
Cambridge City Council - City Hall Council Chambers
Regular Meeting, Monday, April 15, 2019
Meeting Announcement and Agenda
6:00 pm

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

1. Call to Order & Pledge of Allegiance

2. Citizens Forum

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

3. Approval of Agenda (p. 1)

4. Consent Agenda Approvals

- A. Regular and Summary City Council Meeting Minutes for April 1, 2019 (p. 3)
- B. Warrants #112987 - #113237 and ACH/Wire items totaling \$3,076,280.47(p. 13)
- C. Resolution R19-024 Certify Delinquent Charges to Property Tax Roll (p. 48)
- D. Appoint Wayne Kalla (Grade 8, Step 2, \$24.51 per hour) to the Building Inspector position contingent upon successful completion of required pre-employment testing (p. 51)
- E. Approve Letter of Intent for Potential Purchase of Parcel Number 15.280.0830 & 15.032.1005 less required easements (p. 53)
- F. Resolution R19-025 Accepting restricted donations for Fire Department (p. 56)
- G. Resolution R19-026 Approve JPA between CPD and MN DPS Regarding ICAC Task Force (p. 58)
- H. Replacement of the Public Works Hotsy Pressure Washer. (p. 64)

5. Work Session

6. Unfinished Business

7. New Business

- A. 2018 Audit Report Presentation (p. 68)

- 1) Comprehensive Annual Financial Report for the Year Ended December 31, 2018
- 2) Independent Auditor's Reports & Legal Compliance
- 3) Audit Management Letter
- 4) Presentation of GFOA Certificate of Excellence for Financial Reporting for 2017

B. Approve Agreement with Chamber of Commerce for Sister City Commission (p. 70)

C. Resolution R19-027 Approve Debt Management Policy (p. 74)

D. Resolution R19-028 Approve New Water Tower Plans and Specifications and Order Advertisement for Bid (p. 97)

E. Approve Ordinance 690, amending Chapter 156 Zoning, Section 156.063 Sign Regulation. (p. 120)

F. Request from Cambridge Primary School to Cover "No Parking" signs (p. 153)

8. Mayor's Report

9. Council Concerns

10. City Attorney's Report

11. City Administrator's Report

12. Adjourn

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

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

Upcoming Meetings

<u>Date</u>	<u>Time</u>	<u>Description</u>
April 17	7:45am	Downtown Executive Committee
April 19	7:30am	College Advisory Committee (Cambridge- F206)
April 22	6:00pm	Cambridge Fire Department (Fire Department Training Room)
April 22	7:00pm	East Central Regional Development Commission (Mora)
April 23	7:00pm	Isanti County Parks and Recreation Commission (I.C.G.C.)
April 25	7:00pm	North Highway 65 Corridor Coalition (I.C.G.C.)
May 1	12:00pm	Toward Zero Death (TZD)
May 7	7:00pm	Cambridge Planning Commission

Upcoming Events

<u>Date</u>	<u>Time</u>	<u>Description</u>
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Cambridge City Council Meeting Minutes
Monday, April 1, 2019

A regular meeting of the Cambridge City Council was held on Monday, April 1, 2019, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Mayor James Godfrey; Council Members Kersten Conley, Marlys Palmer, Lisa Iverson, and Bob Shogren. All present, no absences.

Staff Present: City Administrator Woulfe, Attorney Squires, Police Chief Schuster, Community Development Director Westover, Utilities/Public Works Director Schwab, Administrative Assistant Levitski, Finance Director Moe and Emergency Management Director/Deputy Fire Chief Pennings.

Call to Order, Pledge of Allegiance, and Approval of Agenda.

Godfrey called the meeting to order at 3:30 pm and led the public in the Pledge of Allegiance. Iverson moved, seconded by Conley, to approve the agenda as amended. Motion carried unanimously.

Consent Agenda

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

- A. Regular and Summary City Council Meeting Minutes for March 18, 2019
- B. Draft February 2019 Financial Statements
- C. Sandquist Park 2019-2020 Farming Agreement with Paul Sjodin
- D. Resolution R19-023 Accepting restricted donations for Fire Department from Isanti County Sportsmans Club for Extrication Equipment
- E. Newly Promoted Patrol Sergeant Wages

Upon call of the roll, Godfrey, Shogren, Palmer, Iverson, and Conley voted aye, no nays. Motion carried.

Work Session

City Hall Debt Pay Off Recognition

Moe reported that Council authorized the budgeting of funds to pay off the City Hall Bonds four years ahead of schedule. Moe stated the City will no longer need to levy bond payments for City Hall debt.

City Sponsorship Program

Cole reported the City of Cambridge has been without a formal sponsorship program throughout the years, despite a variety of business and personal in-kind and financial contributions made towards events and other activities.

Cole explained having raised the concept with Community Development Staff who were interested in pursuing the concept. Cole explained staff indicated it was something they did not have staffing resources to develop in the past.

Cole reported I put together a sponsorship policy and a brochure which demonstrates an initial concept for Council to review. Cole explained the information was largely informed by cities running very successful programs in Minnesota.

Cole stated at the Parks & Recreations meeting on March 12, 2019 a concern was raised over how the Commission felt about a sponsorship program, some felt it inappropriate to 'ask' for money when taxpayers are supporting the budget as is. Cole explained, post meeting I did some research based on their recommendations (Friends of the Library, etc.) but still think a formal program is more appropriate for local government, if Council approved.

Cole explained having reached out to several cities for feedback. Cole reported all contacts made said they did not have negative feedback from residents about financial sponsorships and that programs have been very beneficial for all involved. Cole stated these cities also expressed that sponsorship isn't actively sought, per se, but by simply making the information available has been enough to build positive financial and in-kind sponsor partnerships in their communities.

Cole stated the concept is being brought to Council for open discussion for an approval from Council to move forward with putting information out on the website and loosely within materials, but not actively reaching out to individuals or businesses for sponsorships. Cole explained financial sponsorship is certainly not the only part of the program, but rather in-kind, services, talent, etc. will be well represented throughout available communications.

Council discussed and decided not to pursue a sponsorship program at this time. Council has concerns about social/political issues that could be raised as a result of accepting sponsorships in certain circumstances.

Water Main Update

Schwab reported the water main on Highway 95 was put in 60 years ago at a depth of 5.5 feet and the depth requirement is now 7.5 feet. Schwab stated as a result of 6.5 feet of frost due to the aggressive winter and a lack of enough water usage to keep the water moving, the main froze.

Schwab reported all residents were notified in person of the issue and six of the households felt the pressure they had was enough, while one reported it was not. Schwab stated staff were able to throttle more water to that home and resolve the issue for the resident.

Schwab explained on Monday, staff had to dig further East and cut out pipe. Schwab stated they intend to patch the road Tuesday morning and pull the detour by Noon on Tuesday, April 2, 2019.

Potholes Update

Schwab stated a contractor was scheduled to fix the potholes on 8th and Main last fall, but due to the onset of an early winter, they were unable to complete the project. Schwab reported the contractor was scheduled again for Monday, April 1st but was unable to get the oil necessary for the fixes until Wednesday, April 3.

Schwab stated staff did not patch the potholes with cold mix they have because there needs to be open holes for fixing with the proper material and that the potholes have not been intentionally neglected. Schwab explained staff are anticipating the road will be worked on Friday, April 5, 2019.

Unfinished Business

Approval of Yoga in the Park Contracts

Cole reported the City of Cambridge has been offering Free Yoga in Central Green Park over the past few years and would like to offer it again for summer 2019. Cole explained that Yoga is a fun and healthy way to bring people together and build a strong community. Cole stated positive feedback has been gathered in previous years and the hope is to build the program even larger this year.

Cole stated two contracts are in the packet for approval by Council. Cole explained each instructor is fully certified and have instructed our programs in the past.

Cole reported Michele LaHood will teach a total of 12 classes on Monday evenings in June, July & September and Jane Benjamin will teach a total of 8 classes on Wednesday evenings in June & July. Cole stated the hourly rate for both instructors is \$40 per hour.

- Jane Benjamin, 8 total hours, \$320.00
- Michele LaHood, 12 total hours, \$480.00

Palmer moved, seconded by Conley approve both contracts for Yoga in the park, not to exceed \$800. Motion carried unanimously.

New Business

Refuse Hauling Contract for January 1, 2020 to December 31, 2025

Woulfe reported the City has a contract with Waste Management for refuse and recycling collection within the City limits. Woulfe stated under City Code Section 50.05, the City is authorized to grant a license to one person or corporation for the collection and disposal of all garbage, refuse, and recycling in the City of Cambridge. Woulfe explained the current license expires December 31, 2019.

Woulfe stated to have sufficient time to solicit request for proposals for refuse and recycling collection from January 1, 2010 to December 31, 2025 the City should begin the process now. Woulfe explained having asked City Attorney Squires for his opinion on amending the current ordinance to permit two licenses within the City limits. Woulfe stated Jay's memorandum is in the packet. Woulfe

stated many residents question why they can't have a choice of haulers. Woulfe explained the primary reason the City licenses only one hauler is to:

- limit the wear and tear on City streets.
- reduce noise (since collection happens on the same day every week instead of multiple days by multiple haulers).
- results in a cleaner environment – when there is only one licensed hauler the City can hold them accountable for being careful with collection so trash doesn't end up flying out during pickup. With more than one hauler they can always point fingers at each other and then the City loses.
- permits the City to negotiate rates for residents and keep the rates steady during the term of the contract.

Woulfe stated if City Council would like to issue more licenses, then staff will need to prepare an ordinance amendment prior to making a determination on licensing for the next license period. Woulfe stated she recommends no more than two so we can still limit the wear/tear on streets and reduce noise issues.

Woulfe stated if Council approves of going out for proposals for refuse and recycling services, the RFP would include at a minimum:

1. Collect haulers' rates for residential and commercial customers billed on a monthly basis:

Residential can sizes: 35-37 gallon can, 64-72 gallon can, and 96-98 gallon can
Commercial sizes: 2 cubic yard dumpster, 4 cubic yard, and 6 cubic yards

Hauler shall provide to the City a written breakdown of the fee requested clearly showing the portion allocated to the "dumping fee" and the portion of the fee for collection and service

2. Hauler shall provide garbage and refuse collection, voluntary curb side recycling collection, yard waste (grass clippings and leaves), and Christmas tree disposal.
3. Materials collected must be taken to the East Central Solid Waste landfill as is required by County ordinance.
4. Establish timeline for discontinuation of service and a maximum charge for re-establishment of service.
5. Requirement that the service provider empty all City owned trash cans in the downtown district at least once per week. Downtown district map will be provided.
6. The hauler must provide a certificate of insurance for workers compensation insurance demonstrating their employees are covered for workers compensation.

7. The hauler must provide a certificate of insurance for liability insurance and shall agree to hold the City harmless and shall agree to defend and indemnify the City and the City's employees, agents, for any claims, damages, losses, and expenses related to the work under this license. The City shall also be named as an additional insured under that insurance for the services provided under the license. The insurance shall provide coverage up to it might be advisable to require that coverage be amended from time to time to be consistent with the limits of liability under Minnesota Statutes, Section 466.04.
8. All collection must occur on a single day once a week– Thursdays are the preferred residential collection day.
9. Proposal must outline any other charges the hauler may desire to charge a customer. For example, late fees, reconnection fees, fuel service charge (if any), etc.

Woulfe stated the City could issue the RFPs in April with responses due by May 14, with results of the RFP being placed on the May 20 City Council agenda.

Woulfe explained the City could also choose direct negotiation with haulers, but she believes the RFP gives haulers the opportunity to provide the same information so the Council can compare apples to apples as much as possible.

Woulfe reported feedback from residents was largely in favor offering more than one hauler. Woulfe explained the most common complaint is incorrect billing and the call center being uneducated on the contracts. Woulfe stated the calls she typically fields are from residents who have hit their last straw, but also explained that Waste Management is timely in correcting bills, crediting residents and fixing problems.

Shogren stated he would prefer to have multiple haulers to increase competition and hopefully better service as a result. Godfrey stated many of the calls he's received as mayor were focused on this particular topic and he too had experienced the billing issues described by residents. Conley stated she would advise a maximum of two haulers. Shogren suggested four haulers.

Woulfe explained that difficulties could arise with too many options, because there is a risk that some residents may continuously switch services after neglecting payment to one vendor, moving onto another in a cycle. Palmer stated her disagreement of multiple haulers, because the city streets are more important than vendor competition.

Randy Triplett from Ace Solid Waste addressed council stating Ace has serviced the surrounding areas except for Cambridge. Triplett reported Ace Solid Waste would like to service Cambridge at least in the commercial sector.

Diana Seibels from Waste Management addressed Council stating she is the direct contact for Lynda Woulfe. Siebels explained there have been bumps in the road, but also many good parts of the service in Cambridge. Siebels stated that customer service has been a large hurdle and regardless of how the City moves forward, Waste Management does intend to internalize more of the call center

into the Cambridge location and bring a small-town customer service feel. Siebels stated that Waste Management is local, owning a building in Cambridge, and does wish to continue servicing Cambridge.

Godfrey stated his preference is to open up to two haulers.

Shogren moved, seconded by Iverson, to change the ordinance to allow up to three licenses for residential and commercial haulers. Godfrey asked if there was any discussion.

Conley stated she was not in favor of more than two licenses. Godfrey agreed his preference would be to limit it to two haulers and he would vote against the motion. Godfrey asked if there were two haulers could Council specify two different days in effort to help ensure each hauler is responsible for keeping garbage off the streets? Woulfe explained they certainly could, but recommends keeping it on the same day because you may increase noise complaints. Woulfe also opined Council could consider opening commercial up to three licenses and residential to two licenses. Woulfe stated commercial is much more competitive and that may be a possibility to consider.

Palmer stated her preference would be to stick with one hauler to maintain order, as well, with Waste Management showing steps towards resolving the current issues bodes well for providing better service to citizens.

Shogren moved, seconded by Iverson, to amend their original motion as follows:

Allow a maximum of 3 total haulers (2 for residential and up to 3 for commercial) , direct staff to bring an ordinance amendment to accomplish the increase in licenses, and to issue the request for proposal for garbage, refuse collection, voluntary curb side recycling collection, yard waste (grass clippings and leaves), and Christmas tree disposal. Motion carried 4 to 1 with Palmer voting nay.

Abatement Contractor Services Agreement

Levitski reported staff have requested proposals for mowing and clean-up services for properties in violation of the city code. Levitski explained services would be rendered if a property owner neglects their yard and allows grass and/or weeds to grow in excess of twelve inches or allows nuisances necessary for accelerated abatement (i.e. graffiti, garbage, debris, junk, etc.). Levitski stated in situations that are not an imminent health and/or safety risk, the City first notifies the owner in writing of the violation and if it is not removed, the City requests the contractor to remove the nuisance. Levitski explained all costs incurred with the abatement are billed to the property owner and if not paid, the costs are recommended for assessment to the property.

Levitski reported staff placed an advertisement in the local newspaper, placed the request on the City's website and social media, and mailed the advertisement to companies that have submitted proposals in the past and also to local companies. Levitski explained staff received the proposals in the packet along with a summary of each for review.

Levitski stated staff recommends the City of Cambridge contract with Duff Companies, LLC. Levitski explained Duff Companies is a local company and their prices are very reasonable, the contact, Nathan Fuhol is demonstrated in reliability.

Levitski stated staff recommends the City contract with companies that provide all the services needed as long as the proposals are comparable since history has shown it makes the process more efficient.

Shogren moved, seconded by Conley, to authorize the services and signing of the contract as presented with Duff Companies, LLC to perform mowing and clean-up services as needed beginning April 1, 2019 with any extension of the annual contract being presented to Council prior to approval. Motion carried unanimously.

Request to set price for Calhoun Place PID# 15.041.2440

Gustafson stated the City owns a lot on Calhoun Place (Section 29 Township 036 Range 023) PID# 15.041.2440. Gustafson reported Calhoun Place has several apartments and duplexes in this area and the lot would be suitable for building a single-family home or duplex.

Gustafson reported on July 16, 2012, Council authorized the sale of this property for \$40,000. Gustafson stated one request for information was received on the lot including price but were told the asking price was too high. Gustafson explained this lot was also mentioned to several home movers when staff were working with them to relocate the houses from Highway 95, however the interest was not there.

Gustafson stated Isanti County has estimated market value of \$34,000 on the property. Gustafson explained in today's market that value may still be too high. Gustafson reported if the City is interested in selling the lot, the price needs to be reduced. Gustafson stated staff originally recommended a listing price of \$25,000 but Council set it to \$40,000. Gustafson explained since no offers have been received, staff is asking to reduce the price to \$15,000.

Gustafson reported when an offer is received from a potential buyer, staff will bring the offer back to the City Council for review, approval, or counter offer. Gustafson stated the seller and buyer would be responsible for their normal costs in a real estate transaction.

Gustafson opined the \$15,000 is a realistic number for the lot circumstances and that it is in an established neighborhood that's both commercial and multi-family homes. Gustafson explained the City has attempted to sell it unsuccessfully for 10 years.

Wayne Eller from Habitat for Humanity addressed Council asking the City to consider donating the lot to Habitat for Humanity. Eller stated they have been interested in the lot for years and were relieved to discover it already has water and sewer hookups. Eller reported having received lot donations from other cities in the past, including Princeton, and they would build a home that fits nicely into the neighborhood. Eller explained how Habitat for Humanity works from how they select a family, to how

all the payments made on the home goes directly back to Habitat for Humanity to build more homes to the fact that all staff are unpaid volunteers.

Godfrey asked if we donated it how quick would the process take place to build the home? Eller stated approximately two to three years due to a donation of five lots being donated to them in Sandstone, with the request they start on the homes next year. Eller explained if they won the lottery they could start sooner.

Palmer and Conley both expressed their favor for donating the lot to Habitat for Humanity.

Iverson questioned how the City is able to donate the lot given it has tax payer dollars in it. Attorney Squires explained if it is in the best interest of the community as a whole, the City is able to make the donation. Squires stated that the property has been off the tax role for years so there are tangible benefits to the community to return it to the tax rolls.

Woulfe suggested the Council should request Habitat for Humanity to cover the closing costs incurred if the property was donated. Palmer and Godfrey questioned how much those would be. Gustafson stated they likely wouldn't exceed \$1,500.

Shogren moved, seconded by Iverson, to list the property for \$15,000 and if the property doesn't sell by January 1, 2020 to revisit the option of donating to Habitat for Humanity. Motion failed Shogren and Iverson voting aye; Godfrey, Conley and Palmer voting nay.

Conley moved, seconded by Palmer, to donate PID#15.041.2440 to Habitat for Humanity for \$1 plus all closing costs, contingent upon the City Council Attorney drafting a donation contract agreement for the City. Motion passes with Conley, Godfrey and Palmer voting aye; Shogren and Iverson voting nay.

Committee Reports

Committee reports from the following committees were heard:

- A. Airport Advisory Board
- B. Allina Community Engagement Council
- C. Community Education Advisory Council and C-I Communications Task Force
- D. Cambridge Action Community Team (ACT on Alzheimer's)
- E. Cambridge Downtown Executive Committee
- F. Cambridge Fire Department
- G. Cambridge Parks, Recreation, and Trails
- H. Cambridge Planning Commission
- I. Isanti County Initiative on Collaboration, Leadership, and Efficiency (ICICLE)
- J. North Highway 65 Corridor Coalition
- K. North Highway 65 Chamber of Commerce
- L. Northern Lights Express
- M. Toward Zero Death (TZD)
- N. Cambridge Sister City Commission

Mayor's Report

Godfrey reminded Council that the first listening session (Love Your City Series) will be Monday, April 8 at 6:30 pm at The East Terrace Cooperative Community Room.

There were no Council Concerns or City Attorney's Report

Break

Shogren moved, seconded by Iverson, for a 10-minute break. Motion carried.

City Administrator's Report

The City Council temporarily adjourned into closed session at 5:32 pm. This portion of the meeting was closed to determine the asking price for PID 15.032.1005 and 15.280.0830 (corner of Fern Street S & 13th Ave SW).

Adjournment of Council Meeting

Being no further business before the City Council, Godfrey moved, seconded by Conley, to adjourn the closed session and regular meeting at 6:03 pm. Motion carried unanimously.

James A. Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

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

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

**Regular City Council Meeting
April 1, 2019**

Members Present: Mayor James Godfrey; Council Members Kersten Conley, Marlys Palmer, Lisa Iverson, and Bob Shogren. All present, no absences.

- Meeting called to order at 3:30 pm.
- Approved consent agenda items A-E as presented.
- Council and staff recognized City hall debt pay off.
- Chose not to proceed with a formal sponsorship program.
- Approved contracts for yoga in the park, not to exceed \$800.
- Directed staff to bring back a formal code amendment to allow a maximum of 3 garbage haulers, 2 for residential and up to 3 for commercial and to finalize a request for proposal for garbage, refuse collection, voluntary curb side recycling collection, yard waste (grass clippings and leaves), and Christmas tree disposal.
- Authorized abatement services contract with Duff Companies, LLC.
- Approved donating Calhoun Place PID#15.041.2440 to Habitat for Humanity for \$1 plus all closing costs, contingent upon a donation contract agreement.
- Received committee reports.
- Closed Session on determining the asking price for land located at the corner of Fern St S and 13th Ave SW
- Adjourned at 6:03 pm.

CAMBRIDGE CITY COUNCIL MEETING
 April 15, 2019
 BILLS LIST

Disbursement Type:	Date	Check #s	Submitted For Approval
Prepaid Checks	3/13/2019	112987 - 113053	2,198,565.89
Prepaid Checks	3/20/2019	113054 - 113126	143,788.34
Prepaid Checks	3/27/2019	113127 - 113179	95,509.98
Prepaid Checks	4/3/2019	113182 - 113237	127,484.36
Total Checks			2,565,348.57
PAID THROUGH ACH or WIRE March 2019:			
Payroll			231,652.01
Federal Payroll Tax Withholding			69,687.59
State Payroll Tax Withholding			14,682.06
PERA Withholdings			58,990.38
Deferred Comp Premiums			3,500.00
Self Insurance & Flex & Select Account Admin Fee			7,780.08
ECE			54,393.46
Sales & Use Tax Payments to State of MN			35,789.00
Centerpoint			12,089.19
Wright Express (City wide fuel cards)			13,468.30
Connexus			1,159.89
Midcontinent			6,093.64
Reliance Life Insurance ACH			1,121.62
AFLAC			524.68
Total Paid through ACH or Wire			510,931.90
TOTAL SUBMITTED FOR APPROVAL			\$3,076,280.47

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of City check disbursements from 3/13/19-4/3/2019 and all other disbursements for March 2019.

Caroline Moe 4/4/2019
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 4-4-2019
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
44	Absolute Portable Restrooms	Regular Unit - Ice Rinks	90.00
	Total 44:		90.00
95	Advanced Power Services, Inc.	Generator Inspection	241.00
95	Advanced Power Services, Inc.	Full Inspection/Service Backup Generator	1,420.00
95	Advanced Power Services, Inc.	Full Inspection/Service Backup Generator	1,389.00
	Total 95:		3,050.00
175	Amazon Capital Services, Inc.	Lab Supplies - Wastewater	349.08
	Total 175:		349.08
283	Apadana LLC	Lighting Upgrade - City Hall	6,575.00
	Total 283:		6,575.00
319	Artisan Beer Company	Liquor Store Merchandise	97.80
	Total 319:		97.80
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	191.20-
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	36.14-
551	Chas A. Bernick Inc.	Liquor Store Merchandise	168.75
551	Chas A. Bernick Inc.	Liquor Store Merchandise	3,740.35
	Total 551:		3,681.76
555	Business Essentials	Maintenance Supplies - City Hall	99.05
	Total 555:		99.05
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	800,000.00
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	2,444.45
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	910,000.00
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	2,780.54
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	565.67
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	185,126.58
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	427.39
626	Bond Trust Services Corporation	GO Bonds, Series 2012A	139,873.42
	Total 626:		2,041,218.05
1015	Cava, Michael & Heidi	Refund Overpayment Final Water Bill 1-5616	127.64
	Total 1015:		127.64
1140	Cintas Corporation	Rug Rentals - Liquor Store	99.46
1140	Cintas Corporation	Rug Rentals - Street Dept	14.43
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	121.42

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Parks	.67
1140	Cintas Corporation	Uniform Rental - Parks	6.05
1140	Cintas Corporation	Uniform Rental - Maintenance	3.02
1140	Cintas Corporation	Uniform Rental - Streets	5.28
1140	Cintas Corporation	Uniform Rental - Parks	.28
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewat	99.51
Total 1140:			350.12
1181	Clarke Mosquito Control Products	Chemicals - Wastewater	1,349.13
Total 1181:			1,349.13
1207	Coast to Coast Solutions	Promotional Items - Police	295.74
Total 1207:			295.74
1251	Community GIS Services, Inc.	GIS Services - February	1,610.00
1251	Community GIS Services, Inc.	GIS Services - February	1,610.00
Total 1251:			3,220.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	13,828.67
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	698.75
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	60.00-
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	295.30-
Total 1396:			14,172.12
1414	Daml, Sam	Refund Overpayment Final Water Bill 1-2804	62.21
Total 1414:			62.21
1454	Defiant Distributors	Liquor Store Merchandise	459.72
Total 1454:			459.72
1631	Earl F. Andersen, Inc.	Street Signs	96.76
Total 1631:			96.76
1681	ECM Publishers, Inc.	Advertising - Liquor Store	1,478.40
1681	ECM Publishers, Inc.	County News Review Subscription	25.00
Total 1681:			1,503.40
1891	Fastenal Company	Small Tools & Equipment - Streets	79.64
Total 1891:			79.64
1922	Ferrellgas	Cylinder Rental - Ice Rink	42.12

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 1922:		42.12
2171	Granite Electronics, Inc.	Mobile Radios - Codeplug Build, Programming,	365.00
	Total 2171:		365.00
2188	Gratitude Farms	Animal Control Services	400.00
	Total 2188:		400.00
2539	Indian Island Winery	Liquor Store Merchandise	146.40
	Total 2539:		146.40
2769	Jaytech, Inc	Repair & Maintenance Supplies Veh/Eq - Parks	680.00
	Total 2769:		680.00
2779	Johanson, Brittany	Reimbursement - Mail Box	62.83
	Total 2779:		62.83
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	11,779.53
2796	Johnson Brothers Liquor Co	Freight Charge	150.68
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,038.85
2796	Johnson Brothers Liquor Co	Freight Charge	58.91
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	6,478.56
2796	Johnson Brothers Liquor Co	Freight Charge	112.40
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,162.36
2796	Johnson Brothers Liquor Co	Freight Charge	68.22
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	9.71-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	20.25-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	9.23-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	11.04-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	33.00-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	88.07-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
	Total 2796:		22,675.11
3151	League of Minnesota Cities	Workshop - T. Davidson, A. Williams, R. Beauli	1,140.00
	Total 3151:		1,140.00
3321	MacQueen Equipment Inc.	Repair & Maint Supplies - Streets	50.39
	Total 3321:		50.39
3461	McDonald Distributing Company	Credit Liquor Merchandise	214.05-

Vendor	Vendor Name	Description	Net Invoice Amount
3461	McDonald Distributing Company	Liquor Store Merchandise	7,290.40
Total 3461:			7,076.35
3521	Menards	Repair & Maint - Wastewater Plant	95.41
3521	Menards	Misc Operating Supplies - Ice Rink	77.00
3521	Menards	Misc Operating Supplies - Streets	14.99
Total 3521:			187.40
3543	Metro Sales, Inc.	Ricoh MP 2554SP & C2004 Copier Lease, Bas	266.65
Total 3543:			266.65
3604	Millner Heritage Vineyard & Winer	Liquor Store Merchandise	192.00
Total 3604:			192.00
3676	MCSI Minnesota Computer Syste	Contract Base Rate/Overage Charge - Tosh/Est	10.00
Total 3676:			10.00
3981	MTI Distributing, Inc.	Repair & Maint Supplies - Streets	452.37
Total 3981:			452.37
4001	MVTL Laboratories Inc.	Testing - Water	121.50
Total 4001:			121.50
4126	NMN, Inc.	Liquor Store Merchandise	366.00
4126	NMN, Inc.	Freight Charge	19.30
Total 4126:			385.30
4156	North TH 65 Corridor Coalition	2019 Membership Dues	250.00
Total 4156:			250.00
4177	Northern Hollow Winery LLC	Liquor Store Merchandise	225.12
Total 4177:			225.12
4181	Northern Safety Technology	Repair & Maint Supplies Veh/Eq - Streets	756.56
Total 4181:			756.56
4245	Novak, Felicia	Refund Overpayment Final Water Bill 1-3668	266.02
Total 4245:			266.02

Vendor	Vendor Name	Description	Net Invoice Amount
4312	Olson's Sewer Service, Inc.	High Pressure Water Jetting - Airport	487.50
Total 4312:			487.50
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,526.00
4476	Phillips Wine & Spirits	Freight Charge	62.28
4476	Phillips Wine & Spirits	Liquor Store Merchandise	913.75
4476	Phillips Wine & Spirits	Freight Charge	29.46
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	113.29-
Total 4476:			4,418.20
4506	Pitney Bowes	Postage Machine Supplies	113.04
4506	Pitney Bowes	Rental Charges DM400C Digital Mailing System	592.74
Total 4506:			705.78
4799	Replenishment Solutions, Inc.	Liquor Store Merchandise	60.00
Total 4799:			60.00
4919	Rupp, Anderson, Squires, &	January Legal Expense	9,333.61
Total 4919:			9,333.61
5159	Smith, Tim	Refund Overpayment Final Water Bill 1-6618	99.60
Total 5159:			99.60
5181	Southern Glazer's of MN	Liquor Store Merchandise	3,886.49
5181	Southern Glazer's of MN	Delivery Charge	40.84
5181	Southern Glazer's of MN	Delivery Charge	1.40
5181	Southern Glazer's of MN	Delivery Charge	2.45
5181	Southern Glazer's of MN	Liquor Store Merchandise	1,236.00
5181	Southern Glazer's of MN	Delivery Charge	19.60
5181	Southern Glazer's of MN	Liquor Store Merchandise	45,150.85
5181	Southern Glazer's of MN	Delivery Charge	228.50
5181	Southern Glazer's of MN	Delivery Charge	6.00
Total 5181:			50,572.13
5251	Star	Advertising Liquor Store	280.00
5251	Star	Advertising Council	98.50
Total 5251:			378.50
5271	North Folk Winery	Liquor Store Merchandise	360.00
Total 5271:			360.00
5446	The American Bottling Company	Liquor Store Merchandise	313.35

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5446:			313.35
5491	The Wine Company	Liquor Store Merchandise	853.33
5491	The Wine Company	Freight charge	30.00
Total 5491:			883.33
5516	Capitol Beverage Sales L.P.	Liquor Store Merchandise	368.20
Total 5516:			368.20
5656	Trucks and Toys LTD	Repair & Maint Supplies - Veh/Equip - Streets	20.00
Total 5656:			20.00
5743	U.S. Bank Equipment Finance	Ricoh MPC2004EX-RS Copier	87.00
Total 5743:			87.00
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	362.50
Total 5816:			362.50
5831	Vinocopia	Liquor Store Merchandise	520.00
5831	Vinocopia	Freight Charge	14.00
Total 5831:			534.00
5886	Watson Co., Inc.	Liquor Store Merchandise	2,271.06
5886	Watson Co., Inc.	Misc Operating Supplies - LS	137.46
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			2,414.52
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	11,023.38
5891	Breakthru Beverage Minnesota	Freight Charge	103.60
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	1,433.81
5891	Breakthru Beverage Minnesota	Freight Charge	29.13
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	122.75
5891	Breakthru Beverage Minnesota	Freight Charge	.00
Total 5891:			12,712.67
5979	Wild Mountain Winery, Inc.	Liquor Store Merchandise	251.28
Total 5979:			251.28
6001	Wine Merchants	Liquor Store Merchandise	1,552.00
6001	Wine Merchants	Freight Charge	23.38

Vendor	Vendor Name	Description	Net Invoice Amount
Total 6001:			1,575.38
Grand Totals:			<u>2,198,565.89</u>

Dated: 3/13/19

City Treasurer: Caroline Mol

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/19	03/13/2019	112987	44	Absolute Portable Restrooms	101-20100	90.00
03/19	03/13/2019	112988	95	Advanced Power Services, Inc.	101-20100	3,050.00
03/19	03/13/2019	112989	175	Amazon Capital Services, Inc.	602-20100	349.08
03/19	03/13/2019	112990	283	Apadana LLC	419-20100	6,575.00
03/19	03/13/2019	112991	319	Artisan	610-20100	97.80
03/19	03/13/2019	112992	626	Bond Trust Services Corporation	601-20100	2,041,218.05
03/19	03/13/2019	112993	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	12,712.67
03/19	03/13/2019	112994	555	Business Essentials	101-20100	99.05
03/19	03/13/2019	112995	5516	Capitol Beverage Sales L.P.	610-20100	368.20
03/19	03/13/2019	112996	1015	Michael & Heidi Cava	601-20100	127.64
03/19	03/13/2019	112997	551	Bernick's	610-20100	3,681.76
03/19	03/13/2019	112998	1140	Cintas Corporation	601-20100	350.12
03/19	03/13/2019	112999	1181	Clarke Mosquito Control	602-20100	1,349.13
03/19	03/13/2019	113000	1207	Coast to Coast Solutions	101-20100	295.74
03/19	03/13/2019	113001	1251	Community GIS Services, Inc.	602-20100	3,220.00
03/19	03/13/2019	113002	1396	Dahlheimer Beverage, LLC	610-20100	14,172.12
03/19	03/13/2019	113003	1414	Sam Daml	601-20100	62.21
03/19	03/13/2019	113004	1454	Defiant Distributors	610-20100	459.72
03/19	03/13/2019	113005	1631	Earl F. Andersen, Inc.	101-20100	96.76
03/19	03/13/2019	113006	1681	ECM Publishers, Inc.	101-20100	25.00
03/19	03/13/2019	113007	1681	ECM Publishers, Inc.	610-20100	1,478.40
03/19	03/13/2019	113008	1891	Fastenal Company	101-20100	79.64
03/19	03/13/2019	113009	1922	Ferrellgas	101-20100	42.12
03/19	03/13/2019	113010	2171	Granite Electronics, Inc.	101-20100	365.00
03/19	03/13/2019	113011	2188	Gratitude Farms	101-20100	400.00
03/19	03/13/2019	113012	2539	Indian Island Winery	610-20100	146.40
03/19	03/13/2019	113014	2769	Jaytech, Inc	101-20100	680.00
03/19	03/13/2019	113015	2779	Brittany Johanson	101-20100	62.83
03/19	03/13/2019	113016	2796	Johnson Bros - St Paul	610-20100	22,675.11
03/19	03/13/2019	113017	3151	League of Minnesota Cities	610-20100	1,140.00
03/19	03/13/2019	113019	3321	MacQueen Equipment Inc.	101-20100	50.39
03/19	03/13/2019	113020	3461	McDonald Distributing Company	610-20100	7,076.35
03/19	03/13/2019	113021	3676	MCSI Minnesota Computer Systems Inc	101-20100	10.00
03/19	03/13/2019	113022	3521	Menards	101-20100	187.40
03/19	03/13/2019	113023	3543	Metro Sales, Inc.	101-20100	266.65
03/19	03/13/2019	113024	3604	Millner Heritage Vineyard & Winery	610-20100	192.00
03/19	03/13/2019	113026	3981	MTI Distributing Inc.	101-20100	452.37
03/19	03/13/2019	113027	4001	Minnesota Valley Testing Labs	601-20100	121.50
03/19	03/13/2019	113028	4126	NMN, Inc.	610-20100	385.30
03/19	03/13/2019	113029	5271	North Folk Winery	610-20100	360.00
03/19	03/13/2019	113030	4156	North TH 65 Corridor Coalition	101-20100	250.00
03/19	03/13/2019	113031	4177	Northern Hollow Winery LLC	610-20100	225.12
03/19	03/13/2019	113032	4181	Northern Safety Technology	101-20100	756.56
03/19	03/13/2019	113033	4245	Felicia Novak	601-20100	266.02
03/19	03/13/2019	113034	4312	Olson's Sewer Service, Inc.	211-20100	487.50
03/19	03/13/2019	113035	4476	Phillips St Paul	610-20100	4,418.20
03/19	03/13/2019	113036	4506	Pitney Bowes Global Financial Services	101-20100	592.74
03/19	03/13/2019	113037	4506	Pitney Bowes	101-20100	113.04
03/19	03/13/2019	113038	4799	Replenishment Solutions, Inc.	610-20100	60.00
03/19	03/13/2019	113040	4919	Rupp, Anderson, Squires, &	101-20100	9,333.61
03/19	03/13/2019	113041	5159	Tim Smith	601-20100	99.60
03/19	03/13/2019	113042	5181	Southern Glazer's of MN	610-20100	50,572.13
03/19	03/13/2019	113043	5251	Star	101-20100	378.50
03/19	03/13/2019	113044	5446	The American Bottling Company	610-20100	313.35
03/19	03/13/2019	113045	5491	The Wine Company	610-20100	883.33
03/19	03/13/2019	113046	5656	Trucks and Toys LTD	101-20100	20.00
03/19	03/13/2019	113047	5743	U.S. Bank Equipment Finance	101-20100	87.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/19	03/13/2019	113048	5816	Viking Coca-Cola Bottling Co	610-20100	362.50
03/19	03/13/2019	113049	5831	Vinocopia	610-20100	534.00
03/19	03/13/2019	113051	5886	Watson Co., Inc.	610-20100	2,414.52
03/19	03/13/2019	113052	5979	Wild Mountain Winery, Inc.	610-20100	251.28
03/19	03/13/2019	113053	6001	Wine Merchants	610-20100	1,575.38
Grand Totals:						<u>2,198,565.89</u>

Vendor	Vendor Name	Description	Net Invoice Amount
94	Advanced Graphix Inc	Kit Custom Reflective Squad Car Graphics	2,286.00
	Total 94:		2,286.00
175	Amazon Capital Services, Inc.	Misc Operating Supplies - Streets	393.85
175	Amazon Capital Services, Inc.	Small Tools & Equipment - Streets	1,049.90
	Total 175:		1,443.75
297	Aquarius Home Services	Maintenance & Repair Supplies - Liquor Store	140.00
	Total 297:		140.00
341	Aspen Mills	Uniform Allowance - W. Pennings	996.40
341	Aspen Mills	Uniform Allowance - Fire Dept	138.15
341	Aspen Mills	Uniform Allowance - Fire Dept	138.15
341	Aspen Mills	Uniform Allowance - Fire Dept	138.15
341	Aspen Mills	Uniform Allowance - J. Peck	118.20
	Total 341:		1,529.05
371	ATOM	Training - Police Dept	325.00
	Total 371:		325.00
381	Auto Value Cambridge	Repair & Maint Supplies - Streets	67.99
	Total 381:		67.99
521	Bellboy Corporation	Liquor Store Merchandise	2,882.97
521	Bellboy Corporation	Liquor Store Merchandise	1,140.15
521	Bellboy Corporation	Liquor Store Merchandise	42.00
521	Bellboy Corporation	Liquor Store Merchandise	111.50
	Total 521:		4,176.62
538	Berg, Aaron	Planning Comm Mtgs - 1st Qtr 2019	70.00
	Total 538:		70.00
551	Chas A. Bernick Inc.	Liquor Store Merchandise	181.30
551	Chas A. Bernick Inc.	Liquor Store Merchandise	3,791.50
	Total 551:		3,972.80
628	Boese, Robert	Planning Comm Mtgs - 1st Qtr 2019	35.00
	Total 628:		35.00
651	Boyer Trucks	Repair & Maint Supplies - Vehicles	17.46
651	Boyer Trucks	Repair & Maint Supplies - Vehicles	31.47

Vendor	Vendor Name	Description	Net Invoice Amount
651	Boyer Trucks	Repair & Maint Supplies - Vehicles	146.46
651	Boyer Trucks	Repair & Maint Supplies - Vehicles	80.34
Total 651:			275.73
683	Braun Intertec Corporation	Cambridge Water Tower - Geotechnical Evaluat	4,020.25
683	Braun Intertec Corporation	Cambridge Water Tower - Geotechnical Evaluat	1,809.75
Total 683:			5,830.00
797	C & L Distributing	Liquor Store Merchandise	154.50
Total 797:			154.50
1083	CES Imaging	Ink & Paper - Canon Printer	263.97
Total 1083:			263.97
1140	Cintas Corporation	Rug & Towel Rentals - Liquor Store	155.73
1140	Cintas Corporation	Rug & Towel Rentals - Street Dept	17.43
1140	Cintas Corporation	Uniform Rental - Maintenance	3.02
1140	Cintas Corporation	Uniform Rental - Streets	5.28
1140	Cintas Corporation	Uniform Rental - Parks	.28
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewat	99.51
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	103.90
1140	Cintas Corporation	Uniform Rental - Parks	.67
1140	Cintas Corporation	Uniform Rental - Parks	6.05
Total 1140:			391.87
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	18,281.37
Total 1396:			18,281.37
1481	Department of Human Services	Janitor Service - Liquor Store - February	280.00
Total 1481:			280.00
1531	DexYP	Directory Listing - Liquor Store	174.00
Total 1531:			174.00
1614	Dybvig, Monte	Planning Comm Mtgs - 1st Qtr 2019	105.00
Total 1614:			105.00
1615	DVS Renewal	License Tabs - 15 Ford - Plate 999RNH	11.00
Total 1615:			11.00
1641	East Central Diesel & Equipment	Repair & Maint Supplies - Vehicle/Equipment	6,967.70

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1641:			6,967.70
1686	Ecolab Pest Elimination Div.	Air Quality Program and Fly Program - LS	220.39
Total 1686:			220.39
1799	Ericsson, Kriste	Parks, Trails, & Rec Comm Mtgs - 1st Qtr 2019	35.00
Total 1799:			35.00
1891	Fastenal Company	Misc Operating Supplies - Street Dept	4.10
Total 1891:			4.10
2166	Grainger	Repair & Maint - Plant	54.38
Total 2166:			54.38
2170	Granicus SAAS	Website Design and Implementation - Innovator	3,060.00
Total 2170:			3,060.00
2305	Harder-Chapman, Marisa	Parks, Trails, & Rec Comm Mtgs - 1st Qtr 2019	35.00
2305	Harder-Chapman, Marisa	Planning Comm Mtgs - 1st Qtr 2019	105.00
Total 2305:			140.00
2416	John Hirsch's Cambridge Motors	Repair & Maint Supplies - PD Vehicle	23.39
2416	John Hirsch's Cambridge Motors	Repair & Maint Labor - PD Vehicle	18.00
Total 2416:			41.39
2481	IAPE	2019 IAPE Membership	50.00
Total 2481:			50.00
2486	IBEW Local 110	Union Dues - March	364.00
Total 2486:			364.00
2518	Immel, Julie	Planning Comm Mtgs - 1st Qtr 2019	105.00
Total 2518:			105.00
2681	Isanti County Sheriff's Office	GEO Tab Bill Dec 6 to Mar 5, 2019	1,020.96
Total 2681:			1,020.96
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,108.05
2796	Johnson Brothers Liquor Co	Freight Charge	34.77

Vendor	Vendor Name	Description	Net Invoice Amount
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,434.50
2796	Johnson Brothers Liquor Co	Freight Charge	44.95
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	311.85
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,397.60
2796	Johnson Brothers Liquor Co	Freight Charge	68.20
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	272.25-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	44.15-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
Total 2796:			7,080.42
2861	Kath Fuel Oil Service Co	Fuel and Additives-Police Dept	90.06
2861	Kath Fuel Oil Service Co	Fuel and Additives-Streets	500.00
2861	Kath Fuel Oil Service Co	Fuel and Additives-Parks	90.03
2861	Kath Fuel Oil Service Co	Fuel and Additives-Water Plant	90.03
2861	Kath Fuel Oil Service Co	Fuel and Additives-Wastewater	90.03
Total 2861:			860.15
2941	Kirvida Fire, Inc.	Repair & Maint Supplies - Ladder #1	3,833.22
Total 2941:			3,833.22
2961	Knife River Corporation	Concrete Sand	63.00
Total 2961:			63.00
2979	Keop, Tom	Parks, Trails, & Rec Comm Mtgs - 1st Qtr 2019	35.00
Total 2979:			35.00
3176	LELS	Union Dues - March	612.00
Total 3176:			612.00
3302	M-B Companies Inc	Repair & Maintenance Supplies - Veh/Equip	413.99
Total 3302:			413.99
3321	MacQueen Equipment Inc.	Repair & Maint Vehicles/Equipment - Airport	1,520.96
Total 3321:			1,520.96
3461	McDonald Distributing Company	Credit Liquor Merchandise	25.50-
3461	McDonald Distributing Company	Liquor Store Merchandise	690.00
3461	McDonald Distributing Company	Liquor Store Merchandise	15,963.65
3461	McDonald Distributing Company	Credit Liquor Merchandise	134.80-
Total 3461:			16,493.35

