



TO: Mayor and City Council

FROM: Adam Flaherty, City Administrator & Finance Director

DATE: October 12, 2020

SUBJECT: Budget Meeting #7

On Monday, Council and staff will begin the review of the 2021-2030 Capital Improvement Plan.

It should be noted that inclusion of a certain item within the Capital Improvement Plan does not commit final approval by the City Council. Rather, it directs City staff to plan towards and gather necessary information for an educated final approval on each respective item. Each individual item is planned, researched and brought back to the City Council for final approval when the respective purchase is ready to move forward. I have developed an outline of discussion topics below.

Fleet Vehicles and Equipment CIP

The City has established Fund #206 – Revolving Capital Equipment. The purpose of this fund is to provide funds and to account for the expenditure of such funds for costs associated with the replacement of capital equipment, most significantly the City’s machinery and vehicle fleet.

City staff has prepared recommendations for 2021 purchases, which include both replacements of and additions to the City’s machinery and vehicle fleet. City staff has also prepared a projected replacement plan through 2030, which covers the entire Capital Improvement Plan period.

City staff presented this information to the Public Works Sub-Committee on August 19th.

Materials for Review and Discussion

- 1) *Capital Equipment Revolving - Capital Improvement Plan – Summary*
- 2) *Capital Equipment Revolving – Capital Improvement Plan – 2021 Details*
- 3) *Financial Cash Flow - Fund #206 – Fleet Vehicles and Equipment*
- 4) *Comprehensive Machinery and Vehicle Replacement Schedule*

City Buildings and Property CIP

The City has established Fund #439 – City Buildings and Property Maintenance. The purpose of this fund is to accumulate funds that will be used in financing the costs associated with the maintenance of City buildings and property.

Materials for Review and Discussion

- 1) *City Buildings & Property - Capital Improvement Plan – Summary*
- 2) *Information Technology – Capital Improvement Plan – Summary*
- 3) *Financial Cash Flow – Fund #214 – Fire Reserves*
- 4) *Financial Cash Flow - Fund #439 – Buildings and Property Maintenance*
- 5) *Draft – Requests for Proposals (RFP)*
- 6) *Debt Service Schedule Comparisons*

General Fund Budget

City staff continues to review the expenditure budgets that were presented during budget meetings 4-6 for any necessary revisions. Those budget revisions will be reviewed with the City Council at an upcoming budget meeting and prior to final budget adoption.

Property Tax Levy

The City Council approved a preliminary property tax levy of \$7,828,425 in September. There have been no changes to the property tax levy since that approval.

Next Meetings

The schedule for the remaining budget meetings is as follows:

- 1) October 26th – Parks and Trails CIP
- 2) November 9th – Pavement Management CIP
- 3) November 23rd – Public Utility Operating Budgets and CIP
- 4) December 14th – Truth in Taxation Public Meeting

Staff would be seeking direction from the City Council on whether any additional review topics or budget meetings are necessary, or if the City Council concurs with what has been presented and reviewed thus far.

City of Otsego, Minnesota
Capital Improvement Plan
 2021 thru 2030

PROJECTS BY FUNDING SOURCE

Source	#	Priority	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
206 - Capital Equipment Revolving													
Tandem Axle Truck Chassis + Plow Body	FLEET-21-01	n/a	248,988										248,988
Zero Turn Mower	FLEET-21-02	n/a	11,000										11,000
Skid Steer Loader	FLEET-21-03	n/a	89,870										89,870
ToolCat UTV	FLEET-21-04	n/a	60,000										60,000
3/4 Ton Extended Cab Pickup	FLEET-21-05	n/a	49,000										49,000
Front End Loader	FLEET-21-06	n/a	136,127										136,127
2022-2030 Future Fleet Purchases	FLEET-22-30	n/a		400,100	275,660	431,695	386,800	769,000	362,994	398,210	532,800	153,153	3,710,412
206 - Capital Equipment Revolving Total			594,985	400,100	275,660	431,695	386,800	769,000	362,994	398,210	532,800	153,153	4,305,397
GRAND TOTAL			594,985	400,100	275,660	431,695	386,800	769,000	362,994	398,210	532,800	153,153	4,305,397

Capital Improvement Plan
City of Otsego, Minnesota

2021 *thru* 2030

Project #	FLEET-22-30
Project Name	2022-2030 Future Fleet Purchases

Type Vehicles	Department Fleet
Useful Life	Contact
Category Vehicles	Priority n/a

Description	Total Project Cost: \$3,710,412
Annual Fleet Purchases	
The current replacement schedule can be found in the Capital Improvement Plan section of the budget. Years 2022-2030 are presented as lump sum amounts instead of individual purchase amounts as the potential purchases in any year beyond 2021 is subject to change.	

