



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

NOTICE OF MEETING
City Council Meeting
Tuesday, March 17, 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. Approval of Agenda**
- F. Accept Minutes**
 - 1a. Approve February 24, 2015 City Council Minutes
 - 1b. Approve March 3, 2015 City Council Minutes
- G. Council Reports**
- H. Presentations/Public Comments/Inquiries**
- I. Finance Consent Agenda**
 - 2. Approve Payment of Disbursements and Payroll
 - 3. Accept Financial Report dated February 28, 2015
 - 4. ~~Accept Building Report dated February 28, 2015~~
 - 5. Accept City Assessor Report dated February 28, 2015
 - 6. Authorize Purchase of Replacement Fire Department Command Vehicle
- J. Other Consent Agenda**
 - 7. Approve 2015 Election Judges; **Resolution No. 2015-19**
 - 8. Sale of City Hall Annex
- K. Regular Agenda**
 - 9. Approve Elmo Liquor Intoxicating Liquor License; **Public Hearing**
 - 10. Approve Variance – 3033 Inwood Ave. N.; **Resolution No. 2015-20**
 - 11. 39th Street: Street and Sanitary Sewer Improvements – Change Order No. 4 (No Memo)
- L. Discussion Item**
 - Council Driven Workshop (No Memo)
- M. Staff Reports and Announcements**
- N. Adjourn**

CITY OF LAKE ELMO
CITY COUNCIL MINUTES
FEBRUARY 24, 2015

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

PRESENT: Mayor Mike Pearson and Council Members Julie Fliflet, Anne Smith, Justin Bloyer, and Jill Lundgren.

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

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

MOTION: *Mayor Pearson moved TO APPROVE THE FEBRUARY 24, 2015 CITY COUNCIL AGENDA AS AMENDED. Council Member Bloyer seconded the motion.*

Council Member Bloyer pulled Item 7 for discussion. Council Member Smith pulled Consent Agenda Item 10 and 12 for discussion. Council Member Fliflet pulled Consent Agenda Item 13 for discussion.

MOTION PASSED 5-0.

ITEM 1: ACCEPT MINUTES

THE FEBRUARY 3, 2015 CITY COUNCIL MINUTES WERE APPROVED AS PRESENTED BY CONSENSUS.

THE FEBRUARY 5, 2015 CITY COUNCIL MINUTES WERE APPROVED AS PRESENTED BY CONSENSUS.

COUNCIL REPORTS:

Mayor Pearson: attended Kwik Trip grand opening. It was a great event; visited Lennar development. He was very impressed; spoke with several residents regarding the lake issue.

Council Member Fliflet: attended village work group meeting. She asked that staff join the group at the next meeting;

Council Member Smith: attended village work group meeting. She encouraged the public who are interested to attend; voiced her desire to table Item 19.

Council Member Bloyer: visited Lennar development; apologized to Jim and Judith Blackford for previous meeting interaction.

Council Member Lundgren: attended Met Council lunch; have prepared the AED paperwork.

PUBLIC COMMENTS/INQUIRIES

Rita Conlin, 8560 Ironwood Trail, is not clear on what the executive session topic is about. She urged the Council to maintain consistency with staff and leadership and not make any rash decisions. She has concerns about image of city.

Judith Blackford, 9765 45th St. N. wanted to set the record straight on her family and the Tapestry development. Also spoke of her volunteer efforts with the parks and open space.

Council Member Smith apologized for the way she was treated and wished that the event had occurred differently.

Jim Blackford, 9765 45th St. N. is disappointed in Council Member Bloyer's apology. He did not intend any threats and does not wish any harm to council. He wants the city council to represent the citizens and work together.

Tammy Malmquist, 8549 Ironwood Trail, thanked staff for all their hard work. She believes that the new positive attitude at city hall is in part due to the new administrator. She thanked the council for all they do.

LAKE ELMO CITY COUNCIL MINUTES

FEBRUARY 24, 2015

Greg Malmquist, 8549 Ironwood Trail, spoke as a resident. He thinks the current staff is the best the city has ever had and he enjoys working with them. He is concerned about negative rumors being discussed. He urged council to put personal attacks aside and work for betterment of town.

John Schiltz, spoke about how he thinks the city is better than ever and is concerned about city politics eroding the reputation of the city.

FINANCE CONSENT AGENDA

3. Approve Payment of Disbursements and Payroll in the amount of \$247,751.86.
4. Accept Financial Report dated January 31, 2015
5. Accept Building Report dated January 31, 2015
6. Accept City Assessor Report dated January 31, 2015
7. ~~Jane Road 201 Wastewater System – Approve Site Testing and Monitoring Plan~~
8. 2015 Seal Coat Project – West Lakeland Township Joint Services Agreement
9. 2015 Seal Coat Project – Authorize Preparation of Plans and Specifications

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

ITEM 7: JANE ROAD 201 WASTEWATER SYSTEM – APPROVE SITE TESTING AND MONITORING PLAN

City Engineer Griffin gave an update of the status of the project. Staff is determining how many properties would be considered for inclusion.

MOTION: Council Member Bloyer moved **TO APPROVE THE SOIL TESTING AND MONITORING PLAN ON THE JANE ROAD 201 WASTEWATER SYSTEM (TRI-LAKES REMOTE D) IN THE NOT TO EXCEED AMOUNT OF \$6,400.00.** Council Member Smith seconded the motion.

It was noted that the improvement project would have to occur before the assessments can be made.

MOTION PASSED 5-0.

OTHER CONSENT AGENDA

10. Planning Commission Appointments
11. Council Minutes Format
12. ~~Hammes Estates 1st Addition Development Agreement Amendment Request; Resolution No. 2015-09~~
13. ~~Savona Preliminary Plat Resolution Amendment; Resolution No. 2015-10~~

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

ITEM 10: PLANNING COMMISSION APPOINTMENTS

Council Member Smith explained that she does not like items like this placed on consent agenda. She would like the items listed and announced for public information. Specifically for commission appointments, she would like the applicants to be acknowledged for their volunteer service.

MOTION: Council Member Smith moved **TO APPOINT WENDY GRIFFIN TO THE PLANNING COMMISSION AS FIRST ALTERNATE.** Council Member Fliflet seconded the motion. **MOTION PASSED 3-2 (Pearson/Bloyer – nay).**

The process of commission appointments was discussed.

MOTION: Mayor Pearson moved **TO APPOINT JESSE HARTLEY TO THE PLANNING COMMISSION AS SECOND ALTERNATE.** Council Member Bloyer seconded the motion. **MOTION MOTION FAILED 2-3 (Fliflet/Smith/Lundgren – nay).**

ITEM 12: HAMMES ESTATES 1ST ADDITION DEVELOPMENT AGREEMENT AMENDMENT REQUEST; Resolution No. 2015-09

LAKE ELMO CITY COUNCIL MINUTES

FEBRUARY 24, 2015

Community Development Director Klatt explained the amendments to the Hammes Estates development agreement that include one additional model home and the oversizing of the watermain.

MOTION: *Council Member Lundgren moved TO ADOPT RESOLUTION NO. 2015-09, APPROVING THE REQUESTED AMENDMENTS TO THE APPROVED DEVELOPMENT AGREEMENT FOR THE HAMMES ESTATES 1ST ADDITION RESIDENTIAL SUBDIVISION. Council Member Pearson seconded the motion.*

How the City's dark skies policy applies to the models was addressed.

MOTION PASSED 5-0.

ITEM 13: SAVONA PRELIMINARY PLAT RESOLUTION AMENDMENT; Resolution No. 2015-10

Community Development Director Klatt explained the amendments that include changing the restriction from half the lots approved to half the building permits issued until there is a secondary access. The amendment also helps keep the development tracking appropriately.

Joe Joblonski from Lennar explained Lennar's reason for the request. Lennar would like the limitation placed instead of on platted lots but number building permits. City Attorney Snyder said there are no legal issues. The timing of approval was discussed.

MOTION: *Mayor Pearson moved TO ADOPT RESOLUTION NO. 2015-010, AMENDING RESOLUTION NO. 2013-064 APPROVING A PRELIMINARY PLAT FOR SAVONA. Council Member Bloyer seconded the motion.*

Mr. Snyder explained the implications of potential votes. Mr. Klatt explained that staff's opinion that the change should be supported. City Engineer Griffin explained that there may also be an added benefit in the infrastructure build out.

MOTION PASSED 5-0.

REGULAR AGENDA

ITEM 14: 39th Street N: Street & Sanitary Sewer Improvements – Change Order No. 3

City Engineer Griffin explained the reasoning for the change order are obstructions in the path of the pipe.

MOTION: *Council Member Bloyer moved TO APPROVE CHANGE ORDER NO. 3 FOR THE 39TH STREET NORTH: STREET AND SANITARY SEWER IMPROVEMENTS THEREBY INCREASING THE CONTRACT AMOUNT BY \$19,435.00. Council Member Smith seconded the motion. MOTION PASSED 5-0.*

ITEM 15: CITY FACILITY USE POLICY

Mayor Pearson explained the reason for the policy addition. It was explained that the purpose is to promote public transparency of government. This item was postponed in order to have the entire Council present to vote.

Brenda Jo Carlson, 8554 Hidden Bay Trail, spoke about her experience at a recent VBWD district. Strongly supports the public being able to view the proceedings.

MOTION: *Council Member Bloyer moved TO AMEND THE CITY OF LAKE ELMO PUBLIC FACILITY USE POLICY TO INCLUDE A PROVISION THAT ALL STATUTORY CREATED PUBLIC BODIES AND TAXING AUTHORITIES USING THE CITY'S MEETING FACILITIES VIDEO RECORD THEIR PROCEEDINGS IN THE INTEREST OF PUBLIC TRANSPARENCY. Mayor Pearson seconded the motion.*

Mayor Pearson believes that this policy would help educate the Council and the public about the government actions taking place in the city.

MOTION FAILED 2-3 (Fliflet/Smith/Lundgren – nay).

ITEM 16: RECORDING CITY MEETINGS

Council Member Bloyer explained his rationale for desiring the City entities to record their meetings.

MOTION: Council Member Bloyer moved **TO ADOPT A POLICY OF ALL CITY OF LAKE ELMO PUBLIC BODIES SUBJECT TO THE OPEN MEETING LAW BE REQUIRED TO ELECTRONICALLY RECORD THEIR PROCEEDINGS IN THE INTEREST OF PUBLIC TRANSPARENCY.** Mayor Pearson seconded the motion.

Mayor Pearson suggested that there is especially a value for new council members.

MOTION FAILED 2-3 (Fliflet/Smith/Lundgren – nay).

MOTION: Council Member Fliflet moved **TO RECORD CITY COUNCIL MEETINGS BUT NOT WORKSHOPS, AND ALSO RECORD PLANNING COMMISSION AND PARKS COMMISSION MEETINGS BUT NOT TAPE OTHER MEETINGS.** Council Member Smith seconded the motion.

The recording of workshops was discussed. City Attorney Snyder noted that recording meetings varies, but ultimately it is a policy decision.

Noelle Verbeek, 8191 Hill Trail, wished she could have attended previous milfoil meeting. It was noted that all committees and subcommittees are subject to the open meeting law.

MOTION PASSED 3-2 (Pearson/Bloyer – nay).

ITEM 17: RAMSEY WASHINGTON SUBURBAN CABLE COMMISSION/TIM FINNERTY – COMCAST TRANSFER; Resolution No. 2015-11

R/WSCC Executive Director Tim Finnerty provided background of the R/WSCC and the transfer of the current cable franchise agreement from Comcast to Greatland. March 13 is deadline for Council to act. Mr. Finnerty explained the conditions the Commission suggests for approval. Of note, the franchise agreement will be extended until July 1, 2018 and cable services will be extended to the Sanctuary neighborhood within a reasonable time period.

It was explained that if Lake Elmo denies the transfer, Comcast would have to continue providing services to residents, but would probably continue to attempt to seek approval.

The Council discussed what assurances could be requested of Comcast. City Attorney Snyder explained the legal implications of the franchise agreement. The implications of denying the transfer was discussed.

The PEG fees was discussed. Mayor would like a workshop on the Commission and PEG fees. It was noted that the R/WSCC fees are some of the highest in the metro. The impact of large lots on extending service was explained.

MOTION: Mayor Pearson moved **TO APPROVE RESOLUTION NO. 2015-11, CONDITIONALLY APPROVING THE COMCAST TRANSFER.** Council Member Bloyer seconded the motion.

It was noted that Shoreview has opted out of their commission.

MOTION PASSED 5-0.

ITEM 18: FINANCIAL PLANNING AGREEMENT

Council Member Fliflet would like the Finance Committee to discuss the item prior to the Council taking action on it. There was discussion of whether a company other than Northland Securities, who currently handles the City's bonds, should provide the analysis to avoid conflict.

MOTION: Council Member Fliflet moved **TO TABLE UNTIL FINANCE COMMITTEE DISCUSSES ITEM.** Council Member Smith seconded the motion. ***MOTION PASSED 3-2 (Pearson/Bloyer – nay).***

Mayor Pearson explained his reasoning for wanting this item addressed soon as it can impact borrowing.

ITEM 19: WATER SURFACE ORDINANCE AMENDMENT – ORDINARY HIGH WATER LEVEL – LAKE OLSON/DEMONTREVILLE

LAKE ELMO CITY COUNCIL MINUTES

FEBRUARY 24, 2015

City Clerk Bell explained that the council was being asked to call for a public hearing. He noted that the city has received many public comments. Council Member Bloyer explained the background of how the current level was reached. Council Member Lundgren explained that preventing erosion damage was the reason she initially placed this on the agenda. She is not interested in addressing any other issues, such as hours of operation.

MOTION: Council Member Lundgren moved **TO TABLE THE ITEM**. Council Member Fliflet seconded the motion. Council Member Lundgren withdrew her motion to table.

Steve Verbeek, 8191 Hill Trail, is opposed to the OHW being lowered. He asked what the benefits of having a no-wake restriction were.

Jonathan Early, 8032 Hidden Bay Trail, tired of item on city agenda. He disagrees with claims of erosion caused by powerboats.

Dave Carlson, 8554 Hidden Bay Trail, opposed to reduction of trigger level and opposed to calling for a public hearing. He is tired of City discussing divisive item. He wishes City would instead come together. He commended Council Member Smith on her past leadership on the current compromise.

Dave Sewell, 8200 Hill Trail, recently moved to city for lake recreation and would not have purchased lakehome if stricter limitations were placed on lake. He is a civil and environmental engineer. He related data from study on wave energy and erosion.

Karen Slakey, 7872 Demontreville Trail, opposed to changing the OHW level.

Denise Boczek, 8110 Demontreville Trail, asked when the city was ever set at OHW level. She is opposed to lowering the level. She questioned the need to change the level now.

Phil Eason, 7934 Hill Trail, wants to the City to move on.

Tony Haider, 4575 Olson Lake Trail 4575 opposed to lowering the no-wake level and opposed to calling for a public hearing. He asserted that the property value is affected by restrictions.

Brian Pitzen, 4554 Olson Lake Trail, asserted that the greater LDO members have not been consulted. He also asserted that Lundgren has a conflict of interest in this item. It was explained by the city attorney that she does not.

Steve Schleicher, 4774 Olson Lake Trail, opposed to lowering the trigger. He does not believe that wake causes erosion.

Darrel Vossberg, 9436 Jane Road, opposed to further restriction. Has not seen the erosion.

Tom Burns, 7962 Hill Trail, opposed to lowering the trigger and opposed to the

Jim Schwalbach, 4555 Olson Lake Trail opposed to public hearing wants to enjoy the lake.

Michael Hillern, 4455 Olson Lake Trail, opposed to restriction. The lake is public and the city should not restrict its use

Brenda Jo Carlson, 8554 Hidden Bay Trail, questioned the city requiring a public hearing. It was explained that the MNDNR is requiring it. She spoke about OD being a "bounce lake" and the resulting fluctuating levels. She asked that individuals take personal responsibility. She presented a calendar of historical water levels where the no wake restriction would have been triggered.

Cory Boudreau, 8382 Hidden Bay Trail, presented a diagram depicting the no wake trigger historical. He asked that it be attached to the record. He asserted that previous droughts caused people to forget what the normal level is.

Terry Boczek, 8110 Demontreville Trail, took offense to accusation of template letters being submitted. She asked that the policy be simplified. She asked that level be raised if the level is discussed.

Noelle Verbeek, 8191 Hill Trail, was opposed to a holding another public hearing. She would rather have Council spend time and money on fighting milfoil.

MOTION: Council Member Bloyer moved **TO CALL FOR PUBLIC HEARING ON DATE UNCERTAIN**. Mayor Pearson seconded the motion. **MOTION FAILED 0-5**.

DISCUSSION ITEM

ITEM 20: RURAL AREA DEVELOPMENT DISCUSSION

Council Member Bloyer explained that the outlying areas need to be addressed to avert future mandate by the Met Council. Community Development Director Klatt explained the Planning Commission discussions regarding rural area development. Council consensus is that the conversation should take place.

Shared versus individual septic systems and costs and concerns was discussed. The Council wants to hear back from Planning Commission soon, by spring. Council direction is to have proposal that includes smaller lots.

No formal action taken.

Council Member Lundgren again requested a Council Driven Workshop.

EXECUTIVE SESSION:

City Attorney Snyder explained the reason for the closed session to discuss pending or potential litigation relating to non-public employment matters under MN Stat. § 13D.05(3)(b).

MOTION: Council Member Smith moved TO ENTER CLOSED SESSION. Council Member Fliflet seconded the motion. MOTION PASSED 5-0.

Entered closed session at 11:25pm.

MOTION: Council Member Lundgren moved TO RE-ENTER OPEN SESSION. Council Member Smith seconded the motion. MOTION PASSED 5-0.

Re-entered open session at 12:49 am.

City Attorney Snyder announced parties present: City Council, attorney Jessica Schwie, and City Attorney Snyder. There was no direction given from council in regards to topics. *No action taken.*

MOTION: Council Member Smith moved TO ADJOURN. Council Member Lundgren seconded the motion. MOTION PASSED 5-0.

Mayor Pearson Adjourned the meeting at 12:45 am.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Adam R. Bell, City Clerk

CITY OF LAKE ELMO
CITY COUNCIL MINUTES
MARCH 3, 2015

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

PRESENT: Mayor Mike Pearson and Council Members Julie Fliflet, Anne Smith, Justin Bloyer, and Jill Lundgren.

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

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

MOTION: *Mayor Pearson moved TO APPROVE THE MARCH 3, 2015 CITY COUNCIL AGENDA AS PRESENTED. Council Member Bloyer seconded the motion.*

MOTION TO AMEND: *Council Member Smith moved to amend TO POSTPONE ITEMS 10 AND 11 UNTIL ADDITIONAL DISCUSSIONS CONCERNING RAILROAD CROSSING AND COMP PLAN COMPLIANCE INCLUDING OLD VILLAGE PLAN CAN BE HAD AT NEXT MEETING.*

The impact of further postponement of those items was discussed. It was explained that the assessments can only occur if there is a functioning sewer pipe, so there are real financial implications.

Council Member Fliflet seconded the motion.

MOTION TO AMEND FAILS 2-3 (Pearson, Bloyer, and Lundgren – Nay).

ORIGINAL MOTION PASSED 5-0.

COUNCIL REPORTS:

Mayor Pearson: asked for status of Finance Committee activities, specifically the financial services planning agreement. Council Member Fliflet gave status update. It was noted that there have been scheduling issues. The finance policy is on next committee agenda.

Council Member Fliflet: had meeting with City engineer and Brett Emmons on stormwater management. Planning to meet with county representatives to discuss issue as well. It was explained that there has been no additional work done on the downtown project, so no duplication of work.

Council Member Smith: received several calls about sidewalks on Lake Elmo Ave. asked that 3/17/15 meeting be rescheduled to 3/24/15 due to ISD 834 spring break.

Council Member Bloyer: had discussions with Village residents; attended DNR meeting regarding milfoil; attended Valley Branch Watershed District meeting to discuss resident concerns; spoke about library issue regarding former tenant; spoke about the two recent appointment denials of individuals to city bodies. The appointment process was discussed.

Council Member Lundgren: visited the Rotary Club and discussed the AEDs. Will be attending a Farmer's Market Workshop; was impressed with recent visit to Savona; recognized the local fly-fishing shop in town for their recent award; met with county representative to discuss transportation issues; noted that March is Minnesota maple tree tapping month.

PRESENTATIONS

Brad Winkels and Steve Rutkowski conducted the Fire Relief Association annual raffle drawing. The winners:

<u>\$25 Winners:</u>	<u>\$100 Winner:</u>
Cindy Schwartz, 2393 Lake Elmo Ave.	Laurie Kumerow, 4207 Kindred Ave
Julie Buetel, 3415 Jamaca Ave.	
Tom Teible, 8300 Lake Jane Trail	<u>\$250 Winner:</u>
Ron Monson, 5257 Jerome Ave Court	Cynthia Gackle, 2201 Legion Lane

PUBLIC COMMENTS/INQUIRIES

FINANCE CONSENT AGENDA

1. Approve Payment of Disbursements and Payroll in the amount of \$245,308.40.

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

OTHER CONSENT AGENDA

2. Renewal of St Croix Valley Fire Mutual Aid Agreement
3. Support for R/WSCC PEG Rate Review; *Resolution No. 2015-12*

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

REGULAR AGENDA

ITEM 4: BEE SAFE RESOLUTION; Resolution No. 2015-13

Taxpayer Relations and Communications Coordinator MacLeod provided background on item. The program, proposed by the Park Commission, would have city try to eliminate the municipal use of pesticides that contain neonicotinoids to reduce the impact on the honey bee colony collapse. It was explained that the Public Works/Parks Department was already complying with this. It was explained that the collapse is not due to Africanized bees. It was also explained that this would not promote the increase of the wasp population.

***MOTION:** Council Member Lundgren moved **TO ADOPT RESOLUTION 2015-13, AFFIRMING THE CITY'S COMMITMENT TO ENDORSE "BEE-SAFE" POLICIES AND PROCEDURES.** Council Member Smith seconded the motion.*

Mayor Pearson stated that his reluctance with supporting the resolution was in part due to the uncertainty of the scientific causation of the bee colony population collapse.

MOTION PASSED 4-1 (Pearson – Nay).

ITEM 5: NOTICING OF CITY MEETINGS; Resolution No. 2015-14

City Clerk Bell explained the proposed resolution. As staff already posts legal notice for all city bodies subject to the Open Meeting Law, this resolution would extend the practice to those bodies that transact city business but are not required to post notice.

***MOTION:** Council Member Bloyer moved **TO APPROVE RESOLUTION NO. 2015-14, A RESOLUTION SUPPORTING OPEN MEETINGS AND THE POSTING OF PUBLIC NOTICE.** Mayor Pearson seconded the motion.*

Council Member Fliflet noted that the Council appointed two members at beginning of year to each group. She asked that process be respected.

Council Member Lundgren asked for friendly amendment to include potential quorum language for all meetings. It was explained that even with quorum notice, issues can arise. ***MOTION TO AMEND FAILED 0-5.***

Ms. Fliflet reiterated that she is not opposed to having meetings posted, but does not support the motion or think it is necessary. She noted that she had notified staff of the time and location the Village Workgroup meetings, but there was miscommunication on whether to post notice.

MOTION FAILED 2-3 (Fliflet/Smith/Lundgren – Nay).

ITEM 6: EDA RESOLUTION MODIFICATION; PUBLIC HEARING; Resolution No. 2015-15

LAKE ELMO CITY COUNCIL MINUTES

MARCH 3, 2015

City Clerk Bell provided background and summarized the proposed modification. A public hearing must be held in order to modify the enabling resolution.

