

Cambridge City Council Meeting Announcement and Agenda
Monday, June 17, 2024 at 6:00 PM
Cambridge City Hall, 300 3rd Avenue NE

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

Tentative Time	Agenda Item
6:00 pm	1. Call to Order and Pledge of Allegiance
	2. Citizens Forum
6:02 pm	3. Approval of Agenda
	4. Consent Agenda
	A. Approval of Regular City Council Meeting Minutes for June 3, 2024 (p. 3)
	B. Approve Warrants 129186-129421 and ACH/Wire items totaling \$2,020,724.08 (p. 8)
	C. Approve Sister City Commission Appointments (p. 46)
	D. Resolution R24-043 Approve Inter-fund Transfers (p. 47)
	E. Approve Road Closure for 7 th Annual Cambridge Arts & Crafts Fair (p. 49)
	F. Approve R24-044 Application for Payment #1 from Douglas-Kerr for 2024 Street Improvements (p. 60)
	G. Approve R24-045 Application for Payment #6 from Douglas-Kerr for Well No 9-Contract B (p. 69)
	H. Approve Service Plan Agreement for State Plan Review with Chris Kearney (p. 75)
	I. Approve R24-042 Interim Use Permit for Fowl-1463 Roosevelt St. S. (p. 80)
	J. Approve R24-046 Accept Restricted Donation for the Police Dept (p. 85)
	5. Work Session
	A. "Cambridge Shores" Parks Master Plan Presentation by SHE (p. 87)
	6. Unfinished Business
	A. Cambridge Airport North Apron Reconstruction Bid Approval and Professional Services Agreement (p. 89)
	7. New Business
	A. Street Reconstruction and Overlay Plan for 2025-2029 (p. 118) <ul style="list-style-type: none"> 1. Public Hearing 2. Approve R24-047 Adopting Street Reconstruction and Overlay Plan for 2025-2029
	B. Approve R24-041 Variance- Exterior Material- 503 Cleveland St S. (p. 130)
	C. Approve Ordinance 787 Auto-Oriented Uses and tire changes (p. 138)
	D. Approval of work to the Cambridge Library (p. 140)
	E. Approve Contract with On-Call Cleaning Services (p. 144)

	8. Commission Minutes and Committee Reports
	A. Planning Commission meeting DRAFT minutes from June 4, 2024 (p. 151)
	B. Sister City Commission meeting DRAFT minutes from May 16, 2024 (p. 155)
	9. Mayor’s Report
	10. Council Concerns
	11. City Attorney’s Report
	12. City Administrator’s Report
	13. Adjourn

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

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

Upcoming Meetings and Events		
Date	Time	Meeting/Event
Thursday, June 20, 2024	6:30 pm	Free Downtown Concert – Good for Gary
Thursday, June 27, 2024	10:00 am	Free Kids Event – Little Blue’s Traveling Zoo & Snake Discovery
Friday, June 28, 2024	5:00 pm	Free Concert in the Park – Girls Night Out
Monday, July 1, 2024	6:00 pm	City Council
Tuesday, July 2, 2024	7:00 pm	Planning Commission
Thursday, July 4, 2024	Dusk	Fireworks Display
Monday, July 8, 2024	7:00 pm	Parks, Trails & Recreation Commission
Monday, July 15, 2024	5:45 pm	EDA
Monday, July 15, 2024	6:00 pm	City Council
Thursday, July 18, 2024	6:30 pm	Free Downtown Concert – 5 Minute Major
Thursday, July 25, 2024	10:00 am	Free Kids Event – Bob the Beachcomber
Friday, June 28, 2024	5:00 pm	Free Concert in the Park – Hard Day’s Night
Monday, August 5, 2024	6:00 pm	City Council
Tuesday, August 6, 2024	4:00 pm	National Night Out
Tuesday, August 6, 2024	7:00 pm	Planning Commission
Tuesday, August 13, 2024	7:00 am	Primary Elections
Thursday, August 15, 2024	6:30 pm	Free Downtown Concert – The High 48’s
Saturday, August 17, 2024	10:00 am	Art Fair
Monday, August 19, 2024	5:45 pm	EDA
Monday, August 19, 2024	6:00 pm	City Council
Thursday, August 22, 2024	10:00 am	Free Kids Event –Bounce Houses in the Park
Friday, August 30, 2024	5:00 pm	Free Concert in the Park – The Crown Jewels

Cambridge City Council Meeting Minutes May 3, 2024

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

Members Present: Mayor James Godfrey; Councilmembers Lisa Iverson, Aaron Berg, Mark Ziebarth, and Bob Shogren.

Staff Present: City Administrator Vogel, Deputy City Administrator Smith, Outgoing Police Chief Shuster, Incoming Police Chief Machin, Incoming Deputy Police Chief Hagen, Sargent Chad Saelens, Officer Scott Horsman, Officer Eric Baumgaard, Deputy Fire Chief Benzen, Community Development Director Westover, and Assistant to the City Administrator Seiberlich.

Call to Order

Godfrey called the meeting to order at 6:00 pm and led the Pledge of Allegiance.

Approval of Agenda

Godfrey requested to amend the agenda, moving Item 8A Thanking of Chief Schuster to Item 3A and changing the swearing in ceremonies to Item 3B. He also requested to add Item 7C Call for Public Hearing on Street Reconstruction and Overlay Plan.

Iverson moved, seconded by Ziebarth, to approve the amended agenda. All voted aye, no nays, motion passed unanimously.

Thank you to Chief Shuster

Godfrey provided some history on Schuster's career with the Cambridge Police Department. He started in 1997, and in that time he has served as an officer, sergeant, and chief for the department, with over 20 years in a leadership role. He was named chief in 2017, and has led with integrity, dedication, and diligence. He has been a tremendous representative of the city with his positive and professional character. Godfrey thanked Schuster for his years of service to the city, expressed gratitude to his family for their support, and congratulated him for a well-earned retirement.

Schuster thanked Council and administration for its support during his career, as well as thanking his officers for their support and service. He stated that what he had said on his swearing in still rings true: he is honored and humbled to serve as the Chief of Police of Cambridge.

Swearing in of Police Chief Machin and Deputy Police Chief Hagen

Godfrey said Shawn Machin has been with the Cambridge Police Department since 2004 starting as a volunteer reserve. He has a master's degree in public administration, and has attended staff and command training for upper-level leadership in law enforcement agencies. In his time with the department, he has served in every position and has spent his entire law enforcement career with the Cambridge Police Department. Staff are proud to hire and promote from within.

Chief of Police Schuster swore in incoming Chief of Police Machin.

Machin said Hagen has been a member of the Cambridge community for most of his life, both living and growing up in Cambridge and serving as an officer. Hagen holds a Bachelors in Criminal Justice from St. Cloud State and a Master's in Public Administration from Hamline University. Hagen joined the police department in January of 2019 and has served as a use of force instructor, field training instructor, and most recently, detective. During his time as a detective, he was a tireless investigator who looked for ways to improve and hone his skills. What impressed Machin the most is Hagen's drive to bring justice to those who have been impacted by some of the most heinous crimes the department investigates. Machin stated he was excited to work hand in hand with Hagen and strive to provide the community with the best police department possible.

Chief of Police Machin swore in incoming Deputy Chief of Police Hagen.

Consent Agenda

Berg moved, seconded by Shogren, to approve consent agenda Items A-G:

- A. Approval of Regular City Council Meeting Minutes for May 20, 2024
- B. Draft April 2024 Financial Statements
- C. Resolution R24-039 Approve Certification of Delinquent Accounts
- D. Approve Road Closure for Third Thursday Events
- E. Approve Conditional Offer Letter for Finance
- F. Purchase Agreements for PID: 05.008.7200 & 05.008.1900
- G. Approve Conditional Offer Letter for Public Works

Upon roll call, Godfrey, Shogren, Ziebarth, Berg and Iverson voted aye, no nays. Motion carried unanimously.

Work Session

A. Discussion of Internet Posting Guidelines for City Website and Social Media

Vogel said a citizen requested to include an amenity that falls outside the city limits onto the city webpage. Previously Council has stated it was opposed to adding amenities outside of city limits. Vogel asked for feedback whether the website should be limited to city amenities or should include community offerings that may be outside of city limits, but may benefit or impact residents.

Berg stated to provide responsible utilization of Cambridge tax payer dollars, he felt the website should be limited to city limits only, or events that are joint sponsored by the city. All Councilmembers were in agreement.

Unfinished Business

No unfinished business

New Business

A. Approve Lodestar Psychology and Consulting as new officer wellness program for PD

Berg motioned, seconded by Ziebarth, to table 7A until Police Chief Machin was available. All voted aye. After motion passed, Machin was prepared to present the item.

Machin said in 2022 the police department began using Blue Peak Consulting for their officer wellness program. This was a wonderful program, though over the years a consistent theme shared by staff is that Blue Peak does not meet the needs of the agency and officers were unsatisfied with the level of service received.

Machin said after research, the option that appears to be the best fit for the department's officer wellness needs is Lodestar Psychology and Consulting. Lodestar provides services that would be more beneficial to the officers. In the past after a critical incident, the department outsourced therapy needs, but officers were reluctant to speak with the therapy providers due, in large part, to a lack of trust. By developing a relationship with the providers at Lodestar, it is hoped that officers would be more willing to seek help if they need it. In the event of a critical incident, their assigned therapist would come to the department to facilitate the debriefing.

Machin expressed his belief that it is not only officers that are hired, but also their families. Lodestar offers first responder lifestyle training for new employees, and offers family and couples workshops on a quarterly basis. This will help ensure officers, and their families, are prepared to become police officers.

The cost between Lodestar and Blue Peak is roughly the same, at around \$3,000 every six months. Lodestar also offers each employee, and/or their household members, up to six therapy sessions annually. This is an additional cost for the department, and if every officer in the department were to utilize the service the cost is not insignificant. Since this is a pay as you go model, if no one utilizes this service, it will not cost the city anything. Though Finance Director Moe assured Machin the department's budget is sufficient for this expense even if all officers participate.

This meets Core Strategy #2 by providing on-going trainings for our staff while also helping to maintain proper staffing levels by ensuring our officers receive the help they need when they need it.

Iverson motioned, seconded by Ziebarth, to approve the service agreement for Lodestar Psychology and Consulting to become the Police Department's new officer wellness provider.

Shogren asked where Lodestar was located, Machin thought it was in the Circle Pines area, but was not sure.

Upon vote, all voted aye, no nays. Motion passed unanimously.

B. Discuss ECN ARMER Grant Opportunity

Benzen said the Emergency Communication Network (ECN), a division of the Minnesota Department of Public Safety, is offering a new ARMER Equipment Grant. ARMER is the technical term for the 800mhz radios that the Cambridge Fire Department, and all of its partners, use on a daily basis. The

Cambridge Fire Department currently uses radios that are almost 15 years old and nearing the end of their life cycle.

It is expected that the city would need approximately \$60,000 to fund new radios for command staff and command vehicles. This would replace many of the portable radios, along with some mobile radios used in vehicles. The grant requires 5 percent matching funds, which would be approximately \$3,000. The funds would come from donations or the department's budget.

Shogren motioned, seconded by Berg, to approve the request to apply for the Emergency Communication Network ARMER Equipment Grant and agreeing to the 5 percent matching funds, up to \$3,000, if awarded. All voted aye, no nays, motion passed unanimously.

C. Call for Public Hearing on Street Reconstruction and Overlay Plan

Vogel said this item is to call for public hearing on street reconstruction and overlay plan for June 17th at 6:00 pm. Typically, street projects are scheduled every two years, though occasionally they also occur on odd years. This project has been scheduled for 2025.

Iverson motioned, seconded by Ziebarth, to approve R24-040 Call for a Public Hearing on Street Reconstruction and Overlay Plan on June 17th at 6:00 pm.

Shogren asked if the resolution is meant to change the schedule, Vogel replied not overall. This is in the long-range plan as laid out, and is one of the small segments of projects done in off years.

Upon vote, all voted aye, no nays. Motion passed unanimously.

Mayor's Report

B. 4th of July Planning

Godfrey and Councilmembers discussed planning for the fireworks display. After some discussion, it was agreed to discuss again during the June 17th meeting. Shogren asked about using KBEK to broadcast the singing of the national anthem, as it is hard for those far away to hear over the PA speakers. Godfrey said he would look into it.

C. Final call for candidate filing

Godfrey reminded those present that tomorrow, June 4th at 5:00 pm, is the deadline to file for candidacy for the local races, there are two seats open on the city council.

Council Concerns

No Council concerns

City Attorney's Report

No City Attorney's report

City Administrator's Report

A. General Update

Vogel complimented council on how efficiently it runs. He asked Councilmembers to pause and reflect on how impactful today was for the city. He stated it was important to take a half step back

and realize the city welcomed an entirely new leadership team into the police department, while continuing its commitment to infrastructure replacement so nothing falls behind.

Adjournment of Council Meeting

Being no further business before the City Council, Berg moved, seconded by Shogren, to adjourn the regular meeting at 6:33 pm. All voted aye, no nays. Motion passed unanimously.

James A. Godfrey, Mayor

ATTEST:

Evan Vogel, City Administrator

CAMBRIDGE CITY COUNCIL MEETING
 June 17, 2024
 BILLS LIST

Disbursement Type:	Date	Check #s	Submitted For Approval
Prepaid Checks	5/15/2024	129186 - 129245	778,916.10
Prepaid Checks	5/22/2024	129246 - 129309	202,920.86
Prepaid Checks	5/29/2024	129310 - 129358	180,504.70
Prepaid Checks (Note--check for Fire Truck being held until delivery)	6/5/2024	129359 - 129421	249,916.06
Total Checks			1,412,257.72
 PAID THROUGH ACH or WIRE May 2024:			
Payroll			284,036.84
Federal Payroll Tax Withholding			86,493.25
State Payroll Tax Withholding			17,614.30
PERA Withholdings			76,982.70
Deferred Comp Premiums			4,740.00
Self Insurance & Flex & Select Account Admin Fee			9,099.42
ECE			48,265.37
Sales & Use Tax Payments to State of MN			48,770.00
Centerpoint			12,710.41
LePage			1,493.79
Wright Express (City wide fuel cards)			10,767.55
Connexus			1,155.31
Midcontinent			4,214.47
Reliance Life Insurance ACH			1,439.25
AFLAC			58.70
Happy Productions Interest Subsidy			625.00
Total Paid through ACH or Wire			608,466.36
 TOTAL SUBMITTED FOR APPROVAL			\$2,020,724.08

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of City check disbursements from 5/9/2024-6/6/2024 and all other disbursements for May 2024.

Caroline Moe 6/6/2024
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 6/6/2024
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
70	Adam's Pest Control, Inc.	Pest Control - Liquor Store	80.91
Total 70:			80.91
175	Amazon Capital Services, Inc.	Uniform Allowance - Police	173.54-
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Water	286.21
175	Amazon Capital Services, Inc.	Uniform Allowance - Police	179.95
Total 175:			292.62
521	Bellboy Corporation	Liquor Store Merchandise	497.90
521	Bellboy Corporation	Credit Liquor Merchandise	33.00-
521	Bellboy Corporation	Liquor Store Merchandise	2,959.90
Total 521:			3,424.80
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,798.10
551	Chas A. Bernick Inc.	Liquor Store Merchandise	110.52
551	Chas A. Bernick Inc.	Keg Return	60.00-
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	69.28-
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	8.40-
Total 551:			2,770.94
718	Brothers Fire & Security	Annual Monitoring Security Account - City Hall	350.00
718	Brothers Fire & Security	Annual Monitoring Fire Alarm Account - City Hall	475.00
Total 718:			825.00
846	Cambridge Collision Inc.	Fire Dept Vehicle Repair - 2023 Chev Tahoe	2,339.37
Total 846:			2,339.37
1140	Cintas Corporation	Rug Rentals - Street Dept	16.18
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
1140	Cintas Corporation	Uniform Rental - Parks	8.74
1140	Cintas Corporation	Uniform and Rug Rentals - Water/Wastewater	154.61
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	181.46
1140	Cintas Corporation	Uniform Rental - Parks	10.95
Total 1140:			376.69
1236	Comm of MMB, Treasury Div	Admin Traffic Citation Fines - April	160.00
Total 1236:			160.00
1336	Crystal Springs Ice	Liquor Store Merchandise	801.36
1336	Crystal Springs Ice	Delivery Charge	4.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1336:			805.36
1381	Custom Fire Apparatus, Inc	4-Door Tandem Pumper Truck - Fire Dept	553,869.20
Total 1381:			553,869.20
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	2,933.60
1396	Dahlheimer Beverage, LLC	Keg Deposit	60.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	69.00
1396	Dahlheimer Beverage, LLC	Keg Deposit	30.00
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	37.70-
Total 1396:			3,054.90
1681	ECM Publishers, Inc.	Advertising - Liquor Store	1,912.28
Total 1681:			1,912.28
1707	Edward Holdings LLC	Refund Overpayment Final Water Bill 1-10522	54.47
Total 1707:			54.47
1921	Ferguson Waterworks	Meters & Repairs	2,181.46
Total 1921:			2,181.46
2059	Synchrony Bank	Misc Operating Supplies - Streets	27.57
2059	Synchrony Bank	Repair & Maint Supplies Veh/Eq - Streets	94.99
2059	Synchrony Bank	Grass Seed	739.90
Total 2059:			862.46
2093	Gleason, Matthew & Sarah	Refund Overpayment Final Water Bill 1-21052	78.20
Total 2093:			78.20
2182	Winebow	Liquor Store Merchandise	1,206.00
2182	Winebow	Freight Charges	3.00
Total 2182:			1,209.00
2188	Gratitude Farms	Animal Control Services	400.00
Total 2188:			400.00
2341	Hawkins, Inc.	Chemicals - Wastewater	2,029.60

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2341:			2,029.60
2636	Minnesota Equipment	Repair & Maint Supplies Veh/Eq - Parks	230.37
Total 2636:			230.37
2701	Isanti Rental, Inc.	Small Tools & Equipment - Parks	494.99
Total 2701:			494.99
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,384.00
2796	Johnson Brothers Liquor Co	Delivery Charge	17.29
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	252.00
2796	Johnson Brothers Liquor Co	Delivery Charge	9.10
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	48.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,454.00
2796	Johnson Brothers Liquor Co	Delivery Charge	30.94
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	126.00
2796	Johnson Brothers Liquor Co	Delivery Charge	1.82
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,821.11
2796	Johnson Brothers Liquor Co	Delivery Charge	43.68
Total 2796:			7,187.94
3146	League of Minnesota Cities In	Property/Casualty Coverage Premium	57,661.00
Total 3146:			57,661.00
3461	McDonald Distributing Compa	Credit Liquor Merchandise	10.60
3461	McDonald Distributing Compa	Liquor Store Merchandise	1,412.50
3461	McDonald Distributing Compa	Liquor Store Merchandise	8,374.40
Total 3461:			9,776.30
3521	Menards	Misc Operating Supplies - Parks	2.99
3521	Menards	Small Tools & Equipment - Police	139.97
Total 3521:			142.96
3536	Metal Coatings & Mfg. Co.	Fire Hydrant Sandblast/Prime/Paint - Fire Dept Office	353.75
Total 3536:			353.75
3671	Minnesota City/County Manag	Membership - A. Smith	200.00
Total 3671:			200.00
3755	Minuteman Press	Summer Activities Banner	165.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3755:			165.00
3876	Minnesota Pollution Control A	Certificate Fee - Putzke	15.00
Total 3876:			15.00
3929	Moose Lake Brewing Co. LLC	Liquor Store Merchandise	54.00
Total 3929:			54.00
3998	Mussehl, Michael	Refund Overpayment Final Water Bill 1-7565	51.38
Total 3998:			51.38
4001	MVTL Laboratories Inc.	Testing - Water	84.40
Total 4001:			84.40
4041	National Fire Safety Council	Fire Safety Ed Program Donation	125.00
Total 4041:			125.00
4071	NCPERS Group Life Ins.	Group Vol Life Ins - PERA	336.00
Total 4071:			336.00
4168	North Metro Television	Consultation/Writing RFQ - A/V Equipment	2,000.00
Total 4168:			2,000.00
4335	Oracle America, Inc.	Oracle Public Safety Personal & Vehicle Comm	2,754.00
Total 4335:			2,754.00
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,012.85
4476	Phillips Wine & Spirits	Delivery Charge	18.20
4476	Phillips Wine & Spirits	Liquor Store Merchandise	865.16
4476	Phillips Wine & Spirits	Delivery Charge	36.40
4476	Phillips Wine & Spirits	Delivery Charge	1.82
Total 4476:			1,934.43
4478	Pierson, Blane	Refund Overpayment Final Water Bill 1-16412	60.54
Total 4478:			60.54
4532	Pole Painting Plus!	Fire Hydrants Painting	10,400.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4532:			10,400.00
4626	Purchase Power	Postage Meter Refill	857.50
Total 4626:			857.50
4698	Ramy Turf Products	Seed Mix - Storm Sewer	718.63
Total 4698:			718.63
4884	Rootstock Wine Company	Liquor Store Merchandise	912.12
4884	Rootstock Wine Company	Delivery	25.00
Total 4884:			937.12
5116	Short, Elliott, Hendrickson Inc	CAMBR City Eng. Services	3,567.50
5116	Short, Elliott, Hendrickson Inc	CAMBR WW Solids Planning Study	6,954.50
5116	Short, Elliott, Hendrickson Inc	CAMBR Cambridge Cove Const	7,813.66
5116	Short, Elliott, Hendrickson Inc	CAMBR TH 95 City Uti Replace	517.00
5116	Short, Elliott, Hendrickson Inc	CAMBR Central Dr NE Trail Imp	11,615.75
5116	Short, Elliott, Hendrickson Inc	CAMBR 2024 St Imps Design/Bid	43,087.01
5116	Short, Elliott, Hendrickson Inc	CAMBR 2024 Street Imps Const	9,422.88
Total 5116:			82,978.30
5139	Smith, Duane M	Refund Overpayment Final Water Bill 1-6676	93.99
Total 5139:			93.99
5181	Southern Glazer's of MN	Liquor Store Merchandise	1,866.52
5181	Southern Glazer's of MN	Delivery Charge	31.00
5181	Southern Glazer's of MN	Liquor Store Merchandise	1,096.41
5181	Southern Glazer's of MN	Delivery Charge	30.22
5181	Southern Glazer's of MN	Delivery Charge	4.65
5181	Southern Glazer's of MN	Liquor Store Merchandise	803.70
5181	Southern Glazer's of MN	Delivery Charge	10.85
5181	Southern Glazer's of MN	Liquor Store Merchandise	3,130.80
5181	Southern Glazer's of MN	Delivery Charge	46.50
5181	Southern Glazer's of MN	Delivery Charge	1.55
Total 5181:			7,022.20
5251	Star	Advertising Liquor Store	45.00
Total 5251:			45.00
5321	Streicher's - Minneapolis	Uniform Allowance - E. Baumgart	170.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5321:			170.00
5491	The Wine Company	Liquor Store Merchandise	592.00
5491	The Wine Company	Shipping and Handling	12.00
Total 5491:			604.00
5525	Tidal Wave Auto Spa	Car Washes - Fire	10.00
Total 5525:			10.00
5541	Titan Machinery	Repair & Maint Supplies Veh/Eq - Streets	2,725.17
Total 5541:			2,725.17
5581	Total Control Systems, Inc.	Repair & Maint Labor Veh/Eq - Wastewater Plant	1,190.10
5581	Total Control Systems, Inc.	Repair & Maint - Wastewater Plant	342.21
Total 5581:			1,532.31
5661	True Brands	Wine Tasting Supplies	38.50
Total 5661:			38.50
5831	Vinocopia	Liquor Store Merchandise	672.75
5831	Vinocopia	Delivery Charge	20.00
Total 5831:			692.75
5886	Watson Co., Inc.	Misc Operating Supplies - Liquor Store	14.02
5886	Watson Co., Inc.	Liquor Store Merchandise	2,929.04
5886	Watson Co., Inc.	Misc Operating Supplies - Liquor Store	145.00
5886	Watson Co., Inc.	Fuel Charge	6.00
Total 5886:			3,094.06
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	5,947.70
5891	Breakthru Beverage Minnesot	Freight Charge	52.13
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	120.00
5891	Breakthru Beverage Minnesot	Freight Charge	1.15
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	396.00
5891	Breakthru Beverage Minnesot	Freight Charge	3.45
Total 5891:			6,520.43
6001	Wine Merchants	Liquor Store Merchandise	120.00
6001	Wine Merchants	Delivery Charge	1.82

Vendor	Vendor Name	Description	Net Invoice Amount
		Total 6001:	121.82
		Grand Totals:	778,916.10

Dated: 5/15/2024

City Treasurer: Caroline Nune

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/15/2024	129186	70	Adams Pest Control - Main	610-20100	80.91
05/24	05/15/2024	129187	175	Amazon Capital Services, Inc.	101-20100	292.62
05/24	05/15/2024	129189	521	Bellboy Corporation	610-20100	3,424.80
05/24	05/15/2024	129190	551	Bernick's	610-20100	2,770.94
05/24	05/15/2024	129191	4478	Blane Pierson	601-20100	60.54
05/24	05/15/2024	129192	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	6,520.43
05/24	05/15/2024	129193	718	Brothers Fire & Security	101-20100	825.00
05/24	05/15/2024	129194	846	Cambridge Collision Inc.	704-20100	2,339.37
05/24	05/15/2024	129195	1140	Cintas Corporation	101-20100	376.69
05/24	05/15/2024	129196	1236	Comm of MMB, Treasury Div	213-20100	160.00
05/24	05/15/2024	129197	1336	Crystal Springs Ice	610-20100	805.36
05/24	05/15/2024	129198	1381	Custom Fire Apparatus, Inc	420-20100	553,869.20
05/24	05/15/2024	129199	1396	Dahlheimer Beverage, LLC	610-20100	3,054.90
05/24	05/15/2024	129200	5139	Duane M Smith	601-20100	93.99
05/24	05/15/2024	129201	1681	ECM Publishers, Inc.	610-20100	1,912.28
05/24	05/15/2024	129202	1707	Edward Holdings LLC	601-20100	54.47
05/24	05/15/2024	129203	1921	Ferguson Waterworks #2518	601-20100	2,181.46
05/24	05/15/2024	129204	2188	Gratitude Farms	101-20100	400.00
05/24	05/15/2024	129205	2341	Hawkins, Inc.	602-20100	2,029.60
05/24	05/15/2024	129208	2701	Isanti Rental, Inc.	101-20100	494.99
05/24	05/15/2024	129209	2796	Johnson Bros - St Paul	610-20100	7,187.94
05/24	05/15/2024	129210	3146	League of MN Cities Ins Trust P&C	101-20100	57,661.00
05/24	05/15/2024	129211	2093	Matthew & Sarah Gleason	601-20100	78.20
05/24	05/15/2024	129212	3461	McDonald Distributing Company	610-20100	9,776.30
05/24	05/15/2024	129213	3521	Menards	101-20100	142.96
05/24	05/15/2024	129214	3536	Metal Coatings & Mfg. Co.	101-20100	353.75
05/24	05/15/2024	129215	3998	Michael Mussehl	601-20100	51.38
05/24	05/15/2024	129216	3671	Minnesota City/County Managment Asso	101-20100	200.00
05/24	05/15/2024	129217	2636	Minnesota Equipment	101-20100	230.37
05/24	05/15/2024	129218	3876	Minnesota Pollution Control Agency	602-20100	15.00
05/24	05/15/2024	129219	4001	Minnesota Valley Testing Labs	601-20100	84.40
05/24	05/15/2024	129220	3755	Minuteman Press	101-20100	165.00
05/24	05/15/2024	129221	3929	Moose Lake Brewing Co. LLC	610-20100	54.00
05/24	05/15/2024	129222	4041	National Fire Safety Council, Inc.	610-20100	125.00
05/24	05/15/2024	129223	4071	NCPERS Group Life Ins.	101-20100	336.00
05/24	05/15/2024	129224	4168	North Metro Television	101-20100	2,000.00
05/24	05/15/2024	129225	4335	Oracle America, Inc.	101-20100	2,754.00
05/24	05/15/2024	129226	4476	Phillips St Paul	610-20100	1,934.43
05/24	05/15/2024	129227	4532	Pole Painting Plus!	601-20100	10,400.00
05/24	05/15/2024	129228	4626	Purchase Power	101-20100	857.50
05/24	05/15/2024	129229	4698	Ramy Turf Products	603-20100	718.63
05/24	05/15/2024	129230	4884	Rootstock Wine Company	610-20100	937.12
05/24	05/15/2024	129231	5116	Short, Elliott, Hendrickson Inc	484-20100	82,978.30
05/24	05/15/2024	129232	5181	Southern Glazer's of MN	610-20100	7,022.20
05/24	05/15/2024	129233	5251	Star	610-20100	45.00
05/24	05/15/2024	129234	5321	Streicher's - Minneapolis	101-20100	170.00
05/24	05/15/2024	129235	2059	Synchrony Bank	101-20100	862.46
05/24	05/15/2024	129237	5491	The Wine Company	610-20100	604.00
05/24	05/15/2024	129238	5525	Tidal Wave Auto Spa	101-20100	10.00
05/24	05/15/2024	129239	5541	Titan Machinery	101-20100	2,725.17
05/24	05/15/2024	129240	5581	Total Control Systems, Inc.	602-20100	1,532.31
05/24	05/15/2024	129241	5661	True Fabrications, Inc.	610-20100	38.50
05/24	05/15/2024	129242	5831	Vinocopia	610-20100	692.75
05/24	05/15/2024	129243	5886	Watson Co., Inc.	610-20100	3,094.06
05/24	05/15/2024	129244	6001	Wine Merchants	610-20100	121.82
05/24	05/15/2024	129245	2182	Winebow	610-20100	1,209.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						778,916.10

Vendor	Vendor Name	Description	Net Invoice Amount
70	Adam's Pest Control, Inc.	Pest Control - Liquor Store	21.58
	Total 70:		21.58
129	Air Conditioning Associates, I	HVAC Maint Inspection Agreement - Library	1,287.08
	Total 129:		1,287.08
165	Allina Health	Exam and Dot, Hep B Vaccination, Health Questionnair	446.80
165	Allina Health	Hepatitis B Vaccination - Fire Dept	78.80
165	Allina Health	Health History, Physical, Questionnaire - Streets Seaso	146.50
165	Allina Health	Health History, Physical, Questionnaire - Parks Season	146.50
	Total 165:		818.60
175	Amazon Capital Services, Inc.	Uniform Allowance - Police	265.90
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Shop	271.73
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Streets	73.89
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Streets	160.11
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Parks	65.96
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Police	176.72
	Total 175:		1,014.31
226	AMSOIL INC	Fuel Additives - Streets	288.04
	Total 226:		288.04
306	ARC Irrigation, LLC	Commercial Start-up - Wastewater Treatment Plant	231.65
306	ARC Irrigation, LLC	Commercial Start-up - Water Treatment Plant	289.99
306	ARC Irrigation, LLC	Fertilization - Water Treatment Plant	238.00
306	ARC Irrigation, LLC	Fertilization - City Hall	173.00
306	ARC Irrigation, LLC	Fertilization - Library	264.00
306	ARC Irrigation, LLC	Fertilization - Honeysuckle Park	234.00
	Total 306:		1,430.64
319	Artisan Beer Company	Liquor Store Merchandise	502.80
	Total 319:		502.80
341	Aspen Mills	Uniform Allowance - T. Johnson	61.05
	Total 341:		61.05
375	Aufderworld Corporation	Installation & Configuration of Audio DSP	3,219.00
	Total 375:		3,219.00

Vendor	Vendor Name	Description	Net Invoice Amount
521	Bellboy Corporation	Liquor Store Merchandise	426.40
521	Bellboy Corporation	Liquor Store Merchandise	1,506.50
Total 521:			1,932.90
551	Chas A. Bernick Inc.	Liquor Store Merchandise	4,174.70
551	Chas A. Bernick Inc.	Liquor Store Merchandise	260.91
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	95.89-
Total 551:			4,339.72
846	Cambridge Collision Inc.	Police Dept Vehicle Repair - 2020 Dodge Durango	6,349.40
Total 846:			6,349.40
969	Cardmember Service	Misc Operating Supplies - Fire	257.28
969	Cardmember Service	Training - R. Benzen	199.00
969	Cardmember Service	Training - R. Benzen	125.00
969	Cardmember Service	Lodging - B. Putzke	212.60
969	Cardmember Service	Misc Operating Supplies - Police	325.23
969	Cardmember Service	Small Tools & Equipment - Police	21.61
969	Cardmember Service	Lodging - T. Hagen	537.24
969	Cardmember Service	Lodging - K. Gross	168.13
969	Cardmember Service	Lodging - C. Rosa	138.51
969	Cardmember Service	Lodging - S. Machin	479.79
969	Cardmember Service	Lodging - T. Schuster	479.79
969	Cardmember Service	Copy Paper	134.97
969	Cardmember Service	Toner - Finance Dept	102.89
969	Cardmember Service	E-Filing Form 990-EZ Fire Dept Relief Assoc	90.00
969	Cardmember Service	Copy Paper	39.99
969	Cardmember Service	Copy Paper	39.99
969	Cardmember Service	Copy Paper	39.99
969	Cardmember Service	Zoom Video One Pro Monthly	17.25
Total 969:			3,409.26
975	Cardinal Investigations	Public Safety Employment Backgrounds	875.00
Total 975:			875.00
1140	Cintas Corporation	Rug Rentals - Liquor Store	132.96
1140	Cintas Corporation	Rug & Towel Rentals - Street Dept	24.88
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
1140	Cintas Corporation	Uniform Rental - Parks	8.74
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewater	196.61
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	153.05
1140	Cintas Corporation	Uniform Rental - Parks	10.95
1140	Cintas Corporation	Rug Rentals - Police Dept & City Hall	25.91
1140	Cintas Corporation	First Aid Supplies - City Hall	87.06

