	Misc Operating Supplies - LS	99.80
776	Business Telephone Products	Misc Professional Services - LS	384.00
Total 776:			483.80
1171	Civic Systems LLC	Semi Annual Support Fee - 01/01/16-06/30/16	6,904.00
Total 1171:			6,904.00
1273	Compass Minerals America	U.S. Highway Bulk Salt	7,379.54
Total 1273:			7,379.54
1336	Crystal Springs Ice	Liquor Store Merchandise	131.12
Total 1336:			131.12
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	12,081.15
Total 1396:			12,081.15
1531	Dex Media	Directory Listing - Liquor Store	153.90
Total 1531:			153.90
1661	East Central Sanitation	Refuse Hauling - City Services	524.45

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1661:			524.45
1891	Fastenal Company	Repair & Maint - Shop	33.58
1891	Fastenal Company	Repair & Maint - Shop	48.79
1891	Fastenal Company	Repair & Maint - Shop	5.47
1891	Fastenal Company	Repair & Maint - Shop	27.15
Total 1891:			114.99
2046	G & K Services, Inc.	Rug Rentals - LS	65.89
2046	G & K Services, Inc.	Rug Rentals - City Hall	20.16
2046	G & K Services, Inc.	Rug Rentals - Police Dept	16.32
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	102.74
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	115.72
2046	G & K Services, Inc.	Rug Rentals	17.43
Total 2046:			340.75
2059	Synchrony Bank	Repair & Maint Supplies - Shop Water Line	186.09
2059	Synchrony Bank	Repair & Maint Supplies - Shop Water Line	12.27
Total 2059:			198.36
2416	Hirsch's Cambridge Motors	Repair & Maint Supp - FD Vehicle	325.65
Total 2416:			325.65
2626	Isanti County Attorney's Office	Prosecution Services - December	3,291.83
Total 2626:			3,291.83
2636	Minnesota Equipment	Repair & Maint Supplies - Parks	15.11
Total 2636:			15.11
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	1,217.40
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
2776	JJ Taylor Dist. of Minn.	Credit Liquor Store Merchandise	33.60
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	170.00
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
Total 2776:			1,359.80
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,122.80
2796	Johnson Brothers Liquor Co	Freight Charge	51.67
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	92.25
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	5,303.32
2796	Johnson Brothers Liquor Co	Freight Charge	97.27
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,228.03

Vendor	Vendor Name	Description	Net Invoice Amount
2796	Johnson Brothers Liquor Co	Freight Charge	14.58
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,564.30
2796	Johnson Brothers Liquor Co	Freight Charge	104.87
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	43.98
Total 2796:			13,623.07
2986	Konica Minolta Business	BIZHUB 363 Copy Charge	18.16
2986	Konica Minolta Business	BIZHUB 363 Copy Charge	4.57
2986	Konica Minolta Business	BIZHUB C654 Printer/Copier - Qtrly Agreement	2,797.13
2986	Konica Minolta Business	BIZHUB 363 Monthly Ltop Agreement	110.99
2986	Konica Minolta Business	BIZHUB 363 Monthly Ltop Agreement	110.99
Total 2986:			3,041.84
3461	McDonald Distributing Company	Credit Liquor Merchandise	34.05-
3461	McDonald Distributing Company	Credit Liquor Merchandise	20.00-
3461	McDonald Distributing Company	Liquor Store Merchandise	3,046.75
3461	McDonald Distributing Company	Liquor Store Merchandise	4,216.00
3461	McDonald Distributing Company	Liquor Store Merchandise	5,730.00
3461	McDonald Distributing Company	Liquor Store Merchandise	130.00
3461	McDonald Distributing Company	Liquor Store Merchandise	122.00
3461	McDonald Distributing Company	Liquor Store Merchandise	51.30
Total 3461:			13,242.00
3521	Menards	Misc Operating Supplies - Parks	23.50
3521	Menards	Repair & Maint - Shop Waterline	153.63
3521	Menards	Repair & Maint Supplies - Airport	14.95
3521	Menards	Maintenance Supplies - City Hall	6.10
3521	Menards	Repair & Maint Supp - MnDot Bldg	110.25
3521	Menards	Repair & Maint Supplies - Airport	15.62
3521	Menards	Downtown Decorations	21.20
3521	Menards	Misc Operating Supplies - Shop	13.44
3521	Menards	Repair & Maint - Shop Waterline	24.70
3521	Menards	Repair & Maint Supplies - Airport	7.76
3521	Menards	Repair & Maint - Shop Waterline	5.38
3521	Menards	Misc Operating Supplies - WWTP	7.22
3521	Menards	Repair & Maint - Shop Waterline	8.48
3521	Menards	Repair & Maint - Plant	167.99
3521	Menards	Abatement Costs - Iris Court	70.96
3521	Menards	Downtown Decorations	4.19
Total 3521:			655.37
3542	Metro Payroll Inc.	eKlock Enterprise - November	301.75
Total 3542:			301.75
3666	Minnesota Child Support Payment	Child Support Withholdings-Dan Collison	131.05

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 3666:		131.05
3676	MCSI Minnesota Computer	Contract base rate chg and overage charge - To	10.00
	Total 3676:		10.00
3776	Minnesota UI	Unemployment Benefits - Quarter 4 2015	1.84
	Total 3776:		1.84
3953	Minnesota Police and Peace Offic	2016 Association Dues - T.Schuster, S.Machin,	200.00
	Total 3953:		200.00
4036	National Business Furniture, LLC	Lateral File - Streets Dept	745.00
	Total 4036:		745.00
4066	North Central Laboratories	Lab Supplies	557.56
	Total 4066:		557.56
4091	New France Wine	Liquor Store Merchandise	360.00
	Total 4091:		360.00
4131	Nordberg's Electric Supply Inc	HPS Lamp Mog	119.52
	Total 4131:		119.52
4286	Ole's Window Cleaning	Window Cleaning - Liquor Store	138.94
	Total 4286:		138.94
4456	PermitWorks	Software Support Jan - Dec 2016	2,090.00
4456	PermitWorks	Software Support Jan - Dec 2016	2,990.00
	Total 4456:		5,080.00
4467	Peterson's North Branch Mill	Boots - J. Bergloff	189.95
	Total 4467:		189.95
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,974.00
4476	Phillips Wine & Spirits	Freight Charge	31.17
4476	Phillips Wine & Spirits	Liquor Store Merchandise	145.20
4476	Phillips Wine & Spirits	Freight Charge	4.56
4476	Phillips Wine & Spirits	Liquor Store Merchandise	586.40
4476	Phillips Wine & Spirits	Freight Charge	21.28

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4476:			2,762.61
4626	Purchase Power	Postage Meter Refill	500.00
Total 4626:			500.00
4743	Realstar Title	O&E	130.00
Total 4743:			130.00
4845	Robert L. Carr Co.	Pay App #22 - WWTP Facility Improvements	458,344.00
Total 4845:			458,344.00
4956	Sandstone Distributing Company	Liquor Store Merchandise	341.90
4956	Sandstone Distributing Company	Freight Charge	5.75
Total 4956:			347.65
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	2,098.93
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	28.69
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	734.67
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	18.08
Total 5181:			2,880.37
5251	Star	Public Notice Council Meeting Minutes	10.64
5251	Star	Public Notice - 2014 Annual Disclosure Stateme	23.34
Total 5251:			33.98
5321	Streicher's - Minneapolis	Uniform Allowance Credit - Schuster	104.99-
5321	Streicher's - Minneapolis	Uniform Allowance - Schuster	244.98
5321	Streicher's - Minneapolis	Uniform Allowance - Schuster	154.98
Total 5321:			294.97
5336	Sunshine Printing	Envelopes and Printing	336.00
Total 5336:			336.00
5391	TM Johnson Bros., Inc.	Repair & Maint Supplies - Shop	21.00
Total 5391:			21.00
5434	Temple Display Ltd	Downtown Decorations	1,493.24
Total 5434:			1,493.24
5661	True Brands	Liquor Merchandise	17.88

Vendor	Vendor Name	Description	Net Invoice Amount
5661	True Brands	Freight Charge	3.58
Total 5661:			21.46
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	199.00
Total 5816:			199.00
5886	Watson Co., Inc.	Liquor Store Merchandise	2,555.77
5886	Watson Co., Inc.	Misc Operating Supplies - LS	43.45
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			2,605.22
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	3,257.34
5891	Breakthru Beverage Minnesota	Freight Charge	34.28
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	448.00
5891	Breakthru Beverage Minnesota	Freight Charge	9.20
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	112.00
Total 5891:			3,860.82
6001	Wine Merchants	Liquor Store Merchandise	740.00
6001	Wine Merchants	Freight Charge	12.92
Total 6001:			752.92
6085	Ziegler CAT	2009 CAT 420EIT Loader/Backhoe	55,000.00
6085	Ziegler CAT	Trade In 1993 John Deere	6,250.00-
Total 6085:			48,750.00
Grand Totals:			602,140.41

Dated: 1/14/16

City Treasurer: Caroline Mae

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/16	01/13/2016	101744	341	Aspen Mills	101-20100	101.35
01/16	01/13/2016	101745	521	Bellboy Corporation	610-20100	1,857.00
01/16	01/13/2016	101746	586	Bjorklund Companies LLC	603-20100	772.20
01/16	01/13/2016	101747	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	3,860.82
01/16	01/13/2016	101748	721	Brown & Bigelow	610-20100	1,366.64
01/16	01/13/2016	101749	776	Business Telephone Products	610-20100	483.80
01/16	01/13/2016	101750	551	Bernick's	610-20100	3,007.64
01/16	01/13/2016	101751	1171	Civic Systems LLC	101-20100	6,904.00
01/16	01/13/2016	101752	1273	Compass Minerals America	101-20100	7,379.54
01/16	01/13/2016	101753	1336	Crystal Springs Ice	610-20100	131.12
01/16	01/13/2016	101754	1396	Dahlheimer Beverage, LLC	610-20100	12,081.15
01/16	01/13/2016	101755	1531	Dex Media	610-20100	153.90
01/16	01/13/2016	101756	1661	East Central Sanitation	101-20100	524.45
01/16	01/13/2016	101757	1891	Fastenal Company	101-20100	114.99
01/16	01/13/2016	101758	2046	G & K Services, Inc.	101-20100	340.75
01/16	01/13/2016	101759	2416	John Hirsch's Cambridge Motors	101-20100	325.65
01/16	01/13/2016	101761	2626	Isanti County Attorney's Office	101-20100	3,291.83
01/16	01/13/2016	101762	2776	JJ Taylor Dist. of Minn.	610-20100	1,359.80
01/16	01/13/2016	101763	2796	Johnson Bros - St Paul	610-20100	13,623.07
01/16	01/13/2016	101764	2986	Konica Minolta Business	101-20100	3,041.84
01/16	01/13/2016	101766	3461	McDonald Distributing Company	610-20100	13,242.00
01/16	01/13/2016	101767	3676	MCSI Minnesota Computer	101-20100	10.00
01/16	01/13/2016	101769	3521	Menards	101-20100	655.37
01/16	01/13/2016	101770	3542	Metro Payroll Inc.	101-20100	301.75
01/16	01/13/2016	101771	3666	Minnesota Child Support Payment	101-20100	131.05
01/16	01/13/2016	101772	2636	Minnesota Equipment	101-20100	15.11
01/16	01/13/2016	101773	3953	MPPOA	101-20100	200.00
01/16	01/13/2016	101774	3776	Minnesota UI	610-20100	1.84
01/16	01/13/2016	101775	4036	National Business Furniture, LLC	101-20100	745.00
01/16	01/13/2016	101776	4091	New France Wine	610-20100	360.00
01/16	01/13/2016	101777	4131	Nordberg's Electric Supply Inc	101-20100	119.52
01/16	01/13/2016	101778	4066	NCL of Wisconsin, Inc.	602-20100	557.56
01/16	01/13/2016	101779	4286	Ole's Window Cleaning	610-20100	138.94
01/16	01/13/2016	101780	4456	PermitWorks	101-20100	5,080.00
01/16	01/13/2016	101781	4467	Peterson's North Branch Mill	601-20100	189.95
01/16	01/13/2016	101782	4476	Phillips St Paul	610-20100	2,762.61
01/16	01/13/2016	101783	4626	Purchase Power	101-20100	500.00
01/16	01/13/2016	101784	4743	Realstar Title	101-20100	130.00
01/16	01/13/2016	101786	4956	Sandstone Distributing Company	610-20100	347.65
01/16	01/13/2016	101787	5181	Southern Wine & Spirits of Minnesota	610-20100	2,880.37
01/16	01/13/2016	101788	5251	Star	101-20100	33.98
01/16	01/13/2016	101789	5321	Streicher's	101-20100	294.97
01/16	01/13/2016	101790	5336	Sunshine Printing	101-20100	336.00
01/16	01/13/2016	101791	2059	Synchrony Bank	101-20100	198.36
01/16	01/13/2016	101792	5434	Temple Display Ltd	101-20100	1,493.24
01/16	01/13/2016	101793	5391	TM Johnson Bros., Inc.	101-20100	21.00
01/16	01/13/2016	101794	5661	True Brands	610-20100	21.46
01/16	01/13/2016	101795	5816	Viking Coca-Cola Bottling Co	610-20100	199.00
01/16	01/13/2016	101797	5886	Watson Co., Inc.	610-20100	2,605.22
01/16	01/13/2016	101798	6001	Wine Merchants	610-20100	752.92
01/16	01/13/2016	101799	6085	Ziegler CAT	418-20100	48,750.00
01/16	01/13/2016	101800	4845	Robert L. Carr Co.	602-20100	458,344.00
Grand Totals:						602,140.41

Vendor	Vendor Name	Description	Net Invoice Amount
204	American Pressure Inc	Pressure Washer Repair - MnDOT Bldg	1,233.66
Total 204:			1,233.66
341	Aspen Mills	Uniform Allowance - J. Harvey	134.95
Total 341:			134.95
439	Barnum Gate Services, Inc.	Double Gate Slide Drivers Repair Airport	240.75
Total 439:			240.75
521	Bellboy Corporation	Credit Liquor Merchandise	119.95-
521	Bellboy Corporation	Liquor Store Merchandise	2,014.50
521	Bellboy Corporation	Liquor Store Merchandise	157.37
521	Bellboy Corporation	Misc Supplies - LS	68.60
Total 521:			2,120.52
551	Chas A. Bernick Inc.	Liquor Store Merchandise	75.40
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,530.75
551	Chas A. Bernick Inc.	Liquor Store Merchandise	1,016.80
Total 551:			3,622.95
596	Bloomquist Electric Inc	Install Outlets in Pilot Bldg Airport	69.00
596	Bloomquist Electric Inc	Install Outlets in Pilot Bldg Airport	212.50
Total 596:			281.50
626	Bond Trust Services Corporation	GO Improvement Bonds, Series 2009A	151,701.49
626	Bond Trust Services Corporation	GO Improvement Bonds, Series 2009A	13,109.54
626	Bond Trust Services Corporation	GO Improvement Bonds, Series 2009A	1,149.21
626	Bond Trust Services Corporation	GO Improvement Bonds, Series 2009A	13,298.51
626	Bond Trust Services Corporation	GO Improvement Refunding Bonds, Series 201	58,510.64
626	Bond Trust Services Corporation	GO Improvement Refunding Bonds, Series 201	3,272.94
626	Bond Trust Services Corporation	GO Improvement Refunding Bonds, Series 201	2,320.81
626	Bond Trust Services Corporation	GO Improvement Refunding Bonds, Series 201	41,489.36
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	235,000.00
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	1,586.25
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	80,924.16
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	1,236.49
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	131,099.57
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	2,003.16
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	60,000.00
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	4,593.75
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	2,438.63
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	917.07
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	46,333.28
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	60,019.19
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	1,701.78

Vendor	Vendor Name	Description	Net Invoice Amount
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	32,333.35
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	333.34
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	350.78
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	6,333.35
626	Bond Trust Services Corporation	GO Bonds, Series 2011A	22,957.10
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	355,000.00
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	23,250.00
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	210,000.00
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	17,550.00
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	3,645.57
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	42,721.52
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	2,754.43
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	32,278.48
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	142,338.31
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	5,914.40
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	90,000.00
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	14,003.13
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	12,346.10
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	54,259.32
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	2,324.97
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	381,259.58
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	55,953.74
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	79,045.58
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	5,586.78
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	2,778.48
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	2,111.49
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	19,496.17
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	50,816.01
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	35,769.23
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	6,276.51
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	4,162.20
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	1,699.13
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	29,244.25
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	40,891.94
626	Bond Trust Services Corporation	GO Bonds, Series 2014A	40,185.19
626	Bond Trust Services Corporation	Paying Agent Fees - GO Bonds, Series 2009A	450.00
626	Bond Trust Services Corporation	Paying Agent Fees - GO Bonds, Series 2010A	450.00
626	Bond Trust Services Corporation	Paying Agent Fees - GO Bonds, Series 2011A	450.00
626	Bond Trust Services Corporation	Paying Agent Fees - GO Bonds, Series 2012A	450.00
626	Bond Trust Services Corporation	Paying Agent Fees - GO Bonds, Series 2014A	450.00
	Total 626:		2,740,926.26
871	Cambridge Fire Relief Assoc	Pass through Fundraiser Credit Card Transactio	3,241.74
	Total 871:		3,241.74
1156	City of Mpls Receivables	APS Transaction Fee - December	165.60
	Total 1156:		165.60

Vendor	Vendor Name	Description	Net Invoice Amount
1203	Climate Air Inc.	Repair & Maint Plant - Make-up Air Unit	248.75
	Total 1203:		248.75
1273	Compass Minerals America	U.S. Highway Bulk Salt	3,666.25
	Total 1273:		3,666.25
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	7,451.09
	Total 1396:		7,451.09
1646	East Central Energy	2015 Lighting Project	43,870.00
	Total 1646:		43,870.00
1681	ECM Publishers, Inc.	Legal Notice - City Council Meeting	15.67
1681	ECM Publishers, Inc.	Legal Notice - Ordinance No 622	54.15
1681	ECM Publishers, Inc.	Legal Notice - Ordinance No 623	129.67
	Total 1681:		199.49
1686	Ecolab Pest Elimination Div.	Air Quality Program and Pest Control - LS	91.91
	Total 1686:		91.91
1716	Ehlers & Associates, Inc.	Financial Services - TIF District 6-17: 2015 Est.	5,500.00
	Total 1716:		5,500.00
1921	Ferguson Waterworks	Meters & Repairs	7,668.85
	Total 1921:		7,668.85
1996	Forestedge Winery	Liquor Store Merchandise	351.00
	Total 1996:		351.00
2011	Franklin Outdoor Advertising	Feb Advertising - Northbound Liquor	424.36
	Total 2011:		424.36
2046	G & K Services, Inc.	Rug Rentals - LS	65.89
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	120.26
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	115.72
2046	G & K Services, Inc.	Rug Rentals	14.43
	Total 2046:		318.79
2149	Government Finance Officers Ass	Membership - C. Moe	170.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2149:			170.00
2166	Grainger	Small Tools & Equipment - Wastewater Dept	80.48
2166	Grainger	Repair & Maint - Plant	1,497.70
2166	Grainger	Grease - Wastewater Dept	7.31
Total 2166:			1,585.49
2271	Hach Company	Water Lab Supplies	523.41
Total 2271:			523.41
2376	Henry's Waterworks Inc.	Meters and Repairs	2,115.00
2376	Henry's Waterworks Inc.	Repair & Maint - Water System	932.56
Total 2376:			3,047.56
2451	Hotsy of Minnesota	Repair & Maint Supplies	291.20
Total 2451:			291.20
2671	Isanti County Law Enforcement	Member Dues - Chief Dwyer	20.00
Total 2671:			20.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,034.15
2796	Johnson Brothers Liquor Co	Freight Charge	65.36
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,128.35
2796	Johnson Brothers Liquor Co	Freight Charge	33.44
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,852.15
2796	Johnson Brothers Liquor Co	Freight Charge	15.88
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	545.35
2796	Johnson Brothers Liquor Co	Freight Charge	7.86
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,659.80
2796	Johnson Brothers Liquor Co	Freight Charge	135.27
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	65.97
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	12.00-
Total 2796:			10,531.58
3146	League of MN Cities Ins Trust	Municipality Coverage - Isanti Co LE Special Re	2,149.00
3146	League of MN Cities Ins Trust	Municipality Coverage - Addl Liab Isanti Co LE	850.00
Total 3146:			2,999.00
3306	Lynn Peavey Company	Crime Scene Supplies	463.00
Total 3306:			463.00
3461	McDonald Distributing Company	Credit Liquor Merchandise	122.15-

Vendor	Vendor Name	Description	Net Invoice Amount
3461	McDonald Distributing Company	Credit Liquor Merchandise	27.00-
3461	McDonald Distributing Company	Liquor Store Merchandise	14,097.95
3461	McDonald Distributing Company	Liquor Store Merchandise	116.00
3461	McDonald Distributing Company	Liquor Store Merchandise	244.00
3461	McDonald Distributing Company	Liquor Store Merchandise	203.50
3461	McDonald Distributing Company	Credit Liquor Merchandise	18.00-
Total 3461:			14,494.30
3521	Menards	Shop Maintenance Supplies	64.38
3521	Menards	Misc Operating Supplies - WWTP	10.88
3521	Menards	Small Tools - WWTP	5.99
3521	Menards	Repair & Maint - Plant	4.24
3521	Menards	Repair & Maint Supp - MnDot Bldg	133.41
3521	Menards	Maintenance Supplies - City Hall	18.34
3521	Menards	Repair & Maint - Plant	230.18
Total 3521:			467.42
4011	NAC Mechanical & Electrical	Repairs & Maint Labor Bldgs - Work Id 198867	410.16
Total 4011:			410.16
4036	National Business Furniture, LLC	Steel Bookcase	438.00
Total 4036:			438.00
4131	Nordberg's Electric Supply Inc	Door Bell - Liquor Store	85.00
Total 4131:			85.00
4323	OPG-3, Inc	LSAP System Renewal	5,971.00
Total 4323:			5,971.00
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	305.00-
4476	Phillips Wine & Spirits	Credit - Freight Chg	3.04-
4476	Phillips Wine & Spirits	Liquor Store Merchandise	4,416.70
4476	Phillips Wine & Spirits	Freight Charge	95.39
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,033.25
4476	Phillips Wine & Spirits	Freight Charge	22.04
4476	Phillips Wine & Spirits	Liquor Store Merchandise	22.25
4476	Phillips Wine & Spirits	Liquor Store Merchandise	355.00
4476	Phillips Wine & Spirits	Freight Charge	9.12
Total 4476:			5,645.71
4661	Quill Corporation	Office Supplies	12.19
4661	Quill Corporation	copy paper	59.98
4661	Quill Corporation	copy paper	29.99
4661	Quill Corporation	copy paper	29.99

Vendor	Vendor Name	Description	Net Invoice Amount
4661	Quill Corporation	copy paper	29.99
Total 4661:			162.14
4836	RJM Distributing, Inc.	Liquor Store Merchandise	157.86
Total 4836:			157.86
4919	Rupp, Anderson, Squires, &	November Legal Expense	3,796.35
4919	Rupp, Anderson, Squires, &	December Legal Expense	12,315.93
Total 4919:			16,112.28
5116	Short, Elliot, Hendrickson Inc	CAMBR Airport MP/ALP	12,310.00
5116	Short, Elliot, Hendrickson Inc	CAMBR 2015 Streets Const	4,902.70
5116	Short, Elliot, Hendrickson Inc	CAMBR TH 95 PreDesign	32,991.58
Total 5116:			50,204.28
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	3,270.72
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	35.23
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	1,498.00
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	23.80
Total 5181:			4,827.75
5247	Stantec Consulting Services Inc.	Professional Services - Expert Testimony	1,926.15
Total 5247:			1,926.15
5249	Staples Advantage	Office Supplies	18.49
5249	Staples Advantage	Office Supplies - Finance	75.74
Total 5249:			94.23
5251	Star	Advertising Liquor Store	451.28
Total 5251:			451.28
5421	TDS Metrocom	Phone Service - Airport	54.31
Total 5421:			54.31
5553	TKO Wines Inc	Liquor Store Merchandise	144.00
Total 5553:			144.00
5573	Tools Plus Industries LLC	Winter Gloves	211.35
Total 5573:			211.35

Vendor	Vendor Name	Description	Net Invoice Amount
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	209.50
Total 5816:			209.50
5831	Vinocopia	Liquor Store Merchandise	673.25
5831	Vinocopia	Freight Charge	12.00
Total 5831:			685.25
5886	Watson Co., Inc.	Misc Operating Supplies - WWTP	105.99
5886	Watson Co., Inc.	Misc Operating Supplies - LS	13.89
5886	Watson Co., Inc.	Credit - Operating Supplies	13.50-
5886	Watson Co., Inc.	Liquor Store Merchandise	1,973.40
5886	Watson Co., Inc.	Misc Operating Supplies - LS	86.41
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			2,172.19
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	14,668.17
5891	Breakthru Beverage Minnesota	Freight Charge	125.73
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	560.00
5891	Breakthru Beverage Minnesota	Freight Charge	8.05
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	10.94-
Total 5891:			15,351.01
5995	WiMacTel Inc.	WiMac Tel Payphone Advantage Service	60.00
Total 5995:			60.00
6001	Wine Merchants	Liquor Store Merchandise	269.25
6001	Wine Merchants	Freight Charge	4.82
Total 6001:			274.07
6086	Ziegler Inc.	Rear Tire - Street Dept	1,169.56
6086	Ziegler Inc.	Repair & Maint Supplies - Street Dept	687.39
Total 6086:			1,856.95
Grand Totals:			2,963,855.85

Dated: 1/21/16City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/16	01/21/2016	101801	204	American Pressure Inc	101-20100	1,233.66
01/16	01/21/2016	101802	341	Aspen Mills	101-20100	134.95
01/16	01/21/2016	101803	439	Barnum Gate Services, Inc.	211-20100	240.75
01/16	01/21/2016	101804	521	Bellboy Corporation	610-20100	2,120.52
01/16	01/21/2016	101805	596	Bloomquist Electric Inc	211-20100	281.50
01/16	01/21/2016	101806	626	Bond Trust Services Corporation	372-20100	2,740,926.26
01/16	01/21/2016	101807	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	15,351.01
01/16	01/21/2016	101808	871	Cambridge Fire Relief Assoc	101-20100	3,241.74
01/16	01/21/2016	101809	551	Bernick's	610-20100	3,622.95
01/16	01/21/2016	101810	1156	Minneapolis Finance Department	101-20100	165.60
01/16	01/21/2016	101811	1203	Climate Air Inc.	602-20100	248.75
01/16	01/21/2016	101812	1273	Compass Minerals America	101-20100	3,666.25
01/16	01/21/2016	101813	1396	Dahlheimer Beverage, LLC	610-20100	7,451.09
01/16	01/21/2016	101814	1646	East Central Energy	485-20100	43,870.00
01/16	01/21/2016	101815	1681	ECM Publishers, Inc.	101-20100	199.49
01/16	01/21/2016	101816	1686	Ecolab Pest Elimination Div.	610-20100	91.91
01/16	01/21/2016	101817	1716	Ehlers & Associates, Inc.	307-20100	5,500.00
01/16	01/21/2016	101818	1921	Ferguson Waterworks #2516	601-20100	7,668.85
01/16	01/21/2016	101819	1996	Forestedge Winery	610-20100	351.00
01/16	01/21/2016	101820	2011	Franklin Outdoor Advertising	610-20100	424.36
01/16	01/21/2016	101821	2046	G & K Services, Inc.	101-20100	318.79
01/16	01/21/2016	101822	2149	Government Finance Officers Associatio	101-20100	170.00
01/16	01/21/2016	101823	2166	Grainger	602-20100	1,585.49
01/16	01/21/2016	101824	2271	Hach Company	601-20100	523.41
01/16	01/21/2016	101825	2376	Henry's Waterworks Inc.	601-20100	3,047.56
01/16	01/21/2016	101826	2451	Hotsy of Minnesota	101-20100	291.20
01/16	01/21/2016	101827	2671	Isanti County Law Enforcement	101-20100	20.00
01/16	01/21/2016	101828	2796	Johnson Bros - St Paul	610-20100	10,531.58
01/16	01/21/2016	101832	3146	League of MN Cities Ins Trust	220-20100	2,149.00
01/16	01/21/2016	101833	3146	League of MN Cities Ins Trust	220-20100	850.00
01/16	01/21/2016	101834	3306	Lynn Peavey Company	101-20100	463.00
01/16	01/21/2016	101835	3461	McDonald Distributing Company	610-20100	14,494.30
01/16	01/21/2016	101836	3521	Menards	602-20100	467.42
01/16	01/21/2016	101837	4011	NAC Mechanical & Electrical	101-20100	410.16
01/16	01/21/2016	101838	4036	National Business Furniture, LLC	602-20100	438.00
01/16	01/21/2016	101839	4131	Nordberg's Electric Supply Inc	610-20100	85.00
01/16	01/21/2016	101840	4323	OPG-3, Inc.	101-20100	5,971.00
01/16	01/21/2016	101841	4476	Phillips St Paul	610-20100	5,645.71
01/16	01/21/2016	101842	4661	Quill Corporation	101-20100	162.14
01/16	01/21/2016	101843	4836	RJM Distributing, Inc.	610-20100	157.86
01/16	01/21/2016	101844	4919	Rupp, Anderson, Squires, &	101-20100	16,112.28
01/16	01/21/2016	101845	5116	Short, Elliot, Hendrickson Inc	221-20100	50,204.28
01/16	01/21/2016	101846	5181	Southern Wine & Spirits of Minnesota	610-20100	4,827.75
01/16	01/21/2016	101847	5247	Stantec Consulting Services Inc.	101-20100	1,926.15
01/16	01/21/2016	101848	5249	Staples Advantage	101-20100	94.23
01/16	01/21/2016	101849	5251	Star	610-20100	451.28
01/16	01/21/2016	101850	5421	TDS	211-20100	54.31
01/16	01/21/2016	101851	5553	TKO Wines Inc	610-20100	144.00
01/16	01/21/2016	101852	5573	Tools Plus Industries	602-20100	211.35
01/16	01/21/2016	101853	5816	Viking Coca-Cola Bottling Co	610-20100	209.50
01/16	01/21/2016	101854	5831	Vinocopia	610-20100	685.25
01/16	01/21/2016	101855	5886	Watson Co., Inc.	610-20100	2,172.19
01/16	01/21/2016	101856	5995	WiMacTel Inc.	211-20100	60.00
01/16	01/21/2016	101857	6001	Wine Merchants	610-20100	274.07
01/16	01/21/2016	101858	6086	Ziegler Inc.	101-20100	1,856.95

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						<u>2,963,855.85</u>

Vendor	Vendor Name	Description	Net Invoice Amount
196	American Payment Centers	Drop-Off Box Rental - Utility	43.50
196	American Payment Centers	Drop-Off Box Rental - Utility	43.50
Total 196:			87.00
319	Artisan Beer Company	Liquor Store Merchandise	64.00
Total 319:			64.00
521	Bellboy Corporation	Credit Liquor Merchandise	126.25
521	Bellboy Corporation	Liquor Store Merchandise	1,440.58
521	Bellboy Corporation	Liquor Store Merchandise	255.48
Total 521:			1,569.81
551	Chas A. Bernick Inc.	Liquor Store Merchandise	99.10
551	Chas A. Bernick Inc.	Liquor Store Merchandise	1,337.85
Total 551:			1,436.95
555	Bertleson One Source	Office Supplies	34.04
555	Bertleson One Source	Office Supplies	5.25
Total 555:			39.29
651	Boyer Trucks	Repair & Maint Supplies - Streets	217.30
651	Boyer Trucks	Repair & Maint Supplies - Streets	49.18
Total 651:			266.48
871	Cambridge Fire Relief Assoc	Distribute FOTR Amount Collected behalf CFR	100.00
Total 871:			100.00
969	Cardmember Service	Training - E. Raati	450.00
969	Cardmember Service	Lab Supplies - Gloves	267.90
969	Cardmember Service	Training - E. Raati	300.00
969	Cardmember Service	License Tabs & Registration - 06 Ford	20.49
969	Cardmember Service	Commercial Vehicle Inspector Recertification Ci	90.00
969	Cardmember Service	Service Plan - Airport Fuel Filling Station	995.00
969	Cardmember Service	TrekDesk Treadmill Desk	499.00
969	Cardmember Service	Height Adjustable Standing Desk	375.00
969	Cardmember Service	Height Adjustable Standing Desk	400.00
969	Cardmember Service	High Rise Electric Height Adjustable Table Base	599.00
969	Cardmember Service	Council Meeting Meals	35.91
969	Cardmember Service	Staff Meals attended Council Meeting	27.52
969	Cardmember Service	Ribbon for Ribbon Cutting Ceremony	2.10
969	Cardmember Service	Word Master Track Changes Class - C. Levitski	59.00
Total 969:			4,120.92

Vendor	Vendor Name	Description	Net Invoice Amount
1203	Climate Air Inc.	Repair & Maint Plant - Filter Building	839.10
Total 1203:			839.10
1273	Compass Minerals America	U.S. Highway Bulk Salt	5,458.00
1273	Compass Minerals America	U.S. Highway Bulk Salt	1,781.14
Total 1273:			7,239.14
1336	Crystal Springs Ice	Liquor Store Merchandise	156.20
Total 1336:			156.20
1341	Crysteel Truck Equipment	Repair & Maint Supplies - Streets	1,521.00
Total 1341:			1,521.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	7,529.70
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	97.80-
Total 1396:			7,431.90
1481	Department of Human Services	Janitor Service - Liquor Store - December	225.00
Total 1481:			225.00
1599	DT Kuehl Electric Company LLC	Electrical Permit Refund - 3129 Airport Pkwy S,	85.00
1599	DT Kuehl Electric Company LLC	Electrical Permit Refund - 3129 Airport Pkwy S,	15.00
Total 1599:			100.00
1631	Earl F. Andersen, Inc.	Signs	384.13
Total 1631:			384.13
1851	Extreme Beverage LLC	Liquor Store Merchandise	174.50
Total 1851:			174.50
1891	Fastenal Company	Misc Supplies - Street Dept	139.02
1891	Fastenal Company	Repair & Maint - Plant	16.80
Total 1891:			155.82
1921	Ferguson Waterworks	Misc Operating Supplies - FD	1,802.75
Total 1921:			1,802.75
1949	First Advantage	Annual Enrollment - Streets	32.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1949:			32.00
2046	G & K Services, Inc.	Rug Rentals - LS	65.89
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	102.74
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	115.72
2046	G & K Services, Inc.	Rug Rentals	17.43
Total 2046:			304.27
2146	Gopher State One-Call Inc.	Annual Facility Operator Fee	50.00
2146	Gopher State One-Call Inc.	Annual Facility Operator Fee	50.00
Total 2146:			100.00
2411	Hillyard Inc.	Maintenance Supplies - City Hall	176.50
Total 2411:			176.50
2486	IBEW Local 110	Union Dues - January	375.00
Total 2486:			375.00
2701	Isanti Rental, Inc.	Chain and Sharpen Chains	115.32
Total 2701:			115.32
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	1,139.90
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
Total 2776:			1,142.90
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,056.20
2796	Johnson Brothers Liquor Co	Freight Charge	27.36
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	5,997.95
2796	Johnson Brothers Liquor Co	Freight Charge	65.83
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,908.75
2796	Johnson Brothers Liquor Co	Freight Charge	30.40
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,141.83
2796	Johnson Brothers Liquor Co	Freight Charge	54.72
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,733.95
2796	Johnson Brothers Liquor Co	Freight Charge	44.08
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	7,652.95
2796	Johnson Brothers Liquor Co	Freight Charge	161.38
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	52.00
Total 2796:			20,927.40
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	11.34

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 3056:		11.34
3086	Landworks Construction, Inc.	Snow Removal - Liquor Store	292.50
	Total 3086:		292.50
3176	LELS	Union Dues - January	539.00
	Total 3176:		539.00
3371	Marco Inc	Copier Rental - Sharp MX2300N Copier	260.00
	Total 3371:		260.00
3461	McDonald Distributing Company	Credit Liquor Merchandise	32.40
3461	McDonald Distributing Company	Liquor Store Merchandise	444.00
3461	McDonald Distributing Company	Liquor Store Merchandise	3,746.05
3461	McDonald Distributing Company	Liquor Store Merchandise	317.00
	Total 3461:		4,474.65
3521	Menards	Repair & Maint - Plant	27.19
3521	Menards	Maintenance Supplies - City Hall	7.11
3521	Menards	Repair & Maint Supp - MnDot Bldg	7.78
3521	Menards	Repair & Maint - Infrastructure	43.73
3521	Menards	Misc Operating Supplies - WWTP	28.85
3521	Menards	Repair & Maint - Plant	7.42
3521	Menards	Misc Operating Supplies - Streets	2.45
3521	Menards	Repair & Maint - Infrastructure	12.90
3521	Menards	Repair & Maint - Plant	33.97
3521	Menards	Repair & Maint - Plant	53.32
3521	Menards	Misc Operating Supplies - LS	60.62
3521	Menards	Misc Operating Supplies - Water	133.26
3521	Menards	Misc Operating Supplies - LS	109.94
	Total 3521:		528.54
3666	Minnesota Child Support Payment	Child Support Withholdings-	131.05
	Total 3666:		131.05
3686	Minnesota Department of Health	Water Supply System Operation Reinstatement	40.00
	Total 3686:		40.00
3761	Minnesota State Fire Chiefs	Fire Officer School - W. Pennings	210.00
	Total 3761:		210.00
3766	Minnesota State Fire Dept Assn	Fire Day Service at Capitol - D. Matchinsky	50.00

Vendor	Vendor Name	Description	Net Invoice Amount
3766	Minnesota State Fire Dept Assn	Fire Day Service at Capitol - W. Pennings	50.00
	Total 3766:		100.00
3791	Minnestalgia Winery	Liquor Store Merchandise	270.00
	Total 3791:		270.00
4001	MVTL Laboratories Inc.	Lab Supplies	86.00
	Total 4001:		86.00
4071	NCPERS Minnesota	Group Vol Life Ins - PERA	368.00
	Total 4071:		368.00
4091	New France Wine	Liquor Store Merchandise	264.00
	Total 4091:		264.00
4126	NMN, Inc.	Liquor - Merchandise	102.00
4126	NMN, Inc.	Freight Charge	11.40
	Total 4126:		113.40
4286	Ole's Window Cleaning	Window Cleaning - Liquor Store	138.94
	Total 4286:		138.94
4426	Paustis Wine Company	Liquor Store Merchandise	2,501.48
4426	Paustis Wine Company	Freight Chg	37.50
4426	Paustis Wine Company	Liquor Store Merchandise	120.00
4426	Paustis Wine Company	Freight Chg	2.50
	Total 4426:		2,661.48
4476	Phillips Wine & Spirits	Liquor Store Merchandise	874.95
4476	Phillips Wine & Spirits	Freight Charge	22.16
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,130.05
4476	Phillips Wine & Spirits	Freight Charge	53.20
4476	Phillips Wine & Spirits	Liquor Store Merchandise	22.25
4476	Phillips Wine & Spirits	Liquor Store Merchandise	782.50
4476	Phillips Wine & Spirits	Freight Charge	25.84
	Total 4476:		4,910.95
4956	Sandstone Distributing Company	Liquor Store Merchandise	72.15
4956	Sandstone Distributing Company	Freight Charge	5.75
	Total 4956:		77.90

Vendor	Vendor Name	Description	Net Invoice Amount
5116	Short, Elliot, Hendrickson Inc	CAMBR City Eng. Services	1,814.70
5116	Short, Elliot, Hendrickson Inc	CAMBR WWTF Improv CA	6,081.08
5116	Short, Elliot, Hendrickson Inc	CAMBR 2016 St Imp P&S	33,647.95
Total 5116:			41,543.73
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	1,484.94
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	12.86
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	1,614.70
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	46.20
5181	Southern Wine & Spirits of Minnes	Credit Liquor Store Merchandise	7.33
Total 5181:			3,151.37
5271	North Folk Winery	Liquor Store Merchandise	702.00
Total 5271:			702.00
5446	The American Bottling Company	Liquor Store Merchandise	145.92
Total 5446:			145.92
5491	The Wine Company	Liquor Store Merchandise	392.00
5491	The Wine Company	Freight charge	15.00
Total 5491:			407.00
5516	Thorpe Distributing Company	Credit Liquor Store Merchandise	111.00
5516	Thorpe Distributing Company	Liquor Store Merchandise	809.00
Total 5516:			698.00
5574	Top Notch Fence Co.	Fence Installation - Liquor Store	1,910.00
Total 5574:			1,910.00
5596	Towmaster Truck Equipment	Repair & Maint Supplies - Streets	195.73
Total 5596:			195.73
5751	US Internet	Monthly Internet Fees - Feb	36.90
5751	US Internet	Monthly Internet Fees - Feb	36.85
5751	US Internet	Monthly Internet Fees - Feb	36.85
5751	US Internet	Monthly Internet Fees - Feb	36.85
Total 5751:			147.45
5801	Verizon Wireless	wireless phone service - Bldg Dept	29.71
5801	Verizon Wireless	wireless phone service - Planning	81.79
5801	Verizon Wireless	wireless phone service - Bldg Dept	105.58
5801	Verizon Wireless	wireless phone service - Planning	32.01

Vendor	Vendor Name	Description	Net Invoice Amount
5801	Verizon Wireless	wireless phone service - WWTP	99.58
Total 5801:			348.67
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	144.00
Total 5816:			144.00
5831	Vinocopia	Liquor Store Merchandise	440.00
5831	Vinocopia	Freight Charge	12.00
Total 5831:			452.00
5861	Walmart Community Card	Break Room Supplies - City Hall	29.93
5861	Walmart Community Card	Office Supplies	10.94
5861	Walmart Community Card	Misc Operating Supplies - Police Dept	37.85
5861	Walmart Community Card	Misc Operating Supplies - Police Dept	105.62
5861	Walmart Community Card	Repair & Maint Supplies - Police Dept	219.88
5861	Walmart Community Card	Meals - PD Reserve Training	23.32
5861	Walmart Community Card	MnDOT Operating Supplies	138.65
5861	Walmart Community Card	Office Supplies - Streets	92.91
5861	Walmart Community Card	Office Supplies - WWTP	45.96
5861	Walmart Community Card	Misc Operating Supplies - WWTP	104.70
5861	Walmart Community Card	Credit Misc Operating Supplies - WWTP	49.12
Total 5861:			760.64
5886	Watson Co., Inc.	Credit - Operating Supplies	13.50
5886	Watson Co., Inc.	Credit - Operating Supplies	13.50
5886	Watson Co., Inc.	Credit - Operating Supplies	12.40
5886	Watson Co., Inc.	Liquor Store Merchandise	2,330.40
5886	Watson Co., Inc.	Misc Operating Supplies - LS	208.75
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			2,505.75
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	5,254.64
5891	Breakthru Beverage Minnesota	Freight Charge	43.70
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	183.84
5891	Breakthru Beverage Minnesota	Freight Charge	5.75
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	988.00
5891	Breakthru Beverage Minnesota	Freight Charge	15.52
Total 5891:			6,491.45
6001	Wine Merchants	Liquor Store Merchandise	104.00
6001	Wine Merchants	Freight Charge	1.52
Total 6001:			105.52
6086	Ziegler Inc.	Repair & Maint Supplies - Street Dept	512.40

Vendor	Vendor Name	Description	Net Invoice Amount
6086	Ziegler Inc.	Repair & Maint Supplies - Street Dept	11.05
Total 6086:			523.45
Grand Totals:			126,597.81

Dated: 1-27-16

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/16	01/27/2016	101859	196	American Payment Centers	602-20100	87.00
01/16	01/27/2016	101861	319	Artisan	610-20100	64.00
01/16	01/27/2016	101862	521	Bellboy Corporation	610-20100	1,569.81
01/16	01/27/2016	101863	555	Bertleson One Source	101-20100	39.29
01/16	01/27/2016	101864	651	Boyer Trucks	101-20100	266.48
01/16	01/27/2016	101865	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	6,491.45
01/16	01/27/2016	101867	871	Cambridge Fire Relief Assoc	101-20100	100.00
01/16	01/27/2016	101868	969	Cardmember Service	101-20100	4,120.92
01/16	01/27/2016	101869	551	Bernick's	610-20100	1,436.95
01/16	01/27/2016	101870	1203	Climate Air Inc.	602-20100	839.10
01/16	01/27/2016	101871	1273	Compass Minerals America	101-20100	7,239.14
01/16	01/27/2016	101872	1336	Crystal Springs Ice	610-20100	156.20
01/16	01/27/2016	101873	1341	Crysteel Truck Equipment	101-20100	1,521.00
01/16	01/27/2016	101874	1396	Dahlheimer Beverage, LLC	610-20100	7,431.90
01/16	01/27/2016	101875	1481	Department of Human Services	610-20100	225.00
01/16	01/27/2016	101876	1599	DT Kuehl Electric Company LLC	101-20100	100.00
01/16	01/27/2016	101877	1631	Earl F. Andersen, Inc.	101-20100	384.13
01/16	01/27/2016	101878	1851	Extreme Beverage LLC	610-20100	174.50
01/16	01/27/2016	101879	1891	Fastenal Company	601-20100	155.82
01/16	01/27/2016	101880	1921	Ferguson Waterworks #2516	101-20100	1,802.75
01/16	01/27/2016	101881	1949	First Advantage	101-20100	32.00
01/16	01/27/2016	101882	2046	G & K Services, Inc.	101-20100	304.27
01/16	01/27/2016	101883	2146	Gopher State One Call	602-20100	100.00
01/16	01/27/2016	101885	2411	Hillyard / Minneapolis	101-20100	176.50
01/16	01/27/2016	101886	2486	IBEW Local 110	101-20100	375.00
01/16	01/27/2016	101887	2701	Isanti Rental, Inc.	101-20100	115.32
01/16	01/27/2016	101888	2776	JJ Taylor Dist. of Minn.	610-20100	1,142.90
01/16	01/27/2016	101889	2796	Johnson Bros - St Paul	610-20100	20,927.40
01/16	01/27/2016	101890	3056	Lake Superior Laundry Inc.	101-20100	11.34
01/16	01/27/2016	101891	3086	Landworks Construction, Inc.	610-20100	292.50
01/16	01/27/2016	101892	3176	LELS	101-20100	539.00
01/16	01/27/2016	101893	3371	Marco Inc	101-20100	260.00
01/16	01/27/2016	101894	3461	McDonald Distributing Company	610-20100	4,474.65
01/16	01/27/2016	101895	3521	Menards	610-20100	528.54
01/16	01/27/2016	101896	3666	Minnesota Child Support Payment	101-20100	131.05
01/16	01/27/2016	101897	3686	Minnesota Department of Health	601-20100	40.00
01/16	01/27/2016	101898	3761	MSFCA	101-20100	210.00
01/16	01/27/2016	101899	3766	MPFF	101-20100	100.00
01/16	01/27/2016	101900	3791	Minnestalgia Winery	610-20100	270.00
01/16	01/27/2016	101901	4001	Minnesota Valley Testing Labs	602-20100	86.00
01/16	01/27/2016	101902	4071	NCPEERS Minnesota	101-20100	368.00
01/16	01/27/2016	101903	4091	New France Wine	610-20100	264.00
01/16	01/27/2016	101904	4126	NMN, Inc.	610-20100	113.40
01/16	01/27/2016	101906	5271	North Folk Winery	610-20100	702.00
01/16	01/27/2016	101907	4286	Ole's Window Cleaning	610-20100	138.94
01/16	01/27/2016	101908	4426	Paustis Wine Company	610-20100	2,661.48
01/16	01/27/2016	101909	4476	Phillips St Paul	610-20100	4,910.95
01/16	01/27/2016	101910	4956	Sandstone Distributing Company	610-20100	77.90
01/16	01/27/2016	101911	5116	Short, Elliot, Hendrickson Inc	424-20100	41,543.73
01/16	01/27/2016	101912	5181	Southern Wine & Spirits of Minnesota	610-20100	3,151.37
01/16	01/27/2016	101913	5446	The American Bottling Company	610-20100	145.92
01/16	01/27/2016	101914	5491	The Wine Company	610-20100	407.00
01/16	01/27/2016	101915	5516	Thorpe Distributing Company	610-20100	698.00
01/16	01/27/2016	101916	5574	Top Notch Fence Co.	610-20100	1,910.00
01/16	01/27/2016	101917	5596	Towmaster Truck Equipment	101-20100	195.73
01/16	01/27/2016	101918	5751	US Internet	602-20100	147.45
01/16	01/27/2016	101919	5801	Verizon Wireless	602-20100	348.67

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/16	01/27/2016	101920	5816	Viking Coca-Cola Bottling Co	610-20100	144.00
01/16	01/27/2016	101921	5831	Vinocopia	610-20100	452.00
01/16	01/27/2016	101922	5861	Walmart Community/RFCSLLC	101-20100	760.64
01/16	01/27/2016	101923	5886	Watson Co., Inc.	610-20100	2,505.75
01/16	01/27/2016	101924	6001	Wine Merchants	610-20100	105.52
01/16	01/27/2016	101925	6086	Ziegler Inc.	101-20100	523.45
Grand Totals:						126,597.81

Vendor	Vendor Name	Description	Net Invoice Amount
521	Bellboy Corporation	Liquor Store Merchandise	3,546.70
521	Bellboy Corporation	Liquor Store Merchandise	30.00
Total 521:			3,576.70
551	Chas A. Bernick Inc.	Liquor Store Merchandise	67.35
551	Chas A. Bernick Inc.	Liquor Store Merchandise	1,424.00
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	27.88-
Total 551:			1,463.47
751	Bud's Auto Body Inc.	Vehicle Repairs Squad 265	1,180.40
Total 751:			1,180.40
969	Cardmember Service	Repair & Maint - Evidence Refrigerator	45.39
969	Cardmember Service	Meals - CPD Reserves All Day Training	94.05
969	Cardmember Service	Garage Door Openers - Mn DOT Garage	121.50
969	Cardmember Service	Training - T. Dwyer	125.00
969	Cardmember Service	MN JOA Conference & Membership - J. Peck	240.00
969	Cardmember Service	MN JOA Membership - J. Caulk	25.00
Total 969:			650.94
1067	Central MN Housing Partnership	Return Fee for Use of Suite - Cancelled Reserv	90.00
Total 1067:			90.00
1236	Comm of MMB, Treas Div	Admin Traffic Citation Fines - January	740.00
Total 1236:			740.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	62.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	12,571.52
Total 1396:			12,633.52
1556	Display Sales Company	Nylon Flags & Bulbs	1,295.00
Total 1556:			1,295.00
1661	East Central Sanitation	Refuse Hauling - City Services	527.85
Total 1661:			527.85
1681	ECM Publishers, Inc.	Legal Notice - City Council Meeting	19.95
1681	ECM Publishers, Inc.	Legal Notice - Ordinance No 624	14.25
Total 1681:			34.20
1791	Epic Products, Inc.	Liquor Store Merchandise	156.50

Vendor	Vendor Name	Description	Net Invoice Amount
1791	Epic Products, Inc.	Freight Charge	52.77
1791	Epic Products, Inc.	Liquor Store Merchandise	794.54
Total 1791:			1,003.81
1891	Fastenal Company	Small Tools - Shop	173.09
Total 1891:			173.09
2046	G & K Services, Inc.	Rug & Towel Rentals - LS	114.47
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	120.26
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	115.72
2046	G & K Services, Inc.	Rug Rentals	14.43
Total 2046:			367.37
2166	Grainger	Repair & Maint - Infrastructure	60.48
Total 2166:			60.48
2184	Graphic Homes, Inc.	Escrow Refund - 2341 11th Ave SE	5,508.00
2184	Graphic Homes, Inc.	Escrow Refund - 2341 11th Ave SE	200.00-
Total 2184:			5,308.00
2188	Gratitude Farms	Animal Control Services	400.00
Total 2188:			400.00
2341	Hawkins, Inc.	Chemicals	5,425.37
Total 2341:			5,425.37
2346	Hayford Ford	Repair & Maint Supplies - SQ#264	335.41
Total 2346:			335.41
2592	Isanti Area Joint Fire District	Paper Map Data File Design	125.00
2592	Isanti Area Joint Fire District	Paper Map Data File Design	125.00
Total 2592:			250.00
2676	Isanti County Recorder	Notary Filing Fee - J. Pepin, T. Johnson	40.00
Total 2676:			40.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	5,980.44
2796	Johnson Brothers Liquor Co	Freight Charge	115.01
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	919.82
2796	Johnson Brothers Liquor Co	Freight Charge	25.84

Vendor	Vendor Name	Description	Net Invoice Amount
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,461.45
2796	Johnson Brothers Liquor Co	Freight Charge	13.68
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	298.00
2796	Johnson Brothers Liquor Co	Freight Charge	4.56
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	5,144.71
2796	Johnson Brothers Liquor Co	Freight Charge	168.73
Total 2796:			14,132.24
2879	KDH Safety, LLC	Safety Committee Mtg & Training - Street Dept	210.00
2879	KDH Safety, LLC	Safety Committee Mtg & Training - Water Dept	210.00
2879	KDH Safety, LLC	Safety Committee Mtg & Training - Wastewater	210.00
Total 2879:			630.00
2931	Kimball Midwest	Repair & Maint Supplies - Vehic/Equip	414.46
Total 2931:			414.46
3521	Menards	Misc Operating Supplies - Police Dept	118.96
3521	Menards	Repair & Maint - Plant	30.87
3521	Menards	Repair & Maint - Plant	50.50
3521	Menards	Repair & Maint - Plant	8.11
3521	Menards	Repair & Maint - Plant	6.17
3521	Menards	Misc Operating Supplies - Finance	58.77
3521	Menards	Small Tools - Streets	20.18
3521	Menards	Misc Operating Supplies - Parks	17.90
3521	Menards	Small Tools - Water	10.94
3521	Menards	Small Tools - Streets	9.19
3521	Menards	Small Tools - Shop	22.66
3521	Menards	Small Tools - Streets	10.99
3521	Menards	Misc Operating Supplies - WWTP	43.44
3521	Menards	Repair & Maint - Plant	43.11
3521	Menards	Repair & Maint - Plant	15.94
3521	Menards	Repair & Maint - Shop	119.00
Total 3521:			546.37
4026	National Assoc. of Town Watch	NATW Membership	35.00
Total 4026:			35.00
4154	North Memorial Professional Educ	NMMC Conference - G. Schlichting, Fire Dept	239.00
Total 4154:			239.00
4156	North TH 65 Corridor Coalition	2016 Membership Dues	250.00
Total 4156:			250.00
4171	Northern Business Products, Inc.	Office Supplies - PD	166.20

Vendor	Vendor Name	Description	Net Invoice Amount
4171	Northern Business Products, Inc.	Office Supplies - PD	99.74
4171	Northern Business Products, Inc.	Office Supplies - PD	64.65
4171	Northern Business Products, Inc.	Office Supplies - PD	55.67
4171	Northern Business Products, Inc.	Office Supplies - PD	223.23
4171	Northern Business Products, Inc.	Office Supplies - PD	12.03
4171	Northern Business Products, Inc.	Office Supplies - Finance	51.87
4171	Northern Business Products, Inc.	Office Supplies - Bldg Dept	12.29
Total 4171:			685.68
4321	O'Reilly Automotive Inc.	Repair & Maint Supplies - PD	5.39
4321	O'Reilly Automotive Inc.	Repair & Maint Supplies - PD	24.29
Total 4321:			29.68
4476	Phillips Wine & Spirits	Liquor Store Merchandise	120.00
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,774.90
4476	Phillips Wine & Spirits	Freight Charge	47.12
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,887.04
4476	Phillips Wine & Spirits	Freight Charge	51.30
Total 4476:			5,880.36
4591	Pro Cal Corporation	Clean & Calibrate Lab Balance, Microscope, Te	203.00
Total 4591:			203.00
4661	Quill Corporation	Office Supplies	9.51
4661	Quill Corporation	Office Supplies - Finance	18.88
4661	Quill Corporation	Printer - Streets Dept	149.99
Total 4661:			178.38
4701	Railroad Management Company II	Rent - 8" Sewer Pipeline Crossing	176.86
Total 4701:			176.86
5152	Smiley Bros LLC	1st Half 2015 - TIF 6.11 Developer Agreement 9	1,150.03
5152	Smiley Bros LLC	2nd Half 2015 - TIF 6.11 Developer Agreement	1,150.02
5152	Smiley Bros LLC	Recoup 2014 Overpayment - TIF 6.11 Develop	2,007.23-
Total 5152:			292.82
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	1,369.33
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	14.46
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	1,392.10
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	33.60
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	72.00
Total 5181:			2,881.49

Vendor	Vendor Name	Description	Net Invoice Amount
5191	SPEW Health Plan	Health Insurance Premium - March	1,267.00
5191	SPEW Health Plan	Health Insurance Premium - March	2,534.00
5191	SPEW Health Plan	Health Insurance Premium - March	3,801.00
5191	SPEW Health Plan	Health Insurance Premium - March	3,801.00
5191	SPEW Health Plan	Health Insurance Premium - March	633.50
5191	SPEW Health Plan	Health Insurance Premium - March	20,272.00
5191	SPEW Health Plan	Health Insurance Premium - March	1,267.00
5191	SPEW Health Plan	Health Insurance Premium - March	10,972.22
5191	SPEW Health Plan	Health Insurance Premium - March	2,534.00
5191	SPEW Health Plan	Health Insurance Premium - March	4,003.72
5191	SPEW Health Plan	Health Insurance Premium - March	7,830.06
5191	SPEW Health Plan	Health Insurance Premium - March	5,068.00
Total 5191:			63,983.50
5249	Staples Advantage	Office Supplies	92.18
Total 5249:			92.18
5301	Steve's Tire Inc	Repairs and Maint Supplies - PD	449.92
5301	Steve's Tire Inc	Repair and Maint Labor - PD	139.95
5301	Steve's Tire Inc	Repair and Maint Labor - PD	30.00
Total 5301:			619.87
5406	Taser International	Tasers, Req Accessories, Batteries	3,223.49
5406	Taser International	Tasers, Req Accessories, Batteries	900.00
Total 5406:			4,123.49
5601	TR Computer Sales LLC	Computer Consulting - Finance	1,738.75
5601	TR Computer Sales LLC	Computer Consulting - Police Dept	290.00
5601	TR Computer Sales LLC	Datto S2000 Offsite, LOOK@IT Server, Datto S	560.00
Total 5601:			2,588.75
5661	True Brands	Liquor Merchandise	679.32
5661	True Brands	Misc supplies - LS	39.80
5661	True Brands	Freight Charge	86.29
Total 5661:			805.41
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.48
5801	Verizon Wireless	wireless phone service - PD	765.86
5801	Verizon Wireless	wireless phone service - Emergency Mgmt	35.01
Total 5801:			817.35
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	205.25

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5816:			205.25
5886	Watson Co., Inc.	Liquor Store Merchandise	1,156.93
5886	Watson Co., Inc.	Misc Operating Supplies - LS	275.42
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			1,438.35
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	8,284.08
5891	Breakthru Beverage Minnesota	Freight Charge	98.37
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	646.00
5891	Breakthru Beverage Minnesota	Freight Charge	8.05
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	8.13
Total 5891:			9,028.37
6066	Zarnoth Brush Works, Inc	Wafer Broom Refill	1,703.40
Total 6066:			1,703.40
Grand Totals:			147,536.87

Dated: 2/3/16

City Treasurer: Caroline Nye

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/16	02/03/2016	101926	521	Bellboy Corporation	610-20100	3,576.70
02/16	02/03/2016	101927	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	9,028.37
02/16	02/03/2016	101928	751	Bud's Auto Body Inc.	704-20100	1,180.40
02/16	02/03/2016	101929	969	Cardmember Service	101-20100	650.94
02/16	02/03/2016	101930	1067	Central MN Housing Partnership	101-20100	90.00
02/16	02/03/2016	101931	551	Bernick's	610-20100	1,463.47
02/16	02/03/2016	101933	1236	Comm of MMB, Treas Div	213-20100	740.00
02/16	02/03/2016	101934	1396	Dahlheimer Beverage, LLC	610-20100	12,633.52
02/16	02/03/2016	101935	1556	Display Sales Company	101-20100	1,295.00
02/16	02/03/2016	101936	1661	East Central Sanitation	101-20100	527.85
02/16	02/03/2016	101937	1681	ECM Publishers, Inc.	101-20100	34.20
02/16	02/03/2016	101938	1791	Epic Products, Inc.	610-20100	1,003.81
02/16	02/03/2016	101939	1891	Fastenal Company	101-20100	173.09
02/16	02/03/2016	101940	2046	G & K Services, Inc.	101-20100	367.37
02/16	02/03/2016	101941	2166	Grainger	101-20100	60.48
02/16	02/03/2016	101942	2184	Graphic Homes, Inc.	101-20100	5,308.00
02/16	02/03/2016	101943	2188	Gratitude Farms	101-20100	400.00
02/16	02/03/2016	101944	2341	Hawkins, Inc.	602-20100	5,425.37
02/16	02/03/2016	101945	2346	Hayford Ford	101-20100	335.41
02/16	02/03/2016	101946	2592	Isanti Area Joint Fire District	101-20100	250.00
02/16	02/03/2016	101947	2676	Isanti County Recorder	101-20100	40.00
02/16	02/03/2016	101948	2796	Johnson Bros - St Paul	610-20100	14,132.24
02/16	02/03/2016	101949	2879	KDH Safety, LLC	101-20100	630.00
02/16	02/03/2016	101950	2931	Kimball Midwest	101-20100	414.46
02/16	02/03/2016	101951	3521	Menards	101-20100	546.37
02/16	02/03/2016	101952	4026	National Assoc. of Town Watch	101-20100	35.00
02/16	02/03/2016	101953	4154	North Memorial Professional Education	101-20100	239.00
02/16	02/03/2016	101954	4156	North TH 65 Corridor Coalition	101-20100	250.00
02/16	02/03/2016	101955	4171	Northern Business Products, Inc.	101-20100	685.68
02/16	02/03/2016	101956	4321	O'Reilly Auto Parts	101-20100	29.68
02/16	02/03/2016	101957	4476	Phillips St Paul	610-20100	5,880.36
02/16	02/03/2016	101958	4591	Pro Cal Corporation	602-20100	203.00
02/16	02/03/2016	101959	4661	Quill Corporation	101-20100	178.38
02/16	02/03/2016	101960	4701	Railroad Management Company III, LLC	602-20100	176.86
02/16	02/03/2016	101961	5152	Smiley Bros LLC	311-20100	292.82
02/16	02/03/2016	101962	5181	Southern Wine & Spirits of Minnesota	610-20100	2,881.49
02/16	02/03/2016	101963	5191	SPEW Health Plan	610-20100	63,983.50
02/16	02/03/2016	101964	5249	Staples Advantage	101-20100	92.18
02/16	02/03/2016	101965	5301	Steve's Tire Inc	101-20100	619.87
02/16	02/03/2016	101966	5406	Taser International	101-20100	4,123.49
02/16	02/03/2016	101967	5601	TR Computer Sales LLC	101-20100	2,588.75
02/16	02/03/2016	101968	5661	True Brands	610-20100	805.41
02/16	02/03/2016	101969	5801	Verizon Wireless	101-20100	817.35
02/16	02/03/2016	101970	5816	Viking Coca-Cola Bottling Co	610-20100	205.25
02/16	02/03/2016	101971	5886	Watson Co., Inc.	610-20100	1,438.35
02/16	02/03/2016	101972	6066	Zarnoth Brush Works, Inc	101-20100	1,703.40

Grand Totals:

147,536.87

Prepared by: Todd Schwab, Public Works/Utility Director

Background:

I have been informed that Randy Hatch has intent to retire in April of this year.

