



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

## NOTICE OF MEETING

### City Council Meeting

Tuesday, September 16, 2014 7:00 P.M.

City of Lake Elmo | 3800 Laverne Avenue North

### AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Order of Business
- E. Approval of Agenda
- F. Accept Minutes
  - 1. Accept September 2, 2014 City Council Meeting Minutes
- G. Council Reports
  - Mayor
  - Council
- H. Presentations/Public Comments/Inquiries
  - 36<sup>th</sup> & 37<sup>th</sup> Street Improvements
- I. Proclamation
  - 2. Constitution Week
  - 3. Volksmarch
- J. Finance Consent Agenda
  - 4. Approve Payment of Disbursements and Payroll
  - 5. Accept Financial Report dated August 31, 2014
  - 6. Accept Building Report dated August 31, 2014
  - 7. Accept City Assessor Report dated August 31, 2014
  - 8. Pumphouse No. 4 Improvements – Pay Request No. 4
  - 9. Lake Elmo Avenue Watermain Improvements – Pay Request No. 2
  - 10. 2014 Street Improvements – Pay Request No. 2
  - 11. Well No. 4 Connecting Watermain Improvements – Call for Final Assessment Hearing; **Resolution No. 2014-68**
  - 12. Lake Elmo Avenue Trunk Watermain Improvements – Call for Final Assessment Hearing; **Resolution No. 2014-69**
  - 13. Special Assessment Abatement Request – MN DNR Land; **Resolution No. 2014-70**
- K. Other Consent Agenda
  - 14. Authorize John Schiltz to dispense Beer and Wine Coolers at the Volksmarch Event on October 11, 2014
- L. Regular Agenda
  - 15. Gateway Corridor LPA Resolution; **Resolution No. 2014-71**
  - 16. Inwood PUD Concept Plan; **Resolution No. 2014-72**
  - 17. Boulder Ponds Preliminary Plat and Preliminary PUD Plan; **Resolution No. 2014-73**
  - 18. Village Park Preserve Preliminary Plat; **Resolution No. 2014-74**
  - 19. Hunters Crossing Final Plat; **Resolution No. 2014-75**
  - 20. Savona 2<sup>nd</sup> Addition Final Plat; **Resolution No. 2014-76**
  - 21. Savona 2<sup>nd</sup> Addition Developers Agreement; **Resolution No. 2014-77**
  - 22. Wildflower at Lake Elmo Comprehensive Plan Amendment; **Resolution No. 2014-46**
  - 23. 39<sup>th</sup> Street North: Street and Sanitary Sewer Improvements – Change Order No. 1
  - 24. Discover Crossing Repairs – TA Schifsky quote – 21.9K
- M. Staff Reports and Announcements
  - City Administrator
  - City Attorney
  - Planning Director
  - City Engineer
  - Finance Director
  - City Clerk
- N. Adjourn

CITY OF LAKE ELMO  
CITY COUNCIL MINUTES  
SEPTEMBER 2, 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

**Absent:** Council Member Anne Smith

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**

Item 10 was postponed.

***MOTION:*** Council Member Reeves moved **TO APPROVE THE AUGUST 19, 2014 CITY COUNCIL AGENDA AS AMENDED. Council Member Nelson seconded the motion. **MOTION PASSED 4-0.****

**ITEM 1: ACCEPT MINUTES**

***THE AUGUST 19, 2014 CITY COUNCIL MINUTES WERE APPROVED AS AMENDED BY CONSENSUS OF THE CITY COUNCIL.***

**COUNCIL REPORTS:**

**Mayor Pearson:** attended Human Resources Committee Meeting, EDA Meeting

**Council Member Bloyer:** attended library board meeting

**Council Member Reeves:** attended Human Resources Committee Meeting. The group worked on performance reviews and salary pool.

**Council Member Nelson:** no report.

**PUBLIC COMMENTS/INQUIRIES**

Paul Ryberg introduced Nate Deprey the new library director. Mr. Deprey expressed he is looking forward to working with the Council and the City.

**STATUS OF 100% DEVELOPER INFRASTRUCTURE INVESTMENT POLICY**

City Administrator Zuleger provided status presentation of the developer paid infrastructure. The policy of "growth pays for growth" was implemented in 2013. This has resulted in two positive bond ratings, including an increase from S&P. Council Member Reeves asked what the reaction has been from the developers. National and regional builders have understood the policy. Many have appreciated the discipline. There have been some who are not willing to come to Lake Elmo. Mayor Pearson recognized that the policy and staff's efforts are doing as much as possible to minimize the risk to the City.

**ITEM 2: PROCLAMATION COMMUNITY MEDIA WEEK**

Mayor Pearson read the proclamation recognizing the week of September 15th 2014 as Community Media Week.

**FINANCE CONSENT AGENDA**

3. Approve Payment of Disbursements and Payroll

4. Approving the TNT Public Hearing Date for the 2015 Budget and Tax Levy; ***Resolution No. 2014-65***

***MOTION:*** Council Member Nelson moved **TO APPROVE THE FINANCE CONSENT AGENDA AS AMENDED. Mayor Pearson seconded the motion. **MOTION PASSED 4-0.****

**OTHER CONSENT AGENDA**

Council Member Bloyer pulled Item 8 for discussion.

5. Encroachment Agreement – 1668 Ivy Ave N
6. Encroachment Agreement – 1650 Ivy Ave N
7. Encroachment Agreement – 10938 57<sup>th</sup> Street N
8. ~~Library Board Appointment – Margo Sieleni~~

**MOTION:** Council Member Reeves moved **TO APPROVE THE OTHER CONSENT AGENDA AS AMENDED.** Mayor Pearson seconded the motion. **MOTION PASSED 4-0.**

**ITEM 8: LIBRARY BOARD APPOINTMENT – MARGO SIELENI**

It was explained that Mayor Pearson appointed Ms. Sieleni during his report last meeting, but Clerk Bell prefers to have a formal vote with background documentation included for record purposes. Council Member Bloyer thanked Ms. Sieleni for volunteering to serve.

**MOTION:** Council Member Bloyer moved **TO APPOINT MARGO SIELENI TO THE LAKE ELMO LIBRARY BOARD.** Council Member Nelson seconded the motion. **MOTION PASSED 4-0.**

**REGULAR AGENDA**

**ITEM 9: SAVONA SUBDIVISION CONDITIONAL USE PERMIT; RES. NO. 2014-66**

Community Development Director Klatt provided summary explaining the reason for the CUP application. Townhome units on a private street require a CUP, which the part of the next phase of Savona will include. The requirement is to make sure that the City's needs are met in regards to the private street. The area that is involved was explained.

**MOTION:** Council Member Reeves moved **TO ADOPT RESOLUTION NO. 2014-66, APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR THE CONSTRUCTION OF SINGLE FAMILY ATTACHED DWELLINGS WITHIN THE SAVONA SUBDIVISION THAT DO NOT HAVE FRONTAGE ON A PUBLIC STREET.** Council Member Nelson seconded the motion. **MOTION PASSED 4-0.**

**ITEM 11: APPROVE PROPOSED GENERAL LEVY AND PROPOSED 2015 BUDGET; RES. NO. 2014-67**

Finance Director Bendel presented the proposed 2015 budget.

**Council Member Bloyer left at 7:30 pm.**

The general fund budget was explained. It was noted that the street maintenance expenses were now a permanent line item in budget. Ms. Bendel explained that the tax levy is staying level and the rate is actually decreasing.

Ms. Bendel summarized the library fund. The end year cash reserves were explained.

**Council Member Bloyer returned at 7:34 pm.**

Council Member Reeves asked about part-time staffing at library for 2014. There was none in 2014, but it is budgeted in 2015.

Mayor Pearson asked about Sanctuary neighborhood road. City Administrator Zuleger explained the steps that the City has taken. The road needs to be approved by MnDOT. It is believed that the developer funds are available to pay for some of it.

Ms. Bendel read letter from Roger Johnson requesting city contribution of minimum of \$20k for invasive species management on Olson/Demontreville Lakes. Council Member Bloyer noted that the previous June

## LAKE ELMO CITY COUNCIL MINUTES

AUGUST 19, 2014

request was only \$25K. He would be in favor of city contributing 1/3 if all the lakes were evenly supported. He would like to have place holder in budget. Mr. Bloyer noted that recent letter from DNR found no natural erosion occur this past spring.

Mr. Reeves believes the City should be engaged in treating the lakes, but he supports addressing all the lakes. He also wants to know more info about the VBWD study. The outflow of the water was discussed.

It was noted that O/D levels are anticipated to increase. VBWD does not believe that increasing the outflow can be achieved.

Mr. Zuleger explained the VBWD study. The consensus is to have a placeholder, but wait to hear study findings. Mr. Zuleger suggested that the Council commit funds from the storm water fund as the lake is a repository for storm water. Mr. Nelson wants to know if the watershed cities causing impact can be approached for contribution. Mr. Zuleger said the City can ask the DNR.

Mr. Reeves asked if signage was sufficient. Mr. Zuleger said it was. It was noted that too much signage can cause confusion. It was explained that the City has not participated in the past.

The Council discussed what the appropriate funding level and appropriate parties to pay. Council direction is that the lake property owners need to propose a plan where the City can collaborate. The consequences of using storm water funds were discussed. Future storm water expenses and needs are ahead for the Village drainage. The Council wants to make sure that the expenses are effective and the results are measurable.

Ms. Bendel summarized the proposed debt service fund levy.

**MOTION:** Mayor Pearson moved **TO APPROVE GENERAL FUND LEVY OF \$2,421,588.00.** Council Member Reeves seconded the motion.

The council acknowledged the tight budget that staff developed and the introduction of zero-based budgeting.

**MOTION PASSED 4-0.**

**MOTION:** Mayor Pearson moved **TO APPROVE DEBT SERVICE LEVY OF \$484,814.00.** Council Member Reeves seconded the motion. **MOTION PASSED 4-0.**

The Council discussed how the library has done a good job of being frugal. Even with the 10% statutory reduction, the library levy is still more than the requested budget. A 10% percent reduction results in a \$231,261.00. This is actually a 20% increase over the 2014 budget.

**MOTION:** Mayor Pearson moved **TO APPROVE LIBRARY FUND BUDGET AND LEVY AT AMOUNT OF \$231,261.00.** Council Member Nelson seconded the motion. **MOTION PASSED 4-0.**

Mr. Zuleger clarified the resulting levy components – General Fund Levy: \$2,421,588.00; G.O. Debt Levy: \$484,814.00; Library Levy: \$231,261.00; total levy: \$3,137,663.00.

**MOTION:** Mayor Pearson moved **TO APPROVE RESOLUTION NO. 2014-67 ADOPTING THE PRELIMINARY 2015 GENERAL FUND AND LIBRARY FUND ANNUAL BUDGET'S AND LEVIES.** Council Member Reeves seconded the motion. **MOTION PASSED 4-0.**

### **ITEM 12: DISCUSSION ITEM: COUNCIL/STAFF INTERACTIONS**

Mayor Pearson explained the reason for this item. Concerns about interactions with Council Member Smith have been brought to the Council's attention. Mayor Pearson noted that conversations were had and commitments to improve were made, but the incidents complained about allegedly have continued. The immediate concerns are exposing the City to potential legal liability and the non-recognition of staff chain of command. The Mayor asked Council for their suggestions.

**LAKE ELMO CITY COUNCIL MINUTES**

**AUGUST 19, 2014**

It was noted that the discussion needs to be in an open meeting despite the desire to have it in private. The council wants there to be improvement. There have been demands for correction in the past, but there needs to be more improvement. There is concern about potential liability to the City. The Council also wants staff to have a healthy, productive, and safe work environment. The recent adoption of the civility initiative needs to be carried out, especially by council members. The Council wants things to be better.

***MOTION:*** *Mayor Pearson moved “WHEN COUNCIL MEMBER SMITH WISHES TO CONTACT A CITY STAFF MEMBER, SHE IS TO ARRANGE FOR ANOTHER COUNCIL MEMBER TO BE IN ATTENDANCE. STAFF IS DIRECTED TO CONFORM TO THIS PARAMETER AS WELL.” Council Member Reeves seconded the motion.*

The Mayor hopes that this action improves the situation as everyone desires and they would not have to address this any further. The Council discussed the logistics and the effectiveness of proposed motion. The consensus was the City has an obligation to do something. Whether to include phone calls and adding a timeframe on the restriction were considered, but the original motion was not modified.

***MOTION PASSED 4-0.***

**STAFF REPORTS AND ANNOUNCEMENTS**

**City Administrator Zuleger:** Staff is working on completing several final plats; Planning Commission will be touring a Hans Hagen development in Blaine; working on 2015 CIP budget. Goal is to have workshop in late September; meeting with Washington County Sheriff Hutton next week; Working with Gateway Corridor group involving a Bus Rapid Transit route through Lake Elmo; EDA will be submitting the Planning Commission a resolution for an EDA zoning area.

**City Attorney Snyder:** handling routine matters with staff; reviewed lease for new city administrative space at 3880 Laverne.

**Community Development Director Klatt:** Planning Commission is busy reviewing development applications.

**City Clerk Bell:** reported that Lake Elmo Precinct 1 was randomly selected by the County Canvass Board for review. The precinct passed with no issues. Clerk Bell also announced that additional election judges are being sought for the general election.

**Finance Director Bendel:** working on August financials, certification of levy, and storm water assessments.

***Mayor Pearson adjourned meeting at 8:34 pm.***

**LAKE ELMO CITY COUNCIL**

ATTEST:

\_\_\_\_\_  
Mike Pearson, Mayor

\_\_\_\_\_  
Adam R. Bell, City Clerk

September 9, 2014

Mayor Mike Pearson & City Council Members  
City of Lake Elmo  
3600 Laverne Avenue  
Lake Elmo, MN 55042

Dear Mayor Pearson and City Council Members,

As the date nears for the completion and vote by the city council on the Feasibility Report for the 36<sup>th</sup>/37<sup>th</sup> Street Project, we would like to reiterate our position and ask that this letter be filed with our Petition dated July 1, 2014.

We respectfully request that the city council vote **against any type of road for our neighborhood**. We do not feel at this time that we need new roads. We live in the rural section of town. It is not necessary structurally or financially to upgrade our roads to the level proposed to the residents on May 15, 2014.

There have been discussions at the financial committee meetings about possibly putting the project off until 2017, due in part to the large amount of development coming to Lake Elmo. If a date of 2017 is chosen, at that time we would like to again be notified before any decisions are made, so that we may be a part of the discussion. In 2017, if all parties agree the streets need improvement, at that time we would request:

There be **NO**:

- \* 4" water mains upgraded to 8"
- \* curbs and gutters
- \* a pavement subdrain system
- \* roads widened to 12'

We oppose paying additional funds for unnecessary items at the cost of the residents and city, regardless of what year the roads are done. The two roads we have been using have provided us sufficient service for 45 years. A similar road would provide the same service, whenever the city makes the decision to redo the roads.

In the meantime, we do request that the city patch and/or repair the west end of 36<sup>th</sup> Street and as needed in the future to both streets, just as any other road in the city would be repaired.

Thank you very much for your consideration.

Sincerely,

Residents  
36<sup>th</sup> & 37<sup>th</sup> Street  
Lake Elmo, MN 55042

## **CITY OF LAKE ELMO**

### **CONSTITUTION WEEK PROCLAMATION**

- WHEREAS:** our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a Constitution for the United States; and,
- WHEREAS:** it is important that all citizens fully understand the provisions and principles contained in the Constitution in order to effectively support, preserve, and defend against all enemies; and,
- WHEREAS:** September 17, 2014, marks the two hundred twenty-seventh anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and,
- WHEREAS:** it is fitting and proper to accord official recognition of this magnificent document and its memorable anniversary; and,
- WHEREAS:** the independence guaranteed to American citizens, whether by birth or naturalization, should be celebrated during Constitution Week, September 17 through 23, 2014, as designated by proclamation of the President of the United States of America in accordance with Public Law 915;

**NOW, THEREFORE, BE IT RESOLVED** that I, Mike Pearson, Mayor of Lake Elmo, do hereby proclaim Wednesday, September 17<sup>th</sup> through Tuesday, September 23<sup>rd</sup>, 2014 as Constitution Week.

***SIGNED THIS SIXTEENTH DAY OF SEPTEMBER, TWO THOUSAND AND FOURTEEN.***

BY: \_\_\_\_\_  
Mike Pearson  
Mayor

## **CITY OF LAKE ELMO**

### **VOLKSMARCH PROCLAMATION**

**WHEREAS:** The City recognizes the value and benefits to a healthy park system and recreational opportunities in our community

**WHEREAS:** The City wishes to express appreciation for the commitment and dedication to the local service organizations, volunteers, and businesses who have contributed time and resources to make the City of Lake Elmo a better place to live and work,

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

**NOW, THEREFORE, BE IT RESOLVED** that I, Mike Pearson, Mayor of Lake Elmo, do hereby proclaim Saturday, October 11, 2014 the first annual Lake Elmo Volksmarch to distinguish Lake Elmo from surrounding cities, and to uphold the City's commitment to community and observance of open space.

SIGNED THIS SIXTEENTH DAY OF SEPTEMBER TWO THOUSAND AND FOURTEEN

BY: \_\_\_\_\_  
Mike Pearson  
Mayor





## MAYOR & COUNCIL COMMUNICATION

**DATE:** September 16, 2014

**CONSENT**

**ITEM#** 4

**AGENDA ITEM:** Approve Disbursements in the amount of \$1,314,950.07

**SUBMITTED BY:** Cathy Bendel, Finance Director

**THROUGH:** Cathy Bendel, Finance Director

**REVIEWED BY:** Dean Zuleger, City Administrator

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### **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:** \$1,314,950.07

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$1,314,950.07. 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.

<b>Claim #</b>	<b>Amount</b>	<b>Description</b>
ACH	\$ 10,824.99	Payroll Taxes to IRS & MN Dept of Revenue 9/4/14
ACH	\$ 5,636.87	Payroll Retirement to PERA 9/4/14
DD5758-DD5787	\$ 28,199.00	Payroll Dated (Direct Deposits) 9/4/14
41796	\$ 623.36	Payroll (Check) 9/4/14
41797-41873	\$ 1,269,161.44	Accounts Payable 9/16/14
2478-2485	\$ 480.00	Library Card Reimbursement 9/16/14
<b>TOTAL</b>	<b>\$ 1,314,950.07</b>	

**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 \$1,314,950.07.

**ATTACHMENTS:**

1. Accounts Payable – check registers

# Accounts Payable To Be Paid Proof List

User: Pattyb

Printed: 09/11/2014 - 9:38 AM

Batch: 019-09-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ACEHARD Ace Hardware , Inc										
153245	08/07/2014	36.74	0.00	09/16/2014	Mosquito spray and accessories - Lions	-	-	No		0000
101-450-5200-42160	Chemicals									
	153245 Total:	36.74								
	ACEHARD Total:	36.74								
AllgenPo Allgen Power Services										
6391, 6557	08/26/2014	659.06	0.00	09/16/2014	Repair light, drop cord & flag light	-	-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
6391, 6557	08/26/2014	454.10	0.00	09/16/2014	flag light, add rear motion light	-	-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	6391, 6557 Total:	1,113.16								
	AllgenPo Total:	1,113.16								
ALLWEATH All Weather Services										
	08/27/2014	1,650.00	0.00	09/16/2014	8879 Jane Road - water garden repair	-	-	No		0000
603-496-9500-44030	Repairs/Maint Not Bldg									
	Total:	1,650.00								
	ALLWEATH Total:	1,650.00								
ALPHAVID Alpha Video & Audio Inc.										
082614DB	08/01/2014	9,792.00	0.00	09/16/2014	Journalist Kit	-	-	No		0000
101-000-0000-11500	Accounts Receivable									
	082614DB Total:	9,792.00								
	ALPHAVID Total:	9,792.00								
AMAZONIN Amazon Inc										
604578781	08/10/2014	232.95	0.00	09/16/2014	Books	-	-	No		0000
206-450-5300-42500	Library Collection Maintenance									
604578781	08/10/2014	22.19	0.00	09/16/2014	Teen books	-	-	No		0000
206-450-5300-42500	Library Collection Maintenance									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
604578781	08/10/2014	18.66	0.00	09/16/2014	Childrens' books		-			No 0000
206-450-5300-42500	Library Collection Maintenance									
604578781	08/10/2014	5.86	0.00	09/16/2014	DVD		-			No 0000
206-450-5300-42500	Library Collection Maintenance									
604578781	08/10/2014	-0.02	0.00	09/16/2014	Credit		-			No 0000
206-450-5300-42500	Library Collection Maintenance									
	604578781 Total:	279.64								
	AMAZONIN Total:	279.64								
AMERICAN American Eng and Testing, Inc.										
62705	07/30/0214	6,523.85	0.00	09/16/2014	Project 2014.131 39th Street		-			No 0000
409-480-8000-43030	Engineering Services									
	62705 Total:	6,523.85								
62791	07/30/2014	4,398.34	0.00	09/16/2014	Project 2013.132 Pumphouse 4		-			No 0000
601-494-9400-43030	Engineering Services									
	62791 Total:	4,398.34								
63105	08/28/2014	589.20	0.00	09/16/2014	2014 Street Improvements - testing		-			No 0000
409-480-8000-43030	Engineering Services									
	63105 Total:	589.20								
	AMERICAN Total:	11,511.39								
BAKERPAT Baker Patricia										
2014-08	09/04/2014	704.38	0.00	09/16/2014	Contract Services - August 2014		-			No 0000
101-410-1520-43150	Contract Services									
2014-08	09/04/2014	603.75	0.00	09/16/2014	Contract Services - August 2014		-			No 0000
601-494-9400-43150	Contract Services									
2014-08	09/04/2014	100.62	0.00	09/16/2014	Contract Services - August 2014		-			No 0000
602-495-9450-43150	Contract Services									
2014-08	09/04/2014	603.75	0.00	09/16/2014	Contract Services - August 2014		-			No 0000
603-495-9500-43150	Contract Services									
	2014-08 Total:	2,012.50								
	BAKERPAT Total:	2,012.50								
BIFFS Biff's Inc.										
W536476-536485	08/20/2014	866.00	0.00	09/16/2014	Portable restrooms		-			No 0000
101-450-5200-44120	Rentals - Buildings									
	W536476-536485 Total:	866.00								
	BIFFS Total:	866.00								
BOLTONME Bolton & Menk, Inc										
0169202	08/19/2014	592.50	0.00	09/16/2014	2013.126 Section 34 Water & Sewer		-			No 0000
601-494-9400-43030	Engineering Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
0169202	08/19/2014	395.00	0.00	09/16/2014	2013.126 Section 34 Water & Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
	0169202 Total:	987.50								
0169205	08/19/2014	828.50	0.00	09/16/2014	2013.131 Well No 4		-	No		0000
601-494-9400-43030	Engineering Services									
	0169205 Total:	828.50								
0169208	08/19/2014	18,767.00	0.00	09/16/2014	2014 Street Improvements		-	No		0000
409-480-8000-43030	Engineering Services									
0169208	08/19/2014	400.00	0.00	09/16/2014	Reimburse for NPDES permit fee		-	No		0000
409-480-8000-43030	Engineering Services									
	0169208 Total:	19,167.00								
0169210	08/19/2014	2,799.60	0.00	09/16/2014	2014.131 39th North		-	No		0000
409-480-8000-43030	Engineering Services									
0169210	08/19/2014	6,532.40	0.00	09/16/2014	2014.131 39th North		-	No		0000
602-495-9450-43030	Engineering Services									
	0169210 Total:	9,332.00								
0169705	08/29/2014	5,480.00	0.00	09/16/2014	2013.132 Pumpphouse No 4		-	No		0000
601-494-9400-43030	Engineering Services									
	0169705 Total:	5,480.00								
	BOLTONME Total:	35,795.00								
<hr/>										
BURBBLAC Buberl Black Dirt, Inc.										
16316	09/03/2014	36.00	0.00	09/16/2014	Black dirt		-	No		0000
101-450-5200-42250	Landscaping Materials									
	16316 Total:	36.00								
	BURBBLAC Total:	36.00								
<hr/>										
C A C Companion Animal Control, LLC										
101-420-2700-43150	Contract Services									
	09/01/2014	500.00	0.00	09/16/2014	Animal Control - August		-	No		0000
101-420-2700-43160	Impounding									
	09/01/2014	120.00	0.00	09/16/2014	Dog pick up/Impoundment 7am-7pm		-	No		0000
101-420-2700-43160	Impounding									
	09/01/2014	90.00	0.00	09/16/2014	Dog pick up/Impoundment 7pm-7am		-	No		0000
	Total:	710.00								
	C A C Total:	710.00								
<hr/>										
CARDMEMB Cardmember Service										
101-420-2220-44040	Repairs/Maint Eqpt									
	08/22/2014	53.55	0.00	09/16/2014	Battery tender for boat		-	No		0000
101-420-2220-44170	Uniforms									
	08/22/2014	16.00	0.00	09/16/2014	Boot polish		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
101-420-2220-44370	08/22/2014 Conferences & Training	760.00	0.00	09/16/2014	VCOS registration		-		No	0000
101-420-2220-44370	08/22/2014 Conferences & Training	585.00	0.00	09/16/2014	AMEM Lodging		-		No	0000
101-420-2220-44040	08/22/2014 Repairs/Maint Eqpt	12.84	0.00	09/16/2014	Boat motor flush		-		No	0000
101-420-2220-44040	08/22/2014 Repairs/Maint Eqpt	10.70	0.00	09/16/2014	Battery tender adapter		-		No	0000
101-420-2220-44330	08/22/2014 Dues & Subscriptions	100.00	0.00	09/16/2014	AMEM membership		-		No	0000
101-420-2220-44300	08/22/2014 Miscellaneous	53.51	0.00	09/16/2014	Holiday		-		No	0000
204-450-5200-43150	08/22/2014 Contract Services	100.00	0.00	09/16/2014	Sound & light		-		No	0000
101-410-1320-44330	08/22/2014 Dues & Subscriptions	26.99	0.00	09/16/2014	WSJ		-		No	0000
101-420-2400-44300	08/22/2014 Miscellaneous	23.55	0.00	09/16/2014	Tape measure		-		No	0000
206-450-5300-42000	08/22/2014 Office Supplies	125.30	0.00	09/16/2014	Library		-		No	0000
101-410-1320-43210	08/22/2014 Telephone	14.95	0.00	09/16/2014	Audible		-		No	0000
101-410-1320-44300	08/22/2014 Miscellaneous	89.35	0.00	09/16/2014	VISA		-		No	0000
101-410-1320-44350	08/22/2014 Books	38.99	0.00	09/16/2014	VISA		-		No	0000
101-410-1410-44300	08/22/2014 Miscellaneous	651.07	0.00	09/16/2014	Elections		-		No	0000
101-410-1320-44330	08/22/2014 Dues & Subscriptions	145.00	0.00	09/16/2014	Dues		-		No	0000
101-410-1320-44300	08/22/2014 Miscellaneous	16.56	0.00	09/16/2014	Supplies		-		No	0000
101-410-1910-44300	08/22/2014 Miscellaneous	-20.15	0.00	09/16/2014	VISA credit		-		No	0000
Total:		2,803.21								
CARDMEMB Total:		2,803.21								
CARQUEST Car Quest Auto Parts										
2055-321590	06/23/2014	187.58	0.00	09/16/2014	Batteries		-		No	0000
101-430-3120-42210	06/23/2014									
2055-321590	06/23/2014	2.76	0.00	09/16/2014	Finance charge		-		No	0000
101-430-3120-42210	06/23/2014									
2055-321590 Total:		190.34								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CARQUEST Total:		190.34								
CENTURYL CenturyLink										
08192014	08/19/2014	126.75	0.00	09/16/2014	Phone Service - Library		-		No	0000
206-450-5300-43210	Telephone									
08192014	08/19/2014	38.44	0.00	09/16/2014	Internet Service - Library		-		No	0000
206-450-5300-43250	Internet									
08192014 Total:		165.19								
CENTURYL Total:		165.19								
COMCAST Comcast										
101-420-2220-44300	08/27/2014	7.90	0.00	09/16/2014	Monthly service		-		No	0000
101-410-1940-43210	Miscellaneous									
08/24/2014	Telephone	4.19	0.00	09/16/2014	monthly service		-		No	0000
Total:		12.09								
COMCAST Total:		12.09								
CTYBLOOM City of Bloomington										
August 2014	08/31/2014	31.50	0.00	09/16/2014	Lab bacteria tests		-		No	0000
601-494-9400-42270	Utility System Maintenance									
August 2014 Total:		31.50								
CTYBLOOM Total:		31.50								
CTYOAKDA City of Oakdale										
10000460-01	08/31/2014	17,235.64	0.00	09/16/2014	Water Service 8/1-8/30/14 South Pit		-		No	0000
601-494-9400-43820	Water Utility									
10000460-01 Total:		17,235.64								
CTYOAKDA Total:		17,235.64								
CTYROSEV City of Roseville										
219171&219202	09/01/2014	2,635.58	0.00	09/16/2014	Monthly IT Services - Sept 2014		-		No	0000
101-410-1450-43180	Information Technology/Web									
219171&219202	09/01/2014	87.10	0.00	09/16/2014	Monthly telephone - Admin - Sept		-		No	0000
101-410-1320-43210	Telephone									
219171&219202	09/01/2014	13.75	0.00	09/16/2014	Monthly telephone - Building - Sept		-		No	0000
101-420-2400-43210	Telephone									
219171&219202	09/01/2014	13.75	0.00	09/16/2014	Monthly telephone - Communications - Sep		-		No	0000
101-410-1450-43210	Telephone									
219171&219202	09/01/2014	13.75	0.00	09/16/2014	Monthly telephone - Engineering Sept		-		No	0000
101-410-1930-43210	Telephone									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
219171&219202	09/01/2014	27.50	0.00	09/16/2014	Monthly telephone	Finance Sept	-	No		0000
101-410-1520-43210	Telephone									
219171&219202	09/01/2014	38.15	0.00	09/16/2014	Monthly telephone	Planning Sept	-	No		0000
101-410-1910-43210	Telephone									
219171&219202	09/01/2014	181.75	0.00	09/16/2014	Monthly telephone	PW Sept	-	No		0000
101-430-3100-43210	Telephone									
219171&219202 Total:		3,011.33								
CTYROSEV Total:		3,011.33								
DAMON Damon Farbar Associates										
24566	09/03/2014	2,145.00	0.00	09/16/2014	Lake Elmo Avenue	CSAH 17	-	No		0000
409-480-8000-43150	Contract Services									
24566 Total:		2,145.00								
DAMON Total:		2,145.00								
DPCINDUS DPC Industries, Inc.										
827001646-45	08/26/2014	336.90	0.00	09/16/2014	Flouride		-	No		0000
601-494-9400-42160	Chemicals									
827001646-45	08/26/2014	99.00	0.00	09/16/2014	Chlorine		-	No		0000
601-494-9400-42160	Chemicals									
827001646-45 Total:		435.90								
DPCINDUS Total:		435.90								
EMERGAUT Emergency Automotive Tech, Inc										
23026	08/27/2014	163.48	0.00	09/16/2014	Repair lights/siren	on BI	-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
23026 Total:		163.48								
EMERGAUT Total:		163.48								
Enright Enright Robert										
	08/25/2014	75.63	0.00	09/16/2014	Cable operations	8/19/14 PC	-	No		0000
101-410-1450-43620	Cable Operations									
	08/25/2014	25.00	0.00	09/16/2014	Bonus		-	No		0000
101-410-1450-43620	Cable Operations									
Total:		100.63								
Enright Total:		100.63								
EXPRESS Express Services, Inc										
14552578-8	08/20/2014	948.00	0.00	09/16/2014	Temp Services		-	No		0000
101-410-1320-43150	Contract Services									
14552578-8 Total:		948.00								