Justification
Staff reviews fleet condition annually to provide a recommendation of scheduled replacements along with an evaluation of the City’s equipment’s capability to continue providing a high level of service. A rating system has been established to quantify these recommendations based on five criteria (age, mileage, maintenance cost, condition and level of use.) Equipment is recommended for replacement based on industry life cycles for typical equipment, age of equipment and current condition.

Expenditures	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Vehicles		400,100	275,660	431,695	386,800	769,000	362,994	398,210	532,800	153,153	3,710,412
Total		400,100	275,660	431,695	386,800	769,000	362,994	398,210	532,800	153,153	3,710,412

Funding Sources	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
206 - Capital Equipment Revolving		400,100	275,660	431,695	386,800	769,000	362,994	398,210	532,800	153,153	3,710,412
Total		400,100	275,660	431,695	386,800	769,000	362,994	398,210	532,800	153,153	3,710,412



Revised: October 7, 2020

		7.69%	7.14%	6.67%	6.25%	5.88%	5.56%	5.26%	5.00%	4.76%	4.55%	4.35%	
	Actual	Forecast	Projection - Capital Improvement Plan										
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Comments
Revenues													
Property Taxes	\$ 260,000	\$ 280,000	\$ 300,000	\$ 320,000	\$ 340,000	\$ 360,000	\$ 380,000	\$ 400,000	\$ 420,000	\$ 440,000	\$ 460,000	\$ 480,000	
Investment Interest	16,179	-	-	-	-	-	-	-	-	-	-	-	
Sales of Fixed Assets	68,378	-	-	-	-	-	-	-	-	-	-	-	
Sales of Fixed Assets (Est.)	-	16,200	22,000	-	-	-	-	-	-	-	-	-	
Utility Fund Contributions	-	40,000	138,870	175,000	49,000	55,000	-	648,000	51,240	-	60,000	56,400	
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	
Total	344,557	336,200	460,870	495,000	389,000	415,000	380,000	1,048,000	471,240	440,000	520,000	536,400	
Expenses													
Personal Services	-	-	-	-	-	-	-	-	-	-	-	-	
Supplies	-	-	-	-	-	-	-	-	-	-	-	-	
Other Charges & Services	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Outlay - General	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Outlay - Streets	467,864	-	-	-	-	-	-	-	-	-	-	-	
Capital Outlay - Parks	81,583	-	-	-	-	-	-	-	-	-	-	-	
Capital Outlay (Fleet CIP)	-	403,354	594,985	400,100	275,660	431,695	386,800	769,000	362,994	398,210	532,800	153,153	DRAFT 2021-2030 CIP
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	
Total	549,447	403,354	594,985	400,100	275,660	431,695	386,800	769,000	362,994	398,210	532,800	153,153	CIP Average = \$430,540
Cash Balance - Beginning	586,561	394,536	228,130	94,015	188,915	302,255	285,560	278,760	557,760	666,006	707,796	694,996	
Balance Sheet Effects	12,865	(99,252)											
Revenues	344,557	336,200	460,870	495,000	389,000	415,000	380,000	1,048,000	471,240	440,000	520,000	536,400	
Expenditures	(549,447)	(403,354)	(594,985)	(400,100)	(275,660)	(431,695)	(386,800)	(769,000)	(362,994)	(398,210)	(532,800)	(153,153)	
Cash Balance - Ending	\$ 394,536	\$ 228,130	\$ 94,015	\$ 188,915	\$ 302,255	\$ 285,560	\$ 278,760	\$ 557,760	\$ 666,006	\$ 707,796	\$ 694,996	\$ 1,078,243	
Cash Balance - % of Next Year Capital	98%	38%	23%	69%	70%	74%	36%	154%	167%	133%	454%		

