
Meeting Announcement and Agenda
Cambridge City Council, City Hall Council Chambers
Special Meeting – April 20, 2015
3:00 pm

AGENDA

1. Call to Order & Pledge of Allegiance
2. City Wide Goals
3. Outstanding Citizen Award
4. Council Security
5. Overview of the City's Personnel Policies
6. 2016 Budgeting Process
7. Adjournment

Regular Meeting, Monday, April 20, 2015
6:00 pm

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

AGENDA

1. Call to Order & Pledge of Allegiance
2. Citizens Forum
3. Approval of Agenda (p. 1)
4. Consent Agenda Approvals
 - A. Warrants #99133 - #99431 and ACH/Wire items totaling \$1,698,880.25 (p. 3)
 - B. Regular and Summary City Council Minutes for April 6, 2015 (p. 46)
 - C. Resolution R15-021 Application for Payment #20 from Robert L. Carr Company for Wastewater Treatment Facility Improvements (p. 55)
 - D. 2015 Tobacco License for Restyle LLP DBA Pure Xhale, 1001 1st Ave. E, Suite 130 (p. 80)
5. Work Session
 - A. Local Option Sales Tax (p. 82)

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6. Unfinished Business
 - A. Extension of Letter of Intent with Equity Property Group for Lot 2 Block 1 of North frontage Road Commercial Plat, 3rd Addition (p. 105)
 7. New Business
 - A. Establishing a 2016 Municipal Primary (p. 107)
 - B. Approve Ordinance 612 Rezoning PIN# 15.041.2350, Schlagel, Inc. (p. 109)
 - C. Approve Resolution R15-022 granting a variance for a deck setback at 946 Roosevelt St. S (p. 120)
 - D. Approve Ordinance No. 613 amending Section 156.063 Sign Regulation to include window cling verbiage (p. 131)
 - E. Request for Proposals for City Council Recording and Public Access Equipment (p. 133)
 - F. Sandquist Park User Agreement (p. 137)
 8. Mayor's Report
 - A. Letter of Support on Legislation to Limit Overweight Trucks (verbal)
 9. Councilmembers' Concerns
 10. City Attorney's Report
 11. City Administrator's Report
 12. Adjourn
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Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

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

Upcoming Meetings:

<u>Date</u>	<u>Time</u>	<u>Description</u>
April 20	1:00 pm	Diversity Task Force Meeting ("Developing a Diversity Plan") – ARCC Cambridge Campus ITV
April 20	3:00 pm	City Council Retreat
April 20	6:00 pm	City Council Meeting
April 27	6:00 pm	Fire Department Meeting (Training Room)
April 27	7:00 pm	ECRDC (Mora)
April 28	9:00	Isanti Co. EDA Meeting (Isanti County Government Center)
May 4	3:00 pm	City Council/EDA Meetings
May 6	12:00 pm	Toward Zero Death (TZD) Meeting

Upcoming Events:

April 17	6:00 pm	Northbound Liquor Spring Wine Tasting Event (Armed Forces Reserve Center)
April 21	12:30-4:30pm	East Central MN Job Fair (Armed Forces Reserve Center)
May 5	5:00 pm	Tim Dwyer Benefit (Fire Hall)
May 30	8:00 am	Cambridge Day Out

CAMBRIDGE CITY COUNCIL MEETING
 April 20, 2015
 BILLS LIST

Disbursement Type:	Date	Check #s	Submitted For Approval
Prepaid Checks	3/11/2015	99133 - 99193	289,224.78
Prepaid Checks	3/18/2015	99194 - 99229	67,035.24
Prepaid Checks	3/25/2015	99230 - 99292	219,680.52
Prepaid Checks	4/1/2015	99293 - 99380	217,041.16
Prepaid Checks	4/8/2015	99381-99431	96,520.42
 Total Checks			 889,502.12
 PAID THROUGH ACH or WIRE March 2015:			
Payroll			197081.09
Federal Payroll Tax Withholding			62560.1
State Payroll Tax Withholding			11938.11
PERA Withholdings			49935.63
Deferred Comp Premiums			3480
Liquor Store Machine Lease Payment			84.77
Self Insurance & Flex			6802
ECE			42547.23
Sales & Use Tax Payments to State of MN			30746
Centerpoint			12302.87
Wright Express (City wide fuel cards)			6528.47
Connexus			1840.6
Midcontinent			3905.95
Reliance Life Insurance ACH			918.39
AFLAC			485.58
Wire for Library Land			378221.34
Total Paid through ACH or Wire			809,378.13
 TOTAL SUBMITTED FOR APPROVAL			 \$1,698,880.25

Vendor	Vendor Name	Description	Net Invoice Amount
44	Absolute Portable Restrooms	Handicap Unit - Hockey/Skateboard Park	105.00
Total 44:			105.00
521	Bellboy Corporation	Liquor Store Merchandise	1,611.05
521	Bellboy Corporation	Liquor Store Merchandise	64.00
521	Bellboy Corporation	Liquor Store Merchandise	72.00
Total 521:			1,747.05
551	Chas A. Bernick Inc.	Liquor Store Merchandise	6,388.85
551	Chas A. Bernick Inc.	Liquor Store Merchandise	99.30
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,299.30
Total 551:			8,787.45
776	Business Telephone Products	Cable, Terminate, Label & Test Data Run & Pho	170.70
776	Business Telephone Products	Cable, Terminate, Label & Test Data Run & Pho	432.00
Total 776:			602.70
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - City Hall	3.74
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - PD	1,104.36
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Fire Dept	7.48
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Streets	964.50
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - WWTP	3.74
Total 906:			2,083.82
951	Cambridge True Value	Repair & Maint Supplies - Streets	13.48
951	Cambridge True Value	Repair & Maint - Plant	4.29
Total 951:			17.77
1099	Chader Business Equipment	Phillips 8000 Digital Hand Held (Recorder)	948.00
Total 1099:			948.00
1356	Cub Foods Cambridge #31574	Water Lab Supplies	10.68
Total 1356:			10.68
1366	Cummins NPower LLC	Replace Batteries - Stand-By Generator	591.17
1366	Cummins NPower LLC	Replace Batteries - Stand-By Generator	660.07
Total 1366:			1,251.24
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	17,410.37
Total 1396:			17,410.37

Vendor	Vendor Name	Description	Net Invoice Amount
1531	Dex	Directory Listing - Liquor Store	148.33
	Total 1531:		148.33
1765	Enforcement Lighting	Radio Repair & Check Batteries in Squad #267	125.00
	Total 1765:		125.00
1851	Extreme Beverage LLC	Liquor Store Merchandise	414.00
	Total 1851:		414.00
1891	Fastenal Company	Repair & Maint - Plant	13.56
	Total 1891:		13.56
2046	G & K Services, Inc.	Rug Rentals - LS	98.58
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	132.85
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	118.04
2046	G & K Services, Inc.	Rug Rentals	14.43
2046	G & K Services, Inc.	Rug Rentals - City Hall	16.56
2046	G & K Services, Inc.	Rug Rentals - Police Dept	16.32
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	115.33
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	117.05
2046	G & K Services, Inc.	Rug Rentals	17.43
	Total 2046:		651.57
2059	Synchrony Bank	Clevis - Roller Trailer	53.59
2059	Synchrony Bank	Gloves & Jacket - Wastewater	118.95
	Total 2059:		172.54
2131	Goodin Company	Repair & Maint - Plant	45.64
	Total 2131:		45.64
2271	Hach Company	Wastewater Lab Supplies	813.22
2271	Hach Company	Wastewater Lab Supplies	12.35
	Total 2271:		825.57
2341	Hawkins, Inc.	Chemicals	2,168.72
	Total 2341:		2,168.72
2411	Hillyard Inc.	Maintenance Supplies - City Hall	86.75

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2411:			86.75
2539	Indian Island Winery	Liquor Store - Merchandise	103.20
Total 2539:			103.20
2626	Isanti County Attorney's Office	Prosecution Services - February	3,291.83
Total 2626:			3,291.83
2636	Minnesota Equipment	Repair & Maint Supplies - Streets	50.19
2636	Minnesota Equipment	Repair & Maint Supplies - Streets	40.31
Total 2636:			90.50
2676	Isanti County Recorder	Misc Transaction - Carriage Hills 2nd Southave	50.00
Total 2676:			50.00
2721	Jagusch Lawn Care	Refuse Abatement - 114 6th Ave NE	45.00
Total 2721:			45.00
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	825.20
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
Total 2776:			828.20
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	988.37
2796	Johnson Brothers Liquor Co	Freight Charge	19.76
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,809.85
2796	Johnson Brothers Liquor Co	Freight Charge	98.04
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	52.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,341.65
2796	Johnson Brothers Liquor Co	Freight Charge	51.68
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	133.70
2796	Johnson Brothers Liquor Co	Freight Charge	1.90
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	130.05
2796	Johnson Brothers Liquor Co	Freight Charge	4.56
2796	Johnson Brothers Liquor Co	Credit - Freight Chg	518.76-
Total 2796:			7,112.80
2931	Kimball Midwest	Repair & Maint Supplies	207.92
2931	Kimball Midwest	Repair & Maint Supplies	207.92
2931	Kimball Midwest	Repair & Maint Supplies	207.94
Total 2931:			623.78
2986	Konica Minolta Business	BIZHUB 363 Copy Charge	11.65

Vendor	Vendor Name	Description	Net Invoice Amount
2986	Konica Minolta Business	BIZHUB 363 Copy Charge	6.58
2986	Konica Minolta Business	BIZHUB 363 Monthly Ltop Agreement	110.99
2986	Konica Minolta Business	BIZHUB 363 Monthly Ltop Agreement	110.99
Total 2986:			240.21
3125	Le St-Germain Suite Hotel	Lodging - T. Schwab, R. Bredeson 03/03 - 03/0	321.42
Total 3125:			321.42
3146	League of MN Cities Ins Trust	Municipality Coverage - CMC 37117	40,332.75
Total 3146:			40,332.75
3151	League of Minnesota Cities	Safety & Loss Workshop - Police Dept	120.00
Total 3151:			120.00
3261	Locators & Supplies Inc.	Jacket- Streets	59.61
3261	Locators & Supplies Inc.	Winter Gloves - Street Dept	140.01
3261	Locators & Supplies Inc.	Gloves - Street Dept	38.96
Total 3261:			238.58
3376	Marco, Inc	Camera Repair - Police Dept	396.00
3376	Marco, Inc	Internal Hard Drive for Camera - Police Dept	202.20
Total 3376:			598.20
3461	McDonald Distributing Company	Liquor Store Merchandise	9,534.80
3461	McDonald Distributing Company	Credit Liquor Merchandise	85.05-
3461	McDonald Distributing Company	Credit Liquor Merchandise	18.33-
3461	McDonald Distributing Company	Credit Liquor Merchandise	63.00-
Total 3461:			9,368.42
3521	Menards	Misc Operating Supplies - WWTP	34.36
3521	Menards	Repair & Maint - Plant	49.35
3521	Menards	Maintenance Supplies - City Hall	24.99
3521	Menards	Misc Operating Supplies - Fire Dept	4.99
3521	Menards	Misc Operating Supplies - Streets	10.45
3521	Menards	Misc Operating Supplies - WWTP	19.46
3521	Menards	Repair & Maint - Plant	22.56
Total 3521:			166.16
3666	Minnesota Child Support Payment	Child Support Withholdings-	131.05
3666	Minnesota Child Support Payment	Child Support Withholdings	43.83
Total 3666:			174.88

Vendor	Vendor Name	Description	Net Invoice Amount
3676	MCSI Minnesota Computer	Contract base rate chg and overage charge - co	12.02
Total 3676:			12.02
3876	MN Pollution Control Agency	Hazardous Waste Annual Fee Non-Metro Gene	483.00
3876	MN Pollution Control Agency	Municipal Permit Annual Fee MN0020362	5,900.00
Total 3876:			6,383.00
3939	Morris Electronics	Cisco SMARTnet Premium - Extended Service	157.18
Total 3939:			157.18
3941	Morton Salt, Inc	Bulk Safe-T-Salt	20,166.52
Total 3941:			20,166.52
4001	MVTL Laboratories Inc.	Testing	86.00
Total 4001:			86.00
4476	Phillips Wine & Spirits	Credit - Freight Chg	121.20
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,714.98
4476	Phillips Wine & Spirits	Freight Charge	23.68
4476	Phillips Wine & Spirits	Liquor Store Merchandise	887.80
4476	Phillips Wine & Spirits	Freight Charge	22.80
Total 4476:			2,528.06
4845	Robert L. Carr Co.	Pay App #19 - WWTP Facility Improvements	138,597.40
Total 4845:			138,597.40
4919	Rupp, Anderson, Squires, &	Legal Fees - Arlington Building	4,664.00
Total 4919:			4,664.00
4956	Sandstone Distributing Company	Liquor Store Merchandise	197.75
4956	Sandstone Distributing Company	Freight Charge	5.75
Total 4956:			203.50
4958	Sapsucker Farms, LLC	Liquor Store Merchandise	127.20
Total 4958:			127.20
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	796.18
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	10.80
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	40.00
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	1.35
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	346.00

Vendor	Vendor Name	Description	Net Invoice Amount
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	9.45
Total 5181:			1,203.78
5271	North Folk Winery	Merchandise-Liquor Store	468.00
Total 5271:			468.00
5301	Steve's Tire Inc	Lawn Tire, Labor and Tube	100.99
Total 5301:			100.99
5406	Taser International	Battery Pack - Tasers	172.55
5406	Taser International	Uniform Allowance - K. Gross	53.25
Total 5406:			225.80
5491	The Wine Company	Liquor Merchandise	176.00
5491	The Wine Company	Freight charge	5.00
Total 5491:			181.00
5496	Thermo Fisher Scientific (Asheville)	Heater	1,469.41
Total 5496:			1,469.41
5691	U.S. Water Services, Inc	Chemicals	5,267.00
Total 5691:			5,267.00
5731	UPS	Shipping Charges - Fire Dept	8.17
Total 5731:			8.17
5756	USA Bluebook	Repair & Maint - Plant	314.34
Total 5756:			314.34
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	250.75
Total 5816:			250.75
5886	Watson Co., Inc.	Credit - Operating Supplies	40.50-
5886	Watson Co., Inc.	Liquor Store Merchandise	1,749.59
5886	Watson Co., Inc.	Misc Operating Supplies - LS	75.38
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			1,790.47
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	3,606.01
5891	Wirtz Beverage Minnesota	Freight Charge	31.34

Vendor	Vendor Name	Description	Net Invoice Amount
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	60.00
5891	Wirtz Beverage Minnesota	Freight Charge	1.15
Total 5891:			3,698.50
Grand Totals:			289,224.78

Dated: 3/11/15

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/15	03/11/2015	99133	44	Absolute Portable Restrooms	101-20100	105.00
03/15	03/11/2015	99134	521	Bellboy Corporation	610-20100	1,747.05
03/15	03/11/2015	99135	776	Business Telephone Products	101-20100	602.70
03/15	03/11/2015	99136	906	Cambridge Napa Auto Parts	101-20100	2,083.82
03/15	03/11/2015	99137	951	Cambridge True Value	602-20100	17.77
03/15	03/11/2015	99138	1099	Chader Business Equipment	101-20100	948.00
03/15	03/11/2015	99139	551	Bernick's	610-20100	8,787.45
03/15	03/11/2015	99140	1356	Cub Foods Cambridge #31574	601-20100	10.88
03/15	03/11/2015	99141	1366	CumminsNPower	601-20100	1,251.24
03/15	03/11/2015	99142	1396	Dahlheimer Beverage, LLC	610-20100	17,410.37
03/15	03/11/2015	99143	1531	Dex Media	610-20100	148.33
03/15	03/11/2015	99144	1765	Enforcement Lighting	101-20100	125.00
03/15	03/11/2015	99145	1851	Extreme Beverage LLC	610-20100	414.00
03/15	03/11/2015	99146	1891	Fastenal Company	602-20100	13.56
03/15	03/11/2015	99147	2046	G & K Services, Inc.	101-20100	651.57
03/15	03/11/2015	99148	2131	Goodin Company	601-20100	45.64
03/15	03/11/2015	99149	2271	Hach Company	602-20100	825.57
03/15	03/11/2015	99150	2341	Hawkins, Inc.	601-20100	2,168.72
03/15	03/11/2015	99151	2411	Hillyard / Minneapolis	101-20100	86.75
03/15	03/11/2015	99152	2539	Indian Island Winery	610-20100	103.20
03/15	03/11/2015	99153	2626	Isanti County Attorney's Office	101-20100	3,291.83
03/15	03/11/2015	99154	2676	Isanti County Recorder	101-20100	50.00
03/15	03/11/2015	99155	2721	Jagusch Lawn Care	101-20100	45.00
03/15	03/11/2015	99156	2776	JJ Taylor Dist. of Minn.	610-20100	828.20
03/15	03/11/2015	99157	2796	Johnson Bros - St Paul	610-20100	7,112.80
03/15	03/11/2015	99158	2931	Kimball Midwest	602-20100	623.78
03/15	03/11/2015	99159	2986	Konica Minolta Business	101-20100	240.21
03/15	03/11/2015	99161	3125	Le St-Germain Suite Hotel	601-20100	321.42
03/15	03/11/2015	99162	3151	League of Minnesota Cities	101-20100	120.00
03/15	03/11/2015	99163	3146	League of MN Cities Ins Trust	101-20100	40,332.75
03/15	03/11/2015	99164	3261	Locators & Supplies Inc.	101-20100	238.58
03/15	03/11/2015	99165	3376	Marco, Inc	101-20100	598.20
03/15	03/11/2015	99166	3461	McDonald Distributing Company	610-20100	9,368.42
03/15	03/11/2015	99167	3676	MCSI Minnesota Computer	101-20100	12.02
03/15	03/11/2015	99168	3521	Menards	602-20100	166.16
03/15	03/11/2015	99169	3666	Minnesota Child Support Payment	101-20100	174.88
03/15	03/11/2015	99170	2636	Minnesota Equipment	101-20100	90.50
03/15	03/11/2015	99171	3876	MPCA	101-20100	483.00
03/15	03/11/2015	99172	3876	MN Pollution Control Agency	602-20100	5,900.00
03/15	03/11/2015	99173	3939	Morris Electronics	101-20100	157.18
03/15	03/11/2015	99174	3941	Morton Salt, Inc	101-20100	20,166.52
03/15	03/11/2015	99175	4001	Minnesota Valley Testing Labs	602-20100	86.00
03/15	03/11/2015	99176	5271	North Folk Winery	610-20100	488.00
03/15	03/11/2015	99177	4476	Phillips St Paul	610-20100	2,528.06
03/15	03/11/2015	99178	4845	Robert L. Carr Co.	602-20100	138,597.40
03/15	03/11/2015	99179	4919	Rupp, Anderson, Squires, &	101-20100	4,664.00
03/15	03/11/2015	99180	4956	Sandstone Distributing Company	610-20100	203.50
03/15	03/11/2015	99181	4958	Sapsucker Farms, LLC	610-20100	127.20
03/15	03/11/2015	99182	5181	Southern Wine & Spirits of Minnesota	610-20100	1,203.78
03/15	03/11/2015	99183	5301	Steve's Tire Inc	101-20100	100.99
03/15	03/11/2015	99184	2059	Synchrony Bank	101-20100	172.54
03/15	03/11/2015	99185	5406	Taser International	101-20100	225.80
03/15	03/11/2015	99186	5491	The Wine Company	610-20100	181.00
03/15	03/11/2015	99187	5496	Thermo Fisher Scientific (Asheville) LLC	602-20100	1,469.41
03/15	03/11/2015	99188	5691	U.S. Water Services, Inc	602-20100	5,267.00
03/15	03/11/2015	99189	5731	UPS	101-20100	8.17
03/15	03/11/2015	99190	5756	USA Bluebook	601-20100	314.34

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/15	03/11/2015	99191	5816	Viking Coca-Cola Bottling Co	610-20100	250.75
03/15	03/11/2015	99192	5886	Watson Co., Inc.	610-20100	1,790.47
03/15	03/11/2015	99193	5891	Wirtz Beverage MN Wine & Spirits Inc	610-20100	3,698.50
Grand Totals:						<u>289,224.78</u>

Vendor	Vendor Name	Description	Net Invoice Amount
126	Airgas USA, LLC	Rent Cylinder	247.84
	Total 126:		247.84
341	Aspen Mills	Patches - Fire Dept	480.00
	Total 341:		480.00
521	Bellboy Corporation	Liquor Store Merchandise	1,340.20
521	Bellboy Corporation	Liquor Store Merchandise	29.00
	Total 521:		1,369.20
551	Chas A. Bernick Inc.	Liquor Store Merchandise	157.10
551	Chas A. Bernick Inc.	Liquor Store Merchandise	1,890.43
551	Chas A. Bernick Inc.	Liquor Store Merchandise	168.00
	Total 551:		2,215.53
1366	Cummins NPower LLC	Generator and Transfer Switch Service	1,580.00
1366	Cummins NPower LLC	Generator and Transfer Switch Service	1,314.00
	Total 1366:		2,894.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	8,027.56
	Total 1396:		8,027.56
1681	ECM Publishers, Inc.	Advertising - Liquor Store	1,986.36
	Total 1681:		1,986.36
1949	First Advantage	Pre-Employment Drug Test	59.00
	Total 1949:		59.00
2011	Franklin Outdoor Advertising	Donation to Fire Dept - Fire on the Rum	672.00
	Total 2011:		672.00
2046	G & K Services, Inc.	Rug Rentals - LS	98.58
	Total 2046:		98.58
2090	Glacial Ridge Winery Inc	Liquor Store Merchandise	125.64
	Total 2090:		125.64
2131	Goodin Company	Repair & Maint - Plant	112.08

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 2131:		112.08
2326	Hasser Garage Doors Inc.	Service and Adjust Door and Opener - Fire Dept	85.00
	Total 2326:		85.00
2341	Hawkins, Inc.	Chemicals	1,389.15
	Total 2341:		1,389.15
2631	Isanti County Auditor	2014 General Election Costs	431.64
	Total 2631:		431.64
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	345.00
2796	Johnson Brothers Liquor Co	Freight Charge	6.08
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	458.75
2796	Johnson Brothers Liquor Co	Freight Charge	15.20
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	269.00
2796	Johnson Brothers Liquor Co	Freight Charge	9.12
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,318.65
2796	Johnson Brothers Liquor Co	Freight Charge	21.28
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,213.85
2796	Johnson Brothers Liquor Co	Freight Charge	41.04
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	65.97
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	104.00
2796	Johnson Brothers Liquor Co	Freight Charge	1.52
	Total 2796:		4,869.46
3409	Martin Calibration	Pressure/Vacuum Gage	53.45
	Total 3409:		53.45
3461	McDonald Distributing Company	Liquor Store Merchandise	8,918.50
3461	McDonald Distributing Company	Liquor Store Merchandise	302.35
	Total 3461:		9,220.85
3521	Menards	Misc Operating Supplies - Fire Dept	101.92
3521	Menards	Small Tools - Streets	26.04
3521	Menards	Repair & Maint Supp - Fire Dept	202.83
	Total 3521:		330.79
3531	MES - MIDAM	Suspenders - Fire Dept	44.47
	Total 3531:		44.47
3774	Minnesota Truck Headquarters	2006 Ford F-450 Bucket Truck	24,716.93

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3774:			24,716.93
4286	Ole's Window Cleaning	Window Cleaning - Liquor Store	138.94
Total 4286:			138.94
4426	Paustis Wine Company	Liquor Store Merchandise	1,126.75
4426	Paustis Wine Company	Freight Chg	17.50
Total 4426:			1,144.25
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	80.00-
4476	Phillips Wine & Spirits	Credit - Freight Chg	1.52-
4476	Phillips Wine & Spirits	Liquor Store Merchandise	433.95
4476	Phillips Wine & Spirits	Freight Charge	13.68
4476	Phillips Wine & Spirits	Liquor Store Merchandise	217.50
4476	Phillips Wine & Spirits	Freight Charge	3.04
Total 4476:			586.65
4506	Pitney Bowes	Rental Charges- Mailing System	594.00
Total 4506:			594.00
4771	Reliable Office Supplies	copy paper	146.43
Total 4771:			146.43
5216	St. Cloud Technical College	Fire Officer - N. Shatek	325.00
Total 5216:			325.00
5249	Staples Advantage	Toner	152.65
Total 5249:			152.65
5251	Star	Advertising Liquor Store	238.00
5251	Star	Public Notice Council Meeting Minutes	11.68
Total 5251:			249.68
5421	TDS Metrocom	Phone Service - Airport	53.57
Total 5421:			53.57
5446	The American Bottling Company	Liquor Store Merchandise	121.02
Total 5446:			121.02
5726	Unlimited Supplies, Inc.	Misc Operating Supplies - Streets	132.08

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5726:			132.08
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	213.25
Total 5816:			213.25
5886	Watson Co., Inc.	Misc Operating Supplies - LS	13.89
Total 5886:			13.89
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	3,097.70
5891	Wirtz Beverage Minnesota	Freight Charge	37.95
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	416.00
5891	Wirtz Beverage Minnesota	Freight Charge	5.75
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	96.90
Total 5891:			3,654.30
6019	Witmer Public Safety Group, Inc.	Blackinton Seal Replacement	80.00
Total 6019:			80.00
Grand Totals:			67,035.24

Dated: 3/18/15

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/15	03/18/2015	99194	126	Airgas USA, LLC	101-20100	247.84
03/15	03/18/2015	99195	341	Aspen Mills	101-20100	480.00
03/15	03/18/2015	99196	521	Bellboy Corporation	610-20100	1,369.20
03/15	03/18/2015	99197	551	Bernick's	610-20100	2,215.53
03/15	03/18/2015	99198	1366	CumminsNPower	602-20100	2,894.00
03/15	03/18/2015	99199	1396	Dahlheimer Beverage, LLC	610-20100	8,027.56
03/15	03/18/2015	99200	1681	ECM Publishers, Inc.	610-20100	1,986.36
03/15	03/18/2015	99201	1949	First Advantage LNS	602-20100	59.00
03/15	03/18/2015	99202	2011	Franklin Outdoor Advertising	610-20100	672.00
03/15	03/18/2015	99203	2046	G & K Services, Inc.	610-20100	98.58
03/15	03/18/2015	99204	2090	Glacial Ridge Winery Inc	610-20100	125.64
03/15	03/18/2015	99205	2131	Goodin Company	601-20100	112.08
03/15	03/18/2015	99206	2326	Hasser Garage Doors Inc.	101-20100	85.00
03/15	03/18/2015	99207	2341	Hawkins, Inc.	601-20100	1,389.15
03/15	03/18/2015	99208	2631	Isanti County Auditor-Treasurer	101-20100	431.64
03/15	03/18/2015	99209	2796	Johnson Bros - St Paul	610-20100	4,869.46
03/15	03/18/2015	99210	3409	Martin Calibration	601-20100	53.45
03/15	03/18/2015	99211	3461	McDonald Distributing Company	610-20100	9,220.85
03/15	03/18/2015	99212	3521	Menards	101-20100	330.79
03/15	03/18/2015	99213	3531	Municipal Emergency Services	101-20100	44.47
03/15	03/18/2015	99214	3774	Minnesota Truck Headquarters	418-20100	24,716.93
03/15	03/18/2015	99215	4286	Ole's Window Cleaning	610-20100	138.94
03/15	03/18/2015	99216	4426	Paustis Wine Company	610-20100	1,144.25
03/15	03/18/2015	99217	4476	Phillips St Paul	610-20100	586.65
03/15	03/18/2015	99218	4506	Pitney Bowes	101-20100	594.00
03/15	03/18/2015	99219	4771	Reliable Office Supplies	101-20100	146.43
03/15	03/18/2015	99220	5216	St. Cloud Technical College	101-20100	325.00
03/15	03/18/2015	99221	5249	Staples Advantage	101-20100	152.65
03/15	03/18/2015	99222	5251	Star	101-20100	249.68
03/15	03/18/2015	99223	5421	TDS	211-20100	53.57
03/15	03/18/2015	99224	5446	The American Bottling Company	610-20100	121.02
03/15	03/18/2015	99225	5726	Unlimited Supplies, Inc.	101-20100	132.08
03/15	03/18/2015	99226	5816	Viking Coca-Cola Bottling Co	610-20100	213.25
03/15	03/18/2015	99227	5886	Watson Co., Inc.	610-20100	13.89
03/15	03/18/2015	99228	5891	Wirtz Beverage MN Wine & Spirits Inc	610-20100	3,654.30
03/15	03/18/2015	99229	6019	Witmer Public Safety Group, Inc.	101-20100	80.00
Grand Totals:						<u>67,035.24</u>

Vendor	Vendor Name	Description	Net Invoice Amount
521	Bellboy Corporation	Liquor Store Merchandise	5,334.11
521	Bellboy Corporation	Liquor Store Merchandise	192.00
521	Bellboy Corporation	Liquor Store Merchandise	107.55
Total 521:			5,633.66
551	Chas A. Bernick Inc.	Liquor Store Merchandise	218.70
551	Chas A. Bernick Inc.	Liquor Store Merchandise	904.62
551	Chas A. Bernick Inc.	Liquor Store Merchandise	1,424.10
Total 551:			2,547.42
661	Boyle, Eugene G.	Electrical Inspections	2,539.20
Total 661:			2,539.20
826	Cambridge Area Chamber of Com	Chamber Luncheon	84.00
Total 826:			84.00
969	Cardmember Service	Credit Repair & Maint Supplies - Streets	48.09-
969	Cardmember Service	MN Rural Water Training - L. Fedor	125.00
969	Cardmember Service	Vacuum Bags	461.94
969	Cardmember Service	MN GFOA Membership - C. Moe	60.00
969	Cardmember Service	SimsUShare - Fire Dept	76.44
969	Cardmember Service	League MN Cities Conference Lodging - T. Kafe	106.29
969	Cardmember Service	MN DNR Permit - MPARS	2,808.54
969	Cardmember Service	MN Rural Water Conference - R. Bredeson	225.00
969	Cardmember Service	Illustrator Class - C. Levitski	636.00
969	Cardmember Service	Grant Writing Class - M. Westover	50.00
Total 969:			4,501.12
1156	City of Mpls Receivables	APS Transaction Fee - February	126.90
Total 1156:			126.90
1261	Community Marketing	Advertising - Northbound Liquor	144.00
Total 1261:			144.00
1336	Crystal Springs Ice	Credit Liquor Store Merchandise	286.13-
1336	Crystal Springs Ice	Liquor Store Merchandise	154.80
1336	Crystal Springs Ice	Liquor Store Merchandise	218.64
Total 1336:			87.31
1356	Cub Foods Cambridge #31574	Water Lab Supplies	17.67
Total 1356:			17.67

Vendor	Vendor Name	Description	Net Invoice Amount
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	19,145.97
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	353.55-
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	159.00
Total 1396:			18,951.42
1686	Ecolab Pest Elimination Div.	Air Quality Program and Pest Control - LS	198.79
Total 1686:			198.79
1740	Elite Media Design	Uniform Allowance - Polo Shirts	81.00
Total 1740:			81.00
1791	Epic Products, Inc.	Liquor Store Merchandise	71.00
1791	Epic Products, Inc.	Freight Charge	16.38
Total 1791:			87.38
1891	Fastenal Company	Repair & Maint - Vehicles/Equipment	137.28
1891	Fastenal Company	Repair & Maint - Vehicles/Equipment	3.40
Total 1891:			140.68
2011	Franklin Outdoor Advertising	April Advertising - Northbound Liquor	424.36
Total 2011:			424.36
2046	G & K Services, Inc.	Rug Rentals - LS	98.58
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	132.85
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	118.95
2046	G & K Services, Inc.	Rug Rentals	14.43
2046	G & K Services, Inc.	Rug & Towel Rentals - LS	160.19
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	115.33
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	115.48
2046	G & K Services, Inc.	Rug Rentals & towels	17.43
Total 2046:			778.22
2131	Goodin Company	Repair & Maint - Plant	53.62
Total 2131:			53.62
2166	Grainger	Repair & Maint Supplies - FD	184.88
2166	Grainger	Small Tools & Equipment - Water Dept	133.60
Total 2166:			318.48
2376	Henry's Waterworks Inc.	Meters and Repairs	657.21

