

*Our Mission is to Provide Quality Public Services
in a Fiscally Responsible Manner While
Preserving the City's Open Space Character*

NOTICE OF MEETING

City Council Meeting

Tuesday, August 06, 2013 7:00 P.M.

City of Lake Elmo | 3800 Laverne Avenue North

5:30 PM Engineering/Council Study Session

6:45 PM Planning Commission Interview – Jill Lundgren

AGENDA

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Order of Business**
- E. Swearing in of Council Member Reeves**
- F. Approval of Agenda**
- G. Accept Minutes**
 - 1. Accept July 16, 2013 City Council Meeting Minutes**
- H. Public Comments/Inquiries**
- I. Speak Your Peace – *Council Member Smith***
- J. Proclamation**
 - 2. Lake Elmo Days Proclamation**
- K. Presentations**
 - 3. Recognition of Washington County Commissioner Gary Kriesel, Mike Polehna, and Wayne Sandberg for help with Storm Damage**
- L. Consent Agenda**
 - 4. Approve Payment of Disbursements and Payroll**
 - 5. Approve rescheduling of November 5, 2013 Council Meeting**
 - 6. Authorization for John Schiltz to Dispense Beer and Wine Coolers at Lake Elmo Days Community Event on September 6 and 7, 2013**
 - 7. Appointment of Brett Emmons to the Library Board**

8. Appointment of Council Member Nelson to the Economic Development Authority

M. Regular Agenda

9. Consider Preliminary Plat –Lennar Homes/Savona; **Resolution 2013-64**
10. Lake Elmo Ave Infrastructure Improvements: I-94 to 30th St. – Accept Bids and Award Contract; **Resolution 2013-59**
11. Well 4 Connecting Watermain – Authorize Feasibility Report; **Resolution 2013-60**
12. Pumphouse No. 4 Improvements and Connecting Watermain – Authorize Plans and Specifications. Award Engineering Contract; **Resolution 2013-61**
13. Inwood Trunk Watermain & Booster Station – 2014 CIP Scope of Improvements. Authorize Feasibility Report; **Resolution 2013-62**
14. Presentation of Financing Plan for G.O. Bonds, Series 2013A; Approval of the issuance of the G.O. Bonds, Series 2013A; **Resolution 2013-63**
15. Olson Lake Trail Sanitary Sewer Extension – Discussion and Consideration of Project Alternatives
16. Consider Planning Commission Appointment
17. Consider Hiring Representation from a Lobbying Firm for the \$2.6M state bonding request

N. Summary Reports and Announcements

- Mayor
- Council
- City Administrator
- City Attorney
- Planning Director
- City Engineer
- Finance Director
- City Clerk

O. Executive Session

18. Adjourn to *Closed Session* per MN State Statute 13D.05, Subd. 3(b) Attorney-Client Privilege regarding 3M litigation

P. Adjourn

LAKE ELMO CITY COUNCIL MINUTES
July 16, 2013

CITY OF LAKE ELMO
CITY COUNCIL MINUTES
July 16, 2013

Mayor Pearson called the meeting to order at 7:15 P.M.

PRESENT: Mayor Pearson, Council Members Bloyer, Nelson, and Smith.

Also Present: City Administrator Zuleger, City Attorney Snyder, Planning Director Klatt, City Engineer Griffin, Finance Director Bendel, and City Clerk Bell.

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

Council Member Smith requested that Item H be moved to August 6th.

*MOTION: Mayor Pearson moved **TO POSTPONE ITEM H TO THE AUGUST 6TH MEETING.** Council Member Nelson seconded the motion. **MOTION PASSED 4-0.***

In the spirit of Speak Your Peace, Mayor Pearson apologized for taking a shot at previous councils. He said he regrets it. Speak Your Peace is about taking responsibility, so he wants to do that.

Mayor Pearson pulled Items 7 and 10 from the Consent Agenda for discussion. City Administrator Zuleger asked that a discussion with the City Attorney Snyder regarding the detachment appeal be added to executive session.

*MOTION: Mayor Pearson moved **TO APPROVE THE JULY 16, 2013 CITY COUNCIL AGENDA AS AMENDED.** Council Member Nelson seconded the motion. **MOTION PASSED 4-0.***

ITEM 1: ACCEPT MINUTES

THE JULY 02, 2013 CITY COUNCIL MINUTES WERE APPROVED AS AMENDED BY CONSENSUS OF THE CITY COUNCIL.

PUBLIC COMMENTS:

Library Board President Steve DeLapp introduced the new Lake Elmo Library Director Linda Orsted. Ms. Orsted is originally from International Falls, MN and has a Masters in Library Science. She previously was the director of library near Pittsburgh, PA, and was in Marinette, WI before that. Ms. Orsted said she is excited to join the City and looks forward to helping the library be a part of the community.

SPEAK YOUR PEACE:

Tabled to 8/6.

PRESENTATIONS

None

CONSENT AGENDA

LAKE ELMO CITY COUNCIL MINUTES

July 16, 2013

2. Approve Payment of Disbursements and Payroll in the amount of \$499,391.22.
3. Accept Financial Report dated June 30, 2013
4. Accept Building Permit Report dated June 30, 2013
5. Approve Keats MSA Street and Trunk Watermain Improvements – Change Order No. 2.
6. Approve Keats MSA Street and Trunk Watermain Improvements – Pay Request No. 2.
7. ~~Approve MnDOT Maintenance Agreement (No. 04109) – TH 5 Pedestrian Crossing;~~
Resolution 2013-54
8. Approve Encroachment Agreement – 12521 Marquess Way
9. Approve Encroachment Agreement – 11619 58th Street North
10. ~~Approve Master Escrow Agreement for Municipal Review Services~~

MOTION: Council Member Bloyer moved TO APPROVE THE CONSENT AGENDA AS AMENDED. Council Member Smith seconded the motion. MOTION PASSED 4-0.

ITEM 7: APPROVE MNDOT MAINTENANCE AGREEMENT (NO. 04109) - TH 5 PEDESTRIAN CROSSING; RES. 2013-54

City Engineer Griffin gave a summary of the project. Stated there will be a public open house on 8/21/2013. The project will include installing a crosswalk with a raised median. The City will be responsible for maintenance. This measure is expected to have a calming effect on the road.

Mayor Pearson thanked staff and MnDOT for the hard work in getting this done.

Council Member Nelson asked about cost savings if the flashing signal was included at this time. City Administrator Zuleger said that he has asked the Lake Elmo Elementary School PTA about cost sharing, but has not heard back yet. Council Member Smith asked about refuge for crossing guards. Mr. Griffin said that it is still a work in progress. Mr. Zuleger thanked MnDOT as well.

MOTION: Council Member Smith moved TO APPROVE ITEM 7 ON THE CONSENT AGENDA: RESOLUTION NO. 2013-54, APPROVING MNDOT MAINTENANCE AGREEMENT NO. 04109. Mayor Pearson seconded the motion. MOTION PASSED 4-0.

ITEM 10: APPROVE MASTER ESCROW AGREEMENT

City Administrator Zuleger explained the purpose and intent for the agreement. Going forward developers will deposit funds when submitting a development application. This will protect the City and staff for resources expended while reviewing applications.

Council Member Nelson thanked staff for bringing forward. He stated that this is risk protection for the tax payer as well.

MOTION: Council Member Nelson moved TO APPROVE ITEM 10 THE MASTER ESCROW ON THE CONSENT AGENDA: THE 2013 CITY OF LAKE ELMO MASTER ESCROW AGREEMENT FOR MUNICIPAL SERVICES COMPLETE WITH EXHIBITS AND SUBJECT TO THE 2013 FEE SCHEDULE WHERE APPLICABLE. Council Member Smith seconded the motion. MOTION PASSED 4-0.

REGULAR AGENDA

ITEM 11: ACCEPT RESIGNATION OF COUNCIL MEMBER PARK AND DECLARING A VACANCY; RES. 2013-55

LAKE ELMO CITY COUNCIL MINUTES

July 16, 2013

City Clerk Bell provided the background and legal process defined by the Minnesota Statutes for accepting a resignation and declaring a vacancy. Council had no questions. Council Member Bloyer stated he was saddened to see Council Member Park go.

MOTION: Mayor Pearson moved TO ADOPT RESOLUTION NO. 2013-55, A RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY. Council Member Smith seconded the motion. MOTION PASSED 4-0.

ITEM 12: APPOINTMENT TO FILL COUNCIL MEMBER VACANCY; RES. 2013-56

City Clerk Bell summarized the background and explained the legal process defined by the Minnesota Statutes for city councils to fill vacancies.

Council Member Bloyer noted that aside from a few specific issues, he and the candidates were generally in agreement. He stated that many of his preconceptions were eliminated during the conversations with the candidates.

Council Member Smith noted her disappointment with not having more time to discuss.

Council Member Nelson stated that all 4 candidates are qualified and that it is a tough decision.

Mr. Bloyer read one of the questions that were asked to all the candidates during the interview. He Mr. Reeves responded with a tangible answer. Mr. Reeves wants to lead and had stated some of the achievements that we would like to accomplish during his tenure.

Ms. Smith expressed her desire for more privacy in order to have more candid discuss. She stated she likes Ms. Fliflet for her ability to disagree with policy questions. Ms Smith also believes that Ms. Fliflet has the ability to "agree to disagree." In addition, Ms. Fliflet has the benefit of history and her experience. Mr. Bloyer took issue with the assertion of Ms. Fliflet's ability to agree to disagree.

City Attorney Snyder suggested that the Council discuss what is liked or disliked about the responses and not the individual merits of each candidate.

Mr. Nelson liked the representative republic question and stated that Mike Reeves offered the best answer in his opinion. Mr. Nelson also believed Mr. Reeves was collaborative and practical.

Mayor Pearson stated that he likes Mr. Reeves. The Mayor also said he appreciates Ms. Fliflet's work and contributions in the past, but does not place as much value on history. He believes it can also be a negative at times. He thinks Mr. Reeves brings something beneficial to council, and the Council would do well to have Mike Reeves on.

Ms. Smith reiterated Fliflet's experience. She noted that she wants to have a unanimous vote, but thinks that Ms. Fliflet would have been better choice. She likes Mike Reeves, but would prefer Julie Fliflet. Mayor Pearson stated that he does not believe a unanimous vote is needed. Not everyone can get over it, but he believes Mr. Reeves will. Mr. Pearson urged Ms. Smith to vote the way she wishes.

LAKE ELMO CITY COUNCIL MINUTES

July 16, 2013

MOTION: Council Member Bloyer moved TO APPOINT MIKE REEVES TO THE COUNCIL FOR THE REMAINDER OF THE TERM PREVIOUSLY HELD BY COUNCIL MEMBER NICOLE PARK, AND HIS APPOINTMENT SHALL EXPIRE ON JANUARY 5, 2015. Mayor Pearson seconded the motion. MOTION PASSED 3-1 (SMITH NAY).

Council Member Smith explained that she voted no because she would have chosen ex-Planning Commissioner Fliflet for her experience and knowledge.

ITEM 13: SECTION 34 WATER AND SEWER UTILITY EXTENSION IMPROVEMENTS - APPROVE REPORT AND ASSESSMENT METHODOLOGY AND APPROVE PLANS & SPECIFICATIONS; RES. 2013-57, RES.2013-58

City Engineer Griffin gave an overview of the Section 34 project. The project includes 16 parcels owned by 9 property owners. Current proposals shown to staff are by Amaris, Savona (Lennar), and Hammes Estates (Ryland). Grading has been an issue due to timing and coordination. As a result, sewer will mostly hug the I94 corridor. The City will be extending sewer and water to this area.

The sewerage will consist of a gravity sewer and forcemain. The forcemain costs are only being shared by a portion of the Lennar development. The gravity sewer costs will be shared by all. Mr. Griffin explained the sewer improvement costs. Total is \$1,706,000. Parcel 1b withdrew from the service area. The possibility of that parcel later coming back on board was discussed. Parcel 1a theoretical costs were capped. It was explained that it was not receiving benefit.

Mr. Griffin explained the water improvement costs. Total is \$1,706,000. Grand total for both sewer and water is \$2,378,200. Sewer and water are enterprise funds and are self operating with 100% assessed to developments.

Mr. Griffin explained that easements are still needed. So far the owners have offered no cost agreements. It was also explained that the waivers should be obtained now.

Council Member Smith asked about the 1,092 REC units in Section 34 when the entire south of 10th street is only planned for 3,200. Planning Director Klatt explained that the number also includes commercial. 1,300 commercial REC units are included in the total 3,200. City Administrator Zuleger said that most of the MOU relief will come in residential RECs due to market conditions. Ms. Smith is concerned that the south of 10th density could get too high. She stated she does not want 5,000-6,000 housing units in along I94. It was explained that the current proposal is actually lower than the MOU with only about 2.75 RECS per acre. The MOU is 3.2 RECs per acre.

Council Member Nelson asked for the commercial versus residential REC numbers for the area. Staff said that it would be provided to him. Council Member Bloyer asked if the REC units ever did get higher, would it be a comp plan amendment. Mr. Zuleger responded that it would.

Mr. Griffin recommended that all the easements be obtained at no cost to city. The assessments would be at a 15 yr at 2% over city bond rate.

It was then explained that if the City received 100% waiver rate, a public hearing is not needed. If not 100% waived, a hearing is required. On September 3rd, staff will present bids and council will be asked to award project.

LAKE ELMO CITY COUNCIL MINUTES

July 16, 2013

Mr. Nelson asked about a possible outlier and how it would work. What exposure would city have financially? City Attorney Snyder stated that Council would have to decide whether to do project or not. Mr. Snyder explained legal process. It is both the attorney and engineer's belief that an outlier is unlikely. Recovering those costs at a later date was discussed. Mr. Nelson asked about costs changing and how it is split. Griffin explained that once hearing takes place, the City can decrease the costs but not increase.

Mr. Bloyer noted an email from a resident who had concerns about their sewer. Some residents may feel forgotten if left out of these projects. Mr. Bloyer stated that this Council is very cognizant of the issues, and that roads and sewers are being approved and getting built. Mr. Nelson reported that he also received the same email. Mr. Zuleger reiterated that these projects are enterprise funds and will not affect tax rate.

MOTION: Council Member Nelson moved TO ADOPT RESOLUTION 2013-57, RECEIVING THE FEASIBILITY REPORT AND CALLING HEARING ON IMPROVEMENT FOR THE SECTION 34 WATER AND SEWER UTILITY EXTENSION IMPROVEMENTS. Council Member Bloyer seconded the motion. MOTION PASSED 4-0.

MOTION: Mayor Pearson moved TO ADOPT RESOLUTION 2013-58, APPROVING THE PLANS AND SPECIFICATIONS AND ORDERING THE ADVERTISEMENT FOR BIDS FOR THE SECTION 34 WATER AND SEWER UTILITY EXTENSION IMPROVEMENTS. Council Smith seconded the motion. MOTION PASSED 4-0.

Council Member Bloyer left chambers at 8:30PM.

ITEM 14: 2012 FINAL AUDIT REPORT REVIEW

Finance Director Bendel explained the background of changing audit firms. Jason Miller, from city auditors Smith, Schafer & Associates, presented the audit report. He thanked Dean, Cathy, and staff.

Smith, Schafer & Associates has issued an unqualified opinion. This is the highest opinion. It was explained that the auditors also tested for MN legal compliance. Mr. Miller explained the types of funds the city has. These basically consist of General Funds and Enterprise Funds.

Council Member Bloyer returned to chambers at 8:37PM.

Mr. Miller explained the City revenues. Property taxes are the main source of revenue. He then explained expenditures. He spoke about the unassigned general fund balance. 2012 is at 88%. 2013 is at 90%. It was explained why it is desirable. The total outstanding bonds and certificates were at \$16,905,000 on 12/31/12.

Mr. Miller went over the management letters, which included the following conclusions: No difficulties were encountered. No corrected or uncorrected misstatements. No disagreements with management. No management consultation with other accountants (potentially opinion shopping).

The Internal Control Management Letter noted the following significant deficiencies: limitations due to city size on duty segregation; reconciliation of investment accounts to general ledger; and utility billing software.

Council Member Nelson asked about the utility billing software. City Administrator Zuleger explained that staff does want to have a discussion about converting and costs and timing. Within

LAKE ELMO CITY COUNCIL MINUTES

July 16, 2013

the next few years new package is needed. Conversion is the greatest challenge. It is inefficient to have two software programs that do not talk. Most likely, this upgrade will be a 2015 budget request.

*MOTION: Council Member Smith moved **TO ACCEPT THE 2012 YEAR-END ANNUAL FINANCIAL REPORT AND MANAGEMENT LETTERS**. Council Member Bloyer seconded the motion. **MOTION PASSED 4-0**.*

Mayor Pearson called for a point of privilege at 8:54PM. Meeting reconvened at 8:58PM

ITEM 15: COUNCIL RETREAT AGENDA UPDATE

City Administrator Zuleger provided an update of the retreat agenda. Modifications were pre and post meeting sessions scheduled for the Council. Mr. Zuleger presented the overview of the final agenda. There was no Council discussion or formal action.

ITEM 16: ZONING TEXT AMENDMENT – FENCE ORDINANCE; ORD. 08-086

Council Member Nelson asked if an immediate motion was appropriate as Council has already discussed this subject for two months. Council Member Smith noted that the word “wall” should be removed from Section E.2 as it is redundant and this correction was previously noted.

*MOTION: Council Member Nelson moved **TO APPROVE ORDINANCE 08-086, ESTABLISHING NEW FENCING REGULATIONS IN THE LAKE ELMO ZONING CODE**. Council Member Bloyer seconded the motion. **MOTION PASSED 4-0***

*MOTION: Council Member Nelson moved **TO DIRECT STAFF TO REPORT TO COUNCIL THE NUMBER OF FENCES APPLIED FOR AND WHAT TYPE IN ORDER TO HAVE A QUARTERLY ORDINANCE REVIEW PROCESS**. Council Member Bloyer seconded the motion. **MOTION PASSED 4-0***

SUMMARY REPORTS AND ANNOUNCEMENTS

Council Member Nelson – reported attending Valley Cartage ribbon cutting. Though it is a great building and business.

Council Member Smith – no report.

Mayor Pearson – reported attending Valley Cartage ribbon cutting as well; EDA had a great meeting and seems to be a great group; attended library board meeting; at the next council meeting he wants to appoint Brett Emmons to the library board; thanked council applicants. Encouraged applicants to continue pursuing the path of service to Lake Elmo.

Council Member Bloyer – reported meeting with residents regarding brush clean up; learned about the weir.

City Administrator Zuleger – reported working on master escrow agreement; code enforcement is progressing and also increasing as expected. Hardy property is turned over to the county due to tax forfeiture issues; regarding the lake issue – MNDNR said no EAW needed; Staff continues to meet with developers. Three active projects in the Old Village being proposed; Public Works is still actively cleaning brush. Still planning to have round table to discuss action;

Council Member Smith recommended that residents bring brush to Public Works facility at this point. It was noted that Washington County has been very helpful in accommodating the cleanup

LAKE ELMO CITY COUNCIL MINUTES

July 16, 2013

efforts. Council Member Bloyer asked about the City's exit-strategy. Ms. Smith said it should be done now and the remaining brush should be brought to the Public Works facility.

City Attorney Snyder – no update.

Planning Director Klatt – reported submitted Village Comp Plan to Met Council. Been dealing with MAC on safety zones; reviewing Savona preliminary plat. Planning commission will hold public hearing on the plat on 7/29; reported that the Gateway Corridor Commission needs another alternate. Who will serve was discussed. Council Member Smith volunteered to serve on it.

City Engineer Griffin – reported on TH 5 effort. Working to get turn lane put back in. Hilton trail interchange project. Hilton Trail will be closed starting this week and through September. HWY 36 will remain open. Rain gardens were discussed. It was agreed that the program would be looked at and reevaluated. There is an issue of some gardens failing and both the Washington County Conservation District and Valley Branch Watershed District are pushing back on funding. Council Member Nelson asked for an update on the Olson Lake Trail sewer project. Mr. Griffin said that there has not been much progress. The City is still waiting to hear back. There is also a shortage of contractors for the volume of work out there.

Finance Director Bendel – reported working on bonding documentation; budget. 8/13 workshop scheduled; Water bills will be going out soon. Public Works not been able to do the meter reads due to the storm clean up and equipment issues; There will be a couple

City Clerk Bell – Notified the council about a pending insurance claim related to an injury at the library. The League of MN Cities will be paying the medial claim, but nothing else. The city has not other liability anticipated. There was a discussion of when to reschedule the November 5, 2013 meeting. It was agreed to reschedule to Wednesday, November 6, 2013.

*MOTION: Mayor Pearson moved **TO CLOSE MEETING AND ENTER EXECUTIVE SESSION PER MINNESOTA STATUTE 13D.05, SUBD. 3(B) ATTORNEY CLIENT PRIVILEGE REGARDING CITY OF LAKE ELMO V. 3M CORPORATION AND THE DETACHMENT APPEAL.** Council Member Smith seconded the motion. MOTION PASSED 4-0. Meeting adjourned to executive session at 9:30 P.M.*

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Adam R. Bell, City Clerk

CITY OF LAKE ELMO
LAKE ELMO DAYS PROCLAMATION

WHEREAS: The City has many volunteers who serve countless hours to make the City of Lake Elmo a better place to live and work,

WHEREAS: The City acknowledges their commitment and dedication,

WHEREAS: The City wishes to express appreciation for their efforts,

WHEREAS: The City also celebrates “Community” by bringing families, friends, and neighbors together to enjoy many festivities,

NOW, THEREFORE, I, Mike Pearson, Mayor of Lake Elmo, do hereby proclaim Friday, September 6th and Saturday, September 7th, 2013, as the second annual Lake Elmo Days to distinguish Lake Elmo from all the other surrounding Cities.

SIGNED THIS SIXTH DAY OF AUGUST TWO THOUSAND AND THIRTEEN.

BY: _____
Mike Pearson
Mayor



MAYOR AND COUNCIL COMMUNICATION

DATE: 8/06/2013

CONSENT

ITEM #: 4

AGENDA ITEM: Approve Disbursements in the Amount of \$456,662.14

SUBMITTED BY: Cathy Bendel, Finance Director

REVIEWED BY: Dean Zuleger, City Administrator

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$456,662.14. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: The City of Lake Elmo has fiduciary authority and responsibility to conduct normal business operation. Below is a summary of current claims to be disbursed and paid in accordance with State law and City policies and procedures.

Claim #	Amount	Description
ACH	\$ 10,015.38	Payroll Taxes to IRS & MN Dept of Revenue 7/25/13
ACH	\$ 5,420.48	Payroll Retirement to PERA 7/25/13
DD4788- D4811 40137	\$ 28,276.81	Payroll Dated (Direct Deposits) 7/25/13
40135-40136	\$ 150.00	Accounts Payable 7/17/13
40138-40144	\$ 25,026.73	Accounts Payable 7/30/13
40145-40204	\$ 386,572.74	Accounts Payable 8/06/13
2043-2062	\$ 1,200.00	Library Card Reimbursement 8/06/13
TOTAL	\$ 456,662.14	

STAFF REPORT: City staff has complied and reviewed the attached set of claims. All appears to be in order and consistent with City budgetary and fiscal policies and Council direction.

RECOMMENDATION: It is recommended that the City Council approve as part of the Consent Agenda proposed disbursements in the amount of \$456,662.14

Alternatively, the City Council does have the authority to remove this item from the Consent Agenda or a particular claim from this item and further discuss and deliberate prior to taking action. If done so, the appropriate action of the Council following such discussion would be:

**“Move to approve the August 06, 2013, Disbursements as
Presented *[and modified]* herein.”**

ATTACHMENTS:

1. Accounts Payable Check Registers

SUGGESTED ORDER OF BUSINESS *(if removed from the Consent Agenda):*

- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion Mayor Facilitates

Accounts Payable To Be Paid Proof List

User: denise
 Printed: 07/17/2013 - 2:27 PM
 Batch: 010-07-2013

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
OLSENDAN Olsen Danette										
July 17 2013	07/17/2013	150.00	0.00	07/17/2013	Speaker for Library - July 17 2013		-	No		0000
206-450-5300-43150	Contract Services									
	July 17 2013 Total:	150.00								
	OLSENDAN Total:	150.00								
	Report Total:	150.00								

Accounts Payable To Be Paid Proof List

User: denise
 Printed: 07/30/2013 - 1:42 PM
 Batch: 012-07-2013

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
LEOIL Lake Elmo Oil, Inc.										
12325	07/16/2013	1,490.25	0.00	07/30/2013	Fuel		-	No		0000
101-430-3120-42120	Fuel, Oil and Fluids									
		12325 Total:								
12326	07/16/2013	2,771.86	0.00	07/30/2013	Fuel		-	No		0000
101-430-3120-42120	Fuel, Oil and Fluids									
		12326 Total:								
12327	07/16/2013	2,801.25	0.00	07/30/2013	Fuel		-	No		0000
101-430-3120-42120	Fuel, Oil and Fluids									
		12327 Total:								
12328	07/16/2013	369.58	0.00	07/30/2013	Fuel		-	No		0000
101-430-3120-42120	Fuel, Oil and Fluids									
		12328 Total:								
		LEOIL Total:								
		7,432.94								
NEXTEL Nextel Communications										
761950227-124	07/18/2013	112.48	0.00	07/30/2013	Cell Phone Service - Administration		-	No		0000
101-410-1940-43210	Telephone									
761950227-124	07/18/2013	222.91	0.00	07/30/2013	Cell Phone Service - Fire Dept		-	No		0000
101-420-2220-43210	Telephone									
761950227-124	07/18/2013	44.62	0.00	07/30/2013	Cell Phone Service - Building Dept		-	No		0000
101-420-2400-43210	Telephone									
761950227-124	07/18/2013	31.29	0.00	07/30/2013	Cell Phone Service - Public Works Dept		-	No		0000
101-430-3100-43210	Telephone									
761950227-124	07/18/2013	90.80	0.00	07/30/2013	Cell Phone Service - Parks Dept		-	No		0000
101-450-5200-43210	Telephone									
761950227-124	07/18/2013	57.56	0.00	07/30/2013	Cell Phone Service - Taxpayer Services		-	No		0000
101-410-1450-43210	Telephone									
761950227-124	07/18/2013	15.65	0.00	07/30/2013	Cell Phone Service - Planning Dept		-	No		0000
101-410-1910-43210	Telephone									
		761950227-124 Total:								
		575.31								
		NEXTEL Total:								
		575.31								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
RIVRCOOP River Country Cooperative										
06302013	06/30/2013	525.90	0.00	07/30/2013	Fuel - Fire Department		-			No 0000
101-420-2220-42120	Fuel, Oil and Fluids									
	06302013 Total:	525.90								
	RIVRCOOP Total:	525.90								
TDS TDS Metrocom - LLC										
651-779-8882	07/13/2013	139.42	0.00	07/30/2013	Analog Lines - Fire Dept		-			No 0000
101-420-2220-43210	Telephone									
651-779-8882	07/13/2013	224.99	0.00	07/30/2013	Analog Lines - Public Works Dept		-			No 0000
101-430-3100-43210	Telephone									
651-779-8882	07/13/2013	129.27	0.00	07/30/2013	Analog Lines - Lift Station Alarms		-			No 0000
602-495-9450-43210	Telephone									
651-779-8882	07/13/2013	45.30	0.00	07/30/2013	Analog Lines - Well House #2		-			No 0000
601-494-9400-43210	Telephone									
	651-779-8882 Total:	538.98								
	TDS Total:	538.98								
TKDA TKDA, Inc.										
002013000971	05/12/2013	6,713.46	0.00	07/30/2013	LE Infr Imp Plans & Specifications		-			No 0000
409-480-8000-43030	Engineering Services									
	002013000971 Total:	6,713.46								
	TKDA Total:	6,713.46								
VOLFIRE Volunteer Firefighter's Assn										
07192013	07/19/2013	302.00	0.00	07/30/2013	Renewals - Fire Dept		-			No 0000
101-420-2220-44330	Dues & Subscriptions									
	07192013 Total:	302.00								
	VOLFIRE Total:	302.00								
WASHTAX Washington County										
76453	05/13/2013	4,638.14	0.00	07/30/2013	Manufactured Homes 2013 Assessments		-			No 0000
101-410-1320-43100	Assessing Services									
76453	05/13/2013	4,300.00	0.00	07/30/2013	Legal Property Tax Appeals 2013		-			No 0000
101-410-1320-43100	Assessing Services									
	76453 Total:	8,938.14								
	WASHTAX Total:	8,938.14								
	Report Total:	25,026.73								