City Administrator Zuleger explained the impact of the difference between a Economic Development Authority and a Commission. Council Member Fliflet clarified again that there is no intent to modify the powers of the EDA, but to clarify the limited powers to reflect the original intent at the time of creation.

Mayor Pearson asked if there is benefit to EDA issuing bonds. Finance director Bendel did not have an opinion as to which way would be better. She stated that it is another way to do business. Mr. Zuleger explained the effect on the powers the modification would have.

Council Member Fliflet offered friendly amendment to keep numbered limitations in resolution. AMENDMENT PASSED 5-0.

MOTION: Council Member Bloyer moved TO OPEN PUBLIC HEARING. Council Member Fliflet seconded the motion. MOTION PASSED 5-0. Public hearing opened at 8:30 pm.

MOTION: Council Member Fliflet moved TO CLOSE PUBLIC HEARING. Council Member Lundgren seconded the motion. MOTION PASSED 5-0. Public hearing closed at 8:30 pm.

MOTION: Council Member Fliflet moved TO APPROVE RESOLUTION NO. 2015-15, MODIFICATION TO ENABLING RESOLUTION ESTABLISHING THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF LAKE ELMO, MINNESOTA, AS AMENDED. Council Member Bloyer seconded the motion. MOTION PASSED 5-0.

ITEM 7: 39TH STREET: STREET AND SANITARY SEWER IMPROVEMENTS – CHANGE ORDER NO. 4

No report or action taken.

ITEM 8: EAGLE POINT BOULEVARD STREET IMPROVEMENTS – ACCEPT REPORT; CALL IMPROVEMENT HEARING; Resolution No. 2015-16

Assistant City Engineer Stempski presented the feasibility report and proposed schedule. It was noted that the current road does not contain a sand sub-base which in turn exacerbates the heave problems due to freezing. Storm sewer and sanitary sewer will be installed. It was noted that the landscaping at both ends should be able to be saved.

Four assessment methods were analyzed. Front footage, adjusted front footage, area-wide, and number of SACs were all considered. Based on the feedback from the recent meeting with the owners, the owners were in favor of area-wide.

Sanitary sewer costs for improvements serving the InWood development to the north were explained. They total \$108,000. Waivers would be obtained in order to do project.

It was reiterated that this project was initiated by property owner petition. City Administrator Zuleger pointed out the townhome association was in favor of 10 year assessments. The timing of the assessments was discussed. The lifetime of the roads was discussed.

Mayor Pearson was okay with 10 years assessment. Council Member Bloyer added that existing parcels be assessed over time. It was explained that sewer can be assessed over 10 or 15 years. Council consensus was to assess the InWood parcels up front.

MOTION: Council Member Bloyer moved TO ADOPT RESOLUTION NO. 2015-16, RECEIVING THE FEASIBILITY REPORT AND CALLING HEARING FOR THE EAGLE POINT BOULEVARD STREET AND SANITARY SEWER IMPROVEMENTS. Council Member Lundgren seconded the motion. MOTION PASSED 5-0.

Meeting recessed at 9:01 pm. Meeting reconvened at 9:06 pm.

ITEM 9: ZONING TEXT AMENDMENT – LIQUOR STORES, CONVENIENCE COMMERCIAL ZONING DISTRICT; Ordinance 08-116, RESOLUTION FOR SUMMARY PUBLICATION, Resolution No. 2015-17

MARCH 3, 2015

Community Development Director Klatt provided overview of the proposed zoning text amendment. It was clarified that this action does not approve liquor licenses. The Convenience Commercial zoning district was elaborated upon. The restriction was intended to keep out warehouse retailers. Staff opinion was that a liquor store was an appropriate use. It was noted that there are currently only two small parcels in the city where this zoning applies.

MOTION: *Council Member Bloyer moved TO ADOPT ORDINANCE 08-116, CHANGING LIQUOR STORES TO A PERMITTED USE IN THE CONVENIENCE COMMERCIAL ZONING DISTRICT. Council Member Lundgren seconded the motion. MOTION PASSED 5-0.*

MOTION: *Council Member Bloyer moved TO ADOPT RESOLUTION NO. 2015-17, AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 08-116. Council Member Lundgren seconded the motion. MOTION PASSED 5-0.*

ITEM 10: EASTON VILLAGE FINAL PLAT; RESOLUTION NO. 2015-07

Community Development Director Klatt provided recap of the previous discussion of the proposed development. The extent and existence of the large number of walk-out basements was discussed. There was further explanation of the impact of that type of basements. Developer Tom Wolters explained the starting price point and expected demographic. The homes will start at about \$450K and target first-time homebuyers.

The condition of the airport disclosure statement was discussed. The Village Master Plan from 2007 and how it applied to the proposal was discussed. The 13 guiding principles were applied to the plat application. Mr. Klatt went through the application to explain how each of the principles was met.

MOTION: *Mayor Pearson moved TO ADOPT RESOLUTION NO. 2015-07, APPROVING THE FINAL PLAT FOR EASTON VILLAGE. Council Member Lundgren seconded the motion.*

Council Member Fliflet noted she would not have supported the development if it was first being proposed. Council Member Bloyer asked that the discussion of whether there should be residential design standards be brought to Council at next meeting. City Attorney Snyder explained the different degrees of discretion for Council questions. He noted that at this point in the process, the basic question before the Council is whether the final plat is consistent with the approved preliminary plat and whether the conditions have been met.

Council Member Smith explained that she wanted there to be continuity in style with the homes in the Village Area. She does not think that the proposal offers that desired continuity.

The benefits to the city that this proposal affords to the city were discussed. Among them are providing financial benefit, addressing the stormwater issues in the Village, and connecting the sanitary sewer.

Ms. Smith read letter outlining what was desired for the developments in the Village Area. Mr. Snyder reiterated that there are constraints on the current Council's discretion to approve or deny the application due to the stage in the process.

MOTION PASSED 4-1 (Smith – Nay).

ITEM 11: EASTON VILLAGE DEVELOPER AGREEMENT; RESOLUTION NO. 2015-18

Community Development Director Klatt presented summary of the proposed Easton Village developer agreement. He noted that there is updated language regarding the railroad crossing cost splitting that staff has been negotiating with the developer counsel. This language still needs to be approved by City Attorney.

The Village REC unit target was discussed in regards to the railroad crossing cost splitting. Mr. Klatt explained that it is a range. There was some concern that the current proposals will use up the available RECs in the Comprehensive Plan. It was explained that the Comp Plan is a guide, so when the target REC units are reached, development is not forced to stop. City Attorney Snyder explained that the question is not trying to estimate RECs, but determine the cost splitting. Council Member Fliflet was in favor of using base REC count, but split by percentage. This approach and alternatives were discussed.

MOTION: *Council Member Fliflet moved TO ADOPT RESOLUTION 2015-18 APPROVING THE DEVELOPER'S AGREEMENT FOR EASTON VILLAGE, SUBJECT TO FINAL REVIEW BY CITY ATTORNEY. Council Member Bloyer seconded the motion. MOTION PASSED 4-1 (Smith – Nay).*

ITEM 12: LENNAR SKETCH PLAN

LAKE ELMO CITY COUNCIL MINUTES

MARCH 3, 2015

Community Development Director Klatt presented summary of the proposed Lennar townhome sketch plan. He also explained the planning review process. Paul Tibone from Lennar explained the target demographic is young professionals and seniors. The HOA will provide maintenance. The HOA fee will be \$50 to \$100 depending on the amenities. He described the architecture will be similar to Savona. The price point will be high \$200Ks to low \$300Ks. Council Member Fliflet noted her concern with the dominant garage facades. Mr. Tibone said Lennar would consider their options. It was pointed out that there is no open space requirement recommended by the Planning Commission. There will be a cash park land dedication instead.

No formal action requested.

The meeting location of the requested Council Driven Workshop was discussed. City Clerk Bell described the options and limitations. The meeting must be open and take place within the City Limits. He proposed that the meeting take place at the North Building conference room. Council favored having it at the Machine Shed on 3/10. Attendance by all council members was desired.

Council Member Smith asked that the March 17th be moved to the 24th as she will be out of town.

MOTION: *Council Member Fliflet moved TO SWAP THE MEETING DATES OF THE 10TH AND 17TH. Council Member Smith seconded the motion.*

Staff explained that there are public hearings that are already scheduled for the 17th. Council consensus was to keep agenda light in Council Member Smith's absence instead of changing dates. Staff will coordinate with Council to schedule the workshop.

Motion withdrawn.

STAFF REPORTS & ANNOUNCEMENTS:

City Administrator Zuleger: Working on water tower site acquisition; Washington County Sheriff Office now has a substation at city hall.

City Clerk Bell: ISD 834 has called for a special election on May 12, 2015 to vote on facility bonding. Lake Elmo precincts will again be combined at city hall.

City Finance Director Bendel: Auditors are conducting field work. Draft Audit report will be presented to Finance Committee first meeting in May, 2014 water report has been turned in. Focus is on conservation as opposed to consumption.

City Attorney Snyder: No report.

Community Development Director Klatt: Planning Commission will be considering Wildflower Preliminary Plat and Boulder Ponds Final Plat at next meeting.

City Engineer Griffin: No report.

Mayor Pearson Adjourned the meeting at 11:57 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Adam R. Bell, City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: March 17, 2015
CONSENT
ITEM #2
MOTION

AGENDA ITEM: Approve Disbursements in the amount of \$202,848.30

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: \$202,848.30

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$202,848.30. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

LEGISLATIVE HISTORY: NA

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

Claim #	Amount	Description
ACH	\$ 11,797.12	Payroll Taxes to IRS & MN Dept of Revenue 3/05/2015
ACH	\$ 6,387.51	Payroll Retirement to PERA 3/05/2015
DD6112-DD6140	\$ 30,033.49	Payroll Dated (Direct Deposits) 3/05/2015
42531-42586	\$ 153,490.18	Accounts Payable 3/17/2015
2673-2691	\$ 1,140.00	Library Card Reimbursement 3/17/2015
TOTAL	\$ 202,848.30	

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 \$202,848.30.

ATTACHMENTS:

1. Accounts Payable – check registers

Accounts Payable To Be Paid Proof List

User: PattyB
 Printed: 03/12/2015 - 10:31 AM
 Batch: 002-03-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ADVGR Advanced Graphix, Inc.										
191010	10/31/2014	360.00	0.00	03/17/2015	Graphics for Truck		-	No		0000
410-480-8000-45500	Vehicles									
	191010 Total:	360.00								
	ADVGR Total:	360.00								
ASPENMI Aspen Mills, Inc.										
161496	02/19/2015	129.20	0.00	03/17/2015	Uniforms - LT Johnson		-	No		0000
101-420-2220-44170	Uniforms									
	161496 Total:	129.20								
	ASPENMI Total:	129.20								
BAKERPAT Baker Patricia										
2015-02	03/10/2015	756.88	0.00	03/17/2015	Contract Services - February		-	No		0000
101-000-0000-20200	Accounts Payable									
2015-02	03/10/2015	648.75	0.00	03/17/2015	Contract Services - February		-	No		0000
601-000-0000-20200	Accounts Payable									
2015-02	03/10/2015	108.12	0.00	03/17/2015	Contract Services - February		-	No		0000
602-000-0000-20200	Accounts Payable									
2015-02	03/10/2015	648.75	0.00	03/17/2015	Contract Services - February		-	No		0000
603-000-0000-20200	Accounts Payable									
	2015-02 Total:	2,162.50								
	BAKERPAT Total:	2,162.50								
BATBULBS Batteries Plus Bulbs										
032-821975	03/02/2015	139.79	0.00	03/17/2015	Replace battery on Ranger		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
	032-821975 Total:	139.79								
	BATBULBS Total:	139.79								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BIFFS Biff's Inc.										
W554095	03/04/2015	66.00	0.00	03/17/2015	Sunfish Lake Park		-	No		0000
101-450-5200-44120	Rentals - Buildings	66.00								
	W554095 Total:	66.00								
	BIFFS Total:									
BOLTONME Bolton & Menk, Inc										
0175181	02/16/2015	350.00	0.00	03/17/2015	2013.126 Section 34 Water & Sewer		-	No		0000
602-495-9450-43030	Engineering Services	350.00								
	0175181 Total:	57.50	0.00	03/17/2015	2014 Street Improvements		-	No		0000
0175182	02/16/2015	57.50								
409-480-8000-43030	Engineering Services	57.50								
	0175182 Total:	776.50	0.00	03/17/2015	2014.131 39th St - Sewer		-	No		0000
0175183	02/16/2015	776.50								
602-495-9450-43030	Engineering Services	776.50								
	0175183 Total:	1,184.00								
	BOLTONME Total:									
C A C Companion Animal Control, LLC										
2	02/01/2015	500.00	0.00	03/17/2015	Animal Control Services - Feb 2015		-	No		0000
101-420-2700-43150	Contract Services	45.00	0.00	03/17/2015	Impoundment 7pm-7am		-	No		0000
2	02/01/2015	545.00								
101-420-2700-43160	Impounding	545.00								
	2 Total:	545.00								
	C A C Total:									
CARDMEMB Cardmember Service										
02/21/2015		208.90	0.00	03/17/2015	Equipment parts		-	No		0000
101-450-5200-44010	Repairs/Maint Bldg	30.43	0.00	03/17/2015	Interest		-	No		0000
02/21/2015		53.51	0.00	03/17/2015	Holiday		-	No		0000
101-430-3100-44300	Miscellaneous	117.78	0.00	03/17/2015	Floor mats		-	No		0000
02/21/2015		30.98	0.00	03/17/2015	1099 forms		-	No		0000
101-420-2220-44300	Miscellaneous	28.99	0.00	03/17/2015	WSJ		-	No		0000
02/21/2015		23.88	0.00	03/17/2015	Fed Ex		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt	13.00	0.00	03/17/2015	Storage boxes		-	No		0000
02/21/2015										
101-410-1520-44300	Miscellaneous									
02/21/2015										
101-410-1320-44330	Dues & Subscriptions									
02/21/2015										
602-000-0000-20802	SAC due Met Council									
02/21/2015										
101-410-1520-42000	Office Supplies									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
101-420-2400-42120	02/21/2015	34.50	0.00	03/17/2015	LE Oil		-	No		0000
	Fuel, Oil and Fluids									
101-410-1320-44300	02/21/2015	25.94	0.00	03/17/2015	Key's Cafe		-	No		0000
	Miscellaneous									
101-410-1940-41300	02/21/2015	25.52	0.00	03/17/2015	Water		-	No		0000
	Miscellaneous									
101-410-1320-42000	02/21/2015	14.12	0.00	03/17/2015	Office Supplies		-	No		0000
	Office Supplies									
101-410-1320-44370	02/21/2015	440.00	0.00	03/17/2015	Conference - Adam & Beckie		-	No		0000
	Conferences & Training									
101-410-1320-43220	02/21/2015	24.65	0.00	03/17/2015	Fed Ex		-	No		0000
	Postage									
	Total:	1,072.20								
	CARDMEMB Total:	1,072.20								
CARQUEST Car Quest Auto Parts										
2055-342055	02/28/2015	20.92	0.00	03/17/2015	Supplies		-	No		0000
101-430-3100-42150	2055-342055	20.92								
	Shop Materials									
	Total:	20.92								
	CARQUEST Total:	20.92								
CENTURYL CenturyLink										
206-450-5300-43210	02/19/2015	127.33	0.00	03/17/2015	Phone Service - Library		-	No		0000
	Telephone									
206-450-5300-43250	02/19/2015	45.50	0.00	03/17/2015	Internet Service - Library		-	No		0000
	Internet									
	Total:	172.83								
	CENTURYL Total:	172.83								
COMCAST Comcast										
101-420-2220-441300	02/27/2015	7.90	0.00	03/17/2015	Monthly Service		-	No		0000
	Miscellaneous									
	Total:	7.90								
	COMCAST Total:	7.90								
COMPASS Compass Minerals										
71311965	02/27/2015	7,809.63	0.00	03/17/2015	Road Salt		-	No		0000
101-430-3125-42290	71311965	7,809.63								
	Sand/Salt									
	Total:	7,809.63								
	COMPASS Total:	7,809.63								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CTYLECEN City of Le Center										
	03/11/2015	600.00	0.00	03/17/2015	Handicap Parking Signs		-	No		0000
401-480-8000-44030	Repairs/Maint Imp Not Bldgs									
Total:		600.00								
CTYLECEN Total:										
CTYOAKDA City of Oakdale										
1000460-01-	02/28/2015	3,512.15	0.00	03/17/2015	Water Service 1/30-3/01/15		-	No		0000
601-494-9400-43820	Water Utility									
1000460-01-	Total:	3,512.15								
CTYOAKDA Total:										
CTYROSEV City of Roseville										
219990	03/02/2015	2,951.42	0.00	03/17/2015	IT Services - March		-	No		0000
101-410-1450-43180	Information Technology/Web									
219990	Total:	2,951.42								
220016	03/02/2015	107.64	0.00	03/17/2015	Telephone - Admin March		-	No		0000
101-410-1320-43210	Telephone									
220016	03/02/2015	17.00	0.00	03/17/2015	Telephone - Building - March		-	No		0000
101-420-2400-43210	Telephone									
220016	03/02/2015	17.00	0.00	03/17/2015	Telephone - Communication - March		-	No		0000
101-410-1450-43210	Telephone									
220016	03/02/2015	17.00	0.00	03/17/2015	Telephone - Engineering March		-	No		0000
101-410-1930-43210	Telephone									
220016	03/02/2015	34.00	0.00	03/17/2015	Telephone - Finance - March		-	No		0000
101-410-1520-43210	Telephone									
220016	03/02/2015	47.15	0.00	03/17/2015	Telephone - Planning - March		-	No		0000
101-410-1910-43210	Telephone									
220016	03/02/2015	224.65	0.00	03/17/2015	Telephone - PW - March		-	No		0000
101-430-3100-43210	Telephone									
220016	Total:	464.44								
CTYROSEV Total:										
3,415.86										
EMERGAPP Emergency Apparatus Maint. Inc										
78769	02/20/2015	235.00	0.00	03/17/2015	E1 Safety Inspection		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
78769	Total:	235.00								
78770	02/20/2015	235.00	0.00	03/17/2015	E2 Safety Inspection		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
78770	Total:	235.00								
78771	02/20/2015	235.00	0.00	03/17/2015	T1 Safety Inspection		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
78771	Total:	235.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
78772	02/20/2015	235.00	0.00	03/17/2015	T2 Safety Inspection		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
	78772 Total:	235.00								
78773	02/20/2015	235.00	0.00	03/17/2015	L1 Safety Inspection		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
	78773 Total:	235.00								
	EMERGAPP Total:	1,175.00								
EMERGAUT Emergency Automotive Tech, Inc										
AW030415-60	03/04/2015	140.70	0.00	03/17/2015	2 lenses on 06-1		-	No		0000
101-430-3125-42210	Equipment Parts									
	AW030415-60 Total:	140.70								
DL030315-21	03/09/2015	252.62	0.00	03/17/2015	Strobe tube		-	No		0000
101-430-3125-42210	Equipment Parts									
	DL030315-21 Total:	252.62								
	EMERGAUT Total:	393.32								
FERGUSON Ferguson Waterworks, Inc #2516										
126011	02/18/2015	5,220.00	0.00	03/17/2015	Water meters		-	No		0000
601-494-9400-42300	Water Meters & Supplies									
	126011 Total:	5,220.00								
	FERGUSON Total:	5,220.00								
FOCUS Focus Engineering, Inc.										
17484	02/28/2015	516.25	0.00	03/17/2015	2013.133 LE Ave Trunk Watermain		-	No		0000
601-494-9400-43030	Engineering Services									
	17484 Total:	516.25								
1774-1778	02/28/2015	177.50	0.00	03/17/2015	Building		-	No		0000
101-420-2400-43030	Engineering									
	1774-1778	992.75	0.00	03/17/2015	PW		-	No		0000
101-430-3100-43030	Engineering Services									
	1774-1778	3,767.35	0.00	03/17/2015	General		-	No		0000
101-410-1930-43030	Engineering Services									
	1774-1778	927.50	0.00	03/17/2015	PLanning		-	No		0000
101-410-1910-43030	Engineering Services									
	1774-1778 Total:	5,865.10								
1779	02/28/2015	2,059.25	0.00	03/17/2015	Water		-	No		0000
601-494-9400-43030	Engineering Services									
	1779	1,286.30	0.00	03/17/2015	Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
	1779	3,356.70	0.00	03/17/2015	Surface		-	No		0000
603-496-9500-43030	Engineering Services									
	1779 Total:	6,702.25								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1780	02/28/2015	650.10	0.00	03/17/2015	2015.113 Traffic & Transportation		-			0000
409-480-8000-43030 Engineering Services										
1780	02/28/2015	59.00	0.00	03/17/2015	2015.115 Street Maintenance		-			0000
409-480-8000-43030 Engineering Services										
1780	02/28/2015	133.50	0.00	03/17/2015	2015.114 Municipal Aid		-			0000
409-480-8000-43030 Engineering Services										
1780 Total:										
1781	02/28/2015	842.60	0.00	03/17/2015	2015.117 2015 Seal Coat		-			0000
409-480-8000-43030 Engineering Services										
1781 Total:										
1782	02/28/2015	1,041.25	0.00	03/17/2015	2013.125 Production Well 4		-			0000
601-494-9400-43030 Engineering Services										
1782 Total:										
1783	02/28/2015	641.25	0.00	03/17/2015	2013.132 Pumphouse 4		-			0000
601-494-9400-43030 Engineering Services										
1783 Total:										
1785	02/28/2015	1,345.00	0.00	03/17/2015	2013.134 LE Ave Corridor		-			0000
409-480-8000-43030 Engineering Services										
1785 Total:										
1786	02/28/2015	5,240.35	0.00	03/17/2015	2013.135 2014 Street Improvements		-			0000
409-480-8000-43030 Engineering Services										
1786 Total:										
1787	02/28/2015	152.00	0.00	03/17/2015	2014.120 State Hwy 36		-			0000
409-480-8000-43030 Engineering Services										
1787 Total:										
1788	02/28/2015	308.80	0.00	03/17/2015	2014.129 Inwood Booster Station		-			0000
601-494-9400-43030 Engineering Services										
1788 Total:										
1789	02/28/2015	389.50	0.00	03/17/2015	2014.131 39th Street N Street		-			0000
409-480-8000-43030 Engineering Services										
1789 Total:										
1790	02/28/2015	6,861.75	0.00	03/17/2015	204.140 Jane Road 201		-			0000
602-495-9450-43030 Engineering Services										
1790 Total:										
1791	02/28/2015	344.50	0.00	03/17/2015	2015.120 Eagle Point Blvd Street		-			0000
409-480-8000-43030 Engineering Services										
1791 Total:										
1792	02/28/2015	8,262.60	0.00	03/17/2015	2012.130A Lennar 1-94 Corridor		-			0000
803-000-0000-22910 Developer Payments										
1792 Total:										
1793	02/28/2015	1,643.75	0.00	03/17/2015	2013.128 Boulder Bonds		-			0000
803-000-0000-22910 Developer Payments										
1793 Total:										
1794	02/28/2015	795.50	0.00	03/17/2015	2013.129 Hammes		-			0000
803-000-0000-22910 Developer Payments										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	FO #	Close POLine #
1795	02/28/2015	2,908.00	0.00	03/17/2015	2013.130 Hunters Crossing		-	No		0000
803-000-0000-22910	Developer Payments	707.63								
	1795 Total:	707.63								
1796	02/28/2015	1,563.50	0.00	03/17/2015	2014.124 Wildflower		-	No		0000
803-000-0000-22910	Developer Payments	340.00								
	1796 Total:	1,563.50								
1797	02/28/2015	340.00	0.00	03/17/2015	2014.125 Village Preserve		-	No		0000
803-000-0000-22910	Developer Payments	4,034.85								
	1797 Total:	340.00								
1798	02/28/2015	4,034.85	0.00	03/17/2015	2014.126 Easton Village		-	No		0000
803-000-0000-22910	Developer Payments	4,034.85								
	1798 Total:	4,034.85								
1799	02/28/2015	1,004.00	0.00	03/17/2015	2014.127B Kwik Trip		-	No		0000
803-000-0000-22910	Developer Payments	1,004.00								
	1799 Total:	1,004.00								
1800	02/28/2015	462.50	0.00	03/17/2015	2014.138 Savonna II		-	No		0000
803-000-0000-22910	Developer Payments	462.50								
	1800 Total:	462.50								
1801	02/28/2015	482.00	0.00	03/17/2015	2014.139 Inwood Hans Hagen		-	No		0000
803-000-0000-22910	Developer Payments	482.00								
	1801 Total:	482.00								
1802	02/28/2015	265.50	0.00	03/17/2015	2015.121 Haleyon Cemetery		-	No		0000
803-000-0000-22910	Developer Payments	265.50								
	1802 Total:	265.50								
1803	02/28/2015	265.50	0.00	03/17/2015	2015.122 Driedrich Rieder Lennar		-	No		0000
803-000-0000-22910	Developer Payments	265.50								
	1803 Total:	265.50								
	FOCUS Total:	52,985.93								
GKSERVIC G&K Services										
1182783904	03/04/2015	37.62	0.00	03/17/2015	Uniforms		-	No		0000
101-430-3100-44170	Uniforms	37.62								
	1182783904 Total:	37.62								
1182795332	03/11/2015	37.62	0.00	03/17/2015	Uniforms		-	No		0000
101-430-3100-44170	Uniforms	37.62								
	1182795332 Total:	37.62								
	GKSERVIC Total:	75.24								
H & L H & I Mesabi Corp										
92928	02/24/2015	300.00	0.00	03/17/2015	Plow Blades		-	No		0000
101-130-3125-44040	Repairs/Maint Eqpt	300.00								
	92928 Total:	300.00								