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2376:			657.21
2421	Redpath and Company	2014 Fire Relief Association Audit	5,900.00
Total 2421:			5,900.00
2486	IBEW Local 110	Union Dues - March	336.00
Total 2486:			336.00
2681	Isanti County Sheriff's Office	Backup Software for RMS	155.40
Total 2681:			155.40
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	1,167.60
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
Total 2776:			1,170.60
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,784.54
2796	Johnson Brothers Liquor Co	Freight Charge	39.01
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,015.10
2796	Johnson Brothers Liquor Co	Freight Charge	82.71
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	52.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,640.35
2796	Johnson Brothers Liquor Co	Freight Charge	57.75
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	8,148.89
2796	Johnson Brothers Liquor Co	Freight Charge	88.73
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,588.55
2796	Johnson Brothers Liquor Co	Freight Charge	129.19
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	109.95
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,315.95
2796	Johnson Brothers Liquor Co	Freight Charge	59.02
Total 2796:			23,111.74
3086	Landworks Construction, Inc.	Snow Removal - City Streets	1,653.00
Total 3086:			1,653.00
3176	LELS	Union Dues - March	517.00
Total 3176:			517.00
3321	MacQueen Equipment Inc.	Repair & Maint Supplies	723.96
Total 3321:			723.96
3371	Marco Inc	Copier Rental - Sharp MX2300N Copier	260.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3371:			260.00
3461	McDonald Distributing Company	Liquor Store Merchandise	2,514.20
3461	McDonald Distributing Company	Liquor Store Merchandise	70.25
3461	McDonald Distributing Company	Liquor Store Merchandise	1,536.00
3461	McDonald Distributing Company	Liquor Store Merchandise	11,161.80
3461	McDonald Distributing Company	Credit Liquor Merchandise	79.10-
3461	McDonald Distributing Company	Credit Liquor Merchandise	33.00-
3461	McDonald Distributing Company	Credit Liquor Merchandise	38.00-
3461	McDonald Distributing Company	Liquor Store Merchandise	60.00
3461	McDonald Distributing Company	Liquor Store Merchandise	180.00
Total 3461:			15,372.15
3521	Menards	Misc Operating Supplies - Shop	15.16
3521	Menards	Repair Downtown Banners	27.82
3521	Menards	Dust/Air Masks - Arlington Fire	29.82
3521	Menards	Misc Operating Supplies - WWTP	38.32
3521	Menards	Misc Operating Supplies - Liquor Store	39.98
3521	Menards	Keep Out Signs - Arlington Fire	8.73
3521	Menards	Repair & Maint - Plant	20.85
3521	Menards	Repair & Maint - Plant	7.17-
3521	Menards	Misc Operating Supplies - WWTP	10.97
3521	Menards	Repair & Maint - Plant	24.95
3521	Menards	Repair & Maint - Plant	6.48
3521	Menards	Maintenance Supplies - City Hall	19.99
3521	Menards	Repair & Maint Supp - Parks	11.10
3521	Menards	LP Tank Exchange - WWTP	17.82
Total 3521:			264.82
3659	Minnesota BCA	DMT-G Certification Course - M. Giese	285.00
Total 3659:			285.00
3666	Minnesota Child Support Payment	Child Support Withholdings	131.05
3666	Minnesota Child Support Payment	Child Support Withholdings	43.83
Total 3666:			174.88
3886	MN POST BOARD	Police Officers' License Renewals	450.00
Total 3886:			450.00
3921	MN/SCIA	Training - S. Machin	60.00
3921	MN/SCIA	Training - C. Saelens	60.00
Total 3921:			120.00
3936	Moran USA, LLC	Liquor Store Merchandise	75.00

Vendor	Vendor Name	Description	Net Invoice Amount
3936	Moran USA, LLC	Misc Operating Supplies - Liquor Store	33.15
3936	Moran USA, LLC	Freight Charge	30.66
Total 3936:			138.81
4011	NAC Mechanical & Electrical	Cooling Unit	65.00
4011	NAC Mechanical & Electrical	Cooling Unit	228.00
Total 4011:			293.00
4091	New France Wine	Liquor Store Merchandise	130.00
4091	New France Wine	Liquor Store Merchandise	532.00
Total 4091:			662.00
4286	Ole's Window Cleaning	Window Cleaning - Liquor Store	138.94
Total 4286:			138.94
4426	Paustis Wine Company	Liquor Store Merchandise	1,860.25
4426	Paustis Wine Company	Freight Chg	26.25
Total 4426:			1,886.50
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	100.00-
4476	Phillips Wine & Spirits	Credit - Freight Chg	1.52-
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,128.65
4476	Phillips Wine & Spirits	Freight Charge	35.08
4476	Phillips Wine & Spirits	Liquor Store Merchandise	2,140.20
4476	Phillips Wine & Spirits	Freight Charge	39.52
Total 4476:			3,241.93
4836	RJM Distributing, Inc.	Liquor Store Merchandise	329.70
Total 4836:			329.70
4956	Sandstone Distributing Company	Liquor Store Merchandise	361.46
4956	Sandstone Distributing Company	Freight Charge	5.75
Total 4956:			367.21
5116	Short, Elliot, Hendrickson Inc	CAMBR 2015 St Improv - P&S	43,211.99
5116	Short, Elliot, Hendrickson Inc	CAMBR WWTF Improv CA	20,837.07
5116	Short, Elliot, Hendrickson Inc	CAMBR City Eng. Services	3,465.91
5116	Short, Elliot, Hendrickson Inc	CAMBR Heritage Greens Park Site Plan	2,528.50
Total 5116:			70,043.47
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	.68
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	4,603.53

Vendor	Vendor Name	Description	Net Invoice Amount
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	42.57
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	78.87
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	2.70
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	1,040.00
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	27.00
5181	Southern Wine & Spirits of Minnes	Credit Liquor Store Merchandise	105.70-
5181	Southern Wine & Spirits of Minnes	Credit Liquor Store Merchandise	40.00-
5181	Southern Wine & Spirits of Minnes	credit freight charge	1.35-
Total 5181:			5,648.30
5201	Springvale Township	329th Ave Road Maintenance	260.52
Total 5201:			260.52
5256	Star 95 Car Wash & Detailing	Squad Car Washes	28.32
Total 5256:			28.32
5321	Streicher's - Minneapolis	Uniform Allowance - J. Peck	96.98
Total 5321:			96.98
5516	Thorpe Distributing Company	Liquor Store Merchandise	187.50
Total 5516:			187.50
5553	TKO Wines Inc	Liquor Store Merchandise	103.20
Total 5553:			103.20
5573	Tools Plus Industries LLC	Ductile Cut Off Wheels	208.27
Total 5573:			208.27
5601	TR Computer Sales LLC	Network Cable - Streets	9.00
5601	TR Computer Sales LLC	Computers, Printer, & Software - Police Dept	6,925.40
Total 5601:			6,934.40
5726	Unlimited Supplies, Inc.	Repair & Maint Supplies	62.17
5726	Unlimited Supplies, Inc.	Repair & Maint Supplies	62.17
5726	Unlimited Supplies, Inc.	Repair & Maint Supplies	62.17
Total 5726:			186.51
5731	UPS	Shipping Charges - PD	16.48
Total 5731:			16.48
5751	US Internet	Domain 4/1/15-3/31/16	50.00

Vendor	Vendor Name	Description	Net Invoice Amount
5751	US Internet	Monthly Internet Fees - April	71.85
5751	US Internet	Monthly Internet Fees - April	41.85
5751	US Internet	Monthly Internet Fees - April	41.85
5751	US Internet	Monthly Internet Fees - April	41.85
Total 5751:			247.40
5794	Veit & Company, Inc.	Emergency Demolition - 100 Main St S	20,922.58
Total 5794:			20,922.58
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.32
5801	Verizon Wireless	wireless phone service - PD	768.53
Total 5801:			784.85
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	292.50
Total 5816:			292.50
5861	Walmart Community Card	Office Supplies - WWTP	15.65
5861	Walmart Community Card	Office Supplies - Liquor Store	18.98
Total 5861:			34.63
5886	Watson Co., Inc.	Credit Liquor Merchandise	27.24-
5886	Watson Co., Inc.	Credit - Operating Supplies	73.18-
5886	Watson Co., Inc.	Liquor Store Merchandise	2,233.10
5886	Watson Co., Inc.	Misc Operating Supplies - LS	215.79
5886	Watson Co., Inc.	Freight Charge	6.00
5886	Watson Co., Inc.	Credit - Operating Supplies	27.00-
5886	Watson Co., Inc.	Liquor Store Merchandise	2,371.24
5886	Watson Co., Inc.	Misc Operating Supplies - LS	169.90
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			4,874.61
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	11,249.81
5891	Wirtz Beverage Minnesota	Freight Charge	116.72
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	1,785.00
5891	Wirtz Beverage Minnesota	Freight Charge	18.40
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	486.00
5891	Wirtz Beverage Minnesota	Freight Charge	4.60
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	92.30
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	74.11
5891	Wirtz Beverage Minnesota	Freight Charge	4.60
5891	Wirtz Beverage Minnesota	Credit Liquor Merchandise	28.00-
5891	Wirtz Beverage Minnesota	Credit Liquor Merchandise	177.50-
5891	Wirtz Beverage Minnesota	Credit Liquor Merchandise	28.71-

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5891:			13,597.33
6001	Wine Merchants	Credit - Freight Chg	6.82-
6001	Wine Merchants	Liquor Store Merchandise	289.47
6001	Wine Merchants	Freight Charge	4.94
Total 6001:			287.59
Grand Totals:			219,680.52

Dated: 3/25/15

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/15	03/25/2015	99230	521	Bellboy Corporation	610-20100	5,633.66
03/15	03/25/2015	99231	661	Eugene G. Boyle	101-20100	2,539.20
03/15	03/25/2015	99232	826	Cambridge Area Chamber of Commerce	101-20100	84.00
03/15	03/25/2015	99233	969	Cardmember Service	101-20100	4,501.12
03/15	03/25/2015	99234	551	Bernick's	610-20100	2,547.42
03/15	03/25/2015	99235	1156	Minneapolis Finance Department	101-20100	126.90
03/15	03/25/2015	99236	1261	Community Marketing	610-20100	144.00
03/15	03/25/2015	99237	1336	Crystal Springs Ice	610-20100	87.31
03/15	03/25/2015	99238	1356	Cub Foods Cambridge #31574	601-20100	17.67
03/15	03/25/2015	99239	1396	Dahlheimer Beverage, LLC	610-20100	18,951.42
03/15	03/25/2015	99240	1686	Ecolab Pest Elimination Div.	610-20100	198.79
03/15	03/25/2015	99241	1740	Elite Media Design	101-20100	81.00
03/15	03/25/2015	99242	1791	Epic Products, Inc.	610-20100	87.38
03/15	03/25/2015	99243	1891	Fastenal Company	101-20100	140.88
03/15	03/25/2015	99244	2011	Franklin Outdoor Advertising	610-20100	424.36
03/15	03/25/2015	99245	2046	G & K Services, Inc.	101-20100	778.22
03/15	03/25/2015	99246	2131	Goodin Company	601-20100	53.62
03/15	03/25/2015	99247	2166	Grainger	601-20100	318.48
03/15	03/25/2015	99248	2376	Henry's Waterworks Inc.	601-20100	657.21
03/15	03/25/2015	99249	2486	IBEW Local 110	101-20100	336.00
03/15	03/25/2015	99250	2681	Isanti County Sheriff's Office	101-20100	155.40
03/15	03/25/2015	99251	2776	JJ Taylor Dist. of Minn.	610-20100	1,170.60
03/15	03/25/2015	99252	2796	Johnson Bros - St Paul	610-20100	23,111.74
03/15	03/25/2015	99254	3086	Landworks Construction, Inc.	101-20100	1,653.00
03/15	03/25/2015	99255	3176	LELS	101-20100	517.00
03/15	03/25/2015	99256	3321	MacQueen Equipment Inc.	101-20100	723.96
03/15	03/25/2015	99257	3371	Marco Inc	101-20100	260.00
03/15	03/25/2015	99258	3461	McDonald Distributing Company	610-20100	15,372.15
03/15	03/25/2015	99259	3521	Menards	602-20100	264.82
03/15	03/25/2015	99260	3659	Minnesota BCA	101-20100	285.00
03/15	03/25/2015	99261	3666	Minnesota Child Support Payment	101-20100	174.88
03/15	03/25/2015	99262	3886	MN POST BOARD	101-20100	450.00
03/15	03/25/2015	99263	3921	MN/SCIA	101-20100	120.00
03/15	03/25/2015	99264	3936	Moran USA, LLC	610-20100	138.81
03/15	03/25/2015	99265	4011	NAC Mechanical & Electrical	101-20100	293.00
03/15	03/25/2015	99266	4091	New France Wine	610-20100	662.00
03/15	03/25/2015	99267	4286	Ole's Window Cleaning	610-20100	138.94
03/15	03/25/2015	99268	4426	Paustis Wine Company	610-20100	1,886.50
03/15	03/25/2015	99269	4476	Phillips St Paul	610-20100	3,241.93
03/15	03/25/2015	99270	2421	Redpath and Company	101-20100	5,900.00
03/15	03/25/2015	99271	4836	RJM Distributing, Inc.	610-20100	329.70
03/15	03/25/2015	99272	4956	Sandstone Distributing Company	610-20100	367.21
03/15	03/25/2015	99273	5116	Short, Elliot, Hendrickson Inc	415-20100	70,043.47
03/15	03/25/2015	99274	5181	Southern Wine & Spirits of Minnesota	610-20100	5,648.30
03/15	03/25/2015	99275	5201	Springvale Township	101-20100	260.52
03/15	03/25/2015	99276	5256	Star 95 Car Wash & Detailing	101-20100	28.32
03/15	03/25/2015	99277	5321	Streicher's	101-20100	96.98
03/15	03/25/2015	99278	5516	Thorpe Distributing Company	610-20100	187.50
03/15	03/25/2015	99279	5553	TKO Wines Inc	610-20100	103.20
03/15	03/25/2015	99280	5573	Tools Plus Industries	601-20100	208.27
03/15	03/25/2015	99281	5601	TR Computer Sales LLC	101-20100	6,934.40
03/15	03/25/2015	99282	5726	Unlimited Supplies, Inc.	602-20100	186.51
03/15	03/25/2015	99283	5731	UPS	101-20100	16.48
03/15	03/25/2015	99284	5751	US Internet	602-20100	247.40
03/15	03/25/2015	99285	5794	Veit & Company, Inc.	101-20100	20,922.58
03/15	03/25/2015	99286	5801	Verizon Wireless	101-20100	784.85
03/15	03/25/2015	99287	5816	Viking Coca-Cola Bottling Co	610-20100	292.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/15	03/25/2015	99289	5861	Walmart Community/RFCSLLC	610-20100	34.63
03/15	03/25/2015	99290	5886	Watson Co., Inc.	610-20100	4,874.61
03/15	03/25/2015	99291	6001	Wine Merchants	610-20100	287.59
03/15	03/25/2015	99292	5891	Wirtz Beverage MN Wine & Spirits Inc	610-20100	13,597.33
Grand Totals:						<u>219,680.52</u>

Vendor	Vendor Name	Description	Net Invoice Amount
341	Aspen Mills	Uniform Allowance - Fire Dept	268.90
	Total 341:		268.90
446	Basta, Shirley	PC Mtgs - 1st Qtr 2015	70.00
	Total 446:		70.00
521	Bellboy Corporation	Credit Liquor Merchandise	15.59
521	Bellboy Corporation	Liquor Store Merchandise	1,573.85
521	Bellboy Corporation	Liquor Store Merchandise	2,140.30
521	Bellboy Corporation	Liquor Store Merchandise	98.70
521	Bellboy Corporation	Liquor Store Merchandise	34.00
	Total 521:		3,831.26
551	Chas A. Bernick Inc.	Liquor Store Merchandise	996.00
551	Chas A. Bernick Inc.	Liquor Store Merchandise	144.10
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,271.75
	Total 551:		3,411.85
776	Business Telephone Products	Phone	250.24
776	Business Telephone Products	Assisted w/ Moving PRI Line & DIDs	288.00
	Total 776:		538.24
831	Cambridge Automotive Services	A/C Recharge	44.95
831	Cambridge Automotive Services	A/C Recharge	44.95
	Total 831:		89.90
969	Cardmember Service	Back Defender Systems - K. Gross, K. Giese	170.78
969	Cardmember Service	TLOxp 851732 - Investigative Tool	5.75
969	Cardmember Service	2015 MCPA Conference - T. Dwyer	325.00
969	Cardmember Service	2015 MCPA Conference - S. Machin	350.00
969	Cardmember Service	Arlington Fire - Meals	133.42
969	Cardmember Service	Arlington Fire - Meals	36.89
	Total 969:		1,021.84
1078	Century Fence Company	Furnish & Install Temporary Fence Panels	5,485.00
	Total 1078:		5,485.00
1236	Comm of MMB, Treas Div	Admin Traffic Citation Fines - March	340.00
	Total 1236:		340.00
1316	Crawford's Equipment, Inc.	Wiper Motor, Arm, & Blade	499.34

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1316:			499.34
1336	Crystal Springs Ice	Liquor Store Merchandise	93.44
Total 1336:			93.44
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	5,776.40
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	31.20
Total 1396:			5,745.20
1481	Department of Human Services	Janitor Service - Liquor Store - February	200.00
Total 1481:			200.00
1661	East Central Sanitation	Refuse Hauling - City Services	524.45
Total 1661:			524.45
1791	Epic Products, Inc.	Liquor Store Merchandise	469.00
1791	Epic Products, Inc.	Freight Charge	44.01
Total 1791:			513.01
1804	Erickson, Robert (Bob)	PC Mtgs - 1st Qtr 2015	70.00
Total 1804:			70.00
1808	Erlandson, John	PC Mtgs - 1st Qtr 2015	35.00
Total 1808:			35.00
1996	Forestedge Winery	Liquor Store Merchandise	117.00
Total 1996:			117.00
2044	Fuhol, Jennifer	Parks, Trails & Rec Comm Mtgs - 1st Qtr 2015	105.00
Total 2044:			105.00
2046	G & K Services, Inc.	Rug Rentals - LS	98.58
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	132.85
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	117.52
2046	G & K Services, Inc.	Rug Rentals	14.43
Total 2046:			365.87
2111	Godfrey, Jim	PC Mtgs - 1st Qtr 2015	70.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 2111:			70.00
2146	Gopher State One-Call Inc.	FTP Tickets	36.30
2146	Gopher State One-Call Inc.	FTP Tickets	36.30
Total 2146:			72.60
2188	Gratitude Farms	Animal Control Services	400.00
Total 2188:			400.00
2271	Hach Company	Water Lab Supplies	133.17
Total 2271:			133.17
2341	Hawkins, Inc.	Chemicals	3,877.40
2341	Hawkins, Inc.	Chemicals	2,508.94
Total 2341:			6,386.34
2539	Indian Island Winery	Liquor Store - Merchandise	215.04
2539	Indian Island Winery	Liquor Store - Merchandise	120.48
Total 2539:			335.52
2636	Minnesota Equipment	Repair & Maint Supplies - Parks	935.15
2636	Minnesota Equipment	Repair & Maint Supplies - Parks	1,299.22
2636	Minnesota Equipment	Repair & Maint Supplies - Parks	541.41
Total 2636:			2,775.78
2676	Isanti County Recorder	Copy Plat	10.00
2676	Isanti County Recorder	Copy Plain	1.00
Total 2676:			11.00
2776	JJ Taylor Dist. of Minn.	Liquor Store Merchandise	1,225.60
2776	JJ Taylor Dist. of Minn.	Delivery Charge	3.00
Total 2776:			1,228.60
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	13,624.20
2796	Johnson Brothers Liquor Co	Freight Charge	324.75
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	270.50
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,414.14
2796	Johnson Brothers Liquor Co	Freight Charge	74.47
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	236.62
2796	Johnson Brothers Liquor Co	Freight Charge	3.72
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	4.67-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	3.48-

Vendor	Vendor Name	Description	Net Invoice Amount
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	9.65-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	159.85-
2796	Johnson Brothers Liquor Co	Credit - Freight Chg	1.52-
Total 2796:			16,769.23
2951	Klossner, John D	PC Mtgs - 1st Qtr 2015	70.00
Total 2951:			70.00
2952	Klossner, Kelli	Parks, Trails & Rec Comm Mtgs - 1st Qtr 2015	75.00
Total 2952:			75.00
3086	Landworks Construction, Inc.	Snow Removal - Liquor Store	320.00
Total 3086:			320.00
3259	Local Pawn MN LLC	Refund of unused Background	500.00
Total 3259:			500.00
3282	Lowman, Thea	Parks, Trails, & Rec Comm Mtgs - 1st Qtr 2015	105.00
Total 3282:			105.00
3376	Marco, Inc	Installed New Power Supply & Fuses - NVR	272.25
3376	Marco, Inc	Power Supply Kit	141.42
Total 3376:			413.67
3461	McDonald Distributing Company	Liquor Store Merchandise	14,690.78
3461	McDonald Distributing Company	Liquor Store Merchandise	9,136.60
3461	McDonald Distributing Company	Liquor Store Merchandise	6,240.00
3461	McDonald Distributing Company	Credit Liquor Merchandise	60.00-
Total 3461:			30,007.38
3521	Menards	Repair & Maint - Plant	24.46
3521	Menards	Misc Operating Supplies - Streets	19.99
3521	Menards	Repair & Maint - Plant	9.99
3521	Menards	Misc Operating Supplies - WWTP	32.84
3521	Menards	Repair & Maint - Airport	9.98
3521	Menards	Repair & Maint - Airport	27.10
3521	Menards	Repair & Maint - Plant	2.74
3521	Menards	Repair & Maint - Airport	9.95
3521	Menards	Repair & Maint - Plant	28.47
3521	Menards	Repair & Maint - Airport	2.39
3521	Menards	Repair & Maint - Airport	41.97
3521	Menards	Office Supplies - WWTP	16.98

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 3521:		226.86
3594	Midwest Lift Works LLC	Big Truck Hoist Parts	285.88
	Total 3594:		285.88
3686	Minnesota Department of Health	1st Qtr 2015 - Dept of Health Fees	4,270.00
	Total 3686:		4,270.00
3780	Northern Vineyards Winery	Liquor Store Merchandise	306.00
	Total 3780:		306.00
3876	MN Pollution Control Agency	Certificate Renewal - Bredeson	23.00
	Total 3876:		23.00
3936	Moran USA, LLC	Liquor Store Merchandise	37.50
	Total 3936:		37.50
3996	Muzak LLC	Muzak LLC Services - Liquor Store	509.15
	Total 3996:		509.15
4036	National Business Furniture, LLC	Steel Cabinet	109.19
4036	National Business Furniture, LLC	Steel Cabinet	109.17
4036	National Business Furniture, LLC	Steel Cabinet	109.17
	Total 4036:		327.53
4071	NCPERS Minnesota	Group Vol Life Ins - PERA	368.00
	Total 4071:		368.00
4091	New France Wine	Liquor Store Merchandise	366.22
	Total 4091:		366.22
4171	Northern Business Products, Inc.	Office Supplies	7.99
4171	Northern Business Products, Inc.	Office Supplies - Finance	4.99
4171	Northern Business Products, Inc.	Misc Operating Supplies - PD	9.99
4171	Northern Business Products, Inc.	Office Supplies	26.01
	Total 4171:		48.98
4181	Northern Safety Technology	Repair & Maint Supplies - Street Dept	470.28

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4181:			470.28
4476	Phillips Wine & Spirits	Liquor Store Merchandise	628.35
4476	Phillips Wine & Spirits	Freight Charge	9.12
4476	Phillips Wine & Spirits	Liquor Store Merchandise	5,371.86
4476	Phillips Wine & Spirits	Freight Charge	88.61
Total 4476:			6,097.94
4666	R & R Specialties, Inc.	Blade Sharpening	19.50
Total 4666:			19.50
4956	Sandstone Distributing Company	Liquor Store Merchandise	118.10
4956	Sandstone Distributing Company	Freight Charge	5.75
Total 4956:			123.85
4962	Sauter Construction, Inc.	Material & Labor for Installing Trim Under Coole	150.00
Total 4962:			150.00
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	1,939.81
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	18.59
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	26.85
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	1.35
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	1,476.70
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	44.55
Total 5181:			3,507.85
5191	SPEW Health Plan	Health Insurance Premium - May	2,466.00
5191	SPEW Health Plan	Health Insurance Premium - May	2,466.00
5191	SPEW Health Plan	Health Insurance Premium - May	3,699.00
5191	SPEW Health Plan	Health Insurance Premium - May	2,466.00
5191	SPEW Health Plan	Health Insurance Premium - May	616.50
5191	SPEW Health Plan	Health Insurance Premium - May	19,728.00
5191	SPEW Health Plan	Health Insurance Premium - May	1,233.00
5191	SPEW Health Plan	Health Insurance Premium - May	10,270.89
5191	SPEW Health Plan	Health Insurance Premium - May	2,466.00
5191	SPEW Health Plan	Health Insurance Premium - May	4,105.89
5191	SPEW Health Plan	Health Insurance Premium - May	7,817.22
5191	SPEW Health Plan	Health Insurance Premium - May	4,932.00
Total 5191:			62,266.50
5216	St. Cloud Technical College	Fire Officer - T. Tomczik	325.00
Total 5216:			325.00

Vendor	Vendor Name	Description	Net Invoice Amount
5238	Stacy Lent Fire Department	EMR Initial Course	750.00
5238	Stacy Lent Fire Department	First Aid CPR	250.00
Total 5238:			1,000.00
5251	Star	Public Notice Council Meeting Minutes 2015/03/	13.22
5251	Star	Public Notice Planning Commission Meeting	11.24
Total 5251:			24.46
5256	Star 95 Car Wash & Detailing	Squad Car Washes	14.96
5256	Star 95 Car Wash & Detailing	Fire Dept One Star Washes	14.48
Total 5256:			29.44
5324	Struss, Chad	PC Mtgs - 1st Qtr 2015	70.00
Total 5324:			70.00
5336	Sunshine Printing	Gift Certificates - Liquor Store	51.83
Total 5336:			51.83
5446	The American Bottling Company	Liquor Store Merchandise	160.34
Total 5446:			160.34
5461	The Leader	Application Refund	200.00
Total 5461:			200.00
5491	The Wine Company	Liquor Store Merchandise	488.00
Total 5491:			488.00
5516	Thorpe Distributing Company	Liquor Store Merchandise	126.09
Total 5516:			126.09
5541	Titan Machinery	Repair & Maint - Vehicles	333.88
5541	Titan Machinery	Repair & Maint - Vehicles	417.97
5541	Titan Machinery	Credit Repair & Maint - Vehicles	314.00
5541	Titan Machinery	Repair & Maint - Vehicles	116.42
5541	Titan Machinery	Repair & Maint - Vehicles	10.71
Total 5541:			564.98
5546	Titan Machinery	Sweepster Model 21468C HAS for Case 721E	30,900.00
5546	Titan Machinery	Repair & Maint Supplies - Streets	65.77

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5546:			30,965.77
5553	TKO Wines Inc	Liquor Store Merchandise	118.80
Total 5553:			118.80
5601	TR Computer Sales LLC	Trend Micro Software	1,693.90
5601	TR Computer Sales LLC	Ubiquiti Access Point Unifi Pro	687.00
5601	TR Computer Sales LLC	Computer - Finance Dept	2,955.00
5601	TR Computer Sales LLC	Computer & Monitor - Bldg Dept	1,384.98
Total 5601:			6,720.88
5661	True Fabrications, Inc.	Credit Liquor Merchandise	28.47-
5661	True Fabrications, Inc.	Liquor Merchandise	635.80
5661	True Fabrications, Inc.	Misc supplies - LS	59.88
5661	True Fabrications, Inc.	Freight Charge	93.28
Total 5661:			760.49
5801	Verizon Wireless	wireless phone service - Bldg Dept	30.57
5801	Verizon Wireless	wireless phone service - Planning	81.60
5801	Verizon Wireless	wireless phone service - Bldg Dept	104.89
5801	Verizon Wireless	wireless phone service - Planning	32.01
5801	Verizon Wireless	wireless phone service - WWTP	98.66
Total 5801:			347.73
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	212.00
Total 5816:			212.00
5886	Watson Co., Inc.	Liquor Store Merchandise	1,947.48
5886	Watson Co., Inc.	Misc Operating Supplies - LS	162.32
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			2,115.80
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	7,458.58
5891	Wirtz Beverage Minnesota	Freight Charge	77.76
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	1,172.00
5891	Wirtz Beverage Minnesota	Freight Charge	17.25
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	46.15
Total 5891:			8,771.74
5916	Weisbrod, Lind 'Duke'	Parks, Trails & Rec Comm Mtgs - 1st Qtr 2015	75.00
Total 5916:			75.00

Vendor	Vendor Name	Description	Net Invoice Amount
5922	Wendorf, Barry	Parks, Trails & Rec Comm Mtgs - 1st Qtr 2015	70.00
Total 5922:			70.00
5995	WiMacTel Inc.	WiMac Tel Payphone Advantage Service	60.00
Total 5995:			60.00
6001	Wine Merchants	Liquor Store Merchandise	1,251.00
6001	Wine Merchants	Freight Charge	23.18
Total 6001:			1,274.18
6082	Ziebarth, Mark N	Parks, Trails, & Rec Comm Mtgs - 1st Qtr 2015	105.00
Total 6082:			105.00
Grand Totals:			<u>217,041.16</u>

