



City Council Meeting Agenda

January 21, 2025 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

2. ROLL CALL: Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Hannah Rushing

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – Council Meeting 01.07.2025

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

11. OLD BUSINESS

12. NEW BUSINESS

A. Consideration to Approve Resolution 01.25.14 - Ordering Improvements and Preparation of Plans

B. Consideration to Approve Resolution 01.25.15 - Authorization to Solicit Request for Proposal

C. Consideration to Approve Resolution 01.25.16 - Approving Site Use Agreement with Lutheran Social Services

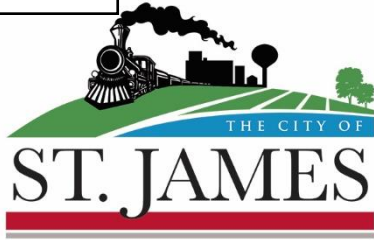
D. Consideration to Approve Pay Equity Report

E. Consideration to Approve Purchase Request - Light Department Fleet Equipment

F. Consideration to Approve Purchase Request - Street Department Fleet Equipment

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT



City Council Meeting Minutes

January 07, 2025 at 5:30 PM

St. James City Hall – Council Chambers

1. CALL TO ORDER

Meeting called to order at 5:30 pm

2. ROLL CALL: Mayor Christopher Whitehead, Councilpersons: Susan Craig, Kathleen Hanson, Paul Harris, Stephen Lindee, Hannah Rushing

A. OATH OF OFFICE

Mayor - Christopher Whitehead

Councilmember Ward 1 - Sue Craig

Councilmember Ward 2 - Stephen Lindee

3. DETERMINATION OF QUORUM

4. APPROVAL OF MINUTES

A. Consideration to Approve Minutes – Council Meeting 12.17.2024

Motion made by Rushing, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Rushing, Lindee

Upon voice vote, it was unanimously approved.

5. CONSENT ITEMS

A. Payment of Claims and ACH Payments

Motion made by Harris, Seconded by Craig.

Voting Yea: Craig, Hanson, Harris, Rushing, Lindee

Upon voice vote, it was unanimously approved.

6. SCHEDULED BID LETTING

7. SCHEDULED PUBLIC HEARINGS

A. Project No. 24X.135115.00 - 7th Street South, 13th Avenue South, and Ring Road Improvements

Public hearing opened at 5:35 pm. Adam Jacobs, Bolton-Menk, provided a brief presentation on the project which included project background, location, sanitary sewer, watermain, storm sewer, street, sidewalk, private utilities, estimated project costs, special assessments, funding and preliminary schedule. Discussion and comments from residents & councilmembers were heard. Public hearing concluded at 6:01 p.m.

8. ADMINISTRATIVE APPEALS

9. FINANCIAL REPORTS

10. LICENSES AND PERMITS

- A. Consideration to Approve Gambling License - SE Region Chapters of Delta Waterfowl Foundation

Raffle to be held on 01/11/2025 at St. James American Legion.

Motion made by Hanson, Seconded by Lindee.

Voting Yea: Craig, Hanson, Harris, Rushing, Lindee

Upon voice vote, it was unanimously approved.

11. OLD BUSINESS

12. NEW BUSINESS

- A. Consideration to Approve Resolution 01.25.01 - Authorizing the City Clerk to Prepay Invoices

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared resolution 01.25.01 duly passed.

- B. Consideration to Approve Resolution 01.25.02 - Naming the Official Newspaper

Motion made by Harris, Seconded by Rushing.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared resolution 01.25.02 duly passed.

- C. Consideration to Approve Resolution 01.25.03 - Establishing Official Depositories

Motion made by Rushing, Seconded by Craig.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared resolution 01.25.03 duly passed.

- D. Consideration to Approve Resolution 01.25.04 - Amending Personnel Policies

Motion made by Harris, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared resolution 01.25.04 duly passed.

- E. Consideration to Approve Resolution 01.25.05 - Establishing Date and Time of Meetings

Motion made by Craig, Seconded by Rushing.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared resolution 01.25.05 duly passed.

- F. Consideration to Approve Resolution 01.25.06 - Adopting 2025 Fee Schedule
Motion made by Harris, Seconded by Hanson.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.06 duly passed.
- G. Consideration to Approve Resolution 01.25.07 - 2025 Mayoral Appointments
Motion made by Rushing, Seconded by Hanson.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.07 duly passed.
- H. Consideration to Approve Resolution 01.25.08 - Authorizing Transfers
Motion made by Craig, Seconded by Hanson.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.08 duly passed.
- I. Consideration to Approve Resolution 01.25.09 - Authorizing Bond Transfers
Motion made by Rushing, Seconded by Harris.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.09 duly passed.
- J. Consideration to Approve Resolution 01.25.10 - Designating Authorized Representation to Western MN Municipal Power Agency
Motion made by Hanson, Seconded by Rushing.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.10 duly passed.
- K. Consideration to Approve Resolution 01.25.11 - Designating Authorized Representation to Missouri River Energy Services
Motion made by Lindee, Seconded by Craig.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.11 duly passed.
- L. Consideration to Approve Resolution 01.25.12 - Declaring Excess Property
Motion made by Harris, Seconded by Hanson.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing
Whereupon Mayor Christopher Whitehead declared resolution 01.25.12 duly passed.
- M. Consideration to Approve Resolution 01.25.13 - Supporting Appointment to EMS Advisory Council
Motion made by Rushing, Seconded by Harris.
Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Whereupon Mayor Christopher Whitehead declared resolution 01.25.13 duly passed.

N. Consideration to Approve Purchase Request - Street Fleet Vehicle

Chad Stradtman, Street/Park Superintendent, is requesting approval to purchase a fleet truck. This truck will replace the current 2015 F-350 fleet truck. The state-bid price for the fleet truck is \$54,882.99. This purchase is within the 2025 budget and is being funded through the Capital Equipment Fund.

Motion made by Rushing, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

O. Consideration to Approve New Hire - Lindsey Wooten

Lindsey Wooten has been hired as a full-time EMT Captain for the Ambulance Service. Her start date with the department as a full-time EMT Captain was January 1, 2025. Her rate of pay is set at Grade 5, Step 1 according to the full-time non-union wage scale.

Motion made by Craig, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

P. Consideration to Approve New Hire - Randee Nelson

Randee Nelson has been hired as a paid-on-call EMT Captain for the Ambulance Service. Her start date with the department as a paid-on-call EMT Captain was January 1, 2025. Her rate of pay is set at the amount listed in Resolution No. 01.25.04.