Invoice #	Inv Date	Amount	Quantity	Unit Date	Description	Reference	Task	Type	PO #	Close POLine #
H & L Total:		300.00								
INNOVAT Innovative Office Solutions										
01QV3076	02/19/2015	72.65	0.00	03/17/2015	Business Cards - Fliflet/Lundgren		-	No		0000
101-410-1110-44300	Miscellaneous									
	01QV3076 Total:	72.65								
01QV4898-4904	02/24/2015	399.98	0.00	03/17/2015	Office Supplies - Admin		-	No		0000
101-410-1320-42000	Office Supplies									
01QV4898-4904	02/24/2015	68.35	0.00	03/17/2015	Office Supplies - Building		-	No		0000
101-420-2400-42000	Office Supplies									
	01QV4898-4904 Total:	468.33								
	INNOVAT Total:	540.98								
INTERSTA Interstate All Battery Ctr										
1902701002426	02/27/2015	199.99	0.00	03/17/2015	AED Battery		-	No		0000
101-420-2220-41040	Repairs/Maint Eqpt									
	1902701002426 Total:	199.99								
	INTERSTA Total:	199.99								
JANIKING Jani-King of Minnesota, Inc										
MIN03150419	03/01/2015	326.00	0.00	03/17/2015	March Services		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	MIN03150419 Total:	326.00								
	JANIKING Total:	326.00								
JOHNSON& Johnson & Turner Attorneys										
	03/04/2015	10,106.00	0.00	03/17/2015	Legal Services		-	No		0000
101-000-0000-20200	Accounts Payable									
	03/04/2015	119.00	0.00	03/17/2015	Legal Services		-	No		0000
206-000-0000-20200	Accounts Payable									
	03/04/2015	910.00	0.00	03/17/2015	Legal Services		-	No		0000
409-000-0000-20200	Accounts Payable									
	03/04/2015	30.00	0.00	03/17/2015	Legal Services		-	No		0000
601-000-0000-20200	Accounts Payable									
	03/04/2015	2,557.50	0.00	03/17/2015	Legal Services		-	No		0000
803-000-0000-20200	Accounts Payable									
	Total:	13,722.50								
	JOHNSON& Total:	13,722.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
kathfuel Kath Fuel Oil Service Co										
500643	02/24/2015	680.67	0.00	03/17/2015	Fuel		-	No		0000
101-430-3100-42120	Fuel, Oil and Fluids									
	500643 Total:	680.67								
501292	03/05/2015	89.40	0.00	03/17/2015	Fluids		-	No		0000
101-430-3100-42120	Fuel, Oil and Fluids									
	501292 Total:	89.40								
	kathfuel Total:	770.07								
KORTHER KOR III ERIC										
Cable	02/24/2015	68.75	0.00	03/17/2015	CC Meeting 2/24/15		-	No		0000
101-410-1450-43620	Cable Operations									
Cable	02/24/2015	25.00	0.00	03/17/2015	CC Meeting 2/24/15- Bonus		-	No		0000
101-410-1450-43620	Cable Operations									
	Cable Total:	93.75								
	KORTHER Total:	93.75								
LANG RON Ron's Inspection Services, LLC										
10	02/27/2015	2,494.00	0.00	03/17/2015	Building Inspector Services		-	No		0000
101-000-0000-20200	Accounts Payable									
10	02/27/2015	335.22	0.00	03/17/2015	Mileage		-	No		0000
101-000-0000-20200	Accounts Payable									
	10 Total:	2,829.22								
	LANG RON Total:	2,829.22								
LEAGMN League of MN Cities										
212948	09/01/2014	620.00	0.00	03/17/2015	MN Cities Stormwater Contributions		-	No		0000
101-410-1320-41330	Dues & Subscriptions									
	212948 Total:	620.00								
	LEAGMN Total:	620.00								
LEOIL Lake Elmo Oil, Inc.										
	02/28/2015	258.50	0.00	03/17/2015	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
	02/28/2015	56.19	0.00	03/17/2015	Fuel		-	No		0000
101-430-3100-42120	Fuel, Oil and Fluids									
	Total:	314.69								
	LEOIL Total:	314.69								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Lillie Newspapers Inc, Lillie Suburban 02/27/2015		98.23	0.00	03/17/2015	Notice - Enabling Res		-			0000
101-410-1320-43510 Legal Publishing		98.23								
Total:		98.23								
Lillie Total:										
LINNER Linner Electric Company, Inc.										
24219 02/01/2015		1,690.00	0.00	03/17/2015	Parking Lot LED heads		-			0000
101-410-1940-44010 Repairs/Maint Contractual Bldg		1,690.00								
24219 Total:		1,690.00								
LINNER Total:										
LOFF Loffler Companies, Inc.										
1936950 03/04/2015		567.08	0.00	03/17/2015	Contract coverage 2/10-3/9/15		-			0000
101-410-1940-44040 Repairs/Maint Contractual Eqpt		567.08								
1936950 Total:		567.08								
LOFF Total:										
MARONEYS Maroney's Sanitation, Inc										
563589 02/26/2015		112.94	0.00	03/17/2015	City Hall		-			0000
101-410-1940-43840 Refuse		49.71	0.00	03/17/2015	Fire		-			0000
563589 02/26/2015		216.67	0.00	03/17/2015	PW		-			0000
101-420-2220-43840 Refuse		216.67	0.00	03/17/2015	Fire		-			0000
563589 02/26/2015		49.89	0.00	03/17/2015	Library		-			0000
101-430-3100-43840 Refuse		645.88								
101-420-2220-43840 Refuse		645.88								
563589 02/26/2015										
206-450-5300-43840 Refuse										
563589 Total:		645.88								
MARONEYS Total:										
MENARDSO Menards - Oakdale										
70462 03/08/2015		165.32	0.00	03/17/2015	Shop supplies		-			0000
101-430-3100-42150 Shop Materials		165.32								
70462 Total:		165.32								
MENARDSO Total:										
METCOU Metropolitan Council										
1041651 03/03/2015		1,466.00	0.00	03/17/2015	Monthly wastewater - April 2015		-			0000
602-495-9450-43820 Sewer Utility - Met Council										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	1041651 Total:	1,466.00								
	METCOU Total:	1,466.00								
METSAC Metropolitan Council										
	Feb 2015 03/12/2015	4,970.00	0.00	03/17/2015	SAC due Met Council - Feb 2015		-	No		0000
	602-000-0000-20802 SAC due Met Council									
	Feb 2015 03/12/2015	-49.70	0.00	03/17/2015	SAC due Met Council - Feb 2015		-	No		0000
	602-000-0000-37220 SAC Early Pay discount/revenue				Discount					
	Feb 2015 Total:	4,920.30								
	METSAC Total:	4,920.30								
MNFIRECH MN State Fire Chiefs Assn										
	03/09/2015	264.00	0.00	03/17/2015	Membership Renewals		-	No		0000
	101-420-2220-44330 Dues & Subscriptions									
	Total:	264.00								
	MNFIRECH Total:	264.00								
NCPERS 566200-NCPERS Minnesota										
	5662315 02/20/2015	160.00	0.00	03/17/2015	March Premium		-	No		0000
	101-000-0000-21708 Other Benefits									
	5662315 Total:	160.00								
	NCPERS Total:	160.00								
ONECALL Gopher State One Call										
	132381 02/28/2015	68.15	0.00	03/17/2015	Tickets		-	No		0000
	101-430-3100-43150 Contract Services									
	132381 Total:	68.15								
	ONECALL Total:	68.15								
PIONEER Pioneer Press										
	215520397 02/28/2015	702.30	0.00	03/17/2015	City Notice/Public Hearings 2/13		-	No		0000
	101-410-1450-43510 Public Notices				&2/26					
	215520397 Total:	702.30								
	PIONEER Total:	702.30								
POMPS Pomp's Fire Service, Inc.										
	210162458 02/25/2015	2,080.62	0.00	03/17/2015	Tires		-	No		0000
	101-430-3120-42210 Equipment Parts									
	210162458 Total:	2,080.62								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
POMPS Total:		2,080.62								
POSTOFF Postmaster										
Spring	03/09/2015	563.95	0.00	03/17/2015	Postage Newsletter		-	No		0000
101-410-1450-43090	Newsletter									
Spring Total:		563.95								
POSTOFF Total:		563.95								
PRIMARY Primary Products Company										
55422	02/19/2015	129.69	0.00	03/17/2015	EMS Gloves		-	No		0000
101-420-2220-42080	EMS Supplies									
55422 Total:		129.69								
PRIMARY Total:		129.69								
RRSPEC R&R Specialties of WI, Inc										
0056929-in	02/25/2015	424.10	0.00	03/17/2015	Misc parts		-	No		0000
101-450-5200-42210	Equipment Parts									
0056929-in Total:		424.10								
RRSPEC Total:		424.10								
SAMSCCLUB Sam's Club										
02/09/2015		63.46	0.00	03/17/2015	Office Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
02/27/2015		33.98	0.00	03/17/2015	Station Supplies		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
02/27/2015		31.43	0.00	03/17/2015	Relab Supplies		-	No		0000
101-420-2220-44300	Miscellaneous									
Total:		128.87								
SAMSCCLUB Total:		128.87								
SW/WC SW/WC Service Cooperatives										
C1210-20 7	02/25/2015	22,063.00	0.00	03/17/2015	April Premium		-	No		0000
101-000-0000-21706	Medical Insurance									
C1210-20 7 Total:		22,063.00								
SW/WC Total:		22,063.00								
TASCH T.A. Schifsky & Sons Inc										
57327	12/02/2014	539.35	0.00	03/17/2015	Asphalt		-	No		0000
101-430-3120-42240	Street Maintenance Materials									
57327 Total:		539.35								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
57591	02/01/2015	162.90	0.00	03/17/2015	Asphalt		-		No	0000
101-430-3120-42240	Street Maintenance Materials									
	57591 Total:	162.90								
	TASCH Total:	702.25								
TOWNCTRY Town & Country Cleaning Co										
315698	03/01/2015	215.00	0.00	03/17/2015	March Services		-		No	0000
206-450-5300-44010	Repairs/Maint Bldg									
	315698 Total:	215.00								
	TOWNCTRY Total:	215.00								
WACO-PW WASHINGTON COUNTY										
80635	03/02/2015	444.80	0.00	03/17/2015	Signal Maintenance CSAH 17 & TH36		-		No	0000
101-430-3120-43150	Contract Services									
	80635 Total:	444.80								
80636	03/02/2015	268.74	0.00	03/17/2015	Signal Maintenance CSAH15 & TH36		-		No	0000
101-430-3120-43150	Contract Services									
	80636 Total:	268.74								
	WACO-PW Total:	713.54								
WAS-PH Washington County										
	01/29/2015	37.50	0.00	03/17/2015	Hazardous waste collections		-		No	0000
101-430-3100-44300	Miscellaneous									
	Total:	37.50								
	WAS-PH Total:	37.50								
WASH-REC Washington County										
	03/02/2015	92.00	0.00	03/17/2015	Recorder/Registrar Documents		-		No	0000
101-410-1910-42030	Printed Forms									
	Total:	92.00								
	WASH-REC Total:	92.00								
WASITAX Washington County										
80640	03/03/2015	70.00	0.00	03/17/2015	Levy book and Top 25 TP		-		No	0000
101-410-1520-44300	Miscellaneous									
	80640 Total:	70.00								
80650	03/03/2015	661.28	0.00	03/17/2015	Truth In Taxation Notice 2015		-		No	0000
101-410-1320-43510	Legal Publishing									
	80650 Total:	661.28								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
WASHITAX Total:		731.28								
WINNICK Winnick Supply										
290624	03/02/2015	233.61	0.00	03/17/2015	Parts Well 4		-	No		0000
601-494-9400-42300	Water Meters & Supplies									
290624 Total:		233.61								
WINNICK Total:		233.61								
WITTER Witter Nicholas										
101-420-2220-44370	03/04/2015	517.83	0.00	03/17/2015	Fire Officer School Training Reimb		-	No		0000
Conferences & Training										
Total:		517.83								
WITTER Total:		517.83								
XCEL Xcel Energy										
101-450-5200-43810	03/02/2015	211.99	0.00	03/17/2015	Electrical Services		-	No		0000
Electric Utility										
602-495-9450-43810	03/02/2015	95.37	0.00	03/17/2015	Electrical Services		-	No		0000
Electric Utility										
101-430-3160-43810	03/02/2015	31.70	0.00	03/17/2015	Electrical Services		-	No		0000
Street Lighting										
101-430-3160-43810	03/02/2015	29.09	0.00	03/17/2015	Electrical Services		-	No		0000
Street Lighting										
101-420-2220-43810	03/02/2015	1,278.87	0.00	03/17/2015	Electrical Services		-	No		0000
Electric Utility										
101-410-1940-43810	03/02/2015	428.54	0.00	03/17/2015	Electrical Services		-	No		0000
Electric Utility										
101-430-3160-43810	03/02/2015	29.40	0.00	03/17/2015	Electrical Services		-	No		0000
Street Lighting										
101-410-1940-43810	03/02/2015	791.48	0.00	03/17/2015	Electrical Services		-	No		0000
Electric Utility										
101-450-5200-43810	03/02/2015	11.59	0.00	03/17/2015	Electrical Services		-	No		0000
Electric Utility										
101-450-5200-43810	03/02/2015	317.74	0.00	03/17/2015	Electrical Services		-	No		0000
Electric Utility										
101-450-5200-43810	03/02/2015	23.19	0.00	03/17/2015	Electrical Services		-	No		0000
Electric Utility										
601-494-9400-43810	03/02/2015	1,610.24	0.00	03/17/2015	Electrical Services		-	No		0000
Electric Utility										
101-420-2220-43810	03/02/2015	706.48	0.00	03/17/2015	Electrical Services		-	No		0000
Electric Utility										
101-430-3160-43810	03/02/2015	43.86	0.00	03/17/2015	Electrical Services		-	No		0000
Street Lighting										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
101-450-5200-43810	03/02/2015 Electric Utility	204.50	0.00	03/17/2015	Electrical Services		-		No	0000
602-495-9450-43810	03/02/2015 Electric Utility	19.97	0.00	03/17/2015	Electrical Services		-		No	0000
602-495-9450-43810	03/02/2015 Electric Utility	19.08	0.00	03/17/2015	Electrical Services		-		No	0000
101-450-5200-43810	03/02/2015 Electric Utility	424.46	0.00	03/17/2015	Electrical Services		-		No	0000
101-430-3160-43810	03/02/2015 Street Lighting	1,845.26	0.00	03/17/2015	Electrical Services		-		No	0000
101-430-3160-43810	03/02/2015 Street Lighting	27.75	0.00	03/17/2015	Electrical Services		-		No	0000
101-450-5200-43810	03/02/2015 Electric Utility	14.54	0.00	03/17/2015	Electrical Services		-		No	0000
101-450-5200-43810	03/02/2015 Electric Utility	31.97	0.00	03/17/2015	Electrical Services		-		No	0000
101-430-3100-43810	03/02/2015 Electric Utility	3,305.01	0.00	03/17/2015	Electrical Services		-		No	0000
601-494-9400-43810	03/02/2015 Electric Utility	225.53	0.00	03/17/2015	Electrical Services		-		No	0000
101-430-3160-43810	03/02/2015 Street Lighting	12.75	0.00	03/17/2015	Electrical Services		-		No	0000
206-450-5300-43810	03/02/2015 Electric Utility	715.76	0.00	03/17/2015	Electrical Services		-		No	0000
602-495-9450-43810	03/02/2015 Electric Utility	268.94	0.00	03/17/2015	Electrical Services		-		No	0000
601-494-9400-43810	03/02/2015 Electric Utility	162.59	0.00	03/17/2015	Electrical Services		-		No	0000
101-450-5200-43810	03/02/2015 Electric Utility	13.87	0.00	03/17/2015	Electrical Services		-		No	0000
601-494-9400-43810	03/02/2015 Electric Utility	443.49	0.00	03/17/2015	Electrical Services		-		No	0000
Total:		13,345.01								
XCEL Total:		13,345.01								
Report Total:		153,490.18								

DATE: March 17, 2015

CONSENT

ITEM #3

MOTION

AGENDA ITEM: February 2015 Financial Reporting

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Finance Committee

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Finance

FISCAL IMPACT: NA

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the February 2015 Financial Reporting Packet. No specific motion is needed as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: The City of Lake Elmo has fiduciary authority and responsibility to conduct normal business operations and report the financial (unaudited) statement to the City Council. City guidelines suggest the Council be updated on a regular basis.

STAFF REPORT: Attached please find the comparative financial statements for the month of February 2015 reflecting the monthly and year to date detail, comparing the actual results to the 2015 Budget.

GENERAL FUND:

Revenues:

Total revenue for the month was 17.8% below the budget for the month bringing the year to date total revenue to 23% below budget. The most significant budget to actual revenue variances are as follows:

- Building Permit revenue was 74% below budget for the month and 57% below budget on a year to date basis. The budget was compiled for the full year only and the amount shown for the month of February is 1/12th of the total budgeted for the year. This represents 3 new home starts compared to the budgeted 11 new home starts per month.
- Sewer Permit revenue for the month was 100% below budget due to there being no new sewer permits in the month of February.
- Zoning and permit revenue was 100% above budget due to the budget for February being zero.
- Fine revenue for the month was 40% below budget. This is primarily a timing issue as there is very little court activity in February and the budget amount represents 1/12th of the annual budgeted amount. Fine revenue typically increases in the spring and summer.

Expenses:

Total expenses for the month were 12.4% less than budgeted bringing the year to date expenses to 14.8% less than budget. All departments are managing to the bottom line.

The following summarizes variances of note:

General:

1. The Workers Compensation insurance premium was paid in February for 2015. There was an 18% rate increase for 2015 which was not known at the time of the preparation of the 2015 budget. This had the greatest impact to the Fire and Public works departments due to their rates.
 2. The Liability and Auto insurance was budgeted in February but has not yet been billed to the City for 2015.
- Mayor and Council – As mentioned last month, the year to date amount represents the 2015 portion of the League of MN Cities annual dues as well as the annual contribution of \$5,000 made to the Youth Services Bureau in January for 2015. These amounts were spread out in the budget so the expense will catch up later in the year.

- Building Inspection – The building inspection expenses are 21% below budget due to their utilization of a contracted inspector until the permit volume ramps up to a level justifying a staff addition.
- Sand & Salt – Salt expense for the month were \$7.2k below budget but a purchase of snow blades was necessary for approximately the same amount resulting in ice and snow expenses being 1.5% below budget for February.

In summary, as discussed during the 2015 budget process, expenses are being closely monitored until the development ramps up to cover growth driven expenses. As a result, the net income for the month was 7% better than budgeted and on a year to date basis was 8.5% better than budgeted.

