



MAYOR & COUNCIL COMMUNICATION

DATE: September 15, 2015

CONSENT

ITEM # 12

AGENDA ITEM: Temporary Liquor License for Lake Elmo Jaycees

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Mike Bouthilet, Public Works Superintendent

REVIEWED BY: Julie Johnson and Mike Bouthilet

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: Lake Elmo Jaycees, Staff

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED:

As part of the Consent Agenda, City Council is respectfully requested to consider approval of a temporary on-sale liquor license issued to the Lake Elmo Jaycees, subject to approval of the Director of Alcohol and Gambling Enforcement. In addition, the City Council is requested to waive the \$25 liquor license fee. As part of the Consent Agenda, no formal motion is required. If removed from the Consent Agenda, the recommended motion is as follows:

“Move to approve a temporary on-sale liquor license issued to the Lake Elmo Jaycees for the Volksmarch event on October 10, 2015, subject to approval of the Director of MN Alcohol and Gambling Enforcement Division, and waive the \$25 liquor license fee.”

Lake Elmo Jaycees have requested an on-sale temporary special event liquor license to allow for the safe sale of alcoholic beverages at the 2015 Volksmarch held in Sunfish Lake Park. The Lake Elmo Inn is confirmed as a food vendor as well for this event.

LEGISLATIVE HISTORY:

Pursuant to Lake Elmo City Code Chapter 111.17 Section (B)(3), temporary on-sale licenses shall be issued only to clubs, charitable, religious, or other non-profit organizations in existence for at least three years and shall authorize the on-sale of intoxicating liquor in connection with a social event sponsored by the licensee and subject to the restrictions imposed by MN Statute 340A.

RECOMMENDATION:

If removed from the Consent Agenda, Staff recommends the following motion:

“Move to approve a temporary on-sale liquor license issued to the Lake Elmo Jaycees for the Volksmarch event held October 10, 2015, subject to approval of the Director of MN Alcohol and Gambling Enforcement Division, and waive the \$25 liquor license fee.”



MAYOR & COUNCIL COMMUNICATION

DATE: September 15, 2015
Consent
ITEM # 13

AGENDA ITEM: Tartan Park Resolution
SUBMITTED BY: Clark Schroeder
THROUGH: Clark Schroeder, Interim City Administrator
REVIEWED BY: Clark Schroeder

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: City Council

FISCAL IMPACT: Possible property value increase on the Tartan Land

SUMMARY AND ACTION REQUESTED: If item is removed from the consent agenda

The City Council is respectfully requested to approve the resolution pertaining to Tartan Park

“Move to approve the resolution pertaining to Tartan Park land sale.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Tartan Park has been in 3M Corporation ownership for over 50 years, first as a corporate retreat center and more recently as a publicly accessible but still privately-owned and operated park.

Tartan Park is 483 acres with high conservation values due to its pine and oak forests, and its rolling topography similar to Washington County’s Lake Elmo Regional Park Reserve which is directly adjacent northwest of Tartan Park. The property’s rolling topography weaves through a series of wetlands and lakes, in particular Horseshoe Lake, and includes an outlet to nearby Lake Elmo.

Tartan Park has been developed by 3M Corporation over the years to serve the needs of company employees and their families as well as clients, customers and other guests.

Today, Tartan Park is home to three 9 – hole golf courses, several picnic pavilions, tennis courts and ball fields as well as sweeping vistas of the property’s woods, lakes and wetlands. These facilities have been well-maintained by 3M and would be of value to the next owner

3M Corporation announced plans in late May to close Tartan Park and sell the property due to changing company needs in recent years.

The city is in a unique position of being able to guide land use on this property and wishes to enter into negotiations with 3M to discuss what possible uses could be done with the land while at the same time protecting areas such as the active recreation and wetlands.

RECOMMENDATION:

The City Council is respectfully requested to approve the resolution pertaining to Tartan Park

“Move to approve the resolution pertaining to Tartan Park land sale.”

ATTACHMENT(S):

1. Resolution 2015-75

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

RESOLUTION NO. 2015 - 75

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE ELMO
RELATING TO THE TARTAN PARK FACILITY**

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

WHEREAS, The Tartan Park Facility lies within the City of Lake Elmo. It is comprised of approximately 483 acres and as such is one of the largest privately owned contiguous parcels of land within the City; and,

WHEREAS, Tartan Park has been in 3M Corporation ownership for over 50 years; and,

WHEREAS, Tartan Park was first used as a corporate retreat center and more recently as a publicly accessible but still privately-owned and operated corporate, recreational and park facility; and,

WHEREAS, the Tartan Park facility is comprised of, among other things, an active private commercial golf course of 27 holes, a clubhouse, pro shop, banquet halls, and eight (8) conference rooms, open space, five (5) picnic pavilions, three (3) playgrounds, twelve (12) tennis courts, six (6) softball fields, an archery range, six (6) sand volleyball courts, six (6) horseshoe pits, and a heated and cooled maintenance facility; and,

WHEREAS, the Tartan Park operation has served as a resource to members of the community, including some City residents for decades and the City of Lake Elmo has worked to enhance its status as an ongoing and functioning resource to the City, which contributes to the tax base of the City; and,

WHEREAS, recently the City has been notified that 3M, the owner of The Tartan Park Facility, is intent on selling Tartan Park, and,

WHEREAS, The City of Lake Elmo controls land use and zoning for the Tartan Park land.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO, COUNTY OF WASHINGTON, MINNESOTA, that the City directs and orders as follows:

1. That the City Council of The City of Lake Elmo is committed to protection of open space within the Tartan Park land.

2. That the City values the active recreational areas within the Tartan Park land such as ballfields and other amenities and as such, wishes to protect those recreation areas from development.
3. That the City wishes to preserve the golf course in some fashion and sees a continuation of such in the best interest of the citizens of Lake Elmo.
4. That the City is interested in entering into discussion with 3M on future ownership and land use issues for this land.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE ____ DAY OF _____, 2015.

