



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

NOTICE OF MEETING

City Council Meeting

Tuesday, January 5, 2016 7:00 P.M.

City of Lake Elmo | 3800 Laverne Avenue North

Agenda

A. Call to Order/Pledge of Allegiance

B. Approval of Agenda

C. Approval of Minutes

1. November 17, 2015

D. Public Comments/Inquiries

E. Presentations

F. Consent Agenda

2. Approve Payment of Disbursements
3. Designate Official Depositories of Funds; **Resolution 2016-01**
4. Designate Official Publication Newspaper of Record
5. Reappoint Planning Commissioners
6. Reappoint Parks Commissioners
7. Appoint City Engineer
8. Approve Conversion of Part Time Contractor to Part Time Employee
9. Approve Planning Department Staffing Proposal
10. Approve Posting Vacant Part Time Fire Department Position
11. Appoint City Attorney - Prosecution
12. ~~Approve Driveway Encroachment and Maintenance Agreement~~ *postponed*

G. Regular Agenda

13. Gold Line BRT – **Resolution 2016-02**
14. Appoint Acting Mayor
15. Appoint City Attorney – General Counsel
16. OP Ordinance Discussion

H. Council Reports

I. Staff Reports and Announcements

J. Adjourn

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
NOVEMBER 17, 2015**

CALL TO ORDER

Called to order at 7:10 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, City Planner Wensman and City Clerk Johnson.

Interim Administrator Schroeder read a statement explaining the role of the Parliamentarian. Chief Administrative Law Judge Pust introduced herself and reviewed guidelines and decorum policies for the meeting.

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

Mayor Pearson, seconded by Councilmember Smith, moved TO ADD ITEM J: ROLE OF PARLIAMENTARIAN TO THE AGENDA. MOTION PASSED 4 – 1. (Bloyer – Nay)

Item 10 was removed from the Agenda. Items 7 and 9 were moved to the Regular Agenda for discussion after item 13.

Councilmember Fliflet, seconded by Mayor Pearson, moved TO APPROVE THE AGENDA AS AMENDED. MOTION PASSED 5 – 0.

ACCEPT MINUTES

Councilmember Fliflet, seconded by Mayor Pearson, moved TO APPROVE THE NOVEMBER 4, 2015 MINUTES AS AMENDED. MOTION PASSED 5 – 0.

COUNCIL REPORTS

Mayor Pearson: Met with staff, Bureau of Mediation Services, LMC and Judge Pust to discuss the Parliamentarian process; met with staff to prepare for a water sewer consultant RFP; met with County officials on a variety of matters; held a Visit with the Mayor; attended the Oakdale Lake Elmo Prayer Breakfast; attended the Public Safety Committee meeting; attended the Parks Commission meeting; fielded concerns from residents regarding the impact of development in various neighborhoods, noting no complaints have been received from downtown property owners; took calls regarding financial discussion and asked Interim Administrator Schroeder to comment on that during his staff report.

Councilmember Fliflet: Met with LMC and BMS; held a Finance Committee meeting where they worked on water rate reduction and 2016 Budget; held an HR Committee meeting and fielded resident concerns.

Councilmember Smith: Attended Finance Committee and postponed other reports due to time considerations.

Councilmember Lundgren: Spoke with Bureau of Mediation; discussed milfoil in lakes with residents, attended HR Committee meeting; attended Oakdale Lake Elmo Prayer Breakfast; thanked Public Works staff for picking up two dead deer in her neighborhood; discussed Inwood area flooding with resident and staff.

Councilmember Bloyer: Emailed with Fields residents, emails from residents regarding the Parliamentarian.

Judge Pust explained that she was serving as Parliamentarian on behalf of the Office of Administrative Hearings and reported that the City will be billed by the OAH at a rate of \$120 per hour as approved by the Minnesota Management and Budget Department.

PUBLIC COMMENTS/INQUIRIES

Matt Eder and Becky Goble spoke on behalf of their dad, Jerome Eder, at 3415 Lake Elmo Avenue North concerning the construction of a storm water holding pond adjacent to his property and related safety concerns.

Wally Nelson, 4582 Lilac Lane North, stressed the need for civility among the City Council Members and called for removal of the censure of Councilmember Bloyer.

PRESENTATIONS

None

FINANCE CONSENT AGENDA

- 2. Approve Payment of Disbursements**
- 3. Accept Financial Report Dated October 31, 2015**
- 4. Accept Building Report Dated October 31, 2015**
- 5. Accept Assessors Report Dated October 31, 2015**
- 6. Approve Eagle Point Blvd. Street Improvements Pay Request No. 3**

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

OTHER CONSENT AGENDA

- 8. Water Tower No. 4 – Approve Preliminary Design Recommendations**

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

ITEM 11: CLARIFICATION OF MANNING AVENUE REDESIGN AND FUNDING OPTIONS

Interim Administrator Schroeder provided background information on the Washington County plan to realign Manning Avenue and the design option chosen by the City Council.

Councilmember Fliflet added that she requested this discussion to provide clarification for the public to address misconceptions.

Jack Rowenhorst, 11676 Little Bluestem, stated that as a new driver he is concerned about safety and thinks option C would be much safer.

Lisa Rowenhorst, 11676 Little Bluestem, spoke against the C2 design chosen by the City Council and asked the Council to reconsider option C for safety reasons.

Mary Pat Cumming, 11857 44th Street Lane North, reported that approximately 200 people in the neighborhood have met and asked that their voices be heard in support of option C.

Cindy Silkworth, 4418 Lily Avenue North, stated the County, staff and Planning Commission recommended concept C and requested the City Council reconsider concept C.

Karen Schwartz, 11772 44th Street Lane North, expressed concerns about safety and asked that Highway 5 remain open in both directions until the north-south road is built.

John Hodler, 11834 44th Street Lane North, stated that not building the north-south road is a big problem for Fields of St. Croix residents and requested the Council reconsider option C.

Marcy Eischen, 11674 Stillwater Boulevard, spoke in favor of the dead end option on behalf of herself and neighbors Dupuis and Jacobsen.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO CLARIFY MANNING AVENUE REDESIGN APPROVAL OF CONCEPT C2 THAT WAS PASSED AT THE SEPTEMBER 15 CITY COUNCIL MEETING, TO READ THA THE CITY COUNCIL ACCEPTS CONCEPT C2, BUT THA THE EXACT TIMING, PLACEMENT, DESIGN AND FUNDING FOR THE NORTH/SOUTH CONNECTION ROAD WILL BE DETERMINED AT A LATER TIME THROUGH THOUGHTFUL PLANNING, AND THAT OLD HIGHWAY 5 WILL NOT BE CUL DE SAC'D UNTIL THIS NORTH/SOUTH CONNECTION IS BUILT. MOTION PASSED 3 – 2. (Pearson, Bloyer – Nay)

Councilmember Bloyer stated concerns about safety and uncertainty that the costly north-south road would be safer than option C. Mayor Pearson referred to a Washington County report on stop lights and stated the C2 option is not safer.

Councilmember Fliflet directed staff to begin planning a workshop with residents to gather their feedback. Councilmember Bloyer stated that the landowner should be contacted to inquire about purchasing land for the north-south road. Mayor Pearson stated that the north-south road is an improvement but without the landowner present it will be difficult to make progress.

ITEM 9: DOWNTOWN PHASE I IMPROVEMENTS – APPROVE DESIGN REVISIONS FOR UPPER 33RD STREET AND LIBRARY PARKING LOT

City Engineer Griffin provided an overview of the proposed revisions on Upper 33rd Street and noted concerns expressed by a business owner.

Steve Johnson, 2945 Lake Elmo Avenue, stated that he has some concerns but feels the proposed design is reasonable and works well for the Fire Department.

Councilmember Bloyer, seconded by Councilmember Fliflet, moved TO APPROVE THE UPPER 33RD STREET STRIPING REVISIONS FOR THE PHASE I DOWNTOWN STREET, DRAINAGE AND UTILITY IMPROVEMENTS. MOTION PASSED 4 – 1. (Pearson – Nay)

Mayor Pearson stated that removing five parking spaces downtown needs additional research and discussion.

City Engineer Griffin reviewed the proposed parking lot improvements for the Library, noting that the Library Board would also be reviewing the proposal. Griffin stated that the project contractor is offering favorable pricing through adding this project on to the downtown project.

Councilmember Fliflet, seconded by Councilmember Smith, moved TO APPROVE THE LIBRARY PARKING LOT IMPROVEMENTS TO BE CONSTRUCTED IN CONJUNCTION WITH PHASE I DOWNTOWN STREET, DRAINAGE AND UTILITY IMPROVEMENTS, CONTINGENT ON LIBRARY BOARD APPROVAL AT THEIR NOVEMBER 18 MEETING. MOTION PASSED 4 – 1. (Bloyer – Nay)

Councilmember Bloyer stated that the City should pay for this improvement for a City building and added that the City Council has not seen the Library budget.

ITEM 12: SEARCH FIRM FOR CITY ADMINISTRATOR

Interim Administrator Schroeder explained that the term of his contract is July 2016 to January 2016 and presented a list of search firms that could be employed to conduct a search for a permanent City Administrator. Schroeder stated that Springsted provided an estimated cost of \$15,000 to \$20,000 depending upon the scope of services. Discussion held concerning options for conducting a search with and without a search firm.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO MOVE FORWARD WITHOUT A SEARCH FIRM AND INSTRUCT THE CITY CLERK TO POST THE POSITION ON THE LMC AND ICMA WEBSITES.

Councilmember Smith, seconded by Councilmember Fliflet, moved TO AMEND THE MOTION TO ADD SUBJECT TO HIRING OF A PROFESSIONAL FIRM TO CONDUCT BACKGROUND CHECKS. MOTION PASSED 5 – 0.

Councilmember Bloyer stated that he won't support the motion, as he feels the City could extend Mr. Schroeder's contract and that Councilmembers shouldn't be involved in vetting applicants. Mayor Pearson suggested seeking professionals within the City to assist with reviewing applicants.

PRIMARY MOTION PASSED 3 – 2. (Pearson, Bloyer – Nay)

City Attorney Snyder recommended that the process should be moved along and suggested staff prepare an advertisement for approve at the next Council meeting.

ITEM 13: HIGH PRIORITY FOR HIGHWAY 5/COUNTY ROAD 14

Interim Administrator Schroeder explained that Councilmembers have expressed a need for a traffic light at the intersection of Highway 5 and 50th Street.

Jim Ogren, 11790 Little Bluestem, stated that a stop light will also be needed at the intersection of Highway 5 and Manning and suggested they could both be installed at the same time.

Councilmember Fliflet stated that the 50th Street intersection should be a high priority for 2016 and not wait for the new road alignment.

Councilmember Fliflet, seconded by Councilmember Smith, moved THE LAKE ELMO CITY COUNCIL WOULD LIKE BY MATTER OF RESOLUTION TO SUPPORT A TRAFFIC SIGNAL AT THE INTERSECTION OF NEW CSAH 15 AND 50TH STREET AND MAKE IT KNOWN THAT THE CITY WOULD LIKE THIS TO BE THE NUMBER ONE PRIORITY FOR RHTE COUNTY FOR THIS STRETCH OF ROADWAY RECENTLY TURNED OVER TO THE COUNTY FROM THE STATE OF MINNESOTA PREVIOUSLY KNOWN AS STATE HIGHWAY 5.

Councilmember Bloyer stated that this intersection does not meet County standards for a traffic light. Mayor Pearson asked about facts and rankings from the County's report on intersections and stated that all intersections should be assessed before committing to upgrading one.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO TABLE THIS ISSUE TO A WORKSHOP. MOTION FAILED 2 – 3. (Fliflet, Lundgren, Smith – Nay)

PRIMARY MOTION PASSED 3 – 1 – 1. (Pearson – Nay, Bloyer – Present)

Mayor Pearson clarified that he is not opposed to a traffic light at the 50th Street intersection but wants to look at all intersections first.

Mayor Pearson, seconded by Councilmember Lundgren, moved TO DIRECT STAFF TO ARRANGE A WORKSHOP TO DISCUSS INTERSECTION SAFETY CITY WIDE. MOTION PASSED 5 – 0.

ITEM 7: APPROVE SPECIAL ASSESSMENT PAYOFF FOR KLEIS PROPERTY

Finance Director Bendel reviewed the request from the property owner for a reduced payoff amount for special assessments levied in 1995 on a parcel that is in the Green Acres program. City Attorney Snyder explained the Green Acres program and noted that if the City Council chooses to modify the assessment it should be done by uniform resolution or an ordinance change.

Peter Kastler, 9130 55th Street North, stated he is the grandson of the original owners and that his grandparents did not have any documentation regarding this assessment or the interest that is due. Mr. Kastler noted that the assessment payoff isn't due until the property is taken out of Green Acres but he would agree to pay it off early at the reduced amount as a benefit to both parties.

Councilmember Fliflet, seconded by Councilmember Smith, moved TO ACCEPT THE PAYOFF OFFER OF \$6,879.55 FROM MR. KASTLER/KLEIS FAMILY TO PAY IN FULL THE OUTSTANDING SPECIAL ASSESSMENTS RELATED TO THE 1995 STREET OVERLAY PROJECT.

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

Councilmember Bloyer stated that he understands the situation but feels the City needs to adhere to the laws and have thought out policies in place. Mayor Pearson added that he is concerned about setting precedence with this reduction but has empathy for the property owners.

