

## NOTICE OF ALBANY CITY COUNCIL MEETING

There will be a meeting of the City Council in and for the City of Albany, Stearns County, Minnesota at 6:30 o'clock in the evening on Wednesday, November 2, 2016, in the Council Room at 400 Railroad Avenue for the said City.

### AGENDA

1. Convene meeting
2. Pledge of Allegiance
3. Audit Bills
4. Act on regular Council minutes of the meeting held on October 19th
5. Open Forum/Public comment
6. Public Hearing to vacate drainage, utility, and roadway easements Lots 11 through 16, Block 7 and Lots 6 through 13, Block 6, Whispering Oaks at Two River (Oak Meadows Court right of way and walkway)
7. Jeremy Mathiasen, City Engineer - Project Updates  
-2015 Capital Improvements – present Pay Voucher No. 2 for Kuechle Underground, Inc.
8. Joe Mergen, Public Works Supervisor
9. Laurie Dingmann, Park Board and Community Education Liaison
10. John R. Harlander, Street Department and Albany Township Liaison
11. Tom Kasner, Fire Department, EDA Board, and Equipment
12. Ozzie Carbajal, Police Chief – recommendation to promote Patrol Officer Anthony Milostan to full-time status having completed his one-year probationary period.
13. John Greer, Police Department and Planning Commission
14. Daron Gersch, Utility Department and Albany Golf Club
15. Tom Schneider, Clerk/Adm. – update Safe Routes to School Program  
-update Great River Regional Library Branch Agreement
16. Mayor's announcements and letters
17. Announce next meeting date and adjourn

Tom Schneider  
Clerk/Adm.

## Memo



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Tom Schneider &  
City Council members

From: Jeremy Mathiasen

File: 2015 Capital Improvements

Date: October 26, 2016

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**Reference: Payment Voucher No. 2 for Kuechle Underground Inc.**

For your consideration at your 11/2/16 council meeting is Payment Voucher No. 2 for the 2015 Capital Improvements.

Payment Voucher No. 2 has been prepared for your review and generally includes the bituminous pavement for the street patch on 7<sup>th</sup> Street, the golf cart paths, and the parking lot pavement. With only one final punch list item remaining we are also recommending the reduction of the project retainage from 5% to 2.5% with this payment. The amount due as a result of **Payment Voucher No. 2 is \$43,746.71.**

At this time we are recommending approval of Payment Voucher No. 2 for Kuechle Underground Inc. The final project payment voucher will follow as soon as the Contractor is able to obtain the necessary closeout documentation from their subcontractors. Should you have any questions about the work completed to date feel free to contact me.

**STANTEC CONSULTING SERVICES INC.**

*Jeremy B. Mathiasen*

Jeremy Mathiasen  
Senior Project Manager  
Office: 320.529.4366

One Team. Infinite Solutions.

**PARTIAL PAYMENT  
CONTRACT VOUCHER NO. 2  
CONTRACT NO. 193802902**

**TO:** Kuechle Underground, Inc.  
10998 State Highway 55  
P.O. Box 509  
Kimball, MN 55353

**OWNER:** City of Albany, MN  
400 Railroad Avenue  
Albany, MN 56307

**Contract for:** 2015 Capital Improvements

**Completion Dates:**

**Substantial:** November 13, 2015

**Final:** June 30, 2016

**Contract Approval Date:** September 16, 2015

**For Period Ending:** September 1, 2016

<b>ORIGINAL CONTRACT AMOUNT</b>	<b>\$ 274,117.55</b>	<b>TOTAL AMOUNT TO DATE:</b>	<b>\$ 317,642.02</b>
<b>NET CHANGE ORDERS (thru No. 3)</b>	<b>\$ 56,971.00</b>	<b>LESS AMOUNT RETAINED (2.5%)</b>	<b>\$ 7,941.05</b>
<b>NET SUPPLEMENTAL AGREEMENTS (thru No.)</b>	<b>\$ -</b>	<b>AMOUNT DUE TO DATE:</b>	<b>\$ 309,700.97</b>
<b>NET WORK ORDERS (thru No.)</b>	<b>\$ -</b>	<b>LESS PREVIOUS PAYMENTS:</b>	<b>\$ 265,954.26</b>
<b>CURRENT CONTRACT AMOUNT</b>	<b>\$ 331,088.55</b>	<b>NET AMOUNT DUE:</b>	<b>\$ 43,746.71</b>

**Owner's Approval:**

I hereby approve payment of this voucher.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_  
City of Albany

**Engineer's Recommendation:**

This Partial Payment Voucher meets the requirements of the Contract Documents and payment of the above NET AMOUNT DUE is recommended.

Dated: 10/26/2016

Signature: Jeremy B. Mathias  
Stantec Consulting

**CERTIFICATE FOR PARTIAL PAYMENTS**

**Contractor's Certification:**

This is to certify that, to the best of my knowledge, information and belief, the quantities and values of work performed as stated herein is a fair approximate estimate of the work performed and the materials furnished for the period covered by this voucher.

Dated: 10-26-2016

Signature: Paul J. Baker  
Kuechle Underground, Inc

**2015 Capital Improvements  
PARTIAL PAYMENT  
CONTRACT VOUCHER NO. 2  
CONTRACT NO. 193802902**

Line No.	Item	Unit	Unit Price	Contract		Work Included on this Voucher		Work Complete - to Date	
				Quantity	Amount	Current Quantity	Current Amount	Quantity to Date	Amount to Date
<b>2015 Capital Improvements</b>									
<b>SECTION 1 - GOLF COURSE SANITARY SEWER REPLACEMENT</b>									
1	CLEAR & GRUB	TREE	\$ 500.00	5.00	\$ 2,500.00		\$ -	3.00	\$ 1,500.00
2	REMOVE SEWER PIPE (SANITARY)	LF	1.00	108.00	\$ 108.00		-	108.00	108.00
3	REMOVE BITUMINOUS PAVEMENT	SY	2.00	810.00	\$ 2,349.00	55.00	159.50	816.00	2,366.40
4	SAWING BITUMINOUS PAVEMENT	LF	5.00	130.00	\$ 650.00		-	73.00	365.00
5	ABANDON MANHOLE	EA	400.00	5.00	\$ 2,000.00		-	5.00	2,000.00
6	SALVAGE PIPE CULVERT	LF	8.00	20.00	\$ 160.00		-	-	-
7	INSTALL PIPE CULVERT	LF	19.00	20.00	\$ 380.00		-	-	-
8	ADJUST FRAME & RING CASTING	EA	560.00	1.00	\$ 560.00		-	1.00	560.00
9	COMMON EXCAVATION (P)	CY	17.90	1,250.00	\$ 22,575.00		-	1,250.00	22,375.00
10	TOPSOIL BORROW (LV)	CY	28.00	450.00	\$ 13,050.00		-	144.00	4,176.00
11	GEOTEXTILE FABRIC TYPE V	SY	3.10	615.00	\$ 1,906.50		-	615.00	1,906.50
12	AGGREGATE BASE (LV) CLASS 5	CY	35.60	225.00	\$ 8,010.00		-	576.00	20,505.60
13	SALVAGED AGGREGATE (CV)	CY	22.20	100.00	\$ 2,220.00		-	20.00	444.00
14	PIPE BEDDING MATERIAL (LV)	CY	0.01	325.00	\$ 3.25		-	325.00	3.25
15	IMPROVED PIPE FOUNDATION	CY	0.01	125.00	\$ 1.25		-	-	-
16	BITUMINOUS WEARING COURSE MIXTURE	TN	100.00	135.00	\$ 13,500.00	164.00	16,400.00	164.00	16,400.00
17	BITUMINOUS NON WEARING COURSE MIXTURE	TN	100.00	25.00	\$ 2,500.00		-	28.00	2,800.00
18	8" PVC SANITARY SEWER PIPE, SDR 35, 8-13' DEEP	LF	60.00	852.00	\$ 51,120.00		-	944.00	56,640.00
19	8" SANITARY SEWER PIPE (DIRECTIONAL DRILLED)	LF	70.00	684.00	\$ 47,880.00		-	684.00	47,880.00
20	CONSTRUCT SANITARY MANHOLE	EA	2,500.00	6.00	\$ 15,000.00		-	6.00	15,000.00
21	SANITARY MANHOLE OVERDEPTH	LF	150.00	6.13	\$ 919.50		-	6.10	915.00
22	6" DUCTILE IRON FORCE MAIN	LF	66.00	10.00	\$ 660.00		-	10.00	660.00
23	4" PVC SANITARY SERVICE PIPE	LF	34.00	106.00	\$ 3,570.00		-	36.00	1,224.00

Line No.	Item	Unit	Unit Price	Contract			Work Included on this Voucher			Work Complete - to Date		
				Quantity	Amount	Current Quantity	Current Amount	Quantity to Date	Amount to Date			
<b>2016 Capital Improvements</b>												
24	4" SANITARY SERVICE PIPE (DIRECTIONAL DRILLED)	LF	65.00	100.00	\$ 6,500.00	-	-	-	-	85.00	-	5,525.00
25	4" HDPE TRANSITION COUPLING	EA	630.00	1.00	\$ 630.00	-	-	-	-	1.00	-	630.00
26	8"x4" PVC WYE	EA	300.00	5.00	\$ 1,500.00	-	-	-	-	5.00	-	1,500.00
27	8" X 4" SADDLE WYE	EA	720.00	1.00	\$ 720.00	-	-	-	-	1.00	-	720.00
28	6" PVC SANITARY SERVICE PIPE	LF	40.00	87.00	\$ 3,480.00	-	-	-	-	-	-	-
29	CONNECT TO EXISTING SANITARY SEWER SERVICE	EA	260.00	4.00	\$ 1,040.00	-	-	-	-	2.00	-	520.00
30	CONNECT TO EXISTING MANHOLES (SAN)	EA	4,000.00	2.00	\$ 8,000.00	-	-	-	-	2.00	-	8,000.00
31	CONNECT TO EXISTING FORCE MAIN	EA	2,200.00	1.00	\$ 2,200.00	-	-	-	-	1.00	-	2,200.00
32	TELEWISE SANITARY SEWER	LF	1.50	1,536.00	\$ 2,304.00	-	-	-	-	-	-	-
33	WATERMAIN OFFSET	EA	3,500.00	2.00	\$ 7,000.00	-	-	-	-	-	-	-
34	3" POLYSTYRENE INSULATION	SY	20.00	10.00	\$ 200.00	-	-	-	-	14.20	-	284.00
35	EXTERNAL CHIMNEY SEAL	EA	240.00	6.00	\$ 1,440.00	-	-	-	-	6.00	-	1,440.00
36	SILT FENCE, TYPE MACHINE SLICED	LF	2.00	1,120.00	\$ 2,240.00	-	-	-	-	900.00	-	1,800.00
37	FILTER LOG TYPE STRAW BIOROLL	LF	7.00	25.00	\$ 175.00	-	-	-	-	200.00	-	1,400.00
38	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	610.00	2.00	\$ 1,220.00	-	-	-	-	-	-	-
39	HYDRAULIC SOIL STABILIZER TYPE 5	LB	1.50	2,500.00	\$ 3,750.00	-	-	-	-	-	-	-
40	TRAFFIC CONTROL	LS	2,000.00	1.00	\$ 2,000.00	-	-	-	-	1.00	-	2,000.00
41	CULVERT PROTECTION	EA	200.00	1.00	\$ 200.00	-	-	-	-	-	-	-
42	STREET SWEEPER (WITH PICKUP BROOM)	HR	150.00	4.00	\$ 600.00	-	-	-	-	4.00	-	600.00
				<b>TOTAL SECTION 1</b>	<b>\$ 236,621.50</b>		<b>\$ 16,566.50</b>					<b>\$ 224,447.75</b>
<b>SECTION 2 - 64" STORM SEWER REPLACEMENT</b>												
43	REMOVE SEWER PIPE (STORM)	LF	8.00	40.00	\$ 320.00	-	-	-	-	40.00	-	320.00
44	54" RC PIPE SEWER DESIGN 3006 CLASS III	LF	165.00	40.00	\$ 6,600.00	-	-	-	-	40.00	-	6,600.00
45	PIPE BEDDING MATERIAL (LV)	CY	0.01	30.00	\$ 0.60	-	-	-	-	24.00	-	0.24
46	CONNECT TO EXISTING STORM SEWER	EA	1,800.00	1.00	\$ 1,800.00	-	-	-	-	1.00	-	1,800.00
47	CONNECT INTO EXISTING MANHOLE	EA	1,800.00	1.00	\$ 1,800.00	-	-	-	-	1.00	-	1,800.00
48	INLET PROTECTION TYPE A	EA	150.00	2.00	\$ 300.00	-	-	-	-	1.00	-	150.00
49	HYDRAULIC SOIL STABILIZER TYPE 5	LB	1.50	500.00	\$ 750.00	-	-	-	-	-	-	-
50	STREET SWEEPER (WITH PICKUP BROOM)	HR	150.00	1.00	\$ 150.00	-	-	-	-	-	-	-