Dated: 4/1/15

City Treasurer: *Caroline Moore*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/15	04/01/2015	99293	341	Aspen Mills	101-20100	268.90
04/15	04/01/2015	99294	446	Shirley Basta	101-20100	70.00
04/15	04/01/2015	99295	521	Bellboy Corporation	610-20100	3,831.26
04/15	04/01/2015	99297	776	Business Telephone Products	101-20100	538.24
04/15	04/01/2015	99298	831	Cambridge Automotive Services	101-20100	89.90
04/15	04/01/2015	99299	969	Cardmember Service	101-20100	1,021.84
04/15	04/01/2015	99300	1078	Century Fence Company	101-20100	5,485.00
04/15	04/01/2015	99301	551	Bernick's	610-20100	3,411.85
04/15	04/01/2015	99303	1236	Comm of MMB, Treas Div	213-20100	340.00
04/15	04/01/2015	99304	1316	Crawford's Equipment, Inc.	101-20100	499.34
04/15	04/01/2015	99305	1336	Crystal Springs Ice	610-20100	93.44
04/15	04/01/2015	99306	1396	Dahlheimer Beverage, LLC	610-20100	5,745.20
04/15	04/01/2015	99307	1481	Department of Human Services	610-20100	200.00
04/15	04/01/2015	99308	1661	East Central Sanitation	101-20100	524.45
04/15	04/01/2015	99309	1791	Epic Products, Inc.	610-20100	513.01
04/15	04/01/2015	99310	1804	Robert (Bob) Erickson	101-20100	70.00
04/15	04/01/2015	99311	1808	John Erlandson	101-20100	35.00
04/15	04/01/2015	99312	1996	Forestedge Winery	610-20100	117.00
04/15	04/01/2015	99313	2044	Jennifer Fuhol	101-20100	105.00
04/15	04/01/2015	99314	2046	G & K Services, Inc.	101-20100	365.87
04/15	04/01/2015	99315	2111	Jim Godfrey	101-20100	70.00
04/15	04/01/2015	99316	2146	Gopher State One-Call Inc.	602-20100	72.60
04/15	04/01/2015	99317	2188	Gratitude Farms	101-20100	400.00
04/15	04/01/2015	99318	2271	Hach Company	601-20100	133.17
04/15	04/01/2015	99319	2341	Hawkins, Inc.	601-20100	6,386.34
04/15	04/01/2015	99321	2539	Indian Island Winery	610-20100	335.52
04/15	04/01/2015	99322	2676	Isanti County Recorder	101-20100	11.00
04/15	04/01/2015	99323	2776	JJ Taylor Dist. of Minn.	610-20100	1,228.60
04/15	04/01/2015	99324	2796	Johnson Bros - St Paul	610-20100	16,769.23
04/15	04/01/2015	99325	2951	John D Klossner	101-20100	70.00
04/15	04/01/2015	99326	2952	Kelli Klossner	101-20100	75.00
04/15	04/01/2015	99328	3086	Landworks Construction, Inc.	610-20100	320.00
04/15	04/01/2015	99329	3259	Local Pawn MN LLC	101-20100	500.00
04/15	04/01/2015	99330	3282	Thea Lowman	101-20100	105.00
04/15	04/01/2015	99331	3376	Marco, Inc	101-20100	413.67
04/15	04/01/2015	99332	3461	McDonald Distributing Company	610-20100	30,007.38
04/15	04/01/2015	99334	3521	Menards	602-20100	226.86
04/15	04/01/2015	99335	3594	Midwest Lift Works LLC	101-20100	285.88
04/15	04/01/2015	99336	3686	Minnesota Department of Health	601-20100	4,270.00
04/15	04/01/2015	99337	2636	Minnesota Equipment	101-20100	2,775.78
04/15	04/01/2015	99339	3876	MPCA-Certification&TrainingUnt	602-20100	23.00
04/15	04/01/2015	99340	3936	Moran USA, LLC	610-20100	37.50
04/15	04/01/2015	99341	3996	Muzak LLC	610-20100	509.15
04/15	04/01/2015	99342	4036	National Business Furniture, LLC	101-20100	327.53
04/15	04/01/2015	99343	4071	NCPERS Minnesota	101-20100	368.00
04/15	04/01/2015	99344	4091	New France Wine	610-20100	366.22
04/15	04/01/2015	99345	4171	Northern Business Products, Inc.	101-20100	48.98
04/15	04/01/2015	99346	4181	Northern Safety Technology	101-20100	470.28
04/15	04/01/2015	99347	3780	Northern Vineyards Winery	610-20100	306.00
04/15	04/01/2015	99349	4476	Phillips St Paul	610-20100	6,097.94
04/15	04/01/2015	99350	4666	R & R Specialties, Inc.	101-20100	19.50
04/15	04/01/2015	99351	4956	Sandstone Distributing Company	610-20100	123.85
04/15	04/01/2015	99352	4962	Sauter Construction, Inc.	610-20100	150.00
04/15	04/01/2015	99353	5181	Southern Wine & Spirits of Minnesota	610-20100	3,507.85
04/15	04/01/2015	99354	5191	SPEW Health Plan	610-20100	62,266.50
04/15	04/01/2015	99355	5216	St. Cloud Technical College	101-20100	325.00
04/15	04/01/2015	99356	5238	Stacy Lent Fire Department	101-20100	1,000.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/15	04/01/2015	99357	5251	Star	101-20100	24.46
04/15	04/01/2015	99358	5256	Star 95 Car Wash & Detailing	101-20100	29.44
04/15	04/01/2015	99360	5324	Chad Struss	101-20100	70.00
04/15	04/01/2015	99361	5336	Sunshine Printing	610-20100	51.83
04/15	04/01/2015	99362	5446	The American Bottling Company	610-20100	160.34
04/15	04/01/2015	99363	5461	The Leader	215-20100	200.00
04/15	04/01/2015	99364	5491	The Wine Company	610-20100	488.00
04/15	04/01/2015	99365	5516	Thorpe Distributing Company	610-20100	126.09
04/15	04/01/2015	99366	5541	Titan Machinery	101-20100	564.98
04/15	04/01/2015	99367	5546	Titan Machinery	101-20100	30,965.77
04/15	04/01/2015	99368	5553	TKO Wines Inc	610-20100	118.80
04/15	04/01/2015	99369	5601	TR Computer Sales LLC	419-20100	6,720.88
04/15	04/01/2015	99370	5661	True Fabrications, Inc.	610-20100	760.49
04/15	04/01/2015	99371	5601	Verizon Wireless	602-20100	347.73
04/15	04/01/2015	99372	5816	Viking Coca-Cola Bottling Co	610-20100	212.00
04/15	04/01/2015	99374	5886	Watson Co., Inc.	610-20100	2,115.80
04/15	04/01/2015	99375	5916	Lind 'Duke' Weisbrod	101-20100	75.00
04/15	04/01/2015	99376	5922	Barry Wendorf	101-20100	70.00
04/15	04/01/2015	99377	5995	WiMacTel Inc.	211-20100	60.00
04/15	04/01/2015	99378	6001	Wine Merchants	610-20100	1,274.18
04/15	04/01/2015	99379	5891	Wirtz Beverage MN Wine & Spirits Inc	610-20100	8,771.74
04/15	04/01/2015	99380	6082	Mark N Ziebarth	101-20100	105.00
Grand Totals:						<u>217,041.16</u>

Vendor	Vendor Name	Description	Net Invoice Amount
176	Amara Wines	Liquor Store Merchandise	144.00
176	Amara Wines	Freight	3.00
Total 176:			147.00
381	Auto Value Cambridge	Repair & Maint Supplies - Police Dept	8.78
381	Auto Value Cambridge	Shop Maintenance Supplies	14.94
381	Auto Value Cambridge	Shop Maintenance Supplies	34.44
381	Auto Value Cambridge	Repair & Maint Supp Veh/Equip	34.44
381	Auto Value Cambridge	Repair & Maint Supp Veh/Equip	34.44
381	Auto Value Cambridge	Repair & Maint Supp Veh/Equip	34.44
381	Auto Value Cambridge	PW Vehicles & Equip - Refrig Dryer, Vert Comp	3,309.98
Total 381:			3,471.46
551	Chas A. Bernick Inc.	Liquor Store Merchandise	227.04
551	Chas A. Bernick Inc.	Liquor Store Merchandise	390.00
551	Chas A. Bernick Inc.	Liquor Store Merchandise	225.80
551	Chas A. Bernick Inc.	Liquor Store Merchandise	2,422.40
Total 551:			3,265.24
586	Bjorklund Companies LLC	Class 5 Gravel	127.03
Total 586:			127.03
651	Boyer Trucks	Repair & Maint Supplies - Streets	657.00
Total 651:			657.00
876	Cambridge Isanti Area Softball As	Advertising - 2015 Billboard at Sandquist Park	200.00
Total 876:			200.00
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - PD	313.11
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Fire Dept	200.74
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Streets	238.87
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - Water	19.86
906	Cambridge Napa Auto Parts	Repair & Maint Supplies - WWTP	162.94
Total 906:			935.52
951	Cambridge True Value	Misc Operating Supplies - Street Dept	12.99
Total 951:			12.99
996	Cartridge World Cambridge	Misc Operating Supplies - Liquor Store	558.90
Total 996:			558.90
1311	Crabtree Companies Inc.	Canon DRM160 Scanner	1,013.00

Vendor	Vendor Name	Description	Net Invoice Amount
1311	Crabtree Companies Inc.	Canon DR6030C Scanner	3,411.00
	Total 1311:		4,424.00
1341	Crysteel Truck Equipment	Replaced Stow Switch	337.46
	Total 1341:		337.46
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	36,416.85
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	96.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	126.00
	Total 1396:		36,638.85
1666	East Central Solid Waste Commis	Non-Recycled Mattress	15.00
	Total 1666:		15.00
1765	Enforcement Lighting	Setina Cage & Whelen Cen Com	3,225.00
	Total 1765:		3,225.00
1851	Extreme Beverage LLC	Liquor Store Merchandise	209.40
	Total 1851:		209.40
1891	Fastenal Company	Gloves & Safety Glasses	75.04
	Total 1891:		75.04
2046	G & K Services, Inc.	Rug Rentals - LS	98.58
2046	G & K Services, Inc.	Rug Rentals - City Hall	16.56
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Street Dept	376.14
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.49
2046	G & K Services, Inc.	Uniform, Rug, and Towel Rentals - Water/Wast	111.57
2046	G & K Services, Inc.	Rug & Towel Rentals	17.43
	Total 2046:		622.77
2271	Hach Company	Water Lab Supplies	154.43
	Total 2271:		154.43
2381	Herman's Bakery	Cake - Retirement S. Wegwerth	80.40
	Total 2381:		80.40
2411	Hillyard Inc.	Maintenance Supplies - City Hall	120.86
	Total 2411:		120.86

Vendor	Vendor Name	Description	Net Invoice Amount
2416	Hirsch's Cambridge Motors	Repair & Maint Supplies - Vehicle	87.66
Total 2416:			87.66
2626	Isanti County Attorney's Office	Prosecution Services - March	3,291.83
Total 2626:			3,291.83
2681	Isanti County Sheriff's Office	Enhanced Shooting Range Services	2,500.00
Total 2681:			2,500.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	860.62
2796	Johnson Brothers Liquor Co	Freight Charge	19.76
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,756.20
2796	Johnson Brothers Liquor Co	Freight Charge	38.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	996.20
2796	Johnson Brothers Liquor Co	Freight Charge	33.44
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,143.08
2796	Johnson Brothers Liquor Co	Freight Charge	56.24
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,689.52
2796	Johnson Brothers Liquor Co	Freight Charge	89.67
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	65.97
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	333.34
2796	Johnson Brothers Liquor Co	Freight Charge	4.94
Total 2796:			11,086.98
2931	Kimball Midwest	Repair & Maint Supplies - Vehic/Equip	550.21
Total 2931:			550.21
3521	Menards	Repair & Maint - Plant	94.22
3521	Menards	Maintenance Supplies - City Hall	76.08
3521	Menards	Maintenance Supplies - City Hall	37.50
3521	Menards	Maintenance Supplies - City Hall	19.99
Total 3521:			227.79
3666	Minnesota Child Support Payment	Child Support Withholding	131.05
3666	Minnesota Child Support Payment	Child Support Withholding:	43.83
Total 3666:			174.88
3801	MN Municipal Beverage Assoc	2015 Annual Conference - T. Baar	585.00
Total 3801:			585.00
3916	MN State Patrol, CMV Section	2015 Decals for Vehicles Inspected	24.00
3916	MN State Patrol, CMV Section	2015 Decals for Vehicles Inspected	24.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3916:			48.00
4001	MVTL Laboratories Inc.	Testing	889.75
Total 4001:			889.75
4066	North Central Laboratories	Lab Supplies	574.72
4066	North Central Laboratories	Lab Supplies	41.98
Total 4066:			616.70
4181	Northern Safety Technology	Repair & Maint Supplies - Street Dept	414.92
Total 4181:			414.92
4286	Ole's Window Cleaning	Window Cleaning - Liquor Store	138.94
Total 4286:			138.94
4311	Olson Power and Equipment Inc	Chain Saw Repair	132.08
Total 4311:			132.08
4426	Paustis Wine Company	Liquor Store Merchandise	2,060.59
4426	Paustis Wine Company	Freight Chg	32.50
Total 4426:			2,093.09
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,367.30
4476	Phillips Wine & Spirits	Freight Charge	27.48
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,926.85
4476	Phillips Wine & Spirits	Freight Charge	56.24
Total 4476:			3,377.87
5056	SelectAccount	Participant fees - April	4.70
5056	SelectAccount	Participant fees - April	9.40
5056	SelectAccount	Participant fees - April	18.80
5056	SelectAccount	Participant fees - April	9.40
5056	SelectAccount	Participant fees - April	2.35
5056	SelectAccount	Participant fees - April	23.50
5056	SelectAccount	Participant fees - April	51.70
5056	SelectAccount	Participant fees - April	4.70
5056	SelectAccount	Participant fees - April	10.95
5056	SelectAccount	Participant fees - April	32.90
5056	SelectAccount	Participant fees - April	9.40
5056	SelectAccount	Participant fees - April	6.25
5056	SelectAccount	Participant fees - April	9.40
5056	SelectAccount	Participant fees - April	6.30
5056	SelectAccount	Participant fees - April	23.50

Vendor	Vendor Name	Description	Net Invoice Amount
5056	SelectAccount	Participant fees - April	18.80
Total 5056:			242.05
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	596.91
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	8.33
5181	Southern Wine & Spirits of Minnes	Liquor Store Merchandise	1,452.50
5181	Southern Wine & Spirits of Minnes	Freight Charge-Liquor Store	39.15
Total 5181:			2,096.89
5251	Star	Advertising - S. Wegwerth Retirement	125.25
Total 5251:			125.25
5301	Steve's Tire Inc	Tires, Mount & Balance	180.00
Total 5301:			180.00
5541	Titan Machinery	Repair & Maint - Vehicles	988.92
Total 5541:			988.92
5661	True Fabrications, Inc.	Liquor Merchandise	59.88
Total 5661:			59.88
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	279.00
Total 5816:			279.00
5831	Vinocopia	Liquor Store Merchandise	402.00
5831	Vinocopia	Freight Charge	12.50
Total 5831:			414.50
5886	Watson Co., Inc.	Liquor Store Merchandise	2,341.19
5886	Watson Co., Inc.	Misc Operating Supplies - LS	167.68
5886	Watson Co., Inc.	Freight Charge	6.00
5886	Watson Co., Inc.	Liquor Store Merchandise	114.50
Total 5886:			2,629.37
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	5,754.67
5891	Wirtz Beverage Minnesota	Freight Charge	62.67
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	808.00
5891	Wirtz Beverage Minnesota	Freight Charge	12.65
5891	Wirtz Beverage Minnesota	Liquor Store Merchandise	144.00
5891	Wirtz Beverage Minnesota	Credit Liquor Merchandise	128.99-

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5891:			6,653.00
5979	Wild Mountain Winery, Inc.	Liquor Store Merchandise	343.14
Total 5979:			343.14
6001	Wine Merchants	Liquor Store Merchandise	165.25
6001	Wine Merchants	Freight Charge	3.80
Total 6001:			169.05
6071	Zee Medical Service	First Aid Kit Supplies	73.10
6071	Zee Medical Service	First Aid Kit Supplies	57.80
6071	Zee Medical Service	First Aid Kit Supplies	62.00
6071	Zee Medical Service	First Aid Kit Supplies	81.85
6071	Zee Medical Service	First Aid Kit Supplies	56.15
6071	Zee Medical Service	First Aid Kit Supplies	51.35
Total 6071:			382.25
6076	Zep Sales and Service	Repair and Maint Supplies - Streets	115.76
6076	Zep Sales and Service	Repair and Maint Supplies - Parks	115.79
6076	Zep Sales and Service	Repair and Maint Supplies - Water	115.76
6076	Zep Sales and Service	Repair and Maint Supplies - Wastewater	115.76
Total 6076:			463.07
Grand Totals:			96,520.42

Dated: 4/8/15

City Treasurer: Caroline More

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/15	04/08/2015	99381	176	Amara Wines	610-20100	147.00
04/15	04/08/2015	99382	381	Auto Value Cambridge	418-20100	3,471.46
04/15	04/08/2015	99383	586	Bjorklund Companies LLC	101-20100	127.03
04/15	04/08/2015	99384	651	Boyer Trucks	101-20100	657.00
04/15	04/08/2015	99385	876	Cambridge Isanti Area Softball Assoc	610-20100	200.00
04/15	04/08/2015	99386	906	Cambridge Napa Auto Parts	101-20100	935.52
04/15	04/08/2015	99387	951	Cambridge True Value	101-20100	12.99
04/15	04/08/2015	99388	996	Cartridge World Cambridge	610-20100	558.90
04/15	04/08/2015	99389	551	Bernick's	610-20100	3,265.24
04/15	04/08/2015	99390	1311	Crabtree Companies Inc.	417-20100	4,424.00
04/15	04/08/2015	99391	1341	Crysteel Truck Equipment	101-20100	337.46
04/15	04/08/2015	99392	1396	Dahlheimer Beverage, LLC	610-20100	36,638.85
04/15	04/08/2015	99393	1666	East Central Solid Waste Commission	101-20100	15.00
04/15	04/08/2015	99394	1765	Enforcement Lighting	417-20100	3,225.00
04/15	04/08/2015	99395	1851	Extreme Beverage LLC	610-20100	209.40
04/15	04/08/2015	99396	1891	Fastenal Company	101-20100	75.04
04/15	04/08/2015	99397	2046	G & K Services, Inc.	101-20100	622.77
04/15	04/08/2015	99398	2271	Hach Company	601-20100	154.43
04/15	04/08/2015	99399	2381	Herman's Bakery	101-20100	80.40
04/15	04/08/2015	99400	2411	Hillyard / Minneapolis	101-20100	120.86
04/15	04/08/2015	99401	2416	John Hirsch's Cambridge Motors	101-20100	87.66
04/15	04/08/2015	99402	2626	Isanti County Attorney's Office	101-20100	3,291.83
04/15	04/08/2015	99403	2681	Isanti County Sheriff's Office	101-20100	2,500.00
04/15	04/08/2015	99404	2796	Johnson Bros - St Paul	610-20100	11,086.98
04/15	04/08/2015	99405	2931	Kimball Midwest	101-20100	550.21
04/15	04/08/2015	99407	3521	Menards	101-20100	227.79
04/15	04/08/2015	99408	3666	Minnesota Child Support Payment	101-20100	174.88
04/15	04/08/2015	99409	3801	MMBA	610-20100	585.00
04/15	04/08/2015	99410	3916	MN State Patrol, CMV Section	101-20100	48.00
04/15	04/08/2015	99411	4001	Minnesota Valley Testing Labs	602-20100	889.75
04/15	04/08/2015	99412	4066	NCL of Wisconsin, Inc.	602-20100	616.70
04/15	04/08/2015	99413	4181	Northern Safety Technology	101-20100	414.92
04/15	04/08/2015	99414	4286	Ole's Window Cleaning	610-20100	138.94
04/15	04/08/2015	99415	4311	Olson Power and Equipment Inc	101-20100	132.08
04/15	04/08/2015	99416	4426	Paustis Wine Company	610-20100	2,093.09
04/15	04/08/2015	99417	4476	Phillips St Paul	610-20100	3,377.87
04/15	04/08/2015	99418	5056	SelectAccount	602-20100	242.05
04/15	04/08/2015	99419	5181	Southern Wine & Spirits of Minnesota	610-20100	2,096.89
04/15	04/08/2015	99420	5251	Star	101-20100	125.25
04/15	04/08/2015	99421	5301	Steve's Tire Inc	101-20100	180.00
04/15	04/08/2015	99422	5541	Titan Machinery	101-20100	988.92
04/15	04/08/2015	99423	5661	True Fabrications, Inc.	610-20100	59.88
04/15	04/08/2015	99424	5816	Viking Coca-Cola Bottling Co	610-20100	279.00
04/15	04/08/2015	99425	5831	Vinocopia	610-20100	414.50
04/15	04/08/2015	99426	5886	Watson Co., Inc.	610-20100	2,629.37
04/15	04/08/2015	99427	5979	Wild Mountain Winery, Inc.	610-20100	343.14
04/15	04/08/2015	99428	6001	Wine Merchants	610-20100	169.05
04/15	04/08/2015	99429	5891	Wirtz Beverage MN Wine & Spirits Inc	610-20100	6,653.00
04/15	04/08/2015	99430	6071	Zee Medical Service	101-20100	382.25
04/15	04/08/2015	99431	6076	Zep Sales and Service	101-20100	463.07
Grand Totals:						96,520.42

**Cambridge City Council Meeting Minutes
Monday, April 6, 2015**

A regular meeting of the Cambridge City Council was held on Monday, April 6, 2015, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor Marlys Palmer; Council Members, Lisa Iverson (arrived at 3:25 pm), Tiffany Kafer, Joe Morin, and Howard Lewis. All present, no absences.

Staff Present: City Administrator Woulfe, City Planner Westover, Public Works/Utilities Director Schwab, City Engineer Blank and Deputy Fire Chief Will Pennings.

Call to Order & Pledge of Allegiance

Palmer called the meeting to order at 3:03 pm and led the public in the Pledge of Allegiance.

Approval of the Agenda

Lewis requested Council review the Family Medical Leave Policy for employees. Woulfe noted this item has been added to the Council Retreat agenda for April 20. Kafer added "Committee Appointments" to the agenda. Morin moved, seconded by Lewis, to approve the agenda as amended. Motion carried 4/0.

Consent Agenda

Morin moved, seconded by Kafer, to approve consent agenda items A - L:

- A. Approve January 6, 2015 Special Meeting Minutes, March 10 Emergency Meeting Minutes, and March 16, 2015 regular and summary minutes
- B. Draft financial statements for February 2015
- C. Mutual Aid Agreement Between the City of Braham and the City of Cambridge
- D. Mutual Aid Agreement Between the City of Rush City and the City of Cambridge
- E. Mutual Aid Agreement Between the City of Isanti and the City of Cambridge
- F. Renewal of Towing Service Contract with Leaf's Towing & Recovery
- G. Police Training Enhancements at the Isanti Co. Sportsman's Club – Invoice
- H. Wastewater Treatment Contract for Canadian Harvest LP (formerly SunOpta)
- I. Change Order #4 Wastewater Treatment Plant Construction Project \$3,903.30
- J. Purchase of 2015 Dodge Ram 5500 HD Crane Truck (not to exceed \$103,000)
- K. Resolution R15-019 Accepting Restricted Donations for Fire Department
- L. William Pennings attendance at Federal Emergency Management Administration (FEMA) Rail Training, Pueblo, Colorado, May 4-6, 2015 (Free seminar)

Upon call of the roll, Lewis, Kafer, Palmer, & Morin voted aye, no nays. Motion carried 4/0.

Work Session – Week of the Young Child Proclamation

Palmer read the proclamation deeming April 12 – 18, 2015, as the Week of the Young Child.

National Service Recognition Day Proclamation

Palmer read the proclamation deeming April 7, 2015, as National Service Recognition Day.

Unfinished Business

There was no unfinished business.

New Business

Resolution R15-020 Awarding the Contract for the 2015 Street Improvement Project to R.L. Larson Excavating Incorporated (\$3,396,065.01)

Blank explained on Friday, March 20, 2015, staff received and opened bids for the 2015 Street Improvement project. Blank reported a total of six bids were received and RL Larson Excavating from St. Cloud is the low bidder with the base bid of \$3,280,577.71 and an alternate bid of \$115,487.30 for a total bid of \$3,396,065.01.

Blank stated RL Larson has successfully completed similar past projects for the City including the 2001, 2007, 2009 and 2012 Street Improvements. Blank noted the school district has indicated that the alternate bid is acceptable, and that this will be brought to the school board for approval.

Blank reviewed the proposal from SEH to perform construction services. Schwab explained the importance of the project. Palmer confirmed this project includes the removal of the tennis court at City Park. Lewis asked about the bathroom with the parking lot improvements. Blank explained the preparation for the bathrooms will happen, but the actual construction is separate.

Lewis moved, seconded by Kafer to approve Resolution R15-020 Awarding the Contract for the 2015 Street Improvement Project to RL Larson Excavating Incorporated in the amount not to exceed \$3,396,065.01 contingent upon the C-I School District's approval of the bid alternate A. Motion passed 4/0.

Lewis moved, seconded by Morin to approve the proposal from SEH for construction services not to exceed \$387,000. Palmer confirmed that includes a staff member onsite during the construction process. Motion passed 4/0.

Rental Housing Ordinance Discussion with Representatives from Peer Communities

Westover explained staff was directed by Council to bring the Rental Housing Ordinance back for discussion. Westover introduced Mayor George Wimmer from the City of Isanti and Fire Marshal Dave Hill from the City of Pine City.

Hill explained that Pine City started their Rental Housing program in 2002. Hill explained prior to implementing the program, staff held a hearing and meetings and the ordinance was passed in the fall. Hill reported a death occurred in 1999 in a 7 unit apartment building that did not have smoke detectors. Hill reviewed the process in which the City of Pine City implemented the new rental housing program and noted by the end of 2003 staff felt they had found over 90% of the rentals and as of 2015 there are approximately 550 rental units.

Hill reviewed what he looks at during his inspections in residential units which includes smoke detectors, carbon monoxide detects, egress, ingress, water heaters, electrical, and furnaces. Hill also reviewed what he looks for in apartments buildings such as exiting, exit lights. Hill noted he felt that a large responsibility is educating tenants and landlords on the importance of having these life saving measures and since they have implemented the rental program, there have been no tragedies.

Hill explained the complaint process and the first question staff asks is if the tenant is up-to-date on their rent. Hill noted he has 6 rental homes in Pine City and he understands landlord frustration, but what staff has accomplished gives him a sense of security that he has done everything for the people renting from him so his properties are safe.

Kafer asked how often the state inspects homes. Hill explains the State of Minnesota only inspects HUD (Housing and Urban Development) homes. Kafer asked if he has come across any life safety issues during his inspections. Hill gave a couple examples of inspections he has completed that have had life safety issues. Kafer asked how long it takes staff to perform an inspection. Hill explained every unit is different, but general it will take approximately 30 minutes if he has never been in a home.

Kafer explained it has been asked by someone that if the City intends to inspect rental units, they should inspect all housing units regardless if it is a rental unit and what Hill's opinion was on that topic. Hill explained renters have a disadvantage that private home owners do not have – rental property is a commercial business.

Lewis asked what happens when Hill inspects a property, requires them to have working smoke detectors and then the tenant takes the battery out of the detector after staff has signed off on the inspection. Hill explained he uses that opportunity to educate the tenants and landlords about the importance of smoke detectors and encourages landlords to purchase tamper proof fire alarms.

Palmer asked how Pine City figured out which properties were rentals. Hill explained staff educated the public through newspapers and water billing. Woulfe noted staff can also look to see which properties are not homesteaded through Isanti County.

Woulfe asked Hill if landlords have raised rental costs because of the price of registering the rental properties. Hill explained the costs are minimal and to his knowledge no landlords have raised their rent because of the licensing costs, including himself. Hill stated he has seen an increase in rental rates, but that is mainly due to supply and demand since the amount of people that rent currently is significantly higher than 10 years ago before the economic crisis.

Deputy Chief Will Pennings fielded a few questions from Council and confirmed there is Inspector 1 certified Firefighters on staff and he has his Inspector 1 certification pending.

Lewis asked staff to give the Council the number of complaints the City has received on rental inspections.

Kafer moved, seconded by Lewis, to have staff put together an implementation plan, including an inspection timeline, staff requirements, a fee schedule, and a final rental housing

ordinance that could be voted on at the May 4, 2015 meeting. Iverson stated she is concerned with the staff time to get that information in a month. Westover assured staff could bring back the information requested. Morin asked if it was a conflict for Lewis because he is a landlord. Woulfe stated Attorney Squires indicated it is not a direct financial conflict of interest but it may or may not be a perceived conflict of interest which is not against state statute. Lewis stated there is no financial benefit, if anything if voted in favor, it would be an economic detriment because his rental properties would cost him more. Motion passed 3/2 with Morin and Palmer voting nay. Lewis reminded staff to bring back the number of rental complaints.

Proposal to Purchase Vacant Lot 15-041.1310

Lewis abstained from discussion and voting because of his involvement with the Cambridge-Isanti Rotary.

Woulfe reported staff solicited proposals for the former Senior Activity Center lot on 3rd Avenue NE. Woulfe stated the posting was placed on the City's website on February 27th and proposals were due on March 23, 2015. Woulfe explained the only proposal received was from the Cambridge-Isanti Rotary Club for \$6,500 and their intent is to work with Habitat for Humanity to construct a home on this lot. Woulfe reported Habitat for Humanity has met with City Planner Westover and they are aware of the lot constraints and the size of home that could be built on the lot. Woulfe stated allowing this lot to go to CI Rotary will allow a home to be built and have the property back on the tax rolls.

Morin moved, seconded by Kafer to accept the Cambridge Isanti Rotary's proposal of \$6,500 for parcel ID 15.041.1310 located at 332 3rd Ave. NW contingent upon Cambridge-Isanti Rotary's donation of the parcel to Habitat for Humanity. Iverson confirmed there were no other proposals staff received. Palmer confirmed the project will not be started until 2016. Motion passed 4/0 (Lewis abstained).

Proposal from ORB Management to support work of the Aquatics Center Task Force

Woulfe reviewed the adopted work priorities from Council that were set February 2014 and stated all other information was provided in her staff report.

Rob Barse from ORB Management explained the history of the company. Iverson asked if they have spoken with staff and learned about previous discussions with the YMCA. Barse confirmed he has knowledge of the past history. Woulfe confirmed this project is not YMCA focused. Iverson confirmed ORB Management can also help identify costs and funding channels along with economic incentives, stakeholders, partnerships, and grant opportunities.

Lewis read a letter from Ryan Redfield in support of the contract proposal. Lewis stated he is in receipt of other letters like Redfield's in support of the contract proposal.

Palmer stated she has concerns with taxes in the community and reminded Council of the number of people that were at the December meeting upset with their taxes. Palmer stated she likes the idea of the project, but didn't feel the time was right.

Discussion ensued regarding the priorities list and Kafer stated the priority list might not be the current council's priority. Kafer stated she would like to have the new council layout their priorities and if the Aquatics Center makes it on the priority list, she would be supportive of this proposal. Kafer recommending tabling the agenda item until April 20th.

Palmer stated there have been a lot of changes in the council, but the list of priorities should be honored and priorities should not change every year there is a change in Council.

Lewis moved, seconded by Morin, to approve the contract with ORB Management for the cultivation and planning phase for the Community – Aquatics Center not to exceed \$18,500. Motion failed 2/3 with Iverson, Kafer, and Palmer voting nay.

Kafer moved, seconded by Lewis, to table this agenda item to the April 20th City Council meeting. Motion failed with Iverson, Morin, and Palmer voting nay.

Kafer moved, seconded by Lewis, to table to the May 4th Council meeting. Motion passed 4/1 with Palmer voting nay.

Budget for City of Isanti – City of Cambridge Fall Community Event

Westover stated the Cambridge-Isanti Bike/Walk Trail committee had a discussion on having a joint community bike/walk/run event. Westover reported last September, the Parks, Trails, and Recreation Commission and Council approved staff to continue to move forward with planning this event and Cambridge and Isanti staff has been working on this event together.

Westover stated the tentative plans include a run/walk/bike event starting in Cambridge at the Park and Ride in which participants would travel to Isanti where there will be a festival with vendors and activities for children. Westover stated in the afternoon, participants can come to City Park for music in the amphitheater and root beer floats. Westover stated the Chamber will plan their event accordingly with the other events of the day and noted to keep in mind that the activities could change as well as the proposed budget.

Westover reviewed the proposed budget and explained both the cities of Cambridge and Isanti would need to contribute approximately \$2,725.00 for the event. Westover noted staff is hoping to obtain some of the items on the budget for free or reduced cost which would reduce the overall budget.

Kafer confirmed the date will be Saturday, October 3rd, 2015. Kafer moved, seconded by Iverson to approve the cost to the City of Cambridge in the amount of \$2,725.00 for the Cambridge-Isanti 2015 Fall Event contingent that the City of Isanti agrees to pay the same amount. Palmer confirmed Cambridge Day Out doesn't cost the City anything. Palmer asked who makes up the planning committee for this event. Westover explained she was directed to sit on the committee with staff from the City of Isanti and Eric Champion from the Chamber of Commerce. Palmer felt the Council could be more involved. Motion passed 4/1 with Lewis voting nay.

City Engineering Agreement for April 1, 2015 through December 31, 2019

Woulfe explained the agreement is the last step in implementing the 2015 staffing plan as previously approved by the City Council. Woulfe noted the City can cancel this agreement with 30 days written notice if there is no cause other than a desire to terminate the agreement.

Iverson moved, seconded by Morin to approve the Supplemental Letter Agreement for City Engineering Services as presented. Palmer confirmed the City does not have to go out for bids because it is a service. Blank explained he will use his budget effectively and efficiently and doesn't expect to reach the budget. Kafer confirmed the savings is coming from Wegwerth's salary. Motion passed unanimously.

Sister City Invitation to Yuasa, Japan and request to attend Sister City International Conference in Minnesota

Palmer stated she spoke with Jim Godfrey and the committee hasn't had any additional meetings since the last.

Morin explained they need to prepare for the 30th anniversary trip. Palmer stated she would like to see this item tabled until after the next sister city meeting. Palmer stated she thought it would be best for the schools to partner on this project.

Morin stated the Rotary is interest in being a partner for the project with fundraising.

Kafer asked what the budget would be. Morin explained it would cost between \$3,000 and \$4,000 in order to invite representatives from Yuasa and that would allow up to 11 people to visit the City of Cambridge. Iverson asked how long the representatives stay and Morin explained they would stay for one week. Woulfe noted by giving Yuasa an invitation, the City of Cambridge is committing to the amount even if they don't fundraise the total cost. Woulfe stated the remaining cost needed would need to come out of the City's budget and Council has not allocated money to the Sister City budget.

