



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, October 21, 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
 - 1a. Accept August 5, 2014 City Council Meeting Minutes
 - 1b. Accept September 16, 2014 City Council Meeting Minutes
 - 1c. Accept October 7, 2014 City Council Meeting Minutes
- G. Council Reports
 - Mayor
 - Council
- H. Presentations/Public Comments/Inquiries
- I. Finance Consent Agenda
 - 2. Approve Payment of Disbursements and Payroll
 - 3. Accept Financial Report dated September 30, 2014
 - 4. Accept Building Report dated September 30, 2014
 - 5. Accept City Assessor Report dated September 30, 2014
 - 6. Sunfish Forestry Management Plan
 - 7. 39th Street N: Street & Sanitary Sewer Improvements – Pay Request No. 1
 - 8. 2014 Street Improvements – Pay Request No. 3
 - 9. Lake Elmo Avenue Trunk Watermain Improvements – Change Order No. 1
 - 10. Lake Elmo Avenue Trunk Watermain Improvements – Pay Request No. 3
 - 11. Pumphouse No. 4 Improvements – Pay Request No. 5
- J. Other Consent Agenda
 - 12. Encroachment Agreement – 9986 Tapestry Road Trail
 - 13. Encroachment Agreement – 10902 57th Street N
 - 14. Minnesota Dept. of Natural Resources XC GIA Sponsor Resolution; **Resolution No. 2014-84**
- K. Regular Agenda
 - 15. Public Hearing: Well No. 4 Connecting Watermain Improvements – Final Assessment Hearing; **Resolution No. 2014-85**
 - 16. Public Hearing: Lake Elmo Avenue Trunk Watermain Improvements – Final Assessment Hearing; **Resolution No. 2014-86**
 - 17. Section 34 Water & Sewer Utility Extension Improvements – Accept Quotes and Approve Contract for Hudson Blvd Pressure Reduction Valve; **Resolution No. 2014-87**
 - 18. Inwood Booster Station Improvements – Approve Terms for Site Acquisition
- L. Staff Reports and Announcements
 - City Administrator
 - City Attorney
 - Planning Director
 - City Engineer
 - Finance Director
 - City Clerk
- M. Adjourn

CITY OF LAKE ELMO
CITY COUNCIL MINUTES
AUGUST 5, 2014

Council conducted Planning Commissioner interview prior to regular council meeting.

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

PRESENT: Mayor Mike Pearson and Council Members Wally Nelson, Anne Smith, Justin Bloyer, and Mike Reeves

Staff present: City Administrator Zuleger, City Attorney Snyder, Assistant City Attorney Brekken, City Planner Johnson, Finance Director Bendel, and City Clerk Bell.

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

Dean explained the reason for postponing items 12 & 13 until August 19, 2014. The city is still waiting to receive a couple documents due to scheduling conflicts and waiting for Valley Branch Watershed District action.

MOTION: Council Member Bloyer moved **TO APPROVE THE AUGUST 5, 2014 CITY COUNCIL AGENDA AS AMENDED.** Council Member Reeves seconded the motion. **MOTION PASSED 5-0.**

ITEM 1: ACCEPT MINUTES - No minutes were submitted for approval.

COUNCIL REPORTS:

Mayor Pearson: attended Library Board meeting. Library Board is interviewing director candidates; attended Stonegate neighborhood meeting; met with property owner to discuss leasing space for City; attended Gateway Corridor meeting; met with 39th St. Property owners; attended Parks Commission meeting; Mayor Pearson directed staff to add item to future agenda regarding managing a council member's communication with staff, perhaps at next council meeting.

Council Member Bloyer: no report.

Council Member Reeves: attended Parks Commission meeting; attended a few library board meetings and will be participating in second round of interviews; attended Stonegate neighborhood meeting. Mr. Reeves congratulated staff on the successful meetings.

Council Member Smith: no report.

Council Member Nelson: met with Library Board members to discuss finances and upcoming budget. He also attended a Library Board meeting;

Mayor Pearson appointed Judy Gibson to the Library Board with no Council opposition; Mayor Pearson also announced that he will be stepping down from the Board. Council Member Bloyer will be replacing him on the Board. There was no Council opposition.

PUBLIC COMMENTS/INQUIRIES

Library Board President Sarah Linder spoke about the upcoming events at the library. Library Summer Reading program was a success with increased participation. She thanked the donors who helped make it a success.

Library Board Member Paul Ryberg also spoke about the library. If any new Board members have any questions, contact him.

City Administrator Zuleger read into the record two letters to the city submitted by Sue Dunn. *Letters are available upon request.*

FINANCE CONSENT AGENDA

1. Approve Payment of Disbursements and Payroll
2. Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street – Corrected Compensating C.O. No. 6

LAKE ELMO CITY COUNCIL MINUTES

AUGUST 5, 2014

3. Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street - Corrected Pay Est. No. 8
4. 2014 Seal Coat Project - Pay Estimate No. 1 (FINAL)

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

OTHER CONSENT AGENDA

1. Encroachment Agreement – 11679 58th Street N
2. Encroachment Agreement – 5734 Lily Ave
3. Village AUAR Update; **Resolution No. 2014-43**
4. Joint Trench Right-of-way Fee Amendment; **Ordinance 08-114**

MOTION: Council Member Reeves moved **TO APPROVE THE OTHER CONSENT AGENDA AS PRESENTED.** Mayor Pearson seconded the motion. **MOTION PASSED 5-0.**

REGULAR AGENDA

ITEM 11: APPROVAL FOR VOLLEYBALL COURTS IN PEBBLE PARK

Taxpayer Relations and Communications Coordinator MacLeod presented the reason for the request. After the recent improvements approval, the Parks Commission desires to add this feature now.

Council Member Bloyer asked about the need for two courts as opposed to one. The original plans that have been developed over a few years included two courts, and the research found that in order to hold tournaments, two courts are needed.

Council Member Smith asked why locate the courts in a small neighborhood park as opposed to a more centralized area, and why now? Ms. MacLeod explained that space was an issue, and with the new improvements, Pebble Park is expected to become more of a destination park.

Ms. Smith also asked if the residents who attended the neighborhood park meeting were opposed or in favor of the volley ball courts? Ms. MacLeod explained there was some support but no opposition. There were requests for pickleball courts.

Council Member Nelson asked if this was the best location. There was discussion about whether this was the best location for these courts. Whether additional amenities were needed to drive use was discussed. Council Member Reeves also noted that this has been on the park planning for some time.

Ms. Smith suggested Reid Park might be a better option with the anticipated expansion of Reid Park. It was explained that there are plans for the Reid expansion, but Pebble Park was first in the queue for upgrading. It was explained that the addition of a Lions Park court has not been discussed as an option to Ms. MacLeod's knowledge.

MOTION: Council Member Bloyer moved **TO DENY THE EXPENDITURE OF NO MORE THAN \$20,000 IN PARKLAND DEDICATION FUNDS.** Council Member Smith seconded the motion.

Council Member Bloyer questioned why Lions Park was not considered for adding one more court. Council Member Smith questioned the assertion of space. She wants more research done. Ms. MacLeod noted that the park audit was done in fall of 2013 and this was in part based on that research.

Council Member Reeves supports the courts, but suggested that if the item is sent back to Parks Commission, include the direction to further consider the location issue.

The costs were discussed. Council Member Nelson questioned the demand, location, and costs. He would like the Parks Commission to further review the item.

Mr. Bloyer rescinded his motion

MOTION: Mayor Pearson moved **TO REFER THIS ITEM BACK TO THE PARKS COMMISSION FOR FURTHER CONSIDERATION OF THE COUNCIL'S CONCERNS.** Council Member Bloyer seconded the motion. **MOTION PASSED 5-0.**

ITEM 14. RAD-ALT COMPREHENSIVE PLAN AMENDMENT; RES. NO. 2014-64

LAKE ELMO CITY COUNCIL MINUTES

AUGUST 5, 2014

City Planner Johnson provided overview of the comp plan amendment and the background of the request. Mr. Johnson also explained the RAD-ALT category. It was noted that the removal of this land use category will have no impact on meeting density targets. Mr. Johnson explained that the Planning Commission recommended one additional finding regarding the 2040 Thrive projections being met with the elimination of this land use category.

Council Member Smith asked for clarification on parcel sizes. She asked if the city has received any proposals. Staff responded that they are aware of proposals being discussed, but planning staff has not received any submissions to date.

The issue of other parcels that do not meet the minimum development standards was discussed. City Administrator Zuleger noted that the City has received several inquiries from property owners who would like to subdivide their land, but do not have the minimum acreage under current ordinance.

Council Member Reeves asked about the future development potential of the subject parcels. Mr. Johnson explained that the current OP category is being reviewed for revision. The supermajority exception for the OP developments was explained.

Mayor Pearson asked about staff recommendation in 2010 when the last parcel was changed. Mr. Johnson said staff's recommendation was to oppose it at the time.

Ms. Smith asked when the 50% open space rule apply to RAD-ALT. Mr. Johnson explained the OP Rules applied to RAD-ALT. Ms. Smith claimed that the current RAD-ALT intent was to allow half-acre lots. She did not recall when that changed that it was explained to Council. The application of the RAD rules to the subject properties was discussed. The comp plan language was provided, which confirmed the OP rules application to RAD-ALT.

Mick Lynskey spoke on behalf of the Green family who could not attend. The Green's hired him after the senior housing and farm school failed to develop. He suggested that changing the zoning would be considered a taking. He asked that the previous allegation of spot-zoning not impact the current zoning.

Larry Weiss, 9302 Stillwater Blvd., asserted that most of the surrounding neighbors do not want the classification. He asked Council to change the zoning back to RAD.

Terry Emerson, 2204 Lincoln Lane N., wants two building spots on the 9 acre portion of his property. He explained the nature of his property. The drainage issues were discussed. Mr. Johnson clarified the OP standards. Mr. Emerson said that he had met with staff to discuss developing his land.

Ed Neilson, 9498 Stillwater Blvd., supports changing the parcels back to RAD.

MOTION: Council Member Smith moved **TO DENY RESOLUTION NO. 2014-64, AMENDING THE COMPREHENSIVE PLAN TO ELIMINATE THE RAD-ALT FUTURE LAND USE CATEGORY FROM THE FUTURE LAND USE MAP AND AS REFERENCED IN OTHER PORTIONS OF THE PLAN AND TO CHANGE ALL PARCELS THAT ARE CURRENTLY GUIDED AS RAD-ALT TO RAD.** There was no second. **MOTION FAILS FOR LACK OF SECOND**

MOTION: Mayor Pearson moved **TO ADOPT RESOLUTION NO. 2014-64 AMENDING THE COMPREHENSIVE PLAN TO ELIMINATE THE RAD-ALT FUTURE LAND USE CATEGORY FROM THE FUTURE LAND USE MAP AND AS REFERENCED IN OTHER PORTIONS OF THE PLAN AND TO CHANGE ALL PARCELS THAT ARE CURRENTLY GUIDED AS RAD-ALT TO RAD.** Council Member Reeves seconded the motion.

Council Member Bloyer struggles with this decision. While he respects property rights, he is concerned about the proper zoning.

Council Member Smith stated that councils are allowed to amend comp plans. This was done by the previous Council. She asserted that the City gave the owners property rights and changing it would be a taking. She also explained why did not believe the previous rezoning was not a case of "spot-zoning."

City Attorney Snyder explained the legal description of spot-zoning and down-zoning or taking. Because no action by the owners has been taken, such as a preliminary plat approval, there are no vested property rights; therefore this would not constitute a legal taking. Changing the zoning is a policy decision that the Council must consider.

LAKE ELMO CITY COUNCIL MINUTES

AUGUST 5, 2014

Ms. Smith asked if the 3M property could be done by itself. Mr. Bloyer said it would be worse if done by itself.

Council Member Reeves believes the properties are all different. The Friedrich property applicants were given time to develop under rezoning, but nothing has come about. Because that expired, the property should be changed back. The other two parcels are different as they were done for different reasons.

Council Member Nelson struggles as well with the decision. Mr. Johnson further explained the impact of the change on the properties. Mr. Nelson, despite his reluctance to reduce the development options for the parcels under RAD, he would support changing them back to RAD.

Mayor Pearson concedes this decision causes “heartburn” for him as well, but he wants to stick to the facts before them as there are no current submitted proposals. He does not believe this is a taking. He questions whether the RAD-ALT category makes sense. That is the basic question before the City. The Planning Commission believes it does not, and he supports that sentiment.

Ms. Smith reiterated the importance of respecting property rights.

Mr. Zuleger noted that staff is committed to re-evaluating the land use classifications following the finalization of the 2040 Thrive projections.

Mayor Pearson challenged the accusations of unethical actions by reducing the zoning. Mr. Snyder clarified that the decision is a policy decision and not a moral or ethical decision. Mr. Bloyer is glad that these density discussions are being had.

MOTION PASSED 4-1 (SMITH – NAY).

STAFF REPORTS AND ANNOUNCEMENTS

City Administrator Zuleger: staff working on developments; Easton Village & 39th St. will be brought to Council on August 19th as well as a possible 5th St. petition; staff has been working very hard on 2015 budget and CIP; working on Public Works operations efficiency; 9447 Stillwater Blvd. clean up efforts involved suspect of recent law enforcement officer shooting. Cleaning up that property issue locally may have helped the community avoid a similar tragedy.

City Attorney Snyder: working on 39th St. project documents; he thanked Council and staff for their efforts.

City Planner Johnson: plans have been moving forward regarding the Lake Elmo Ave. and Manning Ave. projects. Those projects will be coming forward soon. It was confirmed that the resident concerns regarding trees on Lake Elmo Ave. has been brought to the county’s attention.

Finance Director Bendel: no report.

City Clerk Bell: Elections: Public Accuracy Test tomorrow at 1PM here in chambers. Next Tuesday, November 12th, State Primary Election from 7:00AM to 8:00PM. City Council Candidate filing period closes on Tuesday, August 12th at 5PM. City Council Candidate withdrawal deadline is Thursday, August 14th at 5:00pm. City currently has received three candidate filings thus far. For more information, please contact City Hall; Due to election, Council is reminded that the next workshop will be held Wednesday, August 13, 2014.

Council Member Nelson asked that a draft agenda be sent as soon as possible.

Mayor Pearson adjourned meeting at 9:00 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Adam R. Bell, City Clerk

LAKE ELMO CITY COUNCIL MINUTES
SEPTEMBER 16, 2014

CITY OF LAKE ELMO
CITY COUNCIL MINUTES
SEPTEMBER 16, 2014

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

PRESENT: Mayor Mike Pearson and Council Members Wally Nelson, Anne Smith, Justin Bloyer, and Mike Reeves.

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

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

Council Member Bloyer pulled Item 13 for discussion. Council Member Smith pulled Items 9 and 12 for discussion.

MOTION: Council Member Bloyer moved **TO APPROVE THE SEPTEMBER 16, 2014 CITY COUNCIL AGENDA AS AMENDED.** Council Member Nelson seconded the motion. **MOTION PASSED 5-0.**

ITEM 1: ACCEPT MINUTES

THE SEPTEMBER 2, 2014 CITY COUNCIL MINUTES WERE APPROVED AS PRESENTED BY CONSENSUS OF THE CITY COUNCIL.

COUNCIL REPORTS:

Mayor Pearson: attended meeting with residents of the Hamlet neighborhood regarding sewer hook-up; met with Commissioner Kriesel and County Staff on a few matters, attended Gateway Corridor meeting and library event. Reported making headway on the library JPA with the county; attended groundbreaking for Family Means youth center. It was a great event with a great group.

Council Member Smith: attended finance committee meeting; noted that some Planning Commissioners she has spoken with want the planning packets to be in a consistent format and more time to review; called for an action item list to determine the status of development conditions being met; read statement regarding moments of silence. A moment of silence was held for staff members Cathy Bendel and Joan Ziertman who recently lost their father and for resident Kacee Tollefsbol and her sister Ashlee Steele, who were recently killed.

Council Member Nelson: attended finance committee meeting, groundbreaking for Family Means, and library event to meet the new director.

Council Member Bloyer: met the new library director; met with Commissioner Kriesel and Wayne Sandberg.

Council Member Reeves: attended Hamlet neighborhood meeting, library event to meet the new director, and Parks Commission meeting on September 15th; HR Committee will be meeting soon to finalize performance management process; attended Gateway Corridor meeting and library event.

PRESENTATION: 36TH & 37TH STREET IMPROVEMENTS

City Administrator Zuleger read the resident submitted letter. The letter called for postponing the street improvements. Mayor Pearson noted that the city is considering the question of how to deal with urban and rural roads.

PUBLIC COMMENTS/INQUIRIES

Steve DeLapp, 8468 Lake Jane Trl., spoke about city densities. He called for a moratorium on development.

Susan Dunn, 11018 Upper 33rd St. N., requested the current city debt amount. She spoke about pausing growth instead of using the term moratorium. She called for a city-wide open meeting for all residents. City Administrator Zuleger stated the debt amount was \$18,500,000.00

**LAKE ELMO CITY COUNCIL MINUTES
SEPTEMBER 16, 2014**

Ben Roth, 10819 3rd St. Pl., accused the City of violating the open meeting law. He wanted a more specific description of the April 15 closed meeting that had been reported during a previous meeting.

Ed Klein, St. Paul, is currently Council Member Smith's Realtor license broker. He spoke about how he would have handled complaints.

Jay Johnson, 12153 Marquess Ln. N., Anne Smith's husband spoke alleged that the council, attorney, and staff have gone too far in restricting her. He criticized the city for not following the civility rules.

Kofi Bruce, 11671 56th St. N., spoke about the Sanctuary Park playground. He did not understand the process that took place to delay installing the park. He wants the park installed.

Ben Backberg, 5693 Linden Ave. N. spoke about not receiving proper notice about Parks Commission meeting that took place on 9/15/2014 that discussed the Sanctuary Park playground according to the city code. He wants the park installed.

Mayor Pearson and Council Member Reeves responded to some of the public comments regarding the park and the council-staff relations. The park approval process was further explained. Also, due to privacy rules, there are restrictions on what can be disclosed publicly regarding the personnel matter. Council Member Bloyer asked that the park be placed back on the agenda. City Administrator Zuleger responded that the item will be on the first meeting in October. Council Member Nelson also wants the park back on the agenda.

Teresa Silvernale, 11751 58th St. N., spoke about her involvement in having the park built. She asserted that Council Member Smith was the party responsible for stopping the park being installed. Ms. Smith responded that she did not stop the park, but asked that it be held for two weeks to make sure the process had been properly followed.

ITEM 2: PROCLAMATION – CONSTITUTION WEEK

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

PUBLIC COMMENTS/INQUIRIES (Cont'd)

Deb Krueger, 4452 Lake Elmo Ave. N., spoke about the Wildflower development. She claimed to not be notified as she believed she was entitled.

Todd Ptacek, 812 Julep Ave. N., spoke about being concerned about the impact of the previously approved Kwik Trip station. Community Development Director Kyle explained that there has been no change as the parcel has always been guided for commercial.

Curtis Monteith, 331 Julep Ave. N., spoke about the Stonegate Park and the surrounding development. He asked that the City consider increasing the green space/lung space of Stonegate Park.

ITEM 3: PROCLAMATION – VOLKSMARCH

Council Member Bloyer read the proclamation recognizing Sunday, October 11, 2014 as the first Annual Volksmarch.

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. Pump House 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; **Res. No. 2014-68**
12. ~~Lake Elmo Avenue Trunk Watermain Improvements – Call for Final Assessment Hearing; Res. No. 2014-69~~
13. ~~Special Assessment Abatement Request – MN DNR Land; Res. No. 2014-70~~

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

OTHER CONSENT AGENDA

LAKE ELMO CITY COUNCIL MINUTES
SEPTEMBER 16, 2014

14. Authorize John Schiltz to dispense Beer and Wine Coolers at the Volksmarch Event on 10/11/2014.

MOTION: Mayor Pearson moved **TO APPROVE THE OTHER CONSENT AGENDA AS PRESENTED.** Council Member Reeves seconded the motion. **MOTION PASSED 5-0.**

ITEM 9: Lake Elmo Avenue Watermain Improvements – Pay Request No. 2

Council Member Smith explained her reasoning for not supporting this item. She does not approve the watermain improvement project and wants to be consistent.

MOTION: Council Member Nelson moved **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.** Council Member Reeves seconded the motion. **MOTION PASSED 4-1 (SMITH – NAY).**

ITEM 12: LAKE ELMO AVENUE TRUNK WATERMAIN IMPROVEMENTS – CALL FOR FINAL ASSESSMENT HEARING; RES. NO. 2014-69

Council Member Smith explained her reasoning for not supporting this item. She again does not support the watermain project. She wants to be consistent. Council Member Reeves asked what the financial impact would be if the project was stopped at this point. Finance Director Bendel explained that as it is a water project and is paid out of the water fund, the payments would have to come from somewhere. Ms. Smith does not want to be forced to accept development simply to pay for it.

MOTION: Council Member Nelson moved **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.** Council Member Reeves seconded the motion.

It was noted that this item is about the assessments for those who will be benefiting from the water line.

MOTION PASSED 4-1 (SMITH – NAY).

Anne Bucheck, 2361 Legion Ave. N., asked about the project.

ITEM 13: SPECIAL ASSESSMENT ABATEMENT REQUEST – MN DNR LAND; RES. NO. 2014-70

Council Member Bloyer asked for clarification. The DNR objected on the grounds of being a sovereign government and therefore not assessable.

MOTION: Council Member Bloyer moved **TO APPROVE ABATEMENT OF \$270.00 BECAUSE THE MN DNR OBJECTS TO ASSESSMENT AS A SOVEREIGN GOVERNMENT.** Council Member Smith seconded the motion. **MOTION PASSED 5-0.**

REGULAR AGENDA

ITEM 15: GATEWAY CORRIDOR LPA RESOLUTION; RES. NO. 2014-71

City Administrator Zuleger presented summary of the proposed Gateway Corridor Bus Rapid Transit line. He explained the proposed resolution. By supporting the resolution now, the city becomes eligible for transit funding.

Lake Elmo requests: 1) is to turn back the section of Hudson Blvd. to Washington County; 2) access plan for Hudson Blvd land owners; 3) locating an eastern Gateway station and dedicated planning resources for transit oriented development; 4) no interchange at Lake Elmo Ave and I94; 5) security for area is addressed.

Commissioner Kriesel commended Mr. Zuleger's overview of the project. He acknowledged that there are many unanswered questions. The county has them too. He noted that the resolution is non-binding support. The County Transit Investment Board funding was also explained.

**LAKE ELMO CITY COUNCIL MINUTES
SEPTEMBER 16, 2014**

Council Member Bloyer asked what benefit would be gained. Mr. Kriesel said that is what the study is for. The economic development is one claimed benefit. Commissioner Lisa Weik explained some of the other benefits that the project will include and further explained some of the financial breakdown. Traffic lanes and other transportation options were discussed. Council Member Nelson asked about who is doing the study. County Senior Planner Andy Getzlaff explained who would be doing what in regards to the study.

Community Development Director Klatt read letter from business owners along corridor who support the public transportation benefits. Mr. Klatt also explained the Met Council does not see any increase in density due to transit.

Mr. Nelson asked why all four alternatives are listed in the resolution. It was explained that the crossing location will be studied in depth. By leaving the other alternatives in the resolution it allows the most flexibility for future stations. Council consensus was in favor of adding the E3 alternative language. It was clarified that light rail is no longer an option. City Attorney Snyder suggested now is the time that Council should add any language that they want.

MOTION: Mayor Pearson moved TO ADOPT 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. Council Member Reeves seconded the motion.

Mayor Pearson wants the E3 alternative language added. Mr. Getzlaff suggested adding city also supports an E3 alternative. **"The City of Lake Elmo would also support an A-B-C-D2-E3 alignment and continued evaluation as part of the Draft EIS."**

Council member Reeves believes there is a benefit for Lake Elmo if the City's requested conditions are met. He supports the resolution as it keeps the City involved in the process without granting formal approval.

MOTION PASSED 5-0.

Council Member Bloyer requested a point of privilege at 8:59 pm. Meeting reconvened at 9:05 pm.

ITEM 16: INWOOD PUD CONCEPT PLAN; RES. NO. 2014-72

Community Development Director Klatt presented the PUD proposal by Inwood 10, LLC. Concept plan includes a mixed-use planned development consisting of 157 Acres including 273 single family residential lots, 144 townhomes, 150 multi-family units, 120 senior townhouse units and approximately 68,814 sq. ft. of commercial/office uses. Mr. Klatt explained the Planning Commission conditions of approval updates.

Council discussed Condition #20 regarding the western placement of the trails, Condition #18 regarding prohibiting multifamily north of 5th street, and Condition #19 regarding sidewalks in cul-de-sacs. The Council consensus is to have those conditions re-evaluated as to whether they are necessary.

Council Member Smith stated that she had not received this item in her packet. Mr. Klatt explained the number and type of units included in proposal. The density numbers were explained. It was noted that the northwestern 150 multifamily units would be eliminated and revert back to commercial. Mr. Klatt also explained the PUD was being sought for more flexibility in design.

Pam Morreale, 785 Jasmine Ave. N., read letter from neighbor Tom Fitzgerald (877 Jasmine Ave. N.), who could not attend meeting. He requested that the council deny the PUD based on the density. He also demanded that the city rewrite the comprehensive plan. Ms. Morreale read the petition that Stonegate submitted to the Planning Commission.

John Rask from Hans Hagen Homes presented the proposed development.

Wayne Prowse, 697 Julep Ave. N., spoke about preserving the Lake Elmo heritage by denying development that does not fit the character of the City.

LAKE ELMO CITY COUNCIL MINUTES
SEPTEMBER 16, 2014

Nancy Andert, 697 Julep Ave. N., spoke about the impact on the Stonegate neighborhood. Requested that council deny PUD.

Michael Lancette, 832 Jasmine Ave. N., spoke in opposition to the PUD. He also identified specific issues he had with some of the conditions of approval.

Curt Montieth, 331 Julep Ave. N., asked if council had enough time to review the proposal. Council clarified that they had received the info along with the Planning Commission and Park Commission meetings.

City Administrator Zuleger explained staff's efforts to work with Mr. Montieth on the park issue.

Planning Commissioner Tom Kreimer, 772 Jewel Ave. N. and Stonegate resident, asked council to deny the request.

Planning Commissioner Kathleen Haggard, 12154 Marquess Ln. N., spoke about how the whole Stonegate neighborhood should have been notified.

Greg Milner, 9073 9th St. N., spoke about his concern about the density and the 100 foot buffer.

Planning Commissioner Jill Lundgren, 8282 Hidden Bay ct. N., took issue with the packet delivery. She does not believe the amount of time is not enough. Asked the council to deny proposal.

David Heinrichs, 781 Jewel Ave. N., asked the council to reconsider the pace of growth.

Council Member Bloyer noted that the city has to pay for the infrastructure in the ground.

Ann Bucheck, 2361 Legion Ave. N., agrees with the petition and urged Council to deny the PUD.

Fred Pomeroy, 687 Jewel Ave. N., opposed to PUD. He thinks that a builder will come back with a better product if they were forced to.

Ben Roth, 10819 3rd St. Pl., asked that council send the developer back "to the drawing board"

MOTION: *Mayor Pearson moved TO ADOPT RESOLUTION 2014-072, APPROVING THE INWOOD PUD GENERAL CONCEPT PLAN.* He withdrew his motion.

Council Member Smith presented the REC units previously mandated under the MOU and the new figures now that the MOU is no longer in effect. She suggested that the city reevaluate the density numbers. Mr. Klatt explained the comp plan and density.

Council Member Reeves noted that the developments Lake Elmo has approved have all been at the lower end of density figures. He and the mayor believe that it is important to have greater diversity in type of development. The current proposal is only 66% of the maximum density.

Mr. Zuleger explained staff efforts on managing the traffic issues on Inwood and 10th.

Mayor Pearson noted that the developer is following the approved land use plan. The Council clarified and discussed the proposed density. The overall density is 3.4 units per acre. Low density range is 2.5 to 4.0 units per acre.

Mayor Pearson expressed his desire for further consideration of conditions #19(sidewalks) and #21(designer lots). City Attorney Snyder explained the legal status of the proposal. It was further explained that the preliminary plat may contain different final densities when submitted, but it will be within the approved range. Council consensus was to direct the Planning Commission give further consideration of conditions #19 and #21.

Motion: *Council Member Bloyer moved TO ADOPT RESOLUTION 2014-072, APPROVING THE INWOOD PUD GENERAL CONCEPT PLAN, WITH ALL THE PROVISIONS DISCUSSED.*
Council Member Reeves seconded the motion.

**LAKE ELMO CITY COUNCIL MINUTES
SEPTEMBER 16, 2014**

Council Member Nelson acknowledged that the proposal is not perfect, but it is a great product and will be good for Lake Elmo. Council Member Smith wishes the numbers were lower but she likes Hans Hagen product. Council Member Bloyer noted that the city needs to play by the rules that are in place. Council Member Reeves is happy this builder is in Lake Elmo and this development can be something special. Council discussed density ranges versus set density numbers. Mr. Bloyer asked for the last comp plan that was approved when the city moved to ranges provided to council.

MOTION PASSED 4-1 (SMITH – NAY)

Council Member Smith explained she is not against developer or project but wants the parties to work together.

Meeting recessed at 11:29 pm. Meeting reconvened at 11:34 pm.

ITEM 17: BOULDER PONDS PRELIMINARY PLAT AND PRELIMINARY PUD PLAN; RES. NO. 2014-73

Community Development Director Klatt presented the Boulder Ponds PUD. The proposal consists of a 162-unit planned residential development on a 58.3 acre parcel. There will be 98 residential lots in 2 phases. There will be future multi-family units. Mr. Klatt explained the reason for the PUD, which mainly includes a couple of smaller lots and homes set closer together. Council Member Reeves noted that the proposal was at 61% of the maximum density.

Deb Ridgeway of OP3 Boulder Ponds Excelsior Group was available for questions. There were none.

MOTION: Council Member Reeves moved TO ADOPT RESOLUTION NO. 2014-73, APPROVING THE BOULDER PONDS PRELIMINARY PLAT AND PRELIMINARY PUD PLAN SUBJECT TO 12 CONDITIONS OF APPROVAL. Council Member Smith seconded the motion.

Some of the engineering department and fire department concerns were noted.

MOTION PASSED 5-0.

ITEM 18: VILLAGE PARK PRESERVE PRELIMINARY PLAT; RES. NO. 2014-74

Community Development Director Klatt described the proposed development by GSWA. The proposal consists of a 104-unit residential subdivision on a 63.6 acre parcel. Mr. Klatt explained the critical issues that are still pending. Stormwater management is a large issue. The street light impact fee was noted. Stormwater and regional retention was discussed. The impact these developments will have on the village was discussed. The proposed developments will actually be part of the solution for stormwater management.

The park dedication was discussed. Mr. Klatt noted that because the developer has another project in the Village planning area they are looking to receive credit for one applied to other.

Dave Gonyea noted that the additional infiltration and screening will be an option if the southern 4 homes on west side of the parkway are removed.

Planning Commissioner Kathleen Haggard, 12154 Marquess Ln. N., spoke in opposition to development. She wants a grander entrance and additional landscaping. It was agreed that Gonyea could “dress up” the entrance a bit and possibly put an island back in the plans.

MOTION: Mayor Pearson moved TO ADOPT RESOLUTION NO. 2014-74, APPROVING THE VILLAGE PARK PRESERVE PRELIMINARY PLAT SUBJECT TO 13 CONDITIONS OF APPROVAL. Council Member Nelson seconded the motion. MOTION PASSED 5-0.

ITEM 19: HUNTERS CROSSING FINAL PLAT; RES. NO. 2014-75

Community Development Director Klatt presented an overview of the proposed development by the Ryland Group. The proposal consists of a 51-unit residential subdivision on a 23 acre parcel and includes 22 single family lots. The phasing and design of 5th Street, access to the development, and landscaping was addressed. City Administrator Zuleger noted that the City has been working on this project for 14 months. What “half the road” means was further explained.