EFFECTIVE DATE: _____

Approved:

CITY OF LAKE ELMO

ATTEST:

By: _____
Mike Pearson
Mayor

Julie Johnson
City Clerk

By: _____
Anne Smith
Council Member

By: _____
Justin Bloyer
Council Member

By: _____
Julie Fliflet
Council Member

By: _____
Jill Lundgren
Council Member

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

RESOLUTION NO. 2015 - 75

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE ELMO
RELATING TO THE TARTAN PARK FACILITY**

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

WHEREAS, The Tartan Park Facility lies within the City of Lake Elmo. It is comprised of approximately 483 acres and as such is one of the largest privately owned contiguous parcels of land within the City; and,

WHEREAS, Tartan Park has been in 3M Corporation ownership for over 50 years; and,

WHEREAS, Tartan Park was first used as a corporate retreat center and more recently as a publicly accessible but still privately-owned and operated corporate, recreational and park facility; and,

WHEREAS, the Tartan Park facility is comprised of, among other things, an active private commercial golf course of 27 holes, a clubhouse, pro shop, banquet halls, and eight (8) conference rooms, open space, five (5) picnic pavilions, three (3) playgrounds, twelve (12) tennis courts, six (6) softball fields, an archery range, six (6) sand volleyball courts, six (6) horseshoe pits, and a heated and cooled maintenance facility; and,

WHEREAS, the Tartan Park operation has served as a resource to members of the community, including some City residents for decades and the City of Lake Elmo has worked to enhance its status as an ongoing and functioning resource to the City, which contributes to the tax base of the City; and,

WHEREAS, recently the City has been notified that 3M, the owner of The Tartan Park Facility, is intent on selling Tartan Park, and,

WHEREAS, The City of Lake Elmo controls land use and zoning for the Tartan Park land.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO, COUNTY OF WASHINGTON, MINNESOTA, that the City directs and orders as follows:

1. That the City Council of The City of Lake Elmo is committed to protection of open space within the Tartan Park land.

2. That the City values the active recreational areas within the Tartan Park land such as ballfields and other amenities and as such, wishes to protect those recreation areas from development.
3. That the City wishes to preserve the golf course in some fashion and sees a continuation of such in the best interest of the citizens of Lake Elmo.
4. That the City is interested in entering into discussion with 3M on future ownership and land use issues for this land.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE ____ DAY OF _____, 2015.

EFFECTIVE DATE: _____

Approved:

CITY OF LAKE ELMO

ATTEST:

By: _____
Mike Pearson
Mayor

Julie Johnson
City Clerk

By: _____
Anne Smith
Council Member

By: _____
Justin Bloyer
Council Member

By: _____
Julie Fliflet
Council Member

By: _____
Jill Lundgren
Council Member



MAYOR & COUNCIL COMMUNICATION

DATE: 9/15/15
CONSENT
ITEM #14

AGENDA ITEM: Status of Arts Center

SUBMITTED BY: Clark Schroeder

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: City Council / 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: Interim City Administrator

FISCAL IMPACT: Minimal cleanup costs

SUMMARY AND ACTION REQUESTED:

Sometime in the mid 2000’s a house was purchased at 3585 Laverne Ave N by the City with Park funds. The intent was to demo the home and use the land as part of the downtown park. The building was put into use for various purposes including the Library for a spell. At this point the building is used by a group called the Valley Friendship club and a group that comes and paints every now and then. The building has fallen into disrepair and would need substantial maintenance to make it acceptable for public use. I am making a recommendation that we vacate the house and use it for our fire department to practice on. After that, the Parks Commission could complete the task they started years ago. I talked to the Valley Friendship group and they said that they could clean up their materials by November first, I also talked to the library and they said could get their books and shelves out by that time also. Attached are pictures of the current state of the building.

RECOMMENDATION: Based on the aforementioned, the Administrator recommends the City vacate the building and use it for a practice burn for the fire department.



MAYOR & COUNCIL COMMUNICATION

DATE: September 15, 2015
REGULAR
ITEM # 15

AGENDA ITEM: Phase 1 Downtown Street, Drainage, and Utility Improvements – Approve Revised Alley Plan.

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: Jack Griffin, City Engineer
Mike Bouthilet, Public Works

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Engineering.

FISCAL IMPACT: Actual cost to be determined upon completion of the final design. If directed to complete the redesign, a change order will be processed for council approval. The revised alley plan includes geometric alterations that result in adjusted quantities of curb, concrete sidewalk, gravel and asphalt paving as well as the relocation of an existing utility pole to be completed mostly at the unit prices in the existing contract. The adjusted construction cost is estimated to be approximately \$10,000 to \$12,000.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to approve the revised alley plan to address pedestrian access to the library for the Phase 1 Downtown Street, Drainage, and Utility Improvements. The recommended motion for the action is as follows:

***“Move to approve the revised alley plan for the
Phase 1 Downtown Street, Drainage, and Utility Improvements.”***

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The Phase 1 Downtown Street, Drainage, and Utility Improvements project is currently in construction which includes extension of sanitary sewer and the reconstruction of the alley between Upper 33th Street and 36th Street. Alterations to the geometric layout for the alley were requested by the library board. Several meetings and layout options were prepared to address this request resulting in the proposed Option 2 Reduced Width Pedestrian Crossing. The alley is realigned to provide additional separation from the alley centerline to the rear of the library building, the alley centerline profile has been adjusted to lessen the vertical grade separation between the alley and the library first floor elevation, and a reduced width pedestrian crossing has been added to facilitate pedestrian movements between the library rear door and parking lot area.

