

AGENDA
CITY OF LEXINGTON
REGULAR COUNCIL MEETING
FEBRUARY 18, 2016 – 7:00 P.M.
9180 LEXINGTON AVENUE

1. CALL TO ORDER: – Mayor Kurth

- A. Roll Call - Council Members: DeVries, Hughes, Payment, Plasch

2. CITIZENS FORUM

This is a portion of the Council meeting where individuals will be allowed to address the Council on subjects which are not a part of the meeting agenda. Persons wishing to speak may be required to complete a sign-up sheet and give it to a staff person at the meeting. The Council may take action or reply at the time of the statement or may give direction to staff for future action based on the concerns expressed.

3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

4. LETTERS AND COMMUNICATIONS:

- A. Park Board meeting minutes – February 1, 2016 pp. 1-2
- B. Public Notice – Closed Executive Session - February 18, 2016 pp. 3
- C. MSA – Proposed 2016 Fees pp. 4-5

Consent Agenda:

The Consent Agenda covers routine administrative matters. These items are not discussed, and are approved in their entirety pursuant to the recommendations on the staff reports. A Council Member or citizen may ask that an item be moved from the Consent Agenda to the end of section 7 of the agenda in order to be discussed and receive separate action.

5. CONSENT ITEMS:

- A. Recommendation to Approve Council Minutes:
Council Meeting – February 4, 2016 pp. 6-9
- B. Recommendation to Approve Claims and Bills: pp. 10-27
- Check #'s 40444 through 40487
- Check #'s 10722 through 10745
- C. Financial Reports
- Cash Balances pp. 28
 - Fund Summary – Budget to Actual pp. 29-30

D. Anoka County 2016 Residential Recycling Agreements

pp. 31-40

Action Items:

These items are intended primarily for Council discussion and action. It is up to the discretion of the Mayor as to what, if any, public comment will be heard on these items. Persons wishing to speak on discussion items must complete a sign-up sheet and give it to a staff person at the meeting.

6. ACTION ITEMS:

- A. Carbone's Liquor License Violation
- B. Recommendation to approve Resolution NO. 16-05 A Resolution Regarding Amendment Of The Amended Joint And Cooperative Agreement For The Administration Of A Cable Communications System To Amend The Commission's Authority To Issue Bonds, Obligations And Other Forms Of Indebtedness And To Modify The Member Cities' Use Of Certain Franchise Fees pp. 41-52
- C. Memo – Nick Anhut, Ehlers & Associates regarding Proposed G.O. Financing for Capital Equipment pp. 53-57
- D. Recommendation to approve Resolution NO. 16-06 A Resolution Concurring The Issuance Of The \$_____ General Obligation Capitol Notes, Series 2016A By The City Of Circle Pines, Minnesota, And Authorizing Execution Of A \$_____ General Obligation Capital Note, Series 2016A And Levying A Tax For The Payment Thereof pp. 58-67
- E. Recommendation to approve Position Description –
 - Public Works Maintenance Worker Part-Time, Seasonal pp. 68-71

7. MAYOR AND COUNCIL INPUT

8. ADMINISTRATOR INPUT

**9. CONVENE FOR CLOSED EXECUTIVE SESSION - ATTORNEY
CLIENT PRIVELEDGES MATTERS**

10. RECONVENE FROM CLOSED SESSION

11. ADJOURNMENT

**CITY OF LEXINGTON
REGULAR PARK BOARD MEETING MINUTES
February 1, 2016 – 6:30 P.M.
9180 Lexington Avenue
Lexington, MN 55014**

1. CALL TO ORDER

A. Roll Call: Chairperson Mitlyng, Commissioners Ames, Hylton, Koch, Harris
Chairperson Mitlyng called to order the Regular Park Board Meeting of the City of Lexington of February 1, 2016. Commissioners Present: Ames, Koch and Harris. Excused: Hylton. Also Present: Finance Director Meyer and Councilmember Liaison DeVries.

2. CITIZENS FORUM

No one wished to address the park board.

3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

Motion was made by Commissioner Ames, seconded by Commissioner Koch, to approve the agenda as presented. Motion carried. Passed unanimously.

4. LETTERS AND COMMUNICATION

A. Signed Memorandum of Understanding with Centennial Lakes
Little League

5. APPROVAL OF PARK BOARD MINUTES

A. January 4, 2016

Motion was made by Commissioner Koch, seconded by Commissioner Harris, to approve the Park Board Minutes of January 4, 2016. Motion carried. Passed unanimously.

6. ACTION ITEMS:

A. Park Masterplan Updates
Engineering Construction Documents

Finance Director Meyer presented a preliminary drawing from MSA showing the updates to DuWayne Park. Sarah McDonald, MSA, would like to get design elements verified before she begins on the Construction Documents for the park infrastructure.

It was noted that there was not a park light shown on the plan. Members asked if shelter lights could be added that would stay on permanently as a safety feature. Shelter lights instead of a standard pole light would ensure that the lighting would not interfere with the neighboring residents.

It was also requested that the drinking fountain be moved closer to the community gardens so it can also service the gardens.

Finance Director Meyer will contact the engineer with the Park Board requests.

Grant Proposals

Finance Director Meyer stated that without construction documents it was difficult to write grant proposals because the scope of work and cost has yet to be defined.

Concession and Storage Facilities

The concession and storage facilities at Memorial Park will not be addressed in 2016. The State High School softball tournament will take place for the first time and it is unknown how this event will impact the park. Once it has been determined how the tournament will work, coordination efforts for park improvements between Centennial Lakes Little League, Summer Fun Program, and State High School tournament can begin.

B. Fire Station Planter

Finance Director Meyer stated that she has been contacted by the Project Engineer for the Fire Station Renovations and the planting area will be corrected in the spring.

7. NOTE COUNCIL MINUTES:

A. January 7, 2016

8. PARK BOARD INPUT

None.

9. ADJOURNMENT

Motion was made by Commissioner Harris, seconded by Commissioner Koch, to adjourn the Regular Park Board Meeting of February 1, 2016. Motion carried. Passed unanimously.

PUBLIC NOTICE

CITY OF LEXINGTON
COUNTY OF ANOKA
STATE OF MINNESOTA

TO WHOM IT MAY CONCERN:

Notice is hereby given, the Lexington City Council and the City Administrator will meet in Closed Executive Session with legal counsel for the City, during the Council Meeting on Thursday, February 18, 2016. The Council will convene directly after Administrator Input Input. The Council will re-convene to adjourn the Council meeting directly afterwards. The meeting will take place at Lexington City Hall, Conference Room, 9180 Lexington Avenue, Lexington, MN.

- **The purpose of this meeting is Attorney Client privileged matters to discuss pending litigation.**

Mary Vinzant
Deputy City Clerk

POSTED: February 10, 2016



February 11, 2016

Honorable Mayor and City Council
City of Lexington
9180 Lexington Avenue
Lexington, MN 55014

Re: Proposed 2016 Fees

Dear Honorable Mayor and City Council:

MSA has enjoyed serving you over the past year and looks forward to serving you again in 2014. We value your expectations of excellency and efficiency in a consultant, and always seek to meet those standards in our work. As you know, BDM merged with MSA Professional Services in 2012. This merger allowed us to provide you with a more thorough range of services while also affording us the IT capabilities of a larger firm.

You may recall, BDM held rates constant at the 2008 levels due to the recession and the financial burdens their clients were facing. We as MSA continued those rates for the 2013 calendar year and beyond to allow for an adequate transition period after the merger. Holding to 2008 rates is an unsustainable position as costs have continued to rise over the past 8 years.

You as our client, are our most valuable asset, and we take our job of serving you very seriously. However, second to our clients is our staff, and without them we are unable to effectively serve you. Most of our staff are advancing in their careers, and also seeing increased costs of living. We need to retain them to continue to provide excellent service to you and we must do so through competitive compensation, benefits and ongoing professional education.

These expenses, in addition to rising costs have required that we adjust our rates for the upcoming year. We hope you will understand this need for a rate increase, and will continue to appoint us as your engineer.

Sincerely,
MSA Professional Services, Inc.

Steve Winter, PE
Senior Project Engineer

Cc. Mr. Bill Petracek, City Administrator

Attachments

Offices in Illinois, Iowa, Minnesota, and Wisconsin

60 Plato Blvd. East, Suite 140 • ST. PAUL, MN 55107-1835
612.548.3132 • 1.866.452.9454 • FAX: 763.786.4574
www.msa-ps.com

**CITY OF LEXINGTON RATE SCHEDULE
2016**

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects	\$120-\$145.00/hr.
Clerical	\$54-\$75.00/hr.
Draftspersons	\$45-\$99.00/hr.
Geographic Information Systems (GIS)	\$68-\$120.00/hr.
Housing Administration	\$53-\$99.00/hr.
Hydrogeologists	\$95-\$137.00/hr.
Planners	\$80-\$135.00/hr.
Principals	\$137-\$165.00/hr.
Professional Engineers	\$82-\$165.00/hr.
Project Manager	\$60-\$150.00/hr.
Registered Land Surveyors	\$85-\$135.00/hr.
Staff Engineers	\$73-\$102.00/hr.
Technicians	\$45-\$99.00/hr.

REIMBURSABLE EXPENSES

Subconsultants *	Cost plus 10%
Mailing/UPS	At cost
Mileage – (currently \$0.575/mile)	Rate set by Fed. Gov.
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing	At cost

*We are happy to arrange subconsultants as needed and have our clients contract directly with them to avoid the additional costs.

LEXINGTON TEAM

Steve Winter	\$ 98.00/hr
Kevin Burns	\$ 95.00/hr
Curt Schley	\$ 90.00/hr
Survey Crew	\$140.00/hr

**Unapproved minutes
CITY OF LEXINGTON
REGULAR COUNCIL MEETING
FEBRUARY 4, 2016 – 7:00 P.M.
9180 LEXINGTON AVENUE**

1. CALL TO ORDER: – Mayor Kurth

A. Roll Call - Council Members: DeVries, Hughes, Payment, Plasch

Mayor Kurth called to order the Regular City Council meeting for February 4, 2016 at 7:00 p.m. Councilmember's present: Devries, Hughes, Payment, and Plasch. Also Present: Bill Petracek, City Administrator; Kurt Glaser, City Attorney; Tina Meyer, Finance Director; Mark Vanderbloomer, Assistant Fire Chief; Jerome Adams, MNDOT; Centennial School District Students.

2. CITIZENS FORUM

No citizens were present to address the Council.

3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

Councilmember Payment made a motion to approve the agenda with an addition of item 8(E) on the agenda to discuss City Council schedule for the Parkview Hearing being held on February 19, 2016. The motion was seconded by Councilmember Devries. Motion carried 5-0

4. I 35 MN PASS UPDATE –

JEROME ADAMS (MNDOT)

Jerome Adams from MNDOT provided a presentation updating the City Council on the I35W Mnpass lane process. Adams explained that the decision has been made to use concrete instead of asphalt. He explained that it is more expensive, but due to its durability and lower maintenance MNDOT felt it was better for the project. Discussion ensued.

Adams stated that MNDOT is planning to do some spot improvements along the I35W corridor with estimated costs upward of \$200 million. Discussion ensued.

Adams further explained the proposed noise walls that will affect Lexington citizens. He discussed the voting process and public meetings process for the noise wall proposals. Discussion ensued.

The consensus of the Council was to hold the public meetings for the noise wall proposals close to the residents affected by the noise walls at either Rasmussen College or Eagle Brook Church.

5. INFORMATIONAL REPORTS:

- A. Airport (Councilmember Plasch) – *Councilmember Plasch explained the 2016 Aviation Days*
- B. Cable Commission (Councilmember Payment) *Councilmember Payment provided an update on the Cable Joint Powers Agreement (JPA) amendment and the bonding for the HD upgrades.*
- C. City Administrator (Bill Petracek) *Petracek explained that the staff had Active Shooter Training provided by Sergeant Bill Jacobson of the Centennial Lakes P.D. and asked the Council if they would be interested having the training at a workshop. Discussion ensued. The consensus was to have the training at a future workshop.*

Petracek also asked the Council if they have any questions about the agenda or packet to contact him or Tina prior to the meeting in the event more research would need to be done to answer the question prior to the Council meeting.

6. LETTERS AND COMMUNICATIONS:

- A. Council Workshop meeting minutes – January 21, 2016
- B. Royal Roofing – City Hall roofing contract
- C. MSA – List of Items to Be Corrected- Fire Station Project
- D. Planning & Zoning meeting minutes – January 20, 2016
- E. Anoka County Environmental Services – Non Profit Organizations –
Temporary Food Licensing Fee

Some discussion on items B and E.

7. CONSENT ITEMS:

- A. Recommendation to Approve Council Minutes:
Council Meeting – January 21, 2016
- B. Recommendation to Approve Claims and Bills:
Check #'s 13416 through 13416
Check #'s 40398 through 40344
Check #'s 10703 through 10721

A motion was made by Councilmember Plasch to approve the consent agenda items. The motion was seconded by Councilmember Hughes. Motion carried 5-0.

8. ACTION ITEMS:

- A. Recommendation to approve Carbone's (Robert Karas) Liquor License Violation Fine

Attorney Glaser asked the Council to table this item again. Glaser explained that the Karas' are retired and living in Las Vegas. He added that they are not trying to blow-off the City Council meeting; they just haven't been able to get here from Vegas for the appointment. They do intent to address the Lexington City Council regarding their liquor violation. Discussion ensued. No action taken.

- B. Recommendation to approve ezTask as new website vendor for \$4990.00

Mayor Kurth asked the Council to consider approving the bid from Govoffice due to the cost difference of webhosting per month between ezTask bid and Govoffice - \$1,300/month.

Tina Meyer, Finance Director, explained the reason she is recommending ezTask for our new website is due the ease of updating it over Govoffice, which is what Lexington currently has for their website. Discussion ensued. Meyer also explained that ongoing maintenance is difficult with the current website and ezTask is much easier for someone without an IT background to maintain.

Councilmember Hughes asked how much the cost of savings would be on labor to maintain the website with Eztask. Discussion ensued.

Councilmember Devries stated he feels it makes more sense to go with Eztask to cut back on the staff time and eliminate other software maintenance.

A motion was made by Councilmember Devries to approve ezTask as the new website vendor in the amount of \$4,990.00. The motion was seconded by Councilmember Hughes. The motion carried 5-0.

- C. Recommendation to approve Installation of City Hall Cabling for \$3870.00.

Finance Director Meyer explained this cabling is needed for the new phone system that will be installed in 2016. Discussion ensued.

Councilmember Hughes made a motion to approve the installation of City Hall cabling by Popp Communications in the amount of \$3,870.00. The motion was seconded by Councilmember Payment. Motion carried 5-0.

D. Request for Cost Analysis for Benefit Level Change for Firefighters

Mayor Kurth provided an explanation for the request to study the need to increase the retirement benefit levels for our firefighters. He explained that there would be no cost to the City if the study would show that benefits could be raised without increasing the amount the City contributes. Discussion ensued.

Assistant Fire Chief Mark Vanderbloomer explained that the pension benefits haven't been increased in 6-12 years. Discussion ensued.

Mayor Kurth asked Attorney Glaser if he should abstain from the vote, as he may benefit financially from the study being conducted. Discussion ensued.

A motion was made by Councilmember Devries to approve conducting a cost analysis for benefit level change for Lexington Firefighters. The motion was seconded by Councilmember Hughes. Motion carried 3-0. Mayor Kurth and Councilmember Payment abstained from the vote.

E. Discuss City Council Schedule for Parkview Hearing on February 19, 2016

Attorney Glaser asked the Council about the availability of the members to attend the Parkview hearing on February 19, 2016. He explained there are two options: 1. The entire Council can attend, or 2. The Council can empower a subset of the Council to make decisions at the hearing. Discussion ensued.