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
14586334-6	08/27/2014	948.00	0.00	09/16/2014	Temp Services		-	No		0000
101-410-1320-43150	Contract Services									
	14586334-6 Total:	948.00								
	EXPRESS Total:	1,896.00								
FERGUSON Ferguson Waterworks, Inc #2516										
104009 104581	08/29/2014	955.78	0.00	09/16/2014	Hydrant & service repair materials		-	No		0000
601-494-9400-44030	Repairs\Maint Imp Not Bldgs									
104009 104581	08/29/2014	99.96	0.00	09/16/2014	Hydrant & service repair materials		-	No		0000
601-494-9400-44030	Repairs\Maint Imp Not Bldgs									
104009 104581	08/29/2014	-296.43	0.00	09/16/2014	Credit		-	No		0000
601-494-9400-44030	Repairs\Maint Imp Not Bldgs									
104009 104581	Total:	759.31								
105316	09/03/2014	161.99	0.00	09/16/2014	Hydrant repair parts		-	No		0000
601-494-9400-44030	Repairs\Maint Imp Not Bldgs									
	105316 Total:	161.99								
	FERGUSON Total:	921.30								
FOCUS Focus Engineering, Inc.										
1374-1375	08/31/2014	2,832.96	0.00	09/16/2014	General		-	No		0000
101-410-1930-43030	Engineering Services									
1374-1375	08/31/2014	112.50	0.00	09/16/2014	Planning		-	No		0000
101-410-1910-43030	Engineering Services									
1374-1375	08/31/2014	292.50	0.00	09/16/2014	ROW		-	No		0000
101-430-3100-43030	Engineering Services									
	1374-1375 Total:	3,237.96								
1376-1379	08/31/2014	1,220.50	0.00	09/16/2014	Building		-	No		0000
101-420-2400-43030	Engineering									
1376-1379	08/31/2014	1,003.00	0.00	09/16/2014	Planning		-	No		0000
101-410-1910-43030	Engineering Services									
1376-1379	08/31/2014	787.00	0.00	09/16/2014	PW		-	No		0000
101-430-3100-43030	Engineering Services									
1376-1379	08/31/2014	479.00	0.00	09/16/2014	Water		-	No		0000
601-494-9400-43030	Engineering Services									
1376-1379	08/31/2014	97.00	0.00	09/16/2014	Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
1376-1379	08/31/2014	2,208.98	0.00	09/16/2014	Surface Water		-	No		0000
603-496-9500-43030	Engineering Services									
	1376-1379 Total:	5,795.48								
1380	08/31/2014	697.54	0.00	09/16/2014	2014.114 Transportation & Traffic		-	No		0000
409-480-8000-43030	Engineering Services									
1380	08/31/2014	1,208.80	0.00	09/16/2014	2014.115 Street System		-	No		0000
409-480-8000-43030	Engineering Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1380	08/31/2014	206.50	0.00	09/16/2014	2014.117 Capital Improvement		-	No		0000
409-480-8000-43030	Engineering Services									
1380	08/31/2014	254.50	0.00	09/16/2014	2014.118 2014 Seal Coat		-	No		0000
409-480-8000-43030	Engineering Services									
1380	08/31/2014	90.00	0.00	09/16/2014	2014.119 2014 Crack Seal		-	No		0000
409-480-8000-43030	Engineering Services									
1381	08/31/2014	2,457.34	0.00	09/16/2014	2014.121 State Hiw 5 Traffic		-	No		0000
409-480-8000-43030	Engineering Services									
1381	Total:	430.00								
1382	08/31/2014	430.00	0.00	09/16/2014	2012.125 OV Sanitary Sewer		-	No		0000
409-480-8000-43030	Engineering Services									
1382	Total:	97.50								
1383	08/31/2014	97.50	0.00	09/16/2014	2012.128 Water System Design		-	No		0000
601-494-9400-43030	Engineering Services									
1383	Total:	1,240.00								
1384	08/31/2014	1,240.00	0.00	09/16/2014	2012.129 Keats Avenue Watermain		-	No		0000
601-494-9400-43030	Engineering Services									
1384	Total:	218.85								
1385	08/31/2014	290.11	0.00	09/16/2014	2012.129 Keats Avenue Street		-	No		0000
409-480-8000-43030	Engineering Services									
1385	Total:	508.96								
1386	08/31/2014	239.00	0.00	09/16/2014	2013.123 LE Ave Infra		-	No		0000
601-494-9400-43030	Engineering Services									
1386	Total:	239.00								
1387	08/31/2014	377.00	0.00	09/16/2014	2013.125 Production Well 4		-	No		0000
601-494-9400-43030	Engineering Services									
1387	Total:	377.00								
1388	08/31/2014	377.00	0.00	09/16/2014	2013.126 Section 34 water		-	No		0000
601-494-9400-43030	Engineering Services									
1388	Total:	393.80								
1387	08/31/2014	590.70	0.00	09/16/2014	2013.126 Section 34 Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
1387	Total:	590.70								
1388	08/31/2014	984.50	0.00	09/16/2014	2013.127 CSAH 15		-	No		0000
602-495-9450-43030	Engineering Services									
1388	Total:	29.50								
1389	08/31/2014	440.00	0.00	09/16/2014	2013.131 Well no 4		-	No		0000
601-494-9400-43030	Engineering Services									
1389	Total:	440.00								
1390	08/31/2014	612.50	0.00	09/16/2014	2013.132 Pumhouse No 4		-	No		0000
601-494-9400-43030	Engineering Services									
1390	Total:	612.50								
1391	08/31/2014	24,346.33	0.00	09/16/2014	2013.133 LE Ave Trunk Watermain		-	No		0000
601-494-9400-43030	Engineering Services									
1391	Total:	24,346.33								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
1392	08/31/2014	1,306.20	0.00	09/16/2014	2013.134 LE Ave Corridor		-		No	0000
409-480-8000-43030	Engineering Services									
	1392 Total:	1,306.20								
1393	08/31/2014	19,964.83	0.00	09/16/2014	2013.135 2014 Street Impr		-		No	0000
409-480-8000-43030	Engineering Services									
	1393 Total:	19,964.83								
1394	08/31/2014	1,283.00	0.00	09/16/2014	2014.127 Village East Trunk		-		No	0000
602-495-9450-43030	Engineering Services									
	1394 Total:	1,283.00								
1397	08/31/2014	2,774.50	0.00	09/16/2014	2014.131 39th Street		-		No	0000
409-480-8000-43030	Engineering Services									
	1397 Total:	2,774.50								
1398	08/31/2014	776.00	0.00	09/16/2014	2014.135 Beehive Asset		-		No	0000
409-480-8000-43030	Engineering Services									
	1398 Total:	776.00								
1399	08/31/2014	861.45	0.00	09/16/2014	2014.136 2015 Street & Utility		-		No	0000
409-480-8000-43030	Engineering Services									
	1399 Total:	861.45								
1400	08/31/2014	2,370.50	0.00	09/16/2014	2014.137 OV Phase 1		-		No	0000
409-480-8000-43030	Engineering Services									
	1400 Total:	2,370.50								
1401	08/31/2014	14,792.74	0.00	09/16/2014	2012.130A Lennar I-94 Corridor		-		No	0000
803-000-0000-22910	Developer Payments									
	1401 Total:	14,792.74								
1402	08/31/2014	970.88	0.00	09/16/2014	2013.128 Amaris Homes		-		No	0000
803-000-0000-22910	Developer Payments									
	1402 Total:	970.88								
1403	08/31/2014	177.00	0.00	09/16/2014	2013.129 Hammes Estates		-		No	0000
803-000-0000-22910	Developer Payments									
	1403 Total:	177.00								
1404	08/31/2014	1,773.94	0.00	09/16/2014	2013.130 Landucci		-		No	0000
803-000-0000-22910	Developer Payments									
	1404 Total:	1,773.94								
1405	08/31/2014	29.50	0.00	09/16/2014	2014.125 Gonyea Village		-		No	0000
803-000-0000-22910	Developer Payments									
	1405 Total:	29.50								
1406	08/31/2014	885.00	0.00	09/16/2014	2014.126 Easton Village		-		No	0000
803-000-0000-22910	Developer Payments									
	1406 Total:	885.00								
1407	08/31/2014	2,246.66	0.00	09/16/2014	2014.127B Lakewood Crossing Kwik Trip		-		No	0000
803-000-0000-22910	Developer Payments									
	1407 Total:	2,246.66								
1408	08/31/2014	29.50	0.00	09/16/2014	2014.132 Sprint 2.5		-		No	0000
803-000-0000-22900	Deposits Payable									
	1408 Total:	29.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1409	08/31/2014	1,386.50	0.00	09/16/2014	2014.133 Gonyea - Parcel E		-		No	0000
803-000-0000-22910	Developer Payments									
	1409 Total:	1,386.50								
1410	08/31/2014	501.50	0.00	09/16/2014	2014.134 Eagle Point		-		No	0000
803-000-0000-22910	Developer Payments									
	1410 Total:	501.50								
1411	08/31/2014	2,241.00	0.00	09/16/2014	2014.138 Savonna 2nd addition		-		No	0000
803-000-0000-22910	Developer Payments									
	1411 Total:	2,241.00								
1412	08/31/2014	1,416.00	0.00	09/16/2014	2014.139 Inwood (Hans Hagen)		-		No	0000
803-000-0000-22910	Developer Payments									
	1412 Total:	1,416.00								
	FOCUS Total:	96,582.77								
FRONT Frontier AG & Turf										
P75714	09/02/2014	791.70	0.00	09/16/2014	Batteries and fuel pump and parts JD 4-		-		No	0000
101-430-3125-42210	Equipment Parts									
	P75714 Total:	791.70								
	FRONT Total:	791.70								
GMCONTR G.M. Contracting, Inc.										
Pay Req 2	09/01/2014	395,509.31	0.00	09/16/2014	2013.133 LE Ave Trunk		-		No	0000
601-494-9400-43030	Engineering Services									
	Pay Req 2 Total:	395,509.31								
	GMCONTR Total:	395,509.31								
GONYEA Gonyea Homes										
09/02/2014		4,900.00	0.00	09/16/2014	Escrow Release 2013-663 10938 57th St		-		No	0000
803-000-0000-22900	Deposits Payable									
	Total:	4,900.00								
	GONYEA Total:	4,900.00								
HARDDRIV Hardrives, Inc.										
Pay No 2	08/31/2014	427,922.74	0.00	09/16/2014	2013.135 2014 Street Improvement		-		No	0000
409-480-8000-43030	Engineering Services									
	Pay No 2 Total:	427,922.74								
	HARDDRIV Total:	427,922.74								
HYDRO Hydromethods										
201408503	09/02/2014	1,806.00	0.00	09/16/2014	2015 Storm Sewer Improvements		-		No	0000
602-495-9450-43030	Engineering Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
201408503 Total:		1,806.00								
HYDRO Total:		1,806.00								
<hr/>										
INFINITP Infinity Printing Supplies										
468280-468283	08/29/2014	620.52	0.00	09/16/2014	Office supplies		-			No 0000
101-410-1320-42000	Office Supplies									
468280-468283	08/29/2014	141.34	0.00	09/16/2014	Paper		-			No 0000
101-430-3200-42100	Recycling Supplies									
468280-468283 Total:		761.86								
INFINITP Total:		761.86								
<hr/>										
JAMESFAL James Falvey Homes, Inc										
09/03/2014		5,000.00	0.00	09/16/2014	Escrow Release #8671 11881 58th St		-			No 0000
803-000-0000-22900	Deposits Payable									
Total:		5,000.00								
JAMESFAL Total:		5,000.00								
<hr/>										
JANIKING Jani-King of Minnesota, Inc										
MIN09140453	09/01/2014	235.00	0.00	09/16/2014	Cleaning Services - city hall		-			No 0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
MIN09140453 Total:		235.00								
JANIKING Total:		235.00								
<hr/>										
JOHNSON& Johnson & Turner Attorneys										
37939-37811	09/08/2014	1,839.50	0.00	09/16/2014	Legal Services - Civil		-			No 0000
101-410-1320-43040	Legal Services									
37939-37811	09/08/2014	4,772.50	0.00	09/16/2014	Legal Services - Prosecution		-			No 0000
101-420-2150-43045	Attorney Criminal									
37939-37811	09/08/2014	342.50	0.00	09/16/2014	5th Street Construction		-			No 0000
803-000-0000-22910	Developer Payments									
37939-37811	09/08/2014	1,087.50	0.00	09/16/2014	39th Street Project		-			No 0000
803-000-0000-22910	Developer Payments									
37939-37811	09/08/2014	440.00	0.00	09/16/2014	Lennar Matter		-			No 0000
803-000-0000-22910	Developer Payments									
37939-37811	09/08/2014	500.00	0.00	09/16/2014	Wildflower		-			No 0000
803-000-0000-22910	Developer Payments									
37939-37811	09/08/2014	465.00	0.00	09/16/2014	Easton Village		-			No 0000
803-000-0000-22910	Developer Payments									
37939-37811 Total:		9,447.00								
JOHNSON& Total:		9,447.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
kathfuel Kath Fuel Oil Service Co										
476177-476178	08/26/2014	1,224.31	0.00	09/16/2014	Fuel		-	No		0000
101-430-3120-42120	Fuel, Oil and Fluids									
476177-476178	08/26/2014	2,051.94	0.00	09/16/2014	Fuel		-	No		0000
101-430-3120-42120	Fuel, Oil and Fluids									
	476177-476178 Total:	3,276.25								
	kathfuel Total:	3,276.25								
KORTHER KORTH ERIC										
	09/09/2014	34.38	0.00	09/16/2014	Cable operations -9/9 WS		-	No		0000
101-410-1450-43620	Cable Operations									
	Total:	34.38								
	KORTHER Total:	34.38								
LANDARCH Landmark Architechural Signs										
3187	08/25/2014	12,450.00	0.00	09/16/2014	Signs		-	No		0000
404-480-8000-44030	Repairs/Maint Imp Not Bldgs									
	3187 Total:	12,450.00								
	LANDARCH Total:	12,450.00								
Landscape Architecture, Inc										
Task Order 1	09/04/2014	1,040.00	0.00	09/16/2014	Savona Final Plat - 2nd payment		-	No		0000
803-000-0000-22910	Developer Payments									
	Task Order 1 Total:	1,040.00								
Task Order 3	09/04/2014	780.00	0.00	09/16/2014	Village Preserve Review		-	No		0000
803-000-0000-22910	Developer Payments									
	Task Order 3 Total:	780.00								
Task Order 4	09/04/2014	780.00	0.00	09/16/2014	Easton Village Review		-	No		0000
803-000-0000-22910	Developer Payments									
	Task Order 4 Total:	780.00								
Task Order 5	09/04/2014	520.00	0.00	09/16/2014	Boulder Ponds Review		-	No		0000
803-000-0000-22910	Developer Payments									
	Task Order 5 Total:	520.00								
Task Order 7	09/04/2014	650.00	0.00	09/16/2014	Hunter's Crossing review		-	No		0000
803-000-0000-22910	Developer Payments									
	Task Order 7 Total:	650.00								
Task Order 9	09/04/2014	780.00	0.00	09/16/2014	Village Park Preserve Review		-	No		0000
803-000-0000-22910	Developer Payments									
	Task Order 9 Total:	780.00								
	Landscape Total:	4,550.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
LANG RON Ron's Inspection Services, LLC										
4	09/02/2014	1,203.50	0.00	09/16/2014	Building Inspector Services		-		No	0000
101-420-2400-43150	Inspector Contract Services									
4	09/02/2014	152.32	0.00	09/16/2014	Building Inspector Mileage		-		No	0000
101-420-2400-43150	Inspector Contract Services									
	4 Total:	1,355.82								
	LANG RON Total:	1,355.82								
LEAGMN League of MN Cities										
202096	09/01/2014	2,647.68	0.00	09/16/2014	Annual Member. 9/1/14-12/31/14		-		No	0000
101-410-1110-44330	Dues & Subscriptions									
202096	09/01/2014	5,295.32	0.00	09/16/2014	Annual Member. 1/1/15-8/31/15		-		No	0000
101-000-0000-15500	Prepaid Items									
	202096 Total:	7,943.00								
	LEAGMN Total:	7,943.00								
LEOIL Lake Elmo Oil, Inc.										
	08/31/2014	289.51	0.00	09/16/2014	Fuel		-		No	0000
101-420-2220-42120	Fuel, Oil and Fluids									
	Total:	289.51								
	LEOIL Total:	289.51								
Lillie Newspapers Inc. Lillie Suburban										
Acct 007148	08/29/2014	22.00	0.00	09/16/2014	Planning Comm - 8/25		-		No	0000
101-410-1450-43510	Public Notices									
Acct 007148	08/29/2014	19.80	0.00	09/16/2014	PHearing 9/08		-		No	0000
101-410-1450-43510	Public Notices									
Acct 007148	08/29/2014	13.20	0.00	09/16/2014	Notice Ord 08-114		-		No	0000
101-410-1320-43510	Legal Publishing									
	Acct 007148 Total:	55.00								
	Lillie Total:	55.00								
MACLEOD MacLeod Alyssa										
	09/08/2014	50.00	0.00	09/16/2014	Parking - 3CMA conference		-		No	0000
101-410-1450-44370	Conferences & Training									
	Total:	50.00								
	MACLEOD Total:	50.00								
MANUFACT Manufactured Housing Special.										
	08/29/2014	500.00	0.00	09/16/2014	Escrow Release #2014-341 511		-		No	0000
803-000-0000-22900	Deposits Payable				Cinnarron					

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
803-000-0000-22900	08/28/2014	500.00	0.00	09/16/2014	Escrow Release 2014-342 349		-			0000
	Deposits Payable				Cimarron					No
	Total:	1,000.00								
	MANUFACT Total:	1,000.00								
MARONEY'S Maroney's Sanitation, Inc										
538806	09/03/2014	109.78	0.00	09/16/2014	Waste Removal - City Hall		-			0000
101-410-1940-43840	Refuse									No
538806	09/03/2014	48.30	0.00	09/16/2014	Waste Removal - Fire		-			0000
101-420-2220-43840	Refuse									No
538806	09/03/2014	210.63	0.00	09/16/2014	Waste Removal - Public Works		-			0000
101-430-3100-43840	Refuse									No
538806	09/03/2014	210.63	0.00	09/16/2014	Waste Removal - Fire		-			0000
101-420-2220-43840	Refuse									No
538806	09/03/2014	48.67	0.00	09/16/2014	Waste Removal - Library		-			0000
206-450-5300-43840	Refuse									No
	538806 Total:	628.01								
	MARONEY'S Total:	628.01								
MARTIDAV Martin David										
204-450-5200-43150	09/09/2014	20.00	0.00	09/16/2014	Volksmarch Overpayment		-			0000
	Contract Services									No
	Total:	20.00								
	MARTIDAV Total:	20.00								
MENARDSO Menards - Oakdale										
48857	08/28/2014	14.00	0.00	09/16/2014	Bee Spray		-			0000
101-450-5200-42160	Chemicals									No
	48857 Total:	14.00								
53763	08/18/2014	55.90	0.00	09/16/2014	Tie Downs		-			0000
101-450-5200-42400	Small Tools & Minor Equipment									No
	53763 Total:	55.90								
54340	08/25/2014	21.98	0.00	09/16/2014	City Hall Lot Light		-			0000
101-410-1940-42230	Building Repair Supplies									No
	54340 Total:	21.98								
54525	08/27/2014	62.65	0.00	09/16/2014	City Hall Lights		-			0000
101-410-1940-42230	Building Repair Supplies									No
54525	08/27/2014	5.97	0.00	09/16/2014	Shop supplies		-			0000
101-430-3100-42150	Shop Materials									No
	54525 Total:	68.62								
54847	09/01/2014	81.82	0.00	09/16/2014	Sealer & applicators		-			0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs									No
	54847 Total:	81.82								



