

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

NOTICE OF MEETING

Lake Elmo City Council Meeting | Tuesday, April 15, 2014 7:00 P.M. | 3800 Laverne Avenue North
AGENDA

- A. Call to Order
- 7:00 B. Pledge of Allegiance
- C. Roll Call
- D. Order of Business
- E. Approval of Agenda
- F. Accept Minutes
 - 1. Accept April 1, 2014 City Council Meeting Minutes
- G. Council Reports
 - Mayor
 - Appointment of Julie Fliflet to Finance Committee
 - Council
- 7:10 H. Speak Your Peace – Mike Reeves
- I. Public Comments/Inquiries
- J. Proclamation – Arbor Day
- K. Presentation – Metropolitan Council's Livable Communities Program, Paul Burns
- L. Consent Agenda
 - 2. Approve Payment of Disbursements and Payroll
 - 3. Accept Financial Report dated March 31, 2014
 - 4. Accept Building Report dated March 31, 2014
 - 5. Accept City Assessor report dated March 31, 2014
 - 6. Approve City Facility Use Policy
- 7:40 M. Old Business
 - 7. 2014 Seal Coat Project – Approve Plans and Specifications and Authorize Ad for Bids;
Resolution No. 2014-20
- 7:50 N. Regular Agenda
 - 8. Infrastructure Asset Management
 - 9. 39th Street N: Street & Sanitary Sewer Improvements – Approve Report and Order Public Hearing; *Resolution No. 2014-24*
 - 10. Lake Elmo Avenue Trunk Watermain Improvements – Approve Plans and Specifications and Order Advertisement for Bids. *Resolution No. 2014-25*
 - 11. Inwood Trunk Watermain Improvements – Approve Plans and Specifications and Order Advertisement for Bids. *Resolution No. 2014-26*
- 9:10 O. Staff Reports and Announcements
 - City Administrator
 - City Attorney
 - Planning Director
 - City Engineer
 - Finance Director
 - City Clerk
- 9:20 P. Adjourn

****Items and times are estimates and subject to change****

LAKE ELMO CITY COUNCIL MINUTES
APRIL 1, 2014

CITY OF LAKE ELMO
CITY COUNCIL MINUTES
APRIL 1, 2014

Mayor Pearson called the meeting to order at 7:00 pm.

PRESENT: Mayor Mike Pearson and Council Members Wally Nelson, Justin Bloyer, and Mike Reeves. Anne Smith arrived at 7:02 pm

Staff present: City Administrator Zuleger, City Attorney Snyder, Community Development Director Klatt, Finance Director Bendel, and City Clerk Bell.

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

MOTION:** Council Member Bloyer moved **TO APPROVE THE APRIL 1, 2014 CITY COUNCIL AGENDA AS PRESENTED.** Council Member Reeves seconded the motion. **MOTION PASSED 4-0.

ITEM 1: ACCEPT MINUTES

THE MARCH 18, 2014 CITY COUNCIL MINUTES WERE APPROVED AS PRESENTED BY CONSENSUS OF THE CITY COUNCIL.

COUNCIL REPORTS:

Mayor Pearson: attended local government meeting regarding economic development; held mayor show with Shane Weis; attended Washington County Board Meeting where Lake Elmo library was discussed. Thanked Commissioner Kriesel for his support.

Council Member Bloyer: attended hearing at MN House of Representatives regarding 2014 bonding bill; spoke at US Power Squadron Conference. He presented a certificate he received; Recommended that public view the video footage of the lakes recorded last year.

Council Member Reeves: attended bonding hearing. He noted two other presentations at hearing were also related to water. Water obviously is an important issue, and will likely continue to be; attended Library Board meeting; took Predictive Index survey. Thought it was extremely accurate.

Council Member Smith: on vacation last meeting; caught discussion on PBS on water and how development in future will impact water. Water is a concern for greater metro, not just Lake Elmo.

Council Member Nelson: on vacation last meeting as well. No report.

PUBLIC COMMENTS

Bob Kusick, 5470 Highlands Trail – complained about the trailer in his neighbor's backyard. Koch Pipeline inspectors visited the site, and their engineers stated the trailer would not be a problem. Mr. Kusick reported that he and other neighbors sent letter to property owner demanding removal. The neighbor refused to remove it. He is concerned about the potential environmental disaster that he believes could result if pipeline is damaged by the trailer. Mr. Kusick asserted that Koch Pipeline is a terrible polluter. Mayor Pearson said that he and any interested Council Members could visit the site and speak with Mr. Kusick if they wish. Mr. Kusick asked that the City change its code.

Neil Krueger, 4452 Lake Elmo Ave. – thanked staff for recent *Fresh* article on developments in community. He was encouraged to see more communication and would like an open house to further increase information dissemination and public input.

PROCLAMATION – National Library Week Proclamation

Mayor Pearson read the proclamation proclaiming April 13-19 as National Library Week.

CONSENT AGENDA

LAKE ELMO CITY COUNCIL MINUTES
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2. Approve Payment of Disbursements and Payroll
3. ~~2014 Seal Coat Project – Approve Plans and Specifications and Authorize Ad for Bids; **RES. NO. 2014-20**~~
4. ~~Family Means CUP; **RES. NO. 2014-21**~~
5. Site Plan Review Ordinance; **ORD. 08-105**

Council Member Smith pulled Item 3 for discussion. Council Member Bloyer pulled Item 4 for discussion.

MOTION: Council Member Reeves moved **TO APPROVE THE CONSENT AGENDA AS AMENDED.** Council Member Nelson seconded the motion. **MOTION PASSED 5-0.**

ITEM 3: 2014 SEAL COAT PROJECT – APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE AD FOR BIDS

Council Member Smith asked how the Seal Coat Project is going to be paid for. It was only budgeted for \$160,000. Where does the additional \$53,000 come from? Mayor Pearson noted that the Council agreed to spend more on roads. City Administrator Zuleger stated that due to the harsh winter conditions and further re-inspection of the road conditions, additional funds are needed. Council consensus is that if there is an item that is over what was budgeted, it should be noted so that Council is aware.

City Administrator Zuleger suggested that the item go back to the Finance Committee and be brought back to Council on 4/15/14. Ms. Smith thanked the Finance Director and finance committee for catching these items. Mr. Zuleger noted that the staff policy is that if department is over annual budget, the item must be brought to the Finance Committee.

MOTION: Council Member Nelson moved **TO POSTPONE ITEM UNTIL APRIL 15 SO THE FINANCE COMMITTEE CAN REVIEW.** Council Member Smith seconded the motion. **MOTION PASSED 5-0.**

ITEM 4: FAMILY MEANS CUP

City Administrator Zuleger and Community Development Director Klatt explained the CUP application. Family Means has outgrown its current space. The proposal would allow an additional 4,000 sq. ft. addition to its current space. Parking will continue to be adequate. Planning Commission unanimously recommended approval.

MOTION: Council Member Bloyer moved **TO ADOPT RESOLUTION NO. 2014-21, APPROVING THE CONDITIONAL USE PERMIT AMENDMENT REQUEST BY FAMILY MEANS TO ALLOW FOR THE CONSTRUCTION OF A COMMUNITY CENTER IN THE CIMARRON MANUFACTURED HOME PARK.** Council Member Smith seconded the motion.

The Council was very supportive of Family Means and its work in the community.

MOTION PASSED 5-0.

REGULAR AGENDA

ITEM 6: HORNING LOT SIZE VARIANCE; RES. NO. 2014-22

Council Member Bloyer recused himself from discussing this item. **Council Member Bloyer left the room at 7:40PM. Council Member Bloyer returned at 7:47PM.**

Community Development Director Klatt provided an overview of the variance application. Reported concerns regarding drainage were noted. Staff recommends that easements for the drainage and ponding areas be reserved for the City. It was pointed out that in 1985 a previous variance was granted but has since expired. Staff believes that the application meets the City's variance criteria. The Planning Commission recommends approval with 7 conditions as identified in the resolution.

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Council Member Smith asked what the amount was for the recent road assessment. Mr. Klatt said that the engineer said it was \$2,900. Funds would go into the road fund. Ms. Smith asked how property taxes have been assessed as a buildable lot but the City does not consider it buildable. Mr. Klatt explained that the county's tax determination is different than the City zoning determination of what is buildable. It was explained that the assessment fee is to be paid at time of building permit.

Council Member Reeves asked about whether the grading should be required to "be improved" instead of "not exacerbate." Mr. Klatt stated that any reviewed building will in fact be an improvement. Ms. Smith noted that the footprint of the tennis court looks larger than many of the surrounding homes.

Christine Cirilli, attorney for applicant, spoke on behalf of Suzanne Horning. She reiterated that when the owner purchased the lot, it was buildable, but that she recently learned in 2012 that the variance had expired. Applicant has thought that it was a buildable lot the entire time. Ms. Smith asked if there was a plan to sell or build within the year. Ms. Cirilli stated that the owner would like her estate to have flexibility in time to build or sell.

Mayor Pearson asked that the record reflect that it is not the Cities responsibility to track the variance. Council Member Nelson asked if the conditions could terminate the variance if the property is transferred. Mr. Klatt reiterated that the applicant may want to sell the lot to another party who wants to build. Mr. Reeves asked what happens when it expires. Mr. Klatt stated that the applicant can re-apply at that time for an extension or another variance.

Mayor Pearson noted that some of the conditions seem superfluous and redundant. It was agreed that several conditions would have to be met anyhow. Mayor Pearson asked about the driveway. Mr. Klatt stated that it is to keep the access on the road with less traffic. It was explained that that the property would have only been assessed on the road section that the driveway would have been on despite it being a corner lot.

MOTION: Council Member Smith moved TO ADOPT RESOLUTION NO. 2014-22, APPROVING A VARIANCE FROM THE MINIMUM LOT SIZE REQUIREMENTS IN A RS DISTRICT AND THE MAXIMUM TIME FOR WHICH A VARIANCE IS VALID. Council Member Reeves seconded the motion.

Council Member Nelson thinks it appropriate that the road fee be paid back to the other residents. Additionally, the fee should be paid up front, not at the time of building permit. Finance Director Bendel stated that if the fee is assessed, it can be assessed to the property taxes. Also, the refunds could be credited to the other properties as an assessment payment.

Council Member Reeves asked about if permit expires, how would the assessment be addressed? Mr. Reeves is concerned about assessing now if something changes. The possibility of status changes to assessed properties was discussed.

MOTION: Council Member Nelson moved TO AMEND THE MOTION THAT IF FOUND TO BE PERMISSIBLE, THE ROAD ASSESSMENT FEE BE RETURNED TO OTHER RESIDENTS OTHERWISE TO THE CITY, AND THE FEE IS ASSESSED IMMEDIATELY. Council Member Smith seconded the motion.

When the fee should be assessed was further discussed.

MOTION PASSED 3-1-1 (Bloyer abstaining).

ORIGINAL MOTION PASSED 4-0-1 (Bloyer abstaining).

ITEM 7: LAUNCH PROPERTIES CUP CONCEPT PLAN AND ZONING MAP AMENDMENT; RES. NO. 2014-23, ORD. 08-106

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Community Development Director Klatt provided overview of the application. Staff recommended approval of the Zoning map amendment and PUD concept plan subject to the conditions as identified in the resolution.

Council Member Boyer asked about why a vote was required. Mr. Klatt explained that a Concept Plan is different from a sketch plan review. Mr. Boyer asked about the city financial contribution that is being asked for. City Administrator Zuleger explained that the applicants have asked that the site be included in a TIF district.

The situation regarding setbacks was discussed. City Attorney Snyder noted that Council can reserve the right to review any issues that they are uncomfortable with and still take action. Council Member Reeves pointed out that the resolution reserves authority regarding the setbacks so is probably sufficient as presented.

Applicant Dan Regan spoke about his company and other similar developments he is undertaking. Mr. Regan described the development and the site. He stated that the proposal is a low intensity, two-phase development. They are proposing installing an 8 foot berm on the northern property line. Mr. Regan described his interactions with neighboring property owners. He has made efforts to satisfy adjoining property owners concerns. He stated that the future traffic study will address any traffic concerns. Estimate is \$240,000 property taxes and about \$240,000 in WACs and SACs.

Mr. Reeves voiced his appreciation that the applicants have considered the berming and theming elements.

Council Member Smith asked which other projects are included in TIF. Mr. Regan explained the various TIF projects he was aware of. He stated that many communities are competing for these businesses.

MOTION: Council Member Reeves moved TO ADOPT ORDINANCE 08-106 APPROVING A ZONING MAP AMENDMENT TO CHANGE THE ZONING OF THE LAUNCH PROPERTIES PARCEL FROM RT TO BP. Council Member Nelson seconded the motion. MOTION PASSED 5-0.

MOTION: Mayor Pearson moved TO ADOPT RESOLUTION NO. 2014-23 APPROVING A PUD CONCEPT PLAN FOR A TWO-PHASE, 385,000 SQUARE FOOT LIGHT INDUSTRIAL DEVELOPMENT WITH CONDITIONS, RESERVING COUNCIL'S ABILITY TO CONTINUE TO REVIEW THE PERFORMANCE STANDARDS AS THE APPLICATION PROCEEDS. Council Member Reeves seconded the motion. MOTION PASSED 5-0.

NEW BUSINESS:

ITEM 8: JOINT SERVICES AGREEMENT WITH ISD 916

City Administrator Zuleger provided an overview of the joint services agreement. Because the school is not a taxable property, the school will pay the City \$31,500 for services and maintenance. The City looked at what it would spend in administration, public works, and public safety/policing in supporting the school to determine the number. Council Member Smith asked why this did not go through the finance committee. Mr. Zuleger stated that he is pleased that the Council wants to have the Finance Committee review these items.

Ms. Smith asked about the weaknesses. Mr. Zuleger explained that being a school, the property is not taxable.

MOTION: Council Member Nelson moved TO APPROVE A SERVICES AGREEMENT WITH ISD 916 FOR \$31,500 WITH A 1.02% ESCALATOR CLAUSE PER YEAR TO RUN THROUGH CALENDAR YEAR 2027. Council Member Reeves seconded the motion. MOTION PASSED 5-0.

ITEM 9: APPROVE THE JOINT POWERS AGREEMENT WITH THE STILLWATER SCHOOL DISTRICT FOR THE ESTABLISHMENT OF A MULTI-USE PARK AT OAKLAND JUNIOR HIGH SCHOOL

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City Administrator Zuleger provided an overview of the proposed Joint Services Agreement. The school district and Lake Elmo Parks Commission has reviewed the agreement.

Director of Operations for Stillwater Area Public Schools Dennis Bloom spoke about the project. Council Member Bloyer asked about who owns the land. Council Member Nelson asked about who pays for the improvements. The district will maintain the courts and the landscaping. The City would install and maintain the park equipment.

Council Member Smith asked why this location was selected. There are not many potential users outside of the school in the immediate area. Mr. Zuleger explained that the Park Commission wanted a park in this sector of the city, but there are limited options, so this is the best option at this time. The location and potential users were discussed. Council Member Reeves has concerns about accessing the park. Mr. Zuleger explained the future access possibilities. This is also a good opportunity to partner with the school district.

Mr. Bloom explained that this project is time constrained. Three additional tennis courts for \$80,000 is too good of a deal to pass up. If the City does not participate, the district will look for other options.

MOTION: Mayor Pearson moved TO TABLE THE ITEM. Council Member Smith seconded the motion. MOTION PASSED 5-0.

MOTION: Mayor Pearson moved TO CREATE A TASK FORCE CONSISTING OF COUNCIL MEMBERS NELSON AND REEVES AND PARKS COMMISSIONERS WEIS AND AMES TO REVIEW THE JPA AND COME BACK WITH FINDINGS. Council Member Reeves seconded the motion. MOTION PASSED 5-0.

SUMMARY REPORTS AND ANNOUNCEMENTS

City Administrator Zuleger: On 4/8 council will be holding a transportation workshop; staff is proposing some community meetings in area parks; met with Northland Securities regarding TIFs. Also, due to Paul Donna's departure, Tammy Omdahl is new rep assigned to City; attended bonding bill meetings; looking at staffing utilities and the possibility of jointly with Oakdale; attended Washington County Board of Commissioners meeting.

City Attorney Snyder: working on routine matters.

Community Development Director Klatt: working on submitted plats, wedding venue ordinance, and animal assisted therapy ordinance.

Finance Director Bendel: no report.

City Clerk Bell: Attended the Minnesota Clerk and Finance Officer Association conference in St. Cloud; New Election Equipment; processing bee applications.

Mayor Pearson adjourned the meeting at 10:05 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Adam R. Bell, City Clerk

CITY OF LAKE ELMO

ARBOR DAY PROCLAMATION

WHEREAS: Minnesota is home to many of our nation's natural resources, foremost among them are our beautiful and abundant forests; and

WHEREAS: Trees are an increasingly vital resource in Minnesota today, enriching our lives by purifying the air, conserving soil, water and energy, creating jobs through a large forest products industry, serving as recreational settings, providing habitat for wildlife of all kinds, and creating beautiful landscapes to make our communities more livable; and

WHEREAS: Disease and insects threaten our trees, creating the need for concerted action to ensure the future of community and rural forests in our state and throughout the country; and

WHEREAS: Each individual can act locally to improve the environment by planting trees and ensuring that these trees are protected and receive proper maintenance in the years ahead; and

WHEREAS: Each year on the last Friday in the month of April, the people of Minnesota pay special tribute to the vital natural resource that our trees represent and dedicate themselves to the continued vitality of our state's community and rural forests;

NOW, THEREFORE I, Mike Pearson, Mayor of the City of Lake Elmo, do hereby proclaim April 25, 2013 to be **ARBOR DAY** in Lake Elmo, Minnesota.

Signed this April 15, 2014

Mike Pearson, Mayor

Tree City, U.S.A.



MAYOR & COUNCIL COMMUNICATION

DATE: April 15, 2014
CONSENT
ITEM #2
MOTION

AGENDA ITEM: Approve Disbursements in the amount of \$324,183.73

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Dean Zuleger, City Administrator

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Finance

FISCAL IMPACT: \$349,074.66

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$349,074.66. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

LEGISLATIVE HISTORY: NA

BACKGROUND INFORMATION/STAFF REPORT: The City of Lake Elmo has the fiduciary responsibility to conduct normal business operations. 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	\$ 10,725.73	Payroll Taxes to IRS & MN Dept of Revenue 4/03/14
ACH	\$ 5,904.52	Payroll Retirement to PERA 4/03/14
DD5432-DD54556	\$ 27,843.06	Payroll Dated (Direct Deposits) 4/03/14
41153-41210	\$ 303,341.35	Accounts Payable 4/15/14
2338-2358	\$ 1,260.00	Library Card Reimbursement 4/15/14
TOTAL	\$ 349,074.66	

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council approve as part of the Consent Agenda the aforementioned disbursements in the amount of \$349,074.66.