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	First Aid Supplies - Police Dept	131.26
1140	Cintas Corporation	First Aid Supplies - Fire Dept	41.94
1140	Cintas Corporation	First Aid Supplies - Street Dept	171.41
1140	Cintas Corporation	First Aid Supplies - Water	29.51
1140	Cintas Corporation	First Aid Supplies - Wastewater	317.90
1140	Cintas Corporation	First Aid Supplies - Liquor Store	71.73
Total 1140:			1,408.66
1170	City Laundering Co.	Rugs - Fire Hall	43.73
Total 1170:			43.73
1251	Community GIS Services, Inc.	GIS Services - April	1,250.00
1251	Community GIS Services, Inc.	GIS Services - April	1,250.00
Total 1251:			2,500.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	35,916.50
1396	Dahlheimer Beverage, LLC	Keg Deposit	30.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	2,503.00
1396	Dahlheimer Beverage, LLC	Keg Return	30.00-
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	103.05-
Total 1396:			38,316.45
1553	DW Companies LLC	Straw Mulching	1,500.00
1553	DW Companies LLC	Hauling of Wheel Loader	1,100.00
Total 1553:			2,600.00
1891	Fastenal Company	Misc Operating Supplies - Parks	9.68
Total 1891:			9.68
1921	Ferguson Waterworks	Automatic Meter Read	4,224.03
Total 1921:			4,224.03
1949	First Advantage	Pre-Employment Drug Test - Streets	60.81
Total 1949:			60.81
2182	Winebow	Liquor Store Merchandise	690.00
2182	Winebow	Freight Charges	3.00
Total 2182:			693.00
2245	Guardian Fleet Safety, LLC	Build Configuration Police Vehicle	22,548.61

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2245:			22,548.61
2271	Hach Company	Water Lab Supplies	356.39
Total 2271:			356.39
2341	Hawkins, Inc.	Chemicals - Wastewater	2,029.60
2341	Hawkins, Inc.	Chemicals - Wastewater	1,018.50
2341	Hawkins, Inc.	Chemicals - Wastewater	17,921.59
Total 2341:			20,969.69
2346	Hayford Ford	Repair & Maint Supplies Veh/Eq - Police	130.00
2346	Hayford Ford	Repair & Maint Labor Veh/Eq - Police	69.95
Total 2346:			199.95
2701	Isanti Rental, Inc.	Small Tools & Equipment - Streets	435.58
Total 2701:			435.58
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	360.00
2796	Johnson Brothers Liquor Co	Delivery Charge	14.56
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,163.00
2796	Johnson Brothers Liquor Co	Delivery Charge	29.12
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,800.75
2796	Johnson Brothers Liquor Co	Delivery Charge	45.50
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,662.95
2796	Johnson Brothers Liquor Co	Delivery Charge	47.32
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	288.00
2796	Johnson Brothers Liquor Co	Delivery Charge	9.10
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	48.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,759.75
2796	Johnson Brothers Liquor Co	Delivery Charge	40.04
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	224.50-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.82-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	17.36-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	8.66-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	19.20-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	7.33-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	4.00-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	24.84-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	32.00-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	47.95-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.82-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	47.95-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.82-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	1,147.50-

Vendor	Vendor Name	Description	Net Invoice Amount
2796	Johnson Brothers Liquor Co	Credit Freight Charge	9.10-
Total 2796:			8,672.24
2861	Kath Fuel Oil Service Co	Fuel and Additives-Streets	544.90
Total 2861:			544.90
3264	Lockstar Locksmith Service L	Replace Gate Lock - Library	186.50
Total 3264:			186.50
3445	Maverick Holdings	Escrow Refund 111 20th Ave SW	7,500.00
3445	Maverick Holdings	Escrow Refund 111 20th Ave SW	100.00-
Total 3445:			7,400.00
3461	McDonald Distributing Compa	Keg Return	30.00-
3461	McDonald Distributing Compa	Liquor Store Merchandise	16,482.52
3461	McDonald Distributing Compa	Keg Deposit	30.00
3461	McDonald Distributing Compa	Credit Liquor Merchandise	356.80-
3461	McDonald Distributing Compa	Liquor Store Merchandise	402.00
3461	McDonald Distributing Compa	Credit Liquor Merchandise	222.00-
3461	McDonald Distributing Compa	Liquor Store Merchandise	116.00
3461	McDonald Distributing Compa	Keg Return	270.00-
Total 3461:			16,151.72
3521	Menards	Misc Operating Supplies - Parks	23.96
3521	Menards	Misc Operating Supplies - Wastewater	32.97
3521	Menards	Misc Operating Supplies - Streets	45.65
3521	Menards	Misc Operating Supplies - Streets	25.44
3521	Menards	Misc Operating Supplies - Water	29.78
3521	Menards	Misc Operating Supplies - Streets	52.54
3521	Menards	Misc Operating Supplies - Streets	56.65
3521	Menards	Misc Operating Supplies - Wastewater	40.92
3521	Menards	Misc Operating Supplies - Parks	55.83
3521	Menards	Maintenance Supplies - City Hall	40.18
3521	Menards	Small Tools & Equipment - Wastewater	229.99
3521	Menards	Small Tools & Equipment - Streets	57.99
3521	Menards	Small Tools & Equipment - Water	43.98
3521	Menards	Maintenance Supplies - City Hall	10.84
3521	Menards	Misc Operating Supplies - Shop	63.95
3521	Menards	Misc Operating Supplies - Water	127.02
3521	Menards	Misc Operating Supplies - Parks	41.36
3521	Menards	Small Tools & Equipment - Streets	37.98
3521	Menards	Misc Operating Supplies - Water	40.41
3521	Menards	Misc Operating Supplies - Parks	20.75
3521	Menards	Misc Operating Supplies - Parks	47.96

Vendor	Vendor Name	Description	Net Invoice Amount
3521	Menards	Misc Operating Supplies - Wastewater	26.95
3521	Menards	Misc Operating Supplies - Parks	43.00
3521	Menards	Misc Operating Supplies - Streets	26.99
3521	Menards	Misc Operating Supplies - Wastewater	30.20
3521	Menards	Misc Operating Supplies - Wastewater	34.65
3521	Menards	Misc Operating Supplies - Streets	15.98
3521	Menards	Misc Operating Supplies - Streets	229.29
3521	Menards	Misc Operating Supplies - Parks	10.47
3521	Menards	Misc Operating Supplies - Parks	10.47-
3521	Menards	Misc Operating Supplies - Parks	56.94
3521	Menards	Misc Operating Supplies - Parks	125.21
3521	Menards	Misc Operating Supplies - Airport	12.96
3521	Menards	Misc Operating Supplies - Wastewater	8.00
3521	Menards	Misc Operating Supplies - Parks	15.70
3521	Menards	Misc Operating Supplies - Parks	74.95
3521	Menards	Misc Operating Supplies - Water	67.17
3521	Menards	Misc Operating Supplies - Wastewater	6.99
3521	Menards	Weed Control - Streets	182.96
3521	Menards	Misc Operating Supplies - Wastewater	81.49
3521	Menards	Weed Control and Fertilizer - Parks	43.08
Total 3521:			2,208.66
3543	Metro Sales, Inc.	Ricoh IM C2500 Color Copier Rental - Public Works	159.64
Total 3543:			159.64
3609	Milk and Honey Ciders	Liquor Store Merchandise	378.00
Total 3609:			378.00
3755	Minuteman Press	Forms - Building Dept	29.26
Total 3755:			29.26
3929	Moose Lake Brewing Co. LLC	Liquor Store Merchandise	36.00
Total 3929:			36.00
4001	MVTL Laboratories Inc.	Testing - Wastewater	979.75
4001	MVTL Laboratories Inc.	Testing - Water	109.40
Total 4001:			1,089.15
4041	National Fire Safety Council	Fire Safety Education - Passthu Donations	100.00
Total 4041:			100.00
4066	North Central Laboratories	Lab Supplies- Wastewater	431.01

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4066:			431.01
4326	OSI Environmental, Inc.	Disposal Charges	185.00
Total 4326:			185.00
4426	Paustis Wine Company	Liquor Store Merchandise	1,813.00
4426	Paustis Wine Company	Freight Charge	22.50
Total 4426:			1,835.50
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,409.40
4476	Phillips Wine & Spirits	Delivery Charge	82.82
4476	Phillips Wine & Spirits	Liquor Store Merchandise	736.00
4476	Phillips Wine & Spirits	Delivery Charge	25.48
Total 4476:			4,253.70
4506	Pitney Bowes	Rental Charges SendPro C Auto	547.56
Total 4506:			547.56
4537	Pollardwater	Small Tools & Equipment - Water	1,698.25
Total 4537:			1,698.25
4686	RS Alarms LLC	Service Wireless & Panic Buttons - Liquor Store	470.00
Total 4686:			470.00
4838	RMB Environmental Laborato	WET Toxicity	1,540.00
Total 4838:			1,540.00
5181	Southern Glazer's of MN	Liquor Store Merchandise	4,878.82
5181	Southern Glazer's of MN	Delivery Charge	83.70
5181	Southern Glazer's of MN	Liquor Store Merchandise	1,404.18
5181	Southern Glazer's of MN	Delivery Charge	34.10
5181	Southern Glazer's of MN	Liquor Store Merchandise	160.72
5181	Southern Glazer's of MN	Delivery Charge	4.65
5181	Southern Glazer's of MN	Liquor Store Merchandise	146.00
5181	Southern Glazer's of MN	Delivery Charge	3.10
Total 5181:			6,715.27
5251	Star	Public Notice Drinking Water Report	161.85
5251	Star	Advertising Liquor Store	500.00
5251	Star	Public Notice Council Meeting Minutes	7.31

Vendor	Vendor Name	Description	Net Invoice Amount
5251	Star	Public Notice Ordinance 785	2.93
5251	Star	Public Notice Ordinance 786	3.41
5251	Star	Public Notice Bids North Apron Recontruction Airport	22.43
Total 5251:			697.93
5388	T.E.S. Construction, Inc.	Escrow Refund 2609 Davis St S	8,900.00
5388	T.E.S. Construction, Inc.	Escrow Refund 2609 Davis St S	100.00-
Total 5388:			8,800.00
5432	Tend, LLC	Downtown Grant 120 Main St N	9,891.65
Total 5432:			9,891.65
5509	Thomsen, Dean A	Window Cleaning Liquor Store - Cooler Doors & Entry	140.24
Total 5509:			140.24
5523	Thryv, Inc.	Advertising - Liquor Store	85.00
Total 5523:			85.00
5541	Titan Machinery	Repair & Maint Supplies Veh/Eq - Streets	759.99
5541	Titan Machinery	Repair & Maint Labor Veh/Eq - Streets	2,668.75
Total 5541:			3,428.74
5801	Verizon Wireless	wireless phone service - Fire Dept	115.23
5801	Verizon Wireless	wireless phone service - Water	20.01
5801	Verizon Wireless	wireless phone service - Wastewater	20.00
5801	Verizon Wireless	wireless phone service - Liquor Store	41.22
Total 5801:			196.46
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	302.90
Total 5816:			302.90
5886	Watson Co., Inc.	Credit Misc Operating Supplies - Liquor Store	27.00-
5886	Watson Co., Inc.	Liquor Store Merchandise	2,611.02
5886	Watson Co., Inc.	Misc Operating Supplies - Liquor Store	243.16
5886	Watson Co., Inc.	Fuel Charge	6.00
Total 5886:			2,833.18
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	741.30
5891	Breakthru Beverage Minnesot	Freight Charge	9.20
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	612.00

Vendor	Vendor Name	Description	Net Invoice Amount
5891	Breakthru Beverage Minnesot	Freight Charge	6.90
5891	Breakthru Beverage Minnesot	Credit Liquor Merchandise	16.00-
5891	Breakthru Beverage Minnesot	Credit Freight Charge	.19-
5891	Breakthru Beverage Minnesot	Credit Liquor Merchandise	19.49-
5891	Breakthru Beverage Minnesot	Credit Freight Charge	.19-
Total 5891:			1,333.53
6001	Wine Merchants	Liquor Store Merchandise	653.50
6001	Wine Merchants	Delivery Charge	9.41
Total 6001:			662.91
Grand Totals:			202,920.86

Dated: 5/22/24

City Treasurer: Caroline Nwe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/22/2024	129246	70	Adams Pest Control - Main	610-20100	21.58
05/24	05/22/2024	129247	129	Air Conditioning Associates, Inc.	101-20100	1,287.08
05/24	05/22/2024	129248	165	Allina Health	101-20100	818.60
05/24	05/22/2024	129249	175	Amazon Capital Services, Inc.	101-20100	1,014.31
05/24	05/22/2024	129250	226	AMSOIL INC	101-20100	288.04
05/24	05/22/2024	129251	306	ARC Irrigation, LLC	101-20100	1,430.64
05/24	05/22/2024	129252	319	Artisan	610-20100	502.80
05/24	05/22/2024	129253	341	Aspen Mills	101-20100	61.05
05/24	05/22/2024	129254	375	Aufderworld Corporation	419-20100	3,219.00
05/24	05/22/2024	129255	521	Bellboy Corporation	610-20100	1,932.90
05/24	05/22/2024	129256	551	Bernick's	610-20100	4,339.72
05/24	05/22/2024	129257	1251	Bismarck Map Company	602-20100	2,500.00
05/24	05/22/2024	129258	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	1,333.53
05/24	05/22/2024	129259	846	Cambridge Collision Inc.	704-20100	6,349.40
05/24	05/22/2024	129260	975	Cardinal Investigations	101-20100	875.00
05/24	05/22/2024	129261	1140	Cintas Corporation	610-20100	983.77
05/24	05/22/2024	129262	1140	Cintas Corporation	101-20100	424.89
05/24	05/22/2024	129263	1170	City Laundering Co.	101-20100	43.73
05/24	05/22/2024	129264	1396	Dahlheimer Beverage, LLC	610-20100	38,316.45
05/24	05/22/2024	129265	5509	Dean Thomsen	610-20100	140.24
05/24	05/22/2024	129266	1553	DW Companies LLC	101-20100	2,600.00
05/24	05/22/2024	129267	969	Elan Financial Services	101-20100	3,409.26
05/24	05/22/2024	129268	1891	Fastenal Company	101-20100	9.68
05/24	05/22/2024	129269	4537	Ferguson Enterprises LLC #3326	601-20100	1,698.25
05/24	05/22/2024	129270	1921	Ferguson Waterworks #2518	601-20100	4,224.03
05/24	05/22/2024	129271	1949	First Advantage	101-20100	60.81
05/24	05/22/2024	129272	2245	Guardian Fleet Safety	230-20100	22,548.61
05/24	05/22/2024	129273	2271	Hach Company	601-20100	356.39
05/24	05/22/2024	129274	2341	Hawkins, Inc.	602-20100	20,969.69
05/24	05/22/2024	129275	2346	Hayford Ford	101-20100	199.95
05/24	05/22/2024	129276	2701	Isanti Rental, Inc.	101-20100	435.58
05/24	05/22/2024	129277	2796	Johnson Bros - St Paul	610-20100	8,672.24
05/24	05/22/2024	129278	2861	Kath Fuel Oil Service Co	101-20100	544.90
05/24	05/22/2024	129280	3264	Lockstar Locksmith Service LLC	101-20100	186.50
05/24	05/22/2024	129281	3445	Maverick Holdings	101-20100	7,400.00
05/24	05/22/2024	129282	3461	McDonald Distributing Company	610-20100	16,151.72
05/24	05/22/2024	129283	3521	Menards	101-20100	2,208.66
05/24	05/22/2024	129285	3543	Metro Sales, Inc.	101-20100	159.64
05/24	05/22/2024	129286	3609	Milk and Honey Ciders	610-20100	378.00
05/24	05/22/2024	129287	4001	Minnesota Valley Testing Labs	601-20100	1,089.15
05/24	05/22/2024	129288	3755	Minuteman Press	101-20100	29.26
05/24	05/22/2024	129289	3929	Moose Lake Brewing Co. LLC	610-20100	36.00
05/24	05/22/2024	129290	4041	National Fire Safety Council	101-20100	100.00
05/24	05/22/2024	129291	4066	NCL of Wisconsin, Inc.	602-20100	431.01
05/24	05/22/2024	129292	4326	OSI Environmental, Inc.	101-20100	185.00
05/24	05/22/2024	129293	4426	Paustis Wine Company	610-20100	1,835.50
05/24	05/22/2024	129294	4476	Phillips St Paul	610-20100	4,253.70
05/24	05/22/2024	129295	4506	Pitney Bowes Global Financial Services	101-20100	547.56
05/24	05/22/2024	129297	4838	RMB Environmental Laboratories	602-20100	1,540.00
05/24	05/22/2024	129298	4686	RS Alarms LLC	610-20100	470.00
05/24	05/22/2024	129299	5181	Southern Glazer's of MN	610-20100	6,715.27
05/24	05/22/2024	129300	5251	Star	101-20100	697.93
05/24	05/22/2024	129301	5388	T.E.S. Construction, Inc.	101-20100	8,800.00
05/24	05/22/2024	129302	5432	Tend, LLC	225-20100	9,891.65
05/24	05/22/2024	129303	5523	Thryv	610-20100	85.00
05/24	05/22/2024	129304	5541	Titan Machinery	101-20100	3,428.74
05/24	05/22/2024	129305	5801	Verizon Wireless	602-20100	196.46

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/22/2024	129306	5816	Viking Coca-Cola Bottling Co	610-20100	302.90
05/24	05/22/2024	129307	5886	Watson Co., Inc.	610-20100	2,833.18
05/24	05/22/2024	129308	6001	Wine Merchants	610-20100	662.91
05/24	05/22/2024	129309	2182	Winebow	610-20100	693.00
Grand Totals:						<u>202,920.86</u>

Vendor	Vendor Name	Description	Net Invoice Amount
94	Advanced Graphix Inc	Decal Repair Ford Explorer - Police	22.50
Total 94:			22.50
175	Amazon Capital Services, Inc.	Office Supplies	24.12
175	Amazon Capital Services, Inc.	Office Supplies - Admin	5.20
175	Amazon Capital Services, Inc.	Office Supplies - Planning	19.99
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Wastewater	83.16
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Police	39.95
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Streets	628.68
Total 175:			801.10
443	Bassetts Greenhouse	Hanging Baskets for Downtown	2,712.00
Total 443:			2,712.00
501	Becker Arena Products, Inc.	Misc Operating Supplies - Ice Rink	1,103.31
Total 501:			1,103.31
521	Bellboy Corporation	Credit Liquor Merchandise	48.00-
521	Bellboy Corporation	Liquor Store Merchandise	426.50
521	Bellboy Corporation	Liquor Store Merchandise	2,008.52
Total 521:			2,387.02
551	Chas A. Bernick Inc.	Liquor Store Merchandise	4,750.50
551	Chas A. Bernick Inc.	Liquor Store Merchandise	482.16
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	11.16-
Total 551:			5,221.50
614	Blue to Gold, LLC	Training - T. Johnson	179.00
Total 614:			179.00
833	Cambridge Bar & Grill	First Interest Rate Subsidy Program Payment	625.00
Total 833:			625.00
958	Capital One	Office Supplies - Liquor Store	248.25
958	Capital One	Office Supplies - Liquor Store	149.49
958	Capital One	Office Supplies - Liquor Store	59.32
958	Capital One	Office Supplies - Liquor Store	32.05
Total 958:			489.11
969	Cardmember Service	Small Tools & Equipment - Streets	246.82

Vendor	Vendor Name	Description	Net Invoice Amount
969	Cardmember Service	Misc Operating Supplies - Parks	208.89
969	Cardmember Service	Street Light Repair	1,015.51
Total 969:			1,471.22
1140	Cintas Corporation	Rug & Towel Rentals - Liquor Store	142.34
Total 1140:			142.34
1336	Crystal Springs Ice	Liquor Store Merchandise	617.76
1336	Crystal Springs Ice	Delivery Charge	4.00
1336	Crystal Springs Ice	Liquor Store Merchandise	314.48
1336	Crystal Springs Ice	Delivery Charge	4.00
Total 1336:			940.24
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	30,401.84
1396	Dahlheimer Beverage, LLC	Keg Return	180.00-
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	2,857.27
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	27,056.67
1396	Dahlheimer Beverage, LLC	Keg Deposit	90.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	149.00
1396	Dahlheimer Beverage, LLC	Keg Deposit	60.00
Total 1396:			60,434.78
1906	Federated Co-ops, Inc.	Diesel Fuel - Parks	725.00
Total 1906:			725.00
2067	GDO Law	Prosecution Matters - Monthly Contract Rate	4,166.67
Total 2067:			4,166.67
2341	Hawkins, Inc.	Chemicals - Water	1,909.46
Total 2341:			1,909.46
2346	Hayford Ford	Repair & Maint Supplies Veh/Eq - Police	130.00
2346	Hayford Ford	Repair & Maint Labor Veh/Eq - Police	69.95
2346	Hayford Ford	Repair & Maint Supplies Veh/Eq - Police	130.00
2346	Hayford Ford	Repair & Maint Labor Veh/Eq - Police	69.95
Total 2346:			399.90
2536	Independent Testing Tech. Inc	Well No 9 (Contract B) - I.T.T. Project #23-121	555.00
Total 2536:			555.00

Vendor	Vendor Name	Description	Net Invoice Amount
2636	Minnesota Equipment	Repair & Maint Supplies Veh/Eq - Wastewater	392.21
Total 2636:			392.21
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,407.30
2796	Johnson Brothers Liquor Co	Delivery Charge	78.57
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,489.50
2796	Johnson Brothers Liquor Co	Delivery Charge	35.04
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	360.00
2796	Johnson Brothers Liquor Co	Delivery Charge	9.10
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	8,408.78
2796	Johnson Brothers Liquor Co	Delivery Charge	180.19
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	481.50
2796	Johnson Brothers Liquor Co	Delivery Charge	13.05
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,136.00
2796	Johnson Brothers Liquor Co	Delivery Charge	21.85
Total 2796:			15,620.88
3159	LE Signs, LLC	Digital Print for Truck	84.60
Total 3159:			84.60
3321	MacQueen Equipment, LLC	Repair & Maint Supplies Veh/Eq - Streets	1,556.27
Total 3321:			1,556.27
3461	McDonald Distributing Compa	Liquor Store Merchandise	40.02
3461	McDonald Distributing Compa	Liquor Store Merchandise	18,793.37
3461	McDonald Distributing Compa	Keg Return	60.00-
3461	McDonald Distributing Compa	Credit Liquor Merchandise	255.85-
3461	McDonald Distributing Compa	Credit Liquor Merchandise	932.57-
3461	McDonald Distributing Compa	Liquor Store Merchandise	10,454.65
Total 3461:			28,039.62
3521	Menards	Misc Operating Supplies - Parks	57.96
3521	Menards	Misc Operating Supplies - Wastewater	51.76
3521	Menards	LP Tank Exchange - Wastewater	19.92
3521	Menards	Misc Operating Supplies - Parks	18.25
3521	Menards	Misc Operating Supplies - Wastewater	60.00
3521	Menards	Small Tools & Equipment - Parks	41.17
3521	Menards	Misc Operating Supplies - Wastewater	150.00
3521	Menards	Small Tools & Equipment - Wastewater	64.97
3521	Menards	Misc Operating Supplies - Parks	27.96
3521	Menards	Misc Operating Supplies - Parks	30.00
3521	Menards	Misc Operating Supplies - Wastewater	50.89
3521	Menards	Small Tools & Equipment - Wastewater	74.98
3521	Menards	Misc Operating Supplies - Wastewater	15.92

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3521:			663.78
3543	Metro Sales, Inc.	Ricoh IM C2500 & 2500 Copier Rental - Police	282.25
Total 3543:			282.25
3929	Moose Lake Brewing Co. LLC	Liquor Store Merchandise	98.00
Total 3929:			98.00
4001	MVTL Laboratories Inc.	Testing - Wastewater	135.00
Total 4001:			135.00
4091	New France Wine	Liquor Store Merchandise	1,066.00
4091	New France Wine	Shipping	24.00
Total 4091:			1,090.00
4311	Olson Power and Equipment I	Repair & Maint Supplies Veh/Eq - Parks	140.40
Total 4311:			140.40
4426	Paustis Wine Company	Liquor Store Merchandise	1,910.00
4426	Paustis Wine Company	Freight Charge	21.25
Total 4426:			1,931.25
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,928.82
4476	Phillips Wine & Spirits	Delivery Charge	32.76
4476	Phillips Wine & Spirits	Liquor Store Merchandise	2,803.75
4476	Phillips Wine & Spirits	Delivery Charge	78.26
4476	Phillips Wine & Spirits	Delivery Charge	1.82
Total 4476:			4,845.41
4567	Precision Property Maintenanc	Garbage - Abatement	80.00
4567	Precision Property Maintenanc	Garbage - Abatement	100.00
Total 4567:			180.00
4819	Rinker Materials	Repairs & Maintenance - Sewer	948.00
Total 4819:			948.00
4841	Roach Golf Cars	Golf Cart Rental for Wine Tasting Event	107.88

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4841:			107.88
4919	Squires, Waldspurger & Mace	April Legal Expense	4,609.70
Total 4919:			4,609.70
5181	Southern Glazer's of MN	Liquor Store Merchandise	12,603.63
5181	Southern Glazer's of MN	Delivery Charge	164.43
5181	Southern Glazer's of MN	Liquor Store Merchandise	2,251.86
5181	Southern Glazer's of MN	Delivery Charge	59.67
Total 5181:			15,079.59
5251	Star	Advertising Liquor Store	230.00
5251	Star	Public Notice 2023 Summary Financial Report	209.63
5251	Star	Public Notice Planning Commission Meeting	9.75
Total 5251:			449.38
5301	Steve's Tire Inc	Repairs and Maint Supplies Veh/Eq - Streets	15.95
5301	Steve's Tire Inc	Repairs and Maint Labor Veh/Eq - Streets	25.00
Total 5301:			40.95
5321	Streicher's - Minneapolis	Uniform Allowance - T. Johnson	180.80
Total 5321:			180.80
5397	Target Specialty Products	Mosquito Control	4,192.38
Total 5397:			4,192.38
5446	The American Bottling Compa	Liquor Store Merchandise	327.98
Total 5446:			327.98
5516	Capitol Beverage Sales L.P.	Credit Liquor Store Merchandise	22.83
5516	Capitol Beverage Sales L.P.	Liquor Store Merchandise	571.82
Total 5516:			548.99
5524	Thunder Brothers Brewery, In	Liquor Store Merchandise	72.00
Total 5524:			72.00
5801	Verizon Wireless	wireless phone service - Building	41.22
5801	Verizon Wireless	wireless phone service - Maintenance	20.61
5801	Verizon Wireless	wireless phone service - Police	640.18

Vendor	Vendor Name	Description	Net Invoice Amount
5801	Verizon Wireless	wireless phone service - Streets	35.01
5801	Verizon Wireless	wireless phone service - Water	35.01
5801	Verizon Wireless	wireless phone service - Wastewater	35.01
5801	Verizon Wireless	wireless phone service - Wastewater	100.27
Total 5801:			907.31
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	679.15
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	241.90
Total 5816:			921.05
5831	Vinocopia	Liquor Store Merchandise	534.00
5831	Vinocopia	Delivery Charge	16.00
Total 5831:			550.00
5886	Watson Co., Inc.	Liquor Store Merchandise	2,823.79
5886	Watson Co., Inc.	Misc Operating Supplies - Liquor Store	344.26
5886	Watson Co., Inc.	Fuel Charge	6.00
Total 5886:			3,174.05
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	7,997.53
5891	Breakthru Beverage Minnesot	Freight Charge	50.40
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	248.00
5891	Breakthru Beverage Minnesot	Freight Charge	1.15
Total 5891:			8,297.08
6001	Wine Merchants	Liquor Store Merchandise	740.00
6001	Wine Merchants	Delivery Charge	12.74
Total 6001:			752.74
Grand Totals:			180,504.70

Dated: 5/29/2024

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/24	05/29/2024	129310	94	Advanced Graphix Inc	417-20100	22.50
05/24	05/29/2024	129311	175	Amazon Capital Services, Inc.	101-20100	801.10
05/24	05/29/2024	129312	443	Bassetts Greenhouse	101-20100	2,712.00
05/24	05/29/2024	129313	501	Becker Arena Products, Inc.	101-20100	1,103.31
05/24	05/29/2024	129314	521	Bellboy Corporation	610-20100	2,387.02
05/24	05/29/2024	129315	551	Bernick's	610-20100	5,221.50
05/24	05/29/2024	129316	614	Blue to Gold, LLC	101-20100	179.00
05/24	05/29/2024	129317	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	8,297.08
05/24	05/29/2024	129318	958	Capital One	610-20100	489.11
05/24	05/29/2024	129319	5516	Capitol Beverage Sales L.P.	610-20100	548.99
05/24	05/29/2024	129320	1140	Cintas Corporation	610-20100	142.34
05/24	05/29/2024	129321	1336	Crystal Springs Ice	610-20100	940.24
05/24	05/29/2024	129322	1396	Dahlheimer Beverage, LLC	610-20100	60,434.78
05/24	05/29/2024	129323	969	Elan Financial Services	101-20100	1,471.22
05/24	05/29/2024	129324	1906	Federated Co-ops, Inc.	101-20100	725.00
05/24	05/29/2024	129325	2067	GDO Law	101-20100	4,166.67
05/24	05/29/2024	129326	2341	Hawkins, Inc.	601-20100	1,909.46
05/24	05/29/2024	129327	2346	Hayford Ford	101-20100	399.90
05/24	05/29/2024	129328	2536	Independent Testing Tech. Inc.	601-20100	555.00
05/24	05/29/2024	129329	2796	Johnson Bros - St Paul	610-20100	15,620.88
05/24	05/29/2024	129330	3159	LE Signs, LLC	101-20100	84.60
05/24	05/29/2024	129331	3321	MacQueen Equipment, LLC	101-20100	1,556.27
05/24	05/29/2024	129332	833	MBT Entertainment Inc	499-20100	625.00
05/24	05/29/2024	129333	3461	McDonald Distributing Company	610-20100	28,039.62
05/24	05/29/2024	129334	3521	Menards	602-20100	663.78
05/24	05/29/2024	129335	3543	Metro Sales, Inc.	101-20100	282.25
05/24	05/29/2024	129336	2636	Minnesota Equipment	602-20100	392.21
05/24	05/29/2024	129337	4001	Minnesota Valley Testing Labs	602-20100	135.00
05/24	05/29/2024	129338	3929	Moose Lake Brewing Co. LLC	610-20100	98.00
05/24	05/29/2024	129339	4091	New France Wine	610-20100	1,090.00
05/24	05/29/2024	129340	4311	Olson Power and Equipment Inc	101-20100	140.40
05/24	05/29/2024	129341	4426	Paustis Wine Company	610-20100	1,931.25
05/24	05/29/2024	129342	4476	Phillips St Paul	610-20100	4,845.41
05/24	05/29/2024	129343	4567	Precision Property Maintenance	101-20100	180.00
05/24	05/29/2024	129344	4819	Rinker Materials	602-20100	948.00
05/24	05/29/2024	129345	4841	Roach Golf Cars	610-20100	107.88
05/24	05/29/2024	129346	5181	Southern Glazer's of MN	610-20100	15,079.59
05/24	05/29/2024	129347	4919	Squires, Waldspurger & Mace, P.A.	101-20100	4,609.70
05/24	05/29/2024	129348	5251	Star	101-20100	449.38
05/24	05/29/2024	129349	5301	Steve's Tire Inc	101-20100	40.95
05/24	05/29/2024	129350	5321	Streicher's - Minneapolis	101-20100	180.80
05/24	05/29/2024	129351	5397	Target Specialty Products	101-20100	4,192.38
05/24	05/29/2024	129352	5446	The American Bottling Company	610-20100	327.98
05/24	05/29/2024	129353	5524	Thunder Brothers Brewery, Inc	610-20100	72.00
05/24	05/29/2024	129354	5801	Verizon Wireless	602-20100	907.31
05/24	05/29/2024	129355	5816	Viking Coca-Cola Bottling Co	610-20100	921.05
05/24	05/29/2024	129356	5831	Vinocopia	610-20100	550.00
05/24	05/29/2024	129357	5886	Watson Co., Inc.	610-20100	3,174.05
05/24	05/29/2024	129358	6001	Wine Merchants	610-20100	752.74
Grand Totals:						180,504.70