Unit #	Department	Existing Description	Replacement Description	Year Purchased	Purchased Cost	Scheduled Replacement	Replacement Cost	Estimate Salvage Value (Trade / Sale)	Net Cost
ADDITION	Streets		Tandem Axle Truck Chassis + Dump + Plow Equipment	N/A		2021	248,988		248,988
PW #22	Parks	2012 John Deere Z925A Zero Turn	Zero Turn Mower	2012	10,200	2021	11,000		11,000
PW #46	Streets	2005 CAT 908 Loader	Front End Loader	2010	53,331	2021	136,127	22,000	114,127
ADDITION	Utilities		Skid Steer	N/A		2021	89,870		89,870
ADDITION	Parks		Tool Cat - UTV	N/A		2021	60,000		60,000
PW#6	Utilities	2005 F250 Ext Cab pickup	3/4 Ton Extended Cab Pickup	2005	22,080	2021	49,000	-	49,000
						2021 Total	594,985	22,000	572,985
PW#13	Streets	2006 Felling Skid Loader Trailer				2022	14,000		14,000
BD#20	Inspections	2006 Ford Explorer		2006	20,153	2022	30,600		30,600
ADDITION	Streets		Screen for the compost site			2022	50,000		50,000
ADDITION			Traffic Management Sign		25,000	2022	25,000		25,000
ADDITION	Utilities		4500 Gallon Tanker Truck w Vac			2022	175,000		175,000
PW#50	Parks	2013 GMC Sierra 3500 1 ton 4X4 w/plow		2013	31,985	2022	45,000		45,000
PW #31	Streets	2012 Wanco Radar/Speed Trailer		2012	10,313	2022	16,500		16,500
PW#7	Streets	2012 Ford F350 Pickup w/plow		2012	34,516	2022	44,000		44,000
						2022 Total	400,100	-	400,100
PW #20	Streets	Atlas Copco Air Compressor		2011	10,270	2023	15,300		15,300
PW #10	Streets	2013 Ford F150 extended cab 4X4	Utility purchase?	2013	25,600	2023	37,800		37,800
ADDITION	Streets		3/4 T Ext Cab	N/A		2023	50,760		50,760
ADDITION	Streets		Used Sweeper	N/A		2023	85,000		85,000
PW#52	Parks	2013 Ford F150 extended cab 4X4	Utility purchase?	2013	23,900	2023	37,800		37,800
PW#12	Utilities	2013 F250 4X4 w/plow		2013	22,300	2023	49,000		49,000
						2023 Total	275,660	-	275,660
PW#56	Parks	Dump Box Trailer		2014	12,000	2024	15,000		15,000
PW #39	Streets	2008 Sterling L8500 Dump Truck, Plow		2008	68,028	2024	224,000		224,000
PW#24	Streets	2014 Larue D35 Snowblower		2014	87,646	2024	105,175		105,175
PW#2	Streets	2014 Kubota RTV-X1120D Utility Vehicle		2014	9,857	2024	12,000		12,000
ADDITION	Utilities		3/4 T Ext Cab w Utility Body	N/A		2024	55,000		55,000
PW #23	Streets	2004 WRT Rubber Tire Roller		2006	12,500	2024	20,520		20,520
						2024 Total	431,695	-	431,695
PW #8	Streets	2010 CAT 305C Excavator		2010	55,286	2025	92,800		92,800
PW #43	Streets	2010 Mack GU713 Tandem Dump Truck, Plow		2010	197,609	2025	232,000		232,000
PW#4	Streets	2015 Ford F-350 One ton dump		2015	44,095	2025	62,000		62,000
						2025 Total	386,800	-	386,800
PW#53	Parks	2016 Ford F-250 Extended Cab		2016	40,000	2026	48,000		48,000
PW#55	Parks	2016 John Deere Z930M zero turn mower		2016	6,945	2026	10,000		10,000
PW #44	Utilities	2010 Mack GU713 Jet-Vac		2010	260,514	2026	600,000		600,000
PW #18	Utilities	2016 Ford F-250 Extended Cab		2016	35,000	2026	48,000		48,000
PW#54	Streets	2016 Ford F-350 One ton dump		2016	52,946	2026	63,000		63,000
						2026 Total	769,000	-	769,000
PW#56	Parks	2017 Ford F-250 Crew Cab		2017	32,473	2027	39,584		39,584
PW #1	Streets	2007 Elgin street sweeper		2011	77,484	2027	187,200		187,200
PW#36	Streets	2017 John Deere 4066R		2017	41,608	2027	49,930		49,930
PW#16	Streets	2017 Bomag BW90AD Asphalt Roller		2017	29,200	2027	35,040		35,040
PW#57	Utilities	2017 Ford F-250 Extended Cab & Plow		2017	42,390	2027	51,240		51,240
						2027 Total	362,994	-	362,994
PW #14	Parks	2018 CAT 259D Track Skid Loader		2018	33,156	2028	59,124		59,124
PW#60	Parks	2018 Ventrac 4500Z		2018	52,637	2028	63,164		63,164
PW #38	Parks	2006 Ford F450 truck w/dump		2007	32,500	2028	41,241		41,241
PW#51	Parks	2018 Toro 5910 wide area mower		2018	103,592	2028	124,310		124,310
PW#58	Streets	2018 Vermeer BC1000XL Chipper		2018	29,356	2028	35,227		35,227
PW#63	Streets	2018 Ford F-250 Extended Cab 4x4		2018	29,632	2028	35,558		35,558
PW#28	Parks	2018 Felling FT16-2 Tilt Trailer		2018	16,513	2028	19,815		19,815
PW#19	Streets	Vermac Traffic Information Trailer		2018	16,475	2028	19,770		19,770
						2028 Total	398,210	-	398,210
PW#64	Parks	2019 Ford F-350 truck w/dump		2019		2029	60,000		60,000
PW#66	Parks	2019 ProGator		2019		2029	63,600		63,600
PW#70	Streets	2016 Cimline Tack Trailer		2019	12,000	2029	19,200		19,200
ADDITION	Utilities		3/4 T Ext Cab w Utility Body	N/A		2024	60,000		60,000
PW#69	Streets	2019 Stepp Hot Box		2019		2029	78,000		78,000
ADDITION	Streets		S/A Dump Body Plow Truck	N/A		2029	225,000		225,000
Parks	Parks	Kromer Field Painter/ Groomer		2019	\$22,500	2029	27,000		27,000
						2029 Total	532,800	-	532,800
Parks	Parks	2012 Field Painter/ Groomer		2020	8,500	2030	27,600		27,600
Streets	Streets	Floor Scrubber		2020	15,500	2030	18,600		18,600
Parks	Parks	#75 Toro Blower		2020	7,621	2030	9,145		9,145
Inspections	Inspections	BLDG #83Ford Escape		2020	24,907	2030	29,888		29,888
PW #22	Parks	2012 John Deere Z925A - zero turn		2020	10,200	2030	11,520		11,520
PW #52	Utilities	3/4 T Ext Cab wPlow Package		2020	36,000	2030	56,400		56,400
						2030 Total	153,153	-	153,153

