Farmington
Minnesota

Meeting Location:
Farmington City Hall
430 Third Street
Farmington, MN 55024

CITY COUNCIL REGULAR MEETING AGENDA

April 3, 2017
7:00 PM

1. ***CALL TO ORDER 7:00 PM***
2. ***PLEDGE OF ALLEGIANCE***
3. ***ROLL CALL***
4. ***APPROVE AGENDA***
5. ***ANNOUNCEMENTS / COMMENDATIONS***
   - (a) Proclaim April 22, 2017 as Earth Day in Farmington
   - (b) Proclaim April 28, 2017 as Arbor Day in Farmington
   - (c) Adopt Resolution Accepting Donation from Farmington Firefighters Relief Association
6. ***CITIZEN COMMENTS / RESPONSES TO COMMENTS***

(This time is reserved for citizen comments regarding non-agenda items. No official action can be taken on these items. Speakers are limited to five minutes to address the city council during citizen comment time.)

7. ***CONSENT AGENDA***
   - (a) Approve Minutes of the March 20, 2017 City Council Meeting-Administration
   - (b) Approve Minutes of the March 20, 2017 City Council Work Session-Administration
   - (c) Approve Janitorial Cleaning Services Agreement-Parks
   - (d) Approve Agreement with Marschall Lines, Inc. to Provide Bus Service for 2017 Swim Bus Program-Parks
   - (e) Adopt Resolution Accepting Swim Bus Program Donation from Marschall Line, Inc.-Parks
   - (f) Adopt Resolution Accepting Donation to the Rambling River Center - Parks
   - (g) Adopt Resolution Accepting Donation to the Rambling River Center-Parks
   - (h) Adopt Resolution Appointing a Well Head Protection Manager-Engineering
   - (i) Approve LED Lighting Phase II Project-Engineering
   - (j) Adopt Ordinance Amending the City Code as it Relates to the Elimination of the Heritage Preservation Commission-Community Development
   - (k) Adopt Resolution Approving Gambling Event Permit for St. Michael's Church-Community Development
   - (l) Approve Temporary On-Sale Liquor License for St. Michael's Church-Community Development

(m) Approve Purchase of Vehicle for Fleet Services-Municipal Services

(n) Approve Purchase of Vehicle and Compartment Body for Buildings-Municipal Services

(o) Adopt Resolution Declaring Surplus Property-Municipal Services

(p) Appointment Recommendation Information Technology - Human Resources

(q) Appointment Recommendation Liquor Operations-Human Resources

(r) Approve Seasonal Hiring-Human Resouces

(s) Adopt Resolution Declaring Surplus Property-Fire

(t) Adopt Resolution Declaring Surplus Property-Fire

(u) Approve 2016 Interfund Transfers-Finance

(v) Approve Bills-Finance

REGULAR AGENDA

8. PUBLIC HEARINGS

9. AWARD OF CONTRACT

(a) 2040 Comprehensive Plan Contract

10. PETITIONS, REQUESTS AND COMMUNICATIONS

(a) Vermillion River Streambank Stabilization and Habitat Restoration Project in Rambling River Park

11. UNFINISHED BUSINESS

12. NEW BUSINESS

(a) Emerald Ash Borer Management Plan

(b) Approve Street and Trail Maintenance Services Being Done Under the South Metro Joint Powers Agreement

13. CITY COUNCIL ROUNDTABLE

14. ADJOURN

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Lena Larson, Municipal Services Coordinator

SUBJECT: Proclaim April 22, 2017 as Earth Day in Farmington

DATE: April 3, 2017

INTRODUCTION

The United States has celebrated Earth Day on April 22nd since 1970. In 1990, it became a global event. Promoting Earth Day activities and events educates the public about the importance of caring for the environment by reducing waste, conserving energy and water, and adopting more ecologically sound lifestyles.

DISCUSSION

In commemoration of Earth Day, the fifteenth annual Community Pond & Park Cleanup will be held on Saturday, April 29, 2017 and the city is partnering again this year with Farmington Area Community Education to bring an Earth & Arbor Day Celebration to the community that same day.

The Earth & Arbor Day Celebration will be held at Rambling River Center from 10:30 a.m. to 12:30 p.m. and gives participants an opportunity to learn about how their actions impact the environment.

Curbside Cleanup Days start on Saturday, April 22, 2017 and end May 20, 2017. The Curbside Cleanup Day program gives Farmington residents a convenient opportunity to properly dispose of appliances and large, bulky household items.

BUDGET IMPACT

NA

ACTION REQUESTED

Proclaim April 22, 2017 to be *Earth Day* in Farmington.

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Jennifer Dullum, Natural Resource Specialist

SUBJECT: Proclaim April 28, 2017 as Arbor Day in Farmington

DATE: April 3, 2017

INTRODUCTION

The city of Farmington has been designated as a Tree City USA community for the past 26 years. To continue with this designation, the city council must proclaim Arbor Day in the city of Farmington.

DISCUSSION

The city will be celebrating Arbor Day with a tree planting celebration that will be held on Friday, April 28, 2017 at 10:00 am in North Creek Park. The tree planting celebration will involve fifth grade students from Akin Road Elementary School assisting city staff with planting trees in the park. This is a public event, so city council and community members are invited to attend and participate.

BUDGET IMPACT

NA

ACTION REQUESTED

Proclaim Friday, April 28, 2017 as Arbor Day in Farmington and have Mayor Larson sign the attached proclamation. This action is in line with the city council's priorities of fostering partnerships and providing high quality service delivery.

ATTACHMENTS:

Type	Description
Exhibit	Proclamation

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 • Fax 651.280.6899
www.ci.farmington.mn.us

Arbor Day Proclamation

WHEREAS: The health of the people is tied to the health of our forests; and

WHEREAS: Trees and forests improve our physical health by cleaning the air, reducing exposure to the sun's UV rays, and decreasing temperatures during the summertime; and

WHEREAS: Childhood asthma rates are lower in urban communities that have a higher density of trees; and

WHEREAS: Trees and forests improve our mental health by reducing stress and increasing concentration; and

WHEREAS: One tree provides $62,000 worth of air pollution control over a period of 50 years; and

WHEREAS: Forests create high-quality drinking water by acting as a natural filter; and

WHEREAS: Forests create high-quality drinking water by acting as a natural filter; and

WHEREAS: The last Friday in April, and throughout the month of May, Minnesotans pay special tribute to all the natural resources, and dedicate themselves to the continued vitality of Minnesota's forests.

NOW, THEREFORE, I, Todd Larson, Mayor of the city of Farmington, do hereby proclaim Friday, April 28, 2017, as:

ARBOR DAY

and the month of May 2017, as Arbor Month in Farmington.

Dated: This 3rd day of April in the year 2017.

Mayor _____
Todd Larson

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Jim Larsen, Fire Chief

SUBJECT: Adopt Resolution Accepting Donation from Farmington Firefighters Relief Association

DATE: April 3, 2017

INTRODUCTION

The Farmington Firefighters Relief Association (FFRA) has donated $30,000.00 to the Farmington Fire Department.

DISCUSSION

The FFRA raises funds through the sale of pull tabs at local establishments. From time to time the FFRA donated funds to the Farmington Fire Department to be deposited in to the Fire Capital Projects Fund for future equipment purchases and to supplement special projects. Over the past four years these donations have totaled over $150,000.00.

BUDGET IMPACT

A donation of $30,000.00 has been made to the fire department.

ACTION REQUESTED

Adopt a resolution accepting the $30,000.00 from the Farmington Fire Relief Association and acknowledge the generous donation.

ATTACHMENTS:

Type	Description
Cover Memo	Resolution Adopting Donation from FFRA

RESOLUTION NO. R__-2017

A RESOLUTION ACCEPTING DONATIONS TO THE FARMINGTON FIRE DEPARTMENT

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Farmington was held at the Farmington City Hall on the 3rd day of April 2017 at 7:00 p.m.

Members Present:
Members Absent:

Member _____ introduced and Member _____ seconded the following:

WHEREAS, the Farmington Fire Department provides fire and emergency medical services; and

WHEREAS, the Farmington Firefighters Relief Association from time to time donates substantial funds to the City of Farmington from gambling proceeds,

NOW THEREFORE BE IT RESOLVED that, after due consideration, the Mayor and City Council of the City of Farmington, Minnesota, hereby accept the monetary donation of $30,000.00 from the Farmington Firefighters Relief Association to the City of Farmington Fire Department to be deposited in the Fire Capital Projects Fund.

This resolution was adopted by recorded vote of the Farmington City Council in open session on the 3rd day of April 2017.

_____
Todd Larson, Mayor

Attested to on the 3rd day of April 2017.

_____
David McKnight, City Administrator

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: David McKnight, City Administrator

SUBJECT: Approve Minutes of the March 20, 2017 City Council Meeting-Administration

DATE: April 3, 2017

INTRODUCTION
Attached are the minutes of the March 20, 2017 city council meeting for your review.

DISCUSSION
NA

BUDGET IMPACT
NA

ACTION REQUESTED
Approve the minutes of the March 20, 2017 city council meeting.

ATTACHMENTS:

Type	Description
Backup Material	March 20, 2017 City Council Minutes

CITY OF FARMINGTON
CITY COUNCIL MINUTES
REGULAR MEETING
MARCH 20, 2017

1. Call to Order

Mayor Larson called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

Mayor Larson led those in attendance in the Pledge of Allegiance.

3. Roll Call

Present-Larson, Craig, Bartholomay and Donnelly
Absent-None

Staff Present-Administrator McKnight, Finance Director Hanson, Community Development Director Kienberger, Public Works Director Gehler, Parks and Recreation Director Distad and Attorney Jamnik.

4. Agenda

Motion by Bartholomay, second by Craig, to approve the agenda as presented. APIF, motion carried.

5. Announcements/Commendations

a) Margaret Stone and Barb Svoboda from the Dakota County Library shared with the city council information on the libraries transforming communities program. The Farmington Library is one of the first branches to hold community conversations as a part of developing their own strategic plan.

6. Citizen Comments

None

7. Consent Agenda

Motion by Donnelly, second by Craig, to approve the consent agenda:

a) Approve Minutes of the March 6, 2017 City Council Meeting-Administration
b) Approve Minutes of the March 13, 2017 City Council Work Session-Administration

c) Adopt Resolution R17-2017 Approving a Joint Powers Agreement with Dakota County for a Household Hazardous Waste Collection Event-Municipal Services
d) Approve Finding of Facts for Approval of Comprehensive Plan Amendment and Rezoning for the Bongard Property Located at 20522 Akin Road-Community Development
e) Readopt Joint Resolution R18-2017 with Castle Rock Township Establishing an Orderly Annexation Agreement-Community Development
f) Acknowledge Resignation Engineering-Human Resources
g) Approve Staff Issued Business Credit Cards-Finance
h) Approve Bills-Finance

APIF, motion carried.

8. Public Hearings

None

9. Award of Contract

a) Playground Equipment Purchase and Installation Prairieview Park

Parks and Recreation Director Distad shared that city staff has solicited proposals for the purchase of new playground equipment in Prairieview Park. The proposals requested two separate quotes for the installation of equipment and the equipment itself to eliminate sales tax on the equipment purchase.

Quotes for playground equipment are not standardized as each company has unique equipment so a comparison of one company's playground equipment against another is impossible. The city identified a not to exceed amount of $40,000 for the equipment. The proposals are then ranked against predetermined criteria that were developed before proposals were received.

The city received seven quotes for the playground equipment. The Parks and Recreation Advisory Commission recommends the equipment of Little Tikes Commercial and sold by Northland Recreation with a purchase cost of $33,450. The low bid of two for installation costs of $6,550 from Recreation Services, Incorporated is also recommended.

The original budget for this project was $40,000. The total proposed cost for the new equipment and installation is $40,000. The funding for this purchase will come from the Park Improvement Fund which has a balance of $234,418.26.

Councilmember Donnelly asked how we differentiate between bids when they are this close. Distad stated that a predetermined list of criteria is used by the Parks and Recreation Advisory Commission.

Motion by Bartholomay, second by Donnelly, to approve the purchase of playground equipment for Prairieview Park from Northland Recreation at a cost of $33,450 and approve the agreement with Recreation Services, Incorporated for the installation of playground equipment at a cost of $6,550. APIF, motion carried.

b) Shelter Purchase and Installation in Prairieview Park

Parks and Recreation Director Distad presented bids for the purchase of a shelter and the installation of the shelter at Prairie View Park. The bids were separate so the city does not have to pay sales tax on the purchase of the shelter. The budget for the project is not to exceed $35,000

Three proposals were reviewed by the Parks and Recreation Advisory Commission and a polygon shelter that is manufactured by Porter Corporation and sold by Northland Recreation is recommended at a cost of $20,691. In addition, the installation costs bid recommendation is the lower of the two bids submitted. The bid recommended is from Recreation Services, Incorporated at a cost of $14,309.

The original budget for this project was $35,000. The total proposed cost for the new equipment and installation is $35,000. The funding for this purchase will come from the Park Improvement Fund which has a balance of $194,418.26.

Councilmember Donnelly asked if the equipment is maintenance free. Distad responded that it has a 40 year life expectancy with minimal maintenance.

Councilmember Craig asked what it was made of. Distad responded that it has a metal roof and should last 40 years with minimal maintenance.

Councilmember Bartholomay asked if there is a warranty. Distad responded that there is a five year warranty for material and labor.

Motion by Donnelly, second by Bartholomay, to approve the purchase of the Poligon Shelter from Northland Recreation at a cost of $20,691 and approve the agreement with Recreation Services for the installation of the shelter in Prairieview Park at a cost of $14,309. APIF, motion carried. APIF, motion carried.

10. Petitions, Requests and Communications

a) 2016 Parks and Recreation Department Annual Report

Parks and Recreation Director Distad presented the 2016 department annual report. The department worked on a many different projects in 2016.

Distad reviewed work in a number of areas and projects including Troy Hills Park, Tamarack Park basketball court, North Creek Park hockey boards replacement, Arbor Day, outdoor hockey rinks, trail usage, building improvements, pool usage, ice arena usage, recreation programs, volunteers, Rambling River Center, fundraising, the Parks and Recreation Advisor Commission and Rambling River Center Advisory Board.

The city council was very appreciative of all of the work and the annual report.

11. Unfinished Business

None

12. New Business

a) Accept the Resignation of City Councilmember Tim Pitcher and Declare a Vacancy

Administrator McKnight shared with the city council that Tim Pitcher submitted his resignation from the city council effective March 9, 2017. Mr. Pitcher was elected to the city council in 2014 and his term runs through December 31, 2018.

The city's vacancy process is the default state law provision in Minnesota Statute 412.02 subdivision 2a. Since the term expires on December 31, 2018 and there is no regular scheduled city elections in 2017 the city council process is to declare that a vacancy exists on the city council and determine what process will be used to fill the vacancy.

The city council discussed options to fill the vacant position at a work session prior to the city council meeting. The city council has decided to accept applications for the vacant positions. Interested residents can submit an application to the city administrator prior to noon on Tuesday, April 4, 2017. Interviews will take place on Monday, April 10, 2017.

Motion by Bartholomay, second by Craig, to accept the resignation of City Councilmember Tim Pitcher effective March 9, 2017, declare a vacancy on the city council and authorize the acceptance of applications to fill the vacancy. APIF, motion carried.

13. City Council Roundtable

Larson- With the vacancy that exists on the city council there is also a vacancy on the Economic Development Authority. Motion by Bartholomay, second by Donnelly, to appoint Councilmember Craig to serve on the Economic Development Authority. APIF, motion carried.

Donnelly-Thanked Tim Pitcher for his service on the city council.

Bartholomay-Thanked Tim Pitcher for his service on the city council, thanked the volunteers at the Rambling River Center and thanked those who have donated to parks and recreation programs.

Craig-Thanked the donors to our programs and thanked the library representatives for sharing information at the meeting.

Kienberger-Shared that there were two ribbon cuttings held in Farmington today. Imperial Family Chiropractic and KeePet Clean Pet Grooming are now doing business in the city.

Larson-A wine tasting will be held on April 6, 2017 at Celts, shared with the city council that casual meetings will occur again this summer and encouraged residents to shop local.

Adjourn

Motion by Bartholomay, second by Donnelly, to adjourn the meeting at 7:57 p.m. APIF, motion carried.

Respectfully Submitted

_____
David McKnight, City Administrator

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: David McKnight, City Administrator

SUBJECT: Approve Minutes of the March 20, 2017 City Council Work Session-Administration

DATE: April 3, 2017

INTRODUCTION

Attached for your review are the minutes from the March 20, 2017 city council work session.

DISCUSSION

NA

BUDGET IMPACT

NA

ACTION REQUESTED

Approve the minutes of the March 20, 2017 city council work session.

ATTACHMENTS:

Type	Description
Backup Material	March 20, 2017 Work Session Minutes

CITY OF FARMINGTON
CITY COUNCIL MINUTES
WORK SESSION
MARCH 20, 2017

Mayor Larson called the work session to order at 6:00 p.m.

Roll Call

Present-Larson, Bartholomay, Donnelly and Craig
Staff Present-Administrator McKnight and Community Development Director Kienberger

Agenda

Motion by Bartholomay, second by Craig, to approve the agenda. APIF, motion carried.

City Council Vacancy

The city council discussed the current vacant seat that now exists with the resignation of Tim Pitcher. The city council discussed the city history of filling vacant seats over the past 20 years.

City councilmembers shared that they have been contacted by residents who may have an interest in serving on the city council.

It was decided that the city council will accept applications for the vacant seat through Tuesday, April 4, 2017. The city council will likely interview candidates on Monday, April 10, 2017.

City Administrator Update

Community Development Director Kienberger discussed a possible downtown outdoor seating opportunity for the city. Staff was interested in the city council thoughts on placing an initial seating area outside of one of our local restaurants to provide outdoor seating to people downtown, to ensure a good appearance of this type of outdoor seating that is happening and to help control sidewalk access issues in these locations.

After some discussion the city council consensus was to try this at one location downtown to see how it works. City staff will select a site and keep the city council informed on the success of this attempt.

Adjourn

Motion by Bartholomay, second by Craig, to adjourn the meeting at 6:45 p.m.

Respectfully Submitted

_____
David McKnight, City Administrator

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Randy Distad, Parks and Recreation Director

SUBJECT: Approve Janitorial Cleaning Services Agreement-Parks

DATE: April 3, 2017

INTRODUCTION

In 2014, the city entered into a three-year agreement with Treasure Enterprises, Inc. to clean City Hall, Fire Station #1, Fire Station #2, Rambling River Center and Central Maintenance Facility.

In 2015 cleaning services associated with Fire Station #1 and #2 were ended due to dissatisfaction with the cleaning services being provided. The Fire Department then assumed responsibility for cleaning its own buildings. City Hall, Rambling River Center and Central Maintenance Facility (collectively known as buildings) were the remaining buildings being cleaned by the contractor. Though the performance of the current contractor has not warranted termination, staff has not been fully satisfied with the quality of the services provided.

The current agreement with Treasurer Enterprises, Inc. expires on April 30, 2017. A request for proposals (RFP) for janitorial cleaning services was mailed to cleaning contractors and the results have since been tabulated.

DISCUSSION

Staff mailed RFP's to 15 different vendors and one vendor picked up an RFP from city hall. Six proposals were submitted. Attached is Exhibit A, which is a tabulation form showing the vendor names and the amount proposed by each vendor to clean the buildings. It is important to note the RFP requested that the vendor was to submit a total cost to clean the buildings over a three year period as a lump sum. The quoted amounts that you see on the tabulation form are the total cost to clean each building for three years. The total lump sum is then divided by three to determine the annual cost to clean the buildings.

Previously the janitorial cleaning services RFP did not contain a requirement to clean the buildings' exterior windows. The current RFP included the cleaning of exterior windows twice a year and also included the Police Station exterior window cleaning twice a year. The rest of the Police Station will continue to be cleaned by a part time staff member. Fire Station #1 and #2 will continue to be entirely cleaned by Fire Department staff.

While it appears Treasure Enterprise, Inc. submitted the lowest overall proposal for the three year time period at an amount of $127,331.34, staff is recommending to select the next lowest proposed cleaning amount submitted by Perfection Plus, Inc. The reason for this recommendation is, as stated previously, is based on the dissatisfaction with the cleaning performed by Treasure Enterprise, Inc. under the previous contract. Over the past three years, staff has had to contact Treasure Enterprises, Inc. many times to come back and clean areas that were either not cleaned very well or were not cleaned at all. This included:

- carpeted areas at Rambling River Center and City Hall not being vacuumed
- window sills and ledges not being wiped down on a regular basis to remove dust and cobwebs
- hard surface floors at the Rambling River Center not properly scrubbed resulting in dirty streaks being left behind
- conference room tables not being wiped and cleaned regularly
- cleaning of interior glass and frames in all the buildings
- hard surface flooring in both copier areas of first and second floor of City Hall not properly cleaned and dirty streaks continually being left behind
- tile hallway in Rambling River Center not properly being cleaned and dirty streaks continually being left behind

Though the cost of the proposed janitorial cleaning services is obviously the primary concern when evaluating proposals for services, one of the city council's priorities is to provide core government services at a high quality level. Having clean buildings is essential to providing core services to residents at a high quality level. Further, if the initial contracted services are not provided to acceptable standards, or not provided at all until staff is forced to contact the contract, any initially apparent cost savings to the city are lost.

Staff has also checked references provided by Perfection Plus, Inc., including the following:

- Anoka County Human Service Center (120,000 square foot building)
- Cambria USA (40,000 square foot building)
- Metropolitan Council (90,000 square foot building)

All references checked provided positive feedback about the cleaning services Perfection Plus, Inc. provides.

Staff then contacted Perfection Plus, Inc. and confirmed with the contractor that they understood the scope of the cleaning services to be provided, and confirmed their proposed amount was correct for the three year time period of the contract.

Staff consulted with the city attorney and he agrees with the staff recommendation to enter into a three year service agreement for janitorial cleaning services based on the RFP and analysis of the proposals as discussed above.

BUDGET IMPACT

The city currently pays Treasure Enterprises, Inc. $43,627.75 a year to clean the buildings. Perfection Plus's proposal would increase the average annual cleaning cost to $46,213.33. This will result in the city spending about $2,585.83 more per year on the janitorial cleaning services for all buildings. The city's 2017 approved budget does not account for this increase, however it is felt because the increase cost will only be for eight months of the year in 2017, staff is confident the existing budget can absorb this increased cost. Staff will adjust each of the buildings 2018, 2019, and 2020 requested budgets to reflect the increase in cleaning costs.

While the annual cost is higher than the previous three year agreement the new agreement will include exterior window cleaning, so there are additional services being provided in the new agreement.

ACTION REQUESTED

Approve by motion the attached three year agreement with Perfection Plus, Inc. to provide janitorial cleaning services for the city of Farmington buildings in a total amount of $138,640.00.

Respectfully Submitted,

Randy Distad,
Parks and Recreation Director

ATTACHMENTS:

Type	Description
Exhibit	Exhibit A Cleaning Proposal Tabulation Form
Contract	Agreement Form
Exhibit	Agreement Form's Exhibit A Janitorial Cleaning Services Request for Proposals

EXHIBIT A

2017 Janitorial Cleaning Services Tabulation Form

Facility	Treasure Enterprise Inc.	Perfection Plus	Coverall Twin Cities	Cady Building Maintenance, Inc.	Jani King	Little Johns Cleaning
City Hall	$69,582.60	$75,400.00	$108,540.00	$111,420.00	$149,680.44	$248,076.00
Central Maintenance Facility	$29,533.32	$29,280.00	$33,444.00	$42,120.00	$20,855.28	$61,974.00
Rambling River Center	$27,915.48	$33,000.00	$42,156.00	$48,420.00	$35,999.04	$88,185.00
Police Department (Exterior Windows Only)	$299.94	$960.00	$1,032.00	$2,880.00	.05 per square foot	$1,410.00
Total	**$127,331.34**	**$138,640.00**	**$185,172.00**	**$204,840.00**	**$206,534.76**	**$399,645.00**

AGREEMENT

THIS AGREEMENT is made and entered into by and between the **CITY OF FARMINGTON**, a municipal corporation located in Dakota County, State of Minnesota, hereinafter referred to as ("City") and **PERFECTION PLUS, INCORPORATED**, a Minnesota corporation, located at 9855 West 78th Street, Suite 180, Eden Prairie, Minnesota, 55344, Hennepin County, State of Minnesota, hereinafter referred to as the ("Contractor").

R E C I T A L S

WHEREAS, the City wishes to purchase the services of Contractor for janitorial services; and

WHEREAS, there are funds available for the purchase of these services.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the City and the Contractor agree as follows:

1. **TERM AND COST OF THE AGREEMENT**.

The Contractor agrees to furnish services on behalf of the City during the period commencing May 1, 2017 and terminating April 30, 2020.

The Contractor shall be paid for cleaning services performed, as follows:

Service Location	Monthly Fee
Farmington City Hall, 430 Third Street, Farmington, MN 55024	$2,094.44
Farmington Central Maintenance Facility, 19650 Municipal Drive, Farmington, MN 55024	$ 813.33
Farmington Rambling River Center, 325 Oak Street, Farmington, MN 55024	$ 741.51
TOTAL	**$3,649.28**

Additional Service Location	Annual Fee
Farmington Police Station, 19500 Municipal Drive, Farmington, MN 55024	$ 320.00

The monthly rate will be Three Thousand Six Hundred and Forty Nine Dollars and Twenty Eight Cents. ($3,649.28). The additional exterior window cleaning will by Three Hundred and Twenty Dollars and No Cents ($320.00). The cost of services provided under this Agreement shall not exceed One Hundred and

Thirty Eight Thousand and Six Hundred and Forty Dollars and No Cents ($138,640.00) over the term of this Agreement, unless extended.

2. **SERVICES TO BE PROVIDED**.

The Contractor shall provide janitorial services in accordance with the plans and specifications prepared by the City dated February 27, 2017, and attached hereto and made a part hereof as Exhibit "A."

3. **PAYMENT FOR SERVICES**.

Payment for services completed, shall be made monthly, directly to the Contractor, based upon invoices submitted by the fifth day of the month for the preceding month's services.

4. **INDEPENDENT CONTRACTOR**.

Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners of joint ventures within the City. No tenure or any rights or benefits, including Workers' Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to City employees, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.

5. **INDEMNIFICATION, PERFORMANCE AND PAYMENT BONDS, AND INSURANCE**.

Prior to commencement and during the term of this Agreement, Contractor shall furnish to the City and maintain performance and payment bonds satisfying the requirements of Minnesota Statutes § 574.26 each in the amount of the contract price.

The Contractor agrees it will defend, indemnify and hold harmless the City, its officers and employees against any and all liability, loss, costs, damages and expenses which the City, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Contractor's performance or failure to adequately perform its obligations pursuant to this contract.

The Contractor's insurance company shall waive its right to assert the immunity of the City as a defense to any claims made under said insurance.

The Contractor shall take out and maintain during the life of this contract, Contractor's General Liability & Automobile Insurance, including Contractor's Contingent or Protective Insurance to protect the contractor from damage claims arising for operations under this contract, which shall protect him or her and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death under this contract whether such operations by him or herself or by any subcontractor or by anyone directly or indirectly employed by either of them and the amounts of the insured shall be as follows:

a) Worker's Compensation Insurance

1. Coverage B – Employer's liability with limits of not less than:

$500,000 Bodily injury by disease per employee

$500,000 Bodily injury by disease aggregate

$500,000 Bodily injury by accident

2. The contractor and his/her subcontractors, if any, must provide Worker's Compensation Insurance for all employees, in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer's liability. Evidence of subcontractor insurance shall be filed with the contractor.

b) Automobile Liability Insurance

1. Minimum limits of liability coverage for passenger vehicles such as car, van or pickup truck, unless it be being used to perform the service.

If vehicle is towing equipment or a commercial vehicle, and all other vehicles then liability limits shall be the same as required under <u>#c. General Liability Insurance, below</u>.

2. Required Coverages

The contractor and his/her subcontractors, if any, shall maintain insurance to cover liability arising out of the operations, use, or maintenance of all owned, non-owned and hire automobiles. Evidence of subcontractor insurance shall be filed with the Contractor.

c) General Liability Insurance

1. Minimum limits of liability shall be as follows:

- $2,000,000 Per Occurrence
- $2,000,000 Annual Aggregate
- $2,000,000 Annual Aggregate applying to Products/Completed Operations

2. Insurance coverages should include the following:

Premises and Operations Bodily Injury and Property Damage

Personal and Advertising Injury

Blanket Contractual

City of Farmington listed as additional insured

The Contractor shall maintain insurance to cover claims, which may arise from operations under a contract with the City, whether such operations are by Contractor or Subcontractor or by anyone directly or indirectly employed under this contract.

d) A professional liability insurance policy covering personnel of the Consultant while performing services under this Agreement in the following amounts: Errors and omissions $500,000 per occurrence and $2,000,000 aggregate, for total damages arising from any one occurrence.

e) If Contractor's work involves working with, or the potential release of, a hazardous substance, then the Contractor shall be required to procure double the insurance policy limits of those noted above.

6. **DATA PRACTICES**.

All data collected, created, received, maintained, or disseminated for any purposes by the activities of Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

7. **RECORDS - AVAILABILITY AND RETENTION**.

Pursuant to Minnesota Statutes §16B.06, Subd. 4, the Contractor agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and invoice transactions relating to this Agreement.

Contractor agrees to maintain these records for a period of three (3) years from the date of termination of this Agreement.

8. **MERGER AND MODIFICATION**.

A. It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

B. Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

9. **DEFAULT AND CANCELLATION**.

A. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default.

Unless the Contractor's default is remedied, the City may, upon written notice, immediately cancel this Agreement in its entirety.

B. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice. Upon termination, the City shall be responsible for payment to Contractor only for services previously performed. There shall be no responsibility for payment of any expectation or contracted for amounts for future services not performed.

10. **SUBCONTRACTING AND ASSIGNMENT**.

Contractor shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of the City and subject to such conditions and provisions as the City may deem necessary. The Contractor shall be responsible for the performance of all subcontractors. Pursuant to Minnesota Statute 471.25, Subdivision 4a, the Contractor must pay any subcontractor within ten (10) days of the Contractor's receipt of payment from the City for undisputed services provided by the subcontractor. The Contractor must pay interest of one and one-half percent (1½ %) per month or any part of a month to subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of $100.00 or more is $10.00. For an unpaid balance of less than $100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

11. **NONDISCRIMINATION**.

During the performance of this Agreement, the Contractor agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

Contractor has signed this Agreement, and the City Council having duly approved this Agreement on the 3rd day of April, 2017 and pursuant to such approval and the proper City officials having signed this Agreement, the parties hereto agree to be bound by the provisions herein set forth.

CITY OF FARMINGTON

By:_____
Its: *Mayor*

By:_____
Its: *City Administrator*

PERFECTION PLUS, INC.

By_____

_____
Title

City of Farmington
430 Third Street
Farmington, Minnesota
651.280.6800 • Fax 651.280.6899
www.ci.farmington.mn.us

EXHIBIT A

REQUEST FOR PROPOSALS

MUNICIPAL BUILDINGS JANITORIAL SERVICES

CITY OF FARMINGTON, MINNESOTA

February 27, 2017

PROPOSALS ARE BEING ACCEPTED FOR JANITORIAL SERVICES IN THE FOLLOWING CITY OF FARMINGTON BUILDINGS:

City Hall, 430 Third Street;
Central Maintenance Facility, 19650 Municipal Drive
Rambling River Center, 325 Oak Street
Police Station, 19500 Municipal Drive

February 27, 2017

To Whom It May Concern:

The undersigned, being familiar with your local conditions, having made all necessary on-site investigations and being familiar with all other factors affecting the conditions and cost for the projects, hereby proposes to furnish all else necessary and to provide janitorial services for a three year period from May 1, 2017 through April 30, 2020 in the following City of Farmington (the City) buildings: City Hall, 430 Third Street; Central Maintenance Facility, 19650 Municipal Drive; Rambling River Center, 325 Oak Street; Police Station, 19500 Municipal Drive; and in accordance with the specifications prepared by the City, dated February 27, 2017.

Each proposer is responsible for visiting the sites prior to quote submission and to become familiar with work site conditions. A pre-bid conference and walk-through of the sites will occur at 10:00 a.m. on Wednesday, March 8, 2017. The pre-bid conference will begin at City Hall located at 430 Third Street, Farmington, Minnesota. Contact the Parks and Facilities Supervisor, Jeremy Pire at (651) 280-6902 to inform him of your attendance at the pre-bid conference.

Please submit the proposal in a sealed envelope with a label stating it is the "Janitorial Cleaning Proposal" by 10:00 a.m., Friday, March 17, 2017 to Randy Distad, Parks and Recreation Director, City Hall, 430 Third Street, Farmington, Minnesota 55024.

Sincerely,

Randy Distad
Parks and Recreation Director

PROPOSAL SUBMITTAL FORM

JANITORIAL SERVICES FOR: City Hall, 430 Third Street; 30,500 Square Feet
Central Maintenance Facility, 19650 Municipal Drive; 3,400 Square Feet
Rambling River Center, 325 Oak Street; 8,500 Square Feet
Police Station, 19500 Municipal Drive; all window exteriors only

	Location	**Unit Price**	**Unit**	**Total 3 Year Proposal Amount**
1	City Hall	$ _____	per month x 36 =	$_____
2	Central Maintenance Facility	$ _____	per month x 36 =	$_____
3	Rambling River Center	$ _____	per month x 36 =	$_____
4	Police Station	$ _____	per all window exteriors cleaned x 6 =	$_____
			***TOTAL (city exempt from sales tax)**	$_____

*It is understood the proposer must submit on all items listed above. Any proposal which does not contain a price for all proposal items will be rejected in its entirety.

The undersigned has completed the accompanying "AFFIDAVIT OF NON-COLLUSION" and has submitted same as a part of this proposal.

It is understood that proposals may not be withdrawn for a period of sixty (60) days after the date and time set for the opening of the proposals.

In submitting the proposal it is understood that the City reserves the right to reject any and all Proposals, to waive irregularities and informalities therein and to award the contract in the best interests of the City.

Respectfully submitted,

_____
Name of Proposer
(A Corporation)
(A Partnership)
(An Individual)

BY _____

Title_____

_____
Business Address

_____

_____
Telephone Number

Items to be included with proposal:

* Affidavit of Non Collusion
* Two References
* Copy of Certificate of Insurance

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the proposer (if the proposer is an individual), a partner in the proposer (if the proposer is a partnership) or an officer or employee of the proposer corporation having authority to sign on its behalf (if the proposer is a corporation):

2. That the attached proposal or proposals have been arrived at by the proposer individually and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to proposal designed to limit individual bidding or competition:

3. That the contents of the proposal or proposals have not been communicated by the proposer or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the proposal or proposals, and will not be communicated to any such person, prior to any official opening of the proposal or proposals; and

4. That I have informed myself regarding the accuracy of the statements made in this affidavit.

Subscribed and sworn to before me_____
Proposer

this _____ day of_____, 20____. _____
(Firm making proposal)

Official Title _____.

CERTIFICATION OF ACKNOWLEDGMENT BY PRINCIPAL

(For use where contractor is individual or partnership)

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

On this _____ day of_____, 20__, before me personally appeared

_____, to me known to be the person ___ described in and who executed the

foregoing conditions, _____ and acknowledged that he/she_____

executed the same as _____ free act and deed.

_____
Notary Public

(Notarial Seal)

CERTIFICATE OF ACKNOWLEDGMENT
(For use where contractor is a corporation)

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

On this _____ day of _____, 20__, before me personally appeared

_____ and _____

to me personally known, who, being by me duly sworn, did say that they are

respectively the _____

that the seal affixed to the foregoing instrument is the corporate seal of said

corporation, and that said instrument was executed in behalf of the corporation

by authority of its Board of Directors, and said _____

and _____ acknowledged the instrument to be the free

act and deed of said corporation.

_____
Notary Public

(Seal)

INSTRUCTIONS TO PROPOSER

The foregoing is an explanation of the purpose and requirements of the Janitorial Services for the City for the period May 1, 2017 through April 30, 2020.

The City is seeking a firm or individuals to provide quality janitorial cleaning services at the following buildings:

- City Hall Building located at 430 Third Street
- Central Maintenance Facility located at 19650 Municipal Drive
- Rambling River Center located at 325 Oak Street.
- Police Station (exterior window cleaning only) located at 19500 Municipal Drive

Each proposer shall refer to Section 10 of this proposal for location of cleaning areas at each of the buildings specified above. The contract requires that there be one continuous cleaning period each day that the service is performed at each building. Consistent starting times as defined in section 7.4 are also desired.

The specifications and proposal form requires a unit price be stated for each building, therefore, an "annual" fee or price is not applicable unless and until all services have been provided. For services that are contained in Section 9 of the specifications, the contractor will be paid on a monthly basis.

Any questions regarding the forms, documents, specification or other matters related to janitorial services for the City should be referred to Parks and Recreation Director, Randy Distad at (651) 280-6851.

Randy Distad,
Parks and Recreation Director

SPECIFICATIONS AND SPECIAL PROVISIONS

JANITORIAL SERVICES

CITY HALL, 430 THIRD STREET
CENTRAL MAINTENANCE FACILITY, 19650 MUNICIPAL DRIVE
RAMBLING RIVER CENTER, 325 OAK STREET
POLICE STATION, 19500 MUNICIPAL DRIVE (ALL EXTERIOR WINDOW CLEANING ONLY)

SECTION 1
INTENT AND DEFINITIONS

1.10 INTENT

To furnish labor, equipment and materials as herein specified and as necessary to provide janitorial services for the City buildings identified on the top of this page.

1.20 DEFINITIONS

Unless other intention clearly appears, words and phrases (including technical words and phrases and such others as have acquired a special meaning) shall be construed according to rules of grammar and according to their approved usage as contained in the Merriam-Webster New International Dictionary, Second Edition, Unabridged.

Wherever the following terms or pronouns in place of them are used in these specifications, the plans or other contract documents, the intent and meaning shall be interpreted as follows:

ADDENDUM

A supplement to the proposal form as originally issued or printed, covering additions, corrections or changes in the bidding conditions for the advertised work, that is issued by the contracting authority to prospective proposers prior to the date set for opening of proposals.

ADDITIONAL WORK

The increased quantity or amount of work above that is shown in the proposal and plans for each contract item.

REQUEST FOR PROPOSAL

Inviting proposals for the work to be performed and or materials to be furnished.

AWARD

The acceptance by the contracting authority of a proposal, subject to execution and approval of the contract.

PROPOSAL SCHEDULE

A listing of contract items in the proposal form, showing quantities and units of measurement and having blank spaces for insertion of proposal prices.

PROPOSER

An individual, firm or corporation submitting a proposal for the advertised work.

CALENDAR DAY

Every day shown on the calendar.

CERTIFIED TEST REPORT

A test report, provided by a manufacturer, producer or supplier of a product, indicating actual test results or analysis, covering elements of specification requirements for the product or workmanship and including validated certification.

CHANGE ORDER

A written order issued by the owner to the contractor covering permissible adjustments and minor changes or corrections and rulings with respect to omissions, discrepancies or intent of the specifications, but not including any extra work or other alterations that are required to be covered by supplemental agreement.

CLEANING HOURS

The hours of the day that contractor may perform janitorial services.

CONTRACT

The written agreement between the city and the contractor, identifying obligations of the parties thereunder, including, but not limited to: performance of work, furnishing of labor and materials and basis of payment.

CONTRACT ITEMS (Pay Item)

A specifically described unit of work for which a price is provided for in the contract.

CONTRACTING AUTHORITY

The political subdivision, governmental body, board, department, commission or officer making the award and execution of contract as the party of the first part. In this case, being the City Council of the City of Farmington.

CONTRACTOR

The individual, firm or corporation contracting for an undertaking of the prescribed work; the party of the second part to the contract, acting directly or through a duly authorized representative.

CITY (see owner)

EQUIPMENT

All machinery and equipment, together with the necessary supplies for upkeep and maintenance, and also tools and apparatus necessary for the proper and acceptable performance of the contract within its intended scope.

EXTRA WORK

Any work not required by the contract as awarded but which is authorized and performed by supplemental agreement, at negotiated prices.

PARKS AND RECREATION DIRECTOR

The duly authorized representative of the contracting authority, acting directly or through their designated representatives who have been delegated the responsibility for supervision of the service, acting within the scope of the duties and authority delegated to them.

HOLIDAYS

The days each year set aside by legal authority in recognition of special events and on which no public business is transacted by the city except as specifically provided in cases of necessity. Holidays shall be specified by the City.

OWNER

The public body or authority, corporation, association, firm or person with whom CONTRACTOR has entered into the Agreement and for whom the work is to be provided.

PROPOSAL

The offer of a proposer, on the prescribed proposal form, to perform the work and to furnish the labor and materials at the prices quoted.

PROPOSAL FORM

The approved form on which the contracting authority required proposal to be prepared and submitted for the work.

SPECIAL PROVISIONS

Additions and revisions to the standard specifications covering conditions peculiar to an individual building.

SPECIFICATIONS

A general term applied to all directions, provisions and requirements pertaining to performance of the work.

SUPERVISOR

The contractor's authorized representative in responsible charge of the work.

SUPPLEMENTAL AGREEMENT

A written agreement between the contracting authority and the contractor, executed on the prescribed form and approved as required by law, covering the performance of extra work or other alterations or adjustments as provided for within the general scope of the contract, but which extra work or change order constitutes a modification of the contract as originally executed and approved.

WINTER/SUMMER

Winter months are from November 1st through March 31st and summer months are from April 1st through October 31st.

WORK

The furnishing of all labor, materials, equipment and other incidentals necessary or convenient to the successful performance of the service and the carrying out of all duties and obligations imposed by the contract upon the contractor.

WORK ORDER

A written order, signed by the Parks and Recreation Director, of a contractual status requiring performance or other action by the contractor without negotiation of any sort.

SECTION 2
PROPOSAL REQUIREMENTS AND CONDITIONS

2.10 PREQUALIFICATION OF PROPOSERS

All proposers are required to submit at least (3) referrals [for whom the proposer provides services to a similar client as the City, i.e. providing the same services to a similarly used facility which has an equivalent amount of square feet as the Farmington contract]. Please include the references as part of the proposal. Also include an Affidavit of Non-Collusion and Certificate of Acknowledgment.

2.20 CONTENTS OF PROPOSAL FORM

The proposal form shall state the location and description of the services, the amount and nature of the guaranty deposit required if any and the date the proposals will be due.

Bound within the proposal forms will be any Special Provisions and other supplementary requirements. All papers bound with or attached to the proposal form are essential parts of the proposal and shall not be detached from or altered without specific authorization. The Plans, Specifications and other documents designated in the proposal are also a part thereof, whether attached or not.

2.30 SPECIFICATIONS AND SITE OF WORK

The proposer is expected to examine carefully the sites of the proposed work, the specifications, and the proposal and contract forms, before submitting a proposal. Submission of a proposal shall be conclusive evidence that the proposer has investigated and is satisfied as to the conditions to be encountered in performing the work as to the requirements of the specifications and contract.

2.40 PREPARATION OF PROPOSAL

The proposer shall submit his or her proposal upon the forms furnished by the City. All figures shall be in ink or typed.

The proposer's proposal shall be signed with ink by the individual, by one or more members of the partnership, by one or more officers, of each firm representing a joint venture or by one or more officers of a corporation. If the proposal is made by an individual, his or her name and post office address shall be shown; by a partnership, the name and post office address of each partnership member shall be shown; as a joint venture, the name and post office address of each member or officer of the firms represented by the joint venture shall be shown; by a corporation, the state in which it was chartered and the business address of its corporate officials shall be shown.

2.50 DELIVERY OF PROPOSALS

Each proposal shall be delivered in a sealed envelope, so marked as to clearly indicate the name of the Proposer, type of work and project. When sent by mail, the envelope shall be addressed to the Parks and Recreation Director, 430 Third Street, Farmington, MN 55024 and in whose office the proposals are to be received.

2.60 WITHDRAWAL OR REVISION OF PROPOSALS

The City reserves the right to revise the Plans, Specifications and proposal for any project at any time prior to the closing of bids. Revisions will be made by Addendum, duly numbered and dated; subject to the following provisions:

a) Each addendum will be mailed, emailed or will be sent by facsimile to each prospective proposer who has received a proposal form prior to the date of the Addendum. Each proposal form issued after the date of an Addendum will have it attached thereto.

b) If the revisions made by an Addendum require considerable change or reconsideration on the part of the proposer, the date set for opening the proposal may be postponed, in which case the Addendum will include an announcement of the new date set for opening proposals.

c) Each proposer shall acknowledge receipt of each Addendum, either in the space provided on the proposal for or by submitting a letter, facsimile or email prior to the date set for opening proposals.

2.70 COMBINATION OR CONDITIONAL PROPOSALS

No combination or conditional proposals will be allowed other than those specifically set up in the special provisions.

2.80 EVALUATION OF QUOTES

Proposals will be opened and evaluated by the Parks and Recreation Director and Parks and Facilities Supervisor.

2.90 DISQUALIFICATION OF PROPOSERS

The following reasons may be considered sufficient cause for disqualification of a proposer and the rejection of his or her proposals:

a) More than one proposal for the same work from an individual, firm or corporation under the same or different name.

b) Evidence of collusion among proposers. Participants in collusion will receive no recognition as proposers on future work until they have been reinstated as responsible proposers.

c) Evidence of falsification of any forms or documents submitted as part of the quote.

SECTION 3
AWARD AND EXECUTION OF CONTRACT

3.10 CONSIDERATION OF PROPOSALS

After the proposals are opened, they will be compared on the basis of the proposal price and who in the judgment of the City would best comply with the requirements.

3.11 REJECTION OF PROPOSALS

The right is reserved to reject any or all proposals, to waive defects and technicalities or to ask for new proposals if, in the judgment of the City, its best interest will be promoted thereby.

3.20 AWARD OF CONTRACT

The award of contract, if it be awarded, will be made within sixty (60) calendar days after the opening of proposals to the lowest responsible proposer who in the judgment of the City best complies with all prescribed requirements. The successful proposer will be notified by letter, mailed to the address shown on his or her proposal, that his or her proposal has been accepted subject to execution and approval of the contract as required by law.

As a condition precedent to approval of a contract, a foreign or nonresident corporation whom a contract is awarded shall furnish proof that it has met all legal requirements for transacting business in the State of Minnesota.

3.30 CANCELLATION OF AWARD

The City reserve the right to cancel the award of any contract at any time and for any reason before the execution of said contract by all parties without any liability against the City.

3.40 EXECUTION AND APPROVAL OF CONTRACT

The contract shall be signed by the successful proposer and returned within ten (10) days after the forms have been mailed to the proposer. If return of the executed forms within the specified time is impossible due to the absence of one or more of the required signers, an extension of time may be granted by the City provided satisfactory evidence is furnished that the forms will be executed.

3.41 SIGNATURE REQUIREMENT

All members of a partnership, and the president or vice president and the secretary or treasurer of a/each corporation shall sign the contract. In the case of joint ventures, signature requirements shall apply to each firm represented.

3.42 PROPOSER'S NOTICE OF APPROVAL OR DISAPPROVAL

Notice of approval or disapproval of the contract will be given to the successful proposer within ten (10) days after the forms have been properly executed and returned to the Contracting Authority. No award shall be considered binding nor shall any contract become effective until the contract form has been fully executed and approved as required by law.

3.50 FAILURE TO EXECUTE CONTRACT

Failure on the part of the successful proposer, within the time allowed, to execute the contract or comply with any other requirements imposed precedent to approval of the contract, shall be considered just cause for cancellation of the

award and forfeiture of his or her Proposal Guaranty, not as a penalty, but in liquidation of damages sustained by the City. Award may then be made to the next lowest responsible proposer or the work may be re-advertised or otherwise performed as the City may decide.

3.60 CONTRACT LIFE

The contract, unless terminated as provided for in these specifications shall be in effect through April 30, 2020.

SECTION 4
LEGAL, RELATIONS AND RESPONSIBILITY TO THE PUBLIC

4.10 LAWS TO BE OBSERVED

The contractor shall keep fully informed of all federal and state laws; all local laws, ordinances and regulations; and all orders and decrees of bodies and tribunal having any jurisdiction or authority, which in any manner affect those engaged or employed on the work, or which in any way affect the conduct of the work. He or she shall at all times observe and comply with all applicable laws, ordinances, regulations, orders and decrees; and shall protect and indemnify the City and its representatives against all claims and liabilities arising from or based on violations committed by him or herself or his or her employees.

4.11 PROVISIONS CONTRARY TO LAW

If the contractor should discover any provisions in the contract that are contrary to or inconsistent with any law, ordinance, regulation, order or decree, he or she shall immediately report it to the Parks and Recreation Director in writing.

4.20 PERMITS, LICENSES AND TAXES

The contractor shall procure all permits and licenses; pay all charges, fees and taxes; and give all notices necessary and incidental to the due and lawful prosecution of the work. When requested, the contractor shall furnish the Parks and Recreation Director with evidence indicating that he or she has complied with any permit, license or tax requirements.

4.30 EMPLOYEE HEALTH AND WELFARE

The contractor shall provide and maintain all sanitary and safety accommodations for the use and protection of his or her employees as may be necessary to provide for their health and welfare and comply with state, federal and local codes and regulations, as well as those of other bodies and tribunals having jurisdiction.

4.40 PUBLIC CONVENIENCE AND SAFETY

The contractor shall at all times conduct his or her operations and perform the work in a manner that will assure the least possible obstruction and he or she shall provide for the safety of the general public as well as the employees of the City.

4.50 PERSONAL LIABILITY OF PUBLIC OFFICIALS

In carrying out the provisions of the contract and in exercising the powers and authorities granted to them by or within the scope thereof, there shall be no personal liability upon the City Administrative Officers, the Parks and Recreation Director or their authorized representatives, it being understood that in all matters they act solely as agents and representatives of the Contracting Authority.