Motion made by Rushing, Seconded by Hanson.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

Upon voice vote, it was unanimously approved.

13. REPORT OF BOARDS, COMMISSIONS AND DEPARTMENT HEADS

14. ADJOURNMENT

Motion made by Rushing, Seconded by Harris.

Voting Yea: Craig, Hanson, Harris, Lindee, Rushing

All Yea - motion carried. The meeting adjourned at 6:27 pm

Kristin Hurley - City Clerk-Treasurer

January 21, 2025

ITEM: New Business – Resolution No. 01.25.14: Ordering Improvement and Preparation of Plans for Project No. 21X.135115 7th Street South, 13th Avenue South, and Ring Road

BACKGROUND: The attached resolution orders such improvement necessary, cost-effective, and feasible. Bolton and Menk will begin preparing plans and specifications for the improvement project.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO.: 01.25.14

State of Minnesota
County of Watonwan

RESOLUTION NO. 01.25.14

**RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS
FOR PROJECT NO. 24X.135115 7TH STREET S, 13TH AVENUE S, AND RING ROAD
IMPROVEMENT PROJECT**

WHEREAS, a resolution of the City Council adopted the 3rd day of December, 2024, fixed a date for a council hearing on Improvement Project No. 24X.135115 7th Street S, 13th Avenue S, and Ring Road Improvements; and

WHEREAS, Project No. Project No. 24X.135115 7th Street S, 13th Avenue S, and Ring Road Improvements includes sanitary sewer improvements, watermain improvements, storm sewer improvements, street improvements, sidewalk improvements, turf establishment/erosion control, and other related improvements, and

WHEREAS, notice of the hearing was published twice, a week apart, with the last publication being at least three days before the hearing date, and ten days' mailed notice was given, and

WHEREAS, the hearing was held thereon on the 7th day of January 2025, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, as follows:

Section 1: Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.

Section 2: Such improvement is hereby ordered as proposed in the council resolution adopted the 21st day of January 2025.

Section 3: Such improvement has no relationship to the Comprehensive Plan.

Section 4: Bolton & Menk is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

Section 5: The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

RESOLUTION NO.: 01.25.14

Adopted by the City Council this 21st day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: January 21, 2025

January 21, 2025

ITEM: New Business – Resolution No. 01.25.15: Authorizing the Solicitation for Request for Proposals (RFP) for Airport Engineering Services

BACKGROUND: The attached resolution authorizes Amanda Knoll, City Manager, to solicit request for proposals.

STAFF RECOMMENDATION: Approve/Deny Resolution.

RESOLUTION NO.: 01.25.15

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.15

RESOLUTION AUTHORIZING THE SOLICITATION FOR REQUEST FOR PROPOSALS (RFP) FOR AIRPORT ENGINEERING SERVICES

WHEREAS, the City of St. James desires to retain the professional services of a qualified airport consulting firm for five-year period to assist the St. James Municipal Airport (JYG) in the completion of airport projects included in the Capital Improvement Plan (CIP); and

WHEREAS, the City of St. James has retained airport engineering services with TKDA Associates; and

WHEREAS, the agreement between the City of St. James and TKDA Associates will be expiring as of March 4, 2025; and

WHEREAS, the City of St. James is required to solicit for proposals for an engineering firm; and

WHEREAS, the City Manager is prepared to publish a request of proposal package which will allow interested firms to bid on airport engineering services; and

WHEREAS, after a period of time, the bidding period will close, and the Airport Commission will review proposals for compliance with bid requirements and make a recommendation to the St. James City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JAMES, MINNESOTA, hereby authorizes Amanda Knoll, City Manager, to publish a request for proposal of the city's website.

Adopted by the City Council this 21st day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

RESOLUTION NO.: 01.25.15

Published: _____

Filed: _____

Effective Date: January 21, 2025

**REQUEST FOR QUALIFICATIONS (RFQ)
AIRPORT CONSULTANT SERVICES
ST. JAMES MUNICIPAL AIRPORT
ST. JAMES, MINNESOTA**

The City of St. James desires to retain the professional services of a qualified airport consulting firm for a five-year period to assist the St. James Municipal Airport (JYG) in the completion of airport projects included in the Capital Improvement Plan (CIP). Projects undertaken will meet the requirements of all applicable laws, rules, regulations, and codes.

The required professional services include architectural and engineering (preliminary, design, bidding, construction, and closeout phase), planning, environmental studies and other related special services to complete projects listed on the CIP.

Subject to receipt of Federal Aviation Administration (FAA) and MnDOT Aeronautics funding, the following CIP projects may be initiated within this consultant selection period:

- Construct Snow Removal Equipment Storage Shed
- Construct 6-Unit T-Hangar Building
- Install and/or Replace Aviation Fueling Systems
- Acquire Snow Removal Equipment
- Rehabilitate and/or Reconstruct Existing Pavements (Entrance Road, and Parking Lot)
- Pavement Maintenance (Asphalt Sealing – Runway, Taxiway, Apron, Taxilane)
- Collect Aerial Imagery, Aeronautical Survey, and Ground-Bases, if needed.
- Update Existing Airport Layout Plan and Airport Master Plan for Runway Extension
- Conduct Environmental or other Miscellaneous Studies for the Above Listed Projects

Projects are expected to follow all applicable requirements of FAA Advisory Circulars. All services must meet the current requirements for FAA funded projects. The work may be accomplished during the course of multiple grants and work orders.

To facilitate review, submissions should conform to the following format and include:

1. **Experience of the Firm:** Provide description of your firm's prior experience and qualifications in airport architectural, and engineering projects similar in scope to the St. James Municipal Airport.
2. **Project Team:** Identify proposed team members, responsibilities, background, and experience.
3. **Project Approach:** Describe your understanding and knowledge of the St. James Municipal Airport and approach to projects listed on the CIP.
4. **References:** Provide name and contact information for at least three (3) references of similar size airports familiar with the quality of work by your firm.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm.

The Statement of Qualifications (SOQ) shall be limited to 20 pages in length, excluding cover(s) and cover letter.

The following criteria will be used in screening, ranking and selecting the successful firm:

1. Qualification of the Firm and Key Personnel (20 points)

2. Demonstrated Understanding of Airport Needs (20 points)
3. Experience on Comparable Projects (20 points)
4. Ability to Provide Responsive Service to the Airport (20 points)
5. Experience with State and Federal Grant Programs and Requirements (20 points)

A qualification-based selection process conforming to FAA Advisory Circular 150/5100-14E will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and must not be submitted with the SOQ.