City of Otsego, Minnesota
Capital Improvement Plan
 2021 thru 2030

PROJECTS BY FUNDING SOURCE

Source	#	Priority	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
214 - Fire Reserves													
Fire Station #3 - Site Acquisition	BLDG-2022-02	n/a		200,000									200,000
Fire Station #1	BLDG-2025-01	n/a				550,000	1,926,400						2,476,400
214 - Fire Reserves Total				200,000		550,000	1,926,400						2,676,400
439 - Building & Property Maintenance													
City Hall - Carpet Replacement	BLDG-2021-02	n/a	38,363										38,363
City Hall - Window Film	BLDG-2021-03	n/a	16,538										16,538
City Hall - Water Softener	BLDG-2021-05	n/a	10,285										10,285
Prairie Center Doors	BLDG-2022-01	n/a		8,000	8,000								16,000
City Hall - Painting	BLDG-2022-03	n/a		20,000									20,000
Prairie Center Windows	BLDG-2023-01	n/a			10,000	10,000	10,000						30,000
Prairie Center - Skylight	BLDG-2023-02	n/a			4,000								4,000
Salt Shed Cover Replacement	BLDG-2030-01	n/a										50,000	50,000
Prairie Center - Carpet Replacement	BLDG-2030-02	n/a										20,000	20,000
439 - Building & Property Maintenance Total			65,186	28,000	22,000	10,000	10,000					70,000	205,186
Issuance of Bonds													
Public Works Building Expansion	BLDG-2021-01	n/a	4,000,000										4,000,000
Fire Station #1	BLDG-2025-01	n/a					5,500,000						5,500,000
Issuance of Bonds Total			4,000,000				5,500,000						9,500,000
GRAND TOTAL			4,065,186	228,000	22,000	560,000	7,436,400					70,000	12,381,586

City of Otsego, Minnesota
Capital Improvement Plan
 2021 thru 2030

PROJECTS BY FUNDING SOURCE

Source	#	Priority	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
439 - Building & Property Maintenance													
Server System Replacement	IT-2025-01	n/a					50,000						50,000
Security Camera Systems	IT-2027-01	n/a							20,000				20,000
Automated Entry & Security Systems	IT-2027-02	n/a							30,000				30,000
Audio/Visual Systems - Council Chambers	IT-2029-01	n/a								150,000			150,000
Server System Replacement	IT-2030-01	n/a										50,000	50,000
439 - Building & Property Maintenance Total							50,000		50,000		150,000	50,000	300,000
GRAND TOTAL							50,000		50,000		150,000	50,000	300,000