STAFF REPORTS AND ANNOUNCEMENTS

Interim City Administrator Schroeder: Attended the Public Safety Committee meeting, Parks Commission meeting, met with developers, worked on legal and engineering concerns, attended the Finance Committee meeting, provided the Mayor's Handbook to the City Council at the recommendation of the League of MN Cities. Reported that the Finance Committee discussed the proforma and recommends hiring Northland Securities to develop the proforma. The Finance Committee will continue to discuss how to develop the proforma at the next meeting and Schroeder recommended that the current spreadsheet not be worked on any further

Councilmember Bloyer stated that the explanation given on the \$6.5M in assessments is unacceptable and stated that it can easily be explained where the \$6.5M was and the amount of assessments paid in the past month.

Councilmember Bloyer, seconded by Mayor Pearson, moved THAT THE CITY ADMINISTRATOR AND FINANCE DIRECTOR PROVIDE THE CITY COUNCIL AND RESIDENTS WITH AN EXPLANATION AS TO THE WHEREABOUTS OF \$6.5 MILLION WORTH OF ASSESSMENTS. MOTION FAILED 2 – 3. (Fliflet, Lundgren, Smith – Nay)

Councilmember Fliflet stated she would not support the motion because she supports the City Administrator's recommendation to move on to a new model.

City Clerk Johnson: Reported that an offer has been extended to a candidate for the Office Administrative Assistant position.

Finance Director Bendel: Finalized recommended changes to the 2016 General Fund Budget at Finance Committee Meeting, fielding calls and questions on assessments, all Lennar outstanding assessments will be paid soon, started year end closeout in preparation for the audit.

City Attorney Snyder: No report.

Community Development Wensman: No report

City Engineer Griffin: Working on projects for next year and the engineering department is very busy with current construction projects.

ROLE OF PARLIAMENTARIAN

Judge Pust asked for City Council input on the Parliamentarian and stated it was an honor to be invited. Councilmembers indicated that it was helpful to have a Parliamentarian run the meeting.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO CONTINUE THE SERVICES OF THE PARLIAMENTARIAN UNTIL THE SERVICES ARE NO LONGER NEEDED AND TO DIRECT STAFF TO SECURE A REPLACEMENT PARLIAMENTARIAN IF NEEDED. MOTION PASSED 3 – 1 – 1. (Pearson – Abstain, Bloyer – Nay)

**LAKE ELMO CITY COUNCIL MINUTES
NOVEMBER 17, 2015**

Councilmember Bloyer stated that he would not support the motion to continue to pay for the services of a Parliamentarian due to the opinion of the League of Minnesota Cities that Mayor Pearson does a fine job running the meetings.

Judge Pust stated that representatives from the League of Minnesota Cities and Board of Mediation Services stated that their support of the council's decision to hire a Parliamentarian for this meeting was not a reflection on the Mayor's ability to run the meetings.

Meeting adjourned at 11:16 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Julie Johnson, City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: January 5, 2016
CONSENT
ITEM #2
MOTION

AGENDA ITEM: Approve Disbursements in the amount of \$476,690.90

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: \$476,690.90

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$476,690.90. 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.

Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 12/28/2015 - 1:26 PM

Batch: 006-12-2015

Invoice #	Inv Date	Amount	Quantity	Emt Date	Description	Reference	Task	Type	PO #	Close POLine #
ALDEN PO Alden Pool & Municipal Supply										
15562	11/12/2015	103.00	0.00	12/28/2015	Maintenance Supplies		-	No		0000
601-494-9400-42270 Utility System Maintenance										
15562 Total: 103.00										
ALDEN PO Total: 103.00										
AMERICAN American Eng and Testing, Inc.										
69876	11/30/2015	6,679.50	0.00	12/28/2015	2015.120 Eagle Point Blvd		-	No		0000
409-480-8000-43030 Engineering Services										
69876 Total: 6,679.50										
AMERICAN Total: 6,679.50										
BDI BDI										
6885577	12/10/2015	96.18	0.00	12/28/2015	Tools		-	No		0000
101-430-3100-42400 Small Tools & Minor Equipment										
6885577 Total: 96.18										
6887966	12/11/2015	66.85	0.00	12/28/2015	Sprockets		-	No		0000
101-430-3100-42210 Equipment Parts										
6887966 Total: 66.85										
BDI Total: 163.03										
BERTELSON Bertelson's										
WO-163473-1	12/09/2015	111.25	0.00	12/28/2015	Supplies		-	No		0000
101-420-2400-42000 Office Supplies										
WO-163473-1 Total: 111.25										
BERTELSON Total: 111.25										
C A C Companion Animal Control, LLC										
Nov - 15	11/30/2015	500.00	0.00	12/28/2015	Animal Control - November 2015		-	No		0000
101-420-2700-43160 Impounding										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Nov - 15	11/30/2015	150.00	0.00	12/28/2015	Impoundment 7am -7pm		-	No		0000
101-420-2700-43160	Impounding									
Nov - 15	11/30/2015	180.00	0.00	12/28/2015	Impoundment 7pm-7am		-	No		0000
101-420-2700-43160	Impounding									
	Nov - 15 Total:	830.00								
	C A C Total:	830.00								
CARQUEST Car Quest Auto Parts										
2055-366606	12/14/2015	31.32	0.00	12/28/2015	Parts - repairs		-	No		0000
601-494-9400-44030	Repairs\Maint Imp Not Bldgs									
	2055-366606 Total:	31.32								
	CARQUEST Total:	31.32								
CENTPOW Century Power Equipment										
675726	12/09/2015	53.15	0.00	12/28/2015	Tools		-	No		0000
101-450-5200-42400	Small Tools & Minor Equipment									
	675726 Total:	53.15								
	CENTPOW Total:	53.15								
COMCAST Comcast										
	11/27/2015	7.90	0.00	12/28/2015	Monthly service		-	No		0000
101-420-2220-44300	Miscellaneous									
	Total:	7.90								
	COMCAST Total:	7.90								
CORNELL Cornell Mike										
	12/14/2015	1,002.40	0.00	12/28/2015	VCOS - hotel expense reimbursement		-	No		0000
101-420-2220-44370	Conferences & Training									
	Total:	1,002.40								
	CORNELL Total:	1,002.40								
CTYOAKDA City of Oakdale										
November	11/30/2015	1,771.55	0.00	12/28/2015	Water meter - South Pit 11/01-12/01/15		-	No		0000
601-494-9400-43820	Water Utility									
	November Total:	1,771.55								
	CTYOAKDA Total:	1,771.55								
CTYOAKDP City of Oakdale										
201512084979	11/30/2015	236.24	0.00	12/28/2015	Mount computer stand Ladder 1		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
201512084979 Total:		236.24								
CTYOAKDP Total:		236.24								
<hr/>										
DELTA Delta Dental Of Minnesota		1,651.50	0.00	12/28/2015	January 2016 Premium		-		No	0000
January 2016										
101-000-0000-15500 Prepaid Items		1,651.50								
January 2016 Total:		1,651.50								
DELTA Total:		1,651.50								
<hr/>										
ECMPUBLI ECM Publishers, Inc		211.50	0.00	12/28/2015	Ad for rink attendant		-		No	0000
286660 12/13/2015										
101-450-5200-44300 Miscellaneous		211.50								
286660 Total:		211.50								
ECMPUBLI Total:		211.50								
<hr/>										
Enright Enright Robert		25.00	0.00	12/28/2015	Bonus		-		No	0000
12/15/2015										
101-410-1450-43620 Cable Operations		25.00								
Bonus Total:		25.00								
12/15/2015										
101-410-1450-43620 Cable Operations		25.00							No	0000
Bonus - B Total:		25.00								
12/15/2015										
Cable		55.00	0.00	12/28/2015	PC 12/14/15		-		No	0000
101-410-1450-43620 Cable Operations										
Cable Total:		55.00								
12/15/2015										
101-410-1450-43620 Cable Operations		55.00	0.00	12/28/2015	CC 12/15/15		-		No	0000
Cable - B Total:		55.00								
Enright Total:		160.00								
<hr/>										
FASTENAL Fastenal Company		38.08	0.00	12/28/2015	Parts		-		No	0000
MNOAK12267 12/14/2015										
101-430-3100-42210 Equipment Parts		38.08								
MNOAK12267 Total:		38.08								
FASTENAL Total:		38.08								
<hr/>										
FLIR FLIR Commerical Systems		1,598.00	0.00	12/28/2015	2x Thermal Cameras		-		No	0000
9200687788 12/07/2015										
101-420-2220-42400 Small Tools & Equipment		1,598.00								
9200687788 Total:		1,598.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	FLIR Total:	1,598.00								
GKSERVIC G&K Services										
1182439568	12/09/2015	34.20	0.00	12/28/2015	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	1182439568 Total:	34.20								
1182451062	12/16/2015	34.20	0.00	12/28/2015	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	1182451062 Total:	34.20								
	GKSERVIC Total:	68.40								
GREATAM Great America Financial										
18013364	12/16/2015	396.49	0.00	12/28/2015	Copier Maintenance		-	No		0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt									
	18013364 Total:	396.49								
	GREATAM Total:	396.49								
HOLIDAYC Holiday Credit Office										
101-420-2220-42120	12/15/2015	65.23	0.00	12/28/2015	Fuel		-	No		0000
	Fuel, Oil and Fluids									
	Total:	65.23								
	HOLIDAYC Total:	65.23								
HOTSY HotsyMinnesota.com										
50598	12/14/2015	778.20	0.00	12/28/2015	Building repairs		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg									
	50598 Total:	778.20								
	HOTSY Total:	778.20								
HRCON H & R Const. Co.										
15751	12/09/2015	7,131.00	0.00	12/28/2015	Guardrail repairs		-	No		0000
101-430-3120-43150	Contract Services									
	15751 Total:	7,131.00								
	HRCON Total:	7,131.00								
JOHNSON& Johnson & Turner Attorneys										
46405	12/09/2015	472.00	0.00	12/28/2015	Massage License Renewals		-	No		0000
101-410-1320-43040	Legal Services									
	46405 Total:	472.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
46771	12/09/2015	195.00	0.00	12/28/2015	3M Litigation		-	No		0000
101-410-1320-43040	Legal Services									
	46771 Total:	195.00								
46783	12/09/2015	1,100.00	0.00	12/28/2015	Lennar		-	No		0000
803-000-0000-22910	Developer Payments									
	46783 Total:	1,100.00								
46803	12/09/2015	540.00	0.00	12/28/2015	Ryland/Hammes		-	No		0000
803-000-0000-22910	Developer Payments									
	46803 Total:	540.00								
46804	12/09/2015	65.00	0.00	12/28/2015	Burgess matter		-	No		0000
101-410-1320-43040	Legal Services									
	46804 Total:	65.00								
46805	12/09/2015	760.00	0.00	12/28/2015	Hans Hagen		-	No		0000
803-000-0000-22910	Developer Payments									
	46805 Total:	760.00								
46841	12/09/2015	490.00	0.00	12/28/2015	Arbor Glen		-	No		0000
803-000-0000-22910	Developer Payments									
	46841 Total:	490.00								
46978	12/09/2015	4,512.50	0.00	12/28/2015	Prosecution		-	No		0000
101-420-2150-43045	Attorney Criminal									
	46978 Total:	4,512.50								
46979	12/09/2015	192.00	0.00	12/28/2015	Riley Bros Litigation		-	No		0000
101-410-1320-43040	Legal Services									
	46979 Total:	192.00								
47003	12/09/2015	3,966.50	0.00	12/28/2015	Civil Matters		-	No		0000
101-410-1320-43040	Legal Services									
	47003 Total:	3,966.50								
47004	12/09/2015	682.00	0.00	12/28/2015	Halycon Cemetery		-	No		0000
803-000-0000-22910	Developer Payments									
	47004 Total:	682.00								
47005	12/09/2015	167.50	0.00	12/28/2015	Schiltgen Pond		-	No		0000
101-410-1320-43040	Legal Services									
	47005 Total:	167.50								
	JOHNSON& Total:	13,142.50								
KUNDE Kunde Forestry										
1103	12/08/2015	6,300.00	0.00	12/28/2015	Sunfish Lake Park		-	No		0000
404-480-8000-43050	Other Park Ded Prof Services									
	1103 Total:	6,300.00								
	KUNDE Total:	6,300.00								
LARSON Larson Diesel Service, Corp										
151105015	12/28/2015	2,883.04	0.00	12/28/2015	MN Dot inspections repairs		-	No		0000
101-430-3100-44040	Repairs/Maint Eqpt									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
151105018	11/05/2015	2,883.04								
101-430-3100-44040	Repairs/Maint Eqpt	176.21	0.00	12/28/2015	MN Dot inspections repairs		-	No		0000
151105022	11/05/2015	176.21								
101-430-3100-44040	Repairs/Maint Eqpt	211.93	0.00	12/28/2015	MN Dot repairs inspection		-	No		0000
LARSON Total:		3,271.18								
Lillie Newspapers Inc. Lillie Suburban										
Acct 007148	11/30/2015	23.81	0.00	12/28/2015	Notices		-	No		0000
101-410-1320-43510	Legal Publishing	23.81								
Acct 007148 Total:		23.81								
Lillie Total:		23.81								
MARONEYS Maroney's Sanitation, Inc										
605594	12/10/2015	112.94	0.00	12/28/2015	Trash - City Hall		-	No		0000
101-410-1940-43840	Refuse	49.71	0.00	12/28/2015	Trash - Fire		-	No		0000
605594	12/10/2015	216.67	0.00	12/28/2015	Trash - PW		-	No		0000
101-420-2220-43840	Refuse	216.67	0.00	12/28/2015	Trash - Fire		-	No		0000
605594	12/10/2015	49.89	0.00	12/28/2015	Trash - Library		-	No		0000
101-430-3100-43840	Refuse	645.88								
101-420-2220-43840	Refuse	645.88								
605594	12/10/2015									
206-450-5300-43840	Refuse									
605594 Total:		645.88								
MARONEYS Total:		645.88								
MENARDSO Menards - Oakdale										
92912	12/05/2015	143.06	0.00	12/28/2015	Supplies		-	No		0000
101-450-5200-42150	Shop Materials	143.06								
92912	12/10/2015	4.74	0.00	12/28/2015	Replacement ice melt container		-	No		0000
101-420-2220-42400	Small Tools & Equipment	4.74	0.00	12/28/2015	Water filters		-	No		0000
93313	12/11/2015	29.96	0.00	12/28/2015	Water - North Building		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg	29.96	0.00	12/28/2015	Water - North Building		-	No		0000
93328	12/22/2015	21.96	0.00	12/28/2015	Water - North Building		-	No		0000
101-410-1940-44300	Miscellaneous	21.96	0.00	12/28/2015	Water - North Building		-	No		0000
94169	12/22/2015	21.96	0.00	12/28/2015	Water - North Building		-	No		0000
94169 Total:		21.96								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MENARDSO Total:		199.72								
MILLEREX Miller Excavating, Inc.	11/30/2015	248,523.00	0.00	12/28/2015	Eagle Point Blvd		-	No		0000
Pay Req 4	Engineering Services	248,523.00								
409-480-8000-43030	Pay Req 4 Total:	248,523.00								
MILLEREX Total:		248,523.00								
MSAPROF MSA Professional Services, Inc		4,688.25	0.00	12/28/2015	Inwood Booster Station		-	No		0000
7	12/10/2015	4,688.25								
601-494-9400-43030	Engineering Services	4,688.25								
7	Total:	4,688.25								
MSAPROF Total:		4,688.25								
PIONEER Pioneer Press		884.60	0.00	12/28/2015	Public Hearing Notices		-	No		0000
1015520397	10/30/2015	884.60								
101-410-1320-43150	Contract Services	570.70								
1015520397	Total:	884.60								
101-410-1320-43150	Contract Services	570.70								
1115520397	Total:	570.70								
PIONEER Total:		1,455.30								
POMPS Pump's Tire Service, Inc.		2,334.68	0.00	12/28/2015	Repair equipment		-	No		0000
210202923	11/18/2015	2,334.68								
101-430-3125-44040	Repairs/Maint Eqpt	1,784.44								
210202923	Total:	2,334.68								
101-430-3100-44040	Repairs/Maint Eqpt	1,784.44								
210212597	Total:	1,784.44								
POMPS Total:		4,119.12								
RIVRCOOP River Country Cooperative		110.98	0.00	12/28/2015	Fuel		-	No		0000
101-420-2220-42120	11/30/2015	110.98								
101-420-2220-42120	Fuel, Oil and Fluids	110.98								
Total:		110.98								
RIVRCOOP Total:		110.98								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
RONHEINS Ron Heins Electric										
2015-1006	12/07/2015	148.50	0.00	12/28/2015	Refund void permit 2015-1006		-	No		0000
101-000-0000-32280	Electrical Permit Revenue									
	2015-1006 Total:	148.50								
Surchage	12/07/2015	1.00	0.00	12/28/2015	Refund surcharge		-	No		0000
101-000-0000-20801	Building Permit Surcharge									
	Surcharge Total:	1.00								
Void Fee	12/07/2015	-25.00	0.00	12/28/2015	Fee for void permit - per schedule		-	No		0000
101-000-0000-32280	Electrical Permit Revenue									
	Void Fee Total:	-25.00								
	RONHEINS Total:	124.50								
SAFEFAST Safe-Fast, Inc.										
INV 162403	12/18/2015	115.15	0.00	12/28/2015	Shop clothes		-	No		0000
101-430-3100-44170	Uniforms									
	INV 162403 Total:	115.15								
	SAFEFAST Total:	115.15								
SAMSCCLUB Sam's Club										
12/07/2015										
101-410-1940-44300	Miscellaneous	44.01	0.00	12/28/2015	Coffee & supplies - City Hall		-	No		0000
12/09/2015										
101-420-2220-42000	Office Supplies	60.56	0.00	12/28/2015	Batteries, supplies		-	No		0000
12/09/2015										
101-420-2220-44010	Repairs/Maint Bldg	17.61	0.00	12/28/2015	Cleaning supplies		-	No		0000
12/09/2015										
101-420-2220-44040	Repairs/Maint Eqpt	8.50	0.00	12/28/2015	Charging cord storage		-	No		0000
	Total:	130.68								
	SAMSCCLUB Total:	130.68								
SEH Short Elliott Hendrickson, Inc										
307224	12/03/2015	5,182.36	0.00	12/28/2015	2016 Street Drainage & Utility Improvmt		-	No		0000
409-480-8000-43030	Engineering Services									
	307224 Total:	5,182.36								
307474	12/07/2015	5,297.67	0.00	12/28/2015	Inwood Water tower		-	No		0000
601-494-9400-43030	Engineering Services									
	307474 Total:	5,297.67								
	SEH Total:	10,480.03								
SELECTAC SelectAccount										
1131798	12/08/2015	4.22	0.00	12/28/2015	Participant fee 12/01-12/31/15		-	No		0000
101-410-1520-43150	Contract Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	1131798 Total:	4.22								
	SELECTAC Total:	4.22								
<hr/>										
SHANECON ShaneCon, Inc	12/07/2015	14,090.00	0.00	12/28/2015	Meeting room renovation		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg									
	Total:	14,090.00								
	SHANECON Total:	14,090.00								
<hr/>										
STCHEMIC State Chemical Solutions	09/28/2015	363.80	0.00	12/28/2015	Orange - gel		-	No		0000
97480645	Street Maintenance Materials									
	97480645 Total:	363.80								
	STCHEMIC Total:	363.80								
<hr/>										
TDS TDS Metrocom - LLC	12/13/2015	90.51	0.00	12/28/2015	Analog lines - Fire		-	No		0000
651-779-888/2	Telephone									
101-420-2220-43210	Telephone									
651-779-888/2	12/13/2015	211.69	0.00	12/28/2015	Analog lines - PW		-	No		0000
101-430-3100-43210	Telephone									
651-779-888/2	12/13/2015	83.56	0.00	12/28/2015	Analog lines - L/ft station alarms		-	No		0000
602-495-9450-43210	Telephone									
651-779-888/2	12/13/2015	43.78	0.00	12/28/2015	Alarm Well house 2		-	No		0000
601-494-9400-43210	Telephone									
	651-779-888/2 Total:	429.54								
	TDS Total:	429.54								
<hr/>										
TKDA TKDA, Inc.	12/11/2015	77.67	0.00	12/28/2015	Eagle Point Blvd		-	No		0000
002015004060	Engineering Services									
409-480-8000-43030	002015004060 Total:	77.67								
002015004092	12/14/2015	9,459.42	0.00	12/28/2015	Eagle Point Blvd		-	No		0000
409-480-8000-43030	Engineering Services									
	002015004092 Total:	9,459.42								
	TKDA Total:	9,537.09								
<hr/>										
TMOBILE T Mobile	12/11/2015	21.34	0.00	12/28/2015	SCADA Line		-	No		0000
947226095	Telephone									
601-494-9400-43210	947226095 Total:	21.34								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	TMOBILE Total:	21.34								
	TOOLGUY The Tool Guy, LLC									
11115	12/01/2015	12.34	0.00	12/28/2015	Tools		-	No		0000
101-430-3100-42400	Small Tools & Minor Equipment									
	11115 Total:	12.34								
11389	12/01/2015	47.99	0.00	12/28/2015	Tools		-	No		0000
101-430-3100-42400	Small Tools & Minor Equipment									
	11389 Total:	47.99								
11656	12/01/2015	171.90	0.00	12/28/2015	Tools		-	No		0000
101-430-3100-42400	Small Tools & Minor Equipment									
	11656 Total:	171.90								
11659	12/01/2015	96.97	0.00	12/28/2015	Tools		-	No		0000
101-430-3100-42400	Small Tools & Minor Equipment									
	11659 Total:	96.97								
	TOOLGUY Total:	329.20								
	TRKUTI Truck Utilities Inc.									
292645	12/16/2015	125.21	0.00	12/28/2015	Parts		-	No		0000
101-430-3125-42210	Equipment Parts									
	292645 Total:	125.21								
	TRKUTI Total:	125.21								
	VERIZON Verizon Wireless									
9757082336	12/10/2015	35.01	0.00	12/28/2015	Wireless charges		-	No		0000
101-420-2220-43210	Telephone									
	9757082336 Total:	35.01								
	VERIZON Total:	35.01								
	WASHTAX Washington County									
2016	12/22/2015	250.00	0.00	12/28/2015	Wash County Website Renewal		-	No		0000
101-410-1520-44330	Dues & Subscriptions									
	2016 Total:	250.00								
	WASHTAX Total:	250.00								
	WASRADIO Washington County									
82433	12/16/2015	309.06	0.00	12/28/2015	4th quarter radio usage		-	No		0000
101-430-3100-43230	Radio									
	82433 Total:	309.06								
82434	12/16/2015	3,914.76	0.00	12/28/2015	1/4ly user fee for 800 MHz radios		-	No		0000
101-420-2220-43230	Radio									