The selection committee will review and rank the SOQ's submitted based on the selection criteria. The city may directly select the most qualified firm or develop a short-list and conduct interviews.

The city intends to retain the selected firm for five years after the date of the initial contract for this procurement period. Fees will be negotiated as individual project contracts are initiated. Contracts are subject to Federal contract provisions found on the FAA's website.

http://www.faa.gov/airports/aip/procurement/federal_contract_provisions/

Interested firms must submit three (3) hard copies and digital PDF copy of the Statement of Qualifications no later than 12:00 p.m. on Monday, February 10, 2025 to:

City of St. James
Attn: Amanda Knoll
1205 6th Avenue S.
P.O. Box 70
St. James, MN 56081

Envelopes should be clearly marked as "Airport Consultant Statement of Qualifications".

All questions regarding this RFQ should be directed to: Amanda Knoll, City Manager at 507-375-3241 or amanda.knoll@ci.stjames.mn.us.

January 21, 2025

ITEM: New Business – Resolution No. 01.25.16: Authorizing the City Manager to Enter into the Site Use Agreement with Lutheran Social Services

BACKGROUND: The attached resolution approves the 2025 Site Use Agreement with Lutheran Social Services for use of the Community Building.

STAFF RECOMMENDATION: Approve/Deny Resolution.

**State of Minnesota
County of Watonwan**

RESOLUTION NO. 01.25.16

**RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO THE
SITE USE AGREEMENT WITH LUTHERAN SOCIAL SERVICES**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF ST. JAMES, MINNESOTA, as follows:**

Section 1: The St. James City Manager is hereby authorized and directed to sign the revised and proposed amendments to the Site Use Agreement with Lutheran Social Services.

Adopted by the City Council this 21st day of January 2025.

Christopher Whitehead, Mayor

ATTEST:

Kristin K. Hurley, City Clerk

Published: _____

Filed: _____

Effective Date: January 21, 2025

LSS MEALS SITE USE AGREEMENT – 2025

This site use agreement has been prepared for the purpose of defining the rules of the agencies involved in the development and operation of the Nutrition Program in St James.

This agreement made this 7th 21st day of January 2025, by and between the City of St James, hereafter referred to as the City and LSS Meals, 3101 S Frontage Road, Suite 100, City of Moorhead and the State of Minnesota, hereafter called the Nutrition Program, in consideration of costs, covenants and agreements herein reserved and contained, do hereby agree each with the other as follows:

1. **Purpose.** City here by leases to, and Nutrition Program accepts, space within the Community Building, as set forth in Paragraph 4 of this agreement solely for the Permitted Use. Permitted Use shall mean any use or action necessary for, in connection with, incidental to, or convenient for the preparation, storage, and serving of meals through the LSS Meals program on-and off-site. Personal preparation, storage, and/or serving of any meals outside of the Nutrition Program shall be prohibited. No personal belongings included but not limited to personal food storage, furniture, equipment or the like shall be stored at the Community Building by the Nutrition Program employees, agents, volunteers, or servants.
2. **Term.** This site use agreement shall run from January 1, 2025, and terminating December 31, 2025.
3. **Fees.** The City acknowledges and agrees that the Permitted Use benefits the City's community population, that the Nutrition Program has undertaken this program at the Nutrition Program's expense. The Nutrition Program agrees to pay a yearly fee of \$1,200.00 which shall include the cost to the City for utility services (gas, water, sewer, garbage, and electricity, to help offset the costs of operation. Payment will be made on a quarterly basis. The site use amount provided in this paragraph may be adjusted upwards by the City upon sixty (60) notice to the Nutrition Program, such adjustments to be based on increases in the use of utility service.
4. **Allowable Uses.** The Nutrition Program shall be allowed the following uses of the premises:
 - a) Kitchen - located in the Community Building from the hours of 9:00 AM to 1:00 PM, Monday through Friday.
 - b) Community Room - located in the Community Building from the hours of 11:00 AM to 1:00 PM, Monday through Friday. Any other hours of use of the Community Building by the Nutrition Program shall require prior approval from the City Manager. The Community Building maintains their right to utilize the kitchen and community room or permit use to others during the above-mentioned timeframes with advance communication to both the user and the Nutrition

Program.

- c) Additional Use Space – the Nutrition Program may utilize the area adjacent to the kitchen to store food, administrative supplies and equipment, among other items in support of the kitchen and meal service activities. This area will be shared with the City on an as needed basis. The Community Building office space is not included in Additional Use Space.

~~5. Subject to the terms and conditions hereof, the City grants to the Nutrition Program the right to use the Facilities solely for the Permitted Use. Permitted Use shall mean any use or action necessary for, in connection with, incidental to, or convenient for the preparation, storage, and serving of meals through the LSS Meals program. The Nutrition Program shall be permitted to use the Facilities on the following days/times:~~

6. **Building Access.** The City will issue keys to the Nutrition Program staff for entry into the Community Building. The Nutrition Program staff shall be responsible for lost, unreturned, and/or damaged keys. Keys issued to the Nutrition Program staff may only be used by the Nutrition Program staff unless the City provides express permission for the transfer in writing. Unauthorized key transfer is strictly prohibited and will be considered a material breach of this Agreement subject to any applicable remedies. The Nutrition Program shall be responsible for any costs incurred due to an unauthorized key transfer, including but not limited to rekeying of the Community Building.

7. **Equipment.** The Nutrition Program will ensure all equipment belonging to them in amounts and under terms sufficient so as to hold the City harmless from any liability loss to said equipment. A complete inventory of equipment provided by the Nutrition Program at the Community Building will be provided to the City at the beginning of the contract period, and any changes thereto will be promptly reported in writing to the City.

- a) City and Third-Party Equipment Use – the Nutrition Program shall make its equipment available to the City for use by it or other such persons or organizations as it may designate upon reasonable notice and at such times and under such conditions as the parties may agree to and the circumstances may warrant, including the use of the Commercial Kitchen license held by the Nutrition Program.
- b) Equipment Maintenance and Repair – the Nutrition Program shall at all times be responsible for the maintenance, repair, and replacement of equipment belonging to the Nutrition Program or belonging to the City and used by the Nutrition Program. The Nutrition Program shall keep LSS-owned and City-owned equipment, but the Nutrition Program used equipment in a safe and sanitary condition and shall be responsible for custodial activity associated with and resulting from their meals program. The entire site used area that is used by the Nutrition Program must be cleaned on a daily basis.
- c) Equipment Security – In the event the City rents the Community Building and/or Kitchen to a party other than the Nutrition Program, the Nutrition Program shall secure their equipment in such a manner as to not be accessible by anyone other than the Nutrition Program or City staff. The City is not responsible for any lost, stolen, or damaged Nutrition Program equipment not secured prior to third-party rental and use of the Kitchen.

