



NOTICE OF MEETING

City Council Meeting

Tuesday, September 1, 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 | Order of Business
- D. Approval of Agenda
- E. Accept Minutes
 - 1. a. June 9, 2015
 - b. August 18, 2015
- F. Council Reports
- G. Presentations | Public Comment
 - Lake Elmo Market and Fiscal Impact Study for Gateway Corridor - William Schroeer, East Metro Strong
- H. Finance Consent Agenda
 - 2. Approve Payment of Disbursements and Payroll
 - 3. Approve Finance Report dated 7/31/15
 - 4. Approve the TNT Public Hearing Date for the 2016 Budget and Tax Levy - *Resolution 2015-66*
- I. Other Consent Agenda
 - 5. 39th Street N Street & Sanitary Sewer Improvements – Approve Tree Replacement Proposal
 - 6. 2014 Street Improvements – Call for Final Assessment Hearing – *Resolution 2015-68*
 - 7. Approve Tree Planting on Hill Trail
 - 8. Approve Eagle Point Boulevard Testing Contract
- J. Regular Agenda
 - 9. Pebble Park Picnic Shelter
 - 10. Tablyn Park Upgrades
 - 11. Village Park Preserve Final Plat Extension
 - 12. Zoning Text Amendment – Commercial Wedding Ceremony Venue Ordinance - *Ordinance No. 08-121, Resolution No. 2015-45*
 - 13. Inwood 2nd Addition Final Plat
 - 14. Savona 3rd Addition Final Plat
 - 15. Savona 3rd Addition Development Agreement
 - 16. NE Metro 916 Intermediate School District Final Plat and Preliminary and Final PUD Plans
 - 17. WAC and SAC Proforma Discussion (*Pearson request*)
 - 18. Lake Elmo Water Rates (*Fliflet request-no attachment*)
 - 19. Plat Approval Process/Conditions of Approval (*Fliflet request*)
 - 20. Transitioning (*Lundgren request-no attachment*)
 - 21. Building Inspector Position (*Pearson request*)
- K. Staff Reports and Announcements
- L. Adjourn



MAYOR & COUNCIL COMMUNICATION

DATE: 9/1/15

Presentation

ITEM G

AGENDA ITEM: Lake Elmo Market and Fiscal Impact Study

SUBMITTED BY: Clark Schroeder

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: Clark Schroeder

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: City Council

FISCAL IMPACT: Metro Strong has suggested a meaningful contribution for a couple reasons. First; a contribution demonstrations support for the overall Bus Rapid Transit line through Lake Elmo. Secondly, the information gathered by the Market Study would be incorporated into our Comp Plan which we need to do anyway. It is the feeling from staff that the comp plan would be studying and guiding the area south of 10th also, so there is no point in doing this study twice. Contributing to the market study would allow us to use the data and leverage that for our own use. A meaningful contribution in this case would be between \$10,000 and \$30,000.

SUMMARY AND ACTION REQUESTED: Lake Elmo is at an important turning point. The City has endorsed the Locally Preferred Alternative (LPA) for the Gateway Gold Line bus rapid transit (BRT) that is expected to run from St. Paul east into Washington County. The next step for Lake Elmo is to consider the implications the BRT has for future land uses in the parts of the City that will be the most transit accessible, likely the area bounded by the city limits to the east and west, I-94 to the south, and the proposed Fifth Street to the north. This is important because the communities along the transitway, by voting for the LPA, have indicated that they are in

favor of a successful transitway; but the transitway will only be successful if it is supported by surrounding land uses that will generate ridership, i.e., transit oriented development (TOD). Thus, this work will evaluate the future market demand for the kinds of TOD that might be appropriate for the study area. However, the work will not be limited to examining potential TOD only; we will also evaluate future demand for a variety of possible land uses, including those that are drawn to the area to take advantage of the access and visibility from I-94. The intent is to develop a market-driven profile of land uses that could be accommodated in the study area to both inform the Lake Elmo community about future options for the area, and to inform the land planning charrette activity.

LEGISLATIVE HISTORY:

RESOLUTION NO. 2014-71

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. The ownership and maintenance responsibilities of Hudson Boulevard were recently turned back to the City of Lake Elmo from MnDOT. If Hudson Boulevard is expanded to accommodate a BRT guideway or additional travel lanes for the exclusive use of buses it may increase the demands on the City to properly maintain the roadway. **The City of Lake Elmo requests analysis of appropriate jurisdictional control over Hudson Boulevard and robust consideration of a possible turn back to Washington County.**
2. Maintaining access for current land owners along Hudson Boulevard and planning for access for future development needs to be part of a functional ingress – egress policy. **The City of Lake Elmo requests the development of an access management plan for Hudson Blvd. that is supported by property owners, the City of Lake Elmo and Washington County.**

3. The City of Lake Elmo supports an easterly station in the proximity of the NW corner of Manning Avenue and I-94 to support economic development, including job creation, tax value, and traffic efficiency associated with the creation of a business park as guided by the City's Comprehensive Plan. Incorporating a Gateway station in Lake Elmo will require station area planning resources to ensure that Lake Elmo is maximizing economic development potential and ridership. **The City Lake Elmo requests thorough analysis of economic development potential to assist in guiding the placement of Gateway stations in the corridor segment from Keats Avenue to Manning Avenue as well as planning resources from the Gateway Corridor Commission and Washington County to assist with transit oriented development/station area planning.**
4. Lake Elmo Avenue serves as an important access point to downtown Lake Elmo. Due to the proximity of the road to both the Lake and developed neighborhoods, future expansion is constrained through the downtown area and the roadway cannot functionally handle additional growth in the regional movement of traffic beyond what is currently forecasted. **The City of Lake Elmo recognizes that while the Gateway Corridor project will likely not preclude an interchange in this location, it would like to take this opportunity to state to Washington County, the Minnesota Department of Transportation and the Federal Highways Administration that an interchange is NOT desired in this location.**
5. Safety and security at BRT stations for transit patrons and surrounding businesses and neighborhoods is very important to Lake Elmo. BRT Stations should be designed to be safe and secure environments that incorporate design elements to deter crime such as good lighting, visibility, security monitoring. **The City of Lake Elmo requests a safety and security plan to ensure that adequate resources are provided at a regional and local level to effectively address safety and security concerns at Gateway Corridor facilities.**
6. **The City of Lake Elmo would also support an A-B-C-D2-E3 alignment and continued evaluation as part of the Draft EIS.**

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

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

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

BACKGROUND INFORMATION (SWOT):

Strengths Lake Elmo would be able to use the market study in our comp plan. Lake Elmo would show continued support for the Goldline and corresponding development around transit stations by contributing to this study.

Weaknesses If no contribution is made the support for the BRT line would be in question.

Opportunities Market study would save money on our comp plan for that corridor

Threats Un-planned/unguided development along corridor could affect the future ridership of the BRT line.

RECOMMENDATION: Staff recommend that Lake Elmo contribute _____ out of our 2016 comp-plan budget to the Market and Fiscal Impact Study.

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
JUNE 9, 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, City Engineer Griffin, Assistant City Engineer Stempski, Finance Director Bendel, and City Clerk Bell.

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

Staff requested item 7 be postponed and Tony Manzara presentation removed at his request for additional time to prepare information. Item 5 was moved to the regular agenda by Mayor Pearson. Councilmember Bloyers moved item 19 to before item 13 and removed item 21.

MOTION: Council Member Lundgren moved TO APPROVE THE JUNE 2, 2015 CITY COUNCIL AGENDA AS AMENDED. Council Member Fliflet seconded the motion. MOTION PASSED 5-0

COUNCIL REPORTS:

Mayor Pearson: No report.

Council Member Lundgren: spoke to some residents about some recent issues; AEDs are in. they will be installed in city hall and the library. Farmer's Market on Saturday from 10am-1pm.

Council Member Bloyer: Visited site of proposed wedding venue.

Council Member Smith: No report.

Council Member Fliflet: No report.

PUBLIC COMMENTS/INQUIRIES

Nathan Deprey, Library Director; summer reading program started day before over 50 sign-ups so far. Circulation is continuing to increase at high rate. Spoke about events coming up.

Susan Dunn, spoke about Flag Day events; thanked Nathan and congratulated the library; thanked staff and Council for lowering the Metro Council numbers; spoke about the current status of politics in Lake Elmo. Hopes that the behavior improves and people start to be treated better.

Barry Weeks, spoke about Wedding Barns and the traffic on 50th St.; complimented administrator and staff. Has been very impressed with them and is sad to see them go. Concerned about taxpayers getting their monies worth regarding staffing. Wants to see City Hall better staffed and people to stop leaving. Wants tax dollars to be spent on services instead of streetscaping.

Dick Wier, 3635 Laverne spoke about his concern for downtown assessments. Spoke about his frustration when the meetings are moved. Does not want the meetings moved when Council Members are on vacation. He questioned the changing the timing of Council pay. Questioned the need for another review of the City Administrator.

Brian Butler 3316 Laverne spoke about the cost of the assessments for the downtown projects.

PROCLAMATION

Mayor Pearson read the Huff n' Puff Days proclamation. Jaycees President Mike Slobodnik thanked the Council for the time and support.

FINANCE CONSENT AGENDA

2. Approve Payment of Disbursements
3. Accept Assessors Report dated April 30, 2015
4. Approve Tax Abatement Payment for Valley Cartage
5. ~~Approval of Fund Transfers for 2014; Resolution No. 2015-48~~

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

OTHER CONSENT AGENDA

6. 39th Street N: Street & Sanitary Sewer Improvements – Pay Request No. 5.
7. ~~Pumphouse No. 4 Improvements – Pay Request No. 8 (FINAL).~~ Postponed
8. Section 34 Pressure Reduction Valve Station Pay Request No. 2
9. Encroachment Agreement – 12409 Marquess Way N
10. Approve Temporary Liquor License for Jaycees – Huff ‘n Puff Days

MOTION: No formal motion for approval made. Mayor called for “all those in favor.” MOTION PASSED 5-0.

REGULAR AGENDA

ITEM 5: APPROVAL OF FUND TRANSFERS FOR 2014; RESOLUTION NO. 2015-48

The Village Fund transfer was clarified. Finance Director Bendel explained it was an internal loan and the last payment is scheduled for 2015.

MOTION: Mayor Pearson moved TO APPROVE RESOLUTION NO. 2015-48, AUTHORIZING THE BALANCE TRANSFERS BETWEEN FUNDS AS PROPOSED AND BUDGETED FOR 2014. Council Member Lundgren seconded the motion. MOTION PASSED 5-0.

ITEM 11: 2015 CAPITAL IMPROVEMENT FINANCING PLAN; APPROVAL OF THE ISSUANCE OF G.O. BONDS SERIES 2015A; RESOLUTION NO. 2015-49

Finance Director Bendel stated that the City needs to bond approximately \$2.8M for capital improvements. Tammy Omdahl from Northland Securities presented the bond sale plan, noting that a 2.3% interest rate with July 7th sale date is expected.

MOTION: Council Member Bloyer moved TO APPROVE RESOLUTION NO. 2015-49 AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS, SERIES 2015A IN THE AMOUNT OF \$2,815,000. Council Member Lundgren seconded the motion. MOTION PASSED 5-0.

ITEM 12: COOPERATIVE AGREEMENT WITH WASHINGTON COUNTY FOR DOWNTOWN STREET AND UTILITY PROJECT

City Administrator Zuleger presented the proposed cooperative agreement and the payment schedule.

The timing of the bonding was explained, and the timing of future bonding would be adjusted for the project schedule. It was asked how the initial idea of the 5-year funding plan came about and why it was no longer an option. Frank Ticknor from Washington County explained that the County’s capital limitations played a part. Mr. Zuleger explained that the 5 year plan looked too much like a loan to the County Attorney’s office. It was explained that had the project not been moved up in the County’s schedule, the 5 year finance plan would still not be an option.

MOTION: Council Member Bloyer moved TO APPROVE THE COOPERATIVE AGREEMENT BETWEEN THE CITY OF LAKE ELMO AND WASHINGTON COUNTY. Council Member Smith seconded the motion. MOTION PASSED 5-0.

ITEM 19: DISCUSSION OF THE SALE OF THE CITY'S PROPERTIES IN THE DOWNTOWN AREA

Councilmember Bloyer presented the background of the proposal. Finance Director Bendel presented the detailed list of properties that are municipally owned. A workshop to further discuss was proposed.

ITEM 13: DOWNTOWN STREET, DRAINAGE AND UTILITY IMPROVEMENTS – IMPROVEMENT HEARING; ORDER IMPROVEMENTS; CONSENT TO AWARD CONTRACT; RESOLUTION NO. 2015-50

City Engineer Griffin presented the overview and scope of the improvement project Phase I. He provided a status update on the project schedule. The assessment methodology was explained. The received bids and the impact on the assessments were explained. Street, drainage, and street/landscape improvements are \$9,200 per unit post-bid. The 2016 improvements were also noted. The regional stormwater costs were presented. The stormwater financing with 20 year bonding was discussed.

MOTION: Council Member Smith moved **TO OPEN PUBLIC HEARING. Mayor Pearson** seconded the motion. **MOTION PASSED 5-0. Public hearing opened at 8:52pm**

Stewart Johnson 3603 Lake Elmo Avenue asked about doing 20 yr bonds for all assessments. Omdahl explained that it can be done and that some cities do it. The city can also do 20 year assessments and 10 year bonding. It can affect the bond rating.

Jerry Kromschroeder, business owner, stated that it is very difficult for a small business to generate enough additional income to pay large assessments.

Molly Brendmoen, 3631 Laverne Avenue, asked that the council include the residents in discussing.

Barry Weeks spoke about his personal sewer connection costs and other additional costs.

MOTION: Council Member Smith moved **TO CLOSE PUBLIC HEARING. Mayor Pearson** seconded the motion. **MOTION PASSED 5-0. Public hearing closed at 8:56pm.**

Councilmember Fliflet requested clarification on elements and amenities included in Phase I. Engineer Griffin explained that the final assessment hearing will be held in 2016.

MOTION: Council Member Lundgren moved **TO ADOPT RESOLUTION NO. 2015-50, ORDERING THE IMPROVEMENT FOR THE OLD VILLAGE PHASE 1 STREET AND UTILITY IMPROVEMENTS AND PROVIDING MUNICIPAL CONCURRENCE FOR WASHINGTON COUNTY TO AWARD A CONTRACT. Council Member Smith** seconded the motion. **MOTION PASSED 5-0.**

Council discussed elements that are additional aesthetic features such as landscaping and could be removed from the final project.

Meeting recessed at 9:16pm. Reconvened at 9:25pm.

ITEM 14: MN-DEED GRANT PROGRAM – RESOLUTION ACCEPTING THE DEED INWOOD WATER SYSTEM GRANT; RESOLUTION NO. 2015-51

MOTION: Council Member Fliflet moved **TO APPROVE RESOLUTION NO. 2015-51 ACCEPTING THE INWOOD AVENUE WATER SYSTEM INFRASTRUCTURE GRANT FROM THE**

STATE OF MINNESOTA CAPITAL INVESTMENT APPROPRIATIONS. *Council Member Smith seconded the motion. MOTION PASSED 5-0.*

ITEM 15: WATER TOWER #4 -APPROVE LAND PURCHASE AGREEMENT

City Administrator Zuleger and City Engineer Griffin explained the proposal and background. Griffin reviewed the agreement that has been reached with the landowner for purchase of land and easements. Griffin also explained how the site was chosen and outlined the benefits of the location.

MOTION: *Council Member Lundgren moved TO APPROVE THE WATER TOWER NO. 4 LAND PURCHASE AGREEMENT WITH 711 LAND HOLDINGS, LLC. Mayor Pearson seconded the motion.*

Council Member Smith stated that she is not in favor of locating the water tower in the selected location due to the residential

MOTION PASSED 4-1 (SMITH – NAY).

ITEM 16: EAST VILLAGE TRUNK SEWER AGREEMENT; RESOLUTION NO. 2015-52

Griffin explained that the proposed agreement separates the water and sewer improvements from the development agreement to allow infrastructure work to commence prior to the residential development.

MOTION: *Council Member Bloyer moved TO ADOPT RESOLUTION NO. 2015-52 APPROVING THE DEVELOPER'S AGREEMENT FOR THE EASTERN VILLAGE TRUNK SEWER PROJECT. Council Member Lundgren seconded the motion. MOTION PASSED 5-0.*

ITEM 17: AMENDMENT OF EASTON VILLAGE DEVELOPMENT AGREEMENT

Griffin explained that the proposed agreement represents the remainder of the agreement after the water and sewer portion was removed.

MOTION: *Council Member Bloyer moved TO AMEND THE DEVELOPER'S AGREEMENT FOR EASTON VILLAGE AS DRAFTED AND DOCUMENTED IN THE ATTACHED AMENDED DEVELOPMENT AGREEMENT. Council Member Lundgren seconded the motion. MOTION PASSED 5-0.*

ITEM 18: ZONING TEXT AMENDMENT – FREEWAY SIGNS FINDINGS FOR DENIAL; RESOLUTION NO. 2015-53

City Attorney Snyder presented Findings for Denial that were prepared in response to a request for a zoning amendment to allow installation of freeway sign larger than what is allowed.

MOTION: *Council Member smith moved TO ADOPT RESOLUTION NO. 2015-53, DENYING THE REQUEST TO AMEND THE CITY'S SIGN ORDINANCE TO ALLOW FREEWAY SIGNS ON COMMERCIAL PROPERTIES WITHIN CLOSE PROXIMITY TO I-94 CORRIDOR. Council Member Lundgren seconded the motion.*

Mayor Pearson explained that he would vote against the motion for the reasons he stated during the previous meeting. The Planning Commission unanimously recommended approval and the applicant is aware of the BRT potential in the future.

MOTION PASSED 3-2 (Pearson, Bloyer - NAY)

ITEM 20: PLACEMENT OF CITY COUNCIL REPORTS

Councilmember Lundgren gave her rationale for suggesting the council reports being at the end. She believes it will reduce grandstanding. It was noted that the reports have been in the back at times. Councilmember Fliflet also thinks it will improve council working together. Councilmember Bloyer concerned about having his issues ignored or removed from the agenda. Mayor Pearson is also concerned about preventing council members from voicing concerns.

Lundgren asked for commitment to abide by council decorum rules, then the reports can be at the end.

MOTION: Council Member Fliflet moved **TO USE COUNCIL REPORTS FOR ACTIVITIES AND THANKS AND ITEMS OF THAT NATURE.** Council Member Smith seconded the motion.

MOTION PASSED 5-0

ITEM 21: AUTHORIZE INDEPENDENT COUNSEL TO INVESTIGATE CLAIMS OF HOSTILE WORKPLACE

Item removed from agenda.

ITEM 22: COUNCIL MEETING DECORUM

Councilmember Fliflet asked the council for input on proposed decorum policy as a result of discussions at the Council driven workshop. Council provided input and Councilmember Fliflet indicated she would continue to work on a decorum policy for future Council review.

ITEM 23: DISCUSSION OF CITY CLERK REPLACEMENT POSITION

Councilmember Lundgren requested an update on the status of the City Clerk replacement. Administrator Zuleger reported that the position has been posted and applications have been received.

ITEM 24: DISCUSS SEPARATION AGREEMENT FOR CITY ADMINISTRATOR

Attorney Snyder presented the proposed separation agreement. Administrator Zuleger thanked the members of the community for their support.

Pam Hartley, 10010 Tapestry Road, asked that council set joint parks/council workshop date. Thanked staff for their work, especially Mr. Zuleger and his leadership. He has displayed invaluable commitment. Concerned about staff departures. Suggested that the Council stay out of staffing decisions and leave it to the Administrator.

MOTION: Council Member Bloyer moved **TO DIRECT CITY ATTORNEY SNYDER TO EXECUTE THE SEPARATION AGREEMENT AND AUTHORIZE THE ATTORNEY TO MAKE NON SUBSTANTIVE MODIFICATIONS.** Mayor Pearson seconded the motion.

Fliflet suggested that Zuleger has been seeking other employment since prior to the election. Attorney Snyder cautioned the Council against discussing employee matters in an open meeting.

Recessed 10:15pm. Reconvened at 10:20pm.

City Attorney Snyder reported on the length of time covered in the proposed Separation Agreement and stated that it provides the City some continuity during the transition.

Councilmember Fliflet stated opposition to the terms of the agreement.

MOTION: Councilmember Lundgren moved **TO RECESS TO EXECUTIVE SESSION.** Councilmember Fliflet seconded the motion. **MOTION PASSED 4 – 1. (Pearson – NAY)**

Council adjourned to executive session at 10:33pm pursuant to MN Stat. § 13D.05(3)(b) to discuss employment matters.

Fliflet/smith 5-0

Return to open session at 11:00pm

City Attorney Snyder summarized the closed session discussions, noting that the Agreement provides continuity for the city and continuation of salary to the Administrator following notice period for 6 months. Snyder also thanked the Council for their input.

MOTION PASSED 5-0

STAFF REPORTS & ANNOUNCEMENTS:

No reports due to the length of the meeting.

LAKE ELMO CITY COUNCIL MINUTES
JUNE 9, 2015

Mayor Pearson Adjourned the meeting at 11:03 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Julie Johnson, City Clerk

Mike Pearson, Mayor

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
AUGUST 18, 2015**

A. CALL TO ORDER

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: Interim Administrator Schroeder, City Attorney Snyder, City Engineer Griffin, Finance Director Bendel, Community Development Director Klatt, Building Inspector Chase, Fire Chief Malmquist, Planner Gozola and City Clerk Johnson.

B. PLEDGE OF ALLIGENCE

C. APPROVAL OF AGENDA

Councilmember Bloyer moved items 10 and 11 from the Consent Agenda to the Regular Agenda, item 17 from the Regular Agenda to the Consent Agenda, and postponed items 19, 20, 21 and 22 to another meeting. Mayor Pearson moved item 8 from the Consent Agenda to the Regular Agenda. Councilmember Smith moved item 7 from the Consent Agenda to the Regular Agenda. Councilmember Fliflet tabled item 1a.

Councilmember Lundgren moved TO APPROVE THE AGENDA AS AMENDED. Mayor Pearson seconded the motion. MOTION PASSED 5 – 0.

D. ACCEPT MINUTES

Minutes of the August 4, 2015 Regular Meeting and August 11, 2015 Special Meeting were accepted as presented.

COUNCIL REPORTS

Mayor Pearson: Attended Parks and Planning Commission meetings, met with County on the Manning Avenue realignment project, scheduled a meeting with the school district to discuss the request for a stoplight, met with MAC to discuss proposed safety improvements, met with a landowner for an easement allowance, attended Gateway Corridor meeting. Gateway Corridor public hearings are scheduled, one in Woodbury and one in Lake Elmo. Asked residents to keep downtown merchants in mind and asked for patience during construction.

Councilmember Fliflet: Attended Library Board meeting, met with Commissioner Kriesel concerning Tartan Park, thanked Administrator Schroeder for his assistance with the Library alley issue, attended Special Olympics Equestrian event.

Councilmember Smith: Encouraged residents to attend the Lake Elmo Farmer's Market and commended vendors. Reviewed documents related to the Library alley issue provided by the Administrator and attended meeting to discuss the project, met with a possible senior housing developer.

Councilmember Lundgren: attended Huff n' Puff Days, working on a dog park and may have donors willing to help with the amenities, happy to see everyone using the new water cooler versus plastic bottles, spoke with residents about Tartan Park. Also announced Lake Elmo is one of four cities in the state to receive a Bee Friendly City award September 5th at Lift Bridge Brewery in Stillwater.

Councilmember Bloyer: Commended Council and former Communications Coordinator MacLeod for their work toward earning the Bee Friendly award for the City. Attended Huff n' Puff Days, spoke with people downtown about the construction, attended fire department pancake breakfast during Huff n' Puff, thanked fire department for their help at Tri Lakes Days, noting that there were many children at the event who enjoyed the fire department involvement, attended Washington County Highway 5 realignment meeting. Requested an update from Councilmember Lundgren on past events at the Farmer's Market. Contacted City of Stillwater and City of Oakdale clerks to inquire about their policy toward recording meetings.

Discussion held concerning the purpose of the Council Reports and the nature of what can be presented during the reports.

PUBLIC COMMENTS/INQUIRIES

None

PRESENTATIONS

None

FINANCE CONSENT AGENDA

2. Approve Payment of Disbursements
3. Accept Assessor Report dated July 30, 2015
4. Approve Purchase of Warning Sirens
5. Approve Purchase of Parks Equipment

Councilmember Smith, seconded by Councilmember Lundgren, moved TO APPROVE THE FINANCE CONSENT AGENDA AS PRESENTED. MOTION PASSED 5-0.

OTHER CONSENT AGENDA

6. Approve Master Subscriber Agreement for MN Court Data Services
9. Approve Appointment of New Maintenance Advisory Committee Members
12. Approve Proposal for 2016 Street Improvements Geotechnical Services
13. Accept Building Report
17. 2016 Volksmarch

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED 5-0.

ITEM 7: APPROVE 5TH STREET LANDSCAPE AND LIGHTING DESIGN

Councilmember Smith stated that she pulled this item from the Consent Agenda to be sure the correct plant container sizes, four inch caliper trees, and the correct lighting poles are included in the design guidelines. City Engineer Griffin pointed out the location of those items in the document.

Councilmember Smith, seconded by Councilmember Lundgren, moved TO APPROVE THE LANDSCAPE AND LIGHTING DESIGN DETAILS TO BE INCORPORATED INTO THE 5TH STREET DESIGN STANDARDS TO INFORM THE DESIGN AND CONSTRUCTION FOR ALL PORTIONS OF THE 5TH STREET NORTH MSA COLLECTOR STREET FROM INWOOD AVENUE TO MANNING AVENUE. MOTION PASSED 5 – 0.

ITEM 8: APPROVE RESOLUTION CONCERNING TARTAN PARK – Resolution 2015-63

Mayor Pearson stated that point D should be removed, as there is not a need to appoint two Councilmembers as liaisons.

Mayor Pearson, seconded by Councilmember Smith, moved TO ADOPT RESOLUTION 2015-63 CONCERNING TARTAN PARK, WITH THE OMISSION OF POINT D. MOTION PASSED 5 – 0.

ITEM 10: APPROVE LIBRARY BOARD REQUEST FOR ALTERATIONS TO THE LIBRARY BUILDING

Councilmember Bloyer asked how many bids were received for the proposed project. Councilmember Fliflet stated that the Purchasing Policy only requires one bid when the cost is under \$25,000. Concern was raised over a potential conflict of interest the City may have with the contractor. Administrator Schroeder and City Attorney Snyder were asked to follow up on the potential conflict issue.

Councilmember Smith, seconded by Mayor Pearson, moved TO APPROVE THE LIBRARY BOARD REQUEST FOR ALTERATIONS TO THE LIBRARY BUILDING, SUBJECT TO DISCUSSION WITH STAFF CONCERNING A POTENTIAL CONFLICT OF INTEREST. MOTION PASSED 5 – 0.

ITEM 11: RECEIVE LIBRARY BOARD MEMO REGARDING ALLEY CONCERN

Councilmember Bloyer requested further information on the alley concern and the proposal from the library to resolve the issue. Interim Administrator Schroeder reviewed the street and sewer project as it relates to the alley behind the library, noting that safety is the main concern. Engineer Griffin reported that his firm is looking at options to continue the alley use and provide safe access for library patrons. Griffin stated they are exploring options and will bring proposals to the City Council for approval if the construction plans are changed to address the library's concerns.

Discussion held; Mayor Pearson stated that there is a cost to reworking plans and the Council should have been involved prior to the Library Board discussing changes with Washington County. Pearson also stated that the city staff should be the advocate for resolving the issue. Councilmember Bloyer expressed concern over costly changes to stormwater systems and other elements of the project, and would like city staff to take the lead on addressing the library's concerns.

Councilmember Fliflet, seconded by Councilmember Smith, MOVED TO ACCEPT THE MEMO FROM THE LIBRARY BOARD REGARDING ALLEY CONCERN.

Mayor Pearson offered a friendly amendment to the motion to add that the City will take the lead on addressing the alley concern. Amendment failed.

Mayor Pearson and Councilmember Bloyer restated their positions that city staff and the City Council should advocate for the City and the library in resolving this issue.

MOTION PASSED 3 – 2. (Pearson/Bloyer – Nay)

ITEM 14: AUTO OWNERS INSURANCE

City Planner Gozola presented the proposal from Auto Owners Insurance for construction of an office building on a vacant site in the Eagle Creek Business Park. Gozola reviewed the site plan, building elevations, and noted areas reserved for future expansion. Planning Commission recommended additional roof articulation and the applicant has agreed to the change. With that, the Planning Commission voted unanimously to approve the project.

Dan Keefe, Real Estate Development and Acquisition Manager for Auto Owners Insurance spoke on behalf of the applicant, thanking city staff for their work to bring the application to the Council. Mr. Keefe reviewed the company's business and the planned use of the building.

Councilmember Bloyer, seconded by Councilmember Smith, moved TO ADOPT RESOLUTION 2015-65 APPROVING THE PRELIMINARY AND FINAL PUD PLANS FOR THE AUTO OWNERS INSURANCE BUILDING. MOTION PASSED 5 – 0.

ITEM 15: ZONING TEXT AMENDMENT – SUBDIVISION IDENTIFICATION SIGNS – ORDINANCE 08-124

Community Development Director Klatt reported on Planning Commission discussion and recommendations for the proposed ordinance, noting that there were concerns that monuments built around the signs could get too large.

Discussion held concerning the difference between monument and subdivision signs, how signs would be measured, and number of signs allowed. Klatt noted that the sign ordinance defines how signs are measured. Councilmember Fliflet stated she is not in favor of submonument signs. Mayor Pearson stated concern over limiting signs with some neighborhoods having multiple entrances. Councilmember Smith added that a 10 foot setback should be included, and signs limited to 24 square feet with two allowed.

Councilmember Smith, seconded by Councilmember Fliflet, moved TO ADOPT ORDINANCE 08-124 WITH A CHANGE IN THE MAXIMUM SIZE TO 24 FEET, REMOVING LANGUAGE IN C.iv. AND REPLACING IT WITH LANGUAGE REQUIRING A 10 FOOT SETBACK FROM THE STREET.

Councilmember Bloyer presented measurements for subdivision signs currently in place in the City and noted that they are not compliant with the proposed ordinance. Bloyer stated that the Council is making decisions arbitrarily.

MOTION PASSED 3 – 2. (Pearson/Bloyer – Nay)

ITEM 16: BUILDING INSPECTOR POSITION

Community Development Director Klatt reviewed the request to authorize the hiring of a full time building inspector and stated that the position has been included in the budget for 2015 and proposed for 2016. Building Inspector Chase reviewed data for building permits issued in 2014, year to date 2015 and projections for 2016. Chase also reported on current timelines for plan reviews and issuing permits.

Councilmember Fliflet noted that the Finance Committee discussed using a contract inspector in place of adding an additional full time inspector. Councilmember Bloyer stated that contract inspectors are difficult to find and won't be able to perform the same tasks as a full time staff inspector who is more familiar with city nuances.

Councilmember Fliflet, seconded by councilmember smith, moved TO AUTHORIZE THE CITY ADMINISTRATOR TO ADVERTISE, RECRUIT, INTERVIEW AND PRESENT FOR EMPLOYMENT AN ADDITIONAL CONTRACT BUILDING INSPECTOR.

Mayor Pearson stated that the guideline set for hiring an additional inspector has been met and the revenue will be there to support the cost. Pearson stressed that the building department provides an important service to residents.

MOTION PASSED 3 – 2. (Pearson/Bloyer – Nay)

ITEM 18: DOG PARK

Councilmember Lundgren presented her proposal for a dog park on city property adjacent to the west side of Sunfish Lake Park. The proposal was presented to the Parks Commission at the August 17, 2015 meeting with Commissioners in favor of the project. Councilmember Lundgren stated that she will continue to work with the Parks Commission to finalize plans for a dog park.

ITEM 23: PROJECTED CITY GROWTH ANALYSIS

Community Development Director Klatt presented maps he prepared and reviewed the data on potential future development. Finance Director Bendel reviewed data comparing projected resident numbers to Met Council target numbers. Discussion was held concerning people per household calculations and future development potential.

ITEM 24: OLD VILLAGE WORK GROUP MEMBERSHIP

Mayor Pearson encouraged the City Council to consider including others requesting membership in the Old Village Work Group. Discussion was held concerning the current group and the possibility of adding additional members.

Councilmember Bloyer, seconded by Mayor Pearson, moved THAT THE OLD VILLAGE WORK GROUP BE REQUIRED TO HAVE THREE CITIZENS SERVING WHO RESIDE IN THE OLD VILLAGE

Councilmember Fliflet stated she prefers an environment where everyone is welcome versus choosing three new members to join the group. Councilmember Bloyer stated there are no members of the group who reside in the Old Village.

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

STAFF REPORTS AND ANNOUNCEMENTS

Interim City Administrator Schroeder: Met with Washington County staff and Trust for Public Lands to discuss Tartan Park, attended Gateway Corridor meeting in Woodbury, City Planner position has been posted, attended County realignment meeting and Library Board meeting.

August 18, 2015

City Clerk Johnson: Working on follow up from the Parks Commission meeting with several items for City Council consideration.

Finance Director Bendel: Attended the Finance Committee August 12th meeting on the preliminary 2016 Budget and taking care of follow up; September 9th will be the next Finance Committee meeting, working with Northland as part of bonding support and working on options for downtown project financing, mentioned the Rotary Gold Plate Dinner is September 17th and that part of the proceeds are to fund some of the downtown amenities.

City Attorney Snyder: no report.

Community Development Director Klatt: Holding a public hearing at the next Planning Commission meeting for the ISD 916 project and preparing two final plats for that meeting as well. Continuing to work on Wildflower, Village Preserve and Easton Village as those projects move toward construction. Thanked Administrator Schroeder for assisting with the job posting for the City Planner position.

City Engineer Griffin: Provided a written report prior to the meeting for Council review. Heading into a very busy fall for construction and working on plan reviews for upcoming projects. Attended a meeting with the County on the Ideal Ave. corridor project.