Invoice # Inv Date Amount Quantity Pmt Date Description Reference Task Type PO # Close POLine #

82434 Total: 3,914.76
 WASRADIO Total: 4,223.82

WENDT Wendt Kevin
 12/1/15 Meeting 12/14/2015 1,012.50 0.00 12/28/2015 Parliamentarian Expense - 12/1 CC Meeting - No 0000
 101-410-1110-44300 Miscellaneous 1,012.50
 12/1/15 Meeting Total: 1,012.50
 WENDT Total: 1,012.50

Whiteani White Anita
 Cable 12/22/2015 55.00 0.00 12/28/2015 Parks 12/21/15 - No 0000
 101-410-1450-43620 Cable Operations 55.00
 Cable Total: 55.00
 Whiteani Total: 55.00

XCEL Xcel Energy
 1132015 11/30/2015 11.07 0.00 12/28/2015 Utility Services - No 0000
 101-450-5200-43810 Electric Utility 31.17 0.00 12/28/2015 Utility Services - No 0000
 1132015 11/30/2015 162.50 0.00 12/28/2015 Utility Services - No 0000
 101-430-3160-43810 Street Lighting 1,834.39 0.00 12/28/2015 Utility Services - No 0000
 1132015 11/30/2015 966.41 0.00 12/28/2015 Utility Services - No 0000
 602-495-9450-43810 Electric Utility 3,005.54
 1132015 11/30/2015 3,005.54
 101-430-3160-43810 Street Lighting
 1132015 11/30/2015
 601-494-9400-43810 Electric Utility
 1132015 Total: 3,005.54
 XCEL Total: 3,005.54