4.55 INTEREST OF PUBLIC OFFICIALS

No member, officer, employee or agent of the city or of a local public body during his tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in this Contract or the proceeds thereof.

4.60 INDEMNIFICATION, INSURANCE AND PROTECTION OF LIVES AND PROPERTY

The contractor shall indemnify and hold harmless the City and its officers and employees from and against all claims,

damages, losses, expenses, including but not limited to attorney's fees, arising out or resulting from the performance of the contract, provided that any such claim, damage loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than goods, materials and equipment furnished under this contract) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the contractor or subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part, by a partly indemnified hereunder, such obligation shall not be construed to negate, abridge, or otherwise exist as to any party or person described in this paragraph.

In any and all claims against the City or any of its officers or employees by an employee of the contractor, and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation of the amount or type of damages compensation or benefits payable by or for the contractor of any subcontractor under worker's on workmen's compensation acts, disability benefit acts or other employee benefit acts.

The contractor shall obtain and maintain throughout the course of the contract term commercial general liability insurance and automobile insurance with limits of at least two million dollars ($2,000,000) per claim and workers' compensation insurance with at least the statutory limits. All policies shall name the City as an additional insured and provide for notification of and cancellation or nonrenewal to the City.

4.62 INJURY OR DAMAGE TO PERSON OR PROPERTY

Should either party to the contract suffer injury or damage to person or property because of any act or omission of the other party or of any of his or her employees, agents or others for whose acts is liable a claim shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

4.63 REASONABLE SAFETY PRECAUTIONS

The contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to:

a) Employees at the site and other persons who may be affected thereby.

b) His or her work and materials and equipment to be incorporated therein which are under the care, custody and control of the contractor or any of his or her subcontractors.

c) Other property at the site or adjacent thereto.

4.64 MANAGEMENT OF WORKLOAD

The contractor shall provide the appropriate number of employees and the supervision to assure that the workload is managed proficiently, assuring that the contracted buildings are cleaned to specifications. The contractor shall also supervise and direct the work of the contract using his or her best skill and attention and shall be responsible to the City for the acts and omissions of his or her employees, subcontractors and their agents and employees.

4.70 INSURANCE INDEMNITY

Unless otherwise provided by the City, the contractor in all cases will be required to carry insurance of the kinds and in the amounts hereinafter specified. The contractor shall not commence work under the contract until he or she has obtained all the insurance required by the specifications and until such insurance has been approved by the owner or its agents.

4.90 GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE REQUIREMENTS

The Contractor's insurance company will waive its right to assert the immunity of the City as a defense to any claims made under said insurance.

The Contractor shall take out and maintain during the life of this contract, Contractor's General Liability & Automobile Insurance, including Contractor's Contingent or Protective Insurance to protect the contractor from damage claims arising for operations under this contract, which shall protect him or her and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death under this contract whether such operations by him or herself or by any subcontractor or by anyone directly or indirectly employed by either of them and the amounts of the insured shall be as follows:

a) Worker's Compensation Insurance

1. Coverage B – Employer's liability with limits of not less than:
   $100,000 Bodily injury by disease per employee
   $500,000 Bodily injury by disease aggregate
   $100,000 Bodily injury by accident

2. The contractor and his/her subcontractors, if any, must provide Worker's Compensation Insurance for all employees, in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer's liability. Evidence of subcontractor insurance shall be filed with the contractor.

b) Automobile Liability Insurance

1. Minimum limits of liability coverage for passenger vehicles such as car, van or pickup truck, unless it be being used to perform the service.

   If vehicle is towing equipment or a commercial vehicle, and all other vehicles then liability limits shall be the same as required under <u>#c. General Liability Insurance, below</u>.

2. Required Coverages
   The contractor and his/her subcontractors, if any, shall maintain insurance to cover liability arising out of the operations, use, or maintenance of all owned, non-owned and hired automobiles. Evidence of subcontractor insurance shall be filed with the Contractor.

c) General Liability Insurance

1. Minimum limits of liability shall be as follows:
   - $2,000,000 Per Occurrence
   - $2,000,000 Annual Aggregate
   - $2,000,000 Annual Aggregate applying to Products/Completed Operations

2. Insurance coverages should include the following:
   Premises and Operations Bodily Injury and Property Damage
   Personal and Advertising Injury
   Blanket Contractual
   City of Farmington listed as additional insured

The Contractor shall maintain insurance to cover claims, which may arise from operations under a contract with the City, whether such operations are by Contractor or Subcontractor or by anyone directly or indirectly employed under this contract.

d) A professional liability insurance policy covering personnel of the contractor while performing services under this Agreement in the following amounts: Errors and omissions $500,000 per occurrence and $2,000,000 aggregate, for total damages arising from any one occurrence.

e) If Contractor's work involves working with, or the potential release of, a hazardous substance, then the Contractor shall be required to procure double the insurance policy limits of those noted above.

4.91 CONTRACT INSURANCE REQUIREMENTS - SUPPLEMENTAL

An important requirement of the contract insurance is that the City be listed as "Additional Insured" by being added to your liability policy by endorsement. This endorsement must accompany the certificate and must be provided to the City prior to the Contractor beginning any work for the City. It may be mailed via regular U.S. mail or may be emailed to:

Mailing address:
Randy Distad
City of Farmington
430 Third Street
Farmington, MN 55024

Email address:
rdistad@ci.farmington.mn.us

4.92 CONTRACTUAL LIABILTY FORMAT

The contractual liability is to be either on a blanket basis for all written or oral contracts, or specifically endorsed to acknowledge the contract between the insured and the city.

4.93 WRITTEN NOTICE OF INSURANCE CANCELLATION

All certificates of insurance shall provide that the insurance company shall give the city thirty (30) days prior written notice of cancellation, non-renewal or any material changes in the policy.

4.94 ADDITIONAL INSURANCE

The above requirements are minimum amounts and it is the sole responsibility of the contractor to purchase and maintain additional insurance that may be necessary in connection with this contract.

4.95 POSSESSION OF FIREARMS ON CITY OF FARMINGTON PREMISES

Unless specifically required by the terms of this contract, no provider of services pursuant to this contract, including but not limited to employees, agents or subcontractors of the Vendor or Contractor shall carry or possess a firearm on city premises or while acting on behalf of the city pursuant to the terms of this agreement. Violation of this provision shall be considered a substantial breach of the Agreement; and, in addition to any other remedy available to the city under law or equity is grounds for immediate suspension or termination of this contract.

SECTION 5
EMPLOYEE AND CONTRACT TERMS AND CONDITIONS

5.10 SUBLETTING OF CONTRACT

The contractor shall not sublet, sell, transfer, assign or otherwise dispose of the contract or contracts or any portion thereof or of his or her right, title or interest.

5.20 QUALIFICATIONS OF WORKERS

All workers shall have sufficient skill and experience to perform properly the work assigned to them. Upon request by the Parks and Recreation Director, the contractor shall submit satisfactory qualifications evidence for any person engaged in special work requiring professional training. Any person employed by the contractor who does not perform his or her assigned work in a proper and skillful manner or who is intemperate or disorderly, shall be removed from the premises forthwith by his or her employer upon written request of the Parks and Recreation Director, and shall not be employed again on any portion of the work without the Parks and Recreation Director consent. Should the contractor fail to remove such person or fail to furnish suitable and sufficient personnel for the proper prosecution of the work, the Parks and Recreation Director may suspend the work until the contractor has complied with these orders. All of the proposer's employees shall be subject to security screening and background checks by the City at any time under this contract. Any of the proposer's employees deemed unsuitable by the City due to criminal history, security violations or lack of citizenship or legal status documentation shall be precluded from engaging in any service under this contract. Proposer shall be responsible to provide current employee identification and legal status to the City on request throughout the term of the contract.

5.25 FACILITY SECURITY

All workers as supplied by the contractor will be required to have photo I.D. name tags on at all times and be identified by a master list filed with the City and be fully compliant with the security requirements (background checks) as promulgated by the Police Department before they can work on City premises. Under no circumstances, will unidentified and unchecked workers be allowed to work in city facilities.

5.30 HIRING AND QUALIFICATIONS

All supervisors, cleaning personnel or other employees of the contractor shall be thoroughly trained in proper maintenance and service procedures.

5.40 EMPLOYEE CONDUCT

The contractor shall be responsible to insure proper conduct by his or her employees at all times while on city facility premise. Smoking by employees shall be prohibited in city buildings at all times. Contractor's employees shall be prohibited using telephone or office equipment except as may be designated. Personnel deemed unacceptable by the City shall be replaced by the contractor within twenty-four (24) hours after written notice by the Parks and Recreation Director.

5.50 FAILURE TO MAINTAIN SATISFACTORY PROGRESS

Should the contractor fail to perform satisfactory work, the Park and Recreation Director will require additional forces, materials or equipment be provided as he or she determines to be necessary for bringing the work up to schedule and maintaining that level. Any failure to adhere to the approved schedule will be considered prima facie evidence that the contractor has failed to provide sufficient workers, equipment or materials to assure performance of the service within

the specified time. If the contractor fails to adhere to the approved schedule or fails to take action as ordered to remedy unsatisfactory work, a notice of default may be issued as provided for in Section 5.71.

5.60 METHODS AND EQUIPMENT

Sufficient equipment of proper size and good mechanical condition or specific equipment as noted herein shall be employed to prosecute the work to full compliance in a satisfactory manner and within the prescribed time.

5.70 DEFAULT AND TERMINATION OF CONTRACT

The City, after giving due notice to the contractor and his or her sureties, shall have the power and authority to take the prosecution of the work out of the hands of the contractor, without violating the terms of the contract, if the contractor:

a) Fails to begin the work under the contract within the time specified; or

b) Fails to perform the work with sufficient workers and equipment and with sufficient materials to assure prompt completion of said work; or

c) Performs the work unsatisfactorily or discontinue the prosecution of work without permission of the Parks and Recreation Director.

d) Fails to resume work which has been discontinued within a reasonable time after notice to do so; or

e) Becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency; or

f) Allows any final judgment to stand against him or her unsatisfied for a period of ten (10) days; or

g) Makes an assignment for the benefit of creditors; or

h) Fails to carry on the work in an acceptable manner for any other cause whatsoever.

i) Views any confidential information.

j) Fails to keep a log of work performed as specified in section 7.100.

5.71 The Park and Recreation Director will give the contractor written notice of any breach of the contract that may be default, together with a demand that such a delay, neglect or default be corrected satisfactorily. If the contractor within a period of ten (10) days after such notice, does not proceed satisfactorily in compliance therewith, the Park and Recreation Director will exercise his or her authority and notify the contractor of the action to be taken.

5.72 A notice shall be considered duly served when it is delivered in person or by registered mail, to the contractor and his or her surety, or to their authorized representatives, including persons in charge of their offices. Service of the notice shall be considered complete and sufficient when a properly addressed and stamped envelope containing the notice is registered and deposited in any post office or U.S. letter box in the state.

The City's authority to take the prosecution of the work out of the hands of the contractor shall include the right to appropriate or use any or all materials and equipment as may be suitable and acceptable and to enter into an agreement with others for completion of the contract according to the terms and provisions thereof or to use such other methods as may be required to complete the contract in an acceptable manner.

All costs and charges incurred by the City together with the cost of completing the work under contract, will be deducted from any monies due or which would have been payable under the contract if it had been completed by the

contractor. In case the expense so incurred by the City exceeds the sum which would have been payable under the contract, then the contractor shall be liable for the excess.

5.80 CANCELLATION OF CONTRACT

The City may, by written notice to the contractor, terminate the contract or any portion thereof for any reason during the first ninety (90) days of the contract period. The written notice to the contractor will be made at least thirty (30) days prior to the date of the contract termination. Thereafter, the City may, by written notice, terminate the contract or any portion thereof when it is deemed in the best public interest of do so or after finding that for reasons beyond the contractor's control he or she is prevented from proceeding with or completing the contract work. The written notice to the contractor will be made at least thirty (30) days prior to the date of the contract termination.

When it is the finding of the City that the contractor is unable to obtain necessary labor or materials or is otherwise prevented from proceeding with the work because of or under limitations imposed by law, rule, regulation or order of government or on account of any action of the public enemy, including those related to priorities and third party actions, the contractor will be relieved of his or her obligations for performing such portions of the contract that are delayed unreasonably thereby. The right is reserved to eliminate, in conjunction therewith, such other incomplete portions of the contract as may be rendered useless, unnecessary or undesirable thereby. Also, the City reserves the right to make such alteration in the plans and specifications as it deems necessary to complete the work to the extent possible under the circumstances.

Termination without cause. Notwithstanding and provisions of this contract to the contrary, the City shall have the right, in its sole option and discretion, to terminate this contract in its entirety or to terminate service provider's obligations with regard to particular location(s), upon fifteen (15) days prior written notice.

Termination of the contract or any portion thereof shall not relieve the contractor of his or her responsibilities for the completed work nor shall it relieve the contractor of his or her obligation for and concerning any just claims arising out of the work performed.

SECTION 6
PAYMENTS

6.10 SCOPE OF PAYMENT

The Contractor shall receive and accept compensation provided for in the contract as full payment for furnishing all materials and for performing all work under the contract in a complete and acceptable manner and for all risk, loss, damage and expense of whatever character arising out of the nature of the work or the prosecution thereof.

6.20 BASIS OF PAYMENT

Any payment earned pursuant to this contract will be made not later than 30 days following the receipt of invoice. Invoices which are incomplete in any way will not be accepted for payment. Invoices will be submitted individually in same format as bids are submitted by area. Invoices should be sent electronically in a PDF format to the following email address: AccountsPayable@CI.FARMINGTON.MN.US

PRIOR TO THE PROCESSING OF ANY AND ALL PAYMENTS TO THE CONTRACTOR PURSUANT TO THIS CONTRACT COMPLIANCE WITH THE CITY OF FARMINGTON'S FINANCE DEPARTMENT REGULATIONS ON THE COMPLETION AND FILING OF W-9 FORMS AND OTHER IRS AND MINNESOTA DEPARTMENT OF REVENUE TAXING FORMS IS REQUIRED.

6.21 EQUAL OPPORTUNITY COMPLIANCE

The City is an Equal Opportunity and Affirmative Action employer. The Contractor with the City is required to follow and conform to applicable federal, state and City laws as they apply to the Contractors duty for equal Opportunity and Affirmative Action employment. It is the Contractor's responsibility to insure compliance with Equal Opportunity and Affirmative Action requirements. Failure to comply with applicable Equal Opportunity and Affirmative Action employment requirements may lead to contractor sanctions.

SECTION 7
SPECIAL CONDITIONS

7.10 GENERAL

The contractor shall provide Janitorial Maintenance Service as described herein at the following locations:

City Hall, 430 Third Street
Central Maintenance Facility, 19650 Municipal Drive
Rambling River Center, 325 Oak Street
Police Station, 19500 Municipal Drive (cleaning all window exteriors only)

ADDITIONAL INFORMATION (Best Estimates- Contractor should verify if necessary)

1. **Approximate square feet of tile for stripping & waxing in each building**

   City Hall - 1,700
   Central Maintenance Facility- 2,900
   Rambling River Center- 0

2. **Approximate square feet of cleaning area in each building**

   City Hall – 30,500
   Central Maintenance Facility - 3,400
   Rambling River Center – 8,500

3. **Approximate square feet of carpet in each building**

   City Hall – 25,000
   Central Maintenance Facility - 500
   Rambling River Center – 4,000

4. **Approximate square feet of ceramic tile in each building**

   City Hall – 3,800
   Central Maintenance Facility - 0
   Rambling River Center – 1,200

5. **Approximate square feet of laminate flooring in each building**

   City Hall – 0
   Central Maintenance Facility – 0
   Rambling River Center – 1,824

7.20 CHANGES IN SCOPE OF CONTRACT

The City reserves the right to alter or modify this contract with respect to area, tasks or budget changes. Fifteen (15) days written notice shall be provided to the contractor. Contract modifications shall be made by Supplemental Agreement to the contract.

7.30 NONPERFORMANCE

Failure of the contractor to complete the tasks outlined in these conditions shall be a basis for termination of the contract by the City as provided for in these specifications.

7.40 HOURS

Cleaning hours should be as follows:

- City Hall: 10:00 p.m. to 7:00 a.m. Monday through Friday
- Central Maintenance Facility: 7:00 p.m. to 12:00 Midnight, Monday through Friday
- Rambling River Center: 10:00 p.m. to 7:00 a.m. Monday through Friday
- Police Station (all exterior windows only) 8:00 a.m. to 4:00 p.m. Monday through Friday

7.50 EQUIPMENT

The contractor shall supply all equipment necessary to perform specified tasks. Equipment shall be maintained in clean, properly operating condition and shall be suitable for the areas and tasks to be performed. The city shall provide a walk behind floor scrubber at the Rambling River Center to be used by the contractor on a daily basis.

7.60 SUPPLIES PROVIDED BY OWNER

The City shall provide at no cost to the contractor some supplies including paper towels, toilet tissue, sanitary napkins, hand soap and plastic garbage can liners.

7.70 SUPPLIES PROVIDED BY CONTRACTOR

The contractor shall provide all cleaning materials required to perform cleaning tasks including but not limited to cleaning compounds for floors, carpets, fixtures, glass and furniture; wax, stripper, carpet spot cleaner, shampoo, spill and stain remover products, disinfectants, mops, dust cloths and polishes. Supplies shall be kept in a neat and organized manner in the janitors closets at each facility. Cost of contractor's cleaning supplies shall be included as part of the base bid. ***All cleaning supplies must meet the "green" criteria to be acceptable.***

7.80 CLEANING AREA

Building cleanable area shall consist of the areas specified in Section 10.

7.100 WORK PROCEDURES

The contractor shall provide written procedures documentation to the Park and Recreation Director for approval prior to implementation to ensure building security, energy conservation and compliance with specifications. A procedural requirement shall be maintaining a daily log book at each location on all contracted activities.

7.110 SUPERVISION

The contractor ***shall*** provide a competent supervisor to be available on site or by phone during the working hours of the contractor's work force. The supervisor shall be responsible for the performance of the contractor's employees and the physical security of the premises during the work shift and coordinating the contractor's overall activities with the Park and Recreation Director.

SECTION 8
GENERAL HOUSEKEEPING REQUIREMENTS

8.10 All cleaning material used must be of type that will not have an immediate or extended detrimental effect on any of the surfaces being cleaned. All equipment, products and supplies shall be approved by the Parks and Recreation Director. Contractor will assume liability for damage caused to plumbing fixtures, hardware, carpet and floor surfaces by the use or accidental spillage of abrasive materials, acids, waxes, strippers or other caustic materials. **Proper use & training working with chemicals is necessary & documentation of training is required.**

8.20 Any foreign matter, spills, stains, marks, gum or residue or any nature on any surfaces shall be removed during regular cleaning operations on a nightly/daily basis.

8.30 Mechanical or other equipment used in the cleaning operations must be of a type that is approved in the industry and shall be operated in such a manner as not to cause danger to employees or other persons or damage the building structure, fixtures, furnishings, etc. Any injuries or damages of any nature shall be immediately reported to the Parks and Recreation Director. Carts used to carry cleaning and/or waste materials will not be used to prop open or to push open doors within the bridling to prevent damage to door surfaces. Door stop blocks shall be furnished by the contractor if doors need to be kept open during cleaning.

8.40 Any building facilities, broken windows, equipment, fixtures or furnishing in need of repair or replacement, including those resulting from vandalism, shall be reported immediately to the Parks and Recreation Director at 651-280-6851.

8.50 Any items or articles of apparent value found by the contractor's personnel in any area of the building or site shall be left at the main Information desk and noted in the daily log book. Any item of major concern shall be brought to the Parks and Recreation Director's attention.

8.60 Any articles of a suspicious nature that may be found or persons noted loitering or conducting themselves in a manner to arouse suspicion or possibly in need of help, shall be immediately reported to the Farmington Police Department at telephone number:

Emergency:	911
Non emergency:	651-280-6700

8.70 Necessary precautions shall be taken at all times to protect persons, property and equipment from injury and damage. All equipment used in cleaning operations shall be stored in a safe and proper manner and in locations designated or approved by the Parks and Recreation Director. The contractor is responsible for maintaining the designated areas in a clean and orderly condition. Any flammable, volatile or hazardous materials required in the janitorial service operations shall be stored in such a manner and in locations approved by the Fire Underwriter's Association and the Parks and Recreation Director. The contractor shall also comply with the laws governing workers right-to-know (MSDS) concerning hazardous materials. The contractor shall also maintain current Material Safety Data Sheets at each facility.

8.80 The City in all of its buildings has in place a paper, can, glass and plastic recycling program. It shall be the contractor's responsibility to collect the recyclables and place in an assigned collection bin.

8.90 CLEANING STANDARD

For the purpose of this specification, the following definitions are established and conditions are designated as either clean or dirty for ease in determining contract performance. The following standards of performance shall be considered unacceptable.

8.91 DUST AND DIRT

The presence of dust and dirt or related material on vertical or horizontal hard and soft surfaces to the degree that it is noticeable and will mark clothing or skin.

8.92 STAINS AND/OR MARKS

The presence of stains and marks to the degree that it is noticeable and alters the appearance of vertical and horizontal hard and soft surfaces or items of furnishing.

8.93 LITTER AND/OR REFUSE

The presence of litter and refuse on top of, underneath, behind or around vertical and horizontal and soft surfaces or items of furnishing.

8.94 SANITATION

The condition of sanitation that will cause odor or create a public hazard. Liquid or solid deodorants are not acceptable to control odors unless permitted by the Parks and Recreation Director. They are not to be used unless authorized.

SECTION 9
DETAILED HOUSEKEEPING REQUIREMENTS

The detailed work requirements are intended to cover the janitorial maintenance services required under this contract in a general manner, but they may not be complete in all details. If any items have inadvertently been omitted that should be included to affect a complete job, they shall be included in the services rendered and brought to the attention of the Parks and Recreation Director. The City reserves the right to make changes to this schedule of services as it may find necessary or desirable from time to time to satisfy the requirements of the City.

SECTION 10
LOCATION OF CLEANING AREA

10.10 AREAS

The areas to be cleaned under this section of the proposal are as follows:

1) **City Hall**
All areas on the first and second level, including stairs and entryways, of the City Hall building located at 430 Third Street, Farmington Minnesota, 55024, excluding the Mechanical and Maintenance room located on the 1st and 2nd floors. Total square footage of area to be cleaned is approximately 30,500 square feet. Cleaning should occur between the hours of 10:00 p.m. to 7:00 a.m. Monday thru Friday.

	GENERAL AREAS	WEEK	MONTH	OTHER
1.	Empty wastebaskets and replace liners as needed (plastic liners supplied by the city). All waste to be moved to a designated area, no waste to be thrown away unless clearly marked.	5x		
2.	Clean and sanitize drinking fountains	5x		
3.	Spot clean all interior windows and railing glass to remove fingerprints	5x		
4.	Completely clean all interior glass		1x	
5.	Vacuum all traffic areas	5x		
6.	Vacuum carpet wall to wall	1x		
7.	Dust mop or sweep all hard/ceramic floors	5x		
8.	Spot clean spills and stains on carpets	5x		
9.	Damp mop all hard/ceramic floors	5x		
10.	Dust all accessible hi-lo horizontal surfaces including counter tops, window sills, heating vents, light fixtures and furniture	2x		
11.	Dry dust file cabinets	2x		
12.	Spot clean walls and doors		1x	
13.	Clean marks from kick plates		1x	
14.	Remove dust & cobwebs from return vents & ceilings		1x	
15.	Clean all hand railings	1x		
16.	Strip and wax vinyl tile floor			1x per year
17.	Vacuum upholstered chairs and edge vacuum	1x		
18.	Collection and disposal of recyclable materials	5x		
19.	Put recyclables outside for bi-weekly pick-up		2x	
20.	Shampoo all carpet areas			1x per year
21.	Clean and sanitize door handles and door knobs	5x		

	RESTROOMS	WEEK	MONTH	OTHER
1.	Clean mirrors & chrome fittings	5x		
2.	Clean & sanitize sinks & countertops	5x		
3.	Clean & sanitize toilets (outside & inside)	5x		
4.	Clean & sanitize urinals (outside & inside)	5x		
5.	Empty waste baskets and liners	5x		
6.	Replace w/basket liners	5x		
7.	Metal partitions & walls completely scrubbed		2x	
8.	Spot clean metal partitions & walls	5x		
9.	Restock restroom supplies (City provides)	5x		

10.	Sweep restroom floors	5x		
11.	Mop & sanitize restroom floors	5x		
12.	Clean grout on tile floors			2x per year
13.	Clean exhaust and return vents			2x per year
14.	Clean and sanitize door handles and door knobs	5x		

	MAIN ENTRYS & RECEPTION AREAS	**WEEK**	**MONTH**	**OTHER**
1.	Spot clean all entry glass and display cases	5x		
2.	Completely clean entrance door glass	1x		
3.	Vacuum - mats	5x		
4.	Remove mats and vacuum	1x		
5.	Spot clean marks from kick plates	5x		
6.	Tile - sweep/dust mop	5x		
7.	Tile - wet mop	5x		
8.	Tile – clean grout			2x per year
9.	Sweep & mop stairs (front and rear)	5x		
10.	Dust or wipe off stair railings	1x		
11.	Clean and sanitize door handles and door knobs	5x		

	LUNCHROOM	**WEEK**	**MONTH**	**OTHER**
1.	Empty all waste containers	5x		
2.	Clean and disinfect tables	5x		
3.	Clean chairs	5x		
4.	Clean and disinfect counter tops	5x		
5.	Clean sink & chrome fixtures	5x		
6.	Sweep and damp mop vinyl tile floor	5x		
7.	Spot clean walls	5x		
8.	Clean cabinet fronts, appliance exteriors & ceiling return vents		1x	
9.	Spot clean spills	5x		
10.	Empty all recycling containers	5x		
11.	Clean refrigerator			1x year
12.	Strip and wax vinyl tile floor			1x per year

	COUNCIL CHAMBERS	**WEEK**	**MONTH**	**OTHER**
1.	Dust and polish desk areas	3x		
2.	Vacuum wall to wall	3x		
3.	Clean chairs	1x		
4.	Clean all glass		1x	
5.	Vacuum all chairs and spot clean		2x	
6.	Clean TV monitors and screens		1x	
7.	Shampoo all carpet areas			1x per year
8.	Clean and sanitize door handles and door knobs	5x		

	COUNCIL CONFERENCE ROOMS	**WEEK**	**MONTH**	**OTHER**
1.	Clean tables	1x		
2.	Clean chairs	1x		
3.	Vacuum wall to wall	1x		
4.	Clean & disinfect countertops and sinks	1x		
5.	Empty all waste containers	5x		
6.	Shampoo all carpet areas			1x per year
7.	Clean and sanitize door handles and door knobs	5x		

	DEPARTMENT CONFERENCE ROOMS	WEEK	MONTH	OTHER
1.	Spot clean tables	5x		
2.	Spot clean chairs	5x		
3.	Vacuum wall to wall	1x		
4.	Clean window ledges		1x	
5.	Empty all waste containers	5x		
6.	Shampoo all carpet areas			1x per year
7.	Clean and sanitize door handles and door knobs	5x		

	COPY ROOM(S) & KITCHENETTE(S)	WEEK	MONTH	OTHER
1.	Empty all waste containers	5x		
2.	Clean & disinfect counter-tops and sinks	1x		
3.	Sweep floor	5x		
4.	Damp mop floor	1x		
5.	Strip and wax vinyl tile floor			1x per year
6.	Collection and disposal of recyclable materials	5x		

	OFFICE AREAS	WEEK	MONTH	OTHER
1.	Dust window ledges		1x	
2.	Clean interior window glass		1x	
3.	Clean and sanitize phone receiver	1x		
4.	Dust phone		1x	
5.	Dust top of all storage areas and shelves		1x	
6.	Dust computer monitor screens		1x	
7.	Clean and sanitize computer keyboards	1x		
8.	Shampoo all carpet areas and remove residue with an extraction machine			1x per year
9.	Clean and sanitize door handles and door knobs	5x		

	LOCKER ROOM/SHOWER	WEEK	MONTH	OTHER
1.	Completely clean tops and sides of lockers			2x per year
2.	Clean and sanitize shower stalls	1x		
3.	Shower tile – clean grout			2x per year
4.	Sweep & wet mop floors	5x		
5.	Clean floors & grout			2x per year
6.	Wipe and sanitize benches	1x		

	EXPANSION SPACE	WEEK	MONTH	OTHER
1.	Vacuum carpet wall to wall		2x	
2.	Clean interior of windows		1x	
3.	Wipe window ledges		1x	
4.	Clean and sanitize door handles and door knobs	1x		

	EXTERIOR WINDOW CLEANING	WEEK	MONTH	OTHER
1.	Clean/wash window exterior glass with proper cleaning solution, at an air temperature of at least 50 degrees and leaving a streak free finish			2x per year once in late April and once in early October

SECURITY

1. Leave designated lights on
2. Conserve energy, turn off lights when leaving an area
3. Close and/or lock all doors designated by City

4. All employees wear uniformed shirts and photo I.D. name tags when on duty
5. Do not prop open entry doors
6. Never allow unauthorized people into the building

10.20 AREAS

The areas to be cleaned under this section of the proposal are as follows:

1) **Central Maintenance Facility**
All areas of the Central Maintenance Facility located at 196250 Municipal Drive, Farmington, Minnesota 55024 excluding the vehicle storage, vehicle maintenance, storage rooms and mezzanine area. Total square footage of area to be cleaned is approximately 8,400 square feet. Cleaning should occur between the hours of 10:00 p.m. to 7:00 a.m. Monday thru Friday.

	GENERAL AREAS	WEEK	MONTH	OTHER
1.	Empty wastebaskets and replace liners as needed (plastic liners supplied by the city). All waste to be moved to a designated area, no waste to be thrown away unless clearly marked.	5x		
2.	Clean and sanitize drinking fountains	5x		
3.	Spot clean all interior windows to remove fingerprints	5x		
4.	Completely clean all interior glass			2x per year
6.	Vacuum conference room	1x		
7.	Dust mop or sweep all hard floors	5x		
8.	Spot clean spills and stains on carpets	1x		
9.	Wet mop all hard floors	5x		
10.	Dust all accessible hi-lo horizontal surfaces including counter tops, window sills, heating vents, light fixtures and furniture		1x	
11.	Dry dust file cabinets		1x	
12.	Spot clean walls and doors		1x	
13.	Clean marks from kick plates		1x	
14.	Remove dust and cobwebs from ceilings/corners		1x	
16.	Clean all return air grates			1x per year
17.	Clean and sanitize door handles and door knobs	5x		
18.	Strip and wax vinyl tile floor			1x per year
19.	Vacuum cloth chairs			2x per year
20.	Put recyclables outside for ever other week pick-up		2x	
21.	Collection and disposal of recyclable materials	5x		
22.	Shampoo all carpet areas			1x per year

	RESTROOMS	WEEK	MONTH	OTHER
1.	Clean mirrors & chrome fittings	5x		
2.	Clean & sanitize sinks & countertops	5x		
3.	Clean & sanitize toilets (outside & inside)	5x		
4.	Empty waste baskets and liners	5x		
5.	Replace w/basket liners	5x		
6.	Scrub walls completely			2x per year
7.	Clean and sanitize door handles and door knobs	5x		
7.	Spot clean walls	5x		
8.	Restock restroom supplies (City provides)	5x		
9.	Sweep restroom floors	5x		

10.	Wet mop & sanitize restroom floors	5x		
11.	Strip and wax vinyl tile floor			1x per year

	GENERAL RECEPTION AREA & CORRIDORS	**WEEK**	**MONTH**	**OTHER**
1.	Spot clean all entry glass	5x		
2.	Completely clean entrance door glass			2x per year
3.	Vacuum entry mats	5x		
4.	Clean marks from kick plates & walls	1x		
5.	Tile-sweep, dust or dry mop including work station and reception area.	5x		
6.	Strip and wax vinyl tile floors			1x per year
7.	Clean and sanitize door handles and door knobs	5x		

	LUNCHROOM	**WEEK**	**MONTH**	**OTHER**
1.	Empty all waste containers	5x		
2.	Clean and disinfect tables	5x		
3.	Clean chairs	5x		
4.	Clean counter tops	5x		
5.	Clean sink & chrome fixtures	5x		
6.	Sweep and wet mop tile floor	5x		
7.	Spot clean walls	5x		
8.	Clean cabinet fronts, appliance exteriors	5x		
9.	Strip and wax vinyl tile floor			1x per year
10.	Clean interior of refrigerator			1x per year
11.	Clean and sanitize door handles and door knobs	5x		

	LOCKER ROOM/SHOWER	**WEEK**	**MONTH**	**OTHER**
1.	Completely clean lockers			1x per year
2.	Clean and sanitize shower stalls		1x	
3.	Shower tile – clean grout			1x per year
4.	Sweep & wet mop floors	5x		
5.	Clean floors & grout			2x per year
6.	Wipe and sanitize benches	1x		
7.	Clean and sanitize door handles and door knobs	5x		

	OFFICE AREAS	**WEEK**	**MONTH**	**OTHER**
1.	Empty wastebaskets and replace liners as needed (plastic liners supplied by the city). All waste to be moved to a designated area, no waste to be thrown away unless clearly marked.	5x		
2.	Dust window ledges		1x	
3.	Clean interior window glass			2x per year
4.	Clean and sanitize phone receiver	1x		
5.	Dust phone		1x	
6.	Dust top of all storage areas and shelves		1x	
7.	Dust computer monitor screens		1x	
8.	Dust and sanitize computer keyboards	1x		
9.	Put recyclables outside for ever other week pick-up		2x	
10.	Collection and appropriate disposal of recyclable material.	5x		
11.	Clean and sanitize door handles and door knobs	5x		
12.	Strip and wax vinyl tile floor			1x per year

	EXTERIOR WINDOW CLEANING	WEEK	MONTH	OTHER
1.	Clean/wash window exterior glass with proper cleaning solution, at an air temperature of at least 50 degrees and leaving a streak free finish			2x per year once in late April and once in early October

SECURITY

1. Leave designated lights on
2. Conserve energy, turn off lights when leaving an area
2. Close and/or lock all doors designated by City
3. All employees wear uniformed shirts and photo I.D. name tags when on duty
4. Do not prop open entry doors
5. Never allow unauthorized people into the building
6. Under no circumstances are contractor's vehicles allowed to be driven into the shop area of the facility.

10.30 AREAS

The areas to be cleaned under this section of the proposal are as follows:

1) **Rambling River Center**
All areas including entryways in the Rambling River Center building located at 325 Oak Street, Farmington Minnesota, 55024, excluding the Mechanical and Maintenance rooms. Total approximate square footage of area to be cleaned is 8,500 square feet. Cleaning should occur between the hours of 10:00 p.m. to 7:00 a.m. Monday thru Friday subject to change based on events. Additional weekend times may be contracted separately due to weekend rentals.

	GENERAL AREA	WEEK	MONTH	OTHER
1.	Empty wastebaskets and replace liners as needed (plastic liners supplied by the city). All waste to be moved to a designated area, no waste to be thrown away unless clearly marked.	5x		
2.	Clean and sanitize drinking fountains	5x		
3.	Spot clean all accessible interior windows to remove fingerprints.	5x		
4.	Completely clean all interior glass		1x	
5.	Wet mop all tile hallways	5x		
6.	Vacuum wall to wall any carpeted areas	3x		
7.	Spot clean spills and stains on carpets	5x		
8.	Dust mop and spot clean laminate floor	5x		
9.	Dust all accessible hi-lo horizontal surfaces including counter tops, window sills and heating vents	1x		
10.	Dry dust file cabinets & return grates		1x	
11.	Spot clean walls and doors	5x		
12.	Clean marks from kick plates	1x		
13.	Remove dust and cobwebs from ceiling/corners		2x	
14.	Vacuum cloth chairs and edge vacuum	1x		
15.	Empty and collect recyclables into one collection bin	5x		
16.	Put recyclables outside for collection		2x	
17.	Clean and sanitize door handles and door knobs	5x		

	RESTROOMS (Administrative and Banquet Areas)	WEEK	MONTH	OTHER
1.	Clean mirrors & chrome fittings	5x		
2.	Clean & sanitize sinks	5x		
3.	Clean & sanitize toilets (outside & inside)	5x		
4.	Clean & sanitize urinals (outside & inside)	5x		
5.	Empty waste baskets and liners	5x		
6.	Replace w/basket liners	5x		
7.	Metal partitions & walls completely scrubbed		1x	
8.	Spot clean metal partitions & walls	5x		
9.	Restock restroom supplies (City provides)	5x		
10.	Sweep restroom floors	5x		
11.	Mop & sanitize restroom floors	5x		
12.	Clean grout between tile			2x per year
13.	Clean and sanitize door handles and door knobs	5x		

	MAIN ENTRYS & RECEPTION AREAS	WEEK	MONTH	OTHER
1.	Spot clean all entry glass	5x		
2.	Completely clean entrance door glass	1x		
3.	Vacuum - mats	5x		
4.	Clean marks from kick plates (not all marks are removable)	1x		
5.	Tile - sweep/dust mop	5x		
6.	Tile - wet mop	5x		
7.	Shampoo all carpet areas			1x per year
8.	Clean and sanitize door handles and door knobs	5x		

	KITCHENETTE AREA	WEEK	MONTH	OTHER
1.	Empty all waste containers	5x		
2.	Clean counter tops	5x		
3.	Clean sink & chrome fixtures	5x		
4.	Sweep and wet mop tile floor	5x		
5.	Spot clean walls	5x		
6.	Clean cabinet fronts, appliance exteriors		1x	
7.	Clean and sanitize door handles and door knobs	5x		

	MEETING/CONFERENCE ROOMS	WEEK	MONTH	OTHER
1.	Empty wastebaskets and replace liners as needed (plastic liners supplied by the city). All waste to be moved to a designated area, no waste to be thrown away unless clearly marked.	5x		
2.	Vacuum wall to wall	5x		
3.	Spot clean spills and stains on carpets	5x		
4.	Dust all accessible hi-lo horizontal surfaces including window sills, heating vents and furniture		2x	
5.	Spot clean walls, doors & door handles	1x		
6.	Clean marks from kick plates	1x		
7.	Remove dust and cobwebs from ceiling/corners/ return air grates		2x	
8.	Shampoo all carpet areas			1x per year

9.	Clean and sanitize door handles and door knobs	5x		

	OFFICE AREAS	**WEEK**	**MONTH**	**OTHER**
1.	Dust window ledges	1x		
2.	Clean interior window glass		1x	
3.	Clean and sanitize phone receiver	1x		
4.	Dust phone		1x	
5.	Dust top of all storage areas and shelves		1x	
6.	Dust computer monitor screens		1x	
7.	Dust and sanitize computer keyboards	1x		
8.	Shampoo all carpet areas			1x per year
9.	Clean and sanitize door handles and door knobs	5x		

	BANQUET ROOM	**WEEK**	**MONTH**	**OTHER**
1.	Empty wastebaskets and replace liner as needed (plastic liners supplied by the City). All waste to be moved to a designated area, no waste to be thrown away unless clearly marked	5x		
2.	Spot clean all accessible interior windows to remove fingerprints.		1x	
3.	Completely clean all interior glass windows		1x	
4.	Spot clean spills and stains on cloth chairs	1x		
5.	Dust mop and spot clean laminate floors	5x		
6.	Wet mop w/water laminate floor	5x		
7.	Dust all window sills		2x	
8.	Dust all heating vents and cold air return grates		1x	
9.	Spot clean walls and doors	5x		
11.	Clean marks from kick plates	1x		
12.	Remove dust and cobwebs from ceiling/corners		2x	
13.	Vacuum cloth chairs	1x		
14.	Empty and collect recyclables into one collection bin	5x		
15.	Put recyclables outside in appropriate main collection bin for bi-weekly pick-up		2x	
16.	Clean refrigerator interior			1x per year
17.	Clean and sanitize door handles and door knobs	5x		

	FITNESS ROOM	**WEEK**	**MONTH**	**OTHER**
1.	Empty wastebaskets and replace liners as needed (plastic liners supplied by the city). All waste to be moved to a designated area, no waste to be thrown away unless clearly marked.	5x		
2.	Vacuum wall to wall	5x		
3.	Spot clean spills and stains on carpets	5x		
4.	Dust all window sills and heating vents		1x	
5.	Spot clean walls, doors & door handles	5x		
6.	Clean marks from kick plates	1x		
7.	Remove dust and cobwebs from ceiling/corners/ return air grates		2x	
8.	Clean and sanitize exercise equipment		1x	
9.	Shampoo all carpet areas			1x per year
10.	Clean and sanitize door handles and door knobs	5x		

	EXTERIOR WINDOW CLEANING	WEEK	MONTH	OTHER
1.	Clean/wash window exterior glass with proper cleaning solution, at an air temperature of at least 50 degrees and leaving a streak free finish			2x per year once in late April and once in early October

SECURITY

1. Leave designated lights on
2. Conserve energy, turn off lights when leaving an area
3. Close and/or lock all doors designated by city
4. All employees wear uniformed shirts and photo I.D. name tags when on duty
5. Do not prop open entry doors
6. Never allow unauthorized people into the building

10.40 AREAS

The areas to be cleaned under this section of the proposal are as follows:

1) **Police Station**
The Police Station building is located at 19500 Municipal Drive, Farmington Minnesota, 55024. Exterior window cleaning should occur between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday subject to events occurring at the building during the year.

	EXTERIOR WINDOW CLEANING	WEEK	MONTH	OTHER
1.	Clean/wash window exterior glass with proper cleaning solution, at an air temperature of at least 50 degrees and leaving a streak free finish			2x per year once in late April and once in early October

SECTION 11
SITE INSPECTION

11.10 SITE INSPECTION

Each proposer is responsible for visiting the sites prior to quote submission and to become familiar with work site conditions. A pre-bid conference and walk-through of the sites will occur at 10:00 a.m. on Wednesday, March 8, 2017. The pre-bid conference will begin at City Hall located at 430 Third Street, Farmington, Minnesota. Contact the Park and Facilities Supervisor, Jeremy Pire at (651) 280-6902 to inform him of your attendance at the pre-bid conference.

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Randy Distad, Parks and Recreation Director

SUBJECT: Approve Agreement with Marschall Lines, Inc. to Provide Bus Service for 2017 Swim Bus Program-Parks

DATE: April 3, 2017

INTRODUCTION

2017 will mark the 14th year the swim bus program has been offered to the community. For the past 11 years, Marschall Lines, Inc. has provided the bus service for the program.

DISCUSSION

Staff contacted Marschall Line, Inc. see if they would be interested in providing transportation for the swim bus program in 2017. Marschall Lines, Inc. indicated they would be interested in providing this service for the 12th consecutive year.

The swim bus has stops at many neighborhood parks where children are picked up and transported to the outdoor pool. Since the swim bus program began in 2004 and through the 2016 season, 8,343 riders have used the bus to travel to the city's outdoor pool.

Attached is an agreement form that the city council is being asked to approve that will allow the city to contract with Marschall Line, Inc. to provide a bus and driver to transport children to the outdoor pool from various city and Empire Township parks. Exhibit A shows the schedule and the pickup locations. Empire Township also pays a portion of the service costs in exchange for the bus stopping in a couple of Empire Township locations.

BUDGET IMPACT

Funding for the swim bus comes from the outdoor pool budget and Empire Township. Marschall Lines, Inc. has agreed to provide the transportation service at a cost of $95.00 per day.

This daily charge is well below the rate that Marschall Lines, Inc. normally charges its customers. According to MLI, the normal three hour minimum terminal to terminal rate for the Swim Bus service would have cost the city $6,069.00. In the proposed agreement the total cost for 25 days of bus services will be $2,375.00. This means the city will save $3,694.00 from the normal MLI charge during the 25 days the swim bus will be provided. Had MLI not made this significant donation, the program would be very costly to offer.

ACTION REQUESTED

Approve the attached agreement with Marschall Lines, Inc. to provide bus transportation services for the 2017 swim bus program.

ATTACHMENTS:

Type	Description
Contract	Agreement Form 2017 Swim Bus Services
Exhibit	Exhibit A Swim Bus Route

AGREEMENT

AGREEMENT made this _____ day of _____, 2017, between the **CITY OF FARMINGTON,** a Minnesota municipal corporation ("City"), and **MARSCHALL LINE, INC.,** a Minnesota corporation ("Contractor").

IN CONSIDERATION OF THE MUTUAL UNDERTAKINGS HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:

1. CONTRACT DOCUMENTS. The following documents shall be referred to as the "Contract Documents", all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:

A. This Agreement

B. Proposed 2017 Swim Bus Route and Schedule attached as Exhibit "A."

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts with Contract Document "A" having the first priority and Contract Document "B" having the last priority.

2. OBLIGATIONS OF THE CONTRACTOR. The Contractor shall provide the goods, services, and perform the work in accordance with the Contract Documents.

3. OBLIGATIONS OF THE CITY. The City shall pay the Contractor in accordance with the bid.

4. ASSIGNMENT. Neither party may assign, sublet, or transfer any interest or obligation in this Contract without the prior written consent of the other party, and then only upon such terms and conditions as both parties may agree to and set forth in writing.

5. TIME OF PERFORMANCE. The Contractor shall provide the Swim Bus Program service beginning on June 19, 2017 and complete its obligations on August 3, 2017.

6. PAYMENT.

a. When the obligations of the Contractor have been fulfilled, inspected, and accepted, the City will pay the Contractor $2,375.00 during the Swim Bus Program ($95/shuttle, 25 total shuttles). Such payment shall be made not later than thirty (30) days after completion, certification thereof, and invoicing by the Contractor.

b. No final payment shall be made under this Contract until Contractor has satisfactorily established compliance with the provisions of Minn. Stat. Section 290.92. A certificate of the commissioner shall satisfy this requirement with respect to the Contractor or any subcontractor.

7. EXTRA SERVICES. No claim will be honored for compensation for extra services or beyond the scope of this Agreement or the not-to-exceed price for the services identified in the proposal without written submittal by the Contractor, and approval of an amendment by the City, with specific estimates of type, time, and maximum costs, prior to commencement of the work.

8. PROMPT PAYMENT TO SUBCONTRACTORS. Pursuant to Minnesota Statute 471.25, Subdivision 4a, the Contractor must pay any subcontractor within ten (10) days of the Contractor's receipt of payment from the City for undisputed services provided by the subcontractor. The Contractor must pay interest of one and one-half percent (1½ %) per month or any part of a month to subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of $100.00 or more is $10.00. For an unpaid balance of less than $100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

9. WORKER'S COMPENSATION. If Contractor does public work, the Contractor shall obtain and maintain for the duration of this Contract, statutory Worker's Compensation Insurance and Employer's Liability Insurance as required under the laws of the State of Minnesota.

10. COMPREHENSIVE GENERAL LIABILITY. Contractor shall obtain the following minimum insurance coverage and maintain it at all times throughout the life of the Contract, with the City included as an additional name insured by endorsement:

Bodily Injury:	$2,000,000 each occurrence $2,000,000 aggregate, products and completed operations
Property Damage:	$2,000,000 each occurrence $2,000,000 aggregate

Products and Completed Operations Insurance shall be maintained for a minimum period of three (3) years after final payment and Contractor shall continue to provide evidence of such coverage to City on an annual basis during the aforementioned period; or if any reason Contractor's work ceases before final payment, for a minimum period of three (3) years from the date Contractor ceases work.

Property Damage Liability Insurance shall include coverage for the following hazards:

X (Explosion)
C (Collapse)
U (Underground)

Contractual Liability (identifying the contract):

Bodily Injury:	$2,000,000 each occurrence
Property Damage:	$2,000,000 each occurrence $2,000,000 aggregate

Personal Injury, with Employment Exclusion deleted:
$2,000,000 aggregate

Comprehensive Automobile Liability (owned, non-owned, hired):

Bodily Injury:	$2,000,000 each occurrence $2,000,000 each accident
Property Damage:	$2,000,000 each occurrence

11. MINNESOTA GOVERNMENT DATA PRACTICES ACT. Contractor must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to (1) all data provided by the City pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained, or disseminated by Contractor pursuant to this Agreement. Contractor is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event Contractor receives a request to release data, Contractor must immediately notify City. City will give Contractor instructions concerning the release of the data to the requesting party before the data is released. Contractor agrees to defend, indemnify, and hold City, its officials, officers, agents, employees, and volunteers harmless from any claims resulting from Contractor's officers', agents', city's, partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of protected data. The terms of this paragraph shall survive the cancellation or termination of this Agreement.

12. RECORDS. Contractor shall maintain complete and accurate records of expenses involved in the performance of services.

13. NONDISCRIMINATION. All Contractors and subcontractors employed shall comply with all applicable provisions of all federal, state and municipal laws which prohibit discrimination in employment to members of a protected class and all rules and regulations, promulgated and adopted pursuant thereto. The Contractor will include a similar provision in all subcontracts entered into for the performance of this contract.

14. INDEMNITY. The Contractor agrees to defend, hold harmless, and indemnify the City, its officers, agents, and employees, for and against any and all claims, demands, actions, or causes of action, of whatever nature or character, arising from the Consultant's performance of work or services provided for herein. The Contractor shall take all reasonable precautions for the safety of all employees on the site and shall provide reasonable protection to prevent damage or loss to the property on the site or properties adjacent thereto and to work, materials and equipment under the Contractor's control.

15. WAIVER. In the particular event that either party shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or any succeeding breach of this Contract by either party, whether of the same or any other covenant, condition, or obligation.

16. GOVERNING LAW. The laws of the State of Minnesota govern the interpretation of this Contract.

17. SEVERABILITY. If any provision, term, or condition of this Contract is found to be or become unenforceable or invalid, it shall not effect the remaining provisions, terms, and conditions of this Contract, unless such invalid or unenforceable provision, term, or condition renders this Contract impossible to perform. Such remaining terms and conditions of the Contract shall continue in full force and effect and shall continue to operate as the parties' entire contract.

