



NOTICE OF MEETING

City Council Meeting

Tuesday, April 19, 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 2, 2016; March 2, 2016; March 15, 2016; April 5, 2016

D. Public Comments/Inquiries

E. Presentations

- Arbor Day Proclamation
- Environmental Committee Arbor Day Tree Giveaway
- Lake Elmo Jaycees

F. Consent Agenda

2. Approve Payment of Disbursements
3. Accept March 2016 Financial Statements
4. Accept March 2016 Assessor's Report
5. Approve Lift Station Repairs
6. Approve Hiring of Part Time Fire Department Administrative Assistant
7. Authorize Hiring of Interns
8. Authorize Advertisement for Public Works Director Position
9. 2016 Crack Sealing – Receive Quotes and Award Contract
10. Approve Inwood Water Tower Zoning Map Amendment- *Ordinance 08-134*
11. Approve Home Occupation Definition Change- *Ordinance 08-135*
12. Comprehensive Map Amendment for MUSA – *Resolution 2016-31*
13. Approve Lawful Gambling Premises Permit for Pull Tab Sales at the Machine Shed Restaurant – *Resolution 2016-29*
14. Approve Summary Publication of Ordinance 08-132 Amending 2016 Fee Schedule –*Resolution 2016-30*
15. Approve Waiving the Fee for Residents for Clean up Day
16. Approve Fence Easement Encroachment Agreement 11913 32nd St N

G. Regular Agenda

17. 2016 Street Improvements – Adopt Resolution 2016-31 Approving 2016 Street and Utility Improvements and Rescinding Resolution 2015-82 – *Resolution 2016-31*
18. 2016 Capital Improvement Financing Plan; Approval of the Issuance of G.O. Bond Series 2016A – *Resolution 2016-28*
19. Village Preserve 2nd Addition Final Plat
20. a. InWood 3rd Addition Final Plat
- b. InWood 3rd Addition Developers Agreement

H. Council Reports

I. Staff Reports and Announcements

J. Adjourn

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
FEBRUARY 2, 2016**

CALL TO ORDER

Mayor Pearson called the meeting to order at 7:00 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, City Engineer Griffin, Finance Director Bendel, Planning Director Wensman, Building Official Chase and City Clerk Johnson.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Councilmember Smith moved Item 7 to the Regular Agenda. Mayor Pearson moved Item 9 to the Regular Agenda.

AGENDA ADOPTED AS AMENDED.

ACCEPT MINUTES

Minutes of the December 1, 2015, December 15, 2015 and January 19, 2016 Regular Meeting were accepted as presented.

PUBLIC COMMENTS/INQUIRIES

City Attorney Sonsalla made a statement concerning the City's position on private versus public data.

Mike Reeves, 11075 14th Street North, presented a petition requesting the removal of the censure on Councilmember Bloyer and read comments from the petition.

Dana Nelson, 2871 Legion Avenue, thanked the Council for their work, commented on the censure and asked for steps to be outlined for the censure to be lifted.

Christine Nelson, 2871 Legion Avenue, asked for consistent standards with conflicts of interest and announced she will run for a seat on the City Council.

Barry Weeks, 3647 Lake Elmo Avenue, called for the removal of the censure on Councilmember Bloyer and asked the Council to stop wasting taxpayer money.

Pam Harley, 10010 Tapestry Road, read additional comments posted to the online petition for the removal of the censure on Councilmember Bloyer.

Wally Nelson, 4582 Lilac Lane North, read additional comments from the online petition and added that residents have spoken up several times in favor of lifting the censure.

Dale Dorschner, 3150 Lake Elmo Avenue, presented a formal complaint regarding public comments made at the January 5, 2016 City Council meeting concerning his character.

Mayor Pearson apologized to Mr. Dorschner and encouraged the Council to consider lifting the censure, noting that over 300 people signed the petition.

PRESENTATIONS

None

CONSENT AGENDA

2. Approve Payment of Disbursements
3. Lake Elmo Avenue Trunk Watermain Improvements – Change Order No. 2
4. Lake Elmo Avenue Trunk Watermain Improvements – Compensating Change Order No. 3
5. Lake Elmo Avenue Trunk Watermain Improvements – Pay Request No. 6 (FINAL)
6. Downtown Phase I Improvements – Approve Cooperative Agreement Payment No. 1
7. Approve Driveway Encroachment and Maintenance Agreement
8. Accept Building Safety Department Statistics Report
9. Clarification of Employment Status of City Council Members

Consent Agenda approved as presented.

REGULAR AGENDA

ITEM 7: Approve Driveway Encroachment and Maintenance Agreement

Councilmember Smith requested that the property owner replace trees that were removed at the entrance of the driveway. The applicant was present and agreed to replace trees.

Motion TO APPROVE THE DRIVEWAY ENCROACHMENT AND MAINTENANCE AGREEMENT FOR JEERASAK POOPHAKUMPANART TO INSTALL A DRIVEWAY WITHIN AN UNIMPROVED PORTION OF THE PUBLIC RIGHT OF WAY OWNED BY THE CITY. Motion passed 4 – 0.

ITEM 9: Clarification of Employment Status of Councilmembers

Interim Administrator Schroeder reported that many cities, such as Stillwater, classify City Council Members as employees, particularly as the city becomes larger. City Attorney Sonsalla added that the City Council Members would be treated as employees also for purposes of data practices.

Mayor Pearson, seconded by Councilmember Lundgren, moved that FOR THE PURPOSES OF INSURANCE LIABILITY COVERAGE, CITY COUNCIL MEMBERS SHOULD BE TREATED AS EMPLOYEES OF THE CITY.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO AMEND THE PRIMARY MOTION BY INSERTING “MN STATUTES CHAPTER 13” AFTER “FOR THE PURPOSES OF.” Motion passed 3 – 1. (Pearson – nay)

Primary motion passed 3 – 1. (Pearson – nay) Mayor Pearson stated that he appreciates getting policies in line with practice but has concerns about transparency.

ITEM 10: Easton Village Park

Interim Administrator Schroeder reviewed the Easton Village plat, noting the location of the future park and trails. Schroeder explained the Parks Commission recommendation to install the park in three phases as the homes are completed and to begin the first phase this summer. Schroeder requested Council approval of the plan so staff could begin to solicit bids.

Motion TO DIRECT STAFF TO SOLICIT BIDS FOR PHASE ONE TO BE INSTALLED SUMMER OF 2016. Motion adopted by consensus.

ITEM 11: Inwood Booster Station Improvements

City Engineer Griffin reviewed the site location, site plan and changes made to the exterior of the proposed building.

Councilmember Lundgren, seconded by Councilmember Smith, moved TO APPROVE RESOLUTION 2016-07, APPROVING THE PLANS AND SPECIFICATIONS AND ORDERING THE ADVERTISEMENT FOR BIDS FOR THE INWOOD WATER BOOSTER STATION. Motion passed 4 – 0.

ITEM 12: Old Village Phase 2: Street & Utility Improvements – Approve Plans and Specifications; Authorize Ad for Bids

City Engineer Griffin presented the project overview and requested authorization to conduct a formal report.

Councilmember Fliflet, seconded by Mayor Pearson, moved TO APPROVE RESOLUTION 2016-08, ORDERING PREPARATION OF A FEASIBILITY REPORT BY FOCUS ENGINEERING FOR THE OLD VILLAGE PHASE 2 STREET, DRAINAGE, AND UTILITY IMPROVEMENTS IN A NOT TO EXCEED AMOUNT OF \$5,500. Motion passed 4 – 0.

ITEM 13: Washington County Aquatic Invasive Species Milfoil Grant

Brief discussion was held concerning treatment of the tri-lakes for milfoil. Resident Wally Nelson clarified that Lake Jane is treated for milfoil but did not apply for grant funds to offset the cost.

Councilmember Lundgren, seconded by Councilmember Smith, moved THAT THE CITY OF LAKE ELMO SUPPORTS THE AQUATIC INVASIVE SPECIES GRANTS FOR LAKE DEMONTREVILLE AND OLSON LAKE ASSOCIATION, AND THE LAKE ELMO LAKE ASSOCIATION FOR THE 2016 GRANT PERIOD. Motion passed 4 – 0.

ITEM 14: Employee Wage Adjustments

Councilmember Smith, seconded by Councilmember Fliflet, moved TO REMOVE THIS ITEM FROM THE AGENDA FOR THE HUMAN RESOURCES COMMITTEE TO REVIEW. Motion failed 3 – 1. (Pearson – nay)

Mayor Pearson expressed frustration regarding the wage adjustment process and reported on past practice for yearly wage increases.

ITEM 15: Seasonal Building Inspector

Interim Administrator Schroeder requested that the City Administrator be granted the authority to engage a contractor to assist with building inspections and plan reviews as needed, noting that he anticipates 2016 inspection volume to exceed 2015 volume.

Mayor Pearson moved to authorize the City Administrator TO UTILIZE THEIR BEST JUDGMENT TO SOURCE OUT THE MOST COST EFFECTIVE SOLUTION TO RESPOND TO THE VARIOUS DEMANDS ON THE BUILDING INSPECTION DEPARTMENT. THIS WOULD INCLUDE OTHER CITY INSPECTORS, SEASONAL INSPECTOR, CONTRACT INSPECTION COMPANIES BUT NOT HIRING A BENEFITTED STAFF MEMBER. Motion died – no second.

Mayor Pearson related his experience owning a seasonal business with irregular demands. Councilmember Fliflet stated she has been working with the Building Official to get statistics to support the need.

COUNCIL REPORTS

Mayor Pearson: Will hold Visit with the Mayor at Christ Lutheran Church on February 2nd 6:30 – 7:30; thanked Washington County for handling the investigation very professionally for the City; expressed disappointment with his colleagues over recent news stories and emails received while he was on vacation.

Councilmember Fliflet: Working with the building department to gather information; attended Library meeting; looking forward to second interviews with City Administrator candidates.

Councilmember Smith: passed on report

Councilmember Lundgren: Attended City Administrator interviews and will attend second interviews next week. Worked on resident calls and concerns.

Councilmember Bloyer: Absent

STAFF REPORTS AND ANNOUNCEMENTS

Interim City Administrator Schroeder: Attended City Administrator meeting at Washington County where libraries, adding a county economic development authority and water supplier plan were discussed. Held bi-weekly development meeting with staff working on Developer Agreement template.

City Clerk Johnson: Holding Office Administrative Assistant interviews next week, noted that the first meeting in March will be held on Wednesday due to precinct caucuses.

Finance Director Bendel: Sent out over 3,000 stormwater utility bills and fourth quarter utility bills; working on year end close out, payroll reports and county reporting.

**LAKE ELMO CITY COUNCIL MINUTES
FEBRUARY 2, 2016**

City Attorney Sonsalla: Working with City Staff on template agreements and other issues.

City Engineer Griffin: Working with Washington County on Ideal Avenue/CSAH 13 project, attended city engineer annual conference last week.

Meeting adjourned at 9:22 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Julie Johnson, City Clerk

Mike Pearson, Mayor

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
MARCH 2, 2016**

CALL TO ORDER

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

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

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

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

Items 8 and 9 were moved to the Regular Agenda. Item 17 was removed from the agenda. Minutes were postponed to the next meeting.

Agenda approved as amended.

PUBLIC COMMENTS/INQUIRIES

Mike Reeves, 11075 14th Street North, asked the Council to lift the censure on Councilmember Bloyer, stating that he has made numerous requests and presented a petition requesting the removal of the censure.

PRESENTATIONS

None

CONSENT AGENDA

- 2. Approve Payment of Disbursements**
- 3. Accept January 2016 Financial Statements**
- 4. Approve Close Out of MN MIF Grant/Loan to Valley Cartage – Resolution 2016-14**
- 5. Savona 1st Addition – Approve Reduction of Security #1**
- 6. Savona 2nd Addition – Approve Reduction of Security #1**
- 7. Waive Duplicate Fee for Zoning Text Amendment**

Consent Agenda approved as presented.

ITEM 8: Refer Home Occupation Ordinance Review to Planning Commission

Interim Administrator Schroeder provided an overview of the item. Councilmember Smith added that she would like the Planning Commission to look at inconsistencies in the current ordinance and recommend updates.

Councilmember Smith, seconded by Mayor Pearson, moved TO REFER THE HOME OCCUPATION ORDINANCE TO THE PLANNING COMMISSION TO LOOK AT ONE INCONSISTENCY IN HAIR DRESSING AND CONDUCT FURTHER REVIEW AT A LATER DATE. Motion passed 5 – 0.

ITEM 9: Authorize Posting Building Official Position

Interim Administrator Schroeder reviewed the options staff is currently investigating for gap and longer term coverage in the Building Department.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO DIRECT STAFF TO ADVERTISE, RECRUIT, INTERVIEW AND RECOMMEND FOR EMPLOYMENT THE BUILDING OFFICIAL POSITION. Motion passed 5 – 0.

ITEM 10: Palmquist Commercial Wedding Ceremony Venue IUP

Postponed to the April 5, 2016 meeting.

ITEM 11: Legends Concept Plan

Planning Director Wensman provided an overview of the current plan for 40 single family residential lots north of 50th Street and south of the Sanctuary neighborhood. Wensman reviewed the OP development standards, lot design and interconnected neighborhoods, noting the proposed connection to the Sanctuary neighborhood. Discussion held concerning neighborhood connectivity and future traffic light at 50th Street & Manning Avenue intersection. Wensman reviewed the open space standards and noted where deviation from the code may be needed. Parks Commission review and request for a trail connecting to Sanctuary Park was also reviewed.

Councilmember Bloyer, seconded by Mayor Pearson, moved TO REMOVE ALL LIMITS OF DEBATE FOR DISCUSSION ON THIS ITEM. Motion failed 3 – 2. (4/5ths vote required. Fliflet, Lundgren – Nay)

Discussion was held regarding the proposed connection from Legends to Sanctuary. Administrator Schroeder read a letter from Washington County stating that connecting the neighborhoods would increase the likelihood of a traffic signal being installed at the 50th Street and Manning Avenue intersection. Developer Nate Landucci commented on his discussions with the neighboring property owner to resolve common issues such as trees and the access road.

Austin Anderson, 11686 56th Street North, spoke on behalf of the Sanctuary Homeowners Association as its President, stating that safety is their chief concern and with a connection to 50th Street through Sanctuary it will become a highway.

Todd Nimmo, 11679 58th Street North, stated there are no sidewalks in Sanctuary and over 100 children that use the street to get from house to house, causing a safety concern.

Ben Backberg, 5693 Linden Avenue North, presented a petition signed by Sanctuary residents opposed to a road connecting Sanctuary to 50th Street.

Sue Hicks, 11836 56th Street, stated it is premature to make a decision on the road connection now.

Michelle Chickett, 5711 Linden Avenue North, agreed with her neighbors and does not want the street to go through.

Pamela Chickett, 5711 Linden Avenue North, stated she fully supports her neighbors opposed to the street going through.

Patricia Geise, 5805 Linden Avenue North, stated opposition to the street going through.

Carolyn Cary, 5701 Linden Avenue North, agreed that that road should not be connected to 50th street and suggested alternate emergency access via 55th Street.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO ADOPT RESOLUTION 2016-12 WITH ADDITIONAL CONDITION ADDING A CUL DE SAC AT LINDEN AVENUE. Motion failed 2 – 3. (Pearson, Bloyer, Smith – Nay)

Councilmembers discussed the proposed park dedication, septic systems and setbacks.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO APPROVE DEVIATION FROM THE BUFFER REQUIREMENT FOR LOTS 32, 37, 4 AND 3, AND THE ROADWAY NEAR THE HECKER'S PARCEL, REDUCING THE BUFFER TO 100 FEET WITH THE ADDITION OF AN APPROVED WRITTEN AGREEMENT BETWEEN THE DEVELOPER AND THE HECKERS AT PRELIMINARY PLAT. Motion passed 4 – 1. (Bloyer – Nay)

Councilmember Bloyer stated that the Ordinance should be followed.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO APPROVE THE DEVIATION FROM THE OP – OPEN SPACE PRESERVATION DEVELOPMENT STANDARDS TO ALLOW LOTS WITHIN AREAS CLASSIFIED AS PRIME FARMLAND. Motion passed 4 – 1. (Bloyer – Nay)

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO ADOPT RESOLUTION 2016-12. Councilmember Fliflet, seconded by Councilmember Smith, moved TO AMEND THE PRIMARY MOTION TO ADD THAT THE DEVELOPER WILL WORK WITH THE PARKS COMMISSION ON PARKS PLANS FOR THIS DEVELOPMENT AND A RECOMMENDATION WILL BE BROUGHT TO COUNCIL BEFORE THE PRELIMINARY PLAT. Amendment passed 4 – 1. (Bloyer – Nay). Primary motion passed 4 – 1. (Bloyer – Nay)

ITEM 12: Policy for Agenda Items

Administrator Schroeder introduced the item and noted that this topic may also be discussed during the adoption of the Mayor's Handbook at the March 8th Council Workshop.

Dale Dorschner, 3150 Lake Elmo Avenue North, stated this policy is unnecessary and the City has run for decades without a policy like this.

Dave Faint, 3617 Laverne Avenue North, stated that this policy could be a problem and could keep important items off the agenda.

Councilmember Lundgren, seconded by Councilmember Fliflet, moved TO SET A POLICY THAT ANY CITY COUNCIL MEMBER CAN ADD AN ITEM TO A COUNCIL AGENDA. HOWEVER, IF AN ITEM IS BROUGHT FORWARD TO THE COUNCIL ON AN AGENDA AND IT IS REMOVED BY A MAJORITY VOTE OF THE COUNCIL BECAUSE THE COUNCIL DOES NOT AGREE WITH DISCUSSING THE AGENDA ITEM, THEN THE COUNCIL MEMBER THAT PUT THE ITEM ON THE AGENDA CANNOT BRING THE ITEM BACK TO BE PLACED ON A SUBSEQUENT AGENDA. Motion passed 3 – 2. (Pearson, Bloyer – Nay)

ITEM 13: Public Comments on Agenda

Administrator Schroeder reviewed the memo proposing that the Public Comment section of the City Council Agenda be moved to follow Regular Agenda items. Councilmember Lundgren stated she brought this proposal to the Council as a result of complaints from residents stating that the Public Comment portion of the meeting is too long.

Councilmember Lundgren, seconded by Councilmember Fliflet, moved TO MOVE PUBLIC COMMENTS TO FOLLOW REGULAR AGENDA ITEMS ON THE CITY COUNCIL AGENDA. Motion failed 1 – 4. (Pearson, Bloyer, Fliflet, Smith – Nay)

Dale Dorschner, 3150 Lake Elmo Avenue North, expressed frustration with Councilmembers not listening to residents.

Barry Weeks, 3647 Lake Elmo Avenue North, recommend that the order of agenda items follow the Mayor's Handbook with public comments at the beginning.

Dick Wier, 3645 Laverne Avenue North, stated it is the people's right to speak.

Bryan Butler, 3631 Laverne Avenue North, stated that this item feels like an attempt to silence the public.

Dave Faint, 3617 Laverne Avenue North, stated that this item sounds like censorship.

Councilmember Fliflet stated that the proposal is to help the meetings run better and help residents be heard who have items on the Regular Agenda. Fliflet stated she would not support this item because of how the intent has been misrepresented.

ITEM 14: Single Fire Station – Reconsider 12/15/15 Vote

Interim Administrator Schroeder reviewed the request from Mayor Pearson to reconsider a vote to make preparations to identify a site for a single fire station.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO DIRECT THE LAKE ELMO FIRE DEPARTMENT TO MAKE PREPARATIONS TO MOVE TO A SINGLE FIRE STATION AND IDENTIFY APPROPRIATE SITES.

Councilmember Bloyer moved to substitute the current motion with a motion TO INSTRUCT CHIEF MALMQUIST TO MEET WITH COUNCILMEMBERS SMITH AND LUNDGREN FOR FURTHER INFORMATION. Motion failed – no second.

Primary motion failed 2 – 2. (Fliflet, Smith – Nay)

ITEM 15: Inwood Trunk Watermain Improvements

City Engineer Griffin reviewed the bid process and recommended awarding the project to the low bidder, Northdale Construction. Public hearing was held and no members of the public were present to speak.

Mayor Pearson, seconded by Councilmember Smith, moved TO APPROVE RESOLUTION 2016-15, ACCEPTING BIDS AND AWARDING A CONTRACT TO NORTHDAL CONSTRUCTION COMPANY, INC. IN THE BASE BID AMOUNT OF \$1,411,737.31 FOR THE INWOOD TRUNK WATERMAIN IMPROVEMENTS. Motion passed 4 – 0.

ITEM 16: IPAD Request

Interim Administrator Schroeder reviewed the options for requesting an opinion from the Department of Administration – Information Policy Analysis Division, concerning the status of a letter written by the former City Attorney David Snyder.

Councilmember Fliflet, seconded by Councilmember Smith, moved TO DIRECT THE CITY ATTORNEY TO REQUEST AN OPINION FROM IPAD AS TO WHETHER OR NOT THE LETTER FROM DAVID SNYDER DATED OCTOBER 1, 2015 IS PUBLIC.

Councilmember Bloyer, seconded by Mayor Pearson, moved TO AMEND THE MOTION TO ADD THE WORD “NOT” BEFORE “REQUEST AN OPINION FROM IPAD”. Motion failed 2 – 2. (Fliflet, Smith –Nay)

Primary motion failed 2 – 2. (Pearson, Bloyer – Nay)

ITEM 17: Library Associate Status Discussion and Possible Action *(removed from agenda)*

ITEM 18: Repairs to Engine 2

Interim Administrator Schroeder invited Council input on repairs to be made to Fire Department Engine, noting that this engine is scheduled to be replaced next year.

ITEM 19: Building Official Ordinance

Interim Administrator Schroeder reviewed information provided to the Council regarding the Building Official Ordinance and reporting structure in the City’s Ordinance.

Councilmember Fliflet moved TO CHANGE THE CITY ORDINANCE TO HAVE THE BUILDING OFFICIAL REPORT TO THE PLANNING DIRECTOR. Motion failed – no second.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO CHANGE THE ORGANIZATIONAL CHART TO ALIGN WITH THE CITY CODE AND HAVE THE BUILDING OFFICIAL REPORT TO THE CITY ADMINISTRATOR. Motion failed 2 – 2. (Fliflet, Smith – Nay)

ITEM 20: Planning Commission to Review Land Use

Interim Administrator Schroeder noted that the moratorium will be expiring soon and requested that the Council provide guidance to the Planning Commission as to the land use issues and moratorium. Discrepancies in the staff memo regarding projects that have paid advance water service committee fees were discussed.

Mayor Pearson, seconded by Councilmember Bloyer, moved THAT IN RESPONSE TO MET COUNCIL SYSTEM STATEMENTS, THE LAKE ELMO CITY COUNCIL DIRECTS THE PLANNING COMMISSION TO STUDY POSSIBLE COMP PLAN AMENDMENTS FOR THE STAGE 1, 2 AND 3 SEWERED AREAS. Motion failed 2 – 2. (Fliflet, Smith – Nay)
Councilmember Fliflet stated this process should start at the City Council level at a workshop.

Councilmember Fliflet, seconded by Councilmember Smith, moved TO PLACE REVIEW OF LAND USE ON THE APRIL WORKSESSION AGENDA. Motion passed 3 – 1. (Bloyer – Nay).

ITEM 21: City Administrator Contract

Interim Administrator Schroeder provided an update on the City Administrator hiring process.

