



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

## **NOTICE OF MEETING**

### **City Council Meeting**

**Tuesday, March 15, 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. February 16, 2016; March 8, 2016

### **D. Public Comments/Inquiries**

### **E. Presentations**

### **F. Consent Agenda**

2. Approve Payment of Disbursements
3. Accept February 2016 Financial Statements
4. Accept February 2016 Assessors Report
5. Accept February 2016 Building Department Report
6. Approve Annual League of MN Cities Insurance Trust Waiver Form
7. Village Preserve 1st Addition – Approve Reduction of Security #1
8. Authorize Advertisement for Part Time Fire Admin Position
9. Approve Official Newspaper Designation

### **G. Regular Agenda**

10. Savona 4<sup>th</sup> Addition Final Plat
11. Downtown and Village Parkway Lighting Design
12. Inwood Water Tower (No. 4) – Accept Bids and Award Contract
13. Update on Building Official Position (*verbal report – no attachment*)

### **H. Council Reports**

### **I. Staff Reports and Announcements**

### **J. Adjourn**

**CITY OF LAKE ELMO  
CITY COUNCIL MINUTES  
FEBRUARY 16, 2016**

**CALL TO ORDER/ PLEDGE OF ALLEGIANCE**

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

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

Staff present: City Attorney Sonsalla, City Engineer Griffin, Finance Director Bendel, Planning Director Wensman, and City Clerk Johnson. Absent: Interim Administrator Schroeder

**APPROVAL OF AGENDA**

Councilmember Lundgren added “Public Comments on Agenda” after item 17. Councilmember Fliflet removed items 10 and 21. Item 18 moved to the next Council Workshop agenda. Councilmember Smith removed item 19.

**Agenda approved as amended.**

**ACCEPT MINUTES**

Minutes of the January 5, 2016 Regular Meeting were accepted as presented.

**PUBLIC COMMENTS/INQUIRIES**

Vincent Anderson, West Lakeland Township resident, asked the Council to support West Lakeland Township and Baytown Township in opposition of the Lake Elmo Airport expansion and encouraged them to read the revised addendum to the plan.

**PRESENTATIONS**

Finance Director Bendel was presented with a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

Karen O’Brien spoke on behalf of Verizon Wireless, presenting various locations in the downtown Lake Elmo area that would be suitable for locating a cellular network antenna.

**CONSENT AGENDA**

- 2. Approve Payment of Disbursements**
- 3. Accept January 2016 Assessors Report**
- 4. Accept January 2016 Building Department Report**
- 5. Village Trunk Utility Improvements – Approve Reduction of Security #2**
- 6. Wildflower at Lake Elmo 1<sup>st</sup> Addition – Approve Reduction of Security #3**
- 7. Approve Hiring of Office Administrative Assistant**
- 8. Approve Hiring of City Planner**
- 9. Approve Forestry Plan for Sunfish Lake Park**

*Consent Agenda approved as presented.*

**REGULAR AGENDA**

**ITEM 11: Appoint Parks & Planning Commissioners**

*Councilmember Lundgren, seconded by Mayor Pearson, moved TO APPOINT JEAN OLINGER TO THE PARKS COMMISSION. Motion failed 2 – 3. (Fliflet, Lundgren, Smith – nay)*

*Councilmember Smith, seconded by Councilmember Fliflet, moved TO APPOINT ELLEN NEUENFELD TO THE PARKS COMMISSION. Motion passed 5 – 0.*

*Councilmember Fliflet moved to appoint Kristina Lundquist to the Planning Commission. Motion passed 5 – 0.*

**ITEM 12: Commercial Wedding Ceremony Venue**

Planning Director Wensman presented the request for approval of an Ordinance Amendment and an Interim Use Permit to allow operation of a commercial wedding ceremony venue at 11658 50<sup>th</sup> Street North. Wensman noted public hearing requirements and stated the hearing was noticed as required. Planning Commission comments and recommended conditions of approval were presented and discussed. Applicant Danielle Hecker reviewed research conducted and work she has put into bringing the project to this point. Ms. Hecker also addressed requested text amendments concerning owner present during events, number of events per week, parking, traffic and noise.

Paul Nielsen, 4819 Lily Ave. N., commented on traffic that will be generated by the wedding venue.

Alana Hardt, 3309 Lampert Ave. N., stated her full support for the wedding venue and values living in an area with local businesses.

Chip Longacre, 55<sup>th</sup> St. N., spoke in support of the proposal and stated he holds weddings and other events at his property and has had no problems.

Jeffrey Saffle, 11180 50<sup>th</sup> St. N., stated that noise could be an issue and approval could create a precedent for commercial use in residential areas.

Pamela Chickett, 5711 Linden Ave. N., stated a concern for Sanctuary residents and asked that Mr. Landucci's proposal should be looked at in conjunction with the wedding venue.

James Tenpas, 11330 50<sup>th</sup> St. N., stated concerns about noise and changing the ordinance for one person.

Janet Thompson, 11491 50<sup>th</sup> expressed concern about increased traffic and noise.

Rebecca Tenpas, 11330 50<sup>th</sup> St. N., objected to the ten year term of the Interim Use Permit and allowing a zoning text amendment that only benefits one person.

Jean Madrinich, 11240 50<sup>th</sup> St. N., stated concerns about alcohol consumption and noise.

**LAKE ELMO CITY COUNCIL MINUTES  
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Austin Anderson, 11686 56<sup>th</sup> St. N., stated he is the Sanctuary HOA President and related neighborhood concerns about traffic if the road from Sanctuary is connected to the proposed Landucci development.

Robert Williams, attorney representing a group of residents opposed to the proposal, stated that the text of existing ordinance is being changed to benefit just one resident and questioned the number of ceremonies that would be allowed.

Nathan Landucci, Legends developer, objected the setback discrepancy and asked the Council to table approval so issues could be worked out.

Ben Backberg, 5693 Linden Ave. N., stated safety is the biggest concern with this proposal and proposed waiting on approval.

Dennis Meissner, 4830 Lily Ave. N., stated concern that the Tana Ridge neighbors weren't notified of the public hearing and feels 10 years is too long.

Carolyn Cary, 5701 Linden Ave. N., expressed opposition to Sanctuary being connected to the Landucci development.

Bob Fossum, 4996 Linden Tr. N., stated he is in support of the proposal and it should be approved.

Carol Palmquist, 12202 55<sup>th</sup> St. N., stated full support for the application and added that barns contribute to the rural character of the area and should be restored.

Jennifer Pelletier stated that it is the Council's duty to consider the impact on neighbors.

Michelle Chickett, 5711 Linden Ave. N., stated the barn is not rural character and expressed concern about traffic.

Amy Vanderhoff, 11384 50<sup>th</sup> St. N., stated she is in favor of the proposal and reminded the Council that people in support tend to stay home and people opposed tend to come to the meetings.

The City Clerk read a summary of emails received prior to the meeting from residents who could not attend.

The Council discussed the resident concerns and Planning Commission recommendations.

***Councilmember Smith, seconded by Mayor Pearson, moved TO APPROVE ORDINANCE 08-129 AMENDING THE LAKE ELMO CODE OF ORDINANCES, SECTION 154.310, SUBD. D, CHANGING THE MINIMUM CRITERIA TO SITES TEN ACRES OR GREATER, LIMITING CEREMONIES TO NO MORE THAN 4 PER WEEK AND NO MORE THAN 3 PER DAY, REQUIRING THE OPERATOR OR A RESPONSIBLE DESIGNEE (A FAMILY MEMBER, EMPLOYEE OR RESPONSIBLE DESIGNEE AT LEAST 21 YEARS OF AGE) TO BE ON THE PREMISES FOR THE DURATION OF EACH EVENT, EXEMPTING COMMERCIAL WEDDING CEREMONY VENUES FROM THE COMMERCIAL SURFACING AND CURBING REQUIREMENTS OF CITY CODE SECTION 154.210.***

***Mayor Pearson moved TO AMEND THE MOTION TO REDUCE THE NUMBER OF EVENTS TO 3 PER WEEK AND REQUIRE THE OPERATOR TO NOTIFY THE CITY***

**WITH THE IDENTITY(IES) OF THE RESPONSIBLE DESIGNEE(S). Motion failed – no second.**

***Councilmember Smith, seconded by Mayor Pearson, moved TO AMEND THE PRIMARY MOTION TO STRIKE “3 PER DAY” AND REPLACE WITH “2 PER DAY”.***

**Primary motion passed 3 – 2. (Fliflet, Lundgren – nay)**

***Councilmember Smith, seconded by Mayor Pearson, moved TO APPROVE RESOLUTION 2016-12 APPROVING THE TEN YEAR INTERIM USE PERMIT FOR A COMMERCIAL WEDDING CEREMONY VENUE LOCATED AT 11658 50<sup>TH</sup> STREET NORTH WITH 12 CONDITIONS.***

***Councilmember Bloyer, seconded by Mayor Pearson, moved TO REMOVE CONDITION #2. Motion passed 3 – 0 – 2. (Fliflet, Lundgren – abstain)***

**Primary motion passed 3 – 2. (Fliflet, Lundgren – nay).**

**Agenda Items 16 and 20 were postponed to the next meeting due to the length of the meeting.**

**ITEM 13: Arbor Glen Senior Living**

Planning Director Wensman reviewed the request for a zoning text amendment, rezoning and Conditional Use Permit to allow the construction of a senior living facility in the VMX zoning district. Discussion was held regarding areas that allow congregate housing, setbacks, access and parking. Wensman also presented the Planning Commission findings and recommended conditions of approval.

Matt Frisbee spoke on behalf of the applicants and reviewed data on emergency calls at similar senior living facilities.

Dick Weir, 3645 Laverne Ave. N., stated the community has needed this type of housing for years and he and his fellow residents support this proposal.

Barry Weeks, 3647 Lake Elmo Ave. N., stated that something like this has been needed for a long time so seniors can stay in the community.

***Councilmember Smith, seconded by Councilmember Lundgren, moved TO APPROVE RESOLUTION 2016-10 APPROVING A COMPREHENSIVE PLAN TEXT AMENDMENT TO INCREASE THE MAXIMUM ALLOWED DENSITY FOR SENIOR CONGREGATE HOUSING FACILITIES WITHIN SERVICES FROM 10 UNITS PER ACRE TO 16 UNITS PER ACRE IN THE VMX DISTRICT. Motion passed 4 – 1. (Bloyer – nay)***

Councilmember Bloyer stated he is opposed to master planning and directing where building occurs.

*Councilmember Smith, seconded by Councilmember Lundgren, moved TO ADOPT ORDINANCE 08-129 REZONING LOT 1, BLOCK 1, BROOKMAN ADDITION FROM THE GB-GENERAL BUSINESS TO VMX-VILLAGE MIXED USE ZONING DISTRICT. Motion passed 5 – 0.*

*Councilmember Smith, seconded by Councilmember Bloyer, moved TO ADOPT RESOLUTION 2016-11 APPROVING OF A CONDITIONAL USE PERMIT FOR CONGREGATE HOUSING (ARBOR GLEN SENIOR LIVING FACILITY) WITH SERVICES WITH 12 CONDITIONS.*

*Mayor Pearson, seconded by Councilmember Bloyer, moved TO ADD CONDITION 13 THAT THE APPLICANT DISCUSS WITH STAFF, INCLUDING THE FIRE CHIEF AND LAKEVIEW AMBULANCE, AN EQUITABLE SOLUTION REGARDING EMERGENCY SERVICES. Motion passed 3 – 2. (Fliflet, Lundgren – nay)*

**Primary motion passed 5 – 0.**

Councilmember Lundgren left the meeting at approximately 1:30 a.m.

#### **ITEM 14: Approve City Administrator Contract**

Councilmember Bloyer stated he would like to discuss and see a copy of the contract.

*Councilmember Bloyer, seconded by Mayor Pearson, moved TO INSTRUCT THE CITY ATTORNEY TO ENTER INTO NEGOTIATIONS WITH CLARK SCHROEDER TO SERVE AS INTERIM ADMINISTRATOR THROUGH THE END OF THE YEAR. Motion failed 1 – 3. (Pearson, Fliflet, Smith – nay)*

*Councilmember Fliflet, seconded by Councilmember Smith, moved TO OFFER THE CITY ADMINISTRATOR POSITION TO KRISTINA HANDT AND DIRECT THE CITY ATTORNEY TO NEGOTIATE A CONTRACT TO BE BROUGHT BACK FOR CITY COUNCIL APPROVAL AT THE NEXT MEETING. Motion passed 3 – 1. (Bloyer – nay)*

#### **COUNCIL REPORTS**

**Mayor Pearson:** Congratulated Dr. Baillie of Cedar Vet Clinic on his award for Veterinary of the Year by the Minnesota Veterinary Medical Association. Attended a meeting at Washington County regarding the library and reported that Commissioner Kriesel called to pledge assistance with the library status issue. Held a Meet the Mayor event, met with school district representatives to discuss the bus garage, invited the environmental committee to look at potential grant opportunities for stormwater issues,

**Councilmember Fliflet:** No report

**Councilmember Smith:** Attended the bus garage meeting, apologized to Mr. Doerschner for her actions after the previous meeting and stated it is time to be inclusive and work together.

**Councilmember Lundgren:** *left the meeting at approximately 1:30 a.m.*

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**Councilmember Bloyer:** Attended a County Board meeting regarding the library, reported on the milfoil grant approved at the last meeting and explained that Lake Jane resident group was advised by Barr Engineering against pursuing a grant due to matching funds required.

**STAFF REPORTS AND ANNOUNCEMENTS**

**Interim City Administrator Schroeder:** *absent*

**City Clerk Johnson:** No report.

**Finance Director Bendel:** Assisted with the State of Minnesota audit on the Valley Cartage grant and has closed the file satisfactorily.

**City Attorney Sonsalla:** Working on templates with the Engineering and Planning Departments.

**Planning Director Wensman:** No report.

**City Engineer Griffin:** No report.

***Mayor Pearson, seconded by Councilmember Bloyer, moved TO ENTER EXECUTIVE SESSION. Motion failed 2 – 2. (Fliflet, Smith – nay)***

Meeting adjourned at 2:14 a.m.

**LAKE ELMO CITY COUNCIL**

ATTEST:

\_\_\_\_\_  
Julie Johnson, City Clerk

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

**CITY OF LAKE ELMO  
CITY COUNCIL SPECIAL MEETING MINUTES  
MARCH 8, 2016**

**CALL TO ORDER**

*Mayor Pearson called the meeting to order at 6:05 pm.*

**PRESENT:** Mayor Mike Pearson and Councilmembers Julie Fliflet, Anne Smith, and Jill Lundgren.

**ABSENT:** Councilmember Bloyer

Staff present: Interim Administrator Schroeder, City Attorney Sonsalla, and City Clerk Johnson.

*Mayor Pearson, seconded by Councilmember Fliflet, moved TO ADD STAFF REPORT TO THE AGENDA. Motion passed 4 – 0*

**CITY ADMINISTRATOR CONTRACT**

Councilmember Fliflet reviewed the general terms of the contract. Councilmember Smith suggested a performance review after six months.

*Councilmember Fliflet, seconded by Councilmember Smith, moved TO APPROVE THE CITY ADMINISTRATOR CONTRACT AND AUTHORIZE THE MAYOR AND CLERK TO SIGN IT. Motion passed 4 – 0.*

**STAFF REPORT**

Interim Administrator Schroeder reported on correspondence received on pending litigation and suggested scheduling a meeting with the City Council and attorneys representing the parties. Consensus was reached to schedule a special meeting for Monday, March 14, 2016 at 8:00 a.m.

*Mayor Pearson, seconded by Councilmember Lundgren, moved to adjourn at 6:25 p.m.*

**LAKE ELMO CITY COUNCIL**

ATTEST:

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

\_\_\_\_\_  
Julie Johnson, City Clerk





## MAYOR & COUNCIL COMMUNICATION

**DATE:** March 15, 2016  
**CONSENT**  
**ITEM #2**  
**MOTION**

**AGENDA ITEM:** Approve Disbursements in the amount of \$290,869.18

**SUBMITTED BY:** Patty Baker, Accountant

**THROUGH:** Cathy Bendel, Finance Director

**REVIEWED BY:** Cathy Bendel, Finance Director

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### **SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** Finance

**FISCAL IMPACT:** \$290,869.18

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$290,869.18. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

**LEGISLATIVE HISTORY:** NA

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

<b>Claim #</b>	<b>Amount</b>	<b>Description</b>
ACH	\$ 11,736.27	Payroll Taxes to IRS & MN Dept of Revenue 03/03/16
ACH	\$ 6,281.50	Payroll Retirement to PERA 03/03/16
DD7036-DD7062	\$ 28,892.49	Payroll Dated (Direct Deposits) 03/03/16
44055-44107	\$ 243,838.92	Accounts Payable 03/15/16
2755	\$ 120.00	Library Card Reimbursement 03/15/16
<b>TOTAL</b>	<b>\$ 290,869.18</b>	

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council approve as part of the Consent Agenda the aforementioned disbursements in the amount of \$290,869.18.