Accounts Payable To Be Paid Proof List

User: demise
 Printed: 08/01/2013 - 11:08 AM
 Batch: 013-07-2013

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ACTTRAFF ACT Traffic Solutions Inc 6130 04/30/2013 101-430-3120-42240 Street Maintenance Materials 6130 Total: ACTTRAFF Total:		1,640.00 1,640.00 1,640.00	0.00	07/31/2013	Road Counters	-	-	No		0000
ADVADISP Advanced Disposal Services G50002996698 06/30/2013 101-430-3100-44380 Clean-up Days G50002996698 Total: ADVADISP Total:		4,481.33 4,481.33 4,481.33	0.00	07/31/2013	Clean Up Day 6/8/2013	-	-	No		0000
BIFFS Biff's Inc. W496361-496370- 06/26/2013 101-450-5200-44120 Rentals - Buildings W496361-496370- Total: BIFFS Total:		801.29 801.29 801.29	0.00	07/31/2013	Portable Restrooms	-	-	No		0000
BOUTHMI Bouthilet Michael 05282013 05/28/2013 101-450-5200-44030 Repairs/Maint Imp Not Bldgs 05282013 05/28/2013 101-450-5200-44030 Repairs/Maint Imp Not Bldgs 05282013 Total: BOUTHMI Total:		41.90 92.32 134.22 134.22	0.00 0.00	07/31/2013 07/31/2013	Amazon 10 ea Basketball Goal Nets Amazon 4 ea Webbed Basketball Goal Nets	- -	- -	No No		0000 0000
BRAUN Braun Intertec Corporation 602634 07/18/2013 409-480-8000-43030 Engineering Services 602634 07/18/2013 601-494-9400-43030 Engineering Services		1,783.81 1,345.69	0.00 0.00	07/31/2013 07/31/2013	Keats MSA Street keats Trunk Watermain	- -	- -	No No		0000 0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
602634 Total:		3,129.50								
BRAUN Total:		3,129.50								
CAPRA Capra's Utilities Inc.										
3045	07/23/2013	3,775.00	0.00	07/31/2013	Sewer Service Repair 109097 32nd Street		-	No		0000
602-495-9450-44030 Repairs\Maint Imp Not Bldgs										
3045 Total:		3,775.00								
CAPRA Total:		3,775.00								
CARDMEMB Cardmember Service										
07/19/2013	07/19/2013	26.06	0.00	07/31/2013	Misc Meal 6/21 D Zuleger		-	No		0000
101-410-1320-44300	Miscellaneous									
07/19/2013	07/19/2013	5.00	0.00	07/31/2013	Misc Meal 6/23 D Zuleger		-	No		0000
101-410-1320-44300	Miscellaneous									
07/19/2013	07/19/2013	10.00	0.00	07/31/2013	Parking Receipt - 6/20 D Zuleger		-	No		0000
101-410-1320-44300	Miscellaneous									
07/19/2013	07/19/2013	10.00	0.00	07/31/2013	Parking Receipt - 6/20 D Zuleger		-	No		0000
101-410-1320-44300	Miscellaneous									
07/19/2013	07/19/2013	110.07	0.00	07/31/2013	FedEx Off - Outdoor Banner No Wake Zul		-	No		0000
101-450-5200-44300	Miscellaneous									
07/19/2013	07/19/2013	196.83	0.00	07/31/2013	Horsager leadership Trust Edg Wk- Zuleg		-	No		0000
101-410-1320-44370	Conferences & Training									
07/19/2013	07/19/2013	10.00	0.00	07/31/2013	Parking Receipt - 6/20/13 - A Bell		-	No		0000
101-410-1320-44300	Miscellaneous									
07/19/2013	07/19/2013	16.00	0.00	07/31/2013	Parking Receipt - 7/10/13 - A Bell		-	No		0000
101-410-1320-44300	Miscellaneous									
07/19/2013	07/19/2013	33.94	0.00	07/31/2013	FedEx Office - K Klatt		-	No		0000
101-410-1910-44300	Miscellaneous									
07/19/2013	07/19/2013	25.99	0.00	07/31/2013	DJ Wall St Journal dated 7/10/13 - Bende		-	No		0000
101-410-1320-44330	Dues & Subscriptions									
07/19/2013	07/19/2013	249.00	0.00	07/31/2013	Alliance for Innovation Macleod-C Bendel		-	No		0000
101-410-1450-44370	Conferences & Training									
07/19/2013 Total:		692.89								
CARDMEMB Total:		692.89								
CARPEN Carpenter's Small Engine										
21677	07/22/2013	363.87	0.00	07/31/2013	21677-1sharpen/Inew chain for Venmaster		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
21677	07/22/2013	156.38	0.00	07/31/2013	#22468-2 new chains for chainsaw		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
21677 Total:		520.25								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CARPEN Total:		520.25								
CARQUEST Car Quest Auto Parts										
2055-2941125	07/12/2013	110.01	0.00	07/31/2013	91 Dodge Repair Parts		-	No		0000
101-450-5200-42210 Equipment Parts										
2055-2941125 Total:										
2055-295533	07/29/2013	110.01	0.00	07/31/2013	Battery 07-1		-	No		0000
601-494-9400-44030 Repairs/Maint Imp Not Bldgs										
2055-295533 Total:										
CARQUEST Total:		197.78								
COLDWELL Coldwell Banker Commercial										
36871	06/19/2013	112.50	0.00	07/31/2013	HVAC Repair		-	No		0000
206-450-5300-44030 Repairs/Maint Imp Not Bldgs										
36871 Total:										
COLDWELL Total:		112.50								
COMCAST Comcast										
20130724	07/24/2013	13.93	0.00	07/31/2013	Updating City Hall Cable		-	No		0000
101-410-1940-43210 Telephone										
20130724 Total:										
COMCAST Total:		13.93								
COTTAPAR Cottagewood Partners										
07162013	07/16/2013	1,000.00	0.00	07/31/2013	Refund Escrow 10024 Tapestry Rd		-	No		0000
803-000-0000-22900 Deposits Payable										
07162013 Total:										
COTTAPAR Total:		1,000.00								
CTYOAKDA City of Oakdale										
201307093735	07/09/2013	1,081.35	0.00	07/31/2013	CV-1, Exhaust, Sway Bar, Battery System		-	No		0000
101-420-2220-44040 Repairs/Maint Eqpt										
201307093735 Total:										
CTYOAKDA Total:		1,081.35								
DEMCO Demco										
5021394	07/15/2013	141.77	0.00	07/31/2013	5-Box Non Glare Label Pro & Paper Spine		-	No		0000
206-450-5300-42500 Library Collection Maintenance										
5021394 Total:										
DEMCO Total:		141.77								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
5028977	07/23/2013	246.57	0.00	07/31/2013	Bookends including shipping & tax		-	No		0000
	206-450-5300-45800 Other Equipment									
	5028977 Total:	246.57								
	DEMCO Total:	388.34								
<hr/>										
DIVINEHO Divine Homes										
07/23/2013	07/23/2013	4,000.00	0.00	07/31/2013	Refund Escrow #8422 11619 58th St		-	No		0000
	803-000-0000-22900 Deposits Payable									
	07/23/2013 Total:	4,000.00								
	DIVINEHO Total:	4,000.00								
<hr/>										
E.G.RUD E.G. Rud & Sons, Inc.										
27637	07/02/2013	195.50	0.00	07/31/2013	Well No 4-Stake Well Location		-	No		0000
	601-494-9400-43030 Engineering Services				Contractor					
	27637 Total:	195.50								
	E.G.RUD Total:	195.50								
<hr/>										
EMERGAUT Emergency Automotive Tech, Inc										
AW061113-13	07/24/2013	156.75	0.00	07/31/2013	Parts for Light on E1		-	No		0000
	101-420-2220-44040 Repairs/Maint Eqpt									
	AW061113-13 Total:	156.75								
MS062113-2	07/24/2013	75.42	0.00	07/31/2013	Parts for Light on E1		-	No		0000
	101-420-2220-44040 Repairs/Maint Eqpt									
	MS062113-2 Total:	75.42								
MS072413-9	07/24/2013	41.86	0.00	07/31/2013	Parts for Light on E1		-	No		0000
	101-420-2220-44040 Repairs/Maint Eqpt									
	MS072413-9 Total:	41.86								
	EMERGAUT Total:	274.03								
<hr/>										
FIORILLO Fiorillo Megan										
Cable Operator	07/16/2013	55.00	0.00	07/31/2013	Cable Operations 7/16/13 CC Meeting		-	No		0000
	101-410-1450-43620 Cable Operations				4hrs					
	Cable Operator Total:	55.00								
	FIORILLO Total:	55.00								
<hr/>										
FOCUS Focus Engineering, Inc.										
705 & 706	07/29/2013	1,841.16	0.00	07/31/2013	General Engineering		-	No		0000
	101-410-1930-43030 Engineering Services									
	705 & 706	192.50	0.00	07/31/2013	General Engineering - Planning		-	No		0000
	101-410-1910-43030 Engineering Services									
	705 & 706 Total:	2,033.66								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #	
707	07/29/2013	1,282.50	0.00	07/31/2013	General Engineering-VRA-Building		-			No	0000
101-420-2400-43030	Engineering										
707	07/29/2013	544.12	0.00	07/31/2013	General Engineering-VRA-Planning		-			No	0000
101-410-1910-43030	Engineering Services										
707	07/29/2013	457.00	0.00	07/31/2013	General Engineering-VRA-PW		-			No	0000
101-430-3100-43030	Engineering Services										
707	07/29/2013	1,530.50	0.00	07/31/2013	General Engineering-VRA-Water		-			No	0000
601-494-9400-43030	Engineering Services										
707	07/29/2013	467.15	0.00	07/31/2013	General Engineering-VRA-Sewer		-			No	0000
602-495-9450-43030	Engineering Services										
707	07/29/2013	1,576.00	0.00	07/31/2013	General Engineering-VRA-Surface Water		-			No	0000
603-496-9500-43030	Engineering Services										
707 Total:		5,857.27									
708	07/29/2013	495.12	0.00	07/31/2013	Transportation & Traffic System		-			No	0000
409-480-8000-43030	Engineering Services										
708	07/29/2013	4,734.79	0.00	07/31/2013	Street Maintenance		-			No	0000
409-480-8000-43030	Engineering Services										
708	07/29/2013	232.00	0.00	07/31/2013	Municipal Aid System		-			No	0000
409-480-8000-43030	Engineering Services										
708	07/29/2013	88.50	0.00	07/31/2013	Capital Improvement Planning		-			No	0000
409-480-8000-43030	Engineering Services										
708	07/29/2013	2,131.26	0.00	07/31/2013	2013 Seal Coat Project		-			No	0000
409-480-8000-43030	Engineering Services										
708	07/29/2013	29.50	0.00	07/31/2013	MNDot Hilton Trail Interchange		-			No	0000
409-480-8000-43030	Engineering Services										
708	07/29/2013	428.50	0.00	07/31/2013	State Hwy5 Traffic Mgmt & Safety Improv		-			No	0000
409-480-8000-43030	Engineering Services										
708 Total:		8,139.67									
709	07/29/2013	29.50	0.00	07/31/2013	Lake Elmo Area Village Eng Support		-			No	0000
413-480-8000-43030	Engineering Services										
709 Total:		29.50									
710	07/29/2013	885.62	0.00	07/31/2013	10th Street Infrastructure Planning		-			No	0000
420-480-8000-43030	Engineering Services										
710 Total:		885.62									
711	07/29/2013	831.40	0.00	07/31/2013	Demontreville Highlands Area Street Impr		-			No	0000
419-480-8000-43030	Engineering Services										
711 Total:		831.40									
712	07/29/2013	573.00	0.00	07/31/2013	Olson Lake Trail Sewer Extension Feasib		-			No	0000
409-480-8000-43030	Engineering Services										
712 Total:		573.00									
713	07/29/2013	2,079.46	0.00	07/31/2013	Keats Ave Watermain 43%		-			No	0000
601-494-9400-43030	Engineering Services										
713	07/29/2013	2,756.51	0.00	07/31/2013	Keats Avenue Street 57%		-			No	0000
409-480-8000-43030	Engineering Services										
713 Total:		4,835.97									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
714	07/29/2013	3,223.24	0.00	07/31/2013	LE Ave Infrastructure I-94 to 30th Stree		-	No		0000
409-480-8000-43030	Engineering Services									
	714 Total:	3,223.24								
715	07/29/2013	196.00	0.00	07/31/2013	Water System Funding Activities (DEEDS)		-	No		0000
409-480-8000-43030	Engineering Services									
	715 Total:	196.00								
716	07/29/2013	627.50	0.00	07/31/2013	Production Well Number 4		-	No		0000
601-494-9400-43030	Engineering Services									
	716 Total:	627.50								
717	07/29/2013	1,194.60	0.00	07/31/2013	Section 34 Water 40%		-	No		0000
601-494-9400-43030	Engineering Services									
717	07/29/2013	1,791.90	0.00	07/31/2013	Section 34 Sewer Extension 60%		-	No		0000
602-495-9450-43030	Engineering Services									
	717 Total:	2,986.50								
718	07/29/2013	1,586.00	0.00	07/31/2013	Lennar I-94 West Corridor		-	No		0000
203-490-9070-43030	Engineering Services									
	718 Total:	1,586.00								
719	07/29/2013	442.50	0.00	07/31/2013	CSAH 15(Manning Ave)Corridor Mgmt & Safe		-	No		0000
602-495-9450-43030	Engineering Services									
	719 Total:	442.50								
720	07/29/2013	308.56	0.00	07/31/2013	Amaris Homes (Montgomery Property)		-	No		0000
203-490-9070-43030	Engineering Services									
	720 Total:	308.56								
721	07/29/2013	119.50	0.00	07/31/2013	Hammes Estate		-	No		0000
203-490-9070-43030	Engineering Services									
	721 Total:	119.50								
722	07/29/2013	574.06	0.00	07/31/2013	Landucci Property (Ryland)		-	No		0000
203-490-9070-43030	Engineering Services									
	722 Total:	574.06								
	FOCUS Total:	33,249.95								
HELKESTR Helke's Tree Service										
111041	07/22/2013	10,950.00	0.00	07/31/2013	Clam Truck-Storm debris removal		-	No		0000
101-430-3250-43150	Contract Services									
	111041 Total:	10,950.00								
	HELKESTR Total:	10,950.00								
HOLIDAYC Holiday Credit Office										
07152013	07/15/2013	361.24	0.00	07/31/2013	Fuel - Fire Department		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
	07152013 Total:	361.24								
	HOLIDAYC Total:	361.24								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
INTERSTA Interstate All Battery Ctr										
55087	07/22/2013	19.30	0.00	07/31/2013	Replacement Battery for Flashlight		-		No	0000
101-420-2220-42400	Small Tools & Equipment									
55087	07/22/2013	10.67	0.00	07/31/2013	Replacement Battery emergency lite		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
	55087 Total:	29.97								
	INTERSTA Total:	29.97								
JOHNSO Johnson Kevin										
Cable Operator	07/29/2013	55.00	0.00	07/31/2013	Cable Operations-7/29/13 Plann Comm		-		No	0000
101-410-1450-43620	Cable Operations									
	Cable Operator Total:	55.00								
	JOHNSO Total:	55.00								
KLMENG KLM Engineering, Inc.										
4883	06/27/2013	2,000.00	0.00	07/31/2013	Construction Review AT & T		-		No	0000
803-000-0000-22900	Deposits Payable									
	4883 Total:	2,000.00								
	KLMENG Total:	2,000.00								
LANDMARK Landmark, Inc.										
07-16-2013	07/16/2013	4,950.00	0.00	07/31/2013	Refund Escrow #8457 11797-56th St		-		No	0000
803-000-0000-22900	Deposits Payable									
	07-16-2013 Total:	4,950.00								
	LANDMARK Total:	4,950.00								
LANDTITL Land Title Inc										
406406	07/24/2013	75.00	0.00	07/31/2013	Property Reports for		-		No	0000
602-495-9450-43150	Contract Services									
	406406 Total:	75.00								
406410	07/24/2013	75.00	0.00	07/31/2013	Property Reports for Star River		-		No	0000
602-495-9450-43150	Contract Services									
	406410 Total:	75.00								
406412	07/24/2013	75.00	0.00	07/31/2013	Property Reports for Lampert Yards		-		No	0000
602-495-9450-43150	Contract Services									
	406412 Total:	75.00								
406413	07/24/2013	75.00	0.00	07/31/2013	Property Reports for Gatsby Investors		-		No	0000
602-495-9450-43150	Contract Services									
	406413 Total:	75.00								
406414	07/24/2013	75.00	0.00	07/31/2013	Property Reports for Dale Properties		-		No	0000
602-495-9450-43150	Contract Services									
	406414 Total:	75.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
406419	07/24/2013	75.00	0.00	07/31/2013	Property Reports for Dale Properties		-			0000
602-495-9450-43150	Contract Services									No
	406419 Total:	75.00								
406420	07/24/2013	75.00	0.00	07/31/2013	Property Reports for Walter Ebertz		-			0000
602-495-9450-43150	Contract Services									No
	406420 Total:	75.00								
406421	07/24/2013	75.00	0.00	07/31/2013	Property Reports for Walter Ebertz		-			0000
602-495-9450-43150	Contract Services									No
	406421 Total:	75.00								
406423	07/24/2013	75.00	0.00	07/31/2013	Property Reports for CM Properties		-			0000
602-495-9450-43150	Contract Services									No
	406423 Total:	75.00								
406424	07/24/2013	75.00	0.00	07/31/2013	Property Reports for MFC Properties		-			0000
602-495-9450-43150	Contract Services									No
	406424 Total:	75.00								
406425	07/24/2013	75.00	0.00	07/31/2013	Property Reports for Frandsen Bk & Trust		-			0000
602-495-9450-43150	Contract Services									No
	406425 Total:	75.00								
406427	07/24/2013	75.00	0.00	07/31/2013	Property Reports for Wm Hammes		-			0000
602-495-9450-43150	Contract Services									No
	406427 Total:	75.00								
	LANDTTL Total:	900.00								
<hr/>										
MALMQ Malmquist Greg										
07/18/2013	07/18/2013	103.74	0.00	07/31/2013	Mileage/Meals Reimb All Hazzard		-			0000
101-420-2220-44370	Conferences & Training				7/15-18					No
	07/18/2013 Total:	103.74								
	MALMQ Total:	103.74								
<hr/>										
MENARDSO Menards - Oakdale										
22155	07/12/2013	25.18	0.00	07/31/2013	Station #2 Supplies Fire Dept		-			0000
101-420-2220-44010	Repairs/Maint Bldg									No
	22155 Total:	25.18								
	MENARDSO Total:	25.18								
<hr/>										
MES Municipal Emergency Svs. Inc.										
00429580-SNV	07/09/2013	186.09	0.00	07/31/2013	Barricade Tape - Fire Department		-			0000
101-420-2220-42400	Small Tools & Equipment									No
	00429580-SNV Total:	186.09								
	MES Total:	186.09								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MINNCHEM Minnesota Chemical Company. 419716 07/15/2013 101-420-2220-44010 Repairs/Maint Bldg 419716 Total: MINNCHEM Total:		159.62 159.62 159.62	0.00	07/31/2013	Service Call Washer at Sta #2-Fire Dept		-	No		0000
MNDOT Commissioner of Transportation P00001936 07/23/2013 409-480-8000-43030 Engineering Services P00001936 Total: MNDOT Total:		142.71 142.71 142.71	0.00	07/31/2013	Keats MSA Street		-	No		0000
MNUNEMPL MIN Dept Economic Security 8706494-106-002 07/09/2013 101-410-1320-41420 Unemployment Benefits 8706494-106-002 Total: MNUNEMPL Total:		963.32 963.32 963.32	0.00	07/31/2013	Unemployment Benefits Quarter 2 -2013		-	No		0000
MURRYREN Murray Renee July 10 2013 07/10/2013 206-450-5300-42500 Library Collection Maintenance July 10 2013 Total: MURRYREN Total:		331.20 331.20 331.20	0.00	07/31/2013	Reimbursement Books for Collection		-	No		0000
ORSTEDLI Orsted Linda 07/24/2013 07/24/2013 206-450-5300-44330 Dues & Subscriptions 07/24/2013 Total: ORSTEDLI Total:		80.00 80.00 80.00	0.00	07/31/2013	MNLibrary Assn Annual Dues - Orsted		-	No		0000
OVERHEAD Overhead Door Company 793663 07/15/2013 101-430-3100-44010 Repairs/Maint Bldg 793663 Total: OVERHEAD Total:		1,187.25 1,187.25 1,187.25	0.00	07/31/2013	Garage Door Repair		-	No		0000
PIONEERP Pioneer Press 613520397 07/10/2013 101-410-1450-43510 Public Notices 613520397 Total:		590.80 590.80	0.00	07/31/2013	City Notices/Public Hearings 6/1/13- 6/30		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
PIONEERP Total:		590.80								
POSTOFFI Postmaster										
July 30 2013	07/30/2013	102.50	0.00	07/31/2013	Surveys - Park					No 0000
404-480-8000-43050	Other Park Ded Prof Services									
July 30 2013 Total:		102.50								
POSTOFFI Total:		102.50								
RENLUNDT Renlund Terry										
4	07/16/2013	405.00	0.00	07/31/2013	Building Inspector Services 7/12 & 7/15					No 0000
101-420-2400-43150	Inspector Contract Services									
4	07/16/2013	35.03	0.00	07/31/2013	Building Inspector Mileage 7/12 & 7/15					No 0000
101-420-2400-43310	Mileage									
4 Total:		440.03								
RENLUNDT Total:		440.03								
S&T S&T Office Products, Inc.										
01PW4175	07/16/2013	14.70	0.00	07/31/2013	Office Supplies-Building					No 0000
101-420-2400-42000	Office Supplies									
01PW4175	07/16/2013	0.31	0.00	07/31/2013	Office Supplies-Fire Department					No 0000
101-420-2220-42000	Office Supplies									
01PW4175 Total:		15.01								
01PW9024	07/22/2013	264.70	0.00	07/31/2013	Office Supplies-Administration					No 0000
101-410-1320-42000	Office Supplies									
01PW9024	07/22/2013	35.12	0.00	07/31/2013	Office Supplies-Building					No 0000
101-420-2400-42000	Office Supplies									
01PW9024 Total:		299.82								
01PX0011	07/24/2013	2.14	0.00	07/31/2013	Office Supplies-Administration					No 0000
101-410-1320-42000	Office Supplies									
01PX0011 Total:		2.14								
S&T Total:		316.97								
SACHSJIM James Sachs										
07312013	07/14/2013	81.60	0.00	07/31/2013	Reimb Uniforms - Jim Sachs					No 0000
101-430-3100-44170	Uniforms									
07312013 Total:		81.60								
SACHSJIM Total:		81.60								
SAMSLUB Sam's Club										
07102013	07/10/2013	256.65	0.00	07/31/2013	Office Chairs, Station #2 - Fire Dept					No 0000
101-420-2220-42000	Office Supplies									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
07112013	07/11/2013	256.65	0.00	07/31/2013	A/C Unit Station #1 - Fire Dept		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg	478.80								
	07112013 Total:	478.80								
	SAMSClub Total:	735.45								
SCHWAAB Schwaab, Inc.										
D16154	07/31/2013	39.74	0.00	07/31/2013	1 Self-Inking Notary Stamp		-	No		0000
101-410-1320-42000	Office Supplies	39.74								
	D16154 Total:	39.74								
	SCHWAAB Total:	39.74								
SELECTAC SelectAccount										
946161	07/07/2013	5.49	0.00	07/31/2013	Participant Fee 07/1/2013 - 07/31/2013		-	No		0000
101-410-1520-43150	Contract Services	5.49								
	946161 Total:	5.49								
	SELECTAC Total:	5.49								
SMITHSCH Smith Schafer & Associates,LTD										
10001	07/22/2013	7,850.00	0.00	07/31/2013	Final Audit City's Financials YrEnd 2012		-	No		0000
101-410-1520-43010	Audit Services	7,850.00								
10001	07/22/2013	5,090.00	0.00	07/31/2013	Prep & Review City Financial YrEnd 2012		-	No		0000
101-410-1520-43150	Contract Services	5,090.00								
	10001 Total:	12,850.00								
	SMITHSCH Total:	12,850.00								
STILLMED Stillwater Medical Group										
148528	07/09/2013	549.77	0.00	07/31/2013	Annual Physicals Malmq G- Goodsp-Wittier		-	No		0000
101-420-2220-43050	Physicals	549.77								
	148528 Total:	549.77								
	STILLMED Total:	549.77								
TASCH T.A. Schifsky & Sons Inc										
55075	07/09/2013	568.52	0.00	07/31/2013	Asphalt - June 10, 11 & 13th 2013		-	No		0000
101-430-3120-42240	Street Maintenance Materials	568.52								
	55075 Total:	1,276.47								
55127	07/16/2013	1,276.47	0.00	07/31/2013	Asphalt - June 18 thru June 20 2013		-	No		0000
101-430-3120-42240	Street Maintenance Materials	1,276.47								
	55127 Total:	1,276.47								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
TASCH Total:		1,844.99								
TKDA TKDA, Inc.										
002013001786	07/08/2013	12,370.06	0.00	07/31/2013	LE Ave Sewer Infra Plans & Specif 06.29.		-		No	0000
409-480-8000-43030	Engineering Services									
	002013001786 Total:	12,370.06								
002013001787	07/08/2013	1,589.43	0.00	07/31/2013	Keats MSA Street period ending 06.29.13		-		No	0000
409-480-8000-43030	Engineering Services									
002013001787	07/08/2013	1,199.05	0.00	07/31/2013	Keats Trunk Watermain period ending 06.2		-		No	0000
601-494-9400-43030	Engineering Services									
	002013001787 Total:	2,788.48								
	TKDA Total:	15,158.54								
VALLEYTR Valley Trophy Inc.										
44395	07/09/2013	8.55	0.00	07/31/2013	Engraving 2 Plates Trophy Lake Elmo Day		-		No	0000
204-450-5200-44300	Miscellaneous									
	44395 Total:	8.55								
	VALLEYTR Total:	8.55								
VANGADOR Vang Adora										
Cable Operator	07/22/2013	55.00	0.00	07/31/2013	Cable Operations-7/22/13 Plann Comm 4hr		-		No	0000
101-410-1450-43620	Cable Operations									
	Cable Operator Total:	55.00								
	VANGADOR Total:	55.00								
WAS-SHER Washington County										
76216	07/16/2013	245,089.04	0.00	07/31/2013	January - June 2013 Police Services		-		No	0000
101-420-2100-43150	Law Enforcement Contract									
	76216 Total:	245,089.04								
	WAS-SHER Total:	245,089.04								
YALEMECH Yale Mechanical										
137940	07/17/2013	573.89	0.00	07/31/2013	Spring Contract Maint Service-Public Wks		-		No	0000
101-430-3100-44010	Repairs/Maint Bldg									
	137940 Total:	573.89								
137942	07/17/2013	190.50	0.00	07/31/2013	Spring Contract Maint Service-Fire Sta#1		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
	137942 Total:	190.50								
137943-138001	07/17/2013	588.47	0.00	07/31/2013	Spring ContrMaint Ser-City Hall & Annex		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	137943-138001 Total:	588.47								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
141418	07/17/2013	542.25	0.00	07/31/2013	Repairs Leaks Air Cond-City Hall		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	141418 Total:	542.25								
	YALEMECH Total:	1,895.11								
	Report Total:	357,931.76								

Accounts Payable To Be Paid Proof List

User: denise

Printed: 08/01/2013 - 12:14 PM

Batch: 001-08-2013

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
ALLPOOLS All Poolside Services, Inc										
07312013	07/31/2013	500.00	0.00	08/06/2013	Refund Escrow 10325 Tapestry Rd		-		No	0000
803-000-0000-22900 Deposits Payable										
	07312013 Total:	500.00								
	ALLPOOLS Total:	500.00								
DELTA Delta Dental Of Minnesota										
51993641	07/15/2013	1,365.90	0.00	08/06/2013	August 2013 Dental Coverage		-		No	0000
101-000-0000-21706 Medical Insurance										
	51993641 Total:	1,365.90								
	DELTA Total:	1,365.90								
FAIRMARK Fair Market Homes										
07312013	07/31/2013	3,000.00	0.00	08/06/2013	Refund Escrow 10011 Tapestry Rd		-		No	0000
803-000-0000-22900 Deposits Payable										
	07312013 Total:	3,000.00								
	FAIRMARK Total:	3,000.00								
FINANCE Finance and Commerce										
741053187	07/30/2013	231.08	0.00	08/06/2013	Advertisement for Water/Sewer Bid		-		No	0000
101-410-1450-43510 Public Notices										
	741053187 Total:	231.08								
	FINANCE Total:	231.08								
FXL FXL, Inc.										
August-13	07/25/2013	2,000.00	0.00	08/06/2013	Assessment Services - August 2013		-		No	0000
101-410-1320-43100 Assessing Services										
	August-13 Total:	2,000.00								
	FXL Total:	2,000.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
NCPERS 566200-NCPERS Minnesota										
5662813	07/15/2013	176.00	0.00	08/06/2013	August 2013 Deductions		-	No		0000
101-000-0000-21708	Other Benefits									
	5662813 Total:	176.00								
	NCPERS Total:	176.00								
SAWYERCH Sawyer Cheryl										
August 14 2013	08/14/2013	200.00	0.00	08/06/2013	Speaker for Library-Storyteller 8/14/13		-	No		0000
206-450-5300-43150	Contract Services									
	August 14 2013 Total:	200.00								
	SAWYERCH Total:	200.00								
SW/WC SW/WC Service Cooperatives										
07292013	07/29/2013	21,168.00	0.00	08/06/2013	September 2013 Insurance Premiums		-	No		0000
101-000-0000-21706	Medical Insurance									
	07292013 Total:	21,168.00								
	SW/WC Total:	21,168.00								
	Report Total:	28,640.98								



MAYOR AND COUNCIL COMMUNICATION

DATE: 08/06/2012
CONSENT
ITEM #: 5
MOTION *Consent Agenda*

AGENDA ITEM: Reschedule November 5, 2013 Council Meeting
SUBMITTED BY: Adam Bell, City Clerk
THROUGH: Dean A. Zuleger, City Administrator
REVIEWED BY: Cathy Bendel, Finance Director
Beckie Gumatz, Program Assistant

SUGGESTED ORDER OF BUSINESS (if removed from Consent):

- Introduction of Item.....City Administrator
- Report/Presentation.....Mayor Pearson
- Questions from Council to Staff.....Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion.....Mayor & City Council
- Discussion.....Mayor & City Council
- Action on Motion.....Mayor Facilitates

SUMMARY AND ACTION REQUESTED:

As part of the Consent Agenda, the City Council is respectfully requested to officially reschedule the November 5, 2013 City Council meeting in order to comply with state law. **As part of the Consent Agenda, no formal motion is required.** If the Council wishes to further discuss this rescheduling, they can remove this item from the Consent Agenda and approve the rescheduling by taking the following action or amending as necessary:

“Move to amend the 2013 Lake Elmo City Council Meeting Calendar by rescheduling the November 5 meeting to November 6, 2013.”

BACKGROUND INFORMATION: Per MN State Statutes, a city is not allowed to conduct a public meeting between the hours of 6:00 PM and 8:00 PM on the day of an election. A special election has been called for ISD 834 (Stillwater), which includes Lake Elmo, and will take place on November 5, 2013. November 5 is also the date of a previously scheduled Lake Elmo City Council Meeting. In order to comply with Minn. Stat. § 204C.03, the City Council must either change the time of its meeting or change the date. Changing the meeting time is not a practical solution at this time. As with previous date conflicts, the Council has historically rescheduled the date of the meeting.

Staff initially solicited input from the Council as to what dates would be the best option for rescheduling. At the July 16, 2013 meeting it was recommended that the 11/5/13 meeting be rescheduled to 11/06/13. Staff recommends that the November 5 meeting be rescheduled to Wednesday, November 6 at 7:00 PM.

RECOMMENDATION

Staff recommends the City Council officially reschedule the November 5, 2013 City Council meeting as proposed. **As part of the Consent Agenda, no formal motion is required.** If the Council wishes to further discuss this rescheduling, they can remove this item from the Consent Agenda and approve the rescheduling by taking the following action or amending as necessary:

“Move to amend the 2013 Lake Elmo City Council Meeting Calendar by rescheduling the November 5 meeting to November 6, 2013.”

ATTACHMENTS:

None

AUTHORITY:

2012 Minnesota Statutes:

§ 204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.

Subdivision 1. School districts; counties; municipalities; special taxing districts.

No special taxing district governing body, school board, county board of commissioners, city council, or town board of supervisors shall conduct a meeting between 6:00 p.m. and 8:00 p.m. on the day that an election is held within the boundaries of the special taxing district, school district, county, city, or town. As used in this subdivision, "special taxing district" has the meaning given in section 275.066.



MAYOR AND COUNCIL COMMUNICATION

DATE: 8/06/2013
CONSENT
ITEM #: 6

AGENDA ITEM: Authorization for John Schiltz to dispense beer and wine coolers at the Lake Elmo Days event on September 6 and 7, 2013.
SUBMITTED BY: Alyssa MacLeod, Taxpayer Relations & Communications Coordinator
THROUGH: Dean Zuleger, City Administrator
REVIEWED BY: Adam Bell, City Clerk

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item Staff
- Report/Presentation..... Staff
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

SUMMARY AND ACTION REQUESTED:

As part of the Consent Agenda, the City Council is requested to consider authorization for John Schiltz, owner and operator of Lake Elmo Inn, a municipal retail on-sale liquor license holder to dispense beer and wine coolers off premises and allow for consumption within the parameters set for the City's Lake Elmo Days event on September 6 & 7, 2013. **As part of the Consent Agenda, no formal motion is required.** If the Council wishes to further discuss this authorization, they can remove this item from the Consent Agenda and approve the authorization by taking the following action:

“Move to authorize John Schiltz, owner and operator of Lake Elmo Inn, a municipal retail on-sale liquor license holder, to dispense beer and wine coolers off premises and allow for consumption within the parameters set for the City’s Lake Elmo Days event being held September 6 and 7, 2013.”

BACKGROUND AND STAFF REPORT:

Pursuant to MN State Statute 340A.404 Subd. 4(b), under Special provisions; sports, conventions, or cultural facilities; community festivals, the governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off

premises at a community festival held within the municipality. The authorization shall specify the area in which the intoxicating liquor must be dispensed and consumed, and shall not be issued unless the licensee demonstrates that it has liability insurance as prescribed by section 340A.409 to cover the event. The City of Lake Elmo, in conjunction with local businesses and the community, will hold the Lake Elmo Days event on September 6 and 7, 2013. Authorization is necessary for the safe sale of alcohol at the event and to confirm the requirement of liability insurance for the municipal on-sale license holder.

FINANCIAL IMPACT:

There is no financial cost to the City.

RECOMMENDATION:

Staff recommends the City Council authorize as part of the Consent Agenda for John Schiltz, owner and operator of Lake Elmo Inn, a municipal retail on-sale liquor license holder to dispense beer and wine coolers off premises and allow for consumption within the parameters set for the City's Lake Elmo Days event being held September 6 and 7, 2013. **As part of the Consent Agenda, no formal motion is required.** If the Council wishes to further discuss this authorization, they can remove this item from the Consent Agenda and approve the authorization by taking the following action:

“Move to authorize John Schiltz, owner and operator of Lake Elmo Inn, a municipal retail on-sale liquor license holder, to dispense beer and wine coolers off premises and allow for consumption within the parameters set for the City's Lake Elmo Days event being held September 6 and 7, 2013.”

AUTHORITY:

2012 Minnesota Statutes:

§ 340A.404 INTOXICATING LIQUOR; ON-SALE LICENSES.

Subd. 4. **Special provisions; sports, conventions, or cultural facilities; community festivals.**

(b) The governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality. The authorization shall specify the area in which the intoxicating liquor must be dispensed and consumed, and shall not be issued unless the licensee demonstrates that it has liability insurance as prescribed by section 340A.409 to cover the event.



MAYOR & COUNCIL COMMUNICATION

DATE: 8/06/2013
CONSENT
ITEM #: 7

AGENDA ITEM: Library Board Appointment
SUBMITTED BY: Mayor Mike Pearson
THROUGH: Dean Zuleger, City Administrator
REVIEWED BY: Dean Zuleger, City Administrator
Adam Bell, City Clerk

SUGGESTED ORDER OF BUSINESS (if removed from Consent):

- Introduction of Item City Administrator
- Report/Presentation..... Mayor Pearson
- Questions from Council to Staff Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

SUMMARY AND ACTION REQUESTED: The City of Lake Elmo City Council is respectfully requested as part of the *Consent Agenda* to affirm the following appointment. As part of the *Consent Agenda*, no formal motion is required. If the Council wishes to further discuss this appointment, they can remove this item from the Consent Agenda and approve the appointment by taking the following action:

“Move to appoint Brett Emmons to the Lake Elmo Library Board as an alternate member for a two-year term.”

BACKGROUND INFORMATION: Per MN State Statutes, the mayor of a municipality has the authority and responsibility to appoint members of the local library board. The appointment must be affirmed by the members of the City Council. In 2011, the Mayor appointed five regular members and three alternates to the newly created Lake Elmo Library Board. Board members are appointed to staggered 1-Year, 2-Year, and 3-Year terms. Due to attrition, there is currently one alternate board position that needs to be filled.

RECOMMENDATION: The Mayor recommends that the City of Lake Elmo City Council as part of the *Consent Agenda* affirm the following appointment to the City of Lake Elmo Library Board by taking the following action:

“Move to appoint Brett Emmons to the Lake Elmo Library Board as an alternate member for a two-year term.”



MAYOR & COUNCIL COMMUNICATION

DATE: 8/06/2013
CONSENT
ITEM #: 8

AGENDA ITEM: EDA Appointment
SUBMITTED BY: Mayor Mike Pearson
THROUGH: Dean Zuleger, City Administrator
REVIEWED BY: Dean Zuleger, City Administrator
Adam Bell, City Clerk

SUGGESTED ORDER OF BUSINESS (if removed from consent):

- Introduction of Item City Administrator
- Report/Presentation..... Mayor Pearson
- Questions from Council to Staff Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion Mayor Facilitates

SUMMARY AND ACTION REQUESTED:

The City of Lake Elmo City Council is respectfully requested as part of the *Consent Agenda* to affirm the following appointment to the City of Lake Elmo Economic Development Authority. As part of the Consent Agenda, no formal motion is required. If the Council wishes to further discuss this appointment, they can remove this item from the Consent Agenda and approve the appointment by taking the following action:

“Move to appoint Council Member Nelson to the Lake Elmo Economic Development Authority.”

BACKGROUND INFORMATION:

In 2013, The City Council authorized the creation of a local Economic Development Authority (EDA). Per MN State Statutes, the mayor of a municipality has the authority and responsibility to appoint members of the local EDA. The appointment must be affirmed by the members of the City Council. In 2013, the Mayor appointed five regular members and one alternate to the newly created Lake Elmo EDA. In addition, two members of the Council are required to be appointed to the EDA. Mayor Pearson appointed himself and Council Member Park to the authority. Due to Council Member Park’s resignation effective July 16, 2013, there is currently a vacancy on the EDA that needs to be filled by a Council Member.

FINANCIAL IMPACT:

None

RECOMMENDATION:

The Mayor recommends that the City of Lake Elmo City Council is respectfully requested as part of the *Consent Agenda* to affirm the following appointment to the City of Lake Elmo Economic Development Authority. **As part of the Consent Agenda, no formal motion is required.** If the Council wishes to further discuss this appointment, they can remove this item from the Consent Agenda and approve the appointment by taking the following action:

“Move to appoint Council Member Nelson to the Lake Elmo Economic Development Authority.”

AUTHORITY:

2012 Minnesota Statutes:

§ 469.095 COMMISSIONERS; APPOINTMENT, TERMS, VACANCIES, PAY, REMOVAL.

Subdivision. 2. **Appointment, terms; vacancies (EXCERPTED).**

...

(c) Seven-member authority: the commissioners constituting a seven-member authority, two of whom must be members of the city council, shall be appointed by the mayor with the approval of the city council. Those initially appointed shall be appointed for terms of one, two, three, four, and five years respectively and two members for six years. Thereafter all commissioners shall be appointed for six-year terms.

...

(f) A vacancy is created in the membership of an authority when a city council member of the authority ends council membership. A vacancy for this or another reason must be filled for the balance of the unexpired term, in the manner in which the original appointment was made. The city council may set the term of the commissioners who are members of the city council to coincide with their term of office as members of the city council.

MAYOR AND COUNCIL COMMUNICATION

DATE: 8/6/13

REGULAR

ITEM #: 9

RESOLUTION 2013-064

AGENDA ITEM: Savona Residential Subdivision (Lennar) Preliminary Plat

SUBMITTED BY: Kyle Klatt, Planning Director

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Nick Johnson, City Planner
Jack Griffin, City Engineer
Planning Commission

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item Staff
- Report/Presentation..... Staff
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

PUBLIC POLICY STATEMENT

The Planning Commission has previously reviewed a sketch plan for the Savona Subdivision. The Subdivision Ordinance requires that the City Council review and approval a preliminary plat before an applicant may proceed with the preparation and recording of a final plat.

FISCAL IMPACT: TBD – The City will require that the applicant enter into a developer’s agreement with the City to specify the financial responsibilities for various aspects of the subdivision and related public improvements.

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to consider a preliminary plat request from Lennar Corporation for a 310 unit residential development to be located on 112.6 acres west of Keats Avenue and within the City’s I-94 corridor planning area. The proposed plat would be located on property owned by two different entities, including Dale Properties and the Frandsen Bank and Trust, and would be situated immediately east of Keats Avenue and approximately ¼ mile north of I-94. The preliminary plat has been prepared in response to the City’s recently adopted Comprehensive Plan for the corridor, which guides this area for low and medium density urban residential development.

Staff and the Planning Commission are recommending that the City Council approve the preliminary plat with 28 conditions of approval as listed in the attached resolution and by taking the following action / with the following motion:

“Motion to adopt Resolution No. 2013-064 approving the Savona preliminary plat with 28 conditions of approval”

BACKGROUND INFORMATION:

Attached is the original detailed Staff report that was provided to the Planning Commission regarding the applicant's request for a preliminary plat, which includes general information about the application, details concerning the request, a summary of the relevant planning and zoning issues, a thorough review and analysis of the preliminary plat (including a draft list of recommended conditions of approval), draft findings, and the Staff recommendation to the Planning Commission. Because the Planning Commission tabled taking action on the preliminary plat during its initial review meeting, Staff also prepared the attached "response matrix" document that was drafted to address specific questions and comments that were raised during the course of the public hearing.

PLANNING COMMISSION REPORT:

The Planning Commission reviewed the preliminary plat application at its July 22, 2013 meeting and conducted a public hearing on the request at this time. The Commission closed the public hearing, but elected to table taking action on the application until its July 29th meeting with a request that a representative of the Parks Commission attend this meeting to discuss parkland issues.

Because the Commission received comments from several individuals during the hearing, and also heard testimony from the Park Commission chair and additional individuals at the July 29th meeting, Staff has attached a copy of the Commission's approved June 22nd meeting minutes along with a copy of the draft minutes from the June 29th meeting. These minutes also include a detailed description of the Planning Commission's discussion and action on the preliminary plat.

During the course of the public hearing and subsequent meeting discussion, the primary issue that was debated focused on the amount of park land that the applicant was proposing to dedicate as part of the subdivision. The Park Commission chair did address the Planning Commission on this matter and noted that the amount of land being dedicated by the developer was deemed adequate by the Park Commission. The applicant also presented two rough concepts depicting how the park area could be used to accommodate various activities on the site (these drawings are attached for consideration by the Council).

Additionally, the Planning Commission raised several questions about the density of the development, and in particular, why the City was using a range to determine the densities allowed in areas guided for low density urban residential. The "Staff Response Matrix" provides Staff's response to these questions, which includes the conclusion that the proposed subdivision is consistent with the densities included in the Comprehensive Plan for the site.

The Planning Commission also received a request from Charlie Devine, speaking on behalf of the potential developer of land to the west of the Savona subdivision and representing the property owners of this land, that the 5th Street minor collector road be realigned to enter their property further to the south. He asked that the Commission include a condition of approval that would require the applicant to resolve the road alignment to the satisfaction of both parties prior to proceeding with a final plat for the subdivision. Staff did not recommend that such a condition be added as part of the Planning Commission recommending, and noted that road as depicted in the preliminary plat is consistent with the general alignment identified in the Comprehensive Plan. Staff did make modifications to the recommended list of conditions that would allow the realignment to occur prior to submission of a final plat (but would not otherwise mandate the road being moved to a new location).

The Commission did modify some of the conditions of approval as originally recommended by Staff, and the final list of conditions as further refined the Planning Commission are included in Resolution No. 2013-064.

The Commission recommended approval of the preliminary plat as submitted with 28 conditions of approval. Of the five commissioners present, three supported to motion to recommend approval of the plat while two commissioners voted against this motion. The members that did not support the recommendation indicated that they wanted to see additional land dedicated for public park purposes on the plat.

PLANNING COMMISSION RECCOMENDATION:

Based upon the above background information, Staff report and Planning Commission recommendation, it is recommended that the City Council approve the Savona preliminary plat with the 28 conditions of

approval as documented in the resolution of approval by taking the following action / with the following motion:

“Motion to adopt Resolution No. 2013-064 approving the Savona preliminary plat with 28 conditions of approval”

ATTACHMENTS:

1. Resolution No. 2013-064
2. Detailed Staff Report to Planning Commission (7/22/13)
3. Staff Response to Meeting Comments
4. Preliminary Landscape Plan Review Comments
5. Application Form (3)
6. Property Owner Contact Information
7. Woodland Evaluation Report
8. Review Comments:
 - a. City Engineer
 - b. Washington County
 - c. Building Official
 - d. Valley Branch Watershed District
9. 5th Street Concept Plans (Damon Farber Associates)
10. Planning Commission Minutes:
 - a. July 22, 2013
 - b. July 29, 2013
11. Written Comments:
 - a. Statement from Dale Properties
 - b. Todd Williams
 - c. Rolf Larson
12. Concept Sketches for Park Area
13. Updated Preliminary Site Plan
14. Preliminary Plat and Plans (23 sheets)

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

RESOLUTION NO. 2013-064

*A RESOLUTION APPROVING A PRELIMINARY PLAT FOR
SAVONA*

WHEREAS, the City of Lake Elmo is a municipal corporation organized and existing under the laws of the State of Minnesota; and

WHEREAS, U.S. Home Corporation (d/b/a Lennar), 16305 36th Avenue North, Suite 600, Plymouth, MN acting on behalf of Dale Properties, LLC and Frandsen Bank and Trust (Applicant) has submitted an application to the City of Lake Elmo (City) for a Preliminary Plat for Savona, a copy of which is on file in the City of Lake Elmo Planning and Zoning Department; and

WHEREAS, the Lake Elmo Planning Commission held public hearing on July 22, 2013 to consider the Preliminary Plat request and continued discussion on the Preliminary Plat at its July 29, 2013 meeting ; and

WHEREAS, the Lake Elmo Planning Commission has submitted its report and recommendation concerning the Preliminary Plat as part of a memorandum to the City Council from Director of Planning Kyle Klatt for the August 6, 2013 Council Meeting; and

WHEREAS, the Lake Elmo Planning Commission adopted a motion recommending approval of the Preliminary Plat; and

WHEREAS, the City Council reviewed the Preliminary Plat at its meeting held on August 6, 2013 and made the following findings of fact:

- 1) That the Savona preliminary plat is consistent with the Lake Elmo Comprehensive Plan and the Future Land Use Map for this area.
- 2) That the Savona preliminary plat complies with the City's Urban Low Density Residential and Urban Medium Density Residential zoning district standards.
- 3) That the Savona preliminary plat complies with all other applicable zoning requirements, including the City's landscaping, storm water, sediment and erosion control and other ordinances.
- 4) That the Savona preliminary plat complies with the City's subdivision ordinance.

- 5) That the Savona preliminary plat is consistent with the City's engineering standards with one exception as noted by the City Engineer in his review comments to the City dated July 9, 2013.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council does hereby approve the preliminary plat for Savona subject to the following conditions:

- 1) Within six months of preliminary plat approval, the applicant shall complete the following: a) the applicant shall provide adequate title evidence satisfactory to the City Attorney; b) the applicant shall pay all fees associated with the preliminary plat; c) the applicant shall submit a revised preliminary plat and plans meeting all conditions of approval. All of the above conditions shall be met prior to the City accepting an application for final plat and prior to the commencement of any grading activity on the site.
- 2) The applicant shall dedicate a minimum of 30 feet of land around the "Exception" parcel in the northwest portion of the Savona subdivision to allow for the construction of an eight-foot bituminous trail to the western edge of the subdivision and to allow for sufficient room for drainage and utilities adjacent to "Street A".
- 3) The applicant shall provide for a minimum green belt/buffer of 100 feet around all of the adjacent Stonegate subdivision, and must revise the preliminary plat in the vicinity of Lots 1 and 2 of Block 10 to properly account for this buffer.
- 4) The eight-foot bituminous trail located within Outlot A shall be moved off of the property line of the adjacent Stonegate subdivision and shall be designed to continue into the property to the north and to provide a connection to "Street A".
- 5) The trail within the green belt/buffer area must be located within the southern one-third or eastern one-third of the buffer and as close as possible to the lots within the Savona subdivision.
- 6) The sidewalk along "Street A" must continue along this street until its termination point at the northern boundary of the subdivision.
- 7) The applicant shall work with the City and Washington County to identify and reserve sufficient space for a future trail corridor along the western right-of-way line of Keats Avenue.
- 8) The landscape plan shall be updated to include tree protection fencing in all areas where grading will be near trees intended for preservation.
- 9) The landscape plan shall be reviewed and approved by an independent forester or landscape architect in advance of the approval of a final plat and final construction plans.