Line No.	Item	Unit	Unit Price	Contract		Work Included on this Voucher		Work Complete - to Date	
				Quantity	Amount	Current Quantity	Current Amount	Quantity to Date	Amount to Date
<b>2015 Capital Improvements</b>									
				TOTAL SECTION 2 \$		11,720.80		\$ 10,570.24	
<b>SECTION 3 - 36" STORM SEWER REPLACEMENT</b>									
51	CLEAR AND GRUB	TREE	500.00	3.00	1,500.00	-	-	2.00	1,000.00
52	REMOVE SEWER PIPE (STORM)	LF	8.00	168.00	1,344.00	-	-	168.00	1,344.00
53	36" RC PIPE SEWER DESIGN 3006 CLASS III	LF	100.00	168.00	16,800.00	-	-	168.00	16,800.00
54	36" RC PIPE APRON	EA	1,500.00	1.00	1,500.00	-	-	1.00	1,500.00
55	PIPE BEDDING MATERIAL (LV)	CY	0.01	166.00	1.66	-	-	36.00	0.36
56	TRASH GUARD FOR 36" PIPE APRON	EA	1,000.00	1.00	1,000.00	-	-	1.00	1,000.00
57	RANDOM RIPRAP CLASS III	CY	86.00	5.00	430.00	-	-	5.00	430.00
58	GEOTEXTILE FILTER TYPE IV	SY	5.00	10.00	50.00	-	-	10.00	50.00
59	CONNECT INTO EXISTING MANHOLE	EA	1,800.00	1.00	1,800.00	-	-	1.00	1,800.00
60	INLET PROTECTION TYPE A	EA	150.00	2.00	300.00	-	-	1.00	150.00
61	INLET PROTECTION TYPE C	EA	150.00	2.00	300.00	-	-	-	-
62	HYDRAULIC SOIL STABILIZER TYPE 5	LB	1.50	500.00	750.00	-	-	-	-
				TOTAL SECTION 3 \$		25,775.65		\$ 24,074.36	
<b>CHANGE ORDER NO. 1 - RESIDENTIAL SERVICES</b>									
23	4" PVC SANITARY SERVICE PIPE	LF	28.00	1,164.00	32,312.00	-	-	1,163.00	32,004.00
29	CONNECT TO EXISTING SANITARY SEWER SERVICE	EA	260.00	4.00	1,040.00	-	-	4.00	1,040.00
36	SILT FENCE, TYPE MACHINE SLICED	LF	2.00	350.00	700.00	-	-	350.00	700.00
101	4" PVC PIPE DRAIN CLEANOUT	EA	275.00	12.00	3,300.00	-	-	13.00	3,575.00
				TOTAL CHANGE ORDER NO. 1 \$		37,362.00		\$ 37,319.00	
<b>CHANGE ORDER NO. 2 - COMPLETION DATE CHANGE</b>									
NO CHANGES TO CONTRACT PRICE									

Line No.	Item	Unit	Unit Price	Contract		Work Included on this Voucher		Work Complete - to Date	
				Quantity	Amount	Current Quantity	Current Amount	Quantity to Date	Amount to Date
2015 Capital Improvements									
			TOTAL CHANGE ORDER NO. 2 \$		.				
CHANGE ORDER NO. 3 - PARKING LOT RESTORATION									
102	PARKING LOT RESTORATION	SF	2.63	7,909.00	19,199.00	7,909.00	20,800.67	7,908.00	20,800.67
103	4" PARKING LOT STRIPING, YELLOW PAINT	LF	1.00	420.00	420.00	330.00	330.00	330.00	330.00
			TOTAL CHANGE ORDER NO. 3 \$		19,619.00		\$ 21,130.67		\$ 21,130.67
TOTALS				\$	331,086.75	\$	37,690.17	\$	317,642.02

Thank you for the continued opportunity to serve the City of Albany. A summary of the past month's invoicing is shown below for your use. Please feel free to contact me if you have any questions or if you would like further description of the work performed.



**September 2016 Invoicing**

<u>Project</u>	<u>Project #</u>	<u>Previously Billed</u>	<u>Current Billing</u>	<u>Pre-Project Est. Budget</u>	<u>% Used</u>	<u>Construction Cost</u>	<u>Comments</u>
2016 Albany General	193801680	\$ 4,595.25	\$ 872.50				Calculating trail areas for Public works and WWTP effluent standards review and comment letter
Golf Course Sanitary Sewer Improvements	193802902	\$ 72,774.35	\$ 434.20	\$ 62,317.00	117.5%	\$ 350,777.55	Punch list coordination, reviewing catch basin behind Don's I-94 for asbuilt elevation
5th Street Improvements	193803392	199,970.69	\$ 13,699.73	239,733.00	89.1%	\$ 1,345,000.00	September project management, boulevard work and restoration; asbuilt field survey
1st Street Improvements	193803463	\$ 17,511.68	\$ 195.00	68,811.00	25.7%		Right of way discussions and shoulder width letter to MnDOT
		<b>Total</b>	<b>\$ 15,201.43</b>				





**INVOICE**

**Invoice Number** 1108608  
**Invoice Date** October 7, 2016  
**Customer Number** 92375  
**Project Number** 193801690

**Bill To**

City of Albany  
Tom Schneider  
PO Box 370  
400 Railroad Avenue  
Albany MN 56307  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID  
11-2167170

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**Project Description:** Albany General

**Stantec Project Manager:** Mathiasen, Jeremy B  
**Stantec Office Location:** St. Cloud MN  
**Current Invoice Due:** \$872.50  
**For Period Ending:** September 30, 2016

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**Due on Receipt**

INVOICE

Invoice Number

1108608

Project Number

193801690

**Top Task 200**

**General**

Digitize City Trail areas and measurements for Public Works cost estimating.

**Professional Services**

**Billing Level**

Hours

Rate

Current Amount

Engineering Technician

1.00

85.00

85.00

**1.00**

**85.00**

**Professional Services Subtotal**

**1.00**

**85.00**

**Top Task 200 Total**

**85.00**

**Top Task 350**

**Wastewater**

Review river eutrophication standards per Joe Mergen, prepare comment letter, draft 2016 Impaired Waters Listing.

**Professional Services**

**Billing Level**

Hours

Rate

Current Amount

Project Manager

6.25

126.00

787.50

**6.25**

**787.50**

**Professional Services Subtotal**

**6.25**

**787.50**

**Top Task 350 Total**

**787.50**

Total Fees & Disbursements

\$872.50

**INVOICE TOTAL (USD)**

**\$872.50**



INVOICE

<b>Invoice Number</b>	1108610
<b>Invoice Date</b>	October 7, 2016
<b>Customer Number</b>	92375
<b>Project Number</b>	193803392

**Bill To**

City of Albany  
Accounts Payable  
PO Box 370  
400 Railroad Avenue  
Albany MN 56307  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID  
11-21 67170

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**Project Description:** 5th Street Improvements

<b>Stantec Project Manager:</b>	Mathiasen, Jeremy B
<b>Stantec Office Location:</b>	St. Cloud MN
<b>Current Invoice Due:</b>	\$13,699.73
<b>For Period Ending:</b>	September 30, 2016

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**Due on Receipt**

**INVOICE**

**Invoice Number**

1108610

**Project Number**

193803392

**Top Task 400**

**Construction Administration**

Attend on site weekly construction meeting, develop mail box grouping plan, prepare pay request #4, prepare and send project newsletter to residents, prepare Council meeting material, meet with resident to discuss driveway apron, review seeding areas and erosion control, shrub planting correspondence, prepare final quantities, review televising reports and project punch list.

**Professional Services**

**Billing Level**

Engineering Technician

<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
2.00	85.00	170.00
<b>2.00</b>		<b>170.00</b>

Project Manager

27.50	130.00	3,575.00
<b>27.50</b>		<b>3,575.00</b>

Project Technician

1.00	63.00	63.00
<b>1.00</b>		<b>63.00</b>

**Professional Services Subtotal**

<b>30.50</b>		<b>3,808.00</b>
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**Top Task 400 Total**

**3,808.00**

**Top Task 500**

**Construction Observation**

Inspect boulevard grading, meet with residents on restoration concerns, work with contractor on top soil issue, meet with contractor to review punch list items, observe sanitary mandrill pull test and top soil preparation and installation, inspect hydro mulch installation,, prepare substantial completion and seeding letters, inspect grass growth and repair of wash outs by contractor.

**Professional Services**

**Billing Level**

Engineering Technician

<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
6.50	85.00	552.50
<b>6.50</b>		<b>552.50</b>

Field Supervisor

6.50	105.00	682.50
<b>6.50</b>		<b>682.50</b>

Inspector

79.00	97.00	7,663.00
<b>79.00</b>		<b>7,663.00</b>

**Professional Services Subtotal**

<b>92.00</b>		<b>8,998.00</b>
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**Disbursements**

**Current Amount**

INVOICE

Invoice Number 1108610  
Project Number 193803392

Direct - Vehicle (mileage) 313.20

Disbursements Subtotal 313.20

Top Task 500 Total 9,211.20

Top Task 600 Construction Staking  
Asbuilt survey for project record plans.

Professional Services

Billing Level	Hours	Rate	Current Amount
Crew Chief	7.00	95.00	665.00
	<b>7.00</b>		<b>665.00</b>
<b>Professional Services Subtotal</b>	<b>7.00</b>		<b>665.00</b>

Usages

	Current Amount
Usage - Vehicle 09/27/16	15.53
<b>Usages Subtotal</b>	<b>15.53</b>

Top Task 600 Total 680.53

Total Fees & Disbursements \$13,699.73

INVOICE TOTAL (USD) \$13,699.73



INVOICE

**Invoice Number** 1108609  
**Invoice Date** October 7, 2016  
**Customer Number** 92375  
**Project Number** 193802902

**Bill To**

City of Albany  
Accounts Payable  
PO Box 370  
400 Railroad Avenue  
Albany MN 56307  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID  
11-2167170

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**Project Description:** Golf Course Sanitary Sewer Improvements

**Stantec Project Manager:** Mathiasen, Jeremy B  
**Stantec Office Location:** St. Cloud MN  
**Current Invoice Due:** \$434.20  
**For Period Ending:** September 30, 2016

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**Due on Receipt**

INVOICE

Invoice Number

1108609

Project Number

193802902

**Top Task 550**

**Construction Management**

Parking lot striping correspondence and review, meet on site to review punch list with contractor.

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	2.25	130.00	292.50
	<u>2.25</u>		<u>292.50</u>
<b>Professional Services Subtotal</b>	<u>2.25</u>		<u>292.50</u>

Usages

	Current Amount
Usage - Vehicle	
07/21/16	29.70
07/28/16	13.50
09/07/16	51.00
<b>Usages Subtotal</b>	<u>94.20</u>

**Top Task 550 Total**

**386.70**

**Top Task 600**

**Record Plans**

Asbuilt elevations of storm structure behind Don's I-94.

Professional Services

Billing Level	Hours	Rate	Current Amount
Crew Chief	0.50	95.00	47.50
	<u>0.50</u>		<u>47.50</u>
<b>Professional Services Subtotal</b>	<u>0.50</u>		<u>47.50</u>

**Top Task 600 Total**

**47.50**

Total Fees & Disbursements

\$434.20

**INVOICE TOTAL (USD)**

**434.20**



**INVOICE**

<b>Invoice Number</b>	1108611
<b>Invoice Date</b>	October 7, 2016
<b>Customer Number</b>	92375
<b>Project Number</b>	193803463

**Bill To**

City of Albany  
Accounts Payable  
PO Box 370  
400 Railroad Avenue  
Albany MN 56307  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID  
11-2167170

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**Project Description:** 1st Street Utility Improvements

**Stantec Project Manager:** Mathiasen, Jeremy B  
**Stantec Office Location:** St. Cloud MN  
**Current Invoice Due:** \$195.00  
**For Period Ending:** September 30, 2016

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**Due on Receipt**



**INVOICE**

**Invoice Number**

1108611

**Project Number**

193803463

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**Top Task 400**

**Design**

Right of way discussions with City staff, send letter to MnDOT regarding shoulder widths.