18. ENTIRE AGREEMENT. This Contract represents the entire agreement of the parties and is a final, complete, and all inclusive statement of the terms thereof, and supersedes and terminates any prior agreement(s), understandings, or written or verbal representations made between the parties with respect thereto.

19. TERMINATION. This Agreement may be terminated by the City for any reason or for convenience upon written notice to the Contractor. In the event of termination, the City shall be obligated to the Contractor for payment of amounts due and owing for materials provided or for services performed or furnished to the date and time of termination.

Dated: _____, 2017.

CITY OF FARMINGTON

By: _____
Todd Larson, Mayor

By: _____
David McKnight, City Administrator

Dated: _____, 2017

CONTRACTOR:
MARSCHALL LINE, INC.

By: _____

Its:_____

EXHIBIT A

Farmington Parks and Recreation Department's 2017 Swim Bus Stops and Times

Starting June 19 and ending on August 3, 2017
No Swim Bus service the week of July 3 - July 6, 2017
Both Swim Bus Routes will run on July 26 for Party on the Knoll event

Mondays & Wednesdays

Location	Address	Time
Meadowview Park (parking lot)	5550 197th St. West	12:30 p.m.
Pine Knoll Park	4950 203rd St. West	12:35 p.m.
Stelzel Field (parking lot)	19200 Centerfield Court	12:50 p.m.
Empire Town Hall	3375 197th St.	12:55 p.m.
Sach's Park	Calgary Trail & 200th St.	1:00 p.m.
Prairie View Park	1100 12th St.	1:05 p.m.

Outdoor Pool drop off time 1:10 p.m.
Return pick-up time at the Outdoor Pool 3:30 p.m.
(Drop off will be the opposite order as the pick-ups)

(If the Outdoor Pool is closed, then the swim bus will drop riders at Levi Dodge Middle School indoor pool and the return pick-up time will be 3:00)

Tuesdays & Thursdays

(Plus Wednesday, July 26 – Party on the Knoll Event, both shuttles run)

Fair Hills Park	19200 Estate Avenue	12:15 p.m.
Hill Dee Park	5535 Upper 182nd St.	12:25 p.m.
Dakota County Estates Park	18220 Emerald Trail	12:30 p.m.
North Creek Park (parking lot)	18200 Dunbury Avenue	12:35 p.m.
Lake Julia Park (parking lot)	5105 187th St. West	12:40 p.m.
Jim Bell Park & Preserve	Trailhead 190th St. cul-de-sac	12:50 p.m.
Farmington Preserve Park (parking lot)	19975 Embers Avenue	1:00 p.m.

Outdoor Pool drop-off time 1:10 p.m.
Return Pick-up Time at the Outdoor Pool 3:30 p.m.
(Drop off will be in the opposite order as the pick-ups)

(If the Outdoor Pool is closed, then the swim bus will drop at Levi Dodge Middle School indoor pool and the return pick-up time will be 3:00)

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Randy Distad, Parks and Recreation Director

SUBJECT: Adopt Resolution Accepting Swim Bus Program Donation from Marschall Line, Inc.-Parks

DATE: April 3, 2017

INTRODUCTION

Marschall Line, Inc (MLI) has for the past 11 years provided transportation for the Swim Bus Program and in the past has not charged the normal three hour minimum terminal to terminal rate for this service. In the past the difference of what the city has paid versus what MLI normally charges for this service has been recognized and accepted by the city as a donation.

DISCUSSION

An agreement with MLI is on the April 3, 2017 city council agenda for approval. The agreement states that the city will pay $95.00 per day for the swim bus transportation service MLI will provide. This is the same cost charged in 2016. MLI staff has shared with city staff that normally the terminal to terminal rate at a three hour minimum would cost $242.76. MLI is agreeable to allowing the difference between the two costs of $147.76 per day to be considered as a donation to the city.

BUDGET IMPACT

According to MLI, the normal three hour minimum terminal to terminal rate for the swim bus service would have cost the city $6,069.00. Under the proposed agreement the total cost for 25 days of bus services will be $2,375.00. This means the city will save $3,694.00 during the 25 days the swim bus will be provided by MLI. Had MLI not made this significant donation, the swim bus program would be very costly for the city to provide to the community.

Staff will communicate the city's appreciation on behalf of the city council to MLI for its generous donation.

ACTION REQUESTED

Adopt the attached resolution accepting the donation of $3,694.00 from MLI to the city for the reduction in costs to provide the swim bus transportation service.

ATTACHMENTS:

Type	Description
Resolution	2017 Swim Bus Donation

RESOLUTION NO. _____

ACCEPT 2017 SWIM BUS PROGRAM DONATION FROM MARSCHALL LINE, INC.

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Farmington, Minnesota, was held in the Council Chambers of said City on the 3rd day of April 2017 at 7:00 p.m.

Members Present:
Members Absent:

Member _____ introduced and Member _____ seconded the following:

WHEREAS, the normal charge of Marschall Line, Inc. providing the 2017 Swim Bus Program bus service would be $6,069.00; and,

WHEREAS, Marschall Line, Inc. has reduced the normal charge to $2,375.00 for the city's 2017 Swim Bus Program services; and,

WHEREAS, Marschall Line, Inc. has agreed to donate the amount of $3,694.00 not being charged to the city; and,

WHEREAS, it is required by State Statute and in the best interest of the City to accept this donation.

NOW, THEREFORE, BE IT RESOLVED that the City of Farmington hereby accepts with gratitude the generous donation of $3,694.00 from Marschall Line, Inc. for the reduction in the cost of offering the bus service during the 2017 Swim Bus Program.

This resolution adopted by recorded vote of the Farmington City Council in open session on the 3rd day of April, 2017.

_____
Mayor

Attested to the 3rd day of April, 2017.

_____
City Administrator

SEAL

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Randy Distad, Parks and Recreation Department

SUBJECT: Adopt Resolution Accepting Donation to the Rambling River Center - Parks

DATE: April 3, 2017

INTRODUCTION

A recent donation was made by the Coffee Guys to the Rambling River Center.

DISCUSSION

The Coffee Guys is a regular morning program at the center. Recently this group donated $100.00 that was used to purchase a new table for puzzles. The table is larger than the current table used to put puzzles together, which will allow more space for puzzles.

Staff will communicate on behalf of the city council its appreciation of the $100.00 donation made by the Coffee Guys that was used to purchase a new table for puzzles.

BUDGET IMPACT

NA

ACTION REQUESTED

Adopt the attached resolution accepting the $100.00 donated by the Coffee Guys that was used to purchase a new table for puzzles at the Rambling River Center..

ATTACHMENTS:

Type	Description
Resolution	Donation Resolution

RESOLUTION NO. _____

ACCEPT DONATION OF $100.00 FROM THE COFFEE GUYS TO THE RAMBLING RIVER CENTER

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Farmington, Minnesota, was held in the Council Chambers of said City on the 3rd day of April, 2017 at 7:00 p.m.

Members Present:
Members Absent:

Member _____ introduced and Member _____ seconded the following:

WHEREAS, a donation of $100.00 was made by the Coffee Guys to the Rambling River Center; and,

WHEREAS, the donation was used to purchase a new table for puzzles; and,

WHEREAS, it is required by State Statute that such donation be formally accepted; and,

WHEREAS, it is in the best interest of the city to accept this donation.

NOW, THEREFORE, BE IT RESOLVED that the city of Farmington hereby accepts with gratitude the generous donation of $100.00 from the Coffee Guys to the Rambling River Center that was used to purchase a new table for puzzles.

This resolution adopted by recorded vote of the Farmington City Council in open session on the 3rd day of April, 2017.

_____
Mayor

Attested to the 3rd day of April, 2017.

_____
City Administrator

SEAL

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Randy Distad, Parks and Recreation Director

SUBJECT: Adopt Resolution Accepting Donation to the Rambling River Center-Parks

DATE: April 3, 2017

INTRODUCTION

Happy Harry's Furniture recently made a donation to the Rambling River Center (RRC).

DISCUSSION

A donation in the amount of $824.69 was recently made by Happy Harry's Furniture to the RRC. The donation was made through a program created in 2011, in which a customer of Happy Harry's Furniture is able to select a charity of their choice to receive a donation when merchandise is purchased from the store and then 10% from the sale to the customer is donated to the charity. The RRC is one of the charities that can be selected.

With this most recent donation, Happy Harry's Furniture has donated a total of $8,676.92 to the RRC since the program's inception. This donation has been deposited into the RRC Capital Improvement Fund.

Accepting this donation fits with the City Council's partnership priority because it provides an opportunity to continue a beneficial relationship with an existing partner.

Staff will communicate the city's appreciation on behalf of the city council to Happy Harry's Furniture for its generous donation to the Rambling River Center.

BUDGET IMPACT

The donation was deposited into the RRC Capital Improvement Fund, so it can be used for future RRC building improvements and/or for equipment and furniture purchases.

ACTION REQUESTED

Adopt the attached resolution accepting the donation of $824.69 from Happy Harry's Furniture and to the Rambling River Center.

ATTACHMENTS:

Type	Description
Resolution	Donation Resolution

RESOLUTION NO. _____

ACCEPT CASH DONATION TO THE RAMBLING RIVER CENTER FROM HAPPY HARRY'S FURNITURE

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Farmington, Minnesota, was held in the Council Chambers of said City on the 3rd day of April, 2017 at 7:00 p.m.

Members Present:
Members Absent:

Member _____ introduced and Member _____ seconded the following:

WHEREAS, a $824.69 donation was made by Happy Harry's Furniture to the Rambling River Center; and,

WHEREAS, it is required by State Statute that this donation be formally accepted; and,

WHEREAS, it is in the best interest of the City to accept this donations.

NOW, THEREFORE, BE IT RESOLVED the City of Farmington hereby accepts with gratitude the generous donation of $824.69 from Happy Harry's Furniture to the Rambling River Center.

This resolution adopted by recorded vote of the Farmington City Council in open session on the 3rd day of April, 2017.

_____
Mayor

Attested to the 3rd day of April, 2017.

_____
City Administrator

SEAL

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Jennifer Dullum, Natural Resource Specialist

SUBJECT: Adopt Resolution Appointing a Well Head Protection Manager-Engineering

DATE: April 3, 2017

INTRODUCTION

The Minnesota Department of Health requires that a knowledgeable city staff person be appointed as the Wellhead Protection Manager. In the past this position has been the City Engineer. Since Farmington has a new Public Works Director/City Engineer a new appointment is necessary.

DISCUSSION

NA

BUDGET IMPACT

None at this time.

ACTION REQUESTED

Approve the attached resolution appointing Katy Gehler, Public Works Director/City Engineer, as the Wellhead Protection Manager.

ATTACHMENTS:

Type	Description
Resolution	Resoluition

RESOLUTION NO.

DESIGNATING WELL HEAD PROTECTION MANAGER

Pursuant to due call and notice thereof, a regular meeting of the City Council of the city of Farmington, Minnesota, was held in the Council Chambers of said city on the 3rd day of April 2017 at 7:00 p.m.

Members Present:
Members Absent:

Member _____ introduced and Member _____ seconded the following:

WHEREAS, The City of Farmington owns and operates a public water supply; and

WHEREAS, Public water supplies are required by Minnesota Rules 4720.5300, subpart 2 to appoint a Wellhead Protection Manager; and

WHEREAS, The City wishes to change the Wellhead Protection Manager.

NOW, THEREFORE, BE IT RESOLVED the City Council of Farmington, Minnesota, hereby appoints Katheryn Gehler, Public Works Director/City Engineer, as the Wellhead Protection Manager.

This resolution adopted by recorded vote of the Farmington City Council in open session on the 20th day of March 2017.

_____
Mayor

Attested to the _____ day of April 2017.

_____
City Administrator

SEAL

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Katy Gehler, Public Works Director

SUBJECT: Approve LED Lighting Phase II Project-Engineering

DATE: April 3, 2017

INTRODUCTION

Dakota Electric has approached the city about completing the second phase of a lighting project which consists of converting the city's intersection or mast arm lights from High Pressure Sodium (HPS) to the more energy efficient Light Emitting Diode (LED) style lights. Dakota Electric has 87 mast arm lights within the city of Farmington. About half of these lights were converted to LED in 2016.

DISCUSSION

The majority of the street lights within the city are owned, operated and maintained by the two electrical providers servicing the city of Farmington, Xcel and Dakota Electric. The city in turn pays a monthly fee per street light which generally covers the cost of power, operation, maintenance and replacement of the light. These rates are periodically reviewed and approved by the Minnesota Public Utility Commission (MPUC).

In 2014 the city started having conversations with the providers on the cost efficiency of converting the city's street lights to more energy efficient LED technology lighting. While Xcel has yet to establish an LED rate, Dakota Electric has established rates for the different types of lighting which primarily fits in two categories; intersection or mast arm style lights and the post top or acorn style light.

One of the main drivers when analyzing the cost efficiency of converting to LED is the cost of the LED fixture itself. While the mast arm light styles have become cheaper as their use has increased, the post top LED light fixtures are not as common and the cost is still high enough where there is not cost efficiency to make the conversion.

Dakota Electric's rate for the mast arm LED light dropped below that of the HPS in 2016 such that it was cost effective to convert these lights. Half of the project was competed in 2016 and the 2017 budget was prepared with the second phase of the project. The current rate for the mast arm light fixtures is as follows:

	Monthly HPS Rate	Monthly LED Rate*	Monthly Savings per light	Number of lights in Phase II
150W	$ 14.16	$ 8.31	$ 5.85	4
250W	$ 17.95	$ 10.71	$ 7.24	38

*Pending approval of MPUC down from $8.68 and $13.16 respectively.

There are currently 42 of the mast arm lights that staff is proposing to convert to LED. The cost of

converting the lights is approximately $500 per light for a 150 watt HPS equivalent LED, and $800 per light for a 250 watt HPS equivalent LED. Considering the monthly rate savings, there is a little over eight year return on the investment of completing the conversion. The ROI could become less if the rate continues to go down. It should be noted that once the conversion is complete, Dakota Electric is responsible for operation and maintenance of the lights with no future maintenance contribution by the city other than the monthly charge.

Dakota Electric has indicated once they receive confirmation that the city would like to move forward with the second phase of this project they will order materials and installation would take place sometime after as they schedule the work amongst their other daily tasks. The location of the lights is shown on the attached map.

BUDGET IMPACT

The 2017 Street Light Budget contains $35,000 for the conversion of the remaining mast arm lights. The projected cost is $30,000, which is less than the budgeted amount.

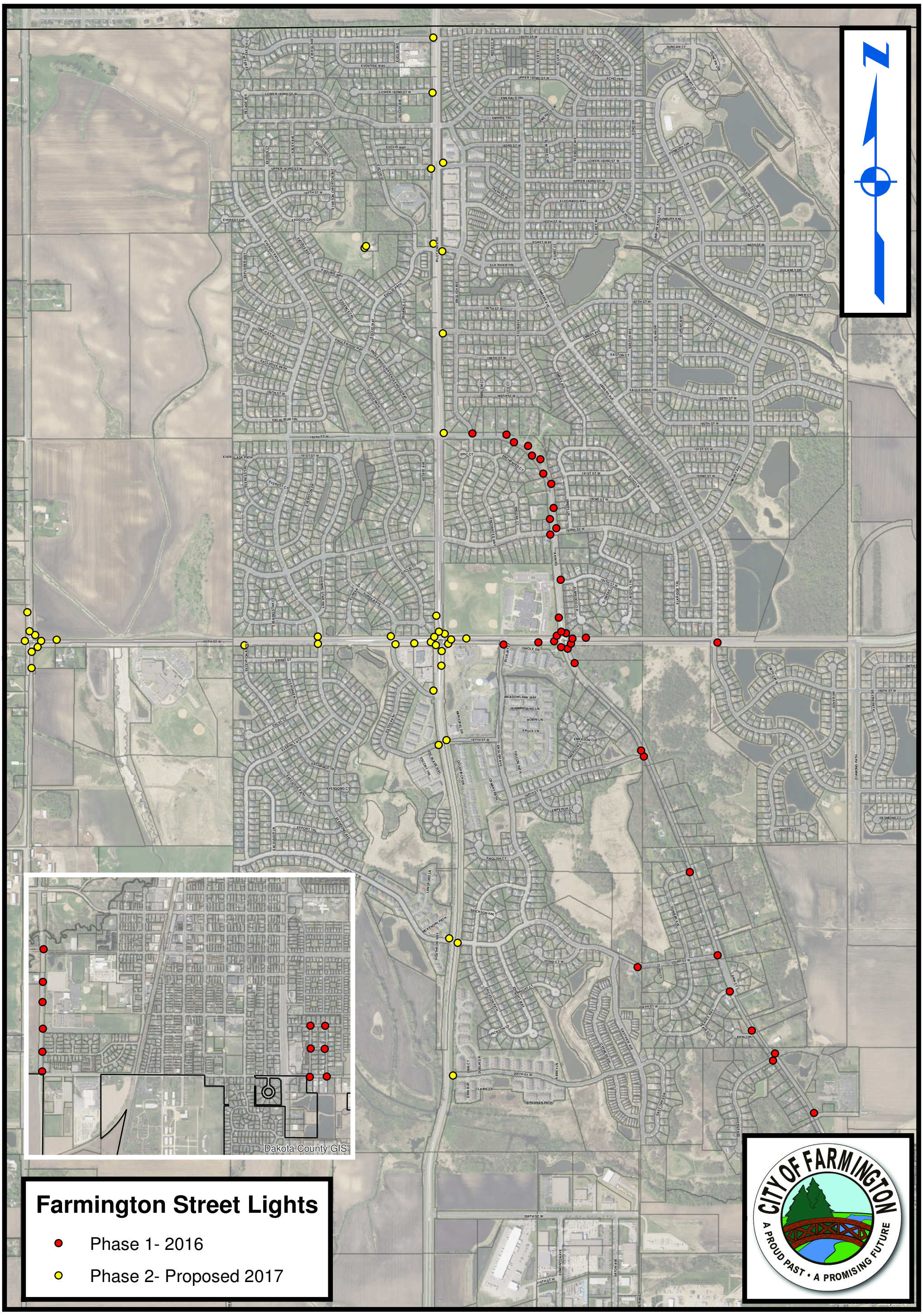
ACTION REQUESTED

Approve phase II of the Dakota Electric LED conversion of the mast arm lights. This action is a step to making Farmington a city of fiscal excellence.

ATTACHMENTS:

	Type	Description
	Backup Material	Map of Light Locations

Farmington Street Lights



This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices and other sources and is to be used for reference purposes only. The city of Farmington is not responsible for any inaccuracies herein contained.

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Cynthia Muller, Administrative Assistant

SUBJECT: Adopt Ordinance Amending the City Code as it Relates to the Elimination of the Heritage Preservation Commission-Community Development

DATE: April 3, 2017

INTRODUCTION

The city council has eliminated the Heritage Preservation Commission (HPC).

DISCUSSION

As the HPC will no longer exist, the city code needs to be amended. Title 2, chapter 11, the Heritage Preservation Commission code has been deleted in its entirety. Title 4, building regulations code and title 10 zoning code have been amended to delete references to the HPC.

BUDGET IMPACT

The 2017 budget was approved without funding for the HPC. There will be costs to update the city code.

ACTION REQUESTED

Adopt the attached ordinance eliminating the Heritage Preservation Commission from the city code.

ATTACHMENTS:

Type	Description
Ordinance	Ordinance
Ordinance	Summary Ordinance

CITY OF FARMINGTON
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. 017 -

AN ORDINANCE AMENDING TITLE 2, CHAPTER 11; TITLE 4, CHAPTER 6; TITLE 10, CHAPTERS 4 & 6, OF THE CITY CODE AS IT RELATES TO ELIMINATION OF THE HERITAGE PRESERVATION COMMISSION

THE CITY COUNCIL OF THE CITY OF FARMINGTON ORDAINS:

SECTION 1. That Title 2, Chapter 11 of the Farmington City Code, is hereby deleted in its entirety, that Title 4, Chapter 6 be amended, that Title 10, Chapter 4 be eliminated, that Title 10 Chapter 6 be amended as follows:

Title 2, Chapter 11

~~Chapter 11~~
~~HERITAGE PRESERVATION COMMISSION~~

~~2-11-1: DECLARATION OF PUBLIC POLICY AND PURPOSE:~~

~~The Farmington City Council hereby declares as a matter of public policy that the preservation, protection, perpetuation and use of buildings, sites, structures, objects, and districts having special historical interest or value is a matter of public necessity, and is required in the interest of the health, safety, welfare and prosperity of the people. The purpose of this Chapter is to:~~

~~(A) Safeguard the heritage of the City by preserving buildings, sites, structures, objects and districts which reflect elements of the City's historical, architectural, archaeological, or cultural heritage;~~

~~(B) Protect and enhance the City's appeal to residents, visitors and tourists, and serve as a support and stimulus to business and industry;~~

~~(C) Foster civic pride in the beauty and notable accomplishments of the past; and~~

~~(D) Promote the preservation, protection and use of historic buildings, sites, structures, objects and districts for the education and general welfare of the people of the City.~~

~~2-11-2: DEFINITIONS:~~

~~For the purpose of this Chapter, the following words and terms shall have the meanings respectively ascribed to them by this Section:~~

~~BUILDING: A construction created principally to shelter a form of human activity, such as a house, commercial building, school, or church.~~

~~CERTIFICATE OF APPROPRIATENESS: The documentation provided by the Heritage Preservation Commission which evidences approval of activities proposed for a Farmington Heritage Landmark.~~

~~DESIGN REVIEW: The process of finding out whether proposed changes to an historic property meet standards of appropriateness.~~

~~DISTRICT: A discrete, geographically definable area possessing a concentration, linkage or continuity of buildings, sites, structures or objects united historically by plan or physical development.~~

~~FARMINGTON HERITAGE LANDMARK: An historic property so designated by resolution of the City Council.~~

~~HISTORIC PROPERTY: Any building, site, structure or object that is significant in history, architecture, archaeology or culture.~~

~~OBJECT: A construction that is primarily artistic in nature or relatively small in scale and that is associated with a specific historic setting or environment.~~

~~SIGNIFICANCE: The historic preservation value and importance of an historic property to the history, architecture, archaeology, or culture of the City of Farmington, the State of Minnesota, or the United States.~~

~~SITE: The location of a prehistoric or historic occupation or activity that possesses historic, cultural, or archaeological value.~~

~~STRUCTURE: Constructions made for purposes other than creating human shelter, such as bridges, roadways, silos, and grain elevators.~~

~~SURVEY: The process of identifying and gathering information on historic properties.~~

~~2-11-3: HERITAGE PRESERVATION COMMISSION POWERS AND DUTIES:~~

~~(A) Members: The city of Farmington heritage preservation commission (hereinafter the "HPC") shall consist of up to five (5) voting members, adult residents of the city, to be appointed by the city council. HPC members shall include professionals in the disciplines of history, architecture, architectural history, archaeology, planning, or related disciplines and such other persons as have demonstrated interest or knowledge of historic preservation. Ex officio, nonvoting members of the HPC shall include a representative of the Dakota County Historical Society, the Farmington Historical Society, and a member of the Farmington planning commission.~~

~~(B) Terms Of Office: All appointments for voting members shall be made for a term of three (3) years. Members may be reappointed. Term expiration shall be staggered so that no more than three (3) positions shall be filled each year. Members shall continue to hold office until their successors have been appointed.~~

~~(C) Organization: The HPC shall elect from its members such officers as it may deem necessary. The HPC shall have the power to designate and appoint from its members various committees. The HPC shall make such bylaws as it may deem advisable and necessary for the conduct of its affairs, for the purpose of carrying out the intent of this chapter, which are not inconsistent with the laws of the city and the state.~~

~~(D) Program Assistance: To accomplish the intent and purpose of this chapter, the city shall provide the HPC with staff support and technical assistance.~~

~~(E) Powers And Duties: Unless otherwise specified herein, the powers and duties of the HPC shall be as follows:~~

1. ~~Conduct a continuing survey of historic properties in the city which the HPC has reason to believe are or will be eligible for designation as Farmington heritage landmarks.~~
2. ~~Nominate properties for designation as heritage landmarks.~~
3. ~~Review and comment upon permit applications and plans relating to heritage landmarks.~~
4. ~~Increase public awareness of historic preservation and historic properties.~~
5. ~~Make recommendations to the city council concerning grants and gifts from federal and state agencies, private groups and individuals and the utilization of budgetary appropriations for historic preservation programs.~~
6. ~~Prepare a comprehensive historic preservation plan for the city.~~
7. ~~Make an annual report containing a statement of its activities and plans to the city council.~~
8. ~~Any other functions which may be designated by ordinance or motion of the city council.~~

~~(F) Compensation: Members shall receive twenty dollars ($20.00) per meeting attended in addition to reasonable personal expenses.~~

~~**2-11-4: DESIGNATION OF FARMINGTON HERITAGE LANDMARKS:**~~

~~(A) Eligibility Criteria: The following criteria shall guide the HPC and the city council in evaluating properties for designation as Farmington heritage landmarks:~~

1. ~~The quality of significance in history, architecture, archaeology, and culture is present in buildings, sites, structures, objects and districts that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:~~
   ~~(a) That are associated with specific events or a pattern of events that have made a significant contribution to the broad patterns of our history; or~~
   ~~(b) That are associated with the lives of persons or groups significant in our past; or~~
   ~~(c) That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master builder, or that possess high artistic values, or that represent a significant and distinguishable entity those components may lack individual distinction; or~~
   ~~(d) That have yielded, or may be likely to yield, information important in prehistory or history.~~
2. ~~The singular physical appearance, historic character or aesthetic value of an established or familiar feature of a neighborhood or community within the city.~~

~~(B) Findings Of Significance: The HPC shall determine if a historic property is eligible for designation as a Farmington heritage landmark and issue a written finding of significance.~~

~~(C) Council Designation, Hearings: The city council, upon recommendation of the HPC, may by resolution designate a Farmington heritage landmark. Prior to such designation, the city council shall hold a public hearing, notice of which shall have been published in the official newspaper at least ten (10) days prior to the date of the hearing and mailed notice sent to the owner(s) of the property which is proposed to be designated a heritage landmark and to all owners of property lying adjacent to the historic property.~~

~~(D) Communication With The Minnesota Historical Society: Prior to designating a Farmington heritage landmark, the city shall forward information concerning the proposed designation to the Minnesota Historical Society for review and comment in accordance with Minnesota Statutes Annotated section 471.193.~~

~~(E) Designation Of Heritage Landmarks On The Zoning Map: The city shall place designated Farmington heritage landmark properties on the official city zoning map. (Ord. 099-422, 2-16-1999)~~

~~2-11-5: DESIGN REVIEW:~~

~~(A) Review Of Permits: The HPC shall review and make recommendations to the city council concerning the issuance of city permits to do any of the following in relation to a property designated as a Farmington heritage landmark:~~

~~1. Demolition of a historic building or structure.~~
~~2. Moving a historic building, structure, or object.~~
~~3. New construction of a principal building or accessory structure.~~

~~(B) Alterations: The HPC shall determine whether the proposed activity will alter, disturb, deface or materially change the appearance or use of a heritage landmark. The HPC may recommend to the city council conditions for permit approval that it deems reasonable and appropriate.~~

~~(C) Certificate Of Appropriateness: No permit will be issued by the city unless a certificate of appropriateness has been granted by the HPC. A copy of the certificate of appropriateness shall be attached to the permit when issued, and a copy filed with the city building official. A certificate of appropriateness shall become void twenty four (24) months after issuance unless a city permit has been issued.~~

~~(D) Development Projects: Every application for a preliminary or final plat, variance or conditional use permit in relation to a significant historic property in the city shall be reviewed by the HPC and their recommendation shall be forwarded to the planning commission for consideration in making their recommendation to the city council. In determining whether or not a project will have an adverse effect upon a significant historic property, the HPC shall consider the following factors:~~

~~1. Whether the development will substantially alter the appearance of a historic building, site, structure, object or district so as to remove the features which distinguish the historic property as a heritage landmark; and~~
~~2. Whether the use of the property will destroy, disturb or endanger a known or suspected archaeological feature.~~

~~(E) Design Review Standards And Guidelines: The secretary of the interior's standards for the treatment of historic properties shall be the required basis for permit review decisions. The city may adopt design review guidelines; in the absence of such guidelines, design review decisions will be based upon the current secretary of the interior guidelines for preservation, rehabilitation, restoration and reconstruction.~~

~~(F) Outside Technical Advice: The HPC may seek technical advice from outside its members on any design review.~~

~~(G) Appeals: Any party aggrieved by a decision of the HPC shall, within ten (10) days of the HPC's action approving or denying a certificate of appropriateness, have a right to appeal such decision to the city council. When denying a certificate of appropriateness, the HPC shall advise the permit applicant of their right to file a written notice with the city administrator requesting city council review of the action taken by the HPC. Upon receipt of the notice of appeal, the city administrator shall transmit one copy to the HPC.~~

~~2-11-6: VIOLATIONS AND PENALTY:~~

~~It shall be a misdemeanor to alter, disturb, deface or materially change the appearance or use of a designated Farmington heritage landmark without a certificate of appropriateness.~~

~~2-11-7: REPOSITORY FOR DOCUMENTS:~~

~~The office of the city administrator is designated as the repository for all reports, studies, minutes, and other documents produced by the HPC. (Ord. 099-422, 2-16-1999)~~

Title 4, Chapter 6

4-6-10: DEMOLITION OF CERTAIN HISTORIC PROPERTIES:

For any property included within one of the following categories, no permit for the wrecking, demolition or tearing down of such property shall be released by the city until the city council has granted final approval of a redevelopment plan that is conditioned upon the wrecking, demolition or tearing down of such property:

(A) Properties listed in the National Register of Historic Places.

(B) Properties designated by the city council as heritage landmarks.

(C) Properties determined ~~by the Farmington heritage preservation commission~~ to be eligible for designation as heritage landmarks.

Title 10, Chapter 4

~~10-4-6: HERITAGE PRESERVATION COMMISSION:~~

~~This zoning ordinance adopts by reference, the provisions of title 2, chapter 11 of this code as they may relate to this title. (Ord. 002-469, 2-19-2002)~~

Title 10, Chapter 6

10-6-24: BED AND BREAKFAST STANDARDS:

(A) Intent And Purpose: The city recognizes that bed and breakfasts are an asset to the community and help the preservation of historic structures because the expense of owning and maintaining historic structures has made them less suitable for single-family dwellings or

businesses. Conversion of historic structures into multi-family uses is usually determined by the neighborhood where it is located. It is therefore the intention of the city to limit bed and breakfast uses to those structures where the use would benefit the surrounding area by allowing appropriate adaptive reuse of historic structures. Bed and breakfasts are allowed by a conditional use permit, subject to the conditions provided under section 10-3-5 of this title and the following conditions in the R-1, R-2, R-T, R-D and B-2 zoning districts as regulated in this section, subject to the conditions outlined in subsection (B) of this section.

(B) Standards:

1. The structure is listed on the National Historic Register, designated on the city's list as a Farmington heritage landmark or identified as an historically significant property~~ by the heritage preservation commission~~.

10-6-30: LIMITED COMMERCIAL VENTURE STANDARDS:

(C) Applications: All applications for a limited commercial venture conditional use permit shall be processed in accordance with subsection 10-3-5(B) of this title~~ with the exception that the heritage preservation commission shall review all limited commercial venture applications and provide a recommendation to the planning commission~~.

(D) Standards: The planning ~~and/or the heritage preservation~~ commission may modify the standards or require additional standards that are site specific in order to assure the compatibility of the activities of the limited commercial venture with the neighborhood in which it is located.

(E) Annual Review: The planning commission ~~and heritage preservation commission~~ may review the conditional use permit annually and may either continue or modify the conditions of the permit~~ if agreeable by both commissions~~.

(F) Permit Termination: The planning commission may terminate the conditional use permit, ~~after review and recommendation from the heritage preservation commission,~~ any time the owner fails to adhere to the standards and conditions established by this section or contained in the conditional use permit.

SECTION 2. Effective Date. This ordinance shall be effective upon its passage and publication according to law.

ADOPTED this 3rd day of April, 2017, by the City Council of the City of Farmington.

CITY OF FARMINGTON

By: _____
Todd Larson, Mayor

ATTEST:

By: _____
David McKnight, City Administrator

SEAL

Approved as to form the _____ day of _____ 2017.

By: _____
City Attorney

Summary published in the Farmington Independent the ___ day of _____, 2017

CITY OF FARMINGTON
DAKOTA COUNTY, MINNESOTA

SUMMARY OF ORDINANCE NO. 017-

AN ORDINANCE AMENDING TITLE 2, CHAPTER 11; TITLE 4, CHAPTER 6; TITLE 10, CHAPTERS 4 & 6, OF THE CITY CODE AS IT RELATES TO ELIMINATION OF THE HERITAGE PRESERVATION COMMISSION

NOTICE IS HEREBY GIVEN that, on April 3, 2017, Ordinance No. 017- was adopted by the City Council of the city of Farmington, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Ordinance No. _017- , the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that title 2, chapter 11; title 4, chapter 6; title 10, chapters 4 & 6 are being amended to eliminate the Heritage Preservation Commission code.

A printed copy of the whole ordinance is available for inspection by any person during the city's regular office hours.

APPROVED FOR PUBLICATION BY THE City Council of the city of Farmington this 3rd day of April, 2017.

CITY OF FARMINGTON

By: _____
Todd Larson, Mayor

ATTEST:

By:_____
David McKnight, City Administrator

Approved as to form this _____ day of _____, 2017.

By:_____
City Attorney

Published in the Farmington Independent the _____ day of _____, 2017.

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Cynthia Muller, Administrative Assistant

SUBJECT: Adopt Resolution Approving Gambling Event Permit for St. Michael's Church-Community Development

DATE: April 3, 2017

INTRODUCTION

St. Michael's Church is requesting a gambling event permit for their Spring Festival.

DISCUSSION

Per State Statute 349.166 and pertinent city code, a gambling event permit must be issued by the city for this type of event. An application has been received, along with the appropriate fees.

BUDGET IMPACT

Gambling fees are included in the revenue portion of the 2017 budget.

ACTION REQUESTED

Consider the attached resolution granting a gambling event permit to St. Michael's Church, to be held at 22120 Denmark Avenue, on May 5, 2017.

ATTACHMENTS:

Type	Description
Resolution	Resolution

RESOLUTION NO. R -17

APPROVING A MINNESOTA LAWFUL GAMBLING EVENT PERMIT APPLICATION FOR ST. MICHAEL'S CHURCH

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Farmington, Minnesota, was held in the Council Chambers of said City on the 3rd day of April 2017 at 7:00 p.m.

Members Present:
Members Absent:

Member introduced and Member seconded the following:

WHEREAS, pursuant to M.S. 349.166, the State of Minnesota Gambling Board may not issue or renew a Gambling Event Permit unless the City Council adopts a resolution approving said permit; and,

WHEREAS, St. Michael's Church has submitted an application for a Gambling Event Permit to be conducted at 22120 Denmark Avenue, on May 5, 2017, for Council consideration.

NOW, THEREFORE, BE IT RESOLVED by the Farmington City Council that the Gambling Event Permit for St. Michael's Church, to be held at 22120 Denmark Avenue, is hereby approved.

This resolution adopted by recorded vote of the Farmington City Council in open session on the 3rd day of April 2017.

_____
Mayor

Attested to the _____ day of April 2017.

_____
City Administrator

SEAL

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Cynthia Muller, Administrative Assistant

SUBJECT: Approve Temporary On-Sale Liquor License for St. Michael's Church-Community Development

DATE: April 3, 2017

INTRODUCTION

St. Michael's Church is requesting a temporary on-sale liquor license for their Spring Festival.

DISCUSSION

St. Michael's Church is requesting a temporary on-sale liquor License for their Spring Festival to be held on May 5, 2017, at 22120 Denmark Avenue. Per state statute, a temporary on-sale liquor license must first be approved by the city and then forwarded to the state for approval.

BUDGET IMPACT

The State of Minnesota waives all fees for temporary liquor licenses for non-profit organizations. Therefore, the city has not established a fee for this license.

ACTION REQUESTED

Approve the attached application for a temporary on-sale liquor license for St. Michael's Church for their Spring Festival on May 5, 2017.

ATTACHMENTS:

Type	Description
Exhibit	Temporary On-Sale Liquor License Application

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555

APPLICATION AND PERMIT FOR A 1 DAY TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

Application Date
March 21, 2017

Name of organization	Date organized	Tax exempt number
Church of St. Michael	1895	7750640

Address	City	State	Zip Code
22120 Denmark Avenue	Farmington	Minnesota	55024

Name of person making application	Business phone	Home phone
Patricia Johansen, Business Administrator	651-463-5221	952-829-7760

Date(s) of event: May 5, 2017

Type of organization: ☐ Club ☐ Charitable ☑ Religious ☐ Other non-profit

Organization officer's name	City	State	Zip Code
Fr. Benjamin Little, Pastor	Farmington	Minnesota	55024
John Frank, Trustee	Farmington	Minnesota	55024
Eileen Devney, Trustee	Farmington	Minnesota	55024
		Minnesota	

Location where permit will be used. If an outdoor area, describe.

22120 Denmark Avenue, Farmington, MN 55024

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Catholic Mutual $500,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license

Date Approved

Fee Amount

Permit Date

Date Fee Paid

City or County E-mail Address

City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Todd Reiten, Director of Municipal Services

SUBJECT: Approve Purchase of Vehicle for Fleet Services-Municipal Services

DATE: April 3, 2017

INTRODUCTION

The 2017 fleet budget includes funding for the purchase of a new 2017 pick-up that will replace a 21 year old vehicle.

DISCUSSION

This vehicle will be replacing the 21 year old 1996 Ford F-250 4x4 in the fleet department. The price of the new GMC pick-up on the state contract is $30,127.20 which includes tax. The cost for an added tailgate lift, tool box and cab protector on the state contract came in at $3,231.00. The 1996 Ford F-250 will be going to auction.

BUDGET IMPACT

This vehicle is on the state contract and was authorized in the 2017 fleet budget. The budget set aside was $38,000.00 and the state contract price for the vehicle with the added accessories came in at a total of $33,358.20, which is under the budgeted amount by $4,641.80.

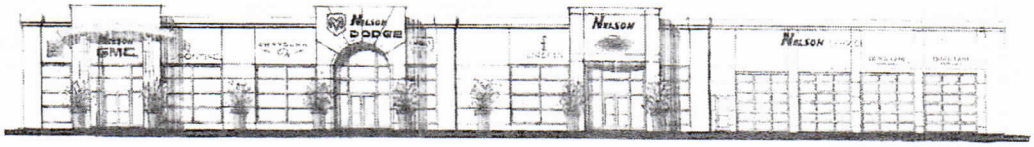
ACTION REQUESTED

Approve the purchase of a new GMC truck and associated equipment at a cost of $33,358.20 off of the state contract.

ATTACHMENTS:

Type	Description
Cover Memo	Truck Quote
Cover Memo	Added Accesorries

NELSON Auto Center



Fleet Department

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338
218-998-8864 • 800-477-3013 Ext. 8864 • Fax 218-998-8813 • www.nelsonfergusfalls.com

VEHICLE QUOTE NUMBER Farmington TK25753

Sold To: City of Farmington
Attn: Todd Reiten
Address: 430 Third Street
Farmington, MN 55024

Date: 03/17/2017
Phone: 651-280-6903
FAX:
Salesperson: Sue Kugler

Key Code:Ignition/Door:

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
Farmington TK25753	2017	GMC Sierra WT	4WD Dbl Cab 144.2" W	New	0
		Color:	Summit White / Gray Cloth		

Price of Vehicle	*Per MN T28*	$26,079.64
Options & Extras		$2,208.81
Total for requested GM factory options:	$2,208.81	
Dealer-provided options:		
Transit Improvement Vehicle Excise Tax	$0.00	
Subtotal		$28,288.45
Trade - In		
Total Cash Price		**$28,288.45**

Your Purchase Order # **Project #** **MN Contract #73895**

Thanks for your business!

Ship To / Lessee / End User: City of Farmington
Todd Reiten

430 Third Street
Farmington, MN 55024

Phone: 651-280-6903
FAX:

Signed_____ and initialed_____.

Printed Name_____ and Date_____

Farmington T28 TK25753 II.123

• Equal Employment Opportunity/Affirmative Action Employer •

MANUFACTURER OPTIONS

Sold To: City of Farmington
Attn: Todd Reiten
Address 430 Third Street
Farmington, MN 55024

Date: 03/17/2017
Phone: 651-280-6903
FAX:
Salesperson: Sue Kugler

Key Code:Ignition/Door:

Stock No	Year	Make	Model	New/Used	Vehicle ID Number
Farmington TK25753	2017	GMC Sierra WT	4WD Dbl Cab 144.2" WB	New	0
		Color:	Summit White / Gray Cloth		

L96 ENGINE, VORTEC 6.0L VARIABLE VALVE TIMING V8 SFI	INC
MYD TRANSMISSION, 6-SPEED AUTOMATIC, HEAVY-DUTY	INC
GEH GVWR, 9500 LBS. (4309 KG)	INC
GT5 REAR AXLE, 4.10 RATIO	INC
QXT TIRES, LT265/70R17E ALL-TERRAIN, BLACKWALL	$176.00
H2R DARK ASH WITH JET BLACK INTERIOR ACCENTS, CLOTH SEAT TRI	INC
PCR SIERRA FLEET CONVENIENCE PACKAGE	$316.80
VYU SNOW PLOW PREP PACKAGE	$338.80
K05 ENGINE BLOCK HEATER	$88.00
NQF TRANSFER CASE, ELECTRONIC SHIFT	$176.00
K4B BATTERY, 730 COLD-CRANKING AMPS, AUXILIARY	$118.80
KW5 ALTERNATOR, 220 AMPS	INC
Z82 TRAILERING EQUIPMENT	$264.00
JL1 TRAILER BRAKE CONTROLLER, INTEGRATED	$242.01
NZZ UNDERBODY SHIELD, FRAME-MOUNTED SHIELDS	INC w/ VYU
TRW PROVISION FOR CAB ROOF-MOUNTED LAMP/BEACON	INC w/ VYU
DL8 MIRRORS, OUTSIDE HEATED POWER-ADJUSTABLE	INC w/ PCR
A91 REMOTE LOCKING TAILGATE	INC w/ PCR
AQQ REMOTE KEYLESS ENTRY	INC w/ PCR
CGN BED LINER, SPRAY-ON	$435.60
KI4 POWER OUTLET, 110-VOLT AC	$132.00
R9Y FLEET FREE MAINTENANCE CREDIT	($79.20)
Options Total:	**$2,208.81**

Ship To / Lessee / End User: City of Farmington
Todd Reiten

430 Third Street
Farmington, MN 55024

Phone: 651-280-6903
FAX:

CORPORATE HEADQUARTERS: 9150 Pillsbury Avenue South, Bloomington, MN 55420-3686 - Phone: (952) 888-2525 · Fax: (952) 656-7159 · Website: www.aspenequipment.com

Cust Name:	**CITY OF FARMINGTON**	**Quote Number:**	Quote Date:	3/17/2017
Contact:	**Todd Reiten**	CITY OF FARMINGTON-25-LIF-42811-12-4-v1		
Phone:	651-280-6903			
Fax:	651-280-6899			

Aspen Equipment is pleased to offer the following quotation for your consideration

Qty	Part/Spec Number	Description	Carryout
1	4.016 60-1040-EA39	Tommygate Extruded alum platform w/ taper, 1000 lb Capacity, Std. series	$2,384.00
1	6.049 174-0-01	Weatherguard Lo-Side Box - Aluminum	$508.00
1	6.203 1908	Weatherguard H. D. PROTECT-A-RAIL® Cab Protector	$247.00
1	6.214 1916-5	Weatherguard Mounting Base, GM	$92.00
1			

State of Minnesota Contract 73056, 116763

Tax Note: Applicable sales tax and/or FET estimates will be confirmed and added to the final invoice

Quote Sub Total:	$3,231.00
Estimated Sales Tax:	$0.00
Total:	**$3,231.00**

Submitted by,

Mark Lundeen
612-719-4414

- F.O.B.: Bloomington, MN (Unless otherwise specified)
- Equipment Specifications subject to change
- Quote valid for 30 days from date of quotation

* Chassis modifications including, but not limited to alterations or relocation of components related to fuel tanks, air tanks, brakes, exhaust systems, battery boxes, protrusions above and below the frame rails, shortening or lengthening frame rails and the like will be added to the selling price. **Mfg's Surcharges may be added to this quotation.

Exhaust Systems : With the new EPA mandated diesel exhaust systems for 2007 and newer many changes are taking place. Manufacturers are often unable to depict accurately how the exhaust systems are configured and have difficulty stipulating whether certain components (I.e. PTOs and pumps) may fit in the confined spaces beneath the truck. 2007 EPA COMPLIANT DIESEL EXHAUST SYSTEMS CANNOT BE MODIFIED, RELOCATED OR REPLACED BY ASPEN EQUIPMENT. Due to evolving designs, Aspen Equipment can not maintain expertise on every chassis/engine/transmission/exhaust configuration possible, regardless of who orders or specifies it. Nor can Aspen Equipment guarantee that a chassis ordered today will not change in design prior to delivery from the factory. Therefore, Aspen Equipment does not warrant that quoted products can be installed on a chassis without modifications to the chassis or products installed. As such, Aspen Equipment will not be responsible for the cost of modifications due to exhaust systems conflicting with the installation of quoted products. Aspen Equipment will make every reasonable effort to ensure that installations are completed without additional charges to the customer.

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Todd Reiten, Municipal Services Director

SUBJECT: Approve Purchase of Vehicle and Compartment Body for Buildings-Municipal Services

DATE: April 3, 2017

INTRODUCTION

Staff is looking to purchase a new 2017 GMC 2500 4x4 Pick-up with body to replace a 1997 Ford F-250.

DISCUSSION

In 2011 the city decided to add a new position for building maintenance, at that time the streets department supplied a 1997 Ford F-250 that was used primarily for plowing parking lots/well sights and snowbirds. That vehicle is in poor condition, bearing in mind the 20 years of plowing on it, and was not the ideal vehicle for the for job duties that position demands. This new vehicle will be set up with a compartment body on it to store the necessary equipment/tools/parts needed for the number of different job duties pertaining to this position. This is just another positive example of how the city council has set-up strategic plans by putting aside funds into the General Capital Equipment Fund reserve for purchases like this to take place.

As you recall the General Capital Equipment Fund is being used for potential vehicle replacements until the full scale vehicle capital improvement plan goes into effect in 2020. This timing was put in place to fit into the financial puzzle with all of our other capital improvement plans. City staff has been given the discretion to purchase vehicles that are needed in this in between time frame all the while keeping the limited budget in mind when making recommendations.

BUDGET IMPACT

The 2017 General Capital Equipment Fund Reserve has a fund balance of $155,000. Of this amount, $100,000 is allocated for the purchase of a new bucket truck leaving $55,000 remaining. The city council approved the purchase of the bucket truck in January 2017.

The state contract price for a 2017 GMC 4x4 pick-up is $29,663.29 w/tax. The state contract price for a compartment body with the added options was $10,740.00, for a total cost of $40,403.29. I would also like to remind the city council that the General Capital Equipment Fund will be receiving an additional $90,000 of LGA funding for the 2017 calendar year from the 2017 capital improvement planning process.

ACTION REQUESTED

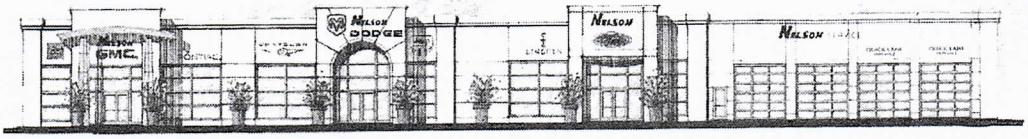
Approve the purchase of a 2017 pick-up with added compartment body for the building maintenance position at a price of $40,403.29 off of the state contract.

ATTACHMENTS:

Type	Description
Cover Memo	Truck Quote

Backup Material Body Quote

NELSON Auto Center



Fleet Department

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338
218-998-8864 • 800-477-3013 Ext. 8864 • Fax 218-998-8813 • www.nelsonfergusfalls.com

VEHICLE QUOTE NUMBER Farmington TK25753

Sold To: City of Farmington
Attn: Todd Reiten
Address: 430 Third Street
Farmington, MN 55024

Date: 02/25/2017
Phone: 651-280-6903
FAX:
Salesperson: Sue Kugler

Key Code:Ignition/Door:

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
Farmington TK25753	2017	GMC Sierra WT	4WD Dbl Cab 144.2" W	New	0
		Color:	Summit White / Gray Cloth		

Price of Vehicle	*Per MN T28*		$26,079.64
Options & Extras			$1,773.21
Total for requested GM factory options:		$1,773.21	
Dealer-provided options:			
Transit Improvement Vehicle Excise Tax		$0.00	
Subtotal			$27,852.85
Trade - In			
Total Cash Price			**$27,852.85**

Your Purchase Order # **Project #** **MN Contract #73895**

Thanks for your business!

Ship To / Lessee / End User: City of Farmington
Todd Reiten

430 Third Street
Farmington, MN 55024

Phone: 651-280-6903
FAX:

Signed_____ and initialed_____.

