

**NOTICE OF MEETING**

**City Council Meeting**

**Tuesday, January 13, 2015 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. Swearing In of New Elected Officials**
- F. Approval of Agenda**
- G. Accept Minutes**
  - 1. Accept December 16, 2014 City Council Meeting Minutes
- H. Council Reports**
  - Mayor
  - Council
- I. Presentations/Public Comments/Inquiries**
- J. Finance Consent Agenda**
  - 2. Approve Payment of Disbursements and Payroll
  - 3. Section 34 Pressure Reduction Station – Pay Request No. 1
  - 4. Lake Elmo Avenue Trunk Watermain Improvements – Pay Request No. 5
  - 5. Olson Lake Trail Sanitary Sewer Project – Payment Authorization
- K. Other Consent Agenda**
  - 6. Designate Official Publication Newspaper of Record
  - 7. Designate Official Depositories of Funds; **Resolution No. 2015-01**
  - 8. Resolution Designating Data Practice Officials and Approving City's Data Practice Policy; **Resolution No. 2015-02**
  - 9. Appoint City Engineer
  - 10. Appoint City Attorney
  - 11. Approve Resolution Calling for Public Hearing to Vacate A Portion Of Park Land; **Resolution No. 2015-03**
- L. Regular Agenda**
  - 12. Appoint 2015 Acting Mayor
  - 13. Appoint Required Officials to Fire Relief Association Board of Trustees
  - 14. 3.2% Malt Liquor License – Kwik Trip **PUBLIC HEARING**
  - 15. 2015 City of Lake Elmo Plan of Work
  - 16. Review of current commissions and work groups
  - 17. Planning Commission Appointments
  - 18. Park Commission Appointments
  - 19. Library Board Appointments
  - 20. Establishment of Council members to Council Committees
  - 21. Council Protocol
  - 22. Staff Protocol/Responsibilities
  - 23. Review of restriction imposed on Council Member Smith regarding staff communication
- M. Staff Reports and Announcements**
  - City Administrator
  - City Attorney
  - Planning Director
  - City Engineer
  - Finance Director
  - City Clerk
- N. Executive Session to Receive Private Personnel Data**
- O. Adjourn**

CITY OF LAKE ELMO  
CITY COUNCIL MINUTES  
DECEMBER 16, 2014

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

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

**ABSENT:** Council Member Smith

Staff present: City Administrator Zuleger, City Attorney Snyder, City Planner Johnson, City Engineer Griffin, and City Clerk Bell.

**PLEDGE OF ALLIGENCE**

**APPROVAL OF AGENDA**

***MOTION:*** Council Member Nelson moved **TO APPROVE THE DECEMBER 16, 2014 CITY COUNCIL AGENDA AS AMENDED. Council Member Reeves seconded the motion. **MOTION PASSED 4-0.****

**ITEM 1: ACCEPT MINUTES**

***THE DECEMBER 02, 2014 CITY COUNCIL MINUTES WERE APPROVED AS AMENDED BY CONSENSUS.***

**COUNCIL REPORTS:**

**Council Member Bloyer:** attended milfoil prevention meeting. Mr. Bloyer shared his appreciation for Council Members Nelson and Reeves. He thanked them for their service to Lake Elmo.

**Council Member Reeves:** no activity to report. He said it has been a privilege and an honor to serve. He thanked everyone who he has worked with on the Council, Parks and Planning Commissions, HR Committee, and Administrator and staff. He wished the Mayor, Council Members Bloyer and Smith and Members-elect Fliflet and Lundgren the best.

**Council Member Nelson:** attended Public Safety Committee meeting and Finance Committee meeting; worked with Conservation District to obtain refund for taxpayers; he thanked staff, Council, and the residents for the opportunity to serve. He commended Mayor Pearson on his dedication to the City.

**Mayor Pearson:** thanked Council Members Nelson and Reeves for all the great work, dedication, and service to City. Mayor Pearson said he enjoyed working with them and getting to know them better.

City Administrator Zuleger presented the City's first Certificate of Achievement for Excellence in Financial Reporting to Finance Chair Nelson.

**PUBLIC COMMENTS/INQUIRIES**

**Dave Carlson,** 8554 Hidden Bay Trail N., thanked Council Members Reeves and Nelson for service to the City and Community. He also thanked the rest of the Council and staff for all the hard work. He wished everyone a Merry Christmas.

***Council Member Bloyer left the room at 7:13 pm. He returned at 7:15 pm.***

**Paul and Nancy Hansen,** 8024 Hill Trail N., thanked Council Members Reeves and Nelson for professional contributions and their volunteered time.

**Ray Strege,** 8808 36<sup>th</sup> St. N., thanked Council for the attention paid to the 2015 Street Improvements Project, especially Council Members Nelson and Reeves for continued work even after the election. He wished them and their families the best.

**Shane Weis,** 8483 27<sup>th</sup> St. N., Park Commission Chair, thanked Council Member Reeves for hard work and contribution to the Parks Commission and thanked him for his professionalism.

**Pam Hartley,** 10010 Tapestry Road, thanked Council Members Nelson and especially Reeves for his service to the Parks Commission.

## LAKE ELMO CITY COUNCIL MINUTES

DECEMBER 16, 2014

Larry Weiss, 9302 Stillwater Blvd., appreciates the hard work Council Members Reeves and Nelson have done for the community and people. He thanked them for all the good they have done for the City. He knows that they listened to the people. He hopes to see them involved again.

Ed Nielsen, 9498 Stillwater Blvd., thanked the Council for helping his neighborhood. Everyone in the neighborhood is extremely grateful. He believes the Council and Mayor are excellent.

Donovan Chase, 9125 Lake Jane Trail, thanked the council members for being approachable, easy to talk to, and not a bringing with them a lot of drama.

Mayor Pearson read letter from resident and Fields of St Croix board member Jim Ogren expressing his appreciation for Council Members Reeves and Nelson and their hard work and understanding of the issues.  
*See letter attached as exhibit.*

### PRESENTATIONS:

#### ITEM 2: 2014 COMMUNITY DEVELOPMENT DEPARTMENT ANNUAL REPORT

City Planner Johnson presented the Community Development Department Annual Report. He estimated that it has been the busiest year in the history of the department. He noted some of the highlights such as the residential and commercial developments, the elimination of the MOU, and the County/City partnerships. The number of land use applications has doubled over 2013.

Council Member Bloyer asked the net increase in new homes. There were 37 new homes constructed including 3 demolition and rebuilds. Thirteen permits were issued in sewer area. Total valuation is \$27,000,000. There have been eight development projects at preliminary plat approval stage, which includes 1311 units. Of those, 190 units have received final plat approval.

Council Member Reeves commended staff for the accomplishments. City Administrator Zuleger noted that in addition to the quantity of the accomplishments, staff maintained a reputation for thoroughness and holding developers to high standards. Mr. Johnson thanked the Planning Commission for all their hard work and long hours. Mr. Bloyer thanked staff.

Council Member Nelson asked what the impact the total valuation had on the City. Finance Director Bendel estimated that it would be just under 1%. He also recounted his recent visit to the Lennar model homes. He urged people to visit them to take a look for themselves as to the quality before making a judgment.

*No formal Council action requested.*

*City Planner Johnson left the meeting.*

### FINANCE CONSENT AGENDA

3. Approve Payment of Disbursements and Payroll in the amount of \$603,802.88
4. Accept Financial Report dated November 30, 2014
5. Accept Building Report dated November 30, 2014
6. Accept City Assessor Report dated November 30, 2014
7. Authorize Certification to the Washington County Auditor for unpaid Water Utility Bills; *Resolution No. 2014-97*
8. 39<sup>th</sup> Street N: Street & Sanitary Sewer Improvements – Pay Request No. 3
9. 2014 Street Improvements – Pay Request No. 4
10. Diedrich-Rieder Easement Vacation

**MOTION:** Council Member Bloyer moved **TO APPROVE THE FINANCE CONSENT AGENDA AS PRESENTED.** Council Member Reeves seconded the motion. **MOTION PASSED 4-0.**

### OTHER CONSENT AGENDA

11. Approve 2015 Meeting Calendar
12. Approve 2015 Fee Schedule; Ordinance 08-115
13. Approve Easement Encroachment Agreement - 5730 57th Street Cove N.

**MOTION:** Council Member Bloyer moved **TO APPROVE THE OTHER CONSENT AGENDA AS PRESENTED.** Council Member Nelson seconded the motion. **MOTION PASSED 4-0.**

#### **REGULAR AGENDA**

#### **ITEM 14: APPROVE 2015 CIP**

Finance Director Bendel presented the 2015 CIP. The 11ft parks mower was discussed and whether the \$70K should be left in or a lesser amount and possibly purchasing two smaller mowers. Fifty thousand dollars was the estimated figure that would be sufficient for two smaller mowers. There would be no funding impact as it would come out of park funds.

The Fire Command Vehicle replacements were discussed. It was explained that leasing may be an option and will continue to be looked into. It was noted that as these are emergency vehicles, the reliability is more critical than a typical vehicle. The new Warning Sirens coverage was explained. What the library's proposed ADA restrooms entail was explained.

The Lake Elmo downtown revitalization project costs were explained. City Engineer Griffin explained the scope of the project was raised from \$7.2 million to \$8.1 million. He does not think it will actually be that high.

City Administrator Zuleger recommended that the Council be cautious when it is considering the expenditures on the Downtown improvements. Some of the improvements have to happen, such as stormwater and sanitary sewer, but some amenities may not have the same return on investment. There will be a Council workshop on the Village- perhaps in January 2015. Mayor Pearson agreed that the cost may help make certain decisions throughout the process. He also wants the village business owners to have buy-in for items such as the burying of utility wires.

Council Member Nelson asked about stormwater improvements. Mr. Zuleger explained the broader impact the stormwater project has on the village. It was noted that Comcast is expecting the City to pay for the burial of the utility wires; however, this is a 1-in-50 year opportunity to do that. Mayor Pearson is looking for input from EDA. Council Member Reeves pointed out that the policy of "growth pays for growth" may not be applicable here. There are certain aspects that need to be done, but there are some that are considered wants. What the "all in" costs include was explained. It does not include a village green.

Mr. Nelson recommended increasing the \$8.1 million figure.

**MOTION:** Council Member Bloyer moved **TO POSTPONE THE FINAL 2015 CAPITAL IMPROVEMENT PLAN UNTIL FIRST MEETING IN JANUARY.** Mayor Pearson seconded the motion.

Council Member Nelson said that the CIP should have been done much earlier and must be done prior to the budget being approved. He would like this to be approved to deal with the 2015 debt.

Council Member Bloyer thinks the decision should be made by the new council. The other council members noted that there are many decisions, such as the budget, that are approved by current councils and then assumed by the next or future councils. The next Council is not locked into spending the funds.

**MOTION FAILED 1-3 (NELSON, PEARSON, AND REEVES – NAY)**

**MOTION:** Mayor Pearson moved **TO APPROVE THE 2015 CAPITAL IMPROVEMENT PLAN AS AMENDED: REDUCING THE PARK MOWER FUNDS TO \$50K, MODIFYING DOWNTOWN REVITALIZATION TO "DOWNTOWN SEWER, ROAD IMPROVEMENTS, AND FLOOD MITIGATION," AND TO INCREASE \$7.1M FIGURE TO \$8.177 MILLION.** Council Member Reeves seconded the motion.

Council Member Nelson noted that as the CIP figures into future debt, the growth has to happen to pay for the debt.



*MOTION PASSED 4-0*

NEW BUSINESS

ITEM 12: 2015 PLAN OF WORK

City Administrator Zuleger presented the 2015 Plan of Work. He added finance goals of CIP done by 7/1, draft budget done by 8/15, budget books done by 10/1. He pointed out some of the significant highlights. The recent DNR White Bear Lake lawsuit and its impact on Lake Elmo was summarized. It will be a significant issue in coming year for region. Council Member Reeves suggested additional 360°/peer reviews to HR section.

Mayor Pearson asked about the progress on the rail road crossings. Mr. Zuleger said that progress is being made.

STAFF REPORTS AND ANNOUNCEMENTS

**City Administrator Zuleger:** Working on park issues; employee evaluations are finished; attended joint meeting with the County, successful Met Council meeting, Groundwater Coalition meeting; working on transferring Carriage Station park land and the well house.

**City Attorney Snyder:** reviewing development documents; working on pool encroachment issue; received a tolling agreement extension from 3M.

***MOTION:** Council Member Nelson moved **TO EXTEND TOLLING AGREEMENT FOUR MONTHS.** Mayor Pearson seconded the motion. **MOTION PASSED 4-0.***

A summary of the White Bear Lake groundwater lawsuit is forthcoming.

**City Engineer Griffin:** refer to previously submitted written report.

**Planning:** Mr. Zuleger provided report CSAH 17/Lake Elmo Ave open house went well. Considering minor redesign that will reduce impact on trees; Wildflower preliminary Plat has been submitted; Easton Village Final Plat has been submitted.

**City Finance Director:** revising CIP, working on enterprise budgets, audit prep, cash-flow models, year-end financials; preparing assessments to County and sending out stormwater and Q4 water bills.

**City Clerk Bell:** No report.

Council Member Reeves complimented Mayor Pearson for being a courageous mayor. He also praised City Administrator Zuleger for his instrumental leadership and bringing initiatives, such as civility, to the City Government.

Mr. Zuleger again commended Council Member Nelson on his financial contributions and Council Member Reeves on his leadership and guidance on bringing civility to Council to get things done.

EXECUTIVE SESSION

CLOSED SESSION PER MN STATE STATUTE 13D.05 SUBD. 3(A) FOR ANNUAL PERFORMANCE REVIEW OF CITY ADMINISTRATOR DEAN ZULEGER

***MOTION:** Council Member Reeves moved **TO ADJOURN TO CLOSED SESSION PURSUANT TO MN STATE STATUTE 13D.05 SUBD. 3(A) FOR ROUTINE ANNUAL PERFORMANCE REVIEW OF CITY ADMINISTRATOR DEAN ZULEGER.** Council Member Bloyer seconded the motion. **MOTION PASSED 4-0. Entered closed session at 9:01 pm.***

***MOTION:** Council Member Reeves moved **TO OPEN EXECUTIVE SESSION.** Council Member Nelson seconded the motion. **MOTION PASSED 4-0. Entered Executive Session at 9:15 pm.***

***MOTION:** Council Member Nelson moved **TO CLOSE EXECUTIVE SESSION.** Council Member Bloyer seconded the motion. **MOTION PASSED 4-0. Exited Closed Session at 10:44 pm.***

LAKE ELMO CITY COUNCIL MINUTES

DECEMBER 16, 2014

*MOTION: Council Member Nelson moved TO RECONVENE TO OPEN MEETING. Council Member Reeves seconded the motion. MOTION PASSED 3-1 BLOYER - NAY. Reconvened to Open Session at 10:44 pm.*

*MOTION: Council Member Nelson moved TO ADJOURN. Council Member Reeves seconded the motion. MOTION PASSED 4-0.*

*Mayor Pearson Adjourned the meeting at 10:45 pm.*

LAKE ELMO CITY COUNCIL

ATTEST:

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

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



**MAYOR & COUNCIL COMMUNICATION**

**DATE:** January 13, 2015  
**CONSENT**  
**ITEM#** 2

**AGENDA ITEM:** Approve Disbursements in the amount of \$725,727.47  
**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:** \$725,727.47

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$725,727.47. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

**LEGISLATIVE HISTORY:** NA

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

<b>Claim #</b>	<b>Amount</b>	<b>Description</b>
ACH	\$ 14,734.53	Payroll Taxes to IRS & MN Dept of Revenue 1/08/15
ACH	\$ 6,399.04	Payroll Retirement to PERA 1/08/15
DD6012-DD6061	\$ 42,757.17	Payroll Dated (Direct Deposits) 1/08/15
42255-42297	\$ 178,561.98	Accounts Payable Year End Run 12/31/14
2528-2539	\$ 720.00	Library Card Reimbursement Year End Run 12/31/14
42298-42335	\$ 480,934.75	Accounts Payable 1/13/15
2540-2565	\$ 1,620.00	Library Card Reimbursement 1/13/15
<b>TOTAL</b>	<b>\$ 725,727.47</b>	

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council approve as part of the Consent Agenda the aforementioned disbursements in the amount of \$725,727.47.