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
55052	09/03/2014	187.78	0.00	09/16/2014	New Park signage materials		-	No		0000
404-480-8000-45300	Improvements Other Than Bldgs									
	55052 Total:	187.78								
	MENARDSO Total:	430.10								
<hr/>										
METCOU Metropolitan Council										
1037581	09/04/2014	1,550.84	0.00	09/16/2014	Monthly Wastewater - October		-	No		0000
602-495-9450-43820	Sewer Utility - Met Council									
	1037581 Total:	1,550.84								
	METCOU Total:	1,550.84								
<hr/>										
MIDWAYFO Midway Ford										
10029653723	09/04/2014	8,614.19	0.00	09/16/2014	2015 F-250 pickup		-	No		0000
410-480-8000-45500	Vehicles									
10029653723	09/04/2014	14,356.98	0.00	09/16/2014	2015 F-250 pickup		-	No		0000
404-480-8000-45500	Vehicles									
10029653723	09/04/2014	5,742.79	0.00	09/16/2014	2015 F-250 pickup		-	No		0000
603-496-9500-45500	Vehicles									
	10029653723 Total:	28,713.96								
	MIDWAYFO Total:	28,713.96								
<hr/>										
MIRACLE Equipment Co. Miracle Recreation										
753555	08/25/2014	8,546.50	0.00	09/16/2014	Playground borders		-	No		0000
404-480-8000-45300	Improvements Other Than Bldgs									
	753555 Total:	8,546.50								
	MIRACLE Total:	8,546.50								
<hr/>										
MMA Minnesota Mayors Association										
101-410-1110-44330	08/29/2014	30.00	0.00	09/16/2014	Membership Dues - Pearson		-	No		0000
	Dues & Subscriptions									
	Total:	30.00								
	MMA Total:	30.00								
<hr/>										
MNDOH MN Department of Health										
601-494-9400-43820	08/22/2014	1,578.00	0.00	09/16/2014	Community Water Supply 7/01-9/30/2014		-	No		0000
	Water Utility									
	Total:	1,578.00								
	MNDOH Total:	1,578.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ONECALL Gopher State One Call 123569 08/31/2014 101-430-3100-43150 Contract Services 123569 Total: ONECALL Total:		237.90 237.90 237.90	0.00	09/16/2014	FTP Tickets - August		-	No		0000
PARTYON PARTY ON STILLWATER 1624 07/28/2014 204-450-5200-43150 Contract Services 1624 Total: PARTYON Total:		1,632.60 1,632.60 1,632.60	0.00	09/16/2014	Tent set up		-	No		0000
PINKY Pinky's Sewer Service, Inc. 69760 09/02/2014 206-450-5300-44010 Repairs/Maint Bldg 69760 Total: PINKY Total:		100.00 100.00 100.00	0.00	09/16/2014	Pumped 2 septic tanks		-	No		0000
PIONEER Pioneer Press 814520397 08/31/2014 101-410-1450-43510 Public Notices 814520397 Total: PIONEER Total:		1,209.20 1,209.20 1,209.20	0.00	09/16/2014	Public hearing notices		-	No		0000
PONYPART Pony Party Express 1563 08/26/2014 101-000-0000-11500 Accounts Receivable 1563 Total: PONYPART Total:		405.00 405.00 405.00	0.00	09/16/2014	Ponies for Volksmarch		-	No		0000
POSITIVE Positive Promotions, Inc. 5055393 08/20/2014 101-420-2220-43050 Physicals 5055393 Total: POSITIVE Total:		585.65 585.65 585.65	0.00	09/16/2014	Fire Prevention Supplies		-	No		0000
RIVRCCOOP River Country Cooperative 08/31/2014 101-420-2220-42120 Fuel, Oil and Fluids Total:		429.79 429.79	0.00	09/16/2014	Fuel		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
RIVRCOOP Total:		429.79								
S&T S&T Office Products, Inc.										
01QN4727	08/12/2014	20.95	0.00	09/16/2014	Office Supplies - Admin		-	No		0000
101-410-1320-42000	Office Supplies									
01QN4727	08/12/2014	51.40	0.00	09/16/2014	Office Supplies - Planning		-	No		0000
101-410-1910-42000	Office Supplies									
01QN4727	08/12/2014	5.35	0.00	09/16/2014	Office Supplies - Building		-	No		0000
101-420-2400-42000	Office Supplies									
01QN4727 Total:		77.70								
S&T Total:		77.70								
SAMSCLUB Sam's Club										
101-420-2220-44300	08/29/2014	83.98	0.00	09/16/2014	Restock station/rehab supplies		-	No		0000
Miscellaneous										
Total:		83.98								
SAMSCLUB Total:		83.98								
SERVICE Service Ideas										
114-2386349	08/06/2014	40.38	0.00	09/16/2014	Program - popcorn		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
114-2386349 Total:		40.38								
SERVICE Total:		40.38								
SHERWINW Sherwin-Williams										
7853 &5597	08/29/2014	742.55	0.00	09/16/2014	Paint for signs		-	No		0000
404-480-8000-44030	Repairs/Maint Imp Not Bldgs									
7853 &5597 Total:		742.55								
SHERWINW Total:		742.55								
STCROIXR St. Croix Recreation Co.										
18219	09/08/2014	33,003.00	0.00	09/16/2014	Burke Structure Nucleus		-	No		0000
404-480-8000-45300	Improvements Other Than Bldgs									
18219 Total:		33,003.00								
STCROIXR Total:		33,003.00								
SW/WC SW/WC Service Cooperatives										
C1210-20 7	08/27/2014	21,222.00	0.00	09/16/2014	October premium		-	No		0000
101-000-0000-21706	Medical Insurance									
C1210-20 7 Total:		21,222.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
SW/WC Total:		21,222.00								
TASCH T.A. Schifsky & Sons Inc										
14-587	09/09/2014	11,505.00	0.00	09/16/2014	5890 Highlands Trail					0000
409-480-8000-43150	Contract Services									No
14-587	09/09/2014	6,995.00	0.00	09/16/2014	5890 Highlands Trail					0000
101-000-0000-11500	Accounts Receivable									No
56748	08/26/2014	18,500.00								0000
101-430-3120-42240	Street Maintenance Materials	1,006.83	0.00	09/16/2014	Asphalt					No
	56748 Total:	1,006.83								
	TASCH Total:	19,506.83								
TOTALMEC Total Mechanical Services, Inc										
Pay No 4	09/01/2014	57,028.50	0.00	09/16/2014	2013.132 Pumphouse No 4					0000
601-494-9400-43030	Engineering Services									No
	Pay No 4 Total:	57,028.50								
	TOTALMEC Total:	57,028.50								
TOWNCTRY Town & Country Cleaning Co										
914340	09/01/2014	215.00	0.00	09/16/2014	September Cleaning - Library					0000
206-450-5300-44010	Repairs/Maint Bldg									No
	914340 Total:	215.00								
	TOWNCTRY Total:	215.00								
TRKUTI Truck Utilities Inc.										
273572	09/04/2014	17.57	0.00	09/16/2014	Brackets and light lenses 09-1					0000
101-430-3100-42210	Equipment Parts									No
	273572 Total:	17.57								
	TRKUTI Total:	17.57								
USPOST United States Postal Service										
	09/08/2014	563.00	0.00	09/16/2014	Postage for Newsletter					0000
101-410-1320-43090	Newsletter/Website									No
	Total:	563.00								
	USPOST Total:	563.00								
VALLBRAN Valley Branch Watershed Dist.										
	09/10/2014	9,000.00	0.00	09/16/2014	2014.131 39th Str Improvements - Escrow					0000
409-000-0000-13200	Due From Other Governments									No

(\*) HOLD PER PC.

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Total:		9,000.00								
VALLBRAN Total:		9,000.00								
WAS-TRAN Washington County										
79441	09/09/2014				Street Striping					0000
101-430-3120-43150 Contract Services		3,076.83	0.00	09/16/2014						
79441 Total:		3,076.83								
WAS-TRAN Total:		3,076.83								
WASHPRTA Washington County										
	09/10/2014	435.00	0.00	09/16/2014	Special Assess Due Cty - 5920 Highlands					0000
321-000-0000-20200 Accounts Payable		435.00								
Total:		435.00								
WASHPRTA Total:		435.00								
WHEATON Wheaton Joseph										
20140901	09/01/2014	812.92	0.00	09/16/2014	Electrical Inspection Services					0000
101-000-0000-20802 Building Permit Surcharge		812.92								
20140901 Total:		812.92								
WHEATON Total:		812.92								
Whiteani White Anita										
	09/08/2014	79.06	0.00	09/16/2014	Cable Operations 9/08 PC					0000
101-410-1450-43620 Cable Operations		79.06								
	09/02/2014	55.00	0.00	09/16/2014	Cable Operations 9/2/14 CC					0000
101-410-1450-43620 Cable Operations		55.00								
	09/08/2014	25.00	0.00	09/16/2014	Bonus 9/08 PC					0000
101-410-1450-43620 Cable Operations		25.00								
Total:		159.06								
Whiteani Total:		159.06								
XCEL Xcel Energy										
	08/27/2014	108.09	0.00	09/16/2014	Electrical Services					0000
101-450-5200-43810 Electric Utility		108.09								
	08/27/2014	79.17	0.00	09/16/2014	Electrical Services					0000
602-495-9450-43810 Electric Utility		79.17								
	08/27/2014	35.74	0.00	09/16/2014	Electrical Services					0000
101-430-3160-43810 Street Lighting		35.74								
	08/27/2014	27.68	0.00	09/16/2014	Electrical Services					0000
101-430-3160-43810 Street Lighting		27.68								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
101-420-2220-43810	08/27/2014 Electric Utility	471.81	0.00	09/16/2014	Electrical Services		-	No		0000
101-410-1940-43810	08/27/2014 Electric Utility	382.99	0.00	09/16/2014	Electrical Services		-	No		0000
101-430-3160-43810	08/27/2014 Street Lighting	33.93	0.00	09/16/2014	Electrical Services		-	No		0000
101-410-1940-43810	08/27/2014 Electric Utility	330.83	0.00	09/16/2014	Electrical Services		-	No		0000
101-450-5200-43810	08/27/2014 Electric Utility	27.66	0.00	09/16/2014	Electrical Services		-	No		0000
101-450-5200-43810	08/27/2014 Electric Utility	44.19	0.00	09/16/2014	Electrical Services		-	No		0000
101-450-5200-43810	08/27/2014 Electric Utility	35.26	0.00	09/16/2014	Electrical Services		-	No		0000
601-494-9400-43810	08/27/2014 Electric Utility	3,334.09	0.00	09/16/2014	Electrical Services		-	No		0000
101-420-2220-43810	08/27/2014 Electric Utility	406.10	0.00	09/16/2014	Electrical Services		-	No		0000
101-430-3160-43810	08/27/2014 Street Lighting	43.46	0.00	09/16/2014	Electrical Services		-	No		0000
101-450-5200-43810	08/27/2014 Electric Utility	83.85	0.00	09/16/2014	Electrical Services		-	No		0000
602-495-9450-43810	08/27/2014 Electric Utility	19.92	0.00	09/16/2014	Electrical Services		-	No		0000
602-495-9450-43810	08/27/2014 Electric Utility	17.52	0.00	09/16/2014	Electrical Services		-	No		0000
101-450-5200-43810	08/27/2014 Electric Utility	100.28	0.00	09/16/2014	Electrical Services		-	No		0000
101-430-3160-43810	08/27/2014 Street Lighting	1,836.25	0.00	09/16/2014	Electrical Services		-	No		0000
101-430-3160-43810	08/27/2014 Street Lighting	31.19	0.00	09/16/2014	Electrical Services		-	No		0000
101-450-5200-43810	08/27/2014 Electric Utility	14.51	0.00	09/16/2014	Electrical Services		-	No		0000
101-450-5200-43810	08/27/2014 Electric Utility	32.10	0.00	09/16/2014	Electrical Services		-	No		0000
101-430-3100-43810	08/27/2014 Electric Utility	594.16	0.00	09/16/2014	Electrical Services		-	No		0000
601-494-9400-43810	08/27/2014 Electric Utility	26.09	0.00	09/16/2014	Electrical Services		-	No		0000
101-430-3160-43810	08/27/2014 Street Lighting	12.93	0.00	09/16/2014	Electrical Services		-	No		0000
206-450-5300-43810	08/27/2014 Electric Utility	627.28	0.00	09/16/2014	Electrical Services		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
602-495-9450-43810	08/27/2014 Electric Utility	156.88	0.00	09/16/2014	Electrical Services		-	No		0000
601-494-9400-43810	08/27/2014 Electric Utility	98.13	0.00	09/16/2014	Electrical Services		-	No		0000
	Total:	9,012.09								
	XCEL Total:	9,012.09								
YALEMECH Yale Mechanical										
Various	08/27/2014	376.69	0.00	09/16/2014	Quarterly Maintenance - PW		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg	201.38	0.00	09/16/2014	Quarterly Maintenance - Fire Station		-	No		0000
Various	08/27/2014	387.39	0.00	09/16/2014	Quarterly Maintenance - City Hall		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg	227.64	0.00	09/16/2014	Quarterly Maintenance - Annex		-	No		0000
Various	08/27/2014									
101-410-1940-44010	Repairs/Maint Contractual Bldg									
Various	08/27/2014									
101-410-1910-44300	Miscellaneous									
	Various Total:	1,193.10								
	YALEMECH Total:	1,193.10								
	Report Total:	1,269,161.44								



## MAYOR & COUNCIL COMMUNICATION

**DATE:** September 16, 2014

**CONSENT**

**ITEM#**

**5**

**AGENDA ITEM:** August 2014 Financial Reporting

**SUBMITTED BY:** Cathy Bendel, Finance Director

**THROUGH:** Cathy Bendel, Finance Director

**REVIEWED BY:** Finance Committee

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**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 August 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 August 2014 reflecting the monthly and year to date detail, comparing the actual results to the 2014 Budget.



The most significant budget to actual variances are highlighted below:

Revenues:

- Building Permit revenue for the month was 3% below budget and the year to date results are 9% better than budget. There was one new home started in August bringing the year to date new home starts to 17 compared to 23 in 2013 and 20 in 2012. Although fewer homes, the valuation amount to date is very close to 2013 due to the average home values being greater than the values used to estimate revenues in the 2014 budget. In addition, a new commercial building permit was issued in August which was valued at \$1.4M.
- Zoning and subdivision fees are well above budget for the month due to the budget assuming there would be very few zoning exceptions requested. This has not been the case, resulting in \$6.7k in revenue for the month and \$14.4k on a year to date basis.
- Plan check fees for the month are 24% better than budget and the year to date results are 30% better than budget. As mentioned previously, the valuations are higher than projected resulting in the revenue also being higher than budgeted.
- Miscellaneous permits for August includes a special fuel tank permit for \$7.5k. Due to the unusual nature of this permit, it has been broken out.

Expenses:

Most departments were at or below budget for the month due to diligently managing expenditures to the bottom line. A few items to note:

- Administration – In August a temporary employee was utilized to cover the front desk in the absence of the full-time employee. This expense shows up in contract services expense.
- Elections – In August the election judge expenses were paid out and are reflected under part-time salaries. The expense was split between August and September in the budget resulting in the variance being a timing issue. It is anticipated that the full year expense will come in below budget.
- Police – As mentioned in July, the cost for policing services is billed each year in two installments. The amounts were budgeted in June and December. The bill for the first half of the year was billed and paid 8/19/14 resulting in the timing related variance.
- Public Works – The part time salaries are \$3k higher than budget for the month due to all salaries being budgeted in the full time salary line item. On a year to date basis, the sum of the two salary expense lines are above budget due to the extra costs for snow removal as well as the summer focus on street repairs.
- Streets – Due to the summer focus on street repairs, the street maintenance expenses are higher than budgeted for the month but within the full year budgeted amount. New signs were purchased and installed throughout the City resulting in the majority of the expense. Contract services for August included the cost of \$4.5k to rent the spray-patcher for street repairs for a second month due to the good results in July.

- Tree Program – In August the City Right of Way's were trimmed. This was budgeted to be done earlier in the summer. On a year to date basis the expense is 7% more than budgeted.
- Parks & Recreation – As mentioned with Public Works, all salary costs were budgeted under full-time salaries. In total, the salaries are \$1.8k more than budget for the month and \$4k below budget on a year to date basis. Landscaping materials for the month were \$1.4k higher than budget due to having the resources available to focus on the parks initiative.

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

**ATTACHMENT:**

1. August Financial Reports

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

9/16/2014

DEPT 410 - GEN'L GOV'T	MONTH				YTD			
	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
<b>REVENUE</b>								
Total Revenue	32,950.00	66,768.09	33,818.09	102.63%	1,763,920.58	1,744,192.93	(19,727.65)	-1.12%
<b>EXPENSE</b>								
Total Mayor & Council	75.00	0.00	75.00	100.00%	30,566.66	17,952.56	12,614.10	41.27%
Total Administration	27,442.70	28,425.84	(983.14)	-3.58%	270,605.19	287,086.82	(16,481.63)	-6.09%
Total Elections	2,625.00	3,928.91	(1,303.91)	-49.67%	7,325.00	4,900.94	2,424.06	33.09%
Total Communications	5,753.48	5,478.98	274.50	4.77%	51,353.91	61,998.46	(10,644.55)	-20.73%
Total Finance	9,510.24	12,070.33	(2,560.09)	-26.92%	112,522.54	114,056.44	(1,533.90)	-1.36%
Total Planning & Zoning	20,108.41	18,912.11	1,196.30	5.95%	175,521.42	159,275.58	16,245.84	9.26%
Total Engineering Services	4,000.00	3,990.47	9.53	0.24%	32,000.00	26,956.18	5,043.82	15.76%
Total City Hall	2,283.32	2,022.29	261.03	11.43%	18,099.88	16,286.93	1,812.95	10.02%
<b>Total General Government</b>	<b>71,798.15</b>	<b>74,828.93</b>	<b>(3,030.78)</b>	<b>-4.22%</b>	<b>697,994.60</b>	<b>688,513.91</b>	<b>9,480.69</b>	<b>1.36%</b>
<b>DEPT 420 - PUBLIC SAFETY</b>								
Total Police	0.00	254,161.06	(254,161.06)	-100.00%	250,000.00	255,472.78	(5,472.78)	-2.19%
Total Prosecution	4,250.00	4,242.50	7.50	0.18%	34,000.00	31,503.75	2,496.25	7.34%
Total Fire	29,540.97	25,613.24	3,927.73	13.30%	271,555.96	250,494.29	21,061.67	7.76%
Total Fire Relief	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Building Inspections	11,927.24	10,467.19	1,460.05	12.24%	104,861.29	103,635.66	1,225.63	1.17%
Total Emergency Communications	0.00	0.00	0.00	0.00%	5,800.00	3,373.08	2,426.92	41.84%
Total Animal Control	550.00	635.00	(85.00)	-15.45%	4,182.08	4,394.00	(211.92)	-5.07%
<b>Total Public Safety</b>	<b>46,268.21</b>	<b>295,118.99</b>	<b>(248,850.78)</b>	<b>-537.84%</b>	<b>670,399.33</b>	<b>648,873.56</b>	<b>21,525.77</b>	<b>3.21%</b>

	MONTH				YTD			
	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
<b>DEPT 430 - PUBLIC WORKS</b>								
Total Public Works	27,708.91	23,314.35	4,394.56	15.86%	266,002.64	263,662.59	2,340.05	0.88%
Total Streets	1,600.00	15,633.14	(14,033.14)	-877.07%	11,300.00	35,578.08	(24,278.08)	-214.85%
Total Ice & Snow Removal	500.00	0.00	500.00	100.00%	63,500.00	58,353.25	5,146.75	8.11%
Total Street Lighting	2,400.00	2,061.28	338.72	14.11%	19,200.00	14,462.00	4,738.00	24.68%
Total Recycling	0.00	0.00	0.00	0.00%	7,400.00	5,083.09	2,316.91	31.31%
Total Tree Program	0.00	4,400.00	(4,400.00)	-100.00%	5,000.00	5,350.00	(350.00)	-7.00%
<b>Total Public Works</b>	<u>32,208.91</u>	<u>45,408.77</u>	<u>(13,199.86)</u>	<u>-40.98%</u>	<u>372,402.64</u>	<u>382,489.01</u>	<u>(10,086.37)</u>	<u>-2.71%</u>
<b>DEPT 450 - CULTURE, RECREATION</b>								
Total Parks & Recreation	17,443.37	18,934.66	(1,491.29)	-8.55%	146,271.64	139,096.09	7,175.55	4.91%
<b>DEPT 460 - COMP ADJ</b>	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>DEPT 490 - CONTINGENCY FUND</b>	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>DEPT 493 - OTH FINANCING</b>	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>GRAND TOTAL ALL DEPTS</b>	<u>167,718.64</u>	<u>434,291.35</u>	<u>(266,572.71)</u>	<u>-158.94%</u>	<u>1,887,068.21</u>	<u>1,858,972.57</u>	<u>28,095.64</u>	<u>1.49%</u>
<b>Net Income over Expenses</b>	<u>(134,768.64)</u>	<u>(367,523.26)</u>	<u>(232,754.62)</u>	<u>-172.71%</u>	<u>(123,147.63)</u>	<u>(114,779.64)</u>	<u>8,367.99</u>	<u>6.80%</u>

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

9/16/2014

DEPT 410 - GEN'L GOV'T	Full Year		MONTH				YTD				YTD variance notes
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)	
REVENUE	2014		Month	Month	Month	Month	YTD	YTD	YTD	YTD	
Current Ad Valorem Taxes	2,565,000.00	45.46%	0.00	0.00	0.00	0.00%	1,282,500.00	1,165,956.51	(116,543.49)	-9.09%	Based on actual amounts collected by WA Cty
Delinquent Ad Valorem Taxes	20,000.00	37.76%	0.00	0.00	0.00	0.00%	10,000.00	7,551.53	(2,448.47)	-24.48%	
Mobile Home Tax	8,000.00	71.92%	0.00	0.00	0.00	0.00%	4,000.00	5,753.84	1,753.84	43.85%	
Fiscal Disparities	120,000.00	75.37%	0.00	0.00	0.00	0.00%	60,000.00	90,444.17	30,444.17	50.74%	
Penalty & Interest on Taxes	5,180.00	7.23%	0.00	0.00	0.00	0.00%	2,590.00	374.52	(2,215.48)	-85.54%	
Liquor License	3,000.00	0.00%	0.00	0.00	0.00	0.00%	3,000.00	0.00	(3,000.00)	-100.00%	Prepaid in 2013 rather than early 2014
Wastehauler License	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	1,080.00	1,080.00	100.00%	
General Contractor License	165.00	30.30%	0.00	0.00	0.00	0.00%	165.00	50.00	(115.00)	-69.70%	
Heating Contractor License	6,650.00	55.04%	500.00	250.00	(250.00)	-50.00%	4,650.00	3,660.00	(990.00)	-21.29%	
Blacktopping Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Building Permits	170,500.00	69.20%	17,500.00	17,001.60	(498.40)	-2.85%	108,000.00	117,989.85	9,989.85	9.25%	1 new home start and 1 new commercial start
Building Re-inspect Fees	0.00	100.00%	0.00	100.00	100.00	100.00%	0.00	450.00	450.00	100.00%	
Heating Permits	15,600.00	80.34%	1,300.00	2,977.50	1,677.50	129.04%	10,400.00	12,532.50	2,132.50	20.50%	
Plumbing Permits	9,000.00	111.28%	500.00	1,490.00	990.00	198.00%	7,000.00	10,015.00	3,015.00	43.07%	
Sewer Permits	485.00	0.00%	0.00	0.00	0.00	0.00%	485.00	0.00	(485.00)	-100.00%	
Animal License	1,991.00	116.70%	100.00	0.00	(100.00)	-100.00%	1,741.00	2,323.50	582.50	33.46%	
Utility Permits (ROW)	11,000.00	118.35%	1,000.00	(4,107.80)	(5,107.80)	-510.78%	6,000.00	13,018.00	7,018.00	116.97%	Due to I-94 expansion; ROW correction for July in Aug
Burning Permit	3,350.00	31.64%	150.00	(40.00)	(190.00)	-126.67%	2,750.00	1,060.00	(1,690.00)	-61.45%	
Massage Therapy Licenses	150.00	0.00%	0.00	0.00	0.00	0.00%	150.00	0.00	(150.00)	-100.00%	
Electrical Permit	0.00	100.00%	0.00	1,047.47	1,047.47	100.00%	0.00	3,890.68	3,890.68	100.00%	City share only (25%)
Homestead Credit Aid	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
MSA-Maintenance	98,022.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
State Fire Aid	41,500.00	0.00%	0.00	0.00	0.00	0.00%	3,000.00	0.00	(3,000.00)	-100.00%	Budgeted in error; funds rec'd in 2013; sent on to fire relief assn
PERA Aid	2,749.00	50.00%	0.00	0.00	0.00	0.00%	1,374.50	1,374.50	0.00	0.00%	
Gravel Tax	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Recycling Grant	15,500.00	100.00%	0.00	15,500.00	15,500.00	100.00%	15,500.00	15,500.00	0.00	0.00%	Grant funds received 8/15/14
Misc State Grant/Surcharge Rev	1,150.00	9055.04%	0.00	4,064.00	4,064.00	100.00%	99,172.00	104,132.94	4,960.94	5.00%	
Cable Franchise Revenue	42,852.00	97.08%	0.00	0.00	0.00	0.00%	42,851.98	41,601.71	(1,250.27)	-2.92%	Cable franchise revenue received May 1st
Zoning & Subdivision Fees	1,250.00	1150.88%	0.00	6,710.95	6,710.95	100.00%	500.00	14,385.95	13,885.95	2777.19%	
Plan Check Fees	82,000.00	88.99%	7,000.00	8,698.91	1,698.91	24.27%	56,000.00	72,974.60	16,974.60	30.31%	Developer zoning exceptions; Conditional Use Permits
Sale of Copies, Books, Maps	206.00	120.87%	0.00	20.00	20.00	100.00%	206.10	249.00	42.90	20.82%	
Assessment Searches	1,285.00	51.36%	100.00	90.00	(10.00)	-10.00%	885.00	660.00	(225.00)	-25.42%	
Clean Up Days	3,000.00	75.93%	0.00	0.00	0.00	0.00%	3,000.00	2,278.00	(722.00)	-100.00%	
Cable Operation Reimbursement	1,950.00	39.68%	0.00	0.00	0.00	0.00%	1,200.00	773.75	(426.25)	100.00%	
Fines	48,000.00	63.29%	4,500.00	4,629.74	129.74	2.88%	34,000.00	30,378.03	(3,621.97)	-10.65%	
Miscellaneous Permits	0.00	0.00%	0.00	7,500.00	7,500.00	100.00%	0.00	7,500.00	7,500.00	100.00%	August includes \$7,500 for fuel tank permit (Kwik Trip)
Miscellaneous Revenue	2,400.00	186.01%	200.00	771.72	571.72	285.86%	1,600.00	4,464.35	2,864.35	179.02%	
Internal Charges	1,600.00	41.88%	100.00	64.00	(36.00)	-36.00%	1,200.00	670.00	(530.00)	-44.17%	Fewer library card reimb than budgeted
Interest Earnings	20,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Donations	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	11,100.00	11,100.00	100.00%	Donation from LE Jaycees (Belong in event fund??)
<b>Total Revenue</b>	<b>3,303,535.00</b>	<b>52.80%</b>	<b>32,950.00</b>	<b>66,768.09</b>	<b>33,818.09</b>	<b>102.63%</b>	<b>1,763,920.58</b>	<b>1,744,192.93</b>	<b>(19,727.65)</b>	<b>-1.12%</b>	

