



## **NOTICE OF MEETING**

### **City Council Meeting**

**Tuesday, August 16, 2016 7:00 P.M.**

**City of Lake Elmo | 3800 Laverne Avenue North**

## **Agenda**

### **F. Call to Order/Pledge of Allegiance**

### **G. Approval of Agenda**

### **H. Approval of Minutes**

1. August 2, 2016

### **I. Public Comments/Inquiries**

### **J. Presentations**

2. Promotion of Two Probationary Firefighters

### **K. Consent Agenda**

3. Approve Payment of Disbursements
4. Accept July 2016 Financial Statements
5. Accept July 2016 Assessor's Report
6. Accept July 2016 Building Department Report
7. Accept July Fire Chief's Report
8. Accept July Public Works Department Report
9. Approve Special Assessment Abatement Requested by Washington County-*Resolution 2016-66*
10. Approve 2016 Seal Coat Project – Pay Request No. 1 (FINAL).
11. Approve 2016 Street, Drainage, and Utility Improvements – Pay Request No. 3.
12. Approve Inwood Trunk Watermain Improvements – Pay Request No. 4.
13. Approve Inwood Booster Station – Pay Request No. 3.
14. Approve Inwood Booster Station – Change Order No. 1.
15. Approve Inwood Water Tower (No. 4) – Pay Request No. 3.

### **L. Regular Agenda**

16. Dan Greensweig, LMCIT Assistant Administrator
17. CSAH 13 (Ideal Avenue/Olson Lake Trail) – Approve Feasibility Report- *Resolution 2016-67*
18. OP4 Boulder Ponds LLC Zoning Map Amendment/PUD Amendment- *Resolution 08-149*
19. Title XV, Chapter 154 of the Lake Elmo City Code Related to Temporary Health Care Dwellings – *Ordinance 08-151*
20. Pigeon Ordinance- *Ordinance 08-148; Resolution 2016-68*
21. Fence Ordinance Revisions
22. Village Preserve 2<sup>nd</sup> Addition Developer Agreement- *Resolution 2016-70*
23. Hammes Estates Development Agreement – *Resolution 2016-71*
24. RFP for Job Classification and Compensation Study
25. An Ordinance Amending The Lake Elmo City Code of Ordinance by Amending the City's Provisions Related to the City Council and Summary Publication – *Ordinance No. 08-150; Resolution 2016-69*
26. No-Wake High Water Elevation Level for Lake Demontreville and Olson Lake

### **M. Council Reports**

### **N. Staff Reports and Announcements**

### **O. Adjourn**

**CITY OF LAKE ELMO  
CITY COUNCIL MINUTES  
AUGUST 2, 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, Public Works Director Weldon and City Clerk Johnson.

**APPROVAL OF AGENDA**

*Councilmember Fliflet, seconded by Councilmember Smith, moved TO REMOVE ITEM 4, “APPROVE SERVICE CONTRACT WITH YOUTH SERVICES BUREAU FOR 2017” TO A FUTURE MEETING. Motion passed 5 – 0.*

Item 9, “Downtown Phase 2 Street, Drainage and Utility Improvements – Approve Change Order No. 2 – Replacement of the 57” Storm Sewer Arch Pipe” was removed from the Agenda by Councilmember Fliflet.

*Agenda approved as amended by unanimous consensus.*

**ACCEPT MINUTES**

Minutes of the July 19, 2016 Regular Meeting were accepted by unanimous consensus with a correction in the date in the header.

**PUBLIC COMMENTS/INQUIRIES**

Virginia Pleban, 8245 59<sup>th</sup> Street North, spoke about a grassroots movement in the city working on civility, reminded fellow residents to vote and stated public transit in the city would be useful.

**PRESENTATIONS**

None

**CONSENT AGENDA**

- 2. Approve Payment of Disbursements**
- 3. Approve Hunting Ordinance**
- 5. CSAH 15 & 10<sup>th</sup> Street Intersection – Approve Cooperative Agreement Payment No. 2**
- 6. Boulder Ponds 1<sup>st</sup> Addition – Approve Reduction of Security #2**
- 7. Village Preserve 1<sup>st</sup> Addition – Approve Reduction of Security #2**
- 8. Easton Village 1<sup>st</sup> Addition – Approve Reduction of Security #1**
- 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**

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

**ITEM 12: Censure of Council Member Bloyer**

Councilmember Fliflet proposed a revised Resolution censuring Councilmember Bloyer, stating that the restrictions in the current Resolution are not legally enforceable and are not being followed.

*Councilmember Fliflet, seconded by Councilmember Smith, moved TO RESCIND THE PREVIOUS MOTION AND RESOLUTION CENSURING COUNCILMEMBER BLOYER AND REPLACE IT WITH THE CURRENT RESOLUTION.*

*Councilmember Fliflet, seconded by Councilmember Smith, moved TO AMEND THE PRIMARY MOTION TO REMOVE #4 IN THE TOP SECTION OF THE RESOLUTION. Motion passed 5 – 0.*

*Councilmember Lundgren, seconded by Councilmember Smith, moved TO AMEND THE PRIMARY MOTION TO REMOVE SECTION 2B UNDER THE “NOW THEREFORE” CLAUSE. Motion failed 2 – 2- 1. (Fliflet, Smith – nay; Bloyer – abstain)*

Mayor Pearson summarized an email received by resident Nadine Obermueller supporting the removal of the censure of Councilmember Bloyer. Councilmember Fliflet read the proposed Resolution. City Attorney Sonsalla recommended the addition of language stating that the Resolution supersedes the previous censure.

**Primary motion passed 3 – 1- 1. (Pearson – nay; Bloyer – abstain)**

**ITEM 13: Special Event Permit, Lake Elmo Jaycees, Huff N’ Puff Days, August 11-14, 2016**

City Administrator Handt reviewed the request for the closing of Laverne Avenue North for Huff N’ Puff Days and the staff recommendation for additional Sheriff’s Department Deputies to be on hand during the event.

*Councilmember Lundgren moved THAT THE CITY CONTRIBUTE 100% OF THE COST FOR DEPUTIES WITH HOURS ADJUSTED. Motion failed; no second.*

*Councilmember Fliflet moved THAT THE CITY COVER THE COST OF DEPUTIES DURING HUFF N’ PUFF DAYS WITH WASHINGTON COUNTY SHERIFF’S DEPARTMENT DETERMINING THE HOURS. Motion failed; no second.*

*Councilmember Smith moved TO REDUCE THE REQUIREMENT FOR DEPUTIES TO 8:30 PM TO 12:30 PM FRIDAY AND SATURDAY AND THE CITY NOT COVERING THE COST. Motion failed; no second.*

*Councilmember Bloyer, seconded by Mayor Pearson, moved TO APPROVE THE SPECIAL EVENT PERMIT FOR HUFF N' PUFF DAYS WITH THE CONDITIONS OUTLINED IN THE STAFF REPORT.*

*Councilmember Lundgren, seconded by Councilmember Fliflet, moved TO AMEND THE PRIMARY MOTION TO ADD THAT THE CITY WILL PAY FOR THE COST OF SHERIFF DEPUTIES FOR HUFF N' PUFF DAYS. Motion passed 3 – 2. (Pearson, Bloyer – nay).*

Primary motion passed as amended 3 – 2. (Pearson, Bloyer – nay)

**ITEM 9: Downtown Phase 2 Street, Drainage and Utility Improvements – Approve Change Order No. 2 – Replacement of the 57” Storm Sewer Arch Pipe**

Councilmember Fliflet stated that the Library Board was not aware of this project and has plans for work to be done in this area. Councilmember Fliflet added that the Library Board would be interested in coordinating with the City project to look for cost savings.

*Councilmember Fliflet, seconded by Councilmember Smith, moved TO APPROVE THE CHANGE ORDER AND ADD CONDITIONS THAT THE LIBRARY BOARD BE NOTIFIED AND STAFF WORK WITH THE LIBRARY DIRECTOR AND CONTRACTOR TO ATTEMPT TO COORDINATE PROJECTS FOR COST SAVING OPPORTUNITIES. Motion passed 5 – 0.*

**COUNCIL REPORTS**

**Mayor Pearson:** Asked residents watching the meeting to support downtown businesses and reported on attending a meeting with Met Council and legislators.

**Councilmember Fliflet:** Attended picnic at the Gun Club, individual meetings with residents and attended other meetings.