Councilmember Smith, seconded by Councilmember Fliflet, moved TO DIRECT COUNCILMEMBER FLIFLET AND MAYOR PEARSON TO NEGOTIATE A CONTRACT WITH THE CITY ADMINISTRATOR CANDIDATE AND BRING DISCUSSION BACK TO THE CITY COUNCIL FOR A VOTE. Motion passed 4 – 0.

COUNCIL REPORTS

Mayor Pearson: No report

Councilmember Fliflet: Attended many library meetings and denied that she has not been providing library information to the City Council, adding that there has been nothing concrete to report.

Councilmember Smith: Wished the Stillwater High School Boys Hockey team good luck at the State Tournament.

Councilmember Lundgren: Absent.

Councilmember Bloyer: No report.

STAFF REPORTS AND ANNOUNCEMENTS

Interim City Administrator Schroeder: Thanked staff for filling in for him during his vacation.

City Clerk Johnson: Welcomed new staff members Patti Stucke and Emily Becker.

Finance Director Bendel: No report.

City Attorney Sonsalla: No report.

Planning Director Wensman: No report.

City Engineer Griffin: Reported on cracks in the Discover Crossing bridge that are not urgent but will be investigated further.

Meeting adjourned to closed session at 2:20 a.m. pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b) to discuss litigation strategy with respect to the State of Minnesota v. 3M Company lawsuit.

Meeting returned to open session at 3:01 a.m.

Meeting adjourned at 3:01 a.m.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Julie Johnson, City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: April 19, 2016
CONSENT
ITEM #2
MOTION

AGENDA ITEM: Approve Disbursements in the amount of \$304,400.73

SUBMITTED BY: Patty Baker, Accountant

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Cathy Bendel, Finance Director

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Finance

FISCAL IMPACT: \$304,400.73

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$300,400.73. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

LEGISLATIVE HISTORY: NA

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

Claim #	Amount	Description
ACH	\$ 14,111.85	Payroll Taxes to IRS & MN Dept of Revenue 04/14/16
ACH	\$ 6,689.87	Payroll Retirement to PERA 04/14/16
DD7086-DD7127	\$ 36,418.60	Payroll Dated (Direct Deposits) 04/14/16
44186-44239	\$ 247,060.41	Accounts Payable 04/19/16
2757-2758	\$ 120.00	Library Card Reimbursement 04/19/16
TOTAL	\$ 304,400.73	

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 \$304,400.73.

ATTACHMENTS:

1. Accounts Payable – check registers

K. Hart

Accounts Payable To Be Paid Proof List

User: PattyB
 Printed: 04/14/2016 - 8:09 AM
 Batch: 004-04-2016

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AMAZONIN Amazon Inc										
206-450-5300-42500	03/10/2016	751.00	0.00	04/19/2016	Adult, teen and kids books & dvds		-	No		0000
	Library Collection Maintenance									
206-450-5300-42000	03/10/2016	129.54	0.00	04/19/2016	Supplies		-	No		0000
	Office Supplies									
	Total:	880.54								
	AMAZONIN Total:	880.54								
ANCOM ANCOM Communications, Inc.										
59100	03/16/2016	12.00	0.00	04/19/2016	Shipping charges		-	No		0000
101-420-2220-43230	Radio									
	59100 Total:	12.00								
59394	03/30/2016	12.00	0.00	04/19/2016	Shipping charges		-	No		0000
101-420-2220-43230	Radio									
	59394 Total:	12.00								
	ANCOM Total:	24.00								
C A C Companion Animal Control, LLC										
Mar 16	04/01/2016	500.00	0.00	04/19/2016	Animal Control Services - March		-	No		0000
101-420-2700-43160	Impounding									
Mar 16	04/01/2016	150.00	0.00	04/19/2016	Dog Pickup/Impound 7am-7pm		-	No		0000
101-420-2700-43160	Impounding									
	Mar 16 Total:	650.00								
	C A C Total:	650.00								
CARQUEST Car Quest Auto Parts										
2055-373693	03/18/2016	26.24	0.00	04/19/2016	Repairs		-	No		0000
101-450-5200-44040	Repairs/Maint Eqpt									
	2055-373693 Total:	26.24								
2055-375299	04/07/2016	53.82	0.00	04/19/2016	Repairs		-	No		0000
101-430-3100-44040	Repairs/Maint Eqpt									
	2055-375299 Total:	53.82								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	CARQUEST Total:	80.06								
CENTPOW Century Power Equipment										
683756	03/30/2016	69.20	0.00	04/19/2016	parts		-		No	0000
101-450-5200-44040	Repairs/Maint Eqpt									
	683756 Total:	69.20								
	CENTPOW Total:	69.20								
COMCAST Comcast										
	03/27/2016	7.90	0.00	04/19/2016	Monthly service		-		No	0000
101-420-2220-44300	Miscellaneous									
	Total:	7.90								
	COMCAST Total:	7.90								
CTYBLOOM City of Bloomington										
Mar 2016	03/31/2016	31.50	0.00	04/19/2016	Lab Testing - March		-		No	0000
601-494-9400-42270	Utility System Maintenance									
	Mar 2016 Total:	31.50								
	CTYBLOOM Total:	31.50								
CTYOAKDA City of Oakdale										
10000460-01	03/31/2016	5,929.13	0.00	04/19/2016	Water meter South Pit 3/1/16-4/05/16		-		No	0000
601-494-9400-43820	Water Utility									
	10000460-01 Total:	5,929.13								
	CTYOAKDA Total:	5,929.13								
CTYOAKDP City of Oakdale										
March 2016	04/13/2016	9,000.00	0.00	04/19/2016	New Connections - Water - March		-		No	0000
601-000-0000-20803	WAC due Oakdale									
	March 2016 Total:	9,000.00								
	CTYOAKDP Total:	9,000.00								
CTYROSEV City of Roseville										
221313	04/04/2016	4,166.25	0.00	04/19/2016	Monthly IT Services - March		-		No	0000
101-410-1450-43180	Information Technology/Web									
	221313 Total:	4,166.25								
221339	04/04/2016	112.53	0.00	04/19/2016	Monthly Phone - Admin		-		No	0000
101-410-1320-43210	Telephone									
221339	04/04/2016	17.77	0.00	04/19/2016	Monthly Phone - Building		-		No	0000
101-420-2400-43210	Telephone									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
221339	04/04/2016	17.77	0.00	04/19/2016	Monthly Phone	Communications	-	No		0000
101-410-1450-43210	Telephone									
221339	04/04/2016	17.77	0.00	04/19/2016	Monthly Phone	Engineering	-	No		0000
101-410-1930-43210	Telephone									
221339	04/04/2016	35.55	0.00	04/19/2016	Monthly Phone	Finance	-	No		0000
101-410-1520-43210	Telephone									
221339	04/04/2016	49.30	0.00	04/19/2016	Monthly Phone	Planning	-	No		0000
101-410-1910-43210	Telephone									
221339	04/04/2016	234.87	0.00	04/19/2016	Monthly Phone	PW	-	No		0000
101-430-3100-43210	Telephone									
	221339 Total:	485.56								
	CTYROSEV Total:	4,651.81								
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DELAPP DeLapp Steve	04/13/2016	61.91	0.00	04/19/2016	Buliding Maintenance Supplies		-	No		0000
206-450-5300-42230	Building Repair Supplies									
	Total:	61.91								
	DELAPP Total:	61.91								
<hr/>										
DPCINDUS DPC Industries, Inc.	03/21/2016	854.13	0.00	04/19/2016	Chemicals		-	No		0000
827000327-16	Chemicals									
601-494-9400-42160	Chemicals									
	827000327-16 Total:	854.13								
	DPCINDUS Total:	854.13								
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EARLANDE Earl F. Andersen, Inc.	03/30/2016	1,465.73	0.00	04/19/2016	Signs		-	No		0000
0110633-IN	Sign Repair Materials									
101-430-3120-42260	Sign Repair Materials									
	0110633-IN Total:	1,465.73								
	EARLANDE Total:	1,465.73								
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ELAMMERS Eckberg Lammers, P.C.	03/31/2016	3,503.50	0.00	04/19/2016	Prosecution		-	No		0000
03 2016	Attorney Criminal									
101-420-2150-43045	Attorney Criminal									
	03 2016 Total:	3,503.50								
	ELAMMERS Total:	3,503.50								
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EMERGAPP Emergency Apparatus Maint. Inc	03/23/2016	5,476.64	0.00	04/19/2016	E2 upgrades and DOT repairs		-	No		0000
85761	Repairs/Maint Eqpt									
101-420-2220-44040	Repairs/Maint Eqpt									
	85761 Total:	5,476.64								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
86089	04/04/2016	380.59	0.00	04/19/2016	E2 Jake Brake switch		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	86089 Total:	380.59								
86236	04/04/2016	298.38	0.00	04/19/2016	E1 Valve linkage		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	86236 Total:	298.38								
	EMERGAPP Total:	6,155.61								
EMPFLOOR Empire Floor Covering, Inc										
2157	02/10/2016	3,696.00	0.00	04/19/2016	Children's room carpeting		-		No	0000
206-450-5300-44010	Repairs/Maint Bldg									
	2157 Total:	3,696.00								
	EMPFLOOR Total:	3,696.00								
FASTENAL Fastenal Company										
MNOAK13356	03/29/2016	1.75	0.00	04/19/2016	Shop supplies		-		No	0000
101-430-3100-42150	Shop Materials									
	MNOAK13356 Total:	1.75								
	FASTENAL Total:	1.75								
GKSERVIC G&K Services										
1182623287	03/30/2016	35.15	0.00	04/19/2016	Uniforms		-		No	0000
101-430-3100-44170	Uniforms									
	1182623287 Total:	35.15								
1182634730	04/06/2016	35.15	0.00	04/19/2016	Uniforms		-		No	0000
101-430-3100-44170	Uniforms									
	1182634730 Total:	35.15								
1182646138	04/13/2016	35.15	0.00	04/19/2016	Uniforms		-		No	0000
101-430-3100-44170	Uniforms									
	1182646138 Total:	35.15								
	GKSERVIC Total:	105.45								
HDSUPPLY HD Supply Waterworks, Ltd.										
F326450	04/04/2016	180.00	0.00	04/19/2016	Remote wire		-		No	0000
601-494-9400-42300	Water Meters & Supplies									
	F326450 Total:	180.00								
	HDSUPPLY Total:	180.00								
INNOVAT Innovative Office Solutions										
IN1133379	03/30/2016	24.30	0.00	04/19/2016	Supplies		-		No	0000
101-410-1320-42000	Office Supplies									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
IN1133379	03/30/2016	39.23	0.00	04/19/2016	Supplies		-		No	0000
101-420-2400-42000	Office Supplies									
	IN1133379 Total:	63.53								
IN113380	03/30/2016	38.00	0.00	04/19/2016	Business cards		-		No	0000
101-410-1910-42000	Office Supplies									
	IN113380 Total:	38.00								
IN1133845	03/30/2016	24.25	0.00	04/19/2016	Name Plate - Handt		-		No	0000
101-410-1320-42000	Office Supplies									
	IN1133845 Total:	24.25								
IN1140192	04/06/2016	24.25	0.00	04/19/2016	Name Plate - Wensman		-		No	0000
101-410-1910-42000	Office Supplies									
	IN1140192 Total:	24.25								
IN1143656	04/08/2016	147.57	0.00	04/19/2016	Office supplies		-		No	0000
101-410-1320-42000	Office Supplies									
	IN1143656 Total:	147.57								
	INNOVAT Total:	297.60								
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ISPIRI Ispiri LLC		2,255.00	0.00	04/19/2016	Escrow Refund 5277 Jamaica Ave		-		No	0000
2014-053	04/05/2016									
803-000-0000-22900	Deposits Payable									
	2014-053 Total:	2,255.00								
	ISPIRI Total:	2,255.00								
<hr/>										
JANIKING Jani-King of Minnesota, Inc		326.65	0.00	04/19/2016	Cleaning services - City Hall		-		No	0000
MIN04160378	04/01/2016									
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	MIN04160378 Total:	326.65								
	JANIKING Total:	326.65								
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kathfuel Kath Fuel Oil Service Co		195.00	0.00	04/19/2016	Fuel		-		No	0000
549886&550024	03/31/2016									
101-430-3100-42120	Fuel, Oil and Fluids									
	549886&550024 Total:	195.00								
550224	03/30/2016	742.13	0.00	04/19/2016	Fuel		-		No	0000
101-430-3100-42120	Fuel, Oil and Fluids									
	550224 Total:	742.13								
	kathfuel Total:	937.13								
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KWIK Kwik Trip Inc		23.67	0.00	04/19/2016	Fuel		-		No	0000
101-420-2220-42120	04/02/2016									
	Fuel, Oil and Fluids									
	Total:	23.67								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
KWIK Total:		23.67								
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Landscape Architecture, Inc										
Task order 16	04/10/2016	275.00	0.00	04/19/2016	Inwood III		-		No	0000
803-000-0000-22910 Developer Payments										
Task order 16 Total:										
		275.00								
Task order 19	04/10/2016	200.00	0.00	04/19/2016	Boulder Ponds II		-		No	0000
803-000-0000-22910 Developer Payments										
Task order 19 Total:										
		200.00								
Task order 20	04/10/2016	100.00	0.00	04/19/2016	Village Preserve II		-		No	0000
803-000-0000-22910 Developer Payments										
Task order 20 Total:										
		100.00								
Task order 21	04/10/2016	780.00	0.00	04/19/2016	Savona IV		-		No	0000
803-000-0000-22910 Developer Payments										
Task order 21 Total:										
		780.00								
Task order 23	04/10/2016	390.00	0.00	04/19/2016	Hunters Crossing		-		No	0000
803-000-0000-22910 Developer Payments										
Task order 23 Total:										
		390.00								
Task order 24	04/10/2016	500.00	0.00	04/19/2016	Savona I-III		-		No	0000
803-000-0000-22910 Developer Payments										
Task order 24 Total:										
		500.00								
Landscape Total:										
		2,245.00								
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LEAGMN League of MN Cities										
234543	04/13/2016	30.00	0.00	04/19/2016	Todd Williams - Training		-		No	0000
101-410-1910-44370 Conferences & Training										
234543 Total:										
		30.00								
LEAGMN Total:										
		30.00								
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LEOIL Lake Elmo Oil, Inc.										
101-420-2220-42120	03/31/2016	287.15	0.00	04/19/2016	Fuel		-		No	0000
101-420-2220-42120 Fuel, Oil and Fluids										
Total:										
		287.15								
LEOIL Total:										
		287.15								
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MARONEYS Maroney's Sanitation, Inc										
622199	04/06/2016	112.94	0.00	04/19/2016	Waste removal - City Hall		-		No	0000
101-410-1940-43840 Refuse										
622199	04/06/2016	49.71	0.00	04/19/2016	Waste removal - Fire		-		No	0000
101-420-2220-43840 Refuse										
622199	04/06/2016	216.67	0.00	04/19/2016	Waste removal - PW		-		No	0000
101-430-3100-43840 Refuse										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
622199	04/06/2016	216.67	0.00	04/19/2016	Waste removal - Fire		-			0000
101-420-2220-43840	Refuse									No
622199	04/06/2016	49.89	0.00	04/19/2016	Waste removal - Library		-			0000
206-450-5300-43840	Refuse									No
	622199 Total:	645.88								
	MARONEYS Total:	645.88								
MARPLUMB Martin Plumbing, Inc										
1258	10/27/2015	1,600.00	0.00	04/19/2016	Well #4		-			0000
601-494-9400-42400	Small Tools & Minor Equipment									No
	1258 Total:	1,600.00								
	MARPLUMB Total:	1,600.00								
MARTINJO Martin Josh										
2016-04	04/13/2016	1,875.00	0.00	04/19/2016	Parliamentarian Services 4.5.16		-			0000
101-410-1110-44300	Miscellaneous									No
	2016-04 Total:	1,875.00								
	MARTINJO Total:	1,875.00								
MENARDSO Menards - Oakdale										
1157	03/31/2016	41.46	0.00	04/19/2016	Shop supplies		-			0000
101-430-3100-42150	Shop Materials									No
1157	03/31/2016	57.48	0.00	04/19/2016	Paint		-			0000
101-430-3100-44010	Repairs/Maint Bldg									No
1157	03/31/2016	27.96	0.00	04/19/2016	Supplies		-			0000
601-494-9400-42270	Utility System Maintenance									No
	1157 Total:	126.90								
1171	03/29/2016	116.48	0.00	04/19/2016	Small tools		-			0000
101-450-5200-42400	Small Tools & Minor Equipment									No
	1171 Total:	116.48								
1312 & 1522	03/31/2016	25.94	0.00	04/19/2016	Signs		-			0000
101-430-3120-42260	Sign Repair Materials									No
	1312 & 1522 Total:	25.94								
1644	04/05/2016	19.45	0.00	04/19/2016	Shop supplies		-			0000
101-450-5200-42150	Shop Materials									No
	1644 Total:	19.45								
1818	04/08/2016	55.61	0.00	04/19/2016	Supplies		-			0000
101-450-5200-42150	Shop Materials									No
	1818 Total:	55.61								
2027	04/11/2016	25.83	0.00	04/19/2016	CV2 bulb		-			0000
101-420-2220-44040	Repairs/Maint Eqpt									No
	2027 Total:	25.83								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MENARDSO Total:		370.21								
METSAC Metropolitan Council										
Discount	04/13/2016	-1,590.40	0.00	04/19/2016	SAC due Met Council - March 2016 - disc.				No	0000
602-000-0000-37220	SAC Early Pay discount/revenue									
	Discount Total:	-1,590.40								
March 2016	04/13/2016	159,040.00	0.00	04/19/2016	SAC due Met Council - March 2016				No	0000
602-000-0000-20802	SAC due Met Council									
	March 2016 Total:	159,040.00								
	METSAC Total:	157,449.60								
NORDSTRM Nordstrom Emily										
Bonus	03/21/2016	25.00	0.00	04/19/2016	Bonus CC 4.5.16				No	0000
101-410-1450-43620	Cable Operations									
	Bonus Total:	25.00								
Cable	03/21/2016	55.00	0.00	04/19/2016	Operations CC 4.5.16				No	0000
101-410-1450-43620	Cable Operations									
	Cable Total:	55.00								
	NORDSTRM Total:	80.00								
ONECALL Gopher State One Call										
6030486	03/31/2016	227.65	0.00	04/19/2016	Tickets				No	0000
101-430-3100-43150	Contract Services									
	6030486 Total:	227.65								
	ONECALL Total:	227.65								
PETTYCI Petty Cash - City Hall										
74136	03/31/2016	63.87	0.00	04/19/2016	Petty Cash Reimbursement				No	0000
101-000-0000-20200	Accounts Payable									
	Total:	63.87								
	PETTYCI Total:	63.87								
PINKY Pinky's Sewer Service, Inc.										
74136	04/01/2016	100.00	0.00	04/19/2016	Pumped two tanks				No	0000
206-450-5300-44010	Repairs/Maint Bldg									
	74136 Total:	100.00								
	PINKY Total:	100.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
POMPS Pomp's Tire Service, Inc.										
210226650	04/07/2016	227.50	0.00	04/19/2016	Equipment repair		-	No		0000
101-430-3100-44040	Repairs/Maint Eqpt									
	210226650 Total:	227.50								
	POMPS Total:	227.50								
RITCHIE Ritchie Barb										
601-000-0000-37100	04/14/2016	40.42	0.00	04/19/2016	Refund duplicate payment		-	No		0000
	Water Sales									
603-000-0000-37100	04/14/2016	50.00	0.00	04/19/2016	Refund duplicate payment		-	No		0000
	Surface Water Utility Sales									
	Total:	90.42								
	RITCHIE Total:	90.42								
ROBERTSC Roberts Company, Inc										
300298A	03/29/2016	22.50	0.00	04/19/2016	Service pins		-	No		0000
101-420-2220-44300	Miscellaneous									
	300298A Total:	22.50								
	ROBERTSC Total:	22.50								
SAFEFAST Safe-Fast, Inc.										
INV162277	12/15/2015	79.00	0.00	04/19/2016	Calibration service		-	No		0000
602-495-9450-42270	Utility System Maint Supplies									
	INV162277 Total:	79.00								
INV162328	12/16/2015	640.40	0.00	04/19/2016	Safety clothing		-	No		0000
101-430-3100-44170	Uniforms									
	INV162328 Total:	640.40								
	SAFEFAST Total:	719.40								
SAMBATEK Sambatek, Inc										
7328	04/11/2016	343.75	0.00	04/19/2016	Arbor Glen		-	No		0000
803-000-0000-22910	Developer Payments									
7328	04/11/2016	2,060.00	0.00	04/19/2016	General Planning		-	No		0000
101-410-1910-43030	Engineering Services									
	7328 Total:	2,403.75								
7329	04/11/2016	62.50	0.00	04/19/2016	Legends		-	No		0000
803-000-0000-22910	Developer Payments									
	7329 Total:	62.50								
7330	04/11/2016	344.50	0.00	04/19/2016	Arbor Glen		-	No		0000
803-000-0000-22910	Developer Payments									
	7330 Total:	344.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SAMBATEK Total:		2,810.75								
SAMSCLUB Sam's Club										
	04/08/2016	40.24	0.00	04/19/2016	Rehab supplies		-		No	0000
101-420-2220-44300 Miscellaneous										
Total:										
	04/07/2016	40.24								
	04/07/2016	97.86	0.00	04/19/2016	ink		-		No	0000
101-430-3100-42000 Office Supplies										
4/7/16 Total:										
		97.86								
SAMSCLUB Total:										
		138.10								
SMITHSCH Smith Schafer & Associates,LTD										
35711	03/30/2016	11,775.00	0.00	04/19/2016	Interim billing 2015 audit		-		No	0000
101-410-1520-43010 Audit Services										
35711 Total:										
		11,775.00								
SMITHSCH Total:										
		11,775.00								
STLIBRAR Stillwater Public Library										
	04/01/2016	540.00	0.00	04/19/2016	Library Card Reimbursement - March		-		No	0000
206-450-5300-44300 Miscellaneous										
Total:										
		540.00								
STLIBRAR Total:										
		540.00								
STRATEGI Strategic Insights, Inc										
88	04/07/2016	1,350.00	0.00	04/19/2016	Plan -It Software		-		No	0000
101-410-1320-43190 Software Programs										
88 Total:										
		1,350.00								
STRATEGI Total:										
		1,350.00								
TDS TDS Metrocom - LLC										
6517798882	04/13/2016	90.97	0.00	04/19/2016	Analog lines - Fire		-		No	0000
101-420-2220-43210 Telephone										
6517798882	04/13/2016	223.38	0.00	04/19/2016	Analog lines - PW		-		No	0000
101-430-3100-43210 Telephone										
6517798882	04/13/2016	84.02	0.00	04/19/2016	Analog lines - Lift Station alarms		-		No	0000
602-495-9450-43210 Telephone										
6517798882	04/13/2016	44.01	0.00	04/19/2016	Alarm - Well House 2		-		No	0000
601-494-9400-43210 Telephone										
6517798882 Total:										
		442.38								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
TDS Total:		442.38								
TESSMAN Tessman Company Corp										
S229813-IN	03/30/2016	191.50	0.00	04/19/2016	Landscaping for City Hall		-	No		0000
101-410-1940-44300	Miscellaneous									
S229813-IN Total:		191.50								
TESSMAN Total:		191.50								
TOOLGUY The Tool Guy, LLC										
15594	04/12/2016	98.70	0.00	04/19/2016	Tools		-	No		0000
101-430-3100-42400	Small Tools & Minor Equipment									
15594 Total:		98.70								
TOOLGUY Total:		98.70								
TRISTATE Tri State Bobcat, Inc.										
A226562	03/30/2016	278.51	0.00	04/19/2016	Equipment repair		-	No		0000
101-450-5200-44040	Repairs/Maint Eqpt									
A226562	03/30/2016	278.51	0.00	04/19/2016	Equipment repair		-	No		0000
101-430-3120-44040	Repairs/Maint Eqpt									
A226562 Total:		557.02								
A22816	03/18/2016	77.11	0.00	04/19/2016	Repairs		-	No		0000
101-450-5200-44040	Repairs/Maint Eqpt									
A22816 Total:		77.11								
TRISTATE Total:		634.13								
TRKUTI Truck Utilities Inc.										
296779	04/04/2016	66.66	0.00	04/19/2016	Repairs		-	No		0000
101-430-3100-44040	Repairs/Maint Eqpt									
296779 Total:		66.66								
TRKUTI Total:		66.66								
WASHLJB Washington County Library										
	04/01/2016	1,663.00	0.00	04/19/2016	Library Card Reimbursements - March		-	No		0000
206-450-5300-44300	Miscellaneous									
Total:		1,663.00								
WASHLJB Total:		1,663.00								
XCEL Xcel Energy										
	03/29/2016	11.75	0.00	04/19/2016	Utility services		-	No		0000
101-450-5200-43810	Electric Utility									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
602-495-9450-43810	03/29/2016 Electric Utility	204.05	0.00	04/19/2016	Utility services		-	No		0000
101-430-3160-43810	03/29/2016 Street Lighting	32.59	0.00	04/19/2016	Utility services		-	No		0000
101-430-3160-43810	03/29/2016 Street Lighting	27.93	0.00	04/19/2016	Utility services		-	No		0000
101-420-2220-43810	03/29/2016 Electric Utility	592.12	0.00	04/19/2016	Utility services		-	No		0000
101-410-1940-43810	03/29/2016 Electric Utility	276.73	0.00	04/19/2016	Utility services		-	No		0000
101-430-3160-43810	03/29/2016 Street Lighting	30.63	0.00	04/19/2016	Utility services		-	No		0000
101-450-5200-43810	03/29/2016 Electric Utility	11.75	0.00	04/19/2016	Utility services		-	No		0000
101-450-5200-43810	03/29/2016 Electric Utility	87.30	0.00	04/19/2016	Utility services		-	No		0000
101-450-5200-43810	03/29/2016 Electric Utility	14.03	0.00	04/19/2016	Utility services		-	No		0000
601-494-9400-43810	03/29/2016 Electric Utility	734.93	0.00	04/19/2016	Utility services		-	No		0000
101-430-3160-43810	03/29/2016 Street Lighting	40.33	0.00	04/19/2016	Utility services		-	No		0000
101-450-5200-43810	03/29/2016 Electric Utility	121.91	0.00	04/19/2016	Utility services		-	No		0000
602-495-9450-43810	03/29/2016 Electric Utility	19.50	0.00	04/19/2016	Utility services		-	No		0000
602-495-9450-43810	03/29/2016 Electric Utility	17.78	0.00	04/19/2016	Utility services		-	No		0000
101-420-2220-43810	03/29/2016 Electric Utility	360.83	0.00	04/19/2016	Utility services		-	No		0000
101-450-5200-43810	03/29/2016 Electric Utility	217.61	0.00	04/19/2016	Utility services		-	No		0000
101-430-3160-43810	03/29/2016 Street Lighting	1,918.70	0.00	04/19/2016	Utility services		-	No		0000
101-430-3160-43810	03/29/2016 Street Lighting	27.67	0.00	04/19/2016	Utility services		-	No		0000
101-450-5200-43810	03/29/2016 Electric Utility	14.36	0.00	04/19/2016	Utility services		-	No		0000
101-450-5200-43810	03/29/2016 Electric Utility	32.33	0.00	04/19/2016	Utility services		-	No		0000
101-430-3100-43810	03/29/2016 Electric Utility	1,715.48	0.00	04/19/2016	Utility services		-	No		0000
601-494-9400-43810	03/29/2016 Electric Utility	137.51	0.00	04/19/2016	Utility services		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	03/29/2016	12.95	0.00	04/19/2016	Utility services		-			0000
101-430-3160-43810	Street Lighting									No
	03/29/2016	473.24	0.00	04/19/2016	Utility services		-			0000
206-450-5300-43810	Electric Utility									No
	03/29/2016	220.19	0.00	04/19/2016	Utility services		-			0000
602-495-9450-43810	Electric Utility									No
	03/29/2016	137.45	0.00	04/19/2016	Utility services		-			0000
601-494-9400-43810	Electric Utility									No
	03/29/2016	13.99	0.00	04/19/2016	Utility services		-			0000
101-450-5200-43810	Electric Utility									No
	03/29/2016	45.02	0.00	04/19/2016	Utility services		-			0000
101-430-3160-43810	Street Lighting									No
	03/29/2016	36.03	0.00	04/19/2016	Utility services		-			0000
101-430-3160-43810	Street Lighting									No
	03/29/2016	960.02	0.00	04/19/2016	Utility services		-			0000
601-494-9400-43810	Electric Utility									No
	Total:	8,546.71								
	XCEL Total:	8,546.71								
ZACK Zack's, Inc.										
31133	04/05/2016	470.03	0.00	04/19/2016	Small tools & equipment		-			No
101-430-3100-42400	Small Tools & Minor Equipment									
	31133 Total:	470.03								
	ZACK Total:	470.03								
	Report Total:	235,949.41								