Revised: October 7, 2020

	Actual 2019	Forecast 2020	Projection - Capital Improvement Plan										Comments	
			2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		
Revenues														
Property Taxes	\$ 170,000	\$ 180,000	\$ 190,000	\$ 200,000	\$ 210,000	\$ 220,000	\$ 230,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Property Taxes (Debt Service)	-	-	-	-	-	-	-	537,732	537,732	537,732	537,732	537,732	537,732	Levy at 105% of Debt Service
Special Assessments	268	-	-	-	-	-	-	-	-	-	-	-	-	
Investment Interest	71,955	-	-	-	-	-	-	-	-	-	-	-	-	
Intergovernmental	-	-	-	-	-	-	-	-	-	-	-	-	-	
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	574,252	Sale of Excess Property - Odean & 75th
Debt Issuance	-	-	-	-	-	-	5,500,000	-	-	-	-	-	-	\$5M - 15 Year Bond @ 4.5% Interest
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total	242,223	180,000	190,000	200,000	210,000	220,000	5,730,000	537,732	537,732	537,732	537,732	537,732	1,111,984	
Expenses														
Fire Study	750	-	-	-	-	-	-	-	-	-	-	-	-	
Other Charges & Services	20,375	7,962	-	-	-	-	-	-	-	-	-	-	-	
Capital Outlay (Land)	1,079,515	-	-	200,000	-	-	-	-	-	-	-	-	-	Acquisition of Fire Station #3 Parcel
Capital Outlay (Equipment)	-	-	-	-	-	-	1,926,400	-	-	-	-	-	-	Engine/Tender/Squad/Equip/Gear - Page 117
Capital Outlay (Building)	-	-	-	-	-	550,000	5,500,000	-	-	-	-	-	-	Design/Construction - ERFD Chief Dickinson
Debt Service	-	-	-	-	-	-	-	512,126	512,126	512,126	512,126	512,126	512,126	\$5.5M - 15 Year Bond @ 4.5% Interest
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total	1,100,640	7,962	-	200,000	-	550,000	7,426,400	512,126	512,126	512,126	512,126	512,126	512,126	
Cash Balance - Beginning	2,416,123	1,557,706	1,729,744	1,919,744	1,919,744	2,129,744	1,799,744	103,344	128,950	154,557	180,163	205,769		
Balance Sheet Effects														
Revenues	242,223	180,000	190,000	200,000	210,000	220,000	5,730,000	537,732	537,732	537,732	537,732	537,732	1,111,984	
Expenditures	(1,100,640)	(7,962)	-	(200,000)	-	(550,000)	(7,426,400)	(512,126)	(512,126)	(512,126)	(512,126)	(512,126)	(512,126)	
Cash Balance - Ending	\$ 1,557,706	\$ 1,729,744	\$ 1,919,744	\$ 1,919,744	\$ 2,129,744	\$ 1,799,744	\$ 103,344	\$ 128,950	\$ 154,557	\$ 180,163	\$ 205,769	\$ 805,628		