Meeting adjourned at 10:54 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Julie Johnson, City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: September 1, 2015
CONSENT
ITEM #2
MOTION

AGENDA ITEM: Approve Disbursements in the amount of \$130,373.59

SUBMITTED BY: Patty Baker, Accountant

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

POLICY RECOMMENDER: Finance

FISCAL IMPACT: \$130,373.59

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$130,373.59. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

LEGISLATIVE HISTORY: NA

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

Claim #	Amount	Description
ACH	\$ 12,360.53	Payroll Taxes to IRS & MN Dept of Revenue 8/20/15
ACH	\$ 5,367.15	Payroll Retirement to PERA 8/20/15
DD6538-DD6592	\$ 34,120.28	Payroll Dated (Direct Deposits) 8/20/15
43250-43303	\$ 78,465.63	Accounts Payable 9/01/15
2745	\$ 60.00	Library Card Reimbursement 9/01/15
TOTAL	\$ 130,373.59	

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 \$130,373.59.

ATTACHMENTS:

1. Accounts Payable – check registers

Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 08/26/2015 - 12:32 PM

Batch: 010-08-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ADVGR Advanced Graphix, Inc. 192577 07/09/2015 410-480-8000-45500 Vehicles		155.00	0.00	09/01/2015	Graphics - New Tahoe		-	No		0000
192577 Total:		155.00								
192655 07/17/2015 410-480-8000-45500 Vehicles		45.00	0.00	09/01/2015	Graphics - front bumper		-	No		0000
192655 Total:		45.00								
ADVGR Total:		200.00								
AllgenPo Allgen Power Services 9345 08/13/2015 101-420-2220-44010 Repairs/Maint Bldg		140.50	0.00	09/01/2015	Repair 2 fixtures - Station 1		-	No		0000
9345 Total:		140.50								
AllgenPo Total:		140.50								
AMAZONIN Amazon Inc 07/10/2015 206-450-5300-42500 Library Collection Maintenance		1,317.37	0.00	09/01/2015	Adult, teen & kids books dvds		-	No		0000
07/10/2015 206-450-5300-42000 Office Supplies		649.69	0.00	09/01/2015	Operating supplies		-	No		0000
07/10/2015 206-450-5300-42500 Library Collection Maintenance		-67.46	0.00	09/01/2015	Credits		-	No		0000
Total:		1,899.60								
AMAZONIN Total:		1,899.60								
AMERWATE Works Association American Water 7001063860 07/27/2015 601-494-9400-44300 Miscellaneous		78.00	0.00	09/01/2015	Membership Renewal - Bouthilet		-	No		0000
7001063860 Total:		78.00								
AMERWATE Total:		78.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ASPENMI Aspen Mills, Inc.										
169013	08/17/2015	124.80	0.00	09/01/2015	Uniforms - Hilpisch		-		No	0000
101-420-2220-44170	Uniforms									
	169013 Total:	124.80								
	ASPENMI Total:	124.80								
BIFFS Biff's Inc.										
W571052-571061	08/19/2015	846.00	0.00	09/01/2015	Portable Restrooms - Parks		-		No	0000
101-450-5200-44120	Rentals - Buildings									
	W571052-571061 Total:	846.00								
	BIFFS Total:	846.00								
BOLTONME Bolton & Menk, Inc										
181091	08/13/2015	57.50	0.00	09/01/2015	Construction Admin		-		No	0000
602-495-9450-43030	Engineering Services									
181091	08/13/2015	2,781.50	0.00	09/01/2015	Construction Observation		-		No	0000
602-495-9450-43030	Engineering Services									
	181091 Total:	2,839.00								
	BOLTONME Total:	2,839.00								
CARDMEMB Cardmember Service										
	08/20/2015	64.26	0.00	09/01/2015	Printer ink		-		No	0000
101-430-3100-42000	Office Supplies									
	08/20/2015	115.99	0.00	09/01/2015	Steel toed boot - Mike B		-		No	0000
101-430-3100-44170	Uniforms									
	08/20/2015	400.00	0.00	09/01/2015	Swings- Sanctuary		-		No	0000
404-480-8000-45300	Improvements Other Than Bldgs									
	08/20/2015	42.84	0.00	09/01/2015	Holiday		-		No	0000
101-420-2220-44300	Miscellaneous									
	08/20/2015	574.79	0.00	09/01/2015	Tools for new ladder		-		No	0000
410-480-8000-45500	Vehicles									
	08/20/2015	499.97	0.00	09/01/2015	Frdge for Station 1		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
	08/20/2015	671.40	0.00	09/01/2015	Storage bins for new ladder		-		No	0000
410-480-8000-45500	Vehicles									
	08/20/2015	84.50	0.00	09/01/2015	Pioneer Press subscription		-		No	0000
101-410-1320-44330	Dues & Subscriptions									
	08/20/2015	88.36	0.00	09/01/2015	fuel		-		No	0000
101-420-2400-42120	Fuel, Oil and Fluids									
	08/20/2015	292.40	0.00	09/01/2015	Hearing notice		-		No	0000
101-410-1320-43510	Legal Publishing									
	Total:	2,834.51								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CARDMEMB Total:		2,834.51								
CARQUEST Car Quest Auto Parts										
2055-357389	08/25/2015	7.01	0.00	09/01/2015	Flasher - Ford		-	No		0000
101-430-3100-42210 Equipment Parts										
2055-357389 Total:		7.01								
2055-357392	08/25/2015	82.79	0.00	09/01/2015	Manifold Set		-	No		0000
101-430-3100-42400 Small Tools & Minor Equipment										
2055-357392 Total:		82.79								
CARQUEST Total:		89.80								
CENCOLLE Century College										
587777	08/21/2015	825.00	0.00	09/01/2015	1/4 yearly CEU training		-	No		0000
101-420-2220-44370 Conferences & Training										
587777 Total:		825.00								
CENCOLLE Total:		825.00								
COMPASS Compass Minerals										
71367273	08/13/2015	11,646.44	0.00	09/01/2015	Road Salt		-	No		0000
101-430-3125-42290 Sand/Salt										
71367273 Total:		11,646.44								
71367711	08/14/2015	10,268.67	0.00	09/01/2015	Road Salt		-	No		0000
101-430-3125-42290 Sand/Salt										
71367711 Total:		10,268.67								
COMPASS Total:		21,915.11								
CUSH Cushman Motor Co., Inc.										
C0651	08/03/2015	23.75	0.00	09/01/2015	Thermostat		-	No		0000
101-450-5200-42210 Equipment Parts										
C0651 Total:		23.75								
CUSH Total:		23.75								
DEMCO Demco										
5121415	07/29/2015	36.31	0.00	09/01/2015	Glossy labels		-	No		0000
206-450-5300-42000 Office Supplies										
5121415 Total:		36.31								
DEMCO Total:		36.31								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
EMERGAUT Emergency Automotive Tech, Inc 12389 410-480-8000-45500 Vehicles	08/13/2015	6,210.96	0.00	09/01/2015	Tahoe - lights, sirens		-	No		0000
12389 Total:		6,210.96								
DJS82015-4 101-430-3100-42400 Small Tools & Minor Equipment	08/18/2015	85.00	0.00	09/01/2015	LED worklight		-	No		0000
DJS82015-4 Total:		85.00								
EMERGAUT Total:		6,295.96								
EMERGRES Emergency Response Solutions 4608 101-420-2220-44040 Repairs/Maint Eqpt	08/12/2015	152.99	0.00	09/01/2015	PPE washing laundry soap.		-	No		0000
4608 Total:		152.99								
EMERGRES Total:		152.99								
FASTENAL Fastenal Company MNOAK10909 101-430-3100-42150 Shop Materials	08/05/2015	7.68	0.00	09/01/2015	Shop supplies		-	No		0000
MNOAK10909 Total:		7.68								
FASTENAL Total:		7.68								
FERGUSON Ferguson Waterworks, Inc #2516 143553-2 601-494-9400-42300 Water Meters & Supplies	08/18/2015	1,566.00	0.00	09/01/2015	Water meters		-	No		0000
143553-2 Total:		1,566.00								
FERGUSON Total:		1,566.00								
FIRECATT Fire CATT, LLC MN-4781 101-420-2220-44040 Repairs/Maint Eqpt	07/31/2015	1,928.50	0.00	09/01/2015	Annual Hose testing		-	No		0000
MN-4781 Total:		1,928.50								
FIRECATT Total:		1,928.50								
GKSERVIC G&K Services 1182257038 101-430-3100-44170 Uniforms	08/19/2015	36.84	0.00	09/01/2015	Uniforms		-	No		0000
1182257038 Total:		36.84								
GKSERVIC Total:		36.84								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
GREATAM Great America Financial 17425325 08/17/2015 101-410-1940-44040 Repairs/Maint Contractual Eqpt 17425325 Total: GREATAM Total:		396.49 396.49 396.49	0.00	09/01/2015	Copier maintenance		-	No		0000
HDSUPPLY HD Supply Waterworks, Ltd. E377047 08/19/2015 601-494-9400-42300 Water Meters & Supplies E377047 Total: E77032 08/19/2015 601-494-9400-42300 Water Meters & Supplies E77032 Total: HDSUPPLY Total:		775.13 775.13 1,534.72 1,534.72 2,309.85	0.00 0.00	09/01/2015 09/01/2015	Water meters Water meters		- -	No No		0000 0000
HOLIDAYC Holiday Credit Office 08/15/2015 101-420-2220-42120 Fuel, Oil and Fluids Total: HOLIDAYC Total:		182.81 182.81 182.81	0.00	09/01/2015	Fuel		-	No		0000
INNOVAT Innovative Office Solutions INO871984 08/12/2015 101-410-1320-42000 Office Supplies INO871984 Total: INO884587 08/24/2015 101-410-1320-42000 Office Supplies INO884587 Total: INO884588 08/24/2015 101-410-1320-42000 Office Supplies INO884588 Total: INNOVAT Total:		16.08 16.08 32.00 32.00 29.40 29.40 77.48	0.00 0.00 0.00 0.00	09/01/2015 09/01/2015 09/01/2015	Name Plate Business Cards - Schroeder Notebooks		- - -	No No No		0000 0000 0000
kathfuel Kath Fuel Oil Service Co 522911 08/10/2015 101-430-3100-42120 Fuel, Oil and Fluids 522911 Total: 522912 08/10/2015 101-430-3100-42120 Fuel, Oil and Fluids 522912 Total: 522930 08/10/2015 101-430-3100-42120 Fuel, Oil and Fluids		1,049.64 1,049.64 704.32 704.32 448.45	0.00 0.00 0.00	09/01/2015 09/01/2015 09/01/2015	Fuel Fuel Fuel		- - -	No No No		0000 0000 0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
524085	08/21/2015	448.45								
101-430-3100-42120	Fuel, Oil and Fluids	964.50	0.00	09/01/2015	Fuel		-	No		0000
	524085 Total:	964.50								
	kathfuel Total:	3,166.91								
KINGK King Cassidy										
Cable	08/19/2015	55.00	0.00	09/01/2015	CCM 8/18/15		-	No		0000
101-410-1450-43620	Cable Operations	25.00	0.00	09/01/2015	CCM 8/18/15 - Bonus		-	No		0000
Cable	08/19/2015	80.00								
101-410-1450-43620	Cable Operations	80.00								
	Cable Total:	80.00								
	KINGK Total:									
KRSCORP KRS Corporation										
15804	08/13/2015	94.00	0.00	09/01/2015	Equipment stickers for ladder		-	No		0000
101-420-2220-42400	Small Tools & Equipment	94.00								
	15804 Total:	94.00								
	KRSCORP Total:	94.00								
Landscape Landscape Architecture, Inc										
5th Street	08/13/2015	1,560.00	0.00	09/01/2015	Design services		-	No		0000
101-410-1910-43150	Contract Services	1,560.00								
	5th Street Total:	1,560.00								
	Landscape Total:	1,560.00								
LibraryI Library Ideas										
47220	07/31/2015	9.00	0.00	09/01/2015	Freeding as you go		-	No		0000
206-450-5300-42500	Library Collection Maintenance	9.00								
	47220 Total:	9.00								
	LibraryI Total:	9.00								
LTG PWR L.T.G. Power Equipment										
193693	08/13/2015	33.86	0.00	09/01/2015	Repair - 05-4 Master		-	No		0000
101-450-5200-44040	Repairs/Maint Eqpt	33.86								
	193693 Total:	33.86								
	LTG PWR Total:	33.86								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MARONEYS Maroney's Sanitation, Inc										
588566	08/10/2015	112.94	0.00	09/01/2015	Trash Services		-		No	0000
101-410-1940-43840	Refuse									
588566	08/10/2015	49.71	0.00	09/01/2015	Trash Services		-		No	0000
101-420-2220-43840	Refuse									
588566	08/10/2015	216.67	0.00	09/01/2015	Trash Services		-		No	0000
101-430-3100-43840	Refuse									
588566	08/10/2015	216.67	0.00	09/01/2015	Trash Services		-		No	0000
101-420-2220-43840	Refuse									
588566	08/10/2015	49.89	0.00	09/01/2015	Trash Services		-		No	0000
206-450-5300-43840	Refuse									
588566 Total:		645.88								
MARONEYS Total:		645.88								
MILLEREX Miller Excavating, Inc.										
19676	07/31/2015	275.00	0.00	09/01/2015	Grader services		-		No	0000
101-430-3120-43150	Contract Services									
19676 Total:		275.00								
MILLEREX Total:		275.00								
MNDOH MN Department of Health										
8/17/15	08/17/2015	1,661.00	0.00	09/01/2015	3rd Quarter Water supply connection fee		-		No	0000
601-494-9400-43820	Water Utility									
8/17/15 Total:		1,661.00								
MNDOH Total:		1,661.00								
MNLABOR MN Dept of Labor & Industry										
ABR122080I	08/02/2015	10.00	0.00	09/01/2015	Pressure vessel		-		No	0000
601-494-9400-42270	Utility System Maintenance									
ABR122080I Total:		10.00								
ABR122120I	08/02/2015	10.00	0.00	09/01/2015	Pressure vessel		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
ABR122120I Total:		10.00								
ABR122404I	08/02/2015	10.00	0.00	09/01/2015	Pressure vessel		-		No	0000
101-430-3100-44010	Repairs/Maint Bldg									
ABR122404I Total:		10.00								
ABR122524I	08/02/2015	10.00	0.00	09/01/2015	Pressure vessel		-		No	0000
101-450-5200-44010	Repairs/Maint Bldg									
ABR122524I Total:		10.00								
MNLABOR Total:		40.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
NYTIMES THE NEW YORK TIMES										
	07/26/2015	213.60	0.00	09/01/2015	Subscription		-		No	0000
206-450-5300-42500 Library Collection Maintenance										
Total:		213.60								
NYTIMES Total:		213.60								
PERFORMA Performance Plus LLC										
4126	08/11/2015	475.00	0.00	09/01/2015	Annual FIT testing		-		No	0000
101-420-2220-43050 Physicals										
4126 Total:		475.00								
4133	08/11/2015	50.00	0.00	09/01/2015	Annual FIT testing		-		No	0000
101-420-2220-43050 Physicals										
4133 Total:		50.00								
PERFORMA Total:		525.00								
POMPS Pump's Tire Service, Inc.										
210187661	08/11/2015	3,394.52	0.00	09/01/2015	Repairs		-		No	0000
101-430-3100-44040 Repairs/Maint Eqpt										
210187661 Total:		3,394.52								
210188326	08/14/2015	142.44	0.00	09/01/2015	Van parts		-		No	0000
101-430-3100-42210 Equipment Parts										
210188326 Total:		142.44								
POMPS Total:		3,536.96								
RCM RCM Specialties, Inc										
5072	08/10/2015	209.00	0.00	09/01/2015	Emulsion		-		No	0000
101-430-3120-42240 Street Maintenance Materials										
5072 Total:		209.00								
5075	08/13/2015	233.75	0.00	09/01/2015	Emulsion		-		No	0000
101-430-3120-42240 Street Maintenance Materials										
5075 Total:		233.75								
5084	08/13/2015	337.75	0.00	09/01/2015	Emulsion		-		No	0000
101-430-3120-42240 Street Maintenance Materials										
5084 Total:		337.75								
RCM Total:		780.50								
RJTHOMAS RJ Thomas Mfg Co, Inc										
178189	08/07/2015	1,204.00	0.00	09/01/2015	Pet waste station		-		No	0000
404-480-8000-44030 Repairs/Maint Imp Not Bldgs										
178189 Total:		1,204.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	RJTHOMAS Total:	1,204.00								
ROSENBAU Rosenbauer - General Division										
17376	08/11/2015	4,396.00	0.00	09/01/2015	Tool mounting		-	No		0000
410-480-8000-45500	Vehicles									
	17376 Total:	4,396.00								
ROSENBAU Total:		4,396.00								
SACHSJIM James Sachs										
08/17/2015		23.00	0.00	09/01/2015	Operator renewal fee		-	No		0000
601-494-9400-44370	Conferences & Training									
	Total:	23.00								
SACHSJIM Total:		23.00								
SAMSCULUB Sam's Club										
08/21/2015		120.60	0.00	09/01/2015	Rehab supplies		-	No		0000
101-420-2220-44300	Miscellaneous									
08/21/2015		6.58	0.00	09/01/2015	Station supplies		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	Total:	127.18								
SAMSCULUB Total:		127.18								
SPRINT Sprint										
761950227-149	08/18/2015	67.15	0.00	09/01/2015	Cell phone services		-	No		0000
101-410-1940-43210	Telephone									
761950227-149	08/18/2015	213.57	0.00	09/01/2015	Cell phone services		-	No		0000
101-420-2220-43210	Telephone									
761950227-149	08/18/2015	47.06	0.00	09/01/2015	Cell phone services		-	No		0000
101-420-2400-43210	Telephone									
761950227-149	08/18/2015	82.80	0.00	09/01/2015	Cell phone services		-	No		0000
101-430-3100-43210	Telephone									
761950227-149	08/18/2015	161.43	0.00	09/01/2015	Cell phone services		-	No		0000
101-450-5200-43210	Telephone									
761950227-149	08/18/2015	51.13	0.00	09/01/2015	Cell phone services		-	No		0000
101-410-1450-43210	Telephone									
761950227-149	08/18/2015	17.00	0.00	09/01/2015	Cell phone services		-	No		0000
101-410-1910-43210	Telephone									
	761950227-149 Total:	640.14								
SPRINT Total:		640.14								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close P	OLine #
STILLMED Stillwater Medical Group											
	08/13/2015	2,994.47	0.00	09/01/2015	Pre placement & annual physicals		-			No	0000
101-420-2220-43050	Physicals	2,994.47									
	Total:	2,994.47									
	STILLMED Total:										
TDS TDS Metrocom - LLC											
6517798882	08/13/2015	89.57	0.00	09/01/2015	Analog lines - Fire		-			No	0000
101-420-2220-43210	Telephone										
6517798882	08/13/2015	211.80	0.00	09/01/2015	Analog lines - PW		-			No	0000
101-430-3100-43210	Telephone										
6517798882	08/13/2015	82.62	0.00	09/01/2015	Analog lines - Life station alarms		-			No	0000
602-495-9450-43210	Telephone										
6517798882	08/13/2015	43.31	0.00	09/01/2015	Alarm - well house 2		-			No	0000
601-494-9400-43210	Telephone										
	6517798882 Total:	427.30									
	TDS Total:	427.30									
TITAN Titan Machinery											
6452528	08/19/2015	284.20	0.00	09/01/2015	Fluids		-			No	0000
101-430-3100-42120	Fuel, Oil and Fluids										
	6452528 Total:	284.20									
6452536	08/19/2015	198.38	0.00	09/01/2015	parts		-			No	0000
101-430-3100-42210	Equipment Parts										
	6452536 Total:	198.38									
	TITAN Total:	482.58									
TKDA TKDA, Inc.											
2015002203	08/03/2015	199.50	0.00	09/01/2015	General Engineering Services		-			No	0000
101-410-1930-43030	Engineering Services										
	2015002203 Total:	199.50									
2015002447	08/11/2015	193.80	0.00	09/01/2015	2013.133 LE Ave Trunk Watermain		-			No	0000
601-494-9400-43030	Engineering Services										
	2015002447 Total:	193.80									
2015002448	08/11/2015	1,964.91	0.00	09/01/2015	2015-120 Eagle Point Blvd		-			No	0000
409-480-8000-43030	Engineering Services										
	2015002448 Total:	1,964.91									
	TKDA Total:	2,358.21									
TMOBILE T Mobile											
947226095	08/11/2015	21.34	0.00	09/01/2015	SCADA line		-			No	0000
601-494-9400-43210	Telephone										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
947226095 Total:		21.34								
TMOBILE Total:		21.34								
<hr/>										
TOOLGUY The Tool Guy, LLC										
7631	08/18/2015	80.00	0.00	09/01/2015	Tools		-	No		0000
101-430-3100-42400 Small Tools & Minor Equipment		80.00								
7631 Total:		80.00								
TOOLGUY Total:		80.00								
<hr/>										
TRISTATE Tri State Bobcat, Inc.										
N07148	08/11/2015	660.00	0.00	09/01/2015	Wacker Roller		-	No		0000
101-430-3120-43150 Contract Services		660.00								
N07148 Total:		660.00								
TRISTATE Total:		660.00								
<hr/>										
VERIZON Verizon Wireless										
9750502946	08/10/2015	35.01	0.00	09/01/2015	Wireless charges		-	No		0000
101-420-2220-43210 Telephone		35.01								
9750502946 Total:		35.01								
VERIZON Total:		35.01								
<hr/>										
VESCO Vessco, Inc										
63485	05/26/2015	188.00	0.00	09/01/2015	Well no 4		-	No		0000
601-494-9400-42270 Utility System Maintenance		188.00								
63485 Total:		188.00								
VESCO Total:		188.00								
<hr/>										
Whiteani White Anita										
Cable	08/24/2015	55.00	0.00	09/01/2015	PC 8/24/15		-	No		0000
101-410-1450-43620 Cable Operations		25.00								
Cable		25.00								
101-410-1450-43620 Cable Operations		80.00								
Cable Total:		80.00								
Whiteani Total:		80.00								
<hr/>										
YALEMECH Yale Mechanical										
158638	08/20/2015	485.75	0.00	09/01/2015	Maintenance - PW		-	No		0000
101-430-3100-44010 Repairs/Maint Bldg		485.75								
158638 Total:		485.75								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
158640	08/20/2015	189.50	0.00	09/01/2015	Maintenance - Fire Stations		-			0000
101-420-2220-44010	Repairs/Maint Bldg									
	158640 Total:	189.50								
158641	08/20/2015	408.30	0.00	09/01/2015	Maintenance - City Hall		-			0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	158641 Total:	408.30								
	YALEMECH Total:	1,083.55								
ZACK Zack's, Inc.										
30499	06/05/2015	18.88	0.00	09/01/2015	Supplies		-			0000
101-430-3120-42240	Street Maintenance Materials									
30499	06/05/2015	172.20	0.00	09/01/2015	Shop supplies		-			0000
101-430-3100-42150	Shop Materials									
30499	06/05/2015	37.08	0.00	09/01/2015	Marking paint		-			0000
601-494-9400-42400	Small Tools & Minor Equipment									
	30499 Total:	228.16								
	ZACK Total:	228.16								
	Report Total:	72,457.63								

Accounts Payable To Be Paid Proof List

User: PattyB

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Batch: 011-08-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
DELTA Delta Dental Of Minnesota 6137996 08/15/2015		1,031.00	0.00	09/01/2015	September premium		-	No		0000
101-000-0000-21706 Medical Insurance 6137996 Total:		1,031.00								
DELTA Total:		1,031.00								
LEASSOC Lake Elmo Associates, LLP Sept 15 09/01/2015		2,461.00	0.00	09/01/2015	September Rent		-	No		0000
101-410-1940-44120 Rentals - Building Sept 15 Total:		2,461.00								
LEASSOC Total:		2,461.00								
NCPERS 566200-NCPERS Minnesota 5662915 08/21/2015		16.00	0.00	09/01/2015	September premiums		-	No		0000
101-000-0000-21708 Other Benefits 5662915 Total:		16.00								
NCPERS Total:		16.00								
RABOUIN RABOUIN, INC 09/01/2015		2,500.00	0.00	09/01/2015	September monthly installment		-	No		0000
101-410-1320-43100 Assessing Services Total:		2,500.00								
RABOUIN Total:		2,500.00								
Report Total:		6,008.00								