**LAKE ELMO CITY COUNCIL MINUTES
SEPTEMBER 16, 2014**

Tracy Rust explained why the park dedication funds were proposed instead of land. Staff explained that the Regional trail on Manning will connect to the Jr. High.

Planning Commissioner Kathleen Haggard, 12154 Marquess Ln. N., spoke about her concern about the number of conditions attached. She would like the City to be able to check on plat condition completion after approval. She also does not believe that the school facilities are sufficient park facilities due to scheduling. Mr. Klatt explained that the final plats are not released until all the conditions are met.

Council Member Nelson asked about the required timeline to meet the final conditions.

MOTION: *Council Member Reeves moved TO ADOPT RESOLUTION NO. 2014-75, APPROVING THE FINAL PLAT FOR HUNTERS CROSSING. Mayor Pearson seconded the motion.*

Council Member Nelson noted that this development is also at the low range of density range.

MOTION PASSED 5-0.

Meeting recessed at 12:27 am. Meeting reconvened at 12:31 am.

ITEM 20: SAVONA 2ND ADDITION FINAL PLAT; RES. NO. 2014-76

Community Development Director Klatt summarized the Savona 2nd addition proposal. The second phase includes 45 additional lots. The timing of 5th Street construction was noted.

MOTION: *Council Member Bloyer moved TO ADOPT RESOLUTION NO. 2014-76 APPROVING THE FINAL PLAT FOR SAVONA 2ND ADDITION. Council Member Reeves seconded the motion. MOTION PASSED 5-0.*

ITEM 21: SAVONA 2ND ADDITION DEVELOPERS AGREEMENT; RES. NO. 2014-77

Community Development Director Klatt summarized the Savona 2nd addition developer agreement. Council Member Nelson asked about the typo in paragraph 33. Staff explained that when the final figures are entered, it will be corrected.

Lennar representative who was present stated that they have exceeded expectations in the number of lots being sold.

MOTION: *Council Member Reeves moved TO ADOPT RESOLUTION NO. 2014-77, APPROVING THE DEVELOPER'S AGREEMENT FOR SAVONA 2ND ADDITION. Council Member Nelson seconded the motion. MOTION PASSED 5-0.*

ITEM 22: WILDFLOWER AT LAKE ELMO COMPREHENSIVE PLAN AMENDMENT; RES. NO. 2014-46

Community Development Director Klatt explained that the previously set conditions for the CPA have been met. Those conditions included the conservation easement agreements between the Fields of St Croix and the City and Robert Engstrom Companies are completed, the developer makes a good faith effort to satisfy the adjacent properties regarding screening. The conservancy maintenance was discussed. Robert Engstrom explained that the HOA will assume the maintenance.

Neil Krueger, 4452 Lake Elmo Ave. N., urged the Council to eliminate the twelve lots in the northwest section of the proposal to preserve the viewshed.

MOTION: *Mayor Pearson moved TO ADOPT RESOLUTION NO. 2014-46, APPROVING A COMPREHENSIVE PLAN AMENDMENT TO CHANGE THE FUTURE LAND USE DESIGNATION OF TWO AREAS WITHIN THE WILDFLOWER AT LAKE ELMO DEVELOPMENT FROM RAD AND OP TO V-LDR AND V-MDR. Council Member Reeves seconded the motion.*

Council Member Smith wants to expand the notification radius. Council Member Reeves asked if the 12 homes could be relocated. Mr. Engstrom said that it is possible. His opinion is that the proposal will be special.

LAKE ELMO CITY COUNCIL MINUTES
SEPTEMBER 16, 2014

MOTION TO AMEND: *Mayor Pearson moved TO AMEND THE MOTION BY ADDING THE LANGUAGE "CONTINGENT UPON THE CITY'S APPROVAL OF PRELIMINARY AND FINAL DEVELOPMENT PLANS FOR THE WILDFLOWER AT LAKE ELMO PUD THAT CONFORMS SUBSTANTIALLY WITH THE CONCEPT PLAN WITH THE CONVEYANCE AND/OR PROTECTION OF THE PLANNED OPEN SPACE AREAS OF THE CITY AND NEIGHBORHOOD ASSOCIATIONS AS STATED THEREIN."* Council Member Reeves seconded the motion to amend. **MOTION TO AMEND PASSED 5-0.**

ORIGINAL MOTION PASSED 5-0.

ITEM 23: 39TH STREET NORTH: STREET AND SANITARY SEWER IMPROVEMENTS – CHANGE ORDER NO. 1

City Engineer Griffin explained the reason for the change order. Engineering conducted some water system analysis and determined that by increasing the size of a section of the 39th Street watermain project from 12 inch to 16 inch, the City can eliminate the need for a water tower. The change order amount is \$118,975.00. The cost of the otherwise needed water tower is \$2.1 Million. Finance Director Bendel confirmed that the City could pay for this and then the shortfall would be added to 2015 bonding.

MOTION: *Council Member Smith moved TO APPROVE CHANGE ORDER NO. 1 FOR THE 39TH STREET NORTH: STREET AND SANITARY SEWER IMPROVEMENTS IN THE AMOUNT OF \$118,975.00.* Council Member Bloyer seconded the motion. **MOTION PASSED 5-0.**

ITEM 24: DISCOVER CROSSING REPAIRS – TA SCHIFSKY QUOTE – \$21.9K

City Administrator Zuleger provided overview of the item. This has been an ongoing issue for 6 years. The issue includes stormwater problems that have resulted because there is no curb on the island. It was explained that the funds will be taken out of the stormwater fund. Staff suggested that the amount be increased to \$24,000.

MOTION: *Council Member Smith moved TO APPROVE AN AMOUNT NOT TO EXCEED \$24,000 TO DO THE REPAIRS NEEDED AT THE DISCOVER CROSSING CIRCLE.* Council Member Nelson seconded the motion. **MOTION PASSED 5-0.**

STAFF REPORTS AND ANNOUNCEMENTS

City Administrator Zuleger: On 10/14/2014 City will be holding a downtown summit/workshop.

City Attorney Snyder: no report.

Community Development Director Klatt: no report.

City Engineer: 39th street construction is underway.

Finance Director Bendel: working on cash flows, enterprise budget, and assessments.

Mayor Pearson adjourned meeting at 1:27 am.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Adam R. Bell, City Clerk

LAKE ELMO CITY COUNCIL MINUTES

OCTOBER 7, 2014

CITY OF LAKE ELMO
CITY COUNCIL MINUTES
OCTOBER 7, 2014

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

PRESENT: Mayor Mike Pearson and Council Members Wally Nelson, Anne Smith, Justin Bloyer, and Mike Reeves.

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

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

Item 4 was pulled for postponement. Council Member Nelson requested Item 18 be moved to beginning of Regular Agenda. Council Member Bloyer pulled Item 9 for discussion and asked it be moved to end of Regular Agenda.

MOTION: *Council Member Nelson moved TO APPROVE THE OCTOBER 7, 2014 CITY COUNCIL AGENDA AS AMENDED. Council Member Bloyer seconded the motion. MOTION PASSED 5-0.*

ITEM 1: ACCEPT MINUTES

Council Member Reeves had a correction. Council Member Smith had many changes she would like made. The 9/16 minutes and the process for making the corrections were discussed. City Clerk Bell asked that any substantial corrections be submitted to him in writing and the council can vote on each correction.

MOTION: *Council Member Bloyer moved TO TABLE THE SEPTEMBER 16, 2014 CITY COUNCIL MINUTES. Council Member Nelson seconded the motion. MOTION PASSED 5-0.*

COUNCIL REPORTS:

Mayor Pearson: attended Public Safety Committee meeting; attended Washington County open house regarding Hwy 5 realignment meeting.

Council Member Smith: received numerous calls from residents regarding density in approved developments. Read email from Rick Schallhorn. Several council members noted that they responded to Mr. Schallhorn; Ms. Smith asked to have council discussion regarding the recent "closing" of city hall vis-à-vis leased space. Council Member Smith has concerns regarding several issues that were related to political campaigns. City Attorney Snyder cautioned the Council that council meetings are not the appropriate forum to discuss campaign matters.

Council Member Nelson: attended Public Safety Committee meeting; Youth Services Bureau is holding fundraising event on November 9. Residents can visit www.ysb.net for more info.

Council Member Bloyer: reported his findings regarding his inquiry into funds transfers that took place in 2006. He asked that discussion regarding these transfers be placed on future agenda.

Council Member Reeves: attended Parks Commission retreat.

PRESENTATION: RECOGNITION OF DAVE MOORE'S SERVICE TO CITY

Mayor Pearson recognized Dave Moore for his service to the City. Mayor Pearson read letter from Public Works Superintendent Bouthilet regarding all that Mr. Moore has done for the city.

EDA APPOINTMENTS – LINDA LARSON & MARK GAERTNER

MOTION: *Council Member Bloyer moved TO APPROVE THE APPOINTMENTS OF LINDA LARSON AND MARK GAERTNER TO THE EDA. Council Member Smith seconded the motion. MOTION PASSED 5-0.*

PUBLIC COMMENTS/INQUIRIES

Library Director Nate Deprey spoke about programming events during MEA.

LAKE ELMO CITY COUNCIL MINUTES

OCTOBER 7, 2014

Susan Dunn, 11018 Upper 33rd St. N., again asked that citywide meeting be held to discuss issues. She is interested in learning more about the village drainage solutions at the planned Downtown Summit.

Jay Johnson, 12153 Marquess Ln. N., (Council Member Smith's husband), spoke about his concern that the Council does not follow the rules of civility while making important decisions for the city. As a resident, he believes he deserves better. He asked that the candidates who are running for city council ask themselves if someone else should take their place. He also asked that any employees who are not happy in job consider job change.

Mayor Pearson responded he disagrees with much of what Mr. Johnson asserted, but Council is acting to protect the city from liability and minimize conflicts.

Council Member Reeves stated that based on positive feedback he has received, he believes he has a duty to respond. The City has worked hard to bring civility to its relationships internally and externally.

City Attorney Snyder noted that there are many issues that cannot be fully discussed in open meetings due to privacy restrictions despite the desire by some to do so, but the rules must be adhered to. He advised Council that because of the full agenda, Council should focus on that and address the staff/council relations another time.

Council Member Bloyer took issue with the assertions that the current council is trying to transform the city into something undesirable. The council has painstakingly taken actions to protect the taxpayers.

In response to assertions that the city is ignoring the MOU elimination, Community Development Director Klatt noted that the city is still under the previous density and population numbers until the 2040 Thrive numbers are finalized.

FINANCE CONSENT AGENDA

5. Approve Payment of Disbursements and Payroll
6. 2014 Stormwater Assessments; **Resolution No. 2014-78**
7. Production Well No. 4 – Pay Request No. 8

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

OTHER CONSENT AGENDA

8. Encroachment Agreement – 5388 Marquess Trail
9. ~~Volleyball Courts at Pebble Park~~ [moved to end of agenda]
10. Ball Field Fencing at VFW and Reid Parks
11. Call for Public Hearing for Redevelopment Plan Proposed by the EDA; **Resolution No. 2014-79**

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

REGULAR AGENDA

ITEM 18: Sanctuary Park

City Administrator Zuleger presented the background of the item. He explained the approval process and reason for delaying the installation of the playground equipment. Mr. Zuleger reported the City's neighborhood survey.

Council Member Bloyer asked how long it would take to install the park. Mr. Zuleger explained it would be done in the next couple weeks.

Jed Bastyr, 11619 58th St. N., spoke in favor of the park. He hopes that the council quickly passes a resolution to approve the park.

Pamela Chickett, 5711 Linden Ave. N., spoke in favor of the park despite not having any young children. When she moved in, it was known where the park would be located. There are many children who would use it.

LAKE ELMO CITY COUNCIL MINUTES

OCTOBER 7, 2014

Carolyn Cary, 5701 Linden Ave. N., spoke in favor of the park. Also claimed there are many children who would use it. Asserted the park location was always known.

Sarah Braunhausen, 11727 58th St. N., spoke in favor of the park. She looks forward to using the park with her children.

Teresa Silvernale, 11751 58th St. N., spoke in favor of the park. Encouraged the city to move forward with the park.

Britanni Prosser, 11784 56th St. N., spoke in favor of the park. Wants the park installed as planned.

MOTION: *Council Member Bloyer moved TO INSTRUCT PUBLIC WORKS DEPARTMENT TO BEGIN PARK INSTALLATION IMMEDIATELY AND DIRECT STAFF TO DO ANYTHING THAT CAN BE DONE TO EXPEDITE THE PROCESS. Council Member Nelson seconded the motion.*

Council Member Smith related the historical planning of the park. She clarified where the original location was planned according to the development file. She also explained her understanding of what was meant by “upper area” or “down below.” Ms. Smith was saddened that this issue divided the neighborhood. She wishes that the location option could have been explored further.

Jan Sletten, 5734 Lily Ave. N., believes the pause was a great idea. She explained her interactions with the city officials and staff. She wishes that the neighborhood fighting had not taken place.

Ben Backberg, 5693 Linden Ave. N., is disappointed in the council meeting behavior. He appreciates the city’s efforts in addressing difficult situation. He looks forward to park.

Michelle Chickett, 5711 Linden Ave. N., served on the first homeowners group. Current site was always where park was planned to go.

Mayor Pearson is glad that the park will be going in and believes it is the best spot available.

MOTION PASSED 4-0-1 (SMITH – ABSTAIN).

ITEM 12: MASSAGE THERAPY LICENSE; PUBLIC HEARING

City Clerk Bell explained reason for public hearing. All new licenses require a public hearing. The applicants passed the background check with no issues.

MOTION: *Council Member Reeves moved TO OPEN THE PUBLIC HEARING. Council Member Nelson seconded the motion. MOTION PASSED 5-0. PUBLIC HEARING OPEN AT 8:08 pm.*

No public comments.

MOTION: *Council Member Bloyer moved TO CLOSE THE PUBLIC HEARING. Council Member Reeves seconded the motion. MOTION PASSED 5-0. PUBLIC HEARING CLOSED AT 8:08 pm.*

MOTION: *Mayor Pearson moved TO APPROVE MASSAGE THERAPY PREMISE LICENSE FOR NIRVANA MASSAGE AND SPA, LLC, AND A MASSAGE THERAPIST LICENSE TO YUANFEN LIU AS PRESENTED. Council Member Bloyer seconded the motion.*

Council Member Reeves asked about the location and whether there have been any past issues with applicant. The business location was explained and there have been no past issues.

MOTION PASSED 5-0.

ITEM 13: 2015 STREET AND UTILITY IMPROVEMENTS – APPROVE FEASIBILITY REPORT AND ORDER PUBLIC HEARING; RES. NO. 2014-80

Assistant City Engineer Stempski presented the feasibility report and the various options for each area. The project covers three neighborhoods: Bordners Garner Farmettes, Kenridge Addition, and Kelvin Avenue.

Council Member Smith left the room at 8:15 pm.

LAKE ELMO CITY COUNCIL MINUTES

OCTOBER 7, 2014

Increased shouldering was discussed as an alternate option as opposed to curb. The total estimated streets and watermain costs and respective shares were explained for each area, as well as the proposed assessments for each. Mr. Stempski also described the average age of the roads.

As part of the Kenridge Addition improvements, upgrading the watermain size to provide fire service is suggested. Why the initial water line was not oversized to provide fire service was explained. It was initially part of a county project. Unfortunately the city does not possess detailed records on the initial project. Mr. Stempski presented the staff recommendations and requested council receive the feasibility report and call a public hearing.

Geri Briheim, 8415 38th St. N., Bordner's Garner Farmettes asserted that the natural drainage has been impacted. She is concerned about paying for the storm sewer but not getting sanitary sewer. Ms. Breheim was also concerned about the street thickness.

Council Member Smith returned at 9:00 pm.

The drainage situation was further explained. The installation of a watermain in a non-service designated area was discussed.

Ray Strege (and wife **Glenda**) 8808 36th St N., spoke in opposition to the Kenridge Addition project. He is concerned that the feasibility report did not contain a low pavement subdrain free alternative. Mr. Strege summarized frost damage. Mr. Strege also asserted that garbage truck traffic had the most impact on the streets. The past flooding issues in the neighborhood were described. He asked that council not hold the public hearing if project will not be done until 2017.

Dave Moore, 8680 Stillwater Blvd., spoke on the life expectancy of the new street. Mr. Stempski stated that the goal is to have a 40 year street with the proper maintenance. Mr. Moore explained that if the subdrain system was eliminated as Mr. Strege argued for, the life expectancy would be drastically shortened. It was noted that geotechnical tests were conducted.

Mayor Pearson requested a point of privilege at 9:20 pm. Meeting reconvened at 9:27 pm.

City Administrator Zuleger explained the expenses that the city will incur with the infrastructure and redevelopment of downtown. The county moved up its Lake Elmo Ave. so that project will take up much of the city's borrowing capacity.

Council discussed postponing the public hearing and the impact on the feasibility study. The feasibility study is valid for six months. In order to call a public hearing after that time, the study would need to be updated.

MOTION: Council Member Smith moved TO RESOLUTION 2014-80, RECEIVING THE FEASIBILITY REPORT. Council Member Bloyer seconded the motion. MOTION PASSED 5-0.

ITEM 14: HAMMES ESTATES FINAL PLAT; RES. NO. 2014-81

Community Development Director Klatt provided summary of the proposed final plat by Hammes West LLC. Planning Commission approved unanimously with 16 conditions of approval. Critical issues include engineering concerns, DNR shore land compliance, Goose Lake Park design, and soil contamination remediation. Density for development is 2.4. There are no variances requested. Costs of Goose Lake improvements were explained.

Brian McGoldrick, Hammes West, LLC, spoke about how the proposal did not try to fit in as many lots as possible. They really tried to focus on quality instead of quantity. They tried to be sensitive and respectful to Stonegate residents. He stated that staff is not easy on the developers. Staff has been very diligent and hardworking. The price point is in the range of low \$400K to mid \$800K.

Council Member Reeves asked about the construction hours violations. Mr. McGoldrick apologized and said it would not happen again. Mr. Reeves stated he appreciated the efforts in compliance.

It was explained that Ryland Homes was a major stakeholder in 70 of the lots, but the remaining lots were reserved for custom builders.

MOTION: Council Member Reeves moved TO ADOPT RESOLUTION NO. 2014-81, APPROVING THE FINAL PLAT FOR HAMMES ESTATES WITH THE PROPOSED AMENDMENT TO CONDITION #13. Council Member Nelson seconded the motion.

LAKE ELMO CITY COUNCIL MINUTES

OCTOBER 7, 2014

City Attorney Snyder noted that the final plat approval is contingent upon legal changes being completed.

Council Member Reeves noted that it was appreciated that the lower density was proposed. The home values and were discussed and that they

Council Member Smith asked Counsel if she could now vote for the final plat having voted against preliminary plat. Mr. Snyder explained that it was her personal decision. Ms. Smith explained how she was pleased with much of the proposal, but could not vote in favor of approval due to the reduction of the buffer to 100 feet. She wanted to stay consistent with previous vote.

MOTION PASSED 4-1 (SMITH – NAY).

ITEM 15: HAMMES ESTATES DEVELOPER'S AGREEMENT; RES. NO. 2014-82

Community Development Director Klatt provided summary of the proposed developer agreement. The developer did not have any objections.

Council Member Bloyer asked for the project security to be further explained. Mr. Klatt explained that the security is broken down for each improvement plus 25%. If the developer does not complete the development, the city is then entitled to use those funds to complete the development. Any reductions in the security require developers to meet specific criteria and progress benchmarks.

The amount of escrow used for planning is approximately \$18,000. It was noted that the taxpayer is not expected to pay for any of the development other than utility over-sizing the city chooses to do.

MOTION: Council Member Nelson moved TO ADOPT RESOLUTION 2014-82, APPROVING THE DEVELOPER'S AGREEMENT FOR HAMMES ESTATES 1ST ADDITION. Council Member Reeves seconded the motion.

Council Member Nelson noted the City is doing the right thing to protect the residents.

MOTION PASSED 5-0

ITEM 16: HUNTER'S CROSSING DEVELOPER'S AGREEMENT; RES. NO. 2014-83

Community Development Director Klatt provided summary of the proposed developer agreement. The agreement updates were presented. Sections 22 (park fees), 25 (street light fee), 28 ((d) city payment of \$32,324.000 for over-sizing watermain; (c) indemnification), 35 (construction costs), 36 (security reduction), and 37 (park dedication and street lighting fee added to city payments list). Council Member Smith asked that the final agreement be sent to council after the updates are completed.

Council Member Reeves asked about buffering. Mr. Klatt said that there have been discussions with the affected property owner.

MOTION: Council Member Nelson moved TO ADOPT RESOLUTION 2014-83, APPROVING THE DEVELOPER'S AGREEMENT FOR HUNTERS CROSSING WITH THE CHANGES AS PRESENTED BY STAFF AND HAVING DEVELOPER PAY FULL WACS UPFRONT WITH BALANCE AT COMPLETION OF PROJECT. Council Member seconded the motion. MOTION PASSED 5-0

City Administrator Zuleger noted that staff has enjoyed working with the developers.

ITEM 17: SAVONA 1ST AND 2ND ADDITION ASSESSMENT REALLOCATION

Community Development Director Klatt presented. Zuleger noted that the reallocation of the assessments, the assessments may be paid sooner than the 15 year assessment. The benefits of reallocating it to the platted lots versus at final plat were discussed. That would allow the City to pay down debt sooner. Staff stated that they found many communities commonly do it this way. City Attorney Snyder said he is more familiar with the assessment at final plat.

Council Member Smith concerned about a downturn in market posing potential problems.

LAKE ELMO CITY COUNCIL MINUTES

OCTOBER 7, 2014

Mr. Klatt explained the proposed reallocations for each parcel. It was also explained that because of the already approved assessment agreements, these specific assessments will be reallocated regardless of council action. Finance Director Bendel noted that the reallocation only affects the remaining 14 years of assessment as the first year is already paid.

Council Member Reeves asked for further clarification as to what the benefit is to the city. Mr. Klatt explained again that the first addition already has an assessment agreement. By requiring the payments up front, there is a risk of reluctance by developers to bring forward a final plat due to large payment due.

Mayor Pearson noted that the development at Rockpoint Church may have produced at least some payments instead of nothing at this point. The council discussed the pros and cons of the assessment timing.

MOTION: Council Member Nelson moved TO DENY THE REALLOCATION OF ASSESSMENTS AGAINST CERTAIN LOTS WITHIN THE SECTION 34 UTILITY PROJECT AREA AS FURTHER DESCRIBED IN EXHIBIT "A" AS ATTACHED TO THE STAFF REPORT. Council Member Smith seconded the motion.

Council Member Nelson is in favor of assessing at final plat in order to 1) set the precedent for other developments, and 2) protect the taxpayers up front. Mr. Klatt explained that the developer brought this request forward.

Council consensus direction is to collect at final plat. Mayor Pearson would prefer to table this issue and come back with more information.

MOTION PASSED 4-1 (PEARSON – NAY).

ITEM 9: VOLLEYBALL COURTS AT PEBBLE PARK

MOTION: Council Member Bloyer moved TO DENY THE EXPENDITURE OF NO MORE THAN \$28,000 IN PARKLAND DEDICATION FUNDS FOR THE PURCHASE AND CONSTRUCTION OF A VOLLEYBALL COURT IN PEBBLE PARK. Council Member Smith seconded the motion.

Council Member Bloyer explained why he is opposed to the proposal. He does not believe the location is proper or that the demand justifies the improvement.

City Administrator Zuleger noted the increase in area volleyball activity and the benefits of sand courts being used. Staff also expects the cost to be lower due to in-house and volunteer help on installation, as well as less expensive sand.

Council Member Smith thinks the courts should be located downtown and near local businesses. Council Member Nelson wants the courts in or near the expanded Reid Park. He also does not see the demand.

Council Member Reeves supports the request. Parks Commission has fully vetted this issue. The Commission is concerned about downtown due to space and use limitations and uncertainty. The Commission is also looking for alternative recreational opportunities for youth. Mr. Bloyer asked about the status of the Sunfish Lake Park task force. It was explained that the task force is not as far as it wishes in part to the land trust limitations.

Mayor Pearson is supportive of the addition of courts, but is concerned about the cost and location.

MOTION PASSED 4-1 (REEVES – NAY)

STAFF REPORTS AND ANNOUNCEMENTS

City Administrator Zuleger: Planning Commission is having workshop on 10/13/2014 to discuss density; on 10/14/2014, City will be holding a downtown summit/workshop; on 11/6 area prayer breakfast is being held at Prom Center.

City Attorney Snyder: no update

LAKE ELMO CITY COUNCIL MINUTES

OCTOBER 7, 2014

Community Development Director Klatt: Planning staff attended State Planning Conference; Mr. Zuleger explained Humphrey Institute solicited nomination on local government innovation award for City's development practices.

City Engineer: 2014 street improvements are wrapping up.

Finance Director Bendel: working on collecting assessments, statistical reports, 2015 budget, and cash flow model for sewer.

City Clerk Bell: no report.

Mayor Pearson adjourned meeting at 11:16 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Adam R. Bell, City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: October 21, 2014
CONSENT
ITEM# 2

AGENDA ITEM: Approve Disbursements in the amount of \$1,777,936.18

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Dean Zuleger, City Administrator

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Finance

FISCAL IMPACT: \$1,777,936.18

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$1,777,936.18. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

LEGISLATIVE HISTORY: NA

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

Claim #	Amount	Description
ACH	\$ 12,143.41	Payroll Taxes to IRS & MN Dept of Revenue 10/16/14
ACH	\$ 5,972.90	Payroll Retirement to PERA 10/16/14
DD5811-DD5860	\$ 34,490.05	Payroll Dated (Direct Deposits) 10/16/14
41938	\$ 500.00	Accounts Payable 10/14/14
41939-42005	\$ 1,724,469.82	Accounts Payable 10/21/14
2496-2501	\$ 360.00	Library Card Reimbursement 10/21/14
TOTAL	\$ 1,777,936.18	

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 \$1,777,936.18.

ATTACHMENTS:

1. Accounts Payable – check registers

Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 10/16/2014 - 12:02 PM

Batch: 006-10-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ACTION Action Rental, Inc.										
226550	10/13/2014	355.40	0.00	10/21/2014	Canopy rental - Volksmarch		-			0000
204-450-5200-43150	Contract Services									
	226550 Total:	355.40								
	ACTION Total:	355.40								
ALEXAIR Alex Air Apparatus, Inc										
26382	10/01/2014	2,002.11	0.00	10/21/2014	Annual SCBA Inspection		-			0000
101-420-2220-44040	Repairs/Maint Eqpt									
	26382 Total:	2,002.11								
	ALEXAIR Total:	2,002.11								
AMERICAN American Eng and Testing, Inc.										
63851	09/30/2014	4,277.30	0.00	10/21/2014	2014 Street Improvements - project tests		-			0000
409-480-8000-43030	Engineering Services									
	63851 Total:	4,277.30								
63937	09/30/2014	1,781.68	0.00	10/21/2014	Pumphouse No 4		-			0000
601-494-9400-43030	Engineering Services									
	63937 Total:	1,781.68								
64067	09/30/2014	2,148.70	0.00	10/21/2014	2014.130 Inwood Trunk Watermain		-			0000
601-494-9400-43030	Engineering Services									
	64067 Total:	2,148.70								
	AMERICAN Total:	8,207.68								
BAKERPAT Baker Patricia										
2014-09	10/08/2014	958.13	0.00	10/21/2014	Contact Services - September		-			0000
101-410-1520-43150	Contract Services									
2014-09	10/08/2014	821.25	0.00	10/21/2014	Contact Services - September		-			0000
601-494-9400-43150	Contract Services									
2014-09	10/08/2014	136.87	0.00	10/21/2014	Contact Services - September		-			0000
602-495-9450-43150	Contract Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
2014-09 603-495-9500-43150 Contract Services 2014-09 Total: BAKERPAT Total:	10/08/2014 Contract Services 2014-09 Total: BAKERPAT Total:	821.25 2,737.50 2,737.50	0.00	10/21/2014	Contact Services - September		-	No		0000
BEECH Beech Daniel ROW Fee 101-000-0000-11500 Accounts Receivable ROW Fee Total: BEECH Total:	10/14/2014 Accounts Receivable ROW Fee Total: BEECH Total:	308.60 308.60 308.60	0.00	10/21/2014	Refund ROW permit fee		-	No		0000
BOLTONME Bolton & Menk, Inc 0170196 09/17/2014 409-480-8000-43030 Engineering Services 0170196 Total: BOLTONME Total:	09/17/2014 Engineering Services 0170196 Total: BOLTONME Total:	1,430.00 1,430.00 1,430.00	0.00	10/21/2014	2014 Street Improvements		-	No		0000
BRAUN Braun Intertec Corporation B009809 09/26/2014 601-494-9400-43030 Engineering Services B009809 Total: BRAUN Total:	09/26/2014 Engineering Services B009809 Total: BRAUN Total:	1,228.25 1,228.25 1,228.25	0.00	10/21/2014	LE Ave Trunk Watermain Improvement		-	No		0000
BUBERL Buberl Black Dirt, Inc 16498 10/01/2014 603-496-9500-42270 Utility System Maint Supplies 16498 Total: 16519 10/01/2014 603-496-9500-42270 Utility System Maint Supplies 16519 Total: BUBERL Total:	10/01/2014 Utility System Maint Supplies 16498 Total: 10/01/2014 Utility System Maint Supplies 16519 Total: BUBERL Total:	120.00 120.00 240.00 240.00 360.00	0.00	10/21/2014	Black Dirt Black Dirt		-	No		0000
C A C Companion Animal Control, LLC 101-420-2700-43150 Contract Services 10/21/2014 101-420-2700-43160 Impounding 10/21/2014 101-420-2700-43160 Impounding Total:	10/21/2014 Contract Services 10/21/2014 Impounding 10/21/2014 Impounding Total:	500.00 30.00 45.00 575.00	0.00	10/21/2014	Animal Control Services - September Impound 7am-7pm Impound 7pm-7am		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
C A C Total:		575.00								
CLUTTER Can the Clutter	10/02/2014	100.00	0.00	10/21/2014	Can the Clutter program		-		No	0000
206-450-5300-42500 Library Collection Maintenance		100.00								
Total:		100.00								
CLUTTER Total:		100.00								
COMCAST Comcast	09/27/2014	7.90	0.00	10/21/2014	Monthly Service		-		No	0000
101-420-2220-44300 Miscellaneous		7.90								
Total:		4.19								
CH 09/27/2014		4.19	0.00	10/21/2014	Monthly Service - October		-		No	0000
101-410-1940-43210 Telephone		4.19								
CH Total:		12.09								
COMCAST Total:										
CTYBLOOM City of Bloomington	09/29/2014	31.50	0.00	10/21/2014	Lab Analysis		-		No	0000
Sept 2014		31.50								
601-494-9400-42270 Utility System Maintenance		31.50								
Sept 2014 Total:		31.50								
CTYBLOOM Total:										
CTYOAKDA City of Oakdale	09/30/2014	5,818.00	0.00	10/21/2014	Water Service 8/30-10/02/14 194		-		No	0000
1000460-01		5,818.00								
601-494-9400-43820 Water Utility		5,818.00								
1000460-01 Total:		5,818.00								
CTYOAKDA Total:										
CTYROSEV City of Roseville	10/01/2014	2,635.58	0.00	10/21/2014	Monthly IT Services - Oct		-		No	0000
219286		2,635.58								
101-410-1450-43180 Information Technology/Web		87.10	0.00	10/21/2014	Monthly Telephone - Admin		-		No	0000
219286 Total:		13.75	0.00	10/21/2014	Monthly Telephone - Building Inspection		-		No	0000
219318 10/01/2014 Telephone		13.75	0.00	10/21/2014	Monthly Telephone - Communication		-		No	0000
101-410-1320-43210 Telephone		13.75	0.00	10/21/2014	Monthly Telephone - Engineering		-		No	0000
219318 10/01/2014 Telephone		13.75	0.00	10/21/2014						
101-420-2400-43210 Telephone		13.75	0.00	10/21/2014						
219318 10/01/2014 Telephone		13.75	0.00	10/21/2014						
101-410-1450-43210 Telephone		13.75	0.00	10/21/2014						
219318 10/01/2014 Telephone		13.75	0.00	10/21/2014						
101-410-1930-43210 Telephone		13.75	0.00	10/21/2014						