**Professional Services**

<b>Billing Level</b>	<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Project Manager	1.50	130.00	195.00
	<b>1.50</b>		<b>195.00</b>
<b>Professional Services Subtotal</b>	<b>1.50</b>		<b>195.00</b>

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**Top Task 400 Total**

**195.00**

Total Fees & Disbursements

\$195.00

**INVOICE TOTAL (USD)**

**\$195.00**

NOTICE  
DRAINAGE AND UTILITY EASMENT VACATION  
And RIGHT OF WAY  
CITY OF ALBANY, MINNESOTA

NOTICE IS HEREBY GIVEN that a public hearing will be held before the City Council of Albany, MN, at 400 Railroad Avenue, the Albany City Hall, on the **2nd day of November, 2016**, at 6:30 o'clock in the evening or as soon as thereafter to hear all persons present upon action taken by the City Council as follows:

VACATION DESCRIPTION

Vacating the easements in Lots 11 through 16, Block 7 and Lots 6 through 13, Block 6, WHISPERING OAKS AT TWO RIVER, according to the recorded plat thereof, Stearns County, Minnesota and the right-of-way of Oak Meadows Court and Walkway as dedicated in said WHISPERING OAKS AT TWO RIVER, all of which being contained within the following described polygon: Commencing at the southwest corner of Lot 11, Block 6 and the northwest corner of Oak Meadows Court right-of-way, said WHISPERING OAKS AT TWO RIVER; thence North 89 degrees 21 minutes 41 seconds East, plat bearing, along the north right- of-way line of said Oak Meadows Court, a distance of 25.21 feet; thence easterly 24.84 feet along a curve tangent to the last described line, concave to the north, with a radius of 275.00 feet and a central angle of 05 degrees 10 minutes 31 seconds; thence North 00 degrees 01 minutes 37 seconds West, a distance of 96.92 feet; thence North 56 degrees 15 minutes 27 seconds East, a distance of 81.13 feet; thence North 41 degrees 14 minutes 02 seconds East, a distance of 40.81 feet; thence South 57 degrees 52 minutes 13 seconds East, a distance of 55.88 feet; thence North 41 degrees 18 minutes 36 seconds East, a distance of 72.71 feet; thence South 46 degrees 02 minutes 54 seconds East, a distance of 47.63 feet; thence North 75 degrees 04 minutes 23 seconds East, a distance of 242.08 feet; thence South 83 degrees 22 minutes 08 seconds East, a distance of 52.75 feet; thence North 66 degrees 35 minutes 11 seconds East, a distance of 101.01 feet, to the southeasterly line of said Lot 16; thence North 23 degrees 50 minutes 58 seconds East, along said southeasterly line of Lot 16, a distance of 90.07 feet, to the northeast corner of said Lot 16; thence South 51 degrees 43 minutes 35 seconds East, a distance of 10.33 feet, to the northwest corner of said Lot 6; thence South 23 degrees 50 minutes 58 seconds West, along the northwesterly line of said Lot 6; thence South 73 degrees 08 minutes 37 seconds East, a distance of 34.81 feet; thence South 26 degrees 56 minutes 29 seconds East, a distance of 203.39 feet; thence South 43 degrees 06 minutes 04 seconds West, a distance of 260.90 feet; thence South 85 degrees 04 minutes 29 seconds West, a distance of 378.61 feet; thence South 68 degrees 45 minutes 28 seconds West, a distance of 106.98 feet; thence South 88 degrees 52 minutes 27 seconds West, a distance of 97.76 feet; thence North 00 degrees 01 minutes 37 seconds West, a distance of 145.94 feet, to the south right-of-way line of said Oak Meadows Court; thence westerly 9.26 feet along a curve not tangent to the last described line, along said south right-of-way line of Oak Meadows Court, said curve being concave to the north, having a radius of 325.00 feet, a central angle of 01 degrees 37 minutes 58

seconds, and a chord that bears South 88 degrees 32 minutes 42 seconds West; thence South 89 degrees 21 minutes 41 seconds West, tangent with the last described curve, along said south right-of-way line of Oak Meadows Court, a distance of 25.74 feet, to the east right-of-way line of County Road 54; thence North 00 degrees 01 minutes 37 seconds West, along said east right-of-way line of County Road 54, a distance of 50.00 feet, to the point of beginning.

**LESS AND EXCEPT**

The southeasterly 7.5 feet of Lot 16, Block 7, said WHISPERING OAKS AT TWO RIVER, as measured at a right angle to, parallel and contiguous with the southeasterly line of said Lot 16, lying 10.00 feet northeasterly of, as measured at a right angle to, parallel and contiguous with the northeasterly right-of-way of said Oak Meadows Court.  
**AND**

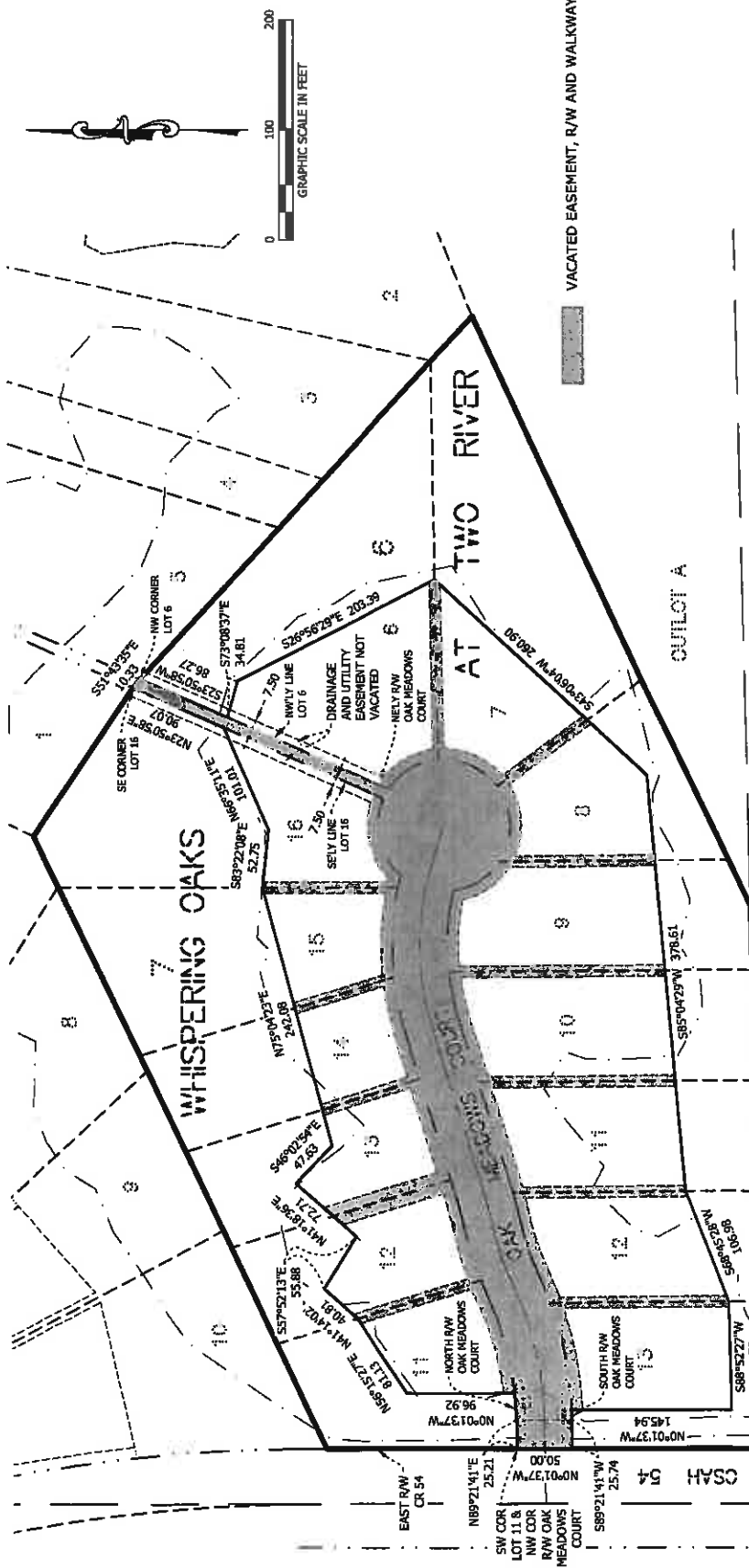
The northwesterly 7.5 feet of Lot 6, Block 6, said WHISPERING OAKS AT TWO RIVER, as measured at a right angle to, parallel and contiguous with the northwesterly line of said Lot 6, lying 10.00 feet northeasterly of, as measured at a right angle to, parallel and contiguous with the northeasterly right-of-way of said Oak Meadows Court.

Dated this 5th day of October, 2016.

Tom Schneider  
Clerk/Adm.

Published in the Albany Enterprise on October 19th and October 26, 2016.

# Easement/Right-of-Way Vacation Sketch & Description



I hereby certify that this VACATION SKETCH AND DESCRIPTION was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

*Linda H. Brown*  
 Linda H. Brown, Professional Land Surveyor  
 Minnesota License Number 23682  
 October 4, 2016

CURVE TABLE				
CURVE #	LENGTH	RADIUS	DELTA	CH BEARING
C1	24.84	275.00	5°10'31"	N86° 46' 25"E
C2	9.26	325.00	1°37'58"	N88° 32' 42"E

**St. Cloud Office**  
 3717 23rd Street South  
 St. Cloud, MN 56301  
 Phone: 320-251-4523  
 Fax: 320-251-4222  
 Website: www.startec.com

Startec

CITY OF ALBANY  
 EASEMENT/RIGHT OF WAY VACATION

1938016007.607A
PROJECT NUMBER
193801690
SHEET NUMBER
V607.1

MINNESOTA PROFESSIONAL LAND SURVEYORS BOARD (MPLS) 300 N. WASHINGTON AVENUE, SUITE 100, ST. CLOUD, MN 56301-1000  
 LICENSED PROFESSIONAL LAND SURVEYORS ARE REQUIRED TO SIGN AND DATE ALL SURVEY INSTRUMENTS AND TO MAINTAIN A RECORD OF ALL SURVEY INSTRUMENTS FOR A PERIOD OF AT LEAST FIVE YEARS FROM THE DATE OF RECORDATION OF THE INSTRUMENT.  
 THIS INSTRUMENT IS THE PROPERTY OF STARTEC SURVEYING AND CONSULTING, INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF STARTEC SURVEYING AND CONSULTING, INC.

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**NOTICE OF COMPLETION OF VACATION  
DRAINAGE AND UTILITY EASEMENT  
And Right of Way  
PROCEEDING BY THE CITY OF ALBANY**

Notice is hereby given:

The City Council for the City of Albany did review and approve by the requisite number of votes to vacate a drainage and utility easement and right of way legally described as follows:

**VACATION DESCRIPTION**

Vacating the easements in Lots 11 through 16, Block 7 and Lots 6 through 13, Block 6, WHISPERING OAKS AT TWO RIVER, according to the recorded plat thereof, Stearns County, Minnesota and the right-of-way of Oak Meadows Court and Walkway as dedicated in said WHISPERING OAKS AT TWO RIVER, all of which being contained within the following described polygon: Commencing at the southwest corner of Lot 11, Block 6 and the northwest corner of Oak Meadows Court right-of-way, said WHISPERING OAKS AT TWO RIVER; thence North 89 degrees 21 minutes 41 seconds East, plat bearing, along the north right- of-way line of said Oak Meadows Court, a distance of 25.21 feet; thence easterly 24.84 feet along a curve tangent to the last described line, concave to the north, with a radius of 275.00 feet and a central angle of 05 degrees 10 minutes 31 seconds; thence North 00 degrees 01 minutes 37 seconds West, a distance of 96.92 feet; thence North 56 degrees 15 minutes 27 seconds East, a distance of 81.13 feet; thence North 41 degrees 14 minutes 02 seconds East, a distance of 40.81 feet; thence South 57 degrees 52 minutes 13 seconds East, a distance of 55.88 feet; thence North 41 degrees 18 minutes 36 seconds East, a distance of 72.71 feet; thence South 46 degrees 02 minutes 54 seconds East, a distance of 47.63 feet; thence North 75 degrees 04 minutes 23 seconds East, a distance of 242.08 feet; thence South 83 degrees 22 minutes 08 seconds East, a distance of 52.75 feet; thence North 66 degrees 35 minutes 11 seconds East, a distance of 101.01 feet, to the southeasterly line of said Lot 16; thence North 23 degrees 50 minutes 58 seconds East, along said southeasterly line of Lot 16, a distance of 90.07 feet, to the northeast corner of said Lot 16; thence South 51 degrees 43 minutes 35 seconds East, a distance of 10.33 feet, to the northwest corner of said Lot 6; thence South 23 degrees 50 minutes 58 seconds West, along the northwesterly line of said Lot 6;

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**AND**

The northwesterly 7.5 feet of Lot 6, Block 6, said WHISPERING OAKS AT TWO RIVER, as measured at a right angle to, parallel and contiguous with the northwesterly line of said Lot 6, lying 10.00 feet northeasterly of, as measured at a right angle to, parallel and contiguous with the northeasterly right-of-way of said Oak Meadows Court.  
By action of the City Council, the easement described above is now vacated.

Dated this 2nd day of November, 2016.

**CITY OF ALBANY**

\_\_\_\_\_  
Daron Gersch, Mayor

\_\_\_\_\_  
Tom Schneider, Clerk/Adm.

( S E A L )

STATE OF MINNESOTA  
COUNTY OF STEARNS

On this 2<sup>nd</sup> day of November, 2016, to me known to be Daron Gersch, Mayor and Tom Schneider, Clerk/Administrator, for the City of Albany and who executed the foregoing instrument, and acknowledgement that they executed the same as their free act and deed.

\_\_\_\_\_  
Notary Public signature

( S E A L )

THIS INSTRUMENT WAS DRAFTED BY:

City of Albany  
Tom Schneider, Clerk/Adm.  
P.O. Box 370  
Albany, MN 56307-0370  
320-845-4244

BECKER, MINNESOTA

# SAFE ROUTES to SCHOOL

A plan to make walking and biking  
to school a safe, fun activity.

Becker Primary, Becker Intermediate & Becker Middle Schools  
November 2015

< BECKER, MN >  
= EXAMPLE



## Acknowledgments

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The following key people/entities participated in the Safe Routes to School (SRTS) plan efforts for this Safe Routes to School Plan. Their creativity, energy, and commitment were critical to the success of this effort.