Printed Name_____ and Date_____

Farmington T28 TK25753.123

• Equal Employment Opportunity/Affirmative Action Employer •

MANUFACTURER OPTIONS

Sold To: City of Farmington
Attn: Todd Reiten
Address 430 Third Street
Farmington, MN 55024

Date: 02/25/2017
Phone: 651-280-6903
FAX:
Salesperson: Sue Kugler

Key Code:Ignition/Door:

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
Farmington TK25753	2017	GMC Sierra WT	4WD Dbl Cab 144.2" WB	New	0
		Color:	Summit White / Gray Cloth		

L96 ENGINE, VORTEC 6.0L VARIABLE VALVE TIMING V8 SFI	INC
MYD TRANSMISSION, 6-SPEED AUTOMATIC, HEAVY-DUTY	INC
GEH GVWR, 9500 LBS. (4309 KG)	INC
GT5 REAR AXLE, 4.10 RATIO	INC
QXT TIRES, LT265/70R17E ALL-TERRAIN, BLACKWALL	$176.00
H2R DARK ASH WITH JET BLACK INTERIOR ACCENTS, CLOTH SEAT TRI	INC
PCR SIERRA FLEET CONVENIENCE PACKAGE	$316.80
VYU SNOW PLOW PREP PACKAGE	$338.80
K05 ENGINE BLOCK HEATER	$88.00
NQF TRANSFER CASE, ELECTRONIC SHIFT	$176.00
K4B BATTERY, 730 COLD-CRANKING AMPS, AUXILIARY	$118.80
KW5 ALTERNATOR, 220 AMPS	INC
Z82 TRAILERING EQUIPMENT	$264.00
JL1 TRAILER BRAKE CONTROLLER, INTEGRATED	$242.01
NZZ UNDERBODY SHIELD, FRAME-MOUNTED SHIELDS	INC w/ VYU
TRW PROVISION FOR CAB ROOF-MOUNTED LAMP/BEACON	INC w/ VYU
DL8 MIRRORS, OUTSIDE HEATED POWER-ADJUSTABLE	INC w/ PCR
A91 REMOTE LOCKING TAILGATE	INC w/ PCR
AQQ REMOTE KEYLESS ENTRY	INC w/ PCR
KI4 POWER OUTLET, 110-VOLT AC	$132.00
R9Y FLEET FREE MAINTENANCE CREDIT	($79.20)
Options Total:	**$1,773.21**

Ship To / Lessee / End User: City of Farmington
Todd Reiten

Phone: 651-280-6903
FAX:

430 Third Street
Farmington, MN 55024

333 2nd STREET NE
HOPKINS, MN 55343-8337
952-938-5451
800-229-5451
FAX 952-938-0159
www.abmequip.com

Custom Truck Equipment for the Utility, Construction, Municipal and Refuse Industries

Quotation # 030617-103-02 March 27, 2017

City of Farmington
19650 Municipal Drive
Farmington, MN 55024
ATTN: Mr. Todd Reiten

Mr. Reiten,

In response to your request for a price quotation on a new fiberglass service body to fit your single rear wheel 2017 GMC 2500 pickup truck with a 40" C/A, we are pleased to submit the following for your consideration (priced per MN State contract # 116754).

1.01 Contoured body for a Single Rear Wheel 40" CA application - White gelcoat.
Chassis CA Dimension – 40"
Body Length – 81"
Body Width – 82 ¾"
Body Height – 42"
Compartment Depth – 15"
Make & Model Brand FX BFXB – 40LS.....Price: $ 6,295.00

Installation of Utility/Service Body as per spec 1.4.....Price: $ 775.00

Price of FMVSS 108 lighting package.....Inc.

Installation of FMVSS 108 lighting package.....Inc.

Warranty.....One Year.

1.12.3 Galvanized sure step bumper with pintle recess.....Price: $ (-19.00)

1.12.6 Installation of bumper.....Price: $ 150.00

1.6.1 1/8" aluminum treadplate floor.....Included

1.11.1 10" aluminum tailgate with automotive style latch.....Included

1.5.6 Fibreglo flexible tubular lighting on 3 sides of compartment
($75 per compartment x 6).....Price: $ 450.00

1.9.14 Furnish and install electronic backup alarm.....Price: $ 100.00

1.9.21 Aluminum rock guards at front of body (both sides).....Price: $ 45.00

1.9.26 Furnish and install rear mud flap (set).....Price: $ 125.00

1.9.24 E-Track installed on loadbed wall ¾ way up from floor both sides
($100 per section x 2)..... Price: $ 200.00

1.20.2 Horizontal aluminum ladder rack with roller (flat) mounted curbside.Price: $ 358.00

1.20.5 Ladder rack over center lock.....Price: $ 102.00

1.23.13 Labor charge for custom modification; add 42" to longsills on front of ladder rack with gussets for support ($110 per hour rate x 1.5).....Price: $ 165.00

1.21.1 Stainless steel grab handle - mounted (1) each side at rear of body ($38 each x 2).....Price: $ 76.00

1.23.1 Auxiliary fuel fill kit for pickup box removal.....Price: $ 280.00

1.23.2 Credit for pick up box.....Price: <$400.00>

1.23.15 Furnish and install backup camera.....Price: $ 575.00

1.23.19 Labor charge for custom modification; Remount OEM trailer hitch ($110 per hour rate x 2).....Price: $ 220.00

1.23.19 Labor charge for custom modification; Remount OEM trailer plug ($110 per hour rate x .5).....Price: $ 55.00

INDIVIDUALIZED COMPARTMENTATION

1.2.1 Standard shelving package for all bodies up to 108" length.....Price: $ 850.00
(2) adjustable fiberglass shelves with removable dividers in each front vertical compartment.
(1) fixed fiberglass shelf with removable dividers in streetside horizontal compartment.
(2) adjustable fiberglass shelves with removable dividers in curbside rear compartment.
(3) locking swivel hooks in streetside rear compartment (1-2-0).

C2 - 1.4.3 (12) drawer metal cabinet installed.....Price: $ 338.00

TOTAL PRICE AS DESCRIBED, FOB HOPKINS, MN.....$ 10,740.00
NOTES: Customer is responsible for transport of truck to and from ABM Equipment.

ABOVE PRICING DOES NOT INCLUDE ANY APPLICABLE TAX(ES)

Thank you for your interest in ABM Equipment & Supply, LLC. We hope this information will allow you to place this business with us. If you have any questions, please do not hesitate to contact me.

Best regards,

Steve Anderson

Steve Anderson
Sales Representative

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Todd Reiten, Director of Municipal Services

SUBJECT: Adopt Resolution Declaring Surplus Property-Municipal Services

DATE: April 3, 2017

INTRODUCTION

Municipal Services Department staff recommends that several items be declared surplus equipment.

DISCUSSION

Municipal Services staff has determined that several items are no longer needed by the department due to being replaced with more efficient or updated equipment.

Although these items are no longer of use to the city, they may be useful to someone else. Rather than dispose of them, the city has an opportunity to sell these surplus items through GovDeals, which provides services to various government agencies that allow them to sell surplus items through an online public auction.

Items to be sold are listed on the attached surplus list.

BUDGET IMPACT

Any proceeds from surplus items purchased will be returned to the department that funded the original purchase.

ACTION REQUESTED

Adopt a resolution declaring the recommended items as surplus and authorize the city administrator or his designee to arrange for the items to be sold on GovDeals.com.

ATTACHMENTS:

Type	Description
Backup Material	Municipal Services Surplus Items
Resolution	Resolution

Municipal Services Surplus Items

March 24, 2017

Item	Comments
Sewer Rodder	Replaced by Sewer Jetter
2 Heaters	Removed from old First Street garage before demolition
Tire machine	Replaced by updated tire machine
Miscellaneous bumpers	Replaced with lift gates (one will be kept as backup)
Miscellaneous tailgates	Replaced with lift gates (one will be kept as a backup)

RESOLUTION NO. R -17

DECLARING SURPLUS PROPERTY IN MUNICIPAL SERVICES

Pursuant to due call and notice thereof, a regular meeting of the City Council of Farmington, Minnesota, was held in the Council Chambers of said city on the 3rd day of April, 2017 at 7:00 p.m.

Members Present:
Members Absent:

Member introduced and Member seconded the following resolution:

WHEREAS, Municipal Services as recommended that miscellaneous items be declared surplus; and

WHEREAS, the city has an opportunity to offer surplus items to other municipalities through GovDeals.

NOW, THEREFORE, BE IT RESOLVED, that the city of Farmington hereby declares the attached list as surplus equipment and authorizes the City Administrator and/or his designee to sell and/or dispose of said equipment.

This resolution adopted by recorded vote of the Farmington City Council in open session on the 3rd day of April, 2017.

_____
Mayor

Attested to the ____ day of April, 2017.

_____
City Administrator

SEAL

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Brenda Wendlandt, Human Resources Director

SUBJECT: Appointment Recommendation Information Technology - Human Resources

DATE: April 3, 2017

INTRODUCTION

The recruitment and selection process for the appointment of a full-time network support specialist has been completed.

DISCUSSION

The city added the network support specialist position during the 2017 budget process in order to better manage the city's growing technology needs. This increase in staff will assist the city in leveraging technology to maximize the efficiency and effectiveness of service delivery to our residents.

After a thorough review by Human Resources Department and with assistance from an external IT professional and other city staff, a contingent offer of employment has been made to Cory Harmening, subject to passing the background check, pre-employment drug test and ratification by the city council.

Mr. Harmening has experience in network support and he meets the qualifications for this position.

BUDGET IMPACT

Mr. Harmening's starting hourly wage will be $28.00 per hour which is step 1 of the salary range for this position (salary range: $28.00 - $35.01).

Funding for this position is provided for in the 2017 budget.

ACTION REQUESTED

Approve the appointment of Cory Harmening as Network Support Specialist effective on or about April 17, 2017.

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Brenda Wendlandt, Human Resources Director

SUBJECT: Appointment Recommendation Liquor Operations-Human Resources

DATE: April 3, 2017

INTRODUCTION

The recruitment and selection process for the appointment of a part-time liquor clerk has been completed.

DISCUSSION

After a thorough review by Liquor Operations and the Human Resource Office, a contingent offer of employment has been made to Zoe Lambert, subject to a background check, pre-employment drug test and ratification by the city council.
Ms. Lambert meets the qualifications for this position.

BUDGET IMPACT

Ms. Lambert's starting hourly rate will be $11.41 which is the first step in the salary range for this position (salary range: $11.41 - $13.37).

Funding for this position is authorized in the 2017 budget.

ACTION REQUESTED

Approve the appointment of Zoe Lambert as a part-time liquor clerk effective on or about April 6, 2017.

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Brenda Wendlandt, Human Resources Director

SUBJECT: Approve Seasonal Hiring-Human Resouces

DATE: April 3, 2017

INTRODUCTION

The recruitment and selection process for the appointment of the attached list of summer seasonal staff has been completed.

DISCUSSION

After a thorough review by the Parks and Recreation Department and the Human Resources Office, offers of employment have been made to the individuals show on the attached spreadsheet, subject to a pre-employment drug test and ratification by city council.

BUDGET IMPACT

These positions are included in various departmental budgets.

ACTION REQUESTED

By motion approve the attached seasonal employment recommendations.

ATTACHMENTS:

Type	Description
Backup Material	Summer Seasonal Staff

2017 Spring/Summer Seasonal Staff

Name	2016-17 Pay Rate	Pos/Step
RETURNING RECREATION STAFF		
Dillon Pariseau	$ 13.72	Rec Sports Program Supervisor - Step 4
Cecilia Rogers	$ 12.73	Rec Program Supervisor - Step 1
Emilee Shearer	$ 14.02	Rec Program Event & Marketing Supervisor - Step 5
Bridget Lensing	$ 14.14	Assistant Tennis Coach - Step 2
Bridget Lensing	$ 9.25	Recreation Assistant - Step 2
Jay Burditt	$ 9.72	Recreation Assistant - Step 4

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Jim Larsen, Fire Chief

SUBJECT: Adopt Resolution Declaring Surplus Property-Fire

DATE: April 3, 2017

INTRODUCTION

Farmington Fire Department (FFD) staff recommends declaring surplus property in the department.

DISCUSSION

Firefighter David Standke resigned from active service on November 1, 2016. A request has been made to purchase his former firefighting helmet.

Pursuant to city policy, the helmet must be declared as surplus property before it can be purchased.

BUDGET IMPACT

The old helmet will be purchased for $255.00 which is the cost to the city to purchase a new helmet. The adopted policy is budget neutral to the FFD and the city.

ACTION REQUESTED

Adopt a resolution declaring one firefighting helmet as surplus property in the Farmington Fire Department.

ATTACHMENTS:

Type	Description
Resolution	A Resolution Declaring Surplus Property of the FFD

RESOLUTION NO. R__-2017

A RESOLUTION DECLARING SURPLUS PROPERTY IN THE FARMINGTON FIRE DEPARTMENT

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Farmington was held at the Farmington City Hall on the 3rd day of April 2017 at 7:00 p.m.

Members Present:
Members Absent:

Member _____ introduced and Member _____ seconded the following:

WHEREAS, the Mayor and City Council of the City of Farmington have previously adopted a policy for the purchase of firefighting helmets by retired/resigned firefighters; and

WHEREAS, Firefighter David Standke resigned on November 1, 2016;

NOW THEREFORE BE IT RESOLVED that, after due consideration, the Mayor and City Council of the City of Farmington, Minnesota, hereby declare his Black, 2009 Bullard UST Firefighting Helmet as surplus property and authorize the City Administrator or his designee to arrange for the sale and replacement of said equipment.

This resolution was adopted by recorded vote of the Farmington City Council in open session on the 3rd day of April 2017.

_____
Todd Larson, Mayor

Attested to on the 3rd day of April 2017.

_____
David McKnight, City Administrator

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Jim Larsen, Fire Chief

SUBJECT: Adopt Resolution Declaring Surplus Property-Fire

DATE: April 3, 2017

INTRODUCTION

Farmington Fire Department (FFD) staff is seeking city council approval to declare surplus property in the FFD.

DISCUSSION

FFD personnel continue to inventory and find outdated, non-serviceable and non-essential equipment in the FFD. We seek approval to dispose of and/or donate this equipment which is no longer useful in our operations.

Some of the equipment on this particular list dates back to the 1990's and was taken off vehicles that were recently upgraded.

BUDGET IMPACT

None

ACTION REQUESTED

Adopt a resolution declaring the attached list as surplus equipment and authorize the city administrator or his designee to dispose of or donate the equipment to other parties.

ATTACHMENTS:

Type	Description
Cover Memo	A Resolution Declaring Surplus Property of the FFD
Cover Memo	Light Bar Surplus List 04032017

RESOLUTION NO. R__-2017

A RESOLUTION Declaring Surplus Property in The Farmington Fire Department

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Farmington was held at the Farmington City Hall on the 3rd day of April 2017 at 7:00 p.m.

Members Present:
Members Absent:

Member _____ introduced and Member _____ seconded the following:

WHEREAS, the Farmington Fire Department has recommended that miscellaneous items in various states of disrepair be declared surplus; and

WHEREAS, the City of Farmington seeks to follow recognized standards for the safety of firefighting personnel;

NOW THEREFORE BE IT RESOLVED that, after due consideration, the Mayor and City Council of the City of Farmington, Minnesota, hereby declares the attached list as surplus equipment and authorizes the City Administrator and/or his designee to dispose of and/or donate said equipment.

This resolution was adopted by recorded vote of the Farmington City Council in open session on the 3rd day of April 2017.

_____
Todd Larson, Mayor

Attested to on the 3rd day of April 2017.

_____
David McKnight, City Administrator

Farmington Fire Department
April 3, 2017 Surplus Items

Quantity	Description	Reason Surplus
1	911EP Galaxy LED Vehicle Light Bar	Outdated/Worn Out
2	Federal Aerodynic Halogen Vehicle Light Bar	Outdated/Worn Out
1	Code 3 Halogen Vehicle Light Bar	Outdated/Worn Out
2	Federal Twinsonic Halogen Vehicle Light Bar	Outdated/Worn Out

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Robin Hanson, Finance Director

SUBJECT: Approve 2016 Interfund Transfers-Finance

DATE: April 3, 2017

INTRODUCTION

Each year the city transfers money between funds. Transfers of money between funds occur for various reasons. The following is not an exhaustive list, but will provide you with some examples.

- Sometimes transfers are made as part of a long-term funding strategy often in conjunction with a capital improvement plan (CIP). Some specific city examples would be transfers made to the sealcoating, building maintenance, trail maintenance, and ice arena capital accounts.
- Money may be infused from one fund into another fund to cover day-to-day operations such as the transfer made from the General Fund to the EDA.
- The city may want to save money over several years for a larger purchase (such as the fire engine planned for 2019), or recurring replacement purchases (for example, items replaced on rotation schedules, such as police and fire equipment), or items for which the delivery time is uncertain, such as, ammunition and guns (may order one year, but delivery is not available until the following year—a different budget year).
- Transfers are made when the city invests its liquor stores community improvement funds.
- Administrative transfers provide for the reimbursement of human resource and administrative costs incurred in one fund for the benefit of another fund. Another type of administrative transfer would be more house-keeping in nature, for example completing closing entries for accounts that are no longer needed.
- Finally, no matter how comprehensive and well thought out the city's budget or current year plan may be new, unanticipated opportunities often present themselves. Some recent examples would be the Rambling River bank restoration project and potential downtown plaza.

During year-end staff reconciles the actual transfers which were made to the budgeted amounts. The differences are identified and reviewed with you.

Reviewing this information annually also provides an excellent opportunity for you to see the positive impacts you have had with these transfers.

DISCUSSION

The attached comprehensive schedule details the interfund transfers that occurred during 2016. The transfers are grouped into five color-coded categories.

- Gray – Amounts highlighted in gray represent amounts that were included in the 2016 budget and transferred accordingly.
- Brown – These represent amounts that were included in the 2016 budget, but not as transfers. For accounting purposes these amounts are included as transfers. One example would be the insurance

deductible replenishment. One of these amounts was included in the General Fund. During the year this money is transferred from the respective funds to the Property and Liability Insurance Fund where the insurance claims are actually paid.

- Peach – Included in the peach cells are amounts which were listed as transfers for budget purposes. These amounts were for interfund loans. For accounting purposes these amounts are not recorded as transfers, rather they are recorded as interfund receivables and payables. The city's budgeting process is for revenues and expenditures/expenses. So, we include these items as transfers in the budgeting process so it is clear to council we envision these types of transactions and they are part of the budgeted activities.
- Purple – These transfers occurred during the year but were not included in the 2016 budget. Many of these items were discussed with council during the year. One example would be dedicated funding for township road maintenance or transfers you approved as part of the bond refundings. Another reason for these transfers may be more administrative. For example, the city paid off its share of the 1995 Public Facilities Authority bonds. The remaining funds totaling $1,647 were transferred into the General Fund so that the related bond fund could be closed.
- Blue – These amounts were reviewed and discussed during your April 3, 2017 and will be recorded as of December 31, 2016.

There are explanations for all of the amounts highlighted in purple and blue in your packet. The row (numbers) and column (letters) references have been included in the spreadsheet. This will enable you to cross-reference the cell on the worksheet with the corresponding comment on the following pages.

BUDGET IMPACT

Budget variances have been explained in the comments in the attached worksheet.

ACTION REQUESTED

Approve the updated list of 2016 interfund transfers.

ATTACHMENTS:

	Type	Description
	Backup Material	2016 Operating Transfers for Council 4-3-17

2016 OPERATING TRANSFERS

Transfers In = Acct 5205 and Transfers Out = Acct 7310

IN

			General Fund	EDA	Park Imp Fund	2013A Bonds	2016A Bonds	2008AB Bonds	2010C Bonds	2010A Bonds	2010B Bonds	2005C Bonds	2007A Bonds	Road and Bridge Fund	Fire Cap	Arena Cap Proj Fd	General Equipment Cap Fund	Main. Fund - Sealcoat	Main. Fund - Streets	Main. Fund - Trail Main	Main. Fund - Bldg Main	Main. Fund - Township Road Maintenance	Main. Fund - Emerald Ash Borer	Main. Fund - DT Plaza	Employee Expense Fund	Prop Ins ISF		
			1,148,371	**40,000**	**40,000**	**219,000**	**-**	**-**	**150,000**	**-**	**124,552**	**1,385,000**	**-**	**117,000**	**295,000**	**20,000**	**156,607**	**350,000**	**-**	**30,000**	**15,000**				**-**	**-**	**4,090,530**	
		Fund	1000	2000	2300	3091	3094	3095	3096	3097	3098	3130	3135	4100	4300	4503	5600	5700	5700	5721	5731	5741				7100	Totals	Difference
	630,000	1000		40,000											90,000	20,000	85,000	350,000		30,000	15,000				13,022	10,000	653,022	(23,022)
	-	1000								43,709							65,000				40,000		45,000	36,969	50,000		280,678	(280,678)
	-	1000								150,000									25,000	30,000	27,500		27,500	7,000	300,000		567,000	(567,000)
	276,607	1000LGA													205,000		71,607										276,607	-
	-	2300														50,000											50,000	(50,000)
	-	2500														10,000											10,000	(10,000)
	-	3094						2,290,000	1,220,000																		3,510,000	(3,510,000)
	-	3110	1,647																								1,647	(1,647)
	-	3130	165																								165	(165)
OUT	**117,000**	3091												117,000													117,000	-
	-	3136											4,850,000														4,850,000	(4,850,000)
	-	3137											1,630,000														1,630,000	(1,630,000)
	369,000	4100				219,000	377,000	745,000	150,000																		1,491,000	(1,122,000)
	1,385,000	4400										1,385,000															1,385,000	-
	-	5711																				10,000					10,000	(10,000)
	93,040	6100	53,040		40,000																					2,000	95,040	(2,000)
	-	6100			15,013										14,513	18,121	25,125			36,301							109,073	(109,073)
	312,997	6202	281,859								31,138															3,750	316,747	(3,750)
	128,235	6302	81,528								46,707															360	128,595	(360)
	342,511	6402	326,942								15,569																342,511	-
	436,140	6502	405,002								31,138																436,140	-
	4,090,530		1,150,183	40,000	55,013	219,000	377,000	3,035,000	1,370,000	193,709	124,552	1,385,000	6,480,000	117,000	309,513	98,121	246,732	350,000	25,000	96,301	82,500	10,000	72,500	43,969	363,022	16,110		
																											16,260,225	
			1,812	**-**	**15,013**	**-**	**377,000**	**3,035,000**	**1,220,000**	**193,709**	**-**	**-**	**6,480,000**	**-**	**14,513**	**78,121**	**90,125**	**-**	**25,000**	**66,301**	**67,500**	**10,000**	**72,500**	**43,969**	**363,022**	**16,110**	16,260,225	

Transfers per original 2016 budget

Amounts included in 2016 budget line items, but not as transfers. For accounting purposes they are transfers.

Amounts included in 2016 budget line items as transfers. For accounting purposes they are not transfers, but rather interfund loans.

Additional transfers that occurred during the year. Explanations noted as comments within worksheet. Printed on separate page for your referernce.

Proposed additional transfers, retro to 12-31-16. Explanations noted as comments within worksheet. Printed on separate page for your reference.

Cell: Z6
Comment: Robin Hanson:
Employee insurance premium transfer

Cell: AA6
Comment: Robin Hanson:
Insurance deductible transfer

Cell: K7
Comment: Robin Hanson:
The 2017 budget anticipated the residual fire truck levy be transferred to the 2010A bond funds in 2016 so the debt levy for 2017 could be lowered. This was a one-time reduction.

Cell: R7
Comment: Robin Hanson:
In the fall of 2016 council approved set-aside for police equipment

Cell: V7
Comment: Robin Hanson:
In the fall of 2016 council approved set-aside for building maintenance

Cell: X7
Comment: Robin Hanson:
In the fall of 2016 council approved set-aside for Emerald Ash Borer efforts

Cell: Y7
Comment: Robin Hanson:
In the fall of 2016 council approved set-aside for downtown redevelopment efforts

Cell: Z7
Comment: Robin Hanson:
In the fall of 2016 council approved set-aside for compensated absences

Cell: K8
Comment: Robin Hanson:
Proposed one time use of 2016 fund balance for 2010A debt levy.

Cell: T8
Comment: Robin Hanson:
Proposed one time use of 2016 fund balance to pay for transportation consultant for the comp plan.

Cell: U8
Comment: Robin Hanson:
Proposed one time use of 2016 fund balance the Rambling River bank restoration project.

Cell: V8
Comment: Robin Hanson:
Proposed one time use of 2016 fund balance to provide additional building maintenance funds.

Cell: X8
Comment: Robin Hanson:
Proposed one time use of 2016 fund balance to provide additional funds for the Emerald Ash Borer project.

Cell: Y8
Comment: Robin Hanson:
Proposed one time use of 2016 fund balance to pay for downtown plaza development consultant.

Cell: Z8
Comment: Robin Hanson:
Proposed one time transfer of 2016 fund balance to the Employee Expense Fund to halp address the city's unfunded compensated absences liability.

Cell: Q10
Comment: Robin Hanson:
Transfer from Park Improvement Fund to Arena Capital Projects Fund for the purchase of the new Zamboni

Cell: Q11
Comment: Robin Hanson:
Transfer from 2016 Ice Arena Fund operations to Ice Arena Capital Fund for future building needs.

Cell: I12
Comment: Robin Hanson: Amount of 2016A refunding bond proceeds transferred to 2008AB bonds for 2-1-17 early redemption.

Cell: J12
Comment: Robin Hanson:
Amount of 2016A refunding bond proceeds transferred to 2010C bonds for 2-1-17 early redemption.

Cell: D13
Comment: Robin Hanson:
Transfer net cash balance remaining from the 1995 Public Facilities bonds to the General Fund. $'s were in turn used to pay down on the Fire Truck loan.

Cell: D14
Comment: Robin Hanson:
Transfer net cash balance remaining from the 2010C bond fund to the General Fund.

Cell: O15
Comment: Robin Hanson:
Included in 2016 Budget to provide for interfund loan. For accounting purposes this results in an interfund loan and not an actual operating transfer.

Cell: N16
Comment: Robin Hanson:
Transfer of 2016B refunding bond proceeds to 2007A bond fund.

Cell: N17
Comment: Robin Hanson:
Transfer of 2016C refunding bond proceeds to 2007A bond fund.

Cell: H18
Comment: Robin Hanson:
Transfer of city's net contribution to the 2016A bond refunding. $95,000 for general contribution, $42,000 for the interest on the interfund loan for SA prepayments and $240,000 to ensure the 2016A bonds meet the 105% debt service funding requirement.

Cell: I18
Comment: Robin Hanson:
Transfer of city's net contribution to the 2016A bond refunding.

Cell: M19
Comment: Robin Hanson:
Included in 2016 Budget to provide for interfund loan. For accounting purposes this results in an interfund loan and not an actual operating transfer.

Cell: W20
Comment: Robin Hanson:
Transfer within the Maintenance Fund to set-up funding for township road maintenance.

Cell: F22
Comment: Robin Hanson:
Transfer of Liquor Store Community Investment $'s to the Park Improvement Fund for the purchase of the roving camera (currently surveiling at Lake Julia park) and the new bike racks for downtown.

Cell: P22
Comment: Robin Hanson:
Transfer of Liquor Funds Community Investment $'s to the Fire Capital Fund for the purchase of thermal imaging camera.

Cell: Q22
Comment: Robin Hanson:
Transfer of Liquor Store Community Investment $'s to the Arena Capital Project Fund for advertising on the new Zamboni ($10,000) and the new sound sytem ($8,121)

Cell: R22
Comment: Robin Hanson:
Transfer of Liquor Store Community Investment Fund $'s to the Gen'l Capital Equipment Fund for the purchase of a new building inspections vehicle.

Cell: U22
Comment: Robin Hanson:
Transfer of Liquor Store Community Investment Fund $'s to the Trail Maintenance Fund for the TH-3 trail extension

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Robin Hanson, Finance Director

SUBJECT: Approve Bills-Finance

DATE: April 3, 2017

INTRODUCTION
Attached are the March 16 - 29, 2017 check payments for your consideration.

DISCUSSION
NA

BUDGET IMPACT
NA

ACTION REQUESTED
Approve the attached payments.

ATTACHMENTS:

Type	Description
Backup Material	03-16-17 - 03-29-17 Council Check Register

Note: Payment amount may not reflect the actual amount due to data sequencing and/or data selection.

Council Check Summary

3/16/2017 - 3/29/2017

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
139189	**3/17/2017**		**108446 ASPEN MILLS**												
		4,548.40	CLASS A UNIFORM JACKETS 2016		154263	191809	1050	6290			UNIFORMS & CLOTHING	POLICE ADMINISTRATION	01000	05	
		4,548.40													
139195	**3/17/2017**		**107089 CANNON VALLEY PRINTING**												
		4,844.05	CITY NEWS & REC SPRING 2017		154274	FPR 36051	1094	6450			OUTSIDE PRINTING	PARK & RECREATION ADMIN	01000	09	
		4,844.05													
139198	**3/17/2017**		**100058 CARQUEST AUTO PARTS**												
		389.83	FD-TOW STRAPS		154047	1596-258694	1060	6220			EQUIP SUPPLIES & PARTS	FIRE SERVICES	01000	06	
		389.83													
139203	**3/17/2017**		**109182 DAKOTA COMMUNICATIONS CENTER**												
		18,533.34	DKTA COMMUNICATION CNTR APR'17		154251	FA2017-04	1051	6560			CONTRACTUAL SERVICES	PATROL SERVICES	01000	05	
		9,266.66	DKTA COMMUNICATION CNTR APR'17		154251	FA2017-04	1060	6560			CONTRACTUAL SERVICES	FIRE SERVICES	01000	06	
		27,800.00													
139204	**3/17/2017**		**110844 DAKOTA COUNTY FINANCIAL SRVS**												
		35,964.87	JAN'17 SALT & SAND		154282	00024352	1073	6253			STREET MATERIALS	SNOW REMOVAL SERVICES	01000	08	
		35,964.87													
139205	**3/17/2017**		**108012 DAKOTA COUNTY REGIONAL**												
		25.00	GOOD DAY DKTA CTY - MCKNIGHT		154216	66404	1010	6470			TRAINING & SUBSISTANCE	ADMINISTRATION	01000	01	
		25.00													
139209	**3/17/2017**		**107008 DISTAD, RANDY**												
		48.69	FEB 2017 MILEAGE		154104	20170201 - DISTAD	1094	6485			MILEAGE REIMBURSEMENT	PARK & RECREATION ADMIN	01000	09	
		48.69													
139210	**3/17/2017**		**110154 EIBNER, ROBERT J**												
		176.58	BAYMOUNT INN FEE		154105	20170305 - EIBNER	1060	6470			TRAINING & SUBSISTANCE	FIRE SERVICES	01000	06	
		176.58													
139211	**3/17/2017**		**100022 FARMINGTON PRINTING INC**												
		48.00	RRC CARD STOCK 4 CARD PROGRAM		154253	11969	1095	6570			PROGRAMMING EXPENSE	RECREATION PROGRAM SERVIC	01000	09	
		48.00													
139213	**3/17/2017**		**100014 GALLS, LLC**												
		119.98	REPL CAR LOCKOUT TOOLS		154236	006993319	1051	6250			OTHER SUPPLIES & PARTS	PATROL SERVICES	01000	05	
		119.98													
139214	**3/17/2017**		**100016 GERSTER JEWELERS**												
		100.00	10 YR EE REC DANIELLE C		154227	10 YR EE REC DANIELLE C	1011	7420			OTHER	HUMAN RESOURCES	01000	04	
		100.00													
139217	**3/17/2017**		**111125 IDENTISYS**												
		67.75	ID CARDS, ADMIN, RET		154222	332565	1050	6250			OTHER SUPPLIES & PARTS	POLICE ADMINISTRATION	01000	05	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		67.75													
139218	**3/17/2017**		**109758 IMAGE TREND, INC**												
		250.00	FD IMAGE TREND TRAINING		153905	105400	1060	6401			PROFESSIONAL SERVICES	FIRE SERVICES	01000	06	
		250.00													
139220	**3/17/2017**		**111773 INNOVATIVE OFFICE SOLUTIONS, LLC**												
		362.70	OFFICE SUPPLIES		154010	IN1511003	1010	6210			OFFICE SUPPLIES	ADMINISTRATION	01000	01	
		362.70													
139222	**3/17/2017**		**107414 JEFFERSON FIRE & SAFETY INC**												
		221.88	FD-HAND TOOLS (ENGINE 1)		154061	235011	1060	6220			EQUIP SUPPLIES & PARTS	FIRE SERVICES	01000	06	
		221.88													
139224	**3/17/2017**		**114167 JONES & BARTLETT LEARNING, LLC**												
		259.00	FD FIRE ACADEMY TEXTBOOKS		153901	3579999	1060	6470			TRAINING & SUBSISTANCE	FIRE SERVICES	01000	06	
		259.00													
139225	**3/17/2017**		**100086 KWIK TRIP, INC**												
		100.00	10 YR EE REC DAN MILLER		154271	10 YR EE REC DAN MILLER	1011	7420			OTHER	HUMAN RESOURCES	01000	04	
		100.00													
139227	**3/17/2017**		**100438 LINDQUIST, BRIAN**												
		45.00	PHONE ALLOWNACE FEB-MAR		154106	20170313 - LINDQUIST	1050	6412			CELLULAR PHONES	POLICE ADMINISTRATION	01000	05	
		45.00													
139228	**3/17/2017**		**112163 LION TOTAL CARE**												
		420.00	FD TURNOUT GEAR REPAIRS		153903	17-078100	1060	6290	1		TURNOUT GEAR	FIRE SERVICES	01000	06	
		420.00													
139229	**3/17/2017**		**111268 LUTZ, CHRISTOPHER**												
		30.51	MEAL EXPENSE - K9 SCHOOL		154108	20170308 - LUTZ	1051	6470			TRAINING & SUBSISTANCE	PATROL SERVICES	01000	05	
		30.51													
139230	**3/17/2017**		**115396 MACQUEEN EMERGENCY GROUP**												
		656.39	FD-PUMP REPAIRS (RESCUE 2)		154005	W00025	1060	6510	1		OUTSIDE VEHICLE REPAIR	FIRE SERVICES	01000	06	
		8.70	FD-RADIATOR CAP (ENGINE 22)		154064	P00070	1060	6230			VEHICLE SUPPLIES & PARTS	FIRE SERVICES	01000	06	
		665.09													
139232	**3/17/2017**		**115339 MC GRATH CONSULTING GROUP, INC**												
		10,458.00	2017 POLICE STUDY		154250	884-17	1050	6401			PROFESSIONAL SERVICES	POLICE ADMINISTRATION	01000	05	
		10,458.00	2016 POLICE STUDY		154255	884-16	1050	6401			PROFESSIONAL SERVICES	POLICE ADMINISTRATION	01000	05	
		20,916.00													
139233	**3/17/2017**		**109383 MINNEAPOLIS FINANCE DEPARTMENT**												
		204.00	2017 APS ANNUAL QU USER FEE		154237	400451000872	1052	6460			SUBSCRIPTIONS & DUES	INVESTIGATION SERVICES	01000	05	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		204.00													
139236	**3/17/2017**		**100110 MINNESOTA RECREATION & PARK ASSN**												
		219.00	2017 MRPA MEMBERSHIP HAYES		154248	RYAN HAYES MEMBERSHIP	1094	6460			SUBSCRIPTIONS & DUES	PARK & RECREATION ADMIN	01000	09	
		219.00													
139237	**3/17/2017**		**100111 MINNESOTA STATE FIRE DEPT ASSN**												
		423.00	MN STATE FD ASSOC 2017 DUES		154223	20170314	1060	6460			SUBSCRIPTIONS & DUES	FIRE SERVICES	01000	06	
		423.00													
139238	**3/17/2017**		**102249 MN FIRE SERVICE CERTIFICATION BOARD**												
		805.00	FD PFLSE 1 CERTIFICATION EXAM		154224	4638	1060	6470			TRAINING & SUBSISTANCE	FIRE SERVICES	01000	06	
		805.00													
139240	**3/17/2017**		**110692 MOBILE MINI, INC**												
		438.22	PORTABLE WARM HOUSE NRTH CREEK		154226	9001806000	1090	6555			RENTAL OF EQUIPMENT	PARK MAINTENANCE	01000	09	
		438.22													
139241	**3/17/2017**		**101249 MULLER, CYNTHIA**												
		23.11	MILEAGE TO ELECTION MEETINGS		154103	20170228 - MULLER	1013	6485			MILEAGE REIMBURSEMENT	ELECTIONS	01000	01	
		23.11													
139243	**3/17/2017**		**112030 NAPA AUTO PARTS FARMINGTON**												
		444.57	BRAKES		154258	165535	1072	6230			VEHICLE SUPPLIES & PARTS	STREET MAINTENANCE	01000	08	
		444.57													
139245	**3/17/2017**		**100093 PELLICCI HARDWARE & RENTAL**												
		120.00	FD SAWZALL TOOL		154238	54027	1060	6220			EQUIP SUPPLIES & PARTS	FIRE SERVICES	01000	06	
		82.92	PROGRAM STORAGE TOTE & GLOVES		154254	5940 /F	1093	6570			PROGRAMMING EXPENSE	SENIOR CITIZEN SERVICES	01000	09	
		202.92													
139248	**3/17/2017**		**103766 PITNEY BOWES - PURCHASE POWER**												
		2,620.59	PERMIT POSTAGE FEB'17		154229	8000...2569 FEB'17	1014	6445			POSTAGE	COMMUNICATIONS	01000	01	
		2,620.59													
139252	**3/17/2017**		**112632 RICOH USA, INC**												
		1,262.26	COPIER MAINTENANCE MAR'17		154207	5047171119 MAR'17	1010	6505			EQUIPMENT REPAIR SERVICE	ADMINISTRATION	01000	01	
		118.08-	COPIER MAINTENANCE JAN'17		154208	5047171113	1010	6505			EQUIPMENT REPAIR SERVICE	ADMINISTRATION	01000	01	
		551.69	COPIER MAINTENANCE FEB'17		154209	5047191011	1010	6505			EQUIPMENT REPAIR SERVICE	ADMINISTRATION	01000	01	
		177.80	COPIER MAINTENANCE FEB'17		154210	5047240946	1010	6505			EQUIPMENT REPAIR SERVICE	ADMINISTRATION	01000	01	
		1,873.67													
139253	**3/17/2017**		**100357 RIVERTOWN NEWSPAPER GROUP**												
		49.45	PUBLIC HEARING NOTICE 508 3RD		154252	CL20081204	1030	6455			LEGAL NOTICES PUBLICATIONS	PLANNING & ZONING	01000	03	
		49.45													
139255	**3/17/2017**		**103228 SIMPLEXGRINNELL LP**												

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		746.00	ALARM MONITORING		154080	79240926	1015	6401			PROFESSIONAL SERVICES	CITY HALL	01000	01	
		243.13	ALARM MONITORING FD STATION 1		154036	79239125	1060	6401			PROFESSIONAL SERVICES	FIRE SERVICES	01000	06	
		7.82	ALARM MONITORING CMF 2017		154037	79239124	1072	6401			PROFESSIONAL SERVICES	STREET MAINTENANCE	01000	08	
		1.89	ALARM BATTS		154049	83421294	1072	6401			PROFESSIONAL SERVICES	STREET MAINTENANCE	01000	08	
		2.52	ALARM BATTS		154049	83421294	1090	6401			PROFESSIONAL SERVICES	PARK MAINTENANCE	01000	09	
		10.43	ALARM MONITORING CMF 2017		154037	79239124	1090	6401			PROFESSIONAL SERVICES	PARK MAINTENANCE	01000	09	
		331.61	ALARM MONITORING RRC 2017		154081	79241700	1093	6401			PROFESSIONAL SERVICES	SENIOR CITIZEN SERVICES	01000	09	
		1,343.40													
139256	**3/17/2017**		**108220 SOUTH METRO RENTAL INC**												
		99.48	PARTS/BLADES FOR CHOP SAW		154045	78027	1072	6250			OTHER SUPPLIES & PARTS	STREET MAINTENANCE	01000	08	
		99.48													
139258	**3/17/2017**		**103374 TEAM LABORATORY CHEMICAL CORP**												
		370.25	COLD ROAD PATCH		154060	INV0005149	1072	6253			STREET MATERIALS	STREET MAINTENANCE	01000	08	
		370.25													
139260	**3/17/2017**		**113014 TITAN MACHINERY**												
		223.40	U-JOINT REPAIR KIT SNOW BLOWER		154256	8945079 GP	1090	6230			VEHICLE SUPPLIES & PARTS	PARK MAINTENANCE	01000	09	
		223.40													
139264	**3/17/2017**		**110954 ULINE SHIPPING & SUPPLY SPECIALISTS**												
		172.58	CABINET DOLLIES		154041	84602313	1060	6505			EQUIPMENT REPAIR SERVICE	FIRE SERVICES	01000	06	
		172.58													
139268	**3/17/2017**		**103478 WENDLANDT, BRENDA**												
		84.00	MILEAGE LOGIS & MPELRA CONF AV		154102	20170223 - WENDLANDT	1011	6485			MILEAGE REIMBURSEMENT	HUMAN RESOURCES	01000	04	
		84.00													
139270	**3/17/2017**		**110848 ZERO WASTE USA, INC**												
		1,449.69	DOG WASTE BAGS		154265	140407	1090	6250			OTHER SUPPLIES & PARTS	PARK MAINTENANCE	01000	09	
		1,449.69													
139273	**3/24/2017**		**113236 ALLINA HEALTH**												
		65.00	PRE-EMPLOYMENT TESTING		154466	70001654 FEB'17	1011	6401			PROFESSIONAL SERVICES	HUMAN RESOURCES	01000	04	
		65.00													
139275	**3/24/2017**		**109681 AMUNDSON, JASON**												
		9.00	MAAG TRAINING LUNCH		154474	20170315 - AMUNDSON	1051	6470			TRAINING & SUBSISTANCE	PATROL SERVICES	01000	05	
		9.00													
139276	**3/24/2017**		**100011 ANDERSEN INC, EARL F**												
		223.20	GREEN CHANNEL POSTS		154328	0113641-IN	1072	6254			SIGNS & STRIPPING MATERIALS	STREET MAINTENANCE	01000	08	
		223.20													
139278	**3/24/2017**		**100193 APPLE VALLEY, CITY OF**												

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		316.13	FD SCBA FIT TESTING REPAIRS		154317	5852	1060	6950			MACHINERY & EQUIPMENT	FIRE SERVICES	01000	06	
		316.13													
139280	**3/24/2017**		**108446 ASPEN MILLS**												
		524.03	FIRE DEPT UNIFORMS		154425	191347	1060	6290			UNIFORMS & CLOTHING	FIRE SERVICES	01000	06	
		22.00	FIRE DEPT UNIFORMS		154426	187390	1060	6290			UNIFORMS & CLOTHING	FIRE SERVICES	01000	06	
		546.03													
139284	**3/24/2017**		**100508 BOYER TRUCKS**												
		931.21	EXHUAST FOR DUMP TRUCK		154378	102225SAV	1072	6230			VEHICLE SUPPLIES & PARTS	STREET MAINTENANCE	01000	08	
		205.72	EXHUAST CLAMP AND PIPE		154385	102248SAV	1072	6230			VEHICLE SUPPLIES & PARTS	STREET MAINTENANCE	01000	08	
		1,136.93													
139287	**3/24/2017**		**100253 CAMPBELL KNUTSON**												
		883.90	LEGAL BILL - FEB'17		154412	1852-00OG FEB'17	1005	6403			LEGAL	LEGISLATIVE CONTROL	01000	01	
		861.70	LEGAL BILL - FEB'17		154412	1852-00OG FEB'17	1010	6403			LEGAL	ADMINISTRATION	01000	01	
		270.30	LEGAL BILL - FEB'17		154412	1852-00OG FEB'17	1050	6403			LEGAL	POLICE ADMINISTRATION	01000	05	
		6,402.51	LEGAL BILL - FEB'17		154410	1852-999G FEB'17	1050	6403			LEGAL	POLICE ADMINISTRATION	01000	05	
		79.50	LEGAL BILL - FEB'17		154412	1852-00OG FEB'17	1076	6403			LEGAL	NATURAL RESOURCES	01000	07	
		8,497.91													
139290	**3/24/2017**		**100058 CARQUEST AUTO PARTS**												
		118.98	CIRCUIT BREAKER		154379	2131-432705	1051	6230			VEHICLE SUPPLIES & PARTS	PATROL SERVICES	01000	05	
		53.54	CIRCUIT BREAKER		154381	2131-433604	1051	6230			VEHICLE SUPPLIES & PARTS	PATROL SERVICES	01000	05	
		82.23	STRAP PROTECTOR		154383	1596-258738	1060	6230			VEHICLE SUPPLIES & PARTS	FIRE SERVICES	01000	06	
		179.98	4GA COPPER 20FT		154380	2131-433276	1060	6230			VEHICLE SUPPLIES & PARTS	FIRE SERVICES	01000	06	
		434.73													
139295	**3/24/2017**		**110844 DAKOTA COUNTY FINANCIAL SRVS**												
		1,026.52	FEB'17 RADIO SUBSCRIPTION		154353	00024459	1051	6560			CONTRACTUAL SERVICES	PATROL SERVICES	01000	05	
		1,259.82	FEB'17 RADIO SUBSCRIPTION		154353	00024459	1060	6560			CONTRACTUAL SERVICES	FIRE SERVICES	01000	06	
		2,286.34													
139296	**3/24/2017**		**100081 DAKOTA COUNTY LUMBER COMPANY**												
		4.49	FD ICE RESCUE TRAINING BOARDS		154343	1703-660309	1060	6470			TRAINING & SUBSISTANCE	FIRE SERVICES	01000	06	
		4.49													
139297	**3/24/2017**		**100041 DAKOTA COUNTY PROPERTY TAXATION**												
		46.00	DOCUMENT RECORDING		154461	P484467/ DOC#3178930	1010	6401			PROFESSIONAL SERVICES	ADMINISTRATION	01000	01	
		908.00	DAKOTA COUNTY TIF MAINTENANCE		154460	2016 TIF MAINTENANCE	1021	6401			PROFESSIONAL SERVICES	GENERAL ACCOUNTING	01000	02	
		954.00													
139299	**3/24/2017**		**115062 DISTINCTIVE DESIGN BUILD, LLC**												
		77.43	OVPMT PERMIT#40608		154419	OVPMT PERMIT#40608	1000	2255			DEPOSITS PAYABLE	GENERAL FUND BALANCE SHEE	01000		

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		77.43													
139300	**3/24/2017**		**109931 FACTORY MOTOR PARTS CO**												
		101.48	BRAKES & ROTORS		154330	1-5189662	1090	6230			VEHICLE SUPPLIES & PARTS	PARK MAINTENANCE	01000	09	
		101.48													
139301	**3/24/2017**		**100022 FARMINGTON PRINTING INC**												
		98.00	BUSINESS CARDS- KATY GEHLER		154399	11233	1010	6210			OFFICE SUPPLIES	ADMINISTRATION	01000	01	
		98.00													
139303	**3/24/2017**		**109263 FEELY ELEVATOR**												
		191.61	HERBICIDE - NATURAL RESOURCES		154403	122927/123005	1076	6220			EQUIP SUPPLIES & PARTS	NATURAL RESOURCES	01000	07	
		191.61													
139312	**3/24/2017**		**111773 INNOVATIVE OFFICE SOLUTIONS, LLC**												
		40.48	MAGNIFIER 4" - OFFICE SUPPLIES		154332	IN1526373	1010	6210			OFFICE SUPPLIES	ADMINISTRATION	01000	01	
		53.04	OFFICE SUPPLIES - BADGE HOLDER		154333	IN1526412	1010	6210			OFFICE SUPPLIES	ADMINISTRATION	01000	01	
		1,181.06	OFFICE SUPPLIES		154334	IN1525939	1010	6210			OFFICE SUPPLIES	ADMINISTRATION	01000	01	
		1,274.58													
139318	**3/24/2017**		**100049 LOCAL GVMT INFO SYSTEMS ASSN.**												
		2,092.00	LOGIS BILL - FEB'17		154469	43190	1011	6402			DATA PROCESSING	HUMAN RESOURCES	01000	04	
		3,890.00	LOGIS BILL - FEB'17		154469	43190	1021	6402			DATA PROCESSING	GENERAL ACCOUNTING	01000	02	
		2,192.00	LOGIS BILL - FEB'17		154469	43190	1031	6402			DATA PROCESSING	BUILDING INSPECTIONS	01000	07	
		1,930.00	LOGIS BILL - FEB'17		154469	43190	1050	6402			DATA PROCESSING	POLICE ADMINISTRATION	01000	05	
		258.00	LOGIS BILL - FEB'17		154469	43190	1060	6402			DATA PROCESSING	FIRE SERVICES	01000	06	
		10,362.00													
139321	**3/24/2017**		**115396 MACQUEEN EMERGENCY GROUP**												
		409.75	FD LADDER RACK REPAIRS		154345	P00087	1060	6230			VEHICLE SUPPLIES & PARTS	FIRE SERVICES	01000	06	
		83.38-	FIRE DEPT CREDIT		154346	CUR	1060	6230			VEHICLE SUPPLIES & PARTS	FIRE SERVICES	01000	06	
		326.37													
139322	**3/24/2017**		**109318 MC KNIGHT, DAVID**												
		111.30	LUNCH, PHONE, MCMA CONF, FLWRS		154420	20170331 - MCKNIGHT	1005	7420			OTHER	LEGISLATIVE CONTROL	01000	01	
		23.12	LUNCH, PHONE, MCMA CONF, FLWRS		154420	20170331 - MCKNIGHT	1010	6470			TRAINING & SUBSISTANCE	ADMINISTRATION	01000	01	
		45.00	LUNCH, PHONE, MCMA CONF, FLWRS		154420	20170331 - MCKNIGHT	1010	6412			CELLULAR PHONES	ADMINISTRATION	01000	01	
		515.00	LUNCH, PHONE, MCMA CONF, FLWRS		154420	20170331 - MCKNIGHT	1010	6470			TRAINING & SUBSISTANCE	ADMINISTRATION	01000	01	
		694.42													
139326	**3/24/2017**		**102249 MN FIRE SERVICE CERTIFICATION BOARD**												
		700.00	FIRE DPET FAO TESTING FEES		154322	4688	1060	6470			TRAINING & SUBSISTANCE	FIRE SERVICES	01000	06	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		115.00	FD FIRE INSPECTOR TESTING FEE		154323	4660	1060	6470			TRAINING & SUBSISTANCE	FIRE SERVICES	01000	06	
		815.00													
139328	**3/24/2017**		**110272 NORTHERN CONCEPTS**												
		280.99	SPRING 2017 NEWS & REC POSTAGE		154312	10998C	1094	6445			POSTAGE	PARK & RECREATION ADMIN	01000	09	
		280.99													
139329	**3/24/2017**		**102644 NORTHERN SAFETY TECHNOLOGY**												
		69.00	RADAR TROUBLESHOOT/CABLES		154336	43219	1051	6505			EQUIPMENT REPAIR SERVICE	PATROL SERVICES	01000	05	
		197.00	RADAR TROUBLESHOOT/CABLES		154336	43219	1051	6230			VEHICLE SUPPLIES & PARTS	PATROL SERVICES	01000	05	
		266.00													
139330	**3/24/2017**		**101254 ORKIN EXTERMINATING**												
		103.44	CITY HALL PEST CONTROL MAR'17		154390	154551410/28379954	1015	6401			PROFESSIONAL SERVICES	CITY HALL	01000	01	
		1.61	CMF PEST CONTROL MAR'17		154389	154550902/28367911	1072	6401			PROFESSIONAL SERVICES	STREET MAINTENANCE	01000	08	
		2.15	CMF PEST CONTROL MAR'17		154389	154550902/28367911	1090	6401			PROFESSIONAL SERVICES	PARK MAINTENANCE	01000	09	
		107.20													
139332	**3/24/2017**		**100093 PELLICCI HARDWARE & RENTAL**												
		22.99	FD SHOVEL UTILITY 1		154424	5877 /F	1060	6230			VEHICLE SUPPLIES & PARTS	FIRE SERVICES	01000	06	
		22.99													
139335	**3/24/2017**		**110398 PITNEY BOWES GLOBAL FINANCIAL SRV LLC**												
		379.00	POSTAGE METER LEASE APR'17		154407	3101063490	1010	6555			RENTAL OF EQUIPMENT	ADMINISTRATION	01000	01	
		379.00													
139336	**3/24/2017**		**115507 POLICE SERVICE DOGS, INC.**												
		2,021.00	NEW K-9 EQUIPMENT		154335	20170225	1051	6406			K-9 EXPENSE	PATROL SERVICES	01000	05	
		2,021.00													
139340	**3/24/2017**		**101393 RDO TRUST #80-5800**												
		49.90	FORESTRY MISC SUPPLIES		154470	P64064	1076	6220			EQUIP SUPPLIES & PARTS	NATURAL RESOURCES	01000	07	
		49.90													
139341	**3/24/2017**		**112561 RICOH USA, INC**												
		187.39	COPIER LEASE MAR-APR		154408	98425876	1010	6555			RENTAL OF EQUIPMENT	ADMINISTRATION	01000	01	
		187.39													
139346	**3/24/2017**		**103228 SIMPLEXGRINNELL LP**												
		119.54	ALARM SYSTEM REPAIR CITY HALL		154082	79242532	1015	6401			PROFESSIONAL SERVICES	CITY HALL	01000	01	
		642.88	FIRE ALARM MNTR NOV'16-OCT'17		154337	79242864	1050	6401			PROFESSIONAL SERVICES	POLICE ADMINISTRATION	01000	05	
		386.91	FD ALARM MNTR NOV'16-OCT'17		154341	79243839	1060	6401			PROFESSIONAL SERVICES	FIRE SERVICES	01000	06	
		6.05	CMF ALARM MNTR NOV'16-OCT'17		154338	79243426	1072	6401			PROFESSIONAL SERVICES	STREET MAINTENANCE	01000	08	
		8.07	CMF ALARM MNTR NOV'16-OCT'17		154338	79243426	1090	6401			PROFESSIONAL SERVICES	PARK MAINTENANCE	01000	09	
		241.85	ANNUAL SPRINKLER INSPECTION		154349	79243840	1093	6401			PROFESSIONAL SERVICES	SENIOR CITIZEN SERVICES	01000	09	
		1,405.30													
139351	**3/24/2017**		**103374 TEAM LABORATORY CHEMICAL CORP**												