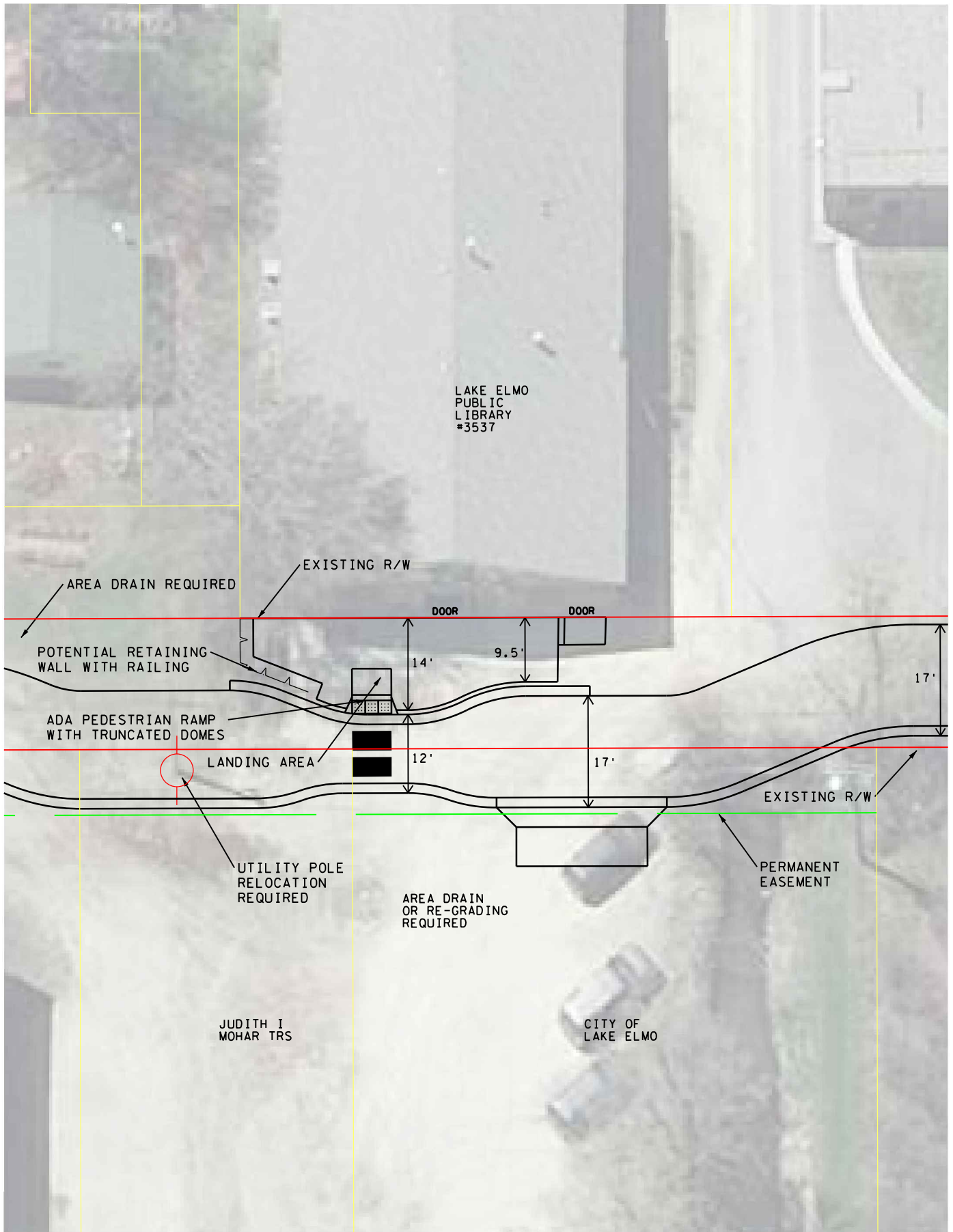
RECOMMENDATION:

Staff is recommending that the City Council approve the revised alley plan to address pedestrian access to the library for the Phase 1 Downtown Street, Drainage, and Utility Improvements. The recommended motion for the action is as follows:

***“Move to approve the revised alley plan for the
Phase 1 Downtown Street, Drainage, and Utility Improvements.”***

ATTACHMENT(S):

1. Alley Option 2 Concept Plan – Reduced Width Pedestrian Crossing.



LAKE ELMO AVE
(CSAH 17)