8. Custodial Responsibilities. The Nutrition Program agrees to restore ~~community facilities~~ the Community Building to ordinary cleanliness after use. Ordinary cleanliness is defined as leaving facilities in the same condition as they were prior to entering. Notwithstanding this undertaking, basic custodial services such as floor maintenance, window washing, cleaning of rest rooms, washing and/or painting of walls, snow and ice removal and all other general maintenance, reasonable inspection and repairs to the interior and exterior of the ~~facilities~~ Community Building are the responsibility of the ~~building owner~~ City. The City agrees to maintain, inspect, and repair and to assume sole financial responsibility for the ~~facility~~ Community Building due to mechanical and electrical problems. The City agrees to have all fire extinguishers inspected yearly by a licensed inspector at City expense. A dated and signed tag must be placed on each extinguisher.

9. Communication. All correspondence regarding this agreement will be between the Senior Director or Area Directors and City.

10. Holidays. The closing of sites on holidays will be determined by the Nutrition Program and the City.

11. Smoking. No employee, agent, volunteer, or servant shall smoke within 25-feet of the Community Building.

12. Emergency Use. In the event of a disaster, the City agrees to allow the Nutrition Program to use facilities for the preparation, serving and distribution of meals/food. ~~and in an extreme disaster for housing of disaster victims.~~

13. Insurance.

The City's responsibility: During the term of the agreement, the City shall maintain at its expense, specific insurance coverages with companies licensed to do business in the state of MN as follows:

- a) **General Liability** with respect to its use and occupancy of the premises with limits of liability of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate.
- b) **Property Coverage** which protects against loss by fire, lightning, and other risk customarily covered by standard extended coverage endorsement in amounts of not less than the full replacement cost of the building, without deduction for depreciation.
- c) **Professional and Sexual /Physical Misconduct Liability** for the City's staff with limits of \$1,000,000 each occurrence and \$3,000,000 aggregate.

The City shall annually furnish The Nutrition Program with Certificates of Insurance outlining these coverages.

The Nutrition Program's responsibility: During the term of the agreement, The Nutrition Program shall maintain at its expense, specific insurance coverages with companies licensed to do business in the state of MN as follows:

- d) **General Liability Insurance** with personal injury and property damage in at least the minimum amount of \$1,000,000 Per Claim, and \$3,000,000 Aggregate. The Nutrition Program shall list the City as “additional insured” on said Policy and shall provide the City with proof of such coverage. ~~with respect to its use and occupancy of the premises with limits of liability of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate.~~
- e) **Worker’s Compensation Insurance** shall be provided ~~limits at state required by law for coverage of its employees levels for all Nutrition Program staff serving at this site location.~~ It is specifically understood by and between the parties that all times under this agreement and all employees, agents, volunteers, and servants of LSS Program who participate in the Nutrition Program or in any other way authorized by this agreement shall be deemed to be employees of LSS and not the City of St. James, for the purpose of determining worker’s compensation liability.
- f) **Contents Insurance:** For any kitchen equipment owned by the Nutrition Program, coverage shall be in place in the amount of the full insurable replacement value. Exhibit A is a list of all the Nutrition Program - owned equipment (if applicable) located on the Premises as of the date of this Agreement.
- g) **Professional and Sexual Misconduct Liability** for the Nutrition Program’s staff with limits of \$1,000,000 each occurrence and \$3,000,000 aggregate.

14. Indemnification. To the extent such waiver does not void or diminish the coverage under any policy, The City and The Nutrition Program hereby waive any rights each may have against the other on account of any loss or damage sustained by either party, as the case may be, or their respective property, to the extent such loss or damage is covered by insurance carried by either party.

All personal property, equipment and fixtures kept, stored or maintained on the Premises shall be at the sole risk of The Nutrition Program. The Nutrition Program hereby forever waives and releases City from any claims for loss or damage of any kind whatsoever to such personal property, equipment and fixtures, except to the extent such claims may arise or result from the negligence or wrongful acts of the City or its employees, agents, invitees or contractors. Except for any negligent or intentional or reckless act or failure to act of The City, its agents, employees, guests, invitees or contractors, or failure on the part of City to perform its covenants or agreements under this agreement, The Nutrition Program shall indemnify and hold harmless The City against all liabilities, damages, claims, costs and other expenses, including reasonable attorneys' fees, which may be imposed upon, incurred by, or asserted against The City by reason of any damage or injury to person or property adjudicated to be the fault of The Nutrition Program or its agents or employees.

15. Applicable Laws, Rules, and Regulations. The Nutrition Program agrees and shall abide, conform to and comply with all the laws of the United States and the State of Minnesota, and all of the ordinances of the City, Minnesota, together with all the rules and requirements of the Police and Fire Department of the City, Minnesota. In addition, all rules and regulations by the Minnesota Department of Health will be complied with. A restaurant license, if required, will be procured annually by the Nutrition Program. The City agrees to arrange for an annual fire

inspection and notify the Nutrition Program of results. Fire inspecting must be completed by professionally trained personnel.

16. Assignment and Subletting Prohibited. The Nutrition Program may not assign any right, privilege or license conferred by this Agreement; nor may it sublet or encumber any portion of the premises without first obtaining written consent of the City.

17. Amendment. Notwithstanding any other provision hereof, the parties hereto may by mutual consent and in writing agree to modifications and additions hereto.

18. Termination. This agreement may be terminated prior to expiration of the term hereof as follows:

- a) By Mutual written agreement of the Parties; or
- b) Upon a Material Breach of the Agreement by the other party (the Breaching Party). A material breach occurs when a breach is not cured to the Aggrieved Party's reasonable satisfaction within sixty (60) days after the Aggrieved Party provides the Breaching Party with written notice of the breach. In the event either Party gives written notice of the breach, the Aggrieved Party alleging the breach may be required by the Breaching Party to specify in writing the exact nature of the alleged breach, specific incidents that support the claim of the alleged breach, and the specific actions that the Aggrieved Party alleging the breach deems reasonable and appropriate to cure the alleged breach; or
- c) By at Least Sixty (60) Days Written Notice. Either party shall provide a minimum of at least sixty (60) days written notice prior to the effective date of termination.

19. Breach. In the event of a material breach as outlined in Paragraph 18(b), the Parties may pursue any and all available remedies at law or in equity under the laws of the State of Minnesota. All available remedies in this Agreement or by law shall be cumulative, and the exercise of one right or remedy by the applicable party shall not impair its right to exercise any other right or remedy.

