

City of Lake Elmo
3800 Laverne Avenue North

May 20, 2008

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE:
- C. ATTENDANCE: ___ Johnston, ___ DeLapp, ___ Johnson, ___ Park, ___ Smith
- D. APPROVAL OF AGENDA: (The approved agenda is the order in which the City Council will do its business.)
- E. ORDER OF BUSINESS: (This is the way that the city council runs its meetings so everyone attending the meeting or watching the meeting understands how the city council does its public business.)
- F. GROUND RULE: (These are the rules of behavior that the city council adopted for doing its public business.)
- G. APPROVE MINUTES:
 - 1. Consider approval of May 6, 2008 minutes
- H. PUBLIC COMMENTS/INQUIRIES: In order to be sure that anyone wishing to speak to the city council is treated the same way, meeting attendees wishing to address the city council on any items NOT on the regular agenda may speak for up to three minutes.
- I. CONSENT AGENDA: Items are placed on the consent agenda by city staff and the Mayor because they are not anticipated to generate discussion. Items maybe removed at City Council's request.
 - 2. Approve Resolution no. 2008-024 payment of claims.
 - 3. Approve purchase of a copier
 - 4. Approve Resolution no. 2008-025 accepting the infrastructure improvements of the Hidden Meadows 1st Addition (in conjunction with Rockpoint Church Development)
- J. REGULAR AGENDA:
 - 5. Consider a proposal for evaluation services for the city administrator

K. REPORTS AND ANNOUNCEMENTS:

(These are verbal updates and do not have to be formally added to the agenda.)

- Mayor and Council Members
- Administrator

L. ADJOURN to workshop

NIMS 200 training

City of Lake Elmo
City Council Meeting Minutes

May 6, 2008

Mayor Johnston called the meeting to order at 7:05 p.m.

PRESENT: Mayor Johnston, Council Members DeLapp, Johnson, Park and Smith

Also present: City Administrator Hoyt, City Engineer Griffin, Engineer Stempski, City Attorney Filla, Planning Director Klatt, Finance Director Tom Bouthilet, Public Works Supervisor Mike Bouthilet and City Clerk Lumby

APPROVAL OF AGENDA:

MOTION: Council Member Johnson moved to approve the May 6, 2008 agenda as presented with a 9 p.m. adjournment time. Council Member DeLapp seconded the motion. The motion passed unanimously.

ORDER OF BUSINESS:

APPROVE MINUTES:

The minutes of April 15, 2008 were approved by consensus.

PUBLIC COMMENTS/INQUIRIES:

Anne Suckow, (1945 Polaris Place, North St. Paul), Lake Elmo Jaycees Community Development VP 2008 announced the Auqafina Pitch, Hit and Run skill competition on May 31, 2008 at Lions Park. Registration forms are available for the 31st Annual Huff-n-Puff Days softball tournament scheduled for August 7-10, 2008.

Paul Ryberg, 11326 30th Street N., announced the Rosalie Wahl Library Blood Drive will be held at Lake Elmo Inn Event Center on Wednesday June 25th, 2:30 p.m. to 7:30 p.m.

John Franzwa, 2935 Innsdale Avenue N., stated he had submitted a letter regarding the poor condition of Innsdale Avenue after the installation of the water project. The city engineer is following up on the concern.

CONSENT AGENDA:

MOTION: Council Member Park moved to approve the Items 3, 4 and 5 of the consent agenda as presented. Council Member Johnson seconded the motion. The motion passed unanimously.

- Approve the deer harvest in Sunfish Lake Park to be held in conjunction with the Lake Elmo Park Reserve harvest, with assistance of the Minnesota DNR, on November 8 and 9 and November 15 and 16
- Authorize the purchase of two drinking fountains for an amount not to exceed \$3,800 out of the Park Capital Fund for VFW and Pebble Park
- Authorize a capital equipment expenditure of up to \$1,950 for the trade in of the bobcat for an updated model

REGULAR AGENDA:

Approve Resolution no. 2008-022 payment of claims in the amount of \$185,356.25

In response to an inquiry from Council Member DeLapp about legal expenses, the city administrator explained the purpose of the legal expenses incurred by the City with the firms of Peterson, Fram and Bergman, Campbell Knutson and Jardine Logan.

MOTION: Council Member Johnson moved to approve Resolution no. 2008-022, payment of claims in the amount of \$185,356.25. Council Member DeLapp seconded the motion. The motion passed unanimously

Authorize entering into a contract with Iteris on behalf of Lake Elmo Elementary School PTA for the Safe Routes to School Plan

Sandy Cullen, President of the PTA, reported the Council is being asked to enter into a contract with Iteris, Inc. on behalf of Lake Elmo Elementary School to use grant funds in the amount of \$20,000 for the Safe Routes to School Plan to promote walking and biking opportunities for students at Lake Elmo Elementary School. The school was awarded a \$20,000 grant for the work and the City is the fiscal agent so the City must technically enter into the grant even though it is under the management of the school.

MOTION: Council Member Johnson moved to authorize the contract with Iteris, Inc. for a cost not to exceed \$20,000 for Lake Elmo Elementary School to complete the Safe Routes to School according to the proposal submitted by Iteris and based upon the recommendation of the Lake Elmo School Evaluation team. Council Member Smith seconded the motion. Mayor Johnston and Council Members Johnson, Park and Smith voted in favor of the motion with Council Member DeLapp abstaining because of a possible conflict of interest in connection with him being a 3M employee and 3M donating the traffic sign.

Updates from Washington County on various transportation projects:

Jacob Gave, Washington County Transportation Division, gave an update on the following construction projects. The City Council asked questions.

- Trunk Highway 36 and Manning Avenue (CSAH 15) Project
- Trunk Highway 36 and Lake Elmo Avenue (CSAH 17) Design Review Committee
- Keats Avenue (CSAH 19) Landscaping Project
- Inwood Avenue North (CSAH 13) Project

Consider a preferred location for a sanitary sewer lift station in the vicinity of Reid Park for the I94 to 30th Street Infrastructure Project

City Engineer Jack Griffin presented the Council with potential sites for a lift station, two of which are in Reid Park and one site is east of Reid Park. The site layout options show the chemical odor control dosing tank, back up power on-site generator, facility layout, routing options for 3-phase power to the site and a landscape screening plan. Griffin noted the plan is consistent with the City's 2005 comprehensive plan which calls for sewer service in the Old Village and south of 10th Street.