Ken Abraham, Becker Public Schools  
Brent Baloun, Becker Police Department  
Jamie Cassidy, City of Becker  
Joe Danielson, City of Becker  
Therese Haffner, City of Becker  
Nancy Helman, Becker Middle School  
Matt Jackson, Sherburne County Health and Human Services  
Mark Kolbinger, Becker Public Schools  
Rhonda Lewis, Sherburne County  
Dr. Stephen Malone, Superintendent of Becker Schools  
Alison Miller, Sherburne County Health and Human Services  
Michelle Peacock, Community Education  
Greg Pruszinske, Becker City Administrator  
Joe Prom, Becker Public Schools

The following students from Becker Public Schools also participated in the planning process:

Kalley Goebel  
Kelsi Halvoron  
Nicole Knudsen  
Mason McKerrall  
Brandon Ollmann  
Dylan Rogers  
Brady Roosle  
Maddie Thorne  
Ethan Quoll  
Armes Yuhala  
Kami Ziebarth

This plan was prepared by:



community  
design  
group

Funded by a planning assistance grant provided by:



# Introduction + Context

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## Introduction to Safe Routes to School

Safe Routes to School (SRTS) is a program with a simple goal: helping more children get to school by walking and bicycling. Envision active kids using safe streets, helped by engaged adults (from teachers to parents to police officers), surrounded by responsible drivers.

Safe Routes to School programs use a variety of strategies to make it easy, fun and safe for children to walk and bike to school. These strategies are often called the "Five Es."

- Education: programs designed to teach children about traffic safety, bicycle and pedestrian skills, and traffic decision-making.
- Encouragement: programs that make it fun for kids to walk and bike. These programs may be challenges, incentive programs, regular events (e.g., "Walk and Bike Wednesdays") or classroom activities.
- Engineering: physical projects that are built to improve walking and bicycling conditions.
- Enforcement: law enforcement strategies to improve driver behavior near schools.
- Evaluation: strategies to help understand program effectiveness, identify improvements, and ensure program sustainability.

## Vision

Safe Routes to School initiatives can improve safety and encourage more students and families in Becker to walk, bike or roll to school. Successful SRTS programs can result in less traffic congestion, higher levels of physical activity, and an enhanced quality of life in our neighborhoods.

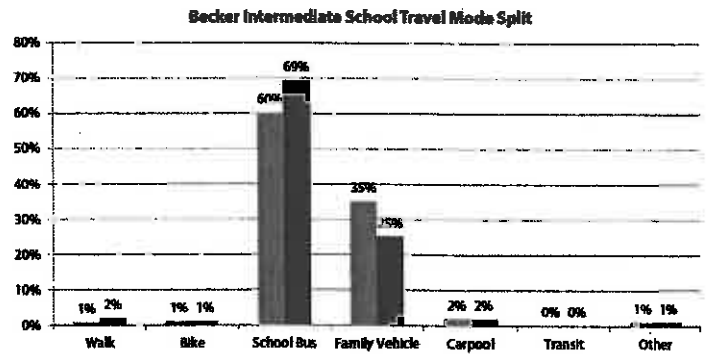
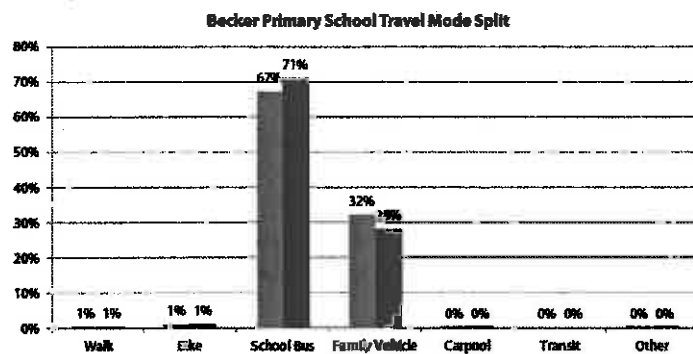
The program will connect students and their families with year-round opportunities for active transportation through education, encouragement, and use of a safe on-street and trail network. Safe Routes to School will foster a culture of healthy and active families by encouraging non-motorized forms of transportation as a safe, comfortable and normal way of getting to and from school."

The vision of walking and bicycling around Becker schools will help frame the Safe Routes to School planning process and inform recommended improvements to pedestrian and bicycle infrastructure and programs.

# Introduction + Context

## Hand Tallies

In-classroom tallies of students' arrival and departure travel modes were conducted at Becker Primary and Becker Intermediate Schools over three days in May 2015. A total of 2201 trips were tallied at Becker Primary and 1889 trips were tallied at Becker Intermediate. At both schools, the majority of travel to and from school is done by school bus and family vehicle, with very few students walking or biking to and from school.



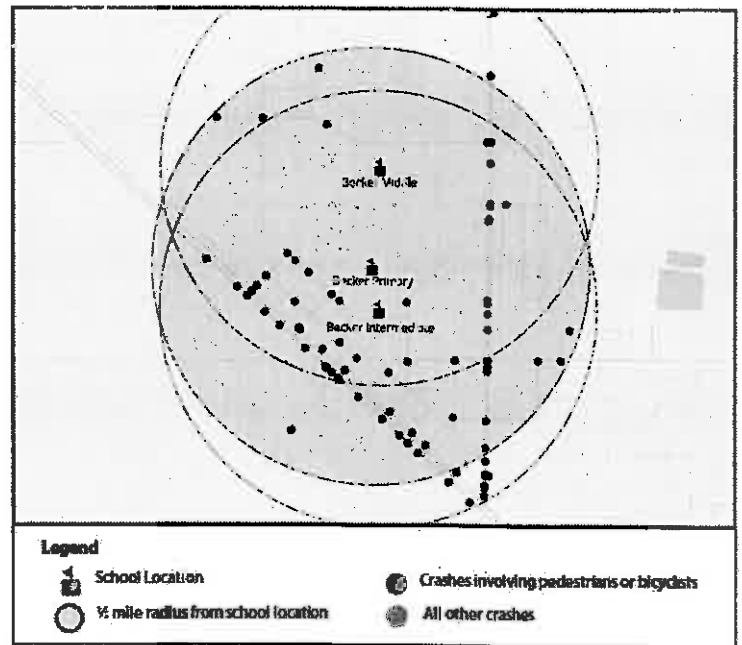
# Crash Locations + Safety

## Crash Locations

An assessment of collisions surrounding the campus of all three Becker schools was completed using Minnesota Department of Transportation (MnDOT) crash data from 2005 - 2014. A primary objective in analyzing this data is to identify crash patterns and particular locations or corridors that have been unsafe for pedestrian and bicyclists over a period of time.

Data from 2005 - 2014 reported a total of 107 collisions within ½ mile of Becker Primary and Becker Intermediate Schools. Of these collisions, none involved pedestrians or bicyclists.

Data from 2005 - 2014 reported a total of 77 collisions within ½ mile of Becker Middle School. Of these collisions, one involved a bicyclist who was under the age of 18. This collision occurred to the north of the school along Sherburne Avenue just to the north of Fairway Lane.



# Planning

## Interactive Charrette

In May of 2015, Alta Planning + Design convened the local SRTS team to conduct a highly-participatory, two-day design charrette. A charrette is a multi-day collaborative design workshop. It harnesses the talents, energies and knowledge of all interested parties to create and support transformative yet feasible community change.

The first day included a four-hour intensive morning session followed by an opportunity for one-on-one meetings with team members throughout the afternoon. Additionally, an afternoon open house provided engagement opportunities for parents and students. The second day included time for reflecting on the work of the first day, and developing a consensus around proposed infrastructure and programs recommendations. Time was also included to discuss next steps for implementing recommendations from all of the five E's.



# Infrastructure Recommendations

## Infrastructure Issues + Recommendations

The initial field review and subsequent meetings yielded specific recommendations to address the key identified barriers to walking and bicycling at Becker schools. This plan does not represent a comprehensive list of every project that could improve conditions for walking and cycling in the neighborhood, but rather the key conflict points and highest priority infrastructure improvements to improve walking and cycling access to the school.



# Infrastructure Recommendations

## Infrastructure Issues + Recommendations

	Location	Recommendation	Potential Lead	Priority
<b>A</b>	Sherburne Ave	Implement a school speed zone on Sherburne Ave from 1st Street to Bradley Blvd, with speed feedback at key locations.	City of Becker	High Priority
<b>B</b>	Myhre St and Sherburne Ave	Install an enhanced crosswalk with a median safety island and pedestrian activated rapid flash beacon, to assist cyclists and pedestrians in crossing Sherburne Ave at Myhre St.	Sherburne County	High Priority
<b>C</b>	Cavanaugh St and Sherburne Ave	Install an enhanced crosswalk with a median safety island and pedestrian activated rapid flash beacon, to assist cyclists and pedestrians in crossing Sherburne Ave at Cavanaugh St. Close driveway into adjacent parking lot and widen sidewalk along Cavanaugh St.	Sherburne County	High Priority
<b>D</b>	Central Ave and Sherburne Ave	Replace the existing flashing beacon with a rapid flash beacon. Enhance crosswalk on Sherburne Ave by installing a median safety island. Narrow vehicle travel lanes on Sherburne Ave and reduce pedestrian crossing distance on Central Ave by installing curb extensions.	Sherburne County	High Priority
<b>E</b>	Warren Ave and Edgewood St	Install a high visibility crosswalk across Edgewood St at Warren Ave to create a safe path crossing location. Consider a full street closure at this intersection.	City of Becker	Long Term Priority
<b>F</b>	Brenda Blvd	Install advisory walk/bike lanes connecting Twyla Ave with 3rd St. An advisory lane occurs when the center line has been removed from the road and instead dashed lines are painted, that allow motor vehicles to occupy that space when a bicyclist or pedestrian is not using it.	City of Becker	Long Term Priority

## Infrastructure Recommendations

### Infrastructure Issues + Recommendations

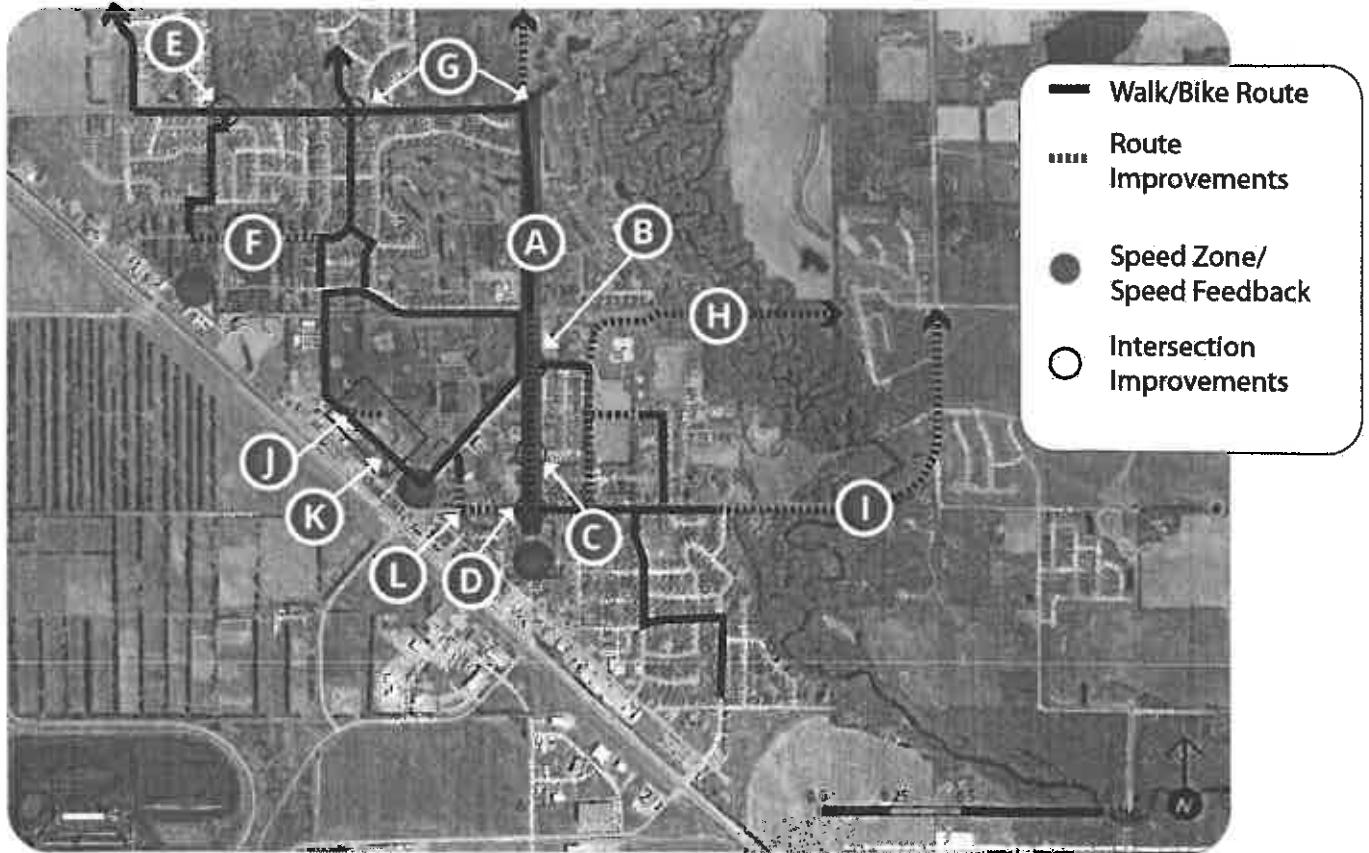
	Location	Recommendation	Potential Lead	Priority
<b>G</b>	Edgewood St. from Brenda Ave to Peter Ave	Fill in gap along Edgewood St, between Brenda Ave and Peter Ave, with a shared use path. Upgrade crosswalks and install a median refuge island.	City of Becker/ Sherburne County	Long Term Priority
<b>H</b>	Dale St & Grund Ave to 117th St.	Construct a path from Dale Street, along Grund Ave, that connects north of the baseball fields and crosses the Elk River greenway area to 117th Street.	City of Becker	Long Term Priority
<b>I</b>	Central Ave at Rolling Ridge Rd	Extend the existing path along Central Ave (C.S.A.H. 24) at Rolling Ridge Rd and continue to 150th Ave, ending at Becker city limits.	Sherburne County/ City of Becker	Long Term Priority
<b>J</b>	Becker Elementary School	Construct path through Becker Elementary School parking lot, connecting 3rd Ave with existing path on school campus.	Becker Public Schools	Long Term Priority
<b>K</b>	Becker Elementary School	Relocate existing driveway near Donnelly St and 3rd St and adjust path alignment. Add a 4-way stop and marked crosswalks at Morris St and 3rd St. Add path crossing at Morris St and campus entrance.	City of Becker	Long Term Priority
<b>L</b>	Central Ave from Rye to Sherburne & Rye from Hancock to Central Ave	Extend the existing sidewalk on Rye Street to connect to Central Ave. Add a sidewalk along Central Ave from Rye Street to Sherburne Ave.	City of Becker	Long Term Priority