LAKE ELMO OLD VILLAGE
ALLEY OPTION 2
REDUCED WIDTH PED CROSSING



MAYOR & COUNCIL COMMUNICATION

DATE: 9/15/15

CONSENT

ITEM #16

AGENDA ITEM: Fire Station #1 parking lot paving

SUBMITTED BY: Greg Malmquist

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: Staff

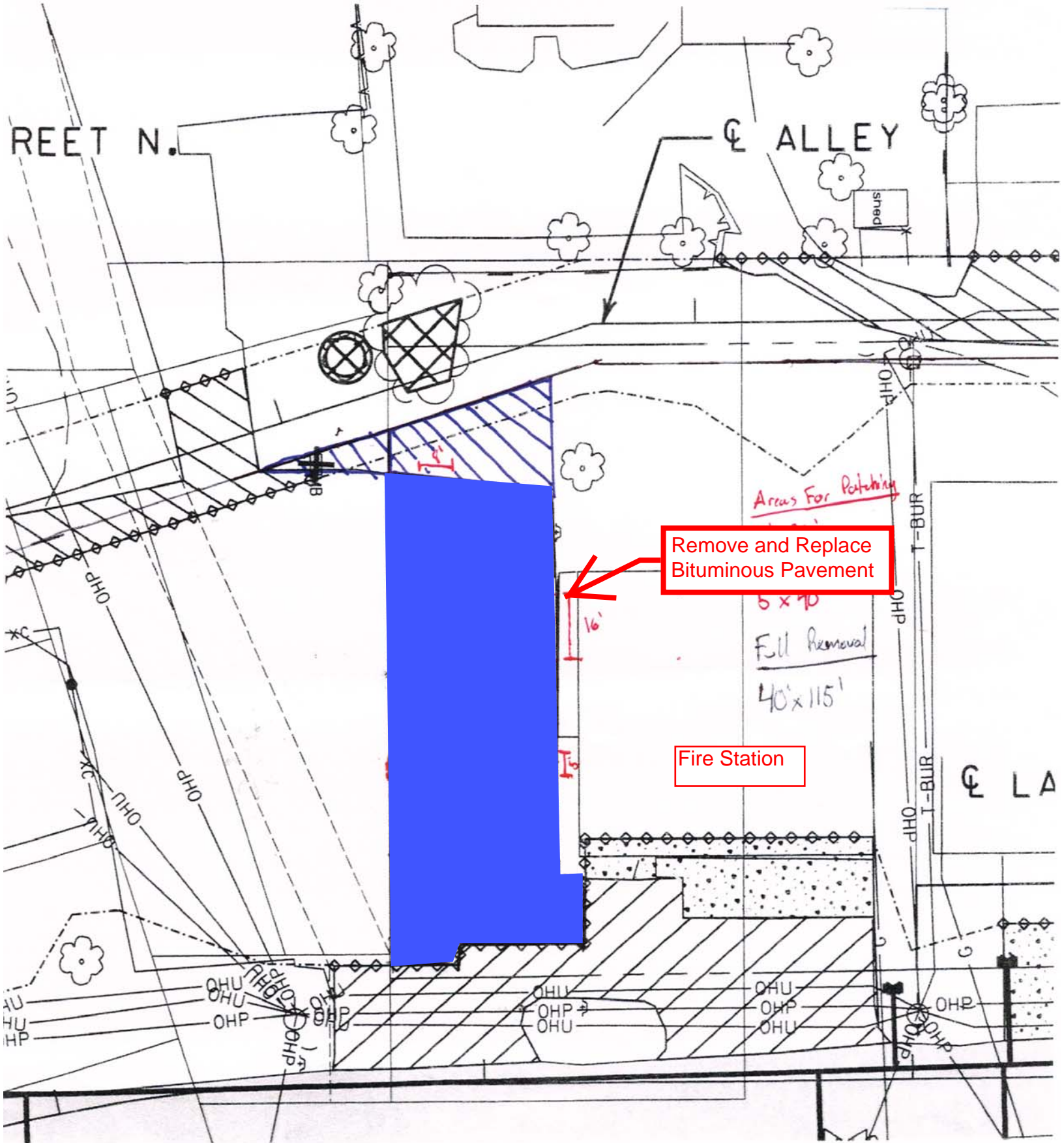
FISCAL IMPACT: \$10,000

SUMMARY AND ACTION REQUESTED:

The parking lot in front of Fire Station number one is decompensating. There is a trough that retains water and the pavement is beyond repair at this point. Last year the estimate was around \$32,000 to replace this section. SEH, can replace it for \$10,000 this fall because they are working on the street and will be paving soon. The estimate of \$10,000 includes the following.

- Sawcut Bituminous
- Pavement Removal (40 feet x 115 feet)
- Pavement Replacement (3-inch thickness)
- Concrete Curb and Gutter to replace timber bumpers and bit curb
- Parking Space Striping (for area of pavement removal)

RECOMMENDATION: Based on the aforementioned, the staff recommends the City replace the paving at Fire Station one.



I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Prepared By: Kevin M. Peterson Lic. No. 49057
 Licensed Professional Engineer
 Date: 5/12/2015



PHONE: (651)490-2000
 3535 VADNAIS CENTER DR.
 ST. PAUL, MN 55110





MAYOR & COUNCIL COMMUNICATION

DATE: 09/15/2015
CONSENT AGENDA
ITEM #17

AGENDA ITEM: Approve Sanctuary Park Trail Paving
SUBMITTED BY: Public Works Superintendent, Mike Bouthilet
THROUGH: Parks Commission
REVIEWED BY: Staff

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Parks Commission

FISCAL IMPACT: \$18,800 from Park Land Dedication Fund. This project was approved by the City Council at the July 1, 2014 meeting and budgeted funds remain to cover the full cost of the project.

SUMMARY AND ACTION REQUESTED: Two quotes were received with the low bid being \$18,800 from Brochman Blacktopping. The proposed trail is a 8’ wide bituminous trail from the parking lot to the play structure.

RECOMMENDATION: Based on the aforementioned, staff recommends approval and if this item is removed from the Consent Agenda, staff recommends the following motion:

“Motion to authorize expenditure of \$18,800 from the Park Land Dedication Fund for paving the trail in Sanctuary Park according to the bid from Brochman Blacktopping.”



BROCHMAN



BLACKTOPPING CO.

www.brochmanpaving.com

12770 Mckusick Rd., Stillwater, MN 55082 MN: 651-439-5379 WI: 715-294-1622

Asphalt Estimate Form

Licensed and Insured



Serving the St. Croix Valley since 1972

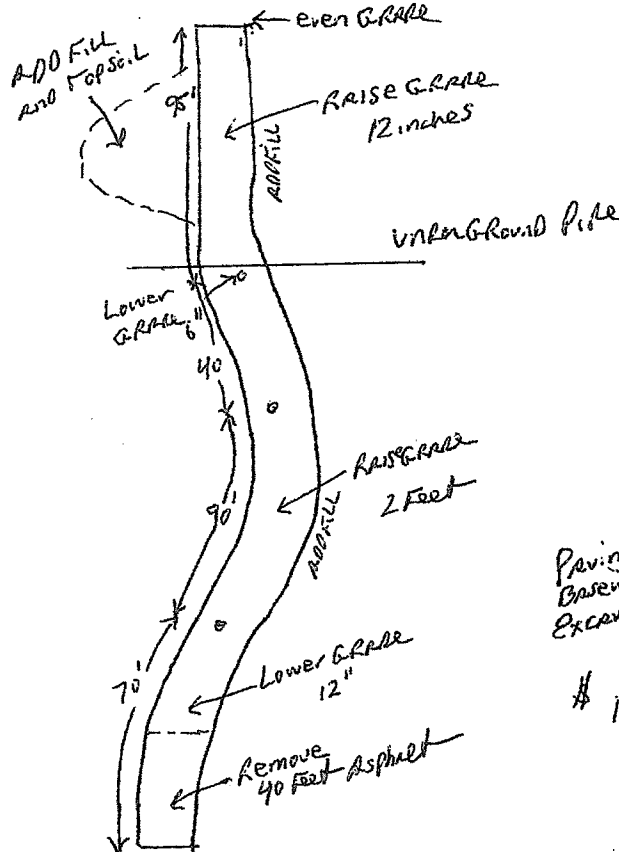
Customer Name: City of Lake Elmo Phone: 651-747-3940 Date: 8/22/15

Mike Bouthilet

Location of work: off Lili Ave + 58th St.