EXPENSE	Full Year		MONTH				YTD				
	BUDGET		BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)	
	2014	% to date	Month	Month	Month	Month	YTD	YTD	YTD	YTD	
<b>1110 - Mayor &amp; Council</b>											
PT Salaries	25,690.00	50.00%	0.00	0.00	0.00	0.00%	12,845.00	12,845.00	0.00	0.00%	
FICA Contributions	1,592.78	50.00%	0.00	0.00	0.00	0.00%	796.39	796.39	0.00	0.00%	
Medicare Contributions	372.54	50.00%	0.00	0.00	0.00	0.00%	186.27	186.27	0.00	0.00%	
Workers Compensation	300.00	0.00%	0.00	0.00	0.00	0.00%	300.00	0.00	300.00	100.00%	
Mileage	800.00	0.00%	75.00	0.00	75.00	100.00%	425.00	0.00	425.00	100.00%	
Miscellaneous	5,000.00	14.56%	0.00	0.00	0.00	0.00%	5,000.00	727.90	4,272.10	85.44%	
Dues & Subscriptions	10,514.00	32.31%	0.00	0.00	0.00	0.00%	10,514.00	3,397.00	7,117.00	67.69%	Includes Memberships; annual LMC to be paid in September
Conferences & Training	1,000.00	0.00%	0.00	0.00	0.00	0.00%	500.00	0.00	500.00	100.00%	
<b>Total Mayor &amp; Council</b>	<b>45,269.32</b>	<b>39.66%</b>	<b>75.00</b>	<b>0.00</b>	<b>75.00</b>	<b>100.00%</b>	<b>30,566.66</b>	<b>17,952.56</b>	<b>12,614.10</b>	<b>41.27%</b>	
<b>1320 - Administration</b>											
FT Salaries	176,384.00	62.45%	13,568.00	11,035.49	2,532.51	18.67%	115,328.00	110,152.61	5,175.39	4.49%	
PERA Contributions	12,505.02	63.85%	983.68	800.08	183.60	18.66%	8,219.87	7,984.35	235.52	2.87%	
ICMA Contributions	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
FICA Contributions	10,603.92	61.10%	841.22	659.85	181.37	21.56%	6,984.39	6,479.39	505.00	7.23%	
Medicare Contributions	2,479.96	61.10%	196.74	154.32	42.42	21.56%	1,633.45	1,515.30	118.15	7.23%	
Health/Dental Insurance	47,636.00	60.79%	3,716.00	3,620.00	96.00	2.58%	31,058.00	28,960.00	2,098.00	6.76%	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Workers Compensation	1,000.00	13.94%	0.00	0.00	0.00	0.00%	1,000.00	139.37	860.63	86.06%	
Office Supplies	6,000.00	67.31%	500.00	67.92	432.08	86.42%	4,000.00	4,038.64	(38.64)	-0.97%	
Printed Forms	0.00	100.00%	0.00	138.00	(138.00)	-100.00%	0.00	138.00	(138.00)	0.00%	
Legal Services	60,000.00	44.54%	5,000.00	3,214.50	1,785.50	35.71%	40,000.00	26,722.25	13,277.75	33.19%	
Newsletter/Website	0.00	100.00%	0.00	1,101.73	(1,101.73)	-100.00%	0.00	1,661.60	(1,661.60)	-100.00%	
Assessing Services	30,500.00	81.76%	2,000.00	2,500.00	(500.00)	-25.00%	17,500.00	24,935.39	(7,435.39)	-42.49%	
Information Technology	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	1,322.02	(1,322.02)	-100.00%	Comp upgrades appr by CC
Contract Services	0.00	100.00%	0.00	3,507.60	(3,507.60)	-100.00%	0.00	28,507.60	(28,507.60)	-100.00%	Leg Lobbyist appr by CC & Temp svcs effective August
Software Programs	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	2,058.00	(2,058.00)	-100.00%	Upgrades required; appr by CC
Telephone	4,044.72	19.08%	337.06	87.10	249.96	74.16%	2,696.48	771.55	1,924.93	71.39%	
Postage	4,000.00	47.15%	0.00	500.00	(500.00)	-100.00%	2,500.00	1,886.17	613.83	24.55%	
Mileage	600.00	16.75%	0.00	0.00	0.00	0.00%	600.00	100.51	499.49	83.25%	
Legal Publishing	2,400.00	180.76%	200.00	714.58	(514.58)	-257.29%	1,600.00	4,338.25	(2,738.25)	-171.14%	Due to notice increases due to development activities
Insurance	35,000.00	71.49%	0.00	214.67	(214.67)	-100.00%	35,000.00	25,022.67	9,977.33	28.51%	Annual ins prem; budgeted in May
Cable Operation Expense	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Miscellaneous	600.00	195.41%	50.00	110.00	(60.00)	-120.00%	400.00	1,172.47	(772.47)	-193.12%	
Dues & Subscriptions	600.00	88.86%	50.00	0.00	50.00	100.00%	400.00	533.18	(133.18)	-33.30%	
Books	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	42.28	(42.28)	-100.00%	
Conferences & Training	2,185.00	393.83%	0.00	0.00	0.00	0.00%	1,685.00	8,605.22	(6,920.22)	-410.70%	Predictive Index; CC approved
Staff Development	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
<b>Total Administration</b>	<b>396,538.62</b>	<b>72.40%</b>	<b>27,442.70</b>	<b>28,425.84</b>	<b>(983.14)</b>	<b>-3.58%</b>	<b>270,605.19</b>	<b>287,086.82</b>	<b>(16,481.63)</b>	<b>-6.09%</b>	
<b>1410 - Elections</b>											
PT Salaries	10,000.00	38.05%	2,500.00	3,804.50	(1,304.50)	-52.18%	5,000.00	3,804.50	1,195.50	23.91%	Budget split out payments; full year cost anticipated to be less than budgeted
Office Supplies	500.00	0.00%	125.00	0.00	125.00	100.00%	250.00	0.00	250.00	100.00%	
Legal Publications/Notification	500.00	0.00%	0.00	0.00	0.00	0.00%	250.00	0.00	250.00	100.00%	
Election Equipment	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Equipment Repair	450.00	0.00%	0.00	0.00	0.00	0.00%	225.00	0.00	225.00	100.00%	
County Election Fees	950.00	0.00%	0.00	0.00	0.00	0.00%	950.00	0.00	950.00	100.00%	
Printed Forms	350.00	0.00%	0.00	0.00	0.00	0.00%	350.00	0.00	350.00	100.00%	
Miscellaneous	600.00	182.74%	0.00	124.41	(124.41)	-100.00%	300.00	1,096.44	(796.44)	-265.48%	WA Cty Ann Elect Mach Calibr
<b>Total Elections</b>	<b>13,350.00</b>	<b>36.71%</b>	<b>2,625.00</b>	<b>3,928.91</b>	<b>(1,303.91)</b>	<b>-49.67%</b>	<b>7,325.00</b>	<b>4,900.94</b>	<b>2,424.06</b>	<b>33.09%</b>	Not budgeted since no election scheduled; had to recalibrate machines for special school election.

	Full Year		MONTH				YTD				
	BUDGET		BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)	
	2014	% to date	Month	Month	Month	Month	YTD	YTD	YTD	YTD	
<b>1450 - Communications</b>											
FT Salaries	13,390.00	96.71%	1,030.00	1,545.20	(515.20)	-50.02%	8,755.00	12,949.80	(4,194.80)	-47.91%	
PERA Contributions	970.78	96.71%	74.68	112.01	(37.33)	-49.99%	634.74	938.85	(304.11)	-47.91%	
FICA Contributions	830.18	93.80%	63.86	92.97	(29.11)	-45.58%	542.81	778.73	(235.92)	-43.46%	
Medicare Contributions	194.16	93.80%	14.94	21.75	(6.81)	-45.58%	126.95	182.12	(55.17)	-43.46%	
Health/Dental Insurance	3,120.00	69.74%	240.00	272.00	(32.00)	-13.33%	2,040.00	2,176.00	(136.00)	-6.67%	
Workers Compensation	110.00	14.90%	0.00	0.00	0.00	0.00%	110.00	16.39	93.61	85.10%	
Newsletter	8,000.00	63.60%	0.00	0.00	0.00	0.00%	4,000.00	5,088.06	(1,088.06)	-27.20%	Due to timing of newsletters
Office Supplies	304.41	201.63%	50.00	0.00	50.00	100.00%	204.41	613.77	(409.36)	-200.26%	
Info Technology/Web	42,000.00	75.63%	3,500.00	2,635.58	864.42	24.70%	28,000.00	31,764.71	(3,764.71)	-13.45%	Primarily due to Laserfiche upgrade approved by CC
Telephone	1,560.00	35.38%	130.00	62.07	67.93	52.25%	1,040.00	551.85	488.15	46.94%	
Mileage	0.00	100.00%	0.00	0.00	0.00	0.00%	50.00	36.96	13.04	26.08%	
Public Notices	4,200.00	76.44%	300.00	547.40	(247.40)	-82.47%	3,000.00	3,210.60	(210.60)	-7.02%	
Cable Operations	3,600.00	80.02%	300.00	190.00	110.00	36.67%	2,400.00	2,880.62	(480.62)	-20.03%	Will be reimb by cable comm; filed quarterly for reimb
Conferences	800.00	101.25%	0.00	0.00	0.00	0.00%	250.00	810.00	(560.00)	-224.00%	
Repair/Maint Equipment	50.00	0.00%	50.00	0.00	50.00	100.00%	200.00	0.00	200.00	100.00%	
<b>Total Communications</b>	<b>79,129.53</b>	<b>78.35%</b>	<b>5,753.48</b>	<b>5,478.98</b>	<b>274.50</b>	<b>4.77%</b>	<b>51,353.91</b>	<b>61,998.46</b>	<b>(10,644.55)</b>	<b>-20.73%</b>	
<b>1520 - Finance</b>											
FT Salaries	87,880.00	63.89%	6,760.00	6,258.10	501.90	7.42%	57,460.00	56,147.45	1,312.55	2.28%	Due to PTO payout to accounting clerk
PERA Contributions	6,371.30	62.00%	490.10	453.72	36.38	7.42%	4,165.85	3,950.50	215.35	5.17%	
FICA Contributions	5,448.56	58.98%	419.12	366.34	52.78	12.59%	3,562.52	3,213.43	349.09	9.80%	
Medicare Contributions	1,274.26	58.97%	98.02	85.68	12.34	12.59%	833.17	751.48	81.69	9.80%	
Health/Dental Insurance	19,936.00	39.84%	1,568.00	870.40	697.60	44.49%	12,976.00	7,942.40	5,033.60	38.79%	Due to contractor cost savings
Unemployment Benefits	0.00	100.00%	0.00	2,943.59	(2,943.59)	-100.00%	0.00	3,400.45	(3,400.45)	-100.00%	100% allocation to GF vs primarily to Enterprise Funds
Workers Compensation	600.00	12.93%	0.00	0.00	0.00	0.00%	600.00	77.56	522.44	87.07%	
Office Supplies	300.00	51.86%	25.00	0.00	25.00	100.00%	200.00	155.57	44.43	22.22%	
Printed Forms	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	433.47	(433.47)	-100.00%	
Audit Services	27,000.00	100.00%	0.00	0.00	0.00	0.00%	27,000.00	27,000.00	0.00	0.00%	Installment pmt
Contract Services	4,500.00	174.74%	0.00	1,065.00	(1,065.00)	-100.00%	3,500.00	7,863.46	(4,363.46)	-124.67%	Offset salary and benefit savings above
Software Programs	150.00	1249.69%	0.00	0.00	0.00	0.00%	150.00	1,874.54	(1,724.54)	-1149.69%	Upgrades required; appr by CC
Telephone	1,200.00	18.33%	100.00	27.50	72.50	72.50%	800.00	220.00	580.00	72.50%	
Mileage	50.00	0.00%	0.00	0.00	0.00	0.00%	50.00	0.00	50.00	100.00%	
Miscellaneous	1,000.00	2.53%	50.00	0.00	50.00	100.00%	900.00	25.28	874.72	97.19%	
Dues & Subscriptions	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	540.00	(540.00)	-100.00%	
Conferences & Training	575.00	80.15%	0.00	0.00	0.00	0.00%	325.00	460.85	(135.85)	-41.80%	Ehlers conf recommended by City Admin Zuleger
<b>Total Finance</b>	<b>156,285.12</b>	<b>72.98%</b>	<b>9,510.24</b>	<b>12,070.33</b>	<b>(2,560.09)</b>	<b>-26.92%</b>	<b>112,522.54</b>	<b>114,056.44</b>	<b>(1,533.90)</b>	<b>-1.36%</b>	

	Full Year		MONTH				YTD				YTD variance notes
	BUDGET		BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)	
	2014	% to date	Month	Month	Month	Month	YTD	YTD	YTD	YTD	
<b>1910 - Planning &amp; Zoning</b>											
FT Salaries	159,874.00	65.11%	12,298.00	12,731.09	(433.09)	-3.52%	104,533.00	104,094.17	438.83	0.42%	
PERA Contributions	11,590.87	68.00%	891.61	867.48	24.13	2.71%	7,578.64	7,882.30	(303.66)	-4.01%	
FICA Contributions	9,912.19	66.63%	762.48	775.03	(12.55)	-1.65%	6,481.05	6,604.79	(123.74)	-1.91%	
Medicare Contributions	2,318.17	66.63%	178.32	181.25	(2.93)	-1.64%	1,515.73	1,544.69	(28.96)	-1.91%	
Health/Dental Insurance	34,814.00	61.54%	2,678.00	2,678.00	0.00	0.00%	22,763.00	21,424.00	1,339.00	5.88%	
Workers Compensation	800.00	17.97%	0.00	0.00	0.00	0.00%	800.00	143.78	656.22	82.03%	
Office Supplies	2,000.00	55.89%	150.00	41.15	108.85	72.57%	1,200.00	1,117.88	82.12	6.84%	
Printed Forms	750.00	111.73%	0.00	382.00	(382.00)	-100.00%	250.00	838.00	(588.00)	-235.20%	
Engineering Services	36,000.00	41.14%	3,000.00	1,191.38	1,808.62	60.29%	24,000.00	14,810.72	9,189.28	38.29%	
Contract Services	10,000.00	0.00%	0.00	0.00	0.00	0.00%	5,000.00	0.00	5,000.00	100.00%	
Information Technology	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Telephone	1,200.00	31.89%	100.00	64.73	35.27	35.27%	800.00	382.63	417.37	52.17%	
Postage	200.00	61.34%	0.00	0.00	0.00	0.00%	100.00	122.68	(22.68)	-22.68%	
Mileage	200.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Miscellaneous	500.00	14.19%	50.00	0.00	50.00	100.00%	300.00	70.94	229.06	76.35%	
Dues & Subscriptions	600.00	39.83%	0.00	0.00	0.00	0.00%	0.00	239.00	(239.00)	-100.00%	
Books	300.00	0.00%	0.00	0.00	0.00	0.00%	200.00	0.00	200.00	100.00%	
Conferences & Training	2,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
<b>Total Planning &amp; Zoning</b>	<b>273,059.23</b>	<b>58.33%</b>	<b>20,108.41</b>	<b>18,912.11</b>	<b>1,196.30</b>	<b>5.95%</b>	<b>175,521.42</b>	<b>159,275.58</b>	<b>16,245.84</b>	<b>9.26%</b>	
<b>1930 - Engineering Services</b>											
Engineering Services	48,000.00	56.16%	4,000.00	3,990.47	9.53	0.24%	32,000.00	26,956.18	5,043.82	15.76%	
<b>Total Engineering Services</b>	<b>48,000.00</b>	<b>56.16%</b>	<b>4,000.00</b>	<b>3,990.47</b>	<b>9.53</b>	<b>0.24%</b>	<b>32,000.00</b>	<b>26,956.18</b>	<b>5,043.82</b>	<b>15.76%</b>	
<b>1940 - City Hall</b>											
Cleaning Supplies	25.00	0.00%	0.00	0.00	0.00	0.00%	25.00	0.00	25.00	100.00%	
Building Repair Supplies	200.00	81.99%	25.00	0.00	25.00	100.00%	100.00	163.97	(63.97)	-63.97%	
Telephone	2,400.00	31.41%	200.00	58.35	141.65	70.83%	1,600.00	753.86	846.14	52.88%	
Utilities	13,200.00	55.81%	1,100.00	780.53	319.47	29.04%	8,800.00	7,367.26	1,432.74	16.28%	
Refuse	1,408.16	54.64%	108.32	109.78	(1.46)	-1.35%	974.88	769.36	205.52	21.08%	
Repairs/Maint Contractual Bldg	7,200.00	40.57%	600.00	188.00	412.00	68.67%	4,800.00	2,921.29	1,878.71	39.14%	
Repairs/Maint Contractual Equip	2,400.00	165.19%	200.00	774.96	(574.96)	-287.48%	1,600.00	3,964.58	(2,364.58)	-147.79%	Annex repairs -Yale Mech
Miscellaneous	300.00	115.54%	50.00	110.67	(60.67)	-121.34%	200.00	346.61	(146.61)	-73.31%	
<b>Total City Hall</b>	<b>27,133.16</b>	<b>60.03%</b>	<b>2,283.32</b>	<b>2,022.29</b>	<b>261.03</b>	<b>11.43%</b>	<b>18,099.88</b>	<b>16,286.93</b>	<b>1,812.95</b>	<b>10.02%</b>	
<b>Total General Government</b>	<b>1,038,764.98</b>	<b>66.28%</b>	<b>71,798.15</b>	<b>74,828.93</b>	<b>(3,030.78)</b>	<b>-4.22%</b>	<b>697,994.60</b>	<b>688,513.91</b>	<b>9,480.69</b>	<b>1.36%</b>	



**DEPT 420 - PUBLIC SAFETY**

	Full Year		MONTH				YTD				
	BUDGET		BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)	
	2014	% to date	Month	Month	Month	Month	YTD	YTD	YTD	YTD	
<b>2100 - Police</b>											
Law Enforcement Contract	500,000.00	51.09%	0.00	254,161.06	(254,161.06)	-100.00%	250,000.00	255,472.78	(5,472.78)	-2.19%	
<b>Total Police</b>	<b>500,000.00</b>	<b>51.09%</b>	<b>0.00</b>	<b>254,161.06</b>	<b>(254,161.06)</b>	<b>-100.00%</b>	<b>250,000.00</b>	<b>255,472.78</b>	<b>(5,472.78)</b>	<b>-2.19%</b>	
<b>2150 - Prosecution</b>											
Attorney Criminal	51,000.00	61.77%	4,250.00	4,242.50	7.50	0.18%	34,000.00	31,503.75	2,496.25	7.34%	
<b>Total Prosecution</b>	<b>51,000.00</b>	<b>61.77%</b>	<b>4,250.00</b>	<b>4,242.50</b>	<b>7.50</b>	<b>0.18%</b>	<b>34,000.00</b>	<b>31,503.75</b>	<b>2,496.25</b>	<b>7.34%</b>	
<b>2220 - Fire</b>											
FT Salaries	74,119.04	65.49%	5,701.46	5,712.85	(11.39)	-0.20%	48,462.44	48,537.15	(74.71)	-0.15%	
PT Salaries	109,455.98	63.41%	7,618.46	7,261.87	356.59	4.68%	75,172.91	69,403.99	5,768.92	7.67%	
PERA Contributions	11,785.11	73.91%	949.39	976.19	(26.80)	-2.82%	7,987.55	8,710.33	(722.78)	-9.05%	Due to FF rate change effective 1/1/2014
FICA Contributions	11,381.65	33.94%	825.84	396.85	428.99	51.95%	7,665.39	3,863.14	3,802.25	49.60%	FF budgeted at normal 6.2%; Full time fire FF rate is zero
Medicare Contributions	2,661.84	61.91%	193.14	180.61	12.53	6.49%	1,792.71	1,648.07	144.64	8.07%	
Health/Dental Insurance	15,990.00	57.14%	1,230.00	1,142.00	88.00	7.15%	10,455.00	9,136.00	1,319.00	12.62%	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Workers Compensation	9,000.00	17.11%	0.00	0.00	0.00	0.00%	9,000.00	1,539.45	7,460.55	82.90%	
Office Supplies	500.00	142.80%	50.00	0.00	50.00	100.00%	300.00	714.02	(414.02)	-138.01%	
EMS Supplies	4,900.00	4.66%	1,500.00	0.00	1,500.00	100.00%	3,400.00	228.37	3,171.63	93.28%	
Fire Prevention	3,000.00	0.00%	250.00	0.00	250.00	100.00%	2,000.00	0.00	2,000.00	100.00%	
Fuel, Oil & Fluids	14,000.00	64.59%	1,200.00	806.25	393.75	32.81%	9,600.00	9,042.98	557.02	5.80%	
Small Tools & Equip	22,500.00	35.49%	1,900.00	0.00	1,900.00	100.00%	15,200.00	7,984.58	7,215.42	47.47%	YTD includes Thernal Imaging camera from Jan
Physicals	6,900.00	33.76%	575.00	1,255.22	(680.22)	-118.30%	4,600.00	2,329.22	2,270.78	49.36%	
Information Technology	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	661.01	(661.01)	-100.00%	
Telephone	4,200.00	73.04%	350.00	283.24	66.76	19.07%	2,800.00	3,067.64	(267.64)	-9.56%	
Radio	16,203.04	53.75%	0.00	0.00	0.00	0.00%	8,601.52	8,708.87	(107.35)	-1.25%	
Mileage	350.00	0.00%	50.00	0.00	50.00	100.00%	150.00	0.00	150.00	0.00%	
Insurance	5,237.00	97.69%	0.00	0.00	0.00	0.00%	5,237.00	5,116.00	121.00	2.31%	Firehall #2 charged to PW in error; reclassified in June
Electric Utility	21,600.00	42.29%	1,800.00	649.83	1,150.17	63.90%	14,400.00	9,133.91	5,266.09	36.57%	
Refuse	572.16	177.69%	47.68	304.53	(256.85)	-538.70%	381.44	1,016.69	(635.25)	-166.54%	
Repair/Maint Bldg	12,000.00	35.01%	1,000.00	280.50	719.50	71.95%	8,000.00	4,200.71	3,799.29	47.49%	
Repair/Maint Equip	41,000.00	116.41%	3,400.00	5,567.38	(2,167.38)	-63.75%	27,200.00	47,726.21	(20,526.21)	-75.46%	Month - Equipment annual inspections; spread out in budget (YTD-Emergency ladder repair bill - \$11,500)
Uniforms	3,000.00	60.31%	250.00	119.20	130.80	52.32%	2,000.00	1,809.40	190.60	9.53%	
Miscellaneous	900.00	155.93%	100.00	23.82	76.18	76.18%	800.00	1,403.35	(603.35)	-75.42%	
Dues & Subscriptions	2,200.00	114.91%	0.00	0.00	0.00	0.00%	2,200.00	2,528.00	(328.00)	-14.91%	
Books	200.00	51.00%	50.00	0.00	50.00	100.00%	150.00	102.00	48.00	32.00%	
Conferences & Training	6,000.00	73.49%	500.00	652.90	(152.90)	-30.58%	4,000.00	4,409.58	(409.58)	-10.24%	
Conferences & Training (Reimb)	0.00	-100.00%	0.00	0.00	0.00	0.00%	0.00	(2,526.38)	2,526.38	100.00%	Reimb segregated out for better tracking
<b>Total Fire</b>	<b>399,655.82</b>	<b>62.68%</b>	<b>29,540.97</b>	<b>25,613.24</b>	<b>3,927.73</b>	<b>13.30%</b>	<b>271,555.96</b>	<b>250,494.29</b>	<b>21,061.67</b>	<b>7.76%</b>	
<b>2250 - Fire Relief</b>											
Fire State Aid	37,323.50	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
<b>Total Fire Relief</b>	<b>37,323.50</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	

2400 - Building Inspection	Full Year		MONTH				YTD				
	BUDGET		BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)	
	2014	% to date	Month	Month	Month	Month	YTD	YTD	YTD	YTD	
FT Salaries	95,992.00	60.61%	7,384.00	6,892.92	491.08	6.65%	62,764.00	58,182.08	4,581.92	7.30%	
PERA Contributions	6,959.42	60.61%	535.34	499.72	35.62	6.65%	4,550.39	4,218.12	332.27	7.30%	
FICA Contributions	5,951.50	56.95%	457.81	401.64	56.17	12.27%	3,891.37	3,389.29	502.08	12.90%	
Medicare Contributions	1,391.88	56.94%	107.07	93.92	13.15	12.28%	910.08	792.59	117.49	12.91%	
Health/Dental Insurance	24,102.00	46.93%	1,896.00	1,414.00	482.00	25.42%	15,687.00	11,312.00	4,375.00	27.89%	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Workers Compensation	397.88	19.12%	0.00	0.00	0.00	0.00%	397.88	76.07	321.81	80.88%	
Office Supplies	1,447.44	11.43%	100.00	11.68	88.32	88.32%	1,047.44	165.41	882.03	84.21%	
Printed Forms	146.61	0.00%	0.00	0.00	0.00	0.00%	146.61	0.00	146.61	100.00%	
Fuel, Oil & Fluids	465.56	23.50%	51.36	0.00	51.36	100.00%	260.12	109.42	150.70	57.93%	
Engineering	10,000.00	60.21%	1,000.00	978.75	21.25	2.13%	6,750.00	6,021.10	728.90	10.80%	
Surcharge Pmts	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Inspector Contract Services	3,281.50	65.23%	200.00	0.00	200.00	100.00%	1,781.50	2,140.50	(359.00)	-20.15%	
Information Technology	4,180.00	348.98%	0.00	0.00	0.00	0.00%	4,180.00	14,587.16	(10,407.16)	-248.98%	Permit Works
Software Programs	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Telephone	547.92	84.19%	45.66	53.04	(7.38)	-16.16%	365.28	461.27	(95.99)	-26.28%	
Mileage	600.00	42.30%	50.00	121.52	(71.52)	-143.04%	400.00	253.78	146.22	36.56%	
Insurance	340.00	72.94%	0.00	0.00	0.00	0.00%	340.00	248.00	92.00	27.06%	
Repairs/Maint Equip	300.00	71.09%	0.00	0.00	0.00	0.00%	100.00	213.28	(113.28)	-113.28%	
Uniforms	0.00	0.00%	0.00	0.00	0.00	0.00%	86.38	121.98	(35.60)	-41.21%	
Miscellaneous	500.00	23.47%	100.00	0.00	100.00	100.00%	400.00	117.37	282.63	70.66%	
Dues & Subscriptions	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	220.00	(220.00)	-100.00%	
Books	308.24	112.48%	0.00	0.00	0.00	0.00%	208.24	346.71	(138.47)	-66.50%	
Conferences & Training	690.00	95.58%	0.00	0.00	0.00	0.00%	595.00	659.53	(64.53)	-10.85%	Erosion control conf
<b>Total Building Inspections</b>	<b>157,601.95</b>	<b>65.76%</b>	<b>11,927.24</b>	<b>10,467.19</b>	<b>1,460.05</b>	<b>12.24%</b>	<b>104,861.29</b>	<b>103,635.66</b>	<b>1,225.63</b>	<b>1.17%</b>	
<b>2500 - Emergency Communications</b>											
Contract Services	5,800.00	58.16%	0.00	0.00	0.00	0.00%	5,800.00	3,373.08	2,426.92	41.84%	Budget vs actual timing issue
<b>Total Emergency Communications</b>	<b>5,800.00</b>	<b>58.16%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>5,800.00</b>	<b>3,373.08</b>	<b>2,426.92</b>	<b>41.84%</b>	
<b>2700 - Animal Control</b>											
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Contract Services	5,842.08	59.91%	500.00	500.00	0.00	0.00%	3,842.08	3,500.00	342.08	8.90%	
Miscellaneous (Impounding)	440.00	203.18%	50.00	135.00	(85.00)	-170.00%	340.00	894.00	(554.00)	-162.94%	Animal impound fees; recovering funds where possible
<b>Total Animal Control</b>	<b>6,282.08</b>	<b>69.94%</b>	<b>550.00</b>	<b>635.00</b>	<b>(85.00)</b>	<b>-15.45%</b>	<b>4,182.08</b>	<b>4,394.00</b>	<b>(211.92)</b>	<b>-5.07%</b>	
<b>Total Public Safety</b>	<b>1,157,663.35</b>	<b>56.05%</b>	<b>46,268.21</b>	<b>295,118.99</b>	<b>(248,850.78)</b>	<b>-537.84%</b>	<b>670,399.33</b>	<b>648,873.56</b>	<b>21,525.77</b>	<b>3.21%</b>	