Accounts Payable To Be Paid Proof List

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Batch: 010-08-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ADVGR Advanced Graphix, Inc. 192577 07/09/2015 410-480-8000-45500 Vehicles		155.00	0.00	09/01/2015	Graphics - New Tahoe		-	No		0000
192577 Total:		155.00								
192655 07/17/2015 410-480-8000-45500 Vehicles		45.00	0.00	09/01/2015	Graphics - front bumper		-	No		0000
192655 Total:		45.00								
ADVGR Total:		200.00								
AllgenPo Allgen Power Services 9345 08/13/2015 101-420-2220-44010 Repairs/Maint Bldg		140.50	0.00	09/01/2015	Repair 2 fixtures - Station 1		-	No		0000
9345 Total:		140.50								
AllgenPo Total:		140.50								
AMAZONIN Amazon Inc 07/10/2015 206-450-5300-42500 Library Collection Maintenance		1,317.37	0.00	09/01/2015	Adult, teen & kids books dvds		-	No		0000
07/10/2015 206-450-5300-42000 Office Supplies		649.69	0.00	09/01/2015	Operating supplies		-	No		0000
07/10/2015 206-450-5300-42500 Library Collection Maintenance		-67.46	0.00	09/01/2015	Credits		-	No		0000
Total:		1,899.60								
AMAZONIN Total:		1,899.60								
AMERWATE Works Association American Water 7001063860 07/27/2015 601-494-9400-44300 Miscellaneous		78.00	0.00	09/01/2015	Membership Renewal - Bouthilet		-	No		0000
7001063860 Total:		78.00								
AMERWATE Total:		78.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ASPENMI Aspen Mills, Inc.										
169013	08/17/2015	124.80	0.00	09/01/2015	Uniforms - Hilpisch		-		No	0000
101-420-2220-44170	Uniforms									
	169013 Total:	124.80								
ASPENMI Total:		124.80								
BIFFS Biff's Inc.										
W571052-571061	08/19/2015	846.00	0.00	09/01/2015	Portable Restrooms - Parks		-		No	0000
101-450-5200-44120	Rentals - Buildings									
	W571052-571061 Total:	846.00								
BIFFS Total:		846.00								
BOLTONME Bolton & Menk, Inc										
181091	08/13/2015	57.50	0.00	09/01/2015	Construction Admin		-		No	0000
602-495-9450-43030	Engineering Services									
181091	08/13/2015	2,781.50	0.00	09/01/2015	Construction Observation		-		No	0000
602-495-9450-43030	Engineering Services									
	181091 Total:	2,839.00								
BOLTONME Total:		2,839.00								
CARDMEMB Cardmember Service										
	08/20/2015	64.26	0.00	09/01/2015	Printer ink		-		No	0000
101-430-3100-42000	Office Supplies									
	08/20/2015	115.99	0.00	09/01/2015	Steel toed boot - Mike B		-		No	0000
101-430-3100-44170	Uniforms									
	08/20/2015	400.00	0.00	09/01/2015	Swings- Sanctuary		-		No	0000
404-480-8000-45300	Improvements Other Than Bldgs									
	08/20/2015	42.84	0.00	09/01/2015	Holiday		-		No	0000
101-420-2220-44300	Miscellaneous									
	08/20/2015	574.79	0.00	09/01/2015	Tools for new ladder		-		No	0000
410-480-8000-45500	Vehicles									
	08/20/2015	499.97	0.00	09/01/2015	Frdge for Station 1		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
	08/20/2015	671.40	0.00	09/01/2015	Storage bins for new ladder		-		No	0000
410-480-8000-45500	Vehicles									
	08/20/2015	84.50	0.00	09/01/2015	Pioneer Press subscription		-		No	0000
101-410-1320-44330	Dues & Subscriptions									
	08/20/2015	88.36	0.00	09/01/2015	fuel		-		No	0000
101-420-2400-42120	Fuel, Oil and Fluids									
	08/20/2015	292.40	0.00	09/01/2015	Hearing notice		-		No	0000
101-410-1320-43510	Legal Publishing									
	Total:	2,834.51								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CARDMEMB Total:		2,834.51								
CARQUEST Car Quest Auto Parts										
2055-357389	08/25/2015	7.01	0.00	09/01/2015	Flasher - Ford		-	No		0000
101-430-3100-42210 Equipment Parts										
2055-357389 Total:		7.01								
2055-357392	08/25/2015	82.79	0.00	09/01/2015	Manifold Set		-	No		0000
101-430-3100-42400 Small Tools & Minor Equipment										
2055-357392 Total:		82.79								
CARQUEST Total:		89.80								
CENCOLLE Century College										
587777	08/21/2015	825.00	0.00	09/01/2015	1/4 yearly CEU training		-	No		0000
101-420-2220-44370 Conferences & Training										
587777 Total:		825.00								
CENCOLLE Total:		825.00								
COMPASS Compass Minerals										
71367273	08/13/2015	11,646.44	0.00	09/01/2015	Road Salt		-	No		0000
101-430-3125-42290 Sand/Salt										
71367273 Total:		11,646.44								
71367711	08/14/2015	10,268.67	0.00	09/01/2015	Road Salt		-	No		0000
101-430-3125-42290 Sand/Salt										
71367711 Total:		10,268.67								
COMPASS Total:		21,915.11								
CUSH Cushman Motor Co., Inc.										
C0651	08/03/2015	23.75	0.00	09/01/2015	Thermostat		-	No		0000
101-450-5200-42210 Equipment Parts										
C0651 Total:		23.75								
CUSH Total:		23.75								
DEMCO Demco										
5121415	07/29/2015	36.31	0.00	09/01/2015	Glossy labels		-	No		0000
206-450-5300-42000 Office Supplies										
5121415 Total:		36.31								
DEMCO Total:		36.31								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
EMERGAUT Emergency Automotive Tech, Inc 12389 08/13/2015 410-480-8000-45500 Vehicles 12389 Total:		6,210.96	0.00	09/01/2015	Tahoe - lights, sirens		-	No		0000
DJS82015-4 08/18/2015 101-430-3100-42400 Small Tools & Minor Equipment DJS82015-4 Total: EMERGAUT Total:		6,210.96 85.00 85.00 6,295.96	0.00	09/01/2015	LED worklight		-	No		0000
EMERGRES Emergency Response Solutions 4608 08/12/2015 101-420-2220-44040 Repairs/Maint Eqpt 4608 Total: EMERGRES Total:		152.99 152.99 152.99	0.00	09/01/2015	PPE washing laundry soap.		-	No		0000
FASTENAL Fastenal Company MNOAK10909 08/05/2015 101-430-3100-42150 Shop Materials MNOAK10909 Total: FASTENAL Total:		7.68 7.68 7.68	0.00	09/01/2015	Shop supplies		-	No		0000
FERGUSON Ferguson Waterworks, Inc #2516 143553-2 08/18/2015 601-494-9400-42300 Water Meters & Supplies 143553-2 Total: FERGUSON Total:		1,566.00 1,566.00 1,566.00	0.00	09/01/2015	Water meters		-	No		0000
FIRECATT Fire CATT, LLC MN-4781 07/31/2015 101-420-2220-44040 Repairs/Maint Eqpt MN-4781 Total: FIRECATT Total:		1,928.50 1,928.50 1,928.50	0.00	09/01/2015	Annual Hose testing		-	No		0000
GKSERVIC G&K Services 1182257038 08/19/2015 101-430-3100-44170 Uniforms 1182257038 Total: GKSERVIC Total:		36.84 36.84 36.84	0.00	09/01/2015	Uniforms		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
GREATAM Great America Financial 17425325 08/17/2015 101-410-1940-44040 Repairs/Maint Contractual Eqpt 17425325 Total: GREATAM Total:		396.49 396.49 396.49	0.00	09/01/2015	Copier maintenance		-	No		0000
HDSUPPLY HD Supply Waterworks, Ltd. E377047 08/19/2015 601-494-9400-42300 Water Meters & Supplies E377047 Total: E77032 08/19/2015 601-494-9400-42300 Water Meters & Supplies E77032 Total: HDSUPPLY Total:		775.13 775.13 1,534.72 1,534.72 2,309.85	0.00 0.00	09/01/2015 09/01/2015	Water meters Water meters		- -	No No		0000 0000
HOLIDAYC Holiday Credit Office 08/15/2015 101-420-2220-42120 Fuel, Oil and Fluids Total: HOLIDAYC Total:		182.81 182.81 182.81	0.00	09/01/2015	Fuel		-	No		0000
INNOVAT Innovative Office Solutions INO871984 08/12/2015 101-410-1320-42000 Office Supplies INO871984 Total: INO884587 08/24/2015 101-410-1320-42000 Office Supplies INO884587 Total: INO884588 08/24/2015 101-410-1320-42000 Office Supplies INO884588 Total: INNOVAT Total:		16.08 16.08 32.00 32.00 29.40 29.40 77.48	0.00 0.00 0.00 0.00	09/01/2015 09/01/2015 09/01/2015	Name Plate Business Cards - Schroeder Notebooks		- - -	No No No		0000 0000 0000
kathfuel Kath Fuel Oil Service Co 522911 08/10/2015 101-430-3100-42120 Fuel, Oil and Fluids 522911 Total: 522912 08/10/2015 101-430-3100-42120 Fuel, Oil and Fluids 522912 Total: 522930 08/10/2015 101-430-3100-42120 Fuel, Oil and Fluids		1,049.64 1,049.64 704.32 704.32 448.45	0.00 0.00 0.00	09/01/2015 09/01/2015 09/01/2015	Fuel Fuel Fuel		- - -	No No No		0000 0000 0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
524085	08/21/2015	448.45								
101-430-3100-42120	Fuel, Oil and Fluids	964.50	0.00	09/01/2015	Fuel		-	No		0000
	524085 Total:	964.50								
	kathfuel Total:	3,166.91								
KINGK King Cassidy										
Cable	08/19/2015	55.00	0.00	09/01/2015	CCM 8/18/15		-	No		0000
101-410-1450-43620	Cable Operations	25.00	0.00	09/01/2015	CCM 8/18/15 - Bonus		-	No		0000
Cable	08/19/2015	80.00								
101-410-1450-43620	Cable Operations	80.00								
	Cable Total:	80.00								
	KINGK Total:									
KRSCORP KRS Corporation										
15804	08/13/2015	94.00	0.00	09/01/2015	Equipment stickers for ladder		-	No		0000
101-420-2220-42400	Small Tools & Equipment	94.00								
	15804 Total:	94.00								
	KRSCORP Total:	94.00								
Landscape Landscape Architecture, Inc										
5th Street	08/13/2015	1,560.00	0.00	09/01/2015	Design services		-	No		0000
101-410-1910-43150	Contract Services	1,560.00								
	5th Street Total:	1,560.00								
	Landscape Total:	1,560.00								
LibraryI Library Ideas										
47220	07/31/2015	9.00	0.00	09/01/2015	Freeding as you go		-	No		0000
206-450-5300-42500	Library Collection Maintenance	9.00								
	47220 Total:	9.00								
	LibraryI Total:	9.00								
LTG PWR L.T.G. Power Equipment										
193693	08/13/2015	33.86	0.00	09/01/2015	Repair - 05-4 Master		-	No		0000
101-450-5200-44040	Repairs/Maint Eqpt	33.86								
	193693 Total:	33.86								
	LTG PWR Total:	33.86								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MARONEYS Maroney's Sanitation, Inc										
588566	08/10/2015	112.94	0.00	09/01/2015	Trash Services		-		No	0000
101-410-1940-43840	Refuse									
588566	08/10/2015	49.71	0.00	09/01/2015	Trash Services		-		No	0000
101-420-2220-43840	Refuse									
588566	08/10/2015	216.67	0.00	09/01/2015	Trash Services		-		No	0000
101-430-3100-43840	Refuse									
588566	08/10/2015	216.67	0.00	09/01/2015	Trash Services		-		No	0000
101-420-2220-43840	Refuse									
588566	08/10/2015	49.89	0.00	09/01/2015	Trash Services		-		No	0000
206-450-5300-43840	Refuse									
588566 Total:		645.88								
MARONEYS Total:		645.88								
MILLEREX Miller Excavating, Inc.										
19676	07/31/2015	275.00	0.00	09/01/2015	Grader services		-		No	0000
101-430-3120-43150	Contract Services									
19676 Total:		275.00								
MILLEREX Total:		275.00								
MNDOH MN Department of Health										
8/17/15	08/17/2015	1,661.00	0.00	09/01/2015	3rd Quarter Water supply connection fee		-		No	0000
601-494-9400-43820	Water Utility									
8/17/15 Total:		1,661.00								
MNDOH Total:		1,661.00								
MNLABOR MN Dept of Labor & Industry										
ABR122080I	08/02/2015	10.00	0.00	09/01/2015	Pressure vessel		-		No	0000
601-494-9400-42270	Utility System Maintenance									
ABR122080I Total:		10.00								
ABR122120I	08/02/2015	10.00	0.00	09/01/2015	Pressure vessel		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
ABR122120I Total:		10.00								
ABR122404I	08/02/2015	10.00	0.00	09/01/2015	Pressure vessel		-		No	0000
101-430-3100-44010	Repairs/Maint Bldg									
ABR122404I Total:		10.00								
ABR122524I	08/02/2015	10.00	0.00	09/01/2015	Pressure vessel		-		No	0000
101-450-5200-44010	Repairs/Maint Bldg									
ABR122524I Total:		10.00								
MNLABOR Total:		40.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
NYTIMES THE NEW YORK TIMES										
	07/26/2015	213.60	0.00	09/01/2015	Subscription		-		No	0000
206-450-5300-42500 Library Collection Maintenance		213.60								
Total:		213.60								
NYTIMES Total:										
PERFORMA Performance Plus LLC										
4126	08/11/2015	475.00	0.00	09/01/2015	Annual FIT testing		-		No	0000
101-420-2220-43050 Physicals		475.00								
4126 Total:		475.00								
4133	08/11/2015	50.00	0.00	09/01/2015	Annual FIT testing		-		No	0000
101-420-2220-43050 Physicals		50.00								
4133 Total:		50.00								
PERFORMA Total:		525.00								
POMPS Pump's Tire Service, Inc.										
210187661	08/11/2015	3,394.52	0.00	09/01/2015	Repairs		-		No	0000
101-430-3100-44040 Repairs/Maint Eqpt		3,394.52								
210187661 Total:		142.44								
210188326	08/14/2015	142.44	0.00	09/01/2015	Van parts		-		No	0000
101-430-3100-42210 Equipment Parts		142.44								
210188326 Total:		3,536.96								
POMPS Total:										
RCM RCM Specialties, Inc										
5072	08/10/2015	209.00	0.00	09/01/2015	Emulsion		-		No	0000
101-430-3120-42240 Street Maintenance Materials		209.00								
5072 Total:		233.75								
5075	08/13/2015	233.75	0.00	09/01/2015	Emulsion		-		No	0000
101-430-3120-42240 Street Maintenance Materials		233.75								
5075 Total:		337.75								
5084	08/13/2015	337.75	0.00	09/01/2015	Emulsion		-		No	0000
101-430-3120-42240 Street Maintenance Materials		337.75								
5084 Total:		780.50								
RCM Total:										
RJTHOMAS RJ Thomas Mfg Co, Inc										
178189	08/07/2015	1,204.00	0.00	09/01/2015	Pet waste station		-		No	0000
404-480-8000-44030 Repairs/Maint Imp Not Bldgs		1,204.00								
178189 Total:										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	RJTHOMAS Total:	1,204.00								
ROSENBAU Rosenbauer - General Division 17376 410-480-8000-45500 Vehicles	08/11/2015	4,396.00	0.00	09/01/2015	Tool mounting		-	No		0000
	17376 Total:	4,396.00								
ROSENBAU Total:		4,396.00								
SACHSJIM James Sachs 08/17/2015		23.00	0.00	09/01/2015	Operator renewal fee		-	No		0000
601-494-9400-44370 Conferences & Training Total:		23.00								
SACHSJIM Total:		23.00								
SAMSCULUB Sam's Club 08/21/2015		120.60	0.00	09/01/2015	Rehab supplies		-	No		0000
101-420-2220-44300 Miscellaneous 08/21/2015		6.58	0.00	09/01/2015	Station supplies		-	No		0000
101-420-2220-44010 Repairs/Maint Bldg Total:		127.18								
SAMSCULUB Total:		127.18								
SPRINT Sprint 761950227-149 101-410-1940-43210 Telephone 761950227-149 101-420-2220-43210 Telephone 761950227-149 101-420-2400-43210 Telephone 761950227-149 101-430-3100-43210 Telephone 761950227-149 101-450-5200-43210 Telephone 761950227-149 101-410-1450-43210 Telephone 761950227-149 101-410-1910-43210 Telephone	08/18/2015 08/18/2015 08/18/2015 08/18/2015 08/18/2015 08/18/2015 08/18/2015 08/18/2015 08/18/2015 08/18/2015 08/18/2015 08/18/2015	67.15 213.57 47.06 82.80 161.43 51.13 17.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	09/01/2015 09/01/2015 09/01/2015 09/01/2015 09/01/2015 09/01/2015 09/01/2015	Cell phone services Cell phone services Cell phone services Cell phone services Cell phone services Cell phone services Cell phone services		- - - - - - -	No No No No No No No		0000 0000 0000 0000 0000 0000 0000
	761950227-149 Total:	640.14								
	SPRINT Total:	640.14								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
STILLMED Stillwater Medical Group											
	08/13/2015	2,994.47	0.00	09/01/2015	Pre placement & annual physicals		-			No	0000
101-420-2220-43050	Physicals	2,994.47									
	Total:	2,994.47									
	STILLMED Total:										
TDS TDS Metrocom - LLC											
6517798882	08/13/2015	89.57	0.00	09/01/2015	Analog lines - Fire		-			No	0000
101-420-2220-43210	Telephone										
6517798882	08/13/2015	211.80	0.00	09/01/2015	Analog lines - PW		-			No	0000
101-430-3100-43210	Telephone										
6517798882	08/13/2015	82.62	0.00	09/01/2015	Analog lines - Life station alarms		-			No	0000
602-495-9450-43210	Telephone										
6517798882	08/13/2015	43.31	0.00	09/01/2015	Alarm - well house 2		-			No	0000
601-494-9400-43210	Telephone										
	6517798882 Total:	427.30									
	TDS Total:	427.30									
TITAN Titan Machinery											
6452528	08/19/2015	284.20	0.00	09/01/2015	Fluids		-			No	0000
101-430-3100-42120	Fuel, Oil and Fluids										
	6452528 Total:	284.20									
6452536	08/19/2015	198.38	0.00	09/01/2015	parts		-			No	0000
101-430-3100-42210	Equipment Parts										
	6452536 Total:	198.38									
	TITAN Total:	482.58									
TKDA TKDA, Inc.											
2015002203	08/03/2015	199.50	0.00	09/01/2015	General Engineering Services		-			No	0000
101-410-1930-43030	Engineering Services										
	2015002203 Total:	199.50									
2015002447	08/11/2015	193.80	0.00	09/01/2015	2013.133 LE Ave Trunk Watermain		-			No	0000
601-494-9400-43030	Engineering Services										
	2015002447 Total:	193.80									
2015002448	08/11/2015	1,964.91	0.00	09/01/2015	2015-120 Eagle Point Blvd		-			No	0000
409-480-8000-43030	Engineering Services										
	2015002448 Total:	1,964.91									
	TKDA Total:	2,358.21									
TMOBILE T Mobile											
947226095	08/11/2015	21.34	0.00	09/01/2015	SCADA line		-			No	0000
601-494-9400-43210	Telephone										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
947226095 Total:		21.34								
TMOBILE Total:		21.34								
<hr/>										
TOOLGUY The Tool Guy, LLC										
7631	08/18/2015	80.00	0.00	09/01/2015	Tools		-	No		0000
101-430-3100-42400 Small Tools & Minor Equipment		80.00								
7631 Total:		80.00								
TOOLGUY Total:		80.00								
<hr/>										
TRISTATE Tri State Bobcat, Inc.										
N07148	08/11/2015	660.00	0.00	09/01/2015	Wacker Roller		-	No		0000
101-430-3120-43150 Contract Services		660.00								
N07148 Total:		660.00								
TRISTATE Total:		660.00								
<hr/>										
VERIZON Verizon Wireless										
9750502946	08/10/2015	35.01	0.00	09/01/2015	Wireless charges		-	No		0000
101-420-2220-43210 Telephone		35.01								
9750502946 Total:		35.01								
VERIZON Total:		35.01								
<hr/>										
VESCO Vessco, Inc										
63485	05/26/2015	188.00	0.00	09/01/2015	Well no 4		-	No		0000
601-494-9400-42270 Utility System Maintenance		188.00								
63485 Total:		188.00								
VESCO Total:		188.00								
<hr/>										
Whiteani White Anita										
Cable	08/24/2015	55.00	0.00	09/01/2015	PC 8/24/15		-	No		0000
101-410-1450-43620 Cable Operations		25.00								
Cable		25.00								
101-410-1450-43620 Cable Operations		80.00								
Cable Total:		80.00								
Whiteani Total:		80.00								
<hr/>										
YALEMECH Yale Mechanical										
158638	08/20/2015	485.75	0.00	09/01/2015	Maintenance - PW		-	No		0000
101-430-3100-44010 Repairs/Maint Bldg		485.75								
158638 Total:		485.75								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
158640	08/20/2015	189.50	0.00	09/01/2015	Maintenance - Fire Stations		-			0000
101-420-2220-44010	Repairs/Maint Bldg									
	158640 Total:	189.50								
158641	08/20/2015	408.30	0.00	09/01/2015	Maintenance - City Hall		-			0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	158641 Total:	408.30								
	YALEMECH Total:	1,083.55								
ZACK Zack's, Inc.										
30499	06/05/2015	18.88	0.00	09/01/2015	Supplies		-			0000
101-430-3120-42240	Street Maintenance Materials									
30499	06/05/2015	172.20	0.00	09/01/2015	Shop supplies		-			0000
101-430-3100-42150	Shop Materials									
30499	06/05/2015	37.08	0.00	09/01/2015	Marking paint		-			0000
601-494-9400-42400	Small Tools & Minor Equipment									
	30499 Total:	228.16								
	ZACK Total:	228.16								
	Report Total:	72,457.63								

Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 08/26/2015 - 12:43 PM

Batch: 011-08-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
DELTA Delta Dental Of Minnesota 6137996 08/15/2015		1,031.00	0.00	09/01/2015	September premium		-	No		0000
101-000-0000-21706 Medical Insurance 6137996 Total:		1,031.00								
DELTA Total:		1,031.00								
LEASSOC Lake Elmo Associates, LLP Sept 15 09/01/2015		2,461.00	0.00	09/01/2015	September Rent		-	No		0000
101-410-1940-44120 Rentals - Building Sept 15 Total:		2,461.00								
LEASSOC Total:		2,461.00								
NCPERS 566200-NCPERS Minnesota 5662915 08/21/2015		16.00	0.00	09/01/2015	September premiums		-	No		0000
101-000-0000-21708 Other Benefits 5662915 Total:		16.00								
NCPERS Total:		16.00								
RABOUIN RABOUIN, INC 09/01/2015		2,500.00	0.00	09/01/2015	September monthly installment		-	No		0000
101-410-1320-43100 Assessing Services Total:		2,500.00								
RABOUIN Total:		2,500.00								
Report Total:		6,008.00								



MAYOR & COUNCIL COMMUNICATION

DATE: September 1, 2015
CONSENT
ITEM #3
MOTION

AGENDA ITEM: July 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 July 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 July 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 0.9% above budget for the month bringing the year to date total revenue to 0.8% below budget. The most significant budget to actual revenue variances are as follows:

- The first installment of property tax proceeds were received on 7/2/15 for \$1,302,869 which was 4% lower than budgeted. It is anticipated that the second installment will be slightly above this amount and that the year will come in very close to the budgeted amount.
- Building Permit revenue was 9.9% below budget for the month bringing the year to date to 32.9% below budget. In July there were 13 new home starts to the budgeted 11 new home starts per month. Although more homes than budgeted for the month, the fee revenue is slightly lower due to there being a six-plex and a tri-plex included in July which have a lower home valuation which results in lower fees. The year to date new home starts is at 58, of which 8 were open space new homes. The 2015 budget did not include any open space new homes.
- The second installment for MSA maintenance was received in July. This installment was budgeted in August based on when received in prior years. The variance is a timing issue.

Expenses:

Total expenses for the month were 109% above budget bringing the year to date expenses to 6.8% less than budget. The variance for the month is primarily due to the payment related to the annual seal coating project being paid in July which was budgeted in June. All departments continue to manage to the bottom line.

The following summarizes variances of note:

General:

- Administration salary expense was higher than budgeted for the month and year to date due to the payout of PTO balances to prior employee's.
- Building Inspection – The building inspection expenses are 72.7% below budget for the month and 47.9% below budget year to date primarily due to the building permit volume being below the level anticipated in the plan. As a result, the contracted inspector continues to be utilized until the permit volume ramp up to a level justifying a

staff addition as well as the purchase of the truck budgeted in July for \$23k is on hold as well.

- Streets – As mentioned in June, the 2015 budget anticipated that the 2015 seal coating and crack filling projects would be completed in June. \$140.8k was paid in July and the variance is a timing issue as mentioned previously.

In summary, as discussed during the 2015 budget process, expenses are being closely monitored until the development ramps up to cover growth driven expenses. Year to date actual expenses continue to be less than budgeted and the net income through July is better than budget due to everyone managing to the bottom line.

LIBRARY FUND:

Revenues: Revenues on a year to date basis far exceeded budget as a result of recovering the delinquent rent from a prior tenant of \$15k.

Expenses: Expenses for the month of July slightly above budget for the month. This was due to the catch up billing for the library card reimbursements. On a year to date basis the actual expenses are 9.4% below budget.

On a net income basis, the July results are 3.4% above budget. The year to date results far exceed budget due to the collection of the delinquent rent mentioned earlier.

The ending July cash balance in the library fund is \$235.4k (large increase due to receipt of levy proceeds of \$115.6k).

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

ATTACHMENT:

1. July Financial Reports

	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	25,907.69	20,691.93	5,215.76	20.13%	230,365.19	200,910.67	29,454.52	12.79%
Total Streets	222,578.00	5,760.00	150,173.30	(144,413.30)	-2507.18%	210,398.00	185,127.01	25,270.99	12.01%
Total Ice & Snow Removal	95,500.00	1,350.00	0.00	1,350.00	100.00%	53,950.00	33,564.47	20,385.53	37.79%
Total Street Lighting	28,000.00	2,350.00	2,019.88	330.12	14.05%	16,450.00	13,257.55	3,192.45	19.41%
Total Recycling	9,500.00	500.00	0.00	500.00	100.00%	5,250.00	568.03	4,681.97	89.18%
Total Tree Program	6,000.00	500.00	0.00	500.00	100.00%	3,500.00	0.00	3,500.00	100.00%
Total Public Works	741,773.00	36,367.69	172,885.11	(136,517.42)	-375.38%	519,913.19	433,427.73	86,485.46	16.63%
DEPT 450 - CULTURE, RECREATION									
Total Parks & Recreation	153,028.00	11,310.74	20,864.47	(9,553.73)	-84.47%	91,304.70	139,668.27	(48,363.57)	-52.97%
IT & Telephone	109,560.00	6,388.00	7,829.43	(1,441.43)	-22.56%	69,166.00	14,198.24	21,967.76	31.76%
GRAND TOTAL ALL EXPENSES	3,316,216.00	217,108.64	326,109.52	(109,000.88)	-50.21%	1,991,204.09	1,856,355.58	134,848.51	6.77%
SUB TOTAL NET INC OVER EXP	482,118.00	1,215,698.11	1,119,527.07	(96,171.04)	7.91%	(30,326.84)	89,577.52	119,904.36	395.37%
DEPT 460 - COMP ADJ	35,000.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 490 - CONTINGENCY FUND	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Debt Service increase	247,118.00	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%
GRAND TOTAL ALL DEPTS	3,798,334.00	217,108.64	326,109.52	(109,000.88)	-50.21%	1,991,204.09	1,856,355.58	134,848.51	6.77%
Net Income over Expenses	0.00	1,215,698.11	1,119,527.07	(96,171.04)	7.91%	(30,326.84)	89,577.52	119,904.36	395.37%

2015 By Month
Budget to Actual Comparative
For the month ending July 31, 2015
101-General Fund Detail
By Department

DEPT 410 - GEN'L GOV'T	Full Year BUDGET 2015	% to date	MONTH				YTD				YTD variance notes
			BUDGET		ACTUAL		BUDGET		ACTUAL		
			Month	Variance (\$)	Month	Variance (\$)	Month	Variance (\$)	Month	Variance (\$)	
REVENUE											
Current Ad Valorem Taxes	2,531,080.00	45.80%	1,265,540.00	1,159,178.20	(106,361.80)	-8.40%	1,265,540.00	1,159,178.20	(106,361.80)	-8.40%	13 new home permits in July; YTD at 58 new homes (8 Open space)
Delinquent Ad Valorem Taxes	15,000.00	168.99%	7,500.00	25,347.86	17,847.86	237.97%	7,500.00	25,347.86	17,847.86	237.97%	
Mobile Home Tax	11,400.00	56.33%	5,700.00	6,421.42	721.42	12.66%	5,700.00	6,421.42	721.42	12.66%	
Fiscal Disparities	160,000.00	69.25%	80,000.00	110,796.92	30,796.92	38.50%	80,000.00	110,796.92	30,796.92	38.50%	
Penalty & Interest on Taxes	700.00	160.65%	350.00	1,124.58	774.58	221.31%	350.00	1,124.58	774.58	221.31%	
Liquor License	8,350.00	97.60%	0.00	0.00	0.00	0.00%	5,350.00	8,150.00	2,800.00	52.34%	
Wastehauler License	1,680.00	28.57%	0.00	0.00	0.00	0.00%	840.00	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	0.00	0.00%	
Heating Contractor License	2,500.00	96.00%	200.00	200.00	0.00	0.00%	1,500.00	2,400.00	900.00	60.00%	
Blacktopping Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Building Permits	517,600.00	39.11%	43,130.00	38,883.35	(4,246.65)	-9.85%	301,910.00	202,446.41	(99,463.59)	-32.94%	
Building Re-inspect Fees	1,000.00	0.00%	100.00	0.00	(100.00)	-100.00%	600.00	0.00	(600.00)	-100.00%	
Heating Permits	29,040.00	56.40%	2,420.00	1,320.00	(1,100.00)	-45.45%	16,940.00	16,377.45	(562.55)	-3.32%	
Plumbing Permits	29,040.00	68.60%	2,420.00	4,440.00	2,020.00	83.47%	16,940.00	19,922.00	2,982.00	17.60%	
Sewer Permits	10,560.00	0.00%	880.00	0.00	(880.00)	-100.00%	6,160.00	0.00	(6,160.00)	-100.00%	
Animal License	2,500.00	77.04%	40.00	20.00	(20.00)	-50.00%	2,300.00	1,926.00	(374.00)	-16.26%	
Utility Permits (ROW)	5,000.00	443.42%	1,000.00	3,648.60	2,648.60	264.86%	3,000.00	22,171.00	19,171.00	639.03%	
Burning Permit	2,250.00	56.44%	500.00	45.00	(455.00)	-91.00%	1,000.00	1,270.00	270.00	27.00%	
Massage Therapy Licenses	150.00	16.67%	0.00	0.00	0.00	0.00%	75.00	25.00	(50.00)	-66.67%	
Electrical Permit	6,051.00	84.49%	500.00	1,374.61	874.61	174.92%	3,500.00	5,112.37	1,612.37	46.07%	
Homestead Credit Aid	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
MSA-Maintenance	101,696.00	117.47%	0.00	59,732.00	59,732.00	100.00%	50,848.00	119,464.00	68,616.00	134.94%	
State Fire Aid	41,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
PERA Aid	2,749.00	50.00%	1,374.50	1,374.50	0.00	0.00%	1,374.50	1,374.50	0.00	0.00%	
Gravel Tax	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Recycling Grant	15,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Misc State Grant/Surcharge Rev	500.00	136.96%	0.00	380.36	380.36	100.00%	250.00	684.80	434.80	173.92%	
Cable Franchise Revenue	45,000.00	151.40%	0.00	0.00	0.00	0.00%	45,000.00	68,129.10	23,129.10	51.40%	
Zoning & Subdivision Fees	7,500.00	273.87%	1,500.00	5,050.00	3,550.00	236.67%	3,750.00	20,540.00	16,790.00	447.73%	
Plan Check Fees	181,923.00	62.79%	15,160.25	20,778.37	5,618.12	37.06%	106,121.75	114,224.33	8,102.58	7.64%	
Sale of Copies, Books, Maps	175.00	35.71%	20.00	0.00	(20.00)	-100.00%	75.00	62.50	(12.50)	-16.67%	
Assessment Searches	750.00	170.00%	150.00	330.00	180.00	120.00%	465.00	1,275.00	810.00	174.19%	
Clean Up Days	2,000.00	180.75%	0.00	0.00	0.00	0.00%	2,000.00	3,615.00	1,615.00	80.75%	
Cable Operation Reimbursement	2,500.00	32.03%	0.00	800.63	800.63	100.00%	1,250.00	800.63	(449.37)	-35.95%	
Fines	48,000.00	54.58%	4,000.00	4,373.69	373.69	9.34%	28,000.00	26,198.58	(1,801.42)	-6.43%	
Miscellaneous Permits	0.00	0.00%	0.00	2.50	2.50	100.00%	0.00	0.00	0.00	0.00%	
Fire Billable Revenue	500.00	100.00%	0.00	0.00	0.00	0.00%	0.00	500.00	500.00	100.00%	
Miscellaneous Revenue	3,500.00	157.41%	300.00	0.00	(300.00)	-100.00%	2,000.00	5,509.45	3,509.45	175.47%	
Internal Charges	640.00	63.44%	22.00	14.00	(8.00)	-36.36%	538.00	406.00	(132.00)	-24.54%	
Interest Earnings	10,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Donations	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Total Revenue	3,798,334.00	51.23%	1,432,806.75	1,445,636.59	12,829.84	0.90%	1,960,877.25	1,945,933.10	(14,944.15)	-0.76%	

EXPENSE	Full Year BUDGET 2015	% to date	MONTH				YTD			
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
			Month	Month	Month	Month	YTD	YTD	YTD	YTD
1110 - Mayor & Council										
PT Salaries	25,690.00	50.00%	12,845.00	0.00	12,845.00	100.00%	12,845.00	12,845.00	0.00	0.00%
FICA Contributions	1,593.00	49.99%	796.39	0.00	796.39	100.00%	796.39	796.39	0.00	0.00%
Medicare Contributions	372.00	50.07%	186.27	0.00	186.27	100.00%	186.27	186.27	0.00	0.00%
Workers Compensation	300.00	29.66%	0.00	0.00	0.00	0.00%	300.00	88.97	211.03	70.34%
Mileage	500.00	33.83%	0.00	0.00	0.00	-100.00%	250.00	169.16	80.84	32.34%
Miscellaneous	0.00	100.00%	0.00	7.50	(7.50)	-100.00%	0.00	211.54	(211.54)	-100.00%
Dues & Subscriptions	11,500.00	113.88%	1,000.00	661.92	338.08	33.81%	7,000.00	13,096.44	(6,096.44)	-87.09%
Conferences & Training	1,000.00	100.00%	0.00	0.00	0.00	0.00%	500.00	1,000.00	(500.00)	-100.00%
Total Mayor & Council	40,955.00	69.33%	14,827.66	697.02	14,130.64	95.30%	21,877.66	28,393.77	(6,516.11)	-29.78%
2015 share of LMC annual Print made in Sept 2014 plus annual YSB payment										
1320 - Administration										
FT Salaries	198,125.00	61.55%	15,240.38	24,185.83	(8,945.45)	-58.70%	114,302.88	121,949.15	(7,646.27)	-6.69%
PERA Contributions	14,364.00	57.56%	1,104.92	862.68	242.24	21.92%	8,286.92	8,267.43	19.49	0.24%
ICMA Contributions	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
FICA Contributions	12,284.00	59.80%	944.92	1,479.88	(534.96)	-56.61%	7,086.92	7,345.46	(258.54)	-3.65%
Medicare Contributions	2,873.00	59.80%	221.00	346.10	(125.10)	-56.61%	1,657.50	1,717.96	(60.46)	-3.65%
Health/Dental Insurance	44,865.00	55.66%	3,451.15	2,532.00	919.15	26.63%	25,883.65	24,974.00	909.65	3.51%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	1,000.00	106.24%	0.00	0.00	0.00	0.00%	1,000.00	1,062.37	(62.37)	-6.24%
Office Supplies	5,500.00	65.34%	450.00	648.47	(198.47)	-44.10%	3,150.00	3,593.62	(443.62)	-14.08%
Printed Forms	0.00	100.00%	0.00	1,058.00	(1,058.00)	-100.00%	0.00	1,620.00	(1,620.00)	-100.00%
Legal Services	45,000.00	125.55%	3,750.00	6,035.70	(2,285.70)	-60.95%	26,250.00	56,498.04	(30,248.04)	-115.23%
Newsletter/Website	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Assessing Services	32,000.00	73.41%	2,500.00	2,500.00	0.00	0.00%	17,500.00	23,490.88	(5,990.88)	-34.23%
Contract Services	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Postage	2,000.00	104.22%	0.00	0.00	0.00	0.00%	1,000.00	2,084.36	(1,084.36)	-108.44%
Mileage	500.00	14.10%	50.00	0.00	50.00	100.00%	300.00	70.49	229.51	76.50%
Legal Publishing	5,000.00	75.34%	500.00	416.63	83.37	16.67%	3,000.00	3,767.12	(767.12)	-25.57%
Insurance	35,000.00	93.10%	0.00	0.00	0.00	0.00%	35,000.00	32,586.00	2,414.00	6.90%
Cable Operation Expense	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Miscellaneous	600.00	60.01%	50.00	90.55	(40.55)	-81.10%	350.00	360.03	(10.03)	-2.87%
Dues & Subscriptions	2,105.00	73.58%	175.00	120.00	55.00	31.43%	1,225.00	1,548.96	(323.96)	-26.45%
Books	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	131.89	(131.89)	-100.00%
Conferences & Training	6,100.00	38.70%	500.00	0.00	500.00	100.00%	3,500.00	2,361.00	1,139.00	32.54%
Staff Development	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Administration	407,316.00	72.04%	28,937.37	40,275.84	(11,338.47)	-39.18%	249,492.87	293,428.76	(43,935.89)	-17.61%
Many expense includes WA assessor fees budgeted later in the year										
Timing issue										
1410 - Elections										
PT Salaries	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	1,280.00	(1,280.00)	-100.00%
Office Supplies	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Legal Publications/Notification	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Equipment Repair	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	600.00	(600.00)	-100.00%
County Election Fees	950.00	0.00%	0.00	0.00	0.00	0.00%	950.00	0.00	950.00	100.00%
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Miscellaneous	100.00	291.03%	0.00	0.00	0.00	0.00%	50.00	291.03	(241.03)	-482.06%
Total Elections	1,050.00	206.76%	0.00	0.00	0.00	0.00%	1,000.00	2,171.03	(1,171.03)	-117.10%

	Full Year		MONTH					YTD				
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	2015		Month	Month	Month	Month	YTD	YTD	YTD	YTD		
1450 - Communications												
FT Salaries	35,876.00	32.72%	2,759.69	0.00	2,759.69	100.00%	20,697.69	11,739.09	8,958.60	43.28%		
PERA Contributions	2,601.00	27.11%	200.08	0.00	200.08	100.00%	1,500.58	705.10	795.48	53.01%		
FICA Contributions	2,224.00	32.07%	171.08	0.00	171.08	100.00%	1,283.08	713.13	569.95	44.42%		
Medicare Contributions	520.00	32.08%	40.00	0.00	40.00	100.00%	300.00	166.80	133.20	44.40%		
Health/Dental Insurance	9,970.00	36.83%	766.92	0.00	766.92	100.00%	5,751.92	3,672.00	2,079.92	36.16%		
Workers Compensation	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	177.91	(177.91)	-100.00%		
Newsletter	8,000.00	66.12%	0.00	1,853.88	(1,853.88)	-100.00%	4,000.00	5,289.83	(1,289.83)	-32.25%		
Office Supplies	561.00	8.65%	50.00	0.00	50.00	100.00%	350.00	48.50	301.50	86.14%		
Mileage	100.00	0.00%	0.00	0.00	0.00	0.00%	50.00	57.27	(7.27)	-14.54%		
Public Notices	5,040.00	31.48%	500.00	0.00	500.00	100.00%	2,850.00	1,586.84	1,263.16	44.32%		
Cable Operations	4,800.00	47.27%	400.00	375.00	25.00	6.25%	2,800.00	2,269.15	530.85	18.96%		
Conferences	700.00	51.43%	0.00	0.00	0.00	0.00%	350.00	360.00	(10.00)	-2.86%		
Repair/Maint Equipment	450.00	0.00%	0.00	0.00	0.00	0.00%	450.00	0.00	450.00	100.00%		
Total Communications	70,842.00	37.81%	4,887.77	2,228.88	2,658.89	54.40%	40,383.27	26,785.62	13,597.65	33.67%		
1520 - Finance												
FT Salaries	66,863.00	52.57%	5,143.31	4,632.32	510.99	9.94%	38,574.81	35,152.87	3,421.94	8.87%		
PT Salaries	3,600.00	0.00%	276.92	0.00	276.92	100.00%	2,076.92	0.00	2,076.92	100.00%		
PERA Contributions	4,848.00	54.38%	372.92	347.43	25.49	6.84%	2,796.92	2,636.49	160.43	5.74%		
FICA Contributions	4,369.00	47.07%	336.08	272.09	63.99	19.04%	2,520.58	2,056.70	463.88	18.40%		
Medicare Contributions	1,022.00	47.06%	78.62	63.62	15.00	19.08%	589.62	480.92	108.70	18.44%		
Health/Dental Insurance	14,955.00	43.65%	1,150.38	870.40	279.98	24.34%	8,627.88	6,528.00	2,099.88	24.34%		
Unemployment Benefits	3,000.00	0.00%	0.00	0.00	0.00	100.00%	3,000.00	0.00	3,000.00	100.00%		
Workers Compensation	500.00	81.52%	0.00	0.00	0.00	0.00%	250.00	407.61	(157.61)	-63.04%		
Office Supplies	500.00	176.90%	0.00	65.08	(65.08)	-100.00%	250.00	884.52	(634.52)	-253.81%		
Printed Forms	500.00	0.00%	0.00	0.00	0.00	0.00%	250.00	0.00	250.00	100.00%		
Audit Services	27,000.00	94.24%	0.00	1,320.00	(1,320.00)	-100.00%	27,000.00	25,445.00	1,555.00	5.76%		
Contract Services	6,000.00	70.02%	500.00	779.69	(279.69)	-55.94%	3,500.00	4,201.12	(701.12)	-20.03%		
Mileage	50.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Miscellaneous	200.00	128.28%	0.00	0.00	0.00	0.00%	100.00	256.56	(156.56)	-156.56%		
Dues & Subscriptions	740.00	22.97%	0.00	0.00	0.00	0.00%	240.00	170.00	70.00	29.17%		
Conferences & Training	500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Total Finance	134,647.00	58.09%	7,858.23	8,350.63	(492.40)	-6.27%	89,776.73	78,219.79	11,556.94	12.87%		
Fieldwork completed and billed earlier than anticipated in budget Will decrease now that audit substantially completed												