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

ATTACHMENT:

1. February Financial Reports

City of Lake Elmo
 2015 By Month
 Budget to Actual Comparative
 For the month ending February 28, 2015
 101-General Fund Summary
 By Department

3/17/2015

	Full Year BUDGET 2015	% to date	MONTH				YTD						
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)			
			Month	Month	Month	Month	YTD	YTD	YTD	YTD			
DEPT 410 - GEN'L GOV'T													
REVENUE													
Total Revenue	3,798,334.00	4.00%	120,728.25	99,253.68	(21,474.57)	-17.79%	197,713.50	152,091.46	(45,622.04)	-23.07%			
EXPENSE													
Total Mayor & Council	40,955.00	26.31%	1,000.00	882.24	117.76	11.78%	2,250.00	10,777.16	(8,527.16)	-378.98%			
Total Administration	407,316.00	14.79%	29,837.37	31,442.20	(1,604.83)	-5.38%	93,624.78	60,333.11	33,391.67	35.67%			
Total Elections	1,050.00	57.14%	950.00	600.00	350.00	36.84%	950.00	600.00	350.00	36.84%			
Total Communications	70,842.00	13.81%	4,787.77	4,259.46	528.31	11.03%	9,750.53	9,784.22	(33.69)	-0.35%			
Total Finance	134,647.00	10.51%	7,581.31	7,151.99	429.32	5.66%	15,162.62	14,151.08	1,011.54	6.67%			
Total Planning & Zoning	224,218.00	14.93%	17,355.62	16,738.42	617.20	3.56%	33,911.24	33,479.63	431.61	1.27%			
Total Engineering Services	54,800.00	17.10%	4,500.00	3,767.35	732.65	16.28%	9,000.00	9,368.35	(368.35)	-4.09%			
Total City Hall	50,235.00	22.09%	4,231.00	5,175.69	(944.69)	-22.33%	8,512.00	11,096.13	(2,584.13)	-30.36%			
Total General Government	984,063.00	15.19%	70,243.07	70,017.35	225.72	0.32%	173,161.17	149,489.68	23,671.49	13.67%			
DEPT 420 - PUBLIC SAFETY													
Total Police	517,799.00	0.20%	0.00	0.00	0.00	0.00%	0.00	1,034.22	(1,034.22)	-100.00%			
Total Prosecution	50,000.00	18.69%	4,200.00	4,512.50	(312.50)	-7.44%	8,300.00	9,345.00	(1,045.00)	-12.59%			
Total Fire	385,312.00	14.97%	44,762.47	36,499.16	8,263.31	18.46%	72,207.92	57,693.77	14,514.15	20.10%			
Total Fire Relief	37,323.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Total Building Inspections	323,558.00	9.31%	21,324.08	16,782.78	4,541.30	21.30%	43,148.16	30,128.38	13,019.78	30.17%			
Total Emergency Communications	7,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Total Animal Control	6,800.00	16.91%	565.00	620.00	(55.00)	-9.73%	1,130.00	1,150.00	(20.00)	-1.77%			
Total Public Safety	1,327,792.00	7.48%	70,851.55	58,414.44	12,437.11	17.55%	124,786.08	99,351.37	25,434.71	20.38%			

	MONTH			YTD				
	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
DEPT 430 - PUBLIC WORKS								
Total Public Works	380,195.00	37,115.32	14,467.37	28.05%	83,065.38	61,881.49	21,183.89	25.50%
Total Streets	222,578.00	1,660.00	1,505.20	90.67%	2,730.00	154.80	2,565.20	94.31%
Total Ice & Snow Removal	95,500.00	15,950.53	249.47	1.54%	32,400.00	32,077.01	322.99	1.00%
Total Street Lighting	28,000.00	2,077.77	272.23	11.58%	4,700.00	4,161.87	538.13	11.45%
Total Recycling	9,500.00	0.00	500.00	100.00%	1,000.00	0.00	1,000.00	100.00%
Total Tree Program	6,000.00	0.00	500.00	100.00%	1,000.00	0.00	1,000.00	100.00%
Total Public Works	741,773.00	55,298.42	17,494.27	24.03%	124,885.38	98,275.17	26,610.21	21.31%
DEPT 450 - CULTURE, RECREATION								
Total Parks & Recreation	153,028.00	20,518.10	(5,032.36)	-32.50%	30,161.47	33,984.55	(3,823.08)	-12.68%
IT & Telephone	109,560.00	4,419.76	4,510.24	50.51%	8,930.00	12,704.45	(3,774.45)	-42.27%
GRAND TOTAL ALL EXPENSES	3,316,216.00	208,668.07	29,634.98	12.44%	461,924.10	393,805.22	68,118.88	14.75%
SUB TOTAL NET INC OVER EXP	482,118.00	(109,414.39)	8,160.41	6.94%	(264,210.60)	(241,681.04)	22,529.56	8.53%
DEPT 460 - COMP ADJ	35,000.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 490 - CONTINGENCY FUND	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Debt Service Increase	247,118.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 493 - OTH FINANCING	200,000.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL ALL DEPTS	3,798,334.00	208,668.07	29,634.98	12.44%	461,924.10	393,805.22	68,118.88	14.75%
Net Income over Expenses	0.00	(109,414.39)	8,160.41	6.94%	(264,210.60)	(241,681.04)	22,529.56	8.53%

3/17/2015

City of Lake Elmo
 2013 By Month
 Budget to Actual Comparative
 For the month ending February 28, 2015
 101-General Fund Detail
 By Department

DEPT 410 - GENVL GOV'T	Full Year BUDGET 2015	% to date	MONTH			YTD			YTD Variance notes	
			BUDGET	ACTUAL	Variance (\$)	BUDGET	ACTUAL	Variance (\$)		
			Month	Month	Month	YTD	YTD	YTD		
REVENUE										
Current Ad Valorem Taxes	2,531,080.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Delinquent Ad Valorem Taxes	15,000.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Mobile Home Tax	11,400.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Fiscal Disparities	160,000.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Penalty & Interest on Taxes	700.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Liquor License	8,350.00	97.60%	7,600.00	7,600.00	0.00	8,150.00	2,800.00	52.34%		
Wastehauler License	1,680.00	28.57%	0.00	0.00	0.00	480.00	(360.00)	-42.86%		
General Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Heating Contractor License	2,500.00	38.00%	200.00	450.00	250.00	950.00	450.00	90.00%		
Blacktopping Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Building Permits	517,000.00	7.10%	11,401.65	11,401.65	(31,728.35)	86,260.00	36,733.10	-57.42%		
Building Re-inspect Fees	1,000.00	0.00%	100.00	0.00	(100.00)	100.00	(100.00)	-100.00%		
Heating Permits	29,040.00	17.88%	3,691.65	3,691.65	1,271.65	4,840.00	5,191.65	35.16%		
Plumbing Permits	29,040.00	14.46%	2,420.00	1,200.00	(1,220.00)	4,840.00	4,200.00	-13.22%		
Sewer Permits	10,560.00	0.00%	880.00	0.00	(880.00)	1,760.00	0.00	-100.00%		
Animal License	2,500.00	44.00%	600.00	200.00	(400.00)	2,100.00	1,100.00	(1,000.00)	-47.62%	
Utility Permits (ROW)	5,000.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Burning Permit	2,250.00	11.11%	0.00	45.00	45.00	250.00	250.00	100.00%		
Massage Therapy Licenses	150.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Electrical Permit	6,051.00	21.40%	500.00	427.08	(72.92)	1,000.00	1,295.17	29.52%		
Homestead Credit Aid	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
MSA-Maintenance	101,696.00	58.74%	50,848.00	59,732.00	8,884.00	50,848.00	59,732.00	17.47%	MSA funding increase for 2015	
State Fire Aid	41,500.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
PERA Aid	2,749.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Gravel Tax	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Recycling Grant	15,500.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Misc State Grant/Surcharge Rev	500.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Cable Franchise Revenue	45,000.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Zoning & Subdivision Fees	7,500.00	84.60%	0.00	4,495.00	4,495.00	0.00	6,345.00	100.00%		
Plan Check Fees	181,923.00	11.92%	15,160.25	6,459.80	(8,700.45)	30,320.50	21,691.34	-28.46%	No zoning permits budgeted for February	
Sale of Copies, Books, Maps	175.00	10.57%	5.00	11.50	6.50	10.00	18.50	8.50	85.00%	
Assessment Searches	750.00	28.00%	15.00	150.00	135.00	45.00	210.00	165.00	366.67%	
Clean Up Days	2,000.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Cable Operation Reimbursement	2,500.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Fines	48,000.00	9.79%	4,000.00	2,400.00	(1,600.00)	8,000.00	4,699.42	(3,300.58)	-41.26%	Fines below average but typically increase in the spring/summer
Miscellaneous Permits	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Fire Bible Revenue	500.00	0.00%	0.00	500.00	500.00	0.00	500.00	100.00%		
Miscellaneous Revenue	3,500.00	9.31%	300.00	326.00	26.00	600.00	326.00	(274.00)	-45.67%	
Internal Charges	640.00	39.38%	150.00	164.00	14.00	300.00	252.00	(48.00)	-16.00%	
Interest Earnings	10,000.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Donations	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%		
Total Revenue	3,798,334.00	4.01%	130,728.25	99,253.68	(31,474.57)	197,713.50	152,124.18	(45,589.32)	-23.06%	

Full Year	BUDGET 2015	% to date	MONTH				YTD												
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)									
			Month	Month	Month	Month	YTD	YTD	YTD	YTD									
1450 - Communications																			
FT Salaries	35,876.00	12.36%	2,759.69	2,243.74	515.95	18.70%	5,519.38	4,433.77	1,085.61	19.67%	4,433.77	1,085.61	19.67%						
PERA Contributions	2,601.00	12.78%	200.08	168.28	31.80	15.89%	400.15	332.52	67.63	16.90%	332.52	67.63	16.90%						
FICA Contributions	2,234.00	12.10%	171.08	136.27	34.81	20.35%	342.15	269.21	72.94	21.32%	269.21	72.94	21.32%						
Medicare Contributions	520.00	12.11%	40.00	31.87	8.13	20.33%	80.00	62.97	17.03	21.20%	62.97	17.03	21.20%						
Health/Dental Insurance	9,970.00	16.37%	766.92	816.00	(49.08)	-6.40%	1,533.85	1,632.00	(98.15)	-6.40%	1,632.00	(98.15)	-6.40%						
Workers Compensation	8,000.00	20.06%	0.00	151.63	(151.63)	-100.00%	0.00	0.00	(151.63)	-100.00%	0.00	(151.63)	-100.00%						
Office Supplies	561.00	8.65%	50.00	0.00	50.00	100.00%	100.00	0.00	48.50	51.50%	51.50	48.50	51.50%						
Mileage	100.00	0.00%	0.00	57.27	(57.27)	-100.00%	0.00	0.00	57.27	(57.27)	57.27	(57.27)	-100.00%						
Public Notices	5,040.00	6.73%	400.00	339.40	60.60	15.15%	750.00	539.40	210.60	54.75%	539.40	210.60	54.75%						
Cable Operations	4,800.00	11.50%	400.00	240.00	160.00	40.00%	800.00	551.95	248.05	31.01%	551.95	248.05	31.01%						
Conferences	700.00	42.86%	0.00	75.00	(75.00)	-100.00%	0.00	300.00	(300.00)	-100.00%	300.00	(300.00)	-100.00%						
Repair/Maint Equipment	456.00	0.00%	0.00	0.00	0.00	0.00%	225.00	0.00	225.00	100.00%	0.00	225.00	100.00%						
Total Communications	70,842.00	13.81%	4,787.77	4,259.46	528.31	11.03%	9,750.53	9,784.22	(33.69)	-0.35%	9,784.22	(33.69)	-0.35%						
1520 - Finance																			
FT Salaries	66,863.00	13.17%	5,143.31	4,431.12	712.19	13.85%	10,286.62	8,805.85	1,480.77	14.40%	8,805.85	1,480.77	14.40%						
PT Salaries	3,600.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%						
PERA Contributions	4,848.00	19.45%	372.92	473.58	(100.66)	-26.99%	745.85	942.94	(197.09)	-26.42%	942.94	(197.09)	-26.42%						
FICA Contributions	4,369.00	16.98%	336.08	372.62	(36.54)	-10.87%	672.15	741.73	(69.58)	-10.35%	741.73	(69.58)	-10.35%						
Medicare Contributions	1,022.00	16.97%	78.62	87.13	(8.51)	-10.82%	157.23	173.45	(16.22)	-10.32%	173.45	(16.22)	-10.32%						
Health/Dental Insurance	14,955.00	11.64%	1,150.38	870.40	279.98	24.34%	2,500.77	1,740.80	759.97	24.34%	1,740.80	759.97	24.34%						
Unemployment Benefits	3,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%						
Workers Compensation	500.00	56.55%	0.00	282.76	(282.76)	-100.00%	0.00	282.76	(282.76)	-100.00%	282.76	(282.76)	-100.00%						
Office Supplies	500.00	18.61%	0.00	81.09	(81.09)	-100.00%	0.00	93.07	(93.07)	-100.00%	93.07	(93.07)	-100.00%						
Printed Forms	500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%						
Audit Services	27,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%						
Contract Services	6,000.00	22.84%	500.00	553.29	(53.29)	-10.66%	1,000.00	1,370.48	(370.48)	-37.05%	1,370.48	(370.48)	-37.05%						
Mileage	50.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%						
Miscellaneous	200.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%						
Dues & Subscriptions	740.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%						
Conferences & Training	500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%						
Total Finance	134,647.00	10.51%	7,581.31	7,151.99	429.32	5.60%	15,162.62	14,151.08	1,011.54	6.67%	14,151.08	1,011.54	6.67%						

Timing issue

Will decrease now that audit substantially completed

Full Year	BUDGET 2015	% to date	MONTH				YTD				YTD variance notes
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)	
			Month	Month	Month	Month	YTD	YTD	YTD	YTD	
1910 - Planning & Zoning	152,354.00	16.23%	11,825.31	12,580.36	(725.05)	-6.13%	23,650.62	24,728.42	(1,077.80)	-4.56%	
FT Salaries	3,600.00	0.00%	276.92	0.00	276.92	100.00%	553.85	0.00	(553.85)	100.00%	
PERA Contributions	9,849.00	17.06%	757.62	845.29	(87.67)	-11.57%	1,515.23	1,679.94	(164.71)	-10.87%	
FICA Contributions	8,646.00	16.69%	665.08	732.26	(67.18)	-10.10%	1,330.15	1,443.27	(113.12)	-8.50%	
Medicare Contributions	2,022.00	16.69%	155.54	171.25	(15.71)	-10.10%	311.08	337.53	(26.45)	-8.50%	
Health/Dental Insurance	32,047.00	16.71%	2,465.15	2,678.00	(212.85)	-8.63%	4,950.31	5,356.00	(425.69)	-8.63%	
Workers Compensation	800.00	71.82%	800.00	574.57	225.43	28.18%	800.00	574.57	225.43	28.18%	
Developer escrow offset cost recovery	(16,500.00)	-100.00%	(1,375.00)	(2,596.74)	1,221.74	100.00%	(2,750.00)	(3,828.18)	1,078.18	100.00%	
Office Supplies	1,800.00	3.20%	150.00	27.93	122.07	81.38%	300.00	57.58	242.42	80.81%	
Printed Forms	750.00	110.40%	0.00	828.00	(828.00)	-100.00%	0.00	828.00	(828.00)	-100.00%	
Engineering Services	20,000.00	10.39%	1,500.00	927.50	572.50	38.17%	3,000.00	2,077.50	922.50	30.75%	
Contract Services	5,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Postage	200.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Mileage	250.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Miscellaneous	500.00	0.00%	40.00	0.00	20.00	100.00%	40.00	0.00	40.00	100.00%	
Dues & Subscriptions	600.00	0.00%	50.00	0.00	40.00	100.00%	80.00	0.00	80.00	100.00%	
Books	300.00	0.00%	25.00	0.00	50.00	100.00%	100.00	0.00	100.00	100.00%	
Conferences & Training	2,000.00	11.25%	0.00	0.00	25.00	100.00%	50.00	0.00	50.00	100.00%	
Total Planning & Zoning	224,218.00	14.93%	17,355.62	16,738.42	617.20	3.56%	33,911.24	33,479.63	431.61	1.27%	
1930 - Engineering Services	54,800.00	17.10%	4,500.00	3,767.35	732.65	16.38%	9,000.00	9,368.35	(368.35)	-4.09%	
Engineering Services	54,800.00	17.10%	4,500.00	3,767.35	732.65	16.38%	9,000.00	9,368.35	(368.35)	-4.09%	
Total Engineering Services	54,800.00	17.10%	4,500.00	3,767.35	732.65	16.38%	9,000.00	9,368.35	(368.35)	-4.09%	
1940 - City Hall	50.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Cleaning Supplies	300.00	0.00%	25.00	0.00	25.00	100.00%	50.00	0.00	50.00	100.00%	
Building Repair Supplies	6,000.00	37.88%	500.00	1,192.89	(692.89)	-138.58%	1,000.00	2,272.54	(1,272.54)	-127.25%	Budget assumed annex sale in 2014
Utilities	353.00	70.18%	120.00	137.94	(17.94)	-14.95%	240.00	247.72	(7.72)	-3.22%	
Reuse	6,000.00	29.49%	500.00	326.00	174.00	34.80%	1,000.00	1,769.45	(769.45)	-76.95%	
Repairs/Maint Contractual Bldg	7,700.00	24.22%	600.00	1,038.72	(438.72)	-73.12%	1,250.00	1,865.28	(615.28)	-49.22%	YTD: Electrical wiring needed in new rental office space
Repairs/Maint Contractual Equip	29,532.00	16.67%	2,461.00	2,461.00	0.00	0.00%	4,922.00	4,922.00	0.00	0.00%	New copier lease and usage overage fees
Facility Lease	300.00	6.38%	25.00	19.14	5.86	23.44%	50.00	19.14	30.86	61.72%	
Miscellaneous	50,235.00	22.09%	4,231.00	5,175.69	(944.69)	-22.33%	8,512.00	11,096.13	(2,584.13)	-30.36%	
Total City Hall	984,063.00	15.19%	70,243.07	70,017.35	225.72	0.32%	173,161.17	149,489.68	23,671.49	13.67%	
Total General Government	984,063.00	15.19%	70,243.07	70,017.35	225.72	0.32%	173,161.17	149,489.68	23,671.49	13.67%	

DEPT 420 - PUBLIC SAFETY	Full Year BUDGET 2015	% to date	MONTH			YTD				
			BUDGET Month	ACTUAL Month	Variance (\$)	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$)	Variance (%) YTD
2100 - Police	517,799.00	0.20%	0.00	0.00	0.00	0.00%	0.00	1,034.22	(1,034.22)	-100.00%
Law Enforcement Contract										
Total Police	517,799.00	0.20%	0.00	0.00	0.00	0.00%	0.00	1,034.22	(1,034.22)	-100.00%
2150 - Prosecution	50,000.00	18.69%	4,200.00	4,512.50	(312.50)	-7.44%	8,300.00	9,345.00	(1,045.00)	-12.59%
Attorney Criminal										
Total Prosecution	50,000.00	18.69%	4,200.00	4,512.50	(312.50)	-7.44%	8,300.00	9,345.00	(1,045.00)	-12.59%
2220 - Fire	68,614.00	15.38%	5,278.00	5,307.80	(29.80)	-0.56%	10,556.00	10,549.91	6.09	0.06%
PT Salaries	123,121.00	10.73%	9,470.85	6,744.85	2,726.00	28.28%	18,941.69	13,208.05	5,733.64	30.27%
PERA Contributions	12,116.00	17.67%	932.00	1,076.88	(144.88)	-15.55%	1,864.00	2,140.62	(276.62)	-14.84%
FICA Contributions	7,633.00	16.65%	587.15	334.23	252.92	43.08%	1,174.31	1,270.92	(96.61)	-8.23%
Medicare Contributions	2,788.00	17.08%	213.85	167.77	46.08	21.55%	427.69	474.90	(47.21)	-11.04%
Health/Dental Insurance	14,243.00	16.04%	1,095.62	1,142.00	(46.38)	-4.23%	2,191.23	2,284.00	(92.77)	-4.23%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	9,000.00	163.77%	9,000.00	14,739.09	(5,739.09)	-63.77%	9,000.00	14,739.09	(5,739.09)	-63.77%
Office Supplies	850.00	7.11%	70.00	0.00	70.00	100.00%	140.00	60.44	79.56	56.83%
EMS Supplies	3,400.00	0.00%	280.00	0.00	280.00	100.00%	560.00	0.00	560.00	100.00%
Fire Prevention	3,000.00	0.00%	250.00	0.00	250.00	100.00%	500.00	0.00	500.00	100.00%
Fuel, Oil & Fluids	13,000.00	6.51%	1,075.00	608.65	466.35	43.38%	2,150.00	845.79	1,304.21	60.66%
Small Tools & Equip	20,892.00	0.45%	1,750.00	43.70	1,706.30	97.50%	3,500.00	93.04	3,406.96	97.34%
Physicals	3,181.00	8.33%	265.00	0.00	265.00	100.00%	530.00	265.00	265.00	50.00%
Radio	21,562.00	2.30%	0.00	0.00	0.00	0.00%	0.00	497.00	(497.00)	-100.00%
Mileage	250.00	0.00%	25.00	0.00	25.00	100.00%	50.00	0.00	50.00	100.00%
Insurance	8,307.00	0.00%	8,307.00	0.00	8,307.00	100.00%	8,307.00	0.00	8,307.00	100.00%
Electric Utility	17,000.00	23.59%	1,500.00	1,939.18	(439.18)	-29.28%	3,000.00	4,010.13	(1,010.13)	-33.67%
Refuse	1,000.00	52.53%	85.00	266.38	(181.38)	-213.39%	170.00	525.31	(355.31)	-209.01%
Repair/Maint Bldg	2,000.00	89.64%	1,650.00	276.85	(111.85)	-67.79%	3,300.00	1,792.74	(1,462.74)	-493.25%
Repair/Maint Equip	33,260.00	8.39%	2,770.00	2,764.51	5.49	0.20%	5,540.00	2,791.11	2,748.89	49.62%
Uniforms	2,500.00	9.72%	208.00	0.00	208.00	100.00%	416.00	243.10	172.90	41.56%
Miscellaneous	1,500.00	16.85%	125.00	61.41	63.59	50.87%	250.00	252.76	(2.76)	-1.10%
Dues & Subscriptions	3,508.00	18.84%	290.00	37.04	252.96	87.23%	580.00	661.04	(81.04)	-13.97%
Books	220.00	0.00%	20.00	0.00	20.00	100.00%	30.00	0.00	30.00	100.00%
Conferences & Training	12,375.00	7.99%	1,000.00	988.82	11.18	1.12%	2,000.00	988.82	1,011.18	50.56%
Conferences & Training (Reimb)	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Fire	385,312.00	14.97%	44,762.47	36,499.16	8,263.31	18.46%	72,207.92	57,693.77	14,514.15	20.10%
2250 - Fire Relief	37,323.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Fire State Aid										
Total Fire Relief	37,323.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%

YTD correction for accrual back to 2014 for POC FF

Due to 18% rate increase

Annual premiums not yet billed

2400 - Building Inspection	Full Year BUDGET 2015	% to date	MONTH				YTD			
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
			Month	Month	Month	Month	YTD	YTD	YTD	YTD
FT Salaries	149,606.00	10.62%	11,308.15	7,987.33	3,320.82	30.29%	15,894.01	7,122.30	30.94%	
PERA Contributions	10,846.00	10.99%	834.31	599.05	235.26	28.20%	1,668.62	1,192.06	28.56%	
FICA Contributions	9,276.00	10.07%	713.54	469.45	244.09	34.21%	1,427.08	934.51	34.52%	
Medicare Contributions	2,169.00	10.08%	166.85	109.79	57.06	34.20%	333.69	218.55	34.51%	
Health/Dental Insurance	28,486.00	9.93%	2,191.23	1,414.00	777.23	35.47%	4,382.46	2,828.00	35.47%	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
Workers Compensation	1,000.00	220.14%	1,000.00	2,201.38	(1,201.38)	-120.14%	1,000.00	2,201.38	-120.14%	
Office Supplies	2,100.00	1.61%	175.00	0.00	175.00	100.00%	350.00	33.84	90.33%	
Printed Forms	700.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
Fuel, Oil & Fluids	5,500.00	1.82%	450.00	99.96	350.04	77.79%	900.00	99.96	88.89%	
Engineering	9,000.00	6.80%	750.00	177.50	572.50	76.33%	1,500.00	612.00	88.00%	
Inspector Contract Services	67,200.00	6.34%	3,000.00	2,185.49	814.51	27.15%	6,000.00	4,258.99	1,741.01	
Mileage	3,500.00	18.34%	100.00	325.74	(225.74)	-225.74%	200.00	641.99	(441.99)	
Insurance	900.00	0.00%	75.00	0.00	75.00	100.00%	150.00	150.00	100.00%	
Repairs/Maint Equip	2,300.00	0.00%	175.00	0.00	175.00	100.00%	350.00	350.00	100.00%	
Uniforms	850.00	0.00%	70.00	89.98	(19.98)	-23.54%	140.00	89.98	35.73%	
Miscellaneous	650.00	11.62%	55.00	75.51	(20.51)	-37.29%	110.00	75.51	34.49	
Dues & Subscriptions	700.00	0.00%	60.00	0.00	60.00	100.00%	120.00	0.00	100.00%	
Books	3,000.00	22.42%	0.00	672.60	(672.60)	-100.00%	1,500.00	672.60	827.40	
New Truck	23,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
Conferences & Training	2,775.00	13.51%	0.00	375.00	(375.00)	-100.00%	0.00	375.00	(375.00)	
Total Building Inspections	323,558.00	9.31%	21,324.08	16,782.78	4,541.30	21.30%	43,148.16	30,128.38	13,019.78	30.17%
2500 - Emergency Communications	7,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Contract Services	7,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Emergency Communications	7,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
2700 - Animal Control	6,800.00	16.91%	565.00	620.00	(55.00)	-9.73%	1,130.00	1,150.00	(20.00)	-1.77%
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Contract Services	6,000.00	16.67%	500.00	500.00	0.00	0.00%	1,000.00	1,000.00	0.00	0.00%
Miscellaneous (Impounding)	800.00	18.75%	65.00	120.00	(55.00)	-84.62%	130.00	150.00	(20.00)	-15.38%
Total Animal Control	6,800.00	16.91%	565.00	620.00	(55.00)	-9.73%	1,130.00	1,150.00	(20.00)	-1.77%
Total Public Safety	1,327,792.00	7.48%	70,851.55	58,414.44	12,437.11	17.55%	124,786.08	99,351.37	25,434.71	20.38%