- 10) Sidewalks shall be required on both sides of the public street providing access to the multi-family housing portion of the subdivision.
- 11) The applicant shall be responsible for the construction of all improvements within the Keats Avenue (CSAH 19) right-of-way as required by Washington County and further described in the review letter received from the County dated July 3, 2013. The required improvements shall include, but not be limited to: construction of a new median crossing, closure and restoration of the existing median crossing in this area, continuation of the planned ten-foot bituminous trail through the median, turn lanes, and other improvements as required by the County.
- 12) The applicant shall observe all other County requirements as specified in the Washington County review letter dated July 3, 2013.
- 13) The developer shall follow all of the rules and regulations spelled out in the Wetland Conservation Act, and shall acquire the needed permits from the appropriate watershed districts prior to the commencement of any grading or development activity on the site.
- 14) The applicant shall submit revised preliminary plans that incorporate the changes made to the western portion of the preliminary plat, and specifically, the rearrangement of lots around the "Exception" parcel.
- 15) The applicant shall enter into a maintenance agreement with the City that clarifies the individuals or entities responsible for any landscaping installed in areas outside of land dedicated as public park and open space on the final plat.
- 16) The developer shall be required to pay a fee in lieu of park land dedication equivalent to the fair market value for the amount of land that is required to be dedicated for such purposes in the City's Subdivision Ordinance less the amount of land that is accepted for park purposes by the City. Any cash payment in lieu of land dedication shall be paid by the applicant prior to the release of the final plat for recording.
- 17) Any land under which public trails are located will be accepted as park land provided the developer constructs said trails as part of the public improvements for the subdivision.
- 18) The applicant shall provide for an active recreation area (either public or private) within the multi-family portion of the subdivision. This area shall be sufficient for a small play structure or other similar improvement subject to review and approval by the Planning Director.
- 19) No more than half of the residential units depicted on the preliminary plat (155) may be approved as part of a final plat until a second access is provided to the subdivision, either via a connection to Hudson Boulevard to the south, Inwood Avenue (CSAH 13) to the west, or back to Keats Avenue (CSAH 19) through the property to the north of Savona.

- 20) A future realignment of 5th Street along the western border of the plat may be considered by the City Council as part of the final plat submission for this are provided the realignment does not result in any significant modifications to the preliminary plat.
- 21) The applicant must enter into a separate grading agreement with the City prior to the commencement of any grading activity in advance of final plat and plan approval. The City Engineer shall review any grading plan that is submitted in advance of a final plat, and said plan shall document extent of any proposed grading on the site.
- 22) The preliminary grading, drainage and erosion control plan must be revised to address the comments from the City Engineer in his review letter dated July 9, 2013 regarding the size of specific ponds in relation to the drainage areas that are served by these ponds.
- 23) The preliminary plans must be revised to incorporate all proposed improvements within the 5th Street right-of-way. All improvements as requested by the City shall be included in these plans and the design shall be consistent with City specifications and with the concept plan prepared for the City by Damon Farber and Associates.
- 24) All required modifications to the plans as requested by the City Engineer in a review letter dated July 9, 2013 shall be incorporated into the plans prior to consideration of a final plat. Specific requirements include, but are not limited to, the following:
 - a. The applicant must provide the city a letter of approval to perform the proposed work in the BP Pipeline easement. Work includes installation of storm sewer pipe, grading activities, and relocation of the High Pressure Gas line, if necessary.
 - b. The applicant must provide the city a letter of approval to perform the proposed work in the Electrical Transmission easement areas. Work includes installation of storm sewer pipe, grading activities, and storm water ponding.
- 25) The City will not accept an application for final plat approval until the 429 public improvement project for Section 34 has been ordered by the City Council. If the City Council does not order this project, the applicant must revise the preliminary plans to provide adequate utilities to serve the subdivision. Any such plan revisions will be subject to review and approval by the City Council.
- 26) The applicant shall secure any necessary permits for the multi-family area, including but not limited to a conditional use permit to allow for single family detached residences that do not have frontage on a public street, at the time a final plat is submitted for this area.
- 27) The applicant is encouraged to preserve or re-use as many trees as possible that are currently located on the former golf facility property and to incorporate these trees as part of the landscape plan for the Savona subdivision.

28) The applicant shall work with the Planning Director to name all streets in the subdivision prior to submission of a final plat.

Passed and duly adopted this 6th day of August 2013 by the City Council of the City of Lake Elmo, Minnesota.

Mike Pearson, Mayor

ATTEST:

Adam Bell, City Clerk



PLANNING COMMISSION
 DATE: 7/22/13
 AGENDA ITEM: 4A – PUBLIC HEARING
 CASE # 2013-22

ITEM: Savona Residential Subdivision – Preliminary Plat
 SUBMITTED BY: Kyle Klatt, Planning Director
 REVIEWED BY: Nick Johnson, City Planner
 Jack Griffin, City Engineer

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to consider a Preliminary Plat request from Lennar Corporation for a 310 unit residential development to be located on 112.6 acres west of Keats Avenue and within the City’s I-94 corridor planning area. Staff is recommending approval of the request subject to compliance with a series of conditions as noted in this report.

GENERAL INFORMATION

Applicant: U.S. Home Corporation, D/B/A Lennar, 16305 36th Avenue North, Suite 600, Plymouth, MN

Property Owners: Dale Properties, LLC and Frandsen Bank and Trust

Location: Part of Section 34 in Lake Elmo, north of I-94, west of Keats Avenue, and south of Goose Lake. PID Numbers 34.029.21.34.0003; 34.029.21.34.0001; 34.029.21.31.0001; 34.029.21.42.0001; 34.023.21.41.0004

Request: Application for preliminary plat approval of a 310 unit residential subdivision to be named Savona.

Existing Land Use and Zoning: Agricultural land, closed and abandoned golf driving range and practice facility. Current Zoning: RT – Rural Transitional Zoning District; Proposed Zoning: LDR and MDR

Surrounding Land Use and Zoning: North – active mining and gravel operation; west, south and east – agricultural land

Comprehensive Plan: Urban Low Density Residential (2.5 – 4 units per acre) and Urban Medium Density Residential (4.5 – 7 units per acre)

History: Sketch Plan review by Planning Commission on 12/10/12. EAW approved by the City Council on 7/2/13.

Deadline for Action: Application Complete – 7/14/13
 60 Day Deadline – 8/13/13
 Extension Letter Mailed – No
 120 Day Deadline – 10/12/13

Applicable Regulations: Chapter 153 – Subdivision Regulations
Article 10 – Urban Residential Districts (LDR)
§150.270 Storm Water, Erosion, and Sediment

REQUEST DETAILS

The City of Lake Elmo has received a request from Lennar Corporation for a preliminary plat to subdivide approximately 113 acres of land located within the I-94 Corridor planning area into 310 single family and multi-family housing sites. The proposed plat would be located on property currently owned by two different entities, including Dale Properties and the Frandsen Bank and Trust, and would be located immediately west of Keats Avenue roughly 1/4 of a mile north of the I-94 right-of-way. The 40-acre parcel currently owned by the Frandsen Bank that is included in the preliminary plat was formerly used as a golf driving range and practice facility. This facility ceased operation over five years ago and has sat vacant ever since. The remainder of the area to be platted is currently owned by Dale Properties and is currently used for agricultural purposes.

The preliminary plat has been developed in response to the City's recently adopted Comprehensive Plan, which identifies the bulk of the applicant's property for urban low density residential development with a small portion that is guided for medium density residential development. The plat incorporates 188 single family lots, most of which are designed with a width of 65 or 75 feet, and 122 single family attached residential units that would be constructed in buildings with four to eight connected units. The multi-family area is located adjacent to Keats Avenue and would be located on the southern half of the Frandsen site while the single family lots would extend throughout the rest of the platted area.

The preliminary plat also includes a major portion of the proposed 5th Street Minor Collector road as planned in the City's Transportation Plan. This minor collector road will serve as the primary access for the Savona Subdivision, and will also act as the dividing point between the planned low density residential and the medium density residential/commercial areas along the corridor. The plat incorporates all of 5th Street adjacent to the Savona subdivision, which represents the first segment of a major roadway that is planned to eventually connect Manning Avenue (CSAH 15) to Inwood Avenue (CSAH 13). Consistent with the City's specifications for this roadway segment, the applicant has provided for a 120-foot wide right-of-way, which will provide sufficient room for the construction of a parkway with turning lanes, 10-foot bituminous trail, sidewalk, trees, lighting, and other design elements as planned by the City.

This subdivision is the City's first subdivision that will receive public sanitary sewer service, and because it is the first subdivision to be platted after adoption of the revised Comprehensive Plan, there are several ongoing planning efforts that are happening concurrent with this request. Most importantly, the applicant and several other property owners within the immediate area have petitioned the City to extend sewer and water services to the area. The planned improvements include a new sewer lift station to be sited on the property north of the proposed plat, the construction of a sewer main that will connect to the regional sewer interceptor within the Eagle Point Business Park, and the extension of water lines that will provide a connection to the City's water system. At present, the City's water for this area is provided by the City of Oakdale; however, Lake Elmo's long-range water plans call for an eventual connection to the City's water system via a new line along Inwood Avenue. There is enough capacity in the Oakdale system to provide water to the Lennar development, and a significant portion of the area around the proposed plat, until Lake Elmo can make the needed connections to its system.

One of the other major features of the proposed subdivision is a series of outlots that will provide for open space, trails, and storm water management throughout the development area. Based on an initial review of the proposed park system with the Lake Elmo Park Commission, the applicant is proposing one smaller neighborhood park near the center of the development with a series of trails providing connections in all directions outside of the platted area. The development also incorporates a buffer/greenway area along the northern boundary of the plat adjacent to an existing RE – Residential Estates subdivision as required in the City’s Comprehensive Plan. All outlots that are planned for park land or storm water use will be deeded to the City, while the future home owner’s association will retain ownership of the remaining outlots.

Please note that since the application for a preliminary plat was deemed complete by the City, the applicant has submitted a reviewed preliminary plat document in order to respond to review comments from the City related to the extreme western portion of the site. In particular, the plat as submitted did not properly provide for future trail connections around an exception parcel and the proposed road connections to the west did not line up with current concept plans for the adjacent property. Because the revised plat was submitted recently, the applicant has not gone back and updated the corresponding construction documents accordingly. Because the affected area is relatively small and does not result in any significant deviations from the construction plans, Staff is recommending that the Planning Commission proceed with its review with the understanding that the construction plans will need to be updated in advance of any further City reviews.

The number of proposed residential units did trigger a mandatory Environmental Assessment Worksheet (EAW) under State law, and the City has recently approved this study. The end result of the EAW was that there are no major environmental impacts that are anticipated with the proposed development. The City did receive several comments regarding the proposed development from the reviewing agencies and will continue to review these comments as the development progresses towards final plat approval.

The applicant is proposing to bring forward a final plat for the Savona development in stages, starting with the single family portion of the site adjacent to Keats Avenue and then working westward on the site. At this time, the applicant anticipates that the multi-family area will be the last portion of the site to be constructed.

In addition, the applicant has requested a rezoning of the site in order to remove the current transitional zoning that is in place and to zone the site in a manner consistent with the City’s Comprehensive Plan. Staff is recommending that the zoning action be delayed by the City until after the preliminary plat approval (and either before or in conjunction with any final platting of the subdivision) since the boundary between the LDR and MDR areas will not be defined until 5th Street is platted.

PLANNING AND ZONING ISSUES

The Savona site is guided for urban low density and urban medium density development in the City’s Comprehensive Plan, and the applicant has proposed to zone the corresponding portions of the site LDR – Low Density Residential and MRD – Medium Density Residential respectively. The plans labeled as “site context” in the included packet of information depict the exact areas that will be zoned in this manner. The overall subdivision plan has therefore been prepared in order to comply with the district standards for the LDR and MDR districts in terms of lot size, lot widths, building setbacks, and other design criteria.

The arrangement of lots and blocks follows a very loose grid pattern as one moves from east to west through the subdivision, but with a considerable amount of curving throughout the road network. A significant feature of the subdivision is a north/south trail connection that follows an old fence row dividing the site, with the streets and lots in this portion of the site looping around the trail. This allows for the placement of a smaller park area in the middle of plat that is able to take advantage of one of the few areas on the site with any significant trees. The subdivision has also been designed in a manner to provide for future connections to the properties to the north and to the west either through local streets or through access to the 5th Street Minor Collector road. All streets have been designed to comply with the City's current street standards, which exceed the minimum levels required by the Subdivision Ordinance.

Sidewalks and trails are planned throughout the subdivision, and Staff is recommending that sidewalks be installed on at least one side of all streets in the single family portion of the plat. The proposed plans provide for sidewalks consistent with the Staff recommendation. Within the multi-family area Staff has asked that the developer provide sidewalk on both sides of the street, in which case the plans need to be updated in order to comply with this expectation. In addition to the internal trails and sidewalks that are proposed by the developer, the City has asked that the 5th Street Corridor include a 10-foot bituminous trail on one side of the road and a six-foot sidewalk on the opposite side. The proposed plans conform to this request as well.

A typical lot building plan (detail) is included as part of the attached subdivision packet, and each lot as depicted in the plans includes a description of the lot size, dimensions, and all required setbacks. There are two general lot sizes proposed for the single family area with average dimensions of 65 by 140 feet and 75 by 140 feet. All of the lots meet the City's minimum area requirement of 8,000 for single family lots in a LDR district, with the smallest lot proposed at 8,451 square feet. The site plans further illustrate that throughout the single family area the lots will average 11,175 square feet, which exceeds the minimum requirements by a fairly wide margin.

There is not as much detail provided for the multi-family area, which will be subject to additional reviews in order to be developed as planned. In particular, the City's MDR zoning district standards specify that certain situations require a conditional use permit, including the construction of single family attached dwellings without frontage on a public street. Because the applicant is proposing to utilize private streets to serve the proposed multi-family buildings, a conditional use permit will need to be submitted along with the final plat request for this portion of the site. There are other standards associated with the MDR zoning district that will require the submission of more detailed plans for the buildings that are proposed in the multi-family portion of the plat.

The following is a general summary of the subdivision design elements that have been proposed as part of the Savona preliminary plat and plans:

Zoning and Site Information:

- Existing Zoning: RT – Rural Transitional
- Proposed Zoning: LDR (92 acres) and MDR (21 acres)
- Total Site Area: 113 acres (not including Outlot M)
- Total Residential Units: 310
- Proposed Density (Net): 3 units per acre – Single Family area
6.7 units per acre – Multi-Family area
- REC Units from Comp Plan: 286 (covers less area than proposed plat)

Proposed Lot Dimensional Standards:

- Min. Lot Width: 65 ft.
- Lot Depth: 128 ft. (140 ft. typical)
- Lot Area: 8,000 sq. ft. (8,451 min.)
- Front Yard Setback: 25 ft.
- Side Yard Setback: 7.5 ft. (average)
- Rear Yard Setback: 20 ft.

Proposed Street Standards:

- ROW Width – Local 60 ft. (per Subdivision Ordinance)
- ROW Width – Minor Collector 120 feet
- Street Widths – Local: 28 ft.(per City standard)
- Street Width – Minor Collector Varies – parkway design proposed

The standards listed above are all in compliance with the applicable requirements from the City's zoning and subdivision regulations. Based on Staff's review of the preliminary plat, the applicant has demonstrated compliance with all applicable code requirements at the level of detail that is required for a preliminary plat.

As with any new subdivision the City Code requires that a portion of the plat be set aside for public park use. In this case, the applicant has indicated that certain outlot areas will be dedicated to the City for this purpose, including Outlots A and F and a portion of Outlot E. Since a large portion these areas represent green belt or trail corridors and are not suitable for other types of active recreation usage, it is Staff's recommendation that the City only accept the trail corridors as part of the park land dedication requirements if the developer constructs the planned trail over these areas in conjunction with other required infrastructure improvements. As a general policy, Staff is recommending that the City consider accepting smaller land dedications in exchange for a more robust and connected trail system that will provide access to the City's numerous parks (including the regional park preserve).

The Subdivision Ordinance requires 10% of the land in urban residential districts to be set aside as open space, which totals 11.3 acres. The areas to be dedicated for public use add up to 6.4 acres, which leaves the applicant 4.9 acres short of the required land dedication. If the City chooses to accept smaller amount of land dedication, the developer will be required to pay a fee equivalent to the fair market value of this 4.9 acres. This payment would be places in the City's park land fund, and could be used to acquire new park land or trail corridors or for the improvement of existing park areas.

REVIEW AND ANALYSIS

City Staff has reviewed the proposed preliminary plat, which has gone through several versions in advance of the formal application being accepted as complete by the City. During the course of these reviews, several of the issues and concerns that were pointed out by Staff have been addressed by the applicant with updated submission documents; however, there are other elements of the plat that must still be addressed or corrected by the applicant. In general, the proposed plat will meet all applicable City requirements for approval, and any deficiencies or additional work that is needed is noted as part of the review record. As the initial subdivision to be developed within one of the City's

urban service areas, there are several things happening in and around the Savona subdivision that will have an impact on the project, including the larger assessment project that will bring water and sewer services into this area, the ongoing work to plan for a significant minor collector road to meet the transportation needs of this area, and the plans from adjacent property owners to develop their properties. Given the location of the subdivision in an area that will be seeing significant changes in the near future, Staff recognizes that this initial plat will have a number of issues that will need to be resolved in the future.

The City has received a detailed list of comments from the City Engineer and the Washington County concerning the proposed subdivision, in addition to general comments from the Valley Branch Watershed District, Building Official, and the Fire Chief, all of which are attached for consideration by the Commission.

In addition to the general comments that have been provided in the preceding sections of this report, Staff would like the Planning Commission to consider the issues and comments related to the following discussion areas as well:

- ***Comprehensive Plan.*** The proposed subdivision is consistent with the Lake Elmo Comprehensive Plan for this area and with the densities that were approved as part of this plan. The net densities for the development fall within the ranges allowed for the urban low density and urban medium density land use categories. Furthermore, the overall number of REC units planned matches the overall numbers that were used for projecting the unit counts in this area. Other aspects of the Comprehensive Plan relate to the Savona subdivision as follows:
 - ***Transportation.*** The City's transportation plan calls for the construction of a minor collector road that will connect the eastern and western portions of the I-94 Corridor. Staff views this road as a critical piece of the transportation infrastructure that is needed to serve the densities that have been planned for this area. Lennar has incorporated the right-of-way at the width necessary to construct the minor collector as part of its preliminary plat.
 - ***Parks.*** The City's park plan identifies proposed locations for neighborhood parks based on the anticipated population that should be served by each park. In addition to the existing Stonegate Park, the plan calls for at least two additional parks in the vicinity of the Savona Plat, one in the middle of the proposed development area and one off the applicant's site closer to Goose Lake. As noted earlier by Staff, the Park Commission did review the Savona sketch plan and generally agreed with concept of having a smaller "pocket/neighborhood" park serve the subdivision along with a series of trails providing connections to the Stonegate Park and other local and regional parks and trails.
 - ***Water.*** Water will eventually be provided to this area via a future extension of the system along Inwood Avenue. The Savona subdivision will be able to be served under the City's current agreement with the City of Oakdale until the Inwood extension is completed.
 - ***Sanitary Sewer.*** Lennar will be required to connect to the sewer main being constructed as part of the Section 34 area wide assessment project. In this case, all of the property owners that are planned to be served by sanitary sewer have petitioned

the City to construct the required sewer and water mains to serve the area. The utility plans for Savona are consistent with the proposed assessment project.

- **Phasing.** The Savona subdivision is located within the Stage 1 phasing area for the I-94 Corridor and therefore the proposed development is acceptable as the first development within the planned urban residential areas.
- **Zoning.** The proposed zoning for the Savona site will be split between the LDR – Low Density Residential and the MDR – Medium Density Residential zoning districts. The submitted development plans demonstrate compliance with the City’s urban residential zoning requirements; however, additional details will need to be provided for the multi-family area in order to fully review the plans for this area. Single family detached housing is a permitted use under the code, while certain aspects of the multi-family project may require a conditional use permit (CUP). If a CUP is required for the multi-family portion of the project, this request may be submitted in conjunction with a final plat for this part of the site. The applicant has indicated that the multi-family development will comply with the City’s requirements for open space for such developments.
- **Subdivision Requirements.** The City’s Subdivision Ordinance includes a fairly lengthy list of standards that must be met by all new subdivisions, and include requirements for blocks, lots, easements, erosion and sediment control, drainage systems, monuments, sanitary sewer and water facilities, streets, and other aspects of the plans. For instance, the Ordinance includes limitations on the maximum length of a block (1,800 feet), and based on the spacing of the proposed streets, the Savona plat complies with this requirement. The majority of these requirements have been addressed as part of the City Engineer’s comments (which are summarized below) or have been reviewed as part of Staff’s ongoing communications with the applicant regarding the project.
- **Infrastructure.** The developer will be required to construct all streets, sewer, water, storm water ponds, and other infrastructure necessary to serve the development. Because the Savona subdivision is not adjacent to any existing utilities, the developer has joined a petition with other property owners in the area to have the City undertake a project to build the required water and sewer mains (and required sewer lift station) and then assess the cost of this work back to the benefiting property owners. Because the installation of the infrastructure covered under the assessment project is critical to providing services to Savona, Staff has included a condition on the approval of the preliminary plat what requires this project to be ordered before the applicant may proceed with a final plat.
- **Landscaping.** The Planning Department has completed a detailed review of the City’s landscaping requirements for the project, and due to the length of these particular comments, has attached this review as a separate document. In general, the landscape plans does meet the City’s requirements; however, Staff is recommending that this plan be reviewed by a landscape architect prior to approval of the final plat.
- **Tree Preservation and Protection.** The City recently adopted a tree preservation and protection ordinance; however, this ordinance was not effective at the time the applicant submitted its plat. The applicant did prepare a woodland evaluation report (attached) that indicates there are not a large number of significant trees on the site. Most of the remaining

trees are located along a fence row that will be preserved as part of a trail corridor through the middle of the project. Other trees are located in very small clusters on the western portion of the property or were planted as part of the golf facility over ten years ago. Staff is recommending that as a condition of approval the applicant be required to install fencing around all trees to be preserved prior to the commencement of any grading activity. Staff is also asking that the applicant move as many of the existing trees on the golf facility site as possible and incorporate these trees into the landscape plans for Savona.

- ***Green Belt/Buffer.*** The Comprehensive Plan identifies an area north of the Savona Plat and south of the Stonegate subdivision as a green belt/buffer space with a minimum width of 100 feet. The Savona subdivision includes an area that has been design to comply with this aspect of the Comprehensive Plan; however, there are two areas where the green belt as shown does not appear to meet the intent of the Comprehensive Plan. First, the green space near Lots 1 and 2 or Block 10 does not follow a consistent 100 feet from the Stonegate neighborhood and must be increased in width in order to comply. The trail in this portion of the plat must also be pulled away from adjacent property lines and will need to continue into the property to the north. Secondly, the trail that would allow for public dedication of the green belt does not continue around the exception parcel in the extreme northwest portion of the plat. Staff is recommending that the applicant dedicate a minimum width of 30 feet around the exception parcel in order to provide enough room to construct a trail, and must also include the continuation of this trail as part of the plans for the project. With these revisions to the plat/plans, Staff believes that that green belt/buffer requirements of the Comprehensive Plan would be met by the applicant.
- ***Exception Parcel.*** The depth of exception parcel in the northwest portion of the site is shown on the plat at 250 feet. Staff has received a survey from the applicant for the entire parcel that shows that this measurement should be 262 feet. The applicant will need to update the preliminary plat to reflect the correct measurements for this parcel.
- ***Streets and Transportation.*** The proposed street system has been designed to comply with all applicable subdivision requirements and City engineering standards. As noted in the City Engineer's report, Staff is recommending that "Street A" and "Street E" be re-aligned in manner that provides a more direct connection between 5th Street and the eventual development that will take place to the north of Savona. The City Engineer has also requested that additional right-of-way be secured at the intersection of 5th Street and the future street providing a connection to the property to be retained by Dale Properties to the south. Staff further is requesting that the plans for 5th Street include all design elements as requested by the City, including the street trees, landscaping, lighting, signage, median plantings, and fencing proposed as part of the City's recent theming project with Damon and Farber Associates. A 5th Street concept that has been prepared by the City's consultant has been provided to the applicant and is attached for review by the Planning Commission.
 - ***County Comments.*** Comments from Washington County, which focus on needed improvements to Keats Avenue (CSAH 19) to serve the development, are noted below.
 - ***Temporary Dead End Roads.*** Because the time table for construction of road improvements on the property to the north is unknown at this point in time, the

applicant will need to plan for temporary turn-arounds on those streets that will eventually connect to the Hammes site.

- **Street Names.** Staff is continuing to work on implementing a clear and consistent naming system for new streets in the community and has not yet had time to consider street names within the Savona subdivision. As a condition of approval, Staff is asking that the applicant continue to work with the City at developing street names for the project, and that these names be included with the final plat submission.
- **Adjacent Parcels.** The proposed plat provides street and trail connections (with the one exception noted above) to adjacent parcels, and these connections are consistent with the latest plans that Staff has received from the adjoining property owners. Please note that the property owner to the west has requested that 5th Street follow a more southerly alignment in the western portion of the Savona plat. Staff has noted that any re-alignment of this roadway may be considered as an amendment to the plat in the future. At this point in time, Staff is not aware that the property owner (Dale Properties) has consented to a change in this road alignment.
- **City Engineer Review.** The City Engineer has provided the Planning Department with a detailed comment letter as a summary of his preliminary plat review. Staff has incorporated the more significant issues identified by the Engineer as part of the recommended conditions of approval, and has also included a general condition that all issues identified by the City Engineer must be addressed by the applicant prior to approval of a final plat for any portion of the Savona subdivision. The Engineer does note that the proposed plat complies with the City's standards with one exception related to sidewalk grades, but does recommend approval of this exception due to difficulties that are primarily related to current site conditions.
- **Fire Department Review.** The Fire Chief has reviewed the plat and has requested that any cul-de-sacs (including those with islands) be designed to allow for the efficient turning movement of larger fire vehicles. He has also asked that the spacing of fire hydrants comply with the City's requirements. The City Engineer will be taking these comments into consideration during its review of future construction plans for this subdivision.
- **Washington County Review.** County Staff has reviewed the Savona plat and provided specific comments to the City in a letter dated July 3, 2013. The most significant of the County's concerns is that the applicant will need to make improvements to the County road system in order to provide the necessary access to Savona. As a condition of approval, Staff has noted that the applicant will be responsible for including all improvements to TH19 as required by the County as part of the construction plans for the development, and that the developer will be responsible for constructing these improvements, which will include the construction of a new median crossing within the TH19 right-of-way, the removal of the existing median crossing, construction of a trail through this median, and the installation of turn lanes into the development.
- **Watershed Districts.** The project area lies within two watershed districts, the Valley Branch Watershed District and the South Washington Watershed District. Both entities have previously provided comments to the City as part of the EAW for the project, and the

developer will need to secure permits from both watershed districts in order to proceed with the development as planned.

- **EAW Comments.** The City of Lake Elmo received comments from eight agencies as part of the EAW review. The City Council provided a response to the comments and ultimately approved the EAW. These comments will be kept on record and will be used to help guide the City's review of the preliminary and final construction plans for the site.

Based on the above Staff report and analysis, Staff is recommending approval of the preliminary plat with several conditions intended to address the outstanding issues noted above and to further clarify the City's expectations in order for the developer to move forward with a final plat. The recommended conditions are as follows:

Recommended Conditions of Approval:

- 1) Within six months of preliminary plat approval, the applicant shall complete the following: a) the applicant shall provide adequate title evidence satisfactory to the City Attorney; b) the applicant shall pay all fees associated with the preliminary plat; c) the applicant shall submit a revised preliminary plat and plans meeting all conditions of approval. All of the above conditions shall be met prior to the City accepting an application for final plat and prior to the commencement of any grading activity on the site.
- 2) The applicant shall dedicate a minimum of 30 feet of land around the "Exception" parcel in the northwest portion of the Savona subdivision to allow for the construction of an eight-foot bituminous trail to the western edge of the subdivision and to allow for sufficient room for drainage and utilities adjacent to "Street A".
- 3) The applicant shall provide for a minimum green belt/buffer of 100 feet around all of the adjacent Stonegate subdivision, and must revise the preliminary plat in the vicinity of Lots 1 and 2 of Block 10 to properly account for this buffer.
- 4) The eight-foot bituminous trail located within Outlot A shall be moved off of the property line of the adjacent Stonegate subdivision and shall be designed to continue into the property to the north and to provide a connection to "Street A"
- 5) The sidewalk along "Street A" must continue along this street until its termination point at the northern boundary of the subdivision.
- 6) The applicant shall work with the City and Washington County to identify and reserve sufficient space for a future trail corridor along the western right-of-way line of Keats Avenue.
- 7) The landscape plan shall be updated to include tree protection fencing in all areas where grading will be near trees intended for preservation.
- 8) The landscape plan shall be reviewed and approved by an independent forester or landscape architect in advance of the approval of a final plat and final construction plans.
- 9) Sidewalks shall be required on both sides of the public street providing access to the multi-family housing portion of the subdivision.

- 10) The applicant shall be responsible for the construction of all improvements within the Keats Avenue (CSAH 19) right-of-way as required by Washington County and further described in the review letter received from the County dated July 3, 2013. The required improvements shall include, but not be limited to: construction of a new median crossing, closure and restoration of the existing median crossing in this area, continuation of the planned ten-foot bituminous trail through the median, turn lanes, and other improvements as required by the County.
- 11) The developer shall follow all of the rules and regulations spelled out in the Wetland Conservation Act, and shall acquire the needed permits from the appropriate watershed districts prior to the commencement of any grading or development activity on the site.
- 12) The applicant shall submit revised preliminary plans that incorporate the changes made to the western portion of the preliminary plat, and specifically, the rearrangement of lots around the "Exception" parcel.
- 13) The applicant shall enter into a maintenance agreement with the City that clarifies the individuals or entities responsible for any landscaping installed in areas outside of land dedicated as public park and open space on the final plat.
- 14) The developer shall be required to pay a fee in lieu of park land dedication equivalent to the fair market value for the amount of land that is required to be dedicated for such purposes in the City's Subdivision Ordinance less the amount of land that is accepted for park purposes by the City. Any cash payment in lieu of land dedication shall be paid by the applicant prior to the release of the final plat for recording.
- 15) Any land under which public trails are located will be accepted as park land provided the developer constructs said trails as part of the public improvements for the subdivision.
- 16) The applicant shall provide for an active recreation area (either public or private) within the multi-family portion of the subdivision. This area shall be sufficient for a small play structure or other similar improvement subject to review and approval by the Planning Director.
- 17) The applicant shall work with the City Engineer to realign "Street A" and "Street E" as one continuous through street with a design that accommodates the anticipated traffic volume. The street should be continuous, but remain curvilinear to mitigate traffic speeds.
- 18) No more than half of the residential units depicted on the preliminary plat (155) may be approved as part of a final plat until a second access is provided to the subdivision, either via a connection to Hudson Boulevard to the south or Inwood Avenue (CSAH 13) to the west.
- 19) Any future realignment of 5th Street must be approved by the City as an amendment to the preliminary plat.
- 20) The applicant must enter into a separate grading agreement with the City prior to the commencement of any grading activity in advance of final plat and plan approval. The City

Engineer shall review any grading plan that is submitted in advance of a final plat, and said plan shall document extent of any proposed grading on the site.

- 21) The preliminary grading, drainage and erosion control plan must be revised to address the comments from the City Engineer in his review letter dated July 9, 2013 regarding the size of specific ponds in relation to the drainage areas that are served by these ponds.
- 22) The preliminary plans must be revised to incorporate all proposed improvements within the 5th Street right-of-way. All improvements as requested by the City shall be included in these plans and the design shall be consistent with City specifications and with the concept plan prepared for the City by Damon Farber and Associates.
- 23) All required modifications to the plans as requested by the City Engineer in a review letter dated July 9, 2013 shall be incorporated into the plans prior to consideration of a final plat. Specific requirements include, but are not limited to, the following:
 - a. The applicant must provide the city a letter of approval to perform the proposed work in the BP Pipeline easement. Work includes installation of storm sewer pipe, grading activities, and relocation of the High Pressure Gas line, if necessary.
 - b. The applicant must provide the city a letter of approval to perform the proposed work in the Electrical Transmission easement areas. Work includes installation of storm sewer pipe, grading activities, and storm water ponding.
- 24) The preliminary plat and preliminary plans shall only be approved upon the ordering of the 429 public improvement project for Section 34 by the City Council. If the City Council does not order this project, the applicant must revise the preliminary plans to provide adequate utilities to serve the subdivision. Any such plan revisions will be subject to review and approval by the City Council.
- 25) The applicant shall secure any necessary permits for the multi-family area, including but not limited to a conditional use permit to allow for single family detached residences that do not have frontage on a public street, at the time a final plat is submitted for this area.
- 26) The applicant is encouraged to preserve or re-use as many trees as possible that are currently located on the former golf facility property and to incorporate these trees as part of the landscape plan for the Savona subdivision.
- 27) The applicant shall work with the Planning Director to name all streets in the subdivision prior to submission of a final plat.

DRAFT FINDINGS

Staff is recommending that the Planning Commission consider the following findings with regards to the proposed Savona preliminary plat:

- That the Savona preliminary plat is consistent with the Lake Elmo Comprehensive Plan and the Future Land Use Map for this area.

- That the Savona preliminary plat complies with the City’s Urban Low Density Residential and Urban Medium Density Residential zoning districts.
- That the Savona preliminary plat complies with all other applicable zoning requirements, including the City’s landscaping, storm water, sediment and erosion control and other ordinances.
- That the Savona preliminary plat complies with the City’s subdivision ordinance.
- That the Savona preliminary plat is consistent with the City’s engineering standards with one exception as noted by the City Engineer in his review comments to the City dated July 9, 2013.

RECCOMENDATION:

Staff recommends that the Planning Commission recommend approval of the Savona preliminary plat with the 27 conditions of approval as listed in the Staff report. Suggested motion:

“Move to recommend approval of the Savona preliminary plat with the 27 conditions of approval as drafted by Staff”

ATTACHMENTS:

1. Preliminary Landscape Plan Review Comments
2. Application Form (3)
3. Property Owner Contact Information
4. Woodland Evaluation Report
5. Review Comments:
 - a. City Engineer
 - b. Washington County
 - c. Building Official
 - d. Valley Branch Watershed District
6. 5th Street Concept Plans (Damon Farber Associates)
7. Updated Preliminary Site Plan
8. Preliminary Plat and Plans (23 sheets)

ORDER OF BUSINESS:

- Introduction Planning Staff
- Report by Staff Planning Staff
- Questions from the Commission Chair & Commission Members
- Open the Public Hearing Chair
- Close the Public Hearing Chair
- Discussion by the Commission Chair & Commission Members
- Action by the Commission Chair & Commission Members

Response Matrix
Savona Preliminary Plat Public Hearing Questions
Lake Elmo Planning Department – 7/29/13

The following issues and comments were raised during the public hearing and subsequent Planning Commission discussion concerning the Savona preliminary plat. Staff has identified the significant comments that were stated at the meeting and offers the following responses:

Issue/Comment	Staff Response
<p>Density of the proposed development</p>	<p>The City's initial work to determine appropriate densities within the future sewer service areas (both for I-94 and the Village) used the gross acreages of current parcels to determine the overall number of REC units that was planned for development area. This allowed the City to prepare a plan that demonstrated compliance with the minimum REC unit thresholds that are established in the MOU between the City and Met Council without needing to study the development potential of each and every potential development site. Please note that these numbers therefore do not take into account how much area within each parcel could or could not be developed due to issues unique to each site (wetlands, open water, steep slopes, poor soils, heavily forested areas streets, trails, etc.).</p> <p>For purposes of determining an allowed density for the Comprehensive Plan, the City decided to use a net density calculation, which removes the areas devoted to streets, parks, wetlands, open space, and other similar activities outside of the actual areas that are developed. This results in a somewhat higher density calculation than would otherwise be achieved using gross acreages because you have less land in which to accommodate the same number of units. The benefit of using this system is that a developer only receives "credit" for land that can be developed, and put more bluntly, they do not receive any rights to develop land that otherwise cannot be developed.</p> <p>Focusing on the Savona development, the City's rough density calculations using 2.5 units per acre as the lowest permitted density projected that there would be 230 units built on the area guided for low density development on this property. The applicant is proposing to plat 188 residential lots, which is below the gross density amount. When translated to a net density calculation the density number increases to closer to three units per acre, but this is primarily due to the large amounts of road right-of-way, open space, and storm water management areas that have been planned as part of the development.</p>

	<p>Most importantly, the 3 units per acres is consistent with the City's Comprehensive Plan for the urban low density residential planning areas, which are guided for 2.5 to 4 units per acre net density.</p>
<p>Use of density ranges in the Comprehensive Plan</p>	<p>In order to plan for growth within sewered development areas, the City has chosen to differentiate between different residential land uses using a range of density values (expressed in units allowed per acre). It is a universally accepted practice in the planning field to deal with residential land uses in this manner since no two sites or development projects are going to be able to meet a specific density or unit count exactly. The ranges are intended to set a boundary between different types of residential uses while still providing enough detail to facilitate planning for transportation, utilities, parks, and other components of a comprehensive plan.</p> <p>In Lake Elmo's case, the Comprehensive Plan identifies residential development below 4 units an acre as low density, between 4.5 and 7.5 units per acre as medium density, and anything above 7.5 units per acre as high density. In the past, the City has only needed to establish a maximum density count for development in rural areas because there was no other land use category that allowed residential development. In order to achieve the REC unit counts as required under the MOU with the Met Council, the City must allow for densities that exceed those classified as low density residential.</p> <p>The City of Lake Elmo was successful in negotiating a modest reduction to the densities that would have otherwise been required by the Met Council prior to submitting the land use plan that was ultimately approved by the Met Council. The Met Council's policies require that Cities connecting to the regional sanitary sewer system adopt residential densities with a minimum of 3.5 units per acre. The City of Lake Elmo received approval for densities down to 2.5 units per acre at the low end of the range.</p>
<p>More park space may be needed to serve the proposed development</p>	<p>The Planning Department will be presenting a map showing the City's existing parks in the areas surrounding the Savona subdivision at the meeting. Staff has recommended that the City accept the park land dedications that have been included on the preliminary plat with the understanding that: 1) the City has 17 existing parks in addition to the regional park reserve that current provide recreation space for residents, 2) these parks all have maintenance and operational needs that must be met, 3) additional parks will be dedicated to the City as future projects are brought forward, and 4) construction of the planned trail improvements will provide a more significant benefit to the residents of the area than additional park space.</p>

	<p>The applicant will also be presenting a conceptual layout of the larger park area within Savona for consideration by the Planning Commission in order to better illustrate how this area could be used for park and recreation purposes.</p>
Park commission response	<p>Shane Weiss, who is the chair of the Lake Elmo Park Commission, has been asked to attend the Planning Commission meeting on July 29th to discuss the Park Commission's review of the Savona Plat and to review related park issues with the Planning Commission.</p>
Location of trails and pathways	<p>Staff has revised one of the conditions of approval to require that the trails be located closer to the Savona lots and further away from the adjacent properties.</p>
Park design	<p>The design for any park areas will need to be addressed by the City in the future. The Park Commission is presently working on a resident survey to determine the types of facilities and amenities that the City's residents would like to see in park areas. This work will be used to help guide future decisions concerning park improvement projects. Lennar was asked to prepare a conceptual layout of the larger park area within Savona using some of its existing developments as an example. These concepts are attached for consideration by the Planning Commission.</p>
Use of park fees in lieu of land dedication	<p>The City's Park Plan, which is a component of the Comprehensive Plan, calls for a series of neighborhood parks along the I-94 corridor and a larger community park/sports complex that would be built in the Village planning area. Since land dedication requirements alone would not be enough to acquire the needed land for a community park, any fees in lieu of land dedication will ultimately help pay for this community-wide amenity. The City's Park Plan also plans for a fairly extensive trail system, which could be constructed using funds from the park fund.</p>
On-street parking	<p>The City has developed a standard for new streets that has been reviewed by Staff, including the City Engineer, Public Works Department, Fire Department, and Planning Department. The streets proposed by the applicant are consistent with this standard, which has been designed to allow for parking on street while still allowing sufficient maneuvering room for cars and trucks on the street. All of the proposed streets are very low volume residential streets and will not see a large amount of traffic other than the trips generated by the residents within the neighborhood.</p> <p>In general, Staff does not anticipate that there will be significant demand for on-street parking within the Savona subdivision. In cases where a very heavy demand might be expected, a wider road width might be warranted.</p> <p>As with most development issues, there is always going to be a</p>

	<p>compromise between various design elements for a site. In this case, the proposed street width of 28 feet is a reasonable compromise that will keep the street somewhat narrow (which will help reduce speeds and calm traffic), while still allowing on-street parking in a manner that will not interfere with the ability to access the homes in this subdivision.</p>
<p>Play areas and the use of streets by children</p>	<p>The Savona subdivision includes sidewalks and/or trails throughout the development to help safely move pedestrians from one point to another. The proposed parks within Outlot F and Outlot K are intended to provide space for children to play. The use of the driving lanes within streets by pedestrians is generally discouraged for safety reasons, although the "complete streets" movement encourages streets to be designed for all users of a transportation system. By including sidewalks and trails and keeping the width of the roadways at a reasonable amount, the applicant has recognized that the streets will be moving more than just cars and trucks.</p>
<p>Developer performance</p>	<p>The developer will be required to enter into an agreement with the City that guarantees the completion of all required improvements, including streets, trails, sidewalks, utilities, and landscaping. This agreement will be included as part of any application for final plat. The City has adopted a revised developer's agreement that is intended to avoid some of the non-compliance issues that have been observed in some previous subdivisions.</p>
<p>Street "A" and "E" realignment</p>	<p>At the direction of the Planning Commission, Staff has removed Condition #17, which would have required the applicant to realign two of the streets within the subdivision.</p>
<p>Landscape plan review for appropriate trees</p>	<p>One of the conditions of approval requires that the landscape plan be reviewed by a professional forester or landscape architect. One of the reasons for this review will be to ensure that the proper trees are being selected for the plan.</p>
<p>Single family and townhouse design</p>	<p>The City has decided not to require design review for single family homes, which comprise the majority of the Savona Plat. As currently drafted, the multi-family area will be subject to the City's design standards. This review will be conducted at the time of final plat review.</p>
<p>Financial impacts of proposed development</p>	<p>The developer will be required to construct all improvements within the subdivision that are required to serve the Savona Subdivision, including sewer, water, roads, and other required infrastructure. The applicant has also agree to participate in a regional assessment project that will assess all property owners in this area for the trunk sewer and water main extensions necessary to provide these service to the Savona site and all surrounding properties.</p>
<p>Pedestrian crossings</p>	<p>The proposed construction plans will include appropriate pedestrian crosswalks where sidewalks and trails cross 5th Street</p>

	and Keats Avenue.
Townhouse outlots	The applicant has indicated that the townhouses will be developed as a common interest community. This means that a homeowner's association would own all of the common property around the site structures. All structures will need to comply with the City's zoning regulations for yard setbacks, access, impervious coverage limits, and other requirements whether or not each home is platted on separate lot.
Written comments	<p>Staff is anticipating that the developer of the property to the west of Savona (Amaris Homes) will be submitting comments opposed to the alignment of 5th Street as depicted on the preliminary plat. In particular, this developer would like to see the road moved further to the south order to provide a more optimal alignment through the property currently owned by the Louis Damiani Trust.</p> <p>At this point in time, the property owner (Dale Properties) has not come to any agreement with Lennar or the developer to the west concerning a realignment of the roadway. Dale properties has sent the City an email (attached) stating their willingness to continue discussions with both parties to make the requested adjustment before the final plat is recorded.</p> <p>As originally drafted, one of the conditions of approval noted that a realignment of 5th Street must be approved as an amendment to the final plat. Staff has suggested revising this condition to specify that the realignment may be completed prior to submission of a final plat for this area in order to provide the three impacted parties with additional time to negotiate on this matter.</p>
Revision to conditions of approval	Based on discussion from the previous Planning Commission meeting, Staff has made revision to the recommended conditions of approval. In order to facilitate the Commission's review, the proposed changes are noted in the document.