**ATTACHMENTS:**

1. Accounts Payable – check registers

# Accounts Payable To Be Paid Proof List

User: PattyB  
 Printed: 03/10/2016 - 12:34 PM  
 Batch: 003-03-2016

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ASPENQ Aspen Equipment Co. 10159510 02/03/2016 101-430-3100-42210 Equipment Parts 10159510 Total: 42.00 ASPENQ Total: 42.00										
BIFFS Biffs Inc. Balance due 03/02/2016 22.42 101-450-5200-44120 Rentals - Buildings Balance due Total: 22.42 BIFFS Total: 22.42										
CARDMEMB Cardmember Service 02192016 02/19/2016 78.95 101-430-3100-42150 Shop Materials 02192016 02/19/2016 165.00 101-430-3100-44170 Uniforms 02192016 02/19/2016 19.49 101-000-0000-11500 Accounts Receivable 02192016 02/19/2016 193.73 101-450-5200-42230 Building Repair Supplies 02192016 02/19/2016 308.47 101-430-3100-42000 Office Supplies 02192016 02/19/2016 64.26 101-420-2220-44300 Miscellaneous 02192016 02/19/2016 293.86 101-420-2220-42000 Office Supplies 02192016 02/19/2016 45.00 101-410-1450-43180 Information Technology/Web 02192016 02/19/2016 31.04 101-410-1520-42000 Office Supplies 02192016 02/19/2016 50.00 101-430-3100-43180 Information Technology/Web										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
02192016	02/19/2016	117.83	0.00	03/15/2016	1095 software		-			No 0000
101-410-1520-43180	Software Support									
02192016	02/19/2016	78.65	0.00	03/15/2016	Miscellaneous		-			No 0000
101-410-1320-44300	Miscellaneous									
02192016	02/19/2016	35.83	0.00	03/15/2016	Truck repair		-			No 0000
101-420-2400-44040	Repairs/Maint Eqpt									
02192016	02/19/2016	102.81	0.00	03/15/2016	Fuel		-			No 0000
101-420-2400-42120	Fuel, Oil and Fluids									
02192016	02/19/2016	255.07	0.00	03/15/2016	Books		-			No 0000
101-420-2400-44350	Books									
02192016	02/19/2016	149.96	0.00	03/15/2016	Supplies		-			No 0000
206-450-5300-42000	Office Supplies									
02192016	02/19/2016	463.29	0.00	03/15/2016	Collections		-			No 0000
206-450-5300-42500	Library Collection Maintenance									
	02192016 Total:	2,453.24								
	CARDMEMB Total:	2,453.24								
CARQUEST Car Quest Auto Parts										
2055-360886	03/08/2016	-54.58	0.00	03/15/2016	Credit memo		-			No 0000
101-450-5200-42210	Equipment Parts									
	2055-360886 Total:	-54.58								
2055-372027	03/08/2016	-10.24	0.00	03/15/2016	Credit memo		-			No 0000
101-450-5200-42210	Equipment Parts									
	2055-372027 Total:	-10.24								
2055-372838	03/08/2016	100.32	0.00	03/15/2016	Equipment parts		-			No 0000
101-450-5200-42210	Equipment Parts									
2055-372838	03/08/2016	87.19	0.00	03/15/2016	Equipment parts		-			No 0000
101-450-5200-42210	Equipment Parts									
	2055-372838 Total:	187.51								
	CARQUEST Total:	122.69								
COMCAST Comcast										
	02/27/2016	7.90	0.00	03/15/2016	Monthly service		-			No 0000
101-420-2220-44300	Miscellaneous									
	Total:	7.90								
	COMCAST Total:	7.90								
CTYBLOOM City of Bloomington										
Feb16	02/29/2016	31.50	0.00	03/15/2016	Lab bacteria testing - February		-			No 0000
601-494-9400-42270	Utility System Maintenance									
	Feb16 Total:	31.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	CTYBLOOM Total:	31.50								
CTYOAKDA City of Oakdale										
Feb 2016	02/29/2016	8,000.00	0.00	03/15/2016	New connections - Water - Feb 2016	-	-	No		0000
601-000-0000-20803	WAC due Oakdale									
	Feb 2016 Total:	8,000.00								
	CTYOAKDA Total:	8,000.00								
CTYOAKDP City of Oakdale										
10000460-01	02/29/2016	4,920.93	0.00	03/15/2016	Water meter - South Pit 2/02-3/01/16	-	-	No		0000
601-494-9400-43820	Water Utility									
	10000460-01 Total:	4,920.93								
201602195074	02/19/2016	104.00	0.00	03/15/2016	CV2 - oil change, tires, battery	-	-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
	201602195074 Total:	104.00								
	CTYOAKDP Total:	5,024.93								
ELAMMERS Eckberg Lammers, P.C.										
02 2016	02/29/2016	3,507.02	0.00	03/15/2016	Prosecution services	-	-	No		0000
101-420-2150-43045	Attorney Criminal									
	02 2016 Total:	3,507.02								
411	02/29/2016	2,109.00	0.00	03/15/2016	Hardy Dog Case - legal fees	-	-	No		0000
101-000-0000-11500	Accounts Receivable									
	411 Total:	2,109.00								
	ELAMMERS Total:	5,616.02								
ELECTPUM Electric Pump, Inc										
0057330-IN	02/29/2016	512.95	0.00	03/15/2016	Lift station repairs	-	-	No		0000
602-495-9450-44030	Repairs\Maint Imp Not Bldgs									
	0057330-IN Total:	512.95								
	ELECTPUM Total:	512.95								
EMERGES Emergency Response Solutions										
5802, 5826	02/17/2016	1,020.00	0.00	03/15/2016	Foam - Whistling Valley Fire	-	-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	5802, 5826 Total:	1,020.00								
5896	02/26/2016	595.00	0.00	03/15/2016	Restock foam at both stations	-	-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	5896 Total:	595.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
EMERGREGS Total:		1,615.00								
<hr/>										
FIRSTTIR First State Tire Recycling										
99860	03/04/2016	211.80	0.00	03/15/2016	tire recycling		-			0000
101-430-3100-44380	Clean-up Days									
99860 Total:		211.80								
<hr/>										
FIRSTTIR Total:										
<hr/>										
FOCUS Focus Engineering, Inc.										
2552-2556	02/29/2016	206.25	0.00	03/15/2016	Building		-			0000
101-420-2400-43030	Engineering									
2552-2556	02/29/2016	225.00	0.00	03/15/2016	PW		-			0000
101-430-3100-43030	Engineering Services									
2552-2556	02/29/2016	2,894.16	0.00	03/15/2016	General		-			0000
101-410-1930-43030	Engineering Services									
2552-2556	02/29/2016	845.00	0.00	03/15/2016	Planning		-			0000
101-410-1910-43030	Engineering Services									
2552-2556	02/29/2016	220.00	0.00	03/15/2016	ROW		-			0000
101-430-3100-43030	Engineering Services									
2552-2556 Total:		4,390.41								
2557	02/29/2016	1,005.00	0.00	03/15/2016	Water		-			0000
601-494-9400-43030	Engineering Services									
2557	02/29/2016	840.00	0.00	03/15/2016	Sewer		-			0000
602-495-9450-43030	Engineering Services									
2557	02/29/2016	172.50	0.00	03/15/2016	Surface Water		-			0000
603-496-9500-43030	Engineering Services									
2557 Total:		2,017.50								
2558	02/29/2016	1,559.16	0.00	03/15/2016	Transportation & Traffic		-			0000
409-480-8000-43030	Engineering Services									
2558	02/29/2016	1,557.50	0.00	03/15/2016	Street Maintenance		-			0000
409-480-8000-43030	Engineering Services									
2558	02/29/2016	296.25	0.00	03/15/2016	Municipal Aid		-			0000
409-480-8000-43030	Engineering Services									
2558 Total:		3,412.91								
2559	02/29/2016	210.00	0.00	03/15/2016	CSAH 15		-			0000
602-495-9450-43030	Engineering Services									
2559	02/29/2016	210.00	0.00	03/15/2016	LE Ave Corridor		-			0000
409-480-8000-43030	Engineering Services									
2559 Total:		3,950.80								
2560	02/29/2016	210.00	0.00	03/15/2016	State Highway 36		-			0000
409-480-8000-43030	Engineering Services									
2560 Total:		210.00								
2561	02/29/2016	210.00	0.00	03/15/2016	State Highway 36		-			0000
409-480-8000-43030	Engineering Services									
2561 Total:		210.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
2562	02/29/2016	1,293.75	0.00	03/15/2016	Inwood Booster Station		-		No	0000
601-494-9400-43030	Engineering Services									
	2562 Total:	1,293.75								
2563	02/29/2016	1,635.00	0.00	03/15/2016	Inwood Trunk Watermain		-		No	0000
601-494-9400-43030	Engineering Services									
	2563 Total:	1,635.00								
2564	02/29/2016	443.75	0.00	03/15/2016	39th Street		-		No	0000
409-480-8000-43030	Engineering Services									
	2564 Total:	443.75								
2565	02/29/2016	162.50	0.00	03/15/2016	Eagle Point Blvd		-		No	0000
409-480-8000-43030	Engineering Services									
	2565 Total:	162.50								
2566	02/29/2016	1,060.00	0.00	03/15/2016	CSAH 13		-		No	0000
409-480-8000-43030	Engineering Services									
	2566 Total:	1,060.00								
2567	02/29/2016	4,092.50	0.00	03/15/2016	2016 Street Improvement		-		No	0000
409-480-8000-43030	Engineering Services									
	2567 Total:	4,092.50								
2568	02/29/2016	4,092.50	0.00	03/15/2016	Inwood Water tower		-		No	0000
601-494-9400-43030	Engineering Services									
	2568 Total:	1,811.25								
2569	02/29/2016	1,811.25	0.00	03/15/2016	2016 Seal Coat		-		No	0000
409-480-8000-43030	Engineering Services									
	2569 Total:	1,110.32								
2570	02/29/2016	195.00	0.00	03/15/2016	Old Village Phase 2 Streets		-		No	0000
409-480-8000-43030	Engineering Services									
	2570 Total:	195.00								
2571	02/29/2016	195.00	0.00	03/15/2016	Village East Trunk Sewer		-		No	0000
803-000-0000-22910	Developer Payments									
	2571 Total:	763.75								
2572	02/29/2016	763.75	0.00	03/15/2016	Lennar I94		-		No	0000
803-000-0000-22910	Developer Payments									
	2572 Total:	763.75								
2573	02/29/2016	1,067.09	0.00	03/15/2016	Boulder Ponds		-		No	0000
803-000-0000-22910	Developer Payments									
	2573 Total:	430.00								
2574	02/29/2016	430.00	0.00	03/15/2016	Hunters Crossing		-		No	0000
803-000-0000-22910	Developer Payments									
	2574 Total:	146.25								
2575	02/29/2016	146.25	0.00	03/15/2016	Wildflower		-		No	0000
803-000-0000-22910	Developer Payments									
	2575 Total:	585.00								
2576	02/29/2016	585.00	0.00	03/15/2016	Village Preserve		-		No	0000
803-000-0000-22910	Developer Payments									
	2576 Total:	783.75								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #	
2577	02/29/2016	1,222.28	0.00	03/15/2016	Easton Village		-			No	0000
803-000-0000-22910	Developer Payments										
	2577 Total:	1,222.28									
2578	02/29/2016	773.75	0.00	03/15/2016	Savona II		-			No	0000
803-000-0000-22910	Developer Payments										
	2578 Total:	773.75									
2579	02/29/2016	1,081.31	0.00	03/15/2016	Hans Hagen		-			No	0000
803-000-0000-22910	Developer Payments										
	2579 Total:	1,081.31									
2580	02/29/2016	158.75	0.00	03/15/2016	Hunters Crossing II		-			No	0000
803-000-0000-22910	Developer Payments										
	2580 Total:	158.75									
2581	02/29/2016	567.50	0.00	03/15/2016	Savona III		-			No	0000
803-000-0000-22910	Developer Payments										
	2581 Total:	567.50									
2582	02/29/2016	477.50	0.00	03/15/2016	Auto Owners		-			No	0000
803-000-0000-22910	Developer Payments										
	2582 Total:	477.50									
2583	02/29/2016	915.00	0.00	03/15/2016	Legends		-			No	0000
803-000-0000-22910	Developer Payments										
	2583 Total:	915.00									
2584	02/29/2016	60.00	0.00	03/15/2016	ISd 916 School		-			No	0000
803-000-0000-22910	Developer Payments										
	2584 Total:	60.00									
2585	02/29/2016	420.00	0.00	03/15/2016	Arbor Glen		-			No	0000
803-000-0000-22910	Developer Payments										
	2585 Total:	420.00									
2586	02/29/2016	1,142.50	0.00	03/15/2016	Home 2 Suites		-			No	0000
803-000-0000-22910	Developer Payments										
	2586 Total:	1,142.50									
2587	02/29/2016	2,661.66	0.00	03/15/2016	Savona IV		-			No	0000
803-000-0000-22910	Developer Payments										
	2587 Total:	2,661.66									
2588	02/29/2016	2,413.75	0.00	03/15/2016	Inwood III		-			No	0000
803-000-0000-22910	Developer Payments										
	2588 Total:	2,413.75									
2589	02/29/2016	337.50	0.00	03/15/2016	Boulder Ponds II		-			No	0000
803-000-0000-22910	Developer Payments										
	2589 Total:	337.50									
2590	02/29/2016	60.00	0.00	03/15/2016	Village Preserve II		-			No	0000
803-000-0000-22910	Developer Payments										
	2590 Total:	60.00									
	FOCUS Total:	42,063.03									