20. Surrender. In the event the Parties terminate this Agreement with no intent to renew, the Nutrition Program shall peaceably surrender the used space and remove all debris and personal property from the leased space. The Nutrition Program shall not remove any of the improvements, City owned appliances, equipment or fixtures. The Nutrition Program shall be conclusively deemed to have abandoned any personal property not removed prior to the effective date of the final termination of this Agreement or the Nutrition Program's surrender of the used space. The City may dispose of all abandoned debris and personal property. The Nutrition Program shall be responsible for any disposal costs.

21. Notice. Address for any notifications required by this Agreement shall be as follows, unless and until written notice of a new address is given by one party to the other:

City: **Nutrition Program:**

City of St. James

LSS

Attn: Tammy Stevens

Attn:

1205 6th Ave S

3101 South Frontage Road – Suite 1

PO Box 70
St. James, MN 56081
507-375-3241

Moorehead, MN 56560
218-233-7521

22. **Data.** Where applicable, the Nutrition Program agrees to abide strictly by Chapter 13, Minnesota Government Data Practice Act (MGDPA), and in particular Minn. Stat. §13.05, subd. 6 and 11; and 13.37, subd. 1(b) and Minn. Stat §138.17 and 15.17. All of the data created, collected, received, stored, used, maintained, or disseminated by the Nutrition Program in performing functions under this Agreement is subject to the requirements of the MGDPA and Agreement the Nutrition Program must comply with those requirements as if it were a governmental entity. If any provision of this Agreement conflicts with the MGDPA or other Minnesota state laws, state law shall control. The Nutrition Program duties and obligations within this section shall survive the expiration of this Agreement.
23. **Entire Agreement.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the parties and contains the entire agreement.
24. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
25. **Waiver.** The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
26. **Savings Clause.** If a court finds any portion of this Agreement to be contrary to law or invalid, the remainder of this Agreement will remain in full force and effect.
- ~~8. In the event the Nutrition Program or the City must cancel all or part of the terms of this agreement, the City and the Nutrition Program will provide the other agency a 60 day notice in writing. Upon written receipt by the City from LSS, this agreement is subject to immediate termination by the Nutrition Program should federal, state, or local dollars be reduced or withdrawn.~~
- ~~9. The City agrees to allow the Nutrition Program use of the facility kitchen/dining areas for the term of January 1, 2025 to December 31, 2025, to be used as a nutrition site for seniors. This agreement will renew annually unless notified by the Nutrition Program. Any changes will be made with amendments agreeable to both parties.~~
10. Other: _____
- _____
- _____
11. **For Housing Projects only:** Please provide your tenant ratio of under 60 years of age _____% and over 60 year of age _____%.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and date first written above.

Page 7 of 7
LSS MEALS

FACILITY OWNER/OPERATOR

Senior Director Date
3101 South Frontage Road Suite 100
Moorhead, MN 56560
218.233.7521
Amy.Vajgrt@lssmn.org

Signature Date

Print Name

Address

Phone

Fax

E-mail



MEMO

To: *St. James City Council*
From: *Amanda Knoll, City Manager*
Subject: *Pay Equity*
Date: *January 21, 2025*

Enclosed is a copy of the pay equity compliance report based upon current wages ending 2024. Please note that the underpayment ratio is 122.22%, the T-Test Results are Value of T = 1.915 with the Degree of Freedom at 32, the Salary Range Test is 100.00%, and the Exceptional Service Pay Test is 0.00%.

The minimum requirement to pass the statistical analysis test is an underpayment ratio of 80% or higher.

City of St. James = 122.22% - PASSED

The T-Test and Degrees of Freedom are used only if the underpayment ratio is less than 80%, which in our case is at 293.33%, therefore we comply.

The Salary Range test must be either 0% or more than 80% to pass this test.

City of St. James = 100.00% - PASSED

The Exceptional Service Pay Test must be either 0% or more than 80% to pass this test.

City of St. James = 0% - PASSED

The City of St. James has met all requirements to comply with pay equity standards. The underpayment ratio exceeds 80%, the salary range test exceeds 80%, and the exceptional service pay test met the 0% requirement. This data proves that female classes are not underpaid.

In 2022, the underpayment ratio did not exceed 80% but showed no statistical significance to female classes being underpaid provided by the T-test and degree of freedom data range.

In 2019, the city was out of compliance due to the failure to report. The underpayment ratio did not exceed 80% and there was statistical significance to female classes being underpaid provided by the T-test and degree of freedom data range, therefore the pay for select female classes had to increase in order to comply.

Compliance Report

Jurisdiction: St. James
1205 6th Avenue South

P.O. Box 70
St. James, MN 56081

Report Year: 2025
Case: 2 - 2024 DATA (Shared (Jur and MMB))

Contact: Amanda Knoll

Phone: (507) 375-5090

E-Mail: amanda.knoll@ci.stjames.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	15	11	2	28
# Employees	23	11	10	44
Avg. Max Monthly Pay per employee	6499.74	6459.92		6107.04

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 122.2222 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	5
b. # Below Predicted Pay	10	6
c. TOTAL	15	11
d. % Below Predicted Pay (b divided by c = d)	66.67	54.55

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 32	Value of T = 1.915
------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = -25

b. Avg. diff. in pay from predicted pay for female jobs = -647

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 8.00

B. Avg. # of years to max salary for female jobs = 8.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

January 21, 2025

ITEM: New Business – Purchase Request: Light Department Fleet Equipment

BACKGROUND: The Light Department is requesting permission to purchase fleet equipment – T86 T4 Bobcat Compact Track Loader. The requested equipment will replace the current 2019 John Deere Skid Steer. The trade-in amount is \$39,000.00. The state-bid price for the fleet equipment is \$98,856.32. The total cost is \$59,856.32. This purchase is within the 2025 budget and is being funded through the Electric Fund.

STAFF RECOMMENDATION: Approve/Deny Purchase.