1910 - Planning & Zoning	Full Year BUDGET 2015	% to date	MONTH				YTD				YTD variance notes
			BUDGET		ACTUAL		BUDGET		ACTUAL		
			Month	Variance (\$)	Month	Variance (%)	YTD	Variance (\$)	YTD	Variance (%)	
FT Salaries	152,354.00	65.80%	11,825.31	(1,955.13)	13,780.44	-16.53%	88,002.31	100,249.39	(12,247.08)	-13.92%	
PT Salaries	3,600.00	0.00%	276.92	276.92	0.00	100.00%	2,076.92	0.00	2,076.92	100.00%	
PERA Contributions	9,849.00	68.37%	757.62	(523.28)	1,280.90	-69.07%	5,682.12	6,733.34	(1,051.22)	-18.50%	
FICA Contributions	8,646.00	59.02%	665.09	(49.25)	714.34	-7.41%	4,988.08	5,102.77	(114.69)	-2.30%	
Medicare Contributions	2,022.00	58.03%	155.54	(11.54)	167.08	-7.42%	1,166.54	1,173.33	(6.79)	-0.58%	
Health/Dental Insurance	32,047.00	62.67%	2,465.15	(212.85)	2,678.00	-8.63%	18,488.65	20,085.00	(1,596.35)	-8.63%	
Workers Compensation	800.00	100.76%	0.00	0.00	0.00	0.00%	800.00	806.07	(6.07)	-0.76%	
Developer escrow offset cost recovery	(16,500.00)	76.41%	(1,375.00)	176.55	(1,551.55)	-12.84%	(9,625.00)	(12,608.38)	2,983.38	-31.00%	
Office Supplies	1,800.00	37.00%	150.00	64.04	85.96	42.69%	1,050.00	666.05	383.95	36.57%	
Printed Forms	750.00	122.67%	0.00	0.00	0.00	0.00%	500.00	920.00	(420.00)	-84.00%	
Engineering Services	20,000.00	64.16%	2,500.00	608.45	1,891.55	24.34%	12,500.00	12,831.25	(331.25)	-2.65%	
Contract Services	5,000.00	0.00%	0.00	0.00	0.00	0.00%	2,500.00	0.00	2,500.00	100.00%	
Postage	200.00	3.35%	0.00	0.00	0.00	0.00%	100.00	6.70	93.30	93.30%	
Mileage	250.00	21.62%	20.00	(13.12)	33.12	-65.60%	140.00	54.05	85.95	61.39%	
Miscellaneous	500.00	0.00%	40.00	40.00	0.00	100.00%	280.00	0.00	280.00	100.00%	
Dues & Subscriptions	600.00	0.00%	50.00	50.00	0.00	100.00%	350.00	0.00	350.00	100.00%	
Books	300.00	0.00%	25.00	25.00	0.00	100.00%	175.00	0.00	175.00	100.00%	
Conferences & Training	2,000.00	11.25%	0.00	0.00	0.00	0.00%	1,000.00	225.00	775.00	77.50%	
Total Planning & Zoning	224,218.00	60.76%	17,555.63	(1,524.21)	19,079.84	-8.68%	130,174.62	136,244.57	(6,069.95)	-4.66%	
1930 - Engineering Services	54,800.00	49.64%	4,600.00	1,762.15	2,837.85	38.31%	31,800.00	27,204.10	4,595.90	14.45%	
Engineering Services	54,800.00	49.64%	4,600.00	1,762.15	2,837.85	38.31%	31,800.00	27,204.10	4,595.90	14.45%	
Total Engineering Services	54,800.00	49.64%	4,600.00	1,762.15	2,837.85	38.31%	31,800.00	27,204.10	4,595.90	14.45%	
1940 - City Hall	50.00	0.00%	0.00	0.00	0.00	0.00%	25.00	0.00	25.00	100.00%	
Cleaning Supplies	300.00	126.02%	25.00	25.00	0.00	100.00%	175.00	378.06	(203.06)	-116.03%	
Building Repair Supplies	6,000.00	86.53%	500.00	183.02	316.98	36.60%	3,500.00	5,191.64	(1,691.64)	-48.33%	Budget assumed annex sale in 2014
Utilities	353.00	230.15%	0.00	(112.94)	112.94	-100.00%	353.00	812.42	(459.42)	-130.15%	
Refuse	6,000.00	97.75%	500.00	174.00	326.00	34.80%	3,500.00	5,865.13	(2,365.13)	-67.58%	YTD: Electrical wiring needed in new rental office space (\$2.7k)
Repairs/Maint Contractual Bldg	7,700.00	90.02%	650.00	(304.12)	954.12	-46.79%	4,500.00	6,931.66	(2,431.66)	-54.04%	
Repairs/Maint Contractual Equip	29,532.00	58.33%	2,461.00	0.00	2,461.00	0.00%	17,227.00	17,227.00	0.00	0.00%	New copier lease and usage overage fees
Facility Lease	300.00	546.78%	25.00	(575.78)	600.78	-2303.12%	175.00	1,640.34	(1,465.34)	-837.34%	
Miscellaneous	50,235.00	75.74%	4,161.00	(610.82)	4,771.82	-14.68%	29,455.00	38,046.25	(8,591.25)	-29.17%	
Total City Hall	984,063.00	64.07%	82,827.66	4,585.78	78,241.88	5.54%	593,960.15	630,493.89	(36,533.74)	-6.15%	
Total General Government											

DEPT 420 - PUBLIC SAFETY												
	Full Year		MONTH						YTD			
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	2015		Month	Month	Month	Month	YTD	YTD	YTD	YTD		
2100 - Police												
Law Enforcement Contract	517,799.00	50.92%	0.00	0.00	0.00	0.00%	258,899.50	263,645.09	(4,745.59)	-1.83%		
Total Police	517,799.00	50.92%	0.00	0.00	0.00	0.00%	258,899.50	263,645.09	(4,745.59)	-1.83%		
2150 - Prosecution												
Attorney Criminal	50,000.00	64.23%	4,200.00	4,512.50	(312.50)	-7.44%	29,300.00	32,112.50	(2,812.50)	-9.60%		
Total Prosecution	50,000.00	64.23%	4,200.00	4,512.50	(312.50)	-7.44%	29,300.00	32,112.50	(2,812.50)	-9.60%		
2220 - Fire												
FT Salaries	68,614.00	59.06%	5,278.00	5,409.69	(131.69)	-2.50%	39,585.00	40,520.26	(935.26)	-2.36%		
PT Salaries	123,121.00	44.37%	9,470.85	8,012.03	1,458.82	15.40%	71,031.35	54,626.66	16,404.69	23.09%		
PERA Contributions	12,116.00	66.98%	932.00	1,089.58	(157.58)	-16.91%	6,990.00	8,115.38	(1,125.38)	-16.10%		
FICA Contributions	7,653.00	44.39%	587.15	398.89	188.26	32.06%	4,403.65	3,387.93	1,015.72	23.07%		
Medicare Contributions	2,780.00	53.00%	213.85	187.99	25.86	12.09%	1,603.85	1,473.46	130.39	8.13%		
Health/Dental Insurance	14,243.00	60.13%	1,095.62	1,142.00	(46.38)	-4.23%	8,217.12	8,565.00	(347.88)	-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	195.48%	0.00	0.00	0.00	0.00%	9,000.00	17,592.88	(8,592.88)	-95.48%		
Office Supplies	850.00	34.73%	70.00	0.00	70.00	100.00%	490.00	295.19	194.81	39.76%		
EMS Supplies	3,400.00	13.33%	280.00	323.49	(43.49)	-15.53%	1,960.00	453.18	1,506.82	76.88%		
Fire Prevention	3,000.00	0.00%	250.00	0.00	250.00	100.00%	1,750.00	0.00	1,750.00	100.00%		
Fuel, Oil & Fluids	13,000.00	40.33%	1,075.00	829.12	245.88	22.87%	7,525.00	5,243.20	2,281.80	30.32%		
Small Tools & Equip	20,892.00	32.38%	1,750.00	4,378.95	(2,628.95)	-150.23%	12,250.00	6,764.26	5,485.74	44.78%		
Physicals	3,181.00	47.47%	265.00	1,245.00	(980.00)	-369.81%	1,855.00	1,510.00	345.00	18.60%		
Radio	21,562.00	56.08%	0.00	3,914.76	(3,914.76)	-100.00%	10,781.00	12,093.04	(1,312.04)	-12.17%		
Mileage	250.00	161.92%	20.00	0.00	20.00	100.00%	150.00	404.80	(254.80)	-169.87%		
Insurance	8,307.00	87.02%	0.00	0.00	0.00	0.00%	8,307.00	7,229.00	1,078.00	12.98%		
Electric Utility	17,000.00	54.62%	1,300.00	686.80	613.20	47.17%	9,900.00	9,285.00	615.00	6.21%		
Refuse	1,000.00	185.72%	85.00	266.38	(181.38)	-213.39%	9,900.00	1,857.21	(1,262.21)	-212.14%		
Repair/Maint Bldg	2,000.00	231.92%	165.00	0.00	165.00	100.00%	1,155.00	4,638.36	(3,483.36)	-301.59%		
Repair/Maint Equip	33,260.00	25.32%	2,770.00	174.91	2,595.09	93.69%	19,390.00	8,422.11	10,967.89	56.56%		
Uniforms	2,500.00	24.51%	208.00	0.00	208.00	100.00%	1,456.00	612.70	843.30	57.92%		
Miscellaneous	1,500.00	141.16%	125.00	157.26	(32.26)	-25.81%	875.00	2,117.35	(1,242.35)	-141.98%		
Dues & Subscriptions	3,508.00	66.14%	290.00	0.00	290.00	100.00%	2,030.00	2,320.04	(290.04)	-14.29%		
Books	220.00	0.00%	20.00	0.00	20.00	100.00%	130.00	0.00	130.00	100.00%		
Conferences & Training	12,375.00	31.40%	1,000.00	(131.00)	1,131.00	113.10%	7,250.00	3,885.65	3,364.35	46.40%		
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	52.27%	27,250.47	28,085.85	(835.38)	-3.07%	228,679.97	201,412.66	27,267.31	11.92%		
2250 - Fire Relief												
Fire State Aid	37,323.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
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 billed April

2400 - Building Inspection	Full Year		MONTH					YTD				
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	2015		Month	Month	Month	Month	YTD	YTD	YTD	YTD		
FT Salaries	149,606.00	33.83%	11,508.15	6,089.53	5,418.62	47.09%	86,311.15	50,617.55	35,693.60	41.33%		
PERA Contributions	10,846.00	35.00%	834.31	456.71	377.60	45.26%	6,257.31	3,796.29	2,461.02	39.33%		
FICA Contributions	9,276.00	31.84%	713.54	354.49	359.05	50.32%	5,351.54	2,953.78	2,397.76	44.81%		
Medicare Contributions	2,169.00	31.83%	166.85	82.90	83.95	50.31%	1,251.35	690.48	560.87	44.82%		
Health/Dental Insurance	28,486.00	37.23%	2,191.23	1,414.00	777.23	35.47%	16,434.23	10,605.00	5,829.23	35.47%		
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Workers Compensation	1,000.00	232.40%	0.00	0.00	0.00	0.00%	1,000.00	2,323.96	(1,323.96)	-132.40%		
Office Supplies	2,100.00	7.46%	175.00	0.00	175.00	100.00%	1,225.00	156.65	1,068.35	87.21%		
Printed Forms	700.00	16.58%	0.00	0.00	0.00	0.00%	350.00	116.09	233.91	66.83%		
Fuel, Oil & Fluids	5,500.00	8.22%	500.00	43.15	456.85	91.37%	3,250.00	452.03	2,797.97	86.09%		
Engineering	9,000.00	47.71%	750.00	749.50	0.50	0.07%	5,250.00	4,293.95	956.05	18.21%		
Inspector Contract Services	67,200.00	27.96%	7,000.00	3,500.00	3,500.00	50.00%	34,000.00	18,787.49	15,212.51	44.74%		
Mileage	3,500.00	65.27%	400.00	450.00	(50.00)	-12.50%	1,800.00	2,284.37	(484.37)	-26.91%		
Insurance	900.00	20.40%	75.00	0.00	75.00	100.00%	525.00	180.00	345.00	65.71%		
Repairs/Maint Equip	2,300.00	11.11%	200.00	0.00	200.00	100.00%	1,325.00	255.43	1,069.57	80.72%		
Uniforms	850.00	10.59%	70.00	0.00	70.00	100.00%	490.00	89.98	400.02	81.64%		
Miscellaneous	650.00	18.73%	55.00	0.00	55.00	100.00%	385.00	121.76	263.24	68.37%		
Dues & Subscriptions	700.00	55.00%	60.00	0.00	60.00	100.00%	420.00	385.00	35.00	8.33%		
Books	3,000.00	56.41%	500.00	0.00	500.00	100.00%	2,500.00	1,692.39	807.61	32.30%		
New Truck	23,000.00	0.40%	23,000.00	0.00	23,000.00	100.00%	23,000.00	0.00	23,000.00	0.00%		
Conferences & Training	2,775.00	16.58%	0.00	0.00	0.00	0.00%	1,400.00	460.00	940.00	67.14%		
Total Building Inspections	323,558.00	30.99%	48,199.08	13,140.28	35,058.80	72.74%	192,525.58	100,262.20	92,263.38	47.92%		
Annual premiums billed April												
2500 - Emergency Communications												
Contract Services	7,000.00	53.50%	0.00	0.00	0.00	0.00%	3,500.00	3,745.00	(245.00)	-7.00%		
Total Emergency Communications	7,000.00	53.50%	0.00	0.00	0.00	0.00%	3,500.00	3,745.00	(245.00)	-7.00%		
2700 - Animal Control												
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Contract Services	6,000.00	62.08%	500.00	500.00	0.00	0.00%	3,500.00	3,725.00	(225.00)	-6.43%		
Miscellaneous (Impounding)	800.00	83.13%	65.00	50.00	15.00	23.08%	455.00	665.00	(210.00)	-46.15%		
Total Animal Control	6,800.00	64.56%	565.00	550.00	15.00	2.65%	3,955.00	4,390.00	(435.00)	-11.00%		
Total Public Safety	1,327,792.00	45.61%	80,214.55	46,288.63	33,925.92	42.29%	716,860.05	605,567.45	111,292.60	15.53%		

DEPT 430 - PUBLIC WORKS									
3100 - Public Works	Full Year		MONTH					YTD	
	BUDGET 2015	% to date	BUDGET		ACTUAL		Variance (\$)	ACTUAL	
			Month		Month			YTD	YTD
FT Salaries	153,314.00	49.98%	11,793.38		9,420.64	2,372.74	20.12%	88,450.38	13.36%
PT Salaries	23,460.00	5.90%	1,804.62		507.00	1,297.62	71.91%	13,534.62	89.77%
PERA Contributions	11,115.00	53.82%	855.00		941.37	(86.37)	-10.10%	6,412.50	6.71%
FECA Contributions	10,960.00	41.78%	843.08		582.71	260.37	30.88%	6,323.08	27.57%
Medicare Contributions	2,563.00	41.79%	197.15		136.29	60.86	30.87%	1,478.65	27.57%
Health/Dental Insurance	34,183.00	63.61%	2,629.46		2,899.00	(269.54)	-10.25%	19,720.96	-10.25%
Unemployment Benefits	0.00	0.00%	0.00		0.00	0.00	0.00%	0.00	0.00%
Workers Compensation	6,000.00	264.59%	500.00		0.00	500.00	100.00%	3,500.00	-353.59%
Office Supplies	2,000.00	2.08%	165.00		41.50	123.50	74.85%	1,135.00	96.41%
Shop Materials	1,500.00	61.04%	125.00		0.00	125.00	100.00%	1,155.00	-4.64%
Building Repair Supplies	500.00	17.35%	40.00		0.00	40.00	100.00%	280.00	69.02%
Small Tools and Minor Equip	1,200.00	114.92%	100.00		68.15	31.85	31.85%	700.00	-97.01%
Engineering Services	9,000.00	86.66%	750.00		337.50	412.50	55.00%	5,250.00	-48.55%
Contract Services	4,000.00	36.38%	0.00		363.95	(363.95)	-100.00%	2,000.00	27.23%
Radio	1,300.00	47.55%	0.00		309.06	(309.06)	-100.00%	650.00	4.90%
Mileage	0.00	0.00%	0.00		0.00	0.00	0.00%	0.00	0.00%
Insurance	20,000.00	78.74%	0.00		0.00	0.00	0.00%	20,000.00	21.26%
Electric Utility	28,000.00	55.46%	1,500.00		596.60	903.40	60.23%	15,748.00	2.95%
Refuse	2,400.00	62.94%	200.00		216.67	(16.67)	-8.33%	1,400.00	-7.90%
Fuel, Oil, Fluids (ALL depts)	42,000.00	36.69%	2,500.00		3,820.43	(1,320.43)	-52.82%	25,000.00	38.36%
Repair/Maint Bldg	3,500.00	78.03%	300.00		17.48	282.52	94.17%	2,000.00	-36.56%
Repair/Maint NOT Bldg	500.00	0.00%	40.00		0.00	40.00	100.00%	280.00	100.00%
Repair/Maint Equip (out)	5,000.00	9.40%	500.00		212.54	287.46	57.49%	3,000.00	84.33%
Equipment Parts	7,500.00	30.07%	625.00		0.00	625.00	100.00%	4,375.00	48.46%
Uniforms	2,000.00	71.01%	165.00		221.04	(56.04)	-33.96%	1,155.00	-22.96%
Miscellaneous	1,000.00	71.04%	150.00		0.00	150.00	100.00%	600.00	-18.41%
Landscaping Material	500.00	0.00%	125.00		0.00	125.00	100.00%	375.00	100.00%
Dues & Subscriptions	200.00	0.00%	0.00		0.00	0.00	0.00%	100.00	100.00%
Conferences & Training	1,500.00	0.00%	0.00		0.00	0.00	0.00%	750.00	100.00%
Clean up Days	5,000.00	111.28%	0.00		0.00	0.00	0.00%	5,000.00	-11.28%
Total Public Works	380,195.00	52.84%	25,907.69		20,691.93	5,215.76	20.13%	230,365.19	12.79%
3120 - Streets									
Equipment Parts	3,000.00	47.07%	250.00		189.99	60.01	24.00%	1,750.00	19.30%
Street Maintenance Materials	20,000.00	46.15%	3,000.00		4,940.37	(1,940.37)	-64.68%	13,000.00	29.00%
Seal Coating/Crack Filling	186,578.00	90.66%	0.00		140,800.44	(140,800.44)	100.00%	186,578.00	9.34%
Sign Repair Materials	2,500.00	15.12%	300.00		0.00	300.00	100.00%	1,600.00	76.37%
Contract Services	8,000.00	59.33%	2,000.00		4,032.50	(2,032.50)	-101.63%	6,000.00	20.90%
Repairs/Maint Equipment	2,500.00	8.40%	210.00		210.00	0.00	0.00%	1,470.00	85.71%
Total Streets	222,578.00	83.17%	5,760.00		150,173.30	(144,413.30)	-2507.18%	210,398.00	12.01%
								Use of more FT vs PT; overall cost very close to budget	
								Expense spread out in the budget; 18% rate increase in 2015	
								Entire project budgeted in June	

3125 - Ice & Snow Removal	Full Year		MONTH					YTD				
	BUDGET 2015	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET YTD	ACTUAL	Variance (\$)	Variance (%)		
			Month	Month	Month	Month		YTD	YTD	YTD		
Landscaping Material	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	794.14	(794.14)	-100.00%		
Sand/Salt	80,000.00	29.66%	0.00	0.00	0.00	0.00%	45,000.00	23,724.41	21,275.59	47.28%		
Contract Services	6,000.00	0.00%	500.00	0.00	500.00	100.00%	3,500.00	0.00	3,500.00	100.00%		
Repairs/Maint Equipment	9,500.00	95.22%	850.00	0.00	850.00	100.00%	5,450.00	9,045.92	(3,595.92)	-65.98%		
Total Ice & Snow Removal	95,500.00	35.15%	1,350.00	0.00	1,350.00	100.00%	53,950.00	33,564.47	20,385.53	37.79%	Includes \$7,200 for snow plow blades	
3160 - Street Lighting												
Street Lighting	28,000.00	47.35%	2,350.00	2,019.88	330.12	14.05%	16,450.00	13,257.55	3,192.45	19.41%		
Total Street Lighting	28,000.00	47.35%	2,350.00	2,019.88	330.12	14.05%	16,450.00	13,257.55	3,192.45	19.41%		
3200 - Recycling												
Recycling Supplies	3,500.00	0.00%	0.00	0.00	0.00	0.00%	1,750.00	0.00	1,750.00	100.00%		
Miscellaneous	6,000.00	9.47%	500.00	0.00	500.00	100.00%	3,500.00	568.03	2,931.97	83.77%		
Total Recycling	9,500.00	5.98%	500.00	0.00	500.00	100.00%	5,250.00	568.03	4,681.97	89.18%		
3250 - Tree Program												
Contract Services	6,000.00	0.00%	500.00	0.00	500.00	100.00%	3,500.00	0.00	3,500.00	100.00%		
Total Tree Program	6,000.00	0.00%	500.00	0.00	500.00	100.00%	3,500.00	0.00	3,500.00	100.00%		
Total Public Works	741,773.00	58.43%	36,367.69	172,885.11	(136,517.42)	-375.38%	519,913.19	433,427.73	86,485.46	16.63%		

DEPT 450 - CULTURE, RECREATIO

DEPT 450 - CULTURE, RECREATION			MONTH			YTD				
Full Year	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
2015			Month	Month	Month	Month	YTD	YTD	YTD	YTD
5200 - Parks & Recreation										
FT Salaries	77,847.00	101.46%	5,988.23	11,026.83	(5,038.60)	-84.14%	44,911.73	78,987.35	(34,075.62)	-75.87%
PT Salaries	6,820.00	157.18%	524.62	4,367.00	(3,842.38)	-732.41%	3,934.62	10,719.63	(6,785.01)	-172.44%
PERA Contributions	5,644.00	101.83%	434.15	725.63	(291.48)	-67.14%	3,256.17	5,747.43	(2,491.28)	-76.51%
FICA Contributions	5,249.00	101.71%	403.77	922.16	(518.39)	-128.39%	3,028.27	5,338.66	(2,310.39)	-76.29%
Medicare Contributions	1,128.00	101.67%	94.46	215.65	(121.19)	-128.30%	708.46	1,248.51	(540.05)	-76.23%
Health/Dental Insurance	19,940.00	54.56%	1,533.85	1,450.80	83.05	5.41%	11,503.85	10,880.20	623.65	5.42%
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	114.27%	0.00	0.00	0.00	0.00%	4,000.00	4,570.91	(570.91)	-14.27%
Shop Materials	500.00	142.52%	40.00	61.80	(21.80)	-54.50%	280.00	712.61	(432.61)	-154.50%
Chemicals	750.00	64.96%	62.50	0.00	62.50	100.00%	437.50	487.18	(49.68)	-11.36%
Equipment Parts	2,000.00	70.17%	165.00	0.00	165.00	100.00%	1,153.00	1,403.43	(248.43)	-21.53%
Building Repair Supplies	500.00	15.26%	40.00	0.00	40.00	100.00%	280.00	76.32	203.68	72.74%
Landscaping Materials	3,000.00	54.70%	250.00	242.80	7.20	2.88%	1,750.00	1,641.02	108.98	6.23%
Small Tools and Minor Equip	1,000.00	156.46%	85.00	106.43	(21.43)	-25.21%	590.00	1,564.60	(974.60)	-165.19%
Mileage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Insurance	3,200.00	95.03%	0.00	0.00	0.00	0.00%	3,200.00	3,041.00	159.00	4.97%
Electric Utility	8,500.00	69.68%	600.00	738.12	(138.12)	-23.02%	4,750.00	5,922.49	(1,172.49)	-24.68%
Refuse	2,500.00	0.00%	208.33	0.00	208.33	100.00%	1,458.31	0.00	1,458.31	100.00%
Repair/Maint Bldg	1,000.00	128.41%	85.00	0.00	85.00	100.00%	590.00	1,284.07	(694.07)	-117.64%
Repair/Maint NOT Bldg	2,500.00	46.21%	225.00	43.50	181.50	80.67%	1,475.00	1,155.23	319.77	21.68%
Repair/Maint Equip	1,500.00	0.00%	125.00	117.75	7.25	100.00%	875.00	117.75	757.25	86.54%
Rental Buildings	4,600.00	84.95%	383.33	846.00	(462.67)	-120.70%	2,663.31	3,907.78	(1,224.47)	-45.63%
Miscellaneous	750.00	114.95%	62.50	0.00	62.50	100.00%	437.50	882.10	(424.60)	-97.05%
Total Parks & Recreation	153,028.00	91.27%	11,310.74	20,864.47	(9,553.73)	-84.47%	91,304.70	139,668.27	(48,363.57)	-52.97%
IT & Telephone										
IT-Hardware	9,100.00	55.53%	0.00	0.00	0.00	0.00%	4,550.00	5,052.98	(502.98)	-11.05%
IT-Software	16,000.00	46.93%	1,333.00	0.00	1,333.00	100.00%	9,331.00	7,508.00	1,823.00	19.54%
IT-Support Services	36,000.00	65.59%	3,000.00	5,902.84	(2,902.84)	-96.76%	21,000.00	23,611.36	(2,611.36)	-12.44%
IT-Networking	7,800.00	0.00%	0.00	0.00	0.00	0.00%	10,000.00	0.00	3,900.00	100.00%
INET Contingency	16,000.00	0.00%	0.00	0.00	0.00	0.00%	16,000.00	0.00	16,000.00	100.00%
Telephone	24,660.00	44.71%	2,055.00	1,926.59	128.41	6.25%	14,355.00	11,025.90	3,359.10	23.35%
Total IT & Telephone	109,560.00	43.08%	6,388.00	7,829.43	(1,441.43)	-22.56%	69,166.00	47,198.24	21,967.76	31.76%
Grand Total all Expenses	3,316,216.00	55.98%	217,108.64	326,109.52	(109,000.88)	-50.21%	1,991,204.09	1,856,355.58	134,848.51	6.77%
Subtotal Net Income over Expenses	482,118.00	18.58%	1,215,698.11	1,119,527.07	(96,171.04)	7.91%	(30,326.84)	89,577.52	119,904.36	395.57%
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	48.87%	217,108.64	326,109.52	(109,000.88)	-50.21%	1,991,204.09	1,856,355.58	134,848.51	6.77%
Net Income over Expenses	0.00	0.00%	1,215,698.11	1,119,527.07	(96,171.04)	7.91%	(30,326.84)	89,577.52	119,904.36	395.57%

City of Lake Elmo
 Budget to Actual
 2015 By Month
 As of July 31, 2015
 206-Library Fund
 By Department

	Full Year		Month			YTD			Notes
	BUDGET 2015	% to date	2015 BUDGET	2015 ACTUALS	Over/ (under)	2015 BUDGET	2015 ACTUALS	Over/ (under)	
REVENUE									
Current Ad Valorem Taxes	231,261.00	50.00%	115,630.50	115,630.50	0.00	115,630.50	115,630.50	0.00	Funds received from WA City July and December Includes \$15k delinquent rent from prior tenant
Rental Income	11,400.00	180.26%	950.00	400.00	(\$50.00)	6,650.00	20,550.00	13,900.00	
Interest Earnings	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	Revenue from use of copier
Miscellaneous Revenue	0.00	0.00%	0.00	0.00	0.00	0.00	200.55	200.55	
Donations	0.00	100.00%	0.00	25.00	25.00	0.00	1,235.00	1,235.00	
Total Revenue	242,661.00	56.71%	116,580.50	116,055.50	(\$525.00)	122,280.50	137,616.05	15,335.55	
EXPENSE									
					(Over)/ under			(Over)/ under	
FT Salaries	45,000.00	58.17%	3,750.00	3,460.86	289.14	26,250.00	26,176.32	73.68	Budget showed consistent monthly cost; not impact of multiple pay period months
PT Salaries	16,000.00	20.34%	1,333.33	1,015.00	318.33	9,333.33	3,255.00	6,078.33	
PERA Contributions	4,422.50	49.54%	368.54	335.69	32.85	2,579.79	2,190.84	388.95	
FICA Contributions	3,782.00	44.87%	315.17	261.91	53.26	2,206.17	1,696.93	509.24	
Medicare Contributions	884.50	44.87%	73.71	61.26	12.45	515.96	396.89	119.07	
Health/Dental Insurance	11,987.00	68.07%	998.92	1,088.00	(89.08)	6,992.42	8,160.00	(1,167.58)	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Workers Compensation	350.00	0.00%	0.00	0.00	0.00	350.00	0.00	350.00	
Library svcs supplies	1,100.00	0.00%	91.67	0.00	91.67	641.68	0.00	641.68	
Office Supplies	4,100.00	2.89%	341.67	0.00	341.67	2,391.69	118.67	2,273.02	
Library Collection Maintenance	49,700.00	26.94%	4,141.67	923.75	3,217.92	28,991.67	13,387.78	15,603.89	Cost to recover delinquent rent from prior tenant Snow Plowing
Legal Services	2,000.00	63.03%	0.00	0.00	0.00	1,000.00	1,260.50	(260.50)	
Contract Services	3,000.00	3.45%	250.00	0.00	250.00	1,750.00	103.50	1,646.50	
Telephone	1,600.00	56.32%	133.33	128.46	4.87	933.31	901.05	32.26	
Internet	1,000.00	38.63%	83.33	115.00	(31.67)	583.33	386.29	197.04	
Information Technology (Equino	3,220.00	96.27%	0.00	0.00	0.00	3,220.00	3,100.00	120.00	
Software	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Insurance	2,700.00	69.74%	0.00	0.00	0.00	1,350.00	1,883.00	(533.00)	
Utilities	7,550.00	56.19%	666.66	641.25	25.41	4,416.62	4,242.69	173.93	
Refuse	550.00	63.27%	45.83	49.89	(4.06)	320.81	348.01	(27.20)	
Repair/Maint Bldg	14,000.00	128.20%	1,166.67	455.00	711.67	8,166.67	17,947.50	(9,780.83)	YTD includes Roof repairs
Repair/Maint NOT Bldg	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Repair/Maint Equip (out-LH Imp	0.00	100.00%	0.00	0.00	0.00	0.00	420.00	(420.00)	
Library Card Reimbursements	24,000.00	67.97%	2,000.00	3,255.00	(1,255.00)	18,000.00	16,312.34	1,687.66	Library card reimb are processed by County eff 5/1/15
Miscellaneous	2,000.00	14.68%	166.66	0.00	166.66	1,166.62	293.62	873.00	
Building Purchase Reptmt	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Building-Property Tax	2,600.00	44.88%	0.00	0.00	0.00	1,300.00	1,167.00	133.00	
Other Equipment	0.00	100.00%	0.00	738.00	(738.00)	0.00	738.00	(738.00)	
Subscriptions	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Conferences & Training	2,500.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Programs	7,500.00	0.00%	625.00	0.00	625.00	4,375.00	0.00	4,375.00	
Internal charges	1,600.00	25.38%	130.00	14.00	116.00	950.00	406.00	544.00	\$2 per card processing fee plus billable City resources
Total Library	213,146.00	49.21%	16,682.16	12,543.07	4,139.09	127,785.07	104,891.93	22,893.14	
Net Income/(Expense)	29,515.00		99,898.34	103,512.43	3,614.09	(5,504.57)	32,724.12	38,228.69	
12/31/14 Cash Balance	172,205.10				3.62%		206,407.26	-694.49%	
Net Income/(Expense)	29,515.00						32,724.12		
Accrued AP							(3,703.87)		
CIP (self funded)	(70,000.00)								
Contingencies	0.00								
2014 AP accrual reversal									
Ending Cash Balance	131,720.10						235,427.51		

	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	25,907.69	20,691.93	5,215.76	20.13%	230,365.19	200,910.67	29,454.52	12.79%
Total Streets	222,578.00	5,760.00	150,173.30	(144,413.30)	-2507.18%	210,398.00	185,127.01	25,270.99	12.01%
Total Ice & Snow Removal	95,500.00	1,350.00	0.00	1,350.00	100.00%	53,950.00	33,564.47	20,385.53	37.79%
Total Street Lighting	28,000.00	2,350.00	2,019.88	330.12	14.05%	16,450.00	13,257.55	3,192.45	19.41%
Total Recycling	9,500.00	500.00	0.00	500.00	100.00%	5,250.00	568.03	4,681.97	89.18%
Total Tree Program	6,000.00	500.00	0.00	500.00	100.00%	3,500.00	0.00	3,500.00	100.00%
Total Public Works	741,773.00	36,367.69	172,885.11	(136,517.42)	-375.38%	519,913.19	433,427.73	86,485.46	16.63%
DEPT 450 - CULTURE, RECREATION									
Total Parks & Recreation	153,028.00	11,310.74	20,864.47	(9,553.73)	-84.47%	91,304.70	139,668.27	(48,363.57)	-52.97%
IT & Telephone	109,560.00	6,388.00	7,829.43	(1,441.43)	-22.56%	69,166.00	14,198.24	21,967.76	31.76%
GRAND TOTAL ALL EXPENSES	3,316,216.00	217,108.64	326,109.52	(109,000.88)	-50.21%	1,991,204.09	1,856,355.58	134,848.51	6.77%
SUB TOTAL NET INC OVER EXP	482,118.00	1,215,698.11	1,119,527.07	(96,171.04)	7.91%	(30,326.84)	89,577.52	119,904.36	395.37%
DEPT 460 - COMP ADJ	35,000.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 490 - CONTINGENCY FUND	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Debt Service increase	247,118.00	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%
GRAND TOTAL ALL DEPTS	3,798,334.00	217,108.64	326,109.52	(109,000.88)	-50.21%	1,991,204.09	1,856,355.58	134,848.51	6.77%
Net Income over Expenses	0.00	1,215,698.11	1,119,527.07	(96,171.04)	7.91%	(30,326.84)	89,577.52	119,904.36	395.37%