Kafer asked if there is a Sister City Committee. Morin explained after Bob Theis passed away, the Committee has not been very involved. Woulfe stated if there was an actual committee, it would be more successful. Woulfe explained when the City defunded the Committee, the City's participation in these efforts ended. Kafer stated she would like to see if the committee get back together before Council commits to funding this.

Palmer would like to see the school get more involved. Morin stated the school has a different relationship with Yuasa, Japan and that program is only through the schools. Morin stated action doesn't need to be taken for another month.

Morin explained the Sister City International Convention is in Minneapolis this year and that is the first time in 15 or 16 years that it has been in Minneapolis. Morin stated at first he was going to ask Council's permission to attend, but after finding out the cost is over \$1,000, he is withdrawing his request. Palmer confirmed Morin can get the majority of the information through the Sister City Membership.

Morin stated after he has discussions and receives information from Godfrey, he will have staff place this issue on the agenda for further discussion.

Iverson moved, seconded by Morin to break from 6:15 pm to 6:25 pm. Lewis stated he felt smoking sets a poor example and requested smoking not occur in the front of the building.

Mayor's Report

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

Councilmembers' Concerns

Committee Reports

Reports were heard from the following committees:

Allina Community Engagement Council
Aquatics Center Task Force
Community Education Advisory Council
Cambridge Action Community Team (ACT on Alzheimer's)
Cambridge Downtown Task Force
Cambridge Fire Department
Cambridge Public Library Task Force
Isanti County Initiative on Collaboration, Leadership, and Efficiency (ICICLE)
North Highway 65 Corridor Coalition,
Toward Zero Death (TZD)
Isanti County EDA
East Central Regional Development Commission
Heartland Express Transportation Advisory Committee (TAC)
Anoka Ramsey College Advisory Committee
Anoka Ramsey College Diversity Task Force
District 911 Communications Advisory Committee.

Committee Appointments

Kafer reported there are committees where reports are given and they are not listed on the delegation list along with other committees on the delegation list that are not included in the committee reports at Council meetings. Woulfe explained some committees are not Council appointed such as ECRDC which the Mayors are elected to serve on the Committee. Palmer asked Woulfe to look at the two lists and update the list accordingly.

City Attorney's Report

There was no Attorney's Report.

City Administrator's Report

Woulfe stated she has sent a letter last Friday to all parties that have interest in the Arlington Property and informed them, they are responsible for debris removal. Woulfe stated the property has been declared a blight nuisances and the property owner has 10 days to remove the violation. Woulfe stated if the violation is not removed, Council can authorize

abatement of removal of the nuisance. Palmer confirmed all costs associated with the abatement will be levied against the property.

Adjournment of Council Meeting

Being no further business before the City Council, Kafer moved, seconded by Morin, to adjourn the regular meeting at 6:47 pm. Motion carried unanimously.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

DRAFT

**SUMMARY PUBLICATION OF THE PROCEEDINGS OF THE
CAMBRIDGE CITY COUNCIL**

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

**Regular City Council Meeting
April 6, 2015**

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

- Meeting was called to order at 3:03 pm.
- Agenda and Consent agenda were approved.
- Palmer proclaimed April 12 – 18, as the Week of the Young Child.
- Palmer proclaimed April 7, 2015, as National Service Recognition Day.
- Accepted the \$3,396,065.01 bid from RL Larson for the 2015 Street Improvement Project and a proposal from SEH for construction services not to exceed \$387,000.
- Approved to have staff put together an implementation plan, including an inspection timeline, staff requirements, a fee schedule, and a residential housing ordinance that could be voted on at the May 4, 2015 meeting.
- Accepted the Cambridge Isanti Rotary's proposal of \$6,500 for parcel ID 15.041.1310 located at 332 3rd Ave. NW contingent upon Cambridge-Isanti Rotary's donation of the parcel to Habitat for Humanity.
- Tabled the Proposal from ORB Management to support work of the Aquatics Center Task Force to the May 4, 2015 Council meeting.
- Approved the cost to the City of Cambridge in the amount of \$2,725.00 for the Cambridge-Isanti 2015 Fall Event contingent that the City of Isanti agrees to pay the same amount.
- Approve the Supplemental Letter Agreement for City Engineering Services.
- Adjourned at 6:47 pm.

Agenda item 4C

City Council Staff Report

**Wastewater Treatment
Plant Facility Improvements**

April 20, 2015

BACKGROUND

Robert L. Carr Co. is submitting Pay Request #20 for work completed through March 26, 2015, on the Wastewater Treatment Plant Facility Improvements. City Engineer, Short Elliott Hendrickson, has reviewed the pay request and is recommending payment in the amount of \$48,600.80.

The Council awarded this contract to Robert L. Carr Co. at its May 6, 2013, meeting and construction began earlier in the summer of 2013.

COUNCIL ACTION

Staff recommends to Council to authorize partial payment request No. 20 to Robert L. Carr Co., for \$48,600.80.

ATTACHMENTS

Resolution R15-021 Authorizing Partial Payment #20 to Robert L. Carr Co. for the Wastewater Treatment Plant Facility Improvements.

Resolution No. R15-021

**RESOLUTION ACCEPTING WORK
AND
AUTHORIZING PARTIAL PAYMENT TO ROBERT L. CARR CO.
(WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT)**

WHEREAS, pursuant to a written contract signed with the City of Cambridge, Robert L. Carr Co. has satisfactorily completed a portion of the Wastewater Treatment Facility Improvements Project in accordance with such contract and;

WHEREAS, City Engineer, S.E.H., has reviewed the work through March 26, 2015, and recommends payment in the amount of \$48,600.80;

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 \$48,600.80

Adopted by the Cambridge City Council this 20th day of April, 2015.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 23 PAGES

TO (OWNER): City of Cambridge, Minnesota

APPLICATION NO.: 20

Distribution to:

FROM (CONTRACTOR): Robert L. Carr Co.

PERIOD TO: 3/26/15

- OWNER
- ARCHITECT
- CONTRACTOR
- INSPECTOR

KA#

CONTRACT FOR: Total Construction

CONTRACT DATE: 5/6/13

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown, in connection with the Contract. Continuation Sheet, AIA Document G702, is attached.

CHANGE ORDER SUMMARY

Change Orders approved for payment by Owner		ADDITIONS	REDUCTIONS
TOTAL			
Approved this Month			
Number	Date Approved		
3		21,693.00	
4		3,903.30	
TOTALS		\$109,414.30	

1. ORIGINAL CONTRACT SUM \$ 11,935,000.00
2. Net change by Change Orders \$ 109,414.30
3. CONTRACT SUM TO DATE (Line 1+2)..... \$ 12,044,414.30
4. TOTAL COMPLETED & STORED TO DATE..... \$ 11,881,608.30
(Column G on G702)
5. RETAINAGE:
 - a. 5 % of Completed Work \$ 594,080.00
(Column D+E)
 - b. % of Stored Material \$ -0-
(Column F on G703)
 Total Retainage (Line 5a + 5b or Total in Column 1 of G702)..... \$ 594,080.00
6. TOTAL EARNED LESS RETAINAGE..... \$ 11,287,528.30
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 11,238,927.50
8. CURRENT PAYMENT DUE..... \$ 48,600.80
9. BALANCE TO FINISH, PLUS RETAINAGE..... \$ 756,886.00
(Line 3 less Line 6)

Net change by Change Orders \$109,414.30

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect/Inspector certifies to the Owner that to the best of the his/her knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

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

CONTRACTOR: Robert L. Carr Co.

By: [Signature] Date: 4/3/15

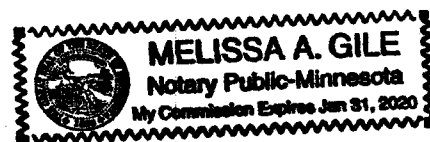
Inspector: [Signature] Date: 4/7/15

Project Manager: [Signature] Date: 4/7/15

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

State of: Minnesota County of: Lyon
 Subscribed and sworn to before me this 3rd day of April, 20 15

Notary Public: [Signature]
 My Commission expires: 1/31/20



AMOUNT CERTIFIED \$ 48,600.80
 (Attach explanation if amount certified differs from the amount applied for.)

APPLICATION NO. 20
 PERIOD TO: 03/26/2015
 APPLICATION DATE: 4/3/15

Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
			WORK	COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
	Mobilization	300,000	299,500			299,500	100%	500
	General Expenses	700,000	695,000	2,000		697,000	100%	3,000
	Start-UP	100,000	95,000			95,000	95%	5,000
	Demobilization	100,000	90,000			90,000	90%	10,000
01-21-00	Allowances:							
	Building Permit	1,850				0	0%	1,850
40-90-00	Instrument & Controls	40,000	38,000	2,000		40,000	100%	0
03-01-40	Concrete Repair	30,000	10,645	13,255		23,900	80%	6,100
46-61-29	Traveling Bridge	317,000	317,000		0	317,000	100%	0
43-21-14	Grit Equipment Including 46-23-23 & 46-23-63	175,000	175,000		0	175,000	100%	0
	Division 31 Earthwork							
02-41-13	Building Removal	160,000	152,000			152,000	95%	8,000
02-41-33	Site Demolition	70,000	70,000			70,000	100%	0
	Subtotal	1,993,850	1,942,145	17,255	0	1,959,400	98%	34,450

APPLICATION NO. 20
 PERIOD TO: 03/26/2015
 APPLICATION DATE: 4/3/15

Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
31-22-10	Site Grading	40,000	32,000			32,000	80%	8,000
31-23-16	Structural Excavation & Backfill	60,000	54,600			54,600	91%	5,400
	Rock Entrance	2,000	2,000			2,000	100%	0
31-25-10	Temporary Erosion Control	10,000	10,000			10,000	100%	0
	Drain Tile	10,000	10,000			10,000	100%	0
	Finish Grade and Topsoil	10,000				0	0%	10,000
	Miscellaneous Earthwork	50,000	25,000			25,000	50%	25,000
	Division 33 - Utilities							
33-11-00	Site Piping CP-1/CP-5	260,000	260,000			260,000	100%	0
33-41-00	MH14P-2 & 15P-1	50,000	50,000			50,000	100%	0
	Piping and MH Removal	60,000	60,000			60,000	100%	0
	Water & Storm CC6	150,000	150,000			150,000	100%	0
	Miscellaneous Site Piping	50,000	50,000		0	50,000	100%	0
	Subtotal	2,745,850	2,645,745	17,255	0	2,663,000	97%	82,850

APPLICATION NO. 20
 PERIOD TO: 03/26/2015
 APPLICATION DATE: 4/3/15

Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
31-50-00	Ground Support System	25,000	25,000			25,000	100%	0
31-63-31	Rammed Aggregate Piers	125,000	125,000			125,000	100%	0
32-12-16	Asphalt Pavement	90,000	90,000			90,000	100%	0
32-16-20	Concrete Curb	25,000	25,000			25,000	100%	0
32-18-20	Concrete Walks	25,000	25,000			25,000	100%	0
32-31-10	Fencing	25,000	25,000			25,000	100%	0
32-92-93	Exterior Vegetation	10,000	2,000			2,000	20%	8,000
32-32-70	Modular Block Wall	70,000	60,000	10,000		70,000	100%	0
Division 3 - Concrete:								
03-20-00	Concrete Reinforcement - Mat	200,000	200,000		0	200,000	100%	0
	Oxidation Ditch Slab	200,000	200,000			200,000	100%	0
	Oxidation Ditch Exterior Walls	200,000	200,000			200,000	100%	0
	Subtotal	3,740,850	3,622,745	27,255	0	3,650,000	98%	90,850

APPLICATION NO. 20
 PERIOD TO: 03/26/2015
 APPLICATION DATE: 4/3/15

Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
19	Oxidation Ditch Interior Walls	100,000	100,000			100,000	100%	0
	Effluent Structure	25,000	25,000			25,000	100%	0
	Grout	26,650	26,650			26,650	100%	0
	Filter Building	50,000	50,000			50,000	100%	0
	Chemical Storage Building	50,000	50,000			50,000	100%	0
	Blower Building	20,000	20,000			20,000	100%	0
	Digester Addition	100,000	100,000			100,000	100%	0
	Sludge Storage Slab	150,000	150,000			150,000	100%	0
	Sludge Storage Walls	200,000	200,000			200,000	100%	0
	Decant Building	50,000	50,000			50,000	100%	0
	Administration Building	50,000	50,000			50,000	100%	0
04-20-00	Masonry	200,000	200,000			200,000	100%	0
	Subtotal	4,762,500	4,644,395	27,255	0	4,671,650	98%	90,850

APPLICATION NO. 20
 PERIOD TO: 03/26/2015
 APPLICATION DATE: 4/3/15

Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
05-00-00	Metals	150,000	150,000		0	150,000	100%	0
06-06-00	Carpentry	50,000	50,000			50,000	100%	0
06-60-00	Fiberglass Fabrication	60,000	60,000			60,000	100%	0
07-11-13	Bituminous Damp proofing	8,000	8,000			8,000	100%	0
07-21-00	Thermal Insulation	5,000	5,000			5,000	100%	0
07-24-00	EIFS	25,000	20,000			20,000	80%	5,000
07-27-00	Air Barrier	8,000	8,000			8,000	100%	0
07-41-13	Metal Roofing & Wall Panels	40,000	40,000			40,000	100%	0
07-53-25	Roofing and Sheet Metal	20,000	20,000			20,000	100%	0
07-50-00	Joint Sealants	7,000	7,000			7,000	100%	0
08-11-13	Hollow Metal Doors & Hardware	10,000	10,000			10,000	100%	0
	Subtotal	5,145,500	5,022,395	27,255	0	5,049,650	98%	95,850

APPLICATION NO. 20
 PERIOD TO: 03/26/2015
 APPLICATION DATE: 4/3/15

Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
08-17-13	Corrosion Resistant Doors & Windows	45,000	45,000		0	45,000	100%	0
09-29-00	Gypsum Board	20,000	20,000			20,000	100%	0
09-30-00	Tiling	3,500	3,500			3,500	100%	0
09-51-13	Acoustical Panel Ceiling	7,000	7,000			7,000	100%	0
09-68-00	Carpeting & Base	8,000	8,000		0	8,000	100%	0
09-97-20	Coating Systems							
	01 Existing Pretreatment Bldg							
1	General Painting	8,000	8,000			8,000	100%	0
2	Special Concrete Coatings	28,000	28,000			28,000	100%	0
3	Pipe/Equipment Painting	4,300	4,300			4,300	100%	0
	02/04 Existing Oxidation Ditch/Clarifier							
4	Special Concrete Coatings	10,700	10,700			10,700	100%	0
	Subtotal	5,280,000	5,156,895	27,255	0	5,184,150	98%	95,850

APPLICATION NO. 20
 PERIOD TO: 03/26/2015
 APPLICATION DATE: 4/3/15

Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
			WORK	COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
5	Pipe/Equipment Painting	31,000	31,000			31,000	100%	0
	05 New Oxidation Ditch							
6	Special Concrete Coatings	19,900	19,900			19,900	100%	0
7	Pipe/Equipment Painting	17,400	17,400			17,400	100%	0
	06 Filter Building							
8	General Painting	13,300				0	0%	13,300
9	Pipe/Equipment Painting	2,400	2,400			2,400	100%	0
	07 New Chemical Storage							
10	Special Steel Coatings	10,200	10,200			10,200	100%	0
11	Special Concrete Coatings	12,000	12,000			12,000	100%	0
12	Pipe/Equipment Painting	2,400	2,400			2,400	100%	0
	Subtotal	5,388,600	5,252,195	27,255	0	5,279,450	98%	109,150

APPLICATION NO. 20
 PERIOD TO: 03/26/2015
 APPLICATION DATE: 4/3/15

Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
08 Existing Sludge Building								
13	General Painting	12,000	9,504		9,504	79%	2,496	
14	Pipe/Equipment Painting	5,400	5,400		5,400	100%	0	
09 Digester Complex								
15	General Painting	17,000	16,453		16,453	97%	547	
16	Pipe/Equipment Painting	16,000	16,000		16,000	100%	0	
17	Special Steel Coatings	43,000	43,000		43,000	100%	0	
18	Special Concrete Coatings	57,000	12,600		12,600	22%	44,400	
10 Existing Sludge Storage								
19	Pipe/Equipment Painting	600	600		600	100%	0	
11 New Sludge Storage								
20	Pipe/Equipment Painting	800	800		800	100%	0	
Subtotal		5,540,400	5,356,552	27,255	0	5,383,807	97%	156,593

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Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
			FROM PREVIOUS APPS.	THIS PERIOD			
	12 New Decant Building						
21	General Painting	4,300	3,880		3,880	90%	420
22	Pipe/Equipment Painting	6,400	6,400		6,400	100%	0
	13 ADM Building						
23	General Painting	7,300	7,300		7,300	100%	0
	14 New Recycle Lift Station						
24	Special Concrete Coatings	4,400	4,400		4,400	100%	0
25	Pipe/Equipment Painting	1,200	1,200		1,200	100%	0
10-44-00	Safety Specialties	1,000			0	0%	1,000
41-22-00	Hoists and Trolleys	20,000	20,000		20,000	100%	0
43-12-19	Blower Assemblies	260,000	260,000		260,000	100%	0
43-21-13	Centrifugal Pumps	150,000	150,000		150,000	100%	0
	Subtotal	5,995,000	5,809,732	27,255	5,836,987	97%	158,013

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Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE (Allowance)	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
43-21-14	Torque Flow Pumps							
43-21-15	Screw Centrifugal Pumps	30,000	10,000	<u>20,000</u>	0	30,000	100%	0
43-21-37	Progressive Cavity Pump	90,000	90,000		0	90,000	100%	0
43-21-40	Chopper Pumps	30,000	30,000		0	30,000	100%	0
43-21-43	Submersible Pumps	20,000	20,000		0	20,000	100%	0
43-22-70	Auto. Sampler	20,000	20,000			20,000	100%	0
43-41-16	Chemical Storage Tanks	50,000	50,000			50,000	100%	0
43-42-34	Aluminum Dome Cover	365,000	365,000			365,000	100%	0
46-21-57	Fine Screen Equipment	225,000	225,000		0	225,000	100%	0
46-23-23	Vortex Grit Removal	(Allowance)						
46-23-63	Grit Classifying	(Allowance)						
46-24-33	Open Channel Grinder	65,000	65,000		0	65,000	100%	0
	Subtotal	6,890,000	6,684,732	47,255	0	6,731,987	98%	158,013

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Wastewater Treatment Facility Improvements
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A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
46-31-83	Disinfection Accessories & Safety Equipment	50,000	50,000			50,000	100%	0
46-33-33	Polymer Feed Equipment	50,000	50,000			50,000	100%	0
46-33-44	Peristaltic Metering Pumps	50,000	50,000			50,000	100%	0
46-41-23	Submersible Mixers	200,000	200,000		0	200,000	100%	0
46-43-21	Clarifier Equipment	450,000	450,000		0	450,000	100%	0
46-43-22	Clarifier Algae Sweep	50,000	50,000			50,000	100%	0
46-51-21	Coarse Bubble	50,000	50,000		0	50,000	100%	0
46-51-22	Fine Bubble	50,000	50,000		0	50,000	100%	0
46-61-29	Traveling Bridge Installation	(Allowance) 50,000	50,000			50,000	100%	0
46-71-11	Digester Cover	140,000	140,000		0	140,000	100%	0
46-73-19	Digester Gas Equipment	70,000	65,207		0	65,207	93%	4,793
	Subtotal	8,100,000	7,889,939	47,255	0	7,937,194	98%	162,806

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 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
46-73-35	Digester Mixing Systems	40,000	40,000		0	40,000	100%	0
46-73-41	Digester Heating Equipment	90,000	90,000		0	90,000	100%	0
46-73-50	Digester & Tank Cleaning	10,000	10,000			10,000	100%	0
15-0000	Mechanical/Process							
	01- Exist Pretreatment Bldg							
	Pumps - 10	12,100	12,100			12,100	100%	0
	Grinder	2,200	2,200			2,200	100%	0
	Sampler	600	600			600	100%	0
	Demolition	9,300	9,300			9,300	100%	0
	DIP - Grit	7,000	7,000			7,000	100%	0
	DIP - RAS	53,400	53,400		0	53,400	100%	0
	DIP - WAS	14,800	14,800		0	14,800	100%	0
	Subtotal	8,339,400	8,129,339	47,255	0	8,176,594	98%	162,806

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SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK		STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
			FROM PREVIOUS APPS.	COMPLETED THIS PERIOD				
	Hydraulic Piping	17,200	17,200			17,200	100%	0
	02 - Exist RAS/Clar Box							
	Fine Bubble Aeration	900	900			900	100%	0
	DIP	6,700	6,700		0	6,700	100%	0
	Chemical Piping	6,300	6,300			6,300	100%	0
	03 - Ex Oxidation Ditch 1							
	Fine Bubble Aeration	8,400	8,400		0	8,400	100%	0
	Mixers	5,800	5,800			5,800	100%	0
	DIP	2,600	2,600			2,600	100%	0
	Fab SS Piping	7,600	7,600			7,600	100%	0
	04 - Ex Oxidation Ditch 2							
	Fine Bubble Aeration	8,400	8,400		0	8,400	100%	0
	Subtotal	8,403,300	8,193,239	47,255	0	8,240,494	98%	162,806

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A	B	C	D	E	F	G	H	
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
			FROM PREVIOUS APPS.	THIS PERIOD				
	Mixers	5,800	5,800			5,800	100%	0
	DIP	2,600	2,600			2,600	100%	0
	Fab SS Piping	7,600	7,600			7,600	100%	0
	05 - New Oxidation Ditch 3							
	Fine Bubble Aeration	8,400	8,400		0	8,400	100%	0
	Mixers	5,800	5,800			5,800	100%	0
	DIP	30,300	30,300		0	30,300	100%	0
	Fab SS Piping	44,000	44,000		0	44,000	100%	0
	Wall Pipers, Sleeve and Seal	15,800	15,800			15,800	100%	0
	Chemical Piping	6,300	6,300			6,300	100%	0
	06 - Ex Eff Filter Bldg							
	Chlorine Equipment	2,300	2,300			2,300	100%	0
	Subtotal	8,532,200	8,322,139	47,255	0	8,369,394	98%	162,806

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A	B	C	D	E	F	G	H	
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK		STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
			FROM PREVIOUS APPS.	COMPLETED THIS PERIOD				
	Relocate Sampler	5,300	5,300			5,300	100%	0
	Demolition	5,100	5,100			5,100	100%	0
	07 - Chem Bldg							
	Chemical Piping	19,200	19,200			19,200	100%	0
	Sample Piping	9,600	9,600			9,600	100%	0
	08 - Ex Sludge Handling							
	Pumps - 2	3,800	3,800			3,800	100%	0
	Blowers - 5	12,200	12,200			12,200	100%	0
	Coarse Bubble Aeration	1,800	1,800		0	1,800	100%	0
	Chem Equipment	600	600			600	100%	0
	Demolition	15,100	15,100			15,100	100%	0
	DIP - Air	69,800	69,800		0	69,800	100%	0
	Subtotal	8,674,700	8,464,639	47,255	0	8,511,894	98%	162,806

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A	B	C	D	E	F	G	H	
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK		STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
			FROM PREVIOUS APPS.	COMPLETED THIS PERIOD				
	DIP - Decant	8,300	8,300		0	8,300	100%	0
	DIP - Sludge	27,500	27,500		0	27,500	100%	0
	Wall Pipes, Sleeve and Seal	8,800	8,800			8,800	100%	0
	Chemical Piping	7,200	7,200			7,200	100%	0
	09 - Exist Digester Complex							
	Pumps - 6	7,000	7,000			7,000	100%	0
	Sludge Mixing Nozzles	1,100	1,100			1,100	100%	0
	Sludge Heat Exchanger - 2	4,600	4,600			4,600	100%	0
	Demolition	8,900	8,900			8,900	100%	0
	Demolition	6,500	6,500			6,500	100%	0
	DIP - Other	6,100	6,100			6,100	100%	0
	DIP - Heating	19,100	19,100		0	19,100	100%	0
	Subtotal	8,779,800	8,569,739	47,255	0	8,616,994	98%	162,806

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 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
	DIP - Mixing	65,200	65,200		0	65,200	100%	0
	DIP - Recirc	23,700	23,700		0	23,700	100%	0
	DIP - Transfer	51,000	51,000		0	51,000	100%	0
	Prefab Blogas Piping	61,400	61,400			61,400	100%	0
	Wall Pipes, Sleeve and Seal	9,800	9,800			9,800	100%	0
	10 - Ex Sludge Tank 1							
	Mixers	8,300	8,300			8,300	100%	0
	Demolition	6,000	6,000			6,000	100%	0
	DIP	6,700	6,700			6,700	100%	0
	11 - New Sludge Tank 2							
	Mixers	8,700	8,700			8,700	100%	0
	DIP	10,800	10,800			10,800	100%	0
	Subtotal	9,031,400	8,821,339	47,255	0	8,868,594	98%	162,806

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Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
			FROM PREVIOUS APPS.	THIS PERIOD				
	12 - Decant Bldg							
	DIP - Decant	46,400	46,400		0	46,400	100%	0
	DIP - Overflow	9,600	9,600			9,600	100%	0
	DIP - Transfer	9,000	9,000			9,000	100%	0
	Wall Pipes, Sleeve and Seal	8,000	8,000			8,000	100%	0
	Sample Piping	13,600	13,600			13,600	100%	0
	14 - Recycle Lift Station							
	Slide Rail Pumps	2,700	2,700			2,700	100%	0
	DIP	21,300	21,300			21,300	100%	0
	15 - Air Valve Vault							
	Slide Rail Pumps	1,800	1,800			1,800	100%	0
	DIP	37,000	37,000		0	37,000	100%	0
	Subtotal	9,180,800	8,970,739	47,255	0	9,017,994	98%	162,806

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Wastewater Treatment Facility Improvements
 Cambridge, Minnesota

A	B	C	D	E	F	G	H	
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK		STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
			FROM PREVIOUS APPS.	COMPLETED THIS PERIOD				
	Plbg & Htg Breakdown							
	01 - Pretreatment Bldg	29,700	29,700			29,700	100%	0
	06 - Exist Eff Filter Bldg	12,300	12,300			12,300	100%	0
	07 - Chemical Bldg	20,800	20,800			20,800	100%	0
	08 - Ex Sludge Handling	69,700	69,700			69,700	100%	0
	09 - Exist Digester Complex	158,500	158,500		0	158,500	100%	0
	09 - Boilers & Pumps	140,000	140,000		0	140,000	100%	0
	12 - Decant Bldg	13,800	13,800			13,800	100%	0
	13 - Exist Admin Bldg	11,800	11,800			11,800	100%	0
	14 - Recycle Lift Station	600	600			600	100%	0
	Insulation	14,000	14,000			14,000	100%	0
	Subtotal	9,652,000	9,441,939	47,255	0	9,489,194	98%	162,806

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		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
	Core Drilling	15,000	15,000			15,000	100%	0
	HVAC Breakdown							
	Duct Insulation - Sub	16,120	16,120			16,120	100%	0
	Controls - Sub	63,263	63,263			63,263	100%	0
	Test and Balance - Sub	8,034	8,034			8,034	100%	0
	Refrigeration Piping - Sub	9,270	9,270			9,270	100%	0
	Commissioning	20,600	20,600			20,600	100%	0
	Exhaust/Supply/Fans	20,887	20,887		0	20,887	100%	0
	Makeup Air Units	63,502	63,502		0	63,502	100%	0
	Grilles, Registers, Diffusers	7,341	7,341		0	7,341	100%	0
	Boiler Venting	17,520	17,520			17,520	100%	0
	Spiral Duct	5,025	5,025			5,025	100%	0
	Subtotal	9,898,562	9,688,501	47,255	0	9,735,756	98%	162,806

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 Cambridge, Minnesota

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		WORK		COMPLETED				
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
	Louvers	10,190	10,190			10,190	100%	0
	Mini Split AC Units	41,362	41,362		0	41,362	100%	0
	Square Duct	68,090	68,090			68,090	100%	0
	Odor Control	162,696	162,696			162,696	100%	0
	Gas Fired Unit Heaters	16,232	16,232			16,232	100%	0
	General Conditions	32,868	32,868			32,868	100%	0
78	16-0000 Electrical/Controls							
	Submittals & Documentation	60,000	60,000			60,000	100%	0
	MCC	274,000	274,000			274,000	100%	0
	VFD	28,000	28,000			28,000	100%	0
	Software	97,000	97,000			97,000	100%	0
	PLC	136,000	136,000			136,000	100%	0
	Subtotal	10,825,000	10,614,939	47,255	0	10,662,194	98%	162,806

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A	B	C	D	E	F	G	H	
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK		STORED MATERIALS	TOTAL COMPLETED & STORED	%	BALANCE TO FINISH
			FROM PREVIOUS APPS.	COMPLETED THIS PERIOD				
	Scada & Radios	80,000	80,000			80,000	100%	0
	Instrumentation	90,000	90,000			90,000	100%	0
	SCP Panels	94,464	94,464			94,464	100%	0
	O & M Manual Start-up	50,000	50,000			50,000	100%	0
	Lighting	57,000	57,000			57,000	100%	0
	Permit, Mobilization & Misc.	7,600	7,600			7,600	100%	0
	Heaters	4,000	4,000			4,000	100%	0
	Material	257,000	257,000			257,000	100%	0
	Labor	469,936	469,936			469,936	100%	0
*	Change Orders							
	No. 1	37,528	37,528			37,528	100%	0
	No. 2	46,290	46,290			46,290	100%	0
	No. 3	21,693	21,693			21,693	100%	0
	No. 4	3,903.30		3,903.30		3,903.30	100%	0
	Grand Total	12,044,414.30	11,830,450	51,158.30	0	11,881,608.30	99%	162,806

Prepared by: Lynda J. Woulfe, City Administrator

Background

Heather Lea Ingman has applied for a tobacco license for 1001 1st Ave. East, Suite 130 (Crossroads Commons) to do business as Pure Xhale. This is the sale of e-cigarettes which is permitted under City ordinance and state law. All paperwork has been submitted and the license fee paid.

There are no delinquent tax issues (either property or sales) so the license should be issued as requested.

Recommendation

Approve 2015 tobacco license as requested by Ms. Ingman dba Pure Xhale.

Business Type

Limited Liability Partnership (Domestic)

MN Statute

323A

File Number

463067600028

Home Jurisdiction

Minnesota

Filing Date

1/19/2012

Status

Active / In Good Standing

Renewal Due Date

12/31/2015

Registered Agent(s)

(Optional) None provided

Chief Executive Office Address

3685 178th Ln NW
Andover, MN 55304
USA

Filing History

Filing History

Select the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	1/19/2012	Original Filing - Limited Liability Partnership (Domestic)	
<input type="checkbox"/>	4/23/2014	Revocation - Limited Liability Partnership (Domestic)	
<input type="checkbox"/>	11/21/2014	Annual Reinstatement - Limited Liability Partnership (Domestic)	

Local Sales and Use Taxes

By Scott M. Kelly

The volatile nature of local government aid, underperforming enterprise funds, higher costs, and an increased reliance on the property tax system all contribute to the financial pressures cities face today. To provide the funding necessary for both today's needs and future vitality, cities are exploring additional, alternative sources of revenue. A growing number of cities have sought and obtained the authority to collect a local sales tax. This article provides a brief overview of local sales and use taxes in Minnesota.

History. Since the 1970s, local governments have lacked the independent authority to impose new taxes on sales or income. Cities must obtain special legislation authorizing the imposition of any local sales tax. To ease compliance costs and simplify administration, the Legislature has adopted model statutory language (Minn. Stat. § 297A.99) for the imposition and administration of new and pre-existing local sales taxes.

What's taxable? With certain exceptions, a local sales tax is applied to the same tax base as the state sales tax. Services performed will also be subject to the local tax if more than half of that service is performed with that local taxing jurisdiction.

What's not? Three basic types of sales are exempt:

1. Purchases shipped outside the taxing jurisdiction for use in a trade or business outside of the jurisdiction.
2. Purchases temporarily stored in the taxing jurisdiction before being shipped by common carrier for use outside of the jurisdiction.
3. Purchases subject to the direct pay provisions for interstate motor carriers under Minn. Stat. §297A.90.