# Infrastructure Recommendations

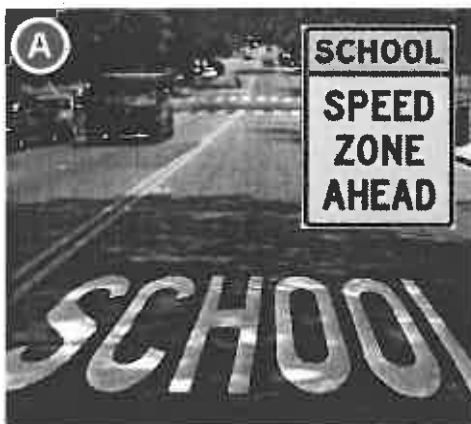
## Infrastructure Issues + Recommendations

### School Speed Zone + Intersection Improvements



# Infrastructure Recommendations

Sherburne Ave



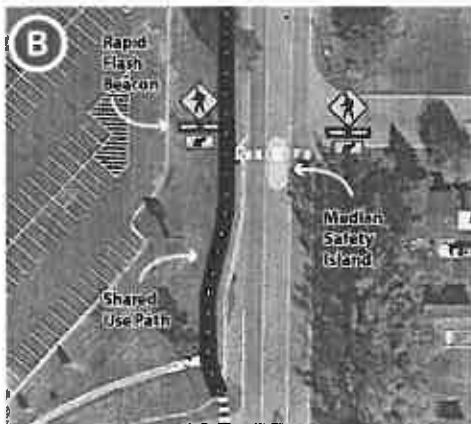
Implement a school speed zone on Sherburne Ave from 1st Street to Bradley Blvd, with speed feedback at key locations.

Cavanaugh St and Sherburne Ave



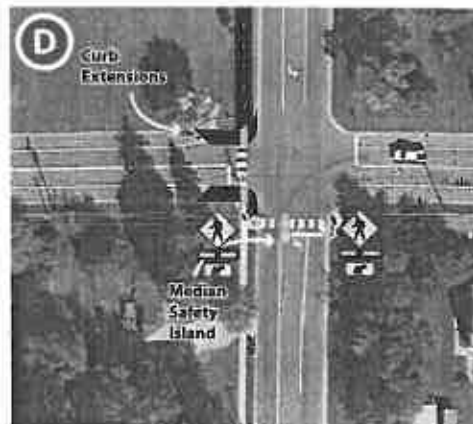
Install an enhanced crosswalk with a median safety island and pedestrian activated rapid flash beacon, to assist cyclists and pedestrians in crossing Sherburne at Cavanaugh St. Close driveway into adjacent parking lot/widen sidewalk along Cavanaugh St.

Myhre St and Sherburne Ave



Install an enhanced crosswalk with a median safety island and pedestrian activated rapid flash beacon, to assist cyclists and pedestrians in crossing Sherburne Ave at Myhre St.

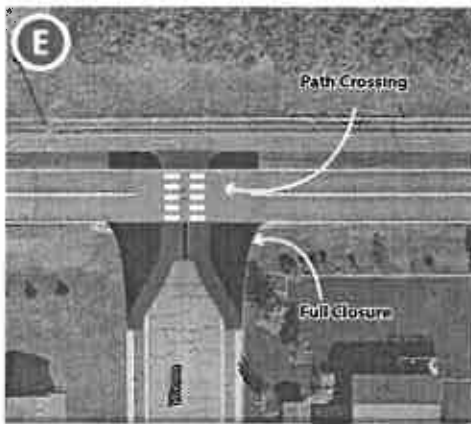
Central Ave and Sherburne Ave



Replace the existing flashing beacon with a rapid flash beacon. Enhance crosswalk on Sherburne Ave by installing a median safety island. Narrow vehicle travel lanes on Sherburne Ave and reduce pedestrian crossing distance on Central Ave by installing curb extensions.

# Infrastructure Recommendations

## Warren Ave and Edgewood St



Install a high visibility crosswalk across Edgewood St at Warren Ave to create a safe path crossing location. Consider a full street closure at this intersection.

A photograph of a rapid flash beacon signpost. The signpost has a pedestrian crossing sign and a bicycle sign. The beacon is a small, white, rectangular device mounted on a post next to the signpost.

*What is a Rapid Flash Beacon?*  
A rapid flash beacon is a pedestrian activated device that can enhance safety by reducing crashes between vehicles and pedestrians at unsignalized intersections and mid-block pedestrian crossings. Rapid flash beacons work by increasing driver awareness of potential pedestrian conflicts at crossing locations that are otherwise unsignalized.

## Brenda Advisory Bike Lanes



Install advisory walk/bike lanes on Brenda connecting Twyla Ave with 3rd St. An advisory lane occurs when the center line has been removed from the road and instead dashed lines are painted, that allow motor vehicles to occupy that space when a bicyclist/ pedestrian is not using it.

A photograph of a median refuge island. The island is a protected space built in the center of a street, with a crosswalk leading to it. The island is used to improve bicycle and pedestrian crossings.

*What is a Median Refuge Island?*  
Median refuge islands are protected spaces built in the center of a street to improve bicycle and pedestrian crossings. This treatment reduces crossing distance and, on two-way streets, allows people to navigate only one direction of traffic at a time.

# Infrastructure Recommendations

## Edgewood Shared Use Path



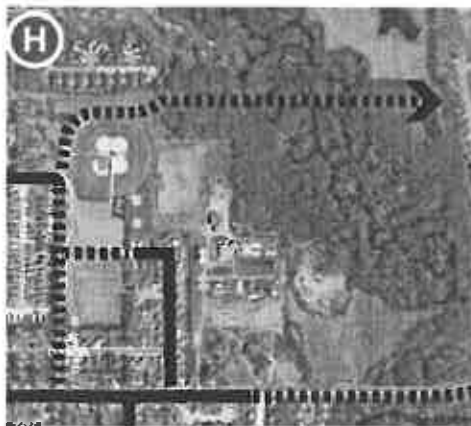
Fill in gap along Edgewood St, between Brenda Ave and Peter Ave, with a shared use path. Upgrade crosswalks and install a median refuge island.

## Shared Use Path

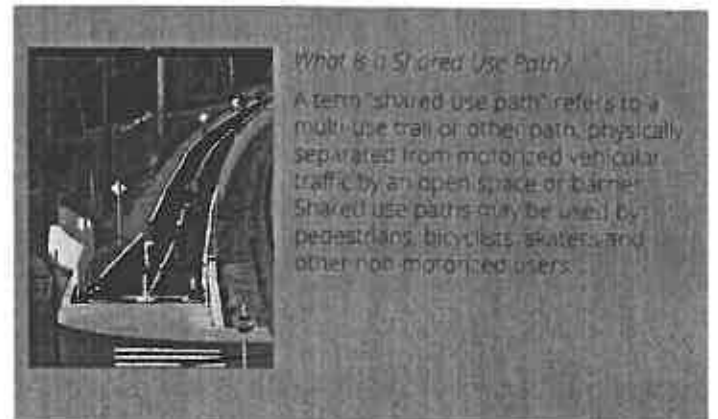


Extend the existing path along Central Ave (C.S.A.H. 24) at Rolling Ridge Rd and continue to 150th Ave, ending at Becker city limits.

## Grund Ave Shared Use Path

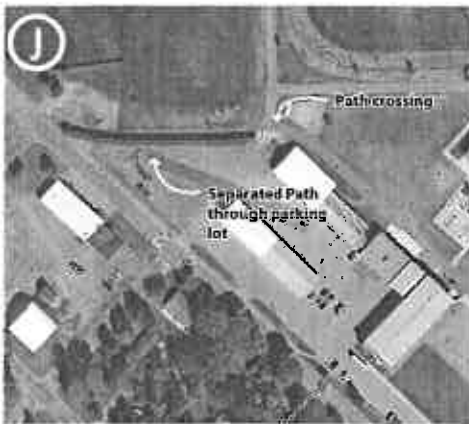


Construct a path from Dale Street, along Grund Ave, that connects north of the baseball fields and crosses the Elk River greenway area to 117th Street.

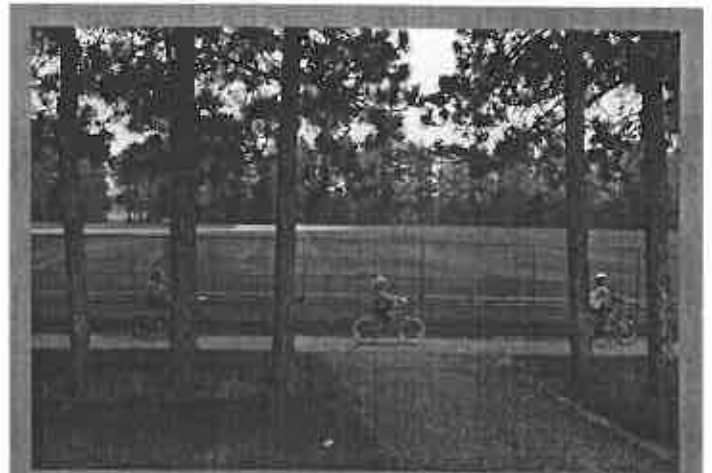


# Infrastructure Recommendations

## Becker Elementary School



Construct path through Becker Elementary School parking lot, connecting 3rd Ave with existing path on school campus. Add path crossing at Morris St and campus entrance.



Constructing a path at this location will create a more complete loop for students to walk and bike at Becker Elementary School. This is already a popular path that students use for the existing Wheeling Wednesdays program.

Constructing a path crossing at Morris Street to the campus grounds can help students to transition from the path to the school campus more safely.

## Becker Elementary School



Relocate existing driveway near Donnelly St and 3rd St and adjust path alignment. Add a 4-way stop and marked crosswalks at Morris St and 3rd St.

## Programs Recommendations

---

The Safe Routes to School movement has been a leader in acknowledging that infrastructure changes are a necessary but insufficient condition for shifting school travel behavior. While engineering improvements like sidewalks, crosswalks, and bikeways are important, equally important are education programs to make sure children and families have basic safety skills, encouragement programs to highlight walking and bicycling to school as fun and normal, enforcement against unsafe and illegal motorist behavior, and evaluation of the impact of investments and non-infrastructure efforts.

The following programs were identified as priority programs for Becker Primary, Becker Intermediate and Becker Middle Schools during the SRTS planning process. These programs were selected to meet the interest and needs of the school community in the near term (one to five years). The programs are recommended to serve both schools and can be implemented in tandem, however programs can be tailored and implemented to meet the age group and interests of the school and students.

For each program concept, the recommendation includes the primary intended outcomes, potential lead and partners, a recommended timeframe for implementation, resources and sample programs, and a short description.

## Programs Recommendations

### Walking School Bus/Bike Trains

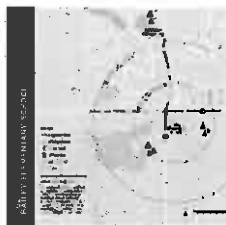


A walking school bus or bike train is a group of students who walk or bike to school with one or more adults, along a designated route. Additional students are picked up along the route, creating a fun and safe way for students to walk or bike to school.

#### **Additional Information**

[www.biketrainpdx.org/](http://www.biketrainpdx.org/)  
[www.portlandoregon.gov/transportation/article/232532](http://www.portlandoregon.gov/transportation/article/232532)

### Walk/Bike to School Route Maps



School route maps inform students and parents of the recommended routes for walking and biking to school. The maps identify where there are sidewalks, marked crosswalks, traffic lights and crossing guards. They also identify area to avoid due to high traffic volumes or lack of sidewalks.

#### **Additional Information**

MnDOT Walk and Bike to School Maps Webinar [www.dot.state.mn.us/saferoutes/toolkit.html](http://www.dot.state.mn.us/saferoutes/toolkit.html)

### Walk & Bike to School Day



Typically held in the spring, this annual event grows every year, with schools across the county hosting events. The event is part of a movement for year-round safe routes to school and encourages students and families to commute to school in a fun, safe and healthy way.