Report Total: 349,900.11

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Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AMDAHL Chris Amdahl Locksmith, Inc										
12099	12/25/2015	244.00	0.00	01/05/2016	PW lever lock installation		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg									
	12099 Total:	244.00								
	AMDAHL Total:	244.00								
ASPENMI Aspen Mills, Inc.										
174667	12/22/2015	109.90	0.00	01/05/2016	Uniform boots - Jorgensen		-	No		0000
101-420-2220-44170	Uniforms									
	174667 Total:	109.90								
	ASPENMI Total:	109.90								
CARDMEMB Cardmember Service										
12202015	12/20/2015	1,198.02	0.00	01/05/2016	Misc items		-	No		0000
101-430-3100-44300	Miscellaneous									
12202015	12/20/2015	64.26	0.00	01/05/2016	Holiday		-	No		0000
101-420-2220-44300	Miscellaneous									
12202015	12/20/2015	269.65	0.00	01/05/2016	Tool box liners for ladder		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
12202015	12/20/2015	45.00	0.00	01/05/2016	Constant Contact		-	No		0000
101-410-1450-43180	Information Technology/Web									
12202015	12/20/2015	50.00	0.00	01/05/2016	Software monthly fee		-	No		0000
101-430-3100-43180	Information Technology/Web									
12202015	12/20/2015	550.00	0.00	01/05/2016	Continuing Ed		-	No		0000
101-420-2400-44370	Conferences & Training									
12202015	12/20/2015	175.52	0.00	01/05/2016	Fuel		-	No		0000
101-420-2400-42120	Fuel, Oil and Fluids									
12202015	12/20/2015	7.81	0.00	01/05/2016	Supplies		-	No		0000
206-450-5300-42000	Office Supplies									
	12202015 Total:	2,360.26								
	CARDMEMB Total:	2,360.26								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CENTPOW Century Power Equipment 676531 101-420-2220-42400 Small Tools & Equipment 676531 Total: CENTPOW Total:	12/18/2015	1,254.86	0.00	01/05/2016	Replacement cut off saw		-	No		0000
CENTURYL CenturyLink 12192015 206-450-5300-43210 Telephone 12192015 206-450-5300-43250 Internet 12192015 Total: CENTURYL Total:	12/19/2015	109.72	0.00	01/05/2016	Phone Service - Library		-	No		0000
COLEMER Colemer Jamie 12/28/2015 101-450-5200-44170 Uniforms Total: COLEMER Total:	12/28/2015	79.99	0.00	01/05/2016	Work boots reimbursement		-	No		0000
CTYSTPAU City of St. Paul 13197 101-430-3120-42240 Street Maintenance Materials 13197 Total: CTYSTPAU Total:	12/02/2015	452.08	0.00	01/05/2016	Asphalt		-	No		0000
DWINC D.W. INC. 210594 101-420-2220-44040 Repairs/Maint Eqpt 210594 Total: DWINC Total:	12/23/2015	39.39	0.00	01/05/2016	Repair chain saw		-	No		0000
EMERGREGS Emergency Response Solutions 5404 101-420-2220-42400 Small Tools & Equipment 5404 Total: EMERGREGS Total:	12/15/2015	1,685.17	0.00	01/05/2016	Drop tand replacement & handle kit		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
H & L H & L Mesabi Corp 94737 101-430-3125-44040 Repairs/Maint Eqpt	12/10/2015	1,283.07	0.00	01/05/2016	Plow blades		-	No		0000
	94737 Total:	1,283.07								
H & L Total:		1,283.07								
HDSUPPLY HD Supply Waterworks, Ltd. E546406 601-494-9400-42270 Utility System Maintenance	12/09/2015	10,460.00	0.00	01/05/2016	Sensus upgrade		-	No		0000
E546406 601-494-9400-42300 Water Meters & Supplies	12/09/2015	7,920.00	0.00	01/05/2016	Meters		-	No		0000
	E546406 Total:	18,380.00								
HDSUPPLY Total:		18,380.00								
HUNTELEC Hunt Electric 9962B 101-000-0000-11500 Accounts Receivable	12/23/2015	39.50	0.00	01/05/2016	Refund check - West Lakeland Property		-	No		0000
	9962B Total:	39.50								
HUNTELEC Total:		39.50								
KIMMESB Kimmes-Bauer, Inc. 44179 601-494-9400-43030 Engineering Services	12/21/2015	3,215.00	0.00	01/05/2016	Test Well 4 Abandoning & Sealing		-	No		0000
	44179 Total:	3,215.00								
KIMMESB Total:		3,215.00								
LENNAR Lennar Family of Builders 2014-278 803-000-0000-22900 Deposits Payable	12/22/2015	5,000.00	0.00	01/05/2016	9804 7th Street		-	No		0000
	2014-278 Total:	5,000.00								
2014-306 803-000-0000-22900 Deposits Payable	12/22/2015	5,000.00	0.00	01/05/2016	9871 7th Street		-	No		0000
	2014-306 Total:	5,000.00								
2014-745 803-000-0000-22900 Deposits Payable	12/22/2015	5,000.00	0.00	01/05/2016	9837 7th Street		-	No		0000
	2014-745 Total:	5,000.00								
2014-800 803-000-0000-22900 Deposits Payable	12/22/2015	5,000.00	0.00	01/05/2016	9785 7th Street - Escrow Release		-	No		0000
	2014-800 Total:	5,000.00								
2014-801 803-000-0000-22900 Deposits Payable	12/22/2015	5,000.00	0.00	01/05/2016	9811 7th Street		-	No		0000
	2014-801 Total:	5,000.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
2014-850	12/22/2015	5,000.00	0.00	01/05/2016	9823 7th Street		-	No		0000
803-000-0000-22900	Deposits Payable									
	2014-850 Total:	5,000.00								
2015-114	12/22/2015	5,000.00	0.00	01/05/2016	9797 7th Street		-	No		0000
803-000-0000-22900	Deposits Payable									
	2015-114 Total:	5,000.00								
	LENNAR Total:	35,000.00								
MENARDSO Menards - Oakdale										
93297	12/10/2015	99.97	0.00	01/05/2016	CO/Gas alarm		-	No		0000
101-410-1940-42230	Building Repair Supplies									
	93297 Total:	99.97								
94036	12/20/2015	105.74	0.00	01/05/2016	Shop supplies		-	No		0000
101-450-5200-42150	Shop Materials									
94036	12/20/2015	149.00	0.00	01/05/2016	Belt sander		-	No		0000
101-450-5200-42400	Small Tools & Minor Equipment									
	94036 Total:	254.74								
94111	12/21/2015	31.78	0.00	01/05/2016	Shop supplies		-	No		0000
101-450-5200-42150	Shop Materials									
	94111 Total:	31.78								
94323	12/23/2015	63.94	0.00	01/05/2016	Building repair supplies		-	No		0000
101-450-5200-42230	Building Repair Supplies									
	94323 Total:	63.94								
	MENARDSO Total:	450.43								
MILLEREX Miller Excavating, Inc.										
20175	12/21/2015	5,283.61	0.00	01/05/2016	Water main break		-	No		0000
601-494-9400-42270	Utility System Maintenance									
	20175 Total:	5,283.61								
	MILLEREX Total:	5,283.61								
RCM RCM Specialties, Inc										
5279	12/18/2015	194.56	0.00	01/05/2016	Emulsion		-	No		0000
101-430-3120-42240	Street Maintenance Materials									
	5279 Total:	194.56								
	RCM Total:	194.56								
SPRINT Sprint										
761950227-150	12/15/2015	61.62	0.00	01/05/2016	Cell phone - Admin		-	No		0000
101-410-1940-43210	Telephone									
761950227-150	12/15/2015	378.75	0.00	01/05/2016	Cell phone - Fire		-	No		0000
101-420-2220-43210	Telephone									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
761950227-150	12/15/2015	44.99	0.00	01/05/2016	Cell phone - Building		-			No 0000
101-420-2400-43210	Telephone									
761950227-150	12/15/2015	87.45	0.00	01/05/2016	Cell phone - PW		-			No 0000
101-430-3100-43210	Telephone									
761950227-150	12/15/2015	122.29	0.00	01/05/2016	Cell phone - Parks		-			No 0000
101-450-5200-43210	Telephone									
761950227-150	12/15/2015	57.04	0.00	01/05/2016	Cell phone - Taxpayer services		-			No 0000
101-410-1450-43210	Telephone									
761950227-150	12/15/2015	15.35	0.00	01/05/2016	Cell phone - Planning		-			No 0000
101-410-1910-43210	Telephone									
761950227-150 Total:		767.49								
SPRINT Total:		767.49								
STREETER Streater & Associates										
8633	12/29/2015	5,000.00	0.00	01/05/2016	Refund Escrow - 11180 50th St		-			No 0000
803-000-0000-22900	Deposits Payable									
8633 Total:		5,000.00								
STREETER Total:		5,000.00								
TITAN Titan Machinery										
584637-CL	12/22/2015	997.32	0.00	01/05/2016	Repairs		-			No 0000
101-430-3120-43150	Contract Services									
584637-CL Total:		997.32								
TITAN Total:		997.32								
ZACK Zack's, Inc.										
30938	12/12/2015	506.69	0.00	01/05/2016	Shop supplies		-			No 0000
101-430-3100-42150	Shop Materials									
30938 Total:		506.69								
ZACK Total:		506.69								
Report Total:		77,568.04								

Accounts Payable To Be Paid Proof List

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Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
LEASSOC Lake Elmo Associates, LLP										
Jan 16	12/30/2015	2,461.00	0.00	01/05/2016	January 2016 Rent		-	No		0000
101-410-1940-44120	Rentals - Building									
	Jan 16 Total:	2,461.00								
	LEASSOC Total:	2,461.00								
NCPERS 566200-NCPERS Minnesota										
5662915	12/30/2015	96.00	0.00	01/05/2016	January 2016 premium		-	No		0000
101-000-0000-21708	Other Benefits									
	5662915 Total:	96.00								
	NCPERS Total:	96.00								
	Report Total:	2,557.00								



RESOLUTION & COUNCIL COMMUNICATION

DATE: January 5, 2016
CONSENT
Resolution 2016-01
ITEM # 3

AGENDA ITEM: Designate Official Depositories of Funds
SUBMITTED BY: Cathy Bendel, Finance Director
THROUGH: Cathy Bendel, Finance Director
REVIEWED BY: Julie Johnson, City Clerk

SUGGESTED ORDER OF BUSINESS (if removed from Consent):

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

POLICY RECOMMENDER: Finance Director; State law mandates that the City designate Official Depositories of Funds annually.

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED:

The City Council is requested to approve Resolution No. 2016-01; Designating the Official Depositories of Funds for 2016. As part of its consent agenda, no specific motion is required. If Council wishes to remove this item from the consent agenda, the recommended motion is as follows:

“Move to designate Lake Elmo Bank, Wells Fargo Bank, Northland Securities and Morgan Stanley Smith Barney LLC as the official depositories for the City of Lake Elmo for 2016.”

LEGISLATIVE HISTORY:

Pursuant to State Statute 427.01 *et seq*, the City Council is respectfully being asked to designate official depositories for 2016. Based upon past practice as well as current and likely future needs, it is recommended that the following be designated as the official depositories for the City of Lake Elmo for 2016:

- Lake Elmo Bank

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

BACKGROUND INFORMATION (SWOT):

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

Weaknesses There are no identified weaknesses.

Opportunities Continue to identify opportunities to maximize deposit returns.

Threats There are no identified threats.

RECOMMENDATION:

The City Council is requested to approve Resolution No. 2016-01; Designating the Official Depositories of Funds for 2015. As part of its consent agenda, no specific motion is required. If Council wishes to remove this item from the consent agenda, the recommended motion is as follows:

“Move to designate Lake Elmo Bank, Wells Fargo Bank, Northland Securities and Morgan Stanley Smith Barney LLC as the official depositories for the City of Lake Elmo for 2016.”

ATTACHMENT:

- 1) Resolution No. 2016-01

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

RESOLUTION 2016-01

**A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES OF
FUNDS FOR 2016**

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

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

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

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

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS
FIFTH DAY OF JANUARY 2016.**

**CITY COUNCIL
CITY OF LAKE ELMO**

By: _____
Mike Pearson
Mayor

ATTEST:

Julie Johnson
City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: January 5, 2016
CONSENT
ITEM # 4

AGENDA ITEM: Designation of Official Newspaper

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Julie Johnson, City Clerk

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: Designation is mandated by state law.

FISCAL IMPACT:

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to designate *The Oakdale-Lake Elmo Review* as the City’s official newspaper of record for 2016 and to designate the *St. Paul Pioneer Press* as the alternate official newspaper to be used on an as needed basis. As part of its consent agenda, no specific motion is required. Should council choose to remove this item from its consent agenda, the recommended motion for this action is as follows:

“Move to designate the Oakdale-Lake Elmo Review as the official newspaper of record for 2016 and designate the St. Paul Pioneer Press as the back-up official newspaper on an as needed basis.”

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

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

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

RECOMMENDATION: The City Council is respectfully requested to designate *The Oakdale-Lake Elmo Review* as the City's official newspaper of record for 2016 and to designate the *St. Paul Pioneer Press* as the alternate official newspaper to be used on an as needed basis. As part of its consent agenda, no specific motion is required. Should council choose to remove this item from its consent agenda, the recommended motion for this action is as follows:

“Move to designate the Oakdale-Lake Elmo Review as the official newspaper of record for 2016 and designate the St. Paul Pioneer Press as the back-up official newspaper on an as needed basis.”

AUTHORITY:

2014 Minnesota Statutes

§ 412.831 OFFICIAL NEWSPAPER

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

ATTACHMENTS:

1. Lillie
2. St. Croix Valley Lowdown

Lillie Suburban Newspapers, Inc.

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

December 14, 2015

Julie Johnson, City Clerk
City of Lake Elmo
3800 Laverne Ave. N.
Lake Elmo, MN 55042

Dear Ms. Johnson:

Thank you for the opportunity to bid on public notice publication services for the City of Lake Elmo. The *Oakdale-Lake Elmo Review* has been serving the needs of the Lake Elmo area for 44 years, and is pleased to provide ongoing coverage of city government and school issues and community events. Each week we mail over 1600 copies to residents and businesses in the city of Lake Elmo.

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

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

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

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

legals@lillienews.com

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

\$5.70 per column inch for a one-time publication

\$5.55 per column inch for each additional publication

Thank you for considering the *Oakdale-Lake Elmo Review* as the official legal newspaper for the City of Lake Elmo for 2016. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright
Publisher



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



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

December 11, 2015

Ms. Julie Johnson
City of Lake Elmo
3800 Laverne Avenue
Lake Elmo, MN 55042

Dear Ms. Johnson:

The *St. Croix Valley Lowdown* wishes to be considered as your designated newspaper for 2016.

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

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

The rate will be \$7.06 per column inch, in 7-point type at 9-lines per inch.

Our deadline for legal notices is Thursday noon for the next Friday's publication.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Carter Johnson', with a long, sweeping underline.

Carter Johnson
Publisher

A handwritten signature in black ink, appearing to read 'Lisa Graber', with a stylized 'L' and 'G'.

Lisa Graber
Legal Notice Coordinator

Misc: LakeElmo2016.doc

Your Best Source For Community Information

White Bear Press • Vadnais Heights Press • Quad Community Press • Shoreview Press • The Citizen • The Lowdown • North Oaks News
news@presspubs.com ppcomp@presspubs.com marketing@presspubs.com ppcirc@presspubs.com



MAYOR & COUNCIL COMMUNICATION

DATE: January 5, 2016

CONSENT

ITEM # 5

AGENDA ITEM: Planning Commission Re-Appointments

SUBMITTED BY: Joan Ziertman, Planning Program Assistant

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: Stephen Wensman, City Planner

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

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

POLICY RECCOMENDER: Staff is recommending that the City Council re-appoint Dale Dorschner, Dean Dodson and Tom Kreimer as a Full Voting Members of the Planning Commission, as their respective terms have expired at the end of 2015.