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
GKSERVIC G&K Services										
1182565986	02/24/2016	85.05	0.00	03/15/2016	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	1182565986 Total:	85.05								
1182577437	03/02/2016	35.15	0.00	03/15/2016	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	1182577437 Total:	35.15								
1182588923	03/09/2016	35.15	0.00	03/15/2016	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	1182588923 Total:	35.15								
93766353	02/18/2016	143.58	0.00	03/15/2016	Uniforms - Gustafson		-	No		0000
101-430-3100-44170	Uniforms									
	93766353 Total:	143.58								
	GKSERVIC Total:	298.93								
GORMANS Gormans Restaurant										
	03/09/2016	1,225.81	0.00	03/15/2016	Balance due for water filters		-	No		0000
601-494-9400-42270	Utility System Maintenance									
	Total:	1,225.81								
	GORMANS Total:	1,225.81								
HOLIDAYI Holiday Inn & Suites										
CC Meeting	02/15/2016	275.01	0.00	03/15/2016	Off-site council meeting		-	No		0000
101-410-1110-44300	Miscellaneous									
	CC Meeting Total:	275.01								
	HOLIDAYI Total:	275.01								
HOTSY HotsyMinnesota.com										
51338	02/29/2016	76.90	0.00	03/15/2016	Building repairs		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg									
	51338 Total:	76.90								
	HOTSY Total:	76.90								
INNOVAT Innovative Office Solutions										
IN0821381	06/22/2015	546.20	0.00	03/15/2016	Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
	IN0821381 Total:	546.20								
IN0984621	11/17/2015	24.25	0.00	03/15/2016	Name Plate - Wensman		-	No		0000
101-410-1910-42000	Office Supplies									
	IN0984621 Total:	24.25								
IN1097954	02/29/2016	12.48	0.00	03/15/2016	Name Plate - Colemer		-	No		0000
101-450-5200-42000	Office Supplies									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
IN1097954	Total:	12.48								
IN1099623	03/01/2016	69.97	0.00	03/15/2016	Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
IN1099623	03/01/2016	9.76	0.00	03/15/2016	Supplies		-	No		0000
101-410-1910-42000	Office Supplies									
IN1099623	03/01/2016	6.92	0.00	03/15/2016	Supplies		-	No		0000
101-420-2400-42000	Office Supplies									
IN1099623	03/01/2016	24.42	0.00	03/15/2016	Supplies		-	No		0000
101-420-2220-42000	Office Supplies									
IN1099623	Total:	111.07								
IN1102862	03/03/2016	68.00	0.00	03/15/2016	Business cards - Becker		-	No		0000
101-410-1910-42000	Office Supplies									
IN1102862	Total:	68.00								
IN1106156	03/07/2016	19.30	0.00	03/15/2016	Name Plate - Becker		-	No		0000
101-410-1910-42000	Office Supplies									
IN1106156	03/07/2016	62.85	0.00	03/15/2016	Name plates - various		-	No		0000
101-410-1320-42000	Office Supplies									
IN1106156	Total:	82.15								
INNOVAT	Total:	844.15								
JANIKING Jani-King of Minnesota, Inc										
MIN03160388	03/01/2016	326.65	0.00	03/15/2016	Cleaning Service - City hall		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
MIN03160388	Total:	326.65								
JANIKING	Total:	326.65								
Landscap Landscape Architecture, Inc										
Task Order 15	03/04/2016	980.00	0.00	03/15/2016	1st payment - Savona IV		-	No		0000
803-000-0000-22910	Developer Payments									
Task Order 15	Total:	980.00								
Task Order 16	03/04/2016	721.60	0.00	03/15/2016	Inwood III - 1st payment		-	No		0000
803-000-0000-22910	Developer Payments									
Task Order 16	Total:	721.60								
Task Order 17	03/04/2016	500.00	0.00	03/15/2016	Inwood I - 1st payment		-	No		0000
803-000-0000-22910	Developer Payments									
Task Order 17	Total:	500.00								
Task Order 18	03/04/2016	998.20	0.00	03/15/2016	Savona I- III 1st payment		-	No		0000
803-000-0000-22910	Developer Payments									
Task Order 18	Total:	998.20								
Task Order 19	03/04/2016	500.00	0.00	03/15/2016	Boulder Ponds - II		-	No		0000
803-000-0000-22910	Developer Payments									
Task Order 19	Total:	500.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Landscap Total:		3,699.80								
LEOIL Lake Elmo Oil, Inc.	02/29/2016	59.02	0.00	03/15/2016	Fuel		-	No		0000
101-430-3100-42120	Fuel, Oil and Fluids							No		0000
101-420-2220-42120	Fuel, Oil and Fluids	281.15	0.00	03/15/2016	Fuel		-	No		0000
Total:		340.17								
LEOIL Total:		340.17								
Lillie Newspapers Inc. Lillie Suburban	02/29/2016	67.50	0.00	03/15/2016	Inwood Trunk Watermain		-	No		0000
Acct 007148	Legal Publishing							No		0000
101-410-1320-43510	Legal Publishing	45.60	0.00	03/15/2016	2016 Budget Summary		-	No		0000
Acct 007148	Legal Publishing	180.00	0.00	03/15/2016	Inwood Booster Station		-	No		0000
101-410-1320-43510	Legal Publishing	163.13	0.00	03/15/2016	2016 Street, Drainage & Utility		-	No		0000
Acct 007148	Legal Publishing	456.23								
101-410-1320-43510	Legal Publishing	456.23								
Lillie Total:		1,000.00								
LINDHOME Lindstrom Homes	02/29/2016	1,000.00	0.00	03/15/2016	Escrow refund - 10550 Stillwater Blvd		-	No		0000
2015-047	Deposits Payable									
803-000-0000-22900	Deposits Payable	1,000.00								
Total:		1,000.00								
LINDHOME Total:		1,000.00								
LMCIT League of MN Cities Ins. Trust	02/29/2016	26,121.00	0.00	03/15/2016	2016 Annual Premium - Admin		-	No		0000
52060	Insurance							No		0000
101-410-1320-43610	Insurance	7,290.00	0.00	03/15/2016	2016 Annual Premium - Fire		-	No		0000
52060	Vehicle Insurance	178.00	0.00	03/15/2016	2016 Annual Premium - Bldg		-	No		0000
101-420-2220-43630	Vehicle Insurance	15,105.00	0.00	03/15/2016	2016 Annual Premium - PW		-	No		0000
52060	Insurance	3,079.00	0.00	03/15/2016	2016 Annual Premium - Parks		-	No		0000
101-420-2400-43630	Insurance	1,637.00	0.00	03/15/2016	2016 Annual Premium - Library		-	No		0000
52060	Insurance									
101-430-3100-43630	Insurance									
52060	Insurance									
101-450-5200-43630	Insurance									
52060	Insurance									
206-450-5300-43630	Insurance									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
52060	02/29/2016	8,975.00	0.00	03/15/2016	2016 Annual Premium - Water	-	-	No		0000
601-494-9400-43610	Insurance									
52060	02/29/2016	581.00	0.00	03/15/2016	2016 Annual Premium - Sewer	-	-	No		0000
602-495-9450-43610	Insurance									
52061	02/29/2016	62,966.00	0.00	03/15/2016	WC renewal	-	-	No		0000
101-410-1320-41510	Workers Compensation	5,538.00								
52061 Total:		68,504.00								
LMCIT Total:										
LSCVFD Lower St Croix Valley Fire										
02/17/2016		21.37	0.00	03/15/2016	Reimburse for rehab supplies at fire	-	-	No		0000
101-420-2220-44300	Miscellaneous									
Total:		21.37								
16147	02/22/2016	1,000.00	0.00	03/15/2016	First Responder Training	-	-	No		0000
101-420-2220-44370	Conferences & Training									
16147 Total:		1,000.00								
LSCVFD Total:		1,021.37								
MARONEYS Maroney's Sanitation, Inc										
614655	03/02/2016	112.94	0.00	03/15/2016	Waste removal - City hall	-	-	No		0000
101-410-1940-43840	Refuse									
614655	03/02/2016	49.71	0.00	03/15/2016	Waste removal - Fire	-	-	No		0000
101-420-2220-43840	Refuse									
614655	03/02/2016	216.67	0.00	03/15/2016	Waste removal - PW	-	-	No		0000
101-430-3100-43840	Refuse									
614655	03/02/2016	216.67	0.00	03/15/2016	Waste removal - Fire	-	-	No		0000
101-420-2220-43840	Refuse									
614655	03/02/2016	49.89	0.00	03/15/2016	Waste removal - Library	-	-	No		0000
206-450-5300-43840	Refuse									
614655 Total:		645.88								
MARONEYS Total:		645.88								
MENARDSO Menards - Oakdale										
99256	03/01/2016	47.45	0.00	03/15/2016	Tools	-	-	No		0000
101-450-5200-42400	Small Tools & Minor Equipment									
99256 Total:		47.45								
MENARDSO Total:		47.45								
MENARDST Menards - Stillwater										
82835	02/29/2016	23.25	0.00	03/15/2016	Building repair	-	-	No		0000
101-450-5200-42230	Building Repair Supplies									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
82896	03/01/2016	23.25	0.00	03/15/2016	Building repair		-	No		0000
101-450-5200-42230 Building Repair Supplies		14.09								
82896 Total:		14.09								
82940	03/02/2016	52.97	0.00	03/15/2016	Building repair supplies		-	No		0000
101-450-5200-42230 Building Repair Supplies		52.97								
82940 Total:		52.97								
MENARDST Total:		90.31								
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METCOU Metropolitan Council										
Feb 2016	03/10/2016	42,245.00	0.00	03/15/2016	SAC Charges - Feb 2016		-	No		0000
602-000-0000-20802 SAC due Met Council		42,245.00								
Feb 2016 Total:		42,245.00								
Feb 2016 - D	03/10/2016	-422.45	0.00	03/15/2016	SAC Charges - Feb 2016 - early pay		-	No		0000
602-000-0000-37220 SAC Early Pay discount/revenue		-422.45								
Feb 2016 - D Total:		-422.45								
METCOU Total:		41,822.55								
<hr/>										
METSAC Metropolitan Council										
1052996	03/01/2016	1,289.58	0.00	03/15/2016	Waste water services		-	No		0000
602-495-9450-43820 Sewer Utility - Met Council		1,289.58								
1052996 Total:		1,289.58								
METSAC Total:		1,289.58								
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MILLEREX Miller Excavating, Inc.										
20331	03/02/2016	2,831.93	0.00	03/15/2016	Water Main Break - Stillwater Blvd		-	No		0000
601-494-9400-42270 Utility System Maintenance		2,831.93								
20331 Total:		2,831.93								
MILLEREX Total:		2,831.93								
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NATFC National Fire Codes										
6632909X	03/07/2016	1,450.00	0.00	03/15/2016	NFPA Codes - annual renewal		-	No		0000
101-420-2220-44330 Dues & Subscriptions		1,450.00								
6632909X Total:		1,450.00								
NATFC Total:		1,450.00								
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NCPERS 566200-NCPERS Minnesota										
5662216	02/23/2016	96.00	0.00	03/15/2016	March Premium		-	No		0000
101-000-0000-21708 Other Benefits		96.00								
5662216 Total:		96.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	NCPERS Total:	96.00								
ONECALL Gopher State One Call										
6020488	02/29/2016	134.85	0.00	03/15/2016	Monthly tickets		-	No		0000
101-430-3100-43150	Contract Services	134.85								
	6020488 Total:	134.85								
	ONECALL Total:	134.85								
PERFORPO Performance Pools & Spa, Inc										
2015-094	02/29/2016	500.00	0.00	03/15/2016	Escrow refund - 4037 Kindred Way		-	No		0000
803-000-0000-22900	Deposits Payable	500.00								
	2015-094 Total:	500.00								
	PERFORPO Total:	500.00								
PINKY Pinky's Sewer Service, Inc.										
70749	02/29/2016	100.00	0.00	03/15/2016	Pumped two tanks		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg	100.00								
	70749 Total:	100.00								
	PINKY Total:	100.00								
PIONEER Pioneer Press										
216520397	02/29/2016	433.40	0.00	03/15/2016	Legal Publications		-	No		0000
101-410-1320-43510	Legal Publishing	433.40								
	216520397 Total:	433.40								
	PIONEER Total:	433.40								
RCM RCM Specialties, Inc										
5326	03/03/2016	280.32	0.00	03/15/2016	Emulsion		-	No		0000
101-430-3120-42240	Street Maintenance Materials	280.32								
	5326 Total:	280.32								
	RCM Total:	280.32								
RIVRCOOP River Country Cooperative										
	02/19/2016	487.51	0.00	03/15/2016	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids	487.51								
	Total:	487.51								
	RIVRCOOP Total:	487.51								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ROGERS Rogers Printing Services										
21179	02/26/2016	690.00	0.00	03/15/2016	Receipt books		-	No		0000
101-410-1320-42030	Printed Forms	690.00								
	21179 Total:	690.00								
	ROGERS Total:	690.00								
SAMBATEK Sambatek, Inc										
7129	03/08/2016	1,125.00	0.00	03/15/2016	Legends		-	No		0000
803-000-0000-22910	Developer Payments									
7129	03/08/2016	550.69	0.00	03/15/2016	General Planning		-	No		0000
101-410-1910-43150	Contract Services									
7129	03/08/2016	159.00	0.00	03/15/2016	Arbor Glen		-	No		0000
803-000-0000-22910	Developer Payments									
	7129 Total:	1,834.69								
	SAMBATEK Total:	1,834.69								
SCHELFHO Schelfhout Mirelle										
2014-685	02/29/2016	500.00	0.00	03/15/2016	Escrow refund - 561 Julep		-	No		0000
803-000-0000-22900	Deposits Payable									
	2014-685 Total:	500.00								
	SCHELFHO Total:	500.00								
TKDA TKDA, Inc.										
002016000347	02/15/2016	2,557.19	0.00	03/15/2016	Eagle Point Blvd		-	No		0000
409-480-8000-43030	Engineering Services									
	002016000347 Total:	2,557.19								
	TKDA Total:	2,557.19								
TOOLGUY The Tool Guy, LLC										
12549,12554	01/12/2016	145.16	0.00	03/15/2016	Tools		-	No		0000
101-430-3100-42400	Small Tools & Minor Equipment									
	12549,12554 Total:	145.16								
14304	03/08/2016	27.68	0.00	03/15/2016	Tools		-	No		0000
101-430-3100-42400	Small Tools & Minor Equipment									
	14304 Total:	27.68								
	TOOLGUY Total:	172.84								
TRKUTI Truck Utilities Inc.										
295302	02/24/2016	73.92	0.00	03/15/2016	Equipment repair		-	No		0000
101-450-5200-44040	Repairs/Maint Eqpt									
	295302 Total:	73.92								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
295574	03/02/2016	42.75	0.00	03/15/2016	Equipment repair		-	No		0000
101-450-5200-44040	Repairs/Maint Eqpt									
	295574 Total:	42.75								
	TRKUTI Total:	116.67								
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WASHELEC Washington County		1,200.00	0.00	03/15/2016	Automark Maintenance		-	No		0000
84247	03/03/2016									
101-410-1410-43150	Contract Services									
	84247 Total:	1,200.00								
	WASHELEC Total:	1,200.00								
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WASHTAX Washington County		35.00	0.00	03/15/2016	Tax Levy book		-	No		0000
85385	03/09/2016									
101-410-1520-44300	Miscellaneous									
85385	03/09/2016	35.00	0.00	03/15/2016	Top 10 Taxpayers		-	No		0000
101-410-1520-44300	Miscellaneous									
	85385 Total:	70.00								
	WASHTAX Total:	70.00								
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WEEKSEND Weeks-End Signs & Graphics		45.00	0.00	03/15/2016	Weight restriction lettering		-	No		0000
2173	03/01/2016									
101-430-3120-42260	Sign Repair Materials									
	2173 Total:	45.00								
	WEEKSEND Total:	45.00								
<hr/>										
WENDT Wendt Kevin		2,018.75	0.00	03/15/2016	2.16.16 CC meeting - Parliamentarian		-	No		0000
CC 2.16.16	03/02/2016									
101-410-1110-44300	Miscellaneous									
	CC 2.16.16 Total:	2,018.75								
	WENDT Total:	2,018.75								
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Whiteani White Anita		55.00	0.00	03/15/2016	Cable Operations CC 3.2.16		-	No		0000
CC 3.2.16	03/02/2016									
101-410-1450-43620	Cable Operations									
	CC 3.2.16 Total:	55.00								
CC 3.2.16- B	03/02/2016	25.00	0.00	03/15/2016	Cable Operations Bonus		-	No		0000
101-410-1450-43620	Cable Operations									
	CC 3.2.16- B Total:	25.00								
	Whiteani Total:	80.00								



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
XCEL Xcel Energy										
03032016	03/10/2016	127.69	0.00	03/15/2016	Utility Services		-	No		0000
101-450-5200-43810	Electric Utility									
03032016	03/10/2016	212.36	0.00	03/15/2016	Utility Services		-	No		0000
602-495-9450-43810	Electric Utility									
03032016	03/10/2016	35.55	0.00	03/15/2016	Utility Services		-	No		0000
101-430-3160-43810	Street Lighting									
03032016	03/10/2016	29.29	0.00	03/15/2016	Utility Services		-	No		0000
101-430-3160-43810	Street Lighting									
03032016	03/10/2016	835.43	0.00	03/15/2016	Utility Services		-	No		0000
101-420-2220-43810	Electric Utility									
03032016	03/10/2016	333.94	0.00	03/15/2016	Utility Services		-	No		0000
101-410-1940-43810	Electric Utility									
03032016	03/10/2016	33.86	0.00	03/15/2016	Utility Services		-	No		0000
101-430-3160-43810	Street Lighting									
03032016	03/10/2016	11.75	0.00	03/15/2016	Utility Services		-	No		0000
101-450-5200-43810	Electric Utility									
03032016	03/10/2016	104.84	0.00	03/15/2016	Utility Services		-	No		0000
101-450-5200-43810	Electric Utility									
03032016	03/10/2016	11.75	0.00	03/15/2016	Utility Services		-	No		0000
101-450-5200-43810	Electric Utility									
03032016	03/10/2016	1,104.68	0.00	03/15/2016	Utility Services		-	No		0000
601-494-9400-43810	Electric Utility									
03032016	03/10/2016	46.02	0.00	03/15/2016	Utility Services		-	No		0000
101-430-3160-43810	Street Lighting									
03032016	03/10/2016	166.74	0.00	03/15/2016	Utility Services		-	No		0000
101-450-5200-43810	Electric Utility									
03032016	03/10/2016	20.55	0.00	03/15/2016	Utility Services		-	No		0000
602-495-9450-43810	Electric Utility									
03032016	03/10/2016	18.06	0.00	03/15/2016	Utility Services		-	No		0000
602-495-9450-43810	Electric Utility									
03032016	03/10/2016	538.24	0.00	03/15/2016	Utility Services		-	No		0000
101-420-2220-43810	Electric Utility									
03032016	03/10/2016	421.48	0.00	03/15/2016	Utility Services		-	No		0000
101-450-5200-43810	Electric Utility									
03032016	03/10/2016	1,941.12	0.00	03/15/2016	Utility Services		-	No		0000
101-430-3160-43810	Street Lighting									
03032016	03/10/2016	30.18	0.00	03/15/2016	Utility Services		-	No		0000
101-430-3160-43810	Street Lighting									
03032016	03/10/2016	15.13	0.00	03/15/2016	Utility Services		-	No		0000
101-450-5200-43810	Electric Utility									
03032016	03/10/2016	30.54	0.00	03/15/2016	Utility Services		-	No		0000
101-450-5200-43810	Electric Utility									
03032016	03/10/2016	2,667.90	0.00	03/15/2016	Utility Services		-	No		0000
101-430-3100-43810	Electric Utility									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
03032016	03/10/2016	170.45	0.00	03/15/2016	Utility Services		-			0000
601-494-9400-43810	Electric Utility									No
03032016	03/10/2016	13.10	0.00	03/15/2016	Utility Services		-			0000
101-430-3160-43810	Street Lighting									No
03032016	03/10/2016	602.01	0.00	03/15/2016	Utility Services		-			0000
206-450-5300-43810	Electric Utility									No
03032016	03/10/2016	270.52	0.00	03/15/2016	Utility Services		-			0000
602-495-9450-43810	Electric Utility									No
03032016	03/10/2016	176.60	0.00	03/15/2016	Utility Services		-			0000
601-494-9400-43810	Electric Utility									No
03032016	03/10/2016	14.40	0.00	03/15/2016	Utility Services		-			0000
101-450-5200-43810	Electric Utility									No
03032016	03/10/2016	51.96	0.00	03/15/2016	Utility Services		-			0000
101-430-3160-43810	Street Lighting									No
03032016	03/10/2016	40.59	0.00	03/15/2016	Utility Services		-			0000
101-430-3160-43810	Street Lighting									No
03032016	03/10/2016	1,239.31	0.00	03/15/2016	Utility Services		-			0000
601-494-9400-43810	Electric Utility									No
	03032016 Total:	11,316.04								
	XCEL Total:	11,316.04								
YALEMECH Yale Mechanical										
163476,165249	02/25/2016	1,825.62	0.00	03/15/2016	Maintenance City Hall		-			0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									No
	163476,165249 Total:	1,825.62								
164373,166897	02/25/2016	1,166.05	0.00	03/15/2016	Maintenance Station 2		-			0000
101-420-2220-44010	Repairs/Maint Bldg									No
	164373,166897 Total:	1,166.05								
164374	02/25/2016	892.00	0.00	03/15/2016	Maintenance Station 1		-			0000
101-420-2220-44010	Repairs/Maint Bldg									No
	164374 Total:	892.00								
166821,164372	02/25/2016	3,288.79	0.00	03/15/2016	Maintenance Public Works		-			0000
101-430-3100-44010	Repairs/Maint Bldg									No
	166821,164372 Total:	3,288.79								
	YALEMECH Total:	7,172.46								
	Report Total:	221,775.92								

# Accounts Payable To Be Paid Proof List

User: PattyB  
 Printed: 03/10/2016 - 12:47 PM  
 Batch: 004-03-2016

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SW/WC SW/WC Service Cooperatives 2252016	02/25/2016	22,063.00	0.00	03/15/2016	April Premium		-	No		0000
101-000-0000-21706 Medical Insurance		22,063.00								
	2252016 Total:	22,063.00								
	SW/WC Total:	22,063.00								
	Report Total:	22,063.00								



MAYOR & COUNCIL COMMUNICATION

**DATE:** March 15, 2016  
**CONSENT**  
**ITEM** #3  
**MOTION**

**AGENDA ITEM:** February 2016 Financial Reporting  
**SUBMITTED BY:** Cathy Bendel, Finance Director  
**THROUGH:** Cathy Bendel, Finance Director  
**REVIEWED BY:** Finance Committee

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** Finance

**FISCAL IMPACT:** NA

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to accept the February 2016 Financial Reporting Packet. No specific motion is needed as this is recommended to be part of the overall approval of the *Consent Agenda*.

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

**STAFF REPORT:** Attached please find the comparative financial statements for the month of February 2016 reflecting the monthly and year to date detail, comparing the actual results to the 2016 Budget.

## **GENERAL FUND:**

### Revenues:

Total revenue for the month was 47.6% above budget for the month. The most significant budget to actual revenue variances are as follows:

- Building Permit revenue was 54.7% above budget for the month due to the nice weather allowing for building activity. There were 17 new homes permitted in February. The 2016 budget anticipated a later start to the building season.
- Miscellaneous grant revenue is 21.7% above budget for the month due to receiving \$10.9k more in DOT proceeds than anticipated.
- Plan check fee revenue was 30.7% above budget for the month for the same reasons mentioned related to building permit revenue.

### Expenses:

Total expenses for the month were 26.0% below budget for February.

The following summarizes variances of note:

#### General:

- General Government expenses were 30.1% below budget for the month. This was primarily due to not yet filling the City Administrator position which was budgeted for the full year.
- Total Public Safety expenses were 23.5% below budget for the month primarily due to the workers compensation insurance being lower than budgeted for 2016. As a result of historical experience, the rates decreased for 2016.
- Public Works – The total Public Works expenses were 25.9% below budget for the month primarily due to not having to order additional salt in February.

In summary, the February revenues were 47.6% above budget and the expenses were 26% less than budget resulting in a net income of 84.7% better than budget. On a year to date basis, the revenues are 44.8% above budget and the expenses were 23% less than budget resulting in a net income of 65.6% better than budget.

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

#### **ATTACHMENT:**

1. February Financial Reports

2015 By Month  
 Budget to Actual Comparative  
 For the month ending February 29, 2016  
 101-General Fund Summary  
 By Department

DEPT 410 - GEN'L GOV'T	Full Year BUDGET 2016	% to date	MONTH				YTD			
			BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
Total Revenue	3,485,514.32	6.55%	103,368.00	152,546.98	49,178.98	47.58%	157,743.00	228,408.88	70,665.88	44.80%
EXPENSE										
Total Mayor & Council	45,955.32	15.55%	1,000.00	1,856.35	(856.35)	-85.64%	2,250.00	7,145.43	(4,895.43)	-217.57%
Total Administration	360,997.50	16.56%	25,818.66	20,677.24	5,141.42	19.91%	78,537.32	59,789.72	18,747.60	23.87%
Total Elections	15,800.00	0.00%	950.00	0.00	950.00	100.00%	950.00	0.00	950.00	100.00%
Total Finance	124,835.30	11.38%	17,210.40	7,298.68	9,911.72	57.59%	24,420.81	14,202.74	10,218.07	41.84%
Total Planning & Zoning	284,682.35	12.69%	17,406.72	12,948.72	4,458.00	25.61%	34,013.43	36,132.14	(2,118.71)	-6.23%
Total Engineering Services	48,000.00	11.40%	4,000.00	2,894.16	1,105.84	27.65%	8,000.00	5,472.91	2,527.09	31.59%
Total City Hall	55,082.00	15.14%	4,711.00	4,058.39	652.61	13.85%	9,422.00	8,337.85	1,084.15	11.51%
Total General Government	935,352.47	8.26%	71,096.78	49,733.54	21,363.24	30.05%	157,593.56	131,080.79	26,512.77	16.82%
DEPT 420 - PUBLIC SAFETY										
Total Police	527,060.47	0.12%	0.00	0.00	0.00	0.00%	0.00	634.22	(634.22)	-100.00%
Total Prosecution	54,700.00	18.07%	4,600.00	4,948.21	(348.21)	-7.57%	9,200.00	9,884.21	(684.21)	-7.44%
Total Fire	377,231.71	15.61%	52,764.07	39,384.73	13,379.34	25.36%	78,701.13	58,900.69	19,800.44	25.16%
Total Fire Relief	37,323.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Building Inspections	260,765.91	11.62%	21,690.08	16,028.67	5,661.41	26.10%	41,605.13	30,312.24	11,292.89	27.14%
Total Emergency Communications	7,400.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Animal Control	7,550.00	15.56%	600.00	575.00	25.00	4.17%	1,200.00	1,175.00	25.00	2.08%
Total Public Safety	1,272,031.09	7.93%	79,654.15	60,936.61	18,717.54	23.50%	130,706.26	100,906.36	29,799.90	22.80%