Accounts Payable To Be Paid Proof List

User: PattyB
 Printed: 04/14/2016 - 9:55 AM
 Batch: 005-04-2016

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SW/WC SW/WC Service Cooperatives										
May 2016	03/29/2016	11,111.00	0.00	04/19/2016	May premium		-			No 0000
101-000-0000-21706	Medical Insurance									
	May 2016 Total:	11,111.00								
	SW/WC Total:	11,111.00								
	Report Total:	11,111.00								



MAYOR & COUNCIL COMMUNICATION

DATE: April 19, 2016
**CONSENT
ITEM
MOTION** #3

AGENDA ITEM: March 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 March 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 March 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 53.9% above budget for the month. The most significant budget to actual revenue variances are as follows:

- Building Permit revenue was 53.3% above budget for the month bringing the year to date revenue at 82.4% better budget. This is primarily due to the nice weather allowing for building activity beginning months earlier than anticipated in the 2016 budget. There were 24 new homes permitted in March and 57 new homes year to date.
- Utility Permits (right of way) permits far exceeded budget by \$5.5k for the month and \$14.4k year to date.
- Plan check fee revenue was 59.9% above budget for the month for the same reasons mentioned related to building permit revenue.

Expenses:

Total expenses for the month were 29.06 higher than budget for March. This is primarily due to March having 3 pay periods rather than April as anticipated in the budget. 2016 was a leap year which shifted the payroll calendar.

The following summarizes variances of note:

General:

- General Government expenses were 50.7% higher than budget for the month bringing the year to date expenses to 13.12% higher than budget. This was primarily due legal expenses running at 100% higher than budgeted.
- Total Public Safety expenses were 20.8% higher than budget for the month bringing the year to date expenses to 9.05% better than budget. This was primarily due to the payout of outstanding PTO time to a departing employee.
- Public Works – The total Public Works expenses were 11.9% higher than budget for the month bringing year to date expenses to 18.3% better than budget.

In summary, the March revenues were 50.7% better than budget and the expenses were 29.1% higher than budget resulting in a net income of 12.5% less than budget. On a year to date basis, the revenues are 13.1% above budget and the expenses were 7.0% less than budget resulting in a net income of 44.9% better than budget year to date.

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

ATTACHMENT:

1. March Financial Reports

2015 By Month

Budget to Actual Comparative
For the month ending March 31, 2016
101-General Fund Summary
By Department

DEPT 410 - GEN'L GOV'T	Full Year BUDGET 2016	% to date	MONTH				YTD										
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)							
			Month	Month	Month	Month	YTD	YTD	YTD	YTD							
REVENUE																	
Total Revenue	3,485,514.32	10.96%	80,625.00	124,144.68	43,519.68	53.98%	238,368.00	381,874.17	143,506.17	60.20%							
EXPENSE																	
Total Mayor & Council	45,955.32	20.54%	6,125.00	2,293.76	3,831.24	62.55%	8,375.00	9,439.19	(1,064.19)	-12.71%							
Total Administration	360,997.50	43.06%	27,808.66	82,189.50	(54,380.84)	-195.55%	106,345.98	155,428.98	(49,083.00)	-46.15%							
Total Elections	15,800.00	7.59%	0.00	1,200.00	(1,200.00)	-100.00%	950.00	1,200.00	(250.00)	-26.32%							
Total Finance	124,835.30	29.16%	18,810.40	22,199.66	(3,389.26)	-18.02%	43,231.21	36,402.40	6,828.81	15.80%							
Total Planning & Zoning	284,682.35	21.11%	32,406.72	25,534.87	6,871.85	21.21%	66,420.16	60,093.78	6,326.38	9.52%							
Total Engineering Services	48,000.00	15.42%	4,000.00	1,929.57	2,070.43	51.76%	12,000.00	7,402.48	4,597.52	38.31%							
Total City Hall	55,082.00	26.34%	4,736.00	6,170.21	(1,434.21)	-30.28%	14,158.00	14,508.06	(350.06)	-2.47%							
Total General Government	935,552.47	30.41%	93,886.78	141,517.57	(47,630.79)	-50.73%	251,480.35	284,474.89	(32,994.54)	-13.12%							
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	21.86%	4,600.00	2,073.52	2,526.48	54.92%	13,800.00	11,958.73	1,841.27	13.34%							
Total Fire	377,231.71	26.35%	33,071.44	40,488.70	(7,417.26)	-22.43%	111,772.57	99,389.39	12,383.18	11.08%							
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	23.27%	20,965.08	30,619.69	(9,654.61)	-46.05%	62,570.21	60,674.43	1,895.78	3.03%							
Total Emergency Communications	7,400.00	0.00%	1,850.00	0.00	1,850.00	100.00%	1,850.00	0.00	1,850.00	100.00%							
Total Animal Control	7,550.00	23.58%	600.00	605.00	(5.00)	-0.83%	1,800.00	1,780.00	20.00	1.11%							
Total Public Safety	1,272,031.09	13.71%	61,086.52	73,786.91	(12,700.39)	-20.79%	191,792.78	174,436.77	17,356.01	9.05%							

	MONTH				YTD			
	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
DEPT 430 - PUBLIC WORKS								
Total Public Works	411,284.53	46,546.50	(13,968.76)	-30.01%	126,739.51	135,404.95	(8,665.44)	-6.84%
Total Streets	413,000.00	2,160.00	1,252.59	57.99%	4,880.00	1,694.93	3,185.07	65.27%
Total Ice & Snow Removal	87,250.00	6,500.00	2,766.29	3,733.71	40,500.00	4,655.87	35,844.13	88.50%
Total Street Lighting	26,400.00	2,200.00	2,221.67	(21.67)	6,600.00	6,130.96	469.04	7.11%
Total Recycling	5,900.00	1,950.00	1,950.00	100.00%	2,350.00	0.00	2,350.00	100.00%
Total Tree Program	1,000.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Public Works	944,834.53	59,356.50	(7,054.13)	-11.88%	181,069.51	147,886.71	33,182.80	18.33%
DEPT 450 - CULTURE, RECREATION								
Total Parks & Recreation	231,320.23	17,374.09	19,039.94	(1,665.85)	60,372.29	46,465.03	13,907.26	23.04%
IT & Telephone	81,976.00	5,900.00	307.83	5,592.17	25,856.00	17,007.81	8,848.19	34.22%
GRAND TOTAL ALL EXPENSES	3,465,514.32	237,603.89	300,755.05	(69,051.16)	710,570.93	653,263.40	31,451.53	4.43%
SUB TOTAL NET INC OVER EXP	20,000.00	(156,978.89)	(176,610.37)	(25,531.48)	(472,202.93)	(271,389.23)	174,957.70	-37.05%
DEPT 460 - COMP ADJ	20,000.00	0.00	0.00	0.00%	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%
Debt Service increase	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%
GRAND TOTAL ALL DEPTS	3,485,514.32	237,603.89	300,755.05	(69,051.16)	730,570.93	653,263.40	51,451.53	7.04%
Net Income over Expenses	0.00	(156,978.89)	(176,610.37)	(19,631.48)	(492,202.93)	(271,389.23)	220,813.70	44.86%

2015 By Month
 Budget to Actual Comparative
 For the month ending March 31, 2016
 101-General Fund Detail
 By Department

DEPT 410 - GEN'L GOV'T REVENUE	Full Year BUDGET 2016	% to date	MONTH						YTD						YTD variance notes				
			BUDGET		ACTUAL		Variance (\$)		Variance (%)		BUDGET		ACTUAL			Variance (\$)		Variance (%)	
			Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month		Month	Month	Month	Month
Current Ad Valorem Taxes	2,033,198.00	0.11%	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00	2,139.46	2,139.46	100.00%	Pmt from WA City related to a tax foreit parcel					
Delinquent Ad Valorem Taxes	15,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%						
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%						
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%						
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%						
Liquor License	11,000.00	61.82%	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00	6,800.00	(1,200.00)	-15.00%							
Wastehauler License	1,680.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00	840.00	(840.00)	-100.00%							
General Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00	100.00	100.00	100.00%							
Heating Contractor License	2,500.00	50.00%	200.00	300.00	100.00	50.00%	50.00%	78.57%	700.00	1,250.00	550.00	82.43%							
Building Permits	508,200.00	28.72%	35,000.00	53,655.20	18,655.20	53.30%	80,000.00	145,947.55	65,947.55	82.43%			Reflects fees from 57 new homes and 11 new commercial units						
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%							
Heating Permits	38,000.00	43.80%	2,000.00	7,554.50	5,554.50	277.73%	6,000.00	16,642.50	10,642.50	177.38%									
Plumbing Permits	46,800.00	35.43%	3,400.00	12,141.00	8,741.00	257.09%	8,700.00	16,582.00	7,882.00	90.60%									
Animal License	2,500.00	44.80%	40.00	185.00	145.00	362.50%	2,140.00	1,120.00	(1,020.00)	-47.66%									
Utility Permits (ROW)	25,000.00	59.43%	500.00	6,266.00	5,766.00	1153.20%	500.00	14,857.00	14,357.00	2871.40%									
Burning Permit	2,750.00	38.73%	0.00	520.00	520.00	100.00%	500.00	1,065.00	565.00	113.00%									
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%							
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%							
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%							
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%							
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%							
Misc State Grant/Surcharge Rev	5,064.00	1283.30%	250.00	0.00	(250.00)	-100.00%	51,098.00	64,986.50	13,888.50	27.18%									
Cable Franchise Revenue	45,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%							
Zoning & Subdivision Fees	27,500.00	26.55%	2,000.00	5,000.00	3,000.00	150.00%	2,000.00	7,300.00	5,300.00	265.00%									
Plan Check Fees	278,129.00	32.09%	20,000.00	31,972.15	11,972.15	59.86%	53,000.00	89,240.03	36,240.03	68.38%			Reflects fees from 57 new homes and 11 new commercial units						
Sale of Copies, Books, Maps	175.00	29.57%	5.00	4.25	(0.75)	-15.00%	15.00	51.74	36.74	244.93%									
Assessment Searches	1,215.00	50.62%	30.00	390.00	360.00	1200.00%	75.00	615.00	540.00	720.00%									
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%								
Cable Operation Reimbursement	4,000.00	0.00%	1,000.00	0.00	(1,000.00)	-100.00%	1,000.00	0.00	(1,000.00)	-100.00%									
Fines	45,000.00	28.90%	3,500.00	6,023.48	2,523.48	72.10%	10,500.00	13,002.94	2,502.94	23.84%									
Miscellaneous Permits	0.00	0.00%	0.00	133.10	133.10	100.00%	0.00	164.45	164.45	100.00%									
Fire Billable Revenue	500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%								
Miscellaneous Revenue	3,500.32	0.29%	200.00	0.00	(200.00)	-100.00%	800.00	10.00	(790.00)	-98.75%									
Interest Earnings	55,000.00	0.00%	12,500.00	0.00	(12,500.00)	-100.00%	12,500.00	0.00	(12,500.00)	-100.00%									
Donations	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%								
Total Revenue	3,485,514.32	10.96%	80,625.00	124,144.68	43,519.68	53.98%	238,308.00	381,874.17	143,506.17	60.20%									

EXPENSE	Full Year BUDGET 2016	% to date	MONTH					YTD									
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)							
			Month	Month	Month	Month	YTD	YTD	YTD	YTD							
1110 - Mayor & Council																	
PT Salaries	25,690.00	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%				
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%				
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%				
Mileage	500.00	0.00%	125.00	0.00	125.00	100.00%	125.00	0.00	125.00	100.00%	125.00	0.00	100.00%				
Miscellaneous	5,000.00	0.00%	5,000.00	1,611.18	3,388.82	67.78%	5,000.00	3,722.45	1,277.55	25.55%	5,000.00	3,722.45	1,277.55	25.55%		2016 share of LMC annual Print made in Sept 2015 plus Metro	
Dues & Subscriptions	11,500.00	49.71%	1,000.00	682.58	317.42	31.74%	3,000.00	5,716.74	(2,716.74)	-90.56%	3,000.00	5,716.74	(2,716.74)	-90.56%		Cities annual membership of \$3.7k	
Conferences & Training	1,000.00	0.00%	0.00	0.00	0.00	0.00%	250.00	0.00	250.00	100.00%	250.00	0.00	100.00%				
Total Mayor & Council	45,955.32	20.54%	6,125.00	2,293.76	3,831.24	62.55%	8,375.00	9,439.19	(1,064.19)	-12.71%	8,375.00	9,439.19	(1,064.19)	-12.71%			
1320 - Administration																	
FT Salaries	145,000.00	33.14%	11,153.85	20,412.00	(9,258.15)	-83.00%	33,461.54	48,059.44	(14,597.90)	-43.65%	33,461.54	48,059.44	(14,597.90)	-43.65%		Budget anticipated April as the 3 pp month; actual was March	
PERA Contributions	10,875.00	29.55%	836.54	1,530.90	(694.36)	-83.00%	2,509.62	3,213.30	(703.68)	-28.04%	2,509.62	3,213.30	(703.68)	-28.04%		due to 2016 being a leap year	
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%				
FICA Contributions	8,990.00	31.67%	691.54	1,208.92	(517.38)	-74.82%	2,074.62	2,847.56	(772.94)	-37.26%	2,074.62	2,847.56	(772.94)	-37.26%			
Medicare Contributions	2,102.50	161.73	161.73	282.73	(121.00)	-74.82%	485.20	665.95	(180.75)	-37.25%	485.20	665.95	(180.75)	-37.25%			
Health/Dental Insurance	30,550.00	24.93%	2,350.00	3,264.00	(914.00)	-38.89%	7,050.00	7,616.00	(566.00)	-8.03%	7,050.00	7,616.00	(566.00)	-8.03%			
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%				
Workers Compensation	1,140.00	548.44%	140.00	5,538.00	(5,398.00)	-100.00%	1,140.00	6,252.24	(5,112.24)	-448.44%	1,140.00	6,252.24	(5,112.24)	-448.44%			
Office Supplies	5,800.00	34.22%	475.00	1,065.83	(590.83)	-124.39%	1,425.00	1,984.98	(559.98)	-39.30%	1,425.00	1,984.98	(559.98)	-39.30%			
Printed Forms	0.00	0.00%	0.00	690.00	(690.00)	-100.00%	0.00	771.32	(771.32)	0.00%	0.00	771.32	(771.32)	0.00%			
Legal Services	60,000.00	74.76%	5,000.00	18,000.00	(13,000.00)	-260.00%	15,000.00	44,856.14	(29,856.14)	-199.04%	15,000.00	44,856.14	(29,856.14)	-199.04%		Includes Feb expense and an estimate for March services	
Newsletter/Website	8,000.00	0.00%	2,000.00	0.00	2,000.00	100.00%	2,000.00	0.00	2,000.00	100.00%	2,000.00	0.00	100.00%				
Assessing Services	38,000.00	19.74%	2,500.00	2,500.00	0.00	0.00%	7,500.00	7,500.00	0.00	0.00%	7,500.00	7,500.00	0.00				
Contract 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%				
Postage	2,000.00	41.22%	500.00	0.00	500.00	100.00%	500.00	824.40	(324.40)	-64.88%	500.00	824.40	(324.40)	-64.88%			
Mileage	550.00	0.00%	50.00	0.00	50.00	100.00%	100.00	0.00	100.00	100.00%	100.00	0.00	100.00%				
Legal Publishing	10,040.00	25.27%	800.00	889.63	(89.63)	-11.20%	2,350.00	2,536.97	(186.97)	-7.96%	2,350.00	2,536.97	(186.97)	-7.96%			
Insurance	28,000.00	93.29%	0.00	26,121.00	(26,121.00)	-100.00%	28,000.00	26,121.00	1,879.00	6.71%	28,000.00	26,121.00	1,879.00	6.71%		Annual insurance budgeted in Jan but not billed until late Feb	
Cable Operation Expense	4,800.00	0.00%	400.00	460.00	(60.00)	-15.00%	1,200.00	1,105.00	95.00	7.92%	1,200.00	1,105.00	95.00	7.92%			
Miscellaneous	600.00	22.73%	50.00	106.49	(56.49)	-112.98%	150.00	136.36	13.64	9.09%	150.00	136.36	13.64	9.09%			
Dues & Subscriptions	1,200.00	74.03%	100.00	120.00	(20.00)	-20.00%	300.00	888.32	(588.32)	-196.11%	300.00	888.32	(588.32)	-196.11%			
Books	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	3,350.00	1.49%	600.00	0.00	600.00	100.00%	1,100.00	50.00	1,050.00	95.45%	1,100.00	50.00	1,050.00	95.45%			
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%				
Total Administration	360,997.50	43.06%	27,808.66	82,189.50	(54,380.84)	-195.55%	106,345.98	155,428.98	(49,083.00)	-46.15%	106,345.98	155,428.98	(49,083.00)	-46.15%			