Vendor	Vendor Name	Description	Net Invoice Amount
44	Absolute Portable Restrooms	Handicap Unit - Parks	95.00
Total 44:			95.00
70	Adam's Pest Control, Inc.	Pest Control - Liquor Store	80.91
Total 70:			80.91
129	Air Conditioning Associates, I	Service Cambridge Library	420.00
Total 129:			420.00
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Wastewater	120.72
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Streets	27.97
175	Amazon Capital Services, Inc.	Arts & Crafts Fair	119.98
175	Amazon Capital Services, Inc.	Office Supplies - Planning	19.83
175	Amazon Capital Services, Inc.	Office Supplies	46.00
Total 175:			334.50
306	ARC Irrigation, LLC	Commercial Start-up - Parks	939.80
306	ARC Irrigation, LLC	Commercial Start-up - Parks	210.48
306	ARC Irrigation, LLC	Commercial Start-up - Parks	140.00
306	ARC Irrigation, LLC	Commercial Start-up - Parks	3,719.65
306	ARC Irrigation, LLC	Fertilization - East River Park	835.00
306	ARC Irrigation, LLC	Fertilization - Brown Park	123.50
306	ARC Irrigation, LLC	Fertilization - Arlington Lot	90.00
306	ARC Irrigation, LLC	Fertilization - City Parking Lot	69.00
306	ARC Irrigation, LLC	Fertilization - Commuter Lot	135.00
306	ARC Irrigation, LLC	Fertilization - Round About Yerigan Farms	105.00
306	ARC Irrigation, LLC	Fertilization - Water Tower Park	70.00
306	ARC Irrigation, LLC	Fertilization - Waste Treatment Plant	305.00
306	ARC Irrigation, LLC	Commercial Start-up - Parks	260.00
306	ARC Irrigation, LLC	Commercial Start-up - Round About Yerigan Farms	143.25
Total 306:			7,145.68
320	Ascent Aviation Group, Inc	Aviation Gasoline	35,730.42
Total 320:			35,730.42
341	Aspen Mills	Uniform Allowance - R. Benzen	266.60
341	Aspen Mills	Uniform Allowance - S. Machin	195.75
Total 341:			462.35
375	Aufderworld Corporation	Council Chambers AV System Upgrade	17,218.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 375:			17,218.00
381	Auto Value Cambridge	Repair & Maint Supplies Veh/Eq - Fire	5.99
381	Auto Value Cambridge	Misc Operating Supplies - Parks	113.96
Total 381:			119.95
521	Bellboy Corporation	Liquor Store Merchandise	310.94
521	Bellboy Corporation	Liquor Store Merchandise	18.00
521	Bellboy Corporation	Credit Liquor Merchandise	720.00-
521	Bellboy Corporation	Liquor Store Merchandise	2,803.44
Total 521:			2,412.38
551	Chas A. Bernick Inc.	Liquor Store Merchandise	3,594.50
551	Chas A. Bernick Inc.	Keg Deposit	30.00
551	Chas A. Bernick Inc.	Liquor Store Merchandise	164.32
Total 551:			3,788.82
596	Bloomquist Electric Inc	Repair & Maint Supplies Bldgs - Fire Dept	380.00
596	Bloomquist Electric Inc	Repair & Maint Labor Bldgs - Fire Dept	1,955.00
Total 596:			2,335.00
826	North 65 Chamber of Comme	New Resident Mailing	30.00
Total 826:			30.00
906	NAPA Central MN	Repair & Maint Supplies Veh/Eq - Building	19.47
906	NAPA Central MN	Repair & Maint Supplies Veh/Eq - Fire	8.82
906	NAPA Central MN	Repair & Maint Supplies Veh/Eq - Streets	1,577.88
906	NAPA Central MN	Repair & Maint Supplies Veh/Eq - Parks	45.63
906	NAPA Central MN	Repair & Maint Supplies Veh/Eq - Wastewater	134.22
Total 906:			1,786.02
960	Cantlin Lake Properties LLC	Escrow Refund - 1631 Pioneer Trail SE	450.00
960	Cantlin Lake Properties LLC	Escrow Refund - 1631 Pioneer Trail SE	100.00-
Total 960:			350.00
1140	Cintas Corporation	Rug Rentals - Street Dept	16.18
1140	Cintas Corporation	Uniform Rental - Maintenance	4.75
1140	Cintas Corporation	Uniform Rental - Parks	8.74
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewater	154.61
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	179.09
1140	Cintas Corporation	Uniform Rental - Parks	10.95

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 1140:		374.32
1164	City of Saint Paul	Asphalt Mix	381.87
	Total 1164:		381.87
1316	Crawford's Equipment, Inc.	Repair & Maint Supplies Veh/Eq - Streets	61.26
1316	Crawford's Equipment, Inc.	Repair & Maint Supplies Veh/Eq - Streets	2.84
	Total 1316:		64.10
1336	Crystal Springs Ice	Liquor Store Merchandise	357.04
1336	Crystal Springs Ice	Delivery Charge	4.00
	Total 1336:		361.04
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	3,319.95
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	22,358.90
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	94.10-
1396	Dahlheimer Beverage, LLC	Keg Return	60.00-
	Total 1396:		25,524.75
2245	Guardian Fleet Safety, LLC	Repair & Maint Labor Veh/Eq - Police	190.00
	Total 2245:		190.00
2271	Hach Company	Wastewater Lab Supplies	561.95
	Total 2271:		561.95
2330	Happy Productions Company,	Downtown Revolving Loan	29,200.00
	Total 2330:		29,200.00
2416	John Hirsch's Cambridge Mot	Repair & Maint Supplies Veh/Eq - Police	143.64
	Total 2416:		143.64
2572	IUOE Central Pension Fund	May Contribution - Mechanics / Maintenance Division	8,160.00
2572	IUOE Central Pension Fund	May Contribution - Wastewater and Water Operators	5,712.00
	Total 2572:		13,872.00
2573	IUOE Local #49	May Working Dues Assessment - Wastewater	168.00
2573	IUOE Local #49	May Working Dues Assessment - Maintenance	240.00
2573	IUOE Local #49	May Union Dues - Maintenance	350.00
2573	IUOE Local #49	May Union Dues - Wastewater	245.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2573:			1,003.00
2636	Minnesota Equipment	Repair & Maint Supplies Veh/Eq - Parks	85.96
Total 2636:			85.96
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,459.65
2796	Johnson Brothers Liquor Co	Delivery Charge	91.91
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	370.00
2796	Johnson Brothers Liquor Co	Delivery Charge	20.02
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	24.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	13,359.50
2796	Johnson Brothers Liquor Co	Delivery Charge	445.90
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,391.90
2796	Johnson Brothers Liquor Co	Delivery Charge	69.16
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	10,278.14
2796	Johnson Brothers Liquor Co	Delivery Charge	157.43
Total 2796:			30,667.61
2931	Kimball Midwest	Repair & Maint Supplies Veh/Eq - Streets	489.06
Total 2931:			489.06
2941	Kirvida Fire, Inc.	Repair & Maint Supplies Veh/Eq - Engine #2 Fire	119.87
2941	Kirvida Fire, Inc.	Repair & Maint Labor Veh/Eq - Engine #2 Fire	298.00
Total 2941:			417.87
3176	LELS	Union Dues 183 - May	846.00
3176	LELS	Union Dues 449 - May	141.00
3176	LELS	Union Dues 511 - May	70.50
Total 3176:			1,057.50
3461	McDonald Distributing Compa	Liquor Store Merchandise	2,599.00
3461	McDonald Distributing Compa	Liquor Store Merchandise	8,077.25
3461	McDonald Distributing Compa	Keg Deposit	30.00
3461	McDonald Distributing Compa	Liquor Store Merchandise	538.00
3461	McDonald Distributing Compa	Liquor Store Merchandise	10,537.80
3461	McDonald Distributing Compa	Keg Deposit	30.00
3461	McDonald Distributing Compa	Credit Liquor Merchandise	139.88-
3461	McDonald Distributing Compa	Liquor Store Merchandise	294.00
Total 3461:			21,966.17
3521	Menards	Misc Operating Supplies - Streets	28.47
3521	Menards	Repair & Maint Supplies Bldg - Fire	45.74

Vendor	Vendor Name	Description	Net Invoice Amount
3521	Menards	Flowers	115.06
3521	Menards	Misc Operating Supplies - Wastewater	14.67
3521	Menards	Misc Operating Supplies - Streets	23.08
3521	Menards	Misc Operating Supplies - Streets	3.98
3521	Menards	Misc Operating Supplies - Streets	35.06
3521	Menards	Misc Operating Supplies - Parks	7.99
3521	Menards	Small Tools & Equipment - Parks	19.99
Total 3521:			294.04
3543	Metro Sales, Inc.	Ricoh IM C6000 Color Copier Rental - City Hall	956.39
Total 3543:			956.39
3676	MCSI Minnesota Computer S	Contract Base Rate Charge - Tosh/Estudio 850	10.00
Total 3676:			10.00
3693	Minnesota Fire Service	Firefighter I & II Certification Exam	504.00
Total 3693:			504.00
4001	MVTL Laboratories Inc.	Testing - Wastewater	93.00
Total 4001:			93.00
4041	National Fire Safety Council	Fire Safety Education - Passthu Donations	255.00
Total 4041:			255.00
4145	Norseman Homes LLC	Escrow Refund - 623 Elin's Lake Road SE	600.00
4145	Norseman Homes LLC	Escrow Refund - 623 Elin's Lake Road SE	100.00-
Total 4145:			500.00
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,789.30
4476	Phillips Wine & Spirits	Delivery Charge	68.25
4476	Phillips Wine & Spirits	Liquor Store Merchandise	996.50
4476	Phillips Wine & Spirits	Delivery Charge	41.86
Total 4476:			4,895.91
4640	Q Media Properties LLC	Advertising - Liquor Store	336.00
4640	Q Media Properties LLC	Advertising - Liquor Store	240.00
Total 4640:			576.00
4661	Quill Corporation	Small Tools & Equipment - Building	269.99

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4661:			269.99
4826	Rivard Companies, Inc.	Rec-Step Cert Playground	189.70
4826	Rivard Companies, Inc.	Rec-Step Cert Playground	189.70
4826	Rivard Companies, Inc.	Rec-Step Cert Playground	189.70
4826	Rivard Companies, Inc.	Rec-Step Cert Playground	189.70
4826	Rivard Companies, Inc.	Rec-Step Cert Playground	189.70
4826	Rivard Companies, Inc.	Rec-Step Cert Playground	189.70
4826	Rivard Companies, Inc.	Rec-Step Cert Playground	189.70
4826	Rivard Companies, Inc.	Rec-Step Cert Playground	189.70
4826	Rivard Companies, Inc.	Rec-Step Cert Playground	189.70
Total 4826:			1,897.00
5181	Southern Glazer's of MN	Liquor Store Merchandise	9,585.08
5181	Southern Glazer's of MN	Delivery Charge	173.08
5181	Southern Glazer's of MN	Liquor Store Merchandise	2,032.92
5181	Southern Glazer's of MN	Delivery Charge	37.33
5181	Southern Glazer's of MN	Credit Liquor Store Merchandise	120.00-
Total 5181:			11,708.41
5251	Star	Advertising Liquor Store	415.00
Total 5251:			415.00
5321	Streicher's - Minneapolis	Uniform Allowance	443.00
Total 5321:			443.00
5397	Target Specialty Products	Mosquito Control	118.10
Total 5397:			118.10
5463	The Leadership Growth Grou	Leadership Growth Group Books	151.95
5463	The Leadership Growth Grou	Leadership Growth Group Series	600.00
Total 5463:			751.95
5491	The Wine Company	Liquor Store Merchandise	308.00
5491	The Wine Company	Shipping and Handling	15.00
Total 5491:			323.00
5509	Thomsen, Dean A	Window Cleaning Liquor Store - Cooler Doors & Entry	140.24

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5509:			140.24
5516	Capitol Beverage Sales L.P.	Liquor Store Merchandise	460.48
Total 5516:			460.48
5525	Tidal Wave Auto Spa	Car Washes - Building	10.00
5525	Tidal Wave Auto Spa	Car Washes - Fire	10.00
Total 5525:			20.00
5556	T-Mobile	Cellular Services - Police Dept	2,124.10
Total 5556:			2,124.10
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	223.15
5816	Viking Coca-Cola Bottling Co	Credit Liquor Merchandise	7.50-
Total 5816:			215.65
5886	Watson Co., Inc.	Misc Operating Supplies - Streets	197.16
5886	Watson Co., Inc.	Misc Operating Supplies - Streets	197.16-
5886	Watson Co., Inc.	Credit Misc Operating Supplies - Liquor Store	27.00-
5886	Watson Co., Inc.	Liquor Store Merchandise	90.66
5886	Watson Co., Inc.	Liquor Store Merchandise	2,275.40
5886	Watson Co., Inc.	Misc Operating Supplies - Liquor Store	191.62
5886	Watson Co., Inc.	Fuel Charge	6.00
Total 5886:			2,536.68
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	1,048.00
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	6,575.60
5891	Breakthru Beverage Minnesot	Freight Charge	81.65
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	88.00
5891	Breakthru Beverage Minnesot	Freight Charge	1.15
5891	Breakthru Beverage Minnesot	Liquor Store Merchandise	744.00
5891	Breakthru Beverage Minnesot	Freight Charge	12.65
5891	Breakthru Beverage Minnesot	Credit Liquor Merchandise	638.40-
5891	Breakthru Beverage Minnesot	Credit Freight Charge	6.90-
Total 5891:			7,905.75
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Microsoft 365 Business Premium	246.00
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	2,062.25

Vendor	Vendor Name	Description	Net Invoice Amount
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	458.25
Total 5965:			6,432.50
6024	Woodridge Homes, Inc.	Escrow Refund - 2945 Norway Circle S	7,500.00
6024	Woodridge Homes, Inc.	Escrow Refund - 2945 Norway Circle S	100.00-
Total 6024:			7,400.00
Grand Totals:			249,916.06

Dated: 6/6/2024

City Treasurer: Caroline Mac

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/24	06/05/2024	129359	44	Absolute Portable Restrooms	101-20100	95.00
06/24	06/05/2024	129360	70	Adams Pest Control - Main	610-20100	80.91
06/24	06/05/2024	129361	129	Air Conditioning Associates, Inc.	101-20100	420.00
06/24	06/05/2024	129362	175	Amazon Capital Services, Inc.	101-20100	334.50
06/24	06/05/2024	129363	306	ARC Irrigation, LLC	101-20100	7,145.68
06/24	06/05/2024	129364	320	Ascent Aviation Group, Inc	211-20100	35,730.42
06/24	06/05/2024	129365	341	Aspen Mills	101-20100	462.35
06/24	06/05/2024	129366	375	Aufderworld Corporation	419-20100	17,218.00
06/24	06/05/2024	129367	381	Auto Value Cambridge	101-20100	119.95
06/24	06/05/2024	129368	521	Bellboy Corporation	610-20100	2,412.38
06/24	06/05/2024	129369	551	Bernick's	610-20100	3,788.82
06/24	06/05/2024	129370	596	Bloomquist Electric Inc	101-20100	2,335.00
06/24	06/05/2024	129371	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	7,905.75
06/24	06/05/2024	129372	960	Cantlin Lake Properties LLC	101-20100	350.00
06/24	06/05/2024	129373	5516	Capitol Beverage Sales L.P.	610-20100	460.48
06/24	06/05/2024	129374	2572	Central Pension Fund	101-20100	8,160.00
06/24	06/05/2024	129375	2572	Central Pension Fund	101-20100	5,712.00
06/24	06/05/2024	129376	1140	Cintas Corporation	101-20100	374.32
06/24	06/05/2024	129377	1164	City of Saint Paul	101-20100	381.87
06/24	06/05/2024	129378	1316	Crawford's Equipment, Inc.	101-20100	64.10
06/24	06/05/2024	129379	1336	Crystal Springs Ice	610-20100	361.04
06/24	06/05/2024	129380	1396	Dahlheimer Beverage, LLC	610-20100	25,524.75
06/24	06/05/2024	129381	5509	Dean Thomsen	610-20100	140.24
06/24	06/05/2024	129382	2245	Guardian Fleet Safety	101-20100	190.00
06/24	06/05/2024	129383	2271	Hach Company	602-20100	561.95
06/24	06/05/2024	129384	2330	Happy Productions Company, LLC	215-20100	29,200.00
06/24	06/05/2024	129386	2573	IUOE Local #49	101-20100	408.00
06/24	06/05/2024	129387	2573	IUOE Local #49	101-20100	595.00
06/24	06/05/2024	129388	2416	John Hirsch's Cambridge Motors	101-20100	143.64
06/24	06/05/2024	129389	2796	Johnson Bros - St Paul	610-20100	30,667.61
06/24	06/05/2024	129390	2931	Kimball Midwest	101-20100	489.06
06/24	06/05/2024	129391	2941	Kirvida Fire, Inc.	101-20100	417.87
06/24	06/05/2024	129392	3176	LELS	101-20100	1,057.50
06/24	06/05/2024	129393	3461	McDonald Distributing Company	610-20100	21,966.17
06/24	06/05/2024	129394	3676	MCSI Minnesota Computer Systems Inc	101-20100	10.00
06/24	06/05/2024	129396	3521	Menards	101-20100	294.04
06/24	06/05/2024	129397	3543	Metro Sales, Inc.	101-20100	956.39
06/24	06/05/2024	129398	2636	Minnesota Equipment	101-20100	85.96
06/24	06/05/2024	129399	3693	Minnesota Fire Service	101-20100	504.00
06/24	06/05/2024	129400	4001	Minnesota Valley Testing Labs	602-20100	93.00
06/24	06/05/2024	129401	906	NAPA Central MN	101-20100	1,786.02
06/24	06/05/2024	129402	4041	National Fire Safety Council	101-20100	255.00
06/24	06/05/2024	129403	4145	Norseman Homes LLC	101-20100	500.00
06/24	06/05/2024	129404	826	North 65 Chamber of Commerce	101-20100	30.00
06/24	06/05/2024	129405	4476	Phillips St Paul	610-20100	4,895.91
06/24	06/05/2024	129406	4640	Q Media Properties LLC	610-20100	576.00
06/24	06/05/2024	129407	4661	Quill Corporation	101-20100	269.99
06/24	06/05/2024	129408	4826	Rivard Companies, Inc.	101-20100	1,897.00
06/24	06/05/2024	129409	5181	Southern Glazer's of MN	610-20100	11,708.41
06/24	06/05/2024	129410	5251	Star	610-20100	415.00
06/24	06/05/2024	129411	5321	Streicher's - Minneapolis	101-20100	443.00
06/24	06/05/2024	129412	5397	Target Specialty Products	101-20100	118.10
06/24	06/05/2024	129414	5463	The Leadership Growth Group	101-20100	751.95
06/24	06/05/2024	129415	5491	The Wine Company	610-20100	323.00
06/24	06/05/2024	129416	5525	Tidal Wave Auto Spa	101-20100	20.00
06/24	06/05/2024	129417	5556	T-Mobile	101-20100	2,124.10
06/24	06/05/2024	129418	5816	Viking Coca-Cola Bottling Co	610-20100	215.65

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/24	06/05/2024	129419	5886	Watson Co., Inc.	610-20100	2,536.68
06/24	06/05/2024	129420	5965	White Bear IT Solutions LLC	101-20100	6,432.50
06/24	06/05/2024	129421	6024	Woodridge Homes, Inc.	101-20100	7,400.00
Grand Totals:						<u>249,916.06</u>

Prepared by: Caroline Moe, Director of Finance

Background:

Terms for certain Sister City Commission members have expired or are expiring soon. We advertised for Sister City Commission applications on the City’s website and on the City’s social media sites.

We received three applications for serving on the Cambridge Sister City Commission. All applicants are current members of the Sister City Commission and are doing a good job in their roles.

Staff is recommending the following appointments to the Sister City Commission:

Sister City Commission Member	Term Assignment
Jim Dehn	Three Year-6/30/27
Jackie Pemble	Three Year-6/30/27
Mark Ziebarth (appointed as a community member, not as a Council member)	Two Year-6/30/26

Council Recommendation:

Appoint Sister City Commission Members as recommended.

Prepared by: Caroline Moe, Director of Finance

Background

As detailed in the attached resolution, we are recommending that a certain 2024 fund transfer be approved at this time.

Council Action Requested

Adopt Resolution R24-043 Approve Inter-Fund Transfers as Presented

Resolution No. R24-043

RESOLUTION AUTHORIZING 2024 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 2024 Inter-fund Transfers on the City of Cambridge books of record for 2024:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
General Fund (#101)	Fire Capital Project Fund (#420)	\$78,078.00	Transfer 2024 budgeted transfer from the general fund to the fire capital fund. Normally, transfer is done in September. Part of this transfer will fund the acquisition of the new fire engine so we recommend the transfer be done at this time.
	Total	\$78,078.00	

This resolution shall become effective immediately upon its passage without publication. Adopted this 17th day of June 2024.

James A. Godfrey, Mayor

ATTEST:

Evan Vogel, City Administrator

Prepared by: Shawn R Machin –Chief of Police

Background:

The City of Cambridge is hosting 7th Annual Cambridge Arts and Crafts Fair. The event will occur on Saturday August 17th. We are requesting that the following sections of roadway in the downtown area be closed for the events that will be held.

- Ashland St S between Hwy 95 and 2nd Ave SW
- Ashland St S at the intersection of Ashland St S and 3rd Ave SW
- 2nd Ave SW between Birch St S and Ashland St S
- 2nd Ave SW between Ashland St S and Main St S

It is also requested to use the parking lot on the SW corner of 2nd Ave SW and Ashland St S.

We are requesting that the roads be closed between the hours of 9am - 4pm (or once cleanup is completed). The event is scheduled from 10am-3pm.

Recommendation:

I recommend that the roads be allowed to be closed to facilitate the 7th Annual Cambridge Arts & Crafts Fair.

Compatibility with Core Strategies and Strategic Objectives:

- #2- Deliver Exceptional Public Services
- #3- Connect opportunities to facilitate thriving commercial and industrial sectors
- #5- Foster engaged, informed, and involved citizens and community
- #6- Enhance the City’s presence as a regional hub
- #7- Provide diverse amenities for a high quality of life

Fiscal Note:

N/A

Attachments:

- Road Closure Request Packet



REQUEST FOR STREET CLOSURE INSTRUCTION SHEET

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND PROVIDE ALL REQUESTED INFORMATION IN THIS PACKET.

INCOMPLETE REQUEST PACKETS OR MISSING ITEMS WILL RESULT IN AN AUTOMATIC DENIAL OF YOUR REQUEST.

REQUESTS MUST BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO THE DATE OF THE STREET CLOSURE. THIS PROVIDES TIME FOR REVIEW BY CITY STAFF AND APPROVAL BY THE CITY COUNCIL AT A COUNCIL MEETING.

1. Read and INITIAL the Street Closure General Requirements form.
2. Complete all sections of the Request for Street Closure form and SIGN the form at the bottom.
3. Read and complete the Release and Indemnification Agreement form. INITIAL all sections as required on the form. Print your name, sign and date the form, and have the form NOTARIZED.
4. Complete the top section of the Approval for Street Closure by Residents and Businesses form. Meet with ALL residents and businesses located within the closure area and have them provide their name, address, business name, and signature.
5. Return the fully completed packet with all forms to the Cambridge Police Department.

Below is a checklist for your use to ensure that you have completed the packet.

- I have read and initialed the Street Closure General Requirements form.
- I have completed all sections of the Request for Street Closure form.
- I have signed the Request for Street Closure form.
- I have read, completed, and initialed all sections of the Release and Indemnification Agreement form.
- I have signed the Release and Indemnification Agreement form and had it notarized.
- I have completed the top section of the Approval for Street Closure by Residents and Businesses form.
- I have had all residents and businesses located within the closure area provide their name, address, business name, and signature on the Approval for Street Closure by Residents and Businesses form.

STREET CLOSURE GENERAL REQUIREMENTS

1. To request a street closure for a neighborhood party, street dance, parade, or special event, please complete a Street Closure Request packet. Packets must be submitted to the Police Department a minimum of three weeks prior to the planned event to provide time for review by city staff and approval by the city council at a council meeting.
2. Street closures can only be conducted on low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares or collector streets may be used, unless the street closure is for a City-Wide function and an exception is granted by the City Council. In addition, access to public facilities shall not be blocked. Road closures will only be granted upon determination that the closure will not have adverse effects on the safety and general welfare of people in the City and the function of the roadway.
3. All residents and businesses on the street or block for which the event is planned shall approve the street closure by signing the Approval for Street Closure by Residents and Businesses form.
4. Barricade equipment is required and can be provided by the City. A \$50.00 damage deposit is required and is refunded to the applicant after the barricades have been returned in good condition. Barricades may be picked up at the Public Works Building the last working day before the event by 4:00 pm and returned to the Public Works Building the first working day after the event by 4:00 pm. Barricades for the event may also be delivered to a pre-arranged location by Public Works. As an alternative, the applicant may rent barricade equipment from a vendor. In any case, setup and takedown of the barricades shall be the responsibility of the applicant.

In addition to barricade requirements:

- a. No stakes or penetration may be made through the asphalt.
 - b. The barricades used must be easy to remove.
 - c. The barricades must be noticeably visible during daytime hours and evening hours.
 - d. No penetration by stakes, poles, posts in or behind a boulevard without first checking with Gopher State One Call at (651) 454-0002
 - e. No disposal of anything in storm sewers.
 - f. Any marking on the street can be done in chalk or washable material. No paint or permanent markings can be used.
5. A minimum twelve-foot (12') aisle must be maintained in the street to permit passage of emergency vehicles or vehicles of residents unless an exception is granted by the City Council for a City-Wide event. Failure to maintain a twelve-foot aisle during the entire period of the event will result in denial of requests for subsequent street closures. Law enforcement personnel will monitor the event for strict adherence to this rule.
 6. Adult supervision must be maintained at all times during the event. The City is not responsible for damages or injuries incurred in connection with or as a result of the event. The applicant will be required to sign a hold-harmless agreement. The applicant(s) agree(s) to indemnify and hold harmless the City of Cambridge, Minnesota, its agents and employees from any and all claims, demands, actions or cause of action of whatsoever nature or character arising out of or by reason of, the conduct of the block party in any respect, including, but not limited to costs, attorney's

fees, expenses, etc., incurred in connection with the defense or settlement of any claims for injuries or damage resulting from or connected with the block party.

For City-sponsored functions the City will cover the event under its liability insurance (Downtown Customer Appreciation Day, Snowflake Parade).

7. Applicant shall be responsible for the pick-up of trash and garbage immediately after the end of the event.
8. Streets may not be barricaded later than 10:00 p.m. unless the street closure is for a City-Wide function and an exception is granted by the City Council.
9. No residents of the area designated shall be denied access to the event.
10. No loud speaker system shall be used which is audible beyond the block designated for the party. Residents and guests shall be in compliance with public peace statutes and ordinances.
11. The City of Cambridge reserves the right to approve or deny any request, or to revoke approval of any request.

INITIALS: AV



City use only:
 Approval:
 Police Dept.
 Public Works
 Admin
 Council

REQUEST FOR STREET CLOSURE

Applicant's Name: Amy Norling, on behalf of the City of Cambridge, for our Arts & Crafts Fair

Address: 300 3rd Avenue NE

City: Cambridge State: MN Zip: 55008

Telephone: Home _____ Work 763-552-3257

Cell [REDACTED]

E-mail Address: anorling@ci.cambridge.mn.us

Event Dates: Saturday, August 17, 2024

Beginning Time of Event: 8:00 a.m. Ending Time: 5:00 p.m.

Description of Event: Art & Craft Fair

Sponsored by Whom: City of Cambridge

What street is to be barricaded? Main Street S, Ashland Street S

What cross streets define the barricaded area? 2nd Avenue SW

Address barricades are to be left: Where indicated on the site plan

Adult supervision must be maintained at all times during the event. The City is not responsible for damages or injuries incurred in connection with or as a result of the event. The applicant will be required to sign a hold-harmless agreement. The applicant(s) agree(s) to indemnify and hold harmless the City of Cambridge, Minnesota, its agents and employees from any and all claims, demands, actions or cause of action of whatsoever nature or character arising out of or by reason of, the conduct of the block party in any respect, including, but not limited to costs, attorney's fees, expenses, etc., incurred in connection with the defense or settlement of any claims for injuries or damage resulting from or connected with the block party.

I have read and understand the information contained in this request packet. I agree to comply with all terms as stated. I understand that the City of Cambridge may revoke approval to close a street at any time.

Name (please print) Amy Norling Date 6/3/2024

Signature

City use only:
 Street Closure Event Checklist:
 City approvals received
 All forms signed and completed
 Sheriff's dispatch notified of closure location and date
 \$50 deposit for barricades
 Police detail needed
 Other _____

RELEASE AND INDEMNIFICATION AGREEMENT

**THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT.
SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.**

In consideration for being permitted to engage in the following special event activities on city property and/or right of way:

2024 Cambridge Art Fair

(Description of Event e.g. block party)

Special Events Holder hereby acknowledges, represents, and agrees as follows:

By signing this RELEASE AND INDEMNIFICATION AGREEMENT, I/we, as the event organizer, hereby expressly assume all such risks of injury, loss, or damage to us or any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of (City), its officers, its employees, or by any other cause.

(Special Events Holder Initials here) AV

By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we further hereby exempt, release and discharge (City), its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of (City), its officers, its employees, or by any other cause.

(Special Events Holder Initials here) AV

We further agree to defend, indemnify and hold harmless (City), its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against (City), its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of (City), its officers, its employees, or by any other cause.

(Special Events Holder Initials here) AV

By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of (City), its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) AN

We understand and agree that this RELEASE AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

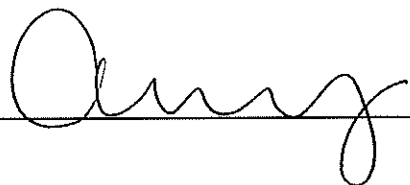
(Special Events Holder Initials here) AN

This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, our successors, representatives, heirs, and executors.

(Special Events Holder Initials here) AN

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER: Amy Norling

Signature:  Date 6/3/2024

Subscribed and sworn to before me, this 3rd day of June, 2024.

(SEAL)





Notary Signature



300 3rd Avenue NE
Cambridge, MN 55008
Phone: 763-689-3211
www.ci.cambridge.mn.us

REQUEST FOR STREET CLOSURE

ATTACHED LETTER SENT TO THE BELOW PROPERTIES REGARDING THE STREET CLOSURE

Closed street: Ashland St S between Hwy 95 and 3rd Ave SW, and 2nd Ave SW from the alley between Ashland St S and Birch St S and the alley between Ashland St S and Main St S (as depicted in site plan).

Date of closure: Saturday, August 17th

Hours of closure: 8am-5pm (event from 10am-3pm)

LOT	LOCATION	SITE ADDRESS	OWNER NAME
1	HAPPY PRODUCTIONS	145 MAIN ST S	HAPPY PRODUCTIONS PROPERTIES LLC
2	LEADER'S	133 MAIN ST S	H&J LEASING LLC
3	PARKING LOT	PARKING LOT #1	CAMBRIDGE STATE BANK
4	PARKING LOT	PARKING LOT	H&J LEASING LLC
5	POST OFFICE	209 MAIN ST S	U S A POST OFFICE
6	OFFICE BUILDING / THE KITCHEN	129 2ND AVE SW	LI CHEN HUA & DA-HAO LIU
7	MINUTEMAN PRESS	133 2ND AVE SW	KMS PROPERTIES LLC
8	COMPREHENSIVE HEALTH	137 2ND AVE SW	VOLKER ARTHUR K & LEAH W VOLKER
9	COMPREHENSIVE HEALTH	141 2ND AVE SW	VOLKER ARTHUR K & LEAH W VOLKER
10	THRIVENT FINANCIAL	145 2ND AVE SW	JNB PROPERTIES LLC
11	PARKING LOT	126 ASHLAND ST S	H&J LEASING LLC
12	MULTI-OFFICE BUILDING	123 ASHLAND ST S	NOVA ENTERPRISES LLC & C/O THOMAS L SATROM
13	PARKING LOT	PARKING LOT #2	CAMBRIDGE STATE BANK
14	MINNCO	236 2ND AVE SW	MINNCO CREDIT UNION
15	MULTI-OFFICE BUILDING	237 2ND AVE SW	RESIDENTIAL HOMES LLC
16	PARKING LOT	PARKING LOT #1	CITY OF CAMBRIDGE
17	PARKING LOT	PARKING LOT #2	CITY OF CAMBRIDGE
18	DENTIST OFFICE	221 ASHLAND ST S	BAAS PROPERTIES LLC
19	DEPUTY REGISTRAR'S OFFICE	225 ASHLAND ST S	LINDSTROM MYRON
20	PRIVATE RESIDENCE	239 ASHLAND ST S	ERICKSON BRIGITTE A
21	ASHLAND ARTS BUILDING LLC	220 ASHLAND ST S	ASHLAND ARTS BUILDING LLC
22	PRIVATE RESIDENCE	232 ASHLAND ST S	LANGE DELLIS
23	PRIVATE RESIDENCE	130 3RD AVE SW	CALBERY RUSSELL
24	CENTURY LINK	117 ASHLAND ST S	U S WEST COMMUNICATIONS INC & C/O QUEST CORP



300 3rd Avenue NE
Cambridge, MN 55008
Phone: 763-552-3257
www.ci.cambridge.mn.us

June 3, 2024

STREET CLOSURE NOTICE
SATURDAY, AUGUST 17TH FROM 8AM-5PM

OWNER NAME
ADDRESS LINE 1
ADDRESS LINE 2

RE: STREET CLOSURE NOTICE FOR ARTS & CRAFTS FAIR

To whom it may concern,

The City of Cambridge is planning on a street closure for the Arts & Crafts Fair on Saturday, August 17th, 2024 from 8am to 5pm. Artists, crafters, and vendors will have booths on Ashland St S and 2nd Ave SW during this event. See enclosed for a site map, indicating what properties will be affected by the street closure and what the layout of the event will be like.

Concerns regarding the street closure should be addressed with city staff before July 12th, 2024 at noon.

The purpose of this Street Closure Notice is to:

- Inform businesses that Ashland St S and 2nd Ave SW will be blocked off from traffic from 8am to 5pm on August 17th, 2024 as indicated on the site plan, so please plan accordingly. Traffic through the area will not be permitted.
- Invite businesses to have sidewalk sales that day to help attract visitors,
- Invite businesses to participate in the Arts & Crafts Fair if they sell handcrafted items. If interested, please contact city staff.
- Remind businesses that they may have one sandwich-board sign up at all times in this zoning district, and that it may help during the Arts & Crafts Fair to attract visitors (other types of signs require a permit).