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
219318	10/01/2014	27.50	0.00	10/21/2014	Monthly Telephone - Finance		-	No		0000
101-410-1520-43210	Telephone									
219318	10/01/2014	38.15	0.00	10/21/2014	Monthly Telephone - Planning		-	No		0000
101-410-1910-43210	Telephone									
219318	10/01/2014	181.75	0.00	10/21/2014	Monthly Telephone - PW		-	No		0000
101-430-3100-43210	Telephone									
219318 Total:		375.75								
CTYROSEV Total:		3,011.33								
CUSTOMON Custom One Homes										
2013-270	10/13/2014	5,000.00	0.00	10/21/2014	Refund Escrow - 10356 Tapestry Bend		-	No		0000
803-000-0000-22900	Deposits Payable									
2013-270 Total:		5,000.00								
CUSTOMON Total:		5,000.00								
DAMON Damon Farbar Associates										
24639	10/10/2014	2,024.40	0.00	10/21/2014	LE Avenue - CSAH 17		-	No		0000
409-480-8000-43150	Contract Services									
24639 Total:		2,024.40								
DAMON Total:		2,024.40								
EMMONS&O Emmons & Olivier Resources Inc										
0156562	10/08/2014	897.75	0.00	10/21/2014	TO2 - 2014.133 Village Park Preserve		-	No		0000
803-000-0000-22910	Developer Payments									
0156562	10/08/2014	141.75	0.00	10/21/2014	TO3 - 2014.136 Easton Village		-	No		0000
803-000-0000-22910	Developer Payments									
0156562	10/08/2014	47.25	0.00	10/21/2014	TO4 - 2013.130 Hunters Crossing		-	No		0000
803-000-0000-22910	Developer Payments									
0156562 Total:		1,086.75								
EMMONS&O Total:		1,086.75								
Enright Enright Robert										
101-410-1450-43620	10/14/2014	55.00	0.00	10/21/2014	Cable Operations - 10/14/14 PC		-	No		0000
Cable Operations										
Total:		55.00								
Enright Total:		55.00								
EXCELEL Excel Electric LLC										
2014-00310	10/05/2014	148.50	0.00	10/21/2014	Refund permit fee 11815 56th St N		-	No		0000
101-000-0000-32280	Electrical Permit Revenue									
2014-00310 Total:		148.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
EXCELEL Total:		148.50								
FERGUSON Ferguson Waterworks, Inc #2516										
110512	09/30/2014	1,542.96	0.00	10/21/2014	Meters		-		No	0000
601-494-9400-42300	Water Meters & Supplies									
110512 Total:		1,542.96								
FERGUSON Total:		1,542.96								
GEISLING Geislinger & Sons, INC										
Pay Request 1	10/10/2014	276,633.25	0.00	10/21/2014	2014.131 39th Street - Street & Sewer		-		No	0000
602-495-9450-43030	Engineering Services									
Pay Request 1	10/10/2014	20,953.35	0.00	10/21/2014	2014.131 39th Street - Water fund		-		No	0000
601-494-9400-43030	Engineering Services									
Pay Request 1	10/10/2014	59,529.80	0.00	10/21/2014	2014.131 39th Street - Street fund		-		No	0000
409-480-8000-43030	Engineering Services									
Pay Request 1 Total:		357,116.40								
GEISLING Total:		357,116.40								
GMCONTR G.M. Contracting, Inc.										
Pay Request 3	10/07/2014	330,524.89	0.00	10/21/2014	2013.133 LE Ave Trunk WM Improvement		-		No	0000
601-494-9400-43030	Engineering Services									
Pay Request 3 Total:		330,524.89								
GMCONTR Total:		330,524.89								
HARDDRIV Hardrives, Inc.										
Pay Request 3	09/30/2014	669,656.32	0.00	10/21/2014	2013.135 2014 Street Improvements		-		No	0000
409-480-8000-43030	Engineering Services									
Pay Request 3 Total:		669,656.32								
HARDDRIV Total:		669,656.32								
HDSUPPLY HD Supply Waterworks, Ltd.										
D026695	09/26/2014	2,409.93	0.00	10/21/2014	Meter		-		No	0000
601-494-9400-42300	Water Meters & Supplies									
D026695 Total:		2,409.93								
D030589	09/26/2014	1,760.80	0.00	10/21/2014	Meter		-		No	0000
601-494-9400-42300	Water Meters & Supplies									
D030589 Total:		1,760.80								
D03430	09/30/2014	201.43	0.00	10/21/2014	Meter		-		No	0000
601-494-9400-42300	Water Meters & Supplies									
D03430 Total:		201.43								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	HDSUPPLY Total:	4,372.16								
HEMKER Hemker Joan Volksmarch 10/10/2014 204-450-5200-43150 Contract Services Volksmarch Total: HEMKER Total:		650.00 650.00 650.00	0.00	10/21/2014	Volksmarch Zoo		-	No		0000
HUCKPAUL Huckels Paul Refund 10/14/2014 204-000-0000-36230 Donations Refund Total: HUCKPAUL Total:		20.00 20.00 20.00	0.00	10/21/2014	Refund registration		-	No		0000
HYDRO Hydromethods 201480503 10/04/2014 602-495-9450-43030 Engineering Services 201480503 Total: HYDRO Total:		2,982.00 2,982.00 2,982.00	0.00	10/21/2014	2015 Street & Utility Feasibility		-	No		0000
JANIKING Jani-King of Minnesota, Inc MIN10140450 10/01/2014 101-410-1940-44010 Repairs/Maint Contractual Bldg MIN10140450 Total: JANIKING Total:		326.00 326.00 326.00	0.00	10/21/2014	Cleaning Service		-	No		0000
JOHNSON& Johnson & Turner Attorneys 38301 10/02/2014 101-420-2150-43045 Attorney Criminal 38301 Total: 38323 10/02/2014 206-450-5300-43040 Legal Services 38323 Total: 38465 10/02/2014 803-000-0000-22910 Developer Payments 38465 Total: 38471 10/02/2014 803-000-0000-22910 Developer Payments 38471 Total: 38595 10/02/2014 803-000-0000-22910 Developer Payments		4,512.50 4,512.50 104.00 104.00 461.50 461.50 537.00 537.00 1,890.00	0.00	10/21/2014	Legal - Prosecution Legal - Library Legal - RECO properties Legal - Eagle Point Legal - Lennar		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
38600	10/02/2014	1,890.00								
803-000-0000-22910	Developer Payments	1,720.00	0.00	10/21/2014	Legal - Hunters Crossing		-	No		0000
38605	10/02/2014	1,720.00								
803-000-0000-22910	Developer Payments	1,100.00	0.00	10/21/2014	Legal - Wildflower		-	No		0000
Various	10/02/2014	1,100.00								
101-410-1320-43040	Legal Services	2,837.50	0.00	10/21/2014	Legal Services		-	No		0000
JOHNSON& Total:		2,837.50								
		13,162.50								
KORBRAND Korb Randy										
206-450-5300-42500	Library Collection Maintenance	100.00	0.00	10/21/2014	Library Program - 10/16/2014		-	No		0000
Total:		100.00								
KORBRAND Total:		100.00								
LANELIZ Lane Lizabeth										
Refund	10/14/2014	1,012.00	0.00	10/21/2014	Refund permit fee		-	No		0000
101-000-0000-11500	Accounts Receivable	1,012.00								
Refund Total:		1,012.00								
LANELIZ Total:		1,012.00								
LANG RON Ron's Inspection Services, LLC										
5	10/08/2014	420.50	0.00	10/21/2014	Inspector Services		-	No		0000
101-420-2400-43150	Inspector Contract Services									
5	10/08/2014	51.52	0.00	10/21/2014	Inspector Services - Mileage		-	No		0000
101-420-2400-43310	Mileage	472.02								
5 Total:		472.02								
LANG RON Total:		472.02								
LARSON Larson Diesel Service, Corp										
140923006	09/23/2014	85.48	0.00	10/21/2014	DOT MN Inspection 09-1		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
140923006 Total:		85.48								
140929017	09/29/2014	632.03	0.00	10/21/2014	DOT MV Inspection & XSMN repair 06-1		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
140929017 Total:		632.03								
140930008	09/30/2014	190.49	0.00	10/21/2014	DOT MV Inspection 14-1		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
140930008 Total:		190.49								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
LARSON Total:		908.00								
LEOIL Lake Elmo Oil, Inc.										
	09/30/2014									
101-420-2220-42120	Fuel, Oil and Fluids	211.51	0.00	10/21/2014	Fuel		-		No	0000
Total:		211.51								
LEOIL Total:		211.51								
LHB LHB										
120205.00-3	10/08/2014	500.00	0.00	10/21/2014	ULI Regional Indicators - 2013 Data		-		No	0000
101-410-1110-44370	Conferences & Training	500.00								
120205.00-3 Total:		500.00								
LHB Total:		500.00								
Lillie Newspapers Inc. Lillie Suburban										
007148	10/06/2014	13.20	0.00	10/21/2014	Notice - Nirvana License		-		No	0000
101-410-1450-43510	Public Notices									
007148	10/06/2014	68.20	0.00	10/21/2014	Notice - Assess Well 4		-		No	0000
101-410-1450-43510	Public Notices									
007148 Total:		81.40								
Lillie Total:		81.40								
MARONEYS Maroney's Sanitation, Inc										
546529	10/03/2014	109.78	0.00	10/21/2014	Waste Removal - City Hall		-		No	0000
101-410-1940-43840	Refuse									
546529	10/03/2014	48.30	0.00	10/21/2014	Waste Removal - Fire		-		No	0000
101-420-2220-43840	Refuse									
546529	10/03/2014	210.63	0.00	10/21/2014	Waste Removal - PW		-		No	0000
101-430-3100-43840	Refuse									
546529	10/03/2014	210.63	0.00	10/21/2014	Waste Removal - Fire		-		No	0000
101-420-2220-43840	Refuse									
546529	10/03/2014	48.67	0.00	10/21/2014	Waste Removal - Library		-		No	0000
206-450-5300-43840	Refuse									
546529 Total:		628.01								
MARONEYS Total:		628.01								
MENARDSO Menards - Oakdale										
57044	09/29/2014	66.15	0.00	10/21/2014	Shop supplies - tarp		-		No	0000
101-450-5200-42150	Shop Materials									
57044 Total:		66.15								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
57615	10/07/2014	50.91	0.00	10/21/2014	Storm water repair materials		-	No		0000
603-496-9500-42270	Utility System Maint Supplies									
	57615 Total:	50.91								
57896	10/10/2014	75.46	0.00	10/21/2014	Belt Sander Hand wash station		-	No		0000
101-450-5200-42400	Small Tools & Minor Equipment									
57896	10/10/2014	24.44	0.00	10/21/2014	Shop supplies		-	No		0000
101-450-5200-42150	Shop Materials									
	57896 Total:	99.90								
	MENARDSO Total:	216.96								
METCOU Metropolitan Council										
1038301	10/02/2014	1,550.84	0.00	10/21/2014	Monthly Wasterwaster Service - November		-	No		0000
602-495-9450-43820	Sewer Utility - Met Council									
	1038301 Total:	1,550.84								
	METCOU Total:	1,550.84								
MNRURAL MN Rural Water Association										
10/01/2014		225.00	0.00	10/21/2014	Membership		-	No		0000
601-494-9400-44370	Conferences & Training									
	Total:	225.00								
	MNRURAL Total:	225.00								
MONSTER Monster Tree Service										
1029	09/15/2014	550.00	0.00	10/21/2014	Tree removal - VFW		-	No		0000
101-450-5200-44300	Miscellaneous									
	1029 Total:	550.00								
	MONSTER Total:	550.00								
NORTHTOO Blue Tarp Financial										
561036606	09/13/2014	354.94	0.00	10/21/2014	Forestry tools		-	No		0000
101-450-5200-42400	Small Tools & Minor Equipment									
	561036606 Total:	354.94								
	NORTHTOO Total:	354.94								
OAKDRC Oakdale Rental Center										
98776	09/30/2014	18.22	0.00	10/21/2014	Supplies		-	No		0000
101-430-3100-42000	Office Supplies									
	98776 Total:	18.22								
	OAKDRC Total:	18.22								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ONECALL Gopher State One Call										
125818	09/30/2014	304.70	0.00	10/21/2014	FTP tickets - September		-	No		0000
101-430-3100-43150	Contract Services	304.70								
	125818 Total:	304.70								
	ONECALL Total:									
PINKY Pinky's Sewer Service, Inc.										
69998	10/01/2014	100.00	0.00	10/21/2014	Pumped 2 tanks - Library		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg	100.00								
	69998 Total:	100.00								
	PINKY Total:	100.00								
PLUNKETT Plunkett's Pest Control Inc										
3720578	08/01/2014	926.25	0.00	10/21/2014	Pest Control - CH & 34852 Upper 33rd		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg	926.25								
	3720578 Total:	926.25								
	PLUNKETT Total:	926.25								
RCM RCM Specialties, Inc										
4572	09/22/2014	96.00	0.00	10/21/2014	Spray Patch Materials		-	No		0000
101-430-3120-42240	Street Maintenance Materials	96.00								
	4572 Total:	302.46								
4576	09/24/2014	302.46	0.00	10/21/2014	Spray Patch Materials		-	No		0000
101-430-3120-42240	Street Maintenance Materials	324.78								
	4576 Total:	324.78								
4579	09/26/2014	324.78	0.00	10/21/2014	Spray Patch Materials		-	No		0000
101-430-3120-42240	Street Maintenance Materials	723.24								
	4579 Total:	723.24								
	RCM Total:									
RIVRCOOP River Country Cooperative										
	09/30/2014	192.05	0.00	10/21/2014	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids	192.05								
	Total:	192.05								
	RIVRCOOP Total:	192.05								
ROTARYLE Lake Elmo Rotary Club										
4th Qtr	10/01/2014	135.00	0.00	10/21/2014	Membership Dues - Macleod		-	No		0000
101-410-1320-44330	Dues & Subscriptions	135.00								
	4th Qtr Total:	135.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ROTARYLE Total:		135.00								
S&T S&T Office Products, Inc.										
01Q95380&5434	10/09/2014	130.72	0.00	10/21/2014	Office Supplies - Admin		-	No		0000
101-410-1320-42000	Office Supplies									
01Q95380&5434	10/09/2014	10.22	0.00	10/21/2014	Office Supplies - Planning		-	No		0000
101-410-1910-42000	Office Supplies									
01Q95380&5434	10/09/2014	14.74	0.00	10/21/2014	Office Supplies - Fire		-	No		0000
101-420-2220-42000	Office Supplies									
01Q95380&5434	Total:	155.68								
S&T	Total:	155.68								
SAFEASSU Safe Assure Consultants Inc.										
767	09/03/2014	3,087.00	0.00	10/21/2014	OSHA Training		-	No		0000
101-430-3100-44370	Conferences & Training									
767	Total:	3,087.00								
SAFEASSU	Total:	3,087.00								
SAMSClub Sam's Club										
101-420-2220-42090	10/04/2014	50.92	0.00	10/21/2014	Fire Prevention Supplies - Open House		-	No		0000
101-420-2220-42090	Fire Prevention									
Total:		50.92								
1051	10/10/2014	173.18	0.00	10/21/2014	Volksmarch Drinks Chips		-	No		0000
204-450-5200-43150	Contract Services									
1051	10/10/2014	45.00	0.00	10/21/2014	Membership Renewal		-	No		0000
101-410-1320-44300	Miscellaneous									
1051	Total:	218.18								
SAMSClub	Total:	269.10								
SELECTAC SelectAccount										
1045264	10/03/2014	8.44	0.00	10/21/2014	Participants fee 9/1-9/30/14		-	No		0000
101-410-1520-43150	Contract Services									
1045264	Total:	8.44								
1053563	10/03/2014	8.44	0.00	10/21/2014	Participants fee 10/1-10/31/14		-	No		0000
101-410-1520-43150	Contract Services									
1053563	Total:	8.44								
SELECTAC	Total:	16.88								
SW/WC SW/WC Service Cooperatives										
C1210-20 7	09/25/2014	21,222.00	0.00	10/21/2014	November Premium		-	No		0000
101-000-0000-21706	Medical Insurance									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
C1210-20 7 Total:										
SW/WC Total:		21,222.00								
		21,222.00								
TASCH T.A. Schifsky & Sons Inc										
56811	10/06/2014	172.50	0.00	10/21/2014	Asphalt		-	No		0000
101-430-3120-42240 Street Maintenance Materials										
56811 Total:		172.50								
TASCH Total:		172.50								
TDS TDS Metrocom - LLC										
6517798882	10/13/2014	89.41	0.00	10/21/2014	Analog Lines - Fire		-	No		0000
101-420-2220-43210 Telephone										
6517798882	10/13/2014	215.68	0.00	10/21/2014	Analog Lines - PW		-	No		0000
101-430-3100-43210 Telephone										
6517798882	10/13/2014	82.46	0.00	10/21/2014	Analog Lines - Lift Station alarms		-	No		0000
602-495-9450-43210 Telephone										
6517798882	10/13/2014	43.23	0.00	10/21/2014	Alarm - Well House 2		-	No		0000
601-494-9400-43210 Telephone										
6517798882 Total:		430.78								
TDS Total:		430.78								
TKDA TKDA, Inc.										
002014003257	10/08/2014	673.85	0.00	10/21/2014	2013.133 LE Ave Watermain		-	No		0000
601-494-9400-43030 Engineering Services										
002014003257 Total:		673.85								
TKDA Total:		673.85								
TOTALMEC Total Mechanical Services, Inc										
Pay Request 5	10/08/2014	263,097.75	0.00	10/21/2014	2013.132 Pumphouse 4		-	No		0000
601-494-9400-43030 Engineering Services										
Pay Request 5 Total:		263,097.75								
TOTALMEC Total:		263,097.75								
TOWNCTRY Town & Country Cleaning Co										
1014535	10/01/2014	215.00	0.00	10/21/2014	October Cleaning - Library		-	No		0000
206-450-5300-44010 Repairs/Maint Bldg										
1014535 Total:		215.00								
TOWNCTRY Total:		215.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
WAS-SHER Washington County 77946 10/01/2014		473.75	0.00	10/21/2014	Code Red		-			0000
101-420-2100-43150 Law Enforcement Contract		473.75								
77946 Total:		473.75								
WAS-SHER Total:										
WASH-REC Washington County P265895 10/07/2014		46.00	0.00	10/21/2014	James & Susan Hippel #3999771		-			0000
101-410-1910-42030 Printed Forms		46.00	0.00	10/21/2014	Thomas & Amy O'Neill #3999772		-			0000
P265895 10/07/2014		92.00								
101-410-1910-42030 Printed Forms		92.00								
P265895 Total:		92.00								
WASH-REC Total:										
WASHCONS Washington Conservation Dist. 3018 09/30/2014		556.25	0.00	10/21/2014	3rd of 4 billings for Shared Educator		-			0000
603-496-9500-44370 Conferences & Training		556.25								
3018 Total:		556.25								
WASHCONS Total:										
WASRADIO Washington County 79550 09/26/2014		300.03	0.00	10/21/2014	800 Radio Fees		-			0000
101-430-3100-43230 Radio		300.03								
79550 Total:		300.03								
WASRADIO Total:										
WHEATON Wheaton Joseph 20141005 10/05/2014		1,927.27	0.00	10/21/2014	Electrical Inspection Services		-			0000
101-000-0000-20802 Electrical Permit Fees Payable		1,927.27								
20141005 Total:		1,927.27								
WHEATON Total:										
Whiteani White Anita 10/08/2014		65.31	0.00	10/21/2014	Cable Operations 10/7/14 CC		-			0000
101-410-1450-43620 Cable Operations		25.00	0.00	10/21/2014	Cable Operations 10/7/14 CC Bonus		-			0000
10/08/2014		90.31								
101-410-1450-43620 Cable Operations		90.31								
Total:		90.31								
Whiteani Total:										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
XCEL Xcel Energy										
09302014	09/29/2014	51.50	0.00	10/21/2014	Legion park		-	No		0000
101-450-5200-43810	Electric Utility									
09302014	09/29/2014	73.17	0.00	10/21/2014	Lift Station		-	No		0000
602-495-9450-43810	Electric Utility									
09302014	09/29/2014	34.22	0.00	10/21/2014	Traffic lights		-	No		0000
101-430-3160-43810	Street Lighting									
09302014	09/29/2014	27.99	0.00	10/21/2014	Street Lights		-	No		0000
101-430-3160-43810	Street Lighting									
09302014	09/29/2014	304.85	0.00	10/21/2014	Fire 2		-	No		0000
101-420-2220-43810	Electric Utility									
09302014	09/29/2014	339.00	0.00	10/21/2014	CH		-	No		0000
101-410-1940-43810	Electric Utility									
09302014	09/29/2014	33.28	0.00	10/21/2014	Traffic Lights		-	No		0000
101-430-3160-43810	Street Lighting									
09302014	09/29/2014	249.12	0.00	10/21/2014	CH		-	No		0000
101-410-1940-43810	Electric Utility									
09302014	09/29/2014	12.18	0.00	10/21/2014	Tennis Courts		-	No		0000
101-450-5200-43810	Electric Utility									
09302014	09/29/2014	44.38	0.00	10/21/2014	Parks Building		-	No		0000
101-450-5200-43810	Electric Utility									
09302014	09/29/2014	36.68	0.00	10/21/2014	Pebble Park		-	No		0000
101-450-5200-43810	Electric Utility									
09302014	09/29/2014	1,915.49	0.00	10/21/2014	Wells 1-2		-	No		0000
601-494-9400-43810	Electric Utility									
09302014	09/29/2014	300.36	0.00	10/21/2014	Fire 1		-	No		0000
101-420-2220-43810	Electric Utility									
09302014	09/29/2014	44.04	0.00	10/21/2014	Traffic lights		-	No		0000
101-430-3160-43810	Street Lighting									
09302014	09/29/2014	79.95	0.00	10/21/2014	Arts Center		-	No		0000
101-450-5200-43810	Electric Utility									
09302014	09/29/2014	21.41	0.00	10/21/2014	Lift Station		-	No		0000
602-495-9450-43810	Electric Utility									
09302014	09/29/2014	17.75	0.00	10/21/2014	Lift Station		-	No		0000
602-495-9450-43810	Electric Utility									
09302014	09/29/2014	26.64	0.00	10/21/2014	Legion Park		-	No		0000
101-450-5200-43810	Electric Utility									
09302014	09/29/2014	1,839.48	0.00	10/21/2014	Street Lights		-	No		0000
101-430-3160-43810	Street Lighting									
09302014	09/29/2014	30.05	0.00	10/21/2014	Traffic		-	No		0000
101-430-3160-43810	Street Lighting									
09302014	09/29/2014	14.56	0.00	10/21/2014	VFW		-	No		0000
101-450-5200-43810	Electric Utility									
09302014	09/29/2014	48.95	0.00	10/21/2014	VFW		-	No		0000
101-450-5200-43810	Electric Utility									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
09302014	09/29/2014	682.44	0.00	10/21/2014	PW		-			0000
101-430-3100-43810	Electric Utility								No	0000
09302014	09/29/2014	26.26	0.00	10/21/2014	Water Tower 2		-			0000
601-494-9400-43810	Electric Utility								No	0000
09302014	09/29/2014	13.03	0.00	10/21/2014	Speed Sign		-			0000
101-430-3160-43810	Street Lighting								No	0000
09302014	09/29/2014	543.72	0.00	10/21/2014	Library		-			0000
206-450-5300-43810	Electric Utility								No	0000
09302014	09/29/2014	199.62	0.00	10/21/2014	Lift Station		-			0000
602-495-9450-43810	Electric Utility								No	0000
09302014	09/29/2014	111.21	0.00	10/21/2014	Pumphouse		-			0000
601-494-9400-43810	Electric Utility								No	0000
09302014 Total:		7,121.33								
XCEL Total:		7,121.33								
ZACK Zack's, Inc.										
29893	09/22/2014	83.76	0.00	10/21/2014	Shop Supplies		-			0000
101-430-3100-42150	Shop Materials								No	0000
29893	09/22/2014	309.12	0.00	10/21/2014	Marking Paint		-			0000
601-494-9400-42270	Utility System Maintenance								No	0000
29893	09/22/2014	119.98	0.00	10/21/2014	Rakes/Shovels		-			0000
101-430-3100-42400	Small Tools & Minor Equipment								No	0000
29893 Total:		512.86								
ZACK Total:		512.86								
Report Total:		1,724,469.82								

Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 10/14/2014 - 1:26 PM

Batch: 005-10-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
HUCKELS Huckels Kari										
10142014	10/14/2014	500.00	0.00	10/14/2014	Volksmarch Raffle		-			0000
204-450-5200-43150	Contract Services									
	10142014 Total:	500.00								
	HUCKELS Total:	500.00								
	Report Total:	500.00								



City of Lake Elmo 2014 Third Quarter Financial *Snapshot*

Snapshot is a quarterly report produced by the Administration of Lake Elmo to summarize the current financial condition of the City of Lake Elmo. The purpose of *Snapshot* is to report current financial performance metrics of the Lake Elmo for the City Council and the broader public as whole; and to provide specific analysis in key areas of operation and growth. Council and the broader public are encouraged to review the more specific monthly financial reports provided by the Finance Committee for a detail of individual revenues and expenditures.

Financial Security



The City of Lake Elmo has an undesignated fund balance of \$4,655,093 at the end of Q3 in 2014 vs. a balance of \$4,173,217 at the end of Q3 in 2013. **Approximately \$725,000 of this balance is for the payment of the new fire truck which has yet to be purchased – however, the truck has been amortized over 10 years with an annual budget impact of \$74,000 of debt service.** Thus the rainy day fund has been reduced by \$240,000 (\$3,930,093 or 116% of the annual operating budget), but continues to be well above the 50% required by the City's adopted financial policy and almost 3X of what is reasonably required by the rating agencies.



In addition, the City's debt service is \$114,000 larger at the end of Q3 2014 than in Q3 of 2013. This is due to the close monitoring of project expenditures, which result in the cost savings being moved to the related debt service accounts upon project close out.

2014 Budget Performance To Date



The City of Lake Elmo has collected .13% in additional revenue than budgeted to date at \$1,837,677.85 with increases seen in the area of fiscal disparities (\$90,444.17), Building Permits (\$31,679.58), and Plan Check Fees (\$32,273.73). It is anticipated that the City will exceed its non ad valorem tax budgeted revenue by upwards of 8%.



On the expense, side government operations are at \$2,076,595 or roughly 1.02% over budget with planned increases in the public safety (+1.35%) and public works departments (+5.2%). Administration was under budget by .74% and Parks was under budget by 2.44%. With a second ad valorem tax payment due and project work wrapping up, expectations are that the City will come in \$45,000 to \$50,000 under budget based on a predicted unseasonably warm November. (Note this is after repaying the final amount owed on the internal loan)

Variable Costs

In 2014, the City concentrated on controlling variable costs in three main areas: insurances, legal fees and engineering (with cost recovery via escrow and development agreements).



Insurance – Health Insurance costs remained stable due to a 0% premium increase in 2014 while Dental insurance increased by the annual 4% cost of living increase (same increase for the last three years). The increase in costs from 2013 to 2014 represents the increase due to staffing increases budgeted to handle the planned growth in 2014. The City is expected to **receive a reduction in premiums of 2.5% in 2015 due to a third year of reduced utilization of health services by staff.** (Note: a quick survey of area governments show a range of increases in health insurance between 8-17%). The City's worker comp premium has remained flat as it continues to lower its modification rating well below 1.0 (.68) and general liability insurance is 23% lower year to date.



Legal Fees – With the exception of general legal work, the City has remained unencumbered by litigation in 2014. With 75% of the year complete, the City has only expended 47.6% of its budgeted funds for legal services at \$28,561 dollars – a five year low.



Engineering Services – The adoption of the escrow agreements and the shifting of engineering costs into assessable projects have taken the engineering burden off of the general fund and placed it on the end users. Engineering services are down in the Planning & Zoning function (3.56% - \$10,291), but is up in the Building Inspection and Public Works function by \$4,158 for a net savings \$6,133.

Utilities



Stabilizing the utility funds has also been a priority in 2014 as the City prepares to serve two distinct water / sewer districts. The Water fund is at a balance of \$1,460,449 (which includes \$302,000 of water access charges as of 9/30/2014). **The City has secured \$1.455 million in advanced water payments to extend the Lake Elmo water main to the I94 corridor. In addition, the City will be collecting \$3.5 million in state bonding for the Inwood water main project that should allow for additional WAC revenue which can result in a reduction of water rates.**

The sewer fund balance was at a \$38,682 deficit at this time last year due to the City cost sharing some of the expense on the Olson Lake Trail sewer project. The balance now stands at \$1,057,011 with the majority of the funds representing CIP borrowing proceeds, and \$252,000 in collected sewer access charges.

In addition, the City of Lake Elmo has reduced the number of storm water utility fee appeals from 42 in 2012 to 1 in 2014 and has stabilized the storm water account at a four year high of \$350,884 as the City prepares to comply with its MS4 storm water permit. **All utility funds are segregated and expenses are more accurately reported than they had been in the past.**

Library Fund



The City of Lake Elmo Public Library is in its third of its existence which has allowed for a clear picture of the cost of doing business. **Currently, the library has a fund balance of \$110,798.** Through Q3 of 2014, operating expenses were down \$30,187 in 2014, but the additional of a full time librarian will cause expenses to normalize. The City continues to work with Washington County on the streamlining of card reimbursement for Lake Elmo residents.

Parkland Dedication



The Parkland Dedication Fund is as healthy as ever, beginning the year with a fund balance of \$891,058.54 and ending Q3 of 2014 at \$859,761.59 – while spending \$259,803 on new park equipment for two parks, new maintenance equipment and new signs. Currently there is an \$80,000 cost sharing obligation due to the Stillwater Joint School District for a tennis court project at Oakland Junior High School – reducing the de facto balance to \$779,761.59

The Business of Growth



To date the City has issued **20 new home building permits at a value of \$11,951,684 at an average home value of \$597,584**. This is 8 homes less than in 2013 total but only approximately \$60,000 less in overall value (\$12,578,294). This is primarily the result of two large commercial projects that are well under way in the I-94 corridor which were not budgeted for in 2014. Also, it is expected that Lennar will be delivering 15-20 new home permits before the end of the year and that both Ryland and Hammes will submit 4-6 each as well.



The City of Lake Elmo, MN continues to perform strong financially in the midst of the challenges of new growth and the installation of critical infrastructure. To date (*adjusted from the 9/30/2014 noted in the utility section above*) – the City has collected \$455,000 in water access charges, \$318,000 in sewer access charges, and \$258,507 in parkland dedication funds due to growth. **The total growth-related fees which have been collected equal \$1,031,560 YTD and it is anticipated that an additional \$350,000 of WACS & SACS will be received before year end.**

Growth Paying for Growth



To offset the cost to the taxpayers of new growth, the City has employed escrow agreements and developer agreements to cover review cost for the Community Development Department, Contract Engineering, Legal Services and other contract services needed to review plans for growth. To date, the City has collected **\$161,500 at the end of Q3 2013 from 10 development projects to offset review costs**. In addition, the City has secured agreements via grants easements / developer's agreements from new growth to build 5th Street – totaling over \$6.5 million – through Section 34 and east of Lake Elmo Avenue. In Q3, the City of Lake Elmo was able to secure waiver of assessment appeals and the necessary easement for 80% developer / land owner security for the 39th Street / Eastern Sewer Line. The oversizing of the water main associated with this projected is expected to save the City \$1.7 million as it eliminated the need for a water tower and the eastern sewer line will reduce current homeowners cost to install sewer in the Old Village.