**ATTACHMENTS:**

1. Accounts Payable – check registers



# Accounts Payable To Be Paid Proof List

User: PattyB  
 Printed: 01/08/2015 - 12:06 PM  
 Batch: 002-01-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
ANCOM ANCOM Communications, Inc.										
50150	12/31/2014	207.50	0.00	01/13/2015	5 pager chargers		-	No		0000
101-420-2220-43230	Radio									
	50150 Total:	207.50								
	ANCOM Total:	207.50								
AUTONAT Auto Nation										
271095	12/29/2014	40.00	0.00	01/13/2015	Payment Reconciliation Difference		-	No		0000
101-430-3120-42210	Equipment Parts									
	271095 Total:	40.00								
	AUTONAT Total:	40.00								
BAKERPAT Baker Patricia										
2014-12	01/06/2015	1,050.00	0.00	01/13/2015	Contract Services - December 2014		-	No		0000
101-410-1520-43150	Contract Services									
2014-12	01/06/2015	900.00	0.00	01/13/2015	Contract Services - December 2014		-	No		0000
601-494-9400-43150	Contract Services									
2014-12	01/06/2015	150.00	0.00	01/13/2015	Contract Services - December 2014		-	No		0000
602-495-9450-43150	Contract Services									
2014-12	01/06/2015	900.00	0.00	01/13/2015	Contract Services - December 2014		-	No		0000
603-495-9500-43150	Contract Services									
	2014-12 Total:	3,000.00								
	BAKERPAT Total:	3,000.00								
C A C Companion Animal Control, LLC										
101-420-2700-43150	12/31/2014	500.00	0.00	01/13/2015	Animal Control Services - December		-	No		0000
101-420-2700-43150	Contract Services									
101-420-2700-43160	12/31/2014	60.00	0.00	01/13/2015	Impoundment 7am-7pm		-	No		0000
101-420-2700-43160	Impounding									
	Total:	560.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
C A C Total:		560.00								
CAMPION Campion Barrows & Assoc., Corp 12859 12/31/2014		415.00	0.00	01/13/2015	Evaluation - W. McClellan		-	No		0000
101-420-2220-43050 Physicals 12859 Total:		415.00								
CAMPION Total:		415.00								
CENCOLLE Century College 561484 10/30/2014		825.00	0.00	01/13/2015	1/4ly payment for CEU training		-	No		0000
101-420-2220-44370 Conferences & Training 561484 Total:		825.00								
CENCOLLE Total:		825.00								
CTYBLOOM City of Bloomington Dec 2014 12/31/2014		31.50	0.00	01/13/2015	Lab Analysis		-	No		0000
601-494-9400-43150 Contract Services Dec 2014 Total:		31.50								
CTYBLOOM Total:		31.50								
CTYOAKDA City of Oakdale 201409044343 09/04/2014		512.32	0.00	01/13/2015	Sewer Jetting		-	No		0000
602-495-9450-43150 Contract Services 201409044343 Total:		512.32								
CTYOAKDA Total:		512.32								
CTYOAKDP City of Oakdale 201412104505 12/10/2014		113,270.29	0.00	01/13/2015	Reimbursement for Olson Lake Trail Sewer		-	No		0000
602-495-9450-45300 Improvements Other Than Bldgs 201412104505 Total:		113,270.29								
CTYOAKDP Total:		113,270.29								
DEPREY Deprey Nate 2014 Payroll 12/31/2014		300.00	0.00	01/13/2015	Refund HSA deductions		-	No		0000
101-000-0000-21710 Health HSA 2014 Payroll Total:		300.00								
DEPREY Total:		300.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
EMERGRES Emergency Response Solutions										
3236	12/22/2014	560.00	0.00	01/13/2015	Replace 7 foam pails		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	3236 Total:	560.00								
3250	12/23/2014	7,682.30	0.00	01/13/2015	Replacement hose		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
3250	12/23/2014	20.00	0.00	01/13/2015	Stencil kit for marking hose		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	3250 Total:	7,702.30								
	EMERGRES Total:	8,262.30								
FOCUS Focus Engineering, Inc.										
1635-1636	12/27/2014	4,066.89	0.00	01/13/2015	General		-	No		0000
101-410-1930-43030	Engineering Services									
1635-1636	12/27/2014	284.00	0.00	01/13/2015	ROW		-	No		0000
101-430-3100-43030	Engineering Services									
	1635-1636 Total:	4,350.89								
1637-1640	12/27/2014	697.50	0.00	01/13/2015	Building		-	No		0000
101-420-2400-43030	Engineering									
1637-1640	12/27/2014	466.50	0.00	01/13/2015	Planning		-	No		0000
101-410-1910-43030	Engineering Services									
1637-1640	12/27/2014	755.00	0.00	01/13/2015	PW		-	No		0000
101-430-3100-43030	Engineering Services									
1637-1640	12/27/2014	1,602.00	0.00	01/13/2015	Water		-	No		0000
601-494-9400-43030	Engineering Services									
1637-1640	12/27/2014	1,204.50	0.00	01/13/2015	Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
1637-1640	12/27/2014	2,618.90	0.00	01/13/2015	Surface Water		-	No		0000
603-496-9500-43030	Engineering Services									
	1637-1640 Total:	7,344.40								
1641	12/27/2014	59.00	0.00	01/13/2015	2014.114 Transportation & Traffic		-	No		0000
409-480-8000-43030	Engineering Services									
1641	12/27/2014	1,702.00	0.00	01/13/2015	2014.115 Street System and Maintenance		-	No		0000
409-480-8000-43030	Engineering Services									
1641	12/27/2014	67.50	0.00	01/13/2015	2014.116 Municipal State Aid		-	No		0000
409-480-8000-43030	Engineering Services									
1641	12/27/2014	764.00	0.00	01/13/2015	2014.117 Capital Improvement Planning		-	No		0000
409-480-8000-43030	Engineering Services									
	1641 Total:	2,592.50								
1642	12/27/2014	260.00	0.00	01/13/2015	2012.128 Water System Design		-	No		0000
601-494-9400-43030	Engineering Services									
	1642 Total:	260.00								
1643	12/27/2014	43.00	0.00	01/13/2015	2012.129 Keats Watermain		-	No		0000
601-494-9400-43030	Engineering Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1643	12/27/2014	57.00	0.00	01/13/2015	2012.129 Keats Ave Street		-	No		0000
409-480-8000-43030	Engineering Services									
	1643 Total:	100.00								
1644	12/27/2014	7,440.62	0.00	01/13/2015	2013.133 LE Ave Trunk Watermain		-	No		0000
601-494-9400-43030	Engineering Services									
	1644 Total:	7,440.62								
1645	12/27/2014	2,693.82	0.00	01/13/2015	2013.134 LE Ave Corridor		-	No		0000
409-480-8000-43030	Engineering Services									
	1645 Total:	2,693.82								
1646	12/27/2014	3,161.51	0.00	01/13/2015	2013.135 2014 Street Improvement		-	No		0000
409-480-8000-43030	Engineering Services									
	1646 Total:	3,161.51								
1647	12/27/2014	1,655.75	0.00	01/13/2015	2014.131 39th Street Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
	1647 Total:	1,655.75								
1648	12/27/2014	782.50	0.00	01/13/2015	2014.137 Old Village Phase		-	No		0000
409-480-8000-43030	Engineering Services									
	1648 Total:	782.50								
1649	12/27/2014	739.50	0.00	01/13/2015	2014.140 Jane Road 201 Systems		-	No		0000
602-495-9450-43030	Engineering Services									
	1649 Total:	739.50								
1650	12/27/2014	860.50	0.00	01/13/2015	2013.126 Section 34 water		-	No		0000
601-494-9400-43030	Engineering Services									
	1650 Total:	860.50								
1651	12/27/2014	1,290.75	0.00	01/13/2015	2013.126 Section 34 Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
	1651 Total:	1,290.75								
1652	12/27/2014	2,151.25	0.00	01/13/2015	2013.131 Well 4 Connecting Watermain		-	No		0000
601-494-9400-43030	Engineering Services									
	1652 Total:	2,151.25								
1653	12/27/2014	564.00	0.00	01/13/2015	2013.132 Pumphouse No 4		-	No		0000
601-494-9400-43030	Engineering Services									
	1653 Total:	564.00								
1654	12/27/2014	322.00	0.00	01/13/2015	2012.130A Lennar I94 Corridor		-	No		0000
803-000-0000-22910	Developer Payments									
	1654 Total:	322.00								
1655	12/27/2014	2,527.22	0.00	01/13/2015	2013.128 Amaris Homes		-	No		0000
803-000-0000-22910	Developer Payments									
	1655 Total:	2,527.22								
1656	12/27/2014	990.88	0.00	01/13/2015	2013.130 Hunters Crossing		-	No		0000
803-000-0000-22910	Developer Payments									
	1656 Total:	990.88								
1657	12/27/2014	2,687.95	0.00	01/13/2015	2014.124 Engstrom Village		-	No		0000
803-000-0000-22910	Developer Payments									
	1657 Total:	2,687.95								
1658	12/27/2014	2,271.25	0.00	01/13/2015	2014.124 Engstrom Village		-	No		0000
803-000-0000-22910	Developer Payments									
	1658 Total:	2,271.25								



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1657	12/27/2014	1,785.50	0.00	01/13/2015	2014.126 Easton Village		-	No		0000
803-000-0000-22910	Developer Payments									
	1657 Total:	1,785.50								
1658	12/27/2014	590.41	0.00	01/13/2015	2014.127B Kwik Trip		-	No		0000
803-000-0000-22910	Developer Payments									
	1658 Total:	590.41								
1659	12/27/2014	1,759.00	0.00	01/13/2015	Gonyea Parcel E		-	No		0000
803-000-0000-22910	Developer Payments									
	1659 Total:	1,759.00								
1660	12/27/2014	84.50	0.00	01/13/2015	Eagle Point Medical		-	No		0000
803-000-0000-22910	Developer Payments									
	1660 Total:	84.50								
1661	12/27/2014	991.75	0.00	01/13/2015	Savonna 2nd Addition		-	No		0000
803-000-0000-22910	Developer Payments									
	1661 Total:	991.75								
1662	12/27/2014	1,134.63	0.00	01/13/2015	Inwood		-	No		0000
803-000-0000-22910	Developer Payments									
	1662 Total:	1,134.63								
	FOCUS Total:	48,981.83								
GEISLING Geislinger & Sons, INC										
Pay Request 1	12/29/2014	83,948.65	0.00	01/13/2015	2013.126 Section 34 PRV Station		-	No		0000
601-494-9400-43030	Engineering Services									
	Pay Request 1 Total:	83,948.65								
	GEISLING Total:	83,948.65								
GMCONTR G.M. Contracting, Inc.										
Pay Request 5	12/30/2014	135,306.29	0.00	01/13/2015	2013.133 LE Ave Trunk Watermain		-	No		0000
601-494-9400-43030	Engineering Services									
	Pay Request 5 Total:	135,306.29								
	GMCONTR Total:	135,306.29								
kathfuel Kath Fuel Oil Service Co										
491658	12/15/2014	558.58	0.00	01/13/2015	Fuel		-	No		0000
101-430-3120-42120	Fuel, Oil and Fluids									
	491658 Total:	558.58								
491659	12/15/2014	585.61	0.00	01/13/2015	Fuel		-	No		0000
101-430-3120-42120	Fuel, Oil and Fluids									
	491659 Total:	585.61								
491660	12/15/2014	1,802.27	0.00	01/13/2015	Fuel		-	No		0000
101-430-3120-42120	Fuel, Oil and Fluids									
	491660 Total:	1,802.27								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
	kathfuel Total:	2,946.46								
LANG RON Ron's Inspection Services, LLC										
8	01/05/2015	1,943.00	0.00	01/13/2015	Building Inspector Services		-	No		0000
101-420-2400-43150	Inspector Contract Services									
8	01/05/2015	250.32	0.00	01/13/2015	Building Inspector mileage		-	No		0000
101-420-2400-43310	Mileage									
	8 Total:	2,193.32								
	LANG RON Total:	2,193.32								
LARSON Larson Diesel Service, Corp										
141205004	12/05/2014	513.63	0.00	01/13/2015	DOT MV Inspection and repair		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
	141205004 Total:	513.63								
141208011	12/16/2014	927.07	0.00	01/13/2015	New Slack Adjuster		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
	141208011 Total:	927.07								
141216005	12/16/2014	1,270.44	0.00	01/13/2015	New Spring - 98-2		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
	141216005 Total:	1,270.44								
	LARSON Total:	2,711.14								
LEOIL Lake Elmo Oil, Inc.										
101-420-2220-42120	12/31/2014	282.40	0.00	01/13/2015	Fuel		-	No		0000
	Fuel, Oil and Fluids									
	Total:	282.40								
5393730	12/31/2014	18.00	0.00	01/13/2015	Fuel		-	No		0000
101-430-3120-42120	Fuel, Oil and Fluids									
	5393730 Total:	18.00								
	LEOIL Total:	300.40								
Lillie Newspapers Inc. Lillie Suburban										
007148	12/31/2014	13.20	0.00	01/13/2015	Notice - Kwik Trip		-	No		0000
101-410-1450-43510	Public Notices									
007148	12/31/2014	13.20	0.00	01/13/2015	Ordinance 08-115		-	No		0000
101-410-1450-43510	Public Notices									
	007148 Total:	26.40								
	Lillie Total:	26.40								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MENARDSO Menards - Oakdale										
64801	12/29/2014	10.96	0.00	01/13/2015	Shop supplies		-	No		0000
101-450-5200-42150	Shop Materials									
	64801 Total:	10.96								
64916	12/30/2014	124.07	0.00	01/13/2015	Park Shelter Heater		-	No		0000
101-450-5200-44040	Repairs/Maint Eqpt									
64916	12/30/2014	37.96	0.00	01/13/2015	Chargers and Adapter		-	No		0000
101-430-3100-42400	Small Tools & Minor Equipment									
	64916 Total:	162.03								
65015	12/31/2014	39.00	0.00	01/13/2015	Park Shelter heater		-	No		0000
101-450-5200-44040	Repairs/Maint Eqpt									
	65015 Total:	39.00								
	MENARDSO Total:	211.99								
MILLEREX Miller Excavating, Inc.										
19036	12/31/2014	2,762.25	0.00	01/13/2015	Water main break - 2989 Legion Ave		-	No		0000
601-494-9400-44030	Repairs/Maint Imp Not Bldgs									
	19036 Total:	2,762.25								
	MILLEREX Total:	2,762.25								
ONECALL Gopher State One Call										
128705	12/31/2014	74.05	0.00	01/13/2015	FTP Tickets - December		-	No		0000
101-430-3100-43150	Contract Services									
	128705 Total:	74.05								
	ONECALL Total:	74.05								
REGENTS Regent of the University of MN										
300012558	12/04/2014	750.00	0.00	01/13/2015	LE Market Area Analysis		-	No		0000
101-410-1910-43150	Contract Services									
	300012558 Total:	750.00								
	REGENTS Total:	750.00								
S&T S&T Office Products, Inc.										
01QS8041	12/23/2014	27.64	0.00	01/13/2015	Admin - Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
01QS8041	12/23/2014	10.58	0.00	01/13/2015	Planning - Supplies		-	No		0000
101-410-1910-42000	Office Supplies									
	01QS8041 Total:	38.22								
01QS8900	12/29/2014	26.50	0.00	01/13/2015	Council - Misc		-	No		0000
101-410-1110-44300	Miscellaneous									
	01QS8900 Total:	26.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	S&T Total:	64.72								
STILLTOW	Stillwater Towing Inc									
150965	12/16/2014	350.00	0.00	01/13/2015	Pull EI from ditch		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt	350.00								
	150965 Total:	350.00								
	STILLTOW Total:	350.00								
WASH-REC	Washington County									
P273878	01/02/2015	46.00	0.00	01/13/2015	Public Doc 4009216		-	No		0000
101-410-1910-43030	Engineering Services	46.00								
P273878	01/02/2015	46.00	0.00	01/13/2015	Public Doc 4009217		-	No		0000
101-410-1910-43030	Engineering Services	92.00								
P273878	Total:	46.00								
P275472	01/02/2015	46.00	0.00	01/13/2015	Gonyea Homes Encroachment		-	No		0000
101-410-1910-43030	Engineering Services	46.00								
P275472	Total:	138.00								
	WASH-REC Total:									
WEEKSEND	Weeks-End Signs & Graphics									
2046	12/29/2014	60.00	0.00	01/13/2015	Well House 4 Sign		-	No		0000
601-494-9400-44300	Miscellaneous	60.00								
	2046 Total:	60.00								
	WEEKSEND Total:	60.00								
WHEATON	Wheaton Joseph									
20150105	01/05/2015	2,012.17	0.00	01/13/2015	Electrical Inspections - December		-	No		0000
101-000-0000-20802	Electrical Permit Fees Payable	2,012.17								
	20150105 Total:	2,012.17								
	WHEATON Total:	2,012.17								
	Report Total:	410,261.58								



# Accounts Payable To Be Paid Proof List

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Batch: 003-01-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
COMCAST Comcast										
101-420-2220-44300	12/27/2014	7.90	0.00	01/13/2015	Monthly Service		-	No		0000
	Miscellaneous	7.90								
	Total:	7.90								
	COMCAST Total:									
DELTA Delta Dental Of Minnesota										
5798109	12/15/2014	1,687.05	0.00	01/13/2015	January 2015 Dental		-	No		0000
101-000-0000-21706	Medical Insurance	1,687.05								
	5798109 Total:	1,687.05								
	DELTA Total:	1,687.05								
JANIKING Jani-King of Minnesota, Inc										
MIN01150447	01/01/2015	326.00	0.00	01/13/2015	January Cleaning Services		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg	326.00								
	MIN01150447 Total:	326.00								
	JANIKING Total:	326.00								
LMCIT League of MN Cities Ins. Trust										
200012334	01/01/2015	39,109.00	0.00	01/13/2015	Premium 2015		-	No		0000
101-000-0000-20600	Contracts Payable	39,109.00								
	200012334 Total:	39,109.00								
	LMCIT Total:	39,109.00								
METCOU Metropolitan Council										
1039835	01/07/2015	1,466.00	0.00	01/13/2015	Monthly Wastewater - Feb 2015		-	No		0000
602-495-9450-43820	Sewer Utility - Met Council	1,466.00								
	1039835 Total:	1,466.00								
	METCOU Total:	1,466.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
METRO MU Metro Cities										
36	12/31/2014	3,378.00	0.00	01/13/2015	Membership Dues 2015		-		No	0000
101-410-1110-44330	Dues & Subscriptions	3,378.00								
	36 Total:	3,378.00								
	METRO MU Total:	3,378.00								
NCPERS 566200-NCPERS Minnesota										
5662115	12/22/0014	160.00	0.00	01/13/2015	January 2015 Premium		-		No	0000
101-000-0000-21708	Other Benefits	160.00								
	5662115 Total:	160.00								
	NCPERS Total:	160.00								
RABOUJIN RABOUJIN, INC										
	01/08/2015	2,500.00	0.00	01/13/2015	January installment - per contract		-		No	0000
101-410-1320-43100	Assessing Services	2,500.00								
	Total:	2,500.00								
	RABOUJIN Total:	2,500.00								
SW/WC SW/WC Service Cooperatives										
C1210-20	12/29/2014	21,405.00	0.00	01/13/2015	February 2015 premium		-		No	0000
101-000-0000-21706	Medical Insurance	21,405.00								
	C1210-20 Total:	21,405.00								
	SW/WC Total:	21,405.00								
WAS-SHER Washington County										
80295	01/02/2015	634.22	0.00	01/13/2015	Code Red - 2015		-		No	0000
101-420-2100-43150	Law Enforcement Contract	634.22								
	80295 Total:	634.22								
	WAS-SHER Total:	634.22								
	Report Total:	70,673.17								

# Accounts Payable To Be Paid Proof List

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Batch: 027-12-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ACEHARD Ace Hardware, Inc										
158097	12/18/2014	11.00	0.00	12/30/2014	Fasteners		-	No		0000
101-450-5200-42150	Shop Materials									
	158097 Total:	11.00								
	ACEHARD Total:	11.00								
AMAZONIN Amazon Inc										
	12/05/2014									
206-450-5300-42500	Library Collection Maintenance	236.31	0.00	12/30/2014	Adult books		-	No		0000
	11/10/2014									
206-450-5300-42500	Library Collection Maintenance	588.51	0.00	12/30/2014	Adult books		-	No		0000
	12/05/2014									
206-450-5300-42500	Library Collection Maintenance	429.93	0.00	12/30/2014	Childrens books		-	No		0000
	11/10/2014									
206-450-5300-42500	Library Collection Maintenance	221.46	0.00	12/30/2014	Childrens books		-	No		0000
	12/05/2014									
206-450-5300-42500	Library Collection Maintenance	20.87	0.00	12/30/2014	Audio		-	No		0000
	11/10/2014									
206-450-5300-42500	Library Collection Maintenance	191.62	0.00	12/30/2014	Audio		-	No		0000
	12/05/2014									
206-450-5300-42500	Library Collection Maintenance	6.49	0.00	12/30/2014	Teen books		-	No		0000
	11/10/2014									
206-450-5300-42500	Library Collection Maintenance	44.44	0.00	12/30/2014	Teen books		-	No		0000
	12/05/2014									
206-450-5300-42500	Library Collection Maintenance	121.92	0.00	12/30/2014	DVDs		-	No		0000
	11/10/2014									
206-450-5300-42500	Library Collection Maintenance	128.05	0.00	12/30/2014	DVDs		-	No		0000
	12/05/2014									
206-450-5300-42000	Office Supplies	63.14	0.00	12/30/2014	Office Supplies		-	No		0000
	11/10/2014									
206-450-5300-42500	Library Collection Maintenance	38.02	0.00	12/30/2014	Office supplies		-	No		0000
	12/05/2014									
206-450-5300-42500	Library Collection Maintenance	29.95	0.00	12/30/2014	Periodicals		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
206-450-5300-42500	11/10/2014 Library Collection Maintenance	0.02	0.00	12/30/2014	previous charge		-	No		0000
206-450-5300-42500	12/05/2014 Library Collection Maintenance	-1.32	0.00	12/30/2014	Credits		-	No		0000
206-450-5300-42500	11/10/2014 Library Collection Maintenance	-28.21	0.00	12/30/2014	Credit		-	No		0000
	Total:	2,091.20								
	AMAZONIN Total:	2,091.20								
BATBULBS Batteries Plus Bulbs										
032-817695	12/22/2014	24.95	0.00	12/30/2014	Battery for flashlight		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	032-817695 Total:	24.95								
	BATBULBS Total:	24.95								
BOLTONME Bolton & Menk, Inc										
0172725	11/25/2014	2,240.10	0.00	12/30/2014	2013.132 Pumphouse No 4		-	No		0000
601-494-9400-43030	Engineering Services									
	0172725 Total:	2,240.10								
0173153	12/12/2014	997.50	0.00	12/30/2014	2013.136 Section 34 water & sewer		-	No		0000
601-494-9400-43030	Engineering Services									
0173153	12/12/2014	665.00	0.00	12/30/2014	2013.136 Section 34 water & sewer		-	No		0000
602-495-9450-43030	Engineering Services									
	0173153 Total:	1,662.50								
0173154	12/12/2021	590.00	0.00	12/30/2014	2014 Street Improvements		-	No		0000
409-480-8000-43030	Engineering Services									
	0173154 Total:	590.00								
0173155	12/12/2014	18,457.00	0.00	12/30/2014	2014.131 39th Street - Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
	0173155 Total:	18,457.00								
	BOLTONME Total:	22,949.60								
BRAUN Braun Intertec Corporation										
B016959	12/09/2014	1,241.00	0.00	12/30/2014	LE Ave Trunk Watermain		-	No		0000
601-494-9400-43030	Engineering Services									
	B016959 Total:	1,241.00								
B016961	12/09/2014	2,015.94	0.00	12/30/2014	39th Street - Street and Sewer		-	No		0000
409-480-8000-43030	Engineering Services									
B016961	12/09/2014	2,015.94	0.00	12/30/2014	39th Street - Street and Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
	B016961 Total:	4,031.88								