Sidewalk Sale Regulations:

Cambridge City Code 156.086 Outdoor Merchandise Display/Sales (B) (2) Promotional events such as sidewalk sales or shopping center carnivals accessory to the principal use of the property limited to no more than five consecutive days shall be exempted from [needing an Interim Use Permit for Outdoor Sales], provided it complies with divisions (C)(1) through (C)(4). (3) Outdoor display of merchandise which covers less than 75 square feet shall be exempt from this section provided it complies with subpart (C) of this Section. (C) All outdoor merchandise display shall comply with following minimum requirements unless exempted herein. Additional standards may be established through the [interim] use permit. (1) Merchandise shall be displayed in a neat and orderly fashion at all times. (2) No display or sale of merchandise shall be permitted within any required setback area, required parking areas, required green/ landscape areas, any right-of-way or other public property, or fire lanes except in the B-1, Downtown Business District, provided said display or sale of merchandise does not create a health and safety issue as determined by the Zoning Administrator. (3) Merchandise shall only be displayed on a concrete surface or an equivalent, as determined by the Zoning Administrator, to control dust and erosion. (4) The display of highly flammable and hazardous materials shall be prohibited. (5) The display of wearing apparel and other merchandise with wind-moveable parts and appendages shall be prohibited except in the B-1, Downtown Business District.

We hope this event will provide additional exposure to the downtown business corridor. If you have any questions, concerns, or would like to volunteer, please contact city staff.

Thank you in advance for your cooperation.

Amy Norling
Community Development Specialist
anorling@ci.cambridge.mn.us
763-552-3257
763-689-6801 (fax)

CAMBRIDGE

Arts & Crafts Fair



Saturday
August 17th, 2024
10am-3pm

Food Trucks • Vendors
Chalk Art Contest

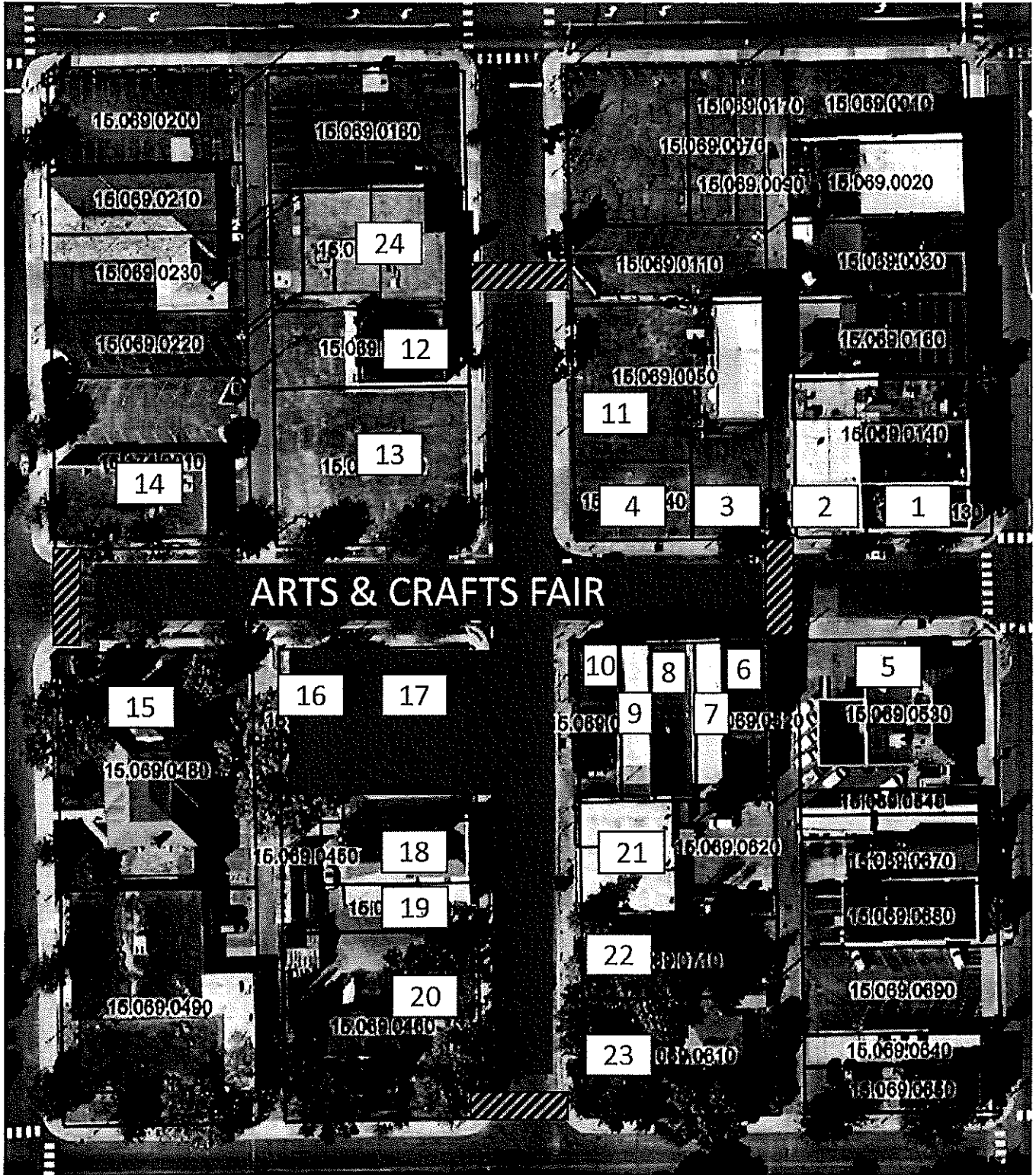
Downtown Cambridge
2nd Ave SW & Ashland St SW

CAMBRIDGE
Minnesota's Opportunity Community®



2024 CAMBRIDGE ARTS & CRAFTS FAIR

SATURDAY, AUGUST 17TH | 10AM-3PM



Prepared by: Caroline Moe, Director of Finance

BACKGROUND

Douglas-Kerr Underground LLC is submitting Pay Request #1 for work completed through May 31, 2024 on the 2024 Street Improvements and Central Drive Trail Improvements. City Engineer, Short Elliott Hendrickson, has reviewed the pay request and is recommending payment in the amount of \$1,147,599.

The Council awarded this contract to Douglas-Kerr LLC at its April 15, 2024, meeting and construction began earlier this spring.

Fiscal Note—the 2024 Street Project was a budgeted project for 2024. Project is currently under budget.

Compatibility with Strategic Goals:

The 2024 Street Project supports the City Council core strategy #4—Be responsible and flexible in managing the City’s administrative functions, specifically the objective stated to maintain and execute a detailed capital improvement program with financing sources.

COUNCIL ACTION

Staff recommends to Council to authorize partial payment request No. 1 to Douglas-Kerr Underground LLC for \$1,147,599.

ATTACHMENTS

- Resolution R24-044 Authorizing Partial Payment #1 to Douglas-Kerr LLC for the 2024 Street Improvements.
- Douglas-Kerr Underground LLC Application for Payment #1 for 2024 Street Improvements and Central Drive Trail Improvements.

Resolution R24-044

**RESOLUTION ACCEPTING WORK AND AUTHORIZING
PARTIAL PAYMENT TO DOUGLAS-KERR UNDERGROUND LLC
(2024 STREET IMPROVEMENT AND CENTRAL DRIVE TRAIL IMPROVEMENTS PROJECT)**

WHEREAS, pursuant to a written contract signed with the City of Cambridge, Douglas-Kerr Underground LLC has satisfactorily completed a portion of the 2024 Street Improvements and Central Drive Trail Improvements Project in accordance with such contract and;

WHEREAS, City Engineer, S.E.H., has reviewed the work through May 31, 2024, and recommends payment in the amount of \$1,147,599 (Partial Payment #1);

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

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to authorize payment on such contract in the amount of \$1,147,599

Adopted by the Cambridge City Council this 17th day of June, 2024.

Jim Godfrey, Mayor

ATTEST:

Evan Vogel, City Administrator



Building a Better World
for All of Us[®]

June 5, 2024

RE: Cambridge 2024 Street Improvements
and Central Drive Trail Improvements
SEH No. CAMBR 178766

Caroline Moe
City of Cambridge
300 3rd Ave NE
Cambridge, MN 55006

Dear Caroline:

Please find enclosed Application for Payment No. 1 for the referenced project(s). The quantities completed to date have been reviewed and we hereby recommend approval for payment to Douglas-Kerr Underground, LLC in the amount of \$1,147,599.00. This amount represents the work completed with 5% held for retainage.

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

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

Sincerely,

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

Zach Schmitz, PE (MN)
Project Manager

Enclosures

x:\aelc\cambr\178766\7-const-svcs\73-app-pym\lafplafp #1\afp 1_2024 street improvements to city.docx



Application for Payment
(Unit Price Contract)
No. #1

Eng. Project No.: CAMBR 175473 & 174118

Location: Cambridge, Minnesota

Contractor <u>Douglas-Kerr Underground, L.L.C</u>	Contract Date <u>April 15, 2024</u>
<u>2142 330th. Ave.</u>	
<u>Mora, MN 55051</u>	Contract Amount <u>\$ 4,925,177.49</u>

Contract for 2024 Street Improvements & Central Drive Trail Improvements

Application Date <u>5/31/24</u>	For Period Ending <u>5/31/24</u>
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Line No.	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
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BASE BID - 2024 STREET IMPROVEMENTS

1	2021.501	MOBILIZATION	LS	1	0.586	\$220,110.00	\$128,984.46
2	2031.501	FIELD OFFICE TYPE D	LS	1	1	\$10,825.00	\$10,825.00
3	2100.601	LIFT STATION REHABILITATION	LS	1	0	\$17,553.00	
4	2101.502	CLEARING	EACH	18	29	\$300.00	\$8,700.00
5	2101.502	GRUBBING	EACH	18	28	\$150.00	\$4,200.00
6	2101.505	CLEARING	ACRE	0.1	0.1	\$10,000.00	\$1,000.00
7	2101.505	GRUBBING	ACRE	0.1	0.1	\$10,000.00	\$1,000.00
8	2104.502	REMOVE MANHOLE OR CATCH BASIN (STORM OR SANITARY)	EACH	14	11	\$685.85	\$7,544.35
9	2104.502	SALVAGE CASTING	EACH	15	7	\$159.00	\$1,113.00
10	2104.502	SALVAGE SIGN, TYPE C	EACH	35	27	\$40.00	\$1,080.00
11	2105.502	SALVAGE SIGN, TYPE SPECIAL (STREET SIGN NAME)	EACH	22	20	\$40.00	\$800.00
12	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	3035	2002	\$3.45	\$6,906.90
13	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	1944	1087.5	\$2.60	\$2,827.50
14	2105.503	REMOVE WATER MAIN	LF	16	0	\$22.85	
15	2104.503	REMOVE SEWER PIPE (SANITARY)	LF	16	0	\$22.85	
16	2104.503	REMOVE SEWER PIPE (STORM)	LF	367	0	\$22.30	
17	2104.503	REMOVE CURB & GUTTER	LF	33547	19090	\$3.45	\$65,860.50
18	2104.504	REMOVE CONCRETE WALK	SY	929	12.1	\$8.55	\$103.46
19	2104.504	REMOVE CONCRETE PAVEMENT	SY	74	198.9	\$11.25	\$2,237.63
20	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	2078	1305	\$18.20	\$23,751.00
21	2104.504	REMOVE BITUMINOUS PAVEMENT (DRIVEWAYS & TRAILS)	SY	2385	1243.2	\$3.85	\$4,786.32
22	2104.518	REMOVE RETAINING WALL	SF	4070	2640	\$3.45	\$9,108.00
23	2104.618	SALVAGE BRICK PAVERS	SF	332	164.9	\$1.55	\$255.60
24	2104.602	SALVAGE & INSTALL MAILBOX ASSEMBLY	EACH	199	0	\$200.00	
25	2104.603	RELOCATE SPRINKLER SYSTEM	LF	11050	0	\$2.20	
26	2104.603	SALVAGE & INSTALL LANDSCAPE EDGING	LF	264	11	\$4.50	\$49.50

Line No.	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
27	2104.604	SALVAGE & INSTALL LANDSCAPE ROCK OR WOOD MULTCH	SY	18	0	\$270.00	
28	2106.507	EXCAVATION - COMMON (P) (SALV. BIT AND CL. 5)	CY	6090	2744.92	\$15.15	\$41,585.54
29	2106.507	EXCAVATION - COMMON (P) (EV)	CY	5490	2725.77	\$17.40	\$47,428.40
30	2106.507	EXCAVATION - SUBGRADE	CY	560	0	\$8.15	
31	2106.507	EXCAVATION - CHANNEL AND POND	CY	70	0	\$33.60	
32	2106.507	COMMON EMBANKMENT (P) (CV) (SALV BIT & CL. 5 EMBANKMENT)	CY	1990	1310	\$20.50	\$26,855.00
33	2106.507	COMMON EMBANKMENT (P) (CV)	CY	2950	0	\$12.80	
34	2112.519	SUBGRADE PREPERATION (BASE AGG. SHAPING & COMPACTING)	RDSTA	194	0	\$475.60	
35	2112.519	SUBGRADE PREPERATION (TRAIL BASE AGG. SHAPING & COMPACTING)	RDSTA	35	0	\$1,187.00	
36	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	134	0	\$150.00	
37	2140.523	WATER	MGAL	87	50.8	\$66.10	\$3,357.88
38	2215.504	FULL DEPTH RECLAMATION (10" DEPTH) (P)	SY	62263	36738	\$2.60	\$95,518.80
39	2232.504	MILL BITUMINOUS SURFACE (2.0")	SY	25533	0	\$1.90	
40	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	7436	0	\$2.00	
41	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C) (BIKE PATHS)	TON	809	0	\$104.80	
42	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C) (DRIVEWAYS)	TON	203	0	\$209.35	
43	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	9778	0	\$79.10	
44	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	8088	0	\$78.45	
45	2411.618	MODULAR BLOCK RETAINING WALL	SF	4090	0	\$34.85	
46	2503.503	15" CS PIPE SEWER	LF	168	46	\$67.55	\$3,107.30
47	2503.503	12" RC PIPE SEWER, DES 3006 CL V	LF	306	199	\$74.55	\$14,835.45
48	2503.503	15" RC PIPE SEWER, DES 3006 CL V	LF	16	50.5	\$103.80	\$5,241.90
49	2503.503	30" RC PIPE SEWER, DES 3006 CL III	LF	45	0	\$449.40	
50	2503.602	CONNECT TO EXISTING MANHOLES (SAN)	EACH	1	1	\$14,215.00	\$14,215.00
51	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	7	3	\$3,714.00	\$11,142.00
52	2503.602	CONNECT INTO EXISTING SANITARY SEWER	EACH	2	0	\$1,561.00	
53	2503.602	CONNECT INTO EXISTING STORM SEWER	EACH	22	15	\$1,836.00	\$27,540.00
54	2503.602	SANITARY SEWER SPOT REPAIR	EACH	3	2	\$10,318.00	\$20,636.00
55	2503.603	8" PVC PIPE SEWER	LF	16	3	\$172.40	\$517.20
56	2503.603	4" PVC SANITARY SERVICE PIPE	LF	43	45	\$106.55	\$4,794.75
57	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	2	2	\$2,167.00	\$4,334.00
58	2504.602	RELOCATE HYDRANT AND VALVE	EACH	1	1	\$5,399.00	\$5,399.00

Line No.	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
59	2504.602	ADJUST VALVE BOX	EACH	49	4	\$1,041.00	\$4,164.00
60	2504.602	HYDRANT (SANDBLAST AND PAINT EXISTING HYDRANT)	EACH	46	0	\$225.00	
61	2504.602	1" CORPORATION STOP	EACH	1	1	\$1,560.00	\$1,560.00
62	2504.602	1" CURB STOP & BOX	EACH	1	1	\$1,874.00	\$1,874.00
63	2504.602	12" GATE VALVE & BOX	EACH	1	0	\$10,078.00	
64	2504.603	SPRINKLER SYSTEM (TEMPORARY)	LS	1	0	\$6,500.00	
65	2504.603	1" TYPE PE PIPE	LF	53	56.5	\$14.40	\$813.60
66	2504.603	12" WATERMAIN DUCTILE IRON CL 52	LF	16	0	\$255.20	
67	2504.618	INSTALL SALVAGED BRICK PAVERS	SF	332	0	\$6.30	
68	2506.502	ADJUST FRAME AND RING CASTING (W/PE BARRIER)	EACH	153	11	\$932.05	\$10,252.55
69	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (27")	EACH	9	6	\$3,477.00	\$20,862.00
70	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	10	8	\$4,685.00	\$37,480.00
71	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	EACH	3	2	\$6,741.00	\$13,482.00
72	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	EACH	2	0	\$7,972.00	
73	2506.602	CASTING ASSEMBLY R-1733 (STORM)	EACH	2	0	\$604.90	
74	2506.602	CASTING ASSEMBLY R-3250-1 (STORM)	EACH	22	3	\$985.00	\$2,955.00
75	2506.602	CASTING ASSEMBLY R-3290-A (STORM)	EACH	1	0	\$959.50	
76	2506.603	CONSTRUCT 6" INSIDE DROP	LF	15	0	\$307.90	
77	2506.603	REPAIR DRAINAGE STRUCTURE	LF	15	11.5	\$771.25	\$8,869.38
78	2506.603	RECONSTRUCT DRAINAGE STRUCTURE	LF	22	3	\$463.95	\$1,391.85
79	2511.504	GEOTEXTILE FILTER FABRIC TYPE 4	SY	30	0	\$2.30	
80	2511.507	RIP RAP CLASS III	CY	21	0	\$132.10	
81	2521.518	5" CONCRETE WALK	SF	4048	0	\$6.00	
82	2521.518	6" CONCRETE WALK	SF	2160	0	\$9.50	
83	2531.503	CONCRETE CURB & GUTTER DESIGN B418	LF	34848	18383	\$15.00	\$275,745.00
84	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	1475	126	\$35.00	\$4,410.00
85	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SY	1629	413.3	\$79.35	\$32,795.36
86	2531.604	9" CONCRETE VALLEY GUTTER	SY	12	0	\$150.00	
87	2531.618	TRUNCATED DOMES (CAST IRON)	SF	476	0	\$50.00	
88	2563.601	TRAFFIC CONTROL	LS	1	1	\$10,600.00	\$10,600.00
89	2564.502	INSTALL SIGN TYPE C	EACH	1	0	\$150.00	
90	2564.518	SIGN PANELS TYPE C	SF	359	0	\$50.00	
91	2564.602	SIGN TYPE SPECIAL (STREET NAME SIGN)	EACH	22	0	\$300.00	
92	2573.502	STORM DRAIN INLET PROTECTION	EACH	79	72	\$159.30	\$11,469.60

Line No.	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
93	2573.503	SILT FENCE, TYPE HI	LF	9038	394	\$2.15	\$847.10
94	2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LF	574	564	\$2.30	\$1,297.20
95	2574.507	ORGANIC TOPSOIL BORROW	CY	3430	0	\$0.01	
96	2575.504	SODDING TYPE LAWN	SY	14944	0	\$8.80	
97	2575.508	SEED MIXTURE 25-131 WITH HYDROMULCH	SY	2141	0	\$2.25	
98	2582.503	4" SOLID LINE PAINT	LF	1604	0	\$1.20	
99	2582.503	24" SOLID LINE PAINT	LF	97	0	\$3.50	
100	2582.503	4" BROKEN LINE PAINT	LF	6492	0	\$0.10	
101	2582.503	4" DOUBLE SOLID LINE PAINT	LF	400	0	\$2.40	
102	2582.518	PAVEMENT MESSAGE PAINT	SF	424	0	\$4.00	
103	2582.518	CROSSWALK PAINT	SF	1223	0	\$2.50	
TOTAL BASE BID - 2024 STREET IMPROVEMENTS							\$1,048,510.05
ALTERNATE A - CENTRAL DRIVE STREET AND TRAIL							
104	2021.501	MOBILIZATION	LS	1	0.82	\$16,558.00	\$13,577.56
105	2101.502	CLEARING	EACH	3	42	\$300.00	\$12,600.00
106	2101.502	GRUBBING	EACH	3	34	\$150.00	\$5,100.00
107	2101.505	CLEARING	ACRE	0.105	0.11	\$21,818.00	\$2,399.98
108	2101.505	GRUBBING	ACRE	0.105	0.11	\$21,818.00	\$2,399.98
109	2104.502	SALVAGE SIGN (TYPE C OR STREET NAME SIGN)	EACH	7	7	\$40.00	\$280.00
110	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LF	125	125	\$2.60	\$325.00
111	2104.503	REMOVE SEWER PIPE (STORM OR CULVERTS)	LF	75	0	\$27.05	
112	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	1693	1696.8	\$1.40	\$2,375.52
113	2104.602	SALVAGE & INSTALL MAILBOX ASSEMBLY	EACH	6	0	\$200.00	
114	2106.507	EXCAVATION - COMMON (EV)	CY	1490	508.9	\$11.45	\$5,826.91
115	2106.507	COMMON EMBANKMENT (CV) (TOPSOIL)	CY	380	0	\$5.45	
116	2211.507	COMMON EMBANKMENT (CV) (SALV. BIT AND CL 5)	CY	3980	2975.66	\$11.80	\$35,112.79
117	2211.507	AGGREGATE BASE CLASS 5 (MODIFIED) -SHOULDER	CY	300	0	\$27.70	
118	2112.519	SUBGRADE PREPERATION	RDSTA	26	0	\$595.30	
119	2123.51	COMMON LABORERS	HOUR	15	40.5	\$95.85	\$3,881.93
120	2123.51	3 CY FRONT END LOADER	HOUR	5	3	\$263.15	\$789.45
121	2123.61	CRAWLER MOUNTED BACKHOE	HOUR	5	11.5	\$306.15	\$3,520.73
122	2123.61	SKID LOADER	HOUR	5	13.5	\$171.85	\$2,319.98
123	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	12	0	\$165.00	
124	2130.523	WATER	M GAL	40	19.6	\$66.10	\$1,295.56
125	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	520	0	\$2.00	
126	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C) (TRAIL)	TON	487	0	\$103.15	

Line No.	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
127	2361.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	629	0	\$83.95	
128	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	877	0	\$79.55	
129	2499.502	15" CS PIPE APRON	EA	6	8	\$1,010.00	\$8,080.00
130	2503.503	15" CS PIPE (DRIVEWAY CULVERTS)	LF	95	22	\$74.65	\$1,642.30
131	2501.502	15" RC PIPE APRON	EA	4	3	\$2,048.00	\$6,144.00
132	2503.503	15" RC PIPE SEWER, DES 3006 CL V	LF	147	162.5	\$84.75	\$13,771.88
133	2504.602	ADJUST VALVE BOX - WATER	EACH	1	0	\$1,041.00	
134	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	EACH	3	2	\$2,161.00	\$4,322.00
135	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	4	5	\$4,132.00	\$20,660.00
136	2506.602	CASTING ASSEMBLY R-3067-V (STORM)	EACH	6	0	\$877.20	
137	2506.602	INSTALL CASTING (STORM)	EACH	6	0	\$0.01	
138	2511.504	GEOTEXTILE FABRIC TYPE 4	SY	38	0	\$2.30	
139	2511.507	RIP RAP CLASS III	CY	20	20	\$122.90	\$2,458.00
140	2521.518	6" CONCRETE WALK	SF	530	0	\$10.50	
141	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	2670	0	\$17.40	
142	2531.618	TRUNCATED DOMES	SF	32	0	\$50.00	
143	2557.603	WOODENFENCE - SPLIT RAIL	LF	416	0	\$18.50	
144	2563.601	TRAFFIC CONTROL	LS	1	1	\$500.00	\$500.00
145	2564.502	INSTALL SIGN TYPE C	EACH	1	0	\$150.00	
146	2564.518	SIGN PANELS TYPE C	SF	58	0	\$50.00	
147	2564.602	INSTALL SIGN TYPE SPECIAL (STREET NAME SIGN)	EACH	2	0	\$200.00	
148	2573.502	STORM DRAIN INLET PROTECTION	EACH	7	0	\$159.45	
149	2573.503	SILT FENCE, TYPE HI	LF	5302	4299	\$2.15	\$9,242.85
150	2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LF	520	375	\$2.30	\$862.50
151	2573.508	SEED MIXTURE 25-131 WITH HYDROMULCH	SY	2694	0	\$2.25	
152	2574.507	ORGANIC TOPSOIL BORROW	CY	380	0	\$22.05	
153	2582.518	PAVEMENT MESSAGE PAINT	SF	80	0	\$4.00	
154	2582.518	CROSSWALK PAINT	SF	150	0	\$2.50	
TOTAL ALTERNATE A CENTRAL DRIVE STREET AND TRAIL BID							\$159,488.89
TOTAL BASE BID + ALTERNATE A PRICE							\$1,207,998.94

Application for Payment (continued)

Total Contract Amount	\$ <u>4,925,177.49</u>	Total Amount Earned	\$ <u>1,207,998.94</u>
		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No.	_____	Percent Complete	_____
Contract Change Order No.	_____	Percent Complete	_____
Contract Change Order No.	_____	Percent Complete	_____
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>1,207,998.94</u>
AFP No. 1: _____	AFP No. 6: _____	LESS <u>5</u> % RETAINAGE	\$ <u>60,399.95</u>
AFP No. 2: _____	AFP No. 7: _____	AMOUNT DUE TO DATE	\$ <u>1,147,599.00</u>
AFP No. 3: _____	AFP No. 8: _____	LESS PREVIOUS APPLICATIONS	\$ _____
AFP No. 4: _____	AFP No. 9: _____	AMOUNT DUE THIS APPLICATION	\$ <u>1,147,599.00</u>
AFP No. 5: _____			

CONTRACTOR'S AFFIDAVIT

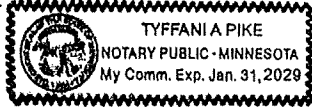
The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2024 Street Improvements & Central Drive Trail Improvements, Cambridge, Minnesota, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date June 05, 2024 Douglas-Kerr Underground, L.L.C
(Contractor)

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

Before me on this 5th day of June, 2024, personally appeared _____
Ryan R. Kerr known to be, who being duly sworn did depose and say that he is the Manager (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires
January 31, 2029



Tyffani Pike
(Notary Public)

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

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

Short Elliott Hendrickson Inc.

By Zach Schmitz, PE
Date June 5, 2024

City of Cambridge

By _____
Date _____

Prepared by: Caroline Moe, Director of Finance

BACKGROUND

Douglas-Kerr is submitting Pay Request #6 for work completed through June 3, 2024 on the Well #9 Contract B Improvements. City Engineer, Short Elliott Hendrickson, has reviewed the pay request and is recommending payment in the amount of \$188,939.59.

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

Fiscal Note—the Well #9 Contract B Project was a budgeted project for 2023 with unfinished amounts carried to 2024. While this payment request within the original contract amount, some of the quantities of work are exceeding the amounts allowed within the contract. It is the final contract payment will be \$40K more than the original contract. The water fund has adequate fund balance to cover this overage.

Compatibility with Strategic Goals:

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

COUNCIL ACTION

Staff recommends to Council to authorize partial payment request No 6 to Douglas-Kerr Underground LLC for \$188,939.59.

ATTACHMENTS

- Resolution R24-045 Authorizing Partial Payment to Douglas-Kerr Underground LLC for the Well #9 Contract B Improvements.
- Douglas-Kerr Underground LLC Application for Payment #6 for Well #9 Contract B Improvements.

Resolution R24-045

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

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

WHEREAS, City Engineer, S.E.H., has reviewed the work through June 3, 2024 and recommends payment in the amount of \$188,939.59 (Partial Payment #6);

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

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to authorize payment on such contract in the amount of \$188,939.59.

Adopted by the Cambridge City Council this 17th day of June, 2024.

Jim Godfrey, Mayor

ATTEST:

Evan Vogel, City Administrator



Building a Better World
for All of Us[®]

June 6, 2024

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

Caroline Moe
City of Cambridge
300 3rd Ave NE
Cambridge, MN 55006

Dear Caroline:

Please find enclosed Application for Payment No. 6 for the referenced project. The quantities completed to date have been reviewed and we hereby recommend approval for payment to Douglas-Kerr Underground, LLC in the amount of \$188,939.59. This amount represents the work completed with 5% held for retainage.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Zachary K. Schmitz".

Zach Schmitz, PE (MN)
Project Engineer

Enclosures

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Application for Payment
(Unit Price Contract)
No. 6

Eng. Project No.: CAMBR 169132 - Contract B

Location: Cambridge, MN

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

Contract for Well No. 9 - Contract B

Application Date 6/3/24 For Period Ending 6/3/24

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	2021.501 MOBILIZATION	LS	1	1	\$41,770.00	\$41,770.00
2	2101.502 CLEARING	EACH	8	14	\$250.00	\$3,500.00
3	2101.502 GRUBBING	EACH	8	8	\$100.00	\$800.00
4	2101.502 CLEARING	ACRE	1	1	\$7,000.00	\$7,000.00
5	2101.502 GRUBBING	ACRE	1	1	\$6,000.00	\$6,000.00
6	2104.503 SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	40	109.5	\$3.20	\$350.40
7	2104.504 REMOVE BITUMINOUS PAVEMENT	SQ YD	60	92.7	\$82.15	\$7,615.31
8	2104.504 SALVAGE CHAIN LINK FENCE	LF	30	30	\$30.85	\$925.50
9	2106.507 EXCAVATION - COMMON (EV)	CU YD	115	115	\$25.90	\$2,978.50
10	2106.507 DITCH GRADING	LS	1	1	\$6,669.00	\$6,669.00
11	2106.507 GRANULAR EMBANKMENT	CU YD	210	285	\$18.95	\$5,400.75
12	2130.523 WATER (TURF ESTABLISHMENT)	M GALLON	20	0	\$80.20	
13	2211.507 AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	100	100	\$40.85	\$4,085.00
14	2357.506 BITUMINOUS MATERIAL FOR TACK COAT	GALLON	20	5.5	\$0.01	\$0.06
15	2360.509 TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	25	46.18	\$81.50	\$3,763.67
16	2360.509 TYPE SP 12.5 NON WEARING COURSE MIX (2,C)	TON	25	34.05	\$78.00	\$2,655.90
17	2451.609 CRUSHED ROCK (PIPE FOUNDATION) (CV)	CY	125	45.3	\$52.95	\$2,398.64
18	2501.502 15" RC PIPE APRON	EACH	2	2	\$1,383.00	\$2,766.00
19	2503.503 15" RC PIPE SEWER DES 3006 CL III	LIN FT	38	60	\$79.05	\$4,743.00
20	2503.503 TRASH GUARD FOR 15" RC PIPE APRON	EACH	2	2	\$1,005.00	\$2,010.00
21	2504.602 CONNECT TO EXISTING WATER MAIN	EACH	4	4	\$4,557.00	\$18,228.00
22	2504.602 DUCTILE IRON FITTINGS (EPOXY COATED)	LB	2500	3219	\$10.75	\$34,604.25
23	2504.602 HYDRANT	EACH	3	4	\$6,172.00	\$24,688.00
24	2504.602 6" GATE VALVE & BOX	EACH	3	4	\$2,090.00	\$8,360.00
25	2504.602 10" BUTTERFLY VALVE & BOX	EACH	1	1	\$3,252.00	\$3,252.00

Item No.		Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
26	2504.602	12" BUTTERFLY VALVE & BOX	EACH	2	2	\$3,447.00	\$6,894.00
27	2504.602	18" BUTTERFLY VALVE & BOX	EACH	1	1	\$6,278.00	\$6,278.00
28	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	49	58.5	\$50.60	\$2,960.10
29	2504.603	10" WATERMAIN DUCTILE IRON CL 52	LIN FT	2092	2081	\$76.30	\$158,780.30
30	2504.603	12" WATERMAIN DUCTILE IRON CL 51	LIN FT	1331	1344.5	\$81.95	\$110,181.78
31	2504.603	18" WATERMAIN DUCTILE IRON CL 50	LIN FT	823	826.5	\$121.55	\$100,461.08
32	2504.603	AIR RELIEF MANHOLE	EACH	1	1	\$9,041.00	\$9,041.00
33	2504.602	8" CONCRETE DRIVEWAY PAVEMENT	SY	125	121	\$100.00	\$12,100.00
34	2504.602	6" THICK X 18" WIDE CONCRETE MAINTENANCE STRIP (W/REBAR)	LF	153	172.5	\$28.50	\$4,916.25
35	2504.602	INSTALL SALVAGED CHAIN LINK FENCE	LF	30	30	\$51.65	\$1,549.50
36	2504.603	6' TALL CHAIN LINK FENCE (BLACK VINYL COATED)	LF	150	143	\$91.55	\$13,091.65
37	2504.603	14' VEHICULAR SLIDING GATE (MANUAL, BLACK VINYL COATED)	EACH	1	1	\$6,425.00	\$6,425.00
38	2504.602	TEMPORARY FENCING	LS	1	1	\$700.00	\$700.00
39	2504.602	10-INCH AIR CUSHIONED CHECK VALVE	EACH	1	1	\$9,570.00	\$9,570.00
40	2504.602	10-INCH MAGNETIC FLOW METER	EACH	1	1	\$8,335.00	\$8,335.00
41	2504.602	10-INCH PROCESS PIPING	LS	1	1	\$5,670.00	\$5,670.00
42	2504.603	WELL PUMP, MOTOR, COLUMN PIPING	LS	1	0.90	\$98,900.00	\$89,207.80
43	2504.603	PITLESS UNIT AND SECURITY ENCLOSURE	LS	1	0.62	\$72,800.00	\$45,281.60
44	2504.603	CONCRETE EQUIPMENT PAD	SY	3	2.33	\$350.00	\$815.50
45		ELECTRICAL AND CONTROLS	LS	1	0.95	\$214,275.00	\$203,561.25
46	2564.518	TRAFFIC CONTROL	LS	1	1	\$1,000.00	\$1,000.00
47	2573.502	STORM DRAIN INLET PROTECTION	EACH	2	2	\$106.90	\$213.80
48	2573.503	SEDIMENT CONTROL LOG WOOD FIBERS	LF	200	156	\$4.75	\$741.00
49	2573.503	SILT FENCE, TYPE MS	LF	150	50	\$6.25	\$312.50
50	2573.503	ROLLED EROSION PREVENTION CATEGORY 20	SY	1200	1539	\$1.65	\$2,539.35
51	2574.507	COMMON TOPSOIL BORROW (CV)	CY	100	216	\$0.01	\$2.16
52	2575.605	SEEDING W/SEED MIXTURES 22-111 AND 33-262	ACRE	0.3	0.32	\$3,630.00	\$1,161.60
53	2575.605	HYDROSEEDING W/SEED MIXTURE 22-111 AND 25-142 W/HYDRO MULCH	ACRE	1.8	3	\$4,500.00	\$13,500.00
Total Contract Amount							\$1,009,854.18

Application for Payment (continued)

Total Contract Amount	\$ <u>1,031,957.75</u>	Total Amount Earned	\$ <u>1,009,854.18</u>
		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No.	_____	Percent Complete	_____
Contract Change Order No.	_____	Percent Complete	_____
Contract Change Order No.	_____	Percent Complete	_____
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>1,009,854.18</u>
AFP No. 1: <u>489,556.24</u>	AFP No. 6: _____	LESS <u>5</u> % RETAINAGE	\$ <u>50,492.71</u>
AFP No. 2: <u>77,355.08</u>	AFP No. 7: _____	AMOUNT DUE TO DATE	\$ <u>959,361.47</u>
AFP No. 3: <u>22,493.15</u>	AFP No. 8: _____	LESS PREVIOUS APPLICATIONS	\$ <u>770,421.88</u>
AFP No. 4: <u>59,727.92</u>	AFP No. 9: _____	AMOUNT DUE THIS APPLICATION	\$ <u>188,939.59</u>
AFP No. 5: <u>121,289.49</u>			

CONTRACTOR'S AFFIDAVIT

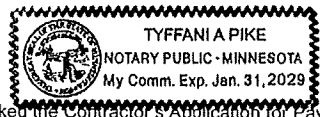
The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in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

Date June, 04, 20 24 Douglas-Kerr Underground, L.L.C
(Contractor)

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

Before me on this 4th day of June, 20 24, personally appeared _____
Ryan R. Kerr known to be, who being duly sworn did depose and say that he is the Manager (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires
January 31, 2029



[Signature]
(Notary Public)

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

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

[Signature] By Short Elliott Hendrickson Inc.
Zach Schmitz, PE (MN)

Date 6/3/2024

City of Cambridge

By _____

Date _____

Prepared by: Marcia Westover, Community Development Director

Background:

The Community Development Department has initiated a contract with Christopher Kearney to be the city’s Plan Reviewer for “Public Buildings and State Licensed Facilities” according to Minnesota Statute 326B.103, Subdivision 11 and 13. Christopher has many years of experience and is recognized by the Department of Labor and Industries (DOLI) as a qualified Plan Reviewer. Our current contract with Mike Fricke is set to be terminated due to his retirement.