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		372.25	FINE ROAD COLD PATCHES		154356	INV0005270	1072	6253			STREET MATERIALS	STREET MAINTENANCE	01000	08	
		372.25													
139352	**3/24/2017**		**100286 THOMSON REUTERS - WEST**												
		131.25	PD CLEAR SUBSCRIPTION FEB'17		154354	835726647	1052	6402			DATA PROCESSING	INVESTIGATION SERVICES	01000	05	
		131.25													
139355	**3/24/2017**		**100741 TRENDEX INC**												
		82.80	LAMINATOR SRVC AGRMT APR--MAR		154396	177847	1095	6401			PROFESSIONAL SERVICES	RECREATION PROGRAM SERVIC	01000	09	
		82.80													
01000	GENERAL FUND		142,170.38												
139287	**3/24/2017**		**100253 CAMPBELL KNUTSON**												
		127.20	LEGAL BILL - FEB'17		154409	1852-013G FEB'17	2000	6403			LEGAL	HRA/ECONOMIC DEVELOPMENT	02000	03	
		79.50	LEGAL BILL - FEB'17		154412	1852-00OG FEB'17	2000	6403			LEGAL	HRA/ECONOMIC DEVELOPMENT	02000	03	
		206.70													
02000	HRA/ECONOMIC DEVELOPMENT		206.70												
139297	**3/24/2017**		**100041 DAKOTA COUNTY PROPERTY TAXATION**												
		908.00	DAKOTA COUNTY TIF MAINTENANCE		154460	2016 TIF MAINTENANCE	2050	6401			PROFESSIONAL SERVICES	TIF CITY CENTER DIST 2	02050	03	
		908.00-	DAKOTA COUNTY TIF MAINTENANCE		154460	2016 TIF MAINTENANCE	2050	6401			PROFESSIONAL SERVICES	TIF CITY CENTER DIST 2	02050	03	
02050	TIF CITY CENTER DIST 2 4705														
139297	**3/24/2017**		**100041 DAKOTA COUNTY PROPERTY TAXATION**												
		827.00	DAKOTA COUNTY TIF MAINTENANCE		154460	2016 TIF MAINTENANCE	2054	6401			PROFESSIONAL SERVICES	TRIDENT HOUSING TIF DIST	02054		
		827.00													
02054	TIF TRIDENT HOUSING DIST 14		827.00												
139208	**3/17/2017**		**108967 DICK'S VALLEY SERVICE INC**												
		172.70	FORFEITURE TOW 14001571		154217	147814	2100	6250			OTHER SUPPLIES & PARTS	POLICE FORFEITURES	02100	05	
		172.70	FORFEITURE TOW 15000131		154218	152179	2100	6250			OTHER SUPPLIES & PARTS	POLICE FORFEITURES	02100	05	
		172.70	FORFEITURE TOW 16003703		154219	170995	2100	6250			OTHER SUPPLIES & PARTS	POLICE FORFEITURES	02100	05	
		172.70	FORFEITURE TOW 16000539		154220	165900	2100	6250			OTHER SUPPLIES & PARTS	POLICE FORFEITURES	02100	05	
		172.70	FORFEITURE TOW 16000446		154221	165870	2100	6250			OTHER SUPPLIES & PARTS	POLICE FORFEITURES	02100	05	
		863.50													

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
139287	**3/24/2017**		**100253 CAMPBELL KNUTSON**												
		180.00	LEGAL BILL - FEB'17		154411	1852-003G FEB'17	2100	6403			LEGAL	POLICE FORFEITURES	02100	05	
		180.00													
02100	POLICE DONATIONS & FORFEITURES	1,043.50													
139196	**3/17/2017**		**113414 CAREY, PATRICK M**												
		150.00	HS GAME ANNOUNCER JAN-FEB'17		154247	JAN-FEB'17 HS GAME ANNOUN	2502	6401			PROFESSIONAL SERVICES	ICE ARENA OPERATIONS EXPE	02500	09	
		150.00													
139197	**3/17/2017**		**100356 CAREY, TODD**												
		300.00	HS GAME ANNOUNCER JAN-FEB'17		154246	JAN-FEB'17 GAME ANNOUNCER	2502	6401			PROFESSIONAL SERVICES	ICE ARENA OPERATIONS EXPE	02500	09	
		300.00													
139201	**3/17/2017**		**115514 CONDITIONED AIR, INC**												
		2,200.00	DEHUMIDIFIER REPAIR		154284	4298	2502	6505			EQUIPMENT REPAIR SERVICE	ICE ARENA OPERATIONS EXPE	02500	09	
		2,200.00													
139215	**3/17/2017**		**109232 HELM ELECTRIC INC**												
		200.00	ZAMBONI CHARGER REPAIR		154264	12374B	2502	6401			PROFESSIONAL SERVICES	ICE ARENA OPERATIONS EXPE	02500	09	
		200.00													
139245	**3/17/2017**		**100093 PELLICCI HARDWARE & RENTAL**												
		31.99	SQUEEGEE FOR ARENA		154266	4895 /F	2502	6220			EQUIP SUPPLIES & PARTS	ICE ARENA OPERATIONS EXPE	02500	09	
		31.99													
139266	**3/17/2017**		**111032 WALL, JANELLE**												
		8.86	LEARN TO SKATE SUPPLIES		154249	LEARN TO SKATE SUPPLIES	2502	6570			PROGRAMMING EXPENSE	ICE ARENA OPERATIONS EXPE	02500	09	
		8.86													
139267	**3/17/2017**		**107450 WEBBER RECREATIONAL DESIGN INC**												
		2,820.38	REPLACEMENT BLDG MONUMENT SIGN		154225	666	2502	6915			BUILDING & STRUCTURE	ICE ARENA OPERATIONS EXPE	02500	09	
		2,820.38													
139296	**3/24/2017**		**100081 DAKOTA COUNTY LUMBER COMPANY**												
		4.74	BENCH REPAIR LUMBER		154458	1703-661075	2502	6505			EQUIPMENT REPAIR SERVICE	ICE ARENA OPERATIONS EXPE	02500	09	
		3.42	BENCH REPAIR LUMBER		154459	1703-661081	2502	6515			BUILDING REPAIR SERVICE	ICE ARENA OPERATIONS EXPE	02500	09	
		8.16													
139315	**3/24/2017**		**115519 JOHNSON, KATI**												
		42.00	OPEN SKATE PUNCH CARD REFUND		154307	2502.	2501	4820			OPEN SKATE	ICE ARENA REVENUE	02500	09	
		42.00													
139325	**3/24/2017**		**100375 MINNESOTA DEPT OF PUBLIC SAFETY**												

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		25.00	HAZARD CHEMICAL REPORTING		154339	1904000402016 M-88818	2502	6460			SUBSCRIPTIONS & DUES	ICE ARENA OPERATIONS EXPE	02500	09	
		25.00													
139338	**3/24/2017**		**100125 R&R SPECIALTIES OF WISCONSIN INC**												
		56.00	ZAMBONI BLADE SHARPEN		154391	0061920-IN	2502	6401			PROFESSIONAL SERVICES	ICE ARENA OPERATIONS EXPE	02500	09	
		56.00													
02500	ICE ARENA			5,842.39											
139186	**3/17/2017**		**100193 APPLE VALLEY, CITY OF**												
		93.08	SUPPLIES FOR VIDEO ROOM		154273	5849	4005	6960			FURNITURE & OFFICE E	CABLE/COMMUNICATIONS PROJ	04000	01	
		93.08													
04000	CAPITAL ACQUISITION			93.08											
139274	**3/24/2017**		**108782 ALLINA HOSPITALS & CLINICS**												
		3,400.00	FD NEW AED'S RESCUE 1 AND 2		154316	II10021796	4302	6220			EQUIP SUPPLIES & PARTS	FIRE RELIEF	04300	06	
		3,400.00													
139311	**3/24/2017**		**115521 INC STORES, LLC**												
		1,973.85	FD STATION 2 GYM FLOORING		154321	1164502	4302	6470			TRAINING & SUBSISTANCE	FIRE RELIEF	04300	06	
		1,973.85													
04300	FIRE CAPITAL PROJECTS			5,373.85											
139348	**3/24/2017**		**112422 STANTEC CONSULTING SERVICES INC**												
		6,800.39	FAIRHILL AUAR UPDATE		154324	1165009	4600	6401			PROFESSIONAL SERVICES	PRIVATE CAPITAL PROJECTS	04600	07	
		6,800.39													
04600	PRIVATE CAPITAL PROJECTS			6,800.39											
139187	**3/17/2017**		**106097 APPLIED CONCEPTS INC**												
		2,061.90	NEW SQUAD RADAR		153883	302889	5602	6940			VEHICLES	GEN CAPITAL EQUIP FUND EX	05600		
		2,061.90													
05600	GENERAL CAPITAL EQUIPMENT FUND			2,061.90											
139188	**3/17/2017**		**113303 ARTISAN BEER COMPANY**												
		232.00	BEER ORDER		154110	3162636	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		322.70	BEER ORDER		154152	3162528	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		226.00	BEER ORDER		154285	3164133	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		780.70													

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
139190	**3/17/2017**		**100493 BELLBOY CORPORATION**												
		187.85	LIQ SUPPLIES & MIXES		154101	95412700	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		96.72	LIQ SUPPLIES & MIXES		154111	95478000	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		218.40	LIQ - SPIRITS		154112	57910500	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		182.10	LIQ SUPPLIES & MIXES		154153	57910600	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		685.07													
139191	**3/17/2017**		**111280 BERNICK'S WINE**												
		298.40	BEER ORDER		154286	348257	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		20.00	MP ORANGE		154287	348256	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		318.40													
139192	**3/17/2017**		**114472 BREAKTHRU BEVERAGE MN BEER, LLC**												
		5,956.15	BEER ORDER		154116	1090678782	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		326.58	BEER ORDER		154117	1090681358	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		179.25-	BEER ORDER CREDIT		154158	2090236761 CR	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		4,358.15	BEER ORDER		154159	1090678783	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		2,352.96	BEER ORDER		154160	1090681359	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		12,814.59													
139193	**3/17/2017**		**114471 BREAKTHRU BEVERAGE MN WINE & SPIRITS**												
		175.79	WINE ORDER		154113	1080601688	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		2,484.86	LIQ, SPIRITS ORDER		154114	1080601687	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		824.48	LIQ, SPIRITS ORDER		154115	1080604806	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		1,049.34	LIQ, SPIRITS ORDER		154154	1080601689	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		231.79	WINE ORDER		154155	1080601690	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		105.45	WINE ORDER		154156	1080604808	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		2,286.71	LIQ, SPIRITS ORDER		154157	1080604807	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		1,210.10	LIQ, SPIRITS ORDER		154288	1080607758	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		175.79	WINE ORDER		154289	1080607759	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		8,544.31													
139200	**3/17/2017**		**100071 COLLEGE CITY BEVERAGE INC**												
		2,784.65	BEER ORDER		154118	290897	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		70.04-	BEER ORDER CREDIT		154119	21-117 CR	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		8,912.95	BEER ORDER		154120	293685	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		186.29-	BEER ORDER CREDIT		154121	100-50 CR	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		8,968.20	BEER ORDER		154161	293687	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		2,401.60	BEER ORDER		154162	290898	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		24.14-	BEER ORDER CREDIT		154163	21-116 CR	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		215.50-	BEER ORDER CREDIT		154164	100-51 CR	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		22,571.43													
139216	**3/17/2017**		**100074 HOHENSTEINS INC**												
		185.60	BEER ORDER		154123	880961	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		929.50	BEER ORDER		154165	880962	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		155.00	BEER ORDER		154290	882218	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		1,270.10													
139219	**3/17/2017**		**113417 INDEED BREWING COMPANY**												
		70.45	BEER ORDER		154166	48654	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		70.45													
139221	**3/17/2017**		**109846 J J TAYLOR DISTRIBUTING CO OF MN INC**												
		1,948.76	BEER ORDER		154124	2650900	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		10,142.24	BEER ORDER		154125	2650863	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		2,383.95	BEER ORDER		154167	2650899	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		8,254.81	BEER ORDER		154168	2650862	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		3,217.50	BEER ORDER		154291	2650934	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		25,947.26													
139223	**3/17/2017**		**100033 JOHNSON BROTHERS LIQUOR CO**												
		2,216.99	WINE ORDER		154126	5665041	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		342.15	LIQ, SPIRITS ORDER		154127	5665040	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		3,743.34	LIQ, SPIRITS ORDER		154128	5665039	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		3,158.49	WINE ORDER		154129	5665038	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		9,458.68	LIQ, SPIRITS ORDER		154130	5665037	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		575.15	WINE ORDER		154131	5664766	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		31.26	BLOODY MARY MIXES		154132	5664765	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		826.59	LIQ, SPIRITS ORDER		154133	5664764	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		10.57	WOODBRIDGE SAUV BLANC ORDER		154134	5664763	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		258.16	WINE ORDER		154135	5669559	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		93.76	NEW AMSTERDAM VODKA ORDER		154136	5669558	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		3,109.54	LIQ, SPIRITS ORDER		154137	5669557	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		245.85	WINE ORDER		154138	5669556	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		357.55	LIQ, SPIRITS ORDER		154139	5669555	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		52.51	LIQ, SPIRITS ORDER		154140	5669554	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		59.66-	WOODBRIDGE WINE CREDIT		154141	617074 CR	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		161.51-	CAPTAIN MORGAN CREDIT		154142	617075 CR	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		3.02	WOODBRIDGE MOSCATO		154169	5664767	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		9,384.67	LIQ, SPIRITS ORDER		154170	5664770	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		572.90	WINE ORDER		154171	5664768	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		279.58	LIQ, SPIRITS ORDER		154172	5664769	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		3,393.81	WINE ORDER		154173	5664771	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		8,189.53	LIQ, SPIRITS ORDER		154174	5664772	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		2,465.32	WINE ORDER		154175	5664773	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		4,084.20-	SVEDKA VODKA CREDIT		154176	616459 CR	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		4,135.71	SVEDKA VODKA ORDER		154177	5667170	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		1.51	BLACK BOX CABERNET ORDER		154178	5667171	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		247.02	SVEDKA VODKA ORDER		154179	5669451	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		185.52	WINE ORDER		154180	5669452	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		321.57	LIQ, SPIRITS ORDER		154181	5669453	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		51.01	CUERVO MIX MARG		154182	5669454	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		227.65	WINE ORDER		154183	5669455	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		2,319.09	LIQ, SPIRITS ORDER		154184	5669456	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		237.42	LIQ, SPIRITS ORDER		154185	5669457	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		247.55	WINE ORDER		154186	5669458	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		49.51	GALLO SWEET VERMOUTH ORDER		154187	5672063	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		336.78	LIQ, SPIRITS ORDER		154188	5672062	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		339.02	LIQ, SPIRITS ORDER		154189	5672061	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		77.20	WINE ORDER		154292	5665602	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		86.04	JURA ORGIN 10YR ORDER		154293	5665601	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		259.77	WINE ORDER		154294	5674997	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		187.02	LIQ, SPIRITS ORDER		154295	5674996	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		156.02	SVEDKA VODKA ORDER		154296	5674995	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		568.04	LIQ, SPIRITS ORDER		154297	5674994	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		654.51	WINE ORDER		154298	5674797	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		38.51	CUERVO MIX MARG		154299	5674796	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		941.61	LIQ, SPIRITS ORDER		154300	5674795	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		56,132.13													
139244	**3/17/2017**		**100290 PAUSTIS & SONS WINE COMPANY**												
		330.25	WINE ORDER		154190	8581630-IN	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		330.25													
139246	**3/17/2017**		**113089 PETERSON, BLAIR**												
		29.96	MILEAGE FOR FEBRUARY		154107	20170201 - PETERSON	6110	6485			MILEAGE REIMBURSEMENT	DOWNTOWN LIQUOR REV & EXP	06100	02	
		29.96	MILEAGE FOR FEBRUARY		154107	20170201 - PETERSON	6115	6485			MILEAGE REIMBURSEMENT	PILOT KNOB LIQUOR	06100	02	
		59.92													
139247	**3/17/2017**		**100034 PHILLIPS WINE AND SPIRITS INC**												
		148.49	WINE ORDER		154143	2126720	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		1,844.81	LIQ, SPIRITS ORDER		154144	2126719	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		201.29	WINE ORDER		154145	2129727	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		1,521.68	LIQ, SPIRITS ORDER		154146	2129726	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		2,063.46	LIQ, SPIRITS ORDER		154191	2126548	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		267.04	WINE ORDER		154192	2126549	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		950.77	LIQ, SPIRITS ORDER		154193	2129677	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		414.31	WINE ORDER		154194	2129678	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		690.96	LIQ, SPIRITS ORDER		154195	2131444	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		376.54	WINE ORDE		154301	2133556	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		1,006.95	LIQ, SPIRITS ORDER		154302	2133555	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		3.02	PHILLIPS VDKA ORDER		154303	2133409	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		9,489.32													
139251	**3/17/2017**		**114619 RED BULL DISTRIBUTION CO INC**												
		137.00	RED BULL ORDER		154304	K-235299979	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		137.00													
139253	**3/17/2017**		**100357 RIVERTOWN NEWSPAPER GROUP**												
		9.24	NEWSPAPER SALES FEB'17		154109	57595	6110	5502			COST OF GOODS SOLD	DOWNTOWN LIQUOR REV & EXP	06100	02	
		7.50	DT LIQ STORE PAPER ADVERTISING		154260	DI22010413	6110	6492			ADVERTISING	DOWNTOWN LIQUOR REV & EXP	06100	02	
		45.00	DT LIQ STORE PAPER ADVERTISING		154261	D122010412	6110	6492			ADVERTISING	DOWNTOWN LIQUOR REV & EXP	06100	02	
		98.00	DT LIQ STORE PAPER ADVERTISING		154262	DI22010310	6110	6492			ADVERTISING	DOWNTOWN LIQUOR REV & EXP	06100	02	
		98.00	PK LIQ STORE PAPER ADVERTISING		154262	DI22010310	6115	6492			ADVERTISING	PILOT KNOB LIQUOR	06100	02	
		22.44	NEWSPAPER SALES FEB'17		154151	57588	6115	5502			COST OF GOODS SOLD	PILOT KNOB LIQUOR	06100	02	
		7.50	PK LIQ STORE PAPER ADVERTISING		154260	DI22010413	6115	6492			ADVERTISING	PILOT KNOB LIQUOR	06100	02	
		287.68													
139254	**3/17/2017**		**107018 SHAMROCK GROUP**												
		40.40	ICE CUBES		153973	2093269	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		70.00	ICE CUBES		153986	2093270	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		110.40													
139257	**3/17/2017**		**112051 SOUTHERN GLAZER'S OF MN**												
		1.39	LIQ, SPIRITS ORDER		154148	1516122	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		612.62	LIQ, SPIRITS ORDER		154149	1516123	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		1.28	LIQ, SPIRITS ORDER		154196	1516128	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		2,647.23	LIQ, SPIRITS ORDER		154197	1516129	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		2,126.86	WINE & LIQ ORDER		154305	1518767	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		5,389.38													
139262	**3/17/2017**		**113308 TKO WINE**												
		206.40	WINE ORDER		154198	5346	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		206.40													
139263	**3/17/2017**		**109709 TRIHUS, DAVID M**												
		22.84	FEB'17 MILEAGE		154283	20170228 - TRIHUS	6110	6485			MILEAGE REIMBURSEMENT	DOWNTOWN LIQUOR REV & EXP	06100	02	
		22.85	FEB'17 MILEAGE		154283	20170228 - TRIHUS	6115	6485			MILEAGE REIMBURSEMENT	PILOT KNOB LIQUOR	06100	02	
		45.69													
139265	**3/17/2017**		**108808 VINOCOPIA**												
		409.50	LIQ, SPIRITS ORDER		154199	0174744-IN	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		214.00	BEER & WINE ORDER		154200	0175301-IN	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		623.50													
139269	**3/17/2017**		**100334 WINE MERCHANTS**												

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		137.51	WINE ORDER		154201	7122197	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		239.02	WINE ORDER		154306	7123928	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		376.53													
139279	**3/24/2017**		**113303 ARTISAN BEER COMPANY**												
		154.00	BEER ORDER		154423	3164025	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		32.00	BEER ORDER		154475	3165549	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		225.00	BEER ORDER		154476	3165645	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		411.00													
139281	**3/24/2017**		**115520 BALD MAN BREWING COMPANY**												
		88.80	TUPELO HONEY BROWN BEER ORDER		154421	E-1135	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		88.80													
139283	**3/24/2017**		**111280 BERNICK'S WINE**												
		207.80	BEER ORDER		154427	348258	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		207.80													
139285	**3/24/2017**		**114472 BREAKTHRU BEVERAGE MN BEER, LLC**												
		8,632.20	BEER ORDER		154310	1090684274	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		8,097.50	BEER ORDER		154428	1090684275	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		16,729.70													
139286	**3/24/2017**		**114471 BREAKTHRU BEVERAGE MN WINE & SPIRITS**												
		651.28	WINE ORDER		154429	1080607761	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		877.51	LIQ, SPIRITS ORDER		154430	1080607760	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		1,528.79													
139289	**3/24/2017**		**108360 CANNON RIVER WINERY**												
		270.00	WINE ORDER		154422	2884	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		270.00													
139291	**3/24/2017**		**100071 COLLEGE CITY BEVERAGE INC**												
		224.85-	BEER ORDER		154308	100-103 CR	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		4,777.50	BEER ORDER		154309	100-100	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		180.27-	BEER ORDER		154432	100-104 CR	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		2,084.25	BEER ORDER		154433	100-101	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		6,456.63													
139307	**3/24/2017**		**100027 GREAT LAKES COCA-COLA DISTRIBUTION, LLC**												
		292.06	POP ORDER		154122	3616202213	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		277.84	POP ORDER		154434	3616202210	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		569.90													
139308	**3/24/2017**		**100074 HOHENSTEINS INC**												
		253.50	BEER ORDER		154435	882217	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		189.00	BEER ORDER		154436	881891	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		108.80	BEER ORDER		154437	883040	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		207.35	BEER ORDER		154477	883503	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		758.65													
139313	**3/24/2017**		**109846 J J TAYLOR DISTRIBUTING CO OF MN INC**												
		5,673.72	BEER ORDER		154438	2650932	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		17.40-	GB NORDEAST CREDIT		154439	2628136 CR	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		273.50	BEER ORDER		154440	2630438	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		4,768.99	BEER ORDER		154478	2650966	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		10,698.81													
139314	**3/24/2017**		**100033 JOHNSON BROTHERS LIQUOR CO**												
		96.50-	BLACK BOX CABERNET CREDIT		154441	616579 CR	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		353.58	WINE ORDER		154442	5674799	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		97.51	NEW AMSTERDAM VODKA ORDER		154443	5674798	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		1,667.32	LIQ, SPIRITS ORDER		154444	5674794	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		279.85	WINE ORDER		154445	5674793	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		157.51	HENNESSY VS ORDER		154446	5674791	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		59.41	WOODBRIDGE MOSCATO		154447	5674792	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		33.51	MASTER MIXES STRAW DAQ & MARG		154479	5679996	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		21.99	B&J EXOTIC BERRY		154480	5679995	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		211.55	WINE ORDER		154481	5679994	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		457.19	LIQ, SPIRITS ORDER		154482	5679993	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		764.60	LIQ, SPIRITS ORDER		154483	5679992	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		.12	CAPTIAN MORGAN LOCO NUT		154484	5679784	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		109.01	WINE ORDER		154485	5679991	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		123.51	SVEDKA VODKA RASPBERRY		154486	5679990	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		449.04	WINE ORDER		154487	5679778	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		38.51	CUERVO MIX MARG LIME		154488	5679777	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		1,414.44	LIQ, SPIRITS ORDER		154489	5679776	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		6,142.15													
139331	**3/24/2017**		**100290 PAUSTIS & SONS WINE COMPANY**												
		101.25	MATEUS ROSE ORDER		154490	8583870-IN	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		101.25													
139333	**3/24/2017**		**100032 PEPSI COLA COMPANY**												
		121.80	POP ORDER		154448	76722408	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		121.80													
139334	**3/24/2017**		**100034 PHILLIPS WINE AND SPIRITS INC**												
		387.22	LIQ, SPIRITS ORDER		154449	2133406	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		623.24	WINE ORDER		154450	2133407	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		44.01	DAILY'S STRAWBERRY DAIQUIRI		154451	2133408	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		227.59	WINE ORDER		154491	2136999	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		871.14	LIQ, SPIRITS ORDER		154492	2136998	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		2,153.20													
139342	**3/24/2017**		**109722 RJM DISTRIBUTING INC**												
		109.90	NORTH LAKE LIGHT ORDER		154493	IND013001	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		109.90													
139344	**3/24/2017**		**107945 SCHWINESS LLC**												
		9,793.55	PK LIQ STORE RENT APR'17		154395	2159	6115	6556			BUILDING RENTAL	PILOT KNOB LIQUOR	06100	02	
		9,793.55													
139347	**3/24/2017**		**112051 SOUTHERN GLAZER'S OF MN**												
		3,054.69	LIQ, SPIRITS ORDER		154453	1518773	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		468.00	LIQ, SPIRITS ORDER		154454	1520087	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		10.53-	JAMESON IRISH WHISKEY RETURN		154494	0030905 CR	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		3,510.79	LIQ, SPIRITS ORDER		154495	1521377	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		7,022.95													
139350	**3/24/2017**		**111912 TAPES PLUS ADVERTISING**												
		112.50	FAM FRSH RCPT AD MAR'17 DT LIQ		154083	4468	6110	6492			ADVERTISING	DOWNTOWN LIQUOR REV & EXP	06100	02	
		112.50	FAM FRSH RCPT AD MAR'17 PK LIQ		154083	4468	6115	6492			ADVERTISING	PILOT KNOB LIQUOR	06100	02	
		225.00													
139356	**3/24/2017**		**102592 WINE COMPANY, THE**												
		381.74	WINE ORDER		154455	31078	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		381.74													
139357	**3/24/2017**		**100334 WINE MERCHANTS**												
		100.51	WINE ORDER		154456	7123905	6100	1405	15		INVENTORY- PILOT KNOB	LIQUOR OPERATIONS	06100	02	
		161.51	CRYPTIC RED BLEND WINE		154496	7124754	6100	1405	10		INVENTORY- DOWNTOWN	LIQUOR OPERATIONS	06100	02	
		262.02													
139358	**3/24/2017**		**103627 ZAHL-PETROLEUM MAINTENANCE CO**												
		59.50	3-1/8" X 230' PAPER 50/CS		154150	0224484-IN	6110	6250			OTHER SUPPLIES & PARTS	DOWNTOWN LIQUOR REV & EXP	06100	02	
		59.50	3-1/8" X 230' PAPER 50/CS		154150	0224484-IN	6115	6250			OTHER SUPPLIES & PARTS	PILOT KNOB LIQUOR	06100	02	
		119.00													

06100 LIQUOR OPERATIONS 210,343.15

139194	**3/17/2017**		**110218 BURNET TITLE**												
		165.69	REF UTIL CR @ 1308 OAK STREET		154239	1308 OAK STREET	6200	1310	3		REFUND CIS	SEWER OPERATIONS	06200	08	
		225.54	REF UTIL CR @ 4566 198TH ST W		154240	4566 198TH ST W	6200	1310	3		REFUND CIS	SEWER OPERATIONS	06200	08	
		391.23													
139195	**3/17/2017**		**107089 CANNON VALLEY PRINTING**												
		694.59	CITY NEWS & REC SPRING 2017		154274	FPR 36051	6202	6450			OUTSIDE PRINTING	SEWER OPERATIONS EXPENSE	06200	08	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		694.59													
139231	**3/17/2017**		**100063 MACQUEEN EQUIPMENT, INC**												
		97.62	CLAMP DBL BOLT		153896	P04275	6202	6230			VEHICLE SUPPLIES & PARTS	SEWER OPERATIONS EXPENSE	06200	08	
		97.62													
139250	**3/17/2017**		**114646 QUALITY FLOW SYSTEMS, INC**												
		10,355.00	PIPING REMODEL OF WESTVIEW LS		154044	33212	6202	6401			PROFESSIONAL SERVICES	SEWER OPERATIONS EXPENSE	06200	08	
		10,355.00													
139255	**3/17/2017**		**103228 SIMPLEXGRINNELL LP**												
		.08	ALARM MONITORING CMF 2017		154037	79239124	6202	6401			PROFESSIONAL SERVICES	SEWER OPERATIONS EXPENSE	06200	08	
		.02	ALARM BATTS		154049	83421294	6202	6401			PROFESSIONAL SERVICES	SEWER OPERATIONS EXPENSE	06200	08	
		.10													
139256	**3/17/2017**		**108220 SOUTH METRO RENTAL INC**												
		99.46	PARTS/BLADES FOR CHOP SAW		154045	78027	6202	6250			OTHER SUPPLIES & PARTS	SEWER OPERATIONS EXPENSE	06200	08	
		99.46													
139277	**3/24/2017**		**115518 ANDERSON, NOAH**												
		106.38	REF UTIL CR@5055 UPPER 183 STW		154414	5055 UPPER 183RD ST W	6200	1310	3		REFUND CIS	SEWER OPERATIONS	06200	08	
		106.38													
139290	**3/24/2017**		**100058 CARQUEST AUTO PARTS**												
		199.99	PUMP BATTERY		154373	2131-433697	6202	6230			VEHICLE SUPPLIES & PARTS	SEWER OPERATIONS EXPENSE	06200	08	
		199.99													
139293	**3/24/2017**		**115515 CORNERSTONE TITLE, INC.**												
		169.22	REF UTIL CR @ 20935 CARVER ST		154417	20935 CARVER STREET	6200	1310	3		REFUND CIS	SEWER OPERATIONS	06200	08	
		169.22													
139306	**3/24/2017**		**100024 GOPHER STATE ONE-CALL INC**												
		65.48	PUBLIC WORKS LOCATES		154340	7020363	6202	6401			PROFESSIONAL SERVICES	SEWER OPERATIONS EXPENSE	06200	08	
		65.48													
139310	**3/24/2017**		**112416 IMPACT MAILING OF MN INC**												
		241.28	FEB'17 UTIL BILL POSTAGE		154457	122339	6202	6445			POSTAGE	SEWER OPERATIONS EXPENSE	06200	08	
		73.12	FEB'17 UTIL BILL MAIL SERVICES		154457	122339	6202	6401			PROFESSIONAL SERVICES	SEWER OPERATIONS EXPENSE	06200	08	
		314.40													
139316	**3/24/2017**		**110501 LAND TITLE INC**												
		99.64	REF UTIL CR@18399 ELDORADO WAY		154418	18399 ELDORADO WAY	6200	1310			ACCOUNTS RECEIVABLE UTILITIE	SEWER OPERATIONS	06200	08	
		99.64													
139318	**3/24/2017**		**100049 LOCAL GVMT INFO SYSTEMS ASSN.**												
		972.25	LOGIS BILL - FEB'17		154469	43190	6202	6402			DATA PROCESSING	SEWER OPERATIONS EXPENSE	06200	08	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		972.25													
139323	**3/24/2017**		**100155 METROPOLITAN COUNCIL ENVIRO SERVICES**												
		12,425.00	FEB'17 MCES SAC FEES		154471	FEB'17 SAC	6200	2425			MCES SAC (SWR AVAIL CHG)	SEWER OPERATIONS	06200	08	
		124.25-	FEB'17 MCES SAC FEES		154471	FEB'17 SAC	6201	5030			SAC CHARGE RETAINER	SEWER OPERATIONS REVENUE	06200	08	
		12,300.75													
139328	**3/24/2017**		**110272 NORTHERN CONCEPTS**												
		70.24	SPRING 2017 NEWS & REC POSTAGE		154312	10998C	6202	6445			POSTAGE	SEWER OPERATIONS EXPENSE	06200	08	
		70.24													
139330	**3/24/2017**		**101254 ORKIN EXTERMINATING**												
		.02	CMF PEST CONTROL MAR'17		154389	154550902/28367911	6202	6401			PROFESSIONAL SERVICES	SEWER OPERATIONS EXPENSE	06200	08	
		.02													
139343	**3/24/2017**		**115516 ROSE, MICHAEL W & LINDA C**												
		158.26	REF UTIL CR@1012HONEYSUCKLE LN		154416	1012 HONEYSUCKLE LANE	6200	1310	3		REFUND CIS	SEWER OPERATIONS	06200	08	
		158.26													
139346	**3/24/2017**		**103228 SIMPLEXGRINNELL LP**												
		.06	CMF ALARM MNTR NOV'16-OCT'17		154338	79243426	6202	6401			PROFESSIONAL SERVICES	SEWER OPERATIONS EXPENSE	06200	08	
		.06													
139353	**3/24/2017**		**115517 THORNE, NATE P**												
		386.26	REF UTIL CR @ 4740 190TH ST W		154415	4740 190TH ST W	6200	1310	3		REFUND CIS	SEWER OPERATIONS	06200	08	
		386.26													
139355	**3/24/2017**		**100741 TRENDEX INC**												
		82.80	LAMINATOR SRVC AGRMT APR--MAR		154396	177847	6202	6401			PROFESSIONAL SERVICES	SEWER OPERATIONS EXPENSE	06200	08	
		82.80													
06200	SEWER OPERATIONS			26,563.75											
139195	**3/17/2017**		**107089 CANNON VALLEY PRINTING**												
		694.59	CITY NEWS & REC SPRING 2017		154274	FPR 36051	6302	6450			OUTSIDE PRINTING	SOLID WASTE OPERATIONS	06300	08	
		694.59													
139202	**3/17/2017**		**112111 CRAZY CRAYONS, LLC**												
		175.28	PROMOTIONAL ITEMS - CRAYONS		154276	1007	6302	6570			PROGRAMMING EXPENSE	SOLID WASTE OPERATIONS	06300	08	
		175.28													
139207	**3/17/2017**		**100057 DICK'S SANITATION INC**												
		1,030.52	SCHOOLS RECYCLING FEB'17		154213	DT0001716858	6302	6401			PROFESSIONAL SERVICES	SOLID WASTE OPERATIONS	06300	08	
		22,682.54	RESIDENTIAL RECYCLING FEB'17		154214	DT0001727126	6302	6401			PROFESSIONAL SERVICES	SOLID WASTE OPERATIONS	06300	08	
		4,665.07	COMMERCIAL RECYCLING FEB'17		154215	DT0001727125	6302	6401			PROFESSIONAL SERVICES	SOLID WASTE OPERATIONS	06300	08	
		28,378.13													

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
139255	**3/17/2017**		**103228 SIMPLEXGRINNELL LP**												
		424.99	ALARM MONITORING CMF 2017		154037	79239124	6302	6401			PROFESSIONAL SERVICES	SOLID WASTE OPERATIONS	06300	08	
		102.78	ALARM BATTS		154049	83421294	6302	6401			PROFESSIONAL SERVICES	SOLID WASTE OPERATIONS	06300	08	
		527.77													
139271	**3/17/2017**		**100019 ZIEGLER INC**												
		116.40	3202 FUEL PSI REG		154275	PC001861057	6302	6230			VEHICLE SUPPLIES & PARTS	SOLID WASTE OPERATIONS	06300	08	
		116.40													
139294	**3/24/2017**		**100221 DAKOTA COUNTY ENVIRONMENTAL MGMT**												
		350.00	DKTA CTY REGION HAULER LICENSE		154402	REGIONAL HAULER LICENSE	6302	6460			SUBSCRIPTIONS & DUES	SOLID WASTE OPERATIONS	06300	08	
		350.00													
139310	**3/24/2017**		**112416 IMPACT MAILING OF MN INC**												
		241.28	FEB'17 UTIL BILL POSTAGE		154457	122339	6302	6445			POSTAGE	SOLID WASTE OPERATIONS	06300	08	
		73.12	FEB'17 UTIL BILL MAIL SERVICES		154457	122339	6302	6401			PROFESSIONAL SERVICES	SOLID WASTE OPERATIONS	06300	08	
		314.40													
139318	**3/24/2017**		**100049 LOCAL GVMT INFO SYSTEMS ASSN.**												
		832.25	LOGIS BILL - FEB'17		154469	43190	6302	6402			DATA PROCESSING	SOLID WASTE OPERATIONS	06300	08	
		832.25													
139319	**3/24/2017**		**112658 LOCATION TECHNOLOGIES, INC**												
		43.25	GPS SERVICE MARCH'17		154327	15017	6302	6401			PROFESSIONAL SERVICES	SOLID WASTE OPERATIONS	06300	08	
		43.25													
139320	**3/24/2017**		**113199 LUBE-TECH & PARTNERS, LLC**												
		146.30	DEF DIESEL EXHAUST FLUID		154384	903557	6302	6230			VEHICLE SUPPLIES & PARTS	SOLID WASTE OPERATIONS	06300	08	
		146.30													
139327	**3/24/2017**		**112030 NAPA AUTO PARTS FARMINGTON**												
		9.73	CART TOOL		154472	164725	6302	6230			VEHICLE SUPPLIES & PARTS	SOLID WASTE OPERATIONS	06300	08	
		9.73													
139328	**3/24/2017**		**110272 NORTHERN CONCEPTS**												
		70.24	SPRING 2017 NEWS & REC POSTAGE		154312	10998C	6302	6445			POSTAGE	SOLID WASTE OPERATIONS	06300	08	
		70.24													
139330	**3/24/2017**		**101254 ORKIN EXTERMINATING**												
		87.77	CMF PEST CONTROL MAR'17		154389	154550902/28367911	6302	6401			PROFESSIONAL SERVICES	SOLID WASTE OPERATIONS	06300	08	
		87.77													
139339	**3/24/2017**		**114582 RAMSEY-WASHINGTON RECYCLING & ENERGY**												
		38,268.00	TIPPING FEES FEB'17		154277	RESFA-001083	6302	6401			PROFESSIONAL SERVICES	SOLID WASTE OPERATIONS	06300	08	
		38,268.00													
139346	**3/24/2017**		**103228 SIMPLEXGRINNELL LP**												

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		328.75	CMF ALARM MNTR NOV'16-OCT'17		154338	79243426	6302	6401			PROFESSIONAL SERVICES	SOLID WASTE OPERATIONS	06300	08	
		328.75													
139355	**3/24/2017**		**100741 TRENDEX INC**												
		82.80	LAMINATOR SRVC AGRMT APR--MAR		154396	177847	6302	6401			PROFESSIONAL SERVICES	SOLID WASTE OPERATIONS	06300	08	
		82.80													
06300	SOLID WASTE OPERATIONS		70,425.66												
139195	**3/17/2017**		**107089 CANNON VALLEY PRINTING**												
		694.59	CITY NEWS & REC SPRING 2017		154274	FPR 36051	6402	6450			OUTSIDE PRINTING	STORM WATER UTILITY OPERA	06400	08	
		694.59													
139202	**3/17/2017**		**112111 CRAZY CRAYONS, LLC**												
		164.00	PROMOTIONAL ITEMS - CRAYONS		154276	1007	6402	6570			PROGRAMMING EXPENSE	STORM WATER UTILITY OPERA	06400	08	
		164.00													
139255	**3/17/2017**		**103228 SIMPLEXGRINNELL LP**												
		52.15	ALARM MONITORING CMF 2017		154037	79239124	6402	6401			PROFESSIONAL SERVICES	STORM WATER UTILITY OPERA	06400	08	
		12.61	ALARM BATTS		154049	83421294	6402	6401			PROFESSIONAL SERVICES	STORM WATER UTILITY OPERA	06400	08	
		64.76													
139256	**3/17/2017**		**108220 SOUTH METRO RENTAL INC**												
		99.46	PARTS/BLADES FOR CHOP SAW		154045	78027	6402	6250			OTHER SUPPLIES & PARTS	STORM WATER UTILITY OPERA	06400	08	
		99.46													
139288	**3/24/2017**		**110187 CANADIAN PACIFIC RAILWAY COMPANY**												
		180.00	APR'17-'18 STRM SWR UTIL LEASE		154473	2000134902	6402	6460			SUBSCRIPTIONS & DUES	STORM WATER UTILITY OPERA	06400	08	
		180.00													
139310	**3/24/2017**		**112416 IMPACT MAILING OF MN INC**												
		241.28	FEB'17 UTIL BILL POSTAGE		154457	122339	6402	6445			POSTAGE	STORM WATER UTILITY OPERA	06400	08	
		73.13	FEB'17 UTIL BILL MAIL SERVICES		154457	122339	6402	6401			PROFESSIONAL SERVICES	STORM WATER UTILITY OPERA	06400	08	
		314.41													
139317	**3/24/2017**		**100121 LEAGUE OF MINNESOTA CITIES**												
		965.00	STORMWATER COALITION CONTRIBUT		154319	253531	6402	6460			SUBSCRIPTIONS & DUES	STORM WATER UTILITY OPERA	06400	08	
		965.00													
139318	**3/24/2017**		**100049 LOCAL GVMT INFO SYSTEMS ASSN.**												
		832.25	LOGIS BILL - FEB'17		154469	43190	6402	6402			DATA PROCESSING	STORM WATER UTILITY OPERA	06400	08	
		832.25	LOGIS BILL - FEB'17		154469	43190	6402	6402			DATA PROCESSING	STORM WATER UTILITY OPERA	06400	08	
		1,664.50													
139328	**3/24/2017**		**110272 NORTHERN CONCEPTS**												
		70.24	SPRING 2017 NEWS & REC POSTAGE		154312	10998C	6402	6445			POSTAGE	STORM WATER UTILITY OPERA	06400	08	
		70.24													

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
139330	**3/24/2017**		**101254 ORKIN EXTERMINATING**												
		10.77	CMF PEST CONTROL MAR'17		154389	154550902/28367911	6402	6401			PROFESSIONAL SERVICES	STORM WATER UTILITY OPERA	06400	08	
		10.77													
139346	**3/24/2017**		**103228 SIMPLEXGRINNELL LP**												
		40.34	CMF ALARM MNTR NOV'16-OCT'17		154338	79243426	6402	6401			PROFESSIONAL SERVICES	STORM WATER UTILITY OPERA	06400	08	
		40.34													
139355	**3/24/2017**		**100741 TRENDEX INC**												
		82.80	LAMINATOR SRVC AGRMT APR--MAR		154396	177847	6402	6401			PROFESSIONAL SERVICES	STORM WATER UTILITY OPERA	06400	08	
		82.80													
06400	STORM WATER UTILITY	4,350.87													
139195	**3/17/2017**		**107089 CANNON VALLEY PRINTING**												
		694.59	CITY NEWS & REC SPRING 2017		154274	FPR 36051	6502	6450			OUTSIDE PRINTING	WATER UTILITY EXPENSE	06500	08	
		694.59													
139235	**3/17/2017**		**100030 MINNESOTA PIPE AND EQUIPMENT**												
		227.09	REPAIR SLEEVE		153923	0373568	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		312.62	6" FL X PE DIP 6'0"		154046	0373624	6502	6220			EQUIP SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		77.99	6" REPAIR CLAMP		154058	0373636	6502	6220			EQUIP SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		617.70													
139242	**3/17/2017**		**100070 MVTL- MINN VALLEY TESTING LABS**												
		43.75	COLIFORM COLILERT BAC-T SAMPLE		153918	851343	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		43.75													
139245	**3/17/2017**		**100093 PELLICCI HARDWARE & RENTAL**												
		5.16	NUTS, BOLTS, & NAILS		154212	K06753	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		5.16													
139255	**3/17/2017**		**103228 SIMPLEXGRINNELL LP**												
		83.43	ALARM MONITORING CMF 2017		154037	79239124	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		20.18	ALARM BATTS		154049	83421294	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		103.61													
139256	**3/17/2017**		**108220 SOUTH METRO RENTAL INC**												
		99.46	PARTS/BLADES FOR CHOP SAW		154045	78027	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		99.46													
139272	**3/24/2017**		**100192 AGGREGATE INDUSTRIES - MWR, INC**												
		146.22	109 SPRUCE/WATER MAIN REPAIR		154358	706849832	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		146.22													
139282	**3/24/2017**		**112190 BARR ENGINEERING COMPANY**												
		2,620.50	WELL HEAD PLAN PART 2 UPDATE		153932	23191278.01 - 5	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		2,620.50													
139298	**3/24/2017**		**100241 DELEGARD TOOL CO**												
		154.91	TORQUE WRENCH		154357	162042	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		154.91													
139302	**3/24/2017**		**103692 FASTENAL COMPANY**												
		3.88	S/S WASHERS		154359	MNLAK140549	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		1.87	S/S WASHERS		154360	MNLAK140506	6502	6250			OTHER SUPPLIES & PARTS	WATER UTILITY EXPENSE	06500	08	
		5.75													
139306	**3/24/2017**		**100024 GOPHER STATE ONE-CALL INC**												
		65.47	PUBLIC WORKS LOCATES		154340	7020363	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		65.47													
139310	**3/24/2017**		**112416 IMPACT MAILING OF MN INC**												
		241.28	FEB'17 UTIL BILL POSTAGE		154457	122339	6502	6445			POSTAGE	WATER UTILITY EXPENSE	06500	08	
		73.13	FEB'17 UTIL BILL MAIL SERVICES		154457	122339	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		314.41													
139318	**3/24/2017**		**100049 LOCAL GVMT INFO SYSTEMS ASSN.**												
		832.25	LOGIS BILL - FEB'17		154469	43190	6502	6402			DATA PROCESSING	WATER UTILITY EXPENSE	06500	08	
		832.25													
139324	**3/24/2017**		**115508 MIDWEST LEAK DETECTION**												
		370.00	LEAK DETECTION 109 SPRUCE ST		154329	1084	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		370.00													
139328	**3/24/2017**		**110272 NORTHERN CONCEPTS**												
		70.27	SPRING 2017 NEWS & REC POSTAGE		154312	10998C	6502	6445			POSTAGE	WATER UTILITY EXPENSE	06500	08	
		70.27													
139330	**3/24/2017**		**101254 ORKIN EXTERMINATING**												
		102.43	WELL 5 ORKIN MAINT MAR'17		154355	154550361/28454299	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		17.23	CMF PEST CONTROL MAR'17		154389	154550902/28367911	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		119.66													
139346	**3/24/2017**		**103228 SIMPLEXGRINNELL LP**												
		64.54	CMF ALARM MNTR NOV'16-OCT'17		154338	79243426	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		64.54													
139355	**3/24/2017**		**100741 TRENDEX INC**												
		82.80	LAMINATOR SRVC AGRMT APR--MAR		154396	177847	6502	6401			PROFESSIONAL SERVICES	WATER UTILITY EXPENSE	06500	08	
		82.80													