Billing Address: _____

Job sketch: _____ Email: mbouthilet@lakeelmo.org



Paving \$8,800.00
 Basework \$3,000.00
 Excavation \$6,600.00
 \$18,800.00

- Permit Needed
- Utility Locate
- Sprinkler System On-Site
- Lien Waiver On Request

Job description: _____
Excavate & fill - add 6 inch class 5 Base over compacted fill
pave with 2 Layers of Asphalt 4 inches thick

Materials used are in compliance with the state highway specifications and thickness meets or exceeds local building codes.

Approximate square footage: 2,655 square feet of Asphalt Total Cost: _____ Unit Price \$ _____ sq. ft.

contract: The owner hereby agrees to: Pay the contractor for the above described work in the following manner.

Down payment \$ _____ Balance upon completion of paving \$ _____

The contractor agrees to: furnish the labor, materials, equipment, and skills necessary to complete the project. Both the owner and contractor agree that any additional work is extra based on square foot price or labor and materials.

Owners or Purchaser _____ Contractor _____

To order by mail: sign your contract, mail with your down payment to Brochman Blacktopping Co. 12770 Mckusick Rd., Stillwater, MN 55082
 To order electronic: sign contract and scan to brochmanpaving@msn.com or mikeblacktop@gmail.com and contact us with electronic payment method.

Approximate completion (due to weather or unstable soil conditions, completion date may be delayed)
 date: _____

PURCHASE WARRANTY

Full purchase price includes a 10 year warranty against full depth structural breakup on fully constructed residential driveways. Commercial lots or asphalt overlays are warranted for 1 year. This warranty replaces or repairs the area broken up at no extra charge to the owner or purchaser. The contractor decides the method or repair.

Inclusions to Warranty - A one year, one time no charge service call to repair accidental dents not exceeding 1/2 inch in depth. (for small holes and dents sealing is recommended and must be purchased)

Exclusions to Warranty - Cracks caused by natural freezing or frost expansion. Sinking or cracking caused by any adjoining or underlying soil condition such as improperly compacted fill or trenches constructed by a third party, lifting or cracking caused by root growth, any other damage caused by a third party.

LIFE EXPECTANCY

15 TO 30 years before breakup and replacement or overlay, depending on the degree of maintenance, the type of subsoil under the asphalt and the use that it was intended for.

OPTIONAL MAINTENANCE AGREEMENT

By hiring Brochman Blacktopping Co. to periodically inspect and maintain your asphalt, your warranty against full depth structural breakup may be extended (up to 20 years.) Brochman Blacktopping Co. recommends periodically sealing your surface and any cracks every 2 to 4 years. For maximum life span, we recommend this service start within 2 years of installation.

PURCHASER OR OWNERS RESPONSIBILITIES

1. For workers safety and prior to excavation, trim or tie back vegetation or tree branches in the work area. Spray any weeds in the work area and any noxious weeds within 2 feet of the work area. Mark any known private underground wires or objects of concern such as sprinkler heads or electric wires from house to garage. The contractor is not responsible for any costs incurred due to damage for unmarked underground structures. The contractor is responsible for calling for location of public underground utilities.
2. Prior to paving, notify the contractor of any changes , provide an outside water source if requested and open any garage doors or provide necessary information to the contractor to open garage doors if requested.
3. After paving, unless otherwise stated in the contract, backfill the edges of asphalt with appropriate materials to provide side support and prevent edge sinking or cracking.
4. Maintain the asphalt for desired longevity.

PRODUCT INFORMATION

Asphalt - A mixture of screened aggregate or rocks, sand or fines and bituminous oil or emulsion. The product is then mixed and heated prior to installation. New asphalt can be sensitive to heat or high temperatures of (80 degrees plus) that may temporarily soften the surface. Avoid twisting or turning the wheels of your vehicle sharply when the vehicle is not in motion. Avoid placing objects that have weight distributed to a point on the surface on any high temperature day. Asphalt is designed to be flexible in its early life span and becomes more brittle as it ages.

INDUSTRY STANDARDS AND WORKMANSHIP

A smooth and compacted mat paved in a professional or work like manner with no puddles of water greater than 3/16 of an inch in depth (not applicable where slopes are less than 1 percent) no greater than 1/4 of an inch above or below any abutted joint. (cement walks or aprons or any existing pavements) is acceptable. Rocks or aggregates may show more on the surface where hand work is necessary. The Minnesota Asphalt Pavement Association recommends sealing the surface of asphalt with asphalt emulsion to fill any small voids or cover surface deviation. Sealing should be done within 2 years and is considered the end product.

IMPORTANT NOTICE

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 in a timely manner. The contractor retains title to all merchandise covered by this agreement until paid in full. A late fee of 1.5 percent per month shall apply to this contract and shall commence 30 days from completion. Collection fees including reasonable attorney fees shall commence within 90 days from completion unless both parties agree to a separate written agreement.



MAYOR & COUNCIL COMMUNICATION

DATE: 9/15/15
Regular Agenda
ITEM #18

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: This resolution was approved in 2014.

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 \$20,000 out of our 2016 comp-plan budget to the Market and Fiscal Impact Study.