	MONTH				YTD			
	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
	Month	Month	Month	Month	YTD	YTD	YTD	YTD
1410 - Elections								
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	1,200.00	(1,200.00)	-100.00%	950.00	1,200.00	(250.00)	-26.32%
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%
Total Elections	15,800.00	1,200.00	(1,200.00)	-100.00%	950.00	1,200.00	(250.00)	-26.32%
1520 - Finance								
FT Salaries	60,630.46	4,663.88	(2,284.61)	-48.99%	13,991.64	17,158.46	(3,166.82)	-22.63%
PT Salaries	4,550.00	350.00	(900.01)	-157.15%	1,050.00	1,225.01	(175.01)	-16.67%
PERA Contributions	4,888.53	376.04	(588.65)	-56.54%	1,128.12	1,378.78	(250.66)	-22.22%
FICA Contributions	4,041.19	310.86	(463.95)	-49.25%	932.58	1,086.92	(154.34)	-16.55%
Medicare Contributions	945.12	72.70	(108.48)	-49.22%	218.10	254.17	(36.07)	-16.54%
Health/Dental Insurance	10,880.00	836.92	(468.68)	-56.00%	2,510.77	3,046.40	(535.63)	-21.33%
Unemployment Benefits	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	550.00	550.00	0.00	100.00%	550.00	204.09	345.91	62.89%
Office Supplies	1,000.00	625.00	(375.00)	-37.50%	625.00	178.25	446.75	71.48%
Printed Forms	500.00	125.00	(375.00)	-75.00%	125.00	0.00	125.00	100.00%
Audit Services	28,650.00	10,000.00	(17,650.00)	-61.29%	20,000.00	11,775.00	8,225.00	41.13%
Contract Services	6,700.00	600.00	(5,100.00)	-76.12%	1,800.00	25.32	1,774.68	98.59%
Mileage	50.00	0.00	(50.00)	0.00%	0.00	0.00	0.00	0.00%
Miscellaneous	200.00	50.00	(150.00)	-75.00%	50.00	70.00	(20.00)	-40.00%
Dues & Subscriptions	750.00	250.00	(500.00)	-66.67%	250.00	0.00	250.00	100.00%
Conferences & Training	500.00	0.00	(500.00)	0.00%	0.00	0.00	0.00	0.00%
Total Finance	124,835.50	18,810.40	(3,389.26)	-18.02%	43,231.21	36,402.40	6,828.81	15.80%

	Full Year		MONTH				YTD				YTD variance notes	
	BUDGET	% to date	Month	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	2016			Month	Month	Month	YTD	YTD	YTD	YTD		
1910 - Planning & Zoning												
FT Salaries	137,098.00	25.31%	10,546.00	17,636.30	(7,090.30)	-67.23%	31,638.00	34,701.99	(3,063.99)	-9.68%		
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	25.31%	790.95	1,322.71	(531.76)	-57.23%	2,372.85	2,602.64	(229.79)	-9.68%		
FICA Contributions	8,500.08	23.85%	653.85	1,035.15	(381.30)	-58.32%	1,961.56	2,027.55	(65.99)	-3.36%		
Medicare Contributions	1,987.92	23.85%	152.92	242.07	(89.15)	-58.30%	458.75	474.16	(15.41)	-3.36%		
Health/Dental Insurance	34,814.00	18.60%	2,678.00	2,775.00	(97.00)	-3.62%	8,034.00	6,475.00	1,559.00	19.41%		
Workers Compensation	800.00	51.84%	0.00	0.00	0.00	0.00%	800.00	414.71	385.29	0.00%		
Developer escrow offset cost recovery	0.00	-100.00%	0.00	(1,442.08)	1,442.08	100.00%	0.00	(3,115.31)	3,115.31	100.00%		
Office Supplies	1,800.00	21.17%	150.00	125.02	24.98	16.65%	450.00	380.99	69.01	15.34%		
Printed Forms	750.00	0.00%	250.00	0.00	250.00	100.00%	250.00	0.00	250.00	100.00%		
Engineering Services	20,000.00	12.61%	1,500.00	886.26	613.74	40.92%	4,500.00	2,521.26	1,978.74	43.97%		
Contract Services	60,000.00	22.68%	15,000.00	2,954.44	12,045.56	80.30%	15,000.00	13,610.79	1,389.21	9.26%		
Postage	200.00	0.00%	50.00	0.00	50.00	100.00%	50.00	0.00	50.00	0.00%		
Mileage	250.00	0.00%	20.00	0.00	20.00	100.00%	60.00	0.00	60.00	100.00%		
Miscellaneous	500.00	0.00%	40.00	0.00	40.00	100.00%	120.00	0.00	120.00	100.00%		
Dues & Subscriptions	600.00	0.00%	50.00	0.00	50.00	100.00%	150.00	0.00	150.00	100.00%		
Books	300.00	0.00%	25.00	0.00	25.00	100.00%	75.00	0.00	75.00	100.00%		
Conferences & Training	2,000.00	0.00%	500.00	0.00	500.00	100.00%	500.00	0.00	500.00	100.00%		
Total Planning & Zoning	284,682.35	21.11%	32,406.72	25,534.87	6,871.85	21.21%	66,420.16	60,093.78	6,326.38	9.52%		
1930 - Engineering Services												
Engineering Services	48,000.00	15.42%	4,000.00	1,929.57	2,070.43	51.76%	12,000.00	7,402.48	4,597.52	38.31%		
Total Engineering Services	48,000.00	15.42%	4,000.00	1,929.57	2,070.43	51.76%	12,000.00	7,402.48	4,597.52	38.31%		
1940 - City Hall												
Cleaning Supplies	50.00	0.00%	25.00	0.00	25.00	100.00%	25.00	0.00	25.00	100.00%		
Building Repair Supplies	300.00	0.00%	25.00	0.00	25.00	100.00%	75.00	0.00	75.00	100.00%		
Utilities	7,500.00	19.19%	750.00	333.94	416.06	55.47%	2,250.00	1,439.18	810.82	36.04%		
Refuse	600.00	37.65%	50.00	112.94	(62.94)	-125.88%	150.00	225.88	(75.88)	-50.59%		
Repairs/Maint Contractual Bldg	6,000.00	48.44%	500.00	2,152.27	(1,652.27)	-330.45%	1,500.00	2,906.57	(1,406.57)	-93.77%		
Repairs/Maint Contractual Equip	10,800.00	23.22%	900.00	1,064.07	(164.07)	-18.23%	2,700.00	2,507.44	192.56	7.13%		
Facility Lease	29,532.00	25.00%	2,461.00	2,461.00	0.00	0.00%	7,383.00	7,383.00	0.00	0.00%		
Miscellaneous	300.00	15.33%	25.00	45.99	(20.99)	-83.96%	75.00	45.99	29.01	38.68%		
Total City Hall	55,082.00	26.34%	4,736.00	6,170.21	(1,434.21)	-30.28%	14,158.00	14,508.06	(350.06)	-2.47%		
Total General Government	935,352.47	30.41%	93,886.78	141,517.57	(47,630.79)	-50.73%	251,480.35	284,474.89	(32,994.54)	-13.12%		

East Metro Strong analysis costs related to potential BRT line

DEPT 420 - PUBLIC SAFETY

	Full Year		MONTH						YTD									
	BUDGET 2016	% to date	BUDGET		ACTUAL		Variance (\$)		Variance (%)		BUDGET		ACTUAL		Variance (\$)		Variance (%)	
			Month	Month	Month	Month	Month	Month	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	
2100 - Police																		
Law Enforcement Contract	527,060.47	0.12%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00	634.22	(634.22)	-100.00%	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	0.00%	0.00%	0.00	634.22	(634.22)	-100.00%	0.00	634.22	(634.22)	-100.00%	
2150 - Prosecution																		
Attorney Criminal	54,700.00	21.86%	4,600.00	2,073.52	2,526.48	54.92%	13,800.00	11,958.73	1,841.27	13.34%	13,800.00	11,958.73	1,841.27	13.34%	13,800.00	11,958.73	1,841.27	13.34%
Total Prosecution	54,700.00	21.86%	4,600.00	2,073.52	2,526.48	54.92%	13,800.00	11,958.73	1,841.27	13.34%	13,800.00	11,958.73	1,841.27	13.34%	13,800.00	11,958.73	1,841.27	13.34%
2220 - Fire																		
FT Salaries	70,300.00	26.93%	5,407.69	8,114.43	(2,706.74)	-50.05%	16,223.08	18,933.78	(2,710.70)	-16.71%	16,223.08	18,933.78	(2,710.70)	-16.71%	16,223.08	18,933.78	(2,710.70)	-16.71%
PT Salaries	110,000.00	17.15%	9,166.67	6,318.91	2,847.76	31.07%	27,500.00	18,864.23	8,635.77	31.40%	27,500.00	18,864.23	8,635.77	31.40%	27,500.00	18,864.23	8,635.77	31.40%
PERA Contributions	11,388.60	27.87%	876.05	1,314.54	(438.49)	-50.05%	2,628.14	3,173.54	(545.40)	-20.75%	2,628.14	3,173.54	(545.40)	-20.75%	2,628.14	3,173.54	(545.40)	-20.75%
FICA Contributions	7,388.33	22.61%	568.33	391.78	176.55	31.06%	1,705.50	1,670.24	34.76	2.04%	1,705.50	1,670.24	34.76	2.04%	1,705.50	1,670.24	34.76	2.04%
Medicare Contributions	2,747.27	23.80%	211.33	198.76	12.57	5.95%	633.98	653.78	(19.80)	-3.12%	633.98	653.78	(19.80)	-3.12%	633.98	653.78	(19.80)	-3.12%
Health/Dental Insurance	14,846.00	25.65%	1,142.00	1,632.00	(490.00)	-42.91%	3,426.00	3,808.00	(382.00)	-11.15%	3,426.00	3,808.00	(382.00)	-11.15%	3,426.00	3,808.00	(382.00)	-11.15%
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	18,500.00	69.61%	0.00	0.00	0.00	0.00%	18,500.00	12,878.61	5,621.39	30.39%	18,500.00	12,878.61	5,621.39	30.39%	18,500.00	12,878.61	5,621.39	30.39%
Office Supplies	850.00	79.52%	70.00	545.28	(475.28)	-678.97%	210.00	675.92	(465.92)	-221.87%	210.00	675.92	(465.92)	-221.87%	210.00	675.92	(465.92)	-221.87%
EMS Supplies	3,400.00	0.00%	280.00	0.00	280.00	100.00%	840.00	0.00	840.00	100.00%	840.00	0.00	840.00	100.00%	840.00	0.00	840.00%	
Fire Prevention	3,000.00	0.00%	250.00	0.00	250.00	100.00%	750.00	0.00	750.00	100.00%	750.00	0.00	750.00	100.00%	750.00	0.00	750.00%	
Fuel, Oil & Fluids	13,000.00	11.35%	1,075.00	841.96	233.04	21.68%	3,225.00	1,475.97	1,749.03	54.23%	3,225.00	1,475.97	1,749.03	54.23%	3,225.00	1,475.97	1,749.03	54.23%
Small Tools & Equip	12,000.00	17.52%	1,000.00	1,665.54	(665.54)	-66.55%	3,000.00	2,102.66	897.34	29.91%	3,000.00	2,102.66	897.34	29.91%	3,000.00	2,102.66	897.34	29.91%
Physics	3,904.00	0.00%	350.00	0.00	350.00	100.00%	1,050.00	0.00	1,050.00	100.00%	1,050.00	0.00	1,050.00	100.00%	1,050.00	0.00	100.00%	
Radio	18,097.51	38.84%	4,524.37	3,914.76	609.61	13.47%	4,524.37	7,029.76	(2,505.39)	-55.38%	4,524.37	7,029.76	(2,505.39)	-55.38%	4,524.37	7,029.76	(2,505.39)	-55.38%
Mileage	500.00	102.06%	40.00	22.68	17.32	43.30%	140.00	510.30	(370.30)	12.24%	140.00	510.30	(370.30)	12.24%	140.00	510.30	(370.30)	12.24%
Insurance	8,307.00	87.76%	0.00	7,290.00	(7,290.00)	-100.00%	8,307.00	7,290.00	1,017.00	-12.24%	8,307.00	7,290.00	1,017.00	-12.24%	8,307.00	7,290.00	1,017.00	-12.24%
Electric Utility	15,500.00	27.33%	1,300.00	1,373.67	(73.67)	-5.67%	4,100.00	4,235.85	(135.85)	-3.31%	4,100.00	4,235.85	(135.85)	-3.31%	4,100.00	4,235.85	(135.85)	-3.31%
Refuse	1,200.00	52.73%	100.00	266.38	(166.38)	-166.38%	300.00	632.76	(332.76)	-110.92%	300.00	632.76	(332.76)	-110.92%	300.00	632.76	(332.76)	-110.92%
Repair/Maint Bldg	15,250.00	20.54%	1,000.00	3,019.14	(2,019.14)	-201.91%	3,000.00	3,131.75	(131.75)	-4.39%	3,000.00	3,131.75	(131.75)	-4.39%	3,000.00	3,131.75	(131.75)	-4.39%
Repair/Maint Equip	25,650.00	7.94%	2,200.00	846.11	1,353.89	61.54%	6,600.00	2,037.11	4,562.89	69.13%	6,600.00	2,037.11	4,562.89	69.13%	6,600.00	2,037.11	4,562.89	69.13%
Uniforms	4,100.00	2.68%	450.00	0.00	450.00	100.00%	1,050.00	1,09.90	940.10	89.53%	1,050.00	1,09.90	940.10	89.53%	1,050.00	1,09.90	940.10	89.53%
Miscellaneous	2,000.00	20.09%	200.00	202.76	(2.76)	-1.38%	500.00	401.77	98.23	19.65%	500.00	401.77	98.23	19.65%	500.00	401.77	98.23	19.65%
Dues & Subscriptions	3,863.00	60.29%	320.00	1,450.00	(1,130.00)	-353.13%	960.00	2,329.00	(1,369.00)	-142.60%	960.00	2,329.00	(1,369.00)	-142.60%	960.00	2,329.00	(1,369.00)	-142.60%
Books	440.00	0.00%	40.00	0.00	40.00	100.00%	100.00	7,444.46	(3,444.46)	-100.00%	100.00	7,444.46	(3,444.46)	-100.00%	100.00	7,444.46	(3,444.46)	-100.00%
Conferences & Training	17,000.00	43.79%	4,000.00	1,080.00	2,920.00	73.00%	4,000.00	0.00	4,000.00	100.00%	4,000.00	0.00	4,000.00	100.00%	4,000.00	0.00	100.00%	
Conferences & Training (Reimb)	(6,000.00)	0.00%	(1,500.00)	0.00	(1,500.00)	-100.00%	(1,500.00)	0.00	(1,500.00)	-100.00%	(1,500.00)	0.00	(1,500.00)	-100.00%	(1,500.00)	0.00	(100.00%)	
Total Fire	377,231.71	26.35%	33,071.44	40,488.70	(7,417.26)	-22.43%	111,772.57	99,389.39	12,383.18	11.08%	111,772.57	99,389.39	12,383.18	11.08%	111,772.57	99,389.39	12,383.18	11.08%
2250 - Fire Relief																		
Fire State Aid	37,323.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	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%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%	

Extra cost to to transition time to new law firms

Full Year BUDGET	% to date	MONTH						YTD											
		BUDGET		ACTUAL		Variance (\$)		BUDGET		ACTUAL		Variance (\$)							
		2016	Month	Month	Month	Month	Month	YTD	YTD	YTD	YTD	YTD	YTD						
2400 - Building Inspection																			
FT Salaries	168,171.00	25.09%	12,936.23	22,148.69	(9,212.46)	-71.21%	38,808.69	42,187.73	(3,379.04)	-8.71%									
PERA Contributions	12,612.83	21.43%	970.22	1,200.44	(230.22)	-23.73%	2,910.65	2,703.37	207.28	7.12%									
FICA Contributions	10,426.60	24.19%	802.05	1,333.41	(531.36)	-66.25%	2,406.14	2,521.80	(115.66)	-4.81%									
Medicare Contributions	2,438.48	24.19%	187.58	311.86	(124.28)	-66.25%	562.73	589.76	(27.03)	-4.80%									
Health/Dental Insurance	29,692.00	25.65%	2,284.00	3,264.00	(980.00)	-42.91%	6,852.00	7,616.00	(764.00)	-11.15%									
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%	0.00	0.00	0.00	0.00%	2,500.00	1,259.69	1,240.31	49.61%									
Office Supplies	2,100.00	15.11%	175.00	30.72	144.28	82.45%	525.00	317.27	207.73	39.57%									
Printed Forms	700.00	0.00%	175.00	0.00	175.00	100.00%	175.00	0.00	175.00	100.00%									
Fuel, Oil & Fluids	6,500.00	6.20%	500.00	252.92	247.08	49.42%	1,500.00	402.98	1,097.02	73.13%									
Engineering	14,000.00	11.85%	1,000.00	988.75	11.25	1.13%	3,000.00	1,658.75	1,341.25	44.71%									
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	19.78%	900.00	178.00	722.00	80.22%	900.00	178.00	722.00	80.22%									
Repairs/Maint Equip	1,800.00	1.99%	150.00	35.83	114.17	76.11%	450.00	35.83	414.17	92.04%									
Uniforms	850.00	0.00%	70.00	0.00	70.00	100.00%	210.00	0.00	210.00	100.00%									
Miscellaneous	725.00	43.59%	55.00	240.00	(185.00)	-336.36%	165.00	316.00	(151.00)	-91.52%									
Dues & Subscriptions	700.00	0.00%	60.00	90.00	(30.00)	-50.00%	180.00	90.00	90.00	50.00%									
Books	725.00	69.97%	0.00	255.07	(255.07)	-100.00%	725.00	507.25	217.75	30.03%									
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	8.99%	700.00	290.00	410.00	58.57%	700.00	290.00	410.00	58.57%									
Total Building Inspections	260,765.91	23.27%	20,965.08	30,619.69	(9,654.61)	-46.05%	62,570.21	60,674.43	1,895.78	3.03%									
2500 - Emergency Communications																			
Contract Services	7,400.00	0.00%	1,850.00	0.00	1,850.00	100.00%	1,850.00	0.00	1,850.00	100.00%									
Total Emergency Communications	7,400.00	0.00%	1,850.00	0.00	1,850.00	100.00%	1,850.00	0.00	1,850.00	100.00%									
2700 - Animal Control																			
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%									
Contract Services	7,550.00	23.58%	600.00	605.00	(5.00)	-0.83%	1,800.00	1,780.00	20.00	1.11%									
Miscellaneous (Impounding)	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%									
Total Animal Control	7,550.00	23.58%	600.00	605.00	(5.00)	-0.83%	1,800.00	1,780.00	20.00	1.11%									
Total Public Safety	1,272,031.09	13.71%	61,086.52	73,786.91	(12,700.39)	-20.79%	191,792.78	174,436.77	17,356.01	9.05%									

Includes payout of remaining PTO balance to Bldg Official

DEPT 430 - PUBLIC WORKS

	Full Year		MONTH				YTTD			
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
	2016		Month	Month	Month	Month	YTD	YTD	YTD	YTD
3100 - Public Works										
FT Salaries	169,779.00	35.89%	13,059.92	24,754.56	(11,694.64)	-89.55%	39,179.77	60,938.26	(21,758.49)	-55.54%
PT Salaries	7,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
PERA Contributions	12,733.43	35.89%	979.49	1,856.62	(877.13)	-89.55%	2,938.48	4,570.43	(1,631.95)	-55.54%
FICA Contributions	10,526.30	34.64%	809.72	1,476.95	(667.23)	-82.40%	2,429.15	3,646.76	(1,217.61)	-50.12%
Medicare Contributions	2,461.80	34.65%	189.37	345.44	(156.07)	-82.42%	568.11	852.90	(284.79)	-50.13%
Health/Dental Insurance	44,759.00	26.64%	3,443.00	5,415.00	(1,972.00)	-57.28%	10,329.00	11,924.00	(1,595.00)	-15.44%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	18,000.00	66.82%	18,000.00	0.00	18,000.00	100.00%	18,000.00	12,028.46	5,971.54	33.18%
Office Supplies	2,000.00	15.42%	165.00	308.47	(143.47)	-86.95%	495.00	308.47	186.53	37.68%
Shop Materials	2,000.00	79.18%	165.00	1,123.36	(958.36)	-580.82%	495.00	1,583.68	(1,088.68)	-219.94%
Building Repair Supplies	500.00	124.17%	40.00	160.88	(120.88)	-302.20%	120.00	620.87	(500.87)	-417.39%
Small Tools and Minor Equip	1,200.00	160.89%	100.00	738.70	(638.70)	-638.70%	300.00	1,930.62	(1,630.62)	-543.54%
Engineering Services	12,000.00	9.76%	1,000.00	587.50	412.50	41.25%	3,000.00	1,171.25	1,828.75	60.96%
Contract Services	1,000.00	37.84%	0.00	134.85	(134.85)	-100.00%	500.00	378.40	121.60	24.32%
Radio	1,300.00	0.00%	325.00	0.00	325.00	100.00%	325.00	0.00	325.00	100.00%
Mileage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Insurance	16,000.00	94.41%	0.00	15,105.00	(15,105.00)	-100.00%	16,000.00	15,105.00	895.00	5.59%
Electric Utility	28,000.00	29.57%	2,500.00	2,667.90	(167.90)	-6.72%	9,500.00	8,279.17	1,220.83	12.85%
Refuse	2,500.00	25.33%	200.00	216.67	(16.67)	-8.33%	600.00	633.34	(33.34)	-5.56%
Fuel, Oil, Fluids (ALL depts)	42,000.00	8.71%	3,000.00	1,195.67	1,804.33	60.14%	15,000.00	3,660.20	11,339.80	75.60%
Repair/Maint Bldg	4,000.00	120.96%	330.00	3,365.69	(3,035.69)	-919.91%	990.00	4,838.44	(3,848.44)	-388.73%
Repair/Maint NOT Bldg	500.00	33.00%	40.00	0.00	40.00	100.00%	120.00	164.99	(44.99)	-37.49%
Repair/Maint Equip (in)	2,400.00	32.74%	200.00	90.97	109.03	54.52%	600.00	785.81	(185.81)	-30.97%
Repair/Maint Equip (out)	5,000.00	0.00%	400.00	0.00	400.00	100.00%	1,200.00	0.00	1,200.00	100.00%
Equipment Parts	8,000.00	0.00%	625.00	0.00	625.00	100.00%	1,975.00	352.52	1,622.48	82.15%
Uniforms	3,600.00	25.18%	300.00	534.23	(234.23)	-78.08%	900.00	906.58	(6.58)	-0.73%
Miscellaneous	1,000.00	41.80%	50.00	130.00	(80.00)	-160.00%	150.00	418.00	(268.00)	-178.67%
Landscaping Material	500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Dues & Subscriptions	200.00	0.00%	50.00	0.00	50.00	100.00%	50.00	0.00	50.00	100.00%
Conferences & Training	4,425.00	2.15%	375.00	95.00	280.00	74.67%	375.00	95.00	280.00	74.67%
Personal Protection Equipment	2,400.00	0.00%	200.00	0.00	200.00	100.00%	600.00	0.00	600.00	100.00%
Clean up Days	5,500.00	3.85%	0.00	211.80	(211.80)	-100.00%	0.00	211.80	(211.80)	-100.00%
Total Public Works	411,284.53	32.92%	46,546.50	60,515.26	(13,968.76)	-30.01%	126,739.51	135,404.95	(8,665.44)	-6.84%
3120 - Streets										
Equipment Parts	3,000.00	0.00%	250.00	0.00	250.00	100.00%	750.00	0.00	750.00	100.00%
Street Maintenance Materials	20,000.00	1.79%	1,500.00	280.32	1,219.68	81.31%	3,000.00	357.72	2,642.28	88.08%
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%
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%
Sign Repair Materials	2,500.00	0.00%	200.00	45.00	155.00	77.50%	500.00	45.00	455.00	91.00%
Contract Services - General	10,000.00	12.92%	0.00	582.09	(582.09)	-100.00%	0.00	1,292.21	(1,292.21)	-100.00%
Contract Services - ROW	5,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Repairs/Maint Equipment	2,500.00	0.00%	210.00	0.00	210.00	100.00%	630.00	0.00	630.00	100.00%
Total Streets	413,000.00	0.41%	2,160.00	907.41	1,252.59	57.99%	4,880.00	1,694.93	3,185.07	65.27%