See note above about review of allocations in the payroll system

Annual premiums not yet billed

DEPT 430 - PUBLIC WORKS	Full Year BUDGET 2015	% to date	MONTH			YTD				
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
			Month	Month	Month	Month	YTD	YTD	YTD	YTD
3100 - Public Works	153,314.00	14.88%	11,793.38	11,409.51	383.87	3.25%	23,586.77	22,816.87	769.90	3.26%
FT Salaries	23,460.00	2.31%	1,804.62	1,531.30	273.32	11.71%	3,609.23	3,403.00	206.23	5.69%
PERA Contributions	11,115.00	15.40%	855.00	855.72	(0.72)	-0.08%	1,710.00	1,711.24	(1.24)	-0.07%
FICA Contributions	10,960.00	12.45%	843.08	674.76	168.32	19.96%	1,686.15	1,364.50	321.65	19.08%
Medicare Contributions	2,563.00	12.45%	197.15	157.81	39.34	19.95%	394.31	319.10	75.21	19.07%
Health/Dental Insurance	34,183.00	16.96%	2,629.46	2,899.00	(269.54)	-10.25%	5,238.92	5,798.00	(559.08)	-10.25%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	6,000.00	22.87%	500.00	13,727.33	(13,227.33)	-2645.47%	1,000.00	13,727.33	(12,727.33)	-1272.73%
Office Supplies	2,000.00	0.00%	165.00	0.00	165.00	100.00%	330.00	0.00	330.00	100.00%
Shop Materials	1,500.00	33.91%	125.00	425.42	(300.42)	-240.34%	250.00	508.62	(258.62)	-103.45%
Building Repair Supplies	500.00	9.55%	40.00	47.76	(7.76)	-19.40%	80.00	47.76	32.24	40.30%
Small Tools and Minor Equip	1,200.00	35.04%	100.00	79.00	21.00	21.00%	200.00	420.48	(220.48)	-110.24%
Engineering Services	9,000.00	34.42%	750.00	992.75	(242.75)	-32.37%	1,500.00	3,097.50	(1,597.50)	-106.50%
Contract Services	4,000.00	4.35%	500.00	73.95	426.05	85.21%	1,000.00	173.95	826.05	82.61%
Radio	1,300.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Mileage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Insurance	20,000.00	0.00%	20,000.00	0.00	20,000.00	100.00%	20,000.00	0.00	20,000.00	100.00%
Electric Utility	28,000.00	23.59%	3,500.00	3,432.80	67.20	1.92%	7,000.00	6,605.33	394.67	5.64%
Refuse	2,400.00	17.80%	200.00	216.67	(16.67)	-8.33%	400.00	427.30	(27.30)	-6.83%
Fuel, Oil, Fluids (ALL depts)	42,000.00	7.50%	6,000.00	1,170.97	4,829.03	80.48%	12,000.00	3,151.56	8,848.44	73.74%
Repair/Maint Bldg	3,500.00	15.30%	300.00	230.00	70.00	23.33%	500.00	535.38	(35.38)	-7.08%
Repair/Maint NOT Bldg	500.00	0.00%	40.00	0.00	40.00	100.00%	80.00	80.00	0.00	100.00%
Repair/Maint Equip (out)	5,000.00	5.15%	400.00	257.50	142.50	35.63%	800.00	257.50	542.50	67.81%
Equipment Parts	7,500.00	0.00%	625.00	105.55	519.45	83.11%	1,250.00	105.55	1,144.45	91.56%
Miscellaneous	2,000.00	10.28%	165.00	205.52	(40.52)	-24.56%	330.00	205.52	124.48	37.72%
Landscaping Material	500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Dues & Subscriptions	200.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Conferences & Training	1,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Clean up Days	5,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Public Works	380,195.00	16.28%	51,582.69	37,115.32	14,467.37	28.05%	83,065.38	61,881.49	21,183.89	25.50%
3120 - Streets	3,000.00	0.00%	250.00	0.00	250.00	100.00%	500.00	0.00	500.00	100.00%
Equipment Parts	20,000.00	0.77%	1,000.00	154.80	845.20	84.52%	1,500.00	154.80	1,345.20	89.68%
Street Maintenance Materials	186,578.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Seal Coating/Crack Filling	2,500.00	0.00%	200.00	0.00	200.00	100.00%	300.00	0.00	300.00	100.00%
Sign Repair Materials	8,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Contract Services	2,500.00	0.00%	210.00	0.00	210.00	100.00%	420.00	0.00	420.00	100.00%
Repairs/Maint Equipment	222,578.00	0.07%	1,660.00	154.80	1,505.20	90.67%	2,720.00	154.80	2,565.20	94.31%

Use of more FT vs PT; overall cost very close to budget

Expense spread out in the budget; 18% rate increase in 2015

Annual premiums not yet billed

Full Year BUDGET 2015	% to date	MONTH			YTD					
		BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)	
		Month	Month	Month	Month	YTD	YTD	YTD		
3125 - Ice & Snow Removal										
Landscaping Material	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Sand/Salt	80,000.00	29.66%	15,000.00	7,809.63	7,190.37	47.94%	23,724.41	6,275.59	20.92%	
Contract Services	6,000.00	0.00%	500.00	0.00	500.00	100.00%	1,000.00	1,000.00	100.00%	
Repairs/Maint Equipment	9,500.00	87.92%	700.00	8,140.90	(7,440.90)	-1062.09%	1,400.00	8,352.60	(6,952.60)	-496.61%
Total Ice & Snow Removal	95,500.00	33.59%	16,200.00	15,950.53	249.47	1.54%	31,400.00	32,077.01	322.99	1.00%
3160 - Street Lighting										
Street Lighting	28,000.00	14.86%	2,350.00	2,077.77	272.23	11.58%	4,700.00	4,161.87	538.13	11.45%
Total Street Lighting	28,000.00	14.86%	2,350.00	2,077.77	272.23	11.58%	4,700.00	4,161.87	538.13	11.45%
3200 - Recycling										
Recycling Supplies	3,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
Miscellaneous	6,000.00	0.00%	500.00	0.00	500.00	100.00%	1,000.00	0.00	1,000.00	100.00%
Total Recycling	9,500.00	0.00%	500.00	0.00	500.00	100.00%	1,000.00	0.00	1,000.00	100.00%
3250 - Tree Program										
Contract Services	6,000.00	0.00%	500.00	0.00	500.00	100.00%	1,000.00	0.00	1,000.00	100.00%
Total Tree Program	6,000.00	0.00%	500.00	0.00	500.00	100.00%	1,000.00	0.00	1,000.00	100.00%
Total Public Works	741,773.00	13.25%	72,792.69	55,298.42	17,494.27	24.03%	124,885.38	98,275.17	26,610.21	21.31%

Includes \$7,200 for snow plow blades

DEPT 450 - CULTURE, RECREATIO	Full Year BUDGET 2015	% to date	MONTHLY				YTD			
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
			Month	Month	Month	Month	YTD	YTD	YTD	YTD
5200 - Parks & Recreation	77,887.00	24.88%	5,988.23	9,874.11	(3,885.88)	-64.89%	11,976.46	19,369.95	(7,393.49)	-61.73%
FT Salaries	6,820.00	31.88%	524.62	2,006.20	(1,481.58)	-282.41%	1,049.23	2,174.50	(1,125.27)	-107.25%
PERA Contributions	5,644.00	25.74%	434.15	740.53	(306.38)	-70.7%	868.31	1,452.71	(584.40)	-67.30%
FICA Contributions	5,249.00	24.63%	403.77	714.39	(310.62)	-76.93%	807.54	1,292.59	(485.05)	-60.07%
Medicare Contributions	1,228.00	34.62%	94.46	167.05	(72.59)	-76.85%	188.92	302.28	(113.36)	-60.00%
Health/Dental Insurance	19,940.00	14.54%	1,533.85	1,450.00	83.85	5.47%	3,067.69	2,900.00	167.69	5.47%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	4,000.00	89.62%	4,000.00	3,584.75	415.25	10.38%	4,000.00	3,584.75	415.25	10.38%
Shop Materials	500.00	7.60%	40.00	26.03	13.97	34.93%	80.00	37.98	42.02	52.53%
Chemicals	750.00	0.00%	62.50	0.00	62.50	100.00%	125.00	0.00	125.00	100.00%
Equipment Parts	2,000.00	5.00%	165.00	99.99	65.01	39.40%	330.00	99.99	230.01	69.70%
Building Repair Supplies	500.00	15.26%	40.00	40.00	0.00	100.00%	80.00	76.32	3.68	4.60%
Landscaping Materials	3,000.00	0.00%	250.00	0.00	250.00	100.00%	500.00	0.00	500.00	100.00%
Small Tools and Minor Equip	1,000.00	0.00%	85.00	0.00	85.00	100.00%	165.00	0.00	165.00	100.00%
Mitlaga	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Insurance	3,200.00	0.00%	0.00	0.00	0.00	0.00%	3,200.00	0.00	3,200.00	100.00%
Electric Utility	8,500.00	22.28%	800.00	1,055.22	(255.22)	-31.90%	1,600.00	1,893.65	(293.65)	-18.33%
Rent	2,500.00	0.00%	208.33	0.00	208.33	100.00%	416.66	0.00	416.66	100.00%
Repair/Maint Bldg	1,000.00	54.88%	85.00	548.83	(463.83)	-545.68%	165.00	548.83	(383.83)	-232.62%
Repair/Maint NOT Bldg	2,500.00	0.00%	200.00	0.00	200.00	100.00%	400.00	0.00	400.00	100.00%
Repair/Maint Equip	1,500.00	0.00%	125.00	0.00	125.00	100.00%	250.00	0.00	250.00	100.00%
Rental Buildings	4,800.00	1.43%	383.33	66.00	317.33	82.78%	766.66	66.00	700.66	91.39%
Miscellaneous	750.00	24.67%	62.50	185.00	(122.50)	-196.00%	125.00	185.00	(60.00)	-48.00%
Total Parks & Recreation	155,028.00	22.71%	15,485.74	20,518.10	(5,032.36)	-32.50%	30,161.47	33,984.55	(3,823.08)	-12.68%
IT & Telephone										
IT-Hardware	9,100.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
IT-Software	16,000.00	24.22%	3,875.00	0.00	3,875.00	100.00%	3,875.00	3,875.00	0.00	0.00%
IT-Support Services	36,000.00	16.40%	3,000.00	2,951.42	48.58	1.62%	3,000.00	5,902.84	(2,902.84)	-96.76%
IT-Networking	7,800.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
INET Contingency	16,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Telephone	24,660.00	11.87%	2,055.00	1,468.34	586.66	28.55%	2,055.00	2,926.61	(871.61)	-42.41%
Total IT & Telephone	109,560.00	11.60%	8,930.00	4,419.76	4,510.24	50.51%	8,930.00	12,704.45	(3,774.45)	-42.27%
Grand Total all Expenses	3,316,216.00	11.38%	238,303.05	208,668.07	29,634.98	12.44%	461,924.10	393,805.22	68,118.88	14.75%
Subtotal Net Income over Expenses	482,118.00	-50.13%	(117,574.80)	(109,414.39)	8,160.41	-6.94%	(264,210.60)	(241,681.04)	22,529.56	-8.53%
DEPT 460 - COMP ADJ	35,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Debt Service Increase	247,118.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Transfer to City Projects (Streets)	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 493 - OTH FINANCING	200,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL EXP ALL DEPTS	3,798,334.00	10.37%	238,303.05	208,668.07	29,634.98	12.44%	461,924.10	393,805.22	68,118.88	14.75%
Net Income over Expenses	0.00	0.00%	(117,574.80)	(109,414.39)	8,160.41	6.94%	(264,210.60)	(241,681.04)	22,529.56	8.53%

Position switch from new employee at lower rate to long term ce

Annual premiums not yet billed

DATE: March 17, 2015
CONSENT
ITEM #5

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

SUGGESTED ORDER OF BUSINESS:

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

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the monthly assessor report for through February 2015 outlining work performed on behalf of the City of Lake Elmo. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Property splits/plats – 0
Sales collected and viewed – 6
Taxpayer inquiries – 3
Miscellaneous inquiries - 7
Inspections – Residential – 0; Commercial – 0
Building permit reviews – 24
Pictures taken – 0

Other work performed included:

- Preparing for Board of Review
- Printing field cards for 2016 assessment

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

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council accept the February 2015 monthly assessor report.



MAYOR & COUNCIL COMMUNICATION

DATE: March 17, 2015
CONSENT
ITEM #6
MOTION

AGENDA ITEM: Approval of Vehicle Purchase, Replacement of Tahoe Duty Vehicle

SUBMITTED BY: Greg Malmquist, Fire Chief

THROUGH: Greg Malmquist, Fire Chief

REVIEWED BY: Finance Director and Finance Committee

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Fire Department

FISCAL IMPACT: Up to \$38,585.34 (To be offset by funds recovered through the sale of the existing vehicle).

This vehicle was proposed as part of the 2015 budget in the Capital Improvement Plan and if approved would be included in the 2015 bonding. As a general fund expenditure, the bond payments would be made with levy funds.

Pricing for the vehicle was obtained through Minnesota Materials Management Division (State Contract). Vehicle cost, 2015 Chevrolet Tahoe - \$31,594.10, Lighting/Siren, Radio conversion, Extendo Bed transfer - \$6,836.24 and Graphics removal and installation - \$155.00. Total cost = \$38,585.34. Potential offset from the sale of the current vehicle = \$19,100.00

SUMMARY AND ACTION REQUESTED: The Fire Department has been working to move toward a scheduled replacement of our fleet to reduce maintenance costs and ensure dependable, reliable emergency response vehicles. To this end, it is being respectfully requested that the City Council consider approval of this purchase to allow for us to stay on a vehicle replacement

schedule that would allow for the cycling a vehicles to maximize their trade in value. The current vehicle, a 2008 Chevrolet Tahoe (CV1), has approx. 80,000 miles, is showing signs of wear and the lighting is beyond the 5 year warranty. It is believed that the vehicle is at the point where the resale value is significant while allowing us to avoid the increased maintenance costs that have begun to transpire. This vehicle has been fully depreciated and has a net book value of zero.

The potential purchase of this replacement vehicle was presented to the Finance Committee in 2014 with the proposal of the 2015 Budget. At that time, it was anticipated that the cost would be \$52,000. It should be noted that when preparing the 2015 budget, the state contract pricing was not available so retail pricing was presented.

The Minnesota state contract pricing is significantly less, however this pricing is only available through March 31st.

Based on the historical purchase of vehicles similar to this, we were uncertain if we would offer the current vehicle for resale or if the City would decide to keep it and possibly utilize it within another department. Therefore we did not factor in any offset of resale dollars.

This proposed purchase was presented to the Finance Committee on March 11th and they approved and recommended moving forward in process with the presentation to the City Council for final approval to purchase.

As part of its Consent Agenda, no formal motion is required. If removed from the Consent Agenda, the recommended motion is as follows:

“Move to approve the purchase of a replacement Fire Department Command Vehicle in the amount not to exceed \$39,000.”

LEGISLATIVE HISTORY: NA

BACKGROUND INFORMATION (SWOT):

Strengths	Provide a dependable, more reliable vehicle to serve the taxpayers and hold down maintenance costs.
Weaknesses	Current vehicle is showing signs of age and use. All the emergency lighting is out of warranty and should we decide to retain the current vehicle, upgrades/expense will be necessary.
Opportunities	The purchase of this vehicle will help to ensure a timely response to emergencies. The continued cycling of vehicles will ensure lower maintenance costs and stronger trade in/resale values.
Threats	Potential “out of service” periods due to breakdowns.

RECOMMENDATION: Based on the aforementioned, the Fire Department recommends upgrading the Tahoe duty vehicle as outlined above.

Motion to approve the following:

“Move to approve the purchase of a replacement Fire Department Command Vehicle in the amount not to exceed \$39,000.”

ATTACHMENTS:

1. Quote from Ranger GM on MN State Contract (\$31,594.10)
2. Quote from Emergency Automotive Technologies Inc. (\$6,836.24)
3. Quote from Advanced Graphics (\$155.00)

Cathy Bendel

From: Greg Malmquist
Sent: Friday, March 13, 2015 3:31 PM
To: Cathy Bendel
Subject: FW: Tahoe information



Greg Malmquist, Chief
Lake Elmo Fire Department
3510 Laverne Ave. No.
Lake Elmo, MN 55042
W-651-770-5006
C-651-775-1137
Fax-651-770-5620

From: Bob OHara [<mailto:rwohara01@aol.com>]
Sent: Thursday, March 12, 2015 9:13 PM
To: Greg Malmquist
Subject: Tahoe information

Hi Greg

Below are the specs for the Tahoe we talked about.

Just let me know if you want anything changed. I did list the optional aluminum wheels and the price difference between the traction 17" tires and the all season 18" which is the only tread pattern offered by the factory.

Thanks
Bob
218-349-8955

<i>RANGER GM</i>			
1502 E HOWARD ST			
HIBBING, MN 55746			
CONTRACT # 69829		<u>CONTACT PERSON</u>	
		FLEET MGR	
		BOB O'HARA	
		218-349-8955	
LAKE ELMO FIRE			
BASE MODEL	2015 TAHOE	CK15706	\$ 31,128.30
	5W4 Sprcial Service Package		
	LOCKING REAR AXLE	G80	STD
ADDED OPTIONS	AUXILIARY BATTERY (isolated)	K4B	STD
	P265/70R-17 All Terrain	R3C	\$ 170.00
	SPARE TIRE TO MATCH	4JQ	\$ 29.75
delete	REAR DOOR HANDLES INOP	6N6	\$ (48.45)

	FRONT TOW HOOKS	V76	INCL
	RED / WHITE AUX DOME LIGHT	6C7	\$ 144.50
	TWO SPEED TRANSFER CASE	NQH	STD
	DELETE CONTENT ALARM	UTQ	\$ 8.50
	REMOTE START	BTV	\$ 161.50
	BLUETOOTH		STD
	REAR BACKUP CAMERA		STD
	3.08 AXLE RATIO	GU4	STD
	BLOCK HEATER	K05	INCL
	REAR PARK ASSIST		STD
add			
310.25	option: Alum Wheels w/ 18" tires		
	spare is full size temporary w/ 18"		
EXT COLOR	BLACK	GBA	INCL
INT TRIM COLOR	BLACK CLOTH	HOU	INCL
	TOTAL		\$ 31,594.10
	6.5% SALES TAX		
tax exempt plate fees	LICENCE TITLE & REG		\$ -
			\$ -
	TOTAL		\$ 31,594.10

purchase order number

contact

phone

email

billing address

GREG MALMQUIST

LAKE ELMO FIRE DEPT

LAKE ELMO, MN

EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.

2755 GENEVA AVE. N
 OAKDALE, MN 55128
 USA

QUOTATION

Quote Number: AW030415-42
 Quote Date: Mar 4, 2015
 Page: 1

Voice: 651 765-2657
 Fax: 651 765-2660

Quoted To:
 LAKE ELMO FIRE DEPT.
 3800 LAVERNE AVE. NORTH
 LAKE ELMO, MN 55042

Customer ID	Good Thru	Payment Terms	Sales Rep
LAKE ELMO FIRE DEPT.	4/3/15	Net 30 Days	ALW

Quantity	Item	Description	Unit Price	Amount
1.00	VEHICLE	2015 CHEVY TAHOE		
1.00	ENFDWP2RB	SOUNDOFF NFORCE DOUBLE SIDE-BY-SIDE WINDSHIELD LIGHT - PERMANENT MOUNT W/SHROUD - HARDWIRE WITH SYNC - SINGLE COLOR MODULES - 9 LED'S PER MODULE - RED/BLUE	235.80	235.80
1.00	ENFDWP2RW	SOUNDOFF NFORCE DOUBLE SIDE-BY-SIDE WINDSHIELD LIGHT - PERMANENT MOUNT W/SHROUD - HARDWIRE WITH SYNC - SINGLE COLOR MODULES - 9 LED'S PER MODULE - RED/WHITE	235.80	235.80
1.00	492H	3M 492H OPTICAL EMITTER, SELF CONTAINED NON CODED	833.00	833.00
2.00	IONR	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - RED	99.00	198.00
2.00	IONB	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - BLUE	99.00	198.00
2.00	IONJ	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - SPLIT RED/BLUE	99.00	198.00
2.00	IOND	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - SPLIT RED/WHITE	105.60	211.20
1.00	ENFTCDGS1208	SOUNDOFF NFORCE 8 HEAD TRAFFIC	679.80	679.80

Subtotal	Continued
Sales Tax	Continued
Freight	
TOTAL	Continued

EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.

2755 GENEVA AVE. N
 OAKDALE, MN 55128
 USA

QUOTATION

Quote Number: AWO30415-42

Quote Date: Mar 4, 2015

Page: 2

Voice: 651 765-2657
 Fax: 651 765-2660

Quoted To:

LAKE ELMO FIRE DEPT.
 3800 LAVERNE AVE. NORTH
 LAKE ELMO, MN 55042

Customer ID	Good Thru	Payment Terms	Sales Rep
LAKE ELMO FIRE DEPT.	4/3/15	Net 30 Days	ALW

Quantity	Item	Description	Unit Price	Amount
1.00	M4CT15B	CONTROLLER - 35.5" LONG - 12VDC - SPECIFY COLORS ON WORKSHEET WHELEN 2015+ TAHOE FOGLIGHT ADAPTER BRACKET BRACKET PAIR FOR M4 LIGHTHEADS - LIGHTS NOT INCLUDED	44.85	44.85
1.00	M4RC	M SERIES LED LIGHT RED W/ CLEAR LENS 3 3/8"H X 5 1/2 W X 1 3/8 D	119.60	119.60
1.00	M4BC	M SERIES LED LIGHT BLUE W/ CLEAR LENS 3 3/8"H X 5 1/2 W X 1 3/8 D	119.60	119.60
1.00	IONV3R	WHELEN IONV3 LIGHTHEAD - V-SHAPED WARNING LIGHT WITH 3 SUPER-LED ALLEY LIGHTS AND LED PUDDLE LIGHTING - INCLUDES BASIC PEDESTAL BRACKET - BLACK HOUSING - RED	172.25	172.25
1.00	IONV3B	WHELEN IONV3 LIGHTHEAD - V-SHAPED WARNING LIGHT WITH 3 SUPER-LED ALLEY LIGHTS AND LED PUDDLE LIGHTING - INCLUDES BASIC PEDESTAL BRACKET - BLACK HOUSING - BLUE	172.25	172.25
1.00	295SLSA6	WHELEN MODEL 295SLSA6 SIREN WITH 3 POSITION PROGRAMMABLE SLIDE SWITCH 6 PROGRAMMABLE PUSH BUTTONS, 2 - 100 WATT SIREN SPEAKER	394.80	394.80

Subtotal	Continued
Sales Tax	Continued
Freight	
TOTAL	Continued

EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
 2755 GENEVA AVE. N
 OAKDALE, MN 55128
 USA

QUOTATION

Quote Number: AW030415-42
 Quote Date: Mar 4, 2015
 Page: 3

Voice: 651 765-2657
 Fax: 651 765-2660

Quoted To:
LAKE ELMO FIRE DEPT. 3800 LAVERNE AVE. NORTH LAKE ELMO, MN 55042

Customer ID	Good Thru	Payment Terms	Sales Rep
LAKE ELMO FIRE DEPT.	4/3/15	Net 30 Days	ALW

Quantity	Item	Description	Unit Price	Amount
1.00	SA315P	OUTPUTS SA315P WHELEN SIREN SPEAKER (REPLACED SA314P) BLACK PLASTIC 01-0884777-00A	192.60	192.60
1.00	SAK55	WHELEN SAK55 - SA315 MOUNTING BRACKET FOR 2015+ CHEVY TAHOE/SUBURBAN - PASSENGER'S SIDE	22.20	22.20
3.00	H-2209 RW	FENIEX CANNON 12-LED HIDEAWAY - 3 MODE FUNCTIONALITY - SELF-CONTAINED IN-LINE FLASHER - SYNCHRONIZABLE - SPLIT RED/WHITE	77.28	231.84
1.00	H-2209 BW	FENIEX CANNON 12-LED HIDEAWAY - 3 MODE FUNCTIONALITY - SELF-CONTAINED IN-LINE FLASHER - SYNCHRONIZABLE - SPLIT RED/WHITE	77.28	77.28
2.00	H-2209 RB	FENIEX CANNON 12-LED HIDEAWAY - 3 MODE FUNCTIONALITY - SELF-CONTAINED IN-LINE FLASHER - SYNCHRONIZABLE - SPLIT BLUE/WHITE	77.28	154.56
1.00	C-VS-2000-TAH-2	20 CONSOLE FOR 2015 CHEV TAHOE 12"W INCLUDES FACE PLATES, POWER AND USB RELOCATION PLATE STORAGE POCKET	413.88	413.88
1.00	C-EB40-WS2-1P	C-EB40-WS2-1P 4" (1 PC) EQUIP. MTG.		