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BRAUN Total:		5,272.88								
CARDMEMB	Cardmember Service									
12182014	12/18/2014	53.51	0.00	12/30/2014	Holiday gas		-	No		0000
101-420-2220-44300	Miscellaneous									
12182014	12/18/2014	28.99	0.00	12/30/2014	WSJ		-	No		0000
101-410-1320-44330	Dues & Subscriptions									
12182014	12/18/2014	105.00	0.00	12/30/2014	U of M - JZiertman		-	No		0000
101-000-0000-15500	Prepaid Items									
12182014	12/18/2014	97.57	0.00	12/30/2014	Staff meeting - misc		-	No		0000
101-410-1320-44300	Miscellaneous									
12182014	12/18/2014	56.20	0.00	12/30/2014	Plaques		-	No		0000
101-410-1110-44300	Miscellaneous									
12182014	12/18/2014	64.24	0.00	12/30/2014	Parks meeting		-	No		0000
101-450-5200-44300	Miscellaneous									
12182014	12/18/2014	249.99	0.00	12/30/2014	Printer		-	No		0000
101-430-3100-43180	Information Technology/Web									
12182014	12/18/2014	3.50	0.00	12/30/2014	parking		-	No		0000
101-410-1910-44300	Miscellaneous									
12182014 Total:		659.00								
CARDMEMB Total:		659.00								
CARQUEST	Car Quest Auto Parts									
336396	12/11/2014	35.58	0.00	12/30/2014	Service repair and parts		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
336396 Total:		35.58								
336609	12/18/2014	55.68	0.00	12/30/2014	Service repair and parts		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
336609 Total:		55.68								
336938	12/18/2014	178.79	0.00	12/30/2014	Service repair and parts		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
336938 Total:		178.79								
CARQUEST Total:		270.05								
CDW	CDW Government Inc.									
PQ85695	09/24/2014	371.55	0.00	12/30/2014	Printer		-	No		0000
101-420-2220-43180	Information Technology/Web									
PQ85695 Total:		371.55								
PW93918	10/06/2014	138.96	0.00	12/30/2014	Power adapter		-	No		0000
101-420-2220-43180	Information Technology/Web									
PW93918 Total:		138.96								
QH04009	10/22/2014	250.59	0.00	12/30/2014	Warranty		-	No		0000
101-420-2220-43180	Information Technology/Web									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
QH04009	10/22/2014	2,761.71	0.00	12/30/2014	Motion Tablet		-	No		0000
101-420-2220-43180	Information Technology/Web									
QH04009	10/22/2014	162.41	0.00	12/30/2014	Mobile Doc		-	No		0000
101-420-2220-43180	Information Technology/Web									
QH04009	10/22/2014	457.10	0.00	12/30/2014	Docking Station		-	No		0000
101-420-2220-43180	Information Technology/Web									
	QH04009 Total:	3,631.81								
QZ79259	11/26/2014	542.69	0.00	12/30/2014	Mobile Doc		-	No		0000
101-420-2220-43180	Information Technology/Web									
	QZ79259 Total:	542.69								
	CDW Total:	4,685.01								
CENTURYL CenturyLink										
12162014	12/16/2014	126.99	0.00	12/30/2014	Phone Service - Library		-	No		0000
206-450-5300-43210	Telephone									
12162014	12/16/2014	74.75	0.00	12/30/2014	Internet Service - Library		-	No		0000
206-450-5300-43250	Internet									
	12162014 Total:	201.74								
	CENTURYL Total:	201.74								
COMPASS Compass Minerals										
71273039	12/16/2014	17,127.47	0.00	12/30/2014	Road Salt		-	No		0000
101-430-3125-42290	Sand/Salt									
	71273039 Total:	17,127.47								
	COMPASS Total:	17,127.47								
CTYOAKDP City of Oakdale										
201412104492	12/10/2014	610.20	0.00	12/30/2014	T2 - replace batteries		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
	201412104492 Total:	610.20								
201412104504	12/10/2014	150.00	0.00	12/30/2014	CV1 repair tire rims		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
	201412104504 Total:	150.00								
	CTYOAKDP Total:	760.20								
DELAPP DeLapp Steve										
206-450-5300-42000	12/29/2014	30.79	0.00	12/30/2014	Light		-	No		0000
	Office Supplies									
206-450-5300-42000	12/29/2014	72.41	0.00	12/30/2014	Light and bolt		-	No		0000
	Office Supplies									
206-450-5300-42000	12/29/2014	83.48	0.00	12/30/2014	clock and supplies		-	No		0000
	Office Supplies									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
206-450-5300-42000	12/29/2014 Office Supplies	32.47	0.00	12/30/2014	paint		-	No		0000
206-450-5300-42000	12/29/2014 Office Supplies	42.74	0.00	12/30/2014	lightbulbs		-	No		0000
206-450-5300-42000	12/29/2014 Office Supplies	9.36	0.00	12/30/2014	paint		-	No		0000
206-450-5300-42000	12/29/2014 Office Supplies	6.37	0.00	12/30/2014	chairs		-	No		0000
	Total:	277.62								
	DELAPP Total:	277.62								
EMERGAUT Emergency Automotive Tech, Inc										
LG121714-1	12/17/2014	108.79	0.00	12/30/2014	Stobe 86-1 Dump		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt	108.79								
	LG121714-1 Total:	108.79								
	EMERGAUT Total:	108.79								
EMERGREGS Emergency Response Solutions										
3055	11/24/2014	11,545.74	0.00	12/30/2014	Hose for new ladder truck		-	No		0000
410-480-8000-45500	Vehicles	11,545.74								
	3055 Total:	11,545.74								
	EMERGREGS Total:	11,545.74								
EMMONS&O Emmons & Olivier Resources Inc										
0156562	12/10/2014	385.84	0.00	12/30/2014	2014.133 Village Park Preserve		-	No		0000
803-000-0000-22910	Developer Payments	425.25	0.00	12/30/2014	2014-136 Easton Village		-	No		0000
0156562	12/10/2014	811.09								
803-000-0000-22910	Developer Payments	811.09								
	0156562 Total:	811.09								
	EMMONS&O Total:	811.09								
EXPRESS Express Services, Inc										
15180696-5	12/22/2014	56.00	0.00	12/30/2014	Temp Services		-	No		0000
101-410-1320-43150	Contract Services	56.00								
	15180696-5 Total:	56.00								
	EXPRESS Total:	56.00								
FOCUS Focus Engineering, Inc.										
1575-1576	11/29/2014	1,990.00	0.00	12/30/2014	General		-	No		0000
101-410-1930-43030	Engineering Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #	
1575-1576	11/29/2014	2,385.75	0.00	12/30/2014	ROW		-			No	0000
101-430-3100-43030	Engineering Services										
	1575-1576 Total:	4,375.75									
1577-1580	11/29/2014	594.00	0.00	12/30/2014	Building		-			No	0000
101-420-2400-43030	Engineering										
1577-1580	11/29/2014	1,121.38	0.00	12/30/2014	Planning		-			No	0000
101-410-1910-43030	Engineering Services										
1577-1580	11/29/2014	157.50	0.00	12/30/2014	parks		-			No	0000
404-480-8000-43030	Engineering Services										
1577-1580	11/29/2014	805.50	0.00	12/30/2014	PW		-			No	0000
101-430-3100-43030	Engineering Services										
1577-1580	11/29/2014	3,844.75	0.00	12/30/2014	Sewer		-			No	0000
602-495-9450-43030	Engineering Services										
1577-1580	11/29/2014	729.54	0.00	12/30/2014	Surface Water		-			No	0000
603-496-9500-43030	Engineering Services										
	1577-1580 Total:	7,252.67									
1581	11/29/2014	1,463.00	0.00	12/30/2014	2014.114 Transportation & Traffic		-			No	0000
409-480-8000-43030	Engineering Services										
	1581 Total:	1,463.00									
1583	11/29/2014	580.00	0.00	12/30/2014	2012.128 Water System Design		-			No	0000
601-494-9400-43030	Engineering Services										
	1583 Total:	580.00									
1584	11/29/2014	240.00	0.00	12/30/2014	2013.125 Production Well 4		-			No	0000
601-494-9400-43030	Engineering Services										
	1584 Total:	240.00									
1585	11/29/2014	163.80	0.00	12/30/2014	2013.126 Section 34 Water		-			No	0000
601-494-9400-43030	Engineering Services										
1585	11/29/2014	245.70	0.00	12/30/2014	2013.126 Section 34 Sewer		-			No	0000
602-495-9450-43030	Engineering Services										
	1585 Total:	409.50									
1586	11/29/2014	206.50	0.00	12/30/2014	2013.127 CSAH 15 Corridor Mgmt		-			No	0000
602-495-9450-43030	Engineering Services										
	1586 Total:	206.50									
1587	11/29/2014	993.25	0.00	12/30/2014	2013.131 Well 4 Connection Watermain		-			No	0000
601-494-9400-43030	Engineering Services										
	1587 Total:	993.25									
1588	11/29/2014	1,488.75	0.00	12/30/2014	2013.132 Pumphouse 4		-			No	0000
601-494-9400-43030	Engineering Services										
	1588 Total:	1,488.75									
1589	11/29/2014	19,437.94	0.00	12/30/2014	2013.133 LE Ave Trunk Watermain		-			No	0000
601-494-9400-43030	Engineering Services										
	1589 Total:	19,437.94									
1590	11/29/2014	1,637.06	0.00	12/30/2014	2013.134 LE Ave Corridor Improvement		-			No	0000
409-480-8000-43030	Engineering Services										
	1590 Total:	1,637.06									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1591	11/29/2014	3,646.66	0.00	12/30/2014	2013.135 2014 Street Impr Feas		-	No		0000
409-480-8000-43030	Engineering Services									
	1591 Total:	3,646.66								
1592	11/29/2014	3,941.70	0.00	12/30/2014	2014.131 39th St N - Street		-	No		0000
409-480-8000-43030	Engineering Services									
	1592 Total:	3,941.70								
1593	11/29/2014	192.50	0.00	12/30/2014	2014.135 Beehive Asset Management		-	No		0000
409-480-8000-43030	Engineering Services									
	1593 Total:	192.50								
1594	11/29/2014	512.50	0.00	12/30/2014	2014.137 Old Village Phase 1		-	No		0000
409-480-8000-43030	Engineering Services									
	1594 Total:	512.50								
1595	11/29/2014	388.00	0.00	12/30/2014	2014.140 Jane Road 201 Systems		-	No		0000
602-495-9450-43030	Engineering Services									
	1595 Total:	388.00								
1596	11/29/2014	3,433.12	0.00	12/30/2014	2012.130A Lennar I94 Corridor		-	No		0000
803-000-0000-22910	Developer Payments									
	1596 Total:	3,433.12								
1597	11/29/2014	1,978.23	0.00	12/30/2014	2013.128 Amaris Homes		-	No		0000
803-000-0000-22910	Developer Payments									
	1597 Total:	1,978.23								
1598	11/29/2014	94.50	0.00	12/30/2014	2013.129 Hammes		-	No		0000
803-000-0000-22910	Developer Payments									
	1598 Total:	94.50								
1599	11/29/2014	8,526.59	0.00	12/30/2014	2013.130 Hunters Crossing		-	No		0000
803-000-0000-22910	Developer Payments									
	1599 Total:	8,526.59								
1600	11/29/2014	59.00	0.00	12/30/2014	2014.124 Engstrom		-	No		0000
803-000-0000-22910	Developer Payments									
	1600 Total:	59.00								
1601	11/29/2014	2,845.44	0.00	12/30/2014	2014.126 Easton Village		-	No		0000
803-000-0000-22910	Developer Payments									
	1601 Total:	2,845.44								
1602	11/29/2014	1,431.52	0.00	12/30/2014	2014.127B Lakewood Crossing - Kwik Trip		-	No		0000
803-000-0000-22910	Developer Payments									
	1602 Total:	1,431.52								
1603	11/29/2014	2,448.50	0.00	12/30/2014	2014.133 Gonyea - Parcel E		-	No		0000
803-000-0000-22910	Developer Payments									
	1603 Total:	2,448.50								
1604	11/29/2014	9,724.58	0.00	12/30/2014	2014.138 Savonna 2nd Addition		-	No		0000
803-000-0000-22910	Developer Payments									
	1604 Total:	9,724.58								
1605	11/29/2014	3,379.44	0.00	12/30/2014	2014.139 Inwood Hans tagen		-	No		0000
803-000-0000-22910	Developer Payments									
	1605 Total:	3,379.44								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
FOCUS Total:		80,686.70								
GKSERVIC G&K Services										
118254071	10/06/2014	36.76	0.00	12/30/2014	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
118254071 Total:		36.76								
1182551825	10/13/2014	36.76	0.00	12/30/2014	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
1182551825 Total:		36.76								
1182563213	10/20/2014	36.76	0.00	12/30/2014	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
1182563213 Total:		36.76								
1182574471	10/27/2014	36.76	0.00	12/30/2014	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
1182574471 Total:		36.76								
1182653775	12/15/2014	37.90	0.00	12/30/2014	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
1182653775 Total:		37.90								
1182665084	12/22/2014	37.80	0.00	12/30/2014	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
1182665084 Total:		37.80								
1182676592	12/29/2014	37.80	0.00	12/30/2014	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
1182676592 Total:		37.80								
GKSERVIC Total:		260.54								
HOLIDAYC Holiday Credit Office										
	12/15/2014	345.42	0.00	12/30/2014	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
Total:		345.42								
HOLIDAYC Total:		345.42								
LANDMARK Landmark, Inc.										
2013-386	12/11/2014	5,000.00	0.00	12/30/2014	Release Escrow 11647 58th ST		-	No		0000
803-000-0000-22900	Deposits Payable									
2013-386 Total:		5,000.00								
LANDMARK Total:		5,000.00								
LEOIL Lake Elmo Oil, Inc.										
	11/30/2014	119.50	0.00	12/30/2014	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
Total:		119.50								