Full Year BUDGET	% to date	MONTH				YTD								
		BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)					
		Month	Month	Month	Month	YTD	YTD	YTD	YTD					
3125 - Ice & Snow Removal														
Landscaping Material	750.00	0.00%	250.00	0.00	250.00	100.00%	250.00	100.00%						
Sand/Salt	70,000.00	6.50%	5,000.00	4,550.73	449.27	8.99%	35,000.00	4,550.73	30,449.27	87.00%				
Contract Services	4,000.00	0.00%	0.00	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	100.00%				
Repairs/Maint Equipment	12,500.00	0.84%	1,250.00	(1,784.44)	3,034.44	24.276%	3,250.00	105.14	3,144.86	96.76%				
Total Ice & Snow Removal	87,250.00	5.34%	6,500.00	2,766.29	3,733.71	57.44%	40,500.00	4,655.87	35,844.13	88.50%				Credit for maintenance equipment return
3160 - Street Lighting														
Street Lighting	26,400.00	23.22%	2,200.00	2,221.67	(21.67)	-0.99%	6,600.00	6,130.96	469.04	7.11%				
Total Street Lighting	26,400.00	23.22%	2,200.00	2,221.67	(21.67)	-0.99%	6,600.00	6,130.96	469.04	7.11%				
3200 - Recycling														
Recycling Supplies	3,500.00	0.00%	1,750.00	0.00	1,750.00	100.00%	1,750.00	0.00	1,750.00	100.00%				
Miscellaneous	2,400.00	0.00%	200.00	0.00	200.00	100.00%	600.00	0.00	600.00	100.00%				
Total Recycling	5,900.00	0.00%	1,950.00	0.00	1,950.00	100.00%	2,350.00	0.00	2,350.00	100.00%				
3250 - Tree Program														
Contract Services	1,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%				
Total Tree Program	1,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%				
Total Public Works	944,834.53	15.65%	59,356.50	66,410.63	(7,054.13)	-11.88%	181,069.51	147,886.71	33,182.80	18.33%				

DEPT 450 - CULTURE, RECREATIO

Full Year

5200 - Parks & Recreation	BUDGET 2016	% to date	MONTH				YTD			
			BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
FT Salaries	115,254.00	19.01%	8,865.69	8,861.04	4.65	0.05%	26,597.08	21,911.32	4,685.76	17.62%
PT Salaries	32,500.00	9.57%	2,500.00	520.00	1,980.00	79.20%	7,500.00	3,110.00	4,390.00	58.53%
PERA Contributions	8,644.05	20.75%	664.93	664.58	(29.65)	-4.46%	1,994.78	1,793.30	201.48	10.10%
FICA Contributions	9,160.75	16.16%	704.67	550.80	153.87	21.84%	2,114.02	1,480.43	633.59	29.97%
Medicare Contributions	2,142.43	16.16%	164.80	128.79	36.01	21.85%	494.41	346.24	148.17	29.97%
Health/Dental Insurance	19,019.00	26.70%	1,463.00	2,176.20	(713.20)	-48.75%	4,389.00	5,077.80	(688.80)	-15.69%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	4,700.00	79.47%	0.00	0.00	0.00	0.00%	4,700.00	3,734.94	965.06	20.53%
Shop Materials	1,000.00	25.72%	100.00	192.25	(92.25)	-92.25%	300.00	257.21	42.79	14.26%
Chemicals	1,500.00	0.00%	125.00	0.00	125.00	100.00%	375.00	0.00	375.00	100.00%
Equipment Parts	4,000.00	15.70%	330.00	246.84	83.16	25.20%	990.00	628.12	361.88	36.55%
Building Repair Supplies	500.00	88.21%	40.00	284.04	(244.04)	-610.10%	498.00	441.05	(56.95)	-11.43%
Landscapeing Materials	2,000.00	20.47%	166.00	243.28	(77.28)	-46.55%	498.00	409.45	88.55	17.78%
Small Tools and Minor Equip	2,000.00	25.32%	150.00	193.36	(43.36)	-28.91%	450.00	506.30	(56.30)	-12.51%
Milage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Insurance	3,200.00	96.22%	0.00	3,079.00	(3,079.00)	-100.00%	3,200.00	3,079.00	121.00	3.78%
Electric Utility	9,500.00	27.63%	750.00	904.32	(154.32)	-20.58%	2,600.00	2,624.43	(24.43)	-0.94%
Refuse	1,500.00	6.67%	125.00	0.00	125.00	100.00%	375.00	100.00	275.00	73.33%
Repair/Maint Bldg	1,800.00	0.00%	150.00	0.00	150.00	100.00%	450.00	0.00	450.00	100.00%
Repair/Maint NOT Bldg	3,000.00	15.88%	250.00	476.35	(226.35)	-90.54%	750.00	476.35	273.65	36.49%
Repair/Maint Equip	1,500.00	0.00%	125.00	466.67	(341.67)	-273.34%	375.00	466.67	(91.67)	-24.45%
Rental Buildings	6,000.00	0.00%	500.00	0.00	500.00	100.00%	1,500.00	0.00	1,500.00	100.00%
Personal Protection Equipment	1,200.00	0.00%	100.00	0.00	100.00	100.00%	300.00	0.00	300.00	100.00%
Miscellaneous	1,200.00	1.87%	100.00	22.42	77.58	77.58%	300.00	22.42	277.58	92.53%
Total Parks & Recreation	231,320.23	20.09%	17,374.09	19,039.94	(1,665.85)	-9.59%	60,372.29	46,465.03	13,907.26	23.04%
IT & Telephone										
IT-Hardware	3,000.00	48.83%	0.00	0.00	0.00	0.00%	0.00	1,465.00	(1,465.00)	-100.00%
IT-Software	8,156.00	43.99%	0.00	307.83	(307.83)	-100.00%	8,156.00	3,587.83	4,568.17	56.01%
IT-Support Services	50,000.00	16.76%	4,165.00	0.00	4,165.00	100.00%	12,495.00	8,377.50	4,117.50	32.95%
IT-Networking	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%	0.00	0.00	0.00	0.00%
Telephone	20,820.00	17.18%	1,735.00	0.00	1,735.00	100.00%	5,205.00	3,577.48	1,627.52	31.27%
Total IT & Telephone	81,976.00	20.75%	5,900.00	307.83	5,592.17	94.78%	25,856.00	17,007.81	8,848.19	34.22%
Grand Total all Expenses	3,465,514.32	18.85%	237,603.89	300,755.05	(69,051.16)	-29.06%	710,570.93	653,263.40	31,451.53	4.43%
Subtotal Net Income over Expenses	20,000.00	-1356.95%	(156,978.89)	(176,610.37)	(25,531.48)	16.26%	(472,202.93)	(271,389.23)	174,957.70	-37.05%
DEPT 460 - COMP ADJ	20,000.00	0.00%	0.00	0.00	0.00	0.00%	20,000.00	0.00	20,000.00	0.00%
Debt Service Increase	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Transfer to City Projects (Streets)	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 493 - OTH FINANCING	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL EXP ALL DEPTS	3,485,514.32	18.74%	237,603.89	300,755.05	(69,051.16)	-29.06%	730,570.93	653,263.40	51,451.53	7.04%
Net Income over Expenses	4.00	0.00%	(156,978.89)	(176,610.37)	(19,631.48)	-12.51%	(492,202.93)	(271,389.23)	220,813.70	44.86%

	Full Year		Month		YTD		Notes
	BUDGET	% to date	2016 BUDGET	2016 ACTUALS	2016 BUDGET	2016 ACTUALS	
	2016						
REVENUE							
Current Ad Valorem Taxes	256,957.00	0.00%	0.00	0.00	0.00	0.00	Funds received from WA Cty July and December
Rental Income	0.00	0.00%	0.00	0.00	0.00	0.00	
Interest Earnings	0.00	0.00%	0.00	0.00	0.00	0.00	
Miscellaneous Revenue	0.00	0.00%	0.00	0.00	0.00	0.00	Includes grant proceeds of \$10k from Bremer Fun
Donations	0.00	0.00%	0.00	0.00	0.00	0.00	
Total Revenue	256,957.00	4.27%	0.00	0.00	0.00	0.00	
EXPENSE							
FT Salaries	46,311.07	26.53%	3,460.94	5,364.76	10,382.79	12,286.55	
PT Salaries	26,260.00	24.97%	2,020.00	2,776.01	6,060.00	6,558.01	
PERA Contributions	4,277.55	33.04%	299.56	610.57	930.19	1,413.36	
FICA Contributions	3,479.51	32.27%	198.98	485.86	737.78	1,122.85	
Medicare Contributions	813.78	32.27%	46.54	113.64	172.55	262.61	
Health/Dental Insurance	14,144.00	26.92%	1,088.00	1,632.00	3,264.00	3,808.00	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00	
Workers Compensation	0.00	0.00%	0.00	0.00	0.00	0.00	
Library svcs supplies	1,100.01	0.00%	91.67	0.00	275.01	0.00	
Office Supplies	3,600.00	10.67%	300.00	303.30	900.00	384.29	
Library Collection Maintenance	42,811.08	42.48%	10,000.00	3,922.59	17,500.00	18,185.84	
Legal Services	1,500.00	94.72%	125.00	38.75	1,125.00	1,420.75	
Contract Services	6,000.00	0.00%	500.00	0.00	1,500.00	0.00	
Engineering Services	0.00	100.00%	0.00	0.00	0.00	0.00	
Telephone	1,560.00	22.25%	130.00	236.10	390.00	347.08	
Internet	1,800.00	19.17%	150.00	230.00	450.00	345.00	
Information Technology (Equino	3,100.00	0.00%	3,100.00	0.00	3,100.00	0.00	
Software	0.00	0.00%	0.00	0.00	0.00	0.00	
Insurance	2,000.00	81.85%	0.00	1,637.00	2,000.00	1,637.00	
Utilities	7,500.00	17.09%	750.00	602.01	2,300.00	1,281.48	
Refuse	600.00	16.63%	50.00	49.89	150.00	99.78	
Repair/Maint Bldg	12,000.00	71.39%	1,000.00	315.78	3,000.00	8,566.20	Library Renovations
Repair/Maint NOT Bldg	0.00	0.00%	0.00	0.00	0.00	94.42	(5,566.20) (94.42)
Library Card Reimbursements	12,000.00	59.09%	2,000.00	3,287.82	12,000.00	7,090.97	Delayed Cty billing; timing issue
WA Cty Svc Fee	9,300.00	0.00%	0.00	0.00	0.00	0.00	
Library Service Improvements	46,000.00	0.00%	46,000.00	0.00	46,000.00	0.00	
Miscellaneous	1,800.00	0.00%	150.00	0.00	450.00	0.00	
Building Purchase Reptnt	0.00	0.00%	0.00	0.00	0.00	0.00	
Building-Property Tax	1,000.00	0.00%	0.00	0.00	0.00	0.00	
Other Equipment	0.00	100.00%	0.00	0.00	0.00	0.00	
Subscriptions	0.00	0.00%	0.00	0.00	0.00	0.00	
Conferences & Training	3,500.00	0.00%	0.00	0.00	1,000.00	0.00	
Programs	4,500.00	0.00%	300.00	0.00	900.00	900.00	
Internal charges	0.00	0.00%	0.00	10.00	0.00	10.00	
Total Library	256,957.00	25.26%	71,720.69	21,616.08	114,587.32	64,914.19	
Net Income/(Expense)	0.00		(71,720.69)	(21,616.08)	(114,587.32)	(53,944.19)	
12/31/15 Cash Balance	232,917.24					260,688.75	Updated per prelim audit
Net Income/(Expense)	0.00					(53,944.19)	
Accrued AP						0.00	
CIP (self funded)						(30,000.00)	
Contingencies						0.00	
2014 AP accrual reversal							
Ending Cash Balance						202,917.24	

Updated per prelim audit

202,917.24

206,744.56

60,643.13

-52.92%



MAYOR & COUNCIL COMMUNICATION

DATE: April 19, 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 StaffMayor 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 March 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 – 13
Taxpayer inquiries – 12
Miscellaneous inquiries - 4
Inspections – Residential – 8; Commercial – 0
Building permit reviews – 17
Pictures taken – 8

Other work performed included:

- Respond to valuation related phone calls
- 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 March 2016 monthly assessor report.



YOR & COUNCIL COMMUNICATION

DATE: April 19, 2016
CONSENT
ITEM #5
MOTION

AGENDA ITEM: Approve Lift Station Repairs

SUBMITTED BY: Mike Bouthilet, Director of Public Works

THROUGH: Kristina Handt, City Administrator

REVIEWED BY: Finance Committee
Cathy Bendel, Finance Director

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Director of Public Works

FISCAL IMPACT: \$14,826 – Sewer Fund; \$5,116 in repairs and \$9,210

The 2016 sewer fund budget included \$3,000 for pump repairs which covered the cost to purchase the necessary parts. At that time, it was anticipated that staff could do the install.

SUMMARY AND ACTION REQUESTED: Recently there have been issues with the I94 lift station alarm and pump. During a recent pump failure, not only did the backup not work as it should have, the alarm also failed to notify staff of failure.

Staff had the vendors do an assessment of the issues with the lift station and recommended performing maintenance in 2016 rather than waiting until 2017 (routine maintenance due to wear was assessed on an annual basis but was very infrequent due to minimal users). Due to the critical nature of the pump supporting the new lift station for the new development, it is staff's recommendation to repair now.

The control panel was found to not be repairable and has exceeded its life expectancy. (16 years old with a 10-15 year projected life). Staff recommends replacing the control panel and when the lift station is rebuilt on this site, the control panel will continue to be utilized.

BACKGROUND INFORMATION (SWOT):

Strengths	Upgraded machinery will allow for timely maintenance of the City lift station and reduce risk for bypass
Weaknesses	Pump inefficiencies results in the pump/lift station is not running efficiently resulting excess power usage
Opportunities	Staff has been checking this lift station daily (including weekends) to ensure no issues due to prior alarm being faulty
Threats	Potential risk for backups in homes and bypassing to the surface

RECOMMENDATION: Based on the aforementioned, staff recommends the following motion be made:

“Move to approve the repairs to Lift Station #1 in the amount of \$14,826 which will be funded by the Sewer Fund”

ATTACHMENT:

1. EP Electric Pump – Repair quote dated 3/18/16
2. TPC equipment and services quote for upgrades to Lift Station #1

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0171346
QUOTE DATE: 3/18/2016
EXPIRE DATE: 4/18/2016

SALESPERSON: STEVE REED
CUSTOMER NO: 7473900
QUOTED BY: JEN
GUIDE RAILS MYERS

QUOTED TO:
CITY OF LAKE ELMO
3800 LAVERNE AVENUE NORTH
LAKE ELMO, MN 55042

JOB LOCATION:
CITY OF LAKE ELMO
3800 LAVERNE AVENUE NORTH
LAKE ELMO, MN 55042

CONFIRM TO:
MIKE BOUTHILET 651-747-3940

*** QUOTE ORDER - DO NOT PAY ***

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS			
	OURTRK		NET 30 DAYS			
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
RE: REPAIR GUIDE RAILS AND INSTALL NEW IMPELLER AND WEAR RING ON PUMP #2 AT MYERS LIFT STATION						
*23608D735	EACH	1.00	0.00	0.00	2,950.00	2,950.00
						STRAIGHT SHAFT IMPELLER
*23607B000	EACH	1.00	0.00	0.00	529.00	529.00
						WEAR RING
/TCDC	EACH	2.00	0.00	0.00	115.00	230.00
						TRIP CHARGE- DORIAN CORNELIUS
/TCJK	EACH	2.00	0.00	0.00	57.50	115.00
						TRIP CHARGE - KIRK J.
/MIDC	MILE	120.00	0.00	0.00	1.35	162.00
						MILEAGE DORIAN CORNELIUS
/CONFINEDDC	EACH	1.00	0.00	0.00	225.00	225.00
						CONFINED SPACE ENTRY- DORIAN C
/RRDC	HOUR	3.50	0.00	0.00	115.00	402.50
						REPLACE REPAIR LABOR CORNELIUS
/RRJK	HOUR	3.50	0.00	0.00	115.00	402.50
						REPAIR&REPLACE-KIRK JANIKSELA
/MISC	EACH	1.00	0.00	0.00	100.00	100.00
						MISC. SHOP SUPPLIES

MIKE IF YOU HAVE ANY QUESTIONS REGARDING THIS QUOTE OR WOULD LIKE TO GO AHEAD WITH THIS ORDER PLEASE FEEL FREE TO CONTACT US.

THANK YOU, ADAM THORESON
adamt@electricpump.com

CC: STEVE REED 612-325-9980

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0171346
QUOTE DATE: 3/18/2016
EXPIRE DATE: 4/18/2016

SALESPERSON: STEVE REED
CUSTOMER NO: 7473900
QUOTED BY: JEN
GUIDE RAILS MYERS

QUOTED TO:
CITY OF LAKE ELMO
3800 LAVERNE AVENUE NORTH
LAKE ELMO, MN 55042

JOB LOCATION:
CITY OF LAKE ELMO
3800 LAVERNE AVENUE NORTH
LAKE ELMO, MN 55042

CONFIRM TO:
MIKE BOUTHILET 651-747-3940

***** QUOTE ORDER - DO NOT PAY *****

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS
	OURTRK		NET 30 DAYS

ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
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All return goods must have written approval from Electric Pump, Inc. before returning. Credit will not be issued without written approval and if applicable there will be a Restock Fee.

Net Order:	5,116.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	5,116.00

ABOVE PRICING EFFECTIVE FOR 30 DAYS



Telemetry and Process Controls, Inc.

7250 Hudson Blvd. Suite 160 ~ Oakdale, Minnesota 55128 ~ Tel. 651-430-0435 ~ Fax 651-430-0783

March 16, 2016

Re: Lake Elmo, MN Lift Station #1

Thank you for the opportunity to present this quote to you and your firm. Telemetry and Process Controls, Inc. (TPC) will supply the following equipment and services:

Revise existing Lift Station #1 Control Panel (TPC Job# 26137) to provide automatic pump down control based on a submersible transducer level signal. The existing floats will be utilized for a back-up system.

- Control Panel modifications to include:
 - PLC digital input module, installed and wired
 - Pushbutton, Entry Acknowledge
 - Operator Interface Terminal, 6" color touch screen
 - IS barrier, transducer input
 - IS barrier, float input
 - Intrusion switch
 - (AR) Interposing relays
 - (AR) Misc. panel components, wire, wire duct, terminals, nameplates, etc.
 - UL 508A listing
- **Field Parts**
 - (1) Submersible transducer
- **Start-up, Programming and Field Services**
 - Installation and wiring modifications
 - Program PLC and OIT
 - Incorporate control, monitoring and reporting into the existing HMI system
 - Initial start-up
 - Software revision

TPC's price includes:

- Engineering
- Submittals, Operation & Maintenance Manuals
- 1-Year Warranty
- Factory Check Out
- Start-up and training

TPC's price does not include:

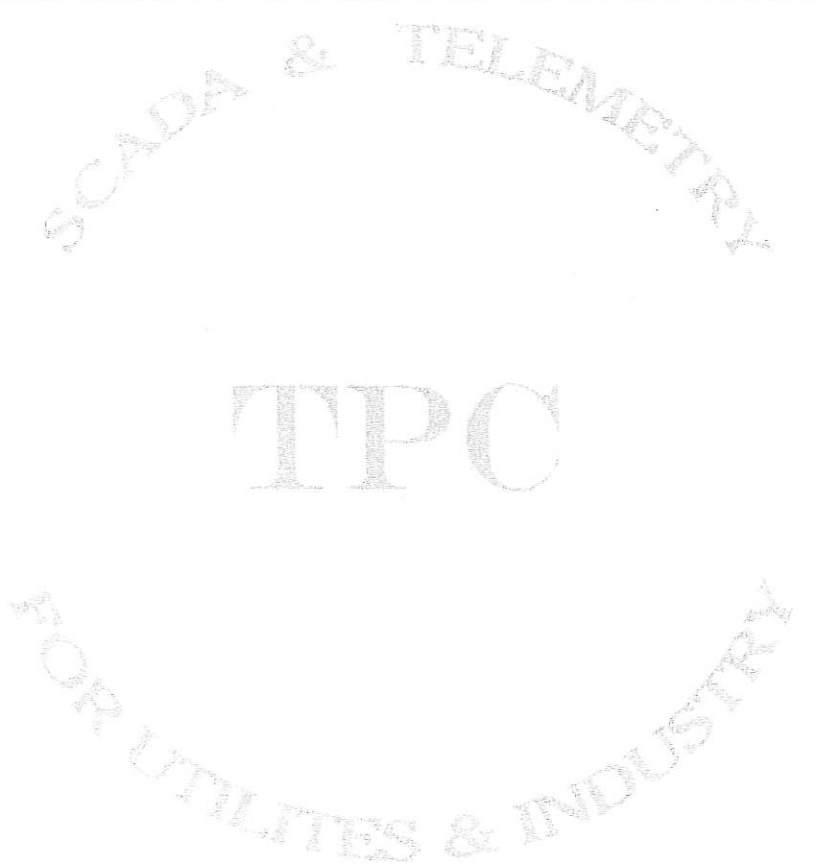
- Field Installation
- Taxes

TPC's Price is: \$9,710.00

If you should have any questions, please feel free to give me a call at any time.

Thank You,

Brad Winkels
Sales Engineer
Telemetry and Process Controls, Inc.



Terms and Conditions

ACCEPTANCE: This proposal is an invitation for an offer and will become a binding contract when accepted.

LIMITATION OF PROPOSAL: The prices and terms quoted in this proposal are subject to acceptance by the Purchaser within a period of (30) calendar days from the date herein.

EXCLUSIONS: This proposal is based solely and completely on specifications submitted to Telemetry and Process Controls, Inc. (TPC) at the time of the writing of the proposal. General plans and specification not actually submitted shall not apply. This proposal, together with all annexed specifications, when accepted, shall be the complete agreement between the parties; and any alternations or unusual and undisclosed conditions or deviations from the above specifications involving extra costs shall be agreed upon in writing by both parties and shall become an additional charge over and above the proposal price set forth herein. Delays or impossibility of performance by TPC because of strikes, accidents, or other reasons beyond the control of TPC shall relieve us from all liability herein.

SHIPMENT: Time of shipment shall be as stated in the proposal after receipt of order and acceptance and final approval of all drawings and submittal.

TERMS OF PAYMENT: Terms are Net 30 days, based on rated credit. Otherwise, alternate arrangements must be made. These terms and conditions have control over any terms presented by Buyer, through a purchase order or otherwise. We reserve the right to cancel the contract or cease work if payments thereon are not received when due. 1.5% per month shall be charged on all unpaid balances.

TAXES: The Purchaser shall pay any local, state or federal sales, excise or use tax imposed on the equipment in addition to the prices quoted.

WARRANTY LIMITATION: There are no warranties that extend beyond the warranties herein after expressed.

WARRANTIES: All work shall be done in a workmanlike manner according to standard practices. We warrant performance against defects in materials and workmanship for a period of twelve (12) months from the date of shipment from TPC. We agree to pass on to the Purchaser such warranties, if any, as may be extended by the manufacturer for material supplied. Labor for replacing defective materials shall not be provided by us unless it is specifically spelled out in the proposal. We shall not be responsible for materials damaged, lost or stolen after delivery, through no fault of ours, or for failure to deliver and perform because of reasons beyond our control.