2015 By Month
Budget to Actual Comparative
For the month ending July 31, 2015
101-General Fund Detail
By Department

DEPT 410 - GEN'L GOV'T	Full Year BUDGET 2015	% to date	MONTH				YTD				YTD variance notes
			BUDGET		ACTUAL		BUDGET		ACTUAL		
			Month	Variance (\$)	Month	Variance (%)	YTD	Variance (\$)	YTD	Variance (%)	
REVENUE											
Current Ad Valorem Taxes	2,531,080.00	45.80%	1,265,540.00	1,159,178.20	(106,361.80)	-8.40%	1,265,540.00	1,159,178.20	(106,361.80)	-8.40%	13 new home permits in July; YTD at 58 new homes (8 Open space)
Delinquent Ad Valorem Taxes	15,000.00	168.99%	7,500.00	25,347.86	17,847.86	237.97%	7,500.00	25,347.86	17,847.86	237.97%	
Mobile Home Tax	11,400.00	56.33%	5,700.00	6,421.42	721.42	12.66%	5,700.00	6,421.42	721.42	12.66%	
Fiscal Disparities	160,000.00	69.25%	80,000.00	110,796.92	30,796.92	38.50%	80,000.00	110,796.92	30,796.92	38.50%	
Penalty & Interest on Taxes	700.00	160.65%	350.00	1,124.58	774.58	221.31%	350.00	1,124.58	774.58	221.31%	
Liquor License	8,350.00	97.60%	0.00	0.00	0.00	0.00%	5,350.00	8,150.00	2,800.00	52.34%	
Wastehauler License	1,680.00	28.57%	0.00	0.00	0.00	0.00%	840.00	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	0.00	0.00%	
Heating Contractor License	2,500.00	96.00%	200.00	200.00	0.00	0.00%	1,500.00	2,400.00	900.00	60.00%	
Blacktopping Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Building Permits	517,600.00	39.11%	43,130.00	38,883.35	(4,246.65)	-9.85%	301,910.00	202,446.41	(99,463.59)	-32.94%	
Building Re-inspect Fees	1,000.00	0.00%	100.00	0.00	(100.00)	-100.00%	600.00	0.00	(600.00)	-100.00%	
Heating Permits	29,040.00	56.40%	2,420.00	1,320.00	(1,100.00)	-45.45%	16,940.00	16,377.45	(562.55)	-3.32%	
Plumbing Permits	29,040.00	68.60%	2,420.00	4,440.00	2,020.00	83.47%	16,940.00	19,922.00	2,982.00	17.60%	
Sewer Permits	10,560.00	0.00%	880.00	0.00	(880.00)	-100.00%	6,160.00	0.00	(6,160.00)	-100.00%	
Animal License	2,500.00	77.04%	40.00	20.00	(20.00)	-50.00%	2,300.00	1,926.00	(374.00)	-16.26%	
Utility Permits (ROW)	5,000.00	443.42%	1,000.00	3,648.60	2,648.60	264.86%	3,000.00	22,171.00	19,171.00	639.03%	
Burning Permit	2,250.00	56.44%	500.00	45.00	(455.00)	-91.00%	1,000.00	1,270.00	270.00	27.00%	
Massage Therapy Licenses	150.00	16.67%	0.00	0.00	0.00	0.00%	75.00	25.00	(50.00)	-66.67%	
Electrical Permit	6,051.00	84.49%	500.00	1,374.61	874.61	174.92%	3,500.00	5,112.37	1,612.37	46.07%	
Homestead Credit Aid	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
MSA-Maintenance	101,696.00	117.47%	0.00	59,732.00	59,732.00	100.00%	50,848.00	119,464.00	68,616.00	134.94%	
State Fire Aid	41,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
PERA Aid	2,749.00	50.00%	1,374.50	1,374.50	0.00	0.00%	1,374.50	1,374.50	0.00	0.00%	
Gravel Tax	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Recycling Grant	15,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Misc State Grant/Surcharge Rev	500.00	136.96%	0.00	380.36	380.36	100.00%	250.00	684.80	434.80	173.92%	
Cable Franchise Revenue	45,000.00	151.40%	0.00	0.00	0.00	0.00%	45,000.00	68,129.10	23,129.10	51.40%	
Zoning & Subdivision Fees	7,500.00	273.87%	1,500.00	5,050.00	3,550.00	236.67%	3,750.00	20,540.00	16,790.00	447.73%	
Plan Check Fees	181,923.00	62.79%	15,160.25	20,778.37	5,618.12	37.06%	106,121.75	114,224.33	8,102.58	7.64%	
Sale of Copies, Books, Maps	175.00	35.71%	20.00	0.00	(20.00)	-100.00%	75.00	62.50	(12.50)	-16.67%	
Assessment Searches	750.00	170.00%	150.00	330.00	180.00	120.00%	465.00	1,275.00	810.00	174.19%	
Clean Up Days	2,000.00	180.75%	0.00	0.00	0.00	0.00%	2,000.00	3,615.00	1,615.00	80.75%	
Cable Operation Reimbursement	2,500.00	32.03%	0.00	800.63	800.63	100.00%	1,250.00	800.63	(449.37)	-35.95%	
Fines	48,000.00	54.58%	4,000.00	4,373.69	373.69	9.34%	28,000.00	26,198.58	(1,801.42)	-6.43%	
Miscellaneous Permits	0.00	0.00%	0.00	2.50	2.50	100.00%	0.00	0.00	0.00	0.00%	
Fire Billable Revenue	500.00	100.00%	0.00	0.00	0.00	0.00%	0.00	500.00	500.00	100.00%	
Miscellaneous Revenue	3,500.00	157.41%	300.00	0.00	(300.00)	-100.00%	2,000.00	5,509.45	3,509.45	175.47%	
Internal Charges	640.00	63.44%	22.00	14.00	(8.00)	-36.36%	538.00	406.00	(132.00)	-24.54%	
Interest Earnings	10,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Donations	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Total Revenue	3,798,334.00	51.23%	1,432,806.75	1,445,636.59	12,829.84	0.90%	1,960,877.25	1,945,933.10	(14,944.15)	-0.76%	

EXPENSE	Full Year BUDGET 2015	% to date	MONTH				YTD			
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
			Month	Month	Month	Month	YTD	YTD	YTD	YTD
1110 - Mayor & Council										
PT Salaries	25,690.00	50.00%	12,845.00	0.00	12,845.00	100.00%	12,845.00	12,845.00	0.00	0.00%
FICA Contributions	1,593.00	49.99%	796.39	0.00	796.39	100.00%	796.39	796.39	0.00	0.00%
Medicare Contributions	372.00	50.07%	186.27	0.00	186.27	100.00%	186.27	186.27	0.00	0.00%
Workers Compensation	300.00	29.66%	0.00	0.00	0.00	0.00%	300.00	88.97	211.03	70.34%
Mileage	500.00	33.83%	0.00	0.00	0.00	-100.00%	250.00	169.16	80.84	32.34%
Miscellaneous	0.00	100.00%	0.00	7.50	(7.50)	-100.00%	0.00	211.54	(211.54)	-100.00%
Dues & Subscriptions	11,500.00	113.88%	1,000.00	661.92	338.08	33.81%	7,000.00	13,096.44	(6,096.44)	-87.09%
Conferences & Training	1,000.00	100.00%	0.00	0.00	0.00	0.00%	500.00	1,000.00	(500.00)	-100.00%
Total Mayor & Council	40,955.00	69.33%	14,827.66	697.02	14,130.64	95.30%	21,877.66	28,393.77	(6,516.11)	-29.78%
2015 share of LMC annual Print made in Sept 2014 plus annual YSB payment										
1320 - Administration										
FT Salaries	198,125.00	61.55%	15,240.38	24,185.83	(8,945.45)	-58.70%	114,302.88	121,949.15	(7,646.27)	-6.69%
PERA Contributions	14,364.00	57.56%	1,104.92	862.68	242.24	21.92%	8,286.92	8,267.43	19.49	0.24%
ICMA Contributions	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
FICA Contributions	12,284.00	59.80%	944.92	1,479.88	(534.96)	-56.61%	7,086.92	7,345.46	(258.54)	-3.65%
Medicare Contributions	2,873.00	59.80%	221.00	346.10	(125.10)	-56.61%	1,657.50	1,717.96	(60.46)	-3.65%
Health/Dental Insurance	44,865.00	55.66%	3,451.15	2,532.00	919.15	26.63%	25,883.65	24,974.00	909.65	3.51%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	1,000.00	106.24%	0.00	0.00	0.00	0.00%	1,000.00	1,062.37	(62.37)	-6.24%
Office Supplies	5,500.00	65.34%	450.00	648.47	(198.47)	-44.10%	3,150.00	3,593.62	(443.62)	-14.08%
Printed Forms	0.00	100.00%	0.00	1,058.00	(1,058.00)	-100.00%	0.00	1,620.00	(1,620.00)	-100.00%
Legal Services	45,000.00	125.55%	3,750.00	6,035.70	(2,285.70)	-60.95%	26,250.00	56,498.04	(30,248.04)	-115.23%
Newsletter/Website	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Assessing Services	32,000.00	73.41%	2,500.00	2,500.00	0.00	0.00%	17,500.00	23,490.88	(5,990.88)	-34.23%
Contract Services	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Postage	2,000.00	104.22%	0.00	0.00	0.00	0.00%	1,000.00	2,084.36	(1,084.36)	-108.44%
Mileage	500.00	14.10%	50.00	0.00	50.00	100.00%	300.00	70.49	229.51	76.50%
Legal Publishing	5,000.00	75.34%	500.00	416.63	83.37	16.67%	3,000.00	3,767.12	(767.12)	-25.57%
Insurance	35,000.00	93.10%	0.00	0.00	0.00	0.00%	35,000.00	32,586.00	2,414.00	6.90%
Cable Operation Expense	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Miscellaneous	600.00	60.01%	50.00	90.55	(40.55)	-81.10%	350.00	360.03	(10.03)	-2.87%
Dues & Subscriptions	2,105.00	73.58%	175.00	120.00	55.00	31.43%	1,225.00	1,548.96	(323.96)	-26.45%
Books	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	131.89	(131.89)	-100.00%
Conferences & Training	6,100.00	38.70%	500.00	0.00	500.00	100.00%	3,500.00	2,361.00	1,139.00	32.54%
Staff Development	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Administration	407,316.00	72.04%	28,937.37	40,275.84	(11,338.47)	-39.18%	249,492.87	293,428.76	(43,935.89)	-17.61%
Many expense includes WA assessor fees budgeted later in the year										
Timing issue										
1410 - Elections										
PT Salaries	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	1,280.00	(1,280.00)	-100.00%
Office Supplies	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Legal Publications/Notification	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Equipment Repair	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	600.00	(600.00)	-100.00%
County Election Fees	950.00	0.00%	0.00	0.00	0.00	0.00%	950.00	0.00	950.00	100.00%
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Miscellaneous	100.00	291.03%	0.00	0.00	0.00	0.00%	50.00	291.03	(241.03)	-482.06%
Total Elections	1,050.00	206.76%	0.00	0.00	0.00	0.00%	1,000.00	2,171.03	(1,171.03)	-117.10%

	Full Year		MONTH					YTD				
	BUDGET		BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	2015	% to date	Month	Month	Month	Month	YTD	YTD	YTD	YTD		
1450 - Communications												
FT Salaries	35,876.00	32.72%	2,759.69	0.00	2,759.69	100.00%	20,697.69	11,739.09	8,958.60	43.28%		
PERA Contributions	2,601.00	27.11%	200.08	0.00	200.08	100.00%	1,500.58	705.10	795.48	53.01%		
FICA Contributions	2,224.00	32.07%	171.08	0.00	171.08	100.00%	1,283.08	713.13	569.95	44.42%		
Medicare Contributions	520.00	32.08%	40.00	0.00	40.00	100.00%	300.00	166.80	133.20	44.40%		
Health/Dental Insurance	9,970.00	36.83%	766.92	0.00	766.92	100.00%	5,751.92	3,672.00	2,079.92	36.16%		
Workers Compensation	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	177.91	(177.91)	-100.00%		
Newsletter	8,000.00	66.12%	0.00	1,853.88	(1,853.88)	-100.00%	4,000.00	5,289.83	(1,289.83)	-32.25%		
Office Supplies	561.00	8.65%	50.00	0.00	50.00	100.00%	350.00	48.50	301.50	86.14%		
Mileage	100.00	0.00%	0.00	0.00	0.00	0.00%	50.00	57.27	(7.27)	-14.54%		
Public Notices	5,040.00	31.48%	500.00	0.00	500.00	100.00%	2,850.00	1,586.84	1,263.16	44.32%		
Cable Operations	4,800.00	47.27%	400.00	375.00	25.00	6.25%	2,800.00	2,269.15	530.85	18.96%		
Conferences	700.00	51.43%	0.00	0.00	0.00	0.00%	350.00	360.00	(10.00)	-2.86%		
Repair/Maint Equipment	450.00	0.00%	0.00	0.00	0.00	0.00%	450.00	0.00	450.00	100.00%		
Total Communications	70,842.00	37.81%	4,887.77	2,228.88	2,658.89	54.40%	40,383.27	26,785.62	13,597.65	33.67%		
1520 - Finance												
FT Salaries	66,863.00	52.57%	5,143.31	4,632.32	510.99	9.94%	38,574.81	35,152.87	3,421.94	8.87%		
PT Salaries	3,600.00	0.00%	276.92	0.00	276.92	100.00%	2,076.92	0.00	2,076.92	100.00%		
PERA Contributions	4,848.00	54.38%	372.92	347.43	25.49	6.84%	2,796.92	2,636.49	160.43	5.74%		
FICA Contributions	4,369.00	47.07%	336.08	272.09	63.99	19.04%	2,520.58	2,056.70	463.88	18.40%		
Medicare Contributions	1,022.00	47.06%	78.62	63.62	15.00	19.08%	589.62	480.92	108.70	18.44%		
Health/Dental Insurance	14,955.00	43.65%	1,150.38	870.40	279.98	24.34%	8,627.88	6,528.00	2,099.88	24.34%		
Unemployment Benefits	3,000.00	0.00%	0.00	0.00	0.00	100.00%	3,000.00	0.00	3,000.00	100.00%		
Workers Compensation	500.00	81.52%	0.00	0.00	0.00	0.00%	250.00	407.61	(157.61)	-63.04%		
Office Supplies	500.00	176.90%	0.00	65.08	(65.08)	-100.00%	250.00	884.52	(634.52)	-253.81%		
Printed Forms	500.00	0.00%	0.00	0.00	0.00	0.00%	250.00	0.00	250.00	100.00%		
Audit Services	27,000.00	94.24%	0.00	1,320.00	(1,320.00)	-100.00%	27,000.00	25,445.00	1,555.00	5.76%		
Contract Services	6,000.00	70.02%	500.00	779.69	(279.69)	-55.94%	3,500.00	4,201.12	(701.12)	-20.03%		
Mileage	50.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Miscellaneous	200.00	128.28%	0.00	0.00	0.00	0.00%	100.00	256.56	(156.56)	-156.56%		
Dues & Subscriptions	740.00	22.97%	0.00	0.00	0.00	0.00%	240.00	170.00	70.00	29.17%		
Conferences & Training	500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Total Finance	134,647.00	58.09%	7,858.23	8,350.63	(492.40)	-6.27%	89,776.73	78,219.79	11,556.94	12.87%		
Annual check stock re-order												
Fieldwork completed and billed earlier than anticipated in budget												
Will decrease now that audit substantially completed												

1910 - Planning & Zoning	Full Year BUDGET 2015	% to date	MONTH					YTD					YTD variance notes		
			BUDGET		ACTUAL		Variance (\$)		Variance (%)		Variance (\$)			Variance (%)	
			Month		Month		Month		Month		Month			Month	
FT Salaries	152,354.00	65.80%	11,825.31		13,780.44		(1,955.13)		-16.53%		88,002.31	100,249.39	(12,247.08)	-13.92%	
PT Salaries	3,600.00	0.00%	276.92		0.00		276.92		100.00%		2,076.92	0.00	2,076.92	100.00%	
PERA Contributions	9,849.00	68.37%	757.62		1,280.90		(523.28)		-69.07%		5,682.12	6,733.34	(1,051.22)	-18.50%	
FICA Contributions	8,646.00	59.02%	665.09		714.34		(49.25)		-7.41%		4,988.08	5,102.77	(114.69)	-2.30%	
Medicare Contributions	2,022.00	58.03%	155.54		167.08		(11.54)		-7.42%		1,166.54	1,173.33	(6.79)	-0.58%	
Health/Dental Insurance	32,047.00	62.67%	2,465.15		2,678.00		(212.85)		-8.63%		18,488.65	20,085.00	(1,596.35)	-8.63%	
Workers Compensation	800.00	100.76%	0.00		0.00		0.00		0.00%		800.00	806.07	(6.07)	-0.76%	
Developer escrow offset cost recovery	(16,500.00)	76.41%	(1,375.00)		(1,551.55)		176.55		-12.84%		(9,625.00)	(12,608.38)	2,983.38	-31.00%	
Office Supplies	1,800.00	37.00%	150.00		85.96		64.04		42.69%		1,050.00	666.05	383.95	36.57%	
Printed Forms	750.00	122.67%	0.00		0.00		0.00		0.00%		500.00	920.00	(420.00)	-84.00%	
Engineering Services	20,000.00	64.16%	2,500.00		1,891.55		608.45		24.34%		12,500.00	12,831.25	(331.25)	-2.65%	
Contract Services	5,000.00	0.00%	0.00		0.00		0.00		0.00%		2,500.00	0.00	2,500.00	100.00%	
Postage	200.00	3.35%	0.00		0.00		0.00		0.00%		100.00	6.70	93.30	93.30%	
Mileage	250.00	21.62%	20.00		33.12		(13.12)		-65.60%		140.00	54.05	85.95	61.39%	
Miscellaneous	500.00	0.00%	40.00		0.00		40.00		100.00%		280.00	0.00	280.00	100.00%	
Dues & Subscriptions	600.00	0.00%	50.00		0.00		50.00		100.00%		350.00	0.00	350.00	100.00%	
Books	300.00	0.00%	25.00		0.00		25.00		100.00%		175.00	0.00	175.00	100.00%	
Conferences & Training	2,000.00	11.25%	0.00		0.00		0.00		0.00%		1,000.00	225.00	775.00	77.50%	
Total Planning & Zoning	224,218.00	60.76%	17,555.63		19,079.84		(1,524.21)		-8.68%		130,174.62	136,244.57	(6,069.95)	-4.66%	
1930 - Engineering Services	54,800.00	49.64%	4,600.00		2,837.85		1,762.15		38.31%		31,800.00	27,204.10	4,595.90	14.45%	
Engineering Services	54,800.00	49.64%	4,600.00		2,837.85		1,762.15		38.31%		31,800.00	27,204.10	4,595.90	14.45%	
Total Engineering Services	54,800.00	49.64%	4,600.00		2,837.85		1,762.15		38.31%		31,800.00	27,204.10	4,595.90	14.45%	
1940 - City Hall	50.00	0.00%	0.00		0.00		0.00		0.00%		25.00	0.00	25.00	100.00%	
Cleaning Supplies	300.00	126.02%	25.00		0.00		25.00		100.00%		175.00	378.06	(203.06)	-116.03%	
Building Repair Supplies	6,000.00	86.53%	500.00		316.98		183.02		36.60%		3,500.00	5,191.64	(1,691.64)	-48.33%	Budget assumed annex sale in 2014
Utilities	353.00	230.15%	0.00		112.94		(112.94)		-100.00%		353.00	812.42	(459.42)	-130.15%	
Refuse	6,000.00	97.75%	500.00		326.00		174.00		34.80%		3,500.00	5,865.13	(2,365.13)	-67.58%	YTD: Electrical wiring needed in new rental office space (\$2.7k)
Repairs/Maint Contractual Bldg	7,700.00	90.02%	650.00		954.12		(304.12)		-46.79%		4,500.00	6,931.66	(2,431.66)	-54.04%	
Repairs/Maint Contractual Equip	29,532.00	58.33%	2,461.00		2,461.00		0.00		0.00%		17,227.00	17,227.00	0.00	0.00%	New copier lease and usage overage fees
Facility Lease	300.00	546.78%	25.00		600.78		(575.78)		-2303.12%		175.00	1,640.34	(1,465.34)	-837.34%	
Miscellaneous	50,235.00	75.74%	4,161.00		4,771.82		(610.82)		-14.68%		29,455.00	38,046.25	(8,591.25)	-29.17%	
Total City Hall	984,063.00	64.07%	82,827.66		78,241.88		4,585.78		5.54%		593,960.15	630,493.89	(36,533.74)	-6.15%	
Total General Government															

DEPT 420 - PUBLIC SAFETY		MONTH						YTD					
	Full Year			BUDGET		ACTUAL		Variance (\$)		Variance (%)			
	BUDGET 2015	% to date	Month	Month	Month	Month	Month	Month	Month	Month	Month	YTD	YTD
2100 - Police													
Law Enforcement Contract	517,799.00	50.92%	0.00	0.00	0.00	0.00	0.00	0.00	0.00%			258,899.50	263,645.09
Total Police	517,799.00	50.92%	0.00	0.00	0.00	0.00	0.00	0.00	0.00%			258,899.50	263,645.09
													(4,745.59)
													-1.83%
													(4,745.59)
													-1.83%
2150 - Prosecution													
Attorney Criminal	50,000.00	64.23%	4,200.00	4,512.50	(312.50)	-7.44%	29,300.00	32,112.50	(2,812.50)	-9.60%		29,300.00	32,112.50
Total Prosecution	50,000.00	64.23%	4,200.00	4,512.50	(312.50)	-7.44%	29,300.00	32,112.50	(2,812.50)	-9.60%		29,300.00	32,112.50
													(2,812.50)
													-9.60%
													-9.60%
2220 - Fire													
FT Salaries	68,614.00	59.06%	5,278.00	5,409.69	(131.69)	-2.50%	39,585.00	40,520.26	(935.26)	-2.36%		39,585.00	40,520.26
PT Salaries	123,121.00	44.37%	9,470.85	8,012.03	1,458.82	15.40%	71,031.35	54,626.66	16,404.69	23.09%		71,031.35	54,626.66
PERA Contributions	12,116.00	66.98%	932.00	1,089.58	(157.58)	-16.91%	6,990.00	8,115.38	(1,125.38)	-16.10%		6,990.00	8,115.38
FICA Contributions	7,653.00	44.39%	587.15	398.89	188.26	32.06%	4,403.65	3,387.93	1,015.72	23.07%		4,403.65	3,387.93
Medicare Contributions	2,780.00	53.00%	213.85	187.99	25.86	12.09%	1,603.85	1,473.46	130.39	8.13%		1,603.85	1,473.46
Health/Dental Insurance	14,243.00	60.13%	1,095.62	1,142.00	(46.38)	-4.23%	8,217.12	8,565.00	(347.88)	-4.23%		8,217.12	8,565.00
Unemployment Benefits	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	9,000.00	195.48%	0.00	0.00	0.00	0.00%	9,000.00	17,592.88	(8,592.88)	-95.48%		9,000.00	17,592.88
Office Supplies	850.00	34.73%	70.00	0.00	0.00	0.00%	490.00	295.19	194.81	39.76%		490.00	295.19
EMS Supplies	3,400.00	13.33%	280.00	323.49	(43.49)	-15.53%	1,960.00	453.18	1,506.82	76.88%		1,960.00	453.18
Fire Prevention	3,000.00	0.00%	250.00	0.00	250.00	100.00%	1,750.00	0.00	1,750.00	100.00%		1,750.00	0.00
Fuel, Oil & Fluids	13,000.00	40.33%	1,075.00	829.12	245.88	22.87%	7,525.00	5,243.20	2,281.80	30.32%		7,525.00	5,243.20
Small Tools & Equip	20,892.00	32.38%	1,750.00	4,378.95	(2,628.95)	-150.23%	12,250.00	6,764.26	5,485.74	44.78%		12,250.00	6,764.26
Physicals	3,181.00	47.47%	265.00	1,245.00	(980.00)	-369.81%	1,855.00	1,510.00	345.00	18.60%		1,855.00	1,510.00
Radio	21,562.00	56.08%	0.00	3,914.76	(3,914.76)	-100.00%	10,781.00	12,093.04	(1,312.04)	-12.17%		10,781.00	12,093.04
Mileage	250.00	161.92%	20.00	0.00	20.00	100.00%	150.00	404.80	(254.80)	-169.87%		150.00	404.80
Insurance	8,307.00	87.02%	0.00	0.00	0.00	0.00%	8,307.00	7,229.00	1,078.00	12.98%		8,307.00	7,229.00
Electric Utility	17,000.00	54.62%	1,300.00	686.80	613.20	47.17%	9,900.00	9,285.00	615.00	6.21%		9,900.00	9,285.00
Refuse	1,000.00	185.72%	85.00	266.38	(181.38)	-213.39%	595.00	1,857.21	(1,262.21)	-212.14%		595.00	1,857.21
Repair/Maint Bldg	2,000.00	231.92%	165.00	0.00	165.00	100.00%	1,155.00	4,638.36	(3,483.36)	-301.59%		1,155.00	4,638.36
Repair/Maint Equip	33,260.00	25.32%	2,770.00	174.91	2,595.09	93.69%	19,390.00	8,422.11	10,967.89	56.56%		19,390.00	8,422.11
Uniforms	2,500.00	24.51%	208.00	0.00	208.00	100.00%	1,456.00	612.70	843.30	57.92%		1,456.00	612.70
Miscellaneous	1,500.00	141.16%	125.00	157.26	(32.26)	-25.81%	875.00	2,117.35	(1,242.35)	-141.98%		875.00	2,117.35
Dues & Subscriptions	3,508.00	66.14%	290.00	0.00	290.00	100.00%	2,030.00	2,320.04	(290.04)	-14.29%		2,030.00	2,320.04
Books	220.00	0.00%	20.00	0.00	20.00	100.00%	130.00	0.00	130.00	100.00%		130.00	0.00
Conferences & Training	12,375.00	31.40%	1,000.00	(131.00)	1,131.00	113.10%	7,250.00	3,885.65	3,364.35	46.40%		7,250.00	3,885.65
Conferences & Training (Reimb)	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 Fire	385,312.00	52.27%	27,250.47	28,085.85	(835.38)	-3.07%	228,679.97	201,412.66	27,267.31	11.92%		228,679.97	201,412.66
													27,267.31
													11.92%
2250 - Fire Relief													
Fire State Aid	37,333.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		0.00	0.00
Total Fire Relief	37,333.00	0.00%	0.00	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 billed April

2400 - Building Inspection	Full Year		MONTH					YTD				
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	2015		Month	Month	Month	Month	YTD	YTD	YTD	YTD		
FT Salaries	149,606.00	33.83%	11,508.15	6,089.53	5,418.62	47.09%	86,311.15	50,617.55	35,693.60	41.33%		
PERA Contributions	10,846.00	35.00%	834.31	456.71	377.60	45.26%	6,257.31	3,796.29	2,461.02	39.33%		
FICA Contributions	9,276.00	31.84%	713.54	354.49	359.05	50.32%	5,351.54	2,953.78	2,397.76	44.81%		
Medicare Contributions	2,169.00	31.83%	166.85	82.90	83.95	50.31%	1,251.35	690.48	560.87	44.82%		
Health/Dental Insurance	28,486.00	37.23%	2,191.23	1,414.00	777.23	35.47%	16,434.23	10,605.00	5,829.23	35.47%		
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Workers Compensation	1,000.00	232.40%	0.00	0.00	0.00	0.00%	1,000.00	2,323.96	(1,323.96)	-132.40%		
Office Supplies	2,100.00	7.46%	175.00	0.00	175.00	100.00%	1,225.00	156.65	1,068.35	87.21%		
Printed Forms	700.00	16.58%	0.00	0.00	0.00	0.00%	350.00	116.09	233.91	66.83%		
Fuel, Oil & Fluids	5,500.00	8.22%	500.00	43.15	456.85	91.37%	3,250.00	452.03	2,797.97	86.09%		
Engineering	9,000.00	47.71%	750.00	749.50	0.50	0.07%	5,250.00	4,293.95	956.05	18.21%		
Inspector Contract Services	67,200.00	27.96%	7,000.00	3,500.00	3,500.00	50.00%	34,000.00	18,787.49	15,212.51	44.74%		
Mileage	3,500.00	65.27%	400.00	450.00	(50.00)	-12.50%	1,800.00	2,284.37	(484.37)	-26.91%		
Insurance	900.00	20.40%	75.00	0.00	75.00	100.00%	525.00	180.00	345.00	65.71%		
Repairs/Maint Equip	2,300.00	11.11%	200.00	0.00	200.00	100.00%	1,325.00	255.43	1,069.57	80.72%		
Uniforms	850.00	10.59%	70.00	0.00	70.00	100.00%	490.00	89.98	400.02	81.64%		
Miscellaneous	650.00	18.73%	55.00	0.00	55.00	100.00%	385.00	121.76	263.24	68.37%		
Dues & Subscriptions	700.00	55.00%	60.00	0.00	60.00	100.00%	420.00	385.00	35.00	8.33%		
Books	3,000.00	56.41%	500.00	0.00	500.00	100.00%	2,500.00	1,692.39	807.61	32.30%		
New Truck	23,000.00	0.40%	23,000.00	0.00	23,000.00	100.00%	23,000.00	0.00	23,000.00	0.00%		
Conferences & Training	2,775.00	16.58%	0.00	0.00	0.00	0.00%	1,400.00	460.00	940.00	67.14%		
Total Building Inspections	323,558.00	30.99%	48,199.08	13,140.28	35,058.80	72.74%	192,525.58	100,262.20	92,263.38	47.92%		
Annual premiums billed April												
2500 - Emergency Communications												
Contract Services	7,000.00	53.50%	0.00	0.00	0.00	0.00%	3,500.00	3,745.00	(245.00)	-7.00%		
Total Emergency Communications	7,000.00	53.50%	0.00	0.00	0.00	0.00%	3,500.00	3,745.00	(245.00)	-7.00%		
2700 - Animal Control												
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Contract Services	6,000.00	62.08%	500.00	500.00	0.00	0.00%	3,500.00	3,725.00	(225.00)	-6.43%		
Miscellaneous (Impounding)	800.00	83.13%	65.00	50.00	15.00	23.08%	455.00	665.00	(210.00)	-46.15%		
Total Animal Control	6,800.00	64.56%	565.00	550.00	15.00	2.65%	3,955.00	4,390.00	(435.00)	-11.00%		
Total Public Safety	1,327,792.00	45.61%	80,214.55	46,288.63	33,925.92	42.29%	716,860.05	605,567.45	111,292.60	15.53%		

DEPT 430 - PUBLIC WORKS									
3100 - Public Works	Full Year		MONTH					YTD	
	BUDGET 2015	% to date	BUDGET		ACTUAL		Variance (\$)	ACTUAL	
			Month		Month			YTD	YTD
FT Salaries	153,314.00	49.98%	11,793.38		9,420.64	2,372.74	20.12%	88,450.38	13.36%
PT Salaries	23,460.00	5.90%	1,804.62		507.00	1,297.62	71.91%	13,534.62	89.77%
PERA Contributions	11,115.00	53.82%	855.00		941.37	(86.37)	-10.10%	6,412.50	6.71%
FECA Contributions	10,960.00	41.78%	843.08		582.71	260.37	30.88%	6,323.08	27.57%
Medicare Contributions	2,563.00	41.79%	197.15		136.29	60.86	30.87%	1,478.65	27.57%
Health/Dental Insurance	34,183.00	63.61%	2,629.46		2,899.00	(269.54)	-10.25%	19,720.96	-10.25%
Unemployment Benefits	0.00	0.00%	0.00		0.00	0.00	0.00%	0.00	0.00%
Workers Compensation	6,000.00	264.59%	500.00		0.00	500.00	100.00%	3,500.00	-353.59%
Office Supplies	2,000.00	2.08%	165.00		41.50	123.50	74.85%	1,135.00	96.41%
Shop Materials	1,500.00	61.04%	125.00		0.00	125.00	100.00%	1,155.00	-4.64%
Building Repair Supplies	500.00	17.35%	40.00		0.00	40.00	100.00%	280.00	69.02%
Small Tools and Minor Equip	1,200.00	114.92%	100.00		68.15	31.85	31.85%	700.00	-97.01%
Engineering Services	9,000.00	86.66%	750.00		337.50	412.50	55.00%	5,250.00	-48.55%
Contract Services	4,000.00	36.38%	0.00		363.95	(363.95)	-100.00%	2,000.00	27.23%
Radio	1,300.00	47.55%	0.00		309.06	(309.06)	-100.00%	650.00	4.90%
Mileage	0.00	0.00%	0.00		0.00	0.00	0.00%	0.00	0.00%
Insurance	20,000.00	78.74%	0.00		0.00	0.00	0.00%	20,000.00	21.26%
Electric Utility	28,000.00	55.46%	1,500.00		596.60	903.40	60.23%	15,748.00	2.95%
Refuse	2,400.00	62.94%	200.00		216.67	(16.67)	-8.33%	1,400.00	-7.90%
Fuel, Oil, Fluids (ALL depts)	42,000.00	36.69%	2,500.00		3,820.43	(1,320.43)	-52.82%	25,000.00	38.36%
Repair/Maint Bldg	3,500.00	78.03%	300.00		17.48	282.52	94.17%	2,000.00	-36.56%
Repair/Maint NOT Bldg	500.00	0.00%	40.00		0.00	40.00	100.00%	280.00	100.00%
Repair/Maint Equip (out)	5,000.00	9.40%	500.00		212.54	287.46	57.49%	3,000.00	84.33%
Equipment Parts	7,500.00	30.07%	625.00		0.00	625.00	100.00%	4,375.00	48.46%
Uniforms	2,000.00	71.01%	165.00		221.04	(56.04)	-33.96%	1,155.00	-22.96%
Miscellaneous	1,000.00	71.04%	150.00		0.00	150.00	100.00%	600.00	-18.41%
Landscaping Material	500.00	0.00%	125.00		0.00	125.00	100.00%	375.00	100.00%
Dues & Subscriptions	200.00	0.00%	0.00		0.00	0.00	0.00%	100.00	100.00%
Conferences & Training	1,500.00	0.00%	0.00		0.00	0.00	0.00%	750.00	100.00%
Clean up Days	5,000.00	111.28%	0.00		0.00	0.00	0.00%	5,000.00	-11.28%
Total Public Works	380,195.00	52.84%	25,907.69		20,691.93	5,215.76	20.13%	230,365.19	12.79%
3120 - Streets									
Equipment Parts	3,000.00	47.07%	250.00		189.99	60.01	24.00%	1,750.00	19.30%
Street Maintenance Materials	20,000.00	46.15%	3,000.00		4,940.37	(1,940.37)	-64.68%	13,000.00	29.00%
Seal Coating/Crack Filling	186,578.00	90.66%	0.00		140,800.44	(140,800.44)	100.00%	186,578.00	9.34%
Sign Repair Materials	2,500.00	15.12%	300.00		0.00	300.00	100.00%	1,600.00	76.37%
Contract Services	8,000.00	59.33%	2,000.00		4,032.50	(2,032.50)	-101.63%	6,000.00	20.90%
Repairs/Maint Equipment	2,500.00	8.40%	210.00		210.00	0.00	0.00%	1,470.00	85.71%
Total Streets	222,578.00	83.17%	5,760.00		150,173.30	(144,413.30)	-2507.18%	210,398.00	12.01%
								Use of more FT vs PT; overall cost very close to budget	
								Expense spread out in the budget; 18% rate increase in 2015	
								Entire project budgeted in June	