Mitigating Risk

Analysis by the Community Development Department notes that the elimination of the MOU with the Met Council removed the risk of \$1.5 million in wastewater inefficiency fees mandated by the agreement and potentially \$4.5 million over the life of the MOU.



Cash Flow on Downtown Borrowing

The City of Lake Elmo has worked out a 4-5 year interest free financing plan for the 2015-2016 reconstruction of Lake Elmo Avenue and the County will assume more of the storm water costs due to the positive impact on both CSAH 17 and Highway 5. In addition, the City will working with the Valley Branch Watershed District to obtain grant funded for storm water reuse as it pertains to the down town drainage plan.



Grant in Aid Funding

The City continues to explore grant funding opportunities in the following areas: Washington County Gateway Planning Grant, East Metro Strong Economic Development Grant, Xcel Economic Development Grant for Burying Utilities, USDA RDA Septic Conversion Funding for Old Village homeowners.



MAYOR & COUNCIL COMMUNICATION

DATE: October 21, 2014
CONSENT
ITEM #3
MOTION

AGENDA ITEM: September 2014 Financial Reporting

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Finance Committee

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Finance

FISCAL IMPACT: NA

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the September 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 September 2014 reflecting the monthly and year to date detail, comparing the actual results to the 2014 Budget.

GENERAL FUND:

The most significant budget to actual variances are highlighted below:

Revenues:

- Building Permit revenue for the month was 126% above budget bringing the year to date results to 25% better than budget. This was primarily due to two large commercial projects which were permitted in September and not included in the 2014 budget. There were three new home starts in September bringing the year to date new home starts to 20 compared to 28 in 2013 and 25 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, two new commercial building permits were issued in September at a combined value of \$4.2M.
- State fire aid monies were budgeted to be received in September as in prior years, however the funds were not received until early October resulting in the budget variance.
- Zoning and subdivision fees are above budget for the month due to the budget assuming there would be very few zoning exceptions requested. In September there was a developer exception requested resulting in revenue for the month being slightly above budget and being \$14.6k ahead of budget on a year to date basis.
- Plan check fees for the month are 218% better than budget and the year to date results are 51% better than budget as a result of the commercial activity mentioned previously which was not included in the 2014 budget.

Expenses:

Most departments were at or below budget for the month due to the on-going diligent management of expenditures to the bottom line. A few items to note:

- Administration – General administration legal expenses continue to be under budget for the month by \$3k resulting at year to date expenses being \$16.4k below budget. This is a result of minimal litigation activity, the majority of the legal expenses being recoverable through developer offset of escrows, as well as utilization of our City Clerk where possible to assist to save costs. In addition, as mentioned last month, a temporary employee was utilized to cover the front desk in the absence of the full-time employee. The impact for this is reflected both in the salaries being less than budgeted and offset by the contract services expenses being greater than budget since this was not budgeted in contract services expense.
- Fire – Repairs and maintenance of equipment for the month was \$15.2k greater than budget for the month. This is primarily due to the annual equipment inspections being budgeted to be spread out throughout the year and they were all completed in September. On a year to date basis these expenses are \$35.7k greater than budget which also includes the unforeseen emergency repair of the ladder truck approved by the City Council in addition to various other smaller equipment repairs necessary due to the age of the City Fleet.

- 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.
- Building Inspection – Inspector contract services are slightly above budget for the month due to support being needed due to the two large commercial projects which began in September.
- Public Works – Engineering support services for the month were higher than budgeted due to right of way work being needed primarily due to development and project related activity. These costs are recovered through the fees charged to the vendors.
- Streets – The street maintenance contract services expenses are higher than budgeted for the month by \$3k due to Washington County billing the City for street striping services. On a year to date basis the contract services expense is \$16k above budget due to the following expenses incurred which were not budgeted for – spray patcher (\$9k), curbs in Tapestry development (\$4k) and the WA Cty street striping (\$3k).

LIBRARY FUND:

Revenues:

- Rental income is slightly below budget for the month due to one of the renters paying their rent for September in early October. On a year to date basis, the rental income is slightly below budget due to the library deciding to no longer rent out one of the previous rental offices due to needing the space.

Expenses:

- Library Collection Maintenance (books, dvd's and other library service items) is above budget for the month and year to date based on an active push to expand resource materials at the library for patron use.
- Information Technology costs were budget in September but nothing was spent. This is merely a timing issue between when budgeted and when paid.
- Repairs and maintenance-building is above budget on a year to date basis due to the roof repairs being necessary and completed in the summer months.

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

ATTACHMENT:

1. September Financial Reports

City of Lake Elmo
2014 By Month
Budget to Actual Comparative
For the month ending September 30, 2014
101-General Fund Summary
By Department

10/21/2014

	Full Year BUDGET 2014	% to date	MONTH				YTD			
			BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
DEPT 410 - GEN'L GOV'T										
REVENUE										
Total Revenue	3,303,535.00	55.63%	71,450.00	95,624.06	24,174.06	33.83%	1,835,370.58	1,837,677.85	2,307.27	0.13%
EXPENSE										
Total Mayor & Council	45,269.32	45.64%	325.00	2,709.78	(2,384.78)	-733.78%	30,891.66	20,662.34	10,229.32	33.11%
Total Administration	396,538.62	79.74%	27,692.70	29,103.65	(1,410.95)	-5.10%	298,297.89	316,190.47	(17,892.58)	-6.00%
Total Elections	13,350.00	41.59%	0.00	651.07	(651.07)	-100.00%	7,325.00	5,552.01	1,772.99	24.20%
Total Communications	79,129.53	86.90%	7,678.48	6,771.66	906.82	11.81%	59,032.37	68,760.12	(9,727.75)	-16.48%
Total Finance	156,285.12	78.69%	9,960.24	8,919.20	1,041.04	10.45%	122,482.78	122,975.64	(492.86)	-0.40%
Total Planning & Zoning	273,059.23	66.72%	22,958.41	22,903.82	54.59	0.24%	198,479.82	182,179.40	16,300.42	8.21%
Total Engineering Services	48,000.00	66.13%	4,000.00	4,787.46	(787.46)	-19.69%	36,000.00	31,743.64	4,256.36	11.82%
Total City Hall	27,133.16	70.17%	2,233.32	2,753.63	(520.31)	-23.30%	20,333.20	19,040.56	1,292.64	6.36%
Total General Government	1,038,764.98	73.85%	74,848.15	78,600.27	(3,752.12)	-5.01%	772,842.72	767,104.18	5,738.54	0.74%
DEPT 420 - PUBLIC SAFETY										
Total Police	500,000.00	51.09%	0.00	0.00	0.00	0.00%	250,000.00	255,472.78	(5,472.78)	-2.19%
Total Prosecution	51,000.00	71.13%	4,250.00	4,772.50	(522.50)	-12.29%	38,250.00	36,276.25	1,973.75	5.16%
Total Fire	399,655.82	76.97%	27,890.97	57,156.65	(29,265.68)	-104.93%	299,446.93	307,622.86	(8,175.93)	-2.73%
Total Fire Relief	37,323.50	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Building Inspections	157,601.95	74.09%	11,927.24	13,132.33	(1,205.09)	-10.10%	116,788.53	116,767.97	20.56	0.02%
Total Emergency Communications	5,800.00	58.16%	0.00	0.00	0.00	0.00%	5,800.00	3,373.08	2,426.92	41.84%
Total Animal Control	6,282.08	81.25%	500.00	710.00	(210.00)	-42.00%	4,682.08	5,104.00	(421.92)	-9.01%
Total Public Safety	1,157,663.35	62.59%	44,568.21	75,771.48	(31,203.27)	-70.01%	714,967.54	724,616.94	(9,649.40)	-1.35%

	MONTH				YTD					
	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD		
DEPT 430 - PUBLIC WORKS										
Total Public Works	386,269.42	77.46%	27,658.91	35,558.93	(7,900.02)	-28.56%	293,661.55	299,221.52	(5,559.97)	-1.89%
Total Streets	16,800.00	246.24%	1,300.00	5,791.03	(4,491.03)	-345.46%	12,600.00	41,369.11	(28,769.11)	-228.33%
Total Ice & Snow Removal	96,000.00	61.39%	500.00	579.26	(79.26)	-15.85%	64,000.00	58,932.51	5,067.49	7.92%
Total Street Lighting	28,800.00	57.23%	2,400.00	2,021.18	378.82	15.78%	21,600.00	16,483.18	5,116.82	23.69%
Total Recycling	7,400.00	70.60%	0.00	141.34	(141.34)	-100.00%	7,400.00	5,224.43	2,175.57	29.40%
Total Tree Program	5,000.00	107.00%	1,250.00	0.00	1,250.00	100.00%	6,250.00	5,350.00	900.00	14.40%
Total Public Works	540,269.42	78.96%	33,108.91	44,091.74	(10,982.83)	-33.17%	405,511.55	426,580.75	(21,069.20)	-5.20%
DEPT 450 - CULTURE, RECREATION										
Total Parks & Recreation	206,836.63	76.53%	15,987.49	19,196.95	(3,209.46)	-20.07%	162,259.11	158,293.04	3,966.07	2.44%
SUB TOTAL NET INC OVER EXP	360,000.00	-66.37%	(97,062.76)	(122,036.38)	73,321.74	-75.54%	(220,210.34)	(238,917.06)	23,321.26	-10.59%
DEPT 460 - COMP ADJ	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 490 - CONTINGENCY FUND	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
TRANS TO CITY PROJ FUND (STREETS)	160,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 493 - OTTH FINANCING	200,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL ALL DEPTS	3,303,535.00	62.86%	168,512.76	217,660.44	(49,147.68)	-29.17%	2,055,580.92	2,076,594.91	(21,013.99)	-1.02%
Net Income over Expenses	0.00	0.00%	(97,062.76)	(122,036.38)	(24,973.62)	-25.73%	(220,210.34)	(238,917.06)	(18,706.72)	-8.49%

10/21/2014

City of Lake Elmo
2014 By Month
Budget to Actual Comparative
For the month ending September 30, 2014
101-General Fund Detail
By Department

DEPT 410 - GEN'L GOV'T	Full Year BUDGET 2014	% to date	MONTH				YTD				YTD variance notes	
			BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD		
REVENUE												
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 City	
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	71.97%	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%	Prepaid in 2013 rather than early 2014 as budgeted	
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%		
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	60.61%	0.00	0.00	0.00	0.00%	165.00	100.00	(65.00)	-39.39%		
Heating Contractor License	6,650.00	61.95%	500.00	460.00	(40.00)	-8.00%	5,150.00	4,120.00	(1,030.00)	-20.00%		
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	92.19%	17,500.00	39,515.20	22,015.20	125.80%	125,500.00	157,179.58	31,679.58	25.24%	3 new home starts and 2 new commercial starts	
Building Re-inspect Fees	0.00	100.00%	0.00	50.00	50.00	100.00%	0.00	500.00	500.00	100.00%		
Heating Permits	15,600.00	110.92%	1,300.00	4,771.22	3,471.22	267.02%	11,700.00	17,303.72	5,603.72	47.90%		
Plumbing Permits	9,000.00	151.58%	500.00	3,627.19	3,127.19	625.44%	7,500.00	13,642.19	6,142.19	81.90%		
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	121.97%	100.00	105.00	5.00	5.00%	1,841.00	2,428.50	587.50	31.91%		
Utility Permits (ROW)	11,000.00	170.94%	1,000.00	6,759.80	5,759.80	575.98%	7,000.00	18,803.30	11,803.30	168.62%	Due to I-84 expansion; ROW	
Burning Permit	3,350.00	39.10%	150.00	250.00	100.00	66.67%	2,900.00	1,310.00	(1,590.00)	-54.83%		
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	568.92	568.92	100.00%	0.00	3,635.43	3,635.43	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%	38,500.00	0.00	(38,500.00)	-100.00%	41,500.00	0.00	(41,500.00)	-100.00%	\$3k Budgeted in error; funds rec'd in 2013 were 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	0.00	0.00	0.00%	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	0.00	0.00	0.00%	99,172.00	104,132.94	4,960.94	5.00%	DNR trail grooming funds of \$4k	
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	1250.88%	500.00	1,250.00	750.00	150.00%	1,000.00	15,635.95	14,635.95	1463.60%	Developer zoning exceptions; Conditional Use Permits	
Plan Check Fees	82,000.00	116.19%	7,000.00	22,299.13	15,299.13	218.56%	63,000.00	95,273.73	32,273.73	51.23%	Due to commercial activity in September not budgeted	
Sale of Copies, Books, Maps	206.00	133.74%	0.00	41.50	41.50	100.00%	206.10	275.50	69.40	33.67%		
Assessment Searches	1,285.00	59.53%	100.00	105.00	5.00	5.00%	985.00	765.00	(220.00)	-22.34%		
Clean Up Days	3,000.00	75.93%	0.00	0.00	0.00	0.00%	3,000.00	2,278.00	(722.00)	-24.07%		
Cable Operation Reimbursement	1,950.00	39.68%	500.00	0.00	(500.00)	-100.00%	1,700.00	773.75	(926.25)	-54.49%		
Fines	48,000.00	72.35%	3,500.00	4,351.41	851.41	24.33%	37,500.00	34,729.44	(2,770.56)	-7.39%		
Miscellaneous Permits	0.00	0.00%	0.00	604.14	604.14	100.00%	0.00	8,104.14	8,104.14	100.00%	August includes \$7,500 for fuel tank permit (Kwik Trip)	
Miscellaneous Revenue	2,400.00	186.01%	200.00	0.00	(200.00)	-100.00%	1,800.00	4,464.35	2,664.35	148.02%		
Internal Charges	1,600.00	45.88%	100.00	64.00	(36.00)	-36.00%	1,300.00	734.00	(566.00)	-43.54%	Fewer library card reimb than budgeted	
Interest Earnings	20,000.00	53.76%	0.00	10,751.55	10,751.55	100.00%	0.00	10,751.55	10,751.55	0.00%	Month equals YTD interest accrual per FC request	
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?)	
Total Revenue	3,303,535.00	55.63%	71,450.00	95,624.06	24,174.06	33.83%	1,835,370.58	1,837,677.85	2,307.27	0.13%		

EXPENSE	Full Year BUDGET 2014	% to date	MONTH				YTD				Variance (%)
			BUDGET Month	ACTUAL Month	Variance (\$)	Month	BUDGET YTD	ACTUAL YTD	Variance (\$)		
1110 - Mayor & Council											
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	10.70%	0.00	32.10	(32.10)	-100.00%	300.00	32.10	267.90	89.30%	
Mileage	800.00	0.00%	75.00	0.00	0.00	100.00%	500.00	0.00	500.00	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	57.78%	0.00	2,677.68	(2,677.68)	-100.00%	10,514.00	6,074.68	4,439.32	42.22%	
Conferences & Training	1,000.00	0.00%	250.00	0.00	250.00	100.00%	750.00	0.00	750.00	100.00%	
Total Mayor & Council	45,269.32	45.64%	325.00	2,709.78	(2,384.78)	-733.78%	30,891.66	20,662.34	10,229.32	33.11%	
Includes Memberships; annual LMC paid in September											
1320 - Administration											
PT Salaries	176,384.00	68.57%	13,568.00	10,791.46	2,776.54	20.46%	128,896.00	120,944.07	7,951.93	6.17%	
PERA Contributions	12,505.02	70.11%	983.68	782.36	201.32	20.47%	9,203.55	8,766.71	436.84	4.75%	
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	67.18%	841.22	644.72	196.50	23.36%	7,825.61	7,124.11	701.50	8.96%	
Medicare Contributions	2,479.96	67.18%	196.74	150.79	45.95	23.36%	1,830.19	1,666.09	164.10	8.97%	
Health/Dental Insurance	47,636.00	68.39%	3,716.00	3,620.00	96.00	2.58%	34,774.00	32,580.00	2,194.00	6.31%	
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	95.38%	0.00	814.40	(814.40)	-100.00%	1,000.00	953.77	46.23	4.62%	
Office Supplies	6,000.00	82.94%	500.00	938.05	(438.05)	-87.61%	4,500.00	4,976.69	(476.69)	-10.59%	
Printed Forms	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	138.00	(138.00)	-100.00%	
Legal Services	60,000.00	47.60%	5,000.00	1,839.50	3,160.50	63.21%	45,000.00	28,561.75	16,438.25	36.53%	
Newsletter/Website	0.00	100.00%	0.00	563.00	(563.00)	-100.00%	0.00	2,224.60	(2,224.60)	-100.00%	
Assessing Services	30,500.00	89.95%	2,000.00	2,500.00	(500.00)	-25.00%	19,500.00	27,435.39	(7,935.39)	-40.69%	
Information Technology	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	1,322.02	(1,322.02)	-100.00%	
Contract Services	0.00	100.00%	0.00	5,415.45	(5,415.45)	-100.00%	0.00	33,923.05	(33,923.05)	-100.00%	
Software Programs	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	2,058.00	(2,058.00)	-100.00%	
Telephone	4,044.72	21.60%	337.06	102.05	235.01	69.72%	3,033.54	873.60	2,159.94	71.20%	
Postage	4,000.00	54.65%	0.00	300.00	(300.00)	-100.00%	2,500.00	2,186.17	313.83	12.55%	
Mileage	600.00	37.47%	0.00	124.30	(124.30)	-100.00%	600.00	224.81	375.19	62.53%	
Legal Publishing	2,400.00	181.31%	200.00	13.20	186.80	93.40%	1,800.00	4,351.45	(2,551.45)	-141.75%	
Insurance	35,000.00	71.49%	0.00	0.00	0.00	0.00%	35,000.00	25,022.67	9,977.33	28.51%	
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	234.98%	50.00	237.40	(187.40)	-374.80%	450.00	1,409.87	(959.87)	-213.30%	
Dues & Subscriptions	600.00	126.86%	50.00	227.98	(177.98)	-355.96%	450.00	761.16	(311.16)	-69.15%	
Books	0.00	100.00%	0.00	38.99	(38.99)	-100.00%	0.00	81.27	(81.27)	-100.00%	
Conferences & Training	2,185.00	393.83%	250.00	0.00	250.00	100.00%	1,935.00	8,605.22	(6,670.22)	-344.71%	
Staff Development	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Total Administration	396,538.62	79.74%	27,692.70	29,103.65	(1,410.95)	-5.10%	298,297.89	316,190.47	(17,892.58)	-6.00%	
Comp upgrades appr by CC Leg Lobbyist appr by CC & Temp svcs effective August Upgrades required; appr by CC											
Due to notice increases due to development activities Annual ins prem; budgeted in May											
Predictive Index; CC approved											
1410 - Elections											
PT Salaries	10,000.00	38.05%	0.00	0.00	0.00	0.00%	5,000.00	3,804.50	1,195.50	23.91%	
Office Supplies	500.00	0.00%	0.00	0.00	0.00	0.00%	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	291.25%	0.00	651.07	(651.07)	-100.00%	300.00	1,747.51	(1,447.51)	-482.50%	
Total Elections	13,350.00	41.59%	0.00	651.07	(651.07)	-100.00%	7,325.00	5,552.01	1,772.99	24.20%	
Budget split out payments; full year cost anticipated to be less than budgeted											
WA City Ann Elect Mach Callbr Not budgeted since no election scheduled, had to recalibrate machines for special school election.											

	2014	% to date	Month			Month			Month			YTD			YTD	
			10/25%	10/25%	10/25%	10/25%	10/25%	10/25%	10/25%	10/25%	10/25%	10/25%	10/25%	10/25%		
1450 - Communications																
FT Salaries	13,390.00	108.25%	1,030.00	1,545.22	(515.22)	(515.22)	(515.22)	(515.22)	(515.22)	(515.22)	(515.22)	9,785.00	14,495.02	(4,710.02)	-48.14%	
PERA Contributions	970.78	108.25%	74.68	112.03	(37.35)	(37.35)	(37.35)	(37.35)	(37.35)	(37.35)	(37.35)	709.41	1,050.88	(341.47)	-48.13%	
FICA Contributions	830.18	105.00%	63.86	92.97	(29.11)	(29.11)	(29.11)	(29.11)	(29.11)	(29.11)	(29.11)	606.67	871.70	(265.03)	-43.69%	
Medicare Contributions	194.16	104.99%	14.94	21.73	(6.79)	(6.79)	(6.79)	(6.79)	(6.79)	(6.79)	(6.79)	141.88	203.85	(61.97)	-43.68%	
Health/Dental Insurance	3,120.00	78.46%	240.00	272.00	(32.00)	(32.00)	(32.00)	(32.00)	(32.00)	(32.00)	(32.00)	2,280.00	2,448.00	(168.00)	-7.37%	
Workers Compensation	110.00	101.61%	0.00	95.38	(95.38)	(95.38)	(95.38)	(95.38)	(95.38)	(95.38)	(95.38)	110.00	111.77	(1.77)	-1.61%	
Newsletter	8,000.00	63.60%	2,000.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	6,000.00	5,088.06	911.94	15.20%	Due to timing of newsletters
Office Supplies	304.41	253.05%	0.00	156.55	(156.55)	(156.55)	(156.55)	(156.55)	(156.55)	(156.55)	(156.55)	204.41	770.32	(565.91)	-276.85%	
Info Technology/Web	42,000.00	81.91%	3,500.00	2,635.58	864.42	864.42	864.42	864.42	864.42	864.42	864.42	31,500.00	34,400.29	(2,900.29)	-9.21%	Primarily due to Laserfiche upgrade approved by CC
Telephone	1,560.00	39.79%	130.00	68.88	61.12	61.12	61.12	61.12	61.12	61.12	61.12	1,770.00	620.73	549.27	46.95%	
Mileage	0.00	100.00%	25.00	0.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	75.00	36.96	38.04	50.72%	
Public Notices	4,200.00	106.23%	300.00	1,251.00	(951.00)	(951.00)	(951.00)	(951.00)	(951.00)	(951.00)	(951.00)	3,300.00	4,461.60	(1,161.60)	-35.20%	
Cable Operations	3,600.00	93.08%	300.00	470.32	(170.32)	(170.32)	(170.32)	(170.32)	(170.32)	(170.32)	(170.32)	2,700.00	3,350.94	(650.94)	-24.11%	Will be reimb by cable comm, filed quarterly for reimb
Conferences	800.00	106.25%	0.00	50.00	(50.00)	(50.00)	(50.00)	(50.00)	(50.00)	(50.00)	(50.00)	250.00	850.00	(600.00)	-240.00%	
Repair/Maint Equipment	50.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	200.00	100.00%	
Total Communications	79,129.53	86.90%	7,678.48	6,771.66	906.82	906.82	906.82	906.82	906.82	906.82	906.82	59,032.37	68,760.12	(9,727.75)	-16.48%	
1520 - Finance																
FT Salaries	87,880.00	71.01%	6,760.00	6,258.13	501.87	501.87	501.87	501.87	501.87	501.87	501.87	64,220.00	62,405.58	1,814.42	2.83%	Due to PTO payout to accounting clerk
PERA Contributions	6,271.30	69.13%	490.10	453.72	36.38	36.38	36.38	36.38	36.38	36.38	36.38	4,655.95	4,404.22	251.73	5.41%	
FICA Contributions	5,448.56	65.70%	419.12	366.34	52.78	52.78	52.78	52.78	52.78	52.78	52.78	3,981.64	3,579.77	401.87	10.09%	
Medicare Contributions	1,274.26	65.70%	98.02	85.68	12.34	12.34	12.34	12.34	12.34	12.34	12.34	931.19	837.16	94.03	10.10%	
Health/Dental Insurance	19,936.00	44.21%	1,568.00	870.40	697.60	697.60	697.60	697.60	697.60	697.60	697.60	14,544.00	8,812.80	5,731.20	39.41%	Due to contractor cost savings
Unemployment Benefits	0.00	100.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,400.45	(3,400.45)	-100.00%	100% allocation to GF vs primarily to Enterprise Funds
Workers Compensation	600.00	38.44%	0.00	153.05	(153.05)	(153.05)	(153.05)	(153.05)	(153.05)	(153.05)	(153.05)	600.00	230.61	369.39	61.57%	
Office Supplies	300.00	51.86%	25.00	0.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	225.00	155.57	69.43	30.86%	
Printed Forms	0.00	100.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	433.47	(433.47)	-100.00%	Installation print
Audit Services	27,000.00	100.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,000.00	27,000.00	0.00	0.00%	Offset salary and benefit savings above
Contract Services	4,500.00	190.40%	500.00	704.38	(204.38)	(204.38)	(204.38)	(204.38)	(204.38)	(204.38)	(204.38)	4,000.00	8,567.84	(4,567.84)	-114.20%	Upgrades required; appr by CC
Software Programs	150.00	1249.69%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	1,874.54	(1,724.54)	-1149.69%	
Telephone	1,200.00	20.63%	100.00	27.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	247.50	652.50	72.50%	
Mileage	50.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	50.00	100.00%	
Miscellaneous	1,000.00	2.53%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	25.28	874.72	97.19%	
Dues & Subscriptions	0.00	100.00%	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	325.00	460.85	(135.85)	-41.80%	Ehlers conf recommended by City Admin Zulger
Total Finance	156,285.12	78.69%	9,960.24	8,919.20	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	122,482.78	122,975.64	(492.86)	-0.40%	

Full Year BUDGET 2014	1910 - Planning & Zoning	% to date	MONTH			Variance (%) Month	Variance (\$) Month	YTD			YTD variance notes	
			BUDGET Month	ACTUAL Month	Variance (\$) Month			BUDGET YTD	ACTUAL YTD	Variance (\$) YTD		
159,874.00	FT Salaries	82.52%	12,298.00	17,333.59	(5,035.59)	-40.95%		116,831.00	131,934.28	(15,103.28)	-12.93%	Costs for intern to assist with workload
11,590.87	PERA Contributions	76.23%	891.61	953.57	(61.96)	-6.95%		8,470.25	8,835.87	(365.62)	-4.32%	
9,912.19	FICA Contributions	75.19%	762.48	848.34	(85.86)	-11.26%		7,453.52	7,453.13	(209.61)	-2.89%	
2,318.17	Medicare Contributions	75.19%	178.32	198.40	(20.08)	-11.26%		1,743.09	(49.04)		-2.89%	
34,814.00	Health/Dental Insurance	69.23%	2,678.00	2,678.00	0.00	0.00%		25,441.00	24,102.00	1,339.00	5.26%	To break out offset costs per the request of the Finance Comm
800.00	Workers Compensation	122.98%	0.00	840.08	(840.08)	-100.00%		800.00	983.86	(183.86)	-22.98%	
0.00	Developer escrow offset cost recovery	100.00%	0.00	(2,913.45)	2,913.45	100.00%		0.00	(13,419.97)	13,419.97	100.00%	
2,000.00	Office Supplies	62.81%	200.00	138.40	61.60	30.80%		1,400.00	1,256.28	143.72	10.27%	
750.00	Printed Forms	117.87%	250.00	46.00	204.00	81.60%		500.00	884.00	(384.00)	-76.80%	
36,000.00	Engineering Services	46.41%	3,000.00	1,898.00	1,102.00	36.73%		27,000.00	16,708.72	10,291.28	38.12%	
10,000.00	Contract Services	0.00%	2,500.00	0.00	2,500.00	100.00%		7,500.00	0.00	7,500.00	100.00%	
0.00	Information Technology	0.00%	0.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00%	
1,200.00	Telephone	36.29%	100.00	52.80	47.20	47.20%		900.00	435.43	464.57	51.62%	
200.00	Postage	67.64%	50.00	12.60	37.40	74.80%		150.00	135.28	14.72	9.81%	
200.00	Mileage	0.00%	0.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00%	
500.00	Miscellaneous	55.69%	50.00	207.49	(157.49)	-31.49%		350.00	278.43	71.57	20.45%	
600.00	Dues & Subscriptions	39.83%	0.00	0.00	0.00	0.00%		0.00	239.00	(239.00)	-100.00%	
300.00	Books	0.00%	0.00	0.00	0.00	0.00%		200.00	0.00	200.00	100.00%	
2,000.00	Conferences & Training	30.50%	0.00	610.00	(610.00)	-100.00%		0.00	610.00	(610.00)	-100.00%	
273,059.23	Total Planning & Zoning	66.72%	22,958.41	22,903.82	54.59	0.24%		198,479.82	182,179.40	16,300.42	8.21%	
48,000.00	1930 - Engineering Services	66.13%	4,000.00	4,787.46	(787.46)	-19.69%		36,000.00	31,743.64	4,256.36	11.82%	
48,000.00	Engineering Services	66.13%	4,000.00	4,787.46	(787.46)	-19.69%		36,000.00	31,743.64	4,256.36	11.82%	
25.00	1940 - City Hall	0.00%	0.00	0.00	0.00	0.00%		25.00	0.00	25.00	100.00%	
200.00	Cleaning Supplies	124.30%	25.00	84.63	(59.63)	-238.52%		125.00	248.60	(123.60)	-98.88%	
2,400.00	Building Repair Supplies	34.23%	200.00	67.60	132.40	66.20%		1,800.00	821.46	978.54	54.36%	
13,200.00	Telephone	61.22%	1,100.00	713.82	386.18	35.11%		9,900.00	8,081.08	1,818.92	18.37%	
1,408.16	Utilities	62.43%	108.32	109.78	(1.46)	-1.35%		1,083.20	879.14	204.06	18.84%	
7,200.00	Refuse	49.22%	600.00	622.39	(22.39)	-3.73%		5,400.00	3,543.68	1,856.32	34.38%	
2,400.00	Repairs/Maint Contractual Bldg	212.22%	200.00	1,128.80	(928.80)	-464.40%		1,800.00	5,093.38	(3,293.38)	-182.97%	Annex repairs -Yale Mech
300.00	Repairs/Maint Contractual Equip	124.41%	0.00	26.61	(26.61)	-100.00%		200.00	373.22	(173.22)	-86.61%	
27,133.16	Miscellaneous	70.17%	2,233.32	2,753.63	(520.31)	-23.30%		20,333.20	19,040.56	1,292.64	6.36%	
1,038,764.98	Total City Hall	73.85%	74,848.15	76,600.27	(3,752.12)	-5.01%		772,847.72	767,104.18	5,743.54	0.74%	
	Total General Government											