Savona Preliminary Plat Review – Preliminary Landscape Plan
Prepared by Lake Elmo Planning Staff
7-17-13

- **Preliminary Landscape Plan Review**
 - Landscaping requirements related to development activity are currently addressed in the City's Subdivision Ordinance, more specifically at Preliminary Plat. The Subdivision Ordinance requires two types of tree plantings: general and boulevard plantings.
 - The City's Subdivision Ordinance (§153.07.F.8.b) requires the developer to install trees at a minimum of 6 trees (deciduous: 1 inch caliper, coniferous: 3' in height) per acre within the subdivision. The site is 112.6 acres, requiring 676 trees, or 676 caliper inches of tree planting to meet the general requirement.
 - Regarding boulevard plantings, the City's Subdivision Ordinance (§153.07.F.8.c) requires tree plantings at a rate of 2 per 100 lineal feet and a minimum of 1.5 inch caliper in size. The proposed subdivision includes 31,329 linear feet of street. This translates to 627 boulevard trees, or 940 caliper inches as required boulevard plantings.
 - Per the City's Subdivision Ordinance, the total required plantings translate to 1,303 total trees, or 1,616 total caliper inches of tree plantings.
 - Per the Savona Preliminary Landscape Plan, the applicant is proposing to plant 1,228 total trees, translating to 3,070 total caliper inches. The applicant has noted that the following plant materials are included in the Preliminary Landscape Plan:
 - 690 Overstory Trees, minimum 2.5 inch caliper
 - 153 Ornamental Trees, minimum 1.5 inch caliper
 - 385 Evergreen Trees, minimum 6' height
 - Staff has reviewed the Preliminary Landscape Plan and determined that it meets the intent of the ordinance due to the fact that the size of the plant materials greatly exceeds the minimum requirements or thresholds. Despite the fact that the proposed number of trees included in the plan is less than the number technically required per the City's Subdivision Ordinance, the Preliminary Landscape Plan greatly exceeds the minimum amount of 1,616 caliper inches required. By utilizing larger and more mature plant materials and trees than the City's Ordinance requires, the proposed plan would install 3,070 total caliper inches of trees, nearly twice the amount of the minimum threshold.
 - Staff has reviewed the boulevard plantings and determined that the Preliminary Landscape Plan meets the City's requirements for boulevard trees.
 - Regarding the proposed collector road that is included in the Preliminary Plat application, Staff has reviewed the location and type of plantings adjacent to the collector and found that the design should provide an effective buffer to the residential lots proposed in the development.
 - Staff recommends that the Final Landscape Plan be reviewed by an independent forester or landscape architect in advance of the approval of Final Plat and Final Construction Plans.

City of Lake Elmo DEVELOPMENT APPLICATION FORM

- Comprehensive Plan Amendment
- Zoning District Amendment
- Text Amendment
- Flood Plain C.U.P. Conditional Use Permit
- Conditional Use Permit (C.U.P.)
- Variance * (See below)
- Minor Subdivision
- Lot Line Adjustment
- Residential Subdivision Sketch/Concept Plan
- Site & Building Plan Review
- Residential Subdivision Preliminary/Final Plat
 - 01 - 10 Lots
 - 11 - 20 Lots
 - 21 Lots or More
- Excavating & Grading Permit
- Appeal
- PUD

APPLICANT: US Home Corporation D/B/A Lennar 16305 36th Ave N. Plymouth, MN 55446
 (Name) (Mailing Address) (Zip)

TELEPHONES: Joe Jablonski 952-249-3014 612-490-6076 joe.jablonski@Lennar.com
 (Home) (Work) (Mobile) (Fax)

FEE OWNER: SEE ATTACHED
 (Name) (Mailing Address) (Zip)

TELEPHONES: _____
 (Home) (Work) (Mobile) (Fax)

PROPERTY LOCATION (Address and Complete (Long) Legal Description):
PID #S 340292134003, 340292134001, 340292131001, 340292142001, 340292141004, SEE ATTACH FOR LEGAL DESCRIPTIONS.

DETAILED REASON FOR REQUEST: Preliminary Plat Application For Residential Subdivision generally consistent with comp plan & concept plan Review. Additional information included with Application material.

*VARIANCE REQUESTS: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the Applicant must demonstrate a hardship before a variance can be granted. The hardship related to this application is as follows:

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision Ordinances and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

[Signature] 3/22/2013
 Signature of Applicant Date

[Signature] 3/22/2013
 Signature of Applicant Date

[Signature] 10/1/2003
 Signature of Owner Date properties

[Signature] *
 Signature of Owner Date
 City of Lake Elmo • 3800 Laverne Avenue North • Lake Elmo • 55042 • 651-777-5510 • Fax 651-777-9615
 FB & T

**City of Lake Elmo
DEVELOPMENT APPLICATION FORM**

Fee \$ _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Variance * (See below) | <input checked="" type="checkbox"/> Residential Subdivision Preliminary/Final Plat |
| <input type="checkbox"/> Zoning District Amendment | <input type="checkbox"/> Minor Subdivision | ○ 01 - 10 Lots |
| <input type="checkbox"/> Text Amendment | <input type="checkbox"/> Lot Line Adjustment | ○ 11 - 20 Lots |
| <input type="checkbox"/> Flood Plain C.U.P. Conditional Use Permit | <input type="checkbox"/> Residential Subdivision Sketch/Concept Plan | <input checked="" type="checkbox"/> 21 Lots or More |
| <input type="checkbox"/> Conditional Use Permit (C.U.P.) | <input type="checkbox"/> Site & Building Plan Review | <input type="checkbox"/> Excavating & Grading Permit |
| | | <input type="checkbox"/> Appeal |
| | | <input type="checkbox"/> PUD |

APPLICANT: US Home Corporation D/B/A Lennar Suite 600
 (Name) (Mailing/Address) 16305 36th Ave N. Plymouth, MN 55446 (Zip)

TELEPHONES: Joe Jablonski 952-249-3014 612-490-6076 joe.jablonski@lennar.com
 (Home) (Work) (Mobile) (Fax)

FEE OWNER: SEE Attached
 (Name) (Mailing Address) (Zip)



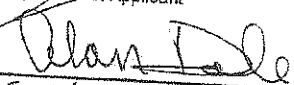
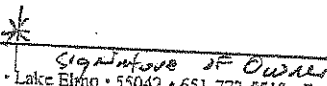
TELEPHONES: _____
 (Home) (Work) (Mobile) (Fax)

PROPERTY LOCATION (Address and Complete (Long) Legal Description):
PIO #S 3402921340003, 3402921340001, 3402921310001, 3402921420001, 3402921410004, SEE ATTACH FOR LEGAL DESCRIPTIONS.

DETAILED REASON FOR REQUEST: Preliminary Plat Application For Residential Subdivision generally consistent with comp plan & concept plan Review. Additional information included with Application material.

*VARIANCE REQUESTS: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the Applicant must demonstrate a hardship before a variance can be granted. The hardship related to this application is as follows:

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision Ordinances and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

	<u>3/22/2013</u>		<u>3/22/2013</u>
Signature of Applicant	Date	Signature of Applicant	Date
	<u>4-6-13</u>		<u>FB & T</u>
Signature of Owner	Date	Signature of Owner	Date

107/2003
 Date properties
 City of Lake Elmo • 3800 Laverne Avenue North • Lake Elmo • 55042 • 651-777-5510 • Fax 651-777-9615

Fee \$ _____

City of Lake Elmo DEVELOPMENT APPLICATION FORM

- Comprehensive Plan Amendment
- Zoning District Amendment
- Text Amendment
- Flood Plain C.U.P. Conditional Use Permit
- Conditional Use Permit (C.U.P.)
- Variance * (See below)
- Minor Subdivision
- Lot Line Adjustment
- Residential Subdivision Sketch/Concept Plan
- Site & Building Plan Review
- Residential Subdivision Preliminary/Final Plat
 - 01 - 10 Lots
 - 11 - 20 Lots
 - 21 Lots or More
- Excavating & Grading Permit
- Appeal
- PUD

APPLICANT: US Home Corporation D/B/A Lennar 16305 36th Ave N. Plymouth, MN 55446
(Name) (Mailing/Address) (Zip)

TELEPHONES: Joe Jablonski 952-249-3214 612-490-6076 joe.jablonski@lennar.com
(Home) (Work) (Mobile) (Fax)

FEE OWNER: SEE Attached
(Name) (Mailing Address) (Zip)

TELEPHONES: _____
(Home) (Work) (Mobile) (Fax)

PROPERTY LOCATION (Address and Complete (Long) Legal Description): _____

PID #'S 3402921340003, 3402921340001, 3402921310001, 3402921420001, 3402921410004, SEE ATTACH FOR LEGAL DESCRIPTIONS.

DETAILED REASON FOR REQUEST: Preliminary Plat Application For Residential Subdivision generally consistent with comp plan & concept plan Review. Additional information included with Application material.

*VARIANCE REQUESTS: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the Applicant must demonstrate a hardship before a variance can be granted. The hardship related to this application is as follows:

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision Ordinances and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

[Signature] 3/22/2013
Signature of Applicant Date

[Signature] 3/22/2013
Signature of Applicant Date

[Signature] 4/15/2013
Signature of Owner Date
10712003 Date properties
City of Lake Elmo • 3800 Laverne Avenue North • Lake Elmo • 55042 • 651-777-5520 • Fax 651-777-9615
FB & T

Existing Property Owners:

PID # 3402921410004

Frandsen Bank & Trust
c/o DF and Company, Inc.
5481 St. Croix Trail, Ste. 200
North Branch, MN 55056
Attn: Jim Ertz

PID#'s 3402921340003, 3402921340001, 3402921310001, 3402921420001

Dale Properties LLC
6007 Culligan Way
Minnetonka, MN 55345
Attn: Alan J. Dale



7699 Anagram Drive
Eden Prairie, MN 55344

PHONE 952-937-5150
FAX 952-937-5822
TOLL FREE 888-937-5150

www.westwoodps.com

MEMORANDUM

Date: March 8, 2013

Re: **Lake Elmo Property Woodland Evaluation Report**
File: 20121161.00

To: Lennar
16305 36th Ave. N., Suite 600
Plymouth, MN 55446

From: Kelly Kunst

PROJECT PURPOSE AND DESCRIPTION

At the request of Lennar, Westwood Professional Services (Westwood) completed a woodland evaluation of the Lake Elmo Property (Site) which is located in the S ½ of Section 34, T29N, R21W, City of Lake Elmo, Washington county, Minnesota (**Exhibit 1**). The Site was comprised of approximately 112.5 acres of land located in the northwest quadrant of the intersection of Interstate 94 and Keats Avenue North (CSAH 19). The Site contains all or portions of parcel numbers 34.029.21.41.0004, 34.029.21.42.0001, 34.029.21.34.0001, 34.029.21.34.0003, and 34.029.21.31.0001.

The Site was primarily agricultural land which made up approximately 70 acres on the west part of the Site. The eastern 40 acres contains a former golf driving range. Within cropped areas are four uncropped pockets vegetated with mature trees. Approximately seven acres of open meadow is located in the south-central part of the Site. Other concentrations of trees included a wooded fencerow, landscape plantings and two mature white pine stands located on the driving range.

The Site was assessed on March 6, 2013. The purpose of this evaluation is to provide sufficient information to assist in the prioritization of significant trees on the Site to be considered in development planning. **Exhibit 2** provides an aerial photograph of existing conditions on the Site and the location of features discussed in this report.

WOODLAND EVALUATION SUMMARY

There are no high-quality, natural woodlands on the Lake Elmo Site. As indicated, the trees that are present consist of landscape plantings and two stands of mature white pine on the driving range portion of the property, and remnant trees on uncropped portions of the west part of the Site.



The primary landscape trees on the east part of the Site consist of Norway spruce (*Picea abies*) Colorado spruce (*Picea pungens*) and white pine (*Pinus strobus*). These species make up all of the linear plantings that can be seen in the aerial photograph on the driving range. These trees generally range from 10 to 25 feet in height with a diameter breast height (dbh) between 4 to 8 inches. There are two areas in the north-central and southwest corner of the driving range where there are stands of mature white pine approximately 40 to 50-feet in height with dbh's between 12 to 20 inches. Scattered saplings of honey locust and box elder were also observed in this part of the Site.

The main fencerow, oriented north to south through the center of the cropped part of the Site, was comprised primarily of mature red and bur oak (*Quercus rubra* and *Q. macrocarpa*) and included pockets of box elder (*Acer negundo*). The red and bur oaks were generally greater than 20 inches dbh. Red and bur oak trees that were large (> 14" dbh), structurally sound, had good form, and were relatively disease free were noted and surveyed in the field. The canopy of the uncropped areas in the agricultural field was made up entirely of box elder with the exception of the westernmost area which also contained some red and bur oak. Other observed tree species included scattered eastern red cedar (*Juniperus virginiana*) in the meadow areas in the west part of the Site, and some mature red pine in the southwest part of the driving range.

SUITABILITY FOR DEVELOPMENT

There are no natural, high-quality woodland areas on the Lake Elmo Site. Existing woodland consists of landscape plantings and small remnants of native oaks and pines. What exists on the site could be utilized as screens between different portions of the development, or as a structural basis for development of parks or other natural features in the development.

Please feel free to contact me with any questions you may have with regard to the woodland evaluation. You may reach me by phone at (952) 906-7421 or by email at kelly.kunst@westwoodps.com.

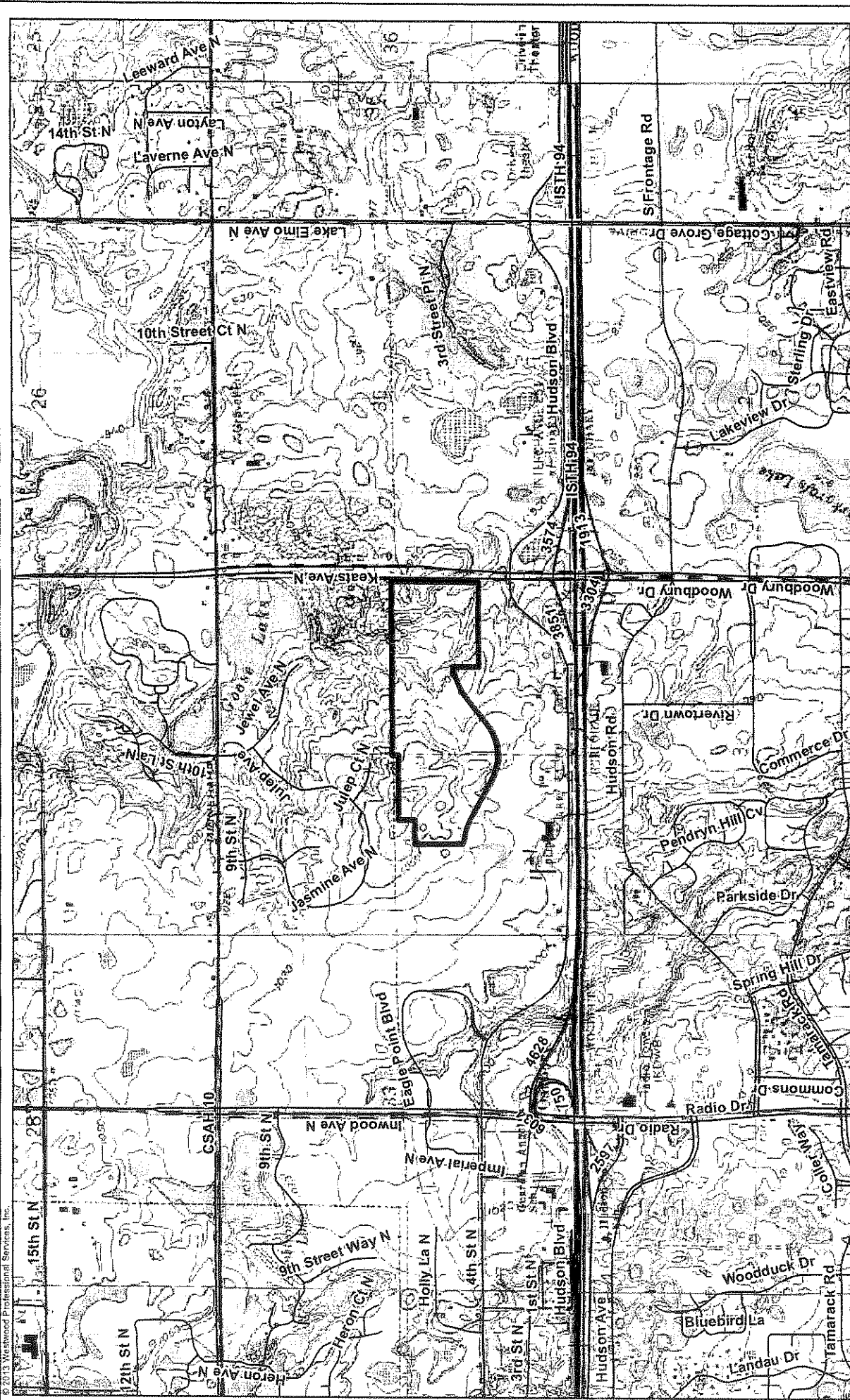
Sincerely,



Kelly Kunst
Environmental Scientist

Attachments

Exhibits



Lake Elmo Property

Lake Elmo, Minnesota

Site Location & USGS Topography

Legend



Site Boundary

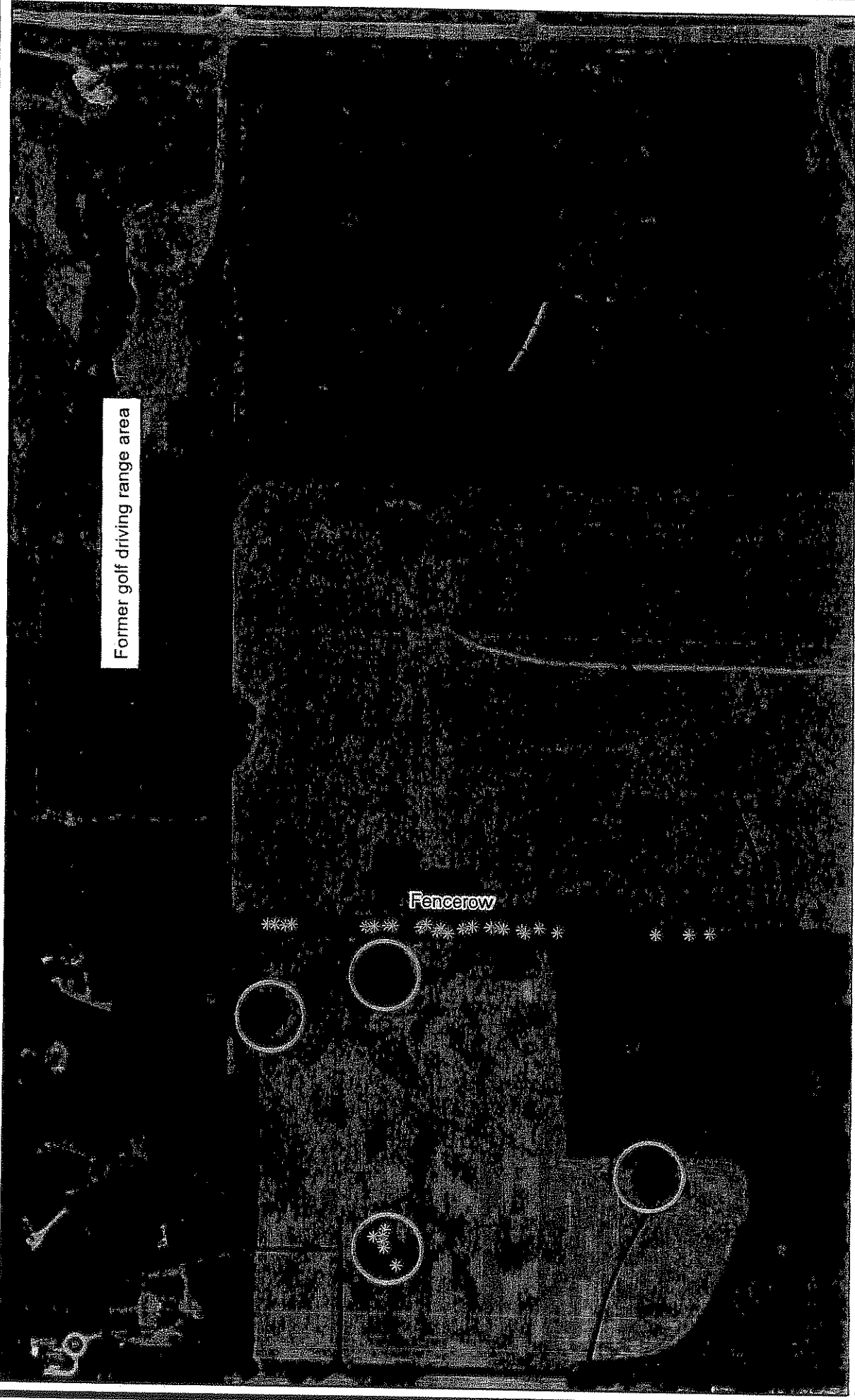


Westwood Professional Services, Inc.
 7889 Annapolis Drive
 Eden Prairie, MN 55344
 PHONE 952-937-5150
 FAX 952-937-5922
 TOLL FREE 1-888-937-5150
www.westwoodps.com



Westwood

Data Source(s): Westwood Professional Services Survey Data (2012), USGS DRG (ESRI Base Map, Accessed 2012)



Former golf driving range area

Fencerow

Lake Elmo Property

Lake Elmo, Minnesota

Existing Conditions

EXHIBIT 2

- Legend**
- ☼ Surveyed Red and Bur Oaks
 - Site Boundary
 - Wooded Pockets
 - Mature White Pine



Data Source(s): Westwood Professional Services Survey Data (2012), SURGO Soils of Washington County (2004) USGS DRG (ESRI BaseMap, Aerialand 2012)

Westwood Professional Services, Inc.
7699 Annapolis Drive
Eden Prairie, MN 55344
PHONE 952-937-5150
FAX 952-937-9822
TOLL FREE 1-888-937-5150
www.westwoodps.com



MEMORANDUM

FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261
Jack Griffin, P.E. 651.300.4264
Ryan Stempksi, P.E. 651.300.4267
Chad Isakson, P.E. 651.300.4285

Date: July 9, 2013

To: Kyle Klatt, Planning Director
Cc: Nick Johnson, City Planner
Ryan Stempksi, P.E., Assistant City Engineer
From: Jack Griffin, P.E., City Engineer
Re: Savona
Preliminary Plat Review

An engineering review has been completed for the Savona development by Lennar Corporation. A Preliminary Plan submittal was received on June 26, 2013. The submittal consisted of the following documentation prepared by Westwood Professional Services, Inc.:

- Preliminary Plans dated March 28, 2013; with revision date June 14, 2013.
- Preliminary Storm Water Runoff Narrative, dated May 10, 2013.

STATUS/FINDINGS: The following comments summarize the proposed infrastructure plans, and identify specific design elements that must be addressed to facilitate approval of the preliminary plat. Additional engineering recommendations have also been provided to identify issues that must be addressed or amended as part of the final plat and/or final construction plans.

GENERAL REQUIREMENTS AND COMMENTS

1. The applicant has requested an exception to the city standards to allow for a 6.5% sidewalk grade along Streets E and F. The maximum allowable grade along residential streets is 8%. However, the maximum allowable street grade with a sidewalk is 6.0%. Engineering recommends approval of this exception.
2. No additional design exceptions have been noted and requested in writing by the applicant. Therefore all infrastructure systems will be reviewed and accepted by the city upon meeting city design standards.
3. The applicant must provide the city a letter of approval to perform the proposed work in the BP Pipeline easement. Work includes installation of storm sewer pipe, grading activities, and relocation of the High Pressure Gas, if necessary.
4. The applicant must provide the city a letter of approval to perform the proposed work in the Electrical Transmission easement areas. Work includes installation of storm sewer pipe, grading activities, and storm water ponding.

STREETS AND TRANSPORTATION

1. Access: The primary access to the site is from CSAH 19 (Keats Avenue). The location of the access point is acceptable to the County (per letter dated July 3, 2013) and is consistent with the city's plans for a future Collector Road (5th Street).
2. The applicant's preliminary plat submittal should include a commitment by the applicant to provide the CSAH 19 improvements recommended by the County. These improvements should be part of the applicant's proposal.
3. Secondary access has not been addressed by the proposal. The applicant believes that secondary access will occur through the platting of surrounding developments (Hammes Estates to the north, Montgomery

properties to the west, or Dale Properties to the south). Because the platting of future developments is outside of the control of the applicant, a secondary access plan (contingency plan) should be included as part of this proposal. The development phasing should be limited to allow up to 170 homes (west to Street G) until secondary access is made available acceptable to the city.

4. *Collector Road*: The dedication of right-of-way (R/W) and the construction of a Collector Roadway (5th Street), as identified in the city's Comprehensive Plan, is a critical transportation element necessary to support this development.
5. The proposal indicates the dedication of 120 feet of R/W as requested by the city to provide for a Parkway design meeting state aid street design requirements for lane widths, clear zones, and curb reaction distances. This dedication should remain a part of this development application.
6. Engineering is recommending that additional R/W be provided at 5th Street and the future street intersection to Hudson Boulevard (through Dale Properties) to accommodate a future roundabout intersection.
7. The design and construction of 5th Street will be needed to support this development and other development in the I94 Corridor. The city is requesting a Parkway design with center turn lanes, right turn lanes, and a center median. The proposal must be revised to incorporate the design elements outlined in the city's theming plan, including street lighting.
8. The design of 5th Street, and its adjacent sidewalks and trails, must meet Municipal State Aid design standards for urban streets (8820.9936) for ADT > 10,000 and over 45 mph. No state aid variances can be allowed.
9. Access spacing along 5th Street is allowed at 1/8 mile intervals for non-continuous local streets, at ¼ mile intervals for continuous local streets and collector streets, and at ½ mile intervals for streets with higher classification. Access spacing proposed along 5th Street is acceptable to the city.
10. *Internal street network*: The internal streets are shown consistent with city standards for right-of-way and width, including cul-de-sacs.
11. Two street extensions are provided for continuation to the north consistent with Hammes Estates concept plans.
12. The plat also indicates two street extensions to the west, which is not consistent with the concept plans for the westerly adjacent property. Agreement of future street extensions to the west must be achieved and the preliminary plat revised accordingly, if necessary.
13. Engineering anticipates a higher than normal residential traffic volume passing through the Savona development as residential properties in Hammes Estates seek to gain access to 5th Street and the commercial properties to be developed south of 5th Street. Engineering strongly recommends that Street A and Street E be aligned as one continuous through street with a design that accommodates this traffic volume. The street should be continuous, but remain curvilinear to mitigate traffic speeds.
14. *Sidewalks and Trail*: Sidewalks are shown along one side of each street serving the single family homes. A sidewalk is also shown along one side of Street I, serving the multi-family homes. Street I should require a sidewalk on each side of the street.
15. The applicant has provided a 6-foot wide sidewalk along the south side of 5th Street and an off-road 10-foot separated shared use trail along the north side of 5th Street. This is consistent with the city's desire to create a regional trail connection from Manning to Inwood.

STORMWATER MANAGEMENT

1. The proposed development resides within both the Valley Branch Watershed District (VBWD) and the South Washington Watershed District (SWWD). The stormwater management plan will therefore need to be compliant with the requirements of both watershed districts, as applicable, as well as the Lake Elmo storm water management ordinance. It is the applicant's responsibility to creatively plan for adequate storm water ponding and infiltration facilities.
2. The storm water facilities have been located in Outlots dedicated to the city for maintenance purposes. As the design progresses, all 100-year high water levels (HWL) and HWL overflows must remain within a city Outlot.

3. Maintenance access roads have been provided for the storm water facilities and included in Outlots.
4. All Rear lot drainage swales and catch basins must indicate 100-year HWL and be protected by drainage easements.
5. Engineering continues to have concerns regarding the proposed Storm Water Management Plan. It is anticipated that revisions will be required as part of the final plat and construction plan review process that may require the applicant to potentially alter lot lines, and/or alter easement and Outlot boundaries. It will be the applicant's responsibility to amend the storm water management system to meet the various agency approvals and to amend the plat as needed to accomplish these approvals. Engineering has previously requested the consolidation of ponding and infiltration facilities to address some of the following concerns:
 - a. Infiltration basin 1 has a bottom elevation that is lower than the NWL of Pond 1.
 - b. Infiltration basin and Pond 2 have a HWL that appears to saturate the road subbase of 5th Street. Greater horizontal and/or vertical separation may be required.
 - c. Pond 3 is too small, of odd shape and receives only a 3.0 acre drainage shed. It is likely that this pond will not perform as intended.
 - d. Pond 5 is too small and receives only a 5.3 acre drainage shed. It is likely that this pond will not perform as intended.
 - e. Pond 6 has a HWL that may saturate the road subbase of 5th Street. Greater horizontal and/or vertical separation may be required.

SITE UTILITIES

1. As part of the final plat process, staff will continue to review for adequate utility easements for all sanitary sewer, watermain and storm sewer piping. Easement widths must be labeled for each pipe and shown on the utility plans. Easement widths must be a minimum of 30 feet. Wider easements may be required for deep pipes to meet OSHA excavation requirements.
2. Additional utility corridor widths may be required within the multi-family private driveway areas to allow for OSAH complaint maintenance access by the city. Areas to be adjusted include SW corner of Block 29, south end of Block 32, north end of Block 33, and storm sewer/retaining wall separation along the east side of Block 28.

Sanitary sewer:

1. Municipal sanitary sewer is available along Hudson Blvd. in the Eagle Point Business Park. The applicant is responsible to extend the municipal sanitary sewer to the development site at developer's cost.
2. The applicant has initiated a 429 Public Improvement project to extend sanitary sewer from the Eagle Point Business Park to the intersection of CSAH 19 and 5th Street (including a lift station and forcemain). If this improvement is ordered by the City Council, this project will provide sewer service to the development consistent with the city comprehensive plan. The preliminary plat must be contingent upon the completion of this project.
3. The applicant must provide any necessary easements, at no cost to the city, to allow the 429 Public Improvement project to be constructed.
4. The applicant's proposal provides for an internal network of sanitary sewer piping that is consistent with city design standards and allows for phasing of the sewer system along with the phasing of the development. The detailed design of the sanitary sewer facilities may be addressed through the final plat process.

Watermain:

1. Municipal water supply is available along Hudson Blvd. in the Eagle Point Business Park. The applicant is responsible to extend the municipal water supply to the development site at developer's cost.
2. The applicant has initiated a 429 Public Improvement project to extend municipal water service from the Eagle Point Business Park to the intersection of CSAH 19 and 5th Street. If this improvement is ordered by

- the City Council, this project will provide water service to the development consistent with the city comprehensive plan. The preliminary plat must be contingent upon the completion of this project.
3. The applicant must provide any necessary easements, at no cost to the city, to allow the 429 Public Improvement project to be constructed.
 4. As the development is constructed, the city may request some portions of the watermain to be oversized to 12-inch diameter pipe. The city's practice has been to reimburse the developer for oversize costs for pipe sizes over 8-inch diameter.
 5. The applicant's proposal provides for an internal watermain network that is consistent with city design standards and allows for phasing of the watermain along with the phasing of the development. The detailed design of the watermain facilities may be addressed through the final plat process.

GRADING AND EROSION CONTROL

1. The retaining wall located along the west side of Block 28 should remain on Outlot K, remaining private property owned by the HOA.
2. A more defined swale should be considered along the west side of Block 20 to protect against flooding.
3. The grading plan should be revised to better define the swale termination at the southeast corner of Block 28. A significant swale appears to terminate at the retaining wall.
4. Temporary drainage and erosion control provisions must be provided to capture the channelized flow from Street A and Block 2 as they discharge off site to the westerly property.

SPECIFIC ENGINEERING REQUIREMENTS: The following issues should be addressed as part of the final plat process. These issues should be addressed in a point by point response letter to expedite city review.

1. Final Construction Plans and Specifications for improvements on the County Road system must be reviewed by Washington County. Comments received from the County shall be incorporated into Final Construction Plans for review by the city.
2. A State Aid plan design set will be required to facilitate the design review of the construction plans.
3. A geometrics plan will be required for 5th Street. Annotations alone, as provided in the preliminary plat, are not sufficient.
4. Cross Sections will be required as part of the construction plans for any portions of street and trail improvements that abut existing conditions (along the development edges). This includes CSAH 19 turn lanes.
5. Drainage will be required as part of the street design per the city standards.
6. Sanitary sewer up to 20-feet in depth can be SDR 35. A 0.10 foot drop is required across all sanitary sewer manholes.
7. A minimum 2% slope is required for all rear yard slopes.
8. Storm sewer design calculations must be provided as part of the final plat process.
9. Plan standard details shall retain the Lake Elmo title block. Any changes proposed in the standard details must be clearly identified in a "change request" letter by the developer's engineer.
10. The retaining wall west of Block 28 must be designed and certified by a Professional Engineer registered in the State of Minnesota. Certified plans must be submitted to the city as part of the final plat.
11. Landscape details must be the City of Lake Elmo standard details and plan notes.
12. The grading plan should be revised in the area of Outlot G where the drainage swale in Block 12 is directed to the back property of Lots 1 and 2, Block 14. Additional berm protection should be considered.
13. The grading plan should be revised in the area of Outlot A where the drainage swale in Block 1 is directed to the back property of Lots 1 and 2, Block 10. Additional berm protection should be considered.

July 3, 2013

Kyle Klatt
Community Development Director
City of Lake Elmo
3600 Laverne Avenue North
Lake Elmo, MN 55042

RE: Washington County comments on the preliminary plans and plat for the Savona Residential Development. City of Lake Elmo

Dear Mr. Klatt:

Thank you for providing the county with the preliminary plat and plans of the Savona Residential subdivision in Section 34, Township 27, Range 21, City of Lake Elmo. The project will consist of 189 single family lots and 122 multi-family residential lots. Based on review of the plans, we offer the following comments and recommendations to consider as you process this subdivision application through the City of Lake Elmo:

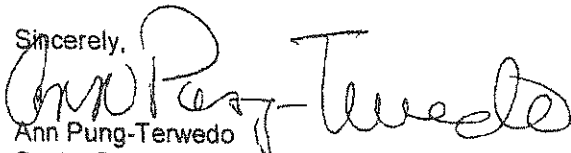
- The proposed access point on CSAH 19 is acceptable to the County.
- A right-of way permit will be required for any work in the CSAH 19 right-of way as it relates to the development. A State Aid plan set is required with the application and include any grading, installation of culverts, installation of water and sewer services, left and right turn lanes on CSAH 19, pedestrian crossings, parallel trail grading and development, if required, paving and striping, center median crossing removals, new center median crossings, signage and any landscaping and other improvements within county right-of-way.
- Since the proposed project will generate additional traffic on CSAH 19/Keats Avenue, functionally classified as an "A" Minor Arterial Roadway, improvements to CSAH 19/Keats Avenue will need to be provided for access to the collector roadway. These improvements include left and right turn lanes on the southbound lane and a left turn lane on the northbound lane on CSAH 19. There should also be a new median crossing from the southbound lane to the northbound lane on CSAH 19 at the new collector street location.
- The proposed project will generate pedestrian/bicycle traffic on CSAH 19/Keats Avenue which is identified in the Washington County Comprehensive Plan 2030 as the Central Greenway Regional Trail. Pedestrians from the future development will need to access the existing off road trail on the east side of CSAH 19/Keats Avenue, therefore a crossing on the north side of the new intersection will need to be designed and constructed to provide this connection.
- Although it is not in the City of Lake Elmo 2030 Comprehensive Trail Plan, an off road parallel trail on the west side of CSAH 19/Keats Avenue should be considered by the city as the development/subdivision proceeds through the city review process. This trail will link directly to the Lake Elmo Regional Park Reserve to the north and the City of Woodbury to the south.