City of Otsego
City Buildings & Property Maintenance
Cash Flow Summary

Revised: October 7, 2020

		25.00%	20.00%	16.67%	14.29%	12.50%	11.11%	10.00%	9.09%	8.33%	7.69%		
	Actual	Forecast	Projection - Capital Improvement Plan										Comments
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Revenues													
Property Taxes	\$ -	\$ 20,000	\$ 25,000	\$ 30,000	\$ 35,000	\$ 40,000	\$ 45,000	\$ 50,000	\$ 55,000	\$ 60,000	\$ 65,000	\$ 70,000	
Property Taxes (Debt Service)	-	-	-	-	-	-	-	-	-	-	-	-	
Investment Interest	796	-	-	-	-	-	-	-	-	-	-	-	
Miscellaneous	1,019	-	-	-	-	-	-	-	-	-	-	-	
Debt Issuance	-	-	-	-	-	-	-	-	-	-	-	-	
Transfers In	90,000	-	-	-	-	-	-	-	-	-	-	-	POTENTIAL TRANSFER
Total	91,815	20,000	25,000	30,000	35,000	40,000	45,000	50,000	55,000	60,000	65,000	70,000	
Expenses													
Supplies	-	-	-	-	-	-	-	-	-	-	-	-	
Other Charges & Services	-	13,600	-	-	-	-	-	-	-	-	-	-	
Capital Outlay (City Hall)	19,328	32,100	-	-	-	-	-	-	-	-	-	-	
Capital Outlay (Prairie Center)	17,321	42,155	-	-	-	-	-	-	-	-	-	-	
Capital Outlay (CIP)	-	-	65,186	28,000	22,000	10,000	10,000	-	-	-	-	70,000	DRAFT 2021-2030 CIP
Capital Outlay (IT CIP)	-	-	-	-	-	-	50,000	-	50,000	-	150,000	50,000	DRAFT 2021-2030 CIP
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	
Total	36,649	87,855	65,186	28,000	22,000	10,000	60,000	-	50,000	-	150,000	120,000	
Cash Balance - Beginning	-	55,166	(12,689)	(52,875)	(50,875)	(37,875)	(7,875)	(22,875)	27,125	32,125	92,125	7,125	
Balance Sheet Effects	-	-	-	-	-	-	-	-	-	-	-	-	
Revenues	91,815	20,000	25,000	30,000	35,000	40,000	45,000	50,000	55,000	60,000	65,000	70,000	
Expenditures	(36,649)	(87,855)	(65,186)	(28,000)	(22,000)	(10,000)	(60,000)	-	(50,000)	-	(150,000)	(120,000)	
Cash Balance - Ending	\$ 55,166	\$ (12,689)	\$ (52,875)	\$ (50,875)	\$ (37,875)	\$ (7,875)	\$ (22,875)	\$ 27,125	\$ 32,125	\$ 92,125	\$ 7,125	\$ (42,875)	

**Request for Proposals (RFP)
Architectural Design Services and Support for the
Expansion of the Public Works Building**

**City of Otsego
13400 90th Street NE
Otsego, MN 55330**

DRAFT

STATEMENT OF PURPOSE

The City of Otsego is seeking proposals for architectural services that will include any and all architectural design and engineering services necessary to have complete construction drawings, and specification documents, which are ready for construction of the upgrade and expansion to its current City Hall and Public Works Facility located at 13400 90th Street NE.

GENERAL INFORMATION

Otsego is a growing Minnesota community of more than 18,000 residents located in Wright County at the northwest corner of the Twin Cities Metropolitan Area. The City completed the construction of the Public Works Facility in 2006. At that time, the facility was constructed to accommodate future expansion. Since that time, the City has seen a population increase of over 50% and relocated City Hall and Public Works functions into the current building in 2013.

PROJECT OVERVIEW

The City is seeking recommendations, utilizing best practices, for the type and size of building(s) required for current and future City Hall and Public Works functions, and any corresponding auxiliary building(s), that would accommodate years of continued growth. The City will also be seeking architectural renderings, construction documents, and bid documents related to expansion of the current facility for Public Works functions. Expansion of the current building or construction of a separate building for City Hall operations would be anticipated to occur in the future. Regardless of the City Hall project timing, the City's goal is to develop a plan for expansion of the Public Works facility and determine feasibility of:

1. Ability to maintain shared facility for City Hall and Public Works functions?
2. Ability to construct separate City Hall facility on the current campus?
3. Identify the land area required for construction of separate City Hall facility off site from the current campus.

PRE-QUALIFICATION OF WORK

The City seeks to employ a firm with experience in these types of facilities, by a core team (project leadership, architect, and designer) with a successful history working together on the same or similar types of projects. Interested teams must have designed two or more similar municipal facilities in the last five years and the personnel assigned to the project shall have direct experience with municipal facility design. The City is looking for a "turn-key" approach, where the selected firm exhibits the following characteristics:

1. A conceptual plan for the remodeling and expansion of the Public Works and future City Hall expansion and upgrade (if determined feasible within a shared facility) that is consistent with the existing facility design, incorporates current best practices, and accommodate future spatial needs.
2. Recommendation on modifications relative to existing building systems, such as, but not limited to, lighting both interior and exterior, HVAC, renewable energy, and security.

3. Specific conceptual drawings that detail engineering and construction drawings that will serve as the basis for bidding and construction by a general contractor.
4. Preparation of certain illustrative materials for public engagement as approximate building costs are known and public finance is evaluated (e.g., renderings, both interior and exterior), including assistance when necessary with presentation before Council.