The resignation will leave a vacancy of a Water/Wastewater Operator position. The timely replacement of this position is important in the day-to-day operation of the Water and Wastewater Systems.

I am requesting authorization to start the hiring process for the operator position, with the position being filled upon the retirement of Mr. Hatch. The 2016 salary set by the union contract is \$20.37 to \$28.01 per hour. The posting range would be \$20.37 (start step) or \$21.75 (1st year step), depending upon qualifications.

Council Action:

Authorize staff to start the hiring process for the vacated existing Water/Wastewater Operator Position.

Prepared by Will Pennings

History

Cambridge Fire Department (CFD) has played a critical role in the delivery of EMS for some time. CFD takes paged out response to major medicals / trauma incidents when PD and or ambulance units are out of place. This protocol has kept Fire Department call volume at a reasonable pace avoiding staff and budget burnout.

In 2015 CFD volunteer / paid on call staff was responsible for 189 calls. Taking into consideration ambulance calls into CFD protection area in 2015, it is estimated that our calls would increase to approximately 1250 annually if we responded to all medicals. This level of calls would not be sustainable with our current level of volunteers and only one full-time position.

CFD is very carefully moving forward in order to provide the best service possible, without breaking staff, and budget. As the community grows it is imperative we consistently analyze community needs as it relates to what level of service the Department provides. In May 2014, the CFD added the Full time Deputy Chief / EM Director Position and it is important we are on the same page, as far as what's expected off this position. The core function of this position was to manage city wide response to emergency incidents and assume a leadership role. Provides administrative and technical work related to fire code administration, enforcement, education, and inspections.

Chief 3 highlights since May, 2014

- Trained Fire Department to operate under National Institute of Standards and Technology (NIST) and Underwriter's Laboratory (UL).
- Worked with administration, and staff to update Emergency Operations Plan (EOP).
- Participated in planning, and operation of a multi-jurisdictional Emergency Management Exercise.
- Added a Fire Prevention Open House.
- Increased fire prevention activities in the public. Examples include pre incident planning, occupational emergency planning assistance, school visits, safety camp, and a start on Fire Inspections.
- Responded to 137 non paged calls in 2015 ranging in nature.
- Led Fire Department in "Live Burn Training" with mutual aid partner.
- Fire department public outreach project of feeding the National Guard in conjunction with Stacy Lent Fire Department.
- Changed department operations by assigning personnel to squads with better communication flowing through their squad captains (Captains are: Bustrom, Matchinsky, Schwab, and Shatek).
- Aligned our training to take advantage of State reimbursements for training to save our local training dollars.

Chief 3 Goals for 2016

- All high hazard occupancies/buildings in our fire protection have pre-plans completed and Fire Inspections performed.
- An adopted protocol for the Cambridge Fire Department for medical calls.
- Implement the proper contracts and policies for the Council approved protocol on medicals.

- Continued building the Emergency Operations Center (EOC) team, with regular exercise, and participation.
- Improve and track grant applications throughout the year.
- Improvement of the *Brigade*, increase frequency, participation, and readership of the Newsletter.
- Have the best Technical Rescue Team in the region.
- Continued community participation.
- Team building within CFD, locally with other departments, and regionally through the St. Croix Valley Fire Association.

Current Dispatch Protocols for Cambridge Chief 3

1. All Fire related calls.
 - Alarms
 - Smoke
 - Smell of smoke
 - Fire
 - Wild land Fire
 - Mutual aid request
 - Electrical Line Calls

2. Traffic Accidents
 - Accidents without injury where assistance with traffic is needed.
 - All accidents with injury

3. Medicals (**Recommended level of response protocol**)
 - Cardiac Arrest
 - Trauma
 - Stroke
 - Lift/Agency Assist

4. Other Calls as Requested
 - Any Emergency Management & Related Calls
 - Missing / Lost Persons / Coordinated Searches
 - Evacuations / Containment
 - School Lock-Downs / Critical Incidents / Unified Command
 - Search & Rescue Operations

Comparisons

Department	Dispatch Info.	2015 run numbers	
Isanti Fire District	All Medicals	Close to 800	80% Medicals.
Braham Fire Dept.	All Medicals	328 Total	267 Medical
North Branch Fire	Only when needed	138 Total	2 Medical
Dalbo Fire	All Medicals	81 Total	61 Medical
Stacy Lent Fire	All Medicals	260 Total	200 Medical

- If CFD were to run all medicals at Isanti's rate of 800 calls with 80 % being medicals, CFD would add an additional 640 calls to their volume.
- For CFD to run all medicals it would take, 1/3 of the department (10 people) responding to the paged call to put a truck in service. This is for the two person response rescue crew and eight on standby. This additional cost would be \$43,520.00 per year. The cost would fluctuate depending upon the call. However, it can also significantly increase the stress on our volunteer firefighters and their need to leave their other employment or families to respond to these calls.
- When CFD is paged to medicals usually 1 to 2 officers are on scene upon our arrival and 99 percent of the time Allina ambulance would be as well because they are housed in close vicinity to CFD response area.
- The City would need to invest in a SUV style rescue truck which would be \$50,000 up front and about every five years. (Basically it adds \$5,000 to every year of operation)
- To run all medicals, it would add \$54,520 every year. Again, if call volume goes up – the cost goes up.
- This does not address the cost of bringing on additional firefighters to handle the additional calls. It costs \$4,800 to outfit each new firefighter for turnout gear and training for Firefighter 1, Firefighter 2, and emergency responder training.
- Each firefighter you add also adds pension burden as well. For each year of service, a firefighter is entitled to \$3,500 upon retirement if they stay with Cambridge Fire Department for three years. If they leave the Cambridge Fire Department, the pension money goes with them if they move on to another department or is paid out when they reach 50 years of age. The City is financially responsible for any pension deficits. Currently, the plan is fully funded but that is dependent upon the stock market and how well the State invests the pension funds.

Training

I and most CFD members are trained to the Emergency Medical Responder (EMR) level. This training prepares CFD members to render critical medical aid to the public as well as staff. This level of training fell into place in 2012 when the Fire Department took on auto extrication and technical rescue.

Training to become an EMR requires an initial commitment of 44 hours. After the initial course, EMRs need to participate in 12 hours of continuing education every two years. I have a deep admiration for the volunteers that dedicate so much of their time to training and preparing to assist others in need.

I took my EMR training in 1999 and have been practicing ever since. My former department started providing EMR response in early 2000. I have witnessed a lot of changes in training and equipment over the 15 years of active EMS work, and feel I have made a big difference in many emergency. I hope the skills and experience I have gained over the years make me a good first responder as well as decision maker in the field. I believe that being a first responder is one of my strengths and feel an obligation to act when I can help.

It is my desire to continue to respond to medicals as outlined in the above protocols but I also need to be sensitive to costs and impact on other firefighters if Council decides to expand response to medical calls. If Council would like to explore expanding response to medical calls, I suggest the department officers committee (DOC) thoroughly explore this issue and report back to City Council before any final decisions are made.

Liability

As in any emergency response we assume some liability and it is imperative we consider this in deciding our response protocols. Speaking to the Emergency Medical Services Regulatory Board (EMSRB), the City does not need a medical director for the level of service we currently run. The training providers we use have a Medical Director ensuring the curriculum for training is appropriate and up to standards we need. The City could have additional protection with its own Medical Director and I would be happy to investigate further into options for medical direction if City Council desires.

EMR Skills practiced



- Primary and Secondary surveys
- Basic airway management
- Oxygen therapy
- Ventilation support
- Circulation support
- Automated defibrillation
- Cardiopulmonary resuscitation
- Spinal immobilization
- Vital sign evaluation
 - Respirations
 - Pulse
 - Blood pressure
 - Skin condition
 - Pupils
 - Blood glucose
 - Pulse oximetry
- Splinting
- Bandaging
- Stretcher Operation
- Patient extrication and transport

Tools used

The typical tools used by an EMR include but are not limited to the following:



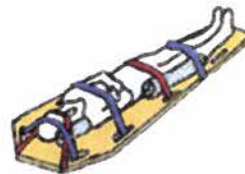
- Airway management tools:
 - Oropharyngeal airways (all sizes).
 - Nasopharyngeal airways (all sizes).
 - Electric suction, or, V-Vac.
 - Bulb suction.



- Oxygen therapy tools:
 - Easy seal mask.
 - Simple face mask.
 - Non-rebreathing mask (NRB).
 - Nasal cannula.
 - Oxygen tubing.
 - Compressed, medical grade, oxygen with regulator.



- Ventilation support tools:
 - Bag valve mask (BVM).
 - Pocket mask.
- Circulation support tools:
 - Automated external defibrillator (AED).



- Spinal immobilization tools:
 - Long Back board.
 - Short Spine board.
 - KED.
 - C-collar.
 - Head roll.
 - Scoop stretcher.



- Vital sign evaluation tools:
 - Stethoscope.
 - Sphygmomanometer.
 - Pediatric BP cuff.
 - Adult BP cuff.
 - Large BP cuff.

- Penlight.
- Pulse Oximeter.



- Other tools:
 - Traction splint
 - Assorted splints.

Council Action Request

Adopt the medical response protocol above for the Cambridge Fire Department and direct amendments be drafted for inclusion in the Cambridge Fire Department's standard operating guidelines for Department and City Council approval.

SAMPLE LEASE AGREEMENT

This Lease Agreement made and entered into this ____ day of _____, 2016 to take effect as of the - ____ day of _____, 2016, by and between, the City of Cambridge, Minnesota, 300 3rd Ave NE (hereinafter "Landlord") and Cambridge Curling Club, XXXX, Cambridge, Minnesota 55008, (hereinafter "Tenant").

WITNESSETH:

The Landlord, in consideration of the rents and covenants as mutual promises herein contained, to be paid, kept and performed by the respective parties, the Landlord, does hereby lease and let unto the Tenant, and the Tenant does hereby lease from the Landlord that certain property located at XXXX, Cambridge, Minnesota and legally described on Exhibit A attached hereto and made a part hereof (hereinafter "Premises"), including all, furniture, fixtures and equipment purchased or provided by Landlord and used in connection with the improvements located upon the subject Premises.

Term of Lease. The Landlord agrees to issue municipal lease revenue bonds for said construction of the Cambridge Curling Club building according to the plans developed by Greystone Construction in Exhibit B. Said cost of such facility is \$2,661,723. The municipal lease revenue bonds will be repaid through Tenant's rent over a 30 year period. The Tenant agrees to pay the annual debt service payment for the municipal lease revenue bonds as outlined in Exhibit C. The term of the lease shall end when the municipal revenue bonds have been paid off and Tenant shall then become the owner of the property and building.

Utilities. Landlord shall be responsible for the maintaining and payment of all water and sewer utility charges, applicable to the Premises commencing on XXX, and thereafter for the term of this Lease. Tenant shall be responsible for utilities including but not necessarily limited, to Natural Gas, Propane, Electric, Phone, Cable Services, Wireless Services and Internet Services.

Tax Exempt Status of Tenant. The Premises will not be used, directly or indirectly, in any activity which constitutes an unrelated trade or business activity of Tenant, determined by applying Section 513(a) of the Internal Revenue Code of 1986, as amended ("Code"). "Section 501(c)(3) Organization" means an organization that is exempt from federal income taxation pursuant to Section 501(a) of the Code as a result of the application of Section 501(c)(3) of the Code. Tenant will promptly provide Landlord with full information as to any use of the Premises by anyone other than a Section 501(c)(3) Organization. Nothing in this paragraph is intended to give Tenant rights to assign this Lease or sublease any portion of the Premises. Tenant is a Section 501(c)(3) Organization, and Tenant is not a "private foundation" as defined in Section 509(a) of the Code. There is no action, proceeding or investigation pending or threatened on any basis therefore by the IRS or authorities of the State of Minnesota which, if adversely determined, might result in a modification of the status of Tenant as a Section 501(c)(3) Organization.

Taxes. If the Isanti County Assessor's Office determines this property is required to pay property taxes, taxes due will be the responsibility of the Tenant.

Maintenance. Tenant shall have sole responsibility for the maintenance of all aspects of the Premises, excluding structural and mechanical items relating to the building structure, and will keep it in good condition, reasonable wear and tear and damage by fire and the elements excepted. Tenant will keep the Premises in an orderly, clean and sanitary condition as required by the laws and ordinances applicable thereto; will not do nor permit to be done on said Premises anything in violation of the laws or ordinances applicable thereto. Without limiting the foregoing, Tenant shall be responsible for all costs of janitorial services, snow removal (except snow removal

from parking lot) of entrance to indoor facility, garbage removal and all other general maintenance of the Premises. Decorative landscaping including but not limited to flowers, shrubbery, decorative rock, and woodchips shall be kept in a neat and orderly condition by the Tenant as acceptable to Landlord. Landlord will be responsible for maintenance and snow plowing.

Insurance. Tenant shall maintain at Tenants sole expense comprehensive general liability insurance, naming the Landlord as an additional insured, with respect to accidents occurring on or about the Premises or arising out of the use thereof in reasonable amounts, but not less than \$1,000,000 for injury or death to any person, \$1,000,000 for injuries or deaths arising out of any one accident, and \$1,000,000 for property damage, with reasonable deductible clauses, written by companies licensed to do business in the State of Minnesota and will deliver to the Landlord a certification of such insurance providing for fifteen (15) days written notice to Landlord prior to cancellation thereof. Said minimum insurance amounts shall be subject to increase for inflation upon written notice by Landlord to Tenant.

Landlord may maintain such insurance upon the Premises against loss by fire and extended coverage perils as Landlord may deem appropriate from time to time. Tenant may maintain such additional insurance covering Tenant's interest in the property as Tenant may deem appropriate. In the event the building to be constructed upon the Premises pursuant to paragraph 1.1 above is destroyed or damaged to the extent that continued occupancy by Tenant is not feasible, Landlord shall have the option to rebuild or repair said building to the same or better condition as existed prior to the occurrence of such damage, or to declare this lease terminated upon written notice given to Tenant within 90 days after any event which renders the building unusable. If Landlord elects to rebuild/repair such damage there shall be no abatement of rent for any period during which the building is unusable by Tenant. If Landlord elects not to repair/rebuild the lease shall be terminated, and no rent shall be payable from and after the date of occurrence of the event which rendered the Premises unusable by Tenant.

Alterations and Liens. Tenant shall not be allowed to add any improvements requiring a building permit nor to alter or remodel the Premises without the prior written consent of Landlord, which consent shall not be unreasonably withheld or delayed.

In the event of any construction on or alteration to the Premises, and at the request of Landlord, Tenant will post in a conspicuous place on the Premises a notice that Landlord is not liable for the payment of any costs of any such construction or improvement and that neither the Premises nor the Building shall be subject to lien therefore. In the event that a lien is placed against the Premises as a result of any construction or alteration done by or at the request of Tenant, Tenant shall satisfy or remove the same within ten (10) days of receipt of notice from Landlord. So long as the laws of this State shall provide for the filing of a statutory bond to eliminate the attachment of mechanic's or materialmen's liens to real estate, Tenant shall require that its contractor or itself shall take such steps as are provided by law for the filing of said statutory bond to remove any such lien in the event Tenant contests the validity of such lien.

If the same is not removed within ten (10) days from the date of written notice from Landlord, Landlord shall have the right at Landlord's option of paying the same or any portion thereof and the amounts so paid, including attorney's fees and expenses connected therewith, shall be deemed to be additional rent due from Tenant to Landlord and shall be paid to Landlord immediately upon provision to Tenant of a bill for same. Tenant shall indemnify and save harmless Landlord from and against all losses, claims, damages, costs or expenses suffered by Landlord by reason of any repairs, installations or improvements made by Tenant.

Damage. In case said Premises be damaged or destroyed due to actions of the Tenant, the Tenant shall repair or replace the same to substantially the same condition as existed immediately prior to such damage or destruction.

Indemnification. The Tenant agrees to indemnify, defend and hold Landlord and its officers and employees harmless from and against any claim, loss or expense arising out of injury, death or property loss or damage occurring in the Premises, except to the extent caused by the negligent act or intentional misconduct of Landlord or its officers or employees.

The Landlord agrees to indemnify, defend and hold Tenant and its officers and employees harmless from and against any claim, loss or expense arising out of injury, death or property loss or damage occurring as a result of Landlord's acts or omissions, to the extent caused by the negligent act or intentional misconduct of Landlord or its officers or employees.

Signage and Advertising. Subject to applicable laws and ordinances, Tenant shall have the right to erect, maintain and operate signs located on the inside of the building on Premises, and to place its usual signs, logos, lettering and notices customarily installed or used at Tenant's facilities, subject to the prior consent of Landlord. All signs visible from the outside of the building shall be subject to prior written approval of Landlord. Naming rights for the facility and exterior signage placed by the Landlord on the outside of the building are the sole property and responsibility of the Landlord.

Mutual Release. Landlord and Tenant hereby release one another and their respective officers and employees from any and all liability (to the other or anyone claiming through or under them by way of subrogation or otherwise) for any loss or damage covered by property insurance or coverable by a customary policy of insurance even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone for whom such party may be responsible.

Notices. All notices, consents, demands and requests which may be or are required to be given by either party to the other, shall be in writing, and shall be deemed given or served when deposited in the United States mail by registered or certified mail, postage prepaid, addressed as follows:

If to Landlord: City of Cambridge, 300 3rd Ave. NE, Cambridge, MN 55008

If to Tenant: Cambridge Curling Club, XXXXX, Cambridge, Minnesota 55008

Such addresses may be changed from time to time by either party by serving notices as above provided.

Attorneys' Fees. In the event Landlord institutes legal action or proceedings arising out of or in any way connected with this Lease against Tenant, the Tenant shall reimburse the Landlord for all reasonable attorney fees and costs incurred in connection therewith.

Paragraph Headings. The headings of the several paragraphs contained herein are for convenience only and do not define, limit, or construe the contents, construction or meaning of the provisions of this Lease.

Laws of Minnesota. The laws of the State of Minnesota shall govern the validity, performance and enforcement of this Lease.

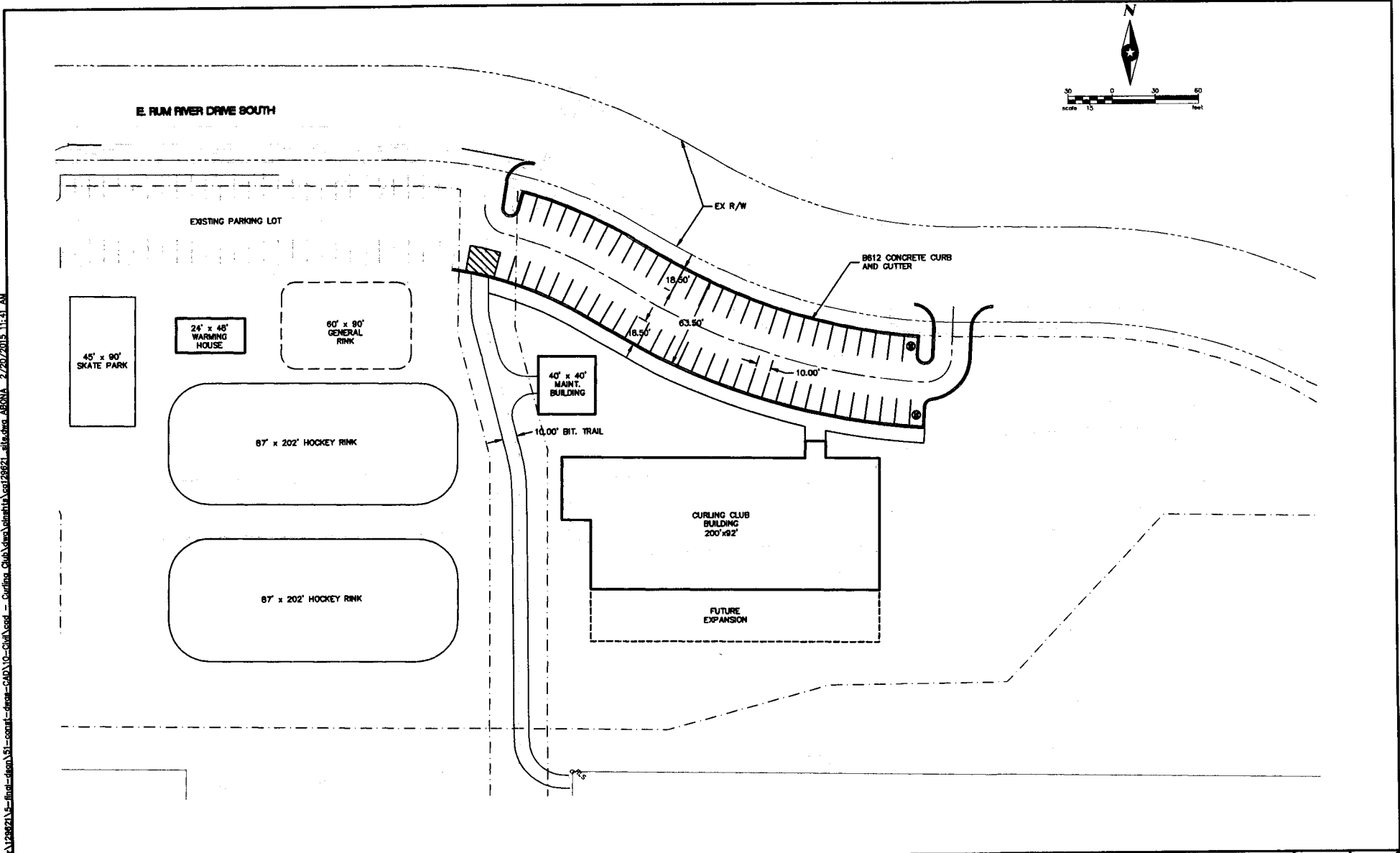
Successors and Assigns. All of the terms, covenants, provisions and conditions of this Lease shall be binding upon and inure to the benefit of the parties hereto, their respective successors and assigns.

Force Majeure. In the event either party shall be delayed or hindered in, or prevented from, the performance of any work, service or other act required under this Lease to be performed by such party and such delay or hindrance is due to: (i) strikes, lockouts, or other labor disputes; (ii) inability to obtain labor or materials or reasonable substitutes therefor; or, (iii) acts of God, governmental restrictions, enemy act, civil commotion, unavoidable fire or other casualty, or other causes of a like nature beyond the control of the party so delayed or hindered, then performance of such work, service or other act shall be excused for the period of such delay and the period for the performance of such work, service or other act shall be extended by a period equivalent to the period of such delay; provided nothing in this section shall be interpreted to allow an extension of time for Tenant to any rent due pursuant to this lease.

Consents. Landlord and Tenant covenant and agree that whenever, pursuant to the terms of this Lease, consent, satisfaction, determination or approval is required or permitted of Landlord or Tenant, such consent, satisfaction, determination or approval shall not be unreasonably determined, withheld or delayed.

DRAFT

S:\Projects\129821\129821.dwg - final.dwg - 09/15/14 - 10:41 AM - 2/20/2015 11:41 AM - Corbin, Club\corbin\129821.dwg - 2/20/2015 11:41 AM



DRAWN BY:	ASB				
DESIGNER:	TMB				
CHECKED BY:	TMB				
DESIGN TEAM	NO.	BY	DATE	REVISIONS	

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Todd M. Blank, PE
Date: 09/15/14 Lic. No. 21815

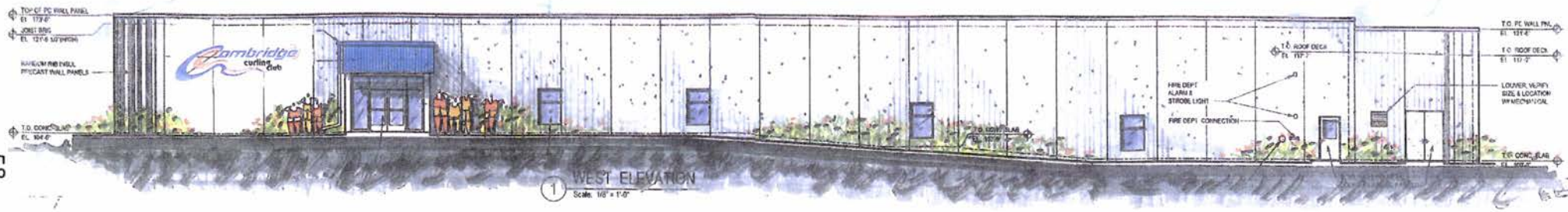


PHONE: 651.490.2000
3530 VADNAIS CENTER DR.
ST. PAUL, MN 55110-5196
www.sehinc.com

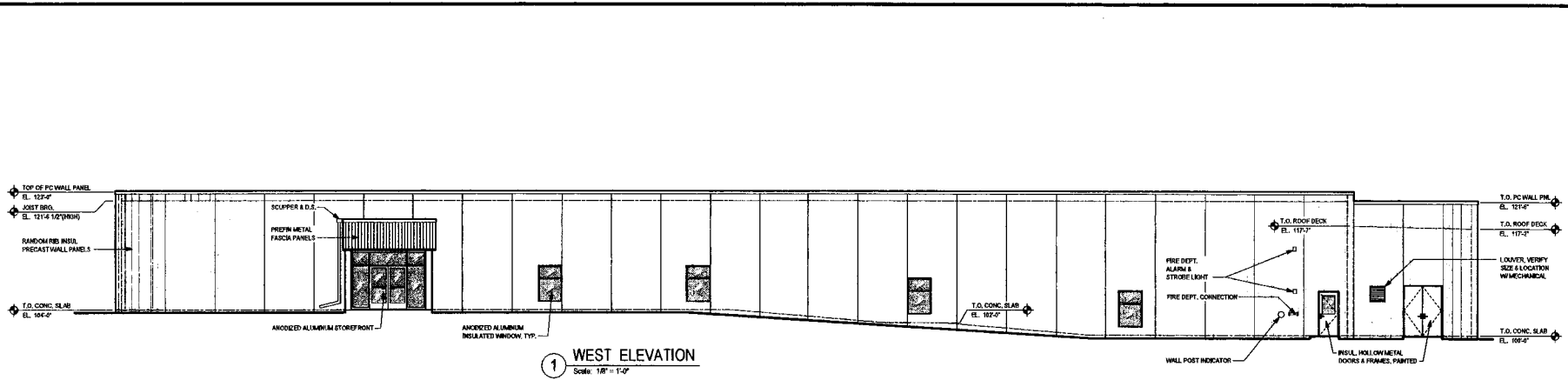
**CAMBRIDGE,
MINNESOTA**

**HERITAGE GREENS PARK
CURLING CLUB BUILDING
SITE PLAN**

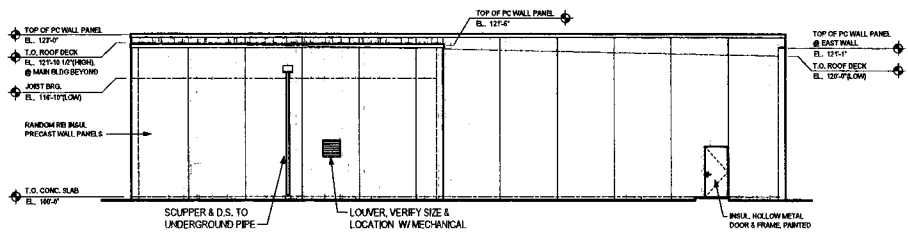
FILE NO.	3
129821	6



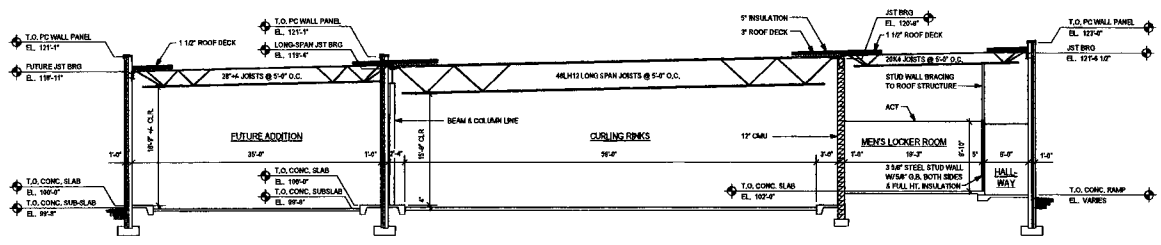
○ CAMBRIDGE CURLING CLUB IMAGE SKETCH.
 WEST ELEVATION. CAMBRIDGE MN.



1 WEST ELEVATION
Scale: 1/8" = 1'-0"

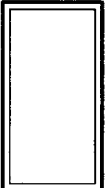


2 SOUTH ELEVATION
Scale: 1/8" = 1'-0"



3 BUILDING SECTION
Scale: 1/8" = 1'-0"

David Linner Architects
1014 Main Street, Suite 100
Cambridge, MN 55005
Phone: 507.445.1111
Fax: 507.445.1111
www.davidlinner.com

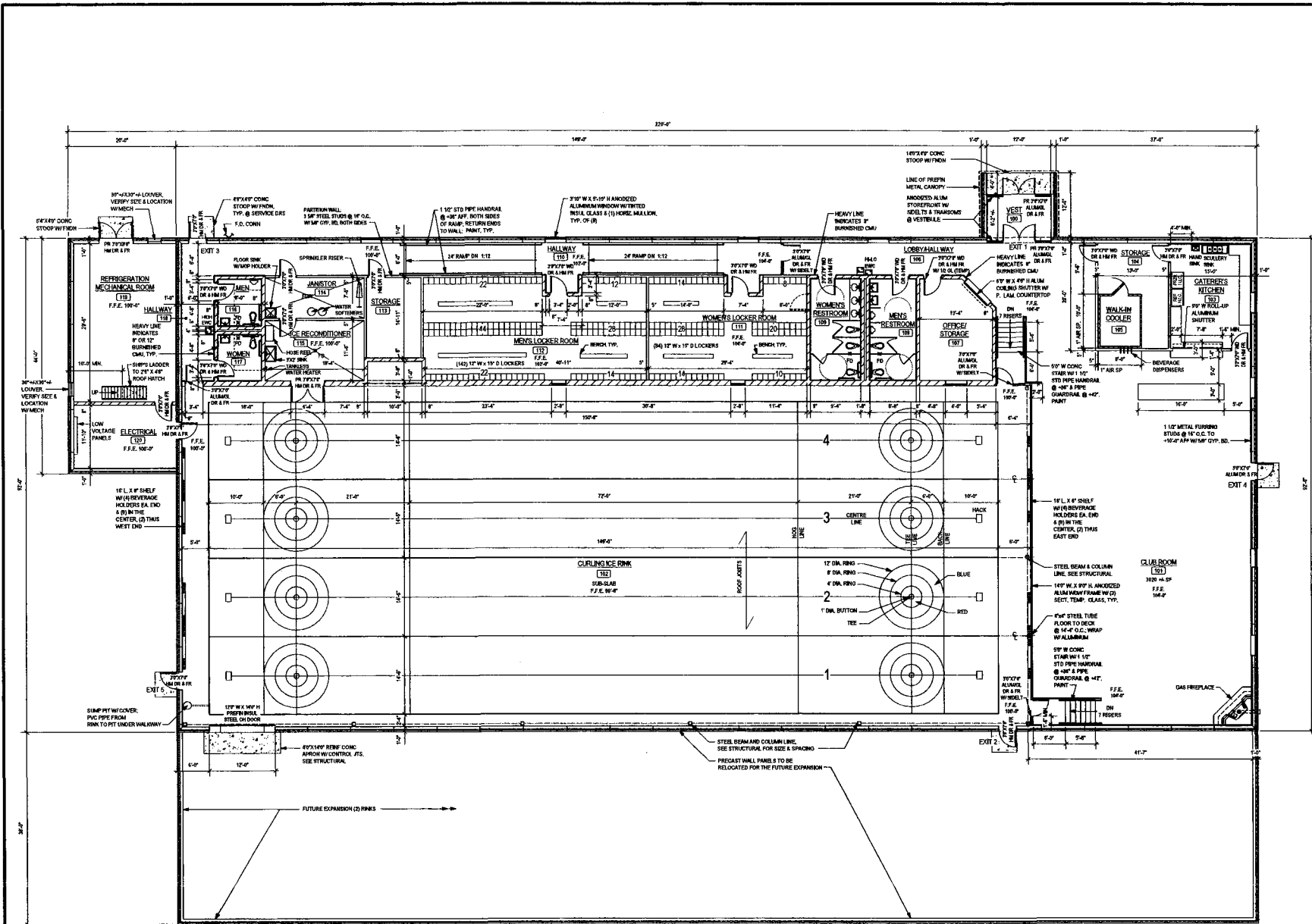


David Linner, P.E.
501 S. Lincoln Street, Suite 100
Cambridge, MN 55005
Phone: 507.445.1111
Fax: 507.445.1111
www.greystoneconstruction.com

GREYSTONE CONSTRUCTION

A NEW FACILITY FOR:
CAMBRIDGE CURLING CLUB
CAMBRIDGE, MINNESOTA

Revised:
Drawn: C.A.W.
Checked: C.P.L.
Date: 2-6-15
Job Number: 1502
Sheet:



① FLOOR PLAN OPTION 'A'
 Scale: 1/8" = 1'-0"



David Linner
 Architects
 1000 W. 1st St.
 Cambridge, MN 55005
 Phone: 507-734-4627
 Fax: 507-734-4628

GREYSTONE
 CONSTRUCTION
 1000 W. 1st St.
 Cambridge, MN 55005
 Phone: 507-734-4627
 Fax: 507-734-4628
 www.greystoneconstruction.com



A NEW FACILITY FOR
CAMBRIDGE CURLING CLUB
 CAMBRIDGE, MINNESOTA

Drawn
 C.A.W.
 Checked
 D.P.I.
 Date
 2-5-15
 Job Number
 1502
 Sheet



Project: Cambridge Curling
 Location: Cambridge, MN
 Bid Date: 3/3/15 12:00 AM
 Bid Type: Preliminary Budget
 Architect: Linner
 Estimator: KJ, JH
 Notes: _____

Project Start Date 2016

Last Update: 7/21/2015

ESTIMATE		
DIVISION 0-	DESIGN AND ENGINEERING TOTAL	32,940
DIVISION 0 -	PERMITS & FEES TOTAL	27,957
DIVISION 0-	INSURANCE & BONDS TOTAL	1,136
DIVISION 0-	TESTING & SPECIAL INSPECTIONS TOTAL	7,560
DIVISION 1-	GENERAL CONDITIONS TOTAL	101,784
DIVISION 2-	SITework TOTAL	68,040
DIVISION 3-	CONCRETE TOTAL	636,556
DIVISION 4-	MASONRY TOTAL	-
DIVISION 5-	METALS TOTAL	202,796
DIVISION 6-	CARPENTRY TOTAL	23,506
DIVISION 7-	THERMAL & MOISTURE PROTECTION TOTAL	166,270
DIVISION 8-	DOORS & WINDOWS TOTAL	97,848
DIVISION 9-	FINISHES TOTAL	133,623
DIVISION 10-	SPECIALTIES TOTAL	19,467
DIVISION 11-	EQUIPMENT TOTAL	658,800
DIVISION 12-	FURNISHINGS TOTAL	-
DIVISION 13-	SPECIAL CONSTRUCTION TOTAL	-
DIVISION 14-	CONVEYING SYSTEMS TOTAL	-
DIVISION 15-	MECHANICAL TOTAL	288,479
DIVISION 16-	ELECTRICAL TOTAL	220,320
	SUBTOTAL (total cost)	2,687,082
	Contingency (Greystone) 3%	74,641
	TOTAL BUDGET AMOUNT	2,761,723
	Cost related to increased size of refrigeration, mech., and elect. rooms in Curling Club, DEDUCT	100,000
	Combined TOTAL	2,661,723



GREYSTONE
CONSTRUCTION

Total Square Feet:

23,368.00

Cost per square foot:

118.18

Curling Club Estimates							
4.5% interest							
Amount of Net Proceeds	\$	2,000,000.00		Amount of Net Proceeds	\$	2,000,000.00	
Issue Costs	\$	55,000.00		Issue Costs	\$	55,000.00	
Underwriter Discount	\$	30,000.00		Underwriter Discount	\$	30,000.00	
Total Bond to Repay	\$	2,085,000.00		Total Bond to Repay	\$	2,085,000.00	
20 year	Payment	Balance		30 year	Payment	Balance	
	1/1/2017	(\$160,286.76)	\$ 2,018,538.24		1/1/2017	(\$128,001.37)	\$ 2,050,823.63
	1/1/2018	(\$160,286.76)	\$ 1,949,085.70		1/1/2018	(\$128,001.37)	\$ 2,015,109.33
	1/1/2019	(\$160,286.76)	\$ 1,876,507.79		1/1/2019	(\$128,001.37)	\$ 1,977,787.88
	1/1/2020	(\$160,286.76)	\$ 1,800,663.88		1/1/2020	(\$128,001.37)	\$ 1,938,786.97
	1/1/2021	(\$160,286.76)	\$ 1,721,407.00		1/1/2021	(\$128,001.37)	\$ 1,898,031.02
	1/1/2022	(\$160,286.76)	\$ 1,638,583.55		1/1/2022	(\$128,001.37)	\$ 1,855,441.05
	1/1/2023	(\$160,286.76)	\$ 1,552,033.05		1/1/2023	(\$128,001.37)	\$ 1,810,934.53
	1/1/2024	(\$160,286.76)	\$ 1,461,587.78		1/1/2024	(\$128,001.37)	\$ 1,764,425.21
	1/1/2025	(\$160,286.76)	\$ 1,367,072.47		1/1/2025	(\$128,001.37)	\$ 1,715,822.98
	1/1/2026	(\$160,286.76)	\$ 1,268,303.97		1/1/2026	(\$128,001.37)	\$ 1,665,033.65
	1/1/2027	(\$160,286.76)	\$ 1,165,090.88		1/1/2027	(\$128,001.37)	\$ 1,611,958.79
	1/1/2028	(\$160,286.76)	\$ 1,057,233.21		1/1/2028	(\$128,001.37)	\$ 1,556,495.57
	1/1/2029	(\$160,286.76)	\$ 944,521.95		1/1/2029	(\$128,001.37)	\$ 1,498,536.51
	1/1/2030	(\$160,286.76)	\$ 826,738.67		1/1/2030	(\$128,001.37)	\$ 1,437,969.28
	1/1/2031	(\$160,286.76)	\$ 703,655.15		1/1/2031	(\$128,001.37)	\$ 1,374,676.53
	1/1/2032	(\$160,286.76)	\$ 575,032.87		1/1/2032	(\$128,001.37)	\$ 1,308,535.61
	1/1/2033	(\$160,286.76)	\$ 440,622.59		1/1/2033	(\$128,001.37)	\$ 1,239,418.35
	1/1/2034	(\$160,286.76)	\$ 300,163.85		1/1/2034	(\$128,001.37)	\$ 1,167,190.80
	1/1/2035	(\$160,286.76)	\$ 153,384.46		1/1/2035	(\$128,001.37)	\$ 1,091,713.02
	1/1/2036	(\$160,286.76)	\$ (0.00)		1/1/2036	(\$128,001.37)	\$ 1,012,838.74
Total repayments		(\$3,205,735.22)			1/1/2037	(\$128,001.37)	\$ 930,415.12
					1/1/2038	(\$128,001.37)	\$ 844,282.43
					1/1/2039	(\$128,001.37)	\$ 754,273.78
					1/1/2040	(\$128,001.37)	\$ 660,214.73
					1/1/2041	(\$128,001.37)	\$ 561,923.02
					1/1/2042	(\$128,001.37)	\$ 459,208.19
					1/1/2043	(\$128,001.37)	\$ 351,871.20
					1/1/2044	(\$128,001.37)	\$ 239,704.03
					1/1/2045	(\$128,001.37)	\$ 122,489.35
					1/1/2046	(\$128,001.37)	\$ (0.00)
				Total repayments		(\$3,840,041.01)	

Exhibit C samples

Curling Club Estimates						
4.5% Interest						
Amount of Net Proceeds			Amount of Net Proceeds			
\$ 2,500,000.00			\$ 2,500,000.00			
Issue Costs			Issue Costs			
\$ 55,000.00			\$ 55,000.00			
Underwriter Discount			Underwriter Discount			
\$ 37,500.00			\$ 37,500.00			
Total Bond to Repay			Total Bond to Repay			
\$ 2,592,500.00			\$ 2,592,500.00			
20 year	Payment	Balance	30 year	Payment	Balance	
1/1/2017	(\$199,301.40)	\$ 2,509,861.10	1/1/2017	(\$159,157.57)	\$ 2,550,004.93	
1/1/2018	(\$199,301.40)	\$ 2,423,503.44	1/1/2018	(\$159,157.57)	\$ 2,505,597.57	
1/1/2019	(\$199,301.40)	\$ 2,333,259.69	1/1/2019	(\$159,157.57)	\$ 2,459,191.89	
1/1/2020	(\$199,301.40)	\$ 2,238,954.97	1/1/2020	(\$159,157.57)	\$ 2,410,697.95	
1/1/2021	(\$199,301.40)	\$ 2,140,406.54	1/1/2021	(\$159,157.57)	\$ 2,360,021.78	
1/1/2022	(\$199,301.40)	\$ 2,037,423.43	1/1/2022	(\$159,157.57)	\$ 2,307,065.19	
1/1/2023	(\$199,301.40)	\$ 1,929,806.08	1/1/2023	(\$159,157.57)	\$ 2,251,725.54	
1/1/2024	(\$199,301.40)	\$ 1,817,345.95	1/1/2024	(\$159,157.57)	\$ 2,193,895.62	
1/1/2025	(\$199,301.40)	\$ 1,699,825.12	1/1/2025	(\$159,157.57)	\$ 2,133,463.35	
1/1/2026	(\$199,301.40)	\$ 1,577,015.84	1/1/2026	(\$159,157.57)	\$ 2,070,311.62	
1/1/2027	(\$199,301.40)	\$ 1,448,680.15	1/1/2027	(\$159,157.57)	\$ 2,004,318.07	
1/1/2028	(\$199,301.40)	\$ 1,314,569.35	1/1/2028	(\$159,157.57)	\$ 1,935,354.81	
1/1/2029	(\$199,301.40)	\$ 1,174,423.57	1/1/2029	(\$159,157.57)	\$ 1,863,288.20	
1/1/2030	(\$199,301.40)	\$ 1,027,971.23	1/1/2030	(\$159,157.57)	\$ 1,787,978.59	
1/1/2031	(\$199,301.40)	\$ 874,928.53	1/1/2031	(\$159,157.57)	\$ 1,709,280.05	
1/1/2032	(\$199,301.40)	\$ 714,998.91	1/1/2032	(\$159,157.57)	\$ 1,627,040.08	
1/1/2033	(\$199,301.40)	\$ 547,872.46	1/1/2033	(\$159,157.57)	\$ 1,541,099.31	
1/1/2034	(\$199,301.40)	\$ 373,225.31	1/1/2034	(\$159,157.57)	\$ 1,451,291.20	
1/1/2035	(\$199,301.40)	\$ 190,719.05	1/1/2035	(\$159,157.57)	\$ 1,357,441.73	
1/1/2036	(\$199,301.40)	\$ 0.00	1/1/2036	(\$159,157.57)	\$ 1,259,369.04	
Total repayments	(\$3,986,028.08)		1/1/2037	(\$159,157.57)	\$ 1,156,883.07	
			1/1/2038	(\$159,157.57)	\$ 1,049,785.23	
			1/1/2039	(\$159,157.57)	\$ 937,867.99	
			1/1/2040	(\$159,157.57)	\$ 820,914.48	
			1/1/2041	(\$159,157.57)	\$ 698,698.05	
			1/1/2042	(\$159,157.57)	\$ 570,981.89	
			1/1/2043	(\$159,157.57)	\$ 437,518.50	
			1/1/2044	(\$159,157.57)	\$ 298,049.26	
			1/1/2045	(\$159,157.57)	\$ 152,303.90	
			1/1/2046	(\$159,157.57)	\$ 0.00	
			Total repayments	(\$4,774,727.25)		

Exhibit C Examples

Curling Club Estimates						
4.5% Interest						
Amount of Net Proceeds	\$	3,000,000.00	Amount of	\$	3,000,000.00	
Issue Costs	\$	55,000.00	Issue Costs	\$	55,000.00	
Underwriter Discount	\$	45,000.00	Underwrite	\$	45,000.00	
Total Bond to Repay	\$	3,100,000.00	Total Bond	\$	3,100,000.00	
20 year	Payment	Balance	30 year	Payment	Balance	
	1/1/2017	(\$238,316.05)	\$ 3,001,183.95	1/1/2017	(\$190,313.78)	\$ 3,049,186.22
	1/1/2018	(\$238,316.05)	\$ 2,897,921.18	1/1/2018	(\$190,313.78)	\$ 2,996,085.81
	1/1/2019	(\$238,316.05)	\$ 2,790,011.59	1/1/2019	(\$190,313.78)	\$ 2,940,595.89
	1/1/2020	(\$238,316.05)	\$ 2,677,246.06	1/1/2020	(\$190,313.78)	\$ 2,882,608.92
	1/1/2021	(\$238,316.05)	\$ 2,559,406.09	1/1/2021	(\$190,313.78)	\$ 2,822,012.54
	1/1/2022	(\$238,316.05)	\$ 2,436,263.31	1/1/2022	(\$190,313.78)	\$ 2,758,689.32
	1/1/2023	(\$238,316.05)	\$ 2,307,579.12	1/1/2023	(\$190,313.78)	\$ 2,692,516.56
	1/1/2024	(\$238,316.05)	\$ 2,173,104.13	1/1/2024	(\$190,313.78)	\$ 2,623,366.02
	1/1/2025	(\$238,316.05)	\$ 2,032,577.77	1/1/2025	(\$190,313.78)	\$ 2,551,103.71
	1/1/2026	(\$238,316.05)	\$ 1,885,727.72	1/1/2026	(\$190,313.78)	\$ 2,475,589.60
	1/1/2027	(\$238,316.05)	\$ 1,732,269.42	1/1/2027	(\$190,313.78)	\$ 2,396,677.34
	1/1/2028	(\$238,316.05)	\$ 1,571,905.50	1/1/2028	(\$190,313.78)	\$ 2,314,214.04
	1/1/2029	(\$238,316.05)	\$ 1,404,325.20	1/1/2029	(\$190,313.78)	\$ 2,228,039.89
	1/1/2030	(\$238,316.05)	\$ 1,229,203.78	1/1/2030	(\$190,313.78)	\$ 2,137,987.90
	1/1/2031	(\$238,316.05)	\$ 1,046,201.91	1/1/2031	(\$190,313.78)	\$ 2,043,883.58
	1/1/2032	(\$238,316.05)	\$ 854,964.94	1/1/2032	(\$190,313.78)	\$ 1,945,544.55
	1/1/2033	(\$238,316.05)	\$ 655,122.32	1/1/2033	(\$190,313.78)	\$ 1,842,780.27
	1/1/2034	(\$238,316.05)	\$ 446,286.78	1/1/2034	(\$190,313.78)	\$ 1,735,391.60
	1/1/2035	(\$238,316.05)	\$ 228,053.63	1/1/2035	(\$190,313.78)	\$ 1,623,170.44
	1/1/2036	(\$238,316.05)	\$ (0.00)	1/1/2036	(\$190,313.78)	\$ 1,505,899.33
Total repayments	(\$4,766,320.95)			1/1/2037	(\$190,313.78)	\$ 1,383,351.02
				1/1/2038	(\$190,313.78)	\$ 1,255,288.03
				1/1/2039	(\$190,313.78)	\$ 1,121,462.21
				1/1/2040	(\$190,313.78)	\$ 981,614.22
				1/1/2041	(\$190,313.78)	\$ 835,473.08
				1/1/2042	(\$190,313.78)	\$ 682,755.59
				1/1/2043	(\$190,313.78)	\$ 523,165.81
				1/1/2044	(\$190,313.78)	\$ 356,394.48
				1/1/2045	(\$190,313.78)	\$ 182,118.45
				1/1/2046	(\$190,313.78)	\$ (0.00)
				Total repay	(\$5,709,413.49)	

Exhibit C samples

7A 2015 General Fund Budget Amendment

February 16, 2016

Prepared by: Caroline Moe, Director of Finance

Background

We recommend the following change to the 2015 general fund budgeted revenue sources:

Revenue Source Impacted	Amount of increase (decrease)	Rationale
Tax Revenue	\$90,720	Tax collections received in December were better than anticipated. We had budgeted for 97% collection rate on the current year's taxes. Actual collection rate for 2015 levied amount was 98.7%.
License & Permits	\$37,173	Reflects adjustment to actual activity for 2015.
Inter-governmental Revenue	\$8,992	Reflects adjustment to actual activity for 2015.
Charges for Service	\$2,788	Reflects adjustment to actual activity for 2015.
Fines & Forfeitures	\$8,721	Reflects adjustment to actual activity for 2015.
Interest Income & other income	\$62,217	Interest income for general fund was \$15K better than budgeted, certification of Arlington costs to tax roll for collection and other minor unexpected positive changes.
Total	\$210,611	

We recommend the following change to the general fund budgeted expenditures and transfers out:

Dept Impacted	Amount of increase (decrease)	Rationale
General Government	(\$201,151)	Primarily reflects that \$115K of Community Development budget items were not spent in 2015 and will be carried over to 2016 (\$85K for comp plan and \$30K for flyover picture update). Otherwise, reductions to budget merely reflect adjustment to actual for 2015.
Public Safety	(\$31,713)	Reflects underspending in Police, Fire, Emergency Management and Animal Control. Amounts will be carried over to 2016 to assist with adding part-time police, additional hours in admin staff, and for purchasing tablets for emergency management.
Public Works	(\$74,419)	Reflects underspending in Streets department primarily due to reduced levels of snow plowing—overtime down significantly as well as fuel line.
Parks & Recreation	(\$1,601)	Reflects adjustment to actual activity for 2015.
Transfers out	\$338,660	Additional transfer committed to by Council of \$6,660 for Cambridge-Isanti Bike/Walk Trail future capital costs and \$1,000 for Cambridge's share of Special Response Team. Staff is also recommending \$181,000 of transfers to the 2009 Debt Service Fund (fund 339) to satisfy all remaining tax levy funded of this bond issue. This will help us keep tax levy increases to a lower rate for 2017. Finally, staff is recommending that we transfer \$150,000 to the Park Capital Project Fund for future projects.
Total	\$29,776	

As this 2015 general fund budget amendment indicates, our 2015 financial results were significantly better than planned as our revenues exceeded our expenditures by approximately \$529K. Some of the savings were due to projects that will be done in 2016 rather than 2015 such as the comp plan update and flyover pictures. But some of the rest of the excess is due to better than plan results which gives us some “one time” money that can be spent. Staff recommends that when we have significant “one time” excess like this that we are careful in how we spend it, trying to take a balanced approach to addressing the needs of the City of Cambridge. Staff recommends that we spend our excess as follows:

1. Pledge \$181K of the general fund excess to help bring down future taxes. Our proposed transfer of \$181K to fund 339 will eliminate our need to levy \$104,000 and \$77,000 of property taxes called for in the long range plan in 2017 and 2018, respectively. Taxpayers will also be helped by the action to roll unspent 2015 Street Improvement funds to the 2016 Street Improvement Project as it will allow us to reduce the tax levy supported funding of that project by \$287K.
2. Pledge some of the excess to assist with PT Police Officers and additional Police Admin hours to meet the needs of the police department.
3. Pledge \$150K of the excess to fund future Park Capital projects. Attached is a summary of the various Park-related capital Funds with respective existing commitments. Staff recommends that the ice rink projects be addressed as well as consideration to construction a splash pad with the existing park capital funds.
4. Pledge \$201K to the EDA Land Acquisition fund so that we have some funds available as needed to acquire land for economic development purposes. As part of our TIF district containing NRI, in 2015 we received \$201K of land repayment funds. Since the existing EDA Land Acquisition fund balance is low, we recommend using the funds from this TIF district to replenish some of the fund balance.
5. Pledge \$15K of the excess \$78K revenues generated by Northbound Liquor in 2015 to fund 2016 Concert Series in city parks. Pledge the remaining \$63K of that excess to construct Pickleball courts near the tennis courts at Heritage Greens.