ATTACHMENTS:

1. Accounts Payable – check registers

Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 04/01/2014 - 10:26 AM

Batch: 001-04-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
NCPERS 566200-NCPERS Minnesota										
5662414	03/20/2014	160.00	0.00	04/01/2014	March Premium		-			0000
101-000-0000-21708	Other Benefits	160.00								No
	5662414 Total:	160.00								
	NCPERS Total:	160.00								
WACO-PW WASHINGTON COUNTY										
78231	03/11/2014	700.93	0.00	04/01/2014	Signal Lights - Electric		-			0000
101-430-3120-43150	Contract Services	700.93								No
	78231 Total:	700.93								
	WACO-PW Total:	700.93								
	Report Total:	860.93								

Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 04/03/2014 - 2:26 PM

Batch: 003-04-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SW/WC SW/WC Service Cooperatives C1210-20-7	02/26/2014	24,030.00	0.00	04/03/2014	April 2014 Insurance Premiums		-			0000
101-000-0000-21706	Medical Insurance									No
	C1210-20-7 Total:	24,030.00								
	SW/WC Total:	24,030.00								
	Report Total:	24,030.00								

Accounts Payable To Be Paid Proof List

User: PattyB
 Printed: 04/10/2014 - 12:23 PM
 Batch: 004-04-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ADAMBELL Bell Adam										
03282013	03/28/2014	67.01	0.00	04/15/2014	Mileage		-	No		0000
101-410-1320-4330	Mileage									
	03282013 Total:	67.01								
	ADAMBELL Total:	67.01								
ADVGR Advanced Graphix, Inc.										
189681	04/08/2014	230.00	0.00	04/15/2014	Update Truck Markings		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	189681 Total:	230.00								
	ADVGR Total:	230.00								
AMERICAN American Eng and Testing, Inc.										
61835	03/31/2014	6,106.15	0.00	04/15/2014	2014.130 INwood Trunk Watermain		-	No		0000
601-494-9400-43030	Engineering Services									
	61835 Total:	6,106.15								
	AMERICAN Total:	6,106.15								
ANCOM ANCOM Communications, Inc.										
44087	03/20/2014	82.00	0.00	04/15/2014	Pager batteries		-	No		0000
101-420-2220-43230	Radio									
	44087 Total:	82.00								
	ANCOM Total:	82.00								
ASPENMI Aspen Mills, Inc.										
147921	03/27/2014	4.00	0.00	04/15/2014	Boot laces		-	No		0000
101-420-2220-42080	EMS Supplies									
147921	03/27/2014	14.85	0.00	04/15/2014	Badge holder		-	No		0000
101-420-2220-44170	Uniforms									
	147921 Total:	18.85								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ASPENMI Total:		18.85								
BAKERPAT Baker Patricia										
2014-03	04/02/2014	783.13	0.00	04/15/2014	Contract Services - Hours March 2014		-	No		0000
101-410-1520-43150	Contract Services									
2014-03	04/02/2014	671.25	0.00	04/15/2014	Contract Services - Hours March 2014		-	No		0000
601-494-9400-43150	Contract Services									
2014-03	04/02/2014	111.87	0.00	04/15/2014	Contract Services - Hours March 2014		-	No		0000
602-495-9450-43150	Contract Services									
2014-03	04/02/2014	671.25	0.00	04/15/2014	Contract Services - Hours March 2014		-	No		0000
603-495-9500-43150	Contract Services									
2014-03 Total:		2,237.50								
BAKERPAT Total:		2,237.50								
C A C Companion Animal Control, LLC										
3	03/01/2014	500.00	0.00	04/15/2014	Animal Control - March		-	No		0000
101-420-2700-43150	Contract Services									
3	03/01/2014	150.00	0.00	04/15/2014	7am- 7pm		-	No		0000
101-420-2700-43160	Impounding									
3	03/01/2014	45.00	0.00	04/15/2014	7pm-7am		-	No		0000
101-420-2700-43160	Impounding									
3 Total:		695.00								
C A C Total:		695.00								
CARDMEMB Cardmember Service										
03/20/2014	03/20/2014	20.00	0.00	04/15/2014	VISA Bill		-	No		0000
101-410-1320-42000	Office Supplies									
03/20/2014	03/20/2014	410.00	0.00	04/15/2014	VISA Bill		-	No		0000
101-410-1320-44370	Conferences & Training									
03/20/2014	03/20/2014	575.00	0.00	04/15/2014	VISA Bill		-	No		0000
601-494-9400-44370	Conferences & Training									
03/20/2014	03/20/2014	42.09	0.00	04/15/2014	VISA Bill		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
03/20/2014	03/20/2014	22.35	0.00	04/15/2014	VISA Bill		-	No		0000
101-420-2220-44300	Miscellaneous									
03/20/2014	03/20/2014	80.00	0.00	04/15/2014	VISA Bill		-	No		0000
101-420-2220-44370	Conferences & Training									
03/20/2014	03/20/2014	53.51	0.00	04/15/2014	VISA Bill		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
03/20/2014	03/20/2014	13.92	0.00	04/15/2014	VISA Bill		-	No		0000
101-410-1910-44300	Miscellaneous									
03/20/2014	03/20/2014	104.00	0.00	04/15/2014	VISA Bill		-	No		0000
101-410-1910-44330	Dues & Subscriptions									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
03/20/2014	03/20/2014	26.99	0.00	04/15/2014	VISA Bill		-		No	0000
101-410-1320-44330	Dues & Subscriptions									
03/20/2014	03/20/2014	104.69	0.00	04/15/2014	VISA Bill		-		No	0000
101-410-1450-42000	Office Supplies									
03/20/2014	03/20/2014	10.72	0.00	04/15/2014	VISA Bill		-		No	0000
101-410-1520-42000	Office Supplies									
03/20/2014	03/20/2014	95.00	0.00	04/15/2014	VISA Bill		-		No	0000
101-420-2400-44330	Dues & Subscriptions									
03/20/2014	03/20/2014	220.00	0.00	04/15/2014	VISA Bill		-		No	0000
101-420-2400-44370	Conferences & Training									
03/20/2014	03/20/2014	249.94	0.00	04/15/2014	VISA Bill		-		No	0000
101-420-2400-44350	Books									
03/20/2014	03/20/2014	24.00	0.00	04/15/2014	VISA Bill		-		No	0000
206-450-5300-42185	Software									
03/20/2014	03/20/2014	42.99	0.00	04/15/2014	VISA Bill		-		No	0000
206-450-5300-42000	Office Supplies									
03/20/2014	03/20/2014	525.33	0.00	04/15/2014	VISA Bill		-		No	0000
206-450-5300-42000	Office Supplies									
03/20/2014	03/20/2014	10.39	0.00	04/15/2014	VISA Bill		-		No	0000
206-450-5300-42000	Office Supplies									
03/20/2014	03/20/2014	-33.11	0.00	04/15/2014	VISA Bill		-		No	0000
206-450-5300-42000	Office Supplies									
03/20/2014	03/20/2014	-12.23	0.00	04/15/2014	VISA Bill		-		No	0000
206-450-5300-42000	Office Supplies									
03/20/2014	03/20/2014	54.99	0.00	04/15/2014	VISA Bill		-		No	0000
206-450-5300-42000	Office Supplies									
03/20/2014	03/20/2014	14.95	0.00	04/15/2014	VISA Bill		-		No	0000
101-410-1320-44300	Miscellaneous									
03/20/2014	03/20/2014	72.58	0.00	04/15/2014	VISA Bill		-		No	0000
101-430-3100-44010	Repairs/Maint Bldg									
	03/20/2014 Total:	2,728.10								
	CARDMEMB Total:	2,728.10								
CARQUEST Car Quest Auto Parts										
315245, 314591	03/27/2014	62.24	0.00	04/15/2014	Air filter		-		No	0000
101-430-3125-42210	Equipment Parts									
315245, 314591	03/27/2014	33.00	0.00	04/15/2014	Service parts		-		No	0000
101-430-3125-42210	Equipment Parts									
	315245, 314591 Total:	95.24								
	CARQUEST Total:	95.24								
CENTPOW Century Power Equipment										
619547, 619550	03/25/2014	23.52	0.00	04/15/2014	Chain saw helmet		-		No	0000
101-430-3100-42400	Small Tools & Minor Equipment									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
619547, 619550	03/25/2014	64.95	0.00	04/15/2014	Chain saw filter		-			0000
101-430-3120-42210	Equipment Parts								No	
619547, 619550	03/25/2014	-19.88	0.00	04/15/2014	Credit		-			0000
101-430-3120-42210	Equipment Parts								No	
619547, 619550	Total:	68.59								
CENTPOW	Total:	68.59								
COMCAST Comcast										
032414	03/24/2014	4.19	0.00	04/15/2014	Monthly Services		-			0000
101-410-1940-43210	Telephone								No	
032414	Total:	4.19								
032714	03/27/2014	7.90	0.00	04/15/2014	Monthly Service		-			0000
101-420-2220-44300	Miscellaneous								No	
032714	Total:	7.90								
COMCAST	Total:	12.09								
CTYOAKDA City of Oakdale										
10000460-01	03/31/2014	2,985.56	0.00	04/15/2014	Water Service 03/04-04/01/2014		-			0000
601-494-9400-43820	Water Utility								No	
10000460-01	Total:	2,985.56								
CTYOAKDA	Total:	2,985.56								
CTYOAKDP City of Oakdale										
20140324412-13	03/24/2014	696.74	0.00	04/15/2014	CV2 repairs		-			0000
101-420-2220-44040	Repairs/Maint Eqpt								No	
20140324412-13	03/24/2014	29.00	0.00	04/15/2014	CV1 oil change		-			0000
101-420-2220-44040	Repairs/Maint Eqpt								No	
20140324412-13	Total:	725.74								
CTYOAKDP	Total:	725.74								
CTYROSEV City of Roseville										
218537, 218577	04/01/2014	2,635.58	0.00	04/15/2014	Monthly IT Services - April 2014		-			0000
101-410-1450-43180	Information Technology/Web								No	
218537, 218577	04/01/2014	87.10	0.00	04/15/2014	Monthly IT Services - April 2014		-			0000
101-410-1320-43210	Telephone								No	
218537, 218577	04/01/2014	13.75	0.00	04/15/2014	Monthly IT Services - April 2014		-			0000
101-420-2400-43210	Telephone								No	
218537, 218577	04/01/2014	13.75	0.00	04/15/2014	Monthly IT Services - April 2014		-			0000
101-410-1450-43210	Telephone								No	
218537, 218577	04/01/2014	13.75	0.00	04/15/2014	Monthly IT Services - April 2014		-			0000
101-410-1930-43210	Telephone								No	

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
218537, 218577	04/01/2014	27.50	0.00	04/15/2014	Monthly IT Services	- April 2014	-			0000
101-410-1520-43210	Telephone									No
218537, 218577	04/01/2014	38.15	0.00	04/15/2014	Monthly IT Services	- April 2014	-			0000
101-410-1910-43210	Telephone									No
218537, 218577	04/01/2014	181.75	0.00	04/15/2014	Monthly IT Services	- April 2014	-			0000
101-430-3100-43210	Telephone									No
	218537, 218577 Total:	3,011.33								
	CTYROSEV Total:	3,011.33								
<hr/>										
DUDECK Mark Duddeck		114.95	0.00	04/15/2014	Jeans		-			0000
03312014	03/31/2014									
101-430-3100-44170	Uniforms									No
	03312014 Total:	114.95								
	DUDECK Total:	114.95								
<hr/>										
FIORILLO Fiorillo Megan		55.00	0.00	04/15/2014	Cable operations	- council meeting	-			0000
Cable	04/01/2014									
101-410-1450-43620	Cable Operations									No
Cable	04/01/2014	25.00	0.00	04/15/2014	Bonus		-			0000
101-410-1450-43620	Cable Operations									No
	Cable Total:	80.00								
	FIORILLO Total:	80.00								
<hr/>										
FOCUS Focus Engineering, Inc.		3,123.52	0.00	04/15/2014	General		-			0000
1073-1074	03/29/2014									No
101-410-1930-43030	Engineering Services									No
1073-1074	03/29/2014	475.00	0.00	04/15/2014	Planning		-			0000
101-410-1910-43030	Engineering Services									No
1073-1074	03/29/2014	628.75	0.00	04/15/2014	ROW		-			0000
101-430-3100-43030	Engineering Services									No
	1073-1074 Total:	4,227.27								
	03/29/2014	438.75	0.00	04/15/2014	Building		-			0000
101-420-2400-43030	Engineering									No
1075-1078	03/29/2014	2,054.82	0.00	04/15/2014	Planning		-			0000
101-410-1910-43030	Engineering Services									No
1075-1078	03/29/2014	1,186.50	0.00	04/15/2014	PW		-			0000
101-430-3100-43030	Engineering Services									No
1075-1078	03/29/2014	2,054.25	0.00	04/15/2014	Water		-			0000
601-494-9400-43030	Engineering Services									No
1075-1078	03/29/2014	267.00	0.00	04/15/2014	Sewer		-			0000
602-495-9450-43030	Engineering Services									No
1075-1078	03/29/2014	2,506.00	0.00	04/15/2014	Surface water		-			0000
603-496-9500-43030	Engineering Services									No