**Councilmember Smith:** Attended Oakdale Gun Club dinner and encouraged the public to visit the facility.

**Councilmember Lundgren:** Asked the public to support the Lake Elmo Farmers Market on Saturday mornings, 8:00 – 11:30 a.m.

**Councilmember Bloyer:** No report.

**STAFF REPORTS AND ANNOUNCEMENTS**

**Administrator Handt:** Thanked the public for their support and donations for the military family coordinated by Beyond the Yellow Ribbon. Attended the Lake Elmo swim pond ribbon cutting, working on the Sunfish Lake Park nature center, attended Washington County Administrators meeting and noted that the City will need to update its septic ordinance, met with Local 49ers representatives.

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

**City Clerk Johnson:** Reported that the Primary Election will be held on August 2<sup>nd</sup> and all preparations have been made.

**City Attorney Sonsalla:** Reported on information received from Dan Greensweig that LMCIT Board will discuss the City's insurance at the September board meeting.

Meeting adjourned at 8:55 pm.

**LAKE ELMO CITY COUNCIL**

ATTEST:

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

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



# MAYOR & COUNCIL COMMUNICATION

**DATE: August 16, 2016**  
**CONSENT**  
**ITEM – PRESENTATIONS**  
**MOTION - YES**

**AGENDA ITEM:** Promotion of 2 Probationary Members Jeremy Penman and Brandan Peltier to Firefighter status

**SUBMITTED BY:** Greg Malmquist, Fire Chief

**THROUGH:** City Administrator, Kristina Handt

**REVIEWED BY:** City Administrator, Kristina Handt

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECCOMENDER:** Hiring process of fire department.

**FISCAL IMPACT:** Additional members on the payroll at full pay rates. Back pay to eligibility date.

**SUMMARY AND ACTION REQUESTED:** Probationary members, Jeremy Penman and Brandan Peltier have successfully completed the requirements of Probation as follows: State Certified Firefighter I & II, State Certified Haz Mat Operations, First Responder and CPR. Approximately 200 hours of training. All the while maintaining their response requirements of Duty Crews, All Calls and Training.

Request motion to promote from Probationary Status to Firefighter.

Following Motion and Approval we will administer their Oath of Office and present them with their badge and helmet.

**LEGISLATIVE HISTORY:** Established hiring process of the fire department.

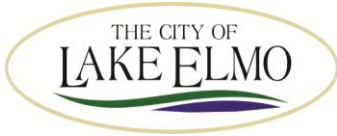
**BACKGROUND INFORMATION (SWOT):**

<b>Strengths</b>	Addition of 2 fully trained Firefighters to the Department
<b>Weaknesses</b>	
<b>Opportunities</b>	Long term Firefighter to serve the community.
<b>Threats</b>	Retention

**RECOMMENDATION:**

MOTION to approve promotion of Jeremy Penman and Brandan Peltier from Probationary status to Firefighter with back pay to eligibility date.

*Following approval we will administer the Oath of Office and present the new Firefighters with their helmets and badges.*



## MAYOR & COUNCIL COMMUNICATION

**DATE:** August 16, 2016  
**CONSENT**  
**ITEM #3**  
**MOTION**

**AGENDA ITEM:** Approve Disbursements in the amount of \$1,508,777.70

**SUBMITTED BY:** Patty Baker, Accountant

**THROUGH:** Cathy Bendel, Finance Director

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

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

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

**POLICY RECOMMENDER:** Finance

**FISCAL IMPACT:** \$1,508,777.70

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$1,508,777.70. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

**LEGISLATIVE HISTORY:** NA



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

<b>Claim #</b>	<b>Amount</b>	<b>Description</b>
ACH	\$ 15,868.60	Payroll Taxes to IRS & MN Dept of Revenue 08/04/16
ACH	\$ 7,354.66	Payroll Retirement to PERA 08/04/16
ACH	\$ 1,200.00	Payroll Retirement to ICMA 08/04/16
DD7329-DD7379	\$ 41,550.21	Payroll (Direct Deposits) 08/04/16
44673-44680	\$ 2,430.00	Accounts Payable 08/09/16
44681-44743	\$ 1,440,374.23	Accounts Payable 08/16/16
<b>TOTAL</b>	<b>\$ 1,508,777.70</b>	

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council approve as part of the Consent Agenda the aforementioned disbursements in the amount of \$1,508,777.70.