Subtotal	Continued
Sales Tax	Continued
Freight	
TOTAL	Continued

EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.

2755 GENEVA AVE. N
 OAKDALE, MN 55128
 USA

QUOTATION

Quote Number: AW030415-42

Quote Date: Mar 4, 2015

Page: 4

Voice: 651 765-2657
 Fax: 651 765-2660

Quoted To:

LAKE ELMO FIRE DEPT.
 3800 LAVERNE AVE. NORTH
 LAKE ELMO, MN 55042

Customer ID	Good Thru	Payment Terms	Sales Rep
LAKE ELMO FIRE DEPT.	4/3/15	Net 30 Days	ALW

Quantity	Item	Description	Unit Price	Amount
1.00	C-EB25-MMT-1P	BRACKET C-EB25-MMT-1P HAVIS SHIELDS EQUIPMENT BRACKET		
1.00	C-AP-0995	C-AP-0995 9 " ACCESSORY POCKET 9.5" HIGH INTERNAL MOUNT F/ HAVIS SHIELDS CONSOLE	53.24	53.24
1.00	C-CUP2-I	DUAL CUPHOLDER INTERNAL STYLE LARGE FOR VEHICLE SPECIFIC CONSOLE	28.67	28.67
1.00	C-ARM-102	ARM REST SIDE CONSOLE MOUNT ADJUSTABLE HEIGHT	50.72	50.72
1.00	LF18ERB	MAPLIGHT, LITTLELITE LF18ERB	48.30	48.30
1.00	EX-MISC SUPPLY	STANDARD SHOP SUPPLIES FEE FOR GENERAL INSTALLATION AND WIRING MATERIALS	250.00	250.00
1.00	LABOR MSP CONTRACT	MSP CONTRACT LABOR RATE FOR UPFIT OF 2015 CHEVY TAHOE FIRE VEHICLE	1,500.00	1,500.00

Subtotal	6,836.24
Sales Tax	
Freight	
TOTAL	6,836.24

3600 Labore Rd. Ste.3
 Vadnais Heights, MN 55110
 888-388-3221
www.advancedgraphix.com



QUOTE NUMBER: 100003052015
 DATE: March 5, 2015
 COMPANY: LAKE ELMO FIRE DEPT
 ATTN TO: CHIEF GREG MALMQUIST
 ADDRESS: 3510 LAVERNE AVE NO
 STATE/ PROVINCE: LAKE ELMO MN
 ZIP/ POSTAL CODE: 55042
 PHONE: 651-770-5006
 FAX: 651-770-5620
 EMAIL: gmalmquist@lakeelmo.org

QUANTITY	ITEM / DESCRIPTION	UNIT PRICE	AMOUNT
2015 TAHOE GRAPHICS			
1	2 FRONT DOOR LOGOS, 2 SIDE WINDOW LOGOS AND 2 UNIT NUMBERS	\$100.00	\$100.00
1	REMOVE CV1 DECALS OFF TAHOE & INSTALL NEW LOGOS ON 2015 TAHOE CV1	\$55.00	\$55.00
Comments:		SUBTOTAL	\$155.00
		TAX	
		SHIPPING	
Your AGI Sales Rep. : Sally Knoche Email: sally@advancedgraphix.com			\$155.00
		GRAND TOTAL	

*To accept this Quote, please sign below and fax back to 651-490-3193 or Email Sally

Signature: _____ Date: _____



MAYOR & COUNCIL COMMUNICATION

DATE: March 17, 2015

CONSENT

ITEM # 7

AGENDA ITEM: Approval of Resolution No. 2015-19, Appointing 2015 Election Judges

SUBMITTED BY: Adam Bell, City Clerk

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Beckie Gumatz, Deputy Clerk

SUGGESTED ORDER OF BUSINESS (if removed from Consent):

- Introduction of Item City Clerk
- Report/Presentation.....City Clerk
- 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. All expenses are reimbursed by the school district.

SUMMARY AND ACTION REQUESTED:

As part of the Consent Agenda, the City Council is respectfully requested to approve Resolution No. 2015-19, A Resolution Appointing Election Judges for the 2015 Special Election. Please find attached Exhibit A with the names of the 2015 election judges. As part of the Consent Agenda, no formal motion is needed; however, if the Council wishes to further discuss the topic, they can remove this item from the Consent Agenda and approve the Resolution by taking the following action:

“Move to approve Resolution No. 2015-19, A Resolution Appointing Election Judges for the 2015 Special Election, as presented herein.”

LEGISLATIVE HISTORY:

Stillwater Area Public Schools, Independent School District 834 has called for a special election to be held on May 12, 2015. It is the City's responsibility to run the election including appointing supervising election judges to work the polls; however, all costs and legal notice publications associated with the election are the responsibility of ISD 834.

Pursuant to Section 204B.21 of the Minnesota Election Laws, election judges shall be appointed by the municipality. The appointments shall be made at least 25 days before the election at which the judges will serve. The election judges are required to receive compensation equal to at least the prevailing Minnesota minimum wage for each hour spent carrying out duties at the polling place and attending training.

We recognize the City of Lake Elmo is dependent upon and appreciative of citizen assistance for conducting the local election process. The Lake Elmo 2015 Special Election Judge appointments consist of individuals recommended by the City Clerk and require the approval by majority of the City Council. Staff is requesting the individuals listed on the attached Exhibit A be appointed to serve as election judges for the May 12, 2015 Special Election at the hourly rate of \$10.00 for election judges and \$11.00 for head election judges. As allowed by law if circumstances change before the election, the resolution authorizes the City Clerk to appoint additional election judges as necessary.

RECOMMENDATION:

Staff recommends the City Council approve Resolution No. 2015-19, A Resolution Appointing Election Judges for the 2015 Special Election depicted in the attached Exhibit A. As part of the Consent Agenda, no formal motion is needed; however, if the Council wishes to further discuss the topic, they can remove this item from the Consent Agenda and approve the Resolution by taking the following action:

“Move to approve Resolution No. 2015-19, A Resolution Appointing Election Judges for the 2015 Special Election, as presented herein.”

ATTACHMENTS:

1. Exhibit A – 2015 Election Judge Roster
2. Resolution No. 2015-19, A Resolution Appointing Election Judges for the 2015 Special Election

Exhibit A – 2015 Lake Elmo Election Judges

Jim Allen
Ella Menendez
Janice Roth
Linda Wagner
Pat O'Donnell
Donald Slinger
Gloria VanDemmeltraadt
Barb Bjorkman
Abdullah Battah
Sally Wacker
Bob Schumacher
Jim Carlson
Nancy Hansen
Armando Menendez
Phyllis Paulson
Jan Kiefner
Wil Hirsch
Jim Roth
Wendy Tait Loos
Maggie Lindberg
Jan Krueger
Bill Wacker
Janet Carlson
Mary Grundeen
Shirley Durand

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

RESOLUTION NO. 2015-19

A RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2015 SPECIAL ELECTION

WHEREAS, pursuant to Section 204B.21 of the Minnesota Election Laws, Election judges shall be appointed by the municipality; and

WHEREAS, the appointments shall be made at least 25 days before the election at which the judges will serve; and

WHEREAS, election judges and election judge trainees shall receive at least the prevailing Minnesota minimum wage for each hour spent carrying out duties at the polling place and attending training; and

WHEREAS, the City of Lake Elmo is dependent upon and appreciative of citizen assistance for its election process; and

WHEREAS, the Lake Elmo 2015 Special Election Judge appointments consist of individuals recommended by the City Clerk with the approval by majority of the City Council; and

WHEREAS, the City Clerk may appoint additional election judges as necessary,

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Lake Elmo that the individuals listed on the attached Exhibit A are appointed to serve as election judges for the May 12, 2015 Special Election at the hourly rate of \$10.00 for election judges and \$11.00 for head election judges.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS SEVENTEENTH DAY OF MARCH 2015.

By: _____
Mike Pearson
Mayor

(Seal)

ATTEST:

Adam Bell
City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: March 17, 2015
CONSENT
ITEM # 8

AGENDA ITEM: Sale of City Hall Annex
SUBMITTED BY: Adam Bell, City Clerk/Assistant City Administrator
THROUGH: Dean Zuleger, City Administrator
REVIEWED BY: Beckie Gumatz, Deputy Clerk
Washington County Public Works
Cathy Bendel, Finance Director (*provided Fiscal Impact*)

SUGGESTED ORDER OF BUSINESS (if removed from Consent):

- Introduction of Item City Clerk
- 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: The remaining book value as of March 31, 2015 will be \$36,068.72. If this transaction takes place as proposed, this amount will be reflected in the government wide financial statements as a loss on the disposal of the asset. Since there is no cash involved, it will have no impact on the fund basis statements. *More detailed information is available from Finance Department upon request.*

SUMMARY AND ACTION REQUESTED: It is respectfully requested that the City Council approve the sale of the City Hall Annex to Washington County by taking the following action:

“Move to approve sale of the City Hall Annex to Washington County for specified terms..”

LEGISLATIVE HISTORY: The City purchased the subject manufactured home trailer that has served as an annex to City Hall in 2008 for \$74,729.83, set up to depreciate over a 10 year life. In August 2010, improvements were made in the amount of \$26,510.78, set up to depreciate over a 10 year life. The improvements involved the installation of bathroom facilities and the reconfiguration of offices and conference room areas. In January 2013, a new heating and air conditioning unit was installed. It should also be noted that in 2014 one of the HVAC units had to have major overhaul due to continuous operation during cold weather.

Due to growing space constraints and increasing maintenance expenses, the City began leasing space in the Brookfield II building north of City Hall in October of 2014. The Administration and Finance departments were relocated to the new space, and the Community Development department staff was moved from the Annex to the existing City Hall. The Washington County Sheriff's field office, previously located in the Annex, was also relocated to City Hall.

Staff has been working to obtain estimates on the value of the Annex, but due to the uniqueness of the structure, as well as the deteriorating condition, specific comparable structures have been difficult to locate or identify. A representative from Cimarron Park could not provide a comparable estimate of any value, again based on the condition and nature of the structure. Staff was told that the City would "be lucky" to get anything for the structure. Based on staff's additional research, there is very little value to any prospective buyer. A public sale would also be difficult to orchestrate.

After learning that the City was looking to get rid of the Annex, Washington County Public Works determined that they may have a use for the structure. They are in the process of developing plans to refurbish and expand its Public Works Operations and Offices, currently located at 11660 Myeron Road N. in Stillwater Township. Because this work will take approximately two years to complete, the County is in need of alternative office and meeting space during that time. They believe that the Annex would provide an adequate space for that purpose.

Washington County has since submitted an offer proposing:

- The City of Lake Elmo provide the Annex to the County in as-is condition at no cost to the County;
- The County would arrange for the structure to be moved off City property and onto the County site at no cost to the city;
- The County will remove and/or disconnect all services and utilities to the structure, including power, sewer, water, and communications, and be responsible for all associated costs; and
- The County would grade, provide and grade topsoil, and seed the structure pad site to city's approval.

BACKGROUND INFORMATION (SWOT):

Strengths This sale will facilitate the removal of the Annex at no cost to the city and improve the City Hall property. There are numerous complaints by the public as to the current aesthetic impact of the structure. It is the City's desire to have the structure removed from the property as it currently serves no usable function. The County will be doing this and reconditioning the site at no cost to the City. This proposed deal uniquely benefits both parties.

Weaknesses There is still scheduled depreciation on the books.

Opportunities This type of partnering with Washington County further promotes and strengthens the good relationship the City has with the County.

Threats No known threats.

RECOMMENDATION: Staff respectfully recommends that the City Council approve the sale of the City Hall Annex to Washington County. *As this item is part of the Consent Agenda, no formal motion is required.* If Council removes this item from the Consent Agenda, it can approve the action by making the following motion:

"Move to approve sale of the City Hall Annex to Washington County for specified terms."

ATTACHMENT(S):

1. Preliminary proposal letter from Washington County
2. Bill of Sale



February 27, 2015

Mr. Dean Zuleger
City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

RE: City Hall Annex

Dear Mr. Zuleger:

As we have discussed, the City of Lake Elmo currently has on its property a structure known as the City Hall Annex. This structure is not currently utilized by the City and we understand the City desires to remove it from the property.

Washington County Public Works is currently developing plans to refurbish and expand its Public Works Operations and Offices, currently located at 11660 Myeron Road North in Stillwater Township. This work will take approximately two years to complete and during that time, the County needs to provide an alternative office and meeting space for its truck drivers and mechanics. The City Hall Annex structure would provide an adequate space for this purpose.

The County makes this formal offer to the City for the structure known as the City Hall Annex:

- The City of Lake Elmo provides the structure known as the City Hall Annex to the County in as-is condition – at no cost to the County.
- The County arranges to have the structure known as the City Hall Annex moved off City property, and onto County property located at 11660 Myeron Road North in Stillwater Township.
- The County arranges for removal and/or disconnection of all services and utilities to the structure, including power, sewer, water, communication, etc.
- The County agrees to cover all costs associated with the removal and/or disconnection of all services and utilities and to move the structure.
- The County agrees to grade, provide and grade topsoil, and seed the structure pad site to City approved grades.

This offer is conditioned upon a review by a qualified building mover, to determine if the building is in fact structurally sound enough to move. The County would pay for that analysis and is currently arranging for that to occur.

Based on an email sent by Assistant City Administrator Adam Bell, the County will prepare an agreement per the terms above for consideration and approval by the City and County. If you have any questions, do not hesitate to contact me at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Sandberg".

Wayne Sandberg, P.E.
County Engineer

Public Works Department

Donald J. Theisen, P.E.
Director

Wayne H. Sandberg, P.E.
Deputy Director/County Engineer



MAYOR & COUNCIL COMMUNICATION

DATE: March 17, 2015
REGULAR
ITEM # 9

AGENDA ITEM: Consider Approval of a new Off-Sale Intoxicating Liquor License for Elmo Liquor, located at 11029 10th St N

SUBMITTED BY: Beckie Gumatz, Deputy Clerk

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Adam Bell, City Clerk/Assistant City Administrator
Washington County Sheriff

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 \$200 in annual license fees.

SUMMARY AND ACTION REQUESTED: It is respectfully requested that the City Council approve a new Off-Sale Intoxicating Liquor License for Elmo Liquor, located at 11029 10th St N. Following the required public hearing, staff recommends Council approve the application by taking the following action:

“Move to approve a new Off-Sale Intoxicating Liquor License for Elmo Liquor, located at 11029 10th St N.”

LEGISLATIVE HISTORY: One of the co-applicants of Elmo Liquor is the co-owner of the building. The other co-applicant is the manager of the gas station also located in the building. 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.

The other Off-Sale Intoxicating Liquor Licenses approved by the City are:

- Village Wine & Spirits
- Twin Point Tavern
- Lake Elmo Inn

Pursuant to MN Stat. § 340A.413, Lake Elmo may issue as many off-sale licenses as their ordinances allow. There is no limitation set in the City Code. An off-sale license allows the sale of intoxicating liquor in its original container for consumption off the licensed premises only. An off-sale intoxicating liquor licensee may sell off-sale wine and 3.2 percent malt liquor without an additional license.

A city council has the power to refuse a license or to limit the number of licenses to be granted, when, in the judgment of the council, the welfare of the city suggests such action. A court will overturn a legislative decision of a city council when it determines that the city council has acted arbitrarily, capriciously, or unreasonably.

If Council members have any general questions on liquor license issuance and regulation, the League of Minnesota Cities has a memo on the topic available here:

<http://www.lmc.org/media/document/1/liquorlicensingandregulation.pdf>. The memo is also available from City staff. The memo is 57 pages, so it is not included.

At the meeting on March 3, 2015, the City Council passed a Zoning Text Amendment, brought by the same license applicants, to allow Liquor Stores as a permitted use within the Convenience Commercial (CC) Zoning District. The non-refundable fee for this action was \$1,245. This is one of only a few parcels zoned CC in the city. During the discussion of the zoning text amendment the recent UM downtown business study was referenced in regards to the high number of liquor stores per capita in Lake Elmo. It should be noted that the study was conducted when Lake Elmo Wine Company was still in business in the Village and the emphasis was primarily focused on the Village.

BACKGROUND INFORMATION (SWOT):

Strengths This will bring another business to Lake Elmo and the associated revenue. There are no other liquor stores within 2-3 miles of this location. The nearest other liquor store location is in Woodbury Commons retail space in Woodbury.

Weaknesses There are currently three off-sale intoxicating liquor licenses in Lake Elmo, all in the Old Village. There was a fourth license issued the last several years, the Lake Elmo Wine Company, but that establishment closed at the end of 2014. Staff would rather not speculate whether the community market can support another business of this nature.

Opportunities The issuance of this license will continue to expand the retail options and services provided to this part of the city. If there are any issues that arise after the issuance, there are procedures that can be taken to suspend or revoke the license.

Threats There is always a possibility of increased law enforcement costs with the addition of any business which provides. Initial estimates provided by the Washington County Sheriff do not anticipate any issues. The Sheriff did suggest that the applicants implement security measures to prevent theft. There is always the threat of a potential lawsuit for unreasonable denial.

RECOMMENDATION: As the application is in order, staff respectfully recommends that the City Council approve a new Off-Sale Intoxicating Liquor License for Elmo Liquor:

“Move to approve a new Off-Sale Intoxicating Liquor License for Elmo Liquor, located at 11029 10th St N.”

ATTACHMENT(S):

License application excerpts – *the full application is available at City Hall for review*



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
 444 Cedar St., Suite 222, St. Paul, MN 55101-5133
 (651) 201-7507 FAX (651)297-5259 TTY(651)282-6555
 WWW.DPS.STATE.MN.US



APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE

No license will be approved or released until the \$20 Retailer ID Card fee is received

Workers compensation insurance company, Name West Bend Mutual Insurance Policy # WCN2193048
 Licensee's MN Sales and Use Tax ID # 3835132 To apply for a MN sales and use tax ID #, call (651) 296-6181
 Licensee's Federal Tax ID # 47-2665757

If a corporation, an officer shall execute this application If a partnership, a partner shall execute this application.

Licensee Name (Individual, Corporation, Partnership, LLC) <u>Elmo Liquor Inc</u>	Social Security #	Trade Name or DBA <u>Elmo Liquor Inc</u>	
License Location (Street Address & Block No.) <u>11029 10th st N</u>	License Period From <u>Jan 1st-15</u> To <u>Dec 31st-15</u>	Applicant's Home Phone #	
City <u>Lake Elmo</u>	County <u>Washington</u>	State <u>MN</u>	Zip Code <u>55042</u>
Name of Store Manager <u>Keith P. Carlson</u>	Business Phone Number <u>612-819-1837</u>	DOB (Individual Applicant)	

If a corporation or LLC state name, date of birth, Social Security # address, title, and shares held by each officer. If a partnership, state names, address and date of birth of each partner.

Partner Officer (First, middle, last)	DOB	SS#	Title	Shares	Address, City, State, Zip Code
<u>Keith P. Carlson</u>	[REDACTED]	[REDACTED]	<u>Vice president</u>	<u>500</u>	<u>1626 Hunter Hill Rd Hudson WI 54016</u>
<u>Sara B. Hattar</u>	[REDACTED]	[REDACTED]	<u>president</u>	<u>500</u>	<u>18787 Jordan Circle Lakeville MN 55044</u>
Partner Officer (First, middle, last)	DOB	SS#	Title	Shares	Address, City, State, Zip Code
Partner Officer (First, middle, last)	DOB	SS#	Title	Shares	Address, City, State, Zip Code

- If a corporation, date of incorporation 12-8-14, state incorporated in Minnesota, amount paid in capital \$60,000.00. If a subsidiary of any other corporation, so state _____ and give purpose of corporation _____. If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota? Yes No
- Describe premises to which license applies; such as (first floor, second floor, basement, etc.) or if entire building, so state.
first and only floor in a small strip mall
- Is establishment located near any state university, state hospital, training school, reformatory or prison? Yes No If yes state approximate distance. _____
- Name and address of building owner: Keith P. Carlson 1626 Hunter Hill Rd - Hudson, WI 54016
Mike Cleary 9630 Walleye Rd NW Brandon MN 56315
Has owner of building any connection, directly or indirectly, with applicant? Yes No
- Is applicant or any of the associates in this application, a member of the governing body of the municipality in which this license is to be issued? Yes No If yes, in what capacity? _____
- State whether any person other than applicants has any right, title or interest in the furniture, fixtures or equipment for which license is applied and if so, give name and details. ND
- Have applicants any interest whatsoever, directly or indirectly, in any other liquor establishment in the state of Minnesota?
 Yes No If yes, give name and address of establishment. NO

8. Are the premises now occupied or to be occupied by the applicant entirely separate and exclusive from any other business establishment? Yes No
9. State whether applicant has or will be granted, an On sale Liquor License in conjunction with this Off Sale Liquor License and for the same premises. Yes No Will be granted
10. State whether applicant has or will be granted a Sunday On Sale Liquor License in conjunction with the regular On Sale Liquor License. Yes No Will be granted
11. If this application is for a County Board Off Sale License, state the distance in miles to the nearest municipality. _____
12. State Number of Employees 3
13. If this license is being issued by a County Board, has a public hearing been held as per MN Statute 340A.405 sub2(d)? _____
14. If this license is being issued by a County Board, is it located in an organized township? **If so, attach township approval.**

1. State whether applicant or any of the associates in this application, have ever had an application for a liquor license rejected by any municipality or state authority; if so, give dates and details. NO
2. Has the applicant or any of the associates in this application, during the five years immediately preceding this application ever had a license under the Minnesota Liquor Control Act revoked for any violation of such laws or local ordinances; if so, give dates and details. NO
3. Has applicant, partners, officers, or employees ever had any liquor law violations or felony convictions in Minnesota or elsewhere, including State Liquor Control penalties? Yes No If yes, give dates, charges and final outcome.
4. During the past license year, has a summons been issued under the Liquor Civil Liability Law (Dram Shop) M.S. 340A.802. Yes No If yes, attach a copy of the summons.