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City has received notification from Commissioner Dale Dorschner, Commissioner Dean Dodson and Commissioner Tom Kreimer that they are all are interested in serving an additional three-year term on the Planning Commission. Under the City’s Ordinances, all of these members are eligible to serve an additional term.

Staff is recommending that the City Council re-appoint Dale Dorschner, Dean Dodson and Tom Kreimer to the Planning Commission as part of the Consent Agenda. If removed from the Consent Agenda, the recommended action can be approved through the following motion:

“Move to re-appoint Dale Dorschner, Dean Dodson and Tom Kreimer to the Planning Commission to serve an additional three-year term.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The Planning Commission consists of 7 Full Voting Members and 2 Alternate Members. Full Voting Members fill established seats or terms on the Planning Commission. Each official term lasts a period of three years. It is also important to note that the terms are staggered to ensure that not all seats or terms expire within the same year. At this time, the roster consists of 7 Full Voting Members and 2 alternates.

Based upon the City's current procedures pertaining to the membership of the Planning Commission, three terms are now officially expired and require reappointment. These terms are filled by Dale Dorschner, Dean Dodson and Tom Kreimer. Per the City's rules, each member of the Planning commission is eligible to serve two three-year terms. As it currently stands, reappointment of Commissioners Dorschner and Dodson would be their first full three-year term, as they were previously finishing out a term for a vacated position. Reappointment of Commissioner Kreimer would be for his second three-year term. The charts in Attachments #3 and #4 should help describe the current and proposed status of the Planning Commission.

SWOT:

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

Weaknesses: None

Opportunities: Re-appointment of Dale Dorschner, Dean Dodson and Tom Kreimer, supports the membership of the Planning Commission with three experienced Commissioners, thereby helping to fulfill its role as the land use advisory body to the City Council

Threats: Failure to re-appoint these members would reduce the Planning Commission roster to 6 members, which could easily reduce the likelihood for a quorum of the Planning Commission.

RECOMMENDATION:

Based on the aforementioned, Staff is recommending that the City Council re-appoint Dale Dorschner, Dean Dodson and Tom Kreimer to the Planning Commission as part of the Consent Agenda. If removed from the Consent Agenda, the recommended action can be approved through the following motion:

“Move to re-appoint Dale Dorschner, Dean Dodson and Tom Kreimer to the Planning Commission to serve an additional three-year term.”

ATTACHMENTS:

1. Dale Dorschner Email to Serve Additional Term
2. Dean Dodson Email to Serve Additional Term
3. Tom Kreimer Email to Serve Additional Term
4. Planning Commission Status – 2015
5. Planning Commission Status – Proposed for 2016

Joan Ziertman

From: daledorschner@comcast.net
Sent: Saturday, November 21, 2015 6:29 PM
To: Joan Ziertman
Cc: Dean.dodson@gmail.com; Gary Fields (glfields1@gmail.com); Kathy Haggard (haggardfive@hotmail.com); Rolf Larson (halver@mac.com); toddwilli@comcast.net; Tom Kreimer (tkreimer@comcast.net); Wendy Griffin; Stephen Wensman; dunn86@q.com; Benjamin Gozola, AICP; Clark Schroeder; Julie Johnson; mikepearson1965@yahoo.com; Justin Bloyer; Jill Lundgren; Anne Smith; Julie Fliflet
Subject: Re: Planning Commission Agenda and Packet for 11-23-15 Meeting

I would like to be reappointed

Thx

Sent from my iPhone

On Nov 19, 2015, at 4:14 PM, Joan Ziertman <JZiertman@lakeelmo.org> wrote:

Members of the Planning Commission:

Please find attached a copy of the agenda and packet for the November 23, 2015 Planning Commission meeting. The packet has been mailed out to you this afternoon. I have not had a chance to get the November 9th minutes done yet, but I will get them done for the next meeting.

I have been working on updated zoning code books for everyone, so if you have an old one, please bring it to the meeting and I will get you an updated book. I will try to have those available for each of you at Monday's meeting.

I have also attached an updated list of Planning Commission appointments and terms. We have 3 Commission members whose terms are up at the end of the year, Tom, Dean and Dale. If you are interested in being re-appointed for another term, please send me a quick email stating that you would like to be re-appointed and we will get that on the Council agenda at the first meeting of the year. Thank you!

Joan Ziertman
Planning Program Assistant
651-747-3918
Joan.Ziertman@lakeelmo.org

<Planning Commission Appointments and Terms 12.31.15.pdf>

<11.23.15 Planning Commission Packet.pdf>

Joan Ziertman

From: Dean Dodson <dean.dodson@gmail.com>
Sent: Tuesday, December 01, 2015 6:11 PM
To: Joan Ziertman
Subject: RE: Planning Commission Agenda and Packet for 11-23-15 Meeting

Hi Joan,
Sorry, thought I'd responded... I am interested in serving another 3 year term.
Thanks!
Dean

From: Joan Ziertman [mailto:JZiertman@lakeelmo.org]
Sent: Tuesday, December 1, 2015 1:45 PM
To: 'Dean Dodson' (dean.dodson@gmail.com) <dean.dodson@gmail.com>
Subject: FW: Planning Commission Agenda and Packet for 11-23-15 Meeting

Hi Dean,

I was working on a memo for reappointments for planning commission, but I don't see where I received an email back from you asking to be reappointed. Were you interested in serving another 3 year term? If you could just let me know if you are interested in being reappointed, or if you have decided not to seek reappointment, I would appreciate it.

Joan Ziertman
Planning Program Assistant
651-747-3918
Joan.Ziertman@lakeelmo.org

From: Joan Ziertman
Sent: Thursday, November 19, 2015 4:13 PM
To: 'daledorschner@comcast.net' <daledorschner@comcast.net>; 'Dean.dodson@gmail.com' <Dean.dodson@gmail.com>; 'Gary Fields (glfields1@gmail.com)' <glfields1@gmail.com>; 'Kathy Haggard (haggardfive@hotmail.com)' <haggardfive@hotmail.com>; 'Rolf Larson (halver@mac.com)' <halver@mac.com>; 'toddwilli@comcast.net' <toddwilli@comcast.net>; 'Tom Kreimer (tkreimer@comcast.net)' <tkreimer@comcast.net>; 'Wendy Griffin' <wgriffin@mnwcd.org>; Stephen Wensman <SWensman@lakeelmo.org>; 'dunn86@q.com' <dunn86@q.com>; 'Benjamin Gozola, AICP' <BGozola@sambatek.com>
Cc: Clark Schroeder <CSchroeder@lakeelmo.org>; Julie Johnson <JJohnson@lakeelmo.org>; 'mikepearson1965@yahoo.com' <mikepearson1965@yahoo.com>; Justin Bloyer <jbloyer@lakeelmo.org>; Jill Lundgren <JLundgren@lakeelmo.org>; 'Anne Smith' <anneismith@msn.com>; Julie Fliflet <JFliflet@lakeelmo.org>
Subject: RE: Planning Commission Agenda and Packet for 11-23-15 Meeting

Members of the Planning Commission:

Please find attached a copy of the agenda and packet for the November 23, 2015 Planning Commission meeting. The packet has been mailed out to you this afternoon. I have not had a chance to get the November 9th minutes done yet, but I will get them done for the next meeting.

I have been working on updated zoning code books for everyone, so if you have an old one, please bring it to the meeting and I will get you an updated book. I will try to have those available for each of you at Monday's meeting.

Joan Ziertman

From: Tom Kreimer <tkreimer@comcast.net>
Sent: Sunday, November 22, 2015 9:41 PM
To: Joan Ziertman
Subject: Re: Planning Commission Agenda and Packet for 11-23-15 Meeting

Hi Joan-

I would like to be re-appointed.

Regards-

Tom Kreimer

From: "Joan Ziertman" <JZiertman@lakeelmo.org>
To: daledorschner@comcast.net, "Dean dodson" <Dean.dodson@gmail.com>, "Gary Fields (glfields1@gmail.com)" <glfields1@gmail.com>, "Kathy Haggard (haggardfive@hotmail.com)" <haggardfive@hotmail.com>, "Rolf Larson (halver@mac.com)" <halver@mac.com>, toddwilli@comcast.net, "Tom Kreimer (tkreimer@comcast.net)" <tkreimer@comcast.net>, "Wendy Griffin" <wgriffin@mnwcd.org>, "Stephen Wensman" <SWensman@lakeelmo.org>, dunn86@q.com, "Benjamin Gozola, AICP" <BGozola@sambatek.com>
Cc: "Clark Schroeder" <CSchroeder@lakeelmo.org>, "Julie Johnson" <JJohnson@lakeelmo.org>, mikepearson1965@yahoo.com, "Justin Bloyer" <jbloyer@lakeelmo.org>, "Jill Lundgren" <JLundgren@lakeelmo.org>, "Anne Smith" <annejsmith@msn.com>, "Julie Fliflet" <JFliflet@lakeelmo.org>
Sent: Thursday, November 19, 2015 4:14:03 PM
Subject: RE: Planning Commission Agenda and Packet for 11-23-15 Meeting

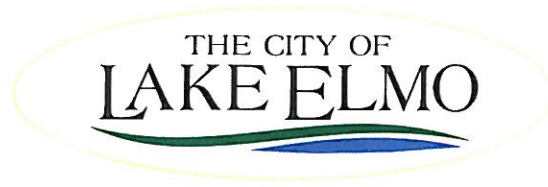
Members of the Planning Commission:

Please find attached a copy of the agenda and packet for the November 23, 2015 Planning Commission meeting. The packet has been mailed out to you this afternoon. I have not had a chance to get the November 9th minutes done yet, but I will get them done for the next meeting.

I have been working on updated zoning code books for everyone, so if you have an old one, please bring it to the meeting and I will get you an updated book. I will try to have those available for each of you at Monday's meeting.

I have also attached an updated list of Planning Commission appointments and terms. We have 3 Commission members whose terms are up at the end of the year, Tom, Dean and Dale. If you are interested in being re-appointed for another term, please send me a quick email stating that you would like to be re-appointed and we will get that on the Council agenda at the first meeting of the year. Thank you!

Joan Ziertman
Planning Program Assistant
651-747-3918
Joan.Ziertman@lakeelmo.org



2015 Planning Commission Appointments and Terms			
Commissioner	Term	Term Expires	Eligible to reapply for 3 year term?
Seat #1: Todd Williams	2	12/31/2017	No
Seat #2: Rolf Larson	1	12/31/2017	Yes
Seat #3: Tom Kreimer	1	12/31/2015	Yes
Seat #4: Dale Dorschner	*	12/31/2015	Yes (Eligible to serve two additional terms)
Seat #5: Dean Dodson	*	12/31/2015	Yes (Eligible to serve two additional terms)
Seat #6: Kathy Haggard	1	12/31/2016	Yes
Seat #7: Gary Fields	*	12/31/2016	Yes (Eligible to serve two additional terms)
1 st Alternate: Wendy Griffin	N/A	N/A	N/A
2 nd Alternate: Susan Dunn	N/A	N/A	N/A

*Denotes that the current term fills a previous vacancy.



2016 Planning Commission Appointments and Terms (proposed)			
Commissioner	Term	Term Expires	Eligible to reapply for 3 year term?
Seat #1: Todd Williams	2	12/31/2017	No
Seat #2: Rolf Larson	1	12/31/2017	Yes
Seat #3: Tom Kreimer	2	12/31/2018	No
Seat #4: Dale Dorschner	1	12/31/2018	Yes
Seat #5: Dean Dodson	1	12/31/2018	Yes
Seat #6: Kathy Haggard	1	12/31/2016	Yes
Seat #7: Gary Fields	*	12/31/2016	Yes (Eligible to serve two additional terms)
1 st Alternate: Wendy Griffin	N/A	N/A	N/A
2 nd Alternate: Susan Dunn	N/A	N/A	N/A

*Denotes that the current term fills a previous vacancy.



MAYOR & COUNCIL COMMUNICATION

DATE: January 5, 2016
REGULAR
ITEM # 6

AGENDA ITEM: Reappointment of Park Commission Members

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Julie Johnson, City Clerk

REVIEWED BY: Clark Schroeder, Interim Administrator

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: City Code, Staff

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to reappoint Shane Weis and Mary Frick to the Lake Elmo Park Commission. Based on staff research, both were serving their first term that have expired on December 31, 2015. Staff recommends reappointment to a second 3 year term for each individual. If removed from the Consent Agenda, the motion for this action is as follows:

“Move to reappoint Shane Weis and Mary Frick to the Lake Elmo Park Commission for a three year term.”

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

RECOMMENDATION: The City Council is respectfully requested to reappoint Shane Weis and Mary Frick to the Lake Elmo Park Commission. Based on staff research, their terms have

expired as of December 31, 2015. Staff recommends reappointment to another 3 year term for each individual. If removed from the Consent Agenda, the motion for this action is as follows:

“Move to appoint Shane Weis and Mary Frick to the Lake Elmo Park Commission for a three year term.”

AUTHORITY:

City Code Section 32.082

COMPOSITION

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



MAYOR & COUNCIL COMMUNICATION

DATE: January 5, 2016

CONSENT

ITEM # 7

AGENDA ITEM: Appointment of City Engineer

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Clark Schroeder, Interim City Administrator

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: Staff

FISCAL IMPACT: \$2.00 per hour billing rate increase for Senior Municipal Engineer III effective January 1, 2016.