Vendor	Vendor Name	Description	Net Invoice Amount
3521	Menards	Misc Operating Supplies - Wastewater	12.60
3521	Menards	Misc Operating Supplies - Wastewater	8.85
3521	Menards	Small Tools - Wastewater	24.97
3521	Menards	Misc Operating Supplies - Wastewater	43.58
3521	Menards	Misc Operating Supplies - Shop	17.99
3521	Menards	Misc Operating Supplies - Wastewater	40.88
3521	Menards	Misc Operating Supplies - LS	164.91
Total 3521:			313.78
3543	Metro Sales, Inc.	Ricoh MP C2004ex Color Copier Contract Base	99.86
Total 3543:			99.86
3666	Minnesota Child Support Payment	Child Support Withholdings	137.51
3666	Minnesota Child Support Payment	Child Support Withholdings	78.03
Total 3666:			215.54
4001	MVTL Laboratories Inc.	Testing	88.00
4001	MVTL Laboratories Inc.	Testing	42.00
Total 4001:			130.00
4066	North Central Laboratories	Lab Supplies	914.84
Total 4066:			914.84
4181	Northern Safety Technology	Repair & Maint Supplies - Veh/Eq	409.85
Total 4181:			409.85
4286	Ole's Window Cleaning	Window Cleaning - Liquor Store	138.94
Total 4286:			138.94
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,239.35
4476	Phillips Wine & Spirits	Freight Charge	17.31
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,050.20
4476	Phillips Wine & Spirits	Freight Charge	29.45
Total 4476:			2,336.31
4668	R & H Painting, LLC	Painting City Hall Canopy	12,666.66
Total 4668:			12,666.66
5116	Short, Elliot, Hendrickson Inc	CAMBR City Eng. Services	2,896.50
5116	Short, Elliot, Hendrickson Inc	CAMBR 2019 EA	7,965.00
5116	Short, Elliot, Hendrickson Inc	CAMBR Obst Removal & Gate-CA	1,870.00
5116	Short, Elliot, Hendrickson Inc	CAMBR Ace Tack Bldg Demo	4,170.25

Vendor	Vendor Name	Description	Net Invoice Amount
5116	Short, Elliot, Hendrickson Inc	CAMBR 9th Ave SE Report & Plan	2,970.45
5116	Short, Elliot, Hendrickson Inc	CAMBR College Property Plat	1,026.50
5116	Short, Elliot, Hendrickson Inc	CAMBR 750K West Water Tower	9,250.00
5116	Short, Elliot, Hendrickson Inc	CAMBR Track Plans	2,657.50
Total 5116:			32,806.20
5181	Southern Glazer's of MN	Liquor Store Merchandise	2,765.09
5181	Southern Glazer's of MN	Delivery Charge	36.43
5181	Southern Glazer's of MN	Liquor Store Merchandise	210.00
5181	Southern Glazer's of MN	Delivery Charge	7.75
5181	Southern Glazer's of MN	Delivery Charge	4.65
Total 5181:			3,023.92
5251	Star	Public Notice Council Meeting Minutes	11.50
5251	Star	Public Notice - Ordinance 688	7.00
Total 5251:			18.50
5256	Star 95 Car Wash & Detailing	Fire Dept Vehicle Washes	14.95
Total 5256:			14.95
5261	Star Quality Glass	Repair & Maint Supplies Veh/Eq - Streets	317.64
Total 5261:			317.64
5281	State of Minnesota Dept of Public	Hazardous Chemical Inventory Fee	25.00
Total 5281:			25.00
5301	Steve's Tire Inc	Repairs and Maint Supplies - PD	551.20
5301	Steve's Tire Inc	Repairs and Maint Labor - PD	155.95
Total 5301:			707.15
5310	Stowe, Travis	Refund Overpayment Final Water Bill 1-14864	144.41
Total 5310:			144.41
5324	Struss, Chad	Planning Comm Mtgs - 1st Qtr 2019	35.00
Total 5324:			35.00
5421	TDS Metrocom	Phone Service - Airport	56.11
Total 5421:			56.11
5751	US Internet	Monthly Internet Fees - April	36.90
5751	US Internet	Monthly Internet Fees - April	36.85

Vendor	Vendor Name	Description	Net Invoice Amount
5751	US Internet	Monthly Internet Fees - April	36.85
5751	US Internet	Monthly Internet Fees - April	36.85
Total 5751:			147.45
5801	Verizon Wireless	wireless phone service - PD	1,040.83
5801	Verizon Wireless	wireless phone service - Fire Dept	69.98
Total 5801:			1,110.81
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	314.10
Total 5816:			314.10
5861	Walmart Community Card	Office Supplies - LS	203.29
Total 5861:			203.29
5886	Watson Co., Inc.	Credit Operating Supplies - LS	13.50-
5886	Watson Co., Inc.	Misc Operating Supplies - LS	13.89
5886	Watson Co., Inc.	Credit Operating Supplies - LS	13.50-
5886	Watson Co., Inc.	Liquor Store Merchandise	1,714.84
5886	Watson Co., Inc.	Misc Operating Supplies - LS	202.72
5886	Watson Co., Inc.	Freight Charge	6.00
5886	Watson Co., Inc.	Liquor Store Merchandise	172.04
Total 5886:			2,082.49
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	1,782.94
5891	Breakthru Beverage Minnesota	Freight Charge	15.43
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	601.99
5891	Breakthru Beverage Minnesota	Freight Charge	11.60
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	118.59
5891	Breakthru Beverage Minnesota	Freight Charge	3.45
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	123.00
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	67.50-
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	94.35-
Total 5891:			2,495.15
5910	Weiler, Arianna	Planning Comm Mtgs - 1st Qtr 2019	105.00
Total 5910:			105.00
5922	Wendorf, Barry	Parks, Trails, & Rec Comm Mtgs - 1st Qtr 2019	35.00
Total 5922:			35.00
5995	WiMacTel Inc.	WiMac Tel Payphone Advantage Service	66.00

Vendor	Vendor Name	Description	Net Invoice Amount
	Total 5995:		66.00
6045	Yanz, Douglas	Refund Overpayment Final Water Bill 1-7692	65.73
	Total 6045:		65.73
	Grand Totals:		143,788.34

Dated: 3/20/19

City Treasurer: Caroline Moul

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/19	03/20/2019	113054	94	Advanced Graphix Inc	417-20100	2,286.00
03/19	03/20/2019	113055	175	Amazon Capital Services, Inc.	101-20100	1,443.75
03/19	03/20/2019	113056	297	Aquarius Home Services	610-20100	140.00
03/19	03/20/2019	113057	341	Aspen Mills	101-20100	1,529.05
03/19	03/20/2019	113058	371	Association of Training Officers of MN	101-20100	325.00
03/19	03/20/2019	113059	381	Auto Value Cambridge	101-20100	67.99
03/19	03/20/2019	113060	521	Bellboy Corporation	610-20100	4,176.62
03/19	03/20/2019	113061	538	Aaron Berg	101-20100	70.00
03/19	03/20/2019	113062	628	Robert Boese	101-20100	35.00
03/19	03/20/2019	113063	651	Boyer Trucks	101-20100	275.73
03/19	03/20/2019	113064	683	Braun Intertec Corporation	601-20100	5,830.00
03/19	03/20/2019	113065	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	2,495.15
03/19	03/20/2019	113066	797	C & L Distributing	610-20100	154.50
03/19	03/20/2019	113068	1083	CES Imaging	101-20100	263.97
03/19	03/20/2019	113069	551	Bernick's	610-20100	3,972.80
03/19	03/20/2019	113070	1140	Cintas Corporation	101-20100	391.87
03/19	03/20/2019	113071	1396	Dahlheimer Beverage, LLC	610-20100	18,281.37
03/19	03/20/2019	113072	1481	Department of Human Services	610-20100	280.00
03/19	03/20/2019	113073	1531	DexYP	610-20100	174.00
03/19	03/20/2019	113074	1615	DVS Renewal	101-20100	11.00
03/19	03/20/2019	113075	1614	Monte Dybvig	101-20100	105.00
03/19	03/20/2019	113076	1641	East Central Diesel & Equipment	101-20100	6,967.70
03/19	03/20/2019	113077	1686	Ecolab Pest Elimination Div.	610-20100	220.39
03/19	03/20/2019	113078	1799	Kriste Ericsson	101-20100	35.00
03/19	03/20/2019	113079	1891	Fastenal Company	101-20100	4.10
03/19	03/20/2019	113080	2166	Grainger	602-20100	54.38
03/19	03/20/2019	113081	2170	Granicus	419-20100	3,060.00
03/19	03/20/2019	113082	2305	Marisa Harder-Chapman	101-20100	140.00
03/19	03/20/2019	113083	2481	IAPE	101-20100	50.00
03/19	03/20/2019	113084	2486	IBEW Local 110	101-20100	364.00
03/19	03/20/2019	113085	2518	Julie Immel	101-20100	105.00
03/19	03/20/2019	113086	2681	Isanti County Sheriff's Office	101-20100	1,020.96
03/19	03/20/2019	113087	2416	John Hirsch's Cambridge Motors	101-20100	41.39
03/19	03/20/2019	113088	2796	Johnson Bros - St Paul	610-20100	7,080.42
03/19	03/20/2019	113089	2861	Kath Fuel Oil Service Co	101-20100	860.15
03/19	03/20/2019	113090	2941	Kirvida Fire, Inc.	101-20100	3,833.22
03/19	03/20/2019	113091	2961	Knife River Corporation	101-20100	63.00
03/19	03/20/2019	113092	2979	Tom Koep	101-20100	35.00
03/19	03/20/2019	113094	3176	LELS	101-20100	612.00
03/19	03/20/2019	113095	3321	MacQueen Equipment Inc.	211-20100	1,520.96
03/19	03/20/2019	113096	3302	M-B Companies	101-20100	413.99
03/19	03/20/2019	113097	3461	McDonald Distributing Company	610-20100	16,493.35
03/19	03/20/2019	113098	3521	Menards	610-20100	313.78
03/19	03/20/2019	113099	3543	Metro Sales, Inc.	101-20100	99.86
03/19	03/20/2019	113100	3666	Minnesota Child Support Payment Cente	101-20100	215.54
03/19	03/20/2019	113101	4001	Minnesota Valley Testing Labs	602-20100	130.00
03/19	03/20/2019	113102	4066	NCL of Wisconsin, Inc.	602-20100	914.84
03/19	03/20/2019	113103	4181	Northern Safety Technology	101-20100	409.85
03/19	03/20/2019	113105	4286	Ole's Window Cleaning	610-20100	138.94
03/19	03/20/2019	113106	4476	Phillips St Paul	610-20100	2,336.31
03/19	03/20/2019	113107	4668	R & H Painting, LLC	101-20100	12,666.66
03/19	03/20/2019	113108	5116	Short, Elliot, Hendrickson Inc	101-20100	32,806.20
03/19	03/20/2019	113109	5181	Southern Glazer's of MN	610-20100	3,023.92
03/19	03/20/2019	113110	5251	Star	101-20100	18.50
03/19	03/20/2019	113111	5256	Star 95 Car Wash & Detailing	101-20100	14.95
03/19	03/20/2019	113112	5261	Star Quality Glass	101-20100	317.64
03/19	03/20/2019	113113	5281	State of Minnesota Dept of Public Safety	211-20100	25.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/19	03/20/2019	113114	5301	Steve's Tire Inc	101-20100	707.15
03/19	03/20/2019	113115	5310	Travis Stowe	601-20100	144.41
03/19	03/20/2019	113116	5324	Chad Struss	101-20100	35.00
03/19	03/20/2019	113117	5421	TDS	211-20100	56.11
03/19	03/20/2019	113118	5751	US Internet	602-20100	147.45
03/19	03/20/2019	113119	5801	Verizon Wireless	101-20100	1,110.81
03/19	03/20/2019	113120	5816	Viking Coca-Cola Bottling Co	610-20100	314.10
03/19	03/20/2019	113121	5861	Walmart Community/SYNCB	610-20100	203.29
03/19	03/20/2019	113122	5886	Watson Co., Inc.	610-20100	2,082.49
03/19	03/20/2019	113123	5910	Arianna Weiler	101-20100	105.00
03/19	03/20/2019	113124	5922	Barry Wendorf	101-20100	35.00
03/19	03/20/2019	113125	5995	WiMacTel Inc.	211-20100	66.00
03/19	03/20/2019	113126	6045	Douglas Yanz	601-20100	65.73
Grand Totals:						143,788.34

Vendor	Vendor Name	Description	Net Invoice Amount
245	Anderson, Johnny	Refund Overpayment Final Water Bill 1-310	46.66
Total 245:			46.66
297	Aquarius Home Services	Maintenance & Repair Supplies - Liquor Store	629.00
297	Aquarius Home Services	Maintenance & Repair Supplies - Liquor Store	575.00
Total 297:			1,204.00
341	Aspen Mills	Uniform Allowance - T. Schuster	380.70
Total 341:			380.70
551	Chas A. Bernick Inc.	Liquor Store Merchandise	288.50
551	Chas A. Bernick Inc.	Liquor Store Merchandise	1,612.60
Total 551:			1,901.10
969	Cardmember Service	Misc Operating Supplies - Street Dept	105.99
969	Cardmember Service	Misc Operating Supplies - Water	407.99
969	Cardmember Service	Misc Operating Supplies - Wastewater	408.00
969	Cardmember Service	License Fee - Building Inspector	65.00
969	Cardmember Service	Planning Commissioner Training	115.00
969	Cardmember Service	Planning Commissioner Training	15.00-
969	Cardmember Service	Planning Commissioner Training	50.00
969	Cardmember Service	Training - C. Levitski	80.00
969	Cardmember Service	Training - C. Levitski	145.00-
969	Cardmember Service	Misc Operating Supplies - Fire Dept	314.30
969	Cardmember Service	Meals - Fire Dept Township Meeting	204.68
969	Cardmember Service	Training - Fire Dept	249.18
969	Cardmember Service	Training - Fire Dept	5.16-
969	Cardmember Service	Lodging - T. Knudson & T. Schwab	290.58
969	Cardmember Service	Meals - Council Retreat	41.88
969	Cardmember Service	Meals - Council Retreat	30.25
969	Cardmember Service	Meals - Council Retreat	15.17
969	Cardmember Service	Meals - Council	15.05
969	Cardmember Service	Sparkol Subscription	128.52
969	Cardmember Service	MnGFOA Membership - C. Moe	50.00
969	Cardmember Service	CGFM Membership - C. Moe	65.00
969	Cardmember Service	Misc Operating Supplies - Police Dept	65.00
969	Cardmember Service	Misc Operating Supplies - Police Dept	412.94
969	Cardmember Service	Repair & Maint Supplies - Police Dept	132.46
969	Cardmember Service	License Renewal - J. Caulk, K. Gross, D. Owl	270.00
969	Cardmember Service	Training - C. Giese	75.00
969	Cardmember Service	Training - K. Gross, K. Gunter	398.00
Total 969:			3,824.83
1068	Central Trailer Sales	PJ P8 22 ft flatbed trailer quote 10/24/18	5,961.52

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1068:			5,961.52
1140	Cintas Corporation	Rug Rentals - Liquor Store	99.46
1140	Cintas Corporation	Rug Rentals - Street Dept	14.43
1140	Cintas Corporation	Uniform Rental - Maintenance	3.02
1140	Cintas Corporation	Uniform Rental - Streets	5.28
1140	Cintas Corporation	Uniform Rental - Parks	.28
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewat	99.51
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	121.42
1140	Cintas Corporation	Uniform Rental - Parks	6.05
1140	Cintas Corporation	Uniform Rental - Parks	.67
Total 1140:			350.12
1207	Coast to Coast Solutions, Inc.	Promotional Items - Police	365.98
1207	Coast to Coast Solutions, Inc.	Promotional Items - Police	522.43
Total 1207:			888.41
1230	Columbia Heights Fire Departmen	Small Tools - Fire Dept	300.00
Total 1230:			300.00
1336	Crystal Springs Ice	Liquor Store Merchandise	239.76
Total 1336:			239.76
1388	Czech Prop Group LLC	Refund Overpayment Final Water Bill 1-734	77.14
Total 1388:			77.14
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	17,665.40
1396	Dahlheimer Beverage, LLC	Credit Liquor Merchandise	28.60
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	259.50
Total 1396:			17,896.30
1763	Emergency Response Solutions	Uniform Allowance - Fire Dept	1,939.63
1763	Emergency Response Solutions	Small Tools - Fire Dept	757.00
Total 1763:			2,696.63
1834	Evergreen Music Network Inc.	Concert in the Park	1,000.00
Total 1834:			1,000.00
1891	Fastenal Company	Repair & Maint Supp Vehicles/Equipment - Stre	8.08
Total 1891:			8.08

Vendor	Vendor Name	Description	Net Invoice Amount
1906	Federated Co-ops, Inc.	Propane - Street Dept	109.98
	Total 1906:		109.98
1922	Ferrellgas	Cylinder Rental - Ice Rink	42.12
	Total 1922:		42.12
2161	Grafix Shoppe	Repair Parts Chevy Tahoe - Fire Dept	495.00
	Total 2161:		495.00
2271	Hach Company	Wastewater Lab Supplies	94.20
	Total 2271:		94.20
2299	Hanson, Bruce	Refund Overpayment Final Water Bill 1-13224	99.95
	Total 2299:		99.95
2326	Hasser Garage Doors Inc.	Service and Adjust Doors - Fire Dept	415.00
	Total 2326:		415.00
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	3,546.39
2796	Johnson Brothers Liquor Co	Freight Charge	52.72
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	2,511.65
2796	Johnson Brothers Liquor Co	Freight Charge	66.64
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	572.84
2796	Johnson Brothers Liquor Co	Freight Charge	4.65
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	1,862.50
2796	Johnson Brothers Liquor Co	Freight Charge	58.89
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	5.23-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	.04-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	144.02-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.94-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	24.00-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	9.65-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	6.20-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	.26-
	Total 2796:		8,483.39
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	15.00
	Total 3056:		15.00
3086	Landworks Construction, Inc.	Snow Removal - Liquor Store	1,482.50
3086	Landworks Construction, Inc.	Snow Removal - City Streets	11,542.50

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3086:			13,025.00
3096	Larson Brothers Implement	Repair & Maint Supplies Vehicles/Equipment -	150.00
Total 3096:			150.00
3151	League of Minnesota Cities	Annual Conference - Council & Mayor	2,000.00
3151	League of Minnesota Cities	Annual Conference - L. Woulfe	400.00
3151	League of Minnesota Cities	Workshop - J. Harvey	20.00
Total 3151:			2,420.00
3496	Med Compass	Hearing Test, Medical Exam, Fit Test - Fire Dep	3,220.00
3496	Med Compass	Hearing Test - Police Dept	290.00
3496	Med Compass	Fit Test - Street Dept	150.00
3496	Med Compass	Hearing Test, Medical Exam - Wastewater	570.00
Total 3496:			4,230.00
3521	Menards	Maintenance Supplies - City Hall	14.37
3521	Menards	Misc Operating Supplies - Wastewater	18.94
3521	Menards	Small Tools - Parks	89.99
3521	Menards	Small Tools - Streets	24.99
3521	Menards	Small Tools - Parks	159.00
Total 3521:			307.29
3543	Metro Sales, Inc.	Ricoh MP C6004ex Color Copier Contract Base	830.39
Total 3543:			830.39
3766	Minnesota State Fire Dept Assn	Annual Conference & Fire School	600.00
Total 3766:			600.00
3921	MN/SCIA	Training - D. Owl	60.00
Total 3921:			60.00
4071	NCPERS Group Life Ins.	Group Vol Life Ins - PERA	400.00
Total 4071:			400.00
4476	Phillips Wine & Spirits	Liquor Store Merchandise	1,765.70
4476	Phillips Wine & Spirits	Freight Charge	24.80
4476	Phillips Wine & Spirits	Liquor Store Merchandise	758.75
4476	Phillips Wine & Spirits	Freight Charge	24.80
4476	Phillips Wine & Spirits	Credit Liquor Merchandise	40.50-
4476	Phillips Wine & Spirits	Credit Freight Charge	1.55-

Vendor	Vendor Name	Description	Net Invoice Amount
Total 4476:			2,532.00
4661	Quill Corporation	Office Supplies - Liquor Store	416.79
4661	Quill Corporation	Office Supplies - Finance	178.99
Total 4661:			595.78
4666	R & R Specialties of Wisconsin In	Blade Sharpening	45.00
Total 4666:			45.00
4799	Replenishment Solutions, Inc.	Liquor Store Merchandise	60.00
4799	Replenishment Solutions, Inc.	Liquor Store Merchandise	75.00
Total 4799:			135.00
4886	Roof Tech	Snow Removal - City Hall	2,574.20
Total 4886:			2,574.20
5181	Southern Glazer's of MN	Delivery Charge	.39
5181	Southern Glazer's of MN	Liquor Store Merchandise	1,991.27
5181	Southern Glazer's of MN	Delivery Charge	27.90
5181	Southern Glazer's of MN	Liquor Store Merchandise	988.00
5181	Southern Glazer's of MN	Delivery Charge	18.60
Total 5181:			3,026.16
5251	Star	Public Notice - Ordinance 689	4.50
5251	Star	Public Notice Council Meeting Minutes	11.50
5251	Star	Public Notice Planning Commission Meeting	9.00
Total 5251:			25.00
5301	Steve's Tire Inc	Repairs and Maint Supplies - Streets	570.00
5301	Steve's Tire Inc	Repairs and Maint Labor - Streets	78.00
5301	Steve's Tire Inc	Repairs and Maint Supplies - Parks	24.00
5301	Steve's Tire Inc	Repairs and Maint Labor - Parks	24.00
Total 5301:			696.00
5316	Strategic Insights Inc.	Capital Planning Software Upgrade	725.00
Total 5316:			725.00
5361	SW Wold Construction Inc	Refund Overpayment Final Water Bill 1-24570	87.86
Total 5361:			87.86
5391	TM Johnson Bros., Inc.	Water Bottle Station - Fire Dept	1,191.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5391:			1,191.00
5541	Titan Machinery	Repair & Maint Supplies - Streets	224.33
5541	Titan Machinery	Repair & Maint Supplies - Streets	123.97
5541	Titan Machinery	Repair & Maint Supplies - Streets	1,061.40
Total 5541:			1,409.70
5726	Unlimited Supplies, Inc.	Misc Operating Supplies - WWTP	34.71
Total 5726:			34.71
5801	Verizon Wireless	wireless phone service - Maintenance Dept	16.74
5801	Verizon Wireless	wireless phone service - Street Dept	35.01
5801	Verizon Wireless	wireless phone service - Water	35.01
5801	Verizon Wireless	wireless phone service - Wastewater	35.01
5801	Verizon Wireless	wireless phone service - Bldg Dept	191.18
5801	Verizon Wireless	wireless phone service - Wastewater	97.42
Total 5801:			410.37
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	270.35
Total 5816:			270.35
5886	Watson Co., Inc.	Credit Operating Supplies - LS	13.50-
5886	Watson Co., Inc.	Liquor Store Merchandise	2,606.65
5886	Watson Co., Inc.	Misc Operating Supplies - LS	196.35
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			2,795.50
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	7,576.42
5891	Breakthru Beverage Minnesota	Freight Charge	74.08
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	1,845.32
5891	Breakthru Beverage Minnesota	Freight Charge	29.32
5891	Breakthru Beverage Minnesota	Credit Liquor Merchandise	20.00-
Total 5891:			9,505.14
5965	White Bear IT Solutions LLC	Software - Police Dept	478.00
5965	White Bear IT Solutions LLC	Small Tools & Equipment - Police Dept	79.99
Total 5965:			557.99
6001	Wine Merchants	Liquor Store Merchandise	336.00
6001	Wine Merchants	Freight Charge	4.65
Total 6001:			340.65

Vendor	Vendor Name	Description	Net Invoice Amount
Grand Totals:			<u>95,509.98</u>

Dated: Caroline Mue

City Treasurer: 3/27/19

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/19	03/27/2019	113127	245	Johnny Anderson	601-20100	46.66
03/19	03/27/2019	113128	297	Aquarius Home Services	610-20100	1,204.00
03/19	03/27/2019	113129	341	Aspen Mills	101-20100	380.70
03/19	03/27/2019	113130	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	9,505.14
03/19	03/27/2019	113131	969	Cardmember Service	101-20100	3,824.83
03/19	03/27/2019	113132	1068	Central Trailer Sales	415-20100	5,961.52
03/19	03/27/2019	113133	551	Bernick's	610-20100	1,901.10
03/19	03/27/2019	113134	1140	Cintas Corporation	101-20100	350.12
03/19	03/27/2019	113135	1207	Coast to Coast Solutions, Inc.	101-20100	888.41
03/19	03/27/2019	113136	1230	Columbia Heights Fire Department	101-20100	300.00
03/19	03/27/2019	113137	1336	Crystal Springs Ice	610-20100	239.76
03/19	03/27/2019	113138	1388	Czech Prop Group LLC	601-20100	77.14
03/19	03/27/2019	113139	1396	Dahlheimer Beverage, LLC	610-20100	17,896.30
03/19	03/27/2019	113140	1763	Emergency Response Solutions	101-20100	2,696.63
03/19	03/27/2019	113141	1834	Evergreen Music Network Inc.	101-20100	1,000.00
03/19	03/27/2019	113142	1891	Fastenal Company	101-20100	8.08
03/19	03/27/2019	113143	1906	Federated Co-ops, Inc.	101-20100	109.98
03/19	03/27/2019	113144	1922	Ferrellgas	101-20100	42.12
03/19	03/27/2019	113145	2161	Grafix Shoppe	704-20100	495.00
03/19	03/27/2019	113146	2271	Hach Company	602-20100	94.20
03/19	03/27/2019	113147	2299	Bruce Hanson	601-20100	99.95
03/19	03/27/2019	113148	2326	Hasser Garage Doors Inc.	101-20100	415.00
03/19	03/27/2019	113149	2796	Johnson Bros - St Paul	610-20100	8,483.39
03/19	03/27/2019	113150	3056	Lake Superior Laundry Inc.	101-20100	15.00
03/19	03/27/2019	113151	3086	Landworks Construction, Inc.	101-20100	13,025.00
03/19	03/27/2019	113152	3096	Larson Brothers Implement	211-20100	150.00
03/19	03/27/2019	113153	3151	League of Minnesota Cities	101-20100	2,420.00
03/19	03/27/2019	113154	3496	Med Compass	101-20100	4,230.00
03/19	03/27/2019	113155	3521	Menards	101-20100	307.29
03/19	03/27/2019	113156	3543	Metro Sales, Inc.	101-20100	830.39
03/19	03/27/2019	113157	3766	MSFDA	101-20100	600.00
03/19	03/27/2019	113158	3921	MN/SCIA	101-20100	60.00
03/19	03/27/2019	113160	4071	NCPERS Group Life Ins.	101-20100	400.00
03/19	03/27/2019	113161	4476	Phillips St Paul	610-20100	2,532.00
03/19	03/27/2019	113162	4661	Quill Corporation	101-20100	595.78
03/19	03/27/2019	113163	4666	R & R Specialties of Wisconsin Inc	101-20100	45.00
03/19	03/27/2019	113164	4799	Replenishment Solutions, Inc.	610-20100	135.00
03/19	03/27/2019	113165	4886	Roof Tech	101-20100	2,574.20
03/19	03/27/2019	113167	5181	Southern Glazer's of MN	610-20100	3,026.16
03/19	03/27/2019	113168	5251	Star	101-20100	25.00
03/19	03/27/2019	113169	5301	Steve's Tire Inc	101-20100	696.00
03/19	03/27/2019	113170	5316	Strategic insights Inc.	101-20100	725.00
03/19	03/27/2019	113171	5361	SW Wold Construction Inc	601-20100	87.86
03/19	03/27/2019	113172	5541	Titan Machinery	101-20100	1,409.70
03/19	03/27/2019	113173	5391	TM Johnson Bros., Inc.	101-20100	1,191.00
03/19	03/27/2019	113174	5726	Unlimited Supplies, Inc.	602-20100	34.71
03/19	03/27/2019	113175	5801	Verizon Wireless	602-20100	410.37
03/19	03/27/2019	113176	5816	Viking Coca-Cola Bottling Co	610-20100	270.35
03/19	03/27/2019	113177	5886	Watson Co., Inc.	610-20100	2,795.50
03/19	03/27/2019	113178	5965	White Bear IT Solutions LLC	101-20100	557.99
03/19	03/27/2019	113179	6001	Wine Merchants	610-20100	340.65
Grand Totals:						95,509.98

Vendor	Vendor Name	Description	Net Invoice Amount
341	Aspen Mills	Uniform Allowance - J. Caulk	149.98
341	Aspen Mills	Uniform Allowance - M. Giese	116.85
Total 341:			266.83
521	Bellboy Corporation	Liquor Store Merchandise	2,804.25
521	Bellboy Corporation	Liquor Store Merchandise	61.50
Total 521:			2,865.75
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	94.20-
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	83.20-
551	Chas A. Bernick Inc.	Credit Liquor Merchandise	25.74-
551	Chas A. Bernick Inc.	Liquor Store Merchandise	151.05
551	Chas A. Bernick Inc.	Liquor Store Merchandise	3,015.25
Total 551:			2,963.16
555	Business Essentials	Office Supplies	17.29
555	Business Essentials	Office Supplies - Finance	24.22
Total 555:			41.51
961	Cambridge-Isanti Community Edu	Advertising Spring Summer Brochure	110.00
Total 961:			110.00
1140	Cintas Corporation	Rug Rentals - Police Dept	17.04
1140	Cintas Corporation	Rug Rentals - City Hall	16.56
1140	Cintas Corporation	Rug Rentals - Street Dept	17.43
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Street Dept	103.90
1140	Cintas Corporation	Uniform Rental - Parks	6.05
1140	Cintas Corporation	Uniform Rental - Parks	.67
1140	Cintas Corporation	Uniform Rental - Maintenance	3.02
1140	Cintas Corporation	Uniform Rental - Streets	5.28
1140	Cintas Corporation	Uniform Rental - Parks	.28
1140	Cintas Corporation	Uniform, Rug, Towel Rentals - Water/Wastewat	99.51
Total 1140:			269.74
1156	City of Mpls Receivables	APS Transaction Fee - February	117.90
Total 1156:			117.90
1207	Coast to Coast Solutions, Inc.	Promotional Items - Police	435.22
Total 1207:			435.22
1236	Comm of MMB, Treas Div	Admin Traffic Citation Fines - March	440.00

Vendor	Vendor Name	Description	Net Invoice Amount
Total 1236:			440.00
1396	Dahlheimer Beverage, LLC	Liquor Store Merchandise	12,588.47
Total 1396:			12,588.47
1921	Ferguson Waterworks	Automatic Meter Read Project	1,582.61
Total 1921:			1,582.61
2146	Gopher State One-Call Inc.	FTP Tickets	18.22
2146	Gopher State One-Call Inc.	FTP Tickets	18.23
Total 2146:			36.45
2182	Winebow	Liquor Store Merchandise	930.00
2182	Winebow	Freight	18.00
Total 2182:			948.00
2341	Hawkins, Inc.	Chemicals - Wastewater	6,816.01
2341	Hawkins, Inc.	Chemicals - Wastewater	582.00
2341	Hawkins, Inc.	Chemicals - Water	1,555.50
Total 2341:			8,953.51
2346	Hayford Ford	Repair & Maint Supplies - PD vehicle	23.29
2346	Hayford Ford	Repair & Maint Labor - PD vehicle	15.16
Total 2346:			38.45
2411	Hillyard Inc.	Misc Operating Supplies - Parks	432.05
Total 2411:			432.05
2416	John Hirsch's Cambridge Motors	Repair & Maint Supplies - Bldg Dept Vehicle	136.37
Total 2416:			136.37
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	19,596.12
2796	Johnson Brothers Liquor Co	Freight Charge	295.69
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	525.45
2796	Johnson Brothers Liquor Co	Freight Charge	15.50
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	680.00
2796	Johnson Brothers Liquor Co	Freight Charge	13.02
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	4,765.12
2796	Johnson Brothers Liquor Co	Freight Charge	131.73
2796	Johnson Brothers Liquor Co	Liquor Store Merchandise	240.55
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	216.00-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	3.10-

Vendor	Vendor Name	Description	Net Invoice Amount
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	119.07-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	76.50-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	1.55-
2796	Johnson Brothers Liquor Co	Credit Liquor Merchandise	211.70-
2796	Johnson Brothers Liquor Co	Credit Freight Charge	6.20-
Total 2796:			25,629.06
2931	Kimball Midwest	Repair & Maint Supplies - Vehic/Equip	122.34
Total 2931:			122.34
2941	Kirvida Fire, Inc.	Repair & Maint Supplies - Ladder #1	899.98
Total 2941:			899.98
3056	Lake Superior Laundry Inc.	Fire Dept Rugs	15.00
Total 3056:			15.00
3106	Larson's Auto Body, Inc.	2013 Chevrolet Tahoe Repair	7,136.33
Total 3106:			7,136.33
3220	Lincoln Marketing Inc.	Advertising on Isanti & Kanabec Counties MN	399.00
Total 3220:			399.00
3461	McDonald Distributing Company	Liquor Store Merchandise	213.00
3461	McDonald Distributing Company	Liquor Store Merchandise	18,905.25
3461	McDonald Distributing Company	Credit Liquor Merchandise	252.00-
3461	McDonald Distributing Company	Liquor Store Merchandise	168.40
Total 3461:			19,034.65
3521	Menards	Misc Operating Supplies - Water	1.97
3521	Menards	Small Tools - Water	13.97
3521	Menards	Misc Operating Supplies - Wastewater	9.84
3521	Menards	Small Tools - Wastewater	19.21
3521	Menards	Misc Operating Supplies - Streets	13.94
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	139.00
3521	Menards	Repair & Maint Supplies - Bldg/Infrastructure	3.56
3521	Menards	Repair & Maint - Wastewater Plant	11.36
3521	Menards	Repair & Maint Supplies - Fire Dept	21.50
3521	Menards	Misc Operating Supplies - Streets	39.88
Total 3521:			274.23
3666	Minnesota Child Support Payment	Child Support Withholdings	137.51

Vendor	Vendor Name	Description	Net Invoice Amount
Total 3666:			137.51
3686	Minnesota Department of Health	1300002 Community Water Supply Service	4,656.00
Total 3686:			4,656.00
3996	Mood Media	Mood Media Services - LS	618.93
Total 3996:			618.93
4001	MVTL Laboratories Inc.	Testing	890.00
Total 4001:			890.00
4171	Northern Business Products, Inc.	Office Supplies - PD	39.96
Total 4171:			39.96
4476	Phillips Wine & Spirits	Liquor Store Merchandise	3,055.65
4476	Phillips Wine & Spirits	Freight Charge	63.54
4476	Phillips Wine & Spirits	Liquor Store Merchandise	2,366.95
4476	Phillips Wine & Spirits	Freight Charge	79.04
Total 4476:			5,565.18
4661	Quill Corporation	Office Supplies - Finance	189.99
Total 4661:			189.99
4749	Red Bull Distribution Company, In	Liquor Store Merchandise	248.50
Total 4749:			248.50
4886	Roof Tech	Roof Repairs - City Hall	361.43
Total 4886:			361.43
4965	Schiffer, Christina	Reimbursement - Mail Box	62.83
Total 4965:			62.83
5181	Southern Glazer's of MN	Liquor Store Merchandise	6,669.10
5181	Southern Glazer's of MN	Delivery Charge	71.30
5181	Southern Glazer's of MN	Liquor Store Merchandise	3,394.00
5181	Southern Glazer's of MN	Delivery Charge	71.30
Total 5181:			10,205.70
5261	Star Quality Glass	Repair & Maint Supplies Veh/Eq - Streets	527.39

Vendor	Vendor Name	Description	Net Invoice Amount
Total 5261:			527.39
5390	Tactical Advantage, LLC	Small Tools & Equipment - Police Dept	516.00
Total 5390:			516.00
5541	Titan Machinery	Repair & Maint Supplies - Streets	1,907.38
5541	Titan Machinery	Repair & Maint Supplies - Streets	1,755.39
Total 5541:			3,662.77
5624	TransUnion Risk & Alternative	TLOxp Transactional	50.00
Total 5624:			50.00
5816	Viking Coca-Cola Bottling Co	Liquor Store Merchandise	423.35
Total 5816:			423.35
5886	Watson Co., Inc.	Credit Operating Supplies - LS	27.00
5886	Watson Co., Inc.	Liquor Store Merchandise	2,473.46
5886	Watson Co., Inc.	Misc Operating Supplies - LS	205.13
5886	Watson Co., Inc.	Freight Charge	6.00
Total 5886:			2,657.59
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	4,048.04
5891	Breakthru Beverage Minnesota	Freight Charge	22.75
5891	Breakthru Beverage Minnesota	Liquor Store Merchandise	350.32
5891	Breakthru Beverage Minnesota	Freight Charge	8.05
Total 5891:			4,429.16
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Backup Service	1,175.00
5965	White Bear IT Solutions LLC	Webroot Endpoint	140.00
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	1,016.09
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
5965	White Bear IT Solutions LLC	Monthly Service Agreement	225.81
Total 5965:			4,363.38
6001	Wine Merchants	Liquor Store Merchandise	1,468.00
6001	Wine Merchants	Freight Charge	18.23

Vendor	Vendor Name	Description	Net Invoice Amount
Total 6001:			1,486.23
6071	Zee Medical Service	First Aid Kit Supplies	251.45
6071	Zee Medical Service	First Aid Kit Supplies	143.30
6071	Zee Medical Service	First Aid Kit Supplies	167.05
6071	Zee Medical Service	First Aid Kit Supplies	94.05
Total 6071:			655.85
Grand Totals:			127,484.36

Dated: 4/3/19

City Treasurer: Caroline Mrc

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/19	04/03/2019	113182	341	Aspen Mills	101-20100	266.83
04/19	04/03/2019	113183	521	Bellboy Corporation	610-20100	2,865.75
04/19	04/03/2019	113185	5891	Breakthru Beverage MN Wine & Spirits I	610-20100	4,429.16
04/19	04/03/2019	113186	555	Business Essentials	101-20100	41.51
04/19	04/03/2019	113187	961	Cambridge-Isanti Community Education	101-20100	110.00
04/19	04/03/2019	113189	551	Bernick's	610-20100	2,963.16
04/19	04/03/2019	113190	1140	Cintas Corporation	101-20100	269.74
04/19	04/03/2019	113191	1156	Minneapolis Finance Department	101-20100	117.90
04/19	04/03/2019	113192	1207	Coast to Coast Solutions, Inc.	101-20100	435.22
04/19	04/03/2019	113193	1236	Comm of MMB, Treas Div	213-20100	440.00
04/19	04/03/2019	113196	1396	Dahlheimer Beverage, LLC	610-20100	12,588.47
04/19	04/03/2019	113197	1921	Ferguson Waterworks #2516	601-20100	1,582.61
04/19	04/03/2019	113198	2146	Gopher State One Call	602-20100	36.45
04/19	04/03/2019	113199	2341	Hawkins, Inc.	601-20100	8,953.51
04/19	04/03/2019	113200	2346	Hayford Ford	101-20100	38.45
04/19	04/03/2019	113201	2411	Hillyard / Minneapolis	101-20100	432.05
04/19	04/03/2019	113202	2416	John Hirsch's Cambridge Motors	101-20100	136.37
04/19	04/03/2019	113203	2796	Johnson Bros - St Paul	610-20100	25,629.06
04/19	04/03/2019	113204	2931	Kimball Midwest	101-20100	122.34
04/19	04/03/2019	113205	2941	Kirvida Fire, Inc.	101-20100	899.98
04/19	04/03/2019	113207	3056	Lake Superior Laundry Inc.	101-20100	15.00
04/19	04/03/2019	113208	3106	Larson's Auto Body, Inc.	704-20100	7,136.33
04/19	04/03/2019	113209	3220	Lincoln Marketing Inc.	610-20100	399.00
04/19	04/03/2019	113210	3461	McDonald Distributing Company	610-20100	19,034.65
04/19	04/03/2019	113213	3521	Menards	101-20100	274.23
04/19	04/03/2019	113214	3666	Minnesota Child Support Payment Cente	101-20100	137.51
04/19	04/03/2019	113215	3686	Minnesota Department of Health	601-20100	4,656.00
04/19	04/03/2019	113216	3996	Mood Media	610-20100	618.93
04/19	04/03/2019	113217	4001	Minnesota Valley Testing Labs	602-20100	890.00
04/19	04/03/2019	113218	4171	Northern Business Products, Inc.	101-20100	39.96
04/19	04/03/2019	113220	4476	Phillips St Paul	610-20100	5,565.18
04/19	04/03/2019	113221	4661	Quill Corporation	101-20100	189.99
04/19	04/03/2019	113222	4749	Red Bull Distribution Company, Inc.	610-20100	248.50
04/19	04/03/2019	113223	4886	Roof Tech	101-20100	361.43
04/19	04/03/2019	113224	4965	Christina Schiffer	101-20100	62.83
04/19	04/03/2019	113225	5181	Southern Glazer's of MN	610-20100	10,205.70
04/19	04/03/2019	113226	5261	Star Quality Glass	101-20100	527.39
04/19	04/03/2019	113228	5390	Tactical Advantage, LLC	101-20100	516.00
04/19	04/03/2019	113229	5541	Titan Machinery	101-20100	3,662.77
04/19	04/03/2019	113230	5624	TransUnion Risk & Alternative	101-20100	50.00
04/19	04/03/2019	113231	5816	Viking Coca-Cola Bottling Co	610-20100	423.35
04/19	04/03/2019	113232	5886	Watson Co., Inc.	610-20100	2,657.59
04/19	04/03/2019	113234	5965	White Bear IT Solutions LLC	101-20100	4,363.38
04/19	04/03/2019	113235	6001	Wine Merchants	610-20100	1,486.23
04/19	04/03/2019	113236	2182	Winebow	610-20100	948.00
04/19	04/03/2019	113237	6071	Zee Medical Service	602-20100	655.85

Grand Totals:

127,484.36

Prepared by: Caroline Moe, Director of Finance

Background

Certify Delinquent Municipal Charges

Attached for your review is a certification of delinquent amounts to be certified to the Isanti County Auditor for the Assessment to the Real Estate Taxes due in 2020.

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

Recommended Council Action—*Approve Resolution R19-024 certifying debts to the Isanti County Auditor for the Assessment to the Real Estate Taxes due in 2020.*

Attachments:

1. Resolution R19-024 for certification of delinquent account balances.
2. Listing of delinquent amounts for certification.

Resolution No. R19-024

**RESOLUTION CERTIFYING DELINQUENT DEBTS TO THE ISANTI COUNTY
AUDITOR FOR ASSESSMENT TO THE REAL PROPERTY TAXES DUE IN 2020 FOR
THE PROPERTY SERVED**

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

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

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the owners of the properties located on the attached certification are delinquent in his/her payments to the City of Cambridge for municipal services and other services and the City Council of Cambridge, Minnesota shall have the delinquent amounts along with certification fees, as applicable, certified to the Isanti County Auditor for assessment to the real property taxes as imposed by the Isanti County Auditor, due in 2020 for the property served.

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

Adopted this 15th Day of April, 2019.

James Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

APR 02 2019

City of Cambridge								
Certification to Tax Roll Delinquent Accounts								
4/15/2019								
Customer Name	Service Address	Account #	Inv #	PIN #	Delinquent Amount	Penalty	Total to Tax Roll	Comments
Eugene Brady	2710 Main St S	1000022571		15.005.4100	\$ 235.66	\$ 75.00	\$ 310.66	Storm sewer & SLU
Emmit E Petersen	345 Horseshoe Dr	2673	3364	15.083.0060	\$ 2,000.00		\$ 2,000.00	Admin Cit
George Petersen	1688 10th Ave SE	1306	3359	15.151.0120	70		\$ 70.00	Abatement
Homes by Legacy	663 Alaska Pl S	2684	3394, 3395	15.173.0210	\$ 2,257.00		\$ 2,257.00	Citation & Abatement
Amounts paid after certification to Council:							\$ 4,637.66	

P50



300 Third Avenue NE
Cambridge, MN 55008

(763) 689-3211
(763) 689-6801 FAX
www.ci.cambridge.mn.us

April 3, 2019

Mr. Wayne Kalla
11166 Olympia Ave.
Becker, MN 55308

Dear Mr. Kalla,

On behalf of the City of Cambridge I am pleased to offer you the position of Building Inspector. This offer is contingent upon you successfully passing a criminal background check, financial background check, a pre-employment drug test, and approval to hire from the Cambridge City Council. Below is an outline of the City's offer:

Salary

Proposed starting salary is \$24.51 per hour. This position is currently a Grade 8 on the City's pay scale and there are eight additional steps on the pay scale. You are eligible for a step increase once you have successfully completed your probationary period. After that, step increases can be awarded on an annual basis beginning in January 2021 provided you receive a satisfactory performance review.

Requested Start Date

April 24, 2019

Learning and Evaluation Period

The City of Cambridge has a one-year learning and evaluation period (probationary period). At any time during the learning and evaluation period, an employee may be discharged or at the sole discretion of the City.

Health, Dental, and Vision Insurance

Insurance benefits are defined by the City's Personnel Policies and benefit levels or providers may be amended from time to time by the City Council. Currently, the City offers health, dental, and vision insurance through IBEW's Blue Cross/Blue Shield plan. The monthly premium currently is \$1,500 and the employee pays ten percent of the monthly premium (\$150.00). Health insurance premiums generally increase each July.

Vacation / Sick Leave

The City's current vacation earning schedule is:

Years of Service	Accumulation Per Pay Period
0 through 1 year	2.31 hours each 2 weeks of work (1 ½ weeks annually)
2 through 5 years	3.08 hours each 2 weeks of work (2 weeks annually)

6 through 9 years
10+ years

4.62 hours each 2 weeks of work (3 weeks annually)
6.16 hours each 2 weeks of work (4 weeks annually)

Full-time employees earn sick leave at the rate of 3.69 hours for each pay period or 1 day per calendar month of service. An employee is eligible to use sick leave as accumulated in accordance with the sick leave policy.