Councilmember Hughes asked Attorney Glaser if he thought there would be more influence if the entire City Council attended. Discussion ensued. Glaser suggested making a decision at this meeting.

A motion was made by Councilmember Hughes to appoint Mayor Kurth to make decisions at the Parkview Hearing on behalf of the Lexington City Council. The motion was seconded by Councilmember Devries. Motion carried 5-0.

9. MAYOR AND COUNCIL INPUT

Councilmember Devries asked Finance Director Meyer if the Park Board issues had been addressed. Meyer stated they had.

Councilmember Plash updated everyone on his health issues.

10. ADJOURNMENT

A motion was made by Councilmember Devries to adjourn the meeting at 8:11 p.m. The motion was seconded by Councilmember Hughes. Motion carried 5-0.

CITY OF LEXINGTON

RECOMMEND FOR APPROVAL OF CLAIMS AND BILLS

The following claims and bills have been presented to the Council for approval at the Council Meeting of February 18, 2016.

(1) Payroll

Checks	through		\$	-
Vouchers	60001 through	60016	\$	16,440.41

VOID:

Automatic Withdrawals				
Federal Tax		\$2,339.49		
Social Security		\$1,473.68		
Medicare		\$344.68		
State Tax		<u>\$995.60</u>		
Total		\$5,153.45	\$	5,153.45

(2) Automatic Data Processing	\$	412.97
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(3) General and Liquor Payment Recommendations:

Checks	40444 through	40487	\$	181,815.43
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VOID:

(4) ACH and Credit Card Payments for: JANUARY	\$	28,696.07
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(5) Wire Transfer Payment Recommendation: (Bond Payments)	\$	-
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Total Payments and Withdrawals Approval	<u>\$</u>	<u>232,518.33</u>
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Centennial Lakes Police Payment Recommendations:

Checks	10722 through	10745	\$	13,214.63
ACH			\$	-
Total Payments			<u>\$</u>	<u>13,214.63</u>

VOID:

[illegible]



ADP, LLC
1851 N RESLER DRIVE MS-100
EL PASO TX 79912

i Inquiries

For Product/Service inquiries, please contact your Client Service Team.

ADVICE OF DEBIT

Client Name : CITY OF LEXINGTON
Client Number : 395512
Advice of Debit Number : 468108761
Advice of Debit Date : 01/29/2016
Advice of Debit Due Date : 02/05/2016
Total Debited This Invoice : \$412.97

TINA NORTHCUTT
CITY OF LEXINGTON
9180 LEXINGTON AVE N
CIRCLE PINES, MN 55014-3625

****IMPORTANT MESSAGE****

*****Year End Billing Reminder*****

Billing for 2015 Year End Information Service (W2's) will occur on February 23, 2016. You will receive a separate Advice of Debit for these charges. Please ensure sufficient funds are available on debit date. Thank you.

CURRENT CHARGES

PAYROLL SERVICES	QUANTITY	RATE	BASE	TOTAL CHARGES	TAX
COMPANY CODE 0069-10-M9J					
Processing Charges for Period Ending Date: 01/23/2016					
Pays	48			\$218.55	
Labor Distribution	48			\$19.10	
Personnel Reporting Sys Base Chg	114	at no charge			
Tax Service	48	\$0.30 each	\$33.05	\$47.45	
ADPiPayStatements	48	\$0.20 each		\$9.60	
iReports	48	\$0.08 each		\$3.84	
YTD Download	48	at no charge			
For Payroll Delivery Only	1			\$21.10	
24 Hr. Service	48	at no charge			
Employee Payment Services for Period Ending Date: 01/23/2016					
Full Service Direct Deposit	54	\$0.82 each	\$12.45	\$56.73	
Management Reports for Period Ending Date: 01/23/2016					
Inline Monthly Summary	1			\$36.60	

TOTAL CHARGES FOR COMPANY CODE:

0069-10-M9J

\$412.97

Total Debited

\$412.97

WE APPRECIATE YOUR BUSINESS! - NO PAYMENT REQUIRED.

This amount will be processed for debit from your account # XXXXXXXX6090 on 02/05/2016 or the next banking day. Please confirm the debit was completed with your banking institution to ensure the invoice is paid in full.

***Check Detail Register©**

February 2016

Check Amt Invoice Comment

10100 4M FUND

Paid Chk# 040444 2/18/2016 AMERICAN BOTTLING

E 609-00000-254	Miscellaneous Purchase	\$197.77	7421506214
Total AMERICAN BOTTLING		\$197.77	

Paid Chk# 040445 2/18/2016 ANOKA CO - ASSESSOR

E 101-41500-302	Assessor Fees	\$168.09	TRUTH IN TAXATION SPECIAL ASSESSMENTS
E 101-41500-302	Assessor Fees	\$903.03	
Total ANOKA CO - ASSESSOR		\$1,071.12	

Paid Chk# 040446 2/18/2016 ARCTIC GLACIER ICE

E 609-00000-254	Miscellaneous Purchase	\$216.00	1969603504
Total ARCTIC GLACIER ICE		\$216.00	

Paid Chk# 040447 2/18/2016 ARMOR SECURITY INC

E 220-48000-385	Building Security	\$274.59	193365
Total ARMOR SECURITY INC		\$274.59	

Paid Chk# 040448 2/18/2016 ARTISAN BEER COMPANY

E 609-00000-252	Beer Purchase	\$144.00	3079406
Total ARTISAN BEER COMPANY		\$144.00	

Paid Chk# 040449 2/18/2016 BEISSWENGER S

E 101-43100-404	Repair Machinery/Equipment	\$35.95	694426
Total BEISSWENGER S		\$35.95	

Paid Chk# 040450 2/18/2016 BELLBOY CORPORATION

E 609-00000-251	Liquor Purchase	(\$131.55)	CREDIT PER EMAIL
E 609-00000-254	Miscellaneous Purchase	(\$27.97)	
E 609-00000-251	Liquor Purchase	\$1,301.60	52212700
E 609-00000-254	Miscellaneous Purchase	\$230.50	93444900
Total BELLBOY CORPORATION		\$1,372.58	

Paid Chk# 040451 2/18/2016 BERNICKS BEVERAGES/VENDING

E 609-00000-254	Miscellaneous Purchase	\$20.00	276467
E 609-00000-252	Beer Purchase	\$441.11	276468
Total BERNICKS BEVERAGES/VENDING		\$461.11	

Paid Chk# 040452 2/18/2016 BOBS HEATING AND AIR

E 101-43100-401	Repair Buildings	\$1,800.00	757821
Total BOBS HEATING AND AIR		\$1,800.00	

Paid Chk# 040453 2/18/2016 BREAKTHRU BEVERAGE MN

E 609-00000-251	Liquor Purchase	\$5,763.75	1080428202
E 609-00000-253	Wine Purchase	\$589.05	1080429021
E 609-00000-251	Liquor Purchase	\$4,285.34	1080430856
E 609-00000-251	Liquor Purchase	(\$199.48)	2080122931
E 609-00000-251	Liquor Purchase	(\$49.50)	2080122932
E 609-00000-251	Liquor Purchase	(\$113.74)	2080122933
E 609-00000-251	Liquor Purchase	(\$94.13)	2080122934
E 609-00000-253	Wine Purchase	(\$126.00)	2080125540
Total BREAKTHRU BEVERAGE MN		\$10,055.29	

Paid Chk# 040454 2/18/2016 CANNON RIVER WINERY

E 609-00000-253	Wine Purchase	\$288.00	8566
Total CANNON RIVER WINERY		\$288.00	

***Check Detail Register©**

February 2016

Check Amt Invoice Comment

Paid Chk# 040455	2/18/2016	CAPITOL BEVERAGE SALES			
E 609-00000-252	Beer Purchase		\$8,833.83	815717	
E 609-00000-252	Beer Purchase		\$3,628.77	821753	
E 609-00000-252	Beer Purchase		\$37.20	827311	
Total CAPITOL BEVERAGE SALES			\$12,499.80		
Paid Chk# 040456	2/18/2016	CITY WIDE WINDOW SERVICES INC.			
E 609-00000-400	General Maintenance		\$30.18	590732	1/1/16-1/31/16
Total CITY WIDE WINDOW SERVICES INC.			\$30.18		
Paid Chk# 040457	2/18/2016	CLEAR RIVER BEVERAGE COMPANY			
E 609-00000-252	Beer Purchase		\$576.60	242036	
Total CLEAR RIVER BEVERAGE COMPANY			\$576.60		
Paid Chk# 040458	2/18/2016	COCA-COLA BOTTLING CO			
E 609-00000-254	Miscellaneous Purchase		\$270.84	0148260311	
Total COCA-COLA BOTTLING CO			\$270.84		
Paid Chk# 040459	2/18/2016	CRYSTEEL TRUCK EQUIPMENT			
E 101-43100-404	Repair Machinery/Equipment		\$66.52	F37995	
Total CRYSTEEL TRUCK EQUIPMENT			\$66.52		
Paid Chk# 040460	2/18/2016	DAHLHEIMER DISTRIBUTING			
E 609-00000-252	Beer Purchase		\$5,977.90	121820	
Total DAHLHEIMER DISTRIBUTING			\$5,977.90		
Paid Chk# 040461	2/18/2016	EMERGENCY RESPONSE SOLUTIONS			
E 101-42260-404	Repair Machinery/Equipment		\$189.01	5609	
Total EMERGENCY RESPONSE SOLUTIONS			\$189.01		
Paid Chk# 040462	2/18/2016	FRATTALLONE S HARDWARE			
E 101-43100-210	Operating Supplies		\$14.91	54930	
Total FRATTALLONE S HARDWARE			\$14.91		
Paid Chk# 040463	2/18/2016	GOPHER STATE ONE CALL			
E 770-00000-228	Gopher State One Call		\$6.53	6010509	
E 730-00000-228	Gopher State One Call		\$6.52	6010509	
Total GOPHER STATE ONE CALL			\$13.05		
Paid Chk# 040464	2/18/2016	GRAPE BEGINNINGS, INC.			
E 609-00000-253	Wine Purchase		\$591.75	192077	
E 609-00000-253	Wine Purchase		\$540.00	MN00000236	
Total GRAPE BEGINNINGS, INC.			\$1,131.75		
Paid Chk# 040465	2/18/2016	HOHENSTEINS INC			
E 609-00000-252	Beer Purchase		\$2,150.40	807423	
E 609-00000-252	Beer Purchase		\$250.00	808864	
Total HOHENSTEINS INC			\$2,400.40		
Paid Chk# 040466	2/18/2016	HOLIDAY STATIONSTORES			
E 101-43100-212	Gas & Oil		(\$7.65)		
E 770-00000-212	Gas & Oil		\$128.65		ACCT #012-558-511
E 730-00000-212	Gas & Oil		\$128.64		ACCT #012-558-511
E 101-45200-212	Gas & Oil		\$102.91		ACCT #012-558-511
E 651-00000-212	Gas & Oil		\$51.45		ACCT #012-558-511
E 101-43100-212	Gas & Oil		\$102.91		ACCT #012-558-511

***Check Detail Register©**

February 2016

		Check Amt	Invoice	Comment
Total HOLIDAY STATIONSTORES		\$506.91		
Paid Chk# 040467	2/18/2016 HOME DEPOT			
E 101-43100-210	Operating Supplies	\$89.81	8122143	
Total HOME DEPOT		\$89.81		
Paid Chk# 040468	2/18/2016 IEH AUTO PARTS LLC			
E 101-43100-404	Repair Machinery/Equipment	\$12.25	038838225	
E 101-43100-404	Repair Machinery/Equipment	\$13.83	038838819	
Total IEH AUTO PARTS LLC		\$26.08		
Paid Chk# 040469	2/18/2016 IKES PLUMBING			
E 730-00000-430	Miscellaneous	\$270.00	7264	METER WARRANTY
Total IKES PLUMBING		\$270.00		
Paid Chk# 040470	2/18/2016 JJ TAYLOR			
E 609-00000-252	Beer Purchase	\$6.90	2451131	
E 609-00000-252	Beer Purchase	\$11,109.55	2451929	
E 609-00000-252	Beer Purchase	\$1,954.72	2479206	
Total JJ TAYLOR		\$13,071.17		
Paid Chk# 040471	2/18/2016 JOHNSON BROTHERS LIQUOR			
E 609-00000-251	Liquor Purchase	\$10,759.86	5359894	
E 609-00000-253	Wine Purchase	\$9,226.37	5359895	
E 609-00000-251	Liquor Purchase	\$7,962.29	5359896	
E 609-00000-253	Wine Purchase	\$2,408.23	5359897	
E 609-00000-253	Wine Purchase	\$8,252.51	5359899	
E 609-00000-251	Liquor Purchase	\$510.29	5360703	
E 609-00000-253	Wine Purchase	\$558.64	5360704	
E 609-00000-251	Liquor Purchase	\$3,925.00	5360966	
E 609-00000-251	Liquor Purchase	\$9,946.13	5361093	
E 609-00000-251	Liquor Purchase	\$1,660.93	5361989	
E 609-00000-253	Wine Purchase	\$4,666.60	5361990	
E 609-00000-251	Liquor Purchase	\$340.48	5361991	
E 609-00000-251	Liquor Purchase	\$559.26	5365816	
E 609-00000-253	Wine Purchase	\$315.20	5365817	
E 609-00000-251	Liquor Purchase	\$185.18	5365818	
E 609-00000-251	Liquor Purchase	\$1,710.14	5367148	
E 609-00000-253	Wine Purchase	\$900.42	5367149	
E 609-00000-253	Wine Purchase	\$43.98	5367150	
E 609-00000-251	Liquor Purchase	\$103.54	5367151	
E 609-00000-251	Liquor Purchase	\$830.14	5367152	
Total JOHNSON BROTHERS LIQUOR		\$64,865.19		
Paid Chk# 040472	2/18/2016 M AMUNDSON LLP			
E 609-00000-254	Miscellaneous Purchase	\$1,860.79	210770	
Total M AMUNDSON LLP		\$1,860.79		
Paid Chk# 040473	2/18/2016 MARCO			
E 310-41500-570	Office Equip and Furnishings	\$80.00	INV3079941	
Total MARCO		\$80.00		
Paid Chk# 040474	2/18/2016 MARTIN-MCALLISTER			
E 101-42260-208	Training and Instruction	\$450.00	10241	PARENTEAU
Total MARTIN-MCALLISTER		\$450.00		
Paid Chk# 040475	2/18/2016 MET COUNCIL - WASTEWATER			