**DEPT 430 - PUBLIC WORKS**

	Full Year		MONTH				YTD				
	BUDGET		BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)	
	2014	% to date	Month	Month	Month	Month	YTD	YTD	YTD	YTD	
<b>3100 - Public Works</b>											
FT Salaries	178,568.00	61.78%	13,736.00	11,972.34	1,763.66	12.84%	116,756.00	110,326.99	6,429.01	5.51%	
PT Salaries	0.00	100.00%	0.00	3,024.25	(3,024.25)	-100.00%	0.00	15,793.67	(15,793.67)	-100.00%	Extra staff for snow removal
PERA Contributions	12,946.18	68.64%	995.86	999.41	(3.55)	-0.36%	8,464.81	8,886.64	(421.83)	-4.98%	
FICA Contributions	11,071.00	67.32%	851.63	891.35	(39.72)	-4.66%	7,238.87	7,453.47	(214.60)	-2.96%	
Medicare Contributions	2,589.24	67.32%	199.17	208.41	(9.24)	-4.64%	1,692.96	1,743.07	(50.11)	-2.96%	
Health/Dental Insurance	42,640.00	54.39%	3,280.00	2,899.00	381.00	11.62%	27,880.00	23,192.00	4,688.00	16.81%	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Workers Compensation	8,000.00	17.71%	0.00	0.00	0.00	0.00%	8,000.00	1,416.59	6,583.41	82.29%	Represents prior year audit balance due; 2014 to hit in Sept
Office Supplies	300.00	445.21%	25.00	0.00	25.00	100.00%	200.00	1,335.64	(1,135.64)	-567.82%	
Shop Materials	600.00	259.78%	50.00	42.13	7.87	15.74%	400.00	1,558.65	(1,158.65)	-289.66%	
Building Repair Supplies	300.00	151.08%	25.00	0.00	25.00	100.00%	200.00	453.24	(253.24)	-126.62%	
Small Tools and Minor Equip	2,400.00	28.89%	200.00	0.00	200.00	100.00%	1,600.00	693.29	906.71	56.67%	
Engineering Services	9,000.00	91.08%	750.00	804.36	(54.36)	-7.25%	6,000.00	8,197.50	(2,197.50)	-36.63%	Primarily ROW work; majority recovered by ROW fees
Contract Services	1,200.00	98.71%	100.00	287.30	(187.30)	-187.30%	800.00	1,184.50	(384.50)	-48.06%	
Information Technology	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	661.01	(661.01)	0.00%	
Telephone	7,661.16	57.91%	638.43	457.74	180.69	28.30%	5,107.44	4,436.22	671.22	13.14%	
Radio	1,500.00	81.33%	0.00	0.00	0.00	0.00%	1,500.00	1,219.94	280.06	18.67%	
Mileage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Insurance	20,000.00	76.18%	0.00	0.00	0.00	0.00%	20,000.00	15,235.00	4,765.00	23.83%	Firehall #2 Ins charged to PW in error; reclassified in June
Electric Utility	24,000.00	67.05%	2,000.00	651.36	1,348.64	67.43%	16,000.00	16,092.50	(92.50)	-0.58%	
Refuse	2,493.84	59.20%	207.82	210.63	(2.81)	-1.35%	1,662.56	1,476.27	186.29	11.21%	
Fuel, Oil, Fluids (ALL depts)	48,000.00	66.33%	4,000.00	699.69	3,300.31	82.51%	32,000.00	31,839.07	160.93	0.50%	
Repair/Maint Bldg	1,200.00	286.36%	100.00	10.00	90.00	90.00%	800.00	3,436.36	(2,636.36)	-329.55%	
Repair/Maint NOT Bldg	600.00	107.98%	50.00	0.00	50.00	100.00%	400.00	647.90	(247.90)	-61.98%	
Repair/Maint Equip (out)	3,600.00	0.97%	300.00	0.00	300.00	100.00%	2,400.00	34.96	2,365.04	98.54%	
Equipment Parts	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	155.24	(155.24)	-100.00%	
Uniforms	1,200.00	92.24%	100.00	156.38	(56.38)	-56.38%	800.00	1,106.84	(306.84)	-38.36%	
Miscellaneous	600.00	112.79%	50.00	0.00	50.00	100.00%	400.00	676.73	(276.73)	-69.18%	
Landscaping Material	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Dues & Subscriptions	300.00	61.67%	50.00	0.00	50.00	100.00%	200.00	185.00	15.00	7.50%	
Conferences & Training	500.00	0.00%	0.00	0.00	0.00	0.00%	500.00	0.00	500.00	100.00%	
Clean up Days	5,000.00	84.49%	0.00	0.00	0.00	0.00%	5,000.00	4,224.30	775.70	15.51%	June clean up days; budgeted in July since paid later last year
<b>Total Public Works</b>	<b>386,269.42</b>	<b>68.26%</b>	<b>27,708.91</b>	<b>23,314.35</b>	<b>4,394.56</b>	<b>15.86%</b>	<b>266,002.64</b>	<b>263,662.59</b>	<b>2,340.05</b>	<b>0.88%</b>	
<b>3120 - Streets</b>											
Equipment Parts	1,200.00	123.35%	100.00	615.00	(515.00)	-515.00%	800.00	1,480.17	(680.17)	-85.02%	
Street Maintenance Materials	12,000.00	98.03%	1,000.00	3,557.29	(2,557.29)	-255.73%	8,000.00	11,763.33	(3,763.33)	-47.04%	
Sign Repair Materials	0.00	100.00%	0.00	6,960.85	(6,960.85)	-100.00%	0.00	8,440.40	(8,440.40)	-100.00%	General road sign upgrades needed but not budgeted
Contract Services	1,200.00	1151.33%	300.00	4,500.00	(4,200.00)	-100.00%	900.00	13,815.93	(12,915.93)	-1435.10%	YTD-Curbs for tapestry; water drainage issues
Repairs/Maint Equipment	2,400.00	3.26%	200.00	0.00	200.00	100.00%	1,600.00	78.25	1,521.75	95.11%	
<b>Total Streets</b>	<b>16,800.00</b>	<b>211.77%</b>	<b>1,600.00</b>	<b>15,633.14</b>	<b>(14,033.14)</b>	<b>-877.07%</b>	<b>11,300.00</b>	<b>35,578.08</b>	<b>(24,278.08)</b>	<b>-214.85%</b>	

3125 - Ice & Snow Removal	Full Year		MONTH				YTD			
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
	2014		Month	Month	Month	Month	YTD	YTD	YTD	YTD
Landscaping Material	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	11.09	(11.09)	-100.00%
Sand/Salt	70,000.00	64.88%	0.00	0.00	0.00	0.00%	55,000.00	45,416.16	9,583.84	17.43%
Contract Services	20,000.00	50.46%	0.00	0.00	0.00	0.00%	4,500.00	10,092.50	(5,592.50)	-124.28%
Repairs/Maint Equipment	6,000.00	47.23%	500.00	0.00	500.00	100.00%	4,000.00	2,833.50	1,166.50	29.16%
<b>Total Ice &amp; Snow Removal</b>	<b>96,000.00</b>	<b>60.78%</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>100.00%</b>	<b>63,500.00</b>	<b>58,353.25</b>	<b>5,146.75</b>	<b>8.11%</b>
<b>3160 - Street Lighting</b>										
Street Lighting	28,800.00	50.22%	2,400.00	2,061.28	338.72	14.11%	19,200.00	14,462.00	4,738.00	24.68%
<b>Total Street Lighting</b>	<b>28,800.00</b>	<b>50.22%</b>	<b>2,400.00</b>	<b>2,061.28</b>	<b>338.72</b>	<b>14.11%</b>	<b>19,200.00</b>	<b>14,462.00</b>	<b>4,738.00</b>	<b>24.68%</b>
<b>3200 - Recycling</b>										
Recycling Supplies	3,400.00	149.50%	0.00	0.00	0.00	0.00%	3,400.00	5,083.09	(1,683.09)	-49.50%
Newsletter	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Miscellaneous	4,000.00	0.00%	0.00	0.00	0.00	0.00%	4,000.00	0.00	4,000.00	100.00%
<b>Total Recycling</b>	<b>7,400.00</b>	<b>68.69%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>7,400.00</b>	<b>5,083.09</b>	<b>2,316.91</b>	<b>31.31%</b>
<b>3250 - Tree Program</b>										
Contract Services	5,000.00	107.00%	0.00	4,400.00	(4,400.00)	-100.00%	5,000.00	5,350.00	(350.00)	-7.00%
<b>Total Tree Program</b>	<b>5,000.00</b>	<b>107.00%</b>	<b>0.00</b>	<b>4,400.00</b>	<b>(4,400.00)</b>	<b>-100.00%</b>	<b>5,000.00</b>	<b>5,350.00</b>	<b>(350.00)</b>	<b>-7.00%</b>
<b>Total Public Works</b>	<b>540,269.42</b>	<b>70.80%</b>	<b>32,208.91</b>	<b>45,408.77</b>	<b>(13,199.86)</b>	<b>-40.98%</b>	<b>372,402.64</b>	<b>382,489.01</b>	<b>(10,086.37)</b>	<b>-2.71%</b>

CFL bulbs for residents (coding correction from "misc")

DEPT 450 - CULTURE, RECREATH	Full Year		MONTH				YTD					
	BUDGET		BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	2014	% to date	Month	Month	Month	Month	YTD	YTD	YTD	YTD		
<b>5200 - Parks &amp; Recreation</b>												
FT Salaries	135,250.00	53.45%	11,500.00	8,128.79	3,371.21	29.31%	92,975.00	72,291.66	20,683.34	22.25%		
PT Salaries	0.00	100.00%	0.00	5,140.25	(5,140.25)	-100.00%	0.00	16,713.55	(16,713.55)	-100.00%	Extra part time help	
PERA Contributions	9,906.38	53.81%	833.75	589.39	244.36	29.31%	6,740.69	5,330.37	1,410.32	20.92%		
FICA Contributions	8,472.90	62.92%	713.00	800.52	(87.52)	-12.27%	5,764.45	5,331.08	433.37	7.52%		
Medicare Contributions	1,981.28	62.92%	166.75	187.21	(20.46)	-12.27%	1,348.14	1,246.67	101.47	7.53%		
Health/Dental Insurance	14,376.00	16.15%	2,216.00	290.16	1,925.84	86.91%	12,404.00	2,321.28	10,082.72	81.29%		
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Workers Compensation	4,500.00	17.47%	0.00	0.00	0.00	0.00%	4,500.00	786.07	3,713.93	82.53%		
Shop Materials	1,000.00	26.24%	0.00	155.44	(155.44)	-100.00%	1,000.00	262.40	737.60	73.76%		
Chemicals	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	211.37	(211.37)	0.00%		
Equipment Parts	2,023.50	222.30%	0.00	1,164.83	(1,164.83)	-100.00%	1,023.50	4,498.24	(3,474.74)	-339.50%	480D radiator repair/service	
Building Repair Supplies	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	814.89	(814.89)	-100.00%		
Landscaping Materials	3,000.00	195.03%	0.00	1,438.83	(1,438.83)	-100.00%	2,000.00	5,851.02	(3,851.02)	-192.55%		
Small Tools and Minor Equip	1,888.10	56.90%	39.87	80.90	(41.03)	-102.91%	1,728.62	1,074.35	654.27	37.85%		
Telephone	1,597.51	42.80%	180.86	74.37	106.49	58.88%	874.07	683.67	190.40	21.78%		
Mileage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Insurance	3,683.00	86.10%	0.00	0.00	0.00	0.00%	3,683.00	3,171.00	512.00	13.90%	Annual ins prem; budgeted in May	
Electric Utility	9,839.82	53.49%	919.64	734.37	185.27	20.15%	6,463.07	5,263.45	1,199.62	18.56%		
Refuse	2,500.00	33.75%	250.00	0.00	250.00	100.00%	1,581.28	843.76	737.52	46.64%		
Repair/Maint Bldg	1,723.75	23.65%	246.25	10.00	236.25	95.94%	985.00	407.64	577.36	58.62%		
Repair/Maint NOT Bldg	274.39	2041.21%	27.25	139.60	(112.35)	-412.29%	150.82	5,600.87	(5,450.05)	-3613.61%	Light repairs at Lions field, trail grooming at Sunfish Lake Park	
Repair/Maint Equip	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	2,298.66	(2,298.66)	-100.00%	Unforeseen repairs on 98 GMC	
Rental Buildings	3,600.00	95.68%	300.00	0.00	300.00	100.00%	2,400.00	3,444.34	(1,044.34)	-43.51%		
Miscellaneous	1,220.00	53.26%	50.00	0.00	50.00	100.00%	650.00	649.75	0.25	0.04%		
<b>Total Parks &amp; Recreation</b>	<b>206,836.63</b>	<b>67.25%</b>	<b>17,443.37</b>	<b>18,934.66</b>	<b>(1,491.29)</b>	<b>-8.55%</b>	<b>146,271.64</b>	<b>139,096.09</b>	<b>7,175.55</b>	<b>4.91%</b>		
<b>DEPT 460 - COMP ADJ</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
<b>DEPT 490 - CONTINGENCY FUND</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
<b>Transfer to City Projects (Streets)</b>	<b>160,000.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
<b>To cover levy debt svc increase</b>	<b>21,632.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
<b>DEPT 493 - OTH FINANCING</b>	<b>200,000.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
<b>GRAND TOTAL ALL DEPTS</b>	<b>3,325,166.38</b>	<b>55.91%</b>	<b>167,718.64</b>	<b>434,291.35</b>	<b>(266,572.71)</b>	<b>-158.94%</b>	<b>1,887,068.21</b>	<b>1,858,972.57</b>	<b>28,095.64</b>	<b>1.49%</b>		
<b>Net Income over Expenses</b>	<b>(21,631.38)</b>		<b>(134,768.64)</b>	<b>(367,523.26)</b>	<b>(232,754.62)</b>	<b>-172.71%</b>	<b>(123,147.63)</b>	<b>(114,779.64)</b>	<b>8,367.99</b>	<b>6.80%</b>		



# MAYOR & COUNCIL COMMUNICATION

**DATE:** September 16, 2014

**CONSENT**

**ITEM**

**6**

**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 August, 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	17	23	20
Total valuation	\$10,018,471	\$10,553,454	\$9,351,112
Average home value	589,321	458,845	467,000

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



# MAYOR & COUNCIL COMMUNICATION

**DATE:** September 16, 2014

**CONSENT**

**ITEM#** 7

**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 August 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 – 16

Taxpayer inquiries – 3

Miscellaneous inquiries - 7

Inspections – Residential – 0; Commercial – 16 (No residential inspections in August as they were completed early for 2015 quintile reviews)

Building permit reviews – 62

Pictures taken – 21

Other work performed included:

- Completed 2015 residential quintile

- Monthly meeting with County residential and commercial supervisors
- Input of all inspection and permit work
- Perform sales verifications and land value analysis using MLS and other resources
- Field telephone inquiries

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





# MAYOR & COUNCIL COMMUNICATION

**DATE:** September 16, 2014

**CONSENT**

**ITEM #** 8

**AGENDA ITEM:** Pumphouse No. 4 – Pay Request No. 4

**SUBMITTED BY:** Chad Isakson, Project Engineer

**THROUGH:** Dean A. Zuleger, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
Cathy Bendel, Finance Director

**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

**FISCAL IMPACT:**

None. Partial payment is proposed in accordance with the Contract for the project. Payment remains within the authorized scope and budget.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving Pay Request No. 4 for the Pumphouse No. 4 project. If removed from the consent agenda, the recommended motion for the action is as follows:

*“Move to approve Pay Request No. 4 to Total Mechanical Services, Inc. in the amount of \$57,028.50 for Pumphouse No. 4”.*

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

Total Mechanical Services Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 4 in the amount of \$57,028.50. The request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is \$12,573.30.

**RECOMMENDATION:**

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 4 for the Pumphouse No. 4 project. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Pay Request No. 4 to Total Mechanical Services, Inc. in the amount of \$57,028.50, for Pumphouse No. 4”.***

**ATTACHMENT(S):**

1. Partial Pay Estimate No. 4

**PROJECT PAY FORM**


PARTIAL PAY ESTIMATE NO. <u>4</u>	<b>FOCUS</b> ENGINEERING, inc.
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PUMPHOUSE NO. 4 PROJECT NO. 2013.132	PERIOD OF ESTIMATE FROM <u>8/1/2014</u> TO <u>8/31/2014</u>
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PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, P.E., CITY ENGINEER	CONTRACTOR: TOTAL MECHANICAL SERVICES, INC. 420 BROADWAY AVE ST. PAUL, MN 55071 ATTN: MARK DIESSNER
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CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
				1. Original Contract Amount	\$748,640.00
				2. Net Change Order Sum	\$0.00
				3. Revised Contract (1+2)	\$748,640.00
				4. *Work Completed	\$251,466.00
				5. *Stored Materials	\$0.00
				6. Subtotal (4+5)	\$251,466.00
				7. Retainage* <u>5.0%</u>	\$12,573.30
				8. Previous Payments	\$181,864.20
				9. Amount Due (6-7-8)	<b>\$57,028.50</b>
TOTALS		\$0.00	\$0.00		
NET CHANGE		\$0.00		<i>*Detailed Breakdown Attached</i>	

CONTRACT TIME					
START DATE:	<u>5/19/2014</u>	ORIGINAL DAYS	<u>186</u>	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	<u>10/17/2014</u>	REVISED DAYS	<u>0</u>	YES	<input checked="" type="checkbox"/>
FINAL COMPLETION:	<u>11/21/2014</u>	REMAINING	<u>82</u>	NO	<input type="checkbox"/>

ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.	FOCUS Engineering, inc.  ENGINEER <u>9/3/2014</u> DATE
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CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.	CONTRACTOR  BY <u>9/5/2014</u> DATE
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APPROVED BY OWNER: <b>CITY OF LAKE ELMO, MINNESOTA</b>	
BY _____	BY _____
DATE _____	DATE _____

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	DIV 1 - GENERAL CONDITIONS	LS	1	\$60,000.00	\$60,000.00	0.17	\$10,200.00	0.68	\$40,800.00
2	DIV 1 - MOBILIZATION	LS	1	\$10,000.00	\$10,000.00	-	\$0.00	1.00	\$10,000.00
3	DIV 2 - SITE WORK	LS	1	\$45,000.00	\$45,000.00	-	\$0.00	0.96	\$43,200.00
4	DIV 3 - CONCRETE	LS	1	\$30,000.00	\$30,000.00	0.25	\$7,500.00	0.92	\$27,600.00
5	DIV 4 - MASONRY	LS	1	\$59,000.00	\$59,000.00	0.25	\$14,750.00	1.00	\$59,000.00
6	DIV 5 - METALS	LS	1	\$3,000.00	\$3,000.00	-	\$0.00	0.17	\$510.00
7	DIV 6 - CARPENTRY	LS	1	\$19,000.00	\$19,000.00	-	\$0.00	0.80	\$15,200.00
8	DIV 7 - THERMAL PROTECTION	LS	1	\$13,000.00	\$13,000.00	-	\$0.00	0.23	\$2,990.00
9	DIV 8 - DOORS AND WINDOWS	LS	1	\$12,000.00	\$12,000.00	-	\$0.00	0.34	\$4,080.00
10	DIV 9 - FINISHES	LS	1	\$10,000.00	\$10,000.00	-	\$0.00	-	\$0.00
11	DIV 10 - SAFETY AND SIGNS	LS	1	\$5,000.00	\$5,000.00	-	\$0.00	-	\$0.00
12	DIV 11 - PROCESS EQUIPMENT	LS	1	\$60,000.00	\$60,000.00	-	\$0.00	-	\$0.00
13	DIV 15 - MECHANICAL	LS	1	\$137,900.00	\$137,900.00	0.20	\$27,580.00	0.34	\$46,886.00
14	DIV 16 - ELECTRICAL	LS	1	\$243,000.00	\$243,000.00	-	\$0.00	-	\$0.00
15	COMMON EXCAVATION (P)	CY	350	\$11.00	\$3,850.00	-	\$0.00	-	\$0.00
16	TYPE SP. 12.5 BITUMINOUS WEARING COURSE MIXTURE (2,B)	TN	130	\$108.00	\$14,040.00	-	\$0.00	-	\$0.00
17	BITUMINOUS MATERIAL FOR TACK COAT	GAL	35	\$6.00	\$210.00	-	\$0.00	-	\$0.00
18	AGGREGATE BASE CLASS 5, 100% CRUSHED	TN	190	\$20.00	\$3,800.00	-	\$0.00	-	\$0.00
19	SELECT GRANULAR BORROW (MODIFIED)	TN	380	\$13.50	\$5,130.00	-	\$0.00	-	\$0.00
20	5" CONCRETE SIDEWALK	SF	235	\$5.00	\$1,175.00	-	\$0.00	-	\$0.00
21	TRUNCATED DOME PANELS	SF	8	\$40.00	\$320.00	-	\$0.00	-	\$0.00
22	TOPSOIL BORROW (CV)	CY	15	\$65.00	\$975.00	-	\$0.00	-	\$0.00
23	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	1	\$1,000.00	\$1,000.00	-	\$0.00	-	\$0.00
24	SILT FENCE, MACHINE SLICED	LF	400	\$3.00	\$1,200.00	-	\$0.00	400.0	\$1,200.00
25	STREET SWEEPER	HR	4	\$110.00	\$440.00	-	\$0.00	-	\$0.00
26	SOD	SY	2,400	\$4.00	\$9,600.00	-	\$0.00	-	\$0.00
<b>TOTALS - BASE CONTRACT</b>					<b>\$748,640.00</b>	<b>\$60,030.00</b>	<b>\$251,466.00</b>		



# MAYOR & COUNCIL COMMUNICATION

**DATE:** September 16, 2014

**CONSENT**

**ITEM # 9**

**AGENDA ITEM:** Lake Elmo Avenue Trunk Watermain Improvements – Pay Request No. 2

**SUBMITTED BY:** Chad Isakson, Project Engineer

**THROUGH:** Dean A. Zuleger, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
Cathy Bendel, Finance Director

**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

**FISCAL IMPACT:**

None. Partial payment is proposed in accordance with the Contract for the project. Payment remains within the authorized scope and budget.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving Pay Request No. 2 for the Lake Elmo Avenue Trunk Watermain Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Pay Request No. 2 to GM Contracting Inc in the amount of \$395,509.31, for the Lake Elmo Avenue Trunk Watermain Improvements Project”***

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

GM Contracting Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 2 in the amount of \$395,509.31. The request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is \$61,494.05.