Mayor Johnston favored site alternative no. 3 because it was a City owned parcel adjacent to the southeast corner of Reid Park.

All council members agreed that the Park Commission should be consulted about the Commission's perception of how the proposed sites might impact Reid Park.

Council Member DeLapp spoke against the motion because he wanted the Park Commission to comment on the possible impacts of all three sites, both inside and outside of the park on the use of Reid Park.

MOTION: Council Member Johnson moved to refer this item to the Park Commission to review Site Alternative No. 1 (southwest corner of Reid Park; access from 30th Street) and Site Alternative No. 2 (southeast corner of Reid Park; access from 30th Street) as the project relates to Reid Park. Council Member Smith seconded the motion. Mayor Johnston and Council Members Johnson, Park and Smith voted in favor of the motion and Council Member DeLapp voted against the motion.

MOTION: Council Member Smith moved to request TKDA evaluate underground utilities for the lift station project. Council Member DeLapp seconded the motion. The motion passed unanimously.

MOTION: Council Member Johnson moved to amend the TKDA contract for engineering services for the final design and specifications of the I-94 to 30th Street Sewer Project from \$206,600 to \$250,000 for a reduction of \$46,600. Council Member Smith seconded the motion. The motion passed unanimously.

Consider approving an application to the 1000 Friends of Minnesota for a Community Growth Options Grant, Resolution no. 2008-023

MOTION: Council Member Johnson moved to approve Resolution no. 2008-023 authorizing the application for a 1,000 Friends of Minnesota Community Growth Options Grant. Council Member Smith seconded the motion. Mayor Johnston and Council Members Johnson, Park and Smith voted in favor of the motion and Council Member DeLapp voted against the motion.

REPORTS AND ANNOUNCEMENTS:

Mayor Johnston attended the Mayors Conference in Alexandria, Minnesota.

Council Member Smith reported on and thanked volunteers and public works for their participation in the tree planting along Highway 5 by the Carriage Station development.

Council Member DeLapp shared a copy of email correspondence that he had with the Metropolitan Council members regarding residential equivalent units in the Memorandum of Understanding and the Comprehensive Plan.

Mayor Johnston adjourned the meeting at 9:00 p.m.

Respectfully submitted by Sharon Lumby, City Clerk

City Council

Date: 05/20/2008

CONSENT

Item: 2

Resolution 2008-024

ITEM: Approve resolution No. 2008-024 approving disbursements in the amount of \$263,196.47.

SUBMITTED BY: Tom Bouthilet, Finance Director

SUMMARY AND ACTION REQUESTED: The City Council is being asked to approve disbursements in the amount of \$ 263,196.47.

**CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION NO. 2008-024
RESOLUTION APPROVING CLAIMS**

BE IT RESOLVED THAT Claim Number 460, 461, DD1654 through DD1676, 32547 through 32568 were used for Staff Payroll dated May 08, 2008; 32569 through 32622 were used for Accounts Payable, in the total amount of \$263,196.47 are hereby approved.

ADOPTED, by the Lake Elmo City Council on the 20th day of May, 2008.

Dean Johnston
Mayor

ATTEST:

Susan Hoyt
City Administrator

Accounts Payable Computer Check Proof List

User: Administrator

Printed: 05/15/2008 - 1:51 PM



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:ACSGOV 13888 71237	ACS Government Systems, Inc. Annual License Renewal Data Repair Firehouse Software Check Total:	744.56 243.12 987.68	05/20/2008 05/20/2008	Check Sequence: 1 101-410-1520-43180 101-420-2220-42000	ACH Enabled: No
Vendor:AMFLAG 79853	American Flagpole & Flag City Hall Flag & Install Rope Check Total:	139.49 139.49	05/20/2008	Check Sequence: 2 101-410-1940-44040	ACH Enabled: No
Vendor:ANDERNIC 05-06-08	Nicholas Anderson Cable Operator-City Council 5-06-08 Check Total:	55.00 55.00	05/20/2008	Check Sequence: 3 101-410-1320-43620	ACH Enabled: No
Vendor:ARAM 629-6481240 629-6486019 629-6488896 629-6488897 629-6488898 629-6488921	Aramark Uniforms-Public Works Uniforms-Public Works Monthly Mat Service-Fire Station 1 Floor Mats City Hall Annex Monthly Mat Service-Fire Station 2 Linen City Hall Check Total:	32.25 32.25 22.03 19.43 22.95 52.64 181.55	05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008	Check Sequence: 4 101-430-3100-44170 101-430-3100-44170 101-420-2220-44010 101-410-1940-44010 101-420-2220-44010 101-410-1940-44010	ACH Enabled: No
Vendor:BACH 453	Bachman's Trees & Shrubs Hwy 5 Grant Reimburse Check Total:	2,861.63 2,861.63	05/20/2008	Check Sequence: 5 101-430-3100-42240	ACH Enabled: No
Vendor:BERBEE IN00177411 IN00178454	Berbee Information Networks IT System Switch Box-City Hall IT System Switch Box-Fire Station	846.83 604.01	05/20/2008 05/20/2008	Check Sequence: 6 411-480-8000-45700 411-480-8000-45700	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,450.84			
Vendor: BONESTRO 156062	Bonestro Village - AUAR Check Total:	8,184.33 8,184.33	05/20/2008	Check Sequence: 7 413-480-8000-43150	ACH Enabled: No
Vendor: BURBBLAC 10128	Burberl Black Dirt, Inc. Black Dirt & Woodchips-Hwy 5 Plantings Check Total:	766.80 766.80	05/20/2008	Check Sequence: 8 101-430-3100-42240	ACH Enabled: No
Vendor: CAMPBELL 2879-000G	Campbell Knutson P.A. Legal Services Check Total:	45.00 45.00	05/20/2008	Check Sequence: 9 101-410-1610-43040	ACH Enabled: No
Vendor: CENTPOW 64410	Century Power Equipment Repair Power Plant for Extrication Tools Check Total:	105.50 105.50	05/20/2008	Check Sequence: 10 101-420-2220-44040	ACH Enabled: No
Vendor: COPYIMAG 96071	Copy Images, Inc. Copy Machine Maint. Check Total:	290.40 290.40	05/20/2008	Check Sequence: 11 101-410-1940-44040	ACH Enabled: No
Vendor: CPTELECO 651-207-1000 651-207-1701	CP Telecom Telephone/Data Service-City Hall Telephone/Data Service-Public Works Check Total:	516.73 437.64 954.37	05/20/2008 05/20/2008	Check Sequence: 12 101-410-1940-43210 101-430-3100-43210	ACH Enabled: No
Vendor: FDSOA 12574	FD Safety Off. Association Annual Membership Renewal Check Total:	85.00 85.00	05/20/2008	Check Sequence: 13 101-420-2220-44330	ACH Enabled: No
Vendor: GRAINGER 9629361081	Grainger Lift Station Fuses Check Total:	86.71 86.71	05/20/2008	Check Sequence: 14 602-495-9450-42270	ACH Enabled: No
Vendor: HAGBERGS 10 32	Hagbergs Country Market Supplies Lunch for Firefighters-Park Burn	7.89 22.30	05/20/2008 05/20/2008	Check Sequence: 15 101-410-1320-44300 101-420-2220-44300	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	30.19			
Vendor:HP 44197361	Hewlett-Packard Company Purchase Seven New Computers-24684499-02 Check Total:	5,331.59 5,331.59	05/20/2008	Check Sequence: 16 410-480-8000-45700	ACH Enabled: No
Vendor:ICMAA 192072	ICMA Annual Dues - ICMA Check Total:	824.00 824.00	05/20/2008	Check Sequence: 17 101-410-1320-44330	ACH Enabled: No
Vendor:Kremer 0028521	Kremer Spring Inc. Rear Springs Fire Truck 3188 Check Total:	853.50 853.50	05/20/2008	Check Sequence: 18 101-420-2220-44040	ACH Enabled: No
Vendor:LARSON 80432003	LARSON DIESEL SERVICE DOT Inspection & Axle Brakes Repairs Check Total:	407.81 407.81	05/20/2008	Check Sequence: 19 101-430-3100-44040	ACH Enabled: No
Vendor:LEOIL S01208 S01203	Lake Elmo Oil, Inc. Fuel - Public Works Fuel-Fire Check Total:	36.02 811.35 847.37	05/20/2008 05/20/2008	Check Sequence: 20 101-430-3100-42120 101-420-2220-42120	ACH Enabled: No
Vendor:LINNER 19510	Linner Electric Company, Inc. Replace Transformer & Repairs-VFW Field Check Total:	1,554.95 1,554.95	05/20/2008	Check Sequence: 21 101-450-5200-44030	ACH Enabled: No
Vendor:LMCIT Claim 11064116	League of MinnesotaCities Insurance Trust City's Deductible - Claim Check Total:	500.00 500.00	05/20/2008	Check Sequence: 22 101-430-3100-43630	ACH Enabled: No
Vendor:LTG PWR 112875 112946 113013 113016 113017 113067	L. T. G. Power Equipment Vehicle Parts Equipment Parts-Parks Equipment Parts-Parks Return Credit Return Credit Equipment Parts-Parks	121.52 172.48 20.11 -7.96 -64.58 17.40	05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008	Check Sequence: 23 101-450-5200-42210 101-450-5200-42210 101-450-5200-42210 101-450-5200-42210 101-450-5200-42210 101-450-5200-42210	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	258.97			
Vendor:MARONEYS	Maroney's Sanitation, Inc			Check Sequence: 24	ACH Enabled: No
244032	Waste Removal - City Hall	102.11	05/20/2008	101-410-1940-43840	
244032	Waste Removal - Fire	44.94	05/20/2008	101-420-2220-43840	
244032	Waste Removal - Public Works	102.11	05/20/2008	101-430-3100-43840	
244032	Waste Removal - Parks	195.92	05/20/2008	101-430-3100-43840	
	Check Total:	445.08			
Vendor:McPhilli	Mike McPhillips Inc			Check Sequence: 25	ACH Enabled: No
33368	Street Sweeping	10,212.00	05/20/2008	101-430-3100-43150	
	Check Total:	10,212.00			
Vendor:MENARDSO	Menards - Oakdale			Check Sequence: 26	ACH Enabled: No
39746	Items to Mount Equipment in Chief's Car	14.41	05/20/2008	101-420-2220-44040	
	Check Total:	14.41			
Vendor:MENARDST	Menards - Stillwater			Check Sequence: 27	ACH Enabled: No
16937	Light Bulbs Station 2 Flagpole	65.14	05/20/2008	101-420-2220-44010	
	Check Total:	65.14			
Vendor:METCOU	Metropolitan Council			Check Sequence: 28	ACH Enabled: No
0000872623	Monthly Wastewater June 2008	1,081.72	05/20/2008	602-000-0000-37250	
	Check Total:	1,081.72			
Vendor:MILLEREX	Miller Excavating, Inc.			Check Sequence: 29	ACH Enabled: No
13329	Grade Roads	990.00	05/20/2008	101-430-3100-43150	
	Check Total:	990.00			
Vendor:MNNAT	MN Dept. of Natural Resources			Check Sequence: 30	ACH Enabled: No
	Fire Back Packs	251.76	05/20/2008	101-420-2220-45800	
	Check Total:	251.76			
Vendor:NEXTEL	Nextel Communications			Check Sequence: 31	ACH Enabled: No
761950227-061	Cell Phone Service-Administration	120.83	05/20/2008	101-410-1940-43210	
761950227-061	Cell Phone Service-Fire	114.48	05/20/2008	101-420-2220-43210	
761950227-061	Cell Phone Service-Bldg	31.51	05/20/2008	101-420-2400-43210	
761950227-061	Cell Phone Service-Public Works	60.96	05/20/2008	101-430-3100-43210	
761950227-061	Cell Phone Service-Parks	16.68	05/20/2008	101-450-5200-43210	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	319.50			