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	LEOIL Total:	119.50								
LINNER Linner Electric Company, Inc.										
24092	12/16/2014	214.00	0.00	12/30/2014	Holiday Light Repair		-	No		0000
204-450-5200-44300	Miscellaneous									
	24092 Total:	214.00								
	LINNER Total:	214.00								
LOFF Loffler Companies, Inc.										
1882416	12/10/2014	821.38	0.00	12/30/2014	Copy machine contract & overage		-	No		0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt									
	1882416 Total:	821.38								
	LOFF Total:	821.38								
MCCORMAC McCormack Classic Construction										
2013-460	12/19/2014	4,900.00	0.00	12/30/2014	Eserow Release - 1668 Ivy Ave		-	No		0000
803-000-0000-22900	Deposits Payable									
	2013-460 Total:	4,900.00								
	MCCORMAC Total:	4,900.00								
MCMA MN City/County Mgmt. Assoc.										
	12/30/2014	135.60	0.00	12/30/2014	Membership - Dean Zuleger		-	No		0000
101-410-1320-44330	Dues & Subscriptions									
	Total:	135.60								
	MCMA Total:	135.60								
MENARDSO Menards - Oakdale										
55691	09/12/2014	87.68	0.00	12/30/2014	Station supplies		-	No		0000
101-420-2220-44300	Miscellaneous									
	55691 Total:	87.68								
56588	09/23/2014	6.05	0.00	12/30/2014	Supplies		-	No		0000
101-420-2220-42210	Equipment Parts									
	56588 Total:	6.05								
57042	09/29/2014	5.57	0.00	12/30/2014	Supplies		-	No		0000
101-420-2220-42210	Equipment Parts									
	57042 Total:	5.57								
63288	12/17/2014	121.05	0.00	12/30/2014	Building maint		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg									
	63288 Total:	121.05								
63810	12/17/2014	20.34	0.00	12/30/2014	Shop material		-	No		0000
101-450-5200-42150	Shop Materials									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	63810 Total:	20.34								
	MENARDSO Total:	240.69								
MENARDST Menards - Stillwater										
54701	11/26/2014	3.17	0.00	12/30/2014	Battery for opener		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	54701 Total:	3.17								
57042	11/26/2014	5.57	0.00	12/30/2014	Tape		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	57042 Total:	5.57								
	MENARDST Total:	8.74								
MILLEREX Miller Excavating, Inc.										
18998	12/18/2014	2,566.50	0.00	12/30/2014	Water main break 3296 LE Avenue		-	No		0000
601-494-9400-46400	Water Mains									
	18998 Total:	2,566.50								
	MILLEREX Total:	2,566.50								
POMPS Pump's Tire Service, Inc.										
210145416	11/21/2014	554.76	0.00	12/30/2014	Tires - Utility Van		-	No		0000
601-494-9400-44030	Repairs\Maint Imp Not Bldgs									
	210145416 Total:	554.76								
	POMPS Total:	554.76								
RIVRCOOP River Country Cooperative										
	11/30/2014	396.94	0.00	12/30/2014	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
	Total:	396.94								
	RIVRCOOP Total:	396.94								
S&T S&T Office Products, Inc.										
01QS1371	12/09/2014	4.96	0.00	12/30/2014	Office Supplies - admin		-	No		0000
101-410-1320-42000	Office Supplies									
	01QS1371 Total:	4.96								
	S&T Total:	4.96								
SELECTAC SelectAccount										
1061880	12/05/2014	8.44	0.00	12/30/2014	Fee 11/01-11/30/14		-	No		0000
101-410-1520-43150	Contract Services									
	1061880 Total:	8.44								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1070201	12/05/2014	8.44	0.00	12/30/2014	Fee 12/01-12/31/14		-	No		0000
101-410-1520-43150	Contract Services									
	1070201 Total:	8.44								
	SELECTAC Total:	16.88								
SPRINT SPRINT										
761950227-133	12/14/2014	59.57	0.00	12/30/2014	Admin - Cell		-	No		0000
101-410-1940-43210	Telephone									
761950227-133	12/14/2014	221.58	0.00	12/30/2014	Fire - cell		-	No		0000
101-420-2220-43210	Telephone									
761950227-133	12/14/2014	43.63	0.00	12/30/2014	Building - cell		-	No		0000
101-420-2400-43210	Telephone									
761950227-133	12/14/2014	85.29	0.00	12/30/2014	PW - cell		-	No		0000
101-430-3100-43210	Telephone									
761950227-133	12/14/2014	85.16	0.00	12/30/2014	Parks - Cell		-	No		0000
101-450-5200-43210	Telephone									
761950227-133	12/14/2014	55.28	0.00	12/30/2014	Taxpayer Service - Cell		-	No		0000
101-410-1450-43210	Telephone									
761950227-133	12/14/2014	14.70	0.00	12/30/2014	Planning - Cell		-	No		0000
101-410-1910-43210	Telephone									
	761950227-133 Total:	565.21								
	SPRINT Total:	565.21								
SRFCONSU SRF Consulting Group, Inc										
	12/18/2014	2,448.93	0.00	12/30/2014	Inwoodk PUD - 5th Street Review		-	No		0000
803-000-0000-22910	Developer Payments									
	Total:	2,448.93								
	SRFCONSU Total:	2,448.93								
TDS TDS Metrocom - LLC										
651-779-8882	12/13/2014	89.45	0.00	12/30/2014	Fire - Lines		-	No		0000
101-420-2220-43210	Telephone									
651-779-8882	12/13/2014	217.53	0.00	12/30/2014	PW - Lines		-	No		0000
101-430-3100-43210	Telephone									
651-779-8882	12/13/2014	82.50	0.00	12/30/2014	Lift Station Alarms		-	No		0000
602-495-9450-43210	Telephone									
651-779-8882	12/13/2014	43.25	0.00	12/30/2014	Well House 2 alarms		-	No		0000
601-494-9400-43210	Telephone									
	651-779-8882 Total:	432.73								
	TDS Total:	432.73								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
TKDA TKDA, Inc.	12/10/2014	3,838.52	0.00	12/30/2014	2013.133 LE Ave Trunk Watermain		-	No		0000
002014004187	Engineering Services									
601-494-9400-43030	002014004187 Total:	3,838.52								
002014004188	12/10/2014	79.43	0.00	12/30/2014	2013.123 LE Ave Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
	002014004188 Total:	79.43								
	TKDA Total:	3,917.95								
TRKUTI Truck Utilities Inc.	12/11/2014	49.14	0.00	12/30/2014	Clamps/Couplers		-	No		0000
278120	Repairs/Maint Eqpt									
101-430-3125-44040	278120 Total:	49.14								
	TRKUTI Total:	49.14								
WASHCONS Washington Conservation Dist.	12/31/2014	556.25	0.00	12/30/2014	4th of four billings - Shared Educator		-	No		0000
3083	Conferences & Training									
603-496-9500-44370	3083 Total:	556.25								
	WASHCONS Total:	556.25								
WASRADIO Washington County	12/15/2014	300.06	0.00	12/30/2014	Radio Fee		-	No		0000
79993	Radio									
101-430-3100-43230	79993 Total:	300.06								
79994	12/15/2014	3,800.76	0.00	12/30/2014	1/4 yearly fee for 800 MHz radios		-	No		0000
101-420-2220-43230	Radio									
	79994 Total:	3,800.76								
	WASRADIO Total:	4,100.82								
Whiteami White Anita	12/16/2014	55.00	0.00	12/30/2014	Cable Operations CC meeting		-	No		0000
101-410-1450-43620	Cable Operations									
	Total:	55.00								
	Whiteami Total:	55.00								
	Report Total:	175,250.98								

# Accounts Payable To Be Paid Proof List

User: PattyB  
 Printed: 12/31/2014 - 10:01 AM  
 Batch: 028-12-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
DONALDSA Donald Salverda & Associates										
	12/30/2014	600.00	0.00	12/30/2014	Local Government -2015 Leadership			No		0000
101-000-0000-15500	Prepaid Items				Growth					
	Total:	600.00								
	DONALDSA Total:	600.00								
LEASSOC Lake Elmo Associates, LLP										
	12/31/2014	2,461.00	0.00	12/30/2014	January 2015 Rent			No		0000
101-000-0000-15500	Prepaid Items									
	Total:	2,461.00								
	LEASSOC Total:	2,461.00								
WASHTAX Washington County										
75342	12/10/2014	250.00	0.00	12/30/2014	Website subscription			No		0000
101-000-0000-15500	Prepaid Items									
	75342 Total:	250.00								
	WASHTAX Total:	250.00								
	Report Total:	3,311.00								



# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015

**CONSENT**

**ITEM #** 3

**AGENDA ITEM:** Section 34 Pressure Reducing Valve Stations – 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 Section 34 Pressure Reducing Valve Stations 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 \$83,948.65 for the Section 34 Pressure Reducing Valve Stations”.***



**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

Geislinger & Sons Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 1 in the amount of \$83,948.65. 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 \$4,418.35.

The improvements include two precast concrete water pressure reducing valve stations and associated utility and site work with one PRV station to be installed along the Hudson Boulevard trunk watermain near the new Kwik Trip service station and one within the Savona 2<sup>nd</sup> Addition. The pressure reduction stations are required to reduce the operating pressures for properties located in the low pressure zone areas of Section 34. 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. The project is being completed as a public improvement project with the costs fully assessed against the Section 34 properties. The project was awarded for construction by the City Council on October 21, 2014.

**RECOMMENDATION:**

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 1 for the Section 34 Pressure Reducing Valve Stations 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 \$83,948.65, for the Section 34 Pressure Reducing Valve Stations”.***

**ATTACHMENT(S):**

1. Partial Pay Estimate No. 1

**PROJECT PAY FORM**

PARTIAL PAY ESTIMATE NO. <u>1</u>		<b>FOCUS</b> ENGINEERING, inc.	
SECTION 34 PRESSURE REDUCING VALVE STATIONS PROJECT NO. 2013.126		PERIOD OF ESTIMATE FROM <u>11/24/2014</u> TO <u>12/23/2014</u>	
PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, P.E., CITY ENGINEER		CONTRACTOR: GEISLINGER AND SONS, INC. 511 CENTRAL AVE S P.O. BOX 437 WATKINS, MN 55389 ATTN: JEFF GEISLINGER, PRESIDENT	
<b>CONTRACT CHANGE ORDER SUMMARY</b>		<b>PAY ESTIMATE SUMMARY</b>	
No.	Approval Date	Amount	
		Additions	Deductions
TOTALS		\$0.00	\$0.00
NET CHANGE		\$0.00	\$0.00
		<i>*Detailed Breakdown Attached</i>	
<b>CONTRACT TIME</b>			
START DATE:	<u>11/24/2014</u>	ORIGINAL DAYS	<u>179</u>
SUBSTANTIAL COMPLETION:	<u>12/19/2014</u>	REVISED DAYS	<u>0</u>
FINAL COMPLETION:	<u>5/22/2015</u>	REMAINING	<u>150</u>
		ON SCHEDULE	YES <input checked="" type="checkbox"/>
			NO <input type="checkbox"/>
ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.		FOCUS Engineering, inc.  <u>Chl dl</u> ENGINEER 12/29/2014 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  <u>Dennis Smith</u> BY <u>12-29-14</u> DATE	
APPROVED BY OWNER: <b>CITY OF LAKE ELMO, MINNESOTA</b>			
BY _____		BY _____	
DATE _____		DATE _____	

PARTIAL PAY ESTIMATE NO. 1

SECTION 34 PRESSURE REDUCING VALVE STATIONS  
 CITY OF LAKE ELMO, MINNESOTA  
 PROJECT NO. 2013.126

**FOCUS** ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>BASE BID - HUDSON BOULEVARD PRV STATION</b>									
1	HUDSON BLVD PRV STATION	LS	1	\$91,100.00	\$91,100.00	0.97	\$88,367.00	0.97	\$88,367.00
2	WATERMAIN BYPASS - HUDSON BLVD PRV STATION	LS	1	\$2,500.00	\$2,500.00	0.00	\$0.00	0.00	\$0.00
SUBTOTAL - BASE BID					\$93,600.00		\$88,367.00		\$88,367.00
<b>TOTALS - BASE CONTRACT</b>					\$93,600.00		\$88,367.00		\$88,367.00



**MAYOR & COUNCIL COMMUNICATION**

**DATE:** January 13, 2015  
**CONSENT**  
**ITEM #** 4

**AGENDA ITEM:** Lake Elmo Avenue Trunk Watermain Improvements – 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 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. 5 to GM Contracting Inc. in the amount of \$135,306.29, 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. 5 in the amount of \$135,306.29. 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 \$100,043.07.

**RECOMMENDATION:**

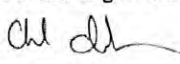
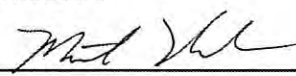
Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 5 for the Lake Elmo Avenue Trunk Watermain Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Pay Request No. 5 to GM Contracting Inc. in the amount of \$135,306.29, for the Lake Elmo Avenue Trunk Watermain Improvements Project.”***

**ATTACHMENT(S):**

1. Partial Pay Estimate No. 5

**PROJECT PAY FORM**

PARTIAL PAY ESTIMATE NO. <u>5</u>		<b>FOCUS</b> ENGINEERING, inc.			
LAKE ELMO AVENUE TRUNK WATERMAIN IMPROVEMENTS PROJECT NO. 2013.133		PERIOD OF ESTIMATE FROM <u>11/1/2014</u> TO <u>11/30/2014</u>			
PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER		CONTRACTOR: GM CONTRACTING INC. 19810 515TH AVE LAKE CRYSTAL, MN 56055 ATTN: MIKE URBAN, PROJECT MANAGER			
CONTRACT CHANGE ORDER SUMMARY		PAY ESTIMATE SUMMARY			
No.	Approval Date	Amount			
		Additions	Deductions		
1	10/21/2014	\$12,427.86			1. Original Contract Amount <u>\$2,015,687.39</u>
					2. Net Change Order Sum <u>\$12,427.86</u>
					3. Revised Contract (1+2) <u>\$2,028,115.25</u>
					4. *Work Completed <u>\$2,000,861.38</u>
					5. *Stored Materials <u>\$0.00</u>
					6. Subtotal (4+5) <u>\$2,000,861.38</u>
					7. Retainage* <u>5.0%</u> <u>\$100,043.07</u>
					8. Previous Payments <u>\$1,765,512.02</u>
					9. Amount Due (6-7-8) <u>\$135,306.29</u>
TOTALS		\$12,427.86	\$0.00		
NET CHANGE		\$12,427.86			*Detailed Breakdown Attached
CONTRACT TIME					
START DATE: <u>6/26/2014</u>		ORIGINAL DAYS <u>141</u>		ON SCHEDULE	
SUBSTANTIAL COMPLETION: <u>10/17/2014</u>		REVISED DAYS <u>0</u>		YES <input type="checkbox"/>	
FINAL COMPLETION: <u>11/14/2014</u>		REMAINING <u>-16</u>		NO <input checked="" type="checkbox"/>	
ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.				FOCUS Engineering, inc.  _____ ENGINEER <u>12/30/2014</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>11/6/15</u> DATE	
APPROVED BY OWNER: <b>CITY OF LAKE ELMO, MINNESOTA</b>					
_____ BY			_____ BY		
_____ DATE			_____ DATE		



ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>DIVISION 1 - GENERAL</b>									
1	MOBILIZATION	LS	1	\$85,000.00	\$85,000.00	0.05	\$4,250.00	1	\$85,000.00
2	TRAFFIC CONTROL	LS	1	\$53,951.69	\$53,951.69	0.05	\$2,697.58	1	\$53,951.69
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	\$0.00	8	\$3,200.00
5	INLET PROTECTION	EA	3	\$152.58	\$457.74	0	\$0.00	3	\$457.74
6	6" TOPSOIL AND SOD	SY	267	\$6.30	\$1,682.10	0	\$0.00	0	\$0.00
7	TEMPORARY WATER SERVICE	LS	1	\$4,500.00	\$4,500.00	0.25	\$1,125.00	1	\$4,500.00
SUBTOTAL - DIVISION 1					\$154,744.03		\$8,072.58		\$147,109.43
<b>DIVISION 2 - WATERMAIN</b>									
1	REMOVE EXISTING WATERMAIN - ALL SIZES AND TYPES	LF	416	\$2.85	\$1,185.60	0	\$0.00	363	\$1,034.55
2	ABANDON EXISTING WATERMAIN IN PLACE - ALL SIZES AND TYPES	LF	970	\$2.85	\$2,764.50	970	\$2,764.50	970	\$2,764.50
3	SALVAGE EXISTING HYDRANT, LEAD, AND VALVE	EA	2	\$350.00	\$700.00	0	\$0.00	1	\$350.00
4	REMOVE/ABANDON EXISTING WATER SERVICE - ALL SIZES AND TYPES	EA	15	\$150.00	\$2,250.00	0	\$0.00	16	\$2,400.00
5	CONNECT TO EXISTING WATERMAIN	EA	1	\$1,448.16	\$1,448.16	0	\$0.00	1	\$1,448.16
6	6" GATE VALVE & BOX	EA	27	\$2,036.85	\$54,994.95	0	\$0.00	27	\$54,994.95
7	8" GATE VALVE & BOX	EA	4	\$2,530.54	\$10,122.16	0	\$0.00	3	\$7,591.62
8	12" GATE VALVE & BOX	EA	1	\$3,508.66	\$3,508.66	0	\$0.00	1	\$3,508.66
9	16" BUTTERFLY VALVE & BOX	EA	17	\$3,489.56	\$59,322.52	0	\$0.00	15	\$52,343.40
10	HYDRANT - 8'-6" BURY	EA	27	\$4,182.48	\$112,926.96	0	\$0.00	27	\$112,926.96
11	1" CORPORATION STOP	EA	6	\$425.90	\$2,555.40	0	\$0.00	7	\$2,981.30
12	1.5" CORPORATION STOP	EA	38	\$550.20	\$20,907.60	6	\$3,301.20	40	\$22,008.00
13	2" CORPORATION STOP	EA	2	\$647.35	\$1,294.70	2	\$1,294.70	2	\$1,294.70
14	1" CURB STOP AND BOX	EA	6	\$463.58	\$2,781.48	0	\$0.00	7	\$3,245.06
15	1.5" CURB STOP AND BOX	EA	38	\$600.53	\$22,820.14	6	\$3,603.18	40	\$24,021.20
16	2" CURB STOP AND BOX	EA	2	\$746.85	\$1,493.70	2	\$1,493.70	2	\$1,493.70
17	1" TYPE K COPPER WATER SERVICE PIPE	LF	204	\$28.59	\$5,832.36	94	\$2,687.46	217	\$6,204.03
18	1.5" TYPE K COPPER WATER SERVICE PIPE	LF	1,586	\$32.06	\$50,847.16	336	\$10,772.16	1,737	\$55,668.22
19	2" TYPE K COPPER WATER SERVICE PIPE	LF	52	\$37.35	\$1,942.20	51	\$1,904.85	51	\$1,904.85
20	CONNECT TO EXISTING WATER SERVICE - ALL SIZES AND TYPES	EA	15	\$500.00	\$7,500.00	2	\$1,000.00	15	\$7,500.00
21	6" DIP CL 52 WATERMAIN	LF	379	\$29.50	\$11,180.50	0	\$0.00	373	\$11,003.50
22	16" DIP CL 52 WATERMAIN	LF	387	\$74.63	\$28,881.81	0	\$0.00	390	\$29,105.70
23	8" HDPE DR 11 WATERMAIN	LF	174	\$70.93	\$12,341.82	4	\$283.72	174	\$12,341.82
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	0	\$0.00	11,152	\$992,528.00
26	16" HDPE DR11 WATERMAIN, EXTRA DEPTH (P)	LF	2,200	\$89.00	\$195,800.00	0	\$0.00	2,200	\$195,800.00
27	6"x45" BEND MJ DUCTILE IRON COMPACT FITTING	EA	32	\$362.03	\$11,584.96	0	\$0.00	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	0	\$0.00	4	\$2,174.08
31	16"x6" TEE MJ DUCTILE IRON COMPACT FITTING	EA	23	\$1,498.00	\$34,454.00	0	\$0.00	23	\$34,454.00
32	16"x8" TEE MJ DUCTILE IRON COMPACT FITTING	EA	4	\$1,520.00	\$6,080.00	0	\$0.00	4	\$6,080.00
33	16"x12" TEE MJ DUCTILE IRON COMPACT FITTING	EA	1	\$1,589.00	\$1,589.00	0	\$0.00	1	\$1,589.00
34	16"x12" CROSS MJ DUCTILE IRON COMPACT FITTING	EA	2	\$1,657.77	\$3,315.54	0	\$0.00	1	\$1,657.77
35	12"x6" REDUCER MJ DUCTILE IRON COMPACT FITTING	EA	1	\$588.10	\$588.10	0	\$0.00	1	\$588.10
36	16"x8" REDUCER MJ DUCTILE IRON COMPACT FITTING	EA	1	\$762.51	\$762.51	0	\$0.00	1	\$762.51
37	8" PLUG MJ DUCTILE IRON COMPACT FITTING	EA	4	\$268.40	\$1,073.60	0	\$0.00	5	\$1,342.00
38	12" PLUG MJ DUCTILE IRON COMPACT FITTING	EA	4	\$322.24	\$1,288.96	0	\$0.00	2	\$644.48
39	16" PLUG MJ DUCTILE IRON COMPACT FITTING	EA	1	\$506.18	\$506.18	0	\$0.00	1	\$506.18
40	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	LS	1	\$70,092.00	\$70,092.00	0.20	\$14,018.40	1.0	\$70,092.00
41	WATER SERVICE CONNECTION PITS	LS	1	\$55,577.00	\$55,577.00	0.25	\$13,894.25	0.85	\$47,240.45
42	OFF ROAD STRUCTURE MARKER	EA	27	\$57.70	\$1,557.90	7	\$403.90	7	\$403.90
43	4" POLYSTYRENE INSULATION	SF	96	\$7.37	\$707.52	0	\$0.00	64	\$471.68
SUBTOTAL - DIVISION 2					\$1,808,790.41		\$57,422.02		\$1,783,800.50
<b>DIVISION 3 - STREETS</b>									
1	SAWCUT BITUMINOUS PAVEMENT	LF	1,020	\$3.92	\$3,998.40	0	\$0.00	433	\$1,697.36
2	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, ALL TYPES	SY	1,125	\$5.67	\$6,378.75	0	\$0.00	672	\$3,810.24
3	CL 5 AGGREGATE BASE	TN	410	\$29.93	\$12,271.30	407.7	\$12,202.46	407.7	\$12,202.46
4	DRIVEWAY RESTORATION	SY	62	\$39.21	\$2,431.02	17.33	\$679.51	17.33	\$679.51
5	SPNWB230B BITUMINOUS NON-WEAR COURSE, STREETS	TN	134	\$128.96	\$17,280.64	147.80	\$19,060.29	147.80	\$19,060.29
6	SPWEA240B BITUMINOUS WEAR COURSE, STREETS	TN	67	\$144.44	\$9,677.48	73.92	\$10,677.00	73.92	\$10,677.00
7	BITUMINOUS MATERIAL FOR TACK COAT	GA	56	\$2.06	\$1,153.36	56	\$1,153.36	56	\$1,153.36
SUBTOTAL - DIVISION 3					\$52,152.95		\$42,734.62		\$48,242.22
<b>TOTALS - BASE CONTRACT</b>					<b>\$2,015,687.39</b>		<b>\$108,229.23</b>		<b>\$1,979,152.15</b>