- Removal of the existing medians on CSAH 19/Keats Avenue shall be included in the plans.
- A signage plan for CSAH 19/Keats Avenue shall be prepared as it relates to the traffic improvements.
- The developer or the city must submit the drainage report and calculations to our office for review of any downstream impacts to the county drainage system. Along with the drainage calculations, we will request written conclusions that the volume and rate of stormwater run-off into the county right-of way will not increase as part of the project.
- Access control must be dedicated to Washington County along the CSAH 19/Keats Avenue frontage, except for the opening corresponding to the City's right of way for the collector roadway.
- Washington County's policy is to assist local governments in promoting compatibility between land use and highways. Residential uses located adjacent to highways often result in complaints about traffic noise. Traffic noise from this highway could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. Minnesota Rule 7030.0030 states that municipalities are responsible for taking all reasonable measures to prevent land use activities listed in the MPCA's Noise Area Classification (NAC) where the establishment of the land use would result in violations of established noise standards. Minnesota Statute 116.07, Subpart 2a exempts County Roads and County State Aid Highways from noise thresholds.

County policy regarding development adjacent to existing highways prohibits the expenditure of highway funds for noise mitigation measures in such areas. The developer should assess the noise situation and take any action outside of County right of way deemed necessary to minimize the impact of any highway noise.

If you have any questions or comments to the responses on the Savona EAW, please contact me at Ann.pung-terwedo@co.washington.mn.us.

Sincerely,


Ann Pung-Terwedo
Senior Planner

C: Carol Hanson, Office Specialist

Nick Johnson

From: Rick Chase
Sent: Monday, July 08, 2013 8:03 AM
To: Kyle Klatt
Cc: Nick Johnson
Subject: Lennar/ Preliminary Plans

Good morning,

Comments on the plan are:

1. Do we want to post a construction entrance?
2. Do we need a concrete wash-out area?
3. Can curb boxes be placed outside of driveway areas? This is in case they are repaired in the future and need to be excavated; the cost will be easier to manage the repairs.
4. Do we want to include a city standard for the water service? (Template).
5. Is there information on what type of multi unit dwellings will be built?

Just some thoughts, let me know if there is anything I can assist with.

Rick Chase, Building Official
City of Lake Elmo
rchase@lakeelmo.org
(w) 651-747-3910 (f) 651-777-9615

Kyle Klatt

From: John P. Hanson [JHanson@barr.com]
Sent: Friday, July 05, 2013 10:47 AM
To: Kyle Klatt
Subject: Savona and Ryland Homes (Landucci Property)

Hi Kyle,

Thanks for forwarding the information regarding the proposed comp plan amendment for the Ryland Homes project and the preliminary plan for the Savona residential subdivision.

Both project ultimately will require permits from the Valley Branch Watershed District. When complete permit applications are submitted, they'll be reviewed to ensure conformance to the VBWD rules and regulations.

While the current request for the Ryland Homes project is for a zoning change, the concept drawing attached likely will not conform to the VBWD rules and regulations because it shows ponds. VBWD requires stormwater volume control, which is typically accomplished by bioretention basins (basins which drain dry within 48 hours). The developer should also be aware that the site drains to I-94 and the nutrient-impaired St. Croix River. Therefore, in addition to the VBWD requirements, phosphorus load reductions could be required to conform to the TMDL (total maximum daily load).

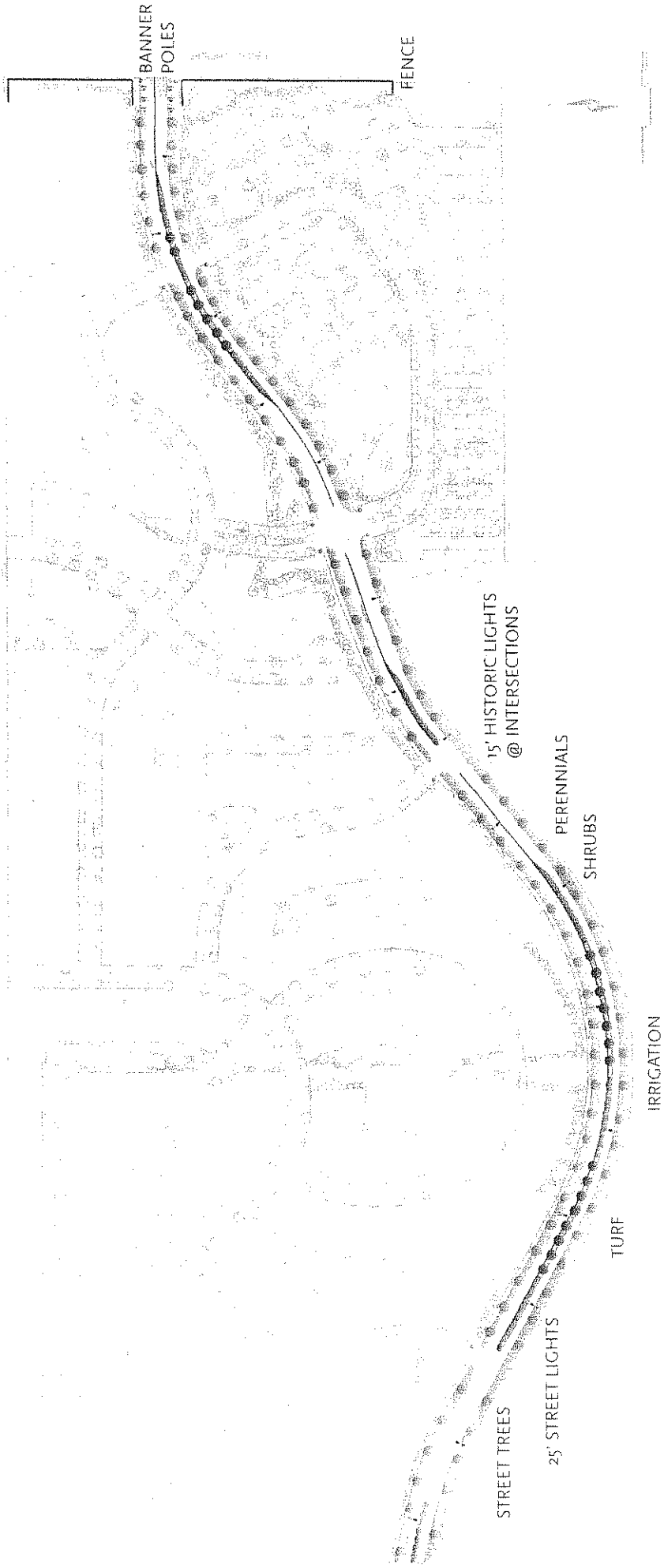
VBWD previously submitted comments on the Savona EAW.

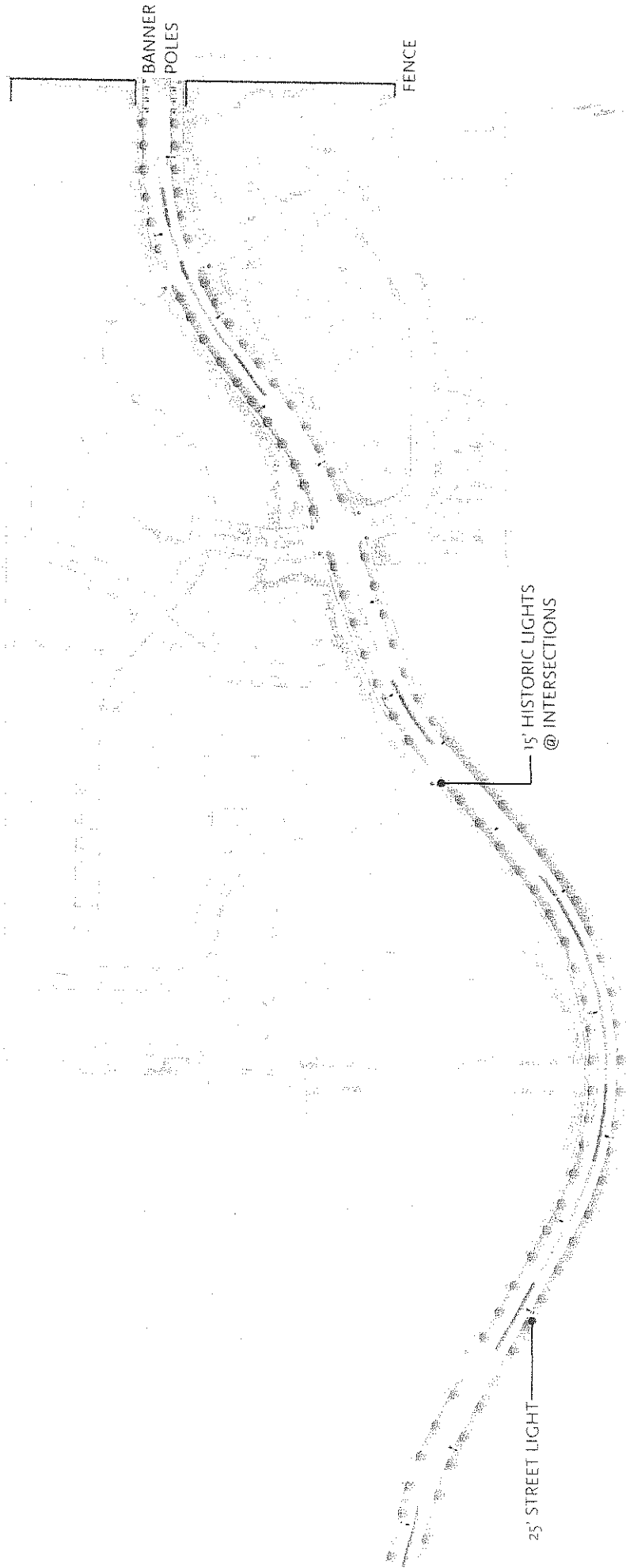
Thank you,
John

John P. Hanson, PE

Valley Branch Watershed District Engineer
Barr Engineering Company | 4700 W. 77th St. | Edina, MN 55435
Phone: 952.832.2622 | Cell: 612.590.1785

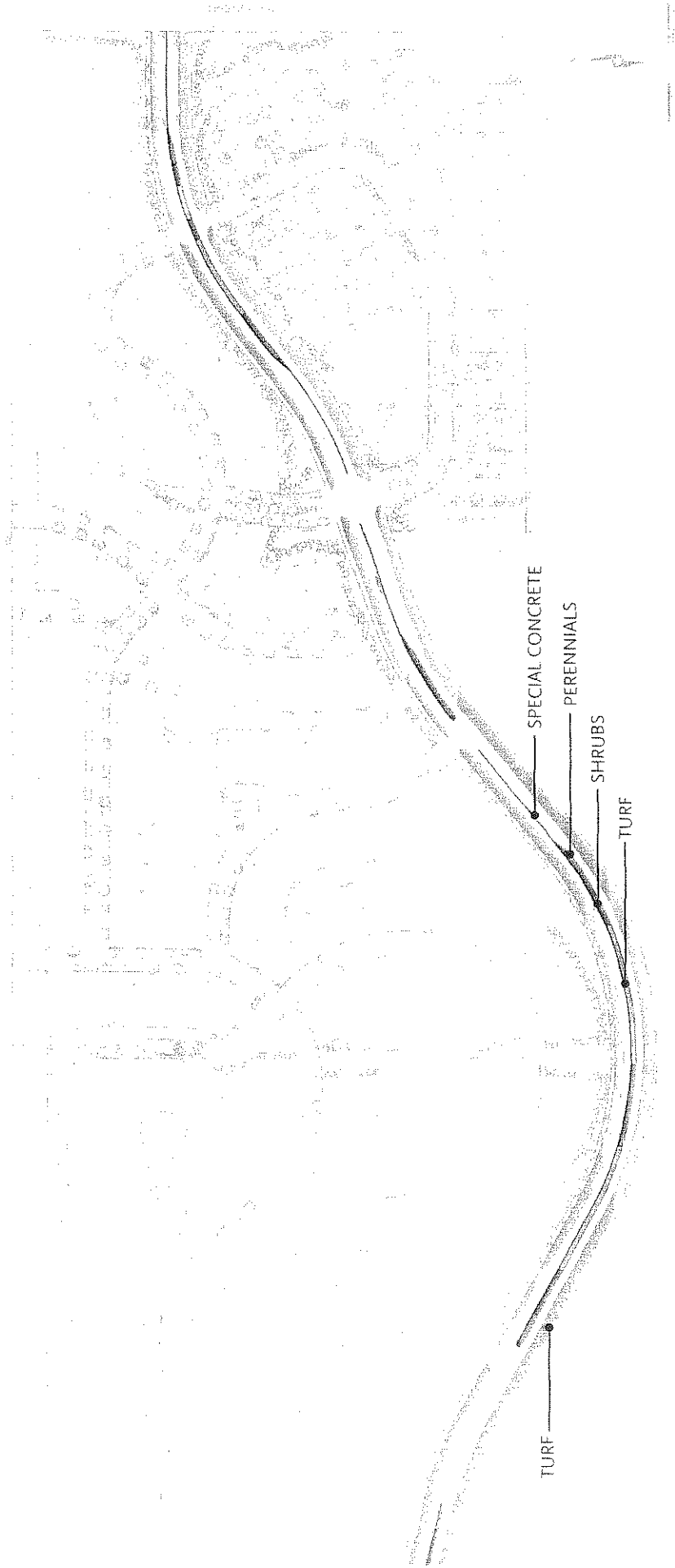
jhanson@barr.com | www.barr.com | www.vbwd.org





LAKE ELMO - 5TH STREET CONCEPT
 LIGHTING + AMENITIES

DAMONFARBERASSOCIATES
 JUNE 27, 2013



LAKE ELMO - 5TH STREET CONCEPT
 GROUND PLANE



**City of Lake Elmo
Planning Commission Meeting
Minutes of July 22, 2013**

Chairman Williams called to order the meeting of the Lake Elmo Planning Commission at 7:01 p.m.

COMMISSIONERS PRESENT: Williams, Haggard, Larson, Morreale, Dodson and Kreimer;
COMMISSIONERS ABSENT: Reeves and Dorschner; and
STAFF PRESENT: Planning Director Klatt, City Planner Johnson and City Administrator Zuleger.

Approve Agenda:

The Planning Commission accepted the agenda as presented.

Approve Minutes: *June 24, 2013*

M/S/P: Kreimer/Dodson, move to accept the minutes of June 24, 2013 as amended to include mention that the Hammes Estates Sketch Plan lacks a neighborhood park, **Vote: 4-0, Motion Carried, with Haggard not voting.**

Public Hearing: *Savona Preliminary Plat – Lennar Homes*

Klatt began the Staff presentation by explaining the Planning Commission's role in reviewing preliminary plat applications. He noted that plat applications are subject to the City's Subdivision Ordinance, wherein the rules of land subdivision are established. These ordinances include provisions related to grading, streets, utilities, storm water management and other considerations related to establishing new subdivisions or other development.

Klatt moved on to present a general overview of the Preliminary Plat application submitted by US Homes Corporation (Lennar Homes). The subdivision is located on 112 acres and includes 310 residential units. He then provided a location map that highlighted all the parcels of land that are included in the application. He also described the existing land uses that surround the proposed subdivision.

Regarding utilities, Klatt noted that the applicant and other landowners in the area have submitted a petition to extend sanitary sewer and water to the proposed development site west of Keats Avenue North (CSAH 19). This project would extend utilities throughout the Stage 1 development area identified in the Comprehensive Plan, making

connection to sanitary sewer and water possible for other parcels in the area. The project also includes a lift station.

Klatt noted that the parcels included in the application are currently zoned Rural Development Transitional (RT). As far as the history is concerned, the Planning Commission reviewed a Sketch Plan on December 10, 2012. In addition, the City Council approved the Environmental Assessment Worksheet required for the project on July 2, 2013.

Regarding the City's Comprehensive Plan, Klatt explained how the proposal relates to the City's Planned Land Use Map. The proposal is consistent with the Comprehensive Plan in terms of land use, density and expected number of residential units for the area. Klatt noted that the proposal shifts the minor collector road in the I-94 Corridor to the south. This change enlarges the area guided for Low Density Residential, as the collector road serves as the boundary in the City's Comprehensive Plan.

Moving on, Klatt described how the proposed subdivision compares to the City's zoning districts. He highlighted the basic details of the proposed residential lots that will be included in the subdivision.

Getting to the plat application itself, Klatt presented the basics of the proposal. In addition, he gave an overview regarding the Staff Report. Regarding action, Klatt noted that Staff has identified 27 conditions of approval. The largest of these included the greenbelt buffer of 100 feet, there needs to be adequate room for a 30 foot trail set back to the exception lot, the developer is responsible to install new median and a trail connection across Keats to the East and the full 10% park dedication. There were also a number of Engineer conditions that including a secondary access and realignment of the street. These conditions would be required to be resolved in advance of Final Plat approval. Klatt noted that the developer has requested to modify conditions 17, 18, and 24. Staff recommends that language can be added to condition #18 to allow secondary access to the north. In addition, Staff is comfortable with the language proposed for condition #24 related to the 429 public improvement project.

Klatt did note some base findings for the Planning Commission. In addition, Klatt noted that Staff is recommending that the Planning Commission recommend the preliminary plat application for approval to the City Council with 27 conditions of approval.

Morreale noted that he is confused regarding the density in the proposal. He felt that the proposal should adhere to the low end of the allowed density range, which is 2.5 units per net acre. Klatt explained that the comprehensive plan approved a range of density that was 2.5 to 4 and was not specific to numbers. Klatt also stated that it should be noted that this proposal is described in net density terms, which includes the park and open areas as well.

Haggard asked about the requirements of parkland dedication vs. open space. Klatt noted that the Comprehensive Plan does not require open space, but it is encouraged. The Subdivision Ordinance requires parkland dedication at time of subdivision (10% in this case). Haggard also asked what the fee in lieu of parkland dedication would be. Klatt noted that it would be the equal market value of 4.6 acres. He did not venture what that would equate to.

Williams asked what the determination of the Park Commission was regarding the Savona concept for parkland. Klatt noted that Staff did locate the minutes for that meeting. There was no formal motion from the Park Commission regarding the Savona Concept. Williams also asked about acreage of Reid Park. Klatt stated that Reid Park is 2.6 acres with parking, 1.9 acres without.

Larson asked about the park structures included in the tot lot. He would like to see seating and shade for people to watch their children.

Morreale asked why the City would accept fee in lieu of land dedication when there is a need for more parkland. Klatt noted that the Parks Commission has expressed concern about the City's ability to maintain additional parkland when there is a need for maintenance for the City's existing facilities. Staff felt that this development was so close to the Park Preserve that people in this development would probably use those facilities in addition to City parkland.

Kreimer asked if the applicant has to present the types of homes they intend to build, including information about pricing and architectural style. Klatt noted that this type of information is typically not reviewed in a plat.

Dodson asked about the budgetary/financial implications of the new development proposal. Administrator Zuleger noted that sewer and water extensions costs come from enterprise funds, and the tax revenue from the new homes will pay for additional public safety considerations, such as sheriff deputies and fire protection.

Haggard asked about the pedestrian crossings of 5th Street. Klatt noted that with any improvement there would be a crosswalk, but no controlled intersection. Administrator Zuleger also noted that there is a 10' bituminous trail on the north side of 5th Street and 6' sidewalk on the south side of 5th Street. These facilities will aid pedestrian circulation on 5th Street.

Haggard asked about the architectural design of the townhome area. Klatt noted that the applicant has not submitted any additional information and that it is not required until the final plat. Williams noted that there is only so much level of detail that the City can evaluate the proposal on at Preliminary Plat.

Morreale asked if the City is allowed to make the developer lower the density of the proposal to 2.5 units per acre. Klatt noted that the Planning Commission would have to make findings that support why the request does not comply with the Comprehensive Plan. Klatt noted that the proposed density currently does comply with the requirements of the Comprehensive Plan. If the City wanted to stick to the 2.5 units per acre density requirement, the Comprehensive Plan would need to be amended to reflect this requirement.

Williams asked about Outlot K. Klatt noted that the area includes all the common areas of the townhome portion of the development. Johnson noted that Outlot K is private and would be part of the Homeowners Assoc. for the townhomes. This is consistent with a common interest community and the roads in Outlot K are private. The townhome area will also require a CUP for the current configuration.

Williams asked about the wording of Condition #17, 18, and 24 per the applicant's request. Klatt shared the requested language of Condition #17 would be to work with the engineer to find the best solution for the road alignment, 18 would be that there be a secondary access to the north and 24 would be that there would be no final plat approval until the order of the 429 improvements.

Joe Jablonski, Lennar Homes, spoke representing the applicant. Regarding the discussion of density, he noted that the gross density of the single family area is 2.04 units per acre. The net density is driven up to 3.0 units per acre due to the open space, storm water facilities, and roads that are included on the site. Regarding different elevations and architectural styles, Mr. Jablonski highlighted the variety that Lennar brings in an attempt to avoid redundancy. There are currently 6.1 acres in park land and that number could go up if the tot lot in the townhome area was included. In terms of open space and ponding, Jablonski noted that there is 26.6 acres. Regarding 5th Street, Mr. Jablonski noted that Lennar's vision for 5th Street is very similar to the City's vision. He noted that the design of the parkway makes a good pedestrian environment. Moving on, Jablonski spoke about the townhome portion of the plat, noting that there is sufficient parking to serve the site. He also spoke about Condition #17, pertaining to the alignment of Streets A and E. He noted that Lennar is opposed to the alignment because they are concerned that this alignment would encourage speeding.

Dodson asked about the finances of the Common Interest Community. Jablonski noted that there would be financial reserves for the structures, landscaping, streets and other elements as dictated by the state of Minnesota.

Morreale noted that it looks like the applicant is proposing a nice community. He wanted to know who is responsible to maintain a large portion of the landscaping. Jablonski noted that the open areas would be maintained by the HOA. Home owners would be responsible to maintain the trees in front of their property.

Public Hearing opened at 8:35pm.

Wayne Prowse, 697 Julep Ave. N., noted that he would like to talk about density and parks. He noted that he does not think that it is appropriate for kids to play in the street. He also noted that he is concerned about the parking facilities in the subdivision. The second issue that he wanted to discuss was the density included in the proposed subdivision. He is concerned that the neighborhood will not be a quality environment. He feels that the neighborhood is too dense.

Greg McGrath, 15th St. Ct., asked where the funding is coming from for the utilities. Zuleger noted that the extension is being assessed to the property owners. McGrath asked where the water utility is coming from. Zuleger noted that the temporary solution is from Oakdale. The system will be hooked up to the Lake Elmo City water system once water is extended down Inwood Ave. North. McGrath then inquired about the Landscape Plan of the proposal. He asked who is responsible to ensure performance. Zuleger noted that the City will not release the financial credit for the landscape plan until the plan has been fully executed.

Williams asked Staff if there have been any written comments submitted. Klatt stated that there were no other written comments received.

Nancy Andert, 697 Julep Ave. N., asked where sewer will be dug to serve the site. Klatt noted that the sewer will be extended from the Eagle Point Business Park along Hudson Blvd. to Keats Ave. north to a lift station to the north of the subject parcel.

Public Hearing closed at 8:48pm

Morreale began the discussion by talking about the City's park system. He noted that the Stonegate Park is not large enough to serve all of the homes that are prepared for this area. In addition, he noted that he is concerned about on-street parking. Finally, Morreale noted that he prefers that the trail follow closer to the Lennar subdivision as opposed to closer to the Stonegate neighborhood.

Larson asked if the property to the north could collaborate with Lennar on a larger, more traditional park to serve the entire area. Zuleger noted that the Parks Commission made recommendations about adding parkland in the north central area of the Hammes property. Larson asked if the residents of the proposed development could walk to the park in the Hammes neighborhood. Staff confirmed that the park that ultimately serves the Hammes property would be accessible to the residents of the Lennar neighborhood.

Dodson asked about transit facilities that may serve the site. Zuleger noted that 5th Street would be able to be served by local transit service. Johnson stated that transit planning is always being evaluated by Metro Transit when Comprehensive Plans are amended.

Haggard addressed the comment made by Mr. Prowse, recommending that the City only allow parking on one side of the street. She said that this recommendation is based on consideration for public safety and children walking and biking in the neighborhood. Klatt noted that the City's base standard is a 28' wide street. The City also requires 2 off street parking spaces per home and additional parking for multi-family. Haggard noted that she prefers parking on one side of the street only and no overnight parking. Morreale and Dodson both noted that it is difficult to eliminate on-street parking completely. Currently the City parking ordinance allows a 48 hour maximum.

Williams noted that he could not find any conditions related to the required permits for watershed district. Klatt stated that it is part of the engineers report and is covered under Condition #11.

Kreimer noted that he did not agree with the realignment of Streets A and E. He suggested deleting Condition #17. Next, Kreimer noted that the Landscape Plan utilized Linden Trees, which tend to be negatively affected by Asian Beetles. Williams commented that species should be conditioned upon salt tolerance and other considerations. Moving on, Kreimer noted that 5th Street may be moved to the South. He noted that he has concern about moving the plat forward when this issue is not resolved. Klatt noted that if they have to revise their plat, it would require a public hearing before the Planning Commission. Kreimer also asked about the alignment of Street A with the proposed development to the North. Regarding the trail along Stonegate, Kreimer wanted to ensure that this is moved further south. Kreimer noted that he feels strongly that there should be more parkland in the neighborhood. He suggested having a joint park between the Lennar and Hammes.

Haggard asked about parking considerations. Klatt noted that the conditions only address the items or requirements of the Subdivision Ordinance, Zoning Code, or Comprehensive Plan that are currently lacking. If the Planning Commission wishes to have a broader discussion about parking, Klatt recommended evaluating parking City wide as opposed to subdivision by subdivision.

Zuleger suggested adding to Condition #3 & #4 that the trail in Outlot A be move to the south closer to the Savona neighborhood. This would meet the spirit of the greenbelt buffer agreement.

Williams asked for a straw vote. First, he asked if there should be more parkland in the plat. Most of the Commissioners agreed that more parkland would be prudent.

Klatt presented information about neighborhood parks vs. regional parks. He also mentioned that the City was looking for some park dedication money to help fund a future community sports complex in the Village Area that would serve the entire Lake

Elmo community. Klatt also stated that the park plan has a suggested ratio of parkland dedication based on national standards of 11 acres per 1000 residents.

M/S/P: Williams/Morreale, move to postpone consideration of the Plat until the Planning Commission receives consultation regarding the parkland from a member of the Parks Commission, **Vote: 5-1, Motion Carried**, with Haggard voting no.

Larson asked if consideration of the parkland will include collaboration with neighboring properties.

Morreale noted that he is still concerned about the parking issue. Klatt noted that parking is not directly addressed in the Subdivision Ordinance. He recommended not making parking regulations subdivision by subdivision. Rather, the City should evaluate parking ordinances City wide, not neighborhood by neighborhood.

The Planning Commission had consensus regarding the changes related to other Conditions of the Plat: delete #17 and revise #4.

Business Item: Zoning Text Amendment – Landscape Requirements.

Johnson presented a proposed amendment to the Zoning Ordinance to add a new section concerning landscaping that will replace three existing sections of the code that deal with landscaping requirements. Johnson reviewed the existing sections of the ordinance that address landscaping, including the Subdivision, Site Plan Review, and Open Space Preservation (OP) Ordinances. He stated that it is important to organize the landscape requirements into one location in the code.

Johnson reviewed the general outline and requirements of the proposed landscape ordinance.

Morreale asked if the ordinance requires a minimum caliper measurement of 2.5 inches versus 1 inch. Johnson replied that the new ordinance specifies minimum sizes of landscape materials, including trees, in Table 6-1.

Kreimer asked about a maximum height requirement on the Code. Johnson replied that this standard is referencing a situation with a berm. He also asked who would be responsible to replace dead trees planted by the developer on private lots. Johnson noted that he would look into other options related to the timing of tree installation.

Dodson expressed concern over the approval of landscaping plans and how a developer could be held responsible for this work once their project is completed. Dodson asked if the ordinance could address situations in which a developer prefers to keep more open space or to restore native prairie areas, and if the City can require developers to plant

trees that are native to Minnesota. Johnson explained that he would research this issue.

Williams commented that the correct plant species for the correct area should be an important consideration of the ordinance.

The Commission requested clarification on some of the specific aspects of the draft ordinance, and requested that Staff provide a red-lined version of the ordinance with any changes made by Staff prior to further discussion on this matter.

Updates and Concerns

There will be a special Planning Commission meeting on July 29th. The Lennar Development will be brought back and the staff will make an effort to have Parks Commission Chair Weiss and others there.

Council update

Council Update – The City Council adopted the Administrative and Enforcement Ordinance at the July 2nd meeting with some minor changes. They removed the design and demolition standards until the design standards manual is done.

The City Council adopted the fence ordinance at the July 16th meeting with some minor changes regarding solid wall fences up to 6 feet on properties smaller than ½ acre.

The City Council approved plans and specifications for the section 34 utility project at the July 16th meeting.

Meeting adjourned at 10:15pm

Respectfully submitted,

Nick Johnson
Planner



**City of Lake Elmo
Planning Commission Meeting
Minutes of July 29, 2013**

Vice Chairman Reeves called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m.

COMMISSIONERS PRESENT: Reeves, Dorschner, Dodson, Kreimer, Morreale;
COMMISSIONERS ABSENT: Larson, Haggard and Williams
STAFF PRESENT: City Planner Johnson, Planning Director Klatt

Approve Agenda:

The Planning Commission accepted the agenda as presented.

Approve Minutes: July 22, 2013

M/S/P: Kreimer/Dodson, move to accept the minutes of July 22, 2013 as amended;
Vote: 5-0. Motion Carried, with Reeves and Dorschner not voting.

Kreimer noted two corrections to the minutes, one regarding who is responsible to replace boulevard trees that die before lots are sold, and the other change pertaining to the ratio of the amount of parkland per resident recommended in the park plan. Both were amendments were accepted.

Business Item: Preliminary Plat – Lennar Homes

Klatt began his presentation by presenting a general outline of how the meeting is to proceed. He explained that the Mayor has requested to address the Planning Commission. In addition, per the request by the Planning Commission, the Chairman of the Park Commission, Shane Weis, will present the recommendation of the body, as well as answer any questions by the Planning Commission. Finally, Klatt noted that there will be a small amount of time allocated for public comment, as the Public Hearing has already been closed.

Klatt moved forward to present the important highlights of the Staff Report. Regarding density, he noted that the proposed project is consistent with the Comprehensive Plan. Klatt stated that the Comprehensive Plan utilizes an accepted practice of planning for growth using density ranges. This method is used due to the great variation from parcel to parcel due to roads, wetlands, slopes, soils and other reasons that make hitting an exact density figure on every parcel difficult. Klatt also presented an overview about

how the Comprehensive Plan was developed in terms of land uses and buffering as compared to the previous Comprehensive Plan.

Moving forward, Klatt discussed the aspect of the Staff Report that pertains to parkland dedication. He noted that when staff makes a recommendation regarding parks, they rely heavily on the input of the Park Commission, Parks staff and the City Administrator. The feedback that Staff received is that it is not critical to install more parkland than is currently being presented in the proposed development. It was stressed that it is important that the City have the ability to maintain whatever parks are dedicated and that they work for the needs of the development. He also presented a map that highlighted all of the park facilities in the Western portion of the I-94 Corridor. Included in these facilities are two existing City parks (Ridge and Stonegate), the Lake Elmo Regional Park Reserve, existing trails and proposed trails. He noted how these facilities relate to the City's overall park plan.

Klatt wrapped up his presentation by highlighting other questions from the previous Planning Commission meeting. He discussed the parking issue that was previously raised, describing the amount of property in between the structure and the front property line. He also described how the City arrived at the 28' wide road standard, noting that this standard represents a balance between the needs of emergency vehicles, maintenance, parking and traffic calming and circulation. Related to streets, he noted that the Lennar proposal meets all of the City standards. Klatt also spoke about the 5th Street realignment request from the property owner to the West. He noted that Staff is not recommending that any special conditions be imposed on the Lennar application pertaining to the realignment of the road. Alternatively, Staff is recommending that the property owners continue working on a realignment, and the City will allow the realignment to happen without the applicant needing to come back through the platting process.

To wrap up the Staff presentation, Klatt highlighted the revised list of conditions. He also listed draft findings for the Planning Commission to utilize for a potential motion.

Kreimer asked about Condition #19, noting that access was discussed to the north as well. Klatt noted that Kreimer is correct, and the condition should allow for access to the north.

Morreale asked what the City requirements were pertaining to parkland. Klatt noted that the Subdivision Ordinance requires a 10% land dedication or fee in lieu of land dedication. He noted that fees are used to acquire additional parkland and install park facilities. Morreale asked what the pure land dedication for the Lennar proposal would be. Klatt noted that the land dedication without fees would be 11.8 acres. Morreale noted that Stonegate Park is not large enough to accommodate all the new residents that will eventually live in this area.

Reeves asked if the 6.4 proposed acres of park include the other open space areas included in the proposed plat. Klatt noted that the other areas are not counted towards parkland. These areas also serve as storm water retention. As a follow up, Dodson asked which outlots are owned by the City vs. the HOA. Klatt highlighted a list within the plat that notes all of the ownership of the various outlots. Reeves asked if the HOA would own the outlots shown in the townhome area. Klatt confirmed that the areas around the townhomes are HOA owned.

Dorschner asked if trails are included as parkland dedication. Klatt confirmed that linear parks will only be accepted if the developer builds the trails.

Reeves asked if the City is creating a challenge of meeting the MOU with the Metropolitan Council if the City continues to accept development that is under the minimum thresholds. Klatt noted that the City has to continue to monitor the numbers guided by the MOU against platted lots. In addition, he noted that there are sometimes unique circumstances on sites that aren't always factored in such as buffers, parks, storm water ponds, etc.

Mike Pearson, 2805 Lisbon Ave. N., Mayor of Lake Elmo, spoke about the history of the I-94 Corridor planning effort. He noted that the plan balanced protection of the existing neighborhoods, orderly growth of the community, reasonable use to develop the land, and meeting the requirements of the Met Council. He commended the Planning Commission's efforts in the long range planning process, as well as the review of the plat. He indicated that the planning for growth in the I-94 Corridor has been a long and extensive process, and it is important to keep moving the process forward.

Shane Weis, 8483 27th St. N., the Chairman of the Park Commission, spoke to the Planning Commission. He noted that the Park Commission's view on new development would be to have one central open area, which Lennar does. This plan would be acceptable to the Park Commission.

Dorschner asked the Chairman if there are any studies done to indicate the current level of park use. Weis noted that Lake Elmo's parkland to citizen ratio is very high, which also means that maintenance is very high. The Park Commission needs to strike a balance between maintenance and quality of life with parkland. Dorschner noted that the maintenance of these parks must be considered. The City must ensure that we have the ability to maintain the parks well. This plan factors in both the needs of the future residents of the development and the cost of maintenance. The City needs to consider the resources required for park maintenance.

Kreimer asked if any of the park funds would be used for a broader facility for the community. Weis noted that the funds would go into the general parkland dedication fund. The specific use for those funds would be determined at a future time. Johnson

stated that the Village land use plan does call for a community recreational facility which will guide the use of some of these funds.

Morreale asked if the amount of parkland, particularly for the western portion of the neighborhood, is acceptable to the Park Commission. Weis stated that the Park Commission is comfortable with the current park as it is a central park and they factored in the maintenance. Morreale stated he feels that the proposed park is not large enough for this many people and they should be required to put in the full size. Johnson stated that the City has the flexibility to accept in lieu of funds when it seems appropriate and it has been common practice in this city in the OP developments and in the Twin Cities Metropolitan Area.

Dodson asked how small children will access neighborhood parks. Klatt noted that the City standard requires a sidewalk on one side of the street for the very purpose of maintaining proper accessibility. In addition, he notes that the recent results from the Park Survey reveal that more residents are concerned about the maintenance of the existing parks on the system. Specifically, Klatt noted that the City has to be prepared to maintain the trail system that is constructed in addition to maintaining existing and new parks. Weis also noted that there is a central park planned for the Hammes Estates development, which was recently reviewed at the Sketch Plan level by the Planning Commission and Park Commission.

Reeves asked for more specific feedback from the Park survey. Weis stated that, at this time, they have not analyzed the data, but will be doing so at their next meeting.

Dorschner asked if the parks that were dedicated were for use by the residents that lived in the development, or if they are for use of any resident of the City. Weis stated that any dedicated Park land is a City park and can be used by anyone.

Reeves asked Weis if he felt the City parks were underutilized, properly utilized, or over utilized. Weis noted that the Park Commission currently believes that the City parks are underutilized.

Weis asked Klatt about the tot lots. Klatt explained that there might be space available in the multi-family area for a tot lot.

Joe Jablonski, Lennar Homes, noted that Lennar has built homes all over the Twin Cities and across the country. He shared his experiences pertaining to park land in the context of the neighborhoods Lennar has platted and built. He noted that small neighborhood parks have been very successful in addressing the needs of families with young children. He noted that more programmed parks with team sports require much greater amounts of parkland. Moving forward, Jablonski presented two concepts of the central park of

the Savona plat. These concepts are intended to illustrate how the proposed park space can be utilized.

Reeves opened the forum for brief public comment. He noted that there were written comments submitted by Commissioners Williams and Larson that the Commissioners reviewed.

Susan Dunn, 11018 Upper 33rd St., asked the Planning Commission to consider the City's "Commitment to the Community". She also noted that many people have worked hard to preserve land in the City. Dunn noted that this is the first time that she has seen the Savona Plat proposal, noting she felt overwhelmed by the intensity of the development. She stated that there should be additional parkland to serve the young families that will locate in the neighborhood. In addition, Dunn asked the Planning Commission to consider the EAW and surface water management plan of the development.

Charlie Devine represents the owners of the Louis Damiani Trust and Tim Montgomery parcel. Devine was complimentary of Lennar, stating that they have been good to work with in the development process. He noted that the property owners he represents, as well as the development group he is part of, wish to realign the 5th Street minor collector road further to the south. He noted that the City has taken a hands off approach thus far. He is asking that the City facilitate bringing parties to the table to bring resolution to the alignment of the minor collector road. He is asking on behalf of the property owners that the resolution of the 5th street alignment be an additional condition of plat approval. He stated that he supports the Lennar neighborhood, but needs to see realignment of the collector road.