Vendor:SPRINT 0526076028-3	Sprint Phone Cards for Laptops Check Total:	510.99 510.99	05/20/2008	Check Sequence: 41 101-420-2220-43210	ACH Enabled: No
Vendor:STDELANO 2006A	State Bank of Delano Interest Equipment Certificate-2006A Check Total:	3,066.00 3,066.00	05/20/2008	Check Sequence: 42 314-480-8000-46110	ACH Enabled: No
Vendor:STILLMED 12469	Stillwater Medical Group Physicals Annual & Pre Placement-Fire Check Total:	607.44 607.44	05/20/2008	Check Sequence: 43 101-420-2220-43050	ACH Enabled: No
Vendor:TASCH 44175	T.A. Schifsky & Sons Asphalt-Street Repairs Check Total:	195.53 195.53	05/20/2008	Check Sequence: 44 101-430-3100-42240	ACH Enabled: No
Vendor:TDS 6517798882 6517798882 6517798882	TDS METROCOM - MN Analog Phone Lines - Fire Stations Analog Phone Lines - Public Works Analog Phone Lines - Public Works Check Total:	151.26 34.21 113.28 298.75	05/20/2008 05/20/2008 05/20/2008	Check Sequence: 45 101-420-2220-43210 101-430-3100-43210 602-495-9450-43210	ACH Enabled: No
Vendor:TKDA 200801700 200801701 200801702 200801703 200801704 200801705 200801706 200801707 200801708 200801709 200801710 200801711 200801712 200801713 200801713	TKDA, Inc. Well Head Protection Plan Water System Interconnect Elevated Water Storage Tank Tablyn/Heights Watermain Manning/Hwy 36 Whistling Valley III Development Tapestry at Charlotte Grove Lake Elmo Farms Discover Crossing Sanctuary Hidden Meadows I-94 to 30th St. Village Sanitary Village Planning General Engineering General Engineering - Planning Dept.	1,822.55 31.77 86.46 470.13 138.85 218.09 594.41 32.95 171.80 713.81 804.41 33,054.69 197.99 4,379.27 138.85	05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008	Check Sequence: 46 601-494-9400-43030 601-494-9400-43030 601-494-9400-43030 202-494-9400-43030 414-480-8000-43030 203-490-9070-43030 203-490-9070-43030 203-490-9070-43030 203-490-9070-43030 203-490-9070-43030 203-490-9070-43030 413-480-8000-43030 413-480-8000-43030 101-410-1930-43030 101-410-1910-43030	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	344.46			
Vendor:NORTHLL LKEL05A	Northland Trust Services, Inc. Interest-G.O. Water Bond 2005A Check Total:	88,262.50 88,262.50	05/20/2008	Check Sequence: 32 601-494-9400-46110	ACH Enabled: No
Vendor:OFFICEMX 219003	OfficeMax Office Supplies - Hanging Folders Check Total:	29.16 29.16	05/20/2008	Check Sequence: 33 101-410-1320-42000	ACH Enabled: No
Vendor:ONECALL 8040602	Gopher State One-Call/One Call Concepts, Inc Line Locates April 2008 Check Total:	184.75 184.75	05/20/2008	Check Sequence: 34 101-430-3100-43150	ACH Enabled: No
Vendor:PRESS	StevenPress Cable - Council Workshop Cable - Planning Check Total:	44.16 58.88 103.04	05/20/2008 05/20/2008	Check Sequence: 35 101-410-1320-43620 101-410-1910-43620	ACH Enabled: No
Vendor:Rivertwn 50035963	RiverTown Newspaper Group Legal Notices Check Total:	53.60 53.60	05/20/2008	Check Sequence: 36 101-410-1320-43510	ACH Enabled: No
Vendor:RIVRCOOP 141352	River Country Cooperative Fuel - Fire Check Total:	187.50 187.50	05/20/2008	Check Sequence: 37 101-420-2220-42120	ACH Enabled: No
Vendor:ROGERS 15573	Rogers Printing Services Inspection Records-Bldg Check Total:	136.32 136.32	05/20/2008	Check Sequence: 38 101-420-2400-42030	ACH Enabled: No
Vendor:RUD 5-5 5-14 5-5 5-14	DianePrince-Rud Cleaning - City Hall Cleaning - Fire Station Check Total:	240.00 240.00 480.00	05/20/2008 05/20/2008	Check Sequence: 39 101-410-1940-44010 101-420-2220-44010	ACH Enabled: No
Vendor:SATELLIT R120725	Satellite Shelters, Inc. Office Trailer Rental -April /May 08	319.50	05/20/2008	Check Sequence: 40 101-420-2400-44120	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
200801714	General Engineering - Water	1,716.50	05/20/2008	601-494-9400-43030	
200801714	General Engineering - Surface Water	6,599.33	05/20/2008	603-496-9500-43030	
200801714	General Engineering - Streets	4,479.21	05/20/2008	409-480-8000-43030	
200801714	General Engineering - Building Dept.	1,203.65	05/20/2008	101-420-2400-43030	
200801714	General Engineering - Planning Dept.	481.42	05/20/2008	101-410-1910-43030	
	Check Total:	57,336.14			
Vendor: TWINCIT 4597	Twin City Water Clinic, Inc. Monthly Bacteria Analysis Check Total:	65.00 65.00	05/20/2008	Check Sequence: 47 601-494-9400-42270	ACH Enabled: No
Vendor: USAMOB R0318076D	USA Mobility Wireless, Inc. Alpha Pagers for Chief Officers Check Total:	21.36 21.36	05/20/2008	Check Sequence: 48 101-420-2220-43210	ACH Enabled: No
Vendor: USBANK 33404800	US Bank Trust N.A. Interest-Water Revenue Bond 2002B Check Total:	12,960.00 12,960.00	05/20/2008	Check Sequence: 49 601-494-9400-46110	ACH Enabled: No
Vendor: USPOST	United States Postal Service Postage-Clean-up Days Poster Check Total:	500.00 500.00	05/20/2008	Check Sequence: 50 101-430-3100-44380	ACH Enabled: No
Vendor: Verizon 1852500484	Verizon Wireless Cell Phone Service Admin May 08 Check Total:	100.96 100.96	05/20/2008	Check Sequence: 51 101-410-1940-43210	ACH Enabled: No
Vendor: WEEKSEND 1082	Weeks-End Signs & Graphics Clean Directional City Hall Signs Check Total:	58.58 58.58	05/20/2008	Check Sequence: 52 101-430-3100-42260	ACH Enabled: No
Vendor: XCEL 51-4504807-7 51-4504807-7 51-4504807-7 51-4576456-3 51-4580376-5 51-4733556-8 51-5044219-0	Xcel Energy Traffic Lights 100 Inwood Hudson Lift Station Lights at Legion Park Utilities-Fire Station 2 Utilities-City Hall Tennis Court Utilities-Parks Bldg	26.51 63.38 64.88 503.34 820.78 8.52 137.50	05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008 05/20/2008	Check Sequence: 53 101-430-3160-43810 602-495-9450-43810 101-450-5200-43810 101-420-2220-43810 101-410-1940-43810 101-450-5200-43810 101-450-5200-43810	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
51-5275289-3	Pebble Park	8.52	05/20/2008	101-450-5200-43810	
51-5356323-8	Electric Wells 1 & 2	1,273.97	05/20/2008	601-494-9400-43810	
51-5522332-2	Traffic Lights-998 Inwood	33.80	05/20/2008	101-430-3160-43810	
51-5747685-4	Utilities-Art Center - Partial Reimburse	151.43	05/20/2008	101-450-5200-43810	
51-5916043-7	34th St. Lift Station	16.08	05/20/2008	602-495-9450-43810	
51-6429583-8	Legion Lift Station	13.92	05/20/2008	602-495-9450-43810	
51-6433976-2	Utilities Fire Station 1	36.56	05/20/2008	101-420-2220-43810	
51-6625457-1	Utilities-Legion Park	95.42	05/20/2008	101-450-5200-43810	
51-6736544-2	Street Lights	1,707.57	05/20/2008	101-430-3160-43810	
51-6928283-3	Traffic Manning & Stillwater Blvd	25.14	05/20/2008	101-430-3160-43810	
51-7538112-1	Utilities-Public Works	2,112.48	05/20/2008	101-430-3100-43810	
51-8126093-5	Water Tower 2	86.99	05/20/2008	601-494-9400-43810	
51-8711719-3	Electronic Speed Sign Hwy 5	10.93	05/20/2008	101-430-3160-43810	
	Check Total:	7,197.72			
Vendor: YOCUM					
156963	Yocum Oil Company, Inc.			Check Sequence: 54	ACH Enabled: No
	Bulk Oil Tanks	159.75	05/20/2008	101-430-3100-44010	
	Check Total:	159.75			
Total for Check Run:		213,041.84			
Total Number of Checks:		54			