Council Action

Approve Resolution R16-010 amending the 2015 general fund budget.

Attachments--Resolution R16-010 for 2015 General Fund Budget Amendment & Amended 2015 General Fund Budget.

	Reserved City Park	415	General Parks	Total 415	Parkland Conversion	414	Park Dedication Fees	421
Beginning of Year Fund Balance 12/31/14	\$ 123,912.38		\$ 169,614.75	\$ 293,527.13	\$ 458,846.40		\$ 62,619.22	
Actual activity								
Transfer --CC pledged to priority proj	\$ 150,000.00							
Regular CC Transfer			\$ 55,000.00					
Interest	\$ 2,207.43		\$ 2,207.43		\$ 6,017.61		\$ 851.18	
NRI TIF reimburses for Park Dedication Fees							\$ 29,690.00	
Legacy Grant \$ in	\$ 97,396.50							
Legacy Grant spending	\$ (40,852.28)							
Legacy Grant spending	\$ (155,806.20)							
City Park Spending	\$ (11,712.41)							
S.E.H. Swing Donation			\$ 1,350.00					
Park Capital Exp			\$ (28,250.50)					
End of Year Fund Balance 12/31/2015	\$ 165,145.42		\$ 199,921.68	\$ 365,067.10	\$ 464,864.01		\$ 93,160.40	
Projected Activity								
Remaining Legacy Grant Funding	\$ 52,603.50							
Tennis Court (2)			\$ (132,000.00)					
Swingset Project			\$ (3,054.00)					
Restroom & Fishing Pier Projects	\$ (105,207.00)							
Rotary \$ In	\$ 15,000.00							
Lions \$ In			\$ 1,704.00					
Erosion Control	\$ (70,000.00)							
WPA Wall Repair	\$ (30,000.00)							
Remaining Fund Balance (project contingency)	\$ 27,541.92							
Uncommitted Fund Balance 2/16/16			\$ 66,571.68	\$ 66,571.68	\$ 464,864.01		\$ 93,160.40	
			(\$66K could be used for splash pad construction—est cost of splash pad is \$100K)		Pledged to ice rink project		Pledged to ice rink project	
			Note--Proposed to have an additional \$63,000 transferred from NB Liquor to pay for Pickleball court construction in 2015. Also, recommending that Council transfer \$150,000 to Parks Capital Fund for ice rink project with excess 2015 funds available.					

Resolution No. R16-010

RESOLUTION APPROVING AMENDMENTS TO THE 2015 GENERAL FUND BUDGET

WHEREAS, the Cambridge City Council passed upon Resolution R14-087 adopting the 2015 General Fund Budget; and

WHEREAS, the Cambridge City Council passed upon Resolution R15-013 amending the 2015 General Fund Budget; and

WHEREAS, the Cambridge City Council passed upon Resolution R15-025 amending the 2015 General Fund Budget; and

WHEREAS, the Cambridge City Council passed upon Resolution R15-054 amending the 2015 General Fund Budget; and

WHEREAS, the Cambridge City Council passed upon Resolution R15-069 amending the 2015 General Fund Budget; and

WHEREAS, for financial reporting purposes, all amendments to the City's General Fund Budget are to be made in the form of Budget Amendment Resolution.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the Director of Finance be directed to enter the attached budget amendments into the City's financial records:

GENERAL FUND REVENUES AND TRANSFERS IN:

An amendment of the 2015 budget is sought from \$6,257,656 to \$6,486,267 a total net increase of \$210,611:

<i>Revenues:</i>	<i>2015 Amended Budget 11/2/15</i>	<i>Proposed 2015 Amended Budget 2/16/16</i>	
Taxes	\$4,191,113	\$4,281,833	90,720
Licenses and Permits	348,154	385,327	37,173
Intergovernmental Revenues	1,034,935	1,043,927	8,992
Charges for Services	100,589	103,377	2,788
Fines and Forfeitures	39,995	48,716	8,721
Other	60,870	123,087	62,217
Transfers From Other Funds	<u>500,000</u>	<u>500,000</u>	<u>0</u>
Total Revenues	<u>\$6,275,656</u>	<u>\$6,486,267</u>	<u>210,611</u>

GENERAL FUND EXPENDITURES AND TRANSFERS OUT:

An amendment of the 2015 budget is sought from \$6,279,631 to \$6,309,407 a total net increase of \$29,776:

Operating Expenditures:	2015 Amended Budget 11/2/15	2015 Proposed Amended Budget 2/16/16	Increase (decrease)
General Government	1,570,695	1,369,544	(201,151)
Public Safety	2,176,246	2,144,533	(31,713)
Public Works	1,374,434	1,300,015	(74,419)
Parks and Recreation	331,000	329,399	(1,601)
Transfers to Other Funds	<u>827,256</u>	<u>1,165,916</u>	<u>338,660</u>
Total Operating Expenditures	<u>\$6,279,631</u>	<u>\$6,309,407</u>	<u>29,776</u>

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

Adopted this 16th Day of February, 2016

Marlys A. Palmer, Mayor

Attest:

Lynda J. Woulfe, City Administrator

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
2/16/2016

	11/2/2015 Amended Budget <u>2015</u>	Proposed Amended Budget <u>2015</u>	Draft YTD Actual 2015	YTD Actual 2014
REVENUES AND TRANSFERS IN				
REVENUES				
Taxes	4,191,113	4,281,833	4,281,835.28	4,049,149.94
Licenses and Permits -				
Business	72,250	83,692	83,692.56	74,817.08
Non-Business	275,904	301,635	301,639.39	235,913.73
Intergovernmental Revenues	1,034,935	1,043,927	1,043,929.10	993,045.74
Charges for Services				
General Government	446	488	488.25	227.75
Public Safety	99,571	101,202	101,202.91	97,734.50
Other	572	1,687	1,687.40	8,864.55
Fines and Forfeitures	39,995	48,716	48,716.15	61,877.05
Other	60,870	123,087	123,089	144,401
<i>Total Revenues</i>	<u>5,775,656</u>	<u>5,986,267</u>	<u>5,986,280.16</u>	<u>5,666,031.53</u>
TRANSFERS IN	500,000	500,000	500,000	450,000
<i>TOTAL REVENUES AND TRANSFERS IN</i>	<u>6,275,656</u>	<u>6,486,267</u>	<u>6,486,280.16</u>	<u>6,116,031.53</u>
EXPENDITURES AND TRANSFERS OUT				
EXPENDITURES				
General Government				
Mayor and Council	42,422	37,989	37,985	37,475
Administration	242,850	219,586	216,576	229,847
Elections	1,200	775	775	6,556
Finance	289,987	279,909	276,901	268,913
Legal	95,000	93,564	93,564	107,174
Community Development	771,730	614,048	610,669	544,602
New City Hall Buildings	127,506	123,673	123,663	113,190
<i>Total General Government</i>	<u>1,570,695</u>	<u>1,369,544</u>	<u>1,360,132.20</u>	<u>1,307,756.65</u>
Public Safety				
Police Department	1,833,745	1,811,327	1,807,050	1,632,844
Fire Department	328,801	324,705	323,696	315,804
Emergency Management	7,700	3,701	3,700	4,910
Animal Control	6,000	4,800	4,800	5,448
<i>Total Public Safety</i>	<u>2,176,246</u>	<u>2,144,533</u>	<u>2,139,245.82</u>	<u>1,959,006.30</u>
Public Works				
Street Maintenance	1,151,618	1,083,550	1,080,086	1,228,443
Street Lighting	202,616	201,125	201,124	163,923
Maintenance Building	20,200	15,340	15,338	25,351
<i>Total Public Works</i>	<u>1,374,434</u>	<u>1,300,015</u>	<u>1,296,547.43</u>	<u>1,417,716.12</u>
Parks and Recreation				
Ice Rink	4,150	2,192	2,191	3,159
AFRC	0	0	0	110,525
Parks and Recreation	326,850	327,207	324,816	225,067
<i>Total Parks and Recreation</i>	<u>331,000</u>	<u>329,399</u>	<u>327,006</u>	<u>338,751</u>
<i>Total Expenditures</i>	<u>5,452,375</u>	<u>5,143,491</u>	<u>5,122,931.71</u>	<u>5,023,229.92</u>
TRANSFERS OUT	827,256	1,165,916	833,916	1,095,235
<i>TOTAL EXPENDITURES & TRANSFERS OUT</i>	<u>6,279,631</u>	<u>6,309,407</u>	<u>5,956,847.71</u>	<u>6,118,464.92</u>
NET INCREASE (DECREASE) IN FUND BALANCE	<u>(3,975)</u>	<u>176,860</u>	<u>529,432.45</u>	<u>(2,433.39)</u>

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

2/16/2016

	11/2/2015 Amended Budget 2015	Proposed Amended Budget 2015	Draft YTD Actual 2015	YTD Actual 2014	
REVENUES					
<i>TAXES</i>					
01-31010	Taxes - Current	4,119,723	4,195,184	4,195,184.16	4,022,013.23
01-31020	Taxes - Delinquent	17,000	16,085	16,085.37	28,548.11
01-31030	Taxes-Market Value Credit Refund				
01-31050	Taxes - Excess Tax Increments	1,937	17,662	17,662.64	4,688.13
01-31051	Decert TIF District Proceeds				6,544.38
01-31061	Taxes & Assessments on Sale of Foreclosed Property	49,893	49,893	49,893.94	29,831.77
01-31062	Taxes Abated by Isanti Co				(50,960.46)
01-31063	Taxes & Assessments on Sale of Foreclosed Property Future				
01-31060	Penalties and Interest	2,560	3,009	3,009.17	8,484.78
	TOTAL TAXES	4,191,113	4,281,833	4,281,835.28	4,049,149.94
<i>LICENSES AND PERMITS</i>					
<i>Business</i>					
01-32110	Liquor	14,000	15,200	15,200.00	14,800.00
01-32180	Cigarettes	3,000	3,326	3,326.00	2,500.00
01-32184	Cable Franchise Fees	51,000	60,916	60,916.56	53,267.08
01-32185	Trash Franchise Fees	1,250	1,250	1,250.00	1,250.00
01-32199	Other Business Licenses and Permits	3,000	3,000	3,000.00	3,000.00
	<i>Total Business</i>	72,250	83,692	83,692.56	74,817.08
<i>Non-Business</i>					
01-32218	City Share of Electrical Inspections	(1,558)	197	197.60	4,663.30
01-32219	Local Share of Building Surcharge	428	476	476.36	415.38
01-32220	Building Permits	235,813	244,682	244,682.51	196,329.63
01-32221	Excavating Permits				
01-32222	Mechanical and Gas Permits	18,336	26,151	26,151.82	16,476.42
01-32223	Fire Protection Permits				
01-32225	Investigation (Penalty Fee)	610	660	660.00	1,702.00
01-32226	Contractor Verification Fee	600	640	640.00	775.00
01-32230	Plumbing Permits	16,701	21,227	21,227.88	7,883.00
01-32240	Sign Permits	1,119	1,339	1,339.37	1,290.00
01-32299	Other Non-Business Licenses and Permits	3,855	6,263	6,263.85	6,379.00
	<i>Total Non-Business</i>	275,904	301,635	301,639.39	235,913.73
	TOTAL LICENSES AND PERMITS	348,154	385,327	385,331.95	310,730.81
<i>INTERGOVERNMENTAL REVENUES</i>					
01-33165	Federal Grants-Other	6,681	11,126	11,126.60	5,628.64
01-33401	Local Government Aid (LGA)	725,399	725,399	725,399.00	689,437.00
01-33404	State Aid - Other	4,630	6,866	6,866.00	10,829.62
01-33405	PERA Aid	5,822	5,822	5,822.00	5,822.00
01-33418	MSA - Maintenance	25,000	25,000	25,000.00	25,000.00
01-33420	Fire Relief	0	0		69,499.80
01-33421	Police State Aid	121,308	121,308	121,308.63	100,974.48
01-33422	School District-School Officer Assistance--SRO#1	70,212	72,523	72,523.87	65,814.78
11-33422A	School District-School Officer Assistance--SRO#2	55,515	55,515	55,515.00	-
01-33610	County Grants & Aids for Highways	4,368	4,368	4,368.00	4,039.42
01-33620	Other County Aid	16,000	16,000	16,000.00	16,000.00
	TOTAL INTERGOVERNMENTAL REVENUES	1,034,935	1,043,927	1,043,929.10	993,045.74
01-33610	County Grants & Aids for Highways				
<i>CHARGES FOR SERVICES</i>					
<i>General Governments</i>					
01-34102	Filing Fees	0	0		26.00
01-34105	Sale of Maps, Copies	446	488	488.25	201.75
01-34106	Street Light O&M				
	<i>Total General Government</i>	446.00	488.00	488.25	227.75
<i>Public Safety</i>					
01-34201	Police Department Reports	2,470	2,611	2,611.00	2,921.50
01-34202	Police Department Administration Fees	2,485	2,760	2,760.00	1,615.00
01-34205	Police Department Pawn Shop Revenue	5,000	6,215	6,215.00	7,437.50
01-34204	PD-Pay Reimb Fee				
01-34206	Fire Protection - Township Contracts	87,958	87,958	87,958.91	84,478.50
01-34208	Fire Protection - Fire Runs				
01-34210	Fire Protection - Admin	1,658	1,658	1,658.00	1,282.00
	<i>Total Public Safety</i>	99,571	101,202	101,202.91	97,734.50
<i>Other</i>					
01-34951	Sale of Service and Supplies	572	1,687	1,687.40	8,864.55
01-34953	Escrow Administration Fee	0	0		
01-34954	Plan review/administrative charge	0	0		
01-34955	Base Map updating fee	0	0		
01-34956	Annexation Fee	0	0		
01-34957	Nextel Tower Lease	0	0		
	<i>Total Other</i>	572.00	1,687.00	1,687.40	8,864.55
	TOTAL CHARGES FOR SERVICES	100,589	103,377	103,378.56	106,826.80
<i>FINES AND FORFEITURES</i>					
01-35101	Court Fines	37,000	38,266	38,266.15	50,362.05
01-35102	Parking Fines	1,020	1,380	1,380.00	845.00
01-35104	Animal Control Fines	1,175	1,700	1,700.00	1,770.00

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
2/16/2016

	11/2/2015 Amended Budget 2015	Proposed Amended Budget 2015	Draft YTD Actual 2015	YTD Actual 2014
01-35105 Admin Citation	800	7,370	7,370.00	8,900.00
TOTAL FINES AND FORFEITURES	39,995	48,716	48,716.15	61,877.05
OTHER				
01-36101 Special Assessment Principal Payment				3148.65
01-36200 Miscellaneous	1,937	42,930	42,930.86	1,920.57
01-36210 Interest on Investments	15,727	30,858	30,858.45	91,102.99
01-36220 Facility Rentals	17,818	23,818	23,818.50	17,639.00
01-36221 AFRC Rental	0	0		23,852.50
01-36222 AFRC Supervision Fee	0	0		2,380.00
01-36223 AFRC Misc Inc				
01-36230 Donations	1,010	1,010	1,010.00	3,608.00
01-36233 Operation Round Up Grant				
01-36240 Patronage Capital	500	593	593.13	749.48
01-36241 Fire Dept Private Grants				-
01-36242 Wellness Grant	670	670	670.00	
01-36250 Telephone Commissions				
01-36501 Sale of Property	23,208	23,208	23,208.18	-
01-36999 Fire on the Rum In & Out			0	0
Total non-small other revenue	60,870	123,087	123,089.12	144,401.19
TOTAL OTHER	60,870	123,087	123,089.12	144,401.19
TOTAL REVENUES	5,775,656	5,986,267	5,986,280.16	5,666,031.53
TRANSFERS IN				
01-39203 Liquor Fund	400,000	400,000	400,000.00	350,000.00
01-39203 Other Funds	100,000	100,000	100,000.00	100,000.00
TOTAL TRANSFERS IN	500,000	500,000	500,000	450,000
TOTAL REVENUES AND TRANSFERS IN	6,275,656	6,486,267	6,486,280.16	6,116,031.53
EXPENDITURES				
GENERAL GOVERNMENT				
Council - #41110				
Personal Services				
-41110-101 Salaries	21,400	21,401	21,400.20	21,400.20
-41110-122 FICA/Medicare Employer Share/Employee Benefits	1,638	1,637	1,636.87	1,636.85
-41110-151 Worker's Comp - Ins Premiums	90	92	91.73	79.02
Total Personal Services	23,128	23,130	23,128.80	23,116.07
Supplies				
-41110-200 Office Supplies - Accessories	300	0		22.14
-41110-210 Miscellaneous Operating Supplies	100	0		205.73
-41110-213 Citizens Academy	0	0		
-41110-214 Employee Recognition	754	246	245.19	1,206.04
Total Supplies	1,154	246	245.19	1,433.91
Other Services and Charges				
-41110-304 Miscellaneous Professional Services	2,000	800	800.00	
-41110-331 Travel/Meals/Lodging	2,000	1,709	1,708.24	430.52
-41110-334 Mileage Reimbursements	265	0		71.68
-41110-340 Advertising	50	0		
-41110-360 Insurance and Bonds	1,000	808	807.04	994.01
-41110-430 Miscellaneous	200	25	25.00	-
-41110-433 Dues and Subscriptions	300	0		30.00
-41110-440 Schools and Meetings	1,575	1,164	1,164.00	874.00
-41110-441 Sister City Activities	250	0		250.00
-41110-455 Fireworks Display Expenses	10,500	10,107	10,106.25	10,275.00
-41110-499 Tomlison Special Assmt Agreement	0	0		-
Total Other Services and Charges	18,140	14,613	14,610.53	12,925.21
Total Council	42,422	37,989	37,984.52	37,475.19
Administration - #41320				
Personal Services				
-41320-101 Salaries	110,262	118,469	115,468.85	135,275.32
-41320-102 Overtime	100	18	17.73	
-41320-103 Part-time Regular	24,800	20,787	20,786.92	
-41320-105 Temp/Seasonal	100	13	12.72	
-41320-121 PERA Employer Share	10,317	10,222	10,221.44	9,820.76
-41320-122 FICA/Medicare Employer Share/Employee Benefits	10,523	10,117	10,116.48	10,037.39
-41320-131 Medical/Dental/Life Employer Share	27,639	15,932	15,931.53	25,702.38
-41320-132 Longevity	2,296	0		
-41320-133 Deductible Contribution	2,400	2,547	2,546.33	2,001.44
-41320-151 Workers' Compensation Insurance	1,084	1,074	1,073.92	908.90
-41320-153 City Wide Re-employment Compensation	2,000	0		4.72
-41320-154 HRA/Flex Fees	175	153	152.12	148.80
Total Personal Services	191,696	179,332	176,328.04	183,899.71
Supplies				
-41320-201 Office Supplies - Accessories	1,300	1,113	1,112.30	1,342.95
-41320-202 Duplicating Supplies and Copy Paper	1,500	1,467	1,466.55	2,016.72
-41320-203 Newsletter Costs	4,500	1,362	1,361.60	2,089.99
-41320-204 Stationary, Forms and Envelopes	554	612	612.00	
-41320-209 Software Updates	1,000	949	948.99	425.00
-41320-210 Miscellaneous Operating Supplies	1,000	498	497.64	1,910.61
-41320-221 Repairs and Maintenance - Equipment	500	111	110.23	220.12
-41320-240 Small Tools & Minor Equipment	1,500	1,855	1,854.95	
Total Supplies	11,854	7,967	7,964.26	8,005.39

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Other Services and Charges				
-41320-304 Miscellaneous Professional Services	2,000	1,033	1,032.32	5,449.00
-41320-313 Marco IT Mgmt & Backup				438.00
-41320-321 Telephone/Cellular Phones				
-41320-322 Postage	3,500	2,953	2,952.68	5,001.15
-41320-331 Travel/Meals/Lodging	500	493	492.55	384.34
-41320-334 Mileage Reimbursement	500	29	28.80	173.04
-41320-340 Advertising	600	743	742.41	6.61
-41320-351 Legal Notices/Ordinance Publication	2,000	433	432.86	2,519.57
-41320-360 Insurance and Bonds	2,600	1,896	1,895.25	1,888.32
-41320-404 Repairs and Maintenance	500	120	120.00	
-41320-409 Maintenance Contracts - Office Equipment	11,000	11,265	11,264.99	10,274.00
-41320-430 Miscellaneous	138	0		
-41320-433 Dues and Subscriptions	462	462	461.34	415.00
-41320-437 City Wide-Dues & Subscriptions	12,500	12,762	12,762.00	11,048.00
-41320-440 Schools and Meetings	2,000	98	98.00	345.00
-41320-441 Web Site Enhancement				
-41320-489 Contracted Services	1,000	0		-
Total Other Services and Charges	39,300	32,287	32,283.20	37,942.03
Total Administration	242,850	219,586	216,575.50	229,847.13
Elections - #41410				
Personal Services				
-41410-104 Salaries - Temporary Election Judges	0	0		5,520.26
-41410-122 FICA/Medicare Employer Share/Employee Benefits	0	0		
-41410-151 Workers' Compensation Insurance				
Total Personal Services	0	0	-	5,520.26
Supplies				
-41410-200 Miscellaneous Office Supplies	0	0		
-41410-201 Office Supplies - Accessories	0	0		
Total Supplies	0	0	-	-
Other Services and Charges				
-41410-331 Travel/Meals/Lodging	0	0		47.33
-41410-351 Legal Notices/Ordinance Publication	0	0		48.15
-41410-404 Repairs & Maintenance - Voting Equipment				
-41410-408 Maintenance Contracts - Mach/Equipment	1,200	775	775.00	940.00
-41410-412 Rentals - Buildings				
-41410-430 Miscellaneous				
Total Other Services and Charges	1,200	775	775.00	1,035.48
Total Elections	1,200	775	775.00	6,555.74
Finance - #41500				
Personal Services				
-41500-101 Salaries	145,097	151,733	148,732.62	140,314.57
-41500-102 Overtime	100	0		
-41500-103 Part-time Regular				
-41500-121 PERA Employer Share	11,230	11,132	11,131.92	10,108.52
-41500-122 FICA/Medicare Employer Share/Employee Benefits	11,455	10,816	10,815.53	10,181.51
-41500-131 Medical/Dental/Life Employer Share	27,639	27,324	27,323.94	25,702.28
-41500-132 Longevity	4,632	0		
-41500-133 Deductible Contribution	2,400	2,143	2,142.65	2,200.00
-41500-151 Workers' Compensation Insurance	1,180	1,225	1,224.42	976.25
-41500-154 HRA/Flex Fees	175	148	147.42	148.80
Total Personal Services	203,908	204,521	201,518.50	189,631.93
Supplies				
-41500-201 Office Supplies - Accessories	2,100	1,162	1,161.30	1,510.72
-41500-204 Stationary, Forms and Envelopes	2,800	3,405	3,404.84	1,866.38
-41500-209 Software Updates	1,000	675	675.00	675.00
-41500-210 Miscellaneous Operating Supplies	500	97	96.11	589.99
-41500-240 Small Tools	1,500	999	999.00	
Total Supplies	7,900	6,338	6,336.25	4,642.09
Other Services and Charges				
-41500-301 Auditing and Accounting	30,000	29,000	29,000.00	30,000.00
-41500-304 Miscellaneous Professional Services	2,500	0		2,025.00
-41500-309 EDP Professional Services	20,000	19,756	19,755.50	16,144.25
-41500-321 Telephone/Cellular Phones				438.00
-41500-331 Travel/Meals/Lodging	274	288	287.40	155.98
-41500-334 Mileage Reimbursement	736	617	616.98	213.92
-41500-340 Advertising	0	0		
-41500-351 Legal Notices/Ordinance Publishing	195	243	242.54	416.88
-41500-360 Insurance and Bonds	1,455	1,452	1,451.44	1,717.16
-41500-409 Maintenance Contracts - Office Equipment	17,500	13,808	13,808.00	11,774.00
-41500-420 Wellness				
-41500-430 Miscellaneous	919	165	164.15	(278.11)
-41500-432 Property Finders Fee				9,325.03
-41500-433 Dues and Subscriptions	2,200	1,703	1,702.39	2,013.14
-41500-440 Schools and Meetings	2,400	2,018	2,018.00	694.00
Total Other Services and Charges	78,179	69,050	69,046.40	74,639.25
Total Finance	289,987	279,909	276,901.15	268,913.27

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	11/2/2015 Amended Budget 2015	Proposed Amended Budget 2015	Draft YTD Actual 2015	YTD Actual 2014
<i>Legal - #41610</i>				
Other Services and Charges				
-41610-304 Legal Fees	53,000	54,062	54,061.83	67,671.81
-41610-307 Study Fees				
-41610-305 Prosecution Services	42,000	39,502	39,501.96	39,501.96
Total Other Services and Charges	95,000	93,564	93,563.79	107,173.77
<i>Total Legal</i>	95,000	93,564	93,563.79	107,173.77
<i>Community Development</i>				
<i>Building Department - #41920</i>				
<i>Personal Services</i>				
-41920-101 Salaries	218,378	206,000	203,241.81	209,553.53
-41920-102 Overtime	0	0		
-41920-121 PERA Employer Share	15,872	15,244	15,243.12	14,857.64
-41920-122 FICA/Medicare Employer Share/Employee Benefits	17,136	15,018	15,017.58	15,294.55
-41920-131 Medical/Dental/Life Employer Share	42,602	45,603	45,602.70	38,552.19
-41920-132 Longevity	5,628	0		
-41920-133 Deductible Contribution	4,600	1,826	1,825.21	1,849.58
-41920-151 Workers' Compensation Insurance	1,804	2,057	2,056.80	1,409.79
-41920-154 HRA/Flex Fees	200	231	230.53	223.20
Total Personal Services	306,220	285,979	283,217.75	281,740.48
<i>Supplies</i>				
-41920-201 Office Supplies - Accessories	750	586	585.84	1,035.16
-41920-204 Stationary, Forms and Envelopes	0	0		
-41920-209 Software Updates	500	118	117.55	382.00
-41920-210 Miscellaneous Operating Supplies	2,000	266	265.11	849.15
-41920-212 Gasoline/Fuel/Lubricants/Additivs	2,000	963	962.49	1,949.40
-41920-221 Repair and Maintenance Supplies - Vehicles	800	513	512.75	343.99
-41920-240 Small Tools and Minor Equipment	300	450	449.99	715.47
Total Supplies	6,350	2,896	2,893.73	5,275.17
<i>Other Services and Charges</i>				
-41920-304 Miscellaneous Professional Services	0	0		
-41920-309 EDP Professional Services	3,000	2,157	2,156.25	843.75
-41920-313 Marco IT Mgmt & Backup				657.00
-41920-321 Telephone/Cellular Phones	2,000	1,707	1,706.13	2,022.20
-41920-331 Travel/Meals/Lodging	300	65	64.95	
-41920-334 Mileage Reimbursement	700	758	757.28	571.76
-41920-340 Advertising				26.66
-41920-351 Legal Notices/Ordinance Publishing				26.66
-41920-360 Insurance	2,500	2,055	2,054.25	2,070.79
-41920-404 Repairs and Maintenance	250	189	188.71	
-41920-409 Maintenance Contracts - Office Equipment	2,090	2,090	2,090.00	2,090.00
-41920-430 Miscellaneous	400	0		
-41920-432 Credit Card Fees	600	600		593.54
-41920-433 Dues and Subscriptions	2,910	2,388	2,387.05	467.50
-41920-440 Schools and Meetings	2,500	2,190	2,190.00	1,409.00
Total Other Services and Charges	17,250	14,199	13,594.62	10,752.20
<i>Total Building Department</i>	329,820	303,074	299,706.10	297,767.85
<i>Engineering</i>				
-41925-303 Engineering Contracted Expense	28,148	22,518	22,517.54	12,954.16
<i>Planning - #41935</i>				
<i>Personal Services</i>				
-41935-101 Salaries	193,008	197,796	197,795.28	158,472.87
-41935-102 Overtime	0	0		
-41935-112 Planning Commission Salaries	2,000	1,715	1,715.00	2,220.00
-41935-121 PERA Employer Share	14,475	14,835	14,834.64	11,504.84
-41935-122 FICA/Medicare Employer Share/Employee Benefits	14,765	14,804	14,803.81	11,872.87
-41935-131 Medical/Dental/Life Employer Share	39,238	34,079	34,078.68	25,696.82
-41935-132 Longevity	0	0		
-41935-133 Deductible Contribution	3,400	1,869	1,868.21	2,200.00
-41935-151 Workers' Compensation Insurance	1,566	1,398	1,397.81	1,102.98
-41935-154 HRA/Flex Fees	200	181	180.32	148.80
Total Personal Services	268,652	266,677	266,673.75	213,219.18
<i>Supplies</i>				
-41935-201 Office Supplies - Accessories	700	818	817.06	1,005.65
-41935-204 Stationary, Forms and Envelopes	350	3	2.10	
-41935-209 Software Updates	1,500	1,400	1,400.00	700.00
-41935-210 Miscellaneous Operating Supplies	100	16	15.22	
-41935-212 Gasoline/Fuel/Lubricants/Additivs	450	456	455.92	292.22
-41935-221 Repair and Maintenance Supplies - Vehicles	200	137	136.84	73.81
-41935-240 Small Tools and Minor Equipment	250	438	437.13	-
Total Supplies	3,550	3,268	3,264.27	2,071.68
<i>Other Services and Charges</i>				
-41935-301 Special Projects	2,500	0		1,896.00
-41935-303 Comp Plan Update				
-41935-304 Miscellaneous Professional Services	2,500	225	225.00	75.00
-41935-306 Transportation Study Consulting				
-41935-307 Rail Study				

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-41935-308 Lakes & Pines Mgmt--Smal Cities Grant				
-41935-309 EDP Professional Services	1,700	1,594	1,593.75	1,000.00
-41935-313 Marco IT Mgmt & Backup				438.00
-41935-321 Telephone/Cellular Phones	1,500	1,285	1,284.30	653.32
-41935-322 Code Enforcement Mailing	0	0		-
-41935-331 Travel/Meals/Lodging	500	113	112.50	39.99
-41935-334 Mileage Reimbursement	250	48	47.15	180.32
-41935-340 Advertising				20.48
-41935-351 Legal Notices/Ordinance Publishing	750	128	127.46	99.24
-41935-360 Insurance	10,460	10,460	10,459.82	9,733.16
-41935-404 Repairs and Maintenance	300	0		120.00
-41935-409 Maintenance Contracts - Office Equipment	3,000	2,990	2,990.00	2,990.00
-41935-430 Miscellaneous	500	375	374.67	(1,321.58)
-41935-431 Property Securing Exp				1,085.08
-41935-433 Dues and Subscriptions	600	445	445.00	545.00
-41935-440 Schools and Meetings	1,500	718	717.71	1,035.00
-41935-487 Flyover Pictures--share from Isanti Co	30,000	0		
-41935-488 Other Contracted Services--Comp Plan Update	85,000	0		
-41935-489 Other Contracted Services-GIS Maint	500	130	130.00	
Total Other Services and Charges	141,560	18,511	18,507.36	18,589.01
<i>Total Planning</i>	413,762	288,456	288,445.38	233,879.87
Total Community Development	771,730	614,048	610,669.02	544,601.88
<i>City Hall Buildings - #41950</i>				
Personal Services				
-41950-101 Salaries	22,807	23,501	23,500.51	10,397.38
-41950-102 Overtime	1,000	0		-
-41950-121 PERA Employer Share	1,793	1,718	1,717.86	774.30
-41950-122 FICA/Medicare Employer Share/Employee Benefits	1,829	1,743	1,742.93	787.38
-41950-131 Medical/Dental/Life Employer Share	6,923	6,836	6,835.05	1,720.68
-41950-132 Longevity	100	0		
-41950-133 Deductible Contribution	600	717	716.83	
-41950-151 Workers' Compensation Insurance	1,389	1,497	1,496.13	822.66
-41950-154 HRA/Flex Fees	44	37	36.85	34.85
Total Personal Services	36,485	36,049	36,046.16	14,537.25
Miscellaneous Operating Supplies				
-41950-210 Miscellaneous Operating Supplies				
-41950-212 Gasoline/Fuel	500	37	36.32	42.16
-41950-215 Maintenance Supplies	11,500	8,490	8,489.15	12,787.09
-41950-240 Small Tools & Equipment	2,000	0		
Total Supplies	14,000	8,527	8,525.47	12,829.25
Other Services and Charges				
-41950-321 Telephone/Cellular Phones	15,000	17,405	17,404.61	13,167.11
-41950-360 Insurance	3,000	2,275	2,274.66	2,293.65
-41950-381 Electric Utilities	11,500	10,276	10,276.00	9,973.93
-41950-382 Water/Wastewater	1,100	1,237	1,236.25	937.93
-41950-383 Gas Utilities	8,000	6,078	6,077.02	9,386.37
-41950-384 Refuse and Recycling	8,000	7,121	7,120.32	7,390.51
-41950-401 Repairs and Maintenance -Buildings/Structures	12,000	19,327	19,326.49	25,924.20
-41950-405 Janitor Services	0	115	115.00	1,453.00
-41950-409 Maintenance Contracts - Office Equip	2,921	2,694	2,693.10	667.50
-41950-411 Cement Replacement				
-41950-413 Rentals - Office Equipment [copier-new]	15,000	12,300	12,299.89	13,859.27
-41950-430 Miscellaneous	500	269	268.25	769.70
Total Other Services and Charges	77,021	79,097	79,091.59	85,823.17
Total City Hall Buildings	127,506	123,673	123,663.22	113,189.67
TOTAL GENERAL GOVERNMENT	1,570,695	1,369,544	1,360,132.20	1,307,756.65
PUBLIC SAFETY				
<i>Police Department - #42100</i>				
Personal Services				
-42100-101 Salaries	1,030,019	1,022,000	1,017,743.22	926,974.91
-42100-102 Overtime	60,000	70,634	70,633.69	50,275.91
-42100-103 Salaries - Part-Time Regular	19,704	19,095	19,094.39	42,472.47
-42100-121 PERA Employer Share	172,350	171,709	171,708.02	146,633.40
-42100-122 FICA/Medicare Employer Share/Employee Benefits	20,270	19,651	19,650.61	18,583.60
-42100-131 Medical/Dental/Life Employer Share	221,107	218,507	218,506.32	193,774.42
-42100-132 Longevity	0	0		
-42100-133 Deductible Contribution	18,200	15,018	15,017.25	11,044.26
-42100-151 Workers' Compensation Insurance	42,352	46,814	46,813.26	34,537.94
-42100-154 HRA/Flex Fees	1,500	1,180	1,179.32	1,125.40
Total Personal Services	1,585,502	1,584,608	1,580,346.08	1,425,422.31
Supplies				
-42100-201 Office Supplies - Accessories	3,100	3,135	3,134.32	1,435.66
-42100-202 Duplicating Supplies and Copy Paper	493	523	522.03	909.54
-42100-209 Software Updates	5,250	4,902	4,901.40	1,754.67
-42100-210 Miscellaneous Operating Supplies	6,500	5,621	5,620.61	9,272.66
-42100-212 Gasoline/Fuel/Lubricants/Additives	37,800	32,776	32,775.51	44,670.59
-42100-213 Ammunition	3,100	3,187	3,186.4	
-42100-214 Crime Scene Supplies	907	907	906.89	
-42100-217 Promotional Events	3,000	1,836	1,835.31	1,158.40
-42100-221 Repairs and Maintenance Supplies - Squads	15,000	17,607	17,606.03	14,631.34

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-42100-231 Uniform Allowance	25,900	21,781	21,780.15	15,655.78
-42100-232 Uniform--Reserves	2,000	1,961	1,960.95	
-42100-240 Small Tools/Minor Equipment	6,050	6,466	6,465.79	3,929.95
Total Supplies	109,100	100,702	100,695.39	93,418.59
Other Services and Charges				
-42100-304 Miscellaneous Professional Services	10,000	10,366	10,365.86	15,889.62
-42100-305 Applicant Testing	7,600	1,500	1,500.00	2,095.80
-42100-313 Marco IT Mgmt & Backup				1,971.00
-42100-321 Telephone/Cellular Phones	12,565	12,123	12,122.42	11,269.68
-42100-322 Postage	400	612	611.79	73.06
-42100-331 Travel/Meals/Lodging	6,280	6,566	6,565.68	1,972.12
-42100-334 Mileage Reimbursement	150	110	109.25	315.28
-42100-340 Advertising	0	0		31.80
-42100-360 Insurance	33,893	33,893	33,892.47	31,385.47
-42100-381 Electric Utilities	5,500	5,285	5,284.80	5,129.45
-42100-383 Gas Utilities	3,600	2,994	2,993.14	4,623.15
-42100-391 Old MNDOT Electric		597	596.24	
-42100-392 Old MNDOT Water/Sewer	500	248	247.76	
-42100-404 Maintenance and Repair -Vehicles/ Equipment	6,500	7,125	7,124.15	7,784.14
-42100-409 Maintenance Contracts-Office Equipment	19,705	17,402	17,401.90	17,292.51
-42100-410 Police Reserve Program Activities	1,500	89	88.18	1,800.34
-42100-411 Auto Pawn	2,700	2,068	2,067.30	2,640.60
-42100-413 Office Equipment Rentals	2,750	0		
-42100-429 Old MNDOT Maint Costs	4,500	4,792	4,791.47	
-42100-430 Miscellaneous	400	0		150.00
-42100-433 Dues and Subscriptions	6,250	6,085	6,084.57	2,666.72
-42100-440 Schools and Meetings	13,500	13,313	13,312.77	6,053.49
-42100-441 Training--Grant funded				
-42100-455 Jail and Medical Expenses	0	0		
-42100-489 Other Contracted Services	850	849	848.89	858.65
Total Other Services and Charges	139,143	126,017	126,008.64	114,002.88
Total Police Department	1,833,745	1,811,327	1,807,050.11	1,632,843.78
Fire Department - 42200				
Personal Services				
-42200-101 Salaries	67,379	68,376	67,376.04	40,891.95
-42200-103 Salaries	46,800	50,713	50,713.00	49,039.68
-42200-121 PERA Employer Share	10,915	10,915	10,914.89	6,419.61
-42200-122 FICA/Medicare Employer Share/Employee Benefits	8,751	4,836	4,835.59	4,337.81
-42200-131 Medical/Dental/Life Employer Share	13,818	13,662	13,661.97	8,586.52
-42200-132 Fire Longevity Pay				
-42200-133 Deductible Contribution	1,200	641	641.00	
-42200-151 Worker's Comp - Ins Premiums	26,801	29,923	29,922.72	22,056.15
-42200-154 Flex Fees	200	74	73.70	37.60
Total Personal Services	175,864.00	179,140.00	178,138.91	131,369.32
Supplies				
-42200-201 Office Supplies - Accessories	500	712	711.06	1,456.72
-42200-204 Stationary, Forms and Envelopes				
-42200-210 Miscellaneous Operating Supplies	7,111	7,152	7,151.58	11,352.52
-42200-211 Grant Funded Supplies				834.62
-42200-212 Gasoline/Fuel/Lubricants/Additives	7,000	6,590	6,589.45	7,152.88
-42200-213 Operation Round Up Computer Exp				
-42200-215 Shop Maintenance Supplies				77.89
-42200-221 Repairs and Maintenance Supplies - Trucks	28,000	28,041	28,040.88	6,765.35
-42200-223 Repairs and Maintenance Supplies - Buildings	1,000	517	516.40	1,407.25
-42200-231 Uniform Allowance	12,500	11,907	11,906.82	15,055.16
-42200-240 Small Tools	4,000	2,228	2,227.72	4,276.71
-42200-241 Small Tools-Grant Funded	0	0		
Total Supplies	60,111	57,147	57,143.91	48,379.10
Other Services and Charges				
-42200-301 Auditing and Accounting	5,900	6,579	6,579.00	4,668.75
-42200-304 Miscellaneous Professional Services	7,500	7,503	7,502.45	6,721.50
-42200-306 Fire Relief--Pension Pass Through	0	0		69,499.80
-42200-307 Fire Relief--Pension City Share	10,000	10,000	10,000.00	10,000.00
-42200-313 Marco IT Mgmt & Backup				438.00
-42200-321 Telephone/Cellular Phones	1,500	610	610.00	1,120.90
-42200-331 Travel/Meals/Lodging	1,500	499	498.63	940.53
-42200-334 Mileage Reimbursement		99	98.90	462.56
-42200-340 Advertising	150	0		120.03
-42200-360 Insurance	7,484	7,484	7,483.85	7,195.05
-42200-381 Electric Utilities	15,500	14,676	14,675.47	14,274.78
-42200-382 Water/Wastewater Utilities	700	601	600.43	436.77
-42200-383 Gas Utilities	1,506	380	379.40	3,292.56
-42200-401 Repairs and Maintenance - Buildings	764	764	764.00	1,159.00
-42200-404 Repairs and Maintenance - Equipment/Radios/Pagers	3,047	3,048	3,047.25	2,519.90
-42200-405 Janitorial				
-42200-430 Miscellaneous		135	134.22	190.00
-42200-433 Dues and Subscriptions	1,785	1,785	1,785.00	721.00
-42200-440 Schools and Meetings	4,850	2,067	2,067.00	4,234.87
-42200-441 Schools and Meetings Grant Funded	3,918	5,466	5,466.00	8,060.00
-42200-999 Arlington Fire Costs	26,722	26,722	26,721.29	
Total Other Services and Charges	92,826	88,418	88,412.89	136,056.00

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

2/16/2016

	11/2/2015 Amended Budget 2015	Proposed Amended Budget 2015	Draft YTD Actual 2015	YTD Actual 2014
<i>Total Fire Department</i>	328,801	324,705	323,695.71	315,804.42
<i>Emergency Management - #42300</i>				
<i>Supplies</i>				
-42300-201 Office Supplies - Accessories	500	0		38.34
-42300-202 Duplicating Supplies and Copy Paper	500	0		
-42300-210 Miscellaneous Operating Supplies	500	50	49.96	
-42300-240 Small Tools & Minor Equip	2,090	1,859	1,859.00	2,266.46
<i>Total Supplies</i>	3,590	1,909	1,908.96	2,304.80
<i>Other Services and Charges</i>				
-42300-304 Misc Prof Serv	1,000	1,469	1,468.75	2,565.00
-42300-321 Telephone/Cellular Phones	110	141	140.04	
-42300-331 Travel/Meals/Lodging	500	183	182.25	39.90
-42300-440 Schools and Meetings	2,500	0		
<i>Total Other Services and Charges</i>	4,110	1,792	1,791.04	2,605
<i>Total Emergency Management</i>	7,700	3,701	3,700.00	4,909.70
<i>Animal Control - #42700</i>				
<i>Supplies</i>				
-42700-310 Miscellaneous Operating Supplies	6,000	4,800	4,800.00	5,380.00
-42700-340 Advertising				68.40
<i>Total Supplies</i>	6,000.00	4,800.00	4,800.00	5,448.40
<i>Total Animal Control</i>	6,000	4,800	4,800.00	5,448.40
TOTAL PUBLIC SAFETY	2,176,246	2,144,533	2,139,245.82	1,959,006.30
PUBLIC WORKS				
<i>Street Maintenance - #43000</i>				
<i>Personal Services</i>				
-43001-101 Salaries	526,731	536,000	532,554.71	553,087.80
-43001-102 Overtime	21,200	11,382	11,381.15	39,718.25
-43001-104 Temporary/Seasonal	6,589	6,589	6,588.15	11,026.91
-43001-121 PERA Employer Share	43,094	39,163	39,162.89	43,121.04
-43001-122 FICA/Medicare Employer Share/Employee Benefits	45,326	39,920	39,919.93	46,830.86
-43001-131 Medical/Dental/Life Employer Share	118,737	118,377	118,376.11	118,917.18
-43001-132 Longevity	17,853	0		
-43001-133 Deductible Contribution	11,200	5,365	5,364.34	9,646.44
-43001-151 Workers' Compensation Insurance	53,204	54,883	54,882.07	47,490.34
-43001-154 HRA/Flex Fees	800	651	650.10	694.14
<i>Total Personal Services</i>	844,734	812,330	808,879.45	870,532.96
<i>Supplies</i>				
-43001-201 Office Supplies - Accessories	600	530	529.32	866.53
-43001-202 Duplicating and Copying Supplies	100	24	23.20	80.26
-43001-204 Stationary, Forms and Envelopes				
-43001-209 Software Updates	700	890	890.00	
-43001-210 Miscellaneous Operating Supplies	12,000	10,264	10,263.19	10,377.80
-43001-212 Gasoline/Fuel/Lubricants/Additives	41,479	26,760	26,759.47	61,081.18
-43001-215 Shop Maintenance Supplies	1,000	901	900.50	51.02
-43001-219 Snow Removal - Material	82,000	84,392	84,391.04	62,890.33
-43001-221 Repairs and Maintenance Supplies - Equipment	44,000	40,422	40,421.60	43,696.92
-43001-224 Repairs and Maintenance - Infrastructure	15,000	11,757	11,756.19	15,296.54
-43001-226 Signs	6,500	7,111	7,110.44	15,365.24
-43001-240 Small Tools and Minor Equipment	4,000	3,571	3,570.63	4,798.07
<i>Total Supplies</i>	207,379	186,622	186,615.58	214,503.89
<i>Other Services and Charges</i>				
-43001-304 Miscellaneous Professional Services	5,000	5,734	5,733.26	2,419.80
-43001-313 Marco IT Mgmt & Backup				438.00
-43001-321 Telephone/Cellular Phones	5,000	11,261	11,260.91	4,195.16
-43001-331 Travel/Meals/Lodging	500	61	60.38	
-43001-334 Mileage Reimbursement				
-43001-340 Advertising	400	138	137.25	
-43001-351 Legal Notices/Publications				
-43001-360 Insurance	18,900	18,652	18,651.63	19,120.59
-43001-381 Electric Utilities	400	360	360.00	321.12
-43001-382 Water/Wastewater Utilities	600	358	357.69	538.53
-43001-404 Repairs and Maintenance - Vehicles/Equipment	4,000	356	356.00	2,164.45
-43001-405 Emergency Mgmt Rep & Maint	500	0		
-43001-406 Painting and Striping	15,695	15,695	15,694.65	22,574.43
-43001-413 BNSF Parking Lot Lease	3,000	2,089	2,088.81	5,263.73
-43001-415 Equipment Rental				
-43001-417 Uniform Rental	12,000	7,143	7,142.56	9,006.63
-43001-430 Miscellaneous	2,500	126	126.00	1,365.81
-43001-433 Dues and Subscriptions	800	966	965.78	692.43
-43001-440 Schools and Meetings	1,500	357	356.33	375.00
-43001-444 Insect Control	4,517	4,517	4,516.80	6,627.60
-43001-445 Diseased Tree Program	5,693	7,988	7,987.40	9,622.79
-43001-446 Weed Control	2,500	1,470	1,469.18	1,238.91
-43001-447 Downtown Decorations	2,500	1,056	1,055.97	1,622.30
-43001-451 Springvale Assessment				35,532.96
-43001-449 Paver Repair				
-43001-489 Other Contracted Services	13,500	6,271	6,270.38	20,285.69
<i>Total Other Services and Charges</i>	99,505	84,598	84,590.98	143,405.93
<i>Total Street Maintenance</i>	1,151,618	1,083,550	1,080,086.01	1,228,442.78

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

2/16/2016

	11/2/2015 Amended Budget 2015	Proposed Amended Budget 2015	Draft YTD Actual 2015	YTD Actual 2014
<i>Street Lighting - #43160</i>				
Supplies				
-43160-238 Repairs and Maintenance Supplies - Infrastructure	25,116	29,112	29,111.29	18,161.29
Total Supplies	<u>25,116</u>	<u>29,112</u>	<u>29,111.29</u>	<u>18,161.29</u>
Other Services and Charges				
-43160-381 Utilities	177,000	172,013	172,012.28	145,555.41
-43160-402 Signal Light Repairs	500	0		206.00
Total Other Services and Charges	<u>177,500</u>	<u>172,013</u>	<u>172,012.28</u>	<u>145,761.41</u>
Total Street Lighting	<u>202,616</u>	<u>201,125</u>	<u>201,123.57</u>	<u>163,922.70</u>
<i>Maintenance Building - #43170</i>				
Supplies				
-43170-215 Maintenance Supplies	700	128	127.86	2,853.54
Total Supplies	<u>700</u>	<u>128</u>	<u>127.86</u>	<u>2,853.54</u>
Other Services and Charges				
-43170-321 Telephone/Cellular Phones	0	0		
-43170-381 Electric Utilities	2,500	2,198	2,197.25	2,064.99
-43170-382 Water/Wastewater Utilities	2,000	1,671	1,670.73	1,644.35
-43170-383 Gas Utilities	15,000	11,343	11,342.01	17,724.76
-43170-401 Repairs and Maintenance - Buildings/Structures				730.00
-43170-430 Miscellaneous				333.00
Total Other Services and Charges	<u>19,500</u>	<u>15,212</u>	<u>15,209.99</u>	<u>22,497.10</u>
Total Maintenance Building	<u>20,200</u>	<u>15,340</u>	<u>15,337.85</u>	<u>25,350.64</u>
TOTAL PUBLIC WORKS	<u>1,374,434</u>	<u>1,300,015</u>	<u>1,296,547.43</u>	<u>1,417,716.12</u>
PARKS AND RECREATION				
<i>Ice Rink - #45127</i>				
Supplies				
-45127-210 Miscellaneous Operating Supplies	250	35	34.65	67.80
-45127-212 Gasoline/Fuel/Lubricants/Additives				
-45127-215 Shop Maintenance Supplies	100	0		
-45127-221 Repairs and Maintenance Supplies - Equipment	1,500	136	135.87	1,277.11
-45127-223 Repairs and Maintenance Supplies - Buildings	100	25	25.00	179.40
Total Supplies	<u>1,950</u>	<u>196</u>	<u>195.52</u>	<u>1,524.31</u>
Other Services and Charges				
-45127-321 Telephone/Cellular Phones				
-45127-360 Insurance				
-45127-381 Electric Utilities				
-45127-382 Water/Wastewater Utilities	0	0		
-45127-383 Gas Utilities	1,100	1,586	1,585.09	1,060.48
-45127-401 Repairs and Maintenance - Structures	400	200	200.00	19.99
-45127-415 Equipment Rental	500	210	210.00	553.75
-45127-430 Miscellaneous	200	0		
Total Other Services and Charges	<u>2,200</u>	<u>1,996</u>	<u>1,995.09</u>	<u>1,634.22</u>
Total Ice Rink	<u>4,150</u>	<u>2,192</u>	<u>2,190.61</u>	<u>3,158.53</u>
<i>AFRC - 45300</i>				
Personal Services				
-45300-101 Full-time Salaries				58,803.96
-45300-102 FT Overtime				1,088.59
-45300-104 Salaries - Temporary/Seasonal				2,915.00
-45300-121 PERA (Employer)				4,310.40
-45300-122 FICA/Medicare Employer Share/Employee Benefits				4,706.06
101-45300-1 Medical/Dental/Life Employer Share				15,128.88
-45300-132 Longevity				
-45300-133 Deductible Contribution				417.33
-45300-151 Workers' Compensation Insurance				3,057.68
-45300-154 HRA/Flex Fees				79.10
Total Personal Services	<u>0</u>	<u>0</u>	<u>-</u>	<u>90,507.00</u>
Supplies				
-45300-210 Miscellaneous Operating Supplies				598.34
-45300-212 Gasoline/Fuel/Lubricants/Additives				649.37
-45300-221 Repairs and Maintenance Supplies - Equipment				
-45300-223 Repairs and Maintenance Supplies - Buildings				
-45300-240 Small Tools and Minor Equipment				
Total Supplies	<u>0</u>	<u>0</u>	<u>-</u>	<u>1,247.71</u>
Other Services and Charges				
-45300-304 Misc Prof Serv				31.25
-45300-305 Study Consulting				
-45300-321 Telephone/Cellular Phones				1,653.63
-45300-340 Advertising				
-45300-360 Insurance				1,085.50
-45300-381 Electric Utilities				
-45300-382 Water & Wastewater Utilities				
-45300-388 Maint Contrib to AFRC				16,000.00
-45300-430 Miscellaneous Expense				

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101

2/16/2016

	11/2/2015 Amended Budget 2015	Proposed Amended Budget 2015	Draft YTD Actual 2015	YTD Actual 2014
-45300-440 Schools & Meetings				
Total Other Services and Charges	0	0	-	18,770.38
<i>Total AFRC</i>	0	0	-	110,525.09
Parks and Recreation - 45200				
Personal Services				
-45200-101 Full-time Salaries	106,216	107,000	104,620.82	47,159.05
-45200-102 FT Overtime	631	220	219.27	588.26
-45200-104 Salaries - Temporary/Seasonal	6,340	6,340	6,339.76	7,123.28
-45200-112 Parks & Rec Commission Stipends	3,000	1,610	1,610.00	2,465.00
-45200-121 PERA (Employer)	8,117	7,864	7,863.01	3,471.59
-45200-122 FICA/Medicare Employer Share/Employee Benefits	8,965	8,307	8,306.60	3,569.47
101-45200-1 Medical/Dental/Life Employer Share	27,636	27,324	27,323.94	12,793.72
-45200-132 Longevity	1,012	0		
-45200-133 Deductible Contribution	2,300	2,352	2,351.18	1,161.85
-45200-151 Workers' Compensation Insurance	5,164	5,267	5,266.36	1,990.59
-45200-154 HRA/Flex Fees	150	148	147.42	74.40
Total Personal Services	169,531	166,432	164,048.36	80,397.21
Supplies				
-45200-210 Miscellaneous Operating Supplies	4,000	4,020	4,019.06	3,684.01
-45200-212 Gasoline/Fuel/Lubricants/Additives	8,500	7,340	7,339.16	6,429.86
-45200-221 Repairs and Maintenance Supplies - Equipment	7,500	8,086	8,085.76	3,139.35
-45200-223 Repairs and Maintenance Supplies - Buildings	10,000	11,116	11,115.25	7,120.91
-45200-226 Signs	500	441	440.72	898.99
-45200-230 Master Garden Supplies	251	251	250.04	
-45200-240 Small Tools and Minor Equipment	1,000	960	959.17	6.86
Total Supplies	31,751	32,214	32,209.16	21,279.98
Other Services and Charges				
-45200-304 Professional Services-Park Study				
-45200-305 Park Contracted Services	3,750	3,900	3,900.00	125.00
-45200-321 Telephone/Cellular Phones	0	0		
-45200-306 Misc Prof Serv				
-45200-306 Park Commission Activities				
-45200-340 Advertising	659	659	658.35	
-45200-351 Legal Notices	200	17	16.64	
-45200-360 Insurance	18,992	18,992	18,991.96	17,498.61
-45200-381 Electric Utilities	19,000	24,029	24,028.51	19,990.56
-45200-382 Water & Wastewater Utilities	2,000	1,500	1,499.96	1,729.07
-45200-401 Repairs and Maintenance - Structures	1,500	765	765.00	
-45200-403 R&M Tennis Court	500	128	127.53	
-45200-415 Equipment Rental	6,000	5,928	5,927.50	5,321.25
-45200-430 Miscellaneous	620	620	619.77	848.91
-45200-440 Schools & Meetings	100	0		
-45200-445 Weed Control and Fertilizer	9,400	9,375	9,374.40	14,122.07
-45200-485 Property Taxes-donated park land	2,886	4,424	4,423.92	2,520.00
101-45200-48 Softball Lighting Lease	0	0		
-45200-486 Summer Recreation	2,000	1,509	1,509.00	1,722.00
-45200-484 Library Study	11,000	10,963	10,963.92	7,425.55
-45200-488 Library	25,000	23,791	23,790.99	26,942.51
-45200-492 Aquatic Center	18,500	18,500	18,499.68	
-45200-493 Yoga Grant Expense	670	670	670.00	
-45200-494 Camb/Isanti Fall Comm Event	2,425	2,425	2,425.00	
-45200-489 Senior Activity Center	366	366	366.00	25,144.51
Total Other Services and Charges	125,568	128,561	128,558.13	123,390.04
<i>Total Parks and Recreation</i>	326,850	327,207	324,815.65	225,067.23
TOTAL PARKS AND RECREATION	331,000	329,399	327,006.26	338,750.85
TOTAL EXPENDITURES	5,452,375.00	5,143,491.00	5,122,931.71	5,023,229.92
TRANSFERS OUT				
-49300-720				
Fire Equipment Revolving Fund - #420	51,653	51,653	51,653.00	50,632.00
Transfer to Cap fund 415 Park Improv	55,000	55,000	55,000.00	135,000.00
Transfer to Cap fund 417 Police	119,000	119,000	119,000.00	35,000.00
Transfer to Cap fund 418 Public Works	250,000	250,000	250,000.00	210,000.00
Transfer to Cap fund 419 City Hall	90,000	90,000	90,000.00	75,000.00
Transfer for CI Bike / Walk Trail-fund capital	8,340	15,000	15,000.00	8,340.00
Transfer to CI Bike/ Walk Trail Oper Fund	6,660	6,660	6,660.00	6,660.00
Additional Transfer to Police Cap Fund-fund 417 for tactical gear				33,000.00
Transfer to EDA Land Acquisition Fund fund 422				140,000.00
Transfer to Capital Fund for Ice Rink Project		150,000		
Transfer to Special Response Team Fund #220		1,000		
Transfer to 339		181,000		113,397.00
Transfer to 313 Debt Service				
Pavement Management Fund - #443	160,000	160,000	160,000.00	115,000.00
OTHER Transfers Out	86,603	86,603	86,603.00	173,206.00
TOTAL TRANSFERS OUT	827,256	1,165,916	833,916.00	1,095,235.00
TOTAL EXPENDITURES & TRANSFERS OUT	6,279,631	6,309,407	5,956,847.71	6,118,464.92

Prepared by: Caroline Moe, Director of Finance

Background

Staff is recommending that the 2016 budget be amended for the following:

There are no changes to budgeted revenues, we are amending budget to reflect funds already on hand from 2015.