Hours of Work

Standard hours are Monday through Friday, 8:00 am – 4:30 pm. Some overtime may be required from time to time.

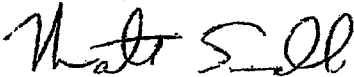
Pension

You will be enrolled in the Public Employees Retirement Association Coordinated plan. The employee's contribution towards PERA is 6.5% of gross salary and the City contributes 7.5% of your gross salary. From time to time, the Minnesota Legislature adjusts the contribution amounts to ensure the plan is funded appropriately.

Finally, this position offer will be rescinded if you fail to obtain your Minnesota Building Official Limited Certification issued by the Minnesota Department of Labor & Industry by August 1, 2019.

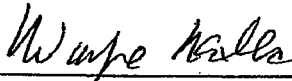
This offer is not a contract for employment and all employment terms are governed by the City's personnel policies. We sincerely hope that you will accept this offer. To accept the offer, please sign below and e-mail it to msmall@ci.cambridge.mn.us.

Sincerely,



Matt Small
Building Official

I hereby accept this offer of conditional employment under the terms listed above.



Wayne Kalla

4E Approve Letter of Intent for Potential Purchase of Parcel Number 15.280.0830 & 15.032.1005 less required easements

April 15, 2019

Author: Stan Gustafson

Request

Council directed staff to have the City Attorney Jay Squires prepare a Letter of Intent to purchase two parcels from the City by dk design and development group, Inc. The two parcels are 15.280.0830 & 15.032.1005 located in Heritage Greens.

Recommendation

Approve Letter of Intent with dk design and development group, Inc.

Attachments

- Letter of Intent

Letter of Intent to Purchase Real Estate

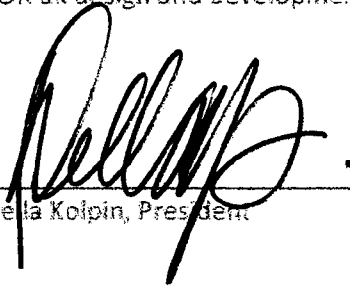
The purpose of this letter is to set basic terms and conditions of the potential purchase by dk design and development group, Inc. (the "Buyer") of certain real estate owned by the City of Cambridge (the "Seller"). The terms set forth in this Letter will not become binding unless and until a more detailed "Purchase Agreement" is negotiated and signed by the parties, as contemplated below by the section of this Letter entitled "Non-Binding."

1. **PROPERTY ADDRESS:** The property proposed to be sold is identified by the following:
PIDs:
 - 15.280.0830 (Lot OOC of Heritage Greens of Cambridge) for 8.18 acres.
 - 15.032.1005 (PT SW/4 OF SE/4, LYING N & E OF OUTLOT C, HERITAGE GREENS OF CAMBRIDGE, LYING N OF S DELLWOOD ST & LYING S OF S ROFW OF MN HWY 293; EXCEPT: THAT PT OF SW/4 OF SE/4 DESC AS: COMM AT NE CNR OF S/2 OF SE/4 OF SEC 32; N89.2412W ALONG N LINE OF S/2 OF SE/4 (1356.78'); THEN S00.4237E (161.92') TO POB; THEN N89.0805W (216.48'); THEN N00.4325W (160.91') TON LINE OF SW/4 OF SE/4; THEN S89.2412E (230.83') TO NE CNR OF SW/4 OF SE/4; THENS ALONG ELINE OF SW/4 OF SE/4 (162.11'); THEN N89.0805W (17.51') TO POB) for 1.42 acres.
2. **PRICE:** To be negotiated
3. **POSSESSION:** Possession date is to be negotiated at time of binding purchase agreement. Settlement would be made at the closing, immediately prior to possession.
4. **FINANCING:** The transaction will be a cash sale.
5. **CLOSING COSTS:** Traditional distribution of closing costs/to be negotiated.
6. **STANDARD PROVISIONS:** The Purchase Agreement will include the standard provisions that are customary to the locality and or that are required by law.
7. **TIMELINE:** Upon acceptance of this Letter of Intent dk design & development group, Inc. will begin determining feasibility of contemplated usage of the site. This shall include, but not limited to market feasibility study, financial proforma, site plans, architectural fit plans, civil engineering, environmental and geotechnical investigation, risk factors and presentation to financial teams, as well as reviewing and understanding the municipal approvals with the City of Cambridge,
8. **STAND STILL:** Seller shall not actively market the sale of the Real Estate for a period of seven (7) months after the full execution of this agreement. This period will allow dk design & development group Inc. to engage in due diligence efforts to determine the viability of the Real Estate for its intended use.
9. **NON-BINDING:** This Letter of Intent is not and is not intended to contractually bind the parties and is only an expression of the basic conditions to be incorporated into a binding Purchasing Agreement. This Letter does not require either party to negotiate in good faith or to proceed to the completion of a binding Purchase Agreement. The parties shall *not* be contractually bound

unless and until they enter into a formal, written Purchase Agreement, which must be in form and content satisfactory to each party and to each party's legal counsel, in their sole discretion. Neither party may rely on this Letter as creating any legal obligation of any kind.

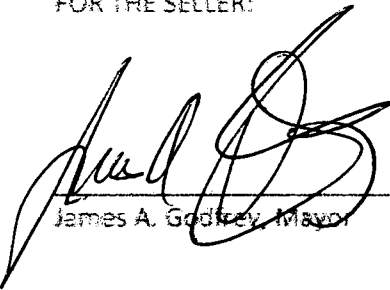
Notwithstanding the provision of this paragraph to the contrary, Seller and Buyer agree that the above paragraph entitled "Stand Still" shall be binding regardless of whether a binding Purchase Agreement is entered into by the parties.

FOR dk design and development group, Inc.:



De la Kolpin, President

FOR THE SELLER:



James A. Godfrey, Mayor

ATTEST:



04/05/2019

Linda J. Woulfe, City Administrator

Prepared by: Caroline Moe, Director of Finance

BACKGROUND

The City of Cambridge Fire Department has received a donation of \$7,700 from Cambridge Fire Relief Association for the purchase of new extrication equipment. In addition, the Cambridge Fire Department has received a donation of \$100 from Andrew and Alison Romstad for the purchase of new fire equipment. As required by MN State Statute, restricted donations must be officially accepted by the City Council and thus we are including it for action on this agenda.

COUNCIL ACTION

Officially accept the donations by approving the following resolution.

Attachments

Resolution No. R19-025

RESOLUTION NO. R19-025

*Resolution Accepting Restricted Donations
to the City of Cambridge Fire Department for Equipment*

WHEREAS, Cambridge Fire Relief Association has made a donation to the Cambridge Fire Department in the amount of \$7,700.00 with the restriction that the funds be used for purchasing extrication equipment;

WHEREAS, Andrew and Alison Romstad has made a donation to the Cambridge Fire Department in the amount of \$100.00 with the restriction that the funds be used for purchasing fire equipment;

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

Adopted this 15th day of April, 2019.

James Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Prepared by: Todd S. Schuster, Chief of Police

Background:

The Cambridge Police Department and the MN Department of Public Safety, Bureau of Criminal Apprehension, have had this Joint Powers Agreement in place since 2011. The Minnesota Internet Crimes Against Children Task Force is in place to utilize applicable state and federal laws to investigate and prosecute crimes committed against children and the criminal exploitation on children that is committed and/or facilitated by or through the use of computers.

This program utilizes a three-pronged approach of prevention, education and enforcement to combat internet crimes against children. It also provides a mechanism to reimburse the Governmental Unit for equipment, training and expenses (including travel and overtime), which are incurred by law enforcement as a result of these investigations.

Recommendation:

I recommend that you approve Resolution R19-026 and enter into the Joint Powers Agreement (SWIFT Contract Number 155699) between the City of Cambridge Police Department and the MN Dept. of Public Safety, MN Bureau of Criminal Apprehension.

Attachments:

Copy of Resolution R19-026 (to be signed/returned)

Copy of Joint Powers Agreement (to be signed/returned)

RESOLUTION NO. R19 - 026

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF CAMBRIDGE ON BEHALF OF ITS POLICE DEPARTMENT REGARDING THE MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE (ICAC)

WHEREAS, the City of Cambridge on behalf of its Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to utilize applicable state and federal laws to investigate and prosecute crimes committed against children and the criminal exploitation on children that is committed and/or facilitated by or through the use of computers.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Cambridge on behalf of its Police Department, are hereby approved. A Copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.
2. That the Chief of Police, Todd S. Schuster, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That James A. Godfrey, the Mayor for the City of Cambridge, and Lynda J. Woulfe, the City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 15th day of April, 2019.

By: James A. Godfrey
Its Mayor

ATTEST:

By: Lynda J. Woulfe
Its City Administrator



STATE OF MINNESOTA

JOINT POWERS AGREEMENT MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the "City of Cambridge on behalf of its Police Department, 300 3rd Avenue Northeast, Cambridge MN 55008" ("Governmental Unit").

Recitals

Under Minnesota Statutes, § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to investigate and prosecute crimes committed against children and the criminal exploitation of children that is committed and/or facilitated by or through the use of computers, and to disrupt and dismantle organizations engaging in these activities. The Governmental Unit wants to participate in the Minnesota Internet Crimes Against Children (ICAC) Task Force and be provided reimbursement of the following: equipment, training, and expenses (including travel and overtime) as are incurred by law enforcement as a result of ongoing investigations.

Agreement

1. Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes, § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective unless terminated earlier pursuant to clause 12.

2. Purpose

The Governmental Unit and BCA enter into this Agreement to implement a three-pronged approach of prevention, education and enforcement to combat internet crimes against children. This Agreement provides the mechanism to reimburse the Governmental Unit for equipment, training and expenses (including travel and overtime), which are incurred by law enforcement as a result of these investigations.

3. Standards

The Governmental Unit will adhere to the ICAC Program standards identified below.

- 3.1 Investigate activities related to internet crimes and the exploitation of children through the use of computers.
- 3.2 Investigate organizations to disrupt and dismantle crimes committed against children.
- 3.3 Investigators will follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants and civil and criminal forfeitures. Investigators will follow proper legal procedures in securing evidence, including electronic devices.
- 3.4 Investigators will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.

- 3.5 Investigators will use, as appropriate, the most current investigative technologies and techniques.
- 3.6 Investigators must be licensed Minnesota peace officers.
- 3.7 Investigators will comply with the guidelines of the Department of Justice Internet Crimes Against Children Program Operational and Investigative Standards.

4. Responsibilities of the Governmental Unit and the BCA

4.1 The Governmental Unit will:

- 4.1.1 Assign a Governmental Unit point of contact to act as the liaison between it and the BCA ICAC Project Commander to assist in reimbursement deadlines.
- 4.1.2 Submit an ICAC reimbursement request for pre-approval of funds. This request shall include a description of the item requested for reimbursement and an explanation of how it qualifies under the required criteria in Clauses 3.1 and 3.2 and an operational plan.
- 4.1.3 Conduct investigations in accordance with provisions of the ICAC Operational and Investigative Standards, identified in Clause 3.7 above, and conclude the investigations in a timely manner.
- 4.1.4 Allow BCA to inform participating agencies of potential case connections based on data submitted to BCA through the ICAC Program.
- 4.1.5 Not commingle ICAC funds with any other existing federal or state grant funded overtime or additional local Governmental Unit funding.

4.2 The BCA will:

- 4.2.1 Provide a Senior Special Agent who will serve as the Commander of the Task Force.
- 4.2.2 Review and approve or decline reimbursement requests under clause 4.1.2 within seven (7) business days of the reimbursement request.

- 4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a Governmental Unit acting through its employees.

5. Payment

- 5.1 To receive reimbursement for an expense, Governmental Unit must make a request for reimbursement to the BCA Authorized Representative under the required criteria for operational and investigative standards.
- 5.2 To receive approved reimbursement, Governmental Unit must submit an expense form no later than 15 business days after the end of the month during which the expense is incurred.
- 5.3 The BCA will pay the Governmental Unit within thirty (30) calendar days of the submission of the expense form.
- 5.4 In the event Governmental Unit breaches this Agreement, it will not be eligible to receive reimbursement for any expenses.

6. Authorized Representatives

The BCA's Authorized Representative is the following person or his successor:

Name: Donald Cheung, Senior Special Agent/Commander of MN ICAC
Address: Department of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Street East
Saint Paul, MN 55106
Telephone: 651.793.7000
E-mail Address: donald.cheung@state.mn.us

The Governmental Unit's Authorized Representative is the following person or his/her successor:

Name: Chief Todd Schuster
Address: Cambridge Police Department
300 3rd Avenue Northeast
Cambridge, MN 55008
Telephone: 763-689-9567
Email: tschuster@ci.cambridge.mn.us

If the Governmental Unit's Authorized Representative changes at any time during this Agreement, the Governmental Unit must immediately notify the BCA.

7. Assignment, Amendments, Waiver, and Agreement Complete

- 7.1 Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- 7.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3 Waiver.** If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8. Liability

The BCA and the Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes, § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes, §§ 466.01-466.15, and other applicable law.

9. Audits

Under Minnesota Statutes, § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

10. Government Data Practices

The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

11. Venue

The venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Expiration and Termination

- 12.1** Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.
- 12.2** In the event that federal funding is no longer available, the BCA will email the Governmental Unit's Authorized Representative and terminate the Agreement. The termination will be effective two (2) business days after email notification to the Governmental Unit; and the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

13. Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

By and Title: _____
Governmental Unit

_____ Date

By and Title: _____
Governmental Unit

_____ Date

By and Title: _____
Governmental Unit

_____ Date

By and Title: _____
Governmental Unit

_____ Date

By and Title: _____
Governmental Unit

_____ Date

DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

By and Title: _____
(with delegated authority)

_____ Date

COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

_____ Date

Prepared by Todd Schwab, Public Works/Utilities Director

Background:

As part of the 2019 Public Works Capital Improvement Plan the replacement of the existing Hotsy Pressure Washer was scheduled for replacement. The existing pressure washer is nearly 15 years old and has reached the end of its useful life. The pressure washer will be used in the shop to clean parts and vehicles and is portable so it can be moved to remote locations if necessary.

Staff received a quote for a Hotsy brand pressure washer that is comparable to the other pressure washers that we are currently using in other areas. The purchase will include a Hotsy Model 560SS Pressure Washer and the appropriate hose and nozzles to operate.

Fiscal Note:

The purchase price of the Hotsy Model 560SS Pressure Washer and accessories will be \$4686.00. Staff has \$5000.00 identified in the Public Works Capital Improvements Plan so adequate funds are available for the purchase.

Recommendation:

Approve the purchase of the Hotsy Model 560SS Pressure Washer and the appropriate hose and accessories for an amount not to exceed \$4686.00.

Attachments:

Quote.



500 Series

and Model 680SS Hot-Water Pressure Washers

Oil- or LP-Fired

North America's #1 Brand
of High-Pressure Cleaning Equipment

Upright, oil-fired burner delivers high efficiency and maintains constant temperature using diesel fuel, kerosene or home-heating oil

2 to 3 HP, 115V, 1PH electric motor is drip proof and comes with thermal overload protection and manual reset

Convenient hose-reel bracket accepts swivel or stationary reels for ease in hose maneuverability and storage

Float tank (model 560SS) helps maintain constant pressure and helps prevent sediment from entering the machine's components

Rust-proof, non-contaminating polyethylene fuel tank includes fuel gauge in cap



Hotsy direct-drive, positive-displacement pumps carries seven-year warranty

A pressure switch is standard on all 500 Series models

Stainless steel coil skin (555SS, 560SS & 680SS) provides extra durability to withstand the elements

Pressure relief valve protects the machine and user from thermal expansion

Built-in wand holder provides convenient storage

50-ft. length of high-pressure hose for easy maneuverability around a large working area

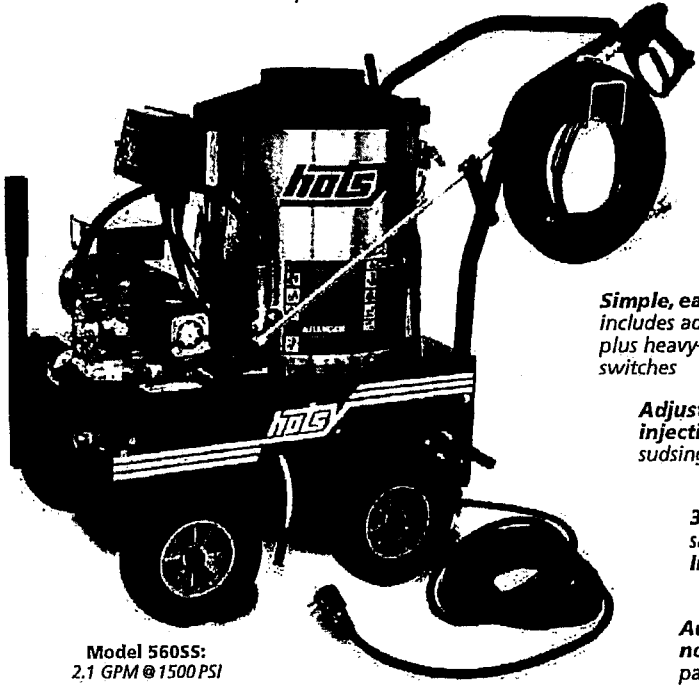


Simple, easy-to-use control panel includes adjustable temperature control plus heavy-duty heater and pump motor switches

Adjustable upstream detergent injection ensures high-pressure sudsing for better cleaning

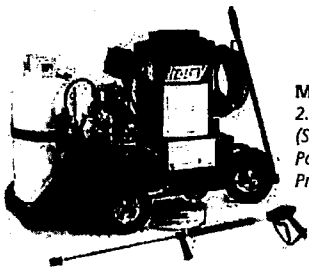
37-ft. power cord with safety Ground Fault Circuit Interrupter (GFCI breaker)

Adjustable, spray-angle nozzle with 0° to 80° spray patterns adjusts easily under high pressure

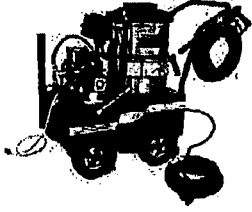


Model 560SS:
2.1 GPM @ 1500 PSI

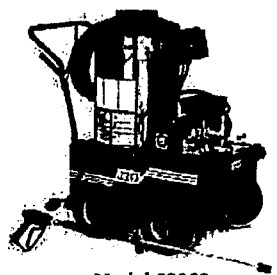
Solid flat free tires



Model 558-Propane
2.2 GPM @ 1300 PSI
(Shown with optional Portagear and Propane Tank)



Model 555SS:
2.2 GPM @ 1300 PSI (Shown with optional Hose Reel)



Model 680SS:
3 GPM @ 1000 PSI

FEATURES

- Oil- or LP- Fired
- 2.1 to 3.0 GPM / 1000 to 1500 PSI
- Convenient 115 volt
- Direct Drive Pumps

Four industrial-grade models in compact, affordable packages!



Heater coil carries a 5-year warranty

Nothing Cleans Like a Hotsy!

500 SERIES Hot Water Pressure Washers

■ Oil- or LP-Fired ■ 2.1 to 3.0 GPM / 1000 to 1500 PSI ■ 115V ■ Direct Drive ■ ETL-Certified

Four affordable models, designed for tough, industrial cleaning.

SPECIFICATIONS											DIRECT DRIVE	
MODEL	GPM	PSI	HP	VOLTS/PH	AMP	FUEL	BTU/HR	PUMP	PORTABILITY	DIMENSIONS	HOSE	SHIP WT
555SS	2.2	1300	2	115/1	20	Oil	214,300	Duplex - HHC165L.1	Std	33"Lx27"Wx41.5"H	50'	360
558	2.2	1300	2	115/1	18	LP	214,300	Duplex - HHC165L.1	Optional	31.5"Lx26"Wx41"H	50'	350
560SS	2.1	1500	2.3	115/1	20	Oil	214,300	Triplex - HHC205L.1	Std	33"Lx26"Wx44"H	50'	395
680SS	3.0	1000	2	115/1	20	Oil	289,900	Triplex - HHC235L.1	Std	33"Lx27"Wx45.5"H	50'	405

SS = Stainless Steel

DON'T FORGET THE SOAP!

Hotsy pressure washers clean best when matched with specially formulated Hotsy detergents. Nearly all contain Hotsy's exclusive advanced-formula HCC additives to help prevent scale build-up and to fight corrosion in your equipment. All are highly concentrated, so a little goes a long way.



HOTSY SOLUTION SELECTOR
What's the best detergent for your next job? Find out with our solution selector. Scan this QR code or visit HOTSY.com

SERVICE & REPAIR

Hotsy has more than 175 local dealers in North America, all factory-trained to properly evaluate your high-pressure cleaning needs.

Hotsy has factory-trained service technicians who will provide on-site maintenance for your cleaning equipment. Our techs have most common replacement parts on their service truck, and will quickly have your washer running smoothly.



FIND OUT MORE ONLINE: HOTSY.COM



Tel: (800) 525-1976 Fax: (888) 880-9631
www.Hotsy.com email: info@Hotsy.com
P/N 8.914-202.0 Effective 3/16

Specifications & product descriptions subject to change without notice. Hotsy's manufacturing facilities have established and apply a quality and environmental management system to be ISO 9001:2008 and ISO 14001:2001 certified. A member of KÄRCHER North America ©2016 Hotsy

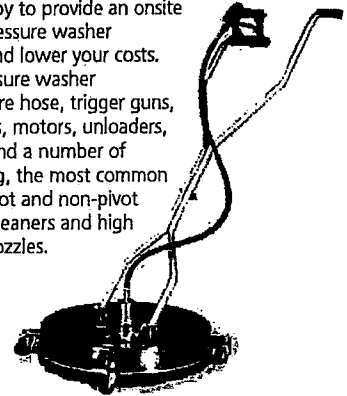
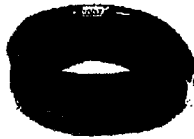
NOTE: We are constantly improving and updating our products. Consequently, pictures, features & specifications in this brochure may differ slightly from current models. Flow rates & pressure ratings may vary due to variances allowed by manufacturers of our machine components. We meet the CETA testing specs for machine performance at ±10% and in some cases are tighter within ±5% of listed specifications.

OPTIONS FOR 500 SERIES

- Float Tank (Model 555SS)
- 8" LP Gas-Fired Draft Dampener (Model 558)
- 8" Oil-Fired Draft Dampener (Model 555SS, 560S, and 680SS)
- Portage Kit (558)
- Propane Tank (558)
- 360° Pivot Hose Reel - Available in 100' and 200' (fits all models except 558)

PARTS & ACCESSORIES

Your local Hotsy dealer would be happy to provide an onsite demonstration to determine which pressure washer accessories will help speed cleaning and lower your costs. Hotsy dealers stock thousands of pressure washer replacement parts such as high pressure hose, trigger guns, high pressure nozzles, pumps, engines, motors, unloaders, filters and wands. In addition, you'll find a number of accessories designed to speed cleaning, the most common accessories are telescoping wands, pivot and non-pivot hose reels, flat surface cleaners and high pressure turbo nozzles.



Distributed by:

HotsyMinnesota.Com
 2951 100th Ct. NE
 Suite 100
 Blaine, MN 55449
 Rep.: WEST METRO
 (763) 786-5525

Equipment Quote

Customer # CA70047 Quote # 4576
 Quote Date.: 04/03/19

CITY OF CAMBRIDGE
 300 3RD AVE NE
 CAMBRIDGE, MN 55008-1281

CAMBRIDGE PUBLIC WORKS
 800 7TH AVENUE
 CAMBRIDGE, MN 55008-1900

Quantity	Item Number	Item Description	Unit Cost	Line Total
1	11090340	HQTSY MODEL 560SS 2.1@1500 115/1" OIL ETL CERTIFIED TO UL1776	4545.00	4545.00
1	80.0101	500 SERIES PREMIUM PACKAGE RETAIL VALUE \$695	595.00	595.00
				<i>Quote subtotal</i> 5140.00
				Discount -454.00
				Quote total 4686.00

Lease-to-Own Plan for approximately \$ _____/mo

In Business Since 1976

2018 Audit Report & Certificate for Achievement for Excellence in Financial Reporting for 2017

Dave Mol, an audit partner from Redpath & Co will be making the presentation of the 2018 audit report to the City Council on April 15, 2019. Reports to be reviewed are included in your packet.

Also, the finance department has received notice that it has received the Government Finance Officer's Association (GFOA) Certificate for Achievement for Excellence in Financial Reporting for the 2017 audit report. This is the sixteenth year in a row that we have received the award.

The Finance Department will present Mayor Godfrey with our award.

Requested Council Action

Motion to approve the annual audit for the year ended December 31, 2018 for the City of Cambridge.

Attachments:

- Comprehensive Annual Financial Report for the Year Ended December 31, 2018
- Audit Management Letter
- Independent Auditor's Report on Internal Control
- Minnesota Legal Compliance Report

PREPARED BY: CAROLINE MOE, DIRECTOR OF FINANCE

Cambridge City Council Packet

April 15, 2019

Please Note:

These attachments are NOT in your packet.

**They are in four (4) separate Handouts
that you received along with your packet.**

A. 2018 Audit Report Presentation

- Comprehensive Annual Financial Report for the Year Ended December 31, 2018
- Audit Management Letter
- Independent Auditor's Report on Internal Control
- Minnesota Legal Compliance Report

Prepared by: Caroline Moe, Director of Finance

Background:

At the September 27, 2018 Sister Commission meeting, staff was requested to research what existing budgeted City funds can legally be spent on in relation to sister city activity and recommendations as to fundraising for Sister City activities.

The Minnesota State Auditor has a statement of position that says there is no express statutory authority allowing a city to expend public funds on a sister city program. In addition, as with any expenditure of public funds, the expenditure must be for public purpose. Recognizing these limitations, many cities pay for "sister city" expenses by using the local Chamber of Commerce.

State law does provide some authority for a city to promote itself specifically including for tourism. Typically small incidental costs, like purchasing a gift to bring to the sister city, may be accomplished under this section of State law.

Finance Director Moe had additional direct conversation with MN State Auditor Staff. While the State Auditor Staff would not recommend specific routines, he did indicate it would be acceptable for the City to work with the Chamber of Commerce on these matters. We approached the North 65 Chamber of Commerce on this matter and they are willing to perform these duties on behalf of the Sister City Commission under the attached agreement.

Recommendation

Approve agreement with North 65 Chamber of Commerce to act on the Sister City Commission's behalf for funds raised for and used on Cambridge Sister City Commission activities.

**North 65 Chamber of Commerce Foundation
FISCAL AGENT AGREEMENT**

This Agreement is entered into by and between the North 65 Chamber of Commerce Foundation and City of Cambridge-Sister City Commission.

Purpose of Agreement

City of Cambridge-Sister City Commission has proposed that the North 65 Chamber of Commerce Foundation sponsor their project as the fiscal agent. City of Cambridge-Sister City Commission will provide the Foundation with a written document containing the details of the project they intend to have sponsored.

The North 65 Chamber of Commerce Foundation has determined that sponsorship of the project would be consistent with its goals, and wishes to make arrangements with the sponsored Organization for the implementation and operation of the Project.

1. The North 65 Chamber of Commerce Foundation hereby agrees to sponsor the Project as the fiscal agent and to assume administrative, financial, and legal responsibility for purposes of the requirements of funding organizations. The Sponsored Organization agrees to implement and operate the Project, in accordance with the terms of this agreement and with any requirements imposed by funding organizations. In return for service of Fiscal Agent the Chamber will charge a minimum fee of \$125 or follow the gross income scale amount as shown, any variances to this fee must be approved by the board of directors.

\$ 5,000.00	3%	\$ 150.00
\$ 10,000.00	4%	\$ 400.00
\$ 20,000.00	5%	\$ 1,000.00

2. The Project shall be operated in a manner consistent with the North 65 Chamber of Commerce Foundation tax-exempt status and as described in this agreement. No material changes in the purposes or activities of the Project shall be made without prior written permission of the Fiscal Agent. The Sponsored Organization agrees to comply with any and all requirements imposed by organization that have provided funding for the Project. The Sponsored Organization agrees not use Project funding to carry on any activity that will in any way that jeopardize the Fiscal Agent's tax-exempt status.

3. The Sponsored Organization shall not directly or indirectly use any funding provided to it for Project purposes to attempt to influence legislation or participate or intervene in any political campaign on behalf (or in opposition to) any candidate for public office or otherwise engage in the carrying on of propaganda (within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986).

4. The Sponsored Organization shall provide the Fiscal Agent with reports describing programs and services of the Project and a detailed estimated budget of expected expenses and revenue. In addition, the Project Sponsor shall provide the Fiscal Agent with a final written report that includes a summary of how the funds were used, as well as a short summary of what work was accomplished through this Project.

5. The Fiscal Agent shall establish and operate for the use of the Project a designated account ("Account") segregated on the Fiscal Agent's books. All funds received by the Fiscal Agent from organizations providing funding for the Project shall be deposited into this Account. The use of all such funds shall be governed by the provisions contained in the Fiscal Agent's agreement with the organization that provided the funding. All amounts deposited into this Account shall be used to support the Project (in a manner that is consistent with the funding source's requirements) less any reasonable administrative costs incurred by the Fiscal Agent, and shall be subject to the conditions set forth herein.

6. The Fiscal Agent shall disburse funds from the Account at the request of the Sponsoring Organization only after the Sponsoring Organization has provided it with a written disbursement request. Each such written request must include documentation demonstrating that the proposed disbursement shall be used for exclusively for Project purposes. The Fiscal Agent may request additional documentation as a precondition to making the requested disbursement.

7. The Sponsored Organization hereby designates Vicky Frieberg to act as its authorized agent with regards to this Agreement. The authorized agent shall act as principal coordinator of the Project's daily business with the Fiscal Agent, and shall have authority to sign disbursement requests.

8. The Fiscal Agent and Sponsored Organization shall maintain all financial records relating to the Project according to generally accepted accounting principles; retain records as long as required by law, and make records available to auditors as required by law.

9. The Fiscal Agent and the Sponsored Organization shall reflect the activities of the Project, to the extent required, on their state and federal government tax returns and financial reports. All disbursements from an Account shall be treated as payments made to or on behalf of the Sponsored Organization to accomplish the purposes of the Project. The Sponsored Organization shall provide the Fiscal Agent with any and all documentation requested by the Fiscal Agent including the Sponsored Organization's Federal Employer Identification Number.

10. The Sponsored Organization will give reasonable credit to the Fiscal Agent in all Project related publicity.

11. This agreement will terminate if any of the following events occur:

- a. The Fiscal Agent requests the Sponsored Organization to cease activities that it deems might jeopardize its tax-exempt status and the Project fails to comply within a period of ten (10) days;
- b. The Sponsored Organization fails to perform or observe any other covenant of this Agreement, and this failure remains unremedied fifteen (15) days after notice in writing;
- c. Upon expiration of four weeks after either the Sponsored Organization or the Fiscal Agent has given written notice of its intent to terminate the agreement.

12. In the event this Agreement is terminated, the Fiscal Agent and Sponsored Organization will comply with any termination conditions imposed by funding organizations.

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

Accepted for the Fiscal Agent:

_____ Date: _____
Authorized signer

Legibly Print Name and Title

For the Sponsored Organization:

_____ Date: _____
Authorized signer

Legibly Print Name and Title

Prepared by: Caroline Moe, Director of Finance

Background:

Based on guidance from the Government Finance Officers Association (GFOA), they are recommending that cities update their policies related to the issuance of debt. We reviewed sample policies available from the GFOA and are recommending that the City Council adopt the attached policies. Key decision points in the policy are as follows:

- Debt issued for street reconstruction would have a term of ten years.
- Debt issued for building projects would have a term of twenty years.
- Debt issued for large utility infrastructure projects (i.e. water tower, water treatment plant, wastewater treatment plant) would have a term of twenty years.
- Debt could be issued for longer terms but the City Council would need to pass a resolution explaining the rationale for deviating from the standard policies.

The policies proposed are very similar to the debt practices we have used for over fifteen years.

Recommendation

Adopt the debt management policies as presented subject to minor wording changes from City Attorney and City Financial Advisor—Ehler's & Associates.

RESOLUTION NO. 19-027

**A RESOLUTION ESTABLISHING A DEBT POLICY FOR THE
CITY OF CAMBRIDGE**

WHEREAS, the City desires to adopt the debt policy for the City of Cambridge Code which shall guide City officials as they consider the proper use of debt to fund capital projects, and

WHEREAS, The primary objective is to establish conditions for the use of debt and to create policies that minimize the City's debt service and issuance costs, retain the highest credit rating, and maintain full and complete financial disclosure and reporting, and

WHEREAS, It is in the best interest of the City of Cambridge to adopt a debt policy as contained in Exhibit "A" which is attached to this resolution.

NOW, THEREFORE, Be It Resolved by the Council of the City of Cambridge, Minnesota that the debt policy attached hereto and incorporated herein by reference is hereby adopted.

This resolution shall be in full force and take effect upon its passage.

Adopted by the City Council of the City of Cambridge on April 15, 2019.

James Godfrey, Mayor

Attested:

Lynda J. Woulfe, City Administrator

EXHIBIT "A"

CITY OF CAMBRIDGE

Debt Management Policy

Introduction

The purpose of this policy is to guide City officials as they consider the proper use of debt to fund capital projects. The primary objective is to establish conditions for the use of debt and to create policies that minimize the City's debt service and issuance costs, retain the highest credit rating and maintain full and complete financial disclosure and reporting. The debt policy is intended to guide the prudent use of resources to provide the needed services to the citizens of the City of Cambridge and to maintain sound financial management practices. These policies, therefore, are flexible in design to allow for exceptions under changing and extraordinary circumstances.

The City's debt policy is the guideline for City staff to use in issuing debt. The policy will be reviewed as needed by the Director of Finance. Any modifications made to the policy must be approved by the City Council.

Legal & Regulatory Requirements

Management responsibility for the City's debt program is hereby delegated to the Director of Finance, who will establish written procedures for the operation of the debt program consistent with the Debt Policy. It will be the sole responsibility of the City Council to issue debt on behalf of the City.

The Director of Finance, upon City Council approval and with consent from the City Attorney, will coordinate their activities to ensure that all financings are issued in full compliance with the City's governing statutes and regulations. The City Council will select the bond counsel for a bond issue. Bond Counsel will review all documents to the issuance of securities by the City.

Scope

This debt policy applies to debt issued directly by the City and debt issued on behalf of the City by its agencies. This policy also provides guidelines regarding the execution of capital leases between conduit issuers and the City to finance capital improvements projects.

This debt policy will be all-inclusive of debt issued by the City, but not be limited to: general obligation debt, government purpose revenue debt, economic development related debt, lease obligations, equipment certificates, and all forms of debt having an annual appropriation of City revenues.

This debt policy contains certain elements on procedures and practices to achieve the objectives of the policy and to ensure that professional standards are defined and met in the policy's implementation. In numerous specified cases within this policy, these procedures and policies are adopted by reference from the Government Finance Officers Association (GFOA) published "Recommended Practices for Debt Management". These best standards are amended over time, and this policy incorporates these ongoing changes. This policy

concludes with a glossary of terms frequently used in the municipal debt industry and in this policy.

Guidelines for Use

- A. Debt is a financing tool which should be judiciously used when the City has legal, financial and market debt capacities and will be considered when some or all of the following conditions exist:
1. Estimated future revenue is sufficient to ensure the repayment of the debt obligation;
 2. Other financing options have been explored and are not viable for the timely or economic acquisition or completion of a capital project;
 3. A capital project is mandated by federal or state authorities with no other viable funding option available; and
 4. The capital project or asset lends itself to debt financing rather than pay-as-you-go funding based on the expected useful life of the project based on the City's ability to pay debt service.
 5. Debt will not be used to fund ongoing operating expenses of the City.
 6. Any City debt issued in support of a development project will first be reviewed and approved under the auspices of the City's economic development policies and procedures.

The City will manage its cash in a fashion that will prevent any borrowing to meet needed operating expenses. The City will primarily rely on current revenue and cash set-asides to finance its capital improvements. The City believes in funding a significant portion of capital improvements on a "pay-as-you-go" basis. Therefore, the City will strive to increase each year the percentage of its capital improvements financed by current revenues.

The City's General Fund fund balance has been built over the years to provide the City with sufficient working capital and enable it to finance unforeseen emergencies without borrowing. To conserve the General Fund fund balance and to avoid reliance on this balance, the City will not finance operations from the General Fund fund balance for periods longer than two years.

Types of Permitted Debt

The City has numerous choices regarding types of debt available to meet its financing objectives. The following is a listing of the types of permitted debt and general guidelines as to their use.

A. General Obligation.

General Obligation (G.O.) bonds provide the investor with its most secure City transaction, because the City's pledge of its unlimited authority to levy property taxes for debt services. G.O. bonds are authorized to be issued in the following variations: full faith and credit may be used on projects which benefit the City as a whole. Principal and interest to be paid from City's debt levy assessed on all real and personal property

The sum of all G.O. debt outstanding (regardless of type) is governed by the City's statutory legal debt margin but must also conform to limitations on the general credit of the City. The city may obtain voter authority to issue G.O. bonds under guidelines specified by Minnesota State Statute.

B. Revenue Bonds

Revenue bonds are obligations for which the City promises to pay principal and interest only from a specific revenue source. If the revenues are not sufficient to pay debt service, the City has no obligation to levy a tax or otherwise make a payment.

C. General Obligation Revenue Bonds

General obligation revenue bonds are issued with the City pledges a specific revenue source and, in addition, pledges the City's full faith and credit.

Selecting Bond Type

The City of Cambridge will seek voter authorization to issue general obligations unless there is an exemption under MN State Statute for the requirement for voter approval. In addition, such authority will be sought only after it is determined by City Council that no other funds are available to meet the projected costs. Lease purchase financing and Equipment Certificates will only be undertaken when the project is considered essential to the efficient operation of the City.

The City will contact an analysis to determine which type of bond of issue is most advantageous to the City prior to issuance.

Prudence

Debt will be issued with judgment and care—under circumstances then prevailing—which persons of prudence, discretion and intelligence exercise in the management of their own affairs. The standard of prudence to be used by debt issuance officials will be the “prudent person” standard and will be applied in the context of managing an overall debt portfolio.

Debt managers acting in accordance with the debt policy and written procedures and exercising due diligence will be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. The “prudent person” is expected to be reasonably well informed person, not an investment banker or market maker, who is obligated to act responsibly.

Planning for Debt

The primary tool used to plan for debt is a capital improvement plan (CIP). A CIP is a multi-year financial planning tool that identifies public facilities, infrastructure improvements, machinery, and equipment requirements. A CIP identifies each proposed capital project, the year it will be started; the estimated cost anticipated each year; and the proposed sources of financing. Based on these individual project details, summaries of capital expenditures for each year are prepared. These summaries are then matched with funding available from all applicable sources including current revenues, cash reserves, grants, and borrowings. A CIP represents the balancing of project requests with current and future financing capabilities.

A CIP document will assist the government in determining the amount of infrastructure and equipment spending that will be required to accommodate anticipated growth and development. Each year the City of Cambridge will adopt a CIP covering the subsequent ten fiscal years. The CIP will identify projects for further consideration over the next ten year period and will recommend specific funding strategies for each identified project.

The City Administrator and the Director of Finance will develop criteria that will be used in the evaluation of all capital projects. All capital projects will be accompanied by a description of the sources of funding to cover the project costs. Where borrowing is recommended, the source of funds to cover debt service requirements must be identified.

Projects with a useful life of less than five years will not be eligible for inclusion in bond issues. The Director of Finance, with approval from Bond Counsel, will determine the useful life of a project. The Director of Finance will incorporate an estimate of the useful life of the proposed capital improvements in developing an amortization schedule for each bond issue.

Financing Alternatives

One of the primary decisions made regarding the CIP is financing whether to use cash on hand, capital leases, or long-term debt financing. This policy sets forth guidelines for this decision by identifying the parameters within each funding source that are considered appropriate. These parameters are defined below.

Cash Funding

City policy encourages funding capital projects with cash, on a "pay as you go" basis, to the extent possible and practical. As part of the pay-as-you-go strategy, the City will first look for grant funding for capital projects. The City will strive to allocate at least 5% of its income tax collections to capital projects each year as funding permits and that money is used first for annual debt payments, and the amount remaining after paying debt service is available for cash funded projects. Cash funding is recommended under the following circumstances:

- ☐ To finance purchases of assets whose lives are shorter than five years.
- ☐ To finance recurring maintenance expenditures (i.e. street repair vs. street construction)
- ☐ When market conditions are unstable or present difficulties in achieving acceptable interest rates.

Long-term Debt Financing

It is prudent policy to use bonds for capital asset funding under the parameters set forth below. No single parameter stands alone; they must all be considered under the then current circumstances and in relation to the others. The parameters are as follows:

- ❑ Long-term bonds are recommended for projects with useful lives of ten years or longer and for amounts.
- ❑ Long-term bonds are considered especially appropriate when average long-term interest rates, as indicated by the Bond Buyer General Obligation 20 Bond Index, are at or below eighty-five percent of the index's twenty-year average. Long-term bonds are considered less appropriate when average rates for the index are at or above one hundred and fifteen percent of the twenty-year average. The City will make every effort to structure the terms of its bonds to match the status of the market at the time.
- ❑ Debt funding is not recommended if it causes certain debt burden measurements to exceed maximum acceptable levels consistent with the City's Standard & Poor's bond rating.
- ❑ Debt funding is recommended for projects where the burden of payment rests more directly on a selected group of taxpayers or beneficiaries, such as for project revenue bonds, special assessment projects, tax increment financing, or economic development projects.

Revenue Bonded Debt

- ❑ It will be a long-term goal that each utility or enterprise will ensure future capital financing needs are met by using a combination of current operating revenues and revenue bond financing. Therefore a goal is established that 15% of total project costs should come from operating funds of the utility or enterprise.
- ❑ It is City policy that each utility or enterprise will provide adequate debt service coverage and that utility rates will be set according to a long range plan to cover debt service as well as operating costs.

Conduit Debt

- ❑ Conduit debt is a bond or other debt obligation issued by the City to finance a project for use by a third party. This arrangement is typically used for nonprofit organizations. The term "conduit" refers to the fact that the issuer assumes no commitment to pay or guarantee payment of the debt service underlying the debt.
- ❑ The City may issue bonds through conduit agencies provided that the projects financed have a general public purpose (e.g. infrastructure, economic development, housing, health facilities, etc.) consistent with the City's overall operating and capital plans. Principal and interest to be paid from project revenues.

- ❑ Conduit debt bonds are not included in the City's debt burden because they are secured solely by revenues of the private or non-profit party. Principal and interest on conduit bonds is paid solely from the net revenues of the project. Issuance of these bonds does not constitute a general obligation of the City.
- ❑ The City will obtain a clear opinion that it will not be liable for the payment of principal and interest in the event of default by the conduit borrower by independent bond counsel. If no such opinion can be obtained, the conduit borrower will purchase insurance or a letter of credit in the City's name to protect taxpayers in the event of default.
- ❑ The City will require a commitment from all institutions that borrow money under the City's name to agree to provide the market with continuing disclosure information

Capital Lease Debt

- ❑ Lease-backed debt may be issued by the City. It may be issued as tax-exempt or taxable leasehold revenue bonds. Projects are primarily to be limited to public revenues or specific taxes. Capital lease debt may be considered to finance capital improvements, including vehicles and equipment with an expected useful life (as defined by the Government Accounting Standards Board) of less than ten (10) years and which acquisition costs exceeds \$20,000. Principal and interest to be paid from the operating budget or other dedicated resources of the department purchasing equipment or constructing capital improvement.
- ❑ Capital leases are not considered an indebtedness of the City according to state statute because the lease payments are subject to annual appropriation; however, from a variety of perspectives (e.g. credit, accounting, etc.) all or most of this type of debt may be considered an obligation of the City.
 - ❑ Departments requesting capital financing must have an approved budget appropriation.
 - ❑ Departments will submit documentation for approved purchases to the Finance Department each year within sixty days after the annual budget is adopted.
 - ❑ The Finance Department will consolidate all requests and may solicit competitive or negotiated proposals for capital financing to insure the lowest possible interest costs.

Debt Structuring and Marketing.

- a. Use of Fixed Rate Debt.
The City will generally issue its debt on a fixed interest rate basis, wherein at the time of the bond sale all interest rates are known and do not change while those bonds are outstanding.
- b. Use of Variable Rate Debt. Particular conditions may arise where the City would consider the use of variable interest rates that reset on a periodic basis (e.g. daily, weekly, monthly, etc.). The Cambridge City Council must expressly approve the use of variable rate debt via resolution prior to the call for sale of such debt.
- c. Term of Debt.
The City will generally issue debt with a ten year repayment term for street reconstruction debt. The City will generally issue debt with a twenty year repayment term for building and utility infrastructure such as water treatment plants, water towers, or wastewater treatment plants. The City Council may issue debt with terms longer than outlined above if rationale for the deviation is approved by formal resolution and supported by sound reasoning.

Selecting and Retention of Service Providers

The City recognizes the nature of the municipal bond industry such that specialized consultants may need to be retained. The City will strive to retain those consultants who will best advise them on individual issues and the overall City debt program in a manner, which will most advantageously position the City on both a short and long-term basis. The

Cambridge City Council will approve consultants used in the overall City debt program including:

- a. Underwriters,
- b. Bond Counsel,
- c. Special Counsel, and
- d. Financial Advisor.

Methods of Sale.