City Council
Date: 4.20.08
CONSENT
Item: 3
MOTION

ITEM: Authorization of copier purchases

SUBMITTED BY: Carol Kriegler, Project Assistant
Sharon Lumby, City Clerk
Carole Luczak, Program Support Assistant

REVIEWED BY: Susan Hoyt, City Administrator
Tom Bouthilet, Finance Director
Joe Rigdon, Finance Consultant

SUMMARY AND ACTION REQUESTED:

The city council is being asked to authorize the purchase of 2 copy machines, a black and white Konica Minolta Biz Hub 750 to be placed in city hall and a color-capable Konica Minolta Biz Hub C253 to be placed in the annex. This replaces a frequently malfunctioning machine that incurs repair expenses. Staff spends an about an average of 8 hours on the copy machine for each agenda for the council and commissions.

These copiers will ensure that staff has the capability to produce quality documents effectively and efficiently. The proposed b/w copier would replace the city's 6 year-old b/w production copier. The new copier outputs at a comparable speed to the old unit while performing z-folds on large documents and 3-hole punching. The proposed color-capable copier will allow the city to produce full-color documents efficiently, a task that has been outsourced or conducted with a small desktop printer unsuitable for the task. In addition, it will provide staff with the capability to scan full-color documents and save to PDF, an increasingly common task as staff is making documents available in electronic form and on the city's website. The color-capable unit will be defaulted to copy in black and white and serve as a convenience to staff offices in the annex.

The Process

Proposals were requested from qualified copy machine vendors. The request for proposals described the nature of the city's copying and scanning needs and requested that vendors propose a solution. Seven written proposals were received and reviewed by Tom Bouthilet, Sharon Lumby, Carole Luczak and Carol Kriegler. Proposals were evaluated based on cost, copying / scanning capabilities, and references. Three proposals were selected for further consideration and a product demonstration.

Carol Kriegler, Sharon Lumby and Carole Luczak participated in a product demonstration at each of the 3 selected vendor locations. Each of the proposed copy machines was utilized by Carole and Sharon in producing a past city council agenda packet. The machines were then evaluated based on ease of use and efficiency.

Recommendation

Staff found that the copy machines varied considerably in cost and performance. There is likely not a single copy machine on the market that will meet all of the city's copying and scanning needs. Generally, color digitizing units do not provide the speed and production functions that are deemed necessary for efficient production-type copying associated with documents such as council agenda packets. Consequently, staff came to the conclusion that the city would be best served with the purchase of two copy machines, a b/w production copier and a small color copier.

The Loffler proposal including the 2 Konica Minolta machines is recommended for acceptance. This recommendation is based on cost, performance, and references. Several area vendors represent the Konica Minolta product line. There was some variation in cost and considerable variation in references obtained from other cities that had recently purchased Konica Minolta copiers. References indicated that Loffler has a reputation for being an excellent service provider.

FINANCE

\$30,000 is budgeted in the Capital Improvement Plan for copy machine purchases. The total purchase price of the proposed copiers, including sales tax, is \$21,648.26. There is funding in the Capital Acquisition budget for this purchase. Financial consultant Joe Rigdon analyzed the purchase and lease options and has advised to accept the purchase option.