EXCLUSIVE REMEDIES: Remedies are limited to the repair or replacement at FOB point of delivery. Consequential damages are excluded. In no event shall TPC be responsible for consequential damages of any such defective material or workmanship including, but not limited to, the Purchaser's loss of material or profits, increased expenses of operation, downtime or reconstruction of the work, and in no event shall TPC's obligation under this warranty exceed the original contract price of the defective item. It is agreed that any action for breach of express or implied warranty shall be initiated within fifteen (15) months of the date of shipment by TPC and only those defects that are documented to have occurred within twelve (12) months from the date of the equipment's start-up and acceptance or (18) eighteen months from the date of TPC's shipment will be covered by the warranty.

DISCLAIMER: TPC will not be responsible for damage to equipment or materials through improper installation, storage, improper services, or through attempts to operate it in excess of its rated capacity or recommended use, intentional or otherwise, by parties other than TPC or its authorized representatives.

CONDITIONS OF SALE: Prices quoted are those now in effect. Seller reserves the right to bill at the prices in effect at the time of shipment if the proposal is not accepted in writing within thirty (30) days, unless a longer term of validity is in writing on the proposal.

LIMITATIONS OF LIABILITY

A. Neither Seller nor its suppliers of any tier will be liable to Purchaser, whether in contract, in tort (including negligence and strict liability), under any warranty or otherwise, for any special, indirect, incidental, or consequential loss or damage whatsoever, or for loss of or to the plant, loss of use of equipment or power system, cost of capital, loss of profits or revenue or the loss of use thereof, cost of environmental damage or clean-up, or claims of customers of Purchaser. The remedies set forth herein are exclusive, and the total cumulative liability of seller and its suppliers under any purchase order or any act or omission in connection therewith or related thereto, whether in contract, in tort (including negligence and strict liability), under any warranty, or otherwise, will be limited to the price of the contract.

B. The provisions of this Article shall survive termination, cancellation or expiration of the purchase order and shall apply, notwithstanding any other provisions of this Agreement or any related document thereto, to the fullest extent permitted by law. Prior to the transfer of any equipment or material furnished or for which work is furnished hereunder from the project site (except temporarily for repair work or permanently for disposal), or the transfer of any interest therein or in the plant, Purchaser shall obtain for Seller written assurances from the transferee of limitation of and protection against liability following the proposed transfer at least equivalent to that afforded seller and its suppliers under the purchase order.



MAYOR & COUNCIL COMMUNICATION

DATE: April 19, 2016

Consent

ITEM # 6

AGENDA ITEM: Approve Hiring of Part Time Fire Dept. Administrative Assistant

SUBMITTED BY: City Clerk

THROUGH: Fire Chief Malmquist

REVIEWED BY: City Clerk, City Administrator

POLICY RECOMENDER: City Council

FISCAL IMPACT: This is a part time non exempt position (20 hours per week) with a pay rate of \$19.79 per hour.

SUMMARY AND ACTION REQUESTED: An offer has been extended to Nick Witter to serve as the part time Administrative Assistant for the Fire Department, subject to City Council approval. Mr. Witter is currently a Captain with the Lake Elmo Fire Department and has been a member of the Department since 2009. There were no external candidates that applied for the position. Mr. Witter is available to start on April 20, 2016.

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

“Motion to approve the Fire Department Administrative Assistant hiring as presented.”



MAYOR & COUNCIL COMMUNICATION

DATE: April 19, 2016

CONSENT

ITEM #7

AGENDA ITEM: Authorization to Advertise and Hire Summer Interns

SUBMITTED BY: Kristina Handt, City Administrator

THROUGH: Kristina Handt, City Administrator

REVIEWED BY: Cathy Bendel, Finance Director
Julie Johnson, City Clerk

BACKGROUND INFORMATION:

The 2016 budget included 3 intern positions to assist staff in the Building, Planning and Finance departments from May thru August to assist with overflow work during the Cities busy time related to development build out activity.

These positions are temporary and not benefit eligible.

ISSUE:

Should the Council authorize advertising and hiring of three interns?

SUMMARY AND ACTION REQUESTED:

As part of its Consent Agenda, the City Council is being asked to authorize the advertising for and hiring of the summer interns proposed and approved in the 2016 budget. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

FISCAL IMPACT:

Up to \$14,350

OPTIONS:

- 1) Authorize advertising and hiring interns
- 2) Authorize advertising and hiring for some but not all interns
- 3) Do not authorize advertising and hiring for any interns

RECOMMENDATION:

Based on the aforementioned, the staff recommends the City Council approve moving forward to fill the intern positions for the Building, Planning and Finance departments as presented and approved in the 2016 Budget.



MAYOR AND COUNCIL COMMUNICATION

DATE: April 19, 2016

CONSENT

ITEM #: 8

MOTION

AGENDA ITEM: Authorize Advertisement for Public Works Director Position

SUBMITTED BY: Kristina Handt, City Administrator

REVIEWED BY: Cathy Bendel, Finance Director

BACKGROUND:

In anticipation of Mike Bouthilet's retirement this summer, Council reviewed a draft job description and salary range for the Public Works Director position at its April 12 work shop. Staff was requested to add a commercial drivers' license (CDL) to the desirable qualifications. An updated copy is attached.

ISSUE BEFORE COUNCIL:

Should staff proceed with advertising for the Public Works Director position with the attached job description and salary range?

PROPOSAL DETAILS/ANALYSIS:

The job description includes essential functions such as planning, organizing and directing the department activities and staff; participating in long range planning; policy recommendations; and budgeting.

Minimum qualifications include a bachelor's degree and experience in public works with supervisory and budgeting responsibilities.

The job will be advertised following Council approval with interviews planned for the second week in May. Staff would anticipate a new director being on staff sometime in June.

FISCAL IMPACT:

The salary range is consistent with those in other metro cities of 6,000-10,000 population. The salary for the position was budgeted at \$75,150 for 2016. It is anticipated that the new Director will be able to perform some engineering functions, thus reducing engineering costs by about \$15-20,000 annually. Staff anticipates this would cover the increase costs of the Director position.

OPTIONS:

- 1) Authorize staff to advertise, interview and present a candidate for the Public Works Director position.
- 2) Amend the job posting, then authorize staff to advertise, interview and present a candidate for the Public Works Director position.
- 3) Do not authorize staff to advertise, interview and present a candidate for the Public Works Director position.

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

Motion to authorize staff to advertise, interview and present a candidate for the Public Works Director opening.



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

Accepting Applications for the Position of:

PUBLIC WORKS DIRECTOR

SALARY: \$74,900 to \$93,700/DOQ
OPENING DATE: April 21, 2016
CLOSING DATE: May 6, 2016

POSITION TITLE: Public Works Director
DEPARTMENT: Public Works
ACCOUNTABLE TO: City Administrator
FLSA STATUS: Exempt

PRIMARY OBJECTIVE:

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including environmental, water, sanitary and storm sewer, street, traffic control, lighting, parks maintenance, vehicle maintenance and other public works projects and programs. Draft and recommend policies and participate in long-range planning for all areas of responsibility.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Plans and organizes activities of the Public Works Department to ensure that adequate services are being provided to City residents and other parties of interest.
2. Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including transportation, street, water, sewer, drainage, light, and park planning and maintenance.
3. Provides direction, supervision and coordination of training for Public Works staff, including recommending hires; assigns work; conducts performance reviews and administers discipline, as needed.

4. Supervises the inspection and maintenance of municipal infrastructure, facilities and equipment.
5. Prepares operating budget for public works department and utility funds and oversees adopted budget.
6. Provides recommendations for the capital improvement plan concerning needs for infrastructure, city facilities and equipment purchases and replacements.
7. Maintain a high level of safety practices through coordination of safety programs and policies and regular inspections of facilities and equipment.
8. Responds to emergency situations by coordinating employees and other resources.
9. Oversees and participates in the creation of complete and accurate documentation and maintains all department files and records.
10. Coordinates maintenance and construction projects with the City Engineer and ensures that that all engineering standards and best practices are met.
11. Oversees assigned municipal public works projects to ensure contractor compliance with time and budget parameters for the project.
12. Drafts and recommends policies for all maintenance functions including but not limited to snow and ice control, pavement management, street signs and utility system operations.
13. Develops specifications and makes recommendations for purchase of equipment and vehicles. Purchases all supplies and materials needed for effective operations.
14. Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.
15. Prepares reports to City Administrator and City Council. Attends City Council, Park Commission and other meetings that may be necessary to accomplish goals.
16. Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services.
17. Performs other related duties as assigned.

PERFORMANCE CRITERIA

- Infrastructure and facilities are maintained according to adopted policies.
- Makes sound policy and budget recommendations.
- Requirements of state laws, local ordinances and city policies are met.
- Records are accurate, current and efficiently maintained with information readily available, and reported in a timely manner.
- Preparation of required and requested materials and reports is timely, thorough, and complete.
- Public contacts are courteous and businesslike and the information provided is accurate and timely.
- Develops a positive relationship with residents, contractors and others.
- Performs assigned tasks with minimum direct supervision.
- Maintenance workers perform as a team to accomplish objectives.

- Equipment and labor are utilized appropriately, effectively and safely.
- Expenditures are within budgetary limits.
- Keeps supervisor informed of all significant matters he/she must know to perform his/her responsibilities effectively.

MINIMUM QUALIFICATIONS

- Bachelor's degree in civil engineering, business or public administration or closely related field.
- Minimum of six years previous public works experience including at least two years in utilities, supervisory experience, and budgeting responsibilities.
- Valid driver's license in the State of Minnesota
- Able to respond to afterhours emergency; physically on site within 30 minutes

DESIRABLE QUALIFICATIONS

- Registered civil engineer in the State of Minnesota
- Commercial Driver's License (CDL)
- Class D Water license, or ability to obtain within two years
- Class D Wastewater license, or ability to obtain within two years

SUPERVISION RESPONSIBILITIES

Supervises Employees in the Public Works Department. Responsible for the overall direction, coordination, and evaluation of associated functions. Carries out supervisory responsibilities in accordance with the policies, procedures and applicable laws of the City. Responsibilities include interviewing; training employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees; suspending employees; transferring employees; adjusting grievances; addressing complaints and resolving problems; and the ability to effectively recommend hiring, promotion, demotion and discharge of employees.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class typically require: sitting, feeling, manual dexterity, grasping, talking, and hearing, typing, and seeing. The individual may encounter unexpected and prolonged workdays and stress and pressures from dealing with emotional issues and conflicts. There is sustained exposure to computer keyboards and video screens. This position is light duty and may require the exertion of up to 20 pounds of force on occasion or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.

PLEASE APPLY BY **CLOSING DATE:**
SEND COVER LETTER, RESUME, AND REFERENCES TO:
CITY OF LAKE ELMO
ATTN: JULIE JOHNSON, CITY CLERK
3800 LAVERNE AVENUE NORTH, LAKE ELMO, MN 55042
OR VIA EMAIL: JJOHNSON@LAKEELMO.ORG

PLEASE VISIT OUR WEBSITE AT [**WWW.LAKEELMO.ORG**](http://WWW.LAKEELMO.ORG) FOR ADDITIONAL INFORMATION OR
CONTACT US AT 651.747.3900

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER



MAYOR & COUNCIL COMMUNICATION

DATE: April 19, 2016
CONSENT
ITEM # 9

AGENDA ITEM: 2016 Crack Seal Project – Receive Contractor Quotes and Award Contract

SUBMITTED BY: Ryan Stempiski, Assistant City Engineer

THROUGH: Kristina Handt, City Administrator

REVIEWED BY: Jack Griffin, City Engineer
Mike Bouthilet, Public Works
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: \$29,828 Construction Cost. \$32,828 Total Cost with Engineering.

Crack sealing is an annual budgeted expense covered in the street maintenance budget. The 2016 street maintenance budget for crack sealing and seal coating is \$210,000. With the crack sealing bids received on April 8th, the City remains on target with the overall street maintenance budget.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to accept quotes and award a construction contract for the 2016 Crack Seal Project.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

In accordance with the City’s annual street maintenance program, certain streets have been scheduled to be seal coated in 2016 (see attached Location Map and Street List). Best pavement management practices recommend these streets be crack sealed in advance of the seal coat

treatment. Therefore, staff has solicited contractor quotes to complete the crack sealing this spring prior to the scheduled seal coat.

Quotes were solicited from 4 qualified contractors and 3 quotes were received on April 8, 2016. Gopher State Sealcoat, Inc. submitted the lowest quote of \$29,828 for the project. See attached tabulation for a breakdown of the quotes received.

The Engineer's estimate of probable construction cost was \$30,000. The project will be funded through the Street Maintenance Fund. The work is required to be completed by May 20, 2016.

RECOMMENDATION:

Staff is recommending that the City Council consider, *as part of the Consent Agenda*, accepting the quotes and awarding a construction contract to Gopher State Sealcoat, Inc. in the amount of \$29,828 for the 2016 Crack Seal Project. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to accept the quotes and award a Construction Contract to Gopher State Sealcoat, Inc. in the amount of \$29,828.00 for the 2016 Crack Seal Project.”

ATTACHMENT(S):

1. Project Location Map
2. Street List
3. Quote Tabulation

CITY OF LAKE ELMO 2016 SEAL COAT PROJECT - STREET LIST

Street Segment	From	To	Development	Length	Width	CDS	Area (SF)	Area (SY)
53RD ST N	EAST SIDE OF FOXFIRE ADDITION	KEATS AVE N	Arabian Hills	3,070	30	0	92,100.00	10,233.33
ISLE AVE N	JAMACA AVE N	CUL-DE-SAC	Springborns Green Acres 2nd	1,500	34	50	58,853.98	6,539.33
JANE RD N	JAMACA AVE N	WEST END	Krause Addition	1,021	22	0	22,462.00	2,495.78
JANE RD N	TURNAROUND	TURNAROUND	Krause Addition	80	15	0	1,200.00	133.33
26TH ST N	CSAH 13 (INWOOD AVE)	IMPERIAL AVE N	Lake Elmo Heights 3rd	2,178	30	0	64,251.00	7,139.00
27TH ST N	INNSDALE	LAKE ELMO HEIGHTS 3RD	Lake Elmo Heights 2nd	1,160	33	0	37,932.00	4,214.67
27TH ST N	CSAH 13 (INWOOD AVE)	INNSDALE AVE. N.	Lake Elmo Heights 2nd	335	33	0	11,138.75	1,237.64
27TH ST N	IMPERIAL	LAKE ELMO HEIGHTS 3RD	Lake Elmo Heights 3rd	312	29	0	9,172.80	1,019.20
IMPERIAL AVE N	SOUTH STUB	26TH ST	Lake Elmo Heights 3rd	409	30	49	19,608.46	2,178.72
IMPERIAL AVE N	26TH ST	27TH ST	Lake Elmo Heights 3rd	1,204	29	0	35,397.60	3,933.07
IMPERIAL AVE N	27TH ST	NORTH CUL-DE-SAC	Lake Elmo Heights 3rd	794	29	44	29,425.72	3,269.52
INNSDALE AVE N	CSAH 6 (STILLWATER BLVD)	SOUTH CUL-DE-SAC	Lake Elmo Heights	353	33	51	19,855.58	2,206.18
INNSDALE AVE N	27TH ST	SOUTH CUL-DE-SAC	Lake Elmo Heights 2nd	575	33	53	27,713.48	3,079.28
INWOOD AVE N	CSAH 6 (STILLWATER BLVD)	NORTH CUL-DE-SAC	Eagle Point Creek Estates	370	30	50	17,453.98	1,939.33
BIRCHBARK TRL N	CHERRY WOOD TRAIL	HIDDEN BAY TRAIL	Oace Acres 2nd	853	22	0	18,680.70	2,075.63
BIRCHBARK TRL N	CHERRY WOOD TRAIL	SOUTH END	Oace Acres 2nd	291	21	0	6,009.15	667.68
CHERRYWOOD TRL N	BIRCH BARK TRAIL	HIDDEN BAY TRAIL	Oace Acres 2nd	657	21	0	13,665.60	1,518.40
DEER POND TRL N	WINDBREAK TRAIL N	HIDDENBAY TRAIL	Oace Acres 3rd	700	21	0	14,560.00	1,617.78
DEER POND TRL N	JACK PINE TRAIL	END	Oace Acres 3rd	263	22	0	5,838.60	648.73
DEER POND TRL N	WINDBREAK TRAIL	JACK PINE TRAIL	Oace Acres 3rd	1,187	21	0	25,164.40	2,796.04
HIDDEN BAY CT N	HIDDEN TRAIL N	NORTH END	Oace Acres	182	21	0	3,822.00	424.67
HIDDEN BAY TRL N	WINDBREAK TRAIL N	DEER POND TRAIL N	Oace Acres 3rd	1,149	22	0	25,278.00	2,808.67
HIDDEN BAY TRL N	CSAH 13 (OLSON LAKE TRAIL)	DEER POND TRAIL N	Oace Acres 4th	1,109	21	0	23,621.70	2,624.63
HIDDEN BAY TRL N	CHERRYWOOD TRAIL N	HIDDEN BAY CT	Oace Acres	1,338	21	0	27,696.60	3,077.40
HIDDEN BAY TRL N	CHERRY WOOD TRAIL N	BIRCH BARK TRAIL N	Oace Acres 2nd	1,627	21	0	34,167.00	3,796.33
HIDDEN BAY TRL N	HIDDEN BAY CT	WINDBREAK TRAIL	Oace Acres	204	21	0	4,182.00	464.67
JACK PINE TRL N	DEER POND TRAIL	WINDBREAK TRAIL	Oace Acres 3rd	1,069	21	0	22,555.90	2,506.21
WINDBREAK TRL N	HIDDEN BAY TRAIL	JACK PINE TRAIL	Oace Acres 3rd	558	20	0	11,160.00	1,240.00
WINDBREAK TRL N	JACK PINE TRAIL	DEER POND TRAIL	Oace Acres 3rd	312	22	0	6,801.60	755.73
LAKE JANE TRL N	IRWIN CT N	JAMACA AVE N	Three Lakes Farms Addition	1,421	24	0	34,104.00	3,789.33
LAKE JANE TRL N	IRISH CT N	IRWIN CT N	Lake Jane Manor 2	1,768	25	0	43,669.60	4,852.18
LAKE JANE TRL N	CSAH 13 (IDEAL AVE)	42ND ST N	Collector	3,348	25	0	82,026.00	9,114.00
55TH ST N	57TH ST N	NORTH CUL-DE-SAC	Judith Mary Manor	465	28	50	19,467.29	2,163.03
55TH ST N	57TH ST N	SOUTH END JUDITH MARY MANOR	Judith Mary Manor	1,304	28	0	36,522.11	4,058.01
11TH ST N	LAVERNE AVE WEST	CUL-DE-SAC	Tartan Meadows 3rd	318	33	45	16,792.13	1,865.79
12TH ST N	LEEWARD AVE	LAYTON AVE	Tartan Meadows 2nd	302	32	0	9,664.00	1,073.78
12TH ST N	LAVERNE AVE	LAYTON AVE	Tartan Meadows 3rd	977	32	0	30,775.50	3,419.50
12TH ST N	WEST CUL-DE-SAC	LAVERNE AVE	Tartan Meadows 3rd	379	33	46	18,965.11	2,107.23
LAVERNE AVE N	11TH ST N	12TH ST N	Tartan Meadows 3rd	554	32	0	17,894.20	1,988.24
LAVERNE AVE N	CSAH 10 (10TH ST N)	11TH ST N	Tartan Meadows 3rd	330	32	0	10,659.00	1,184.33
LAYTON AVE N	CSAH 10 (10TH ST N)	12TH ST N	Tartan Meadows 2nd	971	33	0	31,586.63	3,509.63
LEEWARD AVE N	CSAH 10 (10TH ST N)	12 TH ST N	Tartan Meadows	1,035	32	0	33,120.00	3,680.00
10TH STREET CT N	CSAH 10 (10TH ST)	CUL-DE-SAC	David Nelson Estates	501	33	53	25,307.63	2,811.96
TOTALS				38,032			1,100,322	122,258

TABULATION OF QUOTES



2016 CRACK SEAL PROJECT
 CITY OF LAKE ELMO, MINNESOTA
 PROJECT NO. 2016.119

QUOTES RECEIVED BY: APRIL 8 2016, AT 3:00PM

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE		Gopher State Seal Coat, Inc.		ACI Asphalt & Concrete, Inc.		Fahrner Asphalt Sealers, LLC		Astech Corp.	
				UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	ROUT AND SEAL CRACKS	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 29,828.00	\$ 29,828.00	\$ 30,144.42	\$ 30,144.42	\$ 34,760.00	\$ 34,760.00	Did Not Submit	
TOTAL					\$ 30,000.00		\$ 29,828.00		\$ 30,144.42		\$ 34,760.00		\$ -



MAYOR AND COUNCIL COMMUNICATION

DATE: 4/19/16
CONSENT
ITEM #: 10
MOTION

AGENDA ITEM: Zoning Map Amendment to rezone the Inwood Watertower property
SUBMITTED BY: Stephen Wensman, Planning Director
THROUGH: Kristina Handt, City Administrator
REVIEWED BY: Jack Griffin, City Engineer

SUGGESTED ORDER OF BUSINESS:

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

PUBLIC POLICY STATEMENT

The Inwood Watertower property is required to be property zoned in order to be in compliance with the grant program supporting a portion of the project’s funding.

SUMMARY AND ACTION REQUESTED:

City Staff and the Planning Commission are requesting the City Council consider the rezoning of the Inwood Watertower site from RR -Rural Residential Zoning District to PF - Public Facilities Zoning District. Staff and the Planning Commission recommend approval with the following motion:

“Move to approve Ordinance 08-134, rezoning of the Inwood Watertower site, PID#28.029.21.42.0003, from the RR – Rural Residential Zoning District to the PF - PF – Public or Semi-Public Zoning District based on the findings presented in the staff report”

BACKGROUND AND STAFF REPORT:

The City purchased the 1.44 acre parcel for the construction of the Inwood Watertower which is part of the system designed to provide municipal water service to development along the I-94 corridor. The property is presently zoned RR - Rural Residential District. The Watertower is a public facility, and an essential service by definition. According to the Comprehensive Plan, public facilities are guided toward the Public Facilities zoning district.

The Planning Commission held a public hearing on April 11, 2016. There was no one from the public at the hearing to speak in favor, nor against the rezoning. There were no emails or phone calls in favor, nor against the rezoning.

RECOMMENDATION:

City Staff and the Planning Commission recommend approval of the Comprehensive Plan Map Amendment with the following motion:

“Move to approve Ordinance 08-134, rezoning of the Inwood Watertower site, PID#28.029.21.42.0003, from the RR – Rural Residential Zoning District to the PF - PF – Public or Semi-Public Zoning District based on the findings presented in the staff report”

ATTACHMENT(S):

- Ordinance 08-134
- Planning Commission Report and Attachments, April 11, 2016
- Planning Commission Minutes, April 11, 2016

CITY OF LAKE ELMO
COUNTY OF WASHINGTON
STATE OF MINNESOTA

ORDINANCE NO. 08-134

AN ORDINANCE TO AMEND THE LAKE ELMO CITY CODE
BY AMENDING THE OFFICIAL ZONING MAP
OF THE CITY OF LAKE ELMO

The City Council of the City of Lake Elmo ordains that Lake Elmo City Code, Section 154.032 Zoning District Map, of the Municipal Code, shall be amended by adding Ordinance No. 08-134, as follows:

Section 1: Zoning Map Amendment. The following property with the PID# 28.029.21.42.0003 is hereby rezoned from RR – Rural Residential to PF- Public and Semi-Public:

The North 250.00 feet of the South 290.00 feet of the west 310.00 feet of the Northwest quarter of the Southeast quarter of Section 28, Township 29 North, Range 21 West, Washington County, Minnesota, which lies Easterly of the East right of way of County State Aide Highway No. 13 per Washington County Highway right of way plat No. 43, Section 28, Township 029, Range 021.