Wayne Prowse, 697 Julep Ave N., noted that if the development is 112 acres, than the City should require the full parkland dedication. He also cited a Pioneer Press article that states that the Lake Elmo Park Reserve is overwhelmed with visitors. He stated that there is not enough parkland in the Savona plat. He also noted that the density of the plat is above the expected amount. He asked that the Planning Commission look out for the quality of life in Lake Elmo.

Reeves opened up discussion to the Planning Commission.

Morreale stated that he feels that the Savona plat will set the bar for future sewered development. He stated that if the Planning Commission allows this development to move forward, than all of the future developments will follow the precedent. Reeves asked Morreale if he thought any future developments are impacted by the parks around it. Morreale stated that he feels that parks are a key thing that should not be eliminated.

Kreimer noted that it was stated that Lake Elmo already has an overabundance of parks. However, he stated that Lake Elmo has never had high density before. For this reason,

Kreimer noted that now is not the time to pull back on parkland. He stated that there should be more parks for the amount of residents.

Dorschner noted that in an ideal world, everyone's property would back up to a park. He shared that he visited Stonegate Park last week. He noted that the park is not in great use. He notes that he would prefer to use the park system for trails that connect people to parkland and allow for alternative transportation. He stated that he respects other perspectives on parkland, but prefers additional trails.

Dodson asked Staff about the comments by Mr. Devine pertaining to the alignment of 5th Street. In addition, he asked if there is any planned improvement or bridge for crossing Keats Ave or 10th Street. Klatt noted that a grade separated trail would be problematic on Keats Ave. He noted that a grade separated trail would be ideal but costly. Related to 5th Street, Klatt explained the Staff position that the City does not want to take a position between a matter of negotiation between three active land owners. Reeves asked if it would be practical for the City to impose some type of time frame to move negotiations pertaining to the alignment of the collector road forward. Klatt noted that the 5th Street realignment will be considered if it is brought forward, but we are dealing with a lot of uncertainties.

Dorschner stated that he feels it is the City's responsibility to encourage resolution of the alignment of 5th Street. He stated that Lennar should have to work to resolve the issue so it is not a winner take all result.

Dodson stated that he is on the fence regarding the parks issue. In addition, he does not share Dorschner's feeling that imposing a condition on the alignment of 5th Street is the fair way to approach it.

Morreale stated that he is concerned about the amount of park space. He feels that the City has set the land requirement at 10%. In addition, if we accept less for this plat, it will happen for the plats moving forward.

Reeves noted that he shares the concern about allowing for enough places for families of kids to play. Nevertheless, he is sensitive to the recommendation and thoughts of the Park Commission. Johnson stated that the City needs to think in broader terms of the parks system vs. individual plans. Johnson stated the City has the statutory authority to take 10% park dedication in any combination of land and fee, depending on the circumstances and would not be setting any precedent from one plan to another.

Morreale stated that he disagrees with the interpretation of Planner Johnson in terms of a bar being set for parkland for every park coming forward.

Klatt noted that the park plan does not provide substantive guidance in how to program neighborhood parks. Also, there is not a significant push from the Parks Commission to

recommend additional parkland for this plat. He encourages the Planning Commission to dialogue with the Park Commission on future plats.

Dorschner stated that the Park Commission was represented, and it is not the place of the Planning Commission to question their recommendation.

M/S/P: Dodson/Dorschner, move to recommend approval of the Savona Preliminary Plat with the revised Condition #19, **Vote: 3-2. Motion Carried**, with Kreimer and Morreale voting no.

Updates and Concerns

Council update – None

Staff update –

Planning Commission meetings upcoming on August 12 and 26.

Commission Concerns –

Dorschner asked if the future residents will be notified pertaining to potential nuisances in the area, including the mining operation and gun range within close proximity. Klatt noted that he will do some research to see how this will be addressed.

Meeting adjourned at 9:53pm

Respectfully submitted,

Nick Johnson
Planner

Kyle Klatt

From: Alan Dale [adale@daletileco.com]
Sent: Friday, July 26, 2013 1:14 PM
To: Kyle Klatt; Nick Johnson; Dean Zuleger
Cc: steve.ach@lennar.com
Subject: RE: Sonoma per plat - 5th Street

Kyle,
We support Lennar in their desire to keep 5th Street as located on the Lennar Preliminary Plat. I have exchanged emails with the Amaris Group about moving 5th Street to the South. This move would relocate about 2 acres of valuable high density land to the Lennar parcel north of 5th Street. This additional acreage is of marginal value to Lennar and not necessary for Lennar. I have asked Amaris to reimburse us for this lost 2 acres if the road is moved south. My understanding from Amaris's last email is that they were not willing to pay for this acreage.

We remain open to discussions with Amaris and Lennar and if something can be worked out we can make the correction before the final plat is recorded. Our interest is to be reasonably compensated for the lost acreage.

Thanks,

Alan Dale
Stonehenge USA
6007 Culligan Way
Minnetonka, MN 55345
O: 952.288.2201
C: 612.718.3793
adale@stonehenge-usa.com
www.stonehenge-usa.com



From: Steven Ach [<mailto:Steve.Ach@Lennar.com>]
Sent: Tuesday, July 02, 2013 4:07 PM
To: Kyle Klatt
Cc: Alan Dale; Joe Jablonski
Subject: Sonoma per plat - 5th Street

Kyle it sounds like Alan Dale needs to work out some details with the buyers of the Montgomery property before he agrees to moving 5th Street to the south. Given the short amount of time we have before the Planning Commission meeting I think for your review of our preliminary plat lets assume 5th Street will not be moving. Lennar wants to proceed with the plat as submitted. If you want to discuss please call me
Thanks

Sent from my iPad
Steve Ach
Land Acquisition Manager
Lennar

Members of the Planning Commission, I regret I am unable to attend tonight's meeting, but I am on a trip planned long before this special meeting was scheduled. However, I cannot stop thinking about the Lennar subdivision, since it is our first large, sewerred subdivision, and our decisions about it may well influence our decisions about the future sewerred subdivisions on the horizon. For comparison, we can look at similar subdivisions in nearby cities, such as Lennar's Millbrook near 96 and 15 in Stillwater. As we consider the developments in our City, we will probably make mistakes along the way, but that is the nature of the process of creating our unique City of Lake Elmo.

The following are my own thoughts and opinions and are offered for your consideration.

1. Overall, the Lennar subdivision appears to be an acceptable one, based on our current regulations, with a couple of concerns.
2. The Lennar and Hammes subdivisions will have over 450 homes, which means well over 1000 people.
3. The Lennar plat is about $\frac{1}{4}$ mile north/south and about $\frac{2}{3}$ mile east/west. The Hammes plat is about $\frac{1}{4}$ x $\frac{1}{4}$ mile. Lake Elmo has a stated policy of having "pedestrian friendly" developments. In my mind this means a "destination" park (as opposed to a trail) within $\frac{1}{2}$ mile of any home. I believe the Stonegate Park was located where it is in order to serve additional development to the west.
4. The Lennar plat has a nice trail system. It has one, nice shady park: great for a couple of picnic tables, a tot lot, maybe a half-court basketball area. But there is no open field for sports activities, like baseball, soccer, football, flying a kite, etc. These could be accommodated by a simple, relatively level, open field with minimal equipment, although it might be nice to have a backstop and a 1-2 table shade pavilion at some point in the future. Such a field would not be a big maintenance burden: for example, there would be no need for a manicured baseball infield, at least at the start.
5. For the Lennar subdivision, the City should require in addition the dedication of about 2 acres for an open park, imagining some future layout similar to the active area of Reid Park. The location should be within $\frac{1}{2}$ mile of all homes. Certainly, a site straddling the border between the Lennar and Hammes subdivisions, and serving both, should be considered.
6. Our laws allow the City to require up to 10% of the land in a new subdivision to be dedicated for parks. Of course, the developer will object to this amount. But once the land is developed with homes, it is practically impossible to recover it for a park. Therefore, we should acquire the land when we can, even if it is not developed for a park immediately. The City can sell off parkland later, if desired, but it realistically cannot buy it back once developed, without expensive and messy condemnation proceedings.
7. I am also concerned with the County's comments about traffic impacts along Keats Ave, for both Lennar and Hammes plats. Is a berm unrealistic? Would a solid fence or wall be feasible? Is there some other mitigation possible?
8. I am also concerned about the total impervious surface coverage (over 50% ?) and storm water runoff. Is the proposed storm water management system adequate for the expected runoff volume? I have asked the City Engineer for his comments.

Respectfully submitted by Todd Williams

Kyle Klatt

From: Rolf Larson [halver@mac.com]
Sent: Monday, July 29, 2013 10:04 AM
To: Nick Johnson; Kyle Klatt
Cc: Rolf Larson
Subject: Unable to attend 7/29 meeting with notes

Greetings!

My wife's father died last Friday evening. Visitation is tonight @ Bradshaw. The funeral will be tomorrow morning in Stillwater.

I also have a couple comments on this week's meeting notes:

1) As Lennar is getting to set "the bar" for future developments by being the first development in the 94 corridor, so are we are also setting "the bar" for development expectations. Adequate open area for child activities and parental supervision need to be clear expectations.

2) These new housing developments will have many children. They will tend to have large homes on smaller lots. Children need to have open ground for play. If we don't want them playing in the streets, they need to have play areas and open space for actives activity.

3) I really like the trails Lennar is offering in their plan.

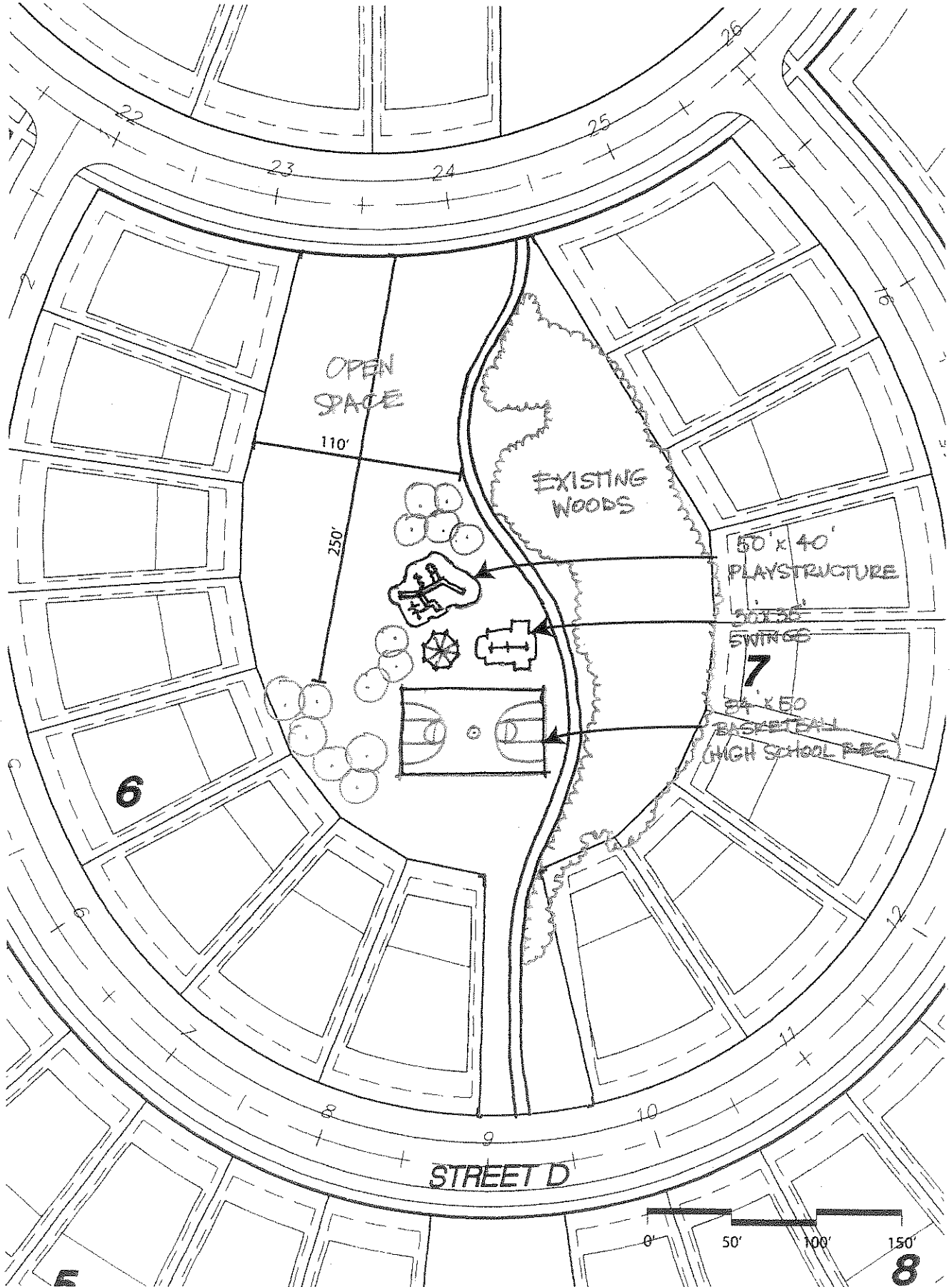
4) Buffer existing developments such as Stonegate that were developed under different models (larger yards, more open space). They have legitimate expectations that need to be protected by open space and appropriate buffering!

I like both park models projected in this week's packet but feel that the first Outlot F model with; a) open space; b) play sets; and c) a shaded seating area for parents to be with their children as they play (shade, picnic tables (or gazebo) and a grill is most appropriate for this development because of the number of children who will be moving into these new homes.

Sorry I will be missing tonight's meeting. I am so pleased with our decision to see to these important details in our future development.

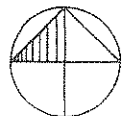
Rolf

CONCEPT SKETCH PLAN

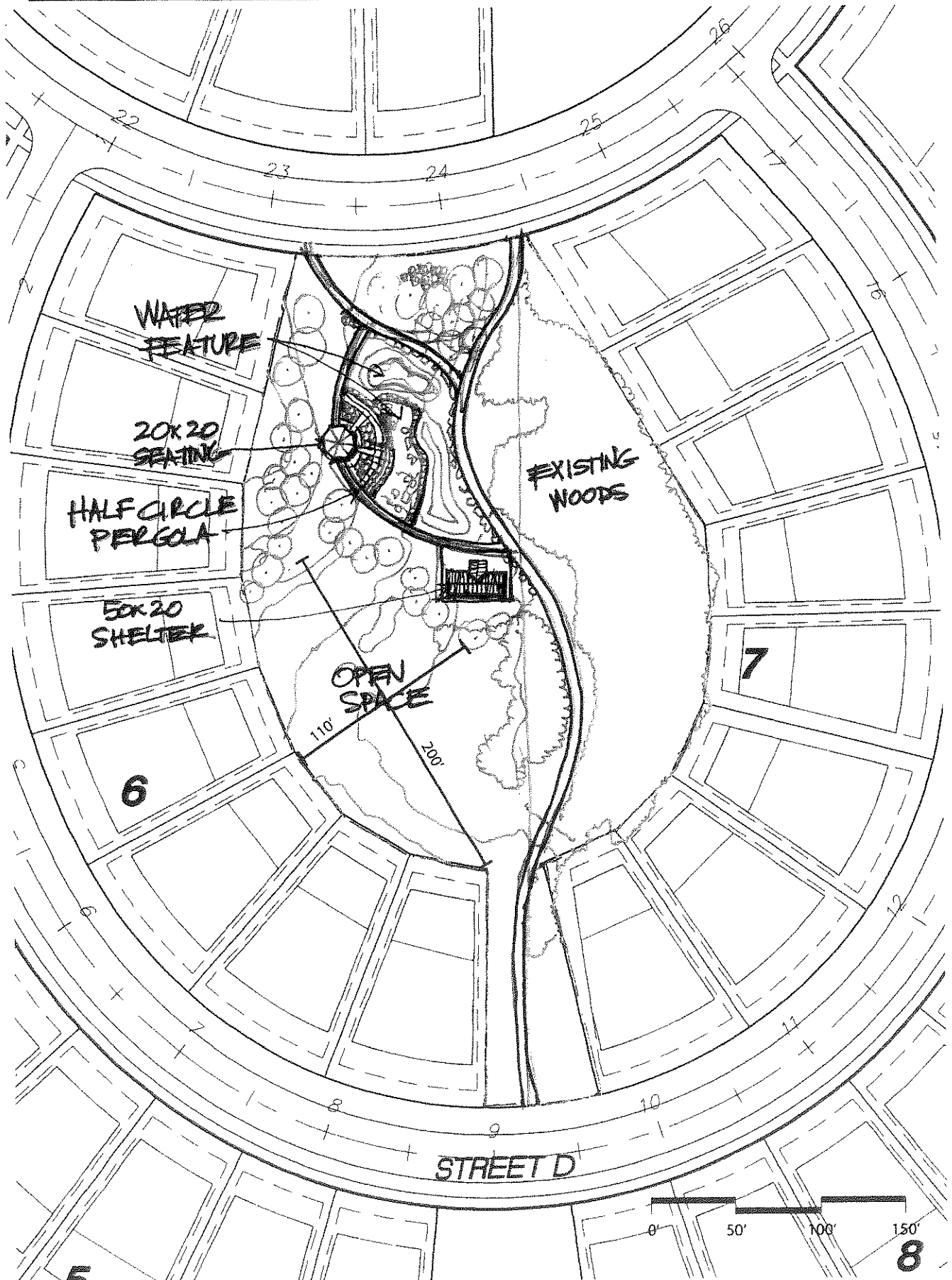


07-26-2013
20121161

SAVONA
LAKE ELMO, MN

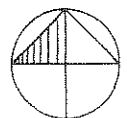


CONCEPT SKETCH PLAN



07-26-2013
20121161

SAVONA
LAKE ELMO, MN



MAYOR AND COUNCIL COMMUNICATION

DATE: 8/06/2013

REGULAR

ITEM #: 10

AGENDA ITEM: Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street – Accept Bids and Award Contract

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Adam Bell, City Clerk
Cathy Bendel, Finance Director
Ryan Stempski, Assistant City Engineer

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item..... City Engineer
- Report/Presentation City Engineer
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate..... Mayor Facilitates
- Call for Motion..... Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion Mayor Facilitates

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider accepting contractor bids as presented and awarding a contract for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2013-59, Accepting the Bids and Awarding a Contract to Minger Construction, Inc., in the amount of \$3,463,201.60, for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street.”

STAFF REPORT:

Bids were received, publicly opened, and read aloud on July 23, 2013. The city engineer has prepared and attached the Tabulation of Bids and a Letter of Recommendation for the award of the contract. The City received four (4) bids for this project, with Minger Construction, Inc. providing the lowest base bid in the amount of \$3,463,201.60. The Engineer’s post-design construction cost estimate for the project was \$3.3 million, excluding a 10% contingency.

The project remains within the budget amounts established with the project authorization. Minger Construction, Inc. is a known contractor having successfully completed similar projects in the Metro Area. The city engineer is therefore recommending that the Council award the contract to the lowest responsible bidder, Minger Construction, Inc., as outlined in the attached letter. Minger Construction is coordinating material lead times and is planning to put 2 to 3 crews on the project to meet the substantial completion date

of December 20, 2013. The Contractor has communicated a balanced bid and is prepared to deliver the project per the plans and specifications.

The City Council approved the Plans and Specifications for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street, on May 21, 2013, and authorized staff to advertise the Project for bids. The Project was advertised on QuestCDN.com, Finance and Commerce, and in the Oakdale-Lake Elmo Review in accordance with the Minnesota Competitive Bidding requirements. The improvements include:

- The Village lift station located just north of 30th Street and east of Reid Park, consisting of a 12-foot diameter concrete wet well, two 1,200 gallon per minute submersible pumps, electrical/SCADA control panel, chemical feed odor control system, standby generator, and lift station site work.
- Directional drilling (trenchless installation) of 16,250 feet of 16-inch forcemain along 30th Street and Lake Elmo Avenue to a location just south of Cimarron.
- Open trench installation of 4,140 feet of 24-inch diameter trunk sewer pipe from the southern edge of Cimarron to Hudson Boulevard.

The project is the first phase of a multi-phase plan to bring municipal sewer service to the Village area by constructing a lift station, forcemain and trunk gravity sewer line. The improvements are necessary to convey wastewater from the Village area, along Lake Elmo Avenue to the MCES meter station located on Hudson Boulevard. Trunk gravity sewer pipe will be installed in the area south of 10th Street to make sewer service available to future development in the I94 east corridor area. The project need is documented in the city's 2030 Comprehensive Plan and has been programmed in the 2013 Capital Improvement Program.

The total "post-design" engineer's estimate of project cost is \$4.5 million vs. a CIP project budget amount of \$4.9 million.

FUNDING:

The project will be partially funded from the \$1.0 million DEED Sewer Grant. The state's obligation to fund the DEED Grant shall terminate if the entire Grant has not been disbursed by December 31, 2014. The remaining project costs will be funded through the issuance of bonds with the debt retirement to be funded through the collection of Sewer Availability and Sewer Connection charges established by the City.

RECOMMENDATION:

Staff is recommending that the city council approve Resolution No. 2013-59, thereby accepting the bids and awarding a Contract to Minger Construction, Inc., in the amount of \$3,463,201.60, for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street. The recommended motion for this action is as follows:

"Move to approve Resolution No. 2013-59, Accepting the Bids and Awarding a Contract to Minger Construction, Inc., in the amount of \$3,463,201.60, for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street."

ATTACHMENT(S):

1. Resolution No. 2013-59
2. Engineer's Letter of Recommendation and Tabulation of Bids
3. Project Schedule
4. Project Location Map

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

RESOLUTION NO. 2013-59

**A RESOLUTION ACCEPTING THE BIDS
AND AWARDING A CONTRACT FOR THE
LAKE ELMO AVENUE SEWER INFRASTRUCTURE IMPROVEMENTS:
I-94 TO 30TH STREET**

WHEREAS, pursuant to an advertisement for bids for the Lake Elmo Avenue Sewer Infrastructure Improvements, bids were received, opened, and tabulated according to law, and bids were received complying with the advertisement; and

WHEREAS, bids were tabulated, checked and summarized to verify that all requirements of the submittals were met; and

WHEREAS, the project engineer reviewed the bids and has provided a letter recommending the award of the contract to the lowest responsible bidder, Minger Construction, Inc., in the amount of \$3,463,201.60.

NOW, THEREFORE, BE IT RESOLVED,

1. That the Mayor and City Clerk are hereby authorized and directed to enter into a Contract in the accordance with the above ordered Project, in the amount of the Contractor's lowest responsible bid, and according to the plans and specifications thereof approved by the City Council.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SIXTH DAY OF
AUGUST, 2013.**

CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)
ATTEST:

Adam Bell
City Clerk



444 Cedar Street, Suite 1500
 Saint Paul, MN 55101
 651.292.4400
 tkda.com

July 25, 2013

Mr. Ryan Stempki, P.E.
 City of Lake Elmo
 3800 Laverne Avenue North
 Lake Elmo, Minnesota 55042

Re: Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street
 City of Lake Elmo, Minnesota
 City Project No. 2013.123
 TKDA Project No. 15204.001

Dear Mr. Stempki:

A tabulation of the Bids received by the City for the above mentioned project on July 23, 2013 has been completed with the following results. A complete Tabulation of Bids is enclosed for your information.

Contractor	Base Bid	Alternate No. 1	Alternate No. 2
Minger Construction, Inc.	\$3,463,201.60	(\$15,000.00)	(\$0.00)
Northwest Asphalt, Inc.	\$3,686,192.81	(\$15,000.00)	(\$9,500.00)
Northdale Construction Company, Inc.	\$3,755,466.94	(\$0.00)	(\$7,000.00)
Eureka Construction, Inc.	\$3,957,585.34	(\$0.00)	(\$10,000.00)
Engineer's Estimate	\$3,297,620.00		

Recommendation

We recommend that you award the Contract to the lowest responsive and responsible bidder, Minger Construction, Inc. for their Base Bid, excluding Alternate Nos. 1 and 2, of \$3,463,201.60.

Please do not hesitate to call me with any questions or comments you may have.

Sincerely,

Ronald S. Quanbeck, P.E.
 Project Engineer

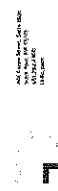
RSQ/mas
 Enclosure

TABULATION OF BIDS

LAKE ELMO AVENUE SEWER INFRASTRUCTURE IMPROVEMENTS - 194 TO 30TH STREET
 CITY OF LAKE ELMO, MINNESOTA
 TKDA PROJECT NO. 13204.001

BIDS OPENED: JULY 23, 2013 2:00 PM
 *DENOTES ERROR IN BIDDERS CALCULATION

ITEM NO.	ITEM	QUANTITY	Engineer's Estimate		Eureka	Minger Construction		Northdale Construction		
			Unit Price	Total Amount		Unit Price	Total	Unit Price	Total	
DIVISION 1 - GENERAL										
1	MOBILIZATION	1	\$ 125,000.00	\$ 125,000.00	\$ 180,000.00	\$ 33,000.00	\$ 33,000.00	\$ 199,000.00	\$ 199,000.00	
2	TRAFFIC CONTROL	1	\$ 35,000.00	\$ 35,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,500.00	\$ 33,295.00	\$ 33,295.00	
3	SILT FENCE	4462	\$ 2.00	\$ 8,924.00	\$ 1.00	\$ 4,462.00	\$ 1.65	\$ 7,362.30	\$ 1.88	\$ 8,388.56
4	ROCK CONSTRUCTION ENTRANCE	3	\$ 2,000.00	\$ 6,000.00	\$ 1,000.00	\$ 3,000.00	\$ 970.00	\$ 2,910.00	\$ 1,250.00	\$ 3,750.00
5	WATER FOR DUST CONTROL	2	\$ 30.00	\$ 180.00	\$ 90.00	\$ 180.00	\$ 278.00	\$ 556.00	\$ 250.00	\$ 500.00
6	TREE REMOVAL	151	\$ 175.00	\$ 26,425.00	\$ 300.00	\$ 45,300.00	\$ 266.00	\$ 40,166.00	\$ 379.75	\$ 57,342.25
7	CLEARING & GRUBBING	4	\$ 250.00	\$ 1,000.00	\$ 135.00	\$ 540.00	\$ 330.00	\$ 1,320.00	\$ 542.50	\$ 2,170.00
8	INLET PROTECTION	10.75	\$ 2,000.00	\$ 21,500.00	\$ 1,350.00	\$ 14,437.50	\$ 3,700.00	\$ 39,775.00	\$ 3,623.90	\$ 38,956.93
9	HYDRO MULCH W/ SEED & FERTILIZER	0.2	\$ 3,500.00	\$ 700.00	\$ 5,000.00	\$ 1,000.00	\$ 4,250.00	\$ 850.00	\$ 4,150.13	\$ 830.03
10	SEEDING (WETLAND MIX)	500	\$ 25.00	\$ 12,500.00	\$ 16.00	\$ 8,000.00	\$ 13.00	\$ 6,500.00	\$ 19.50	\$ 9,750.00
11	EROSION CONTROL BLANKET (WOOD FIBER)	60	\$ 5.00	\$ 300.00	\$ 2.50	\$ 150.00	\$ 5.25	\$ 315.00	\$ 5.15	\$ 309.00
12	TOPSOIL BORROW	60	\$ 125.00	\$ 7,500.00	\$ 40.00	\$ 2,400.00	\$ 55.00	\$ 3,300.00	\$ 42.32	\$ 2,539.20
13	DITCH CHECK	1	\$ 5,000.00	\$ 5,000.00	\$ 17,000.00	\$ 17,000.00	\$ 1,400.00	\$ 14,000.00	\$ 18,500.00	\$ 18,500.00
14	MODULAR BLOCK RETAINING WALL	1	\$ 3,500.00	\$ 3,500.00	\$ 8,100.00	\$ 8,100.00	\$ 11,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
15	SALVAGE/SALVAGE AND REINSTALL EXISTING IRRIGATION PUMP HOUSE AND EQUIPMENT	1	\$ 3,500.00	\$ 3,500.00	\$ 8,100.00	\$ 8,100.00	\$ 11,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
16	RAIN GARDEN	1	\$ 282,616.50	\$ 282,616.50	\$ 323,217.00	\$ 323,217.00	\$ 188,902.60	\$ 348,884.96	\$ 348,884.96	\$ 348,884.96
DIVISION 2 - SANITARY SEWER										
1	CONNECT TO EXISTING MANHOLE	EA	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00	\$ 11,600.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
2	SALVAGE & REINSTALL EXISTING SANITARY SEWER MANHOLE	EA	\$ 750.00	\$ 750.00	\$ 2,500.00	\$ 2,500.00	\$ 3,760.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
3	SALVAGE & REINSTALL EXISTING SANITARY SEWER	LF	\$ 75.00	\$ 7,500.00	\$ 68.63	\$ 6,863.00	\$ 84.00	\$ 8,400.00	\$ 125.00	\$ 12,500.00
4	LIFT STATION STRUCTURE, VALVE VAULT, AND PIPING	LS	\$ 160,000.00	\$ 160,000.00	\$ 240,000.00	\$ 240,000.00	\$ 187,000.00	\$ 187,000.00	\$ 173,500.00	\$ 173,500.00
5	LIFT STATION PUMPS AND ACCESSORIES	LS	\$ 120,000.00	\$ 120,000.00	\$ 87,100.00	\$ 87,100.00	\$ 66,750.00	\$ 66,750.00	\$ 73,751.25	\$ 73,751.25
6	GENERATOR	LS	\$ 60,000.00	\$ 60,000.00	\$ 85,500.00	\$ 85,500.00	\$ 98,250.00	\$ 98,250.00	\$ 93,397.68	\$ 93,397.68
7	CHEMICAL FEED SYSTEM	LS	\$ 180,000.00	\$ 180,000.00	\$ 255,000.00	\$ 255,000.00	\$ 249,000.00	\$ 249,000.00	\$ 220,579.15	\$ 220,579.15
8	16" HDPE FORCEMAIN, INSTALLED BY HDD	LF	\$ 87.00	\$ 8,700.00	\$ 90.75	\$ 9,075.00	\$ 81.00	\$ 8,100.00	\$ 81.63	\$ 8,163.00
9	16" HDPE FORCEMAIN, INSTALLED BY OPEN CUT	LF	\$ 30.00	\$ 3,000.00	\$ 66.00	\$ 6,600.00	\$ 57.00	\$ 5,700.00	\$ 60.80	\$ 6,080.00
10	8" PVC, SDR 35 SANITARY SEWER (10'-15' DEPTH)	LF	\$ 45.00	\$ 4,500.00	\$ 41.00	\$ 4,100.00	\$ 40.00	\$ 4,000.00	\$ 40.00	\$ 4,000.00
11	8" PVC, SDR 35 SANITARY SEWER (15'-20' DEPTH)	LF	\$ 45.00	\$ 4,500.00	\$ 41.00	\$ 4,100.00	\$ 40.00	\$ 4,000.00	\$ 40.00	\$ 4,000.00
12	8" PVC, SDR 35 SANITARY SEWER (20'-25' DEPTH)	LF	\$ 55.00	\$ 5,500.00	\$ 51.00	\$ 5,100.00	\$ 50.00	\$ 5,000.00	\$ 50.00	\$ 5,000.00
13	18" PVC, SDR 26 SANITARY SEWER (10'-15' DEPTH)	LF	\$ 125.00	\$ 12,500.00	\$ 131.00	\$ 13,100.00	\$ 116.00	\$ 11,600.00	\$ 125.83	\$ 12,583.00
14	18" PVC, SDR 26 SANITARY SEWER (15'-20' DEPTH)	LF	\$ 125.00	\$ 12,500.00	\$ 131.00	\$ 13,100.00	\$ 116.00	\$ 11,600.00	\$ 125.83	\$ 12,583.00
15	18" PVC, SDR 26 SANITARY SEWER (20'-25' DEPTH)	LF	\$ 85.00	\$ 8,500.00	\$ 79.00	\$ 7,900.00	\$ 75.00	\$ 7,500.00	\$ 75.00	\$ 7,500.00
16	24" SANITARY SEWER (0'-10' DEPTH)	LF	\$ 100.00	\$ 10,000.00	\$ 92.610.00	\$ 9,261.00	\$ 88.00	\$ 8,800.00	\$ 88.00	\$ 8,800.00
17	24" SANITARY SEWER (10'-15' DEPTH)	LF	\$ 110.00	\$ 11,000.00	\$ 109.00	\$ 10,900.00	\$ 116.00	\$ 11,600.00	\$ 116.00	\$ 11,600.00
18	24" SANITARY SEWER (15'-20' DEPTH)	LF	\$ 110.00	\$ 11,000.00	\$ 109.00	\$ 10,900.00	\$ 116.00	\$ 11,600.00	\$ 116.00	\$ 11,600.00
19	24" SANITARY SEWER (20'-25' DEPTH)	LF	\$ 125.00	\$ 12,500.00	\$ 131.00	\$ 13,100.00	\$ 116.00	\$ 11,600.00	\$ 125.83	\$ 12,583.00
20	24" SANITARY SEWER (30'-35' DEPTH)	LF	\$ 135.00	\$ 13,500.00	\$ 131.00	\$ 13,100.00	\$ 116.00	\$ 11,600.00	\$ 125.83	\$ 12,583.00
21	24" SANITARY SEWER (35'-40' DEPTH)	LF	\$ 155.00	\$ 15,500.00	\$ 147,825.00	\$ 147,825.00	\$ 116.00	\$ 11,600.00	\$ 125.83	\$ 12,583.00
22	6" ON 18" W/FE BRANCH	LF	\$ 40.00	\$ 4,000.00	\$ 34.00	\$ 3,400.00	\$ 33.00	\$ 3,300.00	\$ 33.00	\$ 3,300.00
23	48" DIAMETER SAN. MANHOLE, TYPE 301 (0'-10' DEPTH)	EA	\$ 350.00	\$ 350.00	\$ 850.00	\$ 850.00	\$ 1,140.00	\$ 1,140.00	\$ 854.40	\$ 854.40
24	54" DIAMETER SAN. MANHOLE, TYPE 301 (0'-10' DEPTH)	EA	\$ 3,200.00	\$ 3,200.00	\$ 3,540.00	\$ 3,540.00	\$ 4,900.00	\$ 4,900.00	\$ 2,546.26	\$ 2,546.26
25	48" DIAMETER SAN. MANHOLE, TYPE 303 (EXTRA DEPTH)	EA	\$ 4,000.00	\$ 4,000.00	\$ 5,250.00	\$ 5,250.00	\$ 8,400.00	\$ 8,400.00	\$ 4,059.47	\$ 4,059.47
26	54" DIAMETER SAN. MANHOLE, TYPE 303 (EXTRA DEPTH)	EA	\$ 150.00	\$ 150.00	\$ 127.00	\$ 127.00	\$ 73.00	\$ 73.00	\$ 122.25	\$ 122.25
27	72" CLEANOUT, MANHOLE	VF	\$ 200.00	\$ 200.00	\$ 308.00	\$ 308.00	\$ 170.00	\$ 170.00	\$ 197.44	\$ 197.44
28	72" AIR RELEASE MANHOLE	EA	\$ 14,000.00	\$ 14,000.00	\$ 16,300.00	\$ 16,300.00	\$ 13,500.00	\$ 13,500.00	\$ 23,062.34	\$ 23,062.34
29	6" DIP CLASS 50 SANITARY SEWER	LF	\$ 40.00	\$ 400.00	\$ 80.00	\$ 800.00	\$ 108.00	\$ 1,080.00	\$ 23,851.54	\$ 23,851.54
30	6" DIP CLASS 50 SANITARY SEWER	LF	\$ 75.00	\$ 750.00	\$ 1,422.00	\$ 1,422.00	\$ 138.00	\$ 1,380.00	\$ 108.50	\$ 1,085.00
31	24" DIP CLASS 50 SANITARY SEWER	EA	\$ 180.00	\$ 180.00	\$ 3,240.00	\$ 3,240.00	\$ 3,010.00	\$ 3,010.00	\$ 159.27	\$ 159.27
32	24" DIP CLASS 50 SANITARY SEWER	EA	\$ 4,500.00	\$ 4,500.00	\$ 5,200.00	\$ 5,200.00	\$ 9,300.00	\$ 9,300.00	\$ 6,412.38	\$ 6,412.38
33	EXTERNAL MANHOLE DROP	EA	\$ 8,500.00	\$ 8,500.00	\$ 133,200.00	\$ 133,200.00	\$ 8,000.00	\$ 8,000.00	\$ 7,374.28	\$ 7,374.28
34	16" RES. SEAT GATE VALVE & BOX	CY	\$ 2.50	\$ 2,500.00	\$ 1,806.75	\$ 1,806.75	\$ 1.00	\$ 603.00	\$ 9.75	\$ 7,823.25
35	EXCAVATE, SALVAGE, AND STOCKPILE WETLAND SOIL (CV)	CY	\$ 2.50	\$ 2,500.00	\$ 1,806.75	\$ 1,806.75	\$ 1.00	\$ 603.00	\$ 9.75	\$ 7,823.25
36	PLACE SALVAGED WETLAND SOIL (CV)	CY	\$ 2.50	\$ 2,500.00	\$ 1,806.75	\$ 1,806.75	\$ 1.00	\$ 603.00	\$ 9.75	\$ 7,823.25



TKDA
 Technical & Construction
 Development Associates
 10000 Grand Ave
 Minneapolis, MN 55426

TABULATION OF BIDS

LAKE ELVIG AVENUE SEWER INFRASTRUCTURE IMPROVEMENTS - 154 TO 30TH STREET
 CITY OF LAKE ELMO, MINNESOTA
 CITY PROJECT
 TDA PROJECT NO. 152004.001