#### **Additional Information**

MnDOT Walk and Bike to School Day Webinar: [www.dot.state.mn.us/saferoutes/toolkit.html](http://www.dot.state.mn.us/saferoutes/toolkit.html)

### Bicycle Rodeos



Bicycle rodeos are events that offer bicycle skills and safety stations for youth (and sometimes parents). Hosted at least once per school year, bicycle rodeos teach students basic bicycle riding skills and help students understand how to ride safely to school.

#### **Additional Information**

[www.bike.cornell.edu/pdfs/Bike\\_Rodeo\\_404.2.pdf](http://www.bike.cornell.edu/pdfs/Bike_Rodeo_404.2.pdf)

## Programs Recommendations

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### Communication Strategy



A communication strategy sets up regular communication between the school and parents regarding opportunities to walk and bike to school, upcoming events and news. Communication should be ongoing throughout the school year and could include mailers, website updates and announcements.

**Additional Information**

City of Portland, Safe Routes Newsletters  
<http://www.portlandoregon.gov/transportation/45746>

### School & Community Safety Campaign



A school or community-wide safety campaign is used to encourage safe travel behaviors around schools for all modes. Campaigns can include posters, fliers, website updates and in-classroom announcements.

**Additional Information**

MnDOT Share the Road (broad community focus): [www.dot.state.mn.us/sharetheroad/](http://www.dot.state.mn.us/sharetheroad/)

San Jose (CA) Street Smarts Program:  
[www.getstreetsmarts.org/](http://www.getstreetsmarts.org/)

### Walk! Bike! Fun! Skills & Safety Training



The new Walk! Bike! Fun! Pedestrian and Bicycle Safety Curriculum teaches school-aged children traffic rules and regulations, the potential hazards of traveling and skills needed to bike and walk safely.

**Additional Information**

Minnesota Walk! Bike! Fun! Curriculum  
<http://www.dot.state.mn.us/saferoutes/>

National Highway Traffic Safety Administration: <http://www.nhtsa.gov/ChildPedestrianSafetyCurriculum>



# Implementation

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The following section outlines an estimated implementation timeline for both the infrastructure and programmatic recommendations. This strategy identifies programs that can be started in first year of plan implementation and summarizes the estimated timing of infrastructure improvements.

## Year One

The programs identified for year one implementation will require the leading organization to take some immediate actions to make progress and follow this timeline. See the Recommended Programs chapter for detailed descriptions of each program, including a list of steps to get started on implementation.

Year one programs were selected based on existing capacity and interest identified during the planning process. Most education, encouragement and enforcement programs will be ongoing and once started can be integrated into school programs year after year.

## Future Actions

While some recommendations may not be implemented in year one, it is still important to plan and prepare for future programmatic and infrastructure projects. These future actions are displayed in simplified timeline, illustrating a potential approach to phasing in certain activities.

# Implementation

## Year One Programs and Infrastructure

Type	Program/ Recommendation	Potential Lead	Action Steps
Program	Walking School Bus and/or Bike Train	Parents/ SHIP staff	Organize volunteer parents to lead walking school bus and/or bike train groups. Host a training session for parents. Coordinate with SHIP staff to implement program.
Program	Walk & Bike to School Day	School Admin/SHIP staff	Organize a 1 day event coordinating with public health staff in Fall 2015 and recruit volunteers/solicit donations. Coordinate with Wheeling Wednesdays in Spring 2016. Coordinate with SHIP staff to implement program.
Infrastructure	Sherburne Ave Speed Zone	Sherburne County/City of Becker	Work with the County to establish a potential school speed zone. Contact County Engineer to determine next steps in the process.
Infrastructure	Enhanced crosswalks across Sherburne Ave at Myhre St and Cavanaugh St.	Sherburne County	Coordinate with County staff to determine options for funding and develop preliminary designs.
Infrastructure	Enhanced crosswalk, narrowing travel lanes and curb extensions at Sherburne Ave and Central Ave.	Sherburne County	Determine options for funding and develop preliminary designs. Coordinate with Sherburne County to secure funding for this more complicated treatment option.
Infrastructure	Enhanced crosswalk at Edgewood St and Warren Ave. Consider full street closure	City of Becker	Complete engineering study to understand impacts of full street closure.
Infrastructure	Shared use path along Sherburne Ave	City of Becker/ Sherburne County	Work with the City of Becker/Sherburne County to assess the funding needs associated with replacing the existing sidewalk with a shared use path.

# Implementation

## Infrastructure Five Year Planning Timeline

Location	Recommendation	Potential Lead	Year 1	Year 2	Year 3	Year 4	Year 5
Sherburne Ave	Implement a school speed zone on Sherburne Ave, with speed feedback at locations to the southwest of the school campuses.	City of Becker	→	→	→	→	→
Myhre St and Sherburne Ave	Install an enhanced crosswalk with a median safety island and pedestrian activated rapid flash beacon.	Sherburne County	→	→	→	→	→
Cavanaugh St and Sherburne Ave	Install an enhanced crosswalk with a median safety island and pedestrian activated rapid flash beacon. Close driveway into adjacent parking lot and widen sidewalk along Cavanaugh St.	Sherburne County	→	→	→	→	→
Central Ave and Sherburne Ave	Replace the existing flashing beacon with a rapid flash beacon. Enhance crosswalk on Sherburne Ave by installing a median safety island. Narrow vehicle travel lanes on Sherburne Ave and install curb extensions.	Sherburne County	→	→	→	→	→
Warren Ave and Edgewood St	Install a high visibility crosswalk across Edgewood St at Warren Ave to create a safe path crossing location. Consider a full street closure at this intersection.	City of Becker	→	→	→	→	→
Brenda Blvd	Install advisory walk/bike lanes connecting Twyla Ave with 3rd St.	City of Becker	→	→	→	→	→
Sherburne Ave & Edgewood St	Upgrade sidewalk along Sherburne to a shared use path. Fill in gap along Edgewood St, between Brenda Ave and Peter Ave, with a shared use path.	City of Becker/ Sherburne County	→	→	→	→	→



# Implementation

## Infrastructure Five Year Planning Timeline

Location	Recommendation	Potential Lead	Year 1	Year 2	Year 3	Year 4	Year 5
Dale St & Grund Ave to 117th St.	Construct a path from Dale Street, along Grund Ave, that connects north of the baseball fields and crosses the Elk River greenway area to 117th Street.	City of Becker	→	→	→	→	→
Central Ave (C.S.A.H. 24) at Rolling Ridge Rd	Extend the existing path along Central Ave (C.S.A.H. 24) at Rolling Ridge Rd and continue to 150th Ave, ending at Becker city limits.	City of Becker/ Sherburne County	→	→	→	→	→
Becker Elementary School	Construct path through Becker Elementary School parking lot, connecting 3rd Ave with existing path on school campus.	Sherburne County	→	→	→	→	→
Becker Elementary School	Relocate existing driveway near Donnelly St and 3rd St and adjust path alignment. Add a 4-way stop and marked crosswalks at Morris St and 3rd St. Add path crossing at Morris St and campus entrance.	Sherburne County	→	→	→	→	→



# Implementation

## Programs to implement at Becker Schools

Type	Program	Potential Lead	Key Partner	Year 1	Year 2	Year 3	Year 4	Year 5
Encouragement	Walking School Bus and/or Bike Train	Parents	School Administrators	→				
Encouragement	Walk & Bike to School Day	School Admin	School Administrators	→				
Education	Bicycle Rodeos	School Admin	Local Police Department	→	→			
Education	Walk/Bike to School Route Maps	City of Becker	School District	→	→			
Education	School & Community Safety Campaign	City of Becker	Local Police Department	→		→		
Education	Walk! Bike! Fun! Skills & Safety Training	School District	Teachers	→		→		



## Get Involved!

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PLAN your walking or biking route with your student.

FORM a walking school bus or bike train.

BE a good role model by practicing good walking and biking behaviors.

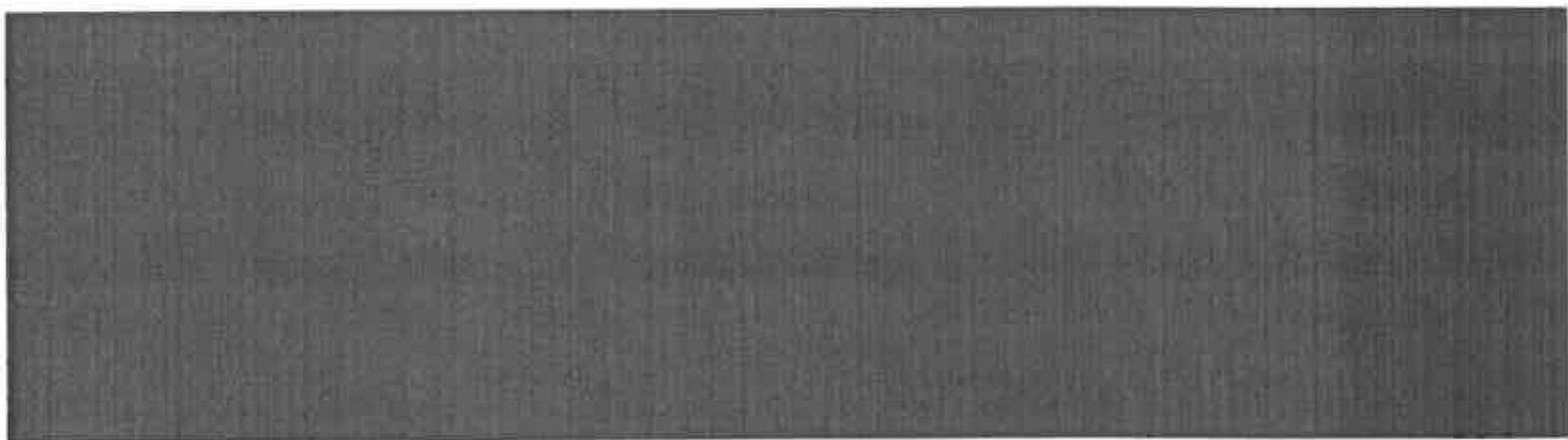
WATCH for students and RESPECT THE ZONE when driving. Slow down in school zones. The safe speed may be less than 20 miles per hour.

SHOW that you support safe walking and bicycling and VOLUNTEER! If you would like to get involved contact your school principal.

Additional information on Safe Routes to School can be found at the following websites:

➡ State of Minnesota SRTS Resource Center - <http://www.dot.state.mn.us/mnsaferoutes/about/>

➡ National Center for Safe Routes to School - <http://www.saferoutesinfo.org/>



10-25-16

## LIBRARY BRANCH AGREEMENT

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between the City of \_\_\_\_\_, a municipal corporation, hereinafter collectively referred to as "CITY," and Great River Regional Library, a public regional library system established under Minnesota Statutes, hereinafter referred to as "GRRL."

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WHEREAS, the \_\_\_\_\_ City Council, by written action, has established a branch library of the Great River Regional Library System in the City of \_\_\_\_\_

NOW, THEREFORE, the parties hereto wish to commit in writing the terms and conditions under which the CITY, will be affiliated with GRRL, and in consideration of the premises, the parties do hereby agree as follows.

1. **SERVICES.** Throughout the term of this agreement GRRL agrees to provide basic system services as defined in Minnesota Statute 134.001, Subdivision 5. These services shall include, but shall not be limited to, communication among parties, resource sharing, delivery of materials, reciprocal borrowing, and cooperative reference service. In addition, the following specific services shall be provided:
  - A. Determination and development of services to be provided with input from citizens of the communities.
  - B. Development and carrying out of all library policies. GRRL maintains uniform policies for all library services and to minimize confusion no individual policies for the \_\_\_\_\_ location will be maintained.
  - C. GRRL administrative staff determines hours of service with input from local residents. ~~GRRL agrees to be open a minimum of 10 hours per week~~ GRRL will provide staffing for a minimum of 20 open hours per week or the minimum number of hours necessary to qualify for Regional Library Telecommunication Aid.
  - D. The GRRL staff is responsible for selection of library materials for all GRRL libraries. All materials purchased for any library are to be ordered through GRRL regardless of the source of funds. Local citizens are encouraged to make suggestions for collection development and GRRL staff will evaluate those recommendations utilizing the library's Collection Development Policy. Gift materials, monetary donations, and equipment will be accepted under the provisions of GRRL policies.

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E. Personnel administration: GRRL is responsible for the selection, training and employment of all branch personnel. The GRRL Board is responsible for maintaining a region-wide pay schedule and personnel policy for all GRRL personnel. All decisions relating to promotion, demotion, hiring or termination are the responsibility of GRRL.

F. GRRL will insure all building contents, including materials, which are owned by GRRL.

G. Miscellaneous services – telephone service, delivery service, purchase of essential operating supplies and all other responsibilities not directly associated with the provision and maintenance of physical facilities. Services beyond established GRRL base-level services as defined in GRRL policy outlined in Exhibit B will be the responsibility of the ~~City~~CITY.