Section 3: The City Council of the City of Lake Elmo also hereby ordains that the Zoning Administrator shall make the applicable changes to the official zoning map of the City of Lake Elmo.

Section 4: Effective Date. This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

This Ordinance No. 08-134 was adopted on this 19th day of April 2016, by a vote of ___ Ayes and ___ Nays.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk



PLANNING COMMISSION
DATE: 4/11/16
AGENDA ITEM: 4c – PUBLIC
HEARING CASE #2016-11

City of Lake Elmo Planning Department
Rezoning to PF Zoning District

To: **Planning Commission**

From: **Stephen Wensman, City Planner**

Meeting Date: **January 11, 2016**

Applicant: **City of Lake Elmo**

Legal Address: **The North 250.00 feet of the South 290.00 feet of the west 310.00 feet of the Northwest quarter of the Southeast quarter of Section 28, Township 29 North, Range 21 West, Washington County, Minnesota, which lies Easterly of the East right of way of County State Aide Highway No. 13 per Washington County Highway right of way plat No. 43, Section 28, Township 029, Range 021.**

PID# **28.029.21.42.0003**

Owner: **City of Lake Elmo**

*Comprehensive
Plan:* **Public/Park**

Applicable Regulations: **PF Zoning District Regulations
City of Lake Elmo Comprehensive Land Use Plan**

Summary and Request:

The City of Lake Elmo is requesting a zoning map amendment to rezone the Inwood Watertower property from Rural Residential to PF – Public or Semi-Public Zoning District. Staff recommends the Planning Commission recommend approval with the following motion:

“Move to recommend approval of the rezoning of the Inwood Watertower site, PID#28.029.21.42.0003, from the RR – Rural Residential Zoning District to the PF - PF – Public or Semi-Public Zoning District based on the findings presented in the staff report”

Planning Review:

The City purchased the 1.44 acre parcel for the construction of the Inwood Watertower which is part of the system designed to provide municipal water service to development along the I-94 corridor. The property is presently zoned RR - Rural Residential District. The Watertower is a public facility, and an essential service by definition. According to the Comprehensive Plan, public facilities are guided toward the Public Facilities zoning district.

The definition for essential services is as follows:

Overhead, aboveground or underground electrical, gas, steam or water transmission or distribution systems and structures of collection, communication, supply or disposal systems and structures used by public utilities or governmental departments or commissions or as are required for the protection of the public health, safety or general welfare, including towers, poles, wires, mains, drains, sewer pipes, conduits, cables, fire alarm boxes, police call boxes and accessories in connection therewith but not including buildings.

The 1.44 acre site and the proposed public infrastructure complies with the requirements of the PF Zoning District. According to the PF District zoning regulations, essential services are exempt from the minimum district requirements for lot size, structure height, setbacks and buffer requirements.

Findings for Approval:

1. The rezoning request is consistent with the City of Lake Elmo Comprehensive Plan and zoning ordinances.

Recommendation:

Staff is recommending that the Planning Commission recommend approval with the following motion:

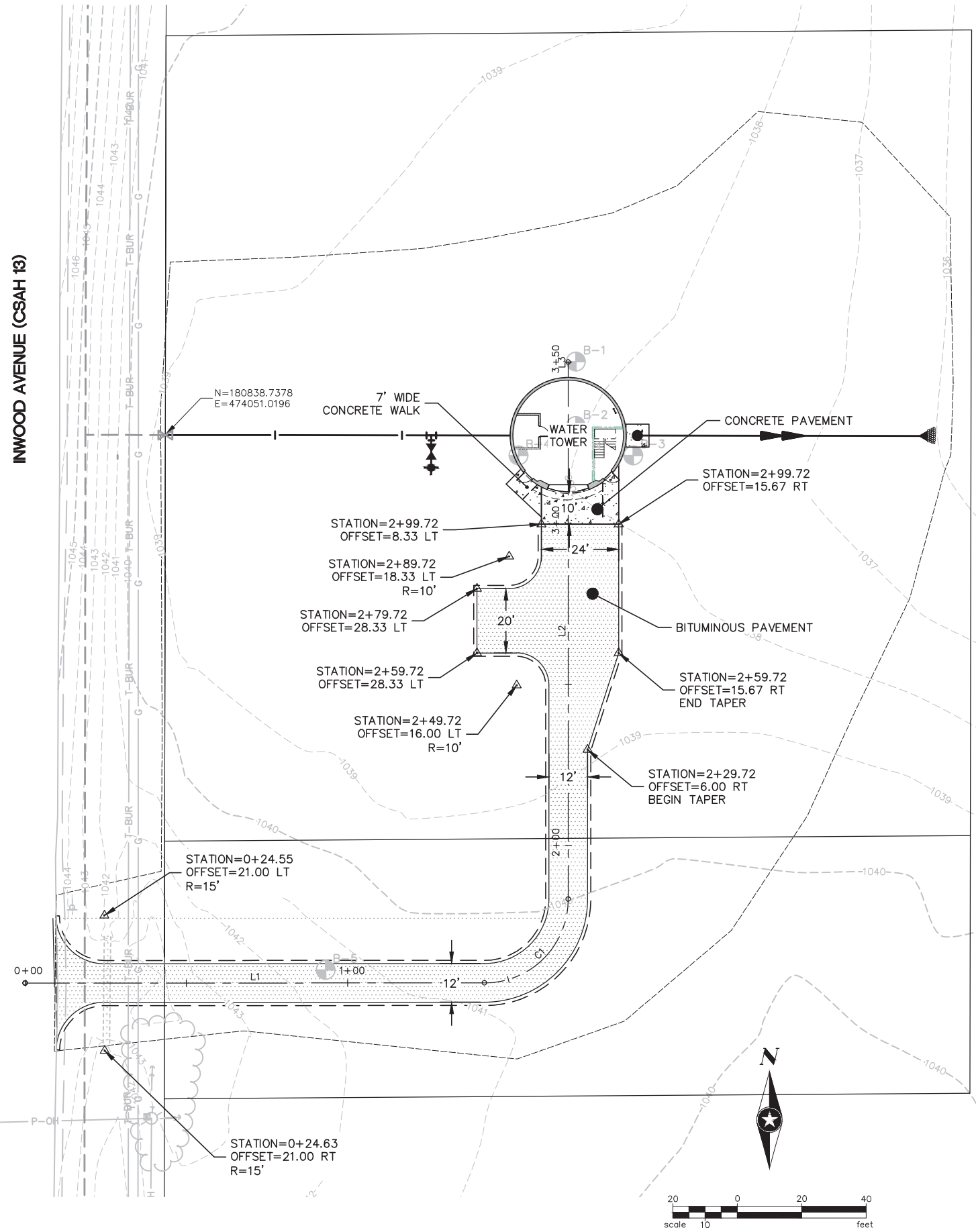
“Move to recommend approval of the rezoning of the Inwood Watertower site, PID#28.029.21.42.0003, from the RR – Rural Residential Zoning District to the PF - PF – Public or Semi-Public Zoning District based on the findings presented in the staff report”

Attachments:

- Ordinance Amendment 08-__
- Watertower site Plan

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INWOOD AVENUE (CSAH 19)



ALIGNMENT TABULATION - ENTRANCE DRIVE

POINT ID	POINT	STATION	DELTA	RADIUS	TANGENT	LENGTH	NORTHING	EASTING	BEARING
L1		0+00.00				142.49	180668.6586	474007.5484	N 89° 59' 32" E
C1		1+42.49	090° 00' 00"	26.00	26.00	40.84	180668.6777	474150.0427	
L2		1+83.33				166.66	180694.6812	474176.0392	N 00° 00' 28" W
L3		3+50.00				0.00	180861.3453	474176.0169	N 00° 00' 28" W



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

John M. Olson
 John M. Olson
 DATE: 01/19/2016 LICENSE NO.: 21815

1,000,000 INWOOD WATER TOWER (NO. 4) FOR THE CITY OF LAKE ELMO, MINNESOTA

MARK	DATE	DESCRIPTION	REVISIONS

SEH FILE NO. LAKMO 134653
 PROJECT NO. 01/19/2016
 ISSUE DATE TMB
 DESIGNED BY AJB
 DRAWN BY

Short Elliott Hendrickson, Inc. © (SEH)

SHEET TITLE
 SITE PLAN

SHEET
C1



CITY COUNCIL
DATE: 04/19/2016
CONSENT
AGENDA ITEM: 11

ITEM: Home Occupation Definition Amendment
REQUESTED BY: Planning Department
SUBMITTED BY: Emily Becker, Planner
SUBMITTED THROUGH: Kristina Handt, City Administrator
REVIEWED BY: Stephen Wensman, Planning Director

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to approve as part of tonight's consent agenda an amendment of the Home Occupation definitions outlined in Chapter 11: General Code Provisions, Section 11.01: Definitions and Chapter 154: Zoning Code, Section 12, Subsection B.12.e and the addition of a Stock In Trade Definition to Chapter 11: General Code Provisions, Section 11.01: Definitions. If the items are removed from the consent agenda, then Staff recommends the following motion:

“Move to approve Ordinance 08-__amending the home occupation definitions of Chapters 154 & 11 of Lake Elmo’s Municipal Code by removing “hairdressing,” limiting stock in trade to 1000 cubic feet, allowing retail sales ancillary to the permitted business, eliminating the word hairdressing, and removing the prohibition of barber shops and beauty salons, and amending Chapter 11, Section 11.0: Definitions of Lake Elmo’s Municipal Code by adding a stock-in-trade definition”.

LEGISLATIVE HISTORY/BACKGROUND:

The Planning Commission, at request of City Council, reviewed the Home Occupation Definition at its March 14, 2016 meeting and provided comments. Staff revised the definition according to provided comments and presented an amended definition to the Planning Commission during a public hearing, at which no one from the public spoke, at its March 28, 2016 meeting. The Planning Commission approved the revised definition, which limits stock in trade to 1000 cubic feet, allows retail sales ancillary to the permitted business, eliminates the use of hairdressing and replaces it with hair salons serving no more than two customers at a time, and eliminates the specific prohibition of barber shops and beauty shops. The Planning Commission also approved the addition of a Stock In Trade Definition at this meeting.

The Planning Commission, though generally supportive of the amended definition, would like to revisit the creation of a Home Occupation Ordinance, as the definition does not set forth certain standards felt necessary for such an accessory use. The Commission was also hesitant to approve the use of the word “equipment” in the Stock In Trade Definition, as it could be interpreted to be prohibitive to certain, otherwise allowed, home occupations if stock in trade is limited.

RECOMMENDATION:

Based on the foregoing, Staff and the Planning Commission is recommending approval of an amendment to the Home Occupation Definition and the addition of a Stock In Trade Definition. If the City Council removes the item from the Consent Agenda, Staff recommends the following motion:

“Move to approve Ordinance 08-__amending the home occupation definitions of Chapters 154 & 11 of Lake Elmo’s Municipal Code by removing “hairdressing,” limiting stock in trade to 1000 cubic feet, allowing retail sales ancillary to the permitted business, eliminating the word hairdressing, and removing the prohibition of barber shops and beauty salons, and amending Chapter 11, Section 11.0: Definitions of Lake Elmo’s Municipal Code by adding a stock-in-trade definition”.

ATTACHMENTS:

- 1. Draft Ordinance No. 08-__

ORDER OF BUSINESS (if removed from consent agenda):

- Introduction.....Planning Staff
- Report by Staff.....Planning Staff
- Questions from the Council Mayor, Chair & Council Members
- Discussion by the Council Mayor, Chair & Council Members
- Action by the Council Mayor, Chair & Council Members

CITY OF LAKE ELMO
COUNTY OF WASHINGTON
STATE OF MINNESOTA

ORDINANCE NO. 08-135

AN ORDINANCE AMENDING THE LAKE ELMO CITY CODE OF ORDINANCES PERTAINING
TO HOME OCCUPATIONS

SECTION 1. The City Council of the City of Lake Elmo hereby amends Title I: General Provisions; Chapter 11: General Code Provisions, by amending section 11.01 Definitions to amend existing definition **and amends Chapter 154: Zoning Code; Section 12, Subsection B.12.e to amend existing definition** as follows:

HOME OCCUPATION. Any gainful occupation or profession engaged in by the occupant, only, of a dwelling when carried on within a dwelling unit or in an accessory building, provided that no signs other than those normally utilized in a residential district are present, that no stock in trade over 1000 cubic feet is stored on the premises, that no over-the-counter retail sales are involved unless ancillary to the permitted business, and that entrance to the home occupation is or can be gained from within the structure. Uses include professional office, hairdressing hair salons serving no more than 2 customers at a time, or teaching limited to no more than 3 students at any time, and similar other uses which do not create a nuisance as outlined in Chapter 96 of this Code. A HOME OCCUPATION shall not be interpreted to include barber shops, beauty shops, tourist homes, restaurants, disorderly house as defined by M.S. § 609.33, Subd. 1, as it may be amended from time to time, or similar uses. No HOME OCCUPATION shall be permitted that creates the need for more than 3 parking spaces at any given time in addition to the parking spaces required by the occupants. HOME OCCUPATIONS shall not be carried on except between the hours of 7:00 a.m. and 10:00 p.m.

SECTION 2. The City Council of the City of Lake Elmo hereby amends Title I: General Provisions; Chapter 11: General Code Provisions, by amending section 11.01 Definitions to add the following definition:

STOCK IN TRADE. Any equipment, merchandise, or materials necessary to or used in a trade or business.

LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

This Ordinance 08-135 was published on the ____ day of _____, 2016.



PLANNING COMMISSION
DATE: 03/28/2016
AGENDA ITEM: __ – PUBLIC HEARING
CASE #2015-43

ITEM: Home Occupation Ordinance Amendment
REQUESTED BY: Planning Department
SUBMITTED BY: Emily Becker, Planner
REVIEWED BY: Stephen Wensman, Planning Director

SUMMARY:

The Planning Commission last reviewed a revised draft of the Home Occupation definition and provided Staff feedback at its meeting on March 14, 2016. Feedback included adding a “stock in trade” definition, limiting the number of hair salon customers to no more than 2 at a time, and allowing some stock in trade and retail sales ancillary to the business. Staff has revised the draft according to feedback with concern of allowing retail sales, as this may increase the number of deliveries and customer visits to the site, both of which are not regulated in the definition.

RECOMMENDATION:

Staff is recommending the Planning Commission recommend approval of the amendment to the Home Occupation ordinance with the following recommended motion:

- 1) *Move to approve a an ordinance amendment to the home occupation ordinance adding a “stock in trade” definition, limiting the number of hair salon customers to no more than 2 at a time, and allowing some stock in trade and retail sales ancillary to the business.*

ATTACHMENTS:

1. Draft Ordinance No. 08-__

ORDER OF BUSINESS:

- Introduction.....Planning Staff
- Report by Staff.....Planning Staff
- Questions from the Commission..... Chair & Commission Members
- Open the Public Hearing.....Chair
- Close the Public HearingChair
- Discussion by the Commission..... Chair & Commission Members
- Action by the Commission..... Chair & Commission Members

CITY OF LAKE ELMO
COUNTY OF WASHINGTON
STATE OF MINNESOTA

ORDINANCE NO. 08-__

AN ORDINANCE AMENDING THE LAKE ELMO CITY CODE OF ORDINANCES PERTAINING
TO HOME OCCUPATIONS

SECTION 1. The City Council of the City of Lake Elmo hereby amends Title I: General Provisions; Chapter 11: General Code Provisions, by amending section 11.01 Definitions to amend existing definition **and amends Chapter 154: Zoning Code; Section 12, Subsection B.12.e to amend existing definition** as follows:

HOME OCCUPATION. Any gainful occupation or profession engaged in by the occupant, only, of a dwelling when carried on within a dwelling unit or in an accessory building, provided that no signs other than those normally utilized in a residential district are present, **that** no stock in trade **over 100 square feet** is stored on the premises, that no over-the-counter retail sales are involved **unless ancillary to the permitted business**, and **that** entrance to the home occupation is or can be gained from within the structure. Uses include professional office, **hairdressing hair salons serving no more than 2 customers at a time**, or teaching limited to **no more than** 3 students at any time, and similar uses. A **HOME OCCUPATION** shall not be interpreted to include **barber shops, beauty shops**, tourist homes, restaurants, disorderly house as defined by M.S. § 609.33, Subd. 1, as it may be amended from time to time, or similar uses. No **HOME OCCUPATION** shall be permitted that creates the need for more than 3 parking spaces at any given time in addition to the parking spaces required by the occupants. **HOME OCCUPATIONS** shall not be carried on except between the hours of 7:00 a.m. and 10:00 p.m.

SECTION 2. The City Council of the City of Lake Elmo hereby amends Title I: General Provisions; Chapter 11: General Code Provisions, by amending section 11.01 Definitions to add the following definition:

STOCK IN TRADE. **Any equipment, merchandise, or materials necessary to or used in a trade or business.**

LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

This Ordinance 08-__ was published on the ____ day of _____, 2016.



MAYOR AND COUNCIL COMMUNICATION

DATE: 4/19/16
CONSENT
ITEM #: 12
MOTION

AGENDA ITEM: Comprehensive Plan Map Amendment to Expand Old Village MUSA
SUBMITTED BY: Stephen Wensman, Planning Director
THROUGH: Kristina Handt, City Administrator
REVIEWED BY: Jack Griffin, City Engineer

SUGGESTED ORDER OF BUSINESS:

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

PUBLIC POLICY STATEMENT

N/A

SUMMARY AND ACTION REQUESTED:

City Staff and the Planning Commission are requesting the City Council consider a request by 3 resident petitioners to have their properties be added to the Village MUSA area in order to participate in the City’s Old Village Phase 2 Street and Utility Improvement Project. Staff and the Planning Commission recommend approval with the following motion:

“Move to approve Resolution 2016-32 to amend the City’s Comprehensive Wastewater Facilities Plan, adding 3 residential parcels, PID #s 24.029.21.22.0019, 24.029.21.22.0020 and 24.029.21.22.0021, to the Village MUSA area”.

BACKGROUND AND STAFF REPORT:

The Planning Commission held a public hearing on April 11, 2016 and recommended approval to add the 3 parcels to the Village MUSA area. Stephen Johnson, one of the petitioner’s was in attendance to speak in favor. Prior to approval by the City, City Staff intends to have all three petitioners sign a waiver, waiving their rights to contest future assessments related to the project. The waiver is presently being reviewed by the City Attorney, and signed waivers are anticipated prior to the City Council meeting on April 19, 2016.

Comprehensive Plan amendments require a 4/5 vote by the City Council. The Comprehensive Plan Map Amendment is also subject to the Metropolitan Council's review and approval. The Metropolitan Council has reviewed the proposal and had waived adjacent jurisdictional review. Staff anticipates Metropolitan Council approval as this is a minor amendment.

The subsequent Comprehensive Plan Amendment for properties within the MUSA was pulled from the agenda pending further clarification from the Metropolitan Council regarding proper land use designations for properties within the MUSA.

RECOMMENDATION:

City Staff and the Planning Commission recommend approval of the Comprehensive Plan Map Amendment with the following motion:

“Move to approve Resolution 2016-32 to amend the City’s Comprehensive Wastewater Facilities Plan, adding 3 residential parcels, PID #s 24.029.21.22.0019, 24.029.21.22.0020 and 24.029.21.22.0021, to the Village MUSA area”.

ATTACHMENT(S):

- Planning Commission Report and Attachments, April 11, 2016
- Planning Commission Minutes, April 11, 2016
- Resolution 2016-32

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

RESOLUTION NO. 2016- 32

*A RESOLUTION APPROVING AN AMENDMENT TO THE CITY OF LAKE ELMO
COMPREHENSIVE PLAN MAP, AMENDING THE OLD VILLAGE MUSA IN THE
WASTEWATER FACILITES PLAN.*

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

WHEREAS, The City of Lake Elmo has established a Comprehensive Plan that provides complication of background data, policy statements, standards, and maps, which help to guide the future physical, social, and economic development of the City; and

WHEREAS, three residents have petitioned the city to be added to the Old Village MUSA, PID#s 24.029.21.22.0019, 24.029.21.22.0020 and 24.029.21.22.0021, a copy of which is on file in the City Planning Department; and

WHEREAS, the City is presently planning for the Old Village Phase 2 Street and Utility Improvement Project of which the three properties will be included within the project with little to no additional expense to the City;

WHEREAS, the City a map of the proposed MUSA expansion was prepared indicating the affected properties to be added to the MUSA of the City; and

WHEREAS, the notice has been published, mailed and posted pursuant to the Lake Elmo Zoning Ordinance, Section 154.109, and MN State Statute 473.858; and

WHEREAS, the Lake Elmo Planning Commission held a public hearing on the matter on April 11, 2016; and

WHEREAS, the Lake Elmo Planning Commission has submitted its recommendation of approval to the City Council; and

WHEREAS, the City Council considered the said matter at its April 19, 2016 meeting; and

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

Findings

1. The expansion of the MUSA and the addition of the three parcels will not add significant additional cost to the City's Old Village Phase 2 Street and Utility Improvement Project.
2. The property owners have petitioned the City to join the MUSA and the City's Old Village Phase 2 Street and Utility Improvement Project.
3. The Metropolitan Council has administratively reviewed the amendment and has appeared to have no objection and has waived adjacent jurisdictional review.
4. The expansion of the MUSA is consistent with improving the health, safety and welfare of the City of Lake Elmo residents.
5. The said petitioners have waived their rights to appeal the future assessments related to the City's Old Village Phase 2 Street and Utility Improvement Project.

NOW, THEREFORE, BE IT RESOLVED that based on the foregoing, the Lake Elmo City Council does hereby approve the Lake Elmo Comprehensive Map Amendment, expanding the Old Village MUSA, subject to and contingent upon the following:

1. The Metropolitan Council's approval of the Comprehensive Plan Map Amendment.

This resolution was adopted by the City Council of the City of Lake Elmo on this 19 day of April, 2016.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk



PLANNING COMMISSION
DATE: 3/28/2016
AGENDA ITEM: __ – PUBLIC HEARING
CASE # 2016-09

ITEM: Public Hearing for Comprehensive Plan Map Amendment

SUBMITTED BY: Stephen Wensman, City Planner

REVIEWED BY: Emily Becker
Jack Griffin

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to consider a Comprehensive Plan Map Amendment request by the City of Lake Elmo to include 3 residential properties in the Village MUSA area and to re-guide parcels in the Village MUSA with the Rural Single Family designation to Urban Low Density with the following motions:

“Move to recommend approval of an amendment to the City’s Comprehensive Wastewater Facilities Plan, adding 3 residential parcels, PID #s 24.029.21.22.0019, 24.029.21.22.0020 and 24.029.21.22.0021, to the Village MUSA area,” and

“Move to recommend approval to amend the Comprehensive Land Use Plan by reguiding parcels in the Village MUSA with the Rural Single Family designation to Urban Low Density”.