	MONTH					YTD				
	BUDGET	ACTUAL	Variance (\$)	Variance (%)		BUDGET	ACTUAL	Variance (\$)	Variance (%)	
	Month	Month	Month	Month		YTD	YTD	YTD	YTD	
DEPT 430 - PUBLIC WORKS										
Total Public Works	411,284.53	48,146.50	42,462.91	5,683.59	11.80%	80,193.01	73,878.69	6,314.32	7.87%	
Total Streets	413,000.00	1,660.00	787.52	872.48	52.56%	2,720.00	787.52	1,932.48	71.05%	
Total Ice & Snow Removal	87,250.00	17,000.00	6,335.17	10,664.83	62.73%	34,000.00	6,440.31	27,559.69	81.06%	
Total Street Lighting	26,400.00	2,200.00	1,709.29	490.71	22.31%	4,400.00	3,709.29	690.71	15.70%	
Total Recycling	5,900.00	200.00	0.00	200.00	100.00%	400.00	0.00	400.00	100.00%	
Total Tree Program	1,000.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Total Public Works	944,834.53	69,206.50	51,294.89	17,911.61	25.88%	121,713.01	84,815.81	36,897.20	30.31%	
DEPT 450 - CULTURE, RECREATION										
Total Parks & Recreation	231,320.23	22,224.09	15,813.08	6,411.01	28.85%	42,998.19	27,425.09	15,573.10	36.22%	
IT & Telephone	81,976.00	5,900.00	7,477.46	(1,577.46)	-26.74%	19,956.00	16,699.98	3,256.02	16.32%	
GRAND TOTAL ALL EXPENSES	3,465,514.32	248,081.52	177,778.12	64,403.40	25.96%	472,967.02	344,228.05	108,782.97	23.00%	
SUB TOTAL NET INC OVER EXP	20,000.00	(144,713.52)	(25,231.14)	113,582.38	-78.49%	(315,224.02)	(115,819.17)	179,448.85	-56.93%	
DEPT 460 - COMP ADJ	20,000.00	20,000.00	0.00	20,000.00	100.00%	20,000.00	0.00	20,000.00	100.00%	
DEPT 490 - CONTINGENCY FUND	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Debt Service Increase	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
DEPT 493 - OTH FINANCING	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
GRAND TOTAL ALL DEPTS	3,485,514.32	268,081.52	177,778.12	84,403.40	31.48%	492,967.02	344,228.05	128,782.97	26.12%	
Net Income over Expenses	0.00	(164,713.52)	(25,231.14)	139,482.38	84.68%	(335,224.02)	(115,819.17)	219,404.85	65.45%	

City of Lake Elmo  
 2015 By Month  
 Budget to Actual Comparative  
 For the month ending February 29, 2016  
 101-General Fund Detail  
 By Department

	Full Year BUDGET 2016	% to date	MONTH						YTD						YTD variance notes	
			BUDGET		ACTUAL		Variance (\$)		BUDGET		ACTUAL		Variance (\$)			
			Month	Month	Month	Month	Month	Month	YTD	YTD	YTD	YTD	YTD	YTD		
<b>REVENUE</b>																
Current Ad Valorem Taxes	2,033,198.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
Delinquent Ad Valorem Taxes	15,000.00	14.26%	0.00	2,139.46	2,139.46	100.00%	0.00	2,139.46	2,139.46	100.00%	0.00%	0.00	2,139.46	100.00%		Pmt from WA Cty related to a tax foreci parcel
Mobile Home Tax	12,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00%		
Fiscal Disparities	157,508.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00%		
Penalty & Interest on Taxes	700.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00%		
Liquor License	11,000.00	61.82%	0.00	0.00	0.00	0.00%	0.00	0.00	8,800.00	(1,200.00)	-15.00%	0.00%	(1,200.00)	-100.00%		
Wastewater License	1,680.00	0.00%	0.00	0.00	0.00	0.00%	0.00	840.00	0.00	(840.00)	-100.00%	100.00%	100.00	100.00%		
General Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	100.00	100.00	100.00%	90.00%	90.00	90.00%		
Heating Contractor License	2,500.00	38.00%	200.00	300.00	100.00	50.00%	50.00	500.00	950.00	450.00	90.00%	61.56%	61.56	61.56%		Includes \$19.6k Commercial permit fees: 33 new homes and 11 new commercial rec units through February
Building Permits	508,200.00	14.31%	25,000.00	38,663.15	13,663.15	54.65%	45,000.00	72,704.10	27,704.10	0.00	0.00%	0.00%	27,704.10	0.00%		
Building Re-inspect Fees	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%		
Heating Permits	38,000.00	23.92%	2,000.00	6,064.00	4,064.00	203.20%	4,000.00	9,088.00	5,088.00	127.20%	0.00%	0.00%	5,088.00	127.20%		
Plumbing Permits	46,800.00	15.90%	2,900.00	5,160.00	2,260.00	77.93%	5,300.00	7,441.00	2,141.00	40.40%	0.00%	0.00%	2,141.00	40.40%		
Animal License	2,500.00	37.40%	600.00	340.00	(260.00)	-43.33%	2,100.00	935.00	(1,165.00)	-55.48%	0.00%	0.00%	(1,165.00)	-55.48%		
Utility Permits (ROW)	25,000.00	34.36%	0.00	8,591.00	8,591.00	100.00%	0.00	8,591.00	8,591.00	100.00%	100.00%	9.00%	9.00	9.00%		
Burning Permit	2,750.00	19.82%	0.00	170.00	170.00	100.00%	500.00	545.00	45.00	0.00%	0.00%	0.00%	45.00	0.00%		
Massage Therapy Licenses	150.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%		
MSA-Maintenance	101,696.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%		
State Fire Aid	41,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%		
PERA Aid	2,749.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%		
Recycling Grant	15,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%		
Misc State Grant/Surcharge Rev	5,064.00	1283.50%	50,848.00	61,716.50	10,868.50	21.37%	50,848.00	64,986.50	14,138.50	27.81%	0.00%	0.00%	27.81	27.81%		
Cable Franchise Revenue	45,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	2,300.00	2,300.00	0.00	0.00%	100.00%	2,300.00	100.00%		
Zoning & Subdivision Fees	27,500.00	8.36%	0.00	2,300.00	2,300.00	100.00%	0.00	2,300.00	2,300.00	0.00	0.00%	100.00%	2,300.00	100.00%		
Plan Check Fees	278,129.00	16.01%	18,000.00	23,537.80	5,537.80	30.77%	33,000.00	44,535.52	11,535.52	34.96%	0.00%	0.00%	11,535.52	34.96%		Includes \$12.7k Commercial Plan review fees: 33 new homes and 11 new commercial rec units through February
Sale of Copies, Books, Maps	175.00	27.14%	5.00	1.49	(3.51)	-70.20%	10.00	47.49	37.49	0.00%	0.00%	0.00%	37.49	0.00%		
Assessment Searches	1,215.00	18.52%	15.00	45.00	30.00	200.00%	45.00	225.00	180.00	400.00%	0.00%	0.00%	180.00	400.00%		
Clean Up Days	2,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00%		
Cable Operation Reimbursement	4,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00%		
Fines	45,000.00	15.51%	3,500.00	3,477.23	(22.77)	-0.65%	7,000.00	6,979.46	(20.54)	-0.29%	0.00%	0.00%	(20.54)	-0.29%		
Miscellaneous Permits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00	0.00%		
Fire Billable Revenue	500.00	0.00%	0.00	31.35	31.35	100.00%	0.00	31.35	31.35	100.00%	100.00%	0.00%	31.35	100.00%		
Miscellaneous Revenue	3,500.32	0.29%	300.00	10.00	(290.00)	-96.67%	600.00	10.00	(590.00)	-98.33%	0.00%	0.00%	(590.00)	-98.33%		
Interest Earnings	55,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00	0.00%		
Donations	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00	0.00%		
<b>Total Revenue</b>	<b>3,485,514.32</b>	<b>6.55%</b>	<b>103,368.00</b>	<b>152,546.98</b>	<b>49,178.98</b>	<b>47.58%</b>	<b>157,743.00</b>	<b>228,408.88</b>	<b>70,665.88</b>	<b>44.80%</b>						



EXPENSE	Full Year		MONTH						YTD									
	BUDGET		BUDGET		ACTUAL		Variance (\$)		Variance (%)		BUDGET		ACTUAL		Variance (\$)		Variance (%)	
	2016	% to date	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month
<b>1110 - Mayor &amp; Council</b>																		
PT Salaries	25,690.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%	
FICA Contributions	1,592.78	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%	
Medicare Contributions	372.54	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%	
Workers Compensation	300.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%	
Mileage	500.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%	
Miscellaneous	5,000.00	0.00%	0.00	1,173.77	(1,173.77)	0.00	0.00%	-100.00%	0.00%	0.00	2,111.27	(2,111.27)	0.00	0.00%	-100.00%	0.00	0.00%	
Dues & Subscriptions	11,500.00	43.78%	1,000.00	682.58	317.42	317.42	31.74%	31.74%	31.74%	2,000.00	5,034.16	(3,034.16)	-151.71%	100.00%	-151.71%	100.00%	100.00%	
Conferences & Training	1,000.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	230.00	0.00	230.00	100.00%	0.00%	100.00%	0.00%	0.00%	
<b>Total Mayor &amp; Council</b>	<b>45,955.32</b>	<b>15.55%</b>	<b>1,000.00</b>	<b>1,856.35</b>	<b>(856.35)</b>	<b>0.00</b>	<b>-85.64%</b>	<b>-85.64%</b>	<b>-85.64%</b>	<b>2,250.00</b>	<b>7,145.43</b>	<b>(4,895.43)</b>	<b>-217.57%</b>	<b>100.00%</b>	<b>-217.57%</b>	<b>100.00%</b>	<b>100.00%</b>	
<b>1320 - Administration</b>																		
FT Salaries	145,000.00	19.07%	11,153.85	11,216.00	(62.15)	(62.15)	-0.56%	-0.56%	-0.56%	22,307.70	27,647.44	(5,339.74)	-23.94%	0.00%	-23.94%	0.00%	0.00%	
PERA Contributions	10,875.00	15.47%	836.54	841.20	(4.66)	(4.66)	-0.56%	-0.56%	-0.56%	1,673.08	1,682.40	(9.32)	-0.56%	0.00%	-0.56%	0.00%	0.00%	
ICMA Contributions	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%	0.00%	
FICA Contributions	8,990.00	18.23%	691.54	657.64	33.90	33.90	4.90%	4.90%	4.90%	1,383.08	1,638.64	(255.56)	-18.48%	0.00%	-18.48%	0.00%	0.00%	
Medicare Contributions	2,102.50	18.23%	161.73	153.80	7.93	7.93	4.90%	4.90%	4.90%	323.46	383.22	(59.76)	-18.48%	0.00%	-18.48%	0.00%	0.00%	
Health/Dental Insurance	30,550.00	14.25%	2,350.00	2,176.00	174.00	174.00	7.40%	7.40%	7.40%	4,700.00	4,352.00	348.00	7.40%	0.00%	7.40%	0.00%	0.00%	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%	0.00%	
Workers Compensation	1,140.00	62.65%	1,000.00	714.24	285.76	285.76	0.00%	0.00%	0.00%	1,000.00	714.24	285.76	28.58%	0.00%	28.58%	0.00%	0.00%	
Office Supplies	5,800.00	15.85%	475.00	126.36	348.64	348.64	73.40%	73.40%	73.40%	950.00	919.15	30.85	3.25%	0.00%	3.25%	0.00%	0.00%	
Printed Forms	0.00	0.00%	0.00	81.32	(81.32)	(81.32)	-100.00%	-100.00%	-100.00%	0.00	81.32	(81.32)	0.00%	0.00%	0.00%	0.00%	0.00%	
Legal Services	22,430.00	22.43%	5,000.00	0.00	5,000.00	5,000.00	0.00%	0.00%	0.00%	10,000.00	13,456.38	(3,456.38)	-34.56%	0.00%	-34.56%	0.00%	0.00%	
Legal Services	8,000.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%	0.00%	
Newsletter/Website	38,000.00	13.16%	2,500.00	2,500.00	0.00	0.00	0.00%	0.00%	0.00%	5,000.00	5,000.00	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	
Assessing Services	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%	0.00%	
Contract Services	2,000.00	41.22%	0.00	213.79	(213.79)	(213.79)	-100.00%	-100.00%	-100.00%	0.00	824.40	(824.40)	-100.00%	0.00%	-100.00%	0.00%	0.00%	
Postage	550.00	0.00%	50.00	0.00	50.00	50.00	0.00%	0.00%	0.00%	50.00	0.00	50.00	100.00%	0.00%	100.00%	0.00%	0.00%	
Mileage	10,040.00	16.41%	800.00	903.70	(103.70)	(103.70)	-12.96%	-12.96%	-12.96%	1,550.00	1,647.34	(97.34)	-6.28%	0.00%	-6.28%	0.00%	0.00%	
Legal Publishing	28,000.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	28,000.00	0.00	28,000.00	-100.00%	0.00%	-100.00%	0.00%	0.00%	
Insurance	4,800.00	0.00%	400.00	295.00	105.00	105.00	26.25%	26.25%	26.25%	800.00	645.00	155.00	19.38%	0.00%	19.38%	0.00%	0.00%	
Cable Operation Expense	600.00	4.98%	50.00	29.87	20.13	20.13	40.26%	40.26%	40.26%	100.00	29.87	70.13	70.13%	0.00%	70.13%	0.00%	0.00%	
Miscellaneous	1,200.00	64.03%	100.00	768.32	(668.32)	(668.32)	-668.32%	-668.32%	-668.32%	200.00	768.32	(568.32)	-284.16%	0.00%	-284.16%	0.00%	0.00%	
Dues & Subscriptions	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%	0.00%	
Books	3,350.00	0.00%	250.00	0.00	250.00	250.00	100.00%	100.00%	100.00%	500.00	0.00	500.00	100.00%	0.00%	100.00%	0.00%	0.00%	
Conferences & Training	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%	0.00%	
Staff Development	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00%	0.00%	
<b>Total Administration</b>	<b>360,997.50</b>	<b>16.56%</b>	<b>25,818.66</b>	<b>20,677.24</b>	<b>5,141.42</b>	<b>0.00</b>	<b>19.91%</b>	<b>19.91%</b>	<b>19.91%</b>	<b>78,537.32</b>	<b>59,789.72</b>	<b>18,747.60</b>	<b>23.87%</b>	<b>100.00%</b>	<b>23.87%</b>	<b>100.00%</b>	<b>100.00%</b>	

2016 share of LMC annual Pmt made in Sept 2015 plus Metro Cities annual membership of 533.7k

February invoice not yet received from Kennedy and Graven

Annual insurance budgeted in Jan but not billed until late Feb

	MONTH				YTD			
	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
	Month	Month	Month	Month	YTD	YTD	YTD	YTD
<b>1410 - Elections</b>								
PT Salaries	12,000.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Office Supplies	500.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Legal Publications/Notification	500.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Equipment Repair	500.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
County Election Fees	950.00	0.00	950.00	100.00%	950.00	0.00	950.00	100.00%
Printed Forms	350.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Miscellaneous	1,000.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>Total Elections</b>	<b>15,800.00</b>	<b>0.00</b>	<b>950.00</b>	<b>100.00%</b>	<b>950.00</b>	<b>0.00</b>	<b>950.00</b>	<b>100.00%</b>
<b>1520 - Finance</b>								
FT Salaries	60,630.46	5,055.77	(391.89)	-8.40%	9,337.76	10,209.97	(882.21)	-9.46%
PT Salaries	4,550.00	325.00	25.00	7.14%	700.00	325.00	375.00	53.57%
PERA Contributions	4,888.53	403.56	(27.52)	-7.32%	752.08	790.13	(38.05)	-5.06%
FICA Contributions	4,041.19	310.86	(7.65)	-2.46%	621.72	622.97	(1.25)	-0.20%
Medicare Contributions	945.12	72.70	(1.79)	-2.46%	145.40	145.69	(0.29)	-0.20%
Health/Dental Insurance	10,880.00	870.40	(33.48)	-4.00%	1,673.85	1,740.80	(66.95)	-4.00%
Unemployment Benefits	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	550.00	204.09	(204.09)	-100.00%	0.00	204.09	(204.09)	-100.00%
Office Supplies	1,000.00	29.98	(29.98)	-100.00%	0.00	147.21	(147.21)	-100.00%
Printed Forms	500.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Audit Services	28,650.00	0.00	10,000.00	100.00%	10,000.00	0.00	10,000.00	100.00%
Contract Services	6,700.00	16.88	583.12	97.19%	1,200.00	16.88	1,183.12	98.59%
Mileage	50.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Miscellaneous	200.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Dues & Subscriptions	750.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Conferences & Training	500.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>Total Finance</b>	<b>124,835.30</b>	<b>7,298.68</b>	<b>9,911.72</b>	<b>57.59%</b>	<b>24,420.81</b>	<b>14,202.74</b>	<b>10,218.07</b>	<b>41.84%</b>

	Full Year		MONTH						YTD						YTD variance notes					
	BUDGET		BUDGET		ACTUAL		Variance (\$)		Variance (%)		BUDGET		ACTUAL			Variance (\$)		Variance (%)		
	2016	% to date	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month		Month	Month	Month	Month	
<b>1910 - Planning &amp; Zoning</b>																				
FT Salaries	137,098.00	14.33%	10,546.00	9,047.98	1,498.02	14.20%	21,092.00	19,642.13	1,449.87	6.87%										
PT Salaries	4,800.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%										
PERA Contributions	10,282.35	12.45%	790.95	678.60	112.35	14.20%	1,581.90	1,279.93	301.97	19.09%										
FICA Contributions	8,500.08	11.68%	653.85	523.18	130.67	19.98%	1,307.70	992.40	315.30	24.11%										
Medicare Contributions	1,987.92	11.68%	152.92	122.36	30.56	19.98%	305.83	232.09	73.74	24.11%										
Health/Dental Insurance	34,814.00	10.63%	2,678.00	1,850.00	828.00	30.92%	5,356.00	3,700.00	1,656.00	30.92%										
Workers Compensation	800.00	51.84%	800.00	414.71	385.29	0.00%	800.00	414.71	385.29	0.00%										
Developer escrow offset cost recovery	0.00	-100.00%	0.00	(1,673.23)	1,673.23	100.00%	0.00	(2,676.44)	2,676.44	100.00%										
Office Supplies	1,800.00	14.22%	150.00	109.37	40.63	27.09%	300.00	255.97	44.03	14.68%										
Printed Forms	750.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%										
Engineering Services	20,000.00	8.18%	1,500.00	845.00	655.00	43.67%	3,000.00	1,655.00	1,365.00	45.50%										
Contract Services	60,000.00	17.76%	0.00	1,030.75	(1,030.75)	-100.00%	0.00	10,656.35	(10,656.35)	-100.00%										
Postage	200.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%										
Mileage	250.00	0.00%	20.00	0.00	20.00	100.00%	40.00	0.00	40.00	100.00%										
Miscellaneous	500.00	0.00%	40.00	0.00	40.00	100.00%	80.00	0.00	80.00	100.00%										
Dues & Subscriptions	600.00	0.00%	50.00	0.00	50.00	100.00%	100.00	0.00	100.00	100.00%										
Books	300.00	0.00%	25.00	0.00	25.00	100.00%	50.00	0.00	50.00	100.00%										
Conferences & Training	2,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%										
<b>Total Planning &amp; Zoning</b>	<b>284,682.35</b>	<b>12.69%</b>	<b>17,406.72</b>	<b>12,948.72</b>	<b>4,458.00</b>	<b>25.61%</b>	<b>34,013.43</b>	<b>36,132.14</b>	<b>(2,118.71)</b>	<b>-6.23%</b>										
<b>1930 - Engineering Services</b>																				
Engineering Services	48,000.00	11.40%	4,000.00	2,894.16	1,105.84	27.65%	8,000.00	5,472.91	2,527.09	31.59%										
<b>Total Engineering Services</b>	<b>48,000.00</b>	<b>11.40%</b>	<b>4,000.00</b>	<b>2,894.16</b>	<b>1,105.84</b>	<b>27.65%</b>	<b>8,000.00</b>	<b>5,472.91</b>	<b>2,527.09</b>	<b>31.59%</b>										
<b>1940 - City Hall</b>																				
Cleaning Supplies	50.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%										
Building Repair Supplies	300.00	0.00%	25.00	0.00	25.00	100.00%	50.00	0.00	50.00	100.00%										
Utilities	7,500.00	14.74%	750.00	355.24	394.76	52.63%	1,500.00	1,105.24	394.76	26.32%										
Refuse	600.00	18.82%	50.00	112.94	(62.94)	-125.88%	100.00	112.94	(12.94)	-12.94%										
Repairs/Maintn Contractual Bldg	6,000.00	12.57%	500.00	326.65	173.35	34.67%	1,000.00	754.30	245.70	24.57%										
Repairs/Maintn Contractual Equip	10,800.00	13.36%	900.00	802.56	97.44	10.83%	1,800.00	1,443.37	356.63	19.81%										
Facility Lease	29,532.00	16.67%	2,461.00	2,461.00	0.00	0.00%	4,922.00	4,922.00	0.00	0.00%										
Miscellaneous	300.00	0.00%	25.00	0.00	25.00	100.00%	50.00	0.00	50.00	100.00%										
<b>Total City Hall</b>	<b>55,082.00</b>	<b>15.14%</b>	<b>4,711.00</b>	<b>4,058.39</b>	<b>652.61</b>	<b>13.85%</b>	<b>9,422.00</b>	<b>8,337.85</b>	<b>1,084.15</b>	<b>11.51%</b>										
<b>Total General Government</b>	<b>935,352.47</b>	<b>14.01%</b>	<b>71,096.78</b>	<b>49,733.54</b>	<b>21,363.24</b>	<b>30.05%</b>	<b>157,593.56</b>	<b>131,080.79</b>	<b>26,512.77</b>	<b>16.82%</b>										