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1079	03/29/2014	8,507.32	0.00	04/15/2014	Transportation & Traffic		-	No		0000
409-480-8000-43030	Engineering Services	604.38						No		0000
1079	03/29/2014	504.50	0.00	04/15/2014	Street system and maintenance		-	No		0000
409-480-8000-43030	Engineering Services	504.50						No		0000
1079	03/29/2014	1,169.50	0.00	04/15/2014	Municipal State Aid System		-	No		0000
409-480-8000-43030	Engineering Services	1,169.50						No		0000
1079	03/29/2014	3,063.68	0.00	04/15/2014	2014 Seal Coat		-	No		0000
409-480-8000-43030	Engineering Services	3,063.68						No		0000
1080	03/29/2014	5,342.06	0.00	04/15/2014	State Highway 36 Corridor		-	No		0000
409-480-8000-43030	Engineering Services	5,342.06						No		0000
1081	03/29/2014	383.50	0.00	04/15/2014	Old Village Municipal Sanitary Sewer		-	No		0000
409-480-8000-43030	Engineering Services	383.50						No		0000
1082	03/29/2014	7,928.34	0.00	04/15/2014	Keats Ave Watermain - 43%		-	No		0000
601-494-9400-43030	Engineering Services	7,928.34						No		0000
1082	03/29/2014	481.49	0.00	04/15/2014	Keats Ave Watermain - 57%		-	No		0000
601-494-9400-43030	Engineering Services	481.49						No		0000
1083	03/29/2014	638.26	0.00	04/15/2014	LE Ave Infrastructure I94-30th		-	No		0000
409-480-8000-43030	Engineering Services	638.26						No		0000
1083	03/29/2014	1,119.75	0.00	04/15/2014	Production Well 4		-	No		0000
409-480-8000-43030	Engineering Services	1,119.75						No		0000
1084	03/29/2014	4,671.90	0.00	04/15/2014	Section 34 Water 40%		-	No		0000
601-494-9400-43030	Engineering Services	4,671.90						No		0000
1085	03/29/2014	758.68	0.00	04/15/2014	Section 34 Water 60%		-	No		0000
601-494-9400-43030	Engineering Services	758.68						No		0000
1085	03/29/2014	466.06	0.00	04/15/2014	Well 4 Connecting Watermain Feasibility		-	No		0000
601-494-9400-43030	Engineering Services	466.06						No		0000
1086	03/29/2014	699.10	0.00	04/15/2014	Pumphouse 4		-	No		0000
601-494-9400-43030	Engineering Services	699.10						No		0000
1087	03/29/2014	1,165.16	0.00	04/15/2014	LE Ave Trunk Watermain		-	No		0000
601-494-9400-43030	Engineering Services	1,165.16						No		0000
1088	03/29/2014	2,880.50	0.00	04/15/2014	LE Ave Corridor Improvement		-	No		0000
601-494-9400-43030	Engineering Services	2,880.50						No		0000
1089	03/29/2014	1,331.75	0.00	04/15/2014			-	No		0000
409-480-8000-43030	Engineering Services	1,331.75						No		0000
1089	03/29/2014	1,331.75	0.00	04/15/2014			-	No		0000
409-480-8000-43030	Engineering Services	1,331.75						No		0000
1089	03/29/2014	2,962.00	0.00	04/15/2014			-	No		0000
409-480-8000-43030	Engineering Services	2,962.00						No		0000
1089	03/29/2014	1,102.88	0.00	04/15/2014			-	No		0000
409-480-8000-43030	Engineering Services	1,102.88						No		0000
1089	03/29/2014	1,102.88	0.00	04/15/2014			-	No		0000
409-480-8000-43030	Engineering Services	1,102.88						No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1090	03/29/2014	1,116.25	0.00	04/15/2014	2014 Street Improve		-	No		0000
409-480-8000-43030	Engineering Services									
	1090 Total:	1,116.25								
1091	03/29/2014	946.50	0.00	04/15/2014	Village East Trunk		-	No		0000
602-495-9450-43030	Engineering Services									
	1091 Total:	946.50								
1092	03/29/2014	3,147.75	0.00	04/15/2014	Inwood Booster Station - Design & Const		-	No		0000
601-494-9400-43030	Engineering Services									
	1092 Total:	3,147.75								
1093	03/29/2014	3,719.75	0.00	04/15/2014	Inwood Trunk Watermain - Design & Const		-	No		0000
601-494-9400-43030	Engineering Services									
	1093 Total:	3,719.75								
1094	03/29/2014	3,365.50	0.00	04/15/2014	39th Street North		-	No		0000
409-480-8000-43030	Engineering Services									
	1094 Total:	3,365.50								
1095	03/29/2014	4,638.00	0.00	04/15/2014	Lennar 1-94 West Corridor		-	No		0000
203-490-9070-43030	Engineering Services									
	1095 Total:	4,638.00								
1096	03/29/2014	996.50	0.00	04/15/2014	Amaris Homes		-	No		0000
203-490-9070-43030	Engineering Services									
	1096 Total:	996.50								
1097	03/29/2014	1,864.88	0.00	04/15/2014	Hammes Estates		-	No		0000
203-490-9070-43030	Engineering Services									
	1097 Total:	1,864.88								
1098	03/29/2014	190.44	0.00	04/15/2014	Landucci Property (Ryland)		-	No		0000
203-490-9070-43030	Engineering Services									
	1098 Total:	190.44								
1099	03/29/2014	734.88	0.00	04/15/2014	Gonyea Village		-	No		0000
203-490-9070-43030	Engineering Services									
	1099 Total:	734.88								
1100	03/29/2014	362.50	0.00	04/15/2014	Easton Village		-	No		0000
203-490-9070-43030	Engineering Services									
	1100 Total:	362.50								
	FOCUS Total:	63,464.06								
heritemb Heritage Embroidery										
3636	10/23/2013	200.80	0.00	04/15/2014	T-shirts - Speak your peace		-	No		0000
101-410-1450-43180	Information Technology/Web									
	3636 Total:	200.80								
	heritemb Total:	200.80								
HOTSY Hotsy Equipment of Minnesota										
45411	03/27/2014	119.40	0.00	04/15/2014	Jetter hose & fittings		-	No		0000
601-494-9400-42400	Small Tools & Minor Equipment									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	45411 Total:	119.40								
	HOTSY Total:	119.40								
INFINITP Infinity Printing Supplies										
460632,33	03/31/2014	609.18	0.00	04/15/2014	Office supplies		-	No		0000
101-410-1320-42000 Office Supplies		609.18								
	460632,33 Total:	609.18								
	INFINITP Total:	609.18								
JTRROOFI JTR Roofing Inc										
	03/31/2014	4,273.00	0.00	04/15/2014	Roof repair & gutter replacement - Final		-	No		0000
206-450-5300-42185 Software		4,273.00								
	Total:	4,273.00								
	JTRROOFI Total:	4,273.00								
KORTHER KORTH ERIC										
	04/08/2014	34.38	0.00	04/15/2014	Council Workshop 4/08/2014		-	No		0000
101-410-1450-43620 Cable Operations		34.38								
	Total:	34.38								
	KORTHER Total:	34.38								
LEOIL Lake Elmo Oil, Inc.										
	03/31/2014	434.18	0.00	04/15/2014	Fuel		-	No		0000
101-420-2220-42120 Fuel, Oil and Fluids		434.18								
	Total:	434.18								
	LEOIL Total:	434.18								
Lillie Newspapers Inc. Lillie Suburban										
	03/31/2014	11.00	0.00	04/15/2014	3/5 Notice - public hearing 3/24		-	No		0000
Acct 007148										
101-410-1320-43510 Legal Publishing		30.80	0.00	04/15/2014	3/12 Notice - Planning Comm 3/24		-	No		0000
Acct 007148										
101-410-1320-43510 Legal Publishing		22.00	0.00	04/15/2014	4/02 Notice - Assessment		-	No		0000
Acct 007148										
101-410-1320-43510 Legal Publishing		24.20	0.00	04/15/2014	4/2 Notice - Planning Comm 4/14		-	No		0000
Acct 007148										
101-410-1320-43510 Legal Publishing		26.40	0.00	04/15/2014	4/2 Notice - Ord 08-104		-	No		0000
Acct 007148										
101-410-1320-43510 Legal Publishing		114.40								
	Acct 007148 Total:	114.40								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	Lillie Total:	114.40								
LOFF Loffler Companies, Inc.										
1726914	04/01/2014	419.81	0.00	04/15/2014	Copy machine contract	3/10-4/09/14	-	No		0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt									
	1726914 Total:	419.81								
	LOFF Total:	419.81								
MARONEYS Maroney's Sanitation, Inc										
521307	04/04/2014	109.93	0.00	04/15/2014	Waste removal		-	No		0000
101-410-1940-43840	Refuse									
521307	04/04/2014	48.38	0.00	04/15/2014	Waste removal		-	No		0000
101-420-2220-43840	Refuse									
521307	04/04/2014	210.94	0.00	04/15/2014	Waste removal		-	No		0000
101-430-3100-43840	Refuse									
521307	04/04/2014	210.94	0.00	04/15/2014	Waste removal		-	No		0000
101-450-5200-43840	Refuse									
521307	04/04/2014	48.74	0.00	04/15/2014	Waste removal		-	No		0000
206-450-5300-43840	Refuse									
	521307 Total:	628.93								
	MARONEYS Total:	628.93								
MARVS Marv's Professional Tools										
270567	04/03/2014	23.00	0.00	04/15/2014	Floor Squeege		-	No		0000
101-430-3100-42150	Shop Materials									
	270567 Total:	23.00								
	MARVS Total:	23.00								
MENARDSO Menards - Oakdale										
41586	03/29/2014	25.76	0.00	04/15/2014	Door project Stat 2		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	41586 Total:	25.76								
	MENARDSO Total:	25.76								
MENARDST Menards - Stillwater										
38622	03/28/2014	47.86	0.00	04/15/2014	Station Cleaning Supplies		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
38622	03/28/2014	15.88	0.00	04/15/2014	Restock floor dri for rescue		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	38622 Total:	63.74								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MENARDST Total:		63.74								
MES Municipal Emergency Svs. Inc.										
00506483 SNV	03/24/2014	436.00	0.00	04/15/2014	Gas Calibration		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	00506483 SNV Total:	436.00								
00510959 SNV	04/07/2014	3,614.15	0.00	04/15/2014	3- External Valves		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
00510959 SNV	04/07/2014	144.60	0.00	04/15/2014	2- replacement flashlights		-		No	0000
101-420-2220-42400	Small Tools & Equipment									
	00510959 SNV Total:	3,758.75								
	MES Total:	4,194.75								
METCOU Metropolitan Council										
1013787	04/04/2013	1,485.55	0.00	04/15/2014	Monthly wastewater - past due 4/13		-		No	0000
602-495-9450-43820	Sewer Utility - Met Council									
	1013787 Total:	1,485.55								
1031816	04/02/2014	1,550.84	0.00	04/15/2014	Wastewater - April		-		No	0000
602-495-9450-43820	Sewer Utility - Met Council									
	1031816 Total:	1,550.84								
	METCOU Total:	3,036.39								
mnoffice MN Office of Admin Hearings										
487869	03/21/2014	66.00	0.00	04/15/2014	Horning vs City of Lake Elmo		-		No	0000
101-410-1320-43040	Legal Services									
	487869 Total:	66.00								
	mnoffice Total:	66.00								
movie MOVIE LICENSING USA										
19006986	03/07/2014	242.00	0.00	04/15/2014	Public performance license		-		No	0000
206-450-5300-44330	Dues & Subscriptions									
	19006986 Total:	242.00								
	movie Total:	242.00								
MSFCB MN Fire Service Cert. Board										
	03/27/2014	100.00	0.00	04/15/2014	Witter - Certification		-		No	0000
101-420-2220-44370	Conferences & Training									
	Total:	100.00								
	MSFCB Total:	100.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
NUSS										
6342	04/03/2014	109,107.30	0.00	04/15/2014	Mack Single Axel Truck		-	No		0000
410-480-8000-45500	Vehicles									
	6342 Total:	109,107.30								
	NUSS Total:	109,107.30								
ONECALL Gopher State One Call										
99422	03/31/2014	39.25	0.00	04/15/2014	FTP tickets		-	No		0000
101-430-3100-43150	Contract Services									
	99422 Total:	39.25								
	ONECALL Total:	39.25								
PINKY Pinky's Sewer Service, Inc.										
66710	04/01/2014	100.00	0.00	04/15/2014	Pumped 2 tanks		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg									
	66710 Total:	100.00								
	PINKY Total:	100.00								
PIONEER Pioneer Press										
314520397	03/31/2014	267.80	0.00	04/15/2014	City Notices		-	No		0000
101-410-1450-43510	Public Notices									
	314520397 Total:	267.80								
	PIONEER Total:	267.80								
QUILL Quill Corporation										
1364193	03/14/2014	89.97	0.00	04/15/2014	Office Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
	1364193 Total:	89.97								
	QUILL Total:	89.97								
RABOIN Raboin Daniel										
	04/03/2014	5,000.00	0.00	04/15/2014	March & April per contract		-	No		0000
101-410-1320-43100	Assessing Services									
	Total:	5,000.00								
	RABOIN Total:	5,000.00								
RIVRCOOP River Country Cooperative										
141352	03/31/2014	391.50	0.00	04/15/2014	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
	141352 Total:	391.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
RIVRCOOP Total:		391.50								
ROTARYLE Lake Elmo Rotary Club										
2nd Qtr	04/01/2014	125.00	0.00	04/15/2014	Dues - Alyssa Macleod		-			No 0000
101-410-1320-44330 Dues & Subscriptions		125.00								
2nd Qtr Total:		125.00								
ROTARYLE Total:		125.00								
S&T S&T Office Products, Inc.										
01QH4436	03/27/2014	3.95	0.00	04/15/2014	Office Supplies		-			No 0000
101-410-1320-42000 Office Supplies		24.84								
01QH4436	03/27/2014	24.84	0.00	04/15/2014	Office Supplies		-			No 0000
101-410-1910-42000 Office Supplies		23.70								
01QH4436	03/27/2014	23.70	0.00	04/15/2014	Office Supplies		-			No 0000
101-420-2400-42000 Office Supplies		52.49								
01QH4436 Total:		52.49								
S&T Total:		52.49								
SHI SHI International Corp										
B01849712	03/20/2014	176.00	0.00	04/15/2014	Computer Software		-			No 0000
101-430-3100-42000 Office Supplies		176.00								
B01849712 Total:		176.00								
SHI Total:		176.00								
smithsch Smith Schafer & Associates,LTD										
15731	03/27/2014	9,775.00	0.00	04/15/2014	Interim Billing - Audit		-			No 0000
101-410-1520-43010 Audit Services		575.00								
15731	03/27/2014	575.00	0.00	04/15/2014	MN DEED grant consulting		-			No 0000
101-410-1520-43150 Contract Services		10,350.00								
15731 Total:		10,350.00								
smithsch Total:		10,350.00								
SPRINT Sprint										
761950227-132	03/18/2014	64.49	0.00	04/15/2014	Cell Phone Service		-			No 0000
101-410-1940-43210 Telephone		221.49								
761950227-132	03/18/2014	221.49	0.00	04/15/2014	Cell Phone Service		-			No 0000
101-420-2220-43210 Telephone		43.59								
761950227-132	03/18/2014	43.59	0.00	04/15/2014	Cell Phone Service		-			No 0000
101-420-2400-43210 Telephone		79.96								
761950227-132	03/18/2014	79.96	0.00	04/15/2014	Cell Phone Service		-			No 0000
101-430-3100-43210 Telephone										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
761950227-132	03/18/2014	85.04	0.00	04/15/2014	Cell Phone Service		-	No		0000
101-450-5200-43210	Telephone									
761950227-132	03/18/2014	55.23	0.00	04/15/2014	Cell Phone Service		-	No		0000
101-410-1450-43210	Telephone									
761950227-132	03/18/2014	14.67	0.00	04/15/2014	Cell Phone Service		-	No		0000
101-410-1910-43210	Telephone									
	761950227-132 Total:	564.47								
	SPRINT Total:	564.47								
<hr/>										
SW/WC SW/WC Service Cooperatives										
03272014	03/27/2014	24,030.00	0.00	04/15/2014	May Premiums		-	No		0000
101-000-0000-21706	Medical Insurance									
	03272014 Total:	24,030.00								
	SW/WC Total:	24,030.00								
<hr/>										
techsoup TECHSOUP GLOBAL										
1128647	04/04/2014	120.00	0.00	04/15/2014	Office 2013 - 5 licenses		-	No		0000
206-450-5300-42185	Software									
	1128647 Total:	120.00								
	techsoup Total:	120.00								
<hr/>										
TKDA TKDA, Inc.										
00201400816	04/08/2014	15,620.14	0.00	04/15/2014	2013.133 LE Ave Trunk Watermain Imp		-	No		0000
601-494-9400-43030	Engineering Services									
	00201400816 Total:	15,620.14								
	TKDA Total:	15,620.14								
<hr/>										
TOWNCTRY Town & Country Cleaning Co										
414125	04/01/2014	230.00	0.00	04/15/2014	City Hall - March 2014		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	414125 Total:	230.00								
414165	04/01/2014	175.00	0.00	04/15/2014	Library - March 2014		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg									
	414165 Total:	175.00								
	TOWNCTRY Total:	405.00								
<hr/>										
TWINGAR Twin City Garage Door Corp.										
411378	03/06/2014	511.34	0.00	04/15/2014	Repair door - stat 1		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	411378 Total:	511.34								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
TWINGAR Total:		511.34								
VALLEYTR Valley Trophy Inc.										
45019	01/10/2014	28.20	0.00	04/15/2014	Update employee photos		-		No	0000
101-420-2220-42000	Office Supplies									
45019 Total:		28.20								
VALLEYTR Total:		28.20								
WASH-REC Washington County										
P251628	04/01/2014	46.00	0.00	04/15/2014	Recorder		-		No	0000
101-410-1910-42030	Printed Forms									
P251628 Total:		46.00								
WASH-REC Total:		46.00								
XCEL Xcel Energy										
302177887	04/04/2014	48.62	0.00	04/15/2014	Electrical Services		-		No	0000
101-450-5200-43810	Electric Utility									
302177887 Total:		48.62								
302202054	04/04/2014	1,303.60	0.00	04/15/2014	Electrical Services		-		No	0000
101-420-2220-43810	Electric Utility									
302202054 Total:		1,303.60								
302271471	04/04/2014	33.10	0.00	04/15/2014	Electrical Services		-		No	0000
101-430-3160-43810	Street Lighting									
302271471 Total:		33.10								
302429100	04/04/2014	415.02	0.00	04/15/2014	Electrical Services		-		No	0000
101-410-1940-43810	Electric Utility									
302429100 Total:		415.02								
302458179	04/04/2014	29.15	0.00	04/15/2014	Electrical Services		-		No	0000
101-430-3160-43810	Street Lighting									
302458179 Total:		29.15								
302533349	04/04/2014	88.19	0.00	04/15/2014	Electrical Services		-		No	0000
101-450-5200-43810	Electric Utility									
302533349 Total:		88.19								
302538822	04/04/2014	11.60	0.00	04/15/2014	Electrical Services		-		No	0000
101-450-5200-43810	Electric Utility									
302538822 Total:		11.60								
302575319	04/04/2014	48.90	0.00	04/15/2014	Electrical Services		-		No	0000
101-430-3160-43810	Street Lighting									
302575319 Total:		48.90								
302657033	04/04/2014	202.19	0.00	04/15/2014	Electrical Services		-		No	0000
101-450-5200-43810	Electric Utility									
302657033 Total:		202.19								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
302683308	04/04/2014	11.60	0.00	04/15/2014	Electrical Services		-	No		0000
101-450-5200-43810	Electric Utility									
	302683308 Total:	11.60								
303035927	04/04/2014	1,866.10	0.00	04/15/2014	Electrical Services		-	No		0000
601-494-9400-43810	Electric Utility									
	303035927 Total:	1,866.10								
303135351	04/04/2014	98.53	0.00	04/15/2014	Electrical Services		-	No		0000
602-495-9450-43810	Electric Utility									
	303135351 Total:	98.53								
303235391	04/04/2014	699.10	0.00	04/15/2014	Electrical Services		-	No		0000
101-420-2220-43810	Electric Utility									
	303235391 Total:	699.10								
303318225	04/04/2014	18.00	0.00	04/15/2014	Electrical Services		-	No		0000
602-495-9450-43810	Electric Utility									
	303318225 Total:	18.00								
303400517	04/04/2014	14.58	0.00	04/15/2014	Electrical Services		-	No		0000
101-450-5200-43810	Electric Utility									
	303400517 Total:	14.58								
303515329	04/04/2014	20.86	0.00	04/15/2014	Electrical Services		-	No		0000
602-495-9450-43810	Electric Utility									
	303515329 Total:	20.86								
303649047	04/04/2014	303.43	0.00	04/15/2014	Electrical Services		-	No		0000
101-450-5200-43810	Electric Utility									
	303649047 Total:	303.43								
303676479	04/04/2014	764.34	0.00	04/15/2014	Electrical Services		-	No		0000
206-450-5300-43810	Electric Utility									
	303676479 Total:	764.34								
303895169	04/04/2014	45.50	0.00	04/15/2014	Electrical Services		-	No		0000
101-450-5200-43810	Electric Utility									
	303895169 Total:	45.50								
303959462	04/04/2014	159.95	0.00	04/15/2014	Electrical Services		-	No		0000
601-494-9400-43810	Electric Utility									
	303959462 Total:	159.95								
303968012	04/04/2014	4,181.30	0.00	04/15/2014	Electrical Services		-	No		0000
101-430-3100-43810	Electric Utility									
	303968012 Total:	4,181.30								
304120112	04/04/2014	35.75	0.00	04/15/2014	Electrical Services		-	No		0000
101-430-3160-43810	Street Lighting									
	304120112 Total:	35.75								
304124969	04/04/2014	899.39	0.00	04/15/2014	Electrical Services		-	No		0000
101-410-1940-43810	Electric Utility									
	304124969 Total:	899.39								
304135996	04/04/2014	12.75	0.00	04/15/2014	Electrical Services		-	No		0000
101-430-3160-43810	Street Lighting									
	304135996 Total:	12.75								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
304241367	04/04/2014	313.21	0.00	04/15/2014	Electrical Services		-	No		0000
602-495-9450-43810	Electric Utility									
	304241367 Total:	313.21								
304248622	04/04/2014	27.18	0.00	04/15/2014	Electrical Services		-	No		0000
101-430-3160-43810	Street Lighting									
	304248622 Total:	27.18								
Street	04/04/2014	29.58	0.00	04/15/2014	Electrical Services		-	No		0000
101-430-3160-43810	Street Lighting									
	Street Total:	29.58								
Street lights	04/04/2014	1,909.39	0.00	04/15/2014	Electrical Services		-	No		0000
101-430-3160-43810	Street Lighting									
	Street lights Total:	1,909.39								
	XCEL Total:	13,590.91								
ZACK Zack's, Inc.										
29367	03/26/2014	23.73	0.00	04/15/2014	pliers & screwdriver		-	No		0000
601-494-9400-42400	Small Tools & Minor Equipment									
29367	03/26/2014	24.99	0.00	04/15/2014	gloves		-	No		0000
101-450-5200-42150	Shop Materials									
29367	03/26/2014	436.56	0.00	04/15/2014	shop supplies		-	No		0000
101-430-3100-42150	Shop Materials									
29367	03/26/2014	41.88	0.00	04/15/2014	marking paint		-	No		0000
601-494-9400-42300	Water Meters & Supplies									
	29367 Total:	527.16								
	ZACK Total:	527.16								
Report Total:										278,450.42



MAYOR & COUNCIL COMMUNICATION

DATE: April 15, 2014
CONSENT
ITEM 3

AGENDA ITEM: March 2014 Financial Reporting

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Finance Committee

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Finance

FISCAL IMPACT: NA

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the March 2014 Financial Reporting Packet. 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 operations and report the financial (unaudited) statement to the City Council. City guidelines suggest the Council be updated on a regular basis.

STAFF REPORT: Attached please find the comparative financial statements for the month of March 2014 reflecting the monthly and year to date detail, comparing the actual results to the 2014 Budget.

The most significant variances are highlighted below:

Revenues:

- Building Permit revenue for the month was 136% better than budget bringing the year to date to 22% better than budget. There were four new homes started in March and one large home addition which resulted in the revenue increase.
- Plan check fees are 131% better than budget bringing the year to date to 8% better than budget as a result of the same activity.

Expenses:

Most departments were at or below budget for the month.

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council accept the attached March Financial Report.