**RECOMMENDATION:**

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 2 for the Lake Elmo Avenue Trunk Watermain Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Pay Request No. 2 to GM Contracting Inc. in the amount of \$395,509.31, for the Lake Elmo Avenue Trunk Watermain Improvements Project”***

**ATTACHMENT(S):**

1. Partial Pay Estimate No. 2

**PROJECT PAY FORM**

PARTIAL PAY ESTIMATE NO. <u>    2    </u>		<b>FOCUS</b> ENGINEERING, inc.	
LAKE ELMO AVENUE TRUNK WATERMAIN IMPROVEMENTS PROJECT NO. 2013.133		PERIOD OF ESTIMATE FROM <u>    8/1/2014    </u> TO <u>    8/31/2014    </u>	
PROJECT OWNER: <b>CITY OF LAKE ELMO</b> 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER		CONTRACTOR: <b>GM CONTRACTING INC.</b> 19810 515TH AVE LAKE CRYSTAL, MN 56055 ATTN: MIKE URBAN, PROJECT MANAGER	
CONTRACT CHANGE ORDER SUMMARY		PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount	
		Additions	Deductions
TOTALS		\$0.00	\$0.00
NET CHANGE		\$0.00	
		1. Original Contract Amount <span style="float: right;">\$2,015,687.39</span> 2. Net Change Order Sum <span style="float: right;">\$0.00</span> 3. Revised Contract (1+2) <span style="float: right;">\$2,015,687.39</span> 4. *Work Completed <span style="float: right;">\$1,165,235.51</span> 5. *Stored Materials <span style="float: right;">\$64,645.50</span> 6. Subtotal (4+5) <span style="float: right;">\$1,229,881.01</span> 7. Retainage* <u>    5.0%    </u> <span style="float: right;">\$61,494.05</span> 8. Previous Payments <span style="float: right;">\$772,877.65</span> 9. Amount Due (6-7-8) <span style="float: right;"><b>\$395,509.31</b></span> <i>*Detailed Breakdown Attached</i>	
CONTRACT TIME			
START DATE: <u>    6/26/2014    </u>		ORIGINAL DAYS <u>    141    </u>	ON SCHEDULE
SUBSTANTIAL COMPLETION: <u>    10/17/2014    </u>		REVISED DAYS <u>    0    </u>	YES <input checked="" type="checkbox"/>
FINAL COMPLETION: <u>    11/14/2014    </u>		REMAINING <u>    75    </u>	NO <input type="checkbox"/>
ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.		FOCUS Engineering, inc.  ENGINEER <u>    9/2/2014    </u> DATE	
CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.		CONTRACTOR  BY <u>    8/12/14    </u> DATE	
APPROVED BY OWNER: <b>CITY OF LAKE ELMO, MINNESOTA</b>			
BY _____		BY _____	
DATE _____		DATE _____	

LAKE ELMO AVENUE TRUNK WATERMAIN IMPROVEMENTS  
 CITY OF LAKE ELMO, MINNESOTA  
 PROJECT NO. 2013.133



ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>DIVISION 1 - GENERAL</b>									
1	MOBILIZATION	LS	1	\$85,000.00	\$85,000.00	0.25	\$21,250.00	0.75	\$63,750.00
2	TRAFFIC CONTROL	LS	1	\$53,951.69	\$53,951.69	0.25	\$13,487.92	0.75	\$40,463.77
3	SILT FENCE	LF	461	\$2.50	\$1,152.50	0.00	\$0.00	0	\$0.00
4	TREE REMOVAL	EA	20	\$400.00	\$8,000.00	6.00	\$2,400.00	6	\$2,400.00
5	INLET PROTECTION	EA	3	\$152.58	\$457.74	3.00	\$457.74	3	\$457.74
6	6" TOPSOIL AND SOD	SY	267	\$6.30	\$1,682.10	0.00	\$0.00	0	\$0.00
7	TEMPORARY WATER SERVICE	LS	1	\$4,500.00	\$4,500.00	0.75	\$3,375.00	1	\$3,375.00
SUBTOTAL - DIVISION 1					\$154,744.03		\$40,970.66		\$110,446.51
<b>DIVISION 2 - WATERMAIN</b>									
1	REMOVE EXISTING WATERMAIN - ALL SIZES AND TYPES	LF	416	\$2.85	\$1,185.60	0	\$0.00	0	\$0.00
2	ABANDON EXISTING WATERMAIN IN PLACE - ALL SIZES AND TYPES	LF	970	\$2.85	\$2,764.50	0	\$0.00	0	\$0.00
3	SALVAGE EXISTING HYDRANT, LEAD, AND VALVE	EA	2	\$350.00	\$700.00	0	\$0.00	0	\$0.00
4	REMOVE/ABANDON EXISTING WATER SERVICE - ALL SIZES AND TYPES	EA	15	\$150.00	\$2,250.00	0	\$0.00	0	\$0.00
5	CONNECT TO EXISTING WATERMAIN	EA	1	\$1,448.16	\$1,448.16	0	\$0.00	0	\$0.00
6	6" GATE VALVE & BOX	EA	27	\$2,036.85	\$54,994.95	1	\$2,036.85	1	\$2,036.85
7	8" GATE VALVE & BOX	EA	4	\$2,530.54	\$10,122.16	0	\$0.00	0	\$0.00
8	12" GATE VALVE & BOX	EA	1	\$3,508.66	\$3,508.66	0	\$0.00	0	\$0.00
9	16" BUTTERFLY VALVE & BOX	EA	17	\$3,489.56	\$59,322.52	0	\$0.00	0	\$0.00
10	HYDRANT - 8'-6" BURY	EA	27	\$4,182.48	\$112,926.96	1	\$4,182.48	1	\$4,182.48
11	1" CORPORATION STOP	EA	6	\$425.90	\$2,555.40	0	\$0.00	0	\$0.00
12	1.5" CORPORATION STOP	EA	38	\$550.20	\$20,907.60	0	\$0.00	0	\$0.00
13	2" CORPORATION STOP	EA	2	\$647.35	\$1,294.70	0	\$0.00	0	\$0.00
14	1" CURB STOP AND BOX	EA	6	\$463.58	\$2,781.48	0	\$0.00	0	\$0.00
15	1.5" CURB STOP AND BOX	EA	38	\$600.53	\$22,820.14	0	\$0.00	0	\$0.00
16	2" CURB STOP AND BOX	EA	2	\$746.85	\$1,493.70	0	\$0.00	0	\$0.00
17	1" TYPE K COPPER WATER SERVICE PIPE	LF	204	\$28.59	\$5,832.36	0	\$0.00	0	\$0.00
18	1.5" TYPE K COPPER WATER SERVICE PIPE	LF	1,586	\$32.06	\$50,847.16	0	\$0.00	0	\$0.00
19	2" TYPE K COPPER WATER SERVICE PIPE	LF	52	\$37.35	\$1,942.20	0	\$0.00	0	\$0.00
20	CONNECT TO EXISTING WATER SERVICE - ALL SIZES AND TYPES	EA	15	\$500.00	\$7,500.00	0	\$0.00	0	\$0.00
21	6" DIP CL. 52 WATERMAIN	LF	379	\$29.50	\$11,180.50	39	\$1,150.50	39	\$1,150.50
22	16" DIP CL. 52 WATERMAIN	LF	387	\$74.63	\$28,881.81	0	\$0.00	0	\$0.00
23	8" HDPE DR 11 WATERMAIN	LF	174	\$70.93	\$12,341.82	45	\$3,191.85	45	\$3,191.85
24	12" HDPE DR 11 WATERMAIN	LF	74	\$81.80	\$6,053.20	74	\$6,053.20	74	\$6,053.20
25	16" HDPE DR 11 WATERMAIN	LF	11,152	\$89.00	\$992,528.00	6,124	\$545,036.00	10,452	\$930,228.00
26	16" HDPE DR11 WATERMAIN, EXTRA DEPTH (P)	LF	2,200	\$89.00	\$195,800.00	550	\$48,950.00	1,125	\$100,125.00
27	6"x45" BEND MJ DUCTILE IRON COMPACT FITTING	EA	32	\$362.03	\$11,584.96	0	\$0.00	0	\$0.00
28	16"x11-1/4" BEND MJ DUCTILE IRON COMPACT FITTING	EA	1	\$1,325.00	\$1,325.00	0	\$0.00	0	\$0.00
29	16"x45" BEND MJ DUCTILE IRON COMPACT FITTING	EA	2	\$1,337.00	\$2,674.00	0	\$0.00	0	\$0.00
30	8"x6" TEE MJ DUCTILE IRON COMPACT FITTING	EA	3	\$543.52	\$1,630.56	1	\$543.52	1	\$543.52
31	16"x6" TEE MJ DUCTILE IRON COMPACT FITTING	EA	23	\$1,498.00	\$34,454.00	0	\$0.00	0	\$0.00
32	16"x8" TEE MJ DUCTILE IRON COMPACT FITTING	EA	4	\$1,520.00	\$6,080.00	0	\$0.00	0	\$0.00
33	16"x12" TEE MJ DUCTILE IRON COMPACT FITTING	EA	1	\$1,589.00	\$1,589.00	0	\$0.00	0	\$0.00
34	16"x12" CROSS MJ DUCTILE IRON COMPACT FITTING	EA	2	\$1,657.77	\$3,315.54	0	\$0.00	0	\$0.00
35	12"x6" REDUCER MJ DUCTILE IRON COMPACT FITTING	EA	1	\$588.10	\$588.10	0	\$0.00	0	\$0.00
36	16"x8" REDUCER MJ DUCTILE IRON COMPACT FITTING	EA	1	\$762.51	\$762.51	0	\$0.00	0	\$0.00
37	8" PLUG MJ DUCTILE IRON COMPACT FITTING	EA	4	\$268.40	\$1,073.60	1	\$268.40	1	\$268.40
38	12" PLUG MJ DUCTILE IRON COMPACT FITTING	EA	4	\$322.24	\$1,288.96	0	\$0.00	0	\$0.00
39	16" PLUG MJ DUCTILE IRON COMPACT FITTING	EA	1	\$506.18	\$506.18	0	\$0.00	0	\$0.00
40	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	LS	1	\$70,092.00	\$70,092.00	0	\$7,009.20	0	\$7,009.20
41	WATER SERVICE CONNECTION PITS	LS	1	\$55,577.00	\$55,577.00	0	\$0.00	0	\$0.00
42	OFF ROAD STRUCTURE MARKER	EA	27	\$57.70	\$1,557.90	0	\$0.00	0	\$0.00
43	4" POLYSTYRENE INSULATION	SF	96	\$7.37	\$707.52	0	\$0.00	0	\$0.00
SUBTOTAL - DIVISION 2					\$1,808,790.41		\$618,422.00		\$1,054,789.00
<b>DIVISION 3 - STREETS</b>									
1	SAWCUT BITUMINOUS PAVEMENT	LF	1,020	\$3.92	\$3,998.40	0	\$0.00	0	\$0.00
2	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, ALL TYPES	SY	1,125	\$5.67	\$6,378.75	0	\$0.00	0	\$0.00
3	CL.5 AGGREGATE BASE	TN	410	\$29.93	\$12,271.30	0	\$0.00	0	\$0.00
4	DRIVEWAY RESTORATION	SY	62	\$39.21	\$2,431.02	0	\$0.00	0	\$0.00
5	SPNWB230B BITUMINOUS NON-WEAR COURSE, STREETS	TN	134	\$128.96	\$17,280.64	0	\$0.00	0	\$0.00
6	SPWEA240B BITUMINOUS WEAR COURSE, STREETS	TN	67	\$144.44	\$9,677.48	0	\$0.00	0	\$0.00
7	BITUMINOUS MATERIAL FOR TACK COAT	GA	56	\$2.06	\$115.36	0	\$0.00	0	\$0.00
SUBTOTAL - DIVISION 3					\$52,152.95		\$0.00		\$0.00
<b>TOTALS</b>					\$2,015,687.39		\$659,392.66		\$1,165,235.51





# MAYOR & COUNCIL COMMUNICATION

**DATE:** September 16, 2014

**CONSENT**

**ITEM #** 10

**AGENDA ITEM:** 2014 Street Improvements – Pay Request No. 2

**SUBMITTED BY:** Ryan Stempki, Project Engineer

**THROUGH:** Dean A. Zuleger, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
Cathy Bendel, Finance Director

**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

**FISCAL IMPACT:**

None. Partial payment is proposed in accordance with the Contract for the project. Payment remains within the authorized scope and budget.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving Pay Request No. 2 for the 2014 Street Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

*“Move to approve Pay Request No. 2 to Hardrives, Inc. in the amount of \$427,922.74, for the 2014 Street Improvements”.*

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

Hardrives, Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 2 in the amount of \$427,922.74. The request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is \$28,680.09.

**RECOMMENDATION:**

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 2 for the 2014 Street Improvements. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Pay Request No. 2 to Hardrives, Inc. in the amount of \$427,922.74, for the 2014 Street Improvements”.***

**ATTACHMENT(S):**

1. Partial Pay Estimate No. 2

**PROJECT PAY FORM**

PARTIAL PAY ESTIMATE NO. <u>2</u>	<b>FOCUS</b> ENGINEERING, inc.
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2014 STREET IMPROVEMENTS PROJECT NO. 2013.135	PERIOD OF ESTIMATE FROM <u>8/1/2014</u> TO <u>8/31/2014</u>
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PROJECT OWNER: <b>CITY OF LAKE ELMO</b> 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER	CONTRACTOR: <b>HARDRIVES, INC.</b> 14478 QUIRAM DRIVE ROGERS, MN 55374 ATTN: DAN LOBELLO, PROJECT MANAGER
---	---

CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
1	7/1/2014	\$7,988.30		1. Original Contract Amount	\$1,469,015.70
				2. Net Change Order Sum	\$7,988.30
				3. Revised Contract (1+2)	\$1,477,004.00
				4. *Work Completed	\$573,601.80
				5. *Stored Materials	\$0.00
				6. Subtotal (4+5)	\$573,601.80
				7. Retainage* <u>5.0%</u>	\$28,680.09
				8. Previous Payments	\$116,998.97
TOTALS		\$7,988.30	\$0.00	9. Amount Due (6-7-8)	<b>\$427,922.74</b>
NET CHANGE		\$7,988.30		*Detailed Breakdown Attached	

CONTRACT TIME					
START DATE:	<u>7/2/2014</u>	ORIGINAL DAYS	<u>142</u>	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	<u>10/10/2014</u>	REVISED DAYS	<u>0</u>	YES	<input checked="" type="checkbox"/>
FINAL COMPLETION:	<u>11/21/2014</u>	REMAINING	<u>82</u>	NO	<input type="checkbox"/>

<p><b>ENGINEER'S CERTIFICATION:</b> The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.</p>	<p style="text-align: right;">FOCUS Engineering, inc.</p> <div style="text-align: center;">               _____              ENGINEER              _____              9-5-2014              _____              DATE         </div>
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<p><b>CONTRACTOR'S CERTIFICATION:</b> The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.</p>	<p style="text-align: right;">CONTRACTOR</p> <div style="text-align: center;">               _____              BY              9/9/14              _____              DATE         </div>
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APPROVED BY OWNER: <b>CITY OF LAKE ELMO, MINNESOTA</b>	
BY _____	BY _____
DATE _____	DATE _____

**2014 STREET IMPROVEMENTS  
CITY OF LAKE ELMO, MINNESOTA  
PROJECT NO. 2013.135**



ITEM	DESCRIPTION OF PAY ITEM	UNIT	REVISED CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>DIVISION 1 - PACKARD PARK AREA</b>									
1	MOBILIZATION	LS	1	\$34,750.00	\$34,750.00	0.50	\$17,375.00	1	\$34,750.00
2	TRAFFIC CONTROL	LS	1	\$2,162.47	\$2,162.47	0.40	\$864.99	0.50	\$1,081.24
3	SILT FENCE, TYPE MACHINE SLICED	LS	3,188	\$2.03	\$6,471.64	0.00	\$0.00	0.00	\$0.00
4	INLET PROTECTION	EA	14	\$74.93	\$1,049.02	14.00	\$1,049.02	14.00	\$1,049.02
5	BIOROLL DITCH CHECK	EA	14	\$80.28	\$1,123.92	0.00	\$0.00	0.00	\$0.00
6	STREET SWEEPING	HR	35	\$151.26	\$5,294.10	0.00	\$0.00	0.00	\$0.00
7	TREE TRIMMING	LS	1	\$5,352.13	\$5,352.13	0.00	\$0.00	0.00	\$0.00
8	SALVAGE MAILBOX	EA	24	\$32.44	\$778.56	0.00	\$0.00	22.00	\$713.68
9	INSTALL SALVAGED MAILBOX	EA	24	\$37.84	\$908.16	0.00	\$0.00	0.00	\$0.00
10	SAWCUT BITUMINOUS PAVEMENT	LF	720	\$2.12	\$1,526.40	261.00	\$553.32	261.00	\$553.32
11	SAWCUT CONCRETE PAVEMENT	LF	130	\$3.13	\$406.90	130.00	\$406.90	130.00	\$406.90
12	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	410	\$5.35	\$2,193.50	230.00	\$1,230.50	230.00	\$1,230.50
13	REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT (DRIVEWAYS)	SY	150	\$8.56	\$1,284.00	85.00	\$727.60	85.00	\$727.60
14	REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT	SY	10	\$32.11	\$321.10	0.00	\$0.00	0.00	\$0.00
15	REMOVE AND DISPOSE OF EXISTING STORM SEWER PIPE	LF	230	\$10.81	\$2,486.30	73.00	\$789.13	230.00	\$2,486.30
16	SUBGRADE EXCAVATION - RECLAIM AREAS (CV)	CY	1,000	\$9.10	\$9,100.00	0.00	\$0.00	0.00	\$0.00
17	SELECT GRANULAR BORROW (CV)	CY	250	\$14.13	\$3,532.50	0.00	\$0.00	0.00	\$0.00
18	RECLAIM EXISTING BITUMINOUS AND BASE MATERIALS, 8" DEPTH	SY	21,500	\$0.91	\$19,565.00	21,500.00	\$19,565.00	21,500.00	\$19,565.00
19	HAUL EXCESS RECLAIMED MATERIAL OFF SITE (LV)	CY	300	\$8.62	\$2,586.00	0.00	\$0.00	0.00	\$0.00
20	SUBGRADE PREPARATION OF RECLAIMED SURFACE	RS	61	\$324.76	\$19,690.20	0.00	\$0.00	0.00	\$0.00
21	TYPE SP 9.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B) [SPNWA230B]	TN	1,905	\$60.76	\$115,747.80	1,667.00	\$101,286.92	1,667.00	\$101,286.92
22	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA240B]	TN	1,905	\$62.64	\$119,329.20	0.00	\$0.00	0.00	\$0.00
23	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1,350	\$1.96	\$2,646.00	0.00	\$0.00	0.00	\$0.00
24	PATCH BITUMINOUS DRIVEWAY	SY	410	\$20.11	\$8,245.10	294.00	\$5,912.34	294.00	\$5,912.34
25	PATCH CONCRETE DRIVEWAY	SY	150	\$46.03	\$6,904.50	113.00	\$5,201.39	113.00	\$5,201.39
26	SAW & SEAL STREET (40' INTERVALS)	LF	2,900	\$2.61	\$7,569.00	0.00	\$0.00	0.00	\$0.00
27	B418 CONCRETE CURB & GUTTER	LF	7,660	\$9.63	\$73,765.80	7,642.00	\$73,592.46	7,642.00	\$73,592.46
28	CONCRETE RIBBON CURB	LF	530	\$14.50	\$7,685.00	485.00	\$7,032.50	485.00	\$7,032.50
29	6" CONCRETE FLUME	SF	500	\$6.74	\$3,370.00	370.00	\$2,493.80	370.00	\$2,493.80
30	REMOVE CB CASTING	EA	12	\$83.68	\$1,004.16	12.00	\$1,004.16	13.00	\$1,087.84
31	R-3250-1 CASTING	EA	12	\$779.82	\$9,357.84	11.00	\$8,578.02	11.00	\$8,578.02
32	2' X 3' CATCH BASIN WITH CASTING PER DETAIL 404	EA	1	\$1,838.10	\$1,838.10	0.00	\$0.00	0.00	\$0.00
33	4' DIA CBMH WITH SUMP AND CASTING PER DETAIL 405	EA	1	\$2,811.21	\$2,811.21	1.00	\$2,811.21	2.00	\$5,622.42
34	4' DIA MH WITH CASTING PER DETAIL 407	EA	2	\$1,946.23	\$3,892.46	0.00	\$0.00	2.00	\$3,892.46
35	15" RCP STORM SEWER, CLASS 5	LF	208	\$44.33	\$9,220.64	58.00	\$2,571.14	209.00	\$9,264.97
36	15" RCP FLARED END SECTION INCL TRASH GUARD	EA	4	\$1,243.42	\$4,973.68	2.00	\$2,486.84	3.00	\$3,730.26
37	CLASS 3 RIP RAP WITH FABRIC	CY	8	\$162.19	\$1,297.52	5.00	\$810.95	5.00	\$810.95
38	DITCH GRADING	LF	180	\$10.70	\$1,926.00	0.00	\$0.00	0.00	\$0.00
39	POND EXCAVATION (CV)	CY	70	\$21.41	\$1,498.70	0.00	\$0.00	0.00	\$0.00
40	JET AND CLEAN STORM SEWER	LF	135	\$15.14	\$2,043.90	0.00	\$0.00	0.00	\$0.00
41	IMPORT AND PLACE TOPSOIL BORROW (LV)	CY	800	\$15.00	\$12,000.00	182.00	\$2,730.00	182.00	\$2,730.00
42	SEEDING, FERTILIZER, AND EROSION CONTROL BLANKET	SY	1,500	\$2.94	\$4,410.00	0.00	\$0.00	0.00	\$0.00
43	SODDING	SY	8,800	\$4.28	\$37,664.00	0.00	\$0.00	0.00	\$0.00
44	SALVAGE SIGN	EA	10	\$27.03	\$270.30	0.00	\$0.00	1.00	\$27.03
45	INSTALL SALVAGED SIGN	EA	10	\$124.34	\$1,243.40	0.00	\$0.00	0.00	\$0.00
SUBTOTAL - DIVISION 1					\$561,296.21	\$259,073.19	\$293,826.92		
<b>DIVISION 2 - 20TH STREET NORTH</b>									
46	MOBILIZATION	LS	0	\$15,172.98	\$0.00	0.00	\$0.00	0	\$0.00
47	TRAFFIC CONTROL	LS	0	\$5,000.00	\$0.00	0.00	\$0.00	0	\$0.00
48	JOINT REPAIR	SY	0	\$20.00	\$0.00	0.00	\$0.00	0	\$0.00
49	PATCH BITUMINOUS STREET (PARTIAL DEPTH)	SY	0	\$20.00	\$0.00	0.00	\$0.00	0	\$0.00
50	PATCH BITUMINOUS STREET (FULL DEPTH)	SY	0	\$38.64	\$0.00	0.00	\$0.00	0	\$0.00
51	REMOVE PAVEMENT MARKINGS - 4" LINES	LF	0	\$0.65	\$0.00	0.00	\$0.00	0	\$0.00
52	3/4" OVERLAY	TN	0	\$68.06	\$0.00	0.00	\$0.00	0	\$0.00
53	3/8" MICROSURFACE	SY	0	\$3.21	\$0.00	0.00	\$0.00	0	\$0.00
54	CLASS 2 AGGREGATE SHOULDERING - 100% CRUSHED LIMEROCK	TN	0	\$21.39	\$0.00	0.00	\$0.00	0	\$0.00
55	4" DOUBLE SOLID YELLOW LINE - LATEX	LF	0	\$0.22	\$0.00	0.00	\$0.00	0	\$0.00
56	4" SOLID WHITE LINE - LATEX	LF	0	\$0.11	\$0.00	0.00	\$0.00	0	\$0.00
SUBTOTAL - DIVISION 2					\$0.00	\$0.00	\$0.00		

ITEM	DESCRIPTION OF PAY ITEM	UNIT	REVISED CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>DIVISION 3 - DEER POND TRAIL &amp; COURT</b>									
57	MOBILIZATION	LS	1	\$21,000.00	\$21,000.00	0.25	\$5,250.00	1	\$15,750.00
58	TRAFFIC CONTROL	LS	1	\$1,621.85	\$1,621.85	0.40	\$648.74	1	\$1,054.20
59	SILT FENCE, TYPE MACHINE SLICED	LF	2,150	\$2.03	\$4,364.50	0.00	\$0.00	225	\$456.75
60	INLET PROTECTION	EA	12	\$74.93	\$899.16	0.00	\$0.00	0	\$0.00
61	STREET SWEEPING	HR	10	\$151.26	\$1,512.60	1.00	\$151.26	1	\$151.26
62	BIOROLL DITCH CHECK	EA	5	\$80.28	\$401.40	0.00	\$0.00	0	\$0.00
63	CLEAR AND GRUB TREE	EA	6	\$588.73	\$3,532.38	0.00	\$0.00	7	\$4,121.11
64	GRUB EXISTING STUMP	EA	5	\$214.09	\$1,070.45	0.00	\$0.00	0	\$0.00
65	SALVAGE MAILBOX	EA	22	\$32.44	\$713.68	0.00	\$0.00	22	\$713.68
66	INSTALL SALVAGED MAILBOX	EA	22	\$37.84	\$832.48	0.00	\$0.00	0	\$0.00
67	SAWCUT BITUMINOUS PAVEMENT	LF	375	\$2.17	\$813.75	269.00	\$583.73	269	\$583.73
68	SAWCUT CONCRETE PAVEMENT	LF	100	\$4.07	\$407.00	89.00	\$362.23	89	\$362.23
69	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT	SY	6,680	\$2.91	\$19,438.80	4,180.00	\$12,163.80	6,680	\$19,438.80
70	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	250	\$5.35	\$1,337.50	166.00	\$888.10	266	\$1,423.10
71	REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT (DRIVEWAYS)	SY	110	\$8.56	\$941.60	37.00	\$316.72	37	\$316.72
72	REMOVE AND DISPOSE OF EXISTING STORM SEWER PIPE	LF	190	\$10.81	\$2,053.90	0.00	\$0.00	190	\$2,053.90
73	REMOVE AND DISPOSE OF EXISTING STORM SEWER STRUCTURE	EA	2	\$432.50	\$865.00	0.00	\$0.00	2	\$865.00
74	COMMON EXCAVATION (P)	CY	3,575	\$8.56	\$30,602.00	3,575.00	\$30,602.00	3,575	\$30,602.00
75	SUBGRADE EXCAVATION - RECONSTRUCT AREAS (CV)	CY	325	\$8.56	\$2,782.00	76.00	\$650.56	76	\$650.56
76	SELECT GRANULAR BORROW (CV)	CY	2,390	\$12.31	\$29,420.90	2,227.00	\$27,414.37	2,227	\$27,414.37
77	AGGREGATE BASE CLASS 5	TN	2,600	\$10.17	\$26,442.00	2,600.00	\$26,442.00	2,600	\$26,442.00
78	TYPE SP 9.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B) [SPNWA230B]	TN	690	\$62.38	\$43,042.20	0.00	\$0.00	0	\$0.00
79	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA240B]	TN	520	\$63.49	\$33,014.80	0.00	\$0.00	0	\$0.00
80	BITUMINOUS MATERIAL FOR TACK COAT	GAL	405	\$1.96	\$793.80	0.00	\$0.00	0	\$0.00
81	PATCH BITUMINOUS DRIVEWAY	SY	250	\$20.55	\$5,137.50	0.00	\$0.00	0	\$0.00
82	PATCH CONCRETE DRIVEWAY	SY	110	\$46.03	\$5,063.30	60.00	\$2,761.80	60	\$2,761.80
83	PATCH GRAVEL DRIVEWAY	TN	20	\$27.54	\$550.80	0.00	\$0.00	0	\$0.00
84	SAW & SEAL STREET (40' INTERVALS)	LF	1,300	\$2.61	\$3,393.00	0.00	\$0.00	0	\$0.00
85	ADJUST EXISTING MANHOLE CASTING	EA	2	\$584.98	\$1,169.96	0.00	\$0.00	0	\$0.00
86	B612 CONCRETE CURB & GUTTER	LF	4,500	\$9.10	\$40,950.00	0.00	\$0.00	0	\$0.00
87	6" CONCRETE FLUME	SF	2	\$42.82	\$85.64	0.00	\$0.00	0	\$0.00
88	4" PVC PERF EDGE DRAIN W/BACKFILL & WRAP	LF	1,155	\$9.10	\$10,510.50	1,155.00	\$10,510.50	1,155	\$10,510.50
89	CONNECT DRAIN TILE TO STRUCTURE	EA	12	\$160.56	\$1,926.72	2.00	\$321.12	12	\$1,926.72
90	CONNECT TO EXISTING STORM SEWER MH	EA	2	\$540.62	\$1,081.24	0.00	\$0.00	2	\$1,081.24
91	2' X 3' CATCH BASIN WITH CASTING PER DETAIL 404	EA	2	\$1,838.10	\$3,676.20	1.00	\$1,838.10	2	\$3,676.20
92	4' DIA CBMH WITH CASTING PER DETAIL 402	EA	1	\$1,838.10	\$1,838.10	0.00	\$0.00	1	\$1,838.10
93	4' DIA CBMH WITH CASTING PER DETAIL 406	EA	6	\$2,108.41	\$12,650.46	0.00	\$0.00	6	\$12,650.46
94	4' DIA CBMH WITH SUMP AND CASTING PER DETAIL 405	EA	3	\$2,919.34	\$8,758.02	0.00	\$0.00	3	\$8,758.02
95	15" RCP STORM SEWER, CLASS 5	LF	382	\$42.17	\$16,108.94	0.00	\$0.00	382	\$16,108.94
96	18" RCP STORM SEWER, CLASS 5	LF	235	\$45.41	\$10,671.35	0.00	\$0.00	240	\$10,898.40
97	15" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$1,243.42	\$2,486.84	0.00	\$0.00	2	\$2,486.84
98	18" RCP FLARED END SECTION INCL TRASH GUARD	EA	1	\$1,297.48	\$1,297.48	0.00	\$0.00	1	\$1,297.48
99	CLASS 3 RIP RAP WITH FABRIC	CY	15	\$162.19	\$2,432.85	0.00	\$0.00	11	\$1,848.97
100	DITCH GRADING	LF	100	\$10.70	\$1,070.00	0.00	\$0.00	0	\$0.00
101	IMPORT AND PLACE TOPSOIL BORROW (LV)	CY	300	\$15.00	\$4,500.00	0.00	\$0.00	0	\$0.00
102	SODDING	SY	5,000	\$4.28	\$21,400.00	0.00	\$0.00	0	\$0.00
103	SEEDING, FERTILIZER, AND EROSION CONTROL BLANKET	SY	400	\$2.94	\$1,176.00	0.00	\$0.00	0	\$0.00
104	4" DOUBLE SOLID YELLOW LINE - EPOXY	LF	1,440	\$0.79	\$1,137.60	0.00	\$0.00	0	\$0.00
105	REMOVE SIGN	EA	1	\$27.03	\$27.03	0.00	\$0.00	1	\$27.03
106	SIGN PANEL, TYPE C	SF	9	\$54.06	\$486.54	0.00	\$0.00	0	\$0.00
107	SALVAGE SIGN	EA	6	\$27.03	\$162.18	0.00	\$0.00	5	\$135.15
108	INSTALL SALVAGED SIGN	EA	6	\$124.34	\$746.04	0.00	\$0.00	0	\$0.00
SUBTOTAL - DIVISION 3					\$388,398.04	\$120,905.03	\$208,405.26		
<b>DIVISION 4 - MANNING TRAIL NORTH</b>									
109	MOBILIZATION	LS	1	\$3,500.00	\$3,500.00	0.50	\$1,750.00	0.50	\$1,750.00
110	TRAFFIC CONTROL	LS	1	\$2,324.66	\$2,324.66	0.20	\$464.93	0.20	\$464.93
111	SILT FENCE, TYPE MACHINE SLICED	LF	6,600	\$2.03	\$13,398.00	1,620.00	\$3,288.60	1,620.00	\$3,288.60
112	STREET SWEEPING	HR	25	\$151.26	\$3,781.50	0.00	\$0.00	0.00	\$0.00
113	BIOROLL DITCH CHECK	EA	20	\$80.28	\$1,605.60	0.00	\$0.00	0.00	\$0.00
114	CLEAR AND GRUB TREE	EA	15	\$588.73	\$8,830.95	0.00	\$0.00	0.00	\$0.00
115	SALVAGE MAILBOX	EA	12	\$32.44	\$389.28	0.00	\$0.00	12.00	\$389.28
116	INSTALL SALVAGED MAILBOX	EA	12	\$37.84	\$454.08	0.00	\$0.00	0.00	\$0.00
117	SAWCUT BITUMINOUS PAVEMENT	LF	375	\$2.17	\$813.75	0.00	\$0.00	0.00	\$0.00
118	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT	SY	8,970	\$2.71	\$24,308.70	4,500.00	\$12,195.00	4,500.00	\$12,195.00
119	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	130	\$5.35	\$695.50	0.00	\$0.00	0.00	\$0.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	REVISED CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
120	REMOVE AND DISPOSE OF EXISTING STORM SEWER PIPE	LF	53	\$10.81	\$572.93	53.00	\$572.93	53.00	\$572.93
121	COMMON EXCAVATION (P)	CY	5,205	\$8.56	\$44,554.80	1,381.00	\$11,821.36	1,381.00	\$11,821.36
122	SUBGRADE EXCAVATION - RECONSTRUCT AREAS (CV)	CY	500	\$8.56	\$4,280.00	0.00	\$0.00	0.00	\$0.00
123	SELECT GRANULAR BORROW (CV)	CY	3,290	\$12.31	\$40,499.90	1,231.00	\$15,153.61	1,231.00	\$15,153.61
124	AGGREGATE BASE CLASS 5	TN	4,820	\$10.17	\$49,019.40	1,849.00	\$18,804.33	1,849.00	\$18,804.33
125	TYPE SP 12.5 BITUMINOUS NON-WEARING COURSE MIXTURE (2,B) [SPNWB230B]	TN	1,360	\$55.64	\$75,670.40	0.00	\$0.00	0.00	\$0.00
126	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA240B]	TN	820	\$61.67	\$50,569.40	0.00	\$0.00	0.00	\$0.00
127	BITUMINOUS MATERIAL FOR TACK COAT	GAL	640	\$1.96	\$1,254.40	0.00	\$0.00	0.00	\$0.00
128	PATCH BITUMINOUS DRIVEWAY	SY	130	\$20.27	\$2,635.10	0.00	\$0.00	0.00	\$0.00
129	PATCH GRAVEL DRIVEWAY	TN	30	\$27.02	\$810.60	0.00	\$0.00	0.00	\$0.00
130	CLASS 2 AGGREGATE SHOULDERING - 100% CRUSHED LIMEROCK	TN	345	\$20.84	\$7,189.80	0.00	\$0.00	0.00	\$0.00
131	4" PVC PERF EDGE DRAIN W/BACKFILL & WRAP	LF	3,000	\$11.77	\$35,310.00	0.00	\$0.00	0.00	\$0.00
132	PRECAST CONCRETE HEADWALL (DRAIN TILE)	EA	8	\$535.21	\$4,281.68	0.00	\$0.00	0.00	\$0.00
133	18" RCP STORM SEWER, CLASS 5	LF	48	\$62.71	\$3,010.08	48.00	\$3,010.08	48.00	\$3,010.08
134	18" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$1,297.49	\$2,594.98	2.00	\$2,594.98	2.00	\$2,594.98
135	CLASS 3 RIP RAP WITH FABRIC	CY	5	\$162.19	\$810.95	5.00	\$810.95	5.00	\$810.95
136	IMPORT AND PLACE TOPSOIL BORROW (LV)	CY	500	\$15.00	\$7,500.00	0.00	\$0.00	0.00	\$0.00
137	SEEDING, FERTILIZER, AND EROSION CONTROL BLANKET	SY	7,850	\$2.94	\$23,079.00	0.00	\$0.00	0.00	\$0.00
138	4" DOUBLE SOLID YELLOW LINE - EPOXY	LF	3,300	\$0.79	\$2,607.00	0.00	\$0.00	0.00	\$0.00
139	4" SOLID WHITE LINE - EPOXY	LF	6,600	\$0.48	\$3,168.00	0.00	\$0.00	0.00	\$0.00
140	REMOVE SIGN	EA	5	\$27.03	\$135.15	0.00	\$0.00	5.00	\$135.15
141	SIGN PANEL, TYPE C	SF	21	\$54.06	\$1,108.23	0.00	\$0.00	0.00	\$0.00
142	SALVAGE SIGN	EA	14	\$27.03	\$378.42	0.00	\$0.00	14.00	\$378.42
143	INSTALL SALVAGED SIGN	EA	14	\$124.34	\$1,740.76	0.00	\$0.00	0.00	\$0.00
SUBTOTAL - DIVISION 4					\$422,883.00		\$70,466.77		\$71,369.62

