



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

NOTICE OF MEETING

City Council Meeting

Tuesday, August 2, 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. July 19, 2016

D. Public Comments/Inquiries

E. Presentations

F. Consent Agenda

2. Approve Payment of Disbursements
3. Approve Hunting Ordinance-*Ordinance #08-142*
4. Approve Service Contract with Youth Services Bureau for 2017
5. CSAH 15 & 10th Street Intersection – Approve Cooperative Agreement Payment No. 2
6. Boulder Ponds 1st Addition – Approve Reduction of Security #2
7. Village Preserve 1st Addition – Approve Reduction of Security #2
8. Easton Village 1st Addition - Approve Reduction of Security #1
9. Downtown Phase 2 Street, Drainage and Utility Improvements – Approve Change Order No. 2 – Replacement of the 57” Storm Sewer Arch Pipe
10. Approve Purchase and Installation of 1 New Warning Siren and Monitoring Upgrades to Original 6 Sirens
11. Approve Temporary On-Sale Liquor License for MN Glamourama-Red Hat Club

G. Regular Agenda

12. Censure of Council Member Bloyer
13. Special Event Permit, Lake Elmo Jaycees, Huff N Puff Days, August 11-14, 2016

H. Council Reports

I. Staff Reports and Announcements

J. Adjourn

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
JULY 19, 2016**

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

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

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

APPROVAL OF AGENDA

Councilmember Fliflet, seconded by Councilmember Smith, moved TO REMOVE ITEM 18: “NORTHLAND PROFORMA” FROM THE AGENDA.

Mayor Pearson ruled the motion out of order, stating the item needs to be sent to a committee or placed on a future agenda. Appeal on the ruling failed 2 – 2 – 0 (Pearson, Bloyer – nay; Lundgren – abstain).

Councilmember Smith, seconded by Councilmember Fliflet, moved TO FOLLOW THE PROCESS SET OUT AND VOTED ON IN JANUARY 2016 AND SEND THE PROFORMA TO THE FINANCE COMMITTEE IN SEPTEMBER AND TO THE CITY COUNCIL AFTER THAT. Motion passed 3 – 2. (Pearson, Bloyer – nay)

Councilmember Smith, seconded by Councilmember Fliflet, moved TO POSTPONE ITEM 19, STREET NAMING POLICY, TO A WORKSESSION. Motion passes 3 – 2. (Pearson, Bloyer – nay)

Agenda approved as amended 4 – 1. (Bloyer – nay)

ACCEPT MINUTES

Mayor Pearson added a description to the minutes to add the title of items removed from the Agenda. Councilmember Bloyer requested the addition of a Minority Report to the July 5th City Council Meeting related to the Resolution Censuring Councilmember Bloyer. Councilmembers Fliflet, Lundgren and Smith opposed the addition and reading of the report. Mayor Pearson added the full text of the Resolution Censuring Councilmember Bloyer be added to the minutes. Minutes of the June 21, 2016 and July 5, 2016 Regular Meetings were accepted as amended. Minutes of the July 5, 2016 Special Meeting were accepted as presented. 4 – 1 (Bloyer – nay)

PUBLIC COMMENTS/INQUIRIES

Mayor Pearson provided a summary of written public comments from Daryl Vosberg, 9436 Jane Rd. N., regarding City finances.

Finance Director Cathy Bendel read a statement regarding her professional background and the proforma.

Brian Butler, 3631 Laverne Avenue North, commented on City’s Finance Department.

Dana Bloyer, 8881 Jane Trail North, spoke about staff turnover at the City and City Council decorum.

Dale Dorschner, 3150 Lake Elmo Avenue North, discussed the City's formal complaint process, the library and the wastewater incentive program.

PRESENTATIONS

Mayor Pearson read a Proclamation recognizing retiring Public Works Superintendent Mike Bouthilet's years of service to the City of Lake Elmo.

CONSENT AGENDA

3. Approve Payment of Disbursements
4. Accept June 2016 Financial Statements
5. Accept June 2016 Assessor's Report
6. Accept June 2016 Building Department Report
7. Approval for Tax Abatement Payment for Valley Cartage
8. Approve Ordinance to Amend Building Regulations
9. Approve Paid on Call Firefighter Pay Raises
10. Approve Resolution Authorizing Condemnation Proceedings
11. 2016 Street, Drainage, and Utility Improvements – Pay Request No. 2
12. Inwood Trunk Watermain Improvements – Approve Pay Request No. 3
13. Inwood Booster Station – Approve Pay Request No. 2
14. Inwood Water Tower – Approve Pay Request No. 2
15. Approve Agreement with Property Owner of 8004 50th Street for Repairs Related to Hazardous Building Abatement Orders
16. Approve Resolution Authorizing 3M Litigation

Councilmember Smith, seconded by Councilmember Lundgren, moved TO APPROVE ITEMS 3 – 16 ON THE CONSENT AGENDA. MOTION PASSED 5-0.

ITEM 17: CSAH 13 (Ideal Avenue/Olson Lake Trail) Phase 1 Improvements – Resolution for Municipal Supportu

Frank Ticknor, Washington County Public Works, provided a project review, noting public involvement and public input on the project design, particularly the trails. The project phasing plan was also reviewed.

Councilmember Lundgren, seconded by Councilmember Fliflet, moved TO APPROVE RESOLUTION 2016-63 PROVIDING MUNICIPAL SUPPORT FOR THE COUNTY STATE AID HIGHWAY 13 (IDEAL AVENUE/OLSON LAKE TRAIL) PHASE 1 IMPROVEMENTS. Motion passed 5 – 0.

ITEM 20: Hunting Ordinance

Planning Director Wensman reported that the Planning Commission held a public hearing to consider updates to the City's ordinance relating to hunting. Wensman reviewed the current ordinance with maps to clarify where hunting is currently allowed and requested Council input on possible updates to the ordinance. City Attorney Sonsalla explained the differences between the state statute and current city ordinance regarding hunting.

Adam Johnson, 10550 Stillwater Blvd., stated support for hunting in the City per state statute to allow residents to hunt on their own land.

Mike Tracy, 2939 Jonquil Trail, stated that the City should follow state and DNR rules and educate people making complaints.

Rich Springborn, 8970 55th Street N., agreed that the City should follow the state and DNR rules.

Dave Sovereign, 4415 Olson Lake Tr. N., stated that the ordinance needs to differentiate between different types of firearms.

Councilmembers directed staff to redraft the ordinance to follow the state statute and place the item on the next meeting agenda under the Consent Agenda.

ITEM 21: Rain Garden Maintenance

Administrator Handt reported that the water work group of the City's Environmental Committee has recommended that the City assign seasonal public works employees to maintain the rain gardens.

Virginia Pleban, 8245 59th Street N., stated that a lot of rain gardens are not being maintained and described the challenges in restoring them.

Councilmember Fliflet, seconded by Councilmember Smith, moved TO APPROVE PUBLIC WORKS STAFF TO COMPLETE RAIN GARDEN MAINTENANCE THIS SUMMER AND ON AN ONGOING BASIS IN THE FUTURE. Motion passed 4 – 0 – 1. (Bloyer – abstain)

ITEM 22: Censure of Council Member Bloyer

City Attorney Sonsalla reviewed her memo addressing a question from Councilmember Bloyer concerning whether the Council can legally impose restrictions on him.

Jean Olinger, 9057 Lake Jane Tr. N., stated that she respectfully demands the lifting of the censure of Councilmember Bloyer.

Barry Weeks, 3647 Lake Elmo Ave. N., commented on information in recent newspaper articles, the City organizational chart and employee raises.

Craig Knoll, 3127 Laverne Ct. N., expressed frustration over Council conduct.

Larry Weiss, 9302 Stillwater Blvd. N, expressed anger over the censure of Councilmember Bloyer.

Dale Dorschner, 3150 Lake Elmo Ave. N. stated that he feels there is a double standard in the Council's treatment of Councilmember Bloyer.

**LAKE ELMO CITY COUNCIL MINUTES
JULY 5, 2016**

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO RECESS THE MEETING. Motion passed 3 – 2. (Pearson, Bloyer – nay)

Meeting recessed at 10:20 p.m. Meeting reconvened at 10:30 p.m.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO ADJOURN THE MEETING.

Mayor Pearson ruled the motion out of order, as Mr. Dorshner had the floor prior to the recess. Appeal failed 3 – 1 – 1. (Pearson - nay; Bloyer – present/not voting)

Primary motion passed 5 – 0.

Meeting adjourned at 10:36 p.m.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Julie Johnson, City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: August 2, 2016
CONSENT
ITEM #2
MOTION

AGENDA ITEM: Approve Disbursements in the amount of \$314,054.10

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: \$314,054.10

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$314,054.10. 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	\$ 21,140.72	Payroll Taxes to IRS & MN Dept of Revenue 07/21/16
ACH	\$ 7,720.27	Payroll Retirement to PERA 07/21/16
ACH	\$ 1,200.00	Payroll Retirement to ICMA 07/21/16
DD7329-DD7358	\$ 44,045.60	Payroll (Direct Deposits) 07/21/16
44601-44670	\$ 205,368.76	Account Payable 08/02/16
ACH	\$ 4,451.25	Bond Payment, 2010A 08/01/16
ACH	\$ 20,528.75	Bond Payment, 2010B 08/01/16
ACH	\$ 4,882.50	Bond Payment, 2011A 08/01/16
ACH	\$ 4,716.25	Bond Payment, 2012B 08/01/16
TOTAL	\$ 314,054.10	

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 \$314,054.10.

ATTACHMENTS:

1. Accounts Payable – check registers

Accounts Payable To Be Paid Proof List

User: PattyB
Printed: 07/28/2016 - 11:15 AM
Batch: 015-07-2016

K. Hunt
7/28/16

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	PO Line #
AMAZONIN Amazon Inc											
	06/10/2016	856.07	0.00	08/02/2016	Adult, teen & kids books & dvd		-			No	0000
206-450-5300-42500	Library Collection Maintenance									No	0000
	06/10/2016	247.18	0.00	08/02/2016	Operating supplies		-			No	0000
206-450-5300-42000	Office Supplies									No	0000
	06/10/2016	55.74	0.00	08/02/2016	Program supplies		-			No	0000
206-450-5300-42500	Library Collection Maintenance									No	0000
Total:		1,158.99									
AMAZONIN Total:		1,158.99									
ANCOM ANCOM Communications, Inc.											
61350	07/14/2016	107.00	0.00	08/02/2016	Pager batteries		-			No	0000
101-420-2220-43230	Radio									No	0000
	61350 Total:	107.00									
ANCOM Total:		107.00									
APOLLO Apollo Heating & Air											
2016-915	07/22/2016	60.00	0.00	08/02/2016	Refund overpayment ck 11518		-			No	0000
101-000-0000-11500	Accounts Receivable									No	0000
	2016-915 Total:	60.00									
APOLLO Total:		60.00									
BAKERTAY Baker & Taylor											
2032071305	06/07/2016	46.53	0.00	08/02/2016	Book		-			No	0000
206-450-5300-42500	Library Collection Maintenance									No	0000
	2032071305 Total:	46.53									
2032071306	06/07/2016	24.34	0.00	08/02/2016	Book		-			No	0000
206-450-5300-42500	Library Collection Maintenance									No	0000
	2032071306 Total:	24.34									
2032071307	06/07/2016	4.54	0.00	08/02/2016	Book		-			No	0000
206-450-5300-42500	Library Collection Maintenance									No	0000
	2032071307 Total:	4.54									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
2032071308	06/07/2016	124.80	0.00	08/02/2016	Book		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	2032071308 Total:	124.80									
2032089658	06/14/2016	19.38	0.00	08/02/2016	books		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	2032089658 Total:	19.38									
2032089659	06/14/2016	16.62	0.00	08/02/2016	books		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	2032089659 Total:	16.62									
2032089660	06/14/2016	210.66	0.00	08/02/2016	books		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	2032089660 Total:	210.66									
2032117239	06/27/2016	5.19	0.00	08/02/2016	Books		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	2032117239 Total:	5.19									
2032117240	06/27/2016	33.89	0.00	08/02/2016	Books		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	2032117240 Total:	33.89									
2032122088	06/29/2016	223.53	0.00	08/02/2016	Books		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	2032122088 Total:	223.53									
2032122089	06/29/2016	68.19	0.00	08/02/2016	Books		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	2032122089 Total:	68.19									
2032141150	07/08/2016	15.51	0.00	08/02/2016	books		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	2032141150 Total:	15.51									
2032141151	07/08/2016	30.44	0.00	08/02/2016	Books		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	2032141151 Total:	30.44									
2032141152	07/08/2016	6.49	0.00	08/02/2016	Books		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	2032141152 Total:	6.49									
2032141153	07/08/2016	184.19	0.00	08/02/2016	Books		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	2032141153 Total:	184.19									
	BAKERIAY Total:	1,014.30									
BAYPORT Bayport Public Library											
	07/01/2016	120.00	0.00	08/02/2016	Library Card Reimbursement		-		No		0000
206-450-5300-44300	Miscellaneous										
	Total:	120.00									
	BAYPORT Total:	120.00									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	PO Line #
BECKEREM Becker Emily											
	07/26/2016	55.57	0.00	08/02/2016	Mileage		-		No		0000
101-410-1910-43310	Mileage										
	07/26/2016	6.00	0.00	08/02/2016	Parking		-		No		0000
101-410-1910-44300	Miscellaneous										
	Total:	61.57									
	BECKEREM Total:	61.57									
BIFFS Biffs Inc.											
	06/22/2016	846.00	0.00	08/02/2016	Portable restrooms - Parks		-		No		0000
W604382-604391	Rentals - Buildings										
101-450-5200-44120	W604382-604391 Total:	846.00									
	BIFFS Total:	846.00									
BOLTONME Bolton & Menk, Inc											
	07/13/2016	1,900.00	0.00	08/02/2016	Village Preserve		-		No		0000
0192283	Developer Payments										
803-000-0000-22910	0192283 Total:	1,900.00									
	07/13/2016	95.00	0.00	08/02/2016	Wildflower		-		No		0000
0192284	Developer Payments										
803-000-0000-22910	0192284 Total:	95.00									
	BOLTONME Total:	1,995.00									
BRAUN Braun Intertec Corporation											
	07/18/2016	5,390.00	0.00	08/02/2016	2016 Street Drainage and Utility		-		No		0000
B064512	Engineering Services										
409-480-8000-43030	B064512 Total:	5,390.00									
	BRAUN Total:	5,390.00									
BWHLLC BWH, LLC											
	07/28/2016	500.00	0.00	08/02/2016	Data Request Refund		-		No		0000
101-000-0000-11500	Accounts Receivable										
	07/28/2016	-45.65	0.00	08/02/2016	Paper		-		No		0000
101-410-1320-42000	Office Supplies										
	07/28/2016	-57.70	0.00	08/02/2016	Copier machine usage		-		No		0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt										
	07/28/2016	-144.25	0.00	08/02/2016	Staff time		-		No		0000
101-410-1320-44300	Miscellaneous										
	Total:	252.40									
	BWHLLC Total:	252.40									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
C A C Companion Animal Control, LLC										
	06/30/2016	500.00	0.00	08/02/2016	Animal Control - June		-		No	0000
101-420-2700-43160	Impounding									
	06/30/2016	180.00	0.00	08/02/2016	Pick/up impoundment 7am-7pm		-		No	0000
101-420-2700-43160	Impounding									
	06/30/2016	45.00	0.00	08/02/2016	Pick/up impoundment 7pm-7am		-		No	0000
101-420-2700-43160	Impounding									
	Total:	725.00								
	C A C Total:	725.00								
CARDMEMB Cardmember Service										
	07/20/2016	286.93	0.00	08/02/2016	Office supplies		-		No	0000
101-430-3100-42000	Office Supplies									
	07/20/2016	8.00	0.00	08/02/2016	Fuel		-		No	0000
101-430-3100-42120	Fuel, Oil and Fluids									
	07/20/2016	43.47	0.00	08/02/2016	Shop supplies		-		No	0000
101-450-5200-42150	Shop Materials									
	07/20/2016	65.77	0.00	08/02/2016	Materials		-		No	0000
101-450-5200-42250	Landscaping Materials									
	07/20/2016	292.51	0.00	08/02/2016	Repairs		-		No	0000
101-430-3100-44040	Repairs/Maint Eqpt									
	07/20/2016	64.26	0.00	08/02/2016	Holiday		-		No	0000
101-420-2220-44300	Miscellaneous									
	07/20/2016	158.49	0.00	08/02/2016	Latch repair		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	07/20/2016	602.00	0.00	08/02/2016	AMEM conference lodging		-		No	0000
101-420-2220-44370	Conferences & Training									
	07/20/2016	94.41	0.00	08/02/2016	Relab supplies		-		No	0000
101-420-2220-44300	Miscellaneous									
	07/20/2016	45.00	0.00	08/02/2016	Constant Contact		-		No	0000
101-410-1450-43180	Information Technology/Web									
	07/20/2016	370.00	0.00	08/02/2016	CAFR		-		No	0000
101-410-1520-43010	Audit Services									
	07/20/2016	103.60	0.00	08/02/2016	Supplies		-		No	0000
206-450-5300-42000	Office Supplies									
	07/20/2016	38.00	0.00	08/02/2016	Supplies		-		No	0000
206-450-5300-42500	Library Collection Maintenance									
	07/20/2016	119.80	0.00	08/02/2016	Ipad cases		-		No	0000
101-420-2400-42000	Office Supplies									
	07/20/2016	55.30	0.00	08/02/2016	City hall supplies		-		No	0000
101-410-1940-44300	Miscellaneous									
	07/20/2016	16.34	0.00	08/02/2016	Budget workshop supplies		-		No	0000
101-410-1320-44300	Miscellaneous									
	Total:	2,363.88								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CARDMEMB Total:		2,363.88								
CARQUEST Car Quest Auto Parts										
2055-383972	07/25/2016	3.49	0.00	08/02/2016	Parts		-		No	0000
101-430-3100-44040	Repairs/Maint Eqpt									
2055-383972 Total:		3.49								
2055-383973	07/14/2016	22.04	0.00	08/02/2016	Parts		-		No	0000
101-450-5200-44040	Repairs/Maint Eqpt									
2055-383973 Total:		22.04								
2055-384927	07/25/2016	234.54	0.00	08/02/2016	Parts		-		No	0000
101-430-3100-44040	Repairs/Maint Eqpt									
2055-384927 Total:		234.54								
CARQUEST Total:		260.07								
CENCOLLE Century College										
617796	07/15/2016	484.89	0.00	08/02/2016	Propane for training burn props		-		No	0000
101-420-2220-44370	Conferences & Training									
617796 Total:		484.89								
CENCOLLE Total:		484.89								
CENTPOW Century Power Equipment										
102780	07/15/2016	216.20	0.00	08/02/2016	Repairs		-		No	0000
101-450-5200-44040	Repairs/Maint Eqpt									
102780 Total:		216.20								
102781	07/15/2016	216.20	0.00	08/02/2016	Repairs		-		No	0000
101-450-5200-44040	Repairs/Maint Eqpt									
102781 Total:		216.20								
694459	07/22/2016	21.99	0.00	08/02/2016	Parts		-		No	0000
101-450-5200-44040	Repairs/Maint Eqpt									
694459 Total:		21.99								
CENTPOW Total:		454.39								
CENTURYL CenturyLink										
	07/16/2016	182.95	0.00	08/02/2016	Phone service - library		-		No	0000
206-450-5300-43210	Telephone									
	07/16/2016	50.64	0.00	08/02/2016	Internet - library		-		No	0000
206-450-5300-43250	Internet									
Total:		233.59								
CENTURYL Total:		233.59								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
COLEMER Colemer Janie	07/18/2016	23.00	0.00	08/02/2016	Water license renewal		-		No		0000
601-494-9400-44370	Conferences & Training										
	Total:	23.00									
COLEMER Total:		23.00									
<hr/>											
COMPASS Compass Minerals	07/19/2016	6,619.19	0.00	08/02/2016	Road Salt		-		No		0000
71506859	Sand/Salt										
101-430-3125-42290											
	71506859 Total:	6,619.19									
COMPASS Total:		6,619.19									
<hr/>											
CTYROSEV City of Roseville	07/22/2016	4,166.25	0.00	08/02/2016	Monthly IT - July		-		No		0000
221688	Information Technology/Web										
101-410-1450-43180											
	221688 Total:	4,166.25									
221714	07/22/2016	112.53	0.00	08/02/2016	Phone - Admin July		-		No		0000
101-410-1320-43210	Telephone										
221714	07/22/2016	17.77	0.00	08/02/2016	Phone - Building July		-		No		0000
101-420-2400-43210	Telephone										
221714	07/22/2016	17.77	0.00	08/02/2016	Phone - Communications - July		-		No		0000
101-410-1450-43210	Telephone										
221714	07/22/2016	17.77	0.00	08/02/2016	Phone - Engineering - July		-		No		0000
101-410-1930-43210	Telephone										
221714	07/22/2016	35.55	0.00	08/02/2016	Phone - Finance		-		No		0000
101-410-1520-43210	Telephone										
221714	07/22/2016	49.30	0.00	08/02/2016	Phone - Planning - July		-		No		0000
101-410-1910-43210	Telephone										
221714	07/22/2016	234.87	0.00	08/02/2016	Phone -PW - July		-		No		0000
101-430-3100-43210	Telephone										
	221714 Total:	485.56									
CTYROSEV Total:		4,651.81									
<hr/>											
DERRICK Derrick Custon Homes	07/22/2016	5,000.00	0.00	08/02/2016	Escrow Refund 4167 Lady Slipper		-		No		0000
2015-1390	Deposits Payable										
803-000-0000-22900											
	2015-1390 Total:	5,000.00									
DERRICK Total:		5,000.00									
<hr/>											
EMERGAPP Emergency Apparatus Maint. Inc	06/30/2016	35.81	0.00	08/02/2016	E1 - cap for foamn tank		-		No		0000
87935	Repairs/Maint Egpt										
101-420-2220-44040											