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>CHANGE ORDER NO. 1</b>									
CO1-1	TRAFFIC CONTROL - TEMPORARY SIGNAGE	LS	1.0	\$3,810.00	\$3,810.00	0	\$0.00	1	\$3,810.00
CO1-2	RESTORATION - ELIMINATE CROSS AT 10TH STREET	LS	1.0	-\$1,130.46	-\$1,130.46	0	\$0.00	1	-\$1,130.46
CO1-3	REMOVE 16"x12" CROSS	EA	-1.0	\$1,657.77	-\$1,657.77	0	\$0.00	0	\$0.00
CO1-4	REMOVE 12" PLUG	EA	-2.0	\$322.24	-\$644.48	0	\$0.00	0	\$0.00
CO1-5	REMOVE 16" BUTTERFLY VALVE & BOX	EA	-2.0	\$3,489.56	-\$6,979.12	0	\$0.00	0	\$0.00
CO1-6	18-INCH HYDRANT EXTENSION	EA	1.0	\$852.25	\$852.25	1	\$852.25	1	\$852.25
CO1-7	FOSTOR ADAPTORS	EA	16.0	\$200.00	\$3,200.00	0	\$0.00	16	\$3,200.00
CO1-8	16-INCH SLEEVE	EA	18.0	\$832.08	\$14,977.44	0	\$0.00	18	\$14,977.44
<b>TOTALS - CHANGE ORDER NO. 1</b>					<b>\$12,427.86</b>		<b>\$852.25</b>		<b>\$21,709.23</b>
<b>TOTALS - REVISED CONTRACT</b>					<b>\$2,028,115.25</b>		<b>\$109,081.48</b>		<b>\$2,000,861.38</b>



# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015  
**CONSENT**  
**ITEM #** 5

**AGENDA ITEM:** Olson Lake Trail Sanitary Sewer Extension – Payment Authorization

**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.

This is a previously authorized capital improvement expense. Payment is proposed in accordance with the Olson Lake Trail Sanitary Sewer Joint Powers Agreement between Oakdale and Lake Elmo dated April 23, 2013. Payment remains within the scope and budget authorized by the Lake Elmo City Council when awarding the project on August 6, 2013.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving an Invoice from the City of Oakdale for Lake Elmo’s cost share for the Olson Lake Trail Sanitary Sewer Extension project. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Payment to the City of Oakdale in the amount of \$113,270.29 for the Olson Lake Trail Sanitary Sewer Extension project”.***

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

The Olson Lake Trail Sanitary Sewer Extension project included the extension of sanitary sewer 580 feet north of an existing lift station, owned and operated by Oakdale, along the west boulevard of Olson Lake Trail. This project provided sanitary sewer service to 7 properties; 5 properties in Lake Elmo and 2 properties in Oakdale. The project was designed, bid, contracted, inspected and constructed by the City of Oakdale, however the City of Lake Elmo was a project partner in that the project provided sanitary sewer service to 5 Lake Elmo properties and Lake Elmo has specially assessed these properties for the improvements. The project was completed using a Joint Powers Agreement dated April 23, 2013 between the City of Oakdale and the City of Lake Elmo.

The attached invoice is for Lake Elmo's share of the Olson Lake Trail Sanitary Sewer Extension project. This project was constructed in 2013. PHASE 2 is tentatively planned for construction in 2016 when Washington County plans to resurface Olson Lake Trail (CSAH 13). The unit assessment for the initial project constructed in 2013 was \$18,500 levied over a period of 15 years.

This Pay Authorization represents the final project costs that are to be reimbursed to the City of Oakdale. Final project costs include; Construction Costs, Contingencies, Engineering Services, Construction Administration and Legal, Fiscal, and Administration. The table below shows the final cost breakdown.

<b>OLSON LAKE TRAIL SANITARY SEWER EXTENSION: PHASE 1</b>	<b>FINAL PROJECT</b>	<b>POST DESIGN</b>	<b>FEASIBILITY REPORT</b>
Construction Costs:	\$138,896.20	\$158,300	\$96,000
Contingencies:	\$0.00	\$4,700	\$14,000
Easement and Right-of-way Acquisition:	\$0.00	\$0	\$0
Engineering Services (Report, Design, Construction):	\$32,991.74	\$19,500	\$19,000
Construction Administration, Staking and Observation:	\$0.00	\$8,400	\$6,000
Oakdale Administration Fees:	\$9,168.00	\$800	\$2,000
Legal, Fiscal and Administration:	\$1,339.42	\$4,000	\$4,000
<b>TOTAL PROJECT COSTS</b>	<b>\$182,395.36</b>	<b>\$195,700</b>	<b>\$141,000</b>

**RECOMMENDATION:**

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, an Invoice from the City of Oakdale for Lake Elmo's cost share for the Olson Lake Trail Sanitary Sewer Extension project. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Payment to the City of Oakdale in the amount of \$113,270.29 for the Olson Lake Trail Sanitary Sewer Extension project”.***

**ATTACHMENT(S):**

1. City of Oakdale Project Invoice.
2. Olson Lake Trail Sanitary Sewer Joint Powers Agreement between Oakdale and Lake Elmo dated April 23, 2013.



CITY OF OAKDALE ACCOUNTS RECEIVABLE INVOICE

1584 HADLEY AVE N  
OAKDALE, MN 55128-5407  
PHONE (651) 730-2712

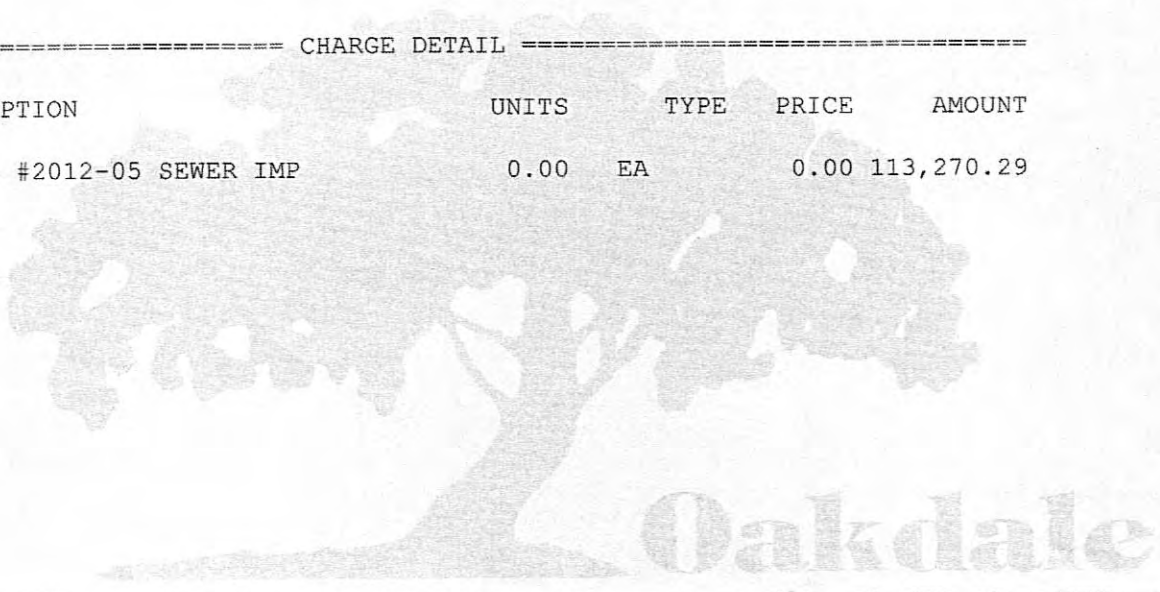


CITY ADMINISTRATOR  
CITY OF LAKE ELMO  
3800 LAVERNE AVENUE NORTH  
LAKE ELMO MN 55042

CUSTOMER#: 57-LAKELM  
INVOICE#: 201412104505  
INVOICE DATE: 12/10/2014  
DUE DATE : 1/09/2015  
P.O. # :

===== CHARGE DETAIL =====

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
71% OF CP11 #2012-05 SEWER IMP	0.00	EA	0.00	113,270.29



-----  
CITY ADMINISTRATOR

57-LAKELM

INVOICE#: 201412104505

TOTAL DUE : \$113,270.29

PLEASE REMIT BOTTOM PORTION WITH YOUR PAYMENT

THANK YOU  
-----



2012-05

DATE	NAME/VENDOR	REF #	CONTRACTOR	ENGINEER/ ARCHITECT	LEGAL FISCAL	OTHER	YTD
							0.00
10/18/2013	Dave Perkins Contracting	064884	118,707.25	0.00	0.00	0.00	118,707.25
6/7/2013	SEH	063423		3,270.00			121,977.25
6/23/2013	SEH	0636.31		3,270.00			125,247.25
7/19/2013	SEH	063972		4,360.00			129,607.25
11/22/2013	SEH	065256		5,040.00			134,647.25
12/026/2013	SEH	065379		1,680.00			136,327.25
4/19/2013	Kennedy & Graven	062928		0.00	80.00		136,407.25
5/24/2013	Kennedy & Graven	063292		0.00	120.00		136,527.25
8/9/2013	Kennedy & Graven	064093		0.00	720.00		137,247.25
10/4/2013	Kennedy & Graven	064702		0.00	40.00		137,287.25
4/5/2013	Lillie Suburban	062787				193.50	137,480.75
6/21/2013	Lillie Suburban	063545				116.92	137,597.67
7/19/2013	Lillie Suburban	063942				69.00	137,666.67
							137,666.67
10/24/2014	SEH			1,680.00			139,346.67
							139,346.67
10/1/2014	Final		20,188.95				159,535.62
							159,535.62
							159,535.62

2013	118,707.25	17,620.00	960.00	379.42	137,666.67
2014	20,188.95	1,680.00	0.00	0.00	21,868.95

159,535.62

71% 113,270.29

Additional Charges Incurred By Oakdale			
Charge for Administration 2%		3,056.00	3,056.00
Charge for Engineer 4%	6,112.00		9,168.00

JOINT POWERS AGREEMENT  
BETWEEN THE CITY OF OAKDALE  
AND THE CITY OF LAKE ELMO  
REGARDING OLSON LAKE TRAIL SANITARY SEWER  
IMPROVEMENT PROJECT

THIS AGREEMENT made and entered into this 23rd day of April, 2013 by and between the City of Oakdale ("Oakdale") and the City of Lake Elmo ("Lake Elmo"), both of which are municipal corporations under the laws of Minnesota.

RECITALS

WHEREAS, Oakdale and Lake Elmo desire to install an 8-inch gravity sewer line, service stub pipe, and related items in a portion of CSAH 13 (Olson Lake Trail) Right of Way, including grinder pumps on those service lines below the gravity sewer main elevation (the "Project"); and

WHEREAS, the Project will connect to an existing lift station in Oakdale that is owned, operated, and maintained by Oakdale; and

WHEREAS, upon completion of the Project, Oakdale will own, operate, and maintain the 8-inch sewer line; and

WHEREAS, the Project will benefit properties in both cities; and

WHEREAS, Lake Elmo prepared a feasibility study of the Project in accordance with Minnesota Statutes, Chapter 429; and

WHEREAS, Oakdale and Lake Elmo have conducted public improvement hearings in accordance with Minnesota Statutes, Chapter 429;

WHEREAS, Oakdale intends to specially assess two benefited properties in Oakdale for the cost of the Project; and

WHEREAS, Lake Elmo intends to specially assess five benefited properties in Lake Elmo for the cost of the Project; and

WHEREAS, Minnesota Statutes, section 471.59 authorizes political subdivisions of the state to enter into joint powers agreements for the joint exercise of powers common to each.

NOW, THEREFORE, in consideration of the mutual undertakings expressed in this agreement, Oakdale and Lake Elmo agree as follows:

I. PURPOSE

The purpose of this Agreement is to set forth the terms of the agreement that Oakdale and Lake Elmo have reached regarding the design, construction and financing of the Project, in accordance with

Minnesota Statutes, section 471.59.

## II. AGREEMENT

1. Oakdale shall be responsible for the design and construction of the entire Project. Therefore, the parties agree that:
  - a. Oakdale shall plan and design, advertise and receive bids, award the contract, administer the construction and conduct inspections of the Project. Lake Elmo will review and approve the final plans and specifications prior to advertisement for bids. Lake Elmo shall have the right to approve the bid prior to award of the contract by Oakdale if the apparent low bid exceeds the engineer's estimated cost of the Project. Lake Elmo shall have the right to inspect, review and comment upon construction of the Project.
  - b. Lake Elmo grants to Oakdale the right to construct the project within the Lake Elmo city limits along Olson Lake Trail, including any excavations necessary to perform work incidental to the performance of this Agreement. Lake Elmo agrees to cooperate with Oakdale in the execution of the Project.
  - c. Lake Elmo agrees to notify and coordinate access and other matters with its property owners regarding the construction schedule of the Project.
2. The Project is estimated to cost \$141,000 including the cost of construction, all design/construction engineering, administrative, and legal expenses. Oakdale's share of the Project costs 29% (approximately \$41,370) and Lake Elmo's share is 71% (approximately \$99,630).
3. Lake Elmo will invoice Oakdale \$4,000 for Oakdale's share of the cost of preparing the feasibility report.
4. Oakdale will invoice Lake Elmo on a monthly basis for Lake Elmo's portion of the Project costs. Lake Elmo agrees to pay the invoice no later than 30 days after receiving it.
5. Each city shall be solely responsible for its share of the costs of the Project. Each city shall be responsible for the levy of any special assessments against properties within its respective city boundaries.
6. Each city agrees to indemnify and hold harmless the other from any claims, losses, costs, expenses or damages, including reasonable attorney's fees, resulting from the acts or omissions of the respective officers, agents, or employees of the indemnifying party, to the extent such acts or omissions to related activities conducted by the indemnifying party under this Agreement.
7. It is understood and agreed that this agreement contains the complete

understanding of Oakdale and Lake Elmo and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties regarding the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

8. For purposes of delivery of any notice required by this Agreement, the notice shall be effective if delivered by certified or registered U.S. mail, postage prepaid, or hand delivered to:

a) As to Oakdale: City of Oakdale  
1584 Hadley Avenue North  
Oakdale, MN 55128  
ATTN: City Administrator

b) As to Lake Elmo: City of Lake Elmo  
3800 Laverne Avenue North  
Lake Elmo, MN 55042  
ATTN: City Administrator

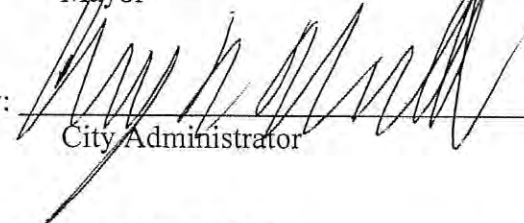
9. This Agreement shall be interpreted under the laws of Minnesota.

IN WITNESS WHEREOF, Oakdale and Lake Elmo have caused this Agreement to be executed on their behalf by their appropriate officers.

Dated: April 23, 2013.


CITY OF OAKDALE

By:   
Mayor

By:   
City Administrator

Dated: May 8<sup>th</sup>, 2013.

CITY OF LAKE ELMO

By:   
Mayor

By:   
City Administrator



# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015  
**CONSENT**  
**ITEM #** 6

**AGENDA ITEM:** Designation of Official Newspaper  
**SUBMITTED BY:** Beckie Gumatz, Deputy Clerk  
**THROUGH:** Dean Zuleger, City Administrator  
**REVIEWED BY:** Adam Bell, Assistant City Administrator/City Clerk

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** Designation is mandated by state law.

**FISCAL IMPACT:**

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to designate *The Oakdale-Lake Elmo Review* as the City’s official newspaper of record for 2015 and to designate the *St. Paul Pioneer Press* as the alternate official newspaper to be used on an as needed basis. As part of its consent agenda, no specific motion is required. Should council choose to remove this item from its consent agenda, the recommended motion for this action is as follows:

*“Move to designate the Oakdale-Lake Elmo Review as the official newspaper of record for 2015 and designate the St. Paul Pioneer Press as the back-up official newspaper on an as needed basis.”*

**LEGISLATIVE HISTORY:** Pursuant to Minn. State Statute § 412.831, the City Council is to select an official newspaper of record for legal publications.

From a financial and timeliness perspective, City Staff has had an effective working relationship with *The Oakdale-Lake Elmo Review* as its official newspaper for the past few years. *The Oakdale-Lake Elmo Review* meets all statutory requirements for legal publications, has a reasonable publication schedule/deadline for submission, and its rates for publication are very competitive.



The *St. Paul Pioneer Press* has been the back-up legal publication due to its shorter turn-around for unexpected and time sensitive publication needs. Due to its much quicker publication and vastly greater circulation, the *Pioneer Press* remains a viable back-up option. The City did not receive a proposal from the *Pioneer Press*.

**BACKGROUND INFORMATION (SWOT):**

**Strengths** The *Oakdale-Lake Elmo Review* has balanced local coverage of Lake Elmo events and news along with a relatively broad distribution in the area. The rates, publication frequency, and due dates all satisfy the City's legal publication needs the vast majority of the time. The *Pioneer Press* offers daily publication, but at a much higher price for publications. It does however have a much broader distribution rate.

**Weaknesses** The *Oakdale-Lake Elmo Review* only publishes weekly with a due date of the preceding Friday. The *Pioneer Press* is more expensive, but it publishes daily with a due date of noon the day before.

**Opportunities** Planning hearings far enough in advance to avoid having to rely on the daily publication of the *Pioneer Press* for notice would save the city money. There is discussion in the legislature to eliminate the printed newspaper publication rule.

**Threats** Any substantial price increase would have a negative impact on publishing costs.

**RECOMMENDATION:** The City Council is respectfully requested to designate *The Oakdale-Lake Elmo Review* as the City's official newspaper of record for 2015 and to designate the *St. Paul Pioneer Press* as the alternate official newspaper to be used on an as needed basis. As part of its consent agenda, no specific motion is required. Should council choose to remove this item from its consent agenda, the recommended motion for this action is as follows:

*“Move to designate the Oakdale-Lake Elmo Review as the official newspaper of record for 2015 and designate the St. Paul Pioneer Press as the back-up official newspaper on an as needed basis.”*

**AUTHORITY:**

**2014 Minnesota Statutes**

**§ 412.831 OFFICIAL NEWSPAPER**

“The Council shall, annually at its first meeting of the year, designate a legal newspaper of general circulation in the city as its official newspaper, in which shall be published such ordinances and other matters as are required by law to be so published and such other matters as the council may deem it advisable and in the public interest to have published in this manner.”