This licensee must have one of the following: **(ATTACH CERTIFICATE OF INSURANCE TO THIS FORM.)**

- Check one
- A. Liquor Liability Insurance (Dram Shop) - \$50,000 per person, \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support.
- or
- B. A surety bond from a surety company with minimum coverage as specified in A.
- or
- C. A certificate from the State Treasurer that the licensee has deposited with the state, trust funds having market value of \$100,000 or \$100,000 in cash or securities.

I certify that I have read the above questions and that the answers are true and correct of my own knowledge.

Print name of applicant & title <u>Keith P. Carlson - D.A.</u>	Signature of Applicant <u>Keith P. Carlson</u>	Date <u>1-5-15</u>
-------------------------------------------------------------------	---------------------------------------------------	-----------------------

REPORT BY POLICE/SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota or municipal ordinances relating to intoxicating liquor except as follows:

<u>x R O Stearns</u>	<u>Chief Deputy</u>	
Police/Sheriff's Department	Title	Signature

County Attorney's Signature _____ PS 9136-(2009)

IMPORTANT NOTICE

All retail liquor licensees must register with the Alcohol, Tobacco Tax and Trade Bureau.
For information call (513) 684-2979 or 1-800-937-8864

City of Lake Elmo

3800 Laverne Avenue North

Lake Elmo, MN 55042

APPLICATION FOR ON SALE LIQUOR LICENSE and/or

WINE LICENSE and/or

WINE LICENSE PLUS A 3.2% MALT LIQUOR LICENSE (TO SELL STRONG BEER)

FOR A RESTAURANT and/or

OFF-SALE INTOXICATING LICENSE/OFF-SALE 3.2 % LICENSE

This application/renewal shall be completed and filed with the City Clerk together with the appropriate forms and proof of liability insurance as required by State Statute and City Code. Every question must be answered. The applicant shall be stated in the same manner for this application form, on all related forms and on the certificate of insurance.

Applicant Name Elmo Liquor Inc
(Individual, Business, Partnership, Corporation)

Applicant Name _____
(Individual, Business, Partnership, Corporation)

Trade Name or Doing Business As Elmo liquor inc

Business Address 11029 10th st N Lake Elmo MN 55042
City State Zip

Applicant is: Owner Operator

License period: January 1 to December 31, 2015 or _____ Other

Age of applicant: 27+ Is the applicant a citizen of the United States? Yes

Application is: New Renewal

Name of former owner (if applicable) N/A

How long has the applicant been in this business at this address? 0 Owned property since

If partnership, state the name and address of each partner. If corporation, state the name and address of each officer:

SANA HATTAR 18787 Jordan circle Lakeville MN 55044
Business Partner/Officer Address

Keith P. Carlson 1626 Hudson Hunter Hill Rd Hudson WI
Business Partner/Officer Address

Business Partner/Officer Address

The owner of the property is: CHO investments / Keith P. Carlson + Mike Cleary

The address of the property owner is: 1626 Hunter Hill Rd Hudson WI / 9630 Wallye Rd NW
Brandon MN

Does the building owner have connections, direct or indirect, with the applicant?

yes, Keith (applicant) is part owner of property since

Are the property taxes delinquent? yes no

Not assigned (see attached legal description)

Describe the premises to be licensed _____ Lot Number _____ Block Number _____

- Please attach a floor plan of licensed premises (including patio if applicable)

Restaurant

Seating Capacity _____ Business Hours _____ Hours food will be available _____

Number of Employees _____ Seasonal Operation yes no

Will food be the principal business of the restaurant? yes no

What percentage of business is food _____%. If no, describe the principal business:

License being applied for with this application: _____

(Please note the combination of On-Sale _____

Wine & 3.2% allows for the sale of strong beer) _____

_____ On Sale Liquor \$1,500 (2nd \$750)

_____ On Sale Wine \$300

_____ On Sale 3.2 Malt Liquor \$100

_____ On-Sale Club \$100

_____ On-Sale Sunday \$200

Off-Sale Liquor \$200

_____ Off-Sale 3.2 Malt Liquor \$150

_____ Investigation Fee \$350

New Licensee Investigation:

- New Licensees must submit investigation forms and applicable fees for all owners/managers.
- Upon renewal the city council may determine to conduct a background investigation on any license holder within the city limits and the licensee will be responsible for the investigation fee.

Is the applicant, or any of the associates in this application a member of the Lake Elmo City Council? yes no (If the applicant is the spouse of a member of the City Council, or another family relationship exists, the member shall not vote on this application.)

During the past year has a summons been issued under the liquor civil liability law, also know as the dram shop law? yes no If yes, attach a copy of the summons.

Has the applicant, or any of the associates in this application, been convicted during the past five years of any violation of federal, state, or local liquor laws in this state? NO If yes, give details and dates: _____

Does the applicant have any interest, directly or indirectly, in any other liquor establishment in Minnesota? yes no If yes, provide name and address of the establishment: _____

Please attach to this application:

- A. ~~✗~~ Certificate of Insurance-\$50,000 per person; \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support, and
- B. A surety bond in the amount of \$1000, or in lieu of a bond, cash or United States government bonds of equivalent value.
- C. Proof of Financial Responsibility: No liquor license may be issued, maintained, or renewed unless the applicant demonstrates proof of financial responsibility with regard to liability imposed by M.S. 340A.801. The proof shall be filed with the Commissioner and the liability insurance policy shall conform to M.S. 340A.409.

Have you presented a check in full payment of the license fee(s) made payable to the City of Lake Elmo and the investigation fee included if applicable? yes no/provide reason: _____
(no license will be processed without proper payment)

You have submitted a check for \$20 made payable to AGED for a buyers card and submitted it directly to the Director of Public Safety, Alcohol and Gambling Enforcement Division, 444 Cedar Street, Suite 222, St. Paul, MN 55101 (applicable to all on-sale liquor and wine licenses and off-sale liquor licenses (not 3.2 malt liquor) yes no/not applicable.

I CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND THAT THE ANSWERS ARE TRUE AND CORRECT.

Sara Halton 1-5-15
Signature of Applicant Date

Frank P. Laska 1-5-15
Signature of Applicant Date

REPORT BY WASHINGTON COUNTY SHERIFF DEPARTMENT

This is to certify that the applicant(s), and the associates, named herein have not been convicted within the past five years for any violation of Laws of the State of Minnesota, Municipal or County ordinances relating to intoxicating liquor:

R. O. Steing Chief Deputy 01/19/2015
Sheriff Signature Title Date

This is to certify that the applicant(s), and/or the associates, named herein have the following conviction(s)/violation(s) on record within the past five years pursuant to the Laws of the State of Minnesota, Municipal or County ordinances relating to intoxicating liquor:

Sheriff Signature Title Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/13/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 3600 America Blvd. West, Suite 500 Bloomington MN 55431	CONTACT NAME: Cheryl Busker	
	PHONE (A/C, No, Ext): 952-358-7500	FAX (A/C, No): 952-358-7501
E-MAIL ADDRESS: Cheryl_Busker@ajg.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: West Bend Mutual Insurance Company		15350
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED Elmo Liquor Inc 11029 10th St N Lake Elmo MN 55042	ELMOLIQ-01
----------------------------------------------------------------------------	-------------------

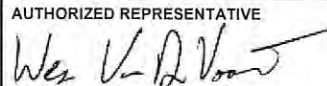
COVERAGES **CERTIFICATE NUMBER:** 381554176 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BON2200212	3/15/2015	3/15/2016	EACH OCCURRENCE \$500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$200,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$500,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/OP AGG \$1,500,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CPN2200213	3/15/2015	3/15/2016	COMBINED SINGLE LIMIT (Ea accident) \$500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCN2200214	3/15/2015	3/15/2016	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Liquor Liability			BON2200212	3/15/2015	3/15/2016	Occurrence 500,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER **CANCELLATION**

City of Lake Elmo 3800 Laverne Ave N Lake Elmo MN 55042	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



MAYOR & COUNCIL COMMUNICATION

DATE: March 17, 2015
REGULAR
ITEM # 10

AGENDA ITEM: Variance – 3033 Inwood Avenue North

SUBMITTED BY: Nick M. Johnson, City Planner

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Planning Commission
Kyle Klatt, Community Development Director
Washington County Public Works

SUGGESTED ORDER OF BUSINESS:

- Introduction of ItemCommunity 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: Planning Commission

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City has received a request from Mike and Ellen Frits, 3033 Inwood Ave. N., to allow for the construction of an accessory building that is closer to the front lot line than the principal building and does not meet the required 100-foot front yard setback as required in the Residential Estates (RE) zoning district. To consider the request, the Planning Commission held a public hearing on February 23, 2015. The Planning Commission is unanimously recommending approval of the proposed variance. The motion to take the recommended action on the request is as follows:

“Move to adopt Resolution No. 2015-20, approving a variance to allow an accessory building that does not meet the 100-foot front yard setback and is closer to the front lot line than the principal building.”

BACKGROUND INFORMATION:

Mike and Ellen Frits, 3033 Inwood Ave. N., have submitted a variance to allow for an accessory building in the southwest portion of their property. This location would require a variance, as the Residential Estates (RE) zoning district requires a 100-foot front yard setback. In addition, accessory buildings are not permitted closer to the front lot line than the principal building. In the case of the Frits property, the western property line represents the front lot line. In describing the preferred location of the structure, the applicants highlighted the location of the BP pipeline easement and existing septic system drainfield on their property. In addition, the applicant expressed a desire to locate the structure in a manner that would be visible from the front of their home and serve as a visual and noise screen/buffer from the traffic on Stillwater Blvd. (CSAH 6) and Inwood Ave. (CSAH 13). Staff conducted a site visit and confirmed that the described physical barriers or challenges are accurate. The details of the staff review of the variance can be found in Attachment #2, which is the staff report to the Planning Commission.

In addition to the staff review, the proposed variance was reviewed by Washington County, as both Stillwater Blvd. (CSAH 6) and Inwood Ave. (CSAH 13) are County facilities. The County's review comments are found in Attachment #5. The County noted no objection to the proposed variance. However, they County did want to ensure that direct access to Stillwater Blvd. would not be permitted. Staff is recommending a condition of approval for the variance that no access be allowed directly to CSAH 6.

PLANNING COMMISSION REPORT:

The Planning Commission reviewed the proposed variance on February 23, 2015. In addition, a public hearing was held on that date. During the public hearing, Greg McGrath, 1509 15th Street Ct. N., spoke in favor of the variance. No other testimony was received and no other written comments were submitted to staff. After discussion of the proposed location of the structure and the requested variance, the Planning Commission unanimously recommended approval of the variance request (Vote: 5-0).

STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS:

Strengths: In the judgment of the Planning Commission and staff, the circumstances on the property are unique and are not created by the landowner. The request represents a reasonable use of the property. The variance would allow the landowner to locate the accessory building in a location that would not conflict with the drainfield or BP easement, would be visible from the principal building, and provide a visual and noise screen/buffer to two busy County roads.

Weaknesses: Some argue that variances set precedent for future cases, and thereby encourage additional variance applications. However, under Statute, each variance case must be evaluated on its own merits, and one case does not set precedent for another.

Opportunities: N/A

Threats: N/A

RECOMMENDATION:

Based on the aforementioned, the Planning Commission and staff are recommending that the City Council approve the proposed Variance to allow for an accessory building that does not meet the 100-foot front yard setback from the west property line and is located nearer to the front lot line than the principal building. The motion to take the recommended action on the request is as follows:

“Move to adopt Resolution No. 2015-20, approving a variance to allow an accessory building that does not meet the 100-foot front yard setback and is closer to the front lot line than the principal building.”

ATTACHMENTS:

1. Resolution No. 2015-20
2. Staff Report to the Planning Commission, 2/23/15
3. Location Map
4. Application Packet and Project Narrative
5. Washington County (Public Works) Review

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

RESOLUTION NO. 2015-20

A RESOLUTION APPROVING A VARIANCE TO ALLOW FOR AN ACCESSORY BUILDING AT 3033 INWOOD AVENUE NORTH THAT DOES NOT MEET THE 100-FOOT FRONT YARD SETBACK AND IS LOCATED NEARER THE FRONT LOT LINE THAN THE PRINCIPAL BUILDING

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

WHEREAS, Mr. Mike Frits and Mrs. Ellen Frits, 3033 Inwood Avenue North, (the “Applicant”) has submitted an application to the City of Lake Elmo (the “City”) for a variance to allow for an accessory building that does not meet the required 100-foot front yard setback and is nearer the front lot line than the principal structure; and

WHEREAS, notice has been published, mailed and posted pursuant to the Lake Elmo Zoning Ordinance, Section 154.109; and

WHEREAS, the Lake Elmo Planning Commission held a public hearing on said matter on February 23, 2015; and

WHEREAS, the Lake Elmo Planning Commission has submitted its report and recommendation to the City Council as part of a Staff Memorandum dated March 17, 2015; and

WHEREAS, the City Council considered said matter at its March 17, 2015 meeting.

NOW, THEREFORE, based on the testimony elicited and information received, the City Council makes the following:

FINDINGS

- 1) That the procedures for obtaining said Variance are found in the Lake Elmo Zoning Ordinance, Section 154.109.
- 2) That all the submission requirements of said Section 154.109 have been met by the Applicant.
- 3) That the proposed variance includes the following components:

- a) A variance to allow for the construction of an accessory building that does not meet the 100-foot front yard setback as required for accessory buildings within the Residential Estates (RE) zoning district.
 - b) A variance to allow the proposed accessory building to be located nearer the front lot line than the principal structure.
- 4) That the Variance will be located on property legally described as follows: Lot 3, Block 1 of Eagle Point Creek Estates, Washington County, Minnesota. PID 16.029.21.43.0010.
 - 5) That the strict enforcement of Zoning Ordinance would cause practical difficulties and that the property owner proposes to use the property in a reasonable manner not permitted by an official control. ***Specific findings: That the proposed use of the accessory structure is a reasonable use of the property. The applicant has demonstrated that the proposed location is the most suitable location on the site. In addition, Staff has determined that the intent of the RE district is still being met and the local character not compromised.***
 - 6) That the plight of the landowner is due to circumstances unique to the property not created by the landowner. ***Specific findings: That proposed location is reasonable because of the unique circumstances of the property not created by the landowner, which make locating the structure in other locations on the property difficult and problematic. The property has a British Petroleum easement though the back yard, running from the southeast corner of the lot diagonally through the back yard to the center of the north lot line. The back yard has a slope to the east of the BP easement that prohibits construction. In addition, the property has a septic drain field located between the house and the south property line, creating further difficulties in siting the structure in a location that meets the required setback. Finally, the subject property is a corner lot on two County state aid highways (CSAH 13 and CSAH 6), both of which are high-volume roadways. The applicant has demonstrated that the proposed location is the most suitable location on the site.***
 - 7) That the proposed variance will not alter the essential character of the locality in which the property in question is located. ***Specific findings: The applicant has noted that the accessory structure will match the principal home architecturally. In addition, the structure will be screened by mature spruce and maple trees, limiting the impact to the open space character of the district. Regarding the surrounding residential properties, detached accessory structures are common to the neighborhood. The addition of this accessory structure is consistent with the intent of the RE district and would not alter the character of the locality.***
 - 8) That the proposed variance will not impair an adequate supply of light and air to property adjacent to the property in question or substantially increase the congestion of the public streets or substantially diminish or impair property values within the neighborhood. ***Specific findings: The proposed variance will not impair an adequate supply of light and air to the property adjacent to the property in question, or substantially increase the congestion of the public streets, or substantially diminish or impair property values within the neighborhood. The existing driveway of the property will be utilized and the accessory***

structure will not influence traffic flow. In addition, the proposed location of the accessory structure is not abutting any shared property lines.

CONCLUSIONS AND DECISION

Based on the foregoing, the Applicant's application for a Variance is granted, subject to the following conditions:

- 1) No direct access to Stillwater Boulevard (CSAH 6) to serve or support the use of the proposed structure will be permitted.

Passed and duly adopted this 17th day of March 2015 by the City Council of the City of Lake Elmo, Minnesota.

Mike Pearson, Mayor

ATTEST:

Adam Bell, City Clerk



PLANNING COMMISSION
DATE: 2/23/15
AGENDA ITEM: 4A – PUBLIC HEARING
CASE # 2015-09

ITEM: Accessory Building Variance – 3033 Inwood Ave N.
SUBMITTED BY: Casey Riley, City Planning Intern
Nick Johnson, City Planner
REVIEWED BY: Kyle Klatt, Community Development Director
Washington County

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to hold a public hearing to consider a request from Mike and Ellen Frits, 3033 Inwood Avenue North, for a variance that would allow an accessory building forward of the primary structure and within the 100-foot setback from the front property line required by the Residential Estates (RE) zoning district. Staff is recommending that the Planning Commission recommend approval of the variance request based on the findings listed in the Staff Report.

GENERAL INFORMATION

Applicant: Mike and Ellen Frits, 3033 Inwood Ave. N., Lake Elmo, MN 55042
Property Owners: Mike and Ellen Frits, 3033 Inwood Ave. N., Lake Elmo, MN 55042
Location: Part of Section 16, Township 29 North, Range 21 West in Lake Elmo, at the northeast corner of Stillwater Blvd. (CSAH 6) and Inwood Ave. (CSAH 13). Address: 3033 Inwood Ave. N., Lake Elmo, MN, 55042. PID Number: 16.029.21.43.0010.
Request: Variance – Accessory Building Forward of the Primary Structure and within the Front Yard Setback.
Existing Land Use: Single Family Detached Residential
Existing Zoning: RE – Residential Estates
Surrounding Land Use: Residential – Residential Estates and Low Density Residential
Surrounding Zoning: RE – Residential Estates and RS – Rural Single Family
Comprehensive Plan: Residential Estates
Proposed Zoning: No Change
History: The subject property was platted as part of the Eagle Point Creek Estates subdivision in 1995.
Deadline for Action: Application Complete – 1/31/15

60 Day Deadline – 4/1/15
 Extension Letter Mailed – No
 120 Day Deadline – 6/1/15

Applicable Regulations: 154.406 – Accessory Structures, Rural Districts
 154.402 – Lot Dimensions and Building Bulk Requirements: Minimum
 Accessory Building Setbacks
 154.109 – Variances (Administration and Enforcement)

REQUEST DETAILS

The City of Lake Elmo has received a request from Mike and Ellen Frits for a variance from the accessory structure location requirements in the RE – Residential Estates zoning district. The proposal involves the construction of a detached garage for the purpose of storage of tools and yard equipment. The applicants are requesting that the accessory structure be allowed forward of the primary structure and within the front yard setback required by Residential Estates (RE) zoning (100 feet).

The applicant has provided a written statement to the City indicating the reason for the placement of the detached garage. The written statement includes a narrative addressing how the proposed variance meets the 4 required findings to grant a variance under the City’s Zoning Code and State Statute.

BACKGROUND

The subject property is a corner lot at the intersection of Inwood Ave. N. (CSAH 13) and Stillwater Blvd. N. (CSAH 6). The attached location map (Attachment #1) highlights the location of the parcel. The parcel is zoned RE and is 2.5 acres in size. The surrounding residential properties are zoned RE to the East and North and are generally larger than 2.5 acres in size. To the West, across Inwood Ave. N., the zoning is Rural Single Family (RS) with the lots less than one acre in size.

In terms of the physical characteristics of the property, the rear yard of the lot is subject to a BP easement located in the eastern half of the property running northwest to southeast. In addition to the BP easement, the applicants have noted that a slope is also present in the northeast corner of the lot. The south side of the property has a septic drain field, which presents another barrier or challenge to locating the accessory building. The attached site plans provide detailed information about the specific elements of the property.

According to the written statements submitted by the applicants, the owners have made significant improvements to the land, including planting over 130 spruce trees, re-seeding over an acre of grass, removing road-frontage brush, and cleaning up and maintaining the ditch. The owners’ vision is to “maintain the natural open space to the East and North of the house, and to one day have a wooded property that is both functional and decorative throughout all 4 seasons.”

PLANNING AND ZONING ISSUES

In reviewing the applicable codes and planning considerations that apply to the subject property, Staff would like the Planning Commission to consider the following as it reviews this request:

- **Residential Estates Zoning.** The RE District allows single family detached dwellings on large lots which provide for an open-space environment that is consistent with the rural character of Lake Elmo. The proposed location of the accessory structure is 35 feet from Stillwater Blvd. N., and is screened by mature spruce and maple trees. Despite the fact that the propose location of the accessory building does not meet the require setback, the established screening in the location proposed for the structure should help reduce the visibility of the building from the public streets. Therefore, the structure would not compromise the open space character promoted by RE zoning.
- **Surrounding Lots.** The surrounding lots are zoned Residential Estate (RE) and Rural Single Family (RS). The principle structures West of Inwood Ave. N. (zoned RS) are located 35 feet from the front property line. The proposed accessory building at 3033 Inwood Ave. N. would be in keeping with this alignment. In the judgment of staff, the proposed location for the accessory building would not be inconsistent with the surrounding neighborhood.
- **Visibility and Safety on CSAH 6 and CSAH 13.** It should be note that the proposed variance was reviewed by Washington County Public Works. The review comments can be found in an email in Attachment #3. The review of the County indicates that the appropriate amount of right-of-way is established for the adjacent roadway, and there is no concern over the proposed location of the structure from a visibility standpoint.

REVIEW AND ANALYSIS

An applicant must establish and demonstrate compliance with the variance criteria set forth in Lake Elmo City Code Section 154.017 before an exception or modification to city code requirements can be granted. These criteria are listed below, along with comments from Staff regarding applicability of these criteria to the applicant's request.

- 1) **Practical Difficulties.** A variance to the provision of this chapter may be granted by the Board of Adjustment upon the application by the owner of the affected property where the strict enforcement of this chapter would cause practical difficulties because of circumstances unique to the individual property under consideration and then only when it is demonstrated that such actions will be in keeping with the spirit and intent of this chapter. Definition of practical difficulties - "Practical difficulties" as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by an official control.

Under this standard, the City would need to find that the placement of the proposed accessory structure in the proposed location is a reasonable use of the property.

***FINDINGS:** The proposed use of the accessory structure is a reasonable use of the property. The applicant has demonstrated that the proposed location is the most suitable location on the site. In addition, Staff has determined that the intent of the RE district is still being met and the local character not compromised. Staff determines that this criterion is met.*

- 2) **Unique Circumstances.** The plight of the landowner is due to circumstances unique to the property not created by the landowner.

In order to demonstrate compliance with this standard, the Planning Commission would need to identify those aspects of the applicant's property that would not pertain to other properties within the same zoning classification.

FINDINGS: *The proposed location is reasonable because of the unique circumstances of the property not created by the landowner, which make locating the structure in other locations on the property difficult and problematic. The property has a British Petroleum easement through the back yard, running from the southeast corner of the lot diagonally through the back yard to the center of the north lot line. The back yard has a slope to the east of the BP easement that prohibits construction. In addition, the property has a septic drain field located between the house and the south property line, creating further difficulties in siting the structure in a location that meets the required setback. Finally, the subject property is a corner lot on two County state aid highways (CSAH 13 and CSAH 6), both of which are high-volume roadways. The applicant has demonstrated that the proposed location is the most suitable location on the site. Staff determines that this criterion is met.*

- 3) **Character of locality.** The proposed variance will not alter the essential character of the locality in which the property in question is located.

Propose findings for this criterion are as follows:

FINDINGS. *The applicant has noted that the accessory structure will match the principal home architecturally. In addition, the structure will be screened by mature spruce and maple trees, limiting the impact to the open space character of the district. Regarding the surrounding residential properties, detached accessory structures are common to the neighborhood. The addition of this accessory structure is consistent with the intent of the RE district and would not alter the character of the locality. Staff determines that this criterion is met.*

- 4) **Adjacent Properties and Traffic.** The proposed variance will not impair an adequate supply of light and air to property adjacent to the property in question or substantially increase the congestion of the public streets or substantially diminish or impair property values within the neighborhood.