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to reappoint an official City Engineer. This official is contracted for professional engineering services. This appointment is not specifically required by statute or ordinance, but is consistent with past practice. However, if Council chooses to remove this item from Consent, the recommended motion is as follows:

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

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

BACKGROUND INFORMATION (SWOT):

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

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

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

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

RECOMMENDATION: The City Council is respectfully requested to appoint an official City Engineer. This official is contracted for professional engineering services. If the Council chooses to remove this item from Consent, the recommended motion is as follows:

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

FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261
Jack Griffin, P.E. 651.300.4264
Ryan Stempki, P.E. 651.300.4267
Chad Isakson, P.E. 651.300.4283

December 21, 2015

Mr. Clark Schroeder, Interim City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, Minnesota 55042

Re: FOCUS Standard Hourly Rate Schedule
City of Lake Elmo, Minnesota

Via Email

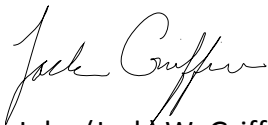
Dear Clark:

Attached please find a copy of our Standard Hourly Rate Schedule to be used for 2016. FOCUS has not increased billing rates since we started business and began serving Lake Elmo in July 2011. For the first time, the 2016 Hourly Rate Schedule reflects a billing rate increase for myself from \$118 per hour to \$120 per hour (about 1.7%) while continuing to keep the billing rates for Ryan, Chad and Frank unchanged.

Other changes to note includes the staff addition of Mark Scholle who is working primarily in the City of Victoria and the addition of a Project Engineer category with a billing rate of \$72 per hour. This category may be filled at some point in 2016 should one or more of our Graduate Engineers receive their Professional Engineering license.

We appreciate the continued opportunity to serve the City of Lake Elmo. Please contact me should you have any questions or concerns.

Sincerely,



John (Jack) W. Griffin, P.E.
Principal, Senior Municipal Engineer

Enclosure

Cc: Cathy Bendel, Finance Director
Julie Johnson, City Clerk

FOCUS ENGINEERING, inc.

Standard Hourly Rate Schedule

Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

Sr. Municipal Engineer III – Jack Griffin	\$120 / hour
Sr. Municipal Engineer II – Cara Geheren	\$112 / hour
Sr. Municipal Engineer I – Mark Scholle	\$105 / hour
Municipal Engineer II – Ryan Stempki	\$90 / hour
Municipal Engineer I – Chad Isakson	\$80 / hour
Project Engineer	\$72 / hour
Graduate Engineer – Amanda Groh	\$65 / hour
Graduate Engineer – Frank Borich	\$65 / hour

Reimbursable Expenses Schedule

- Vehicle Mileage reimbursed at the current Federal IRS Rate.
- Outside professional and technical services billed to the Engineer plus 10%.
- Identifiable printing and reproduction costs when incurred in the direct performance of the City's work.
- Other expenses for items and services as may be required by the City to fulfill the terms of a specific authorization.



MAYOR & COUNCIL COMMUNICATION

DATE: January 5, 2016
CONSENT
ITEM 8
MOTION

AGENDA ITEM: Approve Conversion of Part Time Contractor to Part Time Employee

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Julie Johnson, City Clerk

REVIEWED BY: Cathy Bendel, Finance Director

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: City Clerk

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: To approve the HR Committee recommendation to convert the part-time employee in the Accountant position from a contractor to a part-time employee.

LEGISLATIVE HISTORY: There have been a number of changes to the FLSA laws and one relates to the use of contracted employees. The HR Committee reviewed all contractors to determine if the City is at any risk of not being in compliance with current FLSA laws. Their recommendation was that Patty Baker, the part-time Accountant for the City should be reclassified to an employee.

BACKGROUND INFORMATION (SWOT):

Strengths	Patty has been working for the City for 2 years and is a strong resource for the City Staff.
Weaknesses	None
Opportunities	Patty can cover many functions within the Finance Department and is an invaluable resource to the Finance Director and City Management. She also backs up the front desk and building department as needed.
Threats	Potential non-compliance with current FSLA laws.

RECOMMENDATION: Staff recommends moving ahead with conversion of the part-time accountant position from a contractor to an employee status effective 1/1/2016.

ATTACHMENTS:

None



MAYOR AND COUNCIL COMMUNICATION

DATE: 1/5/16
CONSENT
ITEM #: 9
MOTION

AGENDA ITEM: Approve Planning Department Staffing Proposal
SUBMITTED BY: Clark Schroeder
THROUGH: Clark Schroeder
REVIEWED BY: **Julie Johnson**

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item.....Staff
- Report/PresentationStaff
- 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

SUMMARY AND ACTION REQUESTED: Hire Stephen Wensman for Community Development Director/Planning Director at a salary of \$72,000 per year with benefits. By default, this creates a vacancy for a city planner. Staff recommends that we advertise, interview, and recommend for employment a new City Planner.

BACKGROUND AND STAFF REPORT: City Council authorized the Interim City Administrator to advertise, recruit, and recommend for employment a Community Development Director. Interviews were had and staff is recommending Mr. Stephen Wensman be promoted to this position at the above stated salary and that the city council direct staff to advertise, interview and recommend for employment a new city planner. There was a suggestion by two city council members to change the title of the Community Development Director to Planning Director. If the responsibilities, oversight, job description, and salary are not changed, staff have no objections concerning this possible title change.

RECOMMENDATION: *If removed from consent the following motions should be made.*

If council so pleases, a motion could be made as followed.

“Motion to change the title of Community Development Director to Planning Director with no change in the responsibilities, oversight, job description, or salary”

“Motion to promote Stephen Wensman to Planning Director at a salary of \$72,000 per year.”

“Motion to direct city staff to advertise, interview, and recommend for employment a new City Planner.”



MAYOR & COUNCIL COMMUNICATION

DATE: January 5, 2016
CONSENT
ITEM 10
MOTION

AGENDA ITEM: Approve Posting Vacant Part Time Fire Department Position

SUBMITTED BY: Greg Malmquist, Fire Chief

THROUGH: City Administrator

REVIEWED BY: City Administrator

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECCOMENDER: Fire Chief

FISCAL IMPACT: None, filing vacant position

SUMMARY AND ACTION REQUESTED: To move ahead with the hiring process for the PT Administrative Assistant positon vacancy.

LEGISLATIVE HISTORY: At a previous Council Meeting, the current PT Administrative Assistant, Mike Cornell was hired fulltime with Public Works, thus creating the vacancy.

BACKGROUND INFORMATION (SWOT):

Strengths Ensure adequate staffing to maintain current level of service and productivity.

Weaknesses Limited to number of potential qualified applicants as the position is designed for a daytime Firefighter/Responder.

Opportunities Fill the vacancy ASAP to allow for a transitional period and training by Mike Cornell.

Threats Administrative and day to day support work for fire department would be impacted, (station and vehicle maintenance, required record keeping and data entry, inspections, training) to name a few.

RECOMMENDATION: Staff recommends moving ahead with filling the vacancy.

ATTACHMENTS:

- Job Description

LAKE ELMO FIRE DEPARTMENT JOB DESCRIPTION

PART TIME FIREFIGHTER/ADMINISTRATIVE ASSISTANT

The Position of Lake Elmo Firefighter/Administrative Assistant shall operate within the boundaries as set forth in the Departmental Policy and Standard Operating Guidelines and shall answer directly to the Command Officers and ultimately the Chief.

The work schedule for this Part Time Position shall be flexible and be capped at 20 hours per week.

QUALIFICATIONS:

- High school diploma or general education degree (GED).
- Valid drivers license
- State Certified Firefighter I and II
- State Certified HazMat Operations Level
- State Certified First Responder
- Current Certification in Rescuer CPR
- Meet any additional requirements as stated in the Lake Elmo Fire Department Job Description for Firefighter.
- Current Lake Elmo FAO status (Fire Apparatus Operator) (see Policy 3-205, FIRE ENGINEER) or obtain FAO status within 18 months of hiring.

RESPONSIBILITIES:

Perform duties of a Lake Elmo Firefighter.

Perform a variety of clerical and administrative work in keeping official records, data entry, providing administrative support to the fire command staff.

Working knowledge in the operation of various office equipment, (copier, fax, scanner, phones, etc.)

Working knowledge in the operation of computers, Microsoft Office and its components, (Word, Excel, Publisher, etc.).

Perform basic maintenance of department vehicles.

Perform basic Station Duties needed to maintain Fire Stations.

Provide station coverage during Chief's absence.

ESSENTIAL DUTIES:

Respond to emergency calls

Drive and operate all vehicles in fleet.

Perform data entry to ensure compliance with NFIRS reporting to the State of MN (Image Trend) in a timely manner.

Enter and maintain department records in Image Trend and Firehouse as required.

Assist with creating and maintaining pre plans of commercial business in Lake Elmo

Assist with maintaining Inspection Program of commercial business in Lake Elmo

SUMMARY:

This position shall report directly to the Chief or designee.

During scheduled work hours employee shall not earn or receive credit for the following:

- Relief Association
- Call Percentage



MAYOR AND COUNCIL COMMUNICATION

DATE: 1/5/16
REGULAR
ITEM #: 11
MOTION

AGENDA ITEM: Appoint City Attorney - Prosecution
SUBMITTED BY: Clark Schroeder
THROUGH: Clark Schroeder
REVIEWED BY: Clark Schroeder

SUGGESTED ORDER OF BUSINESS:

- Introduction of ItemStaff
- Report/Presentation.....Staff
- 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

PUBLIC POLICY STATEMENT APPONTMENT OF PROSECUTION CITY ATTORNEY

SUMMARY AND ACTION REQUESTED:

Appointment of Prosecution City Attorney needs to be done with an effective start date of 1/6/16

BACKGROUND AND STAFF REPORT: A RFP was sent out requesting services for a City Attorney and Prosecution Services. The city received 3 responses, two for City Attorney and one for Prosecution Attorney. The single response for Prosecution services was Eckberg and Lammers. Interviews were had with council and council has the proposals detailing services and costs. Council is encouraged to pick Eckberg and Lammers for Prosecution City Attorney.

RECOMMENDATION:

Staff recommend appointing Eckberg Lammers as Prosecution Attorney.

ATTACHMENT(S): *Proposal for Legal Services from Eckberg Lammers*



City of Lake Elmo
December 14, 2015

**Response to Request for Proposals for
Criminal Prosecutorial Legal Services**

Submitted By:
Eckberg, Lammers, Briggs, Wolff & Vierling, P.L.L.P
1809 Northwestern Avenue
Stillwater, Minnesota 55082
Telephone: (651) 439-2878

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GENERAL INFORMATION

Brief History of Firm

Our law firm of Eckberg Lammers (officially Eckberg, Lammers, Briggs, Wolff & Vierling, P.L.L.P.) was established by Lyle Eckberg, who began the practice of law in 1946. Since its founding, we have served as civil, prosecuting, and special counsel for numerous municipalities throughout the State of Minnesota. Our firm has grown at a relatively constant rate in employees and revenues in the past 65-plus years, and currently operates as a professional limited liability partnership under the laws of the State of Minnesota. Our main office is located in Stillwater, Minnesota.

In addition to our firm's significant representation of municipal and public sector clients, we maintain a general practice, representing both businesses and individuals. We have found that these varied practice areas provide greater depth in the legal services we provide to our municipal clients.

Number of Attorneys; Areas of Practice

Eckberg Lammers currently employs 16 attorneys.

Rebecca S. Christensen	Criminal Prosecution , Municipal Law
Thomas J. Weidner	Criminal Prosecution , Civil Litigation
Joe Van Thomme	Criminal Prosecution , Municipal Law
Thomas L. Lehmann	Criminal Prosecution , Municipal Law, Civil Litigation
Mark J. Vierling	Municipal Law, Civil Litigation, Family Law, Estate Planning
Sean P. Stokes	Family Law, Criminal Defense
Nicholas J. Vivian	Municipal Law, Banking and Finance, Business Organization
Shannon H. Enright	Estate Planning, Trust and Probate
Andrew J. Pratt	Municipal Law, Public Finance, Real Estate
Kevin S. Sandstrom	Municipal Law, Civil Litigation, Workers' Compensation
Daniel P. Bakken	Banking and Finance, Civil Litigation, Business Organization
Amanda E. Prutzman	Civil Litigation, Banking and Finance
Lida Bannink	Business and Individual Law
Katie Kranz	Business and Individual Law
Michael L. McCain	Municipal Law, Labor and Employment, Bus. Organization
Ben M. Klocke	Banking and Finance, Business Organization

The following attorneys are criminal prosecutors:

We take a team approach to municipal prosecution. Our team consists of two full time prosecutors, two prosecutors that devote a major portion of their practice to prosecution and three full time support staff.

Rebecca S. Christensen

- Criminal Prosecution: 100% of her practice devoted to criminal prosecution; law enforcement liaison for civil and criminal actions, including municipal code enforcement.
- Area of Focus: law enforcement training, Twin City Organized Retail Crime Alliance (TCORCA); Tubman Family Alliance, prosecutes at all arraignment, pretrial, omnibus hearings and jury trials; municipal code enforcement and Crime Free Multi-Housing.
- Prosecution Experience: more than seven years in municipal prosecution.

Joe Van Thomme

- Criminal Prosecution: 100% of his practice devoted to criminal prosecution; prosecutes at all arraignment, pretrial, omnibus, contested/evidentiary hearings and jury trials.
- Area of Focus: law enforcement training; vehicle forfeitures; appeals; prosecutes at all arraignment, pretrial, omnibus hearings and jury trials; civil and criminal municipal code enforcement.
- Prosecution Experience: more than five years in municipal prosecution.