East Metro Strong analysis costs related to potential BRT time

DEPT 420 - PUBLIC SAFETY

	Full Year		MONTH					YTD				
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	2016		Month	Month	Month	Month	YTD	YTD	YTD	YTD		
<b>2100 - Police</b>												
Law Enforcement Contract	527,060.47	0.12%	0.00	0.00	0.00	0.00%	0.00	634.22	(634.22)	-100.00%		
Total Police	527,060.47	0.12%	0.00	0.00	0.00	0.00%	0.00	634.22	(634.22)	-100.00%		
<b>2150 - Prosecution</b>												
Attorney Criminal	54,700.00	18.07%	4,600.00	4,948.21	(348.21)	-7.57%	9,200.00	9,884.21	(684.21)	-7.44%	Extra cost to to transition time to new law firms	
Total Prosecution	54,700.00	18.07%	4,600.00	4,948.21	(348.21)	-7.57%	9,200.00	9,884.21	(684.21)	-7.44%		
<b>2220 - Fire</b>												
FT Salaries	70,300.00	15.39%	5,407.69	5,409.66	(1.97)	-0.04%	10,815.38	10,819.35	(3.97)	-0.04%		
PT Salaries	110,000.00	11.40%	9,166.67	5,456.12	3,710.55	40.48%	18,333.33	12,545.32	5,788.01	31.57%		
PERA Contributions	11,388.60	16.37%	876.05	876.36	(0.31)	-0.04%	1,752.09	1,859.00	(106.91)	-6.10%		
FICA Contributions	7,388.33	17.30%	568.33	338.28	230.05	40.48%	1,136.67	1,278.46	(141.79)	-12.47%		
Medicare Contributions	2,747.27	16.56%	211.33	150.52	60.81	28.77%	422.66	455.02	(32.36)	-7.66%		
Health/Dental Insurance	14,846.00	14.66%	1,142.00	1,088.00	54.00	4.73%	2,284.00	2,176.00	108.00	4.73%		
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Workers Compensation	18,500.00	69.61%	18,500.00	12,878.61	5,621.39	0.00%	18,500.00	12,878.61	5,621.39	0.00%		
Office Supplies	850.00	15.37%	70.00	0.00	70.00	100.00%	140.00	130.64	9.36	6.69%		
EMS Supplies	3,400.00	0.00%	280.00	0.00	280.00	100.00%	560.00	0.00	560.00	100.00%		
Fire Prevention	3,000.00	0.00%	250.00	0.00	250.00	100.00%	500.00	0.00	500.00	100.00%		
Fuel, Oil & Fluids	13,000.00	4.88%	1,075.00	634.01	440.99	41.02%	2,150.00	634.01	1,515.99	70.51%		
Small Tools & Equip	12,000.00	3.64%	1,000.00	437.12	562.88	56.29%	2,000.00	437.12	1,562.88	78.14%		
Physicals	3,904.00	0.00%	350.00	0.00	350.00	100.00%	700.00	0.00	700.00	100.00%		
Radio	18,097.51	17.21%	0.00	3,115.00	(3,115.00)	-100.00%	0.00	3,115.00	(3,115.00)	-100.00%		
Milage	500.00	97.52%	50.00	487.62	(437.62)	-875.24%	100.00	487.62	(387.62)	-387.62%		
Insurance	8,307.00	0.00%	8,307.00	0.00	8,307.00	100.00%	8,307.00	0.00	8,307.00	100.00%		
Electric Utility	15,500.00	18.47%	1,400.00	1,462.18	(62.18)	-4.44%	2,800.00	2,862.18	(62.18)	-2.22%		
Refuse	1,200.00	30.53%	1,000.00	266.38	99.13	99.11%	2,000.00	366.38	1,887.39	94.37%		
Repair/Maint Bldg	15,250.00	0.74%	1,000.00	8.87	1,555.47	70.70%	4,400.00	1,191.00	3,209.00	72.93%		
Repair/Maint Equip	25,650.00	4.64%	2,200.00	644.53	1,555.47	70.70%	4,400.00	1,191.00	3,209.00	72.93%		
Uniforms	4,100.00	2.68%	300.00	109.90	190.10	63.37%	600.00	199.01	490.10	81.68%		
Miscellaneous	2,000.00	9.95%	150.00	191.11	(41.11)	-27.41%	300.00	199.01	100.99	33.66%		
Dues & Subscriptions	3,863.00	22.75%	320.00	130.00	190.00	59.38%	640.00	879.00	(239.00)	-37.34%		
Books	440.00	0.00%	40.00	0.00	40.00	100.00%	60.00	0.00	60.00	100.00%		
Conferences & Training	17,000.00	37.44%	0.00	5,700.46	(5,700.46)	-100.00%	0.00	6,364.46	(6,364.46)	-100.00%		
Conferences & Training (Reimb)	(6,000.00)	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Total Fire	377,231.71	15.61%	52,764.07	39,384.73	13,379.34	25.36%	78,701.13	58,900.69	19,800.44	25.16%		
<b>2250 - Fire Relief</b>												
Fire State Aid	37,323.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Total Fire Relief	37,323.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		

2400 - Building Inspection	Full Year BUDGET 2016	% to date	MONTH					YTD				
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
			Month	Month	Month	Month	YTD	YTD	YTD	YTD		
FT Salaries	168,171.00	11.92%	12,936.23	10,042.13	2,894.10	22.37%	25,872.46	20,039.04	5,833.42	22.55%		
PERA Contributions	12,612.83	11.92%	970.22	753.16	217.06	22.37%	1,940.43	1,502.93	437.50	22.55%		
FICA Contributions	10,426.60	11.40%	802.05	595.00	207.05	25.82%	1,604.09	1,188.39	415.70	25.92%		
Medicare Contributions	2,438.48	11.40%	187.58	139.13	48.45	25.83%	375.15	277.90	97.25	25.92%		
Health/Dental Insurance	29,692.00	14.66%	2,284.00	2,176.00	108.00	4.73%	4,568.00	4,352.00	216.00	4.73%		
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Workers Compensation	5,000.00	25.19%	2,500.00	1,259.69	1,240.31	0.00%	2,500.00	1,259.69	1,240.31	0.00%		
Office Supplies	2,100.00	13.65%	175.00	150.00	25.00	14.29%	350.00	286.55	63.45	18.13%		
Printed Forms	700.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Fuel, Oil & Fluids	6,500.00	2.31%	500.00	121.63	378.37	75.67%	1,000.00	150.06	849.94	84.99%		
Engineering	14,000.00	6.63%	1,000.00	463.75	536.25	53.63%	2,000.00	927.50	1,072.50	53.63%		
Inspector Contract Services	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Mileage	200.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Insurance	900.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Repairs/Maint Equip	1,800.00	0.00%	150.00	0.00	150.00	100.00%	300.00	0.00	300.00	100.00%		
Uniforms	850.00	0.00%	70.00	0.00	70.00	100.00%	140.00	0.00	140.00	100.00%		
Miscellaneous	725.00	10.48%	55.00	76.00	(21.00)	-38.18%	110.00	76.00	34.00	30.91%		
Dues & Subscriptions	700.00	0.00%	60.00	252.18	(192.18)	-320.30%	120.00	252.18	(132.18)	-110.15%		
Books	725.00	0.00%	0.00	0.00	0.00	0.00%	725.00	0.00	725.00	100.00%		
New Truck	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Conferences & Training	3,225.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
<b>Total Building Inspections</b>	<b>260,765.91</b>	<b>11.62%</b>	<b>21,690.08</b>	<b>16,028.67</b>	<b>5,661.41</b>	<b>26.10%</b>	<b>41,605.13</b>	<b>30,312.24</b>	<b>11,292.89</b>	<b>27.14%</b>		
<b>2500 - Emergency Communications</b>	<b>7,400.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
Contract Services	7,400.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
<b>Total Emergency Communications</b>	<b>7,400.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
<b>2700 - Animal Control</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Contract Services	7,550.00	15.56%	600.00	575.00	25.00	4.17%	1,200.00	1,175.00	25.00	2.08%		
Miscellaneous (Impounding)	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
<b>Total Animal Control</b>	<b>7,550.00</b>	<b>15.56%</b>	<b>600.00</b>	<b>575.00</b>	<b>25.00</b>	<b>4.17%</b>	<b>1,200.00</b>	<b>1,175.00</b>	<b>25.00</b>	<b>2.08%</b>		
<b>Total Public Safety</b>	<b>1,272,031.09</b>	<b>7.93%</b>	<b>79,654.15</b>	<b>60,936.61</b>	<b>18,717.54</b>	<b>23.50%</b>	<b>130,706.26</b>	<b>100,906.36</b>	<b>29,799.90</b>	<b>22.80%</b>		

**DEPT 430 - PUBLIC WORKS**

	Full Year BUDGET 2016	% to date	MONTH						YTD									
			BUDGET		ACTUAL		Variance (\$)		Variance (%)		BUDGET		ACTUAL		Variance (\$)		Variance (%)	
			Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month
<b>3100 - Public Works</b>																		
FT Salaries	169,779.00	21.31%	13,059.92	17,737.78	(4,677.86)	-35.82%	26,119.85	36,183.70	(10,063.85)	-38.53%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
PT Salaries	7,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
PERA Contributions	12,733.43	21.31%	979.49	1,330.35	(350.86)	-35.82%	1,958.99	2,713.81	(754.82)	-38.53%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
FICA Contributions	10,526.30	20.61%	809.72	1,062.23	(252.51)	-31.18%	1,619.43	2,169.81	(550.38)	-33.99%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
Medicare Contributions	2,461.80	8.43%	189.37	248.46	(59.09)	-31.20%	378.74	207.46	171.28	45.22%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
Health/Dental Insurance	44,759.00	12.95%	0.00	2,899.00	544.00	15.80%	6,886.00	5,798.00	1,088.00	15.80%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Workers Compensation	18,000.00	6.68%	0.00	12,028.46	(12,028.46)	-100.00%	0.00	12,028.46	(12,028.46)	-100.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	
Office Supplies	2,000.00	0.00%	165.00	0.00	165.00	100.00%	330.00	0.00	330.00	100.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Shop Materials	2,000.00	23.02%	165.00	361.51	(196.51)	-119.10%	330.00	460.32	(130.32)	-39.49%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Building Repair Supplies	500.00	92.00%	40.00	293.53	(253.53)	-633.83%	80.00	459.99	(379.99)	-474.99%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Small Tools and Minor Equip	1,200.00	99.33%	100.00	906.43	(806.43)	-806.43%	200.00	1,191.92	(991.92)	-495.96%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Engineering Services	12,000.00	4.86%	1,000.00	445.00	555.00	55.50%	2,000.00	583.75	1,416.25	70.81%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Contract Services	1,000.00	24.36%	250.00	143.55	106.45	42.58%	500.00	243.55	256.45	51.29%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Radio	1,300.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Mileage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Insurance	16,000.00	0.00%	16,000.00	0.00	16,000.00	100.00%	16,000.00	0.00	16,000.00	100.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Electric Utility	28,000.00	20.04%	3,500.00	2,411.27	1,088.73	31.11%	7,000.00	5,611.27	1,388.73	19.84%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Refuse	2,500.00	16.67%	200.00	216.67	(16.67)	-8.33%	400.00	416.67	(16.67)	-4.17%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Fuel, Oil, Fluids (ALL depts)	42,000.00	5.87%	6,000.00	1,445.13	4,554.87	75.91%	12,000.00	2,464.53	9,535.47	79.46%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Repair/Maint Bldg	4,000.00	36.82%	330.00	245.00	85.00	25.76%	660.00	1,472.75	(812.75)	-123.14%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Repair/Maint NOT Bldg	500.00	33.00%	40.00	164.99	(124.99)	-312.48%	80.00	164.99	(84.99)	-106.24%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Repair/Maint Equip (in)	2,400.00	28.95%	200.00	0.00	200.00	100.00%	400.00	694.84	(294.84)	-73.71%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Repair/Maint Equip (out)	5,000.00	0.00%	400.00	0.00	400.00	100.00%	800.00	0.00	800.00	100.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Equipment Parts	8,000.00	0.00%	725.00	0.00	725.00	100.00%	1,350.00	352.52	997.48	73.89%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Uniforms	3,600.00	10.34%	300.00	235.55	64.45	21.48%	600.00	372.35	227.65	37.94%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Miscellaneous	1,000.00	28.80%	50.00	288.00	(238.00)	-476.00%	100.00	288.00	(188.00)	-188.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Landscaping Material	500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Dues & Subscriptions	200.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Conferences & Training	4,425.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Personal Protection Equipment	2,400.00	0.00%	200.00	0.00	200.00	100.00%	400.00	0.00	400.00	100.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Clean up Days	5,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
<b>Total Public Works</b>	<b>411,284.53</b>	<b>17.96%</b>	<b>48,146.50</b>	<b>42,462.91</b>	<b>5,683.59</b>	<b>11.80%</b>	<b>80,193.01</b>	<b>73,878.69</b>	<b>6,314.32</b>	<b>7.87%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
<b>3120 - Streets</b>																		
Equipment Parts	3,000.00	0.00%	250.00	0.00	250.00	100.00%	500.00	0.00	500.00	100.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Street Maintenance Materials	20,000.00	0.39%	1,000.00	77.40	922.60	92.26%	1,500.00	77.40	1,422.60	94.84%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Seal Coating/Crack Filling	210,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Mill and Overlay Program	160,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Sign Repair Materials	2,500.00	0.00%	200.00	0.00	200.00	100.00%	300.00	0.00	300.00	100.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Contract Services - General	10,000.00	7.10%	0.00	710.12	(710.12)	-100.00%	0.00	710.12	(710.12)	-100.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Contract Services - ROW	5,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
Repairs/Maint Equipment	2,500.00	0.00%	210.00	0.00	210.00	100.00%	420.00	0.00	420.00	100.00%	0.00	0.00	0.00%	0.00	0.00	0.00%		
<b>Total Streets</b>	<b>413,000.00</b>	<b>0.19%</b>	<b>1,660.00</b>	<b>787.52</b>	<b>872.48</b>	<b>52.56%</b>	<b>2,720.00</b>	<b>787.52</b>	<b>1,932.48</b>	<b>71.05%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		

3125 - Ice & Snow Removal	Full Year BUDGET 2016	% to date	MONTH					YTD				
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
			Month	Month	Month	Month	YTD	YTD	YTD	YTD		
Landscaping Material	750.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%			
Sand/Salt	70,000.00	6.50%	15,000.00	4,550.73	10,449.27	69.66%	30,000.00	4,550.73	25,449.27	84.83%		
Contract Services	4,000.00	0.00%	1,000.00	0.00	1,000.00	100.00%	2,000.00	0.00	2,000.00	100.00%		
Repairs/Maint Equipment	12,500.00	15.12%	1,000.00	1,784.44	(784.44)	-78.44%	2,000.00	1,889.58	110.42	5.52%		
<b>Total Ice &amp; Snow Removal</b>	<b>87,250.00</b>	<b>7.38%</b>	<b>17,000.00</b>	<b>6,335.17</b>	<b>10,664.83</b>	<b>62.73%</b>	<b>34,000.00</b>	<b>6,440.31</b>	<b>27,559.69</b>	<b>81.06%</b>		
<b>3160 - Street Lighting</b>	<b>26,400.00</b>	<b>14.05%</b>	<b>2,200.00</b>	<b>1,709.29</b>	<b>490.71</b>	<b>22.31%</b>	<b>4,400.00</b>	<b>3,709.29</b>	<b>690.71</b>	<b>15.70%</b>		
Street Lighting	26,400.00	14.05%	2,200.00	1,709.29	490.71	22.31%	4,400.00	3,709.29	690.71	15.70%		
<b>Total Street Lighting</b>	<b>26,400.00</b>	<b>14.05%</b>	<b>2,200.00</b>	<b>1,709.29</b>	<b>490.71</b>	<b>22.31%</b>	<b>4,400.00</b>	<b>3,709.29</b>	<b>690.71</b>	<b>15.70%</b>		
<b>3200 - Recycling</b>	<b>3,500.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
Recycling Supplies	3,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Miscellaneous	2,400.00	0.00%	200.00	0.00	200.00	100.00%	400.00	0.00	400.00	100.00%		
<b>Total Recycling</b>	<b>5,900.00</b>	<b>0.00%</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>100.00%</b>	<b>400.00</b>	<b>0.00</b>	<b>400.00</b>	<b>100.00%</b>		
<b>3250 - Tree Program</b>	<b>1,000.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
Contract Services	1,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
<b>Total Tree Program</b>	<b>1,000.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
<b>Total Public Works</b>	<b>944,834.53</b>	<b>8.98%</b>	<b>69,206.50</b>	<b>51,294.89</b>	<b>17,911.61</b>	<b>25.88%</b>	<b>121,713.01</b>	<b>84,815.81</b>	<b>36,897.20</b>	<b>30.31%</b>		