We recommend the following change to the general fund budgeted expenditures and transfers out:

Dept Impacted	Amount of increase (decrease)	Rationale
General Government	\$115,000	Carryover \$115K of unspent funds from 2015 of which \$85K are for the Comprehensive Plan Update and \$30K are for updating flyover pictures.
Public Safety	\$35,201	Carryover \$35,201 of unspent funds from 2015 of which \$8K are for new tablets for Emergency Management use and \$27,201 is for the Police Dept to increase part-time admin staff to 28 hours per week and to add part-time police officer capacity.
Public Works	\$1,400	Carryover \$1,400 of unspent funds from 2015 as directed by Council for hiring of temporary help to assist with sidewalk clearing, as needed.
Parks & Recreation	\$15,000	Reflect addition of \$15,000 to Parks budget for summer concert/activities series funded by transfer to General Fund from Northbound Liquor in 2015.
Transfers out	\$2,000	Reflect change of \$2,000 to transfer to Special Response Team fund, Cambridge share for 2016.
Total	\$168,601	

Council Action

Approve Resolution No. R16-011 2016 General Fund Budget Revision

Resolution No. R16-011

RESOLUTION APPROVING AMENDMENTS TO THE 2016 GENERAL FUND BUDGET

WHEREAS, the Cambridge City Council passed upon Resolution R15-074 adopting the 2016 General Fund Budget; and

WHEREAS, for financial reporting purposes, all amendments to the City's General Fund Budget are to be made in the form of Budget Amendment Resolution.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the Director of Finance be directed to enter the attached budget amendments into the City's financial records:

GENERAL FUND EXPENDITURES AND TRANSFERS OUT:

An amendment of the 2016 budget is sought from \$6,061,739 to \$6,230,340 a total net increase of \$168,601:

Operating Expenditures:	2016 Adopted Budget	2016 Proposed Amended Budget 2/16/16	Increase (decrease)
General Government	1,462,020	1,577,020	115,000
Public Safety	2,194,465	2,229,666	35,201
Public Works	1,397,493	1,398,893	1,400
Parks and Recreation	300,083	315,083	15,000
Transfers to Other Funds	<u>707,678</u>	<u>709,678</u>	<u>2,000</u>
Total Operating Expenditures	<u>\$6,061,739</u>	<u>\$6,230,340</u>	<u>168,601</u>

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

Adopted this 16th Day of February, 2016

Marlys A. Palmer, Mayor

Attest:

Lynda J. Woulfe, City Administrator

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Proposed 2016 Budget Request

	2/16/16 Proposed			
	Adopted Budget 2016	Amended Budget 2016	Draft	YTD Actual 2015
REVENUES AND TRANSFERS IN				
REVENUES				
Taxes	4,139,386	4,139,386		4,281,835.28
Licenses and Permits -				
Business	72,150	72,150		83,692.56
Non-Business	152,000	152,000		301,639.39
Intergovernmental Revenues	1,024,144	1,024,144		1,043,929.10
Charges for Services				
General Government	180	180		488.25
Public Safety	94,700	94,700		101,202.91
Other	6,192	6,192		1,687.40
Fines and Forfeitures	46,750	46,750		48,716.15
Other	19,737	19,737		123,089
<i>Total Revenues</i>	5,555,239	5,555,239		5,986,280.16
TRANSFERS IN	506,500	506,500		500,000
<i>TOTAL REVENUES AND TRANSFERS IN</i>	6,061,739	6,061,739		6,486,280.16
EXPENDITURES AND TRANSFERS OUT				
EXPENDITURES				
General Government				
Mayor and Council	43,875	43,875	\$	37,984.52
Administration	233,748	233,748	\$	216,575.50
Elections	8,750	8,750	\$	775.00
Finance	297,489	297,489	\$	276,901.15
Legal	94,000	94,000	\$	93,563.79
Community Development	653,828	768,828	\$	610,669.02
New City Hall Buildings	130,330	130,330	\$	123,663.22
<i>Total General Government</i>	1,462,020	1,577,020	\$	1,360,132.20
Public Safety				
Police Department	1,890,853	1,918,054	\$	1,807,050.11
Fire Department	289,912	289,912	\$	323,695.71
Emergency Management	7,700	15,700	\$	3,700.00
Animal Control	6,000	6,000	\$	4,800.00
<i>Total Public Safety</i>	2,194,465	2,229,666	\$	2,139,245.82
Public Works				
Street Maintenance	1,194,493	1,195,893	\$	1,080,086.01
Street Lighting	179,500	179,500	\$	201,123.57
Maintenance Building	23,500	23,500	\$	15,337.85
<i>Total Public Works</i>	1,397,493	1,398,893	\$	1,296,547.43
Parks and Recreation				
Ice Rink	6,650	6,650	\$	2,190.61
Parks and Recreation	293,433	308,433	\$	324,815.65
<i>Total Parks and Recreation</i>	300,083	315,083	\$	327,006.26
<i>Total Expenditures</i>	5,354,061	5,520,662	\$	5,122,931.71
TRANSFERS OUT	707,678	709,678	\$	1,165,916.00
<i>TOTAL EXPENDITURES & TRANSFERS OUT</i>	6,061,739	6,230,340	\$	6,288,847.71
<i>NET INCREASE (DECREASE) IN FUND BALANCE</i>	0	(168,601)	\$	197,432.45

CITY OF CAMBRIDGE
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Proposed 2016 Budget Request

	2/16/16 Proposed		Draft YTD Actual 2015
	Adopted Budget <u>2016</u>	Amended Budget <u>2016</u>	
REVENUES			
<i>TAXES</i>			
01-31010	4,109,386	4,109,386	4,195,184.16
01-31020	25,000	25,000	16,085.37
01-31030			
01-31050			17,662.64
01-31051			
01-31061			49,893.94
01-31062			
01-31063			
01-31060			
	5,000	5,000	3,009.17
TOTAL TAXES	<u>4,139,386</u>	<u>4,139,386</u>	<u>4,281,835.28</u>
<i>LICENSES AND PERMITS</i>			
<i>Business</i>			
01-32110	14,000	14,000	15,200.00
01-32180	3,000	3,000	3,326.00
01-32184	52,000	52,000	60,916.56
01-32185	1,250	1,250	1,250.00
01-32199	1,900	1,900	3,000.00
<i>Total Business</i>	<u>72,150</u>	<u>72,150</u>	<u>83,692.56</u>
<i>Non-Business</i>			
01-32218	2,000	2,000	197.60
01-32219	100	100	476.36
01-32220	130,000	130,000	244,682.51
01-32221			
01-32222	10,000	10,000	26,151.82
01-32223			
01-32225	100	100	660.00
01-32226	300	300	640.00
01-32230	5,000	5,000	21,227.88
01-32240	1,500	1,500	1,339.37
01-32299	3,000	3,000	6,263.85
<i>Total Non-Business</i>	<u>152,000</u>	<u>152,000</u>	<u>301,639.39</u>
TOTAL LICENSES AND PERMITS	<u>224,150</u>	<u>224,150</u>	<u>385,331.95</u>
<i>INTERGOVERNMENTAL REVENUES</i>			
01-33165	750	750	11,126.60
01-33401	739,066	739,066	725,399.00
01-33404	7,779	7,779	6,866.00
01-33405	5,822	5,822	5,822.00
01-33418	25,000	25,000	25,000.00
01-33420			
01-33421	100,000	100,000	121,308.63
01-33422	70,212	70,212	72,523.87
11-33422A	55,515	55,515	55,515.00
01-33610	4,000	4,000	4,368.00
01-33620	16,000	16,000	16,000.00
TOTAL INTERGOVERNMENTAL REVENUES	<u>1,024,144</u>	<u>1,024,144</u>	<u>1,043,929.10</u>
01-33610			
<i>CHARGES FOR SERVICES</i>			
<i>General Governments</i>			
01-34102	20	20	
01-34105	160	160	488.25
01-34106			
<i>Total General Government</i>	<u>180.00</u>	<u>180.00</u>	<u>488.25</u>
<i>Public Safety</i>			
01-34201	2,000	2,000	2,611.00
01-34202	1,000	1,000	2,760.00
01-34205	5,000	5,000	6,215.00
01-34204			
01-34206	85,000	85,000	87,958.91
01-34208			
01-34210	1,700	1,700	1,658.00
<i>Total Public Safety</i>	<u>94,700</u>	<u>94,700</u>	<u>101,202.91</u>
<i>Other</i>			
01-34951	6,192	6,192	1,687.40
01-34953	0	0	
01-34954	0	0	
01-34955	0	0	
01-34956	0	0	
01-34957	0	0	
<i>Total Other</i>	<u>6,192.00</u>	<u>6,192.00</u>	<u>1,687.40</u>
TOTAL CHARGES FOR SERVICES	<u>101,072</u>	<u>101,072</u>	<u>103,378.56</u>

CITY OF CAMBRIDGE
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		2/16/16 Proposed		
		Adopted	Amended	Draft
		Budget	Budget	YTD
		2016	2016	Actual 2015
FINES AND FORFEITURES				
01-35101	Court Fines	44,000	44,000	38,266.15
01-35102	Parking Fines	500	500	1,380.00
01-35104	Animal Control Fines	1,750	1,750	1,700.00
01-35105	Admin Citation	500	500	7,370.00
TOTAL FINES AND FORFEITURES		46,750	46,750	48,716.15
OTHER				
01-36101	Special Assessment Principal Payment			
01-36200	Miscellaneous	2,437	2,437	42,930.86
01-36210	Interest on Investments	13,600	13,600	30,858.45
01-36220	Facility Rentals	3,200	3,200	23,818.50
01-36221	AFRC Rental	0	0	
01-36222	AFRC Supervision Fee	0	0	
01-36223	AFRC Misc Inc			
01-36230	Donations	0	0	1,010.00
01-36233	Operation Round Up Grant			
01-36240	Patronage Capital	500	500	593.13
01-36241	Fire Dept Private Grants			
01-36242	Wellness Grant			670.00
01-36250	Telephone Commissions			
01-36501	Sale of Property			23,208.18
01-36999	Fire on the Run In & Out			0
Total non-mall other revenue		19,737	19,737	123,089.12
TOTAL OTHER		19,737	19,737	123,089.12
TOTAL REVENUES		5,555,239	5,555,239	5,986,280.16
TRANSFERS IN				
01-39203	Liquor Fund	400,000	400,000	400,000.00
01-39203	Other Funds	106,500	106,500	100,000.00
TOTAL TRANSFERS IN		506,500	506,500	500,000
TOTAL REVENUES AND TRANSFERS IN		6,061,739	6,061,739	6,486,280.16
EXPENDITURES				
GENERAL GOVERNMENT				
<i>Council - #41110</i>				
Personal Services				
-41110-101	Salaries	21,400	21,400	21,400.20
-41110-122	FICA/Medicare Employer Share/Employee Benefits	1,638	1,638	1,636.87
-41110-151	Worker's Comp - Ins Premiums	87	87	91.73
Total Personal Services		23,125	23,125	23,128.80
Supplies				
-41110-200	Office Supplies - Accessories	100	100	
-41110-210	Miscellaneous Operating Supplies	300	300	
-41110-213	Citizens Academy	1,500	1,500	
-41110-214	Employee Recognition	1,500	1,500	245.19
Total Supplies		3,400	3,400	245.19
Other Services and Charges				
-41110-304	Miscellaneous Professional Services	1,000	1,000	800.00
-41110-331	Travel/Meals/Lodging	1,500	1,500	1,708.24
-41110-334	Mileage Reimbursements	150	150	
-41110-340	Advertising	50	50	
-41110-360	Insurance and Bonds	1,000	1,000	807.04
-41110-430	Miscellaneous	100	100	25.00
-41110-433	Dues and Subscriptions	50	50	
-41110-440	Schools and Meetings	1,500	1,500	1,164.00
-41110-441	Sister City Activities	1,500	1,500	
-41110-455	Fireworks Display Expenses	10,500	10,500	10,106.25
-41110-499	Tomlison Special Assmt Agreement	0	0	
Total Other Services and Charges		17,350	17,350	14,610.53
Total Council		43,875	43,875	37,984.52
<i>Administration - #41320</i>				
Personal Services				
-41320-101	Salaries	110,282	110,282	115,468.85
-41320-102	Overtime	300	300	17.73
-41320-103	Part-time Regular	28,763	28,763	20,786.92
-41320-105	Temp/Seasonal			12.72
-41320-121	PERA Employer Share	10,608	10,608	10,221.44
-41320-122	FICA/Medicare Employer Share/Employee Benefits	10,821	10,821	10,116.48
-41320-131	Medical/Dental/Life Employer Share	15,129	15,129	15,931.53
-41320-132	Longevity	2,402	2,402	
-41320-133	Deductible Contribution	1,200	1,200	2,546.33
-41320-151	Workers' Compensation Insurance	1,193	1,193	1,073.92
-41320-153	City Wide Re-employment Compensation	1,000	1,000	
-41320-154	HRA/Flex Fees	200	200	152.12
Total Personal Services		181,898	181,898	176,328.04
Supplies				
-41320-201	Office Supplies - Accessories	1,600	1,600	1,112.30
-41320-202	Duplicating Supplies and Copy Paper	2,000	2,000	1,466.55
-41320-203	Newsletter Costs	5000	5000	1,361.60

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		Budget	Budget	YTD
		<u>2016</u>	<u>2016</u>	Actual 2015
-41320-204	Stationary, Forms and Envelopes	500	500	612.00
-41320-209	Software Updates	750	750	948.99
-41320-210	Miscellaneous Operating Supplies	1,000	1,000	497.64
-41320-221	Repairs and Maintenance - Equipment	500	500	110.23
-41320-240	Small Tools & Minor Equipment	1,000	1,000	1,854.95
	Total Supplies	12,350	12,350	7,964.26
Other Services and Charges				
-41320-304	Miscellaneous Professional Services	3,000	3,000	1,032.32
-41320-313	Marco IT Mgmt & Backup			
-41320-321	Telephone/Cellular Phones			
-41320-322	Postage	5,000	5,000	2,952.68
-41320-331	Travel/Meals/Lodging	750	750	492.55
-41320-334	Mileage Reimbursement	300	300	28.80
-41320-340	Advertising	100	100	742.41
-41320-351	Legal Notices/Ordinance Publication	1,000	1,000	432.86
-41320-360	Insurance and Bonds	2,000	2,000	1,895.25
-41320-404	Repairs and Maintenance	300	300	120.00
-41320-409	Maintenance Contracts - Office Equipment	11,000	11,000	11,264.99
-41320-430	Miscellaneous	300	300	
-41320-433	Dues and Subscriptions	300	300	461.34
-41320-437	City Wide-Dues & Subscriptions	12,250	12,250	12,762.00
-41320-440	Schools and Meetings	2,200	2,200	98.00
-41320-441	Web Site Enhancement			
-41320-489	Contracted Services	1,000	1,000	
	Total Other Services and Charges	39,500	39,500	32,283.20
	Total Administration	233,748	233,748	216,575.50
Elections - #41410				
Personal Services				
-41410-104	Salaries - Temporary Election Judges	6,500	6,500	
-41410-122	FICA/Medicare Employer Share/Employee Benefits	0	0	
-41410-151	Workers' Compensation Insurance			
	Total Personal Services	6,500	6,500	-
Supplies				
-41410-200	Miscellaneous Office Supplies	500	500	
-41410-201	Office Supplies - Accessories	0	0	
	Total Supplies	500	500	-
Other Services and Charges				
-41410-331	Travel/Meals/Lodging	250	250	
-41410-351	Legal Notices/Ordinance Publication	300	300	
-41410-404	Repairs & Maintenance - Voting Equipment			
-41410-408	Maintenance Contracts - Mach/Equipment	1,200	1,200	775.00
-41410-412	Rentals - Buildings			
-41410-430	Miscellaneous			
	Total Other Services and Charges	1,750	1,750	775.00
	Total Elections	8,750	8,750	775.00
Finance - #41500				
Personal Services				
-41500-101	Salaries	149,136	149,136	148,732.62
-41500-102	Overtime	100	100	
-41500-103	Part-time Regular			
-41500-121	PERA Employer Share	11,485	11,485	11,131.92
-41500-122	FICA/Medicare Employer Share/Employee Benefits	11,715	11,715	10,815.53
-41500-131	Medical/Dental/Life Employer Share	28,396	28,396	27,323.94
-41500-132	Longevity	4,491	4,491	
-41500-133	Deductible Contribution	2,400	2,400	2,142.65
-41500-151	Workers' Compensation Insurance	1,291	1,291	1,224.42
-41500-154	HRA/Flex Fees	200	200	147.42
	Total Personal Services	209,214	209,214	201,518.50
Supplies				
-41500-201	Office Supplies - Accessories	2,100	2,100	1,161.30
-41500-204	Stationary, Forms and Envelopes	2,800	2,800	3,404.84
-41500-209	Software Updates	1,000	1,000	675.00
-41500-210	Miscellaneous Operating Supplies	500	500	96.11
-41500-240	Small Tools	2,000	2,000	999.00
	Total Supplies	8,400	8,400	6,336.25
Other Services and Charges				
-41500-301	Auditing and Accounting	30,000	30,000	29,000.00
-41500-304	Miscellaneous Professional Services	2,000	2,000	
-41500-309	EDP Professional Services	23,000	23,000	19,755.50
-41500-321	Telephone/Cellular Phones			
-41500-331	Travel/Meals/Lodging	500	500	287.40
-41500-334	Mileage Reimbursement	210	210	616.98
-41500-340	Advertising	0	0	
-41500-351	Legal Notices/Ordinance Publishing	250	250	242.54
-41500-360	Insurance and Bonds	1,600	1,600	1,451.44

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		Budget	Budget	YTD
		2016	2016	Actual 2015
-41500-409	Maintenance Contracts - Office Equipment	17,750	17,750	13,808.00
-41500-420	Wellness			
-41500-430	Miscellaneous	365	365	164.15
-41500-432	Property Finders Fee			
-41500-433	Dues and Subscriptions	2,200	2,200	1,702.39
-41500-440	Schools and Meetings	2,000	2,000	2,018.00
Total Other Services and Charges		<u>79,875</u>	<u>79,875</u>	<u>69,046.40</u>
<i>Total Finance</i>		<u>297,489</u>	<u>297,489</u>	<u>276,901.15</u>
<i>Legal - #41610</i>				
Other Services and Charges				
-41610-304	Legal Fees	53,000	53,000	54,061.83
-41610-307	Study Fees			
-41610-305	Prosecution Services	41,000	41,000	39,501.96
Total Other Services and Charges		<u>94,000</u>	<u>94,000</u>	<u>93,563.79</u>
<i>Total Legal</i>		<u>94,000</u>	<u>94,000</u>	<u>93,563.79</u>
<i>Community Development</i>				
<i>Building Department - #41920</i>				
Personal Services				
-41920-101	Salaries	181,896	181,896	203,241.81
-41920-102	Overtime	0	0	
-41920-121	PERA Employer Share	13,875	13,875	15,243.12
-41920-122	FICA/Medicare Employer Share/Employee Benefits	14,153	14,153	15,017.58
-41920-131	Medical/Dental/Life Employer Share	42,592	42,592	45,602.70
-41920-132	Longevity	3,098	3,098	
-41920-133	Deductible Contribution	3,600	3,600	1,825.21
-41920-151	Workers' Compensation Insurance	1,610	1,610	2,056.80
-41920-154	HRA/Flex Fees			230.53
Total Personal Services		<u>260,824</u>	<u>260,824</u>	<u>283,217.75</u>
Supplies				
-41920-201	Office Supplies - Accessories	750	750	585.84
-41920-204	Stationary, Forms and Envelopes	0	0	
-41920-209	Software Updates	500	500	117.55
-41920-210	Miscellaneous Operating Supplies	1,200	1,200	265.11
-41920-212	Gasoline/Fuel/Lubricants/Additives	2,600	2,600	962.49
-41920-221	Repair and Maintenance Supplies - Vehicles	800	800	512.75
-41920-240	Small Tools and Minor Equipment	300	300	449.99
Total Supplies		<u>6,150</u>	<u>6,150</u>	<u>2,893.73</u>
Other Services and Charges				
-41920-304	Miscellaneous Professional Services	0	0	
-41920-309	EDP Professional Services	1,500	1,500	2,156.25
-41920-313	Marco IT Mgmt & Backup			
-41920-321	Telephone/Cellular Phones	2,700	2,700	1,706.13
-41920-331	Travel/Meals/Lodging	300	300	64.95
-41920-334	Mileage Reimbursement	700	700	757.28
-41920-340	Advertising			
-41920-351	Legal Notices/Ordinance Publishing			
-41920-360	Insurance	2,500	2,500	2,054.25
-41920-404	Repairs and Maintenance	250	250	188.71
-41920-409	Maintenance Contracts - Office Equipment	2,500	2,500	2,090.00
-41920-430	Miscellaneous	200	200	
-41920-432	Credit Card Fees	600	600	
-41920-433	Dues and Subscriptions	1,400	1,400	2,387.05
-41920-440	Schools and Meetings	2,800	2,800	2,190.00
Total Other Services and Charges		<u>15,450</u>	<u>15,450</u>	<u>13,594.62</u>
<i>Total Building Department</i>		<u>282,424</u>	<u>282,424</u>	<u>299,706.10</u>
<i>Engineering</i>				
-41925-303	Engineering Contracted Expense	30,000	30,000	22,517.54
<i>Planning - #41935</i>				
Personal Services				
-41935-101	Salaries	219,461	219,461	197,795.28
-41935-102	Overtime	0	0	
-41935-112	Planning Commission Salaries	2,500	2,500	1,715.00
-41935-121	PERA Employer Share	16,842	16,842	14,834.64
-41935-122	FICA/Medicare Employer Share/Employee Benefits	17,179	17,179	14,803.81
-41935-131	Medical/Dental/Life Employer Share	45,592	45,592	34,078.68
-41935-132	Longevity	3,679	3,679	
-41935-133	Deductible Contribution	3,600	3,600	1,868.21
-41935-151	Workers' Compensation Insurance	1,951	1,951	1,397.81
-41935-154	HRA/Flex Fees	300	300	180.32
Total Personal Services		<u>311,104</u>	<u>311,104</u>	<u>266,673.75</u>
Supplies				
-41935-201	Office Supplies - Accessories	700	700	817.06
-41935-204	Stationary, Forms and Envelopes	0	0	2.10

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		Budget	Budget	YTD
		<u>2016</u>	<u>2016</u>	Actual 2015
-41935-209	Software Updates	1,200	1,200	1,400.00
-41935-210	Miscellaneous Operating Supplies	200	200	15.22
-41935-212	Gasoline/Fuel/Lubricants/Additives	350	350	455.92
-41935-221	Repair and Maintenance Supplies - Vehicles	200	200	136.84
-41935-240	Small Tools and Minor Equipment	250	250	437.13
	Total Supplies	2,900	2,900	3,264.27
Other Services and Charges				
-41935-301	Special Projects	2,500	2,500	
-41935-303	Comp Plan Update			
-41935-304	Miscellaneous Professional Services	2,500	2,500	225.00
-41935-306	Transportation Study Consulting			
-41935-307	Rail Study			
-41935-308	Lakes & Pines Mgmt--Small Cities Grant			
-41935-309	EDP Professional Services	1,000	1,000	1,593.75
-41935-313	Marco IT Mgmt & Backup			
-41935-321	Telephone/Cellular Phones	1,500	1,500	1,284.30
-41935-322	Code Enforcement Mailing	0	0	
-41935-331	Travel/Meals/Lodging	500	500	112.50
-41935-334	Mileage Reimbursement	250	250	47.15
-41935-340	Advertising			
-41935-351	Legal Notices/Ordinance Publishing	750	750	127.46
-41935-360	Insurance	11,000	11,000	10,459.82
-41935-404	Repairs and Maintenance	300	300	
-41935-409	Maintenance Contracts - Office Equipment	3,000	3,000	2,990.00
-41935-430	Miscellaneous	1,000	1,000	374.67
-41935-431	Property Securing Exp			
-41935-433	Dues and Subscriptions	600	600	445.00
-41935-440	Schools and Meetings	1,500	1,500	717.71
-41935-487	Flyover Pictures--share from Isanti Co	0	30,000	
-41935-488	Other Contracted Services--Comp Plan Update	0	85,000	
-41935-489	Other Contracted Services-GIS Maint	1,000	1,000	130.00
	Total Other Services and Charges	27,400	142,400	18,507.36
	Total Planning	341,404	456,404	288,445.38
	Total Community Development	653,828	768,828	610,669.02
<i>City Hall Buildings - #41950</i>				
Personal Services				
-41950-101	Salaries	23,837	23,837	23,500.51
-41950-102	Overtime	1,000	1,000	
-41950-121	PERA Employer Share	1,875	1,875	1,717.86
-41950-122	FICA/Medicare Employer Share/Employee Benefits	1,913	1,913	1,742.93
-41950-131	Medical/Dental/Life Employer Share	7,099	7,099	6,835.05
-41950-132	Longevity	164	164	
-41950-133	Deductible Contribution	600	600	716.83
-41950-151	Workers' Compensation Insurance	1,571	1,571	1,496.13
-41950-154	HRA/Flex Fees	50	50	36.85
	Total Personal Services	38,109	38,109	36,046.16
-41950-210	Miscellaneous Operating Supplies			
-41950-212	Gasoline/Fuel	200	200	36.32
-41950-215	Maintenance Supplies	13,000	13,000	8,489.15
-41950-240	Small Tools & Equipment	1,500	1,500	
	Total Supplies	14,700	14,700	8,525.47
Other Services and Charges				
-41950-321	Telephone/Cellular Phones	15,000	15,000	17,404.61
-41950-360	Insurance	2,500	2,500	2,274.66
-41950-381	Electric Utilities	11,500	11,500	10,276.00
-41950-382	Water/Wastewater	1,100	1,100	1,236.25
-41950-383	Gas Utilities	10,000	10,000	6,077.02
-41950-384	Refuse and Recycling	8,000	8,000	7,120.32
-41950-401	Repairs and Maintenance -Buildings/Structures	12,000	12,000	19,326.49
-41950-405	Janitor Services	0	0	115.00
-41950-409	Maintenance Contracts - Office Equip	2,921	2,921	2,693.10
-41950-411	Cement Replacement			
-41950-413	Rentals - Office Equipment [copier-new]	14,000	14,000	12,299.89
-41950-430	Miscellaneous	500	500	268.25
	Total Other Services and Charges	77,521	77,521	79,091.59
	Total City Hall Buildings	130,330	130,330	123,663.22
	TOTAL GENERAL GOVERNMENT	1,462,020	1,577,020	1,360,132.20
PUBLIC SAFETY				
<i>Police Department - #42100</i>				
Personal Services				
-42100-101	Salaries	1,021,157	978,157	1,017,743.22
-42100-102	Overtime	53,000	53,000	70,633.69
-42100-103	Salaries - Part-Time Regular--Office	19,458	27,408	19,094.39
-42100-104	Salaries - Part-Time Regular--Police		50,000	
-42100-121	PERA Employer Share	175,353	177,003	171,708.02

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Proposed 2016 Budget Request

		2/16/16 Proposed		
		Adopted	Amended	Draft
		Budget	Budget	YTD
		<u>2016</u>	<u>2016</u>	Actual 2015
-42100-122	FICA/Medicare Employer Share/Employee Benefits	20,513	21,123	19,650.61
-42100-131	Medical/Dental/Life Employer Share	227,159	227,159	218,506.32
-42100-132	Longevity	25,887	25,887	
-42100-133	Deductible Contribution	19,200	19,200	15,017.25
-42100-151	Workers' Compensation Insurance	48,264	48,625	46,813.26
-42100-154	HRA/Flex Fees	1,500	1,500	1,179.32
Total Personal Services		<u>1,611,491</u>	<u>1,629,062</u>	<u>1,580,346.08</u>
Supplies				
-42100-201	Office Supplies - Accessories	3,100	3,100	3,134.32
-42100-202	Duplicating Supplies and Copy Paper	1,000	1,000	522.03
-42100-209	Software Updates	5,250	5,250	4,901.40
-42100-210	Miscellaneous Operating Supplies	7,000	7,000	5,620.61
-42100-212	Gasoline/Fuel/Lubricants/Additives	50,000	50,000	32,775.51
-42100-213	Ammunition	4,000	4,000	3186.4
-42100-214	Crime Scene Supplies	500	500	906.89
-42100-217	Promotional Events	3,500	3,500	1,835.31
-42100-221	Repairs and Maintenance Supplies - Squads	16,500	16,500	17,606.03
-42100-231	Uniform Allowance	21,400	26,930	21,780.15
-42100-232	Uniform--Reserves	2,000	2,000	1,960.95
-42100-240	Small Tools/Minor Equipment	7,000	7,000	6,465.79
Total Supplies		<u>121,250</u>	<u>126,780</u>	<u>100,695.39</u>
Other Services and Charges				
-42100-304	Miscellaneous Professional Services	15,000	15,000	10,365.86
-42100-305	Applicant Testing	0	6,100	1,500.00
-42100-313	Marco IT Mgmt & Backup			
-42100-321	Telephone/Cellular Phones	12,568	12,568	12,122.42
-42100-322	Postage	300	300	611.79
-42100-331	Travel/Meals/Lodging	5,380	5,380	6,565.68
-42100-334	Mileage Reimbursement	200	200	109.25
-42100-340	Advertising	0	0	
-42100-360	Insurance	34,000	34,000	33,892.47
-42100-381	Electric Utilities	11,400	11,400	5,284.80
-42100-383	Gas Utilities	8,724	8,724	2,993.14
-42100-391	Old MNDOT Electric			596.24
-42100-392	Old MNDOT Water/Sewer	1,200	1,200	247.76
-42100-404	Maintenance and Repair -Vehicles/ Equipment	8,000	8,000	7,124.15
-42100-409	Maintenance Contracts-Office Equipment	21,500	21,500	17,401.90
-42100-410	Police Reserve Program Activities	1,500	1,500	88.18
-42100-411	Auto Pawn	2,700	2,700	2,067.30
-42100-413	Office Equipment Rentals	2,750	2,750	
-42100-429	Old MNDOT Maint Costs	12,000	12,000	4,791.47
-42100-430	Miscellaneous	500	500	
-42100-433	Dues and Subscriptions	6,750	6,750	6,084.57
-42100-440	Schools and Meetings	13,000	11,000	13,312.77
-42100-441	Training--Grant funded			
-42100-455	Jail and Medical Expenses	0	0	
-42100-489	Other Contracted Services	640	640	848.89
Total Other Services and Charges		<u>158,112</u>	<u>162,212</u>	<u>126,008.64</u>
Total Police Department		<u>1,890,853</u>	<u>1,918,054</u>	<u>1,807,050.11</u>
Fire Department - 42200				
Personal Services				
-42200-101	Salaries	70,346	70,346	67,376.04
-42200-103	Salaries	47,000	47,000	50,713.00
-42200-121	PERA Employer Share	11,444	11,444	10,914.89
-42200-122	FICA/Medicare Employer Share/Employee Benefits	9,000	9,000	4,835.59
-42200-131	Medical/Dental/Life Employer Share	14,198	14,198	13,661.97
-42200-132	Fire Longevity Pay	293	293	
-42200-133	Deductible Contribution	1,200	1,200	641.00
-42200-151	Worker's Comp - Ins Premiums	32,981	32,981	29,922.72
-42200-154	Flex Fees	100	100	73.70
Total Personal Services		<u>186,562.00</u>	<u>186,562.00</u>	<u>178,138.91</u>
Supplies				
-42200-201	Office Supplies - Accessories	800	800	711.06
-42200-204	Stationary, Forms and Envelopes	100	100	
-42200-210	Miscellaneous Operating Supplies	7,500	7,500	7,151.58
-42200-211	Grant Funded Supplies			
-42200-212	Gasoline/Fuel/Lubricants/Additives	7,700	7,700	6,589.45
-42200-213	Operation Round Up Computer Exp			
-42200-215	Shop Maintenance Supplies			
-42200-221	Repairs and Maintenance Supplies - Trucks	6,500	6,500	28,040.88
-42200-223	Repairs and Maintenance Supplies - Buildings	1,000	1,000	516.40
-42200-231	Uniform Allowance	13,000	13,000	11,906.82
-42200-240	Small Tools	4,000	4,000	2,227.72
-42200-241	Small Tools-Grant Funded	0	0	
Total Supplies		<u>40,600</u>	<u>40,600</u>	<u>57,143.91</u>
Other Services and Charges				
-42200-301	Auditing and Accounting	1,000	1,000	6,579.00
-42200-304	Miscellaneous Professional Services	7,500	7,500	7,502.45

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Proposed 2016 Budget Request

	2/16/16 Proposed Adopted Budget <u>2016</u>	Amended Budget <u>2016</u>	Draft YTD Actual 2015
-42200-306 Fire Relief--Pension Pass Through	0	0	
-42200-307 Fire Relief--Pension City Share	10,000	10,000	10,000.00
-42200-313 Marco IT Mgmt & Backup			
-42200-321 Telephone/Cellular Phones	1,500	1,500	610.00
-42200-331 Travel/Meals/Lodging	1,000	1,000	498.63
-42200-334 Mileage Reimbursement	500	500	98.90
-42200-340 Advertising	150	150	
-42200-360 Insurance	9,000	9,000	7,483.85
-42200-381 Electric Utilities	15,500	15,500	14,675.47
-42200-382 Water/Wastewater Utilities	500	500	600.43
-42200-383 Gas Utilities	3,800	3,800	379.40
-42200-401 Repairs and Maintenance - Buildings	1,500	1,500	764.00
-42200-404 Repairs and Maintenance - Equipment/Radios/Pagers	1,500	1,500	3,047.25
-42200-405 Janitorial			
-42200-430 Miscellaneous			134.22
-42200-433 Dues and Subscriptions	1,300	1,300	1,785.00
-42200-440 Schools and Meetings	8,000	8,000	2,067.00
-42200-441 Schools and Meetings Grant Funded			5,466.00
-42200-999 Arlington Fire Costs			26,721.29
Total Other Services and Charges	62,750	62,750	88,412.89
<i>Total Fire Department</i>	289,912	289,912	323,695.71
<i>Emergency Management - #42300</i>			
<i>Supplies</i>			
-42300-201 Office Supplies - Accessories	500	500	
-42300-202 Duplicating Supplies and Copy Paper	500	500	
-42300-210 Miscellaneous Operating Supplies	500	500	49.96
-42300-240 Small Tools & Minor Equip	3,000	11,000	1,859.00
Total Supplies	4,500	12,500	1,908.96
<i>Other Services and Charges</i>			
-42300-304 Misc Prof Serv			1,468.75
-42300-321 Telephone/Cellular Phones	200	200	140.04
-42300-331 Travel/Meals/Lodging	500	500	182.25
-42300-440 Schools and Meetings	2,500	2,500	
Total Other Services and Charges	3,200	3,200	1791.04
<i>Total Emergency Management</i>	7,700	15,700	3,700.00
<i>Animal Control - #42700</i>			
<i>Supplies</i>			
-42700-310 Miscellaneous Operating Supplies	6,000	6,000	4,800.00
-42700-340 Advertising			
Total Supplies	6,000.00	6,000.00	4,800.00
<i>Total Animal Control</i>	6,000	6,000	4,800.00
TOTAL PUBLIC SAFETY	2,194,465	2,229,666	2,139,245.82
PUBLIC WORKS			
<i>Street Maintenance - #43000</i>			
<i>Personal Services</i>			
-43001-101 Salaries	556,389	556,389	532,554.71
-43001-102 Overtime	30,000	30,000	11,381.15
-43001-104 Temporary/Seasonal	11,892	13,292	6,588.15
-43001-121 PERA Employer Share	42,160	42,160	39,162.89
-43001-122 FICA/Medicare Employer Share/Employee Benefits	43,914	43,914	39,919.93
-43001-131 Medical/Dental/Life Employer Share	122,150	122,150	118,376.11
-43001-132 Longevity	17,655	17,655	
-43001-133 Deductible Contribution	10,400	10,400	5,364.34
-43001-151 Workers' Compensation Insurance	54,308	54,308	54,882.07
-43001-154 HRA/Flex Fees	725	725	650.10
Total Personal Services	889,593	890,993	808,879.45
<i>Supplies</i>			
-43001-201 Office Supplies - Accessories	500	500	529.32
-43001-202 Duplicating and Copying Supplies	100	100	23.20
-43001-204 Stationery, Forms and Envelopes	100	100	
-43001-209 Software Updates	1,000	1,000	890.00
-43001-210 Miscellaneous Operating Supplies	12,000	12,000	10,263.19
-43001-212 Gasoline/Fuel/Lubricants/Additives	50,000	50,000	26,759.47
-43001-215 Shop Maintenance Supplies	500	500	900.50
-43001-219 Snow Removal - Material	60,000	60,000	84,391.04
-43001-221 Repairs and Maintenance Supplies - Equipment	44,000	44,000	40,421.60
-43001-224 Repairs and Maintenance - Infrastructure	15,000	15,000	11,756.19
-43001-226 Signs	7,000	7,000	7,110.44
-43001-240 Small Tools and Minor Equipment	4,000	4,000	3,570.63
Total Supplies	194,200	194,200	186,615.58
<i>Other Services and Charges</i>			
-43001-304 Miscellaneous Professional Services	5,000	5,000	5,733.26
-43001-313 Marco IT Mgmt & Backup			
-43001-321 Telephone/Cellular Phones	4,000	4,000	11,260.91

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Proposed 2016 Budget Request

		2/16/16 Proposed		
		Adopted	Amended	Draft
		Budget	Budget	YTD
		<u>2016</u>	<u>2016</u>	Actual 2015
-43001-331	Travel/Meals/Lodging	500	500	60.38
-43001-334	Mileage Reimbursement			
-43001-340	Advertising	400	400	137.25
-43001-351	Legal Notices/Publications			
-43001-360	Insurance	20,500	20,500	18,651.63
-43001-381	Electric Utilities	400	400	360.00
-43001-382	Water/Wastewater Utilities	600	600	357.69
-43001-404	Repairs and Maintenance - Vehicles/Equipment	4,000	4,000	356.00
-43001-405	Emergency Mgmt Rep & Maint	500	500	
-43001-406	Painting and Striping	18,000	18,000	15,694.65
-43001-413	BNSF Parking Lot Lease	3,000	3,000	2,088.81
-43001-415	Equipment Rental			
-43001-417	Uniform Rental	12,000	12,000	7,142.56
-43001-430	Miscellaneous	2,500	2,500	126.00
-43001-433	Dues and Subscriptions	800	800	965.78
-43001-440	Schools and Meetings	1,500	1,500	356.33
-43001-444	Insect Control	7,000	7,000	4,516.80
-43001-445	Diseased Tree Program	10,000	10,000	7,987.40
-43001-446	Weed Control	2,500	2,500	1,469.18
-43001-447	Downtown Decorations	2,500	2,500	1,055.97
-43001-451	Springvale Assessment			
-43001-449	Paver Repair			
-43001-489	Other Contracted Services	15,000	15,000	6,270.38
Total Other Services and Charges		110,700	110,700	84,590.98
Total Street Maintenance		1,194,493	1,195,893	1,080,086.01
<i>Street Lighting - #43160</i>				
Supplies				
-43160-238	Repairs and Maintenance Supplies - Infrastructure	13,000	13,000	29,111.29
Total Supplies		13,000	13,000	29,111.29
Other Services and Charges				
-43160-381	Utilities	165,000	165,000	172,012.28
-43160-402	Signal Light Repairs	1,500	1,500	
Total Other Services and Charges		166,500	166,500	172,012.28
Total Street Lighting		179,500	179,500	201,123.57
<i>Maintenance Building - #43170</i>				
Supplies				
-43170-215	Maintenance Supplies	1,000	1,000	127.86
Total Supplies		1,000	1,000	127.86
Other Services and Charges				
-43170-321	Telephone/Cellular Phones	0	0	
-43170-381	Electric Utilities	3,000	3,000	2,197.25
-43170-382	Water/Wastewater Utilities	2,000	2,000	1,670.73
-43170-383	Gas Utilities	15,000	15,000	11,342.01
-43170-401	Repairs and Maintenance - Buildings/Structures	1,500	1,500	
-43170-430	Miscellaneous	1,000	1,000	
Total Other Services and Charges		22,500	22,500	15,209.99
Total Maintenance Building		23,500	23,500	15,337.85
TOTAL PUBLIC WORKS		1,397,493	1,398,893	1,296,547.43
<i>PARKS AND RECREATION</i>				
<i>Ice Rink - #45127</i>				
Supplies				
-45127-210	Miscellaneous Operating Supplies	500	500	34.65
-45127-212	Gasoline/Fuel/Lubricants/Additives	0	0	
-45127-215	Shop Maintenance Supplies	200	200	
-45127-221	Repairs and Maintenance Supplies - Equipment	3,000	3,000	135.87
-45127-223	Repairs and Maintenance Supplies - Buildings	500	500	25.00
Total Supplies		4,200	4,200	195.52
Other Services and Charges				
-45127-321	Telephone/Cellular Phones			
-45127-360	Insurance			
-45127-381	Electric Utilities			
-45127-382	Water/Wastewater Utilities	350	350	
-45127-383	Gas Utilities	1,000	1,000	1,585.09
-45127-401	Repairs and Maintenance - Structures	400	400	200.00
-45127-415	Equipment Rental	500	500	210.00
-45127-430	Miscellaneous	200	200	
Total Other Services and Charges		2,450	2,450	1,995.09
Total Ice Rink		6,650	6,650	2,190.61
<i>Parks and Recreation - 45200</i>				
Personal Services				
-45200-101	Full-time Salaries	96,932	96,932	104,620.82

CITY OF CAMBRIDGE
General Fund Budget Report - Fund #101
Proposed 2016 Budget Request

		2/16/16 Proposed		
		Adopted	Amended	Draft
		Budget	Budget	YTD
		<u>2016</u>	<u>2016</u>	Actual 2015
-45200-102	FT Overtime	1,000	1,000	219.27
-45200-104	Salaries - Temporary/Seasonal	11,892	11,892	6,339.76
-45200-112	Parks & Rec Commission Stipends	3,000	3,000	1,610.00
-45200-121	PERA (Employer)	8,180	8,180	7,863.01
-45200-122	FICA/Medicare Employer Share/Employee Benefits	9,483	9,483	8,306.60
101-45200-1	Medical/Dental/Life Employer Share	28,188	28,188	27,323.94
-45200-132	Longevity	1,145	1,145	
-45200-133	Deductible Contribution	2,400	2,400	2,351.18
-45200-151	Workers' Compensation Insurance	5,883	5,883	5,266.36
-45200-154	HRA/Flex Fees	80	80	147.42
	Total Personal Services	168,183	168,183	164,048.36
Supplies				
-45200-210	Miscellaneous Operating Supplies	3,600	3,600	4,019.06
-45200-212	Gasoline/Fuel/Lubricants/Additives	5,000	5,000	7,339.16
-45200-221	Repairs and Maintenance Supplies - Equipment	6,000	6,000	8,085.76
-45200-223	Repairs and Maintenance Supplies - Buildings	5,000	5,000	11,115.25
-45200-226	Signs	1,000	1,000	440.72
-45200-230	Master Garden Supplies	200	200	250.04
-45200-240	Small Tools and Minor Equipment	300	300	959.17
	Total Supplies	21,100	21,100	32,209.16
Other Services and Charges				
-45200-304	Professional Services-Park Study		500	3,900.00
-45200-305	Park Contracted Services	500		
-45200-321	Telephone/Cellular Phones	1,200		
-45200-306	Misc Prof Serv			
-45200-306	Park Commission Activities			
-45200-340	Advertising	350	350	658.35
-45200-351	Legal Notices	200	200	16.64
-45200-360	Insurance	20,000	20,000	18,991.96
-45200-381	Electric Utilities	19,000	24,000	24028.51
-45200-382	Water & Wastewater Utilities	3,000	2,000	1,499.96
-45200-401	Repairs and Maintenance - Structures	1,500	1,275	765.00
-45200-403	R&M Tennis Court	0	0	127.53
-45200-415	Equipment Rental	8,000	6,000	5,927.50
-45200-430	Miscellaneous	500	500	619.77
-45200-440	Schools & Meetings	100	100	
-45200-445	Weed Control and Fertilizer	12,000	11,000	9,374.40
-45200-485	Property Taxes--donated park land	3,000	3,000	4,423.92
101-45200-48	Softball Lighting Lease	0	0	
-45200-486	Summer Recreation	1,800	1,800	1,509.00
-45200-484	Library Study			10,963.92
-45200-488	Library	28,000	26,000	23,790.99
-45200-492	Aquatic Center			18,499.68
-45200-493	Yoga Grant Expense	500	500	670.00
-45200-494	Camb/Isanti Fall Comm Event		2,425	2,425.00
-45200-495	Ski Trail Maintenance Agreement	4,500	4,500	
-45200-496	Summer Park Entertainment & Activities		15,000	
-45200-489	Senior Activity Center	0	0	366.00
	Total Other Services and Charges	104,150	119,150	128,558.13
	Total Parks and Recreation	293,433	308,433	324,815.65
	TOTAL PARKS AND RECREATION	300,083	315,083	327,006
	TOTAL EXPENDITURES	5,354,061.00	5,520,662.00	5,122,931.71
TRANSFERS OUT				
-49300-720	Fire Equipment Revolving Fund - #420	52,678	52,678	51,653.00
	Transfer to Cap fund 415 Park Improv	55,000	55,000	55,000.00
	Transfer to Cap fund 417 Police	35,000	35,000	119,000.00
	Transfer to Cap fund 418 Public Works	200,000	200,000	250,000.00
	Transfer to Cap fund 419 City Hall	30,000	30,000	90,000.00
	Transfer for CI Bike / Walk Trail-fund capital	8,340	8,340	15,000.00
	Transfer to CI Bike/ Walk Trail Oper Fund	6,660	6,660	6,660.00
	Transfer to Capital Fund for Ice Rink Project			150,000.00
	Transfer to Special Response Team Fund #220		2,000	
	Transfer to 339			181,000.00
	Transfer to 220 SRT for 2015 Dues			1,000.00
	Pavement Management Fund - #443	320,000	320,000	160,000.00
	OTHER Transfers Out			86,603.00
	TOTAL TRANSFERS OUT	707,678	709,678	1,165,916.00
	TOTAL EXPENDITURES & TRANSFERS OUT	6,061,739	6,230,340	6,288,847.71

Prepared by: Caroline Moe, Director of Finance

Background

As detailed in the attached resolution, we are recommending that a certain 2015 fund transfers be approved at this time.

Council Action Requested

Adopt Resolution R16-012 Approving Inter-fund Transfers

Resolution No. R16-012

RESOLUTION AUTHORIZING 2015 INTERFUND TRANSFERS

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the Director of Finance be directed to make the following 2015 Inter-fund Transfers on the City of Cambridge books of record for 2015:

FROM	TO	AMOUNT	PURPOSE
Police Admin Fees (#213)	Police Capital Fund (#417)	\$10,000.00	Contribute \$10,000 toward vehicle replacement that was purchased in 2015—part of long range plan.
General Fund (#101)	CI Bike/Walk Trail Capital Fund	\$6,660.00	Increase capital funding per second amendment approved by Council to \$15K per year.
TIF 6-12 NRI (#319)	EDA Land Acquisition Fund (#422)	\$201,191.78	TIF flow from NRI project—assign increment flow to repayment of land plus accrued interest obligation and then transfer to EDA Land Acquisition fund which needs rebuilding after MNDOT and Clark property acquisitions.
TIF 6-12 NRI (#319)	Park Dedication Fund (#421)	\$29,690.04	TIF flow from NRI project—assign remaining increment flow to park dedication fees.
2015 Street Improvement Capital Project Fund (#485)	2016 Street Improvement Capital Project Fund (#424)	\$287,821.30	Transfer unspent project funds to next year's street project to reduce tax levy needed to fund project.
2015 Street Improvement Capital Project Fund (#485)	Public Works Capital Fund (#418)	\$40,000.00	New street sweeper planned in 2016 budget is now going to cost an additional \$40,000 due to mandatory changes to the emission systems.
Northbound Liquor (#610)	General Fund (#101)	\$15,000.00	Transfer \$ to fund 2016 summer concert series at City Park.
Northbound Liquor (#610)	Park Improvement Fund (#415)	\$63,000.00	Transfer \$ to assist with construction of a pickle ball court.
General Fund (#101)	2009 Street Improvement Bond Debt Service Fund (#339)	\$181,000.00	Prefund remainder of tax levy portion of 2009 bonds—previously \$104,000 planned in levy for 2017 and \$77,000 for 2018.
General Fund (#101)	Special Response Team (#220)	\$1,000.00	Pay 2015 Special response dues from City of Cambridge into special fund.
General Fund (#101)	Park Improvement Fund (#415)	\$150,000.00	Transfer \$ for future ice rink relocation project.
	TOTALS	\$985,363.12	

This resolution shall become effective immediately upon its passage without publication. Adopted this 16th day of February, 2016

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Prepared by: Caroline Moe, Director of Finance

Background

As detailed in the attached resolution, we are recommending that a certain 2016 fund transfers be approved at this time.

Council Action Requested

Adopt Resolution R16-013 Approving Inter-fund Transfers

Resolution No. R16-013

RESOLUTION AUTHORIZING 2016 INTERFUND TRANSFERS

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the Director of Finance be directed to make the following 2016 Inter-fund Transfers on the City of Cambridge books of record for 2016:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
General Fund (#101)	Special Response Team 2016 (#220)	\$2000.00	Contribute City of Cambridge Share to Special Response Team Fund
	TOTALS	\$2,000.00	

This resolution shall become effective immediately upon its passage without publication. Adopted this 16th day of February, 2016

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Agenda 7E

Finance Department Report

February 16, 2016

Written by: Caroline Moe

Inter-fund Loan between Fund 602 (Wastewater Utility) and 409 (RTC Property Development Capital Project Fund)

Fund 409 has loaned funds to fund 408 related to the completion of work for TIF 6.9, the Heritage Greens project. As of 12/31/15, fund 409 has a temporary cash shortage of \$30,828.37.

Due to the fact that fund 602 has excess cash available, staff recommends a temporary loan from fund #602 to fund #409. Funds will be paid immediately when collections are made as expected in future years.

Note—this inter-fund loan was approved when TIF 6.9 was initially set-up. The recommended Council action merely updates inter-fund loan activity as of the fiscal year ended 12/31/15.

Inter-fund Loan between Fund 602 (Wastewater Utility) and 304 (CMP Stormwater Relocation TIF 6-14)

Fund 602 has loaned funds to fund 304 related to the completion of work for TIF 6.14, the CMP Stormwater Relocation. As of 12/31/15, fund 304 has a temporary cash shortage of \$190,685.45.

Due to the fact that fund 602 has excess cash available, staff recommends a temporary loan from fund #602 to fund #304. Funds will be paid immediately when collections are made as expected in future years.

Note—this inter-fund loan was approved when TIF 6.14 was initially set-up. The recommended Council action merely updates inter-fund loan activity as of the fiscal year ended 12/31/15.

Inter-fund Loan between Fund 101 (General Fund) and 221 (Hwy 95 Grant)

Fund 101 has loaned funds to fund 221 related to initial disbursements for engineering work on the Highway 95 Grant. As of 12/31/15, fund 221 has a temporary cash shortage of \$42,384.88.

Due to the fact that fund 101 has excess cash available, staff recommends a temporary loan from fund #101 to fund #221. Funds will be paid immediately when collections are made as expected in 2016 from grant funds available from the State of MN.

Recommended Council Action—Approve inter-fund loans as presented.

Prepared by: Caroline Moe

Background:

The Government Accounting Standards Board (GASB) is the official entity that sets the rules for government accounting. Rules are set through the issuance of documents called statements. GASB Statement 34 was issued over fifteen years ago and set guidance that all assets valued at \$5,000 or more must be considered capital assets. However, individual governments could continue to have assets less than \$5,000 considered capital assets. At the time GASB Statement 34 was issued, Cambridge had as asset capitalization threshold of \$1,000 and the City did not choose to implement the newly allowed \$5,000 threshold.

Staff is recommending now that we adopt the \$5,000 capitalization threshold to more accurately reflect operating expenditures versus assets of long lasting value. The increased capitalization threshold will also help minimize time spend on record keeping for capital assets.