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
		87935 Total:									
		35.81									
		EMERGAPP Total:									
		35.81									
<hr/>											
EMERGRES Emergency Response Solutions											
6760	07/11/2016	19.32	0.00	08/02/2016	Replacement parts		-		No		0000
101-420-2220-44040	Repairs/Maint Eqpt										
		6760 Total:									
		19.32									
		EMERGRES Total:									
		19.32									
<hr/>											
FASTENAL Fastenal Company											
MNOAK14480	06/28/2016	15.47	0.00	08/02/2016	Shop supplies		-		No		0000
101-430-3100-42150	Shop Materials										
		MNOAK14480 Total:									
		15.47									
		FASTENAL Total:									
		15.47									
<hr/>											
FRANCOTY Francotyp-Postalia, Inc											
R1102912136	07/15/2016	112.71	0.00	08/02/2016	Ink for postage meter		-		No		0000
101-410-1320-42000	Office Supplies										
		R1102912136 Total:									
		112.71									
		FRANCOTY Total:									
		112.71									
<hr/>											
GKSERVIC G&K Services											
1182782724	07/06/2016	35.67	0.00	08/02/2016	Uniforms		-		No		0000
101-430-3100-44170	Uniforms										
		1182782724 Total:									
		35.67									
1182794091	07/13/2016	35.67	0.00	08/02/2016	Uniforms		-		No		0000
101-430-3100-44170	Uniforms										
		1182794091 Total:									
		35.67									
1182805399	07/20/2016	35.67	0.00	08/02/2016	Uniforms		-		No		0000
101-430-3100-44170	Uniforms										
		1182805399 Total:									
		35.67									
		GKSERVIC Total:									
		107.01									
<hr/>											
GREATAM Great America Financial											
19083191	07/18/2016	935.95	0.00	08/02/2016	Copier maintenance and overages		-		No		0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt										
		19083191 Total:									
		935.95									
		GREATAM Total:									
		935.95									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	PO Line #
HANSHAGE Hans Hagen Homes											
803-000-0000-22900	07/26/2016	65,000.00	0.00	08/02/2016	Escrow refunds - Multiple		-		No		0000
	Total:	65,000.00									
2015-1171	07/25/2016	5,000.00	0.00	08/02/2016	Escrow refund 8775 Lower 8th Place		-		No		0000
803-000-0000-22900	2015-1171 Total:	5,000.00									
2015-1338	07/25/2016	5,000.00	0.00	08/02/2016	Escrow refund 8763 Lower 8th Place		-		No		0000
803-000-0000-22900	2015-1338 Total:	5,000.00									
	HANSHAGE Total:	75,000.00									
HDSUPPLY HD Supply Waterworks, Ltd.											
F789761	07/11/2016	498.68	0.00	08/02/2016	Hydrant		-		No		0000
601-494-9400-42300	Water Meters & Supplies	498.68									
	F789761 Total:	498.68									
	HDSUPPLY Total:	498.68									
HOLIDAYC Holiday Credit Office											
101-420-2220-42120	07/15/2016	104.25	0.00	08/02/2016	Fuel		-		No		0000
	Total:	104.25									
	HOLIDAYC Total:	104.25									
HOTSYS HotsysMinnesota.com											
52588	07/12/2016	299.45	0.00	08/02/2016	Maintenance		-		No		0000
101-430-3100-44040	Repairs/Maint Egmt	299.45									
	52588 Total:	299.45									
	HOTSYS Total:	299.45									
INNOVAT Innovative Office Solutions											
1245045	07/13/2016	172.68	0.00	08/02/2016	Supplies		-		No		0000
101-410-1320-42000	Office Supplies	172.68									
	1245045 Total:	172.68									
1245046	07/13/2016	63.32	0.00	08/02/2016	Supplies		-		No		0000
101-420-2220-42000	Office Supplies	63.32									
	1245046 Total:	63.32									
1252869	07/20/2016	152.94	0.00	08/02/2016	Supplies		-		No		0000
101-410-1320-42000	Office Supplies	152.94									
	1252869 Total:	152.94									
1257298	07/25/2016	38.00	0.00	08/02/2016	Business cards - Bloyer		-		No		0000
101-410-1320-42000	Office Supplies	38.00									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
1426682	07/14/2016	38.00									
	1257298 Total:	38.00									
101-430-3100-4200	Office Supplies	254.50	0.00	08/02/2016	Supplies		-		No		0000
	1426682 Total:	254.50									
	INNOVAT Total:	681.44									
INTERSTA Interstate All Battery Chr											
1902701004321	07/22/2016	218.79	0.00	08/02/2016	Batteries		-		No		0000
101-420-2220-44040	Repairs/Maint Eqpt	218.79									
	1902701004321 Total:	218.79									
1902702003019	07/22/2016	31.92	0.00	08/02/2016	Batteries		-		No		0000
101-420-2220-44040	Repairs/Maint Eqpt	31.92									
	1902702003019 Total:	31.92									
	INTERSTA Total:	250.71									
kathfuel Kath Fuel Oil Service Co											
561287	07/14/2016	837.79	0.00	08/02/2016	Fuel		-		No		0000
101-430-3100-42120	Fuel, Oil and Fluids	837.79									
	561287 Total:	837.79									
	kathfuel Total:	837.79									
KENGRAVE Kennedy & Graven, Chartered											
132537	07/20/2016	10,713.78	0.00	08/02/2016	Civil matters		-		No		0000
101-410-1320-43040	Legal Services	1,433.75	0.00	08/02/2016	Library Matters		-		No		0000
132537	07/20/2016	483.75	0.00	08/02/2016	Savona IV		-		No		0000
206-450-5300-43040	Legal Services	483.75									
132537	07/20/2016	161.25	0.00	08/02/2016	Boulder Ponds II		-		No		0000
803-000-0000-22910	Developer Payments	161.25									
132537	07/20/2016	18,356.00	0.00	08/02/2016	3M Litigation		-		No		0000
101-410-1320-43040	Legal Services	1,648.34	0.00	08/02/2016	Union petition/election		-		No		0000
132537	07/20/2016	1,701.75	0.00	08/02/2016	Nuisance properties		-		No		0000
101-410-1320-43040	Legal Services	101.75	0.00	08/02/2016	Hammes		-		No		0000
132537	07/20/2016	34,600.37									
803-000-0000-22910	Developer Payments	34,600.37									
	132537 Total:	34,600.37									
	KENGRAVE Total:	34,600.37									

Invoice #	Inv Date	Amount	Quantity	Prnt Date	Description	Reference	Task	Type	PO #	Close	POLine #
Landscap Landscape Architecture, Inc											
	07/19/2016	2,963.50	0.00	08/02/2016	Irrigation Standards		-		No		0000
101-410-1910-43030	Engineering Services	2,963.50									
	Total:	2,963.50									
	Landscap Total:	2,963.50									
LIFESPAC Lifespace Construction											
2015-109	07/27/2016	5,000.00	0.00	08/02/2016	Escrow refund 5230 Keats		-		No		0000
803-000-0000-22900	Deposits Payable	5,000.00									
	2015-109 Total:	5,000.00									
	LIFESPAC Total:	5,000.00									
LILJDAHIL Lilj Dahl Toni											
101-420-2400-44170	07/26/2016	80.00	0.00	08/02/2016	Work Boot reimbursement		-		No		0000
	Uniforms	80.00									
	Total:	80.00									
	LILJDAHIL Total:	80.00									
MENARDSDO Menards - Oakdale											
8548	07/16/2016	5.99	0.00	08/02/2016	Station 2 supplies		-		No		0000
101-420-2220-44010	Repairs/Maint Bldg	5.99									
8548	07/16/2016	24.26	0.00	08/02/2016	CV2		-		No		0000
101-420-2220-44040	Repairs/Maint Eqpt	24.26									
	8548 Total:	30.25									
8601	07/18/2016	3.99	0.00	08/02/2016	Tools		-		No		0000
101-450-5200-42400	Small Tools & Minor Equipment	3.99									
	8601 Total:	3.99									
	MENARDSDO Total:	34.24									
MENARDSDST Menards - Stillwater											
90680	07/11/2016	11.57	0.00	08/02/2016	Supplies		-		No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	11.57									
	90680 Total:	11.57									
90814	07/14/2016	13.21	0.00	08/02/2016	Supplies		-		No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	13.21									
	90814 Total:	13.21									
90841	07/13/2016	13.68	0.00	08/02/2016	Supplies		-		No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	13.68									
	90841 Total:	13.68									
90846	07/14/2016	16.28	0.00	08/02/2016	Supplies		-		No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	16.28									
	90846 Total:	16.28									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
90857	07/14/2016	7.66	0.00	08/02/2016	Supplies		-		No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs										
	90857 Total:	7.66									
91374	07/25/2016	19.92	0.00	08/02/2016	Supplies		-		No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs										
	91374 Total:	19.92									
	MENARDST Total:	82.32									
MIES Municipal Emergency Svs. Inc.											
IN1047992	07/18/2016	40.04	0.00	08/02/2016	Hose adapters for B1		-		No		0000
101-420-2220-42400	Small Tools & Equipment										
	IN1047992 Total:	40.04									
	MES Total:	40.04									
MIDWAYFO Midway Ford											
444283	07/15/2016	447.86	0.00	08/02/2016	Repairs 07-1 Van		-		No		0000
101-430-3100-44040	Repairs/Maint Eqpt										
	444283 Total:	447.86									
	MIDWAYFO Total:	447.86									
MINITEX Minitelex											
90240	05/17/2016	11.00	0.00	08/02/2016	Barcode labels shipping		-		No		0000
206-450-5300-42000	Office Supplies										
	90240 Total:	11.00									
	MINITEX Total:	11.00									
MSAPROF MSA Professional Services, Inc											
12	07/12/2016	13,419.49	0.00	08/02/2016	Inwood Booster Station		-		No		0000
601-494-9400-43030	Engineering Services										
	12 Total:	13,419.49									
	MSAPROF Total:	13,419.49									
NORDSTRM Nordstrom Emrly											
Bonus	07/25/2016	25.00	0.00	08/02/2016	Bonus - Planning 7/25/16		-		No		0000
101-410-1450-43620	Cable Operations										
	Bonus Total:	25.00									
Cable	07/25/2016	55.00	0.00	08/02/2016	Operations - Planning 7/25/16		-		No		0000
101-410-1450-43620	Cable Operations										
	Cable Total:	55.00									