MAYOR & COUNCIL COMMUNICATION

DATE: 9/15/15
Regular Agenda
ITEM #19

AGENDA ITEM: Manning Avenue Redesign

SUBMITTED BY: Clark Schroeder

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: City Council / 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: City Council

FISCAL IMPACT: Varies by design

SUMMARY AND ACTION REQUESTED:

As part of the overall Manning Avenue redesign which will cover the road from I-94 to 36, the council needs to give direction to Washington County in a couple different areas. One of these areas is what is now called County Road 14 and Manning Avenue. The County will be realigning County Road 14. The current condition is that cars come to a T stop at Manning avenue as they travel west on 14, they need to turn north and take a left at the stop light if they wish to continue westbound. Individuals wishing to travel south on Manning need to stop at a light and take a left turn to continue traveling south. These intersections have reached or will shortly reach capacity for clearing and will or are becoming less safe. As part of the new road that will be built to straighten out 14 the County will be turning back “old Highway 5” to the city. This road will service the Fields of St. Croix development and other individual residences. The County is looking for direction from the City Council on the design of the south-west end of Old Highway 5 and its connection with County Road 14. There are two options. Option “C” is to connect Old

5 with 14 at south west corner. Option “C2” is to dead end the road by putting in a cul-de-sac and building a new connecting road between 14 and old 5.

Option C would require no city right of way or construction costs. Option C2 according to Washington County:

The City would be responsible for all costs associated with roadway, utilities and right of way for the connection road between Old Hwy 5 and new CSAH 14. Preliminary estimates for the roadway (without sidewalks) and utilities would be approximately \$180,000 and \$75,000 respectively. Cost estimates for the right of way are very difficult to predict right now. We would have to anticipate the ultimate land use, whether the land will need to be condemned (all indications are that it would have to be), and any severance payments awarded for severing the land owners property. The right of way needed for the connection road is approximately 0.9 acres and the area of land to the west that is severed from the parcel is approximately 3.2 acres. While we cannot give a specific land value for this parcel – commercial land in this area can go for \$40,000 to well over \$100,000 per acre.

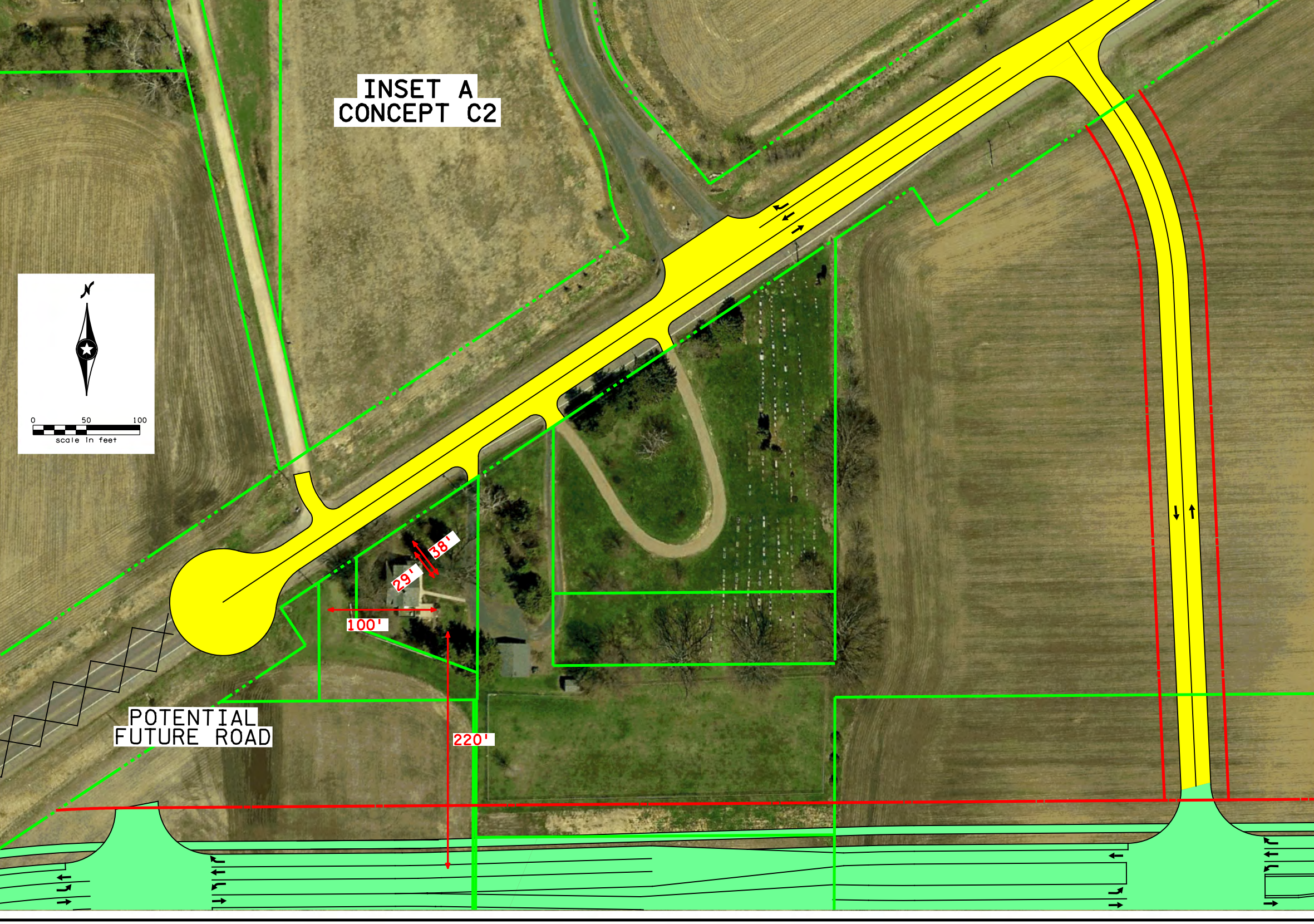
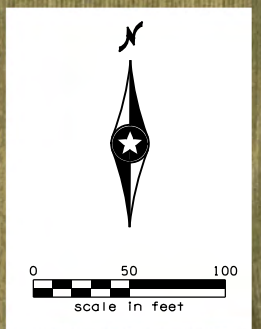
There are pluses and minuses for each option. The County will be making a presentation and answer any questions you have in order to help you give direction.