Annex repairs - Yale Mech

DEPT 420 - PUBLIC SAFETY	Full Year BUDGET 2014	% to date	MONTH			YTD		
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL
			Month	Month	Month	Month	YTD	YTD
2100 - Police	500,000.00	51.09%	0.00	0.00	0.00	0.00%	250,000.00	255,472.78
Law Enforcement Contract	500,000.00	51.09%	0.00	0.00	0.00	0.00%	250,000.00	255,472.78
Total Police								
2150 - Prosecution	51,000.00	71.13%	4,250.00	4,772.50	(522.50)	-12.29%	38,250.00	36,276.25
Attorney Criminal	51,000.00	71.13%	4,250.00	4,772.50	(522.50)	-12.29%	38,250.00	36,276.25
Total Prosecution								
2220 - Fire	74,119.04	73.19%	5,701.46	5,712.95	(11.49)	-0.20%	54,163.90	54,250.10
PT Salaries	109,455.98	69.05%	7,618.46	6,177.47	1,440.99	18.91%	82,791.37	75,581.46
PERA Contributions	11,785.11	82.69%	949.39	1,034.93	(85.54)	-9.01%	8,936.94	9,745.26
FICA Contributions	11,381.65	36.84%	825.84	329.64	496.20	60.08%	8,491.23	4,192.78
Medicare Contributions	2,661.84	68.11%	193.14	164.87	28.27	14.64%	1,985.85	1,812.94
Health/Dental Insurance	15,990.00	64.28%	1,220.00	1,142.00	88.00	7.15%	11,685.00	10,278.00
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00
Workers Compensation	9,000.00	134.44%	0.00	10,560.36	(10,560.36)	-100.00%	9,000.00	12,099.81
Office Supplies	500.00	193.46%	50.00	253.28	(203.28)	-406.56%	350.00	967.30
EMS Supplies	4,900.00	4.66%	0.00	0.00	0.00	0.00%	3,400.00	228.37
Fire Prevention	3,000.00	0.00%	250.00	0.00	250.00	100.00%	2,250.00	0.00
Fuel, Oil & Fluids	14,000.00	73.89%	1,100.00	1,300.95	(200.95)	-18.27%	10,700.00	10,343.93
Small Tools & Equip	22,500.00	35.49%	1,900.00	0.00	1,900.00	100.00%	17,100.00	7,984.58
Physicals	6,900.00	68.19%	575.00	2,375.65	(1,800.65)	-313.16%	5,175.00	4,704.87
Information Technology	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	661.01
Telephone	4,200.00	80.43%	350.00	310.55	39.45	11.27%	3,150.00	3,378.19
Radio	16,203.04	77.87%	0.00	3,907.76	(3,907.76)	-100.00%	8,601.52	12,616.63
Mileage	350.00	51.49%	50.00	180.20	(130.20)	-260.40%	200.00	180.20
Insurance	5,237.00	97.69%	0.00	0.00	0.00	0.00%	5,237.00	5,116.00
Electric Utility	21,600.00	46.35%	1,800.00	877.91	922.09	51.23%	16,200.00	10,011.82
Refuse	572.16	222.95%	47.68	258.93	(211.25)	-441.06%	429.12	1,275.62
Repair/Maint Bldg	12,000.00	48.21%	1,000.00	1,585.04	(585.04)	-58.50%	9,000.00	5,785.75
Repair/Maint Equip	41,000.00	161.68%	3,400.00	18,563.06	(15,163.06)	-445.97%	30,600.00	66,289.27
Uniforms	3,000.00	60.85%	250.00	16.00	234.00	93.60%	2,250.00	1,825.40
Miscellaneous	900.00	178.03%	100.00	198.90	(98.90)	-98.90%	900.00	1,602.25
Dues & Subscriptions	2,200.00	121.99%	0.00	155.80	(155.80)	0.00%	2,200.00	2,683.80
Books	200.00	51.00%	0.00	0.00	0.00	0.00%	150.00	102.00
Conferences & Training	6,000.00	107.20%	500.00	2,050.40	(1,550.40)	-310.08%	4,500.00	6,431.90
Conferences & Training (Reimb)	0.00	-100.00%	0.00	0.00	0.00	0.00%	0.00	(2,526.38)
Total Fire	399,655.82	76.97%	27,890.97	57,156.65	(29,265.68)	-104.93%	299,446.93	307,622.86
2250 - Fire Relief								
Fire State Aid	37,323.50	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00
Total Fire Relief								

Due to FF rate change effective 1/1/2014
FF budgeted at normal 6.2%; Full time fire FF rate is zero

Actual rate increase greater than budgeted

YTD includes Thermal Imaging camera from Jan

Timing issue: budgeted payment the month after QE

Firehall #2 charged to PW in error; reclassified in June

Month - Equipment annual inspections; spread out in budget
(YTD-Emergency ladder repair bill - \$11,500)

Reimb segregated out for better tracking

2400 - Building Inspection	Full Year BUDGET 2014	% to date	MONTH				YTD			
			BUDGET Month	ACTUAL Month	Variance (\$)	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$)	Variance (%) YTD
FT Salaries	95,992.00	67.79%	7,384.00	6,892.91	491.09	6.65%	70,148.00	65,074.97	5,073.03	7.23%
PERA Contributions	6,959.42	67.79%	533.34	499.73	35.61	6.65%	5,085.73	4,717.85	367.88	7.23%
FICA Contributions	5,951.50	63.70%	457.81	401.65	56.16	12.27%	4,349.18	3,790.94	558.24	12.84%
Medicare Contributions	1,391.88	63.69%	107.07	93.92	13.15	12.28%	1,017.15	886.51	130.64	12.84%
Health/Dental Insurance	24,102.00	52.80%	1,896.00	1,414.00	482.00	25.42%	17,583.00	12,726.00	4,857.00	27.62%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	397.88	181.18%	0.00	644.80	(644.80)	-100.00%	397.88	720.87	(322.99)	-81.18%
Office Supplies	1,447.44	13.17%	100.00	25.29	74.71	74.71%	1,147.44	190.70	956.74	83.18%
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	52.83%	51.36	136.53	(85.17)	-165.83%	311.48	245.95	65.53	21.04%
Engineering	10,000.00	75.79%	1,000.00	1,558.00	(558.00)	-55.80%	7,750.00	7,579.10	170.90	2.21%
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	106.55%	300.00	1,355.82	(1,055.82)	-351.94%	2,081.50	3,496.32	(1,414.82)	-67.97%
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%
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	94.64%	45.66	57.27	(11.61)	-25.43%	410.94	518.54	(107.60)	-26.18%
Mileage	600.00	42.30%	50.00	0.00	50.00	100.00%	450.00	253.78	196.22	43.60%
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	590.00	33.96%	0.00	52.41	(52.41)	-100.00%	400.00	169.78	230.22	57.56%
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%
Total Building Inspections	157,601.95	74.09%	11,927.24	13,132.33	(1,205.09)	-10.10%	116,788.53	116,767.97	20.56	0.02%
2500 - Emergency Communications										
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%
Total Emergency Communications	5,800.00	58.16%	0.00	0.00	0.00	0.00%	5,800.00	3,373.08	2,426.92	41.84%
2700 - Animal Control										
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	68.47%	500.00	500.00	0.00	0.00%	4,342.08	4,000.00	342.08	7.88%
Miscellaneous (Impounding)	440.00	250.91%	0.00	210.00	(210.00)	-100.00%	340.00	1,104.00	(764.00)	-224.71%
Total Animal Control	6,282.08	81.25%	500.00	710.00	(210.00)	-42.00%	4,682.08	5,104.00	(421.92)	-9.01%
Total Public Safety	1,157,663.35	62.59%	44,568.21	75,771.48	(31,203.27)	-70.01%	714,967.54	724,616.94	(9,649.40)	-1.35%

Budget vs actual timing issue

Animal impound fees; recovering funds where possible

Permit Works

DEPT 430 - PUBLIC WORKS

DEPT 430 - PUBLIC WORKS	Full Year BUDGET 2014	% to date	MONTH			YTD				
			BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
3100 - Public Works	178,568.00	68.50%	13,736.00	11,987.25	1,748.75	12.73%	130,492.00	123,314.24	8,177.76	6.27%
FT Salaries	0.00	100.00%	0.00	0.00	0.00	-100.00%	0.00	0.00	0.00	-100.00%
PERA Contributions	12,946.18	76.19%	995.86	1,832.80	(1,832.80)	19.38	9,460.67	9,863.12	(402.45)	-4.25%
FICA Contributions	11,071.00	84.67%	851.63	813.40	38.23	4.49%	8,090.50	8,266.87	(176.37)	-2.18%
Medicare Contributions	2,589.24	74.67%	199.17	190.23	8.94	4.49%	1,892.13	1,933.30	(41.17)	-2.18%
Health/Dental Insurance	42,640.00	61.19%	3,280.00	2,899.00	381.00	11.62%	31,160.00	26,091.00	5,069.00	16.27%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	8,800.00	115.15%	0.00	7,795.39	(7,795.39)	-100.00%	8,000.00	9,211.98	(1,211.98)	-15.15%
Office Supplies	300.00	461.28%	25.00	48.19	(23.19)	-92.76%	225.00	1,383.83	(1,158.83)	-515.04%
Shop Materials	600.00	288.37%	50.00	171.59	(121.59)	-243.18%	450.00	1,730.24	(1,280.24)	-284.50%
Building Repair Supplies	300.00	151.08%	25.00	0.00	25.00	100.00%	225.00	453.24	(228.24)	-101.44%
Small Tools and Minor Equip	2,400.00	50.34%	200.00	514.94	(314.94)	-157.47%	1,800.00	1,208.23	591.77	32.88%
Engineering Services	9,000.00	119.31%	750.00	2,540.50	(1,790.50)	-238.73%	6,750.00	10,738.00	(3,988.00)	-59.08%
Contract Services	1,200.00	118.53%	100.00	237.90	(137.90)	-137.90%	900.00	1,422.40	(522.40)	-58.04%
Information Technology	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Telephone	7,661.16	65.46%	638.43	578.44	59.99	9.40%	5,745.87	5,014.66	731.21	12.73%
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%
Electric Utility	24,000.00	69.53%	2,000.00	594.16	1,405.84	70.29%	18,000.00	16,686.66	1,313.34	7.30%
Refuse	2,493.84	67.64%	207.82	210.63	(2.81)	-1.35%	1,870.38	1,686.90	183.48	9.81%
Fuel, Oil, Fluids (ALL depts)	48,000.00	72.87%	4,000.00	3,139.72	860.28	21.51%	36,000.00	34,978.79	1,021.21	2.84%
Repair/Maint Bldg	1,200.00	321.83%	100.00	425.64	(325.64)	-325.64%	900.00	3,862.00	(2,962.00)	-329.11%
Repair/Maint NOT Bldg	600.00	107.98%	50.00	0.00	50.00	100.00%	450.00	647.90	(197.90)	-43.98%
Repair/Maint Equip (tool)	3,600.00	11.76%	300.00	388.51	(88.51)	-29.50%	2,700.00	423.47	2,276.53	84.32%
Equipment Parts	0.00	100.00%	0.00	189.16	(189.16)	-100.00%	0.00	344.40	(344.40)	-100.00%
Uniforms	1,200.00	92.24%	100.00	0.00	100.00	100.00%	900.00	1,106.84	(206.84)	-22.98%
Miscellaneous	600.00	116.96%	50.00	25.00	25.00	50.00%	450.00	701.73	(251.73)	-55.94%
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%	0.00	0.00	0.00	0.00%	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%
Total Public Works	386,269.42	77.46%	27,658.91	35,558.93	(7,900.02)	-28.56%	293,661.55	299,221.52	(5,559.97)	-1.89%
3120 - Streets	1,200.00	250.42%	100.00	1,524.88	(1,424.88)	-1424.88%	900.00	3,005.05	(2,105.05)	-233.89%
Equipment Parts	12,000.00	107.94%	1,000.00	1,189.32	(189.32)	-18.93%	9,000.00	12,952.65	(3,952.65)	-43.92%
Street Maintenance Materials	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	8,440.40	(8,440.40)	-100.00%
Sign Repair Materials	1,200.00	1407.73%	0.00	3,076.83	(3,076.83)	-100.00%	900.00	16,892.76	(15,992.76)	-1776.97%
Contract Services	2,400.00	3.26%	200.00	0.00	200.00	100.00%	1,800.00	78.25	1,721.75	95.65%
Repairs/Maint Equipment	16,800.00	246.24%	1,300.00	5,791.03	(4,491.03)	-345.46%	12,600.00	41,369.11	(28,769.11)	-228.33%
Total Streets										
General road sign upgrades needed but not budgeted YTD-Curbs for tapscry; water drainage issues										

	Full Year BUDGET 2014	% to date	MONTH				YTD			
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
			Month	Month	Month	Month	YTD	YTD	YTD	YTD
3125 - Ice & Snow Removal	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	11.09	(11.09)	-100.00%
Landscaping Material	70,000.00	64.88%	0.00	0.00	0.00	0.00%	55,000.00	45,416.16	9,583.84	17.43%
Sand/Salt	20,000.00	50.46%	0.00	0.00	0.00	0.00%	4,500.00	10,092.50	(5,592.50)	-124.28%
Contract Services	6,000.00	56.88%	500.00	579.26	(79.26)	-15.85%	4,500.00	3,412.76	1,087.24	24.16%
Repair/Maint Equipment	96,000.00	61.39%	500.00	579.26	(79.26)	-15.85%	64,000.00	58,932.51	5,067.49	7.92%
Total Ice & Snow Removal										
3160 - Street Lighting	28,800.00	57.23%	2,400.00	2,021.18	378.82	15.78%	21,600.00	16,483.18	5,116.82	23.69%
Street Lighting	28,800.00	57.23%	2,400.00	2,021.18	378.82	15.78%	21,600.00	16,483.18	5,116.82	23.69%
Total Street Lighting										
3200 - Recycling	3,400.00	153.66%	0.00	141.34	(141.34)	-100.00%	3,400.00	5,224.43	(1,824.43)	-53.66%
Recycling Supplies	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Newsletter	4,000.00	0.00%	0.00	0.00	0.00	0.00%	4,000.00	0.00	4,000.00	100.00%
Miscellaneous	7,400.00	70.60%	0.00	141.34	(141.34)	-100.00%	7,400.00	5,224.43	2,175.57	29.40%
Total Recycling										
3250 - Tree Program	5,000.00	107.00%	1,250.00	0.00	1,250.00	100.00%	6,250.00	5,350.00	900.00	14.40%
Contract Services	5,000.00	107.00%	1,250.00	0.00	1,250.00	100.00%	6,250.00	5,350.00	900.00	14.40%
Total Tree Program										
Total Public Works	540,269.42	78.96%	33,108.91	44,091.74	(10,982.83)	-33.17%	405,511.55	426,580.75	(21,069.20)	-5.20%

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

DEPT 450 - CULTURE, RECREATION		Full Year		MONTH				YTD			
5200 - Parks & Recreation		BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
		2014		Month	Month	Month	Month	YTD	YTD	YTD	YTD
FT Salaries		135,250.62	59.45%	10,150.00	8,119.28	2,030.72	20.01%	103,125.00	80,410.94	22,714.06	22.03%
PT Salaries		0.00	100.00%	0.00	1,849.25	(1,849.25)	-100.00%	0.00	18,562.80	(18,562.80)	-100.00%
PERA Contributions		9,906.38	59.75%	735.88	588.67	147.21	20.00%	7,476.56	5,919.04	1,557.52	20.83%
FICA Contributions		8,472.90	69.95%	629.10	595.89	33.41	5.31%	6,393.75	5,926.97	466.78	7.30%
Medicare Contributions		1,981.28	69.96%	147.18	139.36	7.82	5.31%	1,495.31	1,386.03	109.28	7.31%
Health/Dental Insurance		14,376.00	18.17%	2,216.00	290.16	1,925.84	86.91%	14,620.00	2,611.44	12,008.56	82.14%
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	96.99%	0.00	3,578.54	(3,578.54)	-100.00%	4,500.00	4,364.61	135.39	3.01%
Shop Materials		1,000.00	26.24%	0.00	0.00	0.00	0.00%	1,000.00	737.60	262.40	73.76%
Chemicals		0.00	0.00%	0.00	50.74	(50.74)	-100.00%	0.00	262.11	(262.11)	0.00%
Equipment Parts		2,023.50	222.30%	0.00	0.00	0.00	0.00%	1,023.50	4,498.24	(3,474.74)	-339.50%
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	216.82%	0.00	633.51	(633.51)	-100.00%	2,000.00	6,504.53	(4,504.53)	-225.23%
Small Tools and Minor Equip		1,888.10	62.98%	39.87	114.80	(74.93)	-187.94%	1,768.49	1,189.15	579.34	32.76%
Telephone		1,597.51	48.11%	180.86	84.84	96.02	53.09%	1,054.93	768.51	286.42	27.15%
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	99.67%	0.00	500.00	(500.00)	-100.00%	3,683.00	3,671.00	12.00	0.33%
Electric Utility		9,839.82	58.02%	919.64	445.94	473.70	51.51%	7,382.71	5,709.39	1,673.32	22.67%
Refuse		2,500.00	33.75%	295.26	0.00	295.26	100.00%	1,876.54	843.76	1,032.78	55.04%
Repair/Maint Bldg		1,723.75	23.65%	246.25	0.00	246.25	100.00%	1,231.25	407.64	823.61	66.89%
Repair/Maint NOT Bldg		274.39	2071.03%	27.25	81.82	(54.57)	-200.26%	178.07	5,682.69	(5,504.62)	-3091.27%
Rental Buildings		0.00	100.00%	0.00	335.25	(335.25)	-100.00%	0.00	2,633.91	(2,633.91)	-100.00%
Miscellaneous		3,600.00	143.23%	300.00	1,712.00	(1,412.00)	-470.67%	2,700.00	5,156.34	(2,456.34)	-90.98%
Total Parks & Recreation		206,837.25	76.53%	15,987.49	19,196.95	(3,209.46)	-20.07%	162,259.11	158,293.04	3,966.07	2.44%
Subtotal Net Income over Expenses		360,000.00	-66.37%	(97,062.76)	(122,036.38)	73,321.74	-75.54%	(220,210.34)	(238,917.06)	23,321.26	-10.59%
DEPT 460 - COMP ADJ		0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 490 - CONTINGENCY FUND		0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Transfer to City Projects (Streets)		160,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 493 - OTH FINANCING		200,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL ALL DEPTS		3,303,535.00	62.86%	168,512.76	217,660.44	(49,147.68)	-29.17%	2,055,580.92	2,076,594.91	(21,013.99)	-1.02%
Net Income over Expenses		0.00	0.00%	(97,062.76)	(122,036.38)	73,321.74	-25.73%	(220,210.34)	(238,917.06)	18,706.72	-8.49%

Extra part time help

480D radiator repair/service

Mo = \$500 deductible; tree limb dropped on City vehicle

Light repairs at Lions field, trail grooming at Sunfish Lake Park
Unforeseen repairs on 98 GMC

CITY of Lake Elmo
Budget to Actual
2014 By Month
As of September 30, 2014
206-Library Fund
By Department

	Full Year BUDGET 2014	% to date	Month 2014		Over/ (under)	YTD 2014		Over/ (under)	Notes
			BUDGET	ACTUALS		BUDGET	ACTUALS		
REVENUE									
Current Ad Valorem Taxes	256,957.00	50.00%	0.00	0.00	0.00	128,478.50	128,478.50	0.00	Funds received from WA Cty July and December
Rental Income	11,400.00	69.31%	950.00	550.00	(400.00)	8,550.00	7,901.61	(648.39)	
Interest Earnings	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Miscellaneous Revenue	0.00	100.00%	0.00	55.00	55.00	0.00	305.00	305.00	
Donations	0.00	100.00%	0.00	75.00	75.00	0.00	2,436.17	2,436.17	
Total Revenue	268,357.00	51.84%	950.00	680.00	(270.00)	137,028.50	139,121.28	2,092.78	
EXPENSE									
PT Salaries	21,000.00	0.00%	1,916.67	0.00	1,916.67	17,250.03	0.00	(Over)/ under	No part-time employees hired to date
FT Salaries	35,200.00	67.84%	2,933.33	2,076.59	856.74	26,399.97	23,877.93	2,522.04	
PERA Contributions	2,552.00	66.59%	212.67	150.56	62.11	1,914.00	1,699.48	214.52	
FICA Contributions	3,608.40	36.56%	300.70	126.42	174.28	2,706.30	1,319.14	1,387.16	
Medicare Contributions	843.60	36.57%	70.30	29.57	40.73	632.70	308.47	324.23	
Health/Dental Insurance	13,605.00	55.98%	1,133.75	0.00	1,133.75	10,203.75	7,616.00	2,587.75	Rate increases expected at time of budget prep. No increase for 2014
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Workers Compensation	1,000.00	0.00%	83.33	0.00	83.33	749.97	0.00	749.97	
Library svcs supplies	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Office Supplies	5,000.00	55.17%	416.67	297.78	118.89	3,750.03	2,758.71	991.32	
Library Collection Maintenance	20,000.00	99.60%	1,666.67	1,988.97	(322.30)	15,000.03	19,920.74	(4,920.71)	
Legal Services	500.00	70.20%	125.00	0.00	125.00	375.00	351.00	24.00	
Contract Services	4,000.00	4.50%	333.33	0.00	333.33	2,999.97	180.00	2,819.97	
Telephone	1,400.00	83.85%	116.67	253.46	(136.79)	1,050.03	1,173.83	(123.80)	
Internet	600.00	51.25%	50.00	76.88	(26.88)	450.00	307.52	142.48	
Information Technology/Equipme	13,000.00	43.75%	3,250.00	0.00	3,250.00	9,750.00	5,687.16	4,062.84	Timing issue; budgeted later in year as paid later in 2013; no cost increase
Software	0.00	100.00%	0.00	0.00	0.00	0.00	144.00	(144.00)	
Insurance	2,500.00	75.11%	0.00	0.00	0.00	2,500.00	1,877.66	622.34	
Electric Utility	7,000.00	75.37%	583.33	627.28	(43.95)	5,249.97	5,275.59	(25.62)	
Refuse	800.00	48.84%	66.67	48.67	18.00	600.03	390.72	209.31	
Repair/Main Bldg	8,000.00	213.03%	666.67	315.00	351.67	6,000.03	17,042.07	(11,042.04)	JTR roofing \$8,545
Repair/Main NOT Bldg	\$2,748.00	0.67%	229.00	0.00	229.00	52,061.00	355.00	51,706.00	
Repair/Main Equip (not-LH Int)	2,500.00	0.00%	208.33	0.00	208.33	1,874.97	0.00	1,874.97	
Library Card Reimbursements	39,000.00	51.85%	1,500.00	480.00	1,020.00	34,500.00	20,234.95	14,265.05	
Miscellaneous	30,000.00	1.65%	2,500.00	0.00	2,500.00	22,500.00	493.57	22,006.43	
Building Purchase Rept	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Building-Property Tax	0.00	100.00%	0.00	0.00	0.00	0.00	1,263.00	(1,263.00)	
Other Equipment	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Subscriptions	0.00	100.00%	0.00	0.00	0.00	0.00	561.55	(561.55)	
Conferences & Training	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Contingency Monies	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Internal charges	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Total Library	1,500.00	45.07%	125.00	64.00	61.00	1,125.00	676.00	449.00	\$2 per card processing fee plus billable City resources (No City resources billed to date)
Total Library	268,357.00	42.30%	18,488.09	6,535.18	11,952.91	219,642.78	113,514.09	106,128.69	
Net Income/(Expense)	0.00		(17,538.09)	(5,855.18)	11,682.91	(82,614.28)	25,607.19	108,221.47	
12/31/13 Cash Balance							85,190.43		
Net Income/(Expense)							25,607.19		
Ending Cash 9/30/14							110,797.62		

MAYOR & COUNCIL COMMUNICATION

DATE:
CONSENT
ITEM

October 21, 2014

4

AGENDA ITEM: New Single Family Home Permit Report

SUBMITTED BY: Rick Chase, Building Official

THROUGH: Rick Chase, Building Official

REVIEWED BY: Kyle Klatt, Planning Director

SUGGESTED ORDER OF BUSINESS:

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

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the monthly new single family home permit report for through September, 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	20	28	24
Total valuation	\$11,951,684	\$12,578,294	\$10,966,112
Average home value	597,584	449,224	456,921

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

CITY OF LAKE ELMO
Valuation Report - Summary

Issued Date From 1/1/2013 To: 9/30/2013

Permit Type: All Property Type: All Construction Type: All
Include YTD: Yes

Permit Kind	Permit Count	Valuation	Dwell Units
Permit Type: BUILDING			
COMMERCIAL ALTERATION	3	\$698,000.00	0
COMMERCIAL REMODEL	1	\$13,000.00	0
COMMERCIAL SIGN	1	\$500.00	0
COMMERCIAL VALUATION OTHER	1	\$52,000.00	0
PUBLIC ALTERATION	2	\$16,500.00	0
SINGLE FAMILY ACCESSORY BUILDING	13	\$218,799.00	0
SINGLE FAMILY ADDITION	3	\$96,000.00	0
SINGLE FAMILY ALTERATION	20	\$598,529.00	0
SINGLE FAMILY BASEMENT FINISH	14	\$254,147.00	0
SINGLE FAMILY DECK	18	\$265,556.00	0
SINGLE FAMILY DOOR	5	\$19,371.00	0
SINGLE FAMILY NEW CONSTRUCTION	28	\$12,578,294.00	0
SINGLE FAMILY OTHER FIXED	1	\$9,500.00	0
SINGLE FAMILY POOL	9	\$219,300.00	0
SINGLE FAMILY REMODEL	6	\$132,500.00	0
SINGLE FAMILY REPLACE/REPAIR	4	\$22,726.00	0
SINGLE FAMILY VALUATION OTHER	2	\$30,928.00	0
SINGLE FAMILY WINDOWS	19	\$185,841.82	0
Permit Type: BUILDING - Total	Period 150	\$15,411,491.82	0
	YTD 150	\$15,411,491.82	0
Permit Type: PLUMBING			
SINGLE FAMILY INSTALL	1	\$5,000.00	0
Permit Type: PLUMBING - Total	Period 1	\$5,000.00	0
	YTD 1	\$5,000.00	0
Report Total:	Period 151	\$15,416,491.82	0
	YTD 151	\$15,416,491.82	0

CITY OF LAKE ELMO
Valuation Report - Summary

Issued Date From: 1/1/2014 To: 9/30/2014

Permit Type: All Property Type: All Construction Type: All
 Include YTD: Yes

Permit Kind	Permit Count	Valuation	Dwell Units	
Permit Type: BUILDING				
COMMERCIAL ACCESSORY BUILDING	1	\$21,605.00	0	
COMMERCIAL ALTERATION	7	\$500,500.00	0	
COMMERCIAL NEW CONSTRUCTION	3	\$5,603,652.00	0	
COMMERCIAL REMODEL	3	\$980,422.00	0	
COMMERCIAL ROOFING	1	\$128,246.00	0	
COMMERCIAL SIDING	1	\$20,000.00	0	
COMMERCIAL SIGN	1	\$8,928.00	0	
COMMERCIAL TENNANT BUILDOUT	1	\$20,250.00	0	
MANUFACTURED HOME DOOR	1	\$2,734.00	0	
PUBLIC ROOFING	1	\$5,000.00	0	
SINGLE FAMILY ACCESSORY BUILDING	8	\$114,307.00	0	
SINGLE FAMILY ADDITION	11	\$1,159,600.00	0	
SINGLE FAMILY ALTERATION	9	\$136,300.00	0	
SINGLE FAMILY BASEMENT FINISH	12	\$235,673.00	0	
SINGLE FAMILY DECK	15	\$115,645.00	0	
SINGLE FAMILY DOOR	6	\$27,675.00	0	
SINGLE FAMILY DRAIN TILE WATERPROOFING	1	\$2,950.00	0	
SINGLE FAMILY FIRE / STORM DAMAGE	1	\$20,712.92	0	
SINGLE FAMILY FIREPLACE	1	\$5,923.68	0	
SINGLE FAMILY NEW CONSTRUCTION	20	\$11,951,684.00	0	
SINGLE FAMILY POOL	6	\$99,000.00	0	
SINGLE FAMILY REMODEL	9	\$206,501.00	0	
SINGLE FAMILY REPLACE/REPAIR	3	\$14,500.00	0	
SINGLE FAMILY SOLAR PANEL INSTALL	1	\$8,000.00	0	
SINGLE FAMILY THREE SEASON PORCH	1	\$20,000.00	0	
SINGLE FAMILY WINDOWS	20	\$199,397.00	0	
Permit Type: BUILDING - Total	Period	144	\$21,609,205.60	0
	YTD	144	\$21,609,205.60	0
Report Total:	Period	144	\$21,609,205.60	0
	YTD	144	\$21,609,205.60	0

DATE: October 21, 2014
CONSENT
ITEM# 5

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

SUGGESTED ORDER OF BUSINESS:

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

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the monthly assessor report for through September 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 – 1
Sales collected and viewed – 16
Taxpayer inquiries – 5
Miscellaneous inquiries - 12
Inspections – Residential – 36; Commercial – 0
Building permit reviews – 55
Pictures taken – 18

Other work performed included:

- Completed all quintile data entry
- 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 September 2014 monthly assessor report.



MAYOR & COUNCIL COMMUNICATION

DATE: October 21, 2014
CONSENT
ITEM# 6

AGENDA ITEM: Sunfish Lake Park Forest Stewardship/Management Plan
SUBMITTED BY: Alyssa MacLeod, Taxpayer Relations & Communications Coordinator
THROUGH: Dean Zuleger, City Administrator
REVIEWED BY: Mike Bouthilet, Public Works Superintendent

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: Park Commission

FISCAL IMPACT: \$6,300 in parkland dedication funds

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully being asked to consider the expenditure of no more than \$6,300 to commission a Forest Stewardship and Management Plan for Sunfish Lake Park.

If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve the expenditure of \$6,300 in parkland dedication funds to develop a Forest Stewardship and Management Plan for Sunfish Lake Park”

BACKGROUND INFORMATION:

The Lake Elmo Park Commission has requested that action be taken to address remaining storm damage, and long-term forest management in Sunfish Lake Park. As a park protected by the Minnesota Land Trust, a forest management plan must first be reviewed and approved by the Land Trust in writing before taking action, as outlined in Section 3.3 of the conservation

easement. Members of city staff and the park commission met with certified forester, Steven Kunde, in May 2014, to discuss objectives. Kunde presented a comprehensive project proposal at a cost of \$6,300 (attached).

The plan includes:

- A listing of long term goals.
- Complete soils report.
- Ecological Classification of the land and how the land fits into the MN Landscape level long term goals.
- Identification of, and mapping of all major cover types present within the park.
- Description of all major forest cover types, which includes species present, density, volume estimates, etc.
- Invasive Specie identification and location of major problem areas and possible control strategies.
- Management options for the major cover types identified, based upon the City's goals. These options could include some form of harvest, fuel reduction, hazard mitigation, actions needed to preserve various forest types, riparian area protection, erosion control, etc.
- Management timeline which looks at long term management over the years to come.
- Short term recommendations, to deal with the blow down problem combined with implementation of long term management options, to achieve an economically viable option to clean up the park.
- Completion of the above listed bullet items along with meetings with the DNR and UofM participants.
- Associated meetings, mileage and travel time

Once complete and approved, next steps will be taken to implement the plan.

RECOMMENDATION:

The Park Commission recommends that the City Council approve the expenditure of \$6,300 in parkland dedication funds to develop a forest stewardship and management plan for Sunfish Lake Park.

If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve the expenditure of \$6,300 in parkland dedication funds to develop a Forest Stewardship and Management Plan for Sunfish Lake Park”

ATTACHMENT:

1. Forest Stewardship/Management Plan Proposal

May 23, 2014

Mr. Michael Bouthilet

City of Lake Elmo

3800 Laverne Avenue North - Lake Elmo, Minnesota 55042

Public Works Director.

Dear Mr. Bouthilet,

Thank you for meeting with me at Sunfish Lake Park. It was enjoyable meeting with you and Mary Frick and looking at the park and the issues your facing. It seems there are two major categories of concern. First is the heavy storm damage which took place last year and the possible hazardous situation it presents to park users and also the fire danger it could represent in the future. Second is the long term forest management objectives in the park.

A Forest Stewardship/Management plan will address the following items and also tie into the immediate need to clean up the wind damaged sites and hazardous conditions.

Project Proposal.

Forest Stewardship/Management plan work items.

- A listing of long term goals.
- Complete soils report.
- Ecological Classification of the land and how the land fits into the MN Landscape level long term goals.
- Identification of, and mapping of all major cover types present within the park.
- Description of all major forest cover types, which includes species present, density, volume estimates, etc.
- Invasive Specie identification and location of major problem areas and possible control strategies.
- Management options for the major cover types identified, based upon the City's goals. These options could include some form of harvest, fuel reduction, hazard mitigation, actions needed to preserve various forest types, riparian area protection, erosion control, etc.
- Management timeline which looks at long term management over the years to come.