Our current Building Official, Brenda Berends, is not yet recognized by DOLI as having the qualifications to do plan review for public buildings and state licensed facilities. Over the years, DOLI has changed the requirements making it more difficult to achieve this recognition. Without the contract with Christopher Kearney, the City would need to have DOLI conduct the plan review at a rate of 75% of plan review fees. Mr. Kearney has agreed to conduct the plan review at a rate of 50% of plan review fees, which is a cost savings for the City.

This agreement we are seeking is for public and state buildings only (schools, hospitals, jail, state owned facilities). Brenda is able to perform all plan review and inspections for all regular commercial projects in the City (gas stations, restaurants, retail buildings, apartment buildings, etc.)

Compatibility with Strategic Goals:

Contracting services such as this at a lower cost supports core strategy #2: Deliver exceptional public services, and core strategy #4: Be responsible and flexible in managing the City’s administrative functions; establish targets of desired service levels and relationship to taxes and rates.

Fiscal Note:

Contracted service costs will be covered with expected permit revenue.

Recommendation:

Approve the Agreement for Public Buildings and State Licensed Facilities Plan Review Services with Christopher Kearney as presented and authorize the City Administrator to sign.

Attachment:

Christopher Kearney Services Agreement

CITY OF CAMBRIDGE
ISANTI COUNTY
STATE OF MINNESOTA

AGREEMENT FOR PUBLIC BUILDINGS AND STATE LICENSED FACILITIES PLAN REVIEW SERVICES

RECITALS

This Agreement for Building Services (the "Agreement") is entered into on this 17th day of June, 2024, by and between the City of Cambridge (the "Municipality") and Christopher Kearney (the "Contractor").

WHEREAS, the Municipality has hired its own designated Building Official, however the Building Official does not meet the Commissioner's requirements of Minnesota Statute 326B.133;

WHEREAS, the Municipality does not have adequately trained and qualified inspectors to perform "Public Buildings and State Licensed Facilities" plan review as described in Minnesota Statute 326B.103 Subdivision 11 and Subdivision 13;

WHEREAS, the Contractor will perform plan review for "Public Buildings and State Licensed Facilities" as described in Minnesota Statute 326B.103 Subdivision 11 and Subdivision 13, while the Municipality's inspector(s) continue to engage in qualifying activities to receive their State Building Delegation;

1. Services-the following will remain in the event Contractor will be called on an as-needed basis:

I. Term. This Agreement shall commence on the date first written above and shall continue for a period of one year therefrom, at which time the Agreement shall automatically renew on a yearly basis until or unless terminated as specified below.

II. Performance. Contractor shall maintain licenses by the State of Minnesota as necessary to perform the Services outlined herein. Contractor shall perform the Services in a reasonable and prudent manner. Contractor shall maintain an adequate set of records in Municipality property files of all dates, types, and results of plan review. If any work is requested outside of the scope of the services set forth in Exhibit A, such work shall not commence until Contractor and the Municipality agree to the terms, scope, price, and other details in writing (including via electronic mail). Such additional work shall still be subject to the terms and conditions of this Agreement.

III. Duties and Powers of Building Official. As provided by Minnesota Administrative rules 1300.0110, the Municipality and its Building Official hereby appoint Christopher Kearney as Subd. 2. Deputies while providing services for the City of Cambridge.

IV. Independent Contractor. Contractor shall perform the Services as an independent contractor and agent of the Municipality, and not as an employee. No withholdings or deductions shall be made from payments due to Contractor. Contractor shall not be eligible for benefits, workers compensation, or unemployment benefits. To the extent allowable by law, Contractor may subcontract the performance of certain administrative or other duties under the Agreement.

V. Insurance. During the entire term of this Agreement, Contractor shall maintain the following insurances and will provide the Municipality of evidence of the same upon request:

(1) The Contractor shall maintain Professional Liability Insurance for all claims the Contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Contractor's professional services required under this Agreement. The Contractor is required to carry the following minimum limits: \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The retroactive or prior acts date of such coverage shall not be after the effective date of this Agreement and the Contractor shall maintain such insurance for a period of at least two (2) years, following completion of the Services. If such insurance is discontinued, extended reporting period/tail coverage must be obtained by the Contractor to fulfill this requirement. (2) Workers' compensation insurance. If Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance, Contractor may provide a written statement of exemption specifying the particular provision of Minn. Stat. § 176.041 that exempts Contractor from having to carry such coverage. If Contractor is required by law to carry workers' compensation insurance, Contractor shall, at the time of execution of this Agreement, furnish evidence satisfactory to the Municipality that Contractor maintains or is exempt from maintaining insurance coverage pursuant to the terms of this Agreement. (3) Municipality shall pay Contractor for the yearly insurance costs provided the yearly cost estimates are provided to the Municipality for review if increases occur.

VI. Amendments. Any alterations, variations, modifications, or changes of any provisions of this Agreement shall only be valid when they have been reduced to writing and signed by Municipality and Contractor.

VII. Regulatory Compliance. Contractor shall abide by all federal, state, and local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which Contractor is responsible. Contractor shall procure, at Contractor's expense, all permits, licenses, or other rights required for the provision of the Services. Any violation of federal, state, or local laws, statutes, ordinances, rules or regulations, as well as loss of any applicable license, permit, or certification by Contractor shall constitute a material breach of this Agreement, regardless of the reason and whether or not intentional, and shall entitle Municipality to terminate this Agreement effective as of the date of such violation, failure, or loss.

VIII. Data Practices Compliance. Contractor will have access to data collected or maintained by the Municipality to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Municipality in the same manner as the Municipality is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Municipality.

IX. Termination. Either party may terminate this Agreement by providing written notice to the other party 60 days prior to the termination. In the event of a material breach by either party, the Agreement may be terminated with 10 days written notice to the other party. In the event Municipality elects to terminate based upon an alleged material breach of the Agreement by Contractor, Contractor shall have 10 days (or the least amount of time reasonably necessary if longer than 10 days) to cure the breach.

X. Billing and Payment. Invoices shall be submitted periodically (customarily on a monthly basis) and are due and payable within 30 days of receipt by Municipality. Past due balances shall accrue interest at a rate of 1.0% per month (or the maximum rate of interest permitted by law, if less).

XI. Choice of Law and Venue. This Agreement is being executed in and is intended to be performed in the State of Minnesota, and shall be construed and enforced in accordance with Minnesota law. The parties hereto consent and agree that any legal action arising from or related to the Agreement shall be venued in Isanti County District Court, State of Minnesota.

XII. Severability. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

XIII. Merger. The Parties acknowledge and represent that no promise or representation not contained in this Agreement has been made to them, and acknowledge and represent that this Agreement contains the entire understanding between the Parties and contains all terms and conditions between them.

XIV. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. For purposes of this Agreement, the use of facsimile, email, or other electronic medium shall have the same force and effect as an original signature.

XV. Indemnity. Contractor shall be solely responsible for the actions taken with this agreement and shall defend, indemnify and hold the Municipality harmless of any claim, loss, or damages arising from or related to Contractor's services provided under this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed and executed this Agreement, both in duplicate, on the day and year first above written.

MUNICIPALITY

By: _____

Its: _____

Second Signature (if required by Municipality)

By: _____

Its: _____

CONTRACTOR

By: _____

Its: _____

Its: _____

Second Signature (if required by Municipality)

By: _____

Its: _____

CONTRACTOR

By: Christopher P. Keane
Its: 5/14/24 ✓

Exhibit A
Services

- o Commercial Plan Review and inspections for State Licensed Buildings and Facilities will be conducted and charged at a rate of 50% Plan Review fees and Plan Review fees are due to the Contractor at permit issuance.
- o All plan review for which the Contractor has been paid will be the responsibility of the Contractor.
- o All plans and plan review documents shall be submitted to the Municipality once complete.
- o Requested meetings and/or work sessions related to Public Buildings and State Licensed Facilities plan review will be billed at a rate of \$75.00 per hour.
- o Contractor will provide transportation to meetings and site inspections within the Municipality at no additional cost.

Overview

The request is from Michael Goodhart, to keep chickens at the property through an Interim Use Permit (IUP). The request is to keep up to six (6) chickens on the property, the maximum allowed by City Code. Properties with less than three (3) acres are allowed up to six (6) chickens. The property is approximately 0.28 Acres. The applicant noted that the site plan shows two options for locations, though only one or the other will be used.

In addition, a run is required to be attached to the coop since the property is less than five (5) acres (no free ranging). The coop as shown meets the required setbacks as identified for accessory structures. The coop as shown is 10' from the side property line and 30' from any adjacent residential dwellings.

City code allows the keeping of fowl with an Interim Use Permit (IUP). An IUP is temporary and must have an end date. A reasonable end date for this type of request is two years. The applicant is allowed to apply for an extension prior to the termination of the IUP. If an extension is requested, the Planning Commission will review the keeping of chickens on this property to see if there have been any violations or complaints and can determine if the extension should be granted. At any time through the term of the IUP, if violations exist, the IUP can be revoked.

Planning Commission Action

The Planning Commission made a unanimous (7/0) decision to recommend approval of the draft Resolution as presented with the conditions as listed below.

City Council Action

Motion to approve the Resolution as presented to allow an Interim Use Permit for two (2) years to allow up to six (6) chickens on the property as long as the conditions listed can be met.

Conditions:

1. The Interim Use Permit is non-transferrable and only issued to Michael Goodhart, 1463 Roosevelt St S.
2. The Interim Use Permit shall expire on June 17, 2026.
3. Section 156.067 Keeping of Fowl of the City Code must be met at all times, including but not limited to:
 - a. leg banding is required and serial numbers must be submitted to City.
 - b. no roosters shall be kept on the property
 - c. no sale of eggs
 - d. the coop/pen must match the principal structure as close as possible

Attachments

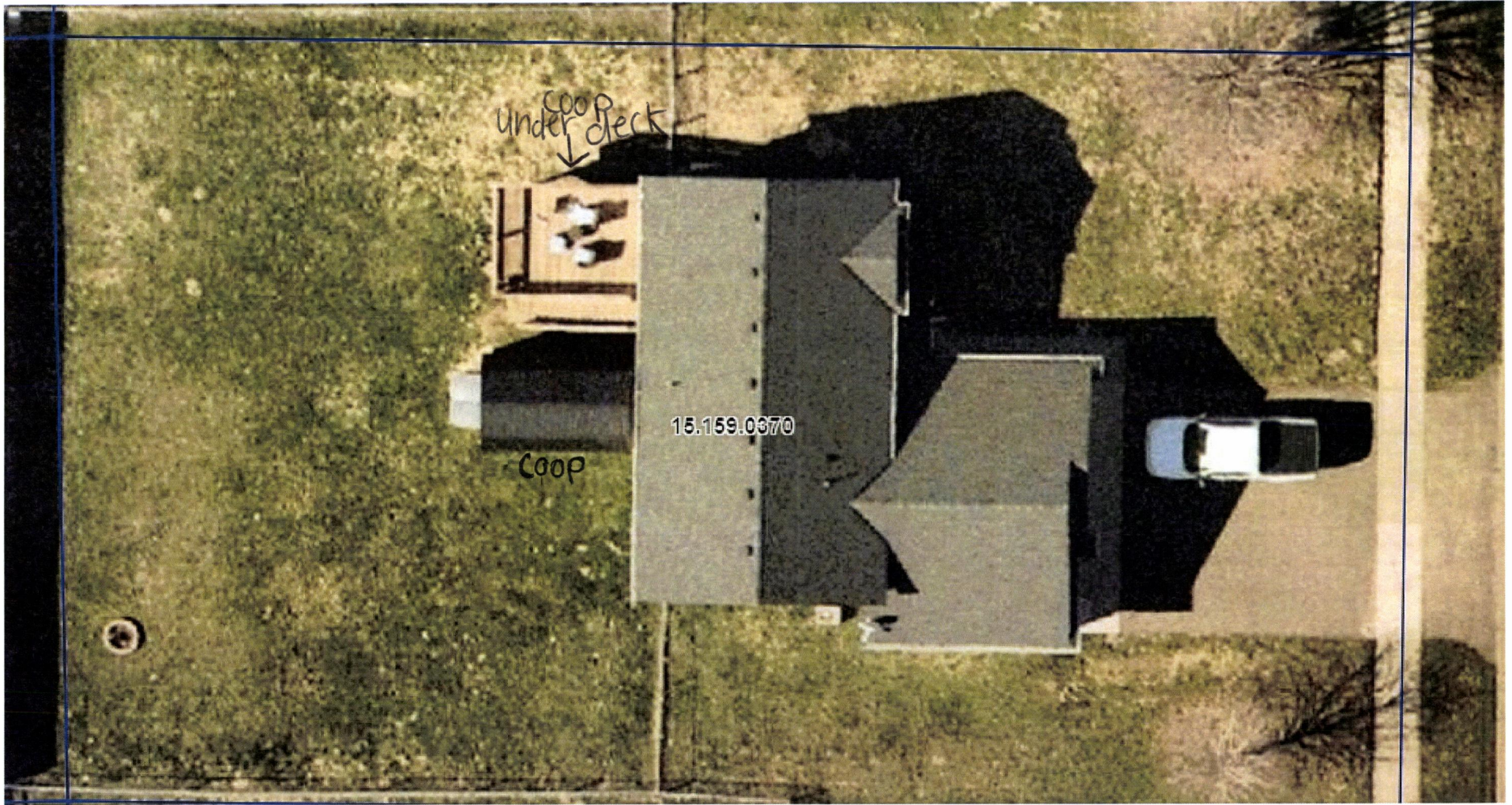
1. Applicant Letter
2. Coop Picture
3. Site Plan
4. Resolution

Dear City of Cambridge, my name is Mike Goodhart, we would like to have 4-6 chicken in our residential home located at 1463 Roosevelt St. Our use for the chickens would mainly be for eggs and a hobby. The chickens we plan on having are known to be quiet, friendly, and calm/docile. Our desired chicken breeds would be Brahamas, Silkies, and Orpingtons. All chickens I am referring to are going to be hens, no roosters! We plan on having the chickens by the deck in our backyard, or next to the shed. Both locations are over 10 feet away from our neighbor's land line and over 30 feet from their house. Attached is the copy of our property layout, along with a picture of the coop.

Thank You,

Mike Goodhart





Resolution No. R24-042

*RESOLUTION APPROVING AN INTERIM USE PERMIT
TO ALLOW THE KEEPING OF FOWL
1463 ROOSEVELT ST S*

WHEREAS, Michael Goodhart, Cambridge, MN, 55008, representative of the property located at:

Lot 12, Block 2, North Ridge 6th Addition, Isanti County, Minnesota

has applied for an Interim Use Permit to allow the keeping of Fowl on the property; and

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

WHEREAS, the Planning Commission of the City, on the 4th Day of June, 2024, following proper notice, held a public hearing to review the Interim Use Permit request; and

WHEREAS, the Planning Commission recommended approval of the Interim Use Permit as long as the conditions are met; and

WHEREAS, the City Council, on the 17th Day of June, 2024, reviewed the Planning Commission's recommendation and the information prepared by the Planning Agency of the City and found that the Interim Use for the keeping of certain fowl is reasonable and compatible with the City's Comprehensive Plan and Zoning code.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Cambridge, Minnesota, approves the Interim Use Permit to allow an Interim Use Permit for two (2) years to allow up to six (6) chickens on the property as long as the conditions listed can be met.

Conditions:

1. A site plan showing a compliant run must be submitted and approved prior to obtaining birds.
2. The Interim Use Permit is non-transferrable and only issued to Michael Goodhart, 1463 Roosevelt St S
3. The Interim Use Permit shall expire on June 17, 2026.
4. Section 156.067 Keeping of Fowl of the City Code must be met at all times, including but not limited to:
 - a. leg banding is required and serial numbers must be submitted to City.
 - b. no roosters shall be kept on the property
 - c. no sale of eggs
 - d. the coop/pen must match the principal structure as close as possible

Adopted by the Cambridge City Council this 17th day of June, 2024.

ATTEST:

James A. Godfrey, Mayor

Evan C. Vogel, City Administrator

Prepared by: Caroline Moe, Director of Finance

BACKGROUND

The City of Cambridge Police Department has received an anonymous donation of \$50.

As required by MN State Statute, restricted donations must be officially accepted by the City Council and thus we are including it for action on this agenda.

Compatibility with Strategic Goals:

While this action is required by MN State Statute, it is also supporting the following:

Core strategy #5—Foster engaged, informed, and involved citizens and community, specifically related to the strategic objective of build trust with the community by maintaining clean audits, clear communication, and transparency. Approval of restricted donation is necessary to receive clean audit results.

COUNCIL ACTION

Officially accept the donations by approving the attached resolution.

Attachments

Resolution No. R24-046

RESOLUTION NO. R24-046

*Resolution Accepting Restricted Donation
to the City of Cambridge Police Department*

WHEREAS, an anonymous has made a donation of \$50 be used by the Cambridge Police Department;

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

Adopted this 17th day of June, 2024.

James Godfrey, Mayor

ATTEST:

Evan Vogel, City Administrator



Final Concept

Existing Site Features

- ① Wetland
- ② Established trees to be preserved and protected
- ③ Native American burial mound
- ④ 200' Buffer from burial mound
- ⑤ Property Limits

Concept Features

- ① 200 Car parking lot 65,000 sqft
- ② Detention Pond
- ③ Open space with future amphitheater stage
- ④ 8,000 sqft playground
- ⑤ Playground restroom
- ⑥ Trail system- utilize existing pathways to preserve mature trees
- ⑦ 500 Person event center 8,000 sqft with views towards lake
- ⑧ Swimming beach
- ⑨ Beach bathroom and kayak rental booth 2,000 sqft
- ⑩ Bridge over wetland
- ⑪ 50' Vegetation screening from adjacent uses
- ⑫ Native plantings
- ⑬ Trail to Opportunity Blvd
- ⑭ Preferred area for access drive connection

Lake Fannie Park: Master Plan - Preliminary Probable Cost Opinion

Cambridge, MN 6/17/2023

MASTER PLAN FEATURES	RELATIVE COST RANGES ⁽¹⁾		PROBABLE COSTS	POTENTIAL	GENERAL DESCRIPTION - ASSUMPTIONS
	Low	High		PHASE: A - B	
PARK BUILDINGS	\$7,190,000	\$8,780,000	\$7,985,000		
EVENT CENTER - MAIN BUILDING	\$3,600,000	\$4,400,000	\$4,000,000	B	ACCOMMODATES 500 PEOPLE AT 9,500 SF AND W/ VIEWS TOWARDS THE LAKE, OUTDOOR PATIO/PLAZA SPACES; COMMERCIAL GRADE KITCHEN.
ADDER TO EVENT CENTER FOR FULL BASEMENT	\$2,160,000	\$2,640,000	\$2,400,000	B	BASEMENT USE AS THEATER RENTAL SPACE WITH STORAGE AND TOILET ROOMS.
BEACH BUILDING	\$700,000	\$800,000	\$750,000	A	1,500 SF INCLUDES TWO UNISEX FLUSH BATHROOMS W/ EXTERIOR ACCESS DOORS, KAYAK RENTAL BOOTH, AND OFFICE.
PLAYGROUND RESTROOM	\$180,000	\$240,000	\$210,000	A	350 SF, TWO UNISEX FLUSH BATHROOM WITH SHARED UTILITY/STORAGE.
PICNIC SHELTERS	\$100,000	\$150,000	\$125,000	A	ASSUME 2 APPROX. 20'X40' PREFAB CATALOGUE PURCHASED.
AMPHITHEATER	\$450,000	\$550,000	\$500,000	B	LAWN SEATING; PERFORMANCE STAGE APPROX. 1000 SF WITH CANOPY AND LIGHTS.
PARK SITE DEVELOPMENT	\$2,805,713	\$3,529,111	\$3,149,912		
MOBILIZATION	\$535,713	\$654,111	\$594,912		ESTIMATED AT 5% OF ESTIMATED CONSTRUCTION PROJECT TOTAL.
CLEAR & GRUB VEGETATION	\$30,000	\$50,000	\$40,000	A	SELECTIVE AND AS LIMITED AS NECESSARY.
SITE GRADING	\$585,000	\$715,000	\$650,000	A	INCLUDING DETENTION POND BY PARKING LOT.
BEACH DEVELOPMENT	\$125,000	\$155,000	\$140,000	A	GRADE AND IMPORT CLEAN SAND, APPROX. 300' LF OF SHORELINE.
STORM POND	\$40,000	\$90,000	\$50,000	A	MULTIPLE LOCATIONS ADJUSTED TO PARKING LOT.
ACCESS ROAD (BITUMINOUS)	\$150,000	\$200,000	\$175,000	A	ASSUME +/- 28' WIDE ROAD FROM RESIDENTIAL DEVELOPMENT.
PAVED 8' BITUMINOUS TRAIL	\$135,000	\$165,000	\$150,000	A	BIKE CONNECTION TO OPPORTUNITY BLVD AND MAIN ACCESS PATH TO EVENT CENTER.
PARKING LOT (BITUMINOUS) 1ST PHASE	\$337,500	\$412,500	\$375,000	A	FIRST HALF PARKING LOT, 100 SPACES INC. TWO-WAY DRIVING LANES.
PARKING LOT (BITUMINOUS) 2ND PHASE EVENT CENTER ACCESS	\$382,500	\$467,500	\$425,000	B	SECOND HALF PARKING LOT, 100 SPACES INC. TWO-WAY DRIVING LANES.
SANITARY SEWER	\$135,000	\$165,000	\$150,000	A	8" FROM EDGE OF RESIDENTIAL DEVELOPMENT TO EVENT CENTER, APPROX. 1200' LF.
WATER MAIN	\$135,000	\$165,000	\$150,000	A	8" FROM EDGE OF RESIDENTIAL DEVELOPMENT TO EVENT CENTER, APPROX. 1200' LF.
ROADWAY AND PARKING LOT LIGHTING	\$80,000	\$125,000	\$100,000	A	ESTIMATED 20 LED FIXTURES.
SITE RESTORATION - LANDSCAPING	\$135,000	\$165,000	\$150,000	A	MIX OF PARK GRADE NATIVE SEEDING, TREES & SHRUBS & VEGETATION.
PARK SITE FEATURES & AMENITIES	\$515,000	\$870,000	\$705,000		
BOARDWALK	\$100,000	\$175,000	\$150,000	A	BRIDGE OVER WETLAND, APPROX. 200' ASSUME 6' WIDE FOR PEDESTRIANS ONLY (NO VEHICLES).
PLAYGROUND	\$50,000	\$100,000	\$75,000	A	8,000 SF AREA, INCLUDES RESILIENT SURFACE & FLUSH RIBBON CURB; MIXED AGE-RANGE STRUCTURES.
SIGNAGE & WAYFINDING	\$60,000	\$100,000	\$80,000	A	INCLUDES TRAIL SIGNAGE STRUCTURE/FOOTINGS & DEVELOPMENT OF CONTENT.
SITE ENTRANCE/GATEWAY SIGN	\$20,000	\$30,000	\$25,000	A	MONUMENT TYPE GATEWAY SIGN.
PEDESTRIAN TRAIL	\$100,000	\$200,000	\$150,000	A	8' WIDE BITUMINOUS; PRESERVE MATURE TREES, PAVED WALKWAYS MEETING ADA REQUIREMENTS TO FACILITIES.
MOWED OPEN PARK SPACE - TURF ESTABLISHMENT	\$65,000	\$85,000	\$75,000	A	COORDINATE W/ FUTURE AMPHITHEATER STAGE LOCATION.
PICNIC AMENITIES	\$80,000	\$120,000	\$100,000	A	PICNIC TABLES, ACCESSIBLE PICNICKING, AMENITIES.
NATURAL RESOURCE MANAGEMENT	\$40,000	\$60,000	\$50,000	A	ACTIVE FOREST MANAGEMENT FOR HEALTH/ LONGEVITY OF TREES & INVASIVE SPECIES REMOVAL.
TOTAL ESTIMATED TYPICAL FEATURE CONSTRUCTION COST RANGE	\$10,510,713	\$13,179,111	\$11,839,912		TOTAL PROBABLE CONSTRUCTION COST
DESIGN & CONSTRUCTION ADMIN (12%)	\$1,261,286	\$1,581,493	\$1,420,789		PRELIMINARY ENGINEERING, SURVEY BASE DATA, TESTING, FINAL DESIGN, CONSTRUCTION DOCUMENTS, BIDDING, AND CONSTRUCTION ADMINISTRATION.
TOTAL ESTIMATED COST RANGE (NO CONTINGENCY)	\$11,771,999	\$14,760,604	\$13,260,701		TOTAL PROBABLE COST
CONTINGENCY (10%)	\$1,177,200	\$1,476,060	\$1,326,070		
TOTAL ESTIMATED COST RANGE (WITH CONTINGENCY)	\$12,949,198	\$16,236,665	\$14,586,772		TOTAL PROBABLE COST WITH 10% CONTINGENCY

(1) Relative Cost Ranges are generally +/-10%, but are increased for more industry volatile items.

6A Cambridge Airport North Apron Reconstruction Bid Approval and Professional Services Agreement with SEH

6/15/2024

Prepared by: Lucas Milz, Airport Manager

Background: See the included memo from SEH regarding the North Apron Reconstruction Project, the Professional Services Agreement and the Tabulation of Bids.

Recommendation: Approve the North Apron Reconstruction Bids as provided and the Agreement with SEH for Professional Services for oversight of the construction work.

Attachments: SEH Construction Contract Award Recommendation Memo
SEH Agreement for Professional Services
SEH Tabulation of Bids



TO: Lucas Milz, Assistant Public Works Director
City of Cambridge, Minnesota

FROM: Jake Jorgenson, PE

DATE: June 5, 2024

RE: Construction Contract Award Recommendation
2024 North Apron Reconstruction at the Cambridge Municipal Airport
SEH No. CAMBR 177577 6.00

Project Scope:

2023 field inspection of the existing apron pavement revealed deteriorated pavements warranting of a full reconstruction measure. This project consists of reconstructing the North portion of the existing apron. Major work items include removal of existing pavement, excavation of material, import of aggregate base and paving.

Bid Results: 2024 North Apron Reconstruction:

On Tuesday, May 28, 2024, bids were received for the North Apron Reconstruction project. The Engineer’s estimate for the work was \$410,450.00 Six (6) bids were submitted, with the following results:

<u>Contractor</u>	<u>Bid Amount</u>
New Look Contracting, Inc.	\$ 361,951.00
Knife River Corporation	\$ 377,776.00
Douglas-Kerr Underground, LLC	\$ 385,442.00
Dresel Contracting Inc.	\$ 434,100.01
J.R. Ferche, Inc	\$ 490,122.50
Urban Companies, LLC	\$ 613.100.00

SEH Recommendation:

It is our recommendation that the City of Cambridge award the 2024 North Apron Reconstruction project to New Look Contracting, Inc. The bids were lower than the engineer’s estimate. The bids were competitive and are reasonable given the nature of the project.

In reliance on our experience with all of the contractors and information provided in the bid packages, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid; and 2) according to their bonding agent they presently have the financial ability to complete the project bid. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

Project Cost Summary:

The following table is a breakdown of costs for the project.

2024 North Apron Reconstruction (New Look Contracting, Inc.)	\$ 361,951.00
Final Design (SEH)	\$ 40,800 .00
Construction Administration (SEH)	\$ 54,700.00
Administration (City of Cambridge)	\$ 2,500.00

TOTAL PROJECT COSTS (APPROX): **\$ 459,951.00**

Total Project Cost	\$ 459,951.00
90% FAA	\$ 413,955.90
5% MnDot	\$ 22,997.55
5% Local	\$ 22,997.55

The project was deemed to be 90 percent federally eligible and is anticipated to be funded by a 90 percent FAA grant. The remaining 10 percent will be funded by 5 percent MnDOT and a 5 percent local share. SEH estimates the **local share contribution to be approximately \$22,997.55**.

Upon approval of the Construction Contract SEH will prepare and submit a grant request to FAA and MnDOT in the amount of \$413,955.90 and \$22,997.55 respectively.

Project schedule

Construction is expected to begin after the receipt of the FAA grant. The FAA grant is expected around July/August 2024. Exact construction dates will be communicated and agreed upon once the grant is received.

Agreement for Professional Services

This Agreement is effective as of June 17, 2024, between City of Cambridge (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **2024 North Apron Reconstruction Project**

Client’s Authorized Representative: Evan Vogel

Address: 300 Third Ave NE, Cambridge, Minnesota 55008, United States

Telephone: _____ **email:** _____

Project Manager: Jake Jorgenson

Address: 3535 Vadnais Center Drive, St. Paul, Minnesota 55110

Telephone: 612.219.8858 **email:** jjorgenson@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

A detailed project scope and description of scope services to be provided by Consultant are described in detail in Attachment A.

Schedule: We will start work upon receipt of a signed copy of this Agreement. Anticipated construction to begin in late summer/fall of 2024.

Payment: The lump sum fee is \$54,700 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the “Agreement”) supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under “Other Terms and Conditions”. The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:
None.

Short Elliott Hendrickson Inc.

City of Cambridge

By: Shawn McMahon
Full Name: Shawn McMahon
Title: Principal

By: _____
Full Name: _____
Title: _____

**Exhibit A-1
to Agreement for Professional Services
Between City of Cambridge (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated July 1, 2024**

**Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

- (a) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawings or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement (“Services”). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant’s services under this Agreement are being performed solely for the Client’s benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant’s obligation to render Services hereunder will be for a period which may reasonably be required for the completion of said Services.

2. If Client has requested changes in the scope, extent, or character of the Project or the Services to be provided by Consultant, the time of performance and compensation for the Services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant’s control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform the Services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant’s effort required to perform its services under this Agreement exceeds the stated fee for the Services, then Consultant shall promptly notify the Client regarding the need for additional Services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional Services and to an extension of time for completion of additional Services absent written objection by Client.

2. Additional Services, including delivery of documents, CAD files, or information not expressly included as deliverables, shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant’s standard rates.

D. Suspension and Termination

1. If Consultant’s services are delayed or suspended in whole or in part by Client, or if Consultant’s services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon seven days written notice or, at its option, accept an equitable adjustment of compensation provided for elsewhere in this Agreement to reflect costs incurred by Consultant.

2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.

3. This Agreement may be terminated by either party upon thirty days’ written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the Services hereunder and/or the termination of this Agreement.