MOTION:

Move to approve the purchase of copy machines in the amount of \$21,648.26 and authorization to enter into a monthly service agreement for bundled service and supplies at a cost of \$129.60 /month and \$.0072 per b/w impression and \$.059 per color impression from Loffler. The expenditure for the purchase to be made from the Capital Acquisition Fund.

ATTACHMENTS:

- A. Loffler proposal dated May 2, 2008
- B. Copy Machine Proposal Comparison
- C. Purchase versus lease memorandum from Joe Rigdon

City of Lake Elmo

May 2, 2008 (Revised)



KONICA MINOLTA

LOFFLER

Proposed Systems

City Hall

Konica Minolta bizhub 750 Digital Production System

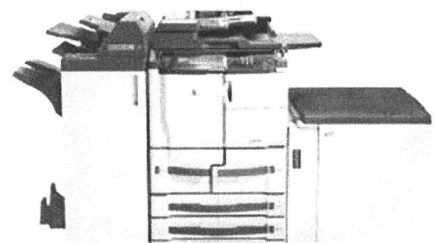
Finisher FS-504

Punch and Z-Fold Unit ZU-602

Multi-Post Inserter PI-501

Print Controller IC-202

- Copy/Print/Scan Capability
- 75 pages per minute
- 3.5 second first copy speed
- 100-sheet Document Feeder
- 3,600-sheet Paper Capacity (4 Trays plus By-Pass,
- Automatic Duplexing (2-sided)
- 3-position Automatic Stapling up to 50-sheets
- Automatic 2 and 3-Hole Punch
- Automatic Z-Folding capability
- Pre-printed covers and/or pages inserted post-process
- Simitri Toner (smaller particles) for superior image quality



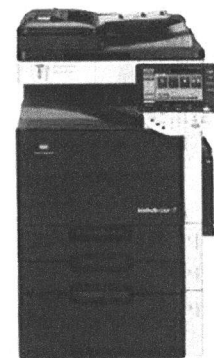
Annex

Konica Minolta bizhub C253 Color Digital System

Reversing Automatic Document Feeder DF-611

Desk DK-504

- Copy/Print/Scan Capability
- 25 pages per minute (B&W and Color)
- 70 page per minute scan speed
- 100-sheet Document Feeder
- 1,150-sheet Paper Capacity (2 trays plus By-Pass)
- 11" x 17" capability
- Automatic Duplexing (2-sided)
- 60GB Hard Drive
- Simitri Toner (smaller particles) for superior image quality



City of Lake Elmo
May 2, 2008 (Revised)



LOFFLER

Financials

Konica Minolta bizhub 750
Konica Minolta bizhub C253

City of St. Paul/ Ramsey County Contract Price: \$20,327.00

36 Month Lease \$599.66 per month

Pricing includes delivery, installation and on-site training.

Optional Accessories:

4,000-Sheet Large Capacity Tray (bizhub 750): add \$889.00 or \$26.23/mo.
Fax Option (bizhub 750): add \$566.00 or \$16.70/mo.

Punch Kit PK-505 (bizhub C253): add \$266.00 or \$ 7.85/mo.
Fax Option (bizhub C253): add \$495.00 or \$14.60/mo.

Bundled Service and Supply Pricing

All Black and White impressions billed at \$0.0072 per impression. All Color impressions billed at \$.059. *No monthly minimums.* All inclusive maintenance and supply program (except paper) included.

Monthly cost at projected B&W volume (18,000 pages): \$129.60

- Guaranteed Response Time is 3 hours
- Average Response Time is 2.1 hours
- Equipment covered by Loffler's Total Satisfaction Guarantee

City of Lake Elmo
Copy Machine Proposal Comparison

Vendor	Make / Model	Purchase	Lease	Maint. B/W	Maint. Color	PPM B/W	PPM Color
Cannon		\$15,247.34	429.98 (3 Yr)	0.07	0.0109	40	36
DTS	Sharp - MX 6200N	\$16,627.00	505.46 (3 YR.)	135.00/Mo + 0.0075	0.06	62	41
	Sharp - MX-7000N	\$18,083.00	549.72 (3 YR.)	135.00/Mo + 0.0075	0.06	70	41
Maintenance includes first 18000							
Black/White	Sharp - M620N	\$13,440.00	408.57	135.00/Mo + 0.0075		62	
	Sharp - M700N	\$14,272.00	433.86			70	
MARCO	Sharp - MX - M550N	\$10,234.80	328.32	0.0069		55	
	Sharp - MX 5500N	\$15,069.00	473.12	0.0085	0.07	55	41
Copy Images	Konica C550	\$16,236.00	481	0.009	0.06	55	45
TBS Office Automations	Kyocera Mita 8030	\$13,741.00	507.52	0.006		80	80
Loffler	Konica Bizhub 750	\$14,487.00	554.84	0.0072		75	
	Konica Bizhub C253	\$5,840.00	510			25	
	Total	\$20,327.00		0.0072			
Konica - Minolta	Konica - Bizhub C550	\$14,061.00	303.83	\$131.40 / Mo 0.0073	0.085	55	55
	Konica - Bizhub C650	\$15,135.00	458.03	\$131.40 / Mo 0.0073	0.085	65	55
	Konica - Bizhub 600	\$13,835.00	410.02	122.40 + .068		60	
	Konica - Bizhub 750	\$16,339.00	469.89	109.80 + .0061		75	

Memorandum

To: Carol Kriegler, City of Lake Elmo

From: Joe Rigdon, KDV

Date: May 15, 2008

Re: Copiers Purchase

I have reviewed the financing options for the City of Lake Elmo's proposed acquisitions of a Konica Minolta bizhub 750 copier for its City Hall and a Konica Minolta bizhub C253 copier for its City Hall annex.

Lease Option:

Total contract price, excluding optional accessories is \$20,327. The leasing option offered through the seller, Loffler Companies, Inc., is \$599.66 per month for 36 months. This computes to a 3.948% interest rate on the lease, and would total \$1,260.84 of interest payments over the three year period. Monthly payment amounts provided by Loffler for alternative lease durations of 48 and 60 months calculated to interest rates over 8%.