BIDS OPENED: JULY 23, 2013 2:00 PM

* DENOTES ERROR IN BIDDERS CALCULATION

ITEM NO.	ITEM	UNIT	QUANTITY	Unit Price	Northwest Asphalt	Total
DIVISION 1 - GENERAL						
1	MOBILIZATION	LS	1	\$ 361,548.00	\$	361,548.00
2	TRAFFIC CONTROL	LS	1	\$ 16,500.00	\$	16,500.00
3	SILT FENCE	LF	4462	\$ 1.50	\$	6,693.00
4	ROCK CONSTRUCTION ENTRANCE	EA	3	\$ 1,000.00	\$	3,000.00
5	WATER FOR DUST CONTROL	M GAL	2	\$ 50.00	\$	100.00
6	TREE REMOVAL	EA	151	\$ 300.00	\$	45,300.00
7	CLEARING & GRUBBING	EA	4.13	\$ 4,500.00	\$	18,585.00
8	INLET PROTECTION	EA	4	\$ 150.00	\$	600.00
9	HYDRO MULCH W/ SEED & FERTILIZER	AC	10.75	\$ 3,940.00	\$	35,905.00
10	SEEDING (WETLAND MIX)	AC	0.2	\$ 3,825.00	\$	765.00
11	EROSION CONTROL BLANKET (WOOD FIBER)	SY	5625	\$ 0.59	\$	5,568.75
12	TOPSOIL BORROW	CY	500	\$ 18.30	\$	9,000.00
13	DITCH CHECK	LF	60	\$ 4.75	\$	285.00
14	MODULAR BLOCK RETAINING WALL	LF	60	\$ 30.00	\$	1,800.00
15	SALVAGE/SALVAGE AND REINSTALL EXISTING IRRIGATION PUMP HOUSE AND EQUIPMENT	LS	1	\$ 6,000.00	\$	6,000.00
16	RAIN GARDEN	LS	1	\$ 7,500.00	\$	7,500.00
	SUBTOTAL DIVISION 1				\$	519,149.75
DIVISION 2 - SANITARY SEWER						
1	CONNECT TO EXISTING MANHOLE	EA	1	\$ 10,300.00	\$	10,300.00
2	SALVAGE & REINSTALL EXISTING SANITARY SEWER MANHOLE	EA	1	\$ 2,500.00	\$	2,500.00
3	SALVAGE & REINSTALL EXISTING SANITARY SEWER	LF	100	\$ 31.70	\$	3,170.00
4	LIFT STATION STRUCTURE, VALVE VAULT, AND PIPING	LS	1	\$ 242,435.00	\$	242,435.00
5	LIFT STATION PUMPS AND ACCESSORIES	LS	1	\$ 58,340.00	\$	58,340.00
6	LIFT STATION ELECTRICAL AND CONTROLS	LS	1	\$ 122,000.00	\$	122,000.00
7	GENERATOR	LS	1	\$ 90,600.00	\$	90,600.00
8	CHEMICAL FEED SYSTEM	LS	1	\$ 212,000.00	\$	212,000.00
9	16" HOPE FOREMAN, INSTALLED BY HDD	LF	15271	\$ 85.05	\$	1,298,493.13
10	16" HOPE FOREMAN, INSTALLED BY OPEN CUT	LF	399	\$ 62.82	\$	25,065.18
11	8" PVC, SDR 35 SANITARY SEWER (10'-15' DEPTH)	LF	30	\$ 40.75	\$	1,222.50
12	8" PVC, SDR 35 SANITARY SEWER (15'-20' DEPTH)	LF	15	\$ 53.81	\$	807.15
13	8" PVC, SDR 35 SANITARY SEWER (20'-25' DEPTH)	LF	15	\$ 66.92	\$	1,003.80
14	18" PVC, SDR 26 SANITARY SEWER (10'-15' DEPTH)	LF	213	\$ 58.20	\$	12,396.60
15	18" PVC, SDR 26 SANITARY SEWER (15'-20' DEPTH)	LF	193	\$ 73.11	\$	14,110.23
16	18" PVC, PS11.5 SANITARY SEWER (30'-35' DEPTH)	LF	25	\$ 155.02	\$	3,875.50
17	24" SANITARY SEWER (0-10' DEPTH)	LF	95	\$ 74.64	\$	7,090.80
18	24" SANITARY SEWER (10-15' DEPTH)	LF	1029	\$ 79.43	\$	81,733.47
19	24" SANITARY SEWER (15-20' DEPTH)	LF	1337	\$ 95.41	\$	124,889.17
20	24" SANITARY SEWER (20-25' DEPTH)	LF	629	\$ 117.12	\$	73,668.48
21	24" SANITARY SEWER (25-30' DEPTH)	LF	606	\$ 140.02	\$	84,852.12
22	24" SANITARY SEWER (30-35' DEPTH)	LF	219	\$ 162.88	\$	35,670.72
23	24" SANITARY SEWER (35'-40' DEPTH)	LF	169	\$ 203.41	\$	34,376.29
24	6" PVC, SDR 26 SOLVENT WELD SERVICE PIPE	LF	20	\$ 40.10	\$	802.00
25	6" ON 18" WYE BRANCH	EA	1	\$ 800.00	\$	800.00
26	48" DIAMETER SAN. MANHOLE, TYPE 301 (0'-10' DEPTH)	EA	11	\$ 2,500.00	\$	27,500.00
27	54" DIAMETER SAN. MANHOLE, TYPE 301 (0'-10' DEPTH)	EA	4	\$ 3,694.00	\$	14,776.00
28	48" DIAMETER SAN. MANHOLE, TYPE 301 (10'-10' DEPTH)	VF	102.5	\$ 100.00	\$	10,250.00
29	54" DIAMETER SAN. MANHOLE, TYPE 301 EXTRA DEPTH (5-10' DEPTH)	VF	51.9	\$ 148.00	\$	7,681.20
30	72" CLEANOUT MANHOLE	EA	4	\$ 19,250.00	\$	96,250.00
31	72" AIR RELEASE MANHOLE	EA	5	\$ 17,000.00	\$	85,000.00
32	6" DIP CLASS 50 SANITARY SEWER	LF	5	\$ 387.50	\$	1,937.50
33	18" DIP CLASS 50 SANITARY SEWER	LF	18	\$ 109.50	\$	1,971.00
34	24" DIP CLASS 50 SANITARY SEWER	LF	18	\$ 132.50	\$	2,385.00
35	EXTERNAL MANHOLE DROP	EA	2	\$ 6,515.00	\$	13,030.00
36	16" RES. SEAT GATE VALVE & BOX	EA	18	\$ 7,784.00	\$	140,292.00
37	EXCAVATE, SALVAGE, AND STOCKPILE WETLAND SOIL (CY)	CY	809	\$ 6.00	\$	4,854.00
38	PLACE SALVAGED WETLAND SOIL (CY)	CY	809	\$ 6.00	\$	4,854.00

TABULATION OF BIDS

LAKE ELMO AVENUE SEWER INFRASTRUCTURE IMPROVEMENTS - 194 TO 30TH STREET
 CITY OF LAKE ELMO, MINNESOTA
 CITY PROJECT
 TKDA PROJECT NO. 15204.002

BIDS OPENED: JULY 23, 2013 2:00 PM

*DENOTES ERROR IN BIDDERS CALCULATION

ITEM NO.	ITEM	UNIT	QUANTITY	Unit Price	Northwest Asphalt	Total
39	TRENCH STABILIZATION ROCK	LF	300	\$ 5.00	\$	1,500.00
40	TELEVISION	LF	4541	\$ 2.00	\$	9,082.00
41	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	LS	1	\$ 86,000.00	\$	86,000.00
	SUBTOTAL DIVISION 2				\$	3,030,972.84
	DIVISION 3 - WATERMAIN					
1	8"X6" WET TAP (INCLUDE SLEEVE AND VALVE)	EA	1	\$ 2,561.00	\$	2,561.00
2	6" DIP CL-53 WATERMAIN	LF	382	\$ 37.71	\$	14,405.22
3	6" RES. SEAT GATE VALVE & BOX	EA	1	\$ 1,040.00	\$	1,040.00
4	6" HYDRANT (8'-6" BURY)	EA	1	\$ 3,500.00	\$	3,500.00
	SUBTOTAL DIVISION 3				\$	21,506.22
	DIVISION 4 - STREETS & RESTORATION					
1	SAWCUT BITUMINOUS PAVEMENT	LF	85	\$ 3.50	\$	297.50
2	REMOVE PIPE CULVERT (ALL TYPES & SIZES)	LF	378	\$ 5.00	\$	890.00
3	SALVAGE & REINSTALL WOOD WIER	EA	1	\$ 3,000.00	\$	3,000.00
4	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, DRIVES	SY	120	\$ 3.50	\$	420.00
5	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, STREETS	SY	25	\$ 16.50	\$	412.50
6	REMOVE & DISPOSE OF EXIST. CONCRETE CURB & GUTTER	LF	20	\$ 8.00	\$	160.00
7	LIFT STATION SITE GRADING	LS	1	\$ 23,000.00	\$	23,000.00
8	CLS AGGREGATE BASE	TN	1101	\$ 17.00	\$	18,717.00
9	SPWEA2408 BITUMINOUS WEAR COURSE, DRIVES	SY	120	\$ 24.00	\$	2,880.00
10	SPWFA2308 BITUMINOUS NON-WEAR COURSE, STREETS	TN	165	\$ 168.00	\$	27,720.00
11	SPWEA2408 BITUMINOUS WEAR COURSE, STREETS	TN	125	\$ 220.00	\$	27,500.00
12	BITUMINOUS MATERIAL FOR TACK COAT	GA	69	\$ 8.00	\$	552.00
13	CONCRETE CURB & GUTTER	LF	20	\$ 30.00	\$	600.00
14	CLS AGGREGATE BASE, SHOULDER	TN	55	\$ 24.00	\$	1,320.00
15	15" CVP PIPE CULVERT W/APPROX	LF	178	\$ 30.00	\$	5,340.00
16	CL 3 RIP RAP W/ GEOTEXTILE FABRIC	CY	5	\$ 90.00	\$	450.00
17	OFF ROAD STRUCTURE MARKER	EA	24	\$ 75.00	\$	1,800.00
	SUBTOTAL DIVISION 4				\$	114,564.00
			40623.48		\$	3,686,192.81
			40623.48			
			40623.48			

PROJECT SCHEDULE

FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261
Jack Griffin, P.E. 651.300.4264
Ryan Stempski, P.E. 651.300.4267
Chad Isakson, P.E. 651.300.4283

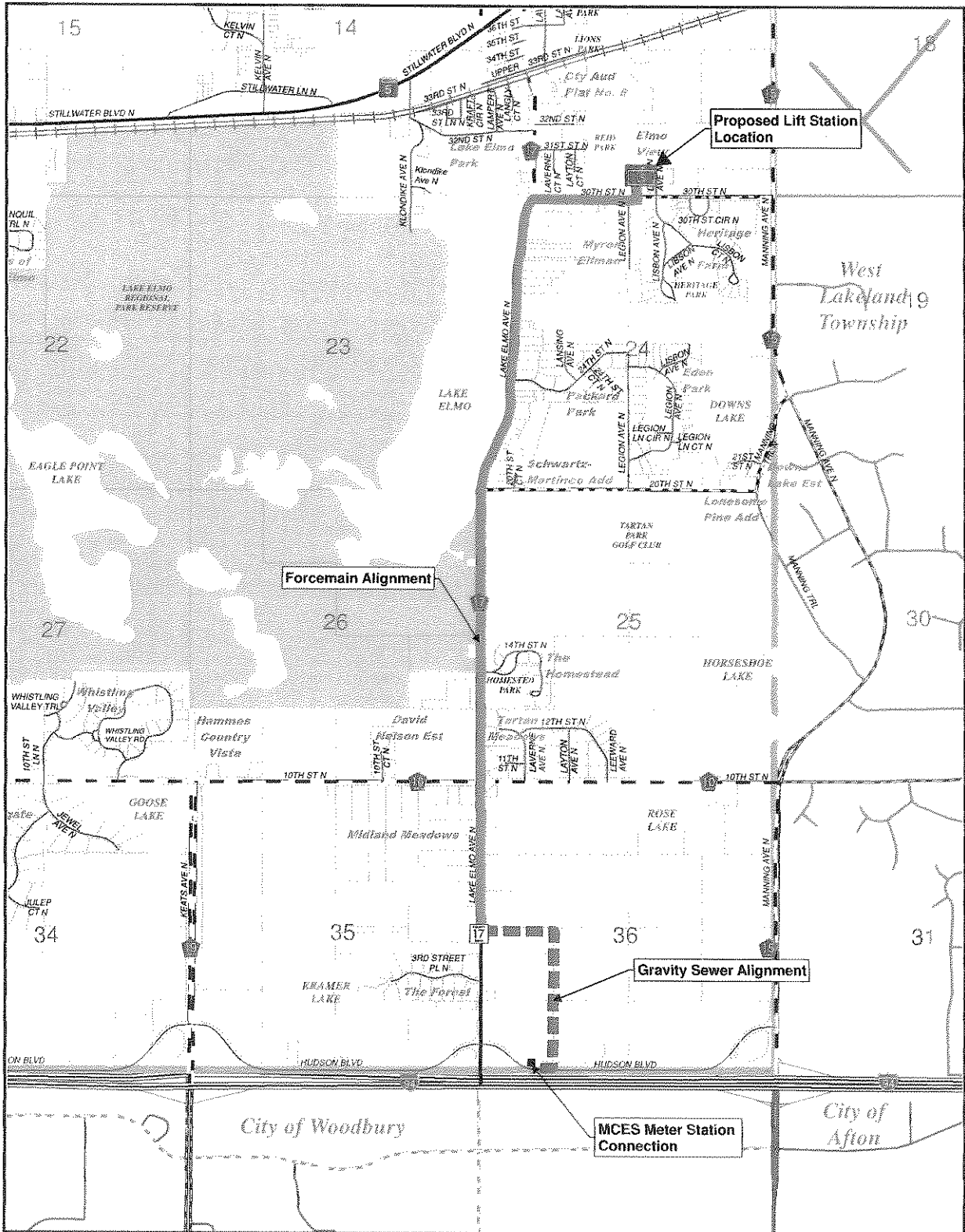
DATE: March 12, 2013

City of Lake Elmo, Minnesota

Project No. 2013.123

Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street

March 19, 2013	Council Workshop – Address Scope of Improvements/Project Schedule
March 19, 2013	Council orders preparation of Plans and Specifications/approves Engineering Contract
March 26, 2013	Project kick-off meeting [8 Weeks for Design]
June 18, 2013	City Engineer presents Plans and Specifications for Council approval
June 21, 2013	Placement of Ad for Bids
July 23, 2013	Receive Contractor Bids
August 6, 2013	City Council accepts bids and awards Contract
September 9, 2013	Issue Notice to Proceed. Contractor begins Work
December 20, 2013	Substantial Completion [includes all pipe installation, Lift Station start-up, paving] 15 Weeks [8-12 week pump & control panel lead time]
June 1, 2014	Final Completion [includes restoration, and punch list items]



LAKE ELMO AVENUE SEWER INFRASTRUCTURE IMPROVEMENTS: 194 TO 30TH STREET LOCATION MAP

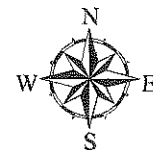


Legend

- Proposed Forcemain
- Proposed Gravity Sewer

- City Hall
2800 Lawrence Avenue N
651774-6210
www.lakeelmo.org
- Public Works Building
3445 109th Ave N
651203-5414
- Fire Stations
Station No. 1
3716 Lawrence Ave N
65176-5006
- Station No. 2
4510 Lovell Ave N
65177-6444
- Schools

- Parcels
- Subdivisions
- City Parks
- Golf Course
- Lake Elmo Regional Park Reserve
6965 Circle
651430-0368
- Lakes



Map Date: June 2013

FOCUS ENGINEERING, Inc.



MAYOR AND COUNCIL COMMUNICATION

DATE: 8/06/2013
REGULAR
ITEM #: 11

AGENDA ITEM: Well No. 4 Connecting Watermain – Authorize the Preparation of a Feasibility Report
SUBMITTED BY: Jack Griffin, City Engineer
THROUGH: Dean A. Zuleger, City Administrator
REVIEWED BY: Adam Bell, City Clerk
Cathy Bendel, Finance Director
Chad Isakson, Project Engineer

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item.....City Engineer
- Report/Presentation.....City Engineer
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate..... Mayor Facilitates
- Call for MotionMayor & City Council
- Discussion.....Mayor & City Council
- Action on Motion..... Mayor Facilitates

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider authorizing FOCUS Engineering to prepare a Feasibility Report for the Well No. 4 Connecting Watermain project in the estimated amount of \$3,900. The report will satisfy Chapter 429 requirements to specially assess benefitting properties. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2013-60, Ordering preparation of a Feasibility Report for the Well No. 4 Connecting Watermain Improvements.”

STAFF REPORT:

In accordance with the 2013-2014 Capital Improvement Plan, watermain will need to be extended along 50th Street and Lake Elmo Avenue, from 50th Street to 43rd Street, to connect Well No. 4 to the City’s existing distribution system. Individual home service stubs and fire hydrants will be installed as a part of the project as the trunk watermain is extended past existing residential properties. The improvements will benefit the property owners by providing them the opportunity to connect to the municipal water system and will provide increased fire protection for the property. The feasibility report is necessary to satisfy the state required process to assess the benefitting property owners if the City wishes to levy assessments as part of the project.

Similar to the Keats MSA Street and Trunk Watermain Improvements, this project is being installed as part of the overall water system capital improvement plan, and not as a project to specifically deliver municipal water to the adjacent properties. Therefore the adjacent properties are not required to pay 100% of the infrastructure extension costs as is seen in other utility extension projects, but the properties will receive benefit. The feasibility report and subsequent public hearings will be completed at the same time as the design of the watermain extension.

RECOMMENDATION:

Staff is recommending that the City Council authorize FOCUS Engineering, Inc. to prepare the Well No. 4 Connecting Watermain Feasibility Report in the estimated amount of \$3,900. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2013-60, Ordering preparation of a Feasibility Report for the Well No. 4 Connecting Watermain Improvements.”

ATTACHMENT(S):

1. Resolution No. 2013-60
2. Location Map

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

RESOLUTION NO. 2013-60

**A RESOLUTION ORDERING PREPARATION OF A
FEASIBILITY REPORT FOR THE
WELL NO. 4 CONNECTING WATERMAIN IMPROVEMENTS**

WHEREAS, it is proposed to extend trunk watermain facilities along 50th Street and Lake Elmo Avenue, from 50th Street to 43rd Street in order to connect Well No. 4 to the water distribution system; and

WHEREAS, it is proposed to provide connection service stubs to properties located adjacent to the watermain improvements; and

WHEREAS, it is proposed to assess a portion of the cost of the improvements pursuant to the City's Special Assessment Policy and Minnesota Statutes, Chapter 429.

NOW, THEREFORE, BE IT RESOLVED,

1. FOCUS Engineering is instructed to complete a feasibility report in accordance with Minnesota Statutes, Chapter 429 for the proposed improvements, and to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SIXTH DAY OF AUGUST, 2013.

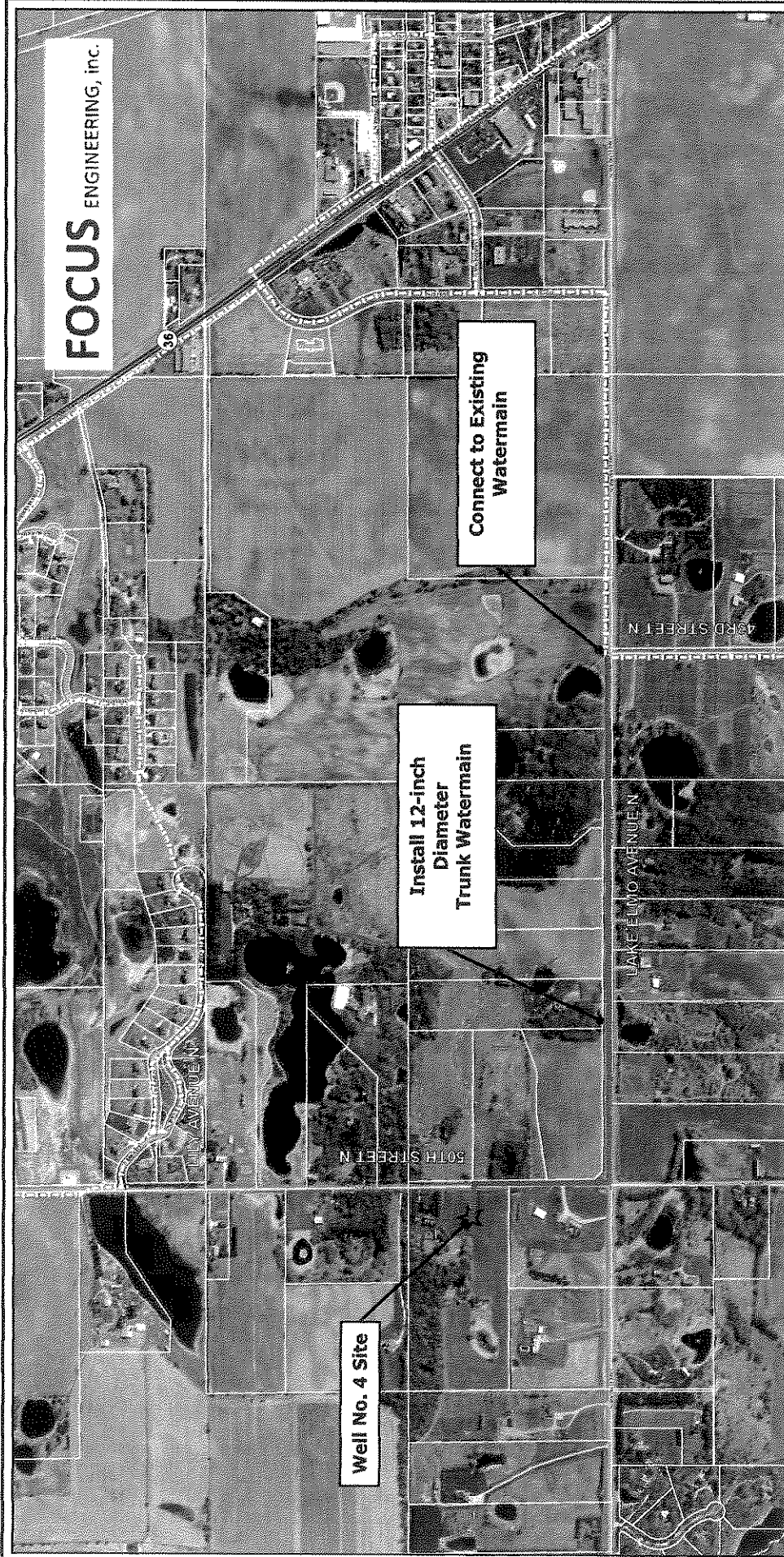
CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)

ATTEST:

Adam Bell
City Clerk



FOCUS ENGINEERING, inc.

Well No. 4 Site

Install 12-inch
Diameter
Trunk Watermain

Connect to Existing
Watermain

**Proposed Watermain Corridor:
Lake Elmo Avenue North**



October 2012
City of Lake Elmo, Minnesota
Project Number: 2012.129

Existing Watermain

Proposed Trunk Watermain Corridor





MAYOR AND COUNCIL COMMUNICATION

DATE: 8/06/2013
REGULAR
ITEM #: 12

AGENDA ITEM: Pumphouse No. 4 and Connecting Watermain Improvements – Authorize Preparation of Plans and Specifications and Approve Engineering Design and Construction Support Services Contract

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Adam Bell, City Clerk
Cathy Bendel, Finance Director
Chad Isakson, Project Engineer

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item.....City Engineer
- Report/Presentation.....City Engineer
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate..... Mayor Facilitates
- Call for Motion..... Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider authorizing the preparation of Plans and Specifications and awarding an Engineering Design and Construction Support Services contract for the Pumphouse No. 4 and Connecting Watermain Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2013-61, Ordering preparation of the Plans and Specifications for the Pumphouse No. 4 and Connecting Watermain Improvements; and awarding an Engineering Design and Construction Support Services contract as recommended by the City Engineer.”

STAFF REPORT:

In accordance with the 2013-2014 Capital Improvement Plan, the City is pursuing the addition of a new water supply well, Well No. 4, to support the current and future growth and development water supply needs for the City. The project is being completed under three separate contracts to align with the various required contractor specialties; namely well driller; building, electrical, controls, and HVAC contractor; and utility contractor. Well No. 4 is currently in construction with an estimated completion date of November 8, 2013. All three contracts, together with the Keats Trunk Watermain Improvements, are part of the city’s water system DEED grant, whereby the city must expend \$1.0 million in local matching

funds to receive the \$1.0 million state bond grant. Per the Grant Agreement, all grant funds must be fully expended by December 31, 2014.

To continue the implementation of this project, staff is requesting authorization to begin the preparation of plans and specifications for the Well Pumhouse and the necessary watermain to connect the well to the existing distribution system. The connecting watermain includes roughly 3,500 feet extended along 50th Street and Lake Elmo Avenue to the intersection of Lake Elmo Avenue and 43rd Street. As identified above, the plans and specifications will be prepared as two separate contracts in order to retain two separate prime contractors to construct the work.

To complete the engineering design, the City Engineer prepared and sent out a Request for Proposal (RFP) for Engineering Support Services that includes a full topographic survey, the preparation of plans and specifications; plan printing, distribution and bidding services; construction administration support to the City Engineer, and construction staking. FOCUS Engineering will provide resident and council communication, conduct public meetings, project management, coordinate the project permitting, and will provide construction administration services for the project. FOCUS will also oversee the project design and quality control review, and provide City design standards and documents to be incorporated with the project plans. Construction observation services will be retained at a later date once the project has been bid and awarded for construction.

The RFP was sent to three firms from the City's Engineering Consultant Pool, including AE2S, Bolton & Menk, and SEH. The proposals will be received on August 2, 2013 and will be reviewed and ranked on the basis of:

- Project Team Qualifications with a focus on a Project Manager capable of leading and delivering a multi-discipline building project;
- Demonstrated understanding and experience with the project; and understanding of the critical success factors;
- Understanding the scope of work and roles and responsibilities of the Consultant;
- Collaboration skills and responsiveness demonstrated during the RFP submittal process; and
- Engineering Fee.

The City Engineer will provide a recommendation at the council meeting to award the Engineering Design and Construction Support Services contract based on the above criteria.

RECOMMENDATION:

Staff is recommending that the city council authorize the preparation of Plans and Specifications and awarding a Professional Engineering Design and Construction Support Services contract for the Pumhouse No. 4 and Connecting Watermain Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2013-61, Ordering preparation of the Plans and Specifications for the Pumhouse No. 4 and Connecting Watermain Improvements; and awarding an Engineering Design and Construction Support Services contract as recommended by the City Engineer.”

ATTACHMENT(S):

1. Resolution No. 2013-61

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

RESOLUTION NO. 2013-61

A RESOLUTION ORDERING PREPARATION OF PLANS AND SPECIFICATIONS; AND APPROVING ENGINEERING SERVICES CONTRACT FOR THE PUMPHOUSE NO. 4 AND CONNECTING WATERMAIN IMPROVEMENTS

WHEREAS, pursuant to the current 2013-2014 Capital Improvement Plan the City is constructing municipal water supply Well No. 4; and

WHEREAS, in order for proper operation and use of the well the City needs to design and construct a pumphouse with trunk connecting watermain;

NOW, THEREFORE, BE IT RESOLVED,

1. The City Engineer is hereby designated as the engineer for this improvement. The engineer shall oversee the preparation of the Plans and Specifications for the making of such improvement.
2. The City Engineer shall retain the services of a consulting engineering firm, to assist, where needed, to prepare Plans and Specifications for the making of such improvement and to assist the City Engineer during the construction phase of the improvement as requested.
3. The Engineering Design and Construction Support Services contract is hereby approved as recommended by the City Engineer.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SIXTH DAY OF AUGUST, 2013.

CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)

ATTEST:

Adam Bell
City Clerk



MAYOR AND COUNCIL COMMUNICATION

DATE: 8/06/2013
REGULAR
ITEM #: 13

AGENDA ITEM: Inwood Booster Station and Trunk Watermain Improvements – Authorize the Preparation of a Feasibility Report
SUBMITTED BY: Jack Griffin, City Engineer
THROUGH: Dean A. Zuleger, City Administrator
REVIEWED BY: Adam Bell, City Clerk
Cathy Bendel, Finance Director
Chad Isakson, Project Engineer

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item.....City Engineer
- Report/Presentation.....City Engineer
- Questions from Council to Staff.....Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion.....Mayor & City Council
- Discussion.....Mayor & City Council
- Action on Motion.....Mayor Facilitates

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider authorizing FOCUS Engineering to prepare a Feasibility Report for the Inwood Booster Station and Trunk Watermain Improvements in the estimated amount of \$6,700. The report will satisfy Chapter 429 requirements to specially assess benefitting properties. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2013-62, Ordering preparation of a Feasibility Report for the Inwood Booster Station and Trunk Watermain Improvements.”

STAFF REPORT:

In accordance with the 2014 Capital Improvement Plan, trunk watermain will need to be extended along Inwood Avenue N., from 26th Street N. to the approximate location of Well No. 3, to provide municipal water service to the developing properties in the I94 corridor. A water booster station has been identified as part of this improvement to increase water pressures in the southern part of the city due to higher topography. These improvements are consistent with the 2030 Water System Comprehensive Plan.

The proposed watermain route is shown on the attached location map. As indicated on the map, alternative alignments may need to be considered for the watermain being installed south of 10th Street to correspond with the sequencing of the various potential development projects (Azur properties,

Montgomery properties, etc.). This includes the possibility that the final alignment may not be determined at the conclusion of this feasibility report, pending ongoing development alternatives. In the end, however, the goal of this project is to provide water service to properties planning to develop south of 10th Street and to develop the route and sequence of its construction in collaboration with various developments moving forward.

A Preliminary Study was completed for this corridor to prepare high level cost estimates for extending municipal water service to the nearby neighborhood areas including Torre Pines, Parkview Estates, Cardinal Ridge and Cardinal View. From this evaluation it was determined that extending watermain into these neighborhoods could be better accomplished as independent projects with the exception of Parkview Estates. It is therefore recommended that the trunk watermain be routed to include the Parkview Estates neighborhood as part of this project, to avoid redundant water system pipe and associated costs in the future.

Individual home service stubs and fire hydrants will be installed as a part of the project as the trunk watermain is extended past residential properties. The improvements will benefit the property owners by providing them the opportunity to connect to the municipal water system and will provide increased fire protection for the property. The feasibility report is necessary to satisfy the state required process to assess the benefiting property owners if the City wishes to levy assessments as part of the project.

Similar to the Keats MSA Street and Trunk Watermain Improvements, this project is being installed as part of the overall water system capital improvement plan, and not as a project to specifically deliver municipal water to the adjacent properties. Therefore the adjacent properties are not required to pay 100% of the infrastructure extension costs as is seen in other utility extension projects, but the properties will receive benefit.

RECOMMENDATION:

Staff is recommending that the city council authorizes FOCUS Engineering, Inc. to prepare the Inwood Booster Station and Trunk Watermain Improvements Feasibility Report in the estimated amount of \$6,700. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2013-62, Ordering preparation of a Feasibility Report for the Inwood Booster Station and Trunk Watermain Improvements.”

ATTACHMENT(S):

1. Resolution No. 2013-62
2. Project Schedule
3. Location Map

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

RESOLUTION NO. 2013-62

**A RESOLUTION ORDERING PREPARATION OF A FEASIBILITY
REPORT FOR THE INWOOD BOOSTER STATION AND
TRUNK WATERMAIN IMPROVEMENTS**

WHEREAS, the 2014 water system capital improvement plan identifies a new water booster station together with the extension of trunk watermain along Inwood Avenue North, from 26th Street N. to the approximate site of Well No. 3, to provide municipal water service to the developing properties in the I94 corridor; and

WHEREAS, it is proposed to route this trunk watermain through the Parkview Estates neighborhood along Ivory Avenue N. and 15th Street N. in order to more cost effectively construct the water distribution system; and

WHEREAS, it is proposed to provide connection service stubs to properties located adjacent to the trunk watermain improvements; and

WHEREAS, it is proposed to assess a portion of the cost of the improvements pursuant to the City's Special Assessment Policy and Minnesota Statutes, Chapter 429.

NOW, THEREFORE, BE IT RESOLVED,

1. FOCUS Engineering is instructed to complete a feasibility report in accordance with Minnesota Statutes, Chapter 429 for the proposed improvements, and to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SIXTH DAY OF AUGUST, 2013.

CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)

ATTEST:

Adam Bell
City Clerk

PROJECT SCHEDULE

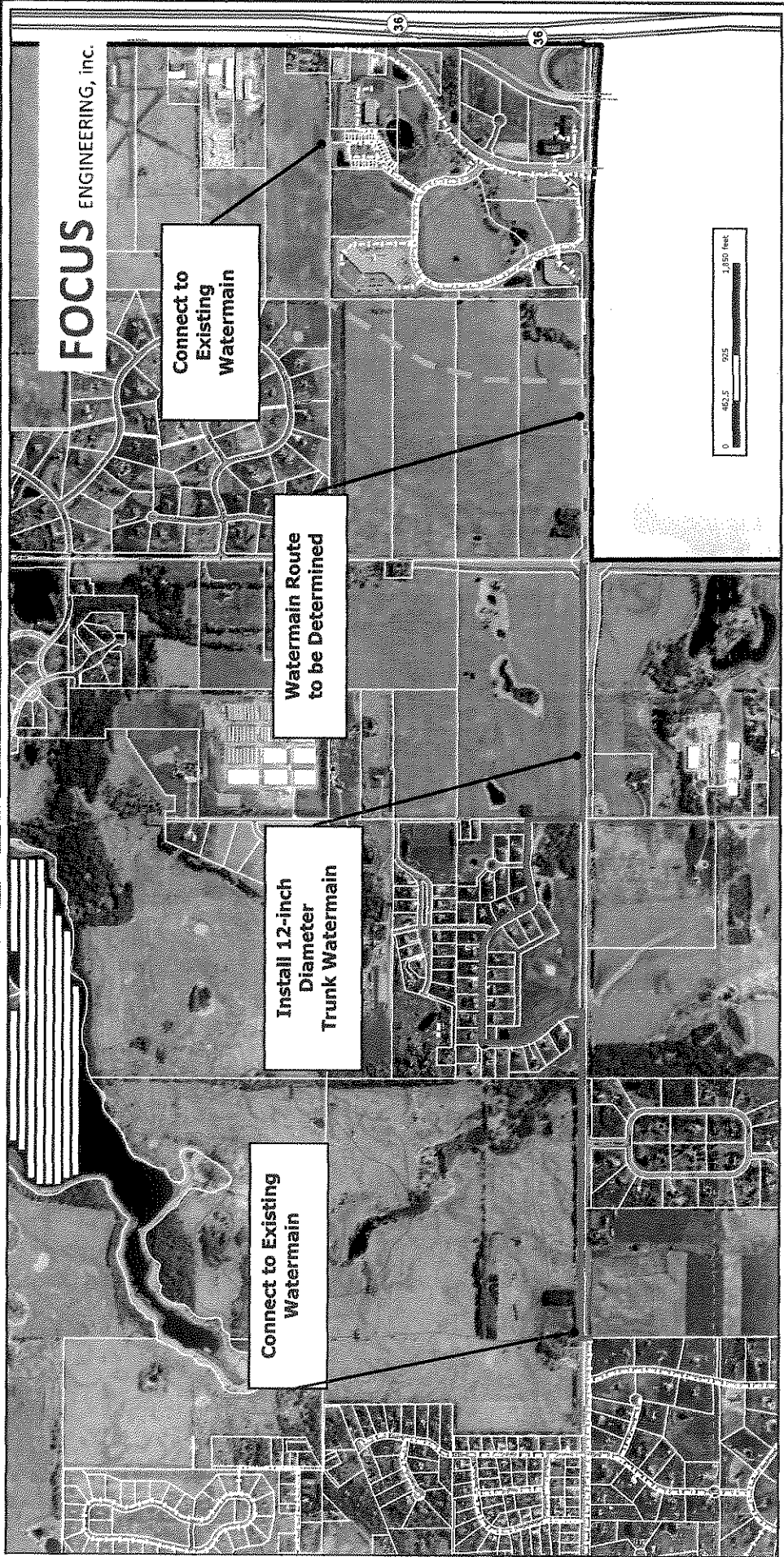
FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261
Jack Griffin, P.E. 651.300.4264
Ryan Stempski, P.E. 651.300.4267
Chad Isakson, P.E. 651.300.4283

Project Title: Inwood Booster Station and Trunk
Watermain Extension – Feasibility Report
Client: City of Lake Elmo
Project No.: 2013.1xx
Date: July 26, 2013

August 6, 2013	Council orders preparation of a Feasibility Report.
August 8, 2013	Team kickoff meeting. Schedule resident meeting and send out NOTICES.
TBD, 2013	Resident meeting to present the project.
September 3, 2013	Presentation of Feasibility Report to Council. Council passes resolution receiving report and calling for a hearing on improvements to be held October 1, 2013.
September 4, 2013	Send notice of public hearing to residents and post in newspaper.
October 1, 2013	Public Improvement Hearing. Council passes resolution ordering Improvement and preparation of Plans.
February 4, 2014	Approve Plans and Specifications and authorize advertisement for bids.
March 6, 2014	Accept Contractor Bids
March 18, 2014	Award Contract.
March 21, 2014	Process and send out Contract Documents.
April 11, 2014	Receipt of Contractor's Bonds / Legal Review.
April 15, 2014	Conduct Pre-construction Meeting & Issue Notice to Proceed.
September, 2014	Substantial completion.
October, 2014	Final Completion Date. Record As-builts; Testing Results; and Final Recommendation Letter to City Engineer.

FOCUS ENGINEERING, inc.



July 2013
 City of Lake Elmo, Minnesota

Existing Watermain

Inwood Watermain Corridor (Parkview Estates)

Watermain - Final route to be determined

Inwood Booster Station and Trunk Watermain Improvements





MAYOR & COUNCIL COMMUNICATION

DATE: 8/6/2013

REGULAR

ITEM #: 14

MOTION

AGENDA ITEM: Presentation of Financing Plan of G.O. Bonds, Series 2013A; Approval of the issuance of G.O. Bonds, Series 2013A

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Paul Donna, Senior Vice President, Northland Securities

REVIEWED BY: Dean Zuleger, City Administrator

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Staff
- Report/Presentation.....City Staff, Northland Securities
- Questions from Council to Staff.....Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion.....Mayor & City Council
- Discussion.....Mayor & City Council
- Action on Motion.....Mayor Facilitates

SUMMARY AND ACTION REQUESTED: At the July 2, 2013 City Council meeting, the approved the issuance and sale of G.O. Bonds to fund the 2013 CIP projects.

BACKGROUND INFORMATION: In order to fund various infrastructure projects in 2013 (Keats MSA Street and Trunk Watermain Improvements, Production Well #4 and connecting Watermain, Lake Elmo Avenue Sewer Infrastructure Improvements and the Section 34 Water and Sewer Utility Extension), G.O. Bond funding will be necessary. The City of Lake Elmo retains the services of Northland Securities as Bond Counsel who has prepared a Financing Plan for consideration. The Finance Department has been working closely Northland to be sure the proposed Financing Plan complies with the City Debt Management Policy which was approved by Council in April 2013

STAFF REPORT: Paul Donna, Senior Vice President with Northland Securities will present the report and respond to inquiries.

RECOMMENDATION: It is recommended that the City Council approve Resolution 2013-63 authorizing the issuance and sale of \$5,725.000 in General Obligation Bonds, Series 2013A.

*“Move to Approve Resolution 2013-63 authorizing the issuance of G.O. Bonds,
Series 2013A in the amount of \$5,725,000”*

ATTACHMENTS:

- 1) Northland Securities Finance Plan Summary for G.O. Bonds, Series 2013A
- 2) Resolution 2013-63
- 3) Certification for Resolution 2013-63

**CERTIFICATION OF MINUTES
RELATING TO GENERAL OBLIGATION BONDS,
SERIES 2013A**

ISSUER: City of Lake Elmo, Minnesota

BODY: City Council

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held on Tuesday, August 6, 2013, at 7:00 o'clock p.m., in the City Offices

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

RESOLUTION 2013-63

**RESOLUTION APPROVING THE ISSUANCE OF
GENERAL OBLIGATION BONDS, SERIES 2013A**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer on August 6th, 2013.

City Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE CITY COUNCIL OF THE CITY OF LAKE ELMO, STATE OF MINNESOTA

HELD: Tuesday, August 6, 2013

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Lake Elmo, State of Minnesota, was duly held on Tuesday, August 6, 2013 at 7:00 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION 2013-63
RESOLUTION APPROVING THE ISSUANCE OF
GENERAL OBLIGATION BONDS; SERIES 2013A**

BE IT RESOLVED by the City Council of the City of Lake Elmo, State of Minnesota (herein, the "City"), as follows:

1. The City Council hereby finds and declares that it is necessary and expedient for the District to sell and issue its fully registered general obligation bonds in the total aggregate principal amount of not to exceed \$5,725,000 (herein, the "Bonds"). The proceeds of the Bonds will be used, together with any additional funds of the City which might be required, to provide funding for public infrastructure within the City and to fund the costs of issuing the Bonds.
2. The City Council desires to proceed with the sale of the Bonds by direct negotiation to Northland Securities, Inc. (herein, "NSI").
3. The Finance Director and City Administrator are hereby authorized to approve the sale of the Bonds in an aggregate principal amount of not to exceed \$5,725,000 and to execute a bond purchase agreement for the purchase of the Bonds with NSI, provided the True Interest Cost ("TIC") does not exceed 4.50%.
4. Upon approval of the sale of the Bonds by the Finance Director and City Administrator, the City Council will take action at its next regularly scheduled meeting thereafter to adopt the necessary approving resolutions as prepared by the City's bond counsel.
5. NSI is authorized to prepare and distribute an official statement related to the sale of the Bonds.
6. If the Finance Director and the City Administrator have not approved the sale of the bonds to NSI and executed the related bond purchase agreement by December 31, 2013 this resolution shall expire.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

FINANCE PLAN SUMMARY

FOR

CITY OF LAKE ELMO, MINNESOTA

\$5,725,000

**GENERAL OBLIGATION BONDS,
SERIES 2013A**

NORTHLAND  SECURITIES

45 South 7th Street
Suite 2000
Minneapolis, MN 55402
612-851-5900 800-851-2920

August 6, 2013

City of Lake Elmo, Minnesota
\$5,725,000
General Obligation Bonds, Series 2013A

FINANCING OVERVIEW

This Finance Plan Summary describes the recommended terms and process for the public issuance of \$5,725,000 of General Obligation Bonds, Series 2013A through a negotiated sale process.

PURPOSE

Proceeds from the Bonds will be used to fund a portion of the City's 2013 infrastructure projects including:

- Keats Avenue street and watermain project
- Well #4 & pump house #4 project
- Lake Elmo Avenue sewer improvements
- Lennar Area water & sewer improvements

The estimated financing required for project costs is \$5,600,000 allocated to include \$1.0M of water system costs, \$3.0M of sewer system costs and \$1.6M of special assessment costs. The total borrowing required including financing costs is \$5,725,000 and is detailed below.

Total Issue Sources And Uses

Dated 10/01/2013 | Delivered 10/01/2013

	GO Improvement (Assessment)	GO Water Revenue	GO Sewer Revenue	Issue Summary
Sources Of Funds				
Par Amount of Bonds	\$1,635,000.00	\$1,025,000.00	\$3,065,000.00	\$5,725,000.00
Total Sources	\$1,635,000.00	\$1,025,000.00	\$3,065,000.00	\$5,725,000.00
Uses Of Funds				
Total Costs of Issuance	34,379.98	21,553.20	64,449.32	120,382.50
Deposit to Project Construction Fund	1,600,000.00	1,000,000.00	3,000,000.00	5,600,000.00
Rounding Amount	620.02	3,446.80	550.68	4,617.50
Total Uses	\$1,635,000.00	\$1,025,000.00	\$3,065,000.00	\$5,725,000.00

STATUTORY AUTHORITY

The Bonds will be issued pursuant to the authority of Minnesota Statutes Chapter 475, 429 and 444. The City's bond attorney from Dorsey & Whitney is assuring compliance with Minnesota and Federal laws.

DEBT SERVICE STRUCTURE

The total repayment generally reflects a level annual requirement over a term of fifteen years with an assumed average interest rate of 2.92% and an all inclusive cost of 3.13%. Individual repayment schedules for the improvement or assessment portion, water system portion and sewer system portion have been reviewed with City staff regarding projected revenues to repay the debt service and compliance with the City's Debt Management Policies. The total estimated debt service is illustrated below. A complete illustration of the debt service schedules for each of the portions is included as Appendix A.

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
07/15/2014	220,000.00	0.300%	105,969.47	325,969.47
07/15/2015	305,000.00	0.550%	133,667.50	438,667.50
07/15/2016	310,000.00	0.800%	131,990.00	441,990.00
07/15/2017	310,000.00	1.100%	129,510.00	439,510.00
07/15/2018	320,000.00	1.400%	126,100.00	446,100.00
07/15/2019	320,000.00	1.650%	121,620.00	441,620.00
07/15/2020	325,000.00	1.900%	116,340.00	441,340.00
07/15/2021	325,000.00	2.150%	110,165.00	435,165.00
07/15/2022	335,000.00	2.400%	103,177.50	438,177.50
07/15/2023	300,000.00	2.600%	95,137.50	395,137.50
07/15/2024	315,000.00	2.750%	87,337.50	402,337.50
07/15/2025	315,000.00	2.900%	78,675.00	393,675.00
07/15/2026	320,000.00	3.050%	69,540.00	389,540.00
07/15/2027	325,000.00	3.200%	59,780.00	384,780.00
07/15/2028	325,000.00	3.350%	49,380.00	374,380.00
07/15/2029	200,000.00	3.500%	38,492.50	238,492.50
07/15/2030	205,000.00	3.600%	31,492.50	236,492.50
07/15/2031	205,000.00	3.700%	24,112.50	229,112.50
07/15/2032	220,000.00	3.575%	16,527.50	236,527.50
07/15/2033	225,000.00	3.850%	8,662.50	233,662.50
Total	\$5,725,000.00	-	\$1,637,676.97	\$7,362,676.97

SECURITY & SOURCE OF REPAYMENT

The Bonds will be a general obligation of the City of Lake Elmo. In addition, the City will pledge special assessments of approximately \$1,635,000 (100% of the Improvement Project) to the repayment of the debt service on the Improvement Portion of the Bonds. The assessment revenue assumes first collection in 2014 over a term of 15 years and an interest rate of 4.50%. We have assumed the water and sewer debt service portions of the bond issue will be supported 100% from the respective enterprise funds and have therefore pledged those sources accordingly. An illustration of the projected debt service fund cash flow is below.

Revenue vs D/S

Date	Scheduled P+I	Less: Water Revenues	Less: Sewer Portion	Equals: Improvement Portion	105% Levy	Less: Assessment Revenues*	Annual Cash Balance
07/15/2014	325,969.47	59,795.19	193,646.00	72,528.28	76,154.70	77,795.37	1,640.67
07/15/2015	438,667.50	74,972.50	223,935.00	139,760.00	146,748.00	155,589.73	8,841.73
07/15/2016	441,990.00	74,697.50	228,110.00	139,182.50	146,141.63	155,590.68	9,449.05
07/15/2017	439,510.00	74,297.50	226,870.00	138,342.50	145,259.63	155,589.85	10,330.23
07/15/2018	446,100.00	78,747.50	230,165.00	137,187.50	144,046.88	155,590.34	11,543.47
07/15/2019	441,620.00	77,977.50	227,925.00	135,717.50	142,503.38	155,589.83	13,086.46
07/15/2020	441,340.00	77,070.00	225,285.00	138,985.00	145,934.25	155,590.60	9,656.35
07/15/2021	435,165.00	76,025.00	222,245.00	136,895.00	143,739.75	155,590.56	11,850.81
07/15/2022	438,177.50	79,842.50	218,805.00	139,530.00	146,506.50	155,591.22	9,084.72
07/15/2023	395,137.50	63,402.50	194,965.00	136,770.00	143,608.50	155,589.64	11,981.14
07/15/2024	402,337.50	67,232.50	196,325.00	138,780.00	145,719.00	155,590.49	9,871.49
07/15/2025	393,675.00	65,857.50	192,337.50	135,480.00	142,254.00	155,590.84	13,336.84
07/15/2026	389,540.00	64,407.50	188,132.50	137,000.00	143,850.00	155,590.35	11,740.35
07/15/2027	384,780.00	62,882.50	188,710.00	133,187.50	139,846.88	155,590.20	15,743.33
07/15/2028	374,380.00	61,282.50	183,910.00	129,187.50	135,646.88	155,590.06	19,943.19
07/15/2029	238,492.50	59,607.50	178,885.00	-	-	-	-
07/15/2030	236,492.50	57,857.50	178,635.00	-	-	-	-
07/15/2031	229,112.50	56,057.50	173,055.00	-	-	-	-
07/15/2032	236,527.50	59,207.50	177,320.00	-	-	-	-
07/15/2033	233,662.50	57,117.50	176,545.00	-	-	-	-
Total	\$7,362,676.97	\$1,348,337.69	\$4,025,806.00	\$1,988,533.28	\$2,087,959.95	\$2,256,059.76	-

RELATED CONSIDERATIONS

- Bank Qualification - We understand the City (in combination with any subordinate taxing jurisdictions or debt issued in the City's name by 501c3 corporations) anticipates issuing \$10.0M or less in tax-exempt debt during this calendar year. Therefore the bonds will be designated as "bank qualified" obligations pursuant to Federal Tax Law.
- Arbitrage and Rebate - Because the City will have issued more than \$5.0M in tax-exempt bonds in calendar year 2013 the City will elect the Two Year Expenditure Exemption in order to exempt the Series 2013A proceeds from rebate. This exemption from rebate does not eliminate the need to comply with other arbitrage regulations governing the investment of bond proceeds and debt service funds. In particular, the City should become familiar with the requirements for maintaining a "bona fide" debt service fund. These requirements will be explained in the bond transcript following closing.
- Continuing Disclosure - Because this issue is greater than \$1,000,000, and the City's outstanding debt exceeds \$10.0M, it is subject to the Securities and Exchange Commission's continuing disclosure requirements. Northland Securities is prepared to assist the City in this capacity.

SUMMARY OF RECOMMENDED TERMS

1. Type of Bond Sale Public Offering – Negotiated Sale with Northland
2. Bond Pricing Wednesday, September 11, 2013.
3. Council Consideration Tuesday, September 17, 2013 @ 7:00 P.M
4. Statutory Authority The Bonds are being issued pursuant to Minnesota Statutes 475, 429 and 444.
5. Repayment Term The Bonds will mature annually each July 15, 2014 – 2033. Interest on the Bonds will be payable on July 15, 2014 and semiannually thereafter on each January 15 and July 15.
6. Security General Obligation of the City. In addition, the City will pledge special assessment revenues collected from benefitted properties to the Improvement Portion and water and sewer revenues to the respective Water and Sewer Portions of the Bonds.
7. Prepayment Option The Bonds maturing July 15, 2022 – 2033 will be subject to prepayment on July 15, 2021 at a price of par plus accrued interest.
8. Tax Status Dorsey and Whitney, LLP Minneapolis, Minnesota,
9. Credit Enhancement We believe a credit rating will be cost beneficial. The City's general obligation debt is currently rated Aa2 by Moody's Investors Service.

\$5,725,000.00 City of Lake Elmo, Minnesota

General Obligation Bonds, Series 2013A

Aa2 BQ Rates as of July 9, 2013

Table of Contents

Report

ISSUE SUMMARY

Total Issue Sources And Uses	1
Debt Service Schedule	2
Revenue vs D/S	4

GO IMPROVEMENT

Debt Service Schedule	5
-----------------------	---

GO WATER REVENUE

Debt Service Schedule	6
-----------------------	---

GO SEWER REVENUE

Debt Service Schedule	7
-----------------------	---

\$5,725,000.00 City of Lake Elmo, Minnesota

General Obligation Bonds, Series 2013A

Aa2 BQ Rates as of July 9, 2013

Total Issue Sources And Uses

Dated 10/01/2013 | Delivered 10/01/2013

	GO Improvement (Assessment)	GO Water Revenue	GO Sewer Revenue	Issue Summary
Sources Of Funds				
Par Amount of Bonds	\$1,635,000.00	\$1,025,000.00	\$3,065,000.00	\$5,725,000.00
Total Sources	\$1,635,000.00	\$1,025,000.00	\$3,065,000.00	\$5,725,000.00
Uses Of Funds				
Total Costs of Issuance	34,379.98	21,553.20	64,449.32	120,382.50
Deposit to Project Construction Fund	1,600,000.00	1,000,000.00	3,000,000.00	5,600,000.00
Rounding Amount	620.02	3,446.80	550.68	4,617.50
Total Uses	\$1,635,000.00	\$1,025,000.00	\$3,065,000.00	\$5,725,000.00

\$5,725,000.00 City of Lake Elmo, Minnesota

General Obligation Bonds, Series 2013A

Aa2 BQ Rates as of July 9, 2013

Debt Service Schedule

Part 1 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
10/01/2013	-	-	-	-	-
07/15/2014	220,000.00	0.300%	105,969.47	325,969.47	-
01/15/2015	-	-	66,833.75	66,833.75	-
02/01/2015	-	-	-	-	392,803.22
07/15/2015	305,000.00	0.550%	66,833.75	371,833.75	-
01/15/2016	-	-	65,995.00	65,995.00	-
02/01/2016	-	-	-	-	437,828.75
07/15/2016	310,000.00	0.800%	65,995.00	375,995.00	-
01/15/2017	-	-	64,755.00	64,755.00	-
02/01/2017	-	-	-	-	440,750.00
07/15/2017	310,000.00	1.100%	64,755.00	374,755.00	-
01/15/2018	-	-	63,050.00	63,050.00	-
02/01/2018	-	-	-	-	437,805.00
07/15/2018	320,000.00	1.400%	63,050.00	383,050.00	-
01/15/2019	-	-	60,810.00	60,810.00	-
02/01/2019	-	-	-	-	443,860.00
07/15/2019	320,000.00	1.650%	60,810.00	380,810.00	-
01/15/2020	-	-	58,170.00	58,170.00	-
02/01/2020	-	-	-	-	438,980.00
07/15/2020	325,000.00	1.900%	58,170.00	383,170.00	-
01/15/2021	-	-	55,082.50	55,082.50	-
02/01/2021	-	-	-	-	438,252.50
07/15/2021	325,000.00	2.150%	55,082.50	380,082.50	-
01/15/2022	-	-	51,588.75	51,588.75	-
02/01/2022	-	-	-	-	431,671.25
07/15/2022	335,000.00	2.400%	51,588.75	386,588.75	-
01/15/2023	-	-	47,568.75	47,568.75	-
02/01/2023	-	-	-	-	434,157.50
07/15/2023	300,000.00	2.600%	47,568.75	347,568.75	-
01/15/2024	-	-	43,668.75	43,668.75	-
02/01/2024	-	-	-	-	391,237.50
07/15/2024	315,000.00	2.750%	43,668.75	358,668.75	-
01/15/2025	-	-	39,337.50	39,337.50	-
02/01/2025	-	-	-	-	398,006.25
07/15/2025	315,000.00	2.900%	39,337.50	354,337.50	-
01/15/2026	-	-	34,770.00	34,770.00	-
02/01/2026	-	-	-	-	389,107.50
07/15/2026	320,000.00	3.050%	34,770.00	354,770.00	-
01/15/2027	-	-	29,890.00	29,890.00	-
02/01/2027	-	-	-	-	384,660.00
07/15/2027	325,000.00	3.200%	29,890.00	354,890.00	-
01/15/2028	-	-	24,690.00	24,690.00	-
02/01/2028	-	-	-	-	379,580.00

\$5,725,000.00 City of Lake Elmo, Minnesota

General Obligation Bonds, Series 2013A

Aa2 BQ Rates as of July 9, 2013

Debt Service Schedule

Part 2 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
07/15/2028	325,000.00	3.350%	24,690.00	349,690.00	-
01/15/2029	-	-	19,246.25	19,246.25	-
02/01/2029	-	-	-	-	368,936.25
07/15/2029	200,000.00	3.500%	19,246.25	219,246.25	-
01/15/2030	-	-	15,746.25	15,746.25	-
02/01/2030	-	-	-	-	234,992.50
07/15/2030	205,000.00	3.600%	15,746.25	220,746.25	-
01/15/2031	-	-	12,056.25	12,056.25	-
02/01/2031	-	-	-	-	232,802.50
07/15/2031	205,000.00	3.700%	12,056.25	217,056.25	-
01/15/2032	-	-	8,263.75	8,263.75	-
02/01/2032	-	-	-	-	225,320.00
07/15/2032	220,000.00	3.575%	8,263.75	228,263.75	-
01/15/2033	-	-	4,331.25	4,331.25	-
02/01/2033	-	-	-	-	232,595.00
07/15/2033	225,000.00	3.850%	4,331.25	229,331.25	-
02/01/2034	-	-	-	-	229,331.25
Total	\$5,725,000.00	-	\$1,637,676.97	\$7,362,676.97	-

Date And Term Structure

Dated	10/01/2013
Delivery Date	10/01/2013
First Coupon Date	7/15/2014
First available call date	7/15/2020
Call Price	100.00%

Yield Statistics

Bond Year Dollars	\$56,086.39
Average Life	9.797 Years
Average Coupon	2.9199187%
Net Interest Cost (NIC)	3.0475121%
True Interest Cost (TIC)	3.0204465%
All Inclusive Cost (AIC)	3.1255989%

IRS Form 8038

Net Interest Cost	2.9199187%
Weighted Average Maturity	9.797 Years
Bond Yield for Arbitrage Purposes	2.8686704%

\$5,725,000.00 City of Lake Elmo, Minnesota

General Obligation Bonds, Series 2013A

Aa2 BQ Rates as of July 9, 2013

Revenue vs D/S

Date	Scheduled P+I	Less: Water Revenues	Less: Sewer Portion	Equals: Improvement Portion	105% Levy	Less: Assessment Revenues*	Annual Cash Balance
07/15/2014	325,969.47	59,795.19	193,646.00	72,528.28	76,154.70	77,795.37	1,640.67
07/15/2015	438,667.50	74,972.50	223,935.00	139,760.00	146,748.00	155,589.73	8,841.73
07/15/2016	441,990.00	74,697.50	228,110.00	139,182.50	146,141.63	155,590.68	9,449.05
07/15/2017	439,510.00	74,297.50	226,870.00	138,342.50	145,259.63	155,589.85	10,330.23
07/15/2018	446,100.00	78,747.50	230,165.00	137,187.50	144,046.88	155,590.34	11,543.47
07/15/2019	441,620.00	77,977.50	227,925.00	135,717.50	142,503.38	155,589.83	13,086.46
07/15/2020	441,340.00	77,070.00	225,285.00	138,985.00	145,934.25	155,590.60	9,656.35
07/15/2021	435,165.00	76,025.00	222,245.00	136,895.00	143,739.75	155,590.56	11,850.81
07/15/2022	438,177.50	79,842.50	218,805.00	139,530.00	146,506.50	155,591.22	9,084.72
07/15/2023	395,137.50	63,402.50	194,965.00	136,770.00	143,608.50	155,589.64	11,981.14
07/15/2024	402,337.50	67,232.50	196,325.00	138,780.00	145,719.00	155,590.49	9,871.49
07/15/2025	393,675.00	65,857.50	192,337.50	135,480.00	142,254.00	155,590.84	13,336.84
07/15/2026	389,540.00	64,407.50	188,132.50	137,000.00	143,850.00	155,590.35	11,740.35
07/15/2027	384,780.00	62,882.50	188,710.00	133,187.50	139,846.88	155,590.20	15,743.33
07/15/2028	374,380.00	61,282.50	183,910.00	129,187.50	135,646.88	155,590.06	19,943.19
07/15/2029	238,492.50	59,607.50	178,885.00	-	-	-	-
07/15/2030	236,492.50	57,857.50	178,635.00	-	-	-	-
07/15/2031	229,112.50	56,057.50	173,055.00	-	-	-	-
07/15/2032	236,527.50	59,207.50	177,320.00	-	-	-	-
07/15/2033	233,662.50	57,117.50	176,545.00	-	-	-	-
Total	\$7,362,676.97	\$1,348,337.69	\$4,025,806.00	\$1,988,533.28	\$2,087,959.95	\$2,256,059.76	-

*Assumes 100% of project is assessed at a rate of 4.50% for a term of 15 years.

\$1,635,000.00 City of Lake Elmo, Minnesota

General Obligation Bonds, Series 2013A

Improvement Portion

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
10/01/2013	-	-	-	-	-
07/15/2014	45,000.00	0.300%	27,528.28	72,528.28	72,528.28
01/15/2015	-	-	17,380.00	17,380.00	-
07/15/2015	105,000.00	0.550%	17,380.00	122,380.00	139,760.00
01/15/2016	-	-	17,091.25	17,091.25	-
07/15/2016	105,000.00	0.800%	17,091.25	122,091.25	139,182.50
01/15/2017	-	-	16,671.25	16,671.25	-
07/15/2017	105,000.00	1.100%	16,671.25	121,671.25	138,342.50
01/15/2018	-	-	16,093.75	16,093.75	-
07/15/2018	105,000.00	1.400%	16,093.75	121,093.75	137,187.50
01/15/2019	-	-	15,358.75	15,358.75	-
07/15/2019	105,000.00	1.650%	15,358.75	120,358.75	135,717.50
01/15/2020	-	-	14,492.50	14,492.50	-
07/15/2020	110,000.00	1.900%	14,492.50	124,492.50	138,985.00
01/15/2021	-	-	13,447.50	13,447.50	-
07/15/2021	110,000.00	2.150%	13,447.50	123,447.50	136,895.00
01/15/2022	-	-	12,265.00	12,265.00	-
07/15/2022	115,000.00	2.400%	12,265.00	127,265.00	139,530.00
01/15/2023	-	-	10,885.00	10,885.00	-
07/15/2023	115,000.00	2.600%	10,885.00	125,885.00	136,770.00
01/15/2024	-	-	9,390.00	9,390.00	-
07/15/2024	120,000.00	2.750%	9,390.00	129,390.00	138,780.00
01/15/2025	-	-	7,740.00	7,740.00	-
07/15/2025	120,000.00	2.900%	7,740.00	127,740.00	135,480.00
01/15/2026	-	-	6,000.00	6,000.00	-
07/15/2026	125,000.00	3.050%	6,000.00	131,000.00	137,000.00
01/15/2027	-	-	4,093.75	4,093.75	-
07/15/2027	125,000.00	3.200%	4,093.75	129,093.75	133,187.50
01/15/2028	-	-	2,093.75	2,093.75	-
07/15/2028	125,000.00	3.350%	2,093.75	127,093.75	129,187.50
Total	\$1,635,000.00	-	\$353,533.28	\$1,988,533.28	-

Date And Term Structure

Dated	10/01/2013
Delivery Date	10/01/2013
First Coupon Date	7/15/2014
First available call date	
Call Price	-

Yield Statistics

Bond Year Dollars	\$13,644.83
Average Life	8.345 Years
Average Coupon	2.5909681%
Net Interest Cost (NIC)	2.7407501%
True Interest Cost (TIC)	2.7306632%
All Inclusive Cost (AIC)	2.8489700%

IRS Form 8038

Net Interest Cost	2.5909681%
Weighted Average Maturity	8.345 Years
Bond Yield for Arbitrage Purposes	2.8686704%

GO 2013A Rev 4 | GO Improvement | 7/26/2013 | 11:25 AM

\$1,025,000.00 City of Lake Elmo, Minnesota

General Obligation Bonds, Series 2013A

Water Revenue Portion

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
10/01/2013	-	-	-	-	-
07/15/2014	40,000.00	0.300%	19,795.19	59,795.19	59,795.19
01/15/2015	-	-	12,486.25	12,486.25	-
07/15/2015	50,000.00	0.550%	12,486.25	62,486.25	74,972.50
01/15/2016	-	-	12,348.75	12,348.75	-
07/15/2016	50,000.00	0.800%	12,348.75	62,348.75	74,697.50
01/15/2017	-	-	12,148.75	12,148.75	-
07/15/2017	50,000.00	1.100%	12,148.75	62,148.75	74,297.50
01/15/2018	-	-	11,873.75	11,873.75	-
07/15/2018	55,000.00	1.400%	11,873.75	66,873.75	78,747.50
01/15/2019	-	-	11,488.75	11,488.75	-
07/15/2019	55,000.00	1.650%	11,488.75	66,488.75	77,977.50
01/15/2020	-	-	11,035.00	11,035.00	-
07/15/2020	55,000.00	1.900%	11,035.00	66,035.00	77,070.00
01/15/2021	-	-	10,512.50	10,512.50	-
07/15/2021	55,000.00	2.150%	10,512.50	65,512.50	76,025.00
01/15/2022	-	-	9,921.25	9,921.25	-
07/15/2022	60,000.00	2.400%	9,921.25	69,921.25	79,842.50
01/15/2023	-	-	9,201.25	9,201.25	-
07/15/2023	45,000.00	2.600%	9,201.25	54,201.25	63,402.50
01/15/2024	-	-	8,616.25	8,616.25	-
07/15/2024	50,000.00	2.750%	8,616.25	58,616.25	67,232.50
01/15/2025	-	-	7,928.75	7,928.75	-
07/15/2025	50,000.00	2.900%	7,928.75	57,928.75	65,857.50
01/15/2026	-	-	7,203.75	7,203.75	-
07/15/2026	50,000.00	3.050%	7,203.75	57,203.75	64,407.50
01/15/2027	-	-	6,441.25	6,441.25	-
07/15/2027	50,000.00	3.200%	6,441.25	56,441.25	62,882.50
01/15/2028	-	-	5,641.25	5,641.25	-
07/15/2028	50,000.00	3.350%	5,641.25	55,641.25	61,282.50
01/15/2029	-	-	4,803.75	4,803.75	-
07/15/2029	50,000.00	3.500%	4,803.75	54,803.75	59,607.50
01/15/2030	-	-	3,928.75	3,928.75	-
07/15/2030	50,000.00	3.600%	3,928.75	53,928.75	57,857.50
01/15/2031	-	-	3,028.75	3,028.75	-
07/15/2031	50,000.00	3.700%	3,028.75	53,028.75	56,057.50
01/15/2032	-	-	2,103.75	2,103.75	-
07/15/2032	55,000.00	3.800%	2,103.75	57,103.75	59,207.50
01/15/2033	-	-	1,058.75	1,058.75	-
07/15/2033	55,000.00	3.850%	1,058.75	56,058.75	57,117.50
Total	\$1,025,000.00	-	\$323,337.69	\$1,348,337.69	-

\$3,065,000.00 City of Lake Elmo, Minnesota**General Obligation Bonds, Series 2013A****Sewer Portion****Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
10/01/2013	-	-	-	-	-
07/15/2014	135,000.00	0.300%	58,646.00	193,646.00	193,646.00
01/15/2015	-	-	36,967.50	36,967.50	-
07/15/2015	150,000.00	0.550%	36,967.50	186,967.50	223,935.00
01/15/2016	-	-	36,555.00	36,555.00	-
07/15/2016	155,000.00	0.800%	36,555.00	191,555.00	228,110.00
01/15/2017	-	-	35,935.00	35,935.00	-
07/15/2017	155,000.00	1.100%	35,935.00	190,935.00	226,870.00
01/15/2018	-	-	35,082.50	35,082.50	-
07/15/2018	160,000.00	1.400%	35,082.50	195,082.50	230,165.00
01/15/2019	-	-	33,962.50	33,962.50	-
07/15/2019	160,000.00	1.650%	33,962.50	193,962.50	227,925.00
01/15/2020	-	-	32,642.50	32,642.50	-
07/15/2020	160,000.00	1.900%	32,642.50	192,642.50	225,285.00
01/15/2021	-	-	31,122.50	31,122.50	-
07/15/2021	160,000.00	2.150%	31,122.50	191,122.50	222,245.00
01/15/2022	-	-	29,402.50	29,402.50	-
07/15/2022	160,000.00	2.400%	29,402.50	189,402.50	218,805.00
01/15/2023	-	-	27,482.50	27,482.50	-
07/15/2023	140,000.00	2.600%	27,482.50	167,482.50	194,965.00
01/15/2024	-	-	25,662.50	25,662.50	-
07/15/2024	145,000.00	2.750%	25,662.50	170,662.50	196,325.00
01/15/2025	-	-	23,668.75	23,668.75	-
07/15/2025	145,000.00	2.900%	23,668.75	168,668.75	192,337.50
01/15/2026	-	-	21,566.25	21,566.25	-
07/15/2026	145,000.00	3.050%	21,566.25	166,566.25	188,132.50
01/15/2027	-	-	19,355.00	19,355.00	-
07/15/2027	150,000.00	3.200%	19,355.00	169,355.00	188,710.00
01/15/2028	-	-	16,955.00	16,955.00	-
07/15/2028	150,000.00	3.350%	16,955.00	166,955.00	183,910.00
01/15/2029	-	-	14,442.50	14,442.50	-
07/15/2029	150,000.00	3.500%	14,442.50	164,442.50	178,885.00
01/15/2030	-	-	11,817.50	11,817.50	-
07/15/2030	155,000.00	3.600%	11,817.50	166,817.50	178,635.00
01/15/2031	-	-	9,027.50	9,027.50	-
07/15/2031	155,000.00	3.700%	9,027.50	164,027.50	173,055.00
01/15/2032	-	-	6,160.00	6,160.00	-
07/15/2032	165,000.00	3.500%	6,160.00	171,160.00	177,320.00
01/15/2033	-	-	3,272.50	3,272.50	-
07/15/2033	170,000.00	3.850%	3,272.50	173,272.50	176,545.00
Total	\$3,065,000.00	-	\$960,806.00	\$4,025,806.00	-



MAYOR AND COUNCIL COMMUNICATION

DATE: 8/06/2013
REGULAR
ITEM #: 15

AGENDA ITEM: Olson Lake Trail Sanitary Sewer Extension – Discussion and Consideration of Project Alternatives
SUBMITTED BY: Jack Griffin, City Engineer
THROUGH: Dean A. Zuleger, City Administrator
REVIEWED BY: Adam Bell, City Clerk
Chad Isakson, Project Engineer

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Engineer
- Report/Presentation..... City Engineer
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to review the options for moving forward regarding the Olson Lake Trail Sanitary Sewer Extension project, and provide direction to staff. The recommended motion for this action is as follows:

“Move to direct staff to take to following actions regarding the Olson Lake Trail Sanitary Sewer Extension project:

1. *Award the Contract to the lowest responsible bidder and absorb additional costs funded through the Sewer Enterprise Fund.*
2. *Rebid the project as an “add alternate” to the Section 34 Water and Sewer Project.*
3. *Reject all bids and wait to complete Phase 1 and Phase 2 together when the County resurfaces Olson Lake Trail (in 2015 or 2016).*
4. *Rehear the project and consider raising the assessment amount levied against the benefitting property owners to cover the additional construction costs.*

BACKGROUND:

The Olson Lake Trail Sanitary Sewer Extension project was initiated by a petition for municipal sewer service from two properties located in the City of Oakdale. Upon receipt of the petition, Oakdale contacted the City of Lake Elmo to inquire interest by Lake Elmo properties to be served by the Oakdale sewer system and thereby share in the project costs.

Following several meetings with the Lake Elmo property owners and the City of Oakdale, the City of Lake Elmo authorized the preparation of a joint Feasibility Report to investigate feasibility and costs for the project. The Feasibility Report was presented and approved at the February 19, 2013 council meeting, and amended to include one additional property on March 19, 2013.

The key recommendations outlined in the Feasibility Report are as follows:

- Design and construct an initial project in 2013 to respond to immediate sewer needs of the Oakdale properties and at least one Lake Elmo property. This project would extend sewer north approximately 580 feet and would be constructed in the boulevard of CSAH 13 without disturbing the roadway surface. The Project would serve 5 Lake Elmo properties and 2 Oakdale properties.
- Coordinate Phase 2 sewer extension to 50th Street N. to be constructed together with a future County Resurfacing Project (anticipated in the County CIP for 2014-2016). Phase 2 would serve an additional 11 Lake Elmo properties and 7 Oakdale properties.
- Treat TOTAL project as one for assessment purposes. All properties, in Oakdale and Lake Elmo, in Phase 1 and Phase 2, would be assessed equally in the amount of \$18,500. Assessments would be levied over 15 years.
- The unit assessment would be increased for inflation by \$500 each year.
- The Feasibility Report estimated project cost was \$141,000 (\$109,000 construction), with Lake Elmo's share of the project costs being \$100,715 (5/7ths).
- Lake Elmo intended to assess \$92,500 (\$18,500 unit assessment against 5 properties), the remaining amount to be carried by the city until after Phase 2 was completed.

STAFF REPORT:

BID RESULTS AND ANALYSIS: Contractor bids were received on June 27 for the Olson Lake Trail Sanitary Sewer Extension project. Six bids were received ranging from \$158,300 to \$285,256. The Engineer's post-design construction cost estimate as competed by SEH, Inc. was \$109,000.

Staff has completed a thorough review of the bids and has determined that the main factor in this high bid was the small size of the project. Staff has also reviewed the project with the apparent low bid contractor and no additional savings is evident through a redesign. Therefore, one of the potential options that staff does not recommend is rebidding this Phase 1 project by itself.

After factoring in all the project costs the project is running \$54,700 over budget. Because the first phase includes 5 Lake Elmo properties and 2 Oakdale properties, the Lake Elmo share of the overage would be (5/7 of the cost) \$39,100 if the project was awarded to go forward.

OPTIONS MOVING FORWARD: Because this is a joint project with the City of Oakdale, the options moving forward need to be mutually agreed to by both cities. Staff has continued conversations with Oakdale staff to identify and vet through the pros and cons of various options. Staff will present the options outlined below more thoroughly at the council meeting.

1. Award contractor bid to get the Phase 1 sewer installed as planned. Each city must absorb the additional costs from the sanitary sewer enterprise fund. Lake Elmo share would be \$37,900 as described above. PRO: keeps the project moving forward and the residents happy who need sewer. Costs are known. CON: City sewer fund is not flush. Is the investment worth getting the project done?

2. Reject the bid and rebid the project together with the Section 34 Water and Sewer project (Lennar Utility project). This is a high risk/high reward alternative. PRO: Potential to receive lower bids by attaching the project to a much larger, more attractive project. Could move project ahead and save money (say up to \$30,000). CON: Will cost additional money to rebid (est. \$4,000). Contract documents must be converted from City of Oakdale to City of Lake Elmo and project agreement must be redone to identify Lake Elmo as lead entity. There is no guarantee of getting better bids, may sink additional costs with no benefit.
3. Cancel the Project and wait to complete Phase 1 and Phase 2 together when the county reconstructs Olson Lake Trail. PRO. We rebid project as a larger one time project and can rebid it during the off peak bid times. CON. The County continues to indicate that the road project will not occur until 2016. Lake Elmo residents continue to struggle with failing septic systems, with some potentially needing replacements.
4. Rehear the project (call new Assessment Hearing) with the intention of awarding the project but increasing the unit assessment amount so that no city costs are incurred due to the overage. Assessments would increase from \$18,500 to \$25,600 if spread across only the 5 properties for Phase 1. PRO: keeps the project moving forward and the residents happy who need sewer. Cost increases are born by the benefiting properties. Assessment hearing gives property owners opportunity to weigh in. CON: Increased costs to property owners are steep. Rehearing the project is expensive and complex; Project is delayed to allow Report to be amended to reflect new costs, and assessment hearing to be held to levy new assessments. Unlikely to please all property owners.

ADDRESSING AFFECTED RESIDENTS: Staff has already contacted the 5 affected properties to notify them of the delay in the project award. Three properties have expressed a willingness to wait, one has expressed a need to connect, and one has not called back. Properties in Phase 2 have not yet been notified. They are not expecting a project for several years. Once staff has developed a direction for the project, all property owners will be notified by letter and a resident meeting will be scheduled.

RECOMMENDATION:

The City Council is respectfully requested to review the options for moving forward regarding the Olson Lake Trail Sanitary Sewer Extension project, and provide direction to staff. The recommended motion for this action is as follows:

“Move to direct staff to take to following actions regarding the Olson Lake Trail Sanitary Sewer Extension project:






1. *Award the Contract to the lowest responsible bidder and absorb additional costs funded through the Sewer Enterprise Fund.*
2. *Rebid the project as an “add alternate” to the Section 34 Water and Sewer Project.*
3. *Reject all bids and wait to complete Phase 1 and Phase 2 together when the County resurfaces Olson Lake Trail (in 2015 or 2016).*
4. *Rehear the project and consider raising the assessment amount levied against the benefiting property owners to cover the additional construction costs.*

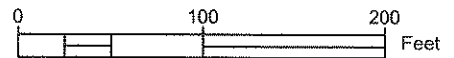
ATTACHMENT(S):

1. Project Location Map



LEGEND

-  PROPOSED GRAVITY SEWER MAIN
-  PROPOSED FORCEMAIN SERVICE STUB
-  PROPOSED GRAVITY SERVICE STUB
-  PROPOSED GRINDER STATION (LOCATION TBD)
-  ASSESSABLE PROPERTY



**FOCUS
ENGINEERING**

PROJ. NO. 2012.124
LAKE ELMO, MINNESOTA
OAKDALE, MINNESOTA
MARCH, 2013

FIGURE NO. 2
**PROPOSED 2013 SANITARY
SEWER IMPROVEMENTS**
OLSON LAKE TRAIL SANITARY SEWER EXTENSION
AMENDED REPORT



MAYOR AND COUNCIL COMMUNICATION

DATE: 8/06/2013
CONSENT
ITEM #: 16
MOTION

AGENDA ITEM: Consider Planning Commission Appointment
SUBMITTED BY: Adam Bell, City Clerk
THROUGH: Dean A. Zuleger, City Administrator
REVIEWED BY: Beckie Gumatz, Program Assistant

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item Staff
- Report/Presentation..... Staff
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider making an appointment to the Planning Commission. The options before the Council are as follows:

a) If the Council desires to approve the appointment, it can do so by taking the following action:

“Move to appoint Jill Lundgren of 8282 Hidden Bay Court North as 1st Alternate on the Lake Elmo Planning Commission, effective immediately.”

b) If the Council desires to deny the appointment, it can do so by taking the following action:

“Move to deny the appointment of Jill Lundgren of 8282 Hidden Bay Court North as 1st Alternate on the Lake Elmo Planning Commission, effective immediately.”

c) If the Council desires to further deliberate the appointment, it can do so by taking the following action:

“Move to postpone making any appointment until a later City Council Meeting.”

BACKGROUND INFORMATION:

With the recent departures from the Planning Commission, including Mike Reeves appointment to the City Council, there are currently two positions open on that commission. It is recommended that the

Council makes an appointment without too much delay so that the Planning Commission can be fully staffed and operational.

Applicant Jill Lundgren recently applied for Nicole Park's vacant Council seat. She was interviewed for that position but not selected for the Council appointment. All of the council applicants were encouraged to continue their pursuits of service to Lake Elmo. Staff received an application from Ms. Lundgren for the open Planning Commission seat and Council interviewed Ms. Lundgren immediately prior to this meeting. The question of her appointment is not before the Council.

RECOMMENDATION:

Staff recommends that the City Council consider making an appointment to the Lake Elmo Planning Commission by choosing one of the following options.

- a) If the Council desires to approve the appointment, it can do so by taking the following action:

“Move to appoint Jill Lundgren of 8282 Hidden Bay Court North as 1st Alternate on the Lake Elmo Planning Commission, effective immediately.”

- b) If the Council desires to deny the appointment, it can do so by taking the following action:

“Move to deny the appointment of Jill Lundgren of 8282 Hidden Bay Court North as 1st Alternate on the Lake Elmo Planning Commission, effective immediately.”

- c) If the Council desires to further deliberate the appointment, it can do so by taking the following action:

“Move to postpone making any appointment until a later City Council Meeting.”

ATTACHMENTS:

1. Planning Commission Application