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February 2016

			Check Amt	Invoice	Comment
E 770-00000-389	MWCC Charges		\$7,193.48	0001051823	MARCH
Total	MET COUNCIL - WASTEWATER		\$7,193.48		
Paid Chk# 040476	2/18/2016	MSA PROFESSIONAL SERVICES			
E 310-42260-520	Buildings and Structures		\$4,561.95		FIRE STATION EXTERIOR
E 440-00000-303	Engineering Fees		\$883.25		FLOWERFIELD RD
E 330-00000-500	Capital Expenditures		\$244.75		WELLHOUSE IMPROVEMENT
E 330-00000-500	Capital Expenditures		\$2,586.25		WELLHOUSE IMPROVEMENT
E 730-00000-303	Engineering Fees		\$710.50		WATER SUPPLY PLAN
E 310-41500-570	Office Equip and Furnishings		\$2,935.94		GIS/GPS SOLUTION
E 310-45200-500	Capital Expenditures		\$4,950.00		PARK MASTERPLANS
E 101-41500-303	Engineering Fees		\$982.10		GENERAL
E 101-41500-303	Engineering Fees		\$42.00		NORTHWAY SHOPPING CENTER
E 101-43100-303	Engineering Fees		\$0.00		PAVEMENT MANAGEMENT
E 651-00000-303	Engineering Fees		\$714.00		NPDES PHASE II MS4
Total	MSA PROFESSIONAL SERVICES		\$18,610.74		
Paid Chk# 040477	2/18/2016	PACE ANALYTICAL			
R 730-37100	Water Sales		\$50.00	16100128303	WATER TEST FEE
Total	PACE ANALYTICAL		\$50.00		
Paid Chk# 040478	2/18/2016	PAUSTIS & SONS			
E 609-00000-253	Wine Purchase		(\$73.25)	8533777-CM	
E 609-00000-253	Wine Purchase		\$242.25	8534452-IN	
Total	PAUSTIS & SONS		\$169.00		
Paid Chk# 040479	2/18/2016	PERFORMANCE PLUS			
E 101-42260-207	Physical & Fit Training		\$936.00	4224 LF	
Total	PERFORMANCE PLUS		\$936.00		
Paid Chk# 040480	2/18/2016	PHILLIPS WINE AND SPIRITS INC			
E 609-00000-253	Wine Purchase		(\$4.00)	230371	
E 609-00000-251	Liquor Purchase		(\$2.96)	230498	
E 609-00000-251	Liquor Purchase		(\$9.00)	230499	
E 609-00000-251	Liquor Purchase		\$1,085.46	2922494	
E 609-00000-253	Wine Purchase		\$5,699.32	2922495	
E 609-00000-251	Liquor Purchase		\$244.33	2925919	
E 609-00000-253	Wine Purchase		\$228.35	2925920	
Total	PHILLIPS WINE AND SPIRITS INC		\$7,241.50		
Paid Chk# 040481	2/18/2016	SILENT KNIGHT			
E 101-41500-385	Building Security		\$150.00	00091781	PREVENTATIVE MAINTENANCE
Total	SILENT KNIGHT		\$150.00		
Paid Chk# 040482	2/18/2016	SMITH & GLASER, L.L.C.			
E 101-41500-304	Legal Fees		\$5,643.00		4TH QTR 2015
E 101-42110-304	Legal Fees		\$6,460.00		JANUARY 2016
E 101-42110-304	Legal Fees		\$7,920.00		DECEMBER
Total	SMITH & GLASER, L.L.C.		\$20,023.00		
Paid Chk# 040483	2/18/2016	SOUTHERN WINE & SPIRITS			
E 609-00000-251	Liquor Purchase		\$340.33	1371963	
E 609-00000-251	Liquor Purchase		\$84.49	1371964	
E 609-00000-253	Wine Purchase		\$897.98	1371965	
E 609-00000-253	Wine Purchase		\$1,139.64	1374192	
E 609-00000-251	Liquor Purchase		\$2,958.62	1374193	

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February 2016

			Check Amt	Invoice	Comment
<hr/>					
Total	SOUTHERN WINE & SPIRITS		\$5,421.06		
Paid Chk#	040484	2/18/2016	VANDEBLOOMER, MARK		
E 101-42260-214	Fire Uniforms		\$72.09		BOOTS REIMBURSEMENT
Total	VANDEBLOOMER, MARK		\$72.09		
<hr/>					
Paid Chk#	040485	2/18/2016	VINZANT, MARY		
E 220-46000-230	Contracted Services		\$132.00		WK ENDING 2/13/16
E 220-46000-230	Contracted Services		\$132.00		WK ENDING 2/6/16
Total	VINZANT, MARY		\$264.00		
<hr/>					
Paid Chk#	040486	2/18/2016	WINE COMPANY		
E 609-00000-253	Wine Purchase		\$559.90	416208-00	
Total	WINE COMPANY		\$559.90		
<hr/>					
Paid Chk#	040487	2/18/2016	WINE MERCHANTS		
E 609-00000-253	Wine Purchase		\$817.34	7067020	
Total	WINE MERCHANTS		\$817.34		
<hr/>					
	10100 4M FUND		\$181,815.43		

Fund Summary

10100 4M FUND	
101 GENERAL FUND	\$26,146.76
220 LOVELL BUILDING	\$538.59
310 CAPITAL PROJECTS	\$12,527.89
330 WATER CAPITAL FUND	\$2,831.00
440 15 STREET IMPROVEMENTS	\$883.25
609 MUNICIPAL LIQUOR FUND	\$129,628.17
651 STORM WATER FUND	\$765.45
730 WATER FUND	\$1,165.66
770 SEWER FUND	\$7,328.66
	<hr/>
	\$181,815.43

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Payments

Current Period: January 2016

Batch Name	0116ACH	User Dollar Amt	\$22,799.28		
	Payments	Computer Dollar Amt	\$22,799.28		
			\$0.00	In Balance	
Refer	17042 CONNEXUS ENERGY	Ck# 001728E 1/31/2016			
Cash Payment	E 101-43100-386 Street Lights	427421-202875		\$0.00	
Invoice					
Cash Payment	E 101-43100-386 Street Lights	427421-223056		\$348.65	
Invoice	12/9/2015				
Cash Payment	E 101-45200-381 Electric Utilities	427422-209087		\$90.64	
Invoice	12/9/2015				
Cash Payment	E 770-00000-381 Electric Utilities	427421-208970		\$32.32	
Invoice	12/9/2015				
Cash Payment	E 770-00000-381 Electric Utilities	427422-209070		\$0.00	
Invoice					
Cash Payment	E 770-00000-381 Electric Utilities	427422-301729		\$60.97	
Invoice	12/9/2015				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$532.58
Refer	17043 INTEGRA TELECOM	Ck# 001729E 1/31/2016			
Cash Payment	E 101-43100-321 Telephone	867878		\$23.70	
Invoice	13510658 12/11/2015				
Cash Payment	E 101-45200-321 Telephone	867878		\$23.70	
Invoice	13510658 12/11/2015				
Cash Payment	E 651-00000-321 Telephone	867878		\$11.87	
Invoice	13510658 12/11/2015				
Cash Payment	E 730-00000-321 Telephone	867878		\$29.62	
Invoice	13510658 12/11/2015				
Cash Payment	E 770-00000-321 Telephone	867878		\$29.62	
Invoice	13510658 12/11/2015				
Cash Payment	E 101-41500-321 Telephone	810830		\$282.64	
Invoice	13510658 12/11/2015				
Cash Payment	E 101-42260-321 Telephone	757119		\$72.06	
Invoice	13510658 12/11/2015				
Cash Payment	E 609-00000-321 Telephone	867880		\$189.22	
Invoice	13510658 12/11/2015				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$662.43
Refer	17044 LINCOLN NATIONAL LIFE	Ck# 001730E 1/31/2016			
Cash Payment	E 101-41500-134 ST/LT Disability Insuranc			\$235.64	
Invoice	3150258952 12/11/2015				
Cash Payment	E 101-43100-134 ST/LT Disability Insuranc			\$76.40	
Invoice	3150258952 12/11/2015				
Cash Payment	E 101-45200-134 ST/LT Disability Insuranc			\$50.93	
Invoice	3150258952 12/11/2015				
Cash Payment	E 609-00000-134 ST/LT Disability Insuranc			\$167.05	
Invoice	3150258952 12/11/2015				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$530.02
Refer	17045 PITNEY BOWE-PO 856179	Ck# 001740E 1/31/2016			
Cash Payment	E 101-43500-322 Postage			\$73.87	
Invoice	1/9/2016				

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Payments

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Cash Payment	E 101-41500-322 Postage				\$4.92
Invoice	1/9/2016				
Cash Payment	E 101-42260-322 Postage				\$4.92
Invoice	1/9/2016				
Cash Payment	E 220-41500-322 Postage				\$12.31
Invoice	1/9/2016				
Cash Payment	E 609-00000-322 Postage				\$36.93
Invoice	1/9/2016				
Cash Payment	E 651-00000-322 Postage				\$36.93
Invoice	1/9/2016				
Cash Payment	E 730-00000-322 Postage				\$36.93
Invoice	1/9/2016				
Cash Payment	E 770-00000-322 Postage				\$36.93
Invoice	1/9/2016				
Cash Payment	E 650-00000-322 Postage				\$4.96
Invoice	1/9/2016				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$248.70
Refer	17046 MN DEPT OF REVENUE	Ck# 001731E 1/31/2016			
Cash Payment	G 730-20100 Sales Tax Payable	4TH QTR 2015			\$467.00
Invoice	12/31/2015				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$467.00
Refer	17047 MN DEPT OF LABOR/INDUSTRY	Ck# 001732E 1/31/2016			
Cash Payment	G 101-21710 State Inspection - Surcharge	4TH QTR 2015			\$4.53
Invoice	23968003075 12/31/2015				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$4.53
Refer	17048 HEALTHPARTNERS	Ck# 001741E 1/31/2016			
Cash Payment	E 609-00000-160 Health/Dental Insurance	534411			\$821.81
Invoice	63400009 1/7/2016				
Cash Payment	E 101-43100-160 Health/Dental Insurance	1935199			\$374.64
Invoice	63400009 1/7/2016				
Cash Payment	E 101-45200-160 Health/Dental Insurance	1935199			\$249.76
Invoice	63400009 1/7/2016				
Cash Payment	E 609-00000-160 Health/Dental Insurance	2826664			\$331.94
Invoice	63400009 1/7/2016				
Cash Payment	E 101-41500-160 Health/Dental Insurance	2277931			\$731.15
Invoice	63400009 1/7/2016				
Cash Payment	E 101-41500-160 Health/Dental Insurance	3686073			\$457.11
Invoice	63400009 1/7/2016				
Cash Payment	E 101-43100-160 Health/Dental Insurance	4200721			\$875.27
Invoice	63400009 1/7/2016				
Cash Payment	E 101-45200-160 Health/Dental Insurance	4200721			\$583.52
Invoice	63400009 1/7/2016				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$4,425.20
Refer	17049 AFLAC	Ck# 001733E 1/31/2016			
Cash Payment	G 101-21725 Supplemental Insurance				\$143.68
Invoice	348792 12/29/2015				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$143.68
Refer	17050 XCEL ENERGY	Ck# 001734E 1/31/2016			

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Payments

Current Period: January 2016

Cash Payment	E 609-00000-381 Electric Utilities	302320018		\$1,458.45
Invoice	482931443 12/15/2015			
Cash Payment	E 220-47500-381 Electric Utilities	303041991		\$2,154.94
Invoice	482931443 12/15/2015			
Cash Payment	E 101-42260-381 Electric Utilities	303539956		\$130.68
Invoice	482931443 12/15/2015			
Cash Payment	E 101-41500-381 Electric Utilities	303783926		\$275.78
Invoice	482931443 12/15/2015			
Cash Payment	E 101-43100-386 Street Lights	NON-METERED SERVICES		\$638.69
Invoice	482931443 12/15/2015			
Cash Payment	E 101-43100-381 Electric Utilities			\$159.37
Invoice	482931443 12/15/2015			
Cash Payment	E 101-45200-381 Electric Utilities			\$159.37
Invoice	482931443 12/15/2015			
Cash Payment	E 651-00000-381 Electric Utilities			\$79.68
Invoice	482931443 12/15/2015			
Cash Payment	E 730-00000-381 Electric Utilities			\$199.21
Invoice	482931443 12/15/2015			
Cash Payment	E 770-00000-381 Electric Utilities			\$199.21
Invoice	482931443 12/15/2015			
Cash Payment	E 730-00000-381 Electric Utilities	51-0440323-0		\$0.03
Invoice	482931443 12/15/2015			
Transaction Date	2/10/2016	4M FUND	10100	Total \$5,455.41
<hr/>				
Refer	17051 CENTERPOINT ENERGY PO BOX 4	Ck# 001735E	1/31/2016	
Cash Payment	E 101-43100-383 Gas Utilities	5912428		\$43.87
Invoice	12/23/2015			
Cash Payment	E 101-45200-383 Gas Utilities	5912428		\$43.87
Invoice	12/23/2015			
Cash Payment	E 651-00000-383 Gas Utilities	5912428		\$21.93
Invoice	12/23/2015			
Cash Payment	E 730-00000-383 Gas Utilities	5912428		\$54.84
Invoice	12/23/2015			
Cash Payment	E 770-00000-383 Gas Utilities	5912428		\$54.84
Invoice	12/23/2015			
Cash Payment	E 101-43100-383 Gas Utilities	5929780		\$43.87
Invoice	12/28/2015			
Cash Payment	E 101-45200-383 Gas Utilities	5929780		\$43.87
Invoice	12/28/2015			
Cash Payment	E 651-00000-383 Gas Utilities	5929780		\$21.96
Invoice	12/28/2015			
Cash Payment	E 730-00000-383 Gas Utilities	5929780		\$54.84
Invoice	12/28/2015			
Cash Payment	E 770-00000-383 Gas Utilities	5929780		\$54.84
Invoice	12/28/2015			
Cash Payment	E 101-42260-383 Gas Utilities	5912072		\$124.18
Invoice	12/23/2015			
Cash Payment	E 220-47500-383 Gas Utilities	5924727		\$922.27
Invoice	12/23/2015			
Cash Payment	E 609-00000-383 Gas Utilities	5929733		\$279.00
Invoice	12/28/2015			

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Payments

Current Period: January 2016

Cash Payment	E 101-41500-383 Gas Utilities	6203790			\$50.79
Invoice	12/28/2015				
Cash Payment	E 101-41500-383 Gas Utilities	6252444			\$126.71
Invoice	12/28/2015				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$1,941.68
Refer	17052 MN DEPT OF NATURAL RESOURC	Ck# 001736E 1/31/2016			
Cash Payment	E 730-00000-430 Miscellaneous	2015 WATER USE/SUMMER SURCHARGE			\$597.05
Invoice	BURWAT000092 1/20/2016				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$597.05
Refer	17053 CULLIGAN BOTTLED WATER	Ck# 001737E 1/31/2016			
Cash Payment	E 101-41500-411 Culligan				\$44.39
Invoice	1944791 12/31/2015				
Cash Payment	E 101-42260-430 Miscellaneous				\$44.40
Invoice	1944791 12/31/2015				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$88.79
Refer	17054 HSA BANK	Ck# 001738E 1/31/2016			
Cash Payment	E 101-41500-160 Health/Dental Insurance	HSA SERVICE FEE			\$13.50
Invoice	1/4/2016				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$13.50
Refer	17055 MN CHILD SUPPORT	Ck# 001742E 1/31/2016			
Cash Payment	G 101-21708 Child Support	#001425530001			\$36.94
Invoice	1/27/2016				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$36.94
Refer	17056 TASC - FLEX SYSTEM	Ck# 001739E 1/31/2016			
Cash Payment	E 101-41500-160 Health/Dental Insurance	COBRA ADMIN FEE			\$145.00
Invoice	IN724955 1/25/2016				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$145.00
Refer	17057 PERA	Ck# 001743E 1/31/2016			
Cash Payment	E 101-41500-121 PERA	PAYROLL PAY DATE 1/13/16			\$1,430.73
Invoice	1/13/2016				
Cash Payment	E 101-43100-121 PERA	PAYROLL PAY DATE 1/13/16			\$478.28
Invoice	1/13/2016				
Cash Payment	E 101-45200-121 PERA	PAYROLL PAY DATE 1/13/16			\$318.85
Invoice	1/13/2016				
Cash Payment	E 609-00000-121 PERA	PAYROLL PAY DATE 1/13/16			\$1,488.85
Invoice	1/13/2016				
Cash Payment	E 101-41500-121 PERA	PAYROLL PAY DATE 1/27/16			\$1,413.24
Invoice	1/27/2016				
Cash Payment	E 101-43100-121 PERA	PAYROLL PAY DATE 1/27/16			\$548.59
Invoice	1/27/2016				
Cash Payment	E 101-45200-121 PERA	PAYROLL PAY DATE 1/27/16			\$365.72
Invoice	1/27/2016				
Cash Payment	E 609-00000-121 PERA	PAYROLL PAY DATE 1/27/16			\$1,462.51
Invoice	1/27/2016				
Transaction Date	2/10/2016	4M FUND	10100	Total	\$7,506.77