Invoice #	Inv Date	Amount	Quantity	Pnt Date	Description	Reference	Task	Type	PO #	Close	POLine #
NORDSTRM Total:		80.00									
OTTO Otto Shawn											
	07/13/2016	200.00	0.00	08/02/2016	Author visit		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	Total:	200.00									
	OTTO Total:	200.00									
OVERDRIV OverDrive, Inc											
06301613	07/13/2016	1,500.00	0.00	08/02/2016	Deposit for e content		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	06301613 Total:	1,500.00									
0713163	07/13/2016	500.00	0.00	08/02/2016	Deposit for e content		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	0713163 Total:	500.00									
	OVERDRIV Total:	2,000.00									
PENWORTH The Penworthy Company											
0517357-IN	06/09/2016	485.46	0.00	08/02/2016	Childrens books		-		No		0000
206-450-5300-42500	Library Collection Maintenance										
	0517357-IN Total:	485.46									
	PENWORTH Total:	485.46									
PITNEY Pitney Bowes											
1001185257	07/06/2016	50.14	0.00	08/02/2016	Scaler for postage meter		-		No		0000
101-410-1320-42000	Office Supplies										
	1001185257 Total:	50.14									
	PITNEY Total:	50.14									
SACHSJIM James Sachs											
	07/18/2016	125.99	0.00	08/02/2016	Work boots		-		No		0000
101-430-3100-44170	Uniforms										
	Total:	125.99									
	SACHSJIM Total:	125.99									
SCHLONKA Schlomka Service LLC											
18657	06/14/2016	245.00	0.00	08/02/2016	Pump holding tanks		-		No		0000
101-430-3100-44010	Repairs/Maint Bldg										
	18657 Total:	245.00									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
SCHLONKA Total:		245.00									
SCROIXLB St. Croix Falls Public Library	07/13/2016	250.00	0.00	08/02/2016	Rental of equipment for program		-		No		0000
206-450-5300-44300	Miscellaneous										
Total:		250.00									
SCROIXLB Total:		250.00									
SEH Short Elliott Hendrickson, Inc											
317227	07/11/2016	672.00	0.00	08/02/2016	2016 Street Drainage & Utility		-		No		0000
409-480-8000-43030	Engineering Services										
317227 Total:		672.00									
SEH Total:		672.00									
SELECTAC Select/Account											
1154154	07/07/2016	8.44	0.00	08/02/2016	Participant fee 7/1/16-7/31/16		-		No		0000
101-410-1940-43210	Contract Services										
1154154 Total:		8.44									
SELECTAC Total:		8.44									
SPRINT Sprint											
761950227-160	07/18/2016	64.81	0.00	08/02/2016	Cell - Admin		-		No		0000
101-410-1940-43210	Telephone										
761950227-160	07/18/2016	239.35	0.00	08/02/2016	Cell - Fire		-		No		0000
101-420-2220-43210	Telephone										
761950227-160	07/18/2016	160.36	0.00	08/02/2016	Cell - Building		-		No		0000
101-420-2400-43210	Telephone										
761950227-160	07/18/2016	128.76	0.00	08/02/2016	Cell - PW		-		No		0000
101-430-3100-43210	Telephone										
761950227-160	07/18/2016	112.15	0.00	08/02/2016	Cell - Parks		-		No		0000
101-450-5200-43210	Telephone										
761950227-160	07/18/2016	16.13	0.00	08/02/2016	Cell - Planning		-		No		0000
101-410-1910-43210	Telephone										
761950227-160	07/18/2016	1,259.98	0.00	08/02/2016	Ipads		-		No		0000
101-420-2400-45800	Equipment										
761950227-160 Total:		1,981.54									
SPRINT Total:		1,981.54									
STILLBARR Stillwater Public Library											
07/01/2016		1,680.00	0.00	08/02/2016	Library Card Reimbursement		-		No		0000
206-450-5300-44300	Miscellaneous										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
		Total:									
		1,680.00									
		STLJBRAR Total:									
		1,680.00									
TDS TDS Metrocom - LLC											
651-779-8882	07/13/2016	90.97	0.00	08/02/2016	Analog lines - Fire		-	No			0000
101-420-2220-43210	Telephone										
651-779-8882	07/13/2016	213.93	0.00	08/02/2016	Analog lines - PW		-	No			0000
101-430-3100-43210	Telephone										
651-779-8882	07/13/2016	84.02	0.00	08/02/2016	Analog lines - Lift station alarms		-	No			0000
602-495-9450-43210	Telephone										
651-779-8882	07/13/2016	46.41	0.00	08/02/2016	Alarms - Well House 2		-	No			0000
601-494-9400-43210	Telephone										
		651-779-8882 Total:									
		435.33									
		TDS Total:									
		435.33									
TEILANDM TEI Landmark Audio											
11846487	07/13/2016	2,000.00	0.00	08/02/2016	Audio book - pre buy program		-	No			0000
206-450-5300-42500	Library Collection Maintenance										
		11846487 Total:									
		2,000.00									
		TEILANDM Total:									
		2,000.00									
TKDA TKDA, Inc.											
002016001868	06/14/2016	84.06	0.00	08/02/2016	LE Ave Sewer		-	No			0000
602-495-9450-43030	Engineering Services										
		002016001868 Total:									
		84.06									
002016002044	07/05/2016	1,008.72	0.00	08/02/2016	LE Ave Sewer		-	No			0000
602-495-9450-43030	Engineering Services										
		002016002044 Total:									
		1,008.72									
		TKDA Total:									
		1,092.78									
TMOBILE T Mobile											
947226095	07/12/2016	21.59	0.00	08/02/2016	Scada Line		-	No			0000
601-494-9400-43210	Telephone										
		947226095 Total:									
		21.59									
		TMOBILE Total:									
		21.59									
VERIZON Verizon Wireless											
9766913574	07/10/2016	35.01	0.00	08/02/2016	Air card for tablet		-	No			0000
101-420-2220-43210	Telephone										
		9766913574 Total:									
		35.01									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
	VERIZON Total:	35.01									
WACO-PW WASHINGTON COUNTY											
89124 Pay 2	07/18/2016	8,607.94	0.00	08/02/2016	Manning and 10th		-		No		0000
409-480-8000-43030	Engineering Services										
	89124 Pay 2 Total:	8,607.94									
	WACO-PW Total:	8,607.94									
WAS-PH Washington County											
	07/19/2016	210.00	0.00	08/02/2016	Hazardous Waste Renewal		-		No		0000
101-430-3100-44300	Miscellaneous										
	Total:	210.00									
	WAS-PH Total:	210.00									
WASHCONNS Washington Conservation Dist.											
3544	06/30/2016	625.00	0.00	08/02/2016	2nd of 4 billings - Shared Educator		-		No		0000
603-496-9500-44370	Conferences & Training										
	3544 Total:	625.00									
	WASHCONNS Total:	625.00									
WASHLIB Washington County Library											
	07/01/2016	2,547.00	0.00	08/02/2016	Library Card Reimbursement		-		No		0000
206-450-5300-44300	Miscellaneous										
	Total:	2,547.00									
	WASHLIB Total:	2,547.00									
Whiteani White Anita											
Bonus	07/19/2016	25.00	0.00	08/02/2016	Bonus CC 7/19/16		-		No		0000
101-410-1450-43620	Cable Operations										
	Bonus Total:	25.00									
Cable	07/19/2016	55.00	0.00	08/02/2016	Operations CC 7/19/16		-		No		0000
101-410-1450-43620	Cable Operations										
	Cable Total:	55.00									
	Whiteani Total:	80.00									
ZAWADSKI Zawadski Homes, Inc											
2014-893	07/21/2016	6,500.00	0.00	08/02/2016	Escrow refund 9776 Whistling Valley		-		No		0000
803-000-0000-22900	Deposits Payable										
	2014-893 Total:	6,500.00									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ZIEGLER Ziegler, Inc.										
SW050256871	06/02/2016	1,329.50	0.00	08/02/2016	Repairs				No	0000
603-496-9500-44030	Repairs/Maint Not Bldg									
	SW050256871 Total:	1,329.50								
	ZIEGLER Total:	1,329.50								
	Report Total:	198,661.21								

ZAWADSKI Total: 6,500.00

Accounts Payable To Be Paid Proof List

User: PattyB
 Printed: 07/28/2016 - 12:59 PM
 Batch: 016-07-2016

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
DELTA Dela Dental Of Minnesota 6566694	07/15/2016	1,746.55	0.00	08/02/2016	August Premium		-			No 0000
101-000-0000-21706 Medical Insurance										
6566694 Total:		1,746.55								
DELTA Total:		1,746.55								
LEASSOC Lake Elmo Associates, LLP	08/01/2016	2,461.00	0.00	08/02/2016	August 2016 Rent		-			No 0000
101-410-1940-44120 Rentals - Building										
Total:		2,461.00								
LEASSOC Total:		2,461.00								
RABOUIN RABOUIN, INC	08/01/2016	2,500.00	0.00	08/02/2016	August 2016 payment		-			No 0000
101-410-1320-43100 Assessing Services										
Total:		2,500.00								
RABOUIN Total:		2,500.00								
Report Total:		6,707.55								



MAYOR AND COUNCIL COMMUNICATION

DATE: 8/2/2016

CONSENT

ITEM #: 3

AGENDA ITEM: Hunting Ordinance
SUBMITTED BY: Stephen Wensman, Planning Director
THROUGH: Kristina Handt, City Administrator
REVIEWED BY: Sarah Sonsalla, City Attorney
Washington County Sheriff's Department

BACKGROUND:

In fall of 2015, City staff received numerous complaint calls about illegal or perceived illegal hunting. In response, Planning Staff drafted an amendment to the Weapons Ordinance, Section 130.15 and held a public hearing at the January 11, 2016 Planning Commission meeting. No member of the public spoke at that public hearing, but the Planning Commission raised a number of issues including wanting to know how the changes related to the MN conceal and carry legislation. Because of the complexities of this Statute, Planning Staff had the City Attorney draft the Ordinance Amendment attached to this report.

The City Attorney has informed Planning Staff that the public hearing was not necessary because the Ordinance is not part of the City's zoning code.

On 7/16/16, the City Council directed staff to amend the Hunting Ordinance to reference Minnesota Statutes as they are amended from time to time. Staff has updated the amendment accordingly for the Council's approval

ISSUE BEFORE COUNCIL:

The Council should consider approval of the new hunting ordinance.

PROPOSAL DETAILS/ANALYSIS:

Ordinance

Hunting is presently addressed by the Weapons Ordinance, Section 130.15. Section 130.15 prohibits hunting as follows:

(B) *Unlawful acts.* Except as otherwise provided in this section, it shall be unlawful for any person:

(1) To fire, discharge, release, throw, or in any other manner propel a weapon within 500 feet of a residence, whether or not inhabited, or any other structure or building or within 500 feet of any platted area in the city and , except on an approved target range;

Residents do not necessarily understand what land is platted, so the new language referencing Minnesota Statutes will eliminate the 500 feet of any platted area restriction.

The Washington County Sheriff is in favor of the changes and believes it will make enforcement easier.

FISCAL IMPACT:

The proposed hunting ordinance will make enforcement easier

OPTIONS:

The City Council may approve or deny approval to the hunting ordinance.

RECOMMENDATION:

Staff respectfully requests, as part of tonight’s consent agenda, that the Council approve Ordinance 08-142 as it pertains to hunting in the City of Lake Elmo, Section 300.15; Resolution 2016-55, approving summary publishing of the ordinance. If removed from the Consent Agenda, the recommended action can be completed through the following motions:

1. *“Move to approve Ordinance 08-142 as it pertains to hunting in the City of Lake Elmo, Section 300.15.”*

ATTACHMENTS:

- 1) Ordinance 08-142.

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

ORDINANCE NO. 08-142

**AN ORDINANCE AMENDING THE LAKE ELMO CITY CODE OF ORDINANCES BY
AMENDING SECTION 130.15 REGARDING THE USE OF FIREARMS AND
HUNTING**

SECTION 1. The City Council of the City of Lake Elmo hereby repeals Section 130.15 of the City Code and replaces it with the following:

§ 130.15 USE OF FIREARMS AND HUNTING.

The use of firearms and hunting in the City shall be in accordance with Minnesota Statutes Section 97B.001.

SECTION 2. Effective Date. This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

SECTION 5. Adoption Date. This Ordinance No. 08-142 was adopted on this 2nd day of August, 2016, by a vote of __ Ayes and __ Nays.

LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

This Ordinance _____ was published on the _____ day of _____, 2016.



STAFF REPORT

DATE: August 2, 2016

CONSENT

ITEM #: 4

MOTION

TO: Mayor and City Council

FROM: Kristina Handt, City Administrator

AGENDA ITEM: Service Contract with Youth Service Bureau

BACKGROUND:

Statutory cities, like Lake Elmo, are limited to the authority granted to them under state statute. Generally, cities are not granted authority to make donations to non-profits. However, a city may use its contracting powers to enter into an agreement for services from a non-profit. The City has been giving money to Youth Service Bureau (YSB) for a number of years. It is typically handled in the annual budgeting process. In 2016 \$5,000 was budgeted.

ISSUE BEFORE COUNCIL:

Should the city approve a service contract with Youth Service Bureau?

PROPOSAL DETAILS/ANALYSIS:

Included in your packet is a contract for services between Youth Service Bureau and the City of Lake Elmo for 2017. The contract outlines the services provided by Youth Service Bureau to a person living in, attending school in or issued a citation in the City of Lake Elmo. In exchange, the City of Lake Elmo will pay \$5,250 to YSB for these services.

The contract has been reviewed by the City Attorney and her comments were incorporated into the latest draft by YSB. The Finance Director was consulted on the fee information.

FISCAL IMPACT:

The fee for the service for 2017 is \$5,250. This amount has been included in the first draft of the budget presented to Council and Finance Committee on 7/19/16.

OPTIONS:

- 1) Approve the service contract
- 2) Amend and then approve the service contract
- 3) Do not approve the service contract

RECOMMENDATION:

If removed from the consent agenda:

Motion to approve the 2017 Service Contract with Youth Service Bureau

Service Contract between THE CITY OF LAKE ELMO and YOUTH SERVICE BUREAU, INC.

The City of Lake Elmo, 3800 Laverne Avenue North, Lake Elmo, Minnesota 55042, hereinafter referred to as the "City," and Youth Service Bureau, Inc., 101 West Pine Street, Stillwater, Minnesota, 55082, hereinafter referred to as the "Contractor," enter into this agreement for the period from January 1, 2017, to December 31, 2017.

WHEREAS, the City is committed to using community-based approaches to strengthen individuals, families, and community;

WHEREAS, the City has identified the following outcomes for juvenile diversion and early intervention:

Juvenile offenders will be held accountable for their actions by engaging in activities that repair the harm done to the victim and community and will participate in programs that promote an increased understanding of the impact of their offense on victims, communities, and themselves;

Crime victims will be notified of diversion proceedings; will have opportunities to provide input; and, if willing, will have the opportunity to participate in the process;

Community members will have active and direct involvement in programming;

WHEREAS, the City, pursuant to its goals of providing accountability and the most appropriate diversion and early intervention available to juvenile offenders, wishes to purchase services for youth involved in at-risk behavior from the Contractor to support these outcomes;

NOW, THEREFORE, the parties agree as follows:

I. Contractor's Duties

A. Services and Description

1. The Contractor agrees to the provision of the following services:

- a) Complete an in-person intake meeting with the juvenile and parent(s) with all qualified referrals and to include approved standardized screening tools.
- b) Provide Community Work Service (CWS), and recruit and support CWS sites. Supervise and monitor community work service clients who are ordered by a Court and/or referred by local law enforcement officials. Actively connect with CWS sites in the community, strengthen those relationships and seek/develop new CWS sites for youth.
- c) Provide educational and prevention/early-intervention programs, specifically as follows: chemical awareness, bullying awareness, conflict awareness, theft awareness, or another approved alternative. Eligible juveniles include those who are Court-ordered, and those who are referred by local law enforcement, schools, or parents. The reason for the referral must be for behavior or actions that could result in a police report, a citation, or a petition for delinquency.
- d) Provide evaluation and counseling. Counseling services can include crisis intervention, individual and family and group counseling. Families will pay for these services using insurance coverage or by using an available sliding-fee scale. The City subsidizes costs of

counseling services after the family's insurance coverage or ability to pay has been exhausted.

e) Provide victims of crimes diverted by local law enforcement the opportunity for direct or indirect involvement into how the juvenile should be held accountable, including consideration of the impact of the crime on the victim and any specific needs for restitution. When necessary, due to the nature of the offense, restitution will be determined, collected, and paid to the victim.

f) When possible and appropriate, facilitate restorative justice interventions, such as victim-offender mediation, family group conferencing, and/or community-panels, so that juvenile offenders are held directly accountable to the victim and victimized community through some form of reparation.

g) Monitor agreements or contracts to ensure follow-through by juvenile offenders. The agency agrees to use a standardized contract form as developed by the Washington County Juvenile Probation Aide and the individual Youth Diversion Specialists at quarterly meetings. Ongoing communication between the Diversion Specialists and the referring parties is expected to allow for maximum case-management and coordination.

h) The Contractor agrees to provide the programs for youth and families enumerated in Attachment A, which is incorporated herein by reference.