DEPT 450 - CULTURE, RECREATIO	Full Year	MONTH										YTD					
		BUDGET		ACTUAL		Variance (\$)		Variance (%)		BUDGET		ACTUAL		Variance (\$)		Variance (%)	
		2016	% to date	Month	Month	Month	Month	Month	Month	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD
<b>5200 - Parks &amp; Recreation</b>		<b>115,254.00</b>	<b>11.32%</b>	<b>8,865.69</b>	<b>6,292.93</b>	<b>2,572.76</b>	<b>29.02%</b>	<b>17,731.38</b>	<b>13,050.28</b>	<b>4,681.10</b>	<b>26.40%</b>	<b>32,500.00</b>	<b>2,590.00</b>	<b>2,410.00</b>	<b>48.20%</b>		
FT Salaries		32,500.00	7.97%	2,500.00	1,650.00	850.00	34.00%	5,000.00	2,590.00	2,410.00	48.20%	8,644.05	1,329.83	1,098.72	17.38%		
PERA Contributions		8,644.05	12.71%	664.93	532.69	132.24	19.89%	1,409.35	929.63	479.72	34.04%	9,160.75	1,409.35	1,409.35	100.00%		
FICA Contributions		9,160.75	10.15%	704.67	472.67	232.00	32.92%	3,299.61	2,174.5	1,125.11	34.03%	2,142.43	329.61	217.45	12.16%		
Medicare Contributions		2,142.43	10.15%	164.80	110.55	54.25	32.92%	2,926.00	2,901.60	24.40	0.83%	19,019.00	0.00	2,901.60	2.44%		
Health/Dental Insurance		19,019.00	15.26%	1,463.00	1,450.80	12.20	0.83%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Unemployment Benefits		0.00	0.00%	0.00	0.00	0.00	0.00%	4,700.00	3,734.94	965.06	20.53%	4,700.00	0.00	3,734.94	79.47%		
Workers Compensation		4,700.00	79.47%	4,700.00	3,734.94	965.06	20.53%	200.00	64.96	135.04	67.52%	1,000.00	0.00	64.96	6.50%		
Shop Materials		1,000.00	6.50%	100.00	0.00	100.00	100.00%	250.00	0.00	250.00	100.00%	1,500.00	0.00	0.00	0.00%		
Chemicals		1,500.00	0.00%	125.00	0.00	125.00	100.00%	660.00	381.28	278.72	42.23%	4,000.00	9,539.00	381.28	23.80%		
Equipment Parts		4,000.00	9.53%	330.00	381.28	(51.28)	-15.54%	80.00	157.01	(77.01)	-96.26%	500.00	0.00	0.00	0.00%		
Building Repair Supplies		500.00	31.40%	40.00	0.00	40.00	100.00%	332.00	166.17	165.83	49.95%	2,000.00	0.00	0.00	0.00%		
Landscaping Materials		2,000.00	8.31%	166.00	54.17	111.83	67.37%	300.00	312.94	(12.94)	-4.31%	1,200.00	0.00	0.00	0.00%		
Small Tools and Minor Equip		2,000.00	15.65%	150.00	312.94	(162.94)	-108.63%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Mileage		0.00	0.00%	0.00	0.00	0.00	0.00%	3,200.00	0.00	3,200.00	100.00%	9,500.00	1,850.00	1,720.11	18.11%		
Insurance		3,200.00	0.00%	0.00	0.00	0.00	0.00%	2,500.00	0.00	2,500.00	100.00%	1,800.00	0.00	0.00	0.00%		
Electric Utility		9,500.00	18.11%	900.00	820.11	79.89	8.88%	3,000.00	1,000.00	2,000.00	66.67%	1,500.00	0.00	0.00	0.00%		
Refuse		1,500.00	6.67%	125.00	0.00	125.00	100.00%	300.00	0.00	300.00	100.00%	3,000.00	0.00	0.00	0.00%		
Repair/Maint Bldg		1,800.00	0.00%	150.00	0.00	150.00	100.00%	500.00	0.00	500.00	100.00%	1,500.00	0.00	0.00	0.00%		
Repair/Maint NOT Bldg		3,000.00	0.00%	250.00	0.00	250.00	100.00%	2,500.00	0.00	2,500.00	100.00%	6,000.00	0.00	0.00	0.00%		
Rental Buildings		1,500.00	0.00%	125.00	0.00	125.00	100.00%	1,000.00	0.00	1,000.00	100.00%	1,200.00	0.00	0.00	0.00%		
Personal Protection Equipment		6,000.00	0.00%	500.00	0.00	500.00	100.00%	200.00	0.00	200.00	100.00%	1,200.00	0.00	0.00	0.00%		
Miscellaneous		1,200.00	0.00%	100.00	0.00	100.00	100.00%	200.00	0.00	200.00	100.00%	<b>231,320.23</b>	<b>11.86%</b>	<b>22,224.09</b>	<b>15.81%</b>	<b>6,411.01</b>	<b>28.85%</b>
<b>Total Parks &amp; Recreation</b>		<b>231,320.23</b>	<b>11.86%</b>	<b>22,224.09</b>	<b>15,813.08</b>	<b>6,411.01</b>	<b>28.85%</b>	<b>42,998.19</b>	<b>27,425.09</b>	<b>15,573.10</b>	<b>36.22%</b>	<b>472,967.02</b>	<b>344,228.05</b>	<b>108,738.97</b>	<b>23.00%</b>		
<b>IT &amp; Telephone</b>		<b>3,000.00</b>	<b>48.83%</b>	<b>0.00</b>	<b>1,267.99</b>	<b>(1,267.99)</b>	<b>-100.00%</b>	<b>0.00</b>	<b>1,465.00</b>	<b>(1,465.00)</b>	<b>-100.00%</b>	<b>8,156.00</b>	<b>3,280.00</b>	<b>4,876.00</b>	<b>59.78%</b>		
IT-Hardware		3,000.00	48.83%	0.00	1,267.99	(1,267.99)	-100.00%	0.00	1,465.00	(1,465.00)	-100.00%	8,156.00	3,280.00	4,876.00	59.78%		
IT-Software		8,156.00	40.22%	0.00	0.00	0.00	0.00%	8,330.00	8,377.50	(47.50)	-0.57%	0.00	0.00	0.00	0.00%		
IT-Support Services		50,000.00	16.76%	4,165.00	4,211.25	(46.25)	-1.11%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
IT-Networking		0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
INET Contingency		0.00	0.00%	0.00	0.00	0.00	0.00%	3,470.00	3,577.48	(107.48)	-3.10%	20,820.00	0.00	0.00	0.00%		
Telephone		20,820.00	17.18%	1,735.00	1,998.22	(263.22)	-15.17%	19,956.00	16,699.98	3,256.02	16.33%	81,976.00	20,376.00	7,477.46	20.37%		
<b>Total IT &amp; Telephone</b>		<b>81,976.00</b>	<b>20.37%</b>	<b>5,900.00</b>	<b>7,477.46</b>	<b>(1,577.46)</b>	<b>-26.74%</b>	<b>19,956.00</b>	<b>16,699.98</b>	<b>3,256.02</b>	<b>16.33%</b>	<b>3,465,514.32</b>	<b>177,778.12</b>	<b>64,403.40</b>	<b>25.96%</b>		
<b>Grand Total all Expenses</b>		<b>3,465,514.32</b>	<b>9.93%</b>	<b>248,081.52</b>	<b>177,778.12</b>	<b>64,403.40</b>	<b>25.96%</b>	<b>472,967.02</b>	<b>344,228.05</b>	<b>108,738.97</b>	<b>23.00%</b>	<b>20,000.00</b>	<b>(25,231.14)</b>	<b>113,582.38</b>	<b>-78.49%</b>		
<b>Subtotal Net Income over Expenses</b>		<b>20,000.00</b>	<b>-579.10%</b>	<b>(144,713.52)</b>	<b>(25,231.14)</b>	<b>113,582.38</b>	<b>-78.49%</b>	<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>100.00%</b>	<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>100.00%</b>		
<b>DEPT 460 - COMP ADJ</b>		<b>20,000.00</b>	<b>0.00%</b>	<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
<b>Debt Service Increase</b>		<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
<b>Transfer to City Projects (Streets)</b>		<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
<b>DEPT 493 - OTH FINANCING</b>		<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
<b>GRAND TOTAL EXP ALL DEPTS</b>		<b>3,485,514.32</b>	<b>9.88%</b>	<b>268,081.52</b>	<b>177,778.12</b>	<b>84,403.40</b>	<b>31.48%</b>	<b>492,967.02</b>	<b>344,228.05</b>	<b>128,782.97</b>	<b>26.12%</b>	<b>3,485,514.32</b>	<b>268,081.52</b>	<b>177,778.12</b>	<b>84,403.40</b>	<b>31.48%</b>	
<b>Net Income over Expenses</b>		<b>0.00</b>	<b>0.00%</b>	<b>(164,713.52)</b>	<b>(25,231.14)</b>	<b>139,482.38</b>	<b>84.68%</b>	<b>(335,224.02)</b>	<b>(115,819.17)</b>	<b>219,404.85</b>	<b>65.45%</b>	<b>0.00</b>	<b>0.00%</b>	<b>(164,713.52)</b>	<b>(25,231.14)</b>	<b>139,482.38</b>	<b>84.68%</b>





# MAYOR & COUNCIL COMMUNICATION

**DATE:** March 15, 2016  
**CONSENT**  
**ITEM** #4

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

**SUGGESTED ORDER OF BUSINESS:**

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

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to accept the monthly assessor report for through February 2016 outlining work performed on behalf of the City of Lake Elmo. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

Property splits/plats – 0  
Sales collected and viewed – 11  
Taxpayer inquiries – 2  
Miscellaneous inquiries - 9  
Inspections – Residential – 3; Commercial – 0  
Building permit reviews – 19  
Pictures taken – 0

Other work performed included:

- Preparation for Board of Review. Printing field cards for 2017 assessment.
- Monthly meeting with County residential and commercial supervisors

- Input of all inspection and permit work
- Perform sales verifications and land value analysis using MLS and other resources
- Field telephone inquiries

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council accept the February 2016 monthly assessor report.



# MAYOR & COUNCIL COMMUNICATION

**DATE:** March 15, 2016  
**CONSENT**  
**ITEM** 5  
**MOTION**

**AGENDA ITEM:** New Single Family Home Permit Report

**SUBMITTED BY:** Rick Chase, Building Official

**THROUGH:** Rick Chase, Building Official

**REVIEWED BY:** Clark Schroeder, City Administrator

**SUGGESTED ORDER OF BUSINESS:**

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

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to accept the monthly new single family home permit report through February, 2016. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

	<u>2016</u>	<u>2015</u>	<u>2014</u>
New Homes	33	8	1
Total valuation	\$8,920,000	\$5,348,857	\$825,000
Average home value	270,000	445,000	825,000
Total Valuation YTD	14,109,808	5,348,857	1,220,483

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council accept the February, 2016 monthly new home building permit report.



## MAYOR & COUNCIL COMMUNICATION

**DATE:** March 15, 2016  
**CONSENT**  
**ITEM #6**  
**MOTION**

**AGENDA ITEM:** Annual League of MN Cities Insurance Trust Waiver Form

**SUBMITTED BY:** Cathy Bendel, Finance Director

**THROUGH:** Cathy Bendel, Finance Director

**REVIEWED BY:** Rusty Zignego, City Insurance Agent

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**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** Finance

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve the attached annual liability coverage waiver form. The form has been completed based on a recommendation by our insurance agent and the League of MN Cities Insurance Trust. 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 is required on an annual basis to specifically state if they want to waive the monetary limits on municipal tort liability established by Minnesota State Statutes. It is recommended that the City NOT waive the monetary limits as notes on the attached form.

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council approve as part of the Consent Agenda the annual League of MN Cities Insurance Trust Waiver Form.

**ATTACHMENTS:**

1. 2016 League of MN Cities Insurance Trust Waiver Form.



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## LIABILITY COVERAGE – WAIVER FORM

**LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org)**

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

CITY OF LAKE ELMO

LMCIT Member Name

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_



# MAYOR & COUNCIL COMMUNICATION

**DATE:** March 15, 2016

**CONSENT**

**ITEM #** 7

**AGENDA ITEM:** Village Preserve 1st Addition – Approve Security Reduction #1.

**SUBMITTED BY:** Jack Griffin, City Engineer

**THROUGH:** Clark Schroeder, Interim City Administrator

**REVIEWED BY:** Stephen Wensman, City Planner  
Cathy Bendel, Finance Director

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

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

**POLICY RECOMMENDER:** Engineering.

**FISCAL IMPACT:**

It is the City’s goal to retain at all times during the subdivision improvements a security amount that is adequate to ensure completion of all elements of the improvements as protection to the City tax payers against the potential of developer default. With this reduction the remaining security amount held by the City will be \$1,858,897 which remains sufficient to complete the remaining improvements.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving a reduction in the security amount for the Village Preserve 1st Addition.

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

The developer has completed a substantial portion of the required development improvements for the Village Preserve 1st Addition including the installation of sanitary sewer, watermain, storm sewer, and street improvements. In accordance with the revised Security Reduction Policy Paragraph G, the developer is eligible for a reduction in security for Phase 1 in the amount of \$728,423.

**RECOMMENDATION:**

Staff is recommending that the City Council approve, *as part of the Consent Agenda*, a reduction in the security amount for the Village Preserve 1st Addition. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve a reduction of the Letter of Credit for the Village Preserve 1st Addition from \$2,507,460 down to \$1,858,897.”***

**ATTACHMENT(S):**

1. Engineer’s Letter Recommending Security Reduction #1 for the Village Preserve 1st Addition.
2. Developer’s Letter Requesting Reduction of Security for the Village Preserve 1st Addition.
3. Security Reduction Worksheet.





March 16, 2016

Craig Allen, Chief Manager  
Gonyea Company  
10850 Old County Road 15, Suite 200  
Plymouth, MN 55441

Re: Village Preserve 1st Addition  
Lake Elmo, Minnesota  
Irrevocable Letter of Credit No. **320**

Dear Mr. Allen:

We have reviewed and processed your request dated February 22, 2016 for a reduction in the security for the Village Preserve 1st Addition in Lake Elmo, MN. At this time the Irrevocable Letter of Credit No. **320** may be reduced to \$1,858,897. Please process the security reduction through the office of the Lake Elmo City Clerk.

This represents a security reduction in the amount of 75% of the Sanitary Sewer and Watermain security, 50% of the Storm Sewer security, and 18% of the Street Improvement security.

Should you have any questions or require additional information, please call me 651.300.4264.

Sincerely,

*J Griffin*

John (Jack) W. Griffin, P.E.  
City Engineer

cc: Clark Shroeder, Interim City Administrator  
Julie Johnson, City Clerk  
Cathy Bendel, Finance Director  
Stephen Wensman, City Planner



Jack Griffin &lt;jack.griffin@focusengineeringinc.com&gt;

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**Village Preserve Security Reduction**

1 message

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**Craig@gonyecompany.com** <Craig@gonyecompany.com>

Mon, Feb 22, 2016 at 4:18 PM

To: "'Jack Griffin' (jack.griffin@focusengineeringinc.com)" &lt;jack.griffin@focusengineeringinc.com&gt;

Jack,

Attached is the Pay request from Houle for utility work as well as waiver's for the two payments. I would like to request a reduction in security for Village Preserve. With your new policy, I believe I'm eligible for a one time reduction of at least 50% for the storm and streets. As you will see, over 80% of the storm has been paid and installed but a smaller portion of the streets (please note some of the street work is included in extras). I'm not sure if you calculate a portion of what's been installed and paid for and give that percentage of what you have held for security or how it works exactly?

The watermain I believe is eligible for 75% and I'm hoping the sanitary is too. I know we have the corrections for sanitary in the spring, but I would think the 25% you retain would be enough to secure that work?

Take a look and let me know if you need anything additional from me. I'm happy to write a formal letter of request, I'm just not sure what to include in the letter without knowing exactly what I'm eligible for.

Thanks,

Craig

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Craig Allen  
10850 Old County Road 15  
Suite 200  
Plymouth, MN 55441  
Cell: [952-270-4473](tel:952-270-4473)  
[craig@gonyecompany.com](mailto:craig@gonyecompany.com)

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**2 attachments****Houle PR2 (2).pdf**

522K

**Houle Waiver #1 & #2.pdf**

88K



# C.W. Houle, Inc.

Excavating • Sewer-Water Construction

1300 WEST COUNTY ROAD I

SHOREVIEW, MINNESOTA 55126-5611

TELEPHONE: (651) 484-6077 • FAX: (651) 484-8895 • Email: info@cwhoule.com



December 11, 2015

GWSA Land Development  
Attn: Craig Allen  
10850 Old County Road 15, Suite 200  
Plymouth, MN 55441

Re: LAKE ELMO - VILLAGE RESERVE 15-07  
ESTIMATE #2

TOTAL WORK TO DATE:	\$840,802.00
EXTRA WORK PERFORMED:	<u>\$41,087.00</u>
GROSS AMOUNT DUE:	\$881,889.00
LESS 5% RETAINAGE:	\$44,094.45
LESS PREVIOUS PAYMENTS:	<u>\$455,478.45</u>
TOTAL AMOUNT DUE EST 2:	\$382,316.10

EXTRA WORK:

INVOICE 10319 (INCL ON EST 1)	\$2,295.00
INVOICE 10320 (INCL ON EST 1)	\$1,055.00
INVOICE 10344 (SEE ATTACHED)	\$14,688.00
INVOICE 10345 (SEE ATTACHED)	\$16,700.00
INVOICE 10346 (SEE ATTACHED)	\$1,149.00
INVOICE 10347 (SEE ATTACHED)	<u>\$5,200.00</u>
TOTAL EXTRA WORK:	\$41,087.00

# Receipt and Waiver of Mechanics Lien Rights

Draw Number 2

Date: 11/12/15

The undersigned hereby acknowledges receipt of the sum of \$455,478.45 as

PARTIAL PAYMENT for material, labor or service

FULL AND FINAL PAYMENT for material, labor or service

furnished to the following described property:

Project Name: Lake Elmo

Address: Village Preserve  
Lake Elmo, MN

General Contractor: GWSA Land Development, LLC

Project Manager:

File Number: HB-26627B

Contract: \_\_\_\_\_

and for value received hereby waives any and all rights to file a mechanic's lien against said property for material, labor, or service furnished to said property.

The undersigned affirms that all materials and labor furnished on behalf of the undersigned have been paid in full, EXCEPT:

CW Houle, Inc.  
Company Name

By: William Bourd

Title: O.P.

Address: 1300 W. Co. Rd I

Shoreview, MN 55126

Phone Number: 651-484-6077

Please sign this form and return to CUSTOM HOME BUILDERS TITLE, LLC as follows:

\* BY EMAIL: [disbursing@chbttitle.com](mailto:disbursing@chbttitle.com)

\* BY FAX: (763)489-3241

\* BY MAIL: 10850 Old County Road 15, Plymouth, MN 55441

**CUSTOM HOME BUILDERS TITLE, LLC**  
10850 Old County Road 15, Plymouth, MN 55441  
Phone: (763)489-3240 -- Fax: (763)489-3241

# Receipt and Waiver of Mechanics Lien Rights

Draw Number 4

Date: 01/12/16

The undersigned hereby acknowledges receipt of the sum of \$382,316.10 as

PARTIAL PAYMENT for material, labor or service

FULL AND FINAL PAYMENT for material, labor or service

furnished to the following described property:

Project Name: Lake Elmo

Address: Village Preserve  
Lake Elmo, MN

General Contractor: GWSA Land Development, LLC

Project Manager:

File Number: HB-26627B

Contract: \_\_\_\_\_

and for value received hereby waives any and all rights to file a mechanic's lien against said property for material, labor, or service furnished to said property.