**ATTACHMENTS:**

1. Lillie
2. St. Croix Valley Lowdown



## Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue  
North St. Paul, MN 55109  
(651) 777-8800

December 22, 2014

Adam Bell, City Clerk  
City of Lake Elmo  
3800 Laverne Ave. N.  
Lake Elmo, MN 55042

Dear Mr. Bell:

Thank you for the opportunity to bid on public notice publication services for the City of Lake Elmo. The *Oakdale-Lake Elmo Review* has been serving the needs of the Lake Elmo area for 43 years, and is pleased to provide ongoing coverage of city government and school issues and community events. Each week we mail over 1600 copies to residents and businesses in the city of Lake Elmo.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His grandsons, Jeffery Enright and Ted H. Lillie, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the Lake Elmo area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that Lake Elmo area residents look to us as one of their primary sources of information about city activities and meetings, and we will continue to publish the city's press releases and photos.

Lillie Suburban Newspapers has the official designation of the neighboring communities of North St. Paul, Maplewood and Oakdale, to name a few, as well as the North St. Paul-Maplewood-Oakdale School District.

3 P.M. Friday is the deadline each week for submitting public notices to our office. Public notices should be directed to Kitty Sundberg, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651/777-8288. Notices may also be sent via e-mail to:

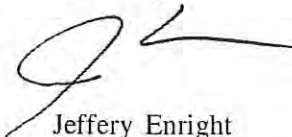
[legals@lilienews.com](mailto:legals@lilienews.com)

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

\$5.29 per column inch for a one-time publication  
\$5.05 per column inch for each additional publication

Thank you for considering the *Oakdale-Lake Elmo Review* as the official legal newspaper for the City of Lake Elmo for 2015. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright  
Publisher



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives  
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review  
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review



4779 Bloom Ave., White Bear Lake, MN 55110 • Phone: 651-407-1200 • Fax: 651-429-1242

December 10, 2014

Mr. Adam Bell  
City of Lake Elmo  
3800 Laverne Avenue  
Lake Elmo, MN 55042

Dear Ms. Lumby:

The *St. Croix Valley Lowdown* wishes to be considered as your designated newspaper for 2015.

We meet all the legal publication requirements under state statutes. Our circulation is audited by Verified Audit Circulation, an independent firm.

We offer submittal of legal notices by mail, fax at (651) 429-1242, or e-mail to [legals@presspubs.com](mailto:legals@presspubs.com). Please clearly identify them as "Legal Notices."

The rate will be \$6.89 per column inch, in 7-point type at 9-lines per inch.

Our deadline for legal notices is Monday by 12:00 noon for that Friday's publication.

We look forward to the opportunity to serve you. We welcome any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carter Johnson', written over a white background.

Carter Johnson  
Publisher

A handwritten signature in black ink, appearing to read 'Lisa Graber', written over a white background.

Lisa Graber  
Legal Notice Coordinator

Misc: LakeElmo2015.doc

**Your Best Source For Community Information**

White Bear Press • Vadnais Heights Press • Quad Community Press • Shoreview Press • The Citizen • The Lowdown • North Oaks News  
[news@presspubs.com](mailto:news@presspubs.com)    [ppcomp@presspubs.com](mailto:ppcomp@presspubs.com)    [marketing@presspubs.com](mailto:marketing@presspubs.com)    [ppcirc@presspubs.com](mailto:ppcirc@presspubs.com)



# MAYOR & COUNCIL COMMUNICATION

DATE: January 13, 2015  
CONSENT  
ITEM# 7

**AGENDA ITEM:** Designate Official Depositories of Funds  
**SUBMITTED BY:** Cathy Bendel, Finance Director  
**THROUGH:** Dean Zuleger, City Administrator  
**REVIEWED BY:** Adam Bell, Assistant City Administrator/City Clerk

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

- 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 Director; State law mandates that the City designate Official Depositories of Funds annually.

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:**

The City Council is requested to approve Resolution No. 2015-01; Designating the Official Depositories of Funds for 2015. As part of its consent agenda, no specific motion is required. If Council wishes to remove this item from the consent agenda, the recommended motion is as follows:

*“Move to designate Lake Elmo Bank, Wells Fargo Bank, Northland Securities and Morgan Stanley Smith Barney LLC as the official depositories for the City of Lake Elmo for 2015.”*

**LEGISLATIVE HISTORY:**

Pursuant to State Statute 427.01 *et seq*, the City Council is respectfully being asked to designate official depositories for 2015. Based upon past practice as well as current and likely future needs, it is recommended that the following be designated as the official depositories for the City of Lake Elmo for 2015:

- Lake Elmo Bank

- Well Fargo Bank
- Northland Securities
- Morgan Stanley Smith Barney LLC

**BACKGROUND INFORMATION (SWOT):**

**Strengths** All financial institutions are financially sound and meet the City's needs for depositories of public funds.

**Weaknesses** There are no identified weaknesses.

**Opportunities** Continue to identify opportunities to maximize deposit returns.

**Threats** There are no identified threats.

**RECOMMENDATION:**

The City Council is requested to approve Resolution No. 2015-01; Designating the Official Depositories of Funds for 2015. As part of its consent agenda, no specific motion is required. If Council wishes to remove this item from the consent agenda, the recommended motion is as follows:

*“Move to designate Lake Elmo Bank, Wells Fargo Bank, Northland Securities and Morgan Stanley Smith Barney LLC as the official depositories for the City of Lake Elmo for 2015.”*

**ATTACHMENT:**

- 1) Resolution No. 2015-01

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

**RESOLUTION 2015-01**

**A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES OF  
FUNDS FOR 2015**

**WHEREAS**, Minnesota Statutes, Chapter 427, requires the adoption of certain policies and procedures pertaining to the deposit of public funds; and

**WHEREAS**, the statute also requires the designation of an official depository of funds by a local government each year within 30 days of the beginning of the fiscal year.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Lake Elmo, that the following financial institutions are hereby designated as the Official Depositories of Funds for 2015:

- Lake Elmo Bank
- Well Fargo Bank
- Northland Securities
- Morgan Stanley Smith Barney LLC

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS  
THIRTEENTH DAY OF JANUARY 2015.**

**CITY COUNCIL  
CITY OF LAKE ELMO**

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

ATTEST:

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



# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015

**CONSENT**

**ITEM #** 8

**AGENDA ITEM:** Designating City’s Data Practice Officials and Approving City Data Practices Policy

**SUBMITTED BY:** Adam Bell, Assistant City Administrator/City Clerk

**THROUGH:** Dean Zuleger, City Administrator

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

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** City Clerk/Staff. State law mandates that the City designate data practice officials.

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** The City Council is requested to consider approval of Resolution No. 2015-02, Designating City’s Data Practices Officials and Approving City’s Data Practices Policy. There are no changes from the 2014 Data Practices Policy. As part of its consent agenda, no specific motion is required. If Council wishes to remove this item from the consent agenda, the recommended motion is as follows:

*“Move to approve Resolution No. 2015-02, Designating City Data Practices Officials and Approving City’s Data Practices Policy; specifically, designating Adam Bell as the City’s Data Practices Responsible Authority and Beckie Gumatz as Compliance Officer and Approving City’s 2015 Data Practices Policy.”*

**LEGISLATIVE HISTORY:** Minnesota State Statute Chapter 13 regulates the collection, creation, storage, maintenance, dissemination, and access to government data in government entities. MN Statute 13.05 requires the government entity’s Responsible Authority to annually



update the City's Data Practices Policy and make any changes necessary to maintain the accuracy of the document.

The policy identifies the types of data the City maintains and how each type of data is classified. In addition, the policy provides for written procedures to ensure data requests are received and complied with in an appropriate, permitted, and prompt manner.

The City is required to have two officers to administer responsibilities set forth in the act. The required officers are the Responsible Authority and the Compliance Officer, who by state statute can be, and often are, the same person within a government entity. The Responsible Authority is responsible for collection, use and dissemination of any set of data. The Compliance Officer handles questions or issues with regard to data access. Both of these officials are required to be named specifically, not just as a position responsibility. It is recommended that the City Council designate Adam Bell as the Responsible Authority and Beckie Gumatz as the Compliance Officer.

**BACKGROUND INFORMATION (SWOT):**

**Strengths** Naming two separate individuals increases the opportunity for legal compliance. Formally adds Data Practice duties and responsibilities to the Deputy Clerk's role.

**Weaknesses** There are no identified weaknesses.

**Opportunities** The Deputy Clerk will have a greater opportunity to familiarize with Data Practices for increased responsibility within administration.

**Threats** There are no identified threats.

**RECOMMENDATION:** The City Council is requested to consider approval of Resolution No. 2015-02, Designating City's Data Practices Officials and Approving City's Data Practices Policy. There are no changes from the 2014 Data Practices Policy. As part of its consent agenda, no specific motion is required. If Council wishes to remove this item from the consent agenda, the recommended motion is as follows:

*“Move to approve Resolution No. 2015-02, Designating City Data Practices Officials and Approving City's Data Practices Policy; specifically, designating Adam Bell as the City's Data Practices Responsible Authority and Beckie Gumatz as Compliance Officer and Approving City's 2015 Data Practices Policy.”*

**ATTACHMENTS:**

1. Resolution No. 2015-02

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

**RESOLUTION 2015-02**

**A RESOLUTION DESIGNATING CITY'S DATA PRACTICES OFFICIALS AND  
APPROVING CITY'S DATA PRACTICES POLICY**

**WHEREAS**, Minnesota Statutes, Chapter 13, requires the adoption of certain policies and procedures pertaining to government data practices; and

**WHEREAS**, the statute also requires the appointment of a data practices compliance official, a data practices responsible authority and optional designee(s) to enforce the data practices policies of government agencies.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Lake Elmo, that the attached City of Lake Elmo Data Practices Policy, together with the exhibits attached thereto, are hereby adopted and approved as if fully set forth herein; and

**BE IT FURTHER RESOLVED**, that City Clerk Adam Bell will be appointed to serve as the city's data practices responsible authority and Deputy Clerk Beckie Gumatz will be appointed to serve as the city's data practices compliance official.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS  
THIRTEENTH DAY OF JANUARY 2015.**

**CITY COUNCIL  
CITY OF LAKE ELMO**

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

ATTEST:

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



# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015  
**CONSENT**  
**ITEM #** 9

**AGENDA ITEM:** Appointment of Official City Engineer  
**SUBMITTED BY:** Adam Bell, Assistant City Administrator/City Clerk  
**THROUGH:** Dean Zuleger, City Administrator  
**REVIEWED BY:** Beckie Gumatz, Deputy Clerk

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** Staff

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to appoint an official City Engineer. This official is contracted for professional engineering services. This appointment is not specifically required by statute or ordinance, but is consistent with past practice. No specific motion is needed as this item is part of the Consent Agenda. However, if Council chooses to remove this item from Consent, the recommended motion is as follows:

*“Move to appoint Mr. Jack Griffin, of Focus Engineering, Inc., as the official City Engineer and principal provider of professional engineering services for 2015.”*

**LEGISLATIVE HISTORY:** Mr. Jack Griffin of Focus Engineering currently serves as the Official City Engineer and primary provider of professional engineering services. He is supported by Mr. Ryan Stempski. Focus Engineering and the City have an ongoing agreement for professional services effective 7/19/2011. This appointment would be a continuation of that agreement.

**BACKGROUND INFORMATION (SWOT):**

**Strengths** Mr. Griffin is familiar with the City and its current needs. Focus Engineering currently meets the city's engineering services needs at satisfactory levels.

**Weaknesses** City needs may change and other or additional services may be required. No proposals were sought or received from other parties.

**Opportunities** All contracting parties should look to identify areas where the City can save money or maximize services provided.

**Threats** There are no specific identifiable threats. As with all contract services, parties may terminate the services and the City would need to find a replacement.

**RECOMMENDATION:** The City Council is respectfully requested to appoint an official City Engineer. This official is contracted for professional engineering services. This appointment is not specifically required by statute or ordinance, but is consistent with past practice. No specific motion is needed as this item is part of the Consent Agenda. However, if Council chooses to remove this item from Consent, the recommended motion is as follows:

***“Move to appoint Mr. Jack Griffin, of Focus Engineering, Inc., as the official City Engineer and principal provider of professional engineering services for 2015.”***



# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015  
**CONSENT**  
**ITEM #** 10

**AGENDA ITEM:** Appointment of Official City Attorney for 2015  
**SUBMITTED BY:** Adam Bell, Assistant City Administrator/City Clerk  
**THROUGH:** Dean Zuleger, City Administrator  
**REVIEWED BY:** Beckie Gumatz, Deputy Clerk

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** Staff

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to appoint an official City Attorney. This official is contracted for legal advice. This appointment is not specifically required by statute or ordinance, but is consistent with past practice. No specific motion is needed as this item is part of the Consent Agenda. However, if Council chooses to remove this item from Consent, the recommended motions are as follows:

*“Move to appoint Mr. Dave Snyder, of Johnson & Turner, P.A., as the official City Attorney and principal provider of both civil and criminal legal services for 2015.”*

**LEGISLATIVE HISTORY:** Mr. David Snyder of Johnson & Turner currently serves as the Official City Attorney for both civil and criminal legal services. At his last appointment, Mr. Snyder indicated that he would continue his services under the same terms and conditions as a previous agreement from 4/13/2009. This appointment would be a continuation of that previous agreement.

**BACKGROUND INFORMATION (SWOT):**

**Strengths** Mr. Snyder is familiar with the City and its current needs. Johnson and Turner, P.A. currently meets the city's legal services needs at satisfactory levels.

**Weaknesses** City needs may change and other or additional services may be required. No proposals were sought or received from other parties.

**Opportunities** All contracting parties should look to identify areas where the City can save money or maximize services provided.

**Threats** There are no specific identifiable threats. As with all contract services, parties may terminate the services and the City would need to find a replacement.

**RECOMMENDATION:** The City Council is respectfully requested to appoint an official City Attorney. This official is contracted for legal advice. This appointment is not specifically required by statute or ordinance, but are consistent with past practice. No specific motion is needed as this item is part of the Consent Agenda. However, if Council chooses to remove this item from Consent, the recommended motions are as follows:

*“Move to appoint Mr. David Snyder, of Johnson & Turner, P.A., as the official City Attorney and principal provider of both civil and criminal legal services for 2015.”*





# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015  
**CONSENT**  
**ITEM #** 11

**AGENDA ITEM:** Approve Resolution No. 2015-03, Resolution Calling for Public Hearing to Vacate Park Land

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

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Dave Snyder, City Attorney  
Nick Johnson, City Planner  
Park Commission

**SUGGESTED ORDER OF BUSINESS:**

- 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 RECOMMENDER:** Under state statute, a City must hold a public hearing for the vacation of any public land. The proposed vacation is required for the sale of a 6,300 square foot triangle of land (0.15 acres), and is intended to correct an encroachment of a swimming pool that was constructed in 2005. Staff is recommending that the City Council approve the resolution calling for a public hearing to consider the vacation of the respective portion of park land.

**FISCAL IMPACT:** Approval of the resolution calling for the public hearing will result in an approximately \$200 cost for the publication of the required public notice. The negotiated purchase price for the parcel at issue is \$3,000.00. This amount was based on the assessor estimate and the market value and will go to the park fund.

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to approve Resolution No. 2015-03, A Resolution Calling for Public Hearing to Vacate Park Land located in DeMontreville Wildlife Park. As part of the Consent Agenda, no formal motion is required. However, if Council wishes to remove this item from the Consent Agenda for further discussion, it can then pass the resolution by taking the following action:

***“Move to approve Resolution No. 2015-03, A Resolution Calling for Public Hearing to Vacate Park Land.”***

**LEGISLATIVE HISTORY:** In the process of preparing their property for sale, property owners David and Mary Blinkoff of 7920 DeMontreville Trail North were notified that their pool was partially located on municipal park land in the DeMontreville Wildlife Park. Based on staff research, it appears that the final pool location was not correctly placed according to the survey or verified in reference to the proposed survey during the permitting process in 2005. The issue now creates a potential liability problem for both the City as well as the property owner. After consulting with the City Attorney as to the various options, staff and the owner have agreed that selling to the property owners the impacted land where the pool is located, consisting of approximately 6,300 square feet, is the best option for all parties.

Pursuant to Minn. Stat. §§ 412.861 and 462.358, subd. 7, a city may vacate public land in the same manner as vacating streets. By law, in order to vacate public park land, Council must hold a public hearing on the vacation and then pass a resolution vacating the public park land. Presently before council is a resolution calling for the required public hearing. Notice of the hearing is required to be published and posted by the City Clerk at least two weeks prior to the hearing and mailed by the City Clerk to affected property owners at least ten days prior to the hearing. The soonest that a public hearing can be held is on February 3, 2015 at 7:00 p.m.

A resolution granting a vacation commenced solely on the initiative of the city council requires a four-fifths majority vote in favor of the resolution. The call for the public hearing only needs a simple majority vote. The City Planning, Legal, and Administration Departments have all reviewed this item. The Planning Commission is scheduled to review compliance with the Comprehensive Plan at its January 12, 2015 meeting. Those findings along with a full SWOT analysis of the proposed sale will be available at the time the public hearing is held. The sale of the property and the vacation process is time sensitive, therefore Council is respectfully asked to call for the public hearing without delay.