ATTACHMENT:

1. March Financial Reports

4/9/2014

City of Lake Elmo
 2014 By Month
 Budget to Actual Comparative
 For the month ending March 31, 2014
 101-General Fund Summary
 By Department

	MONTH			Variance (%) Month
	BUDGET Month	ACTUAL Month	Variance (\$) Month	
DEPT 410 - GENL GOV'T				
REVENUE				
Total Revenue	30,536.75	55,005.13	24,468.38	80.13%
EXPENSE				
Total Mayor & Council	5,550.00	20.00	5,530.00	99.64%
Total Administration	28,381.70	58,748.24	(30,366.54)	-106.99%
Total Elections	0.00	940.00	(940.00)	0.00%
Total Communications	7,988.48	5,270.59	2,717.89	34.02%
Total Finance	23,086.24	19,622.68	3,463.56	15.00%
Total Planning & Zoning	23,658.41	20,377.76	3,280.65	13.87%
Total Engineering Services	4,000.00	4,299.09	(299.09)	-7.48%
Total City Hall	2,208.32	2,397.24	(188.92)	-8.55%
Total General Government	94,873.15	111,675.60	(16,802.45)	-17.71%

	MONTH			Variance (%) Month
	BUDGET Month	ACTUAL Month	Variance (\$) Month	
DEPT 420 - PUBLIC SAFETY				
Total Police	0.00	0.00	0.00	0.00%
Total Prosecution	4,250.00	4,512.50	(262.50)	-6.18%
Total Fire	36,901.99	32,582.23	4,319.76	11.71%
Total Fire Relief	0.00	0.00	0.00	0.00%
Total Building Inspections	11,815.02	10,129.61	1,685.41	14.26%
Total Emergency Communications	0.00	0.00	0.00	0.00%
Total Animal Control	500.00	530.00	(30.00)	-6.00%
Total Public Safety	53,467.01	47,754.34	5,712.67	10.68%

	MONTH			Variance (%) YTD
	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	
Total Revenue	133,292.25	137,980.26	4,688.01	3.52%
Total Mayor & Council	12,667.00	4,116.23	8,550.77	67.50%
Total Administration	84,725.08	118,110.82	(33,385.74)	-39.40%
Total Elections	0.00	940.00	(940.00)	0.00%
Total Communications	19,793.28	15,980.71	3,812.57	19.26%
Total Finance	41,913.42	41,654.75	258.67	0.62%
Total Planning & Zoning	63,875.21	58,581.11	5,294.10	8.29%
Total Engineering Services	12,000.00	11,454.96	545.04	4.54%
Total City Hall	6,674.96	6,728.23	(53.27)	-0.80%
Total General Government	241,648.95	257,566.81	(15,917.86)	-6.59%

	MONTH			Variance (%) YTD
	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	
Total Police	0.00	634.22	(634.22)	0.00%
Total Prosecution	12,760.50	8,842.50	3,918.00	30.70%
Total Fire	107,511.38	94,564.99	12,946.39	12.04%
Total Fire Relief	0.00	0.00	0.00	0.00%
Total Building Inspections	38,959.96	30,359.29	8,600.67	22.08%
Total Emergency Communications	0.00	0.00	0.00	0.00%
Total Animal Control	1,030.00	1,165.00	(135.00)	-13.11%
Total Public Safety	160,261.84	135,566.00	24,695.84	15.41%

Not budgeted since no election scheduled; had to recalibrate machines for special school election.

	MONTH			YTD				
	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
DEPT 430 - PUBLIC WORKS								
Total Public Works	36,158.91	52,106.30	(15,947.39)	-44.10%	91,526.75	115,144.19	(23,617.44)	-25.80%
Total Streets	1,300.00	1,903.43	(603.43)	-46.42%	4,200.00	6,236.09	(2,036.09)	-48.48%
Total Ice & Snow Removal	25,500.00	17,357.67	8,142.33	31.93%	61,000.00	56,261.15	4,738.85	7.77%
Total Street Lighting	2,400.00	2,149.75	250.27	10.43%	7,200.00	4,336.09	2,863.91	39.78%
Total Recycling	0.00	0.00	0.00	0.00%	0.00	1,541.01	(1,541.01)	-100.00%
Total Tree Program	3,750.00	0.00	3,750.00	100.00%	3,750.00	0.00	3,750.00	100.00%
Total Public Works	<u>69,108.91</u>	<u>73,517.13</u>	<u>(4,408.22)</u>	<u>-6.38%</u>	<u>167,676.75</u>	<u>183,518.53</u>	<u>(15,841.78)</u>	<u>-9.45%</u>
DEPT 450 - CULTURE, RECREATION								
Total Parks & Recreation	20,456.94	15,212.25	5,244.69	25.64%	48,336.25	42,788.04	5,548.21	11.48%
DEPT 460 - COMP ADJ	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 490 - CONTINGENCY FUND	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 493 - OTH FINANCING	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL ALL DEPTS	<u>237,906.01</u>	<u>248,159.32</u>	<u>(10,253.31)</u>	<u>-4.31%</u>	<u>617,923.79</u>	<u>619,439.38</u>	<u>(1,515.59)</u>	<u>-0.25%</u>
Net Income over Expenses	<u>(207,369.26)</u>	<u>(193,154.20)</u>	<u>14,215.07</u>	<u>6.85%</u>	<u>(484,631.54)</u>	<u>(481,459.12)</u>	<u>3,172.42</u>	<u>0.65%</u>

4/9/2014

City of Lake Elino
 2014 By Month
 Budget to Actual Comparative
 For the month ending March 31, 2014
 101-General Fund Detail
 By Department

	MONTH			YTD				
	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
REVENUE								
Current Ad Valorem Taxes	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Delinquent Ad Valorem Taxes	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Mobile Home Tax	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Fiscal Disparities	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Penalty & Interest on Taxes	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Liquor License	500.00	0.00	(500.00)	-100.00%	1,500.00	0.00	(1,500.00)	-100.00%
Wastewater License	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
General Contractor License	165.00	0.00	(165.00)	-100.00%	165.00	0.00	(165.00)	-100.00%
Heating Contractor License	710.00	400.00	(310.00)	-43.66%	2,400.00	1,300.00	(1,100.00)	-45.83%
Blacktopping Contractor License	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Building Permits	12,000.00	28,368.35	16,368.35	136.40%	34,000.00	41,480.10	7,480.10	22.00%
Heating Permits	1,000.00	1,140.00	140.00	14.00%	3,000.00	3,320.00	320.00	10.67%
Plumbing Permits	500.00	1,320.00	820.00	164.00%	2,500.00	2,880.00	380.00	15.20%
Sewer Permits	185.00	0.00	(185.00)	-100.00%	365.00	0.00	(365.00)	-100.00%
Animal License	140.00	221.00	81.00	57.86%	1,120.00	1,838.50	718.50	64.15%
Utility Permits (ROW)	0.00	1,357.00	1,357.00	100.00%	750.00	2,904.60	2,154.60	287.28%
Burning Permit	200.00	180.00	(20.00)	-10.00%	600.00	180.00	(420.00)	-70.00%
Massage Therapy Licenses	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Electrical Permit	0.00	264.98	264.98	100.00%	0.00	264.98	264.98	100.00%
Homestead Credit Aid	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
MSA-Maintenance	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
State Fire Aid	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
PERA Aid	3,000.00	0.00	(3,000.00)	-100.00%	3,000.00	0.00	(3,000.00)	-100.00%
Gravel Tax	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Recycling Grant	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Misc State Grants/Surcharge Rev	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Cable Franchise Revenue	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Zoning & Subdivision Fees	250.00	0.00	(250.00)	-100.00%	0.00	0.00	(250.00)	-100.00%
Plan Check Fees	7,000.00	16,181.00	9,181.00	131.16%	21,000.00	22,754.49	1,754.49	8.35%
Sale of Copies, Books, Maps	11.75	88.00	76.25	648.94%	91.25	110.75	19.50	21.37%
Assessment Searches	75.00	60.00	(15.00)	-20.00%	240.00	105.00	(135.00)	-56.25%
Clean Up Days	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Cable Operation Reimbursement	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Fines	4,500.00	4,841.80	341.80	7.60%	12,000.00	7,950.11	(4,049.89)	-33.75%
Miscellaneous Revenue	200.00	525.00	325.00	162.50%	600.00	955.73	355.73	59.29%
Internal Charges	100.00	58.00	(42.00)	-42.00%	700.00	248.00	(452.00)	-64.57%
Interest Earnings	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Donations	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Revenue	30,536.75	55,005.13	24,468.38	80.13%	133,292.25	137,980.26	4,688.01	3.52%

Prepaid in 2013 rather than early 2014

March was very busy; 4 new home starts

Due to 1-94 expansion

Rep City share only (25%)

Based on funds rec'd in 2013; snh; relief related

March was very busy; 4 new home starts

59.29% CUP permits

Fewer library card reimb than budgeted

EXPENSE	MONTH			YTD				
	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
	Month	Month	Month	Month	YTD	YTD	YTD	YTD
1110 - Mayor & Council								
PT Salaries	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
FICA Contributions	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
Medicare Contributions	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
Workers Compensation	300.00	0.00	300.00	100.00%	300.00	0.00	100.00%	
Mileage	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
Miscellaneous	5,000.00	20.00	4,980.00	99.60%	5,000.00	719.23	85.62%	
Dues & Subscriptions	0.00	0.00	0.00	0.00%	7,117.00	3,720.00	52.27%	
Conferences & Training	250.00	0.00	250.00	100.00%	250.00	0.00	100.00%	
Total Mayor & Council	5,550.00	20.00	5,530.00	99.64%	12,667.00	4,116.23	8,550.77	67.50%
1320 - Administration								
FT Salaries	13,568.00	13,271.46	296.54	2.19%	40,704.00	39,395.69	1,308.31	3.21%
PERA Contributions	983.68	962.17	21.51	2.19%	2,951.04	2,854.49	96.55	3.27%
ICMA Contributions	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
FICA Contributions	841.22	779.60	61.62	7.33%	2,523.65	2,311.44	212.21	8.41%
Medicare Contributions	196.74	182.34	14.40	7.32%	590.21	540.56	49.65	8.41%
Health/Dental Insurance	3,620.00	3,620.00	0.00	0.00%	10,860.00	10,860.00	0.00	0.00%
Unemployment Benefits	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	1,000.00	0.00	1,000.00	100.00%	1,000.00	0.00	1,000.00	100.00%
Office Supplies	500.00	270.62	229.38	45.88%	1,500.00	1,463.34	36.66	2.44%
Printed Forms	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Legal Services	5,000.00	3,184.00	1,816.00	36.32%	15,000.00	5,891.75	9,108.25	60.72%
News/letter/Website	0.00	557.35	(557.35)	-100.00%	0.00	557.35	(557.35)	-100.00%
Assessing Services	2,000.00	2,000.00	0.00	0.00%	6,000.00	2,000.00	4,000.00	66.67%
Information Technology	0.00	0.00	0.00	0.00%	0.00	3,201.02	(3,201.02)	-100.00%
Contract Services	0.00	5,000.00	(5,000.00)	-100.00%	0.00	15,000.00	(15,000.00)	-100.00%
Software Programs	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Telephone	337.06	87.10	249.96	74.16%	1,011.18	276.25	734.93	72.68%
Postage	0.00	0.00	0.00	0.00%	500.00	799.40	(299.40)	-59.88%
Mileage	0.00	33.50	(33.50)	-100.00%	0.00	33.50	(33.50)	-100.00%
Legal Publishing	200.00	420.10	(220.10)	-110.05%	600.00	634.77	(34.77)	-5.80%
Insurance	0.00	24,808.00	(24,808.00)	-100.00%	0.00	24,808.00	(24,808.00)	-100.00%
Cable Operation Expense	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Miscellaneous	50.00	472.00	(422.00)	-844.00%	150.00	677.27	(527.27)	-351.51%
Dues & Subscriptions	50.00	0.00	50.00	100.00%	150.00	26.99	123.01	82.01%
Books	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Conferences & Training	35.00	3,100.00	(3,065.00)	-8757.14%	1,185.00	6,779.00	(5,594.00)	-472.07%
Staff Development	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Administration	28,381.70	58,748.24	(30,366.54)	-106.99%	84,725.08	118,110.82	(33,385.74)	-39.40%

Comp upgrades appr by CC
 Leg Lobbyist appr by CC
 Annual ins prent; budgeted in May
 Predictive Index; CC approved

1410 - Elections

	MONTH			YTD		
	BUDGET	ACTUAL	Variance (\$)	BUDGET	ACTUAL	Variance (\$)
	Month	Month	Month	YTD	YTD	YTD
PT Salaries	0.00	0.00	0.00	0.00	0.00	0.00%
Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00%
Legal Publications/Notification	0.00	0.00	0.00	0.00	0.00	0.00%
Equipment	0.00	0.00	0.00	0.00	0.00	0.00%
Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00%
County Election Fees	0.00	0.00	0.00	0.00	0.00	0.00%
Printed Forms	0.00	0.00	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	940.00	(940.00)	0.00	940.00	-100.00%
Total Elections	0.00	940.00	(940.00)	0.00	940.00	-100.00%

WA Cty Ann Elect Mach Calibr
Not budgeted since no election scheduled; had to
recalibrate machines for special school election.

1450 - Communications

	MONTH			YTD		
	BUDGET	ACTUAL	Variance (\$)	BUDGET	ACTUAL	Variance (\$)
	Month	Month	Month	YTD	YTD	YTD
FT Salaries	1,030.00	1,545.23	(515.23)	3,090.00	4,451.08	(1,361.08)
PERA Contributions	74.68	112.03	(37.35)	224.03	322.70	(98.67)
FICA Contributions	63.86	92.96	(29.10)	191.58	267.43	(75.85)
Medicare Contributions	14.94	21.73	(6.79)	44.81	62.54	(17.73)
Health/Dental Insurance	240.00	272.00	(32.00)	720.00	816.00	(96.00)
Workers Compensation	110.00	0.00	110.00	110.00	0.00	110.00
Newsletter	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00
Office Supplies	0.00	0.00	0.00	47.86	0.00	47.86
Info Technology/Web	3,500.00	2,635.58	864.42	10,500.00	8,020.71	2,479.29
Telephone	130.00	13.75	116.25	390.00	151.69	238.31
Mileage	25.00	0.00	25.00	25.00	36.96	(11.96)
Public Notices	500.00	162.00	338.00	1,500.00	543.80	956.20
Cable Operations	300.00	415.31	(115.31)	900.00	1,307.80	(407.80)
Conferences	0.00	0.00	0.00	0.00	0.00	0.00%
Repair/Maint Equipment	0.00	0.00	0.00	50.00	0.00	50.00
Total Communications	7,988.48	5,270.59	2,717.89	19,793.28	15,980.71	3,812.57

Reflects cable comm reimb for equipment
23.61%
61.11%
47.84%
63.75%
45.31% Will be reimb by cable comm;
filed quarterly for reimb

1520 - Finance

	MONTH			YTD		
	BUDGET	ACTUAL	Variance (\$)	BUDGET	ACTUAL	Variance (\$)
	Month	Month	Month	YTD	YTD	YTD
FT Salaries	6,760.00	6,734.63	25.37	20,280.00	21,727.80	(1,447.80)
PERA Contributions	490.10	453.71	36.39	1,470.00	1,455.07	14.93
FICA Contributions	419.12	393.55	25.57	1,257.36	1,198.51	58.85
Medicare Contributions	98.02	92.03	5.99	294.06	280.26	13.80
Health/Dental Insurance	1,504.00	1,088.00	416.00	4,512.00	3,264.00	1,248.00
Unemployment Benefits	0.00	0.00	0.00	0.00	0.00	0.00%
Workers Compensation	600.00	0.00	600.00	600.00	0.00	600.00
Office Supplies	25.00	63.26	(38.26)	75.00	108.69	(33.69)
Printed Forms	0.00	0.00	0.00	0.00	0.00	0.00%
Audit Services	9,000.00	9,775.00	(775.00)	9,000.00	9,775.00	(775.00)
Contract Services	3,000.00	925.00	2,075.00	3,000.00	1,189.69	1,810.31
Software Programs	150.00	0.00	150.00	150.00	1,874.54	(1,724.54)
Telephone	100.00	27.50	72.50	300.00	82.50	217.50
Mileage	0.00	0.00	0.00	0.00	0.00	0.00%
Miscellaneous	750.00	70.00	680.00	750.00	428.69	321.31
Dues & Subscriptions	190.00	0.00	190.00	225.00	270.00	(45.00)
Conferences & Training	0.00	0.00	0.00	0.00	0.00	0.00%
Total Finance	23,086.24	19,622.68	3,463.56	41,913.42	41,654.75	258.67

-7.14% Due to PTO payout to accounting clerk
1.02%
4.68%
4.69%
27.66% Due to contractor cost savings
100.00%
-44.92%
-8.61% Installment pmt
60.34% See note above
-1149.69% Upgrades required; appr by CC
72.50%
0.00%
42.84%
0.00%
-20.00% Ethers conf recommended by City Admin Zulieger
0.62%

	MONTH			YTD		
	BUDGET	ACTUAL	Variance (\$)	BUDGET	ACTUAL	Variance (\$)
	Month	Month	Month	YTD	YTD	YTD
1910 - Planning & Zoning						
FT Salaries	12,298.00	13,152.65	(854.65)	36,622.53	271.47	0.74%
PERA Contributions	891.61	953.56	(61.95)	2,829.28	(154.46)	-5.77%
FICA Contributions	762.48	769.73	(7.25)	2,284.10	3.33	0.15%
Medicare Contributions	178.32	180.01	(1.69)	534.18	0.78	0.15%
Health/Dental Insurance	2,678.00	2,678.00	0.00	8,034.00	0.00	0.00%
Workers Compensation	800.00	0.00	800.00	800.00	800.00	100.00%
Office Supplies	150.00	159.84	(9.84)	450.00	216.40	51.91%
Printed Forms	250.00	364.00	(114.00)	410.00	(160.00)	-64.00%
Engineering Services	3,000.00	2,054.82	945.18	9,000.00	7,346.07	18.38%
Contract Services	2,500.00	0.00	2,500.00	2,500.00	0.00	100.00%
Information Technology	0.00	0.00	0.00	0.00	0.00	0.00%
Telephone	100.00	38.15	61.85	300.00	89.16	70.28%
Postage	50.00	0.00	50.00	50.00	54.64	(4.64)
Mileage	0.00	0.00	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	25.00	(25.00)	100.00	25.75	74.25%
Dues & Subscriptions	0.00	0.00	0.00	0.00	135.00	(135.00)
Books	0.00	2.00	(2.00)	0.00	0.00	0.00%
Conferences & Training	0.00	0.00	0.00	0.00	0.00	0.00%
Total Planning & Zoning	23,658.41	20,377.76	3,280.65	63,875.21	5,294.10	8.29%
1930 - Engineering Services						
Engineering Services	4,000.00	4,299.09	(299.09)	12,000.00	11,454.96	4.54%
Total Engineering Services	4,000.00	4,299.09	(299.09)	12,000.00	11,454.96	4.54%
1940 - City Hall						
Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00%
Building Repair Supplies	0.00	0.00	0.00	0.00	163.97	(163.97)
Telephone	200.00	13.75	186.25	600.00	299.30	300.70
Utilities	1,100.00	1,576.23	(476.23)	3,300.00	3,253.38	46.62
Refuse	108.32	109.93	(1.61)	324.96	219.86	105.10
Repairs/Maint Contractual Bldg	600.00	230.00	370.00	1,800.00	1,813.29	(13.29)
Repairs/Maint Contractual Equip	200.00	397.65	(197.65)	600.00	888.89	(288.89)
Miscellaneous	0.00	69.68	(69.68)	50.00	89.54	(39.54)
Total City Hall	2,208.32	2,397.24	(188.92)	6,674.96	6,728.23	(53.27)
Total General Government	94,873.15	111,675.60	(16,802.45)	241,648.95	257,566.81	(15,917.86)
						-6.59%