The Director of Finance will select the method of sale, which best fits the types of bonds being sold, market conditions, and the desire to structure bond maturities to enhance the overall performance of the entire debt portfolio. Three general methods exist for the sale of municipal bonds:

- a. Competitive Sale. Bonds are marketed to a wide audience of investment banking (underwriting) firms. Their bids are submitted at a specified time. The underwriter is selected based on its bid for its securities. Pursuant to this policy, and within the parameters approved by the City Council, the Director of Finance is hereby authorized to sign the bid form on behalf of the City fixing the interest rates on bonds sold on a competitive basis.
- b. Negotiating Sale. The City selects the underwriter or group of underwriters of securities in advance of the bond sale. The City financing team works with the underwriter to bring the issue to the market and negotiates all rates and terms of the sale. In advance of the sale, the City will determine compensation for and liability of each underwriter employed and the designation rules and priority of orders under which the sale itself will be conducted (e.g. retail, group net, net designated, etc.) Pursuant to this policy and within the parameters approved by the City Council, the Director of Finance is hereby authorized to sign the bond purchase agreement on behalf of the City fixing the interest rates on bonds sold on a negotiated basis.
- c. Private Placement. The City sells its bonds to a limited number of sophisticated investors, and not the general public. Private placement bonds are often characterized as having highest risk or a specific type of investor base.

The City will accept bids for its bonds via facsimile transmission or electronic submission. Such bids must conform in all respects with the terms of the Official Notice of Sale. The Official Notice of Sale will be designed by the Director of Finance or designated agent to allow a degree of flexibility for the prospective purchasers and may include a permitted discount, term bonds with mandatory sinking fund installments, and other features to enhance the attractiveness of the offering consistent with the receipt of the lowest true interest cost possible.

Disclosure.

Disclosure is both a regulatory requirement and a highly advisable means to enhance the marketing of the City's bonds. The Securities and Exchange Commission (SEC) regulates both primary disclosure, the initial marketing of a bond issue, and continuing disclosure, the ongoing information to the market about the status of the issue and issuer. The regulations place responsibility for primary disclosure on underwriters, and on issuers for continuing disclosure. Failure by the City to properly manage disclosure and to timely provide its continuing disclosure may have adverse impacts on the credit ratings and access to the tax-

exempt capital market. It may also subject the City to regulatory actions from both the SEC and IRS.

Adequate disclosure on both a primary and continuing basis can enhance the marketability of the City's bonds by providing potential investors with current and professional information regarding the City. Timely and accurate completion of these tasks both influences investors' decisions on purchasing the City's bonds and contributes to the competitive audience for the City's bonds. The City will fully comply with disclosure regulations.

1. Primary.

In the preparation of official statements the City will follow professional and market standards in the presentation of its issues and issuers. It will facilitate the distribution of the official statements in a timely manner to allow investors adequate time to make their investments in a timely manner. The City will execute continuing disclosure undertaking in a manner to fully comply with regulatory provisions and ensure a full disclosure of appropriate information to the market.

2. Secondary.

The City will meet all substantive and time requirements in its annual continuing disclosure filings, which include making City's CAFR available to the public six months after the fiscal year end.

The City will keep current with any changes in both the administrative aspects of its filing requirements and the national repositories responsible for ensuring issuer compliance with continuing disclosure regulations. In the event a 'material event' occurs that requires immediate disclosure notification to the parties impacted.

The City of Cambridge will require all conduit securities to be issued with a complete official statement or other disclosure document; the documents will clearly describe the limited source of repayment and lack of direct financial support from the City. The City will also require the conduit borrower to provide all information necessary for the City's audit in regard to the specific debt issue.

Debt Target.

Maintaining an appropriate level of indebtedness is appropriate to reserve flexibility for future infrastructure investments and to position for high credit quality. Each type of debt has its own appropriate level. The appropriate levels are internally determined based on a variety of factors, such as: infrastructure investment needs of the particular service area, capacity to repay debt from the specific revenue source, and the sector's credit rating objectives. Since these factors can change over time, any debt guideline must be periodically reviewed to reflect evolving City conditions. Certain types of debt may have different applications but are treated as one type by the credit rating agencies. Therefore, the City may develop guidelines which reflect both the use of the debt type and its contribution to the credit rating debt burden.

The City will retire all debt on or before the maturity date. The City will also fully comply with all statutory debt limitations imposed by the Minnesota Revised Code or those incorporated into the City Charter.

Annual Appropriation Requirements.

General obligation bonds present both individual and collective financial impacts. Individually, they place actual or potential demands on general municipal revenue sources. Collectively, they are reviewed by the credit rating agencies as to their cumulative impact on these revenue sources. Guidelines for their individual and overall levels assist on the ongoing evaluation of these impacts. As part of the debt management program, City staff will report the following the debt ratios to the City Council, which are routinely reviewed by the credit rating agencies:

Tax-Supported Debt Outstanding as a Percent of Market Value

Tax Supported Debt Outstanding Per Capita

Tax Supported Debt Service as a Percent of General Fund Revenue (GFR)

Debt Limit as defined by Minnesota State Statute

Each type of revenue bond indebtedness has an estimated capacity dictated by financial position, user rate revenue generation capacity, and existing and anticipated future debt requirements. Revenue bonds may also have legal restrictions on the amount of parity debt that may be issued based on an additional bonds covenant for existing debt. The debt capacity guidelines for each type of revenue bond indebtedness will be governed by their specific bond covenant.

Rating Agency Applications and Communications

The City of Cambridge may seek a rating on all new issues that are being sold in the public market. The City will solicit rating from Standard & Poor's Service primarily since that is where it achieved its most recent rating. The other two rating agencies, Fitch Investors Service or Moody's Investor Service may be considered only if service from Standard & Poor's is not satisfactory.

The Director of Finance will provide the rating agencies that maintain a rating of the City securities with all materials that have a pertinent bearing on the City finances on an annual basis or at the request of the rating agencies.

Defeasance, Prepayment and Refunding.

The accelerated retirement and restructuring of debt can be valuable debt management tools. Accelerated retirement occurs through the use of defeasance and the exercise of prepayment provisions. Debt is often restructured to the benefit of the City through the issuance of refunding bonds.

Defeasance can occur when funds are accumulated in a dedicated debt service fund or other available reserve to place in an irrevocable escrow account an amount sufficient such that the initial deposit plus accumulated investment earnings pay all scheduled debt service obligations on the refunded bonds until an optional prepayment date, at which time all remaining refunded bonds are retired.

In the case of dedicated debt service funds, the City will monitor such fund balances and will periodically review the advisability of defeasing related bonds. In the case of other available reserves, the City will periodically analyze the financial trade-offs of defeasing or other advantageous uses of these bonds.

Prepayment provisions are structured into the original bond issue to provide the City with opportunities to manage the issue. These opportunities take the form of using cash to reduce all or a portion of outstanding principal and future debt service obligations. Prepayment provisions play a major part in the economics of refunding debt.

The City will monitor the prepayment provisions on its outstanding debt to realize both of these potential opportunities. By monitoring its debt service funds the City can gauge its ability to prepay debt. Debt can be refunded to achieve one or more of the following objectives:

- Reduce future interest costs;
- Restructure future debt service in response to evolving conditions regarding anticipated revenue sources; and
- Restructure the legal requirements, termed covenants of the original issues to reflect more closely the changing conditions of the City or the type of bond.

- Alter bond characteristics, such as call provisions or payment dates, on existing debt.

If the City pursues a refinancing for interest rate savings, it should initiate the transaction (select method of sale, engage outside service providers and begin Preliminary Official Statement preparation) when the present value savings exceed 1% of the par amount of the outstanding issue, inclusive of all costs of issuance. Generally, the City will execute the refunding once present value exceeds 3% of the outstanding par.

The IRS promulgates specific rules regarding the tax-exempt refunding of outstanding issues. Refundings have two general categories:

1. Current Refunding.

Refunding bonds are settled within 90 days of an optional prepayment date.

2. Advanced Refunding.

Refunding bonds are settled more than 90 days in advance of an optional prepayment date. The federal restrictions are that any issue can only be advance refunded once on a tax-exempt basis.

Because these two broad refunding categories encompass a number of bond structuring techniques, the City will evaluate each technique on a case-by-case basis given the objectives of the specific issue. Management guidelines for refundings vary by both type and purpose.

If the objectives of the refunding are to either redefine bond covenants or restructure debt service, the City will evaluate the merits of those situations with a diminished concern over reductions in future interest payments. If the objective is to reduce future interest costs, then the City will consider whether the issues are current or advance refundings.

For a current refunding, the City will consider the absolute interest costs savings on both net present and future value bases. For an advance refunding the City will look to more rigorous quantifiable net savings measures.

Although the City recognizes the latitude it requires given the range of its debt types, the City will generally look to a net present value savings in a range from 3% to 5% of the present value of the refunding bonds.

Investments of Bond Proceeds.

The investment of bond proceeds requires significant diligence in meeting the objectives of regulatory compliance, the management of the flow of funds described in bond documents, and the needs of the projects being funded. The investment of bond proceeds should be considered at the outset of every debt issuance and integrated throughout the process. As one part of the City's investment management program, this policy incorporates by reference the GFOA's Recommended Practice, "Investment of Bond Proceeds" and the City's Investment Policy.

1. Maintenance of Records.

The City will maintain appropriate records in accordance with the federal, state, and City requirements, and in accordance with its bond documents to fully meet their provisions and provide for ease of any reporting requirements.

2. Arbitrage and Rebate Liabilities.

The City will structure and time its bond issues such that the investment of bond proceeds will minimize any arbitrage and/or rebate liabilities.

3. Escrow Investments.

The City will take such steps as necessary to ensure that investments placed in escrow fully comply with regulatory provisions. Where appropriate the City will use State and Local Government Securities (SLGS), and in those conditions where federal open market securities are used, the City will seek at minimum three competitive bids for

the placement of these securities.

Federal Arbitrage and Rebate Compliance.

The City will fully comply with federal arbitrage and rebate regulations. Concurrent with the policy, the City will take all permitted steps to minimize any rebate liability through proactive management in the structuring and oversight of its individual debt issues. All the City's tax-exempt issues, including lease purchase agreements, are subject to arbitrage compliance regulations.

The Finance Department and the requesting departments will be responsible for the following:

1. Using bond proceeds only for the purpose and authority for which the bonds were issued. Tax-exempt bonds will not be issued unless it can be demonstrated that 85% of the proceeds will be expended within the three-year temporary period.
2. Performing arbitrage rebate calculations on construction funds, as determined by the IRS.
3. Performing arbitrage rebate computations no later than each five-year anniversary date of the issuance and at the final maturity for all bonds.
4. Examining whether the City met the arbitrage rebate exception calculation rules.
5. Maintaining detailed investment records, including purchase prices, sale prices and comparable market prices for all securities.
6. Monitoring the expenditure of bond proceeds and exercising best efforts to spend bond proceeds in such a manner that the City will meet one of the spend-down exemptions from arbitrage rebate.
7. Monitoring the investment of bond proceeds with awareness of rules pertaining to yield restrictions.

To the extent any arbitrage rebate liability exists, the City will report such liability in the comprehensive annual financial report (CAFR).

Monitoring of Covenant Compliance.

The City's revenue bonds generally have a number of bond covenants requiring ongoing compliance and conditions for future bond issuance on an equal security ('parity') basis. The City will maintain a compliance monitoring system by revenue bond type of all bond covenants. This system will specifically report information on coverage, rate and additional bond covenant compliance. The system will track trends in coverage levels over time and capacity availability under additional bonds' covenants.

Reporting.

The Finance Department is charged with the responsibility of preparing monthly financial reports. Within the monthly financial report a summary of the City's outstanding debt type including the outstanding principal amount for each. Additionally, the monthly financial report will also include a calculation of debt capacity for the general municipal debt of the City (i.e., excludes enterprise-related revenue bonds). On an annual basis, the Finance Department will prepare all required debt related schedules and footnotes for inclusion in the City's comprehensive annual financial report.

CITY OF CAMBRIDGE
GLOSSARY OF TERMS

AD VALOREM TAXES	Real estate and personal property taxes calculated "according to the value" of property. The taxes are based on the assessed valuation of real property and, in certain cases, on the valuation of tangible personal property.
ADVANCED REFUNDING	A procedure where outstanding bonds are refinanced by the proceeds of a new bond issue prior to the date on which the outstanding bonds become due or are callable. Generally, either the entire outstanding issue is refunded (full refunding) or only the callable bonds are refunded (partial refunding).
AMORTIZATION	The planned reduction of a debt obligation according to a stated maturity or redemption schedule.
ARBITRAGE	The gain that may be obtained by borrowing funds at a lower (often tax-exempt) rate and investing the proceeds at higher (often taxable) rates. The ability to earn arbitrage by issuing tax-exempt securities has been severely curtailed by the Tax Reform Act of 1986, as amended.
ASSESSED VALUATION	The appraised worth of property as set by a taxing authority through assessments for purposes of ad valorem taxation. The method of establishing valuation is specified in the Minnesota Revised Code.
BALLOON MATURITY	A maturity within a serial issue of securities that contains a disproportionately large percentage of the principal amount of the original issue. A balloon maturity is generally distinguished from a term bond by the fact that a term bond generally has the benefit of a sinking fund to smooth out the amount of principal paid from any single year's operations.
BASIS POINTS	The measure of the yield to maturity of an investment calculated to four decimal places. A basis point is 1/100 th of 1% (.01 percent).
BEARER BOND	A security that does not identify its owner on its face or by registration. The security is presumed to be owned by the person possessing it. The Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA) curtailed the issuance of tax-exempt bearer bonds.
BOND	A written promise, generally under seal, to pay a specified amount of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed or variable rate, usually payable periodically. <i>NOTE: The difference between a note and a bond is that the latter usually runs for a longer period of time and requires greater legal formality.</i>

BOND ANTICIPATION NOTE (BAN)	A short-term interest-bearing security issued in anticipation of a long-term bond issue. The investors typically rely upon the sale of a subsequent issue of securities to pay a BAN upon maturity.
BONDED DEBT	That portion of indebtedness represented by the outstanding bonds.
BOND COUNSEL	An attorney or firm of attorneys retained by the issuer to give a legal opinion concerning the validity of the securities. The bond counsel's opinion usually addresses the subject of tax exemption. Bond counsel may prepare, or review and advise the issuer regarding authorizing resolutions or ordinances, trust indentures, official statements, validation proceedings and litigation.
BOND INSURANCE	A type of credit enhancement where a monoline insurance company indemnifies an investor against a default by the issuer. In the event of a failure by the issuer to pay principal and interest in-full and on-time, investors may call upon the insurance company to do so. Once assigned, the municipal bond insurance policy generally is irrevocable. The insurance company receives an up-front fee, or premium, when the policy is issued.
BOND ISSUED	Bonds sold.
BOND RATING	A rating (made by an established bond rating company) from a schedule of grades, indicating the probability of timely repayment of principal and interest on bonds issued.
BOOK-ENTRY-ONLY	Bonds that are issued in fully registered form but without certificates of ownership. The ownership interest of each actual purchaser is recorded on computer.
CALL OPTION	The right to redeem a bond prior to its stated maturity, either on a given date or continuously. The call option is also referred to as the optional redemption provision.
CAPACITY	A measure of an organization's ability to provide customers with the demanded service or products, in the amount requested and in a timely manner.
CAPITAL APPRECIATION BOND	A bond without current interest coupons that is sold at a substantial discount from par. Investors are provided with a return based upon the accretion of value in the bond through maturity.
CAPITAL IMPROVEMENT	Land, buildings, structures and all facilities other than buildings, traffic lights, machinery, equipment, automobiles, etc., with a unit cost in excess of \$5,000 and a useful life of five or more years.
CAPITAL IMPROVEMENT PROGRAM	A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount and the method of financing.

CAPITAL LEASE	The acquisition of a capital asset over time rather than merely paying rent for temporary use. A lease-purchase agreement, in which provision is made for transfer of ownership of the property for a nominal price at the scheduled termination of the lease, is referred to as a capital lease.
CAPITAL PROJECT	Major construction, acquisition or renovation activities which add value to a government's physical assets or significantly increase their useful life - also called capital improvements.
CERTIFICATE OF PARTICIPATION	A financial instrument representing a proportionate interest in payments such as lease payments by one party (such as a city acting as a lessee) to another party (often a trustee).
COMMERCIAL PAPER (TAX-EXEMPT)	By convention, short-term, unsecured promissory notes issued in either registered or bearer form with a stated maturity of 270 days or less.
COMPETITIVE SALE	The sale of securities in which the securities are awarded to the bidder who offers to purchase the issue at the best price or lowest cost.
CONDUIT FINANCING	The issuance of securities by a governmental entity to finance a project that will primarily benefit a third party, typically a private corporation, college or university. The security for this type of financing is usually the credit of the private entity, rather than the governmental unit. Usually such securities do not constitute general obligations of the issuer since the private entity is liable for generating the pledged revenues for repayment. Industrial development bonds or economic development bonds are a common type of conduit financing.
CONTINUING DISCLOSURE	The requirement by the Securities and Exchange Commission for most issuers of municipal debt to provide current financial information to the informational repositories for access by the general marketplace.
COUPON RATE	The interest rate on specific maturities of a bond issue. While the term "coupon" derives from the days when virtually all municipal bonds were in bearer form with coupons attached, the term is still frequently used to refer to interest rates on different maturities of bonds in registered form.
CUSIP NUMBER	The term CUSIP is an acronym for the Committee on Uniform Securities Identification Procedures. An identification number is assigned to each maturity of an issue, and is usually printed on the face of each individual certificate of the issue. The CUSIP numbers are intended to help facilitate the identification and clearance of municipal securities.

DEBT BURDEN	The ratio of outstanding tax-supported debt to the market value of property within a jurisdiction. The overall debt burden includes a jurisdiction's proportionate share of overlapping debt as well as the municipality's direct net debt.
DEBT LIMITATION	The maximum amount of debt that is legally permitted by a jurisdiction's charter, constitution, or statutes.
DEBT SERVICE	The amount necessary to pay principal and interest requirements on outstanding bonds for a given year or series of years.
DEBT SERVICE FUND	A fund established to finance and account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Also called a SINKING FUND.
DEBT SERVICE FUND REQUIREMENTS	The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full, on schedule.
DEBT SERVICE RESERVE FUND	The fund into which moneys are placed which may be used to pay debt service if pledged revenues are insufficient to satisfy the debt service requirements.
DEFAULT	The failure to pay principal or interest in full or on time. An actual default should be distinguished from technical default. The latter refers to a failure by an issuer to abide by certain covenants but does not necessarily result in a failure to pay principal or interest when due.
DEFEASANCE	Providing for payment of principal of premium, if any, and interest on debt through the first call date or scheduled principal maturity in accordance with the terms and requirements of the instrument pursuant to which the debt was issued. A legal defeasance usually involves establishing an irrevocable escrow funded with only cash and U. S. Government obligations.
DEPOSITORY TRUST COMPANY (DTC)	A limited purpose trust company organized under the New York Banking Law. DTC facilitates the settlement of transactions in municipal securities.
DERIVATIVES	A financial product, the value of which is derived from the value of an underlying asset, reference rate or index. Typically these agreements are contracts between a lender/investor and a borrower and include interest rate swaps, stations, caps, floors, collars, and forward purchase agreements.
DISCOUNT	The difference between a bond's par value and the price it is sold when the latter is less than par.

DOUBLE-BARRELED BOND	A bond secured by a defined source of revenue (other than general property taxes) <i>and</i> the full faith and credit of an issuer.
ENTERPRISE ACTIVITY	A revenue-generating project or business. The project often provides funds necessary to pay debt service on securities issued to finance the facility. The debts of such projects are self-liquidating when the projects earn sufficient monies to cover all debt service and other requirements imposed under the bond contract.
EQUITY	Balance remaining after liabilities is deducted from assets.
FINANCIAL ADVISOR	A consultant who advises an issuer on matters pertinent to a debt issue, such as structure, sizing, timing, marketing, pricing, terms and bond ratings.
FITCH INVESTORS SERVICE	A financial services company, founded in 1913, which provides investors with independent assessments of the creditworthiness of debt obligations.
FINAL OFFICIAL STATEMENT (FOS)	A document published by the issuer that disclose material information on a new issue of municipal securities including the purposed of the issue, how the securities will be repaid, and the financial, economic and social characteristics of the issuing government. Investors may use this information to evaluate the credit quality of the securities.
FLOW OF FUNDS	The order in which pledged revenues must be disbursed as set forth in the trust indenture or bond resolution.
FULL FAITH AND CREDIT	A pledge of the General Taxing power of a government to repay debt obligations (typically used in reference to bonds).
GAAP	Generally Accepted Account Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).
GENERAL FUND	The fund that is available for any legal authorized purpose and which is therefore used to account for all revenue and all activities except those required to be accounted for in another fund. <i>NOTE: The General Fund is used to finance the ordinary operations of a governmental unit.</i>

GENERAL LEDGER	A book, file or other device which contains the accounts needed to reflect the financial position and the results of operations of an entity. In double entry bookkeeping, the debits and credits in the general ledger are equal; therefore, the debit balances equal the credit balances.
GENERAL OBLIGATION DEBT	Bonds for whose payments the full faith and credit of the BONDS issuing body are pledged. More commonly, but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues.
GFOA	Government Finance Officers Association. An organization founded to support the advancement of governmental accounting, auditing, and financial reporting.
INDENTURE	A contract between the issuer and a trustee stipulating the characteristics of the financial instrument, the issuer's obligation to pay debt service, and the remedies available to the trustee in the event of a default.
ISSUANCE COSTS	The costs incurred by the bond issuer during the planning and sale of securities. These costs include but are not limited to financial advisory and bond counsel fees, printing and advertising costs and other expenses incurred in the marketing of an issue.
ISSUER COUNSEL	An attorney retained by the issuer to represent its best interest in a debt transaction. Often this role is performed by bond counsel, however, at time separate counsel is engaged that does not have responsibility to issue the bond opinion as well as represent the issuer's best interests.
JUNIOR LIEN BONDS	Bonds that have a subordinate claim against pledged revenues.
LEASE	An obligation wherein a lessee agrees to make payments to a lesser in exchange for the use of certain property. The term may refer to a capital lease or to an operating lease.
LEASE REVENUE BONDS	Bonds that are secured by an obligation of one party to make annual lease payments to another.
LESSEE	The party to a lease agreement that obtains use of a facility or piece of equipment on exchange for rental payments.
LESSOR	The owner of the property being leased.
LETTER OF CREDIT	Bank credit facility whereby a bank will honor the payment of an issuer's debt, in the event that an issuer is unable to do so, thereby providing an additional source of security for bondholders for a predetermined period of time. A letter of credit often is referred to as an L/C or an LOC. Letter of Credit can be issued on a "stand-by" or "direct pay" basis.

LINE OF CREDIT	Bank credit facility wherein the bank agrees to lend up to a maximum amount of funds at some date in the future in return for a commitment fee.
LONG-TERM DEBT	Debt with a maturity of more than one year after the date of issuance.
MANAGING UNDERWRITER	The member (or members) of an underwriting syndicate charged with the primary responsibility for conducting the affairs of the syndicate. The managers take the largest underwriting commitment.
MOODY'S INVESTOR'S SERVICE	A financial service company, a subsidiary of Dun & Bradstreet Corporation, which has provided ratings for municipal securities and other financial information to investors since 1918.
MUNICIPAL SECURITIES RULEMAKING BOARD (MSRB)	A self-regulating organization established in September of 1975 upon the appointment of a fifteen member Board by the Securities and Exchange Agreement. The MSRB is comprised of representatives from investment banking firms, dealer bank representatives, and public representatives; it is entrusted with the responsibility of writing rules of conduct for the municipal securities market. New Board members are selected by the MSRB pursuant to the method set forth in board rules.
NEGOTIATED SALE	A sale of securities in which the terms of sale are determined through negotiation between the issuer and the purchaser, typically an underwriter, without competitive bidding.
NET INTEREST COST (NIC)	The average interest cost of a bond issue calculated on the basis of simple interest. This calculation involves a fraction in which the numerator is the gross amount of interest to be paid over the bonds' life (adjusted for the amount of premium granted at the time of sale), and the denominator is the average of the bond issue multiplied by the issue's par value.
NOTE	A written promise to pay a certain amount of money on a specific date, with interest. By convention, the maturity of a note is one year or less, making it short-term debt. However, financial instruments with a longer stated maturity sometimes are called Notes. For example, a bond anticipation note can have maturities of two years or longer.
OBLIGATIONS	Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.
OFFICIAL STATEMENT (OS)	A document published by the issuer that discloses material information on a new issue of municipal securities including the purposes of the issue, how the securities will be repaid, and the financial, economic and social characteristics of the issuing government. Investors may use this information to evaluate the credit quality of the securities.

OPERATING LEASE	A lease that enables the less to acquire the use of the asset only, not its ownership as in a capital lease. The lease term typically runs for only a portion of the asset's useful life.
ORIGINAL ISSUE DISCOUNT BONDS	Bonds sold at a substantial discount from their par value at the time of the original sale.
OVERLAPPING DEBT	The legal boundaries of local governments often overlap. In some cases, one unit of government is located entirely within the boundaries of another. Overlapping debt represents the proportionate share of debt that must be borne by one unit of government because another government with overlapping or underlying taxing authority issued its own bonds.
PAR VALUE	The face value or principal amount of a security.
PAYING AGENT	An agent of the issuer with responsibility for timely payment of principal and interest to bond holders.
PRELIMINARY OFFICIAL STATEMENT (POS)	The POS is a preliminary version of the official statement that is used by an issuer or underwriters to describe the proposed issue of municipal securities prior to the determination of the interest rate(s) and offerings price(s). The preliminary official statement, also called a "red herring", often is examined upon by potential purchasers prior to making an investment decision.
PREMIUM	The excess of the price at which a bond is sold over its face value.
PRESENT VALUE	The value of a future amount or stream of revenues or expenditures in current dollars.
PRIVATE ACTIVITY BONDS	A bond where the use of bond proceeds is used for private purposes. If deemed a private activity bond, the interest is not tax exempt unless the use of the proceeds meets certain requirements of the Internal Revenue Code.
PUT OPTION	The right to demand repayment of principal prior to a bond's maturity. In the case of short-term variable rate debt, this right often is referred to as a variable-rate demand option.
REFUNDING	A procedure whereby an issuer refinances an outstanding bond issue by issuing new bonds.
REGISTERED BOND	A security on which the ownership is recorded by the issuer or its agent.
RESERVE	An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation and spending.
RESERVE FUND	A fund established to accumulate money for a special purpose, such as the purchase of new equipment.

REVENUE BOND	A bond which is payable from a specific source of revenue and to which the full faith and credit of an issuer with taxing power is not pledged. They are payable from identified sources of revenue, and do not permit the bondholders to compel the City to pay debt service from any other source. Pledged revenues are derived from the operation of an enterprise. Generally, no voter approval is required prior to issuance.
SECONDARY MARKET	The market in which bonds are sold after their initial sale in the new issue market.
SENIOR LIEN BONDS	Bonds having a prior or first claim on pledged revenues.
SERIAL BONDS	A bond issue in which the principal is repaid periodic installments over the issue's life.
SPECIAL ASSESSMENTS	A charge imposed against property or parcel of land that receives a special benefit by virtue of some public improvement that is not or cannot be enjoyed by the public at large. Special assessment debt issues are those that finance such improvements and are repaid by the assessments charged to the benefiting property owners.
STANDARD & POOR'S CORPORATION (S & P)	A financial service company, a subsidiary of McGraw-Hill Company. S&P provides ratings for municipal securities and other financial information to investors.
TERM BONDS	A bond issue in which the entire principal matures on one date. Term bonds also refer to a particularly large maturity of a bond issue that is created by aggregating a series of maturities. In the latter instance, provision is made for mandatory structuring fund installments in advance of the term bond's maturity to reduce the burden of a particular large debt service payment in any one fiscal year.
TRUE INTEREST COST (TIC)	A method of calculating the overall cost of a financing that takes into account the time value of money. The TIC is the rate of interest that will discount all future payments so that the sum of their present value equals the issue proceeds.
UNDERWRITER	The term used broadly in the municipal market, to refer to the firm that purchases a securities offering from a governmental issuer.
UNDERWRITER SYNDICATE OR GROUP	The firms which collectively purchase a securities offering from a governmental issuer.
UNDERWRITER'S COUNSEL	An attorney engaged by the underwriter(s) to represent its interests in a debt transaction. Underwriter's counsel prepares the bond purchase agreement between the issuer and the underwriter and, when appropriate, the agreement among underwriters.
VARIABLE-RATE BOND	A bond on which the interest rate is reset periodically, usually no less often than semi-annually. The interest rate is reset either by means of an auction or through an index.

YIELD CURVE

A graph that plots the market yield on securities with different maturities, at a given point in time. The vertical axis represents the yields, while the horizontal axis depicts the time to maturity. The term structure of interest rates, as reflected by the yield curve, will vary according to market conditions, resulting in a wide variety of yield curve configurations.

YIELD-TO-MATURITY

The rate of return that an investor will receive if the bond remains outstanding and the investor holds the bond to maturity. The investor must take into account the price paid for the bonds, the dates of purchase and maturity, and the coupon rate on the bonds. The "yield to maturity" assumes that interest payments will be re-invested at the same coupon rate borne by the bond.

ZERO COUPON

A bond that does not pay interest periodically. Investors receive interest on the scheduled principal maturity date of the obligation.

7D-Approve New Water Tower Plans and Specifications and Order Advertisement for Bids **April 15, 2019**

Prepared by Todd Schwab, Public Works/Utilities Director

Background

On December 17, 2018, the City Council ordered the preparation of construction plans and specifications for the construction of a new water tower on City-owned property at the northwest corner of the Armed Forces Reserve Center on the west side of the Rum River. These plans have been completed and are attached. This new tower is necessary to provide consistent water service and meet future growth needs for the City.

The next step for these public improvements is to approve the plans and order the advertisement for bids. If this is done, bids can be received and be presented to the Council for acceptance in May and the contractor could begin construction in June. Construction will take about 18 months and should then be complete by the end of 2020.

Fiscal Note

This tower has been in the City's long-range plan for years, and bonds would be issued to fund the estimated \$3.5M construction cost.

Recommendation

1. Adopt Resolution R19-028 Approving New Water Tower Plans and Ordering Ad for Bids.

Attachments

1. Resolution R19-028 Approving New Water Tower Plans and Ordering Ad for Bids.
2. New Water Tower Plans.

Resolution No. R19-028

**RESOLUTION APPROVING PLANS AND ORDERING ADVERTISEMENT FOR BIDS
NEW WATER TOWER IMPROVEMENTS**

WHEREAS, pursuant to City Council authorization on December 17, 2018, the City's Engineer has prepared plans and specifications for the construction of a new 750,000 gallon water tower to be located on the west side of the Rum River;

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

1. Such improvement is hereby ordered as proposed in this resolution.
2. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax exempt bond.
3. The Council determines this project has no relationship to the City's comprehensive plan, and hereby waives any requirement for Planning Commission review.
4. Such plans and specifications are hereby approved.
5. The City Clerk shall prepare and cause to be inserted in the official paper and in Finance and Commerce an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published three weeks prior to the bid, shall specify the work to be done, and shall state when bids are to be received, at which time they will be publicly opened in the Council chambers of the City Hall by the city engineer, will then be tabulated, and will be considered by the City Council at the next official meeting of the City Council, in the Council chambers of City Hall, 300 Third Avenue NE, Cambridge, Minnesota. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit cashier's check, bid bond or certified check of five (5) percent of the amount of such bid.

Adopted by the Council this 15th day of April, 2019.

ATTEST:

James A. Godfrey, Mayor

Lynda J. Woulfe, City Administrator

CONSTRUCTION DRAWINGS FOR 750,000 GALLON WEST WATER TOWER

FOR THE CITY OF CAMBRIDGE, MINNESOTA

669

SHEET
 P1

SHEET NUMBERING LEGEND

CONSECUTIVE SEQUENCE DRAWING NUMBER

DISCIPLINE

- G GENERAL DRAWINGS
- C CIVIL
- P PROCESS
- E ELECTRICAL



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I HEREBY CERTIFY THAT THE SEAL AND SIGNATURE OF THE ENGINEER ON THESE DRAWINGS WAS PLACED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: _____

750K GALLON WEST WATER TOWER
 FOR THE CITY OF
 CAMBRIDGE, MINNESOTA

DATE: _____
 TIME: _____
 REVISIONS

CAMBRIDGE, MINN.
 PREPARED BY: _____
 03/22/2019
 CHK: KMK
 DESIGNED BY: _____
 DRAWN BY: _____
 DATE: _____

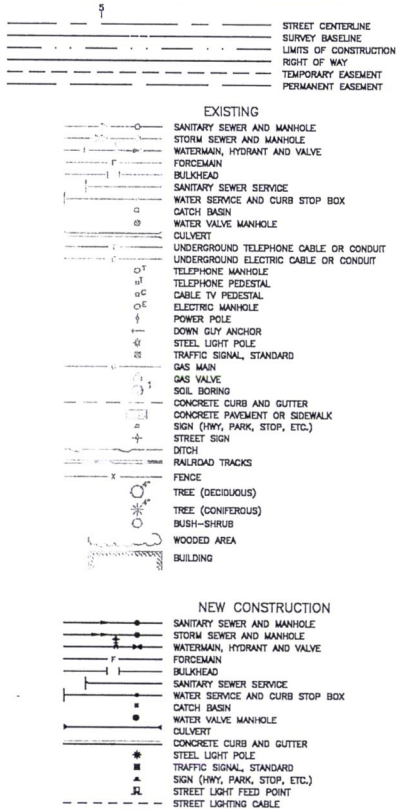
SHEET TITLE
 TITLE SHEET AND SHEET INDEX

SHEET
 G1

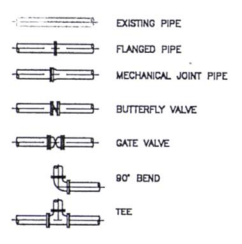
GENERAL DRAWINGS ABBREVIATION LIST

AB	ANCHOR BOLT	G	GATE	PSI	POUNDS PER SQUARE INCH
AF	ADAPTER FLANGE	GA	GAUGE	PT	POINT
ALT	ALTERATE	GAL	GALLON	PV	PLUG VALVE
ALUM	ALUMINUM	GALV	GALVANIZED	PV & B	PLUG VALVE & BOX
ANSI	AMERICAN NATIONAL STANDARDS INSTITUTE	GND	GROUND	PVC	POLYVINYL CHLORIDE
APPROX	APPROXIMATELY	GP	GUARD POST	QTY	QUANTITY
ARCH	ARCHITECT	GPD	GALLONS PER DAY	R	RADIUS
ASSY	ASSEMBLY	GPM	GALLONS PER MINUTE	RCP	REINFORCED CONCRETE PIPE
ASTM	AMERICAN SOCIETY FOR TESTING AND MATERIALS	GRV	GROOVE	RD	ROOF DRAIN
AUX	AUXILIARY	GV & B	GATE VALVE & BOX	RECT	RECTANGULAR
AVG	AVERAGE			RED	REDUCER
AWWA	AMERICAN WATERWORKS ASSOCIATION	HD	HEAVY DUTY	RENF	REINFORCE (D)
AZ	AZIMUTH	HM	HOLLOW METAL	REQ	REQUIRE (D)
&	AND	HP	HORSEPOWER	REV	REVISION
o	AT	HPT	HIGH POINT	RP	RECLAIM PUMP
BC	BOLT CIRCLE	HTR	HATER	RPM	REVLUTIONS PER MINUTE
BIT	BITUMINOUS	HWL	HIGH WATER LEVEL	RR	RAILROAD
BLDG	BUILDING	HVAC	HEATING, VENTILATING, AND AIR CONDITIONING	SAN	SANITARY
BF	BLIND FLANGE	HYD	HYDRANT	SE	SOUTHEAST
BLK	BLOCK	ID	INSIDE DIAMETER	SEC	SECTION
BOT	BOTTOM	IN	INCHES	SCADA	SUPERVISORY CONTROL AND DATA ACQUISITION
BFV	BUTTERFLY VALVE	INV	INVERT	SCH	SCHEDULE
BFV & B	BUTTERFLY VALVE AND BOX	IPS	IRON PIPE SIZE	SCM	SIMILAR
°	DEGREES CELSIUS	JT	JOINT	SLV	SLEEVE
C	CHECK			SP	SLUDGE PUMP
CET	COMPOSITE ELEVATED TANK			SPIC	SPECIFICATION
CFM	CUBIC FEET PER MINUTE	KV	KNIFE VALVE	SS	STAINLESS STEEL
CHEM	CHEMICAL	LG	LONG	STD	STANDARD
CHL	CHLORINE	LF	LINEAL FEET/FOOT	STRUCT	STRUCTURAL
CI	CAST IRON	LL	LIQUID LEVEL	SQ	SQUARE
CIP	CAST IRON PIPE	LP	LOW POINT	SYM	SYMMETRICAL
CJ	CONSTRUCTION JOINT	LT	LEFT	TEMP	TEMPORARY
CKD	CHECKERED	LWL	LOW WATER LEVEL	TH	THICK
CL	CENTERLINE			THD	THREAD
CMP	CORRUGATED METAL PIPE	MAG	MAGNETIC	THRU	THROUGH
CMU	CONCRETE MASONRY UNIT	MATL	MATERIAL	TOC	TOP OF CONCRETE
CO	CLEAN-OUT	MAX	MAXIMUM	TRTD	TREATED
CONC	CONCRETE	MECH	MECHANICAL	TYP	TYPICAL
CONT	CONTINUOUS	MFG	MANUFACTURING	UON	UNLESS OTHERWISE NOTED
C.T.	CERAMIC TILE	MFR	MANUFACTURER	VAC	VACUUM
CTE	CONNECT TO EXISTING	MH	MANHOLE	VCP	VITRIFIED CLAY PIPE
CTRL JT	CONTROL JOINT	MIN	MINIMUM	VERT	VERTICAL
CU	CUBIC	MISC	MISCELLANEOUS	VFD	VARIABLE FREQUENCY DRIVE
CV	CHECK VALVE	N	NORTH	W	WIDE/WEST
DP	DEEP	N/A	NOT APPLICABLE	W/	WITH
DIA	DIAMETER	NEG	NEGATIVE	W/O	WITHOUT
DIP	DUCTILE IRON PIPE	NIC	NOT IN CONTRACT	WL	WATER LEVEL
DWG	DRAWING	NC	NORMAL CLOSED	WM	WATER MAIN
E	EAST	NO	NORMAL OPEN	WS	WATER SURFACE
EA	EACH	No.	NUMBER	WT	WEIGHT
ECC	ECCENTRIC	NPS	NATIONAL PIPE SIZE	WTP	WATER TREATMENT PLANT
EL	ELEVATION	NPT	NATIONAL PIPE THREAD	WWT	WASTEWATER TREATMENT PLANT
ELEC	ELECTRICAL	NTS	NOT TO SCALE	X	FENCE
EQUIP	EQUIPMENT	NW	NORTHWEST	YD	YARD
EMBED	EMBEDDED	NWL	NORMAL WATER LEVEL		
EW	EACH WAY	O/C, OC	ON CENTER		
EX	EXISTING	OD	OUTSIDE DIAMETER		
*F	DEGREES FAHRENHEIT	OPNG	OPENING		
FD	FLOOR DRAIN	OS&Y	OUTSIDE SCREW AND YOKE		
FDN	FOUNDATION	PE	PLAIN END		
FFE	FINISHED FLOOR ELEVATION	PEB	PEDESTRIAN		
FL	FLOOR	P&ID	PIPING AND INSTRUMENTATION DIAGRAM		
FLG	FLANGE	PL	PLATE		
FM	FORCEMAN	PNT	PAINT		
FPS	FEET PER SECOND	POS	POSITIVE		
FRP	FIBERGLASS REINFORCED	PP	POWER POLE		
FT	FEET/FOOT	PPC	PRESTRESSED PRECAST CONCRETE		
FTG	FITTING/FOOTING	PRV	PRESSURE RELIEF VALVE		
FUT	FUTURE				

GENERAL DRAWINGS SITE LEGEND



GENERAL PIPING LEGEND



GENERAL NOTES

- INFORMATION REGARDING THE EXISTING CONDITIONS WAS OBTAINED FROM SURVEY DATA AND PRELIMINARY FIELD INVESTIGATIONS. ALL EXISTING AND PROPOSED CONDITIONS SHALL BE FIELD VERIFIED BY CONTRACTOR PRIOR TO ANY CONSTRUCTION.
- THE DRAWINGS ARE ESSENTIALLY TO SCALE UNLESS NOTED OTHERWISE. DRAWINGS SHALL NOT TAKE PRECEDENCE OVER FIELD MEASUREMENTS.
- ALL WORK SHALL BE COORDINATED WITH OTHER TRADES. THE CONTRACTOR SHALL CONSULT ALL DRAWINGS AND VARIOUS CONSTRUCTION TRADES TO ACQUAINT SELF WITH THE PROJECT. CONTRACTOR SHALL IMMEDIATELY NOTIFY ENGINEER OF ANY DISCREPANCIES NOTED BEFORE AND DURING CONSTRUCTION. THE ENGINEER RESERVES THE RIGHT TO MAKE REASONABLE MODIFICATIONS IN LAYOUT TO AVOID CONFLICT WITH THE WORK OF OTHER TRADES AND FOR THE PROPER EXECUTION OF THE WORK AT NO ADDITIONAL COST TO THE OWNER.
- ALL WORK SHALL BE CONDUCTED WITHIN THE LIMITS OF CONSTRUCTION. CONTRACTOR SHALL REPAIR AND RESTORE ANY PAVEMENT, UTILITIES, OR OTHER FEATURES OUTSIDE THE LIMITS OF CONSTRUCTION THAT ARE DAMAGED DUE TO THE CONTRACTOR'S ACTS OR NEGLIGENCE AT THE CONTRACTOR'S OWN EXPENSE.
- THE CONTRACTOR SHALL COMPLY WITH ALL CITY, COUNTY, AND STATE ROAD RESTRICTIONS FOR HAULING AND EQUIPMENT MOBILIZATION.
- THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ANY ADDITIONAL COSTS WHICH MAY RESULT FROM UNAUTHORIZED DEVIATIONS FROM THE CONTRACT DOCUMENTS.
- CONTRACTOR SHALL PROTECT ALL EXISTING AND INSTALLED PIPING, EQUIPMENT, AND STRUCTURES DURING CONSTRUCTION NOT NOTED TO BE REMOVED. ALL DAMAGED ITEMS SHALL BE REPAIRED OR REPLACED WITH NO ADDITIONAL COST TO THE OWNER.
- ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES SHALL BE ADHERED TO THROUGHOUT THE CONSTRUCTION PROJECT.
- STANDARD DETAILS ARE INTENDED TO SHOW GENERAL DESIGN CONCEPTS. REFER TO THE SPECIFIC STRUCTURE DRAWINGS FOR DIMENSIONS AND SIZES.
- WHERE NOT SPECIFICALLY SHOWN ON THE DRAWINGS, IT IS INTENDED THAT ALL AREAS BE GRADED TO SLOPE AWAY FROM BUILDINGS AND STRUCTURES (EXCEPT DRAINAGE RECEIVING STRUCTURES) UNLESS OTHERWISE NOTED ON THE DRAWINGS OR SPECIFICATIONS.
- SIZE OF FITTINGS AND VALVES SHALL CORRESPOND TO THE SIZE OF ADJACENT PIPING. JOINTS AND FITTING MATERIAL SHALL BE AS SHOWN FOR ADJACENT PIPING.
- PROVIDE PROPER FLUOS, CAPS, AND RESTRAINTS WHEN ANY PIPING IS TERMINATED.
- THE EXACT LOCATION OF UNDERGROUND UTILITIES SUCH AS NATURAL GAS, TELEPHONE, FIBEROPTIC, ELECTRIC, CABLE TV, AND PIPE LINES ARE UNKNOWN. CONTRACTOR SHALL CONTACT Gopher State One, CALL AT (800) 252-1188 BEFORE COMMENCING ANY EXCAVATION.
- THE 2000 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN EXCEPT AS MODIFIED BY THE SPECIFICATIONS FOR THIS PROJECT.
- ALL SUBMERGED ANCHOR BOLTS, NUTS, FASTENERS, ETC., SHALL BE 304 STAINLESS STEEL UNLESS OTHERWISE NOTED.
- ALUMINUM SURFACES IN CONTACT WITH CONCRETE SHALL RECEIVE TWO COATS OF BITUMASTIC OR ZINC CHROMATE.
- SOME ITEMS HAVE ROTATED INTO THE PLANE OF PROJECTION ON TYPICAL SECTIONS FOR CLARITY.