H. Automation equipment, software and licenses required to perform assigned GRRL functions. GRRL maintains a centralized integrated library automation system and is a MnLINK participant. Computers are to be used for library purposes only. No hardware or software can be added to any GRRL computer without the authorization of library administration

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I. All library Internet access will be provided through GRRL, to assure compliance with the state and federal regulations and funding requirements GRRL will provide an Internet connection to operate the GRRL- sponsored integrated library system as well as public computing stations and public wireless services.

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2. **EQUIPMENT AND FURNISHINGS.** In connection with the location of a branch library in the City of \_\_\_\_\_, the City of \_\_\_\_\_ will provide appropriate equipment and furnishings for the library as determined by GRRL ~~policy~~and CITY. City-owned equipment is outlined in Exhibit A. It is the understanding of the parties hereto that the title to the said equipment and furnishings will remain with the CITY throughout the term of this agreement. If during the term of the agreement the equipment and furnishings shall be deemed to be obsolete or shall need replacing, then the original furnishings and equipment shall be returned to the City of \_\_\_\_\_ for sale or other disposition. In the event that the equipment provided by the City of \_\_\_\_\_ becomes inadequate for the provision of library service, the CITY shall have ~~ninety (90) days~~one year or a time frame established through mutual agreement of both the CITY and GRRL to provide an acceptable plan for replacement of equipment before this agreement may be terminated.

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3. **LIBRARY FACILITY.** Throughout the term of this agreement, the City of \_\_\_\_\_ will provide a facility to serve as the location of the GRRL branch library based on the standards as outlined in GRRL policy in Exhibit B.

All costs associated with operation and upkeep of the building, including, but not limited to custodial services, utilities, insurance, and building maintenance will be paid for by the CITY without offset or reimbursement to or from the GRRL funds or appropriations. The CITY, its employees and agents, will be allowed to access the said building in order to provide janitorial services and maintain the building. Janitorial and trash removal services will be provided on at least a weekly basis. The CITY will make necessary arrangement to provide for all necessary maintenance and repair of the buildings and grounds, including but not limited to raking, lawn mowing and timely snow removal. The facility needs to meet the following requirements:

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- Adequate air conditioning and heating.
- Adequate space to meet its service, operation and storage needs.
- Complies with local or state ADA parking requirements, whichever is greater.
- Complies with federal, state and local restroom requirements.
- Has an exterior book drop in a well lit area if the book drop empties into the interior of the library, it must be contained in a fireproof room, meet state fire code regulations.
- ~~New buildings or facility remodels of the libraries will be done with proposed by GRRL are done in mutual agreement of both consultation GRRL and the CITY with City architect and or engineer at the expense of GRRL.~~
- ~~New building or remodels proposed by CITY are in done in consultation with GRRL architect and or engineer at CITY Expense. If it empties into the interior of the library, it must be contained in a fireproof room.~~
- ~~New buildings or remodels are done in consultation with an architect with library experience approved by GRRL.~~
- ~~Size and space requirements are met as established through a GRRL space needs analysis.~~
- ~~Meet uniform building code, Pass GRRL safety audit standards and meet library insurance carrier requirements.~~
- ~~Complies with GRRL policies as outlined in Exhibit B and includes GRRL branding for building identification and internal signage.~~
- ~~Interior space is well maintained to reasonable standards and GRRL standards presents a modern, fresh and clean appearance including walls, paint, wiring and flooring.~~

4. **ADDITIONAL CITY RESPONSIBILITIES.** In connection with the operation of a branch in the City of \_\_\_\_\_, the CITY shall be responsible for the following:

A. The host location must meet state maintenance of effort requirements throughout the term of this agreement. Libraries must receive financial support sufficient to qualify for state and federal aid;

B. Development and interpretation of policies related to meeting room use (if applicable);

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B. Support of special programming by providing space for such as discussion groups, lectures, art exhibits and children's programming;

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C. Support for provision of adequate funding for regional library service programs with local, state, and federal authority;

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D. C. Development of additional local funding (taxes, gifts, etc.) for supplementary materials and equipment and facilities; and

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E. Establishing "Rules of Behavior", satisfactory to GRRL, this will be enforced by the City or County Law Enforcement. GRRL will, upon request, provide examples of previously approved behavior codes.

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F.

D.

Libraries must abide by the policies established by the GRRL Board of Trustees

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5. FIRE AND EXTENDED COVERAGE INSURANCE. CITY as its sole cost and expense, shall keep the building and all improvements appurtenant thereto, and all fixtures and equipment therein, insured for the benefit of the CITY against loss or damage by fire and against such other risks as are or shall be customarily covered with respect to buildings similar in construction, general location, use, and occupancy, including, but not limited to, windstorm, hail, explosion, vandalism, riot and civil commotion, damage from vehicles, smoke damage, and such other damage as may be deemed necessary by the CITY.

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6. PERSONAL PROPERTY INSURANCE GRRL shall maintain insurance coverage upon all personal property owned by GRRL including library materials and equipment. The CITY shall maintain insurance coverage upon all other personal property including that of the owned by CITY or the personal property of any others kept, stored, displayed (visual arts) or maintained on the \_\_\_\_\_ Library premises against loss or damage by fire, windstorm, or other casualties for such amounts as GRRL or the CITY may desire.

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7. GIFTS AND ENDOWMENTS. After the execution of this agreement, all property, except library materials and equipment, given, granted, conveyed, donated, devised, or bequeathed to, or otherwise acquired by the CITY shall vest in, and be held in the name of the City of \_\_\_\_\_. All library materials and equipment so acquired by the CITY will be handled in accordance with the provisions of GRRL policy.

8. **EMPLOYEES.** GRRL will employ such individuals as it deems appropriate to provide the necessary library services associated with operating the branch library. The salary, employment schedule and job description for all employees will be established by GRRL. Any employees will serve under the terms of the GRRL Personnel Rules and Policies.

9. **TERMINATION OF AGREEMENT.** This Agreement shall remain in full force and effect until terminated by either party ~~at the end of any GRRL fiscal year~~, by providing written notice of resignation at least three (3) full calendar months prior to the end of ~~such the~~ calendar year. If ~~the City party~~ fails to fulfill its obligations under this Agreement in a proper and timely manner, or otherwise violates the terms of this Agreement, ~~GRRL the other party~~ has the right to terminate this Agreement.

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The GRRL Board of Trustees, at a regular meeting, by a two-thirds (2/3) vote of those present and voting (assuming a quorum), may terminate the ~~membership operations~~ of any library in violation of any requirements of this agreement, provided that notice of such meeting shall specifically state that such termination shall be one of the items of business to be considered at the meeting.

If the agreement is terminated the City ~~CITY~~ agrees to:

- a. ~~Return all items borrowed from GRRL and from other Minnesota libraries through statewide resource sharing networks.~~
- b. ~~Return all items borrowed from library customers as part of the regional reciprocal borrowing services or as part of Minnesota's Reciprocal Borrowing Compact.~~
- ac. Allow GRRL staff and Internet service provider to remove all telecommunications equipment owned by GRRL but located on site.
- ad. Return all materials, equipment or other items received from GRRL for which the ownership has not been transferred.

Cities terminating the agreement cannot re-apply for services until a minimum of three years has passed from the date of termination.

~~Upon Termination termination of this Agreement by GRRL, CITY shall be relieved of any further obligations to GRRL. Termination does not relieve the party CITY of any current obligations to GRRL, including or state library maintenance of effort requirements. Cities that terminate services can make no future claims against GRRL.~~

Upon termination of this Agreement by either party, the operation of the branch library will cease. Each party will be responsible for removing its property from the facility. GRRL will remove its property from the branch facility within 30 days of the closing of the branch location.

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10. **NOTICES.** All communications and notices required to be given or served hereunder shall be in writing and shall be deemed to have been duly given or served if delivered in person or deposited in the United States Mail, postage prepaid, for mailing by certified or registered mail, return receipt requested, and addressed to a party to this agreement at the address hereafter stated:

Executive Director  
Great River Regional Library  
1300 W St. Germain Street  
St. Cloud, MN 56301

City Administrator  
City of \_\_\_\_\_

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11. **BINDING EFFECT.** This agreement shall be binding on and shall inure to the benefit of the parties hereto and to their assigns and successors in interest.

12. **AMENDMENT, MODIFICATION, AND WAIVER.** No amendment, modification, or waiver of any condition, provision, or term hereof shall be valid or of any effect unless made in writing, signed by parties hereto and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default.

13. **SEVERABLE PROVISIONS.** Each provision, section, sentence, clause, phrase, and work of this agreement is intended to be severable. If any provision, section, sentence, clause, phrase, or work hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the agreement.

14. **MINNESOTA LAW** This agreement shall be construed and enforced in accordance with the laws of the State of Minnesota.

15. **ASSIGNMENT.** Neither party may assign its interest hereunder without the express written consent of the other party.

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~~15. **INDEMNIFICATION.** GRRL and the CITY mutually agree to defend, indemnify and hold each other harmless, its officials, officers, employees and agents harmless from any claims, demands, actions or causes of action, (including reasonable attorney's fees and expenses), arising out of~~

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any act or omission arising from their own negligent acts, its subcontractors, agents or employees in the performance of, or with relation to, any of the work or services to be performed or furnished by GRRL or the CITY under this Agreement.

16. \_\_\_\_\_

17. MEDIATION. At the mutual agreement of the parties, any claim or controversy arising out of or relating to this agreement or the breach thereof may be settled by mediation. This shall not be construed to prevent any party from seeking legal redress to enforce the provisions of this agreement.

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**IN WITNESS WHEREOF, the parties have caused this agreement to be executed the day and year**  
first above written. **Formatted: Font: +Body (Calibri)**

▲ ..... **GREAT RIVER REGIONAL LIBRARY** **Formatted: Font: +Body (Calibri)**

CITY OF \_\_\_\_\_

\_\_\_\_\_  
Library Executive Director

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
President, GRRL Board of Trustees

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Secretary, GRRL Board of Trustees

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## Exhibit A – City owned Equipment

Listing of city-owned assets – chairs, desks, phones, etc.

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## Exhibit B – Related GRRL Policies

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### GRRL Library Development Policy

#### III. Minimum Level of Service

The following minimum level of service is defined as the basic GRRL library services delivered at every library throughout the region. The total amount of services delivered will be dependent on facility space, population size of community and surrounding area, proximity to other libraries, active registered borrowers, and patron demand.

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#### Collection

- Shared and Floating - The collection is shared and floats freely among all GRRL libraries.
- Broad audience - Materials are purchased in a variety of formats representing a wide variety of views and tastes.
- Community driven - Patrons may suggest specific titles for purchase. Whenever possible, Interlibrary Loan will be offered for items GRRL does not purchase.
- Delivery - Delivery of requested material is provided on a regular basis.
- Collection maintenance - Library materials are systematically evaluated to facilitate the repair or withdrawal of damaged, unused or obsolete materials from the collection.

#### Technology

- Wireless - Public wireless Internet is available for web browsing from most devices.
- Internet station - Computer workstations with software are provided for public use.
- Public Access Catalog - Computer workstations are restricted to library catalog use and accessing library provided databases or services.
- Copying - Copiers are available for patrons to use for a fee per page.
- Printing from public computers - Patrons may print from GRRL computer workstations for a fee per page.

#### Locally Delivered Public Services

- Information services - Reference, reader's advisory and technology assistance provided in-person or over the phone.
- Circulation services - Registration of library cards, check-out and check-in of library materials. Automated telephone or email notification for requested materials.



- Programming services - Programs for all ages: pre-k, school age, teen, and adult with a minimum of 25 programs annually. A minimum of one outreach event per library community annually.

**Regionally Delivered Public Services**

*Web-based*

- Online catalog - The library catalog is maintained to reflect library holdings and facilitate convenient 24/7 access to library materials.
- Digital Library – e-books and e-audio materials are available through the library’s website.
- Virtual reference – Email reference available during library open hours. Chat reference available 24/7 through statewide AskMN consortium.
- Subscription Databases - Patrons have access to databases on various topics that are subscribed to by GRRL or Electronic Library of Minnesota (ELM).

*In-library*

- Book-a-Librarian - Personalized face-to-face sessions with a librarian by scheduled appointment.
- Programming
  - Arts & Cultural Heritage Programs (grant dependent)
  - Summer Reading Program
  - Winter Reading Program
- Marketing and publicizing programs and services

**Criteria for Scale of Services Delivered**

The number of public and staff computer stations will be dependent on facility size and wiring capacity. Additionally, total Internet usage, borrowers, and open hours will be used to determine the number of stations assigned to a library. A minimum of one public access catalog, two public Internet station and two staff computer work stations will be provided in each library.

The amount of programs, marketing and publicity will be dependent on the number of borrowers served at each library and grouped by Tier.

Tier	Open Hours	Borrowers	Minimum annual program levels
1	20-23	400-1,300	25
2	24-40	1,300-4,000	30
3	41-49	4,000-20,000	40
4	50 or more	20,000 or more	200

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**Approved Date: 7/19/2016**

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## GRRL Library Development Policy

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### V. New Libraries

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Library buildings are the responsibility of the municipality to operate and maintain. They may be owned or leased. Funding other than municipal tax receipts may be used to provide for those responsibilities, but those costs must be guaranteed by city council resolution and city levy authority. All requirements under Minnesota Statute 134.34 must be met.