Annex repairs - Yale Mech

DEPT 420 - PUBLIC SAFETY

	MONTH			YTD		
	BUDGET	ACTUAL	Variance (\$)	BUDGET	ACTUAL	Variance (\$)
	Month	Month	Month	YTD	YTD	YTD
2100 - Police						
Law Enforcement Contract	0.00	0.00	0.00	0.00	634.22	(634.22)
Total Police	0.00	0.00	0.00	0.00	634.22	(634.22)
2150 - Prosecution						
Attorney Criminal	4,250.00	4,512.50	(262.50)	12,760.50	8,842.50	3,918.00
Total Prosecution	4,250.00	4,512.50	(262.50)	12,760.50	8,842.50	3,918.00
2220 - Fire						
FT Salaries	5,701.46	5,712.96	(11.50)	17,104.38	17,115.91	(11.53)
PT Salaries	7,618.46	7,003.98	614.48	33,271.38	29,914.43	3,356.95
PERA Contributions	960.41	1,034.95	(74.54)	2,773.83	3,124.60	(350.77)
FICA Contributions	825.84	380.90	444.94	3,123.30	1,691.16	1,432.14
Medicare Contributions	193.14	176.85	16.29	730.45	659.99	70.46
Health/Dental Insurance	1,230.00	1,142.00	88.00	3,690.00	3,426.00	264.00
Unemployment Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Workers Compensation	9,000.00	0.00	9,000.00	9,000.00	0.00	9,000.00
Office Supplies	0.00	38.00	(38.00)	50.00	268.74	(218.74)
EMS Supplies	0.00	124.87	(124.87)	400.00	224.37	175.63
Fire Prevention	250.00	0.00	250.00	750.00	0.00	750.00
Fuel, Oil & Fluids	1,200.00	1,317.03	(117.03)	3,600.00	2,708.68	891.32
Small Tools & Equip	1,900.00	81.82	1,818.18	5,700.00	6,996.67	(1,296.67)
Physicals	575.00	0.00	575.00	1,725.00	0.00	1,725.00
Information Technology	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	350.00	133.15	216.85	1,050.00	1,121.32	(71.32)
Radio	0.00	3,800.76	(3,800.76)	1,000.00	4,197.11	(3,197.11)
Mileage	0.00	0.00	0.00	0.00	0.00	0.00
Vehicle Insurance	0.00	4,266.00	(4,266.00)	0.00	4,266.00	(4,266.00)
Electric Utility	1,800.00	2,186.06	(386.06)	5,400.00	4,488.57	911.43
Refuse	47.68	48.38	(0.70)	143.04	96.76	46.28
Repair/Maint Bldg	1,000.00	854.04	145.96	3,000.00	2,468.44	531.56
Repair/Maint Equip	3,400.00	3,181.53	218.47	10,200.00	8,504.16	1,695.84
Uniforms	250.00	0.00	250.00	750.00	0.00	750.00
Miscellaneous	100.00	517.95	(417.95)	300.00	741.46	(441.46)
Dues & Subscriptions	0.00	581.00	(581.00)	2,200.00	2,235.00	(35.00)
Books	0.00	0.00	0.00	50.00	102.00	(52.00)
Conferences & Training	500.00	0.00	500.00	1,500.00	400.00	1,100.00
Conferences & Training (Reimb)	0.00	0.00	0.00	0.00	(186.38)	186.38
Total Fire	36,901.99	32,582.23	4,319.76	107,511.38	94,564.99	12,946.39
2250 - Fire Relief						
Fire State Aid	0.00	0.00	0.00	0.00	0.00	0.00
Total Fire Relief	0.00	0.00	0.00	0.00	0.00	0.00

	MONTH			YTD		
	BUDGET	ACTUAL	Variance (%)	BUDGET	ACTUAL	Variance (%)
	Month	Month	Month	YTD	YTD	YTD
2100 - Police						
Law Enforcement Contract	0.00	0.00	0.00%	0.00	634.22	-100.00%
Total Police	0.00	0.00	0.00%	0.00	634.22	-100.00%
2150 - Prosecution						
Attorney Criminal	4,250.00	4,512.50	-6.18%	12,760.50	8,842.50	30.70%
Total Prosecution	4,250.00	4,512.50	-6.18%	12,760.50	8,842.50	30.70%
2220 - Fire						
FT Salaries	5,701.46	5,712.96	-0.20%	17,104.38	17,115.91	-0.07%
PT Salaries	7,618.46	7,003.98	8.07%	33,271.38	29,914.43	10.09%
PERA Contributions	960.41	1,034.95	-7.76%	2,773.83	3,124.60	-12.65%
FICA Contributions	825.84	380.90	53.88%	3,123.30	1,691.16	45.85%
Medicare Contributions	193.14	176.85	8.43%	730.45	659.99	9.65%
Health/Dental Insurance	1,230.00	1,142.00	7.15%	3,690.00	3,426.00	7.15%
Unemployment Benefits	0.00	0.00	0.00%	0.00	0.00	0.00%
Workers Compensation	9,000.00	0.00	100.00%	9,000.00	0.00	100.00%
Office Supplies	0.00	38.00	-100.00%	50.00	268.74	-437.48%
EMS Supplies	0.00	124.87	-100.00%	400.00	224.37	43.91%
Fire Prevention	250.00	0.00	100.00%	750.00	0.00	100.00%
Fuel, Oil & Fluids	1,200.00	1,317.03	-9.75%	3,600.00	2,708.68	24.76%
Small Tools & Equip	1,900.00	81.82	95.69%	5,700.00	6,996.67	-22.75%
Physicals	575.00	0.00	100.00%	1,725.00	0.00	100.00%
Information Technology	0.00	0.00	0.00%	0.00	0.00	0.00%
Telephone	350.00	133.15	61.96%	1,050.00	1,121.32	-6.79%
Radio	0.00	3,800.76	-100.00%	1,000.00	4,197.11	-319.71%
Mileage	0.00	0.00	0.00%	0.00	0.00	0.00%
Vehicle Insurance	0.00	4,266.00	-100.00%	0.00	4,266.00	-100.00%
Electric Utility	1,800.00	2,186.06	-21.45%	5,400.00	4,488.57	16.88%
Refuse	47.68	48.38	-1.47%	143.04	96.76	32.35%
Repair/Maint Bldg	1,000.00	854.04	14.60%	3,000.00	2,468.44	17.72%
Repair/Maint Equip	3,400.00	3,181.53	6.43%	10,200.00	8,504.16	16.63%
Uniforms	250.00	0.00	100.00%	750.00	0.00	100.00%
Miscellaneous	100.00	517.95	-417.95%	300.00	741.46	-147.15%
Dues & Subscriptions	0.00	581.00	-100.00%	2,200.00	2,235.00	-1.59%
Books	0.00	0.00	0.00%	50.00	102.00	-104.00%
Conferences & Training	500.00	0.00	100.00%	1,500.00	400.00	73.33%
Conferences & Training (Reimb)	0.00	0.00	0.00%	0.00	(186.38)	100.00%
Total Fire	36,901.99	32,582.23	11.71%	107,511.38	94,564.99	12.04%
2250 - Fire Relief						
Fire State Aid	0.00	0.00	0.00%	0.00	0.00	0.00%
Total Fire Relief	0.00	0.00	0.00%	0.00	0.00	0.00%

Returned some EMS gear
 YTD includes Thermal Imaging camera from Jim
 Annual has prem; budgeted in May
 To better track training reimb

2400 - Building Inspection

	MONTH			YTD				
	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
FT Salaries	7,384.00	6,892.91	491.09	6.65%	22,152.00	20,271.04	1,880.96	8.49%
PERA Contributions	535.34	499.72	35.62	6.65%	1,606.02	1,469.66	136.36	8.49%
FICA Contributions	457.81	401.65	56.16	12.27%	1,373.42	1,180.25	193.17	14.06%
Medicare Contributions	107.07	93.93	13.14	12.27%	321.20	276.02	45.18	14.07%
Health/Dental Insurance	1,818.00	1,414.00	404.00	22.22%	5,454.00	4,242.00	1,212.00	22.22%
Unemployment Benefits	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	485.00	0.00	485.00	100.00%	485.00	0.00	485.00	100.00%
Office Supplies	31.64	4.92	26.72	84.45%	193.78	60.06	133.72	69.01%
Printed Forms	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Fuel, Oil & Fluids	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Engineering	750.00	438.75	311.25	41.50%	2,250.00	1,479.00	771.00	34.27%
Surcharge Pmts	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Inspector Contract Services	0.00	0.00	0.00	0.00%	0.00	0.00	(270.00)	-100.00%
Information Technology	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Software Programs	150.50	0.00	150.50	100.00%	4,416.50	0.00	4,416.50	100.00%
Telephone	45.66	13.75	31.91	69.89%	136.98	128.42	8.56	6.25%
Mileage	50.00	0.00	50.00	100.00%	150.00	74.58	75.42	50.28%
Insurance	0.00	248.00	(248.00)	-100.00%	0.00	248.00	(248.00)	-100.00%
Repairs/Mini Equip	0.00	0.00	0.00	0.00%	0.00	213.28	(213.28)	-100.00%
Uniforms	0.00	121.98	(121.98)	-100.00%	86.38	121.98	(35.60)	-41.21%
Miscellaneous	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Dues & Subscriptions	0.00	0.00	0.00	0.00%	0.00	125.00	(125.00)	-100.00%
Books	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Conferences & Training	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Building Inspections	11,815.02	10,129.61	1,685.41	14.26%	38,959.96	30,359.29	8,600.67	22.08%

2500 - Emergency Communications

Contract Services	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Emergency Communications	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%

2700 - Animal Control

Printed Forms	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Contract Services	500.00	500.00	0.00	0.00%	1,000.00	1,000.00	0.00	0.00%
Miscellaneous	0.00	30.00	(30.00)	-100.00%	30.00	165.00	(135.00)	-450.00%
Total Animal Control	500.00	530.00	(30.00)	-6.00%	1,030.00	1,165.00	(135.00)	-13.11%
Total Public Safety	53,467.01	47,754.34	5,712.67	10.68%	160,261.84	135,566.00	24,695.84	15.41%

Erosion control conf

DEPT 430 - PUBLIC WORKS

	MONTH			YTD				
	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
	Month	Month	Month	Month	YTD	YTD	YTD	YTD
3100 - Public Works	13,736.00	14,742.07	(1,006.07)	-7.32%	41,208.00	43,868.98	(2,660.98)	-6.46%
FT Salaries	0.00	1,270.88	(1,270.88)	-100.00%	0.00	4,287.26	(4,287.26)	-100.00%
PT Salaries	995.86	1,160.90	(165.04)	-16.57%	2,987.58	3,489.04	(501.46)	-16.78%
PERA Contributions	851.63	949.29	(97.66)	-11.47%	2,554.90	2,836.42	(301.52)	-11.80%
FICA Contributions	199.17	222.01	(22.84)	-11.47%	597.52	668.00	(70.48)	-11.80%
Medicare Contributions	3,280.00	2,899.00	381.00	11.62%	9,840.00	8,697.00	1,143.00	11.62%
Health/Dental Insurance	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Unemployment Benefits	8,000.00	0.00	8,000.00	100.00%	8,000.00	0.00	8,000.00	100.00%
Workers Compensation	25.00	941.25	(916.25)	-3665.00%	75.00	941.25	(866.25)	-1155.00%
Office Supplies	50.00	75.51	(25.51)	-51.02%	150.00	520.19	(370.19)	-246.79%
Shop Materials	25.00	0.00	25.00	100.00%	75.00	0.00	75.00	100.00%
Building Repair Supplies	200.00	0.00	200.00	100.00%	600.00	368.10	231.90	38.65%
Small Tools and Minor Equip	750.00	1,186.50	(436.50)	-58.20%	2,250.00	1,917.75	332.25	14.77%
Engineering Services	100.00	42.05	57.95	57.95%	300.00	93.00	207.00	69.00%
Contract Services	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Information Technology	638.43	490.32	148.11	23.20%	1,915.29	1,712.70	202.59	10.58%
Telephone	0.00	309.06	(309.06)	-100.00%	0.00	919.88	(919.88)	-100.00%
Radio	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Mifcege	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Insurance	2,000.00	16,085.00	(16,085.00)	-100.00%	6,000.00	16,085.00	(16,085.00)	-100.00%
Electric Utility	207.82	3,720.15	(1,720.15)	-86.01%	6,000.00	7,052.42	(1,052.42)	-17.54%
Refuse	4,000.00	210.94	(3,12)	-1.50%	623.46	421.88	201.58	32.33%
Fuel, Oil, Fluids (ALL depts)	100.00	7,072.51	(3,072.51)	-76.81%	12,000.00	18,208.45	(6,208.45)	-51.74%
Repair/Maint Bldg	50.00	0.00	50.00	100.00%	300.00	1,304.82	(1,004.82)	-334.94%
Repair/Maint NOT Bldg	300.00	0.00	300.00	100.00%	150.00	448.00	(298.00)	-198.67%
Repair/Maint Equip (out)	0.00	78.84	(78.84)	-100.00%	900.00	0.00	900.00	100.00%
Equipment Parts	100.00	24.88	75.12	75.12%	300.00	78.84	(221.16)	-73.71%
Uniforms	50.00	0.00	50.00	100.00%	150.00	225.81	(75.81)	-50.54%
Miscellaneous	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Landscaping Material	0.00	85.00	(85.00)	-100.00%	50.00	185.00	(135.00)	-270.00%
Dues & Subscriptions	500.00	0.00	500.00	100.00%	500.00	0.00	500.00	100.00%
Conferences & Training	0.00	500.00	(500.00)	-100.00%	0.00	500.00	(500.00)	-100.00%
Clean up Days	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Public Works	36,158.91	52,166.30	(15,947.39)	-44.10%	91,526.75	115,144.19	(23,617.44)	-25.80%
3120 - Streets	1,000.00	233.90	(133.90)	-133.90%	3,000.00	800.22	(500.22)	-166.74%
Equipment Parts	1,000.00	0.00	1,000.00	100.00%	3,000.00	3,766.34	(766.34)	-25.54%
Street Maintenance Materials	0.00	968.60	(968.60)	-100.00%	0.00	968.60	(968.60)	-100.00%
Sign Repair Materials	200.00	700.93	(700.93)	-100.00%	300.00	700.93	(400.93)	-133.64%
Contract Services	0.00	0.00	0.00	0.00%	600.00	0.00	600.00	100.00%
Repairs/Maint Equipment	1,300.00	1,903.43	(603.43)	-46.42%	4,200.00	6,236.09	(2,036.09)	-48.48%
Total Streets	1,300.00	1,903.43	(603.43)	-46.42%	4,200.00	6,236.09	(2,036.09)	-48.48%

Annual ins premt; budgeted in May

	MONTH				YTD			
	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
3125 - Ice & Snow Removal								
Landscaping Material	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Sand/Salt	25,000.00	13,377.30	11,622.70	46.49%	55,000.00	45,416.16	9,583.84	17.43%
Contract Services	0.00	3,565.00	(3,565.00)	-100.00%	4,500.00	8,912.50	(4,412.50)	-98.06%
Repairs/Maint Equipment	500.00	415.37	84.63	16.93%	1,500.00	1,932.49	(432.49)	-28.83%
Total Ice & Snow Removal	25,500.00	17,357.67	8,142.33	31.93%	61,000.00	56,261.15	4,738.85	7.77%
3160 - Street Lighting								
Street Lighting	2,400.00	2,149.73	250.27	10.43%	7,200.00	4,336.09	2,863.91	39.78%
Total Street Lighting	2,400.00	2,149.73	250.27	10.43%	7,200.00	4,336.09	2,863.91	39.78%
3200 - Recycling								
Recycling Supplies	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Newsletter	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	0.00%	0.00	1,541.01	(1,541.01)	-100.00%
Total Recycling	0.00	0.00	0.00	0.00%	0.00	1,541.01	(1,541.01)	-100.00%
3250 - Tree Program								
Contract Services	3,750.00	0.00	3,750.00	100.00%	3,750.00	0.00	3,750.00	100.00%
Total Tree Program	3,750.00	0.00	3,750.00	100.00%	3,750.00	0.00	3,750.00	100.00%
Total Public Works	69,108.91	73,517.13	(4,408.22)	-6.38%	167,676.75	183,518.53	(15,841.78)	-9.45%

-100.00% CFL bulbs for residents

DEPT 450 - CULTURE, RECREATION

	MONTH			YTD				
	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
5200 - Parks & Recreation								
FT Salaries	10,150.00	9,103.40	1,046.60	10.31%	30,450.00	27,111.80	3,338.20	10.96%
PT Salaries	0.00	91.42	(91.42)	-100.00%	0.00	1,406.30	(1,406.30)	-100.00%
PERA Contributions	735.88	666.65	69.23	9.41%	2,207.63	2,054.79	152.84	6.92%
FICA Contributions	629.30	548.13	81.17	12.90%	1,887.50	1,702.77	184.73	9.79%
Medicare Contributions	147.18	128.19	18.99	12.90%	441.53	398.24	43.29	9.80%
Health/Dental Insurance	1,108.00	290.16	817.84	73.81%	3,324.00	870.48	2,453.52	73.81%
Unemployment Benefits	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	4,500.00	0.00	4,500.00	100.00%	4,500.00	0.00	4,500.00	100.00%
Shop Materials	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Chemicals	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Equipment Parts	0.00	27.02	(27.02)	-100.00%	23.50	27.02	(3.52)	-14.98%
Building Repair Supplies	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Landscaping Materials	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Small Tools and Minor Equip	1,569.14	0.00	1,569.14	100.00%	1,569.14	0.00	1,569.14	100.00%
Telephone	75.26	74.49	0.77	1.02%	150.63	170.07	(19.44)	-12.91%
Mileage	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Insurance	0.00	3,171.00	(3,171.00)	-100.00%	0.00	3,171.00	(3,171.00)	-100.00%
Electric Utility	934.36	900.85	33.51	3.59%	2,166.68	1,944.16	222.52	10.27%
Refuse	207.82	210.94	(3.12)	-1.50%	415.64	421.88	(6.24)	-1.50%
Repair/Maint Bidg	0.00	0.00	0.00	0.00%	0.00	27.64	(27.64)	-100.00%
Repair/Maint NOT Bidg	0.00	0.00	0.00	0.00%	0.00	653.94	(653.94)	-100.00%
Rental Buildings	300.00	0.00	300.00	100.00%	900.00	2,178.20	(2,178.20)	-100.00%
Miscellaneous	100.00	0.00	100.00	100.00%	300.00	0.00	300.00	100.00%
Total Parks & Recreation	20,456.94	15,212.25	5,244.69	25.64%	48,336.25	42,788.04	5,548.21	11.48%
DEPT 460 - COMP ADJ	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 490 - CONTINGENCY FUND	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 493 - OTH FINANCING	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL ALL DEPTS	237,986.01	248,159.32	(10,253.31)	-4.31%	617,923.79	619,439.38	(1,515.59)	-0.25%
Net Income over Expenses	(207,369.26)	(193,154.20)	14,215.07	6.85%	(484,631.54)	(481,459.12)	3,172.42	0.65%

Annual ins prem; budgeted in May
Light repairs at Lions field
Unforeseen repairs on 98 GMC



MAYOR & COUNCIL COMMUNICATION

DATE: April 15, 2014
CONSENT
ITEM 4

AGENDA ITEM: New Single Family Home Permit Report

SUBMITTED BY: Rick Chase, Building Official

THROUGH: Rick Chase, Building Official

REVIEWED BY: Kyle Klatt, Planning Director

SUGGESTED ORDER OF BUSINESS:

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

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the monthly new single family home permit report for through March 2014. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

	<u>2014</u>	<u>2013</u>	<u>2012</u>
New Homes	6	8	3
Total valuation	\$ 3,912,800	\$3,307,289	\$1,685,412
Average home value	652,133	413,411	561,804
Total Building Permits	38	29	37
Total Valuation (New homes included)	\$5,203,291	4,036,283	2,213,268

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council accept the March 2014 monthly building permit report.