WE HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS, CONDITIONS AND PARTICULARS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA. I AM NOT PROVIDING ENGINEERING SERVICES UNDER THE PLAN OF THIS PROJECT.
 DATE: _____
 ENGINEER: _____

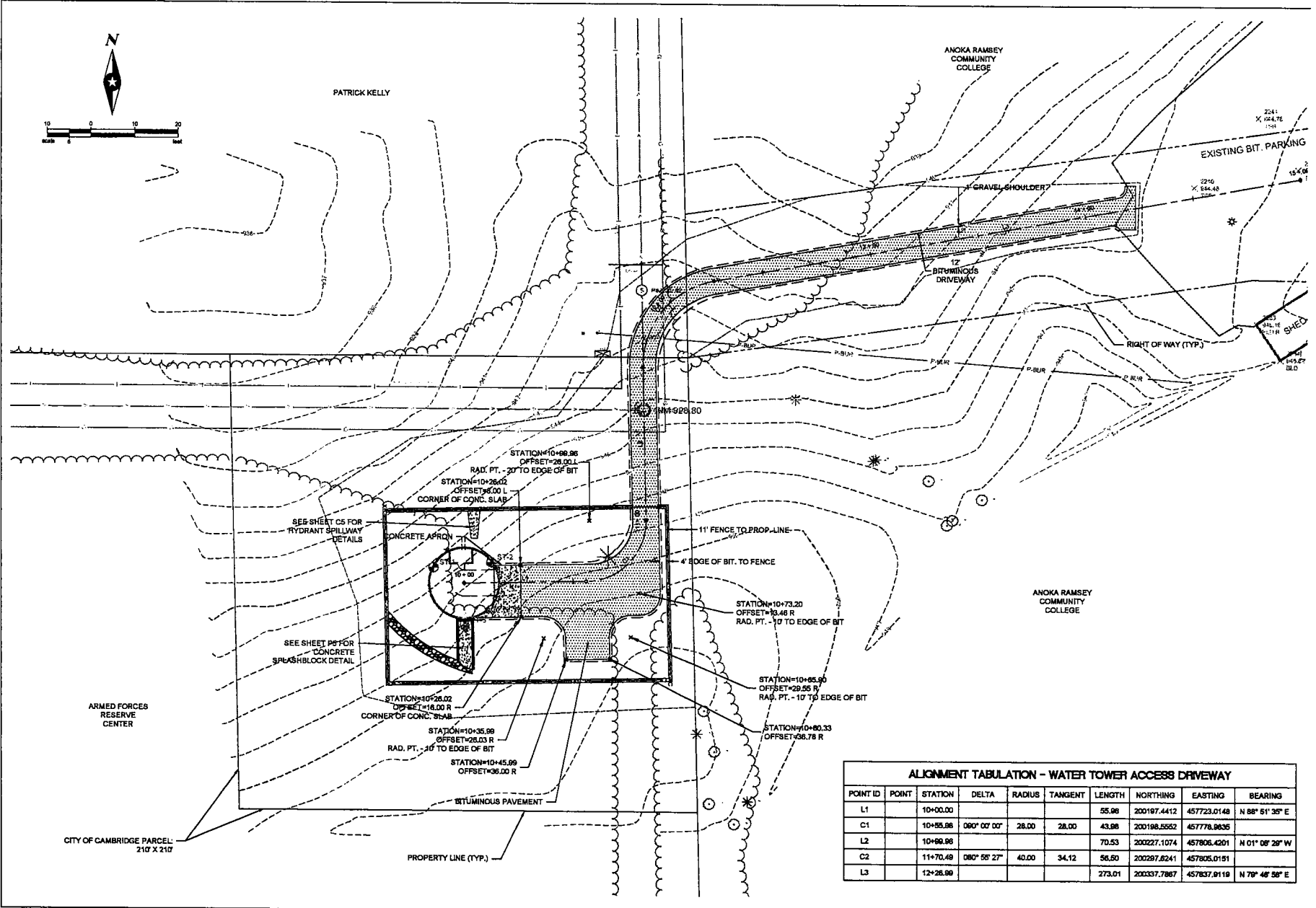
750K GALLON WEST WATER TOWER
 FOR THE CITY OF
 CAMBRIDGE, MINNESOTA

DATE: _____
 REVISIONS: _____

CAMBER 1481463 PRELIM 01/22/2019 CHK RMT
 DESIGNED BY: _____
 DRAWN BY: _____
 SHEET 1481463-001.DWG © 2019

SHEET TITLE: STANDARD ABBREVIATIONS, LEGEND AND GEN NOTES

P101



ALIGNMENT TABULATION - WATER TOWER ACCESS DRIVEWAY

POINT ID	POINT	STATION	DELTA	RADIUS	TANGENT	LENGTH	NORTHING	EASTING	BEARING
L1		10+00.00				55.98	200197.4412	457723.0148	N 88° 51' 35" E
C1		10+55.98	080° 07' 07"	28.00	28.00	43.98	200188.2552	457778.9835	
L2		10+98.98				70.53	200227.1074	457806.4201	N 01° 08' 28" W
C2		11+70.49	080° 50' 27"	40.00	34.12	56.60	200297.8241	457805.0151	
L3		12+26.99				273.01	200337.7887	457837.9119	N 79° 48' 58" E



SEH
 2525 FEDERAL CENTER DR
 ST. PAUL, MN 55113
 PHONE: 612.291.8800
 FAX: 612.291.8899
 WWW.SEH.COM

WEST WATER TOWER
 FOR THE CITY OF
 CAMBRIDGE, MINNESOTA

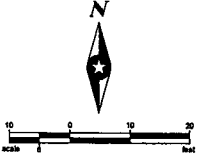
MARK	DATE	DESCRIPTION

REVISIONS

REVISIONS

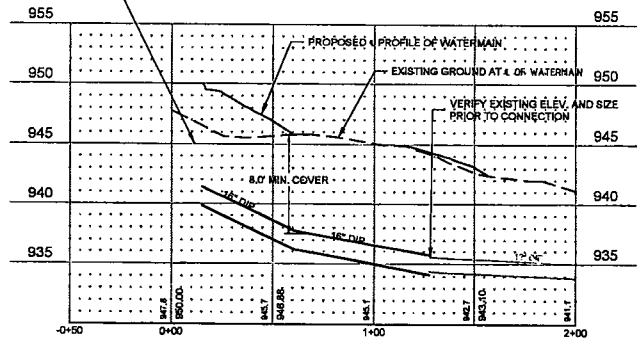
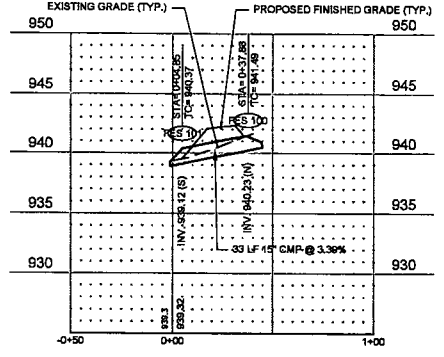
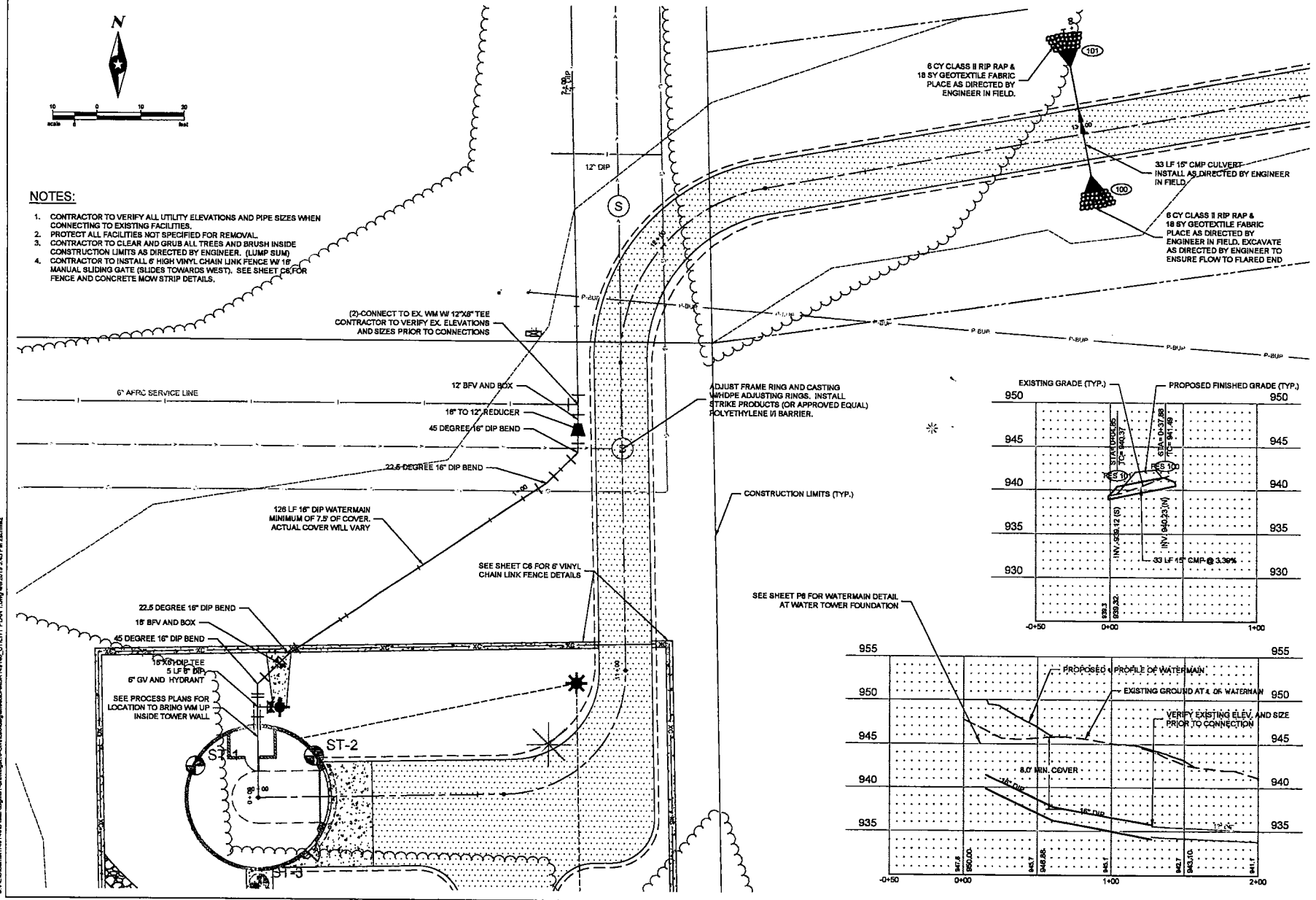
SHEET TITLE
SITE PLAN
 SHEET
C1

R:\MECC\camb1\014916\Road\dwg\01.dwg (10/21/2010 10:48:14 AM) SITE PLAN.dwg 09/20/10 5:45 PM zachmiz



- NOTES:**
1. CONTRACTOR TO VERIFY ALL UTILITY ELEVATIONS AND PIPE SIZES WHEN CONNECTING TO EXISTING FACILITIES.
 2. PROTECT ALL FACILITIES NOT SPECIFIED FOR REMOVAL.
 3. CONTRACTOR TO CLEAR AND GRUB ALL TREES AND BRUSH INSIDE CONSTRUCTION LIMITS AS DIRECTED BY ENGINEER. (LUMP SUM)
 4. CONTRACTOR TO INSTALL 6" HIGH VINYL CHAIN LINK FENCE W/ 18" MANUAL SLIDING GATE (GLIDES TOWARDS WEST). SEE SHEET C6 FOR FENCE AND CONCRETE MOW STRIP DETAILS.

P102



PROJECT NUMBER: 148116
 PROJECT NO.: CAMBRIDGE WATER TOWER
 ISSUE DATE: 02/25/19
 DRAWN BY: JTB
 CHECKED BY: JTB
 DATE: 02/25/19

WEST WATER TOWER
 FOR THE CITY OF
 CAMBRIDGE, MINNESOTA

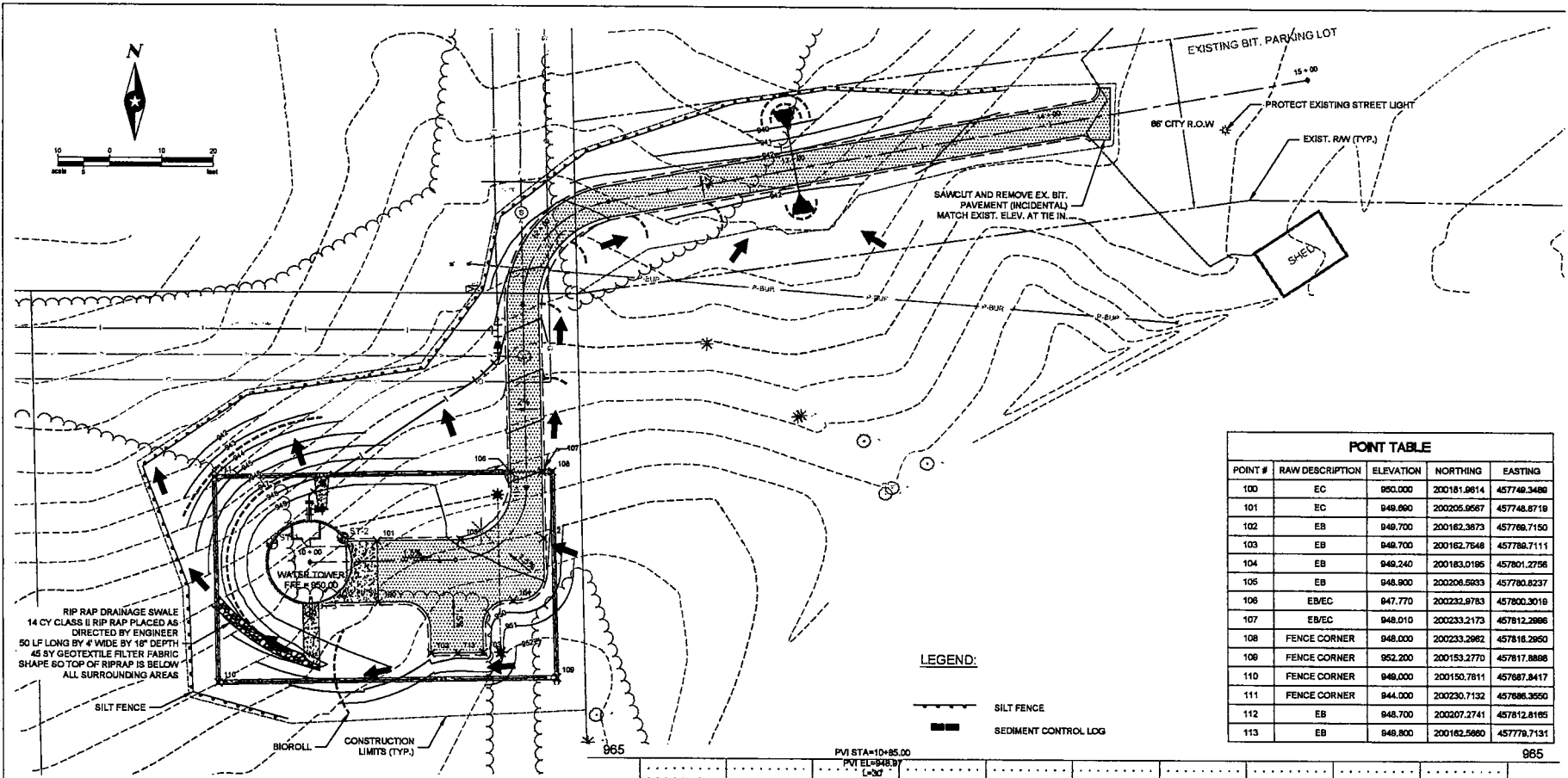
MARK DATE REVISIONS

SEE FILE NO. CAMBR 148116
 PROJECT NO. CAMBRIDGE WATER TOWER
 ISSUE DATE: 02/25/19
 DRAWN BY: JTB

SHEET TITLE
 UTILITY PLAN

SHEET
 C2

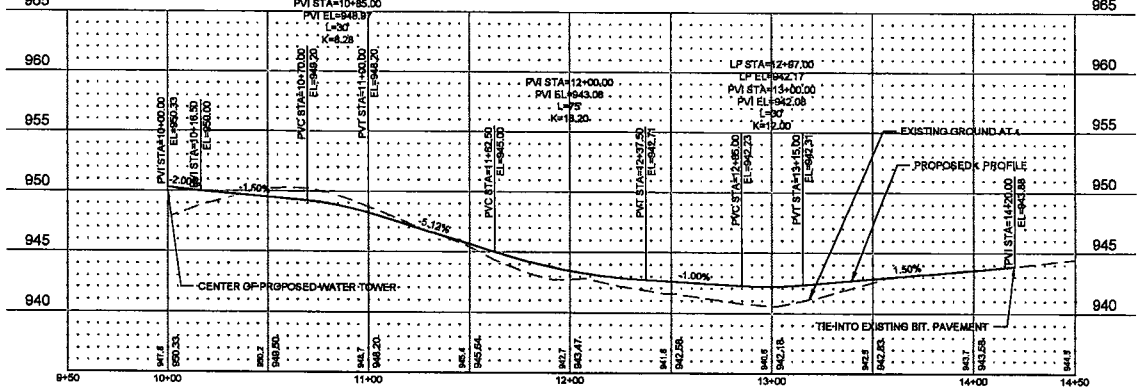
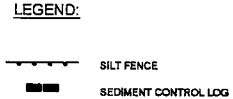
S:\MDC\CAMBRIDGE\CAMBRIDGE_WATER_TOWER\UTILITY_PLAN\148116.dwg 02/25/19 10:45 AM JTB



NOTES:

1. SALVAGE ALL EXISTING TOPSOIL AND PLACE IN UPPER PORTION OF FINISHED SURFACE OF VEGETATION RESTORATION AREAS.
2. TEMPORARILY RESTORE DISTURBED AREAS WITH SEED MIXTURE 22-111 (80 LBS/AC) AND TYPE 1 MULCH (2 TONS/AC).
3. PERMANENTLY RESTORE ALL DISTURBED AREAS WITH 6" SALVAGED TOPSOIL AND ORGANIC TOPSOIL BORROW, MNDOT SEED MIXTURE 35-221 (75 LBS/AC), TYPE 3 FERTILIZER 10-10-10 (200 LBS/AC), AND CATEGORY 3N EROSION CONTROL BLANKET. SCARIFY TEMPORARILY RESTORED AREAS AND PREPARE FOR PERMANENT SEEDING.
4. BACKFILL EXCAVATED TOWER, STORM SEWER, WATER MAIN AND CONCRETE PAVEMENT AREAS WITH SELECT GRANULAR BORROW (D149-2) AND COMPACT TO 98% STANDARD PROCTOR DENSITY.
5. EXCAVATE ACCESS DRIVE AREA FOR PROPOSED PAVEMENT SECTION. PERFORM ADDITIONAL SUBGRADE EXCAVATION AS DIRECTED BY THE ENGINEER TO REMOVE UNSUITABLE SOIL AND REPLACE WITH AGGREGATE BASE. PLACE EXCAVATED MATERIAL ONSITE.

POINT TABLE				
POINT #	RAW DESCRIPTION	ELEVATION	NORTHING	EASTING
100	EC	950.000	200181.8614	457748.3488
101	EC	949.860	200205.9567	457748.8719
102	EB	949.700	200162.3873	457786.7150
103	EB	949.700	200162.7548	457786.7111
104	EB	949.240	200183.0195	457801.2758
105	EB	948.900	200206.5833	457780.8237
106	EB/EC	947.770	200232.9783	457800.3019
107	EB/EC	948.010	200233.2173	457812.2886
108	FENCE CORNER	948.000	200233.2982	457818.2950
109	FENCE CORNER	952.200	200153.2770	457817.8888
110	FENCE CORNER	949.000	200150.7811	457687.8417
111	FENCE CORNER	944.000	200230.7132	457686.3550
112	EB	948.700	200207.2741	457812.8185
113	EB	948.800	200162.5860	457778.7131



2010 REVISED DRAFT OF PROPOSED GRADING AND EROSION CONTROL PLAN FOR THE CITY OF CAMBRIDGE, MINNESOTA

SEH

CAMBRIDGE, MINNESOTA: 2010
 PROJECT NO. 1811818
 SHEET NO. P103
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]

WEST WATER TOWER
FOR THE CITY OF
CAMBRIDGE, MINNESOTA

DATE: 11/11/2010
 TIME: 11:00 AM
 MARK: [Signature]
 DATE: [Signature]

SHEET TITLE: GRADING AND EROSION CONTROL PLAN
 SHEET: C3

HYDRANTS SHALL BE AS REQUIRED BY SPECIFICATIONS
 -FACTORY PAINTED (COLOR AS PER SPECIFICATIONS) TO GROUND LINE
 -18 INCH UPPER STAND PIPE
 -8.0 FOOT MIN. BURY
 -ALUMINUM PLATE TO DENOTE BURY DEPTH
 -1-1/2" STEELERS AND 2-2 1/2" HOSE NOZZLES
 -W/ STANDARD THREAD (NST)
 -PORTS NOT TYPE LOCK WITH SHIMS
 -CONDUCTIVITY IS REQUIRED (DO NOT TEST CONDUCTIVITY THROUGH OPERATING MUTT)
 -PROVIDE PERMANENT MARKINGS WHICH INDICATE:
 -MANUFACTURER'S NAME
 -YEAR OF MANUFACTURE

HYDRANT LEADS SHALL BE EQUIPPED WITH AUXILIARY GATE VALVES LOCATED NEAR THE HYDRANT VALVES SHALL BE TIED TO HYDRANT AND TEE. HYDRANT (SEE SPECS)

HYDRANT (SEE SPECS)

TRAFFIC FLANGE
FINISHED GRADE
CURB AND GUTTER
STANDPIPE PLUMB
GATE VALVE BOX
AS PER DETAIL
VARIABLE STAKEPIPS
VARIABLES
WHERE HYDRANT BASE IS IN OR NEAR WATER TABLE THE WEEDHOLE SHALL BE FLOUSED AFTER PLUMB AFTER USE TAG TO THE HYDRANT.
1" GATE VALVE
WATERMAIN SIZE VARIES
WHERE THE WATERMAIN IS DEEPER THAN IF COVER, VERTICAL BONDS SHALL BE PROVIDED ON THE HYDRANT LEAD
1" CONCRETE BLOCK
DAILY, THE WOODS OR SUBSTITUTE MEDIA-LOGS IF ALLOWED

NTB
 Revised: Oct 2010
 SDP/PA/ML
 WAT-02

5 FT. MIN LENGTH POST AT 6 FT. MAX. SPACING @ 10' INTERVALS
 DEODERTE FABRIC, 30" WIDE
 FABRIC ANCHORAGE TRENCH, BACKFILL WITH TAMPAED NATURAL SOIL
 6" MIN. NATURAL SOIL
 1" MIN.

DISASSEMBLED

5 FT. MIN LENGTH POST AT 6 FT. MAX. SPACING
 DEODERTE FABRIC, 30" WIDE
 MACHINE SLICE 8" - 12" DEPTH
 STANDARD MACHINE BLUDED

5 FT. MIN LENGTH POST AT 6 FT. MAX. SPACING
 DEODERTE FABRIC, 30" WIDE
 FABRIC ANCHORAGE TRENCH, BACKFILL WITH TAMPAED NATURAL SOIL
 6" MIN. NATURAL SOIL
 1" MIN.

HEAVY DUTY

DESIGN QUANTIFIER: (SEE MUDOT SPEC. 257.3C AND 368B)

NTB
 Revised: Jan. 2013
 SDP/PA/ML
 ERO-15

PAVEMENT OR GROUND LINE
 SOLID LID
 1/2" - 1/2" BELOW FINISH GRADE

EXTENSION PIECES SHALL BE USED WHERE NEEDED TO BRING THE TOP OF THE BOX TO THE PROPOSED GRADE OR GROUND LINE.

VALVE BOX SHALL BE BUFFALO TYPE, THREE PIECE CAST IRON 3 1/4" SHAFT, ADJUSTABLE TO 8" UP OR DOWN FROM STANDARD BOX LENGTH.

FABRIC OVER OPERATING MECHANISM, EXPOSED OPERATING MECH. VALVE SHALL BE RUBBER SEATED TYPIC. M.L. CODE AND ANSI/FPMV CODE APPROVED, CLASS 150B - SEE SPECS.

COMPACTED FILL
 UNDISTURBED GROUND
 6" CONCRETE BLOCK

NTB
 Revised: Oct 2011
 SDP/PA/ML
 WAT-06

NOTES:
 1. SHAPE OF BACK BUTTRESS MAY VARY AS LONG AS PAURED AGAINST FIRM UNDISTURBED EARTH.
 2. DIMENSION C1,C2,C3 SHOULD BE LARGE ENOUGH TO MAKE ANGLE EQUAL TO OR LARGER THAN 45°.
 3. DIMENSION A1,A2,A3 SHOULD BE AS LARGE AS POSSIBLE WITHOUT INTERFERING WITH ALL BOLTS.
 4. 40' MINIMUM
 5. PLACE POLYETHYLENE BETWEEN CONCRETE AND PIPE.

PIPE SIZE	1/2" R/O			1/4" R/O			R/O		
	B1	B1	B2	D2	B3	D3	B3	D3	
8"	1'-3"	1'-8"	1'-3"	1'-5"	2'-11"	1'-6"	2'-11"	1'-6"	
10"	1'-5"	1'-10"	1'-5"	1'-7"	2'-3"	2'-2"	2'-3"	2'-2"	
12"	1'-10"	1'-10"	1'-10"	3'-10"	3'-0"	3'-0"	3'-0"	3'-0"	
18"	3'-0"	3'-0"	3'-0"	3'-10"	3'-0"	3'-0"	3'-0"	3'-0"	
24"	3'-0"	3'-0"	3'-0"	3'-0"	3'-0"	3'-0"	3'-0"	3'-0"	
28"	4'-4"	3'-0"	3'-0"	3'-10"	3'-0"	3'-0"	3'-0"	3'-0"	
30"	-	-	3'-0"	3'-0"	3'-0"	3'-0"	3'-0"	3'-0"	

CONCRETE THRUST BLOCKING

NTB
 Revised: Feb. 2011
 SDP/PA/ML
 WAT-13

ANCHOR TRENCH (SEE DETAIL AND NOTES BELOW)

OVERLAP END JOINTS MINIMUM OF 6" AND STAPLE OVERLAP AT 1.5' INTERVALS

STAPLE SHALL BE U-SHAPED, 11 GAUGE WIRE (MIN.) CATEGORY 1 & 2 - 4" LONG @ 18" (MIN.) CATEGORY 3 & 4 - 4" LONG @ 24" (MIN.)

OVERLAP LONGITUDINAL JOINTS MINIMUM OF 6"

ANCHOR TRENCH:
 1. USE 2" X 2" TRENCH
 2. LAY BLANKET IN TRENCH
 3. STAPLE AT 1.5' INTERVALS
 4. BACKFILL WITH NATURAL SOIL AND COMPACT
 5. BLANKET LENGTH SHALL NOT EXCEED 100' WITHOUT AN ANCHOR TRENCH

NTB
 Revised: Oct 2011
 SDP/PA/ML
 ERO-11

STRAW OR WOOD FIBER 6" - 7" DIA. ROLL ENCLOSED IN PLASTIC OR POLYESTER NETTING

2" X 2" X 18" LONG WOODEN STAKES AT 2' X 2' SPACING DRIVE THROUGH NETTING AND FIBER ROLL.

POINT "A" SHALL BE A MINIMUM OF 6" HIGHER THAN POINT "B" TO ENSURE THAT WATER FLOWS OVER THE DIKE AND NOT AROUND THE ENDS.

NTB
 Revised: Oct 2011
 SDP/PA/ML
 ERO-05

HARD SURFACE PUBLIC ROAD

6" MINIMUM THICKNESS

1 1/2" WASHED ROCK

NOTE: TO PREVENT TRACKING OF MUD ONTO PAVED ROADS, INSTALL ADDITIONAL ROCK OR REMOVE AND REPLACE THE PAD AS REQUIRED.

NTB
 Revised: Oct 2011
 SDP/PA/ML
 ERO-35

CLASS II RIPRAP REQUIREMENTS
 12" TO 24" 4 CUBIC YARDS
 24" TO 36" 8 CUBIC YARDS
 36" TO 48" 12 CUBIC YARDS
 (APPROX. 1.4 TONS PER CUBIC YARD)

CLASS III RIPRAP REQUIREMENTS
 12" TO 24" 4 CUBIC YARDS
 24" TO 36" 8 CUBIC YARDS
 36" TO 48" 12 CUBIC YARDS
 (APPROX. 1.4 TONS PER CUBIC YARD)

NOTE: FILTER BLANKET REQUIRED UNDER RIPRAP ON 2 LAYERS OF BOX - MIN. 4" FABRIC OR EQUAL.

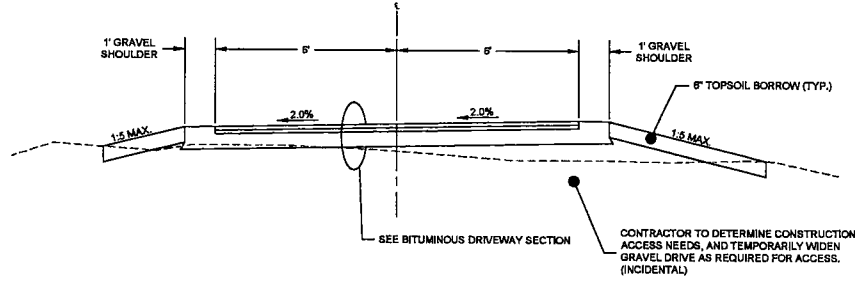
* CLASS II RIPRAP, COOL # 30.

NTB
 Revised: Oct 2011
 SDP/PA/ML
 ERO-23

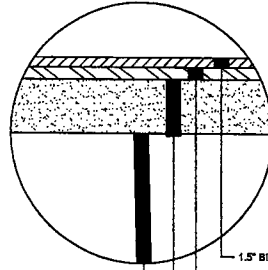
SEH
 STANDARD DETAILS
 C4

WEST WATER TOWER FOR THE CITY OF CAMBRIDGE, MINNESOTA

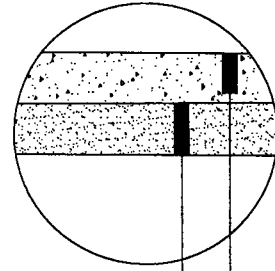
SEH
 CAMBRIDGE, MINNESOTA
 PROJECT NO. 148-143
 CONSTRUCTION DATE: 2013
 ISSUE DATE: 7/25
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]



BITUMINOUS DRIVEWAY SECTION

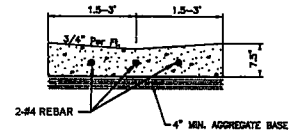


CONCRETE DRIVEWAY SECTION



NOTES:

1. THREE #4 REBAR TO BE INSTALLED AS SHOWN.
2. REBAR SHOULD BE CONNECTED TO REBAR IN MCW STRIP UNDER FENCE WHERE APPLICABLE TO SECURE SPILLWAY IN PLACE.
3. REBAR IS INCIDENTAL.



HYDRANT SPILLWAY DETAIL

2024 NATIONAL CENTER FOR
 AUTOMATIC DIALING
 4711 W. 110TH AVE., SUITE 100
 P.O. BOX 100
 FORT WASHINGTON, PA 19041-9900
 www.seh.com

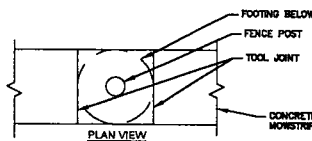
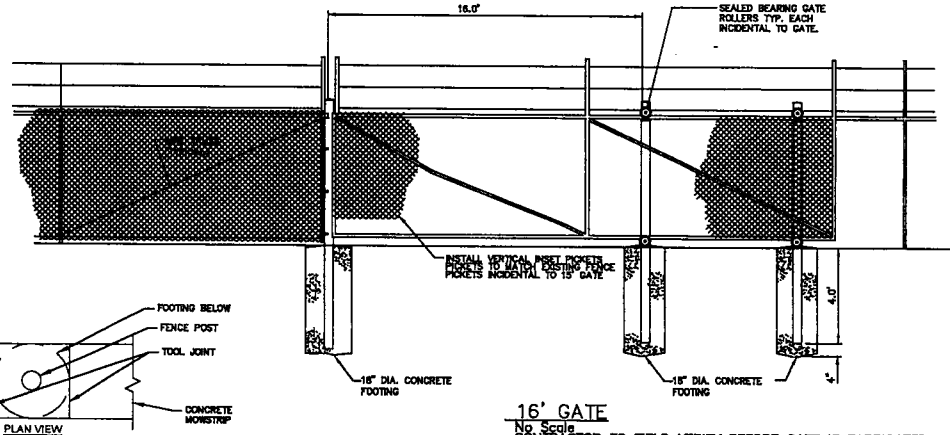
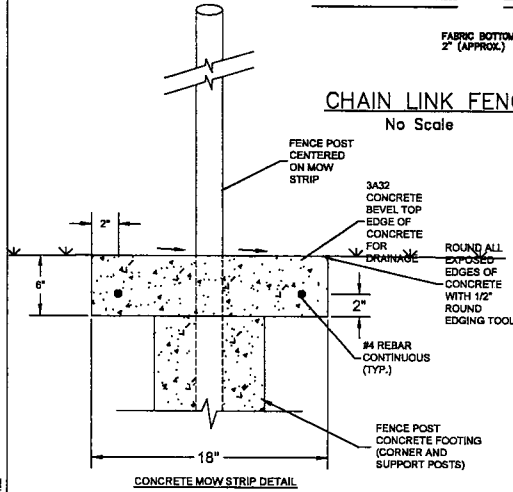
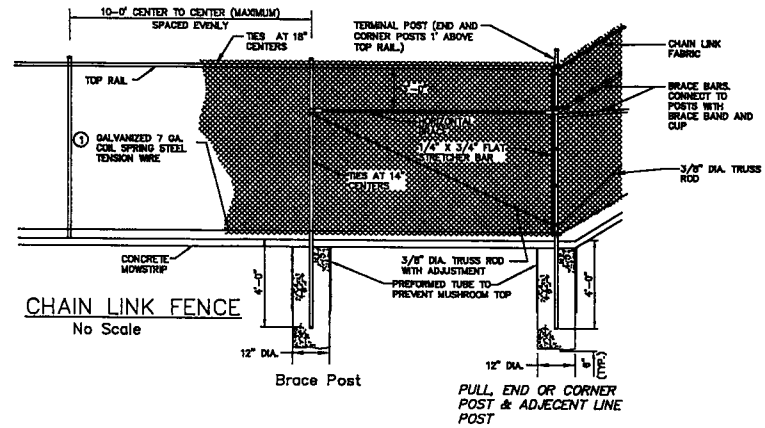
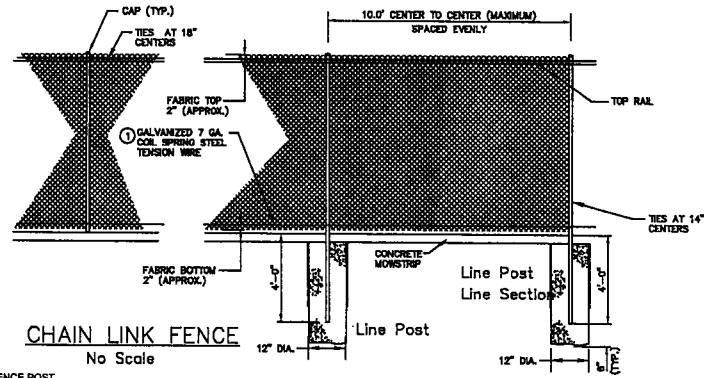
WEST WATER TOWER
 FOR THE CITY OF
 CAMBRIDGE, MINNESOTA

DATE	REVISIONS
	DESCRIPTION

SHEET NO. PROJECT NO. ISSUE DATE DRAWN BY	CAMBRIDGE CONSTRUCTION DIVISION ZYS	DATE	REVISIONS
		CAMBRIDGE, MINNESOTA, INC. © 1999 SHEET 105 OF 105	

TYPICAL SECTIONS

SHEET
05



- NOTES:**
1. FENCE POST IN CONCRETE FOOTING SHALL BE INSTALLED BEFORE MOW STRIP IS PLACED.
 2. SUBGRADE SHALL BE DRY, FIRM AND COMPACTED.
 3. CONCRETE MOW STRIP SHALL BE FORMED WITH NO LESS THAN 2"x8" (NOM.) LUMBER.
 4. CONCRETE SHALL BE TOWELED SMOOTH WITH A BRUSHED FINISH.
 5. EXPANSION JOINTS SHALL BE PLACED AT 20' INTERVALS.
 6. CONSTRUCTION JOINTS SHALL BE PLACED AT EACH FENCE POST.

General Notes:

TERMINAL POSTS SHALL BE:
10' LONG, 3" OUTSIDE DIA., 5.70 LB./FT.

LINE POSTS SHALL BE:
10' LONG, 2-1/2" OUTSIDE DIA., 3.65 LB./FT.

BRACE BARS SHALL BE:
1-5/8" OUTSIDE DIA., 2.27 LB./FT.

ALL POSTS SHALL BE CAPPED AND HAVE AN APPROVED METHOD TO SECURELY HOLD THE TOP TENSION WIRE IN POSITION AND ALLOW FOR REMOVAL AND REPLACEMENT OF A POST WITHOUT DAMAGING THE TOP TENSION WIRE. SEE DETAIL.

PULL POST SPACING NOT TO EXCEED 500FT.

CHAIN LINK FABRIC SHALL BE:
9 GA., 2 IN. MESH WITH KNUCKLED SALVAGE TOP AND BOTTOM AND CONFORM TO THE REQUIREMENTS OF AASHTO M 191 TYPE 11, IV, DESIGN 40-8322 SHALL BE FURNISHED IN TYPE II (ALUMINUM COATED STEEL).

CONTRACTOR MUST VERIFY FENCE OPENING SIZE BEFORE ORDERING GATES.

WIRE TIES MAY BE 9 GA. GALVANIZED STEEL OR 0.179 IN. MIN. ALUMINUM ALLOY CONFORMING TO ASTM B211, ALLOY 1100-H18. USE 12-1/2" GA. GALV. STEEL HOG RINGS FOR TENSION WIRE TIES.

A CONCRETE ANCHORAGE SHALL BE USED FOR ALL TERMINAL POSTS AND FOR LINE POSTS.

THE TOP OF THE CONCRETE ANCHORAGE SHALL BE CROWNED 1 IN. ABOVE THE NATURAL GROUND.

BOTTOM TENSION WIRE IS REQUIRED.

CHAIN LINK FABRIC SHALL BE:
9 GA., 2 IN. VINYL COATED (10-14 DRY MIL THICKNESS) GALVANIZED STEEL MESH THAT CONFORMS TO THE REQUIREMENTS OF ASTM F681, F634, AND F1043. FABRIC TO HAVE KNUCKLE BOTTOM EDGE AND TWIST TIE TOP EDGE WITH ALL CUT ENDS COATED WITH VINYL. COLOR TO BE SELECTED BY OWNER.

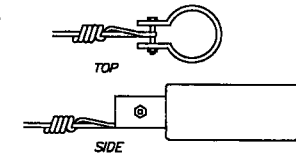
ALL FENCE AND GATE HARDWARE TO BE VINYL COATED GALVANIZED STEEL.

CONTRACTOR MUST VERIFY FENCE OPENING SIZE BEFORE ORDERING GATES.

WIRE TIES MAY BE 9 GA. VINYL COATED GALVANIZED STEEL OR 0.179 IN. MIN. VINYL COATED ALUMINUM ALLOY MATCHING FABRIC COLOR AND CONFORMING TO ASTM B211, ALLOY 1100-H18. USE 12-1/2" GA. GALV. STEEL HOG RINGS FOR TENSION WIRE TIES.

A CONCRETE ANCHORAGE SHALL BE USED FOR ALL TERMINAL POSTS AND LINE POSTS.

BOTTOM TENSION WIRE IS REQUIRED.



TYPICAL WIRE END CLAMP

SEE GENERAL NOTES ON SHEET 1181002-01 FOR ALL MATERIALS AND FINISHES UNLESS OTHERWISE SPECIFIED.

SEH

DESIGNER: J. M. BROWN, INC. PROJECT NO. 1181002-01 SHEET NO. P106

DATE: 11/14/18

WEST WATER TOWER
FOR THE CITY OF
CAMBRIDGE, MINNESOTA

SCALE: AS SHOWN

DATE: 11/14/18

DRAWN BY: JMB

CHECKED BY: JMB

DATE: 11/14/18

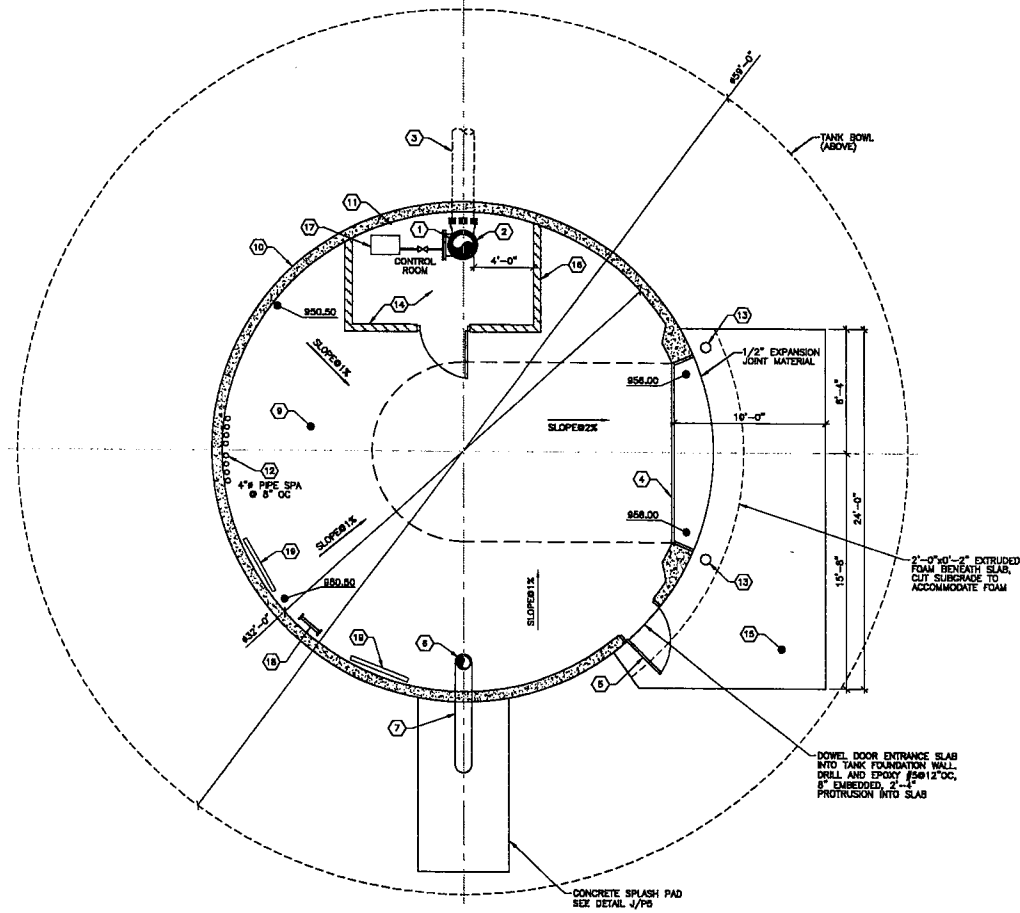
SHEET TITLE: FENCING DETAILS

SHEET
C6

P107

DATE: 11/20/18
 TIME: 10:50 AM
 PLOT SCALE: 1" = 4'-0"

DATE: 11/20/18
 TIME: 10:50 AM
 PLOT SCALE: 1" = 4'-0"



LOWER TANK FLOOR PLAN

- KEYNOTES:**
- ① 18" RISER PIPE/ASSEMBLY, SEE DETAIL C/P6
 - ② PIPE INSULATION WITH JACKET
 - ③ 16" FEEDER MAIN, SEE CIVIL SITE PLAN
 - ④ OVERHEAD ACCESS DOOR (12'x12')
 - ⑤ PERSONNEL DOOR (3'x7')(RH OPEN)
 - ⑥ 12" OVERFLOW PIPE
 - ⑦ OVERFLOW DISCHARGE ASSEMBLY, SEE DETAIL H/P6
 - ⑧ NOT USED
 - ⑨ 6" THICK CONCRETE FLOOR W/#5@12" EW
 - ⑩ CONCRETE TOWER WALL
 - ⑪ SEE ELEC SHEETS FOR POWER CONDUIT LOCATION
 - ⑫ TELECOM RINGWALL CONDUITS, SEE DETAIL F/P6 (TYP OF B)
 - ⑬ CONCRETE BOLLARD, SEE DETAIL B/P7
 - ⑭ CONTROL ROOM WITH INSULATED WALLS AND ROOF, SEE DETAIL D/P6
 - ⑮ 6" SLAB W/#5@12" EW, CHAIRED 3-INCHES OFF SUBGRADE, BROOM FINISH SLAB
 - ⑯ 8" CORE FILLED CONC BLOCK WALL
 - ⑰ AIR BUBBLER SYSTEM WITH AIR COMPRESSOR. SEE SECTION 33 18 50
 - ⑱ CONTINUOUS ACCESS LADDER W/SAFE-T-CLIMB DEVICE
 - ⑳ 4" WIDE UNI-STRUT MOUNTED @ 6'-0" OC FROM MEZZANINE LEVEL TO UPPER WALKWAY



WE ARE COMMITTED TO EXCELLENCE IN ALL ASPECTS OF OUR BUSINESS. OUR DESIGN AND CONSTRUCTION SERVICES ARE PROVIDED WITH INTEGRITY, PROFESSIONALISM AND A COMMITMENT TO THE HIGHEST LEVELS OF QUALITY AND PERFORMANCE.