**ATTACHMENTS:**

1. Accounts Payable – check registers

# Accounts Payable To Be Paid Proof List

User: PattyB  
 Printed: 08/11/2016 - 10:34 AM  
 Batch: 004-08-2016

*K. Hunt*  
 8/11/16

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AllgenPo Allgen Power Services										
11586	06/30/2016	512.59	0.00	08/16/2016	Stat 1 - office light, ext lights		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	11586 Total:	512.59								
11587	07/30/2016	849.02	0.00	08/16/2016	Stat 2 - replace therm and ceiling fan		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	11587 Total:	849.02								
	AllgenPo Total:	1,361.61								
AMFLAG American Flagpole & Flag Corp										
128382	08/04/2011	64.10	0.00	08/16/2016	Flag		-	No		0000
101-410-1940-44300	Miscellaneous									
	128382 Total:	64.10								
	AMFLAG Total:	64.10								
ASPENMI Aspen Mills, Inc.										
184746	08/04/2016	8.00	0.00	08/16/2016	Replace patches		-	No		0000
101-420-2220-44170	Uniforms									
	184746 Total:	8.00								
184747	08/04/2016	8.00	0.00	08/16/2016	Replace patches		-	No		0000
101-420-2220-44170	Uniforms									
	184747 Total:	8.00								
	ASPENMI Total:	16.00								
BOYER Boyer Trucks										
1076664	07/29/2016	100.77	0.00	08/16/2016	Plow truck 98-2		-	No		0000
101-430-3120-44040	Repairs/Maint Eqpt									
	1076664 Total:	100.77								
	BOYER Total:	100.77								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
CALATLAN Cal Atlantic Group Inc										
2016-014	07/28/2016	5,000.00	0.00	08/16/2016	Escrow Release 312 Langly		-	No		0000
803-000-0000-22900	Deposits Payable									
	2016-014 Total:	5,000.00								
2016-187	07/28/2016	5,000.00	0.00	08/16/2016	Escrow Release 333 Laverne		-	No		0000
803-000-0000-22900	Deposits Payable									
	2016-187 Total:	5,000.00								
	CALATLAN Total:	10,000.00								
CAPSTONE Capstone Homes										
2015-1399	07/29/2016	5,000.00	0.00	08/16/2016	Escrow Release 11913 32nd St		-	No		0000
803-000-0000-22900	Deposits Payable									
	2015-1399 Total:	5,000.00								
2016-221	07/29/2016	5,000.00	0.00	08/16/2016	Escrow Release 11902 32nd St		-	No		0000
803-000-0000-22900	Deposits Payable									
	2016-221 Total:	5,000.00								
	CAPSTONE Total:	10,000.00								
CARQUEST Car Quest Auto Parts										
2055-385704	08/02/2016	259.89	0.00	08/16/2016	Repairs 00-2		-	No		0000
101-430-3100-44040	Repairs/Maint Eqpt									
	2055-385704 Total:	259.89								
2055-385809	08/03/2016	109.38	0.00	08/16/2016	Repairs 00-2		-	No		0000
101-430-3100-44040	Repairs/Maint Eqpt									
	2055-385809 Total:	109.38								
2055-385810	08/03/2016	-254.99	0.00	08/16/2016	Repairs 00-2		-	No		0000
101-430-3100-44040	Repairs/Maint Eqpt									
	2055-385810 Total:	-254.99								
2055-385836	08/04/2016	-51.08	0.00	08/16/2016	Repairs 00-2		-	No		0000
101-430-3100-44040	Repairs/Maint Eqpt									
	2055-385836 Total:	-51.08								
2055-385837	08/04/2016	51.37	0.00	08/16/2016	Repairs 00-2		-	No		0000
101-430-3100-44040	Repairs/Maint Eqpt									
	2055-385837 Total:	51.37								
	CARQUEST Total:	114.57								
CB & I CB & I Constructors, Inc.										
Pay Req 3	08/05/2016	225,349.50	0.00	08/16/2016	Inwood Water Tower		-	No		0000
601-494-9400-43030	Engineering Services									
	Pay Req 3 Total:	225,349.50								
	CB & I Total:	225,349.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CENTPOW Century Power Equipment										
695299	08/01/2016	82.52	0.00	08/16/2016	Parts		-	No		0000
101-450-5200-42210	Equipment Parts									
	695299 Total:	82.52								
695335	08/01/2016	112.74	0.00	08/16/2016	Parts		-	No		0000
101-450-5200-42210	Equipment Parts									
	695335 Total:	112.74								
	CENTPOW Total:	195.26								
COMCAST Comcast										
	07/27/2016	7.93	0.00	08/16/2016	Monthly Service		-	No		0000
101-420-2220-44300	Miscellaneous									
	Total:	7.93								
	COMCAST Total:	7.93								
COORDIN Coordinated Business Systems										
ARIN118961	07/26/2016	20.10	0.00	08/16/2016	Toner for copier		-	No		0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt									
	ARIN118961 Total:	20.10								
	COORDIN Total:	20.10								
CREATHOM Creative Home Construction										
2015-0947	07/29/2016	5,000.00	0.00	08/16/2016	Escrow Release 9081 Jade Circle		-	No		0000
803-000-0000-22900	Deposits Payable									
	2015-0947 Total:	5,000.00								
2015-0998	07/29/2016	5,000.00	0.00	08/16/2016	Escrow Release 9043 Jade Circle		-	No		0000
803-000-0000-22900	Deposits Payable									
	2015-0998 Total:	5,000.00								
2015-1323	07/29/2016	5,000.00	0.00	08/16/2016	Escrow Release 9029 Jade Circle		-	No		0000
803-000-0000-22900	Deposits Payable									
	2015-1323 Total:	5,000.00								
2015-1409	07/29/2016	5,000.00	0.00	08/16/2016	Escrow Release 9040 Jade Circle		-	No		0000
803-000-0000-22900	Deposits Payable									
	2015-1409 Total:	5,000.00								
2016-038	07/29/2016	5,000.00	0.00	08/16/2016	Escrow Release 9082 Jade Circle		-	No		0000
803-000-0000-22900	Deposits Payable									
	2016-038 Total:	5,000.00								
	CREATHOM Total:	25,000.00								
CTYBLOOM City of Bloomington										
Jul 16	07/29/2016	42.00	0.00	08/16/2016	Lab bacteria testing July		-	No		0000
601-494-9400-42270	Utility System Maintenance									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	Jul 16 Total:	42.00								
	CTYBLOOM Total:	42.00								
CTYNSIPA City of North St Paul										
16974	07/27/2011	3,568.59	0.00	08/16/2016	Asphalt		-	No		0000
101-430-3100-42240	Street Maintenance Materials									
	16974 Total:	3,568.59								
	CTYNSIPA Total:	3,568.59								
CTYOAKDA City of Oakdale										
July 2016	07/31/2016	3,000.00	0.00	08/16/2016	New connections	July 2016	-	No		0000
601-000-0000-20803	WAC due Oakdale									
	July 2016 Total:	3,000.00								
	CTYOAKDA Total:	3,000.00								
CTYOAKDP City of Oakdale										
10000460-01	07/31/2016	27,928.48	0.00	08/16/2016	Water meter	South Pit 7/6-8/02/16	-	No		0000
601-494-9400-43820	Water Utility									
	10000460-01 Total:	27,928.48								
	CTYOAKDP Total:	27,928.48								
DADASHEV Dadashev Dennis										
08/10/2016	08/10/2016	24.51	0.00	08/16/2016	Mileage		-	No		0000
101-410-1320-43310	Mileage									
	Total:	24.51								
	DADASHEV Total:	24.51								
EARLANDE Earl F. Andersen, Inc.										
0111825-IN	07/31/2016	118.50	0.00	08/16/2016	Station 1 parking sign		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	0111825-IN Total:	118.50								
0111865-IN	08/05/2016	852.52	0.00	08/16/2016	Street signs		-	No		0000
101-430-3120-42260	Sign Repair Materials									
	0111865-IN Total:	852.52								
0111896-IN	08/08/2016	92.10	0.00	08/16/2016	Sign - Emergency Vehicle		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
	0111896-IN Total:	92.10								
	EARLANDE Total:	1,063.12								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ELAMMERS Eckberg Lammers, P.C.										
07 2016	07/31/2016	3,620.47	0.00	08/16/2016	Prosecution		-	No		0000
101-420-2150-43045	Attorney Criminal									
	07 2016 Total:	3,620.47								
	ELAMMERS Total:	3,620.47								
FOCUS Focus Engineering, Inc.										
2944-2948	07/30/2016	96.00	0.00	08/16/2016	Building		-	No		0000
101-420-2400-43030	Engineering									
2944-2948	07/30/2016	180.00	0.00	08/16/2016	PW		-	No		0000
101-430-3100-43030	Engineering Services									
2944-2948	07/30/2016	2,750.00	0.00	08/16/2016	General		-	No		0000
101-410-1930-43030	Engineering Services									
2944-2948	07/30/2016	870.00	0.00	08/16/2016	Planning		-	No		0000
101-410-1910-43030	Engineering Services									
2944-2948	07/30/2016	590.00	0.00	08/16/2016	ROW		-	No		0000
101-430-3100-43030	Engineering Services									
	2944-2948 Total:	4,486.00								
2949	07/30/2016	1,074.00	0.00	08/16/2016	Water		-	No		0000
601-494-9400-43030	Engineering Services									
2949	07/30/2016	685.00	0.00	08/16/2016	Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
2949	07/30/2016	1,950.00	0.00	08/16/2016	Surface Water		-	No		0000
603-496-9500-43030	Engineering Services									
	2949 Total:	3,709.00								
2950	07/30/2016	270.00	0.00	08/16/2016	Transportation & Traffic		-	No		0000
409-480-8000-43030	Engineering Services									
2950	07/30/2016	1,090.48	0.00	08/16/2016	Street & System Maintenance		-	No		0000
409-480-8000-43030	Engineering Services									
2950	07/30/2016	174.00	0.00	08/16/2016	Capital Improvement		-	No		0000
409-480-8000-43030	Engineering Services									
	2950 Total:	1,534.48								
2951	07/30/2016	120.00	0.00	08/16/2016	Section 34		-	No		0000
601-494-9400-43030	Engineering Services									
2951	07/30/2016	180.00	0.00	08/16/2016	Section 34		-	No		0000
602-495-9450-43030	Engineering Services									
	2951 Total:	300.00								
2952	07/30/2016	330.00	0.00	08/16/2016	CSAH 15		-	No		0000
602-495-9450-43030	Engineering Services									
	2952 Total:	330.00								
2953	07/30/2016	11,039.94	0.00	08/16/2016	LE Ave Corridor		-	No		0000
409-480-8000-43030	Engineering Services									
	2953 Total:	11,039.94								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
2954	07/30/2016	972.00	0.00	08/16/2016	Inwood Booster Station		-	No		0000
601-494-9400-43030	Engineering Services									
	2954 Total:	972.00								
2955	07/30/2016	14,734.42	0.00	08/16/2016	Inwood Trunk Watermain		-	No		0000
601-494-9400-43030	Engineering Services									
	2955 Total:	14,734.42								
2956	07/30/2016	66.00	0.00	08/16/2016	Eagle Point Blvd		-	No		0000
409-480-8000-43030	Engineering Services									
	2956 Total:	66.00								
2957	07/30/2016	654.00	0.00	08/16/2016	CSAH 13		-	No		0000
409-480-8000-43030	Engineering Services									
	2957 Total:	654.00								
2958	07/30/2016	14,663.07	0.00	08/16/2016	2016 Street Improvements		-	No		0000
409-480-8000-43030	Engineering Services									
	2958 Total:	14,663.07								
2959	07/30/2016	500.00	0.00	08/16/2016	Inwood Water tower		-	No		0000
601-494-9400-43030	Engineering Services									
	2959 Total:	500.00								
2960	07/30/2016	2,071.37	0.00	08/16/2016	2016 Seal Coat		-	No		0000
101-430-3120-42250	Street Maintenance Materials									
	2960 Total:	2,071.37								
2961	07/30/2016	300.00	0.00	08/16/2016	Lennar - I94		-	No		0000
803-000-0000-22910	Developer Payments									
	2961 Total:	300.00								
2962	07/30/2016	592.44	0.00	08/16/2016	Boulder Ponds		-	No		0000
803-000-0000-22910	Developer Payments									
	2962 Total:	592.44								
2963	07/30/2016	592.44	0.00	08/16/2016	Hammes		-	No		0000
803-000-0000-22910	Developer Payments									
	2963 Total:	592.44								
2964	07/30/2016	2,680.00	0.00	08/16/2016	Hunters Crossing		-	No		0000
803-000-0000-22910	Developer Payments									
	2964 Total:	2,680.00								
2965	07/30/2016	120.00	0.00	08/16/2016	Wildflower		-	No		0000
803-000-0000-22910	Developer Payments									
	2965 Total:	120.00								
2966	07/30/2016	1,478.48	0.00	08/16/2016	Village Preserve		-	No		0000
803-000-0000-22910	Developer Payments									
	2966 Total:	1,478.48								
2967	07/30/2016	4,156.66	0.00	08/16/2016	Easton Village		-	No		0000
803-000-0000-22910	Developer Payments									
	2967 Total:	4,156.66								
2968	07/30/2016	5,520.30	0.00	08/16/2016	Savon III		-	No		0000
803-000-0000-22910	Developer Payments									
	2968 Total:	5,520.30								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
2969	07/30/2016	209.72	0.00	08/16/2016	Auto Owners		-	No		0000
803-000-0000-22910	Developer Payments									
	2969 Total:	209.72								
2970	07/30/2016	243.24	0.00	08/16/2016	ISD 916 Eagle Point School		-	No		0000
803-000-0000-22910	Developer Payments									
	2970 Total:	243.24								
2971	07/30/2016	648.00	0.00	08/16/2016	Arbor Glen		-	No		0000
803-000-0000-22910	Developer Payments									
	2971 Total:	648.00								
2972	07/30/2016	6,708.02	0.00	08/16/2016	Savona IV		-	No		0000
803-000-0000-22910	Developer Payments									
	2972 Total:	6,708.02								
2973	07/30/2016	6,826.74	0.00	08/16/2016	Inwood III		-	No		0000
803-000-0000-22910	Developer Payments									
	2973 Total:	6,826.74								
2974	07/30/2016	510.00	0.00	08/16/2016	The Royal Golf		-	No		0000
803-000-0000-22910	Developer Payments									
	2974 Total:	510.00								
2975	07/30/2016	210.00	0.00	08/16/2016	Hidden Meadows		-	No		0000
101-410-1930-43030	Engineering Services									
	2975 Total:	210.00								
2976	07/30/2016	90.00	0.00	08/16/2016	The Highlands		-	No		0000
101-410-1930-43030	Engineering Services									
	2976 Total:	90.00								
2977	07/30/2016	252.00	0.00	08/16/2016	Wasatch Storage		-	No		0000
101-410-1930-43030	Engineering Services									
	2977 Total:	252.00								
	FOCUS Total:	90,936.94								
FURYDODG Fury Dodge Chrysler Lake Elmo										
3070510	07/29/2016	7.74	0.00	08/16/2016	Services		-	No		0000
101-430-3120-44040	Repairs/Maint Eqpt									
	3070510 Total:	7.74								
	FURYDODG Total:	7.74								
GKSERVIC G&K Services										
1182816667	07/27/2016	35.67	0.00	08/16/2016	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	1182816667 Total:	35.67								
1182827978	08/03/2016	481.33	0.00	08/16/2016	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	1182827978 Total:	481.33								