RECOMMENDATION

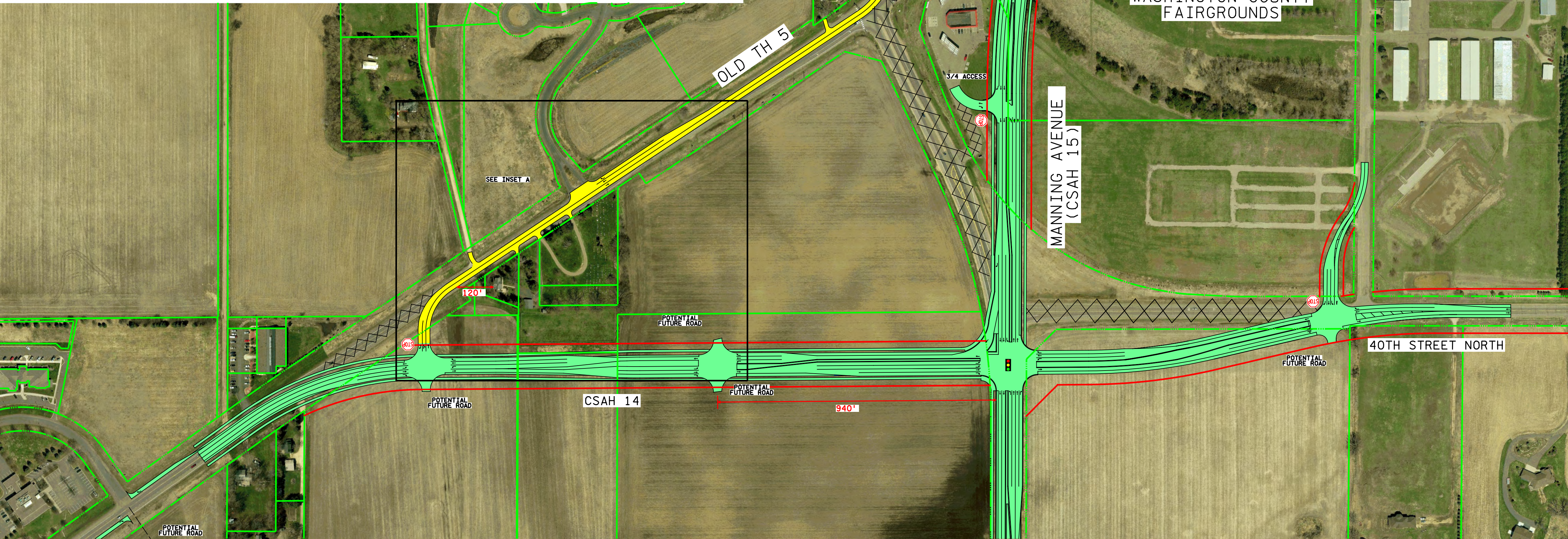
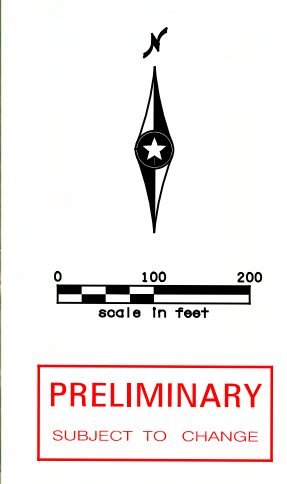
Lake Elmo Planning Commission recommends concept C of the attached plan. Recommendation is that the City Council should give Washington County Direction on the preferred option being C.

TH 5 REALIGNMENT - CONCEPT C

INSET A
CONCEPT C2



PROJECT TERMINI
4 - LANE SECTION
TO CONTINUE UNDER
ANOTHER PHASE





Webber Recreational Design, Inc.

1442 Brooke Court · Hastings, MN 55033-3266
(651) 438-3630 · Fax: (651) 438-3939
(800) 677-5153
www.webberrec.com

September 11, 2015

City of Lake Elmo
ATTN: Mike Bouthilet
3800 Laverne Avenue North
Lake Elmo, MN 55042

Thank you for the opportunity to submit a shelter quote for Pebble Park in Lake Elmo, MN.

RG20'x24' Rectangular Gable Shelter	\$ 11,175.00
Multi Rib Roof Panels	
4:12 Roof Slope	
Anchor Bolts & Templates Included	
Engineering-2 Calculation Books, 4 Sets of Drawings	
Powdercoat, frame only	
Base Covers for (4) Columns	
Freight to Jobsite	<u>850.00</u>
Total Delivered 20'x24' Shelter and Sales Tax	\$ 12,025.00
Installation of above shelter	3,200.00
24'x28' Concrete Pad and 4- Footings	<u>6,350.00</u>
Total Shelter, Installation, Footings and Slab	\$ 21,575.00

Add options

Sheet Steel Cuplola	\$ 1,215.00
Gable End Ornamentation on both ends	\$ 431.25
Laser Cut City Logo Medallion on one end	\$ 150.00
Curved Pebble Park Ornamentation on one end	\$ 1,725.00

If there are any questions, please feel free to contact me. Call my cell (612) 581-4704.
Sincerely,

Jay Webber- President
WEBBER RECREATIONAL DESIGN, INC.



MAYOR & COUNCIL COMMUNICATION

DATE: September 15, 2015
REGULAR
ITEM # 22

AGENDA ITEM: Phase 1 and 2 Downtown Street, Drainage, and Utility Improvements:
Approve Streetscape and Landscape Plans.

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: Jack Griffin, City Engineer

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: City staff and Design Team.

FISCAL IMPACT: No additional fiscal impact. The City Council is being asked to direct Washington County and its consultants in regards to the scope of improvements to be incorporated into the Final Design for the Phase 1 and Phase 2 Downtown streetscape and landscape improvements. The proposed improvements and associated costs have been previously presented and incorporated into the City CIP and options being considered hereon are a reduced scope. Detailed financial considerations and assessable costs related to these improvements will be further addressed as directed by council for the Phase 2 Feasibility Report to be completed early in 2016.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to approve the streetscape and landscape scope of improvements for the Phase 1 and Phase 2 Downtown Street, Drainage, and Utility Improvements. The recommended motion for the action is as follows:

“Move to approve the streetscape and landscape scope of improvements for the Phase 1 and Phase 2 Downtown Street, Drainage, and Utility Improvements.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The Phase 1 Downtown Street, Drainage, and Utility Improvements project is in construction and the Final Design for Phase 2 is in progress, scheduled for construction in 2016. In order to maintain the design and construction schedules and to position the City to receive favorable contractor prices on the project, the City Council is being asked to approve the scope of improvements for the streetscape and landscape design elements to be incorporated into the projects.