**750K GALLON WEST WATER TOWER
 FOR THE CITY OF
 CAMBRIDGE, MINNESOTA**

DATE	DESCRIPTION

DESIGNED BY SEB/SLD	CHECKED BY PMB/AM
PROJ. STATUS BASE DATE DISIGNED BY DENTY/S1	DATE 08/22/2019 CHK FAC

Paul R. Hanson, Inc. © 2014

SHEET TITLE
TANK FLOOR PLAN

SHEET
P1

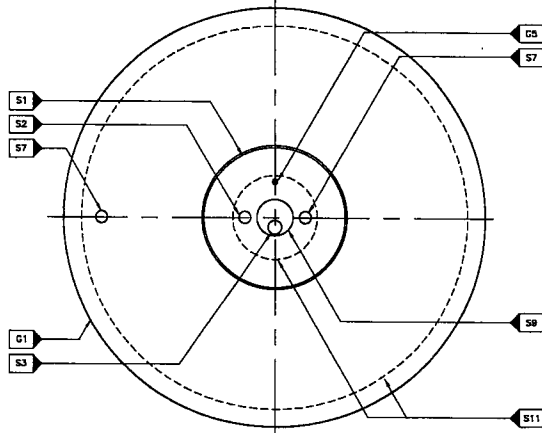
	WATER TRANSMISSION	SPECIFICATION REFERENCE	DETAIL
W1	RISER PIPE - 16"	33 16 25	
W2	REMOVABLE SILT STOP	33 16 25	
W3	PIPE INSULATION WITH ALUMINUM JACKET	33 16 80	C/P6
W4	RISER ASSEMBLY EXPANSION JOINT	33 16 25	C/P6

	SAFETY AND ACCESS	SPECIFICATION REFERENCE	DETAIL
S1	HANDRAIL - 24" DIAMETER	33 18 25	K/L/P6
S2	EXHAUST HATCH WITH PRESSURE/VACUUM VENT - 24"	33 18 25	
S3	ACCESS TUBE HATCH WITH VENT - 30"	33 18 25	B/P6
S4	CONTINUOUS LADDER WITH SAF-T-CLIMB	33 18 25	
S5	WALKWAY - 4' WIDE	33 18 25	
S6	ACCESS TUBE LADDER WITH SAF-T-CLIMB	33 18 25	
S7	ROOF HATCH - 30"	33 18 25	
S8	TANK BOWL ACCESS LADDER	33 18 25	
S9	ACCESS TUBE - MINIMUM 6" DIAMETER	33 18 26	
S10	EXTERIOR PAINTER'S RAIL (TYPICAL)	33 18 25	
S11	INTERIOR PAINTER'S RAILS (TYPICAL)	33 18 25	
S12	TANK BOWL ACCESS WALKWAY - 30"	33 18 25	
S13	PAINTER'S RAIL HATCH - 30"	33 18 25	
S14	4x4" LADDER PLATFORM AT 20" VERT. MAX (TYPICAL)	33 18 25	
S15	2-TON CRANE BEAM (TROLLEY HOIST BY OTHERS)	33 18 25	
S18	INTERMEDIATE PLATFORM 5'-0" BELOW ROOF HATCH	33 18 25	

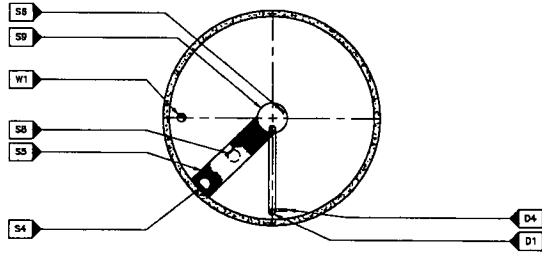
	DRAINS	SPECIFICATION REFERENCE	DETAIL
D1	OVERFLOW PIPE - 12" MINIMUM	33 16 25	
D2	OVERFLOW BEND WITH RUBBER DUCK BILL CHECK VALVE	33 16 25	H/P6
D3	OVERFLOW WEIR BOX	33 16 25	
D4	TANK BOWL DRAIN - 4" - CONNECT TO OVERFLOW PIPE	33 16 25	E/P6
D5	ACCESS TUBE DRAIN - 3/4"	33 16 25	

	GENERAL	SPECIFICATION REFERENCE	DETAIL
G1	WELDED STEEL TANK BOWL	33 16 25	
G2	REINFORCED CONCRETE PEDESTAL	33 16 25	
G3	3' X 7' EXTERIOR INSULATED DOOR	06 11 13	
G4	CONCRETE RINGWALL FOUNDATION	03 31 20	
G5	OBSTRUCTION LIGHT	33 44 20	
G6	CONCRETE SPLASH PAD - SEE DETAIL J/P6		J/P5
G7	DOMED CONCRETE TANK BOWL FLOOR WITH STEEL LINER	33 16 25	
G8	6" THICK CONCRETE FLOOR	03 31 30	
G9	18" DIP FEEDERMAN	33 16 26	
G10	CONCRETE RING BEAM	33 16 25	
G11	TELECOM PROVISIONS FOR DRYWELL		
G12	TELECOM PROVISIONS FOR DRYWELL TOP PLATE		A/P7
G13	THRUST BLOCK		
G14	INTERIOR INSULATED ROOM		
G15	(4) 5"x13"x16" DEEP CONDUIT SLEEVE (2 ON EA SIDE OF DOORWAY)		
G16	12"x12" OVERHEAD ACCESS DOOR		
G17	OVERFLOW DISCHARGE ASSEMBLY PIPE		
G18	MIXING SYSTEM		D/P6

*NOTES:
 1. SEE SHEET P1 FOR TANK FLOOR PLAN
 2. SOME ITEMS HAVE BEEN ROTATED FOR CLARITY

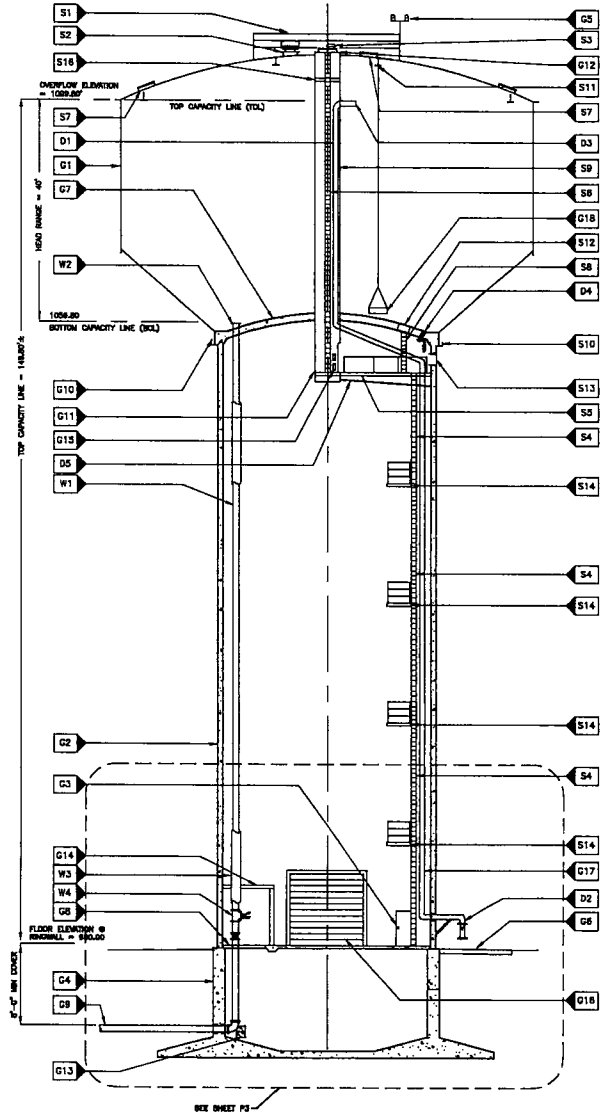


TANK ROOF ORIENTATION PLAN



UPPER TOWER ORIENTATION PLAN

GENERAL NOTES:
 1. LOCATE OVERFLOW PIPE AND TANK BOWL DRAIN SO DRAIN CAN BE ACCESSED FROM UPPER CAT WALK.



ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF CAMBRIDGE SPECIFICATIONS AND STANDARDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CITY OF CAMBRIDGE SHALL NOT BE RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF THIS PROJECT.

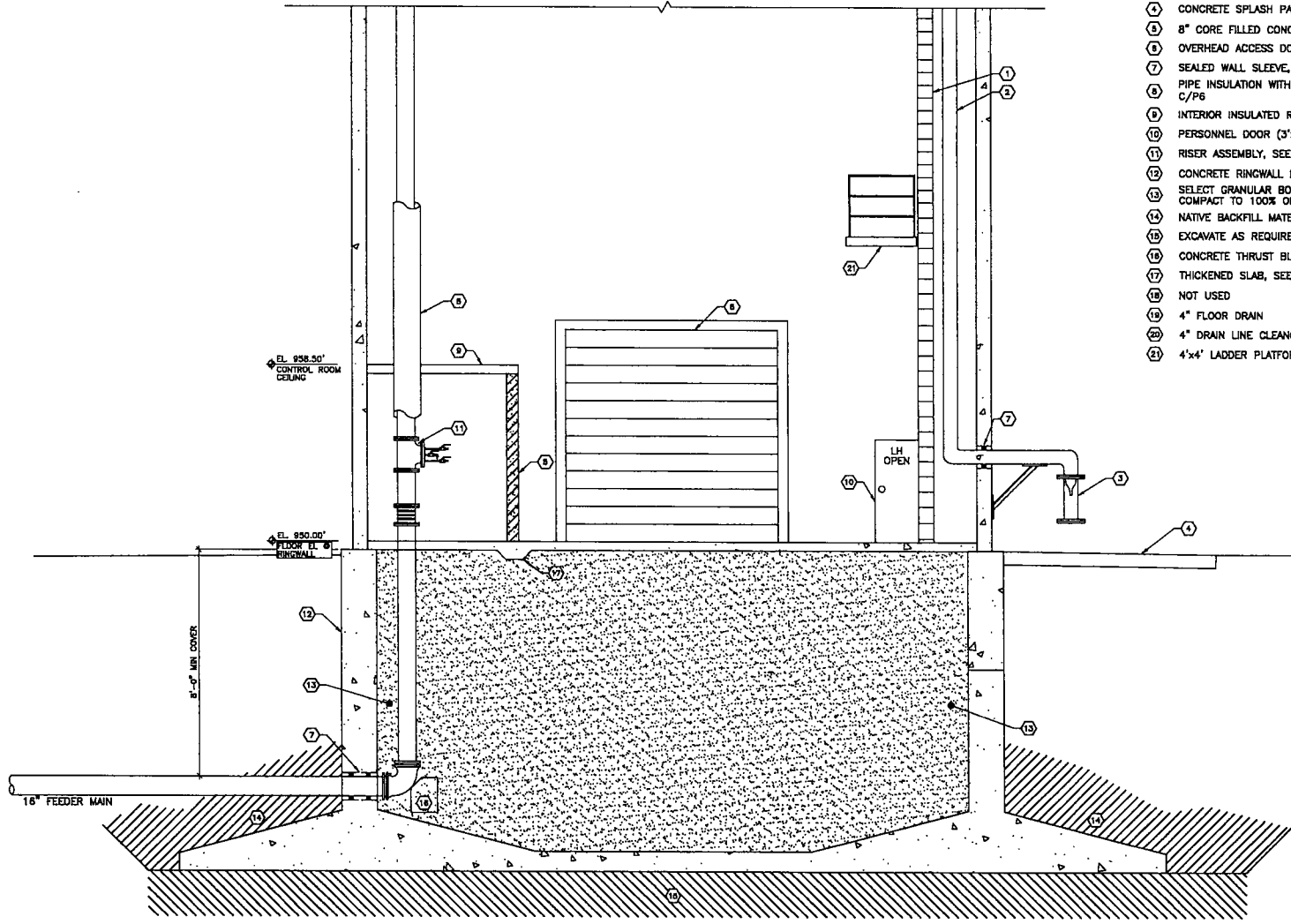
SEH

750K GALLON WEST WATER TOWER
 FOR THE CITY OF
 CAMBRIDGE MINNESOTA

DATE	DESCRIPTION	BY	DATE	DESCRIPTION	BY

CAMBRIDGE, MINN. 55001
 04/22/2019
 CTR
 HAK

SHEET TITLE
 PLANS AND TYPICAL SECTION
 SHEET
 P2



ENLARGED TYPICAL SECTION
 NOT TO SCALE

- KEYNOTES:**
- ① CONTINUOUS LADDER WITH SAF-T-CLIMB
 - ② 12" OVERFLOW PIPE
 - ③ OVERFLOW BEND WITH RUBBER DUCK BILL CHECK VALVE, SEE DETAIL H/P6
 - ④ CONCRETE SPLASH PAD, SEE DETAIL J/P6
 - ⑤ 8" CORE FILLED CONC BLOCK WALL
 - ⑥ OVERHEAD ACCESS DOOR (12'x12')
 - ⑦ SEALED WALL SLEEVE, SEE DETAIL D/P7
 - ⑧ PIPE INSULATION WITH ALUMINUM JACKET, SEE DETAIL C/P6
 - ⑩ INTERIOR INSULATED ROOM AND CEILING
 - ⑩ PERSONNEL DOOR (3'x7')
 - ⑪ RISER ASSEMBLY, SEE DETAIL C/P6
 - ⑫ CONCRETE RINGWALL FOUNDATION
 - ⑬ SELECT GRANULAR BORROW-MNDOT 3149.282 COMPACT TO 100% OF PROCTOR DENSITY
 - ⑭ NATIVE BACKFILL MATERIAL PLACED IN 8" LIFTS
 - ⑮ EXCAVATE AS REQUIRED
 - ⑯ CONCRETE THRUST BLOCK
 - ⑰ THICKENED SLAB, SEE DETAIL A/P6
 - ⑱ NOT USED
 - ⑲ 4" FLOOR DRAIN
 - ⑳ 4" DRAIN LINE CLEANOUT
 - ㉑ 4'x4' LADDER PLATFORM



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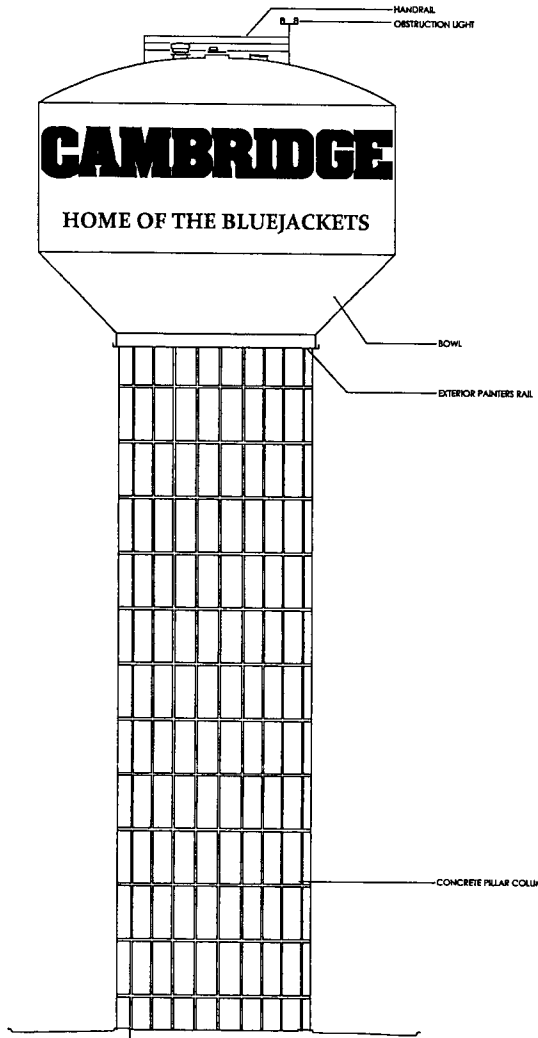
750K GALLON WEST WATER TOWER
 FOR THE CITY OF
 CAMBRIDGE, MINNESOTA

DATE: 04/08/2018
 DRAWN BY: RARY NARRS
 CHECKED BY: [blank]

PROJECT NO: 1181181181
 SHEET NO: P109
 DATE: 04/22/2018
 DRAWN BY: RARY NARRS
 CHECKED BY: [blank]

SHEET TITLE
 ENLARGED SECTION

SHEET
 P3



TYPICAL ELEVATION



(SOME ITEMS HAVE BEEN ROTATED INTO THE PLANE OF PROJECTION FOR CLARITY)

GENERAL NOTES:

1. DIMENSIONS SHOWN ARE BASED UPON A BOWL DIAMETER OF 50'
2. FONT IS CITY BLUE PRINT BOLD, COLOR TBD
3. CONTRACTOR SHALL VERIFY LETTERING STYLE, COLORS AND ORIENTATION WITH OWNER AND ENGINEER PRIOR TO PAINTING.

ALL DIMENSIONS UNLESS OTHERWISE NOTED SHALL BE IN FEET AND INCHES. SEE PLAN FOR DIMENSIONS AND LOCATIONS OF ALL ITEMS. SEE SPECIFICATIONS FOR MATERIALS AND METHODS OF CONSTRUCTION. SEE DRAWING FOR DIMENSIONS AND LOCATIONS OF ALL ITEMS.



DATE: 08/27/2019
 PROJECT: 750K GALLON WEST WATER TOWER
 DRAWN BY: J. H. HARRIS
 CHECKED BY: J. H. HARRIS
 PROJECT NO.:
 SHEET NO.:

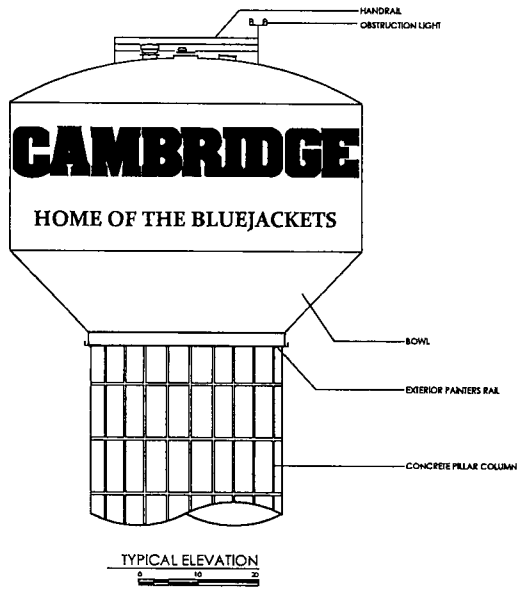
750K GALLON WEST WATER TOWER
 FOR THE CITY OF
 CAMBRIDGE, MINNESOTA

NAME	DATE	DESCRIPTION

CAMBRIDGE, MN
 PROJ. STATUS: PRELIM
 ISSUE DATE: 08/27/2019
 DESIGNED BY: J. H. HARRIS
 DRAWN BY: J. H. HARRIS
 DATE: 08/27/2019

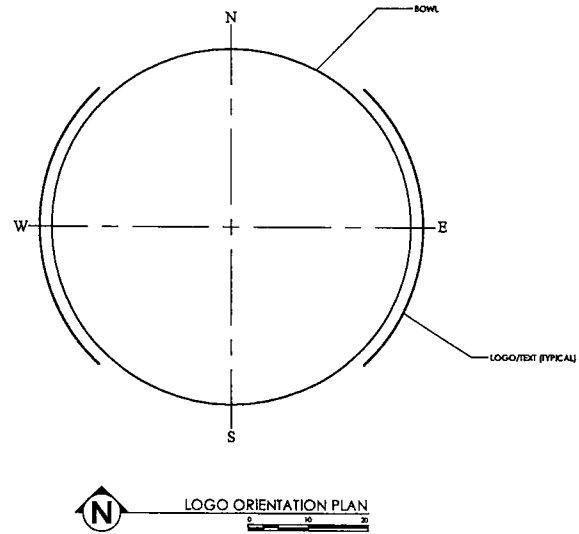
SHEET TITLE
 ELEVATION

SHEET
 P4

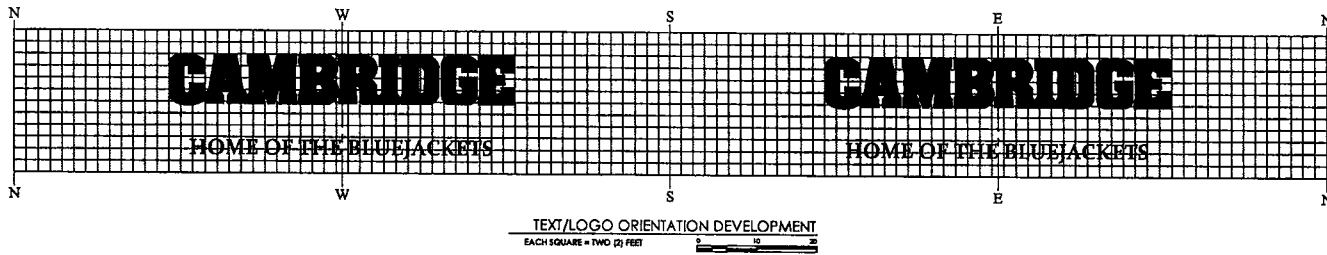


TYPICAL ELEVATION
0 10 20
(SOME ITEMS HAVE BEEN ROTATED INTO THE PLANE OF PROJECTION FOR CLARITY)

- GENERAL NOTES:
1. DIMENSIONS SHOWN ARE BASED UPON A BOWL DIAMETER OF 50'
 2. FONT IS CITY BLUE PRINT BOLD, COLOR TBD
 3. CONTRACTOR SHALL VERIFY LETTERING STYLE, COLORS AND ORIENTATION WITH OWNER AND ENGINEER PRIOR TO PAINTING.



LOGO ORIENTATION PLAN
0 10 20



TEXT/LOGO ORIENTATION DEVELOPMENT
EACH SQUARE = TWO (2) FEET
0 10 20



NUMBER COMPANY SHALL USE AS THE STANDARD FOR ALL WORK. CONTRACTOR SHALL VERIFY LETTERING STYLE, COLORS AND ORIENTATION WITH OWNER AND ENGINEER PRIOR TO PAINTING. SEE LIST OF THE PROJECT FOR THE PROJECT.

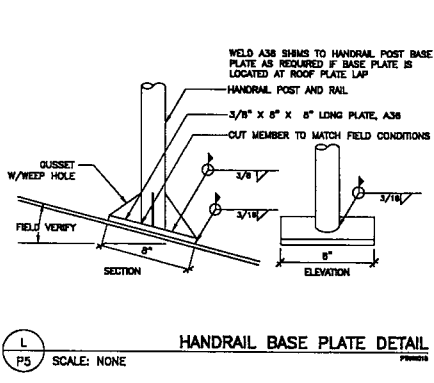
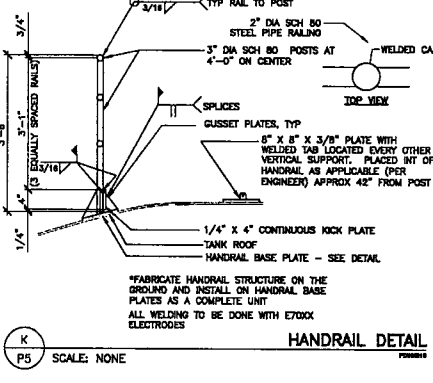
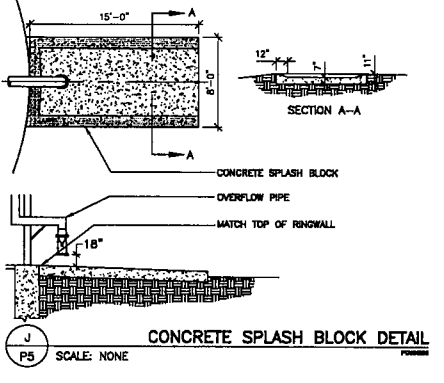
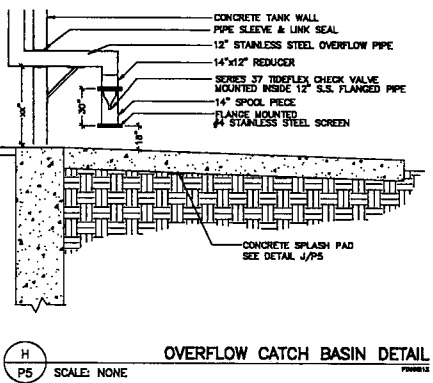
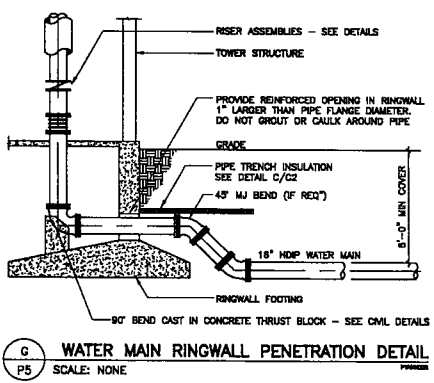
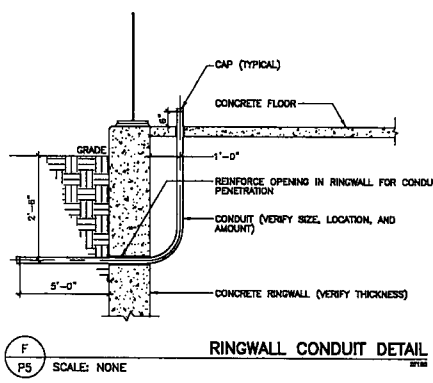
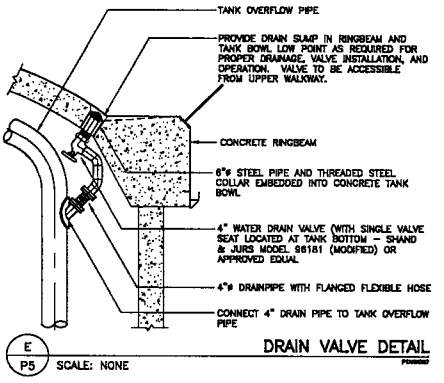
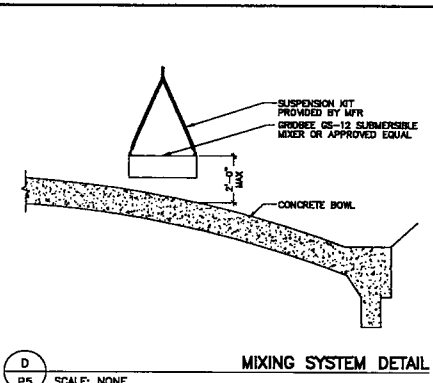
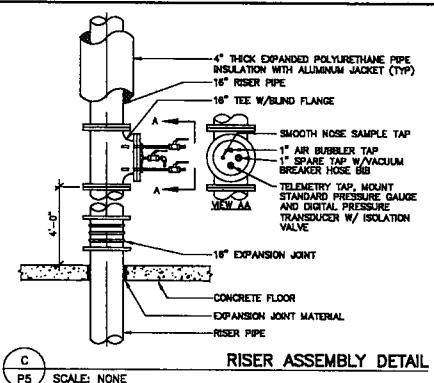
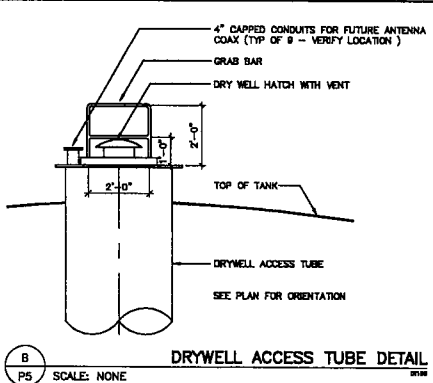
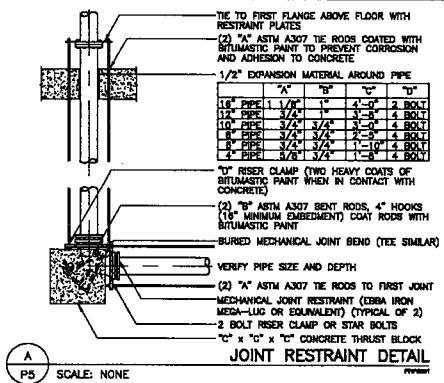
750K GALLON WEST WATER TOWER
FOR THE CITY OF
CAMBRIDGE, MINNESOTA

DATE: 03/22/2017
DESIGNED BY: DENTON ET
CITY: CAMBRIDGE, MN
JOB NO: 17-001

CITY OF CAMBRIDGE, MN
PROJECT NO: 17-001
DATE: 03/22/2017
DESIGNED BY: DENTON ET
CITY: CAMBRIDGE, MN

LOGO ORIENTATION PLAN

SHEET
P5

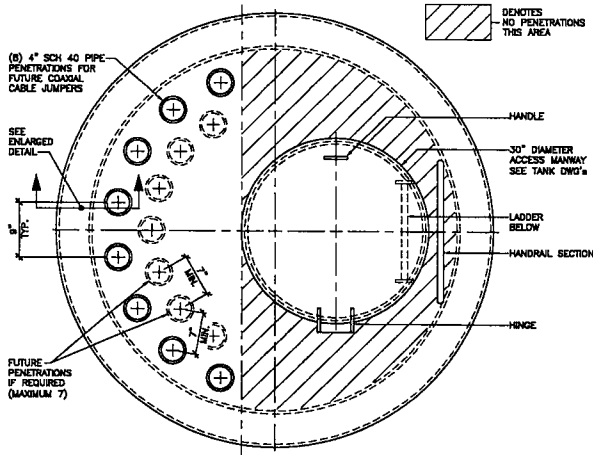


181114-10-16-16
 4-9-2018 2:31 PM
 USER: JMM
 SHEET: STANDARD DETAILS

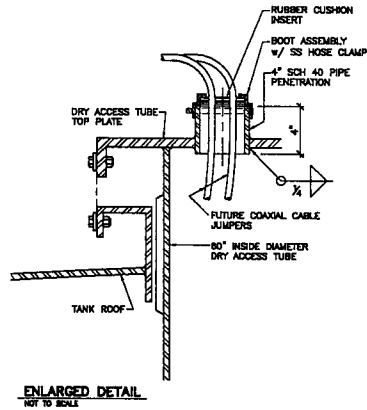
750K GALLON WEST WATER TOWER
 FOR THE CITY OF
 CAMBRIDGE, MINNESOTA

DATE: 02/27/2018
 DRAWN BY: CTR
 CHECKED BY: HAK

SHEET TITLE: STANDARD DETAILS
 SHEET: P6

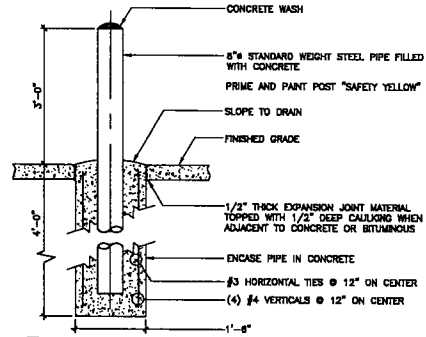


PLAN - DRY ACCESS TUBE TOP PLATE
 NOT TO SCALE

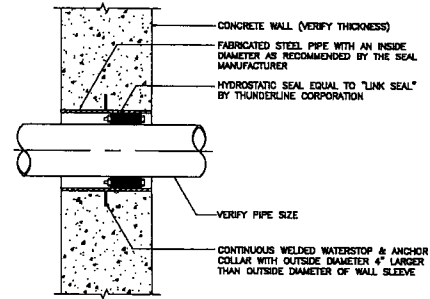


ENLARGED DETAIL
 NOT TO SCALE

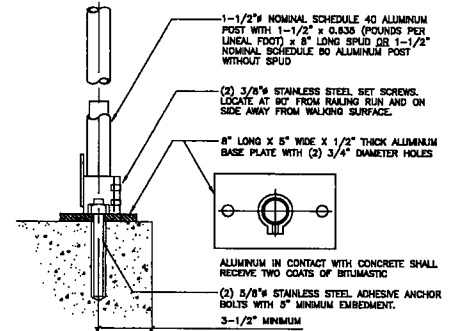
A
 P6 SCALE: NONE



B
 P6 SCALE: NONE

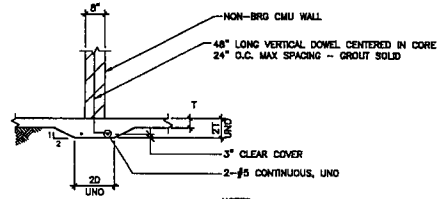


D
 P6 SCALE: NONE



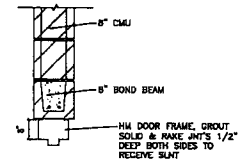
C
 P6 SCALE: NONE

750K GALLON WEST WATER TOWER FOR THE CITY OF CAMBRIDGE, MINNESOTA	
SHEET TITLE STANDARD DETAILS	NAME DATE DESCRIPTION DM/WHY 07/27/2018 CTR KAK
SHEET NO. 04722/2018	SHEET DATE 07/27/2018
DESIGNED BY DM/WHY	
CHECKED BY DM/WHY	
DATE 07/27/2018	
CTR KAK	
1000 West Main Street, Inc. © 2018	
P7	

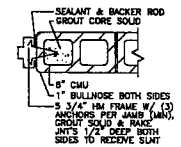


- NOTES:
- "T" = SLAB THICKNESS
 - "D" = PARTITION WIDTH
 - PROVIDE CONTINUOUS FOOTING FOR ALL MASONRY PARTITIONS 8" OR GREATER

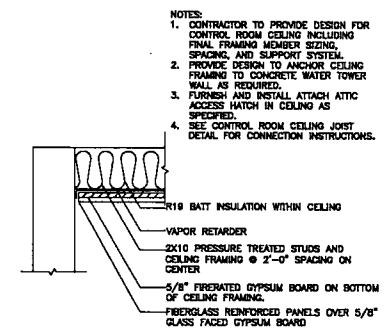
A THICKENED SLAB/INTERIOR NON-BRG WALL
P7 NOT TO SCALE



B DOOR HEADER DETAIL
P7 NOT TO SCALE

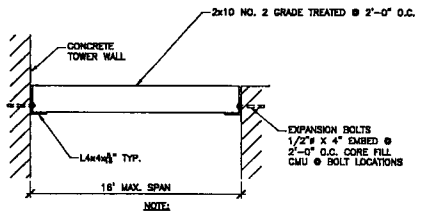


C DOOR JAMB DETAIL
P7 NOT TO SCALE



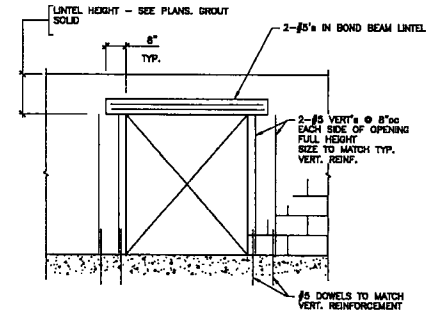
D CONTROL ROOM CEILING DETAIL
P7 SCALE: NONE

- NOTES:
1. CONTRACTOR TO PROVIDE DESIGN FOR CONTROL ROOM CEILING INCLUDING FINAL FRAMING HEADER SIZING, SPACING, AND SUPPORT SYSTEM.
 2. PROVIDE DESIGN TO ANCHOR CEILING FRAMING TO CONCRETE WATER TOWER WALL AS REQUIRED.
 3. FURNISH AND INSTALL ATTICH ACCESS HATCH IN CEILING AS SPECIFIED.
 4. SEE CONTROL ROOM CEILING JOIST DETAIL FOR CONNECTION INSTRUCTIONS.




- NOTE:
1. BEND ANGLE TO MATCH CONCRETE TANK COLUMN SUPPORT SHAFT
 2. CONSTRUCT ONE (1) ATTIC ACCESS OPENING (24" X 24") WITH INSULATION STOPS AND INSULATED HATCH

E CONTROL ROOM CEILING JOIST DETAIL
P7 NOT TO SCALE



F TYPICAL MASONRY DOOR OPENING DETAIL
P7 NOT TO SCALE



SEH SERVICES, INC. 10000 UNIVERSITY AVENUE SUITE 200 CAMBRIDGE, MINNESOTA 55005-1000 TEL: 952.835.3600 FAX: 952.835.3601 WWW.SEH-SERVICES.COM

750K GALLON WEST WATER TOWER FOR THE CITY OF CAMBRIDGE, MINNESOTA

NAME: DAIF DESCRIPTION: ELECTRICAL

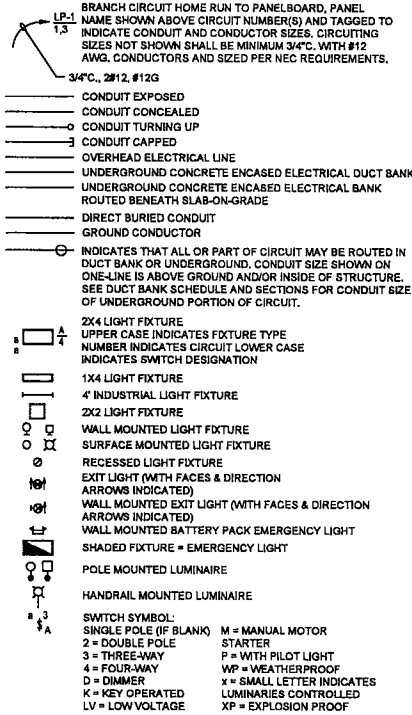
CAMBRIDGE PROJECT NO. 04/22/2019 CTR KAN

REVISED: ISSUE DATE: 04/22/2019 DESIGNED BY: DRAWN BY:

SHEET TITLE: STANDARD DETAILS

SHEET: P8

POWER & LIGHTING SYMBOLS



OCUPANCY SENSOR, CEIL MOUNT OCUPANCY SENSOR, WALL MOUNT	ANTENNA	DISCONNECT	POWER OR DISTRIBUTION CABINET	MOTOR AND MOTOR SWITCH	METER	DISCONNECT SWITCH	MOTOR STARTER	COMBINATION STARTER/DISCONNECT	TRANSFORMER	RELAY	SINGLE RECEPTACLE	DUPLEX RECEPTACLE	FLOOR BOX OR POKE-THROUGH AS NOTED	JUNCTION BOX	WALL MOUNTED JUNCTION BOX	THERMOSTAT	PHOTOCALL	TELEPHONE OUTLET	COMBINATION VOICE/DATA OUTLET	DATA OUTLET	CCTV (CLOSED CIRCUIT TV CAMERA)	DPST	DP	DPS	SWITCH	DS	DWG	E	EC	ECP	EL	EMH	ES	ETM	EUH
MOTOR AND MOTOR SWITCH	METER	DISCONNECT SWITCH	MOTOR STARTER	COMBINATION STARTER/DISCONNECT	TRANSFORMER	RELAY	SINGLE RECEPTACLE	DUPLEX RECEPTACLE	FLOOR BOX OR POKE-THROUGH AS NOTED	JUNCTION BOX	WALL MOUNTED JUNCTION BOX	THERMOSTAT	PHOTOCALL	TELEPHONE OUTLET	COMBINATION VOICE/DATA OUTLET	DATA OUTLET	CCTV (CLOSED CIRCUIT TV CAMERA)	DPST	DP	DPS	SWITCH	DS	DWG	E	EC	ECP	EL	EMH	ES	ETM	EUH				

ELECTRICAL ABBREVIATIONS

A	AMBER, AMPERE, ALARM	EXIST	EXISTING	SHUTOFF
AC	ALTERING	LS	LIMIT OR LEVEL SWITCH	
AF	ABOVE FINISHED FLOOR	LTG	LIGHTING	
AM	AMMETER	LWCO	LOW WATER CUTOFF	
ANN	ANNUNCIATOR	M	MAGNETIC MOTOR STARTER	
AR	ALARM RELAY	MA	MILLIAMPERE	
ATS	AUTOMATIC TRANSFER SWITCH	MCB	MAIN CIRCUIT BREAKER	
AWG	AMERICAN WIRE GAUGE	MCC	MOTOR CONTROL CENTER	
BLDG	BUILDING	MD	MOISTURE DETECTOR	
BC	BATTERY CHARGER	MFR	MANUFACTURER	
BD	BUILDING	MH	MANHOLE OR MOUNTING	
BS	BUS	MOV	MOTOR OPERATED VALVE	
CB	CAPACITOR	MS	MANUAL MOTOR STARTER	
CD	CIRCUIT BREAKER	MTR	MOTOR	
CGD	COMBUSTIBLE GAS DETECTOR	MTS	MANUAL TRANSFER SWITCH	
CKT	CIRCUIT	MV	MILLIVOLT, MEDIUM VOLTAGE	
CL2	CHLORINE	MVA	MEGA VOLT AMPERE	
CP	CONTROL PANEL	N	NEUTRAL	
CPT	CONTROL POWER	NC	NORMALLY CLOSED	
CR	CURRENT OR CONTROL RELAY	NO	NORMALLY OPEN	
CS	CONTROL STATION	O	OPEN	
CT	CYCLE TIMER OR CURRENT TRANSFORMER	OL	OVERLOAD	
CV	CONTROL VALVE	OOA	ON-OFF-AUTO	
ZC	2 CONDUCTOR	OOR	ON-OFF-REMOTE	
4" C	4" CONDUIT	OH	OVERHEAD	
DC	DIRECT CURRENT	P	PRIMARY	
DI	DOOR INTERLOCK	PB	PUSHBUTTON OR PULL BOX	
DM	DAMPER MOTOR OR DEMAN METER	PLC	PROGRAMMABLE LOGIC CONTROLLER	
DPDT	DOUBLE POLE DOUBLE THROW	PF	POWER FACTOR	
DPST	DOUBLE POLE SINGLE THROW	PFCC	POWER FACTOR CORRECTION	
DP	DIFFERENTIAL PRESSURE	PH	PHASE	
DPS	DIFFERENTIAL PRESSURE SWITCH	PHS	PHASE, CHEMICAL TERM	
BELL	BELL	PRV	POWER ROOF VENTILATOR	
DS	DISCONNECT SWITCH	PS	PRESSURE SWITCH OR PUMP STATION	
DWG	DRAWING	PT	POTENTIAL TRANSFORMER OR PROGRAM TIMER	
E	EMERGENCY OR DAMPER OPERATOR	2P	2 POLE	
EC	EMPTY CONDUIT	R	RED, RAISE RELAY OR REVERSE	
ECP	EQUIPMENT CONTROL PANEL	RECP	RECEPTACLE	
EL	ENGINE GENERATOR	RGS	RIGID GALVANIZED STEEL	
EMH	ELEVATION OR EMERGENCY LIGHT	RTD	RESISTANCE TYPE TEMP	
ES	ELECTRICAL MANHOLE			
ETM	ELAPSED TIME METER			
EUH	ELECTRICAL UNIT HEATER			

LIT	LEVEL INDICATING TRANSMITTER	RTU	REMOTE TERMINAL UNIT
LP	LIGHTING PANEL	SA	SURGE SUPPRESSOR
LS	LIMIT OR LEVEL SWITCH	SCC	SHORT CIRCUIT CURRENT
LTG	LIGHTING	SCADA	SUPERVISORY CONTROL AND DATA ACQUISITION
LWCO	LOW WATER CUTOFF	S2	SIZE 2 STARTER
M	MAGNETIC MOTOR STARTER	SN	SOLID NEUTRAL
MA	MILLIAMPERE	SP	SINGLE POLE
MCB	MAIN CIRCUIT BREAKER	SPDT	SURGE PROTECTOR
MCC	MOTOR CONTROL CENTER	SPDT	SINGLE POLE DOUBLE THROW
MD	MOISTURE DETECTOR	SPST	SINGLE POLE SINGLE THROW
MFR	MANUFACTURER	SS	SELECTOR SWITCH
MH	MANHOLE OR MOUNTING	SS	STAINLESS STEEL
MOV	MOTOR OPERATED VALVE	SSRV	SOLID STATE REDUCED VOLTAGE STARTER
MS	MANUAL MOTOR STARTER	SV	SOLENOID VALVE
MTR	MOTOR	SWBD	SWITCHBOARD
MTS	MANUAL TRANSFER SWITCH	SWGR	SWITCHGEAR
MV	MILLIVOLT, MEDIUM VOLTAGE	T	THERMOSTAT, TIMER OR TOTALIZER
MVA	MEGA VOLT AMPERE	TB	TERMINAL BLOCK
N	NEUTRAL	TCP	TEMPERATURE CONTROL PANEL
NC	NORMALLY CLOSED	TD	TIME DELAY RELAY
NO	NORMALLY OPEN	TEMP	TEMPERATURE
O	OPEN	TH	TORQUE
OL	OVERLOAD	TB	TELEPHONE TERMINAL BOX
OOA	ON-OFF-AUTO	TVSS	TRANSIENT VOLTAGE SURGE SUPPRESSOR
OOR	ON-OFF-REMOTE	UV	UNDER VOLTAGE OR ULTRAVIOLET
OH	OVERHEAD	V	VOLTS
P	PRIMARY	VA	VOLT AMPERE
PB	PUSHBUTTON OR PULL BOX	VAR	VOLTAHPERE REACTIVE
PLC	PROGRAMMABLE LOGIC CONTROLLER	VFD	VARIABLE FREQUENCY DRIVE
PF	POWER FACTOR	VM	VOLTMETER
PFCC	POWER FACTOR CORRECTION	W	WHITE OR WATTS
PH	PHASE	WE	WEIGHT ELEMENT
PHS	PHASE, CHEMICAL TERM	WT	WEIGHT INDICATING TRANSMITTER
PRV	POWER ROOF VENTILATOR	WP	WEATHERPROOF
PS	PRESSURE SWITCH OR PUMP STATION	WPI	WEATHERPROOF IN-USE RECEPTACLE COVER
PT	POTENTIAL TRANSFORMER OR PROGRAM TIMER	XFMR	TRANSFORMER
2P	2 POLE		
R	RED, RAISE RELAY OR REVERSE		
RECP	RECEPTACLE		
RGS	RIGID GALVANIZED STEEL		
RTD	RESISTANCE TYPE TEMP		

DEFINITIONS

THE TERMS LISTED BELOW ARE DEFINED AS FOLLOVED:

- FURNISH: OBTAIN, COORDINATE, DELIVER TO THE JOB SITE AND GUARANTEE.
- INSTALL: FURNISHED BY OTHERS, RECEIVE ON SITE, UNLOAD, STORE, SET IN PLACE, CONNECT, PLACE IN OPERATION AND GUARANTEE WORKMANSHIP OF INSTALLATION.
- PROVIDE: FURNISH AND INSTALL.
- CONNECT: BRING SERVICE TO THE EQUIPMENT AND MAKE FINAL ATTACHMENTS, INCLUDING NECESSARY DISCONNECT SWITCHES, CONTROL SWITCHES, OUTLETS, ETC.
- CONDUIT: IN ADDITION TO CONDUIT INCLUDES FITTINGS, HANGERS, PULLBOXES, SUPPORTS, ETC. AS REQUIRED FOR A COMPLETE AND PROPER INSTALLATION.
- CONCEALED: HIDDEN FROM SIGHT IN WALLS, CEILINGS OR FLOORS..
- EXPOSED: SURFACE MOUNTED, NOT HIDDEN FROM SITE.
- BUILDING STRUCTURE: COLUMNS BEAMS, JOIST BRIDGING SHALL NOT BE USED FOR SUPPORTING ELECTRICAL EQUIPMENT.
- RELOCATE: EXISTING EQUIPMENT TO BE RELOCATED TO NEW LOCATION AND EXISTING CONDUIT AND BRANCH CIRCUITING (CONDUCTORS) TO BE EXTENDED TO NEW LOCATION AND RECONNECTED.
- CIRCUITRY: CONDUIT, CONDUCTORS AND CONNECTIONS FOR A COMPLETE OPERATIONAL SYSTEM.