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
GKSERVIC Total:		517.00								
GRAINGER Grainger										
9179290144	07/27/2016	39.30	0.00	08/16/2016	Supplies for props		-	No		0000
101-420-2220-42090	Fire Prevention									
9179290144 Total:		39.30								
9183626549	07/27/2016	29.08	0.00	08/16/2016	Supplies for props		-	No		0000
101-420-2220-42090	Fire Prevention									
9183626549 Total:		29.08								
GRAINGER Total:		68.38								
HARDDRIV Hardrives, Inc.										
Pay Req 3	08/05/2016	136,878.76	0.00	08/16/2016	2016 Street Improvements		-	No		0000
409-480-8000-43030	Engineering Services									
Pay Req 3	08/05/2016	1,773.67	0.00	08/16/2016	2016 Street Improvements		-	No		0000
601-494-9400-43030	Engineering Services									
Pay Req 3 Total:		138,652.43								
HARDDRIV Total:		138,652.43								
HDSUPPLY HD Supply Waterworks, Ltd.										
F838831	07/20/2016	2,160.00	0.00	08/16/2016	Meters		-	No		0000
601-494-9400-42300	Water Meters & Supplies									
F838831 Total:		2,160.00								
F838859	07/20/2016	345.32	0.00	08/16/2016	Meter equipment		-	No		0000
601-494-9400-42300	Water Meters & Supplies									
F838859 Total:		345.32								
HDSUPPLY Total:		2,505.32								
INNOVAT Innovative Office Solutions										
1260307	07/27/2016	11.38	0.00	08/16/2016	Name Plate - Weldon		-	No		0000
101-430-3100-42000	Office Supplies									
1260307 Total:		11.38								
1260309	07/27/2016	55.78	0.00	08/16/2016	Office Supplies		-	No		0000
101-430-3100-42000	Office Supplies									
1260309 Total:		55.78								
1265120	08/01/2016	38.00	0.00	08/16/2016	Business cards - Weldon		-	No		0000
101-430-3100-42000	Office Supplies									
1265120 Total:		38.00								
1266507	08/02/2016	50.88	0.00	08/16/2016	Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
1266507 Total:		50.88								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1269752	08/04/2016	35.62	0.00	08/16/2016	Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
1269752	08/04/2016	79.99	0.00	08/16/2016	Supplies		-	No		0000
101-420-2220-42000	Office Supplies									
	1269752 Total:	115.61								
	INNOVAT Total:	271.65								
JANIKING Jani-King of Minnesota, Inc										
MIN08160374	08/01/2016	326.65	0.00	08/16/2016	Cleaning Service- City Hall		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	MIN08160374 Total:	326.65								
	JANIKING Total:	326.65								
kathfuel Kath Fuel Oil Service Co										
563422	08/03/2016	859.00	0.00	08/16/2016	Fuel		-	No		0000
101-430-3100-42120	Fuel, Oil and Fluids									
	563422 Total:	859.00								
563423	08/03/2016	1,007.83	0.00	08/16/2016	Fuel		-	No		0000
101-430-3100-42120	Fuel, Oil and Fluids									
	563423 Total:	1,007.83								
563424	08/03/2016	729.78	0.00	08/16/2016	Fuel		-	No		0000
101-430-3100-42120	Fuel, Oil and Fluids									
	563424 Total:	729.78								
	kathfuel Total:	2,596.61								
KWIK Kwik Trip Inc										
	08/02/2016	27.10	0.00	08/16/2016	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
	Total:	27.10								
	KWIK Total:	27.10								
LEOIL Lake Elmo Oil, Inc.										
	07/31/2016	171.40	0.00	08/16/2016	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
	Total:	171.40								
	LEOIL Total:	171.40								
LOFF Loffler Companies, Inc.										
2292387	08/01/2016	401.23	0.00	08/16/2016	Copy machine base and overages		-	No		0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt									
	2292387 Total:	401.23								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	LOFF Total:	401.23								
LTLFALLS Little Falls Machine, Inc										
58511	08/03/2016	3,039.47	0.00	08/16/2016	Snow plow repairs		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
	58511 Total:	3,039.47								
	LTLFALLS Total:	3,039.47								
MAGNEY Magney Construction, Inc										
Pay Req 3	08/05/2016	92,094.66	0.00	08/16/2016	Inwood Booster Station		-	No		0000
601-494-9400-43030	Engineering Services									
	Pay Req 3 Total:	92,094.66								
	MAGNEY Total:	92,094.66								
MENARDSO Menards - Oakdale										
9118	07/26/2016	23.60	0.00	08/16/2016	Maintenance supplies		-	No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs									
	9118 Total:	23.60								
9257, 9262	07/18/2016	2.99	0.00	08/16/2016	Supplies		-	No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs									
	9257, 9262 Total:	2.99								
9260	07/18/2016	55.52	0.00	08/16/2016	Maintenance supplies		-	No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs									
	9260 Total:	55.52								
9655	08/03/2016	114.79	0.00	08/16/2016	Shop supplies		-	No		0000
101-430-3100-42150	Shop Materials									
	9655 Total:	114.79								
	MENARDSO Total:	196.90								
MENARDST Menards - Stillwater										
91443	07/26/2016	65.93	0.00	08/16/2016	Supplies		-	No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs									
	91443 Total:	65.93								
91892	08/04/2016	33.22	0.00	08/16/2016	Supplies		-	No		0000
101-450-5200-42230	Building Repair Supplies									
	91892 Total:	33.22								
	MENARDST Total:	99.15								
METCOU Metropolitan Council										
1058248	08/02/2016	1,289.58	0.00	08/16/2016	Waste water services		-	No		0000
602-495-9450-43820	Sewer Utility - Met Council									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
	1058248 Total:	1,289.58								
	MEICOU Total:	1,289.58								
METSAC Metropolitan Council										
Discount	08/01/2016	-422.45	0.00	08/16/2016	SAC charges - early pay discount		-	No		0000
602-000-0000-37220	SAC Early Pay discount/revenue									
	Discount Total:	-422.45								
July 2016	08/01/2016	42,245.00	0.00	08/16/2016	SAC charges - July		-	No		0000
602-000-0000-20802	SAC due Met Council									
	July 2016 Total:	42,245.00								
	METSAC Total:	41,822.55								
MILLEREX Miller Excavating, Inc.										
20893	08/05/2016	1,183.84	0.00	08/16/2016	Rock		-	No		0000
101-430-3120-42240	Street Maintenance Materials									
20893	08/05/2016	398.22	0.00	08/16/2016	Rock for VFW ballfield		-	No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs									
	20893 Total:	1,582.06								
	MILLEREX Total:	1,582.06								
MNLABOR MN Dept of Labor & Industry										
ABR0145322I	08/02/2016	10.00	0.00	08/16/2016	Pressure Vessel		-	No		0000
601-494-9400-42270	Utility System Maintenance									
	ABR0145322I Total:	10.00								
ABR0145357I	08/02/2016	10.00	0.00	08/16/2016	Pressure Vessel		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	ABR0145357I Total:	10.00								
ABR0145631I	08/02/2016	10.00	0.00	08/16/2016	Pressure Vessel		-	No		0000
101-430-3100-44300	Miscellaneous									
	ABR0145631I Total:	10.00								
ABR0145745I	08/02/2016	10.00	0.00	08/16/2016	Pressure Vessel		-	No		0000
101-450-5200-44010	Repairs/Maint Bldg									
	ABR0145745I Total:	10.00								
	MNLABOR Total:	40.00								
NATREPRO National Reprographics, LLC										
105117	08/03/2016	92.50	0.00	08/16/2016	Farmers Market Signs		-	No		0000
204-450-5200-44300	Miscellaneous									
	105117 Total:	92.50								
	NATREPRO Total:	92.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
NORTHDAL Northdale Construction Co, INC										
Pay Req 4	08/09/2016	248,363.65	0.00	08/16/2016	Inwood Trunk Watermain		-	No		0000
601-494-9400-43030 Engineering Services										
Pay Req 4 Total:		248,363.65								
NORTHDAL Total:		248,363.65								
OAKDRC Oakdale Rental Center										
112354	08/08/2016	67.40	0.00	08/16/2016	Propane		-	No		0000
101-430-3100-42120 Fuel, Oil and Fluids										
112354 Total:		67.40								
OAKDRC Total:		67.40								
ONECALL Gopher State One Call										
6070487	07/31/2016	596.70	0.00	08/16/2016	Monthly tickets		-	No		0000
101-430-3100-43150 Contract Services										
6070487 Total:		596.70								
ONECALL Total:		596.70								
PEARSON Pearson Bros, Inc.										
Pay Req 1 Final	08/04/2016	207,368.44	0.00	08/16/2016	2016 Seal Coat		-	No		0000
101-430-3120-42250 Street Maintenance Materials										
Pay Req 1 Final Total:		207,368.44								
PEARSON Total:		207,368.44								
PERMITWO PermitWorks LLC										
2016-0075	08/01/2016	170.00	0.00	08/16/2016	Remote Inspector Access		-	No		0000
101-420-2400-43180 Information Technology/Web										
2016-0075 Total:		170.00								
PERMITWO Total:		170.00								
PHILLIPS Phillips Healthcare										
933260779	08/01/2016	70.20	0.00	08/16/2016	AED pads		-	No		0000
101-420-2220-42080 EMS Supplies										
933260779 Total:		70.20								
PHILLIPS Total:		70.20								
PINKY Pinky's Sewer Service, Inc.										
73306	08/01/2016	100.00	0.00	08/16/2016	Pumped two tanks		-	No		0000
206-450-5300-44010 Repairs/Maint Bldg										
73306 Total:		100.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	PINKY Total:	100.00								
PLUNKETT Plunkett's Pest Control Inc										
5440855	05/13/2016	128.55	0.00	08/16/2016	Pest Control - PW building		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg									
	5440855 Total:	128.55								
5492367	08/01/2016	963.30	0.00	08/16/2016	Pest Control Services - Annual		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	5492367 Total:	963.30								
	PLUNKETT Total:	1,091.85								
POMPS Pump's Tire Service, Inc.										
210242836	08/01/2016	20.00	0.00	08/16/2016	Equipment repair		-	No		0000
101-450-5200-44040	Repairs/Maint Eqpt									
	210242836 Total:	20.00								
	POMPS Total:	20.00								
PRECWELD Precision Welding & Machine										
5038	08/03/2016	350.00	0.00	08/16/2016	Repair tailgate/ramp on trailer		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
	5038 Total:	350.00								
	PRECWELD Total:	350.00								
PRIMARY Primary Products Company										
59414	08/03/2016	119.26	0.00	08/16/2016	Medical gloves		-	No		0000
101-420-2220-42080	EMS Supplies									
	59414 Total:	119.26								
	PRIMARY Total:	119.26								
RIVRCOOP River Country Cooperative										
	07/31/2016	351.74	0.00	08/16/2016	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
	Total:	351.74								
	RIVRCOOP Total:	351.74								
SAMBATEK Sambatek, Inc										
8062	07/27/2016	577.31	0.00	08/16/2016	General Services		-	No		0000
101-410-1910-43150	Contract Services									
8062	07/27/2016	406.25	0.00	08/16/2016	The Royal Golf		-	No		0000
803-000-0000-22910	Developer Payments									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	8062 Total:	983.56								
	SAMBATEK Total:	983.56								
SEH Short Elliott Hendrickson, Inc										
317722	07/14/2016									0000
601-494-9400-43030	Engineering Services	5,065.06	0.00	08/16/2016	Inwood Water tower		-	No		0000
	317722 Total:	5,065.06								
	SEH Total:	5,065.06								
STCROIXR St. Croix Recreation Co.										
18990	07/29/2016	86.00	0.00	08/16/2016	Tetherball with rope		-	No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	86.00								
	18990 Total:	86.00								
	STCROIXR Total:	86.00								
TKDA TKDA, Inc.										
002016001184	08/05/2016	38.00	0.00	08/16/2016	Water & Sanitary Sewer Study		-	No		0000
601-494-9400-43030	Engineering Services	38.00								
002016001184	08/05/2016	38.00	0.00	08/16/2016	Water & Sanitary Sewer Study		-	No		0000
602-495-9450-43030	Engineering Services	19.00								
002016001184	08/05/2016	19.00	0.00	08/16/2016	Water & Sanitary Sewer Study		-	No		0000
603-496-9500-43030	Engineering Services	95.00								
	002016001184 Total:	95.00								
	TKDA Total:	95.00								
TOWNCTRY Town & Country Cleaning Co										
816109	08/01/2016	370.00	0.00	08/16/2016	August Cleaning		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg	370.00								
	816109 Total:	370.00								
	TOWNCTRY Total:	370.00								
VANZANDT Van Zandt Distributing Inc										
7495	08/09/2016	48.06	0.00	08/16/2016	Medical supplies		-	No		0000
101-420-2220-42080	EMS Supplies	69.57								
7495	08/09/2016	69.57	0.00	08/16/2016	sanitizer dispensers		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg	117.63								
	7495 Total:	117.63								
	VANZANDT Total:	117.63								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
WAS-SHER Washington County 90853 101-420-2100-43150 Law Enforcement Contract	08/01/2016	252,977.79	0.00	08/16/2016	Jan - June 2016 Police Services		-	No		0000
		90853 Total:								
		252,977.79								
		WAS-SHER Total:								
		252,977.79								
WASH-REC Washington County 101-410-1320-43150 Contract Services	08/01/2016	92.00	0.00	08/16/2016	Recordings		-	No		0000
		Total:								
		92.00								
		WASH-REC Total:								
		92.00								
XCEL Xcel Energy	08/01/2016	37.01	0.00	08/16/2016	Utility Services		-	No		0000
101-450-5200-43810 Electric Utility	08/01/2016	225.76	0.00	08/16/2016	Utility Services		-	No		0000
602-495-9450-43810 Electric Utility	08/01/2016	38.18	0.00	08/16/2016	Utility Services		-	No		0000
101-430-3160-43810 Street Lighting	08/01/2016	26.01	0.00	08/16/2016	Utility Services		-	No		0000
101-430-3160-43810 Street Lighting	08/01/2016	319.68	0.00	08/16/2016	Utility Services		-	No		0000
101-420-2220-43810 Electric Utility	08/01/2016	576.19	0.00	08/16/2016	Utility Services		-	No		0000
101-410-1940-43810 Electric Utility	08/01/2016	34.57	0.00	08/16/2016	Utility Services		-	No		0000
101-430-3160-43810 Street Lighting	08/01/2016	11.97	0.00	08/16/2016	Utility Services		-	No		0000
101-450-5200-43810 Electric Utility	08/01/2016	36.36	0.00	08/16/2016	Utility Services		-	No		0000
101-450-5200-43810 Electric Utility	08/01/2016	30.74	0.00	08/16/2016	Utility Services		-	No		0000
101-450-5200-43810 Electric Utility	08/01/2016	2,564.63	0.00	08/16/2016	Utility Services		-	No		0000
601-494-9400-43810 Electric Utility	08/01/2016	44.67	0.00	08/16/2016	Utility Services		-	No		0000
101-430-3160-43810 Street Lighting	08/01/2016	101.04	0.00	08/16/2016	Utility Services		-	No		0000
101-450-5200-43810 Electric Utility	08/01/2016	17.39	0.00	08/16/2016	Utility Services		-	No		0000
602-495-9450-43810 Electric Utility	08/01/2016	17.40	0.00	08/16/2016	Utility Services		-	No		0000