Recommendation:

Council to approve a motion that amends the City of Cambridge capitalization threshold from \$1,000 to \$5,000 effective January 1, 2016.

By: Police Chief Timothy Dwyer

Background:

On January 11, 2016, the Cambridge Police Department was notified that effective March 1, 2016, the Isanti County Sheriff's Office will no longer be processing permit to purchase firearm applications and the required criminal investigative requirements associated with this. Minnesota State Statute 624.7131, requires municipalities with their own policing agencies to process all such applications. Since 2005, the Isanti County Sheriff's has been able to provide this extended service to Isanti County agencies, but their ability to continue this has ended.

This will affect the already strained administrative assistant / records division responsibilities of the Cambridge Police Department. It is expected that the Cambridge Police Department will need to process approximately 200-250 permit to purchase applications and the related criminal history / mental health checks per year.

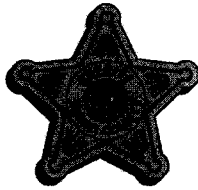
In order to meet this need and address vacation relief staffing issues with the police reception / records counter, I am asking the City Council to authorize the increase of the part-time working hours of Police Transcriptionist / Records Technician Theresa Johnson. Currently she works 20 hours per week (4 hours per day M-F). Although other staffing needs would warrant moving her to full-time status, staff does not feel this can be accomplished within the 2016 budget; This will be a police department request within the 2017 budget process. To meet the existing 2016 needs associated with the permit to purchase firearm applications and staffing needs, I would like to increase Theresa Johnson's hours to 28 hours per week effective March 1, 2016. The additional 8 hours per week x the remaining 43 weeks in 2016, plus an additional 80 hours for vacation relief coverage, would cost the city \$ 9,195.95. Finance Director Caroline Moe has determined there are sufficient funds to make this happen with a transfer of 2015 unspent dollars. The cost associated with the required Bureau of Criminal Apprehension's criminal justice background investigations certifications for Theresa Johnson and physical permits would be paid for with existing police department line item money.

Council Action:

Request City Council to authorize the increase in work hours for part-time Police Transcriptionist / Records Technician Theresa Johnson to 28 hours per week for a total of 344 hours in 2016, plus an additional 80 hours this year for vacation relief coverage. This would be effective March 1, 2016. The cost associated with this would be \$ 9,195.98, which will be funded with unspent 2015 dollars.

Attachment 1: Letter from Sheriff Chris Caulk

Attachment 2: Minnesota State Statute 624.7131



**ISANTI COUNTY
SHERIFF'S
OFFICE**

January 11, 2016

Chief Tim Dwyer
300 3rd Ave NE
Cambridge, MN 55008

Dear Chief Dwyer,

This letter is to follow up on our discussion at the chiefs meeting that occurred on January 7, 2016, as it pertains to Permit to Purchases.

Since about 2005 the Isanti County Sheriff's Office has issued all Permits to Carry and Purchase county-wide. It is not known why Isanti County Sheriff's office took on Permits to Purchase for the municipalities in the county. Pursuant to Minnesota State Statute 624.7131 Transferee Permit it states that the person requesting a Permit to Purchase may apply for said permit by providing the following in writing to the chief of police of an organized full time police department of a municipality in which the person resides or to the county sheriff if there is no such local police chief.

The Isanti County Sheriff's Office has been doing this for the police departments since 2005. Due to the fact that I do not have enough staff to do this for the local municipalities anymore and pursuant to state law, I make written notice that we will transfer the duties of issuing Permits to Purchase back to the police departments.

I know this creates a burden to the police agencies, but I cannot do all of the permits for each city. I still have to do all Permits to Carry county-wide. This is only for permits to purchase.

So effective March 1, 2016, Isanti County Sheriff's Office staff will forward all Cambridge residents that need a permit to purchase to the Cambridge Police Department.

Should you have any questions please reach out to me.

Respectfully Submitted

Sheriff Christopher L. Caulk

Sheriff Chris Caulk • Chief Deputy Lisa Lovering
Isanti County Law Enforcement Center
509 - 18th Avenue SW • Cambridge, MN 55008-9386
(763) 689-2141 DL: (763) 691-2408 Fax: (763) 689-3691

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2015 Minnesota Statutes

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624.7131 TRANSFEREE PERMIT; PENALTY.

Subdivision 1. **Information.** Any person may apply for a transferee permit by providing the following information in writing to the chief of police of an organized full time police department of the municipality in which the person resides or to the county sheriff if there is no such local chief of police:

(1) the name, residence, telephone number, and driver's license number or nonqualification certificate number, if any, of the proposed transferee;

(2) the sex, date of birth, height, weight, and color of eyes, and distinguishing physical characteristics, if any, of the proposed transferee;

(3) a statement that the proposed transferee authorizes the release to the local police authority of commitment information about the proposed transferee maintained by the commissioner of human services, to the extent that the information relates to the proposed transferee's eligibility to possess a pistol or semiautomatic military-style assault weapon under section 624.713, subdivision 1; and

(4) a statement by the proposed transferee that the proposed transferee is not prohibited by section 624.713 from possessing a pistol or semiautomatic military-style assault weapon.

The statements shall be signed and dated by the person applying for a permit. At the time of application, the local police authority shall provide the applicant with a dated receipt for the application. The statement under clause (3) must comply with any applicable requirements of Code of Federal Regulations, title 42, sections 2.31 to 2.35, with respect to consent to disclosure of alcohol or drug abuse patient records.

Subd. 2. **Investigation.** The chief of police or sheriff shall check criminal histories, records and warrant information relating to the applicant through the Minnesota Crime Information System, the national criminal record repository, and the National Instant Criminal Background Check System. The chief of police or sheriff shall also make a reasonable effort to check other available state and local record-keeping systems. The chief of police or sheriff shall obtain commitment information from the commissioner of human services as provided in section 245.041.

Subd. 3. **Forms.** Chiefs of police and sheriffs shall make transferee permit application forms available throughout the community. There shall be no charge for forms, reports, investigations, notifications, waivers or any other act performed or materials provided by a government employee or agency in connection with application for or issuance of a transferee permit.

Subd. 4. **Grounds for disqualification.** A determination by the chief of police or sheriff that the applicant is prohibited by section 624.713 from possessing a pistol or semiautomatic military-style assault weapon shall be the only basis for refusal to grant a transferee permit.

Subd. 5. **Granting of permits.** The chief of police or sheriff shall issue a transferee permit or deny the application within seven days of application for the permit. The chief of police or sheriff shall provide an applicant with written notification of a denial and the specific reason for the denial. The permits and their renewal shall be granted free of charge.

Subd. 6. **Permits valid statewide.** Transferee permits issued pursuant to this section are valid statewide and shall expire after one year. A transferee permit may be renewed in the same manner and subject to the same provisions by which the original permit was obtained, except that all renewed permits must comply with the standards adopted by the

commissioner under section 624.7151. Permits issued pursuant to this section are not transferable. A person who transfers a permit in violation of this subdivision is guilty of a misdemeanor.

Subd. 7. **Permit voided.** The transferee permit shall be void at the time that the holder becomes prohibited from possessing a pistol under section 624.713, in which event the holder shall return the permit within five days to the issuing authority. Failure of the holder to return the permit within the five days is a misdemeanor unless the court finds that the circumstances or the physical or mental condition of the permit holder prevented the holder from complying with the return requirement.

Subd. 8. **Hearing upon denial.** Any person aggrieved by denial of a transferee permit may appeal the denial to the district court having jurisdiction over the county or municipality in which the denial occurred.

Subd. 9. **Permit to carry.** A valid permit to carry issued pursuant to section 624.714 constitutes a transferee permit for the purposes of this section and section 624.7132.

Subd. 10. **Transfer report not required.** A person who transfers a pistol or semiautomatic military-style assault weapon to a person exhibiting a valid transferee permit issued pursuant to this section or a valid permit to carry issued pursuant to section 624.714 is not required to file a transfer report pursuant to section 624.7132, subdivision 1.

Subd. 11. **Penalty.** A person who makes a false statement in order to obtain a transferee permit knowing or having reason to know the statement is false is guilty of a gross misdemeanor.

Subd. 12. **Local regulation.** This section shall be construed to supersede municipal or county regulation of the issuance of transferee permits.

History: 1977 c 349 s 4; 1986 c 444; 1992 c 571 art 15 s 5,6; 1993 c 326 art 1 s 28-30; 1994 c 618 art 1 s 41,42; 1994 c 636 art 3 s 29-31; 1998 c 254 art 2 s 67; 2003 c 28 art 2 s 34; 2009 c 139 s 4

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By: Police Chief Timothy Dwyer

Background:

As part of the established long range and vehicle replacement plan, the Cambridge Police Department is scheduled to replace a 2008 Ford Crown Victoria squad car in 2016. \$ 49,000 was designated in police motor vehicle capital outlay to cover this cost.

Unexpectedly, the police department is also in need of replacing approximately 6 of our older Watch Guard in-squad video camera systems. The original capital outlay plan called for the replacement of squad cameras as we replace squad cars (1 per year) but we have quickly found that these cameras are not lasting as long as we expected with their constant required use. Currently we have (3) in-squad video units out of service and the cost to repair these older units, exceeds their value. We also have (4) squad cars that do not have any camera systems, which is imperative in today's society. The older camera systems also require burning of video onto CD's versus auto uploads into the network, a task which is costly and very time consuming for personnel assigned to evidence retention. There is also a definite need to update our technology. The new Watch Guard HD camera systems cost \$ 5,000 each x 6 units, which is not within our budget at this time.

With the addition of the Detective Sergeant position, there is the desire to put him in an unmarked squad to most effectively meet the investigative needs of this position. With the Detective Sergeant being a supervisor and the primary on-call person, there is a need for an SUV for mobile command operations as well storage of crime scene processing materials.

Proposed plan to meet existing needs within existing budget:

To meet the above departmental needs for a squad car and replacement cameras, I have entertained various options to avoid coming to the City Council and asking for additional funding.

I have done extensive research into various squad car video systems on the market and found a quality and affordable camera system by 10-8 Police Video out of Kentucky which we can purchase for just under \$ 2,000 per unit. We are currently testing one of them right now and feel that this is a great alternative for Cambridge PD. This would be much more cost effective than the \$ 5,000 units from Watch Guard.

Working with Nelson Auto Center under the State of Minnesota Contract, if we order a 2016 Ford Interceptor SUV black unmarked police unit with "factory installed" emergency warning equipment, we would only have to put in another \$ 2,500 to make this a non-priority investigative/mobile command vehicle to be used by the Detective Sergeant. Total cost would be \$ 34,497. \$ 49,000 is in the 2016 Police Motor Vehicle Capital Account. This would free up approximately \$ 14,503 for the purchase and replacement of (6) or (7) in-squad camera systems. This unit would be black in color with a spot-light and could easily be converted to a fully marked squad car in the future should a urgent need arise. The plan would be to put the marked 2012 Chevy Tahoe with 11,000 miles into the patrol fleet, which would meet those needs.

If we continued with the original squad car replacement plan for 2016, we would purchase of a 2016 Ford Interceptor SUV under State of Minnesota Contract with factory installed emergency equipment, adding the costs for graphics, other necessary equipment, and installation labor to make this a "fully marked squad car". Total cost would be \$ 45,431. Again, \$ 49,000 is in the Police Motor Vehicle Capital Account to fund this. This would leave us only \$ 3,569 for in-squad camera purchases, which would basically only fund the camera for this squad.

By authorizing my proposal here, we would be deviating from the previous Council direction to have police personnel in black and white fully marked patrol vehicles. Although the use of this new vehicle would be primarily for investigations by a supervisor, the position does have some patrol functions and the City Administrator and I want to make sure Council understands this deviation in policy.

I have sought out State and Federal grants for in-squad camera systems, but there are none out there at this time. I am also entertaining some local donation funds for cameras, but that may only purchase (1) or (2) cameras. There are grants for body worn cameras, but both the City Administrator and I have some concerns with going down the road of body worn cameras until the State of Minnesota addresses the costly expectations on data practices involving Body Worn Cameras and the fact there will always be the need for in-squad cameras also.

Requested Council Action:

Authorization for Chief Dwyer to purchase, from Nelson Auto Center under the State of Minnesota or NJPA contract, a black 2016 Ford Interceptor Sport Utility Vehicle with factory installed emergency equipment, and then have Enforcement Lighting Inc install other required equipment, to make this a non-primary unmarked investigative/mobile command vehicle. Cost would not exceed \$ 45,431, which would free up \$ 14,503 for the authorized purchase of (7) 10-8 Video In-Squad Camera systems. Our patrol division would gain a fully marked Chevy Tahoe, which would effectively meet existing needs for a primary squad.

Option 2 would be to authorize the purchase, from Nelson Auto Center, under State of Minnesota or NJPA contract, a fully marked 2016 Ford Interceptor Sport Utility and have it fully outfitted as a marked primary patrol vehicle for a cost not to exceed \$ 45,391. This would allow for the authorized purchase of (1) in-squad video system for this squad. This option would not fund the replacement of any in-squad video systems at this time. I would ask for Council direction on how to accomplish the replacement of existing camera units.

Author: Police Chief Timothy Dwyer and City Planner Marcia Westover

Request

A request by city staff and True Value to post No Parking on the west side of Ashland St. N. between 1st Ave W (Highway 95) and 2nd Ave NW.

Background

Staff has been receiving complaints about the semi-truck loading area for True Value on Ashland St. N. The semi-trucks are blocking Ashland St. N. during deliveries causing safety concerns for motorists. Some semi-trucks have been noted to wait on Ashland St. N. and block the street while waiting for another semi-truck to finish their delivery.

Staff met with the owner of True Value, Bob Guetschoff, on site to discuss the matter. Mr. Guetschoff said the use of the building will remain as-is with some walk-in retail sales, office, and warehousing. Only the structure of the business is changing. The business name is still True Value with other commercial supplies for sale as well.

Institutionally the use is not changing as it will remain retail and the loading dock has been in the same location since the building was constructed. The new business structure has increased the number of employees from 4 up to 30.

The change of business structure has caused more frequent semi-truck visits. Posting "No Parking-Loading Zone" on the west side of Ashland St. N. should alleviate the traffic pattern and street blocking concerns. The semi-trucks should be able to wait on the west side of the street along the curb and back into the loading dock area, ultimately clearing the way on Ashland for other motorists.

Council Action

A motion to approve the designation and posting of "No Parking-Loading Zone" signs on the west side of Ashland St. N. between 1st Ave W (Highway 95) and 2nd Ave NW.

Attachments

1. Map of area



Post No Parking on West side of Ashland St. N.

True Value
Ashland St. N.
No Parking Request
106

Prepared by: Lynda J. Woulfe, City Administrator

Background

Juan Jose Lopez is applying for an intoxicating liquor license for 200 2nd Avenue SE (American Jane's Grill and Bar). Mr. Lopez has completed the application and the preliminary background check. The background check came back with no issues that would prevent the issuance of an intoxicating liquor license. The company's name is CHAPALA, INC and they are registered with the Minnesota Secretary of State's Office as a Subchapter S Corporation. However, Mr. Lopez's application is incomplete because I do not have his liquor liability and workers compensation insurance certificates of coverage. Mr. Lopez indicated he would provide those items after the building sale closes.

Mr. Lopez hopes to close on the building by March 1, 2016 and then renovate the upstairs to house a Mexican restaurant called Chapala. One of the items he need for closing is conditional approval on the liquor license. I indicated the City Council may conditionally approve the liquor license and would finalize its approval upon his submission of the certificates of insurance for workers compensation and liquor liability. It is anticipated Chapala's license date would commence on June 1, 2016 and that American Janes would retain their license until then. Kevin Troupe has bookings for the basement that he will serve for while the upstairs is being renovated by Mr. Lopez.

Recommendation

Conditionally approve an intoxicating liquor license for Mr. Juan Jose Lopez (CHAPALA, INC) dba as Chapala for 200 2nd Ave SE beginning June 1, 2016 and require Mr. Lopez to complete his application materials before any license is issued.

Prepared by: Marcia Westover

Background

The planning efforts have begun for this year's Two Cities, One Community event to be held in conjunction with the City of Isanti. The cost for this event has already been included in the 2016 budget that you reviewed earlier tonight. The estimated costs for the event are \$2,425.00 which is the same as last year.

We plan to have the same format with the same schedule of events. I have attached the budget for the event that lists the details. The event date will be earlier this year and is scheduled for Saturday, September 10, 2016. We hope to have warmer weather and a better turn-out this year.

We did not end up spending our entire budget last year and are expected to receive \$1,395.72 back. We would like to keep the budget the same however since we will be making some changes including banner expenses, the band at the amphitheater/shelter, and a cushion for other potential changes.

Council Action

No formal action needed.

Attachments

1. 2016 Two Cities, One Community Event budget

Two Cities, One Community Event — 2016

Revenue:				
City of Isanti	\$	2,425.00	(+ \$300 PW time)	
City of Cambridge	\$	2,425.00		
Total Revenue	\$	4,850.00		
Expenses				
Waterbottles (qty 100)	\$	220.00		
Heartland Express Shuttle Gas	\$	100.00		
Climbing wall	\$	800.00		
Band at Camb. Bandshell	\$	600.00		
Snack bars at end of race	\$	50.00		
Rootbeer 1-8gal kegs	\$	60.00		
Tents (4) for Shade	\$	200.00		
Medical supplies on hand	\$	40.00		
Bounce House	\$	300.00		
Cups/spoons/napkins	\$	40.00		
Ice Cream	\$	80.00		
Advertisements - newspaper	\$	800.00		
Banner/poster layout	\$	90.00		
Misc	\$	750.00		
Portable Restrooms	\$	100.00		
Hwy Ad. Sign	\$	270.00		
Sponsorship signs for signacades	\$	100.00		
5K Medals/Awards	\$	150.00		

5K bibs and race items	\$	100.00		
Posters	\$	-		
Banners	\$	-		
Water coolers	\$	-		
Heartland Express	\$	-		
Tables	\$	-		
Medic/EMT/PD	\$	-		
PD	\$	-		
Kids scavenger hunt activity	\$	-		
Extra Garbage Cans	\$	-		
Total Expenses	\$	4,850.00	\$0.00	

Prepared by: Marcia Westover

Background

Cambridge has received a Legacy Grant for City Park from the State of Minnesota. The scope of work includes the new parking lot, shelter replacement, permanent restrooms, and a fishing pier. As part of the Park Legacy Grant Program Requirements, a Deed Restriction is needed. Attached to this staff report is the Declaration with the required language along with Exhibit A that details the legal descriptions of City Park. The approved and signed Declaration must be sent to the State to fulfill the grant requirements.

Council Action

A motion to approve the Declaration for City Park that it shall permanently be managed for outdoor recreation use and shall not be converted to any use other than outdoor recreation use without prior written approval from the State of Minnesota, and authorize Mayor Palmer to sign the document.

Attachments

1. Declaration
2. Map of area

DECLARATION

The undersigned is the fee owner of the Real Property (the "Real Property") legally described in Exhibit A, which is attached hereto and made a part hereof and as owner, does hereby declare that such fee title, is hereby subject to the following restriction:

1. The Real Property shall be permanently managed for outdoor recreation use.
2. The Real Property shall not at any time be converted to any use other than outdoor recreation use without the prior written approval of the State of Minnesota, acting through its Commissioner of Natural Resources.

Dated: _____

Mayor

The foregoing was executed before me by Marlys A. Palmer, the Mayor of the City of Cambridge on _____, 2016.

This Declaration was drafted by:

Jay T. Squires
Rupp, Anderson, Squires & Waldspurger, P.A.
333 South Seventh Street, Suite 2800
Minneapolis, MN 55402
(612) 436-4300

Subscribed and sworn to before me
This ____ day of _____ 2016.

Notary Public

EXHIBIT A

PIN: 15.042.1400—AUD SUB 9 LOTS 35 & 36

PIN: 15.048.0150—CONGERS ADDITION N/2 OF BLOCK 4

PIN: 15.048.0140—CONGERS ADDITION S/2 OF BLOCK 4

PIN: 15.048.0520—CONGERS ADDITION BLOCK 10

PIN: 15.048.0560—CONGERS ADDITION BLOCK 11 LOTS 4,5,6,7,8,9

PIN: 15.048.0551- CONGERS ADDITION BLOCK 11, LOT 3 & WEST 25' OF LOT 2

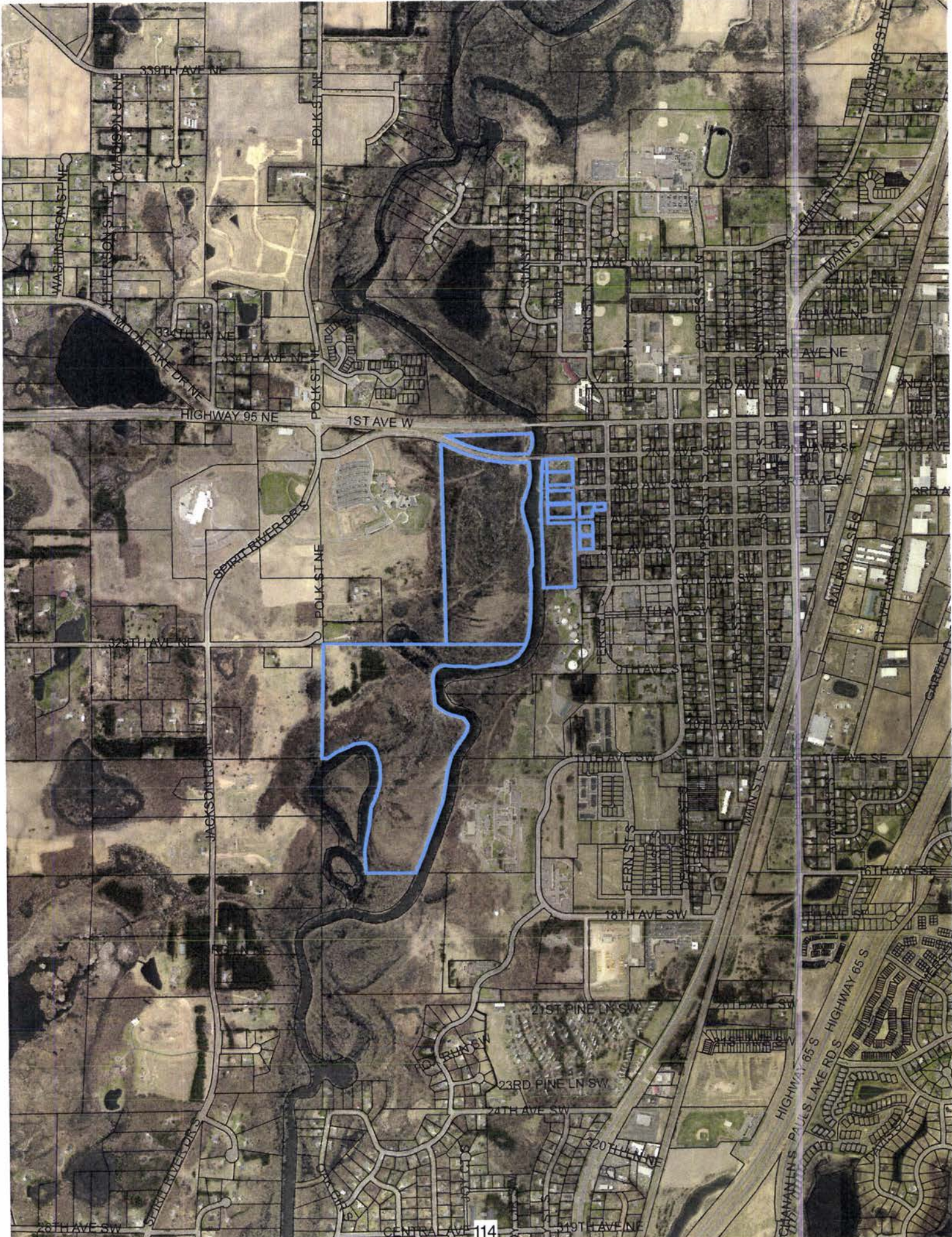
PIN: 15.048.0540- CONGERS ADDITION BLOCK 11, LOT 1 & E 25' OF LOT 2

PIN: 15.042.1460—THAT PT OF SCT 32 TWP 36 R 23, LYING WLY OF THE N/2 OF BLOCK 4 CONGERS ADDITION & ELY OF ELY BOUNDARY OF RUM RIVER

PIN: 03.032.0200—GOVT LOT 5 & 6 EXCEPTING THAT PT OF GOVT LOT 5 KNOWN AS THE THREE ISLANDS, FORMED BY THE RUM RIVER, SETTING BACK AND NEARLY FORMING AN ISLAND & ALL OF SAID LOT 5 LYING W OF SAID ISLAND, SAID EXCEPTION CONTAINING ABOUT 11 ACRES.

PIN: 15.032.0701

The West 1,400 feet of the Northwest Quarter (NW 1/4) of Section Thirty-two (32), Township Thirty-six (36), Range Twenty-three (23), excepting therefrom the West 675 feet of the South 762 feet thereof, and also the East 700 feet of the East Half of the Northeast Quarter (E 1/2 of NE 1/4), Section Thirty-one (31), Township Thirty-six (36), Range Twenty-three (23), excepting therefrom the South 762 feet thereof, and also excepting from the tracts herein conveyed all public roads and easements of record.



Prepared by: Marcia Westover

Background

The City of Cambridge Comprehensive Plan was last updated in 2001. A comprehensive plan sets forth the basic guiding principles to shape a city's future including such items as land use and growth management, transportation, housing, economic development, environmental features, and downtown areas. It is suggested to complete a Comprehensive Plan every ten years. Council recently approved staff to proceed with the comprehensive planning process in 2016.

Staff sent out Request for Proposals (RFP's) to ten agencies and advertised the requests on our website and social media. We received proposals from Stantec, Hoisington Koeigler Group (HKGI), and Northwest Associated Consultants, Inc. (NAC). The proposed fee from these agencies is as follows:

- NAC: \$42,500 (plus SEH traffic engineering costs of \$10,000) (\$52,500 total)
- HKGI: \$85,000 (SEH traffic engineering work included in cost) (\$85,000 total)
- Stantec: \$75,500 (plus SEH traffic engineering costs of \$10,000) (\$85,500 total)

Since our engineering firm, SEH, has a solid understanding of our transportation needs, we intend to keep the transportation component of the comprehensive plan in their hands. They estimated the transportation component to cost \$10,000.

Staff is proposing Council approve Stantec to complete the comprehensive plan. While all three companies have noted experience with comprehensive planning, Stantec has considerable knowledge of Cambridge. They would not need to spend the time getting to know Cambridge and already have enough background information to get started. John Shardlow is the principal of Stantec and he was involved in our comprehensive plan that was completed in 2001. Mr. Shardlow was also involved with the recent detachment hearings and understands the existing historical multi-jurisdictional planning efforts with Isanti County. Since this plan will lead Cambridge for the next ten plus years, we feel that Stantec would deliver the best product.

Council Action

A motion to approve Stantec's proposal in the amount of \$75,500 to complete the update of the Comprehensive Plan.

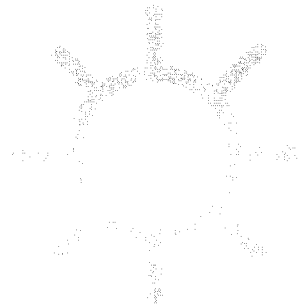
Attachments

1. Proposals from Stantec, HKGI, and NAC

Comprehensive Plan Update

City of Cambridge
January 29, 2016





Serving communities we're proud to be a part of. That's why at Stantec, we always design with community in mind.

Stantec unites more than 15,000 employees working in over 250 locations, including locations across Minnesota and North Dakota. Our work, professional consulting in planning and numerous other services, begins at the intersection of community, creativity, and client relationships.



Stantec Consulting Services Inc.
2335 Highway 36 West, St. Paul MN 55113-3819

January 29, 2016

Attention:

Maria Westover, City Planner
City of Cambridge
300 3rd Ave. NE
Cambridge, MN 55008

Re: Stantec

City of Cambridge Comprehensive Plan Update

Dear Ms. Westover,

Thank you for inviting us to present our qualifications to assist the City of Cambridge in the update of the Comprehensive Plan. Ample natural amenities like the Rum River and a traditional downtown make this an attractive place to call home, and new housing development continues to drive rapid growth and change in Cambridge. Meanwhile, this creates challenges to ensure orderly growth management, to provide quality services to residents, and to create and maintain a sense of community cohesion in a town where many residents commute nearly two hours a day to metro area employment.

Stantec's planning team has helped prepare more comprehensive plans for Minnesota communities than any other planning firm in the state. In addition to the 2001 Cambridge Comprehensive Plan, we completed plans for St. Cloud, Alexandria, Lino Lakes, Blaine, Forest Lake, and many others. We will bring this experience and insight to Cambridge's Plan update.

We look forward to working with you to give Cambridge a planning foundation to build on in coming years.

Regards,

Stantec Consulting Services Inc.

John Shardlow
Principal
Phone: 651-467-4560
john.shardlow@stantec.com

Carron Day
Senior Planner
Phone: 701-204-3718
carron.day@stantec.com

Design with community in mind

What's inside

01 Scope of Work

Our project approach, detailed workplan, and promised deliverables.

02 Timeline

Our proposed project schedule, meeting dates, and deliverable deadlines.

03 Team

Our team members and their roles.

04 Experience and References

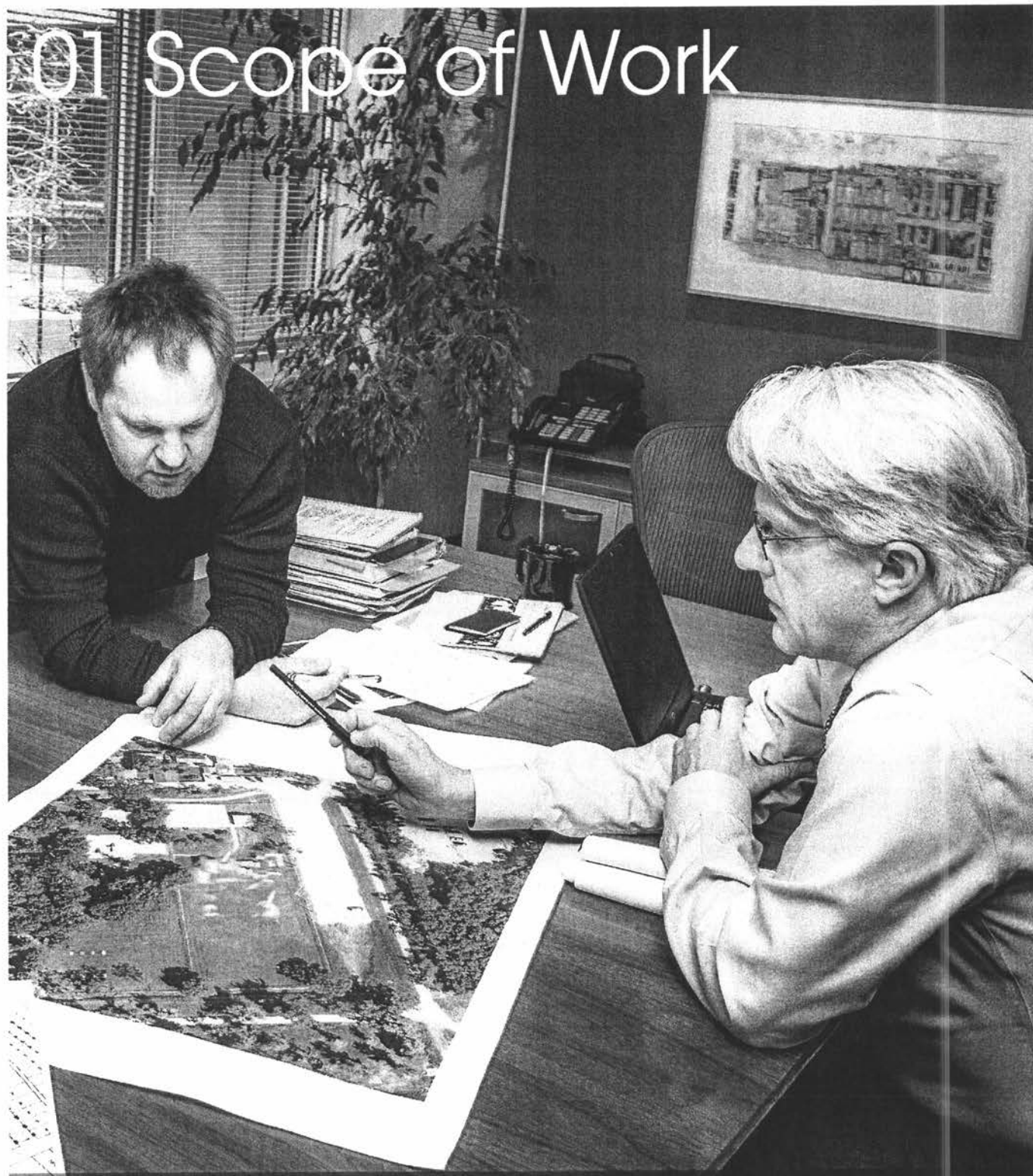
Our work on comparable projects.

05 Time and Budget Constraints

Our management style.

06 Fees

Our not to exceed cost, including labor rates and the approximate time commitment of each team member.



01 Scope of Work

We treat our clients as partners with a common goal. We will collaborate from the outset to pair our past experiences with your local expertise.

The planning team at Stantec has a strong commitment to engaging the communities we serve. We plan to use our expertise and connections with local staff to reach out to stakeholders in Cambridge, ensuring the Comprehensive Plan meets their unique needs.

General Project Approach

Every community is unique and each presents a distinct set of aspirations, opportunities and constraints. Likewise, every community has a distinct culture and set of attitudes regarding the role of government in community development, private property owner's rights, and their vision for the future. Each of these factors affects the planning process and the final Plan.

The only meaningful measure of the effectiveness of a comprehensive plan is the extent to which its goals and vision are accomplished. The challenge for any consultant is to design a process that anticipates discovery and has sufficient flexibility built in to adapt to the community's participation in the early stages.

Stantec's St. Paul planning team has completed well over 100 comprehensive plans over the span of nearly 40 years. These include cities, counties and townships of every size and character. These communities have run the gamut from rapidly growing to declining in population and investment, and they have included residents and elected officials whose attitudes about planning have varied widely. While we know we haven't seen it all, we have seen a lot and we have developed and refined our approach continuously to ensure the flexibility that is necessary to deliver a successful set of outcomes in each community.

The following principles are present in the unique approaches that we tailor for all of our comprehensive planning projects:

1. Begin with a project charter

Comprehensive Plans by their very nature affect every department and entity within the City. Some departments and groups have extensive involvement and some only limited participation, but they all have expectations regarding the contents, outcomes and deliverables from the planning process. It is almost always the case that the consultant's work is done in collaboration with staff members from various departments and often other consultants working for other departments.

We have found it to be mutually beneficial to begin every comprehensive planning process with a kick-off meeting to discuss and ultimately sign a Project Charter. This document spells out clearly who is involved and how, roles and responsibilities and schedules. It also establishes the lines of communication and responsibilities for notifications and requests of one another.

We have a lot of confidence in our capabilities and we trust that all of the participants on the City side are competent and committed to a successful planning process. We also know from experience that despite the best intentions things happen that were not anticipated. The Project Charter provides clarity about what to do when problems occur. We have found that solid project management, regular, clear communication and adherence to the Project Charter improve both the process and the quality of the final plan.

2. Start with research, mapping and information gathering

While this may seem obvious, there are many examples of communities that assemble background information incrementally throughout the planning process. We know from experience that participants make better contributions when they are informed. We provide all of the participants all of the relevant background before we ask them for their opinions.

3. Intentional Participation

Comprehensive planning is complicated and iterative and each subsequent stage builds on the information and decisions that were made in the previous stage. While we pride ourselves on providing effective ways for the public to identify issues, share their vision, choose between alternatives and share input, to truly participate in the planning process a core working group has to be involved at every stage.

We are aware that the City intends to host a visit by the Minnesota Design Team and if we are selected to assist you with this project we will want to begin by coordinating our work with that process and determine how to incorporate its findings and recommendations in this planning process.

We believe strongly that the Planning Commission needs to be involved every step of the way. We also find it to be extremely beneficial to augment the Planning Commission with invited members of other community stakeholder groups. This becomes the core working group that would form the project Steering Committee.

Given the long history of multi-jurisdictional planning in Isanti County and in light of the recent detachment case, it makes sense to give strong consideration to inviting representatives from Isanti County (senior staff or elected or appointed officials) and a representative from each of the adjacent townships. Remember that the work of the Steering Committee is purely advisory and trust that we will facilitate the meetings and direct the conversations to avoid disputes.

Finally, one of the keys to the success of this strategy is to support Steering Committee members to serve as liaisons to each of their respective organizations throughout the process. This can be an effective way to make sure that a strong core of the key organizations that are part of the community are informed in a timely way as the plan is developed and to achieve broader buy-in for shared objectives.

4. The issues shape the goals and the goals inform the vision

We will assist in shaping questions for the Minnesota Design Team's community meeting and use the responses to these questions to prepare a working draft set of goals for the Plan. We also use these goal statements to produce a working Vision Statement. These goals and this Vision Statement are refined and accepted by the Steering Committee. The understanding is that these goals and vision can be modified at any point through the process, but they will be considered the working statements of Plan aspirations until they are modified by the group. In our preliminary project schedule, we have set this exercise to occur after the Minnesota Design Team event to maximize the opportunity to incorporate community input garnered during this visit.

5. Community engagement strategies and techniques

We have an extensive toolbox when it comes to informing the public, gathering input and facilitating the community dialogue regarding the Plan. If we are selected to assist you with this process we will work with the City staff to establish a communication and engagement program. We will begin by identifying every distinct audience that needs to be informed, as well as key threshold points along the process for disseminating information.

Different tools will be used for different groups of participants, but fundamentally we take responsibility for producing the communication pieces and then we work together with the staff to tailor it for multiple distribution techniques. This is a very effective and cost efficient way to ensure that everyone is informed at every stage of the process.

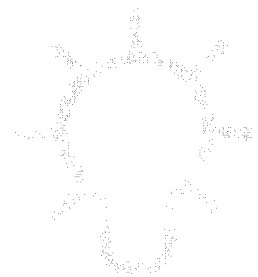
6. Work as a team with City staff

Another cornerstone of our approach is that we work as a team with City staff. We want to fully utilize your knowledge and expertise and support staff in producing the work that fits their interests and available time. This is also important because it will be staff's responsibility to administer and implement the Plan long after the consultant is gone.

7. Mapping and graphics

We anticipate working closely with staff to develop the needed maps. Our GIS team has extensive resources and maintains licenses to multiple, relevant data sources. They are highly skilled and experienced in capturing and illustrating information in ways that are understandable and meaningful to lay people.

Likewise our marketing and graphics staff members are exceptionally talented and experienced. You can count on a high quality document if you select our team.



Our Cambridge team has worked on over 100 comprehensive plans in the past 40 years

Other Skills That Differentiate Our Firm

There are several characteristics of our firm that differentiate us from our competition. At the most basic level there isn't another firm in the region with more comprehensive planning experience than we have.

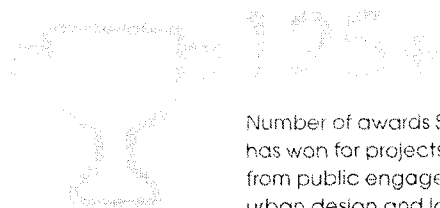
The other difference we bring is our equally extensive private planning and design experience. We have designed award-winning master planned communities, mixed use developments and all types of urban land use. We have extensive relationships throughout the development community, both locally and internationally. We can help the City plan strategically and realistically for the types of development most suitable for this market and future growth.

We are recognized economic development experts and have helped numerous communities with strategic redevelopment, attracting investment and creating jobs. This has included the preparation of marketing campaigns and specific business recruitment and retention packages.

We are nationally recognized leaders in sustainability and resiliency planning. Sustainability is part of everything we do, but with special emphasis on water, energy conservation and community health.

Our experience is particularly deep in regards to growth management. We have assisted several communities (including Cambridge) by preparing plans to protect their growth areas from premature large lot development. We have done this with a combination of master plans based on natural resource systems inventories and well-crafted orderly annexation policies and plans.

Finally, we have extensive multi-jurisdictional planning experience and we are skilled in understanding and articulating the distinct priorities and needs of each jurisdiction and in helping cities find the optimum ways to protect their respective interests and needs.



Number of awards Stantec has won for projects ranging from public engagement, to urban design and landscape architecture

Methodology and Approach Overview

Our approach combines a series of Steering Committee meetings augmented by consultation with the public and the City Council. The Steering Committee will be the primary working group engaged throughout this plan, and we will work closely with this group at every step of the process. Our goal is to build a group of constituents that is well-informed of community issues and needs, excited to champion the goals established in the Plan, and has a clear sense of the roles and responsibilities required to implement this Plan at the conclusion of our process.

While some may view the adoption of a Comprehensive Plan as the conclusion of a project, we see it as the beginning of the community's work. We intend to leave Cambridge with a solid work plan that can drive community decision-making for the next fifteen years. The foundation of our approach rests on a consensus-driven goals-setting process. Using those goals as a framework, we will translate them into policy statements that will drive implementation of those goals. Finally, we will review responsibility for implementation for each of these policy statements. All goals will be translated into policy statements; all policy statements will be assigned responsibility. This will support future implementation of the Plan by creating a concise list of actionable statements.

Our Detailed Work Plan outlines a series of meetings with the Steering Committee. In order to use our budget efficiently and reduce travel costs associated with meetings, we propose to combine each Steering Committee meeting with a pre-meeting project update between Stantec and City staff. We will prepare reports for City staff to keep the City Council updated throughout the process. Our principal-in-charge, John Shardlow, will be present with staff at key meetings throughout the project. At the initial kick-off meeting, we will identify key meetings throughout the process which John will attend. Carron Day will serve as our team's project manager and lead Steering Committee meetings.

In addition to in-person meetings, we will augment our outreach process with MySidewalk (mysidewalk.com), an online public engagement platform that complements in-person events by encouraging conversation among stakeholders via the internet. MySidewalk functions as a virtual town hall where stakeholders can generate ideas, help others expand their ideas, and ultimately prioritize the best ideas for a project within their community. It functions not only as a forum for collaboration, but also as a resource for informational materials about a project. Stakeholders are engaged in a variety of ways, including voting in polls, completing surveys, submitting their own ideas, sharing photos, and commenting on or supporting other participants' ideas in active dialogues. Because MySidewalk is virtual, participants can provide input to the Plan from anywhere.

The work plan and budget presented here are based on our current understanding of your project needs. If we are selected as your consultant, we will work with you to modify this work plan based on your input and adjust our scope to make most efficient use of your budget.

Detailed Work Plan

1. Project Initiation

At our first meeting with the City staff, we will develop a project charter that describes roles and responsibilities for members of the group throughout the Comprehensive Planning process. We will also review the project schedule, meeting logistics and information requests.

Deliverables: Staff Kick-off Meeting and Project Charter

2. Inventory and Analysis

Stantec will conduct a detailed inventory and analysis of the key focus areas in the Comprehensive Plan. These include land use, transportation, parking and site design, housing, parks, community facilities, and natural resources. Stantec will consult Census data, land cover data, average annual daily traffic counts, and other relevant sources to present a holistic picture of the community and changes that have occurred since the previous Comprehensive Plan. In addition, Stantec will work with City staff to assemble and analyze information about land use, housing, infrastructure, and community facilities. Wherever possible, Stantec will rely on previous reports.

Stantec will compile the majority of this inventory in advance of the Minnesota Design Team visit. Stantec will prepare a "State of the City" presentation detailing key findings of the initial analysis for presentation to the MDT during community briefings. Stantec recommends that the Comprehensive Plan Steering Committee be invited to this presentation. Stantec will incorporate comments gathered at the MDT's community open house event and SWOT analysis (Strengths, Weaknesses, Opportunities and Threats). These comments will inform the next phase of the planning process, goal setting.

Deliverables: State of the City briefing and presentation and participation in MDT visit

2.2 Goals

Stantec will take the information from the Inventory and Analysis phase, the SWOT analysis, and other key findings from the MDT visit and produce draft goals and a vision statement describing how Cambridge will achieve its aspiration to be "an opportunity community."

Stantec will kick-off the Steering Committee and lead the group in a review of the previous Comprehensive Plan goals to understand what goals have been accomplished, which are yet to be achieved, and which are still relevant today.

After the Steering Committee has identified goals statements, these will be posted on the project web page and made available to the public for comment. These will be considered working goals throughout the process with

the opportunity for the Steering Committee to modify them based on new information as the plan is developed.

Deliverables: Steering Committee Meeting #1, Creation and launch of project MySidewalk page, Staff check-in, City Council briefing report

2.3 Key Issues #1 - Land Use, Community Design, and Growth Management; Housing; Parks, Recreation and Open Space

Land Use, Community Design, and Growth Management

Stantec will work with City staff to produce an Existing Land Use map that illustrates current land uses by color category. Information provided by City staff will be prepared in a GIS map with summary tables.

Stantec will evaluate existing land use and findings from the inventory and analysis phase to propose a future land use plan that furthers the Plan's goals statements. Every decision with respect to land use has multiple implications. We will review alternative land use scenarios and the extent to which they further the plan's goals and the community vision.

Special consideration will be given to key issues, such as orderly annexation and growth management, conservation and restoration of natural resource systems, and preservation of prime farmland. One of the foundations of community resiliency is a diversity of employment opportunities and ensuring the community has housing stock and infrastructure available to support these functions. Stantec will address these issues in the proposed future land use plan.

Housing

New housing development is driving significant growth in Cambridge. Just as it is important to respond to development demand that attracts new residents to the City, so it is important to plan for adequate housing that can retain existing residents and respond to changing demographics over the long term. Stantec will identify future housing needs and use this information as we develop the future land use map to ensure that locations for future housing and supportive facilities such as schools, parks, and neighborhood commercial centers are included. These will inform land use decisions and recommendations related to official controls like zoning and subdivision regulations.

Parks, Recreation and Open Space

Parks are beloved community assets that create opportunities for recreation and encourage residents to enjoy the outdoors. A community's park system must balance both active and passive recreational use. With assistance from City staff, Stantec will conduct an inventory of park facilities and analyze how well the City's parks serve the community's active recreation users. In addition, Stantec will evaluate opportunities for passive recreation in parks. These often go hand-in-hand with opportunities for natural resource conservation. Stantec will analyze opportunities for trails and open space to double in function as both scenic amenities and ecological assets that enhance stormwater management, natural resource conservation, and native habitat.

Stewardship of natural resources and open space goes hand-in-hand with enlightened community design. During the Inventory and Analysis, we will gather available public data sources such as the National Wetland Inventory, County Biologic Survey, etc. to prepare maps identifying development constraints. We will identify strategies for protecting these strategies from development such as steep slope ordinances, woodland protection ordinances, and shoreland protection ordinances.

At the completion of this work, Stantec will lead the Steering Committee in a discussion of key issues within the following topic areas: Land Use, Community Design, Growth Management, Housing, Parks, Recreation and Open Space.

Deliverables: Steering Committee Meeting #2, Staff check-in, City Council briefing report, Updates to project MySidewalk page

2.4 Key Issues #2 - Downtown Cambridge, Community Resources and Public Facilities, Transportation

Stantec will lead the Steering Committee in a discussion of key issues within the following topic areas. Stantec will incorporate any findings on these key issues by the Minnesota Design Team into our discussion.

Downtown Cambridge

Downtown is the heart of any city. Historic downtown spaces capture the imagination and provide communities a focal point for civic gatherings and community events. Like many communities, the economic center of Cambridge has moved away from downtown toward auto-oriented developments along Highway 95. Furthermore, Highway 95 bisects the historic downtown and creates discontinuity in the retail landscape. Stantec will assist the community in identifying economic development strategies and goals specific to strengthening downtown's existing businesses, attracting new ones, and maintaining downtown's attractiveness as a community destination. Stantec will identify streetscape enhancements to improve the pedestrian experience and encourage safe crossings of Highway 95.

Community Resources and Public Facilities

Orderly development planning prevents premature development from occurring in future growth areas before they are equipped with municipal sewer and water services. It is critical that municipal services are in place as development occurs so that unsewered development does not obstruct contiguous growth of the urban area.

Within the Cambridge city limits, proactive management of existing infrastructure to ensure it is of a size and condition to meet community needs supports resiliency from weather-related events and ability to support in-fill and redevelopment in the urban boundary. Stantec will assist the City in developing growth management strategies based on priorities identified through the planning process. We will help the Steering Committee understand the hard choices related to growth management and chart a course of action to ensure coterminous development of city infrastructure with new land uses.

Transportation

A transportation system that safely and efficiently moves goods and people throughout a community is an essential component of community quality of life. Stantec will work with the City's Engineer, SEH, to complete this section, and will recommend that the following key issues be addressed:

Evaluation of the roadway system compared to the community's economic development goals, particularly regarding road design and capacity for future commercial, industrial, and agricultural uses.

Evaluation of walking and bicycling conditions and policies that support Complete Streets

Evaluation of land uses near the Northern Lights Express stop and Heartland Express commuter bus and identification of strategies to integrate these destinations appropriately with surrounding land uses.

Deliverables: Steering Committee Meeting #3, Staff check-in, City Council briefing report, Updates to project MySidewalk page

2.5 Policy Alternatives

We will lead the Steering Committee in a discussion of policy alternatives. We will start by revisiting the goals identified by the Steering Committee earlier in the process. We will compare these with information learned during Steering Committee Meetings 2 and 3 and consult the Steering Committee to determine whether goals created at the plan's outset are still valid.

Next, we will take our confirmed goal statements and create policy statements to support each goal. We believe that no goal should be included in a Plan that cannot be reinforced through an actionable policy decision.

Deliverables: Steering Committee Meeting #4, Staff Check-In, City Council briefing report, Updates to project MySidewalk page

2.6 Implementation, Roles and Responsibilities

After developing policy statements with the Steering Committee, we will create an implementation matrix identifying primary and supporting roles and responsibilities in effectuating each policy. We will also create an implementation schedule for completion of these items. This will also include recommendations such as projects for inclusion in the City's Capital Improvement Plan, new ordinances, zoning changes, and investment strategies.

Furthermore, we will clarify roles and responsibilities among Cambridge's civic leaders, and map out a work plan to help them effectively act on the plan's strategies. We will present these to the Steering Committee for their support. We emphasize that this meeting is both the culmination of the Steering Committee's work, and the kick-off for the plan's future implementation. We will use this meeting to celebrate the Steering Committee's commitment and reinforce the important role they have in supporting the outcomes aspired to in this Plan.

Deliverables: Steering Committee Meeting #5, Staff Check-In, City Council briefing report. Updates to project MySidewalk page

2.7 Prepare Comprehensive Plan and Public Hearing

Following conclusion of the Steering Committee meetings, we will develop a draft plan incorporating the inventory and analysis findings, vision, goals, policy statements, and implementation matrix. We will present this to the public at an Open House and solicit comments on the draft plan. Following the Open House, we will present these findings to the Planning Commission for formal approval.

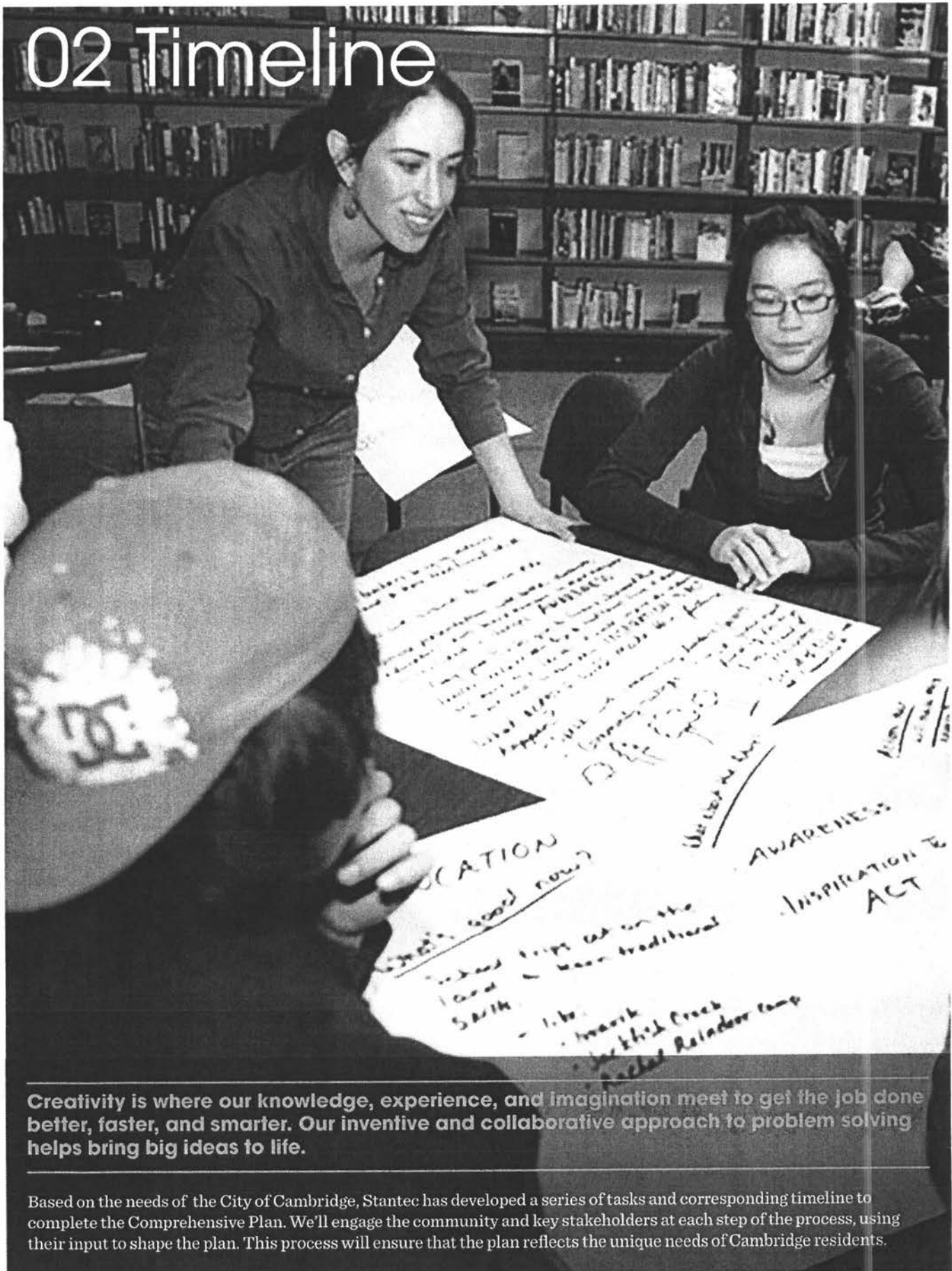
City Council Adoption

We will incorporate comments from the public and City staff on the draft plan and deliver a final draft plan. We will present the final draft plan for approval by the City Council.

Deliverables: Public Open House, Planning Commission presentation, Draft Plan, Staff check-in, Updates to project MySidewalk page, City Council presentation, Final Draft Plan



02 Timeline



Creativity is where our knowledge, experience, and imagination meet to get the job done better, faster, and smarter. Our inventive and collaborative approach to problem solving helps bring big ideas to life.