Complementary use tax. A complementary use tax is required in all jurisdictions where local sales taxes are

imposed. The tax is imposed on the consumption or "use" of taxable items where no local sales tax was paid, and generally on purchases by residents from sellers located outside the local taxing district. A use tax removes any disadvantage local businesses may suffer to competitors located outside the taxing area and not required to collect local taxes.

Resolution. Prior to requesting such enabling legislation, a city council shall pass a resolution indicating its desire to impose a local sales tax. The resolution must include:

- The proposed tax rate.
- The amount of revenue to be raised.
- The intended use for the revenue.
- The anticipated date when the local sales tax will expire.

Though required in the resolution, the actual tax rate will be set by the special legislation authorizing the local sales tax. Proceeds of a local tax must be dedicated exclusively for the payment of a specific capital improvement. Generally, a successful local sales tax will fund local capital improvement projects with regional significance, such as:

- Convention/Civic centers.
- Police/Fire stations.
- Transportation.
- Libraries.
- Sewer/Water utilities.
- Parks and recreation.

In most cases, a tax's duration will be the time necessary to yield revenue sufficient to retire the general obligation bonds used for financing.

Referendum. If authorized by the Legislature, a city must, prior to imposition, submit and obtain approval from its citizens through a referendum. Pursuant to statute, this referendum will be held:

- At a state general election (first Tuesday after the first Monday in November of an even-numbered year); or
- At a regularly scheduled city election.

At least 90 days prior to the referendum, the city must designate the specific capital improvement for which the special taxing is proposed. If approved by the voters, the city clerk will file with the secretary of state a certificate stating facts necessary to indicate a valid approval (the number of votes cast for and against approval at the election).

Administration, collection, and enforcement. Minnesota Statute § 297A.99 delegates the administration and collection of all local sales and use taxes to the commissioner of revenue. Local taxes are subject to the same penalties, interest, and mechanisms for enforcement as the state sales tax. Sellers are required to combine the state and local sales tax rates and apply that combined rate to the taxable sales price, rounding to the nearest full cent. Zip codes are used to determine whether a delivery sale is subject to local sales and use taxes. The state will deduct its collection and administrative costs from the collected tax revenue and pay the local taxing jurisdiction (city) on a quarterly basis.

Imposing/Repealing. A city is required to provide the Department of Revenue at least 90 days notice when a local sales tax is either imposed or repealed; Revenue is then required to provide at least 60 days notice to sellers of any changes by a local taxing authority. Imposition may only occur on the first day of a calendar quarter, and any repeal is effective on the last day of a calendar quarter. Local sales taxes must expire after the completion of a project. Cities need to wait one year after expiration before imposing a new sales tax for a new capital improvement project. ■

Scott M. Kelly is research attorney with the League of Minnesota Cities. Phone: (651) 281-1224. E-mail: skelly@lmnc.org.

RESOLUTION R14-XXX

*Intent to Call for a Referendum on a
.50% Local Sales and Use Tax for November 1, 2016*

The City Council of the City of Cambridge, Isanti County, Minnesota (the "City") hereby determines that:

It is in the best interest of the City to hold a referendum election on a one-half percent (.50%) local sales and use on November 1, 2016 as part of the State's general election,

The purpose for the local option sales tax is to fund payments for the \$12,170,000 bond issuance for the Cambridge Public Library, East Central Regional Library Headquarters, and the Cambridge Community and Aquatics Center from January 1, 2017 to December 31, 2036 (\$18,005,775.75 principal and interest).

The City Administrator is authorized to prepare the question for the ballot and directed to file with the Secretary of State a certified copy of this resolution.

The City staff is authorized and directed to take all actions necessary to implement this action and bring before this Council further proceedings as necessary in order to establish the taxes authorized by the Special Law if the referendum succeeds.

Adopted by the Cambridge City Council this day of

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

City of Cambridge, Minnesota

\$12,170,000 General Obligation Library Bonds, Series 2015

Issue Summary

Assuming Current Non-BQ "AA-" Market Rates plus 50bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+i	105% Overlevy	Fiscal Total
02/01/2015	-	-	-	-	-	-
08/01/2015	-	-	184,951.25	184,951.25	194,198.81	-
02/01/2016	485,000.00	0.700%	184,951.25	669,951.25	703,448.81	897,647.63
08/01/2016	-	-	183,253.75	183,253.75	192,416.44	-
02/01/2017	495,000.00	0.850%	183,253.75	678,253.75	712,166.44	904,582.88
08/01/2017	-	-	181,150.00	181,150.00	190,207.50	-
02/01/2018	495,000.00	1.150%	181,150.00	676,150.00	709,957.50	900,165.00
08/01/2018	-	-	178,303.75	178,303.75	187,218.94	-
02/01/2019	500,000.00	1.550%	178,303.75	678,303.75	712,218.94	899,437.88
08/01/2019	-	-	174,428.75	174,428.75	183,150.19	-
02/01/2020	510,000.00	1.850%	174,428.75	684,428.75	718,650.19	901,800.38
08/01/2020	-	-	169,711.25	169,711.25	178,196.81	-
02/01/2021	515,000.00	2.200%	169,711.25	684,711.25	718,946.81	897,143.63
08/01/2021	-	-	164,046.25	164,046.25	172,248.56	-
02/01/2022	530,000.00	2.450%	164,046.25	694,046.25	728,748.56	900,997.13
08/01/2022	-	-	157,553.75	157,553.75	165,431.44	-
02/01/2023	540,000.00	2.700%	157,553.75	697,553.75	732,431.44	897,862.88
08/01/2023	-	-	150,263.75	150,263.75	157,776.94	-
02/01/2024	555,000.00	2.900%	150,263.75	705,263.75	740,526.94	898,303.88
08/01/2024	-	-	142,216.25	142,216.25	149,327.06	-
02/01/2025	570,000.00	3.100%	142,216.25	712,216.25	747,827.06	897,154.13
08/01/2025	-	-	133,381.25	133,381.25	140,050.31	-
02/01/2026	590,000.00	3.200%	133,381.25	723,381.25	759,550.31	899,600.63
08/01/2026	-	-	123,941.25	123,941.25	130,138.31	-
02/01/2027	610,000.00	3.500%	123,941.25	733,941.25	770,638.31	900,776.63
08/01/2027	-	-	113,266.25	113,266.25	118,929.56	-
02/01/2028	630,000.00	3.600%	113,266.25	743,266.25	780,429.56	899,359.13
08/01/2028	-	-	101,926.25	101,926.25	107,022.56	-
02/01/2029	655,000.00	3.700%	101,926.25	756,926.25	794,772.56	901,795.13
08/01/2029	-	-	89,808.75	89,808.75	94,299.19	-
02/01/2030	675,000.00	3.800%	89,808.75	764,808.75	803,049.19	897,348.38
08/01/2030	-	-	76,983.75	76,983.75	80,832.94	-
02/01/2031	705,000.00	3.900%	76,983.75	781,983.75	821,082.94	901,915.88
08/01/2031	-	-	63,236.25	63,236.25	66,398.06	-
02/01/2032	735,000.00	3.950%	63,236.25	798,236.25	838,148.06	904,546.13
08/01/2032	-	-	48,720.00	48,720.00	51,156.00	-
02/01/2033	760,000.00	4.000%	48,720.00	808,720.00	849,156.00	900,312.00
08/01/2033	-	-	33,520.00	33,520.00	35,196.00	-
02/01/2034	790,000.00	4.100%	33,520.00	823,520.00	864,696.00	899,892.00
08/01/2034	-	-	17,325.00	17,325.00	18,191.25	-
02/01/2035	825,000.00	4.200%	17,325.00	842,325.00	884,441.25	902,632.50
Total	\$12,170,000.00	-	\$4,975,975.00	\$17,145,975.00	\$18,003,273.75	-

Significant Dates

Dated	2/01/2015
First Coupon Date	8/01/2015

Yield Statistics

Bond Year Dollars	\$139,585.00
Average Life	11.470 Years
Average Coupon	3.5648350%
Net Interest Cost (NIC)	3.6345847%
True Interest Cost (TIC)	3.5998710%
Bond Yield for Arbitrage Purposes	3.5115365%
All Inclusive Cost (AIC)	3.6658579%

IRS Form 8038

Net Interest Cost	3.5648350%
Weighted Average Maturity	11.470 Years

Series 2015 GO Library Bo | Issue Summary | 6/25/2014 | 8:23 AM



**MINNESOTA SALES AND USE TAX STATISTICS
CAMBRIDGE CITY BY INDUSTRY 2013.XLS**

YEAR	CITY	INDUSTRY	GROSS SALES	TAXABLE SALES	SALES TAX	USE TAX	TOTAL TAX	NUMBER
2013	CAMBRIDGE	238 CONSTRUCT -SPECIAL TRADES	\$1,932,441	\$63,328	\$4,354	\$139	\$4,493	6
2013	CAMBRIDGE	332 MFG -FABRICATED METAL	\$41,091,363	\$101,023	\$6,946	\$1,304	\$8,250	5
2013	CAMBRIDGE	423 WHOLESALE -DURABLE	\$5,207,818	\$1,284,851	\$88,332	\$152	\$88,484	4
2013	CAMBRIDGE	441 RETL -VEHICLES, PARTS	\$17,963,194	\$7,694,574	\$529,002	\$2,508	\$531,510	6
2013	CAMBRIDGE	443 RETL -ELECTRONICS	\$3,952,565	\$2,409,327	\$165,638	\$1,130	\$166,768	7
2013	CAMBRIDGE	445 RETL -FOOD BEVERAGE STORE	\$27,195,777	\$4,595,168	\$315,919	\$15,791	\$331,710	4
2013	CAMBRIDGE	446 RETL -HEALTH, PERSONAL	\$20,815,875	\$1,911,677	\$131,426	\$5,100	\$136,526	4
2013	CAMBRIDGE	447 RETL -GASOLINE STATIONS	\$45,638,538	\$3,377,712	\$232,216	\$2,304	\$234,520	7
2013	CAMBRIDGE	448 RETL -CLOTHING, ACCESSORY	\$1,759,555	\$554,065	\$38,092	\$612	\$38,704	4
2013	CAMBRIDGE	451 RETL -LEISURE GOODS	\$646,106	\$587,449	\$40,390	\$0	\$40,390	7
2013	CAMBRIDGE	452 RETL -GENERAL MERCHANDISE	\$153,882,147	\$71,486,818	\$4,914,719	\$87,944	\$5,002,663	9
2013	CAMBRIDGE	453 RETL -MISC STORE RETAILER	\$50,235,554	\$45,026,094	\$3,095,665	\$3,020	\$3,098,685	26
2013	CAMBRIDGE	454 RETL -NONSTORE RETAILERS	\$314,695	\$237,358	\$16,320	\$25	\$16,345	4
2013	CAMBRIDGE	531 REAL ESTATE	\$2,831,125	\$895,402	\$61,559	\$1,058	\$62,617	7
2013	CAMBRIDGE	541 PROF,SCIENTIFIC,TECH SERV	\$2,700,323	\$757,701	\$52,093	\$118	\$52,211	18
2013	CAMBRIDGE	561 ADMIN, SUPPORT SERVICES	\$1,026,099	\$93,317	\$6,415	\$130	\$6,545	5
2013	CAMBRIDGE	611 EDUCATIONAL SERVICES	\$16,320	\$15,313	\$1,053	\$69	\$1,122	4
2013	CAMBRIDGE	621 HEALTH -AMBULATORY CARE	\$24,352,215	\$339,682	\$23,353	\$16,008	\$39,361	10
2013	CAMBRIDGE	722 FOOD SERV, DRNKING PLACES	\$18,438,107	\$18,156,926	\$1,282,683	\$11,082	\$1,293,765	27
2013	CAMBRIDGE	811 REPAIR, MAINTENANCE	\$6,216,312	\$3,560,654	\$244,794	\$657	\$245,451	13
2013	CAMBRIDGE	812 PERSONAL, LAUNDRY SERVICE	\$2,122,934	\$915,805	\$62,966	\$1,654	\$64,620	24
2013	CAMBRIDGE	813 RELIGIOUS,CIVIC,PROF ORGS	\$84,704	\$72,423	\$6,302	\$0	\$6,302	4
2013	CAMBRIDGE	921 EXEC, LEGISL, OTHER GOVT	\$5,465,662	\$5,034,548	\$459,413	\$10,584	\$469,997	4
2013	CAMBRIDGE	999 UNDESIGNATED/SUPPRESSED	\$282,314,047	\$16,930,047	\$1,164,763	\$258,749	\$1,423,512	48
			\$716,203,476	\$186,101,262	\$12,944,413	\$420,138	\$13,364,551	257

Local Use Tax Generated at .05%

\$930,506

85

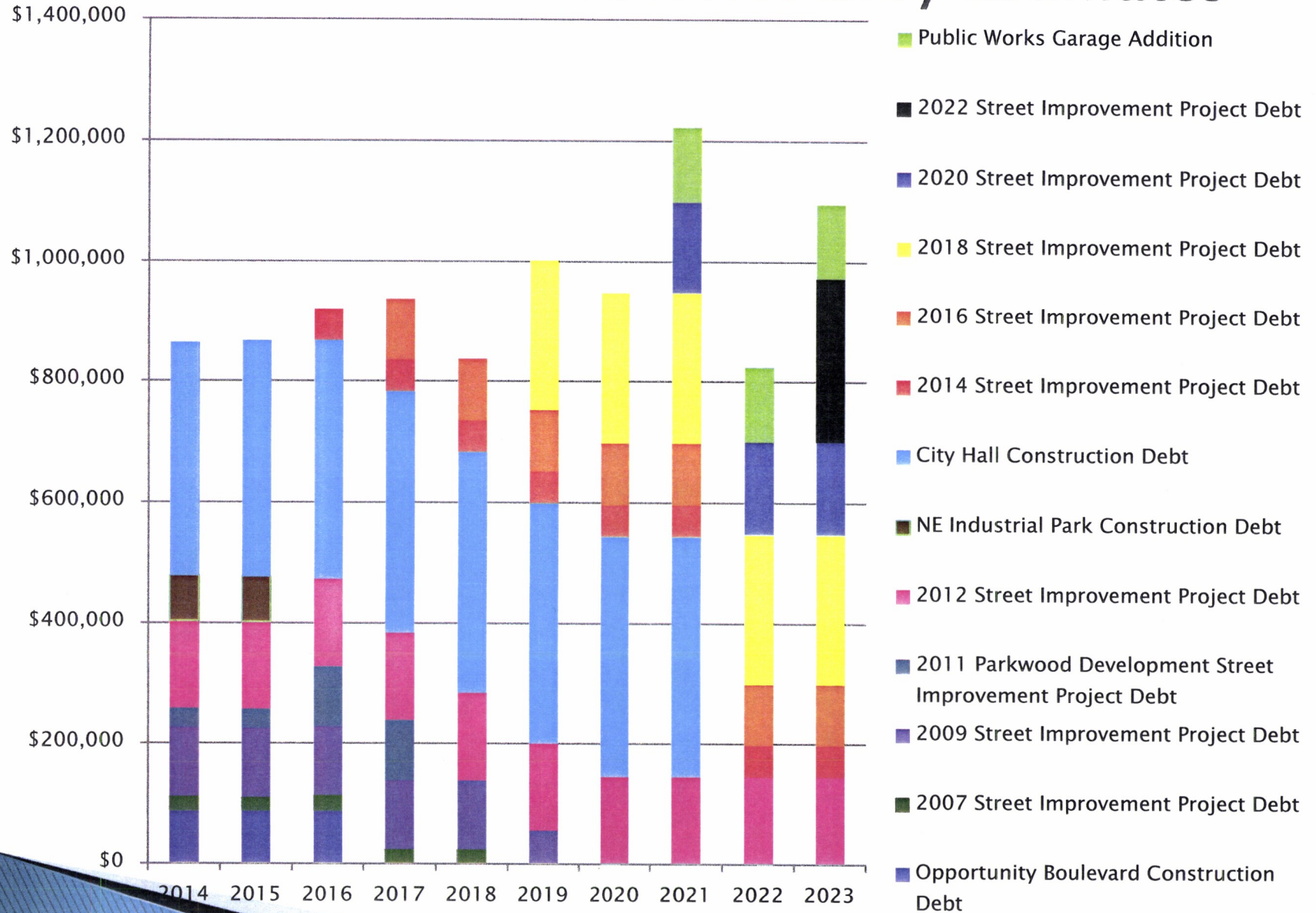
**MINNESOTA SALES AND USE TAX STATISTICS
CAMBRIDGE CITY BY INDUSTRY 2012.XLS**

YEAR	CITY	INDUSTRY	GROSS SALES	TAXABLE SALES	SALES TAX	USE TAX	TOTAL TAX	NUMBER
2012	CAMBRIDGE	238 CONSTRUCT -SPECIAL TRADES	\$1,776,970	\$26,350	\$1,811	\$187	\$1,998	5
2012	CAMBRIDGE	441 RETL -VEHICLES, PARTS	\$15,491,306	\$7,149,846	\$491,550	\$6,812	\$498,362	5
2012	CAMBRIDGE	443 RETL -ELECTRONICS	\$4,609,179	\$2,514,155	\$172,850	\$534	\$173,384	8
2012	CAMBRIDGE	444 RETL -BUILDING MATERIAL	\$41,261,740	\$38,722,902	\$2,662,313	\$5,682	\$2,667,995	4
2012	CAMBRIDGE	446 RETL -HEALTH, PERSONAL	\$20,225,162	\$1,871,054	\$128,631	\$3,038	\$131,669	4
2012	CAMBRIDGE	447 RETL -GASOLINE STATIONS	\$44,150,365	\$3,159,535	\$217,215	\$2,674	\$219,889	7
2012	CAMBRIDGE	448 RETL -CLOTHING, ACCESSORY	\$1,514,194	\$581,224	\$39,960	\$612	\$40,572	4
2012	CAMBRIDGE	451 RETL -LEISURE GOODS	\$712,216	\$650,102	\$44,694	\$178	\$44,872	7
2012	CAMBRIDGE	452 RETL -GENERAL MERCHANDISE	\$145,028,903	\$66,223,103	\$4,552,841	\$28,934	\$4,581,775	8
2012	CAMBRIDGE	453 RETL -MISC STORE RETAILER	\$31,365,365	\$8,769,897	\$602,929	\$20,391	\$623,320	24
2012	CAMBRIDGE	454 RETL -NONSTORE RETAILERS	\$491,784	\$365,473	\$25,125	\$162	\$25,287	7
2012	CAMBRIDGE	511 INFO -PUBLISHING INDUSTRY	\$3,749,197	\$18,103	\$1,245	\$2,735	\$3,980	4
2012	CAMBRIDGE	531 REAL ESTATE	\$2,482,390	\$810,186	\$55,701	\$1,883	\$57,584	8
2012	CAMBRIDGE	541 PROF,SCIENTIFIC,TECH SERV	\$3,118,721	\$835,593	\$57,446	\$431	\$57,877	12
2012	CAMBRIDGE	561 ADMIN, SUPPORT SERVICES	\$1,088,964	\$72,833	\$5,007	\$43	\$5,050	4
2012	CAMBRIDGE	621 HEALTH -AMBULATORY CARE	\$25,339,055	\$348,683	\$23,971	\$15,528	\$39,499	11
2012	CAMBRIDGE	722 FOOD SERV, DRNKING PLACES	\$18,872,348	\$18,658,375	\$1,321,346	\$7,248	\$1,328,594	26
2012	CAMBRIDGE	811 REPAIR, MAINTENANCE	\$6,534,917	\$3,926,791	\$269,968	\$0	\$269,968	13
2012	CAMBRIDGE	812 PERSONAL, LAUNDRY SERVICE	\$1,960,662	\$652,093	\$44,833	\$715	\$45,548	18
2012	CAMBRIDGE	813 RELIGIOUS,CIVIC,PROF ORGS	\$311,552	\$295,546	\$26,941	\$5	\$26,946	4
2012	CAMBRIDGE	921 EXEC, LEGISL, OTHER GOVT	\$5,333,323	\$4,893,103	\$444,651	\$10,142	\$454,793	4
2012	CAMBRIDGE	999 UNDESIGNATED/SUPPRESSED	\$303,213,674	\$20,557,346	\$1,413,757	\$170,246	\$1,584,003	51
			\$678,631,987	\$181,102,293	\$12,604,785	\$278,180	\$12,882,965	238

Local Sales Tax Generated at .5%

\$905,511

Current & Future Debt Service Levy Estimates



Note—levy for operations is in addition to the debt service levies.

Future room for debt service

- ▶ City Hall Debt service levy requirements end in 2021. Approximately \$400,000 per year will come off levy when City Hall is paid for. However, the current long range plan calls for additional street reconstruction work and a public works garage facility to come on levy after 2021, using up any “slack” that may be created.
- ▶ Consider starting capital campaign for Community center and work to retire debts earlier?
- ▶ Consider need to make this debt shared by more than City property owners (i.e. County-wide?)

Tax Rate Comparisons to Peers

Name of City	2013 Total Tax Rate	Population est per LMC
Cambridge	187.41%	8,236
North Branch	184.38%	10,104
Princeton	192.34%	4,727
Isanti	167.45%	5,369
Little Falls	164.98%	8,315
Hutchinson	153.35%	14,034
Monticello	113.39%	12,901
East Bethel	128.88%	11,555
Rogers	145.65%	11,508
Buffalo	135.25%	15,666
Big Lake	159.43%	10,334

Tax Rate Comparisons

	Tax Ranking	Percentile
2013 Cambridge tax ranking in MN (already not a city larger than Cambridge with higher tax rate than Cambridge in MN)	733 highest out of 853	86 th percentile
Tax ranking if we add library debt	800 highest out of 853	94 th percentile
Tax ranking if we add Community center debt 50% paid by taxes	789 highest out of 853	92 nd percentile
Tax ranking if we add library and Community center debt 50% paid by taxes	814 highest out of 853	95 th percentile
Tax ranking if we add library and Community center must be paid 100% by taxes	820 highest out of 853	96 th percentile

Local Sales Tax Bills Heard in the House

Four bills would extend existing or authorize new city sales taxes.

(Published Mar 23, 2015)

The House Property Tax and Local Government Finance Division (*Link to: <http://www.house.leg.state.mn.us/cmte/Home/?comm=89024>*) heard several bills on March 18 that would enact or extend local sales taxes for specific cities. Under Minnesota law, cities must seek legislative approval to charge a local sales tax.

Among the bills were HF 421 (*Link to: <https://www.revisor.mn.gov/bills/bill.php?b=House&f=HF421&ssn=0&y=2015>*) (Rep. Mary Murphy (*Link to: http://www.house.leg.state.mn.us/members/members.asp?leg_id=10444*), DFL-Hermantown), which would allow the City of Proctor to increase its existing 0.5 percent sales tax to 1 percent, with the approval of voters. The revenue from the increased sales tax would pay for the \$10 million in improvements to public utilities, sidewalks, bike paths and trails, and park and recreation facilities originally authorized in the 2008 and 2010 Proctor sales tax laws. Proctor Councilmember Jake Benson and Deputy City Clerk Ken Peterson testified in support of the bill.

Mankato and North Mankato would be allowed to extend their local sales taxes under HF 1413 (*Link to: <https://www.revisor.mn.gov/bills/bill.php?f=HF1413&b=house&y=2015&ssn=0>*) (Rep. Clark Johnson (*Link to: http://www.house.leg.state.mn.us/members/members.asp?leg_id=15425*), DFL-North Mankato). Under the bill, Mankato would be allowed, with voter approval, to raise an additional \$29 million, plus associated bond costs, to fund improvements to regional recreational facilities; improvements to the flood control and levee system; water quality improvement projects in Blue Earth and Nicollet counties; expansion of a transit building and related transit improvements; and matching funds for regional facilities such as a historic museum, supportive housing, and a senior center.

In addition, the bill would also allow Mankato to raise another \$25 million, plus associated bond costs, to fund a number of new regional athletic facilities that would also be funded by North Mankato. This additional authorization would be subject to additional voter approval.

The bill would also allow North Mankato to extend its existing sales tax to fund previously authorized uses, which include a road interchange, trails, a library, riverfront development, and lake improvement projects. In addition, the bill would authorize the city to fund \$9 million in new regional athletic facilities along with Mankato, subject to a reverse referendum.

Mankato Mayor Eric Anderson and North Mankato Mayor Mark Dehen, along with Mankato City Manager Pat Hentges and North Mankato Administrator John Harrenstein, testified in support of the bill.

The committee also considered two bills that would authorize Windom and Walker to impose new local sales taxes. HF 534 (*Link to: <https://www.revisor.mn.gov/bills/bill.php?f=HF534&b=house&y=2015&ssn=0>*) (Rep. Rod Hamilton (*Link to: http://www.house.leg.state.mn.us/members/members.asp?leg_id=12264*), R-Mountain Lake), the Windom local sales tax proposal, would allow the city to issue bonds and impose a local sales tax of up to 1 percent, with the approval of voters, with the revenue used for public facilities within the city. Windom City Administrator Steve Nasby testified in support of the bill.

HF 587 (*Link to: <https://www.revisor.mn.gov/bills/bill.php?f=HF587&b=house&y=2015&ssn=0>*) (Rep. John Persell (*Link to: http://www.house.leg.state.mn.us/members/members.asp?leg_id=15298*), DFL-Bemidji) would allow the city of Walker to impose a local sales of 1.5 percent and issue up to \$20 million in bonds to fund capital and administrative costs for underground utility, street, curb and gutter, and sidewalk improvements as outlined in the city's 2012 capital improvement plan. The city received voter approval for the sales tax and the projects at an election held in 2012. Walker Mayor Jed Shaw and Councilmember Gary Wilkening testified in support of the bill.

All of the bills were laid over and may be included in the division report, which will eventually become a part of the full House Taxes Committee's omnibus tax bill. The division report is expected to be released sometime after April 7.

Read the current issue of the Cities Bulletin (*Link to: <http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp>*)

* By posting you are agreeing to the LMC Comment Policy (*Link to: <http://www.lmc.org/page/1/comment-policy.jsp>*).

**Minnesota Local Sales & Use Tax
Total Collections
CY 2004-2013**

For detail by month, double click on links.

Local Entity	Start Date*	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 First 9 Months
Albert Lea	4/06			\$672,514	\$1,193,643	\$1,295,287	\$1,302,397	\$1,417,881	\$1,385,185	\$1,361,956	\$1,371,727	\$1,060,675
Austin	4/07				824,839	1,306,244	1,415,665	1,521,493	1,602,890	1,654,987	1,626,125	1,299,495
Baxter	10/06			269,460	1,907,480	1,817,395	1,814,425	1,812,195	1,842,188	2,003,212	2,120,411	1,630,243
Bemidji	1/06			1,423,560	1,690,976	1,688,220	1,749,687	1,846,889	1,962,085	1,962,300	2,189,580	1,621,935
Brainerd	4/07				556,740	830,840	850,614	829,980	839,153	883,124	881,244	646,668
Clearwater	12/08					16,142	143,050	170,377	301,999	182,010	188,439	151,050
Cloquet	5/13										695,762	791,394
Duluth	1/06			11,398,159	12,225,979	12,194,936	11,641,832	12,084,658	12,708,709	13,068,224	13,685,071	10,333,427
Fergus Falls	2/12									1,019,239	1,189,756	975,260
Hermantown		\$1,099,765	\$1,153,669	1,137,678	1,193,037	1,109,705	1,127,223	1,134,116	1,169,932	1,224,434	2,089,558	1,815,325
Hutchinson	2/12									1,193,556	1,432,169	1,073,616
Lanesboro	2/12									47,126	79,416	55,201
Mankato		3,810,405	4,386,026	4,128,429	4,334,356	4,388,499	4,381,403	4,520,952	4,702,420	4,881,939	4,974,848	3,817,085
Marshall	5/13										894,350	1,061,791
Medford	5/13										81,810	96,072
Minneapolis		26,843,649	28,556,270	28,493,948	30,425,381	30,108,225	27,603,226	27,913,705	30,759,503	32,561,414	33,548,740	26,234,198
New Ulm		787,779	843,201	886,988	939,425	933,519	939,757	993,663	1,022,880	1,062,888	1,233,243	1,024,159
North Mankato	10/08					49,057	393,426	463,065	488,382	568,365	614,733	450,330
Owatonna	4/07				1,240,622	1,946,356	2,092,829	1,886,147	1,224,809	15,330	7,459	15,328
Proctor		122,678	126,570	151,315	132,581	130,167	154,416	150,941	151,106	162,363	213,830	135,873
Rochester		8,548,150	8,732,500	9,255,831	9,833,630	9,482,871	9,635,634	9,319,670	9,658,017	10,071,132	10,428,422	8,084,188
St. Cloud Area		5,797,346	6,164,590	8,114,589	8,719,065	8,434,991	8,250,610	8,282,589	8,714,584	9,175,367	9,473,929	7,154,749
St. Paul		14,263,523	14,934,741	15,452,469	16,171,672	15,670,879	15,842,996	16,023,319	16,383,063	16,454,773	17,502,316	13,745,802
Two Harbors		204,588	240,134	265,108	270,767	254,739	229,402	265,545	311,437	284,653	270,934	232,733
Willmar	1/06			1,475,634	1,794,419	1,751,563	1,733,787	1,753,486	1,870,799	2,064,924	429,176	31,880
Worthington	4/09						414,264	717,875	804,606	802,609	842,602	606,997
Cook Co		1,002,391	1,074,550	1,079,651	1,181,755	443,333	996	767,942	1,145,291	1,258,563	1,444,164	1,077,594
Hennepin Co	1/07				24,573,566	29,082,574	28,030,758	28,864,673	31,063,329	32,344,624	34,249,703	26,300,987
Metro Area Transit	7/08					34,024,649	86,990,821	90,169,253	96,773,584	101,077,456	108,100,932	83,376,270
Total		\$62,480,273	\$66,212,250	\$84,205,334	\$119,209,933	\$156,960,190	\$206,739,218	\$212,910,414	\$226,885,951	\$237,386,568	\$251,860,449	\$194,900,325

*Start date is included only for taxes not in effect for all years shown.

Local Sales and Use Taxes

164
Sales Tax
Fact Sheet

What's New in 2015

Starting April 1, 2015:

- Carlton County will have a 0.50 percent Transit Sales and Use Tax and a \$20 per vehicle Excise Tax
- Proctor will have a 1.00 percent Food and Beverage Tax
- St. Louis County will have a 0.50 percent Transit Sales and Use Tax and a \$20 per vehicle Excise Tax.
- Steele County will have a 0.50 percent Transit Sales and Use Tax.

Starting Jan. 1, 2015:

- Fillmore County has a 0.50 percent Transit Sales and Use Tax
- Todd County has a 0.50 percent Transit Sales and Use Tax

What's New in 2014

Starting Oct. 1, 2014:

- Douglas County has a 0.50 percent Transit Sales and Use Tax

Starting July 1, 2014:

- Becker County has a 0.50 percent Transit Sales and Use Tax

Local Sales and Use Taxes (and Special Local Taxes)

City/County	Type of Tax	Begin Date	Rate
Albert Lea	Sales and Use Tax	4/1/06	0.50%
Austin	Sales and Use Tax	4/1/07	0.50%
Baxter	Sales and Use Tax	10/1/06	0.50%
Becker County	Transit Sales and Use Tax	7/1/14	0.50%
Beltrami County	Transit Sales and Use Tax	4/1/14	0.50%
Bemidji	Sales and Use Tax	1/1/06	0.50%
Brainerd	Sales and Use Tax	4/1/07	0.50%
Carlton County	Transit Sales and Use Tax	4/1/15	0.50%
Clearwater	Sales and Use Tax	10/1/08	0.50%
Cloquet	Sales and Use Tax	4/1/13	0.50%
Cook County	Sales and Use Tax	4/1/10 (1)	1.00%
Detroit Lakes	Food and Beverage Tax*	4/1/11	1.00%
Douglas County	Transit Sales and Use Tax	10/1/14	0.50%
Duluth	Sales and Use Tax	1/1/70 (2)	1.00%
Fergus Falls	Sales and Use Tax	1/1/12	0.50%

Sales and Use Tax Division – Mail Station 6330 – St. Paul, MN 55146-6330
 Phone: 651-296-6181 or 1-800-657-3777
 Email: salesuse.tax@state.mn.us

This fact sheet is intended to help you become more familiar with Minnesota tax laws and your rights and responsibilities under the laws. Nothing in this fact sheet supersedes, alters, or otherwise changes any provisions of the tax law, administrative rules, court decisions, or revenue notices. Alternative formats available upon request.