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Payments

Current Period: January 2016

Fund Summary

	10100 4M FUND
101 GENERAL FUND	\$11,388.42
220 LOVELL BUILDING	\$3,089.52
609 MUNICIPAL LIQUOR FUND	\$6,235.76
650 PROPERTY MAINTENANCE PROGRAM	\$4.96
651 STORM WATER FUND	\$172.37
730 WATER FUND	\$1,439.52
770 SEWER FUND	\$468.73
	<hr/>
	\$22,799.28

Pre-Written Checks	\$22,799.28
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$22,799.28

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Payments

Current Period: January 2016

Batch Name	0116CC	User Dollar Amt	\$5,896.79		
	Payments	Computer Dollar Amt	\$5,896.79		
			\$0.00	In Balance	
Refer	17058 MISC CUSTOMERS	Ck# 001744E 1/31/2016			
Cash Payment	E 101-43100-175 Clothing Allowance	UP NORTH SPORTS-SCHMID			-\$122.04
Invoice	12/31/2015				
Cash Payment	E 101-43100-175 Clothing Allowance	UP NORTH SPORTS-SCHMID			-\$132.95
Invoice	12/31/2015				
Transaction Date	2/11/2016	4M FUND	10100	Total	-\$254.99
Refer	17059 MENARDS - BLAINE	Ck# 001745E 1/31/2016			
Cash Payment	E 101-43100-401 Repair Buildings				-\$62.52
Invoice	86141 22 9615 12/9/2015				
Cash Payment	E 101-43100-401 Repair Buildings				\$524.07
Invoice	86036 07 4917 12/8/2015				
Cash Payment	E 101-43100-401 Repair Buildings				\$52.37
Invoice	62447 07 5366 12/9/2015				
Cash Payment	E 101-43100-404 Repair Machinery/Equip				\$42.76
Invoice	86038 06 3749 12/18/2015				
Cash Payment	E 101-43100-404 Repair Machinery/Equip				\$85.53
Invoice	86205 08 2058 12/18/2015				
Transaction Date	2/11/2016	4M FUND	10100	Total	\$642.21
Refer	17060 NORTHERN TOOL & EQUIPMENT	Ck# 001746E 1/31/2016			
Cash Payment	E 101-43100-240 Small Tools and Minor E				\$648.96
Invoice	27269 11/19/2015				
Transaction Date	2/11/2016	4M FUND	10100	Total	\$648.96
Refer	17061 FLEET FARM	Ck# 001747E 1/31/2016			
Cash Payment	E 101-43100-404 Repair Machinery/Equip				\$90.68
Invoice	4388 11/24/2015				
Cash Payment	E 101-43100-321 Telephone				\$12.84
Invoice	0378 12/1/2015				
Cash Payment	E 101-43100-210 Operating Supplies				\$11.89
Invoice	3971 12/17/2015				
Cash Payment	E 609-00000-400 General Maintenance				\$6.20
Invoice	9299 12/14/2015				
Transaction Date	2/11/2016	4M FUND	10100	Total	\$121.61
Refer	17062 AMAZON.COM	Ck# 001748E 1/31/2016			
Cash Payment	E 101-43100-321 Telephone				\$10.89
Invoice	7351422 12/1/2015				
Cash Payment	E 101-43100-321 Telephone				\$12.95
Invoice	2535469 12/1/2015				
Transaction Date	2/11/2016	4M FUND	10100	Total	\$23.84
Refer	17063 ATHLETIC OUTFITTERS	Ck# 001749E 1/31/2016			
Cash Payment	E 609-00000-255 Linen				\$131.60
Invoice	50066 11/20/2015				
Transaction Date	2/11/2016	4M FUND	10100	Total	\$131.60
Refer	17064 DOLLAR TREE STORES	Ck# 001750E 1/31/2016			

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Payments

Current Period: January 2016

Cash Payment	E 609-00000-200 Office Supplies				\$4.29
Invoice	47029	12/4/2015			
Transaction Date	2/11/2016	4M FUND	10100	Total	\$4.29
Refer	17065 FRATTALLONE S HARDWARE	Ck# 001751E 1/31/2016			
Cash Payment	E 609-00000-400 General Maintenance				\$8.02
Invoice	B02603	12/9/2015			
Cash Payment	E 609-00000-400 General Maintenance				\$7.49
Invoice	B02827	12/10/2015			
Transaction Date	2/11/2016	4M FUND	10100	Total	\$15.51
Refer	17066 MN STATE FIRE CHIEFS ASSOC	Ck# 001752E 1/31/2016			
Cash Payment	E 101-42260-208 Training and Instruction				\$93.00
Invoice		12/17/2015			
Transaction Date	2/11/2016	4M FUND	10100	Total	\$93.00
Refer	17067 CDW GOVERNMENT INC	Ck# 001753E 1/31/2016			
Cash Payment	E 101-41500-200 Office Supplies				\$113.58
Invoice	1BLPX0C	11/24/2015			
Cash Payment	E 101-41500-200 Office Supplies				\$202.11
Invoice	1BLQVJ3	12/1/2015			
Transaction Date	2/11/2016	4M FUND	10100	Total	\$315.69
Refer	17068 TWIST OFFICE PRODUCTS	Ck# 001754E 1/31/2016			
Cash Payment	E 609-00000-200 Office Supplies				\$109.75
Invoice	743653-0	11/25/2015			
Cash Payment	E 101-41500-200 Office Supplies				\$138.90
Invoice	744152-0	12/9/2015			
Cash Payment	E 101-41500-200 Office Supplies				\$212.93
Invoice	744938-0	12/10/2015			
Cash Payment	E 609-00000-210 Operating Supplies				\$447.22
Invoice	745387-0	12/15/2015			
Cash Payment	E 101-41500-200 Office Supplies				\$144.13
Invoice	745410-0	12/15/2015			
Transaction Date	2/11/2016	4M FUND	10100	Total	\$1,052.93
Refer	17069 COMCAST	Ck# 001755E 1/31/2016			
Cash Payment	E 310-47500-329 Cable/Internet	8772 10 519 0007159			\$83.82
Invoice		11/16/2015			
Cash Payment	E 310-47500-329 Cable/Internet	8772 10 519 0024097			\$118.84
Invoice		11/2/2015			
Cash Payment	E 310-47500-329 Cable/Internet	8772 10 519 0023966			\$77.45
Invoice		11/9/2015			
Transaction Date	2/11/2016	4M FUND	10100	Total	\$280.11
Refer	17070 OXYGEN SERVICE COMPANY	Ck# 001756E 1/31/2016			
Cash Payment	E 101-42260-210 Operating Supplies				\$108.00
Invoice	03326080	11/30/2015			
Transaction Date	2/11/2016	4M FUND	10100	Total	\$108.00
Refer	17071 AMERIPRIDE SERVICES	Ck# 001757E 1/31/2016			
Cash Payment	E 609-00000-255 Linen				\$246.41
Invoice	1003305220	11/24/2015			

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Payments

Current Period: January 2016

Transaction Date	2/11/2016	4M FUND	10100	Total	\$246.41
Refer	17072 IMAGE PRINTING & GRAPHICS	Ck# 001758E 1/31/2016			
Cash Payment	E 101-41500-350 Print/Binding				\$427.70
Invoice	145623 12/2/2015				
Cash Payment	E 101-43500-203 Printing				\$183.30
Invoice	145623 12/2/2015				
Cash Payment	E 101-41500-200 Office Supplies				\$60.47
Invoice	145585 12/2/2015				
Transaction Date	2/11/2016	4M FUND	10100	Total	\$671.47
Refer	17073 SPRINT	Ck# 001759E 1/31/2016			
Cash Payment	E 101-43100-321 Telephone				\$32.34
Invoice	495076029-159 11/18/2015				
Cash Payment	E 101-45200-321 Telephone				\$32.34
Invoice	495076029-159 11/18/2015				
Cash Payment	E 651-00000-321 Telephone				\$16.17
Invoice	495076029-159 11/18/2015				
Cash Payment	E 730-00000-321 Telephone				\$40.43
Invoice	495076029-159 11/18/2015				
Cash Payment	E 770-00000-321 Telephone				\$40.45
Invoice	495076029-159 11/18/2015				
Transaction Date	2/11/2016	4M FUND	10100	Total	\$161.73
Refer	17074 LEXINGTON, CITY OF	Ck# 001760E 1/31/2016			
Cash Payment	E 101-43100-382 Water/Sewer Utilities	03-00000111-00-4			\$11.14
Invoice	12/10/2015				
Cash Payment	E 101-45200-382 Water/Sewer Utilities	03-00000111-00-4			\$11.14
Invoice	12/10/2015				
Cash Payment	E 651-00000-382 Water/Sewer Utilities	03-00000111-00-4			\$5.57
Invoice	12/10/2015				
Cash Payment	E 730-00000-382 Water/Sewer Utilities	03-00000111-00-4			\$13.92
Invoice	12/10/2015				
Cash Payment	E 770-00000-382 Water/Sewer Utilities	03-00000111-00-4			\$13.92
Invoice	12/10/2015				
Cash Payment	E 101-43100-382 Water/Sewer Utilities	03-00000121-00-7			\$11.14
Invoice	12/10/2015				
Cash Payment	E 101-45200-382 Water/Sewer Utilities	03-00000121-00-7			\$11.14
Invoice	12/10/2015				
Cash Payment	E 651-00000-382 Water/Sewer Utilities	03-00000121-00-7			\$5.62
Invoice	12/10/2015				
Cash Payment	E 730-00000-382 Water/Sewer Utilities	03-00000121-00-7			\$13.92
Invoice	12/10/2015				
Cash Payment	E 770-00000-382 Water/Sewer Utilities	03-00000121-00-7			\$13.92
Invoice	12/10/2015				
Cash Payment	E 101-41500-382 Water/Sewer Utilities	03-00000231-00-7			\$176.57
Invoice	12/10/2015				
Cash Payment	E 101-42260-382 Water/Sewer Utilities	03-00000531-00-8			\$141.27
Invoice	12/10/2015				
Cash Payment	E 101-45200-382 Water/Sewer Utilities	03-00000581-00-3			\$67.74
Invoice	12/10/2015				

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Payments

Current Period: January 2016

Cash Payment	E 220-47500-382 Water/Sewer Utilities	03-00000251-00-3			\$0.00
Invoice	12/10/2015				
Cash Payment	E 609-00000-382 Water/Sewer Utilities	03-00000181-00-5			\$415.99
Invoice	12/10/2015				
Transaction Date	2/11/2016	4M FUND	10100	Total	\$913.00
Refer	17075 WALTERS RUBBISH INC	Ck# 001761E 1/31/2016			
Cash Payment	E 101-41500-384 Refuse/Garbage Dispos	0002			\$52.40
Invoice	0001318286 12/10/2015				
Cash Payment	E 101-43100-384 Refuse/Garbage Dispos	0003			\$24.14
Invoice	0001318286 12/10/2015				
Cash Payment	E 101-45200-384 Refuse/Garbage Dispos	0003			\$24.14
Invoice	0001318286 12/10/2015				
Cash Payment	E 651-00000-384 Refuse/Garbage Dispos	0003			\$12.07
Invoice	0001318286 12/10/2015				
Cash Payment	E 730-00000-384 Refuse/Garbage Dispos	0003			\$38.48
Invoice	0001318286 12/10/2015				
Cash Payment	E 770-00000-384 Refuse/Garbage Dispos	0003			\$38.48
Invoice	0001318286 12/10/2015				
Cash Payment	E 220-46000-384 Refuse/Garbage Dispos	0004			\$400.35
Invoice	0001318286 12/10/2015				
Cash Payment	E 609-00000-384 Refuse/Garbage Dispos	0005			\$76.36
Invoice	0001318286 12/10/2015				
Transaction Date	2/11/2016	4M FUND	10100	Total	\$666.42
Refer	17076 US BANK - VISA	Ck# 001762E 1/31/2016			
Cash Payment	E 101-41500-440 Bank Charges	PETRACEK			\$55.00
Invoice	11/23/2015				
Transaction Date	2/11/2016	4M FUND	10100	Total	\$55.00

Fund Summary

	10100 4M FUND
101 GENERAL FUND	\$3,510.05
220 LOVELL BUILDING	\$400.35
310 CAPITAL PROJECTS	\$280.11
609 MUNICIPAL LIQUOR FUND	\$1,453.33
651 STORM WATER FUND	\$39.43
730 WATER FUND	\$106.75
770 SEWER FUND	\$106.77
	<hr/>
	\$5,896.79

Pre-Written Checks	\$5,896.79
Checks to be Generated by the Computer	\$0.00
Total	\$5,896.79

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
02/16	02/03/2016	10722	GTS	HOMELAND SEC CONF RB	325.00
02/16	02/10/2016	10723	ANOKA CO TREASURY DEPT.	MARCH BROADBAND	75.00
02/16	02/10/2016	10724	BCA CJTE	RECERTIFICATOIN TRAINING JT	75.00
02/16	02/10/2016	10725	BULBS.COM	BLDG SUPPLIES-BULBS	84.65
02/16	02/10/2016	10726	CENTURY LINK	FEB COMMUNICATIONS	121.24
02/16	02/10/2016	10727	COVERALL OF THE TWIN CITIES INC	FEB CLEANING SERVICES	796.22
02/16	02/10/2016	10728	DELL MARKETING L.P.	2 COMPUTERS	3,067.63
02/16	02/10/2016	10729	DEPUTY REGISTRAR #150	JAN VEHICLE REGISTRATIONS/RENE	193.75
02/16	02/10/2016	10730	DON'S CIRCLE SERVICE, INC	VEH MTC & REPAIRS	149.36
02/16	02/10/2016	10731	EMERGENCY AUTO TECH ,INC	FORD UTILITYBUMPER REPL	345.00
02/16	02/10/2016	10732	FRATTALLONES HARDWARE, INC.	EVIDENCE BAGS	55.30
02/16	02/10/2016	10733	GARY L FISCHLER & ASSOCIATES, P	PSYCHOLOGICAL TESTING	525.00
02/16	02/10/2016	10734	HENNEPIN TECHNICAL COLLEGE	SPRING TUITION KARIM	2,962.80
02/16	02/10/2016	10735	IMAGE PRINTING & GRAPHICS, INC	BUSINESS CARDS/PAYROLL FORMS	234.82
02/16	02/10/2016	10736	KEEPSRS, INC	UNIFORMS	427.95
02/16	02/10/2016	10737	METRO SALES, INC	COPIER CONTRACT 2/2016-2/2017	944.12
02/16	02/10/2016	10738	QUILL CORPORATION	TONER/SHEET PROTECTORS	124.26
02/16	02/10/2016	10739	SHRED-N-GO, INC	JAN SHREDDING SERVICE	45.00
02/16	02/10/2016	10740	TASC	ADMIN FEES 2016	360.00
02/16	02/10/2016	10741	TACTICAL SOLUTIONS	RADAR UNITS CERTIFICATION	296.00
02/16	02/10/2016	10742	TASER INTERNATIONAL	TASER BATTERY PACK	89.14
02/16	02/10/2016	10743	TOP GREEN	JAN GROUNDS MTC	671.98
02/16	02/10/2016	10744	VERIZON WIRELESS	JAN CELL PHONES	565.70
02/16	02/10/2016	10745	THOMSON REUTERS - WEST	2016 MN CRIMINAL LAW PAMPHLETS	679.71
Grand Totals:					13,214.63