The undersigned affirms that all materials and labor furnished on behalf of the undersigned have been paid in full, EXCEPT:

CW Houle, Inc.

Company Name

By: William Senczek

Title: Vice President

Address: 1300 W. Co. Rd. I

Shoreview, MN 55126

Phone Number: 651-484-6077

Please sign this form and return to CUSTOM HOME BUILDERS TITLE, LLC as follows:

\* BY EMAIL: [disbursing@chbttitle.com](mailto:disbursing@chbttitle.com)

\* BY FAX: (763)489-3241

\* BY MAIL: 10850 Old County Road 15, Plymouth, MN 55441

**CUSTOM HOME BUILDERS TITLE, LLC**

10850 Old County Road 15, Plymouth, MN 55441

Phone: (763)489-3240 -- Fax: (763)489-3241

VILLAGE PRESERVE 1ST ADDITION

Time of Performance: October 31, 2016

DEVELOPMENT AGREEMENT AMOUNTS

CATEGORY	CONSTRUCTION	125% REMARKS	REDUCTIONS						
			#1	#2	#3	#4	#5	#6	
Grading	\$79,860	NA	Site Grading Agrmt: Assumed Replaced						
Shared Wildflower Improvements	\$255,801	\$319,751.25	Never Received: Provided by Wildflower						
Grading	\$456,502	\$570,627.50 0%							
Sanitary Sewer	\$227,849	\$284,811.25 75%	\$213,608						
Watermain	\$224,251	\$280,313.75 75%	\$210,235						
Streets (includes sidewalks/trails)	\$727,995	\$909,993.75 18%	\$163,799						
Surface Water Facilities	\$225,248	\$281,560.00 50%	\$140,780						
Erosion Control	\$27,970	\$34,962.50							
Sidewalks/Trails	NA	NA Included in Streets							
Street Lighting	NA	NA By Xcel Energy							
Street Signs and Traffic Control Signs	\$3,600	\$4,500.00							
Landscaping	\$105,453	\$131,816.25							
Tree Preservation and Restoration	NA	NA included in Erosion Control							
Wetland Mitigation and Buffers	NA	NA LOC Through VBWD							
Monuments	\$4,600	\$5,750.00							
Miscellaneous Facilities	NA	NA None							
Record Drawings	\$2,500	\$3,125.00							
<b>TOTALS</b>	<b>\$2,005,968</b>	<b>\$2,507,460.00</b>	RELEASED AMOUNTS: \$728,423	\$0	\$0	\$0	\$0	\$0	\$0

CUMMULATIVE AMOUNTS: \$728,423

SECURITY AMOUNT REMAINING: \$1,858,897

DATE: 3/15/2016



## MAYOR & COUNCIL COMMUNICATION

**DATE: March 15, 2016**

**CONSENT**

**ITEM #8**

**AGENDA ITEM:** Authorize Posting PT Fire Admin Position

**SUBMITTED BY:** Julie Johnson, City Clerk

**THROUGH:** Clark Schroeder, Interim Administrator

**REVIEWED BY:** Greg Malmquist, Fire Chief & HR Committee

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**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** City Clerk

**FISCAL IMPACT:** \$19.79/hr; 20 hours per week

**SUMMARY AND ACTION REQUESTED:** Staff is requesting Council authorization to advertise, interview and present a candidate to the Council for hiring to fill the vacant part time administrative assistant position in the Fire Department. As directed by the City Council, this position was reviewed by the HR Committee at the February 29, 2016 meeting. The Committee has recommended to advertise, recruit and fill the position with an hourly wage 50% higher than the hourly wage for a Firefighter to compensate for the added duties. This position requires full Firefighter certifications in order to provide additional coverage for fire calls during the day and to provide a qualified person to conduct maintenance on equipment, complete reports and perform other duties that require fire department knowledge and training.

**RECOMMENDATION:** If removed from the Consent Agenda, staff recommends the following motion:

**“Motion to authorize staff to advertise, interview and present a candidate for hiring for the part time Fire Department Administrative Assistant opening.”**





**MAYOR AND COUNCIL COMMUNICATION**

DATE: March 15, 2016  
**CONSENT**  
ITEM #: 9  
**MOTION**

**AGENDA ITEM:** Official Newspaper Designation  
**SUBMITTED BY:** Sarah Sonsalla, City Attorney  
**THROUGH:** Clark Schroeder, Interim City Administrator  
**REVIEWED BY:** Sarah Sonsalla/Clark Schroeder

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**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item.....Staff
- 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 (IF APPLICABLE)**

**SUMMARY AND ACTION REQUESTED:**

Designate the Oakdale-Lake Elmo Review as the City’s official newspaper.

**BACKGROUND AND STAFF REPORT:**

Minnesota Statutes require the City Council to annually designate a local newspaper as its official newspaper for the publication of ordinances and notices and other matters of importance to the City Council. The City Council had previously designated the Oakdale-Lake Elmo Review as the City’s official newspaper, but had also designated the St. Paul Pioneer Press as the City’s alternate official newspaper. It has been brought to the City staff’s attention that the City can only have one official newspaper. Therefore, City staff is recommending that the City Council designate the Oakdale-Lake Elmo Review as the City’s official newspaper. The City will no longer publish in the St. Paul Pioneer Press.

**RECOMMENDATION:**

Council to adopt the attached Resolution No. 2016-17, A Resolution Designating the Oakdale-Lake Elmo Review as the City’s official newspaper.

**ATTACHMENT(S):**

Resolution No. 2016-17

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

**RESOLUTION NO. 2016-17**

*A RESOLUTION DESIGNATING THE OAKDALE-LAKE ELMO REVIEW AS THE CITY'S  
OFFICIAL NEWSPAPER*

**WHEREAS**, Minnesota Statutes Section 412.831 states that a city council shall annually at its first meeting of the year, designate a local newspaper of general circulation in the city as its official newspaper for the publication of ordinances and other matters that are required by law and deemed advisable by the council to be published;

**WHEREAS**, on January 5, 2016, the City Council of the City of Lake Elmo designated the Oakdale-Lake Elmo Review as the City's official newspaper and also designated the St. Paul Pioneer Press as the City's alternate official newspaper; and

**WHEREAS**, it has been brought to the City's attention that the City can only have one official newspaper; and

**WHEREAS**, the Oakdale-Lake Elmo Review is a newspaper of general circulation in the City and the City wishes to designate it as its official newspaper; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council does hereby approve the following:

1. That the City's official newspaper is the Oakdale-Lake Elmo Review.
2. That that St. Paul Pioneer Press is no longer designated as the City's alternate official newspaper.

This resolution was adopted by the City Council of the City of Lake Elmo on this 15<sup>th</sup> day of March, 2016.

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

ATTEST:

\_\_\_\_\_  
Julie Johnson, City Clerk



# MAYOR & COUNCIL COMMUNICATION

**DATE:** March 15, 2016

**REGULAR**

**ITEM: 10**

**AGENDA ITEM:** Savona 4<sup>th</sup> Addition Final Plat

**SUBMITTED BY:** Stephen Wensman, Planning Director

**THROUGH:** Clark Schroeder, Interim City Administrator

**REVIEWED BY:** Emily Barker, City Planner

**SUGGESTED ORDER OF BUSINESS:**

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

**SUMMARY AND ACTION REQUESTED:**

US Home Corporation, DBA Lennar Corporation is requesting Final Plat of Savona 4th Addition, the fourth and final phase of the planned 310 unit residential development on 112.6 acres west of Keats Avenue and within Stage 1 of the City’s I-94 Corridor Planning Area. The Savona 4th Addition plat will include 78 single-family lots and 5 outlots over 36.14 acres of land, all of which will be accessed via an extension of the 5th Street Parkway off of Keats Avenue and previous Savona phases. Staff and the Planning Commission recommend the City Council approve Resolution 2016-16 granting approval of Savona 4<sup>th</sup> Final Plat with conditions.

**REVIEW:**

As noted in the Staff Report for the Planning Commission, the Savona 4th Addition is in substantial conformance with the approved preliminary plat. There remain a number of outstanding issues related to previous phases of this development including landscaping, irrigation, landscape maintenance agreement, and off-site grading agreements. Staff has been working diligently with Lennar to work through the issues, and significant progress has been

made. Staff is confident that the remaining issues will be satisfied before or soon after Final Plat approval.

**RECOMMENDATION:**

Staff and the Planning Commission recommend the City Council approve Resolution 2016-16 granting approval of Savona 4<sup>th</sup> Final Plat with conditions.

**ATTACHMENTS:**

- Planning Commission Report packet for 2/22/2016
- Planning Commission Minutes 2/22/2016
- Resolution 2016-16

Cul-de-sac and if the City Engineer had comments about that. Wensman stated that they are not in favor as they are harder to maintain and snow plow. Lundquist asked about a round about to slow traffic. Erickson stated that roundabouts are typically used at a 4 way intersection, but they could look into that.

Larson stated that there a number of options to use to slow traffic like treads and bump outs.

Williams is suggesting an additional condition to read “to reach and file an agreement with the City the required agreement with the Hecker family for a driveway from the new road and the buffer encroachments”.

Williams is also concerned about the configuration of the open space. There are a lot of long thin outlots that he does not feel meets the spirit of the ordinance. Haggard had the same concern and adding the ghost lots, will take some of the open feeling away. Kreimer is ok with it as shown as these are larger lots which makes it harder to accommodate the open space.

There is concern about the driveway for lot 40 from an access management standpoint. The Heckers are being required to remove their driveway and this lot might be creating the same sort of situation.

M/S/P: Williams/Haggard recommend approval of the Legends concept plan dated 1/25/16, based on the findings of fact as earlier discussed, and with the conditions as listed in the staff report, with the additional one regarding the agreement with the Heckers, **Vote 6-1, motion carried.** Dunn voted no as she would like to see the street connection as a cul-de-sac.

M/S/P: Williams/Lundquist, move to amend the motion to include the trail shown in the northwest corner on the concept plan dated 2/22/16 as part of the concept plan, **Vote 7-0, motion carried unanimously.**

#### **Business item - Final Plat –Savona 4th**

Wensman started his presentation regarding Savona 4<sup>th</sup> which is the final phase of the Lennar development. This phase is for 78 single family lots over 20.4 acres. This phase will complete 5<sup>th</sup> street from Keats to Boulder Ponds. This phase is LDR. The issues to discuss are setbacks, lot fit, landscaping and agreements. The setback issue is that LDR setback is principal building 10 feet and garage 5 feet. If there is living space behind the garage, what do you do? Preliminary Plat report talks about averaging. How should we move forward? Lot fit is that they lost some lots due to ponding and other issues and they are adding back 2 lots in this phase. They seem to still meet the requirements and staff feels it is acceptable. They would like to use the boulders from their development

for landscaping. The City engineer wants to review to ensure there is no problem getting to storm ponds. There are a number of agreements that need to be resolved.

Paul Tabone, Lennar, explained the phasing of the trail. He spoke about the lot fit and the setback issue. Lennar would like to continue with the setbacks that they used in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> addition in 4<sup>th</sup> addition. He touched on adding 2 lots which conforms to the Preliminary Plat. They are working on finalizing the landscape plan. Tabone stated that they are meeting with staff next week to discuss the agreements. He explained some of the issues they are trying to work through.

Kreimer is concerned about the street names. They are not in a good sequence. It was in the Fire Chiefs comments. He would like the street names to be reviewed.

Williams would like 2 minor changes to the draft findings. On the 4<sup>th</sup> bullet point, he would like to add after requested by the City Landscape Architect the words "letter dated 2/10/16." On the last bullet after requested by the City Engineer the words "letter dated 2/15/16."

M/S/P: Williams/Larson, move to recommend approval of the Final Plat for Savona 4<sup>th</sup> addition with draft findings and conditions of approval included in staff report and as amended, **Vote 6-0, motion carried unanimously.** (Haggard left meeting early).

M/S/F: Williams/Larson, move that the Planning Commission endorse using aerially spaced boulders in erosion control structures pursuant to the landscape architect approval, **Vote 1-5, motion fails.**

M/S/P: Kreimer/Dunn, move that the Planning Commission endorse using boulders in erosion control structures pursuant to the landscape architect approval, **Vote 6-0, motion carried unanimously.**

M/S/P: Williams/Kreimer, move that the Planning Commission endorse the 7.5 foot average setback for Savona 4<sup>th</sup> addition and that in no case should living space be closer than 7.5 feet and also that the code be changed to increase the lot width and change the setbacks for future developments, **Vote 6-0, motion carried unanimously.**

#### **Council Updates – February 16, 2016 Meeting**

1. Commercial Wedding Ceremony Ordinance – Passed.
2. Commercial Wedding IUP – Passed.
3. ZTA Senior Living – Passed.
4. Arbor Glen – Rezoning & Conditional Use Permit – Passed.
5. Appointment of Kristina Lundquist as 2<sup>nd</sup> Alternate.

#### **Staff Updates**

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

**RESOLUTION NO. 2016-16**

*A RESOLUTION APPROVING A FINAL PLAT FOR SAVONA 4TH ADDITION*

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

**WHEREAS**, U.S. Home Corporation (d/b/a Lennar), 16305 36<sup>th</sup> Avenue North, Suite 600, Plymouth, MN (Applicant) has submitted an application to the City of Lake Elmo (City) for a Final Plat for Savona 4th Addition, a copy of which is on file in the City of Lake Elmo Community Development Department; and

**WHEREAS**, the Lake Elmo Planning Commission held a public hearing on July 22, 2013 to consider the Savona Preliminary Plat and continued discussion on the Preliminary Plat until its July 29, 2013 meeting; and

**WHEREAS**, the Lake Elmo Planning Commission has submitted its report and recommendation concerning the Preliminary Plat as part of a memorandum to the City Council for the August 6, 2013 City Council Meeting; and

**WHEREAS**, the Lake Elmo Planning Commission adopted a motion recommending approval of the Preliminary Plat; and

**WHEREAS**, the City Council reviewed the Preliminary Plat request at its August 6, 2013 meeting and adopted Resolution No. 2013-064 approving the Preliminary Plat; and

**WHEREAS**, the Lake Elmo Planning Commission met on February 22, 2016 to review the Final Plat for Savona 4<sup>th</sup> Addition consisting of 78 single-family detached residential lots; and

**WHEREAS**, on February 22, 2016 the Lake Elmo Planning Commission adopted a motion to recommend that the City Council approve the Final Plat for Savona 4<sup>th</sup> Addition with conditions; and

**WHEREAS**, the City Council reviewed the recommendation of the Planning Commission and the Final Plat for Savona 4th Addition at a meeting held on March 15, 2016; and

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

## **FINDINGS**

- 1) That the procedure for obtaining approval of said Final Plat is found in the Lake Elmo City Code, Section 153.08.
- 2) That all the requirements of said City Code Section 153.07 related to the Final Plat have been met by the Applicant.
- 3) That the proposed Final Plat for Savona 4th Addition consists of the creation of 78 single-family detached residential lots.
- 4) That the Final Plat is consistent with the Preliminary Plat and Plans as approved by the City of Lake Elmo on August 8, 2013 and revised on November 25, 2013.
- 5) That the Final Plat is consistent with the Lake Elmo Comprehensive Plan and the Future Land Use Map for this area.
- 6) That the Final Plat complies with the City's Urban Low Density Residential zoning district.
- 7) That the Final Plat complies with all other applicable zoning requirements, including the City's landscaping, storm water, sediment and erosion control and other ordinances, except as noted in this report or attachments thereof.
- 8) That the Final Plat complies with the City's subdivision ordinance.
- 9) That the Final Plat is consistent with the City's engineering standards with the plan revisions as requested by the City Engineer.

## **CONCLUSIONS AND DECISION**

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council does hereby approve the Final Plat for Savona 4th Addition subject to the following conditions:

- 1) That Final grading, drainage, and erosion control plans, utility plans, sanitary and storm water management plans, street and utility construction plans and agreements shall be reviewed and approved by the City Engineer complying with the Engineer's memorandum dated February 15, 2016 prior to release of the final plat by City Officials.
- 2) That the developer comply with the 3 items identified in the Landscape Architect's review memo dated February 10, 2016 prior to release of the final plat by City Officials.
- 3) That the Developer comply with the Fire Chief's review memo dated December 22, 2015 prior to release of the final plat by City Officials
- 4) That the Developer shall enter into a Developer's Agreement acceptable to the City Attorney and approved by the City Council that delineates who is responsible for the design,



construction, and payment of the required improvements with financial guarantees therefore prior to release of the final plat by City Officials

- 5) A Common Interest Agreement concerning management of the common areas of Savona 4th Addition and establishing a homeowner's association shall be submitted in final form to the City prior to the issuance of any building permit within this subdivision.
- 6) That a 3-year maintenance plan for commonly held HOA and City outlots and rights-of-ways to be incorporated into the HOA covenants and Landscape and Irrigation License Agreement, prior to release of the final plat by City Officials
- 7) That a Landscape and Irrigation License Agreement be executed for the maintenance of commonly held HOA and City outlots and rights-of-ways prior release of the final plat by City Officials.
- 8) The applicant shall provide evidence that all conditions attached the Valley Branch Watershed District permit for the final plat and associated grading work have been met prior to the commencement of any grading activity.

Passed and duly adopted this 15th day of March, 2016 by the City Council of the City of Lake Elmo, Minnesota.

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Mike Pearson, Mayor

ATTEST:

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Julie Johnson, City Clerk



# MAYOR & COUNCIL COMMUNICATION

**DATE:** 3/15/16

**REGULAR**

**ITEM:** 11

**AGENDA ITEM:** Downtown and Village Parkway Lighting Design

**SUBMITTED BY:** Stephen Wensman, Planning Director

**THROUGH:** Clark Schroeder, Interim City Administrator

**REVIEWED BY:** Chad Isakson, Assistant City Engineer

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## **SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECCOMENDER:** City Staff and Design Team

**FISCAL IMPACT:**

**SUMMARY AND ACTION REQUESTED:**

Washington County, City of Lake Elmo and SEH (Design Consultant) are working to finalize the design for the Phase 1 and Phase 2 Downtown streetscape and landscape improvements. The proposed improvements and associated costs have been previously presented and incorporated into the City CIP and at the September 2015 council meeting the City Council directed the design team to make some changes, including removing from the project the burying of overhead utilities and other changes. The design team has refined the design (lighting type and spacing) to reduce the lighting fixtures and intensity and is requesting the City Council approve the revised lighting design. The decision is important in order to stage other construction improvements including power utilities and paving and to provide enough lead time to work with Xcel Energy to finalize the lighting design and installation.

Similarly, The Village Parkway is taking shape in Easton Village and a decision is needed by the City as to what lighting will be installed along the parkway. For consistency, Staff would recommend using a lighting design that is complimentary to the Downtown project.

Details of the proposed lighting will be provided at the City Council meeting.

**RECOMMENDATION:**

To approve the lighting improvements for the Downtown, Street Drainage and Utility Improvement project, both Phase 1 and Phase 2, as presented by the City, Washington County and SEH (Design Consultants).

**ATTACHMENTS:**

Lighting Photometric Plan prepared by SEH, Inc.