2. Client Eligibility

A person subject to the purview of the City (meaning such persons as live in, attend school in, or are issued a citation in the City) between the ages of five and eighteen, or older if still in high-school, their family members, and the victims of juvenile crime who are assessed to be appropriate shall be eligible for services provided under the terms of this Agreement.

3. Cost and Delivery of Purchased Services – The total amount to be paid to the Contractor for services purchased under this agreement shall not exceed Five Thousand Two Hundred and Fifty Dollars (\$5,250.00). For these services, the City agrees to make an annual payment to the Contractor of Five Thousand Two Hundred and Fifty Dollars (\$5,250.00) on or about January 15, 2017. The City acknowledges that evaluation and counseling services will be provided to families at rates set by YSB, which may be paid through insurance or directly by families with the ability to pay for such services.

4. Evaluation, Reporting, and Information Requirements – The Contractor agrees to reasonable evaluations of its programs, employees, and volunteers and make them available for review by the City if so requested. The Contractor agrees to comply with all reporting requirements as assigned by law, rule, or contract by the State of Minnesota. The Contractor further agrees to abide by all laws and rules regarding confidentiality and data practices. The Contractor agrees to provide necessary information allowed by law and deemed necessary by the City and/or local law enforcement on referred cases.

5. Indemnification – The Contractor agrees to indemnify, defend, and hold harmless the City, its officers, employees, and agents for all claims arising out of the Contractor's activities related to the services provided under this agreement up to the liability limits set forth in Minn. Stat. 466.04. No other provision of this agreement shall serve to limit in any way the obligations of the Contractor to indemnify and defend the City under this clause.

6. Insurance Requirements – The Contractor agrees that in order to protect it self, as well as

the City, from claims arising out of the Contractor's activities under this agreement, it will at all times during the term of this agreement keep in force policies of insurance providing the following liabilities: professional liability insurance policy in the minimum amount of One Million Dollars (\$1,000,000) bodily injury or death of one person; One Million Two Hundred Thousand Dollars (\$1,200,000) for bodily injury per occurrence; comprehensive general liability insurance policy in the minimum amount of One Million Dollars (\$1,000,000) bodily injury or death of one person; Two Million Dollars (\$2,000,000) bodily injury per occurrence; One Million Dollars (\$1,000,000) property damage; automobile insurance, including non-owned and hired autos, in the minimum of One Million Dollars (\$1,000,000) bodily injury or death of one person; Two Million Dollars (\$2,000,000) bodily injury per occurrence; and One Million Dollars (\$1,000,000) property damage. The Contractor further agrees to maintain Workers' Compensation insurance in the statutory amounts. Additional coverage includes Comprehensive Umbrella at One Million Dollars (\$1,000,000) per occurrence. Certificates of Insurance showing the coverage listed herein shall be provided to the City prior to the effective date of this contract.

7. **Data Privacy** – All data collected, created, received, maintained, or disseminated for any purpose by the activities of the Contractor because of this agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as amended, the Minnesota Rule implementing such Act now in force or as adopted, as well as federal regulations on data privacy.
8. **Record Disclosures/Monitoring** – Pursuant to Minn. Stat. 16C.05, Subd. 5, the Contractor agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this agreement. The Contractor agrees to maintain these records for a period of three years from the date of termination of this agreement.
9. **Nondiscrimination** – During the performance of this agreement, the Contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed, or national origin be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.
10. **Independent Contractor** – Nothing contained in this agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the City or the City's law enforcement services provider. No tenure or any rights or benefits, including Workers' Compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to City employees shall accrue to the Contractor or employees of the Contractor performing services under this agreement.
11. **Conditions of the Parties' Obligation** – This agreement may be canceled by either party at any time, with or without cause, upon 30 days' notice, in writing, delivered by mail, or in person. Any alterations, variations, modifications, or waivers of the provisions of this agreement shall be valid only when they have been reduced to writing, duly signed by both parties, and attached to the original of this agreement. In the case of cancellation of this contract, the fee will be refunded on a prorated basis based on the number of months left in the contract.

- 12. **Compliance With Law** – The Contractor shall abide by all federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted insofar as they relate to the Contractor’s performance of the provisions of this agreement.
- 13. **Firearms** – Unless specifically required by the terms of this contract, no provider of services pursuant to this contract, including, but not limited to, employees, agents, or subcontractors of the Contractor shall carry or possess a firearm on City premises. Violation of this provision shall be considered a substantial breach of the agreement. Violation of this provision is grounds for immediate suspension or termination of this contract, without notice, pursuant to Section 12.
- 14. **Savings Clause** – If any section of this agreement is found to be invalid or not enforceable, the remainder of the agreement will remain in force and binding.
- 15. **Governing Law** – The laws of Minnesota shall govern the interpretation and prosecution of this agreement.
- 16. **Notices** – If any official correspondence concerning this agreement needs to be communicated to the other party, the following shall be deemed the effective addresses

As to the City: City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

As to the Contractor: Executive Director
Youth Service Bureau, Inc.
101 West Pine Street
Stillwater, MN 55082

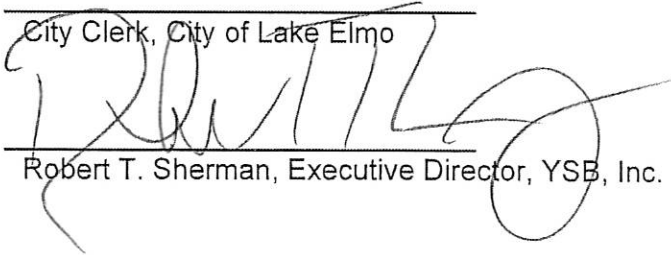
IN WITNESS THEREOF, the City and the Contractor have executed this agreement this _____ day of _____, 2016.

APPROVED AS TO FORM

By: _____
City/Township Attorney

By: _____
Mayor, City of Lake Elmo

By: _____
City Clerk, City of Lake Elmo

By: 
Robert T. Sherman, Executive Director, YSB, Inc.



youth
service
bureau

Exhibit A

GENERAL ASSESSMENT

1-2 hours

\$15

Client, parent(s), and Youth Service Bureau (YSB) staff member participate in a meeting to determine appropriate services that fit a particular situation. A diversion plan is designed that may include community work service, awareness programs, individual/family counseling, AODA assessment/ counseling, 90 day no-use-contract, apology letters, etc.

**General Assessments Typically take place at YSB offices.*

VICTIM-OFFENDER SERVICES

no fee

YSB staff will assess what restorative justice measures best meet the needs of the victim and the offender. They may include conferencing, educational intervention, or restitution services.

**Services generally take place at YSB locations. Exceptions are made to accommodate victims. Victim-offender services (conference) can also be held within local schools.*

COMMUNITY WORK SERVICE

no fee

YSB accepts referrals for and monitors juvenile community work service hours. Juveniles are required to sign a behavior contract that is enforced while on the worksite. Juveniles are also given a time sheet and evaluation that are returned to YSB on or before deadline. Staff assists in finding work-sites for juveniles, and periodically throughout the year offer community work crews (work crews are supervised by YSB staff). Referring party is notified when juvenile has completed hours.

**Community Work Service intakes held at YSB offices. Periodically work crews are held and supervised by YSB staff in local communities.*

AWARENESS PROGRAMS

YSB offers a variety of Awareness Programs for youth and families. Seminars are open to participants under the age of 18, or high school students who are age 18. Seminars are offered once each month. If a participant fails to show for a program after two opportunities, referrals are sent back to the referring party. The seminar fee is raised \$10 if the youth fails to show for the session and has not called to reschedule at least one week in advance. A law-enforcement referral is *not* required to participate; referrals are also welcome from schools, families, organizations, clinics, etc.

Bullying Awareness Program (BAP): One session; parent attends; \$60 fee

This program helps attendees understand what bullying is, why it happens, the impact it can have on others, and practical information to support parents of youth engaged in bullying behaviors. This program is provided on an on-needed basis and will be scheduled to respond to referrals.

Chemical Awareness Program (CAP): *Two sessions; parent attends both; \$60 fee*

This program is an opportunity for youth and their families to gain knowledge of commonly used drugs and the consequences of use. The main goals of this program are: to help youth make better decisions regarding chemical & tobacco use; to equip parents with accurate information about drugs & tobacco; and to provide suggestions for managing or reducing use.

Creative Response to Conflict (CRC): *Three sessions; parent attends 2 sessions; \$60 fee*

This program focuses on aggressive behavior and how it can be related to feelings. Different forms of aggression are recognized and discussed. Anger triggers and personal de-escalation techniques are identified. Program content places a strong emphasis on effective communication.

Theft Awareness Program (TAP): *One session; parent attends; \$60 fee*

Although shoplifting is discussed at great length in this program, theft in general is the main focus. Referrals for this program can be made for any type of theft behavior – at home or at school or in the community. Program content places an emphasis on decision-making and its connection to values.

Teen Intervene Program (TIP): *Three sessions; parent attends 1 session; \$80 fee*

Chemical health and harm reduction program that reduces resistance to change, reinforces effective support systems and establishes alternative behaviors.

COUNSELING SERVICES

YSB offers youth focused family counseling. Sessions work on developing strategies to resolve immediate and future problems. We build on individual and family strengths, and coordination of services with others may be very helpful. Services can include individual, family and group sessions, which typically occur at a nearby YSB service location or sometimes at school.

YSB accepts most insurance or our services are also available on a sliding-fee scale basis; we are happy to help determine insurance coverage for families. We bill \$145-\$160/hour for professional counseling services; these services are provided by experienced and fully licensed, mental health professionals.

PARENT EDUCATION PROGRAMS

YSB offers parent education in a variety of venues on timely topics: Parenting Tips, Parent-Child Communication, Understanding Mental Health Issues (anxiety, depression, etc.), Navigating Social Media, Positive, Effective Discipline Techniques, Signs of Chemical Use/Abuse, and many more.



MAYOR & COUNCIL COMMUNICATION

DATE: August 2, 2016

CONSENT

ITEM # 5

AGENDA ITEM: CSAH 15 (Manning) / CSAH 10 Intersection Improvements – Approve Washington County Cooperative Agreement Payment No. 2

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Kristina Handt, City Administrator

REVIEWED BY: 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: None. Partial payment is proposed in accordance with Cooperative Agreement No. 10144 with Washington County for the CSAH 15 (Manning) / CSAH 10 Intersection Improvements. The amount invoiced, together with previous invoices, is within the total Council approved agreement amount of \$38,029.38.

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider approving, *as part of the Consent Agenda*, payment to Washington County in the amount of \$8,607.94 per the attached invoice and per section G of Cooperative Agreement No. 10144 with Washington County for the CSAH 15 (Manning) / CSAH 10 Intersection Improvements. With this payment the City will have paid to date the amount of \$23,376.86.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION: In April 2016, the City of Lake Elmo entered into Cooperative Agreement No. 10144 with Washington County for the CSAH 15 (Manning) / CSAH 10 Intersection Improvements. The improvements include a signalized intersection at CSAH 10 and at the south entrance of the Oakland Jr. High School, associated intersection turn lane improvements, drainage provisions, and a bituminous trail along the boulevard adjacent to Oakland Jr. High School. The Cooperative Agreement sets forth the

provisions that authorizes the County to implement the improvements including engineering design, construction administration, testing, right-of-way and easement acquisition, including the use of eminent domain, and retaining a contractor for project construction. The Agreement also outlines the City's obligations for cost participation including payment terms and schedule. The costs are estimated for the purpose of the Cooperative Agreement, however the actual cost participation by the City will be determined using the City's share of the actual project costs for each respective cost participation item.

In June, 2016 the City issued payment in the amount of \$14,768.92 which included \$12,628.38 for the City's share of right-of-way acquisition costs, \$121 for the City's share of engineering costs and \$2,019.54 for 10% of the estimated City construction cost participation. Invoice No. 2 from the County is for the City's cost participation share of the construction costs completed to date less the previous invoice amounts for construction.

RECOMMENDATION: Staff is recommending that the City Council approve, *as part of the Consent Agenda*, payment to Washington County in the amount of \$8,607.94 per the attached invoice and supporting documentation. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve payment to Washington County in the amount of \$8,607.94 per the attached invoice and per section G of Cooperative Agreement No. 10144 with Washington County for the CSAH 15 (Manning) / CSAH 10 Intersection Improvements.”

ATTACHMENT(S):

1. Washington County Invoice No. 90413 and supporting detail.



WACO PUBLIC WORKS DEPT
 11660 MYERON RD N
 STILLWATER MN 55082

<i>Invoice</i>	
Invoice Number:	90413
Account Number:	20498
Due Date	8/17/16
Amount Enclosed:	\$ _____
Federal Tax Id:41-6005919	

To: LAKE ELMO CITY
 3800 LAVERNE AVE N
 LAKE ELMO MN 55042-9629

Please return top portion with payment. Thank You.

Invoice						
Date	Number	Type	Due Date	Remark	Amount	
7/18/16	90413	Invoice	8/17/16	CSAH 15/10 Intersection	\$8,607.94	
			8/17/16	*****		
			8/17/16	Construction Cost thru Partial		
			8/17/16	Estimate #2		
			8/17/16	*****		
			8/17/16	City/County Cooperative		
			8/17/16	Agreement		
			8/17/16	No. 10144		
			8/17/16	*****		
			8/17/16	Payment Due: 30 Days		
I declare under the penalties of law that this account claim or demand, is just and correct and no part of it has been paid.					Invoice Total	\$8,607.94
Please make check payable to Washington County and mail to the address above.					Sales Tax	
					Balance Due	\$8,607.94

Summary Billing Documentation
 City of Lake Elmo/Washington County Agreement #10144
 Date: 7/18/16
 Work Certified Thru Partial Estimate: #2

Construction Cost

Item No.	Item Description	Unit	Bid Unit Price	Agreement Quantity	Work Certified	Share	Amount
2521.501	Concrete Curb & Gutter Design B424	LIN FT	\$ 13.80	1390	1390	50%	\$ 9,591.00
2521.501	6" Concrete Walk	SQ FT	\$ 8.24	1010	124	50%	\$ 510.88
2521.511	3" Bituminous Walk	SQ FT	\$ 1.28	9160	0	50%	\$ -
	Mobilization & Traffic Control	LUM SUM	\$ 121,000.00	1	0.905	0.48%	\$ 525.60
					Total Work Completed		\$ 10,627.48
					Previously Paid for Construction		\$ 2,019.54
					Amount Due		\$ 8,607.94



MAYOR & COUNCIL COMMUNICATION

DATE: August 2, 2016

CONSENT

ITEM #

6

AGENDA ITEM: Boulder Ponds 1st Addition – Approve Security Reduction #2.

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Kristina Handt, City Administrator

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

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

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

POLICY RECOMMENDER: Engineering.

FISCAL IMPACT: It is the City’s goal to retain at all times during the subdivision improvements a security amount that is adequate to ensure completion of all elements of the improvements as protection to the City tax payers against the potential of developer default. With this reduction the remaining security amount held by the City will be \$1,008,435 which remains sufficient to complete the remaining improvements.

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider approving, *as part of the Consent Agenda*, the second reduction in the security amount for the Boulder Ponds 1st Addition.