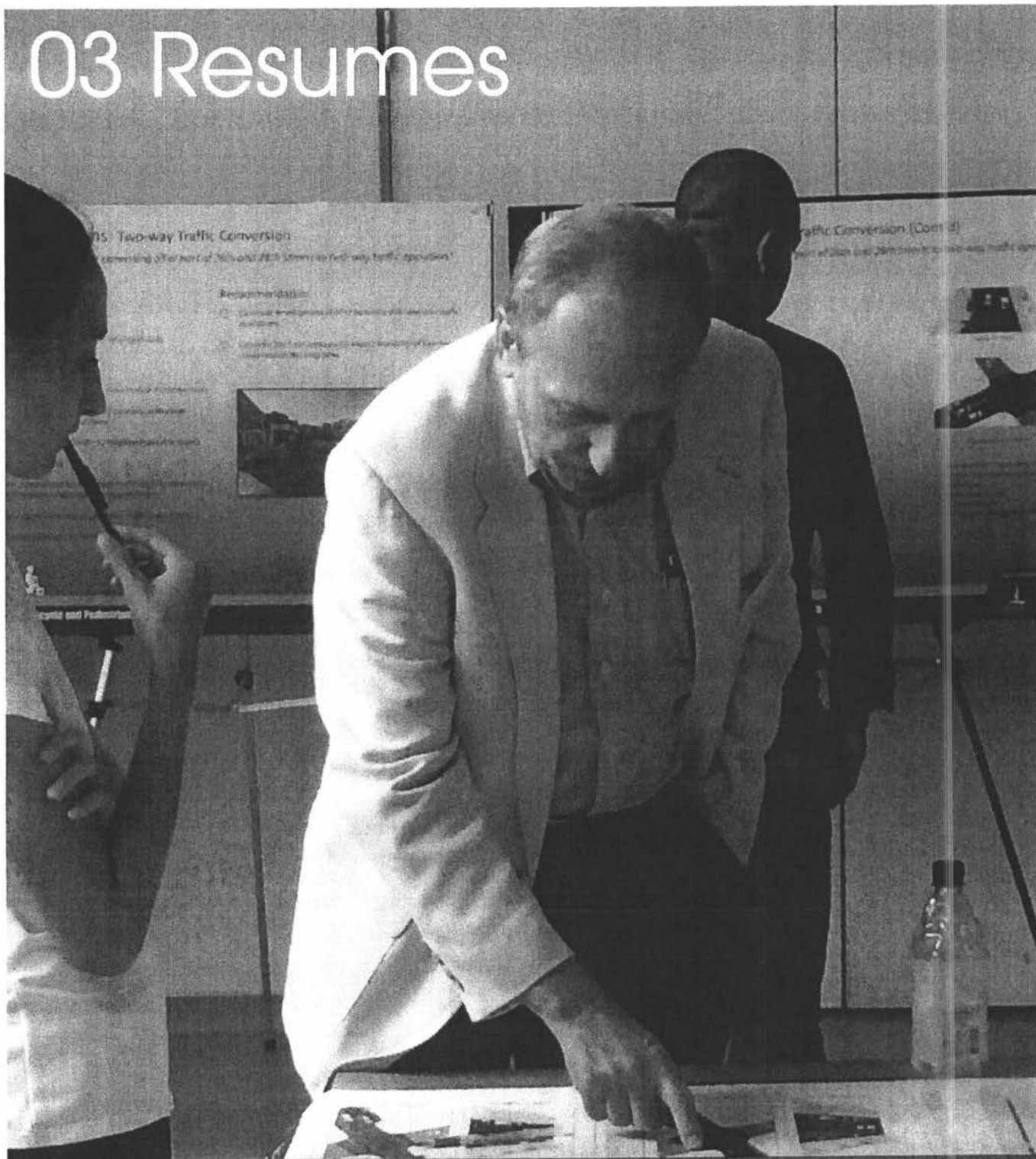
Based on the needs of the City of Cambridge, Stantec has developed a series of tasks and corresponding timeline to complete the Comprehensive Plan. We'll engage the community and key stakeholders at each step of the process, using their input to shape the plan. This process will ensure that the plan reflects the unique needs of Cambridge residents.

CAMBRIDGE MN
COMPREHENSIVE PLAN
 Preliminary Schedule



Phase Task	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2017	Feb	Mar	Apr	
1 PROJECT INITIATION																
1 1 Initial kickoff meeting with city staff																
1 2 Assemble base maps, review previous studies																
1 3 Prepare Project Charter																
1 4 Review Project Charter w/city staff																
2 COMPREHENSIVE PLAN																
2.1 INVENTORY & ANALYSIS																
2.1 1 Inventory and preliminary analysis of key focus areas																
2.1 2 Prepare "State of the City" draft																
2.1 3 Review "State of the City" w/city staff																
2.1 4 Minnesota Design Team and State of the City presentation																
2.2 GOALS																
2.2 1 Prepare draft goals and prepare for SCR1																
2.2 2 Steering Committee Kick-off/Goals (SC #1), Meet with City staff																
2.2 3 Revise goals and policies																
2.2 6 Launch and manage "My Sidewalk"																
2.3 KEY ISSUES #1																
2.3 1 Address Land Use, Community Design and Growth Management																
2.3 2 Address Housing																
2.3 3 Address Parks, Recreation and Open Space																
2.3 4 Prepare Key Issues meeting																
2.3 5 First Key Issues meeting - (SC #2), Meet with City staff																
2.3 6 Manage "My Sidewalk"																
2.4 KEY ISSUES #2																
2.4 1 Address Downtown Cambridge																
2.4 2 Address Community Resources and Facilities																
2.4 3 Address Transportation																
2.4 4 Prepare Key Issues meeting																
2.4 5 Second Key Issues meeting - (SC #3), Meet with City staff																
2.4 6 Manage "My Sidewalk"																
2.5 POLICY ALTERNATIVES																
2.5 1 Prepare for policy alternatives meeting																
2.5 2 Policy Alternatives meeting - (SC #4), Meet with City staff																
2.6 IMPLEMENTATION, ROLES AND RESPONSIBILITIES																
2.6 1 Develop implementation matrix																
2.6 2 Develop preliminary implementation schedule																
2.6 3 Develop recommendations																
2.6 4 Implementation and Roles meeting - (SCR5), Meet with City staff																
2.7 PREPARE PLAN																
2.7 1 Prepare draft plan																
2.7 2 Review draft plan - phone/City staff																
2.7 3 Prepare for draft plan meetings																
2.7 4 Open House and PC hearing - present draft plan																
2.7 5 Refine draft plan w/ city staff																
2.7 6 Prepare final plan																
2.7 7 City Council meeting - present final plan																
2.7 8 Manage "My Sidewalk"																
2.8 PLAN PROJECT ADMINISTRATION																
2.8 1 Project admin																

03 Resumes



We love land use planning work and want to see the Cambridge community get excited about its future. We will bring our personal energy to this project.

Stantec has assembled a highly qualified team to assist the City of Cambridge with the Comprehensive Plan. Highlights of our team's expertise are illustrated on the attached resumes. We will work with City of Cambridge staff and residents throughout the process to ensure that future plans meet the needs of the community.



John Shardlow, FAICP
Principal in Charge

Education

Bachelor of Science,
University of Minnesota,
Minneapolis, Minnesota,
1978

Bachelor of Landscape
Architecture, University
of Minnesota,
Minneapolis, Minnesota,
1978

Registrations

College of Fellows,
American Institute of
Certified Planners

Mr. Shardlow has extensive and wide-ranging project experience serving clients in both the public and private sectors. He has frequently been called upon to lead multi-disciplinary teams of consultants in completing large, complicated planning projects. John's skills include project planning for residential, commercial, mixed-use, industrial, and institutional developments; comprehensive and community planning; and preparing redevelopment plans, tax-increment financing plans, subdivision regulations, and environmental assessments. He is a highly experienced facilitator and an expert on innovative community engagement programs. John also frequently provides expert testimony on matters related to planning.

Function

John will serve as the principal in charge on the project, guiding the process for the consultant team and City staff. John will make high level decisions, bringing his 30+ years of comprehensive planning to the entire process.

Select project experience

Planning Consultant for 100+ Cities and Counties, MN

John has been extensively involved in a wide and diverse range of planning, zoning and development projects, including numerous award-winning projects. His career has been particularly distinguished by innovative and effective models for community participation in complicated and often controversial projects.

St. Cloud Area Joint Planning District Plan, St. Cloud, MN

John served as the principal in charge of the landmark St. Cloud regional plan that resulted in a joint plan for the five cities and three counties surrounding St. Cloud. The St. Cloud Area Joint Planning District Plan, completed in spring 2000, was designed to assist these communities in comprehensive planning and growth management efforts for 20 years or more. This project was the first of its kind in both scope and scale outside the Twin Cities metro area.

LCCMR Statewide Conservation and Preservation Plan, MN

Working with the University of Minnesota Institute on the Environment, John served as a member of the project's Core Management Team and chaired the Land Use Practices Team. This study is the most comprehensive inventory and analysis of Minnesota's natural resources that has ever been produced. Its recommendations present a vision and strategy for natural resource conservation and preservation efforts for the next 50 years.

Central Corridor Transit Oriented Development (TOD) Investment Framework, Twin Cities, MN

John co-led a multi-disciplinary team of consultants who completed a pioneering process to coordinate the investments of the federal, state, regional, county, local, institutional and private investments along the 11 mile Central Corridor LRT line connecting St. Paul and Minneapolis. This innovative project included a comprehensive inventory of all of the investments needed to realize the ultimate visions for the future of the corridor and included the development of a Corridor Implementation Tool that tracks public and private investments along the corridor. This project was one of the keys to the Twin Cities region winning a \$5M HUD Sustainable Cities grant and is being replicated in other TOD corridors throughout the region.

Bottineau LRT Corridor Pre-Planning and Community Engagement Strategy, Twin Cities, MN

John led a multi-disciplinary team of consultants who worked with a committee of representatives from the five cities along the fourth LRT line planned to serve the Twin Cities Metropolitan Area. The process included the creation of a strong shared vision for the corridor and a community engagement plan with strategies and recommendations to engage the large and diverse minority and under-served populations along the corridor.

Dakota County Comprehensive Plan

John facilitated a major multi-jurisdictional visioning effort to guide the County's comprehensive planning process. The process successfully incorporated sustainability and a conservation ethic into future decision making in the County.



Carron Day, AICP Project Manager

Carron Day has been practicing planning across the US for over 30 years. Her projects include comprehensive plans, zoning regulations, master plans and the design of residential, retail, office, mixed use and industrial projects. Carron pairs years of comprehensive and land use planning experience with unique community engagement strategies to ensure that plans meet each community's needs.

Education

Bachelor of Arts - Economics, Emmanuel College, Boston, MA

Master of City and Regional Planning, Illinois Institute of Technology, Chicago, IL

Registrations

American Institute of Certified Planners

Function

Carron will manage day-to-day work on the project and coordinate communication among the consultant team and City staff. Carron is a skilled project manager and will assist the City and consultant staff in creating a successful comprehensive plan for Cambridge.

Select project experience

Moorhead Growth Area Plans, Moorhead, MN

Carron serves as the planning lead on this project, addressing the city's growth areas. Alternative scenarios will be developed and their impacts assessed. A robust community engagement program is planned to include stakeholder interviews, community open house workshops.

Crookston 2035: Comprehensive Plan*, Crookston, MN

Carron led this comprehensive plan update in 2015 incorporating many city-led efforts over the last few decades. The issues were typical of so many small towns: an aging population and a struggling downtown. She interviewed key stakeholders and facilitated all project meetings in addition to leading the planning effort. Community engagement was through the project website, a booth at "Ox Cart Days", surveys, radio and newspaper interviews. At her recommendation, the city's Planning Commission hosted an open house picnic to introduce the project and provide opportunities for community input through interactive exhibits.

Valley City Zoning Regulations*, Valley City, ND

Carron worked as the project lead and author for this 2015 zoning regulations update of this small city within commuting distance of Fargo ND. Carron interviewed key stakeholders and facilitated all project meetings including an initial community meeting for participants to vote through keypad polling for topics to be addressed in the regulations.

Burleigh County Future Land Use Plan*, Bismarck, ND

Carron led Burleigh County's first land use plan. The 2015 plan was developed in two parts, one for the Bismarck-Mandan MPO and one for Burleigh County. Throughout the planning process, Carron engaged the public through the project website, Facebook, television and newspaper interviews, newsletters and mailers to property owners, surveys. Each of the six community workshops combined open house exhibits and interaction with a presentation and keypad polling.

West Dickinson Area Study*, Dickinson, ND

Carron was the overall and planning lead for this study of 6,500 acres adjacent to the city of Dickinson. Alternative scenarios were developed efforts typically involve analyzing infrastructure studies, including water, sewer, transportation, and natural resources. Carron led all research, planning, report writing, and map preparation, as well as working closely with the engineering team on their infrastructure (water, sewer and transportation) studies. Throughout the process (2013-2015), she engaged the public through the project website, television and newspaper interviews, mailers to property owners and, surveys. All of the community workshops were televised and most combined open house exhibits and interaction with a presentation and keypad polling.

Multi Hazard Mitigation Plans*, Various Communities, ND and MT

From 2013-late 2015, Carron led thirteen Multi-Hazard Mitigation projects. Many of these included multiple meetings with participating small cities while developing the plans. All included at least three public workshops in the county seat. One included an all-day open house. Community outreach was through these meetings as well as the project website, television and radio interviews and surveys.

* denotes projects completed with other firms



Fay Simer, AICP
Planner

Fay Simer brings a range of planning experience to her work with an emphasis on translating technical information to a wide variety of audiences. Fay uses a variety of facilitation techniques, including dynamic presentations, advisory panel facilitation, focus groups, open houses, and small group facilitation to engage and inform meeting participants and achieve desired meeting outcomes. Fay uses critical-thinking and problem-solving skills to link project details with big picture goals.

Education

Master of Urban and Regional Planning, University of Minnesota Humphrey School, Minneapolis, Minnesota, 2009

Bachelor of Arts, Macalester College, St. Paul, Minnesota, 2006

Registrations

American Institute of Certified Planners

Function

Fay will assist the planning team with community outreach and the production of materials for the entire comprehensive planning process. Fay will be a skilled facilitator and will assist the City in implementing community engagement strategies.

Select project experience

Minnetonka Country Club Redevelopment, Shorewood, MN

Fay served as project coordinator throughout a six-month community engagement effort to educate a citizen advisory panel about issues and opportunities created by planned redevelopment of the 116-acre Minnetonka Country Club site. Through a series of eight workshops, Fay helped community members understand how redevelopment scenarios could impact natural resources, stormwater retention, traffic, trails, and recreational opportunities in this Lake Minnetonka community. Fay translated technical information to community members and helped them understand trade-offs associated with different development scenarios. The process culminated with a citizen-led presentation to the Shorewood City Council reflecting the group's consensus around a contentious redevelopment project.

City of Wausau East Riverfront District Brownfield Areawide Plan, Wausau, WI

The City of Wausau owns approximately 16 acres of former brownfields adjacent to the Wisconsin River. Fay led community planning to articulate a vision and goals for redevelopment of this site, including new entertainment and residential uses, community access to the Wisconsin River, and bicycle and pedestrian-friendly design. Fay's work incorporated market research, developer interviews, urban design, and community outreach to articulate a plan that was both aspirational and feasible. Public infrastructure improvements to this site are already underway.

City of Red Wing Old West Main Brownfield Redevelopment Plan, Red Wing, MN

Fay worked with neighborhood residents and business leaders to understand redevelopment goals in Red Wing's oldest neighborhood. Fay led task force meetings and community open houses to generate ideas and develop implementation priorities for redevelopment activities that would catalyze growth that supported both the district's historic character and existing businesses. In response to community desire to attract bicyclists to local businesses, Fay recommended roadway design treatments to complement redevelopment and encourage safer biking and walking throughout the neighborhood. These included sidewalk enhancements and extension of on- and off-street bicycling facilities into the redevelopment area.

City of Minneapolis 26th & 28th Streets Bicycle and Pedestrian Improvements, Minneapolis, MN

Fay led community outreach for the City of Minneapolis to understand public preferences regarding the addition of protected bike lanes along a pair of one-way couplets. These streets form a major east-west corridor across the city that traverses residences, hospitals, parks, and commercial nodes. The proposed bikeways are intended to improve local access to these destinations and create opportunities to improve pedestrian crossings on these streets. Fay was responsible for neighborhood engagement, presentations to bicycle and pedestrian advisory panels, coordination with City leadership and overseeing development of concept designs and outreach materials.

State of Minnesota Statewide Bicycle System Plan, Minnesota Department of Transportation

Fay assisted in the development of MnDOT's Statewide Bicycle System Plan, which guides the state's investment in bicycling facilities over the next 30 years. Fay played a key role in developing performance measures for the statewide bicycle network and facilitating consensus around these metrics among project stakeholders. Fay was the lead author of the plan document, compiling two years' of research, analysis, and community engagement into a final plan that is succinct and easy to use.



Katrina Nygaard Planner

Katrina Nygaard brings both planning and urban design experience to her work, with an emphasis on community engagement and environmental justice. Katrina uses design and planning skills to translate the intricacies of complex, technical problems for the people these problems most affect. Katrina uses critical-thinking and problem-solving to link community needs with big picture goals.

Education

Master of Urban and Regional Planning, University of Minnesota Humphrey School, Minneapolis, Minnesota, 2015

Metropolitan Design Certificate, University of Minnesota College of Design, Minneapolis, Minnesota, 2015

Bachelor of Arts, University of Chicago, Chicago, Illinois, 2013

Function

Katrina will assist the planning team with community outreach and the production of materials for the entire comprehensive planning process. Katrina has experience with in-person and online engagement strategies and a strong commitment to working with diverse populations that she will bring to the process.

Select project experience

TH 149 Community Workshops, St. Paul West St. Paul and Mendota Heights, MN

In the summer of 2015, Stantec's planning team worked with MnDOT to engage with residents and community members along Trunk Highway 149 in St. Paul, West St. Paul and Mendota Heights. Katrina helped develop a collection of informational boards and two activities that engaged stakeholders and identified their concerns with the project. At a series of three open houses, participants could share their ideas, learn about the history of the community, and connect with MnDOT staff. Katrina's designs educated the public about the many road design options available and the associated tradeoffs.

It Takes a Village: Voices from St. Anthony*, St. Anthony Village, MN

Katrina worked with St. Anthony Village to prepare a comprehensive long term engagement plan to ensure that the government was well connected with its residents. Rather than centered on a specific plan or project, the engagement plan focused on long term strategies. These strategies included a citizen academy, building support from existing community groups and maintaining a strong presence at local events. By building a base of support and developing a culture of participation, St. Anthony Village will be ready to engage residents in future planning processes.

City of Minneapolis 26th & 28th Streets Bicycle and Pedestrian Improvements, Minneapolis, MN

Katrina assisted in community outreach for the City of Minneapolis to understand public preferences regarding the addition of protected bike lanes along a pair of one-way streets in Minneapolis. These streets form a major east-west corridor across the city that traverses numerous neighborhoods, hospitals, parks, and commercial nodes. The proposed bikeways are intended to improve local access to these destinations and create opportunities to improve pedestrian crossings on these streets. Katrina assisted in public meetings and engaged with residents, community organizations and advocates throughout the process.

Making Development Work: Tools for the Cleveland Neighborhood*, Minneapolis, MN

In order to understand the impacts of new, community driven development for the Penn and Lowry corridors in North Minneapolis, Katrina conducted a comprehensive corridor property survey, conducted case studies, and interviewed local business owners, government officials and neighborhood residents. She worked with the neighborhood association to develop a series of tools and resources that educate local residents about the RFP process, forming a cooperative, and parcel opportunities. By assuming a leadership role, the neighborhood association can implement these tools to ensure future development serves their unique needs. The project received an Einsweiler Best Project award from the Humphrey School of Public Affairs.

Urban Wilderness*, Minneapolis, MN

Katrina explored the rugged natural features of Point of Rocks in Duluth, including its cliff faces, historic rock quarries, informal climbing and views to Lake Superior. After conversations with local residents and non-profits, it became apparent that this space was underutilized and physically fragmented the community. Katrina designed three formal recreation and community spaces which built on local assets and provided opportunities for recreation, exercise and community gathering. These spaces aided in bridging the gap between East and West Duluth, individuals and their community, urban and wilderness.

* denotes projects completed with other firms



Hongyi Duan
GIS Specialist

Ms. Duan works on a variety of projects including comprehensive plans, special studies, environmental studies, corridor plans, transportation studies, bicycle and pedestrian plans, zoning and rezoning studies, market research, condemnations, and urban design. In addition to her expertise in various GIS, drafting, and graphic software, Hongyi provides leadership and project management abilities.

Education

Master of Science,
Community and Regional
Planning, Iowa State
University, Ames, Iowa,
1994

Bachelor of Architecture,
Beijing Polytechnic
University, Beijing, China,
1990

Function

Hongyi will lead all data collection, mapping, and analysis for the Cambridge Comprehensive Plan. She brings decades of comprehensive plan experience, from across the Twin Cities and region, to her work.

Select project experience

2030 Comprehensive Plan and Zoning Ordinance Update, Forest Lake, MN

Hongyi provided all GIS-related research, mapping, and analysis tasks. The recipient of a 2010 Minnesota APA Merit Award, the comprehensive plan incorporated the City's parks, trails, and open space plan. The zoning ordinance update included sustainability principles and policies in all sections of the zoning ordinance.

2030 Comprehensive Plan, Dayton, MN

Hongyi provided all GIS-related research, mapping, and analysis tasks. The City of Dayton was growing and needed to develop and implement planning tools to prepare for residential and commercial growth impacts. This update required extensive public education to educate and inform residents and the Steering Committee about their options for land use, staging of growth, and growth management. A strong connection for future land use planning was tied to natural resource planning and protection. The plan included analyzing land use, natural resources, parks and open space, housing and other issues including planning for a new I-94 interchange.

2030 Comprehensive Plan, Stillwater, MN

Hongyi provided all GIS-related research, mapping, and analysis tasks. This plan emphasized on future land use, parks, trails, and integration of a downtown plan which was completed by Stantec simultaneously with the Comprehensive Plan Update.

2030 Comprehensive Plan and Zoning Ordinance Update, Corcoran, MN

Hongyi provided all GIS related research, mapping, and analysis tasks for these projects. Stantec assisted the City of Corcoran with updates to its 2030 Comprehensive Plan. Stantec worked directly with a Comprehensive Plan committee, comprised of City Council members, Planning and Park Commission members, and residents. This Comprehensive Plan update was funded through a grant provided by 1,000 Friends of Minnesota. Stantec also assisted the City with updates to its corresponding zoning ordinance revisions based on the 2030 Comprehensive Plan.

2030 Comprehensive Plan Update, Lino Lakes, MN

Hongyi provided all GIS-related research, mapping, and analysis tasks for this project. This plan helped the City create an innovative Green Infrastructure Plan to manage surface water, enhance water quality, protect and restore wildlife corridors, and provide natural amenities for citizens. The City of Lino Lakes is rich with natural and cultural resources and looking for a way to balance those amenities with future development. The City's Natural Resource Inventory is incorporated into the comprehensive plan.

Comprehensive Plan Update, St. Cloud, MN

Hongyi provided all GIS-related research, mapping, and analysis tasks. The plan targeted areas of the city facing development and redevelopment pressure. Key issues were expansion of the employment base, housing for an aging population, and new development. The project included working with a city task force and facilitating community meetings with citizens and merchants.



Todd Wichman, FASLA, PLA Downtown Visioning

Todd Wichman, FASLA, PLA joined Stantec Consulting in 2015 as an Associate. He brings more than 30 years of experience in Landscape Architecture, with diverse downtown planning and design experience. He is a respected peer within the landscape architecture community, having served as a Vice President for ASLA, a Trustee for the Minnesota Chapter of ASLA and on the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design, as well as his neighborhood District Council. Mr. Wichman is a University of Minnesota graduate and Alumni Association member.

Education

Bachelor of Landscape Architecture, University of Minnesota, Minneapolis, Minnesota, 1984

Registrations

Landscape Architect #19524, State of Minnesota

Landscape Architect #382, State of Wisconsin

Function

Todd will serve as the landscape architect on the project and lead the downtown visioning and design throughout the comprehensive plan process. Todd will bring extensive experience with landscape architecture, design, and master planning to his work in Cambridge.

Select project experience

Multiple Projects*, Vadnais Heights, MN

Todd worked with Planning Department of the City of Vadnais Heights to provide landscape architectural review for zoning and code compliance including parking on new and redeveloped properties in the City.

Midway Bus Barn and Center Redevelopment Project, St. Paul, Minnesota

Mr. Wichman was planner and landscape architect providing master planning concepts for redevelopment of the Midway Center site along the Green Line LRT to accommodate a transit oriented development and MLS soccer stadium.

City of Wausau Riverfront, Wausau, WI

Mr. Wichman provided planning and landscape architectural design for a riverfront trail system and site amenities as part of a Brownfield redevelopment project for the City of Wausau. The project will be incorporated into the Wausau Parks system and is an economic redevelopment zone for the City reclaiming use along the Wisconsin River.

Carson Park*, Eau Claire, Wisconsin

Working with the City of Eau Claire Parks, Recreation & Forestry Department, Wichman served as project manager for design and specifications for redevelopment of an existing City stadium. The facility in Carson Park is shared by the University of Wisconsin Eau Claire and area high schools. Project included a new \$700,000.00 synthetic grass (Fieldturf®) stadium athletic field. Completed in Fall of 2004 and Fall of 2015.

City of St. Paul CCPIP Projects* - Multiple sites

Mr. Wichman is currently working with the City of St. Paul Department of Planning and Economic Development on their Central Corridor Parking Improvement project (CCPIP). The project was instituted in 2010 as a means to replace lost on-street parking displaced due to light rail transit on University Avenue. The program has studied over 60 sites along the Central Corridor, including looking at innovative parking solutions to maintain a vibrant downtown character and support businesses. Other important site planning and design considerations included circulation, loading, access and egress, lighting, landscaping and security. Use of sustainable and integrative storm water management techniques were implemented on several of the projects.

* denotes projects completed with other firms

04 Experience and References



Stantec's planners are among the best known and respected in the region, having helped hundreds of communities with planning and design projects. Members of the St. Paul Planning Team have helped prepare over 100 comprehensive plans in the last forty years.

We have prepared comprehensive plans or significant planning and design studies for:

Minnesota:

- Minneapolis
- St. Paul
- Moorhead
- Rochester
- St. Cloud
- Sauk Rapids
- Little Falls
- Sauk Centre
- Roseville
- Burnsville
- Woodbury
- Mendota Heights
- Ramsey
- Dayton
- Stillwater
- Blaine
- Columbia Heights
- Victoria
- Corcoran
- Maple Grove
- Alexandria
- Baxter

- Cannon Falls
- Elko New Market
- Forest Lake
- Sartell

Iowa:

- Marshalltown
- Newton
- Dubuque
- Cedar Falls

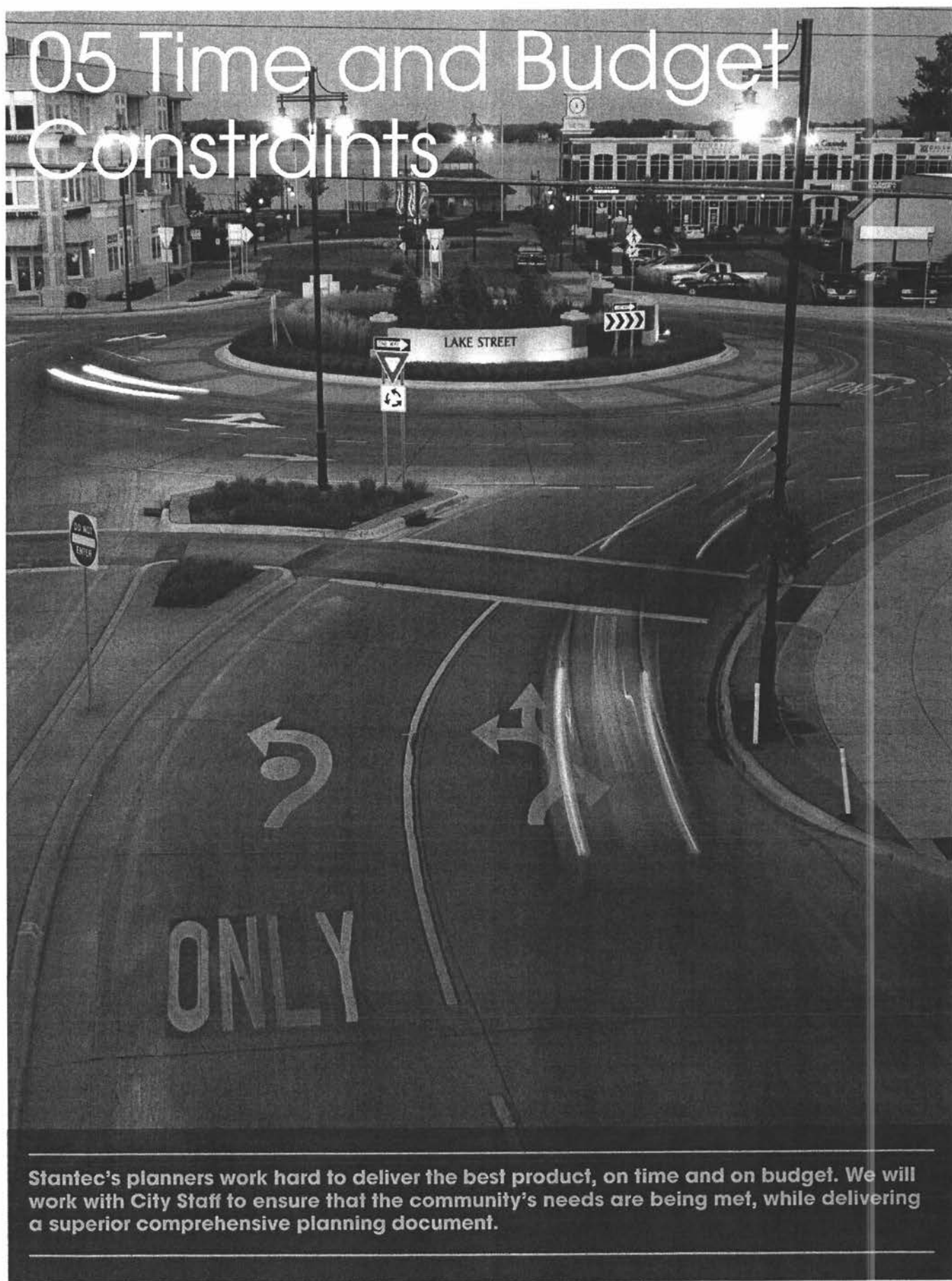
North Dakota:

- Minot
- Mandan
- Grand Forks
- Fargo
- Bismarck

Experience and References

Stantec's St. Paul Planning Group has completed well over 100 comprehensive plans over the span of nearly 40 years. These include cities, counties and townships of every size and character. We have helped communities at every stage of their development, including rapidly-growing communities managing greenfield development and orderly annexations to historic downtowns and revitalizing city centers. Below are a few of our most recent projects we've completed in communities with similarities to Cambridge.

Project	Description	Team	Status	Reference
City of Moorhead Comprehensive Plan	Stantec is leading community engagement and technical analysis to identify appropriate future land use designations for growth areas in Moorhead. This will include analysis of public infrastructure required to serve new development. Future land use designations will be adopted in the City's Comprehensive Plan.	Day Simer	On-going	Kristie Leshovsky kristie.leshovsky@cityofmoorhead.com 218.299.5370
2011 City of Baxter Comprehensive Plan	Stantec led the effort to update Baxter's Comprehensive Plan, including analysis of the important Highway 371 corridor, key redevelopment sites, growth areas, and parks and trails improvements.	Carlson	Adopted 2015	Josh Doty Community Development Director josh.doty@ci.baxter.mn.us 218-454-5111
City of Shorewood Comprehensive Plan Redevelopment Construction	Designed and led a constructive and civil community engagement process to discuss a proposed amendment to the community's comprehensive plan, facilitating redevelopment of a long-standing community golf course to housing.	Shardlow Simer	Completed 2015	Tim Keane City Attorney City of Shorewood 612-334-5000
City of Forest Lake Comprehensive Plan	Stantec developed an updated Comprehensive Plan that examined current needs for many elements in the original plan, including a new business/industrial park and new housing choices. Key issues in Forest Lake include growth management and township annexation and addressing downtown retail viability in the context of nearby highway strip development.	Shardlow	Adopted 2015	Chip Robinson City Administrator, retired Chipr53@comcast.net 651-895-5624
City of Crookston Comprehensive Plan	Prior to joining Stantec, Carron led this comprehensive plan update incorporating many city-led efforts over the last few decades. Crookston Tomorrow includes three primary themes to address the city's opportunities and challenges: Economic Sustainability, Community Character and Connectivity. Community engagement was through the project website, a booth at "Ox Cart Days", surveys, radio and newspaper interviews. At her recommendation, the Planning Commission hosted a picnic to introduce the project and provide opportunities for community input.	Day	Draft completed 2015, adoption hearings pending.	Matthew Johnson City of Crookston mjohnson@crookston.mn.us 218-281-5713
City of Cambridge Comprehensive Plan	Developed Comprehensive Plan for the City of Cambridge to guide future development and respond to rapid growth.	Shardlow	Adopted 2001	



05 Time and Budget Constraints

Stantec's planners work hard to deliver the best product, on time and on budget. We will work with City Staff to ensure that the community's needs are being met, while delivering a superior comprehensive planning document.

Time and Budget Constraints

Stantec will work closely with the City of Cambridge to ensure that this project is completed in a timely and cost effective manner. We have developed a Preliminary Schedule to use as a starting point for discussion with the City.

Time Constraints

Stantec understand the City's desire to complete its Comprehensive Plan update in as timely a manner as possible. That said, meaningful engagement of the public, the Steering Committee, and the City's elected officials can be expedited but it shouldn't be rushed. For example, public officials typically meet on scheduled dates, and input from these officials must be timed around these meeting calendars. Steering Committee members are typically volunteers, and asking them to meet more frequently than monthly is often viewed negatively and may keep good people from participating

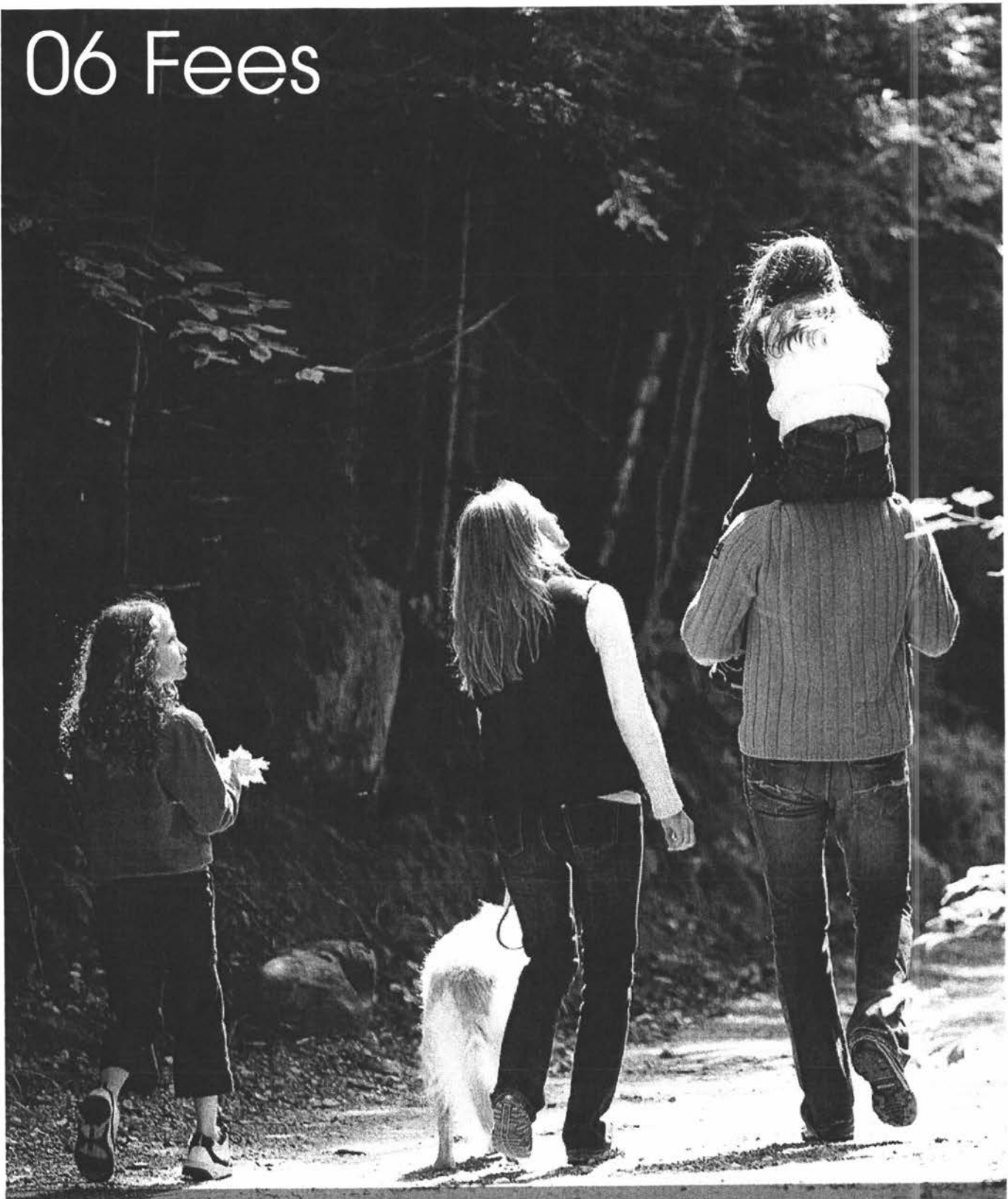
At the project kick-off, Stantec will work closely with City staff to understand meeting schedules, desirable review periods for City staff of consultant deliverables, and other key community dates to create a project timeline that is realistic and responsive to the community's needs. We have developed a preliminary project schedule to use as a starting point for discussion with the City. Tentative dates for Steering Committee, Planning Commission meetings and presentations are established on the Preliminary Project Schedule. Presentation of the first draft of the Plan, based on this preliminary schedule, is expected in February 2017 with the public hearing in April. We look forward to working with City staff to finalize the schedule. We have successfully completed comprehensive plans within concise time periods when all of the participants are well informed and fully committed.

Budget Constraints

Stantec is committed to managing our budget to make most effective use of dollars. Stantec's principal-in-charge, John Shardlow, will provide high level direction and attend key project meetings. Carron Day will have day-to-day responsibility over the project and will coordinate team schedules and tasks. Both John and Carron will be in communication with City staff and will be available to respond to any questions or attend meetings as needed.

We understand that the Comprehensive Plan update must be completed within the not to exceed budget proposed. We will closely monitor our project budget throughout the process to ensure our work stays within the proposed hours and budget for each task. We will work proactively with staff to clarify expectations regarding the level of detail we can provide for each element of the analysis, understanding that some areas will take priority. To ensure steady communication and management of our budget, Fay Simer will provide regular (monthly) updates of our project budget to City staff.

06 Fees



At Stantec, we create superior plans for competitive fees. The following fees table outlines our budget and how we will deliver the products you need without exceeding the proposed budget.



Fee Proposal

Project Phase	Budget
Project Initiation	\$7,314
Inventory and Analysis	\$7,021
Goals	\$4,533
Key issues #1	\$6,561
Key Issues #2	\$12,577
Policy Alternatives	\$3,218
Implementation, Roles, and Responsibilities	\$7,090
Prepare Draft and Final Plan	\$21,561
Project Administration	\$5,612
TOTAL ("Not to Exceed" Budget)	\$75,500





PROPOSAL FOR COMPREHENSIVE PLAN UPDATE CAMBRIDGE, MINNESOTA

Prepared by Hoisington Koegler Group Inc. 
January 2016 



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*Cover image of the original Isanti County Courthouse taken by Elkman, used under CC-BY-SA-3.0 (<http://creativecommons.org/licenses/by-sa/3.0/>),
sepia and ink outlines filters applied to original*



Hoisington Koegler Group Inc.
 Landscape Architecture
 Planning
 Urban Design

123 N. 3rd Street, Suite 100
 Minneapolis, MN 55401
 612-338-0800

COLLABORATE
 LISTEN
 EXPLORE
 CREATE

HKGi believes that design, when inspired by the character of the people and the land, can create a unique and identifiable sense of community.

29 January 2016

Re: Proposal for Comprehensive Planning Services

Dear Ms. Westover:

Hoisington Koegler Group Inc. (HKGi) is pleased to submit this proposal to assist the City of Cambridge for services related to updating the City's Comprehensive Plan. HKGi is a Minneapolis based, planning and landscape architecture consulting firm with extensive experience conducting comprehensive and strategic planning processes for communities throughout the State of Minnesota. We have completed over twenty comprehensive planning projects in the last ten years, many of which involved issues and challenges similar to those that face the City of Cambridge. In addition, you will find that HKGi's portfolio of work is strong in downtown planning and redevelopment planning, two issues of importance to Cambridge.

Our service to communities like Cambridge has provided us with the expertise and experience needed to engage the community in an exciting and inspirational process of envisioning what their community will become and how it will grow. The comprehensive plan update that emerges from the process will contain the vision, information, and strategies necessary to guide the community for years to come.

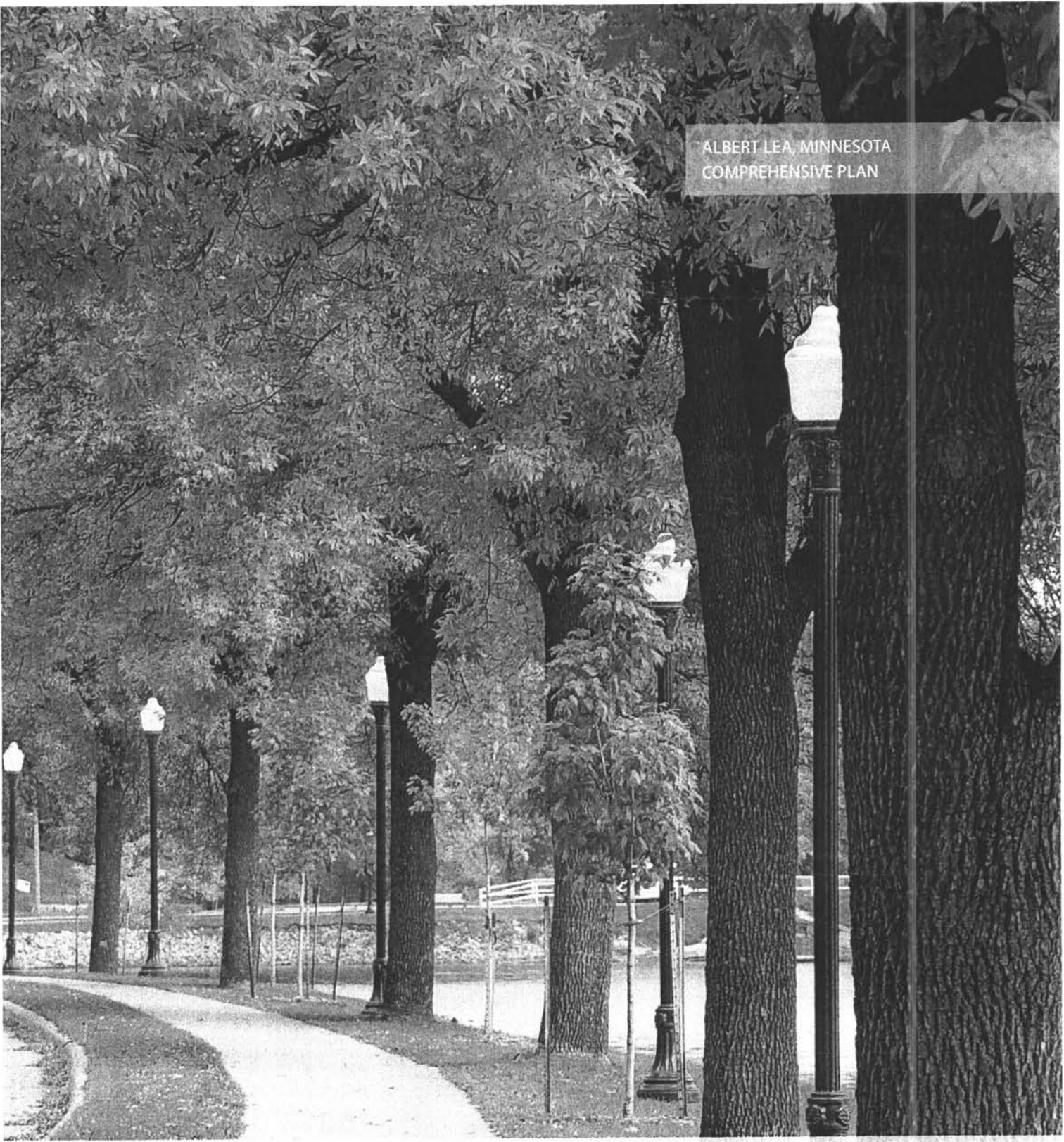
In our proposal we have anticipated collaborating with the city engineer (SEH) to conduct a portion of the work needed to complete this plan update. HKGi routinely works with SEH on a variety of projects and has an efficient and strong working relationship with them.

Four key principles at the core of our planning philosophy will be instrumental in guiding the process of comprehensive planning for Cambridge: collaborate, listen, explore and create. These four principles serve as the foundation for HKGi's practice, and they are the foundation for our proposal to lead the community of Cambridge through an exciting and engaging planning process. We hope that the following pages of this proposal will pique your interest in our firm, our process, and how HKGi can help the community of Cambridge plan for its future.

We look forward to speaking with you in greater detail on this project and HKGi's qualifications. Brad Scheib, Vice President with HKGi will serve as principal in charge and can be reached at 612.252.7122 or via email at bscheib@hkgi.com. Rita Trapp will serve as project manager and can be reached at 612.252.7135 or via email at rita@hkgi.com. Both Rita and Brad have been participants in multiple Minnesota Design Team Visits including acting as team leaders. We are highly familiar with the process and look forward to integrating that process into the comprehensive plan update. Feel free to contact us if you have further questions.

Sincerely,

Brad Scheib, AICP Vice President

A black and white photograph of a park path lined with trees and street lamps. The path curves from the bottom left towards the center. Several tall, dark street lamps with white, rounded tops are spaced along the path. The trees are dense and leafy, filling most of the frame. In the background, a white fence and a body of water are visible.

ALBERT LEA, MINNESOTA
COMPREHENSIVE PLAN

01. INTRODUCTION

1. COMPREHENSIVE PLAN UPDATE PROPOSAL



Hoisington Koegler Group Inc.

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Est. 1982

Operating as a Minnesota S Corp

Principals:

Mark Koegler, ASLA, CEO

Paul Paige, PLA, President

Brad Scheib, AICP, Vice President

Bryan Harjes, PLA, LEED AP, Vice
President

Associate:

Jeff McMenimen, PLA

Staff:

- » 7 Licensed Landscape Architects
- » 3 Certified Planners
- » 1 Graduate Planner
- » 2 Graduate Landscape Architects
- » 1 Communications Staff

Services:

- » Comprehensive Planning
- » Public Participation
- » Downtown Planning
- » Commercial Area Revitalization
- » Urban Design
- » Streetscape Design
- » Schematic & Site Design
- » Landscape Architecture
- » Transit Oriented Development
- » Park Planning and Design
- » Corridor Studies
- » Strategic Planning
- » Zoning Ordinance
- » Greenway Planning
- » Bikeway and Trail Planning
- » Environmental Review

For more than thirty years Hoisington Koegler Group Inc. (HKGi) has helped communities throughout Minnesota and the Upper Midwest create great places for people to live, work and play. HKGi's planners and landscape architects share their community planning expertise and passion with clients striving to create lasting places of quality, and our project managers provide the type of leadership necessary to develop innovative and efficient solutions that respond to a community's economic, cultural, recreational, and ecological needs.

HKGi's comprehensive planning approach is built around four core principles:

COLLABORATE

Planning and designing great places and communities requires that people with a variety of skills and perspectives work together to achieve a common vision. Our most successful projects integrate our technical expertise and knowledge with the insight and skills of our clients, partners and community members.

LISTEN

Clients, stakeholders, and community members have valuable knowledge about the places they know, use, and love. Their input provides the foundation for our work, and in the process of collecting their ideas, we build essential support for the planning and design solutions that emerge from the planning process.

EXPLORE

Our ability to explore with clients and communities potential opportunities and strategies is fundamental to planning and designing great places. Through exploration the best solutions emerge, and through the process of exploration communities develop a greater understanding of the challenges they face and the strategies that can lead them forward.

CREATE

We strive to develop plans and designs that produce positive results for our clients. Whether that means we provide strategies, tools, and action plans for communities to use as they grow, or we lead the design and construction of a great plaza, streetscape, or park our objective is always the same: to create great places for people to live, work and play.

BRAD SCHEIB

PRINCIPAL IN CHARGE
 Land Use
 Economic Development
 Transportation
 Redevelopment Planning

RITA TRAPP

**PROJECT MANAGER
 LEAD PLANNER**
 Land Use and Development
 Demographic Analysis
 Housing
 Economic Development
 Community Engagement
 Report Writing

BRYAN HARJES

DESIGN LEAD
 Urban Design
 Downtown Planning
 Graphics

GABRIELLE GRINDE

LANDSCAPE ARCHITECT
 Park, Trail and Open Space
 System Planning
 GIS Mapping
 Report Writing

JESS VETRANO

GIS Mapping
 Graphic Design
 Report Writing

Team Roles

HKGi has proposed a team that includes five key staff members who all have extensive experience working on relevant comprehensive plan and community planning projects. Most recently these key staff members have worked on comprehensive plans for Le Sueur, MN; Perry and Storm Lake, IA; and Ironwood, MI. These key staff have availability for this project based on current project loads. A general distribution of each staff member's time allocated to this project is included below.

Brad Scheib, AICP, Vice President - Principal in Charge, - As principal in charge, Brad will oversee the project, contributing his skills in land use, economic development, transportation, redevelopment planning and public facilitation. In his twenty years of experience, Brad has honed his skills as a public facilitator and comprehensive plan author. In addition to his comprehensive planning experience, Brad has also participated in multiple Minnesota Design Team visits.

» Time allocation for this project - 5-10% of total project hours

Rita Trapp, AICP, Project Manager & Lead Planner - As project manager, Rita will lead the public facilitation component of the plan and will oversee all day to day aspects of the project, including communications with staff, the plan approval process, and the assembly and completion of the final plan documents. Rita will also serve as lead planner in the areas of land use and development, demographic analysis, housing and economic development, document production, graphics, and public participation. She will also support day-to-day project management and communications with staff.

Rita led Minnesota Design Team visits for the cities of Maple Plain and Walker, as well as participated in the MDT visit to Albert Lea.

» Time allocation for this project - 20-25% of total project hours

Bryan Harjes, PLA, LEED AP, Vice President - Bryan will lead the urban design and downtown planning aspects of the project in addition to providing design support for many other areas of the plan. Bryan provides a crucial role in comprehensive planning projects by helping visualize the application of policy directions on urban form. Bryan has used his design skills to illustrate development concepts and ideas for comprehensive plans in Chaska, MN, Red Wing, MN, Albert Lea, MN, Byron, MN, Storm Lake, IA, Bondurant, IA, Johnston, IA, and Wahpeton, ND.

» Time allocation for this project - 5-10% of total project hours

Gabrielle Grinde, PLA, Landscape Architect - Gabby will lead the park, trail, and open space system planning, which will include agricultural, natural, and cultural resource planning. She will also provide GIS mapping services and report writing support. Gabby has contributed to comprehensive park and trail plans in a variety of communities, both as part of a comprehensive planning process and through focused park, trail and open space master planning projects.

» Time allocation for this project - 10-15% of total project hours

Jess Vetrano - Jess will focus on GIS mapping and graphic design services while also providing support with report writing. Having worked on a variety of comprehensive plans, downtown redevelopment plans, and parks and recreation system plans, Jess has extensive experience in the areas of mapping, document production, and graphics.

» Time allocation for this project - 30-35% of total project hours



Brad Scheib, AICP

Vice President | 612.252.7122 | bscheib@hkgi.com

Brad Scheib, Vice President and certified planner, has been a leader in comprehensive planning and community development throughout his career. In the last decade he has played a key role in over 20 comprehensive plans for communities ranging in size from less than 5,000 to over 100,000 population. Prior to joining HKGI in 1997, Brad served as a staff planner for a number of municipalities in the Twin Cities Metropolitan Area. His experience working in urban and suburban communities complements his life experiences growing up on a farm and in a small rural town in Iowa.

At HKGI, Brad has provided leadership and innovation in the application of modern technology to the exploration of community planning solutions. Today he serves in a number of project roles including principal in charge, project management, public process facilitator and lead planner. His primary project experiences include comprehensive planning, regulatory tools, neighborhood redevelopment master planning and transit oriented development. Brad also oversees day-to-day financial operations of the firm.

Brad is a long time member of several professional organizations including national and local chapters of the American Planning Association and the Urban Land Institute. Brad received his AICP certification in 1998.

Years of Experience: 21

Education

- » B.S., Community and Regional Planning - Iowa State University
- » Minnesota Real Estate Certificate - Prosource Educational Services
- » Form-Based Codes Institute Certificate of Completion

Registration

- » American Institute of Certified Planners - Cert. #013665

Memberships and Affiliations

- » Urban Land Institute (ULI)
- » Minnesota Chapter, American Planning Association - past Board Member
- » Sensible Land Use Coalition
- » Minnesota Design Team Co-Leader
- » Youth Basketball Coach

Awards

- » 2015 MI APA Daniel Burnham Award for a Comprehensive Plan - Comprehensive Plan for the City of Ironwood
- » 2015 MN APA Planning in Context Award - **Moorhead River Corridor Master Plan**
- » 2015 AECM Engineering Excellence Grand Award - **Designing a City for Zero Discharge; Inver Grove Heights, MN**

RELEVANT PROJECT EXPERIENCE

- » Comprehensive Plan | Albert Lea, MN
- » Comprehensive Plan | Apple Valley, MN
- » Comprehensive Plan | Bondurant, IA
- » Comprehensive Plan | Byron, MN
- » Comprehensive Plan | Champlin, MN
- » Comprehensive Plan | Eagan, MN
- » Comprehensive Plan | Elk River, MN
- » Comprehensive Plan | Fairbault, MN
- » Comprehensive Plan | Fridley, MN
- » Comprehensive Plan | Hassan Township, MN
- » Comprehensive Plan | Inver Grove Heights, MN
- » Comprehensive Plan | Ironwood, MI
- » Comprehensive Plan | Johnston, IA
- » Comprehensive Plan | Moorhead, MN
- » Comprehensive Plan | Newport, MN
- » Comprehensive Plan | New Brighton, MN
- » Comprehensive Plan | Northfield, MN
- » Comprehensive Plan | Osseo, MN
- » Comprehensive Plan | Perry, IA
- » Comprehensive Plan | Princeton, MN
- » Comprehensive Plan | Ramsey, MN
- » Comprehensive Plan | Red Wing, MN
- » Comprehensive Plan | Richfield, MN
- » Comprehensive Plan | Rochester, MN



Rita Trapp, AICP, LEED AP

Planner | 612.252.7135 | rita@hkgi.com

Rita blends strong technical planning with exceptional communication and management skills. She is an effective communicator, comfortable organizing input processes and facilitating both large and small group activities. With her strong writing skills she has assisted more than a dozen local government agencies secure over \$9 million in grant funding.

Besides being a certified planner, Rita is a LEED-certified professional who incorporates sustainability issues into her planning work. She has led several active living initiatives including grant writing and administration as well as park and trail plan amendments.

In addition to serving on project teams, Rita has also provided general planning services to several communities, including providing day-to-day planning services for the City of Mound for the past ten years. This planning experience, combined with her work drafting development and zoning codes and service on her local planning commission, means Rita brings a thorough understanding of the ways in which policy and plans impact community development.

Years of Experience: 12

Education

- » B.S., Land Use Geography and Economics, University of Wisconsin-Eau Claire

Registration

- » American Institute of Certified Planners - Cert. #021555

Memberships and Affiliations

- » Accredited Professional, Leadership in Energy and Environmental Design (LEED)
- » Professional Development Officer (PDO) for Minnesota Chapter, American Planning Association
- » Former Secretary of Board of Directors, Minnesota Chapter, US Green Building Council
- » Minnesota Design Team, past Chair and co-leader of Walker and Maple Plain visits, participant in Albert Lea visit
- » Former Vice Chair, Planning Commission, Vadnais Heights, Minnesota

Awards

- » 2009 ASLA-MN Honor Award for Planning and Research - Saint Paul Park and Recreation Vision Plan

RELEVANT PROJECT EXPERIENCE

- » Comprehensive Plan | Eagan, MN
- » Comprehensive Plan | Hassan Township, MN
- » Comprehensive Plan | Luverne, MN
- » Comprehensive Plan | Monticello, MN
- » Comprehensive Plan | Moorhead, MN
- » Comprehensive Plan | Mound, MN
- » Comprehensive Plan | Perry, IA
- » Comprehensive Plan | Richfield, MN
- » Comprehensive Plan | Rogers, MN
- » Comprehensive Plan | Roseville, MN
- » Comprehensive Plan | St. Louis Park, MN
- » Comprehensive Plan | St. Michael, MN
- » Comprehensive Plan | Storm Lake, IA
- » Comprehensive Plan | Wahpeton, ND
- » Zoning Ordinance Amendments | Bondurant, IA
- » Zoning Ordinance Amendments | Fairbault, MN
- » Zoning and Subdivision Ordinance Study | Golden Valley, MN
- » Zoning Ordinance | Grand Rapids, MN
- » Zoning and Subdivision Ordinance Update | Greenfield, MN
- » Downtown Redevelopment Plan | Lakeville, MN
- » Growth Area Plans and AUARs | Moorhead, MN
- » Zoning Ordinance Amendments | Mound, MN
- » Western Shakopee/Jackson Township Land Use Master Plan | Shakopee, MN
- » Zoning Ordinance Amendments | Storm Lake, IA
- » Unified Development Code | Winona, MN
- » Parks and Recreation System Master Plan | Rochester, MN



Bryan Harjes PLA, LEED AP

Vice President | 612.252.7124 | bryan@hkgi.com

As a principal with HKGi Bryan provides leadership on a broad range of planning and design projects for clients in both the public and private sectors. His project work includes park design, redevelopment planning, streetscape design, urban design, site master planning, downtown revitalization, and land use planning. His ability to coordinate project tasks and develop strong working relationships with clients and project partners are key to his success managing complex planning projects.