City/County	Type of Tax	Begin Date	Rate
Fillmore County	Transit Sales and Use Tax	1/1/15	0.50%
Giants Ridge Recreation Area (city of Biwabik)	Admissions and Recreation Tax*	7/1/11	2.00%
	Food and Beverage Tax*	7/1/11	1.00%
	Lodging Tax*	7/1/11	2.00%
Hennepin County	Sales and Use Tax	1/1/07	0.15%
Hermantown (3)	Sales and Use Tax	4/1/13	1.00%
	Sales and Use Tax	1/1/00 – 3/31/13	0.50%
Hutchinson	Sales and Use Tax	1/1/12	0.50%
Lanesboro	Sales and Use Tax	1/1/12	0.50%
Mankato	Sales Tax	4/1/92	0.50%
	Use Tax	1/1/00	0.50%
	Food and Beverage Tax*	4/1/09	0.50%
	Entertainment Tax*	4/1/09	0.50%
Marshall	Sales and Use Tax	4/1/13	0.50%
	Food and Beverage Tax*	7/1/13	1.5%
Medford	Sales and Use Tax	4/1/13	0.50%
Minneapolis	Sales and Use Tax	2/1/87	0.50%
	Downtown Liquor Tax*	2/1/87	3.00%
	Lodging Tax*	4/1/02 (4)	2.625%
	Downtown Restaurant Tax*	2/1/87	3.00%
	Entertainment Tax*	10/1/69	3.00%
New Ulm	Sales and Use Tax	4/1/01	0.50%
North Mankato	Sales and Use Tax	10/1/08	0.50%
Olmsted County	Transit Sales and Use Tax	1/1/14	0.25%
Owatonna	Sales and Use Tax	4/1/07 – 6/30/11	0.50%
Proctor	Sales and Use Tax	4/1/00	0.50%
	Food and Beverage Tax*	4/1/15	1.00%
Rice County	Transit Sales and Use Tax	1/1/14	0.50%
Rochester	Sales and Use Tax	1/1/93	0.50%
	Lodging Tax*	9/1/71 (6)	7.00%
St. Cloud Area (5)	Sales and Use Tax	1/1/03	0.50%
St. Cloud	Liquor Tax*	2/1/87	1.00%
	Food Tax*	2/1/87	1.00%
St. Paul	Sales Tax	9/1/93	0.50%
	Use Tax	1/1/00	0.50%
	Lodging Tax 50+ rooms*	4/1/04	6.00%
	Lodging Tax less than 50 rooms*	4/1/04	3.00%
Todd County	Transit Sales and Use Tax	1/1/15	0.50%
St. Louis County	Transit Sales and Use Tax	4/1/15	0.50%
Steele County	Transit Sales and Use Tax	4/1/15	0.50%
Transit Improvement Area (includes the counties of Anoka, Dakota, Hennepin, Ramsey and Washington)	Sales and Use Tax	7/1/08	0.25%
Two Harbors	Sales and Use Tax	4/1/99	0.50%
Wadena County	Transit Sales and Use Tax	4/1/14	0.50%
Willmar	Sales and Use Tax	1/1/06 – 12/31/12	0.50%
Worthington	Sales and Use Tax	4/1/09	0.50%

- (1) Cook County 1.0% sales and use taxes originally began 1994 and 2001 respectively, and ended 3/31/08. The taxes resumed 4/1/10.
- (2) Duluth sales and use tax originally began 1/1/70. Minnesota Department of Revenue began administration 1/1/06.
- (3) Hermantown sales and use tax increased 1% (from 0.5%) effective 4/1/13.
- (4) Minneapolis lodging tax rate prior to 7/1/09 was 3.0%.
- (5) St. Cloud, Sartell, Sauk Rapids, and St. Augusta were original participants in this tax. Beginning 1/1/06, St. Joseph and Waite Park also became participating cities.
- (6) Beginning 1/1/14, the Rochester lodging tax rate is 7%. Prior to 1/1/14, the Rochester lodging tax rate was 4%.

* For more information about the special local taxes, see Sales Tax Fact Sheets 164M, Minneapolis Special Local Taxes and 164S, Special Local Taxes: Detroit Lakes, Giants Ridge Recreation Area, Mankato, Marshall, Proctor, Rochester, St. Cloud and St. Paul.

Local sales tax

The Minnesota Department of Revenue currently administers the local taxes shown in the chart above. Local sales tax applies to retail sales made and taxable services provided within the local taxing area. The tax applies to the same items that are taxed by the Minnesota sales and use tax law.

To figure the tax, combine the state tax rate and the local rate(s). Apply the combined rate to the taxable sales price and round to the nearest full cent. Rate charts are available on our website or upon request.

Report local taxes when you electronically file your Minnesota sales and use tax. The figures are reported separately from state taxes.

Who is required to collect

All retailers who are registered to collect Minnesota sales tax and are doing business in an area with a local tax must be registered with the Minnesota Department of Revenue to collect that local tax. This includes any sellers from outside the locality who:

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

Local tax applies to sales made or services performed within city limits or county boundaries only. ZIP codes help to determine the taxing area, but don't always correspond exactly with city or county limits, so part of a ZIP code may be outside the city or county. (See the section *ZIP codes* on pages 4 and 5.)

Local use tax

Local use tax applies when you buy items or services for use, storage, distribution or consumption in the local area without paying local sales tax to the seller. Use tax is similar to the sales tax and the rates are identical. It is based on your cost of taxable purchases. Common examples of when use tax is due are when:

- You buy items outside the local area and the seller doesn't charge local sales tax, and you use or store the item in the local area.
- You buy a taxable item from an out-of-state seller who does not charge local sales tax.

For more information, see Fact Sheets 146, Use Tax for Businesses, and 156, Use Tax for Individuals.

Credit for local tax paid. If you pay local sales tax in Minnesota to one locality but use the items in another area that imposes a local sales and use tax, you are allowed credit for the local sales tax already paid.

Several ways to register

You may register for local taxes on the Internet using *e-Services*. Access your sales and use tax account. You can add local tax lines from the "Registration" menu on the left side. Click on "Sales Locations" from the Registration menu. Click on the blue link for the location number you want to edit. Select "Click Here to Edit Local Information" and add any local sales or use tax for this location. The local tax line will be updated overnight.

You may register for local taxes when filing your sales tax return on the Internet in *e-Services*. At the "Tax Inputs" screen, click the "Add a Record" link. Use the tax type drop-down box and select the local tax you wish to add. Enter the taxable sales amount in the local tax line you added. The local tax line will appear on future returns.

If you file by phone, you must register for local tax before you file your return. Call 651-282-5225 or 1-800-657-3605; email us at salesuse.tax@state.mn.us to register. Be sure to include your Minnesota ID number if you send us an email.

When to charge local tax

As a general rule, charge local sales tax on all sales made in a local taxing area that are subject to Minnesota state sales tax.

- Charge local sales tax to customers from outside the city or county who *pick up* items in the local area for *business or personal use*, even if the items are taken out of the local area.
- Charge local sales tax to customers from outside the local area if you perform taxable services in the local area. For example, charge local tax if you perform a car wash or deliver dry cleaned items in an area with a local tax.

Exemptions

Do **not** charge local sales tax on sales of taxable items when:

- your customer gives you a fully completed Certificate of Exemption, Form ST3, for state sales tax;
- you ship or deliver the items to your customer outside the local area; or
- you sell *direct-to-home* satellite (DBS) services (not cable). These services are subject to state sales tax, but *not* local sales tax. This is a federal preemption from the Telecommunications Act of 1996.

Federal government agencies are exempt from state and local sales and use taxes.

Minnesota state agencies have Direct Pay authorization when buying *tangible items*, which means that they do not pay sales tax to the seller—they pay use tax directly to the state. However, the Direct Pay authorization does not apply to purchases of services, meals, lodging, admissions or purchases of motor vehicles, so state agencies must pay state and local sales taxes to the seller on these purchases.

Local governments do not pay local sales or use tax. Local governments including cities, towns, counties, instrumentalities, political subdivisions, commissions, special districts and governmental boards are not required to pay general local sales taxes. No exemption certificate is necessary. However, *state* sales tax and *special local* taxes generally apply.

See Fact Sheet 142, Sales to Governments, for more information.

Vehicle leases

Long-term leases: If you enter into a long term lease for a vehicle that is principally based or garaged in an area with local sales tax, local sales tax applies. The local tax applies even if the leasing company is located outside the city or county. If the lease is for a vehicle that requires an up-front payment of state sales tax,

local tax is also due up-front, if the vehicle is principally garaged in the local area.

Short-term rentals: Vehicles leased or rented under agreements for less than 29 days are subject to local tax if the lease agreement is entered into in the local taxing area, even if the lessee intends to use the vehicle outside the city or county.

Vehicle sales

Local sales tax does not apply to *sales* of motor vehicles. However, \$20 transit improvement vehicle excise tax applies to sales of motor vehicles when the sale occurs in Anoka, Dakota, Hennepin, Ramsey, or Washington County.

Beginning April 1, 2014, a \$20 transit vehicle excise tax also applies to sales of motor vehicles in Beltrami County.

Beginning April 1, 2015, a \$20 transit vehicle excise tax applies to sales of motor vehicles in Carlton and St. Louis Counties.

This excise tax must be collected by any person in the business of selling new or used motor vehicles at retail and must be submitted to the Minnesota Department of Revenue on your Minnesota sales and use tax return.

Note: An excise tax of \$20 also applies to sales of vehicles made by dealers located within Baxter, Brainerd, Clearwater, Hutchinson, Mankato, New Ulm, Rochester and Worthington. For more information, contact the city offices directly. The Department of Revenue does not administer the excise tax for these cities.

Motor vehicle means any self-propelled vehicle required to be licensed for road use and any vehicle propelled or drawn by a self-propelled vehicle required to be licensed for road use. It includes, but is not limited to, cars, vans, pickups, trucks, truck-tractors, tractors, trailers, motor homes, and motor cycles.

Special local taxes

The Minnesota Department of Revenue also administers special local taxes that are imposed in Detroit Lakes, Giants Ridge Recreation Area (city of Biwabik), Mankato, Minneapolis, Rochester, St. Cloud, and St. Paul.

The city of Detroit Lakes imposes a 1 percent Food and Beverage tax. Giants Ridge Recreation Area imposes a 2 percent Admissions and Recreation tax; a 1 percent Food and Beverage tax; and a 2 percent Lodging tax. The city of Mankato imposes a 0.5 percent Food and Beverage tax; and 0.5 percent Entertainment tax. St. Cloud imposes a 1 percent tax on liquor and food sold at restaurants and “places of refreshment” located within the city limits. Minneapolis, Rochester and St. Paul impose various lodging taxes administered by the Department of Revenue. Minneapolis imposes a city wide

3 percent entertainment tax. Special 3 percent restaurant and 3 percent liquor taxes apply in the Minneapolis downtown taxing district.

See sales tax fact sheets 164M, Minneapolis Special Taxes and 164S, Special Local Taxes, for more information about special local taxes administered by the Department of Revenue.

Lodging taxes

Many Minnesota cities, towns and areas impose a **lodging tax**. Except for the ones listed in the chart, these taxes are **not** administered by the Minnesota Department of Revenue. All questions should be directed to the city or town imposing the tax.

Examples of when to charge local tax

In the examples below, Minnesota state tax always applies. Local tax applies as indicated.

1. A Minneapolis company sells items to a St. Paul company. The Minneapolis company delivers the items to St. Paul in their own truck. The Minneapolis company is required to collect the St. Paul and the Transit Improvement taxes (not Minneapolis or Hennepin County taxes).
2. A St. Paul company picks up items from a Minneapolis supplier for use in St. Paul. Since the St. Paul company takes possession of the items in Minneapolis, the Minneapolis supplier must collect the Minneapolis, Hennepin County and Transit Improvement taxes.
3. A contractor buys and picks up materials in a city with a local tax for use in an area without a local tax. Since the materials are picked up in the city with a local tax, that city's local sales tax applies. If the materials are delivered by the seller to the construction site, no local tax is due.
4. A North Dakota contractor buys there and pays the North Dakota tax. The materials are brought into Minnesota to be used at a construction site in Bemidji. Bemidji local use tax is due. (Also, since North Dakota's tax rate is lower than Minnesota's rate, the difference is due as Minnesota state use tax.)
5. A person sells at a craft show located in a city with a local tax and customers take possession of the items in that city. Since the sales are being made in a city with a local tax, the seller must collect the local tax. This is true even if the seller is from outside the city.
6. A photographer takes pictures at a site where there is no local tax. The customer picks up the photos at the photographer's studio in a city with a local tax. Local tax is due because the customer takes possession of the photos in a city with a local tax. If the photographer mails the photos to an area with no local tax, no local tax is due.

ZIP codes

The **sales tax rate calculator** (available on our website) provides the state and local general sales and use tax rates that apply to sales made to specific locations in Minnesota. Just enter the 9-digit ZIP code for the location of the sale, select the period when the sale was made, enter the total amount of the sale (optional) and click the "Submit" button.

The **general ZIP code area** of each local tax is listed in the table below. Unfortunately, ZIP codes do not correspond exactly with city/county limits. To be sure you are getting the correct results for the specific address you are looking up, use the sales tax rate calculator on our web site, and *be sure to use the full 9-digit ZIP code*. If you don't know the 9-digit ZIP code, click on the "ZIP code lookup" link on the calculator. This brings up the United States Postal Service ZIP code lookup function.

Enter the address for the sale and it will give you the correct 9-digit ZIP code to use on the sales tax rate calculator.

A detailed breakdown of ZIP code areas that cross city/county boundaries is available on our website for Albert Lea, Austin, Baxter, Bemidji, Brainerd, Clearwater, Fergus Falls, Hennepin County, Hermantown, Hutchinson, Minneapolis, New Ulm, Owatonna, Proctor, Sartell, Sauk Rapids, St. Augusta, St. Cloud, St. Paul, Transit Improvement, Two Harbors and Worthington.

However, because city boundaries change and new streets are added over time, those listings may not be complete. (ZIP code guides are not available for all areas.)

The table below provides the general ZIP code for each local tax in Minnesota.

Local/Special Tax	General ZIP Code Area	Cities or Towns Where Tax Applies
Albert Lea	56007	Albert Lea
Austin	55912	Austin
Baxter	56425	Baxter
Becker County	56477, 56501, 56502, 56511, 56521, 56544, 56549, 56552, 56554, 56569, 56570, 56575, 56577, 56578, 56589, 56591, 56593, 56585, 56470, 56464, 56572,	<p>Cities Audubon, Callaway, Detroit Lakes, Frazee, Lake Park, Ogema, Wolf Lake</p> <p>Townships Atlanta, Audubon, Burlington, Callaway, Carsonville, Cormorant, Cuba, Detroit, Eagle View, Erie, Evergreen, Forest, Green Valley, Hamden, Height of Land, Holmesville, Lake Eunice, Lake Park, Lake View, Maple Grove, Osage, Pine Point, Riceville, Richwood, Round Lake, Runeberg, Savannah, Shell Lake, Silver Leaf, Spring Creek, Spruce Grove, Sugar Bush, Toad Lake, Two Inlets, Walworth, White Earth, Wolf Lake</p>
Beltrami County	56601, 56619, 56630, 56634, 56644, 56647, 56650, 56663, 56666, 56667, 56670, 56671, 56678, 56683, 56685, 56687, 56727	<p>Cities Bemidji, Blackduck, Funkley, Kelliher, Solway, Tenstrike, Turtle River, and Wilton</p> <p>Townships Alaska, Battle, Bemidji, Benville, Birch, Buzzle, Cormant, Durand, Eckles, Frohn, Grant Valley, Hagali, Hamre, Hines, Hornet, Jones, Kelliher, Lammers, Langor, Lee, Liberty, Maple Ridge, Minnie, Moose Lake, Nebish, Northern, O'Brien, Port Hope, Quiring, Roosevelt, Shooks, Shotley, Spruce Grove, Steenerson, Sugar Bush, Summit, Taylor, Ten Lake, Turtle Lake, Turtle River, Waskish, and Woodrow</p>
Bemidji	56601, 56619	Bemidji
Brainerd	56401	Brainerd
Carlton County	55707, 55718, 55720, 55726, 55733, 55749, 55757, 55767, 55780, 55787, 55797, 55798	<p>Cities Barnum, Carlton, Cloquet, Cromwell, Kettle River, Moose Lake, Scanlon, Thomson, Wrenshall, Wright</p> <p>Townships Atkinson, Automba, Barnum, Beseman, Blackhoof, Eagle, Holyoke, Kalevala, Lakeview, Mahtowa, Moose Lake, Perch Lake, Silver, Silver Brook, Skelton, Split Rock, Thomson, Twin Lakes, Wrenshall</p>
Clearwater	55320	Clearwater
Cloquet	55720	Cloquet
Cook County	55604-55606, 55612, 55613, 55615.	Grand Marais, Grand Portage, Lutsen, Schroeder, Tofte, and Hovland
Detroit Lakes	56501, 56502	Detroit Lakes
Douglas County	56308, 56309, 56315, 56319, 56326, 56327, 56332, 56334, 56339, 56341, 56343, 56349, 56354, 56355, 56360, 56361, 56385, 56446	<p>Cities Alexandria, Brandon, Carlos, Evansville, Forada, Garfield, Kensington, Millerville, Miltona, Nelson, and Osakis</p> <p>Townships Alexandria, Belle River, Brandon, Carlos, Evansville, Holmes City, Hudson, Ida, La Grand, Lake Mary, Leaf Valley, Lund, Millerville, Miltona, Moe, Orange, Osakis, Solem, Spruce Hill, and Umess</p>
Duluth	55802-55808, 55810-55812, 55814-55816	Duluth
Fergus Falls	56537	Fergus Falls

Local/Special Tax	General ZIP Code Area	Cities or Towns Where Tax Applies
Fillmore County	55922, 55923, 55935, 55939, 55949, 55954, 55961, 55962, 55965, 55971, 55975, 55990	Cities Canton, Chatfield*, Fountain, Harmony, Lanesboro, Mabel, Ostrander, Peterson, Preston, Rushford Village, Rushford, Spring Valley, Whalan, Wykoff Townships Amherst, Arendahl, Beaver, Bloomfield, Bristol, Canton, Carimona, Carrolton, Chatfield, Fillmore, Forestville, Fountain, Harmony, Holt, Jordan, Newburg, Norway, Pilot Mound, Preble, Preston, Spring Valley, Sumner, and York For cities marked with an asterisk (*) above, part of the ZIP code is outside Fillmore County
Giants Ridge Recreation Area	55708	Biwabik
Hennepin County (see note below table)	55111, 55305, 55311, 55316, 55323, 55327, 55328, 55331, 55340, 55341, 55343-55348, 55356, 55357, 55359, 55361, 55364, 55369, 55373-55375, 55384, 55387, 55388, 55391-55393, 55401-55431, 55435-55447, 55450, 55454, 55455, 55458-55460, 55467, 55470, 55472-55474, 55478-55480, 55483-55488, 55569-55571, 55574, 55576-55579, 55592, 55593, 55595-55599	Bloomington, Brooklyn Center, Brooklyn Park, Champlin, Chanhassen*, Corcoran, Crystal, Dayton*, Deephaven, Eden Prairie, Edina, Excelsior, Fort Snelling, Golden Valley, Greenfield, Greenwood, Hamel, Hanover*, Hassan, Hopkins, Independence, Long Lake, Loretto, Maple Grove, Maple Plain, Medicine Lake, Medina, Minneapolis, Minnetonka, Minnetonka Beach, Minnetrista, Mound, New Hope, Orono, Osseo, Plymouth, Richfield, Robbinsdale, Rockford*, Rogers*, Shorewood, Spring Park, St. Anthony, St. Bonifacius*, St. Louis Park, Tonka Bay, Waconia*, Watertown*, Wayzata, Woodland and Young America* For cities marked with an asterisk (*) above, part of the ZIP code is outside Hennepin County
Hermantown	55810, 55811 (both ZIP codes are used by Hermantown and Duluth), 55701	Hermantown
Hutchinson	55350	Hutchinson
Lanesboro	55949	Lanesboro
Mankato	56001-56003, 56006	Mankato
Marshall	56258	Marshall
Medford	55049	Medford
Minneapolis	55401-55419, 55421, 55423, 55430, 55440, 55450, 55454, 55455, 55458-55460, 55467, 55470, 55472-55474, 55478-55480, 55483-55488	Minneapolis
New Ulm	56021, 56073	New Ulm
North Mankato	56003	North Mankato
Olmsted County	55901, 55902, 55903, 55904, 55905, 55906, 55920, 55923, 55929, 55932, 55934, 55940, 55944, 55960, 55963, 55964, 55972, 55976, 55991	Cities Byron, Chatfield*, Dover, Eyota, Oronoco, Pine Island*, Rochester, and Stewartville Townships Cascade, Dover, Elmira, Eyota, Farmington, Haverhill, High Forest, Kalmar, Marion, New Haven, Orion, Oronoco, Pleasant Grove, Quincy, Rochester, Rock Dell, Salem, and Viola For cities marked with an asterisk (*) above, part of the ZIP code is outside Olmsted County
Owatonna	55060	Owatonna
Proctor	55810 (used by Proctor, Duluth and Hermantown)	Proctor

Local/Special Tax	General ZIP Code Area	Cities or Towns Where Tax Applies
Rice County	55018, 55019, 55021, 55046, 55049, 55052, 55053, 55057, 55087, 55088, 55946, 56052, 56069, 56071, 56096	<p>Cities Dennison*, Dundas, Faribault, Lonsdale, Morristown, Nerstrand, Northfield*</p> <p>Townships Bridgewater, Cannon City, Erin, Forest, Morristown, Northfield, Richland, Shieldsville, Walcott, Warsaw, Webster, Wells, Wheatland and Wheeling</p> <p>For cities marked with an asterisk (*) above, part of the ZIP code is outside Rice County</p>
Rochester	55901-55906, 55960, 55976	Rochester
St. Cloud Area	55320, 55353, 55382, 56301-56304, 56372, 56374, 56377, 56379, 56387, 56388, 56393, 56395-56399	St. Cloud, Sartell, Sauk Rapids, St. Augusta, St. Joseph, Waite Park
St. Cloud	56301-56304	St. Cloud
St. Louis County	55758, 55763, 55765, 55766, 55768, 55771, 55772, 55777, 55779, 55781, 55782, 55790, 55791, 55792, 55796, 55798, 55801, 55802, 55803, 55804, 55805, 55806, 55807, 55808, 55810, 55811, 55812, 55814, 55815, 55816, 56649, 56669	<p>Cities Aurora, Babbitt, Biwabik, Brookston, Buhl, Chisholm, Cook, Duluth, Ely, Eveleth, Floodwood, Gilbert, Hermantown, Hibbing, Hoyt Lakes, Iron Junction, Kinney, Leonidas, McKinley, Meadowlands, Mountain Iron, Orr, Proctor, Tower, Virginia, Winton</p> <p>Townships Alango, Alborn, Alden, Angora, Arrowhead, Ault, Balkan, Bassett, Beatty, Biwabik, Breitung, Brevator, Camp 5, Canosia, Cedar Valley, Cherry, Clinton, Colvin, Cotton, Crane Lake, Culver, Duluth, Eagles Nest, Ellsburg, Elmer, Embarrass, Fairbanks, Fayal, Field, Fine Lakes, Floodwood, Fredenberg, French, Gnesen, Grand Lake, Great Scott, Greenwood, Halden, Industrial, Kabetogama, Kelsey, Kugler, Lakewood, Lavell, Leiding, Linden Grove, McDavitt, Meadowlands, Midway, Morcom, Morse, Ness, New Independence, Normanna, North Star, Northland, Owens, Pequaywan, Pike, Portage, Prairie Lake, Rice Lake, Sandy, Solway, Stoney Brook, Sturgeon, Toivola, Van Buren, Vermillion Lake, Waasa, White, Willow Valley, Wuori</p>
St. Paul	55101-55109, 55113, 55114, 55116-55119, 55130, 55133, 55145, 55146, 55155, 55164-55166, 55168-55172, 55175, 55199	St. Paul
Steele County	55049, 55060, 55924, 55917, 56026, 56093-6212, 56093-6216, 56093-6217	<p>Cities Blooming Prairie (partly in Dodge County), Ellendale, Medford, Owatonna</p> <p>Townships Aurora, Berlin, Blooming Prairie, Clinton Falls, Deerfield, Havana, Lemond, Medford, Meriden, Merton, Owatonna, Somerset, Summit</p>
Todd County	56318, 56336, 56347, 56360, 56378, 56382, 56434, 56437, 56438, 56440, 56443, 56446, 56453, 56466, 56475, 56479	<p>Cities Bertha, Browerville, Burtrum, Clarissa, Eagle Bend, Grey Eagle, Hewitt, Long Prairie, Osakis*, Staples**, Swanville, and West Union</p> <p>Townships Bartlett, Bertha, Birchdale, Bruce, Burleene, Burnhamville, Eagle Valley, Fawn Lake, Germania, Gordon, Grey Eagle, Hartford, Iona, Kandota, Leslie, Little Eik, Little Sauk, Long Prairie, Moran, Reynolds, Round Prairie, Staples, Stowe Prairie, Turtle Creek, Villard, Ward, West Union, Wykeham</p> <p>For cities marked with an asterisk (*) above, part of the ZIP code is outside Todd County</p>
Transit Improvement (see note below table)	Includes counties of Anoka, Dakota, Hennepin, Ramsey, and Washington. See our website for specific cities and ZIP codes in the transit tax area.	
Two Harbors	55616	Two Harbors

Local/Special Tax	General ZIP Code Area	Cities or Towns Where Tax Applies
Wadena County	56434, 56464, 56470, 56477, 56479, 56481, 56478, 56482	<p>Cities Aldrich, Menahga, Nimrod, Sebeka, Staples*, Verndale, and Wadena</p> <p>Townships Aldrich, Blueberry, Bullard, Huntersville, Leaf River, Lyons, Meadow, North Germany, Orton, Red Eye, Rockwood, Shell River, Thomastown, Wadena, and Wing River</p> <p>For cities marked with an asterisk (*) above, part of the ZIP code is outside Wadena County</p>
Willmar	56201	Willmar
Worthington	56187	Worthington

Note: Hennepin County and Transit Improvement taxes apply at the Minneapolis-St. Paul International Airport and the Hubert H. Humphrey Airport Terminal.

However, city taxes do not apply at the Minneapolis-St. Paul International Airport, the Hubert H. Humphrey Airport Terminal or the Minnesota State Fairgrounds because they are not within the city limits of Minneapolis or St. Paul.

The Transit Improvement tax applies at the Minnesota State Fairgrounds

Legal References

Minnesota Statutes 297A.63, Use Taxes Imposed; Rates
 Minnesota Statutes 297A.95, Coordination of state and local sales tax rates
 Minnesota Statutes 297A.98, Local governments exempt from local sales taxes
 Minnesota Statutes 297A.99, Local sales taxes

Other Fact Sheets

142, Sales to Government
 164M, Minneapolis Special Local Taxes
 164S, Special Local Taxes

**CITY OF BRAINERD
LIST OF CANDIDATES
CITY ELECTION OF NOVEMBER 4, 2014**

I hereby certify that the following is the list of offices and candidates filing for those offices to be included on the ballot for the November 4, 2014 election.

ALDERMAN-AT-LARGE (4 year term)

vote for one:

Dolly Matten
Susan Hilgart

ALDERMEN SECOND WARD (4 year term)

vote for one:

Dirk Vanderwerker
Kelly Bevans

ALDERMAN FOURTH WARD (4 year term)

vote for one:

Gabe Johnson
Dale Parks

MAYOR (4 year term)

vote for one:

Guy Green
James E. Wallin

CITY BALLOT QUESTIONS

CIP BOND ISSUE

Shall the City of Brainerd be authorized to issue its general obligation bonds in an amount not to exceed \$1,130,000 to provide funds to finance the following capital improvements: HVAC upgrade at City Hall, Police, and Fire Stations; salt and sand storage building for the Public Works Facility; emergency preparedness upgrades at the Public Safety Facility; and repair and renovation of the City Hall, including repair to the entry stair and a façade update?

Yes No

BY VOTING "YES" ON THE BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE.

LOCAL OPTION SALES TAX

Shall the City of Brainerd be authorized to extend an existing sales and use tax of one-half of one percent (0.5%), with the revenues raised from such tax used solely to finance (1) an upgraded waste treatment facility jointly serving the cities of Brainerd and Baxter; (2) with any funds not needed for waste treatment facility improvements, water infrastructure improvements; and (3) with any funds not needed for waste treatment or water infrastructure improvements, trail improvements? An affirmative vote would extend the tax for an additional 18 years or until an additional \$15,000,000 above the amount originally authorized to pay for \$22,030,000 in wastewater treatment facility bonds is raised.

Yes No



Patrick Wussow
City Administrator
October 29, 2014

Brainerd 0.5% Sales and Use Tax

Beginning April 1, 2007, the city of Brainerd will have a one half of one percent sales and use tax that will be administered by the Minnesota Department of Revenue. The tax will be used to fund the costs of constructing upgraded water and wastewater treatment facilities, water infrastructure improvements, and trail development.

The *sales tax* applies to retail sales made within the city limits of Brainerd. The *use tax* applies to taxable items used in Brainerd if the local sales tax was not paid. The tax applies to the same items that are taxable under the Minnesota sales and use tax law.

Vehicle sales. The Brainerd sales and use tax does not apply to *sales* of motor vehicles registered for road use. However, an excise tax of \$20 applies to sales of vehicles made by dealers located within the city of Brainerd. Contact the city of Brainerd about the \$20 tax, since they administer this tax. For leased vehicles, see "Leases" on the next page.

Fact Sheet 164, Local Sales and Use Taxes, contains more information and is available on our web site.

Who must be registered

All retailers who are registered to collect Minnesota sales tax and are doing business in Brainerd must be registered to collect the Brainerd city tax. This includes sellers outside Brainerd who:

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

How to register and report Brainerd tax

To register for Brainerd tax:

- Log into e-FILE Minnesota. Click on "Update business information" on the Main Menu page. Click on the "Sales and use tax" link in the left sidebar. Click "Continue" to advance to the "Additional taxes" page and add Brainerd tax.

- If you file over the internet, you may register for the Brainerd tax on-line when you file your April sales tax return. On the "File a return" page, click "Add a sales tax type" and check the box for Brainerd tax (before you enter your figures).
- If you file by phone, you must register for local tax *before* you file your return. Call 651-282-5225 or e-mail us at salesuse.tax@state.mn.us to register. Be sure to include your MN ID number if you send us an e-mail.

Brainerd sales and use tax is reported at the same time you report your Minnesota sales and use tax, but the figures are reported separately.

Use tax

Brainerd use tax applies when you are located in Brainerd and you buy items or services without paying Brainerd sales tax to the vendor. Use tax is similar to the sales tax and the rates are identical. It is based on your cost of taxable purchases. Common examples of use tax are:

- You buy items over the internet, by phone, or from any business and the seller doesn't charge Brainerd sales tax, and you use the item for business or personal use in Brainerd.
- You buy items for resale at your business, then remove some of the items from inventory for business or personal use in Brainerd.

Figuring the tax

To figure the tax, combine the state sales tax rate (6.5 percent) and the Brainerd rate (0.5 percent), apply the combined rate (7 percent) to the sales price and round to the nearest full cent. A 7 percent rate chart is available on our website. Paper rate charts are available upon request.

Charge Brainerd sales tax to customers from in or outside the city who *pick up* items in Brainerd for business or personal use, even if the items are taken out of the city.

Charge Brainerd sales tax to customers from in or outside the city if you perform taxable services, such as dry cleaning or car washing, for them in Brainerd.

Do **not** charge Brainerd sales tax on sales of taxable items to customers outside Brainerd when:

- you deliver the items to them by means of your own vehicle, common carrier, U. S. mail, or parcel post;
- you sell to motor carrier direct pay certificate holders.