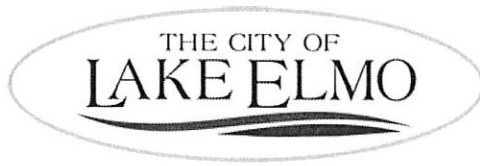
LEGISLATIVE HISTORY/BACKGROUND INFORMATION: The developer has completed a substantial portion of the required development improvements for the Boulder Ponds 1st Addition including the grading, and installation of sanitary sewer, watermain, storm sewer, residential streets, 5th Street, trails and sidewalks, and partial landscaping. In accordance with the revised Security Reduction Policy Paragraphs A and D, the developer is eligible for a reduction in security for Phase 1 in the amount of \$606,794.

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

“Move to approve a reduction of the Letter of Credit for the Boulder Ponds 1st Addition from \$1,615,229 down to \$1,008,435.”

ATTACHMENT(S):

1. Engineer’s Letter Recommending Security Reduction #2 for the Boulder Ponds 1st Addition.
2. Security Reduction Worksheet.



August 2, 2016

Ms. Deb Ridgeway
The Excelsior Goup, LLC
1660 Highway 100 South, Suite 400
St. Louis Park, MN 55416

Re: OP4 Boulder Ponds
Lake Elmo, Minnesota
Irrevocable Letter of Credit No. **1107469**

Dear Ms. Ridgeway:

We have reviewed and processed your request for a reduction in the security for the OP 4 Boulder Ponds Subdivision in Lake Elmo, MN. At this time the Irrevocable Letter of Credit No. **1107469** may be reduced to \$1,008,435. Please process the security reduction through the office of the Lake Elmo City Clerk.

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

Sincerely,

J Griffin

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

cc: Kristina Handt, City Administrator
Julie Johnson, City Clerk
Cathy Bendel, Finance Director
Stephen Wensman, City Planner

BOULDER PONDS 1ST ADDITION

Time of Performance: October 31, 2016

DEVELOPMENT AGREEMENT AMOUNTS CATEGORY	CONSTRUCTION	125% REMARKS	REDUCTIONS							
			#1	#2	#3	#4	#5	#6		
Grading	\$116,600	\$116,600 100%	\$116,600							
Grading	\$68,194	\$85,243 100%	\$42,621	\$42,621						
Sanitary Sewer	\$405,451	\$506,813 75%	\$380,110							
Watermain	\$349,674	\$437,092 75%	\$327,819							
Streets	\$1,084,327	\$1,355,409 75%	\$677,704	\$338,852						
Surface Water Facilities	\$721,027	\$901,284 75%	\$450,642	\$225,321						
Erosion Control	\$48,406	\$60,508 0%								
Sidewalks/Trails	Included in Streets	Included in Streets								
Street Lighting	NA	NA By Xcel Energy								
Street Signs and Traffic Control Signs	Included in Streets	Included in Streets								
Landscaping	\$204,302	\$255,378 0%								
Tree Preservation and Restoration	NA	NA								
Wetland Mitigation and Buffers	NA	NA LOC Through VBWD								
Monuments	\$4,700	\$5,875								
Miscellaneous Facilities	NA	NA								
Record Drawings	\$2,500	\$3,125								
TOTALS	\$2,888,581	\$3,610,726	\$1,995,497	\$606,794	\$0	\$0	\$0	\$0	\$0	\$0

RELEASED AMOUNTS: \$1,995,497 \$606,794
 CUMMULATIVE AMOUNTS: \$1,995,497 \$2,602,291
 SECURITY AMOUNT REMAINING: \$1,615,229 \$1,008,435
 DATE: 12/15/2015 8/2/2016



MAYOR & COUNCIL COMMUNICATION

DATE: August 2, 2016

CONSENT

ITEM # 7

AGENDA ITEM: Village Preserve 1st Addition – Approve Security Reduction #2.

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Kristina Handt, City Administrator

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

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

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

POLICY RECOMMENDER: Engineering.

FISCAL IMPACT: It is the City’s goal to retain at all times during the subdivision improvements a security amount that is adequate to ensure completion of all elements of the improvements as protection to the City tax payers against the potential of developer default. With this reduction the remaining security amount held by the City will be \$1,189,951 which remains sufficient to complete the remaining improvements.

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider approving, *as part of the Consent Agenda*, the second reduction in the security amount for the Village Preserve 1st Addition.

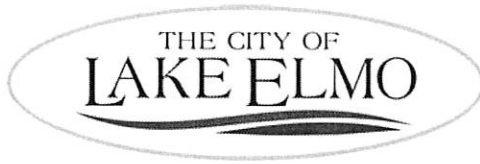
LEGISLATIVE HISTORY/BACKGROUND INFORMATION: The developer has completed a substantial portion of the required development improvements for the Village Preserve 1st Addition including the installation of sanitary sewer, watermain, storm sewer, and street improvements. In accordance with the revised Security Reduction Policy Paragraph D, the developer is eligible for a reduction in security for Phase 1 in the amount of \$589,086.

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

“Move to approve the second reduction of the Letter of Credit for the Village Preserve 1st Addition from \$1,779,037 down to \$1,189,951.”

ATTACHMENT(S):

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



August 2, 2016

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

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

Dear Mr. Allen:

We have reviewed and processed your request for a reduction in the security for the Village Preserve 1st Addition in Lake Elmo, MN. At this time the Irrevocable Letter of Credit No. **320** may be reduced to \$1,189,951. Please process the security reduction through the office of the Lake Elmo City Clerk.

This represents your second security reduction with this reduction in the amount of 75% of the Storm Sewer security (up from 50%), and 75% of the Street Improvement security (up from 18%).

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

Sincerely,

J Griffin

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

cc: Kristina Handt, City Administrator
Julie Johnson, City Clerk
Cathy Bendel, Finance Director
Stephen Wensman, City Planner

VILLAGE PRESERVE 1ST ADDITION

Time of Performance: October 31, 2016

DEVELOPMENT AGREEMENT AMOUNTS CATEGORY	CONSTRUCTION	125% REMARKS	REDUCTIONS				
			#1	#2	#3	#4	#5
Grading	\$79,860	NA					
Shared Wildflower Improvements	\$255,801	\$319,751.25					Site Grading Agrmt: Assumed Replaced Never Received: Provided by Wildflower
Grading	\$456,502	\$570,627.50	0%				
Sanitary Sewer	\$227,849	\$284,811.25	75%				\$213,608 75%
Watermain	\$224,251	\$280,313.75	75%				\$210,235 75%
Streets (includes sidewalks/trails)	\$727,995	\$909,993.75	18%				\$163,799 18%
Surface Water Facilities	\$225,248	\$281,560.00	50%				\$518,696 75%
Erosion Control	\$27,970	\$34,962.50					\$140,780 50%
Sidewalks/Trails	NA	NA	Included in Streets				
Street Lighting	NA	NA	By Xcel Energy				
Street Signs and Traffic Control Signs	\$3,600	\$4,500.00					
Landscaping	\$105,453	\$131,816.25					
Tree Preservation and Restoration	NA	NA	included in Erosion Control				
Wetland Mitigation and Buffers	NA	NA	LOC Through VBWD				
Monuments	\$4,600	\$5,750.00					
Miscellaneous Facilities	NA	NA	None				
Record Drawings	\$2,500	\$3,125.00					
TOTALS	\$2,005,968	\$2,507,460.00					

RELEASED AMOUNTS: \$728,423
 CUMMULATIVE AMOUNTS: \$728,423
 SECURITY AMOUNT REMAINING: \$1,779,037
 DATE: 3/15/2016

RELEASED AMOUNTS: \$589,086
 CUMMULATIVE AMOUNTS: \$1,317,509
 SECURITY AMOUNT REMAINING: \$1,189,951
 DATE: 8/2/2016

RELEASED AMOUNTS: \$0
 CUMMULATIVE AMOUNTS: \$0
 SECURITY AMOUNT REMAINING: \$0
 DATE: \$0



MAYOR & COUNCIL COMMUNICATION

DATE: August 2, 2016

CONSENT

ITEM #

8

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

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Kristina Handt, City Administrator

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

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

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

POLICY RECOMMENDER: Engineering.

FISCAL IMPACT: It is the City’s goal to retain at all times during the subdivision improvements a security amount that is adequate to ensure completion of all elements of the improvements as protection to the City tax payers against the potential of developer default. With this reduction the remaining security amount held by the City will be \$3,094,068 which remains sufficient to complete the remaining improvements.

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider approving, *as part of the Consent Agenda*, the first reduction in the security amount for the Easton Village 1st Addition.

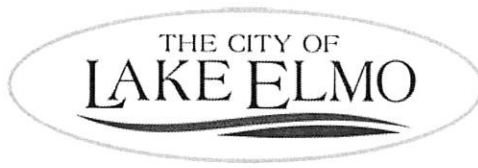
LEGISLATIVE HISTORY/BACKGROUND INFORMATION: The developer has completed a substantial portion of the required development improvements for the Easton Village 1st Addition including the installation of sanitary sewer and watermain. In accordance with the revised Security Reduction Policy Paragraph C, the developer is eligible for a reduction in security for Phase 1 in the amount of \$559,921.

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

“Move to approve a reduction of the Letter of Credit for the Easton Village 1st Addition from \$3,653,989 down to \$3,094,068.”

ATTACHMENT(S):

1. Engineer’s Letter Recommending Security Reduction #1 for the Easton Village 1st Addition.
2. Security Reduction Worksheet.



August 2, 2016

Mr. Tom Wolter
Chase Development, Inc.
2140 County Road 42 West
Burnsville, MN 55337

Re: Easton Village 1st Addition
Lake Elmo, Minnesota
Irrevocable Letter of Credit No. **ISO16350U**

Dear Mr. Wolter:

We have reviewed and processed your request for a reduction in the security for the Easton Village 1st Addition in Lake Elmo, MN. At this time the Irrevocable Letter of Credit No. **ISO16350U** may be reduced to \$3,094,068. Please process the security reduction through the office of the Lake Elmo City Clerk.

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

Sincerely,

J Griffin

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

cc: Kristina Handt, City Administrator
Julie Johnson, City Clerk
Cathy Bendel, Finance Director
Stephen Wensman, City Planner

EASTON VILLAGE 1ST ADDITION

Time of Performance: June 30, 2016

DEVELOPMENT AGREEMENT AMOUNTS

CATEGORY	CONSTRUCTION	125% REMARKS	REDUCTIONS						
			#1	#2	#3	#4	#5	#6	
Grading	\$728,739	\$910,924 0%							
Sanitary Sewer	\$293,960	\$367,450 75%	\$275,588						
Watermain	\$303,289	\$379,111 75%	\$284,333						
Storm Sewer (w/pond structures)	\$585,943	\$732,429 0%							
Streets	\$526,489	\$658,111 0%							
Sidewalks/Trails	\$98,777	\$123,471							
Surface Water Facilities	NA	NA							
Street Lighting	NA	NA							
Street Signs and Traffic Control Signs	\$5,600	\$7,000							
Private Utilities (electricity, natural gas, telephone, and cable)		\$0							
Landscaping	\$110,781	\$138,476							
Tree Preservation and Restoration	\$164,435	\$205,544							
Wetland Mitigation and Buffers	NA	NA							
Monuments	\$30,000	\$37,500							
Erosion Control	\$68,678	\$85,848							
Miscellaneous Facilities	NA	NA							
Record Drawings	\$6,500	\$8,125							
TOTALS	\$2,923,191	\$3,653,989	RELEASED AMOUNTS: \$559,921	\$0	\$0	\$0	\$0	\$0	\$0

CUMMULATIVE AMOUNTS: \$559,921
 SECURITY AMOUNT REMAINING: \$3,094,068
 DATE: 8/2/2016

DOW

DATE: August 2, 2016
CONSENT
ITEM # 9

AGENDA ITEM: Downtown Phase 2 Street, Drainage, and Utility Improvements – Change Order No. 2 Replacement of the 57” Storm Sewer Arch Pipe.

SUBMITTED BY: Chad Isakson, Assistant City Engineer

THROUGH: Kristina Handt, City Administrator

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

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: This change order increases the construction contract amount for the project by \$17,652.50. With this change order, and previous change orders, the project remains within the authorized project budget and contingencies.

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider approving Change Order No. 2 for the Downtown Phase 2 Street, Drainage, and Utility Improvements to replace the 57” Storm Sewer Arch Pipe along the north side of the library.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION: This change order is being processed at the request of the City to replace the existing 57” Storm Sewer Arch Pipe along the north side of the library with a new 33” and 36” reinforced concrete storm sewer pipe system. The original project design and scope required the contractor to complete a sewer televised inspection of this existing storm sewer pipe system to assess the condition and viability of allowing it to remain in place. Although the condition assessment does not show the pipe to be in a failed condition, it is showing significant signs of deterioration and distress. The project team is therefore recommending that the pipe be replaced at this time.

RECOMMENDATION: Staff is recommending that the City Council approve, *as part of the consent agenda*, Change Order No. 2 for the Downtown Phase 2 Street, Drainage, and Utility Improvements to replace the 57” Storm Sewer Arch Pipe along the north side of the library building. This Change Order increases the construction contract amount by \$17,652.50. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Change Order No. 2 for the Downtown Phase 2 Street, Drainage, and Utility Improvements to replace the 57” Storm Sewer Arch Pipe along the north side of the library building. This Change Order increases the construction contract amount by \$17,652.50”.

ATTACHMENT(S):

1. Exhibit – Replacement Storm Sewer Pipe Location.
2. Change Order No. 2.

STATE AID FOR LOCAL TRANSPORTATION
 WORK ORDER FOR MINOR EXTRA WORK

City/County of Washington County Public Works

Work Order No. ###

STATE POROJECT NO. SAP 082-615-030	CONTRACT NO. 10140
LOCAL PROJECT NO. SAP 082-615-030	TOTAL WORK ORDER AMOUNT \$ 17,652.50

CONTRACTOR NAME AND ADDRESS A-1 Excavating 408 26th Ave Bloomer WI 54724

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions

ISSUE:

The original contract did not include the removal of an existing 57" Corrugated Metal culvert that drains east of Lake Elmo Avenue near Station 39+80.
 This pipe was televised and found to be in poor condition.

RESOLUTION:

The engineer determined that replacement of the in place 57" Corrugated Metal culvert should be done under this project. The cost for this work will be done at unit prices except as noted.
 2503.541 33" RC PIPE SEWER, and 2503.541 36" RC PIPE SEWER will be installed at the negotiated unit price shown below.

This contract change supplements the above-referenced contract and shall be performed pursuant to the terms and conditions of that contract. Unless specifically amended herein, all other terms and conditions of the above-referenced contract shall remain in full force.