**TOTALS - BASE CONTRACT**

**\$1,372,577.25**

**\$450,444.99**

**\$573,601.80**

**CHANGE ORDER NO. 1**

CO1-1	MOBILIZATION	LS	1.0	\$5,000.00	\$5,000.00			0.0	\$0.00
CO1-2	TRAFFIC CONTROL	LS	1.0	\$5,000.00	\$5,000.00			0.0	\$0.00
CO1-3	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA240B] -LEVELING COURSE	TN	300.0	\$68.06	\$20,418.00			0.0	\$0.00
CO1-4	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA240B]	TN	1,065.0	\$60.67	\$64,613.55			0.0	\$0.00
CO1-5	BITUMINOUS MATERIAL FOR TACK COAT	GAL	865.0	\$1.96	\$1,695.40			0.0	\$0.00
CO1-6	CLASS 2 AGGREGATE SHOULDERING - 100% CRUSHED LIMEROCK	TN	260.0	\$21.39	\$5,561.40			0.0	\$0.00
CO1-7	4" DOUBLE SOLID YELLOW LINE - LATEX	LF	4,860.0	\$0.22	\$1,069.20			0.0	\$0.00
CO1-8	4" SOLID WHITE LINE - LATEX	LF	9,720.0	\$0.11	\$1,069.20			0.0	\$0.00

**TOTALS - CHANGE ORDER NO. 1**

**\$104,426.75**

**\$0.00**

**\$0.00**

**TOTALS - REVISED CONTRACT**

**\$1,477,004.00**

**\$450,444.99**

**\$573,601.80**



# MAYOR & COUNCIL COMMUNICATION

**DATE:** September 16, 2014

**CONSENT**

**ITEM #** 11

**AGENDA ITEM:** Well No. 4 Connecting Watermain Improvements – Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Hearing on Proposed Assessment

**SUBMITTED BY:** Chad Isakson, Project Engineer

**THROUGH:** Dean A. Zuleger, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
Cathy Bendel, Finance Director  
Dave Snyder, City Attorney

**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

**FISCAL IMPACT:** None.

Calling a final assessment hearing follows state statute for assessing benefitting properties for the improvements constructed in 2014 following the City’s Special Assessment Policy.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider declaring costs to be assessed and calling for the final assessment hearing for the Well No. 4 Connecting Watermain Improvements. If removed from the consent agenda, the recommended motion for this action is as follows:

***“Move to approve Resolution No. 2014-68; A Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for the Hearing on the Proposed Assessment for the Well No. 4 Connecting Watermain Improvements.”***

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

The Well No. 4 Connecting Watermain Improvement Project is near completion and the final project costs remain within the authorized project budget. Pursuant to Minnesota Statutes, Section 429 the council must declare the amount to be assessed against the benefiting properties and Call the Hearing on the Proposed Assessment for these improvements. The Assessment Hearing is proposed for October 21, 2014. The Final Assessment Roll must be certified to the County Auditor by November 30, 2014. Special assessments for this project were established as fixed amounts for a Trunk Watermain. Therefore the unit assessments remain unchanged with the final project costs.

**RECOMMENDATION:**

Staff is recommending that the city council approve, as part of the *Consent Agenda*, Resolution No. 2014-68, thereby declaring the costs to be assessed to be \$29,000; ordering the preparation of the proposed assessments with the unit assessments to be \$2,900 for each benefiting property; and Calling for the Hearing on the proposed Assessments for October 21, 2014 at or around 7:00 PM. The recommended motion is as follows:

***“Move to approve Resolution No. 2014-68; A Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for the Hearing on the Proposed Assessment for the Well No. 4 Connecting Watermain Improvements.”***

**ATTACHMENT(S):**

1. Resolution No. 2014-68; Resolution Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for Hearing on Proposed Assessment
2. Notice of Hearing on Proposed Assessment
3. Final Assessment Roll



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

**RESOLUTION NO. 2014-68**

**A RESOLUTION DECLARING COST TO BE ASSESSED, ORDERING  
PREPARATION OF PROPOSED ASSESSMENT, AND CALLING FOR  
HEARING ON PROPOSED ASSESSMENT FOR THE  
WELL NO 4 CONNECTING WATERMAIN IMPROVEMENTS**

**WHEREAS**, a contract has been let for the Well No. 4 Connecting Watermain Improvements including trunk watermain improvements along 50<sup>th</sup> Street between the Well 4 site and Lake Elmo Avenue and along Lake Elmo Avenue from 50<sup>th</sup> Street to 43<sup>rd</sup> Street; and

**WHEREAS**, the total cost of the water improvements will be \$550,000; and

**WHEREAS**, the City Clerk and City Engineer have prepared the proposed assessment roll and will maintain said assessment roll on file in the City offices for public inspection.

**NOW, THEREFORE, IT IS HEREBY RESOLVED,**

1. The portion of the cost of such water improvement to be paid by the City is hereby declared to be \$521,000, and the portion of the cost to be assessed against benefited property owners is declared to be \$29,000.
2. The City Clerk, with the assistance of the City Engineer, has calculated the proper amount to be specially assessed for such improvements against every assessable lot, piece or parcel of land to be benefited by the improvements, and the Clerk has filed a copy of such proposed assessment in the City offices for public inspection.
3. Assessments shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January, 2015, and shall bear interest at the rate of 4.61 percent per annum from the date of the adoption of the assessment resolution.
4. A public hearing shall be held on the 21<sup>st</sup> day of October, 2014, in the Council Chambers of the City Hall at or approximately after 7:00 P.M. to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
6. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City Clerk. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. A property owner may at any time thereafter, pay to

the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 21 or interest will be charged through December 31 of the succeeding year

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SIXTEENTH DAY OF SEPTEMBER 2014.**

**CITY OF LAKE ELMO**

By: \_\_\_\_\_  
Mike Pearson  
Mayor

(Seal)

ATTEST:

\_\_\_\_\_  
Adam Bell  
City Clerk

**CITY OF LAKE ELMO**  
**NOTICE OF HEARING ON PROPOSED ASSESSMENT**  
**WELL NO. 4 CONNECTING WATERMAIN 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, October 21, 2014, to consider, and possibly adopt, the proposed assessment against abutting property for the Well No. 4 Connecting Watermain Improvements. Adoption by the Council of the proposed assessment may occur at the hearing. The following describes the area proposed to be assessed:

- The amount to be specially assessed against each particular lot, piece, or parcel of land receiving an individual service stub located along 50<sup>th</sup> Street, from the Well 4 site to Lake Elmo Avenue, and along Lake Elmo Avenue, from 50<sup>th</sup> Street to 43<sup>rd</sup> Street, is \$2,900.

You may at any time prior to certification of the assessment to the county auditor on November 21, 2014, pay the entire assessment on such property to the City Clerk with interest accrued to the date of payment. No interest shall be charged if the entire assessment is paid to the City Clerk 30 days from the adoption of this assessment. You may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 (date assessment certified to County Auditor) or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 4.61 percent per year.

Once assessments are certified to the County, the assessments are payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2015, and will bear interest at the rate of 4.61 percent per annum from the date of adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2014. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

The proposed assessment roll is on file for public inspection at the City Clerk's office. The total amount of the proposed watermain improvement assessment is \$29,000. *The City contribution for the watermain improvement project is \$521,000.* Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

An owner may appeal an assessment to district court pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or Clerk.

The City Council is authorized in its discretion to defer the payment of an assessment for any homestead property owned by a person for whom it would be a hardship to make payment if the owner is 65 years of age or older and/or the owner is a person retired by virtue of a permanent and total disability or by a person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service, as defined in section 190.05 subdivision 5b or 5c, as stated in the person's military orders, for whom it would be a hardship to make the payments. The owner must request a deferment of the assessment at or before the public hearing at which the assessment is adopted and make application on forms prescribed by the City Clerk within 30 days after the adoption.

Notwithstanding the standards and guidelines established by the City for determining a hardship, a deferment of an assessment may be obtained pursuant to Minnesota Statutes Section 435.193.

**DATED:** September 16, 2014

**BY ORDER OF THE LAKE ELMO CITY COUNCIL**

**Mike Pearson, Mayor**

*(Published in the Oakdale-Lake Elmo Review on September 24, 2014)*

WELL NO. 4 CONNECTING WATERMAIN IMPROVEMENTS  
 FINAL ASSESSMENT ROLL

NO.	NAME	ADDRESS			MAILING ADDRESS			PID	UNITS	AMOUNT	
1	ROBERTS SAXE G & B CHRISTINA	11165	50TH	ST N	11165	50TH	ST N	LAKE ELMO 55042	1202921220002	1	\$2,900
2	GLCJ PROPERTIES LLC	11050	50TH	ST N	1870	RICE	ST	ROSEVILLE 55113	0102921330003	1	\$2,900
3	BREADY MARY B & KATHRYN M FLICEK	4890	LAKE ELMO	AVE N	4890	LAKE ELMO	AVE N	LAKE ELMO 55042	1102921110005	1	\$2,900
4	DAY JACQUELYN L & KEVIN K	4779	LAKE ELMO	AVE N	4779	LAKE ELMO	AVE N	LAKE ELMO 55042	1202921220005	1	\$2,900
5	REINHARDT MICHAEL C & AMY L	4690	LAKE ELMO	AVE N	4690	LAKE ELMO	AVE N	LAKE ELMO 55042	1102921140005	1	\$2,900
6	SLINGER DONALD L & JERELYN J	4620	LAKE ELMO	AVE N	4620	LAKE ELMO	AVE N	LAKE ELMO 55042	1102921140004	1	\$2,900
7	WILLIAMS DOUGLAS C & MARY F COUNTRYMAN-WILLIAMS	4596	LAKE ELMO	AVE N	4596	LAKE ELMO	AVE N	LAKE ELMO 55042	1102921140001	1	\$2,900
8	HOFFMAN RICHARD J & NANCY L	4550	LAKE ELMO	AVE N	4550	LAKE ELMO	AVE N	LAKE ELMO 55042	1102921140006	1	\$2,900
9	SCHMIDT MARGARET ANN TRS	4525	LAKE ELMO	AVE N	4525	LAKE ELMO	AVE N	LAKE ELMO 55042	1202921230005	1	\$2,900
10	ABBOTT ROY E & LAURA A	4455	LAKE ELMO	AVE N	4455	LAKE ELMO	AVE N	LAKE ELMO 55042	1202921320002	1	\$2,900
									TOTAL	10	\$29,000



# MAYOR & COUNCIL COMMUNICATION

**DATE:** September 16, 2014

**CONSENT**

**ITEM #** 12

**AGENDA ITEM:** Lake Elmo Avenue Trunk Watermain Improvements – Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Hearing on Proposed Assessment

**SUBMITTED BY:** Chad Isakson, Project Engineer

**THROUGH:** Dean A. Zuleger, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
Cathy Bendel, Finance Director  
Dave Snyder, City Attorney

**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

**FISCAL IMPACT:** None.

Calling a final assessment hearing follows state statute for assessing benefitting properties for the improvements constructed in 2014 following the City’s Special Assessment Policy.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider declaring costs to be assessed and calling for the final assessment hearing for the Lake Elmo Avenue Trunk Watermain Improvements. If removed from the consent agenda, the recommended motion for this action is as follows:

***“Move to approve Resolution No. 2014-69; A Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for the Hearing on the Proposed Assessment for the Lake Elmo Avenue Trunk Watermain Improvements.”***

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

The Lake Elmo Avenue Trunk Improvement Project is currently under construction and the final project costs remain within the authorized project budget. Pursuant to Minnesota Statutes, Section 429 the council must declare the amount to be assessed against the benefiting properties and Call the Hearing on the Proposed Assessment for these improvements. The Assessment Hearing is proposed for October 21, 2014. The Final Assessment Roll must be certified to the County Auditor by November 30, 2014. Special assessments for this project were established as fixed amounts for a Trunk Watermain. Therefore the unit assessments remain unchanged with the final project costs.

There are additional properties along the project corridor that have requested to connect to City water and have therefore been provided a service stub as part of the project. These properties are not included on the final assessment roll because they will be assessed separately from the public improvement process. These properties are being required to sign an agreement to waive the right to appeal the assessment.

**RECOMMENDATION:**

Staff is recommending that the city council approve, as part of the *Consent Agenda*, Resolution No. 2014-69, thereby declaring the costs to be assessed to be \$92,800; ordering the preparation of the proposed assessments with the unit assessments to be \$2,900 for each benefitting property; and Calling for the Hearing on the proposed Assessments for October 21, 2014 at or around 7:00 PM. The recommended motion is as follows:

***“Move to approve Resolution No. 2014-69; A Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for the Hearing on the Proposed Assessment for the Lake Elmo Avenue Trunk Watermain Improvements.”***

**ATTACHMENT(S):**

1. Resolution No. 2014-69; Resolution Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for Hearing on Proposed Assessment.
2. Notice of Hearing on Proposed Assessment.
3. Final Assessment Roll.

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

**RESOLUTION NO. 2014-69**

**A RESOLUTION DECLARING COST TO BE ASSESSED, ORDERING  
PREPARATION OF PROPOSED ASSESSMENT, AND CALLING FOR  
HEARING ON PROPOSED ASSESSMENT FOR THE  
LAKE ELMO AVENUE TRUNK WATERMAIN IMPROVEMENTS**

**WHEREAS**, a contract has been let for the Lake Elmo Avenue Trunk Watermain Improvements including trunk watermain improvements along Lake Elmo Avenue from 30<sup>th</sup> Street south to future 5<sup>th</sup> Street; and

**WHEREAS**, the total cost of the water improvements will be \$2,498,800 and

**WHEREAS**, the City Clerk and City Engineer have prepared the proposed assessment roll and will maintain said assessment roll on file in the City offices for public inspection.

**NOW, THEREFORE, IT IS HEREBY RESOLVED,**

1. The portion of the cost of such water improvement to be paid by the City is hereby declared to be \$2,406,000, and the portion of the cost to be assessed against benefited property owners is declared to be \$92,800.
2. The City Clerk, with the assistance of the City Engineer, has calculated the proper amount to be specially assessed for such improvements against every assessable lot, piece or parcel of land to be benefited by the improvements, and the Clerk has filed a copy of such proposed assessment in the City offices for public inspection.
3. Assessments shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January, 2015, and shall bear interest at the rate of 4.61 percent per annum from the date of the adoption of the assessment resolution.
4. A public hearing shall be held on the 21<sup>st</sup> day of October, 2014, in the Council Chambers of the City Hall at or approximately after 7:00 P.M. to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
6. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City Clerk. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. A property owner may at any time thereafter, pay to



the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 21 or interest will be charged through December 31 of the succeeding year

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SIXTEENTH DAY OF SEPTEMBER 2014.**

**CITY OF LAKE ELMO**

By: \_\_\_\_\_  
Mike Pearson  
Mayor

(Seal)

ATTEST:

\_\_\_\_\_  
Adam Bell  
City Clerk

**CITY OF LAKE ELMO**  
**NOTICE OF HEARING ON PROPOSED ASSESSMENT**  
**LAKE ELMO AVENUE TRUNK WATERMAIN 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, October 21, 2014, to consider, and possibly adopt, the proposed assessment against abutting property for the Lake Elmo Avenue Trunk Watermain Improvements. Adoption by the Council of the proposed assessment may occur at the hearing. The following describes the area proposed to be assessed:

- The amount to be specially assessed against each particular lot, piece, or parcel of land receiving a new individual service stub located along Lake Elmo Avenue North from 30<sup>th</sup> Street to future 5<sup>th</sup> Street is \$2,900.

You may at any time prior to certification of the assessment to the county auditor on November 21, 2014, pay the entire assessment on such property to the City Clerk with interest accrued to the date of payment. No interest shall be charged if the entire assessment is paid to the City Clerk 30 days from the adoption of this assessment. You may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 (date assessment certified to County Auditor) or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 4.61 percent per year.

Once assessments are certified to the County, the assessments are payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2015, and will bear interest at the rate of 4.61 percent per annum from the date of adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2014. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

The proposed assessment roll is on file for public inspection at the City Clerk's office. The total amount of the proposed watermain improvement assessment is \$92,800. *The City contribution for the watermain improvement project is \$2,406,000.* Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

An owner may appeal an assessment to district court pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk within 30 days

after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or Clerk.

The City Council is authorized in its discretion to defer the payment of an assessment for any homestead property owned by a person for whom it would be a hardship to make payment if the owner is 65 years of age or older and/or the owner is a person retired by virtue of a permanent and total disability or by a person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service, as defined in section 190.05 subdivision 5b or 5c, as stated in the person's military orders, for whom it would be a hardship to make the payments. The owner must request a deferment of the assessment at or before the public hearing at which the assessment is adopted and make application on forms prescribed by the City Clerk within 30 days after the adoption.

Notwithstanding the standards and guidelines established by the City for determining a hardship, a deferment of an assessment may be obtained pursuant to Minnesota Statutes Section 435.193.

**DATED:** September 16, 2014

**BY ORDER OF THE LAKE ELMO CITY COUNCIL**

**Mike Pearson, Mayor**

*(Published in the Oakdale-Lake Elmo Review on September 24, 2014)*

NO.	NAME	ADDRESS	MAILING ADDRESS	PID	UNITS	UNITS
1	GRIFFIN WENDY L	2835 LAKE ELMO AVE N	2835 LAKE ELMO AVE N LAKE ELMO	55042 2402921220004	1	\$2,900.00
2	RALEIGH DANIEL D & DEBORAH C	2737 LAKE ELMO AVE N	2737 LAKE ELMO AVE N LAKE ELMO	55042 2402921230009	1	\$2,900.00
3	TREML DENNIS F & BARBARA J	2715 LAKE ELMO AVE N	2715 LAKE ELMO AVE N LAKE ELMO	55042 2402921230010	1	\$2,900.00
4	KEMPF GUST JR TRS	2685 LAKE ELMO AVE N	PO BOX 311 LAKE ELMO	55042 2402921240004	1	\$2,900.00
5	NOVAK CAROL JEANNE TRS	2641 LAKE ELMO AVE N	2925 KLONDIKE AVE N LAKE ELMO	55042 2402921240002	1	\$2,900.00
6	LEITE JAN A	2575 LAKE ELMO AVE N	2575 LAKE ELMO AVE N LAKE ELMO	55042 2402921230004	1	\$2,900.00
7	HYNDMAN MARTIN V	2543 LAKE ELMO AVE N	2543 LAKE ELMO AVE N LAKE ELMO	55042 2402921230003	1	\$2,900.00
8	HOPKINS STEPHEN L & OLSON GAIL	2525 LAKE ELMO AVE N	2525 LAKE ELMO AVE N LAKE ELMO	55042 2402921230006	1	\$2,900.00
9	WASKO MICHAEL & KATHRYN A	2491 LAKE ELMO AVE N	2491 LAKE ELMO AVE N LAKE ELMO	55042 2402921320001	1	\$2,900.00
10	TAIT GEORGE R & JULIE A	2443 LAKE ELMO AVE N	PO BOX 116 LAKE ELMO	55042 2402921320013	1	\$2,900.00
11	FULLER SUSAN A TRS	2337 LAKE ELMO AVE N	4058 DEERWOOD TRL EAGAN	55122 2402921320005	1	\$2,900.00
12	GARDNER ROBERT L	2315 LAKE ELMO AVE N	2315 LAKE ELMO AVE N LAKE ELMO	55042 2402921320003	1	\$2,900.00
13	JOHNSON JAY A & CHRISTIAN	2269 LAKE ELMO AVE N	2269 LAKE ELMO AVE N LAKE ELMO	55042 2402921320006	1	\$2,900.00
14	CLIFFORD N ADKINS FAMILY TRS 10/30/07	2227 LAKE ELMO AVE N	1017 PARK AVE ST PAUL	55115 2402921330004	1	\$2,900.00
15	NACHTWEY LAWRENCE J	2211 LAKE ELMO AVE N	2211 LAKE ELMO AVE N LAKE ELMO	55042 2402921330003	1	\$2,900.00
16	BANISTER JAMES R & MARY G BANISTER	2197 LAKE ELMO AVE N	2197 LAKE ELMO AVE N LAKE ELMO	55042 2402921330002	1	\$2,900.00
17	TRAVERS NORRINE	2151 LAKE ELMO AVE N	2151 LAKE ELMO AVE N LAKE ELMO	55042 2402921330005	1	\$2,900.00
18	THOMPSON JOHN R & ROSALINDA C	2119 LAKE ELMO AVE N	2119 LAKE ELMO AVE N LAKE ELMO	55042 2402921330006	1	\$2,900.00
19	WRIGHT DONALD A & ARDIS R	2069 LAKE ELMO AVE N	2069 LAKE ELMO AVE N LAKE ELMO	55042 2402921330014	1	\$2,900.00
20	LARSON PAUL J & JOANN	2041 LAKE ELMO AVE N	2041 LAKE ELMO AVE N LAKE ELMO	55042 2402921330013	1	\$2,900.00
21	KRONGARD ELIZABETH	1796 LAKE ELMO AVE N	PO BOX 882 LAKE ELMO	55042 2602921110001	1	\$2,900.00
22	REARDON VICKY A	1756 LAKE ELMO AVE N	1756 LAKE ELMO AVE N LAKE ELMO	55042 2602921110002	1	\$2,900.00
23	WEEKS BRUCE W	1446 LAKE ELMO AVE N	1446 LAKE ELMO AVE N LAKE ELMO	55042 2602921410002	1	\$2,900.00
24	PETERSON FRANCES	1326 LAKE ELMO AVE N	1326 LAKE ELMO AVE N LAKE ELMO	55042 2602921410005	1	\$2,900.00
25	HOLMGREN TERI & STEVEN MOST	978 LAKE ELMO AVE N	978 LAKE ELMO AVE N LAKE ELMO	55042 3502921110003	1	\$2,900.00
26	HER KOU & NENG V	928 LAKE ELMO AVE N	928 LAKE ELMO AVE N LAKE ELMO	55042 3502921110004	1	\$2,900.00
27	VUE DOUA	872 LAKE ELMO AVE N	872 LAKE ELMO AVE N LAKE ELMO	55042 3502921110005	1	\$2,900.00
28	ADKINS TRACY J	814 LAKE ELMO AVE N	814 LAKE ELMO AVE N LAKE ELMO	55042 3502921110006	1	\$2,900.00
29	MILLER RANDY L & JANE C	760 LAKE ELMO AVE N	760 LAKE ELMO AVE N LAKE ELMO	55042 3502921140003	1	\$2,900.00
30	OLIVEIRA MARCIO R S & JULAINE	704 LAKE ELMO AVE N	704 LAKE ELMO AVE N LAKE ELMO	55042 3502921140004	1	\$2,900.00
31	ANNETTE L KASPERSON REV TRS	616 LAKE ELMO AVE N	616 LAKE ELMO AVE N LAKE ELMO	55042 3502921130001	1	\$2,900.00
32	BRADLEY FLORENCE L TRS & GILLIS M LINDBERG TRS	520 LAKE ELMO AVE N	520 LAKE ELMO AVE N LAKE ELMO	55042 3502921140001	1	\$2,900.00
TOTAL					32	\$92,800.00



# MAYOR & COUNCIL COMMUNICATION

**DATE:** September 16, 2014

**CONSENT**

**ITEM#** 13

**AGENDA ITEM:** Request for approval to abate interest on two street assessments levied in 2014 (Interest only)

**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:** Washington County/Finance

**FISCAL IMPACT:** \$270

**SUMMARY AND ACTION REQUESTED:** As part of the Consent Agenda, the City Council is respectfully requested to consider approval to remove the interest assessed to parcels 05.029.21.41.0005 and 05.029.21.41.0006 from the 2014 assessment roll with Washington County.