Purchase Option:

The City currently has available resources in its Capital Acquisition Fund to purchase the copiers for \$20,327. Currently, reinvestment rates of City funds for a three year period are yielding between 3% and 4%. Interest rates payable on the potential lease are roughly equal to or greater than current City reinvestment rates, lending support to the purchase option.

Recommendation:

Due to the current availability of capital funds for the copiers purchase, the short-term nature of the optimum lease available from the seller, and consideration of potential lease administrative costs, it is recommended that the City pursue the purchase option over the lease option.

City Council
Date: May 20, 2008
CONSENT
Item: 4
MOTION

ITEM: Resolution accepting the infrastructure improvements of the Hidden Meadows 1st Addition (Rockpoint Church) Development

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Susan Hoyt, City Administrator
Ryan Stempski, Assistant City Engineer

SUMMARY AND ACTION REQUESTED: The city council is being asked to accept the public infrastructure installed as part of the Hidden Meadows 1st Addition (Rockpoint Church) Development. Engineering staff has reviewed the requirements for this development as defined in the development agreement, dated May 10, 2006, and recommends approval. On November 5, 2007, engineering staff performed a field review and found public infrastructure had been installed according to city standards. On April 22, 2008, engineering staff received accepted record drawings from the developer's engineer. The One-Year Warranty period will begin as of November 5, 2007, and will end on November 4, 2008.

ADDITIONAL INFORMATION

This development is the first in a two-phase development. The second addition includes a residential development that will complete the public infrastructure. The residential development will connect the 16-inch trunk watermain between Discover Crossing and 59th Street North (church entrance road). Also, the development's wastewater treatment facility must be expanded to accommodate future residential use. The residential development final plat application deadline is January 2, 2013, per Resolution 2007-97, dated December 11, 2007.

BACKGROUND

Hidden Meadows 1st Addition's development agreement is dated May 10, 2006, and was executed on June 8, 2006. On January 2, 2007, the city council authorized a one-year extension to the deadline for the final plat submittal for the residential portion of the approved plan, thereby extending the final plat application deadline to January 2, 2008. On December 11, 2007, the city council approved a five year extension to the final plat deadline for the residential portion of the approved plan, thereby extending the final plat application deadline to January 2, 2013. On June 7, 2007, the city entered in an interim agreement with the developer. This interim agreement defines the developer's obligation to provide the church site with a wastewater treatment facility. The agreement also assigns a temporary conservation easement covering outlots A and B, until the final residential plat is brought to council.

SUGGESTED ACTION FOR CONSIDERATION

Move to approve Resolution No. 2008-025 accepting the developer-installed public infrastructure improvements for the Hidden Meadows 1st Addition (Rockpoint Church) Development.

ATTACHMENTS:

1. City Engineer's letter of development approval, dated May 20, 2008
2. Resolution No. 2008-025

TKDA

ENGINEERS • ARCHITECTS • PLANNERS

444 Cedar Street, Suite 1500
Saint Paul, MN 55101-2140

(651) 292-4400
(651) 292-0083 Fax
www.tkda.com

May 20, 2008

Rockpoint Church
Attn: Mr. Kirby Spike
5825 Kelvin Avenue North
Lake Elmo, Minnesota 55042

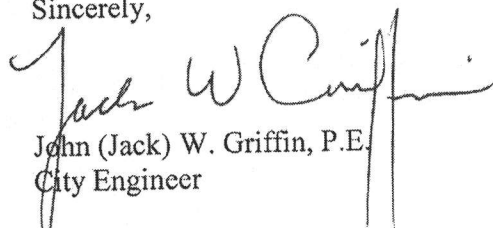
Re: Engineer's Recommendation for Final Acceptance
Hidden Meadows 1st Addition (Rockpoint Church)
City of Lake Elmo, Minnesota
TKDA Project No. 13819.007

Dear Mr. Spike:

We have reviewed the Developer-installed improvements for the Hidden Meadows 1st Addition (Rockpoint Church), and find that the work has been fully completed in all respects and in accordance with the Developer's Agreement, the Contract, Plans and Specifications, and the applicable standards and ordinances of the City. The Improvements are hereby declared to be complete and acceptance of the Improvements by the City is recommended.

The One-year Warranty period for the Improvements began on November 5, 2007, and will end on November 4, 2008. A One-year Warranty inspection will be completed in October 2008, and the Developer will be required to repair or replace, as directed by the City, any work or materials that are found to be defective, at the Developer's sole cost and expense.

Sincerely,



John (Jack) W. Griffin, P.E.
City Engineer

JWG:cme

cc: Susan Hoyt, City Administrator
Kyle Klatt, Planning Director
Mike Bouthilet, Public Works Superintendent

City Council
Date: 5/20/08
REGULAR
Item: 5
MOTION

ITEM: Consider a proposal for performance evaluation services for the city administrator

REQUESTED BY: Mayor Johnston

SUMMARY AND ACTION REQUESTED: The city council is being asked to consider a proposal for consulting services from Karen Ray and Associates to design a process and manage it for the city administrator's performance review that allows for independent party, experienced in personnel and performance matters. The estimated cost of these services is \$ 1,985. If approved, the funds will come out of the miscellaneous expenditures in the city council line item budget, which is funded to \$10,000.

Suggested motion for consideration:

Move to hire Karen Ray and Associates to design and conduct the city administrator's performance review at an estimated cost of \$ 2,000 out of the city council miscellaneous expenditure line item in the general fund budget.