Item Code	Item Description	Unit	Quantity	Unit Price	Extension
2104.501	REMOVE SEWER PIPE (STORM)	LIN FT	169	\$20.00	\$ 3,380.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	200	\$5.00	\$ 1,000.00
2211.503	AGGREGATE BASE (CV) CLASS 6	CU YD	22	\$24.00	\$ 528.00
2360.503	TYPE SP9.5 (3,C) 3 " INCH THICK DRIVEWAYS	SQ YD	100	\$20.50	\$ 2,050.00
2501.521	57" SPAN CS-PIPE ARCH SEWER	LIN FT	-20	\$100.00	\$ (2,000.00)
2503.541	33" RC PIPE SEWER DES 3006 CL IV	LIN FT	70	\$81.00	\$ 5,670.00
2503.541	36" RC PIPE SEWER DES 3006 CL IV	LIN FT	99	\$87.00	\$ 8,613.00
2506.501	CONST DRAINAGE STRUCTURE DES 60-4020	LIN FT	5.5	\$460.00	\$ 2,530.00
2506.501	CONSTRUCT MH - SD 96	LIN FT	-5.4	\$890.00	\$ (4,806.00)
2506.516	CASTING ASSEMBLY	EACH	1	\$ 1,040.00	\$ 1,040.00
2506.516	CASTING ASSEMBLY	EACH	-1	\$1,040.00	\$ (1,040.00)
2575.505	SODDING TYPE LAWN	SQ YD	125	\$5.50	\$ 687.50
TOTAL:					\$ 17,652.50

Approved by Project Engineer: Cory Slagle

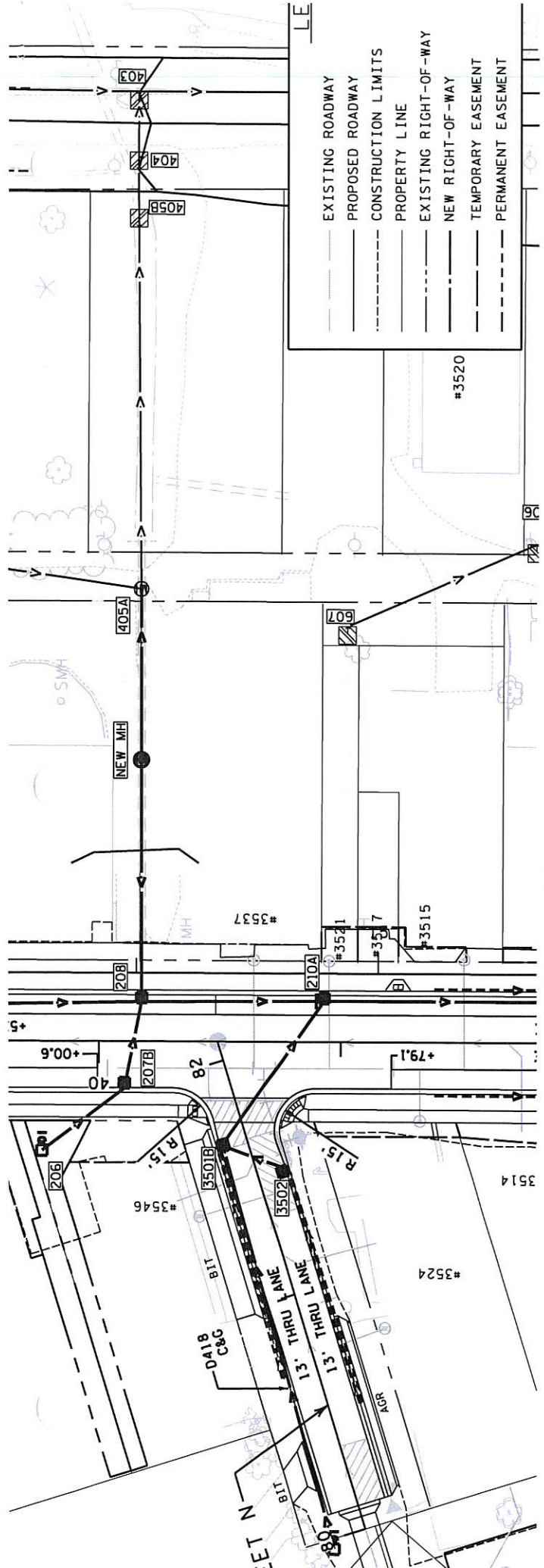
Signed _____

Date: _____ Phone: _____

Approved by Contractor: A-1 Excavating

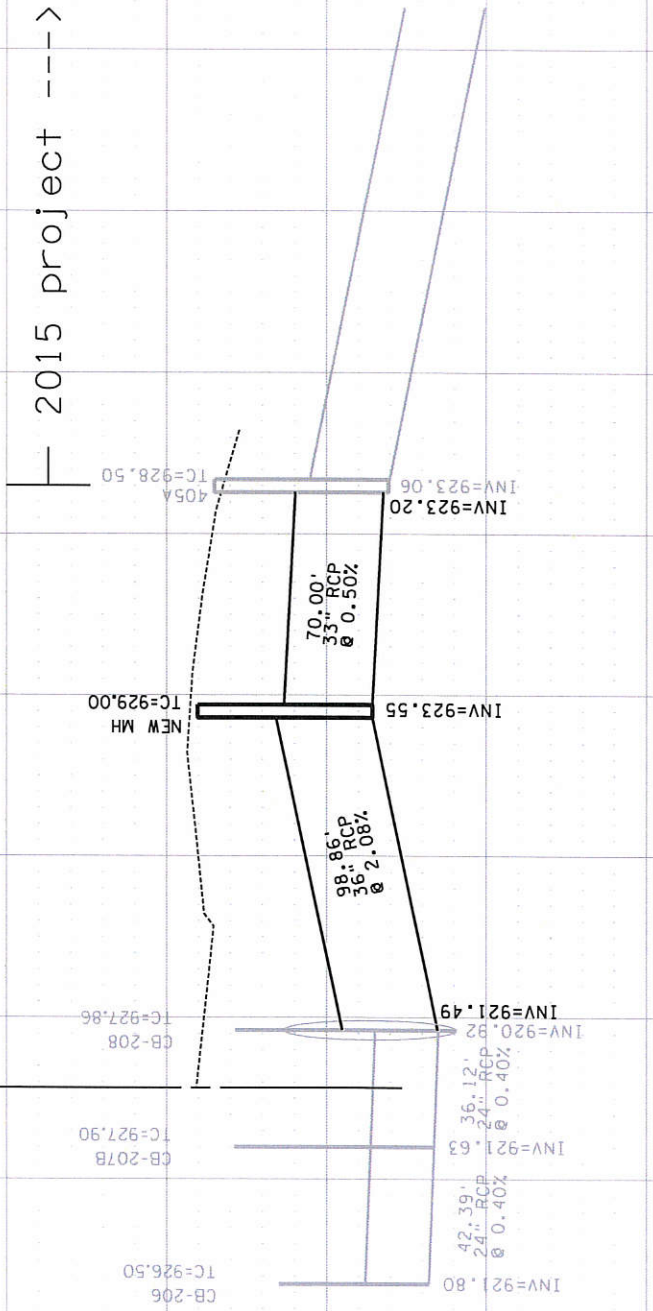
Signed _____

Date: _____ Phone: _____



CSAH 17

2015 project --->



MAYOR & COUNCIL COMMUNICATION

DATE: August 2, 2016
CONSENT
ITEM #10
MOTION

AGENDA ITEM: Approve Purchase and installation of 1 new Warning Sirens and monitoring upgrades to original 6 sirens.

SUBMITTED BY: Greg Malmquist, Fire Chief

THROUGH: City Administrator

REVIEWED BY: Finance Director

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Fire Department/Emergency Management, Fire Chief Greg Malmquist

FISCAL IMPACT: The purchase and installation of one new warning sirens, as well as the upgrades for monitoring are as follows:

Siren purchase	\$11,800.00
Siren install, (updated w/meter socket)	\$8,175.00
2-way upgrade kits x 6	\$10,800.00
Install 2 way controller on original 6 sirens	\$20,398.00
Optimization for 6 sirens	\$2,800.00
Bring Technician from Federal Signal, (Possible cost share)	\$2,500.00
TOTAL	\$56,473.00

2016 CIP Approved Amount	\$40,000.00
ADDITIONAL FUNDING BALANCE REQUIRED	\$16,473.00

SUMMARY AND ACTION REQUESTED: Requesting Council to approve the additional funding in the CIP for the purchase/installation of one siren in the NE corner as well as the upgrade kits/installation/optimization of the 6 original sirens. The Finance Committee reviewed and discussed this item and recommend it be brought forward to the City Council.

LEGISLATIVE HISTORY: Original Warning Siren plan was to install the final 2 Warning Sirens (Tapestry-New, Cimarron-Replacement) in 2015. In 2016, we would then install the 2-way upgrade kits in the original 6 sirens. This would have allowed us to be ready to go on-line with the Woodbury monitoring system in 2017. Our current, 4 year annual preventative maintenance agreement with Ready Watt Electric which expires in 2016 would not be renewed at an annual savings of \$3,745.00 vs the Annual monitoring fee to Woodbury of \$900.00. There was also the potential to cost share, (\$2,500.00 technician fee) with Bayport, Woodbury and Cottage Grove for the cost of bringing in the technician for optimization of the sites.

The Woodbury's monitoring system provides the following benefits:

- Daily reports on siren status, batteries, communication, etc.
- Eliminate need to physically monitor each siren site during the monthly testing, (currently staff goes to 2 sites and businesses have been recruited to report in for the remaining 4 sirens)
- Elimination of annual service contract of \$3,745.00. When notified of a problem, could be handled either internally with PW;s staff or individual service call.

Current status of the 2015 installation:

During the siting process for the Tapestry location, we encountered some unforeseen issues that required relocating the siren to the right-of-way near the Tapestry entrance, rather than in Tapestry which would have been optimal. This changed the coverage pattern/area of this siren, which created the additional coverage "gap" in our NE corner leading to the need for an additional siren purchase.

We also encountered setbacks with the replacement/upgrade to the existing Cimarron siren, leading to legal delays with the need to acquire an easement agreement due to relocating the siren near the Cimarron water tower. The new location provides much greater coverage for that portion of the City and covers a previously non protected area in our SE corner.

Currently, both sirens are purchased and delivered. We believe we are close to finalizing the easement agreement, allowing us to move forward with installation. If we purchase the final siren in a timely manner, we may be able to combine all three installs together.

BACKGROUND INFORMATION (SWOT):

Strengths

Completion of the Warning Siren installation/upgrade project in Lake Elmo. Avoid additional costs for installation and site visits by

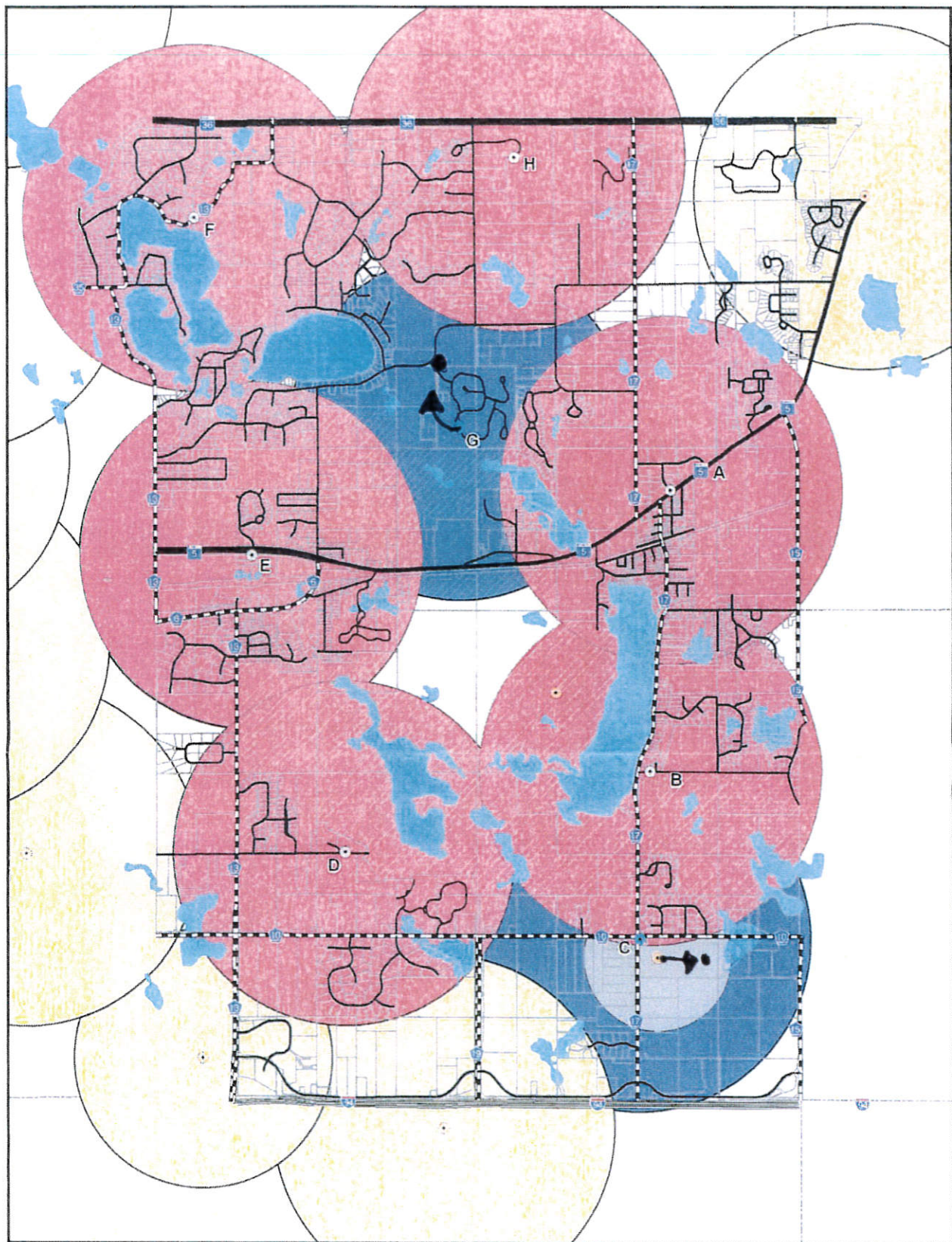
technician, if multi-year purchase approach is taken. Continuous monitoring of sirens vs monthly.

Weaknesses	Financial impact. Unforeseen siting problems with final siren.
Opportunities	Potential for cost sharing with several other communities for vendors costs to optimize sirens and trip charges. Get on monitoring system sooner.
Threats	Areas with no warning siren coverage. Loss of potential savings by needing to renew annual service agreement.

RECOMMENDATION: Based on the aforementioned, it is recommended to approve the expenditures as summarized. \$40,000.00 in CIP was approved in the CIP, leaving \$17,500.00 in non-budgeted funding being necessary (to cover the \$16,473.00 and any additional unforeseen costs) to purchase and install 1 siren in NE corner as well as purchase/install/optimize the 2-way upgrade kits for the original 6 sirens.

ATTACHMENTS:

- Warning siren map, showing adjust locations in blue circles and gap in NE corner.
- Correspondence w/Woodbury regarding monitoring costs and Federal Technician charges.
- Copy of current monitoring contract between Woodbury and Bayport.
- Estimate from Ready Watt for siren install in NE corner.
- Estimate from Ready Watt for installation of 6-2 way controllers.
- Quote from Federal Signal for purchase of siren for NE corner.
- Quote from Federal Signal for purchase of 6 – 2-way upgrade kits.



Legend

AS-BUILT CD SIREN LOCATION

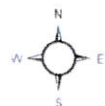
CD SIREN LOCATIONS

- PROPOSED
- EXISTING
- LAKE ELMO PARKS

CD SIREN RANGE

- EXISTING IN LAKE ELMO
- EXISTING IN OTHER CITIES
- PROPOSED FOR LAKE ELMO
- TO BE REMOVED

CIVIL DEFENSE SIREN PROJECT



JUNE 11, 2007

TKDA

ENGINEERS • ARCHITECTS • PLANNERS

Julie Johnson

From: Richardson, Mike [mrichardson@ci.woodbury.mn.us]
ent: Monday, March 02, 2015 11:49 AM
fo: Greg Malmquist
Subject: RE: SIRENS

So – here are a couple of screen shots of what the system can do.

The first shows a single site (my site 6) where I currently have dead back-up batteries.

The system automatically polls all sites, each day at 0500hrs and tracks siren status. In this slide, I polled the sirens at 11:21am this morning.

The second screen shot is a system log that shows system status for as far as I want to pull it.

Right now the cost per siren site to mionitor is \$100 per year, this get's you 365 day a year monitoring of system status. In addition, it cost about \$2,500 (a one time cost) to bring Federal Signal out to set-up my remote monitoring system to receive your siren information. This can be a shared cost if I'm bring multipal sirens all at the same time.

Call me and we can talk more about the screen shots and the system capailities.