- Short term recommendations, to deal with the blow down problem combined with implementation of long term management options, to achieve an economically viable option to clean up the park.
- Completion of the above listed bullet items along with meetings with the DNR and UofM participants.
- Two municipal meetings (Park Board, Council).
- Two meetings with bio-harvest contractors/loggers for site review and bid information.
- Includes all mileage and travel time.

My intent is to also meet with and seek impute from several DNR divisions or areas which would include fire management, waters, ecological services. This impute would help in the future should the City seek cost share funding for any future projects. I would also try to involve the UofM environmental studies area in the project also.

Project Cost.....\$6,300.00

Once the plan is written and accepted by the city there will be a need to meet with various logging or bio-harvest contractors to determine if they would like to bid (pay the City) to carry out the identified clean-up areas and selected harvest sites. This would require time from the Public Works Department to determine entry points, park closure, landing areas, etc. along with the various loggers or harvesters.

Billing rate for additional meetings is \$65/hr. including travel time as needed.

Respectfully Submitted,

Steven Kunde

Society of American Foresters- Certified Forester.



MAYOR & COUNCIL COMMUNICATION

DATE: October 21, 2014

CONSENT

ITEM # 7

AGENDA ITEM: 39th Street North: Street and Sanitary Sewer Improvements – Pay Request No. 1

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. 1 for the 39th Street North: Street and Sanitary Sewer Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 1 to Geislinger & Sons Inc. in the amount of \$357,116.40 for the 39th Street North: Street and Sanitary Sewer Improvements”.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Geislinger & Sons Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 1 in the amount of \$357,116.40. 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 \$18,795.60.

RECOMMENDATION:

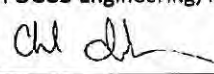
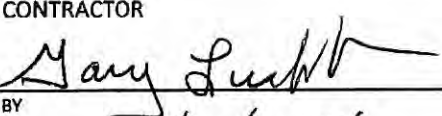
Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 1 for the 39th Street North: Street and Sanitary Sewer Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 1 to Geislinger & Sons Inc. in the amount of \$357,116.40, for the 39th Street North: Street and Sanitary Sewer Improvements”.

ATTACHMENT(S):

1. Partial Pay Estimate No. 1

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. <u>1</u>		FOCUS ENGINEERING, inc.	
39TH ST N: STREET AND SANITARY SEWER IMPROVEMENTS PROJECT NO. 2014.131		PERIOD OF ESTIMATE FROM <u>9/1/2014</u> TO <u>9/30/2014</u>	
PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER		CONTRACTOR: GEISLINGER & SONS, INC. 511 CENTRAL AVE S, PO BOX 437 WATKINS, MINNESOTA 55389 ATTN: GARY LUEBBEN, PROJECT MANAGER	
CONTRACT CHANGE ORDER SUMMARY		PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount	
		Additions	Deductions
1	9/16/2014	\$118,975.00	
TOTALS		\$118,975.00	\$0.00
NET CHANGE		\$118,975.00	\$0.00
CONTRACT TIME			
START DATE: <u>9/2/2014</u> SUBSTANTIAL COMPLETION: <u>10/31/2014</u> FINAL COMPLETION: <u>6/5/2015</u>		ORIGINAL DAYS <u>276</u> REVISED DAYS <u>0</u> REMAINING <u>248</u>	
		ON SCHEDULE YES ☒ NO ☐	
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>10/10/2014</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>10/10/2014</u> DATE	
APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA			
BY _____ DATE _____		BY _____ DATE _____	

PARTIAL PAY ESTIMATE NO. 1

39TH ST N: STREET AND SANITARY SEWER IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2014.131

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
PART 1 - SANITARY SEWER									
1	8" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	62	\$125.00	\$7,750.00	118.00	\$14,750.00	118.00	\$14,750.00
2	10" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	1,025	\$87.00	\$89,175.00	868.00	\$75,516.00	868.00	\$75,516.00
3	10" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	315	\$89.00	\$28,035.00	284	\$25,276.00	284	\$25,276.00
4	12" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	500	\$92.00	\$46,000.00	495	\$45,540.00	495	\$45,540.00
5	12" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	630	\$94.00	\$59,220.00	499	\$46,906.00	499	\$46,906.00
6	10" PVC SANITARY SEWER, SDR 26, IN CASING	LF	100	\$40.00	\$4,000.00	0	\$0.00	0	\$0.00
7	12" PVC SANITARY SEWER, SDR 26, IN CASING	LF	120	\$45.00	\$5,400.00	0	\$0.00	0	\$0.00
8	20" STEEL CASING PIPE (JACK/AUGERED)	LF	100	\$525.00	\$52,500.00	0	\$0.00	0	\$0.00
9	24" STEEL CASING PIPE (JACK/AUGERED)	LF	120	\$535.00	\$64,200.00	0	\$0.00	0	\$0.00
10	PIPE FOUNDATION ROCK	LF	1,400	\$0.10	\$140.00	0	\$0.00	0	\$0.00
11	TELEVISION	LF	2,850	\$2.00	\$5,700.00	0	\$0.00	0	\$0.00
12	4' DIAMETER SANITARY SEWER MH	EA	12	\$3,000.00	\$36,000.00	12	\$36,000.00	12	\$36,000.00
13	4' DIAMETER EXCESS MANHOLE DEPTH	LF	140	\$125.00	\$17,500.00	118	\$14,712.50	118	\$14,712.50
14	10"x6" PVC WYE, SDR 26	EA	6	\$400.00	\$2,400.00	6	\$2,400.00	6	\$2,400.00
15	12"x6" PVC WYE, SDR 26	EA	4	\$460.00	\$1,840.00	6	\$2,760.00	6	\$2,760.00
16	6" PVC SCH 40 SANITARY SEWER RISER	LF	85	\$35.00	\$2,975.00	0	\$0.00	0	\$0.00
17	6" PVC SCH 40 SANITARY SEWER SERVICE	LF	400	\$32.00	\$12,800.00	0	\$0.00	0	\$0.00
18	PRECAST CONCRETE JERSEY BARRIERS AT HIGHWAY 5 JACKING PITS	LS	1	\$4,500.00	\$4,500.00	1	\$4,500.00	1	\$4,500.00
19	PRECAST CONCRETE JERSEY BARRIERS AT HIGHWAY 17 JACKING PITS	LS	1	\$4,500.00	\$4,500.00	0	\$0.00	0	\$0.00
20	CROSS EXISTING WATER SERVICE	EA	7	\$450.00	\$3,150.00	7	\$3,150.00	7	\$3,150.00
21	EXPLORATORY DIGGING	HR	5	\$500.00	\$2,500.00	0	\$0.00	0	\$0.00
SUBTOTAL - PART 1			\$450,285.00			\$271,510.50		\$271,510.50	
PART 2 - WATERMAIN									
1	TEMPORARY WATER SYSTEM	LS	1	\$1,500.00	\$1,500.00	1	\$1,500.00	1	\$1,500.00
2	CONNECT TO EXISTING 6" WATER MAIN	EA	3	\$900.00	\$2,700.00	0	\$0.00	0	\$0.00
3	CONNECT TO EXISTING 8" WATER MAIN	EA	1	\$950.00	\$950.00	0	\$0.00	0	\$0.00
4	CUT IN 8" X 8" TEE	EA	1	\$2,600.00	\$2,600.00	0	\$0.00	0	\$0.00
5	REMOVE AND DISPOSE OF EXISTING GATE VALVE & BOX	EA	3	\$1,500.00	\$4,500.00	0	\$0.00	0	\$0.00
6	REMOVE AND REPLACE 6" GATE VALVE & BOX	EA	4	\$3,400.00	\$13,600.00	1	\$3,400.00	1	\$3,400.00
7	REMOVE AND REPLACE 8" GATE VALVE & BOX	EA	11	\$3,900.00	\$42,900.00	2	\$7,800.00	2	\$7,800.00
8	REMOVE AND DISPOSE OF EXISTING HYDRANT	EA	5	\$760.00	\$3,800.00	1	\$760.00	1	\$760.00
9	6" DIP CL 52 WATER MAIN	LF	70	\$46.00	\$3,220.00	0	\$0.00	0	\$0.00
10	8" DIP CL 52 WATER MAIN	LF	30	\$53.00	\$1,590.00	0	\$0.00	0	\$0.00
11	6" GATE VALVE AND BOX	EA	4	\$1,450.00	\$5,800.00	0	\$0.00	0	\$0.00
12	HYDRANT	EA	5	\$4,000.00	\$20,000.00	1	\$4,000.00	1	\$4,000.00
13	VALVE BOX EXTENSION	LF	2	\$260.00	\$520.00	0	\$0.00	0	\$0.00
14	HYDRANT EXTENSION	LF	1	\$600.00	\$600.00	0	\$0.00	0	\$0.00
15	DUCTILE IRON FITTINGS	LB	100	\$10.00	\$1,000.00	0	\$0.00	0	\$0.00
SUBTOTAL - PART 2			\$105,280.00			\$17,460.00		\$17,460.00	
PART 3 - STORM SEWER									
1	REMOVE AND DISPOSE OF EXISTING STORM SEWER	LF	910	\$10.00	\$9,100.00	812	\$8,120.00	812	\$8,120.00
2	REMOVE AND DISPOSE OF EXISTING STORM SEWER MANHOLE	EA	8	\$400.00	\$3,200.00	6	\$2,400.00	6	\$2,400.00
3	POTHOLE EXISTING WATER MAIN	EA	7	\$450.00	\$3,150.00	1	\$450.00	1	\$450.00
4	12" RCP STORM SEWER, CLASS 5	LF	70	\$40.00	\$2,800.00	0	\$0.00	0	\$0.00
5	15" RCP STORM SEWER, CLASS 5	LF	891	\$42.00	\$37,422.00	0	\$0.00	0	\$0.00
6	18" RCP STORM SEWER, CLASS 5	LF	236	\$45.00	\$10,620.00	0	\$0.00	0	\$0.00
7	24" RCP STORM SEWER, CLASS 4	LF	369	\$62.00	\$22,878.00	0	\$0.00	0	\$0.00
8	12" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$900.00	\$1,800.00	0	\$0.00	0	\$0.00
9	18" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$1,050.00	\$2,100.00	0	\$0.00	0	\$0.00
10	24" RCP FLARED END SECTION INCL TRASH GUARD	EA	1	\$1,400.00	\$1,400.00	0	\$0.00	0	\$0.00
11	RIP RAP, CLASS 3	CY	8	\$115.00	\$920.00	0	\$0.00	0	\$0.00
12	2'X3' CATCH BASIN	EA	3	\$2,100.00	\$6,300.00	0	\$0.00	0	\$0.00
13	4' DIA CATCH BASIN/MANHOLE	EA	5	\$2,500.00	\$12,500.00	0	\$0.00	0	\$0.00
14	5' DIA CATCH BASIN/MANHOLE	EA	2	\$3,600.00	\$7,200.00	0	\$0.00	0	\$0.00
15	5' DIA CATCH BASIN/MANHOLE W/ SUMP	EA	1	\$4,350.00	\$4,350.00	0	\$0.00	0	\$0.00
16	BULKHEAD 15" RCP STORM SEWER	EA	1	\$125.00	\$125.00	0	\$0.00	0	\$0.00
17	BULKHEAD 18" RCP STORM SEWER	EA	1	\$150.00	\$150.00	0	\$0.00	0	\$0.00
18	BULKHEAD 36" RCP STORM SEWER	EA	1	\$225.00	\$225.00	0	\$0.00	0	\$0.00
19	INLET PROTECTION	EA	12	\$175.00	\$2,100.00	3	\$525.00	3	\$525.00
20	INSULATION	SY	30	\$30.00	\$900.00	0	\$0.00	0	\$0.00
21	POND EXCAVATION (P)	CY	420	\$10.00	\$4,200.00	0	\$0.00	0	\$0.00
22	INFILTRATION SWALE EXCAVATION (P)	CY	675	\$10.00	\$6,750.00	0	\$0.00	0	\$0.00
23	SEED MIX 330 AND HYDROMULCH	SY	1600	\$2.75	\$4,400.00	0	\$0.00	0	\$0.00
SUBTOTAL - PART 3			\$144,590.00			\$11,495.00		\$11,495.00	
PART 4 - STREET IMPROVEMENTS									
1	MOBILIZATION	LS	1	\$90,000.00	\$90,000.00	1	\$45,000.00	1	\$45,000.00
2	TRAFFIC CONTROL	LS	1	\$9,000.00	\$9,000.00	1	\$4,500.00	1	\$4,500.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
3	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	3	\$1,200.00	\$3,600.00	1	\$600.00	1	\$600.00
4	CLEAR AND GRUB TREES AND BRUSH	LS	1	\$4,500.00	\$4,500.00	0	\$0.00	0	\$0.00
5	TEMPORARY ACCESS GRADING	LS	1	\$2,000.00	\$2,000.00	1	\$2,000.00	1	\$2,000.00
6	TEMPORARY ACCESS AGGREGATE BASE CLASS 5	TN	60	\$30.00	\$1,800.00	60	\$1,800.00	60	\$1,800.00
7	TEMPORARY ACCESS MAINTENANCE	HR	10	\$125.00	\$1,250.00	0	\$0.00	0	\$0.00
8	REMOVE TEMPORARY ACCESS	LS	1	\$1,500.00	\$1,500.00	0	\$0.00	0	\$0.00
9	REMOVE AND DISPOSE OF EXISTING CONCRETE CURB AND GUTTER	LF	290	\$6.00	\$1,740.00	200	\$1,200.00	200	\$1,200.00
10	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT	SY	9160	\$2.00	\$18,320.00	9,487	\$18,974.00	9,487	\$18,974.00
11	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAY)	SY	335	\$4.00	\$1,340.00	300	\$1,200.00	300	\$1,200.00
12	REMOVE AND DISPOSE OF EXISTING LIGHT BASE	EA	4	\$300.00	\$1,200.00	0	\$0.00	0	\$0.00
13	SALVAGE AND REINSTALL SIGN	EA	8	\$200.00	\$1,600.00	0	\$0.00	0	\$0.00
14	SALVAGE AND REINSTALL MAIL DROPBOX	EA	1	\$250.00	\$250.00	0	\$0.00	0	\$0.00
15	SALVAGE AND REINSTALL RETAINING WALL	LS	1	\$7,500.00	\$7,500.00	0	\$0.00	0	\$0.00
16	SAWCUT BITUMINOUS PAVEMENT	LF	200	\$3.00	\$600.00	0	\$0.00	0	\$0.00
17	COMMON EXCAVATION (P)	CY	7750	\$9.00	\$69,750.00	0	\$0.00	0	\$0.00
18	SUBGRADE CORRECTION (EV)	CY	340	\$12.00	\$4,080.00	0	\$0.00	0	\$0.00
19	SUBGRADE PREPARATION	RS	24	\$465.00	\$11,318.10	0	\$0.00	0	\$0.00
20	4" PERFORATED PVC DRAIN TILE WITH AGGREGATE AND WRAP	LF	1000	\$12.00	\$12,000.00	0	\$0.00	0	\$0.00
21	AGGREGATE BASE CLASS 5	TN	6380	\$10.50	\$66,990.00	0	\$0.00	0	\$0.00
22	SELECT GRANULAR BORROW (P)	CY	4090	\$10.00	\$40,900.00	0	\$0.00	0	\$0.00
23	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA230B]	TN	800	\$66.50	\$53,200.00	0	\$0.00	0	\$0.00
24	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B) [SPWNA]	TN	1335	\$57.75	\$77,096.25	0	\$0.00	0	\$0.00
25	BITUMINOUS MATERIAL FOR TACK COAT	GAL	565	\$2.00	\$1,130.00	0	\$0.00	0	\$0.00
26	ADJUST MH CASTING - STEEL RING (2015)	EA	12	\$450.00	\$5,400.00	0	\$0.00	0	\$0.00
27	ADJUST VALVE BOX (2015)	EA	20	\$250.00	\$5,000.00	0	\$0.00	0	\$0.00
28	B624 CONCRETE CURB AND GUTTER	LF	4910	\$10.77	\$46,418.70	0	\$0.00	0	\$0.00
29	B612 CONCRETE CURB AND GUTTER	LF	105	\$14.80	\$1,554.00	0	\$0.00	0	\$0.00
30	CONCRETE PEDESTRIAN RAMP	EA	12	\$420.00	\$5,040.00	0	\$0.00	0	\$0.00
31	5" CONCRETE SIDEWALK	SF	13110	\$3.50	\$45,885.00	0	\$0.00	0	\$0.00
32	8" COMMERCIAL CONCRETE DRIVEWAY PAVEMENT (HIGH EARLY)	SY	340	\$70.00	\$23,800.00	0	\$0.00	0	\$0.00
33	6" CONCRETE FLUME	SY	35	\$50.00	\$1,750.00	0	\$0.00	0	\$0.00
34	TRUNCATED DOME PANELS	SF	168	\$42.00	\$7,056.00	0	\$0.00	0	\$0.00
35	BITUMINOUS DRIVEWAY PAVEMENT	SY	105	\$50.00	\$5,250.00	0	\$0.00	0	\$0.00
36	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE - TRAIL (2,B) [SPW]	TN	270	\$65.00	\$17,550.00	0	\$0.00	0	\$0.00
37	SODDING	SY	5000	\$4.25	\$21,250.00	0	\$0.00	0	\$0.00
38	IMPORT AND PLACE TOPSOIL BORROW (CV)	CY	500	\$35.00	\$17,500.00	0	\$0.00	0	\$0.00
39	SEED & EROSION CONTROL BLANKET	SY	2000	\$3.25	\$6,500.00	0	\$0.00	0	\$0.00
40	SEED & HYDROMULCH	SY	5500	\$2.15	\$11,825.00	0	\$0.00	0	\$0.00
41	SILT FENCE, TYPE MACHINE SLICED	LF	1000	\$1.95	\$1,950.00	0	\$0.00	0	\$0.00
42	SILT FENCE, TYPE FLOATING	LF	30	\$22.50	\$675.00	0	\$0.00	0	\$0.00
43	DITCH CHECK - BIOROLL	LF	200	\$5.75	\$1,150.00	30	\$172.50	30	\$172.50
44	STREET SWEEPING	HR	15	\$125.00	\$1,875.00	0	\$0.00	0	\$0.00
45	SIGN PANELS, TYPE C	SF	6	\$45.00	\$281.25	0	\$0.00	0	\$0.00
46	4" DOUBLE SOLID YELLOW LINE, EPOXY	LF	2270	\$1.50	\$3,405.00	0	\$0.00	0	\$0.00
47	4" SOLID WHITE LINE, EPOXY	LF	110	\$0.75	\$82.50	0	\$0.00	0	\$0.00
48	RIGHT TURN ARROW, TAPE	EA	1	\$845.00	\$845.00	0	\$0.00	0	\$0.00
SUBTOTAL - PART 4					\$714,706.80		\$75,446.50		\$75,446.50
ALTERNATE NO. 1 - SANITARY SEWER SOUTH OF TH 5									
1	CLEAR AND GRUB TREES AND BRUSH	LS	1	\$4,000.00	\$4,000.00	0	\$0.00	0	\$0.00
2	REMOVE AND DISPOSE OF EXISTING STORM SEWER	LF	20	\$10.00	\$200.00	0	\$0.00	0	\$0.00
3	PATCH GRAVEL DRIVEWAY	TN	200	\$20.00	\$4,000.00	0	\$0.00	0	\$0.00
4	18" CMP DRIVEWAY CULVERT	LF	20	\$45.00	\$900.00	0	\$0.00	0	\$0.00
5	18" CMP FLARED END SECTION	EA	2	\$480.00	\$960.00	0	\$0.00	0	\$0.00
6	15" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	625	\$94.00	\$58,750.00	0	\$0.00	0	\$0.00
7	15" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	1255	\$96.00	\$120,480.00	0	\$0.00	0	\$0.00
8	14" PVC SANITARY SEWER, C905 DR 25, IN CASING	LF	164	\$40.00	\$6,560.00	0	\$0.00	0	\$0.00
9	14" PVC SANITARY SEWER, C905 DR 25, 20' - 25' DEEP	LF	20	\$76.00	\$1,520.00	0	\$0.00	0	\$0.00
10	28" STEEL CASING PIPE (JACK/AUGERED)	LF	164	\$565.00	\$92,660.00	0	\$0.00	0	\$0.00
11	PIPE FOUNDATION ROCK	LF	1000	\$0.01	\$10.00	0	\$0.00	0	\$0.00
12	TELEVISION	LF	2061	\$2.00	\$4,122.00	0	\$0.00	0	\$0.00
13	4' DIAMETER SANITARY SEWER MH	EA	8	\$3,200.00	\$25,600.00	0	\$0.00	0	\$0.00
14	4' DIAMETER EXCESS MANHOLE DEPTH	LF	115	\$125.00	\$14,375.00	0	\$0.00	0	\$0.00
15	SOIL DECOMPACTION	AC	5	\$1,200.00	\$6,000.00	0	\$0.00	0	\$0.00
16	SILT FENCE, TYPE MACHINE SLICED	LF	300	\$1.95	\$585.00	0	\$0.00	0	\$0.00
17	SEED AND BLANKET	SY	1500	\$3.25	\$4,875.00	0	\$0.00	0	\$0.00
SUBTOTAL - ALTERNATE NO. 1					\$345,597.00		\$0.00		\$0.00
TOTALS					\$1,760,458.80		\$375,912.00		\$375,912.00



MAYOR & COUNCIL COMMUNICATION

DATE: October 21, 2014
CONSENT
ITEM # 8

AGENDA ITEM: 2014 Street Improvements – Pay Request No. 3

SUBMITTED BY: Ryan Stempski, 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. 3 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. 3 to Harddrives, Inc. in the amount of \$669,656.32, for the 2014 Street Improvements”.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Hardrives, Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 3 in the amount of \$669,656.32. 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 \$63,925.16.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 3 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. 3 to Hardrives, Inc. in the amount of \$669,656.32 for the 2014 Street Improvements”.

ATTACHMENT(S):

1. Partial Pay Estimate No. 3

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO.

3

FOCUS ENGINEERING, inc.

2014 STREET IMPROVEMENTS
PROJECT NO. 2013.135

PERIOD OF ESTIMATE
FROM 9/1/2014 TO 9/30/2014

PROJECT OWNER:
CITY OF LAKE ELMO
3800 LAVERNE AVENUE NORTH
LAKE ELMO, MN 55042
ATTN: JACK GRIFFIN, CITY ENGINEER

CONTRACTOR:
HARDRIVES, INC.
14478 QUIRAM DRIVE
ROGERS, MN 55374
ATTN: DAN LOBELLO, PROJECT MANAGER

CONTRACT CHANGE ORDER SUMMARY

No.	Approval Date	Amount	
		Additions	Deductions
1	7/1/2014	\$7,988.30	
TOTALS		\$7,988.30	\$0.00
NET CHANGE		\$7,988.30	

PAY ESTIMATE SUMMARY

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	\$1,278,503.18
5. *Stored Materials	\$0.00
6. Subtotal (4+5)	\$1,278,503.18
7. Retainage* 5.0%	\$63,925.16
8. Previous Payments	\$544,921.71
9. Amount Due (6-7-8)	\$669,656.32

*Detailed Breakdown Attached

CONTRACT TIME

START DATE: 7/2/2014
SUBSTANTIAL COMPLETION: 10/10/2014
FINAL COMPLETION: 11/21/2014

ORIGINAL DAYS 142
REVISED DAYS 0
REMAINING 52

ON SCHEDULE
YES ☒
NO ☐

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

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

DATE

APPROVED BY OWNER: **CITY OF LAKE ELMO, MINNESOTA**

BY

DATE

BY

DATE

PARTIAL PAY ESTIMATE NO. 3

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

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	REVISED CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
DIVISION 1 - PACKARD PARK AREA									
1	MOBILIZATION	LS	1	\$34,750.00	\$34,750.00	0.00	\$0.00	1.00	\$34,750.00
2	TRAFFIC CONTROL	LS	1	\$2,162.47	\$2,162.47	0.40	\$864.99	0.90	\$1,946.22
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	0.00	\$0.00	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	3.00	\$97.32	25.00	\$811.00
9	INSTALL SALVAGED MAILBOX	EA	24	\$37.84	\$908.16	25.00	\$946.00	25.00	\$946.00
10	SAWCUT BITUMINOUS PAVEMENT	LF	720	\$2.12	\$1,526.40	0.00	\$0.00	261.00	\$553.32
11	SAWCUT CONCRETE PAVEMENT	LF	130	\$3.13	\$406.90	0.00	\$0.00	130.00	\$406.90
12	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	410	\$5.35	\$2,193.50	159.06	\$850.97	389.06	\$2,081.47
13	REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT (DRIVEWAYS)	SY	150	\$8.56	\$1,284.00	17.67	\$151.26	102.67	\$878.86
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	0.00	\$0.00	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	0.00	\$0.00	21,500.00	\$19,565.00
19	HAUL EXCESS RECLAIMED MATERIAL OFF SITE (LV)	CY	300	\$8.62	\$2,586.00	91.00	\$784.42	91.00	\$784.42
20	SUBGRADE PREPARATION OF RECLAIMED SURFACE	RS	61	\$324.76	\$19,690.20	60.63	\$19,690.20	60.63	\$19,690.20
21	TYPE SP 9.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B) [SPNWA230B]	TN	1,905	\$60.76	\$115,747.80	0.00	\$0.00	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	2,014.00	\$126,156.96	2,014.00	\$126,156.96
23	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1,350	\$1.96	\$2,646.00	700.00	\$1,372.00	700.00	\$1,372.00
24	PATCH BITUMINOUS DRIVEWAY	SY	410	\$20.11	\$8,245.10	147.00	\$2,956.17	441.00	\$8,868.51
25	PATCH CONCRETE DRIVEWAY	SY	150	\$46.03	\$6,904.50	0.00	\$0.00	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	8418 CONCRETE CURB & GUTTER	LF	7,660	\$9.63	\$73,765.80	-395.00	\$-3,803.85	7,247.00	\$69,788.61
28	CONCRETE RIBBON CURB	LF	530	\$14.50	\$7,685.00	372.00	\$5,394.00	857.00	\$12,426.50
29	6" CONCRETE FLUME	SF	500	\$6.74	\$3,370.00	0.00	\$0.00	370.00	\$2,493.80
30	REMOVE CB CASTING	EA	12	\$83.68	\$1,004.16	0.00	\$0.00	13.00	\$1,087.84
31	R-3250-1 CASTING	EA	12	\$779.82	\$9,357.84	1.00	\$779.82	12.00	\$9,357.84
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	0.00	\$0.00	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	0.00	\$0.00	209.00	\$9,264.97
36	15" RCP FLARED END SECTION INCL TRASH GUARD	EA	4	\$1,243.42	\$4,973.68	1.00	\$1,243.42	4.00	\$4,973.68
37	CLASS 3 RIP RAP WITH FABRIC	CY	8	\$162.19	\$1,297.52	0.00	\$0.00	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	135.00	\$2,043.90	135.00	\$2,043.90
41	IMPORT AND PLACE TOPSOIL BORROW (LV)	CY	800	\$15.00	\$12,000.00	284.00	\$4,260.00	466.00	\$6,990.00
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	3,500.00	\$14,980.00	3,500.00	\$14,980.00
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			\$178,767.57		\$472,594.49	
DIVISION 2 - 20TH STREET NORTH									
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
DIVISION 3 - DEER POND TRAIL & COURT									
57	MOBILIZATION	LS	1	\$21,000.00	\$21,000.00	0.25	\$5,250.00	1.00	\$21,000.00
58	TRAFFIC CONTROL	LS	1	\$1,621.85	\$1,621.85	0.25	\$405.46	0.90	\$1,459.67
59	SILT FENCE, TYPE MACHINE SLICED	LF	2,150	\$2.03	\$4,364.50	50.00	\$101.50	275.00	\$558.25
60	INLET PROTECTION	EA	12	\$74.93	\$899.16	12.00	\$899.16	12.00	\$899.16
61	STREET SWEEPING	HR	10	\$151.26	\$1,512.60	0.00	\$0.00	1.00	\$151.26
62	BIOROLL DITCH CHECK	EA	5	\$80.28	\$401.40	0.00	\$0.00	0.00	\$0.00
63	CLEAR AND GRUB TREE	EA	6	\$588.73	\$3,532.38	0.00	\$0.00	7.00	\$4,121.11
64	GRUB EXISTING STUMP	EA	5	\$214.09	\$1,070.45	4.00	\$856.36	4.00	\$856.36
65	SALVAGE MAILBOX	EA	22	\$32.44	\$713.68	0.00	\$0.00	22.00	\$713.68
66	INSTALL SALVAGED MAILBOX	EA	22	\$37.84	\$832.48	22.00	\$832.48	22.00	\$832.48
67	SAWCUT BITUMINOUS PAVEMENT	LF	375	\$2.17	\$813.75	0.00	\$0.00	269.00	\$583.73
68	SAWCUT CONCRETE PAVEMENT	LF	100	\$4.07	\$407.00	0.00	\$0.00	89.00	\$362.23
69	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT	SY	6,680	\$2.91	\$19,438.80	0.00	\$0.00	6,680.00	\$19,438.80
70	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	250	\$5.35	\$1,337.50	0.00	\$0.00	266.00	\$1,423.10
71	REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT (DRIVEWAYS)	SY	110	\$8.56	\$941.60	0.00	\$0.00	37.00	\$316.72
72	REMOVE AND DISPOSE OF EXISTING STORM SEWER PIPE	LF	190	\$10.81	\$2,053.90	0.00	\$0.00	190.00	\$2,053.90
73	REMOVE AND DISPOSE OF EXISTING STORM SEWER STRUCTURE	EA	2	\$432.50	\$865.00	0.00	\$0.00	2.00	\$865.00
74	COMMON EXCAVATION (P)	CY	3,575	\$8.56	\$30,602.00	0.00	\$0.00	3,575.00	\$30,602.00
75	SUBGRADE EXCAVATION - RECONSTRUCT AREAS (CV)	CY	325	\$8.56	\$2,782.00	0.00	\$0.00	76.00	\$650.56
76	SELECT GRANULAR BORROW (CV)	CY	2,390	\$12.31	\$29,420.90	0.00	\$0.00	2,227.00	\$27,414.37
77	AGGREGATE BASE CLASS 5	TN	2,600	\$10.17	\$26,442.00	0.00	\$0.00	2,600.00	\$26,442.00
78	TYPE SP 9.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B) [SPNWA230B]	TN	690	\$62.38	\$43,042.20	690.00	\$43,042.20	690.00	\$43,042.20
79	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA240B]	TN	520	\$63.49	\$33,014.80	521.10	\$33,084.64	521.10	\$33,084.64
80	BITUMINOUS MATERIAL FOR TACK COAT	GAL	405	\$1.96	\$793.80	350.00	\$686.00	350.00	\$686.00
81	PATCH BITUMINOUS DRIVEWAY	SY	250	\$20.55	\$5,137.50	279.06	\$5,734.68	279.06	\$5,734.68
82	PATCH CONCRETE DRIVEWAY	SY	110	\$46.03	\$5,063.30	5.50	\$253.17	65.50	\$3,014.97
83	PATCH GRAVEL DRIVEWAY	TN	20	\$27.54	\$550.80	0.00	\$0.00	0.00	\$0.00
84	SAW & SEAL STREET (40' INTERVALS)	LF	1,300	\$2.61	\$3,393.00	0.00	\$0.00	0.00	\$0.00
85	ADJUST EXISTING MANHOLE CASTING	EA	2	\$584.98	\$1,169.96	2.00	\$1,169.96	2.00	\$1,169.96
86	B612 CONCRETE CURB & GUTTER	LF	4,500	\$9.10	\$40,950.00	4,446.00	\$40,458.60	4,446.00	\$40,458.60
87	6" CONCRETE FLUME	SF	2	\$42.82	\$85.64	0.00	\$0.00	0.00	\$0.00
88	4" PVC PERF EDGE DRAIN W/BACKFILL & WRAP	LF	1,155	\$9.10	\$10,510.50	0.00	\$0.00	1,155.00	\$10,510.50
89	CONNECT DRAIN TILE TO STRUCTURE	EA	12	\$160.56	\$1,926.72	0.00	\$0.00	12.00	\$1,926.72
90	CONNECT TO EXISTING STORM SEWER MH	EA	2	\$540.62	\$1,081.24	0.00	\$0.00	2.00	\$1,081.24
91	2' X 3' CATCH BASIN WITH CASTING PER DETAIL 404	EA	2	\$1,838.10	\$3,676.20	0.00	\$0.00	2.00	\$3,676.20
92	4' DIA CBMH WITH CASTING PER DETAIL 402	EA	1	\$1,838.10	\$1,838.10	0.00	\$0.00	1.00	\$1,838.10
93	4' DIA CBMH WITH CASTING PER DETAIL 406	EA	6	\$2,108.41	\$12,650.46	0.00	\$0.00	6.00	\$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	3.00	\$8,758.02
95	15" RCP STORM SEWER, CLASS 5	LF	382	\$42.17	\$16,108.94	0.00	\$0.00	382.00	\$16,108.94
96	18" RCP STORM SEWER, CLASS 5	LF	235	\$45.41	\$10,671.35	0.00	\$0.00	240.00	\$10,898.40
97	15" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$1,243.42	\$2,486.84	0.00	\$0.00	2.00	\$2,486.84
98	18" RCP FLARED END SECTION INCL TRASH GUARD	EA	1	\$1,297.48	\$1,297.48	0.00	\$0.00	1.00	\$1,297.48
99	CLASS 3 RIP RAP WITH FABRIC	CY	15	\$162.19	\$2,432.85	0.00	\$0.00	11.40	\$1,848.97
100	DITCH GRADING	LF	100	\$10.70	\$1,070.00	61.00	\$652.70	61.00	\$652.70
101	IMPORT AND PLACE TOPSOIL BORROW (LV)	CY	300	\$15.00	\$4,500.00	72.00	\$1,080.00	72.00	\$1,080.00
102	SODDING	SY	5,000	\$4.28	\$21,400.00	2,180.00	\$9,330.40	2,180.00	\$9,330.40
103	SEEDING, FERTILIZER, AND EROSION CONTROL BLANKET	SY	400	\$2.94	\$1,176.00	0.00	\$0.00	0.00	\$0.00
104	4" DOUBLE SOLID YELLOW LINE - EPOXY	LF	1,440	\$0.79	\$1,137.60	0.00	\$0.00	0.00	\$0.00
105	REMOVE SIGN	EA	1	\$27.03	\$27.03	0.00	\$0.00	1.00	\$27.03
106	SIGN PANEL, TYPE C	SF	9	\$54.06	\$486.54	0.00	\$0.00	0.00	\$0.00
107	SALVAGE SIGN	EA	6	\$27.03	\$162.18	0.00	\$0.00	5.00	\$135.15
108	INSTALL SALVAGED SIGN	EA	6	\$124.34	\$746.04	0.00	\$0.00	0.00	\$0.00
SUBTOTAL - DIVISION 3					\$388,398.04	\$143,837.31		\$352,242.57	
DIVISION 4 - MANNING TRAIL NORTH									
109	MOBILIZATION	LS	1	\$3,500.00	\$3,500.00	0.50	\$1,750.00	1.00	\$3,500.00
110	TRAFFIC CONTROL	LS	1	\$2,324.66	\$2,324.66	0.70	\$1,627.26	0.90	\$2,092.19
111	SILT FENCE, TYPE MACHINE SLICED	LF	6,600	\$2.03	\$13,398.00	1,645.00	\$3,339.35	3,265.00	\$6,627.95
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	12.00	\$7,064.76	12.00	\$7,064.76
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	12.00	\$454.08	12.00	\$454.08
117	SAWCUT BITUMINOUS PAVEMENT	LF	375	\$2.17	\$813.75	122.00	\$264.74	122.00	\$264.74
118	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT	SY	8,970	\$2.71	\$24,308.70	4,470.00	\$12,113.70	8,970.00	\$24,308.70
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	0.00	\$0.00	53.00	\$572.93
121	COMMON EXCAVATION (P)	CY	5,205	\$8.56	\$44,554.80	3,824.00	\$32,733.44	5,205.00	\$44,554.80
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	2,059.00	\$25,346.29	3,290.00	\$40,499.90
124	AGGREGATE BASE CLASS 5	TN	4,820	\$10.17	\$49,019.40	2,971.00	\$30,215.07	4,820.00	\$49,019.40
125	TYPE SP 12.5 BITUMINOUS NON-WEARING COURSE MIXTURE (2,B) [SPNWB230B]	TN	1,360	\$55.64	\$75,670.40	1,134.00	\$63,095.76	1,134.00	\$63,095.76
126	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA240B]	TN	820	\$61.67	\$50,569.40	892.57	\$55,044.79	892.57	\$55,044.79
127	BITUMINOUS MATERIAL FOR TACK COAT	GAL	640	\$1.96	\$1,254.40	400.00	\$784.00	400.00	\$784.00
128	PATCH BITUMINOUS DRIVEWAY	SY	130	\$20.27	\$2,635.10	250.00	\$5,067.50	250.00	\$5,067.50
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	211.81	\$4,414.12	211.81	\$4,414.12
131	4" PVC PERF EDGE DRAIN W/BACKFILL & WRAP	LF	3,000	\$11.77	\$35,310.00	3,000.00	\$35,310.00	3,000.00	\$35,310.00
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	0.00	\$0.00	48.00	\$3,010.08
134	18" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$1,297.49	\$2,594.98	0.00	\$0.00	2.00	\$2,594.98
135	CLASS 3 RIP RAP WITH FABRIC	CY	5	\$162.19	\$810.95	0.00	\$0.00	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		\$278,624.86		\$349,994.49