Propose findings for this criterion are as follows:

FINDINGS. *The proposed variance will not impair an adequate supply of light and air to the property adjacent to the property in question, or substantially increase the congestion of the public streets, or substantially diminish or impair property values within the neighborhood. The existing driveway of the property will be utilized and the accessory structure will not influence traffic flow. In addition, the proposed location of the accessory structure is not abutting any shared property lines. Staff determines that this criterion is met.*

Please note that the applicant has also provided a set of findings as part of the attached narrative and supporting documentation included with the application.

Considering the potential findings of fact as suggested in the preceding section, Staff is recommending that the Planning Commission recommend approval of the variance request based on the findings noted in items 1-4 above.

RECOMMENDATION:

Staff recommends that the Planning Commission recommend approval of the request from Mike and Ellen Frits, 3033 Inwood Ave. N., given that the request meets the four criteria for a variance. In addition, Washington County has reviewed the variance request and approves of the accessory structure at the proposed location.

The suggestion motion for taking action on the Staff recommendation is as follows:

“Move to recommend approval of the variance request at 3033 Inwood Ave. N. to allow the construction of an accessory structure nearer the front lot line than the principal structure and within the 100 foot setback from the front property line based on the findings identified in the Staff Report.”

ATTACHMENTS:

- 1. Location Map
- 2. Application Packet and Project Narrative
- 3. Washington County Review Email

ORDER OF BUSINESS:

- IntroductionCommunity Development Director
- Report by Staff City Planner
- Questions from the Commission Chair & Commission Members
- Open the Public HearingChair
- Close the Public HearingChair
- Discussion by the Commission Chair & Commission Members
- Action by the Commission Chair & Commission Members



Location Map: 3033 Inwood Ave. N.

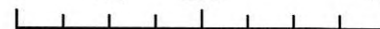


Data Source: Washington County, MN
2-18-2015



3033 Inwood Ave. N.

0 100 200 400 Feet



1"=200'



Date Received: _____
Received By: _____
Permit #: _____



651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

LAND USE APPLICATION

- Comprehensive Plan Zoning District Amend Zoning Text Amend Variance*(see below) Zoning Appeal
- Conditional Use Permit (C.U.P.) Flood Plain C.U.P. Interim Use Permit (I.U.P.) Excavating/Grading
- Lot Line Adjustment Minor Subdivision Residential Subdivision Sketch/Concept Plan
- PUD Concept Plan PUD Preliminary Plan PUD Final Plan

Applicant: Mike & Ellen Frits
Address: 3033 Inwood Ave N, Lake Elmo, MN 55042
Phone # 651-336-5317
Email Address: mikefrits@gmail.com

Fee Owner: _____
Address: _____
Phone # _____
Email Address: _____

Property Location (Address and Complete (long) Legal Description): 3033 Inwood Ave N, Lake Elmo, MN 55042
(Eagle Point Creek Estates, Lot 3, Block 1)

Detailed Reason for Request: Requesting approval for accessory building forward of the primary structure
(Section 154.092) and less than 100 feet setback from the front property line.

*Variance Requests: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the applicant must demonstrate practical difficulties before a variance can be granted. The practical difficulties related to this application are as follows:
This property is a corner lot on a busy intersection, resides on a cul-de-sac, has a BP easement
through the back yard, has a slope in the back yard, and a septic drain field to the side of the house.
To allow for accessibility to the garage with respect to the property limitations, we are requesting a
variance allowing us to place the garage closer than 100 feet to the front property line.

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

Signature of applicant: Mike Frits Ellen Frits Date: 01/31/2015

Signature of fee owner: _____ Date: _____

Mike & Ellen Frits
3033 Inwood Ave N
Lake Elmo, MN 55042
651-336-5317
February 05, 2015

City of Lake Elmo
3800 Laverne Ave N
Lake Elmo, MN 55042

City Council Members of Lake Elmo,

We are writing to request a variance to allow an accessory building closer to the front of the property line than our primary structure (3033 Inwood Ave N – 2.5 acre) and less than 100 feet setback from the front property line.

Since purchasing this home in 2012, we have worked to implement significant improvements to the property including cleanup of the yard, re-seeding over an acre of grass, removal of road-frontage brush, cleaning up and maintaining the ditch, planting over 130 spruce trees, and planting a variety of 100 ornamental and hardwood trees. Our vision is to maintain the natural, open space to the East and North of the house and to one day have a wooded property that is both functional and decorative throughout all 4 seasons.

In building an accessory building, we would like it to accomplish the following objectives:

- Be readily accessible from the existing driveway.
- Have garage doors visible from the house for security purposes.
- House miscellaneous yard and seasonal items such as mowers, snow blower, bikes, yard tools, etc.
- Minimize the impact to our long-term vision for the property.

In identifying the preferred location for the accessory building best meeting our objectives, we have accounted for the unique characteristics of this property which include being a corner lot on a busy intersection, residing on a cul-de-sac, having a BP easement through the back yard, having a slope in the back yard, and a septic drain field to the side of the house. Given the limitations, the optimal location for the accessory building is along the South side of the property and to the West of the septic drain field (see attached site plan). Proceeding with the proposed location will require a variance allowing us to place the garage closer than 100 feet to the front property line.

The variance criteria and application to this property are listed below.

1. Practical Difficulties:

(Practical difficulties as defined in 154.109, "...the property owner proposes to use the property in a reasonable manner not permitted by an official control.") This property is a corner lot with a busy intersection on the SW corner. It resides on a cul-de-sac, limiting the practical opportunity for the building on the North side of the house. It has a British Petroleum easement through the back yard, running from the SE corner of the lot diagonally through the back yard to

the center of the North lot line. It has a slope in the back yard to the East of the BP easement. Also, the septic drain field is located between the house and the South property line. We have chosen the garage location of West of the septic drain field and near the South property line to enable access and visibility of the doors while also accommodating the listed limitations of the property and minimizing impact to the vision of a wooded property. This building is planned to house miscellaneous yard and seasonal items such as mowers, snow blower, bikes, yard tools, yard trailer, etc. and is thus believed to be a normal and reasonable use of the property.

2. Unique Circumstances:

All of the difficulties listed in criteria 1 are unique to this property, existed prior to our ownership, and beyond our ability to resolve.

3. Character of Locality:

The proposed location for the building has the least impact to the intended open-space character of the neighborhood. The building will be constructed in a manner consistent with the general appearance of the existing home. There are also mature spruce and maple trees that would help to reduce the building's visibility from the road. As the young spruce line of trees matures, the building would become nearly completely blocked from view from Inwood Ave. As a practical benefit, the building would help to block both visibility and sound from the busy intersection of Stillwater Blvd and Inwood Ave.

4. Adjacent Properties and Traffic:

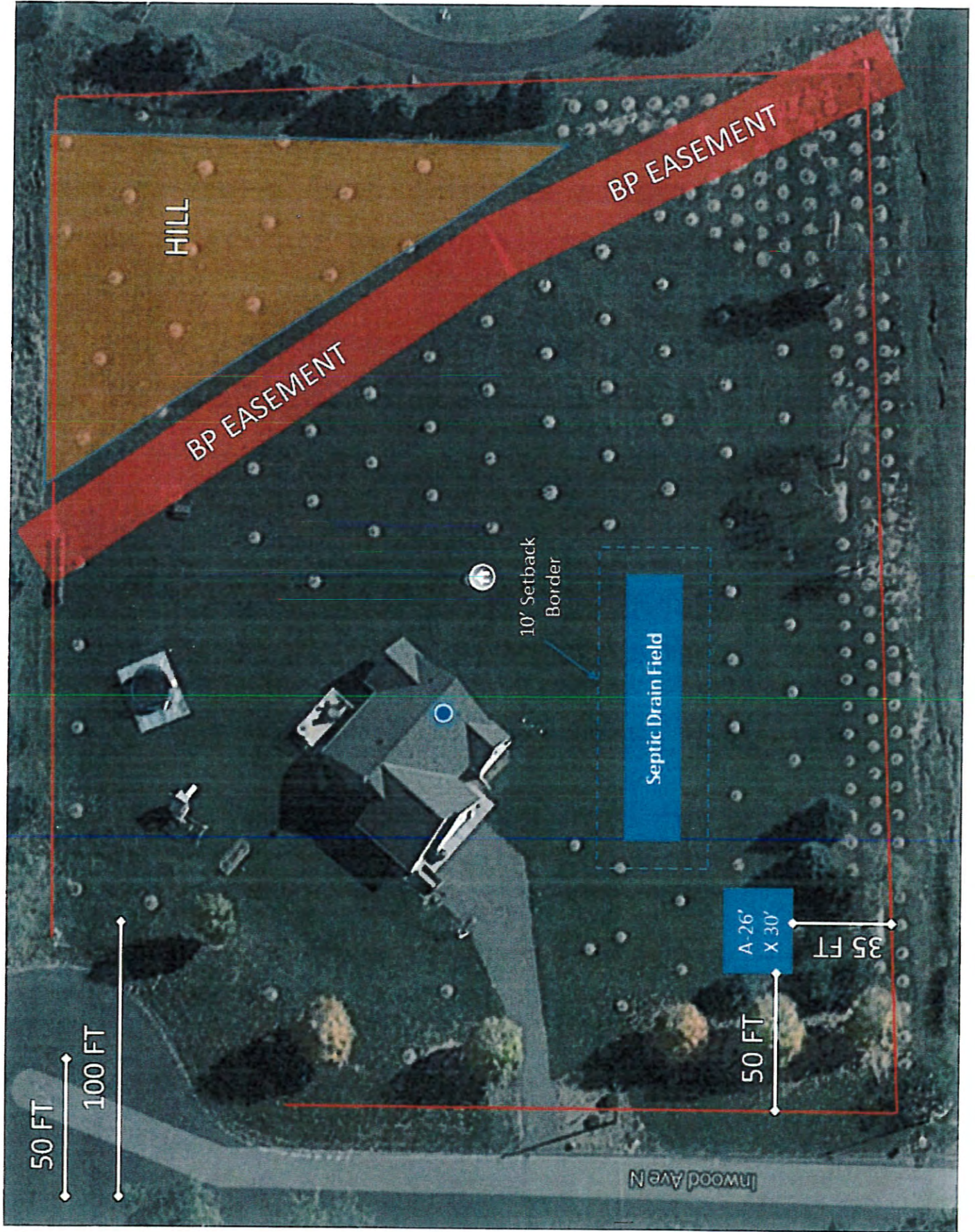
The proposed location for the building will not impair supply of air and light to surrounding properties. Also, because a driveway is not connecting to the street, it will not influence traffic flow. Properties to the South and West have street setbacks similar to that proposed for the garage; therefore, the garage will not negatively impact the values of those homes. The proposed location for the garage will not be on any shared lot lines, so will not impact the adjoining neighbors and provides for the optimal open-space option

The attached site plan identifies the proposed location and also highlights the BP easement and septic drain field.

Thank you for your support and consideration.

Sincerely,

Mike & Ellen Frits





North and East Side of Property from Back of House



Proposed Garage Location from Driveway



Septic Drain Field from Driveway



Design # 26100



Page 2 of 3
12/15/2014

*** Here are the wall configurations for your design.

Illustration May Not Depict All Options Selected

26'

26'

Gable Front View

Gable Back View



4'

3'

16' X 8'

4'

30'

3 X 6-8

Eave Front View

Eave Back View

- (1) - CM-1 6-PANEL STEEL DOOR 36X80 LH PH
- (1) - 16X8 MDP68-W1 EZSET WHITEWINDCODE RATED

Building Size: 26 feet wide X 30 feet long X 10 feet high

Approximate Peak Height: 14 feet 8 inches (176 inches)

Menards-provided material estimates are intended as a general construction aid and have been calculated using typical construction methods. Because of the wide variability in codes and site restrictions, all final plans and material lists must be verified with your local zoning office. Menards is a supplier of construction materials and does not assume liability for design, engineering or the completeness of any material lists provided. Underground electrical, phone and gas lines should be located and marked before your building plans are finalized. Remember to use safety equipment including dust masks and sight and hearing protection during construction to ensure a positive building experience.

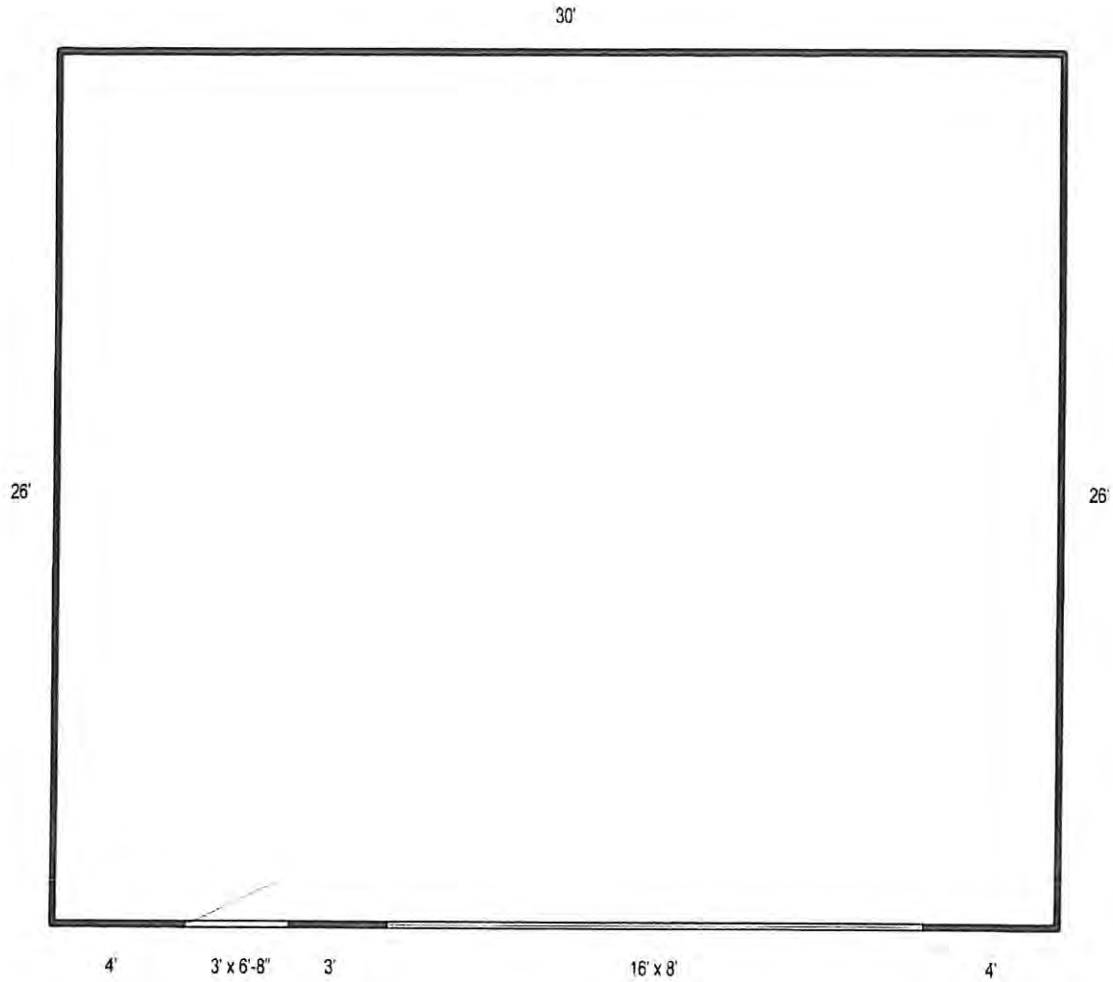
Design # 26100

*** Garage Floor Plan.



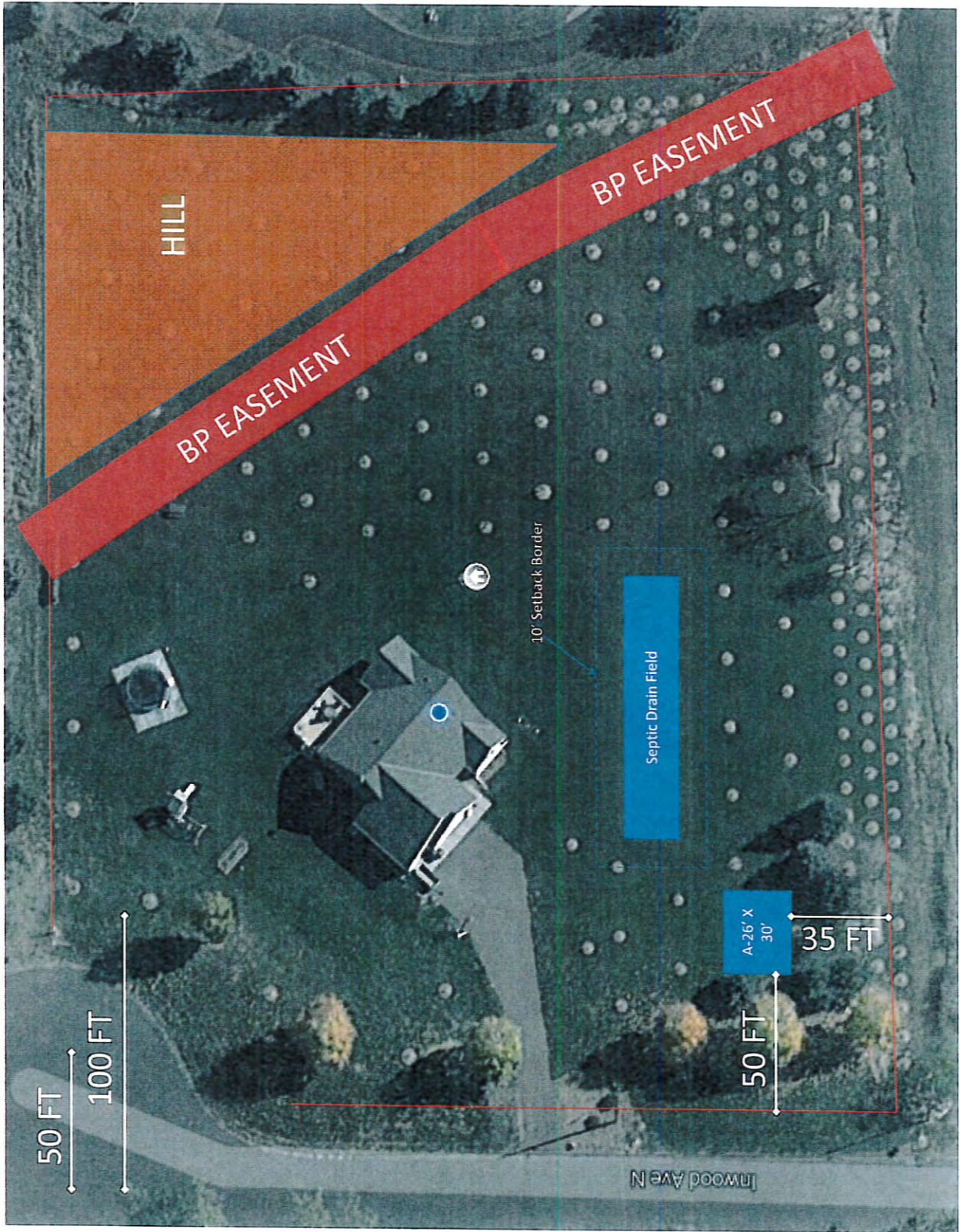
Page 3 of 3
12/15/2014

Illustration May Not Depict All Options Selected



Building Size: 26 feet wide X 30 feet long X 10 feet high

Note: Wall construction is 2x4 @ 16" on center







Copyright 2011 Washington County

THIS DRAWING IS THE RESULT OF A COMPARISON AND REPRODUCTION OF LAND RECORDS AS THEY APPEAR IN WASHINGTON COUNTY OFFICES. WASHINGTON COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES.

MAP LAST UPDATED: January 27, 2011
 ALL ADDITIONAL CHANGES HAVE BEEN REPORTED TO DATE
 DATE OF CONTIGUOUS: April 2008 DATE OF PHOTOGRAPHY: April 2008 2011

SECTION CORNER MARKERS

MARKER	TYPE	DATE	BY
1	WOOD	11/11	AK
2	WOOD	11/11	AK
3	WOOD	11/11	AK
4	WOOD	11/11	AK

ALL MARKERS ARE APPROXIMATE
 UNLESS OTHERWISE NOTED

SECTION CORNER MARKERS

SECTION	NW	NE	SW	SE
1				
2				
3				
4				

COMPASS
 NORTH

SCALE 1 inch = 80 feet

SECTION CORNER MARKERS

200201 092021 100201
 120201 180201
 200201 210201 220201

LEGEND

- DNM PROTECTED WATERS
- DNM PROTECTED WETLAND
- DNM PROTECTED WATERCOURSE
- MUNICIPAL BOUNDARY
- PARCEL BOUNDARY

Washington County
 PUBLIC WORKS DEPARTMENT
 SURVEY AND LAND MANAGEMENT DIVISION
 1640 East Street Area, P.O. Box 6
 Wilson, Missouri 65750-0006
 (417) 335-6300
 www.co.washington.mo.us

AREA NOT GLEOCODED

DEEDS PG 267

INWOOD AVENUE NORTH

305.71 378.80 223.99

36 X 30

CSAH 6

Nick Johnson

From: Joe Gustafson <Joe.Gustafson@co.washington.mn.us>
Sent: Friday, February 13, 2015 4:37 PM
To: Nick Johnson; Ann Pung-Terwedo
Cc: Kyle Klatt; Adam Bell
Subject: RE: Land Use Review - Accessory Building Variance

I don't see any issue from our perspective for the foreseeable future.

Looks like we already have 75 feet of right-of-way from the CSAH 6 centerline, and they are not proposing to put the structure in the right-of-way.

Joe

From: Nick Johnson [mailto:NJohnson@lakeelmo.org]
Sent: Friday, February 13, 2015 4:31 PM
To: Ann Pung-Terwedo; Joe Gustafson
Cc: Kyle Klatt; Adam Bell
Subject: Land Use Review - Accessory Building Variance

I mailed a hard copy to Ann's attention, but I know she is out of town. Attached is the electronic.

Let me know if you have questions.

Take care,

Nick M. Johnson | City Planner

City of Lake Elmo, Minnesota

njohnson@lakeelmo.org <mailto:njohnson@lakeelmo.org>

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

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

Nick Johnson

From: Ann Pung-Terwedo <Ann.Pung-Terwedo@co.washington.mn.us>
Sent: Thursday, February 26, 2015 10:08 AM
To: Nick Johnson
Cc: Joe Gustafson
Subject: FW: Land Use Review - Accessory Building Variance

Nick,

I'm back. My only comment is that there should be no direct access to CSAH 6 from the property/ structure.

Although the county would not permit an access it is good to add to conditions of approval for the record.

See you,

Ann

From: Joe Gustafson
Sent: Friday, February 13, 2015 4:37 PM
To: 'Nick Johnson'; Ann Pung-Terwedo
Cc: Kyle Klatt; Adam Bell
Subject: RE: Land Use Review - Accessory Building Variance

I don't see any issue from our perspective for the foreseeable future.

Looks like we already have 75 feet of right-of-way from the CSAH 6 centerline, and they are not proposing to put the structure in the right-of-way.

Joe

From: Nick Johnson [mailto:NJohnson@lakeelmo.org]
Sent: Friday, February 13, 2015 4:31 PM
To: Ann Pung-Terwedo; Joe Gustafson
Cc: Kyle Klatt; Adam Bell
Subject: Land Use Review - Accessory Building Variance

I mailed a hard copy to Ann's attention, but I know she is out of town. Attached is the electronic.