Bryan's involvement in numerous award-winning planning and design projects attests to his expertise and creativity as an urban designer. His design leadership results in high quality design solutions that incorporate client and community needs, enhance connectivity, promote sustainability, and are economically viable. Thanks to his unique ability to listen to ideas and then quickly synthesize and transform them into conceptual drawings, Bryan's participation is particularly effective in community meeting, public workshop and design charrette environments.

Years of Experience: 15

Education

- » Master of Landscape Architecture
- University of Minnesota
- » Bachelor of Environmental Design
- University of Minnesota

Registration

- » Landscape Architect, Minnesota,
License No. 42954

Memberships/Affiliations

- » Urban Land Institute (ULI)
- » Sensible Land Use Coalition
- » Minnesota Design Team
(Houston, MN)

Awards

- » 2015 ACEC-MN Engineering
Excellence Honor Award - **Buffalo
Commons, Buffalo, MN**
- » 2014 APA-IA Innovation
in Economic Planning and
Development Award - **Merle Hay
Road Gateway Redevelopment
Master Plan, Johnston, IA**
- » 2014 APA-MN Innovation in
Planning Award and 2013 ASLA-
MN Merit Award for Analysis and
Planning - **Great River Passage,
Saint Paul**
- » 2010 Preservation Award -
Minnesota Preservation Alliance
- **Red Wing Downtown Action
Plan**
- » 2009 ASLA-MN Honor Award
- **UMore Park Master Plan,
Rosemount, MN**

RELEVANT PROJECT EXPERIENCE

- » Comprehensive Plan | Albert Lea, MN
- » Comprehensive Plan Update | Bondurant, IA
- » Comprehensive Plan Update | Johnston, IA
- » Comprehensive Plan | Red Wing, MN
- » Comprehensive Plan Update | Storm Lake, IA
- » Greens of Anoka Redevelopment Master Plan | Anoka, MN
- » Twin Cities Army Ammunition Plant (TCAAP) Master Plan | Arden Hills, MN
- » Small Area Plan Studies | Bondurant, IA
- » Downtown Commons Plaza and Streetscape Design | Buffalo, MN
- » MetroPlains Development - Heritage Greens Master Plan | Cambridge, MN
- » Lockheed Martin Site Small Area Plan | Eagan, MN
- » Lockheed Martin Site Redevelopment Study | Eagan, MN
- » Spruce Street Master Plan | Farmington, MN
- » Northstar TOD TIF District Master Plan | Fridley, MN
- » Downtown Revitalization Master Plan | Hutchinson, MN
- » Growth Area Plan and AUAR | Moorhead, MN
- » Downtown Action Plan | Hutchinson, MN
- » North Loop Master Plan | Minneapolis, MN
- » ESSBY Industrial Park Master Plan | North Branch, MN
- » 3rd Business and Industrial Park Master Plan | Northfield, MN
- » Downtown Revitalization Master Plan | Osseo, MN
- » Downtown Action Plan | Red Wing, MN
- » Western Shakopee/Jackson Township Land Use Master Plan | Shakopee, MN
- » Downtown Revitalization Master Plan | Victoria, MN
- » Alices Road Corridor Master Plan | Waukegan, IA
- » Urban Village Master Plan | Woodbury, MN



Gabrielle Grinde ASLA, PLA

Landscape Architect | 612.252.7141 | gabrielle@hkgi.com

Gabrielle's range of experience includes working with communities on large scale planning efforts as well as small scale site improvements. Comprehensive community park, trail, recreation, and open space planning have been important components of Gabrielle's work. In addition to her extensive list of park planning and design projects, she was a key contributor to the award-winning Minnesota River and North Creek Greenway Master Plan project, and she has been heavily involved in the planning and creation of Dakota County's innovative greenway network. She has also been an important contributor to community development projects involving nature education, public arts, and cultural heritage.

In addition to her park and recreation-related planning work, Gabrielle provides design and landscape architecture expertise to development and redevelopment planning, site design, and ecologically sustainable landscape design projects. She is an experienced community meeting facilitator with excellent listening and communication skills, and her graphic design skills enable her to create user friendly materials that communicate clearly with project stakeholders and community members.

Years of Experience: 6

Education:

- » Master of Landscape Architecture - University of Minnesota
- » Port Cities Study Abroad: Lisbon, Barcelona, and Venice - University of Minnesota
- » B.A. - Political Science, University of Wisconsin

Registration:

- » Landscape Architect, Minnesota License No. 50416

Memberships/Affiliations:

- » American Society of Landscape Architects- Minnesota Chapter

Awards:

- » 2015 MN APA Planning in Context Award - **Moorhead River Corridor Master Plan**
- » 2015 MNDOT Stewardship Award in Transportation and the Natural Environment - **River to River Greenway, Dakota County, MN**
- » 2015 ASLA-MN Merit Award for Analysis and Planning - **Parks and Recreation Master Plan, Duluth, MN**
- » 2015 ACEC-MN Engineering Excellence Honor Award - **Downtown Commons Enhancements, Buffalo, MN**

RELEVANT PROJECT EXPERIENCE

- » 2030 Comprehensive Plan | Albert Lea, MN
- » 2030 Comprehensive Plan | Byron, MN
- » 2030 Comprehensive Plan Update | Johnston, Iowa
- » Comprehensive Plan Update | Wahpeton, North Dakota
- » Hartkopf Park Master Plan | Brooklyn Park, MN
- » Parks and Recreation Master Plan | Brooklyn Park, MN
- » Chanhassen AUAR Update 2012 | Chanhassen, MN
- » Lakeview Neighborhood Park Concept Plan | Chanhassen, MN
- » Greenway Collaborative Guidebook | Dakota County, MN
- » Greenway Master Plans (multiple greenways) | Dakota County, MN
- » Lebanon Hills Regional Park Master Plan | Dakota County, MN
- » Park and Recreation System Master Plan | Duluth, MN
- » Trail and Bikeway Plan | Duluth, MN
- » Parks and Recreation Master Plan | Elk River, MN
- » Munger Trail Spur Connector Plan | Hermantown, MN
- » Park and Recreation System Master Plan | Inver Grove Heights, MN
- » Lanesboro Arts Campus Master Plan | Lanesboro, MN
- » North Loop Park Scoping Study | Minneapolis, MN
- » Northeast Park Master Plan | Minneapolis, MN
- » Conceptual Development Master Plan | Potlatch Corporation
- » Great River Passage Master Plan | Saint Paul, MN
- » Park and Recreation System Master Plan | Saint Paul, MN
- » Plan by Neighborhood | St. Louis Park, MN
- » North Lake Avenue Trail Concept Plans | Storm Lake, Iowa
- » UMore Park AUAR | University of Minnesota



Jess Vetrano

Intern | jessica@hkgi.com

With degrees in both Architecture and Urban Studies, Jess is interested in master planning, urban design, and streetscape design. At the University of Minnesota, she focused her senior project on the facility and infrastructure projects built for the Olympic Games, and the ways in which host cities have evolved around these projects in their post-game environments.

At HKGi, Jess contributes to the development of project proposals, meeting presentation and community engagement materials, final reports, and marketing materials. In addition to creating GIS maps, she has used her visual communication and design skills to produce report and document templates, diagrams, street sections, and perspectives. Jess has also contributed her research and database management skills to the creation of a development database that contains precedent information for development FARs, use breakdowns, unit types, land use percentages, and other information. The database is an in-house resource that provides guidance for the preliminary form and function of planning efforts.

Years of Experience: 1

Education

- » B.D.A., Architecture - University of Minnesota, Minneapolis, MN
- » B.S. Urban Studies - University of Minnesota, Minneapolis, MN
- » Study Abroad - ACCENT International, Rome, Italy

RELEVANT PROJECT EXPERIENCE

- » Comprehensive Plan | Le Sueur, MN
- » Comprehensive Plan | Rochester, MN
- » Athletic Facilities Study | Chanhassen, MN
- » Grant Writing | Dakota County, MN
- » Cross City Trail Master Plan | Duluth, MN
- » Parks and Recreation System Master Plan | Elk River, MN
- » Downtown Redevelopment Plan | Farmington, MN
- » General Planning Services | Greenfield, MN
- » Crow River Regional Trail Master Plan | Hennepin County, MN
- » West Mississippi River Regional Trail Master Plan | Hennepin County, MN
- » Munger Trail Spur Connector | Hermantown and Procter, MN
- » Parks and Recreation System Master Plan | Hopkins, MN
- » Development and Land Use Databases | In-house Resources
- » Nokomis and Hiawath Regional Park Master Plans | Minneapolis, MN
- » Parks and Recreation System Master Plan | Maplewood, MN
- » Glen and Hoffman Park Master Plans | River Falls, WI
- » Parks and Recreation System Master Plan | Rochester, MN
- » Western Shakopee/Jackson Township Land Use Master Plan | Shakopee, MN
- » Downtown Development and Master Planning | Victoria, MN
- » Unified Development Code | Winona, MN
- » Athletic Facilities Study | Woodbury, MN



RED WING, MINNESOTA
COMPREHENSIVE PLAN AND
DOWNTOWN ACTION PLAN

02 . UNDERSTANDING + WORK PLAN

Project Understanding

HKGI's understanding of the Cambridge Comprehensive Plan Update RFP was developed through review of the RFP; conversations with City staff and the consulting engineer (SEH); general knowledge of local planning and development issues and priorities; a cursory review of the current comprehensive plan, Minnesota Design Team (MDT) visit application and general online resources; as well as our extensive experience with community comprehensive planning, downtown planning, housing and economic development studies, and parks planning. The last complete update of the comprehensive plan was completed and adopted in April of 2001.

It is our understanding that the Cambridge Comprehensive Plan Update process, and ultimately the plan, needs to:

- » Be responsive to demographic and economic trends, demand, and projections/expectations of the City's growth and needs;
- » Respond to Cambridge's unique environmental, economic, social, and historical/cultural issues and opportunities, and capitalize on existing (and planned) assets and resources in the community – this includes coordination of investments in Highway 95 improvements;
- » Be relevant to the community through articulation of a community-based vision, guiding principles, goals, objectives, and policies – The upcoming Minnesota Design Team visit presents an opportunity to leverage an array of expertise in tapping into the community's wants, needs, and aspirations and quickly generate ideas that articulate a future condition;
- » Provide an evaluation of current land use and development patterns, determine future land demand and development projections, and establish a plan and policies to guiding future land use (infill, redevelopment opportunities, and new growth on the edge);
- » Support and inform recommendations regarding major City systems (transportation, public utilities, and parks and open space) including assessment of future needs vis a vis projected growth and development;
- » Be informed by a broad range of community stakeholders, including residents, businesses, institutions, and City officials, through a creative and interactive public participation process;
- » Be visionary and forward-thinking, while providing achievable goals and practical strategies and resources for implementation;
- » Outline priorities and align resources with key strategic initiatives and investment ideas;
- » Be a well-organized, visually-appealing document that is easy to use and effectively conveys the plan's future guidance.
- » Leverage Cambridge's assets including its location along a scenic river corridor, proximity to major centers (St. Cloud, Duluth, and Twin Cities), good highway connectivity, and home to strong institutions (Cambridge Medical Center – Cambridge-Isanti Schools – Anoka Ramsey Community College – Armed Forces – Isanti County Government Center).
- » Recognize the challenges posed by the BNSF rail corridor and state highways running through town and explore feasible, yet sound, solutions to traffic and congestion issues.

Work Plan

The following is a proposed scope of work to assist the City of Cambridge, Minnesota in conducting a planning process and updating the Comprehensive Plan.

KEY TASK PROJECT DELIVERABLES

- » Project Handbook (10 binders - hard copies and a pdf file)
- » Project Memorandum – summary of background documents and relevant principles, projects and ideas (1 pdf file for reproduction by city staff)
- » Agendas and meeting notes from Kick-off day (1 pdf file for reproduction by city staff)
- » Project web site
- » Public engagement plan (1 pdf file for reproduction by city staff)

TASK 1- ORGANIZE THE EFFORT

The initial task involves start-up efforts for the Comprehensive Plan update process. The HKGi team will assemble a project handbook that contains contact information for the consulting team, the work program, project schedule and appropriate maps and background information. The HKGi team will then conduct a thorough review of existing policy plans and physical plans to understand how successful each plan has been in guiding community development and public improvements. A project website will be hosted by the City and established in collaboration with the City and the HKGi team. The HKGi team will conduct a project kick-off in Cambridge, meeting with staff and department heads as well as conducting a kick-off meeting with a Comprehensive Plan Steering Committee that will be assembled prior to the kick-off event. The HKGi team will advise the City on the composition, format and role of the steering committee and will assist in its assembly as needed. At this stage of the process, the HKGi team will coordinate with the Minnesota Design Team (MDT) leadership to coordinate the comprehensive plan efforts with the scheduled MDT visit.

- 1.1 Coordinate with city staff on assembly of a steering committee: We will provide advice based on lessons learned from similar planning process on the composition of a steering committee group to oversee development of the plan.
- 1.2 Assemble project handbook: to include work plan, project schedule, key contacts, base maps and key background information. The handbook will be a three ring binder and will allow for future information to be inserted as the project progresses.
- 1.3 Conduct review of existing policy and physical plans: to include an analysis of the strengths and weaknesses of each plan, identifying successes and relevance. At a minimum, we will review the following plans:
 - » Current and historical comprehensive plans
 - » Current zoning and subdivision regulations
 - » Downtown planning initiatives (downtown task force work)
 - » Retail Market Analysis (2011) and Trade Analysis (2010)
 - » Housing Demand Studies (conducted by the Gill Group – 2013)
 - » Park and Trail Plans
 - » Northern Lights Express Planning Efforts
 - » Highway 95 preliminary designs and traffic data
 - » Minnesota Design Team application
- 1.4 Conduct Project Kick-off: to include a series of meetings with City Staff, school district administrators/planners, chamber of commerce and other economic development stakeholders and the Comprehensive Plan Steering Committee (Meeting #1). The objective of these meetings will be to build a common understanding of project goals, conduct basic fact finding, establish an agreed upon approach for public and stakeholder

engagement and establish a detailed project schedule (could be done collaboratively with MDT Visit). The kick-off meetings and investigations will occur over a full one day period.

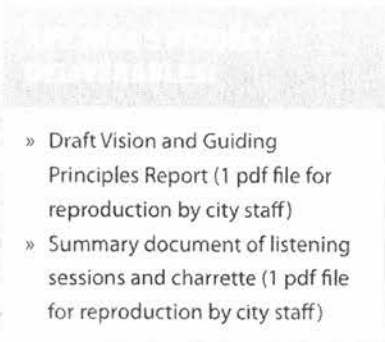
- 1.5 Establish project web site: The HKGi team will work collaboratively with the City to design a project website. The website will be hosted by the City with content and information provided by the HKGi team.
- 1.6 Prepare public engagement plan: to include methods such as public meetings, social media, surveys and/or workshops. We will provide examples for engaging the community in the process and agree on a plan at the first stakeholder meeting. This scope includes sessions for public engagement at three key stages of the project – a kick-off and community visioning process (potential to work in conjunction with MDT visit); a review of vision, guiding principles and alternatives; and a review of the draft plan.

TASK 2 – DEFINE THE CONTEXT OF CAMBRIDGE TODAY

Task 2 will focus on developing a thorough understanding of the physical, social, and natural forces that have shaped or are currently shaping the City of Cambridge. This task will also include assembling a quantitative analysis of demographic and economic data and trends.

- 2.1 Prepare demographic/socio-economic profile: to include most current data from US Census, State of Minnesota, Chamber of Commerce, Cambridge-Isanti Schools and other sources with readily available data. Data will be assembled and stored in an excel spreadsheet or database program that can be easily transferable for future planning work.
- 2.2 Prepare community analysis maps: mapping will include existing natural and environmental resources (wetlands, drainage ways, rivers and streams, lakes, shoreland areas, floodplains, etc.), roadway infrastructure, traffic volumes, city infrastructure (sanitary sewer, storm sewer, potable water), community facilities, service boundaries for emergency management systems (police and fire), park and recreation facilities, political boundaries and jurisdictions, existing annexation agreements, regional planning initiatives, sidewalk and trail networks, existing land use data, and current zoning. To the degree possible, this task will also include mapping all current/ongoing or recently completed planning and development projects in the City. All data will be assembled in a GIS Geodatabase that can be easily transferable for future planning work. It is assumed that existing map data is available through Isanti County, the City of Cambridge, and the City’s consulting engineering SEH.
- 2.3 Conduct Steering Committee Meeting #2 (workshop): this task will include presenting information gathered in tasks 2.1 and 2.2 and conducting a workshop to identify strengths, weaknesses, and opportunities based on an analysis of the Cambridge Community. Information from the MDT visit, including pre-visit information gathered, will be included as relevant.
- 2.4 Prepare report of community analysis: to include documentation of existing conditions that will take the shape of a working draft of the comprehensive plan. This will serve as an informational resource for public engagement processes and will be posted on the web site. The HKGi team will re-use any relevant data from the 2001 Comprehensive Plan Document.

KEY TASK 2 PROJECT DELIVERABLES:
» Demographic/Economic Profile: Draft Technical Memorandum and electronic spreadsheet file (1 pdf file for reproduction by city staff and an excel file)
» Community Analysis Report (1 pdf file for reproduction by city staff)



- » Draft Vision and Guiding Principles Report (1 pdf file for reproduction by city staff)
- » Summary document of listening sessions and charrette (1 pdf file for reproduction by city staff)

TASK 3 – UNDERSTAND WHAT IS DESIRED

The purpose of this task will be to create a Vision Statement and set of Guiding Principles for the Cambridge Comprehensive Plan. An opportunity exists to leverage the work of the MDT Visit to add value to and maximize efficiencies of the process. It is critical that the comprehensive plan process and MDT Visit complement each other and not duplicate community engagement so as to avoid planning fatigue. Task 3 will include the first community workshop of the planning process. The objective of the public engagement process in task 3 is to gain community input to help frame the vision and guiding principles and to contribute to the identification of how Cambridge sees itself as a community 10 or 20 years in the future.

- 3.1 Conduct Community Engagement Process #1: this will include a two day workshop in Cambridge. Day one will include a series of listening sessions and input sessions focused on identifying elements of community vision and guiding principles. These listening sessions will be designed to ensure input from a wide cross section of the community. Day one will culminate with a community vision session in a large group meeting format or similar approach agreed upon and outlined in the public engagement plan. Day two will include an all-day design session exploring various approaches to applying what is learned in the prior day listening sessions. Day two will culminate with a Steering Committee Meeting. (Note: this process closely follows the MDT visit approach and could be done in conjunction with the MDT Visit.)
- 3.2 Conduct Steering Committee Meeting #3: to review and provide feedback on the community vision and guiding principles and issues.
- 3.3 Document results of community engagement process: to include graphics and written text defining the vision and guiding principles.

TASK 4 – EXPLORE WHAT IS POSSIBLE AND CONVERGE ON A PREFERRED PLAN

In Task 4, the comprehensive planning process begins to distinguish itself more clearly from the MDT Visit and process. The comprehensive planning process needs to consider a broad range of potential changes and filter out those that are either likely to happen or more importantly, those that are desired to happen. Task 4 begins a collaborative process between the HKGi team and the community to identify a series of alternative futures, to test those alternative scenarios, and to ultimately select those components that are collectively going to constitute the Comprehensive Plan update. Public input will be actively pursued during this task through a series of community meetings and outreach efforts as defined in the public engagement plan (see sub-task 1.6).

- 4.1 The exploration of Cambridge futures scenarios needs a starting point. In this case, it will begin with land use. Although land use is identified as a starting point, land use considerations cannot be completely separated from transportation, housing, parks, utilities, and infrastructure. These community components will be “layered on” in response to varying land use and community growth alternatives. Two or three different Cambridge futures scenarios will be developed as part of this task. It is envisioned that these alternatives will explore various configurations of redevelopment, infill development, and planned growth on the edge of the community.

- 4.2 Prepare land use scenarios: These scenarios will explore broad patterns of land use and supporting community systems including natural resources and drainage patterns, park and recreation, transportation, and infrastructure. Land uses will be quantified to understand potential development capacity by type and density (housing units, commercial square footage and civic/public square footage). General block patterns and neighborhood character will be broadly defined through precedent imagery and illustrations. Development opportunities to be explored will include re-development of aging or deteriorating sites, infill development, corridor development and growth on the edge of the community. Principles of sustainability, energy efficiency, hazard mitigation, and healthy/active living will be integrated throughout the scenarios.
- 4.3 Develop concepts for an approach to design enhancements and economic vitality within the downtown: A framework will be developed that outlines ways to improve downtown vitality through urban design and store front revitalization as well as economic development strategies that look at creative ways to bring energy to downtown and increase occupancy rates.
- 4.4 Conduct high level infrastructure analysis: prepare technical memorandum documenting each scenarios impact on future infrastructure systems (sanitary sewer, potable water, storm water/drainage and roadway network). This task does not include detailed modeling or cost estimating and will be completed collaboratively with the City Engineer. A key part of this task will be to critically evaluate traffic and circulation issues associated with the BNSF rail corridor and Hwy 95 as well as the broader transportation network and explore potential solutions from a circulation and land use perspective.
- 4.5 Prepare implementation approaches: prepare a technical memorandum outlining key implementation strategies or approaches including policy considerations related to annexations or infrastructure improvements, zoning and subdivision regulation modifications, funding and financing strategies, or others.
- 4.6 Conduct worksession with key City Staff: review and refine scenarios.
- 4.7 Conduct Steering Committee Meeting #4 (workshop): review and refine alternatives.
- 4.8 Conduct Community Engagement Process #2: this will include involvement of key stakeholder groups in a series of small group/roundtable discussions around the merits of each concept. It is assumed the meetings would include the business community, downtown association, youth/park/recreation focus, development community, adjacent jurisdictions, cultural groups, and general citizenry. The intent of the meetings would be to help converge on a preferred plan. This subtask will include posting concepts on the web site with an interactive means of collecting feedback over a defined period of time. We will provide written summaries of the public input.
- 4.9 Conduct Joint Meeting with elected and appointed officials: this subtask will include an opportunity to ensure elected and appointed officials are aware of the progress and directions the plan is forming prior to commencing Task 5.

KEY TASK 4 PROJECT DELIVERABLES:

- » Presentation materials for alternative concepts (PowerPoint and presentation/display boards – materials will be produced for city reproduction – presentation boards will be prepared by consultant.)
- » Downtown design guidelines framework (PowerPoint and presentation/display boards – materials will be produced for city reproduction – presentation boards will be prepared by consultant.)
- » Technical memorandum addressing infrastructure system impacts (1 pdf to be reproduced by city staff.)
- » Summary notes from public engagement process (1 pdf to be reproduced by city staff.)

KEY TASK'S PROJECT DELIVERABLES

- » Draft 1 of Comprehensive Plan (1 pdf to be reproduced by city staff)
- » Draft 2 of Comprehensive Plan (1 pdf to be reproduced by city staff)
- » Draft 3 of Comprehensive Plan (1 pdf to be reproduced by city staff)

TASK 5 – DEVELOP DRAFT OF THE COMPREHENSIVE PLAN AND SUPPORTING IMPLEMENTATION STRATEGIES

This task is focused on refining the information and ideas generated through and including Task 4 into a draft Comprehensive Plan with supporting public policies and strategic implementation initiatives. The draft plan will be a readable, illustrative document with maps, photographs, sketches, diagrams, and supporting narrative to allow people to fully understand the direction established by the Plan. It will also provide the requisite technical information to ensure that public actions needed to implement the plan are clear and achievable. A community workshop will be held as an open house to present the plan to the community and to seek final input prior to the more formal review and adoption process.

- 5.1 Prepare first draft of the Comprehensive Plan: to include the following plan elements – Introduction (purpose, process), Vision and Guiding Principles, Land Use/Community Design/Growth Management, Housing, Parks/Recreation and Trails, Environment and Natural Resources, Transportation, Economic Development, Community Resources/Public Facilities/Infrastructure, and Implementation. Each element will generally include the following: brief narratives describing the relevant vision/guiding principles, goals and policies, maps and graphics, and general implementation directions/strategies. The plan will be drafted to be consistent with the Minnesota State Statutes that direct or refer to comprehensive planning so as to position future implementation initiatives to leverage regional funding. Principles of sustainability, active living, hazard mitigation, environmental stewardship, and energy efficiency will be integrated throughout each chapter of the plan.
- 5.2 Conduct Steering Committee Meeting #5: to review draft 1 of the plan.
- 5.3 Prepare revisions to the draft plan: prepare draft 2 of the plan.
- 5.4 Coordinate review of the draft 2 plan by advisory boards and City Council: this task will include involvement of the Steering Committee to help facilitate brief presentations at advisory board meetings and gaining feedback and direction on the plan.
- 5.5 Conduct Steering Committee Meeting #6: to review feedback on draft plan 2 and provide final plan refinements (note: steering committee meeting #6 depends on the outcomes of meeting #5 and may not be necessary).
- 5.6 Prepare revisions to the draft plan: prepare draft 3 of the plan.
- 5.7 Conduct Community Engagement Process #3: to seek final input on the draft plan.

TASK 6 – SEEK APPROVALS AND FINALIZE THE PLAN

The final task focuses on seeking approvals and finalizing the Comprehensive Plan. It includes the final public hearing prior to formal adoption by the Cambridge City Council.

- 6.1 Summarize final plan draft changes: based on feedback gained through on-line and meeting presentations, a memorandum documenting key plan changes will be prepared.
- 6.2 Conduct Steering Committee Meeting #7: to review recommended changes to final plan.
- 6.3 Prepare final draft plan document: the document will be assembled in final draft form.
- 6.4 Seek endorsements from advisory boards: assist staff with presentation materials to present the plan to advisory boards/commissions and key stakeholder groups.
- 6.5 Assist Staff with presentation of plan to Planning Commission at public hearing: a public hearing seeking a formal recommendation of the plan will be held by the Planning Commission.
- 6.6 Present plan to City Council for formal approval.
- 6.7 Finalize plan and deliver final product

KEY TASK & PROJECT DELIVERABLES:

- » Memorandum summarizing recommended changes from public process (1 pdf to be reproduced by city staff)
- » Final Draft of Comprehensive Plan (1 pdf to be reproduced by city staff)
- » Summary presentation materials for advisory board/stakeholder group meetings (1 pdf to be reproduced by city staff)
- » Final Comprehensive Plan (1 pdf copy, 5 hard copies, all electronic files including original production files, spreadsheets, databases and GIS project files)
Note: additional copies can be provided at cost

Project Budget

The following represents a task by task budget estimate based on the proposed technical process contained in this proposal. The fee estimate is subject to change based on further collaboration with City staff should the HKGi team be selected. Based on the scope of services provided in this proposal, the total fee is represented as a not to exceed fee of \$85,000 including expenses and engineering support.

1.0	Organize the Effort	80	\$7,200
2.0	Define the Context of Cambridge Today	140	\$10,800
3.0	Understand What is Desired	90	\$7,900
4.0	Explore What is Possible and Converge	300	\$31,000
5.0	Develop Draft Comprehensive Plan	250	\$21,200
6.0	Seek Approvals and Finalize the Plan	40	\$4,200
	Fee HKGI-Total	900	\$82,300
	Expenses		\$2,700

This proposal assumes a need for engineering support related to traffic/ transportation analysis and infrastructure such as sanitary sewer, potable water, and stormwater systems. HKGi has coordinated with SEH relative to these needs and ample budget is INCLUDED within the above budget estimate. HKGI is currently collaborating with SEH on a number of planning projects and has a long standing, successful working relationship with the firm. HKGI has reviewed the terms outlined in the RFP and will agree to such terms upon entering a contract between the City and HKGi.

The following is the 2016 rate structure for HKGi.

2016 Hourly Rates

Principal.....	\$170-225/hr
Associate.....	\$115-165/hr
Senior Professional.....	\$90-165/hr
Professional II.....	\$80-105/hr
Professional I.....	\$50-85/hr
Technical.....	\$40-65/hr
Secretarial.....	\$60/hr
Litigation Services.....	\$200/hr
Testimony.....	\$285/hr

Incidental Expenses

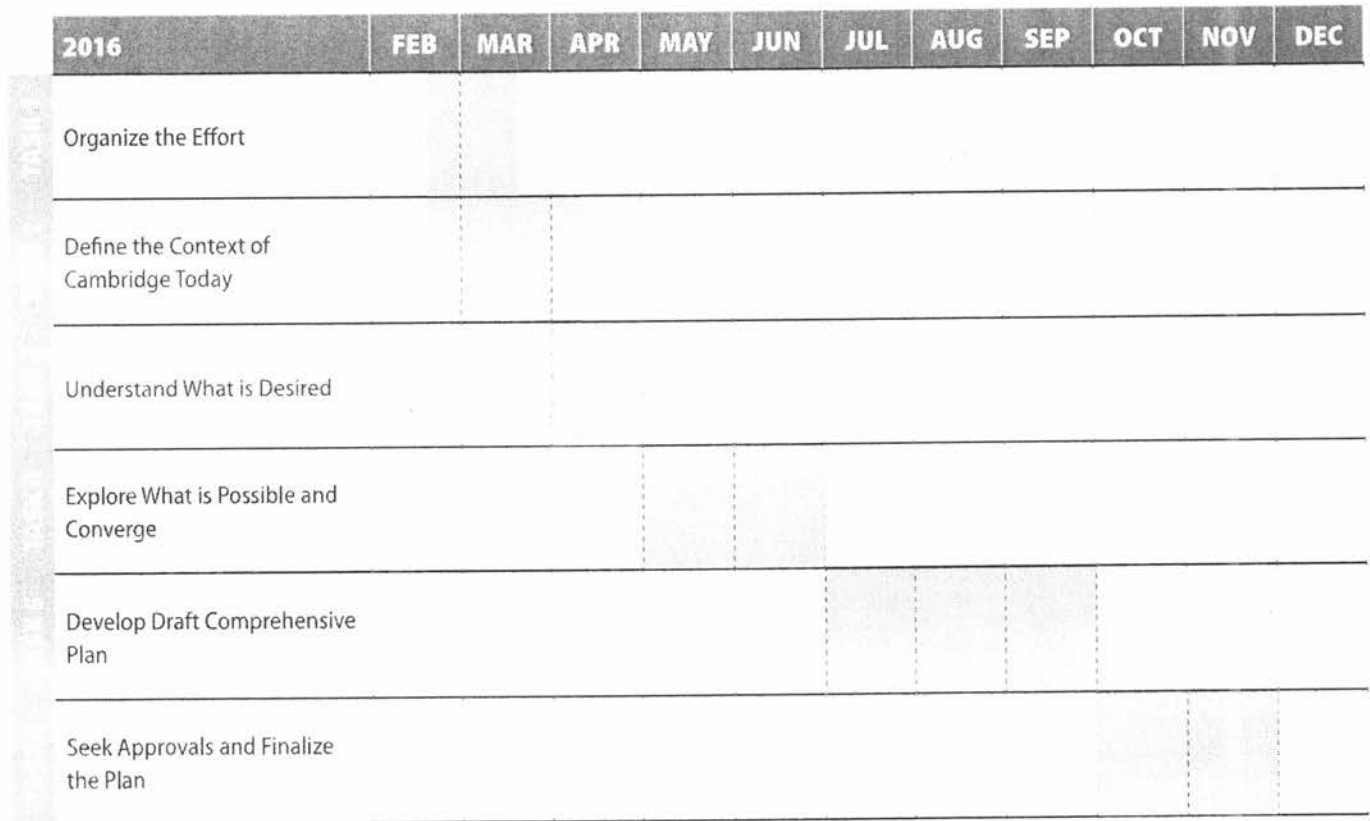
Mileage current federal rate/mile	
Photocopying BW	15¢/page
Photocopying Color	\$1.00/page
Outside Printing.....	Actual Cost
Large Format Scanning	Actual Cost
B/W Bond Plots.....	\$5.00 each
Color Bond Plots	\$20.00 each
Photo Paper Color Plots	\$40.00 each

Project Schedule

In our experience, comprehensive plans generally require a year to complete. Some plans may take as few as 8 to 9 months to complete. Others require 18 to 24 months.

Key factors that may influence the time frame include unanticipated major projects that arise in the city and require staff and elected officials time, holidays that coincide with needed public engagement, or controversial issues or topics that require more time to allow for community discourse.

The tasks outlined within this technical process will take 9 to 11 months to complete. A detailed project schedule will be prepared as a first step upon receiving notice to proceed from the City. The following schedule provides a basis for what this might look like.



MEETING + INPUT SUMMARY:

City Staff Meeting	6 total
Steering Committee Meetings	7 total
Community Engagement	2 rounds
Planning Commission Meetings	4 total
City Council Meetings	2-3 days



03 . PROJECT EXPERIENCE

References

A representative sample of HKGI's relevant project experience can be found on the following pages. References who can speak in detail about the key staff members included in this proposal are provided below.

Additional references can be provided to the City of Cambridge upon request.

Sarah Smith

Community Development Director
City of Mound, Minnesota

e: sarahsmith@cityofmound.com

p: 952.472.3190

Kurt Chatfield

Dakota County, Minnesota

e: kurt.chatfield@co.dakota.mn.us

p: 952.891.7022

Michael Brown

Community Development Director
City of Ironwood, Michigan

e: brownm@cityofironwood.org

p: 906.932.5050 x126

Sven Peterson

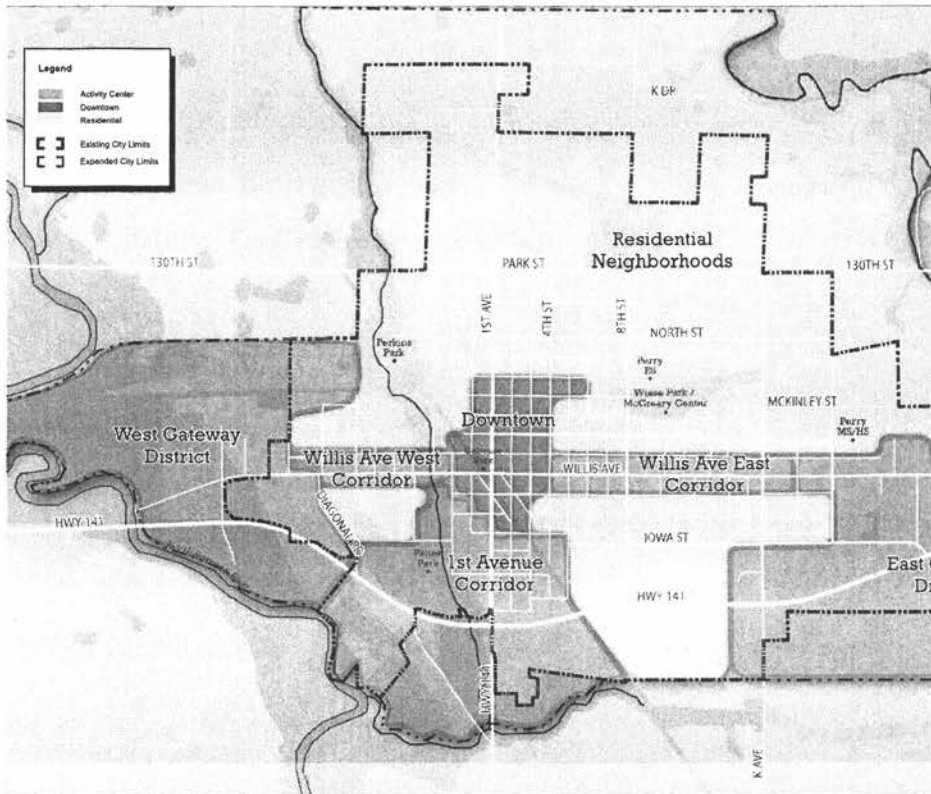
City Administrator
City of Perry, Iowa

e: sven.peterson@perryia.org

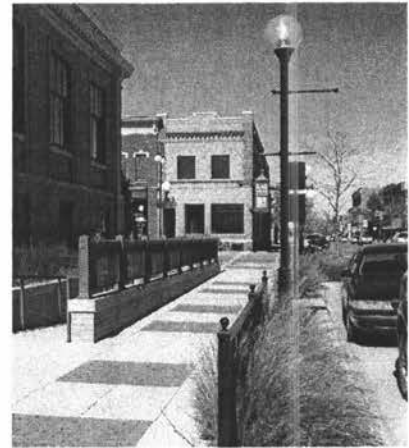
p: 515.465.2481

Comprehensive Plan

Perry, Iowa



The Land Use Plan includes designations for activity centers within an expanded city boundary.



Streetscaping has been used to accentuate Perry's historic qualities.



A food truck plaza in downtown Perry.

HKGi, in collaboration with Bolton & Menk, began working with the City of Perry to update its comprehensive plan in 2013. Located less than 30 minutes from Des Moines, Iowa, Perry is an historic small town community with a vision of retaining its main street character while embracing its convenient proximity to a major metropolitan area. Recognizing this opportunity, HKGi collaborated with a dedicated group of community leaders to explore strategies and solutions for improving neighborhood and housing stability and community economic viability. The overarching vision is to make Perry an enduring place to live, work, play, and visit.

Solutions and strategies to address community needs were built around the community's rich cultural diversity, preserved history, and institutional and philanthropic resources. The planning process, which incorporated results of three community engagement exercises, aligned principles unique to Perry with the Iowa Smart Planning Principles that the state adopted in 2010. The resultant comprehensive plan presents goals, policies and strategies to support Perry's community-defined guiding principles. It solidifies a collective vision for the city that will guide Perry's development through 2030.

Comprehensive Plan

Ironwood, Michigan



Community engagement strategies included a community photo contest. Selected photos were used in the comprehensive plan report to illustrate the character of the community.

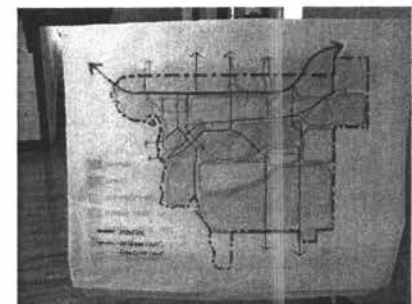
The history of Ironwood is grounded in Iron Ore mining with historical sites, memorial parks, and even street names that pay homage to the industry that first sparked the City's development. Although its spirit remains, the large population and thriving commerce that was once characteristic of this community have faded as Iron Ore production has declined. HKGi worked alongside both city staff and residents to create a new Plan that aims to retain the City's historic image while also capitalizing on emerging trends to stimulate new development and economic success.

Making Ironwood a destination community for new businesses, residents, and visitors is an essential goal of this Plan and is something that will be accomplished through a combination of community development, downtown revitalization, improved connectivity, and maintaining and enhancing park and trail systems. In order for the existing spirit of Ironwood to be retained throughout all of these improvements, future land use districts define the preferred form and character of new development rather than designating specific uses.

To ensure the successful and ongoing implementation of this plan's goals, "Spark Plans," which are mini action plans that lay out the specific "who, what, where, when, and how" of projects, encourage other public agencies, local businesses, organizations, community groups, and citizens to develop detailed community development actions. This focus on implementation and active community engagement has resulted in significant progress in putting the plan into action.



To jump start redevelopment, planners identified redevelopment strategies for four key opportunity sites.



Community workshops and listening sessions concluded with a pin-up session allowing citizens to review the plan's direction.



2015 Michigan APA Daniel Burnham Award for a Comprehensive Plan

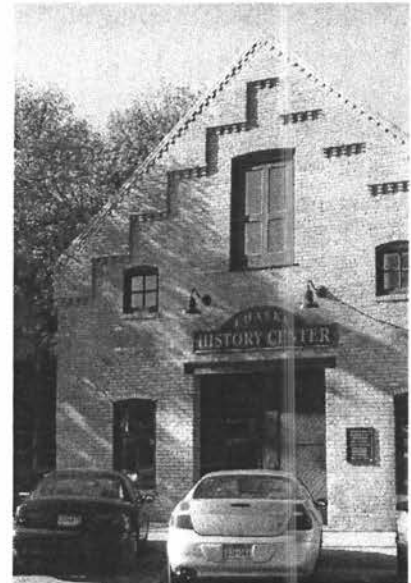
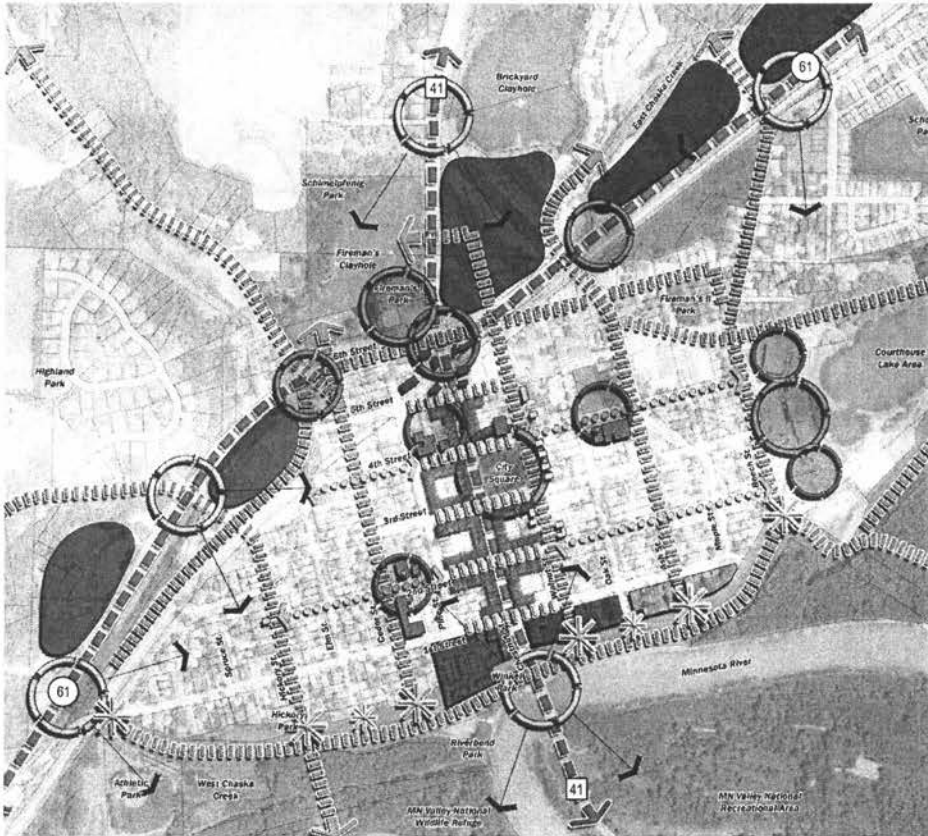
We were most impressed with the user-friendly nature of this plan. The use of "spark plans," economic gardening and visioning via postcards from the future were outstanding concepts.

Florida APA Awards Review Jury

Historic Downtown Chaska Planning

Chaska, Minnesota

AWARD WINNER



HKGi has worked closely with the City on a multi-year effort to preserve and enhance its historic downtown. HKGi created a Downtown Master Plan for historic downtown Chaska, which still retains much of its quintessential small town character. HKGi's approach to the Downtown Master Plan addressed land use patterns, redevelopment strategies, mobility, parking, streetscape design, heritage preservation, parks and trails, and market positioning opportunities. In addition to recognizing its historic qualities, the Downtown Master Plan also addresses the need for better connections within and to downtown Chaska in order to strengthen downtown's position as the center of community activity and identity.

Since the Master Plan was adopted, HKGi has been retained to develop the award-winning Downtown Signage Design Guidelines to ensure that historical character is preserved as the downtown redevelops. In conjunction with the development of the Downtown Signage Design Guidelines, HKGi also updated the City's Sign Ordinance to align it with the design guidelines and improve its clarity to make the ordinance more user-friendly.

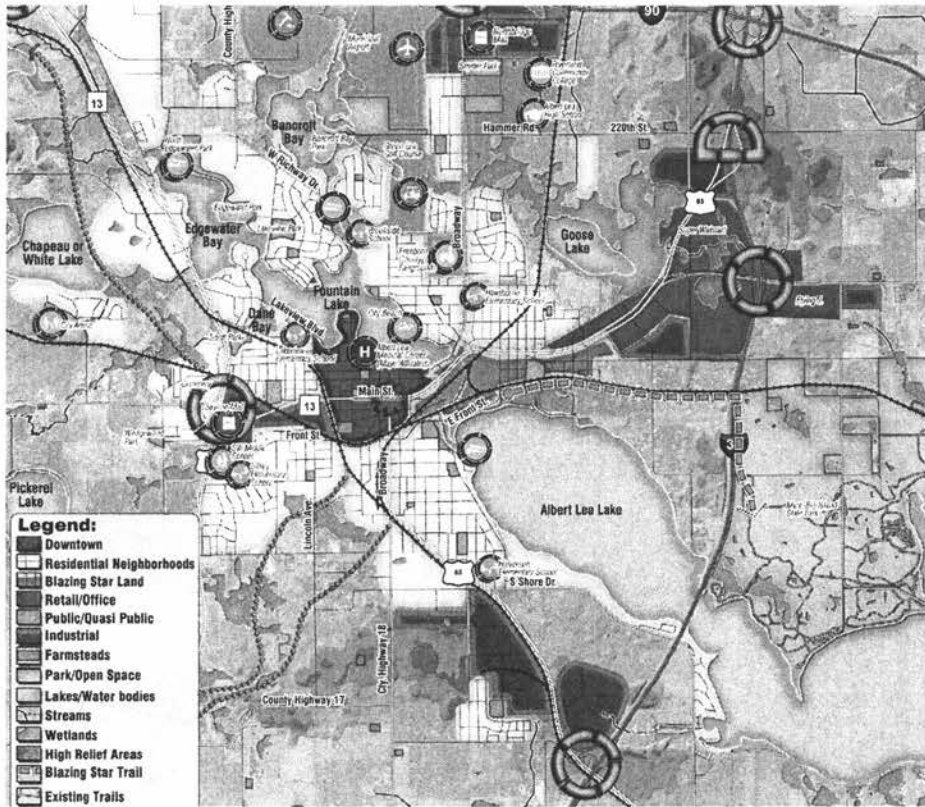
Finally, HKGi designed a Streetscape Schematic Plan for the downtown area. Following adoption of the schematic plan, HKGi produced construction designs for streetscape improvements and administered construction for the City. The streetscape will improve connectivity downtown and will also create amenities to make downtown a more attractive place for community gathering.



2014 Planning in Context Award -
Downtown Signage Design Guidelines

Comprehensive Plan

Albert Lea, Minnesota



Mapping of existing landscape features, identifying critical features in the community...



Fountain Lake

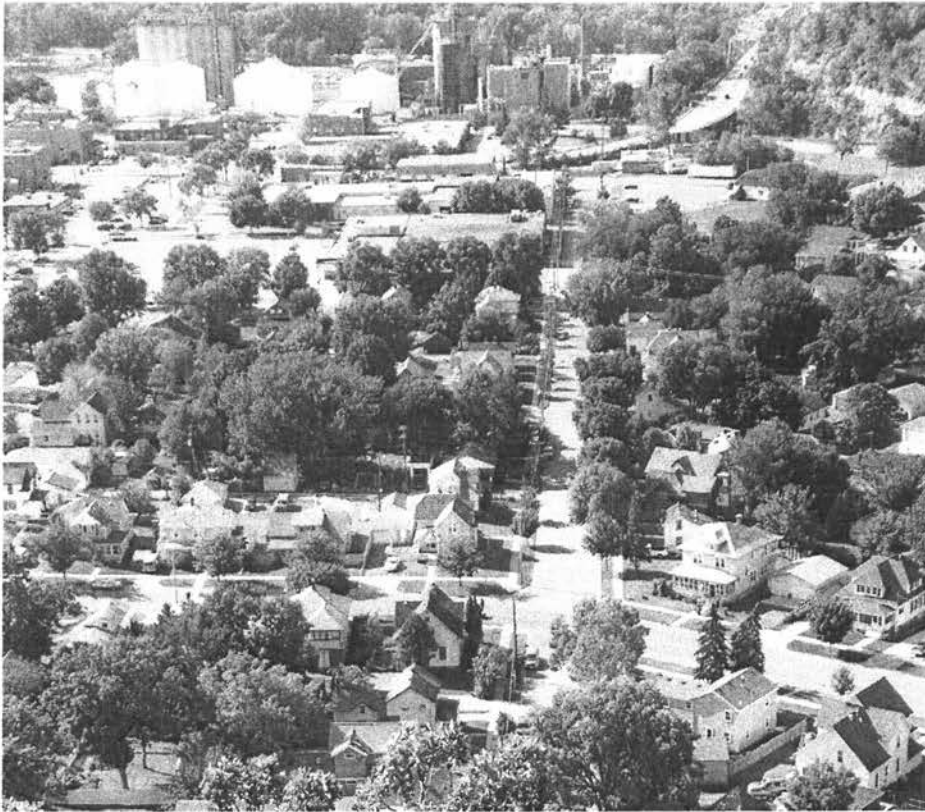


Walking path

Hoisington Kogler Group worked in collaboration with LHB and Associates to develop a new comprehensive plan for the City of Albert Lea. The process included facilitation of a 30 plus person steering committee representing a broad cross section of stakeholder groups in preparing a plan that incorporates traditional comprehensive planning elements with more detailed focus area planning concepts. Albert Lea was seeking an innovative plan that can be used by not only the planning practitioners but also citizen planners, business leaders and philanthropists. The plan established a growth management policy that directed growth inward towards areas in need of redevelopment and infrastructure improvements and developed a flexible land use policy that allows for traditional growth on the edge of the community. Through this approach, Albert Lea has directed its scarce public resources to those areas of the community that are in most need of financial resources. The plan identifies a set of community indicators that enables the community to measure its progress towards achieving the vision of Albert Lea.

Comprehensive Plan

Red Wing, Minnesota



Red Wing is a scenic Mississippi River town nestled within a river bluff landscape.

Red Wing's Comprehensive Plan is formulated around the notion that community vitality is dependent on livability factors such as green infrastructure, walkability, transportation alternatives, social interactions, and cultural destinations. The planning process included a "walkability audit" and identification of key amenities to preserve. The plan directives that emerged from these processes will cause future development and infrastructure investments to occur within compact, walkable districts that focus on connecting clear service and amenity destinations.

HKGi also conducted a GIS analysis of the Red Wing landscape to identify ecologically sensitive lands and used that information to establish policy creating a permanent, interconnected greenway network that serves multiple purposes, including ecological and habitat preservation, recreational and transportation trail corridors and stormwater treatment. The plan places significant focus on other sustainability initiatives ranging from green development standards to operational changes in service delivery.



Community members and consultants worked together to identify issues and opportunities and develop concepts.



HKGi utilized GIS spatial analysis to map topographic features and identify landscape sensitivities.

Downtown Action Plan

Red Wing, Minnesota



Downtown Red Wing enjoys a wealth of historic architecture and natural amenities including bluffs and parkland along the banks of the Mississippi River

On the heels of its Comprehensive Plan update, also conducted by HKGi, the City of Red Wing initiated a process to complete an action plan for the Downtown. HKGi provided strategic planning and urban design services that resulted in the creation of a plan rooted in the hard work and vision of the community of Red Wing and the Mayor's Downtown Action Plan Task Force. Through an engaged community planning process that spanned many years prior to the downtown action plan, a core set of six values emerged. The action plan targets and embraces these six main values – to create vibrant gathering places, attractive housing options, thriving commerce, and strong connections that celebrate the experience and foster sustainability.

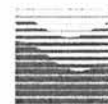
A hallmark of the plan is a tool kit designed to facilitate smooth and ongoing implementation. The plan includes a creative "Decision Principles Checklist" and an "Actions Matrix" - identifying the key questions the plan implementer should ask when evaluating an action or project in downtown Red Wing.

Red Wing, Minnesota



Preservation Alliance of Minnesota

2010 Preservation Award

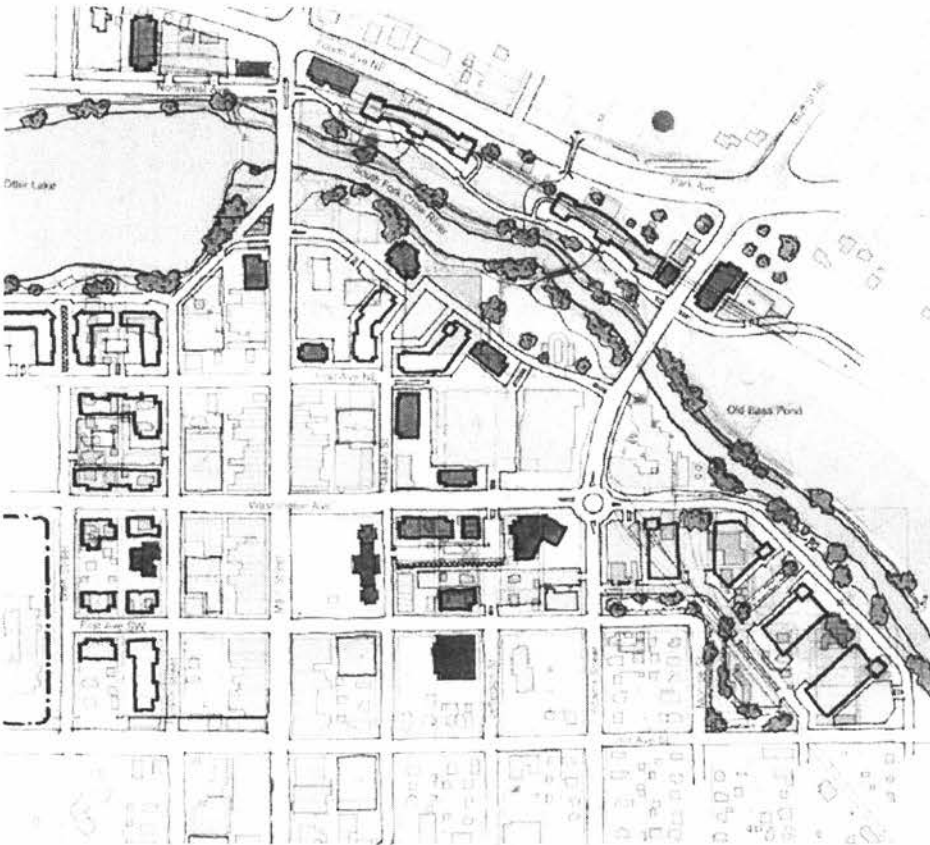


AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS MINNESOTA

2010 Merit Award for Planning & Research

Downtown Revitalization Planning and Design

Hutchinson, Minnesota



Hutchinson's Carnegie Library was a focus of the Revitalization Plan

The City of Hutchinson has retained HKGi to lead the City's downtown revitalization planning and design initiatives, beginning with the award-winning Master Plan in 2003, followed by the Downtown Corridor and Streetscape Plan, the Downtown Action Plan, and most recently, 2015's Wayfinding Master Plan.

The original Master Plan included a current conditions assessment; a market analysis; land use, traffic, and parking recommendations; streetscape and building design guidelines; and an implementation strategy. Hutchinson's existing strengths, such as strong support for the performing arts, historical structures and civic uses downtown, and attractions like the Crow River and the Luce Line Trail, provide the foundation for revitalization efforts.

The Corridor and Streetscape Master Plan focuses on identity and entry into the downtown, traffic flow, parking, and relationships between buildings, pedestrians and cars. The plan identifies numerous streetscape types and organizes them to work with unique district-specific redevelopment patterns and design guidelines.