Design workshops were held for the Council on August 11, 2015 and again on September 8, 2015 to review the proposed scope of improvements. Staff will present additional information at the meeting as requested by council at these workshops to assist with the various decisions. Key design elements will be presented for council consideration as follows:

- Consideration to bury overhead utilities along Lake Elmo Avenue from the UPRR to Old TH 5, owned by Xcel Energy and Comcast.
- Street lighting plan including location, spacing, and fixture style. Street light accessories (banner poles, hanging baskets) have been removed to be added by the City outside the scope of this project.
- Hardscape plan including sidewalks, concrete border, pedestrian crossings, concrete permeable pavers, and concrete seating/retaining wall adjacent to Lake Elmo Inn.
- Landscaping plan including overstory trees (reduced tree plan) and ornamental trees. Planting beds and irrigation have been removed to be addressed by the City outside the scope of this project.
- Site elements and furnishings have been removed to be addressed by the City outside the scope of this project.

RECOMMENDATION:

Staff is recommending that the City Council approve the streetscape and landscape scope of improvements for the Phase 1 and Phase 2 Downtown Street, Drainage, and Utility Improvements. The recommended motion for the action is as follows:

“Move to approve the streetscape and landscape scope of improvements for the Phase 1 and Phase 2 Downtown Street, Drainage, and Utility Improvements.”

ATTACHMENT(S):

1. Exhibits – Phase 1 and 2 Streetscape and Landscape scope of improvements for the Downtown Street, Drainage, and Utility Improvements to be presented at the meeting.



MAYOR & COUNCIL COMMUNICATION

DATE: 9/15/15
REGULAR
ITEM #22

AGENDA ITEM: Financial Internal Controls

SUBMITTED BY: Julie Fliflet, Finance Committee Chair and Council Member

THROUGH: Julie Fliflet, Finance Committee Chair and Council Member

REVIEWED BY: Cathy Bendel and Clark Shroeder

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 Committee Chair, Finance Director and City Administrator

FISCAL IMPACT: TBD

BACKGROUND INFORMATION:

A Councilmember has requested a copy of the Water and Sewer Fund pro-forma model from the city staff. The Finance Director provided him with all the data requested, which was over 50 pages of financial information.

The Councilmember then insisted that the information be shared with him in an electronic file that he would be able to change and manipulate. In response to that request, he was told by the city staff that as part of the city’s internal controls, there was an internal control policy stating that general ledger reports, financial statements, financial forecasts and financial proformas, and other such proprietary financial information was only to be released in a static form.

The Councilmember still insisted on receiving the information in a format that could be changed and manipulated. Councilmember Fliflet was contacted as Finance Committee Chair to inquire if she would support this Councilmember’s directive to violate the city’s internal control policy

surrounding the release of proprietary financial information. She strongly supported the staff's position on this, and felt strongly that the internal control policy should be followed, and stated that she would place the item on the next council meeting agenda for the council to discuss.

Since that time, the city staff has acquired independent concurrence from Tammy Omdal from Northland Securities who are retained as the City's bonding council that it would be bad practice for the city to release such proprietary information in a format that could be changed and manipulated. She also stated that she had firsthand experience of a situation in which this was done that was very problematic. Councilmember Fliflet and Finance Director Bendel both spoke with her to get her opinion and to listen to her experience with similar circumstances. City staff also obtained independent concurrence from Jason Miller, the audit partner from Smith Schafer & Associates in charge of the City's audit. As Jason states in his email, his recommendation, consistent with the auditors own internal policy is to send documents out in static format to provide a level of protection from unauthorized modifications being presented as your information. (A copy of their opinion surrounding this is attached).

The City of Lake Elmo has been awarded a Certified Annual Financial Report (CAFR) for the last two years which is the highest award a City can receive related to financial reporting. As part of receiving this report, an opinion has been issued that states that the city has very strong and effective internal control policies. The Moody's bonding rating report also cites the city's strong internal controls as a reason supporting the Aa2 bond rating. This is something the city can and should take great pride in.

RECOMMENDATION: The City Council is being asked to support the staff's position of following the City's internal control policy. Councilmember Fliflet as the Finance Committee Chair, the Finance Director, Cathy Bendel, and the City Administrator, Clark Schroeder, the City Bonding agent and the City Audit Partner, all feel this is an important internal control policy that should be followed, and all of the financial data requested has been provided to the Councilmember. As a result, it is being recommended that the council pass a motion supporting staff and upholding the City's internal control policy surrounding the release of proprietary financial information.

ATTACHMENTS:

- Email from Jason Miller; Partner with Smith Shafer & Associates (City Audit Firm)

Cathy Bendel

From: Jason Miller [j.miller@smithschafer.com]
Sent: Wednesday, September 09, 2015 3:32 PM
To: Cathy Bendel
Subject: Best Practices for Releasing Documents

Cathy –

Per our phone conversation, this is a follow-up regarding best practices for releasing documents. As we discussed, it depends upon the nature of the document, but we typically recommend (and our general internal policy) is to send documents in static format (e.g. published documents, documents in pdf form, etc.) rather than sending out the documents in their source format (e.g. Word, Excel, etc.).

We do this especially when our name or report is associated with the document. This is important because documents in their source format are easily modified and can then be disseminated as though the modified information came directly from us, even though we probably did not approve of or review the modifications.


This policy will not ensure information you issue will not be modified, but it does provide a level of protection from unauthorized modifications being presented as your information.

I hope this helps. Please let me know if you have any questions or if you would like to discuss further.

Best regards,

Jason Miller | Principal | CPA

651-770-8414 | j.miller@smithschafer.com

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