# MAYOR & COUNCIL COMMUNICATION

**DATE:** March 15, 2016  
**REGULAR**  
**ITEM #** 10

**AGENDA ITEM:** Inwood Water Tower (No. 4) – Accept Bids and Award Contract

**SUBMITTED BY:** Chad Isakson, Project Engineer

**THROUGH:** Clark Schroeder, Interim City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
Cathy Bendel, Finance Director  
Mike Bouthilet, Public Works

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** Engineering.

**FISCAL IMPACT:** \$2,395,000 or \$2,587,300.

Approval of this resolution commits the council to enter into a construction contract for the project with a construction contract amount of \$2,395,000. An alternate bid was provided by contractors to add a mezzanine level to the water tower for the consideration of Council. If the City would like to include the alternate in the scope of improvements the construction contract amount would be \$2,587,300.

The improvement will be funded through a combination of the city’s water enterprise fund, bonding, and DEED Grant funds

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider accepting contractor bids as presented and award a contract for the Inwood Water Tower (No. 4).

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

The City Council approved the Plans and Specifications for the Inwood Water Tower (No. 4) on January 19, 2016 and authorized staff to advertise the Project for bids. The Project was advertised on QuestCDN.com and in the Oakdale-Lake Elmo Review in accordance with the Minnesota Competitive Bidding requirements. The improvements include a 1.0 Million Gallon (MG) Composite Elevated Water Storage Tank with an alternate option to include the construction of a mezzanine level.

Bids were received, publicly opened, and read aloud on February 25, 2016. The City's design consultant has prepared and attached the Tabulation of Bids and a letter of recommendation for the award of the contract. The City received 3 bids for this project, with CB&I Inc. providing the lowest base bid in the amount of \$2,395,000.00. Phoenix Fabricators & Erectors provided the lowest Total Base Bid plus Alternate A Bid in the amount of \$2,587,300.00. Staff recommends this option if the city desires installation of a mezzanine for purposes of housing future telecommunication equipment.

Contractor references for both CB&I, Inc. and Phoenix Fabricators & Erectors were reviewed as provided in the Engineer's Letter of Award Recommendation.

**RECOMMENDATION:**

Staff is recommending that the City Council approve Resolution No. 2016-16, thereby accepting bids and awarding a contract to CB&I Inc., for the base bid in the amount of \$2,395,000, for the Inwood Water Tower (No. 4). The recommended motion for this action is as follows:

***“Move to approve Resolution No. 2016-16, Accepting Bids and Awarding a Contract to CB&I Inc. for the Base Bid in the amount of \$2,395,000 for the Inwood Water Tower (No. 4).”***

Should Council choose to add the construction of a Mezzanine level as part of the improvements, as provided by the add Alternate A bid, then staff recommends that the City Council approve Resolution No. 2016-16, thereby accepting bids and awarding a contract to Phoenix Fabricators & Erectors for the base bid plus Alternate A bid in the amount of \$2,587,300, for the Inwood Water Tower (No. 4). The recommended motion for this action is as follows:

***“Move to approve Resolution No. 2016-16, Accepting Bids and Awarding a Contract to Phoenix Fabricators & Erectors for the Base Bid plus Alternate A Bid in the amount of \$2,587,300 for the Inwood Water Tower (No. 4).”***

**ATTACHMENT(S):**

1. Resolution 2016-16 Accepting Bids and Awarding a Contract for the Base Bid.
2. Resolution 2016-16 Accepting Bids and Awarding a Contract for the Base Bid plus Alternate A Bid.
3. Engineer's Letter of Award Recommendation and Tabulation of Bids.
4. Project Schedule.



Building a Better World  
for All of Us®

February 29, 2016

Re: City of Lake Elmo  
1,000,000 Gallon Inwood Water Tower (No. 4)  
City Project No. 2015.13  
SEH No. LAKMO 134653

Honorable Mayor and City Council  
City of Lake Elmo  
3800 Laverne Ave. N.  
Lake Elmo, MN 55042

On Thursday, February 25, 2016, at 2:00 p.m., Four (4) bids were received for the referenced project. A summary is shown below in order of Base Bid.

	<b>Contractor</b>	<b>Base Bid</b>	<b>Alternate A</b>	<b>Base Bid Plus Alt. A</b>
1	CB&I Inc.	\$2,395,000.00	\$240,000.00	\$2,635,000.00
2	Phoenix Fabricators & Erectors	\$2,411,500.00	\$175,800.00	\$2,587,300.00
3	Landmark Structures	\$2,415,000.00	\$181,250.00	\$2,596,250.00
4	Caldwell Tanks, Inc.	\$2,458,000.00	\$171,000.00	\$2,629,000.00

Based on the Base Bid, the low bid received was submitted by CB&I Inc., of Plainfield, IL in the amount of \$2,395,000

If Alternate A is considered and the City desires to construct the optional mezzanine level, the low bid including Alternate A (mezzanine level) combination was submitted by, Phoenix Fabricators & Erectors, of Sebree, Kentucky.

In reliance on our experience with both contractors. and/or materials and information provided by the contractor(s), we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid; and 2) according to their bonding agent they presently have the financial ability to complete the project bid.

Accordingly, we recommend the project be awarded based on the City's choice of Alternate A construction.

Please call if you have any questions.

Sincerely,

Chad Katzenberger  
Project Engineer

ah

R:\Admin\Standards and Forms\letters\recawardltrwithalts

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 651.490.2000 | 800.325.2055 | 888.908.8166 fax



TABULATION OF BIDS

1

2

3

<b>1,000,000 Gallon Inwood Water Tower (No. 4)</b> City of Lake Elmo SEH No.: LAKMO 134653 Bid Date: February 25, 2016 at 2:00 p.m.	CB&I Inc. 14109 S. Route 59 Plainfield, IL 60544 \$2,635,000.00	Phoenix Fabricators & Erectors Address City, State Zip \$2,587,300.00	Landmark Structures Address City, State Zip \$2,596,250.00
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Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>TOTAL BASE BID PRICE</b>									
<b>SITE &amp; UTILITY WORK</b>									
1	SITE GRADING	LS	1	16,000.00	16,000.00	20,000.00	20,000.00	40,000.00	40,000.00
2	ROCK CONSTRUCTION ENTRANCE	EACH	1	3,822.00	3,822.00	4,000.00	4,000.00	2,245.00	2,245.00
3	TRAFFIC CONTROL	LS	1	2,068.00	2,068.00	2,000.00	2,000.00	2,500.00	2,500.00
4	SUBGRADE EXCAVATION	CY	120	10.00	1,200.00	12.00	1,440.00	20.00	2,400.00
5	GEOTEXTILE FABRIC TYPE V	SY	200	6.00	1,200.00	7.00	1,400.00	5.00	1,000.00
6	ORGANIC TOPSOIL BORROW	CY	100	30.00	3,000.00	35.00	3,500.00	30.00	3,000.00
7	SELECT GRANULAR BORRW	CY	150	16.00	2,400.00	18.00	2,700.00	20.00	3,000.00
8	AGGREGATE BASE, CLASS 6	TON	1250	22.00	27,500.00	25.00	31,250.00	15.00	18,750.00
9	BIT WEARING COURSE MIX (WEA240B)	TON	65	99.00	6,435.00	110.00	7,150.00	80.00	5,200.00
10	BIT NON-WEARING COURSE MIX (WEB240B)	TON	65	99.00	6,435.00	110.00	7,150.00	80.00	5,200.00
11	TACK COAT	GAL	35	10.00	350.00	12.00	420.00	5.00	175.00
12	8" CONCRETE APRON	SF	350	25.00	8,750.00	30.00	10,500.00	12.00	4,200.00
13	4" CONCRETE WALK	SF	100	20.00	2,000.00	25.00	2,500.00	10.00	1,000.00
14	CONNECT TO EXISTING WATER MAIN	EACH	1	2,300.00	2,300.00	2,500.00	2,500.00	2,000.00	2,000.00
15	6" DIP WATER MAIN PIPE, CL. 52	LF	10	110.00	1,100.00	120.00	1,200.00	60.00	600.00
16	16" DIP WATER MAIN PIPE, CL. 52	LF	120	140.00	16,800.00	150.00	18,000.00	120.00	14,400.00
17	6" GATE VALVE & BOX	EACH	1	1,980.00	1,980.00	2,200.00	2,200.00	2,500.00	2,500.00
18	HYDRANT	EACH	1	4,864.00	4,864.00	5,000.00	5,000.00	5,000.00	5,000.00
19	DIP FITTINGS,	LB	700	2.50	1,750.00	3.00	2,100.00	10.00	7,000.00
20	POLYETHYLENE ENCASEMENT	LF	140	2.00	280.00	2.00	280.00	5.00	700.00
21	4' X 4' CATCH BASIN WITH GRATING	EACH	1	2,618.00	2,618.00	2,800.00	2,800.00	5,000.00	5,000.00
22	1.5" CLEAR ROCK	CY	16	76.00	1,216.00	80.00	1,280.00	75.00	1,200.00
23	GEOTEXTILE FABRIC TYPE I	SY	30	6.00	180.00	7.00	210.00	10.00	300.00
24	18" RCP STORM SEWER PIPE, CL. V	LF	90	68.00	6,120.00	75.00	6,750.00	60.00	5,400.00
25	18" RCP APRON W/TRASH GUARD	EACH	1	1,700.00	1,700.00	2,000.00	2,000.00	1,000.00	1,000.00
26	HAND PLACED RIP RAP, CL. III	CY	10	92.00	920.00	100.00	1,000.00	100.00	1,000.00



TABULATION OF BIDS

1

2

3

<b>1,000,000 Gallon Inwood Water Tower (No. 4)</b> City of Lake Elmo SEH No.: LAKMO 134653 Bid Date: February 25, 2016 at 2:00 p.m.				CB&I Inc. 14109 S. Route 59 Plainfield, IL 60544 \$2,635,000.00		Phoenix Fabricators & Erectors Address City, State Zip \$2,587,300.00		Landmark Structures Address City, State Zip \$2,596,250.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
27	GEOTEXTILE FABRIC TYPE IV	SY	37	3.00	111.00	4.00	148.00	10.00	370.00
28	PREASSEMBLED SILT FENCE	LF	500	2.25	1,125.00	3.00	1,500.00	4.00	2,000.00
29	STRAW BIOROLL	LF	1000	2.00	2,000.00	2.50	2,500.00	5.00	5,000.00
30	TEMPORARY SEEDING (MIX 22-111 WITH TYPE 1 MULCH)	ACRE	1.5	4,000.00	6,000.00	4,600.00	6,900.00	2,000.00	3,000.00
31	SEEDING (MIX 25-131 WITH FERTILIZER & HYDROMULCH)	ACRE	1.5	3,500.00	5,250.00	4,000.00	6,000.00	3,000.00	4,500.00
<b>ELEVATED STORAGE TANK</b>									
32	1.0 MG ELEVATED WATER TOWER CONCRETE COMPOSITE CONSTRUCTION AND ALL ASSOCIATED ITEMS NOT LISTED ABOVE.	LS	1	2,242,026.00	2,242,026.00	2,239,122.00	2,239,122.00	2,250,000.00	2,250,000.00
33	WATER TOWER CONTROL PANEL AND RTU (SEE APPENDIX B) - AS DESCRIBED IN ELECTRICAL	LS	1	15,500.00	15,500.00	16,000.00	16,000.00	15,360.00	15,360.00
<b>TOTAL BASE BID PRICE</b>					<b>\$2,395,000.00</b>	<b>\$2,411,500.00</b>	<b>\$2,415,000.00</b>		
<b>ALTERNATE</b>									
A	ALTERNATE A - ADD FOR CONSTRUCTION OF MEZZANINE LEVEL AND ASSOCIATED ITEMS OUTLINED IN THE DRAWINGS	LS	1	240,000.00	240,000.00	175,800.00	175,800.00	181,250.00	181,250.00
<b>TOTAL BASE BID PRICE + ALTERNATE A</b>					<b>\$2,635,000.00</b>	<b>\$2,587,300.00</b>	<b>\$2,596,250.00</b>		





TABULATION OF BIDS

4

1,000,000 Gallon Inwood Water Tower (No. 4) City of Lake Elmo SEH No.: LAKMO 134653 Bid Date: February 25, 2016 at 2:00 p.m.				Caldwell Tanks, Inc. 4000 Tower Road Louisville, KY 40219 \$2,629,000.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price
<b>TOTAL BASE BID PRICE</b>					
<b>SITE &amp; UTILITY WORK</b>					
1	SITE GRADING	LS	1	25,000.00	25,000.00
2	ROCK CONSTRUCTION ENTRANCE	EACH	1	2,500.00	2,500.00
3	TRAFFIC CONTROL	LS	1	1,500.00	1,500.00
4	SUBGRADE EXCAVATION	CY	120	12.00	1,440.00
5	GEOTEXTILE FABRIC TYPE V	SY	200	4.00	800.00
6	ORGANIC TOPSOIL BORROW	CY	100	26.00	2,600.00
7	SELECT GRANULAR BORRW	CY	150	21.00	3,150.00
8	AGGREGATE BASE, CLASS 6	TON	1250	21.00	26,250.00
9	BIT WEARING COURSE MIX (WEA240B)	TON	65	93.00	6,045.00
10	BIT NON-WEARING COURSE MIX (WEB240B)	TON	65	93.00	6,045.00
11	TACK COAT	GAL	35	3.00	105.00
12	8" CONCRETE APRON	SF	350	13.00	4,550.00
13	4" CONCRETE WALK	SF	100	10.00	1,000.00
14	CONNECT TO EXISTING WATER MAIN	EACH	1	2,200.00	2,200.00
15	6" DIP WATER MAIN PIPE, CL. 52	LF	10	50.00	500.00
16	16" DIP WATER MAIN PIPE, CL. 52	LF	120	117.00	14,040.00
17	6" GATE VALVE & BOX	EACH	1	2,200.00	2,200.00
18	HYDRANT	EACH	1	5,500.00	5,500.00
19	DIP FITTINGS,	LB	700	7.00	4,900.00
20	POLYETHYLENE ENCASEMENT	LF	140	6.00	840.00
21	4' X 4' CATCH BASIN WITH GRATING	EACH	1	3,500.00	3,500.00
22	1.5" CLEAR ROCK	CY	16	50.00	800.00
23	GEOTEXTILE FABRIC TYPE I	SY	30	3.50	105.00
24	18" RCP STORM SEWER PIPE, CL. V	LF	90	50.00	4,500.00
25	18" RCP APRON W/TRASH GUARD	EACH	1	2,000.00	2,000.00
26	HAND PLACED RIP RAP, CL. III	CY	10	90.00	900.00



TABULATION OF BIDS

4

<b>1,000,000 Gallon Inwood Water Tower (No. 4)</b> City of Lake Elmo SEH No.: LAKMO 134653 Bid Date: February 25, 2016 at 2:00 p.m.				Caldwell Tanks, Inc. 4000 Tower Road Louisville, KY 40219 \$2,629,000.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price
27	GEOTEXTILE FABRIC TYPE IV	SY	37	6.00	222.00
28	PREASSEMBLED SILT FENCE	LF	500	2.50	1,250.00
29	STRAW BIOROLL	LF	1000	3.50	3,500.00
30	TEMPORARY SEEDING (MIX 22-111 WITH TYPE 1 MULCH)	ACRE	1.5	1,000.00	1,500.00
31	SEEDING (MIX 25-131 WITH FERTILIZER & HYDROMULCH)	ACRE	1.5	2,670.00	4,005.00
<b>ELEVATED STORAGE TANK</b>					
32	1.0 MG ELEVATED WATER TOWER CONCRETE COMPOSITE CONSTRUCTION AND ALL ASSOCIATED ITEMS NOT LISTED ABOVE.	LS	1	2,306,553.00	2,306,553.00
33	WATER TOWER CONTROL PANEL AND RTU (SEE APPENDIX B) - AS DESCRIBED IN ELECTRICAL	LS	1	18,000.00	18,000.00
<b>TOTAL BASE BID PRICE</b>					<b>\$2,458,000.00</b>
<b>ALTERNATE</b>					
A	ALTERNATE A - ADD FOR CONSTRUCTION OF MEZZANINE LEVEL AND ASSOCIATED ITEMS OUTLINED IN THE DRAWINGS	LS	1	171,000.00	171,000.00
<b>TOTAL BASE BID PRICE + ALTERNATE A</b>					<b>\$2,629,000.00</b>

PROJECT SCHEDULE  
CITY OF LAKE ELMO

**FOCUS** ENGINEERING, inc.

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

INWOOD WATER TOWER (NO. 4)  
PROJECT NO. 2015.130

*JANUARY 2016*

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October 6, 2015	Council approves consultant selection.
November 17, 2015	Preliminary Design. Council accepts preliminary design recommendations (water tower style, materials, and site plan).
January 19, 2016	Council approves Plans and Specifications and orders Advertisement for Bids.
February 18, 2016	Receive Contractor Bids.
March 15, 2016	Council accepts Bids and awards Contract.
April 7, 2016	Conduct Pre-construction meeting and issue Notice to Proceed.
October 1, 2017	Substantial Completion (water tower online and operational).
November 3, 2017	Final Completion (punch list and final paperwork).

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

**RESOLUTION NO. 2016-16**

**A RESOLUTION ACCEPTING BIDS AND AWARDING A CONTRACT  
FOR THE BASE BID FOR THE INWOOD WATER TOWER (No. 4)**

**WHEREAS**, pursuant to an advertisement for bids for the Inwood Water Tower (No. 4), bids were received, opened, and tabulated according to law, and bids were received complying with the advertisement; and

**WHEREAS**, bids were tabulated, checked and summarized to verify that all requirements of the submittals were met; and

**WHEREAS**, the project engineer reviewed the bids and has provided a letter recommending the award of the contract to the lowest responsible bidder, CB&I Inc., for the Base Bid in the amount of \$2,395,000.

**NOW, THEREFORE, IT IS HEREBY RESOLVED,**

1. The Mayor and City Clerk are hereby authorized and directed to enter into a Contract in accordance with the above ordered Project, in the amount of the Contractor's lowest responsible bid, and according to the plans and specifications thereof approved by the City Council.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTEENTH DAY OF  
MARCH 2016.**

**CITY OF LAKE ELMO**

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

(Seal)

ATTEST:

\_\_\_\_\_  
Julie Johnson  
City Clerk

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

**RESOLUTION NO. 2016-16**

**A RESOLUTION ACCEPTING BIDS AND AWARDING A CONTRACT  
FOR THE BASE BID PLUS ALTERNATE A BID  
FOR THE INWOOD WATER TOWER (No. 4)**

**WHEREAS**, pursuant to an advertisement for bids for the Inwood Water Tower (No. 4), bids were received, opened, and tabulated according to law, and bids were received complying with the advertisement; and

**WHEREAS**, bids were tabulated, checked and summarized to verify that all requirements of the submittals were met; and

**WHEREAS**, the project engineer reviewed the bids and has provided a letter recommending the award of the contract to the lowest responsible bidder, Phoenix Fabricators & Erectors, for the Base Bid plus Alternate A Bid in the amount of \$2,587,300.

**NOW, THEREFORE, IT IS HEREBY RESOLVED,**

1. The Mayor and City Clerk are hereby authorized and directed to enter into a Contract in accordance with the above ordered Project, in the amount of the Contractor's lowest responsible bid, and according to the plans and specifications thereof approved by the City Council.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTEENTH DAY OF  
MARCH 2016.**

**CITY OF LAKE ELMO**

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

(Seal)

ATTEST:

\_\_\_\_\_  
Julie Johnson  
City Clerk