Product Quotation
 Quotation Number: **MB852768**
 Quote Sent Date: **Nov 13, 2024**
 Expiration Date: **Dec 13, 2024**

Your Bobcat Contact
Mason Brekke
 Phone:
 Email: mason.brekke@doosan.com

Your Customer Contact

Deliver to
City of Saint James electric dept.
 304 6TH ST N
 SAINT JAMES, MN, 56081-1247

Bobcat Dealer
SANCO Equipment of Mankato,
Mankato, MN
 2333 7TH AVENUE
 MANKATO, MN, 56001

Bill to
NEW GOVERNMENT CUSTOMER
2391333
 250 E Beaton Dr
 West Fargo, ND, 58078-2656

Item Name	Item Number	Quantity	Price Each	Total
T86 T4 Bobcat Compact Track Loader	M0385	1	80,904.51	80,904.51
Standard Equipment: 105.0 HP Tier 4 V2 Bobcat Engine Auxiliary Hydraulics: Variable Flow Two-Speed Travel Rear Camera Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Selectable Joysticks (SJC) Cylinder Cushioning - Lift, Tilt Engine/Hydraulic Performance De-rate Protection Glow Plugs (Automatically Activated)		Horn Instrumentation: 5" Display Panel, Engine Temperature, Fuel Gauges, Hourmeter, RPM, Warning Indicators and other vitals Lift Arm Support Lift Path: Vertical Lights, Front & Rear LED Operator Cab: Enclosed Cab with Heat and AC Includes: Adjustable Vinyl Suspension Seat, Top & Rear Windows, Parking Brake, Seat Bar & Seat Belt, Sound Reduction, Radio Ready, SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts) Parking Brake: Spring Applied, Pressure Released (SAPR) Solid Mounted Carriage with 5 Rollers Tracks: Rubber, 17.7" Wide Telematics - Machine IQ - 2-year Basics Warranty: 2 years, or 2000 hours whichever occurs first		
Gold Package	M0385-P11-C13	1	5,471.89	5,471.89
<i>Included:</i> Gold Package Includes:, Clear Side Auto HVAC Cab, Integrated Bluetooth Radio, Adjustable Heated Cloth Air Ride Seat, Power Bob-Tach, Solid Undercarriage, 7" Touch Display, Premium and Side LED Lights, Keyless Start, Two-Speed Travel, 7- Pin Attachment Control, Dual Direction Bucket Positioning, Rear Camera, Sound Reduction, 3yr Machine IQ Health & Security Subscription, Automatic Ride Control, Reversing Fan				
High Flow Hydraulics	M0385-R03-C09	1	2,586.20	2,586.20
17.7" Multi-Bar Tracks	M0385-R09-C05	1	609.70	609.70

5-Link Torsion Suspension	M0385-R21-C13	1	4,308.10	4,308.10
80" Severe Duty Bucket	7326129	1	2,037.56	2,037.56
Bolt-On Cutting Edge, 80"	6718008	1	326.88	326.88
Block Heater	7404562	1	97.82	97.82
Strobe Light Kit, Amber	7375339	1	281.66	281.66
Total for T86 T4 Bobcat Compact Track Loader				96,624.32
Quote Total - USD				96,624.32
Dealer P.D.I.				300.00
Freight Charges				1,500.00
Destination Charges				152.00
Dealer Assembly Charges				280.00
Quote Total - USD				98,856.32

Comment:

*Plus applicable taxes. IF Tax Exempt, please include Tax Exempt Certificate with the order.

*Prices per the Sourcewell Contract #020223-CEC

*Sourcewell Member Number (if applicable): _____

*All orders should include 1) Accounts Payable Contact and email address, 2) W9 with correct legal entity name, and 3) Bill to Address.

*Orders may be placed with the contract holder or authorized dealer as allowed by the terms and conditions of the contract. *A Copy of all orders must be provided to Heather.Messmer@Doosan.com.

*Contact Holder Information: Doosan Bobcat North America, Inc. Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078. TID# 38-0425350.

*Payment Terms: Net 60 Days. Credit cards accepted.

*Remittance address: Doosan Bobcat North America, Inc. P. O. Box 74007382, Chicago, IL 60674-7382

Customer acceptance:

Quotation Number:: MB852768

Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____

Date: _____ Email: _____

Addresses

Delivery Address _____

Billing Address (if different from ship to): _____

Tax Exempt: Y ☐ / N ☐

Exempt in the State of: _____

Tax Exempt ID:

Federal: _____

State: _____

Expiration Date: _____

January 21, 2025

ITEM: New Business – Purchase Request: Street Department Fleet Equipment

BACKGROUND: The Street Department is requesting permission to purchase fleet equipment – Plow Truck with Chassis. The requested equipment will replace the current plow truck. The trade-in amount is not determined, as another internal department may be interested in obtaining the existing plow truck. The state-bid price for the fleet equipment is \$254,421.00. This purchase was budgeted in 2024 and being transferred to the 2025 budget. This purchase is funded through the Capital Equipment Fund.

STAFF RECOMMENDATION: Approve/Deny Purchase.



1130 73rd Avenue NE
Fridley, MN 55432
(763) 571-1902
1-800-795-1902
Fax # (763) 571-5091

Highway 60 East
Lake Crystal, MN 56055
(507) 726-6041
1-800-722-0588
Fax # (507) 726-2984

www.crysteeltruck.com

AN EQUAL OPPORTUNITY EMPLOYER

Date: 12/30/2024
Company: St. James-Street Department
Contact: Chad Stradtman
Phone#: 507-381-2833

Reference: REV2
Address: 124 Armstrong Blvd S

Email: chad.stradtman@ci.stjames.mn.us
City: St James
State: MN

		Chassis Estimated Delivery	
Dealer		Front Frame Extension	Yes/NO
Truck Make		Front Mount Hyd or PTO	
Model Year		Air Tank Location	
Truck Model		Air Dryer Location	
CA or CT		Battery Box Location	
Transmission		Exhaust clearance	
Cab Color		Def/Fuel Tank clearance	

REFERENCE: COOPERATIVE PURCHASE OF EQUIPMENT FROM STATE OF MINNESOTA

CONTRACT NO: 222959

RELEASE NO: T-863(5)

CONTRACT PERIOD: DECEMBER 1, 2022 THROUGH FEBRUARY 28, 2025

EXTENSION OPTION: Up to 21 months

1-UNIT

STATE COOPERATIVE PRICING

QTY

Price Each

Extended

1.0 Body				
1	1.9	11.5' x 96" Crysteel Elliptical SS body Specifications: Crysteel Select Stainless Steel Elliptical Body Single axle Side board style-NO FENDERS 11'6" x 96" 30" Side Single Wall Elliptical, 7ga 201 SS 46" Front, 7ga SS, Pressed in front brace 1/4" AR450 Front 14" wide, 7ga 201 SS rear posts & rubrail Western I-Beam 36" Tailgate, air trip hardware, 7ga 201 SS, 2H Braces, spreader chain, banjo 1.5" off set top hinge Standard FMVSS 108 LED lights Crysteel 5 year limited-Years 1,2,& 3 100% Parts and labor-Year 4 & 5 50-50 Parts	\$21,582.00	\$21,582.00
1	1.3	Air operated tailgate latch Elliptical SS SA	Standard	
1	1.4	Box Vibrator - Cougar DC-3200 12VDC Elliptical SS SA	\$1,504.00	\$1,504.00
1	1.5	Installation of body Elliptical SS SA	\$1,899.00	\$1,899.00
1	1.021	Receiver Tubes Welded To Underside of Body for Walk Rail Insert-SS-Single Axle	\$797.00	\$797.00
1	1.023	Stainless Steel Receiver insert Grip Strut Walkrails-Single Axle Ellip.	\$1,330.00	\$1,330.00