ATTACHMENT:

1 Proposal for performance evaluation services

**A RESOLUTION ACCEPTING
THE DEVELOPER-INSTALLED PUBLIC INFRASTRUCTURE IMPROVEMENTS FOR
THE HIDDEN MEADOWS 1st ADDITION (ROCKPOINT CHURCH) DEVELOPMENT**

WHEREAS, the City entered in a Development Agreement dated May 10, 2006, with Rockpoint Church (the "Developer"), for the development of Hidden Meadows 1st Addition (Rockpoint Church);

WHEREAS, the Development Agreement was amended by Resolution 2007-97, approved December 11, 2007, thereby extending the final plat application deadline for the subsequent 2nd Addition (Residential Phase) to January 2, 2013;

WHEREAS, the Development Agreement was further amended by an Interim Agreement, dated June 7, 2007, thereby clarifying the Developer's obligations until application is made to the City for approval of the 2nd Addition final plat;

WHEREAS, on April 22, 2008, the City's Engineer received final record drawings of the Developer-installed public infrastructure improvements (the "Improvements") from the Developer's Engineer;

WHEREAS, the City's Engineer in correspondence dated May 20, 2008, declared the Improvements complete and recommended that the City accept the Improvements;

WHEREAS, the One-Year Warranty for the Improvements began on November 5, 2007, and will end on November 4, 2008, and a One-Year Warranty inspection will be completed in October, 2008, and the Developer will be required to repair or replace, as directed by the City, any work or materials that are found to be defective, at the Developer's sole cost and expense;

WHEREAS, the Developer has provided a list of the Improvements and the aggregate costs relating to the installation of \$806,300.00; and

WHEREAS, the City shall, upon acceptance of the Improvements, account for those assets in accordance with the City's Capital Assets Policy.

NOW, THEREFORE, BE IT RESOLVED, the City Council accepts the Developer-installed public infrastructure improvements for Hidden Meadows Phase I (Rockpoint Church) effective as of May 20, 2008.

Date: May 20, 2008 CITY OF LAKE ELMO

By: _____
Dean Johnston
Mayor

ATTEST:

Susan L. Hoyt
City Administrator

KarenRayAssociates

PERFORMANCE REVIEW OF CITY ADMINISTRATOR

Project Goal

The goal of this project is to help the City Council of Lake Elmo prepare for and conduct the first annual review of the performance of the City Administrator, Susan Hoyt. While there are many ways to carry out a performance review, the City prefers something straightforward and direct.

Values and Principles

An annual performance review is just one stage in the process of performance management. The best performance management models are based on "continuous improvement" processes that define, develop, review and recognize performance. This approach to employee evaluation includes these key principles:

1. Performance is measured by the results the staff person obtains.
2. Performance is always described in behavioral terms, not vague "impressions."
3. Communication between the staff and the supervisor is a continuous process; the annual evaluation is *not* the only time that performance and/or expectations are discussed.
4. All discussions about performance look for mutual solutions to problems.
5. Problems are addressed through agreements, plans and development opportunities. The City has a standard, graduated discipline procedure.
6. Performance management activities are designed to build partnerships between the staff and the supervisor, and between the Council and Administrator.
7. Performance discussions are often two-way: what you can do to improve, and what I can do to help you.

Project Results

1. Susan and the Council agree on what will be evaluated and how it will be evaluated.
2. A rating form is produced for the Council and Susan to use.
3. Documents are prepared in support of performance review discussions.
4. Two discussions are conducted.
5. Susan models performance review with her direct reports.

Project Steps

In summary, the Council and Susan need to agree on performance standards and measures. Then Susan evaluates herself while the Council rates her performance; they both use the same rating form. The forms are compiled by two Council members who also conduct the evaluation discussion with Susan in detail. Then Susan and the whole Council discuss the evaluation in summary with an emphasis on what to do in the future. Finally, Susan models good performance review processes by conducting a group interview with her direct reports.

1. The Council and Susan agree on performance measures.
Two selected Council members and Susan draft performance measures. This might include the administrator's current job description, special tasks assigned to her, or stipulations in her current contract. This small group also settles on a rating system. Karen Ray Associates usually uses a data-driven, numerical system. We will provide a sample form.

Karen Ray and the selected Council members bring this draft to the whole Council. Karen facilitates a discussion about the purpose and goals of reviewing the Administrator, and modifies the draft review form.

2. The Council and Susan complete the rating form.

The City produces a form,, and each Council member evaluates Susan's performance using that form. Susan completes a form evaluating herself. The two selected Council members collect these forms and compile a single document that will be used in the next step.

3. Conduct the performance review dialogue.

Susan and two selected Council members sit down to review each Council person's rating and Susan's self rating. This dialogue is intended to be an in-depth discussion that helps Susan explore her strengths, her challenges, and what might be next steps. At the end of this discussion Susan describes what she needs from the Council in order to be the best Administrator she can be. Karen Ray is available for coaching during this step if required.

4. The Council concludes the performance review process.

Karen facilitates a summary discussion between the whole Council and Susan. The detailed performance review is summarized, and the Council concludes the review process.

5. Susan demonstrates best practices in performance review with her staff.

Susan plans and conducts a feedback review "team dialogue" with her direct reports.

Project Estimated Costs

Karen Ray Associates is pleased to offer the City of Lake Elmo a preferred rate of \$1800./day, discounted from the 2008 rate schedule of \$2000/day. Partial days are billed at an hourly rate. The City is responsible for all costs associates with meetings, materials, and equipment. There are no charges for phone, email nor the production of camera-ready base documents. Mileage is charged as a flat rate of \$25 per round trip. If additional coaching during step 3 will not be needed, we could set the "not to exceed" limit to this project contract at \$1985. Karen Ray bills only for time worked and actual mileage.

Estimated Costs

4541 Victor Path Suite 8
Hugo, Minnesota 55038

612-377-2128
karenray@visi.com

Step	Consultant Activity	Estimated Cost
1. Council and Susan agree on performance measures.	Review of draft form; planning for and facilitating meeting with whole Council to finalize rating form. Submit final form recommendations to selected Council members.	4 hours
2. Complete the rating form.		
3. Conduct the performance review dialogue.	Monitor process for timeliness; answer questions. Ensure accuracy.	.3 hour
4. Conclude the performance review process.	Karen prepares, designs, and facilitates the whole Council summary discussion with Susan.	4 hours
5. Demonstrate best practices.	Karen is available to Susan for help.	.3
	Mileage: 2 trips Hours = 8.6 TOTAL	50. <u>1935.</u> 1985

Thank you for considering Karen Ray Associates for this important project.