TOTALS - BASE CONTRACT **\$1,372,577.25** **\$601,229.75** **\$1,174,831.54**

CHANGE ORDER NO. 1

CO1-1	MOBILIZATION	LS	1.0	\$5,000.00	\$5,000.00	1.00	\$5,000.00	1.00	\$5,000.00
CO1-2	TRAFFIC CONTROL	LS	1.0	\$5,000.00	\$5,000.00	0.90	\$4,500.00	0.90	\$4,500.00
CO1-3	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA240B] -LEVELING COURSE	TN	300.0	\$68.06	\$20,418.00	323.11	\$21,990.87	323.11	\$21,990.87
CO1-4	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA240B]	TN	1,065.0	\$60.67	\$64,613.55	1,094.14	\$66,381.47	1,094.14	\$66,381.47
CO1-5	BITUMINOUS MATERIAL FOR TACK COAT	GAL	865.0	\$1.96	\$1,695.40	700.00	\$1,372.00	700.00	\$1,372.00
CO1-6	CLASS 2 AGGREGATE SHOULDERING - 100% CRUSHED LIMEROCK	TN	260.0	\$21.39	\$5,561.40	206.98	\$4,427.30	206.98	\$4,427.30
CO1-7	4" DOUBLE SOLID YELLOW LINE - LATEX	LF	4,860.0	\$0.22	\$1,069.20	0.00	\$0.00	0.00	\$0.00
CO1-8	4" SOLID WHITE LINE - LATEX	LF	9,720.0	\$0.11	\$1,069.20	0.00	\$0.00	0.00	\$0.00

TOTALS - CHANGE ORDER NO. 1 **\$104,426.75** **\$103,671.64** **\$103,671.64**

TOTALS - REVISED CONTRACT **\$1,477,004.00** **\$704,901.39** **\$1,278,503.18**



MAYOR & COUNCIL COMMUNICATION

DATE: October 21, 2014
CONSENT
ITEM # 9

AGENDA ITEM: Lake Elmo Ave Trunk Watermain Improvements –Change Order No. 1

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

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

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: \$12,427.86

This change order provides compensation to the contractor for special traffic control signs as directed in the field by Washington County to improve safety along Lake Elmo Avenue; removal of restoration, valves, and fittings associated with the intersection of Lake Elmo Avenue and 10th Street by removing a future stub connection along 10th Street; and adding 16-inch pipe sleeve fittings necessary to complete the work and increases the contract amount by \$12,427.86. With approval of this change order the revised contract amount is \$2,028,115.25. The construction contract therefore remains within the original total project budget as authorized on June 3, 2014.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving, *as part of the consent agenda*, Change Order No. 1 for the Lake Elmo Avenue Trunk Watermain Improvements Project, thereby increasing the Contract amount by \$12,427.86. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Change Order No. 1 for the Lake Elmo Avenue Trunk Watermain Improvements, thereby increasing the contract amount by \$12,427.86.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

This change order provides compensation to the contractor for the following items:

1. Add special traffic control signs as directed in field by Washington County to improve safety along Lake Elmo Avenue.
2. Remove restoration, valves, and fittings associated with the intersection of Lake Elmo Avenue and 10th Street by removing a future stub connection along 10th Street.
3. Add pipe fittings necessary to complete the work. The fitting quantities did not include these payable items into the original contract.

The above described changes were not included in the original contract and result in an increase to the contract of \$12,427.86. With this change order the project remains well within the authorized project budget and contingencies.

RECOMMENDATION:

Staff is recommending that the City Council consider, *as part of the Consent Agenda*, approving Change Order No. 1 for the Lake Elmo Avenue Trunk Watermain Improvements thereby increasing the contract amount by \$12,427.86. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve Change Order No. 1 for the Lake Elmo Avenue Trunk Watermain Improvements, thereby increasing the contract amount by \$12,427.86.”

ATTACHMENT(S):

1. Change Order No. 1

CONTRACT CHANGE ORDER FORM

CITY OF LAKE ELMO, MINNESOTA
LAKE ELMO AVE TRUNK WATERMAIN IMP.
PROJECT NO. 2013.133

FOCUS ENGINEERING, inc.

CHANGE ORDER NO. 1

DATE: October 13, 2014

TO: GM CONTRACTING, INC. 19810 515TH AVE, PO BOX 736 LAKE CRYSTAL, MN 56055

This Document will become a supplement to the Contract and all provisions will apply hereto. The Contract Documents are modified as follows upon execution of this Change Order.

CHANGE ORDER DESCRIPTION / JUSTIFICATION:

This change order is being processed to amend the Contract by addresssing three changes in the scope of work. 1) Add special traffic control signs as directed in the field by Washington County to improve safety along Lake Elmo Avenue. 2) Remove restoration, valves and fittings associated with the intersection of Lake Elmo Avenue and 10th Street, by removing a future stub connection along 10th Street. 3) Add 16-inch pipe sleeve fittings necessary to complete the work. The fitting quantities did not include these payable items into the Contract.

Attachments (list documents supporting change): None

ITEM	DESCRIPTION OF PAY ITEM	UNIT	QTY	UNIT PRICE	INCREASE/(DECREASE)
------	-------------------------	------	-----	------------	---------------------

	**See attached itemization				\$12,427.86
--	----------------------------	--	--	--	-------------

NET CONTRACT CHANGE					\$12,427.86
---------------------	--	--	--	--	-------------

Amount of Original Contract	\$	2,015,687.39
Sum of Additions/Deductions approved to date (CO Nos.)	\$	0.00
Contract Amount to date	\$	2,015,687.39
Amount of this Change Order (ADD) (DEDUCT) (NO-CHANGE)	\$	12,427.86
Revised Contract Amount	\$	2,028,115.25

The Contract Period for Completion will be (UNCHANGED) (INCREASED) (DECREASED) 0 days

APPROVED BY ENGINEER: FOCUS Engineering, inc.

APPROVED BY CONTRACTOR

ENGINEER

BY

DATE

DATE

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA

BY

BY

DATE

DATE

CHANGE ORDER NO. 1

LAKE ELMO AVE TRUNK WATERMAIN IMP.
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2013.133

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CHANGE ORDER			DESCRIPTION / JUSTIFICATION
			QUANTITY	UNIT PRICE	AMOUNT	
CO1-1	TRAFFIC CONTROL - TEMPORARY SIGNAGE	LS	1.0	\$3,810.00	\$3,810.00	This change order is being processed at the request of the City for improvements completed with the project. The County required special traffic control signs that were necessary to improve safety along their road corridor. The signs were not included in the original scope of improvements. This change order also accounts for the elimination of a future connection point 10th Street and removes costs associated with restoration, valves, and fittings needed for the work from the Contract. Finally the original contract did not include pipe fittings required to complete the work. This change order adds these payable items into the scope of the work.
CO1-2	RESTORATION - ELIMINATE CROSS AT 10TH STREET	LS	1.0	-\$1,130.46	-\$1,130.46	
CO1-3	REMOVE 16"x12" CROSS	EA	-1.0	\$1,657.77	-\$1,657.77	
CO1-4	REMOVE 12" PLUG	EA	-2.0	\$322.24	-\$644.48	
CO1-5	REMOVE 16" BUTTERFLY VALVE & BOX	EA	-2.0	\$3,489.56	-\$6,979.12	
CO1-6	18-INCH HYDRANT EXTENSION	EA	1.0	\$852.25	\$852.25	
CO1-7	FOSTOR ADAPTORS	EA	16.0	\$200.00	\$3,200.00	
CO1-8	16-INCH SLEEVE	EA	18.0	\$832.08	\$14,977.44	

TOTALS - CHANGE ORDER NO. 1

\$12,427.86



MAYOR & COUNCIL COMMUNICATION

DATE: October 21, 2014
CONSENT
ITEM # 10

AGENDA ITEM: Lake Elmo Avenue Trunk Watermain Improvements – Pay Request No. 3

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. 3 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. 3 to GM Contracting Inc in the amount of \$330,524.89, 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. 3 in the amount of \$330,524.89. 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 \$78,890.10.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 3 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. 3 to GM Contracting Inc. in the amount of \$330,524.89, for the Lake Elmo Avenue Trunk Watermain Improvements Project”

ATTACHMENT(S):

1. Partial Pay Estimate No. 3

PARTIAL PAY ESTIMATE NO. 3

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

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
DIVISION 1 - GENERAL									
1	MOBILIZATION	LS	1	\$85,000.00	\$85,000.00	0.15	\$12,750.00	0.90	\$76,500.00
2	TRAFFIC CONTROL	LS	1	\$53,951.69	\$53,951.69	0.15	\$8,092.75	0.90	\$48,556.52
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	0.00	\$0.00	6	\$2,400.00
5	INLET PROTECTION	EA	3	\$152.58	\$457.74	0.00	\$0.00	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	0.00	\$0.00	1	\$3,375.00
SUBTOTAL - DIVISION 1			\$154,744.03			\$20,842.75		\$131,289.26	
DIVISION 2 - WATERMAIN									
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	16	\$32,589.60	17	\$34,626.45
7	8" GATE VALVE & BOX	EA	4	\$2,530.54	\$10,122.16	2	\$5,061.08	2	\$5,061.08
8	12" GATE VALVE & BOX	EA	1	\$3,508.66	\$3,508.66	1	\$3,508.66	1	\$3,508.66
9	16" BUTTERFLY VALVE & BOX	EA	17	\$3,489.56	\$59,322.52	9	\$31,406.04	9	\$31,406.04
10	HYDRANT - 8'-6" BURY	EA	27	\$4,182.48	\$112,926.96	16	\$66,919.68	17	\$71,102.16
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	1,134	\$36,356.04	1,134	\$36,356.04
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	223	\$6,578.50	262	\$7,729.00
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	125	\$8,866.25	170	\$12,058.10
24	12" HDPE DR 11 WATERMAIN	LF	74	\$81.80	\$6,053.20	0	\$0.00	74	\$6,053.20
25	16" HDPE DR 11 WATERMAIN	LF	11,152	\$89.00	\$992,528.00	700	\$62,300.00	11,152	\$992,528.00
26	16" HDPE DR11 WATERMAIN, EXTRA DEPTH (P)	LF	2,200	\$89.00	\$195,800.00	1,075	\$95,675.00	2,200	\$195,800.00
27	6"x45" BEND MJ DUCTILE IRON COMPACT FITTING	EA	32	\$362.03	\$11,584.96	9	\$3,258.27	9	\$3,258.27
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	3	\$1,630.56	4	\$2,174.08
31	16"x6" TEE MJ DUCTILE IRON COMPACT FITTING	EA	23	\$1,498.00	\$34,454.00	13	\$19,474.00	13	\$19,474.00
32	16"x8" TEE MJ DUCTILE IRON COMPACT FITTING	EA	4	\$1,520.00	\$6,080.00	3	\$4,560.00	3	\$4,560.00
33	16"x12" TEE MJ DUCTILE IRON COMPACT FITTING	EA	1	\$1,589.00	\$1,589.00	1	\$1,589.00	1	\$1,589.00
34	16"x12" CROSS MJ DUCTILE IRON COMPACT FITTING	EA	2	\$1,657.77	\$3,315.54	1	\$1,657.77	1	\$1,657.77
35	12"x6" REDUCER MJ DUCTILE IRON COMPACT FITTING	EA	1	\$588.10	\$588.10	1	\$588.10	1	\$588.10
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	4	\$1,073.60	5	\$1,342.00
38	12" PLUG MJ DUCTILE IRON COMPACT FITTING	EA	4	\$322.24	\$1,288.96	2	\$644.48	2	\$644.48
39	16" PLUG MJ DUCTILE IRON COMPACT FITTING	EA	1	\$506.18	\$506.18	1	\$506.18	1	\$506.18
40	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	LS	1	\$70,092.00	\$70,092.00	0	\$7,009.20	0	\$14,018.40
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	64	\$471.68	64	\$471.68
SUBTOTAL - DIVISION 2			\$1,808,790.41			\$391,723.69		\$1,446,512.69	
DIVISION 3 - STREETS									
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	

DATE: October 21, 2014
CONSENT
ITEM # 11

AGENDA ITEM: Pumphouse No. 4 – Pay Request No. 5

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. 5 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. 5 to Total Mechanical Services, Inc. in the amount of \$263,097.75 for Pumphouse No. 4”.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Total Mechanical Services Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 5 in the amount of \$263,097.75. 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 \$26,420.55.

RECOMMENDATION:

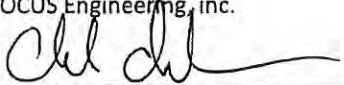
Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 5 for the Pumphouse No. 4 project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 5 to Total Mechanical Services, Inc. in the amount of \$263,097.75, for Pumphouse No. 4”.

ATTACHMENT(S):

1. Partial Pay Estimate No. 5

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. <u>5</u>			FOCUS ENGINEERING, inc.		
PUMPHOUSE NO. 4 PROJECT NO. 2013.132			PERIOD OF ESTIMATE FROM <u>9/1/2014</u> TO <u>9/30/2014</u>		
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		
CONTRACT CHANGE ORDER SUMMARY			PAY ESTIMATE SUMMARY		
No.	Approval Date	Amount			
		Additions Deductions			
			1. Original Contract Amount <u>\$748,640.00</u>		
			2. Net Change Order Sum <u>\$0.00</u>		
			3. Revised Contract (1+2) <u>\$748,640.00</u>		
			4. *Work Completed <u>\$528,411.00</u>		
			5. *Stored Materials <u>\$0.00</u>		
			6. Subtotal (4+5) <u>\$528,411.00</u>		
			7. Retainage* <u>5.0%</u> <u>\$26,420.55</u>		
			8. Previous Payments <u>\$238,892.70</u>		
TOTALS		\$0.00 \$0.00	9. Amount Due (6-7-8) <u>\$263,097.75</u>		
NET CHANGE		\$0.00	*Detailed Breakdown Attached		
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 ☒	
FINAL COMPLETION: <u>11/21/2014</u>		REMAINING <u>52</u>		NO ☐	
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>10/8/14</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>10/9/14</u> DATE		
APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA					
BY _____			BY _____		
DATE _____			DATE _____		

PARTIAL PAY ESTIMATE NO. 5

PUMPHOUSE NO. 4
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2013.132

FOCUS ENGINEERING, inc.

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	-	\$0.00	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	0.08	\$2,400.00	1.00	\$30,000.00
5	DIV 4 - MASONRY	LS	1	\$59,000.00	\$59,000.00	-	\$0.00	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	0.20	\$3,800.00	1.00	\$19,000.00
8	DIV 7 - THERMAL PROTECTION	LS	1	\$13,000.00	\$13,000.00	0.77	\$10,010.00	1.00	\$13,000.00
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	0.90	\$54,000.00	0.90	\$54,000.00
13	DIV 15 - MECHANICAL	LS	1	\$137,900.00	\$137,900.00	0.60	\$82,740.00	0.94	\$129,626.00
14	DIV 16 - ELECTRICAL	LS	1	\$243,000.00	\$243,000.00	0.50	\$121,500.00	0.50	\$121,500.00
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	235.00	\$1,175.00	235.0	\$1,175.00
21	TRUNCATED DOME PANELS	SF	8	\$40.00	\$320.00	8.00	\$320.00	8.0	\$320.00
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	1.00	\$1,000.00	1.0	\$1,000.00
24	SILT FENCE, MACHINE SUCED	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

TOTALS - BASE CONTRACT

\$748,640.00

\$276,945.00

\$528,411.00

DATE: October 21, 2014

CONSENT

ITEM # 12

AGENDA ITEM: Easement Encroachment Agreement – 9986 Tapestry Road N

SUBMITTED BY: Joan Ziertman, Planning Program Assistant

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Rick Chase, Building Official
Adam Bell, City Clerk

SUGGESTED ORDER OF BUSINESS(if removed from consent agenda):

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

POLICY RECCOMENDER: Staff recommends that the City Council approve the encroachment agreement for Gregory J. and Anja K. Metzger at 9986 Tapestry Road North as part of tonight's consent agenda.

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to authorize as part of tonight's consent agenda, the execution of an easement encroachment agreement. The City has received a request to install a fence within a drainage and utility easement area at 9986 Tapestry Road North from Gregory J. Metzger and Anja K. Metzger. Approval of the requested improvement within the City's drainage and utility easements would allow the property owners to construct the requested improvement within the City's drainage and utility easements located on their private property.

Staff is recommending that the City Council approve the easement encroachment agreement as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:

“Move to approve the easement encroachment agreement for Gregory & Anja Metzger, 9986 Tapestry Road N to install a fence within the City’s drainage and utility easement.”

LEGISLATIVE HISTORY: The City holds easements of different sizes and for different purposes on many residential and commercial properties throughout the City. When a resident is interested in putting a structure within an easement, the city has requested the property owner provide a site plan showing where the improvement is proposed to be located, a detail of what the improvement will look like and how it will function. After that information is received, staff reviews the proposed improvement and the use of the easement to determine if the proposed improvement will impede the functionality of the easement. If staff determines that the improvement will not negatively impact the functionality of the easement, an approved building permit showing the requested work and an Easement Encroachment Agreement is needed before the work may commence.

The Easement Encroachment Agreement that has been submitted for Council consideration is for a fence and has been reviewed by planning staff. The proposed fence meets all city code requirements and Staff would have otherwise authorized construction of the fence if it did not encroach into a drainage and utility easement.

BACKGROUND INFORMATION (SWOT):

Strengths: The easement encroachment agreement is a legal document that has been signed by all property owners seeking to install improvements within an easement. The document, among other things, indemnifies the city from responsibility if damage occurs to the improvement or if it needs to be removed at some point in the future.

Weaknesses: None

Opportunities: None

Threats: None

RECOMMENDATION:

Based on the aforementioned, Staff is recommending that the City Council approve the easement encroachment agreement as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:

“Move to approve the easement encroachment agreement for Gregory & Anja Metzger to install a fence within the City’s drainage and utility easement.”

DATE: October 21, 2014
CONSENT
ITEM # 13

AGENDA ITEM: Easement Encroachment Agreement – 10902 57th Street N

SUBMITTED BY: Joan Ziertman, Planning Program Assistant

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Rick Chase, Building Official
 Adam Bell, City Clerk

SUGGESTED ORDER OF BUSINESS(if removed from consent agenda):

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

POLICY RECCOMENDER: Staff recommends that the City Council approve the encroachment agreement for Thomas D. & Jessie N. Pink at 10902 57th Street N as part of tonight's consent agenda.

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to authorize as part of tonight's consent agenda, the execution of an easement encroachment agreement. The City has received a request to install a fence within a drainage and utility easement area at 10902 57th Street N from Thomas D. Pink and Jessie N. Pink. Approval of the requested improvement within the City's drainage and utility easements would allow the property owners to construct the requested improvement within the City's drainage and utility easements located on their private property.

Staff is recommending that the City Council approve the easement encroachment agreement as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:

“Move to approve the easement encroachment agreement for Thomas D. and Jessie N. Pink, 10902 57th Street N to install a fence within the City’s drainage and utility easement.”

LEGISLATIVE HISTORY: The City holds easements of different sizes and for different purposes on many residential and commercial properties throughout the City. When a resident is interested in putting a structure within an easement, the city has requested the property owner provide a site plan showing where the improvement is proposed to be located, a detail of what the improvement will look like and how it will function. After that information is received, staff reviews the proposed improvement and the use of the easement to determine if the proposed improvement will impede the functionality of the easement. If staff determines that the improvement will not negatively impact the functionality of the easement, an approved building permit showing the requested work and an Easement Encroachment Agreement is needed before the work may commence.

The Easement Encroachment Agreement that has been submitted for Council consideration is for a fence and has been reviewed by planning staff. The proposed fence meets all city code requirements and Staff would have otherwise authorized construction of the fence if it did not encroach into a drainage and utility easement.

BACKGROUND INFORMATION (SWOT):

Strengths: The easement encroachment agreement is a legal document that has been signed by all property owners seeking to install improvements within an easement. The document, among other things, indemnifies the city from responsibility if damage occurs to the improvement or if it needs to be removed at some point in the future.

Weaknesses: None

Opportunities: None

Threats: None

RECOMMENDATION:

Based on the aforementioned, Staff is recommending that the City Council approve the easement encroachment agreement as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:

“Move to approve the easement encroachment agreement for Thomas D. and Jessie N. Pink to install a fence within the City’s drainage and utility easement.”

DATE: October 21, 2014
CONSENT
ITEM# 14

AGENDA ITEM: Consideration of a resolution in support of Sunfish Lake Park as a participant in the Minnesota DNR cross-country ski GIA program.

SUBMITTED BY: Alyssa MacLeod, Taxpayer Relations & Communications Coordinator

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Mike Bouthilet, Public Works Superintendent

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: Park Commission

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to consider resolutions in support of Sunfish Lake Park as a participant in the Minnesota DNR cross-country ski GIA program.

The GIA program provides limited funds to trails owned and operated by both private trail organizations and local units of government. Trail administration, development, and maintenance costs are divided with the GIA program paying 65 percent of these costs and the local club or sponsor providing the remaining 35 percent. Winter trail grooming costs are divided with the GIA program paying 90 and the local sponsor paying 10 percent. Record keeping by the local sponsor is required, and reimbursement requests are submitted in spring. The City must apply for participation renewal on an annual basis.

Reimbursable trail maintenance costs include items such as: Trail grooming (90%)
Parking lot maintenance

Parking lot and driveway snow plowing
Signs I trail map reproduction
Portable toilet rental
Trail mowing
Tree and brush removal

If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve a resolution in support Sunfish Lake Park as a participant in the Minnesota DNR cross-country ski GIA program.”

BACKGROUND INFORMATION:

Sunfish Lake Park was reinstated into the Minnesota DNR Grant-In-Aid program for ski trail maintenance in 2009 after a 10-year absence, and has been an active participant every year since.

RECOMMENDATION:

Staff is recommending that the City Council approve a resolution in support of Sunfish Lake Park as a participant in the 2014-15 Minnesota DNR cross-country ski GIA program. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve a resolution in support Sunfish Lake Park as a participant in the Minnesota DNR cross-country ski GIA program.”

ATTACHMENT:

1. GIA Sponsor Resolution

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

RESOLUTION NO. 2014-84

**A RESOLUTION SUPPORTING THE PARTICIPATION IN THE MINNESOTA
CROSS COUNTRY SKI TRAIL ASSISTANCE PROGRAM FOR THE
MAINTENANCE OF SUNFISH LAKE PARK SKI TRAILS.**

WHEREAS, Sunfish Lake Park is a unique natural oasis that provides the opportunity for a wonderful cross-country ski experience.

WHEREAS, the City of Lake Elmo desires to maintain the cross-country ski trails to be used in a safe and enjoyable manner;

WHEREAS, the City desires to take advantage of available financial assistance and resources to cover cost of maintaining the ski trails'

NOW THEREFORE BE IT RESOLVED, that the Lake Elmo City Council supports application to the Minnesota Cross Country Ski Assistance Program for the maintenance of Sunfish Lake Park cross country ski trails with Alyssa MacLeod, Taxpayer Relations and Communications Coordinator, named as the program administrator to act on behalf of the City.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS
TWENTY-FIRST DAY OF OCTOBER 2014.**

**CITY COUNCIL
CITY OF LAKE ELMO**

By: _____
Mike Pearson
Mayor

ATTEST:

Adam Bell
City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: October 21, 2014
REGULAR
ITEM # 15

AGENDA ITEM: Well No. 4 Connecting Watermain Improvements – Assessment Hearing on Improvements and Adopting the Final Assessment Roll

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:

- Introduction of Item City Engineer
- Report/Presentation..... City Engineer
- Questions from Council to Staff..... Mayor Facilitates
- Open Public Improvement Hearing; Public Input 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 and adopting the final assessment roll finalizes the special assessments to be levied for the project.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to conduct the Final Assessment Hearing for Well No. 4 Connecting Watermain Improvements and to hear upon any objections to the proposed assessment whether presented verbally or in writing. Following the Hearing, the Council is asked to consider adopting the final assessment roll. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-85, Adopting the Final Assessment Roll for the Well No. 4 Connecting Watermain Improvements”.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

On September 16, 2014, the City Council approved a Resolution declaring the costs to be assessed, ordering the preparation of the proposed assessment, and calling for the hearing on proposed assessment for the Well No. 4 Connecting Watermain Improvements. The Project is substantially complete and the special assessments for this project were established as a fixed lateral benefit assessment. Therefore the unit assessments remain unchanged with the final project costs.

Pursuant to Minnesota Statutes, Section 429 the Council must declare the final amount to be assessed against the benefitting properties and the hearing on the proposed assessment for these improvements must be conducted. Staff has attached a proposed Final Assessment Roll. The final unit assessment amount for each benefitting property is \$2,900.

Mailed notice has been provided to each assessed property and notice of the public hearing has been published in the local paper in accordance with Minnesota Statutes, Section 429. The Final Assessment Roll must be certified to the County Auditor by November 30, 2014.

RECOMMENDATION:

Staff is recommending that the City Council adopt Resolution No. 2014-85, thereby Adopting the Final Assessment Roll for the Well No. 4 Connecting Watermain Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-85, Adopting the Final Assessment Roll for the Well No. 4 Connecting Watermain Improvements”.

ATTACHMENT(S):

1. Resolution No. 2014-85, Adopting the Final Assessment Roll on Watermain Improvements
2. Final Assessment Roll
3. Notice of Hearing on Watermain Improvements

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

RESOLUTION NO. 2014-85

**A RESOLUTION ADOPTING THE FINAL ASSESSMENT ROLL FOR THE WELL NO
4 CONNECTING WATERMAIN IMPROVEMENTS**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for the Well No. 4 Connecting Watermain Improvements.