1	1.034	SS Elliptical Rigid Ladder Installed	\$139.00	\$139.00
1	1.037	SS Self Storing Hide-A-Way Ladder	\$1,102.00	\$1,102.00
		*Both Ladders Mounted to Driver Side Front of body		
1	1.050.	Sander fitting in front face of rear pillar, split manifold mount	\$463.00	\$463.00
1	1.061	10 ga SS Cabshield 24" #1337594	\$2,463.00	\$2,463.00
1	1.073	(1) shovel holders mounted to front of body	\$152.00	\$152.00
1	1.077	Adjustable strobe light brackets on cab shield	\$559.00	\$559.00
1	1.081	Whelen Super LED DOT3404D 2-lamp system: (2) Micro Freedom LED, (2) 5D-400	\$3,105.00	\$3,105.00
1	1.085	Installation of SS Whelen Light Boxes into Rear Pillar	\$285.00	\$285.00
1	1.095	(1) set single axle poly fenders w/o lights Minimizer MIN2261B	\$1,082.00	\$1,082.00
11.5	1.104	Con-Slip liner applied on floor 3/8-1/2" thick(/ft. of body)	\$250.00	\$2,875.00
1	NCI	Aero 550E Asphalt Tarp System (9' wide-weighted)	\$3,428.00	\$3,428.00
1	NCI	8" Poly Side Boards Installed	\$493.00	\$493.00
		<u>1.0 Finish Paint</u>		
1	1.19	Shot blast, seal and paint 11'-11.5' 1 color	\$4,086.00	\$4,086.00
		<u>1.0 Undercoat</u>		
1	1.25	Undercoat underside 11-11.5' box	\$639.00	\$639.00
		<u>2.0 Hoist</u>		
1	2.1	Installation of Roller Combo SA hoist	\$1,045.00	\$1,045.00
1	2.3	RC860 Roller Combo Hoist w/greaseable rear hinge	\$4,165.00	\$4,165.00
		<u>3.0 Scraper</u>		
1	3.1	Installation of 4500-FX - underbody plow only	\$3,568.00	\$3,568.00
1	3.3	Monroe 4511 FX Under Body Scraper 00173429I	\$14,488.00	\$14,488.00
1	3.11	FX-Add for moving driver side fuel tank out and up for scraper install	\$1,074.00	\$1,074.00
		<u>4.0 Wing</u>		
		NO WING QUOTED		
		<u>5.0 Front Hitch</u>		
1	5.1	Installation of front hitch	\$2,823.00	\$2,823.00
1	5.2	Added installation cost for power reversing plow	\$570.00	\$570.00
1	5.4	MC7082 tilt flat bar hitch 00023482 Jaw Style	\$3,363.00	\$3,363.00
1	5.20.	Side plate kit (No cut outs) 18" x 28" x .500 plate (pair)	\$790.00	\$790.00
1	5.28	4" x 10" DA lift cylinder 05002953	\$745.00	\$745.00
		<u>6.0 Plows</u>		
1	6.102	MTE MC6000 quick hitch-2.0 OSC-Bolt On - 00012721i	\$1,969.00	\$1,969.00
1	6.128	ABL LED Headlights	\$1,043.00	\$1,043.00
1	6.130.	Fender mount plow light brackets	\$406.00	\$406.00
1	6.4	Monroe MP41R12-ISCT Full Trip Reversible 00043611 1725#	\$11,359.00	\$11,359.00
1	6.15	2WFT-TORSION TRIP EDGE ILO OF FULL TRIP (Adds 3" of height)	\$3,987.00	\$3,987.00
12	6.18	2WFT-3/4 x 6 CARBIDE CE W/1/2" COVER ILO OF STANDARE-PER FOOT	\$123.00	\$1,476.00
1	6.19	2WFT-CURB GUARD KIT,WRAP AROUND .625X6.0 INSTALLED - EACH	\$110.00	\$110.00
1	6.21	2WFT-SHOE KIT,SKID,MLDBD,5.0&6.0 CE PAIR OF 10 DEGREE,WING & PLOW	\$613.00	\$613.00
1	6.28	2WFT-JACK KIT,PARKING,REMOVABLE - SCREW ADJ	\$248.00	\$248.00
1	6.29	2WFT-MARKERS,36"ORANGE WITH HARDWARE,NO CABLE	\$156.00	\$156.00
12	6.31	2WFT-12" X 3/8" 2-PLY RUBBER BELT INSTALLED - PER FOOT OF PLOW	\$34.00	\$408.00
		<u>7.0 Pup Hitch</u>		
1	7.1	Installation of 3/4" Pull Plate	\$1,327.00	\$1,327.00
1	7.2	Hitch plate assy-D-rings, Gussets, Plug, Gladhands	\$775.00	\$775.00