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
101-420-2220-43810	08/01/2016 Electric Utility	361.26	0.00	08/16/2016	Utility Services		-	No		0000
101-450-5200-43810	08/01/2016 Electric Utility	24.76	0.00	08/16/2016	Utility Services		-	No		0000
101-430-3160-43810	08/01/2016 Street Lighting	1,953.72	0.00	08/16/2016	Utility Services		-	No		0000
101-430-3160-43810	08/01/2016 Street Lighting	31.82	0.00	08/16/2016	Utility Services		-	No		0000
101-450-5200-43810	08/01/2016 Electric Utility	13.98	0.00	08/16/2016	Utility Services		-	No		0000
101-450-5200-43810	08/01/2016 Electric Utility	431.56	0.00	08/16/2016	Utility Services		-	No		0000
101-430-3100-43810	08/01/2016 Electric Utility	629.26	0.00	08/16/2016	Utility Services		-	No		0000
601-494-9400-43810	08/01/2016 Electric Utility	24.97	0.00	08/16/2016	Utility Services		-	No		0000
101-430-3160-43810	08/01/2016 Street Lighting	13.01	0.00	08/16/2016	Utility Services		-	No		0000
206-450-5300-43810	08/01/2016 Electric Utility	497.61	0.00	08/16/2016	Utility Services		-	No		0000
602-495-9450-43810	08/01/2016 Electric Utility	144.02	0.00	08/16/2016	Utility Services		-	No		0000
601-494-9400-43810	08/01/2016 Electric Utility	109.89	0.00	08/16/2016	Utility Services		-	No		0000
101-450-5200-43810	08/01/2016 Electric Utility	14.06	0.00	08/16/2016	Utility Services		-	No		0000
101-430-3160-43810	08/01/2016 Street Lighting	45.57	0.00	08/16/2016	Utility Services		-	No		0000
101-430-3160-43810	08/01/2016 Street Lighting	38.95	0.00	08/16/2016	Utility Services		-	No		0000
601-494-9400-43810	08/01/2016 Electric Utility	2,018.75	0.00	08/16/2016	Utility Services		-	No		0000
	Total:	10,434.79								
	XCEL Total:	10,434.79								
ZACK Zack's, Inc.										
31419	08/04/2016	254.38	0.00	08/16/2016	Shop supplies		-	No		0000
101-430-3100-42150	08/04/2016	76.56	0.00	08/16/2016	paint		-	No		0000
31419	08/04/2016	95.93	0.00	08/16/2016	Vest/gloves		-	No		0000
601-494-9400-42270	08/04/2016	65.96	0.00	08/16/2016	Tools		-	No		0000
31419	08/04/2016									
101-430-3100-44170	08/04/2016									
31419	08/04/2016									
101-450-5200-42400	Small Tools & Minor Equipment									