4. In the event of termination, Consultant shall be compensated for Services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client’s requirements for the Services provided by Consultant and access to all public and private lands required for Consultant to perform its Services.

2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling, and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant’s Services, such as previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning; deed; and other land use restrictions; as-built drawings; and electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant’s Services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements, and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide Services in a timely manner.
4. Client shall require all utilities with facilities within the Project site to locate and mark said utilities upon request, relocate and/or protect said utilities to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review, and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant’s reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.
6. Client agrees to reasonably cooperate, when requested, to assist Consultant with the investigation and addressing of any complaints made by Consultant’s employees related to inappropriate or unwelcomed actions by Client or Client’s employees or agents. This shall include, but not be limited to, providing access to Client’s employees for Consultant’s investigation, attendance at hearings, responding to inquiries and providing full access to Client files and information related to Consultant’s employees, if any. Client agrees that Consultant retains the absolute right to remove any of its employees from Client’s facilities if Consultant, in its sole discretion, determines such removal is advisable. Consultant, likewise, agrees to reasonably cooperate with Client with respect to the foregoing in connection with any complaints made by Client’s employees.
7. Client acknowledges that Consultant has expended significant effort and expense in training and developing Consultant’s employees. Therefore, during the term of this Agreement and for a period of two years after the termination of this Agreement or the completion of the Services under this Agreement, whichever is longer, Client shall not directly or indirectly: (1) hire, solicit or encourage any employee of Consultant to leave the employ of Consultant; (2) hire, solicit or encourage any consultant or independent contractor to cease work with Consultant; or (3) circumvent Consultant by conducting business directly with its employees. The two-year period set forth in this section shall be extended commensurately with any amount of time during which Client has violated its terms.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Services or deliverables until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding Services, deliverables, or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable

- costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
- Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
 - Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

- The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its Services.
- Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods, or procedures of construction. Consultant's Services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
- Consultant's Opinions of Probable Construction Cost are provided if agreed upon in writing and made on the basis of Consultant's experience and qualifications. Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions. Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Probable Construction Cost prepared by Consultant. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

B. Indemnity for Environmental Issues

- Consultant is not a user, generator, handler, operator, arranger, storer, transporter, or disposer of hazardous or toxic substances. Therefore the Client agrees to hold harmless, indemnify, and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims; losses; damages; liability; and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Liability

- The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
- Neither Party shall be liable to the other for consequential damages, including without limitation lost rentals; increased rental expenses; loss of use; loss of income; lost profit, financing, business, or reputation; and loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them. Consultant expressly disclaims any duty to defend Client for any alleged actions or damages.
- It is intended by the parties to this Agreement that Consultant's Services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or

asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

- Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued, and the applicable statutes of limitations shall commence to run, not later than either the date of Substantial Completion for acts or failures to act occurring prior to substantial completion or the date of issuance of the final invoice for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Services are substantially completed.

D. Assignment

- Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

E. Dispute Resolution

- Any dispute between Client and Consultant arising out of or relating to this Agreement or the Services (except for unpaid invoices which are governed by Section III) shall be submitted to mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.
- Any dispute not settled through mediation shall be settled through litigation in the state and county where the Project at issue is located.

SECTION V – INTELLECTUAL PROPERTY

A. Proprietary Information

- All documents, including reports, drawings, calculations, specifications, CAD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service"). Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
- Notwithstanding anything to the contrary, Consultant shall retain all of its rights in its proprietary information including without limitation its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be work product or work for hire and Consultant shall not be restricted in any way with respect thereto. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities.

B. Client Use of Instruments of Service

- Provided that Consultant has been paid in full for its Services, Client shall have the right in the form of a nonexclusive license to use Instruments of Service delivered to Client exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
- Records requests or requests for additional copies of Instruments of Services outside of the scope of Services, including subpoenas directed from or on behalf of Client are available to Client subject to Consultant's current rate schedule. Consultant shall not be required to provide CAD files or documents unless specifically agreed to in writing as part of this Agreement.

C. Reuse of Documents

- All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify, and hold harmless Consultant from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.

ATTACHMENT A

2024 North Apron Reconstruction Cambridge Municipal Airport (CBG) Scope of Work

(Construction Administration, Observation and Closeout)

PROJECT DESCRIPTION:

This project will consist of the reconstruction of the north portion of the apron at the Cambridge Municipal Airport, as seen in the figure below. The proposed project would consist of removing the existing asphalt pavement, removing non-suitable aggregate base material, evaluating & repairing subsurface failure, making necessary grade adjustments, and repaving with asphalt material. Additionally, the existing tiedowns will be removed and one will be replaced and configured to meet the spacing requirements of AC 150/5300-13B.



This proposal will provide engineering services associated with the construction phase of the project. The time of substantial completion for construction is 12 calendar days. It is anticipated that work will be performed during the weekdays, with occasional work on Saturday. Construction is anticipated to start in July, pending weather and site conditions, as well as receipt of the Federal Aviation Administration (FAA) grant by the City of Cambridge.

SCOPE OF SERVICES:

Services to be provided under this proposal include construction observation and administration as well as closeout report services and project management.

Specific tasks to be performed by the Consultant include the following:

Work Element 1: Construction Administration Services

- 1.1. **Scope Development:** Consultant will develop the project scope to ensure that necessary aspects of the project are included. Scope development includes coordination with the City of Cambridge (Sponsor) and the Federal Aviation Administration (FAA) for scope review, preparation of the final scope, fee proposal development, and contract negotiations. As part of the scope development, Consultant will coordinate and obtain scope and fee estimates for subconsultant work including quality assurance testing, mechanical design, and electrical design.
- 1.2. **Project Administration Services:** Consultant will provide office engineering staff, CAD personnel, and administrative staff that will assist the construction project team as necessary during construction in response to Requests for Information (RFI), plan or specification clarifications, change orders and other issues that may arise. Other administrative tasks include project set up and invoicing, progress reports, RFI log development and management, and contract management.
- 1.3. **Permit Coordination:** Consultant will review all applicable permits related to the project construction, provided by the Contractor. This includes, at a minimum SSTS permits.
- 1.4. **Pre-Construction Meeting:** Consultant will hold a pre-construction meeting (at the airport) prior to beginning construction to outline and discuss project requirements, administration procedures, airfield pavement closure procedures and requirements, schedules, project responsibilities and communication, Disadvantaged Business Enterprise reporting, contractor submittals, and other construction related information. Consultant will administer the pre-construction meeting, issue notifications, and record meeting minutes. The meeting will be attended by the Contractor, subcontractors (as needed), and SEH staff, including the Project Manager (at the airport) and representatives from each major discipline (virtually). Travel time is included as a sub-work element.
- 1.5. **Establish Survey Control:** Consultant will establish the necessary horizontal and vertical control for construction staking for the project. (The Contractor is required to provide the construction staking for the remainder of the project.) Travel time is included as a sub-work element.
- 1.6. **Submittal and Shop Drawing Review:** Consultant will review product and material data, shop drawings, samples, mockups and other items required to be submitted by the Contractor. This includes coordination with the City of Cambridge to make specific product and color selections during the submittal process.
- 1.7. **Progress Meetings:** Due to the short construction, a formal progress meeting will not be held. Instead SEH will provide the owner weekly updates on the status of the construction.
- 1.8. **Pay Applications:** Consultant will prepare pay applications throughout construction (one per month). An initial pay application will be prepared for material acquisition (material-on-hand), prior to issuing the Notice to Proceed. A final pay application will be prepared following the final agreement of quantities for all work components and a pay application releasing retainage to the Contractor once all closeout requirements have been met. Actual completed quantities will be tabulated for use in preparing pay applications.

- 1.9. **Record Drawings:** Consultant will prepare record drawings. Record drawings will incorporate any modifications or additions that occurred during construction. Electronic (PDF) copies of record drawings will be provided to the City of Cambridge, DAA, MnDOT, and FAA.

Work Element 2: Construction Observation Services

- 2.1. **Construction Observation:** Consultant will provide full-time construction observation for the duration of construction. The project is estimated for 12 working days of construction. A resident project representative (RPR) will be onsite during construction to ensure that work is performed in accordance with the contract documents. The RPR will document and record construction progress through a daily journal and daily progress reports, when present onsite.
- 2.2. **Final Inspection/Punch List:** Consultant will conduct a final inspection with the Contractor after completion of the work and prior to substantial project acceptance. A punch list will be developed by the Consultant and provided to the Contractor if deficiencies are found. The punch list will be a tracking document and progress on the items will be recorded until issues are resolved.

Work Element 3: Project Closeout and FAA Reporting

- 3.1. **FAA Project Quarterly Reports:** Consultant will prepare FAA Quarterly Reports and submit to FAA on a quarterly basis until grant closeout.
- 3.2. **Project Closeout:** Consultant will work with the Contractor to ensure that necessary closeout documents are submitted by the Contractor. These include, but are not limited to, MnDOT form IC-134 documentation, lien waivers, wage rate compliance, and other documentation as identified in the specifications.
- 3.3. **FAA Closeout Report:** Consultant will prepare a Project Closeout Report as required by the FAA by using the Sponsors Guide to Quality Project Closeout Report Requirements (FAA Publication).
- 3.4. **Disadvantaged Business Enterprise (DBE) Requirements:** Consultant will review and submit the required documentation to confirm the Contractor's compliance with the DBE program and goals for this project or provide evidence of "good faith efforts" to meet DBE requirements.

Work Element 4: Project Management and Stakeholder Engagement

- 4.1. **Overall Project Management:** Consultant will provide overall administering of the project, including preparing contract modifications, reviewing quality control and testing results, and coordination with the City (outside of the meetings task), Contractor, FAA and other regulatory agencies and utilities.
- 4.2. **Subconsultant Coordination:** Scheduling, coordination, and review of deliverables, including subcontracts, shop drawings, submittals, and reports.
- 4.3. **Tenant and User Notification:** Consultant will develop a tenant and user construction notice to be distributed prior to construction.

Subconsultants performing work under this proposal include the following:

1. **Braun Intertec, Inc.** Quality assurance testing for base compaction, aggregate base and bituminous pavement work will be performed by Braun Intertec of St. Cloud, Minnesota.

**ESTIMATED FEES AND EXPENSES
ATTACHMENT B
2024 NORTH APRON RECONSTRUCTION
CAMBRIDGE MUNICIPAL AIRPORT**

Task No.	Task Description	Sr. Project Manager	Project Manager	Project Engineer (RPR)	Survey Crew Chief	Admin Assistant
Work Element #1: Construction Administration Services						
1.1	Scope Development	2	2			
1.2	Project Administration Services		2			5
1.3	Permit Coordination					
1.4	Pre-Construction Meeting	2	3	2		
1.5	Establish Survey Control				10	
1.6	Submittal and Shop Drawing Review	1	2			
1.7	Progress Meetings	1	1			
1.8	Pay Applications		2			2
1.9	Record Drawings	1	1	8		
Work Element #2: Construction Observation Services						
2.1	Construction Observation		30	120		
2.2	Final Inspection/Punch List		2	5		
Work Element #3: Project Closeout and FAA Reporting						
3.1	FAA Project Quarterly Reports		1			
3.2	Project Closeout		2			
3.3	FAA Closeout Report	1	2	5		
3.4	Disadvantaged Business Enterprise (DBE)	1	2			
Work Element #4: Project Management and Stakeholder Engagement						
4.1	Overall Project Management	1	4			
4.2	Subconsultant Coordination		2			
4.3	Tenant and User Newsletter		2			3
Total hours per labor category		10	60	140	10	10

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Sr. Project Manager	10	\$80.83	\$808.30
Project Manager	60	\$52.64	\$3,158.40
Project Engineer (RPR)	140	\$38.87	\$5,441.80
Survey Crew Chief	10	\$40.94	\$409.40
Admin Assistant	10	\$35.61	\$356.10

Total Direct Labor Costs:	230	\$10,174.00
Overhead		\$19,330.60
Total Labor Costs		\$29,504.60
Fee (15%)		\$4,425.69

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Employee Mileage	7,824	\$0.67	\$5,242.08
Computer Charges	230	\$5.55	\$1,276.50
Construction Auto Allowance	24	\$16.00	\$384.00
Survey GPS Equipment	8	\$45.00	\$360.00
Survey Vehicle Allowance	8	\$4.90	\$39.20
Construction Testing Services (Braun Intertec)	1	\$13,555.00	\$13,555.00

Total Expenses	\$20,856.78
Total (Labor Costs + Fee + Expenses)	\$54,787.07

SUMMARY:

Estimated Total	\$54,700.00
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May 28, 2024

Proposal QTB197375

Sarah Mattes, PE
Short Elliott Hendrickson, Inc.
3535 Vadnais Center Drive
Saint Paul, MN 55110

Re: Proposal for Construction Materials Testing Services
2024 North Apron Reconstruction
Cambridge Municipal Airport
3129 Airport Parkway
Cambridge, Minnesota

Dear Ms. Mattes:

Braun Intertec Corporation respectfully submits this proposal to provide quality acceptance observation and testing services for reconstruction of the North Apron at the Cambridge Municipal Airport.

We have completed the geotechnical evaluation for the project, so we have a unique understanding of the site and construction challenges. We can aid the construction team by applying this experience and transferring our knowledge developed during the design phase which will provide professional continuity to the construction. Our work on the projects to date gives us familiarity with the project team and design development, which allows us to understand some of the considerations used when developing the project's design.

Our Understanding of Project

We understand the project will consist of reconstructing the north apron area. The pavement section of the apron will consist of recompacted subgrade (P-152), 8 inches of Class 5 Aggregate Base Course (MnDOT 2211), and 4 inches of Bituminous Pavement (MnDOT 2360).

Available Project Information

This proposal is based on our review of the documents described below. We will submit a revised scope of services and cost if the project changes.

- Bidding Project Manual and Construction Drawings prepared by Short Elliott Hendrickson, Inc., dated May 7, 2024.
- Geotechnical Evaluation Report prepared by Braun Intertec Corporation for Project B2400359, dated March 7, 2024.

Scope of Services

Services are performed under the direction of a licensed professional engineer. Observation and testing services will be performed on a full-time or an on-call, as-needed basis as requested and scheduled by you or your on-site project representative. After reviewing available information to determine compliance with project plans and/or specifications and other design or construction documents, our scope of services for the project will be limited to the tasks defined below.

Soil Related Services

- Measure the in-place dry density, moisture content and relative compaction of subgrade and aggregate base placed for pavement support for compliance with the project documents. This task includes performing laboratory Proctor tests to provide maximum dry densities from which the relative compaction of fill can be determined, as well as the use of a nuclear density gauge to measure in-place dry densities and moisture contents.
- Sample and test aggregate base materials for compliance with the project documents. This task includes laboratory gradation testing of the materials.

Bituminous Related Services

- Perform full-time bituminous plant monitoring and coring observation during placement of bituminous pavement.
- Perform verification testing in accordance with MNDOT 2360 specifications.

Consulting, Project Communication and Reporting Services

- Project management, including scheduling of our field personnel and project meetings.
- Review observation and test reports and communicating with you and the parties you may designate such as the project contractor(s), and other project team members, as needed.
- Transmit test results to the project team on a weekly basis.

Scheduling Assumptions

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- We assume it will take 4 trips to complete the compaction testing by nuclear density gauge method for the project.
- We have provided 2 additional trips for picking up samples for laboratory proctor and gradation tests of the subgrade and aggregate materials.

- Our assumption is bituminous paving will be completed in 2 days for the project.
- We assume the project engineer of record will review and approve contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised. If the pace of construction is different than described above, this proposal should be revised.

Cost and Invoicing

We will furnish the services described herein for an estimated fee of \$13,555. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 5:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you monthly.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed.** If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement.

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

Our services will be provided under the terms of our Master Subcontractor Agreement with Short Elliott Hendrickson, Inc., dated March 19, 2024.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Colin Anderson at 320.305.0628 (coanderson@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Colin L. Anderson, PE
Project Engineer



Aaron M. Tast
Senior Aviation Manager



Steven A. Thayer, PE
Senior Manager, Senior Engineer

Attachment:
Project Proposal

The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB197375

2024 Cambridge North Apron Reconstruction

Client:

Short Elliott Hendrickson, Inc.
Sarah Mattes
3535 Vadnais Center Dr
Saint Paul, MN 55110

Work Site Address:

Cambridge Municipal Airport
3129 Airport Parkway
Cambridge, MN 55008

Service Description:

Construction Material Testing

	Description	Quantity	Units	Unit Price	Extension
Phase 1	CMT				
Activity 1.1	Soils Testing				\$3,600.00
207	Compaction Testing - Nuclear	16.00	Hour	95.00	\$1,520.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Aggregate Base	2.00	Trips	4.00	8.00
	Subgrade	2.00	Trips	4.00	8.00
1308	Nuclear moisture-density meter charge, per hour	16.00	Each	20.00	\$320.00
209	Sample pick-up	6.00	Hour	95.00	\$570.00
1162	Sieve Analysis with 200 wash, per sample	1.00	Each	160.00	\$160.00
1318	Moisture Density Relationship (Proctor)	2.00	Each	215.00	\$430.00
1861	CMT Trip Charge	6.00	Each	100.00	\$600.00
Activity 1.2	Pavement Testing				\$5,465.00
222	Bituminous Verification Testing	25.00	Hour	125.00	\$3,125.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Bituminous Plant Observations	2.00	Trips	10.00	20.00
	Bituminous Core Observations	1.00	Trips	5.00	5.00
2689	MnDOT Bituminous Verification, per sample	2.00	Each	825.00	\$1,650.00
1542	Thickness and Density of Bituminous Core	6.00	Each	65.00	\$390.00
1861	CMT Trip Charge	3.00	Each	100.00	\$300.00
Activity 1.3	Project Management & Reporting				\$4,490.00
238	Project Assistant	4.00	Hour	100.00	\$400.00
125	Project Control Specialist	2.00	Hour	160.00	\$320.00
226	Project Manager	12.00	Hour	170.00	\$2,040.00
228	Senior Project Manager	4.00	Hour	195.00	\$780.00
1856	Vehicle mileage, per mile	200.00	Each	1.00	\$200.00
1230	Final Summary Report	1.00	Each	750.00	\$750.00
Phase 1 Total:					\$13,555.00

Proposal Total:	\$13,555.00
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ATTACHMENT C

ACCESS TO RECORDS AND REPORTS

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the sponsor, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized representatives, access to any books, documents, papers, and records of the contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

BREACH OF CONTRACT TERMS

Any violation or breach of terms of this contract on the part of the consultant or its subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide Consultant written notice that describes the nature of the breach and corrective actions the Consultant must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Consultant until such time the Consultant corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the Consultant must correct the breach. Owner may proceed with termination of the contract if the Consultant fails to correct the breach by deadline indicated in the Owner's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

GENERAL CIVIL RIGHTS PROVISIONS

In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

Title VI Solicitation Notice:

The **Sponsor**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);

The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq*) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);

Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];

Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, *et seq.*).

Compliance with Nondiscrimination Requirements

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation

Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

CLEAN AIR AND WATER POLLUTION CONTROL

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. § 740-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

Contractor must include this requirement in all subcontracts that exceeds \$150,000.

CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>
2. Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

DISADVANTAGED BUSINESS ENTERPRISES

Contract Assurance (§ 26.13) - The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

Prompt Payment (§26.29) - The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than {specify number} days from the receipt of each payment the prime

contractor receives from {Name of recipient}. The prime contractor agrees further to return retainage payments to each subcontractor within {specify the same number as above} days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the {Name of Recipient}. This clause applies to both DBE and non-DBE subcontractors.

A1.1.1 RACE/GENDER NEUTRAL LANGUAGE

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Sponsor to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

TEXTING WHEN DRIVING

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), the FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$10,000 and involve driving a motor vehicle in performance of work activities associated with the project.

CERTIFICATION REGARDING DOMESTIC PREFERENCES FOR PROCUREMENTS

The Bidder or Offeror certifies by signing and submitting this bid or proposal that, to the greatest extent practicable, the Bidder or Offeror has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.

FEDERAL FAIR LABOR STANDARDS ACT

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division

CERTIFICATION REGARDING LOBBYING

The bidder or offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

OCCUPATIONAL SAFETY AND HEALTH ACT

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

RIGHTS TO INVENTIONS

Contracts or agreements that include the performance of experimental, developmental, or research work must provide for the rights of the Federal Government and the Owner in any resulting invention as established by 37 CFR part 401, Rights to Inventions Made by Non-profit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements. This contract incorporates by reference the patent and inventions rights as specified within in the 37 CFR §401.14. Contractor must include this requirement in all sub-tier contracts involving experimental, developmental or research work.

CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

Certifications

- a) The applicant represents that it is () is not (✓) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- b) The applicant represents that it is () is not (✓) is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

Note

If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the owner about its tax liability or conviction to the Owner, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

Term Definitions

Felony conviction: Felony conviction means a conviction within the preceding twentyfour (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies

the offense as a felony and conviction of an offense that is classified as a felony under 18

U.S.C. § 3559.

Tax Delinquency: A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Termination for Convenience (Professional Services)

The Owner may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Owner, the Contractor must immediately discontinue all services affected.

Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

Termination for Default (Professional Services)

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party [7] days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

a) **Termination by Owner:** The Owner may terminate this Agreement in whole or in part, for the failure of the Consultant to:

1. Perform the services within the time specified in this contract or by Owner approved extension;
2. Make adequate progress so as to endanger satisfactory performance of the Project;
3. Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Owner determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Owner issued the termination for the convenience of the Owner.

b) **Termination by Consultant:** The Consultant may terminate this Agreement in whole or in part, if the Owner:

1. Defaults on its obligations under this Agreement;
2. Fails to make payment to the Consultant in accordance with the terms of this Agreement;

3. Suspends the Project for more than [180] days due to reasons beyond the control of the Consultant.

Upon receipt of a notice of termination from the Consultant, Owner agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If Owner and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Owner's breach of the contract.

In the event of termination due to Owner breach, the Engineer is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. Owner agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

TRADE RESTRICTION CERTIFICATION

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (U.S.T.R.);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the U.S.T.R; and
- c. has not entered into any subcontract for any product to be used on the Federal on the project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- (1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R. or
- (2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such U.S.T.R. list or
- (3) who incorporates in the public works project any product of a foreign country on such U.S.T.R. list;

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by U.S.T.R, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

VETERAN'S PREFERENCE

In the employment of labor (excluding executive, administrative, and supervisory positions), the contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112.

Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 U.S.C. 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.



TABULATION OF BIDS

North Apron Reconstruction Cambridge Municipal Airport SEH No.: CAMBR 177577 Bid Date: 2:00 p.m., Tuesday, May 28, 2024				Engineer's Estimate \$410,450.00		New Look Contracting, Inc. 14045 Northdale Blvd Rogers, MN 55374 \$361,951.00		Knife River Corporation 4787 Shdow Wood Drive NE Sauk Rapids, MN 56379 \$377,776.00		Douglas-Kerr Underground, LLC PO Box 85 Mora, MN 55051 \$385,442.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
C-105	MOBILIZATION	LS	1	\$35,000.00	\$35,000.00	\$12,500.00	\$12,500.00	\$34,500.00	\$34,500.00	\$14,327.00	\$14,327.00
50-06	CONSTRUCTION LAYOUT AND STAKING	LS	1	\$5,000.00	\$5,000.00	\$11,000.00	\$11,000.00	\$14,500.00	\$14,500.00	\$5,000.00	\$5,000.00
40-05	MAINTENANCE AND RESTORATION OF HAUL	LS	1	\$2,500.00	\$2,500.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1,940.00	\$1,940.00
70-08	TRAFFIC CONTROL	LS	1	\$3,500.00	\$3,500.00	\$2,750.00	\$2,750.00	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00
C-102-5.1	SILT FENCE, TYPE PREASSEMBLED (INCLUDES	LF	500	\$3.00	\$1,500.00	\$3.50	\$1,750.00	\$5.00	\$2,500.00	\$3.00	\$1,500.00
C-102-5.2	BIOROLL	LF	500	\$4.00	\$2,000.00	\$3.50	\$1,750.00	\$5.00	\$2,500.00	\$3.00	\$1,500.00
P-101-5.1	REMOVE EXISTING TIEDOWNS	LS	1	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$2,000.00	\$2,000.00	\$4,575.00	\$4,575.00
P-101-5.2	REMOVE BITUMINOUS PAVEMENT	SY	7500	\$4.00	\$30,000.00	\$1.50	\$11,250.00	\$3.00	\$22,500.00	\$4.65	\$34,875.00
P-101-5.3	SAW CUTTING, FULL DEPTH	LF	550	\$4.00	\$2,200.00	\$4.00	\$2,200.00	\$6.00	\$3,300.00	\$3.00	\$1,650.00
P-152-5.1	COMMON EXCAVATION (EV)	CY	1800	\$15.00	\$27,000.00	\$11.50	\$20,700.00	\$12.00	\$21,600.00	\$14.90	\$26,820.00
P-152-5.3	SUBGRADE EXCAVATION (EV)	CY	200	\$50.00	\$10,000.00	\$30.00	\$6,000.00	\$30.00	\$6,000.00	\$7.00	\$1,400.00
P-152-5.1	SUBGRADE PREPARATION	SY	8000	\$2.00	\$16,000.00	\$1.00	\$8,000.00	\$2.00	\$16,000.00	\$1.45	\$11,600.00
2211.5	AGGREGATE BASE COURSE, CLASS 5 (CV)	CY	1800	\$32.00	\$57,600.00	\$16.50	\$29,700.00	\$20.00	\$36,000.00	\$37.10	\$66,780.00
2360	TYPE SPB WEARING COURSE MIXTURE (PG 58-28)	TON	1100	\$95.00	\$104,500.00	\$106.00	\$116,600.00	\$94.00	\$103,400.00	\$94.00	\$103,400.00
2360	TYPE SPB NON-WEAR COURSE MIXTURE (PG 58-28)	TON	1100	\$90.00	\$99,000.00	\$96.00	\$105,600.00	\$86.00	\$94,600.00	\$86.00	\$94,600.00
2357	EMULSIFIED BITUMINOUS TACK COAT	GAL	550	\$3.00	\$1,650.00	\$3.00	\$1,650.00	\$2.50	\$1,375.00	\$2.50	\$1,375.00
P-900-5.1	TIE DOWN ANCHORS	EA	3	\$1,000.00	\$3,000.00	\$6,000.00	\$18,000.00	\$2,000.00	\$6,000.00	\$2,700.00	\$8,100.00
T-901-5.1	SEEDING, FERTILIZATION, HYDROMULCH,	LS	1	\$5,000.00	\$5,000.00	\$6,500.00	\$6,500.00	\$8,000.00	\$8,000.00	\$5,000.00	\$5,000.00
TOTAL BID PRICE				\$410,450.00		\$361,951.00		\$377,776.00		\$385,442.00	



TABULATION OF BIDS

North Apron Reconstruction Cambridge Municipal Airport SEH No.: CAMBR 177577 Bid Date: 2:00 p.m., Tuesday, May 28, 2024				Dresel Contracting Inc. 24044 July Avenue Chisago City, MN 55013 \$434,100.01		J.R. Ferche, Inc. 13265 25th Ave NW, PO Box 129 Rice, MN 56367 \$490,122.50		Urban Companies 3781 Labore Rd St. Paul, MN 55110 \$613,100.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
C-105	MOBILIZATION	LS	1	\$37,352.00	\$37,352.00	\$38,050.00	\$38,050.00	\$34,000.00	\$34,000.00
50-06	CONSTRUCTION LAYOUT AND STAKING	LS	1	\$18,000.00	\$18,000.00	\$12,500.00	\$12,500.00	\$10,000.00	\$10,000.00
40-05	MAINTENANCE AND RESTORATION OF HAUL	LS	1	\$0.01	\$0.01	\$5,000.00	\$5,000.00	\$7,500.00	\$7,500.00
70-08	TRAFFIC CONTROL	LS	1	\$1,200.00	\$1,200.00	\$2,000.00	\$2,000.00	\$10,000.00	\$10,000.00
C-102-5.1	SILT FENCE, TYPE PREASSEMBLED (INCLUDES	LF	500	\$3.60	\$1,800.00	\$4.50	\$2,250.00	\$6.00	\$3,000.00
C-102-5.2	BIOROLL	LF	500	\$3.60	\$1,800.00	\$4.00	\$2,000.00	\$6.00	\$3,000.00
P-101-5.1	REMOVE EXISTING TIEDOWNS	LS	1	\$1,200.00	\$1,200.00	\$300.00	\$300.00	\$3,500.00	\$3,500.00
P-101-5.2	REMOVE BITUMINOUS PAVEMENT	SY	7500	\$4.76	\$35,700.00	\$4.60	\$34,500.00	\$12.00	\$90,000.00
P-101-5.3	SAW CUTTING, FULL DEPTH	LF	550	\$3.60	\$1,980.00	\$2.20	\$1,210.00	\$7.00	\$3,850.00
P-152-5.1	COMMON EXCAVATION (EV)	CY	1800	\$27.96	\$50,328.00	\$25.00	\$45,000.00	\$26.00	\$46,800.00
P-152-5.3	SUBGRADE EXCAVATION (EV)	CY	200	\$35.22	\$7,044.00	\$56.00	\$11,200.00	\$55.00	\$11,000.00
P-152-5.1	SUBGRADE PREPARATION	SY	8000	\$0.92	\$7,360.00	\$3.20	\$25,600.00	\$4.00	\$32,000.00
2211.5	AGGREGATE BASE COURSE, CLASS 5 (CV)	CY	1800	\$28.57	\$51,426.00	\$45.00	\$81,000.00	\$60.00	\$108,000.00
2360	TYPE SPB WEARING COURSE MIXTURE (PG 58-28)	TON	1100	\$97.76	\$107,536.00	\$104.00	\$114,400.00	\$110.00	\$121,000.00
2360	TYPE SPB NON-WEAR COURSE MIXTURE (PG 58-28)	TON	1100	\$89.44	\$98,384.00	\$95.00	\$104,500.00	\$103.00	\$113,300.00
2357	EMULSIFIED BITUMINOUS TACK COAT	GAL	550	\$2.60	\$1,430.00	\$2.75	\$1,512.50	\$5.00	\$2,750.00
P-900-5.1	TIE DOWN ANCHORS	EA	3	\$2,020.00	\$6,060.00	\$1,200.00	\$3,600.00	\$800.00	\$2,400.00
T-901-5.1	SEEDING, FERTILIZATION, HYDROMULCH,	LS	1	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$11,000.00	\$11,000.00
TOTAL BID PRICE					\$434,100.01		\$490,122.50		\$613,100.00

Prepared by: Caroline Moe, Director of Finance

Background:

The City of Cambridge has a strong commitment to maintaining public infrastructure in good condition as evidenced by its long-range financial plan. As a part of its long-range financial plan, city streets are identified for reconstruction on a regular basis.

In 2002, MN Statute 475.58 was passed into law allowing cities like the City of Cambridge to finance street reconstruction and overlay projects through the sale of bonds under special conditions. The attached street reconstruction and overlay plan was created to meet the requirements of MN Statute 475.58.

Under MN Statute 475.58, the public hearing scheduled and advertised for June 17 @ 6 pm must be held for the purposed of reviewing the proposed street reconstruction and overlay plan.

Fiscal Note:

If the attached plan is approved, the City will move forward the normal on-going replacement of infrastructure. The impact on the City’s budget has been considered in its long-term financial plan reviewed by the City Council.

Compatibility with Strategic Goals:

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

Recommendation:

1. Hold public hearing on Street Reconstruction and Overlay Plan
2. Approve R24-047 Adopting the Street Reconstruction and Overlay Plan

Attachments:

1. Street Reconstruction and Overlay Plan 2025-2029
2. Map of proposed street projects for future years

June 17, 2024

FIVE - YEAR STREET RECONSTRUCTION AND
OVERLAY PLAN:



2025 - 2029



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, Minnesota 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.

TABLE OF CONTENTS

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I. INTRODUCTION

In 2002, the Minnesota State Legislature passed into law a bill which generally exempts city bonds issued under a street reconstruction program from the referendum requirements usually required for bonding expenditures. In 2013 the Legislature amended the law to allow bituminous overlays to be included in the street reconstruction program. The authorization is contained in Minnesota Statutes, Section 475.58, subdivision 3b (the “Act”).

II. PURPOSE

A street reconstruction program represents a major expenditure of city funds for the reconstruction or bituminous overlay of public streets. As defined in the Act, street reconstruction and bituminous overlay projects may include but are not limited to utility replacement and relocation and other incidental costs, turn lanes and other improvements having a substantial public safety function, realignments, other modifications to intersect with state and county roads, and the local share of state and county road projects. Except in the case of turn lanes, safety improvements, realignments, intersection modifications, and local share of state and county road projects, street reconstruction and overlays do not include the portion of project costs allocable to widening a street or adding curbs and gutters where none previously existed.

A Street Reconstruction and Overlay Plan (SROP) is a document designed to anticipate street reconstruction and overlay expenditures and schedule them over a five-year period so that they may be financed in an efficient and cost-effective method. A SROP allows the matching of expenditures with anticipated income and bond issuance. As potential expenditures are reviewed, the city considers the benefits, costs, alternatives and impact on operating expenditures.

The City of Cambridge, Minnesota (the “City”), believes the street reconstruction and overlay process, as part of its larger Capital Improvement Planning process, is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated so as to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. In these

financially difficult times good planning is essential for the wise use of limited financial resources.

The SROP and Capital Improvement Plans are designed to be updated on an annual basis, as needed. In this manner, they become ongoing fiscal planning tools that continually anticipate future capital expenditures and funding sources.