M = Manual Check, V = Void Check

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Cash Balances

Current Period: January 2016

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
Cash				
GENERAL FUND	G 101-10100	\$296,164.56	\$149,783.83	\$1,015,380.81
LOVELL BUILDING	G 220-10100	\$24,843.63	\$9,232.25	\$337,802.64
CAPITAL PROJECTS	G 310-10100	\$13,566.33	\$23,214.26	\$344,525.32
WATER CAPITAL FUND	G 330-10100	\$0.00	\$0.00	\$107,613.96
05 STREET-EDGEWOOD	G 360-10100	\$0.00	\$0.00	\$0.00
SEWER CAPITAL FUND	G 370-10100	\$0.00	\$0.00	\$124,348.28
12 HAMLINE AVE	G 430-10100	\$0.00	\$0.00	\$0.00
13 STREET IMPROVEMENTS	G 435-10100	\$0.00	\$0.00	\$0.00
15 STREET IMPROVEMENTS	G 440-10100	\$0.00	\$1,997.50	-\$616,230.80
04 STREET-OAK LANE	G 585-10100	\$116.46	\$0.00	\$68,707.61
14 STREET-VARIOUS	G 591-10100	\$729.76	\$0.00	\$66,249.96
15 STREET-VARIOUS	G 592-10100	\$0.00	\$0.00	\$16,185.52
POLICE BUILDING	G 599-10100	\$733.01	\$4,924.37	\$14,664.07
MUNICIPAL LIQUOR FUND	G 609-10100	\$80,334.86	\$273,080.72	\$266,171.05
FARMERS MARKET	G 625-10100	\$0.00	\$0.00	\$0.00
PROPERTY MAINTENANCE PROGRAM	G 650-10100	\$200.00	\$4.96	-\$4,162.54
STORM WATER FUND	G 651-10100	\$2,276.17	\$2,155.05	-\$13,419.15
WATER FUND	G 730-10100	\$15,130.44	\$13,984.29	\$360,017.96
SEWER FUND	G 770-10100	\$19,573.46	\$20,934.03	\$1,009,273.65
Total Cash		\$453,668.68	\$499,311.26	\$3,097,128.34
Held by Fiscal Agent				
POLICE BUILDING	G 599-10110	\$0.00	\$0.00	\$0.00
Total Held by Fiscal Agent		\$0.00	\$0.00	\$0.00
Petty Cash				
GENERAL FUND	G 101-10200	\$0.00	\$0.00	\$100.00
Total Petty Cash		\$0.00	\$0.00	\$100.00
Change Fund				
MUNICIPAL LIQUOR FUND	G 609-10250	\$0.00	\$0.00	\$2,500.00
Total Change Fund		\$0.00	\$0.00	\$2,500.00
Credit Card Sales Receivable				
MUNICIPAL LIQUOR FUND	G 609-10350	\$155,073.37	\$6,814.58	\$189,489.58
Total Credit Card Sales Receivable		\$155,073.37	\$6,814.58	\$189,489.58
Interest Receivable on Invest				
GENERAL FUND	G 101-10450	\$0.00	\$0.00	\$6,206.46
Total Interest Receivable on Invest		\$0.00	\$0.00	\$6,206.46
Taxes Receivable-Delinquent				
GENERAL FUND	G 101-10700	\$0.00	\$0.00	\$30,440.90
04 STREET-OAK LANE	G 585-10700	\$0.00	\$0.00	\$155.15
POLICE BUILDING	G 599-10700	\$0.00	\$0.00	\$2,260.92
Total Taxes Receivable-Delinquent		\$0.00	\$0.00	\$32,856.97
Accounts Receivable				

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*Fund Summary - Budget to Actual©

January 2016

	2016 YTD Budget	January MTD Amount	2016 YTD Amount	2016 YTD Balance	2016 % YTD Budget
FUND 101 GENERAL FUND					
Revenue	\$1,745,220.00	\$275,547.75	\$275,547.75	\$1,469,672.25	15.79%
Expenditure	\$1,744,934.00	\$129,939.21	\$129,939.21	\$1,614,994.79	7.45%
		\$145,608.54	\$145,608.54		
FUND 220 LOVELL BUILDING					
Revenue	\$167,300.00	\$24,343.63	\$24,343.63	\$142,956.37	14.55%
Expenditure	\$200,856.00	\$9,232.25	\$9,232.25	\$191,623.75	4.60%
		\$15,111.38	\$15,111.38		
FUND 310 CAPITAL PROJECTS					
Revenue	\$152,067.00	\$13,566.33	\$13,566.33	\$138,500.67	8.92%
Expenditure	\$195,755.00	\$23,214.26	\$23,214.26	\$172,540.74	11.86%
		-\$9,647.93	-\$9,647.93		
FUND 330 WATER CAPITAL FUND					
Revenue	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
Expenditure	\$421,000.00	\$0.00	\$0.00	\$421,000.00	0.00%
		\$0.00	\$0.00		
FUND 360 05 STREET-EDGEWOOD					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 370 SEWER CAPITAL FUND					
Revenue	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
Expenditure	\$31,000.00	\$0.00	\$0.00	\$31,000.00	0.00%
		\$0.00	\$0.00		
FUND 430 12 HAMLINE AVE					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 435 13 STREET IMPROVEMENTS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 440 15 STREET IMPROVEMENTS					
Expenditure	\$0.00	\$1,997.50	\$1,997.50	-\$1,997.50	0.00%
		-\$1,997.50	-\$1,997.50		
FUND 585 04 STREET-OAK LANE					
Revenue	\$20,396.00	\$116.46	\$116.46	\$20,279.54	0.57%
Expenditure	\$19,413.00	\$0.00	\$0.00	\$19,413.00	0.00%
		\$116.46	\$116.46		
FUND 591 14 STREET-VARIOUS					
Revenue	\$24,610.00	\$729.76	\$729.76	\$23,880.24	2.97%

LEXINGTON, MN
***Fund Summary -**
Budget to Actual©
January 2016

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	2016 YTD Budget	January MTD Amount	2016 YTD Amount	2016 YTD Balance	2016 % YTD Budget
Expenditure	\$19,448.00	\$0.00	\$0.00	\$19,448.00	0.00%
		\$729.76	\$729.76		
FUND 592 15 STREET-VARIOUS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 599 POLICE BUILDING					
Revenue	\$59,000.00	\$733.01	\$733.01	\$58,266.99	1.24%
Expenditure	\$59,093.00	\$4,924.37	\$4,924.37	\$54,168.63	8.33%
		-\$4,191.36	-\$4,191.36		
FUND 609 MUNICIPAL LIQUOR FUND					
Revenue	\$2,936,400.00	\$206,005.08	\$206,005.08	\$2,730,394.92	7.02%
Expenditure	\$3,127,290.00	\$236,180.26	\$236,180.26	\$2,891,109.74	7.55%
		-\$30,175.18	-\$30,175.18		
FUND 625 FARMERS MARKET					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 650 PROPERTY MAINTENANCE PROGRAM					
Revenue	\$18,300.00	\$200.00	\$200.00	\$18,100.00	1.09%
Expenditure	\$17,090.00	\$4.96	\$4.96	\$17,085.04	0.03%
		\$195.04	\$195.04		
FUND 651 STORM WATER FUND					
Revenue	\$28,210.00	\$327.87	\$327.87	\$27,882.13	1.16%
Expenditure	\$50,531.00	\$1,636.35	\$1,636.35	\$48,894.65	3.24%
		-\$1,308.48	-\$1,308.48		
FUND 730 WATER FUND					
Revenue	\$139,815.00	\$557.10	\$557.10	\$139,257.90	0.40%
Expenditure	\$201,664.00	\$7,459.09	\$7,459.09	\$194,204.91	3.70%
		-\$6,901.99	-\$6,901.99		
FUND 770 SEWER FUND					
Revenue	\$213,536.00	\$1,825.73	\$1,825.73	\$211,710.27	0.85%
Expenditure	\$316,078.00	\$15,263.66	\$15,263.66	\$300,814.34	4.83%
		-\$13,437.93	-\$13,437.93		
Report Total		\$94,100.81	\$94,100.81		



Anoka County

PARKS & COMMUNITY SERVICES DIVISION

Integrated Waste Management

Date: January 22, 2016

To: Municipal Recycling Coordinators

From: *Sue*
Sue Doll, Solid Waste Specialist

Regarding: Municipal Contracts for 2016, Funding and Goals

The 2016 Residential Recycling Agreements include a fixed base of \$10,000 for each municipality and \$5.00 per household. In addition, targeted program funds are available for specific program areas and funds may be used for problem materials and yard waste/organics. The household count is based on the latest population and household estimate available from the Metropolitan Council. This funding allocation is not dependent upon the receipt of the second SCORE allocation. The county will use reserve funds if the second grant payment is not received in the spring of 2016.

The 2016 funding includes enhancement funds for the following program areas:

Full Service Drop-off Recycling Centers – \$30,000

Monthly/Quarterly Drop-off Events – \$10,000 to \$15,000 depending on the number of households*

Park and Community Event Recycling – \$1,000 to \$3,000 depending on the number of households**

Curbside and Multi-Unit Recycling – \$2,000 to \$6,000 depending on the number of households***

General Enhancement Grant \$1/Household

Organics Collection \$1/Household

*Up to 4,999 HH – \$10,000 and 5,000 HH and up – \$15,000

**Up to 2,000 HH – \$1,000; 2001 – 4,999 HH – \$2,000 and 5,000 HH and up – \$3,000

***Up to 2,000 HH – \$2,000; 2001 – 4,999 HH – \$4,000 and 5,000 HH and up – \$6,000

The contract again includes a change order of up to 10% of your total allocation.

The 2016 municipal recycling goal is 195 pounds per person for single family households (up to 4 units) and 170 pounds per person for multi-unit households (5 units or more). This goal reflects the estimated tonnage needed to assist the county in achieving its recycling goal as established by the State of Minnesota. The goals have been set to reflect the differences between single family and multi-unit housing.

Three copies of the contract have been enclosed for signature by your municipality. Please have **all three** signed and fill in the 2016 Municipal Funding Request – Attachments B and C. Attachment C provides additional space to list how each category selected will be spent. Each contract must have a completed Attachment B and C. Mail **all three** signed copies back to our department and we will obtain remaining signatures. We would like to receive all contracts back by March so that we know what funds may be available for redistribution.

Thank you for your cooperation and efforts to reduce waste and increase the amount of material recycled in our county. Please do not hesitate to contact me if you have any questions regarding this information.

Respectful, Innovative, Fiscally Responsible

1530 Bunker Lake Blvd NW • Andover, MN 55304 • www.anokacounty.us/recycle

Office: 763-432-5730 • Fax: 763-312-5731 • recycle@anokacounty.us

Printed on 50% post-consumer recycled paper

Affirmative Action / Equal Opportunity Employer

2016 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January, 2016, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF LEXINGTON, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, Anoka County will receive \$990,178 in funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") during 2016; and

WHEREAS, pursuant to legislation a portion of the SCORE funds must be used to encourage recycling of source-separated compostable materials, and Anoka County has determined that the minimum amount for this program is \$85,907; and

WHEREAS, Anoka County will also receive \$275,635.55 in funding pursuant to Minn. Stat. § 471.8441 (hereinafter "LRDG funds") during 2016; and

WHEREAS, Anoka County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the total budget for the Residential Recycling Program is \$1,390,178; and

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by the Anoka County Board of Commissioners by providing said SCORE and LRDG funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality.
2. **TERM.** The term of this Agreement is from January 1, 2016 through December 31, 2016, unless earlier terminated as provided herein.
3. **DEFINITIONS.**
 - a. "Full Service Recycling drop-off center" means centralized permanent drop off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, carpet, furniture, source separated compostables, electronics, etc. Materials will be accepted at either a discounted rate or at no cost.
 - b. "Multi-unit households" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.

- c. "Opportunity to recycle" means providing recycling and curbside pickup or collection centers for recyclable materials as required by Minn. Stat. § 115A.552.
 - d. "Problem material" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 24a.
 - e. "Public entity waste" as defined by Minn. Stat. § 115A.471 (b).
 - f. "Quasi-Municipal Event" means community festivals which appear to the public to be supported and run by the municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c(3) organization, for example: the Anoka Halloween Parade.
 - g. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling, including paper, glass, plastics, metals, fluorescent lamps, major appliances and vehicle batteries.
 - h. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.
 - i. "Refuse derived fuel" (RDF) or other material that is destroyed by incineration is not a recyclable material.
 - j. "Source separated compostables" (commonly called "organics") shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 32a.
 - k. "Yard waste" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 38.
4. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 197 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.
- a. The Municipal recycling program shall include the following components:
 - i. Each household (including multi-unit households) in the Municipality shall have the opportunity to recycle at least four broad types of materials, such as paper (including cardboard/paperboard cartons), glass, plastic, metal and textiles.
 - ii. The recycling program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
 - iii. The Municipality shall implement a public information program that contains at least the following components:
 - (1) One promotion is to be mailed to each household focused exclusively on the Municipality's recycling program;

- (2) One promotion advertising recycling opportunities available for residents is to be included in the Municipality's newsletter or local newspaper; and
 - (3) Two community outreach activities at municipal events to inform residents about recycling opportunities.
- iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle within the Municipality. The Municipality shall incorporate SWMCB Rethink Recycling images and use the toolkits provided when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents.
 - v. The Municipality shall regularly attend the monthly Solid Waste Abatement Advisory Team meetings per year.
 - vi. The Municipality shall offer one or two spring and fall clean-up/recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a Monthly drop off as described in 4.b.i below, the spring/fall clean-up/recycling drop-off events may be included within that program.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.
 - i. Organize monthly/quarterly recycling drop offs which can be held in conjunction with neighboring municipality(ies) on a cooperative basis for the citizens of both/all Municipalities.
 - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-Municipal events and festivals. The feasibility of adding organics collection at the event may also be explored and added to the event as an enhancement to the waste abatement program.
 - iii. Provide the opportunity for citizens to engage in recycling activities at municipal and quasi-municipal facilities such as athletic fields and public centers.
 - iv. Organize and manage a Full Service Recycling Drop-off Center.
 - v. Develop enhanced recycling promotion and assistance for multi-units.
 - vi. Develop additional opportunities for Source-Separated Compostables/Organics collection.
 - c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
 - d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse

business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.

- e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and must be processed at a resource recovery facility.
5. **REPORTING.** The Municipality shall submit the following reports semi-annually to the County no later than July 20, 2016 and January 10, 2017:
- a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this agreement. The Municipality shall also report the number of cubic yards or tons of yard waste collected for composting or land spreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.
 - b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs.
 - c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling programs.

The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

6. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semiannually to the County for abatement activities no later than July 20, 2016 and January 10, 2017. Costs not billed by January 10, 2017 will not be eligible for funding. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.
7. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum as computed below, which shall not exceed \$28,523.00. The project maximum for eligible expenses shall be computed as follows:
 - a. A base amount of \$10,000.00 for recycling activities only;

- b. \$5.00 per household for recycling activities only; as provided according to the schedule in Attachment A for each of the following services: Full Service Recycling Drop-off Center, Spring/Fall or Monthly Drop-off events; Municipal Park Recycling; Community Event Recycling; Multi-unit Recycling; and Source Separated Compostables Collection;
- c. After considering the 2015 Municipal Funding Request (Attachment B) designating the additional Grant Projects that the City will undertake in the upcoming year; and
- d. Including an additional change order contingency of up to 10% of the total of the first three items in this list.