DELIVERABLES

The successful firm will be providing architectural, civil, and structural engineering, landscape architecture, interior design, HVAC, plumbing, fire protection, and electrical design services. The responsibilities of the firm include, but are not limited to:

1. Space needs analysis and auxiliary building location(s).
2. Develop plans and specifications to meet all applicable building codes.
3. Analyze opportunities for energy efficiency and design process

GENERAL INSTRUCTIONS

Carefully read the information contained in the RFP and submit by e-mail a complete response following all requirements, specifications, and directions to:

Please direct any questions to:

Adam Flaherty, City Administrator/ Finance Director
aflaherty@ci.otsego.mn.us
(763) 441-4414

Proposals must include:

1. Cover letter
2. Signed Respondent Proposal (Attachment A)
3. Reference list
4. Firm background and qualifications (Attachment B)
5. At least 3 examples of constructed municipal facilities that were designed by the respondent. Though not required, successful experience with the design of public works facilities will be given preference.

6. Stated understanding of the project scope and your approach to integrating input. Describe in detail your approach to the design process and working with the City for a product to present to the City Council for approval of a final design and to authorize advertisement for bids.

The submittals must be received at the offices of the City of Otsego **no later than 4:30 p.m. on xxxxxx.**

DRAFT

City of Otsego, Minnesota

\$4,590,000 General Obligation Capital Improvement Plan Bonds, Series 2021A

(Preliminary AA+, BQ Rates as of 10/6/20)

Sources & Uses

Dated 08/01/2021 | Delivered 08/01/2021

Sources Of Funds

Par Amount of Bonds	\$4,590,000.00
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Total Sources	\$4,590,000.00
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Uses Of Funds

Costs of Issuance	89,375.00
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Deposit to Project Construction Fund	4,500,000.00
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Rounding Amount	625.00
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Total Uses	\$4,590,000.00
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City of Otsego, Minnesota

\$4,590,000 General Obligation Capital Improvement Plan Bonds, Series 2021A

(Preliminary AA+, BQ Rates as of 10/6/20)

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/01/2021	-	-	-	-	-
08/01/2022	-	-	49,107.50	49,107.50	-
02/01/2023	265,000.00	0.350%	24,553.75	289,553.75	338,661.25
08/01/2023	-	-	24,090.00	24,090.00	-
02/01/2024	290,000.00	0.400%	24,090.00	314,090.00	338,180.00
08/01/2024	-	-	23,510.00	23,510.00	-
02/01/2025	295,000.00	0.500%	23,510.00	318,510.00	342,020.00
08/01/2025	-	-	22,772.50	22,772.50	-
02/01/2026	295,000.00	0.600%	22,772.50	317,772.50	340,545.00
08/01/2026	-	-	21,887.50	21,887.50	-
02/01/2027	295,000.00	0.700%	21,887.50	316,887.50	338,775.00
08/01/2027	-	-	20,855.00	20,855.00	-
02/01/2028	300,000.00	0.850%	20,855.00	320,855.00	341,710.00
08/01/2028	-	-	19,580.00	19,580.00	-
02/01/2029	300,000.00	1.000%	19,580.00	319,580.00	339,160.00
08/01/2029	-	-	18,080.00	18,080.00	-
02/01/2030	305,000.00	1.100%	18,080.00	323,080.00	341,160.00
08/01/2030	-	-	16,402.50	16,402.50	-
02/01/2031	310,000.00	1.200%	16,402.50	326,402.50	342,805.00
08/01/2031	-	-	14,542.50	14,542.50	-
02/01/2032	310,000.00	1.300%	14,542.50	324,542.50	339,085.00
08/01/2032	-	-	12,527.50	12,527.50	-
02/01/2033	315,000.00	1.400%	12,527.50	327,527.50	340,055.00
08/01/2033	-	-	10,322.50	10,322.50	-
02/01/2034	320,000.00	1.500%	10,322.50	330,322.50	340,645.00
08/01/2034	-	-	7,922.50	7,922.50	-
02/01/2035	325,000.00	1.550%	7,922.50	332,922.50	340,845.00
08/01/2035	-	-	5,403.75	5,403.75	-
02/01/2036	330,000.00	1.600%	5,403.75	335,403.75	340,807.50
08/01/2036	-	-	2,763.75	2,763.75	-
02/01/2037	335,000.00	1.650%	2,763.75	337,763.75	340,527.50
Total	\$4,590,000.00	-	\$514,981.25	\$5,104,981.25	-

Date And Term Structure

Dated	8/01/2021
Delivery Date	8/01/2021
First available call date	
Call Price	-

Yield Statistics

Bond Year Dollars	\$40,085.00
Average Life	8.733 Years
Average Coupon	1.2847231%

Net Interest Cost (NIC)	1.2847231%
True Interest Cost (TIC)	1.2761533%
All Inclusive Cost (AIC)	1.5171196%

IRS Form 8038

Net Interest Cost (NIC)	1.2847231%
Weighted Average Maturity	8.733 Years
Bond Yield for Arbitrage Purposes	1.2761533%

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Northland Securities, Inc.