The Downtown Action Plan provides more detailed actions to spark redevelopment efforts. For this plan HKGi used a broad, multi-faceted community engagement approach and focused on balancing achievable, immediate actions with visionary goals for the future. Eight core values that emerged from the community visioning process provide the inspiration for the

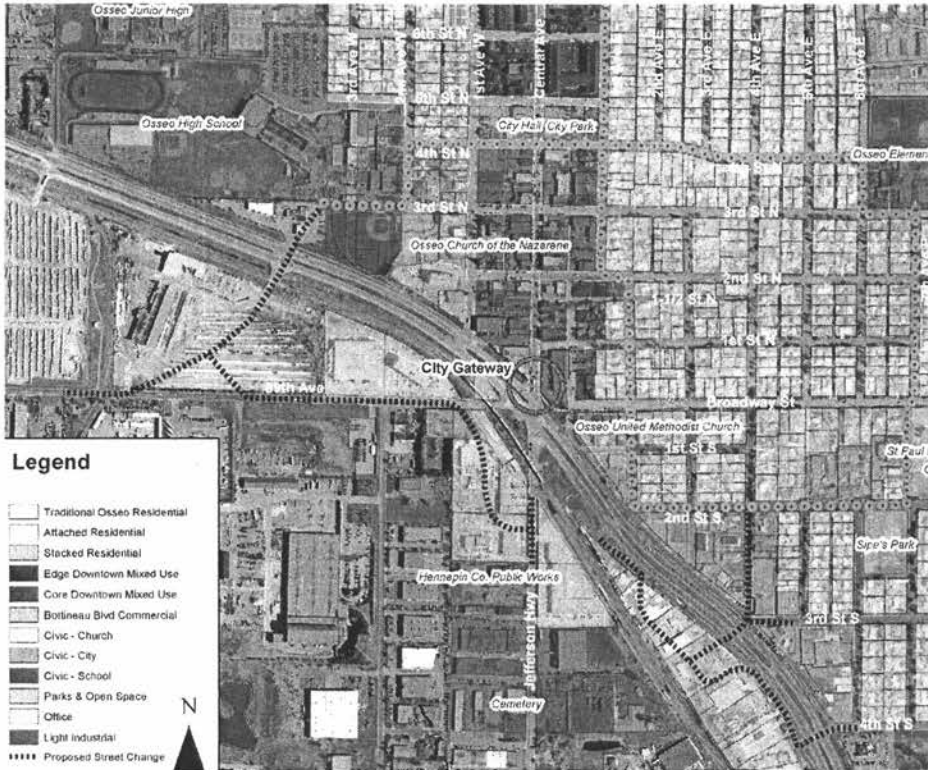


2003 Award for an Outstanding Plan

TWOX THREE WINNER

Downtown Plan and Central Avenue Streetscape

Osseo, Minnesota



The downtown plan and award-winning streetscape design provided a strong foundation for residential and commercial growth along Central Avenue, Osseo's "Main Street."



In March 2007, the Osseo City Council adopted the Osseo Redevelopment Master Plan as its primary tool for guiding the community's future redevelopment efforts. HKGi led the community's redevelopment planning process and created the forward-thinking Redevelopment Master Plan that provides a long-term future vision, guiding principles, and conceptual plan for the community.

Using a form-based district redevelopment approach, the Master Plan defines unique districts based upon common physical character, location within the community, presence of major "edges" and type of redevelopment potential for smaller areas within the overall redevelopment area. The Master Plan strives to balance preservation of the city's unique small town character with the needs to attract and invest in redevelopment projects that will improve the vitality of Osseo's traditional neighborhoods and Main Street, strengthen property values and the community's tax base, and enable the provision of high quality city services.

Following the adoption of the Downtown Master Plan, HKGi collaborated with Bolton & Menk to design the \$1.7 million streetscape reconstruction of Central Ave. The design is framed by complete street and sustainable design principles including bike corrals, pedestrian furniture, a one-block plaza street, LED lighting, pervious pavers, and structural soil. The street is a balanced environment for pedestrians, bicyclists, and autos and offers flexible spaces that can be closed to autos for community events.



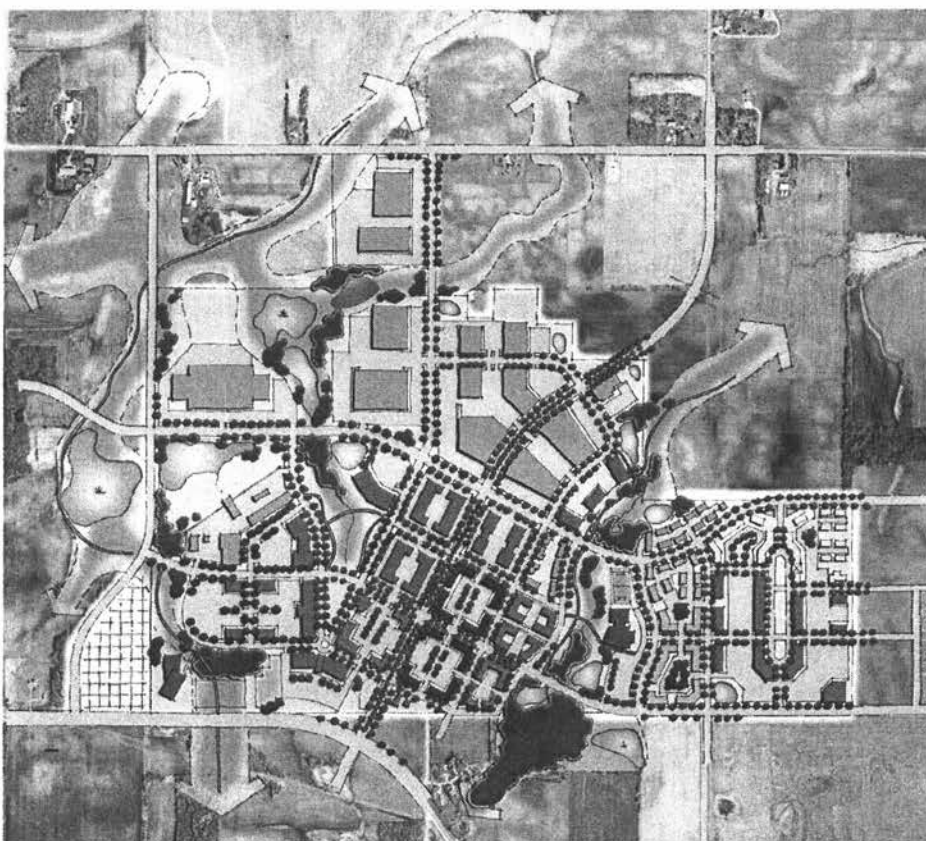
2010 Project of the Year - Central Avenue Streetscape



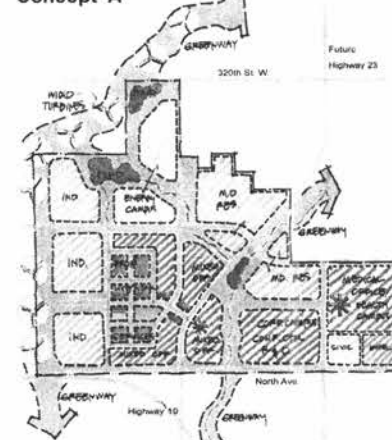
2012 Merit Award - Central Avenue Streetscape

Northfield Business & Industrial Park Master Plan

Northfield, Minnesota



Day Two - North Site
Concept 'A'



Hoisington Koegler Group, Inc., working with the City of Northfield Economic Development Authority, led a multi-disciplinary team of consultants to provide development standards, marketing strategies, and a master plan for business and industrial development on two recently-annexed sites located in Northfield, Minnesota. Each multi-owner site is approximately 500 acres and currently zoned for agricultural land uses. The master planning effort grew from initiatives contained within the Northfield Comprehensive Plan to expand business and employment development within the City and enhance the tax base. The purpose of the master planning effort was to establish a vision for future business and industrial growth within the City of Northfield that is both economically viable and in alliance with City goals and objectives for sustainable development.

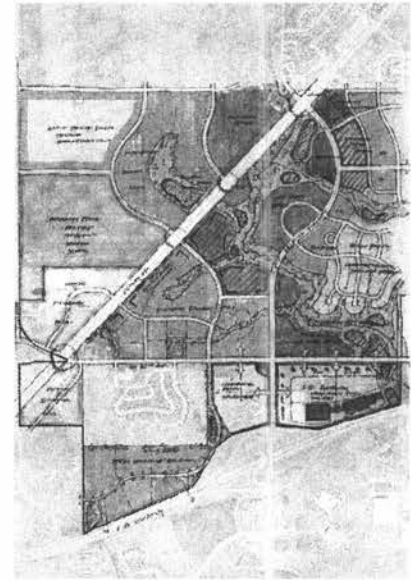
The master plan establishes future land use patterns, road systems, utility needs, open spaces, building patterns, streetscape design, service, and safety and development standards. The master plan explores low impact stormwater management strategies, alternative modes of transportation, a mix of land uses, energy efficiency, regional connectivity, and other methods to distinguish the 3rd Northfield Business and Industrial Park from others within the region. Hoisington Koegler Group engaged the community in the planning process through a series of charrettes and workshops to ensure the plan is in compliance with community goals and desires. The planning process was completed in the spring of 2011.

Comprehensive Plan

City of Bondurant, Iowa

The City of Bondurant is a suburban community on the east side of Des Moines, Iowa. It's 2010 population was just under four thousand residents. With a popular school district, affordable and abundant land supply, a prime location relative to the Des Moines downtown business district and good access to regional transportation systems, Bondurant is a community that is well positioned to experience urban growth. It's comprehensive plan was approaching 10 years old and its infrastructure systems were at or nearing capacity.

Hoisington Koegler Group was hired by the City of Bondurant in the spring of 2011 to facilitate a community planning process and update the comprehensive plan following the principles of the Iowa Smart Planning legislation. A series of outreach efforts were utilized to engage the community in a dialogue about its future. Community values and aspirations were translated into a vision and set of guiding principles aimed at ensuring Bondurant is a great place to live in the future. The plan set for directions for enhancing connectivity, balancing land use, integrating parks and open space into neighborhoods, and identifying key transportation corridors that support a multi-modal system of roads, trails and transit infrastructure. The plan projects development growth and defines infrastructure system needs to accommodate that growth into the future. The plan identified a series of implementation initiatives that informed the City's capital improvement program and provides a basis for annual goal setting.



Comprehensive Plan

Wahpeton, North Dakota

Wahpeton is a traditional Midwest city that lies about 50 miles south of Fargo-Moorhead, and is the regional hub for the Wahpeton-Breckenridge "Twin Towns" agricultural region that encompasses southeastern North Dakota and western Minnesota. In 2009-2010, HKGi facilitated a complete rewrite of the City's Comprehensive Plan, last updated in 1997.

Wahpeton's new 2030 Comprehensive Plan addresses significant changes and trends since 1997, including land acquisition for flood protection, completion of a new levee, land annexations, struggling downtown district, establishment of a new retail area on the City's edge, population loss, growth in senior population, and changing housing needs. HKGi's comprehensive planning process gathered input through stakeholder listening sessions and community visioning sessions to help identify community assets, challenges and opportunities for the future. The Comprehensive Plan establishes a strong future vision for Wahpeton as a "community for a lifetime." Since the community's population has experienced declines since the 1980s and is not projected to grow significantly in the future, the new plan is founded on a three-pronged approach to future development and public investments. The land use plan advocates for a growth management plan that balances between infill development, reinvestment/redevelopment, and new development as well as phasing of growth areas. The plan includes an implementation plan that identifies and prioritizes ten action steps to achieve the plan's vision and goals.



My copy is dog-eared, flagged, underlined and used at every city meeting where planning and budgeting is involved...which says a lot about the content and flexibility of the plan itself.

Jane P. Priebe, Director
Wahpeton Economic Development

Parks and Recreation Master Plan

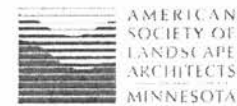
Duluth, Minnesota

The City of Duluth is blessed with a wonderful and extensive parks, recreation and open space system that defines the community's character. Like many cities, Duluth has experienced budget issues which challenge the ability to maintain and sustain the park and recreation system. HKGi was retained by the City to prepare a comprehensive master plan to guide future operation, management, and investment in the park and recreation system.

Over 1,000 residents participated in the planning process via a community survey, focus group sessions, community open house meetings and web/e-mail input. The Master Plan includes a system-wide evaluation of parks and facilities and an action plan for improvements. Key recommendations of the Plan are:

- » Improve the quality of existing parks (especially neighborhood parks),
- » Focus on connecting the community through trails and bikeways,
- » Enhance stewardship of natural resources,
- » Create stable and sustainable funding sources to improve the park system.

The Master Plan has proven to be an important tool in the City's effort to make improvements to its parks system. Since the plan was adopted the City successfully passed a bond referendum to secure dedicated park system funds. The plan has also been instrumental in providing guidance for a host of park planning, design, and construction projects that are moving the City closer to its goal of being a national outdoor recreation destination.



2015 Merit Award for Analysis and Planning

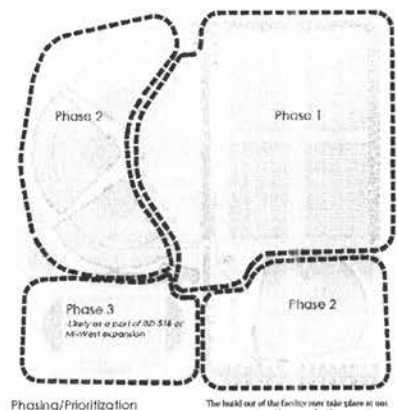
Athletic Facilities Needs Study

Worthington, Minnesota

During its annual strategic planning process, the City of Worthington identified a need to study their existing athletic facilities and develop a master plan for improvements. Through a partnership forged between the public school district, Minnesota West Community College, the Visitors and Convention Bureau, and the City, HKGi was retained to facilitate a two part process to define the demand and need for various athletic facilities in the community, and to develop a master plan to help the community meet its needs.

HKGi's public engagement approach reached hundreds of community stakeholders, including representatives of the growing Latino community, to assess how well current facilities are meeting community needs and to identify needs for new or improved facilities. In addition to gathering community input, HKGi's landscape architects provided assessments of each of Worthington's outdoor athletic facilities, identifying needed improvements, recommended time frames for making improvements, capital costs, and annual maintenance and operations costs.

The study ultimately revealed a need for a new athletic complex, which could serve as a regional draw in addition to meeting future facility needs within the community. HKGi's final report included a recommendation for locating the new complex, a master plan concept, and an overview of elements that could be incorporated into the new complex to ensure that it will meet community needs well into the future.



The study included a master plan concept for a new athletic complex (left) and a phasing plan for construction of the complex (above).

Awards

2015 TWIN CITIES GREAT PLACES AWARD

Sensible Land Use Coalition
Osseo, MN

2015 DANIEL BURNHAM AWARD FOR A COMPREHENSIVE PLAN

American Planning Association, Michigan Chapter
Comprehensive Plan; Ironwood, MI

2015 PLANNING IN CONTEXT AWARD

American Planning Association, Minnesota Chapter
Moorhead River Corridor Master Plan; Moorhead, MN

2015 INNOVATION IN PLANNING AWARD

American Planning Association, Minnesota Chapter
Lanesboro Arts Campus Vision Plan; Lanesboro, MN

2015 MERIT AWARD, ANALYSIS AND PLANNING

American Society of Landscape Architects, Minnesota Chapter
Parks and Recreation Master Plan; Duluth, MN

2015 ENGINEERING EXCELLENCE GRAND AWARD

American Council of Engineering Companies of Minnesota
Designing a City for Zero Discharge; Inver Grove Heights, MN

2015 ENGINEERING EXCELLENCE HONOR AWARD

American Council of Engineering Companies of Minnesota
Downtown Commons Enhancements; Buffalo, MN

2014 INNOVATION IN ECONOMIC PLANNING AND DEVELOPMENT AWARD

American Planning Association, Iowa Chapter
Merle Hay Road Gateway Redevelopment Master Plan; Johnston, IA

2014 INNOVATION IN PLANNING AWARD

American Planning Association, Minnesota Chapter

2013 MERIT AWARD

American Society of Landscape Architects, Colorado Chapter

2013 HONOR AWARD, PLANNING

The Waterfront Center
Great River Passage; Saint Paul, MN

2014 PLANNING IN CONTEXT AWARD

American Planning Association, Minnesota Chapter
Downtown Chaska Signage Design Guidelines; Chaska, MN

2013 MERIT AWARD

American Society of Landscape Architects, Minnesota Chapter

2009 AWARD OF EXCELLENCE

Minnesota Recreation and Park Association
River's Edge Commons; Elk River, MN

2012 HONOR AWARD

American Society of Landscape Architects, Minnesota Chapter
Metropolitan Council Stormwater Reuse Guide

2012 MERIT AWARD

American Society of Landscape Architects, Minnesota Chapter

2011 PROJECT OF THE YEAR AWARD

City Engineers Association of Minnesota
Osseo Central Avenue Streetscape; Osseo, MN

2012 MERIT AWARD

American Society of Landscape Architects, Minnesota Chapter
North Creek and Minnesota River Greenway Master Plans; Dakota County, MN

2012 PARTNERSHIP IN PLANNING AWARD

American Planning Association, Minnesota Chapter
Greenway Collaborative; Dakota County, MN

2010 PRESERVATION AWARD

Minnesota Preservation Alliance

2010 MERIT AWARD FOR PLANNING AND RESEARCH

American Society of Landscape Architects, Minnesota Chapter
Red Wing Downtown Action Plan; Red Wing, MN



Creating *places*
that *enrich* people's lives



CAMBRIDGE

Comprehensive Plan Proposal



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com



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January 29, 2016

City of Cambridge
ATTN: Marcia Westover
300 3rd Avenue NE
Cambridge, MN 55008

RE: Cambridge – Comprehensive Plan Proposal

FILE NO: 802

Dear Ms. Westover:

This letter transmits the proposal of Northwest Associated Consultants, Inc. (NAC) in response to the City's Request for Proposals for services related to the preparation of a Comprehensive Plan for Cambridge, Minnesota. NAC is a community planning firm in our 45th year working on behalf of Minnesota cities and towns in the area of land use, comprehensive planning, zoning administration, and development review.

Our staff of seven planners have assisted in the preparation of hundreds of Comprehensive Plans and updates, for scores of communities throughout the state. That resume is grounded in our core business – working with local government in implementing plans and planning objectives by preparing development regulations, review development proposals, and partnering with Planning Commissions, City Councils, and their staffs to achieve the outcomes envisioned in those plans.

By working daily with development, we have gained a special appreciation for two crucial aspects of Comprehensive Planning: 1) How cities use their plans (or don't use them!); and 2) How property owners and citizens interact with the planning process. More particularly, our daily planning relationships (some of which extend back 30 years or more) have given us the perspective of how these Plans are implemented over time. This "longitudinal" experience with planning is an essential component of our planning process and our planning recommendations.

We propose to conduct the project with two primary NAC staff members. Stephen Grittman is a principal with the firm, and will be the primary contact and project manager. Steve has served more than fifty communities throughout the upper Midwest with planning and land use projects, and is currently the consulting planner to the Minnesota cities of Buffalo, Monticello, and Little Canada. He has degrees in planning, business, and law, and has led zoning law seminars at Minnesota colleges as well as both planning and legal conferences.

Bob Kirmis has served as the principal NAC contact to the city of Elko New Market in planning and zoning assistant for more than 15 years. Additionally, Bob has served many other communities with a variety of planning projects as their consulting planner. Bob and Steve will work together to guide the process and develop the Plan, and both will be directly involved in all phases of work, research, writing, and public presentation.

Steve and Bob will be assisted by other NAC staff as work dictates, primarily in research or specialized areas of planning as dictated by the needs of the project. As we discuss in the body of our proposal, our interest is first and foremost in ensuring that the Comprehensive Plan addresses the needs and interests of Cambridge's residents and businesses, not the pre-packaged agenda of the planner. As such, we expect that the project will lead us to areas that are perhaps unanticipated. Finding those areas are the real value in Comprehensive Planning, as they often help expose the real goals and issues in a community.

We are excited to explore this project with Cambridge, and welcome the opportunity to work with your staff and engineering firm. As a community planning firm, we intentionally leave civil engineering to the engineers, and we avoid work for private development interests. Our commitment is to local government land use planning, and we believe that our focus in this area benefits our clients in unmatched experience and perspective.

Finally, we are committed to cost-effective planning efforts. It is possible to spend far more on a comprehensive plan, probably possible to spend less. We know that a plan, regardless of cost, is worthless if it never gets used in the community's routine land use planning and related activities. This commitment prevails in every phase of our work. We encourage you to contact our current clients for confirmation of our commitment to their communities in every way. We will bring this commitment to our work on the Comprehensive Plan, just as we do in our daily planning efforts.

Thank you for the opportunity to present NAC to the Cambridge community, and to propose for the city's Comprehensive Plan. We look forward to the chance to interview in person, and furthering our work in Cambridge.

Sincerely,

NORTHWEST ASSOCIATED CONSULTANTS, INC.

A handwritten signature in black ink, appearing to read "Stephen Grittman", with a long horizontal line extending to the right.

Stephen Grittman, JD, AICP

Principal

Executive Summary

Why does a community prepare and adopt a Comprehensive Plan?

There are many reasons, of course. And there are many reasons that planners give to communities for adopting a Comprehensive Plan. Everyone will agree that undertaking a project of this sort – a project that is both time-consuming and expensive – requires assurance that the Comprehensive Plan will be a relevant, useful tool of the community; a tool that will be put to regular use in a “comprehensive” way.

Unfortunately, far too few such Plans meet that objective. Instead, Comprehensive Plans are commonly prepared that are full of boiler-plate “borrowed” from other plans, or urban planning concepts completely out of context for the community, or rife with meaningless planner jargon.

NAC believes that a Comprehensive Plan has the potential for bringing great value to its community – IF the Plan is written and prepared with a single over-arching premise: A Comprehensive Plan must be grounded in the actual values and goals that the community believes in. Any Plan that is merely brought to the community by the Planner is little more than an effort to “re-train” the city in what the planner thinks its actual goals *should* be.

However, a Plan that is built on the fundamental values of the local residents and business-people can provide more efficient government, unified economic development efforts, and a clearer understanding of local priorities. This needs to be the underlying reason to undertake a Comprehensive Plan project. NAC is committed to this approach.

A history of successful planning.

NAC has been working with local Minnesota communities like Cambridge on planning and zoning projects since the early 1970s. Our focus has *always* been the needs and objectives of the community. We begin every new Comprehensive Plan project with a combination of individual and group interviews in an effort to pull out the desires and issues that the community faces. This focus on understanding what is important to the community has helped us develop projects that accomplish two major outcomes:

- 1) Plans that are tailored to the real issues facing the community; and
- 2) Plans that focus the community’s limited resources on addressing those issues, rather than on filler from planning journals.

We believe that our focus on community-based issues and goals is our main asset. But it’s not the only one. The other major asset is our extensive experience in day-to-day planning and zoning for dozens of communities throughout Minnesota. The core of our business is centered in building long-term relationships with our client communities, several of which stretch back to the company’s earliest years. Through these relationships, we have been able to experience – and react to – the impacts of various Comprehensive Planning efforts in real projects.



Instead of just popping in, writing the plan, running a few public meetings, collecting the fee, and popping back out, we have faced development decisions with local officials on a regular basis. High-sounding goals and beautiful illustrations look great in official documents, but how do they translate to economic development and zoning decisions? A vast array of engineering projects can sound alluring in a plan, but how will the city prioritize when budget realities need to be addressed every fall? The Comprehensive Plan is a useless document if it does not help the City Council, and its advisory committees, face these questions.

Perhaps more than any other consulting firm, NAC staff members participate in the daily decision-making of local communities. While planning and zoning decisions are the mainstay of these relationships, our experience extends to many other areas, including architecture, landscape architecture, parks and trails, and economic development. This has given us an unequaled opportunity to understand how local governments face issues and make decisions.

Moreover, we see every day how Comprehensive Plans guide (or in many cases, don't guide) local decision-making. We use the plans we have written. We also use the plans other consultants have written. We experience what is effective, or not so much. We bring that experience to the Cambridge Comprehensive Plan project, and this makes both the process and the result something that is valuable to the community.

Planning in context.

It must be stated that, while local issues need to dominate the process of Comprehensive Planning, broader ideas and planning concepts are important in searching for options and priorities. Thus, an idea generated in some coastal resort community and reported on in a national journal *may* have application in Cambridge. These resources, though, need to be examined in the context of the needs of the community, not to mention the laws of the state in which an idea was generated. Too often these innovative ideas are just swallowed whole and regurgitated to cities as solutions to every problem. They are exciting, and flashy, and new!

It is critical to have consultant leadership from one who is going to be conversant with these concepts, as well as the more "tried and true" approaches to land use, and who can effectively communicate the pros and cons of both. At NAC, we know that new ideas can break new ground in local government, and they can also be totally irrelevant – even harmful – in the wrong setting. We work to make sure that city officials have the ability to examine options in the context of the community's resources and goals. Then, we write plans which implement those concepts that work best for the community. This is when a plan works.

So how does our goal of community-issue planning translate to our work program?

Throughout the project, we keep the objective of community values and resources front and center. We begin with the "Tactics" interviews and meeting, and constantly examine issues and solutions in that context. Our approach is not so much a "strategy" – it is just how we do planning. We have learned in our practice that this is the only way that planning "works", so that is how NAC designs its projects, and how each of us works with our clients, day in, day out.

In the material below, we have prepared a relatively detailed work program, providing the requested information. The scope of work is a common one for Comprehensive Plan work, similar to many which we worked within on literally hundreds of projects for scores of clients throughout the state.

We know, however, that there are things we don't know. Critical information about Cambridge that cannot be culled from the website, or meeting minutes, or newspaper articles, or volunteer-run Twitter feeds. Things that will not be discovered until the project is well underway. We also know that there are things we might expect to find that will just not be true in this project. It is our experience that as a rule, these things balance out, and we commit to the identified scope, the time frame and the identified budget. We will not ask for more funding to complete the project scope we have agreed to.

Project Work Scope and Timeline

We would be ready to kick off the project as soon as the Council selects us for the project. We would look forward to scheduling an initial meeting with staff to begin setting dates for initial meetings, contact details, and firming up any questions about the schedule and process.

1. Tactics. As noted previously, we propose to begin the project with an extensive set of individual and joint interviews, toward the objective of solidly defining the community's perspective and approach to planning and land use issues. We refer to this section of work as a "Tactics" Plan, and devote particular attention to the process and results.

The deliverable from the Tactics Plan is a report that summarizes the discussions by issue, and a "Consultant's Commentary" for each issue. We work with the community to refine this report to ensure that it truly reflects the community's interests, values, and issues, and that our consultant's perspective is known and understood as well. These meetings would be scheduled as soon as possible after project award.

- A. The Tactics Plan consists of interviews with (at least) the following:
 - i. City Council, both collectively and individually.
 - ii. City Council, as the EDA
 - iii. Planning Commission, collectively, and individually as requested.
 - iv. Parks Commission collectively
 - v. City Staff, individually
 - vi. Consulting City Engineer
 - vii. Special Task Force representatives (e.g. TH 95, Library, and Aquatics Center)
 - viii. School representatives, and other local government officials as appropriate
 - ix. North 65 Chamber of Commerce and local business representatives
 - x. Local Residential Development Interests

- B. In addition to these individual interviews, we would conduct open workshop meetings with neighborhood-level small groups. We would expect to work with staff to identify 3-4 such small-group geographic areas. These workshops would be planned for mid-late March.
- C. Attendance and participation in the Minnesota Design Team visit at the end of March. NAC's participation will be as observer and resource, as appropriate. We will collect ideas and subjects for inclusion in the Tactics Plan Report, and will include an effort to talk with Design Team representatives for summary impressions and cross-over efforts with Comp Plan objectives.
- D. Compilation of Issues and Concepts from Tactics Interviews. This compilation is not a prioritization – instead it is a “laundry list” of everything we hear in these various meetings, and then a categorization. At this point, we are collecting a diverse range of ideas to ensure that we are ready to examine everything that will need to be addressed in the Plan. This preliminary report would be assembled by mid-late April.
- E. The Compilation is prepared and presented to a joint workshop of the Council and Planning Commission. The objective of this workshop is to create a hierarchy of issues and ideas, and to give some order to what begins as a relatively randomized collection of opinions. This joint presentation meeting would be scheduled for late April or early May.
- F. Preparation of Tactics Plan Report. This document is prepared as a “Strategic Plan” for the Comprehensive Plan process, and will guide the ongoing work program. Preparation would be finalized by mid-May

Timeline: 12 Weeks (Estimated March 1 – May 20)

Hours: Principal (SG) – 40 hours
 Senior Planner (BK) – 25 hours
 Support Staff – 10 hours
 Support Staff/Clerical – 5 hours

- 2. Inventory. Beginning concurrently with the Tactics Plan portion of the project, NAC staff members would engage in data collection and land use survey work. The data collection aspect of the planning process is designed to focus on those issues commonly addressed in the Comprehensive Plan, and any additional research necessary to address issues raised by the Tactics Plan activity.

Areas of inventory and research will include the following:

- A. State and Regional data source research.
- B. GIS Mapping layer research and compilation.
- C. Local existing land use research.
- D. Demographic data compilation.
- E. County property data compilation.
- F. Economic and Building Department data compilation.
- G. Environmental resources and data research.
- H. Other data research and inventory as applicable.
- I. Mapping and tabular compilation of inventory data.

The information collected during the physical inventory portion of the project is assembled and categorized for attachment as a technical chapter to the Comprehensive Plan. The data is initially analyzed early on to extract potential issues and trends that are likely to impact the community's land use planning, as well as how it will impact the issues identified during the Tactics planning phase.

Timeline: 16 Weeks (Estimated March 1 - June 17)

Hours: Principal (SG) - 15 hours

Senior Planner (BK) - 25 hours

Support Staff/GIS - 70 hours

Support Staff/Clerical - 10 hours

3. Issues Summary and Goals. With the Tactics Plan complete, and the Inventory data accumulated and sorted, we call out the identified issues from this initial phase of work and create a chapter of the Plan entitled "Issues Summary". This chapter is just what it says, a thorough examination of the essential purpose that the Comp Plan is being prepared for. We most often present this material as a combination of mapping and text, and endeavor to create an accessible list of those issues most important to the community.

As a part of this effort, we will conduct a joint meeting with the Planning Commission and City Council to prioritize the identified issues. We would anticipate this meeting to be scheduled in late May or early June, after which the chapter text would be prepared in draft form. Near the end of this portion of the project, we would schedule one of the monthly staff meetings for a review of the chapter, and incorporate comments and edits into the draft.

A central component of this section of the plan, integrating issues and priorities, is the Goals and Policies subchapter. Our process is commonly to build off of the City's previous statements of Goals, incorporating other activities for strategic planning and goal setting done through the years (including goal-setting done recently by the Council outside of the Comp Plan context), updating these statements, and adding more clarity or specificity where appropriate.

Timeline: 4 Weeks (Estimated May 23 – June 17)

Hours: Principal (SG) – 20 hours

Senior Planner (BK) – 15 hours

Support Staff/GIS 5 hours

Support Staff/Clerical 5 hours

4. Concept Planning. The first step in the physical planning process is translation of the initial study activity into a conceptual land use plan. The Concept Plan is prepared with a direct connection to the issues and resources identified in the previous stages of work, and is presented with those connections explicit. Issues from the Issues Summary are carried forward and addressed by specific aspects of the Concept Plan mapping and text.

The Plan is prepared and reviewed with staff, then reviewed by City officials at a workshop meeting. Following this meeting, an open house is scheduled for public review and comment. It is becoming common for this process to include a Social Media component, and we would work with staff to develop an opportunity for residents and business owners to review the draft, provide comment, and/or ask questions in addition to the public presentation. This can be done through the City's website, Facebook page, and other social media outlets.

Timeline: 8 Weeks (Estimated June 20 – August 12)

Hours: Principal (SG) – 30 hours

Senior Planner (BK) – 10 hours

Support Staff/GIS – 15 hours

Support Staff/Clerical – 5 hours

5. Development Framework Preparation. The Development Framework forms the bulk of the planning document, and is referred to as the "Long Range Plan" in the City's current Comprehensive Plan. This Chapter will include several subchapter plans, some of which are incorporated by reference, and others which are built new with this project. These include:

- A. Future Land Use Plan(s), including Community Design.
- B. Housing Development and Redevelopment Plan.
- C. Growth Management and Extra-Territorial Plan.
- D. Community Facilities Plans (by reference, with Engineering Consultant).
- E. Environmental and Natural Resource Plan.
- F. Downtown Development and Redevelopment Plan.
- G. Economic Development Plan.
- H. Parks and Open Space Plan.
- I. Transportation Plan (with Engineering Consultant).
- J. Other Plans as identified by the process.

Each of these subchapter plans creates a framework for implementing the goals and objectives of the community. Many of the individual plans are developed as guidelines, and will lead to ongoing efforts to add specificity, depending on the needs and priorities of the City.

For instance, the Housing Plan often leads to a re-examination of the City’s rental housing regulations, or housing maintenance codes. Land Use Plans often identify issues related to zoning and subdivision controls, and potential review of the effectiveness of those ordinances. Essentially, it is important to remember that a Comprehensive Plan is a policy document – more specific implementation actions and strategic tasks will flow out of the Comp Plan process over time.

The Development Framework portion of the project is an intense level of mapping and text development. We expect to provide completed subchapter drafts to staff for review and comment as they are completed to avoid a too-massive data dump at the end of the process. In addition, we would expect to provide a regular update for public consumption, again through social media and the City’s website, as well as the Cambridge Chronicle newsletter when timing and space would allow.

For public review purposes, we would hope to have the document ready in draft form for a public open house in early November, before the holidays begin to create scheduling problems. To accomplish this, we would hope to have the complete draft ready for a staff meeting review late October.

Timeline: 10 Weeks (Estimated August 15 – October 21)

Hours: Principal (SG) - 30 hours
 Senior Planner (BK) - 55 hours
 Support Staff/GIS - 45 hours
 Support Staff/Clerical - 15 hours



Following the staff and public reviews, we would plan to prepare a more complete draft, incorporating relevant comments and additions to the project. This activity would occur during the November and December holidays. We would expect to hold an interim meeting with staff to ensure that we have identified everything that needs to be incorporated into the final plan draft.

6. Implementation. In the previous paragraphs, we have attempted to communicate our particular interest in Implementation as a “baked-in” component of the Comprehensive Plan activities. Comprehensive Plan documents become stale when they seem to be irrelevant to the City’s issues – we seek to avoid this problem at every phase of work, including the very process we use to get to this point. Comp Plans also suffer from something we might call “consultantitis” – A nice attractive document dropped at your door, leaving the City, both Council and staff, with a “what do we do now?” problem.

As a result, we will prepare an Implementation chapter as a final aspect of the Comp Plan that identifies specific tasks, as well as a timeline priority for follow-up. Too many Implementation sections in Comprehensive Plans result in vague direction, or an overwhelming tsunami of follow-up. We make sure that this is not the case.

Finally, we continue to be available to the community to answer questions, help clarify anything that you might find after the onslaught of planning process work has passed. We hope that you will take advantage of that opportunity – and we want to make sure that you will value the relationship that we establish during the project so you will continue to find our assistance helpful.

At this point, the completed draft plan document will require review at a public hearing before the Planning Commission, and finally, formal adoption by the City Council. We would anticipate this to occur in February of 2017.

Timeline: 10 Weeks (Estimated November 15 – February 20)
Hours: Principal (SG) – 35 hours
Senior Planner (BK) – 10 hours
Support Staff/Clerical – 10 hours

Composite Timeline and Budget

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Project Initiation													
1. Tactics Planning		★	☆	+									
2. Inventory and Research													
3. Issues Summary and Goals					+								
4. Concept Planning							+	☆					
5. Development Framework										☆			
7. Implementation Strategies												+	★

- ★ Tactics Interviews and Small-Group Meetings
- ☆ Public Workshops/Open Houses
- +
- +
- ★ Public Hearing
- Staff Meetings – Monthly as scheduled (occasionally phone conference)

We have estimated the budget for the Scope of Services as described above to be \$42,500, inclusive of all expenses, time, and production costs. This will include all review copies as requested, and a final form document in electronic format of the City's preference, both editable and as a .pdf. This budget represents a "not to exceed" amount, and as noted previously, we commit to this budget and this scope. A schedule of individual billing rates is included in the appendix.

Similar Project Experience

Current NAC staff members have completed more than 100 Comprehensive Plans, land use plans and studies, and related projects within the past several years. Among many others, Mr. Grittman and Mr. Kirmis have worked on the following projects:

City of Buffalo Comprehensive Plan

Mr. Grittman completed the comprehensive plan for the City of Buffalo, MN in 2007. The community's primary emphases were growth management, transportation, and maintaining small-town character in a rapidly growing environment. Mr. Grittman also serves as Buffalo's consulting planner, helping the community address land use and zoning issues on a regular basis as needs arise. He has served in this role since 1984, implementing the objectives of the original planning study prepared for Buffalo in that year, along with subsequent plans and plan updates. He is in the process of assisting the city with an update to its zoning ordinance, a project that is anticipated to be complete in early 2016. This work has included both zoning and comprehensive plan updates over the past few years, as well as Parks and Trails System Plan in 2011.

Little Canada Comprehensive Plan

Mr. Grittman was primarily responsible for preparation of this Plan in 2009/2010. Little Canada is a fully developed north suburban community that wanted to focus redevelopment efforts on development quality and commercial area enhancement. The Comprehensive Plan was written to reflect those objectives, as well as to resolve potential conflicts with metropolitan housing goals that would threaten the city's job creation and commercial objectives. Mr. Grittman has served Little Canada as its consulting planner since 1983, and drafted the previous Comprehensive Plan for the community in 1998, along with the Zoning Ordinance update in 2010, and other planning projects.

Monticello Northwest Interchange Study

Mr. Grittman is conducting this study for the City of Monticello in 2015 - 2016. The focus of the study will be defining a land use pattern and estimating the impact of various I-94 interchange options on the city's land use and transportation system. Mr. Grittman also conducted a full Parks and Open Space Systems Plan in 2011. With Monticello since 1990, Mr. Grittman has assisted the City with full Comprehensive Plan updates and other components, several development regulations projects, and a wide variety of other municipal planning-related efforts, including a major analysis of annexation and growth as part of the City's Orderly Annexation Agreement with Monticello Township.

Project Staff Information

Resumes for Mr. Grittman, Mr. Kirmis, and Michelle Barness are included in the appendix. We anticipate that the percentage of charges to the project will be as follows:

Principal in charge:	Stephen Grittman:	34%
Senior Planner:	Bob Kirmis:	28%
Planner/ Landscape Architect:	Michele Barness:	28%
Other research and clerical staff:	Support staff:	10%

Mr. Grittman and Mr. Kirmis will be present, usually both, at all public meetings. Mr. Grittman will be responsible for administrative oversight, project direction and coordination, significant aspects of original project writing and design, and final product content and quality. Mr. Kirmis, in addition to meeting attendance, will share text preparation responsibility, along with original research and collaboration on project direction. Ms. Barness will be responsible for research, data collection, project graphics and layout, and design aspects of the work program. The remaining responsibilities will be shared by NAC support staff as assigned. We anticipate no issues in maintaining this distribution of work.

References

The following references are provided as requested in the RFP. We encourage the city to contact any of our list of clients

- Laureen Bodin, Buffalo Assistant City Administrator
763-682-1181; laureen.bodin@ci.buffalo.mn.us
- Joel Hanson, Little Canada City Administrator
651-766-4029; joel.hanson@ci.little-canada.mn.us
- Angela Schumann, Monticello Community Development Director
763-295-2711; angela.schumann@ci.monticello.mn.us

Summary

The conduct of a Comprehensive Planning process can result in significant value to a community, resulting both from the process itself, as well as the adopted Plan. Plans, however, that merely go through the motions, or incorporate jargon from other plans and places, are subject to well-deserved skepticism.

At NAC, we understand those skeptical sentiments. We too have seen communities engage a planning process that results in cost overruns, meaningless platitude, and ends in recommendations for development that follows conventional planner-speak, rather than what has made the community successful to date.

Cambridge has many resources and success stories to rely on. Like any community, Cambridge has challenges going forward. How will those challenges be met? We propose to help the community make wise choices, saturated in the realities of the community's resources and values. We know that plans built on this foundation are the only ones that have meaning. Our references will attest to our commitment to their towns. We look forward to the chance to bring this commitment to Cambridge.



Appendix



Projects with Current and Recent Clients

Albertville	Planning and Zoning Technical Assistance, Zoning Ordinance Amendments
Annandale	Planning and Zoning Technical Assistance, Extraterritorial Land Use Plan
Brainerd	Zoning Ordinance / Subdivision Regulations
Buffalo	Planning and Zoning Technical Assistance, Comprehensive Plan
Burnsville	Planning and Zoning Technical Assistance, Landscape Ordinance, Architectural Guidelines
Delano	Planning and Zoning Technical Assistance, Zoning Ordinance, Annexation Study
Dundas	Planning and Zoning Technical Assistance, Zoning Ordinance, Industrial Park Study
Elko New Market	Planning and Zoning Technical Assistance, Zoning Ordinance, Subdivision Ordinance, Parks Plan, Comprehensive Plan, Parks and Trails Plan
Howard Lake	Planning and Zoning Technical Assistance
Le Sueur	Planning and Zoning Technical Assistance
Linwood Township	Comprehensive Plan Update
Little Canada	Planning and Zoning Technical Assistance, Zoning Ordinance, Comprehensive Plan
Loretto	Planning and Zoning Technical Assistance, Comprehensive Plan Update
May Township	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Monticello	Planning and Zoning Technical Assistance
New Hope	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Northfield	Planning and Zoning Technical Assistance
Orono	Planning and Zoning Technical Assistance
St. Francis	Planning and Zoning Technical Assistance, Comprehensive Plan Update, Zoning Ordinance Update
St. Paul Park	Planning and Zoning Technical Assistance
Spring Park	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Sunfish Lake	Planning and Zoning Technical Assistance, Comprehensive Plan Update





2016 CHARGE RATES

Effective January 1, 2016

Employee	Private	City
Alan Brixius, Principal	155.00	131.50
Stephen Grittman, Principal	155.00	131.50
Bob Kirmis, Senior Planner	140.00	115.00
Nate Sparks, Senior Planner	97.50	85.00
Michelle Barnes, Graduate Landscape Architect / Planner	75.00	65.00
Ryan Grittman, Planner	57.50	50.00
Secretarial	50.00	43.00
Dan Sjoldal, R.L.A., Associate	120.00	120.00
Dan Wilson, Financial Analyst	130.00	130.00





STEPHEN GRITTMAN, AICP

Principal

EDUCATION

William Mitchell College of Law

- Juris Doctor

Cardinal Stritch University

- Bachelor of Science in Management
University of Minnesota

California State Polytechnic University

- Urban Planning

PROFESSIONAL AFFILIATIONS

American Institute of Certified Planners

American Planning Association

Minnesota Chapter of American Planning Association

American Bar Association

Sensible Land Use Coalition

EXPERIENCE

1983-Present

Principal, Northwest Associates Consultants, Inc.
Consulting City Planner: Annandale, MN; Buffalo, MN;
Little Canada, MN; Mendota Heights, MN; Monticello,
MN; Rogers, MN

1981-1983

Land Use Planner, K. Bordner Consultants, Inc.,
Bloomington Minnesota

1978-1981

Landscape Designer, Braeger Construction,
Upland, California

AREAS OF SPECIALTY

Community Planning

Comprehensive community planning. Policy planning and analysis, strategic planning and goal setting, community needs analysis, growth management strategy planning.

Representative Projects: Comprehensive Plans in Buffalo, MN; Watertown, MN; Monticello, MN; Thief River Falls, MN; Rockford, MN; Little Canada, MN; Excelsior, MN.

Expert Testimony

Testimony, analysis, and report preparation on behalf of cities and private property owners for condemnation commissions. Minnesota Municipal Board hearings and District Court.

Representative Projects: Condemnation – Cities of Minneapolis, MN; Ramsey, MN; Monticello, MN; Victoria, MN.

Annexation – Cities of North Branch, MN;

Alexandria, MN, Monticello, MN; Winona, MN;

District Court – Various.

Rural Development

Land use policy planning, agricultural preservation, rural residential zoning, annexation and incorporation analysis, rural environmental planning.

Representative Projects: Comprehensive Plan in Goodhue County, MN; Land Use Plan in Stearns County, MN; Annexation Analyses in Alexandria, MN; Winona, MN; Monticello, MN.

Downtown Planning

CBD development and redevelopment design, pedestrian and vehicular circulation system analysis and design, streetscape/storefront design, and historic preservation.

Representative Projects: Downtown Plans in Buffalo, MN; Wayzata, MN; Excelsior, MN. Design Guidelines in Little Canada, MN; Excelsior, MN.

Land Use Planning

Master land use planning, municipal zoning and subdivision ordinance preparation, technical assistance and project review, shoreland zoning preparation.

Representative Projects: Zoning and Subdivision Ordinance in Little Canada, MN; Goodhue County, MN; Rockford, MN; Elko, MN; Stearns County, MN. Technical Assistance in multiple communities.

Park, Trail, and Open Space Planning

Planning and design of parks and open space systems, park use and needs analysis, park/trail system surveys, park site design.

Representative Projects: Parks System Master Plans in Buffalo, MN; Monticello, MN; Parks Planning in Lakeville, MN; Glenwood, MN; Rockford, MN; Monticello, MN.



BOB KIRMIS, AICP

Senior Planner

EDUCATION

- North Dakota State University, Fargo, ND
- Master of Community and Regional Planning
- Bachelor of Architecture in Architecture
- Bachelor of Science in Architectural Studies

PROFESSIONAL AFFILIATIONS

- American Institute of Certified Planners
- American Planning Association
- Minnesota Chapter of American Planning Association

EXPERIENCE

2001-Present	Planner, Northwest Associated Consultants, Inc. Consulting City Planner: Elko New Market, MN; Loretto, MN
1998-2001	Planner, City of Eagan, MN
1988-1998	Planner, Northwest Associated Consultants, Inc.
1986-1988	Assistant Planner, City of Fargo, ND

AREAS OF SPECIALTY

Comprehensive Planning

Assist local and regional governments in the preparation and implementation of comprehensive plans. Addressing land use, transportation, natural resources, housing, historic preservation, development management and policy planning.

Representative Projects: Comprehensive Plans in Montrose, MN; Otsego, MN

Development Regulations and Administration

The establishment and/or revision and implementation of zoning, subdivision, licensing, and other land use regulations, with experience in specialized topic areas such as environmental regulation, sexually oriented uses and telecommunication regulations. Provide technical assistance in subdivision and site plan review for zoning ordinance and comprehensive plan compliance.

Representative Projects: Zoning Ordinances in Lino Lakes, MN; Otsego, MN; St. Augusta, MN; Elko New Market, MN; Montrose, MN

Site and Project Planning

Planning and design of commercial, industrial and residential development with regard to site function, land use compatibility and coordination with support services and utilities.

Representative Projects: Otsego, MN; Lino Lakes, MN; Montrose, MN; Elko New Market, MN

Demographic Studies

Identify and forecast community growth patterns and demographic characteristics for the purpose of comprehensive and project planning.

Recreation Planning

Planning and design of municipal park site plans and preparation of municipal trail parks.

Representative Projects: Buffalo, MN; Montrose, MN; Monticello, MN

Annexation/Incorporation

The preparation of background studies and analysis on annexation and incorporation matters, plus expert testimony before related State agencies.

Representative Projects: Otsego, MN; St. Augusta, MN

Market Research and Feasibility Studies

Assist clients with the necessary background studies prior to the development of or changes to a site or region. Studies include a thorough research and analysis of demographics, population growth or decline, settlement patterns, land uses, zoning, transportation, and all other physical, social and economic considerations.

Representative Projects: Dodge County, MN

Historic Preservation

Assist local governments in the preparation and implementation of historic (heritage) preservation ordinances.

Representative Projects: Otsego, MN



MICHELLE BARNES

Graduate Landscape Architect / Planner

EDUCATION

- Master of Landscape Architecture
University of Minnesota
- B.A. Political Science and Environmental
Studies – Luther College, Decorah, IA

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects

AWARD

- 2010 American Society of Landscape
Architects Student Merit Award
- Capstone Award - Master of Landscape
Architecture
- Jo Tushie Fellowship in Landscape
Architecture
- Student Design/Scholarship Excellence
Award – U of M College of Design

EXPERIENCE

2012 – Present	Graduate Landscape Architect/Planner at Northwest Associated Consultants, Inc. Consulting City Planner: Sunfish Lake, MN
2009-2012	Landscape Design Assistant, Metro Blooms, Minneapolis, MN
2011-2012	Adjunct Asst. Professor of Landscape Architecture, University of MN, Minneapolis, MN
2010-2012	Research Fellow, Metropolitan Design Center, University of MN, Minneapolis, MN
2009	Community Planning Intern, National Park Service, St. Paul, MN

AREAS OF SPECIALTY

Planning and Zoning Administration

Provide technical assistance to municipalities in the implementation of zoning ordinance regulations and comprehensive plan policies. Site plan and subdivision review; specialized zoning and land use studies; creation and revision of zoning ordinance standards.

Representative Projects: Sunfish Lake, MN; Albertville, MN; Delano, MN; Monticello, MN.

Land Use Planning

Land use analysis, comprehensive planning.

Representative Projects: Delano, MN Comprehensive Plan Update; Rogers, MN Comprehensive Plan Update.

Site Planning & Design

Create site designs integrating the layout of buildings, landscaping, parking, pedestrian movement, stormwater management areas, and open space. Prioritize the implementation of sustainable technologies and ecological design in creating resilient places.

Representative Projects: Casey Jones State Trail Trailhead, Pipestone, MN (NPS Rivers, Trails & Conservation Assistance Program); Downtown parking lot redevelopment (Buffalo, MN).

Biophysical & Urban Form Research

Inventory and analyze environmental, cultural, and historical conditions; synthesize information in written or graphic format for use in community planning & design efforts.

Representative Projects: "Urban Design Framework for the University District" (Metropolitan Design Center; University of Minnesota).

Park, Trail, and Open Space Planning

Planning related to local parks and trails, and community scale open space systems. Apply landscape ecology principals in identifying opportunities for connected recreation areas and greenway corridors.

Representative Projects: Jessica Weishair Memorial (Albertville, MN); Ojiketa Regional Park Capstone Project (University of Minnesota, MLA).

Technical Competencies

Employ computer aided design programs in creating graphic materials to illustrate study analysis and design proposals. Compile planning reports and project summaries using word processing and presentation software. Geographic Information System (GIS) map analysis and creation, to support land use, open space, & transportation studies/ decision-making.

Background

Pursuant to City Council authorization on July 20, 2015, Short, Elliott, Hendrickson (SEH) has completed the plans and specifications for the 2016 Street Improvement project. The project consists of improving the streets and underground utilities on the following streets:

1. S. Cleveland Street from 2nd Ave SE to 11th Ave SE.
2. S. Fillmore Street from 2nd Ave SE to 3rd Ave SE.
3. 3rd Avenue SE from S. Cleveland St to S. Garfield St.
4. 8th Avenue SE from S. Cleveland St to S. Railroad St.

The proposed improvements include replacing existing and installing new utilities (sanitary sewer, water main and storm sewer), reconstructing the streets and sidewalks, and installing additional street lighting. These improvements are included in and are consistent with the City's current Capital Improvement Plan.

For construction efficiency and better bidding, the following items are also included in these plans:

1. North McKinley Street from TH95 to 2nd Ave NE improvements.
2. Main Street from 3rd Ave S to Emerson Street milling and overlaying.
3. 2nd Avenue West adjacent to the Community College milling and overlaying.
4. Rum River City Park fishing pier improvements.
5. Central Greens Park tennis court improvements.
6. Sanitary sewer meter manhole at Pine Village.

A set of plans and specifications is located in the mail room at City Hall for review prior to the Council meeting. If approved, bids are anticipated to be opened on March 17, 2016.

Council Action

1. Staff recommends approval of the Resolution No. R16-014 approving plans and specifications and authorizing advertisement for bids for the 2016 Street Improvements.

Attachments

1. Resolution No. R16-014 approving plans and specifications and ordering advertisement for bids for the 2016 Street Improvements.

Resolution No. R16-014

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENTS FOR BIDS
(2016 STREET IMPROVEMENTS)**

WHEREAS, pursuant to City Council authorization on July 20, 2015, the City's Engineer has prepared plans and specifications for the 2016 Street Improvements, consisting of street, curb and gutter, sanitary sewer, water main, storm sewer, sidewalk, and street lighting improvements to South Cleveland Street from 2nd Avenue SE to 11th Avenue SE, South Fillmore Street from 2nd Avenue SE to 3rd Avenue SE, 3rd Avenue SE from South Cleveland Street to South Garfield Street, 8th Avenue SE from South Railroad Street to South Cleveland Street, and North McKinley Street from Highway 95 to 2nd Avenue NE; and, Main Street mill and overlay improvements from 3rd Avenue South to the northerly city limits, 2nd Avenue West mill and overlay improvements from County Road 70 to 1000 feet east, Rum River City Park fishing pier improvements, Central Greens Park tennis court improvements, and Pine Village sanitary sewer metering manhole improvements;

including proposed assessments to the benefited property for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429;

NOW THEREFORE, BE IT RESOLVED by the City Council of Cambridge, Minnesota that:

1. Such plans and specifications, a copy of which are attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in the Construction Bulletin an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published three weeks prior to the bid, shall specify the work to be done, and shall state when bids are to be received, at which time they will be publicly opened in the Council chambers of the City Hall by the city engineer, will then be tabulated, and will be considered by the City Council at the next official meeting of the City Council, in the Council chambers of City Hall, 300 Third Avenue NE, Cambridge, Minnesota. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit cashier's check, bid bond or certified check of five (5) percent of the amount of such bid.

Passed by the City Council of the City of Cambridge
This 16th Day of February, 2016

Mayor Marlys A. Palmer

City Administrator Lynda Woulfe

Prepared by: Lynda J. Woulfe, City Administrator

Background

The Library Task Force has been working hard on making the realization of a new library in our community a reality. They have prepared a request for proposal (RFP) for a professional fundraiser in hopes of raising \$1 million to support the construction of the library. The RFPs are due on February 19 and will be reviewed by the Task Force on Monday, March 14. The Friends of the Library group is coordinating this effort and will be paying for the costs for hiring the fundraiser.

The Library Task Force is requesting City Council invest in a sign on the property where the library is to be located and two additional vinyl banners that they could put in strategic locations (to be determined) to encourage donations to the library project. Included with the packet is the sign they are proposing for the site. It would be a 4' x 4' wood sign with vinyl letter and produced in color. If Council approves, I will seek quotes for the sign and I am asking for permission to extend up to \$2,500 for this purpose.

Finally, the Friends of the Library group would like to ask the City Council to serve as the fiscal agent for the fundraising and for permission to collect donations via the City's website. Our website is equipped to handle credit card transactions so people can easily use our site to make any size donation they would like. This will work especially well for those people looking to donate towards the Square Foot Club (\$250 donation level). We will be able to track transactions and maintain a list of those that have donated this way as well. If the library project does not go, the Friends of the Library have stated that donations would be returned to the individuals making the donations. Therefore, thorough accounting is imperative in this endeavor.

Recommendation

Authorize the purchase of a library project site sign, two vinyl banners, permit the City to serve as the fiscal agent for the fundraising efforts, and permit donations to be accepted via the City's website.

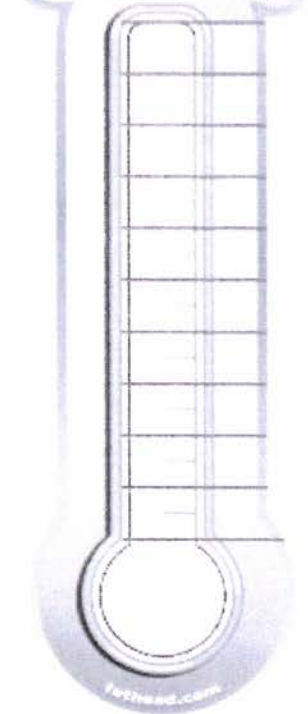
Future Home of Cambridge Public Library

*preliminary design for the new library



\$1,000,000

GOAL!



Fundraising is now in progress!

For donation options visit www.ci.cambridge.mn.us

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