3125 - Ice & Snow Removal	Full Year		MONTH					YTD				
	BUDGET 2015	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET YTD	ACTUAL	Variance (\$)	Variance (%)		
			Month	Month	Month	Month		YTD	YTD	YTD		
Landscaping Material	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	794.14	(794.14)	-100.00%		
Sand/Salt	80,000.00	29.66%	0.00	0.00	0.00	0.00%	45,000.00	23,724.41	21,275.59	47.28%		
Contract Services	6,000.00	0.00%	500.00	0.00	500.00	100.00%	3,500.00	0.00	3,500.00	100.00%		
Repairs/Maint Equipment	9,500.00	95.22%	850.00	0.00	850.00	100.00%	5,450.00	9,045.92	(3,595.92)	-65.98%		
Total Ice & Snow Removal	95,500.00	35.15%	1,350.00	0.00	1,350.00	100.00%	53,950.00	33,564.47	20,385.53	37.79%	Includes \$7,200 for snow plow blades	
3160 - Street Lighting												
Street Lighting	28,000.00	47.35%	2,350.00	2,019.88	330.12	14.05%	16,450.00	13,257.55	3,192.45	19.41%		
Total Street Lighting	28,000.00	47.35%	2,350.00	2,019.88	330.12	14.05%	16,450.00	13,257.55	3,192.45	19.41%		
3200 - Recycling												
Recycling Supplies	3,500.00	0.00%	0.00	0.00	0.00	0.00%	1,750.00	0.00	1,750.00	100.00%		
Miscellaneous	6,000.00	9.47%	500.00	0.00	500.00	100.00%	3,500.00	568.03	2,931.97	83.77%		
Total Recycling	9,500.00	5.98%	500.00	0.00	500.00	100.00%	5,250.00	568.03	4,681.97	89.18%		
3250 - Tree Program												
Contract Services	6,000.00	0.00%	500.00	0.00	500.00	100.00%	3,500.00	0.00	3,500.00	100.00%		
Total Tree Program	6,000.00	0.00%	500.00	0.00	500.00	100.00%	3,500.00	0.00	3,500.00	100.00%		
Total Public Works	741,773.00	58.43%	36,367.69	172,885.11	(136,517.42)	-375.38%	519,913.19	433,427.73	86,485.46	16.63%		

DEPT 450 - CULTURE, RECREATIO									
5200 - Parks & Recreation	Full Year		MONTH				YTD		
	BUDGET		BUDGET		ACTUAL		BUDGET		ACTUAL
	2015	% to date	Month	Variance (\$)	Month	Variance (\$)	YTD	Variance (\$)	YTD
FT Salaries	77,847.00	101.46%	5,988.23	(5,038.60)	11,026.83	-84.14%	44,911.73	(34,075.62)	-75.87%
PT Salaries	6,820.00	157.18%	524.62	(3,842.38)	4,367.00	-732.41%	3,934.62	(6,785.01)	-172.44%
PERA Contributions	5,644.00	101.83%	434.15	(291.48)	725.63	-67.14%	3,256.15	(2,491.28)	-76.51%
FICA Contributions	5,249.00	101.71%	403.77	(518.39)	922.16	-128.39%	3,028.27	(2,310.39)	-76.29%
Medicare Contributions	1,228.00	101.67%	94.46	(121.19)	215.65	-128.30%	708.46	(540.05)	-76.23%
Health/Dental Insurance	19,940.00	54.56%	1,533.85	83.05	1,450.80	5.41%	11,503.85	10,880.20	5.42%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Workers Compensation	4,000.00	114.27%	0.00	0.00	0.00	0.00%	4,000.00	4,570.91	-14.27%
Shop Materials	500.00	142.52%	40.00	(21.80)	61.80	-54.50%	280.00	712.61	(432.61)
Chemicals	750.00	64.96%	62.50	62.50	0.00	100.00%	437.50	487.18	(49.68)
Equipment Parts	2,000.00	70.17%	165.00	165.00	0.00	100.00%	1,155.00	1,403.43	(248.43)
Building Repair Supplies	500.00	15.26%	40.00	40.00	0.00	100.00%	1,750.00	76.32	203.68
Landscaping Materials	3,000.00	54.70%	250.00	7.20	242.80	2.88%	1,750.00	1,641.02	108.98
Small Tools and Minor Equip	1,000.00	156.46%	85.00	(21.43)	106.43	-25.21%	590.00	1,564.60	(974.60)
Mileage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Insurance	3,200.00	95.03%	0.00	0.00	0.00	0.00%	3,200.00	3,041.00	159.00
Electric Utility	8,500.00	69.68%	600.00	(138.12)	738.12	-23.02%	4,750.00	5,922.49	(1,172.49)
Refuse	2,500.00	0.00%	208.33	208.33	0.00	100.00%	1,458.31	0.00	1,458.31
Repair/Maint Bldg	1,000.00	128.41%	85.00	85.00	0.00	100.00%	590.00	1,284.07	(694.07)
Repair/Maint NOT Bldg	2,500.00	46.21%	225.00	181.50	43.50	80.67%	1,475.00	1,155.23	319.77
Repair/Maint Equip	1,500.00	0.00%	125.00	7.25	117.75	100.00%	875.00	117.75	757.25
Rental Buildings	4,600.00	84.95%	383.33	(462.67)	846.00	-120.70%	2,683.31	3,907.78	(1,224.47)
Miscellaneous	750.00	114.95%	62.50	62.50	0.00	100.00%	437.50	862.10	(424.60)
Total Parks & Recreation	153,028.00	91.27%	11,310.74	(9,553.73)	20,864.47	-84.47%	91,304.70	139,668.27	(48,363.57)
IT & Telephone									
IT-Hardware	9,100.00	55.53%	0.00	0.00	0.00	0.00%	4,550.00	5,052.98	(502.98)
IT-Software	16,000.00	46.93%	1,333.00	1,333.00	0.00	100.00%	9,331.00	7,508.00	1,823.00
IT-Support Services	36,000.00	65.59%	3,000.00	(2,902.84)	5,902.84	-96.76%	21,000.00	23,611.36	(2,611.36)
IT-Networking	7,800.00	0.00%	0.00	0.00	0.00	0.00%	3,900.00	0.00	3,900.00
INET Contingency	16,000.00	0.00%	0.00	0.00	0.00	0.00%	16,000.00	0.00	16,000.00
Telephone	24,660.00	44.71%	2,055.00	128.41	1,926.59	6.25%	14,385.00	11,025.90	3,359.10
Total IT & Telephone	109,560.00	43.08%	6,388.00	(1,441.43)	7,829.43	-22.56%	69,166.00	47,198.24	21,967.76
Grand Total all Expenses	3,316,216.00	55.98%	217,108.64	(109,000.88)	326,109.52	-50.21%	1,991,204.09	1,856,355.58	134,848.51
Subtotal Net Income over Expenses	482,118.00	18.58%	1,215,698.11	(96,171.04)	1,119,527.07	7.91%	(30,326.84)	89,577.52	119,904.36
DEPT 460 - COMP ADJ	35,000.00	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%
Transfer to City Projects (Streets)	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%
GRAND TOTAL EXP ALL DEPTS	3,798,334.00	48.87%	217,108.64	(109,000.88)	326,109.52	-50.21%	1,991,204.09	1,856,355.58	134,848.51
Net Income over Expenses	0.00	0.00%	1,215,698.11	(96,171.04)	1,119,527.07	7.91%	(30,326.84)	89,577.52	119,904.36

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

City of Lake Elmo
 Budget to Actual
 2015 By Month
 As of July 31, 2015
 206-Library Fund
 By Department

	Full Year		Month			YTD			Notes
	BUDGET 2015	% to date	2015 BUDGET	2015 ACTUALS	Over/ (under)	2015 BUDGET	2015 ACTUALS	Over/ (under)	
REVENUE									
Current Ad Valorem Taxes	231,261.00	50.00%	115,630.50	115,630.50	0.00	115,630.50	115,630.50	0.00	Funds received from WA City July and December Includes \$15k delinquent rent from prior tenant
Rental Income	11,400.00	180.26%	950.00	400.00	(\$50.00)	6,650.00	20,550.00	13,900.00	
Interest Earnings	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Miscellaneous Revenue	0.00	0.00%	0.00	0.00	0.00	0.00	200.55	200.55	
Donations	0.00	100.00%	0.00	25.00	25.00	0.00	1,235.00	1,235.00	Revenue from use of copier
Total Revenue	242,661.00	56.71%	116,580.50	116,055.50	(\$525.00)	122,280.50	137,616.05	15,335.55	
EXPENSE									
					(Over)/ under			(Over)/ under	
FT Salaries	45,000.00	58.17%	3,750.00	3,460.86	289.14	26,250.00	26,176.32	73.68	Budget showed consistent monthly cost; not impact of multiple pay period months
PT Salaries	16,000.00	20.34%	1,333.33	1,015.00	318.33	9,333.33	3,255.00	6,078.33	
PERA Contributions	4,422.50	49.54%	368.54	335.69	32.85	2,579.79	2,190.84	388.95	
FICA Contributions	3,782.00	44.87%	315.17	261.91	53.26	2,206.17	1,696.93	509.24	
Medicare Contributions	884.50	44.87%	73.71	61.26	12.45	515.96	396.89	119.07	
Health/Dental Insurance	11,987.00	68.07%	998.92	1,088.00	(89.08)	6,992.42	8,160.00	(1,167.58)	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Workers Compensation	350.00	0.00%	0.00	0.00	0.00	350.00	0.00	350.00	
Library svcs supplies	1,100.00	0.00%	91.67	0.00	91.67	641.68	0.00	641.68	
Office Supplies	4,100.00	2.89%	341.67	0.00	341.67	2,391.69	118.67	2,273.02	
Library Collection Maintenance	49,700.00	26.94%	4,141.67	923.75	3,217.92	28,991.67	13,387.78	15,603.89	Cost to recover delinquent rent from prior tenant Snow Plowing
Legal Services	2,000.00	63.03%	0.00	0.00	0.00	1,000.00	1,260.50	(260.50)	
Contract Services	3,000.00	3.45%	250.00	0.00	250.00	1,750.00	103.50	1,646.50	
Telephone	1,600.00	56.32%	133.33	128.46	4.87	933.31	901.05	32.26	
Internet	1,000.00	38.63%	83.33	115.00	(31.67)	583.33	386.29	197.04	
Information Technology (Equino	3,220.00	96.27%	0.00	0.00	0.00	3,220.00	3,100.00	120.00	
Software	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Insurance	2,700.00	69.74%	0.00	0.00	0.00	1,350.00	1,883.00	(533.00)	
Utilities	7,550.00	56.19%	666.66	641.25	25.41	4,416.62	4,242.69	173.93	
Refuse	550.00	63.27%	45.83	49.89	(4.06)	320.81	348.01	(27.20)	
Repair/Maint Bldg	14,000.00	128.20%	1,166.67	455.00	711.67	8,166.67	17,947.50	(9,780.83)	YTD includes Roof repairs
Repair/Maint NOT Bldg	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Repair/Maint Equip (out-LH Imp	0.00	100.00%	0.00	0.00	0.00	0.00	420.00	(420.00)	
Library Card Reimbursements	24,000.00	67.97%	2,000.00	3,255.00	(1,255.00)	18,000.00	16,312.34	1,687.66	Library card reimb are processed by County eff 5/1/15
Miscellaneous	2,000.00	14.68%	166.66	0.00	166.66	1,166.62	293.62	873.00	
Building Purchase Reptmt	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Building-Property Tax	2,600.00	44.88%	0.00	0.00	0.00	1,300.00	1,167.00	133.00	
Other Equipment	0.00	100.00%	0.00	738.00	(738.00)	0.00	738.00	(738.00)	
Subscriptions	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Conferences & Training	2,500.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	
Programs	7,500.00	0.00%	625.00	0.00	625.00	4,375.00	0.00	4,375.00	
Internal charges	1,600.00	25.38%	130.00	14.00	116.00	950.00	406.00	544.00	\$2 per card processing fee plus billable City resources
Total Library	213,146.00	49.21%	16,682.16	12,543.07	4,139.09	127,785.07	104,891.93	22,893.14	
Net Income/(Expense)	29,515.00		99,898.34	103,512.43	3,614.09	(5,504.57)	32,724.12	38,228.69	
12/31/14 Cash Balance	172,205.10				3.62%		206,407.26	-694.49%	
Net Income/(Expense)	29,515.00						32,724.12		
Accrued AP							(3,703.87)		
CIP (self funded)	(70,000.00)								
Contingencies	0.00								
2014 AP accrual reversal									
Ending Cash Balance	131,720.10						235,427.51		



MAYOR & COUNCIL COMMUNICATION

DATE: September 1, 2015
CONSENT
ITEM #4
MOTION

AGENDA ITEM: Approve Setting the Truth in Taxation Public Hearing Date for the 2016 Budget and Tax Levy

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Julie Johnson, City Clerk

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Finance

FISCAL IMPACT: NA

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is respectfully asked to consider setting the Truth in Taxation Public Meeting date as required by State law for December 1, 2015. No specific motion is needed as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: Each year the City Council is responsible for choosing the date of the meeting where the annual budget and levy will be discussed and where the public will be allowed to speak.

STAFF REPORT: The City is required to conduct a meeting where the budget and levy will be discussed and the public will be allowed to speak at a regular scheduled City Council meeting. Staff recommends the fulfillment of this requirement on December 1, 2015 at 7:00 p.m. as part of the regularly scheduled City Council meeting.

RECOMMENDATION: It is recommended that the City Council approve the date of December 1, 2015 for the meeting to discuss the 2016 budget and levy.

ATTACHMENT:

1. Resolution 2015-66

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

RESOLUTION 2015-66

**A RESOLUTION SETTING THE TRUTH IN TAXATION PUBLIC HEARING DATE
FOR THE 2016 BUDGET AND TAX LEVY**

WHEREAS, the City of Lake Elmo is required to set a single meeting for discussion and final approval of the 2016 budget and tax levy; and

WHEREAS, the City will publish the date, time and location for the public meeting; and

WHEREAS, the public will be given the opportunity to speak.

NOW THEREFORE BE IT RESOLVED, that the City of Lake Elmo has set December 1, 2015 at 7:00 p.m. as the public meeting date for the final adoption of the 2016 budget and tax levy.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS FIRST
DAY OF SEPTEMBER 2015.**

**CITY COUNCIL
CITY OF LAKE ELMO**

By: _____
Mike Pearson
Mayor

ATTEST:

Julie Johnson
City Clerk

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

RESOLUTION 2015-66

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**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS FIRST
DAY OF SEPTEMBER 2015.**

**CITY COUNCIL
CITY OF LAKE ELMO**

By: _____
Mike Pearson
Mayor

ATTEST:

Julie Johnson
City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: September 1, 2015
CONSENT
ITEM # 5

AGENDA ITEM: 39th Street Improvements – Approve Proposal for Tree Replacement

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Clark Schroeder, Interim City Administrator

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

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

- Questions from Council to Staff Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Engineering.

FISCAL IMPACT: \$2,739.65.

The amount of \$2,739.65 would be paid to Abrahamson Nurseries for the replacement of 5 trees at 10390 39th Street North. The amount would be charged against the 39th Street: Street and Sanitary Sewer Improvement project fund since the replacement is related to the removal of 5 existing trees to implement the project.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving, *as part of the Consent Agenda*, the proposal from Abrahamson Nurseries in the amount of \$2,739.65 to complete the installation of five (5) 2.5-inch maple trees at 10390 39th Street North. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve the Proposal from Abrahamson Nurseries in the not to exceed amount of \$2,739.65 for the Installation of five (5) 2.5-inch maple trees at 10390 39th Street North.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

To facilitate the construction of the 39th Street North: Street and Sanitary Sewer Improvements Project, it was required to remove five (5) existing boulevard trees located in front of the property at 10390 39th Street North. As a matter of obtaining waiver of assessment agreements from the property owners the City agreed to pay for replacement trees in kind for the boulevard trees that were taken down. The attached proposal from Abrahamson Nurseries dated July 27, 2015 was obtained by the property owner and is consistent with a standard size and type of tree the City would plant in a boulevard area for a collector roadway.

RECOMMENDATION:

Staff is recommending that the City Council approve, *as part of the Consent Agenda*, the proposal from Abrahamson Nurseries in the amount of \$2,739.65 to complete the installation of five (5) 2.5-inch maple trees at 10390 39th Street North. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve the Proposal from Abrahamson Nurseries in the not to exceed amount of \$2,739.65 for the Installation of five (5) 2.5-inch maple trees at 10390 39th Street North.”

ATTACHMENT(S):

1. Abrahamson Nurseries Proposal dated July 27, 2015.
2. Attorney Letter dated August 5, 2014.
3. Lawson Petition Waiver Amendment dated August 5, 2014.

ABRAHAMSON NURSERIES

1257 State Road 35
St. Croix Falls, WI 54024
715-483-3040

Mike Lynskey	439-1412
John Mead	777-7603
Email Address:	mike@lynkeyclark.com

Payment to be made as follows: In full upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

- a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice.

We are pleased to submit the following estimate for:

[illegible]

\$2,739.65

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as stated above.

Signature: _____



LAWSON

PROVIDING LEGAL SERVICES FOR OVER 100 YEARS

d/b/a

ST. CROIX TITLE

August 5, 2014

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

Mr. Jack Griffin
FOCUS ENGINEERING, INC.
jack.griffin@focusengineeringinc.com

Ms. David Snyder
Attorney at Law
56 East Broadway Avenue
#206
Forest Lake, MN 55025

Re: Amendment to 39th Street Improvement Petition and Waiver Agreements

Gentlemen:

Attached hereto please find a fully executed Amendment to Petition and Waiver Agreements that have been signed by Lake Elmo Professional Center, LLP.

This document has been amended pursuant to my conversation with Mr. Zuleger. Mr. Zuleger indicated that the City would be willing to amend the project documents to preserve the large trees along the boulevard in front of our building. While we hope nothing will happen to those trees during construction, we are aware that things can and do happen and, therefore, have added that in the event the trees do not survive the construction, that the trees will be replaced with comparable trees at the City's expense.

If there are any questions, concerns or other proposed changes to this Agreement, please let me know. I spoke with Mr. Zuleger about having an extended period of time in which to hook up to the sewer system, since our building has a somewhat newer septic system and is not in need of sewer at this time. I would appreciate the continued consideration in this matter. As you are aware, our Partnership does not have growth potential and so it's incentive may not be as aligned with the City and other landowners, but in the interest of the City and our neighbors, we have agreed to sign the Amendment with the noted change.

Mr. Dean Zuleger, Mr. David Snyder and
Mr. Jack Griffin
August 5, 2014
Page Two.

If you have any further questions or concerns, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tracey A. Galowitz". The signature is fluid and stylized, with a large initial 'T' and a long, sweeping underline.

Tracey A. Galowitz

TAG:mas

Enclosures

AMENDMENT TO PETITION AND WAIVER AGREEMENT

This Amendment to Petition and Waiver Agreement made this ____ day of _____, 2014, by and between the City of Lake Elmo, a Minnesota municipal corporation ("City"), and Lake Elmo Professional Center, LLP, a Minnesota limited liability partnership ("Owner").

WITNESSETH:

WHEREAS, Owner is the fee owner of certain real property located in the City, the legal description of which is shown on **Exhibit A**, attached hereto and hereby made a part hereof; and

WHEREAS, the undersigned parties to the Petition and Waiver Agreement dated May 22, 2014 (the "Agreement") desire to amend the assessment amount stated in the Agreement.

NOW, THEREFORE, it is agreed as follows:

1. The undersigned parties amend the agreement to:

- a. Replace the assessment amount of \$7,762.18 listed in the Agreement with the amended amount of \$8,964.00.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, the parties have set their hands the day and year first written

above.

Survive the construction they shall be replaced with comparable trees at City's expense.

[SIGNATURES ON FOLLOWING PAGES]

CITY OF LAKE ELMO

By: _____
Mike Pearson, Mayor

By: _____
Dean Zuleger, City Administrator

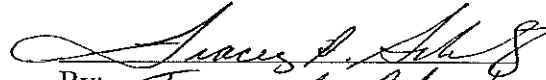
STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2014, by Mike Pearson and Dean Zuleger, the Mayor and City Administrator, respectively, of the City of Lake Elmo, Minnesota, a municipal corporation under the laws of the State of Minnesota, on behalf of the City.

Notary Public

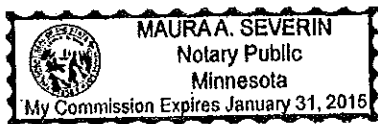
OWNER

LAKE ELMO PROFESSIONAL
CENTER, LLP


By: Tracey A. Galowitz
Its: Partner

STATE OF MINNESOTA)
) ss.
COUNTY OF Washington)

On this 5th day of August, 2014, the foregoing instrument was acknowledged before me, a Notary Public, within and for said County and State, personally appeared Tracey A. Galowitz the Partner of Lake Elmo Professional Center, LLP, a limited liability partnership, who signed the foregoing instrument and acknowledged said instrument to be the free act and deed of said limited liability partnership.



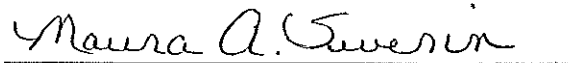

Notary Public

EXHIBIT A

(Legal Description)

PID: 13-029-21-21-0012

Unit 2, CIC No. 318, Lake Elmo Old Village Condominiums, Washington County, Minnesota.

ABRAHAMSON NURSERIES

1257 State Road 35
St. Croix Falls, WI 54024
715-483-3040

Mike Lynskey	439-1412
John Mead	777-7603
Email Address:	mike@lynkeyclark.com

Payment to be made as follows: In full upon completion.

<i>AUTHORIZED</i>	Note: This proposal may be withdrawn
<i>SIGNATURE:</i>	by us if not accepted within 30 days.

- a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice.

[illegible]

\$2,739.65

Acceptance Date: _____ Signature: _____



LAWSON

PROVIDING LEGAL SERVICES FOR OVER 100 YEARS

d/b/a

ST. CROIX TITLE

August 5, 2014

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

Mr. Jack Griffin
FOCUS ENGINEERING, INC.
jack.griffin@focusengineeringinc.com

Ms. David Snyder
Attorney at Law
56 East Broadway Avenue
#206
Forest Lake, MN 55025

Re: Amendment to 39th Street Improvement Petition and Waiver Agreements

Gentlemen:

Attached hereto please find a fully executed Amendment to Petition and Waiver Agreements that have been signed by Lake Elmo Professional Center, LLP.

This document has been amended pursuant to my conversation with Mr. Zuleger. Mr. Zuleger indicated that the City would be willing to amend the project documents to preserve the large trees along the boulevard in front of our building. While we hope nothing will happen to those trees during construction, we are aware that things can and do happen and, therefore, have added that in the event the trees do not survive the construction, that the trees will be replaced with comparable trees at the City's expense.

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Mr. Dean Zuleger, Mr. David Snyder and
Mr. Jack Griffin
August 5, 2014
Page Two.

If you have any further questions or concerns, please feel free to contact me.

Sincerely,

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Tracey A. Galowitz

TAG:mas

Enclosures

AMENDMENT TO PETITION AND WAIVER AGREEMENT

This Amendment to Petition and Waiver Agreement made this ____ day of _____, 2014, by and between the City of Lake Elmo, a Minnesota municipal corporation ("City"), and Lake Elmo Professional Center, LLP, a Minnesota limited liability partnership ("Owner").

WITNESSETH:

WHEREAS, Owner is the fee owner of certain real property located in the City, the legal description of which is shown on **Exhibit A**, attached hereto and hereby made a part hereof; and

WHEREAS, the undersigned parties to the Petition and Waiver Agreement dated May 22, 2014 (the "Agreement") desire to amend the assessment amount stated in the Agreement.

NOW, THEREFORE, it is agreed as follows:

1. The undersigned parties amend the agreement to:

- a. Replace the assessment amount of \$7,762.18 listed in the Agreement with the amended amount of \$8,964.00.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, the parties have set their hands the day and year first written

above.

Survive the construction they shall be replaced with comparable trees at City's expense.

[SIGNATURES ON FOLLOWING PAGES]

CITY OF LAKE ELMO

By: _____
Mike Pearson, Mayor

By: _____
Dean Zuleger, City Administrator

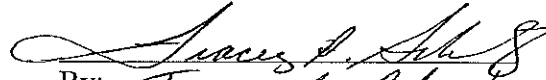
STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2014, by Mike Pearson and Dean Zuleger, the Mayor and City Administrator, respectively, of the City of Lake Elmo, Minnesota, a municipal corporation under the laws of the State of Minnesota, on behalf of the City.

Notary Public

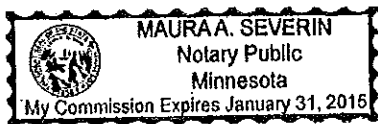
OWNER

LAKE ELMO PROFESSIONAL
CENTER, LLP


By: Tracey A. Galowitz
Its: Partner

STATE OF MINNESOTA)
) ss.
COUNTY OF Washington)

On this 5th day of August, 2014, the foregoing instrument was acknowledged before me, a Notary Public, within and for said County and State, personally appeared Tracey A. Galowitz the Partner of Lake Elmo Professional Center, LLP, a limited liability partnership, who signed the foregoing instrument and acknowledged said instrument to be the free act and deed of said limited liability partnership.



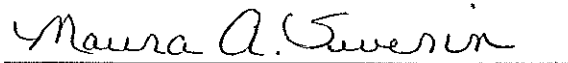

Notary Public

EXHIBIT A

(Legal Description)

PID: 13-029-21-21-0012

Unit 2, CIC No. 318, Lake Elmo Old Village Condominiums, Washington County, Minnesota.



PROJECT BUDGET SUMMARY REPORT - ENGINEERING SERVICES

PROJECT BUDGET BY PHASE	BUDGET	CONTRACT TYPE	JTD INVOICED	%
Feasibility Report	\$13,000.00	Lump Sum	\$12,998.09	100.0%
Design/Bidding Phase Services	\$80,732.00	Hourly NTE	\$74,474.84	92.2%
Construction Administration	\$55,668.00	Est. Hourly	\$29,347.00	52.7%
Construction Staking	\$18,850.00	Est. Hourly	\$20,579.00	109.2%
Construction Observation	\$68,600.00	Est. Hourly	\$39,046.45	56.9%
Easement & Description	\$1,000.00	Hourly NTE	\$987.50	98.8%
TOTAL Engineering Fees	\$237,850.00		\$177,432.88	74.6%
ADDITIONAL SERVICES	BUDGET	CONTRACT TYPE	JTD INVOICED	%
TOTAL Additional Services				
TOTAL ENGINEERING SERVICE FEES	\$237,850.00		\$177,432.88	74.6%

PROJECT INFORMATION

TOTAL PROJECT BUDGET BREAKDOWN	FEASIBILITY REPORT	FINAL COST
Construction Cost	\$1,380,000.00	\$1,469,015.70
Change Order No. 1		\$7,988.30
Compensating Change Order No. 2 - Reconcile bid quantities to actual.		-\$91,056.29
REVISED Contract Amount	\$1,380,000.00	\$1,385,947.71
Contingencies	\$137,900.00	\$0.00
Engineering Report and Design Phase Services	\$93,732.00	\$88,460.43
Engineering Construction Phase Services	\$74,518.00	\$59,926.00
Construction Observation	\$68,600.00	\$39,046.45
Geotechnical Engineering	\$20,000.00	\$12,022.30
Legal, Fiscal & Administration	\$39,000.00	\$39,000.00
TOTAL PROJECT BUDGET	\$1,813,750.00	\$1,624,402.89
Reimbursed from WLT:	-\$69,600.00	-\$62,511.48
TOTAL PROJECT BUDGET - CITY OF LAKE ELMO	\$1,744,150.00	\$1,561,891.41

2014 STREET IMPROVEMENTS - TOTAL ASSESSABLE PROJECT COSTS

Preliminary **Final**

\$491,400 \$429,200 *Costs Assessed to Benefitting Properties*

\$1,322,350 \$1,195,203 *City Share of Street Improvement Costs*

Unit Assessments

Preliminary: **Final:**

Construction Start Date:	July 8, 2014	Packard Park	\$6,000	\$5,000
Substantial Completion Date:	October 10, 2014 October 31, 2014	Deer Pond	\$6,400	\$5,700
Final Completion Date:	November 21, 2014 January 20, 2015	Manning Trail	\$3,200	\$2,900
		Tartan Park	\$95,800	\$87,400



MAYOR & COUNCIL COMMUNICATION

DATE: September 1, 2015
CONSENT
ITEM # 6

AGENDA ITEM: 2014 Street Improvements – Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Hearing on Proposed Assessment

SUBMITTED BY: Ryan Stempski, Project Engineer

THROUGH: Clark Schroeder, Interim City Administrator

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

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

- Questions from Council to Staff Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Engineering.

FISCAL IMPACT: None.

Calling a final assessment hearing follows state statute for assessing benefitting properties for the street improvements constructed in 2014.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider, *as part of the consent agenda*, declaring costs to be assessed, ordering preparation of the proposed assessment, and calling for the final assessment hearing for the 2014 Street Improvements. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Resolution No. 2015-68; A Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for the Hearing on the Proposed Assessment for the 2014 Street Improvements.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The 2014 Street Improvements have been completed and the total project costs are known. Final total project costs were 90% of the authorized project amounts, or \$188,500 less than planned. Therefore the unit assessment rates may be reduced, at Council direction, to remain in line with the current assessment policies and practices, assessing 30% of eligible costs to residential properties in each project area. Staff is recommending a reduction in the assessments as outlined below. With the reduced project costs and assessment amounts, the City cost-share portion of the project is also reduced by \$127,150, or 9.6% of the planned amount.

	<u>Preliminary</u>	<u>Final</u>
TOTAL PROJECT	\$1,744,150	\$1,561,891.41
City Share	\$1,322,350	\$1,195,200
Assessed Costs	\$491,400	\$429,200
UNIT ASSESSMENTS		
Packard Park	\$6,000 (per unit)	\$5,000 (per unit)
Deer Pond Area	\$6,400 (per unit)	\$5,700 (per unit)
Manning Trail	\$3,200 (per unit)	\$2,900 (per unit)
*Tartan Park	\$95,800 (100% per foot)	\$87,400 (100% per foot)

Pursuant to Minnesota Statutes, Section 429 the council must declare the amount to be assessed against the benefiting properties and Call the Hearing on the Proposed Assessment for these improvements. The Assessment Hearing is proposed for October 6, 2015. The Final Assessment Roll must be certified to the County Auditor by November 30, 2015. Final special assessments for this project were established per the City’s Special Assessment Policy.

RECOMMENDATION:

Staff is recommending that the City Council approve, *as part of the Consent Agenda*, Resolution No. 2015-68, thereby declaring the costs to be assessed to be \$429,200; ordering the preparation of the proposed assessments with the unit assessments to be \$5,700 for Deer Pond Trail and Court; \$5,000 for the Packard Park neighborhood; and \$2,900 for residential properties along Manning Trail; and \$87,400 for Tartan Park, a non-residential property with 100% front footage to be assessed along Manning Trail; and Calling for the Hearing on the Proposed Assessments for October 6, 2015 at or around 7:00 PM. If removed from the consent agenda, the recommended motion is as follows:

“Move to approve Resolution 2015-68; A Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for the Hearing on the Proposed Assessment for the 2014 Street Improvements.”

ATTACHMENT(S):

1. Resolution No. 2015-68. Resolution Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for Hearing on Proposed Assessment
2. Notice of Hearing on Proposed Assessment.
3. Final Assessment Roll.
4. Final Project Cost Summary.