Public Finance

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City of Otsego, Minnesota

\$5,165,000 General Obligation Capital Improvement Plan Bonds, Series 2024A

(Preliminary AA+, BQ Rates as of 10/6/20 + 100 BPS)

Sources & Uses

Dated 08/01/2024 | Delivered 08/01/2024

Sources Of Funds

Par Amount of Bonds	\$5,165,000.00
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Total Sources	\$5,165,000.00
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Uses Of Funds

Costs of Issuance	102,312.50
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Deposit to Project Construction Fund	5,060,000.00
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Rounding Amount	2,687.50
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Total Uses	\$5,165,000.00
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City of Otsego, Minnesota

\$5,165,000 General Obligation Capital Improvement Plan Bonds, Series 2024A

(Preliminary AA+, BQ Rates as of 10/6/20 + 100 BPS)

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/01/2024	-	-	-	-	-
08/01/2025	-	-	121,760.00	121,760.00	-
02/01/2026	240,000.00	1.600%	60,880.00	300,880.00	422,640.00
08/01/2026	-	-	58,960.00	58,960.00	-
02/01/2027	305,000.00	1.700%	58,960.00	363,960.00	422,920.00
08/01/2027	-	-	56,367.50	56,367.50	-
02/01/2028	310,000.00	1.850%	56,367.50	366,367.50	422,735.00
08/01/2028	-	-	53,500.00	53,500.00	-
02/01/2029	315,000.00	2.000%	53,500.00	368,500.00	422,000.00
08/01/2029	-	-	50,350.00	50,350.00	-
02/01/2030	325,000.00	2.100%	50,350.00	375,350.00	425,700.00
08/01/2030	-	-	46,937.50	46,937.50	-
02/01/2031	330,000.00	2.200%	46,937.50	376,937.50	423,875.00
08/01/2031	-	-	43,307.50	43,307.50	-
02/01/2032	335,000.00	2.300%	43,307.50	378,307.50	421,615.00
08/01/2032	-	-	39,455.00	39,455.00	-
02/01/2033	345,000.00	2.400%	39,455.00	384,455.00	423,910.00
08/01/2033	-	-	35,315.00	35,315.00	-
02/01/2034	350,000.00	2.500%	35,315.00	385,315.00	420,630.00
08/01/2034	-	-	30,940.00	30,940.00	-
02/01/2035	360,000.00	2.550%	30,940.00	390,940.00	421,880.00
08/01/2035	-	-	26,350.00	26,350.00	-
02/01/2036	370,000.00	2.600%	26,350.00	396,350.00	422,700.00
08/01/2036	-	-	21,540.00	21,540.00	-
02/01/2037	380,000.00	2.650%	21,540.00	401,540.00	423,080.00
08/01/2037	-	-	16,505.00	16,505.00	-
02/01/2038	390,000.00	2.700%	16,505.00	406,505.00	423,010.00
08/01/2038	-	-	11,240.00	11,240.00	-
02/01/2039	400,000.00	2.750%	11,240.00	411,240.00	422,480.00
08/01/2039	-	-	5,740.00	5,740.00	-
02/01/2040	410,000.00	2.800%	5,740.00	415,740.00	421,480.00
Total	\$5,165,000.00	-	\$1,175,655.00	\$6,340,655.00	-

Date And Term Structure

Dated	8/01/2024
Delivery Date	8/01/2024
First available call date	
Call Price	-

Yield Statistics

Bond Year Dollars	\$46,532.50
Average Life	9.009 Years
Average Coupon	2.5265245%

Net Interest Cost (NIC)	2.5265245%
True Interest Cost (TIC)	2.5128845%
All Inclusive Cost (AIC)	2.7677791%

IRS Form 8038

Net Interest Cost (NIC)	2.5265245%
Weighted Average Maturity	9.009 Years
Bond Yield for Arbitrage Purposes	2.5128845%

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Public Finance

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