NOW, THEREFORE, IT IS HEREBY RESOLVED,

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment 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. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2014. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to the certification of the assessment to the county auditor, pay the whole of the assessment on such property, with the interest accrued to the date of payment, to the City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she 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 next succeeding year.
4. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE TWENTY FIRST DAY OF
OCTOBER 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 50th Street, from the Well 4 site to Lake Elmo Avenue, and along Lake Elmo Avenue, from 50th Street to 43rd 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)

DATE: **October 21, 2014**
REGULAR
ITEM # **16**

AGENDA ITEM: Lake Elmo Avenue Trunk Watermain Improvements – Assessment
Hearing on Improvements and Adopting the Final Assessment Roll

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:

- Introduction of Item City Engineer
- Report/Presentation..... City Engineer
- Questions from Council to Staff Mayor Facilitates
- Open Public Improvement Hearing; Public Input 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 and adopting the final assessment roll finalizes the special assessments to be levied for the project.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to conduct the Final Assessment Hearing for the Lake Elmo Avenue Trunk Watermain Improvements and to hear upon any objections to the proposed assessment whether presented verbally or in writing. Following the Hearing, the Council is asked to consider adopting the final assessment roll. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-86, Adopting the Final Assessment Roll for the Lake Elmo Avenue Trunk Watermain Improvements”.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

On September 16, 2014, the City Council approved a Resolution declaring the costs to be assessed, ordering the preparation of the proposed assessment, and calling for the hearing on proposed assessment for the Lake Elmo Avenue Trunk Watermain Improvements. Special assessments for this project were established as a fixed lateral benefit assessment. Therefore the unit assessments remain unchanged with the final project costs.

Pursuant to Minnesota Statutes, Section 429 the Council must declare the final amount to be assessed against the benefitting properties and the hearing on the proposed assessment for these improvements must be conducted. Staff has attached a proposed Final Assessment Roll. The final unit assessment amount for each benefitting property is \$2,900.

Mailed notice has been provided to each assessed property and notice of the public hearing has been published in the local paper in accordance with Minnesota Statutes, Section 429. The Final Assessment Roll must be certified to the County Auditor by November 30, 2014.

RECOMMENDATION:

Staff is recommending that the City Council adopt Resolution No. 2014-86, thereby Adopting the Final Assessment Roll for the Lake Elmo Avenue Trunk Watermain Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-86, Adopting the Final Assessment Roll for the Lake Elmo Avenue Trunk Watermain Improvements”.

ATTACHMENT(S):

1. Resolution No. 2014-86, Adopting the Final Assessment Roll on Watermain Improvements.
2. Final Assessment Roll.
3. Notice of Hearing on Watermain Improvements.

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

RESOLUTION NO. 2014-86

**A RESOLUTION ADOPTING THE FINAL ASSESSMENT ROLL FOR THE LAKE
ELMO AVENUE TRUNK WATERMAIN IMPROVEMENTS**

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the Lake Elmo Avenue Trunk Watermain Improvements.

NOW, THEREFORE, IT IS HEREBY RESOLVED,

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment 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. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2014. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to the certification of the assessment to the county auditor, pay the whole of the assessment on such property, with the interest accrued to the date of payment, to the City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she 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 next succeeding year.
4. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE TWENTY FIRST DAY OF
OCTOBER 2014.**

CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)
ATTEST:

Adam Bell
City Clerk

NO.	NAME	ADDRESS	MAILING ADDRESS	PID	UNITS	UNITS
1	GRIFFIN WENDY L	2835 LAKE ELMO AVE N	2835 LAKE ELMO AVE N	2402921220004	1	\$2,900.00
2	RALEIGH DANIEL D & DEBORAH C	2737 LAKE ELMO AVE N	2737 LAKE ELMO AVE N	2402921230009	1	\$2,900.00
3	TREML DENNIS F & BARBARA J	2715 LAKE ELMO AVE N	2715 LAKE ELMO AVE N	2402921230010	1	\$2,900.00
4	KEMPF GUST JR TRS	2685 LAKE ELMO AVE N	PO BOX 311	2402921240004	1	\$2,900.00
5	NOVAK CAROL JEANNE TRS	2641 LAKE ELMO AVE N	2925 KLONDIKE	2402921240002	1	\$2,900.00
6	LEITE JAN A	2575 LAKE ELMO AVE N	2575 LAKE ELMO AVE N	2402921230004	1	\$2,900.00
7	HYNDMAN MARTIN V	2543 LAKE ELMO AVE N	2543 LAKE ELMO AVE N	2402921230003	1	\$2,900.00
8	HOPKINS STEPHEN L & OLSON GAIL	2525 LAKE ELMO AVE N	2525 LAKE ELMO AVE N	2402921230006	1	\$2,900.00
9	WASKO MICHAEL & KATHRYN A	2491 LAKE ELMO AVE N	2491 LAKE ELMO AVE N	2402921230001	1	\$2,900.00
10	TAIT GEORGE R & JULIE A	2443 LAKE ELMO AVE N	PO BOX 116	2402921320013	1	\$2,900.00
11	FULLER SUSAN A TRS	2337 LAKE ELMO AVE N	4058 DEERWOOD	2402921320005	1	\$2,900.00
12	GARDNER ROBERT L	2315 LAKE ELMO AVE N	2315 LAKE ELMO AVE N	2402921320003	1	\$2,900.00
13	JOHNSON JAY A & CHRISTIAN	2269 LAKE ELMO AVE N	2269 LAKE ELMO AVE N	2402921320006	1	\$2,900.00
14	CLIFFORD N ADKINS FAMILY TRS 10/30/07	2227 LAKE ELMO AVE N	1017 PARK	2402921330004	1	\$2,900.00
15	NACHTWEY LAWRENCE J	2211 LAKE ELMO AVE N	2211 LAKE ELMO AVE N	2402921330003	1	\$2,900.00
16	BANISTER JAMES R & MARY G BANISTER	2197 LAKE ELMO AVE N	2197 LAKE ELMO AVE N	2402921330002	1	\$2,900.00
17	TRAVERS NORRINE	2151 LAKE ELMO AVE N	2151 LAKE ELMO AVE N	2402921330005	1	\$2,900.00
18	THOMPSON JOHN R & ROSALINDA C	2119 LAKE ELMO AVE N	2119 LAKE ELMO AVE N	2402921330006	1	\$2,900.00
19	WRIGHT DONALD A & ARDIS R	2069 LAKE ELMO AVE N	2069 LAKE ELMO AVE N	2402921330014	1	\$2,900.00
20	LARSON PAUL J & JOANN	2041 LAKE ELMO AVE N	2041 LAKE ELMO AVE N	2402921330013	1	\$2,900.00
21	KRONGARD ELIZABETH	1796 LAKE ELMO AVE N	PO BOX 882	2602921110001	1	\$2,900.00
22	REARDON VICKY A	1756 LAKE ELMO AVE N	1756 LAKE ELMO AVE N	2602921110002	1	\$2,900.00
23	WEEKS BRUCE W	1446 LAKE ELMO AVE N	1446 LAKE ELMO AVE N	2602921410002	1	\$2,900.00
24	PETERSON FRANCES	1326 LAKE ELMO AVE N	1326 LAKE ELMO AVE N	2602921410005	1	\$2,900.00
25	HOLMGREN TERI & STEVEN MOST	978 LAKE ELMO AVE N	978 LAKE ELMO AVE N	3502921110003	1	\$2,900.00
26	HER KOU & NENG V	928 LAKE ELMO AVE N	928 LAKE ELMO AVE N	3502921110004	1	\$2,900.00
27	VUE DOUA	872 LAKE ELMO AVE N	872 LAKE ELMO AVE N	3502921110005	1	\$2,900.00
28	ADKINS TRACY J	814 LAKE ELMO AVE N	814 LAKE ELMO AVE N	3502921110006	1	\$2,900.00
29	MILLER RANDY L & JANE C	760 LAKE ELMO AVE N	760 LAKE ELMO AVE N	3502921140003	1	\$2,900.00
30	OLIVEIRA MARCIO R S & JULIAINE	704 LAKE ELMO AVE N	704 LAKE ELMO AVE N	3502921140004	1	\$2,900.00
31	ANNETTE L KASPERSON REV TRS	616 LAKE ELMO AVE N	616 LAKE ELMO AVE N	3502921130001	1	\$2,900.00
32	BRADLEY FLORENCE L TRS & GILLIS M LINDBERG TRS	520 LAKE ELMO AVE N	520 LAKE ELMO AVE N	3502921140001	1	\$2,900.00
TOTAL					32	\$92,800.00

**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 30th Street to future 5th 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)



MAYOR & COUNCIL COMMUNICATION

DATE: October 21, 2014
REGULAR
ITEM # 17

AGENDA ITEM: Section 34 Water & Sewer Utility Improvements – Order the Pressure Reduction Station (PRV) Improvements, Accept Bids, and Award Contract

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Chad Isakson, Project Engineer
Cathy Bendel, Finance Director
Dave Snyder, City Attorney

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Engineering

FISCAL IMPACT: \$143,000.

Project Costs include \$93,600.00 for the Hudson Boulevard PRV, \$20,253.00 for the alternate add bid PRV in the Savona 2nd Addition, and \$29,000 for engineering and contingency. Approval of this resolution commits the council to entering into a construction contract for the project in the amount of \$113,853.00 and incurring the other project related construction costs including engineering, construction administration, staking, inspection, and record drawings.

The project will be paid through the Section 34 Water & Sewer Utility Extension project fund which has been fully assessed against the benefitting properties.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider ordering the improvements for the Section 34 Pressure Reduction Stations to be paid for through the Section 34 Water and Sewer Utility Improvement project funds; accept contractor bids, and award a contract. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-87, Ordering the Improvements for the Section 34 Pressure Reduction Stations to be paid for through the Section 34 Water and Sewer Utility Improvement project funds, Accepting Bids, and Awarding a Contract to Geislinger & Sons, Inc., in the amount of \$113,853.00 which includes the Base Bid and add Alternate No. 1.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The City of Lake Elmo completed the 2030 Water System Master Plan in 2007 which identifies three separate operating pressure zones throughout the City. The high pressure zone is located in the southwest part of the City including most of Section 33 and 34 with the east end of Section 34 transitioning down to the Low Pressure Zone.

In 2013, the City completed the Section 34 Water and Sewer Utility Extension project to provide municipal sewer and water service to the undeveloped properties located in Section 34 with the initial phases of the developments to occur on the east side of Section 34 along Keats Avenue. The project was completed as a public improvement project with the costs fully assessed against the benefitting properties.

In 2014, both the Savona and Hammes Estates developments received preliminary and final plat approval for their respective subdivisions. Through this process the location of the public right-of-ways, public outlots and watermains were determined. Using this information, the City Engineer, and his consultants, completed water modeling updates and determined the most feasible and cost effective placement for pressure reducing stations to complete a functional water system for all properties. The pressure reduction stations are required to reduce the operating pressures for homes located in the lower elevations such that the water service is delivered to each home at pressures rated for the in house plumbing fixtures.

Two PRV stations are required immediately: one located along the Hudson Boulevard trunk watermain and one within the Savona 2nd Addition. The improvements are needed to allow the new buildings and homes to connect to the City water system.

Bids were received, publicly opened, and read aloud on Tuesday October 14, 2014. The City Engineer and design consultant has prepared and attached the Tabulation of Bids and a letter of recommendation for the award of the contract. The City received four (4) bids for this project, with Geislinger & Sons, Inc. providing the lowest combination base bid and alternate bid in the total construction amount of \$113,853.00. Contractor references for Geislinger & Sons, Inc. were reviewed and verified. The City Engineer and his consultant are therefore recommending that the

Council award the contract to the lowest responsible bidder, Geislinger & Sons, Inc., as outlined in the attached letter.

The Project was advertised on QuestCDN.com and in the Oakdale-Lake Elmo Review in accordance with the Minnesota Competitive Bidding requirements. The improvements include:

- Two precast concrete water pressure reducing valve stations and associated utility and site work.

RECOMMENDATION:

Staff is recommending that the City Council order the improvements for the Section 34 Pressure Reduction Stations to be paid for through the Section 34 Water and Sewer Utility Improvement project funds; accept contractor bids, and award a contract. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-87, Ordering the Improvements for the Section 34 Pressure Reduction Stations to be paid for through the Section 34 Water and Sewer Utility Improvement project funds, Accepting Bids, and Awarding a Contract to Geislinger & Sons, Inc., in the amount of \$113,853.00 which includes the Base Bid and add Alternate No. 1.”

ATTACHMENT(S):

1. Resolution No. 2014-87, Ordering the PRV Improvements, Accepting Bids and Awarding a Contract.
2. Location Map.
3. Section 34 Pressure Reduction Station Plan.
4. Tabulation of Bids and Engineer’s Letter of Award Recommendation.
5. Project Schedule.

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

RESOLUTION NO. 2014-87

**A RESOLUTION ORDERING THE IMPROVEMENTS FOR THE
SECTION 34 PRESSURE REDUCTION STATIONS, ACCEPTING BIDS,
AND AWARDING A CONTRACT**

WHEREAS, the 2030 Water System Master Plan identifies the boundary between the Water System High Pressure Zone and Water System Low Pressure Zone to be in Section 34 due to the significant relief in topography; and

WHEREAS, the Savona and Hammes Estates developments have both recently been platted thereby identifying the location of streets and watermains to be installed within their respective subdivisions; and

WHEREAS, the City Engineer, and his consultants, have recently determined the locations to install the Pressure Reduction Stations within Section 34 to create an intermediate pressure zone as the high pressure zone transitions to the low pressure zone, and said intermediate pressure zone resides within portions of both the Savona and Hammes Estates subdivisions; and

WHEREAS, the improvements are necessary, cost effective and feasible to provide a functional system to deliver the supply of water at safe operating pressures throughout the area; and

WHEREAS, pursuant to an advertisement for bids for the Section 34 Pressure Reduction Station, bids were received, opened, and tabulated according to law, and bids were received complying with the advertisement; and

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

WHEREAS, the project engineer reviewed the bids and has provided a letter recommending the award of the contract for both the base bid and Alternate No. 1 to the lowest responsible bidder, Geislinger & Sons, Inc., in the amount of \$113,853.00.

NOW, THEREFORE, IT IS HEREBY RESOLVED,

1. Such improvement is deemed necessary, cost-effective, and feasible as recommended by the City Engineer.
2. Such improvement is hereby ordered as proposed in this council resolution adopted this 21st day of October, 2014.
3. The improvements shall be incorporated as part of the Section 34 Water and Sewer Utility Extension Improvements project and paid for through funds established for this project including the levying the cost of said improvements to the benefiting properties.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.

5. The City Engineer is hereby designated as the engineer for making this improvement. The engineer, and his consultants, shall oversee the making of such improvement.
6. That the Mayor and City Clerk are hereby authorized and directed to enter into a Contract in the accordance with the above ordered Project, in the amount of the Contractor's lowest responsible bid, and according to the plans and specifications thereof approved by the City Council.
7. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE TWENTY-FIRST DAY OF
OCTOBER 2014.**

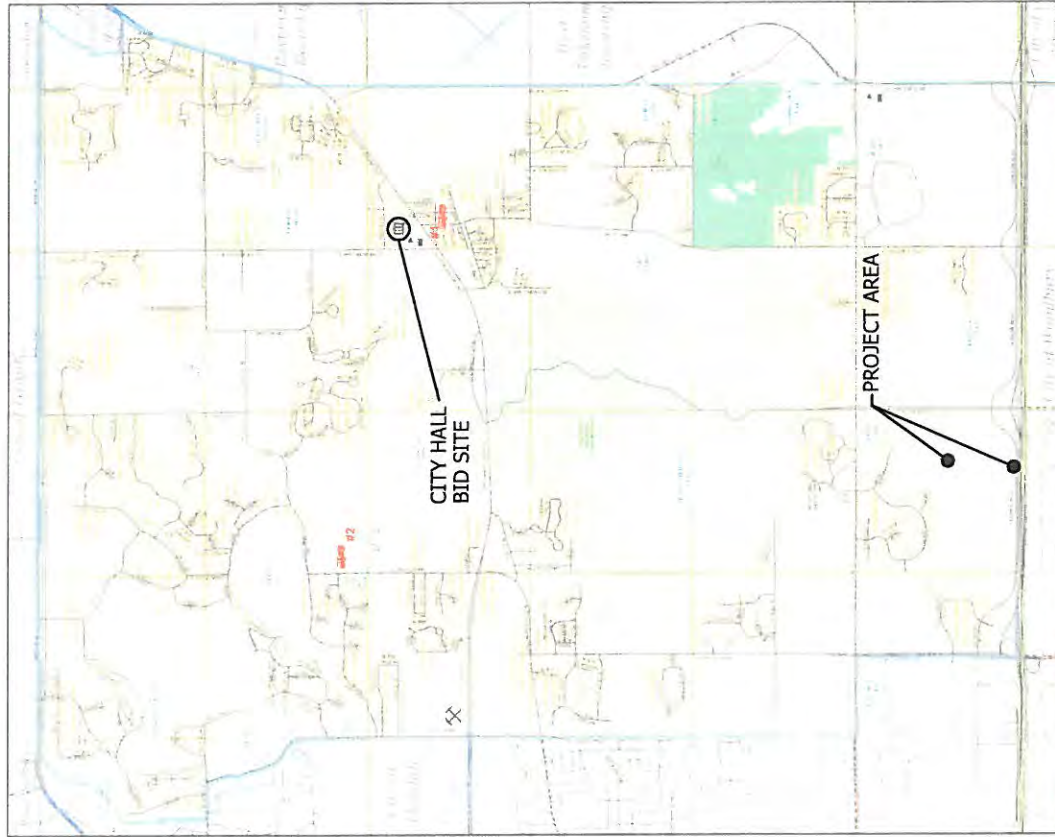
CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)

ATTEST:

Adam Bell
City Clerk



SECTION 34 PRESSURE REDUCING VALVE STATIONS 2013.126 2014

SHEET NUMBER SHEET TITLE

GENERAL
G0.01

TITLE SHEET

CIVIL

LOCATION PLAN

Hudson Blvd R/W Station

7th Street N R/W Station

C4.02

THIS PLAN SET CONTAINS 1 SHEETS.

Mike Pearson
Justin Bloyer
Wally Nelson
Mike Reeves
Anne Smith
Dean Zuleger
Jack Griffin
David Snyder

MAYOR
COUNCILMEMBER
COUNCILMEMBER
COUNCILMEMBER
COUNCILMEMBER
CITY ADMINISTRATOR
CITY ENGINEER
CITY ATTORNEY

BOLTON & MENK, INC.
CITY ENGINEER
10000 W. 10TH AVE. SUITE 100
MINNEAPOLIS, MN 55425
PHONE: 612.338.1111 FAX: 612.338.1112
WWW.BOLTONANDMENK.COM

1/4" = 1"

SECTION 34 PRESSURE REDUCING VALVE STATIONS

G0.01

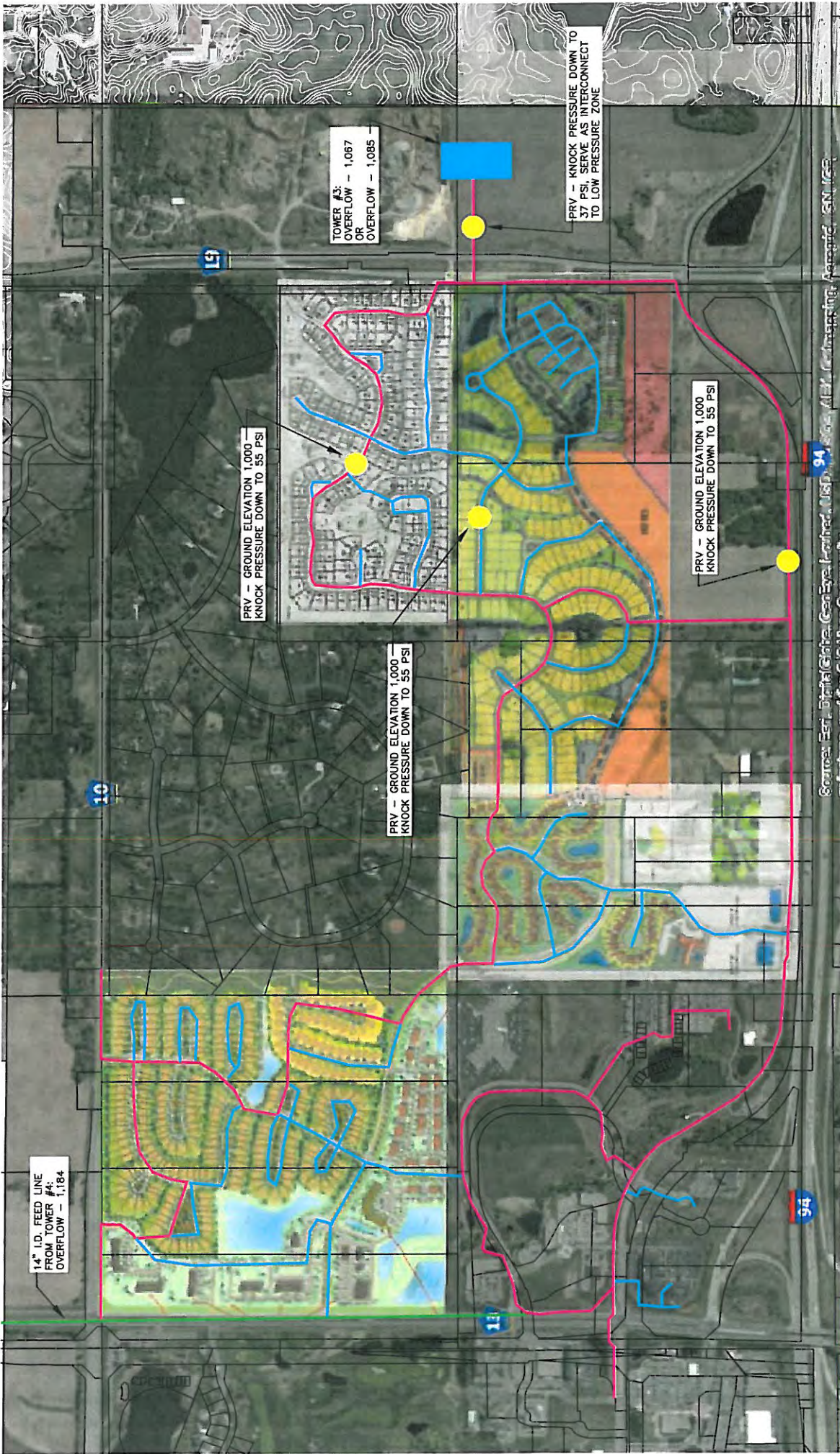
TITLE SHEET

The City of Lake Elmo
VICINITY MAP

NOTES:
1. SCALE
2. 0 200 400 FEET

DATE: 12/16/2013
BY: J. BLOOM
CHECKED: M. REEVES
APPROVED: D. SNYDER

PROJECT: SECTION 34 PRESSURE REDUCING VALVE STATIONS
SHEET: G0.01





BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2035 County Road D East • Suite B • Maplewood, MN 55109-5314

Phone (651) 704-9970 • Fax (651) 704-9971

www.bolton-menk.com

October 14, 2014

Mr. Chad Isakson, P.E.
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Re: Bid Results
Section 34 Pressure Reducing Valve Stations
City Project No. 2013.126
BMI Project No. N15.106424

Dear Mr. Isakson:

Bids for the Section 34 Pressure Reducing Valve Stations project were opened on Tuesday, October 14, 2014. Four (4) bids were received and ranged from \$93,600 to \$137,800 for the Base Bid. A detailed Bid Abstract has been included. The following is a summary of the Bids received:

<u>Contractor</u>	<u>Total Base Bid</u>	<u>Bid Alternate #1</u>	<u>Base Bid + Alternate #1</u>
Geislinger & Sons	\$93,600.00	\$20,253.00	\$113,853.00
Meyer Contracting Inc.	\$113,144.00	\$18,579.00	\$131,723.00
Northdale Construction Company, Inc.	\$122,000.00	\$35,000.00	\$157,000.00
GF Jedlicki Inc.	\$137,800.00	\$46,925.00	\$184,725.00

The low Bidder on the Project was Geislinger & Sons with a Total Base Bid amount of \$93,600.00. The Bid Alternate can be selected without affecting the low bidder. It is our recommendation to award the Base Bid and Alternate #1. The alternate was for the PRV Station located within the Savona 2nd Addition on 7th Street. If the City Council decides to award the alternate, the Adjusted Total Base Bid amount would be **\$113,853.00**.

If you have any questions, please feel free to contact me at 651-728-3172.

Sincerely,

BOLTON & MENK, INC.

Michael Warner, P.E.
Senior Project Engineer

Enclosure

ABSTRACT OF BIDS

SECTION 34 PRESSURE REDUCING VALVE STATIONS

CITY OF LAKE ELMO

CITY PROJECT NO. 2013.126

BMI PROJECT NO. N15.106424

BID OPENING: OCTOBER 14, 2014, 10:00 AM

1				2				3				4			
GEISINGER & SONS				MEYER CONTRACTING INC.				NORTHDAL CONSTRUCTION CO., INC.				GF JEDLUCKI INC			
No.	Item	Units	Qty	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
BASE BID - HUDSON BOULEVARD PRV STATION															
1	HUDSON BLVD PRV STATION	LS	1	\$91,100.00	\$91,100.00	\$78,831.00	\$78,831.00	\$118,000.00	\$118,000.00	\$134,800.00	\$134,800.00				
2	WATERMAIN BYPASS - HUDSON BLVD	LS	1	\$2,500.00	\$2,500.00	\$34,313.00	\$34,313.00	\$4,000.00	\$4,000.00	\$3,000.00	\$3,000.00				
TOTAL BASE BID - HUDSON BOULEVARD PRV STATION					\$93,600.00		\$113,144.00		\$122,000.00		\$137,800.00				
ALTERNATE NO. 1 - 7TH STREET PRV STATION															
1	7TH STREET PRV STATION	LS	1	\$20,253.00	\$20,253.00	\$18,579.00	\$18,579.00	\$35,000.00	\$35,000.00	\$46,925.00	\$46,925.00				
TOTAL BASE BID AND ALTERNATE NO. 1					\$113,853.00		\$131,723.00		\$157,000.00		\$184,725.00				



MAYOR & COUNCIL COMMUNICATION

DATE: October 21, 2014
REGULAR
ITEM 18

AGENDA ITEM: Inwood Booster Station Improvements – Approve Terms for Site Acquisition
SUBMITTED BY: Jack Griffin, City Engineer
THROUGH: Dean A. Zuleger, City Administrator
REVIEWED BY: Adam Bell, City Clerk
Cathy Bendel, Finance Director
Chad Isakson, Project Engineer

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Engineering

FISCAL IMPACT: \$22,500.

The City will be paying \$22,500 to acquire fee title to the parcel of land identified as the most beneficial site for locating the Water Booster Station along Inwood Avenue and waiving a \$5,800 lateral benefit assessment to the property located at 2298 Inwood Avenue. The purchase amount is about 62% of the amount budgeted for this project in the total project costs. The amount is therefore within the Capital Improvement Plan budget, however it is unknown at this time whether or not the land acquisition costs are eligible for reimbursement from the \$3.5 million MN-DEED Grant.

The land acquisition costs will be funded through the \$3.5 million MN-DEED Grant, if found to be an eligible grant cost, or through the Water Enterprise Fund.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving the Booster Station Site Acquisition Terms as outlined in the City letter dated July 10, 2014. The recommended motion for this action is as follows:

“Move to approve the Booster Station Site Acquisition Terms as outlined in the City letter dated July 10, 2014.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The Inwood Booster Station and Trunk Watermain Improvement project is a \$3.1 million water system infrastructure project that is needed to deliver city water service to support the growth and development in the I94 corridor, residing in the high water pressure zone. More specifically this project serves the corridor area between Inwood Avenue and Keats Avenue (Sections 33 and 34) that will include the Savona development, Boulder Ponds, Hammes Estates, Alan Dale properties, Azur properties, MFC & CM properties, and the existing properties within the Eagle Point Business Park.

This project is programmed for construction in the 2015 Capital Improvement Plan. The proposed improvements include the extension of trunk watermain facilities along Inwood Avenue from 26th Street North to Eagle Point Boulevard. A water booster station has been identified as part of this improvement to increase water pressures in the southern part of the city due to higher topography. A feasibility report was authorized by the city council on August 6, 2013 in order to ready this project for 2015 construction. The feasibility report identified the need to acquire property in the vicinity of 26th Street North and Inwood Avenue to accommodate the water booster station facility.

Over the past year, staff has been working with various property owners and Washington County to negotiate the purchase of the water booster station site and has secured an agreement to acquire a property ideal for the project, subject to council approval. The Site Acquisition terms are outlined in the attached letter dated July 10, 2014. The location of the site is identified in the attached Site Location Map.

RECOMMENDATION:

Staff is recommending that the City Council approve the Booster Station Site Acquisition Terms as outlined in the City letter dated July 10, 2014. The recommended motion for this action is as follows:

“Move to approve the Booster Station Site Acquisition Terms as outlined in the City letter dated July 10, 2014.”

ATTACHMENT(S):

1. City/County Joint Site Acquisition Letter Offer to Property Owner, dated July 14, 2014.
2. Site Location Map.



July 10, 2014

Mr. Al Eberhard
Eberhard Trust

Via Email

RE: Inwood Avenue Booster Station
City/County Joint Site Acquisition offer -REVISED

Mr. Eberhard,

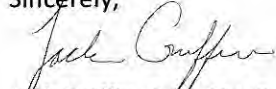
Per our phone conversation yesterday please see the below REVISED purchase offer for the Inwood Avenue Booster Station site related to your property located along Inwood Avenue in Lake Elmo; Parcel ID 2102921310001. The revisions now incorporate the additional items agreed to and documented in the City's email dated July 2, 2014. The City of Lake Elmo and Washington County have agreed to make a joint offer consisting of the following terms:

1. The County is offering to purchase future R/W width consisting of approximately 19,650 square feet. This consists of approximately 15 feet of width along the entire length of the parcel which is estimated at 1,310 feet in length. The County is offering between \$1.00 and \$1.20 per square foot, or \$23,580.
2. The County is also offering to identify a future street access for this property to ensure that this property may develop in the future with a full access road to Inwood Avenue.
3. The City is offering to purchase approximately 5,625 square feet of property abutting this new R/W, to be located in the northeast corner of the property. The City is offering \$4.00 per square foot for this parcel for the total City offer of \$22,500. The City can work with you to prepare a site plan that shares access for the new booster station with the existing farm operations.
 - *The City/County will pay all costs for survey, legal descriptions and transaction costs associated with the purchase and property description changes including recording documents at the County. Your involvement will include review and signature of the closing documents. However, the City/County will not reimburse you for costs incurred by you should you choose to have representation to review documents on your behalf.*
 - *The new access road will be a minimum of 20 feet wide and will be a shared access for the Booster Station site and farm operations.*
 - *The City will work with you and consider your input to minimize impacts to the farm operations on your property while developing the booster station site plan and defining the final parcel size and dimensions of the parcel to be purchased.*
4. The City will agree to waive the proposed \$5,800 water lateral benefit assessment associated with the Inwood Trunk Watermain Improvements passing your existing property at 2298 Inwood Avenue North.
5. This offer is valid until 4:00 PM on Friday, July 11, 2014.

The City believes that this offer is both fair and beneficial to the Eberhard Trust. As discussed over many occasions, the City believes that the true benefit in this offer is the increased future value to the property by ensuring that the City water supply abutting this property is on the high pressure side of the booster station. If the booster station is located to the south of this property the developer will be responsible for the full cost of extending high pressure water to the site at the time of any future development. This is consistent with the City's adopted policy on public improvements.

We apologize for having to attach a deadline to this offer but as we have shared with you in the past, the timing for this improvement is critical. Given the time considerations please be aware that the City will concurrently seek alternative sites. Thank you for your consideration. Please contact me at 651.300.4264 should you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jack Griffin".

Jack Griffin, P.E., City Engineer

Cc: Dean Zuleger, City Administrator



Property Viewer



Approximate
Booster Station
Site Location