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

RESOLUTION NO. 2015-68

**A RESOLUTION DECLARING COST TO BE ASSESSED, ORDERING
PREPARATION OF PROPOSED ASSESSMENT, AND CALLING FOR
HEARING ON PROPOSED ASSESSMENT FOR THE 2014 STREET
IMPROVEMENTS**

WHEREAS, a contract has been let for the 2014 Street Improvements including a reclaim and overlay within the Packard Park neighborhood and reconstruction of Manning Trail N, Deer Pond Trail N, from Hidden Bay Trail to Jack Pine Trail and Deer Pond Court N; and

WHEREAS, the total cost of the improvements will be \$1,562,000; and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED,

1. The portion of the cost of such street improvements to be paid by the City is hereby declared to be \$1,195,200, and the portion of the cost to be assessed against benefited property owners is declared to be \$429,200.
2. The City Clerk, with the assistance of the City Engineer, has calculated the proper amount to be specially assessed for such improvements against every assessable lot, piece or parcel of land to be benefited by the improvements, and the Clerk has filed a copy of such proposed assessment in the City offices for public inspection.
3. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January, 2016, and shall bear interest at the rate of 4.61 percent per annum from the date of the adoption of the assessment resolution.
4. A public hearing shall be held on the 6th day of October, 2015, in the Council Chambers of the City Hall at or approximately after 7:00 P.M. to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
6. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City Clerk. No interest shall be charged if the entire assessment is paid within 30

days from the adoption of the assessment. A property owner may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 21 or interest will be charged through December 31 of the succeeding year

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIRST DAY OF
SEPTEMBER 2015.**

CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)

ATTEST:

Julie Johnson
City Clerk

CITY OF LAKE ELMO
NOTICE OF HEARING ON PROPOSED ASSESSMENT
2014 STREET IMPROVEMENTS

Notice is hereby given that the City Council of Lake Elmo will meet in the Council Chambers of the City Hall at or approximately after 7:00 P.M. on Tuesday, October 6, 2015, to consider, and possibly adopt, the proposed assessment against abutting property for the 2014 Street Improvements. Adoption by the Council of the proposed assessment may occur at the hearing. The following describes the area proposed to be assessed:

- Packard Park Area: The amount to be specially assessed against each particular lot, piece, or parcel of land located within the Packard Park Area, including 24th Street North from Lake Elmo Avenue to Legion Avenue; 24th Street Court North; Lansing Avenue North; 20th Street Court North; and Legion Avenue North from 20th Street to 24th Street is \$5,000.
- Manning Trail North: The amount to be specially assessed against each particular residential lot, piece, or parcel of land located along Manning Trail North from Manning Avenue to the City Limits is \$2,900. The amount to be specially assessed against Tartan Park, the non-residential property along Manning Trail North from Manning Avenue to the City Limits is \$87,400.
- Deer Pond Area: The amount to be specially assessed against each particular lot, piece, or parcel of land located within the Deer Pond Area, including Deer Pond Trail from Hidden Bay Trail to Jack Pine Trail; and Deer Pond Court is \$5,700.

You may at any time prior to certification of the assessment to the county auditor on November 21, 2015, pay the entire assessment on such property to the City Clerk with interest accrued to the date of payment. No interest shall be charged if the entire assessment is paid to the City Clerk 30 days from the adoption of this assessment. You may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 (date assessment certified to County Auditor) or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 4.61 percent per year.

Once assessments are certified to the County, the assessments are payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2016, and will bear interest at the rate of 4.61 percent per annum from the date of adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2015. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

The proposed assessment roll is on file for public inspection at the City Clerk's office. The total amount of the proposed street improvement assessment is \$429,200. *The City contribution for the street improvement project is \$1,195,200.* Written or oral objections

will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

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

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

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

DATED: September 1, 2015

BY ORDER OF THE LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

(Published in the Oakdale-Lake Elmo Review on September 9, 2015)

NO.	NAME	ADDRESS				PID	AMOUNT	
1	WALMAR BEVERLY & JACK TRS	8203	HIDDEN BAY	TRL N	LAKE ELMO	55042	0902921320020	\$ 5,700.00
2	BROSSART DIANE S	8206	DEER POND	TRL N	LAKE ELMO	55042	0902921320003	\$ 5,700.00
3	KRINGS MICHAEL R & PATRICIA A	8220	DEER POND	TRL N	LAKE ELMO	55042	0902921320004	\$ 5,700.00
4	BRENGEN JOHN H & EMILY E	8260	DEER POND	TRL N	LAKE ELMO	55042	0902921310022	\$ 5,700.00
5	CAPELING LAWRENCE L & YVONNE	8281	DEER POND	TRL N	LAKE ELMO	55042	0902921340004	\$ 5,700.00
6	LARSON REUBEN A & GERALDINE R	8292	DEER POND	TRL N	LAKE ELMO	55042	0902921310021	\$ 5,700.00
7	NICOSIA S CHRISTIAN & ROXANNE	8295	DEER POND	TRL N	LAKE ELMO	55042	0902921340003	\$ 5,700.00
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16	FLANAGAN STEVEN J & SUSAN M	8239	DEER POND	CT N	LAKE ELMO	55042	0902921330020	\$ 5,700.00
17	SNELL JOHN B & JEANIE B	8241	DEER POND	CT N	LAKE ELMO	55042	0902921330014	\$ 5,700.00
18	BULTMAN PAUL A	8243	DEER POND	CT N	LAKE ELMO	55042	0902921330013	\$ 5,700.00
19	WILLIAMSON JUDITH C	8245	DEER POND	CT N	LAKE ELMO	55042	0902921330012	\$ 5,700.00
20	PEARSON RICHARD O & DIANE E	8247	DEER POND	CT N	LAKE ELMO	55042	0902921330011	\$ 5,700.00
21	LIPMAN ERIC L & KIMBERLY A	8249	DEER POND	CT N	LAKE ELMO	55042	0902921330010	\$ 5,700.00
22	CARLSON ERIC J & JANE L M	8251	DEER POND	CT N	LAKE ELMO	55042	0902921330009	\$ 5,700.00
23	SJERVEN GENE A & LORRAINE TRS	8255	DEER POND	CT N	LAKE ELMO	55042	0902921330008	\$ 5,700.00
							TOTAL	\$ 131,100.00

2014 STREET IMPROVEMENTS
MANNING TRAIL NORTH
FINAL ASSESSMENT ROLL

NO.	NAME	ADDRESS	PID	AMOUNT
1	TARTAN PARK LLC	11455 20TH ST N LAKE ELMO	55042 02502921120001	\$ 87,400.00
2	SELINSKI MICHAEL JOSEPH	1875 MANNING TRL N LAKE ELMO	55042 02502921110001	\$ 2,900.00
3	NORMA L VALERI	1957 MANNING TRL N LAKE ELMO	55042 02502921110003	\$ 2,900.00
4	BEAN ROBERT D	1985 MANNING TRLN LAKE ELMO	55042 02502921110002	\$ 2,900.00
5	KIEKHAFFER ALLEN L & MARCELLA	2040 MANNING TRL N LAKE ELMO	55042 02402921440006	\$ 2,900.00
6	ZWIEFEL MICHAEL P & COLLEEN M MORAN	2055 MANNING TRL N LAKE ELMO	55042 02402921440017	\$ 2,900.00
7	PEARSON RICHARD M & ANNE K	2101 MANNING TRL N LAKE ELMO	55042 02402921440018	\$ 2,900.00
8	SULLIVAN KOLLEEN F	2270 MANNING TRL N LAKE ELMO	55042 02402921440003	\$ 2,900.00
9	BIRD JAYNE E & RONALD E	2244 MANNING TRL N LAKE ELMO	55042 02402921440005	\$ 2,900.00
10	SCHMIDT LILLIAN M	2296 MANNING TRL N LAKE ELMO	55042 02402921410001	\$ 2,900.00
TOTAL				\$ 113,500.00

2014 STREET IMPROVEMENTS
PACKARD PARK AREA
FINAL ASSESSMENT ROLL

NO.	NAME	ADDRESS	PID	AMOUNT
1	SCHWARTZ STEVEN R	2393 LAKE ELMO AVE N LAKE ELMO	55042 02402921320019	\$ 5,000.00
2	BUSH LARRY W & KATHRYN L	11140 24TH ST N LAKE ELMO	55042 02402921320012	\$ 5,000.00
3	FEUERHERM FREDERICK P & NANCY	11202 24TH ST N LAKE ELMO	55042 02402921320018	\$ 5,000.00
4	DAVIS PETER E & JEANNE E	11233 24TH ST N LAKE ELMO	55042 02402921310013	\$ 5,000.00
5	SCHMELZ JONATHAN & CAROL	11277 24TH ST N LAKE ELMO	55042 02402921310014	\$ 5,000.00
6	LAFAVOR RYAN B & NORMA P	11350 24TH ST N LAKE ELMO	55042 02402921310015	\$ 5,000.00
7	VANDERKELEN GARY J TRS & MARLINE A VANDERKELEN TRS	11355 24TH ST N LAKE ELMO	55042 02402921310010	\$ 5,000.00
8	HUNSTAD STEVE D & MERRI J	11420 24TH ST N LAKE ELMO	55042 02402921310011	\$ 5,000.00
9	JOHNSTON RAYMOND P & VICKIE	2410 LANSING AVE N LAKE ELMO	55042 02402921310012	\$ 5,000.00
10	KONISZCZUK WALDEMAR & JANICE	2430 LANSING AVE N LAKE ELMO	55042 02402921320017	\$ 5,000.00
11	FERGUSON ANTHONY G TRS	2450 LANSING AVE N LAKE ELMO	55042 02402921320016	\$ 5,000.00
12	MOELLER WILLIAM P JR & MARGARET MOELLER	2455 LANSING AVE N LAKE ELMO	55042 02402921310016	\$ 5,000.00
13	EITZMAN PHILIP D & DIANA M	2470 LANSING AVE N LAKE ELMO	55042 02402921320015	\$ 5,000.00
14	SCHWABEL KENDRA K	11365 24TH ST CT N LAKE ELMO	55042 02402921310009	\$ 5,000.00
15	GREUPNER GERALD W & PATRICIA	11375 24TH ST CT N LAKE ELMO	55042 02402921310008	\$ 5,000.00
16	RYAN STEPHEN P & PATRICIA A	11385 24TH ST CT N LAKE ELMO	55042 02402921310006	\$ 5,000.00
17	FOUT BRYAN JAMES & MOSEMAN & JOAN T MOSEMAN	11395 24TH ST CT N LAKE ELMO	55042 02402921310005	\$ 5,000.00
18	ST MICHEL MARK L & JAMIE J	11407 24TH ST CT N LAKE ELMO	55042 02402921310004	\$ 5,000.00
19	GESCHKE JAMES C & CLOE M	2450 LEGION AVE N LAKE ELMO	55042 02402921310003	\$ 5,000.00
20	MATTISON DONALD W & FAY A	2359 LEGION AVE N LAKE ELMO	55042 02402921420021	\$ 5,000.00
21	SMITH ADAM D	2329 LEGION AVE N LAKE ELMO	55042 02402921420020	\$ 5,000.00
22	JOHNSON SCOTT & JUDITH A	2320 LEGION AVE N LAKE ELMO	55042 02402921310007	\$ 5,000.00
23	BUCHECK DAVID J & ANN M	2301 LEGION AVE N LAKE ELMO	55042 02402921420019	\$ 5,000.00
24	BERNIER RICHARD A TRS & LINDA K BERNIER TRS	2257 LEGION AVE N LAKE ELMO	55042 02402921420018	\$ 5,000.00
25	BARTHOLOMEW CHERYL A & MICHAEL	2229 LEGION AVE N LAKE ELMO	55042 02402921430023	\$ 5,000.00
26	DURAND MARY JEAN TRS	GREEN ACRES 11332 20TH ST N LAKE ELMO	55042 02402921340001	\$ 25,000.00
27	FAIRROW RICHARD S & SARAH M	2075 LEGION AVE N LAKE ELMO	55042 02402921430012	\$ 5,000.00
28	COOK CHRISTOPHER P & KAREN F	11120 20TH ST CT N LAKE ELMO	55042 02402921330011	\$ 5,000.00
29	JUNKER JEROME E & SANDRA L TRS & SANDRA L JUNKER T	11130 20TH ST CT N LAKE ELMO	55042 02402921330010	\$ 5,000.00
30	BURNS JAMES A & BETH R	11140 20TH ST CT N LAKE ELMO	55042 02402921330009	\$ 5,000.00
31	MORGAN DIANE TRUDEAU	11150 20TH ST CT N LAKE ELMO	55042 02402921330008	\$ 5,000.00
TOTAL				\$ 175,000.00



PROJECT BUDGET SUMMARY REPORT - ENGINEERING SERVICES

PROJECT BUDGET BY PHASE	BUDGET	CONTRACT TYPE	JTD INVOICED	%
Feasibility Report	\$13,000.00	Lump Sum	\$12,998.09	100.0%
Design/Bidding Phase Services	\$80,732.00	Hourly NTE	\$74,474.84	92.2%
Construction Administration	\$55,668.00	Est. Hourly	\$29,347.00	52.7%
Construction Staking	\$18,850.00	Est. Hourly	\$20,579.00	109.2%
Construction Observation	\$68,600.00	Est. Hourly	\$39,046.45	56.9%
Easement & Description	\$1,000.00	Hourly NTE	\$987.50	98.8%
TOTAL Engineering Fees	\$237,850.00		\$177,432.88	74.6%
ADDITIONAL SERVICES	BUDGET	CONTRACT TYPE	JTD INVOICED	%
TOTAL Additional Services				
TOTAL ENGINEERING SERVICE FEES	\$237,850.00		\$177,432.88	74.6%

PROJECT INFORMATION

TOTAL PROJECT BUDGET BREAKDOWN	FEASIBILITY REPORT	FINAL COST
Construction Cost	\$1,380,000.00	\$1,469,015.70
Change Order No. 1		\$7,988.30
Compensating Change Order No. 2 - Reconcile bid quantities to actual.		-\$91,056.29
REVISED Contract Amount	\$1,380,000.00	\$1,385,947.71
Contingencies	\$137,900.00	\$0.00
Engineering Report and Design Phase Services	\$93,732.00	\$88,460.43
Engineering Construction Phase Services	\$74,518.00	\$59,926.00
Construction Observation	\$68,600.00	\$39,046.45
Geotechnical Engineering	\$20,000.00	\$12,022.30
Legal, Fiscal & Administration	\$39,000.00	\$39,000.00
TOTAL PROJECT BUDGET	\$1,813,750.00	\$1,624,402.89
Reimbursed from WLT:	-\$69,600.00	-\$62,511.48
TOTAL PROJECT BUDGET - CITY OF LAKE ELMO	\$1,744,150.00	\$1,561,891.41

2014 STREET IMPROVEMENTS - TOTAL ASSESSABLE PROJECT COSTS

Preliminary **Final**

\$491,400 \$429,200 *Costs Assessed to Benefitting Properties*

\$1,322,350 \$1,195,203 *City Share of Street Improvement Costs*

Construction Start Date: July 8, 2014

Substantial Completion Date: ~~October 10, 2014~~ October 31, 2014

Final Completion Date: ~~November 21, 2014~~ January 20, 2015

Unit Assessments

Preliminary: **Final:**

Packard Park \$6,000 \$5,000

Deer Pond \$6,400 \$5,700

Manning Trail \$3,200 \$2,900

Tartan Park \$95,800 \$87,400

CITY OF LAKE ELMO
NOTICE OF HEARING ON PROPOSED ASSESSMENT
2014 STREET IMPROVEMENTS

Notice is hereby given that the City Council of Lake Elmo will meet in the Council Chambers of the City Hall at or approximately after 7:00 P.M. on Tuesday, October 6, 2015, to consider, and possibly adopt, the proposed assessment against abutting property for the 2014 Street Improvements. Adoption by the Council of the proposed assessment may occur at the hearing. The following describes the area proposed to be assessed:

- Packard Park Area: The amount to be specially assessed against each particular lot, piece, or parcel of land located within the Packard Park Area, including 24th Street North from Lake Elmo Avenue to Legion Avenue; 24th Street Court North; Lansing Avenue North; 20th Street Court North; and Legion Avenue North from 20th Street to 24th Street is \$5,000.
- Manning Trail North: The amount to be specially assessed against each particular residential lot, piece, or parcel of land located along Manning Trail North from Manning Avenue to the City Limits is \$2,900. The amount to be specially assessed against Tartan Park, the non-residential property along Manning Trail North from Manning Avenue to the City Limits is \$87,400.
- Deer Pond Area: The amount to be specially assessed against each particular lot, piece, or parcel of land located within the Deer Pond Area, including Deer Pond Trail from Hidden Bay Trail to Jack Pine Trail; and Deer Pond Court is \$5,700.

You may at any time prior to certification of the assessment to the county auditor on November 21, 2015, pay the entire assessment on such property to the City Clerk with interest accrued to the date of payment. No interest shall be charged if the entire assessment is paid to the City Clerk 30 days from the adoption of this assessment. You may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 (date assessment certified to County Auditor) or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 4.61 percent per year.

Once assessments are certified to the County, the assessments are payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2016, and will bear interest at the rate of 4.61 percent per annum from the date of adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2015. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

The proposed assessment roll is on file for public inspection at the City Clerk's office. The total amount of the proposed street improvement assessment is \$429,200. *The City contribution for the street improvement project is \$1,195,200.* Written or oral objections

will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

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

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

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

DATED: September 1, 2015

BY ORDER OF THE LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

(Published in the Oakdale-Lake Elmo Review on September 9, 2015)

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

RESOLUTION NO. 2015-68

**A RESOLUTION DECLARING COST TO BE ASSESSED, ORDERING
PREPARATION OF PROPOSED ASSESSMENT, AND CALLING FOR
HEARING ON PROPOSED ASSESSMENT FOR THE 2014 STREET
IMPROVEMENTS**

WHEREAS, a contract has been let for the 2014 Street Improvements including a reclaim and overlay within the Packard Park neighborhood and reconstruction of Manning Trail N, Deer Pond Trail N, from Hidden Bay Trail to Jack Pine Trail and Deer Pond Court N; and

WHEREAS, the total cost of the improvements will be \$1,562,000; and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED,

1. The portion of the cost of such street improvements to be paid by the City is hereby declared to be \$1,195,200, and the portion of the cost to be assessed against benefited property owners is declared to be \$429,200.
2. The City Clerk, with the assistance of the City Engineer, has calculated the proper amount to be specially assessed for such improvements against every assessable lot, piece or parcel of land to be benefited by the improvements, and the Clerk has filed a copy of such proposed assessment in the City offices for public inspection.
3. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January, 2016, and shall bear interest at the rate of 4.61 percent per annum from the date of the adoption of the assessment resolution.
4. A public hearing shall be held on the 6th day of October, 2015, in the Council Chambers of the City Hall at or approximately after 7:00 P.M. to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
6. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City Clerk. No interest shall be charged if the entire assessment is paid within 30

days from the adoption of the assessment. A property owner may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 21 or interest will be charged through December 31 of the succeeding year

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIRST DAY OF
SEPTEMBER 2015.**

CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)

ATTEST:

Julie Johnson
City Clerk

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3	NORMA L VALERI	1957 MANNING TRL N LAKE ELMO	55042 02502921110003	\$ 2,900.00
4	BEAN ROBERT D	1985 MANNING TRLN LAKE ELMO	55042 02502921110002	\$ 2,900.00
5	KIEKHAFFER ALLEN L & MARCELLA	2040 MANNING TRL N LAKE ELMO	55042 02402921440006	\$ 2,900.00
6	ZWIEFEL MICHAEL P & COLLEEN M MORAN	2055 MANNING TRL N LAKE ELMO	55042 02402921440017	\$ 2,900.00
7	PEARSON RICHARD M & ANNE K	2101 MANNING TRL N LAKE ELMO	55042 02402921440018	\$ 2,900.00
8	SULLIVAN KOLLEEN F	2270 MANNING TRL N LAKE ELMO	55042 02402921440003	\$ 2,900.00
9	BIRD JAYNE E & RONALD E	2244 MANNING TRL N LAKE ELMO	55042 02402921440005	\$ 2,900.00
10	SCHMIDT LILLIAN M	2296 MANNING TRL N LAKE ELMO	55042 02402921410001	\$ 2,900.00
TOTAL				\$ 113,500.00

2014 STREET IMPROVEMENTS
PACKARD PARK AREA
FINAL ASSESSMENT ROLL

NO.	NAME	ADDRESS	PID	AMOUNT
1	SCHWARTZ STEVEN R	2393 LAKE ELMO AVE N LAKE ELMO	55042 02402921320019	\$ 5,000.00
2	BUSH LARRY W & KATHRYN L	11140 24TH ST N LAKE ELMO	55042 02402921320012	\$ 5,000.00
3	FEUERHERM FREDERICK P & NANCY	11202 24TH ST N LAKE ELMO	55042 02402921320018	\$ 5,000.00
4	DAVIS PETER E & JEANNE E	11233 24TH ST N LAKE ELMO	55042 02402921310013	\$ 5,000.00
5	SCHMELZ JONATHAN & CAROL	11277 24TH ST N LAKE ELMO	55042 02402921310014	\$ 5,000.00
6	LAFAVOR RYAN B & NORMA P	11350 24TH ST N LAKE ELMO	55042 02402921310015	\$ 5,000.00
7	VANDERKELEN GARY J TRS & MARLINE A VANDERKELEN TRS	11355 24TH ST N LAKE ELMO	55042 02402921310010	\$ 5,000.00
8	HUNSTAD STEVE D & MERRI J	11420 24TH ST N LAKE ELMO	55042 02402921310011	\$ 5,000.00
9	JOHNSTON RAYMOND P & VICKIE	2410 LANSING AVE N LAKE ELMO	55042 02402921310012	\$ 5,000.00
10	KONISZCZUK WALDEMAR & JANICE	2430 LANSING AVE N LAKE ELMO	55042 02402921320017	\$ 5,000.00
11	FERGUSON ANTHONY G TRS	2450 LANSING AVE N LAKE ELMO	55042 02402921320016	\$ 5,000.00
12	MOELLER WILLIAM P JR & MARGARET MOELLER	2455 LANSING AVE N LAKE ELMO	55042 02402921310016	\$ 5,000.00
13	EITZMAN PHILIP D & DIANA M	2470 LANSING AVE N LAKE ELMO	55042 02402921320015	\$ 5,000.00
14	SCHWABEL KENDRA K	11365 24TH ST CT N LAKE ELMO	55042 02402921310009	\$ 5,000.00
15	GREUPNER GERALD W & PATRICIA	11375 24TH ST CT N LAKE ELMO	55042 02402921310008	\$ 5,000.00
16	RYAN STEPHEN P & PATRICIA A	11385 24TH ST CT N LAKE ELMO	55042 02402921310006	\$ 5,000.00
17	FOUT BRYAN JAMES & MOSEMAN & JOAN T MOSEMAN	11395 24TH ST CT N LAKE ELMO	55042 02402921310005	\$ 5,000.00
18	ST MICHEL MARK L & JAMIE J	11407 24TH ST CT N LAKE ELMO	55042 02402921310004	\$ 5,000.00
19	GESCHKE JAMES C & CLOE M	2450 LEGION AVE N LAKE ELMO	55042 02402921310003	\$ 5,000.00
20	MATTISON DONALD W & FAY A	2359 LEGION AVE N LAKE ELMO	55042 02402921420021	\$ 5,000.00
21	SMITH ADAM D	2329 LEGION AVE N LAKE ELMO	55042 02402921420020	\$ 5,000.00
22	JOHNSON SCOTT & JUDITH A	2320 LEGION AVE N LAKE ELMO	55042 02402921310007	\$ 5,000.00
23	BUCHECK DAVID J & ANN M	2301 LEGION AVE N LAKE ELMO	55042 02402921420019	\$ 5,000.00
24	BERNIER RICHARD A TRS & LINDA K BERNIER TRS	2257 LEGION AVE N LAKE ELMO	55042 02402921420018	\$ 5,000.00
25	BARTHOLOMEW CHERYL A & MICHAEL	2229 LEGION AVE N LAKE ELMO	55042 02402921430023	\$ 5,000.00
26	DURAND MARY JEAN TRS	GREEN ACRES 11332 20TH ST N LAKE ELMO	55042 02402921340001	\$ 25,000.00
27	FAIRROW RICHARD S & SARAH M	2075 LEGION AVE N LAKE ELMO	55042 02402921430012	\$ 5,000.00
28	COOK CHRISTOPHER P & KAREN F	11120 20TH ST CT N LAKE ELMO	55042 02402921330011	\$ 5,000.00
29	JUNKER JEROME E & SANDRA L TRS & SANDRA L JUNKER T	11130 20TH ST CT N LAKE ELMO	55042 02402921330010	\$ 5,000.00
30	BURNS JAMES A & BETH R	11140 20TH ST CT N LAKE ELMO	55042 02402921330009	\$ 5,000.00
31	MORGAN DIANE TRUDEAU	11150 20TH ST CT N LAKE ELMO	55042 02402921330008	\$ 5,000.00
TOTAL				\$ 175,000.00



MAYOR & COUNCIL COMMUNICATION

DATE: 9/1/15

CONSENT

ITEM 8

AGENDA ITEM: Approve Tree Planting on Hill Trail

SUBMITTED BY: Clark Schroeder

THROUGH: Mayor Pearson and Councilmember Bloyer

REVIEWED BY: Clark Schroeder Interim 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:

FISCAL IMPACT: Cost of 3 pine trees.

SUMMARY AND ACTION REQUESTED: Staff has received a complaint relating to 8085 Hill Trail North. The building official has inspected the property and the owner of the property has agreed to mitigate life safety issues by removing all non-personal tires from his property. His inspection shows required screening of other materials and equipment. There remains a step van which has been the source of a complaint. It is parked on the owners property and the building official has confirmed that it is tabbed and operates. The right of way adjacent to it is wide enough to allow routine planting of conifers by the City. The staff proposes to add conifers in the City right of way to add additional screening. Cost will not exceed \$700.00

RECOMMENDATION: Based on the aforementioned, the staff recommends the planting of 3 trees in the right of way at 8085 Hill Trail.



MAYOR & COUNCIL COMMUNICATION

DATE: 9/1/15
CONSENT
ITEM 8

AGENDA ITEM: Eagle Point Boulevard Testing Contract

SUBMITTED BY: Clark Schroeder

THROUGH: Jack Griffin

REVIEWED BY: Staff

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: Jack Griffin

FISCAL IMPACT: \$16,186. All within the budgeted scope of the project

SUMMARY AND ACTION REQUESTED: Amercian Engineering Testing Inc. (AET) is a company which Focus Engineering wishes to engage to do compliance testing for the road work being done on Eagle Point Boulevard. This contact will authorize AET to perform sampling and material testing services in accordance to the project specifications.

RECOMMENDATION: Based on the aforementioned, staff recommends that the city council direct the Administrator to sign this contract.



CONSULTANTS
• ENVIRONMENTAL
• GEOTECHNICAL
• MATERIALS
• FORENSICS

August 19, 2015

City of Lake Elmo
C/O Focus Engineering, Inc.
PO Box 22166
Eagan, MN 55122

Attn: Mr. Ryan Stempski, PE

RE: Proposal for Construction and Materials Testing
Eagle Point Boulevard
Street & Utility Improvements
Lake Elmo, Minnesota
AET Proposal No. 20-13494

Dear Mr. Stempski:

Thank you for the opportunity to provide a proposal to perform testing services on the referenced project. American Engineering Testing, Inc., (AET) is pleased to provide this proposal which presents our anticipated scope of services, our unit rates, and an estimated total cost to perform these services.

Project Information

We understand that the City of Lake Elmo will be performing roadway improvements to Eagle Point Boulevard. The project will include a complete reconstruction of the pavement and subgrade along with improvements to the sanitary sewer, watermain and storm sewer. The City of Lake Elmo will be performing the field engineering, construction staking and civil services for the project. We have reviewed the plans and specifications for the project.

Project Approach

During the construction improvements, AET will provide experienced, Mn/DOT certified Engineering Technicians to perform sampling and material testing services in accordance to the project specifications.

Scope of Services

Based on our review of the available plans and our experience with the City of Lake Elmo on similar projects, our anticipated scope of services is outlined below. These services will be provided on a part-time, will-call basis coordinated through authorized City field personnel.



Soils Sampling and Testing

Our estimate of the sampling and testing to be performed on the grading and base items is based on the project specifications AET will perform MnDOT laboratory sieve analysis testing as well as in-place density and moisture testing on the following materials:

- Utility trench backfill.
- Subgrade Preparation
- Aggregate Base

Bituminous Pavement Sampling and Testing

As bituminous paving is being completed, a certified Engineering Technician will obtain companion samples, provided by the contractor, during each day of paving. Samples will be tested in our laboratory for the following:

- Gyratory density, Rice specific gravity and VMA.
- Asphalt extraction and aggregate gradation.

After the completion of the paving, we will obtain companion core samples, provided by the contractor, for laboratory testing. This testing will include the following:

- The thickness of each layer of the core sample.
- The density of each layer of the core sample.
- Determination of the percent of Gmm (percent of maximum specific gravity) for density of each layer of the core sample.

If required, we can also run the Mn/DOT program to determine random core locations of bituminous based on tonnage (lot sizes) and pavement placement patterns. This information will be given to BMI to pass along to the paving contractor.

Concrete Testing

During the placement of concrete curb and gutter, driveways, and sidewalk, AET will perform field testing consisting of slump, air content and temperature of the plastic concrete, followed by casting of cylinders for compression testing. Project specifications require a testing frequency of one set of plastic property testing per 500 lineal feet of curb & gutter as well as one set of three cylinders be cast for each plastic property test. The cylinders will be tested at an age of 7 days, 28 days, with the third cylinder be held in reserve for future testing if the 28 day strength requirement is not met in the 28 day period.

Estimated Fees

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Fee Schedule. Our invoices will be determined by multiplying the number of personnel hours or tests by their respective unit rates.

We have estimated a “minimum required estimate” which estimates the tests needed to satisfy the requirements as defined in the MnDOT Schedule of Material Control. The “likely needed estimate” is the cost that we anticipate will be required to complete the previously described testing services, based on our experience and assumed scheduling of the project. Therefore, we propose a budget cost estimate using the “likely needed” estimate of **\$16,186.00** for the scope of services outlined in this proposal. We refer you to the attached Materials Testing Estimate as reference to how we arrived at this estimated cost for the roadway. We caution that this is only an estimated cost.

Often, variations in the overall cost of the services occur due to reasons beyond our control, such as weather delays, changes in the contractor’s schedule, unforeseen conditions or retesting. These variations will affect the actual invoice totals, either increasing or decreasing our total costs for the project from those estimated in this proposal. If more time or tests are required, additional fees may be needed to complete the project testing services. If less time or tests are needed, a cost savings will be realized.

Terms and Conditions

All AET Services are provided subject to the Terms and Conditions set forth in the enclosed Service Agreement—Terms and Conditions, which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint venturers and third-party beneficiaries. Please be advised that additional insured status is granted upon acceptance of the proposal.

Acceptance

We are submitting this proposal for acceptance. When it is accepted, we ask that a copy be signed by an authorized representative of the party responsible for payment for these services, and that this copy be returned to us as authorization to proceed.

We have enclosed with this proposal a copy of the “Service Agreement.” The terms contained in the “Service Agreement” are incorporated herein and are an integral part of this contract for professional engineering services.

Acceptance of this proposal by the authorized signature, verbal authorization to proceed, or issuance of a purchase order, indicates that you understand and accept the terms and conditions contained in this proposal, including the “Services Agreement”.

August 19, 2015
Eagle Point Boulevard
AET Proposal No. 20-13494
Page 4 of 4

General Remarks

If you have any questions regarding this proposal, or if we can be of further assistance, please call me at (612) 685-6571 or Doug Trangsrud at (612) 790-7940

Sincerely,

American Engineering Testing, Inc.



Brian F. Arman
Senior Project Manager
barman@amengtest.com
(612) 685-6571

Attachments:
Fee Schedule Tabulation

PROPOSAL ACCEPTED BY:

Signature:_____

Printed Name:_____

Company:_____

Date:_____



**Materials Testing Estimate for Eagle Point Boulevard Street & Utility Improvements
Lake Elmo, MN**

Material	Units	Qty.	Trips	Hrs	Agency Testing Freq.	# of Tests		Cost per test (\$)	Cost (\$)	
						Minimum	Likely		Minimum	Likely
Common Embankment Structure Trenches Subgrade Prep			2	4	Moisture Density 1 per soil type (Proctor)	1	3	125.00	125.00	375.00
	Lin Ft	1,061	8	16	Relative Density 1/250 linial feet of structure (Nuke)	12	15	25.00	300.00	375.00
	Sta	35			Relative Moisture 1/per project catagory**			15.00	0.00	0.00
			4	8	Subgrade Prep - 1/25 Sta	2	4	25.00	50.00	100.00
					Sand Cone (Upon Request)			47.00		
Grading Material - Select Granular Borrow	CU YD	12,000	1	2	Gradation 1/20,000 CU YD	1	1	90.00	90.00	90.00
			4	8	DCP 1/2,000 CU YD (included in hourly rate)	6	8	Hrly		
					Nuclear Density Gauge Testing (Upon Request)			25.00		
Aggregate Base - Class V	CU YD	9,580	8	16	Gradation (4 per 1,100 to 5,500 CU YD)	8	8	90.00	720.00	720.00
					Percent Crushing (2 per source)	2	2	165.00	330.00	330.00
					Aggregate Quality Test (2 per source)	2	2	445.00	890.00	890.00
					Relative Moisture 1/per project catagory**			15.00	0.00	0.00
			6	15	DCP 1/500 CU YD (included in hourly rate)	19	21			
Bituminous Testing - SP WE/NW	Total Tons	3,650	2	4	Mn/Dot Gyrtory Mix Properties (1 test/day/mix type)	2	2	515.00	1030.00	1030.00
					Mn/Dot Marshall Mix Properties (1/1000 ton or 1/day)			365.00	0.00	0.00
					Companion Core Density (estimate 1/600 ton)	6	8	45.00	270.00	360.00
Concrete *Estimated	CU YD	400*	5	15	Cylinder Molds (3 Cyl. per 100 CU YD)	12	18	3.00	36.00	54.00
					Testing of Plastic Concrete (1 set of 3 cys/ 100 CU YD) -					
					Testing of hardened Concrete Cylinders	12	18	22.00	264.00	396.00
					Cylinder Pick-up from Job Site	4	6	60.00	240.00	360.00
40 88								Subtotal =	4,345.00	5,080.00

**Relative Moisture Test included in Relative Desnity if Nuclear Gauge option is selected

Time and Mileage	Unit	Rate (\$)	Minimum Quantity	Likely Quantity	Minimum Cost	Likely Cost
Mileage	Mile	0.75	1,100	1,500	825.00	1,125.00
Mn/DOT Certified Technician Time	Hr	83.00	80	95	6,640.00	7,885.00
Project Management	Hr	131.00	8	16	1,048.00	2,096.00
Subtotal =					8,513.00	11,106.00

Estimate prepared by : Brian Arman

	Minimum	Likely
Total Cost Estimate =	12,858.00	16,186.00

SECTION 1 - RESPONSIBILITIES

1.1 – This Service Agreement – Terms and Conditions (“terms and conditions”) is applicable to all Services provided by American Engineering Testing, Inc. (AET). As used herein “Services” refer to the scope of Services described in the proposal submitted by AET to Client. The proposal, these terms and conditions and any appendices attached hereto shall comprise the Agreement between AET and Client for Services described in the proposal and are binding upon the Client, its successors, assignees, joint ventures and third-party beneficiaries. AET requests written acceptance of the Agreement, but the following actions shall also constitute Client’s acceptance of the Agreement: 1) issuing an authorizing purchase order for any of the Services, 2) authorizing AET’s presence on site, or 3) written or electronic notification for AET to proceed with any of the Services.