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

31419 Total:    492.83  
ZACK Total:    492.83

Report Total:    1,417,600.23

# Accounts Payable To Be Paid Proof List

User: PattyB  
 Printed: 08/11/2016 - 11:35 AM  
 Batch: 005-08-2016

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SW/WC SW/WC Service Cooperatives										
101-000-0000-21706	07/27/2016	22,774.00	0.00	08/16/2016	September 2016 Premium		-			0000
	Medical Insurance									No
	Total:	22,774.00								
	SW/WC Total:	22,774.00								
	Report Total:	22,774.00								



# MAYOR & COUNCIL COMMUNICATION

**DATE:** August 16, 2016  
**CONSENT**  
**ITEM #4**  
**MOTION**

**AGENDA ITEM:** July 2016 Financial Reporting  
**SUBMITTED BY:** Cathy Bendel, Finance Director  
**THROUGH:** Cathy Bendel, Finance Director  
**REVIEWED BY:** Kristina Handt, City Administrator

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** Finance

**FISCAL IMPACT:** NA

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

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

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

## **GENERAL FUND:**

### Revenues:

Total revenue for the month was 14.3% above budget for the month of July bringing the year to date to 37.3% better than budget. The most significant budget to actual revenue variances are as follows:

- The first installment of the annual levy proceeds were received in July and were slightly above the budgeted amount. This is typically related to the timing of collections.
- Building permits were \$62.4k better than budget for the month bringing the year to date to \$190.3k better than budget. This is due to \$70k in building permit revenue in the month of July for ISD 916. This permit revenue was not budgeted in 2016 due to the prior Building Official not having the certifications necessary to do the work.
- The MSA maintenance proceeds were received in July that were budgeted in June so this variance is a timing issue.

### Expenses:

Total expenses for the month were 151.7% above budget for July bringing the year to date expenses to 15.4% lower than budget.

The following summarizes variances of note:

#### General:

- General Government expenses were 33.3% higher than budget for the month bringing the year to date expenses to 27.6% higher than budget. This was due to legal expenses far exceeding budget and the 3M litigation costs represented the majority.
- Total Public Safety expenses were 480% higher than budget for the month bringing the year to date expenses to 11.9% lower than budget. This was primarily due to receiving the bill from WA Cty for Policing Services for the first half of the year which was mentioned last month.
- Public Works – The total Public Works expenses were 33.4% higher than budget for the month bringing year to date expenses to 49.7% better than budget. This is primarily due to the Seal Coating and Cracking filling having been budgeted in June but the progress billings have not been received as early as anticipated in the budget. The project is on schedule and costs will be within the budgeted amounts. This is just a timing issue.

In summary, the July revenues were 14.3% better than budget and the expenses were 151.7% lower than budget resulting in a net income of 9.9% better than budget. On a year to date basis, the revenues are 27.3% above budget and the expenses were 14.7% less than budget resulting in a net income of 250.5% better than budget year to date.

**LIBRARY FUND:**

The net income for the Library Fund for the month of July was identical to budget bringing the year to date to \$54.9 better than budget. The levy proceeds were received in July as budgeted. The ending cash balance as of the end of July is \$253.4k.