06500 WATER UTILITY 6,411.05

139226 3/17/2017 100164 LAW ENFORCEMENT LABOR SERVICES

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		563.50			154204	031617851203	7000	2116			LELS DUES PAYABLE	EMPLOYEE EXPENSE FUND	07000	02	
		563.50													
139239	**3/17/2017**		**100322 MN NCPERS LIFE INSURANCE**												
		16.00			154205	031617851204	7000	2119			PERA LIFE INS PAYABLE	EMPLOYEE EXPENSE FUND	07000	02	
		16.00													
139249	**3/17/2017**		**100135 PUBLIC EMPLOYEES RETIREMENT ASSN.**												
		19,471.94			154202	031617851201	7000	2113			PERA PAYABLE	EMPLOYEE EXPENSE FUND	07000	02	
		25,778.82			154203	031617851202	7000	6154			PERA	EMPLOYEE EXPENSE FUND	07000	02	
		45,250.76													
139349	**3/24/2017**		**114206 SUN LIFE FINANCIAL**												
		1,007.87	LTD INSURANCE - APR'17		154464	237780 APR'17	7000	6158			EMPLOYEE BENEFITS	EMPLOYEE EXPENSE FUND	07000	02	
		3,059.35	LIFE INSURANCE - APR'17		154465	237780 APR'17	7000	6158			EMPLOYEE BENEFITS	EMPLOYEE EXPENSE FUND	07000	02	
		4,067.22													
07000	EMPLOYEE EXPENSE FUND		49,897.48												
139234	**3/17/2017**		**110087 MINNESOTA DEPT OF PUBLIC SAFETY**												
		20.00	2017 DOT DECALS		154244	DOT DECALS	7200	6230			VEHICLE SUPPLIES & PARTS	FLEET OPERATIONS	07200	08	
		20.00													
139243	**3/17/2017**		**112030 NAPA AUTO PARTS FARMINGTON**												
		70.00-	CORE DEPOSIT RETURN		154259	165547	7200	6230			VEHICLE SUPPLIES & PARTS	FLEET OPERATIONS	07200	08	
		70.00-													
139259	**3/17/2017**		**108670 TERMINAL SUPPLY CO.**												
		158.44	WIRE SUPPLIES		153893	88591-00	7200	6230			VEHICLE SUPPLIES & PARTS	FLEET OPERATIONS	07200	08	
		158.44													
139261	**3/17/2017**		**113424 TITAN MACHINERY**												
		48.00	STOCK FILTERS		154257	8938863 GP	7200	6230			VEHICLE SUPPLIES & PARTS	FLEET OPERATIONS	07200	08	
		48.00													
139290	**3/24/2017**		**100058 CARQUEST AUTO PARTS**												
		91.34	STOCK FILTERS		154370	2131-432619	7200	6230			VEHICLE SUPPLIES & PARTS	FLEET OPERATIONS	07200	08	
		14.00	STOCK FILTERS		154371	2131-433017	7200	6230			VEHICLE SUPPLIES & PARTS	FLEET OPERATIONS	07200	08	
		9.03	STOCK FILTERS		154372	2131-433508	7200	6230			VEHICLE SUPPLIES & PARTS	FLEET OPERATIONS	07200	08	
		182.23	ACCIDENTAL CHARGE		154374	2131-434613	7200	6230			VEHICLE SUPPLIES & PARTS	FLEET OPERATIONS	07200	08	
		182.23-	ACCIDENTAL CHARGE CREDIT		154375	2131-434614	7200	6230			VEHICLE SUPPLIES & PARTS	FLEET OPERATIONS	07200	08	
		162.39-	HYD COUPLER RETURN		154382	2131-434283	7200	6230			VEHICLE SUPPLIES & PARTS	FLEET OPERATIONS	07200	08	
		48.02-													
139300	**3/24/2017**		**109931 FACTORY MOTOR PARTS CO**												
		221.11	VEHICLE BATTERIES		154331	1-Z10218	7200	6230			VEHICLE SUPPLIES & PARTS	FLEET OPERATIONS	07200	08	

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
		221.11													
139305	**3/24/2017**		**112942 GMS INDUSTRIAL SUPPLIES, INC**												
		395.24	SHOP SUPPLIES		154376	028736	7200	6230			VEHICLE SUPPLIES & PARTS	FLEET OPERATIONS	07200	08	
		395.24													
139354	**3/24/2017**		**106866 TOTAL TOOL SUPPLY INC**												
		360.00	OVERHEAD CRANE INSPECTION		154377	77116274	7200	6401			PROFESSIONAL SERVICES	FLEET OPERATIONS	07200	08	
		360.00													
07200	FLEET OPERATIONS			1,084.77											
139199	**3/17/2017**		**108428 CDW GOVERNMENT INC**												
		8,649.74	PC REPLACEMENT ORDER		154228	GVC3986	7400	6960			FURNITURE & OFFICE E	INFORMATION TECHNOLOGY	07400	04	
		8,649.74													
139206	**3/17/2017**		**110462 DENNISON TECHNOLOGY GROUP, INC**												
		1,883.45	ADDITIONAL IP PHONES		154006	2-5334	7400	6960			FURNITURE & OFFICE E	INFORMATION TECHNOLOGY	07400	04	
		1,883.45													
139212	**3/17/2017**		**100077 FRONTIER COMMUNICATIONS**												
		195.56	PHONE LINE WELL HS FEB-MAR'17		154230	651460497 6	7400	6411			TELEPHONE	INFORMATION TECHNOLOGY	07400	04	
		195.56													
139292	**3/24/2017**		**110591 CONSOLIDATED COMMUNICATIONS**												
		1,979.97	PHONE BILL - FEB'17		154398	738246 FEB'17	7400	6411			TELEPHONE	INFORMATION TECHNOLOGY	07400	04	
		1,979.97													
139304	**3/24/2017**		**105647 GEISE, TRACY**												
		29.99	ERGONOMIC KEYBOARD REIMB		154413	ERGONOMIC KEYBOARD REIMB	7400	6210			OFFICE SUPPLIES	INFORMATION TECHNOLOGY	07400	04	
		29.99													
139309	**3/24/2017**		**109758 IMAGE TREND, INC**												
		300.00	FIRE SOFTWARE HOSTING MAR'17		154342	105482	7400	6505			EQUIPMENT REPAIR SERVICE	INFORMATION TECHNOLOGY	07400	04	
		300.00													
139318	**3/24/2017**		**100049 LOCAL GVMT INFO SYSTEMS ASSN.**												
		747.50	PCI COMPLIANCE FEB'17		154467	43288	7400	6402		00001	DATA PROCESSING	INFORMATION TECHNOLOGY	07400	04	
		1,351.25	NETWORK SUPPORT FEB'17		154467	43288	7400	6402			DATA PROCESSING	INFORMATION TECHNOLOGY	07400	04	
		361.58	MN IT - WAN		154468	43262	7400	6402			DATA PROCESSING	INFORMATION TECHNOLOGY	07400	04	
		2,730.75	LOGIS BILL - FEB'17		154469	43190	7400	6402			DATA PROCESSING	INFORMATION TECHNOLOGY	07400	04	
		5,191.08													
139337	**3/24/2017**		**110760 PRO-TECH DESIGN SECURITY SOLUTIONS**												
		1,142.86	AMAG SOFTWARE SUPPORT AGRMT		154326	79288	7400	6505			EQUIPMENT REPAIR SERVICE	INFORMATION TECHNOLOGY	07400	04	
		1,142.86													

Check #	Date	Amount	Supplier / Explanation	PO#	Doc No	Inv No	BU	Obj	Sub	Subledger	Account Description	BU Description	Co	Dept	Div
139345	**3/24/2017**		**113450 SHI INTERNATIONAL CORP**												
		19,062.70	MICROSOFT LICENSING 2017		154404	B06183611	7400	6505			EQUIPMENT REPAIR SERVICE	INFORMATION TECHNOLOGY	07400	04	
		994.00	MICROSOFT LICENSING 2017		154405	B06190154	7400	6505			EQUIPMENT REPAIR SERVICE	INFORMATION TECHNOLOGY	07400	04	
		1,672.00	MICROSOFT LICENSING 2017		154406	B06182168	7400	6505			EQUIPMENT REPAIR SERVICE	INFORMATION TECHNOLOGY	07400	04	
		21,728.70													
07400	INFORMATION TECHNOLOGY		41,101.35												
139202	**3/17/2017**		**112111 CRAZY CRAYONS, LLC**												
		11.28-			154276	1007	9999	2415			MN SALES TAX DUE	CASH COMPANY	09999		
		11.28-													
139271	**3/17/2017**		**100019 ZIEGLER INC**												
		7.49-			154275	PC001861057	9999	2415			MN SALES TAX DUE	CASH COMPANY	09999		
		7.49-													
139320	**3/24/2017**		**113199 LUBE-TECH & PARTNERS, LLC**												
		9.41-			154384	903557	9999	2415			MN SALES TAX DUE	CASH COMPANY	09999		
		9.41-													
139327	**3/24/2017**		**112030 NAPA AUTO PARTS FARMINGTON**												
		.63-			154472	164725	9999	2415			MN SALES TAX DUE	CASH COMPANY	09999		
		.63-													
09999	CASH COMPANY		28.81-												

Report Totals 574,568.46

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Tony Wippler, Planning Manager

SUBJECT: 2040 Comprehensive Plan Contract

DATE: April 3, 2017

INTRODUCTION

Staff is recommending approval of a contract between Hoisington Koegler Group, Inc. (HKGi) and the City of Farmington in the amount of $54,000 to complete a portion of the city's 2040 Comprehensive Plan Update.

DISCUSSION

In 2016, the city council authorized an application for a Local Planning Assistance Grant through the Metropolitan Council to offset costs associated with the city's 2040 Comprehensive Plan Update. The city was successful and was awarded the maximum grant amount of $32,000.

As the city council is aware, Minnesota State Statute requires cities in the seven county metropolitan area to have a Comprehensive Plan and to update that plan every 10 years. The city's Comprehensive Plan document establishes a vision for the community, serves as a compass or resource guide for the development of the community, and reflects regional policies and important local goals and objectives.

The city's comprehensive plan currently consists of the following chapters:

- Executive Summary
- Community Background
- Community Vision
- Land Use
- Housing
- Transportation
- Water Resource Management
- Parks and Recreation
- Sustainability
- Economic Development
- Heritage Preservation
- Implementation

As outlined in the work plan attached to the contract for services, HKGi would assist in the updating of the Executive Summary, Community Background, Community Vision, Land Use, Housing, Sustainability, Economic Development and Implementation elements of the plan. Additionally, HKGi will assist the city in the public engagement aspect of updating the plan.

A request for proposal (RFP) was issued at the end of January, and the city received three qualified and competitive proposals. A review group consisting of city staff was assembled to rank and ultimately

recommend a firm to assist the city in updating its Comprehensive Plan.

HKGi's proposal scored the highest and was selected by the review group for recommendation to the city council for approval of contract to assist the city in updating its Comprehensive Plan.

Separate request for proposals (RFP's) have recently been prepared and issued by the Engineering Department for the Transportation element, and the Water Resource Management Plan (this includes the Comprehensive Sewer Element, Water Supply and Distribution Plan, and the Local Surface Water Management Plan). Separate contracts will be entered into and approved by the city council for the Transportation and Water Resource Management Plan elements.

The Parks and Recreation element will be updated by staff of the Parks and Recreation Department.

Budget

$32,000 Local Planning Assistance Grant
$18,500 Community Development/Planning 2017 Professional Services budget
$3,500 EDA

The HKGi proposal along with the contract and work plan are attached.

BUDGET IMPACT
$54,000. See above project funding proposal.

ACTION REQUESTED
Approve the attached contract between the City of Farmington and Hoisington Koegler Group, Inc. in the amount of $54,000 to assist in the preparation of the city's 2040 Comprehensive Plan Update.

ATTACHMENTS:

Type	Description
Contract	HKGi Contract for Services
Contract	Attachment A - Work Plan
Contract	Attachment B - Hourly Rates
Exhibit	HKGi Comprehensive Plan Proposal

March 28, 2017

Mr. Tony Wippler
Planning Manager
City of Farmington
430 Third Street
Farmington, MN 55024

Re: AN AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF FARMINGTON, MINNESOTA AND HOISINGTON KOEGLER GROUP INC. TO PREPARE THE 2040 COMPREHENSIVE PLAN UPDATE

Dear Mr. Wippler:

This document outlines a Scope of Services, Fee Schedule and other elements which together constitute an Agreement between the **City of Farmington, Minnesota**, hereinafter referred to as the CLIENT, and **Hoisington Koegler Group Inc.**, hereinafter referred to as the CONSULTANT for preparation of the **2040 Comprehensive Plan Update**, hereinafter referred to as the PROJECT.

The CLIENT and CONSULTANT agree as set forth below:

A. BASIC SERVICES

The CONSULTANT'S basic services for the PROJECT are as provided in Attachment A - Work Plan.

B. ADDITIONAL SERVICES

The CONSULTANT and the CLIENT may agree in writing to amend this Agreement for additional services related to the PROJECT and compensation for such services. The following services have not been requested by the CLIENT but are available upon written authorization.

1. Meetings in addition to those specified in Paragraph A above.

2. Services or Deliverables not specifically identified in Paragraph A above.

C. FEES FOR PROFESSIONAL SERVICES

The CONSULTANT agrees to complete the Work Plan contained in Paragraph A in exchange for professional fee compensation as noted below. The CLIENT agrees to pay the CONSULTANT for PROJECT services rendered as follows:

1. For the CONSULTANT'S Basic Services described in Paragraph A above, a fee based on the CONSULTANT'S hourly rate schedule provided as Attachment B, not-to-exceed fifty four thousand dollars.

2. For the CONSULTANT'S Additional Services described in Paragraph B, a fee based on the CONSULTANT'S hourly rate schedule provided as Attachment B plus incidental expenses or a negotiated fee.

3. Statements will be submitted to the CLIENT on a monthly basis as work is completed and shall be payable within 30 days in accordance with this Agreement.

4. The CONSULTANT reserves the right to suspend services if the CLIENT is delinquent in making payments in accordance with this Agreement.

D. CLIENT'S RESPONSIBILITY

The CLIENT shall be responsible for the following:

1. Assembly of background information including, but not limited to digital copies of all files, pertinent plans, aerial photographs, base maps, inventory data, available GIS mapping, limited to those that are reasonably available.

2. Mapping for the Comprehensive Plan Update will not be the responsibility of the consultant. Mapping for the document will be coordinated with the Dakota County Office of GIS.

3. Arrangements and notification for public meetings.

4. Participation in consultant team meetings and workshops as needed from time to time.

5. Reproduction and distribution of Project reports as deemed necessary and not otherwise specified in paragraph A.

E. INSURANCE

CONSULTANT shall maintain insurance of the kind and in the amounts shown below for the life of the contract. Certificates for General Liability Insurance should state that the CLIENT, its officials, employees, agents and representatives are Additional Insureds. The CLIENT reserves the right to review CONSULTANT's insurance policies at any time to verify that contractual requirements have been met.

1. Commercial General Liability Insurance
   $2,000,000 per occurrence
   $4,000,000 general aggregate
   $300,000 damage to rented premises
   $15,000 medical expenses

2. Umbrella Liability
   $1,000,000 per occurrence
   $1,000,000 general aggregate
   $10,000 self-insured retention

3. Worker's Compensation and Employer's Liability
   a. Worker's Compensation per Minnesota Statutes
   b. Employer's Liability
      $500,000 per accident;

$500,000 per employee;
$500,000 per disease policy limit.

4. Professional Liability Insurance
   $2,000,000 per claim
   $4,000,000 annual aggregate

F. COMPLETION SCHEDULE

The services of the CONSULTANT will begin upon CLIENT approval and will, absent of causes beyond the control of the CONSULTANT, be completed and submitted to adjacent municipalities and other agencies for their six month review by April 1, 2018 but no later than May 1, 2018, with submittal to the Metropolitan Council by December 31, 2018.

G. NONDISCRIMINATION

The CONSULTANT agrees not to discriminate by reason of age, race, religion, color, sex, national origin, or handicap unrelated to the duties of a position, of applicants for employment or employees as to terms of employment, promotion, demotion or transfer, recruitment, layoff or termination, compensation, selection for training, or participation in recreational and educational activities.

H. EQUAL OPPORTUNITY

During the performance of this Contract, the CONSULTANT, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor regulations 41 CFR Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The CONSULTANT shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT shall post in conspicuous places available to employees and applicants for employment notices to be provided by the Government setting forth the provisions of this nondiscrimination clause. The CONSULTANT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. The CONSULTANT shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

I. INDEMNIFICATION

CLIENT agrees to indemnify, defend and hold CONSULTANT harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees and all legal expenses and fees incurred through appeal, and all interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including injuries or death, or economic losses, arising out of the PROJECT and/or this Agreement, except that the CONSULTANT shall not be entitled to indemnification to the extent such damages or losses are found by a court or forum of competent jurisdiction to be caused by CONSULTANT's negligent errors or omissions.

J. TERM, TERMINATION, SUCCESSORS AND/OR ASSIGNS

1. The Term of this Agreement shall be concurrent with the work authorized and shall be in accordance with the schedule to be established between the CLIENT and the CONSULTANT.

2. Either party may terminate this Agreement by written notice to the other party at its address by certified mail at least ten (10) days prior to the date of termination.

3. Neither the CLIENT nor the CONSULTANT shall assign, sublet or transfer its interest in this Agreement without the written consent of the other.

4. The time schedule shall not apply and/or time extensions will be allowed for any circumstances beyond the control of the CONSULTANT.

5. This Agreement shall be governed by all applicable laws.

6. Upon termination, Consultant shall be entitled to fees earned through the effective date of termination.

K. DISPUTES

In the event the CLIENT and CONSULTANT are unable to reach agreement under the terms of this contract, disputes shall be resolved using alternative dispute resolution (ADR).

L. REVOCATION

If this Agreement is not signed and accepted by both parties within 90 days of the contract date, it shall become null and void.

M. AUTHORIZATION

IN WITNESS WHEREOF, The CLIENT and the CONSULTANT have made and executed this Agreement for Professional Services,

This _____ day of _____, 2017

CLIENT
City of Farmington, Minnesota

_____ _____

Name Title

CONSULTANT
Hoisington Koegler Group Inc.

Name: Brad Scheib

Title: Vice President

Attachment A – Work Plan

Task 1 - Understand Current Conditions

The objective of this task is to gain an understanding of current conditions and the current plan in order to build the foundation for the plan update process. In this task, the HKGi project team will review existing information sources and work with the Dakota County GIS Office to outline the base mapping needed to support the project. A "kick off day" will serve as a means of collecting information and building relationships between the consulting team and city staff.

1.1 Refine Project Deliverables and Meetings Schedule

HKGi will collaborate with city staff to prepare a more detailed project schedule with completion of deliverables and approximate meeting dates.

1.2 Collect and Organize Existing Data

HKGi will collect, organize and review existing information about Farmington. The scope of work assumes that background information will be compiled by city staff. Information to be supplied includes but is not limited to:

- Farmington's System Statement from the Metropolitan Council.
- All amendments made to the current Comprehensive Plan.
- Any market studies, demographic analysis, community surveys, and visioning initiatives undertaken since completion of the 2011 Comprehensive Plan Update.
- Zoning ordinance, subdivision regulations and any other land use controls used to implement the Comprehensive Plan.
- Policies governing use of tax increment financing, tax abatement and other economic development tools.
- Other applicable information.

1.3 Establish Framework for Base Mapping

HKGi staff will work with city staff and the Dakota County GIS Office to outline GIS datasets and other electronic mapping data needed for the project. The data will include current aerial photography of Farmington.

1.4 Update the Community Background Element

A preliminary update of the Community Background Element, including the most recent existing data and Metropolitan Council System Statement projections, will be completed in preparation for the kick-off day work session.

1.5 Establish the Community Engagement Strategy

HKGi will collaborate with city staff to prepare a working document that will serve as the strategy for community engagement for the duration of the project. The community engagement strategy document will be a key guide for project coordination. Regular monitoring and updating of the community engagement plan over the course of the project will enable some flexibility to adjust community engagement efforts to meet the needs of the project as it progresses.

1.6 Kick-off Day and Community Tour

HKGi will organize and conduct a half-day work session and community tour in Farmington to "kick-off" the project. The purpose of this task is to undertake as many project start-up activities as possible in a concentrated and cost-effective manner. This approach helps jumpstart the initial phase of the process by providing the consulting team with a high-level yet broad understanding of Farmington's current conditions, identification and discussion of key issues to be addressed by the plan updates, and establishment of the community engagement strategy.

The kick-off day will include the following activities:

Meeting with City Staff

HKGi will facilitate a meeting between the HKGi project team and city staff. The purpose of this initial work session will be to discuss the framework for the Comprehensive Plan Update with a focus on the land use, housing, and economic development chapters. This meeting will include a preliminary review of the Metro Council System Statement for Farmington, a preliminary high-level evaluation of the types of updates anticipated for each chapter. If possible, we will meet with all staff members that will be involved in the plan update project, as well as any consultants that have been hired to update the Transportation and Water Resources Management elements and the key person from the Dakota County GIS Office.

Community Tour

City staff will lead a community tour to give the HKGi project team an orientation to Farmington, including planned and potential growth areas. A tour provides the consulting team with valuable context to the issues that are discussed over the course of the kick-off day. HKGi will also use the tour to begin compilation of a photo inventory for internal team use.

Deliverables

- Summary of kick-off day work session, including preliminary evaluation of each chapter's anticipated update needs, and notes from the community tour.
- Preliminary update of the Community Background chapter.
- Community Engagement Strategy document.

Farmington Staff/Dakota County GIS Office Responsibilities

- Project base maps and map book (electronic).
- Provide copies (digital and/or paper) of all relative studies, surveys and other documents that are required to support the planning process.
- Provide updated list of GIS datasets.
- Coordination of kick-off day activities with involved city staff and Dakota County GIS Office staff.

Task 2 - Evaluate the Current Comprehensive Plan Chapters

2.1 Review and Evaluate Each Chapter of the Current Plan

HKGi will conduct a thorough review of each chapter to identify questions and issues for discussion with city staff. This approach will enable us to identify potential issues early in the updating process, including issues that may warrant discussion with the Metropolitan Council sector representative.

2.2 Chapter Review Meeting(s)

This task includes a chapter review meeting(s) between the HKGi project team and Farmington staff to review, discuss, and critique each chapter of the existing Comprehensive Plan. The purpose of the meeting(s) is to define those elements of each chapter that are in need of updating as well as content that is currently lacking in each of the chapters. We will also use this review meeting(s) to identify and/or confirm issues that may warrant discussion with the Metropolitan Council sector representative. This evaluation process involves the review meeting(s), subsequent preparation by the HKGi project team of a technical memorandum clearly identifying those elements that are to be updated, and review and approval of the memo by city staff.

2.3 Conduct Planning Commission Meeting #1

The results of Task 2's evaluation will be the basis for the initial meeting with the Planning Commission to discuss the comprehensive plan update project, gain their input relating to key issues, and discuss the community vision.

Deliverables

- Technical memorandum summarizing the results of task 2.
- Facilitation of Planning Commission Meeting #1.

Farmington Staff/Dakota County GIS Office Responsibilities

- Participation in the chapter review meeting(s).
- Review and approval of the technical memorandum.
- Coordination and notification of Planning Commission meeting.

Task 3 - Update the Community Vision, Land Use, and Housing Elements

3.1 Update Community Vision Element

The current Community Vision chapter essentially consists of four components: resident survey results (2001 and 2006), Plan Farmington Visioning Sessions results (2007), high-level policies and strategies, and the Metropolitan Council's policies and strategies for all "Developing Communities", which Farmington was designated as in 2005 for the 2008 Comprehensive Plan Update process. HKGi will collaborate with city staff on the preferred approach for updating the Community Vision Element, which could include the 2015 resident survey results, downtown plan vision (2016), and soliciting public input related to the comprehensive plan update project.

3.2 Update Land Use Element

Using the information from Task 2, the HKGi team will prepare an updated draft of the Land Use chapter. This will be accomplished through an iterative approach working collaboratively with City Staff, and through meetings with the Planning Commission and City Council. We envision two or three meetings with city staff, one meeting with the Planning Commission, and one joint Planning Commission/City Council meeting during this task.

Ultimately, this task will result in a draft future land use plan, development projections (housing and commercial square feet), growth areas plan, and MUSA development staging plan. The Downtown Redevelopment Plan's recommended land use plan map changes will be incorporated into the updating of the Future Land Use Plan Map. The plan will be developed using the baseline GIS data prepared by the City and Dakota County's GIS Office. Land uses will be generally categorized consistent with the current land use categories of the comprehensive plan and will incorporate past and current infrastructure plans, stormwater system plans, and park and trail system plans. The chapter will be prepared consistent with Metropolitan Council requirements.

3.3 Update Housing Element

HKGi will prepare the Housing chapter to address existing and projected housing needs. Information from the Land Use chapter will inform the specific update of this chapter. The Housing chapter will analyze existing housing data, assess housing needs, discuss the city's ongoing role in housing, and identify local and regional resources to accomplish housing objectives. Policies and strategies will be updated as well as the housing component of the Implementation chapter of the plan.

3.4 Coordinate HKGi Updates with Transportation, Water Resources, and Parks & Recreation

HKGi will communicate and coordinate the draft updates to the Land Use chapter with the consultants responsible for updating the Transportation and Water Resources chapters, as well as the Parks & Recreation Department for the Parks & Recreation chapter.

3.5 Facilitate Community Engagement

HKGi will collaborate with city staff on facilitating two neighbourhood meetings and an online community input tool. In addition, a limited number of more focused in-person engagements will be conducted to obtain input from key stakeholder groups or groups that typically are not well represented at large project-specific meetings. This type of community engagement could be accomplished through one of a number of approaches including a special focused community-wide public event, a series of focus group meetings (topic-based or geography-based), or pop-up meetings where information is taken out to 3 or 4 public events/places (i.e. a booth at a community event). In-person, phone, or video conference interviews with key stakeholders could be incorporated as appropriate. The specific tool for this additional community engagement will be identified as part of Task 1.5.

Deliverables

- Draft updated Community Vision Element.
- Draft updated Land Use Element.
- Draft updated Housing Element.
- Facilitation of Planning Commission Meeting #2.
- Facilitation of Planning Commission Meeting #3 - Joint Planning Commission/City Council Meeting.
- Facilitation of public feedback on Community Vision, Land Use, and Housing Elements, including neighborhood meetings (e.g. one for southern residents and one for northern residents).
- Prepare and host an online community input tool.
- Facilitation of a limited number of more focused in-person community engagement events

Farmington Staff/Dakota County GIS Office Responsibilities

- Coordination and notification of meetings.
- Updated maps for the Land Use and Housing chapters.

Task 4 - Update the Other Plan Elements (Economic Development, Sustainability)

4.1 Update Economic Development Element

The current Economic Development chapter is quite lengthy, including a number of appendices that constitute 75% of the chapter. The chapter essentially consists of four components: Economic Development Strategic Plan (2011 – 2015), Market

Study (2007), GROW Farmington (2010), Economic Development Strategy (2007). Since all of these economic development initiatives are likely outdated, HKGi will collaborate with city staff on the preferred approach for updating the Economic Development Element. One approach that can be very effective is to incorporate current economic development initiatives into a concise set of goals and policies in the comprehensive plan.

4.2 Update Sustainability Element

The current Sustainability chapter essentially consists of two components: The Green Team and Minnesota's Greenstep Cities Program. This chapter is informational only without identification of any city goals or policies. HKGi will collaborate with city staff on the preferred approach for updating the Sustainability Element. Based on the community's interests, the Metropolitan Council's resources related to sustainability and resiliency could be used to update this chapter.

Deliverables

- Draft updated Economic Development Element.
- Draft updated Sustainability Element.
- Facilitation of Planning Commission Meeting #4 – Joint Planning Commission/EDA Meeting.

Farmington Staff/Dakota County GIS Office Responsibilities

- Coordination and notification of meetings.
- Updated maps for the chapters.

Task 5 - Prepare the Complete Plan Document

5.1 Coordinate Assembly of Complete Plan Document

HKGi will communicate and coordinate the assembly of the complete draft plan with the consultants responsible for updating the Transportation and Water Resources chapters, as well as the Parks & Recreation Department for the Parks & Recreation chapter.

5.2 Coordinate Review and Edit of Draft Complete Plan Document

HKGi, in collaboration with the other consultants and the Parks & Recreation Department, will coordinate the distribution of the draft complete plan document to city staff for review and editing. The revised draft complete plan document will then be presented to the Planning Commission and City Council.

Deliverables

- Draft Complete Plan Document for staff distribution.
- Revised Complete Plan Document based on staff comments for public distribution.
- Facilitation of Planning Commission Meeting #5 - Joint City Council/Planning Commission Meeting.

Farmington Staff/Dakota County GIS Office Responsibilities

- Coordination and notification of meetings.
- Revised maps for all chapters as needed.

Task 6 - Conduct Plan Review and Seek Approvals

Since the updating of the Farmington Comprehensive Plan will be a collaboration involving the HKGi project team, other consultant teams (Transportation, Water Resources), and Farmington city staff, it will be necessary to coordinate the overall plan review to include all of the components of the Comprehensive Plan.

6.1 Conduct Plan Review Public Event

In collaboration with city staff and the other consultant team, the HKGi project team will conduct a public event to present the draft plan and to receive feedback from the public. It is anticipated that this public event will be structured in the form of an open house. This format spans a two hour period without a fixed, linear agenda. Individual "stations" representing chapters of the plan will be set up. A short PowerPoint presentation explaining the updated Plan will be repeated during the session. HKGi will prepare both structured and open-ended comment forms.

6.2 Approval of Plan for Distribution to Adjacent Jurisdictions

The HKGi project team will prepare materials to assist staff with their review of the draft plan by the Planning Commission and City Council. This process will include a public hearing at the Planning Commission and seeking approval from the City

Council to distribute the updated Comprehensive Plan for review by adjacent jurisdictions. Distribute the document for review in accordance with Metropolitan Council guidelines.

6.3 Revise Plan and Prepare Submission to Metropolitan Council

Comments received from adjacent governmental review will be summarized and changes made to the Comprehensive Plan as needed. These changes will be reviewed by the Planning Commission and a request for approval for submission to the Metropolitan Council will be made to the City Council. Submission to the Metropolitan Council will be made.

6.4 Address Outstanding Issues

HKGi will assist city staff with addressing any outstanding issues and comments from the Metropolitan Council.

6.5 Prepare Final Revisions to the Plan Document

HKGi will make final revisions to the plan document, in collaboration with the other consultants and the Parks & Recreation Department.

6.6 Seek Final Adoption of Plan by City Council

HKGi will assist city staff in preparing for presentation of the final plan to the City Council for their adoption.

Deliverables

- Preparation and facilitation of plan review public event.
- Preparation of presentation materials for policy maker review meetings.
- PDF versions (high and low resolution) of the final plan suitable for publication, electronic posting and distribution.

Farmington Staff/Dakota County GIS Office Responsibilities

- Distribution of packet materials for all meetings.
- Coordination and notification of meetings.
- Submission of the plan to the Metropolitan Council for review and comment.
- Printing of final document to meet the City's internal needs.

ATTACHMENT A

HOISINGTON KOEGLER GROUP INC.

2017 HOURLY RATES

Principal $170-225/hr

Associate $115-165/hr

Senior Professional $90–165/hr

Professional II $80-105/hr

Professional I $50–85/hr

Technical.....$40-65/hr

Secretarial $60/hr

Litigation Services $200/hr

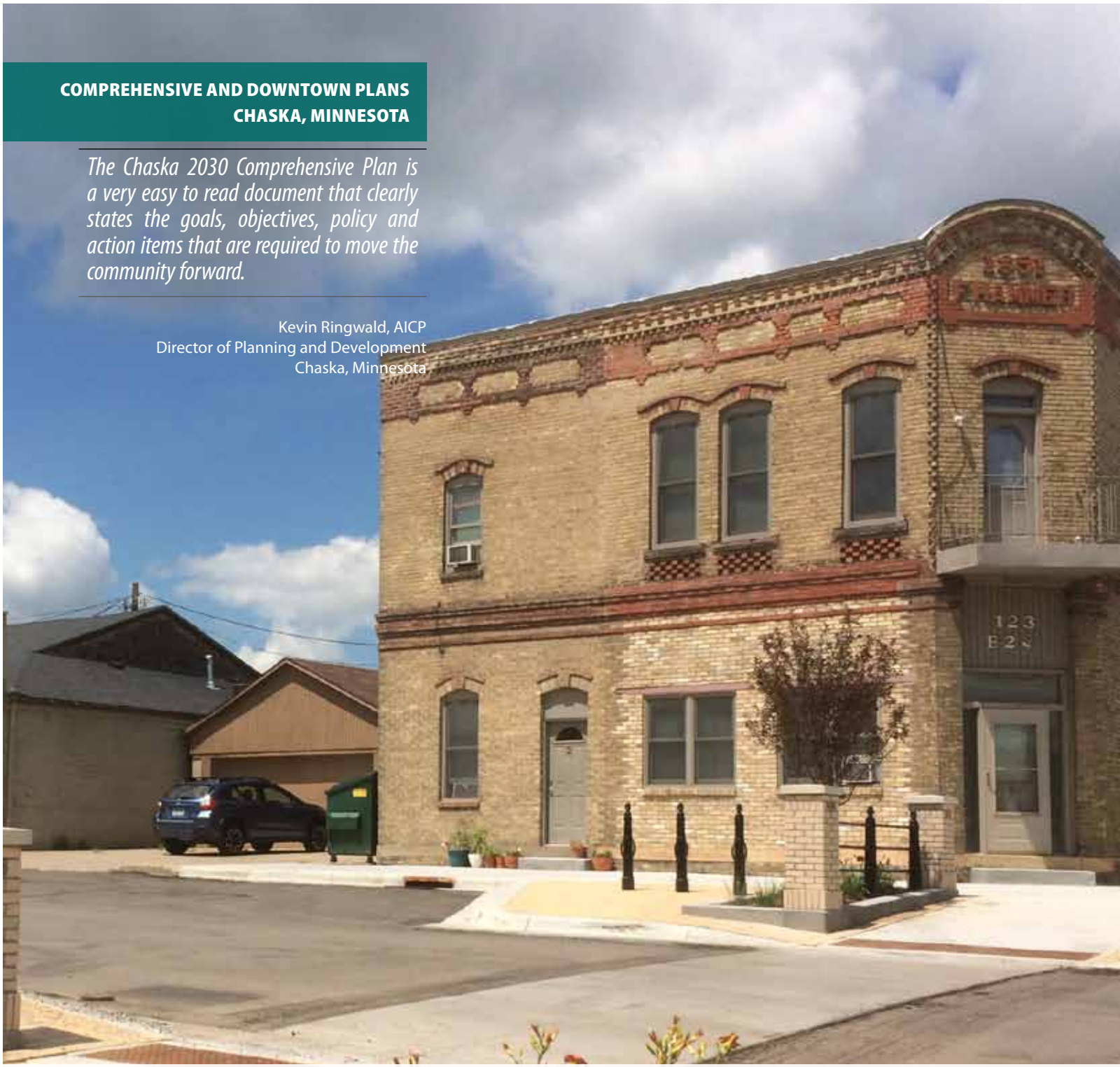
Testimony $285/hr

Incidental Expenses:

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

PROPOSAL FOR
2040 COMPREHENSIVE PLAN UPDATE
FARMINGTON, MINNESOTA

Prepared by Hoisington Koegler Group Inc.
February 24, 2017



COMPREHENSIVE AND DOWNTOWN PLANS
CHASKA, MINNESOTA

The Chaska 2030 Comprehensive Plan is a very easy to read document that clearly states the goals, objectives, policy and action items that are required to move the community forward.

Kevin Ringwald, AICP
Director of Planning and Development
Chaska, Minnesota

CONTENTS

01 PROJECT APPROACH 1
02 PROJECT TEAM 9
03 RELATIVE EXPERIENCE 16
04 PERFORMANCE + REFERENCES 25
05 SCHEDULE + COST 28

Hoisington Koegler Group Inc.
Landscape Architecture
Planning
Urban Design

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

COLLABORATE
LISTEN
EXPLORE
CREATE

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

February 24, 2017

Tony Wippler
Planning Manager
City of Farmington
430 Third Street
Farmington, MN 55024

Re: Proposal for 2040 Comprehensive Plan Update

Dear Mr. Wippler:

Hoisington Koegler Group (HKGi) is pleased to submit our qualifications and proposal for updating the Farmington Comprehensive Plan. HKGi has a wealth of experience and success with assisting communities with comprehensive planning in the Twin Cities metro region. HKGi also brings its experience and knowledge of Farmington from the development of the Farmington Downtown Redevelopment Plan in 2016, as well as past and current work working with the city on parks and trails planning. We are familiar with the issues and opportunities facing Farmington today and can initiate work on the Plan Update project immediately with a minimal learning curve. We take pride in the relationship and track record we have built working with the City of Farmington.

We understand that the city adopted a significant amendment to the Plan in 2011, including incorporation of an Economic Development Strategic Plan, Transportation Area Study and 2010 Census data, and also completed the Downtown Redevelopment Plan in 2016. It is also our understanding that the city's intent is to update the comprehensive plan to meet the requirements of the Minnesota Statutes and Metropolitan Council guidelines for comprehensive plans while also making any needed updates to address city issues out to the year 2040. Through our work on Farmington's Downtown Redevelopment Plan, HKGi was able to develop effective relationships with staff, Commissions, and the City Council that we can use as a foundation for working together on the Comprehensive Plan Update.

We have addressed all of the requested information identified in the Request for Proposals. Our proposal highlights the character and qualities that the HKGi team brings to community planning --- the experience and skills that set us apart from others. We are truly excited about collaborating with you on the Farmington Comprehensive Plan update and look forward to the opportunity to discuss our qualifications and approach in greater detail.

Please let me know if you have any questions or need additional information. I would be the project manager for this project and can be reached at 612.252.7123 or jmiller@hkgi.com

Sincerely,

Jeff Miller, AICP
Planner & Project Manager

COMPREHENSIVE PLAN
IRONWOOD, MICHIGAN

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

APA Awards Review Jury

01. PROJECT APPROACH

Project Approach and Process

The HKGi team has developed a project approach and process for this project that builds upon our experience working in Farmington, other Dakota County communities, and similar communities in the Twin Cities metro region. Our project approach is based on our understanding of the requirements for this project, which include the following:

This is an Update of the Current Plan

The current comprehensive plan was last updated in 2011. This update is not anticipated to involve major shifts in direction from the current plan and will substantially maintain the format of the current plan document. The updating process will include the redlining of desired edits, replacement of certain sections that have been substantially updated or altered, eliminating sections that are no longer relevant or necessary for a comprehensive plan, and inclusion of new sections that are intended for addition. The plan updates will be related to the following plan elements:

- Executive Summary
- Community Background
- Community Vision
- Land Use
- Housing
- Sustainability
- Economic Development
- Heritage Preservation
- Implementation

For these elements, the plan update will meet the required components of the State's Metropolitan Land Planning Act and the Metropolitan Council's system and policy plans, system statement, and the Local Planning Handbook.

The Downtown Redevelopment Plan will be Incorporated into the Comprehensive Plan

As an older and former freestanding community that has evolved into a suburban growth community in the metro area, Farmington must balance the needs of both growth on undeveloped land along with redevelopment and reinvestment in its traditional downtown area. The Downtown Redevelopment Plan, which was completed and approved in 2016, resulted in recommended changes to the Future Land Use Plan map that need to be reflected in the comprehensive plan update. In addition, the downtown redevelopment plan's vision, guiding principles, downtown districts concept, redevelopment initiatives, and strategies will be incorporated into the Land Use and/or Economic Development elements as appropriate. The intent is not to create a separate downtown chapter in the comprehensive plan.

Transportation, Water Resources Management, and Parks & Recreation Elements will be Prepared by Others

Per the city's RFP and a phone conversation with city staff, it is our understanding that two of the comprehensive plan elements – Transportation, Water Resources Management - will be prepared by other consultant firms, and the Parks & Recreation element will be prepared by the city's Parks & Recreation staff. Accordingly, the HKGi project team will not be involved in work related to these topics except to coordinate land use information as needed with these consultants and city staff. In addition, it is our understanding that Parks & Recreation staff would like our public participation process to include soliciting public input related to the Parks & Recreation Element, even though city staff will be responsible for updating of this element.

Mapping Updates will be Prepared by Dakota County GIS

Updating of the required mapping in the comprehensive plan will be the responsibility of the Dakota County GIS Office. Accordingly, the HKGi project team will be responsible for coordinating GIS mapping updates that will need to be prepared by Dakota County GIS staff, in consultation with city staff.

Community Engagement

Involvement from the staff, City Council, and Commissions is imperative to a successful planning process. However, adding another meeting to an already full meeting schedule can be burdensome. Our approach will be to have continual and ongoing communications with city staff. Some of these interactions have been called out as key tasks in the work program. Other interaction with staff will be informal phone and email communications between the Consultant Project Manager (Jeff Miller) and the Staff Project Manager. The Planning Commission will be the primary advisory board responsible for guiding the development of the Comprehensive Plan. To the degree possible, the Comprehensive Plan will be an agenda topic at regular meetings. When planning case workloads consume agenda time, additional meetings may be required to focus on Comprehensive Plan topics. It is also expected that City Staff, with assistance from the consultant team, will periodically provide updates to other boards and commissions at their regular meetings to keep them apprised of the process and from time to time seek feedback on a particular topic or question.

Our goal is to meet the requirements for public engagement yet use a cost-effective process for doing so. Based on our recent experience with the public engagement process for the Downtown Redevelopment Plan, our approach will be to provide a variety of outreach and input avenues for citizens to be aware of, learn about, and provide input to this plan update project. The specific public engagement methods will be identified in consultation with staff as part of a community engagement plan.

Alternative Approaches for Community Engagement

As part of HKGi's recent work with the City of Farmington on the Downtown Redevelopment Plan, we successfully used a variety of community engagement strategies to reach people in the community. Based on our experience in Farmington as well as our experiences in other metro communities that are updating their comprehensive plans, we suggest the following alternatives be considered for the Farmington Comprehensive Plan Update project. In terms of effort and cost, Alternative A would be the most cost-efficient with Alternatives B and C involving additional costs.

Alternative A

General information announcements that establish and communicate the Comprehensive Plan Update's purpose/goals, planning process/methodologies, and project schedule, as well as providing an opening for interested parties to raise questions, express levels of interest, express issues or concerns and identify values and priorities. This approach could include the following components:

» Establishment of a project web site to disseminate information and to maintain a database of interested stakeholders. The project web site would be the primary location for having information available regarding the plan update project.

» Working with the City, assist in the establishment of social media platforms (such as a Facebook page or Twitter feed) dedicated to the Farmington 2040

Comprehensive Plan Update. We would envision using Social Media through all stages of the community engagement to help publicize meetings and other key activities to be conducted during the project (including open houses, stakeholder meetings, etc.) and to notify recipients of key stages in the updating of the comprehensive plan document. For example, we could send Facebook and Twitter notices when key chapters of the Comprehensive Plan are available for viewing and input is invited on the project website. The main goal of social media would be to publicize key events and the schedule of the project, and to direct the general public to the project website in order to gain additional, more detailed information concerning Comprehensive Plan components.

» Facilitate an in-person open house later in the project process when a complete draft of the updated plan document is available for review, so people have an opportunity to ask questions and provide feedback in person.

Alternative B

In addition to the strategies above, provide additional opportunities for people to give their input to the project.

» Use of a community questionnaire specific to the comprehensive plan elements and including targeted questions focused on desired areas of input (i.e. vision/ guiding principles, future growth areas, housing, economic development, natural resources, redevelopment, etc.). The questionnaire mechanism can be online as well as printed, and could be made to represent a statistically valid cross-section of the community.

» Preparation and hosting of an online engagement tool (Social Pinpoint) linked to the questionnaire mechanism to enable community members to offer input based on a particular geography and/or element of the comprehensive plan.

» Conduct in-person public events during the early phase of the project in addition to the open house late in the project. Based on the RFP's identification of neighborhood meetings as a potential forum for engaging the community, we could conduct neighborhood meetings (e.g. northern neighborhood, southern neighborhoods, downtown) during an early phase of the project to gain upfront input from people in-person.

Alternative C

In addition to the strategies in Alternative B, this alternative would put the most focus on In-person engagement as a valuable tool for reaching people and giving them opportunities to ask questions and give input. In-person engagement could be done through one of a number of approaches including a special focused community-wide public event, a series of focus group meetings (topic-based or geography-based), or pop-up meetings where information is taken out to 3 or 4 public events/places (i.e. a booth at a community event). In-person, phone, or video conference interviews with key stakeholders could be incorporated as appropriate.

Work Plan

Task 1 - Understand Current Conditions

The objective of this task is to gain an understanding of current conditions and the current plan in order to build the foundation for the plan update process. In this task, the HKGi project team will review existing information sources and work with the Dakota County GIS Office to outline the base mapping needed to support the project. A "kick off day" will serve as a means of collecting information and building relationships between the consulting team and city staff.

TASK 1 SUMMARY

Deliverables

- Summary of kick-off day work session, including preliminary evaluation of each chapter's anticipated update needs, and notes from the community tour.
- Preliminary update of the Community Background chapter.
- Community Engagement Strategy document.

Farmington Staff/ Dakota County GIS Office Responsibilities

- Project base maps and map book (electronic).
- Provide copies (digital and/ or paper) of all relative studies, surveys and other documents that are required to support the planning process.
- Provide updated list of GIS datasets.
- Coordination of kick-off day activities with involved city staff and Dakota County GIS Office staff.

1.1 Collect and Organize Existing Data

HKGi will collect, organize and review existing information about Farmington. The scope of work assumes that background information will be compiled by city staff. Information to be supplied includes but is not limited to:

1. Farmington's System Statement from the Metropolitan Council.
2. All amendments made to the current Comprehensive Plan.
3. Any market studies, demographic analysis, community surveys, and visioning initiatives undertaken since completion of the 2011 Comprehensive Plan Update.
4. Zoning ordinance, subdivision regulations and any other land use controls used to implement the Comprehensive Plan.
5. Policies governing use of tax increment financing, tax abatement and other economic development tools.
6. Other applicable information.

1.2 Establish Framework for Base Mapping

HKGi staff will work with city staff and the Dakota County GIS Office to outline GIS datasets and other electronic mapping data needed for the project. The data will include current aerial photography of Farmington.

1.3 Update the Community Background Element

A preliminary update of the Community Background Element, including the most recent existing data and Metropolitan Council System Statement projections, will be completed in preparation for the kick-off day work session.

1.4 Establish the Community Engagement Strategy

HKGi will collaborate with city staff to prepare a working document that will serve as the strategy for community engagement for the duration of the project. The community engagement strategy document will be a key guide for project coordination. Regular monitoring and updating of the community engagement plan over the course of the project will enable some flexibility to adjust community engagement efforts to meet the needs of the project as it progresses.

1.5 Kick-off Day and Community Tour

HKGi will organize and conduct a half-day work session and community tour in Farmington to "kick-off" the project. The purpose of this task is to undertake as many project start-up activities as possible in a concentrated and cost-effective manner. This approach helps jumpstart the initial phase of the process by providing the consulting team with a high-level yet broad understanding of Farmington's current conditions, identification and discussion of key issues to be addressed by the plan updates, and establishment of the community engagement strategy.

The kick-off day will include the following activities:

Meeting with City Staff

HKGi will facilitate a meeting between the HKGi project team and city staff. The purpose of this initial work session will be to discuss the framework for the Comprehensive Plan Update with a focus on the land use, housing, and economic development chapters. This meeting will include a preliminary review of the Metro Council System Statement for Farmington, a preliminary high-level evaluation of the types of updates anticipated for each chapter. If possible, we will meet with all staff members that will be involved in the plan update project, as well as any consultants that have been hired to update the Transportation and Water Resources Management elements and the key person from the Dakota County GIS Office.

Community Tour
City staff will lead a community tour to give the HKGi project team an orientation to Farmington, including planned and potential growth areas. A tour provides the consulting team with valuable context to the issues that are discussed over the course of the kick-off day. HKGi will also use the tour to begin compilation of a photo inventory for internal team use.

Task 2 - Evaluate the Current Comprehensive Plan Chapters

2.1 Review and Evaluate Each Chapter of the Current Plan

HKGi will conduct a thorough review of each chapter to identify questions and issues for discussion with city staff. This approach will enable us to identify potential issues early in the updating process, including issues that may warrant discussion with the Metropolitan Council sector representative.

2.2 Chapter Review Meeting(s)

This task includes a chapter review meeting(s) between the HKGi project team and Farmington staff to review, discuss, and critique each chapter of the existing Comprehensive Plan. The purpose of the meeting is to define those elements of each chapter that are in need of updating as well as content that is currently lacking in each of the chapters. We will also use this review meeting(s) to identify and/or confirm issues that may warrant discussion with the Metropolitan Council sector representative. This evaluation process involves the review meeting(s), subsequent preparation by the HKGi project team of a technical memorandum clearly identifying those elements that are to be updated, and review and approval of the memo by city staff.

2.3 Conduct Planning Commission Meeting #1

The results of Task 2's evaluation will be the basis for the initial meeting with the Planning Commission to discuss the comprehensive plan update project, gain their input relating to key issues, and discuss the community vision.