1.2 - Prior to AET performing Services, Client will provide AET with all information that may affect the cost, progress, safety and performance of the Services. This includes, but is not limited to, information on proposed and existing construction, all pertinent sections of contracts between Client and property owner, site safety plans or other documents which may control or affect AET’s Services. If new information becomes available or changes are made during AET’s Services, Client will provide such information to AET in a timely manner. Earthwork and construction activities are done to support a particular structure (type, size, and shape) or facility at a specific location and elevation. If the type of structure or facility (structural type, size, shape, location, elevation, etc.) changes, the earthwork or construction activities completed may no longer provide suitable structural support or be capable of supporting the intended construction. Additional earthwork or redesign of all or a part of the structure or facility may be needed. Failure of Client to timely notify AET of changes to the project including, but not limited to, location, elevation, loading, or configuration of the structure or improvement will constitute a release of any liability of AET. Client will provide a representative for timely answers to project-related questions by AET.

1.3 - AET observes and tests earthwork and other construction operations and materials, and may provide opinions, conclusions and recommendations regarding the same. However, AET’s Services do not relieve the contractors of their contractual responsibility to perform their work in accordance with approved plans, specifications and building code requirements.

1.4 - AET personnel do not have authority to accept, reject, direct or otherwise approve the work of the contractor. AET cannot stop work or waive or alter the requirements of the project documents. Any authority given to AET by Client must be in writing prior to the start of Services.

1.5 - AET does not perform construction management, general contracting or surveying services and our involvement with the project does not constitute any assumption of those responsibilities.

1.6 - Services performed by AET often include sampling at specific locations. Client acknowledges the limitations inherent in sampling. Variations in conditions occur between and beyond sampled/tested locations. The passage of time, natural occurrences and direct or indirect human activities at the site or distant from it may alter the actual conditions. Client assumes all risks associated with such variations.

1.7 - AET is not responsible for interpretations or modifications of AET’s recommendations by other persons.

1.8 - Should change in conditions be alleged, Client agrees to notify AET before evidence of alleged change is no longer accessible for evaluation.

1.9 - Test borings and/or cone penetration test soundings to a proper depth below foundation grade and the base of suitable bearing soils are recommended for projects where supporting soils will be subjected to increased loads to explore the deeper unseen soil and ground water conditions. Judgments made by AET personnel regarding the suitability of materials and ground water conditions below the bottom of an excavation are limited if sufficiently deep test borings/soundings are not provided by the Client prior to our observations and judgments. AET’s opinions, conclusions and recommendations are qualified to that extent.

1.10 – Pricing in the proposal assumes use of these terms and conditions. AET reserves the right to amend pricing if Client requests modifications to the Agreement or use of Client’s alternate contract format. Any contract amendments made after Client has authorized the Services shall be applicable only to Services performed after the effective date of such amendment. The proposal and these terms and conditions, including terms of payment, shall apply to all Services performed prior to the effective date of such amendment.

1.11 – The AET proposal accompanying these terms and conditions is valid for sixty (60) days after the proposal issuance date to the Client. Any attempt to authorize Services after the expiration date is subject to AET’s right to revise the proposal as necessary.

SECTION 2 - WILL CALL SERVICES

2.1 - If AET’s Services are performed on a will-call basis at the direction of the Client or its authorized representatives, Client acknowledges the inherent limitations associated with performing engineering judgments and testing Services on a will-call basis, including without limitation, the inability to completely evaluate, document or judge work and conditions not directly observed or tested by AET. AET’s opinions, conclusions, and recommendations are qualified to the extent of those limitations.

2.2 - Density tests of fill soils represent conditions only at the locations and elevations tested and do not necessarily represent conditions laterally or below. AET can only provide judgments regarding the engineered fill system to adequately support the design construction loadings by monitoring the filling process on a continuous basis for consistency of soil type, moisture content, lift thickness, and compaction effort.

2.3 - AET requires a minimum of 24 hours notice of the need for Services. AET will not be liable for claims, damages, or delays related to failure of Client to provide adequate advance notice to AET.

SECTION 3 - SITE ACCESS, UNDERGROUND FACILITIES AND CONSTRUCTION STAKING

3.1 - Client will furnish AET safe and legal site access.

3.2 - AET is not responsible for locating underground facilities on construction sites. Client shall ensure that underground facilities have been previously located and cleared. AET will not be responsible for any damages to underground facilities not located or incorrectly identified. An underground facility is an underground line, fixture, system, and its appurtenances used to produce, store, convey, transmit, or distribute communications, data, power, heat, gas, oil, petroleum products, water including storm water, steam, sewage, and similar substances.

3.3 - The location and elevation of a proposed structure or facility is staked (with offsets) and controlled by surveying or GPS equipment by others. AET's measurements are made in relation to that information. The reliability of any opinions, conclusions, and recommendations based on those measurements is strictly dependent on the accuracy of the staking or GPS information provided by others.

3.4 - During construction, observations and testing Services are based on the positioning of the formwork by the contractor or its subcontractor. AET will not be responsible for any errors or damages resulting from improper location or positioning of the formwork.

SECTION 4 - SAFETY

4.1 - Client shall inform AET of any known or suspected hazardous materials or unsafe conditions at the site. Client or its authorized representative(s) is responsible for the safety of the jobsite. If, during the course of AET's Services, such materials or conditions are discovered, AET reserves the right to take measures to protect AET personnel and equipment or to immediately terminate Services. Client shall be responsible for payment of such additional protection costs.

4.2 - AET shall only be responsible for safety of AET employees at the site; the safety of all others shall be Client's or other persons' responsibility.

SECTION 5 - SAMPLES

5.1 - Client shall inform AET of any known or suspected hazardous materials prior to submittal to AET. All samples obtained by or submitted to AET remain the property of the Client during and after the Services. Any known or suspected hazardous material samples will be returned to the Client at AET's discretion.

5.2 - Non-hazardous samples will be held for thirty (30) days and then discarded unless, within thirty (30) days of the report date, the Client requests in writing that AET store or ship the samples. Storage and shipping costs shall be borne solely by Client.

SECTION 6 - PROJECT RECORDS

The original project records prepared by AET will remain the property of AET. AET shall retain these original records for a minimum of three years following submission of the report, during which period the project records can be made available to Client at AET's office at reasonable times.

SECTION 7 - STANDARD OF CARE

AET performs its Services consistent with the level of care and skill normally performed by other firms in the profession at the time of this service and in this geographic area, under similar budgetary constraints.

SECTION 8 - INSURANCE

AET maintains insurance with coverage and limits shown below. AET will furnish certificates of insurance to Client upon request.

8.1 – AET maintains the following insurance coverage and limits of liability:

Workers' Compensation Employer's Liability	Statutory Limits \$100,000 each accident \$500,000 disease policy limit \$100,000 disease each employee
Commercial General Liability	\$1,000,000 each occurrence \$1,000,000 aggregate
Automobile Liability	\$1,000,000 each accident
Professional Liability Insurance	\$1,000,000 per claim \$1,000,000 aggregate

8.2 - Commercial General Liability insurance will include coverage for Products/Completed Operations extending one (1) year after final acceptance of the Project by Owner, Property Damage including Completed Operations, Personal Injury, and Contractual Liability insurance applicable to AET's indemnity obligations under this Agreement.

8.3 - Automobile Liability insurance shall include coverage for all owned, hired and non-owned automobiles.

8.4 - Professional Liability Insurance is written on a claims-made basis and coverage will be maintained for one (1) year after final acceptance of the Project by Owner. Renewal policies during this period shall maintain the same retroactive date.

8.5 - To the extent permitted by applicable state law, and only upon Client's signing of the proposal and return of the same to AET, Client and Owner shall be named an "additional insured" on AET's Commercial General Liability Policy (Form CG D4 14 04 08, which includes blanket coverage for Products/Completed Operations and on a Primary and Non-Contributory basis) and Automobile Liability Policy. Client and Owner shall be extended "waiver of subrogation" status for applicable coverages. Any other endorsement, coverage or policy requirement shall result in additional charges.

8.6 - AET will maintain in effect all insurance coverage required by this Agreement at its sole expense, provided such insurance is reasonably available, with insurance carriers licensed to do business in the state in which the project is located and having a current A.M. Best rating of no less than A minus (A-). Such insurance shall provide for thirty (30) days prior written notice to Client for notice of cancellation or material limitations for the policy or ten (10) days' notice for non-payment of premium.

8.7 - AET reserves the right to charge Client for AET's costs for additional coverage requirements unknown on the date of the proposal, e.g., coverage limits or policy modification including waiver of subrogation, additional insured endorsements and other project specific requirements.

SECTION 9 - DELAYS

If delays to AET's Services are caused by Client or Owner, work of others, strikes, natural causes, weather, or other items beyond AET's control, a reasonable time extension for performance of Services shall be granted, and AET shall receive an equitable fee adjustment.

SECTION 10 - PAYMENT, INTEREST AND BREACH

10.1 - Invoices are due net thirty (30) days. Client will inform AET of invoice questions or disagreements within fifteen (15) days of invoice date; unless so informed, invoices are deemed correct.

10.2 – Client agrees to pay interest on unpaid invoice balances at a rate of one and a half percent (1.5%) per month, or the maximum allowed by law, whichever is less, beginning thirty (30) days after invoice date.

10.3 – Invoices remaining unpaid for sixty (60) days shall constitute a material breach of this Agreement, permitting AET, in its sole discretion and without limiting any other legal or equitable remedies for such breach, to terminate performance of this Agreement and be relieved of any associated duties to the Client or other persons. Further, AET may withhold from Client data and reports in AET's possession. If Client fails to cure such breach, all reports associated with the unpaid invoices shall immediately upon demand be returned to AET and Client may neither use nor rely upon such reports or the Services.

10.4 - Client will pay all AET expenses and attorney fees relating to collection of past due invoices.

SECTION 11 - MEDIATION

11.1 - Except for enforcement of AET's rights to payment for Services rendered or to assert and/or enforce its lien rights, including without limitation assertion and enforcement of mechanic's lien rights and foreclosure of the same, Client and AET agree that any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party; provided however that if either party fails to respond to a request for mediation within sixty (60) days, the party requesting mediation may without further notice, proceed to arbitration or the institution of legal or equitable proceedings.

11.2 - Mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association. Request for mediation shall be in writing and the parties shall share the mediator's fee and any filing fees equally. The mediator shall be acceptable to both parties and shall have experience in commercial construction matters.

SECTION 12 - LITIGATION REIMBURSEMENT

Except for matters relating to non-payment of fees, which is governed by Section 10.4 hereof, payment of attorney's fees and costs associated with lawsuits or arbitration of disputes between AET and Client, which are dismissed or are judged substantially in either party's favor, shall be paid by the non-prevailing party. Applicable costs include, but are not limited to, attorney and expert witness fees, court costs, and AET costs.

SECTION 13 - MUTUAL INDEMNIFICATION

13.1 - Subject to the limitations contained in Sections 14 and 15, AET agrees to indemnify Client from and against damages and costs to the extent caused by AET's intentional acts or negligent performance of the Services.

13.2 - Client agrees to indemnify AET from and against damages and costs to the extent caused by the intentional acts or negligence of the Client, Owner, Client's contractors and subcontractors or other third parties.

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13.4 - AET's indemnification to the Client, including any indemnity required or implied by law, is limited solely to losses or damages caused by its failure to meet the standard of care and only to the extent of its negligence or intentional acts.

SECTION 14- WAIVER OF CONSEQUENTIAL DAMAGES

NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, SPECIAL, INDIRECT, INCIDENTAL OR PUNITIVE DAMAGES INCURRED EVEN IF THE POSSIBILITY OF SUCH DAMAGES WAS FORESEEABLE. CONSEQUENTIAL DAMAGES INCLUDE, BUT ARE NOT LIMITED TO LOSS OF USE AND LOSS OF INCOME OR PROFIT.

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Client agrees to limit AET's liability to Client resulting from AET's negligent acts, errors or omissions, such that **the total liability of AET shall not exceed \$50,000.**

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AET reserves the right to negotiate an appropriate fee increase or to terminate its contract on three (3) days written notice to Client without incurring penalties or costs from Client, Owner and their successors, assignees, joint-venturers, contractors and subcontractors, or any other parties involved with the project for claims, liabilities, damages or consequential damages, directly or indirectly related to AET being required to provide unionized personnel on the project. Reservation of this right on the part of AET represents neither approval nor disapproval of unions in general or the use of collective bargaining agreements.

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After 7 days written notice, either party may elect to terminate work for justifiable reasons. In this event, the Client shall pay AET for all Services performed, including demobilization and reporting costs to complete the file.

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Any provisions of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. However, Client and AET will in good faith attempt to replace an invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision.

SECTION 20 - GOVERNING LAW

This Agreement shall be construed in accordance with the Laws of the State of Minnesota without regard to its conflicts of law provisions.

SECTION 21 - ENTIRE AGREEMENT

This Agreement, including these terms and conditions and attached proposal and appendices, is the entire agreement between AET and Client. Regardless of method of acceptance of this Agreement by the Client, this Agreement supersedes any previous written or oral agreements, including purchase/work orders or other Client agreements submitted to AET after the start of our Services. Any modifications to this Agreement must be mutually acceptable to both parties and accepted in writing. No considerations will be given to revisions to AET's terms and conditions or alternate contract format submitted by the Client as a condition for payment of AET's accrued Services.



CONSULTANTS
• ENVIRONMENTAL
• GEOTECHNICAL
• MATERIALS
• FORENSICS

August 19, 2015

City of Lake Elmo
C/O Focus Engineering, Inc.
PO Box 22166
Eagan, MN 55122

Attn: Mr. Ryan Stempski, PE

RE: Proposal for Construction and Materials Testing
Eagle Point Boulevard
Street & Utility Improvements
Lake Elmo, Minnesota
AET Proposal No. 20-13494

Dear Mr. Stempski:

Thank you for the opportunity to provide a proposal to perform testing services on the referenced project. American Engineering Testing, Inc., (AET) is pleased to provide this proposal which presents our anticipated scope of services, our unit rates, and an estimated total cost to perform these services.

Project Information

We understand that the City of Lake Elmo will be performing roadway improvements to Eagle Point Boulevard. The project will include a complete reconstruction of the pavement and subgrade along with improvements to the sanitary sewer, watermain and storm sewer. The City of Lake Elmo will be performing the field engineering, construction staking and civil services for the project. We have reviewed the plans and specifications for the project.

Project Approach

During the construction improvements, AET will provide experienced, Mn/DOT certified Engineering Technicians to perform sampling and material testing services in accordance to the project specifications.

Scope of Services

Based on our review of the available plans and our experience with the City of Lake Elmo on similar projects, our anticipated scope of services is outlined below. These services will be provided on a part-time, will-call basis coordinated through authorized City field personnel.



Soils Sampling and Testing

Our estimate of the sampling and testing to be performed on the grading and base items is based on the project specifications AET will perform MnDOT laboratory sieve analysis testing as well as in-place density and moisture testing on the following materials:

- Utility trench backfill.
- Subgrade Preparation
- Aggregate Base

Bituminous Pavement Sampling and Testing

As bituminous paving is being completed, a certified Engineering Technician will obtain companion samples, provided by the contractor, during each day of paving. Samples will be tested in our laboratory for the following:

- Gyratory density, Rice specific gravity and VMA.
- Asphalt extraction and aggregate gradation.

After the completion of the paving, we will obtain companion core samples, provided by the contractor, for laboratory testing. This testing will include the following:

- The thickness of each layer of the core sample.
- The density of each layer of the core sample.
- Determination of the percent of Gmm (percent of maximum specific gravity) for density of each layer of the core sample.

If required, we can also run the Mn/DOT program to determine random core locations of bituminous based on tonnage (lot sizes) and pavement placement patterns. This information will be given to BMI to pass along to the paving contractor.

Concrete Testing

During the placement of concrete curb and gutter, driveways, and sidewalk, AET will perform field testing consisting of slump, air content and temperature of the plastic concrete, followed by casting of cylinders for compression testing. Project specifications require a testing frequency of one set of plastic property testing per 500 lineal feet of curb & gutter as well as one set of three cylinders be cast for each plastic property test. The cylinders will be tested at an age of 7 days, 28 days, with the third cylinder be held in reserve for future testing if the 28 day strength requirement is not met in the 28 day period.

Estimated Fees

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Fee Schedule. Our invoices will be determined by multiplying the number of personnel hours or tests by their respective unit rates.

We have estimated a “minimum required estimate” which estimates the tests needed to satisfy the requirements as defined in the MnDOT Schedule of Material Control. The “likely needed estimate” is the cost that we anticipate will be required to complete the previously described testing services, based on our experience and assumed scheduling of the project. Therefore, we propose a budget cost estimate using the “likely needed” estimate of **\$16,186.00** for the scope of services outlined in this proposal. We refer you to the attached Materials Testing Estimate as reference to how we arrived at this estimated cost for the roadway. We caution that this is only an estimated cost.

Often, variations in the overall cost of the services occur due to reasons beyond our control, such as weather delays, changes in the contractor’s schedule, unforeseen conditions or retesting. These variations will affect the actual invoice totals, either increasing or decreasing our total costs for the project from those estimated in this proposal. If more time or tests are required, additional fees may be needed to complete the project testing services. If less time or tests are needed, a cost savings will be realized.

Terms and Conditions

All AET Services are provided subject to the Terms and Conditions set forth in the enclosed Service Agreement—Terms and Conditions, which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint venturers and third-party beneficiaries. Please be advised that additional insured status is granted upon acceptance of the proposal.

Acceptance

We are submitting this proposal for acceptance. When it is accepted, we ask that a copy be signed by an authorized representative of the party responsible for payment for these services, and that this copy be returned to us as authorization to proceed.

We have enclosed with this proposal a copy of the “Service Agreement.” The terms contained in the “Service Agreement” are incorporated herein and are an integral part of this contract for professional engineering services.

Acceptance of this proposal by the authorized signature, verbal authorization to proceed, or issuance of a purchase order, indicates that you understand and accept the terms and conditions contained in this proposal, including the “Services Agreement”.

August 19, 2015
Eagle Point Boulevard
AET Proposal No. 20-13494
Page 4 of 4

General Remarks

If you have any questions regarding this proposal, or if we can be of further assistance, please call me at (612) 685-6571 or Doug Trangsrud at (612) 790-7940

Sincerely,

American Engineering Testing, Inc.



Brian F. Arman
Senior Project Manager
barman@amengtest.com
(612) 685-6571

Attachments:
Fee Schedule Tabulation

PROPOSAL ACCEPTED BY:

Signature:_____

Printed Name:_____

Company:_____

Date:_____



**Materials Testing Estimate for Eagle Point Boulevard Street & Utility Improvements
Lake Elmo, MN**

Material	Units	Qty.	Trips	Hrs	Agency Testing Freq.	# of Tests		Cost per test (\$)	Cost (\$)	
						Minimum	Likely		Minimum	Likely
Common Embankment Structure Trenches Subgrade Prep			2	4	Moisture Density 1 per soil type (Proctor)	1	3	125.00	125.00	375.00
	Lin Ft	1,061	8	16	Relative Density 1/250 linial feet of structure (Nuke)	12	15	25.00	300.00	375.00
	Sta	35			Relative Moisture 1/per project catagory**			15.00	0.00	0.00
			4	8	Subgrade Prep - 1/25 Sta	2	4	25.00	50.00	100.00
					Sand Cone (Upon Request)			47.00		
Grading Material - Select Granular Borrow	CU YD	12,000	1	2	Gradation 1/20,000 CU YD	1	1	90.00	90.00	90.00
			4	8	DCP 1/2,000 CU YD (included in hourly rate)	6	8	Hrly		
					Nuclear Density Gauge Testing (Upon Request)			25.00		
Aggregate Base - Class V	CU YD	9,580	8	16	Gradation (4 per 1,100 to 5,500 CU YD)	8	8	90.00	720.00	720.00
					Percent Crushing (2 per source)	2	2	165.00	330.00	330.00
					Aggregate Quality Test (2 per source)	2	2	445.00	890.00	890.00
					Relative Moisture 1/per project catagory**			15.00	0.00	0.00
			6	15	DCP 1/500 CU YD (included in hourly rate)	19	21			
Bituminous Testing - SP WE/NW	Total Tons	3,650	2	4	Mn/Dot Gyrtory Mix Properties (1 test/day/mix type)	2	2	515.00	1030.00	1030.00
					Mn/Dot Marshall Mix Properties (1/1000 ton or 1/day)			365.00	0.00	0.00
					Companion Core Density (estimate 1/600 ton)	6	8	45.00	270.00	360.00
Concrete *Estimated	CU YD	400*	5	15	Cylinder Molds (3 Cyl. per 100 CU YD)	12	18	3.00	36.00	54.00
					Testing of Plastic Concrete (1 set of 3 cys/ 100 CU YD) -					
					Testing of hardened Concrete Cylinders	12	18	22.00	264.00	396.00
					Cylinder Pick-up from Job Site	4	6	60.00	240.00	360.00
40 88								Subtotal =	4,345.00	5,080.00

**Relative Moisture Test included in Relative Desnity if Nuclear Gauge option is selected

Time and Mileage	Unit	Rate (\$)	Minimum Quantity	Likely Quantity	Minimum Cost	Likely Cost
Mileage	Mile	0.75	1,100	1,500	825.00	1,125.00
Mn/DOT Certified Technician Time	Hr	83.00	80	95	6,640.00	7,885.00
Project Management	Hr	131.00	8	16	1,048.00	2,096.00
Subtotal =					8,513.00	11,106.00

Estimate prepared by : Brian Arman

	Minimum	Likely
Total Cost Estimate =	12,858.00	16,186.00

SECTION 1 - RESPONSIBILITIES

1.1 – This Service Agreement – Terms and Conditions (“terms and conditions”) is applicable to all Services provided by American Engineering Testing, Inc. (AET). As used herein “Services” refer to the scope of Services described in the proposal submitted by AET to Client. The proposal, these terms and conditions and any appendices attached hereto shall comprise the Agreement between AET and Client for Services described in the proposal and are binding upon the Client, its successors, assignees, joint ventures and third-party beneficiaries. AET requests written acceptance of the Agreement, but the following actions shall also constitute Client’s acceptance of the Agreement: 1) issuing an authorizing purchase order for any of the Services, 2) authorizing AET’s presence on site, or 3) written or electronic notification for AET to proceed with any of the Services.

1.2 - Prior to AET performing Services, Client will provide AET with all information that may affect the cost, progress, safety and performance of the Services. This includes, but is not limited to, information on proposed and existing construction, all pertinent sections of contracts between Client and property owner, site safety plans or other documents which may control or affect AET’s Services. If new information becomes available or changes are made during AET’s Services, Client will provide such information to AET in a timely manner. Earthwork and construction activities are done to support a particular structure (type, size, and shape) or facility at a specific location and elevation. If the type of structure or facility (structural type, size, shape, location, elevation, etc.) changes, the earthwork or construction activities completed may no longer provide suitable structural support or be capable of supporting the intended construction. Additional earthwork or redesign of all or a part of the structure or facility may be needed. Failure of Client to timely notify AET of changes to the project including, but not limited to, location, elevation, loading, or configuration of the structure or improvement will constitute a release of any liability of AET. Client will provide a representative for timely answers to project-related questions by AET.

1.3 - AET observes and tests earthwork and other construction operations and materials, and may provide opinions, conclusions and recommendations regarding the same. However, AET’s Services do not relieve the contractors of their contractual responsibility to perform their work in accordance with approved plans, specifications and building code requirements.

1.4 - AET personnel do not have authority to accept, reject, direct or otherwise approve the work of the contractor. AET cannot stop work or waive or alter the requirements of the project documents. Any authority given to AET by Client must be in writing prior to the start of Services.

1.5 - AET does not perform construction management, general contracting or surveying services and our involvement with the project does not constitute any assumption of those responsibilities.

1.6 - Services performed by AET often include sampling at specific locations. Client acknowledges the limitations inherent in sampling. Variations in conditions occur between and beyond sampled/tested locations. The passage of time, natural occurrences and direct or indirect human activities at the site or distant from it may alter the actual conditions. Client assumes all risks associated with such variations.

1.7 - AET is not responsible for interpretations or modifications of AET’s recommendations by other persons.

1.8 - Should change in conditions be alleged, Client agrees to notify AET before evidence of alleged change is no longer accessible for evaluation.

1.9 - Test borings and/or cone penetration test soundings to a proper depth below foundation grade and the base of suitable bearing soils are recommended for projects where supporting soils will be subjected to increased loads to explore the deeper unseen soil and ground water conditions. Judgments made by AET personnel regarding the suitability of materials and ground water conditions below the bottom of an excavation are limited if sufficiently deep test borings/soundings are not provided by the Client prior to our observations and judgments. AET’s opinions, conclusions and recommendations are qualified to that extent.

1.10 – Pricing in the proposal assumes use of these terms and conditions. AET reserves the right to amend pricing if Client requests modifications to the Agreement or use of Client’s alternate contract format. Any contract amendments made after Client has authorized the Services shall be applicable only to Services performed after the effective date of such amendment. The proposal and these terms and conditions, including terms of payment, shall apply to all Services performed prior to the effective date of such amendment.

1.11 – The AET proposal accompanying these terms and conditions is valid for sixty (60) days after the proposal issuance date to the Client. Any attempt to authorize Services after the expiration date is subject to AET’s right to revise the proposal as necessary.

SECTION 2 - WILL CALL SERVICES

2.1 - If AET’s Services are performed on a will-call basis at the direction of the Client or its authorized representatives, Client acknowledges the inherent limitations associated with performing engineering judgments and testing Services on a will-call basis, including without limitation, the inability to completely evaluate, document or judge work and conditions not directly observed or tested by AET. AET’s opinions, conclusions, and recommendations are qualified to the extent of those limitations.

2.2 - Density tests of fill soils represent conditions only at the locations and elevations tested and do not necessarily represent conditions laterally or below. AET can only provide judgments regarding the engineered fill system to adequately support the design construction loadings by monitoring the filling process on a continuous basis for consistency of soil type, moisture content, lift thickness, and compaction effort.

2.3 - AET requires a minimum of 24 hours notice of the need for Services. AET will not be liable for claims, damages, or delays related to failure of Client to provide adequate advance notice to AET.

SECTION 3 - SITE ACCESS, UNDERGROUND FACILITIES AND CONSTRUCTION STAKING

3.1 - Client will furnish AET safe and legal site access.

3.2 - AET is not responsible for locating underground facilities on construction sites. Client shall ensure that underground facilities have been previously located and cleared. AET will not be responsible for any damages to underground facilities not located or incorrectly identified. An underground facility is an underground line, fixture, system, and its appurtenances used to produce, store, convey, transmit, or distribute communications, data, power, heat, gas, oil, petroleum products, water including storm water, steam, sewage, and similar substances.

3.3 - The location and elevation of a proposed structure or facility is staked (with offsets) and controlled by surveying or GPS equipment by others. AET's measurements are made in relation to that information. The reliability of any opinions, conclusions, and recommendations based on those measurements is strictly dependent on the accuracy of the staking or GPS information provided by others.

3.4 - During construction, observations and testing Services are based on the positioning of the formwork by the contractor or its subcontractor. AET will not be responsible for any errors or damages resulting from improper location or positioning of the formwork.

SECTION 4 - SAFETY

4.1 - Client shall inform AET of any known or suspected hazardous materials or unsafe conditions at the site. Client or its authorized representative(s) is responsible for the safety of the jobsite. If, during the course of AET's Services, such materials or conditions are discovered, AET reserves the right to take measures to protect AET personnel and equipment or to immediately terminate Services. Client shall be responsible for payment of such additional protection costs.

4.2 - AET shall only be responsible for safety of AET employees at the site; the safety of all others shall be Client's or other persons' responsibility.

SECTION 5 - SAMPLES

5.1 - Client shall inform AET of any known or suspected hazardous materials prior to submittal to AET. All samples obtained by or submitted to AET remain the property of the Client during and after the Services. Any known or suspected hazardous material samples will be returned to the Client at AET's discretion.

5.2 - Non-hazardous samples will be held for thirty (30) days and then discarded unless, within thirty (30) days of the report date, the Client requests in writing that AET store or ship the samples. Storage and shipping costs shall be borne solely by Client.

SECTION 6 - PROJECT RECORDS

The original project records prepared by AET will remain the property of AET. AET shall retain these original records for a minimum of three years following submission of the report, during which period the project records can be made available to Client at AET's office at reasonable times.

SECTION 7 - STANDARD OF CARE

AET performs its Services consistent with the level of care and skill normally performed by other firms in the profession at the time of this service and in this geographic area, under similar budgetary constraints.

SECTION 8 - INSURANCE

AET maintains insurance with coverage and limits shown below. AET will furnish certificates of insurance to Client upon request.

8.1 – AET maintains the following insurance coverage and limits of liability:

Workers' Compensation Employer's Liability	Statutory Limits \$100,000 each accident \$500,000 disease policy limit \$100,000 disease each employee
Commercial General Liability	\$1,000,000 each occurrence \$1,000,000 aggregate
Automobile Liability	\$1,000,000 each accident
Professional Liability Insurance	\$1,000,000 per claim \$1,000,000 aggregate

8.2 - Commercial General Liability insurance will include coverage for Products/Completed Operations extending one (1) year after final acceptance of the Project by Owner, Property Damage including Completed Operations, Personal Injury, and Contractual Liability insurance applicable to AET's indemnity obligations under this Agreement.

8.3 - Automobile Liability insurance shall include coverage for all owned, hired and non-owned automobiles.

8.4 - Professional Liability Insurance is written on a claims-made basis and coverage will be maintained for one (1) year after final acceptance of the Project by Owner. Renewal policies during this period shall maintain the same retroactive date.

8.5 - To the extent permitted by applicable state law, and only upon Client's signing of the proposal and return of the same to AET, Client and Owner shall be named an "additional insured" on AET's Commercial General Liability Policy (Form CG D4 14 04 08, which includes blanket coverage for Products/Completed Operations and on a Primary and Non-Contributory basis) and Automobile Liability Policy. Client and Owner shall be extended "waiver of subrogation" status for applicable coverages. Any other endorsement, coverage or policy requirement shall result in additional charges.

8.6 - AET will maintain in effect all insurance coverage required by this Agreement at its sole expense, provided such insurance is reasonably available, with insurance carriers licensed to do business in the state in which the project is located and having a current A.M. Best rating of no less than A minus (A-). Such insurance shall provide for thirty (30) days prior written notice to Client for notice of cancellation or material limitations for the policy or ten (10) days' notice for non-payment of premium.

8.7 - AET reserves the right to charge Client for AET's costs for additional coverage requirements unknown on the date of the proposal, e.g., coverage limits or policy modification including waiver of subrogation, additional insured endorsements and other project specific requirements.

SECTION 9 - DELAYS

If delays to AET's Services are caused by Client or Owner, work of others, strikes, natural causes, weather, or other items beyond AET's control, a reasonable time extension for performance of Services shall be granted, and AET shall receive an equitable fee adjustment.

SECTION 10 - PAYMENT, INTEREST AND BREACH

10.1 - Invoices are due net thirty (30) days. Client will inform AET of invoice questions or disagreements within fifteen (15) days of invoice date; unless so informed, invoices are deemed correct.

10.2 – Client agrees to pay interest on unpaid invoice balances at a rate of one and a half percent (1.5%) per month, or the maximum allowed by law, whichever is less, beginning thirty (30) days after invoice date.

10.3 – Invoices remaining unpaid for sixty (60) days shall constitute a material breach of this Agreement, permitting AET, in its sole discretion and without limiting any other legal or equitable remedies for such breach, to terminate performance of this Agreement and be relieved of any associated duties to the Client or other persons. Further, AET may withhold from Client data and reports in AET's possession. If Client fails to cure such breach, all reports associated with the unpaid invoices shall immediately upon demand be returned to AET and Client may neither use nor rely upon such reports or the Services.

10.4 - Client will pay all AET expenses and attorney fees relating to collection of past due invoices.

SECTION 11 - MEDIATION

11.1 - Except for enforcement of AET's rights to payment for Services rendered or to assert and/or enforce its lien rights, including without limitation assertion and enforcement of mechanic's lien rights and foreclosure of the same, Client and AET agree that any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party; provided however that if either party fails to respond to a request for mediation within sixty (60) days, the party requesting mediation may without further notice, proceed to arbitration or the institution of legal or equitable proceedings.

11.2 - Mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association. Request for mediation shall be in writing and the parties shall share the mediator's fee and any filing fees equally. The mediator shall be acceptable to both parties and shall have experience in commercial construction matters.

SECTION 12 - LITIGATION REIMBURSEMENT

Except for matters relating to non-payment of fees, which is governed by Section 10.4 hereof, payment of attorney's fees and costs associated with lawsuits or arbitration of disputes between AET and Client, which are dismissed or are judged substantially in either party's favor, shall be paid by the non-prevailing party. Applicable costs include, but are not limited to, attorney and expert witness fees, court costs, and AET costs.

SECTION 13 - MUTUAL INDEMNIFICATION

13.1 - Subject to the limitations contained in Sections 14 and 15, AET agrees to indemnify Client from and against damages and costs to the extent caused by AET's intentional acts or negligent performance of the Services.

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