III. THE STREET RECONSTRUCTION AND OVERLAY PLANNING PROCESS

The City Council (the “Council”) annually reviews its capital expenditures according to their priority, fiscal impact, and available funding as part of its Capital Improvement Plan (CIP) process. The planning process and preparation of the CIP begins as part of the City’s annual budget development process. The City staff is instructed to assemble the specific capital expenditures to be undertaken within the next ten years. The City staff prepares a plan based on the available funding sources. From this information, preliminary CIP is prepared for public discussion with the Council, citizens and other governmental units. Changes are made based on that input, and a final plan is established by the Council at year-end.

Over the life of the CIP, once the funding becomes available the individual capital expenditures can be made as part of individual project approvals. In subsequent years, the process is repeated as expenditures are completed and new needs arise.

Street reconstruction and overlay planning occurs separately but integrated within the CIP process, focusing specifically on street reconstruction and overlay projects to be financed with general obligation street reconstruction bonds under provisions of the Act. The SROP is to describe the identified street reconstruction and overlay projects, their estimated costs, and any planned reconstruction or overlay of other streets in the City over the next five years.

For a city to use its authority to finance street reconstruction and bituminous overlay expenditures with general obligation bonds under the Act, it must meet the requirements provided therein. Specifically, the city must hold a public hearing for public input on a SROP. Notice of such hearing must be published in the official newspaper of the city at least 10, but no more than 28, days prior to the date of the public hearing. In addition, the council must approve the SROP and issuance of street

reconstruction bonds by a two-thirds majority vote following a public hearing.

If a petition bearing the signatures of at least 5 percent of the votes cast in the last municipal general election requesting a vote on the issuance of bonds is filed with the City Clerk within 30 days after the public hearing, a referendum vote on the issuance of the bonds shall be required to authorize the issuance. If the City elects not to submit the question to the voters, the City shall not propose the issuance of bonds under the Act for the same purpose for a period of 365 days from the date of receipt of the petition.

IV. PROJECT SUMMARY

The planned reconstruction of overlay of other streets in the City to be undertaken with this 2025 to 2029 SROP are listed in full within Appendix A. The listed projects are subject to the approval of the Council and may be funded in part, or in whole, with proceeds of bonds issued under the Act or other designated funds. All other foreseeable capital expenditures within the City government will be financed through other means identified within the City's annual budgeting process.

The specific expenditures to be undertaken with this SROP are listed below and have been submitted for inclusion:

2025 Expenditures

\$6,887,250 for various street infrastructure improvement projects identified within the City's Capital Improvement Plan

2026 Expenditures

\$17,100,700 for various street infrastructure improvement projects identified within the City's Capital Improvement Plan

2027 Expenditures

\$7,067,000 for various street infrastructure improvement projects identified within the City's Capital Improvement Plan

2028 Expenditures

\$9,910,975 for various street infrastructure improvement projects identified within the City's Capital Improvement Plan

2029 Expenditures

None

V. FINANCING THE STREET RECONSTRUCTION PLAN

The total amount of identified expenditures under this SROP is up to \$40,965,925. If these expenditures are to be funded, that amount of money is anticipated to be generated through the tax levy, municipal state aid funds, sales tax, Pavement Fund appropriations, grant funds, utility revenues, special assessments, and the sale of up to approximately \$6,900,000 in general obligation street reconstruction plan bonds in 2025.

In the financing of the SROP, one statutory limitation applies. Under Chapter 475, with few exceptions, cities cannot incur debt in excess of 3% of the assessor's Estimated Market Value (EMV) for the city. The City's Pay 2024 EMV is \$1,062,204,500. Therefore, the total amount of outstanding debt subject to the limit cannot exceed \$31,866,135. As of June 2024, the City has \$3,450,000 of existing obligations subject to the legal debt limit, leaving \$28,416,135 in capacity available.

Under the SROP, the City currently plans to issue up to \$6,900,000 in principal amount of general obligation bonds in the year 2025 to finance the 2025 Street Improvement and Overlay Projects. The general obligation bond issue is anticipated to be repaid over a 10-year period starting in 2026.

The bond sizing in this authorization is based on the project amounts listed in Appendix A. The proposed general obligation street reconstruction bonds under consideration and their anticipated repayment are shown in Appendix B.

Plan Continuation

This SROP should be reviewed as needed by the Council using the process outlined in this document. Through annual amendment, the Council reviews proposed expenditures, makes priority decisions, and seeks funding for those expenditures it deems necessary for the City. If deemed appropriate, the Council should prepare an update to this SROP to be used in public proceedings for future general obligation bond issuance under the Act.

APPENDIX A

SROP Project Costs (Capital Expenditures to be Funded with General Obligation Street Reconstruction and Overlay Bond Proceeds)

The capital expenditures identified within this SROP are for the City's costs to conduct various street improvement and overlay projects identified within the City's Capital Plan for 2025 to 2029. Up to \$6,900,000 of new bond issuance is anticipated to provide the funding for the designated projects in 2025. Future street reconstruction and overlay projects beyond 2025 are included for planning purposes only. A plan identifying the sources of funds, including issuance of bonds, for these projects will be considered in the future under separate proceedings.

The full list of planned 2025-2029 Street Reconstruction and Overlay Plan (SROP) Capital Expenditures that may be funded in part, or in whole, with proceeds of bonds issued under the Act follows.

2025 to 2029 Street Reconstruction and Overlay Plan Project Costs			
Year	Street Improvement Projects	Expenditures	Funding Sources
			SROP Bonds Other
2025	S. Main St from 24th Ave SW to RR Bridge S. Main St from RR Bridge to TH65 40th Ave SW from S Main St to RR S. Main St RR Bridge deck reconst S. Fern Street , Central Ave & 25th Ave SW E. of Main St	6,887,250	6,900,000 TBD
2026	TH95 from River to Davis St(City Share) 2nd Ave SE-Opportunity Blvd to Alabama St Balsam St S-TH 95 to 2nd Ave SE 3rd Ave NE-Opportunity Blvd to Balsam St Balsam St N-TH 95 to 400' N of 3rd Ave NE S Dellwood St - 11th Ave SW to 18th Ave SW S. Dellwood area san sewer pipe lining S. McKinley St.-TH 95 to 2nd Ave. SE 2nd Ave. SE-S. Kennedy St. to Opp Blvd S. Kennedy St.-2nd Ave. SE to Willow Wood Dr. Willow Wood Dr.-S. Kennedy St. to 2nd Ave. SE 7th Ave SW (M&O Dellwood to Main) 8th Ave SW (M&O Dellwood to Main) 10th Ave SW (M&O Dellwood to Main) Cypress St S (M&O 6th Ave SW to 11th Ave SW) Birch St S (M&O 6th Ave SW to 11th Ave SW) Ashland St S (M&O 6th Ave SW to 11th Ave SW) 3rd Ave NE (M&O Balsam St N to Alabama St N) Alabama St N (M&O TH 95 to 3rd Ave NE) Marigold Dr S-10th Ave SE to Opportunity Blvd Iris Court-Joes Lake Rd to CDS lincoln Court-10th Ave SE to CDS 10th Ave SE-Iris Ct to Opportunity Blvd Sandquist Park Parking Lot gravel surfacing Xylite/Opportunity Sidewalk 2nd Ave SE to 3rd Ave NE S. Garland Street-14th to 17th Ave SW Collector Street Overlays	17,100,700	TBD TBD
2027	Alabama Street - TH 95 to 16th Ave. SE Old South Main/16th Ave SE Roundabout	7,067,000	TBD TBD
2028	Joes Lake Rd-16th Ave to Opportunity Blvd Carriage Lane-16th Ave to Joes Lake Rd Honeysuckle Lane-Joes Lake Rd to Joes Lake Rd 14th Ave SE-Honeysuckle Ln to CDS Jasmine Court-Honeysuckle Ln to CDS Marigold Dr S-16th Ave to 10th Ave SE Northridge Court-16th Ave to CDS Plum Creek Dr-Marigold Dr to 10th Ave SE S. Fern St - TH95 to 9th Ave SW 9th Ave SW - S Fern St to S Dellwood St Fern St Trail - 9th Ave SW to 11th Ave SW Collector Street Overlays Add'l Streets (Downtown and between 2nd Ave SW and TH 95) Add'l Streets (To meet 28 yr Replacement Cycle) TH 95 Sidewalk Replacement Emerson St to Opportunity BLVD both sides Alleys (Downtown and between 2nd Ave SW and TH 95)	9,910,975	TBD TBD
2029	None	-	- -
2025 to 2029 SROP Totals:		40,965,925	6,900,000 34,065,925

APPENDIX B

Estimate of Proposed 2025 SROP Bond Issue:

City of Cambridge, Minnesota

\$6,900,000 G.O. Street Reconstruction Plan Bond Authorization

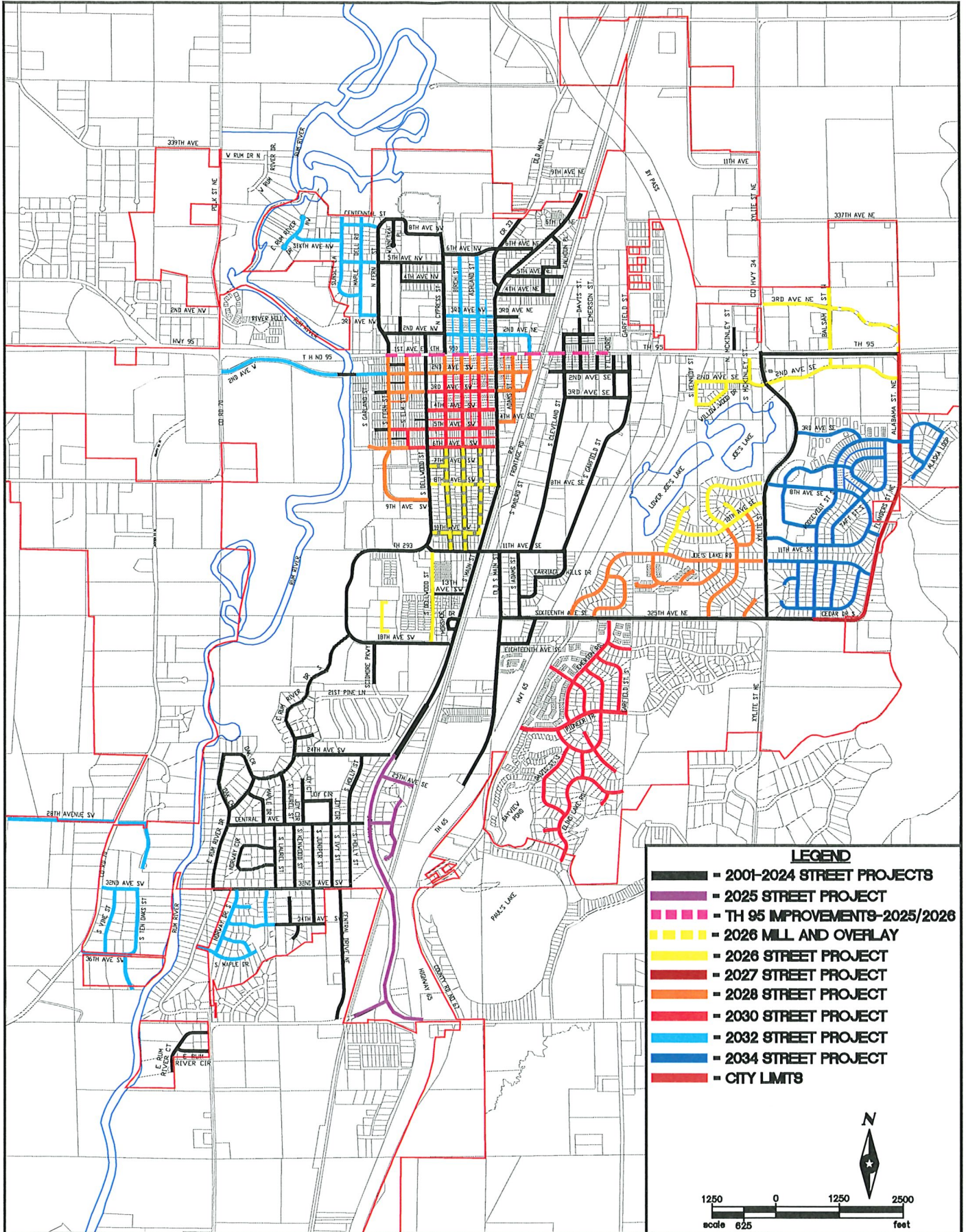
Assumes Current Market BQ AA Rates plus 50bps

Estimated Sources Of Funds

Par Amount of Bonds	\$4,120,000
Other City Funds (TBD)	\$2,780,000
Total Sources	\$6,900,000

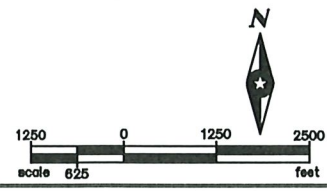

Estimated Debt Service Schedule and Levy Calculation

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Less: Assessments Revenue	Levy Calculation
02/01/2026	-	-	-	-	-	-	-
02/01/2027	265,000.00	4.250%	255,176.25	520,176.25	546,185.06	20,547.53	525,637.53
02/01/2028	360,000.00	4.200%	158,855.00	518,855.00	544,797.75	20,547.53	524,250.22
02/01/2029	380,000.00	4.150%	143,735.00	523,735.00	549,921.75	20,547.53	529,374.22
02/01/2030	395,000.00	4.100%	127,965.00	522,965.00	549,113.25	20,547.53	528,565.72
02/01/2031	410,000.00	4.100%	111,770.00	521,770.00	547,858.50	20,547.53	527,310.97
02/01/2032	425,000.00	4.100%	94,960.00	519,960.00	545,958.00	20,547.52	525,410.48
02/01/2033	445,000.00	4.100%	77,535.00	522,535.00	548,661.75	20,547.53	528,114.22
02/01/2034	460,000.00	4.100%	59,290.00	519,290.00	545,254.50	20,547.52	524,706.98
02/01/2035	480,000.00	4.100%	40,430.00	520,430.00	546,451.50	20,547.52	525,903.98
02/01/2036	500,000.00	4.150%	20,750.00	520,750.00	546,787.50	20,547.52	526,239.98
Total	\$4,120,000.00	-	\$1,090,466.25	\$5,210,466.25	\$5,470,989.56	\$205,475.26	\$5,265,514.30
Average Annual Levy:							526,551.43



LEGEND

- 2001-2024 STREET PROJECTS
- 2025 STREET PROJECT
- TH 95 IMPROVEMENTS-2025/2026
- 2026 MILL AND OVERLAY
- 2028 STREET PROJECT
- 2027 STREET PROJECT
- 2030 STREET PROJECT
- 2032 STREET PROJECT
- 2034 STREET PROJECT
- CITY LIMITS

PHONE: (651) 490-2000
 3535 VADNAIS CENTER DR.
 ST. PAUL, MN 55110

FILE NO.
 CAMBR 115141

DATE:
 5/21/24

STREET IMPROVEMENT PROJECTS
 2001-2034
 CAMBRIDGE, MINNESOTA

CITY OF CAMBRIDGE
ISANTI COUNTY
STATE OF MINNESOTA

RESOLUTION R24-047

RESOLUTION ADOPTING A STREET RECONSTRUCTION AND OVERLAY
PLAN AND AUTHORIZING THE ISSUANCE AND SALE OF STREET
RECONSTRUCTION AND OVERLAY BONDS

BE IT RESOLVED by the City Council (the “Council”) of the City of Cambridge, Minnesota (the “City”), as follows:

Section 1. Findings. On the date hereof, the City held a public hearing on (i) the proposed five-year street reconstruction and overlay plan (the “Plan”) and (ii) the issuance of its bonds, in one or more series in order to finance the costs of street reconstruction and overlay projects, as described in the Plan (the “Project”), all pursuant to Minnesota Statutes, Chapter 475.58, Subdivision 3b, as amended (the “Act”). All parties who appeared at the hearing were given an opportunity to express their views with respect to the proposal to adopt the Plan and undertake and finance the Project, and any written comments submitted prior to the hearing were considered. The City hereby adopts the Plan.

Section 2. Purpose. It is hereby determined to be in the best interests of the City to issue its general obligation street reconstruction bonds (the “Bonds”), in the principal amount not to exceed \$6,900,000, to finance the costs of the Project. The financing of the Project and issuance and sale of the Bonds would further the policies and goals of the City as set forth in the Plan.

Section 3. Authorization and Approval of Bonds.

The City gives preliminary approval to issuance of the Bonds, the proceeds of which will be used, together with any additional funds of the City which might be required, to finance certain costs of the Project and to pay costs of issuance of the Bonds. If a petition requesting a vote on issuance of the Bonds, signed by voters equal to five percent of the votes cast in the last municipal general election, is filed with City Clerk by July 17, 2024, the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

Dated: June 17, 2024

Adopted:

James A. Godfrey, Mayor

Attest:

Evan Vogel, City Administrator

Prepared by: Marcia Westover, Community Development Director

Background

Nathan Hansen of Lakeside Capital-CSS, LLC, has requested a variance from City Code Section 156.088 Exterior Building Wall and Roof Finishes to allow metal siding. The property is located at 503 Cleveland Street S and is zoned I-2 Light Industrial district. Buildings in the I-2 district are required to have a minimum of 50% coverage with the major exterior surfaces listed in the code. The pertinent sections of the code are as follows:

156.088 Exterior Building and Roof Finishes

B (2) Industrial buildings.

(a) Major exterior surfaces on all walls shall be face brick, rock face block, cementitious siding, stone, finished precast panels, glass, stucco, synthetic stucco or cast in place and/or precast panels.

(b) Under no circumstances shall sheet plywood, sheet metal, corrugated metal, metal/steel or aluminum, asbestos, iron, or plain concrete block (whether painted or color-integrated or not) be deemed acceptable as exterior wall materials on buildings.

C (2) Industrial buildings.

(a) In industrial areas, the exterior surface must be covered with the major exterior surface materials required in subpart (B)(2) above as follows:

- 1. I-1, Low Impact Business - Industrial District 65% coverage
- 2. I-2, Light Industrial District 50% coverage
- 3. I-3, General Industrial District 25% coverage

(b) The remainder of the exterior surfaces may be architectural concrete, or decorative block when they are incorporated into an overall design of the building that is determined by the City to be appropriate with the use of the building, and is compatible with adjacent structures. All decorative concrete block shall be colored only by means of a pigment impregnated throughout the entire block.

(D) Accent materials. Wood and metal may be used as accent materials, provided that they are appropriately integrated into the overall building design and not situated in areas that will be subject to physical or environmental damage. Accent materials shall not comprise more than 25% of a building exterior.

(F) Roofs. Roofs that are exposed or an integral part of the building aesthetics shall be constructed only of commercial grade asphalt shingles, wood shingles, standing seam metal, slate, tile, or copper. Flat roofs which are generally parallel with the first floor elevations are not subject to these material limitations.

Review

This property has existing storage unit buildings that began construction in the late 1980's and early 1990's, before the exterior materials were regulated as such. The applicant is proposing to build two new storage unit buildings and would like to stay in character to match the existing buildings. The existing buildings have metal siding and roofs, and the proposed buildings would also have metal siding and roofs to match. In addition, the applicant/owner is required to remove existing storage pods allowed through an Interim Use Permit, and build permanent storage units.

The character of mini storage facilities is comprised mostly of garage doors and naturally cannot meet the 50% major exterior materials required. Staff understands that the garage doors will be steel by disposition, but would typically require the remainder of the building to be covered by a major exterior material as identified by city code. Steel/metal is not an approved material.

In this case, staff find the metal siding a reasonable variance request since it is most harmonious with the existing buildings on-site. Also, the mini storage facility just north of this property (located at 315 Cleveland St. S.) was given a variance for metal siding due to the nature of the buildings and proximity to this storage facility. When considering the Practical Difficulties test, economic considerations alone are not considered here since the main goal is to match the existing buildings.

Planning Commission Action:

The Planning Commission, on a 7/0 vote, recommended approval of the Resolution as presented. The purpose of the Variance process is to review applications on a case by case basis and the Planning Commission found that the application complies with the standards set as identified on the Resolution.

City Council Action:

Motion to approve Resolution R24-041 allowing a variance for exterior materials as presented.

Attachments

1. Applicant submittal (narrative and elevation sketch)
2. Resolution

City of Cambridge

To: Planning Commission

From: Nate Hansen – Owners representative

Date: April 19, 2024

Subject: Variance Request - Self-Storage Building Materials at 503 Cleveland Street S

Introduction

This memo is submitted to request a variance from the City of Cambridge building code for the construction of two new self-storage buildings located at 503 Cleveland Street S.

Project Description

We are proposing the construction of two, 6400 square foot, drive-up self-storage buildings on the existing property which currently houses eight similar structures. The intent is to maintain a consistent aesthetic across the entire facility. The existing buildings are constructed of steel with metal roofs and siding.

Reason for Variance

The City of Cambridge building code currently prohibits the use of metal for building materials. We are requesting a variance to allow the use of steel with metal roofing and siding for the two new buildings to ensure they visually match the existing structures. All color schemes will be identical to the existing buildings.

Justification for Variance

Granting this variance will allow for a cohesive appearance across the entire self-storage facility. The use of metal for the new buildings will not negatively impact the surrounding area as the existing structures are already constructed with this material.

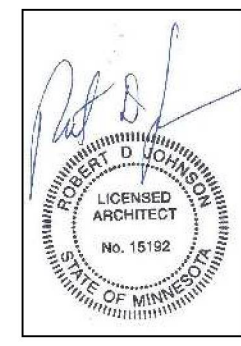
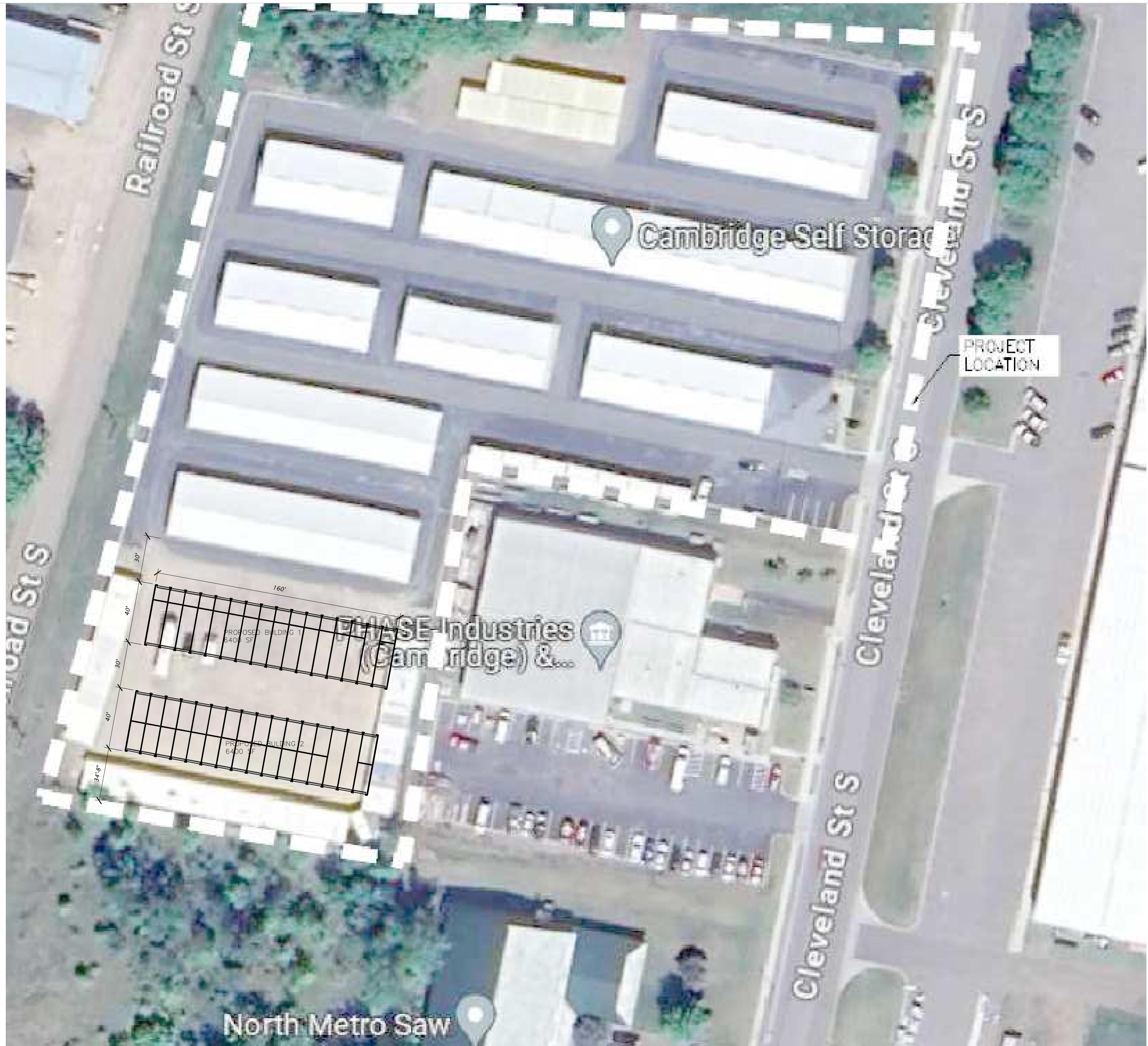
Conclusion

We kindly request the City of Cambridge Planning Commission to consider approving this variance request. The use of metal for the two new buildings will allow for a consistent aesthetic throughout the property and will not negatively impact the surrounding area. We are happy to answer any questions and provide additional information as needed.

Thank you for your time and consideration.

Sincerely,

Nate Hansen



4-15-24

DRAWING INDEX:
 A1 SITE PLAN
 A2 FLOOR PLANS AND ELEVATIONS

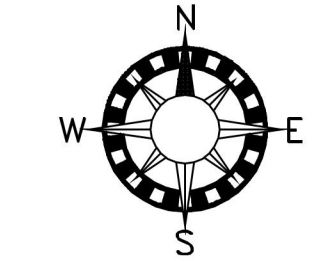
PROJECT:
 BUILDING 1 = 6400 SF, UNHEATED
 BUILDING 2 = 6400 SF, UNHEATED

BUILDING CODE:
 IBC 2020 MINNESOTA BUILDING CODE
 2020 MINNESOTA ACCESSIBILITY CODE
 OCCUPANCY = S-1

TYPE OF CONSTRUCTION = VB, NON-SPRINKLERED
 MAC 1108.3 PROVIDE ACCESSIBILITY IN 5% OF EACH TYPE OF UNITS IN THE FACILITY. MAX 1/2" THRESHOLDS. OVERHEAD DOOR OPENING FORCE MAX 15 LBS.
 MBC ROLL-UP DOORS SHALL COMPLY WITH ATSM E330 OR ANSI/DASMA 108 90 MPH WIND LOAD
 MBC TABLE 503 S-1 OCCUPANCY, VB CONSTRUCTION ALLOWED 9,000 SF TOTAL AREA.
 MBC 503.1.2 TWO OR MORE BUILDINGS ON THE SAME LOT SHALL BE REGULATED AS SEPARATE BUILDINGS OR SHALL BE CONSIDERED AS PORTIONS OF ONE BUILDING IF THE COMBINED BUILDING AREA IS WITHIN TABLE 503.
 MBC 506.1 BUILDING AREA INCREASE
 $AA = (AT + (AT * F)) + (AT * IS)$; AA = 41,247 SF ALLOWABLE
 MBC 506.1 FRONTAGE INCREASE IF $(F/P) > 0.25W/30$; $(920/1104 - 0.25)30/30$; $F = 0.583$
 MBC TABLE 602 FIRE SEPARATION DISTANCE GREATER THAN 10 FT, VB CONSTRUCTION; 0 HR RATED EXTERIOR WALLS.
 MBC 705.3 BUILDINGS ON THE SAME LOT SHALL BE ASSUMED TO HAVE AN IMAGINARY LINE BETWEEN THEM.
 MBC 705.8.1 BUILDINGS WHOSE EXTERIOR WALLS ARE NOT REQUIRED TO BE FIRE RESISTANCE RATED SHALL BE PERMITTED TO HAVE UNLIMITED UNPROTECTED OPENINGS.
 MBC 903.2.9 GROUP S-1 FIRE AREA LESS THAN 12,000 SF SPRINKLER SYSTEM NOT REQUIRED.

NOTE:
 1. PROVIDE NON-FROST SUSCEPTIBLE SOIL (AS DEFINED BY GRANULAR SOILS OR OTHER APPROVED NON-FROST SUSCEPTIBLE FILL MATERIAL WITH LESS THAN 6% OF MASS PASSING A #200 MESH SIEVE) DOWN TO FROST DEPTH.

1 SITE PLAN
 1" = 30'-0"

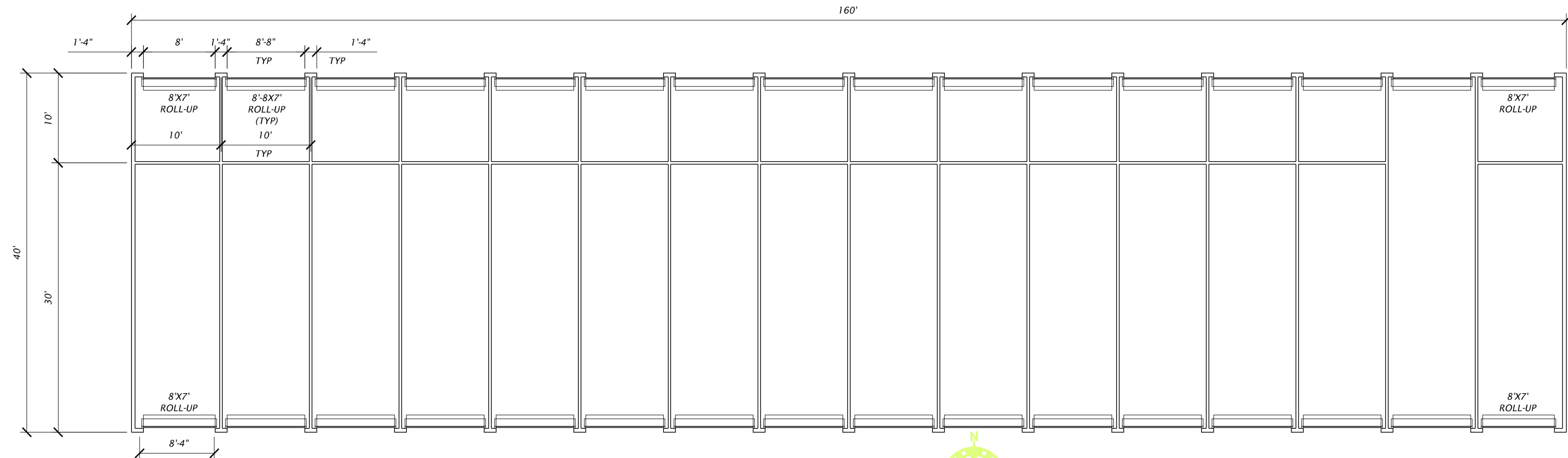


SCALE: 1" = 30'-0"

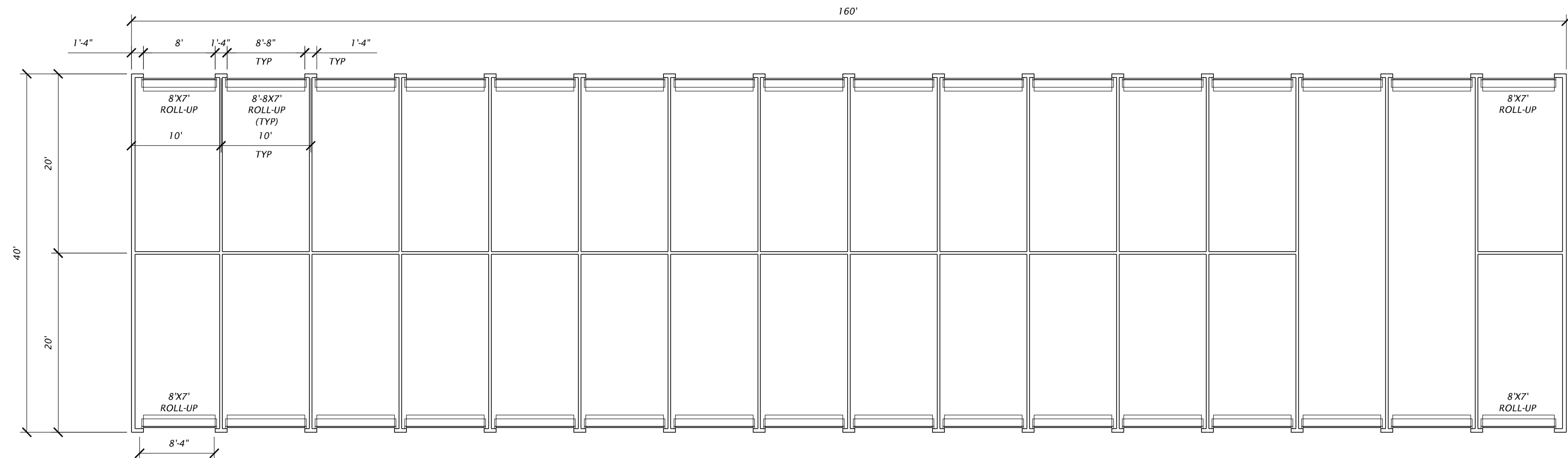
ROBERT D. JOHNSON ARCHITECT
 5201 STONEWOOD DRIVE
 EAU CLAIRE, WISCONSIN 54703
 715.828.8330 RDJARCHITECT@GMAIL.COM

CAMBRIDGE SELF STORAGE BUILDINGS
 503 CLEVELAND ST. SOUTH
 CAMBRIDGE, MN 55008

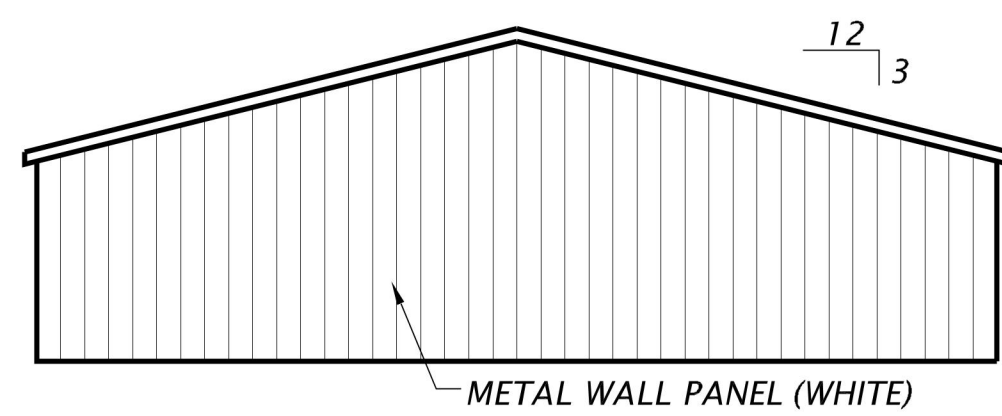
SITE PLAN
 24x36 PAPER
 4-19-24
 A1



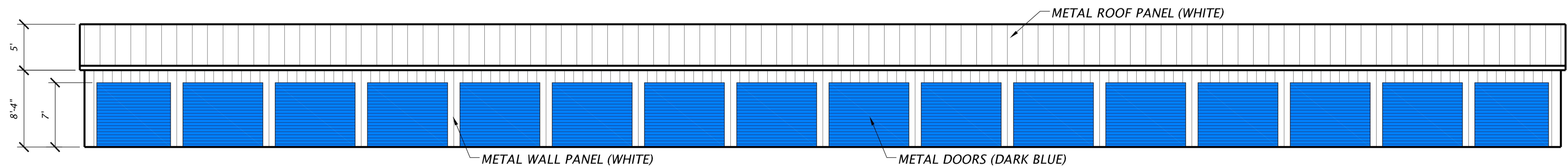
1 FLOOR PLAN BUILDING 1
1/8" = 1'-0"



2 FLOOR PLAN BUILDING 2
1/8" = 1'-0"



4 SIDE ELEVATION
1/8" = 1'-0"



3 FRONT & BACK ELEVATIONS
1/8" = 1'-0"

COLORS WILL MATCH EXISTING
 METAL ROOF PANEL (WHITE) 6720 SF (65.5 %)
 METAL WALL PANEL (WHITE) 1609 SF (15.7 %)
 METAL DOORS (DARK BLUE) 1923 SF (18.8 %)
 TOTAL 10252 SF PER BUILDING

ROBERT D. JOHNSON ARCHITECT
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 EAU CLAIRE, WISCONSIN 54703
 715.828.8330 RDJARCHITECT@GMAIL.COM

CAMBRIDGE SELF STORAGE BUILDINGS
 503 CLEVELAND ST. SOUTH
 CAMBRIDGE, MN 55008

FLOOR PLANS & ELEVATIONS
 24x36 PAPER

4-19-24
 A2

Resolution No. R24-041

RESOLUTION APPROVING THE APPLICATION FOR A VARIANCE FOR EXTERIOR MATERIALS

(503 Cleveland St. S.-Cambridge Self Storage)
(PIN: 15.270.0020 & 15.270.0030)

WHEREAS, Nathan Hansen, Lakeside Capital-CSS, LLC., owner of the property at 503 Cleveland Street S., Cambridge, Minnesota, has applied for a Variance from the provisions of City Code Section 156.088 Exterior Building Wall and Roof Finishes; and

WHEREAS, Nathan Hansen has requested to allow steel siding in the I-2 zoning district on the exterior of the self-storage buildings; and

WHEREAS, City Code Section 156.088 Exterior Building Wall and Roof Finishes explains that 50% of the exterior must be covered by an approved major material in an I-2 zoning district where steel is not an approved material; and

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

WHEREAS, The Planning Commission of the City, on the 4th day of June, 2024, following proper notice, held a public hearing and following said public hearing, adopted a recommendation that the request for Variance approval be granted; and

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

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

The use as a mini storage and its typical constructed overhead steel doors creates a practical difficulty in itself because it does not meet the strict letter of the ordinance (approximately 80% of the building is inherently comprised of overhead doors).