Task 3 - Update the Community Vision, Land Use, and Housing Elements

3.1 Update Community Vision Element

The current Community Vision chapter essentially consists of four components: resident survey results (2001 and 2006), Plan Farmington Visioning Sessions results (2007), high-level policies and strategies, and the Metropolitan Council's policies and strategies for all "Developing Communities", which Farmington was designated as in 2005 for the 2008 Comprehensive Plan Update process. HKGi will collaborate with city staff on the preferred approach for updating the Community Vision Element, which could include the 2015 resident survey results, downtown plan vision (2016), and soliciting public input related to the comprehensive plan update project.

3.2 Update Land Use Element

Using the information from Task 2, the HKGi team will prepare an updated draft of the Land Use chapter. This will be accomplished through an iterative approach working collaboratively with City Staff, and through meetings with the Planning Commission and City Council. We envision two or three meetings with city staff and one meeting with the Planning Commission and City Council during this task.

Ultimately, this task will result in a draft future land use plan, development projections (housing and commercial square feet), growth areas plan, and MUSA development staging plan. The Downtown Redevelopment Plan's recommended land use plan map changes will be incorporated into the updating of the Future

TASK 2 SUMMARY

Deliverables

- Technical memorandum summarizing the results of task 2.
- Facilitation of Planning Commission Meeting #1.

Farmington Staff/ Dakota County GIS Office Responsibilities

- Participation in the chapter review meeting(s).
- Review and approval of the technical memorandum.
- Coordination and notification of Planning Commission meeting.

TASK 3 SUMMARY

Deliverables

- Draft updated Community Vision Element.
- Draft updated Land Use Element.
- Draft updated Housing Element.
- Facilitation of Planning Commission Meeting #2.
- Facilitation of Joint City Council/ Planning Commission Meeting.
- Facilitation of public feedback on Community Vision, Land Use, and Housing Elements, including neighborhood meetings (e.g. one for southern residents and one for northern residents).

Farmington Staff/ Dakota County GIS Office Responsibilities

- Coordination and notification of meetings.
- Updated maps for the Land Use and Housing chapters.

Land Use Plan Map. The plan will be developed using the baseline GIS data prepared by the City and Dakota County's GIS Office. Land uses will be generally categorized consistent with the current land use categories of the comprehensive plan and will incorporate past and current infrastructure plans, stormwater system plans, and park and trail system plans. The chapter will be prepared consistent with Metropolitan Council requirements.

3.3 Update Housing Element

HKGi will prepare the Housing chapter to address existing and projected housing needs. Information from the Land Use chapter will inform the specific update of this chapter. The Housing chapter will analyze existing housing data, assess housing needs, discuss the city's ongoing role in housing, and identify local and regional resources to accomplish housing objectives. Policies and strategies will be updated as well as the housing component of the Implementation chapter of the plan.

3.4 Coordinate HKGi Updates with Transportation, Water Resources, and Parks & Recreation

HKGi will communicate and coordinate the draft updates to the Land Use chapter with the consultants responsible for updating the Transportation and Water Resources chapters, as well as the Parks & Recreation Department for the Parks & Recreation chapter.

Task 4 - Update the Other Plan Elements (Economic Development, Sustainability, Heritage Preservation)

4.1 Update Economic Development Element

The current Economic Development chapter is quite lengthy, including a number of appendices that constitute 75% of the chapter. The chapter essentially consists of four components: Economic Development Strategic Plan (2011 – 2015), Market Study (2007), GROW Farmington (2010), Economic Development Strategy (2007). Since all of these economic development initiatives are likely outdated, HKGi will collaborate with city staff on the preferred approach for updating the Economic Development Element. One approach that can be very effective is to incorporate current economic development initiatives into a concise set of goals and policies in the comprehensive plan.

TASK 4 SUMMARY

Deliverables

- Draft updated Economic Development Element.
- Draft updated Sustainability Element.
- Draft updated Heritage Preservation Element.
- Facilitation of Planning Commission Meeting #4.

Farmington Staff/ Dakota County GIS Office Responsibilities

- Coordination and notification of meetings.
- Updated maps for the chapters.

4.2 Update Sustainability Element

The current Sustainability chapter essentially consists of two components: The Green Team and Minnesota's Greenstep Cities Program. This chapter is informational only without identification of any city goals or policies. HKGi will collaborate with city staff on the preferred approach for updating the Sustainability Element. Based on the community's interests, the Metropolitan Council's resources related to sustainability and resiliency could be used to update this chapter.

4.3 Update Heritage Preservation Element

It is our understanding that the city has a heritage preservation ordinance as part of the City Code. The current Heritage Preservation Element in the comprehensive plan consists of four components: Goals & Policies, Heritage Resources Inventory, Historic Contexts, and an Implementation Strategy. The Metropolitan Council does not require a Heritage Preservation element as part of a city's comprehensive plan. HKGi will collaborate with city staff on the preferred approach for updating the Heritage Preservation Element, however, we anticipate that substantial updates are probably not needed for this chapter.

Task 5 - Prepare the Complete Plan Document

5.1 Coordinate Assembly of Complete Plan Document

HKGi will communicate and coordinate the assembly of the complete draft plan with the consultants responsible for updating the Transportation and Water Resources chapters, as well as the Parks & Recreation Department for the Parks & Recreation chapter.

5.2 Coordinate Staff Review and Edit of Draft Complete Plan Document

HKGi, in collaboration with the other consultants and the Parks & Recreation Department, will coordinate the distribution of the draft complete plan document to city staff for review and editing.

Task 6 - Conduct Plan Review and Seek Approvals

Since the updating of the Farmington Comprehensive Plan will be a collaboration involving the HKGi project team, other consultant teams (Transportation, Water Resources), and Farmington city staff, it will be necessary to coordinate the overall plan review to include all of the components of the Comprehensive Plan.

6.1 Conduct Plan Review Public Event

In collaboration with city staff and the other consultant team, the HKGi project team will conduct a public event to present the draft plan and to receive feedback from the public. It is anticipated that this public event will be structured in the form of an open house. This format spans a two hour period without a fixed, linear agenda. Individual "stations" representing chapters of the plan will be set up. A short PowerPoint presentation explaining the updated Plan will be repeated during the session. HKGi will prepare both structured and open-ended comment forms.

6.2 Approval of Plan for Distribution to Adjacent Jurisdictions

The HKGi project team will prepare materials to assist staff with their review of the draft plan by the Planning Commission and City Council. This process will include a public hearing at the Planning Commission and seeking approval from the City Council to distribute the updated Comprehensive Plan for review by adjacent jurisdictions. Distribute the document for review in accordance with Metropolitan Council guidelines.

6.3 Revise Plan and Prepare Submission to Metropolitan Council

Comments received from adjacent governmental review will be summarized and changes made to the Comprehensive Plan as needed. These changes will be reviewed by the Planning Commission and a request for approval for submission to the Metropolitan Council will be made to the City Council. Submission to the Metropolitan Council will be made.

6.4 Address Outstanding Issues

HKGi will assist city staff with addressing any outstanding issues and comments from the Metropolitan Council.

6.5 Prepare Final Revisions to the Plan Document

HKGi will make final revisions to the plan document, in collaboration with the other consultants and the Parks & Recreation Department.

6.6 Seek Final Adoption of Plan by City Council

HKGi will assist city staff in preparing for presentation of the final plan to the City Council for their adoption.

TASK 5 SUMMARY

Deliverables

- Draft Complete Plan Document for staff distribution.
- Revised Complete Plan Document for public distribution.
- Facilitation of Joint City Council/ Planning Commission Meeting.

Farmington Staff/ Dakota County GIS Office Responsibilities

- Coordination and notification of meetings.
- Revised maps for all chapters as needed.

TASK 6 SUMMARY

Deliverables

- Preparation and facilitation of plan review public event.
- Preparation of presentation materials for policy maker review meetings.
- PDF versions (high and low resolution) of the final plan suitable for publication, electronic posting and distribution.

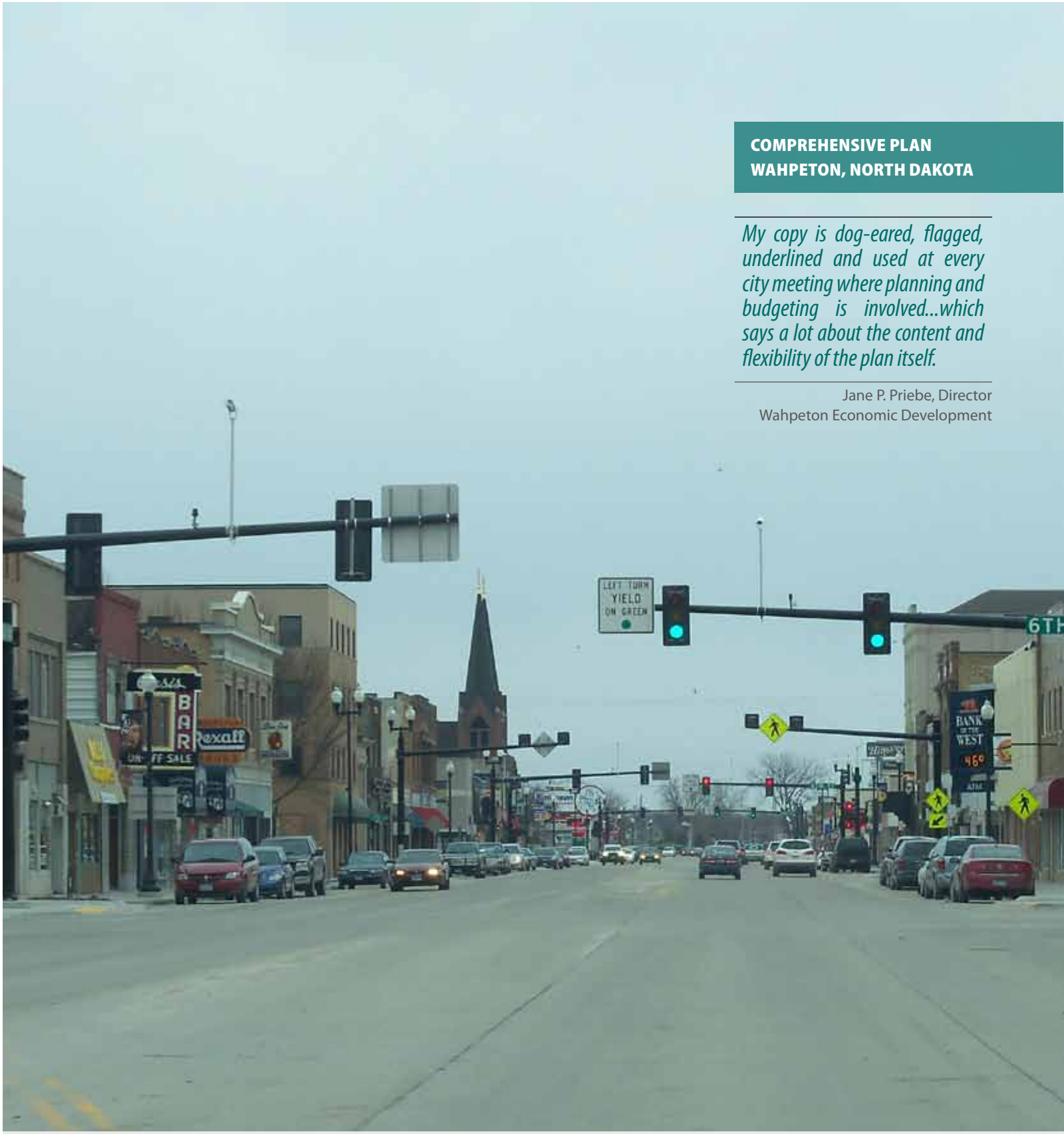
Farmington Staff/ Dakota County GIS Office Responsibilities

- Distribution of packet materials for all meetings.
- Coordination and notification of meetings.
- Submission of the plan to the Metropolitan Council for review and comment.
- Printing of final document to meet the City's internal needs.

COMPREHENSIVE PLAN
WAHPETON, NORTH DAKOTA

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

Jane P. Priebe, Director
Wahpeton Economic Development



02. PROJECT TEAM

For more than thirty years **Hoisington Koegler Group (HKGi)** has helped communities throughout the Upper Midwest create great places for people to live, work and play. HKGi's planners and landscape architects have built a strong understanding of the issues communities face as they seek to grow, invest, and evolve. This understanding has been built by working with city leaders, learning about the needs of their stakeholders, crafting strategies to help them seize opportunities and address challenges, and producing tools to help them build and sustain great places.

By combining this experience and knowledge with creativity, technical expertise, strong leadership, and passion for their work, HKGi's professionals deliver innovative yet efficient solutions that prepare communities for the future. In addition to planning, landscape architecture, and urban design, HKGi also offers economic analysis services, allowing the firm to more fully integrate vital market and economic information into the planning process.

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

COLLABORATE

Community members, stakeholders, clients and consultants combine their creativity, passion, insight, and skill to build great places.

LISTEN

We use the ideas and knowledge provided by community members, stakeholders, and clients to develop plans and designs that help the community achieve its vision.

EXPLORE

Our ability to explore potential opportunities and strategies with clients and communities allow the best solutions to emerge.

CREATE

We strive to create plans and designs that produce positive results for our clients, which allows us to achieve our goal: to create great places that enrich people's lives.

Hoisington Koegler Group Inc.

123 North Third Street Suite 100
Minneapolis, Minnesota 55401
p: 612.338.0800
f: 612.338.6838
e: info@hkgi.com
w: www.hkgi.com
Est. 1982

Principals:

» Mark Koegler, ASLA, CEO
» Paul Paige, PLA, President
» Brad Scheib, AICP, Vice President
» Bryan Harjes, PLA, LEED AP, Vice President

Associates:

» Jeff McMenimen, PLA
» Rita Trapp, AICP, LEED AP

Staff:

» 8 Licensed Landscape Architects
» 6 Certified Planners
» 2 Landscape/Urban Designers
» 1 Planner in Training
» 1 Communications Staff

Services:

» Comprehensive Planning
» Neighborhood and Redevelopment Planning
» Public Participation
» Market Studies and Analysis
» Economic Development Planning
» Park Planning and Design
» Greenway and Trail Planning
» Transit Oriented Development
» Landscape Architecture
» Urban Design
» Streetscape Design
» Corridor Studies

HKGi's comprehensive plans are designed to be action-oriented, easy-to-use documents that help communities achieve their visions for the future.

Comprehensive Planning Experience

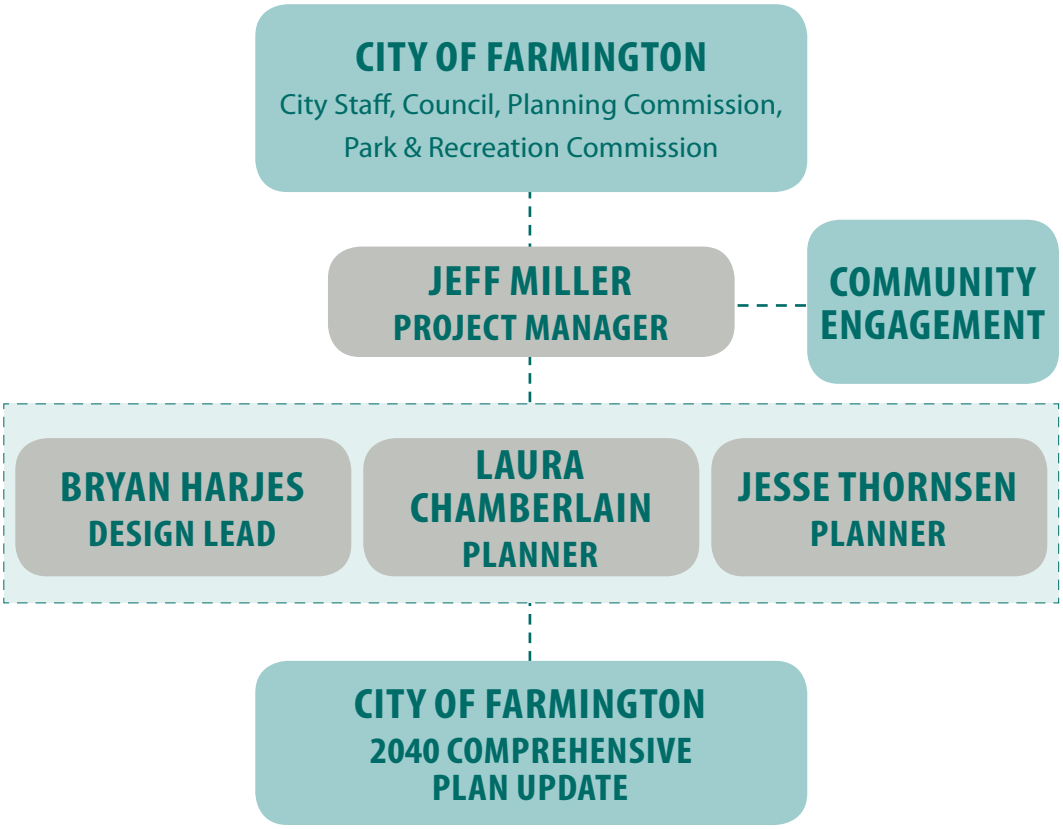
A comprehensive plan is the primary tool communities use to direct and manage the ways in which they grow, develop and change. Comprehensive planning requires an ability to inspire community members to develop a shared vision for their community's future, and then provide the leadership, expertise, and knowledge necessary to understand which strategies and priorities will best achieve that vision.

HKGi is a leader in developing comprehensive plans for communities throughout the Twin Cities Metropolitan region. We are enlisted to lead comprehensive planning projects by a growing number of metropolitan communities because of our proven ability to help communities assess their values, define their aspirations and reach consensus on actions and strategies that will move them forward.

We have listened to thousands of residents, staff members, and stakeholders throughout Minnesota discuss what makes their communities special, what makes them function well, and what elements need improvement. We know from our work that communities face many challenges with changing demographics, evolving service needs, development and redevelopment pressures, budgetary limitations, and the need to find innovative, efficient, sustainable ways to grow. We use the knowledge and experience we have gained from our work to serve our clients and help them find the right mix of implementation strategies that work best for their unique communities.

We have assembled an experienced, knowledgeable team for the Farmington Comprehensive Plan Update. The pages that follow illustrate the experience and qualifications our staff members will bring to this project.

Project Organization Overview



Years of Experience: 17

Education

» Master of Planning - University of Minnesota
» B.A., Economics - St. Olaf College, Northfield, MN

Certifications

» American Institute of Certified Planners, Certification #025995

Affiliations

» American Planning Association, Minnesota Chapter
» Sensible Land Use Coalition
» Urban Land Institute, Minnesota Chapter

Awards

» 2014 MN APA Planning in Context Award - Chaska Downtown Signage Design Guidelines
» 2007 MN ASLA Merit Award for Private Landscape Design - Chevalle, A Country Estate - Chaska, MN
» 2002 MN APA Outstanding Plan Award - Northwest Corridor Planning and Design Framework

Publications

» "Reusing Brownfields: Obstacles and Opportunities for Inner-Ring Suburbs," article published in the *CURA Reporter* (Center for Urban and Regional Affairs), Author, October 2001

Jeff Miller, AICP

Project Manager | 612.252.7123 | jmiller@hkgi.com

Jeff will serve as Project Manager for the Farmington Comprehensive Plan Update. He is familiar with the community through his recent work with Farmington on its Downtown Redevelopment Plan. His knowledge about some of the issues the community faces will help him conduct an efficient comprhensive planning process. As Project Manager, Jeff will be involved in all aspects of the project, including leading the community engagement effort and facilitating appropriate communication with the Metropolitan Council.

Jeff is a seasoned professional with experience managing comprehensive planning projects in the metropolitan area. He has managed comprehensive plans in Chaska and St. Louis Park, and he has played prominent roles in developing comprehensive plans in Roseville and Osseo. He is currently serving as lead Planner for the Burnsville Comprehensive Plan Update and is Project Manager for the Downtown/ Riverfront Master Plan in Fergus Falls.

Jeff has experience working on a wide variety of planning projects, including redevelopment, zoning and regulatory planning, and urban design. His diverse background, which also includes working as a municipal planner, allows him to understand the issues and opportunities communities face from a variety of perspectives, and will help him develop a user-friendly, forward-looking comprehensive plan that will prepare Farmington for the future.

Comprehensive Planning Experience

» Comprehensive Plan | Apple Valley, MN
» Comprehensive Plan | Burnsville, MN
» Comprehensive Plan | Chaska, MN
» Comprehensive Plan | Eden Prairie, MN
» Comprehensive Plan | Gaylord, MN
» Comprehensive Plan | Osseo, MN
» Comprehensive Plan | Roseville, MN
» Comprehensive Plan | St. Louis Park, MN
» Comprehensive Plan | Wahpeton, ND
» Comprehensive Plan | Woodbury, MN

Zoning and Regulatory Tools Planning Experience

» Downtown Signage Design Guidelines and Zoning Ordinance | Chaska, MN
» Residential Zoning and Subdivision Ordinance Revision | Golden Valley, MN
» University of Minnesota - UMore Park Covenants and Design Guidelines | Rosemount, MN
» Unified Development Code Update | Winona, MN

Redevelopment and Neighborhood Master Planning Experience

» Historic Downtown Master Plan | Chaska, MN
» Southwest Growth & Development Plan | Chaska, MN
» Downtown Redevelopment Plan | Farmington, MN
» Redevelopment Master Plan | Osseo, MN
» Neighborhood Plans | St. Louis Park, MN

Bryan Harjes PLA, LEED AP

Vice President | 612.252.7124 | bryan@hkgi.com

Bryan will provide leadership and guidance for development of several chapters of Farmington's Comprehensive Plan Update including the Land Use, Transportation, Sustainability, and Heritage Preservation chapters. He will also lead the development of implementation strategies related to these topics, and he will provide expertise related to any redevelopment and urban design issues that might arise during the planning process.

Bryan is familiar with the community through his recent work on the Downtown Redevelopment Plan and on park master planning for the downtown area. Bryan also has a long history of working in the community from his work on the Spruce Street Master Plan and several park master plans earlier in his career.

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

Comprehensive Planning Experience

- Comprehensive Plan | Albert Lea, MN
- 2040 Comprehensive Plan | Eagan, MN
- Comprehensive Plan | Red Wing, MN

Land Use Planning Experience

- 2015 AUAR Update | Chanhassen, MN
- CR50 Corridor Preliminary Engineering and Economic Development Study | Lakeville, MN
- Growth Area Plan and AUAR | Moorhead, MN
- University of Minnesota - UMore Park Concept Master Plan, AUAR & Pattern Book | Rosemount, MN
- Western Shakopee/Jackson Township Land Use Master Plan | Shakopee, MN
- Watertown Growth Area Plan | Watertown, MN

Neighborhood and Redevelopment Planning and Design

- Historic Downtown Master Plan | Chaska, MN
- East Ravine Neighborhood Pre-Design, Master Plan and AUAR | Cottage Grove, MN
- Lockheed Martin Site Small Area Plan | Eagan, MN
- Downtown Redevelopment Plan | Farmington, MN
- Concord Boulevard Neighborhood Master Plan | Inver Grove Heights, MN
- Merle Hay Road Gateway Redevelopment Plan | Johnston, IA
- Glen Lake Village Master Plan | Minnetonka, MN
- 3rd Business and Industrial Park Master Plan | Northfield, MN
- County Road 101 Business Development Plan | Shakopee, MN
- Urban Village Master Plan | Woodbury, MN

Years of Experience: 17

Education

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

Registration

- Landscape Architect, Minnesota, License No. 42954

Memberships/Affiliations

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

Awards

- 2016 AIA Minneapolis Preservation Award - **Minnehaha Park Refectory Renovation, Minneapolis**
- 2015 ACEC-MN Engineering Excellence Honor Award - **Buffalo Commons, Buffalo, MN**
- 2014 APA-IA Innovation in Economic Planning and Development Award - **Merle Hay Road Gateway Redevelopment Master Plan, Johnston, IA**
- 2014 APA-MN Innovation in Planning Award and 2013 ASLA-MN Merit Award for Analysis and Planning - **Great River Passage, Saint Paul**
- 2010 Preservation Award - Minnesota Preservation Alliance - **Red Wing Downtown Action**

Laura Chamberlain AICP

Planner | 612.252.7126 | laura@hkgi.com

Laura will serve as Planner for Farmington's Comprehensive Plan Update. In this role she will provide technical support for all aspects of the planning process including community engagement and report writing and assembly. She is currently providing similar services on several metropolitan area comprehensive plans. She has proven to be a skilled writer and communicator, knowledgeable about planning principles and best practices, and is an efficient, effective researcher.

Laura is a certified planner whose work has focused on providing municipal clients with general planning services, zoning ordinance review and writing, comprehensive planning, grant writing, and enviromental review projects. Prior to joining HKGi, Laura served as a planning intern with the City of Jordan where, in addition to providing support for day-to-day planning operations, she also assisted City staff with implementation initiatives related to that community's Comprehensive, Downtown, and Parks plans. Her planning career has also included work as a GIS consultant for a neighborhood housing services organization in Minneapolis, and as a graduate student she provided planning support and GIS services for the Voorhees Transportation Center and the Voorhees Center for Civic Engagement.

Years of Experience: 2

Education

- Master of City and Regional Planning - Rutgers, State University of New Jersey
- B.A., Geography - Macalester College, Saint Paul, MN

Certification

- American Institute of Certified Planners - Cert. #028530

Memberships/Affiliations

- American Planning Association

Relevant Project Experience

- Comprehensive Plan Update | Burnsville, MN
- Comprehensive Plan Update | Eagan, MN
- Comprehensive Plan Update | Greenfield, MN
- Comprehensive Plan Update | Mound, MN
- Comprehensive Plan Update | New Brighton, MN
- Comprehensive Plan | Waukee, IA
- Grant Writing and Administration | Dakota County, MN
- General Planning Services | Faribault, MN
- General Planning Services | Greenfield, MN
- General Planning Services | Lindström, MN
- General Planning Services | Medicine Lake, MN
- General Planning Services | Mound, MN
- South Loop Park Master Plan | Bloomington, MN
- Park Master Planning | Olmsted County, MN
- *Comprehensive Plan | Aitkin, MN
- *General Planning Services | Aitkin, MN
- *General Planning Services | Hampton, MN
- *General Planning Services | Minnetonka Beach, MN
- *Zoning Ordinance Amendments | Aitkin, MN
- *Zoning Ordinance Amendments | Hampton, MN
- *Zoning Ordinance Amendments | Minnetonka Beach, MN
- *Zoning Ordinance | New Ulm, MN
- *MNDNR Grant Writing | Hampton, MN

**Projects completed while with a previous employer*

Years of Experience: 4

Education

» B.S. Community and Regional Planning – Iowa State University, 2012

Registration

» American Institute of Certified Planners – Cert. #028951
» LEED Green Associate – Cert. #10733040

Jesse Thornsen AICP, LEED Green Assoc.

Planner | 612.252.7129 | jesse@hkgi.com

Jesse will serve as Planner for Farmington's Comprehensive Plan Update. He will provide technical support for all aspects of the project, and his skill in the use of GIS and in the creation of visual communications materials will ensure that plan materials and the final plan report are user-friendly, attractive documents that communicate clearly and effectively.

Jesse is a certified planner and is a recent addition to HKGi's staff who comes to the firm from the Houston Galveston Area Council. His broad project experience includes comprehensive planning, transportation planning, roadway reconfiguration, master planning, subdivision platting, and planned development ordinance creation. Jesse brings a user-friendly approach to ensuring that streets and communities meet mobility and access needs while being safe, inviting, economically productive, and healthy. Jesse seeks to reduce the communication barriers between local government and community stakeholders through his ability to translate ideas, data, and processes into visually compelling graphics.

Project Experience

» 2040 Comprehensive Plan | Columbia Heights, MN
» 2040 Comprehensive Plan | Dakota County, MN
» 2040 Comprehensive Plan | Eagan, MN
» 2040 Comprehensive Plan | Greenfield, MN
» 2040 Comprehensive Plan | Inver Grove Heights, MN
» General Planning Services | Lindström, MN
» Downtown Master Plan | St. Francis, MN
» 2040 Comprehensive Plan | Victoria, MN
» 2040 Comprehensive Plan | Woodbury, MN
» *Comprehensive Plan | Adair County, IA
» *Comprehensive Plan | Colo, IA
» *Houston Sunday Streets Mapping | Houston, TX
» *SH 146 Corridor Subregional Transportation Initiative | Baytown, TX
» *Houston Bike Plan | Houston, TX
» *US 290 Value Capture Study | Houston Region, TX
» *H-GAC Pedestrian Evaluation Tool | Houston-Galveston Region, TX
» *H-GAC Bicycle and Pedestrian Documentation | Houston-Galveston Region, TX
» *White Oak Village Trail Oriented Development | Houston, TX
» *West Houston Mobility Study | Houston, TX
» *Plan Houston General Plan | Houston, TX
» *Aliana Master Plan | Richmond, TX
» *The Groves Master Plan | Humble, TX
» *Imperial Sugar Land Planned Development | Sugar Land, TX
» *I-45 Expansion Condemnation Studies | Webster, TX
» *Habitat for Humanity Lakeside Website Development | Sheboygan, WI
» *General Planning Services | Port Washington, WI

**Project conducted for previous employer*

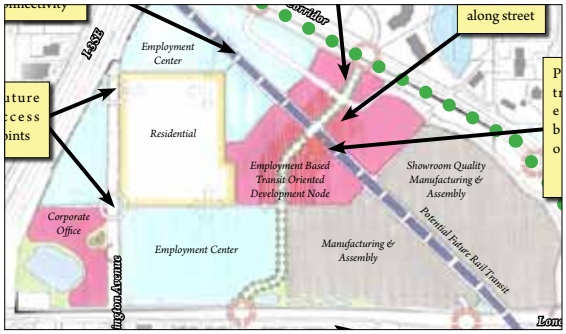
COMPREHENSIVE PLAN
OSSEO, MINNESOTA

03. RELATIVE EXPERIENCE

Comprehensive and Redevelopment Planning

Eagan, Minnesota

The Lockheed-Martin site study laid the groundwork for development of Central Park Commons, which opened in 2016.



The Comprehensive Plan update includes concept plans for special focus areas such as the North Lexington area (top) and the Cedar Grove Commons area (bottom).

HKGi has conducted several planning projects for the City of Eagan including the Northeast Land Use Study, the Comprehensive Plan 2030, and the Lockheed Martin Site Redevelopment Study. HKGi is currently leading the update process for the City's Comprehensive Plan 2040 and is leading a station area planning initiative for two Eagan stations in the Red Line BRT corridor.

HKGi's 2030 Comprehensive Plan for Eagan addressed the city's need to develop strategies to create a more complete city with less reliance on regional highways, more orientation toward transit, and policies for active living, sustainable development, and increased connectivity. Despite being a fully developed community, the plan addresses the City's desire to encourage redevelopment in seven special focus areas. For the 2040 update, HKGi is conducting an urban villages charette and integrating the results of a citywide vision process into the report.

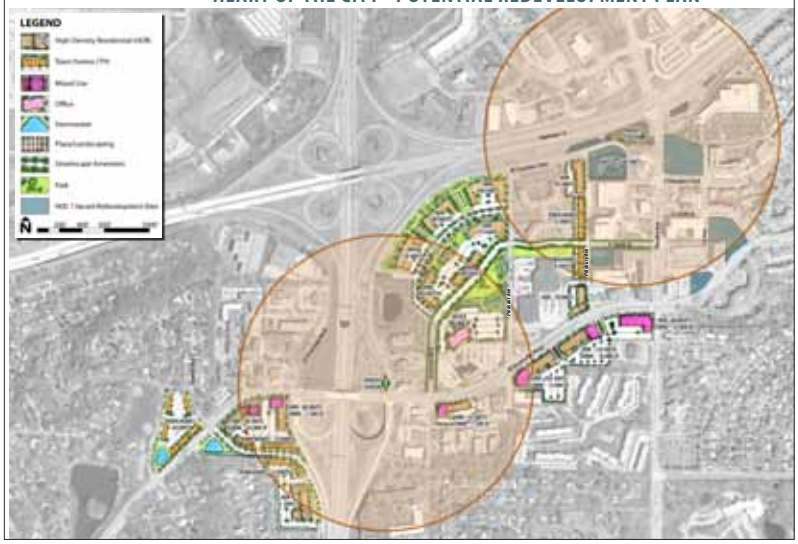
In the Northeast Land Use Study HKGi evaluated potential land use scenarios for this complex commercial development area that includes wetlands, a future I-494 interchange, and potential growth in an adjacent community. The study demonstrated important connections between land use and transportation planning and served as a catalyst for broader transportation planning in Eagan.

For the Lockheed Martin Site Redevelopment Study, HKGi created a series of redevelopment scenarios that explored a range of development mixes and options. This study provided the foundation for the Central Park Commons, which features several important elements from concepts created during this study.

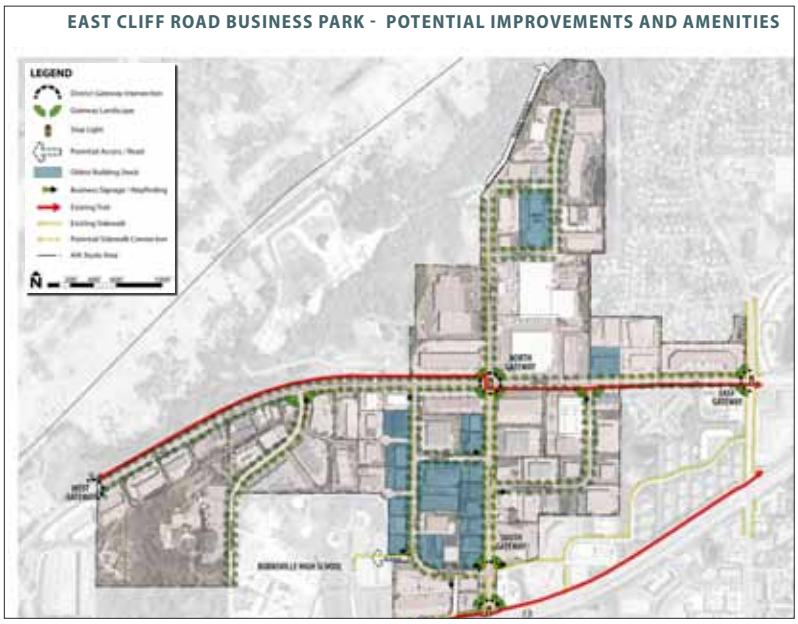
Comprehensive Plan Update

Burnsville, Minnesota

HEART OF THE CITY - POTENTIAL REDEVELOPMENT PLAN



EAST CLIFF ROAD BUSINESS PARK - POTENTIAL IMPROVEMENTS AND AMENITIES

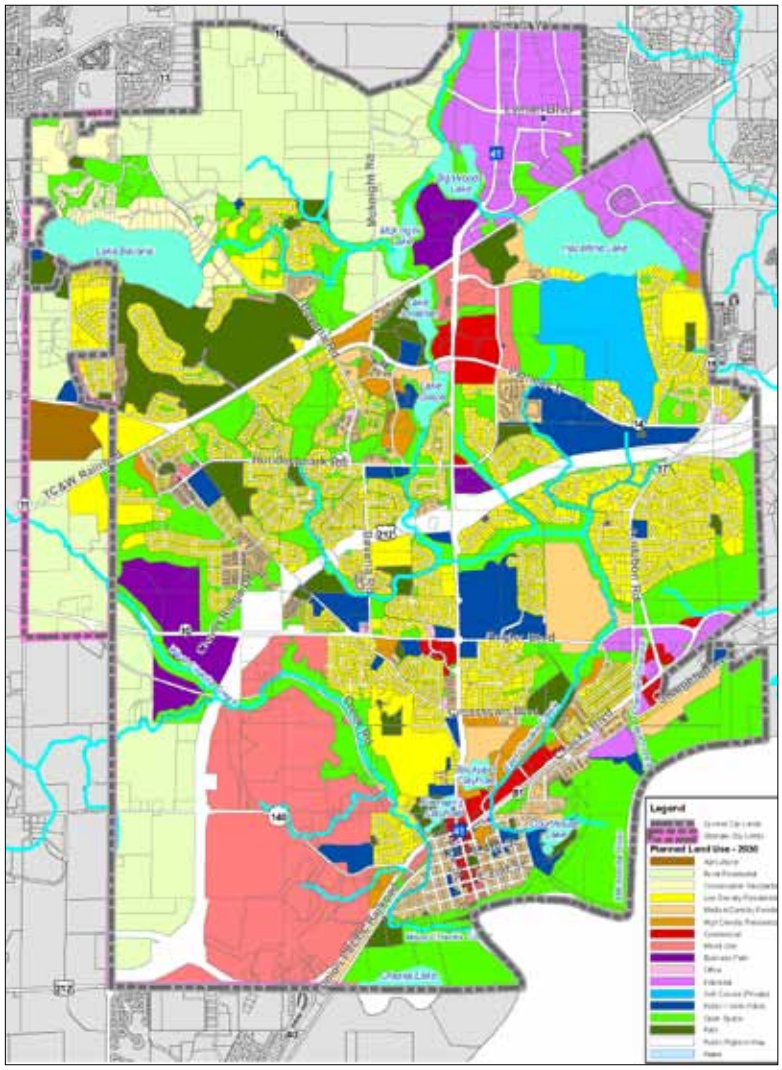


Special focus areas for the Comprehensive Plan include Heart of the City (top), East Cliff Road Business Park (bottom), and the Minnesota River Quadrant.

HKGi has recently been retained by the City of Burnsville to lead its 2040 comprehensive plan update process. HKGi's planners will lead a multi-disciplinary team assembled to address a variety of community issues facing Burnsville over the next 25 to 30 years. These issues include redevelopment planning for four focus areas identified by the City; review and recommendations for the Heart of the City; transit-oriented development planning for the Orange Line BRT; and goals and objectives for aging industrial areas in the city. The planning process also involves a review and update of the Comprehensive Plan's technical chapters, including a Natural Environment Plan; a Transportation Plan; and a City Services and Facility Plan. HKGi will coordinate the planning effort with the Metropolitan Council to ensure that the plan complies with Metropolitan Council requirements.

Comprehensive, Downtown and Growth Area Planning

Chaska, Minnesota



2030 City Land Use Plan

Southwest Growth Area Plan Development Detail

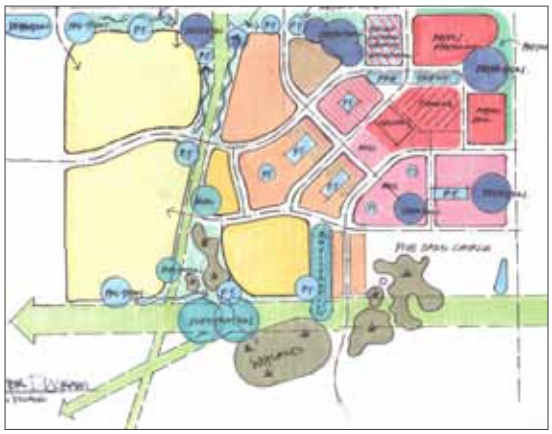
Downtown Streetscape Planning and Design

In recent years HKGi has provided leadership and planning expertise on several significant community projects in Chaska, which lies on the southwestern edge of the Twin Cities. Projects have included the 2010 Comprehensive Plan, Historic Downtown Master Plan, and Southwest Growth and Development Plan as well as downtown streetscape improvements, downtown signage ordinance, land use planning studies, and park planning.

The Comprehensive Plan focuses on key initiatives such as revitalizing downtown; planning for transportation infrastructure changes; creating a sustainable growth land use pattern; greater connectivity; and preservation of the Chaska Greenbelt. The Downtown Master Plan expands on Comprehensive Plan concepts with a more detailed focus on redevelopment strategies, historic preservation, connectivity, and market positioning strategies. The Growth Area Plan provides a realistic and flexible roadmap for growth in the 1,800-acre area immediately west of downtown. The Plan is designed to balance growth in both households and jobs, and was crafted in a way that would contribute to the strength of Chaska's historic downtown area.

Comprehensive and Redevelopment Planning

Woodbury, Minnesota



The Urban Village Master Plan (bottom left) includes stronger connections to adjacent schools and athletic facilities. Streetscape concepts (top left) illustrate how streets in the urban village would look and feel for drivers and pedestrians. A storm water diagram (top right) illustrates the drainage analysis conducted for the site. The greenway plan (bottom right) provided the community with a vision for how to enhance Woodbury's sustainability and connectivity.

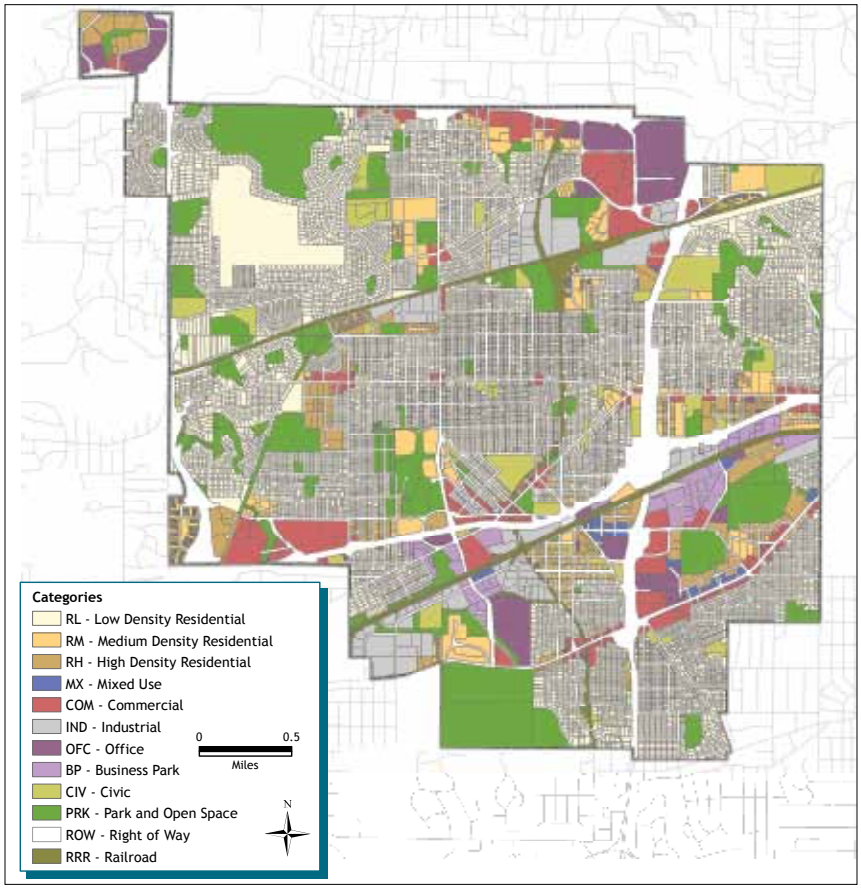
HKGi has conducted several planning projects for the City of Woodbury in the past decade including comprehensive planning, park and recreation system planning, urban design, redevelopment and neighborhood planning, growth area planning, and an AUAR. A strong component of HKGi's community planning in Woodbury has focused on economic and ecological sustainability. The Comprehensive Plan authored by HKGi in 2000 and updated in 2008 contained a greenway plan designed to create better connectivity throughout the city and provide better recreational opportunities to residents. Sustainability and connectivity are expected to continue to be major planning themes for the update that HKGi is currently conducting.

HKGi's Urban Village Master Plan for a major crossroads in Woodbury establishes a vision for a vibrant mixed use district that includes a mix of commercial, retail, office and a range of residential types such as senior housing, market rate rental, owner-occupied townhomes, and more traditional single family homes. The plan accommodates more traditional suburban development but also creates strong pedestrian connections to major amenities east of the study area and creates a compact, urban district with a commercial core.

HKGi's work for the Bailey Lake Growth Area required planners to coordinate with the City's engineers, parks and trails, and planning departments to ensure that new growth and development patterns would continue to facilitate community goals related to connectivity and sustainability.

Comprehensive Plan

St. Louis Park, Minnesota

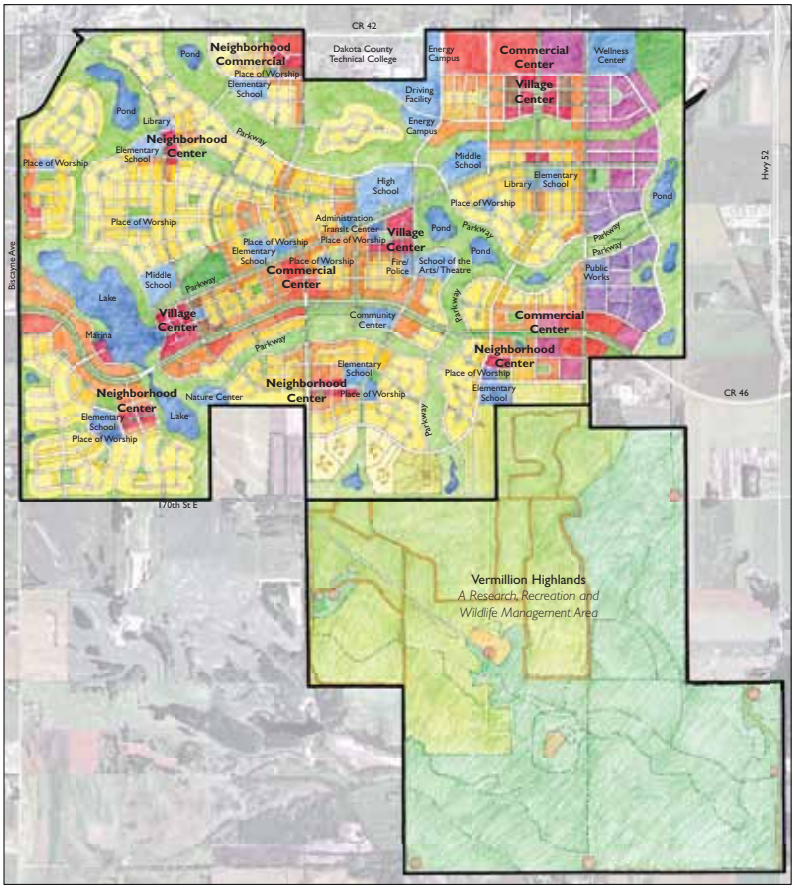


HKGi assisted the City of St. Louis Park with its 2030 Comprehensive Plan Update with primary responsibility for updating the Land Use Plan, Housing Plan, and Redevelopment Plan chapters. The land use plan updates focused on creating a land use policy framework for the three LRT station areas, commercial corridors and nodes, industrial and business park areas, and improving neighborhoods' quality of life. The housing plan provides a comprehensive housing assessment and analysis of projected needs and provides strategies and opportunities for adding more housing options in the city's 35 neighborhoods. HKGi also addressed housing focus areas such as providing affordable, lifecycle, and senior housing, strategies to balance rental and ownership housing options and rehabilitation of the City's housing stock. The redevelopment plan identifies potential redevelopment areas, including along major transportation and transit corridors.

HKGi also conducted a public participation process intended to update the Plan by Neighborhood chapter of the Comprehensive Plan. This chapter contains inventories and strategies for each of the city's 35 neighborhoods, representing a significant collaborative effort between HKGi and the City. Together HKGi and City planners designed and facilitated a public participation process to gain neighborhood input across the City. HKGi's innovative, interactive Neighborhood Features Game solicited detailed information about residents' thoughts about their neighborhoods. This public participation process proved successful at involving citizens and business owners in neighborhood planning.

UMore Park Master Plan and AUAR

Rosemount & Empire Township, Minnesota



Ecological and biological planning will ensure that the site provides habitat and travel corridors for wildlife.

Sustainability strategies in the plan include wind-powered electricity created on-site. The development is intended to use all renewable energy and completely offset its carbon footprint.

HKGi teamed with Design Workshop of Aspen, Colorado to lead planning and development efforts for the University of Minnesota's Outreach, Research, and Education (UMore) Park, a 5,000 acre site located 25 miles southeast of the Twin Cities at the suburban-rural interface near Rosemount, Minnesota.

Initial planning focused on creating new commercial town centers connected by a future light rail line. The plan evolved to emphasize local employment through the creation of an eco-industrial park, varied housing opportunities, and new, innovative sustainable energy systems. The Plan establishes energy efficiency and clean energy strategies intent on completely offsetting the site's carbon footprint. The master plan involved extensive ecological and biological planning to ensure that the site provides wildlife habitat and travel corridors. A community-wide urban wildlife plan establishes a positive interface between nature and development. Low-impact development and green infrastructure strategies are emphasized throughout the master plan.

The vision to build a University-founded community at UMore Park, a 25 to 30 year endeavor, includes maximizing the value of the largely undeveloped property to fund the university's endowment and to leave a legacy on the land. HKGi's first steps included updates to the comprehensive plans for the City of Rosemount, Empire Township, and Dakota County, as well as the completion of required environmental reviews in the form of an AUAR.

AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS MINNESOTA

Minnesota Chapter Honor Award 2009

Comprehensive Plan

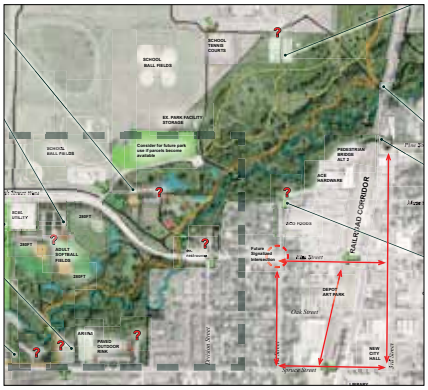
Wahpeton, North Dakota

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

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

Downtown and Park Planning

Farmington, MInnesota



Jim Bell Park Reserve (above) is an active park that fulfills the community's need for more athletic facilities, while Rambling River Park (top right) is an 81-acre passive park situated along the Vermilion River and offers downtown with an outstanding outdoor recreational amenity.

Farmington's historic train station might provide inspiration for a new farmer's market pavilion near the railroad in downtown (concept above).