GENERAL INFORMATION

Applicant: City of Lake Elmo

Location: PID #s 24.029.21.22.0019, 24.029.21.22.0020 and 24.029.21.22.0021

Zoning: RS – Rural Single Family District

Comprehensive Land Use Designation: Rural Single Family

Proposed Land Use Designation: Urban Low Density

Deadline for Action: N/A

Applicable Code/Plans: Comprehensive Wastewater Facilities Plan
Comprehensive Land Use Plan

REVIEW:

The City of Lake Elmo is planning for the Old Village Phase 2 Street and Utility Improvement project and three property owners have petitioned the city to be included in the project to hook up to the city’s wastewater system. The three parcels, located at 2915, 2929 and 2945 Lake Elmo Avenue N., are to the south of the current Village MUSA area boundary as depicted on Map 6-1 in the City’s Comprehensive Wastewater Facility Plan. To include the properties in the MUSA, a comprehensive plan map amendment is required. The Phase 2 project will require the reconstruction of Lake Elmo Avenue adjacent to these properties and the inclusion of these parcels easily fits into the existing project. The cost of hooking up to the city system will be paid for by the petitioners.

In addition, many of the residential properties in the Old Village Phase 2 Street and Utility Improvement project receiving sewer are guided for Rural Single Family in the Comprehensive Land Use Plan. Rural Single Family is defined as being, “largely serviced by private on-site well and septic systems.” The corresponding land use guide for sewer urban lots is Urban Low Density. Reguiding the Village sewer properties to Urban Low Density will bring the land use designation in conformance with the amended Village MUSA area. Subsequent to the comprehensive plan amendment, the corresponding properties should be rezoned from RS – Rural Single Family to LDR – Urban Low Density Residential.

The proposed comprehensive plan map amendments will require a 4/5th affirmative vote by the City Council and approval by the Metropolitan Council. Because this project and the affected properties are more than the ¼ mile distance from an adjacent community the City has been granted a waiver from adjacent community review by the Metropolitan Council as a part of this amendment.

RECOMENDATION:

Staff recommends that the Planning Commission recommend approval of the comprehensive plan map amendment with the following motions:

“Move to recommend approval of an amendment to the City’s Comprehensive Wastewater Facilities Plan, adding 3 residential parcels, PID #s 24.029.21.22.0019, 24.029.21.22.0020 and 24.029.21.22.0021, to the Village MUSA area,” and

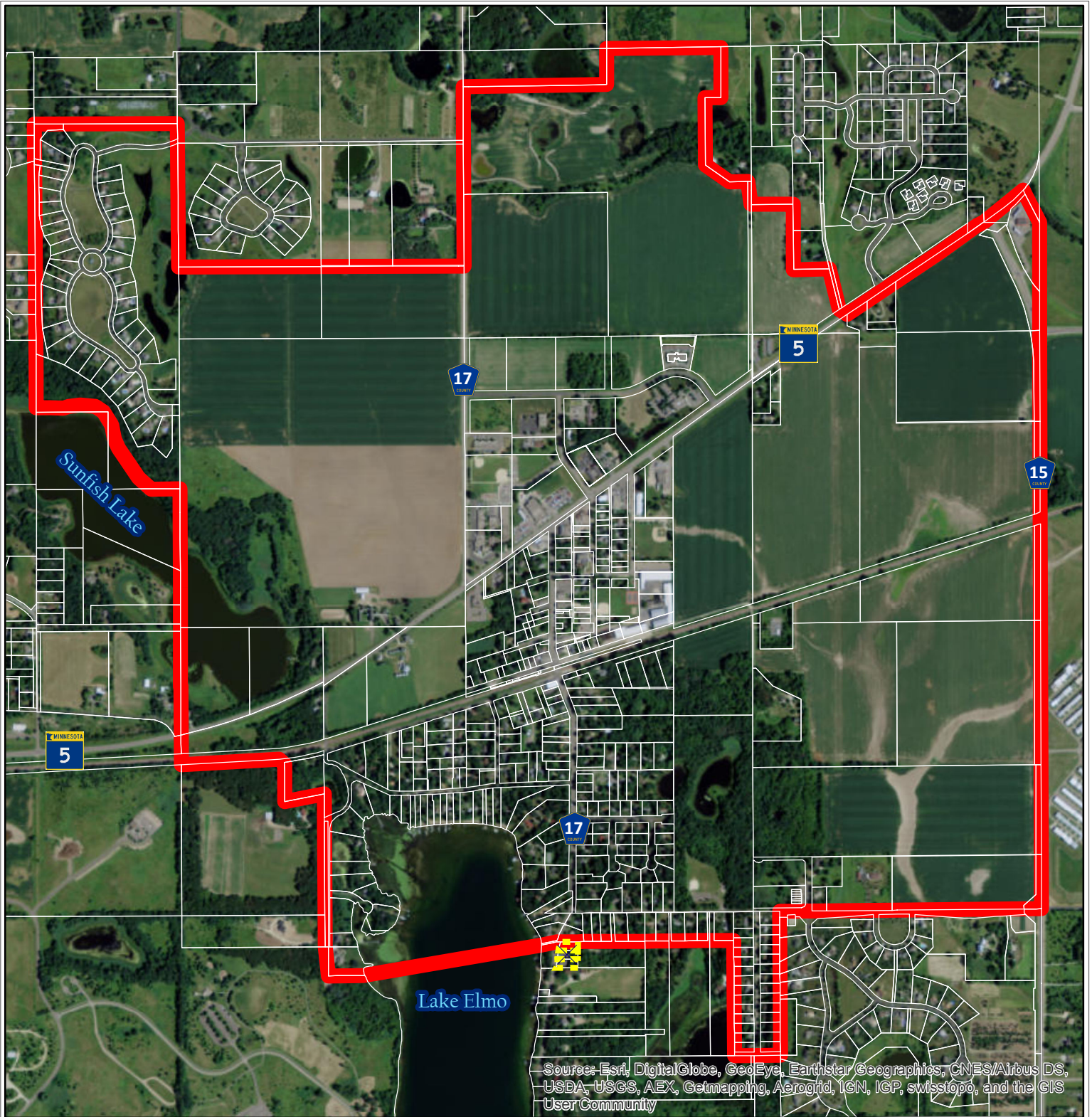
“Move to recommend approval to amend the Comprehensive Land Use Plan by reguiding parcels in the Village MUSA with the Rural Single Family designation to Urban Low Density”.

ORDER OF BUSINESS:

- IntroductionPlanning Staff
- Report by StaffPlanning Staff
- Questions from the Commission Chair & Commission Members
- Open the Public HearingChair
- Discussion by the Commission Chair & Commission Members

ATTACHMENTS:

- Comprehensive Wastewater Facility Plan, Map 3-8 before
- Comprehensive Wastewater Facility Plan, Map 3-8 after
- Proposed MUSA Amendment Map
- Comprehensive Land Use Plan, Map 3-3 before
- Comprehensive Land Use Plan, Map 3-3 after
- Petition from property owners
- Location Map



Village MUSA - Proposed

Village MUSA - Existing

Source: Washington County & Metro GIS
3-16-16

Proposed Village MUSA Amendment





MAYOR & COUNCIL COMMUNICATION

DATE: April 19, 2016
CONSENT
ITEM #13

AGENDA ITEM: Approve Lawful Gambling Premises Permit for Pull Tab Sales

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Kristina Handt, City Administrator

REVIEWED BY: City Attorney's Office

POLICY RECOMMENDER: City Clerk

FISCAL IMPACT: City will receive 10% of net proceeds of the gambling operation.

SUMMARY AND ACTION REQUESTED: Oakdale Athletic Association is applying for a premises permit to conduct pull tab sales from a staffed booth in the bar area of the Machine Shed Restaurant in Lake Elmo. Management of the Machine Shed has been seeking a partner to conduct pull tab sales, stating that they have experienced a significant loss of business because patrons leave when they realize there are no pull tabs at Machine Shed.

In order for the application to be considered by the Gambling Control Board, the City must pass a Resolution approving the application. The Gambling Control Board will then review the application and supporting materials and approve or deny the application. The applicant will then be required, per City ordinance, to provide additional documentation to the City prior to beginning operations. The applicant and the Machine Shed are both hoping to begin operations on May 1, 2016.

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

“Motion to adopt Resolution 2016-29 Approving the Lawful Gambling Premises Permit for Oakdale Athletic Association to conduct lawful gambling at the Machine Shed Restaurant located at 8515 Hudson Road, Lake Elmo, Minnesota.”

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

RESOLUTION NO. 2016-29

**A RESOLUTION APPROVING THE LAWFUL GAMBLING PREMISES
PERMIT APPLICATION FOR THE OAKDALE ATHLETIC
ASSOCIATION TO CONDUCT LAWFUL GAMBLING AT THE
MACHINE SHED RESTAURANT LOCATED AT
8515 HUDSON ROAD, LAKE ELMO, MINNESOTA**

WHEREAS, the Oakdale Athletic Association is submitting an application to the Minnesota Gambling Control Board for approval of a Premises Permit application to conduct lawful charitable gambling at the Machine Shed Restaurant at 8515 Hudson Road, Lake Elmo, MN; and

WHEREAS, the gambling premises is located within the City limits of Lake Elmo, Minnesota; and

WHEREAS, the Oakdale Athletic Association is a lawful gambling organization within the City; and

WHEREAS, the Oakdale Athletic Association will be responsible for operating and managing the lawful gambling activity at the Machine Shed Restaurant site and will comply with all applicable requirements of city code and state statutes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lake Elmo, Minnesota that the City Council does hereby approve the issuance of a Premises Permit to the Oakdale Athletic Association to conduct lawful charitable gambling activities at the Machine Shed Restaurant, 8515 Hudson Boulevard, Lake Elmo, Minnesota.

Adopted by the City Council of the City of Lake Elmo, Minnesota this 19th day of April, 2016.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

LG214 Premises Permit Application

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

- 1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
- 2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

Mail the application and required attachments to:
 Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: OAKDALE ATHLETIC ASSO License Number: 82019
 Chief Executive Officer (CEO) STEVE MEYER Daytime Phone: 651-777-7
 Gambling Manager: GARY M. MASTERMAN Daytime Phone: 651-777-7680

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: MACHINE SHED
 List any previous names for this location:

 Street address where premises is located: 8515 HUDSON BLVD. LAKE ELMO
(Do not use a P.O. box number or mailing address.)

City: <u>LAKE ELMO</u>	OR Township:	County: <u>WASHINGTON</u>	Zip Code: <u>55042</u>
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Does your organization own the building where the gambling will be conducted?
 Yes No If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.
 Is any other organization conducting gambling at this site? Yes No Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? Yes No Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: LAKE ELMO BANK Bank Account Number: 0947181
 Bank Street Address: 1000 INWOOD AVE N City: OAKDALE State: MN Zip Code: 55128

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number): <u>7353 15th ST. N.</u>	City: <u>OAKDALE</u>	State: <u>MN</u>	Zip Code: <u>55128</u>
_____	_____	<u>MN</u>	_____
_____	_____	<u>MN</u>	_____

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

<p>CITY APPROVAL for a gambling premises located within city limits</p> <p>City Name: _____</p> <p>Date Approved by City Council: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date Signed: _____</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 20px auto; width: 80%;"> <p>Local unit of government must sign.</p> </div>	<p>COUNTY APPROVAL for a gambling premises located in a township</p> <p>County Name: _____</p> <p>Date Approved by County Board: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date Signed: _____</p> <p>TOWNSHIP NAME: _____</p> <p>Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>
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ACKNOWLEDGMENT AND OATH

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises. 2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law. 3. I have read this application and all information submitted to the Board is true, accurate, and complete. 4. All required information has been fully disclosed. 5. I am the chief executive officer of the organization. | <ol style="list-style-type: none"> 6. I assume full responsibility for the fair and lawful operation of all activities to be conducted. 7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them. 8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect. 9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license. 10. I understand the fee is non-refundable regardless of license approval/denial. |
|--|---|

	<p>4-5-16</p>
<p>Signature of Chief Executive Officer (designee may not sign)</p>	<p>Date</p>

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public</p>	<p>information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;</p>	<p>Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format, i.e. large print, braille, upon request.

LG215 Lease for Lawful Gambling Activity

LEASE INFORMATION

Organization: OAKDALE ATHLETIC ASSO (OAA) License/Site Number: _____ Daytime Phone: 651-777-7680

Address: PO Box 28673 City: OAKDALE State: MN Zip: 55128

Name of Leased Premises: MACHINE SHED Street Address: _____

City: _____ State: _____ Zip: _____ Daytime Phone: _____

Name of Legal Owner: HOARI GROUP LLC Business/Street Address: 1501 RIVER DRIVE

City: MOLINE State: ILL Zip: _____ Daytime Phone: 1-309-743-3366

Name of Lessor (if same as legal owner, write "SAME"): SAME Address: _____

City: _____ State: _____ Zip: _____ Daytime Phone: _____

Check applicable item:
 New or amended lease. Effective date: MAY 1ST. Submit changes at least ten days **before** the effective date of the change.
 New owner. Effective date: _____. Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

Pull-Tabs (paper) _____ Electronic Pull-Tabs
 Pull-Tabs (paper) with dispensing device _____ Electronic Linked Bingo
 Bar Bingo _____ Bingo
 Tipboards
 Paddlewheel _____ Paddlewheel with table

Electronic games may only be conducted:
 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or
 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: 10%, not to exceed **10%** of gross profits for that month.
 • Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750.**
 • The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: _____%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: _____%, not to exceed **20%** of gross profits from all other forms of lawful gambling.
 • If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:
 • Rent to be paid: _____%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
 - OR -
 • Rate to be paid: \$ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
 ⇒ **Rent may not be paid for bar bingo.**
 ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 30 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

ALL MONIES & EQUIPMENT BROUGHT IN BY OAA WILL BE RETURNED IMMEDIATELY UPON REQUEST.

Signature of Lessor: *Brian Roberts* Date: *4/4/16*

Signature of Organization Official (Lessee): *Gary M. Masterman* Date: *4-5-16*

Print Name and Title of Lessor: *BRIAN ROBERTS*

Print Name and Title of Lessee: *DIRECTOR & GARY M. MASTERMAN - GAMBLING MANAGER*

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:
 Minnesota Gambling Control Board
 1711 W. County Road B, Suite 300 South
 Roseville, MN 55113
 Fax: 651-639-4032



MAYOR & COUNCIL COMMUNICATION

DATE: April 19, 2016
CONSENT
ITEM #14

AGENDA ITEM: Approve Resolution 2016-30 Authorizing Summary Publication of Ordinance 08-132 amending the 2016 Fee Schedule

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Kristina Handt, City Administrator

REVIEWED BY: City Attorney's Office

POLICY RECOMMENDER: City Clerk

FISCAL IMPACT: Substantial cost savings on publication of legal notice

SUMMARY AND ACTION REQUESTED: The City Council adopted Ordinance 08-132 at the April 5, 2016 Council meeting, amending the 2016 Fee Schedule to include an escrow in sewer connection permits to ensure proper abandonment of septic tanks for properties connecting to City sewer. Publication of the entire fee schedule, which is an attachment to the Ordinance, would be very costly. State statute allows for summary publication of documents containing charts, therefore, staff is requesting approval of Resolution 2016-30 authorizing summary publication of the Ordinance without the attached 8 page chart.

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

“Motion to adopt Resolution 2016-30 Authorizing Publication of Ordinance 08-132 by Title and Summary.”

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

RESOLUTION NO. 2016-30

**RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE 08-132 BY TITLE
AND SUMMARY**

WHEREAS, the City Council of the City of Lake Elmo has adopted Ordinance No. 08-132, an ordinance amending the City Code of Ordinances by amending the City's provisions related to the City Council; and

WHEREAS, the Ordinance includes a chart 8 pages in length; and

WHEREAS, Minnesota Statutes Section 412.191, subdivision 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the Ordinance; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lake Elmo, that the City Clerk shall cause the following summary of Ordinance No. 08-132 to be published in the official newspaper in lieu of the entire ordinance:

Public Notice

The City Council of the City of Lake Elmo has adopted Ordinance No. 08-132, which amends the City's 2016 Fee Schedule to add an escrow to the sewer connection permit to ensure that the septic tank is abandoned properly when a property is connected to City sewer.

The full text of Ordinance No. 08-132 is available for inspection at Lake Elmo city hall during regular business hours.

BE IT FURTHER RESOLVED by the City Council of the City of Lake Elmo that the City Administrator keep a copy of the Ordinance at City Hall for public inspection and that a copy be placed for public inspection at the Lake Elmo Public Library.

Dated: April 19, 2016.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

(SEAL)

The motion for the adoption of the foregoing resolution was duly seconded by member
_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against same:

Whereupon said resolution was declared duly passed and adopted.



MAYOR AND COUNCIL COMMUNICATION

DATE: 4/19/16

CONSENT

ITEM #: 15

MOTION

AGENDA ITEM: Free Clean Up Day Collection Fee

SUBMITTED BY: Kristina Handt, City Administrator

REVIEWED BY: Cathy Bendel, Finance Director

BACKGROUND:

Each year the City hosts a Clean Up Day for residents. For the last few years it has been held on the second Saturday of June. The city has collected things such as household items, mowers, bicycles, furniture, appliances, mattresses, and carpet. In the last couple years, residents were charged \$40 for the first load and \$35 for the second load. This included one appliance. Extra appliances, air conditioners and tires had an additional charge.

ISSUE BEFORE COUNCIL:

Should the City continue to charge residents for dropping off items during Clean Up Day?

PROPOSAL DETAILS/ANALYSIS:

Clean Up Day will be June 11th this year. The Environmental Committee is proposing to offer Clean Up Day free of charge to residents. They will help staff the event and are looking into accepting electronics and brush as well.

FISCAL IMPACT:

Over the last few years, fees collected from residents have been in the range of \$2,500 to \$3,500 for this event. This was used to offset the costs to the City, which have been in the range of \$4,500-6,500. Funding from the Washington County Recycling grant had covered the rest. An Environmental Committee volunteer can act as the greeter/screener for the event which will eliminate the need to utilize a paid City staff member for that function.

The grant could cover the additional costs this year by reducing the cost of the new resident guide project. It was proposed to be completed by a staff position that was eliminated. Staff would look to complete the project with either an intern or current staff at a lower pay level.

OPTIONS:

- 1) Approve waiving the fee for residents for Clean Up Day
- 2) Change the fee structure for Clean Up Day
- 3) Do not make any changes to the fee structure for Clean Up Day 2016

RECOMMENDATION:

If removed from the Consent Agenda, staff recommends a Motion to approve waiving the fee for residents for Clean Up Day



MAYOR & COUNCIL COMMUNICATION

DATE: April 5, 2016

CONSENT

ITEM #16

AGENDA ITEM: Fence Encroachment & Maintenance Agreement

SUBMITTED BY: Emily Becker, City Planner

THROUGH: Kristina Handt, City Administrator

REVIEWED BY: Stephen Wensman, Planning Director

SUGGESTED ORDER OF BUSINESS (if removed from consent agenda):

- Introduction of ItemStaff
- 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: Staff recommends that the City Council approve the Fence Encroachment and Maintenance agreement for Matt Schleicher at PID #1302921410038 (11913 32nd St N at Easton Village).

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to authorize as part of tonight’s consent agenda, the execution of a fence encroachment and maintenance agreement. The City has received a request to install a fence within a drainage and utility easement. Homeowner and City intend that Homeowner shall be responsible for maintaining, repairing and replacing the fence.

LEGISLATIVE HISTORY: The Fence Encroachment and Maintenance Agreement that has been submitted for Council consideration is for a fence and has been reviewed by planning and engineering staff. The proposed fence meets all city code requirements and Staff would have

otherwise authorize construction of the fence if it did not encroach into a drainage and utility easement owned by the City.

BACKGROUND INFORMATION (SWOT):

Strengths: The fence encroachment and maintenance agreement is a legal document that all property owners seeking to install fences within drainage and utility easements are required to sign. The document, among other things, indemnifies the city from responsibility if damage occurs to the improvement or if it needs to be removed at some point in the future.

Weaknesses: None

Opportunities: None

Threats: None

RECOMMENDATION:

Based on the aforementioned, Staff is recommending that the City Council approve the fence encroachment and maintenance agreement as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:

“Move to approve the fence encroachment and maintenance agreement for Matt Schleicher to install a fence within a drainage and utility easement to the City.”

OWNERSHIP AND MAINTENANCE AGREEMENT

THIS AGREEMENT is made this ____ day of _____, 2016, by and between the CITY OF LAKE ELMO, a Minnesota municipality (hereinafter “City”), and Matt Schleicher and Barbara Schleicher, husband and wife, (hereinafter “Owner”) and their successors in title.

WHEREAS, Owner is the owner of the real property located in the City of Lake Elmo, Washington County, Minnesota, legally described on the attached Exhibit A (“Property”);

WHEREAS, Owner desires to install a fence (“Fence”) on the Property. Owner and City intend that Owner shall be responsible for maintaining, repairing and replacing the fence.

WHEREAS, the City has reviewed plans and specifications dated April 2016, prepared by Midwest Fence (the “Plans and Specifications”) for conformance to City Standards;

NOW, THEREFORE, the parties hereto agree as follows:

1. Owner is authorized by the City to install the Fence in accordance with the Plans and Specifications.
2. The Fence shall be the sole and exclusive property and responsibility of Owner and shall not be a public fence whether or not the Fence is located within a publicly dedicated easement on the Property.
3. Owner shall, at its sole cost, maintain, repair and replace the Fence as needed, and agrees to indemnify, defend and hold the City harmless from any claims, actions, demands, or liability, including attorneys’ fees, against it arising out of the Fence.
4. This Agreement shall be governed in all respect by Minnesota law.
5. This Agreement shall run with the land and be binding on all succeeding owners of

any interest in the property.

6. This Agreement shall be recorded as to the Property in the office of the County Recorder or Registrar of Titles in and for Washington County, Minnesota.

[SIGNATURES ON FOLLOWING PAGES]

CITY OF LAKE ELMO

By _____
Mike Pearson, Mayor

By _____
Kristina Handt, City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this ____ day of _____, 2016, before me, a notary public within and for said County and State, personally appeared MIKE PEARSON and KRISTINA HANDT to me personally known, who, being each by me duly sworn did say that they are respectively the Mayor and Administrator of the CITY OF LAKE ELMO, by authority of the City Council of the City of Lake Elmo, and said Mayor and Administrator acknowledged said instrument to be the free act and deed of said City of Lake Elmo.

Notary Public

THIS INSTRUMENT DRAFTED BY:
DAVID K. SNYDER
JOHNSON & TURNER, P.A.
56 East Broadway Avenue, Suite 206
Forest Lake, MN 55025
(651) 464-729

By: Matthew Schleicher
[Owner] Matthew Schleicher, as husband
of Barbara Schleicher

By: Barbara Schleicher
[Owner] Barbara Schleicher, as wife
of Matthew Schleicher

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this 13th day of April, 2016, before me, a Notary Public,
personally appeared Matthew Schleicher as husband of Barbara Schleicher, property owner, who
signed the foregoing instrument and acknowledged said instrument to be his free act and deed.

Alice L. Freeman
Notary Public



On this 13th day of April, 2016, before me, a Notary Public, personally appeared
Barbara Schleicher as wife of Matthew Schleicher, property owner, who signed the foregoing
instrument and acknowledged said instrument to be her free act and deed.

Alice L. Freeman
Notary Public



Exhibit A

LOT 6, BLOCK 4, EASTON VILLAGE, WASHINGTON COUNTY, MINNESOTA

(11913 32nd St N)