Thomas J. Weidner

- Criminal Prosecution: Supervising Partner of prosecution department; continues to devote 20% of practice to court appearances.
- Area of Focus: law enforcement training; law enforcement and community policy and protocol development; trial skills development; prosecutes at all arraignment, pretrial, omnibus hearings and jury trials; municipal code enforcement and Crime Free Multi-Housing training for building officials and property managers.
- Prosecution Experience: more than 25 years in municipal prosecution.

Thomas R. Lehmann

- Criminal Prosecution: lead prosecutor for the Cities of Mendota and Lilydale.
- Area of Focus: prosecutes at all arraignment, pretrial, omnibus hearings and jury trials; municipal code enforcement and Crime Free Multi-Housing; municipal nuisance issues; works with school districts on issues related to school policies and procedures for interaction between students and law enforcement.
- Prosecution Experience: more than 25 years in municipal prosecution

Support Personnel: Knowledge, Skills, Abilities and Expertise

The firm employs more than 23 support staff consisting of paralegals, legal assistants, law clerks, administrative and receptionist employees. The firm has a loyal, stable staff base that has steadily grown with the firm. All positions are filled with experienced employees who possess the knowledge and depth necessary to meet the needs of the firm's municipal clients.

Our criminal prosecution department has one full-time paralegal, Rachel Seely, and two full-time prosecution assistants, Jessica Mertz, and Emma Hause.

Our support personnel coordinates case scheduling, organization, pre-trial and trial discovery compliance, victim/witness coordination, officer court appearance notifications, technical support and conflict searches.

Eckberg Lammers also employs a fulltime office administrator to attend to day-to-day business along with two bookkeepers, nine paralegals, eight legal assistants and two receptionists.

Due to the extensive breadth and depth of criminal prosecution experience within our firm, no staffing changes are proposed should the firm be awarded the criminal prosecution contract. Simply stated, we will have no problem handling the volume of work associated with providing comprehensive criminal prosecution services of the City of Lake Elmo based upon the strength of the infrastructure already in place.

Eckberg Lammers views its municipal representation as a collective, and not an individual, effort. Therefore every attorney and member of the support staff that is knowledgeable in municipal law will likely assist in the City's legal representation at one time or another.

Office Locations

Our Firm's primary office is located at 1809 Northwestern Avenue in Stillwater. Our Firm's main office number is (651) 439-2878, and its main fax number is (651) 439-2923. Direct phone numbers and email addresses for the attorneys proposed to work with the City are listed on each attorney's Statement of Qualification attached to this Response. Eckberg Lammers also maintains an office in Hudson, Wisconsin, at 430 Second Street, and in New Richmond, Wisconsin, at 105 South Knowles Avenue. All attorneys proposed to work with the City are located at the main Stillwater office.

Use of Technology and Research Capabilities

Our prosecution department maintains a case management system separate from the rest of our firm for both privacy and efficiency. The computer systems used by our prosecutors and staff provide maximum security and systems control. We maintain "paperless" files which allow all our prosecutors and staff to access case files from any location, whether we are in court or at a police department. All attorneys have secure, remote laptop and smart-phone access to case file documents.

Our attorneys utilize laptop computers for all court appearances, which allows for efficient e-mail communication and research capability, including immediate access to Minnesota Department of Public safety records, MNCIS and Westlaw. This practice facilitates consistent and efficient communication and work product.

Eckberg Lammers transitioned from a "paper library" to an electronic library approximately 20 years ago. Our firm contracts with Westlaw to provide each of our attorneys with instant access to a number of Westlaw libraries; including Court of Appeals reported and unreported decisions, Minnesota Statutes Annotated, Attorney General Opinions, and more. Having Westlaw Next access facilitates our firm's attorneys to perform instant, automated searches necessary to obtain the information needed expeditiously and thoroughly.

In addition to this automated library, each attorney has access to the hard bound, Minnesota Statutes in their office together with the soft cover West's Minnesota Criminal Law Handbooks. Eckberg Lammers also maintains a set of Minnesota Statutes Annotated, *McQuillin on Municipal Corporations*, and a number of other municipal prosecution publications and treatises that are relevant and necessary. Our attorneys subscribe to instant reporting services and attorney list-serves provided by the League of Minnesota Cities and the Minnesota State Bar Association. These services allow for timely peer discussion of criminal prosecution matters and distribute all Minnesota Court of Appeals and Minnesota Supreme Court decisions as they are reported.

Eckberg Lammers has been a pioneer in the use of technology among its peers in the criminal prosecution field. Our firm's prosecution department was a part of Washington County's initial Beta test group for e-charging and e-filing, we have been e-charging criminal complaints since 2010. Our firm partnered with the Anoka County Sheriff's Office to make the City of East Bethel the first municipality in Anoka County for which the Sheriff's Office completed e-charging. We worked with Rice County Court Administration to prepare the court for filing. Our firm has realized substantial efficiencies for its prosecution clients in Dakota, Washington, Rice and Anoka Counties through this process. Our firm works with its municipal clients to ensure that all e-charging requirements established by the State of Minnesota and the Bureau of Criminal Apprehension are followed, and our prosecutors will continue to use the most up-to-date technology while working with the City of Lake Elmo for e-charging all eligible criminal complaints.

Malpractice Claims

Our Firm, nor its attorneys, have had any sanctions imposed, findings of neglect, or related disciplinary actions taken against it by the Minnesota Lawyers Professional Responsibility Board, the Minnesota State Bar Association, or any other malpractice claims asserted. There is one action pending or currently under review by the State Ethics Board regarding the action stated below.

Our Firm has never been sued by a client or a non-client municipality. There have been no malpractice claims filed against the Firm in the last 20 years. For the few malpractice claims that were filed more than 20 years ago, no claim proceeded to trial and the Firm was not liable for any alleged malpractice.

Felony Convictions

None of the attorneys at Eckberg Lammers have been convicted of a felony-level offense.

Prosecutorial Misconduct

In 2014, a criminal defendant filed a prosecutorial misconduct case against our firm and its attorneys. The case was dismissed based upon a failure to state a claim for which relief may be granted. The defendant has appealed the ruling; however that appeal has not yet been heard by the Appellate Court.

Statement of Municipal Billings

The percentage of Municipal billings as part of our firms overall billing for 2014 was 17.4% and 2015 is 22.9%, percentage based on the first eleven months of 2015.

Malpractice Insurance Coverage

Our Firm's professional liability carrier is Minnesota Lawyers Mutual. The insurance policy contains limits of liability of \$3,000,000 per claim and \$5,000,000 in the aggregate.

Statement of Civil Rights Compliance

Eckberg Lammers observes all federal and state mandated employment practices. Our Firm also observes all civil rights and human rights laws.

Attorney Qualifications: Your Prosecution Team

Eckberg Lammers offers a unique, team approach to municipal prosecution. We have four experienced municipal attorneys who will provide comprehensive prosecution services to the City of Lake Elmo. This structure allows for competent, efficient prosecution services inside the courtroom and out. Given our team approach one or more of our experienced prosecutors and/or staff will be available to provide timely assistance.

Eckberg Lammers believes that each case requires an experienced attorney's attention, so that a measured response is consistently provided. We understand that prosecution is not a "one size fits all" proposition. Our attorneys are skilled negotiators as it relates to resolving criminal cases prior to trial and will do so when appropriate, always with public safety and the goals of the City in mind. When cases cannot be resolved, our attorneys are confident litigators before a judge or jury.

Rebecca Christensen is a prosecutor for our firm's prosecution clients. Like the other prosecutors, Rebecca has taken on prosecution assignments for other municipalities as a conflict prosecutor, namely in the Cities of Forest Lake, Cottage Grove, Scandia, and West St. Paul.

Rebecca has more than seven years of experience as a municipal prosecutor at the law firms of Eckberg Lammers and Grannis & Hauge, P.A. At Grannis & Hauge, Rebecca prosecuted for the Cities of Eagan and Mendota Heights for five years.

Rebecca is actively involved in the Tubman Alliance Systems and Service Integration Think Tank, which is a board that facilitates discussions and policy implementation regarding current policies and procedures as they relate to the protection of domestic abuse victims and sentencing structures designed to reduce domestic abuse recidivism.

Rebecca is an active member of the Twin Cities Organized Retail Crime Alliance (TCORCA), which is a collaboration of law enforcement, prosecutors and asset protection representatives from area retailers who work collaboratively to combine resources in an effort to improve the sharing of information on chronic offenders. Rebecca attends quarterly and annual trainings and conferences with the organization. This organization crosses jurisdictional lines and works in partnership to identify and criminally prosecute repeat offenders.

Joe Van Thomme will also provide prosecution services to the City. Joe joined our firm in March 2014, after spending more than four years at an Anoka County firm as a lead prosecutor. At that firm, Joe was lead prosecutor for the Cities of Ramsey, Bethel and Nowthen, and also represented the Town of Linwood on civil municipal matters.

Since joining Eckberg Lammers, Joe prosecutes for all of our firms prosecution clients. Joe actively advises municipalities and their police agencies on vehicle forfeitures, administrative law and is actively involved in criminal and civil ordinance enforcement issues.

Joe has been on the Minnesota State Bar Association's Criminal Law Section for the past six years. In 2013, Joe was elected Chair of that organization, which has several hundred members and a focus on training criminal law lawyers and monitoring changes in the law.

Joe regularly coordinates trainings and educational materials for both lawyers and police agencies, and is the primary author of the firm's "Ask Your Prosecutor" newsletter. The newsletter is distributed on a monthly basis to 22 law enforcement agencies and municipalities and covers substantive and timely topics related to law enforcement and prosecution. Joe also prepares and distributes case law updates to all agencies, when relevant.

Joe is an educator and coach for law students in the Advocacy and Moot Court program at Hamline University School of Law.

Thomas J. Weidner will also provide prosecution services to the City. Tom has led the prosecution team for more than 20 years. He has served as the Supervising prosecutor for the Cities of Woodbury, Northfield, Faribault, Bayport, Oak Park Heights, Grant, Lake St. Croix Beach, Mahtomedi, Lakeland, St. Mary's Point, Hugo, Marine on St. Croix and Lake Elmo.

Tom has also served as a special prosecutor in conflict situations for the Cities of Stillwater, Maplewood, Forest Lake, Cottage Grove, Oakdale and St. Paul Park. Tom has extensive trial experience. In addition to his substantial prosecution duties, Tom maintains a private practice in civil litigation.

Tom has focused on the development and implementation of the use of technology in prosecution. By innovating "paperless" file systems, electronic scheduling and the transfer of electronic reports and evidence, our firm has been able to offer more effective prosecution services at a lower cost to our municipal clients and correspondingly reduced the pressure on police staff resources.

Thomas R. Lehmann will also provide prosecution services to the City. Tom has been a prosecutor for over 25 years and is currently the chief prosecutor for the Cities of Lilydale and Mendota. Before beginning his own law firm, Tom prosecuted for the Cities of South St. Paul, West St. Paul, Inver Grove Heights and Sunfish Lake. Tom has also taken on numerous prosecution assignments for other municipalities as a special counsel during conflicts, including the Cities of Eagan, Mendota Heights, South St. Paul, Inver Grove Heights, West St. Paul and Wayzata. On the civil side of his municipal practice, Tom is the City Attorney for the Cities of Mendota Heights and Mendota, and Lilydale.

Statements of Qualification for Rebecca Christensen, Tom Weidner, Joe Van Thomme and Thomas Lehmann are attached to the end of this Response. All attorneys proposed to provide prosecution services to the City are fulltime Eckberg Lammers employees.

Current and Previous Municipal Law Experience

Eckberg Lammers has historically maintained a significant focus in municipal and public-sector practice and, since its inception, has been one of the leading municipal law firms in the Twin Cities Metropolitan Area and beyond. Our firm currently serves as criminal prosecutors to the following cities:

- City of Woodbury
- City of Mendota
- City of Lilydale
- City of Northfield
- City of Faribault
- City of Mahtomedi
- City of Oak Park Heights
- City of Grant
- City of Bayport

- City of Lake St. Croix Beach
- City of St. Mary's Point
- City of East Bethel

Our law firm currently serves as civil municipal general counsel to the following cities:

- City of Woodbury
- City of Mendota
- City of Lilydale
- City of East Bethel
- City of Mendota Heights
- City of Wyoming
- City of Oak Park Heights
- City of Grant
- City of Scandia
- City of Bayport
- City of Montrose
- City of Lake St. Croix Beach
- City of St. Mary's Point
- City of New Richmond, WI

Additionally, in past years, our firm or its attorneys have prosecuted for or provided special services in conflicts of interest and other circumstances to the following communities:

- City of West St. Paul
- City of South St. Paul
- City of Eagan
- City of Mendota Heights
- City of Stillwater
- City of Maplewood
- City of White Bear Lake
- City of Otsego
- City of Cottage Grove
- City of Scandia
- City of Forest Lake
- City of Golden Valley
- City of Lake Elmo
- City of Hugo
- City of Lakeland

Our Firm has not stopped representing any municipality in the last three years. The following are cities the Firm began representing in the last years:

- City of Scandia, 2012

- City of Montrose, 2013
- City of Northfield, 2014
- City of Faribault, 2015

Criminal Prosecution References

City of Woodbury: Lee Vague, Chief of Police
 Woodbury City Hall
 8301 Valley Creek Road
 Woodbury, Minnesota 55125
 (651) 714-3500
 lvague@ci.woodbury.mn.us

City of Oak Park Heights: Brian DeRosier, Chief of Police
 P.O. Box 2007
 Stillwater, Minnesota 55082-2007
 (651) 439-4723
 bwderos@cityfoakparkheights.com

City of Bayport: Laura Eastman, Chief of Police
 Bayport City Hall
 294 Third Street North
 Bayport, Minnesota 55003
 (651) 275-4404
 leastman@ci.bayport.mn.us

City of Mendota: Mike Aschenbrener, Chief of Police
 1101 Victoria Curve
 Mendota Heights, Minnesota 55118
 (651) 452-1366
 mikea@mendota-heights.com

City of Northfield: Monte Nelson, Chief of Police
 1615 Riverview Drive
 Northfield, Minnesota 55057
 (507) 663-9301
 monte.nelson@ci.northfield.mn.us

City of Faribault: Andy Bohlen, Chief of Police
 25 NW 4th Street
 Faribault, MN 55021
 (507) 334-0920
 abohlen@ci.faribault.mn.us

Washington County Sheriff's Office: William Hutton, Sheriff
15015 62nd St. N.
Stillwater, MN 55082
P.O. Box 3801
(651) 430-7601
William.hutton@co.washington.mn.us

Responsibilities to the City

Our primary responsibility to the City is to provide effective, high-quality prosecution services of petty misdemeanor, misdemeanor and gross misdemeanor violations related to criminal, traffic, vehicle forfeiture, appeals and City Code violations as well as provide relevant, related legal advice. Our prosecutors will attend all court appearances as scheduled in district court, and will draft complaints, schedule officer appearances, provide training and education to law enforcement, staff and zoning enforcement actions.