HKGi has worked collaboratively with the citizens of Farmington and City staff for many years, helping them determine the appropriate direction for changes in both new and existing parks as well as on creating redevelopment plans for the city's historic downtown.

HKGi's park planning process uses interactive workshops and open houses to engage community members in generating and developing the ideas that provide the foundation for plan alternatives. The result has been the development of master plans for over a dozen parks, ranging in size from small neighborhood parks and art-based linear parks, to larger community scale parks with extensive athletic facilities. These master plans have consistently been based on a philosophy of respect for existing natural systems, which has resulted in incorporating native grasses in non-programmed spaces, use of rainwater gardens for storm water management, and interpretive signage related to ecological features have been successfully integrated into many of the plans.

HKGi is currently designing two downtown parks as a follow up implementation action that emerged from the downtown redevelopment plan HKGi created for the City in 2015. What was once the center of a rural community now finds itself at the far edge of a growing suburb whose new, suburban-style growth has drawn economic activity away from downtown. HKGi's plan is designed to counteract this growth by attracting the types of residential and commercial investments that are likely to thrive in this unique downtown environment.

COMPREHENSIVE PLAN
ALBERT LEA, MINNESOTA

I am so impressed with the new Albert Lea Comprehensive Plan that I will be using it as a model in my travels around the country!

Dan Burden
Executive Director
Walkable Communities

04. PERFORMANCE + REFERENCES

Key Commitments

STAFF MEMBER	PROJECT	% OF TIME
Jeff Miller	Burnsville Comprehensive Plan	15%
	Fergus Falls DT/Riverfront Master Plan	15%
	Fergus Falls Glacial Edge Trail Master Plan	8%
	Cedar Avenue Transitway Station Area Planning	8%
	Excelsior East Town Small Area Plan	6%
	St. Louis Park Station Area Planning	4%
Bryan Harjes	Burnsville Comprehensive Plan	3%
	Excelsior East Town Small Area Plan	4%
	St. Francis Downtown Plan	6%
	Stillwater Downtown Plan	3%
	Victoria 2040 Comprehensive Plan	2%
	Victoria DT West Infrastructure Improvements	4%
	Inver Grove Heights 2040 Comprehensive Plan	2%
	New Brighton 2040 Comprehensive Plan	2%
	Other Projects	13%
Laura Chamberlain	Burnsville Comprehensive Plan	17%
	Greenfield Comprehensive Plan	15%
	Mound Comprehensive Plan	5%
	New Brighton 2040 Comprehensive Plan	6%
	Waukee Comprehensive Plan	6%
	Mound General Planning Services	7%
Jesse Thornsen	Columbia Heights Comprehensive Plan	11%
	Dakota County Comprehensive Plan	7%
	Inver Grove Heights Comprehensive Plan	14%
	Lindström Planning Services	7%
	St. Francis Downtown Plan	15%
	Victoria 2040 Comprehensive Plan	30%

The table on this page lists the current work load for staff members included in this proposal along with the percentage of their time anticipated for each project.

In submitting this proposal to the City of Farmington, HKGi is indicating its ability and willingness to commit proposed staff to complete this Comprehensive Plan Update according to the schedule outlined later in this document. The schedule is designed to meet the Metropolitan Council's review and approval deadlines.

References

The following contact people can provide insight into their experience working on comprehensive planning projects with HKGi staff members included in this proposal.

Comprehensive and Downtown Planning - 2008-present
Kevin Ringwald, Director of Planning and Development
City of Chaska
kringwald@chaskamn.com
952-448-9200

Comprehensive Plan - 2007
Kathy Bodmer, Associate City Planner
City of Apple Valley
kbodmer@cityofapplevalley.org
952-953-2503

Comprehensive Plan - 2010
Jane Priebe, Economic Development Director
City of Wahpeton, North Dakota
janep@wahpeton.com
701-642-8559

Comprehensive Plan - present
Jenni Faulkner, Community Development Director
City of Burnsville
jenni.faulkner@burnsvillemn.gov
952-895-4467

Comprehensive and Community Planning - 2008-present
Meg McMonigal, Senior Planner
City of St. Louis Park
mmcmonigal@stlouispark.org
952-924-2500

05. SCHEDULE + COST

Schedule

The following schedule is based on the work plan contained in this proposal and is designed to meet the City's desired deadline for completion of the Comprehensive Plan. If selected for this project, HKGi will work with the City to establish a detailed meeting and community engagement schedule.

TASK	APR '17	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN '18	FEB	MAR
Task 1 - Understand Current Conditions												
Task 2 - Evaluate the Current Comprehensive Plan Chapters												
Task 3 - Update the Community Vision, Land Use and Housing Elements												
Task 4 - Update the Other Plan Elements (Economic Development, Sustainability, Heritage Preservation)												
Task 5 - Prepare the Complete Plan Document												
Task 6 - Conduct Plan Review and Seek Approvals												

Costs

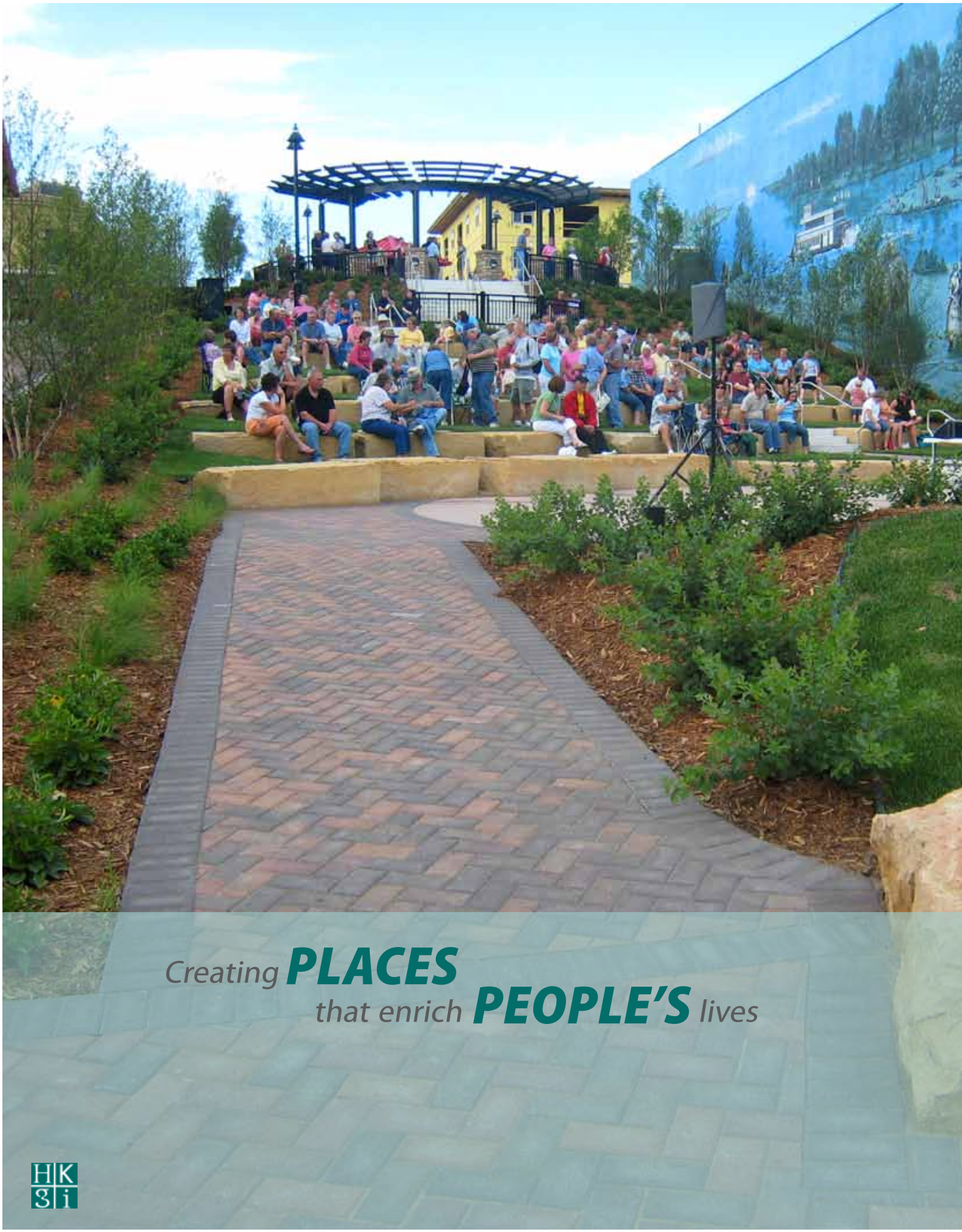
The table below contains a task-by-task breakdown of the costs associated with executing the proposed work plan. If selected, HKGi will work with the City to refine the work plan and the cost to best meet the City's needs and objectives for this project. As requested, we have also included a cost range for each of three different community engagement levels. The not-to-exceed cost is based on Alternative B. HKGi staff member hourly rates are included in the table at the right of the page.

Task	Fees
1. Understand Current Conditions	$ 5,500
2. Evaluate the Current Comprehensive Plan Chapters	$ 5,300
3. Update the Community Vision, Land Use and Housing Elements	$19,700
4. Update the Other Plan Elements (Economic Development, Sustainability, Heritage Preservation)	$ 5,100
5. Prepare the Complete Plan Document	$ 5,400
6. Conduct Plan Review and Seek Approvals	$ 8,000
Sub-Total	$49,000
Expenses	$ 1,000
Total not-to exceed	**$50,000**

ENGAGEMENT ALTERNATIVE	COST RANGE
Alternative A	$6,000-$8,000
Alternative B	$9,000-$11,000
Alternative C	$12,000-$15,000

HKGi Hourly Rates	
Principal	$170-225/Hr
Associate	$115-165/Hr
Sr. Professional	$90-165/Hr
Professional II	$80-105/Hr
Professional I	$50-85/Hr
Technical	$40-65/Hr
Secretarial	$60/Hr
Litigation Services	$200/Hr
Testimony	$285/Hr

INCIDENTAL EXPENSES	
Mileage	current Federal rate/mile
Photocopying BW	$.15/page
Photocopying Color	$1/page
Outside Printing	Actual Cost
Large Format Scanning	Actual Cost
B/W Bond Plots	$5 each
Color Bond Plots	$20 each
Color Photo Paper Plots	$40 each



Creating ***PLACES***
that enrich ***PEOPLE'S*** *lives*

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Randy Distad, Parks and Recreation Director

SUBJECT: Vermillion River Streambank Stabilization and Habitat Restoration Project in Rambling River Park

DATE: April 3, 2017

INTRODUCTION

The city of Farmington partnered with the Vermillion River Watershed Joint Powers Organization (VRWJPO) to apply for a Metro Conservation Partners Legacy Grant for the Vermillion River Streambank Stabilization and Trout Improvement Project within the city's Rambling River Park. The grant application was driven primarily by the need to address erosion that has been occurring along the Vermillion River bank causing the channel to move closer to the existing trail in the Park. An additional need being met by the project is to restore trout habitat in the Vermillion River.

The city council previously received a presentation about the project at the March 13, 2017 work session.

DISCUSSION

In March 2016, the city was notified the project was selected for grant funding. Since this notification, city staff has met several times with staff from the VRWJPO, Dakota County, Minnesota Department of Natural Resources (DNR) and the Dakota County Soil and Water Conservation District to plan the Project. The planning is now far enough along that staff would like to provide information about the project to the public.

The important details about the project are as follows:

- Dakota County will manage the project bid process.
- The project bid document will be issued on or about May 8, 2017.
- Project bids will be due on or about June 8, 2017.
- Dakota County will hold the construction contract.
- The current trail section within the project boundary is proposed to be replaced due to its age, condition, and damage expected during the project.
- The current joint powers agreement with Dakota County will be amended to include trail reconstruction as part of the construction document and the city will be asked to approve this amendment in the near future and before the project is bid.
- Including the trail reconstruction as an alternate bid in the construction document will allow the city to review and either approve or reject this work in the contract.
- The estimated cost prepared by Engineering Department staff for trail reconstruction is $29,388.00.
- Trail reconstruction costs are not covered by the grant.
- Trail reconstruction costs will be paid by the city if the alternate bid is approved by the city council.
- Dakota County will invoice the city for the trail reconstruction costs after work has been completed by the contractor and the contractor has submitted an invoice to Dakota County.
- City staff will provide project management during the construction phase, which will satisfy the $20,000.00 in-kind matching requirement identified in the grant application.

- City staff will submit a monthly report to Dakota County itemizing the costs associated with construction management.
- The project is scheduled for construction in July and August because this is within the time frame the DNR will allow in order to minimize impact on the trout in the Vermillion River.
- During the project the trail section located within the Project boundary will be closed for public use (see attached map showing the trail closure location).
- During the project a few parking stalls in the south area of the Feely Fields parking lot will be closed and used as the project staging area.
- A proposed accessible fishing area within the project boundary will be bid as an alternate.

Attached is additional information about the project including:

- a project location map
- the park's trail closure location map
- a schedule
- photos of the Vermillion River's encroachment on the trail and current trail condition
- a trail reconstruction cost estimate

One of the city council's priorities is partnerships. The project is an excellent example of how a number of agencies have come together in partnership to solve erosion, habitat and trail issues currently existing in the park.

A second city council priority the project meets is for fiscal excellence. Utilizing grant funding to cover the project costs associated with the bank stabilization and habitat restoration work in order to address the encroachment of the river on the existing trail is fiscally prudent.

BUDGET IMPACT

City staff will provide construction management of the project and will therefore satisfy a $20,000.00 in-kind matching requirement from the city, which was identified in the grant application.

The city will be responsible for the cost of trail reconstruction. At the March 13, 2017 work session the city council received information about possible funding for trail reconstruction could come from excess revenue that was anticipated to be generated in the 2016 budget.

Once the bid alternate is known, the city council will be able to discuss if it wishes to move forward with the trail reconstruction and then make a final determination of what funds will be used to cover the cost.

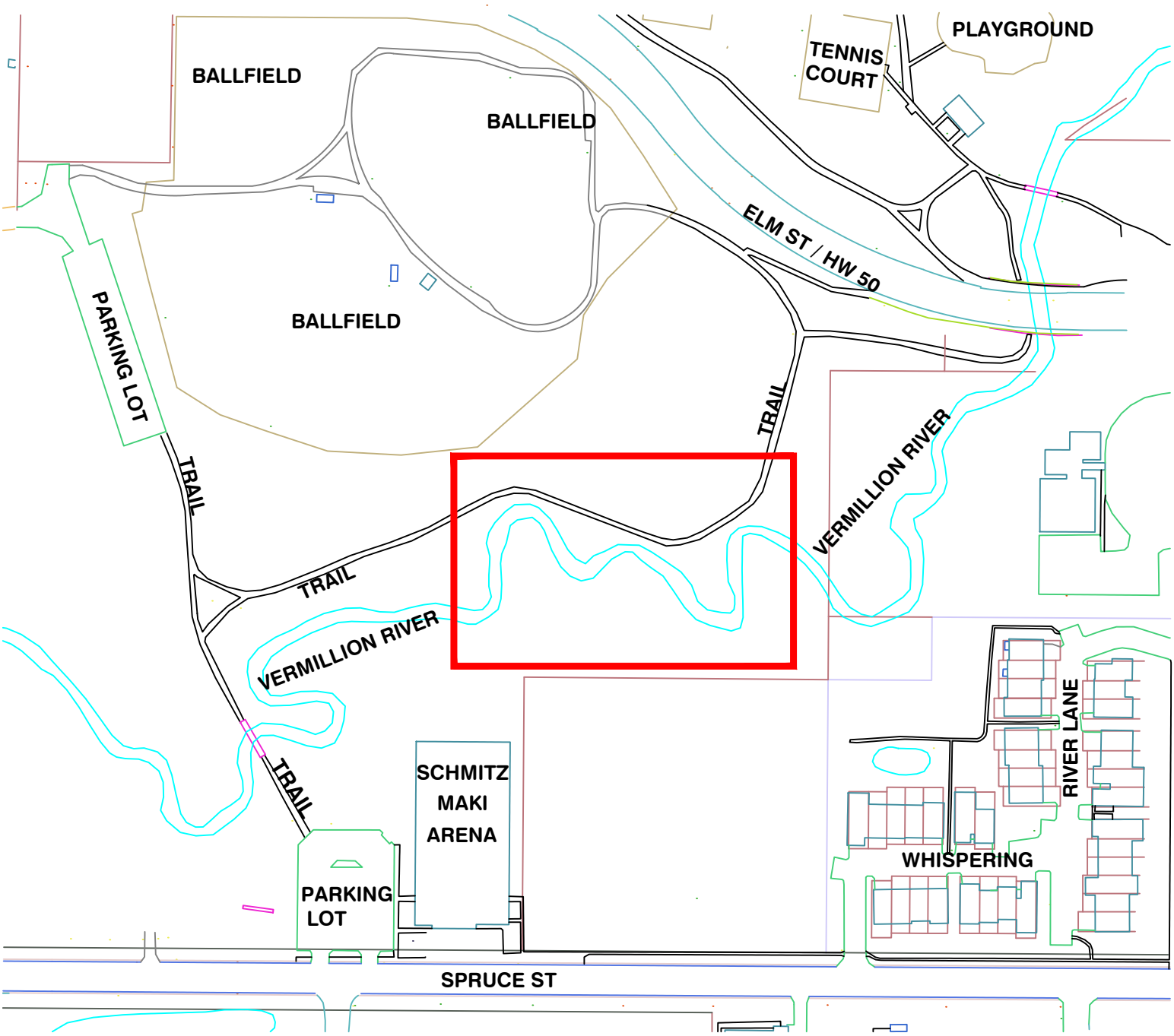
ACTION REQUESTED

No action is required. This item is for informational purposes only.

ATTACHMENTS:

Type	Description
Exhibit	Project Location Map
Exhibit	Rambling River Park Trail Closure Location Map
Exhibit	Schedule
Exhibit	Photos of Vermillion River Erosion and Current Trail Conditions
Exhibit	Trail Reconstruction Costs Estimate

RAMBLING RIVER PARK
RIVER AND HABITAT RESTORATION PROJECT AREA



Rambling River Park Trail Closure Location Map

March 28, 2017

1:2,400

0 112.5 225 450 ft

0 30 60 120 m

Property Information

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search,appraisal, survey, or for zoning verification.

Vermillion River Watershed Joint Powers Organization
Rambling River Park - Streambank and Habitat Restoration
Gantt Chart

No.	Task	Deadline	2017												2018												2019					
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Complete Design Documents	3/1/2017																														
3	Stakeholder Meetings	Varies																														
5	MPARS (WCA), Corps Permitting Applications	3/15/2017																														
6	NPDES Permitting Application	6/1/2017																														
7	Assemble Bidding Documents	5/1/2017																														
8	Bidding and Contract Award	6/30/2017																														
9	Construction	9/1/2017																														
10	Housekeeping After One Season	8/31/2018																														
11	Grant Deadline	6/30/2019																														

Updated: 3/28/2017

Vermillion River Erosion Impact on Trails and Trail Conditions in Rambling River Park

PREPARED BY: JDS DATE: 3/7/2017

Rambling River Park Stream Restoration Trail Reconstruction
Engineer's Estimate

Item No.	MnDOT No.	Description	Unit	Estimated Quantity	Unit Price	Total Estimated Price
1	2021.501	Mobilization	LS	1	$ 5,000.00	$ 5,000.00
2	2104.505	Remove Bituminous Trail Pavement	SY	400	$ 8.00	$ 3,200.00
3	2104.513	Sawing Bituminous Pavement	LF	16	$ 3.00	$ 48.00
4	2105.501	Common Excavation (P)	CY	180	$ 20.00	$ 3,600.00
5	2211.501	Aggregate Base, Class 5	TON	350	$ 15.00	$ 5,250.00
6	2360.502	Type SP 9.5 Wearing Course Mixture (2,B)	TON	80	$ 120.00	$ 9,600.00
7	2515.515	Geotextile Filter, Type V	SY	500	$ 2.00	$ 1,000.00
8	2574.525	Organic Topsoil Borrow	CY	35	$ 30.00	$ 1,050.00
9	2575.501	Seeding	AC	0.045	$ 2,000.00	$ 90.00
10	2575.502	Seed, Mixture 34-261	LB	2	$ 50.00	$ 100.00
11	2575.561	Hydraulic Mulch Matrix	SY	225	$ 2.00	$ 450.00
					Total:	**$ 29,388.00**

NOTE: Trail reconstruction assumes 3" of blacktop, 12" of aggregate base, and geotextile fabric on top of existing subgrade.

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: Jennifer Dullum

SUBJECT: Emerald Ash Borer Management Plan

DATE: April 3, 2017

INTRODUCTION

Emerald Ash Borer (EAB) is an introduced pest from Asia that was first discovered near Detroit, MI in 2002. EAB has been moving west and in 2009 was found in St. Paul. EAB is spread by the movement of ash firewood, wood waste and nursery stock. Ash larva kill ash trees by tunneling under bark and create tremendously hazardous conditions. Currently EAB has been confirmed in fourteen (14) Minnesota counties the most recent find in Red Wing on March 2, 2017.

DISCUSSION

EAB was discussed at the city council workshop on March 13, 2017. At that time, staff reviewed the history, impacts and current status of EAB. Also presented was the completed city boulevard ash tree inventory and management plan. Staff discussed removal and treatment options, a homeowners program and costs associated with EAB. Staff was asked to bring before city council the final management plan for approval.

BUDGET IMPACT

The 2017 budget includes $10,000.00 to begin treatment on good quality ash trees. Further discussion and planning will be necessary during budget and CIP development to continue funding EAB treatment and removal.

ACTION REQUESTED

Adopt the EAB Management Plan which would include;

- Education and outreach summer 2017
- Removal of all poor quality ash trees starting winter 2017-18
- Treatment of good and fair quality trees over 15” DBH
- Homeowner program

ATTACHMENTS:

Type	Description
Backup Material	EAB Management Plan

City of Farmington Emerald Ash Borer Management Plan/Program
Revised 03/02/2017

PURPOSE
The city of Farmington supports a proactive approach to identifying and planning for Emerald Ash Borer (EAB) infestation. This approach helps spread the physical and fiscal costs over a manageable time period and limits the detrimental effect on property value, quality of life and the environment.

APPLICABILITY
This management plan is applicable to all public and private properties within the city.

EAB COORDINATOR
The Natural Resource Specialist (NRS) will be responsible for implementing and overseeing this program.

INTRODUCTION
EAB (Agrilus planipennis) is an introduced pest that has now been confirmed in twenty-nine (29) states, including Minnesota, and two (2) Canadian provinces. It was first discovered near Detroit, Michigan in July 2002. Since its initial finding, millions of ash trees have died and it has costed states, municipalities, nurseries, forest industries and property owners millions of dollars.

EAB attacks all species of ash trees (*Fraxinus* spp.) found in Minnesota, which include green ash (*Fraxinus pennsylvanica*), black ash (*Fraxinus nigra*) and white ash (*Fraxinus americana*). Minnesota is home to more than 900 million ash trees. Mountian ash are not of the Fraxinus genus, so are unaffected by EAB.

By early 2017, EAB has been confirmed in fourteen (14) Minnesota counties. It is uncertain when EAB will move beyond the known infestation sites and impact Farmington.

While the adult beetles feed on ash leaves, but do little damage, the larvae feed on the inner bark of trees, disrupting its ability to transport water and nutrients up to the canopy. As the number of larvae in a tree increases, less and less water and nutrients reach the canopy, resulting in dieback in the canopy. Initial attacks tend to be in the upper portions of the canopy. By the time visible symptoms are obvious, the population of EAB has grown and likely spread to other trees in the area.

RECOGNITION OF EAB
Signs/symptoms of EAB that can help detect an infestation include:

- Increased woodpecker activity/damage
- Bark splitting (vertical slits)
- Canopy dieback
- D-shaped exit holes created by adult insects as they emerge from the tree
- Epicormic branching/shoots near base of tree
- Serpentine (s-shaped) larval galleries that are packed with frass

- The presence of EAB or larvae (adult are bright metallic green ½ inch long with flattened back, larvae are creamy white and legless)

EDUCATION
The city will continue to educate residents and elected officials concerning EAB using newsletter articles, the city website, social media and other applications as deemed necessary.

TRAINING
The NRS will stay informed about EAB outbreaks and research. City staff will be trained to aid in detection, responsible tree removal, disposal and coordination of city response.

INVENTORY
A citywide tree inventory has been completed on all boulevard and mowed-area park trees. This inventory will allow the city to determine what is at stake, help determine which areas should rank as priority management areas and help with overall planning efforts.

DETECTION AND MONITORING
Staff will continue to inspect ash trees on public and private properties, both on request and during routine inspections. Suspect trees will be carefully analyzed. Sampling mechanisms to be used will be consistent with Minnesota Department of Agriculture (MDA) guidelines and will include, but not be limited to, visually looking at all parts of the tree, branch removal and bark shaving. Staff from the MDA will be contacted if EAB is suspected or confirmed in a tree. If staff detects an early infection which is limited to a few trees, the city may encourage tree removal to slow the rate of spread.

As in the past, the city will volunteer to allow MDA to set up purple traps in trees on public properties to determine a presence of beetles in the city. The traps use a sticky substance to trap the beetles.

ORDINANCE REVISION
The city revised its diseased tree ordinance in 2012 to include EAB as a public nuisance. The ordinance amendment specified requirements for proper management of EAB infested trees including, but not limited to, removal and disposal, transportation and enforcement.

ASH TREE MANAGEMENT
Any EAB work needs to be conducted outside of flight season which is typically from May 1 - September 30.
Public Property Trees:

- The city will not plant any new ash trees on public property.
- The city will begin removal of all poor quality trees and trees in good or fair condition that are 15” DBH or less.
- The city will continue to cooperate with the MDA and Minnesota Department of Natural Resources (DNR) to establish EAB detection trees, as needed, on city property.
- Ash trees in wooded areas will be left alone, unless they are by a bike path or structure and could cause harm if they fall.

- If there is an early EAB infestation the city will remove infested trees as needed to slow the spread.

Boulevard Trees:

- The city will not plant any new ash trees on public boulevards.
- The city will begin removal of all poor quality trees and trees in good or fair condition that are 15" DBH or less.
- The city will begin treating trees identified as good and fair quality that are 15" DBH or greater from the 2016 tree inventory.
- The city will permit residents to hire a tree service to chemically treat any ash tree in the public ROW. The tree service shall be a bonded and insured State of Minnesota Licensed Commercial Pesticide Applicator using only state approved trunk injection pesticides. (Note: Chemical treatment would not preclude future removal of any ash tree if deemed necessary).
- Trees removed from the ROW will not be replaced unless they are on an approved boulevard tree route. Residents wanting to replace will need to do so back on private property.

Private Property Trees:

- Property owners are urged to monitor for EAB.
- NRS will advise property owners of available options. Details on removal requirements are specified in the diseased tree ordinance.
- The city will not treat or dispose of any trees found on private property.

TREE DISPOSAL AND UTILIZATION

Staff will monitor removal rates of EAB infested trees and consider local disposal sites. Approved options for proper disposal of wood positively infected with EAB:

- Transporting the wood to an approved disposal site
- Chipping the wood to dimensions no greater than 1" x 1" x 1"
- Burning
- De-barking (removing all bark and at least 0.5" of outer wood)
- Treatment (including heat treating, kiln drying, fumigating, seasoning or another method approved by the MDA)

PLANTING

Ash trees are no longer being planted on public properties and boulevards. Ash tree are not recommended to be planted on private properties.

Staff will encourage planting other species. The city will strive to plant a variety of species, as diverse plantings reduce impacts of insect or disease outbreaks.

CHEMICAL TREATMENTS

Currently, there are no cost-effective treatments for widespread city consideration.

The NRS will provide consultation and information to help property owners devise treatment plans, as requested. Information will include the handout "Homeowner Guide to Insecticide Selection, Use and Environmental Protection". Staff will advocate for the use of chemical

injections as the preferred method of application. For these chemicals that require professional application, only Certified Pesticide Applicators will be recommended.

BUDGET

The city currently has a Natural Resource Fund with monies allocated to both city staff time and professional services. There is currently no specific category for EAB funds.

PARTNERSHIPS WITH OTHER ENTITIES

The city has and will continue to work with several other entities, including but not limited to, the MDA, DNR, Minnesota Shade Tree Advisory Committee (MnSTAC) and South of the River Tree People (city foresters from neighboring communities).

South of the River Tree People hold meetings allowing for idea and resource sharing and a regional EAB program that is consistent and cost effective. Included local units of government include the cities of Apple Valley, Burnsville, Eagan, Eden Prairie, Inver Grove Heights, Lakeville, Mendota Heights, Prior Lake, Rosemount, St. Peter and Savage.

SUMMARY

EAB poses a serious threat to Farmington's urban and community forest. The city will implement this EAB Management Plan/Program to the extent feasible. This management plan is dynamic and subject to revision(s) as new information about EAB becomes available and/or as new treatment options are identified. Furthermore, this plan is also subject to revision should state and/or federal policies necessitate plan updates.

2017 TASKS

- Present plan to and train city staff about EAB.
- Deliver and provide information packet to municipal services and parks staff.
- Continue regular meetings with neighboring communities (South of the River Tree People).
- Remove stressed ash trees in boulevards and parks.
- Prepare education materials on EAB for public events, newsletter and social media.

CONTACTS

EAB Coordinator: Jen Dullum, Natural Resources Specialist:
651-280-6845
jdullum@ci.farmington.mn.us
www.ci.farmington.mn.us

MDA Arrest the Pest Hotline:
651-201-6684

Summer 2016 Ash Tree Inventory

Development	# of Ash Trees
Akin Park Estates	102
Autumn Glen	134
Business Park	33
Charleswood	182
Charleswood Crossing	1
Dakota County Estates	415
Deer Meadow	68
East Farmington	115
Executive Estates	42
Fair Hills	50
Henderson	21
Hill Dee	21
Hillview	9
Hometown	3
Industrial Park	79
Limerock Ridge	38
Meadow Creek	210
Middle Creek	114
Middle Creek East	34
Middle Creek Estates	35
Municipal Campus	15
Mystic Meadows	48
Nelson Hills Farm	166
Old Town	506
Park View Ponds	21
Pine Knoll	6
Pine Ridge Forest	34
Prairie Creek	197
Riverbend	25
Riverside Estates	96
Silver Springs	59
Sunnyside	180
Swanson Acres	6
Tamarack Ridge	40
Terra	2
Troy Hills	210
Vermillion Grove	18
Vermillion River Crossing	9
Westview	30
Total=	3374

City of Farmington

430 Third Street
Farmington, Minnesota
651.280.6800 - Fax 651.280.6899
www.ci.farmington.mn.us

TO: Mayor, Councilmembers and City Administrator

FROM: John Schmeling, P.E., Civil Engineer

SUBJECT: Approve Street and Trail Maintenance Services Being Done Under the South Metro Joint Powers Agreement

DATE: April 3, 2017

INTRODUCTION

Bids for street and trail maintenance services being done under the South Metro Cities Joint Powers Agreement for Street Maintenance Services (South Metro JPA) were received by Burnsville on March 10, 2017. The contracts were awarded at the Burnsville city council meeting on March 21, 2017. The proposed maintenance services include seal coating streets, crack sealing streets, and fog sealing trails (See attached maps).

The South Metro JPA is an agreement between a group of south metro cities, including Farmington, to act collectively to bid and contract out certain street and trail maintenance services. By combining the quantities needed by each community, contractors are able to discount the unit prices, leading to cost savings for each community.

DISCUSSION

The following is a summary of our street maintenance costs based on the bids received:

Seal Coating Streets:	$234,050.00
Crack Sealing Streets:	$28,500.00
Administrative Fee (0.5%):	$1,312.75
Total:	$263,862.75

Seal coating prices increased this year by about 2.8% ($1.07 to $1.10 per square yard), likely due to increased oil prices. Crack sealing prices decreased by about 11.6% ($0.43 to $0.38 per lineal foot), likely due to the contractor's motivation to win the contract. The cost for seal coating, crack sealing, and administrative fee will be paid for using money from the city's maintenance fund for seal coating. Attached for the city council's information is a chart showing actual and projected costs for seal coating, and how they compare to available funding. Since 2012, $350,000 per year from the local tax levy has been transferred to the maintenance fund for seal coating. As you can see, we continue to project that the total seven year cost will be less than the original estimates (Between 80% and 81% of the available funding).

The following is a summary of our trail maintenance costs based on bids received:

Fog Sealing Trails:	$16,320.00
Administrative Fee (0.5%):	$81.60
Total:	$16,401.60

Prices for bituminous fog sealing of trails increased this year by about 1.1% ($0.03 per gallon more than 2016), likely due to increased oil prices. The cost for fog sealing and administrative fee will be paid for using money from the city's maintenance fund for trails. In addition to the fog sealing, we are also planning to do crack sealing on the trails within this year's fog sealing areas. The trail crack sealing is not included as part of the South Metro JPA contracts.

BUDGET IMPACT

The cost for street maintenance is included in the 2017 budget and is being funded through the maintenance fund for seal coating. The cost for trail maintenance is included in the 2017 budget and is being funded through the maintenance fund for trails.

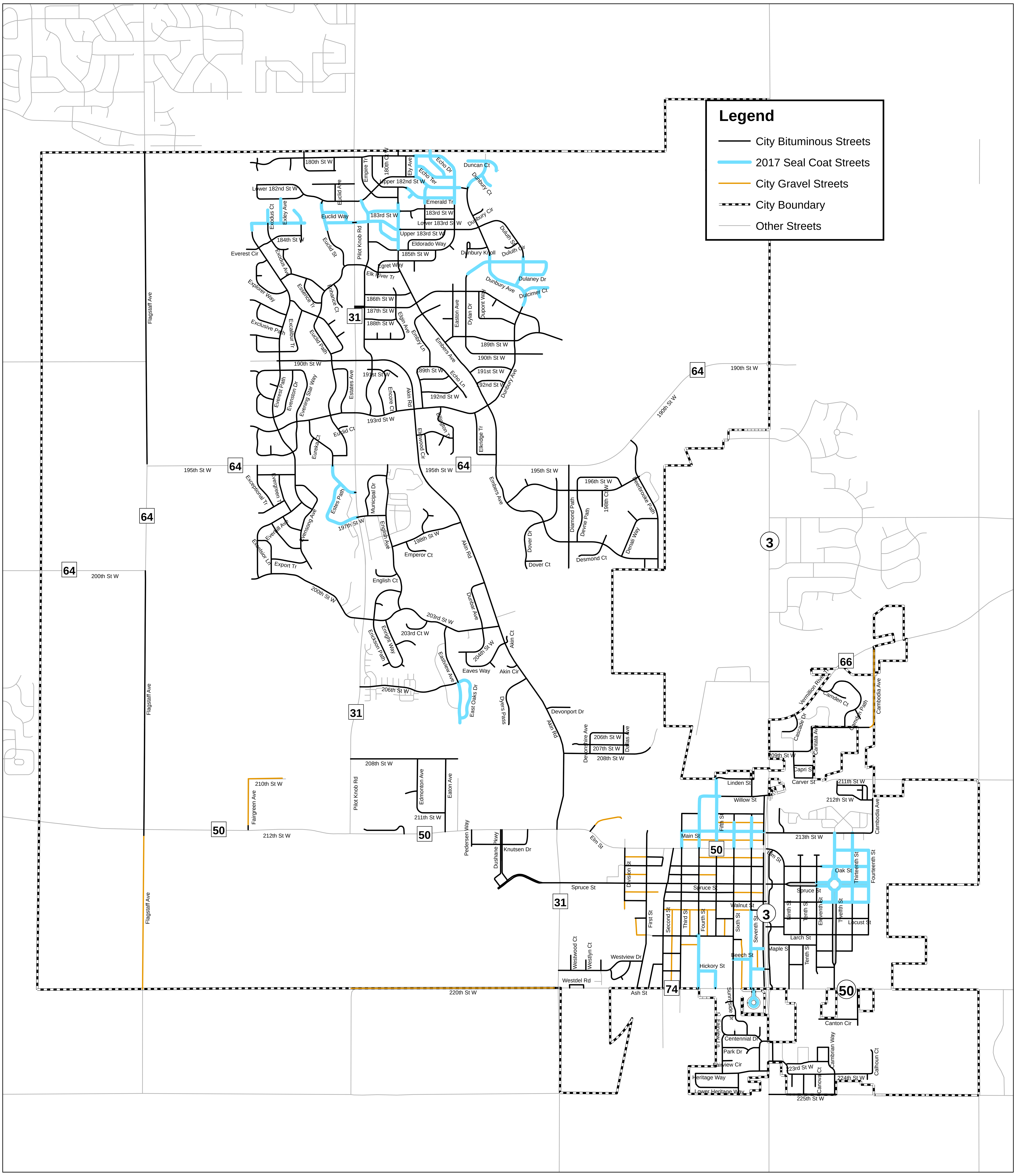
ACTION REQUESTED

Approve street and trail maintenance services being done under the South Metro JPA contracts for 2017. Our partnership with the other south metro cities, combined with our commitment to ongoing street and trail maintenance, foster quality delivery of these services with fiscal excellence.

ATTACHMENTS:

Type	Description
Backup Material	2017 Seal Coat Streets Overview Map
Backup Material	2017 Crack Seal Streets Overview Map
Backup Material	2017 Fog Seal Trails Overview Map
Backup Material	Seal Coat Funding and Expenditures Analysis

2017 SEAL COAT STREETS OVERVIEW MAP



N

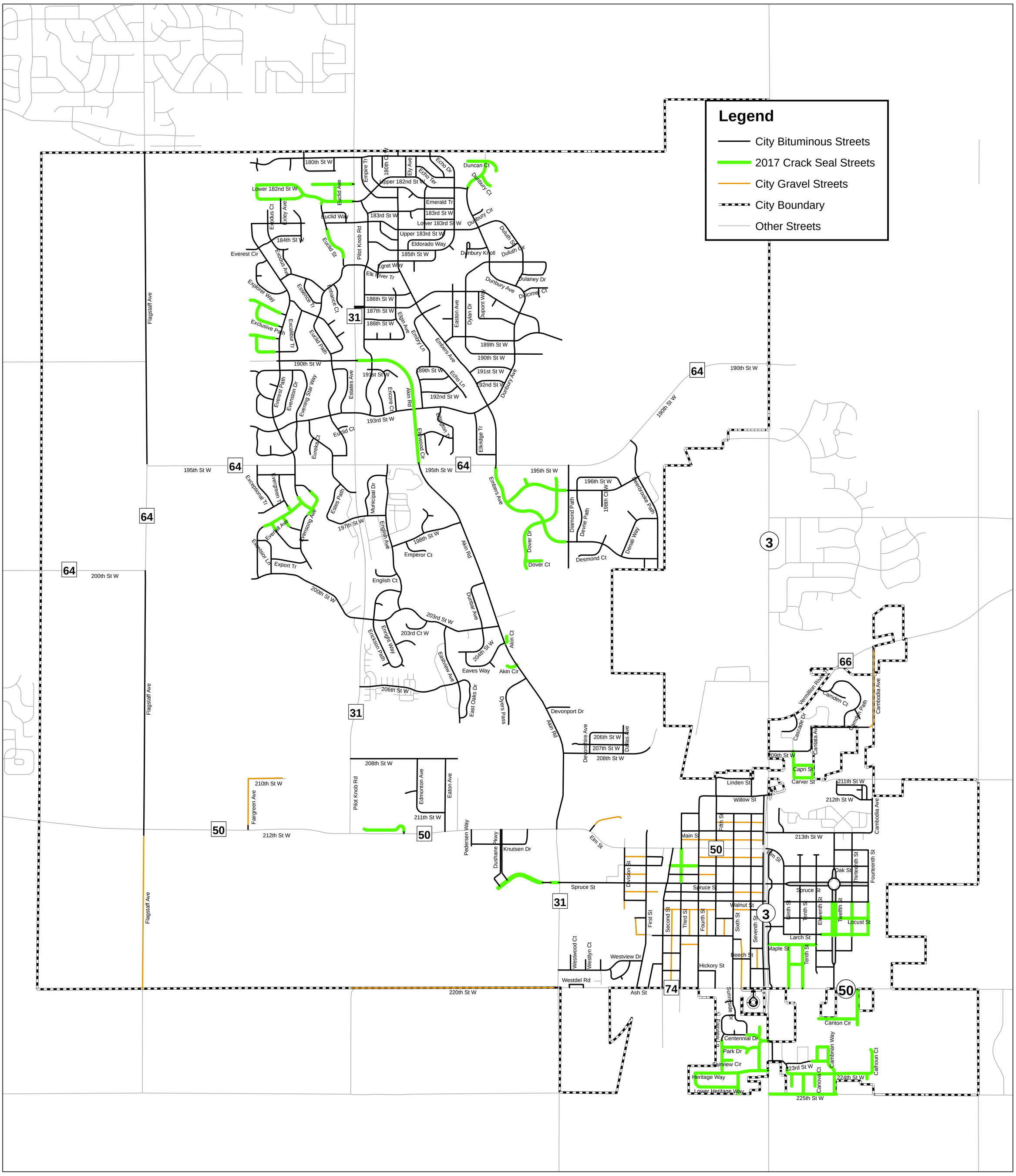
0 0.25 0.5 1 1.5 2
Miles

Date: 3/21/2017

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices and other sources and is to be used for reference purposes only. The city of Farmington is not responsible for any inaccuracies herein contained.

CITY OF FARMINGTON
A PROUD PAST • A PROMISING FUTURE

2017 CRACK SEAL STREETS OVERVIEW MAP



N

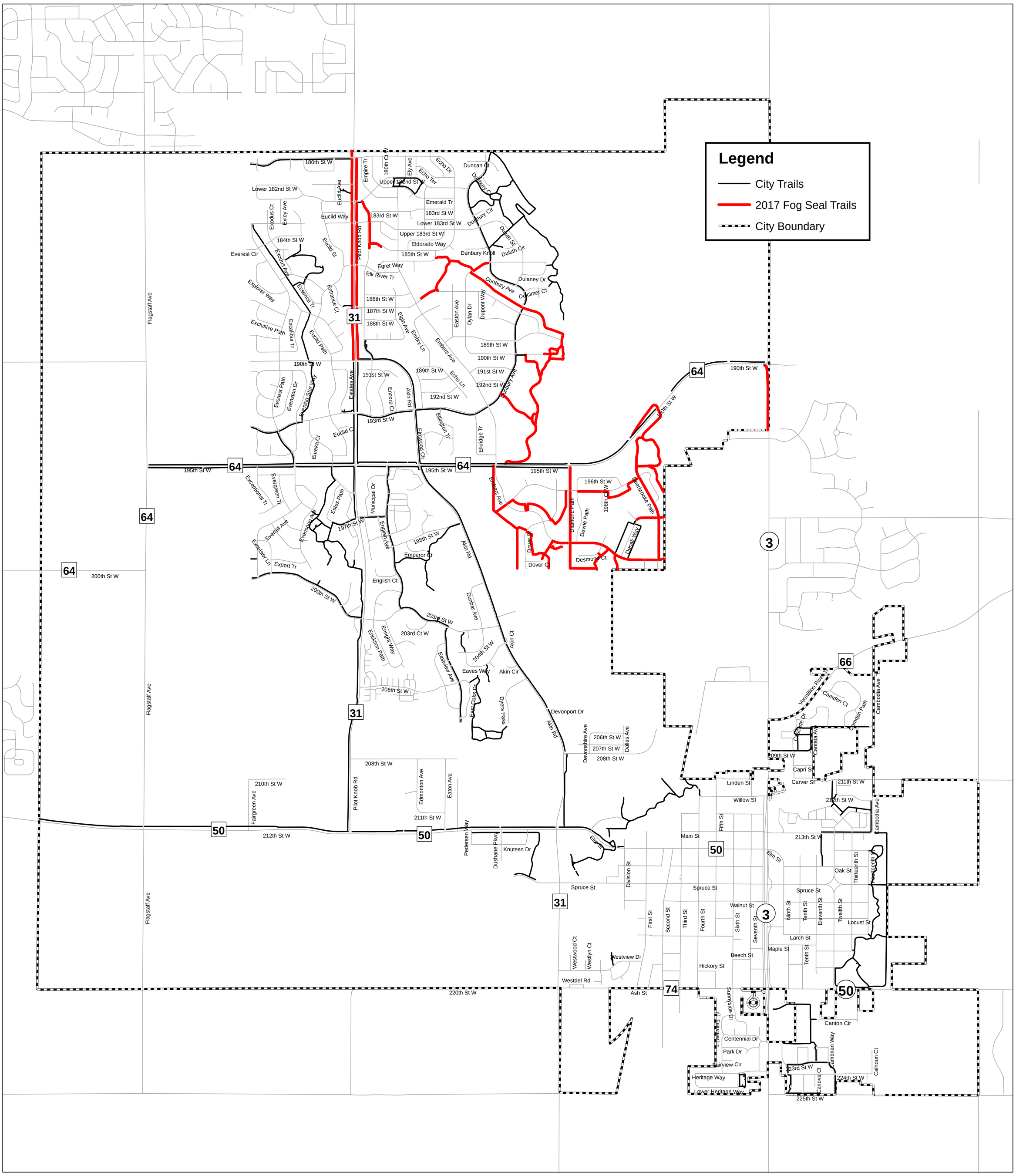
0 0.25 0.5 1 1.5 2 Miles

Date: 3/21/2017

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices and other sources and is to be used for reference purposes only. The city of Farmington is not responsible for any inaccuracies herein contained.

CITY OF FARMINGTON
A PROUD PAST • A PROMISING FUTURE

2017 FOG SEAL TRAILS OVERVIEW MAP



N

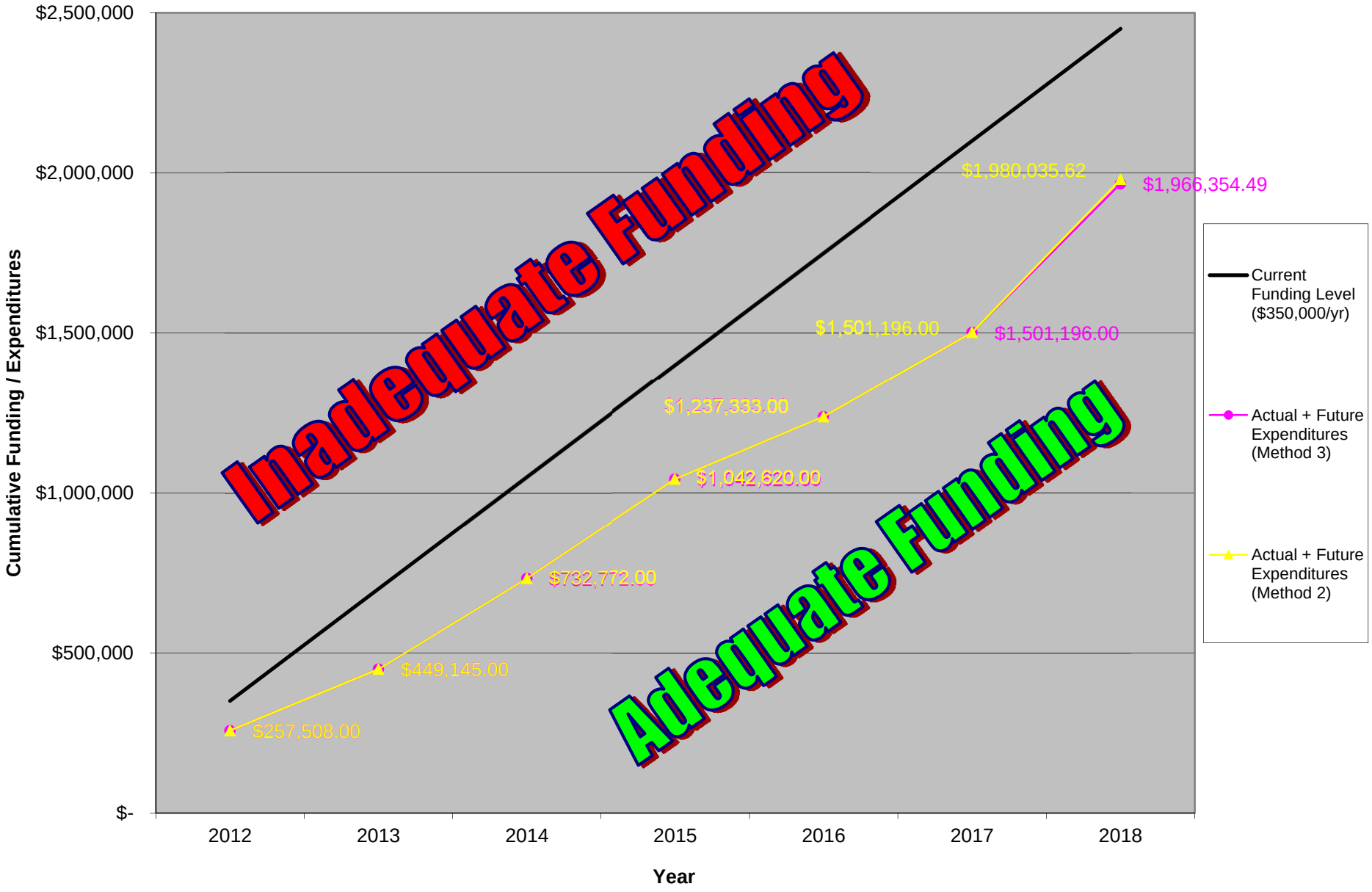
0 0.25 0.5 1 1.5 2 Miles

Date: 3/27/2017

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices and other sources and is to be used for reference purposes only. The city of Farmington is not responsible for any inaccuracies herein contained.

CITY OF FARMINGTON
A PROUD PAST • A PROMISING FUTURE

Seal Coating Fund 7-Year Cycle Funding and Expenditures



Note: 2018 expenditures are projected. After 2018 the projections will be updated for the next 7-year cycle (2019-2025).