**BACKGROUND INFORMATION/STAFF REPORT:** Washington County recently notified the Finance Director that the State of Minnesota does not pay penalties, interest or costs unless specifically provided for by law. The mentioned parcels are owned by the Minnesota DNR.

Since the Finance Director was unaware of this exception for state of Minnesota parcels, the assessments were filed with interest to be calculated by the County, as for all other assessments. As a result, an abatement form needs to be filed with the County in order to remove the interest from their account. This will also update their file going forward so that no interest is calculated on the remaining installments due on this assessment.

**RECOMMENDATION:** Based on the fact that the State of Minnesota does not pay interest on assessments, it is recommended that the City Council approve Resolution 2014-70 so that an abatement of the assessments can be filed with Washington County.

**ATTACHMENTS:**

1. DNR Letter to Washington County requesting an abatement
2. Email from Washington County requesting an abatement form
3. Resolution 2014-70
4. WA Cty abatement form for 05.029.21.41.0005
5. WA Cty abatement form for 05.029.21.41.0006

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

**RESOLUTION NO. 2014-70**

**A RESOLUTION RELATED TO 2014 ASSESSMENTS  
TO WASHINGTON COUNTY**

BE IT RESOLVED, by the City Council of the City of Lake Elmo, Minnesota, that the 2014 interest certified to PID #05.029.21.41.0005 and PID #05.029.21.41.0006 may be removed from the 2014 assessment roll due per the attached Washington County abatement forms.

APPROVED by the Lake Elmo City Council on this 16<sup>th</sup> day of September, 2014.

By: \_\_\_\_\_  
Mike Pearson  
Mayor

ATTEST:

\_\_\_\_\_  
Adam Bell  
City Clerk

# Minnesota Department of Natural Resources

500 Lafayette Road • St. Paul, MN • 55155-4045



June 23, 2014

Washington County  
Dept. of Property Records and Taxpayer Services  
14949 62<sup>nd</sup> Street North  
P.O. Box 200  
Stillwater, MN 55082-0200

Re: Parcel ID#: 05-029-21-41-0005, 05-029-21-41-0006

Dear Taxpayer Services:

The 2014 property tax statement for the above-described parcels indicates that the following amount is due:

Principal	\$ 300.00- <i>pd.</i>
+ Interest	\$ 135.00
Current Total	\$ 435.00

Principal	\$ 300.00- <i>pd.</i>
+ Interest	\$ 135.00
Current Total	\$ 435.00

*please abate* (written twice, once under each table)

By a payment processed through the state's financial system, Washington County will receive \$600.00 as payment in full of the 2014 taxes assessed for street improvement.

The statement indicates there was interest due on this parcel. It continues to be the position of the State of Minnesota, with review by the Attorney General's office, that the State does not pay penalties, interests or costs unless specifically provided for by law. (See Minnesota Statutes, sec. 645.27).

Generally, the counties either submit tax statements that only reflect the base tax, or the counties abate any penalties, interests or costs that appeared on the original statement. For your county, we would appreciate it if you would abate the interest that appeared on the 2014 property tax statements.

If you have any questions, please feel free to contact me at (651) 259-5393 or [belem.escobedo-ibarra@state.mn.us](mailto:belem.escobedo-ibarra@state.mn.us).

Sincerely,

Belem Escobedo-Ibarra, Real Estate Technician  
DNR- Division of Lands & Mineral

Enclosure

[www.dnr.state.mn.us](http://www.dnr.state.mn.us)

AN EQUAL OPPORTUNITY EMPLOYER



PRINTED ON RECYCLED PAPER CONTAINING A MINIMUM OF 10% POST-CONSUMER WASTE



## Cathy Bendel

---

**From:** Kristi Haan [Kristi.Haan@co.washington.mn.us]  
**Sent:** Tuesday, August 26, 2014 9:57 AM  
**To:** Cathy Bendel  
**Subject:** Abatement of SA Interest for MN parcels  
**Attachments:** Letter from State of MN to abate int.pdf

Hi Cathy-

See attached letter from the State of MN. They have paid the principal portion of the SA but will not pay the interest portion. Can you please fill submit an abatement form to write-off this interest? This is typical and other cities have had to do the same thing.

Please contact me with any questions.

Thanks,

*Kristi M. Haan*

*Principal Specialist - Taxation Division*

*Washington County Property Records & Taxpayer Services*

*651-430-6191*

*651-430-6178 (fax)*

**WASHINGTON COUNTY ASSESSMENT DIVISION  
APPLICATION FOR ABATEMENT - GENERAL FORM  
CLASSIFICATION / DISASTER CREDIT / SPECIAL ASSESSMENTS**

Received: \_\_\_\_\_

Assessment Year: **2013**

Worksheet# \_\_\_\_\_

Payable Year: **2014**

**APPLICANT**

Owner's Name (please print or type) <b>State of MN - DNR</b>			Soc. Sec. / Fed ID	Phone	Cell
Owner's Name			Soc. Sec. / Fed ID	Phone	Cell
Owner's Name			Soc. Sec. / Fed ID	Phone	Cell
Owner's Mailing Address <b>500 Lafayette Road</b>			Property Address (if different from mailing address)		
City <b>St. Paul</b>	State <b>MN</b>	Zip <b>55155</b>	City	State	Zip

**DESCRIPTION OF PROPERTY**

Property ID Number <b>05.029.21.41.0005</b>	Linked Group Number		
Legal Description of Property	City or Township <b>Lake Elmo</b>	School District # <b>834</b>	TAG

**ASSESSOR'S ESTIMATED MARKET VALUE**

**Original:**

Land EMV	Improvement EMV	Total	Class
		<b>0</b>	

**Revised:**

Land EMV	Improvement EMV	Total	Class
		<b>0</b>	

**Applicant's Statement of Facts:**

The City of Lake Elmo assessed this parcel for the 2012 street project assessment.

This account was to be charged interest. The State of MN does not pay interest so the interest component needs to be abated.

**Applicant's Request:**

Abate the special assessment interest for Pay 2014 in the amount of \$135.00.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTE: M.S. §609.41,** "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement (as to any material matter whi

**Note:** Must include city/Township Resolution for reductions on assessments

**Note:** Must include Fire report for Local Option Disaster Credit

**WASHINGTON COUNTY ASSESSMENT DIVISION  
APPLICATION FOR ABATEMENT - GENERAL FORM  
CLASSIFICATION / DISASTER CREDIT / SPECIAL ASSESSMENTS**

Received: \_\_\_\_\_

Assessment Year: **2013**

Worksheet# \_\_\_\_\_

Payable Year: **2014**

**APPLICANT**

Owner's Name (please print or type) <b>State of MN - DNR</b>			Soc. Sec. / Fed ID	Phone	Cell
Owner's Name			Soc. Sec. / Fed ID	Phone	Cell
Owner's Name			Soc. Sec. / Fed ID	Phone	Cell
Owner's Mailing Address <b>500 Lafayette Road</b>			Property Address (if different from mailing address)		
City <b>St. Paul</b>	State <b>MN</b>	Zip <b>55155</b>	City	State	Zip

**DESCRIPTION OF PROPERTY**

Property ID Number <b>05.029.21.41.0006</b>	Linked Group Number		
Legal Description of Property	City or Township <b>Lake Elmo</b>	School District # <b>834</b>	TAG

**ASSESSOR'S ESTIMATED MARKET VALUE**

**Original:**

Land EMV	Improvement EMV	Total	Class
		<b>0</b>	

**Revised:**

Land EMV	Improvement EMV	Total	Class
		<b>0</b>	

**Applicant's Statement of Facts:**

The City of Lake Elmo assessed this parcel for the 2012 street project assessment.

This account was to be charged interest. The State of MN does not pay interest so the interest component needs to be abated.

**Applicant's Request:**

Abate the special assessment interest for Pay 2014 in the amount of \$135.00.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTE: M.S. §609.41,** "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement (as to any material matter whi

**Note:** Must include city/Township Resolution for reductions on assessments

**Note:** Must include Fire report for Local Option Disaster Credit



# MAYOR & COUNCIL COMMUNICATION

**DATE:** September 16, 2014

**CONSENT**

**ITEM #** 14

**AGENDA ITEM:** Authorization for John Schiltz to dispense beer and wine coolers at the Lake Elmo Volksmarch event on October 11, 2014

**SUBMITTED BY:** Beckie Gumatz, Deputy Clerk

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Adam Bell, City Clerk

**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:** City Staff

**FISCAL IMPACT:** NA

**SUMMARY AND ACTION REQUESTED:**

As part of its Consent Agenda, the City Council is requested to consider authorization for John Schiltz, owner and operator of Lake Elmo Inn, a municipal retail on-sale liquor license holder to dispense beer and wine coolers off premises and allow for consumption within the parameters set for the City’s Volksmarch event on October 11, 2014. As part of the Consent Agenda, no formal motion is required. If Council wishes to further discuss this authorization, they can remove this item from the Consent Agenda and approve the authorization by taking the following action:

*“Move to authorize John Schiltz, owner and operator of Lake Elmo Inn, a municipal retail on-sale liquor license holder, to dispense beer and wine coolers off premises and allow for consumption within the parameters set for the City’s Volksmarch event being held October 11, 2014.”*

**LEGISLATIVE HISTORY:**

Pursuant to MN State Statute 340A.404 Subd. 4(b), under Special provisions; sports, conventions, or cultural facilities; community festivals, the governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality. The authorization shall specify the area in which the intoxicating liquor must be dispensed and consumed, and shall not be issued unless the licensee demonstrates that it has liability insurance as prescribed by Section 340A.409 to cover the event. The City of Lake Elmo, in conjunction with local businesses and the community, will hold the Lake Elmo Volksmarch event on October 11, 2014. Authorization is necessary for the safe sale of alcohol at the event and to confirm that requirement of liability insurance for the municipal on-sale license holder.

**RECOMMENDATION:**

Staff recommends the City Council authorize, as part of its Consent Agenda, for John Schiltz, owner and operator of Lake Elmo Inn, a municipal retail on-sale liquor license holder, to dispense beer and wine coolers off premises and allow for consumption within the parameters set for the City's Volksmarch event being held October 11, 2014. As part of the consent agenda, no formal motion is required. If Council wishes to further discuss the authorization, they can remove this item from the Consent Agenda and approve the authorization by taking the following action:

*“Move to authorize John Schiltz, owner and operator of Lake Elmo Inn, a municipal retail on-sale liquor license holder, to dispense beer and wine coolers off premises and allow for consumption within the parameters set for the City's Volksmarch event being held October 11, 2014.”*

**AUTHORITY:**

**2013 Minnesota Statutes:**

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

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

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



# MAYOR & COUNCIL COMMUNICATION

**DATE: September 16, 2014**  
**REGULAR**  
**ITEM #: 15**  
**MOTION \$\$**

**AGENDA ITEM:** Adoption of Resolution to Affirm the Local Preferred Alternative (LPA) For the Bus Rapid Transit Route of the Gateway Corridor

**SUBMITTED BY:** Dean Zuleger / Nick Johnson

**THROUGH:** Mayor Mike Pearson, Council Member Mike Reeves,

**REVIEWED BY:** Washington County Public Works, Lake Elmo EDA, Met Council

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**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 RECCOMENDER:** Mayor Mike Pearson & Council Member Mike Reeves, Members of the Policy Advisory Committee of the Gateway Commission

**FISCAL IMPACT:** Up to \$40,000 in planning support for Transportation Oriented Development from Washington County and \$30,000-\$50,000 in economic development analysis for the Bus Rapid Transit route along Hudson Boulevard.

**SUMMARY AND ACTION REQUESTED:** The City of Lake Elmo Council is asked to adopt Resolution No. 2014-71 recommending the evaluation of a bus rapid transit corridor that may be located in the right of way of Hudson Boulevard from Inwood Avenue to possibly as far as Manning Avenue. This alignment is known as the (A-B-C-D2 (Lake Elmo) – E2) cordior that runs from St. Paul to Lake Elmo / Woodbury.

**LEGISLATIVE HISTORY:** For 5+ plus years the Gateway Commission has explored mass transit strategies meant to create better efficiencies in moving commuter back and forth from St. Paul to the east end of Washington County. For the most part, the study has concentrated on a

east-west transit line through the City of Woodbury (D1) with Lake Elmo resident access to the system being the Guardian Angels Church Park N Ride. Earlier this year, due to traffic management difficulties and ingress-egress conflicts, the Woodbury corridor was deferred to the Lake Elmo side of I-94 due to the green field nature of the community, less congestion, and a better opportunity to work with landowners on ingress-egress issues. So Lake Elmo went from an interested bystander in the Gateway process to a catalyst in the ability to extend the transit route past Oakdale. Earlier this year, the Gateway Commission chose bus rapid transit over light rail as the mode of transportation for costs savings, construction efficiency, and practicality.

In the process of reviewing the impact of bus rapid transit in Lake Elmo, the City conducted meetings with landowners, its economic development authority, County/Met Council/ state officials, and other communities as part of its due diligence. On September 9, 2104 the City conducted a workshop with members of the Washington County Board to determine items of concern or need to approve the local Preferred Alternative needed to advance the project to the next level. **Each City must adopt an LPA resolution prior to October 7, 2014 for the gateway project to be included in the Met Council's Transportation Project Plan. Adoption in to this plan will allow for the access of federal planning dollars to continue the analysis.**

In this due diligence, the City has come to the conclusion that (5) major items need to be addressed between the approval of the LPA resolution and the City's final approval – called municipal consent – that would be the final binding approval before transit route construction can take place. These items are:

1. That the County assumed jurisdictional control of Hudson Boulevard from Inwood Avenue to Manning Avenue which would could save Lake Elmo \$10 million to \$15 million over a 20 year period.
2. That Lake Elmo and the County agree to an access plan for Hudson Boulevard that would maintain current ingress-egress access for landowners to avoid business disruption.
3. The Gateway Commission consider an easterly station in the proximity of the NW corner of Manning Avenue and I-94 to support economic development.
4. That due to infrastructure constraints, an interchange is never built at the crossroads of I-94 and Lake Elmo Avenue.
5. That a safety and security plan be developed for the Gateway Corridor that insures Lake Elmo residents will not be adversely affect by the BRT.

These concerns were incorporated into the attached resolution and have been communicated to both the Gateway Commission and Washington County technical staff.

**Failure to pass this LPA would force the Gateway Commission into a 180 day proving process for the need of the BRT with the Met Council and eliminate federal funding for future analysis.**

**BACKGROUND INFORMATION (SWOT):**

<b>Strengths</b>	Passage of the LPA will allow the City to access planning dollars and support PLUS an independent economic development study (funded by East Metro Strong) to help in the commercial development of Lake Elmo. The value of this service is \$70,000-\$90,000 of program revenue. <b>Lake Elmo can still veto the process at municipal consent.</b>
<b>Weaknesses</b>	Lake Elmo has not had the sufficient time to fully analyze the ramifications of Gateway and the E2 terminus without regard to a station on Manning Ave. could hamstring development efforts.
<b>Opportunities</b>	A complete economic development analysis would help in the recruitment of business and proper planning of the I94 corridor.
<b>Threats</b>	BRT could cause traffic congestion, increased density and other safety issues that could affect the community's character.

**RECOMMENDATION:** Based on the aforementioned, the staff recommends and appropriate guiding motion.

**“Adoption of Resolution 2014-71 Transmitting the City of Lake Elmo’s support of the locally preferred alternative (LPA) to the Ramsey County Regional Railroad Authority, Washington County Regional Railroad Authority, and the Metropolitan Council.”**



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

**RESOLUTION NO. 2014-71**

**A RESOLUTION TRANSMITTING THE CITY OF LAKE ELMO'S SUPPORT OF THE LOCALLY PREFERRED ALTERNATIVE (LPA) TO THE RCRRRA, WCRRRA, and METROPOLITAN COUNCIL**

**WHEREAS**, the Gateway Corridor is a proposed project that will provide for transit infrastructure improvements in the eastern portion of the Twin Cities, and;

**WHEREAS**, the purpose of the project is to provide transit service to meet the existing and long-term regional mobility and local accessibility needs for businesses and the traveling public within the project area by providing all day bi-directional station-to-station service that compliments existing and planned express bus service in the corridor, and;

**WHEREAS**, the Gateway Corridor is located in Ramsey and Washington Counties, Minnesota, extending approximately 12 miles, and connecting downtown Saint Paul with its East Side neighborhoods and the suburbs of Maplewood, Landfall, Oakdale, Lake Elmo, and Woodbury, and;

**WHEREAS**, the Gateway Corridor Commission (GCC), in partnership with the Metropolitan Council and other project stakeholders, completed the Gateway Corridor Alternatives Analysis (AA) Study that in addition to the No-Build alternative recommended one bus rapid transit (BRT) and one light rail transit (LRT) alternative be advanced for further study in the federal and state environmental review process, and;

**WHEREAS**, the Federal Transit Administration (FTA); the Washington County Regional Railroad Authority (WCRRRA), serving on behalf of the GCC; and the Metropolitan Council have initiated the environmental review process for the Gateway Corridor project, with FTA designated as the lead federal agency for this project, and;

**WHEREAS**, the Gateway Corridor project recently received the important Presidential designation as a Federal Infrastructure Permitting Dashboard Project, and;

**WHEREAS**, the Gateway Corridor project recently completed the Scoping phase of the environmental process, which resulted with the Policy Advisory Committee (PAC) and the GCC recommending further study of the No-Build alternative, four BRT alternatives operating within a dedicated Guideway (A-B-C-D1-E1, A-B-C-D2-E1, A-B-C-D2-E2, A-B-C-D2-E3) and a managed lane alternative in the Draft Environmental Impact Statement (EIS) at the request of the FTA and Federal Highway Administration (FHWA), and;

**WHEREAS**, the BRT alignments that advance into the Draft EIS will be further defined and evaluated to minimize impacts to surrounding properties and the I-94 corridor which may include operating in existing lanes with mixed traffic at pinch points where right-of-way is constrained, enhance economic development potential, and reduce capital costs while providing required operating efficiency, with attention to mobility options for environmental justice populations, and;

**WHEREAS**, through the Scoping process, the PAC and the GCC recommended that the LRT alternative be eliminated from further study due to its higher costs while generating a similar ridership, and;

**WHEREAS**, the identification of a Locally Preferred Alternative (LPA) is a critical first step in pursuing federal funding for the Gateway Corridor project, and;

**WHEREAS**, the adoption of the LPA into the Metropolitan Council's Transportation Policy Plan will conclude the FTA Alternatives Analysis process, and;

**WHEREAS**, the LPA will be one of the Build alternatives identified and studied in the Draft EIS, and;

**WHEREAS**, the LPA includes the definition of the Gateway Corridor mode and a conceptual alignment which can be refined through further engineering efforts, and;

**WHEREAS**, the LPA selection process does not replace or override the requirement to fully examine alternatives and determine the adverse impacts that must be avoided or mitigated under the federal and state environmental review process, and;

**WHEREAS**, the comments submitted by agencies, the business sector, and the public during the Scoping phase, as well as the additional comments received from adjacent communities since the Scoping phase, will be addressed accordingly through the Draft EIS process, and;

**WHEREAS**, the PAC and GCC each passed resolutions on July 24, 2014 recommending BRT Alternative A-B-C-D2-E2 (*see attached figure*) as the proposed LPA for review at the August 7 PAC sponsored LPA public hearing and inclusion in the Metropolitan Council's Draft 2040 Transportation Policy Plan, and;

**WHEREAS**, the Gateway Corridor PAC/GCC held a public hearing on August 7, 2014 as part of the LPA decision making process. A total of 35 comments were received through the proposed LPA review process, and;

**WHEREAS**, the Cities will be working collaboratively and with support from the GCC to complete a market analysis and station area plans for the areas around the BRT Guideway stations as a part of the Draft EIS process, and;

**NOW THEREFORE BE IT RESOLVED** that the City of Lake Elmo supports the LPA recommendation of the PAC and GCC and identifies the dedicated BRT alternative generally on the Hudson Road – Hudson Boulevard alignment that crosses to the south side of I-94 between approximately Lake Elmo Avenue and Manning Avenue is the Locally Preferred Alternative for the Gateway Corridor project (see attached figure).

**BE IT FURTHER RESOLVED** that the City of Lake Elmo commits to undertaking and developing station area plans with the support of the GCC for the proposed BRT guideway station areas within its jurisdiction based on the results of a market analysis, community input, and Metropolitan Council guidelines and expectations for development density, level of activity, and design.

**BE IT FURTHER RESOLVED** that through the Draft EIS process the PAC and the GCC will continue to evaluate and focus on transit service connections to the dedicated BRT system (A-B-C-D2-E2), including an efficient feeder bus network, as well as the number and location of stations throughout the Gateway Corridor to maximize service, accessibility, and surrounding economic development opportunities, while minimizing impacts.

**BE IT FURTHER RESOLVED** that the City of Lake Elmo commits to working with the Washington County Regional Railroad Authority, on behalf of the Gateway Corridor Commission, and the Metropolitan Council to address the comments submitted by agencies, adjacent communities, the business sector, and the public during the Scoping phase, as well as additional comments received during the development of the LPA, through the Draft EIS process, and the following areas of particular importance to the City of Lake Elmo.

1. The ownership and maintenance responsibilities of Hudson Boulevard were recently turned back to the City of Lake Elmo from MnDOT. If Hudson Boulevard is expanded to accommodate a BRT guideway or additional travel lanes for the exclusive use of buses it may increase the demands on the City to properly maintain the roadway. **The City of Lake Elmo requests analysis of appropriate jurisdictional control over Hudson Boulevard and robust consideration of a possible turn back to Washington County.**
2. Maintaining access for current land owners along Hudson Boulevard and planning for access for future development needs to be part of a functional ingress – egress policy. **The City of Lake Elmo requests the development of an access management plan for Hudson Blvd. that is supported by property owners, the City of Lake Elmo and Washington County.**
3. The City of Lake Elmo supports an easterly station in the proximity of the NW corner of Manning Avenue and I-94 to support economic development, including job creation, tax value, and traffic efficiency

associated with the creation of a business park as guided by the City's Comprehensive Plan. Incorporating a Gateway station in Lake Elmo will require station area planning resources to ensure that Lake Elmo is maximizing economic development potential and ridership. **The City Lake Elmo requests thorough analysis of economic development potential to assist in guiding the placement of Gateway stations in the corridor segment from Keats Avenue to Manning Avenue as well as planning resources from the Gateway Corridor Commission and Washington County to assist with transit oriented development/station area planning.**

4. Lake Elmo Avenue serves as an important access point to downtown Lake Elmo. Due to the proximity of the road to both the Lake and developed neighborhoods, future expansion is constrained through the downtown area and the roadway cannot functionally handle additional growth in the regional movement of traffic beyond what is currently forecasted. **The City of Lake Elmo recognizes that while the Gateway Corridor project will likely not preclude an interchange in this location, it would like to take this opportunity to state to Washington County, the Minnesota Department of Transportation and the Federal Highways Administration that an interchange is NOT desired in this location.**
5. Safety and security at BRT stations for transit patrons and surrounding businesses and neighborhoods is very important to Lake Elmo. BRT Stations should be designed to be safe and secure environments that incorporate design elements to deter crime such as good lighting, visibility, security monitoring. **The City of Lake Elmo requests a safety and security plan to ensure that adequate resources are provided at a regional and local level to effectively address safety and security concerns at Gateway Corridor facilities.**

**BE IT FURTHER RESOLVED** that this resolution adopted by the City of Lake Elmo be forwarded to the Metropolitan Council for their consideration.

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**Recommended Locally Preferred Alternative – BRT Alternative A-B-C-D2-E2 (Conceptual)**

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SIXTEENTH DAY OF SEPTEMBER 2014.**

CITY OF LAKE ELMO

By: \_\_\_\_\_  
Mike Pearson  
Mayor

(Seal)

ATTEST:

---

Adam Bell  
City Clerk