Local governments

Local governments are **not** required to pay local sales taxes. Local governments include cities, towns, counties, instrumentalities, political subdivisions, commissions, special districts and governmental boards. No exemption certificate is necessary. However, state sales tax generally applies.

Exemption certificates

If your customer gives you a fully completed exemption certificate for state sales tax, you should also use that certificate as proof of exemption from Brainerd sales tax.

How to handle transitional sales

Tangible items

Brainerd sales tax does not apply to sales of tangible items if you have bona fide written contracts enforceable before April 1, 2007, and the items are delivered on or before June 30, 2007.

Service contracts

If there is an enforceable contract for taxable services in effect before April 1, 2007 and payment is made before April 1, 2007, Brainerd sales tax does not apply to services provided through June 30, 2007. Beginning July 1, 2007, Brainerd sales tax applies regardless of when the contract was entered into or when payment was made.

Leases

Brainerd sales tax does not apply to lease payments that include periods before April 1, 2007. It does apply to lease payments for periods beginning April 1, 2007, or after. If the lease is for a vehicle that requires an up-front payment of state sales tax, Brainerd sales tax is also due up front for leases entered into April 1, 2007, or after, if the vehicle is principally garaged in Brainerd.

Utility sales

Brainerd sales tax does not apply to utility bills that include charges for service for any date before April 1, 2007. It does apply to utility bills for service periods beginning April 1, 2007, or after.

Admission tickets

If admission tickets are purchased and paid for before April 1, 2007, the Brainerd sales tax does not apply, even if the event occurs April 1, 2007 or after.

Construction contracts

Brainerd sales tax does not apply to building materials for a lump sum construction contract in force before April 1, 2007, if delivery is made before September 30, 2007. To qualify for the exemption:

- the construction contract must be signed and in force before April 1, 2007;
- the contract must be a bona fide written lump sum or fixed price construction contract (meaning that the contractor is locked into a price for completing the contracted work, with no provision for an increase in the price due to tax increases); and
- the building materials must be used exclusively on the qualifying contract and delivered before September 30, 2007. Purchases delivered after that date are subject to Brainerd sales tax.

To apply: the contractor may apply for this exemption by sending a letter with the entire construction contract, or the portion of the contract that includes the items listed below. You may send this via e-mail or by letter to the address below. If you send a letter and the contract is bulky, we recommend that you send the contract portion on a CD or disc.

Documentation must include the contractor's Minnesota tax identification number and the following information from the construction contract:

- the contractor's name and address;
- the owner (the person contracting for the work);
- the name, location of the project, and contract or project number;
- the contract price and payment terms;
- the date of the contract and signatures; and
- a listing of subcontractors with qualifying contracts.

The Department of Revenue will review the documentation and if it qualifies, will send the contractor the ST-8 exemption certificate. The contractor should give copies of the ST-8 exemption certificate to suppliers when purchasing qualifying materials or leasing equipment. The suppliers must keep all exemption certificates. Do not send exemption certificates to the Department of Revenue.

The contractor should also give copies of the ST-8 to their subcontractors for them to give to their suppliers to claim exemption from Brainerd tax on qualifying purchases.

If the contract does not qualify, we will send a letter explaining why it does not qualify.

Contact our office

Call: 651-296-6181
Fax: 651-556-3102
E-mail: salesuse.tax@state.mn.us
Write: Minnesota Revenue
Corporate and Sales Tax Division
Mail Station 6330
St. Paul, MN 55146-6330

6A City Council

Approve extension with Equity Property Group, LLC on Letter of Intent to purchase Lot 2 Block 1 3rd Addition Plat in Spirit River Crossing

April 20, 2015

Author: Stan Gustafson

BACKGROUND INFORMATION

Equity Property Group, LLC has submitted a request for an extension on one of the three parcels they have with the City under a Letter of Intent (LOI). This site is Lot 1 Block 1 of North Frontage Road Commercial Plat 3rd Addition consisting of 2.64 acres directly west of Kohl's.

Under the current letters of intent the developer Equity Property Group, LLC was anticipating having the necessary leases fully signed and construction started. They have changed their building size from 20,000 sq. ft. to 14,000 sq. ft. and based on that size they need 8,400 sq. ft. preleased before they can start construction. At this point they have 4,916 sq. ft. leased. Due to the lease negotiations taking a little longer than expected Equity Property Group, LLC is asking for an extension on this parcel.

The other two parcels expire on the following dates.

North Frontage Road Commercial Plat 5th Addition Outlot A- June 15, 2015.

Lot 1 Block 1 of North Frontage Road Commercial Plat 5th Addition (lot north of Aldi) - July 1, 2015.

All other terms and conditions with the original Letter of Intention will remain.

Staff will continue to provide potential leads to the Developer and will work together to get the property leased as soon as possible.

STAFF RECOMMENDATION

A motion from the City Council to approve the request for extension of the Letter of Intent with Equity Property Group, LLC on Lot 1 Block 1 of North Frontage Road Commercial Plat 3rd Addition

Attachments:

- Request for extension of Letter of Intent Lot 1 Block 1 of North Frontage Road Commercial Plat 3rd Addition (Lot west of Kohl's)

EQUITY PROPERTY GROUP

April 10, 2015

Mr. Stan Gustafson
Economic Development Director
City of Cambridge
300 3rd Avenue NE
Cambridge, MN 55008

**RE: Letter of Understanding and Intent to purchase Lot 2, Block 1 of North Frontage Road
Commercial Plat, 3rd Addition**

Dear Stan,

Please refer to our Letter dated February 3, 2014 (copy attached) regarding our intent to purchase the above referenced property. The terms of the letter were subsequently approved by the City Council and was fully executed on February 18, 2014. On October 20, 2014 a letter requesting an extension until April 15, 2015 was submitted and fully executed on November 3, 2014.

Under the Leasing and Due Diligence Period section, EPG had nine (9) months from the date of full execution of the Agreement to prelease a minimum of 12,250 sf of the proposed 20,000 sf contained in the proposed building. The size of that building has been reduced to approximately 14,000 sf. Using the same percentage formula we would need to pre-lease approximately 8,400 sf. To date, we have a lease in hand for 4,916 sf from a national women's ready to wear tenant as well as a LOI for 1,400 sf from a national beauty supply tenant.

We have had a good level of interest on this parcel and would expect that leasing over the next few weeks will allow us to commence construction this summer . We would request an extension of our Letter of Intent until no later than July 1, 2015.

Sincerely,

Dick Ward
Equity Property Group, LLC

Purchaser

Seller

Seller

Agreed and Accepted:

Agreed and Accepted:

Agreed and Accepted:

By: *Dick Ward*

By: _____

By: _____

Its: CHIEF MGR.

Its: _____

Its: _____

Date: 4/10/15

Date: _____

Date: _____

Expertise. Focus. Solutions.

612-759-9150

8625 Endicott Trail, Eden Prairie, MN 55347

Prepared by: Lynda Woulfe, City Administrator

Background

City Council requested staff research the steps needed to institute a municipal primary. State law on this subject is:

205.065 PRIMARY ELECTIONS.

Subdivision 1. Establishing primary. A municipal primary for the purpose of nominating elective officers may be held in any city on the second Tuesday in August of any year in which a municipal general election is to be held for the purpose of electing officers.

Subd. 2. Resolution or ordinance. The governing body of a city may, by ordinance or resolution adopted by April 15 in the year when a municipal general election is held, elect to choose nominees for municipal offices by a primary as provided in this section. The resolution or ordinance, when adopted, is effective for all ensuing municipal elections until it is revoked. The municipal clerk shall notify the secretary of state and the county auditor within 30 days after the adoption of the resolution or ordinance.

Subd. 3. [Repealed, 1994 c 646 s 28.]

Subd. 4. Candidates, filing. The clerk shall place upon the primary ballot without partisan designation the names of individuals whose candidacies have been filed and for whom the proper filing fee has been paid. When not more than twice the number of individuals to be elected to a municipal office file for nomination for the office, their names shall not be placed upon the primary ballot and shall be placed on the municipal general election ballot as the nominees for that office.

Subd. 5. Results. (a) The municipal primary shall be conducted and the returns made in the manner provided for the state primary so far as practicable. If the primary is conducted:

- (1) only within that municipality, a canvass may be conducted on either the second or third day after the primary; or
- (2) in conjunction with the state primary, the canvass must be conducted on the third day after the primary, except as otherwise provided in paragraph (b).

The governing body of the municipality shall canvass the returns, and the two candidates for each office who receive the highest number of votes, or a number of candidates equal to twice the number of individuals to be elected to the office, who receive the highest number of votes, shall be the nominees for the office named. Their names shall be certified to the municipal clerk who shall place them on the municipal general election ballot without partisan designation and without payment of an additional fee.

(b) Following a municipal primary as described in paragraph (a), clause (2), a canvass may be conducted on the second day after the primary if the county auditor of each county in which the municipality is located agrees to administratively review the municipality's primary voting statistics for accuracy and completeness within a time that permits the canvass to be conducted on that day.

Subd. 6. **Recount.** A losing candidate at the municipal primary may request a recount of the votes for that nomination subject to the requirements of section 204C.36.

This to consider about a primary:

A primary will slightly increase your election costs. If there is a municipal race on the primary ballot, the City must share in the ballot printing costs. Generally, this is around \$150.00. Second, in order to qualify for a primary for Councilmember you would need five or more candidates to file for council. That is because two councilmembers will be elected therefore, you need five people to file to trigger an actual primary. Otherwise, all names are still placed on the November general election ballot. For the Office of Mayor a primary would be held if three people filed for the office.

Filing for office will have an earlier deadline. For cities with primaries, candidates must file in late May and early June (at least 84 days prior to the primary election). In 2014, the filing date for cities with municipal primaries was May 20 through 5:00 pm on June 3. For cities without primaries, filing is generally two weeks before the primary election. In 2014, filing dates for Cambridge were July 29 through 5:00 pm on August 12.

If the Council decides to go forward with a municipal primary, I will draft up the appropriate ordinance / resolution to implement this for the 2016 election cycle and bring it back to a future Council meeting for adoption.

Author: Marcia Westover

Request

Schlagel, Inc., is requesting to change the zoning designation of their southernmost parcel from IT Industrial Transition District to I-3 General Industrial District.

Overview

Schlagel, Inc. is a manufacturing company who owns 5 parcels on the west side of Emerson Street N. Four of the parcels are currently zoned I-3 General Industrial District. The fifth parcel, the southernmost parcel, was acquired by Schlagel having an IT-Industrial Transition Zoning District. All parcels are adjacent to one another and the owner is requesting they all have the same zoning designation. They are planning to plat all 5 of these parcels into one lot in the future and consistent zoning is a requirement of the platting process. Platting makes it easier for the business to expand in the future.

Staff is recommending approval of this rezoning request as it is adjacent to the I-3 General Industrial District and it is compatible with the Future Land Use Map. In addition, the owner is creating a cleaner more consistent site with the future plan to plat the entire site.

Planning Commission Action:

At their April 7, 2015 meeting, the Planning Commission recommended to approve the Zoning Map amendment.

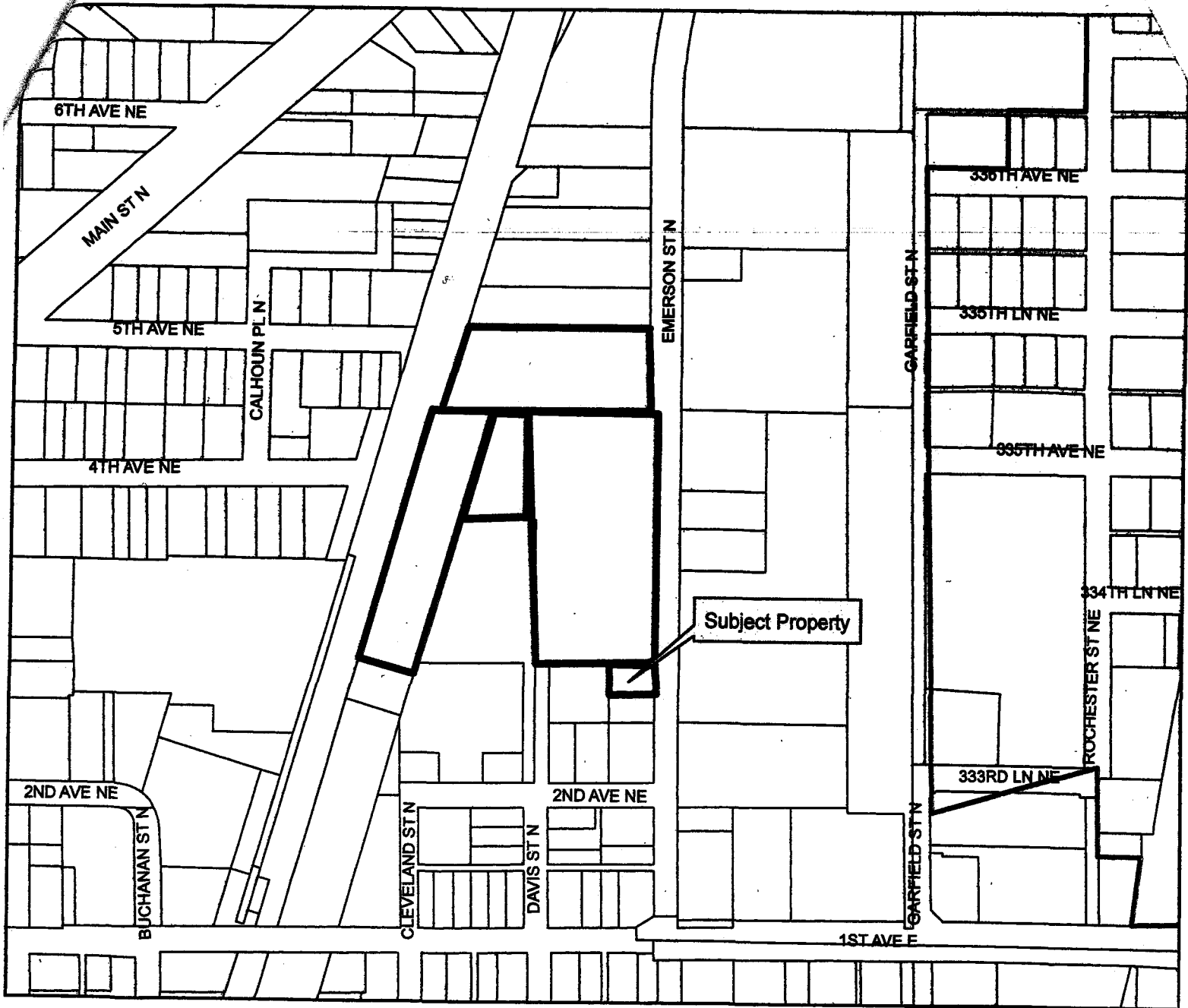
City Council Action:

Motion on the attached draft ordinance, as may be modified by Council, approving the Zoning Map amendment to rezone PIN# 15.041.2350 from IT Industrial Transition District to I-3 General Industrial District.

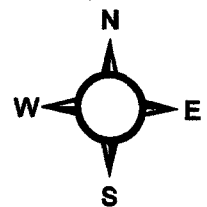
Attachments

1. General Location Map
2. Applicant Submittals
3. Zoning Map of the area
4. Planning Commission minutes
5. Draft Ordinance

Schlagel, Inc. Re-zoning



Schlagel, Inc. is requesting to rezone their southernmost property to be consistent with their adjacent properties. The request is to re-zone the parcel from IT-Industrial Transition District to I-3 General Industrial District.



Attachment to Zoning Application
Summary Form

The applicant, Schlager, Inc., is the owner of five parcels of property west of Emerson Street North within the City of Cambridge. Four of those parcels are currently zoned I-3, General Industrial District. This is where the applicant maintains its manufacturing facility. The applicant has also acquired parcel 15.041.2350 which lies immediately south of the applicants property on Emerson Street North. This parcel is approximately 0.20 acres measuring 75 feet by 116.5 feet. This property is currently zoned IT, Industrial Transition District. The property is surrounded on three sides by lands which are zoned I-3, General Industrial District. The applicant wishes to rezone this property to I-3, General Industrial District, so that it can plat all of its five parcels lying west of Emerson Street North into one lot. This will allow for future expansion on the property without crossing lot lines or dealing with issues related to buildings crossing lot lines. Currently it is believed that one of the existing structures already is built crosses a lot line.

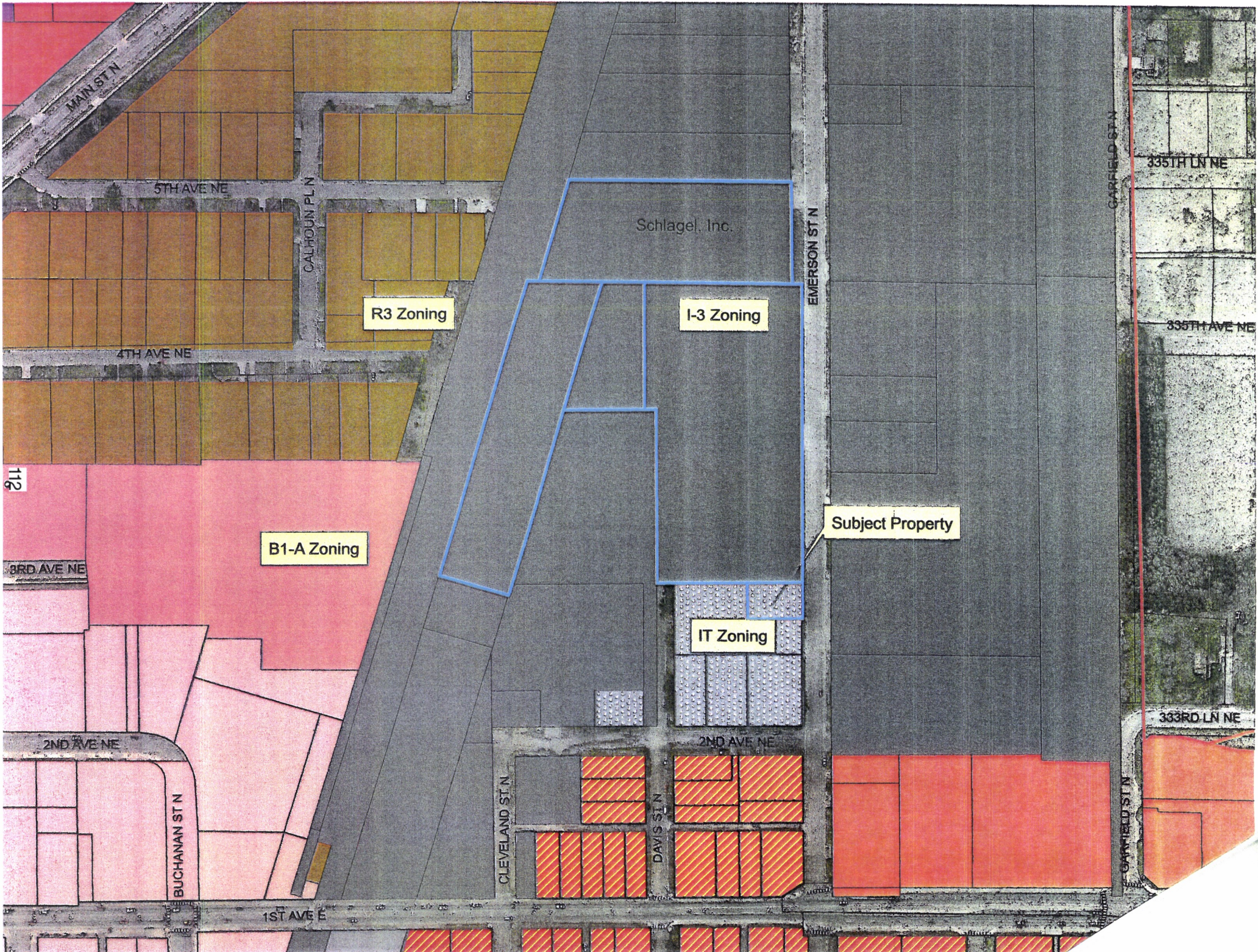
Therefore your applicant respectfully requests the City of Cambridge to rezone parcel 15.041.2350 from IT, Industrial Transition District to I-3, General Industrial District.

Schlager, Inc.

BY: 

ITS: President

{erin/JAL/Business/Schlager}



Schlagel, Inc.

R3 Zoning

I-3 Zoning

B1-A Zoning

Subject Property

IT Zoning

112

3RD AVE NE

2ND AVE NE

BUCHANAN ST N

1ST AVE E

CLEVELAND ST N

DAVIS ST N

EMERSON ST N

GARFIELD ST N

335TH LN NE

335TH AVE NE

333RD LN NE

GARFIELD ST N

PLANNING COMMISSION MEETING MINUTES

Tuesday, April 7, 2015

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

Members Present: Jim Godfrey, Shirley Basta, Tiffany Kafer, Chad Struss and Robert Nelson

Members Absent: John Klossner (excused), Bob Erickson (excused)

Staff Present: Marcia Westover, City Planner

CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

March 3, 2015 Regular Meeting Minutes

Kafer moved, seconded by Basta to approve the March 3, 2015 meeting minutes as presented. Motion carried 5/0.

PUBLIC COMMENT

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

NEW BUSINESS

Public Hearing Zoning Map Amendment-Schlagel Property

Westover stated that Schlagel owns five parcels on the west side of Emerson Street N and four of the parcels are currently zoned I-3 General Industrial District with one southernmost parcel that was picked up which is zoned as I-T Industrial Transition. Westover explained they are looking to plat all five parcels into one parcel in the future, but in order to do that, they need to make the zoning consistent. Westover concluded they are requesting the zoning of the southernmost parcel be I-3 General Industrial District to make it consistent with all of the other parcels.

Struss moved, seconded by Kafer to recommend that City Council adopt the ordinance Rezoning Certain Property located at 241 Emerson St N to I-3 General Industrial District, PIN# 15.041.2350 as presented by staff.

Attorney Jim Lindberg stated the complete legal description might not be as presented in the ordinance. Westover stated that she would make the necessary changes in the ordinance to include the proper legal description.

Struss moved, seconded by Kafer to amend the motion to include the updated legal description of the property. Motion carried 5/0.

Godfrey verified the motion goes to City Council on April 20, 2015.

Public Hearing-Variance-Deck at 946 Roosevelt St. S.

Westover stated the property on 946 Roosevelt St. S. is currently zoned R-1 One Family Residence and the current setback to rear yard property line is 35 feet. Westover reported the current setback for the house is 28 feet which only leaves 1' to work with. Westover noted the dwelling was built with a patio door on the rear of the building and a useable deck is not allowed according to the zoning code, therefore, a variance is being requested. Westover reported the applicant is requesting a 6' x 22' deck and the 6' width would encroach leaving only a 30' rear yard setback.

Westover explained in 2004 when the dwelling was built, it should have been designed so the patio door placement did not face the rear of the property. Westover reported staff is unsure if this was communicated to the builder at the time, however, there is a note on the survey that was submitted at the time of permit issuance regarding the 35' setback required and any future deck cannot encroach.

Westover explained the City can grant a variance where the strict enforcement of the code causes practical difficulties. Westover reviewed all seven variance standards which the proposal meets and concluded staff finds unique circumstances for the property, therefore, recommends approval.

Planning Commission discussed the possible future ordinance change going from 35' to a 30' rear yard setback.

Garcia thought the variance was needed because of a sewer easement. Westover clarified that it is a standard utility easement and a variance for a rear yard setback was required.

Godfrey questioned why Garcia wanted to build a removable deck. Robinson stated she felt it would make their case stronger to have the variance approved. Westover explained building permits are not required in certain circumstances when the deck is not attached to the house and the height requirement is met. Westover reviewed the setback standard and stated since the deck is part of the principal structure, the rear

setback needs to be met.

Godfrey confirmed the neighbors within 350 feet were notified and that nobody contacted staff.

Nelson confirmed with the owners they don't intend to build more deck in the future.

Nelson moved, seconded by Basta to recommend City Council approve the resolution granting the variance for 946 Roosevelt St. S. as presented. Motion carried 5/0.

Godfrey verified this matter will go before City Council on April 20, 2015.

Public Hearing-Zoning Text Amendment-Sign Performance-Window Graphics

Westover explained window graphics or window clings have been installed on several businesses in Cambridge and the windows are covered with a sheetrock that has graphics on it. Westover stated as with Anytime Fitness's window clings, staff is proposing that all clings be transparent so the police department has visibility into their store for security reasons and emergency response, especially at night. Westover noted no more than 30% of the window can be covered by signage for these reasons. Westover reported the City does not have language in the Code pertaining to window graphics or window clings. Westover reviewed the language amendment and confirmed the language meets all standards for amendments.

Godfrey made a suggestion to change the wording. Strike the word visible and add the words allow visibility: "Window clings or window graphics must be transparent and allow visibility into the building at night so emergency responders can see inside."

Nelson moved and Kafer seconded a motion to table this discussion until the May Planning Commission meeting.

Discussion ensued regarding the definition of a sign and what to call a sign on window graphics. Westover stated staff reviews regular signs when they come in for permits and staff has not received complaints regarding window clings and graphics. Westover stated staff only needs to add language at this time to allow visibility through the window clings and graphics for security and emergency response purposes.

Godfrey had concerns if requiring all companies to obtain a permit every time they change a sign and what that burden would be on staff. Westover clarified that sign permits are required for sign change outs. Godfrey did not feel a need to table to motion until the May meetings since the sign is already defined in the City Code and the City already requires permits for sign changes.

Nobody vote aye, Godfrey, Nelson, Basta, Kafer, and Struss voted nay. Motion to table the agenda item failed 0/5.

Godfrey moved, seconded by Struss to recommend City Council approve the ordinance amending City Code §156.063 Sign Regulations with the amendment of striking the word "visible" and adding the words "allow visibility" in its place. Motion carried 5/0.

Godfrey confirmed the ordinance will go to City Council for their approval on April 20, 2015.

130 3rd Ave SW-Parking/Street Parking

Westover explained Mr. and Mrs. Parsons live at 130 3rd Ave SW and have received two parking tickets for parking on the street during the snow season. Westover reported the City Code prohibits parking on any public street from November 1 through March 31 each year between the hours of 2:00 a.m. and 4:00 a.m. Westover stated staff has discussed options with Mr. Parson such as a new driveway parking area on the north end of his property, however, Mr. Parson does not want to pay for this improvement.

Westover reported on March 16, 2015, the Parsons requested approval from Council to park on the street and Council denied their request, but asked the Planning Commission hear this request and give a recommendation.

Westover explained the parking ordinance is for the safe and effective means of snow removal and if cars are allowed to park on the streets, the plow trucks cannot efficiently remove the snow and vehicles parked have the potential to be harmed. Westover noted vehicles can get plowed in with snow and cost more for the owner in the long run, in addition, the leftover snow that doesn't get plowed compacts down and most often turns to ice creating a traffic hazard.

Westover reported Council discussed looking into an odd/even day parking system during snow removal like other cities such as St. Cloud and Minneapolis, but Public Works staff does not recommend this option. Westover stated this type of system is a 2 night event where one side of the street is cleared on the odd day and the other side of the street is cleared on the even day. Westover stated this would double the snow plow budget for Cambridge and currently there is not enough staff to cover this option.

Westover recommended a viable solution to this, is to create a driveway and parking area on the north side of the property. Westover reported the Parsons do not want to disturb this part of their property due to it being beautifully landscaped with mature trees, and they do not want to pay for the work.

Westover noted the Parsons did contact staff prior to purchasing the property and knew about the snow season parking regulations and limited parking availability on this parcel. Westover stated the Parsons explained that they purchased the property anyway in hopes they could approach Council and get the ordinance changed.

Discussion ensued between the Commission and Casey and Susan Parson of 130 3rd

Ave SW. Casey was concerned about the location of the fiber optic cables, gas lines and Century Link box. The Parsons had concerns and felt a driveway would be difficult.

Godfrey offered a solution to make a parking surface on the east of the house near the alley. It would be close to the road but not necessarily close to the house. With this option, they could park diagonally just behind the utility box. Nelson noted all the other businesses have asphalt right up to the alley and agreed with Godfrey that removing some shrubs from the north and parking diagonally toward the corner.

Godfrey suggested angling the parking spot straight off the alley would provide enough space for the car and yet allow them to back into the alley versus backing into traffic so this wouldn't pose any safety hazards.

Mr. Parson asked who he would need to talk to in order to get this sort of work done. Westover stated he would need to contact the City of Cambridge Building Department and they would need a site plan and the Parsons would have to apply for a driveway permit. Westover explained the surface needs to be bituminous or concrete. Mr. Parson said he preferred to not have a lot of concrete everywhere and mentioned the option of pavers that have areas where grass can grow through it. Westover explained that pervious materials are allowed as long as they meet the specifications for them and the City Engineer reviews and approves them. Westover discouraged the idea to have grass growing through the pavers. Westover noted if the pavers are pervious and water can drain, the city may allow that.

Mr. Parson felt this was a much better solution than tearing out trees on the north. Mr. Parson again brought up his concern about the lines running up to the fiber optic box and what kind of issues this might cause. Godfrey stated having a site plan would alleviate this concern.

Godfrey stated a motion didn't need to be made since the Parsons will work with staff to come up with a solution.

OTHER BUSINESS / MISCELLANEOUS

City Council Update

Westover updated the Commission on the previous City Council meetings.

Parks, Trails, and Recreation Commission Update

Westover updated the Commission on the last Parks, Trails, and Recreation Commission meeting.

ADJOURNMENT

Struss moved, seconded by Kafer, to adjourn the meeting at 7:50 pm. The motion carried 5/0.

Jim Godfrey
Cambridge Planning Commission Chair

ATTEST:

Marcia Westover
City Planner

DRAFT

ORDINANCE NO. 612

*An Ordinance Rezoning Certain Real Property Located
at 241 Emerson St. N (Schlagel Inc.) to I-3 General Industrial District
(PIN: 15.041.2350)*

WHEREAS, that tract of land, hereinafter called the "tract", lying and being in the City of Cambridge, County of Isanti and State of Minnesota, is described as follows; and

That part of the Lot Five (5), Auditor's Subdivision Number 8, of the Village (now City) of Cambridge, described by metes and bounds as follows:

Commencing at a point on the East line of said Lot Five a distance of 225 feet North of the Southeast corner of said Lot Five; thence North along the East line of said Lot Five a distance of 75 feet; thence West and parallel with the South line of said Lot Five a distance of 176.5 feet; thence South and parallel with the East line of said Lot Five a distance of 75 feet; thence East and parallel with the South line of said Lot Five to the point of commencement, excepting, however, the east 60 feet thereof.

WHEREAS, Schlagel, Inc. has requested the rezoning of the tract to I-3 General Industrial District; and

WHEREAS, the Planning Commission of the City, on the 7th day of April, 2015, following proper notice, held and conducted a public hearing regarding the requested rezoning, following which hearing such Planning Commission adopted a recommendation that such rezoning be approved; and

WHEREAS, such recommendation has been presented to the City Council on the 20th day of April, 2015, and the City Council of Cambridge hereby finds that the rezoning conforms to the City's Comprehensive Plan and City Code.

NOW, THEREFORE, the City Council of the City of Cambridge, Minnesota, ordains that the tract shall be and is hereby zoned and classified, pursuant to the provisions of the Zoning Ordinance of the City of Cambridge, as being in the I-3 General Industrial District.

This ordinance shall become effective upon publication.

Adopted this 20th day of April, 2015 by the Cambridge City Council.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Date of Publication: April 29, 2015

Author: Marcia Westover

Request

A request by Heginio Garcia, 946 Roosevelt St. S., to receive a variance to build a deck less than the required setback from the rear property line.

Overview

The property at 946 Roosevelt St. S. is currently zoned R-1 One Family Residence. The rear yard setback is 35' for buildings and structures connected to the principal building such as this. The existing house is 36' from the rear property line. This only leaves 1' to work with. The dwelling was built with a patio door on the rear of the building. A useable deck is not allowed according to the zoning code. Therefore, a variance is being requested.

The applicant is requesting a 6' x 22' deck. The 6' width would encroach on the rear yard setback, only leaving a 30' setback. The proposed deck width and setback to the rear yard is found by staff to be reasonable.