MAYOR & COUNCIL COMMUNICATION

DATE: April 15, 2014
CONSENT
ITEM 5

AGENDA ITEM: Monthly Assessor Report
SUBMITTED BY: Dan Raboin, City Assessor
THROUGH: Cathy Bendel, Finance Director
REVIEWED BY: Finance Committee

SUGGESTED ORDER OF BUSINESS:

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

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the monthly assessor report for through March 2014 outlining work performed on behalf of the City of Lake Elmo. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Property splits/plats – 0
Sales collected and viewed – 6
Taxpayer and other inquiries - 50
Building permit reviews – 22
Pictures taken - 0

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council accept the March 2014 monthly assessor report.



MAYOR & COUNCIL COMMUNICATION

DATE: April 15, 2014
CONSENT
ITEM 6

AGENDA ITEM: City Facility Use Policy
SUBMITTED BY: Adam Bell, City Clerk/Assistant City Administrator
THROUGH: Dean Zuleger, City Administrator
REVIEWED BY: Beckie Gumatz, Deputy Clerk

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to StaffMayor Facilitates
- Call for Motion..... Mayor & City Council
- Discussion Mayor & City Council
- Action on MotionMayor Facilitates

POLICY RECOMMENDER: Staff

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: Staff recommends that the City Council approve the City Facilities Use Policy so that all groups will be aware of policies related to reserving the Council Chambers and Fire Hall meeting rooms. The motion for this action is as follows:

“Move to approve the City Facilities Use Policy”

LEGISLATIVE HISTORY: There currently is no written *Public Facilities Use Policy* on record.

BACKGROUND INFORMATION (SWOT):

Strengths Policy provides clarity and direction for staff determinations of when city facility reservations are requested. Written guidelines and standards allow for uniform application. Written policy eliminates arbitrary reservation decisions and provides notice to public on what reservation standards apply.

Weaknesses The policy does not address every possible scenario that could arise.

Opportunities Written defined policy can reduce potential liability.

Threats Failure to have a written policy can open the City up to accusations of arbitrary and discriminatory facility use determinations.

RECOMMENDATION: Staff recommends that the City Council approve the City Facilities Use Policy so that all groups will be aware of policies related to reserving the Council Chambers and Fire Hall meeting rooms. The motion for this action is as follows:

“Move to approve the City Facilities Use Policy”

ATTACHMENT:

1. City Facilities Use Policy

CITY OF LAKE ELMO CITY FACILITIES USE POLICY

1. Introduction

City Facilities are operated by the City of Lake Elmo under the policy and guidelines established by the Lake Elmo City Council.

2. Purpose

The purpose of this policy is to provide guidelines for the use of city facilities by non-city entities.

3. Priorities for Use

Meetings related to the administration and operation of city government, including but not limited to city council, commission and advisory board meetings, have first priority for use of the facilities so that city business may be conducted. The City reserves the right to preempt a non-city related use, when necessary, to conduct essential city business. The City reserves the right to cancel any and all reservations without providing any other accommodations in the event the City facilities are needed for municipal government purposes.

4. Reservation Procedures

City facilities are available for reservations on the following days and times:

Mondays through Fridays, 5:00PM to 9:00PM

City facilities are closed to rentals on Saturdays, Sundays and legal holidays

5. Building Access

A front door key will be signed out by the user at City Hall prior to city facility use and returned immediately thereafter in person or at the drop box at City Hall. Once inside the building, access will be limited to the reserved space, including public restrooms.

6. Law/Ordinance

The user must comply with the laws of the State of Minnesota and City ordinances. The City has the right to terminate the use of the city facilities during any event or meeting if the user violates any state laws or city ordinances.

7. Prohibited Uses

The following types of activities may not be held in any city facilities: commercial, for profit events such as sales solicitations or seminars for the purpose of selling products or services; religious services, prayer meetings or religious ceremonies; social events or private parties, including wedding ceremonies, birthday parties, family reunions and receptions; political party meetings or fund raisers.

8. Smoking

Smoking at any city facility is prohibited at all times.

9. Alcohol

Alcohol at any city facility is prohibited at all times.

10. Damage

Any damage to the facilities or equipment must be reported to the city clerk's office as soon as possible. The user will be responsible for the costs of any damages incurred or extra cleaning required. Users take full responsibility for their group's conduct and for any loss, breakage or damage to the rooms, equipment, or other city facility property. The City of Lake Elmo reserves the right to assign supervisory staff or maintenance personnel, at an additional cost to the users, if deemed necessary by the particular function or activity.

11. Liability

The City of Lake Elmo is not liable for any loss, damage, injury or illness by the users of the facilities. Neither the City of Lake Elmo nor its employees can be held responsible for any items that are left at the facility by the user.

12. Clean-Up

If a room has been rearranged by the user, it must be returned to its original condition. All trash and recycling must be picked up and put into receptacles. It is the responsibility of the user to leave the room in the condition in which it was provided.

13. Alterations

No decorations, banners or signs can be taped, pinned or affixed to the walls, ceilings or windows.

14. Kitchen

The service kitchen is not designed for preparing food and may not be used for serving food that has been prepared offsite. User groups are responsible for providing their own utensils, serving ware, coffee and condiments. The use of this facility must be strictly adhered to for safety considerations.

15. Candles

Candles are prohibited in all city facilities.

16. Gambling/Games of Chance

Gambling is prohibited in all city facilities.

17. Telephone Usage

The telephone in the room may be used for local calls.

18. Restricting Use

Staff shall have the authority, subject to the appeal of the City Council, to prohibit or limit use of city facilities by a particular user/group based upon knowledge that the user/group has caused damage to other public facilities or when disruption, damage, theft or other unfavorable history is recorded from previous use of any city facilities.

19. No Discrimination

The City of Lake Elmo is an equal opportunity employer and provider. The City does not discriminate or endorse based on race, religion, sex, age, national origin, or any other protected class under state or federal law.



MAYOR & COUNCIL COMMUNICATION

DATE: April 15, 2014
OLD BUSINESS
ITEM # 7

AGENDA ITEM: 2014 Seal Coat Project – Resolution No. 2014-20 Approving Plans and Specifications and Ordering Advertisement for Bids

SUBMITTED BY: Ryan Stempki, Assistant City Engineer
Cathy Bendel, Finance Director

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Jack Griffin, City Engineer
Mike Bouthilet, Public Works
Cathy Bendel, Finance Director
Finance Committee

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

- 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

POLICY RECOMMENDER: Engineering/Finance

FISCAL IMPACT: Up to \$53,000 in 2014; \$25,650 if approved to utilize 2013 savings

The total estimated project cost for the 2014 Seal Coat Project is \$213,000. The project will be paid through the General Fund (Fund No. 101). Approval of this resolution does not commit the council to the project costs. Once contractor bids are received, the actual construction costs will be known and the council will be asked to consider entering into a contract to complete the work.

The annual Seal Coat budget is \$160,000 for 2014. As reported on February 18, 2014, the 2013 seal coat project came in under budget by \$27,350 and those funds remain in the undesignated fund balance. If approved to utilize these excess funds, the additional funding needed is estimated at \$25,650.

If approved, the 2015 Seal Coat Project will be adjusted as needed to come in under budget by the final additional funding amount needed for 2014.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving, Resolution No. 2014-20, thereby approving the plans and specifications and ordering the advertisement for bids for the 2014 Seal Coat Project. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-20, thereby approving the plans and specifications and ordering the advertisement for bids for the 2014 Seal Coat Project.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

In accordance with the annual street maintenance program, the City Council ordered, on February 18, 2014, the preparation of plans and specifications for the 2014 Seal Coat Project. In addition, the City Council approved a Joint Service Agreement with West Lakeland Township and a Joint Service Agreement with Baytown Township as part of a shared services arrangement to pursue this work in a more cost effective manner. Through a shared services arrangement, the fixed costs for the design, obtaining bids, and administering construction is shared between each community, thereby lowering the overall costs. In addition, by combining the City and Township projects together, staff hopes to promote a more competitive bid environment that may result in a reduced unit price to lower each community's respective construction costs.

The combined project includes the plans and specifications to seal coat approximately 8 miles of streets in Lake Elmo (see attached Project Location Map), 2 miles of streets in West Lakeland Township and 1.7 miles of streets in Baytown Township. A project schedule is attached. With the approval of Plans and Specifications, the bids would be presented to council for award at the May 20, 2014 council meeting. The work is scheduled to be substantially complete by July 18, 2014 and has a final completion date of August 22, 2014.

West Lakeland and Baytown will reimburse Lake Elmo for the portion of the work completed on their Township roads in accordance with the project Joint Service Agreements. Each Township will also be reimbursing the City \$3,000 for the administration and engineering services associated with the project, and they will be directly responsible for the construction oversight for the work completed on their respective roadways.

In 2013, the City completed a crack seal project for these city street segments in preparation of this year's seal coat application. The 2014 Seal Coat Project now provides the design documents for seal coating these same street segments to complete the maintenance process.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, Resolution No. 2014-20, thereby approving the plans and specifications and ordering the advertisement for bids for the 2014 Seal Coat Project.

The recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-20, thereby approving the plans and specifications and ordering the advertisement for bids for the 2014 Seal Coat Project.”

ATTACHMENT(S):

1. Resolution No. 2014-20
2. 2014 Seal Coat Project Location Map
3. Project Schedule

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

RESOLUTION NO. 2014-20

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS
FOR THE 2014 SEAL COAT PROJECT**

WHEREAS, pursuant to a motion passed by the City Council on the 18th day of February, 2014, FOCUS Engineering, Inc. has prepared plans and specifications for the 2014 Seal Coat Project and has presented such plans and specifications for approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED,

1. Such plans and specifications, a copy of which is on file at Lake Elmo City Hall and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon making of such improvements under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, and shall state that sealed bids provided to the City Clerk prior to the specified bid date and time and accompanied by a bid bond or cashier's check made payable to the City of Lake Elmo in an amount not less than 5% of the amount of such bid will be considered

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTEENTH DAY OF
APRIL 2014.**

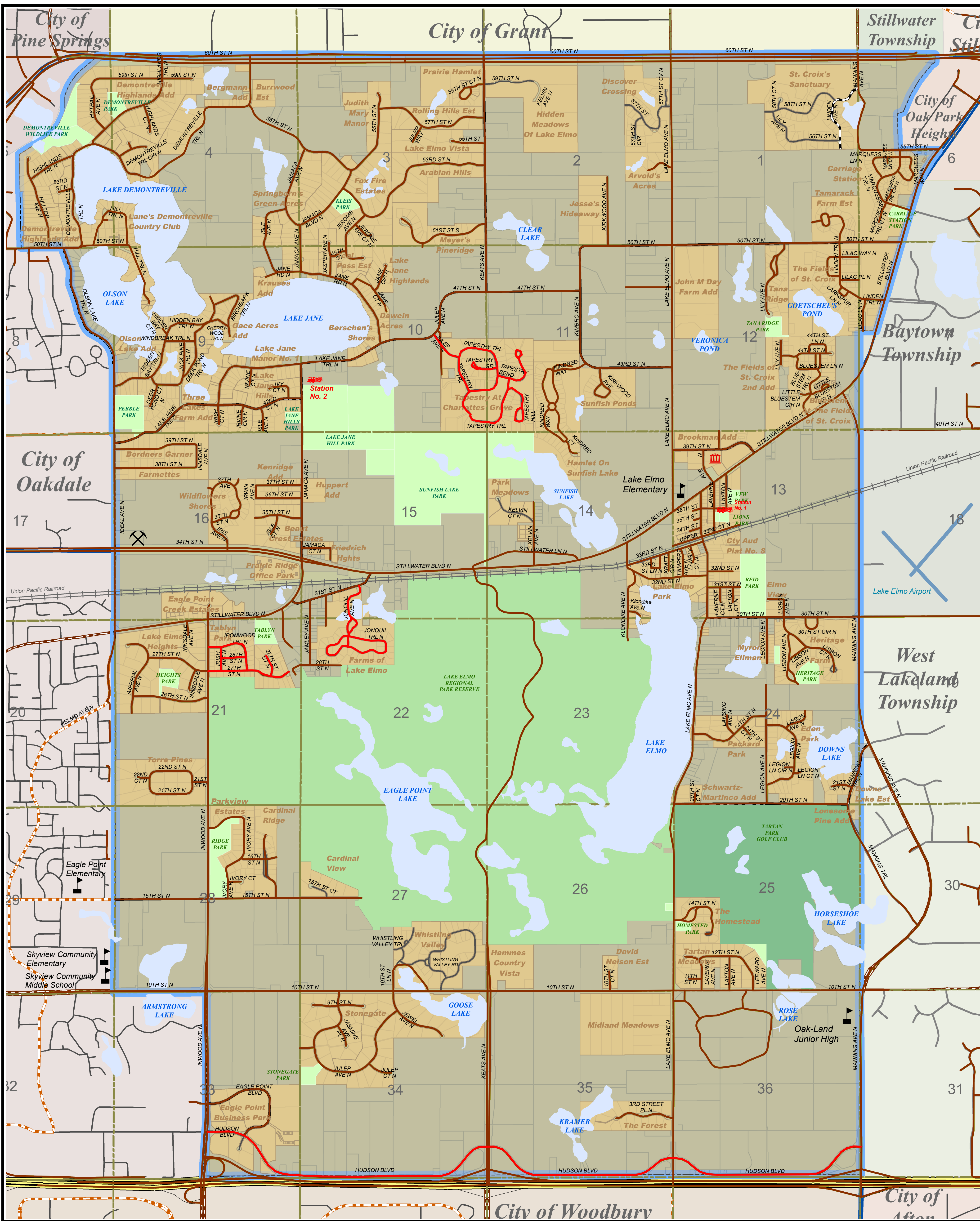
CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)

ATTEST:

Adam Bell
City Clerk



2014 SEAL COAT PROJECT LOCATION MAP

2014 SEAL COAT



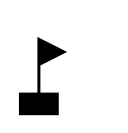
City Hall
3800 Laverne Avenue N
651/777-5510
www.lakeelmo.org



Public Works Building
3445 Ideal Ave N
651/233-5414



Fire Stations
Station No. 1
3510 Laverne Ave N
651/770-5006
Station No. 2
4259 Jamaica Ave N
651/779-8882



Schools



Parcels



Subdivisions



City Parks



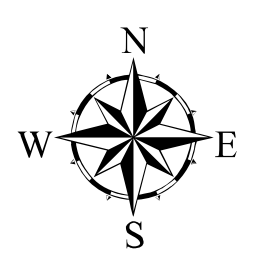
Golf Course



Lake Elmo Regional Park Reserve



Lakes



0 0.15 0.3 0.6
Miles

Map Date: February 2014

Created By.



FOCUS ENGINEERING, inc.

**CITY OF LAKE ELMO
2014 SEAL COAT PROJECT
PROJECT NO. 2014.118**

PROJECT SCHEDULE

February 18, 2014	Council orders preparation of Plans and Specifications.
April 1, 2014	Presentation of Plans and Specifications. Council Approves Plans and Specifications and Orders Advertisement for Bids.
April 5, 2014	Placement of Advertisement for Bids. –Oakdale-Lake Elmo Review. Publication on April 9 –Quest CDN. Publication on April 2
May 1, 2014	Receive Contractor bids.
May 20, 2014	City Council accepts bids and awards Contract.
May 23, 2014	Process and send out Contract Documents.
June 6, 2014	Receipt of Contractor's Bonds/Legal Review.
June 10, 2014	Conduct Pre-Construction Meeting and Issue Notice to Proceed.
June 11, 2014	Contractor begins Work.
July 18, 2014	Substantial Completion of Work (including sweeping of excess aggregate).
August 22, 2014	Final Completion of Work (including Punchlist and final documentation).



MAYOR & COUNCIL COMMUNICATION

DATE: April 15, 2014
REGULAR \$\$
ITEM 8

AGENDA ITEM: Infrastructure Asset Management – Recommendation to Purchase Beehive Industries Software Modules for Roads, Water, Wastewater and Storm

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Mike Bouthilet, Public Works
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 StaffMayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for MotionMayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Engineering.

FISCAL IMPACT: \$13,098 annually for a 12 or 36 month contract.

In staff's opinion, these costs will more than pay for themselves within each fund through improved efficiencies while providing improved customer service, accountability reporting and with improved asset management efficiencies.

- Road module: \$3,301 – Fund 101
- Water module: \$3,301 – Fund 601
- Wastewater module: \$3,301 – Fund 602
- Storm module: \$3,195 – Fund 603

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving the purchase of Infrastructure Asset Management software including Beehive Industries Software Modules for Roads, Water, Wastewater and Storm in the amount of \$13,098 for a 36 month term. The recommended motion for this action is as follows:

“Move to approve the purchase of Infrastructure Asset Management software including Beehive Industries Software Modules for Roads, Water, Wastewater and Storm in the amount of \$13,098 and for a 36 month term.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The City of Lake Elmo is undergoing significant growth and addition of public infrastructure assets. In order to effectively and efficiently manage these capital assets while minimizing the total costs of owning, operating and maintaining them at an acceptable level of service, we are strongly recommending that now is the time to invest in asset management software.