#### A. New Libraries - Building Requirements\*

1. The city wishing to add a new GRRL library location needs to meet all GRRL specifications for community size, facility space and distance from other GRRL libraries as outlined in GRRL policy and the GRRL Branch Agreement or other requirements set by the GRRL Board of Trustees.
2. Site: the library site shall provide maximum convenient access to the greatest number of people in the community during the normal course of their daily activities by being located near the center of highest density of daily activity and near high use facilities such as a post office, retail stores, educational facilities, or in close proximity to government centers or community centers.
3. The municipality will provide adequate, safe, convenient and well-lighted parking areas for library users and staff. Parking needs are based on population served. Convenient on and off street parking shall be made available for library customers. The minimum number of parking spaces may be determined by municipal zoning ordinances. Handicapped parking requirements of the Americans With Disabilities Act must be met.
4. Minnesota provides no absolute numerical standards for public library size. However, a large community population indicates a need for greater amounts of public service space to provide for necessary collections and other services. Communities serving larger populations require libraries with more floor space not only for larger collections, but also for additional seating, larger program space and greater numbers of computers to access library information resources.
5. The library must be of adequate size to meet and implement the full range of library services that are consistent with GRRL's long range plan and the standards within this document.
6. The library will have adequate space for adult, child, and family use, with all materials easily accessible for library users of all ages. Furniture provided by the municipality must also include design elements appropriate for children and patrons with disabilities. Furnishings and shelving purchased by the city must be approved by GRRL. Furnishings and shelving will remain as property of the city that will bear the responsibility of maintaining the facility and furnishings as outlined in the branch agreement. All purchased equipment will become the property of GRRL

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and must be approved by GRRL who will bear the responsibility of maintaining library operations as outlined in the GRRL Branch Agreement.

7. The library building and furnishings must meet state and federal requirements for physical accessibility, including the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG). Formatted: Font: Not Bold
8. In compliance with ADAAG, library signage must include directional signs and instructions for the use of the collection, the catalog, and other library services in print, Braille, alternate formats and languages other than English, as appropriate. Formatted: Font: Not Bold
9. The library facility will support the implementation of current and future technologies. Installation and repair of code compliant wiring within the facility is a municipal responsibility. Formatted: Font: Not Bold
10. The library entrance will be clearly visible and located on the side of the building that most users approach. Formatted: Font: Not Bold
11. Interior lighting levels must comply with standards issued by the Illuminating Engineering Society of North America. Formatted: Font: Not Bold
12. The library facility provides for the return of library materials when the library is closed. After-hours book deposits must be easily accessible to staff and secure and protect library materials from weather elements. It is highly recommended that after-hours book deposits store materials inside the facility. They must also be easily accessible to people with disabilities. Formatted: Font: Not Bold
13. The municipality will provide appropriate floor covering throughout the building (carpeting or other sound absorbing materials). Formatted: Font: Not Bold
14. The building will include appropriate ceiling treatments throughout (sound absorbing materials). Formatted: Font: Not Bold
15. The building will include appropriate space for heating and cooling equipment, stairways, janitorial, entryway, and other spaces determined by community needs, service program and architectural design. Formatted: Font: Not Bold
16. Because of additional staffing costs associated with multi-level buildings, all new libraries shall be constructed on one level of public service space. The space should be as open and as flexible as possible. Formatted: Font: Not Bold
17. The building will include adequate heating and air conditioning. Formatted: Font: Not Bold
18. The building will include adequate electrical service, conduits and outlets necessary to meet GRRL's needs. Formatted: Font: Not Bold
19. Library space must be utilized only as a library and not as a community meeting room, city hall or any other purpose. Multi-use facilities are acceptable only if the library area has its own designated space and is physically separated from other areas of the building with walls and doors that can be locked and secured by library staff. Formatted: Font: Not Bold
20. Library shelving must be standard metal or wood shelving in 3' sections in a variety of heights to accommodate children's, reference, audio-visual and other collections. All standard shelving units will be furnished with adjustable shelves. Formatted: Font: Not Bold
21. The building must include convenient delivery access: the delivery access must be accessible for deliveries of library materials from headquarters. Formatted: Font: Not Bold
22. The building must include an adequate private work area for staff off-desk tasks and breaks. Formatted: Font: Not Bold

**B. New Libraries - Access Requirements\***

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1. Library signage must be provided on main community thoroughfares as well as on the building. Communities must also provide signage on the facility that includes the GRRL logo.
2. The standard range of library services must be available during every open hour.
3. Library hours must include a mixture of morning, afternoon, evening and weekend hours to provide as much accessibility as possible for library users.
4. GRRL determines open hours schedules. Library open-hour schedules are arrived at by methods that may include a survey of the community, as well as an evaluation of library hours of adjacent library facilities to insure as much access for the public as possible.
5. Libraries must be open a minimum of 20 hours per week, or the minimum number of hours necessary to qualify for Regional Library Telecommunication Aid.

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\* These requirements are based on the Wisconsin Public Library Space Needs Standards document. They are also referenced in Minnesota State Library's Accessibility and Construction Grant guidelines.

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**C. New Libraries - Other General Requirements**

**Service Area**

Library buildings and their primary area of service must be within the following Minnesota counties: Benton, Morrison, Sherburne, Stearns, Todd, and Wright. The population served must be at least 5,000 based on the community and adjacent townships surrounding the community. The most recent population statistics from the Office of the State Demographer will be used to determine compliance with this requirement.

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**Start-up Costs**

Start-up costs for new library facilities are the responsibility of the host city to be provided through local funds. These costs include but are not limited to:

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**Library equipment and furnishings** – funding for staff and public computers, network equipment, copier, telephone, Express Checkout machine. Equipment must meet minimum GRRL standards as outlined in policy to ensure compatibility with existing systems. Basic library equipment and operations costs required: circulation terminals, public access catalogs, public computer stations, cabling, printers, a copier, book carts and network equipment. Additionally, the costs for software license fees, printing, maintenance contracts, telecommunications (usually provided by RLTA), and miscellaneous equipment need to be covered. Considerations for space, wiring and equipment costs for self checkout stations are strongly recommended for libraries with projected circulation figures over 12,000 items per month. Projected costs will be calculated as part of a new library proposal and will be based on GRRL libraries of similar size and population service area.

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**Opening Day Collection** – Funding for a physical collection of a size adequate to meet the size of the community. Library materials equivalent to 70 percent of capacity based on libraries of comparable size in GRRL. The opening day collection will consist of 25 percent re-distributed older materials from existing GRRL collection and 75 percent newly purchased materials. Projected costs will be calculated as part of a new library proposal and will be based on current GRRL models of collection size and format.

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Any other items needed to open the library and meet GRRL specifications as determined by library administration and the GRRL Board.

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## GRRL Library Development Policy

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### VII. Responsibilities of the Local City Council for Library Operation

1. ~~1.~~ Provision and maintenance of a building, furniture for staff and public areas, shelving and other building equipment (including but not limited to circulation desk).
2. ~~2.~~ Provision and maintenance of heat, air conditioning, light, water and other utilities with the exception of telephone service. All code compliant wiring is to be provided by the building owner or the municipality.
3. ~~3.~~ Janitorial (cleaning) and trash removal services on at least a weekly basis. Larger facilities need more frequent janitorial services.
4. ~~4.~~ Maintenance and repair of the building and grounds including raking, lawn mowing and snow removal in a timely manner.
5. ~~5.~~ Cities must provide insurance on the building (if city owned) and city owned contents. The city must also provide liability insurance coverage.
6. ~~6.~~ Development and interpretation of policies relating to meeting room use (if applicable).
7. ~~7.~~ Development of a Rules of Behavior Policy enforceable by local law enforcement.

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## GRRL Library Development Policy

### VIII. Responsibilities of Great River Regional Library

1. ~~1.~~ Determination, development, and provision of programs and services to be provided with input from local residents of individual communities.

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~~2.~~ ~~2-~~ Development and carrying out of all library policies. GRRL maintains uniform service policies for all libraries. To minimize confusion no individual service policies for particular locations will be maintained.

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~~3.~~ ~~3-~~ GRRL administrative staff determines hours of service with input from local residents.

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~~4.~~ ~~4-~~ Collection development: The GRRL staff is responsible for selection of library materials for all GRRL libraries. All materials purchased for any library are to be ordered through GRRL regardless of the source of funds. Local citizens are encouraged to make suggestions for collection development and GRRL staff will evaluate those recommendations utilizing the library's Collection Development Policy. Gift materials or monetary donations will be accepted under the provisions of GRRL's Collection Development Policy. Collection maintenance including future purchases and de-acquisitions (weeding).

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~~5.~~ ~~5-~~ Personnel administration: GRRL is responsible for the selection, training and employment of all personnel. The GRRL Board is responsible for maintaining a region-wide compensation schedule and personnel policy applicable to GRRL employees. All decisions relating to staffing levels, promotion, demotion, hiring or terminations are the responsibility of the regional library.

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~~6.~~ GRRL will insure all GRRL owned materials and equipment.

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~~6.~~ ~~7-~~ Miscellaneous services: GRRL provides basic telephone service (except building wiring), networking, Internet connections and technology services, programming, delivery service, purchase of essential operating supplies and all other responsibilities not directly associated with the provision and maintenance of library buildings. Maintenance of GRRL-provided equipment.

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~~7.~~ ~~8-~~ GRRL will provide automation equipment, software and licenses required to perform assigned GRRL functions.

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~~8.~~ ~~9-~~ Computers -- GRRL computers are to be used for library purposes only. No software can be added to any GRRL computer without the authorization of the Associate Director - Information Technology.

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### GRRL Library Development Policy

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#### IX. Renovated, Re-located or Expanded Libraries

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Local governments must work closely with GRRL when planning for renovation, expansion or relocating libraries. GRRL administration and/or the GRRL Board must approve all renovation and relocation projects. The GRRL board shall determine whether GRRL staff and materials will or will not be located in

any building provided by the city. The GRRL board may choose not to provide service in a renovated or relocated building if it does not meet the needs of the region.

Relocated libraries must meet the criteria established in this document under V. New Libraries, sections A, B and C.

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When existing libraries are renovated or expanded, significantly increased usage is likely. Anticipating and planning for increased staffing levels at these locations will require ongoing conversation with city planners. GRRL's budget cycle requires that a budget for the following calendar year be set in July of the preceding year. Budget planning for additional staff must be completed as part of the GRRL budget process well in advance of any library's expansion, relocation or renovation.

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## GRRL Library Development Policy

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### X. Contracts and final agreements

Using the criteria listed above, the following additional steps are required for the establishment of new libraries.

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The GRRL board has the final authority to approve the relocation or establishment of any new library.

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#### New Library Consideration Process

1. City makes an official request by resolution for addition of a new branch location to the GRRL Board

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2. Upon GRRL Board approval, GRRL management provides the City and the GRRL Board with a full analysis of the requirements needed for new branch service, including start-up and ongoing operational costs.

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3. Any city given authority by the GRRL Board to establish a new library shall pass a resolution committing the funding needed to meet the expenses listed in GRRL policies V. New Libraries and VI. Responsibilities of the Local City Council for Branch Operation from city revenues. Other funding sources may be used to meet these costs, but they must be backed by city resources under city levy authority. The city presents its proposal to the GRRL Finance Committee for consideration and recommendation to the full GRRL Board of Trustees.

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4. The GRRL Board considers the proposal. Any new branch service ongoing operational costs are incorporated into future GRRL budgets.

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5. A signed contract must be in place prior to the establishment of a new library outlining responsibilities of GRRL and the city.

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## GRRL Service & Administration Policy

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### Chapter 3C.1 Branch Facility Non-Compliance Process

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The following steps will be followed if a GRRL facility is in need of updates or out of compliance with GRRL standards;

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1. GRRL management and local staff will notify city officials of facility branch agreement non-compliance issues, such as maintenance needs, wiring requirements, or safety concerns.
2. GRRL management and local staff will work with city officials to develop an action plan to address identified issues.
3. All notifications and actions will be included in management and building reports to the GRRL Board of Trustees.
4. If unsatisfactory response from the city, management will share concerns with the GRRL Board and request approval of next steps for action. These steps will include:
  - o An identified timeline for improvements based on safety, security and/or other issues.
  - o Presentation of the city's response to management concerns (if any).
  - o Proposed level/s of response if GRRL needs/expectations are not met.

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If issues remain unresolved for an unsatisfactory amount of time, GRRL Board may vote to suspend services as outlined in the GRRL Branch Agreement.

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Approved Date: 7/19/2016

## GRRL Public Relations Policy

### Chapter 2C. Equipment Donation

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GRRL generally does not accept donated equipment. In the event that an exception is made and the equipment is accepted, the donation must enhance the mission of GRRL. GRRL reserves the right to decline any equipment donation for any reason. This equipment will be considered the property and full responsibility of GRRL.

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The Associate Director - Information Technology (IT) will determine the suitability of donated equipment that is operated or maintained by IT.

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The Associate Director - IT and/or the Library Executive Director must approve equipment donations and monetary donations designated for a particular technology purpose in writing prior to the acceptance. Failure to obtain prior written approval may result in removal of the equipment and/or disciplinary action for staff.

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Equipment donations need to follow standard donation procedures. Equipment that is donated may be reallocated or disposed at the discretion of the Associate Director - IT.

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Approved Date: 3/26/2006

Effective Date: March 2006

Revised Date: 5/11/2010, 03/15/2011, 03/20/2012

#### Exhibit C – Facility map

Map of facility space provided by the lease

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