ELECTRICAL SHEET INDEX	
E0	ELECTRICAL - SYMBOLS, ABBREVIATIONS & NOTES
E1	ELECTRICAL - SITE PLAN
E2	ELECTRICAL - ELEVATION
E3	ELECTRICAL - FLOOR PLAN & ONE-LINE DIAGRAMS
E4	ELECTRICAL - SCHEDULES & DETAILS

CONTACT INFORMATION:

JAMES BRUMMEL
PHONE: 651.785.2915
E-MAIL: jbrummel@shhinc.com

CHAD B. WESTBROOK, PE
PHONE: 651.256.0434
E-MAIL: cwestbrook@shhinc.com



750K GALLON WEST WATER TOWER
FOR THE CITY OF
CAMBRIDGE, MINNESOTA

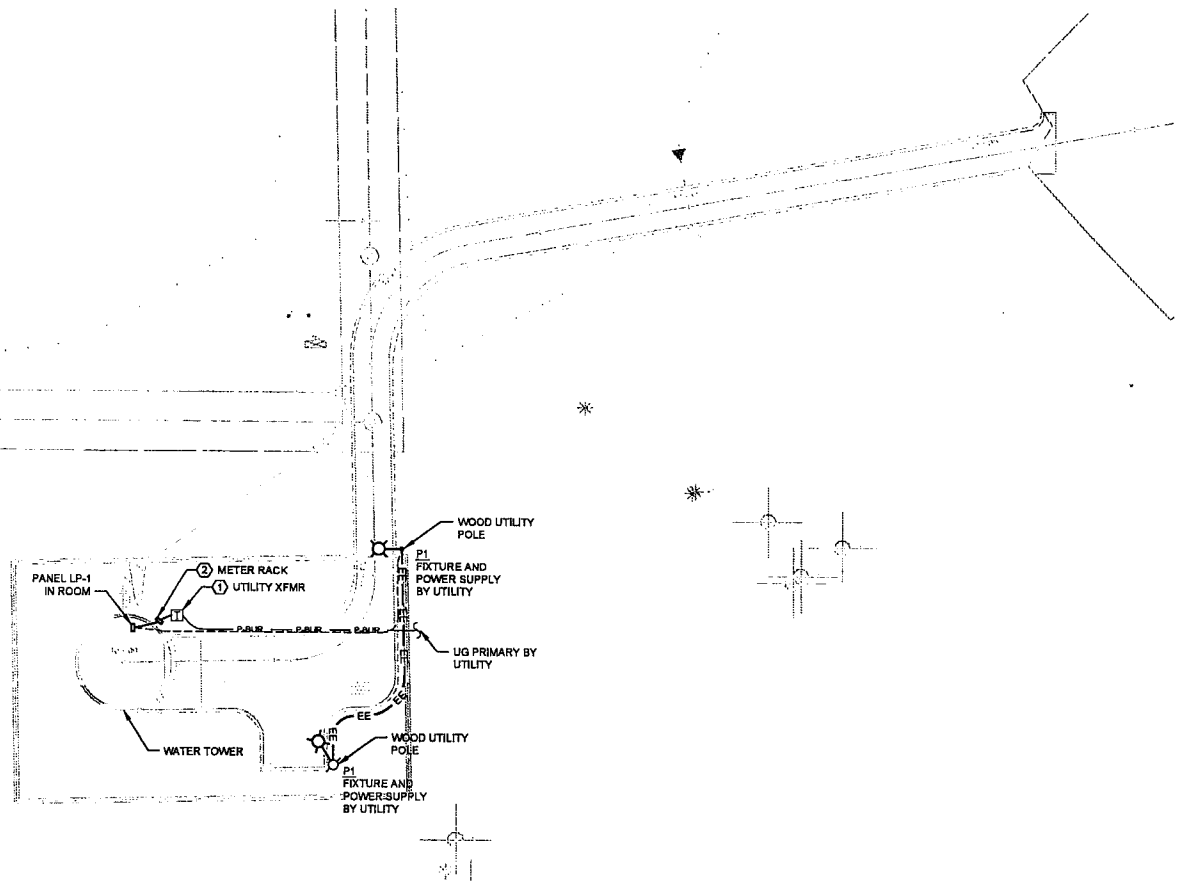
CHAD B. WESTBROOK, P.E.
DATE: 4/23/2019

DATE: 4/23/2019

DATE: 4/23/2019

DATE: 4/23/2019

E0



ELECTRICAL - SITE PLAN

0 20 40 (11X17 PRINTS HALF SCALE)
SCALE IN FEET

- KEYNOTES:**
1. UTILITY COMPANY (EAST CENTRAL ENERGY) TO PROVIDE NEW 120/240V PAD MOUNT TRANSFORMER WITH PRE-FORMED PAD, PRIMARY TO TRANSFORMER AND SECONDARY CONNECTION AT TRANSFORMER.
 2. ELECTRICAL CONTRACTOR (E.C.) TO PROVIDE TRANSFORMER PRIMARY AND SECONDARY CONDUIT STUB-OUTS, METER SOCKETS AND RACK, SEE DETAIL 4/E4, INSTALL METER AND PROVIDE SECONDARY FROM TRANSFORMER TO METER RACK MAIN SERVICE DISCONNECT.



STATE OF MINNESOTA
COUNTY OF CAMBRIDGE
I, _____, COUNTY CLERK, DO HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN MY OFFICE ON _____ 2019.
DATE: _____ COUNTY CLERK

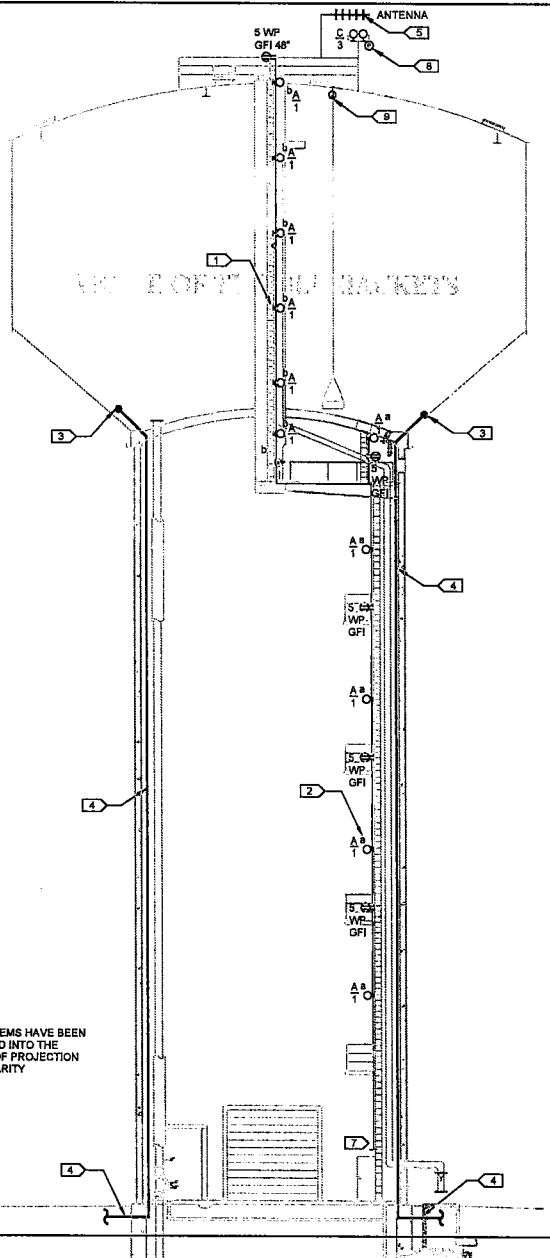
750K GALLON WEST WATER TOWER
FOR THE CITY OF
CAMBRIDGE, MINNESOTA

DATE: _____
DESIGNED BY: _____
DRAWN BY: _____
REVISIONS

CALVIN W. TAHER
PREPARED BY: _____
DATE: 04/20/2019
PROJECT NO.: _____
DESIGNED BY: _____
DRAWN BY: _____
2019 Calvin W. TaHER Inc. © 2019

SHEET TITLE
ELECTRICAL - SITE PLAN

SHEET
1



NOTES:
1. SOME ITEMS HAVE BEEN
ROTATED INTO THE
PLANE OF PROJECTION
FOR CLARITY

- GENERAL NOTES:**
1. ELECTRICAL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF THE LATEST ADDITION OF THE NATIONAL ELECTRICAL CODE, STATE, COUNTY, MUNICIPAL, AND FEDERAL LAWS OR ORDINANCES GOVERNING THE PROJECT. IF THE PLANS AND SPECIFICATIONS ARE IN CONFLICT WITH SUCH CODES, LAWS OR ORDINANCES, NOTIFY THE ENGINEER FOR RESOLUTION PRIOR TO MAKING CHANGES. WORK SHALL BE PERFORMED UNDER A LICENSED MASTER ELECTRICIAN.
 2. PROVIDE LABOR, MATERIALS, EQUIPMENT AND NECESSARY OPERATIONS REQUIRED TO PROVIDE COMPLETE AND OPERATIONAL ELECTRICAL INSTALLATION IN ACCORDANCE WITH ACCOMPANYING PLANS AND SPECIFICATIONS.
 3. MATERIAL SHALL BE NEW, UL LISTED AND APPROVED FOR THE PURPOSE AND INSTALLATION PER CODE IN A WORKMANSHIP MANNER.
 4. SECURE AND PAY FOR PERMITS, LICENSES AND INSPECTION FEES, AND COORDINATE WITH UTILITIES AND AUTHORITIES HAVING JURISDICTION.
 5. EXPOSED CONDUIT SHALL BE RIGID METAL CONDUIT (RMC). BELOW GRADE CONDUIT SHALL BE SCHEDULE 40 PVC.
 6. CONDUCTORS SHALL BE XHHW OR THWN/THHN STRANDED COPPER AS SPECIFIED.
 7. PROVIDE GROUNDING OF SERVICE PER LATEST ADDITION OF NATIONAL ELECTRICAL CODE AND PER DETAIL 2/E4.

- KEYNOTES:**
1. COORDINATE MOUNTING OF LIGHT FIXTURES WITHIN DRYWELL TUBE WITH TANK MANUFACTURER, TYPICAL.
 2. MOUNT LIGHT FIXTURES NEAR LADDER. ROUTE CONDUIT ALONG CAGED LADDERS. COORDINATE ROUTING WITH OFFSET LANDING.
 3. PROVIDE EXOTHERMIC WELD.
 4. PROVIDE #40 BARE STRANDED COPPER GROUNDING CONDUCTOR. EXTEND BELOW GRADE TO GROUND RING. SEE 2/E4 FOR MORE INFORMATION.
 5. SCADA ANTENNA - CONFIRM LOCATION AND DIRECTION WITH OWNER AND ENGINEER. PROVIDE ANTENNA, CABLE, CONNECTORS, LIGHTNING PROTECTION AND CABLE GROUNDING KIT.
 6. PROVIDE DEDICATED CIRCUIT AND RECEPTACLE FOR MIXER. COORDINATE LOCATION WITH MIXER LOCATION. ROUTE MIXER MONITOR CABLE TO TELEMETRY PANEL.
 7. SEE SHEET E3 NOTE 7 FOR CONTINUATION.
 8. PROVIDE HONEYWELL #1810 OR EQUAL, DUAL LED TYPE AIRCRAFT WARNING LIGHT WITH TRANSFER RELAY AND PHOTO CONTROL. SECURE TO HANDRAIL. PROVIDE POWER FROM LP-1 CIRCUIT 18, 34FC 2#12, 1#12 GND. CIRCUIT CAN BE ROUTED WITH OTHER CIRCUITS.
 9. MIXER PUMP WITH CABLING. PROVIDE J-BOX AT TANK TOP AND MAKE INSTALLATIONS PER MFR RECOMMENDATIONS. POWER CIRCUITING 3/4"-2#10, #10G FROM TANK TOP J-BOX TO MIXER PANEL AT BASE.

1
E2
ELECTRICAL COMPOSITE ELEV.
SCALE: 1/8"=1'-0" (11X17 PRINTS HALF SCALE)



PLEASE CHECK THE PLAN PROJECTION INFORMATION AND THIS DRAWING IS FOR THE PROJECT ONLY. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE.
DATE: 4/11/2023
DRAWN BY: JLDG
CHECKED BY:

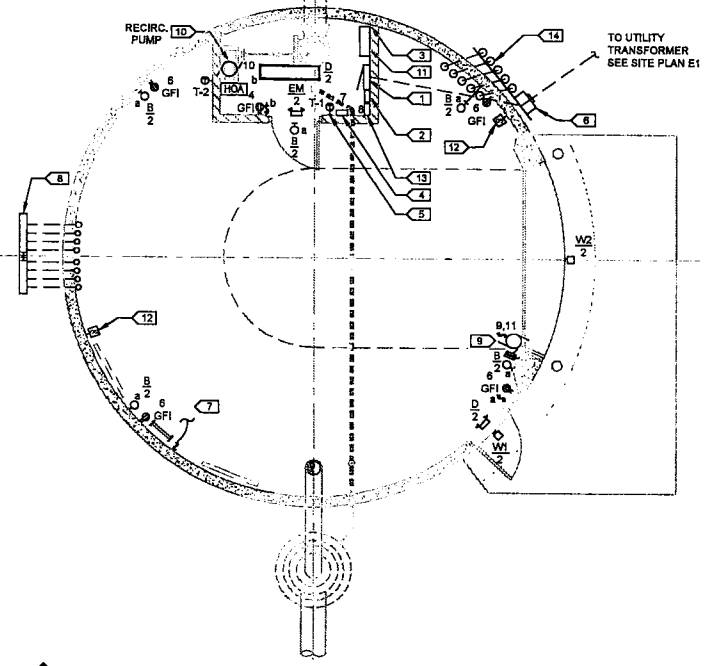
750K GALLON WEST WATER TOWER
FOR THE CITY OF
CAMBRIDGE, MINNESOTA

DATE: 04/11/23
REVISIONS:

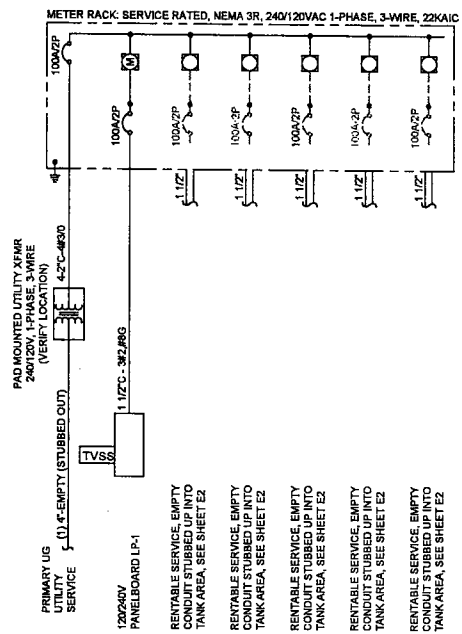
CAMBRIDGE
PRELIMINARY
03/07/2019

SHEET TITLE
**ELECTRICAL - COMPOSITE
ELEVATION**

SHEET
E2

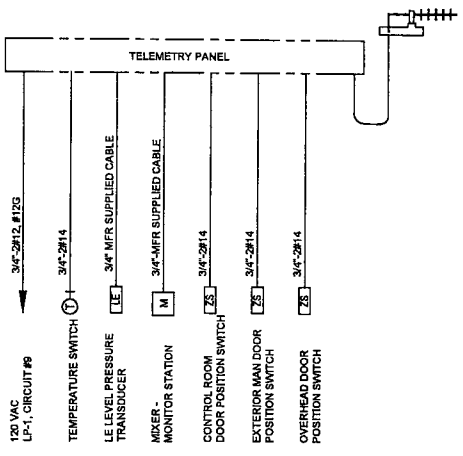


1 ELECTRICAL FLOOR PLAN
SCALE: 1/4"=1'-0" (11X17 PRINTS HALF SCALE)

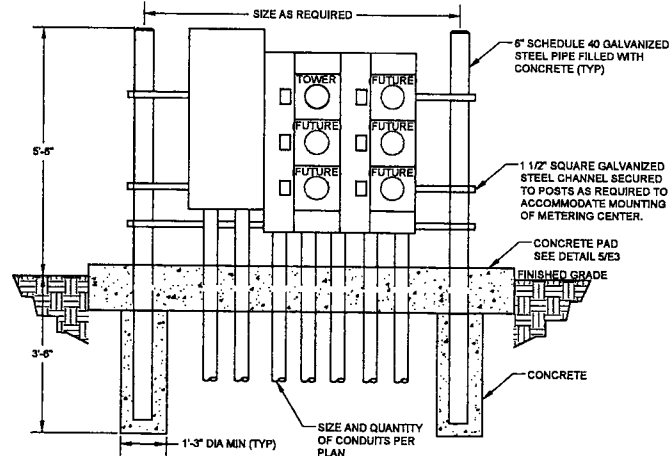


3 ONE-LINE DIAGRAM
SCALE: NONE

- KEYNOTES:**
- PANELBOARD LP-1, SEE PANELBOARD SCHEDULE ON SHEET E4.
 - PROVIDE LIGHTNING ARRESTER, SURGE CAPACITOR, AND TVSS/SPD DEVICES HOUSED IN A NEMA 1 ENCLOSURE. MOUNT NEAR LIGHTING PANEL.
 - PROVIDE 4x8x3/4" PAINTED AC PLYWOOD MOUNTING BOARD ALONG WALLS AS SHOWN. MOUNT WITH TOP 80" AFF.
 - PROVIDE 1500W ELECTRIC UNIT HEATER QMARK MUH SERIES OR EQUAL, 240V, 1 PHASE, WITH BRACKET, INTEGRAL MOTOR CONTACTORS AND CONTROLS, 24V CONTROL POWER TRANSFORMER FOR CONTROL VOLTAGE, AUTOMATIC RESET LINEAR THERMAL CUT-OUTS FOR HEATING ELEMENTS, FAN DELAY TIMER, ADJUSTABLE LOUVERS AND CONTROL CIRCUITING TO WALL THERMOSTAT T-1. PROVIDE 3/4" -2#12, #12G CIRCUITING.
 - PROVIDE UNIT HEATER THERMOSTAT T-1: RUGGED CAST DESIGN, SPST CONTACTS WITH 25A CONTACT RATING AT 120VAC, 40 DEG-F TO 90 DEG-F RANGE, QMARK WR80 OR EQUAL.
 - PROVIDE METER RACK WITH ROOM FOR FUTURE SERVICE PROVIDER. SEE DETAIL 3/E4.
 - SEE SHEET E2 NOTE 7 FOR CONTINUATION.
 - PROVIDE QUASITE 24"x48" PG STYLE POLYMER CONCRETE ASSEMBLY LOAD TESTED FOR 22,000 LBS. ROUTE (8) 4" COMMUNICATION CONDUITS FROM BOX TO INSIDE TOWER BASE FIELD. COORDINATE EXACT LOCATION WITH OWNER/ENGINEER.
 - PROVIDE AND CONNECT 240V, 1PHASE POWER FOR ROLL UP DOOR.
 - PROVIDE POWER TO RECIRCULATING PUMP, CONTROL BY T-2. SEE DETAIL 4/E4.
 - PROVIDE TELEMTRY PANEL PER SPECIFICATION 40 90 00.
 - OCCUPANCY SENSOR WITH POWER PACK WIRED TO CIRCUIT 2.
 - PROVIDE DEDICATED CIRCUIT AND RECEPTACLE FOR MIXER. COORDINATE LOCATION WITH MIXER LOCATION. ROUTE MIXER MONITOR CABLE TO TELEMTRY PANEL.
 - PROVIDE (5) 1 1/2" SPARE PVC CONDUITS STUBBED UP AT METER RACK, ROUTED AND STUBBED UP INSIDE TANK. PVC CAP BOTH ENDS OF CONDUITS.



2 TELEMTRY ONE-LINE DIAGRAM
SCALE: NONE



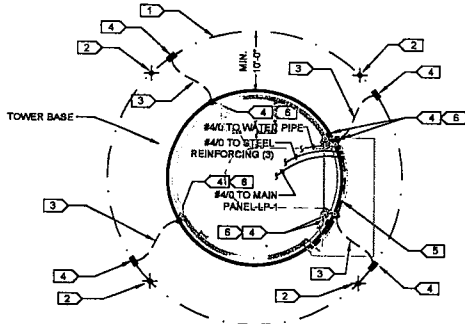
4 MULTI-METER RACK DETAIL
SCALE: NONE

SEH
750K GALLON WEST WATER TOWER
FOR THE CITY OF
CAMBRIDGE, MINNESOTA

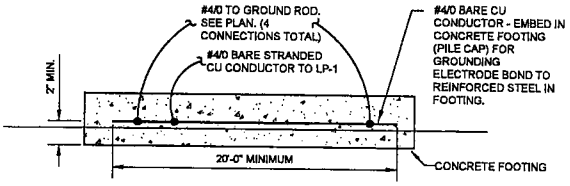
DATE: 01/18/2018
BY: JMM

REVISIONS:

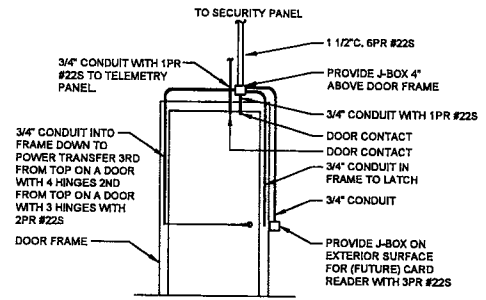
SHEET: E3



1 GROUNDING PLAN
SCALE: NONE



2 UFER GROUNDING ELECTRODE DETAIL
SCALE: NONE



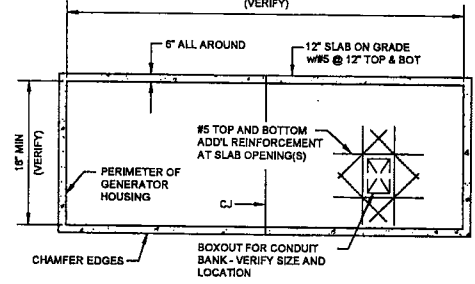
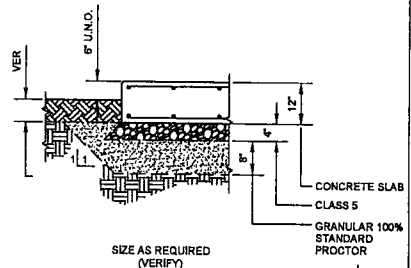
- NOTES:
1. PROVIDE CONDUIT ON SECURED SIDE OF DOOR.
 2. PROVIDE CONDUIT AND CONDUCTORS BACK TO SECURITY PANEL.

3 DOOR SECURITY ROUGH-IN DETAIL
SCALE: NONE

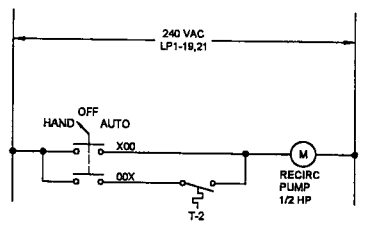
PHASE		PANELBOARD: LP-1		BUS: COPPER		MAINS: 2P-100A MAIN BREAKER		PHASE	
L1	*L2*	SERVICE: 120/240V, 1PH, 3W, 3LN	RATING: 225A		LOCATION: WATER TOWER ROOM		*L1*	*L2*	
V.A.	V.A.	MOUNTING: SURFACE	22KAIC				V.A.	V.A.	
		LOAD		P	BKR	CKT #	BKR	P	LOAD
288		LIGHTING - TOWER COLUMN	1	20	1	2	20	1	LIGHTING - TOWER BASE
	380	LIGHTING - TOWER OBSTRUCTION LTS	1	20	3	4	20	1	RECEPTACLES - TOWER ROOM
900		RECEPTACLES - TOWER COLUMN	1	20	5	6	20	1	RECEPTACLES - TOWER AT FLOOR
	1500	HEATER	1	20	7	8	20	1	MIXING PUMP (AIR BUBBLER)
600		O.H. DOOR	2	15	9	10	20	1	RECIRCULATION PUMP
	500		-	-	11	12	20	1	SPARE
		SPARE	1	20	13	14	20	1	SPARE
		SPARE	1	20	15	16	20	1	SPARE
		SPARE	1	20	17	18	20	1	SPARE
		SPARE			19	20			SPARE
		SPARE			21	22			SPARE
		SPARE			23	24			SPARE
		SPARE			25	26			SPARE
		SPARE			27	28			SPARE
		SPARE			29	30			SPARE
1888		TOTAL *L1*							TOTAL *L1*
2360		TOTAL *L2*							TOTAL *L2*
			TOTAL LOAD =		3605		1919		1880
					4040				
					7645				

- KEYNOTES:
1. #4/0 BARE STRANDED COPPER GROUND RING WITH GROUND RODS. EXOTHERMIC WELD A #40 BARE STRANDED COPPER GROUND CONDUCTOR TO GROUND LOOP (4 PLACES - SEE PLAN).
 2. 5/8"x10" COPPER-CLAD STEEL GROUND ROD WITH TOP AT 18" MINIMUM BELOW GRADE. EXOTHERMICALLY WELD TO GROUND CONDUCTOR LOOP.
 3. #40 BARE STRANDED COPPER GROUNDING CONDUCTOR. EXOTHERMIC WELD TO GROUND LOOP AND FASTEN TO WATER TANK ANCHOR BOLTS OR GROUNDING TABS AS COORDINATED WITH THE TANK MANUFACTURER.
 4. EXOTHERMIC WELD.
 5. 20" MINIMUM 40 CU AWG UFER GROUND INSTALLED IN CONCRETE FOOTING.
 6. PROVIDE #40 BARE STRANDED COPPER GROUNDING CONDUCTOR RUNNING UP SIDE OF CONCRETE WATER TOWER BASE TO METAL WATER TANK. EXOTHERMIC WELD TO WATER TANK. SEE E2 FOR ELEVATION VIEW.

LIGHTING FIXTURE SCHEDULE					
FIXTURE	LAMP	MOUNTING	DESCRIPTION	MANUFACTURER	
A	26W - LED 1401 LUMENS	WALL	VAPORPROOF DIE CAST ALUM. HOUSING, ALLUM. GUARD, FROSTED GLASS GLOBE, NAT. ALUM FINISH, 3000K	RAB: V0BRLED28YDG-4-MAR	
B	79W - LED 3547 LUMENS	WALL	FLOOD, DIE CAST ALUM. HOUSING ZINC-INFUSED, MOISTURE SEAL, 3000K	LITHONIA: DSFX2 LED-P1-40K-WFL-MVOLT-DWR-000	
C	LED 8000 LUMENS	GUARDRAIL	FAA TOWER OBSTRUCTION LIGHTING - TWIN HEAD	DIALITE: 880-1R01-002	
D	LED 9200 LUMENS	CEILING - CHAIN HUNG AT 10' AFF	4 FOOT LED VAPORPROOF LED FIXTURE, FIBERGLASS HOUSING.	LITHONIA: XVML-L48-5000LM-MVOLT-40K-80CRI	
E	LED 88 LUMENS PER HEAD	WALL	EXIT SIGN	SURE LITES: CX7-1-70-RAW-5D	
EM	LED 1100 LUMENS	WALL	EMERGENCY LIGHTING UNIT, WALL MOUNTED WITH TWO LIGHTING HEADS.	LITHONIA: EMLB-UVOLT-LTP-SDRT	
EW	LED 8.5V, 1 WATT HEAD	WALL	REMOTE EMERGENCY LIGHTING UNIT, WALL MOUNTED WITH ONE LIGHTING HEAD, WHITE	LITHONIA: ELA-LED-WPM12	



- NOTES:
- CJ = PROVIDE SLAB CONTROL JOINT: TOOLED JOINT, 1/2" DEEP, 1/8" (MAX), MAKE SAW CUT AS SOON AS CUTTING CAN BE DONE WITHOUT RAVELING THE CONCRETE. FILL JOINTS WITH JOINT SEALER (UNO).
 - COORDINATE SLAB LOCATION AND ORIENTATION WITH CIVIL.
 - REFER TO ELECTRICAL PLANS AND SPECIFICATIONS FOR ADD'L NOTES & DETAILS.
 - CONTRACTOR SHALL VERIFY DIMENSIONS AND ALL OTHER REQUIREMENTS.



4 RECIRCULATING PUMP
SCALE: NONE

5 EQUIPMENT SLAB DETAIL
SCALE: NONE



FOR THE CITY OF
CAMBRIDGE, MINNESOTA

750K GALLON WEST WATER TOWER

DATE: 04/25/2019
DRAWN BY: DAN WISBY

SEH/ELC INC.
PROJ STATUS: PRELIMINARY
DATE: 04/25/2019
DRAWN BY: DAN WISBY

SHEET: ELECTRICAL - SCHEDULES AND DETAILS

SHEET: E4

Author: Marcia Westover, Community Development Director

Background

The U.S. Supreme Court determined that any content-based regulation of signs is unconstitutional unless the government can satisfy a strict scrutiny test. This means the City would need to have a compelling reason for the content regulation and only very limited circumstances would allow for content-based regulation. Due to the Supreme Court decision, staff had our City Attorney's office review the language in our code.

Several areas in the code have content-based language including religious and political messages. Also, the current language describes specific content-based signs: i.e. gas stations, non-profits, directional signs, and American flags. These areas have all been amended to remove the content-based language.

Along with the content-based revisions, staff also wanted to revise the entire code to make it easier to read. We have cleaned up each section, revised the flow of the sections, and eliminated several areas with repeated content. Specifically, we cleaned up the Temporary Sign section and made sure all of the General Requirements fall under this section and not throughout the document.

Overall, the basic content of the sign code remains the same. This includes the number of days temporary signs are allowed, the maximum sizes allowed for permanent signs, and the intent of permitted and prohibited signage.

In addition to the sign code, an update was done to the Definitions section to clarify and/or define language to be consistent with the new language in the sign code.

Due to the amount of changes to the document, staff is proposing to repeal the existing Section 156.063 Sign Regulation in its entirety and replace it with the new language proposed.

Fiscal Note

There is no budgetary impact.

Planning Commission Action

On April 2, 2019, the Planning Commission recommended approval (6/0 vote) of Ordinance 690.

City Council Action:

Motion to approve Ordinance 690, an Ordinance Amending Title XV: Land Usage, Chapter 156 Zoning, Section 156.063 Sign Regulation and Section 156.007 Definitions as presented.

Attachments

1. Ordinance 690
2. Draft Planning Commission Minutes

ORDINANCE NO. 690

An Ordinance Amending Title XV: Land Usage, Chapter 156 Zoning, Section 156.063 Sign Regulation and Section 156.007 Definitions

The purpose of this amendment is to repeal Section 156.063 Sign Regulation (Ordinance No. 651 was the last amendment to the Sign Regulation on October 16, 2017) in its entirety, and replace it with the following underlined language and to amend Section 156.007 Definitions with the following underlined language:

§ 156.063 SIGN REGULATION.

~~(A) — *Intent.* The intent of this section is to provide for necessary visual communications, to prevent visual clutter among businesses in the City, to prevent unsightly competition for attention, and to preserve and promote a pleasant physical environment within the City by regulating the type, number, size, height, lighting, maintenance and erection of sign structures.~~

~~(B) — *General requirements.*~~

~~(1) — In any district, animal displays, pieces of sculpture or other displays or features which do not clearly fall within the definition of a sign but which direct attention to an object, product, activity, person, institution, organization or business shall require a sign permit. However, only 25% of the square footage of the object shall be used in the total sign area calculation.~~

~~(2) — In all zoning districts, one nameplate sign shall be required per each principal building.~~

~~(3) — The maximum number of ground signs allowed for any property is one, except for those properties with two street frontages and commercial and industrial development complexes. In those cases, two ground signs shall be permitted. Additional ground signs may be authorized in conjunction with development proposals through conditional use permits or planned unit developments.~~

~~(4) — Development signs shall conform to the following standards:~~

~~(a) — One ground sign identifying the permanent name of the development or joint identification sign identifying the name of the development and businesses within the development shall be permitted. The sign shall not exceed 100 square feet of display area. The total amount of sign area for the property shall not exceed the limits specified in Table A below.~~

~~(b) — The one development sign shall be considered as one of the two ground signs allowed for commercial development complexes.~~

~~(c) — Maximum sign height shall not exceed the limits in Table B below.~~

~~(d) — Such provisions shall apply to commercial and industrial development.~~

~~(5) — Master sign plan for commercial and industrial development complexes.~~

(a) — *General.* Signs for all commercial and industrial development complexes shall comply with a master sign plan for the development approved by the Zoning Administrator. The plan shall include all proposed sign locations, materials, structures and installation details to the extent known at the time of master sign plan submittal. Additional submittals or amendments to the master sign plan may be necessary as a new development complex becomes occupied or as businesses within a complex change. Signs within a development complex shall be subject to the requirements set forth in this section.

(b) — *Business signs.* Each enterprise, institution or business shall be permitted wall signs subject to the maximum size requirements set forth for in the applicable zone.

(c) — *Ground signs.* Each development complex shall be permitted one ground development complex sign per public street frontage, not to exceed a maximum of two signs. The maximum permitted sign area for each development complex sign shall be as provided within the applicable zoning district, plus a bonus of ten additional square feet per business, enterprise, institution or franchise within the development complex, provided that the bonus shall not exceed 180 square feet.

(d) — *Performance criteria.* In addition to other applicable requirements set forth in this chapter, signs for development complexes shall conform to the following performance criteria:

(e) — Industrial Development Complex shall mean a completely planned industrial park as identified on the City's zoning map or a completely planned industrial area as approved by the Zoning Administrator.

1. — Individual business signs shall share a similar and uniform design, location and installation format; and

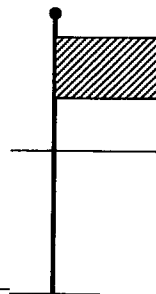
2. — All nonbusiness signage in the complex shall be consistent in format, color and design.

(6) — Electronic message signs are allowed subject to the following regulations:

(a) — The message shall only change once every five (5) seconds.

(b) — The message must not continuously scroll or flash.

(c) — Electronic sign elements shall be installed so as not to direct rays of light onto public streets or adjacent property thereby creating a nuisance or safety hazard.



(7) — Flags

(a) — A flag shall be a rectangular, pennant, or similarly shaped piece of fabric on a pole that is used as an attention getting device.

~~_____ (b) _____ Flags are allowed above and beyond the sign limitations listed in Table A.~~

~~_____ (c) _____ Flags shall follow the same height limitations as ground signs in Table B.~~

~~_____ (d) _____ Flags shall be limited to 60 sq. ft. each.~~

~~(e) _____ Flags must be maintained at all times and must not be torn, tattered, ripped, or faded. Flags shall be removed or replaced once they are no longer being maintained.~~

~~_____ (f) _____ American Flags or any insignia of any government, governmental agency or civic, religious, fraternal, or similar organization shall be exempt except that they also must be maintained at all times.~~

~~_____ (g) _____ Flags require a permit and shall follow the same fee schedule as set for all signs.~~

~~(8) _____ Ball Field and Scoreboard Advertising Signs: Ball field advertising and scoreboard advertising signs shall be permitted in all districts subject to the provisions of this chapter and with the following conditions:~~

~~(a) Ball field advertising signs in City parks shall be subject to the City of Cambridge park rules.~~

~~(b) Scoreboard advertising signs shall be placed in such a way so as to minimize the greatest possible extent of exposure to adjacent residential properties and public right-of-ways.~~

~~(c) Ball field and scoreboard advertising signs shall not be illuminated when not in use for ball games.~~

~~(9) _____ Permanent City of Cambridge signs used for the sole purpose of community related messages shall be allowed with a permit. Such signs must not be used for sales promotional purposes and must only be used for a message of interest to the public in general, including business identification, signs and notices containing identification of nonprofit service clubs, religious organizations or charitable associations and containing information related to meeting locations, fund raising, or other nonprofit activities. City of Cambridge community signs will be allowed for specific City related events.~~

~~(10) _____ Signage shall be located on private property only and not in the public right of way.~~

~~(11) _____ Signage shall be subject to Section 156.068 Traffic visibility and control.~~

~~(12) _____ Signage shall be located so that clear sight lines are maintained at all times at public roadway intersections and access points to private parking areas, etc., as determined by the Zoning Administrator.~~

~~(C) _____ Maintenance requirements.~~

~~(1) _____ All signs shall be maintained by the owner in a safe condition. A sign shall be repainted whenever its paint begins to fade, chip or discolor.~~

~~(2) _____ On premises sign faces shall be removed from a building and property by the owner~~

of the property within 30 days after termination of the use for which it was intended.

(3) — If the Zoning Administrator shall find that any sign is unsafe, a detriment to the public, not maintained, or is constructed, erected or maintained in violation of the provisions of this section, the Zoning Administrator shall give written notice to the property owner thereof. If the property owner fails to comply with the standards of this section within 10 days after the notice, if no appeal is taken pursuant to the provisions of this chapter, or if no owner, occupant or agent can be found, the sign may be removed or altered by the City. The cost of the City action shall be specially assessed against the subject property.

(4) — All signs erected per this section shall comply with the State Building Code, as amended from time to time. A footing inspection may be required for the erection of any free standing signs.

(5) — Signs painted on a building shall be governed by the square footage limitations specified in the appropriate zoning districts. These shall be repainted, removed or painted out when they are not so maintained.

(6) — The supporting structure of all ground signs shall be painted a neutral color so as to reduce visual obtrusiveness.

~~(D)~~ — *Prohibited signs.* The following signs are prohibited by this section:

(1) — Signs that by reason of position, shape or color would interfere with the proper function of a traffic sign, signal or interfere with or are be misleading to vehicular traffic;

(2) — Signs that by reason of illumination or brightness disturb the peace of any neighboring residential property.