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

**ATTACHMENT:**

1. July Financial Reports

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

DEPT 410 - GEN'L GOV'T	Full Year BUDGET 2016	% to date	MONTH					YTD						
			BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD				
<b>REVENUE</b>														
Total Revenue	3,485,514.32	66.33%	1,229,901.31	1,406,025.58	176,124.26	14.32%	1,815,749.31	2,311,981.13	496,231.82	27.33%				
<b>EXPENSE</b>														
Total Mayor & Council	45,955.32	49.15%	14,827.66	682.58	14,145.08	95.40%	26,877.66	22,586.42	4,291.24	15.97%				
Total Administration	360,997.50	108.98%	25,018.66	57,061.17	(32,042.51)	-128.07%	222,042.41	393,427.73	(171,385.32)	-77.19%				
Total Elections	15,800.00	7.59%	0.00	0.00	0.00	0.00%	950.00	1,200.00	(250.00)	-26.32%				
Total Finance	124,835.30	66.13%	7,123.28	12,248.10	(5,124.82)	-71.94%	81,537.07	82,549.72	(1,012.65)	-1.24%				
Total Planning & Zoning	284,682.35	52.20%	18,806.72	20,932.09	(2,125.37)	-11.30%	161,657.90	148,596.59	13,061.31	8.08%				
Total Engineering Services	48,000.00	45.54%	4,000.00	3,302.00	698.00	17.45%	28,000.00	21,861.55	6,138.45	21.92%				
Total City Hall	55,082.00	64.17%	4,461.00	4,698.13	(237.13)	-5.32%	32,002.00	35,343.75	(3,341.75)	-10.44%				
Total General Government	935,352.47	75.43%	74,237.32	98,924.07	(24,686.75)	-33.25%	553,067.04	705,565.76	(152,498.72)	-27.57%				
<b>DEPT 420 - PUBLIC SAFETY</b>														
Total Police	527,060.47	48.12%	0.00	252,977.79	(252,977.79)	-100.00%	263,530.24	253,612.02	9,918.22	3.76%				
Total Prosecution	54,700.00	47.81%	4,500.00	3,620.47	879.53	19.55%	31,800.00	26,151.23	5,648.77	17.76%				
Total Fire	377,231.71	50.61%	25,697.07	22,711.28	2,985.79	11.62%	229,337.92	190,913.70	38,424.22	16.75%				
Total Fire Relief	37,323.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%				
Total Building Inspections	260,765.91	46.91%	20,260.08	15,855.81	4,404.27	21.74%	150,865.53	122,326.57	28,538.96	18.92%				
Total Emergency Communications	7,400.00	50.61%	0.00	0.00	0.00	0.00%	3,700.00	3,745.00	(45.00)	-1.22%				
Total Animal Control	7,550.00	72.52%	650.00	1,325.00	(675.00)	-103.85%	4,300.00	5,475.00	(1,175.00)	-27.33%				
Total Public Safety	1,272,031.09	47.34%	51,107.15	296,490.35	(245,383.20)	-480.13%	683,533.69	602,223.52	81,310.17	11.90%				

DEPT 430 - PUBLIC WORKS	MONTH					YTD				
	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	Month	Month	Month	Month	YTD	YTD	YTD	YTD		
Total Public Works	411,284.53	41,268.08	(12,771.58)	-44.82%	261,241.26	276,851.84	(15,610.58)	-5.98%		
Total Streets	413,000.00	6,760.00	2,168.72	67.92%	397,820.00	60,742.02	337,077.98	84.73%		
Total Ice & Snow Removal	87,250.00	1,000.00	6,619.19	(5,619.19)	44,750.00	11,275.06	33,474.94	74.80%		
Total Street Lighting	26,400.00	2,200.00	2,180.13	19.87	15,400.00	14,756.09	643.91	4.18%		
Total Recycling	5,900.00	200.00	0.00	100.00%	3,150.00	0.00	3,150.00	100.00%		
Total Tree Program	1,000.00	500.00	0.00	100.00%	1,000.00	614.50	385.50	38.55%		
Total Public Works	<u>944,834.53</u>	<u>52,236.12</u>	<u>(13,079.62)</u>	<u>-33.40%</u>	<u>723,361.26</u>	<u>364,239.51</u>	<u>359,121.75</u>	<u>49.65%</u>		
DEPT 450 - CULTURE, RECREATION										
Total Parks & Recreation	231,320.23	17,349.09	18,936.06	(1,586.97)	136,975.21	110,084.50	26,890.71	19.63%		
IT & Telephone	81,976.00	5,900.00	5,780.51	119.49	50,956.00	47,179.17	3,776.83	7.41%		
GRAND TOTAL ALL EXPENSES	<u>3,465,514.32</u>	<u>187,750.06</u>	<u>466,586.60</u>	<u>(284,736.54)</u>	<u>2,147,893.20</u>	<u>1,782,113.29</u>	<u>314,823.91</u>	<u>14.66%</u>		
SUB TOTAL NET INC OVER EXP	<u>20,000.00</u>	<u>1,042,151.25</u>	<u>939,438.97</u>	<u>(108,612.28)</u>	<u>(332,143.89)</u>	<u>529,867.84</u>	<u>811,055.73</u>	<u>-244.19%</u>		
DEPT 460 - COMP ADJ	20,000.00	0.00	0.00	0.00%	20,000.00	0.00	20,000.00	100.00%		
DEPT 490 - CONTINGENCY FUND	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Debt Service Increase	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
DEPT 493 - OTH FINANCING	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
GRAND TOTAL ALL DEPTS	<u>3,485,514.32</u>	<u>187,750.06</u>	<u>466,586.60</u>	<u>(284,736.54)</u>	<u>2,167,893.20</u>	<u>1,782,113.29</u>	<u>334,823.91</u>	<u>15.44%</u>		
Net Income over Expenses	<u>0.00</u>	<u>1,042,151.25</u>	<u>939,438.97</u>	<u>(102,712.28)</u>	<u>(352,143.89)</u>	<u>529,867.84</u>	<u>882,011.73</u>	<u>250.47%</u>		



City of Lake Elmo  
 Budget to Actual Comparative  
 For the month ending July 31, 2016  
 101-General Fund Detail  
 By Department