Mike

Status Details for Mechanical Sirens

Poll Notepad Quit

Site # ◀ ▶

Name

Address

Name	Value	Date/Time
Status	Standby	
RTU Version	5.3.0.0	
Unit Type	FCD 2001	
RTU Time	03/02/15 11:21	
Alarm Reporting	ENABLED	
A/C Fail Reporting	ENABLED	
Time Encryption	DISABLED	
Last Comm	03/02/15 11:22:01	
Last Comm SS2000+	03/02/15 11:22:01	
Power	Pass	05/13/13 16:37:47
Battery	Fail	10/21/14 02:12:25
Intrusion	Closed	03/02/15 11:11:41
Time Sync	Pass	11/03/14 05:00:34
Audio Current	Fail	01/26/15 14:14
Rotation	Fail	01/26/15 14:14
Local Activation	Reset	01/23/15 05:00:31
Alert Count	348	
Cancel Count	0	
Function Running	Standby	
Last Function Base	Standby	
Last Function RTU	04 Cancel	01/26/15 14:14

Activate

01 Local Steady

02 South Zone Steady

03 All County Steady

04 Cancel

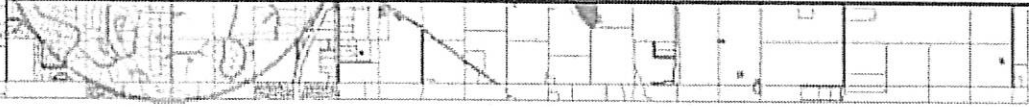
05 2 Tone Steady

06 2 Tone Cancel

Quiet Test

Master Reset

GREEN = Normal Condition RED = Fault Condition



Legend

- Current Siren Location
- Siren Coverage (1 Mile Radius)

Current Siren Locations and Coverage



System Log

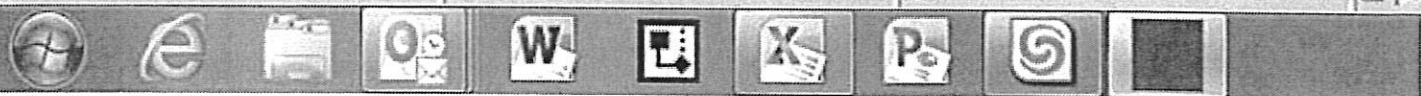
Index	Time	RTU Number	Description	Ack Status
0031324	03/02/15 11:21:47	003	Audio Current Fail	-Unacknowl
0031325	03/02/15 11:21:47	004	Poll Request	
0031326	03/02/15 11:21:52	004	Poll Response	
0031327	03/02/15 11:21:52	004	Rotation Fail	-Unacknowl
0031328	03/02/15 11:21:52	004	Audio Current Fail	-Unacknowl
0031329	03/02/15 11:21:52	005	Poll Request	
0031330	03/02/15 11:21:56	005	Poll Response	
0031331	03/02/15 11:21:56	005	Rotation Fail	-Unacknowl
0031332	03/02/15 11:21:56	005	Audio Current Fail	-Unacknowl
0031333	03/02/15 11:21:56	006	Poll Request	
0031334	03/02/15 11:22:01	006	Poll Response	
0031335	03/02/15 11:22:01	006	Battery Fail	-Unacknowl
0031336	03/02/15 11:22:01	006	Rotation Fail	-Unacknowl
0031337	03/02/15 11:22:01	006	Audio Current Fail	-Unacknowl
0031338	03/02/15 11:22:01	007	Poll Request	
0031339	03/02/15 11:22:05	007	Poll Response	
0031340	03/02/15 11:22:05	007	Rotation Fail	-Unacknowl
0031341	03/02/15 11:22:05	007	Audio Current Fail	-Unacknowl
0031342	03/02/15 11:22:05	008	Poll Request	
0031343	03/02/15 11:22:10	008	Poll Response	
0031344	03/02/15 11:22:10	008	Rotation Fail	-Unacknowl
0031345	03/02/15 11:22:10	008	Audio Current Fail	-Unacknowl
0031346	03/02/15 11:22:10	009	Poll Request	
0031347	03/02/15 11:22:14	009	Poll Response	
0031348	03/02/15 11:22:14	009	Rotation Fail	-Unacknowl
0031349	03/02/15 11:22:14	009	Audio Current Fail	-Unacknowl
0031350	03/02/15 11:22:14	010	Poll Request	
0031351	03/02/15 11:22:19	010	Poll Response	
0031352	03/02/15 11:22:19	010	Rotation Fail	-Unacknowl
0031353	03/02/15 11:22:19	010	Audio Current Fail	-Unacknowl
0031354	03/02/15 11:22:19	011	Poll Request	
0031355	03/02/15 11:22:23	011	Poll Response	
0031356	03/02/15 11:22:23	012	Poll Request	

Ack All

Ack Single

Audible Alarm

Protecting your community just got easier



From: Greg Malmquist [mailto:GMalmquist@lakeelmo.org]

Sent: Monday, March 02, 2015 11:18 AM

To: Richardson, Mike

Subject: SIRENS

I am in the process of siting and installing my final 2 sirens and would like some info on your siren monitoring system. Wondering about piggybacking on your system, costs, info provided, how monitoring works, etc. Call or we can meet, whichever you prefer. Thanks



Greg Malmquist, Chief
Lake Elmo Fire Department
3510 Laverne Ave. No.
Lake Elmo, MN 55042
W-651-770-5006
C-651-775-1137
Fax-651-770-5620

AGREEMENT FOR REMOTE MONITORING OF OUTDOOR WARNING SIREN EQUIPMENT

THIS AGREEMENT dated the 1st day of January 2014 is made by and between the CITY OF WOODBURY, a Minnesota municipal corporation (hereinafter referred to as “Woodbury”) and the City of Bayport, (hereinafter referred to as “the Vendee”).

WHEREAS, the Vendee is interested in utilizing the Federal Signal Command Controller which is owned by Woodbury to monitor the operational status of their outdoor warning siren equipment; and,

WHEREAS, Woodbury and its employees have the technology and have been properly trained to utilize this equipment for the purpose of remote monitoring of the outdoor warning sirens and are willing and able to monitor the Vendee’s sirens in accordance with the National Weather Service monthly testing standards and Washington County’s testing procedures and the capabilities of Federal Signal System Technology.

NOW, THEREFORE, the parties hereto agree as follows:

1. Services. The overall goal is to insure proper operational readiness of each siren through daily remote monitoring sirens on the system. Woodbury will own, maintain and service the Federal Signal Command Controller Remote Monitoring equipment and its hardware as needed to insure its operational readiness. The Vendee will own, maintain and service its Federal Signal, Outdoor Warning Siren and is responsible for the operational readiness of each of its sirens on the system that are to be monitored. And, the Vendee is responsible for the cost of optimization to migrate each

siren that is to be monitored by the Woodbury system onto the Woodbury remote monitoring system.

2. Time of Service. Woodbury will provide remote monitoring services and test at minimum, once per month with notification to the Vendee of siren operational status in conjunction with the National Weather Service's monthly testing and the Washington County Civil Defense procedures for the outdoor warning system for each of the Vendee sirens, which are capable of being monitored remotely by the system. Woodbury will provide the Vendee with fault status updates, on a timely basis, during normal business hours Monday through Friday for siren system abnormalities as they are identified through the regular monitoring of the remote monitoring equipment.

3. Compensation. The Vendee agrees to pay Woodbury for services under this agreement on the basis of each individual siren serviced by the remote monitoring system upon presentation of Woodbury's invoice. Woodbury's annual rate to be charged to the Vendee for monitoring its outdoor warning siren/s is attached hereto as Schedule "A", and said rate shall be subject to adjustment each year.

4. Liability of Woodbury. Under no circumstances shall Woodbury be liable under or by reason of this Agreement, directly or indirectly, for any personal injury, death, property damage, accident, injury, or direct or consequential damages suffered by the Vendee or any of its residents, officers, agents, employees, heirs or assigns.

5. Indemnification Limitation. No party to this Agreement shall be required to pay on behalf of itself and to any other party or parties any amount as indemnification to a party or parties arising by operation of law or otherwise as a result of

the relationships created, and enterprise conducted pursuant to the **AGREEMENT FOR REMOTE MONITORING OF OUTDOOR WARNING SIREN EQUIPMENT** in excess of the limits of liability applicable to the party required to pay as established in Minnesota Statutes Chapter 466, or in the event that Minnesota Statutes Chapter 466 does not apply, the maximum amount of insurance coverage available to the party required to pay. The limits of liability for some or all of the parties may not be added together to increase the maximum amount of liability for any party. The intent of this section is to limit a party's obligation to indemnify another party or parties. In those instances in which a party is directly liable for damages as well as for indemnification to another party, the combined liability of the party will not exceed the limits of liability under Minnesota Statutes Chapter 466 applicable to the liable party or in the event that Minnesota Statutes Chapter 466 does not apply, the maximum amount of insurance coverage available to the liable party.

6. Term. The term of this Agreement shall be for the period commencing on the date of the execution of this Agreement, and shall continue thereafter until terminated by either party giving the other party sixty (60) days prior written notice of such termination.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on the date and year above written.

CITY OF WOODBURY

CITY OF BAYPORT

By _____
Its Mayor

By _____
Its Mayor

By _____
Its Administrator

By _____
Its Administrator

APPROVED AS TO FORM

Mark J. Vierling
City Attorney for the City of Woodbury

SCHEDULE A

**COMPENSATION BETWEEN CITY OF WOODBURY AND THE CITY OF
BAYPORT FOR 2014**

In accordance with Paragraph 3 of the Agreement for Remote Monitoring of Outdoor Warning Siren Equipment between the City of Woodbury and the **CITY OF BAYPORT**, the parties agree that Woodbury shall receive \$100.00 per individual outdoor warning siren for **one outdoor warning siren** for the year 2014. The fee for this service will be annually adjusted by Woodbury with advance notice provided to the City of Bayport on or before November 1st of each year of this agreement.

CITY OF WOODBURY

CITY OF BAYPORT

By _____
Its Mayor

By _____
Its Mayor

By _____
Its Administrator

By _____
Its Administrator

QUOTATION
FEDERAL SIGNAL CORPORATION
Federal Warning Systems

Quotation No.: FWS **41415221**
Reference quote no. on your order

Name City of Lake Elmo
 Co. Name F.I.R.E. Chief Greg Malmquist
 Address 3510 Laverne Avenue N
 City, State, Zip Lake Elmo, MN 55042
 Phone No. 651-770-5006
 Fax No. GMalmquist@lakeelmo.org

Date 4/14/2015
 Reference _____

CUSTOMER COPY
SALESPERSON COPY
OFFICE COPY

Item No.	Qty.	Federal Model/Part No.	Description	Net Cost Each	Total Cost
1	6	Q-DCFC1-2H	2-Way Upgrade Kit to modify existing	\$1,800.00	\$10,800.00
2			DCFCB Control Units to 2-Way Digital		
3	6	OMNI	3 db Gain Omnidirectional Antenna		NC
4			<i>Included in Q-DCFC1-2H Kit</i>		
5	6	AMB-P	Antenna Mounting Bracket-Pole		NC
6			<i>Included in Q-DCFC1-2H Kit</i>		
7	1	TOTAL*	Equipment		\$10,800.00
8					+ShippinQ
9			<i>*Need to specify if siren head is belt or gear</i>		
10			<i>driven</i>		
11			<i>*Does not include installation of Q-DCFC1-2H</i>		
12			<i>Kit/Installation of OMNI Antenna</i>		
13			<i>*Does not include Optimization of Commander</i>		
14			<i>Base at Woodbury PD</i>		
15					
16			OPTIONS		
17					
18	6	HTR4	4 Battery Warming Blankets Per Siren	\$310.00	\$1,860.00
19					
20					
21					
22					

Prices are firm for 30 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for _____ (days / months). This quotation is expressly subject to acceptance by Buyer of all Terms stated on the reverse side hereof, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms on the reverse side hereof. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth exceeds \$0,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Signal Division, Federal Signal Corporation.


F.O.B. University Park, IL

EST. DEL. WT. _____

DELIVERY 6-8 Weeks (ARO)

TERMS NET 30 DAYS Equipment

FREIGHT TERMS See Line Item Above

BY: 
 FWS Sales Representative
 ADDRESS: Federal Warning Systems, Inc.
1708 3rd Ave. SE
Rochester, MN 55904

BY: _____
 Federal Signal / Countersigned

TITLE: _____

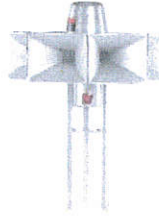
Purchase order MUST be made out to:
 Federal Signal Corporation, Federal Warning Systems, 2645 Federal Signal Drive, University Park, IL 60484



QUOTATION
FEDERAL SIGNAL CORPORATION
Federal Warning Systems

Quotation No.: FWS **72815927**
 Reference quote no. on your order

Name City of Lake Elmo
 Co. Name Fire Chief Greg Malmquist
 Address 3510 Laverne Avenue N
 City, State, Zip Lake Elmo, MN 55042
 Phone No. 651-770-5006
 Fax No. GMalmquist@lakeelmo.org



Date 7/28/2015

Reference _____

CUSTOMER COPY SALESPERSON COPY OFFICE COPY

Item No.	Qty.	Federal Model/Part No.	Description	Net Cost Each	Total Cost
1	1	ECLIPSE 8	115 db Omnidirectional Mechanical Siren		\$5,000.00
2	1	DCFCTBDH	2-Way Digital DC Control/Battery Cabinet		5,850.00
3			Charger/2-Way Radio/Sensors/(2) 48VDC		
4			Contactors/NEMA Aluminum Cabinets		
5	1	OMNI	3 db Gain Omnidirectional Antenna		300.00
6	1	AMB-P	Antenna Mounting Bracket - Pole		100.00
7	1	MISC.	Shipping from Factory		550.00
8					
9	1	TOTAL	Equipment & Shipping		\$11,800.00
10					
11					
12			<i>*Does not include installation on Class 2 Wood</i>		
13			<i>Pole with 4 Deep Cycle Batteries</i>		
14			<i>*Does not include optimization at Woodbury PD</i>		
15					
16			OPTIONS		
17	1	2001TRBP	Transformer/Rectifier for AC/DC Operation		\$1,650.00
18	1	HTR4	4 Battery Warming Blankets		\$320.00
19					
20					

Prices are firm for 30 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for _____ (days / months). This quotation is expressly subject to acceptance by Buyer of all Terms stated on the reverse side hereof, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms on this and the reverse side hereof. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds \$50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Signal Division, Federal Signal Corporation.

F.O.B. University Park, IL

BY:
 FWS Sales Representative

EST. DEL. WT. _____

ADDRESS: Federal Warning Systems, Inc.
1708 3rd Ave. SE
Rochester, MN 55904

DELIVERY 6 - 8 Weeks (ARO)

TERMS NET 30 DAYS Equipment

BY: _____
 Federal Signal / Countersigned

FREIGHT TERMS See Line Item Above

TITLE: _____

Purchase order **MUST** be made out to:
 Federal Signal Corporation, Federal Warning Systems, 2645 Federal Signal Drive, University Park, IL 60484

Ready Watt ELECTRIC

21269 Jarvis Street NW
 Nowthen, MN 55330
 Phone 763-241-4944
 Fax 763-241-5245
 www.readywattelectric.com
 RSchiller@readywattelectric.com

Estimate

Date	Estimate #
8/6/2015	15-512

Name / Address	
City of Lake Elmo 3800 Laverne Avenue Lake Elmo, MN 55042 Attention: Chief Greg Malmquist	
Project	
15-512 Upgrade Siren System	
Description	
Install City's FWS 2001 DC 2-way control on (6) existing siren. If there are any additional questions please call me. Bob Schiller 612-282-4840 Over 40 years of Civil Defense Siren experience, installation, maintenance, and consulting.	
We look forward in doing business with you, Bob Schiller, Siren Coordinator 612-282-4840	Total \$20,398.00

ACCEPTANCE OF PROPSAL

(must be signed and returned for work to begin)

NOTE: This proposal may be withdrawn by Ready Watt Electric if not accepted within 15 days.

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

Signature _____

Ready Watt ELECTRIC

21269 Jarvis Street NW
 Nowthen, MN 55330
 Phone 763-241-4944
 Fax 763-241-5245
 www.readywattelectric.com
 RSchiller@readywattelectric.com

Estimate

Date	Estimate #
7/28/2015	15-533

Name / Address	
City of Lake Elmo 3800 Laverne Avenue Lake Elmo, MN 55042 Attention: Tom Bouthilet	
Project	
15-533 NE Corner Siren Install	
Description	
<p>Install Cities FWS Eclipse DC Siren on wood pole for over head power.</p> <p>Ready Watt Electric will supply and or install wood pole, batteries, labor, electric material, electric permit ect.</p> <p>o woodpecker proof pole add \$580.00</p> <p>Price does not include Power Company charges, snow removal, dirt restoration, un-augarable soil conditions if any.</p> <p>If there are any additional questions please call me. Bob Schiller 612-282-4840 Over 40 years of Civil Defense Siren experience, installation, maintenance, and consulting.</p>	
We look forward in doing business with you, Bob Schiller, Siren Coordinator 612-282-4840	Total \$7,786.00

ACCEPTANCE OF PROPSAL

(must be signed and returned for work to begin)

(NOTE: This proposal may be withdrawn by Ready Watt Electric if not accepted with in 15 days.