1	7.9	(1) electronic back up alarm installed (560-STA20502-G)	\$148.00	\$148.00
1	NCI	Front & Rear Tow Hooks Installed	\$445.00	\$445.00
8.0 Sander				
1	8.1	Installation of Under Tailgate Sander	\$1,855.00	\$1,855.00
1	8.7	SPREADER,UT,MS969-OW/DD-DD,304	\$7,713.00	\$7,713.00
1	8.8	4" PITCH ILO 6' PITCH AUGER ON 9" SPREADER- ADD	\$218.00	\$218.00
1	8.10.	UTS-SPINNER ASSY,TGT,LH,304,POLY DISC,SEAL SAVER	\$1,490.00	\$1,490.00
1	8.22	UTS-(1) 4" LED sander light installed 605-1492110	\$339.00	\$339.00
8.0 Pre-Wet				
1	8.1	Installation of Radius Body Pre-Wet Vari Tech	\$3,036.00	\$3,036.00
1	8.2	1087612(2-55 Gal Rb Dual Lid Tank Kit Radius Body) VAR RB110	\$1,302.00	\$1,302.00
1	8.4	1087615 (2-60 Gal Rb Ss tank Mk mounting Kit) VARRB120-DT-MK-SS	\$2,705.00	\$2,705.00
1	8.9	1087407 Rb-dt Fill Suction Kit radius body plumbing VAR9516X001	\$774.00	\$774.00
1	8.10.	1087401 Egf Prewet Kit 1 Nozzle 12vdc Plunger Valve Grav. VAR9510X002	\$580.00	\$580.00
1	8.11	1066994 Low Level Ind Sw Assy Sw w/ Wpack Connector LDS8009X001	\$329.00	\$329.00
9.0 HYDRAULICS				
FORCE HYD - MANUAL				
Base Hyd Kit -- Includes front mount pump, SS valve enclosure, cable controls				
1	9.004	6 Functions-Add-A-Stack Manual Cable Controlled-INSTALLED Functions to control: - Plow Up/Dow - Plow Left/Right - Hoist Up/Down - Scraper Up/Down - Sander Auger - Sander Spinner	\$18,184.00	\$18,184.00
1	9.009	FMAN - Scraper Kit -- (Auto Reverse Lift - Accumulator)	\$2,953.00	\$2,953.00
1	9.1	RES-30-AB-LS-SS Stainless Steel 30 gal. frame mounted reservoir with tank	\$2,792.00	\$2,792.00
1	9.018	FMAN - PTO Hyd ILO Front Pump - 287 Constant Mesh PTO & TXV92 5.6 CID	\$2,866.00	\$2,866.00
1	9.16	S2-TSM15-L217-AC-DN-SS Temp/Level Sensor 158 Degree F 30 Gal. Slim w/ Slosh	\$182.00	\$182.00
1	9.031	FMAN - Add for Gravity Prewet Harness	\$354.00	\$354.00
10.0 Air Bag				
NO AIR BAG/TIMBREN QUOTED				
11.0 Anti-Icing				
NO ANTI-ICING EQUIPMENT QUOTED				

Total Package Price

\$152,756.00

PRICES SHOWN DO NOT INCLUDE ANY APPLICABLE TAXES OR FEES

Cost Per Loaded Mile for Delivery:

\$4.00

Starting Point:

Lake Crystal, MN

*A WRITTEN PURCHASE ORDER MUST BE RETURNED SPECIFYING PURCHASE OF THIS EQUIPMENT OFF THE STATE OF MINNESOTA COOPERATIVE PURCHASE CONTRACT

*NO EXHAUST WORK INCLUDED FOR TRUCKS WITH NEW EMISSION CONTROL EXHAUST SYSTEMS. EXHAUST SYSTEMS CANNOT BE MODIFIED.

*ALL LABOR COSTS ARE BASED ON INSTALLING EQUIPMENT ON A TRUCK CHASSIS WITH ALL TRUCK ITEMS OUT OF THE WAY FOR EQUIPMENT INSTALLATION. IF CRYSTEEL HAS TO MOVE FUEL TANKS, AIR TANKS, AIR DRYER, ETC. EXTRA CHARGES MAY APPLY

Vendor Name:	Crysteel Truck Equipment-Lake Crystal
Contact Person:	Josh Miller
Street Address:	52248 Ember Rd
City, State, Zip:	Lake Crystal, MN 56055
Phone #:	(507) 726-6041
Toll Free #:	(800) 722-0588

Fax #: (507) 726-2984

Email Address: jmiller@crysteeltruck.com**OPTIONS -- The below options are NOT included in the above package pricing**

<u>1.0 Body OPTIONS</u>				
1	1.057	Buyers color back up camera system, camera heated, waterproof, night vision with shutter, 7" color monitor, adapter cables	\$935.00	\$935.00
1	1.058	For each extra camera for Buyers system	\$312.00	\$312.00
NOTE: (1) camera comes with system but can add an additional 2 cameras into unit				
<u>2.0 Hoist OPTIONS</u>				
1	2.4	RCSA-Central Grease Bank	\$403.00	\$403.00
<u>3.0 Scraper OPTIONS</u>				
1	3.12	FX-Add for moving air tank for proper scraper install-per air tank	\$443.00	\$443.00
1	3.13	FX-Add for moving battery box for proper scraper install	\$760.00	\$760.00
1	3.14	FX-Add for moving air dryer for proper scraper install	\$443.00	\$443.00

Q U O T A T I O N

108SD PLUS CONVENTIONAL CHASSIS

SET BACK AXLE - TRUCK
 CUM L9 350 HP @ 2200 RPM; 2200 GOV RPM, 1050 LB-
 FT @ 1200 RPM
 ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH
 PTO PROVISION
 CUMMINS-MERITOR RS-23-160 23,000# R-SERIES
 SINGLE REAR AXLE
 30,000# FLAT LEAF SPRING REAR SUSPENSION WITH
 HELPER AND RADIUS ROD
 DETROIT DA-F-18.0-5 18,000# FL1 71.0 KPI/3.74 DROP
 SINGLE FRONT AXLE

18,000# TAPERLEAF FRONT SUSPENSION
 108 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL
 CAB
 4275MM (168 INCH) WHEELBASE
 NO FIFTH WHEEL
 7/16X3-9/16X11-1/8 INCH STEEL FRAME
 (11.11MMX282.6MM/0.437X11.13 INCH) 120KSI
 2025MM (80 INCH) REAR FRAME OVERHANG
 TEM TO EVALUATE AND INSTALL FRAME RAIL
 REINFORCEMENT AS NEEDED FOR FRONT
 FRAME MOUNTED EQUIPMENT

			PER UNIT		TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (1)	\$	101,428	\$	101,428
EXTENDED WARRANTY		\$	460	\$	460
DEALER INSTALLED OPTIONS		\$	0	\$	0
CUSTOMER PRICE BEFORE TAX		\$	101,888	\$	101,888

TAXES AND FEES

FEDERAL EXCISE TAX (FET)	\$	(223)	\$	(223)
TAXES AND FEES	\$	0	\$	0
OTHER CHARGES	\$	0	\$	0

TRADE-IN

TRADE-IN ALLOWANCE	\$	(0)	\$	(0)
--------------------	----	-----	----	-----

BALANCE DUE	(LOCAL CURRENCY)	\$	101,665	\$	101,665
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COMMENTS:

Projected delivery on ___ / ___ / ___ provided the order is received before ___ / ___ / ___.

APPROVAL:

Please indicate your acceptance of this quotation by signing below:

Customer: X _____ Date: ___ / ___ / ___.