We have received quotes to purchase four asset modules including Roads, Storm Water, Waste Water (or Sanitary Sewer), and Water. The annual cost is about \$3,300 per module including Web Hosting, Software, Training, and Support for a total annual cost of \$13,098. It is recommended that the costs be charged against each respective fund as outlined above. Two quotes have been provided; one for a 12 month contract, and one for a 36 month contract locking in the current rates for at least three years. Staff presented the 12 month contract to the Finance Committee and at their suggestion, requested a 36 month contract to lock in prices.

Beehive Industries software offers several considerable advantages over other programs we have reviewed including a true small City market focus, ease of interface and use by non-GIS and nontechnical staff, unlimited licenses and device installations (no per seat licensing), full mobile device access, work order functionality integrated into each asset module, and low cost. The data is cloud based but the ownership of the data remains with the City and can be readily accessed by the City through Excel, GIS, and AutoCAD.

The engineering, public works and utility departments currently maintain asset inventories, construction records, mapping, condition assessments, maintenance records, and improvement schedules through independent methods such as hard copy files, electronic files, microfiche, GIS software, and Xcel spreadsheets.

Asset management software has been developed for cities as a comprehensive way to cost effectively managing infrastructure capital assets. Asset Management can encompass all of the various asset types within a community and recognizes the interdependencies of maintenance, operations, asset performance, personnel productivity, life cycle costs, and capital planning.

Over the past decade, FOCUS engineering has used or reviewed several asset management programs available to cities and have been frustrated by them due to their lack of application for

small cities. On the surface most companies will proclaim that their programs are scalable to small communities; however as you peel back the layers you learn that their idea of “small” means populations of 75,000-150,000. The programs are expensive, and they are dependent upon the City having a robust GIS department with the input and output of data flowing through a GIS guru.

STRENGTHS: This purchase provides the tools necessary for staff to capture and retain key information on the City’s infrastructure assets that will greatly improve the City’s ability to be responsive to the taxpayers, Council and to more efficiently and cost effectively manage the City’s assets. This tool will enable staff to better integrate the maintenance, operations, asset performance, tracking of life cycle costs, and perform capital planning for each of the City’s major public infrastructure components including Roads, Water System, Wastewater System and Storm Water Systems. The product will help staff to consolidate all key information pertaining to an asset, greatly improving the City’s intelligence regarding its infrastructure.

WEAKNESSES: The purchase represents an annual commitment and a commitment by staff to learn and utilize the software.

OPPORTUNITIES: This purchase provides the opportunity to capture critical asset management data from the beginning of the assets life cycle for the peak infrastructure growth periods in the City.

THREATS: Like any asset management system, garbage in equals garbage out. It will be critical for staff to develop and implement strict protocols for assessing the accuracy of data to be used and to manage the data over time.

RECOMMENDATION:

Staff is recommending that the City Council approve the purchase of Infrastructure Asset Management software including Beehive Industries Software Modules for Roads, Water, Wastewater and Storm in the amount of \$13,098 for a 36 month term. The recommended motion for this action is as follows:

“Move to approve the purchase of Infrastructure Asset Management software including Beehive Industries Software Modules for Roads, Water, Wastewater and Storm in the amount of \$13,098 and for a 36 month term.”

ATTACHMENT(S):

1. Quote from Beehive Industries for 36 month contract.
2. Quote from Beehive Industries for 12 month contract.



2569

Address:

Jack Griffin
 City of Lake Elmo
 3800 Laverne Ave. N
 Lake Elmo, MN
 651-747-3905

Quote Details

Quote Number:	2569	Quote Date:	3/11/2014
For:	Jack Griffin		
Contract Terms:	36 months	Expiration:	5/15/2014

MODULE	INCLUDED	PRICE	DISCOUNT	TOTAL
Water	Licensing and Updates	\$12,111.00	\$2,208.00	\$9,903.00
Wastewater	Licensing and Updates	\$12,111.00	\$2,208.00	\$9,903.00
Storm	Licensing and Updates	\$11,535.00	\$1,950.00	\$9,585.00
Roads	Licensing and Updates	\$12,111.00	\$2,208.00	\$9,903.00
SERVICE	INCLUDED	PRICE	DISCOUNT	TOTAL
Service	Web Hosting	INCLUDED	INCLUDED	INCLUDED
Service	Software Installation	INCLUDED	INCLUDED	INCLUDED
Service	Training/Support	INCLUDED	INCLUDED	INCLUDED
Total				\$39,294.00
Sales Tax				\$0.00
Annual Pay				\$13,098.00

If you have any questions concerning this quote, contact:
 Kevin Johnson, 402-730-5216 or kjohnson@beehiveindustries.com

 Signature Date

Renewal

Customer account will renew automatically at the end of the agreement's term. Renewal terms will be for the same duration and pricing as this contract. Beehive Industries is responsible for invoicing the Accounting/Billing information listed – approximately 30 days prior to the renewal date. In the event of contract or pricing changes, Beehive Industries or the City of Lake Elmo, MN will be responsible for communicating desired changes 60 days prior to the renewal date. The renewal date will be May 1 for all modules.

Cancellation

Customer may cancel with written notice to Beehive Industries up until 30 days prior to the renewal of the agreement.

Payment Terms

Customer will be invoiced for the four modules following the completion of deployment. Invoice terms are Net 30 and payment is accepted by check. As a 36 month agreement, Lake Elmo will be invoiced in equal annual installments.

Questions

For questions, please contact: Kevin Johnson at (402)730-5216 or kjohnson@beehiveindustries.com

Quote Number: 2569

Quote Date: March 22, 2014

To approve this quote, please sign and date this instrument.

Print Name Here: _____

Signature: _____ Date: _____



2569

Address:

Jack Griffin
 City of Lake Elmo
 3800 Laverne Ave. N
 Lake Elmo, MN
 651-747-3905

Quote Details

Quote Number:	2569	Quote Date:	3/11/2014
For:	Jack Griffin		
Contract Terms:	12 months	Expiration:	5/15/2014

MODULE	INCLUDED	PRICE	DISCOUNT	TOTAL
Water	Licensing and Updates	\$4,037.00	\$736.00	\$3,301.00
Wastewater	Licensing and Updates	\$4,037.00	\$736.00	\$3,301.00
Storm	Licensing and Updates	\$3,845.00	\$650.00	\$3,195.00
Roads	Licensing and Updates	\$4,037.00	\$736.00	\$3,301.00
SERVICE	INCLUDED	PRICE	DISCOUNT	TOTAL
Service	Web Hosting	INCLUDED	INCLUDED	INCLUDED
Service	Software Installation	INCLUDED	INCLUDED	INCLUDED
Service	Training/Support	INCLUDED	INCLUDED	INCLUDED

If you have any questions concerning this quote, contact:
 Kevin Johnson, 402-730-5216 or kjohnson@beehiveindustries.com

Sub-total	\$13,098.00
Sales Tax	\$0.00
Annual Total	\$13,098.00

Signature _____ Date _____

Renewal

Customer account will renew automatically at the end of the agreement's term. Renewal terms will be for the same duration and pricing as this contract. Beehive Industries is responsible for invoicing the Accounting/Billing information listed – approximately 30 days prior to the renewal date. In the event of contract or pricing changes, Beehive Industries or the City of Lake Elmo, MN will be responsible for communicating desired changes 60 days prior to the renewal date. The renewal date will be May 1 for all modules.

Cancellation

Customer may cancel with written notice to Beehive Industries up until 30 days prior to the renewal of the agreement.

Payment Terms

Customer will be invoiced for the four modules following the completion of deployment. Invoice terms are Net 30 and payment is accepted by check.

Questions

For questions, please contact: Kevin Johnson at (402)730-5216 or kjohnson@beehiveindustries.com

Quote Number: 2569

Quote Date: March 22, 2014

To approve this quote, please sign and date this instrument.

Print Name Here: _____

Signature: _____ Date: _____



MAYOR & COUNCIL COMMUNICATION

DATE: April 15, 2014
REGULAR
ITEM 9

AGENDA ITEM: 39th Street North: Street and Sanitary Sewer Improvements – Resolution Receiving Feasibility Report and Calling Hearing on Improvement

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

POLICY RECOMMENDER: Engineering

FISCAL IMPACT: None.

The Feasibility Report was previously authorized. Calling for and conducting the Public Improvement Hearing is included in the feasibility report scope of services.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider adopting Resolution No. 2014-24 receiving the Feasibility Report and calling for a Public Improvement Hearing for the 39th Street North: Street and Sanitary Sewer Improvements to be held on May 6, 2014. The recommended motion for this action is as follows:

***“Move to adopt Resolution No. 2014-24, receiving the Feasibility Report
and calling Hearing for the 39th Street North: Street and Sanitary Sewer Improvements.”***

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Pursuant to Minnesota Statute 429, the City of Lake Elmo received a Petition requesting street and sanitary sewer improvements along 39th Street North, from State Highway 5 to Lake Elmo Avenue.

The 39th Street North: Street and Sanitary Sewer Improvement project will be built in conjunction with the Village East Trunk Sanitary Sewer extension project in 2014. The Village Sewer project will extend trunk sanitary sewer from the new Village lift station near Reid Park to undeveloped properties in the north and northwestern Village area. The Village area comprehensive sewer plan indicates the preferred alignment for this trunk sewer to be along 39th Street North.

The feasibility report was authorized by the city council on March 18, 2014 in order to ready these improvements for 2014 construction. The feasibility report is needed to meet state statutory requirements if any portion of the project is to be assessed to benefitting properties. The report identifies the necessary improvements, the estimated project costs, the assessment methodology and preliminary assessment amounts to be levied against properties adjacent to and benefitting from the street and sanitary sewer improvements.

The improvements consist of the following:

- Reconstruction of 39th Street North from State Highway 5 to CSAH 17. The street improvements are proposed to be an extension of the Village Parkway street section as envisioned in the Village area plan.
- The improvement includes an alternative to add an 8-foot bituminous trail along the north boulevard and a 6-foot sidewalk along the south boulevard in order to maintain the extension of Village Parkway.
- Replacement of the existing storm sewer conveyance system along 39th Street North.
- Extension of 10 and 12-inch diameter trunk sanitary sewer in connection with the Village East Trunk Sanitary Sewer extension.
- Installation of 11 service stubs to existing properties to provide owners with the opportunity to hook up to municipal sewer.

The total estimated project cost is \$1,247,000. The street and storm sewer improvement portion is \$641,000, the sanitary sewer improvement is \$425,000, the sidewalk improvement is \$113,000, and the trail improvement is \$68,000.

Street improvements will be financed by levying special assessments against the benefitting properties along 39th Street North. Non-residential properties will be assessed 80-100% of the total project costs based upon the abutting property's front footage.

The total estimated project costs to bring sanitary sewer from the lift station through 39th Street will be paid in full by all properties benefitting from the extension. Project costs were apportioned based on the Residential Equivalent (REC) Units method. Benefitting properties along 39th Street are proposed to be specially assessed for their portion of this Village Eastern Trunk Sewer.

With the assessments being levied over 15 years, the city should bond for the project as the interim funding source, and repay the bond using the assessments as they are collected. The feasibility report findings and recommendations will be further presented at the meeting.

RECOMMENDATION:

Staff is recommending that the City Council adopt Resolution No. 2014-24, receiving the Feasibility Report and calling Hearing for the 39th Street North: Street and Sanitary Sewer Improvements. The recommended motion for this action is as follows:

“Move to adopt Resolution No. 2014-24, receiving the Feasibility Report and calling Hearing for the 39th Street North: Street and Sanitary Sewer Improvements.”

ATTACHMENT(S):

1. Resolution 2014-24 Receiving the Feasibility Report for the 39th Street North: Street and Sanitary Sewer Improvements and Calling Hearing on Improvement.
2. Notice of Hearing on Improvement.
3. Location Map.
4. Project Schedule.
5. Feasibility Report (*available for review at City Hall*)

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

RESOLUTION NO. 2014-24

**A RESOLUTION RECEIVING A FEASIBILITY REPORT FOR THE
39TH STREET NORTH: STREET AND SANITARY SEWER
IMPROVEMENTS AND CALLING HEARING ON IMPROVEMENT**

WHEREAS, pursuant to city council authorization, adopted on March 18, 2014, a feasibility report has been prepared by FOCUS Engineering, Inc. for the 39th Street North: Street and Sanitary Sewer Improvements; and

WHEREAS, the feasibility report recommends that benefitting properties along the project route be assessed all or a portion of the cost of the improvements pursuant to the city's Special Assessment Policy and Minnesota Statutes, Chapter 429; and

WHEREAS, the feasibility report provides information regarding 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 improvements as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW, THEREFORE, BE IT RESOLVED,

1. That the City Council will consider the improvements in accordance with the report and the assessments of the abutting properties for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total project cost of \$822,400 for the street, storm sewer, sidewalk and trail improvements and an estimated total project cost of \$425,000 for the sanitary sewer improvements.
2. A public hearing shall be held on such proposed improvements on the 6th day of May, 2014, in the council chambers of the City Hall at or approximately after 7:00 P.M. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTEENTH DAY OF APRIL, 2014.

CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)
ATTEST:

Adam Bell
City Clerk

CITY OF LAKE ELMO
NOTICE OF HEARING ON IMPROVEMENT
39TH STREET NORTH: STREET AND SANITARY SEWER IMPROVEMENTS

Notice is hereby given that the City Council of Lake Elmo will meet in the council chambers of the city hall at or approximately after 7:00 P.M. on Tuesday, May 6, 2014, to consider the making of the following improvements, pursuant to Minnesota Statutes, Sections 429.011 to 429.111;

The improvements will consist of the reconstruction of the existing street, storm sewer replacement, extension of municipal sewer service, and construction of a bituminous trail and concrete sidewalk along 39th Street North, from Highway 5 to Lake Elmo Avenue (CSAH17).

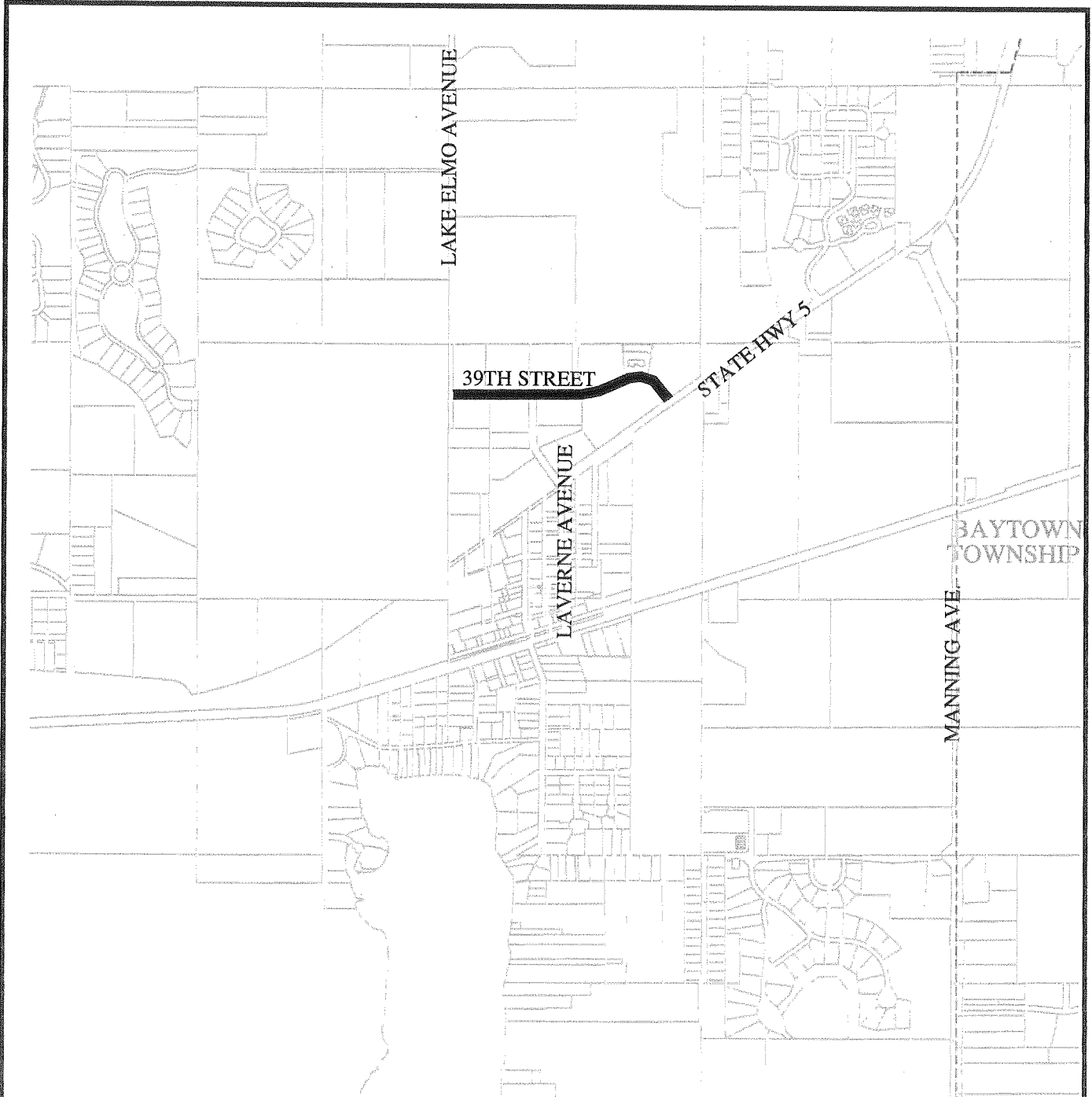
The area proposed to be assessed for these improvements include the properties along 39th Street, directly abutting the location of the proposed street and sanitary sewer improvements. The estimated total cost of the street, storm sewer, sidewalk and trail improvements is \$822,400 and the estimated total cost of the sanitary sewer improvements is \$425,000. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desiring to be heard with reference to the proposed improvements will be heard at this meeting.

DATED: April 15, 2014

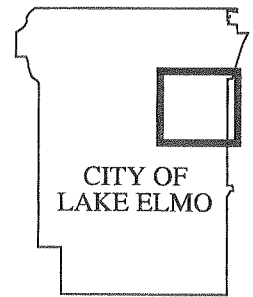
BY ORDER OF THE LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

(Published in the Oakdale-Lake Elmo Review on April 23, 2014 and April 30, 2014)



THE CITY OF
LAKE ELMO



FOCUS
 ENGINEERING

39TH STREET NORTH: STREET
 & SANITARY SEWER IMP.
 PROJECT NO. 2014.131
 APRIL, 2014

FIGURE NO. 1
 LOCATION MAP
 39TH STREET NORTH

PROJECT SCHEDULE
CITY OF LAKE ELMO

FOCUS ENGINEERING, inc.