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

Signature _____



MAYOR & COUNCIL COMMUNICATION

DATE: August 2, 2016

CONSENT

ITEM #

11

AGENDA ITEM: Temporary Liquor License for MN Glamourama-Red Hat Club

SUBMITTED BY: Julie Johnson, City Clerk

BACKGROUND: Jana Williams, co-chair of the annual Minnesota Glamourama – Red Hat Club convention, has submitted an application on behalf of the organization for a temporary liquor license for a wine tasting event to be held as part of the convention on Saturday, October 8th at the Holiday Inn and Suites. The Holiday Inn does not have a liquor license, so the Red Hat Club is requesting the license to allow Northern Vineyards from Stillwater to conduct a wine tasting from 1:00 – 4:00 p.m. for approximately 100 – 120 senior “Red Hatters”. Per state law, no sales will occur during the event.

The annual Minnesota Red Hat convention has previously been held in Bloomington, Minnesota for the past several years and has been moved to Lake Elmo. They are expecting a few hundred attendees for the event that starts runs Friday, October 7th to Sunday, October 9th.

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

The Minnesota Red Hat Club is contracting with a state licensed vendor, Northern Vineyards of Stillwater, Minnesota to conduct the event. The City Clerk has spoken with the state Alcohol and Gambling Enforcement Division to ensure the City and the applicant are compliant with state law for issuing this permit and as a result staff has no concerns with the issuance of this permit.

RECOMMENDATION:

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

“Move to approve a temporary on-sale liquor license issued to the Minnesota Glamourama – Red Hat Club for a wine tasting event on October 8, 2016 at the Holiday Inn located at 8511 Hudson Blvd. N., Lake Elmo.”



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: MN Glamourama-Red Hat Club Date organized: 2013 Tax exempt number: _____

Address: 10924 Zenith Ave So. City: Bloomington State: Minnesota Zip Code: 55431

Name of person making application: Jana Williams-event co-chair Business phone: _____ Home phone: 651-436-2277

Date(s) of event: Oct 8, 2016 Type of organization: Club Charitable Religious Other non-profit

Organization officer's name: Uickie Holz - co-chair City: Woodbury State: Minnesota Zip Code: _____

Organization officer's name: Maddie Boyle - treasurer City: Bloomington State: Minnesota Zip Code: _____

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Location where permit will be used. If an outdoor area, describe.

Holiday Inn & Suites
8511 Hudson Blvd
Lake Elmo, MN 55042 Indoor conference area 1-4 pm

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

Wine tasting (1 oz samples) will be provided by Northern Vineyards
223 Main St N, Stillwater, MN 55082

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

No sales of liquor - just 1oz. samples - Red Hat event with 100-120
senior Red Hatters (over 50yr. old)

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

_____ City or County approving the license	_____ Date Approved
_____ Fee Amount	_____ Permit Date
_____ Date Fee Paid	_____ City or County E-mail Address
_____ Signature City Clerk or County Official	_____ City or County Phone Number
_____ CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.	_____ Approved Director Alcohol and Gambling Enforcement

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

Kennedy

&

Graven

CHARTERED

Sarah J. Sonsalla
470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis MN 55402

(612) 337-9284 telephone
(612) 337-9310 fax
ssonsalla@kennedy-graven.com
<http://www.kennedy-graven.com>

MEMORANDUM

TO: Kristina Handt, City Administrator

FROM: Sarah J. Sonsalla, City Attorney

DATE: July 15, 2016

RE: Censure of Council Member Bloyer

At the meeting on July 5, 2016, the City Council adopted Resolution No. 2016-60, which censured Council Member Bloyer. The Resolution imposed restrictions on Council Member Bloyer, including that he may not interact with any member of City staff without another council member present, he must direct all questions during City Council meetings to the chair and that he be required to participate in training on handling of confidential information. I was unaware of and therefore did not have the opportunity to review the resolution prior to it being adopted by the Council.

Council Member Bloyer has asked whether the City can legally impose these restrictions on him. I have consulted with the League of Minnesota Cities and independently researched the issue and the answer to this question is that the City should not impose these restrictions on Council Member Bloyer because they go beyond the scope of a censure and cannot be enforced.

The dictionary definition of a censure is “limited to expressing severe disapproval of (someone or something), typically in a formal statement, but not to discipline or punish.” In this case, the resolution censuring Council Member Bloyer not only expresses the Council’s disapproval of his behavior but also imposes restrictions that are in the form of a penalty or deprivation for his behavior. That goes further than the Council expressing its disapproval of Council Member Bloyer’s behavior.

The restrictions that are being imposed on Council Member Bloyer limit his rights to hold and enjoy his office as a city council member. The rule is well established that an elected official is entitled to hold that office without any restrictions. State v. Magie, 183 Minn. 60, 63-64 (Minn. 1931). Furthermore, under the First Amendment, a council member’s speech (which is considered highly protected political speech) also may not be restricted. Goward v. City of Minneapolis, 456 N.W.2d 460, 464 (Minn. Ct. App. 1990).

Based on the above, if Council Member Bloyer violates the restrictions that have been imposed on him, the City will not have a legal basis to be able to enforce them. Because there is no legal basis for the City to be able to enforce the restrictions against Council Member Bloyer, it is my recommendation that they be removed.

Please contact me if you have any questions regarding this information.



STAFF REPORT

DATE: August 2, 2016
REGULAR
ITEM #: 13
MOTION

TO: Mayor and City Council
FROM: Kristina Handt, City Administrator
AGENDA ITEM: Special Event Permit for Huff n Puff Days

BACKGROUND:

The City Council approves special event permits under City Code Section 110.70. The code establishes standards for special events in the following areas: maximum number of people, sound equipment, sanitary facilities, security, food service, fire protection, duration of special event, and a cleanup plan. Prior to the issuance of a permit, the City Council, may impose any other conditions reasonably calculated to protect the health, safety and welfare of persons, attendant or of the citizens of the City of Lake Elmo including, but not limited to, restrictions on parking and vehicle access, lighting, litter and noise.

ISSUE BEFORE COUNCIL:

Should the city approve the special event permit for Huff n Puff Days 2016? If so, what conditions may need to be placed on the approval? Should the City contribute to the cost of the sheriff's deputies for the event?

PROPOSAL DETAILS/ANALYSIS:

Included in your packet is the application from the Jaycees for Huff n Puff Days. Huff n Puff Days 2016 is planned for August 11-14. Huff n Puff Days includes a softball tournament, kids games, concessions and a band.

A band is proposed for Saturday, August 13th from 10pm-12am. Set up would begin around 8pm or earlier. The organizers have asked to have Laverne Ave closed. In the past the road has been closed throughout the event, but this year they are requesting the closure from 8pm (or earlier) to midnight. Given that Lake Elmo Ave will likely not be open to through traffic by the time of the event and Laverne Ave is the posted detour, staff would not recommend Council approve the closure of Laverne Ave. The band could alternatively be located on a field or parking lot so as not to impede the flow of traffic.

The Council previously approved the temporary liquor license for the event at the May 17th meeting. At that meeting, the fees for the liquor license and lighting at the ballfield were waived. In keeping with that, staff would also recommend the fee for the special event permit be waived. The city has also received a copy of their food license from Washington County Public Health. No other vendors or concessionaires are proposed.

With respect to security and safety procedures, the Jaycees are proposing to have people patrol the event and monitor the park continually for infractions. Washington County Sheriff's Department is proposing two deputies on Thursday and Friday from 6pm-10pm, Saturday noon-1am and Sunday noon to 10pm. Staff would support this recommendation. The cost is \$45/hour per deputy with a four hour minimum. If required to have the deputies as outlined above, the Jaycees are looking for City cost share participation.

Clean up would be completed by volunteers including trash pickup surrounding the area after the event.

FISCAL IMPACT:

The cost of the deputies at the event will be about \$2,800. The Council may participate in that cost at whatever level they deem appropriate. There was nothing in the City's budget for this event. However, the City did receive \$10,000 from the Jaycees earlier this year as required from their pull tab license.

OPTIONS:

- 1) Approve the special event permit for Huff n Puff Days 2016 with the following conditions:
 - The event shall be held as described in the application received on July 27, 2016.
 - Waive of the special event permit fee (\$75)
 - Deputies will be onsite as recommended by the Washington County Sheriff's Office
 - Laverne Ave will not be closed, but the band may set up in a field or parking lot with the permission of the owner if the property is private.
- 2) Approve the special event permit for Huff n Puff Days 2016 with different conditions
- 3) Do not approve the special event permit for Huff n Puff Days

RECOMMENDATION:

Motion to approve the special event permit for Huff n Puff Days 2016 with the conditions noted in the staff report.

Possible additional Motion:

If the Council decides to cost share in the cost of the deputies the following motion would be in order with the Council member making the motion noting the dollar amount:

Motion to have the city contribute \$x to cover the cost of the deputies at Huff n Puff Days 2016



Special Event Permit Application

I. Title and Brief Description of Event

Huff n' Puff Days
Softball tournament, Kids games, concessions, band

II. Applicant Information

The applicant is responsible for answering all questions, including inquiries from media and citizens.

Applicant: Casey Block Title: President

Address: PO Box 198, Lake Elmo, MN 55042

Business/Organization: Lake Elmo Jaycees

Daytime Phone: _____ Mobile Phone: 651-334-2570 Emergency Phone: _____

III. Event Timetable

A. Requested day and date: Aug 11-14, 2014

B. Requested Hours of Operation, from see attached a.m./p.m. to _____ a.m./p.m.

C. Set up beginning day and date Aug 10, time NOON a.m./p.m.

D. Dismantle by day and date Aug 15, time 10 a.m./p.m.

E. Anticipated number of participants: unknown; and spectators: unknown

IV. Insurance

Attach to this application either an insurance policy or a certificate of insurance including the policy number and showing liability amounts. The policy must state that any outside area to be used for an event is covered. The policy must also show evidence that the requested event is not excluded from insurance liability. Already provided

V. Check All Items that Apply to your Event

- Use of a Public Facility (note facility): Park/concession bldg
- Event participant and/or spectator parking areas (describe): _____;
- Entertainment or stage location (provide to-scale drawings);
- Construction or erection of temporary structures (may need permit: check with planning department); ticket box & Announcing stand in park
- Trash containers (indicate # and locations): Contracted / we pay for
- Portable toilet facilities (indicate # and locations): Contracted / we pay for
- First aid facilities (indicate who is providing): Kits on site _____;
- Parade and/or parade floats (may need permit);
- Fireworks and/or pyrotechnics site (may need permit, check with the fire department);
- Cooking facilities, open flame, or vehicle fuels (may need permit, check with fire department); grill (propane)
- Electricity (indicate source and plan): We have generators _____;
- Other (please describe): _____

VI. Food, Beverages, and/or Entertainment

A. If your event includes music, live entertainment, sound amplification or any other noise impact, please describe, including the intended hours of the music, sound or noise.

- announcement booth - during game times
- band - Saturday only 10pm - 12am

B. Will alcoholic beverages be served? Yes No

C. Name of liquor establishment: College City _____

D. For service of alcohol outside a licensed premise, include a diagram showing the defined area of the alcohol concession service and attach a copy of your certificate of liquor liability insurance covering the limits of the alcohol service area.

E. If serving alcohol, describe how you will ensure that alcohol will be possessed and consumed only by those persons 21 years or older. Describe all security measures in place.

- We are TIPS trained per insurance requirements
- All servers receive training each shift
- We constantly patrol area ensuring no carry on/off & wrist bands to verify age

F. Will food and/or non-alcoholic beverages be served? Yes No

G. If yes, describe sanitation and food-handling procedures:

- Sinks & buckets in concessions building
- per food license requirement
- (licensed through Washington County)

H. If yes, you will need to have a Temporary Food License from Washington County. Attach a copy of your Temporary Food License to this application.

* We have asked for it in advance but they don't send them in too much advance

I. If you intend to cook food in the event area, describe your area layout, including fuel or electrical sources to be used:

- roasters & flat grill (propane)

VII. Vendors or Concessionaires

List what vendors/concessionaires you will have at your event and list their Sales Tax ID Number:

none

VIII. Security and Safety Procedures

A. Describe your proposed procedures for security and crowd control:

- We patrol & monitor park continually throughout the event with several people who's only responsibility is to monitor for carry on/off infractions, wrist band & repeat ID if in questions, and look out for intoxicated patrons to cut off

B. If the event is to occur at night, describe how you will light the event area in order to increase the safety of participants and spectators coming to and leaving the event:

Park lights - approved when council
approved this event previously

IX. Clean-up

List persons responsible for clean-up duties:

all volunteers

X. Mitigation of Impacts on Others

Describe how you intend to mitigate the impacts of the special event on businesses, churches, neighbors, motorists, and others:

We encourage & promote both to teams in
pre-event package & patrons during the
event to respect private property.
We also go around the surrounding area
after the event for trash pick up.

Note: Any condition which causes adverse impacts may be cause to revoke the Special Events Permit

Applicant Signature: Casey Block

Date of Application: 7/27/16

Huff n' Puff Days

40th Annual Huff n' Puff Days August 11 - 14, 2016

The Lake Elmo Jaycees are gearing up for the 40th Annual Huff n' Puff Days August 11-14, 2016!

Join us at this annual fundraiser for Community & Youth activities in the St. Croix Valley Area. More than just a four-day softball tournament, the Lake Elmo Jaycees make this truly a fun family weekend event for the St. Croix Valley area. The main location for this event is Lions Park in Lake Elmo, but several other ball fields are used throughout this 4-day tournament.

SOFTBALL REGISTRATION FORM: <http://lakeelmojaycees.org/images/hnp%20softball%20registration%20form%202016.pdf>

*****SCHEDULE OF EVENTS & VOLUNTEER INFO LISTED BELOW*****

***NEW THIS YEAR* - Dance in the Dirt**
Live Band, **High Octane**, at Lions Park
Saturday, August 13th from 10pm – Midnight

SOFTBALL TOURNAMENT

96 Teams (64 men's teams, 32 women's teams). Thursday & Friday evenings, all day Saturday and Sunday.

FOOD, BEVERAGES, & MERCHANDISE

Thursday 5:30-10:30, Friday 5:30-Midnight, Saturday 8am-Midnight, Sunday 10am-8pm.

PRIZE DRAWINGS *FREE TO ENTER*

Through generous donation from local businesses, we are able to offer prize drawings throughout the 4-day event. Visit the ticket booth to get your entry slip.

KIDS GAMES & ACTIVITIES *FREE EVENT*

Saturday 12pm – 4pm
Playground area of Lions Park

MEDALLION HUNT *FREE EVENT*

The first clue will be published Sunday, August 7th at Noon. Daily clues after until found.
See **Official Rules** for details

PANCAKE BREAKFAST

Saturday & Sunday: 8am - Noon

Pancake Breakfast is a fundraising event ran by & for the Lake Elmo Fire Department & will be held at Station #1 across from Lion's Park.

VOLUNTEERS WANTED!

This event is not possible without the generous help of many volunteers from various local community groups, fellow Jaycees chapters, and other individuals. If you are interested in helping out this year, sign up at :

SIGN UP LINK:

<http://goo.gl/forms/bvW3LDff7BNoRtc92>

Thank you!
Heather Noyes
2016 Manpower Chair, Huff n' Puff Days
(Or contact Manpower Chair Heather Noyes at hmnoyes@yahoo.com)

ABOUT US:

The Lake Elmo Jaycees "Leadership Development through Community Involvement." We support the city of Lake Elmo and surrounding St Croix River Valley communities by giving our time and financial support for community and youth projects. Huff n' Puff is our primary fundraiser to support these projects. If you would like more information about our organization, please visit our website at www.lakeelmojaycees.org.

CONTACTS:

For additional information or questions, email huffnpuff@lakeelmojaycees.org

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