**RECOMMENDATION:**

Staff recommends the City Council, as part of its Consent Agenda, approve Resolution No. 2015-03, A Resolution Calling for Public Hearing to Vacate Park Land. As part of the Consent Agenda, no formal motion is required. However, if Council wishes to remove this item from the Consent Agenda for further discussion, it can then pass the resolution by taking the following action:

***“Move to approve Resolution No. 2015-03, A Resolution Calling for Public Hearing to Vacate Park Land.”***

**ATTACHMENTS:**

1. Resolution No. 2015-03
2. Public Notice to be published

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

**RESOLUTION NO. 2015 – 03**

**A RESOLUTION SETTING A PUBLIC HEARING ON A VACATION**

**THE CITY COUNCIL OF THE CITY OF LAKE ELMO, MINNESOTA DOES HEREBY  
RESOLVE AS FOLLOWS:**

**WHEREAS**, the City Council pursuant to Minnesota Statute § 412.861 desires to consider the vacation of a portion of public park land on the subject property legally described as:

**Tract C, Registered Land Survey No. 98, Washington County, Minnesota;**

and

**WHEREAS**, that said portion of public park located in the City of Lake Elmo, County of Washington, State of Minnesota is described as follows, to-wit:

**That part of Tract C, REGISTERED LAND SURVEY NO. 98, Washington County, Minnesota:**

**Beginning at the most westerly corner of Lot 2, Block 4, DEMONTREVILLE HIGHLANDS, said Washington County; thence North 76 degrees 00 minutes 57 seconds East (assumed bearing) along the northerly line of said Lot 2 a distance of 163.36 feet to an angle point along said northerly line; thence North 46 degrees 13 minutes 09 seconds East 24.89 feet to the most northerly corner of said Lot 2; thence North 42 degrees 33 minutes 28 seconds West 63.00 feet; thence South 52 degrees 23 minutes 58 seconds West 168.98 feet to the point of beginning.**

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO, COUNTY OF WASHINGTON, MINNESOTA:**

1. The Council will consider the vacation of such park land and a public hearing shall be held on such proposed vacation on the 3rd day of February, 2015, before the City Council in the City Hall located at 3800 Laverne Avenue North, Lake Elmo, MN 55042 at 7:00 p.m.
2. The City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE THIRTEENTH DAY OF  
JANUARY 2015.**

**CITY OF LAKE ELMO**

(Seal)

By: \_\_\_\_\_

ATTEST:

Mike Pearson, Mayor

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

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

**NOTICE OF PUBLIC HEARING ON VACATION OF A PORTION OF PUBLIC PARK  
LAND PURSUANT TO MINNESOTA STATUTE § 412.861**

**NOTICE IS HEREBY GIVEN** that a hearing will be held before the City Council on the 3rd day of February, 2015, in the City Hall located at 3800 Laverne Avenue North, Lake Elmo, MN 55042 at 7:00 p.m. to consider a proposed vacation of a portion of municipal park land on the subject property legally described as:

**Tract C, Registered Land Survey No. 98, Washington County,  
Minnesota;**

and

that said portion of public park located in the City of Lake Elmo, County of Washington, State of Minnesota is described as follows, to-wit:

**That part of Tract C, REGISTERED LAND SURVEY NO. 98, Washington  
County, Minnesota:**

**Beginning at the most westerly corner of Lot 2, Block 4,  
DEMONTREVILLE HIGHLANDS, said Washington County; thence North  
76 degrees 00 minutes 57 seconds East (assumed bearing) along the  
northerly line of said Lot 2 a distance of 163.36 feet to an angle point along  
said northerly line; thence North 46 degrees 13 minutes 09 seconds East  
24.89 feet to the most northerly corner of said Lot 2; thence North 42  
degrees 33 minutes 28 seconds West 63.00 feet; thence South 52 degrees 23  
minutes 58 seconds West 168.98 feet to the point of beginning.**

Dated this thirteenth day of January, 2015.

SIGNED BY:

By: \_\_\_\_\_  
Adam Bell  
Clerk

*Published in the St. Paul Pioneer Press on January 15, 2015  
and the Oakdale-Lake Elmo Review on January 21, 2015.*





# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015  
**REGULAR**  
**ITEM #** 12

**AGENDA ITEM:** Appointment of 2015 Acting Mayor  
**SUBMITTED BY:** Adam Bell, Assistant City Administrator/City Clerk  
**THROUGH:** Dean Zuleger, City Administrator  
**REVIEWED BY:** Beckie Gumatz, Deputy Clerk

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** This item is mandated by state statute.

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** Pursuant to Minn. State Statute §412.121, the City Council is asked to select an Acting Mayor on the City’s behalf, should Mayor Pearson be unavailable or unable to attend a meeting, sign an agreement, or attend functions on behalf of the City. Any member of the council is eligible for this position. The recommended motion to act on this organizational function is as follows:

*“Move to appoint Council Member \_\_\_\_\_ as Acting Mayor for 2015, to comply with and fulfill all duties enumerated in Minnesota State Statute § 412.121 relating to selection of an Acting Mayor”*

**LEGISLATIVE HISTORY:** Minnesota State Statute § 412.121 reads: “At its first meeting each year the council shall choose an acting mayor from the council members. The acting mayor shall perform the duties of mayor during the disability or absence of the mayor from the city or, in case of vacancy in the office of mayor, until a successor has been appointed and qualifies.”

This requirement is also prescribed in Lake Elmo City Code § 31.01(E)(3). Council Member Justin Bloyer was appointed Acting Mayor for 2014.

**BACKGROUND INFORMATION (SWOT):**

**Strengths**                   Appointing an “Acting Mayor” makes the City compliant with state law and provides a back-up for when the mayor is unavailable.

**Weaknesses**               There are no identified weaknesses.

**Opportunities**           The Acting Mayor is able to learn more about running meetings and serving the City/Council in a slightly different role.

**Threats**                    There are no identified threats.

**RECOMMENDATION:** It is recommended that the City Council appoint an Acting Mayor for 2015, pursuant to state statute, by making the following recommended motion:

*“Move to appoint Council Member \_\_\_\_\_ as Acting Mayor for 2015, to comply with and fulfill all duties enumerated in Minn. Statute § 412.121 relating to selection of an Acting Mayor.”*

**AUTHORITIES:**

**2014 Minnesota Statutes: § 412.121 ACTING MAYOR**

“At its first meeting each year the council shall choose an acting mayor from the council members. The acting mayor shall perform the duties of mayor during the disability or absence of the mayor from the city or, in case of vacancy in the office of mayor, until a successor has been appointed and qualifies.”

**Lake Elmo, MN Code of Ordinances (2008): § 31.01 MEETINGS**

(E) *Initial meeting.* At the first regular Council meeting in January of each year, the Council shall: ....

(3) Choose 1 of the Council Members as Acting Mayor, who shall perform the duties of the Mayor during the disability or absence of the Mayor from the city or, in case of a vacancy in the Office of Mayor, until a successor has been appointed and qualifies;



# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015

**REGULAR**

**ITEM #** 13

**AGENDA ITEM:** Appointment of Required Officials to Fire Relief Association Board of Trustees

**SUBMITTED BY:** Adam Bell, Assistant City Administrator/City Clerk

**THROUGH:** Dean Zuleger, City Administrator

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

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**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** Staff

**FISCAL IMPACT:** N/A

**SUMMARY AND ACTION REQUESTED:** The by-laws of the Lake Elmo Firefighters Relief Association provide that there be two officials of the City that serve on its Board of Trustees. One must be an elected official and the other may be an elected or appointed official. The Council should select one of its members (as required) and one other official (either a councilmember by name or a staff position by title) to the Firefighters Relief Association Board of Trustees. The recommended motion for this action is as follows:

*“Move to appoint Fire Chief Malmquist, Finance Director Bendel, and Council Member \_\_\_\_\_ to the Fire Relief Association Board of Trustees for 2015.”*

**LEGISLATIVE HISTORY:** The practice in the past regarding City membership on the Board of Trustees has been that the Fire Chief, the Finance Director, and one Council Member have filled these positions. These positions were held in 2014 by Fire Chief Malmquist, Finance Director Bendel, and Council Member Nelson.

**BACKGROUND INFORMATION (SWOT):**

<b>Strengths</b>	Appointing the Finance Director provides the Board with a valuable set of financial management skills.
<b>Weaknesses</b>	There are no specific identifiable weaknesses.
<b>Opportunities</b>	Unknown at this time.
<b>Threats</b>	There are no specific identifiable threats.

**RECOMMENDATION:** The by-laws of the Lake Elmo Firefighters Relief Association provide that there be two officials of the City that serve on its Board of Trustees. One must be an elected official and the other may be an elected or appointed official. The Council should select one of its members (as required) and one other official (either a councilmember by name or a staff position by title) to the Firefighters Relief Association Board of Trustees. The recommended motion for this action is as follows:

***“Move to appoint Fire Chief Malmquist, Finance Director Bendel, and Council Member \_\_\_\_\_ to the Fire Relief Association Board of Trustees for 2015.”***



# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015

**REGULAR**

**ITEM #** 14

**AGENDA ITEM:** Consider Approval of a new 3.2% Liquor License for Kwik Trip located at 9955 Hudson Blvd N.

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

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Adam Bell, City Clerk/Assistant City Administrator

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Clerk
- Questions from Council to Staff.....Mayor Facilitates
- Public Hearing ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Staff

**FISCAL IMPACT:** Approval of license will provide additional \$150 in annual license fees.

**SUMMARY AND ACTION REQUESTED:**

It is respectfully requested that the City Council approve a new 3.2% Liquor License for Kwik Trip, located at 9955 Hudson Blvd N. Following the required public hearing, staff recommends Council approve the application by taking the following action:

*“Move to approve a new 3.2% Liquor License for Kwik Trip at 9955 Hudson Blvd N.”*

**LEGISLATIVE HISTORY:** Kwik Trip is building a new location at 9955 Hudson Blvd N. As with all their other locations, they are pursuing the ability to sell 3.2% beer. The City has received their completed application, associated fees, and proof of insurance. The background check conducted by the Washington County Sherriff’s office found no issues. Once the City approves the license, it will be submitted to the state for final approval.

**BACKGROUND INFORMATION (SWOT):**

**Strengths** This license is for 3.2% malt liquor. There are no other current exclusive licenses approved for 3.2% malt liquor. There is no other off-sale option for purchasing 3.2% malt liquor on Sundays after noon in Lake Elmo; however, with the proximity to Wisconsin, this is not likely to create any issues.

**Weaknesses** Conversely, this license is for 3.2% malt liquor. There are no other current exclusive licenses approved for 3.2% malt liquor. There is no other off-sale option for purchasing 3.2% malt liquor on Sundays after noon in Lake Elmo; however, with the proximity to Wisconsin, this is not likely to create any issues.

**Opportunities** This license will be part of the comprehensive approach to expanding the retail options and services provided to this part of the city.

**Threats** As this application is from a national well-established entity as a routine part of their operations expansion, staff feels there are no identified unique threats.

**RECOMMENDATION:**

As the application is in order, staff respectfully recommends that the City Council approve a new 3.2% Liquor License for Kwik Trip by taking the following action:

*“Move to approve a new 3.2% Liquor License for Kwik Trip at 9955 Hudson Blvd N.”*

**ATTACHMENT(S):**

None (a copy of the Application is on file for review)



## 2015 City of Lake Elmo Plan of Work

The 2015 City of Lake Elmo Plan of Work has been developed to reflect the governing principles established by the 2014 Lake Elmo City Council, which are (*Note: This Governing Principles May Change After the New Council is Seated*):

1. **Efficient, low cost taxpayer serviced-based government;**
2. **Disciplined and balanced market driven growth;**
3. **Well-ordered, low regulatory burdened quality of life**

From an operational standpoint five core ideas of local government have been applied to reflect public trust and accountability. **First**, our work must be proactive and taxpayer-centered. **Second**, the program must add value to the community in all aspects. **Third**, our operations must be efficient, stable and consistently fair. **Fourth**, program must be cross-functional and team based. And **Fifth**, staff members must be allowed to demonstrate expertise in their individual fields **thus building trust with the elected officials.**

### Taxpayer Service

**Mission Statement:** To provide the citizens of Lake Elmo with the most informed, efficient and transparent customer service experience possible.

#### 2015 Goals & Objectives

1. Continue to develop a multi-platform information strategy that includes a relevant website, daily, weekly and quarterly news updates, and pertinent mailings on key community issues;  
More consistent posting of Council, Commission and Committee Minutes of the Website
2. Create standard operating guidelines and taxpayer interaction reports to insure a 24 hour turnaround response on all taxpayer issues including an established FAQ section of the website;  
Continue a consistent and transparent method for taxpayer input that includes website polling, citizen surveys, focus groups and neighborhood meetings
3. Improve utilization of cable access capabilities & web streaming to maximize technology and inform the community via production of public affairs programming (ie Meet the Mayor, Policy Issue Focuses etc).
4. Continue implementation of the Speak Your Peace civil dialogue project in cooperation with Lake Elmo Elementary, Jaycees and Rotary and other community groups.
5. Continue development of Next Gen Leaders group for community building and leadership development.
6. Hold Jan- August Monthly Update Resident Meetings on downtown street / redevelopment plan

### Land Use Planning

**Mission Statement:** To thoughtfully review the relationship between the City of Lake Elmo Comprehensive Plan and development to insure that the open space character of the City is maintained while provide essential public services to our taxpayers



## 2015 Goals & Objectives

1. Adoption of the City Zoning Code
2. Complete functional master plan for the downtown based on economic metrics, infrastructure needs and practical, taxpayer-driven input
3. Streamline & Improve Policies /Procedures for the handling of routine land matters including but not limited to variances, site plan review, setbacks et al;
4. Reduce the population expectations to 18,000 by 2040 by careful negotiations with the Met Council prior to the adoption of the 2015 System Statements including the possibility of reducing density expectations in sewer served areas and re-designating high density areas in the SE to commercial
5. Efficiently process / approve final plats, Gonyea (3), Chase, Pratt, Inwood and Engstrom for future housing developments as prescribed by the Comprehensive Plan if directed by the City Council
6. Resolve zoning conflicts with the Metropolitan Airports Commission / MNDOT. Finalize Crossing Strategy with Railroad.
7. Develop a transit oriented development plan for Hudson Boulevard to accommodate the Gateway Corridor Bus Rapid Transit system.
8. Successfully manage development infrastructure construction to City specifications

## Municipal Code / Recordkeeping

**Mission Statement:** To create a City Code that is based on the development of an orderly community, reflects state-of-the-art municipal governance, and can be fairly understood and applied to the matter regulated. To create a record retention system that provides orderly access and transparency.

## 2015 Goals & Objectives

1. Convert paper files from years 2000-2012 to Laserfiche record retention.
2. Prioritize 12 Municipal Code Updates (1 / Month) to bring Lake Elmo Code into 21<sup>st</sup> Century
3. Establish public document destruction plan consistent with MN State Statutes.
4. Conduct, in the Spring of 2015 an Open Meeting, Data Practices & Ethics Seminar for all elected and appointed officials.

## Finance

**Mission Statement:** To efficiently steward the tax dollars and other resources of the City of Lake Elmo in a manner that eliminates waste, maximizes the investment of our residents and maintains an affordable tax rate that is in the bottom quartile of MN Cities.

## 2015 Goals & Objectives

1. Execute against Performance Based Budgeting for the 2015 Budget. Provide Quarterly Snapshot to City Council in April, July, October and Year End.
2. Complete City's Comprehensive Annual Financial Review prior to 2015 Borrowing.
3. Complete Audit by May 15<sup>th</sup> / Maintain Moodys Aa2 Bond Rating & Standards & Poors AA+ Rating.
4. Implement ACH – Credit Card electronic payment system for fees, utility bills, etc.
5. Timely reporting of all assessments to Washington County and collection of fees for service. This includes escrow offsets of developer related operational expenses in 2015
6. Perform a global review of the existing Sewer Billing System. This shall include examining our fee structure for consistency and equity along with making sure we are using water usage as the gauge for sewer invoicing.



7. In concert with the Community Development Department, maintain the master development summaries for WAC & SAC connections
8. Complete and maintain water and sanitary sewer cash flow models
9. Create and maintain a global cash flow model that incorporates our future revenues and costs.
10. Complete Capital Improvement Plan by July 1<sup>st</sup>, Budget Draft by August 14<sup>th</sup>, and Publish Budget Books by October 1<sup>st</sup>

## Public Safety / Quality of Life / Building Safety

**Mission Statement:** To provide the resources and manpower to sufficiently protect taxpayers and their property values from harm.

### 2015 Goals & Objectives

1. To effectively deploy the new 78' aerial/ engine and liquidate the old aerial for a fair price
2. Identify land, staffing and equipment needs for a single centralized fire station
3. To finish the first round of business fire inspections by the end of FY 2015
4. To develop a 10 year staffing & budget strategy with the Washington County Sheriffs to manage growth
5. To reduce the number of chronic nuisance properties to more than 10 by the end of 2015
6. Improve permit review time to 5 working days or less.
7. Implement hearing appeal process for Code Enforcement and Animal Control Issues
8. To develop and implement a strict "completeness" acceptance policy on accepted development and building plans
9. Based on available budget implement remote inspection/correction entry into initial phase

## Streets & Utilities

**Mission Statement:** To construct and maintain efficient infrastructure (streets and utilities) for the purpose of providing safe thoroughfares, potable drinking water, and the elimination of waste.

### 2015 Goals & Objectives:

1. Construct water main line on Inwood to I-94 corridor including the planning for a Water Tower #4
2. Complete Phase One of Downtown /Lake Elmo Ave. Reconstruction Partnership w/ Washington County
3. Prepare Phase Two of the Downtown / Lake Elmo Avenue Reconstruction Partnership w/ Washington County
4. Acquire land for Old Village Storm water Management Plan
5. Supervise to City Specification the developer constructed 5<sup>th</sup> Street from Inwood to Keats
6. Complete 201 System Analysis and make recommendations for future use
7. Reconstruct Eagle Point Blvd (on request) and assess 100% to business community
8. Complete PASR Rating of All Streets / Update Beehive Street Inventory and Mapping
9. Update Street CIP and Adopt 2016-2020 Street CIP & 2016 Feasibility Reports
10. Prepare Phase 2 Olson Lake Trail Sewer Extension for 2016 Construction  
Develop and standardize regular maintenance plans for water valves, lift stations, reducing valves and other utility mechanicals.

## Sustainable Growth

**Mission Statement:** To allow Lake Elmo to develop as a community in an environmentally sustainable manner at a pace that reflects “open space” character and marketplace realities.

### 2015 Goals & Objectives:

1. Adopt Redevelopment and Economic District for the Old Village (overlayed on the VMX area) via EDA
2. Develop policies on the use of economic development incentives including TIF, tax abatement, business improvement district
3. To develop (EDA & Planning Commission) a business park in the SE quadrant at the corner of Manning & Hudson Blvd. to optimize use and broaden the tax base

## Transportation

**Mission Statement:** To develop efficient and safe local transportation policy that allows for orderly, lawful traffic flow.

### 2015 Goals & Objectives:

1. Complete and approve a Highway 36 corridor plan;
2. Actively participate in the design process for Phase II of reconstruction of Lake Elmo Avenue in 2015 including the development of a downtown streetscape improvement plan;
3. Train DPW Staff in the use of PASER road rating system, rate the roads, and develop the 2016-2020 CIP program for street maintenance, reconstruction and reclamation
4. Develop a “hybrid” urban-rural street design that handles drainage, but maintains open space feel
5. Develop formal shouldering program for rural road cross sections
6. Construct 5th

## Elections

**Mission Statement:** To provide for an orderly process that allows for all Lake Elmo residents to exercise their right to vote.

**2015 Goals & Objectives:** 2015 is a non-election year.

## Park & Recreation

**Mission Statement:** To develop a comprehensive and fully accessible park, recreation and trail plan that provides use opportunities for all citizens.

### 2015 Goals & Objectives:

1. Conduct feasibility study, be included in the Washington County Parks Commission Master Plan and obtain grant funding for the construction of the Lake Elmo Regional Trail.
2. Complete 2015 Park Commission Strategic Plan of Work (see attached)
3. Complete Sun Fish Lake Park Utilization Plan

## Groundwater / Storm water / Environmental

**Mission Statement:** To balance the monetary realities with the protection of natural resources of the City of Lake Elmo through carefully policy development, deliberate advocacy for clean groundwater, drinking water and surface water, and proper management of storm water.