(3) — Signs within a public right of way or easement, except for signs installed by governmental units and B-1/B-1A District sidewalk signs as regulated herein. Signs proposed to be in an easement may be requested to be installed by the owner of the property with an Easement Agreement as prescribed by the City;

(4) — Signs that resemble any official marker erected by a governmental agency or that displays such words as “stop” or “danger,” which are not erected by legal authority;

(5) — Signs attached to trees, benches, street light standards or utility poles;

(6) — Signs with rotating beams, spotlights or flashing illumination;

(7) — Signs advertising by letters, words or figures painted upon any sidewalk within the city;

(8) — Trademark signs in excess of two per business;

(9) — Signs which project over and into public right of way, except for canopy, flag mount or awning signs which shall have a minimum clearance of seven feet above a public sidewalk in the B-1 and B-1A Districts;

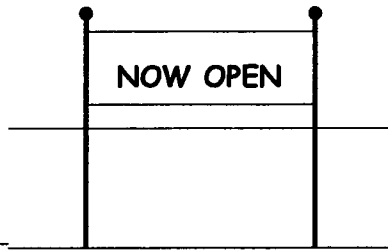
(10) ~~Rotating signs;~~

(11) ~~Signs painted or attached to vehicles where the vehicle is parked on a property and not intended to be moved.~~

(12) ~~Signs on any rooftop.~~

~~(E) *Temporary signs.* Temporary signage shall be allowed in excess of and in addition to the sign limitations of this section. The following provisions shall apply:~~

~~(1) Banners, pennants and portable signs may be used for grand openings, special events and holidays, as follows:~~



~~(a) Banners may be attached to poles, tents, and buildings, provided they are well secured and are prevented from being blown around uncontrolled by the wind;~~

~~(b) Signage shall be located on private property only and not in the public right of way, no setbacks shall be required;~~

~~(c) Signage shall be subject to Section 156.068 Traffic visibility and control;~~

~~(d) Signage shall be located so that clear sight lines are maintained at all times at public roadway intersections and access points to private parking areas, etc. as determined by the Zoning Administrator;~~

~~(e) No more than two signs shall be allowed at any one time;~~

~~(f) Banners shall not be larger than 100 square feet each nor higher than the wall of the principal building;~~

~~(g) Portable signs shall not be larger than 32 square feet;~~

~~(h) Signage shall only be permitted in commercial, professional medical and industrial districts;~~

~~(i) Said signage shall only be allowed for a maximum of 30 calendar days a year and for a minimum of 7 consecutive days at a time; and~~

~~(j) Permits are required for signage.~~

~~(2) Banners and similar products attached to a building shall be allowed for sales promotions, as follows:~~

~~(a) Signage shall be well secured to prevent it from being blown around~~

~~uncontrolled by the wind;~~

~~(b) — No more than two signs shall be allowed at any one time;~~

~~(c) — Signage shall not be larger than 100 square feet each;~~

~~(d) — Signage shall only be permitted in commercial, professional medical and industrial districts;~~

~~(e) — Signage shall not be higher than the wall of the principal building; and~~

~~(f) — Signage shall be allowed without a permit.~~

~~(3) — Banners attached to a building may be allowed for public institutions, places of worship, or multiple family dwellings containing 3 or more dwelling units for advertising purposes.~~

~~a. — Signage shall be well secured to prevent it from being blown in an uncontrolled fashion by the wind;~~

~~b. — No more than one sign shall be allowed at any one time;~~

~~c. — Signage shall not be larger than 100 square feet;~~

~~d. — Signage shall not be higher than the wall of the principal building; and~~

~~e. — Signage shall only be allowed a maximum 120 days in a calendar year with a minimum interval of 30 days at a time.~~

~~f. — Permits are required for signage.~~

~~(4) — Ground banners and similar products when not attached to the building may be allowed as follows:~~

~~(a) — Ground banners are only allowed for retail businesses.~~

~~(b) — Ground banners may only be allowed for sales promotions when the retail business is segregated and no other retail business is within 1,000 ft. from property line to property line.~~

~~(c) — Ground banners in this section are only allowed in lieu of the year round banners allowed on the building.~~

~~(d) — At the time a business is located and operating within 1,000 ft. the ground banners must be removed.~~

~~(e) — Signage shall be attached to poles that are at least 4 inches by 4 inches.~~

~~(f) — Said poles must be securely anchored in the ground.~~

~~(g) — Said poles must be painted and the paint must not be chipped or faded.~~

~~(h) — The poles must have suitable anchoring devices to attach the banners to the poles, examples such as rope or string and a nail or tape will not be allowed.~~

~~(i) — Banners shall have grommets to attach the banner to the specified pole.~~

~~(j) — Signage must be well secured to the poles, must not flap uncontrolled as by the wind or otherwise, must not be torn, faded, or unkempt in any way.~~

~~(k) — The height of said poles and banners shall not exceed five (5) feet.~~

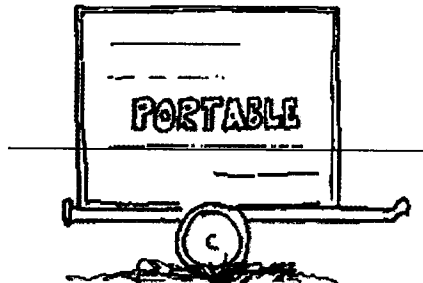
~~(l) — The size of the banners shall not exceed 48 sq. ft. and a maximum of 2 banners are allowed on a property at any one time.~~

~~(m) — The Zoning Administrator may order any sign to be immediately removed if any of the above are not met.~~

~~(n) — The time limit on signage such as this will be allowed under Section (E) (4) (g). These banners will be combined with portable signs under that section and allowed 120 days per calendar year as combined.~~

~~(o) Permits are required for signage~~

~~(5) — Portable signs may be used for sales promotion, as follows:~~



~~(a) — Signage shall be located on private property only and not in the public right of way; no setbacks shall be required;~~

~~(b) — Signage shall be subject to Section 156.068 Traffic visibility and control;~~

~~(c) — Signage shall be located so that clear sight lines are maintained at all times at public roadway intersections and access points to private parking areas, etc. as determined by the Zoning Administrator;~~

~~(d) — No more than one sign per lot shall be allowed at any one time;~~

~~(e) — Signage shall only be permitted in commercial, professional medical and industrial districts;~~

~~(f) — Signage shall not be larger than 32 square feet;~~

~~(g) — Signage shall only be allowed for a total of 120 days in a calendar year with an minimum interval of 30 days at a time;~~

~~(h) — Signage shall be well secured to prevent it from being blown in an uncontrolled fashion by the wind;~~

~~(i) — Signage shall be permanently removed from view of any public right of way or adjacent property when not in use; and~~

~~(j) — Permits are required for signage.~~

~~(6) — Temporary off premises signage shall be allowed as follows:~~

~~(a) — The property where the sign is placed must use the temporary sign allotment for that property.~~

~~(b) — Any business inside or outside the City limits may apply for a temporary off premise sign on a commercially zoned property in the B-1, B-1A, B-2 zoning districts. These signs will be allowed in the BT district only if the use of the property is commercial and not residential.~~

~~(c) — Temporary off premises signs shall be limited to 32 sq. ft. in size.~~

~~(d) — Permits are required for signage.~~

~~(e) Temporary off premises signs for non-profits and civic organizations that are located within the City of Cambridge are allowed provided:~~

~~1) — A maximum of four temporary signs per event can be located in any zoning district.~~

~~2) — The temporary sign must be legible.~~

~~3) — Maximum size is 32 square feet.~~

~~4) — Signs must not be placed in City, County, or State rights of way and must not be located in any intersection's line of site triangle.~~

~~5) — Signs shall be allowed for a maximum of 30 days per event and only one non-profit or civic organization temporary sign is allowed on a property at one time.~~

~~6) — Non-profit or civic organization temporary signs do not count towards a business's temporary sign allotment for the property.~~

~~7) — There shall be no fees for non-profit or civic organizations signs, but permits are required for signage.~~

~~8) — At the time of the temporary sign permit application, a non-profit must prove their non-profit status by attaching a copy of their non-profit designation (e.g. 501 (c) letter).~~

~~(f) — Non-profit or civic organization temporary signs are allowed on the property owned by the organization provided all the items in Section 5 (e) listed above are met.~~

~~(7) — Seasonal Use Signs shall be allowed as follows:~~

~~(a) — A use whose operation is dependent on the climactic conditions of a particular season shall be allowed one sign.~~

~~(b) — The sign shall be allowed for 60 days in one calendar year.~~

~~(c) — Said sign shall only be allowed on a commercially zoned property that is within 250 feet of the property line of the seasonal use.~~

~~(d) — Seasonal use signs shall be limited to 32 sq. ft. in size.~~

~~(8) — The advertising devices or activities described below are prohibited as temporary signs for non-public special events:~~

~~(a) — Displays or special features on roofs;~~

~~(b) — Additional lighting that does not meet City Code; and~~

~~(c) — Any advertising device in the public right of way.~~

~~(9) — The advertising devices or activities described below are permitted as temporary signage without a permit from the City:~~

~~(a) — Light bulb strings, pennants, ribbons, and streamers; and~~

~~(b) — People as mascots, etc.~~

~~(10) — The advertising devices or activities described below are permitted:~~

~~(a) — Beacons, and hot or cold air inflatable devices; and~~

~~(b) — Large balloons or collections of small balloons exceeding two feet in diameter, except for balloon arches not exceeding eight feet in height.~~

~~The above described advertising devices or activities shall be permitted as follows:~~

~~(a) — Permits are required for signage;~~

~~(b) — Said signage shall only be allowed for a maximum of 30 calendar days a year and for a minimum of 7 days at a time;~~

~~(c) — Signage shall be located on private property only and not in the public right of way, no setbacks shall be required;~~

~~(d) — Signage shall be subject to Section 156.068 Traffic visibility and control;~~

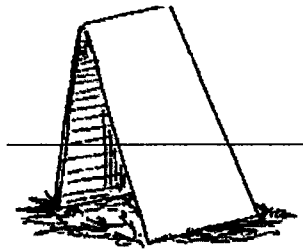
(e) — ~~Signage shall be located so that clear sight lines are maintained at all times at public roadway intersections and access points to private parking areas, etc. as determined by the Zoning Administrator;~~

(f) — ~~Signage shall be well secured and prevented from being blown around uncontrolled by the wind;~~

(g) — ~~No more than two signs shall be allowed at any one time; and~~

(h) — ~~Signage shall only be permitted in commercial, professional/medical and industrial districts.~~

(11) — ~~One sidewalk (sandwich board) sign shall be permitted located in the city's right-of-way or along a private sidewalk within the B-1 district as follows:~~



(a) — ~~Signage shall not obstruct free pedestrian passage on the sidewalk or create a safety hazard as determined by the Zoning Administrator;~~

(b) — ~~Signage shall not exceed ten square feet in size;~~

(c) — ~~Signage shall be located immediately in front of the place of business or along the primary pedestrian sidewalk for a business or business complex;~~

(d) — ~~Signage shall be subject to Section 156.068 Traffic visibility and control;~~

(e) — ~~Signage shall be located so that clear sight lines are maintained at all times at public roadway intersections and access points to private parking areas, etc. as determined by the Zoning Administrator;~~

(f) — ~~Signage within the public right of way shall be removed from the sidewalk at the end of each business day; Signage located on private property may remain out overnight at the owner's discretion;~~

(g) — ~~Any injury or damage caused by the placement of the sign in the public right-of-way shall be the sole liability and responsibility of the business owner and/or the owner of the sign; and~~

(h) — ~~Signage shall be allowed without a permit.~~

(12) — ~~In order to discourage the use of temporary signage and promote permanent reader board signage, properties shall be permitted a 20% bonus to the maximum permanent signage allowed pursuant to Sign Table A: Maximum Allowable Signage Area to be used only for~~

~~permanent electronic or manual reader board signs.~~

~~(F) — District regulations.~~

~~(1) — The following signs are permitted in R-1A, R-1, R-2 and R-3, Residential Districts; the UR and RA Growth Areas Districts:~~

~~(a) — One nameplate or professional identification sign of not more than one square foot in size identifying the owner or occupant of residential uses.~~

~~(b) — Identification signs not exceeding 32 square feet in area for nonresidential uses or residential developments. Identification signs not exceeding 50 square feet in area for religious uses and public institutions may be allowed. The identification signs may be wall or ground mounted or combination thereof. A ground sign shall not exceed six feet in height. The number of residential development signs shall be based on the number of entrances to the residential development from arterial and collector streets as determined by the Zoning Administrator.~~

~~(c) — A total of 100 square feet is allowed per site for religious and public institutions. This can be a combination of the ground mounted sign not exceeding 50 square feet and wall signage.~~

~~(d) — Licensed day care facilities and permitted home occupations shall be permitted one sign not to exceed eight square feet in size.~~

~~(2) — The following signs are permitted in the Professional/Medical Zoning Districts:~~

~~(a) — One nameplate or professional identification of not more than one square foot in size identifying the owner or occupant of residential uses.~~

~~(b) — Identification signs not exceeding 32 square feet in size for religious uses, public institutions or residential developments. The identification signs may be wall or ground mounted or combination thereof. A ground sign shall not exceed six feet in height except when located on a lot abutting a collector or minor arterial street. In such cases the limits in Table B below shall apply.~~

~~(c) — Ground signs shall be setback from lot lines a minimum of five feet.~~

~~(d) — Maximum height of any permitted ground sign shall be as specified in Table B below.~~

~~(e) — Maximum area of any permitted ground sign shall be as specified in Table B below.~~

~~(f) — The total area of business or office signs, including ground signs, shall not exceed the total area as specified in Tables A and B below.~~

~~(3) — The following signs are permitted in the B-1, B-1A, BT and B-2 Business Districts subject to the stated requirements and limitations:~~

~~(a) — Wall or ground signs identifying the name or type of business are permitted.~~

(b) — ~~The total area of wall signs shall not exceed the total area as specified in Tables A and B below.~~

(c) — ~~Maximum height of a ground sign shall not exceed the limits established in Table B below. However, in all commercial zones, the height of any ground signs which are intended to be viewed from an elevated four lane highway which identifies highway oriented businesses and which signs are to be located within 200 feet of the highway right of way line may exceed district height and size standards, provided that the maximum height to the top of the sign shall not exceed 15 feet above the grade elevation of such elevated four lane highway directly adjacent to such property on which the sign is positioned and does not exceed 200 square feet in size. All elevated signs shall be separated a minimum of 200 feet from another elevated sign. Elevated signs adjacent to residential uses shall require the issuance of a special use permit by the Council.~~

(d) — ~~Maximum area of any permitted ground sign shall not exceed the limits established in Tables A and B below.~~

(e) — ~~Awning or canopy signs are permitted as regulated in this section.~~

(f) — ~~Ground signs shall be set back a minimum of five feet from lot lines.~~

(g) — ~~All commercial development complexes shall require a master signage plan, pursuant to the requirements of division (B) of this section, prior to installation of any signage.~~

(h) — ~~Gasoline pump island canopies shall be entitled to two signs in addition to those otherwise permitted on the principal structure. Gasoline pump islands shall also be entitled to two price signs in addition to those otherwise permitted. Canopy signs shall not exceed ten feet in length or 20 square feet each and shall not be placed on the same side of the canopy. Stripes or colors do not contribute to the sign area computation.~~

(i) — ~~Gasoline pump signs (for example, signs indicating applicable fuel dispensing safety regulations, type of fuel, fuel additives, and other informational or safety messages of a non-advertising nature) shall be permitted on the pumps or supporting structure of the canopy provided the letter height is five inches or less in height and overall sign size does not exceed six square feet.~~

(j) — ~~Two on-site menu board per drive-up or walk-up lane of a drive-in establishment up to a maximum of 50 square feet each shall be permitted in addition to those ground or wall signs otherwise permitted.~~

(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.~~

(4) — ~~The following signs are permitted in I-1, I-2, I-3 and IT Industrial Zoning Districts subject to the stated requirements and limitations:~~

~~(a) — Wall or ground signs identifying the name or type of business;~~

~~(b) — The total area of all signs shall not exceed the limits established in Tables A and B below. (see definition in § 156.007);~~

~~(c) — Maximum height of a ground sign shall not exceed the limit established in Table B below. However, In all industrial zones, the height of any ground signs which are intended to be viewed from an elevated four lane highway which identifies highway oriented businesses and which signs are to be located within 200 feet of the highway right of way line may exceed district height and size standards, provided that the maximum height to the top of the sign shall not exceed 15 feet above the grade elevation of such elevated four lane highway directly adjacent to such property on which the sign is positioned and does not exceed 200 square feet in size. All elevated signs shall be separated a minimum of 200 feet from another elevated sign. Elevated signs adjacent to residential uses shall require the issuance of a special use permit by the Council.~~

~~(d) — Ground signs shall be set back a minimum of five feet from lot lines; and~~

~~(e) — Clustered or planned developments located on a single lot shall be permitted one ground (joint identification) sign identifying the name of the development and/or businesses within the development and one wall sign per business. Area of all signs shall not exceed the total allowable signage for the lot.~~

~~(G) — Administration.~~

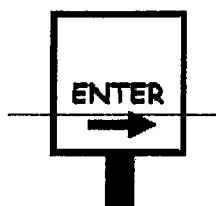
~~(1) — No sign shall be placed, erected, replaced or altered without a permit, unless no permit is required pursuant to subpart (G)(3). Application for a sign permit shall be made in writing on forms furnished by the Zoning Administrator. No separate building permit shall be required, but the Building Inspector may require filing of plans or other pertinent information where such information is necessary to ensure compliance with the Building Code.~~

~~(2) — The fee for a sign permit shall be established by resolution of the City Council. A double fee shall be charged if a sign is erected or placed without first obtaining a permit for the sign.~~

~~(3) — The following signs need no permit and shall not count against the allowable signage for the site, but shall conform to the requirements of this section:~~

~~(a) — Signs for one or two family dwellings identifying the occupant or street address, provided that the signs are less than one square foot in area.~~

~~(b) — Pedestrian, vehicular traffic and parking directional signs in parking lots provided the signs are less than eight square feet in size and six feet in height. The signs shall not be included in determining allowable signage.~~



~~(c) — Public signs, street signs, warning signs, railroad crossing signs or signs of~~

public service companies for the purpose of safety.

~~(d) — Signs denoting the architect, engineer, contractor, financial institution or owners, when placed upon a work site. The signs shall be removed within ten days after completion of construction.~~

~~(e) — Signs designating candidates seeking public political office, provided that election signs shall not exceed eight square feet in size. The signs shall be located on private property and shall not be located on any intersection so as to obstruct vehicular lines of sight. Said signs shall be removed within ten days following the date of election.~~

~~(f) — Signs or posters attached or painted on the inside of a display window. This shall include illuminated signs but not flashing signs.~~

~~(g) — Flags, badges or insignia of any government, governmental agency or any civic, religious, fraternal or similar organization.~~

~~(h) — Emergency signs required by any governmental agency.~~

~~(i) — Temporary real estate signs pertaining only to the sale, rental or development of the lot upon which displayed. The signs shall not exceed six square feet in size for residential property or 24 square feet in size for other property. One sign shall be permitted for each lot and must be removed within ten days following the sale, lease or development.~~

~~(j) — Memorial signs or tablets, names of buildings and date of erection when cut into or attached to any masonry surface or incombustible material.~~

~~(k) — Home occupation and residential day care facility signs, non illuminated, attached to the wall of a dwelling and not exceeding eight square feet in area. If the home occupation is located in the B-1, B-1A, B-2, or BT zoning district, then one non illuminated ground sign may be allowed per Table A, column B.~~

~~(l) — Temporary real estate development signs pertaining to the sale, rental or development of the premises upon which displayed. One sign is permitted per each entrance into a development area provided that total signage shall not exceed the following size limitations:~~

<i>Project Area</i>	<i>Residential</i>	<i>Commercial/Industrial</i>
Under 10 acres	32 sq. ft.	32 sq. ft.
10.1 plus acres	150 sq. ft.	150 sq. ft.

~~(n) — Signs shall be properly maintained and removed when 80% of the project is sold, rented or developed.~~

~~(H) — *Nonconforming signs.* Any sign legally existing on the effective date of this section which does not conform to the requirements set forth in this section shall be considered a nonconforming sign. Nonconforming signs shall comply with the following requirement. Any sign erected before the passage of this section shall not be rebuilt, moved to a new location on the affected property or altered, except for the changing of movable parts of signs which are designed for changes or the~~

repainting of display matter for maintenance purposes without being brought into compliance with the requirements of this section.

Sign Table A
Maximum Allowable Sign Area

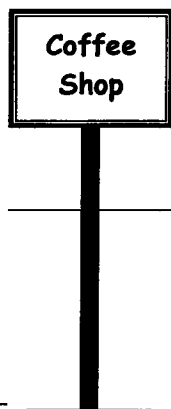
	<i>A (SQ. FT.)</i>	<i>B</i>
P-M	50	18% not to exceed
B-1	50	18% not to exceed
B-1A	75	18% not to exceed
B-2, BT	125	18% not to exceed
I-1, I-2, I-3, IT	125	18% not to exceed

- A. Minimum allowable sign area regardless of wall surface area as defined herein.
- B. Maximum allowable sign area based on percentage area of wall surface area as defined herein.

Sign Table B
Ground Sign Standards Except as Otherwise Provided

<i>Street Classification</i>	<i>Speed Limit</i>	<i>Area*</i>	<i>Height**</i>
	<i>MPH</i>	<i>Sq. Ft.</i>	<i>Feet</i>
Local	30	20	6
	30	25	16
	35	25	20
	40	100	24
Principal or Minor Arterial	30	75	18
	35	100	22
	40	125	24
	45	150	26
	50+	175	28

Examples of Ground Signs (also known as pylon signs)

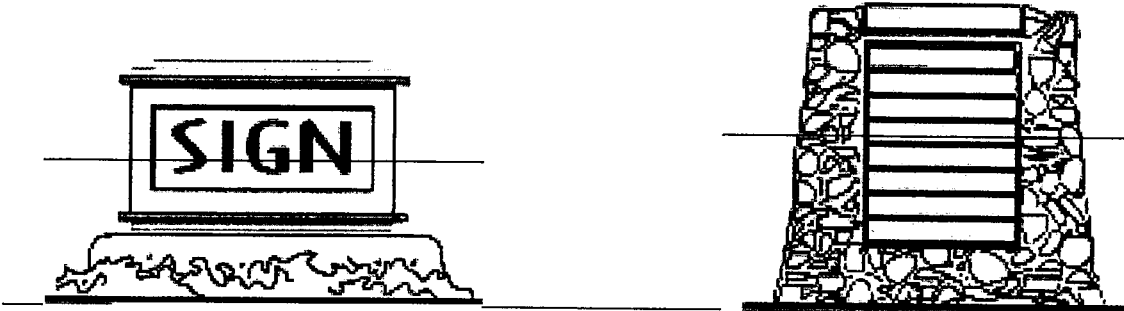


* The maximum area of ground signage may be increased by 50% if the ground signs are constructed as monument signs and the design and landscaping are approved by the Zoning Administrator. Said increase under this provision shall not count against the maximum allowable

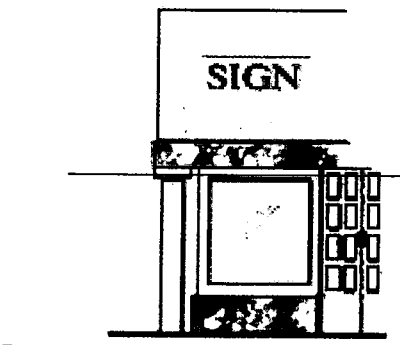
sign area per lot.

**** The maximum height of a monument sign shall not exceed ten feet in height. (Ordinance 551, passed April 18, 2011; Ordinance 553, passed June 20, 2011)**

Examples of Monument signs (also considered a ground sign, but it has a solid base from ground to top of structure)



Example of a Wall sign



§ 156.063 SIGN REGULATION.

(A) Intent. The intent of this section is to promote the health, safety, and general welfare of the public, to provide for necessary visual communications, to prevent visual clutter among businesses in the City, to prevent unsightly competition for attention, to assure that the public is not endangered by the unsafe, disorderly or unnecessary use of signage, and to preserve and promote a pleasant physical environment within the City by regulating the type, number, size, height, lighting, maintenance and erection of sign structures. This section is not intended to and does not restrict, limit, or control the content or message of signs.

(B) General requirements.

(1) In any district, animal displays, pieces of sculpture or other displays or features which do not clearly fall within the definition of a sign but which direct attention to an object, product, activity, person, institution, organization or business shall require a sign permit. However, only 25% of the square footage of the object shall be used in the total sign area calculation.

(2) Signs that are meant to be permanent shall be constructed of a material that is durable, rigid, and otherwise appropriate for a permanent sign and not of vinyl, cloth, cardboard, paper, or other non-durable material.

(3) In all zoning districts, one sign displaying the property address shall be required for each principal building to aid in emergency response and navigation. All principle buildings shall be allowed one wall sign for this purpose that is not subject to permitting and will not count against the property's total sign area, provided this sign does not exceed one square foot.

(4) Ground Signs. The maximum number of ground signs allowed for any property is one, except for those properties with two street frontages, in which case two ground signs shall be permitted. Additional ground signs may be authorized in conjunction with development proposals through conditional use permits or planned unit developments. The total amount of sign area for the property shall not exceed the limits specified in Table A.

(a) Maximum height of a ground sign shall not exceed the limits established in Table B. However, in all commercial and industrial zones, the height of any ground sign identifying a highway-oriented business that is intended to be viewed from an elevated four lane highway and is to be located within 200 feet of the highway right of way line may exceed district height and size standards, provided that the maximum height to the top of the sign shall not exceed 15 feet above the grade elevation of such elevated four lane highway directly adjacent to such property on which the sign is positioned and the sign does not exceed 200 square feet in size. All elevated signs shall be separated a minimum of 200 feet from another elevated sign. Elevated signs adjacent to residential uses shall require the issuance of a special use permit by the Council.

(b) The maximum area of ground signage may be increased by 50% if the ground signs are constructed as monument signs and the design and landscaping are approved by the Zoning Administrator. The size increase allowed under this provision shall not count against the maximum allowable sign area per lot. The maximum height of a monument sign shall not exceed ten feet in height.

(c) Ground signs shall be setback a minimum of five feet from a property line. The owner of property subject to a public easement may request to install a sign on the easement with an Easement Agreement as prescribed by the City.

(5) Signage shall be located on private property only and not in the public right of way.

(6) Signage shall be subject to Section 156.068 Traffic visibility and control.

(7) Signage shall be located so that clear sight lines are maintained at all times at public roadway intersections and access points to private parking areas, etc., as determined by the Zoning Administrator.

(8) Commercial and Industrial Development Complexes. Property owners must make a request to the City to be considered a Commercial or Industrial Development Complex.

(a) General. Signs for all commercial and industrial development complexes shall comply with a master sign plan for the development approved by the Zoning Administrator.

The plan shall include all proposed sign locations, materials, structures and installation details to the extent known at the time of master sign plan submittal. Additional submittals or amendments to the master sign plan may be necessary as a new development complex becomes occupied or as businesses within a complex change. Signs within a development complex shall be subject to the requirements set forth in this section.

(b) *Business signs.* Each enterprise, institution or business shall be permitted wall signs subject to the maximum size requirements set forth for in the applicable zone.

(c) *Ground signs.* Each development complex shall be permitted two ground signs. The maximum permitted sign area for each development complex sign shall be as provided within the applicable zoning district, plus a bonus of ten additional square feet per business, enterprise, institution or franchise within the development complex, provided that the bonus shall not exceed 180 square feet.

(9) Electronic message signs are allowed subject to the following regulations.

(a) The message shall only change once every five (5) seconds.

(b) The message must not continuously scroll or flash.

(c) Electronic sign elements shall be installed so as not to direct rays of light onto public streets or adjacent property thereby creating a nuisance or safety hazard.

(d) Signs shall be allowed in Business Districts, Professional/Medical Districts, and Industrial Districts.

(10) Signs at Outdoor Sports Complexes (i.e ball fields, ice rinks) shall be permitted in all zoning districts subject to the provisions of this chapter and with the following conditions:

(d) Signs in City parks shall be subject to the City of Cambridge park rules.

(e) Illuminated, electronic, or changing signs shall be placed to minimize the greatest possible extent of exposure to adjacent residential properties and public right-of-ways.

(f) Signs shall not be illuminated when the complex is not in use for games.

(g) Off-premises signs may be erected at outdoor sports complexes subject to these regulations with approval by the City.

(C) *Prohibited signs.* The following signs are prohibited by this section, unless otherwise specifically allowed:

(1) Signs that by reason of position, shape or color would interfere with the proper function of a traffic sign, signal or interferes with or is misleading to vehicular traffic.

(2) Signs that by reason of illumination or brightness disturb the peace of any neighboring residential property.

(3) Signs within a public right-of-way or easement, except for signs installed by

governmental units and B-1/B-1A District sidewalk signs as regulated herein. The owner of property subject to a public easement may request to install a sign on the easement with an Easement Agreement as prescribed by the City.

(4) Signs that resemble any official marker erected by a governmental agency or that displays such words as “stop” or “danger,” which are not erected by legal authority.

(5) Signs attached to trees, benches, street light standards or utility poles.

(6) Signs with rotating beams, spotlights, flashing illumination, pennants and stringers.

(7) Signs which project over and into public right-of-way, except for canopy, flag mount or awning signs which shall have a minimum clearance of seven feet above a public sidewalk in the B-1 and B-1A Districts.

(8) Rotating signs.

(9) Signs painted or attached to vehicles where the vehicle is parked on a property and not intended to be moved.

(10) Signs on any rooftop.

(11) Off-premises signs, except as specifically allowed in this section.

(12) Signs that constitute a nuisance or a danger to public safety.

(D) District regulations (Permitted Signs).

(1) The following signs are permitted in R-1A, R-1, R-2 and R-3, Residential Districts; the UR and RA Growth Areas Districts subject to the stated requirements and limitations:

(a) Nonresidential properties and residential developments may have signs not exceeding 32 square feet in area and not exceeding a maximum total of 100 square feet of signage. Such signs may be wall or ground mounted or combination thereof. Only one ground sign shall be allowed, except that residential developments may have one ground sign per entrance from arterial or collector streets as determined by the Zoning Administrator. A ground sign shall not exceed six feet in height.

(2) The following signs are permitted in the Professional/Medical Zoning Districts subject to the stated requirements and limitations:

(a) Signs not exceeding 32 square feet in size for nonresidential property and residential developments which may be wall or ground mounted or combination thereof. A ground sign shall not exceed six feet in height except when located on a lot abutting a collector or minor arterial street. In such cases the limits in Table B shall apply.

(b) Maximum height of any permitted ground sign shall be as specified in Table

B.

(c) Maximum area of any permitted ground sign shall be as specified in Table B.

(d) The total area of signs, including ground signs, shall not exceed the total area as specified in Tables A and B.

(3) The following signs are permitted in the B-1, B-1A, BT and B-2 Business Districts subject to the stated requirements and limitations:

(a) Wall and/or ground signs are permitted.

(b) The total area of all signs shall not exceed the total area as specified in Tables A and B.

(c) Awning or canopy signs are permitted as regulated in this section.

(d) All commercial development complexes shall require a master signage plan, pursuant to the requirements of division (B)(5) of this section, prior to installation of any signage.

(e) Island canopies shall be entitled to four signs in addition to those otherwise permitted in Tables A and B. Canopy signs shall not exceed ten feet in length or 20 square feet each and shall not be placed on the same side of the canopy. Stripes or colors do not contribute to the sign area computation.

(f) Signs shall be permitted on gas pumps, gas pump islands, or supporting structure of the canopy in addition to those otherwise permitted in Tables A and B provided the letter height is five inches or less in height and overall sign size does not exceed six square feet.

(g) Two on-site signs per drive-up or walk-up lane of a drive-in establishment up to a maximum of 50 square feet each shall be permitted in addition to those signs otherwise permitted.

(h) 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 allow visibility into the building at night so emergency responders can see inside.

(4) The following signs are permitted in I-1, I-2, I-3 and IT Industrial Zoning Districts subject to the stated requirements and limitations:

(a) Wall and/or ground signs

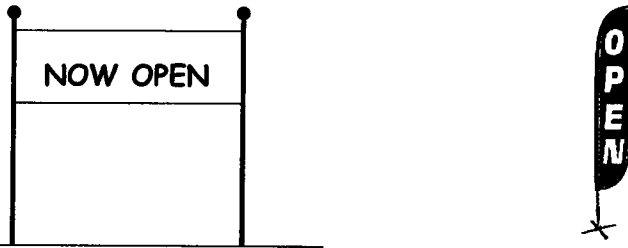
(b) The total area of all signs shall not exceed the limits established in Tables A and B.

(c) All industrial development complexes shall require a master signage plan, pursuant to the requirements of division (B)(5) of this section, prior to installation of any signage.

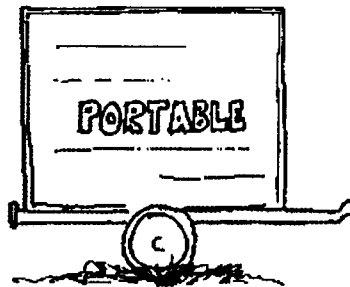
(E) Temporary signs. Temporary signage shall be allowed with a permit, unless otherwise specified, and exempt from and not included in the calculations of maximum total sign area except

as set forth in this section (E). The following provisions shall apply:

- (1) Temporary signs may be allowed up to a cumulative 120 days per year per parcel. This maximum allotment applies to each parcel as a whole, not each individual occupant or business located on the parcel. Parcels with multiple occupants or businesses must share this total allotment.
- (2) Signs shall be located on private property and not in the public right-of-way.
- (3) No setback required from public right-of-way.
- (4) Signs shall be well secured and controlled regardless of weather conditions.
- (5) Temporary Signage shall only be allowed in Business Districts, Professional/Medical districts, Industrial Districts, and for non-residential uses or multi-family uses in residentially zoned district.
- (6) Signs shall be legible.
- (7) Banners and and feather signs may be used as follows:



- (i) Banners may be attached to poles, tents, and buildings. Banners on buildings shall not exceed 100 sq. ft.
 - (j) No more than two such signs shall be allowed at any one time;
- (8) Portable signs may be used as follows:



- (k) No more than one sign per lot shall be allowed at any one time;

(l) Signage shall not be larger than 32 square feet;

(m) Signage shall be permanently removed from view of any public right-of-way or adjacent property when not in use.

(9) Temporary off-premises signage shall only be allowed as follows:

(a) The property where the sign is placed must use the temporary sign allotment for that property.

(b) Temporary off-premise signs are allowed on commercially zoned property in the B-1, B-1A, B-2 zoning districts. These signs will be allowed in the BT district only if the use of the property is commercial and not residential.

(c) Temporary off-premises signs shall be limited to 32 sq. ft. in size.

(10) Temporary off-premises signs containing only non-commercial speech are allowed concurrent with one-time or special events provided:

(a) A maximum of four temporary signs per event can be located in any zoning district.

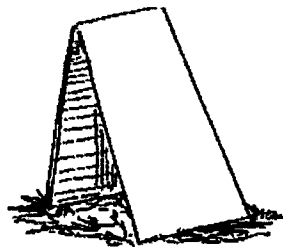
(b) Signs shall be allowed for a maximum of 30-days and only one off-premises temporary sign is allowed on a property at one time.

(c) Temporary signs under this Section (E)(10) do not count towards a property's total temporary sign allotment.

(d) There shall be no fees for signs allowed under this Section (E)(10), but permits are required for such signage.

(11) Beacons, hot or cold air inflatable devices, large balloons or collections of small balloons exceeding 2 feet in diameter (except balloon arches not exceeding eight feet in height) shall be permitted as temporary signs provided no more than two such signs are displayed at any one time.

(12) One Sidewalk (sandwich board) sign shall be permitted to be located in the public right-of-way or along a private sidewalk within the B-1 district as follows:



(i) Signage shall not obstruct free pedestrian passage on the sidewalk or create a safety hazard as determined by the Zoning Administrator;

(j) Signage shall not exceed ten square feet in size;

(k) Signage shall be located immediately in front of the place of business or along the primary pedestrian sidewalk for a business or business complex;

(l) Signage within the public right of way shall be removed from the sidewalk at the end of each business day, though signage located on private property may remain out overnight at the owner's discretion;

(m) Any injury or damage caused by the placement of the sign in the public right-of-way shall be the sole liability and responsibility of the business, sign, and/or property owner; and

(n) Signage shall be allowed without a permit.

(F) Maintenance requirements.

(1) All signs shall be maintained by the owner in a safe condition. A sign shall be repainted or removed whenever its paint begins to fade, chip or discolor.

(2) On-premises sign faces shall be removed from a building and property by the owner of the property within 30 days after termination of the use to the sign relates.

(3) If the Zoning Administrator finds that any sign is unsafe, a risk or detriment to public safety, or is constructed, erected or maintained in violation of the provisions of this section, the Zoning Administrator shall give written notice of such finding to the property owner and follow the Administrative Citations procedure in chapter 38 of the City Code.

(4) All signs shall comply with the State Building Code, as amended from time to time. A footing inspection may be required for the erection of any free-standing signs.

(5) Signs painted on a building shall be governed by the square footage limitations specified in the appropriate zoning districts. These shall be repainted, removed or painted out when they are not maintained.

(6) The supporting structure of all ground signs shall be painted a neutral color so as to reduce visual obtrusiveness.

(G) Administration.

(1) No sign shall be placed, erected, replaced or altered without a permit, unless no permit is required as specifically set forth in this section. Application for a sign permit shall be made in writing on forms furnished by the Zoning Administrator. The Building Inspector may require filing of plans or other pertinent information where such information is necessary to ensure compliance with the Building Code.

(2) The fee for a sign permit shall be established by an ordinance of the City Council. A double fee may be charged if a sign is erected or placed without first obtaining a permit for the sign.

(H) Signs Exempt from Permitting Requirement. The following signs need no permit and shall not count against the allowable signage for the property, but shall conform to the requirements of this section:

(1) Signs on residential properties, provided that the signs are less than one square foot in area.

(2) Non-Commercial Signs in parking lots provided the signs are less than eight square feet in size and six feet in height.



(3) Noncommercial signs erected by railroad or utilities companies for the purpose of safety.

(4) Temporary signs displayed during the time a parcel is for sale, available for lease, or under construction as follows.

(a) The signs shall not exceed six square feet in size on residential property or 32 square feet in size on nonresidential or multi-family property.

(b) If the parcel on which the sign is placed is ten (10) acres or more, the sign can be 150 square feet maximum.

(c) One sign shall be permitted on each parcel and must be removed within ten days following the sale, lease, development, or substantial completion of construction.

(5) Subject to Minnesota Statute Section 211B.045, or successor statute, signs containing non-commercial speech may be posted beginning 46 days before a primary election in a general election year until 10 days following the general election.

(6) Noncommercial flags, badges or insignia.

(7) Emergency signs required by any governmental agency.

(8) Carvings into stone, concrete or similar materials or made of bronze, steel, aluminum or other permanent type of construction incorporated into the design and structure of a building and containing only non-commercial speech.

(9) Home occupation and residential day care facilities shall be allowed one non-illuminated sign not exceeding eight square feet in area. If the home occupation is located in the B-1, B-1A, B-2, or BT zoning district, then one non-illuminated ground sign may be allowed per Table A, column B.

(I) Nonconforming signs. Any sign legally existing on the effective date of this section which

does not conform to the requirements set forth in this section shall be considered a nonconforming sign. Nonconforming signs shall be governed pursuant to Section 156.095. Nonconforming signs shall not be moved or altered, except for the changing of movable parts of signs which are designed for changes or the repainting of display copy for maintenance purposes.

(J) Exemption for City Signs. Signs that are erected or maintained by the City shall be exempt from the sign regulations in this section.

(K) Substitution Clause. The owner of any sign that is otherwise allowed under this section may substitute non-commercial speech for any other commercial or non-commercial speech without any additional approval or permitting, notwithstanding any provision to the contrary.

(L) Severability. If any part, clause, provision, or portion of this section is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this section shall not be affected thereby.

Sign Table A
Maximum Allowable Sign Area

	<u>A (SQ. FT.)</u>	<u>B</u>
P-M	50	18% not to exceed
B 1	50	18% not to exceed
B 1A	75	18% not to exceed
B 2, BT	125	18% not to exceed
I-1, I-2, I-3, IT	125	18% not to exceed

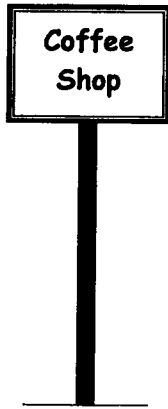
A. Minimum allowable sign area regardless of wall surface area as defined herein.

B. Maximum allowable sign area based on percentage area of wall surface area as defined herein.

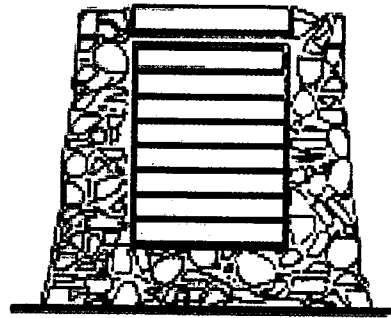
Sign Table B
Ground Sign Standards Except as Otherwise Provided

<u>Street Classification</u>	<u>Speed Limit</u>	<u>Area*</u>	<u>Height**</u>
	<u>MPH</u>	<u>Sq. Ft.</u>	<u>Feet</u>
Local	30	20	6
Collector	30	25	16
	35	25	20
Principal or Minor Arterial	40	100	24
	30	75	18
	35	100	22
	40	125	24
	45	150	26
	50+	175	28

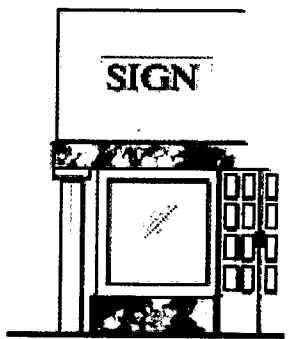
Examples of Ground Signs (also known as pylon signs)



Examples of Monument signs (also considered a ground sign, but it has a solid base from ground to top of structure)



Example of a Wall sign



§ 156.007 DEFINITIONS

Billboard. See the definition for Sign, Advertising Off-Premises.

...

Commercial speech. Speech advertising a business, profession, commodity, service, or entertainment.

...

Non-commercial speech. Dissemination of messages not classified as commercial speech, which include, but are not limited to, messages concerning political, religious, social, ideological, public service, and informational topics.

...

~~**Sign, Advertising.** A sign which directs attention to a business commodity, service, activity or entertainment not necessarily conducted, sold or offered upon the premises where such sign is located.~~

Sign. Any name, identification, description, display, illustration, structure, emblem or device which is affixed to, painted or represented upon a building, bench or other outdoor structure, vehicle or piece of land, which is intended to direct attention to an object, product, place, activity, person, organization or business. The structure supporting or intended to support a sign shall be considered part of that sign.

Sign Area. The net geometric area enclosed by the display surface of the sign. Only one face of a multiple faced sign shall be considered in determining the display surface area.

~~**Sign, Development.** A permanent sign identifying the name of a development or names of companies within a development.~~

Sign, Electronic Message. A sign whose message may be changed at intervals by electronic process or remote control and whose only movement is the periodic changing of information.

Sign, Flashing. Any illuminated sign that has artificial light or color which is not maintained at a constant intensity or color when such sign is in use. A sign providing public service information, such as time, weather, date, temperature or similar information, shall not be considered a flashing sign.

Sign, Ground. A free standing sign, including whatever structure is needed to support such sign.

Sign Height. The vertical distance measured from the lot elevation to the highest point of the sign.

Sign, Illuminated. Any sign that is lighted by an exterior or interior artificial light source.

~~**Sign, Joint Identification.** A sign which serves as common or collective identification for a group of persons or businesses operating on the same lot (for example, shopping center, office complex and the like). The sign may name the persons or businesses.~~

Sign, Marquee, Awning and Canopy. Any message or identification which is affixed to or part of

a marquee, awning or canopy.

Sign, Monument. A ground sign that is intended to be incorporated into some form of landscaping design scheme or planter box, is attached to the ground by means of a free-standing support structure, is solid from grade to the top of the structure, has materials that are constructed of the same primary building materials as the principal structure, and is placed directly on the ground or on an interior planter base which is incorporated into a design arrangement. A monument sign shall be considered as one sign though it may have two faces.

Sign, Nameplate. A sign ~~which that~~ identifies the address of a property and/or the owner or occupant of the property. ~~The Nameplate Signs shall be surface mounted on the wall of the principal building of the property.~~

Sign, Nonconforming. A sign which lawfully existed at the time of the adoption of this section, which does not conform to the requirements thereof.

Sign, Off Premises. ~~A sign advertising a business, commodity, service or entertainment conducted, sold or offered elsewhere other than upon the premises where the sign is maintained.~~ A sign that directs attention to a business commodity, service, activity or entertainment not conducted, sold or offered upon the premises where such sign is located.

Sign, On Premises. A sign ~~which advertises~~ that directs attention to the business commodity, service or entertainment offered upon the same premises on which the sign is located.

Sign, Portable. A sign constructed to be moveable from one location to another or not permanently attached to the ground or to any permanent structure.

Sign, Projecting. A sign, other than a wall sign, which projects from and is supported by a building.

~~**Sign, Public Service Information.** A sign designating the current time and/or temperature on a wall or ground sign so as to be viewed by the passing public from a public right of way.~~

Sign, Reader Board. A sign intended to display a message through the use of manually changed letters that is permanently attached to a ground sign or affixed to a wall. All other such signs shall be deemed temporary signs.

~~**Sign, Real Estate.** A sign advertising the sale, rental or development of the premises upon which it stands or directing attention to the opening or location of a new residential development.~~

Sign, Roof. A sign permanently affixed upon the roof of a building. **Sign Setback.** The horizontal distance measured from a lot line and the nearest portion of a sign or its structure.

Sign, Temporary. Any sign, banner, pennant, poster or advertising display which is intended to be displayed for a limited period of time and is not permanently affixed to the ground or a structure. Signs other than temporary signs shall be considered permanent signs.

~~**Sign, Trademark.** Any sign designating a design or emblem of a product or manufacturer.~~

Sign, Wall. A sign affixed on a part of the exterior wall of a building and flush against it.

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

Adopted by the Cambridge City Council this 15th of April, 2019, after complying with the statutory notice requirements contained in Minnesota Statutes §415.19.

Jim Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Date of Publication: April 25, 2019

Summary Publication

The City Council of the City of Cambridge amended Title XV: Land Usage, Chapter 156 Zoning, Sections 156.063 and 156.007. Section 156.063 Sign Regulation is replaced in its entirety. The old version of Title XV: Land Usage, Chapter 156, Section 156.063 Sign Regulation is hereby repealed. Section 156.007 Definitions is amended to incorporate new language for sign definitions.

A complete copy of this ordinance is available for public inspection at the office of the City Administrator, 300-3rd Ave. NE, Cambridge, Minnesota. This ordinance takes effect upon publication.

Adopted this 15th day of April, 2019

Jim Godfrey, Mayor

ATTEST:

Lynda J. Woulfe, City Administrator

Date of Publication: April 25, 2019

Cambridge Planning Commission Meeting Minutes
Tuesday, April 2, 2019

A regular meeting of the Cambridge Planning Commission was held on Tuesday, April 2, 2019, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Chair Julie Immel, Vice Chair Monte Dybvig, Member Aaron Berg, Member Robert Boese, Member Marisa Harder-Chapman, and Member Arianna Weiler.

Members Absent: Council Appointee Marlys Palmer (Excused).

Staff Present: Community Development Director Marcia Westover and Community Development Specialist Carri Levitski.

Call to Order & Pledge of Allegiance

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

Approval of the Agenda

Berg moved, seconded by Boese, to approve the agenda as presented. Motion carried 6/0.

Approval of Minutes

Berg moved, seconded by Weiler to approve the March 5, 2019 minutes as presented. Motion carried 6/0.

Public Comment

Immel opened the public comment period at 7:01 pm and, without any comments, closed the public comment period at 7:02 pm.

New Business

Sign Ordinance Amendment

Westover reported that the U.S. Supreme Court determined that any content-based regulation of signs is unconstitutional unless the government can satisfy a strict scrutiny test. This means the City would need to have a compelling reason for the content regulation and only very limited circumstances would allow for content-based regulation. Due to the Supreme Court decision, staff had the City Attorney's office review the language in the code.

Westover stated that several areas in the code have content-based language including religious and political messages. Also, the current language describes specific content-based signs: i.e. gas stations, non-profits, directional signs, and American flags. These areas have all been amended to remove the content-based language.

Westover noted that along with the content-based revisions, staff wanted to revise the entire code to make it easier to read. Each section has been cleaned up, the flow of the sections have been revised,

and staff has eliminated several areas with repeated content. Specifically, the Temporary Sign section.

Westover noted that overall, the basic content of the sign code remains the same. This includes the number of days temporary signs are allowed, the maximum sizes allowed for permanent signs, and the intent of permitted and prohibited signage.

Westover further noted that language was added to include what materials are allowed for permanent signs. This has been discretionary in the past and difficult for staff to enforce.

Westover asked the Commission to review B (2) which states “signs that are meant to be permanent shall be constructed of a material that is durable, rigid, and otherwise appropriate for a permanent sign and not of vinyl, cloth, cardboard, paper, or other non-durable material.” Westover questioned if the Commission would like to add that hand painted signs are prohibited.

The Commission discussed in detail how to regulate the materials allowed for permanent signs and whether or not hand painted signs should be allowed. It was pointed out from an enforcement standpoint that if the regulations are not clear it is up to the staff member on whether or not they feel a sign is professional in nature. This gets complicated since one person may feel a hand painted sign is professional and looks nice, but someone else may not feel the same way. It was the consensus of the Commission to not regulate hand painted signs and to leave the permanent sign language in B (2) as presented.

Chapman moved, seconded by Dybvig, to recommend the Council approve Ordinance No. 690 as presented. Motion carried 6/0.

Other Business/Miscellaneous

City Council Update

Westover updated the Commission on the last City Council meeting.

Parks Commission Update

Westover stated Levitski is the new staff liaison for the Parks, Trails, and Recreation Commission. Levitski updated the Commission on the last Parks Commission meeting.

Commissioner Concerns

There were no additional concerns.

Adjournment

Being no further business before the Cambridge Planning Commission, Dybvig moved, seconded by Chapman, to adjourn the regular meeting at 8:01 pm. Motion carried 6/0.

Julie Immel
Cambridge Planning Commission Chair

ATTEST:

Marcia Westover, Community Development Director

Prepared by: Todd S. Schuster, Chief of Police

Background:

Cambridge Primary School is having 2 upcoming events in which they anticipate parents attending. The vehicle capacity will be more than what their parking lot can handle so they are requesting that the "No Parking" signs along Fern St N be covered up and not enforced on these 2 occasions.

The first event is their "Fun Run". It will be held on Thursday, May 2nd and they are requesting that the "No Parking" signs be covered for that morning, 8am – Noon.

The second event is their Track & Field day. It will be held on Wednesday, May 15th and the request for that day is that the signs be covered for the entire school day, 8am – 2:30pm.

Recommendation:

It is the recommendation of staff that Public Works cover the "No Parking" signs on Fern St N on these 2 dates to accommodate the parents that want to come to the school and watch these events.