Notwithstanding any provision to the contrary, the County reserves the right to reduce the funding provided hereunder in the event the City does not undertake and complete the additional Grant Projects referenced in Attachment B. The County also reserves the ability to assess the programs and reallocate unused SCORE and LRDG funds mid-year if any participating Municipality demonstrates the need for the funding and funds are available.

- 8. **RECORDS.** The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
- 9. **AUDIT.** Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
- 10. **GENERAL PROVISIONS.**
 - a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement.
 - b. No person shall illegally, on the grounds of race, creed, color, religion, sex, marital status, public assistance status, sexual preference, handicap, age or national origin, be excluded from full employment rights in, participation in, be denied the benefits of,

or be otherwise subjected to unlawful discrimination under any program, service or activity hereunder. The Municipality agrees to take affirmative action so that applicants and employees are treated equally with respect to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, selection for training, rates of pay, and other forms of compensation.

- c. The Municipality shall be responsible for the performance of all subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
 - d. The Municipality agrees that the Municipality's employees and subcontractor's employees who provide services under this Agreement and who fall within any job classification established and published by the Minnesota Department of Labor & Industry shall be paid, at a minimum, the prevailing wages rates as certified by said Department.
 - e. It is understood and agreed that the entire agreement is contained herein and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
 - f. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
 - g. Contracts let and purchases made under this Agreement shall be made by the Municipality in conformance with all laws, rules, and regulations applicable to the Municipality.
 - h. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
 - i. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.
11. **PUBLICATION.** The Municipality shall acknowledge the financial assistance of the County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds (Select Committee on Recycling and the Environment)." The Municipality shall provide copies of all promotional materials funded by SCORE funds.

The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.

Information about the County's business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a

Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.

12. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

13. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

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IN WITNESS WHEREOF, the parties hereunto set their hands as of the dates first written above:

CITY OF LEXINGTON

By: _____

Name: _____

Title: _____

Date: _____

By: _____
Municipality's Clerk

Date: _____

Approved as to form and legality:

By: _____

Date: _____

COUNTY OF ANOKA

By: _____

Rhonda Sivarajah, Chair
Anoka County Board of Commissioners

Date: _____

By: _____

Jerry Soma
County Administrator

Date: _____

Approved as to form and legality:

By: _____

Kathryn M. Timm
Assistant County Attorney

Date: _____

**2016 Municipal Funding Request
Attachment B**

The City of Lexington is requesting the following funding for their municipal efforts in 2016.

Grant Projects	Eligible Allocations	Amount Requested
Municipal Base Funding Allocation	\$13,945.00	\$13,945.00
Full Service Drop-off Center Allocation (Staffed or unstaffed)		
Monthly/Quarterly Drop-off Events	\$10,000.00	\$
Municipal Park/Community Event Recycling	\$1,000.00	\$ 1000. ⁰⁰
Multi-Unit /Curbside Recycling	\$2,000.00	\$
General Enhancement Grant (Additional promotion efforts, staffing,) Insert a description of the efforts being proposed below.	\$789.00	\$ 789. ⁰⁰
Source-Separated Compostables/Organics Grant	\$789.00	\$
Total Amount Eligible Being Requested for 2016	\$28,523.00	\$*

A description of the efforts being proposed for the General Enhancement Grants.

Additional mailings highlighting updated recyclable materials

The City of Lexington requests * 15,734.⁰⁰ for 2016 Municipal Funding.

Date _____

Name _____

Title _____

*these amounts should match and may not exceed eligible allocation total. This amount will be 10% less than the contract maximum for the grant.

CITY OF LEXINGTON, MINNESOTA

RESOLUTION NO. 16-05

**REGARDING AMENDMENT OF THE AMENDED JOINT AND COOPERATIVE
AGREEMENT FOR THE ADMINISTRATION OF A CABLE COMMUNICATIONS
SYSTEM TO AMEND THE COMMISSION'S AUTHORITY TO ISSUE BONDS,
OBLIGATIONS AND OTHER FORMS OF INDEBTEDNESS AND TO MODIFY THE
MEMBER CITIES' USE OF CERTAIN FRANCHISE FEES**

WHEREAS, The City of Lexington, Minnesota (the "City") is a member of the North Metro Telecommunications Commission (the "Commission"), a municipal joint powers board organized pursuant to a Joint and Cooperative Agreement, as amended ("Agreement"), adopted by the Cities of Blaine, Centerville, Circle Pines, Ham Lake, Lexington, Lino Lakes and Spring Lake Park, Minnesota (the "Member Cities") pursuant to Minn. Stat. § 471.59; and

WHEREAS, Minn. Stat. § 471.59, subd. 11 states that the governing bodies of the Member Cities must expressly authorize the Commission to issue bonds, obligations and other forms of indebtedness; and

WHEREAS, the Agreement, as currently written, does not expressly authorize the Commission to issue bonds, obligations and other forms of indebtedness for this Project; and

WHEREAS, the Member Cities and the Commission desire to clarify the Commission's bonding authority and to require approval of the Member Cities prior to the issuance of any bonds; and

WHEREAS, the Member Cities and the Commission desire to clarify the use of certain franchise fees in the Agreement.

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

1. That the Agreement shall be amended as set forth in **Attachment A**.

Passed and adopted this 18th day of February, 2016.

CITY OF LEXINGTON, MINNESOTA

By: _____
Its: _____

ATTEST:

Attachment A

**Amended and Restated Joint and Cooperative Agreement for the Administration of a
Cable Communications System**

Attachment A

FINAL

NORTH METRO TELECOMMUNICATIONS COMMISSION

AMENDED AND RESTATED

**JOINT AND COOPERATIVE AGREEMENT
FOR THE ADMINISTRATION OF A CABLE COMMUNICATIONS SYSTEM**

PARTIES

The parties to this agreement are governmental units of the State of Minnesota. This agreement is made pursuant to Minnesota Statutes Section 471.59, as amended.

I. GENERAL PURPOSE

The general purpose of this agreement is to establish an organization to monitor the operation and activities of cable communications, and in particular, the Cable Communications System (System) of the parties; to provide coordination of administration and enforcement of the franchises of parties for their respective System; to produce, edit and transmit video programming for the parties of this agreement; to make video production, editing and studio facilities and equipment available to the citizens of the parties to this agreement through the operation of a Community Media Center; to promote the development of locally produced cable television programming; to ensure public access to emerging telecommunications technologies; and to conduct such other activities authorized herein as may be necessary to insure equitable and reasonable rates and service levels for the citizens of the Members to this agreement.

II. NAME

The name of the organization is the North Metro Telecommunications Commission (NMTC).

III. DEFINITION OF TERMS

Section 1. For the purposes of this agreement, the terms defined in this Article shall have the meanings given them.

Section 2. "Commission" means the Board of Directors created pursuant to this agreement.

Section 3. "Community Media Center" means the public access center formerly run by the cable company, and any other public access center and studio facility that may be subsequently constructed by the Commission, along with all related equipment and staff.

Section 4. "Council" means the governing body of a Member.

Section 5. "Executive Director" means a staff person that may be hired by the Commission for the purpose of providing administrative support to the Commission and day to day management of the Community Media Center.

Section 6. "Franchise" means that cable communications franchise granted by all cities listed in Article V, Section 1.

Section 7. "Grantee" means the person or entity to whom a franchise has been granted by Member.

Section 8. "Member" means a municipality which enters into this agreement.

Section 9. "Operations Committee" means a committee, made up of the administrators from each Member City, and the Executive Director as an Ex-Officio member, that meets for the purpose of providing day to day oversight and coordination of the Community Media Center operation, supervision and support of the Executive Director, and advice and counsel to the Commission.

Section 10. "Subscriber" means any individual or location which receives Telecommunications service from which the City collects a franchise fee.

Section 11. "Telecommunications" means traditional television technology and any new, related communications technologies that may be delivered via wire or air.

IV. MEMBERSHIP

Section 1. The municipalities of Blaine, Centerville, Circle Pines, Ham Lake, Lexington, Lino Lakes, and Spring Lake Park are the Members of the Commission. Any municipality geographically contiguous to any of these named municipalities, and served by a cable communications system through the same Grantee, may become a Member pursuant to the terms of this agreement.

Section 2. Any municipality desiring to become a Member shall execute a copy of this agreement and conform to all requirements herein.

Section 3. Municipalities, in addition to those listed in Article V, Section 1 of this agreement, desiring to become Members may be admitted by an affirmative vote of the Members of the Commission as specified in Article VI, Section 8 of this agreement. The Commission may by resolution impose conditions upon the admission of additional Members.

V. DIRECTORS: VOTING

Section 1. Each Member shall be entitled to on (1) director to represent it on the Commission who shall be a council member from the Member City. Each director is entitled to on (1) vote for each 2,500 subscribers or fraction thereof subscribing in the

municipality represented by the director provided, however, that each director shall have at least one vote. The number of subscribers per City shall be determined as of December 31st of each year. Prior to the first Commission meeting in February of each year, the Secretary of the Commission shall determine the number of votes for each Member in accordance with this section and certify the results to the Chair.

Section 2. A director shall be appointed by official action of each Member. Each Member shall notify the Commission in writing of the appointment. A director shall serve until a successor is appointed. Directors shall serve without compensation from the Commission.

Section 3. Each Member shall appoint at least one alternate who shall be a City staff person of the Member City. A Member may appoint a second alternate or more alternate(s) who need not be a council member or staff. The Commission, in its By-Laws, may prescribe the extent of an alternate's powers and duties.

Section 4. A vacancy in the office of director will exist for any of the reasons set forth in Minnesota Statutes Section 351.02, or upon a revocation of a director's appointment duly filed by a Member with the Commission. Vacancies shall be filled by appointment for the unexpired portion of the term of director by the council of the Member whose position on the Board is vacant.

Section 5. There shall be no voting by proxy, but all votes must be cast by the director or the duly authorized alternate at a Commission meeting.

Section 6. The presence of four directors representing a majority of the total authorized votes of all directors shall constitute a quorum, but a smaller number may adjourn from time to time.

Section 7. A director shall not be eligible to vote on behalf of the director's municipality during the time said municipality is in default on any contribution or payment to the Commission. During the existence of such default, the vote or votes of such Member shall not be counted for the purposes of this agreement.

Section 8. All official actions of the Commission must receive a simple majority (51%) of all authorized votes cast on the issue at a duly constituted meeting of the Commission and the affirmative vote of four (4) directors, or the affirmative vote of six (6) directors.

VI. EFFECTIVE DATE; MEETINGS; ELECTION OF OFFICERS

Section 1. A municipality may enter into this agreement by resolution of its council and the duly authorized execution of a copy of this agreement by its proper officers. Thereupon, the clerk or other appropriate officer of the municipality shall file a duly executed copy of this agreement, together with a certified copy of the authorizing resolution, with the City Manager of the City of Blaine, Minnesota. The resolution authorizing the execution of the agreement shall also designate the director and the alternate for the municipality on the Commission, along with said director's and alternate's address and phone number.

Section 2. This agreement is effective on the date when executed agreements and authorizing resolution of five of the municipalities named in Article V, Section 1 have been filed as provided in this Article.

Section 3. At the organizational meeting, or as soon thereafter as it may reasonably be done, the Commission shall select from among the directors a Chair, Vice-Chair, Secretary and Treasurer, adopt By-Laws governing its procedures including the time, place, notice for and frequency of its regular meetings, adopt a procedure for calling special meetings, and such other matters as are required by this agreement.

Section 4. Officers of the Commission shall be elected annually for one year terms. Officers completing on full one year term shall only succeed themselves once in another full one year term in the same office.

VII. POWERS AND DUTIES OF THE COMMISSION

Section 1. The powers and duties of the Commission shall include the powers set forth in this Article.

Section 2. The Commission may make such contracts, grants, and take such other action as it deems necessary and appropriate to accomplish the general purposes of the organization. The Commission may not contract for the purchase of real estate without the prior authorization of the Member municipalities. Any purchase or contracts made shall conform to the requirements applicable to Minnesota statutory cities.

Section 3. The Commission shall assume all authority and undertake all tasks necessary to coordinate, administer, and enforce the Franchise of each Member except for that authority and those tasks specifically retained by a Member.

Section 4. The Commission shall continually review the operation and performance of the cable communications system of the Members and prepare annual reports as required by the Minnesota Cable Communications Board and the FCC.

Section 5. The Commission shall undertake all procedures necessary to maintain uniform rates and to handle applications for changes in rates for the services provided by the Grantee.

Section 6. The Commission may provide for the prosecution, defense, or other participation in actions or proceedings at law in which it may have an interest, and may employ counsel for that purpose. It may employ such other persons as it deems necessary to accomplish its powers and duties. Such employees may be on a full-time, part-time or consulting basis, as the Commission determines, and the Commission may make any required employer contributions which local governmental units are authorized or required to make by law.

Section 7. The Commission may conduct such research and investigation and take such action as it deems necessary, including participation and appearance in proceedings of State and Federal regulatory, legislative or administrative bodies, on any matter related to

or affecting cable communication rates, franchises, or levels of service.

Section 8. The Commission may obtain from Grantee and from any other source, such information relating to rates, costs and service levels as any Member is entitled to obtain from Grantee or others.

Section 9. The Commission may accept gifts, apply for and use grants, enter into agreements required in connection therewith and hold, use and dispose of money or property received as a gift or grant in accordance with the terms thereof.

Section 10. The Commission shall make an annual, independent audit of the books of the Commission and shall make an annual financial accounting and report in writing to the Members. Its books and records shall be available for examination by the Members at all reasonable times.

Section 11. The Commission may delegate its authority to its executive committee. Such delegation of authority shall be by resolution of the Commission and may be conditioned in such a manner as the Commission may determine.

Section 12. The Commission shall adopt By-Laws which may be amended from time to time.

Section 13. The Commission is given express authority to issue bonds, obligations and other forms of indebtedness, in a principal amount not to exceed \$2,500,000 (the "Bonds"), for any purpose consistent with the authority granted to the Commission in this Agreement. ~~to finance the Commission's purchase of real property and its construction and acquisition on that property of a public access center and an operations/studio facility, to include the Community Media Center and the offices of the Commission (the "Project").~~ The term "Bonds" shall also include bonds issued to refund and refinance the Bonds, or any portion thereof. Refunding Bonds shall not count against the \$2,500,000 limit except to the extent that the amount of the refunding Bonds exceeds the amount of the Bonds being refunded thereby, but that limit shall not apply to any issue of refunding Bonds which produces an overall savings in debt service cost. As provided in Minn. Stat. § 471.59, subd. 11, the Bonds shall be obligations of the Commission which are issued on behalf of the Members, and shall be issued subject to the conditions and limitations set forth in Minn. Stat. § 471.59, subd. 11. The Bonds shall be payable solely from the Member's franchise fees, as hereinafter provided. The Commission may not pledge to the payment of the Bonds the full faith and credit or taxing power of the Members. No ~~Bonds, obligations or other forms of indebtedness other than the Bonds~~ may be issued by the Commission without the prior consent of the Members.

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Section 14. The Commission shall provide ongoing oversight of the Operations Committee.

Section 15. The Commission shall recommend and forward to the Member cities the Commission's annual budget, and the Community Media Center's operating budget and work plan.

Section 16. The Commission shall periodically review expenditures related to the Community Media Center.

Section 17. The Commission may exercise any other power necessary and incidental to the implementation of its powers and duties.

VIII. POWERS AND DUTIES OF THE OPERATIONS COMMITTEE

Section 1. The powers and duties of the Operations Committee shall include the powers set forth in this article.

Section 2. The Operations Committee shall provide input and make recommendations to the Commission.