Our prosecution team will provide monthly case law updates by way of a monthly newsletter to distribute to the City in an effort to keep all parties fully informed and up-to-date on criminal law and procedure issues. Our prosecutors place an emphasis on law enforcement input when making charging decisions and will communicate directly with officers and personnel regarding charging decisions along with the City, as appropriate. This practice has proven to strengthen the partnership and effectiveness of the prosecutor and the City.

Our prosecution team strives to make ourselves available when issues may arise. Our prosecutors are available to law enforcement and personnel by cell phone and email at all times and make it a priority to respond promptly. Each prosecutor has 24/7 mobile phone access and are readily accessible to law enforcement agents and City personnel, as needed. We encourage City staff and law enforcement to contact us with any questions that arise, as they arise. We frequently receive questions relating to code enforcement, statute interpretation, Rules of Criminal Procedure, process and policy, along with requests for case updates and trial prep questions from our agencies.

Several of the benefits to having a team of four prosecutors include: one prosecutor is typically in the office, available to answer questions and resolve issues while the other prosecutors are in court and less available; and when a prosecutor is unavailable due to illness, vacation or trial others provide seamless representation.

Conflict of Interest

Eckberg Lammers has no conflicts of interest with providing the City of Lake Elmo comprehensive prosecution services.

The potential for conflicts of interest always exists. The firm maintains a conflict protocol and client registry as required under existing ethics standards for that purpose. In the event a conflict presents itself, the firm would promptly notify the affected parties as we are professionally required to do, and we would assist in making the necessary referral and transition the file to other counsel in an efficient manner.

City/City Attorney Relationship

Civil and criminal representation has long been a major emphasis at Eckberg Lammers. Our Firm's municipal attorneys pride themselves on taking a collaborative approach with City staff, law enforcement and public officials, and always put a priority on responding to all inquiries. Additionally, our Firm consistently takes a proactive approach to representation, alerting its municipal clients to legal trends on the horizon so each municipality can structure its affairs accordingly. Our Firm's civil and criminal attorneys are therefore available outside of business hours and are willing to spend additional time as is necessary to fully serve the needs of the City. It is our policy that all phone calls and email inquiries from City staff and officials are returned the same business day, or immediately on the next business day (if the inquiry is received late in the day or after business hours). All attorneys are available to the City by office phone, cellular phone, e-mail and facsimile transmission. Recorded voice messaging or the opportunity to speak to support staff and leave a personal message with a live person is provided as well. Our Firm has regular office hours from 8:00 a.m. until 5:00 p.m. The prosecution department opens at 7:00 a.m.

Communication is critical to establishing essential relationships between law enforcement, staff and personnel. We excel at ensuring communication is timely, clear and directed to the appropriate person. Tasks are coordinated in a manner which sets response parameters and timelines. Eckberg Lammers consistently strives to provide clear and comprehensive communication, and follow up is made to ensure that work product is received, understood and timely applied.

Our prosecution case management software is LENS. This same program is utilized by the Washington County Attorney's Office. This system affords us maximum flexibility on file storage and retrieval as well as calendaring, electronic reminders, conflict management and off-site access. Microsoft Outlook and email systems are state-of-the-art and interface within LENS and Ms. Piggy and mobile phones for trial and case management. Within this case management system, the Firm tracks each project and matter with a step-by-step "to do" list allowing deadlines to be established and met.

Our Firm's computer systems are used by attorneys and staff daily on and off-site for work, yet provide maximum security and systems control. All attorneys have laptop access and smart-phone access to email documents as needed. We share, edits and finalizes documents with our municipal clients on a daily basis. Our prosecutors consistently delivering such timely communication and work product is a source of pride for Eckberg Lammers.

Criminal Prosecution Fees

We propose a monthly flat fee retainer that encompasses all of the proposed prosecution services. The firm will prosecute all matters outlined in the Request for Proposals within the monthly retainer fee described below. The only matter excluded from the retainer is criminal appellate work, which is not included in the retainer and will be billed hourly, as described in the table below. As such, the City of Lake Elmo can be assured that the flat fee retainer will be the total bill in most months (supplemented by hard costs described below).

	2016	2017	2018	2019	2020
Retainer Fee (monthly amount)	\$42,000	\$43,260	\$44,550	\$45,800	\$48,000
Hourly – Attorneys*	\$185	\$185	\$200	\$200	\$205
Hourly -- Paralegals	\$90	\$90	\$100	\$100	\$110
Hourly -- Law Clerks	\$90	\$90	\$90	\$90	\$90

* The hourly rates for all attorneys will be the same.

Miscellaneous Billing Matters

As described throughout this Response, Eckberg Lammers will provide prosecution services to the City at a convenient, cost-effective monthly flat fee. Accordingly, the efficiency and savings generated by this arrangement will be passed on to the City by eliminating the need for a redundant monthly billing summary of the services provided within the flat fee.

In the event that there are additional costs to be billed to the City beyond the monthly retainer, the firm will provide the City with a detailed summary of those costs. Legal assistant and secretary services are never charged. Minimum hourly billing for appeals will be in increments of .10 hours.

Hard Costs

The following charges are passed through at cost:

- Courier or Delivery Charges
- Process Server Fees
- Court Reporter Transcription Fees
- Postage

As part of the firm's comprehensive flat fee prosecution services, no charges are ever imposed for phone calls. The firm encourages City staff, law enforcement and personnel to contact any of our prosecuting attorneys without the budgetary concerns. If a phone call evolves into a project or work item, that item will be covered by the flat fee

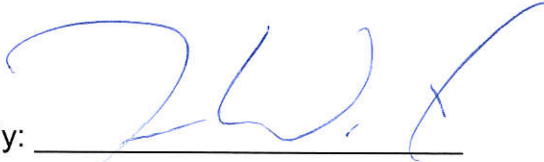
retainer agreement. The firm has found this approach to be welcomed by cities, as it provides for unfettered legal advice without imposing financial pressure on the city.

CONCLUSION

The breadth and depth of our firm's longstanding experience in representing municipal clients makes Eckberg Lammers uniquely qualified to provide superior, cost-effective prosecution services to the City of Lake Elmo. Our firm has demonstrated an ability and willingness to maintain close, effective working relationships with its municipal clients. We have enjoyed tremendous success prosecuting for cities of all sizes due to its strong infrastructure and skilled, capable attorneys. The commitment of the prosecution team and support staff to our clients allow us to deliver the services requested. We welcome the opportunity to provide comprehensive criminal prosecution services to the City of Lake Elmo.

Respectfully submitted this 14th day of December, 2015.

**ECKBERG, LAMMERS, BRIGGS, WOLFF
& VIERLING, P.L.L.P**

By: 
Thomas Weidner



STATEMENT OF QUALIFICATION



Rebecca S. Christensen
Eckberg, Lammers, Briggs, Wolff & Vierling, PLLP

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Stillwater, MN 55082
Direct Dial: 651-351-2131
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Education

- Bachelor of Arts, *Cum Laude*, 2004
University of St. Thomas, Saint Paul, Minnesota
- Juris Doctor, 2007
William Mitchell College of Law, Saint Paul, Minnesota

Professional Experience

Prior to joining Eckberg Lammers in 2012, Ms. Christensen was an attorney and lead prosecutor for another suburban municipal law firm. Ms. Christensen handles all aspects of criminal prosecution activity for the cities of Woodbury, Oak Park Heights, Bayport, East Bethel, Grant, Faribault and Northfield, Minnesota. As part of this comprehensive practice, Ms. Christensen provides law enforcement training and is the primary liaison to law enforcement agencies, maintaining open and constant communication with police chiefs, police officers and city staff. This ensures that all parties are involved in each phase of the criminal case from the initial charging decisions, through contested evidentiary and probable cause hearings, probation violations and jury trial verdicts.

Practice Areas

- Criminal Prosecution
- Municipal Law

Professional Organizations

- Minnesota State Bar Association, Anoka County Prosecutors Association, 19th District Bar Association, Minnesota Women Lawyers – Washington County, Rice County Bar Association, Tubman Alliance Systems and Service Integration Think Tank, Twin Cities Organized Retail Crime Association



STATEMENT OF QUALIFICATION



Joe D. Van Thomme

Eckberg, Lammers, Briggs, Wolff & Vierling, PLLP

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jvanthomme@eckbergammers.com

Education

- Bachelor of Arts, 2006
University of Minnesota, Minneapolis, MN
- Juris Doctor, 2009
Hamline University School of Law, St. Paul, MN

Professional Experience

Mr. Van Thomme specializes in criminal prosecution for the Cities of East Bethel, Woodbury, Northfield, Faribault, Bayport, Oak Park Heights and several other suburban and exurban communities. Mr. Van Thomme handles everything from initial charging to trial and verdict, along with contested evidentiary hearings and probation violations. Mr. Van Thomme is also a court-appointed attorney in Anoka County representing parents in child protection and termination of parental rights matters. Finally, Mr. Van Thomme works in civil municipal areas as an assistant attorney, advising cities regarding vehicle forfeitures, administrative law and ordinance enforcement issues.

Mr. Van Thomme joined Eckberg Lammers in March 2014. He was selected as an "Up and Coming Attorney" by *Minnesota Lawyer* in 2013.

Practice Areas

- Municipal Law – Criminal Prosecution
- Municipal Law – Civil Representation
- General Civil Litigation

Professional Organizations

- Minnesota State Bar Association, Washington County Bar Association, 19th District Bar Association, Hennepin County Bar Association



STATEMENT OF QUALIFICATION



Thomas J. Weidner

Eckberg, Lammers, Briggs, Wolff & Vierling, PLLP

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Stillwater, MN 55082
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tweidner@eckbergammers.com

Education

- Bachelor of Arts, 1985
Augsburg College, Minneapolis, MN
- Juris Doctor, January 1990
William Mitchell College of Law, St. Paul, MN

Professional Experience

Mr. Weidner joined the firm in 1990 and concentrated his practice in the areas of criminal prosecution services and civil litigation. Mr. Weidner serves as a prosecutor for the Cities of Woodbury, Faribault, Bayport, Grant, Lake St. Croix Beach, Mahtomedi, and St. Mary's Point. Mr. Weidner also has a unique perspective on various municipal issues, as a member of the Stillwater City Council. Mr. Weidner's litigation practice is concentrated primarily in the areas of plaintiffs' negligence and liability cases.

Practice Areas

- Criminal Prosecution
- Civil Litigation

Professional Organizations

- Board of Governors Minnesota State Bar Association 1997-2004
- Ethics Committee Member 19th District Bar Association 1999-2005
- Past President, 19th District Bar Association
- Former President of the American Heart Association, St. Croix Valley Division
- Member of the Washington County City Prosecutors Association
- President of the Stillwater Community Foundation
- Member of the Minnesota Trial Lawyers Association
- Member of the City of Stillwater City Council 1997-2000
- Washington County Sentence to Service Advisory Board 2000-present
- Washington County Bar Association, 19th District Bar Association



STATEMENT OF QUALIFICATION



Thomas R. Lehmann

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tlehmann@eckbergammers.com

Education

- Bachelor of Science, *Cum Laude*, 1984
Concordia College, Moorhead, Minnesota
- Juris Doctor, 1987
William Mitchell College of Law, Saint Paul, Minnesota

Professional Experience

Mr. Lehmann's diverse practice includes representing municipalities, businesses and individuals. Since 1989, Mr. Lehmann has served as City Attorney for the City of Mendota. Mr. Lehmann also serves as the city prosecutor and assistant civil attorney for the City of Lilydale, and recently was appointed as the City Attorney for the City of Mendota Heights. Mr. Lehmann has worked for suburban municipal-focused law firms in the past, and owned his own firm, Lehmann & Lutter, for many years. Mr. Lehmann joined Eckberg Lammers in January 2013.

Practice Areas

- Municipal Law – General Municipal, Ordinances/Resolutions, Contracts, Trial Activity
- Business and Commercial Law
- Business Transactions/Business Litigation
- Employment Law
- Real Estate
- Wills and Trusts/Family Law

Professional Organizations

- Chairman, Stillwater Public Schools, Minnesota State Bar Association, Minnesota Association for Justice