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

This existing buildings on-site are steel, and the new buildings will match therefore they will not significantly alter the character of the neighborhood since it is in an existing industrial district with similarly constructed buildings.

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

Granting the variance is in harmony with the intent of the code and comprehensive plan. Specifically, the Comprehensive Plan Land Use Goal 4, Policy 4.4: Continue to plan for land uses in order to support and enhance Cambridge's ability to attract quality development. The use is existing and the buildings will match what is already constructed.

- (4) *Economic Considerations. Economic considerations alone shall not constitute a practical difficulty; The alleged hardship shall not include the inability of the property owner to realize a greater profit than if the variance were not granted.*

Economic considerations are not a significant part of this request since the main reason for the metal siding is to match the existing buildings to create a harmonious building site.

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

Due to the nature of a mini storage facility and its inherent overhead steel door construction, the building is mostly comprised of prohibited materials at present proposal. It is most rational to match the existing buildings.

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

The design of the building is comparable to other standard mini storage facilities.

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

(a) *Would the variance be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development or value of property or improvements permitted in the vicinity;*

(b) *Would the variance materially impair an adequate supply of light and air to the properties and improvements in the vicinity;*

(c) *Would the variance substantially increase congestion in the public streets due to traffic or parking;*

(d) *Would the variance unduly increase the danger of flood or fire;*

- (e) *Would the variance unduly tax public utilities and facilities in the area; and*
- (f) *Would the variance endanger the public health or safety.*

The steel materials will not increase traffic congestion, disturb light and air quality, or create a fire hazard.

NOW, THEREFORE, BE IT RESOLVED, the City Council of Cambridge, Minnesota, approves the variance request to allow Nathan Hansen, Lakeside Capital-CSS, LLC., to use steel materials on the exterior of the buildings as presented on the plans submitted with the application.

Adopted by the Cambridge City Council
this 17th day of June 2024.

James Godfrey, Mayor

ATTEST:

Evan C. Vogel, City Administrator

7C Ordinance Amendment-Auto Oriented Uses, tire changes June 17, 2024

Prepared by: Marcia Westover, Community Development Director

Background

Section 156.090 Auto-Oriented Uses of the city code requires all repair of vehicles to be conducted within an enclosed building except for tire inflation, changing wipers or adding oil. An amendment to allow changing the tire and tire repair in addition to inflating the tire is proposed.

Staff find changing or repairing a tire to be a quick, unobtrusive, minor repair for an auto repair business, and the service stalls in the buildings can then be open for major repairs that take longer.

The existing code language is below:

§ 156.090 AUTO-ORIENTED USES

(D) *Auto repair and service, major and minor.*

(1) All repair, assembly, disassembly and maintenance of vehicles shall be conducted within an enclosed building except tire inflation, changing wipers or adding oil.

Planning Commission Action:

The Planning Commission, on a 7/0 vote, recommended approval of the Ordinance amendment as presented.

City Council Action:

Motion to approve Ordinance 787 as presented and allow staff to publish a summary ordinance.

Attachments

1. Ordinance

ORDINANCE 787

TITLE XV LAND USE, CHAPTER 156 ZONING, SECTION 156.090 AUTO-ORIENTED USES

The Cambridge City Council hereby amends the following language in Title XV Land Use, Chapter 156 Zoning, Section 156.090 Auto-Oriented Uses:

§ 156.090 Auto-Oriented Uses

(D) *Auto repair and service, major and minor.*

(1) All repair, assembly, disassembly and maintenance of vehicles shall be conducted within an enclosed building except tire [changes/repair](#)/inflation, changing wipers or adding oil.

All other sections and subsections of this Chapter shall remain as written and previously adopted by the City Council. This ordinance shall become effective upon publication.

Adopted this 17th day of June, 2024

James A. Godfrey, Mayor

ATTEST:

Evan C. Vogel, City Administrator

Summary Publication of Ordinance

The City Council of the City of Cambridge adopted Ordinance 787 amending Title XV Land Use, Chapter 156 Zoning, Section 156.090 Auto-Oriented Uses, to include allowing tire changes and repairs in addition to inflation of tires on the lot and not within a building. The complete ordinance is available for public inspection at the office of the City Administrator, 300 3rd Ave NE, Cambridge, Minnesota.

ATTEST:

Evan C. Vogel, City Administrator

Date of Publication: June 27, 2024

Prepared by: Alex Smith, Deputy City Administrator

Background:

June 3-5th there was rainfall that caused flooding within the Cambridge Library, flooding two storage rooms and leaking into the Great Northern Room (the large meeting space downstairs). ServiceMaster was called the evening of the 3rd to mitigate the damages, and contractors have been consulted to identify the causes. At this time, it is believed that a large contributor is pooling external water leaking through the foundations.

Recommended work to prevent this from happening again is to install drain tile where part of the building is lacking and to waterproof foundation walls in the two identified issue locations, filling cracks as needed in two different locations, one on the south side, and another on the east. T&T Waterproofing & Drain Tile, Inc is the original contractor who installed the drain tile when the remodel was first completed and who provided a quote for the work.

Fiscal Note:

The work would be paid for by the library capital fund.

Strategic Plan Connection:

- Deliver exceptional public service
- Provide diverse amenities for a high quality of life

Recommendation:

Approve the work for the Cambridge Library, totaling \$17,705 as quoted by T&T Waterproofing and Drain Tile, Inc

Attachments:

1. T&T Waterproofing and Drain Tile, Inc quote for east wall
2. T&T Waterproofing and Drain Tile, Inc quote for south wall
3. Map of work locations



WATERPROOFING & DRAIN TILE INC.

P.O. BOX 33
438 1ST AVE N. ISANTI, MN. 55040
763-444-5100

WWW.TTWATERPROOFING.COM
FACEBOOK.COM/WATERPROOFING/DRAINTILE/

Estimate

Date	Estimate #
6/7/2024	5863

**THIS ESTIMATE IS
VALID FOR 30 DAYS.
PRICING SUBJECT TO
CHANGE**

Name / Address
CITY OF CAMBRIDGE - LIBRARY BOB JOHNSON

Description
<p>***** EXTERIOR WORK LOOKED AT ON 6 / 7 / 2024 *****</p> <p>SAW CUT CONCRETE PAD OUT TO GAIN ACCESS TO THE WALL IN SMALL AREA PULL BACK LANDSCAPE ROCK AND SET TO THE SIDE DIG DOWN ROUGHLY 2-3 FEET ALONG THE FOUNDATION WHERE DISCUSSED (45-50 FEET) CLEAN OFF THE FOUNDATION WALL OF ALL DEBRI TUCK POINT ANY NECESSARY HOLES / CRACKS AND JOINTS MISSING MORTAR WATERPROOF THE FOUNDATION WALLS FROM GRADELINE DOWN THE WALL TO THE BOTTOM OF THE TRENCH BACKFILL EXISTING DIRT AND COMPACT RE-LAY LANDSCAPE ROCK WITH FABRIC</p>

**Celebrating 32 Years
Family Owned &
Operated**

***CONTACT THE OFFICE TO SCHEDULE
SIGNED TERMS AND CONDITIONS
RECEIVED BEFORE STARTING***

	\$8,250.00
Total	\$8,250.00



WATERPROOFING & DRAIN TILE INC.

P.O. BOX 33
 438 1ST AVE N. ISANTI, MN. 55040
 763-444-5100

WWW.TTWATERPROOFING.COM
 FACEBOOK.COM/WATERPROOFING/DRAINTILE/

Estimate

Date	Estimate #
2/23/2024	5739

**THIS ESTIMATE IS
 VALID FOR 30 DAYS.
 PRICING SUBJECT TO
 CHANGE**

Name / Address
CITY OF CAMBRIDGE - LIBRARY BOB JOHNSON

Description
<p>***** SEWER TANK ROOM IN BASEMENT *****</p> <p>REMOVE CONCRETE FLOOR APPROXIMATELY 12" TO 16" OUT FROM EXTERIOR WALL. REMOVE EXISTING SOIL ALONG FOOTING. DRILL 2 HOLES PER BLOCK AND INSTALL DRAINBOARD ON TOP OF FOOTING AND UP BLOCK WALLS 6" . INSTALL 4" DRAINTILE WITH SOCK AND 3/4" WASHED ROCK AROUND THE DRAIN TILE. INSTALL NEW CONCRETE WHERE THE EXISTING WAS REMOVED</p> <p>INSTALL SEALED SUMP BASKET WITH LID</p> <p>***** EXTERIOR WORK ON SOUTH SIDE OF BUILDING *****</p> <p>PULL BACK LANDSCAPE ROCK AND SET TO THE SIDE</p> <p>DIG DOWN ROUGHLY 2-3 FEET IN THE CORNER WHERE THE CONCRETE SLAB AND BUILDING MEET (6 LINEAR FEET)</p> <p>CLEAN OFF THE FOUNDATION WALL OF ALL DEBRI</p> <p>WATERPROOF THE FOUNDATION WALLS</p> <p>BACKFILL EXISTING DIRT AND COMPACT</p> <p>RE-LAY LANDSCAPE ROCK</p> <p>***** NOTES *****</p> <p>BASEMENT WORK WILL BE NOISY - PLEASE MAKE SURE THERE ARE NO MEETINGS SCHEDULED THE DAY WE ARE WORKING IN THE BASEMENT</p> <p>FOR THE BASEMENT WORK IN THE SEWER TANK ROOM , I FIGURED RUNNING THE DRAINAGE BOARD UP THE WALL 6" ONLY TOO CATCH THE WALL WATER - IF YOU WANT THE DRIANAGE BOARD TOO GO ALL THE WAY UP THE WALL WE WOULD NEED TO HIRE A PLUMBER TOO REMOVE THE PLUMBING ATTACHED TO THE EXTERIOR WALLS AND RE-INSTALL WHEN WE ARE DONE</p>

Celebrating 32 Years
 Family Owned &
 Operated

*CONTACT THE OFFICE TO SCHEDULE
 SIGNED TERMS AND CONDITIONS
 RECEIVED BEFORE STARTING*

	\$9,455.00
Total	\$9,455.00



Prepared by: Alex Smith, Deputy City Administrator

Background:

On May 6, 2024 Council approved the posting of an RFQ for an on-call cleaning service to cover cleaning when staff are unavailable or in special events. The posting was extended out until 6/1/24 in which we received only one quote from Squeaky Services. Two representatives came to tour the facilities to understand the work, and a per hour quote was determined best as the need of the on-call service may vary. In addition to providing a per hour quote for the on-call services, they were also able to provide quotes for other services should we look to use them for other items, such as occasional deep cleaning and floor strip and wax.

Squeaky Services quoted a rate of \$33 per hour for on-call cleaning.

Recommendation:

Approve the contract with Squeaky Services for on-call cleaning at the quoted rate of \$33 per hour.

Attachments:

1. Cleaning quote from Squeaky Services

A CUSTOMIZED PROPOSAL FOR Alex

City of Cambridge

300 3rd Ave NE Cambridge, MN 55008

Thank you, Alex, for taking the time to see how Squeaky Services can help you with your cleaning needs!

There are many reasons people in your position seek proposals for cleaning their facilities. The top drivers are poor overall quality of cleaning, underwhelming response and communication, and lack of professionalism with their current provider. No matter the reason, **YOU'VE TAKEN THE FIRST STEP**, and after meeting and listening to learn what is important to you as you tirelessly juggle many other duties besides the cleaning contract, a common theme emerged; you've got better things to do than manage a service you're paying for.

I am pleased to present this **CUSTOMIZED PROPOSAL** that we've tailor-made to match the site and user specific needs of your facility. No two buildings are alike, and your cleaning options shouldn't be either. Our proposal is direct and to the point; a brief 1-page summary about our greatest differentiator – your **CONTRACT PRICING AND SERVICE OPTIONS** page, the customized **SCOPE OF WORK**.

Lastly, we believe **THIS PROCESS SHOULD BE COLLABORATIVE**. While we base our customized programs on proven best practices and professional experience in this industry, we are always open to making adjustments and tweaks to acknowledge your needs regarding start times and coverage, frequency of tasks within the scope of work, and even efforts to make the program viable from a budget standpoint. So, share your feedback freely!

On behalf of our entire team, we are grateful for the opportunity to see if we'd be a good fit for you and your company!

P: ESME (612) 501-8436 Naha (612) 434-7996 | E: esme@squeakyservices.com

Squeaky Services of MN

<https://www.squeakyservices.com/>

Client Info: E - ASmith@ci.cambridge.mn.us | P - (763) 552-3254

CONTRACT PRICING AND SERVICE OPTIONS

PROGRAM PRICING –

Hourly Rate (+ TAX)	\$33 per hour						
Service Frequency	Per request						
Service Days	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Service Type	Contract Cleaning						
Description	This hourly price is for the coverage of City Hall, Police Department, Fire Station, and Library						

1 - Time Rate (+Tax)	\$5,850
Service Type	Strip and Wax
Service Description	All tile in the Mall and 12 rooms in City Hall, PD Department and Fire Station

1 - Time Rate (+Tax)	\$825
Service Type	Deep Cleaning
Service Description	All 9 bathroom in the Mall, City Hall, PD Department, and Fire Station

CONSUMER AUTHORIZATION FOR DIRECT PAYMENT VIA ACH (ACH DEBITS)

Direct Payment via ACH is the transfer of funds from a consumer account for the purpose of making a payment.

Check one: Begin Payment Change Information

I (we) hereby authorize Squeaky Services to electronically debit my (our) account (and, if necessary, to electronically credit my (our) account to correct erroneous debits) as follows:

Checking Account / Savings Account (select one)
at the depository financial institution named below ("DEPOSITORY"). I (we) agree that ACH transactions I (we) authorize comply with all United States law and applicable law.

Depository Name: _____

Routing Number: _____ Account Number: _____

Name(s) on the Account: _____

Amount of debit(s) or method of determining amount of debit(s):

Date(s) and/or frequency of debit(s): _____

I (we) understand that this authorization will remain in full force and effect until I (we) notify Squeaky Services by phone, email, or in person that I (we) wish to revoke this authorization. I (we) understand that Squeaky Services requires at least 15 days/weeks prior notice in order to cancel this authorization.

Name(s): _____
(Please Print)

Date: _____ Signature(s): _____

NEW ACCOUNT FORM

Must be completed and returned to Squeaky Services prior to first clean.

Legal name for billing:	Shipping name:
Address:	Address:
City: State: Zip:	City: State: Zip:
	Additional delivery info for supply orders (e.g. use rear door, freight elevator, 2 nd floor):
A/P contact name:	
A/P address if different from above:	
A/P phone number:	
A/P email:	
A/P cc email:	
Are you tax exempt? Yes or No (if so please send a copy of your ST3 tax exemption certificate)	
Bank reference	DUNS#:
Name of bank:	Account number:
Address:	Name of contact:
City: State: Zip:	Phone number of contact:
Please check if <input type="checkbox"/> a credit card is a preferred method of payment. There is a 3.5% processing fee that will be added.	
Credit card type:	Name as it appears on card:
Credit card number:	Billing address:
Expiration date on card:	3 digit security number:
Customers wishing to pay by check are required to provide company credit card information which will be held on file and may be charged if payment is not received after 60 days from the date of invoice.	

Squeaky Services, 8617 W Point Douglas Rd S Cottage Grove, MN 55016

Phone: 612-501-8436

Email: esme@squeakyservices.com

SQUEAKY SERVICES CLEANING SERVICE AGREEMENT AND SERVICE SCHEDULE

The undersigned Client hereby accepts the proposal for janitorial services with the following terms and conditions as defined by
SQUEAKY SERVICES

ACCOUNT NAME/SERVICE LOCATION

**City of Cambridge
300 3rd Ave NE
Cambridge, MN 55008**

1. Beginning June 1, 2024, **SQUEAKY SERVICES** ("Company") will arrange for delivery of the professional commercial cleaning services described on the preceding "Service Schedule" as follows (please initial): **(Plus applicable Sales Tax)**

<hr style="width: 100%;"/> <p>Initial here</p>	<p>SERVICE FREQUENCY: Per Request</p>	<p>SERVICE TYPE: Contract Cleaning</p>	<p>MONTHLY RATE: Varies</p>
---	---	--	---

2. The Squeaky Services will execute services outlined in this Service Contract in accordance with the Service Schedule as agreed upon by the Client and the Company.
3. The contract price shown in the above Monthly Rate is applicable for one year from the date of this Agreement for the services identified on, and to be delivered at the intervals provided in the Service Schedule. The price is subject to adjustment based upon substantial changes in cleanable square footage, occupancy, or cleaning requirements. After one year from the service start date, Company reserves the right to apply a 1.5-3.0% cost of living increase; such increases would be provided in writing 30-days prior to implementation.
4. Either Client or Company can cancel this Agreement by issuing a 30-Day advance written notice of cancellation to the other party. Any modification to this Agreement must be in writing and signed by the Client and Company. Company reserves the right to cancel or suspend services for non-payment at any time. Monthly Rate is inclusive of labor, cleaning equipment (vacuums, mops, brooms, buckets, etc.) and supplies (chemicals, cloths, etc.). Carpet Shampoo, Stripping/Waxing of VCT, Scrubbing/Recoating of VCT, and Window Cleaning services are available upon request at an additional charge. Optional consumable supply procurement is available as a value-add, and Client would be invoiced for the items purchased on a separate line itemed invoice.
5. Standard terms are Net-30 from the date of invoice for recurring monthly cleaning services. **NEW CUSTOMERS MUST COMPLETE AND RETURN THE NEW ACCOUNT FORM PRIOR TO START OF SERVICES.** A commercial account credit review may be conducted, and low credit ratings may result in alternative terms outside of our standard Net-30 terms. Clients will be invoiced each month for that month's service, with payment due by the 5th of the following month. Payments not received by the 10th of the month in which they are due are delinquent and subject to a service charge or immediate suspension of services without liability. Credit cards are accepted for payment with a **3.5% administrative fee** added to each transaction processed. For accounting and communication purposes, please provide the appropriate billing contact information below:

BILLING CONTACT

BILLING CONTACT EMAIL

BILLING CONTACT PHONE

6. Services are not provided on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, unless separate arrangements are made for an additional charge or if the Service Schedule and pricing quote specifically include noted holidays. The contract price is not prorated or reduced for non-performance of services on the noted holidays.
7. Client will deliver to Company with a signed copy of this Agreement and the Company will provide Client with a copy of the fully executed agreement.
8. Client will issue the Squeaky Services Provider:

___ **SET(s) OF KEYS WITH**

___ **KEYS PER SET**

___ **KEY CARD(s)/KEY FOB(s)**

___ **NO KEYS/ACCESS GRANTED**

TERMS ACCEPTED BY:

Name

Squeaky Services

Signer's Title

Signer's Title

Date Signed

Date Signed

Legal Business Name

Federal Tax ID #

Cambridge Planning Commission Meeting Minutes

Tuesday, June 4, 2024

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

Members Present: Commissioners Jessica Kluck (Chair), Robert Boese (Vice Chair), Joe Morin, Michael Liddy, Julie Immel, David Redfield, and Mark Ziebarth (City Council Representative)

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

Call to Order and Pledge of Allegiance

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

Approval of Agenda

Immel moved, seconded by Ziebarth, to approve the agenda. All voted aye, no nays. Motion carried unanimously.

Approval of Minutes

Morin moved, seconded by Liddy, to approve the May 7, 2024 meeting minutes. All voted aye, no nays. Motion passed unanimously.

Public Comment

Kluck opened the public comment at 7:01 pm.

No one approached for comment.

Kluck closed the public comment at 7:02 pm.

New Business

A. PUBLIC HEARING- Variance- Exterior Material- 503 Cleveland St. S.

Nosbush presented a variance request from Nathan Hansen of Lakeside Capital-CSS, LLC, 503 Cleveland St. S. The request is for a variance from City Code Section 156.088 Exterior Building Wall and Roof Finishes to allow metal siding. The property is zoned I-2 light industrial, and code requires buildings in this district to have 50 percent coverage with the major exterior surfaces listed in the code, which does not include metal.

Nosbush continued, the existing storage unit buildings on the site date back to the late 1980's and early 1990's, before such exterior materials were regulated. The applicant is proposing to build two new storage unit buildings and the requested metal siding and roofs would match the existing buildings on site. Staff find that this a reasonable request as it is harmonious with the existing buildings.

Nosbush noted the mini storage facility just north of this property, at 315 Cleveland St. S., was given a variance for metal siding due to the nature of the buildings and proximity to this storage facility. When considering the Practical Difficulties test, economic considerations alone are not considered here since the main goal is to match the existing buildings. Staff find the application in compliance with all seven standards in the state statute.

Public Hearing

Kluck opened the public hearing at 7:06 pm.

Eli Rupneu, Hugo, MN. Rupneu was present to represent the applicant and has worked on the design of the buildings. There were no questions from Commissioners. No one else approached to speak.

Kluck closed the public hearing at 7:07 pm.

Kluck clarified the existing buildings at the proposed site were used to decide materials for the property to the north, Nosbush said part of the reasoning behind granting that variance was due to the character of the neighborhood, including this site. Metal siding is consistently used at both sites. Redfield said that variance was granted in 2020 or 2021, considering 80 percent of the building is doors, there is not much surface for other material.

Redfield motioned, seconded by Immel, to recommend approval of the variance request on the draft resolution as presented. All voted aye, no nays, motion passed unanimously.

B. PUBLIC HEARING- Interim Use Permit- Chickens- 1463 Roosevelt St S

Nosbush presented the request to keep chickens through an Interim Use Permit (IUP). The request is to keep up to six chickens on the 0.28-acre property, the maximum allowed by city code on sites with less than three acres.

Nosbush continued, the applicant provided a site plan showing the coop will meet the required setbacks of 10 feet from the side property line and 30 feet from any adjacent residential dwellings. A plan for the coop and run area was also submitted. The proposed conditions are standard for this type of request, with a two-year IUP term, which can be reapplied for if the applicant wishes to continue the use. The IUP is non-transferrable and must comply with city code section 156.067 at all times, including submitting leg banding numbers to staff following the approval, no roosters, no sale of eggs, and noting the color of the coop will be assessed by staff if the IUP is approved.

Public Hearing

Kluck opened the public hearing at 7:10 pm.

Mike Goodhart, 1463 Roosevelt St. S. Goodhart approached to answer any questions. Redfield asked if the coop would be placed near the deck or shed, as both were marked on the site plan. Goodhart said those were the two possible locations, near the shed, or under the deck to minimize exposure to the elements.

No one else approached to speak. Kluck closed the public hearing at 7:11 pm.

Boese motioned, seconded by Morin, to recommend approval of the draft resolution as presented. All voted aye, no nays, motion passed unanimously.

C. PUBLIC HEARING- Ordinance Amendment- § 156.090 Auto Oriented

Nosbush presented an ordinance amendment to Section 156.090 Auto-Oriented Uses. The city code currently requires all repair of vehicles to be conducted within an enclosed building except for tire inflation, changing wipers, or adding oil. The proposed amendment would allow changing a tire and tire repair outside of a closed building. Staff find changing or repairing a tire to be a quick, unobtrusive repair for an auto repair business, and service stalls in the building can then be utilized for major repairs that take longer.

Public Hearing

Kluck opened the public hearing at 7:13 pm.

No one approached to speak.

Kluck closed the public hearing at 7:14 pm.

Liddy motioned, seconded by Boese, to recommend approval of the ordinance amendment as presented.

Redfield questioned the definition of tire repair, Nosbush replied that patching a hole or other repairs directly to the tire itself and do not warrant any long-term disabling of a vehicle.

Upon vote, all voted aye, no nays. Motion passed unanimously.

Other Business/Miscellaneous

A. City Council Update

Ziebarth said at the last meeting, Council recognized and celebrated the outgoing police chief, and swore in the incoming police leadership. This was a big day, as historically, there is not a lot of turnover for the city. Ziebarth announced that on July 1st Council will hear a housing study update and invited Commissioners to attend if able. Immel asked if the study was leading towards the redevelopment of the comprehensive plan, Ziebarth said a housing study is required to be updated every so often. In addition, prior to the Cambridge Cove, there was not a lot of properties available for housing, the study looked at the long-term housing needs for Cambridge.

Ziebarth said city events were starting in June, including music in the park and Third Thursday in downtown, the band was thought to be Good for Gary.

Ziebarth continued, there was no bonding issued in the recent legislative update. The city had a bond request to help with the added expenses on the Highway 95 construction project. It is hopeful next year there will be an opportunity for bonding.

Ziebarth said that City Council has two seats available for the November election, there are currently four candidates that have submitted their affidavits. If that holds, the city will not have to have a primary, which will save funds. The candidates are two males and two females, a nice, equal representation. He noted that in 2020 the county had redistricted, the west side of the city was paired with Alan Duff and Bradford township. Duff's position was a two-year term at that point, so, there is a county commission seat open that covers the west side of Cambridge.

There is major street reconstruction in the Goldenwood neighborhood on the southern part of the city occurring throughout the summer. This has gone smoothly so far. With the bonds previously received by the city, and the lower-than-expected bids received, this has helped with construction costs. The upcoming Highway 95 reconstruction will improve the drainage in the area and lessen the risk of flooding that has happened in the past.

B. Parks, Trails, and Recreation Commission (PTRC) update

Nosbush reminded Commissioners of the summer events. First upcoming is a kid's event on June 27th, as well as some Third Thursday street Dances, and other music events. These are all located on the calendar on the city's website.

Adjournment of Planning Commission Meeting

Being no further business before the Commission, Boese moved, seconded by Ziebarth, to adjourn the regular meeting at 7:24 pm. All voted aye, no nays. Motion carried unanimously.

Jessica Kluck, Chair
Cambridge Planning Commissioner

ATTEST:

Marcia Westover
City Planner

SISTER CITY COMMISSION MEETING MINUTES

Thursday May 16, 2024

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

Members Present: Joe Morin (chair), Council Representative Mayor Jim Godfrey, Mark Ziebarth, Vicki Ostrom, Jim Dehn, Tim Bliss, Dan Heibesen and Vanessa Hanzel (arrived at 4:10).

Note—Dan Heibesen from Cortec has replaced Stephanie Berg from Cortec on Sister City Commission.

Members Absent: Excused- Jackie Pemble

Staff Present: Caroline Moe, Director of Finance

Guests Present: Steve Larson, teacher from Cambridge-Isanti High School
Savannah Stennett, student from Cambridge-Isanti High School

CALL TO ORDER

Morin called the meeting to order at 4:00 pm.

APPROVAL OF AGENDA

Dehn moved to approve the agenda as presented, seconded by Ostrom. The motion carried unanimously.

APPROVAL OF MINUTES

Motion Dehn, seconded by Ostrom to approve the Sister City Commission meeting minutes from March 19, 2024. The motion carried unanimously.

PUBLIC COMMENT

Morin noted that there were no members of the public present that wished to comment.

BUSINESS

Sister City Exchange Activity

Beli Manastir—

High School Exchange

Bliss updated the Commission on the high school exchange planned between Cambridge-Isanti High School and Beli Manastir. Retired teacher and basketball coach
May 16, 2024

Mike McDonald will be a chaperone due to his Croatian heritage along with his wife. They will be taking six high school juniors to Croatia from June 8-June 17, 2024. Bliss will also be accompanying the group due to the connection between Cortec in Cambridge and their sister city plant in Croatia. Bliss will also represent the City of Cambridge on this trip due to his Sister City Commission member status.

Bliss indicated the official itinerary was received. A copy of the itinerary was distributed to commission members. Trip includes a stop in Zagreb, several days in Beli Manastir and then several days at a resort on the Adriatic Sea which is owned by Beli Manastir. Plane tickets for the delegation have been purchased. A gift was purchased by the City of Cambridge to send with the delegation along with a letter from Mayor Godfrey. Bliss is working on procuring a van to drive the delegation from Cambridge to the Minneapolis airport.

Representatives from the delegation are expected to attend the next Commission meeting to give an update on the trip.

Bliss also indicated that in 2025, that it is expected that Beli Manastir high school students will travel to Cambridge for a visit. More details will come in the future.

Rättvik— Moe indicated that her main contact from Rättvik has left to work at a different City so we will be seeking a new contact for exchanging information.

Yuasa—Morin indicated that Yuasa is hoping that a City of Cambridge delegation can come soon.

Guests Steve Larson and Savannah Stennett gave a presentation about the recent delegation of students that came from Taiku High School, located in Yuasa. The group visited C-I High School from March 17-27. The high school exchange was an excellent experience for all involved. The Japanese students especially liked the experience with snow that fell during their visit. Plans are being made for a group of C-I students to go to Taiku High School in July 2025. Fundraising efforts are underway to help offset the expected costs of \$2500 per participant.

Commission Term Renewal

Moe indicated that some Commission member terms are expiring. Applications are being accepted until May 30, 2024 to fill expiring terms. Chair Joe Morin indicated that he will not be seeking reappointment in order to get some “new blood” in the Sister City Commission.

MNDOT Signs

Morin indicated that he had reached out to a MNDOT engineer about how we could get the Sister City signs attached without taking down any of the current civic service group signs.

Other Concerns

May 16, 2024

Consensus of the commission was to have the next meeting on Tuesday June 25, 2024 at 4:00 pm at the Cambridge City Hall.

ADJOURNMENT

Hanzel moved, seconded by Bliss, to adjourn the meeting at 5:00 pm. The motion carried unanimously.

Joe Morin
Sister City Commission Chair

ATTEST:

Caroline Moe
Director of Finance

DRAFT