Section 3. The Operations Committee shall provide for the definition of Member cities' needs and shall coordinate the resources of the Member cities' with the Executive Director and the Community Media Center for production purposes.

Section 4. The Operations Committee shall provide for the day to day supervision of the Executive Director and evaluation of the Community Media Center operation both for the purpose of reporting and recommendation to the Commission, and shall designate a liaison for the purpose of day to day communication with the Executive Director and to serve as liaison to the Commission. The Operations Committee will annually provide input to the Commission and Executive Director on the Executive Director's performance.

Section 5. The Operations Committee shall make recommendations on staffing needs and compensation levels for the Community Media Center.

Section 6. The Operations Committee shall provide input to the development of the Commission's annual budget, and Community Media Center's operating budget and work plan.

Section 7. The Operations Committee shall provide for the ongoing evaluation of the technological needs of the Community Media Center and the telecommunications needs of the Member cities.

IX. OFFICERS

Section 1. The officers of the Commission shall consist of a Chair, Vice-Chair, a Secretary, and a Treasurer.

Section 2. A vacancy in the office of Chair, Vice-Chair, Secretary or Treasurer shall occur for any of the reasons for which a vacancy in the office of a director shall occur. Vacancies in these offices shall be filled by the commission for the unexpired portion of the term.

Section 3. The four officers shall all be Members of the executive committee.

Section 4. The Chair shall preside at all meetings of the Commission and executive committee. The Vice-Chair shall act as chair in the absence of the Chair.

Section 5. The Secretary shall be responsible for keeping a record of all of the proceedings of the Commission and executive committee.

Section 6. The Treasurer shall be responsible for custody of all funds, for the keeping of all financial records of the Commission and for such other matters as shall be delegated by the Commission. The Commission may require that the Treasurer post a fidelity bond or other insurance against loss of Commission funds in an amount approved by the Commission, at the expense of the Commission. Said fidelity bond or other insurance may cover all persons authorized to handle funds of the Commission.

Section 7. The Commission may appoint such other officers as it deems necessary. All such officers shall be appointed from the membership of the Commission.

X. FINANCIAL MATTERS

Section 1. The fiscal year of the Commission shall be the calendar year.

Section 2. Commission funds may be expended by the Commission in accordance with the procedures established by law for the expenditure of funds by Minnesota Statutory Cities. Orders, checks and drafts must be signed by any two of the officers. Other legal instruments shall be executed with authority of the Commission, by the Chair and treasurer. Contracts shall be let and purchases made in accordance with the procedures established by law for Minnesota Statutory Cities.

Section 3. The financial contributions of the Members in support of the Commission shall be of two types: (1) each Member shall be responsible for its share of the debt service payments on the Commission's Bonds (but only from the Member's franchise fees), which share shall be in the same proportion as the Member's franchise fees for the immediately preceding calendar year were to the total franchise fees receivable by the Commission for that calendar year (the "Debt Service Share"); and (2) each member shall be responsible for its share of the operating and capital costs of the Commission (not including any part of the debt service on the Commission's Bonds), which share shall be in direct proportion to the percent of annual subscriber revenues of each Member to the total annual revenues of the system multiplied by the Commission's annual budget (the "Operating Cost Share"). The annual budget shall establish the contribution of each Member for its Operating Cost Share for the ensuing year. Each Member shall cause its franchise fees to be paid directly to the Commission, and the Commission shall deduct from each Member's quarterly payment of franchise fees, before application to any other purpose, one-fourth of the Member's Debt Service Share for that calendar year. If any Member's quarterly payment of franchise fees is not sufficient to pay its quarterly Debt Service Share, the deficiency will continue to be an obligation of the Member and will be deducted from the next payment or payments of the Member's franchise fees until the deficiency has been restored. After provision is made for payment of the Debt Service Share, the remaining franchise fees shall be applied as a credit against each Member's

Operating Cost Share owed the Commission, with any excess being remitted to the Member by the Commission and any shortfall being payable to the Commission by the Member. The remainder of any franchise fee remitted back to the Member by the Commission shall be used for citizen communicationseable-related expenses. Each Member acknowledges that its Debt Service Share of the franchise fee collections will be irrevocably pledged by the Commission as security for the Commission's Bonds.

Section 4. All PEG (public, educational, and government) programming fees collected by the Grantee and redistributed to the Commission shall be used by the Commission to fund the operation of a Community Media Center.

Section 5. A proposed budget for the operation of the Commission, including the Community Media Center, for each calendar year shall be formulated by the Executive Director under the direction of the Operations Committee and submitted to the Commission on or before July 1 of each year. The Commission shall submit the proposed budget to the Members on or before August 1 of each year. Such budget shall be deemed approved by a Member unless, prior to October 15 preceding the effective date of the proposed budget, the Member gives notice in writing to the Commission that it is withdrawing from the Commission, subject to Article XII, Section 2 of this agreement. Final action adopting a budget for the ensuing calendar year shall be taken by the Commission on or before November 1 of each year.

Section 6. Any Member may inspect and copy the Commission books and records at any and all reasonable times. All books and records shall be kept in accordance with normal and accepted accounting procedures and principles used by Minnesota Statutory Cities.

XI. DURATION

Section 1. The Commission shall continue for an indefinite term unless the number of Members becomes less than five, and the Commission may also be terminated by mutual agreement of all of the Members at any time; provided that the Commission shall continue to exist as long as any Bonds described in Article VIII, Section 13 of this agreement remain outstanding.

Section 2. In order to prevent obligation for its Operating Cost Share for the ensuing calendar year, a Member must withdraw from the Commission by filing a written notice with the Secretary by October 15 of any year giving notice of withdrawal effective at the end of the calendar year; and membership shall continue until the effective date of the withdrawal. A notice of withdrawal may be rescinded by a Member at any time prior to the effective date of withdrawal. If a Member withdraws before the dissolution of the Commission, the Member shall have no claim against the assets of the Commission, including the right to receive an allocation of franchise fees, except as provided herein. A Member withdrawing after October 15 shall be obligated to pay its entire Operating Cost Share (including any shortfalls) for the ensuing year as outlined in the budget of the Commission for the ensuing year. A withdrawn Member will continue to be responsible for its Debt Service Share (payable only from the withdrawn Member's franchise fees) notwithstanding its withdrawal from the Commission, and shall continue to have its

franchise fees paid directly to the Commission until all Bonds have been paid. Any excess of the withdrawn Member's franchise fees over the withdrawn Member's Debt Service Share (and any required Operating Cost Share, if the Member gave notice of withdrawal after October 15 of the preceding calendar year) shall be remitted by the Commission to the withdrawn Member. A Member that has withdrawn from the Commission may, if no Bonds are outstanding, upon request, recover an amount of any equity that exists, as of the withdrawal date, in real property and buildings purchased or constructed with any Bonds, up to (but not exceeding) the Member's individual percentage of total franchise fees paid to all the Members (or their designee) and the withdrawn Member for the calendar year preceding withdrawal. The Commission may, if no Bonds are outstanding, at any time after the withdrawal of a Member as provided for herein, initiate a buy-out of the proportionate equity interest of the withdrawn Member, which interest is to be the withdrawn Member's individual percentage of total franchise fees paid to the Members (or their designee) and the withdrawn Member for the calendar year preceding the buy-out, pursuant to terms and conditions agreed upon by the parties. The amount of any equity distributed to a withdrawn Member will be paid, without interest, on a payment schedule established by the Commission, provided, however, the term of such payment schedule shall not exceed five (5) years. When calculating an equity repayment schedule, the Commission may deduct the withdrawn Member's proportionate share of outstanding indebtedness from the amount of any equity due to the withdrawn Member. Notwithstanding anything to the contrary, a withdrawing Member shall have no claim to the franchise fee the Grantee collected on its behalf for the year in which its withdrawal is effective, except for the reimbursement of cable-related expenses for that year. If no Bonds are outstanding, for the calendar year following withdrawal, and for all subsequent years, the entire franchise fee calculated upon gross revenues attributable to the system within the withdrawn Member shall be paid by Grantee to the withdrawn Member in accordance with the Franchise.

Section 3. In the event of dissolution, the Commission shall determine the measures necessary to affect the dissolution and shall provide for the taking of such measures as promptly as circumstances permit, subject to the provisions of this agreement. Upon dissolution of the Commission all remaining assets of the Commission, after payment of obligations, shall be distributed among the then existing Members in proportion to the most recent Member by Member breakdown of the franchise fee as reported by the Grantee. The Commission shall continue to exist after dissolution for such period, no longer than six months, as is necessary to wind up its affairs but for no other purpose.

IN WITNESS WHEREOF, the undersigned municipality has caused this agreement to be signed on its behalf this _____ day of _____ June, 2016.

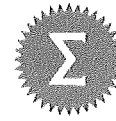
City of _____, Minnesota

ATTEST:

City Clerk

Mayor

| Amended and Restated 6/201603



MEMO

To: Heidi Arnson, North Metro Telecommunications Commission
From: Nick Anhut, Ehlers & Associates
Date: February 9, 2016
Re: Proposed G.O. Financing for Capital Equipment

You have asked us to provide an update on background information, procedure and considerations regarding the issuance of general obligation bonds by the City of Circle Pines to purchase \$2 million in capital equipment on behalf of the North Metro Telecommunications Commission (the "Commission").

Background

Under terms of its Joint Powers Agreement ("JPA"), the Commission was granted authority to issue up to \$2.5 million in bonds payable solely from franchise fee revenues collected quarterly from the members. The bonds were to finance the acquisition and improvements for the public access and studio facility. The revenue bonds were refinanced for interest savings in 2012, and then prepaid in full in 2015. The Commission currently has no debt on its books.

In discussion with Commission staff about the potential costs of financing a \$2 million capital equipment upgrade in 2016, two options were discussed: either a Commission-issued revenue bond (similar to that used to finance the Commission's facility) or a general obligation bond issued by one of the member entities. The JPA is silent to additional debt issuance and either option would require approval from each of the members' governing bodies.

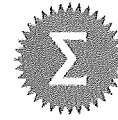
It is estimated that today's fixed interest rates for a Commission-issued revenue bond would be 3.00-3.25% for a ten year term. Today's comparable market interest rate estimates for the proposed Circle Pines issue of bank qualified general obligation bonds are 1.83% for a ten year term. In total debt service payments, this difference in rates and financing costs equates to \$136,700 less over the ten year term.

Circle Pines Bond Issuance

Under the authority of Minnesota Statutes Chapter 412, a city can issue general obligation equipment certificates or capital notes to finance capital equipment payable from a property tax levy. Cities can choose to offset this levy requirement with other available revenue sources. The debt can be repaid up to the useful life of the asset or 10 years, whichever is less. A notice is required to be published in the city's newspaper if the total principal amount financed exceeds 0.25% of its current year assessed market value.

In discussion with the City of Circle Pines and its bond attorney, the City agrees to facilitate the overall financing and equipment purchase using this bonding authority as long as it





receives the individual pledges of each of the members of the Commission. In essence, Circle Pines is asking each of the member cities to issue their own capital notes that will be held by Circle Pines in order to reduce its risk. Proceeds of the bond issue would be used by the Circle Pines to pay for the costs of the equipment and financing. To offset the levy requirement for each of the member cities, the Commission would agree to budget annually to provide fee revenues to repay the debt.

Each member city's capital notes and G.O. pledge would support a principal amount and annual payment of the debt allocated using the most recent system revenue shares of the Commission (2015). Each member city's capital notes would be issued to Circle Pines and certified with its county for tax levy purposes, however Circle Pines would serve as the sole issuer and obligated party for the debt's reporting and administrative purposes.

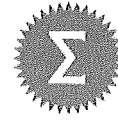
Using the most recent valuations, each member city's share is well below the 0.25% of market value threshold for purposes of publishing a public notice of the debt. However, the total principal amount would exceed the Circle Pines' 0.25% threshold and would require it to publish notice of its resolution determining to issue the debt. The Bonds cannot be issued until after a ten day period after the publication to allow for a petition asking to put the matter to referendum. Any such petition must be signed by voters equal to 10% of the vote cast at the last municipal election.

The Commission has already included funding within its capital budget for 2016 to provide funds to make the first year's debt payments. From a risk standpoint, the projected annual debt payments equates to 19.5% of the overall fee revenues collected in 2015. Even with the payments factored into the 2016 budget, the Commission plans to remit \$320,000, or 1.4 times the expected annual debt payment, in franchise fees back to the members after all capital and operating costs.

Using the most recent member share information, the table below shows each members share of the estimated debt principal and annual payments.

Members System Revenue Share (2015)		= Share of 2016 Debt	Estimated Share of Annual Debt Payments*
Blaine	53.857981%	\$ 1,112,167	\$ 120,987.27
Centerville	3.338439%	\$ 68,939	\$ 7,499.51
Circle Pines	4.787906%	\$ 98,870	\$ 10,755.61
Ham Lake	13.958125%	\$ 288,235	\$ 31,355.71
Lexington	1.796855%	\$ 37,105	\$ 4,036.48
Lino Lakes	16.502266%	\$ 340,772	\$ 37,070.90
Spring Lake Park	5.758428%	\$ 118,912	\$ 12,935.81
Totals:		\$ 2,065,000.00	\$ 224,641.29

*\$2,065,000 G.O. Equipment Certificates at 1.91% w/ 10 yr term



Other Considerations

Legal and federal debt limits. Even though the member cities of the Commission will utilize franchise fee revenues to offset any levy requirement, each city's capital notes will count toward their legal debt limit.

Another limitation to consider is the \$10 million threshold a city must stay under annually in order to designate its bonds as bank qualified debt. It is the request of the Commission that the City of Circle Pines allocate the full amount of the debt against this amount. Circle Pines will not require each member city to designate their capital notes for purposes of their own \$10 million thresholds.

Call Feature. For a 10 year Bond issue, the market is typically comfortable with a 7-8 year call feature whereupon the Bonds are able to be prepaid without penalty. It is expected that the financing will carry a call date of February 1, 2024. Each member city's capital notes may be defeased ahead of this call date.

Timing. Upon authorization by the member cities, the City of Circle Pines plans to include the equipment financing within its 2016A Bonds set to issue in late March. It is expected the City's financing will close in mid to late April.

The debt service estimates for City-issued General Obligation bonds to finance \$2 million capital equipment project and associated financing costs are attached. It is expected financing costs may be reduced due to favorable terms at the time of Circle Pines' bond sale. Any such savings will be reflected in a reduced principal amount and carried forward in the financing terms of each member city's capital notes.

We look forward to further discussions on these issues.