39th Street North Street and Sanitary Sewer Schedule
PROJECT NO. 2014.131

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

MARCH 2014

March 18, 2014	Council Declares Adequacy of Petition and Orders Preparation of Feasibility Report.
April 15, 2014	Presentation of Feasibility Report. Council accepts Report and Calls Hearing.
April 29, 2014	Property owner meeting. Presentation of Report findings and recommendations.
May 6, 2014	Public Improvement Hearing. Council orders Preparation of plans and specifications.
July 1, 2014	Council approves Plans and Specifications; Orders Advertisement for Bids.
July 31, 2014	Receive Contractor Bids.
August 5, 2014	Council accepts bids and awards Contract.
August 25, 2014	Conduct Pre-construction Meeting and Issue Notice to Proceed.
November 28, 2014	Substantial completion (estimated 12 weeks).
Summer, 2015	Final Completion.



MAYOR & COUNCIL COMMUNICATION

DATE: April 15, 2014
REGULAR
ITEM # 10

AGENDA ITEM: Lake Elmo Avenue Trunk Watermain Improvements – Approve Plans and Specifications and Order Advertisement for Bids

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Chad Isakson, Project Engineer
Cathy Bendel, Finance Director
Mike Bouthilet, Public Works

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

POLICY RECOMMENDER: Engineering.

FISCAL IMPACT: None.

The total estimated project cost for the Lake Elmo Avenue Trunk Watermain Improvement is \$2,894,000. The project is scheduled to be paid through a combination of the City’s Water Enterprise Fund and special assessments. The city cost share, or water enterprise funds, will be financed through the issuance of bonds with the bond payments paid with the collection of water availability and water connection fees.

Approval of this resolution does not commit the council to the project costs. Once contractor bids are received, the actual construction costs will be known and the council will be asked to consider entering into a contact to complete the work.

SUMMARY AND ACTION REQUESTED:

The city council is respectfully requested to consider approving the plans and specifications and ordering the advertisement for bids for the Lake Elmo Avenue Trunk Watermain Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-25, approving the plans and specifications and ordering the advertisement for bids for the Lake Elmo Avenue Trunk Watermain Improvements.”

LEGISLATIVE HISTORY:

In accordance with the 2014 Capital Improvement Plan, the city is pursuing the addition of a new trunk watermain line to be extended down Lake Elmo Avenue. In September 2013, the City received a written request to have municipal water available by the fall of 2014 to serve two active residential development projects and one pending commercial development. This project will be installed as part of the trunk water distribution system to provide service to property owners along Lake Elmo Avenue south of the Village Area and future developments along the corridor south of 10th Street.

On December 3, 2013, the council authorized the preparation of plans and specifications for the Lake Elmo Avenue Trunk Watermain Improvements. In accordance with the project schedule, the plans and specifications for the improvement have been completed and are ready to be advertised for contractor bids.

BACKGROUND INFORMATION:

Plans and Specifications have been completed for the Lake Elmo Avenue Trunk Watermain Improvements. The Engineer’s opinion of probable construction cost is \$2,325,000. The improvements include:

- Installation of a 16-inch diameter Trunk Watermain along Lake Elmo Avenue, from 30th Street to future 5th Street, to extend municipal water supply to serve potentials developments south of 10th Street. The trunk watermain will be stubbed from the Lake Elmo Avenue R/W into the 5th Street R/W for future extension with the construction of 5th Street.
- Installation of 33 service stubs (32 residential, 1 commercial) to existing properties to provide property owners the opportunity to hook up to municipal water.
- Traffic control, erosion control, cleanup and site restoration.

RECOMMENDATION:

Staff is recommending that the City Council approve the plans and specifications and order the advertisement for bids for the Lake Elmo Avenue Trunk Watermain Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-25, approving the plans and specifications and ordering the advertisement for bids for the Lake Elmo Avenue Trunk Watermain Improvements.”

ATTACHMENT(S):

1. Resolution 2014-25 Approving Plans and Specifications and Ordering Advertisement for Bids.
2. Location Map.
3. Project Schedule.
4. Lake Elmo Avenue Trunk Watermain Plans and Specifications (*available for review at City Hall*).

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

RESOLUTION NO. 2014-25

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS FOR THE
LAKE ELMO AVENUE TRUNK WATERMAIN IMPROVEMENTS**

WHEREAS, pursuant to a resolution passed by the city council on the 3rd day of December, 2013, the city engineer, together with TKDA, Inc. has prepared plans and specifications for the Lake Elmo Avenue Trunk Watermain Improvements and has presented such plans and specifications to the council for approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED,

1. Such plans and specifications, a copy of which is on file at Lake Elmo City Hall and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and posted online with Quest Construction Data Network (QuestCDN.com) an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, and shall state that sealed bids provided to the City Clerk prior to the specified bid date and time and accompanied by a bid bond or cashier's check made payable to the City of Lake Elmo in an amount not less than 5% of the amount of such bid will be considered.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTEENTH DAY OF
APRIL 2014.**

CITY OF LAKE ELMO

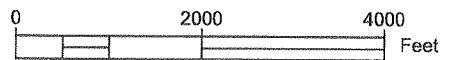
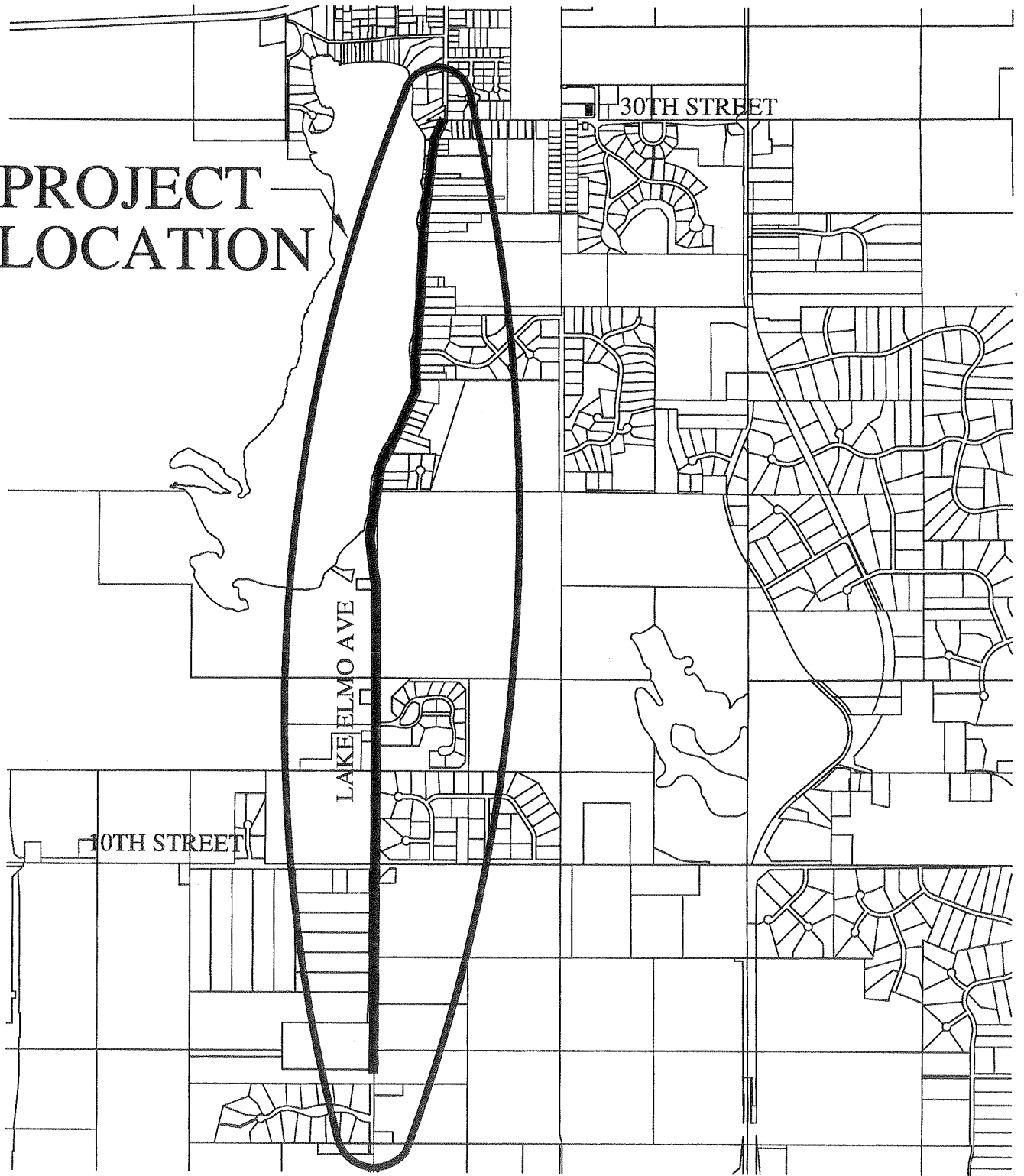
By: _____
Mike Pearson
Mayor

(Seal)

ATTEST:

Adam Bell
City Clerk

PROJECT LOCATION



FOCUS
ENGINEERING

PROJ. NO. 2013.133
LAKE ELMO, MINNESOTA

OCTOBER, 2013

FIGURE NO. 1

LOCATION MAP

LAKE ELMO AVENUE TRUNK
WATERMAIN IMPROVEMENTS

PROJECT SCHEDULE
CITY OF LAKE ELMO

FOCUS ENGINEERING, inc.

LAKE ELMO AVENUE TRUNK WATERMAIN IMPROVEMENTS
PROJECT NO. 2013.133

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

APRIL 2014

- September 17, 2013 Council authorizes Feasibility Report.
- November 6, 2013 Presentation of Feasibility Report. Council accepts Report and Calls Hearing.
- November 21, 2013 Property owner meeting. Presentation of Report findings and recommendations.
- December 3, 2013 Public Improvement Hearing. Council orders Preparation of plans and specifications.
- April 15, 2014 Council approves Plans and Specifications; Orders Advertisement for Bids.
- May 15, 2014 Receive Contractor Bids.
- June 3, 2014 Council accepts bids and awards Contract.
- June 16, 2014 Conduct Pre-construction Meeting and Issue Notice to Proceed.
- October, 2014 Substantial completion (estimated 15 weeks).
- November, 2014 Final Completion.



MAYOR & COUNCIL COMMUNICATION

DATE: April 15, 2014
REGULAR
ITEM # 11

AGENDA ITEM: Inwood Trunk Watermain Improvements – Approve Plans and Specifications and Order Advertisement for Bids at the direction of the City Administrator

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Chad Isakson, Project Engineer
Cathy Bendel, Finance Director
Mike Bouthilet, Public Works

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

POLICY RECOMMENDER: Engineering.

FISCAL IMPACT: None.

The total estimated project cost for the Inwood Trunk Watermain Improvement is \$2,200,000. The project is being completed in conjunction with the Inwood Booster Station Improvement which will be bid as a separate construction package. The combined project was authorized at the feasibility level at \$3,840,000 but was reduced to \$3,350,000 after eliminating the Parkview Estates neighborhood.

The projects are scheduled to be paid through a combination of the City’s Water Enterprise Fund and special assessments. The city cost share, or water enterprise funds, will be financed through the issuance of bonds with the bond payments paid with the collection of water availability and water connection fees.

Approval of this resolution does not commit the council to the project costs. Once contractor bids are received, the actual construction costs will be known and the council will be asked to consider entering into a contract to complete the work. Once bids are received, the city may retain bids up to 60 days before taking action.

SUMMARY AND ACTION REQUESTED:

The city council is respectfully requested to consider approving the plans and specifications and ordering the advertisement for bids for the Inwood Trunk Watermain Improvements at the direction of the City Administrator. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-26, approving the plans and specifications and ordering the advertisement for bids for the Inwood Trunk Watermain Improvements as directed by the City Administrator.”

LEGISLATIVE HISTORY:

In accordance with the 2014 Capital Improvement Plan, the city is extending trunk watermain along Inwood Avenue to deliver city water service and support growth and development along the I-94 corridor. This project serves the corridor area between Inwood Avenue and Keats Avenue (Sections 33 and 34) that will include the Savona (Lennar) development, Boulder Ponds (Amaris Homes), Hammes Estates, Alan Dale properties, Azur properties, MFC & CM properties, and the existing properties within the Eagle Point Business Park.

On January 21, 2014, the council authorized the preparation of plans and specifications for the Inwood Avenue Trunk Watermain Improvements. In accordance with the project schedule, the plans and specifications for the improvement have been completed.

Although the project is ready for contractor bids, staff is recommending that the project be placed on hold and the bid date be delayed until such time that the City Administrator has determined project funding. Instead, to minimize project delays, the council is requested to provide authority to the City Administrator to direct staff when to enter into the bidding phase by posting contract documents for contractor review. Actual pricing received from contractors would be brought back to the city council for consideration of entering into a contract to complete construction.

BACKGROUND INFORMATION:

Plans and Specifications have been completed for the Inwood Avenue Trunk Watermain Improvements. The Engineer’s opinion of probable construction cost is \$1,800,000. The improvements include:

- Extension of a 16-inch diameter trunk watermain along Inwood Avenue from 26th Street North to Eagle Point Boulevard, connecting to the existing water system in the Eagle Point Business Park.
- At the direction of the city council, the project does not include water service to the Parkview Estates neighborhood.
- Installation of 2 service stubs to existing properties to provide property owners the opportunity to hook up to municipal water.
- Traffic control, erosion control, cleanup and site restoration.

RECOMMENDATION:

Staff is recommending that the city council approve the plans and specifications and order the advertisement for bids for the Inwood Trunk Watermain Improvements at the direction of the City Administrator. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-26, approving the plans and specifications and ordering the advertisement for bids for the Inwood Trunk Watermain Improvements

as directed by the City Administrator.”

ATTACHMENT(S):

1. Resolution 2014-26 Approving Plans and Specifications and Ordering Advertisement for Bids at the Direction of the City Administrator.
2. Location Map.
3. Inwood Avenue Trunk Watermain Plans and Specifications (*available for review at City Hall*).

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

RESOLUTION NO. 2014-26

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS FOR THE
INWOOD TRUNK WATERMAIN IMPROVEMENTS
AT THE DIRECTION OF THE CITY ADMINISTRATOR**

WHEREAS, pursuant to a resolution passed by the city council on the 21st day of January, 2014, the city engineer, together with MSA Professional Services, Inc. has prepared plans and specifications for the Inwood Trunk Watermain Improvements and has presented such plans and specifications to the council for approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED,

1. Such plans and specifications, a copy of which is on file at Lake Elmo City Hall and made a part hereof, are hereby approved.
2. The City Administrator has authority to direct Staff to publish advertisement for bids.
3. When directed by the City Administrator, the City Clerk shall prepare and cause to be inserted in the official paper and posted online with Quest Construction Data Network (QuestCDN.com) an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, and shall state that sealed bids provided to the City Clerk prior to the specified bid date and time and accompanied by a bid bond or cashier's check made payable to the City of Lake Elmo in an amount not less than 5% of the amount of such bid will be considered.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTEENTH DAY OF
APRIL 2014.**

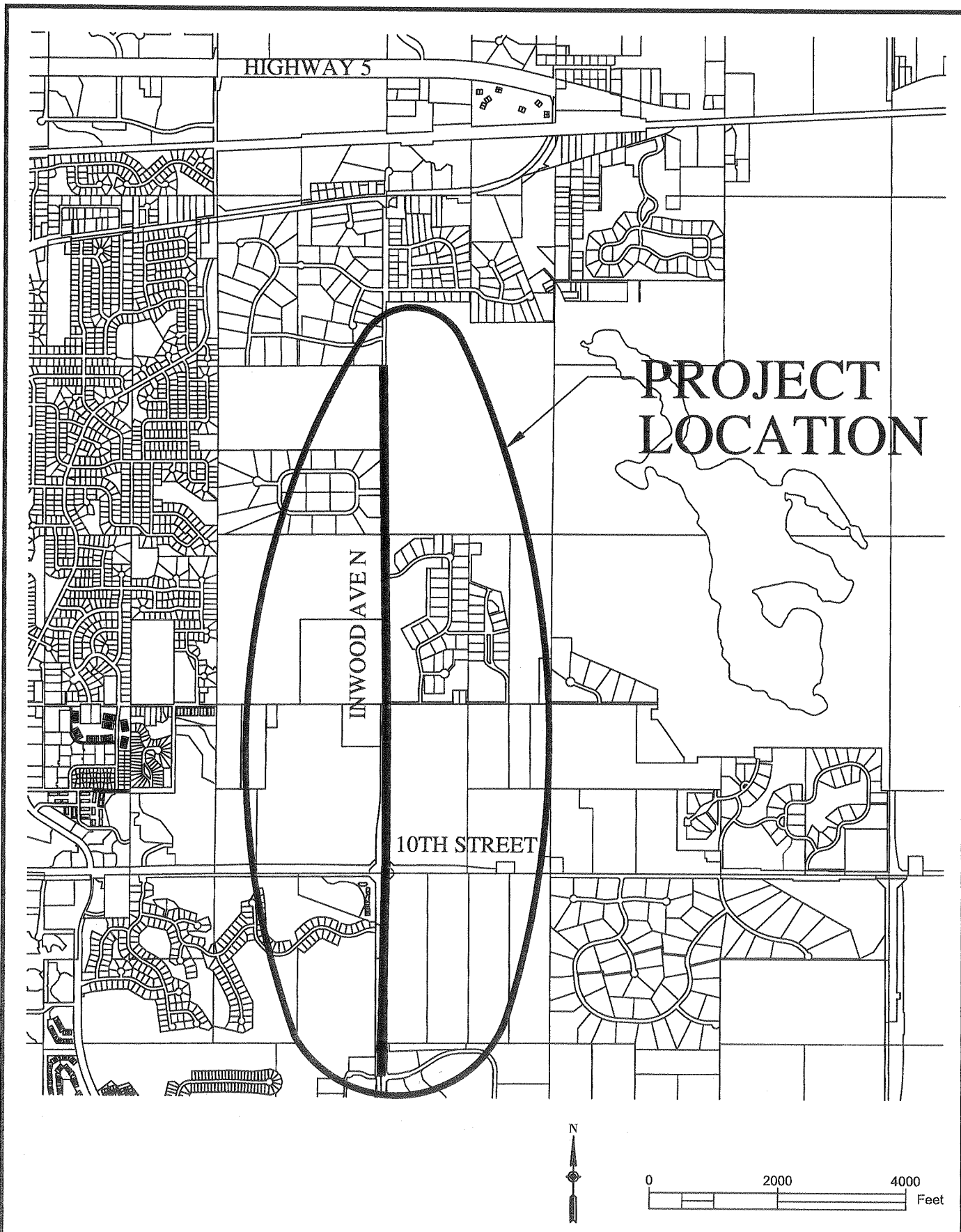
CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)

ATTEST:

Adam Bell
City Clerk



FOCUS
ENGINEERING

PROJ. NO. 2012.126
LAKE ELMO, MINNESOTA
NOVEMBER, 2013

FIGURE NO. 1
LOCATION MAP
INWOOD BOOSTER STATION AND TRUNK
WATERMAIN IMPROVEMENTS