The City Council can grant variances from the provisions of the zoning code in instances where the strict enforcement causes practical difficulties because of circumstances unique to the individual property. At the time the dwelling was built (2004), it should have been designed so as to not have the patio door placement face the rear of the property. Staff is unsure if this was communicated to the builder at the time. However there is a note on the survey that was submitted at the time of permit issuance regarding the 35' setback required and any future deck cannot encroach.

The Planning Commission discussed whether or not the ordinance should be amended to a lesser rear yard setback (i.e. 30'). The Planning Commission did not make this a motion. After the Planning Commission's discussion, staff reviewed the area and concluded that 946 Roosevelt St. S. and approximately 9 adjacent vacant lots do not meet the required lot depth, therefore making a shorter than standard lot (i.e. 110' versus the required 120' depth). This is a Planned Unit Development where the typical lot standards do not necessarily need to be met. The setback to the rear on the 9 adjacent vacant lots may be a concern as well. Staff has come across rear yard setback issues very few times in other subdivisions and the issue was able to be resolved in those instances. Staff does not see a great need to change the ordinance at this time. The 35' rear yard setback has been in place since at least 1964, if not even earlier.

The purpose of the Variance process is to review applications on a case by case basis to determine whether relief may be granted from unforeseen particular applications of the zoning code that create practical difficulties. In considering an application for a variance, the Planning Commission shall recommend the approval of the variance only upon the finding that the application complies with the standards as identified on the attached Resolution. The Planning Commission reviewed these standards and found they could be met.

Planning Commission Action

At their meeting on April 7, 2015, on a 5/0 vote the Planning Commission recommended approval of the variance with the condition as listed below.

Council Action

A motion on the attached resolution, as may be modified by Council, recommending approval of the proposed Variance for a 6' x 22' deck that will not meet the required 35' rear yard setback but will maintain a setback of 30' to the rear property line as long as the condition listed below can be met:

1. A building permit application must be submitted by the applicant and approved by City staff.

Attachments

1. Location Map
3. Applicant's Submittals
4. Resolution
5. Refer to Planning Commission minutes attached with Schlagel rezoning staff report

Resolution No. R15-022

**A RESOLUTION OF THE CAMBRIDGE CITY COUNCIL GRANTING A VARIANCE
946 ROOSEVELT ST S, SETBACK FOR A DECK**

WHEREAS, Heginio Garcia, 946 Roosevelt St. S., Cambridge, MN, 55008, representative of the following described property located in Cambridge, Minnesota, to-wit:

Lot 17, Block 7, Parkwood Southeast, Isanti County, Minnesota

has applied for a variance from the provisions of City Code Section 156.038 Residence Districts and 156.080 Accessory Building and Structure Requirements to allow for the rear yard setback to be less than the required setback allowed, and

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

WHEREAS, The Planning Commission of the City, on the 7th day of April, 2015, following proper notice, held a public hearing regarding the request, and following said public hearing, adopted a recommendation that the request for Variance approval be granted; and

WHEREAS, The City Council finds that 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.*

Staff finds that no useable deck can be built for the existing patio door unless a variance is granted due to the existing setback and egress window location. The location of the patio doors and 35' setback creates a practical difficulty.

- (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.*

Staff finds that the plight of the landowner is due to the original builder placing the patio doors in a location not conducive for a deck, and the applicant is requesting a reasonable size deck that will not alter the character of the area and still maintain a reasonable 30' setback.

- (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.*

Staff finds that the proposed deck is in harmony with the general purposes and intent of the Zoning Ordinance and Comprehensive Plan. Specifically, the purpose of the Zoning Ordinance is to insure the public health, safety, order, convenience and general welfare of the City in accordance with the City's development goals, plans and policies. Housing Goal #2 as identified in the Comprehensive plan states "Create a high-quality, livable environment in all residential neighborhoods." The proposed deck is reasonable and will create a more livable environment for the owner while maintaining an appropriate rear yard setback for adjacent properties.

- (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.*

Staff finds no economic considerations to evaluate for the proposed deck. The owner's proposal is for their own use.

- (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.*

Staff finds no other remedy, or less intrusive means, as the proposed deck is a reasonable width for enjoyment of the deck placed where the existing patio door has been installed. A 30' setback can still be maintained and is not found to be intrusive.

- (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.*

Staff finds the deck could be reduced in width, however the 6' proposal is not overwhelmingly intrusive to gain relief from the strict enforcement of the code.

- (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.*

Staff finds that through granting of the proposed variance that the essential character of the area will be maintained. A residential deck is standard to many homes in the city.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Cambridge, Minnesota, approves the variance request to the City Code to allow the setback of the deck at 946 Roosevelt St. S. to be 30' from the rear yard as long as the condition below is met:

1. A building permit application must be submitted by the applicant and approved by City staff.

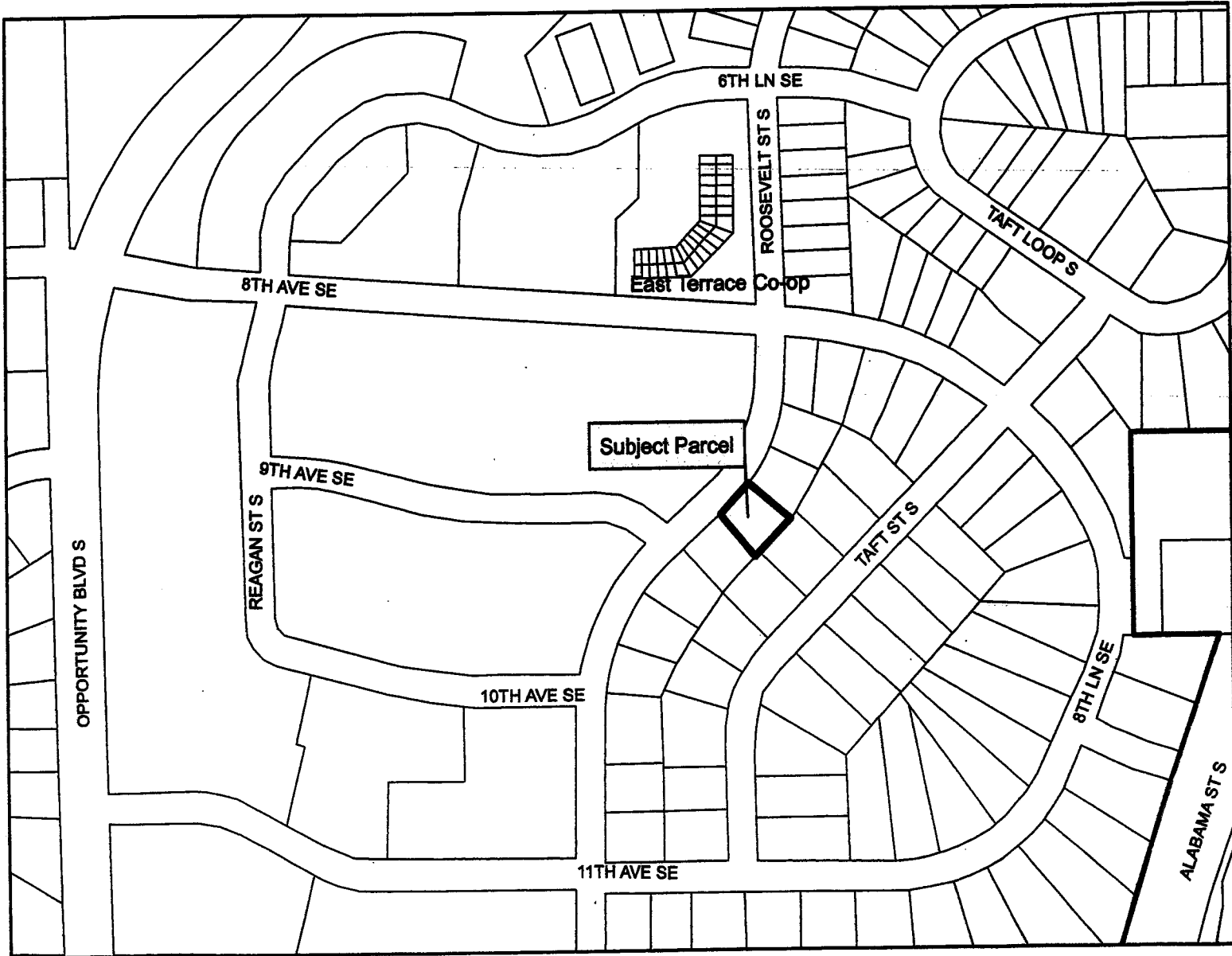
Adopted by the Cambridge City Council
this 20th day of April, 2015.

Marlys A. Palmer, Mayor

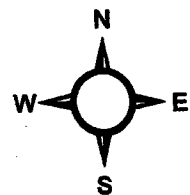
ATTEST:

Lynda J. Woulfe, City Administrator

Variance Request 946 Roosevelt St. S.



A request by Heginio Garcia to request a variance to build a deck less than the required setback to the rear yard. A 30' setback is requested rather than the 35' required.



CERTIFICATE OF SURVEY

FOR

Clayton Buzzell Jr.

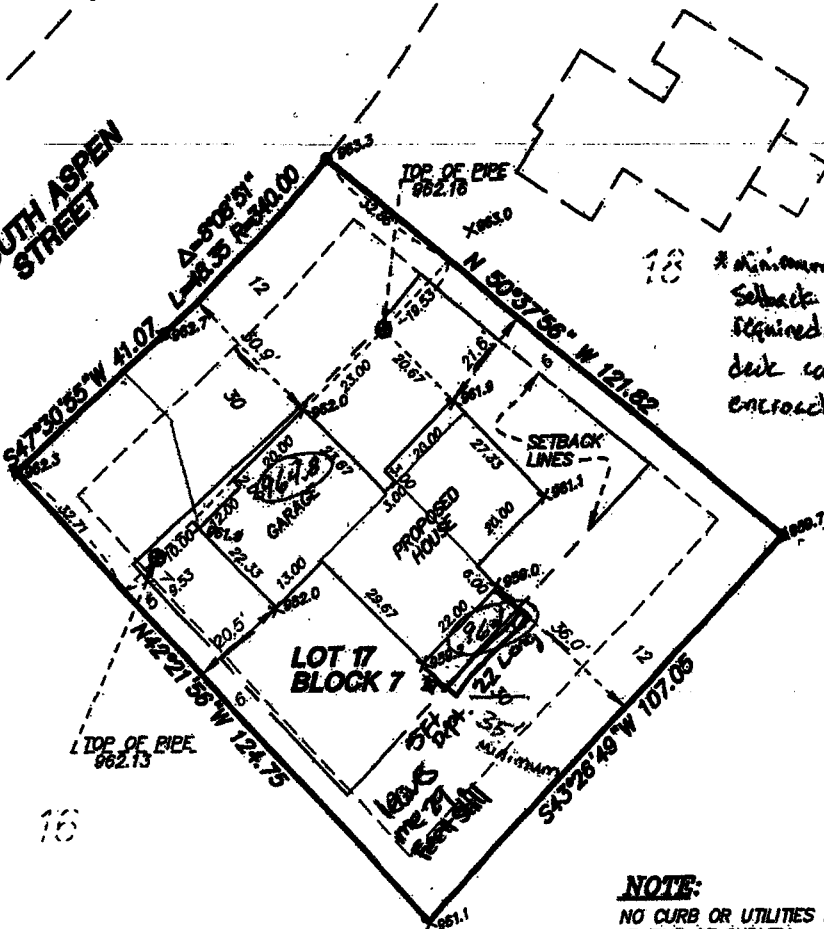
FILE COPY

PROPOSED BUILDING ELEVATIONS

TOP OF FOUNDATION 965.1
 GARAGE FLOOR 964.8
 LOWEST FLOOR 957.0
 FRONT OF HOUSE 964.3
 REAR OF HOUSE 964.6
 STYLE Full 12 Course Basement



SOUTH ASPEN STREET



18 *Minimum rear yard setback of 35 ft required. Future deck can not encroach.

NOTE:
NO CURB OR UTILITIES IN PLACE AT TIME OF SURVEY.

LEGEND

- DENOTES SET IRON PIPE R.L.S. NO. 16091
- DENOTES FOUND IRON PIPE
- ⊕ DENOTES SET IRON PIPE FOR BLDG. OFFSET
- x 880 DENOTES EXISTING ELEVATION
- — DENOTES DRAINAGE & UTILITY EASEMENT

LEGAL DESCRIPTION

LOT 17, BLOCK 7, PARKWOOD SOUTHEAST, ACCORDING TO THE PLAT OF RECORD THEREOF, ISANTI COUNTY, MINNESOTA.

CERTIFICATION

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

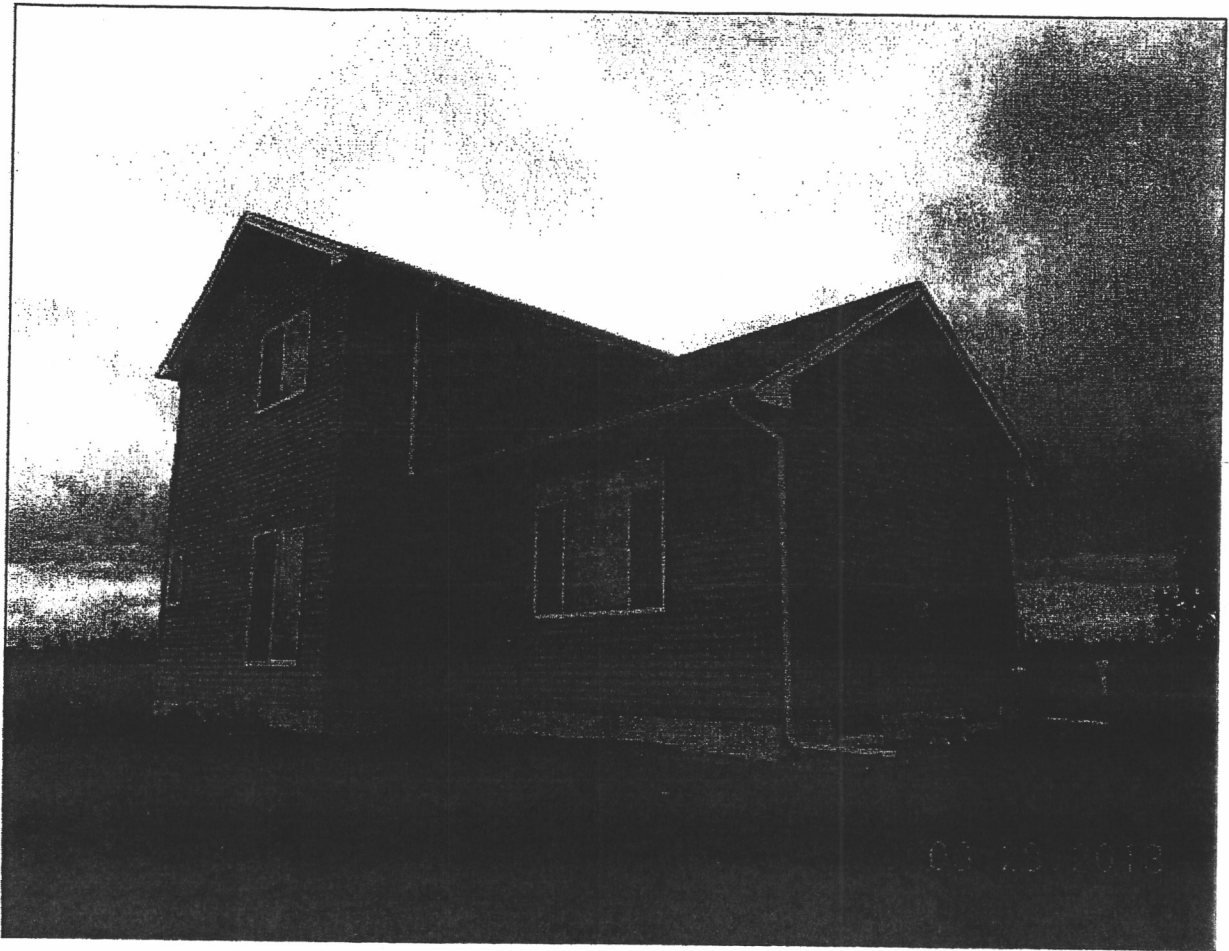


Anderson Land Surveying
 140 N. Buchanan Street
 Cambridge, MN 55008
 Ph. 763-689-4042 Fax: 763-689-6681

[Signature]
 KYLE R. RODDY, MN LIC. NO 42627

DATED: 6/30/04





No data available for the following modules: Delinquent Taxes. [Click here for help.](#)

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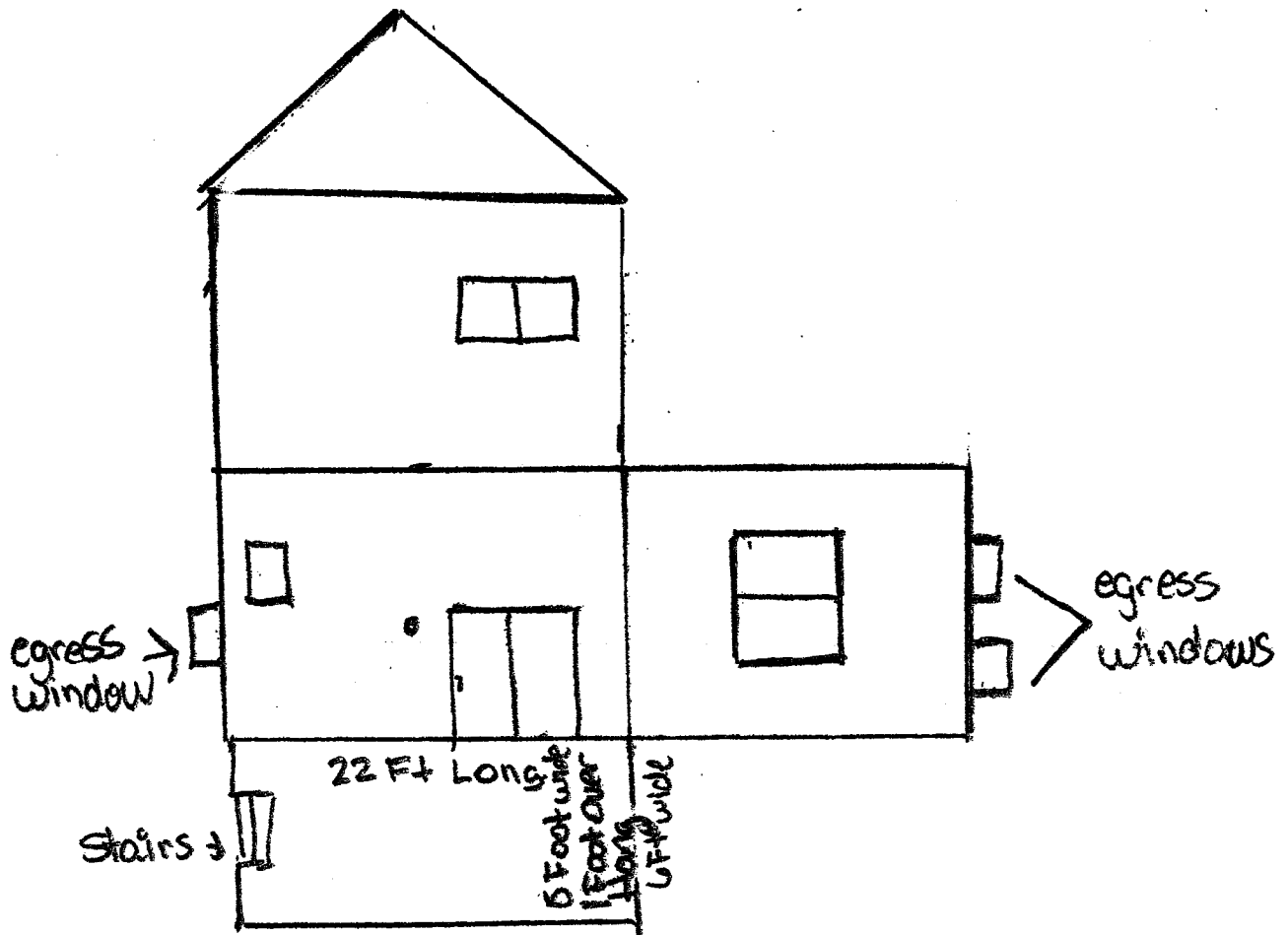
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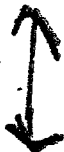
developed by
The Schneider Corporation
www.schneidercorp.com

Back of the house



Sewer
run off

35 Feet
From
sewer
to house



which if I
use 6 Ft you
still have 29 Ft
Plus what the
resident behind
us has.

To Whom It May Concern: I live at 946 Roosevelt St S in Cambridge MN 55008

We want to build a deck since our house was built with a walk out patio off the kitchen and we need a deck to be able to utilize our patio door and to have an outdoor area to sit in the back yard.

We were told we could not build because there are not enough feet in between our proposed deck and the sewer that is in our back yard. There isn't a street in our back yard so why is there a sewer? It doesn't make sense to me.

We cannot build on either the north side or the south side because there are egress windows on both the North and South side of the house. So the back is the only place we can build a deck.

We will build a removable deck just in case we should ever need to move it. Our proposed deck will be 22 ft. wide by 5 feet out with an overhang of 1 foot.

We are asking for a reasonable amount of space to use and since it will be removable I believe it should not be a problem.

Thank you in advance for looking at our situation and evaluating it so we can come to a solution to this problem.

Shaela Robinson 763 639 1488

Heginio Garcia 763 439 3554

**Item #7D City Council
Zoning Text Amendment-Window Graphics**

April 20, 2015

Author: Marcia Westover

Request

A request by the City of Cambridge to amend City Code Section 156.063 Sign Regulation. The purpose of the amendment is to add language for window graphics or window clings.

Background

Window Graphics or window clings have been installed on several businesses in Cambridge. One identifiable business with these window clings is Anytime Fitness on Main St. S. The windows are covered with a sheer cling that has graphics on it. As with Anytime Fitness's window clings, staff is proposing that all clings be transparent, especially at night. The police department requests that all businesses have visibility into their store for security reasons and emergency response. The historical reasoning behind the 30% window coverage requirement in the code is for this same reason; the police department needs to be able to see inside businesses. No more than 30% of the window can be covered by signage.

Staff proposes the following underlined language be added to § 156.063 Sign Regulation (F) (2) (k):

Window signs are restricted to 30% of the area of the window(s) in which the sign is to be displayed and are in addition to those otherwise permitted on the principal structure. All window signs shall be applied to the interior of the windows except for temporary painted messages on the exterior. Window clings or window graphics must be transparent and visible into the building at night so emergency responders can see inside.

Planning Commission Action

At their meeting on April 7, 2015, on a 5/0 vote the Planning Commission recommended approval of the proposed amendment.

City Council Action

A motion on the attached draft ordinance, as may be modified by the Commission, recommending approval of the proposed amendment to City Code Section 156.063 Sign Regulation.

Attachments

1. Draft Ordinance
2. Refer to Planning Commission minutes attached with Schlagel rezoning staff report

Ordinance 613

Amending Title XV Land Usage, Chapter 156 Zoning, Section 156.063 Sign Regulation

NOW THEREFORE BE IT RESOLVED that the City of Cambridge does hereby ordain the following amendments to Title XV Land Usage, Chapter 156 Zoning, Section 156.063 Sign Regulation:

§ 156.063 Sign Regulation

(F) (3) (k) Window signs are restricted to 30% of the area of the window(s) in which the sign is to be displayed and are in addition to those otherwise permitted on the principal structure. All window signs shall be applied to the interior of the windows except for temporary painted messages on the exterior. Window clings or window graphics must be transparent and allow visibility into the building at night so emergency responders can see inside.

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 20th day of April, 2015.

Marlys A. Palmer, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Prepared by: Lynda J. Woulfe, City Administrator

Background

The recording equipment for Council Chambers now needs to be replaced as well as new equipment for the public access channel. Carri has indicated that there is significant interference on the existing tapes and the recordings are getting harder to listen to. The current system is ten years old and is very outdated. In December 2013, the Council authorized staff to create a request for proposals (RFP) for public access channel equipment and sound equipment. Unfortunately, I have not been able to get to create the RFP until now.

As of right now, the City can no longer play video tapes or update the messages on the public access channel due to broken equipment. I have had people come in to look at repairing them and have been told our system is too old to be repairable. Therefore, I ask the Council to approve the attached RFP so we can get prices on updating the system. Hopefully, we can integrate the recording and public access into one unit to gain better efficiencies.

Recording of regular Council meetings is not required by law; however, it is extremely helpful for the proper preparation of minutes. The City is required to record closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

My hope is to replace the system with technology that is current, efficient, and easy to use for both Council meetings and posting on the public access channel. Since I am not the best technology person, I hope to work with the School District's technology director to evaluate the proposals we have received prior to presenting them to Council for a purchase. Dr. Queener has indicated the District is willing to help out when the time comes.

Recommendation

Approve the RFP so that proposals can be solicited for a future Council decision.

Attachments

December 16, 2013 Council minutes

December 16, 2013 Staff Report on Public Access Channel Equipment

Request for Proposals for Recording and Public Access Broadcast equipment

City of Cambridge
February 2015

The City of Cambridge is seeking proposals to replace:

Public access channel playback equipment and character generator
City Council recording equipment
Two presentation projectors

The City desires to move to different technology that will allow the City to record our various commission and council meetings that can be either streamed live or rebroadcast on the City's public access channel and the City's website. The City is also in need of a method to post announcements on its public access channel such as a character generator. Proposals will be evaluated on effectiveness of technology, price, quality of recording, and ease of operation. The City also needs to replace two computer projectors that must interface with Council recording equipment and existing document camera.

Proposals must include all costs such as installation, wiring, equipment, and labor. Proposals should clearly delineate your proposed solution, types of equipment/technology, and length of warranties. A tour of the Council Chambers and present recording configuration can be arranged by appointment. Please contact Lynda Woulfe at lwoulfe@ci.cambridge.mn.us or 763-689-3211.

Proposal deadline: Noon on May 28, 2015

Return proposals to: Lynda Woulfe, City Administrator
City of Cambridge
300 3rd Avenue NE
Cambridge MN 55008

Council scheduled the next work session meeting for Monday, February 10th, at 2:00 pm until 6:00 pm. Woulfe asked Council to bring an idea for a mission statement and their top three priorities.

Public Access Channel Equipment

Woulfe stated Midcontinent Communications has set aside Channel 10 as a public access channel for the cities of Cambridge and Isanti. Woulfe stated a few years ago, US Cable (now Midcontinent) provided the City with some old equipment from a public access channel in another community to give the City the opportunity to start broadcasting material.

Woulfe stated the cities of Isanti and Cambridge used the Channel together and both cities had administrative access to post informational bulletins using a common character generator. Woulfe reported the character generator has not worked for the past year and she has had TR Computers look at the equipment and they have determined it is not repairable.

Woulfe stated the videotape player also does not work anymore and Cambridge Lutheran Church brings their videotapes of their Sunday services to air on the Channel. Woulfe stated she has informed them the equipment is broken and Council will need to make a decision as to whether or not the equipment will be replaced.

Woulfe stated before she launches into researching new equipment, she thought she would ask if Council want to invest in the public access channel and replace the equipment. Woulfe reported character generators run approximately \$1,500 but they also need updated equipment for the videos. Woulfe noted they should switch to DVDs or computer wave files and integrate it into a simpler system if they are going to continue the Public Access Channel. Woulfe stated she believes they could get a system for the public access channel for around \$5,000. Woulfe reported staff has funds set aside from the Cable Franchise Fee for the purchase of this equipment; however, they don't have sufficient personnel to properly manage the channel and get programming on the channel.

Discussion ensued regarding options for equipment. Lewis asked if it is possible to place recordings of the meetings on the website. Woulfe explained the current recording equipment needs to be updated. Woulfe stated with the proper equipment, a wave file can be created and placed on the website. Woulfe explained if programming on the public access channel is a priority, the City must manage its own equipment. Council directed staff to research options to replace the existing equipment and sound system.

Resolution R13-100 Approving a Premise Permit for Charitable Gambling for 220 Main St South (American Legion Post 290)

Woulfe reported the American Legion purchased the Christian Bookstore and is now applying for a gambling permit.

Iverson moved, seconded by Caulk, to approve Resolution R13-100 Approving a Premise Permit for Charitable Gambling for 220 Main Street South. Motion passed unanimously.

Prepared by: Lynda Woulfe, City Administrator

Background

Midcontinent Communications has set aside Channel 10 as a public access channel for the cities of Cambridge and Isanti. A few years ago US Cable (now Midcontinent) provided the City with some old equipment from a public access channel in another community to give us the opportunity to start broadcasting material (see staff write-up from 2010).

The cities of Isanti and Cambridge used the Channel together and both cities had administrative access to post informational bulletins using a common character generator. The character generator has not worked for the past year. I have had TR Computers look at the equipment and it is not repairable.

Under a recent development, within the last month, the video tape player also does not work anymore. Cambridge Lutheran Church brings us video tapes of their Sunday services to air on the Channel. I have informed them the equipment is now broken and the Council will need to make a decision as to whether or not the equipment gets replaced.

However, before I launched into researching new equipment, I thought I would ask the question – does the City Council want to invest in the public access channel and replace the equipment? Character generators run approximately \$1,500. However, we also need updated equipment for videos (should switch to DVDs or computer wave files) and to integrate it into a simpler system would be preferable if we were going to continue the Public Access Channel. I believe we could get a system for the public access channel for around \$5,000. We do have some funds set aside from the Cable Franchise Fee for the purchase of this equipment. However, we really don't have sufficient personnel to properly manage the channel and get programming on the channel and quite frankly this is not at all my area of expertise in terms of what equipment we really need to have a successful public access channel.

So I throw these questions out for discussion and direction:

What do you desire to do?

How do you want to address an effective communication strategy for the City between social media, website, and public access channel?

Would it be better to replace the recording equipment in Council Chambers and simply post wave files of Council, EDA, and Commission meetings so people could listen to them on-line?

Do you want to address this at a future work session dedicated to just this subject?

What research do you want for decision making purposes?

Prepared by: Lucas Milz, Assistant Public Works Director
Lynda Woulfe, City Administrator

Background

Staff is requesting Council approve the attached Sandquist Park User Agreement. We are having significant issues with people leaving trash out on the fields and not caretaking for the field after they use it. This increases our maintenance costs because Public Works staff needs to spend significant time picking up all the strewn trash and getting it back in the dumpster.

On Monday, we met with representatives from Cambridge Isanti Competitive Baseball and reviewed the agreement. They were completely fine with it and had no issues with the \$250 deposit. We are arranging a meeting with the Rum River Bandits as well, but with the nice spring action on this form can't wait until May 4th because teams are starting to play and practice already.

This will be no cost to them as long as they comply with the agreement. We also propose to use this same form for all users of Sandquist Park to ensure consistency in the care everyone takes of the fields (soccer, football, baseball, and softball).

Recommendation

Adopt the User Agreement as presented.

Sandquist Park Field User Agreement 2015 Season

Free use of the City of Cambridge's Sandquist Park is a privilege not a right. In order to protect the fields and surrounding area this agreement is put in place between the City of Cambridge and _____ for the use of sports fields at Sandquist Park. This agreement shall remain in effect for the 2015 season. This agreement states that users of the sports fields will follow the rules set forth by the City of Cambridge for use of the fields.

1. Fields are to be maintained, including warning tracks, (by dragging or raking) after every game or practice.
2. Dugouts are to be cleaned after every game/ practices and trash properly disposed of.
3. Trash collected in the portable trash cans around the fields/dug outs must be disposed of in the dumpster provided by East Central Sanitation after every game or practice. This prevents the trash from tipping over and blowing around the fields creating litter that increases maintenance activities. Trash bins that are overful or have trash piled on top of them are not allowed and must be disposed of to prevent the attraction of animals and litter.
4. The portable trash containers are to be fastened to the fence or a post of some manner so they cannot blow over and the contents be spread out by the wind.
5. No vehicle traffic allowed off of the pavement unless it is an emergency or service vehicle. **No** parking on the grass.

The City of Cambridge will charge a user fee of \$250 for use of the fields. If fields are maintained and rules are followed the fee will be returned at the end of the season. If the rules are not followed, the user forfeits their deposit.

Please return signed forms and \$250 fee to:

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

Please call Cambridge Public Works/Parks Department at 763-552-3978 with any questions or concerns.

Accepted:

User Representative

Date

Approved:

City Representative

Date