City of Circle Pines, Minnesota

\$2,065,000 General Obligation Bonds, Series 2016

Assumes Current Market BQ "AA" Rate plus 15bps

10 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
03/15/2016	-	-	-	-	-
02/01/2017	200,000.00	0.750%	25,438.00	225,438.00	225,438.00
08/01/2017	-	-	13,740.00	13,740.00	-
02/01/2018	195,000.00	0.900%	13,740.00	208,740.00	222,480.00
08/01/2018	-	-	12,862.50	12,862.50	-
02/01/2019	200,000.00	1.100%	12,862.50	212,862.50	225,725.00
08/01/2019	-	-	11,762.50	11,762.50	-
02/01/2020	200,000.00	1.200%	11,762.50	211,762.50	223,525.00
08/01/2020	-	-	10,562.50	10,562.50	-
02/01/2021	205,000.00	1.350%	10,562.50	215,562.50	226,125.00
08/01/2021	-	-	9,178.75	9,178.75	-
02/01/2022	205,000.00	1.500%	9,178.75	214,178.75	223,357.50
08/01/2022	-	-	7,641.25	7,641.25	-
02/01/2023	210,000.00	1.600%	7,641.25	217,641.25	225,282.50
08/01/2023	-	-	5,961.25	5,961.25	-
02/01/2024	215,000.00	1.700%	5,961.25	220,961.25	226,922.50
08/01/2024	-	-	4,133.75	4,133.75	-
02/01/2025	215,000.00	1.850%	4,133.75	219,133.75	223,267.50
08/01/2025	-	-	2,145.00	2,145.00	-
02/01/2026	220,000.00	1.950%	2,145.00	222,145.00	224,290.00
Total	\$2,065,000.00	-	\$181,413.00	\$2,246,413.00	-

Yield Statistics

Bond Year Dollars	\$11,317.61
Average Life	5.481 Years
Average Coupon	1.6029266%
Net Interest Cost (NIC)	1.8218774%
True Interest Cost (TIC)	1.8297073%
Bond Yield for Arbitrage Purposes	1.5964595%
All Inclusive Cost (AIC)	2.2049559%

IRS Form 8038

Net Interest Cost	1.6029266%
Weighted Average Maturity	5.481 Years



RESOLUTION #16-06
EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF LEXINGTON, MINNESOTA

HELD: FEBRUARY 18, 2016

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Lexington, Minnesota, was duly called and held at the City Hall on February 18, 2016, at 7:00 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION CONCURRING IN THE ISSUANCE OF THE \$ _____
GENERAL OBLIGATION CAPITAL NOTES, SERIES 2016A BY THE CITY OF CIRCLE
PINES, MINNESOTA, AND AUTHORIZING EXECUTION OF A \$ _____
GENERAL OBLIGATION CAPITAL NOTE, SERIES 2016A AND LEVYING A TAX FOR
THE PAYMENT THEREOF

A. WHEREAS, the City of Lexington, Minnesota (the "City") is a member of the North Metro Telecommunications Commission, an organization formed with the Cities of Circle Pines, Blaine, Centerville, Ham Lake, Lexington, Lino Lakes and Spring Lake Park, Minnesota (together with the City, the "Joint Cities") by the execution of a Joint and Cooperative Agreement for the Administration of a Cable Communication System (the "Agreement") for which the general purpose is to monitor the operation and activities of cable communications (the "Project") as more particularly described in the Agreement; and

B. WHEREAS, the City of Circle Pines, Minnesota (the "Issuer") will issue its \$ _____ General Obligation Capital Notes, Series 2016A (the "Issuer Notes") pursuant to a resolution adopted February 18, 2016 (the "Issuer Note Resolution") to finance the Joint Cities share of the costs to finance the acquisition of capital equipment for the Project (the "Equipment"); and

C. WHEREAS, in order to induce the Issuer to issue the Issuer Notes to finance the acquisition of the Equipment it is proposed that the City will issue its General Obligation Capital Note, Series 2016A in the amount of \$ _____ (the "City Note"), pursuant to Minnesota Statutes, Chapter 475 and Minnesota Statutes, Section 412.301, to pay its share of the debt service on the Issuer Notes; and

D. WHEREAS, each piece of equipment to be financed by the Issuer Notes has an expected useful life at least as long as the term of the Issuer Notes; and

E. WHEREAS, the amount of the City Note does not exceed one-quarter of one percent (0.25%) of the market value of the taxable property in the City; and

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

1. Approval and Form of City Note. The issuance of the City Note to the Issuer is hereby approved. The City Note shall be in fully registered form without interest coupons and shall be dated, mature, bear interest, be subject to redemption and be payable as provided in the form attached hereto as Exhibit A, with such amendments thereto as shall be deemed desirable or necessary by the Mayor and [City Administrator] (hereby authorized to execute the City Note by their manual signatures), as evidenced by their execution thereof.

2. Debt Service Account. There is hereby created the General Obligation Capital Note, Series 2016A Debt Service Account (the "Debt Service Account"), to be administered and maintained by the [Finance Director] as a bookkeeping account separate and apart from all other accounts maintained in the official financial records of the City. The Debt Service Account shall be maintained in the manner herein specified until the City Note and the interest thereon have been fully paid. There are hereby pledged and there shall be credited to the Debt Service Account collections of all taxes herein or hereafter levied by the City for the payment of the City Note and interest thereon and any and all other moneys which are properly available and are appropriated by the governing body of the City to the Debt Service Account. The Debt Service Account shall be used solely to pay the principal and interest on the City Note.

3. Tax Levy; Coverage Test. To provide moneys for payment of the principal and interest on the City Note there is hereby levied upon all of the taxable property in the City a direct annual ad valorem tax which shall be spread upon the tax rolls and collected with and as part of other general property taxes in the City for the years and in the amounts as follows:

<u>Year of Tax Levy</u>	<u>Year of Tax Collection</u>	<u>Amount</u>
20__-20__	20__-20__	(See attached Levy Schedule)

The tax levies are such that if collected in full will produce the 105% of the amount needed to meet when due the principal and interest payments on the City Note. The tax levies shall be irrevocable so long as the City Note is outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, Subdivision 3.

4. General Obligation Pledge. For the prompt and full payment of the principal and interest on the City Note, as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are hereby irrevocably pledged. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the City Note and any other bonds payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed with or without interest from the Debt Service Account when a sufficient balance is available therein.

5. Redemption. The Note is subject to redemption and prepayment without penalty at the option of the City (a) on _____ 1, 20__ and on any date thereafter at a

price of par plus accrued interest; and (b) on any date prior to _____ 1, 20__ at a price of par plus accrued interest together with any additional amount necessary to defease the portion of Issuer Notes equal to the outstanding principal amount of the City Note, all in accordance with the Issuer Note Resolution. Redemption may be in whole or in part, upon 30 days' prior written notice to the Owner. If redemption is in part, the City may select the specific principal installments hereof, or applicable portions thereof, to be prepaid.

6. Defeasance. When the City Note has been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the registered owner of the City Note shall, to the extent permitted by law, cease. The City may discharge its obligations with respect to the City Note which is due on any date by irrevocably depositing with the City [Finance Director] on or before that date a sum sufficient for the payment thereof in full; or if the City Note should not be paid when due, it may nevertheless be discharged by depositing with the City [Finance Director] a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also discharge its obligations with respect to the City Note called for redemption on any date when it is prepayable according to its terms, by depositing with the City [Finance Director] on or before that date a sum sufficient for the payment thereof in full, provided that notice of redemption thereof has been duly given. The City may also at any time discharge its obligations with respect to the City Note, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without regard to sale and/or reinvestment, to pay all amounts to become due thereon to maturity or, if notice of redemption as herein required has been duly provided for, to such earlier redemption date.

7. Refunding of Issuer Notes. The City acknowledges that the Issuer Notes are subject to redemption in connection with refunding in accordance with the Issuer Note Resolution. Upon any refunding of the Issuer Notes, the City will issue a replacement City Note with a payment schedule adjusted to reflect the City's proportionate share of debt service due and payable on the Issuer's refunding bond.

8. Certificate of Registration and Levy of Ad Valorem Taxes. The City [Clerk] is hereby directed to file a certified copy of this resolution with the County Auditor of _____ County, together with such other information as the County Auditor shall require, and to obtain from the County Auditor the certificate that the City Note has been entered in the County Auditor's Bond Register and that the tax levy required by law has been made.

9. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the original purchaser of the Issuer Notes, and to the attorneys approving the legality of the issuance of the City Note, certified copies of all proceedings and records of the City relating to the Issuer's Note and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the City Note as the same appear from the books and records under their custody and control or as otherwise known to them, and all

such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

10. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

11. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was seconded by member _____ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF _____
CITY OF _____

I, the undersigned, being the duly qualified and acting [Clerk] of the City of _____, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes of a meeting held on the date therein indicated, with the original thereof on file and of record in my office and that the same is a full, true and complete transcript insofar as the same relates to the \$_____ General Obligation Capital Note, Series 2016A.

WITNESS my hand on _____, 2016.

[Clerk]
City of _____, Minnesota

EXHIBIT A

UNITED STATES OF AMERICA
STATE OF MINNESOTA

COUNTY
CITY OF _____

\$ _____ GENERAL OBLIGATION CAPITAL NOTE, SERIES 2016A

The City of _____, _____ County, Minnesota (the "City"), certifies that it is indebted and for value received promises to pay to the City of Circle Pines, Minnesota, or assigns duly certified on the Certificate of Registration attached to and made a part of this Note (the "Owner"), in the manner hereinafter set forth, the \$ _____ principal amount of this Note in the principal installments due on the first day of each month in the years and in the amounts, respectively, as follows, with each such principal installment bearing interest until paid in the amounts as follows:

<u>Month/Day/Year</u>	<u>Principal Installment</u>	<u>Interest Payment</u>	<u>Month/Day/Year</u>	<u>Principal Installment</u>	<u>Interest Payment</u>
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Interest shall be payable monthly on the first day of each month, commencing _____ 1, 20__, and shall be calculated on the basis of a 360 day year consisting of twelve 30 day months. At the time of final payment of all principal of and interest on this Note, the Owner shall surrender this Note to the City [Finance Director] at the City Hall, in _____, Minnesota. Notwithstanding anything to the contrary herein, the City's proportionate share of any amount transferred from the Capital Account to the Debt Service Account (as such terms are defined in the Issuer Note Resolution, defined hereinafter) upon completion of the Project shall be applied as a credit against the principal or interest payment or payments due on this Note after such transfer. The term "proportionate share" means the original principal amount of this Note as a share of the original principal amount of the Issuer Note.

Manner of Payment. The principal of and interest on this Note are payable when due by check or draft mailed or otherwise delivered by or on behalf of the City [Finance Director] to the Owner hereof as of the end of the fifteenth (15th) day of the month, whether or not a business day (the "Record Date"), immediately preceding the applicable payment due date; provided that if the City shall be in default in payment of interest due on said date, whenever money becomes available for payment of such defaulted interest, the City [Finance Director] shall establish a special Record Date with respect to the payment thereof and shall mail written notice of the special Record Date not less than fifteen (15) days prior to such date to the person that was the Owner of the Note as of the close of business of the City on the fifth (5th) business day of the City preceding such mailing, and the Owner as of the special Record Date shall be entitled to

rate or amount, for the years and in amounts sufficient to pay the installments of principal and interest on this Note as they respectively become due; and that this Note, together with all other debts of the City outstanding on the date hereof, being the date of its actual issuance and delivery, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of _____, _____ County, Minnesota, by its City Council has caused this Note to be executed on its behalf by the signatures of its Mayor and of its [Clerk], and the corporate seal of the City having been intentionally omitted as permitted by law, all as of _____, 2016.

CITY OF _____, _____ COUNTY
MINNESOTA

Mayor

[Clerk]

STATE OF MINNESOTA

COUNTY AUDITOR'S CERTIFICATE

COUNTY OF _____

AS TO TAX LEVY AND REGISTRATION

I, the undersigned, being the duly qualified and acting County Auditor of _____ County, Minnesota, DO HEREBY CERTIFY that on the date hereof there was filed in my office a certified copy of a resolution adopted on _____, 2016 by the City Council of the City of _____, Minnesota, authorizing the issuance of a \$_____ General Obligation Capital Note, Series 2016A (the "Note"), and levying a tax for the payment thereof, together with full information regarding the Note for which the tax was levied; and the Note has been entered in my Bond Register and the tax levy required by law has been made.

WITNESS my hand and the seal of the County Auditor on _____, 2016.

County Auditor

(SEAL)

CITY OF LEXINGTON
PUBLIC WORKS MAINTENANCE WORKER – PART-TIME, SEASONAL

POSITION TITLE:	Public Works Maintenance Worker
DEPARTMENT:	Public Works
REPORTS TO:	City Administrator or Designee
COMPENSATION:	Per “CBA” Salary Schedule
CLASSIFICATION:	Non – Exempt / Collective Bargaining Unit
PROBATIONARY PERIOD:	Six (6) months. Employer can extend the probationary period three (3) months.

PRIMARY OBJECTIVE OF POSITION:

This position performs a variety of regular and recurring maintenance, installation and repair work associated with the city’s parks and buildings. Duties including operating a wide range of motorized and non-motorized equipment and tools to accomplish the assigned tasks. Work is performed cooperatively and in a manner that insures individual, co-worker and public safety.

SUPERVISION RECEIVED:

Individuals in this position work under the direction and guidance of the City Administrator or designee. This position is expected to work independently with limited supervision. A “lead” public works employee provides day to day task assignment, direction and oversight.

SUPERVISION EXCERISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

This position will perform both unusual and recurring tasks that require knowledge and skill to operate equipment and tools for a variety of work situations and knowledge of standard safety procedures. These examples are intended only as illustrations of various types of work performed, and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

- Performs semi and unskilled work in maintenance of city parks and buildings facilities.
- Performs manual labor and operates motorized and non-motorized equipment and tools.
- Performs general groundskeeping and landscaping in parks and at city owed buildings.
- Assists in chemical applications to control weeds in parks, streets, walkways and building areas.
- Installs and/or maintains park amenities as assigned.

- Performs other duties as apparent or assigned.

ORGANIZATIONAL RESPONSIBILITIES:

- Promotes a positive working relationship with clear, tactful, professional and respectful communications with co-workers, citizens, businesses, commissions, boards, consultants and other political subdivisions.
- Fosters the representation of the City to external groups in ways which enhance the image of Lexington and serves the best interest of the City.
- Responds to public inquiries in a courteous manner providing information within the scope of knowledge or transfers/refers the inquiry to the City Administrator/designee.

QUALIFICATION REQUIREMENTS:

To perform this job successfully as a Public Works Maintenance Worker, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative, but not all-inclusive, of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Minimum Qualifications:**
 - Ability to read and understand instructions, gauges, equipment operating instructions and the ability to recognize and understand a variety of safety signs and directions.
 - Ability to apply common sense understanding to carry out uninvolved written or oral instructions.
 - Ability to deal with problems involving a few concrete variables in standardized situations.
 - Ability to recognize and react in dangerous or unsafe conditions.
 - Valid Minnesota Driver's License and a clean driving record
 - Knowledge of safe operation of vehicles and equipment.
 - Ability to operate various types of equipment.
 - Knowledge of DOT and OSHA laws and regulations.
- **Desired Qualifications:**
 - High School Diploma.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- **General:**
 - Must have a valid driver's license and be able to drive a car/vehicle.
 - Ability to quickly grasp a wide area of topics.
- **Mathematical Skills:**
 - Ability to complete computations using whole numbers and fractions.
- **Reasoning Ability:**
 - Ability to apply common sense understanding to carry out detailed written and/or verbal instructions. Ability to deal with problems involving a few concrete variables in standardized and non-standardized situations.
- **Language Skills:**
 - Ability to read, write and comprehend simple instructions, short correspondence, and memos.

TOOLS AND EQUIPMENT:

Must be able to safely operate and insure the safe operation of all pieces of equipment in the Public Works Department.

PHYSICAL DEMAND:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outdoors in all kinds of weather and temperatures exposing the employee to inclement weather and hazards related to working with and around a variety of equipment in confined spaces, bending, twisting, kneeling, crawling, lifting of heavy objects, exercising physical exertion in performing heavy manual labor and dangers related to the digging up and repairing water and/or sewer lines.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle and feel objects, tools and controls. The employee frequently is required to sit i.e.; mowing grass, plowing roads, street sweeping. The employee is occasionally required to stand; walk; reach with hands and arms; climb, balance; stoop, kneel, crouch, crawl; talk and hear.

The employee must regularly lift and/or move up to 30 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

PRESSURES AND STRESS:

The work is usually demanding and sometimes requires the incumbent to work beyond regular work hours. The assignment or work conditions can, on occasion, exert unusual stress or pressure.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to fumes or airborne particles and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals and risk of electric shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview; reference check, drug and alcohol test, background check and job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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