### 2015 Goals & Objectives:

1. Work with Continue to Pursue Economic Remedies of 3M Contamination;
2. Actively participate in the Washington County Groundwater Coalition to protect our water resources and monitor policy being developed by the Met Council on groundwater allocation
3. Develop and implement a storm water pond and facilities maintenance plan consistent with the MS4 permit
4. Participate in the (5) lake coalition with the Valley Branch Watershed District to control Eurasian Milfoil

## Process / Procedure

**Mission Statement:** To create a lean and efficient government that properly stewards taxpayer dollars and resources.

### 2015 Goals & Objectives:

1. Complete 37 standard operating procedure protocols in the DPW to standardize operations and qualify expectations;
2. Design a functional decision making tree that allows Council & Staff to prioritize day to day functions of departments to improve workflow & efficiency

## Council/Commissions/Committees

**Mission Statement:** To establish the public trust in policy-making by creating a productive, trust-base meeting process that is relevant to the issues at hand and civil in dialogue.

### 2015 Goals & Objectives:

1. Complete 24 policy-focused meetings & 10 technically-based workshops;
2. Complete a full departmental orientation for Council Members Elect Fliflet and Lundgren to seamless transition to new Council
3. Continue the creation of a citizen based Committee structure utilizing the expertise of the community;
4. Complete an error free, sound record-keeping and technically sound broadcast of all affected Planning Commission and City Council meetings.

## Human Resources

**Mission Statement:** To establish best practices in the recruitment, performance management, and overall welfare of the employees of the City of Lake Elmo

### 2015 Goals & Objectives

1. Streamline and contemporize the City of Lake Elmo Employee Handbook;
2. Develop new annual review process for technical & management staff;
3. Conduct 6 (1 / 2 month) team building and morale enhancing functions with all staff
4. Continue to work on wellness and proper utilization of health / dental insurances to keep the premiums affordable for taxpayers
5. Continue the use of diagnostic tools and best management practices to foster a “work to fit” environment and maximize efficiency

## Library

**Mission Statement:** The mission of the Lake Elmo Public Library volunteer program is to give community members fulfilling opportunities to use their skills to enhance the lifelong learning of residents; to assist the library staff in providing services and service enhancements that otherwise could not be achieved; and to further the relationship between the public library and the community it serves.

### 2015 Goals & Objectives

1. Finalize Joint Powers Agreement between Library and Washington County so Lake Elmo residents are spared the inconvenience of out of pocket expenses for Washington County Library access.
2. Work towards normalizing relations between the Lake Elmo Public Library and other libraries throughout Minnesota, particularly Washington County, with the intention of inter-library loan (including convenient e book access)
3. Establish more consistent and expanded evening and weekend hours.
4. Have paid staff person at the library during virtually all of the Library’s open hours.

## COMMISSIONS AND WORK GROUPS AS OF END OF 2014

### PLANNING COMMISSION

Name	Term Expires	Notes
Todd Williams	12/31/14	2 <sup>nd</sup> Term
Rolf Larson	12/31/14	1 <sup>st</sup> Term
Tom Kreimer	12/31/15	1 <sup>st</sup> Term
Dale Dorschner	12/31/15	
Dean Dodson	12/31/15	
Kathy Haggard	12/31/16	1 <sup>st</sup> Term
Vacant	12/31/16	
Vacant	1 <sup>st</sup> Alternate	
Vacant	2 <sup>nd</sup> Alternate	

### PARK COMMISSION

Name	Term Expires	Notes
Mike Zeno	12/31/16	Third Term
John Ames	12/31/16	Fourth Term
Shane Weis (Chair)	12/31/15	First Term
Sarah Hieptas	12/31/14	First Term (filling vacancy)
Jacob Silvernale	12/31/14	First Term (filling vacancy)
Mary Frick	12/31/15	First Term (filling vacancy)
Pam Hartley	12/31/16	Second Term
Dana Nelson	1 <sup>st</sup> Alternate	
David Steele	2 <sup>nd</sup> Alternate	

### LIBRARY BOARD

Name	Position	Expiration Date
Paul Ryberg	Member	Dec 31, 2014
Judy Gibson	Member	Dec 31, 2014
Justin Bloyer	Member	Dec 31, 2016
Rosemary Meier	Member	Dec 31, 2016
Renee Murray	Member	Dec 31, 2016
Steve DeLapp	Member	Dec 31, 2015
Sarah Linder	Member	Dec 31, 2015
Ann Bucheck	1 <sup>st</sup> Alternate	
Brett Emmons	2 <sup>nd</sup> Alternate	



## ECONOMIC DEVELOPMENT AUTHORITY

Name	Term	Notes
Mike Pearson	Member	
Wally Nelson	Member	
Dan Raleigh	Member	
John Thompson	Member	
John Schiltz	Member	
Steve Nelson	Member	
Anne Cohen	Member	
Linda Larson	1 <sup>st</sup> Alternate	
Mark Gaertner	2 <sup>nd</sup> Alternate	





# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015  
**REGULAR**  
**ITEM #** 17

**AGENDA ITEM:** Planning Commission Re-Appointments

**SUBMITTED BY:** Nick M. Johnson, City Planner

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Kyle Klatt, Community Development Director

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

- Introduction of Item .....Community Development Director
- Report/Presentation.....Community Development Director
- 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 is recommending that the City Council re-appoint Todd Williams and Rolf Larson as a Full Voting Members of the Planning Commission, as their respective terms have expired at the end of 2014.

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** The City has received notification from Commissioner Todd Williams and Commissioner Rolf Larson that both members are interested in serving an additional three-year term on the Planning Commission. Under the City’s Ordinances, both members are eligible to serve an additional term.

*Staff is recommending that the City Council re-appoint Todd Williams and Rolf Larson to the Planning Commission as part of the Consent Agenda. If removed from the Consent Agenda, the recommended action can be approved through the following motion:*

***“Move to re-appoint Todd Williams and Rolf Larson to the Planning Commission to serve an additional three-year term.”***

### **LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

The Planning Commission consists of 7 Full Voting Members and 2 Alternates Members. Full Voting Members fill established seats or terms on the Planning Commission. Each official term lasts a period of three years. It is also important to note that the terms are staggered to ensure that not all seats or terms expire within the same year. At this time, the roster consists of 6 Full Voting Members with the election of Jill Lundgren to the City Council. To fill the entire Planning Commission roster, the City would need one additional Full Voting Member and two Alternate Members.

Based upon the City's current procedures pertaining to the membership of the Planning Commission, two terms are now officially expired and require reappointment. These terms are filled by Todd Williams and Rolf Larson. Per the City's rules, each member of the Planning commission is eligible to serve two three-year terms. As it currently stands, reappointment of Commissioner Williams would be his second three-year term, while the reappointment of Commissioner Larson would be for his first three-year term, as he was previously finishing out a term for a vacated position. The charts in Attachments #3 and #4 should help describe the current and proposed status of the Planning Commission.

### **SWOT:**

**Strengths:** Both members up for re-appointment are experienced commissioners who are knowledgeable about the role and procedures of the Planning Commission.

**Weaknesses:** None

**Opportunities:** Re-appointment of Todd Williams and Rolf Larson supports the membership of the Planning Commission with two experienced Commissioners, thereby helping to fulfill its role as the land use advisory body to the City Council

**Threats:** Failure to re-appoint these members would reduce the Planning Commission roster to 4 members, which is the base number for a quorum of the Planning Commission.

### **RECOMMENDATION:**

*Based on the aforementioned, Staff is recommending that the City Council re-appoint Todd Williams and Rolf Larson to the Planning Commission as part of the Consent Agenda. If removed from the Consent Agenda, the recommended action can be approved through the following motion:*

***“Move to re-appoint Todd Williams and Rolf Larson to the Planning Commission to serve an additional three-year term.”***

**ATTACHMENTS:**

1. Todd Williams Email to Serve Additional Term
2. Rolf Larson Email to Serve Additional Term
3. Planning Commission Status – 2014
4. Planning Commission Status – Proposed for 2015

## Nick Johnson

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**From:** Todd Williams <toddwilli@comcast.net>  
**Sent:** Wednesday, December 17, 2014 3:14 PM  
**To:** Nick Johnson; Rolf Larson  
**Cc:** Kyle Klatt; Adam Bell  
**Subject:** Re: Planning Commissioner Terms

I would like to be reappointed for next year. I will be out of town Jan 11-26, so I will miss both PC meetings.

From: Nick Johnson <mailto:NJohnson@lakeelmo.org>  
Sent: Wednesday, December 17, 2014 1:16 PM  
To: Rolf Larson <mailto:halver@mac.com> ; Todd Williams <mailto:toddwilli@comcast.net>  
Cc: Kyle Klatt <mailto:KKlatt@lakeelmo.org> ; Adam Bell <mailto:ABell@lakeelmo.org>  
Subject: Planning Commissioner Terms

Hello Todd and Rolf,

I am contacting you to notify you that your Planning Commissioner Terms are up. AS you can see on the attached tracking document from the start of 2014, both of the terms you occupy expire at the end of 2014. I wanted to make sure that you are both on-board for next year. I don't have any reason to think that either of you are stepping down, so please reply with an email for formality sake confirming that you are on board.

Todd – You would be starting your 2nd term.

Rolf – You would be starting your 1st formal term, as you filled a vacant term of a previous Planning Commissioner.

Both of these terms would expire in 2017.

I am working out with Adam Bell the procedural steps to get you both reappointed. I believe that it will take a Council action. We are working out an interim strategy to complete the action, as the Council's 1st meeting in January is currently scheduled for January 13th, while the 1st Planning Commission meeting is scheduled for January 12th. Todd, Kyle noted that you are likely to be gone during January, so the lag time between appointment may be less important for you. But as for Rolf, the reappointment may technically be necessary in order to vote at the 1st meeting in January. We just want to make sure that we are being consistent with City Code.

I will email you both once I confirm with Adam Bell how the process will unfold.

Thanks to you both for your service.

Nick M. Johnson | City Planner

City of Lake Elmo, Minnesota

njohnson@lakeelmo.org

(w) 651-747-3912 | (f) 651-747-3901

www.lakeelmo.org <<http://www.lakeelmo.org>>

Todd Williams

## Nick Johnson

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**From:** Rolf Larson <halver@mac.com>  
**Sent:** Wednesday, December 17, 2014 5:10 PM  
**To:** Nick Johnson  
**Subject:** Re: Planning Commissioner Terms

St. Nick,

You bet, let's try it again!

Rolf

Sent from my iPhone

On Dec 17, 2014, at 1:16 PM, Nick Johnson <NJohnson@lakeelmo.org <mailto:NJohnson@lakeelmo.org> > wrote:

Hello Todd and Rolf,

I am contacting you to notify you that your Planning Commissioner Terms are up. AS you can see on the attached tracking document from the start of 2014, both of the terms you occupy expire at the end of 2014. I wanted to make sure that you are both on-board for next year. I don't have any reason to think that either of you are stepping down, so please reply with an email for formality sake confirming that you are on board.

Todd – You would be starting your 2nd term.

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I am working out with Adam Bell the procedural steps to get you both reappointed. I believe that it will take a Council action. We are working out an interim strategy to complete the action, as the Council's 1st meeting in January is currently scheduled for January 13th, while the 1st Planning Commission meeting is scheduled for January 12th. Todd, Kyle noted that you are likely to be gone during January, so the lag time between appointment may be less important for you. But as for Rolf, the reappointment may technically be necessary in order to vote at the 1st meeting in January. We just want to make sure that we are being consistent with City Code.



I will email you both once I confirm with Adam Bell how the process will unfold.

Thanks to you both for your service.

Nick M. Johnson | City Planner

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<image001.jpg>

<Planning Commission Appointments and Terms 1-13-14.pdf>



<b>Planning Commission Appointments and Terms</b>			
<b>Commissioner (Term)</b>	<b>Term</b>	<b>Term Expires</b>	<b>Eligible to reapply for 3 year term?</b>
Sara Yocum (2nd Alt.)	-	-	N/A
Dean Dodson	*	12/31/2015	Yes (Eligible to serve two additional terms)
Kathy Haggard	1	12/31/2016	Yes
Jay Morreale	*	12/31/2016	Yes (Eligible to serve two additional terms)
Tom Kreimer	1	12/31/2015	Yes
Jill Lundgren (1st Alt.)	-	-	N/A
Rolf Larson	*	12/31/2014	Yes (Eligible to serve two additional terms)
Dale Dorschner	*	12/31/2015	Yes (Eligible to serve two additional terms)
Todd Williams	1	12/31/2014	Yes

\*Denotes that the current term fills a previous vacancy.



<b>2015 Planning Commission Appointments and Terms (Proposed)</b>			
<b>Commissioner</b>	<b>Term</b>	<b>Term Expires</b>	<b>Eligible to reapply for 3 year term?</b>
Seat #1: Todd Williams	2	12/31/2017	No
Seat #2: Rolf Larson	1	12/31/2017	Yes
Seat #3: Tom Kreimer	1	12/31/2015	Yes
Seat #4: Dale Dorschner	*	12/31/2015	Yes (Eligible to serve two additional terms)
Seat #5: Dean Dodson	*	12/31/2015	Yes (Eligible to serve two additional terms)
Seat #6: Kathy Haggard	1	12/31/2016	Yes
Seat #7: Vacant	N/A	12/31/2016	N/A

\*Denotes that the current term fills a previous vacancy.

# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015  
**REGULAR**  
**ITEM #** 18

**AGENDA ITEM:** Reappointment of Park Commission Members  
**SUBMITTED BY:** Beckie Gumatz, Deputy Clerk  
**THROUGH:** Dean Zuleger, City Administrator  
**REVIEWED BY:** Adam Bell, Assistant City Administrator/City Clerk  
Alyssa MacLeod, Taxpayer Relations

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** City Code, Staff

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to reappoint Sarah Hieptas and Jacob Silvernale to the Lake Elmo Park Commission. Based on staff research, their terms have expired on December 31, 2014. Staff recommends reappointment to a second 3 year term for each individual. The motion for this action is as follows:

*“Move to reappoint Sarah Hieptas and Jacob Silvernale to the Lake Elmo Park Commission for a three year term.”*

**LEGISLATIVE HISTORY:** Pursuant to Lake Elmo City Code, Park Commissioners are appointed to 3 year terms by the City Council. Park Commissioner’s terms are staggered so that all members’ terms do not expire at the same time. Two commissioners have terms that expired on December 31, 2014. In order to fill out the Park Commission roster, two members must now be appointed/reappointed. As there have been no new applicants, it is recommended that both current Park Commissioners be reappointed.

Sarah Hieptas was first appointed as a 1<sup>st</sup> Alternate on the Park Commission in 2012, and was later moved up to full voting member. The seat she inherited was set to expire on December 31, 2014.

Jacob Silvernale was first appointed as a 2<sup>nd</sup> Alternate on the Park Commission in 2013, and was later moved up to full voting member. The seat he inherited was set to expire on December 31, 2014.

**RECOMMENDATION:** The City Council is respectfully requested to reappoint Sarah Hieptas and Jacob Silvernale to the Lake Elmo Park Commission. Based on staff research, their terms have expired as of December 31, 2014. Staff recommends reappointment to another 3 year term for each individual. The motion for this action is as follows:

*“Move to appoint Sarah Hieptas and Jacob Silvernale to the Lake Elmo Park Commission for a three year term.”*

**AUTHORITY:**

**City Code Section 32.082**

**COMPOSITION**

The Parks Commission shall consist of 7 members and 2 alternate members. The voting members shall be appointed by the City Council for a 3-year term. Voting members may not serve more than 2 consecutive terms. Appointment to an additional term(s) will be considered with the available applicant pool. Alternate members shall be appointed to serve until there is a vacancy on the Parks Commission. The City Council shall appoint a first alternate and a second alternate who shall become voting members in the order of their appointment. In its discretion, the City Council may adjust the lengths of terms of office for Parks Commission members so that no more than one-half of the terms expire in any given year.

**ATTACHMENTS:**

1. City of Lake Elmo Park Commissioners Appointment and Terms

<b>Name</b>	<b>Term Expires</b>	<b>Notes</b>
<b>Mike Zeno</b>	12/31/16	Third Term
<b>John Ames</b>	12/31/16	Fourth Term
<b>Shane Weis (Chair)</b>	12/31/15	First Term
<b>Sarah Hieptas</b>	12/31/14	First Term
<b>Jacob Silvernale</b>	12/31/14	First Term
<b>Mary Frick</b>	12/31/15	First Term
<b>Pam Hartley</b>	12/31/16	Second Term
<b>Dana Nelson</b>	1 <sup>st</sup> Alternate	
<b>David Steele</b>	2 <sup>nd</sup> Alternate	





# MAYOR & COUNCIL COMMUNICATION

**DATE:** January 13, 2015  
**REGULAR**  
**ITEM #** 19

**AGENDA ITEM:** Reappointment of Library Board Members  
**SUBMITTED BY:** Beckie Gumatz, Deputy Clerk  
**THROUGH:** Dean Zuleger, City Administrator  
**REVIEWED BY:** Adam Bell, Assistant City Administrator/City Clerk

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item .....City Clerk/Assistant City Administrator
- Report/Presentation.....City Clerk/Assistant 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:** State Statute, Staff

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to reappoint Paul Ryberg and Judy Gibson to the Lake Elmo Library Board. Based on staff research, their terms have expired on December 31, 2014. Staff recommends reappointment to a second 3 year term for each individual. The motion for this action is as follows:

*“Move to reappoint Paul Ryberg and Judy Gibson to the Lake Elmo Library Board for a three year term.”*

**LEGISLATIVE HISTORY:** Pursuant to State Statute, the mayor, with approval of the council, shall appoint board members each year. Board members terms are staggered so that all members’ terms do not expire at the same time. There are two seats that expired on December 31, 2014. In order to fill out the Library Board, Council must re-appoint two members.

**RECOMMENDATION:** The City Council is respectfully requested to reappoint Paul Ryberg and Judy Gibson to the Lake Elmo Library Board. Based on staff research, their terms have expired as of December 31, 2014. Staff recommends reappointment to another 3 year term for each individual. The motion for this action is as follows:

*“Move to reappoint Paul Ryberg and Judy Gibson to the Lake Elmo Library Board for a three year term.”*

**AUTHORITY:**

**2014 Minnesota Statutes**

**134.09 LIBRARY BOARDS**

Subd. 2. **Term of office.** If nine board members are appointed, three shall hold office for one year, three for two years and three for three years. If seven members are appointed, three shall hold office for one year, two for two years, and two for three years; if five are appointed, two shall hold office for one year, two for two years, and one for three years. All terms shall end with the fiscal year. Annually the mayor with the approval of the council, or the board of county commissioners shall appoint board members for the term of three years until their successors qualify a sufficient number of members to fill the places of those whose term or terms expire. A library board member shall not be eligible to serve more than three consecutive three-year terms.

**ATTACHMENTS:**

1. City of Lake Elmo Library Board Appointment and Terms

<b>Name</b>	<b>Position</b>	<b>Expiration Date</b>
<b>Paul Ryberg</b>	Member	Dec 31, 2014
<b>Judy Gibson</b>	Member	Dec 31, 2014
<b>Justin Bloyer</b>	Member	Dec 31, 2016
<b>Rosemary Meier</b>	Member	Dec 31, 2016
<b>Renee Murray</b>	Member	Dec 31, 2016
<b>Steve DeLapp</b>	Member	Dec 31, 2015
<b>Sarah Linder</b>	Member	Dec 31, 2015
<b>Ann Bucheck</b>	1 <sup>st</sup> Alternate	
<b>Brett Emmons</b>	2 <sup>nd</sup> Alternate	