DEPT 410 - GEN'L GOV'T	Full Year		MONTH					YTD					YTD variance notes
	BUDGET 2016	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)			
			Month	Month	Month	Month	YTD	YTD	YTD	YTD			
<b>REVENUE</b>													
Current Ad Valorem Taxes	2,033,198.00	52.22%	1,016,598.81	1,059,681.87	43,083.06	4.24%	1,016,598.81	1,061,821.33	45,222.52	4.45%	Pmt from WA City related to a tax forfeit parcel		
Delinquent Ad Valorem Taxes	15,000.00	45.96%	7,500.00	6,893.59	(606.41)	-8.09%	7,500.00	6,893.59	(606.41)	-8.09%			
Mobile Home Tax	12,000.00	21.29%	6,000.00	2,554.49	(3,445.51)	-57.43%	6,000.00	2,554.49	(3,445.51)	-57.43%			
Fiscal Disparities	157,508.00	59.47%	78,754.00	93,676.87	14,922.87	18.95%	78,754.00	93,676.87	14,922.87	18.95%			
Penalty & Interest on Taxes	700.00	75.80%	350.00	530.60	180.60	51.60%	350.00	530.60	180.60	51.60%			
Liquor License	11,000.00	61.82%	0.00	0.00	0.00	0.00%	8,000.00	6,800.00	(1,200.00)	-15.00%			
Wastehauler License	1,680.00	92.86%	0.00	480.00	480.00	100.00%	840.00	1,560.00	720.00	85.71%			
General Contractor License	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	150.00	150.00	100.00%			
Heating Contractor License	2,500.00	86.00%	200.00	50.00	(150.00)	-75.00%	1,500.00	2,150.00	650.00	43.33%	Reflects fees from 129 new homes and 11 new commercial units (July includes \$70k in revenue for ISD 916 not budgeted)		
Building Permits	508,200.00	95.49%	60,000.00	122,397.45	62,397.45	104.00%	295,000.00	485,297.75	190,297.75	64.51%			
Building Re-inspect Fees	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Heating Permits	38,000.00	198.55%	5,000.00	6,996.00	1,996.00	39.92%	21,000.00	75,447.72	54,447.72	259.27%			
Plumbing Permits	46,800.00	100.19%	5,900.00	5,644.00	(256.00)	-4.34%	26,800.00	46,891.00	20,091.00	74.97%			
Animal License	2,500.00	60.40%	40.00	40.00	0.00	0.00%	2,300.00	1,510.00	(790.00)	-34.35%			
Utility Permits (ROW)	25,000.00	158.90%	5,000.00	4,330.00	(670.00)	-13.40%	14,500.00	39,724.40	25,224.40	173.96%			
Burning Permit	2,750.00	58.36%	500.00	90.00	(410.00)	-82.00%	1,500.00	1,605.00	105.00	7.00%			
Massage Therapy Licenses	150.00	0.00%	0.00	0.00	0.00	0.00%	75.00	0.00	(75.00)	-100.00%			
MSA-Maintenance	101,696.00	60.69%	0.00	61,716.50	61,716.50	100.00%	50,848.00	61,716.50	10,868.50	21.37%	Monthly variance is just a timing issue on receipt of MSA funds		
State Fire Aid	41,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
PERA Aid	2,749.00	50.00%	1,374.50	1,374.50	0.00	0.00%	1,374.50	1,374.50	0.00	0.00%			
Recycling Grant	15,500.00	101.21%	0.00	0.00	0.00	0.00%	0.00	15,688.00	15,688.00	100.00%			
Misc State Grant/Surcharge Rev	5,064.00	85.84%	4,064.00	631.42	(3,432.58)	-84.46%	4,564.00	4,347.01	(216.99)	-4.75%			
Cable Franchise Revenue	45,000.00	218.26%	0.00	0.00	0.00	0.00%	45,000.00	98,218.41	53,218.41	118.26%	Actual greater than budget due to an increased share of market		
Zoning & Subdivision Fees	27,500.00	54.71%	5,000.00	4,420.00	(580.00)	-11.60%	15,000.00	15,045.00	45.00	0.30%			
Plan Check Fees	278,129.00	86.44%	29,000.00	29,295.37	295.37	1.02%	160,000.00	240,413.34	80,413.34	50.26%	Reflects fees from 129 new homes and 11 new commercial units		
Sale of Copies, Books, Maps	175.00	67.05%	20.00	0.00	(20.00)	-100.00%	75.00	117.34	42.34	56.45%			
Assessment Searches	1,215.00	0.00%	300.00	525.00	225.00	75.00%	670.00	2,295.00	1,625.00	242.54%			
Clean Up Days	2,000.00	0.00%	0.00	0.00	0.00	0.00%	2,000.00	0.00	(2,000.00)	-100.00%			
Cable Operation Reimbursement	4,000.00	27.63%	0.00	0.00	0.00	0.00%	2,000.00	1,105.00	(895.00)	-44.75%			
Fines	45,000.00	69.29%	4,000.00	4,697.91	697.91	17.45%	26,500.00	31,179.71	4,679.71	17.66%			
Miscellaneous Permits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Fire Billable Revenue	500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Miscellaneous Revenue	3,500.00	110.53%	300.00	0.00	(300.00)	-100.00%	2,000.00	3,868.57	1,868.57	93.43%			
Interest Earnings	55,000.00	0.00%	0.00	0.00	0.00	0.00%	25,000.00	0.00	(25,000.00)	-100.00%			
Donations	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	10,000.00	10,000.00	100.00%			
<b>Total Revenue</b>	<b>3,485,514.00</b>	<b>66.33%</b>	<b>1,229,901.31</b>	<b>1,406,025.57</b>	<b>176,124.26</b>	<b>14.32%</b>	<b>1,815,749.31</b>	<b>2,311,981.13</b>	<b>496,231.82</b>	<b>27.33%</b>			

EXPENSE	Full Year		MONTH					YTD				
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	2016		Month	Month	Month	Month	YTD	YTD	YTD	YTD		
<b>1110 - Mayor &amp; Council</b>												
PT Salaries	25,690.00	0.00%	12,845.00	0.00	12,845.00	100.00%	12,845.00	0.00	12,845.00	100.00%		
FICA Contributions	1,592.78	0.00%	796.39	0.00	796.39	100.00%	796.39	0.00	796.39	100.00%		
Medicare Contributions	372.54	0.00%	186.27	0.00	186.27	100.00%	186.27	0.00	186.27	100.00%		
Workers Compensation	300.00	2.63%	0.00	0.00	0.00	0.00%	300.00	7.90	292.10	97.37%		
Mileage	500.00	0.00%	0.00	0.00	0.00	0.00%	250.00	0.00	250.00	100.00%		
Miscellaneous	5,000.00	182.64%	0.00	0.00	0.00	0.00%	5,000.00	9,132.06	(4,132.06)	-82.64%		2016 share of LMC annual Pmt made in Sept 2015 plus Metro
Dues & Subscriptions	11,500.00	116.93%	1,000.00	682.58	317.42	31.74%	7,000.00	13,446.46	(6,446.46)	-92.09%		Cities annual membership of \$3.7k & YSB for \$5k which was
Conferences & Training	1,000.00	0.00%	0.00	0.00	0.00	0.00%	500.00	0.00	500.00	100.00%		budgeted later in the year
<b>Total Mayor &amp; Council</b>	<b>45,955.32</b>	<b>49.15%</b>	<b>14,827.66</b>	<b>682.58</b>	<b>14,145.08</b>	<b>95.40%</b>	<b>26,877.66</b>	<b>22,586.42</b>	<b>4,291.24</b>	<b>15.97%</b>		
<b>1320 - Administration</b>												
FT Salaries	145,000.00	77.76%	11,153.85	12,942.84	(1,788.99)	-16.04%	83,653.85	112,748.14	(29,094.29)	-34.78%		
PT Salaries	0.00	0.00%	0.00	1,635.00	(1,635.00)	-100.00%	0.00	3,447.00	(3,447.00)	-100.00%		Intern position reallocated to Admin
PERA Contributions	10,875.00	74.74%	836.54	1,195.72	(359.18)	-42.94%	6,274.04	8,127.56	(1,853.52)	-29.54%		
ICMA Contributions	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
FICA Contributions	8,990.00	78.39%	691.54	1,034.14	(342.60)	-49.54%	5,186.54	7,047.02	(1,860.48)	-35.87%		
Medicare Contributions	2,102.50	78.37%	161.73	241.85	(80.12)	-49.54%	1,212.98	1,647.73	(434.75)	-35.84%		
Health/Dental Insurance	30,550.00	53.42%	2,350.00	2,176.00	174.00	7.40%	17,625.00	16,320.00	1,305.00	7.40%		
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Workers Compensation	1,140.00	548.44%	0.00	0.00	0.00	0.00%	1,140.00	6,252.24	(5,112.24)	-448.44%		
Office Supplies	5,800.00	58.89%	475.00	627.59	(152.59)	-32.12%	3,325.00	3,415.78	(90.78)	-2.73%		
Printed Forms	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	771.32	(771.32)	-100.00%		
Legal Services	60,000.00	286.85%	5,000.00	33,844.39	(28,844.39)	-576.89%	35,000.00	172,109.17	(137,109.17)	-391.74%		YTD includes approximately \$85k related to 3M litigation
Newsletter/Website	8,000.00	0.00%	0.00	0.00	0.00	0.00%	4,000.00	0.00	4,000.00	100.00%		
Assessing Services	38,000.00	62.61%	2,500.00	3,680.00	(1,180.00)	-100.00%	23,500.00	23,792.95	(292.95)	-1.25%		
Contract Services	0.00	0.00%	0.00	250.00	(250.00)	-100.00%	0.00	368.00	(368.00)	-100.00%		
Postage	2,000.00	89.54%	0.00	250.00	(250.00)	-100.00%	1,000.00	1,790.75	(790.75)	-79.08%		
Mileage	550.00	34.38%	50.00	34.00	16.00	32.00%	325.00	189.08	135.92	41.82%		
Legal Publishing	10,040.00	45.13%	1,000.00	179.55	820.45	82.05%	5,850.00	4,531.32	1,318.68	22.54%		
Insurance	28,000.00	93.29%	0.00	0.00	0.00	0.00%	28,000.00	26,121.00	1,879.00	6.71%		
Cable Operation Expense	4,800.00	45.00%	400.00	160.00	240.00	60.00%	2,800.00	2,160.00	640.00	22.86%		
Miscellaneous	600.00	6.89%	50.00	(127.91)	177.91	35.82%	350.00	41.35	308.65	88.19%		
Dues & Subscriptions	1,200.00	156.44%	100.00	0.00	100.00	100.00%	700.00	1,877.32	(1,177.32)	-168.19%		
Books	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Conferences & Training	3,350.00	20.00%	250.00	0.00	250.00	100.00%	2,100.00	670.00	1,430.00	68.10%		
Staff Development	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
<b>Total Administration</b>	<b>360,997.50</b>	<b>108.98%</b>	<b>25,018.66</b>	<b>57,061.17</b>	<b>(32,042.51)</b>	<b>-128.07%</b>	<b>222,042.41</b>	<b>393,427.73</b>	<b>(171,385.32)</b>	<b>-77.19%</b>		

	MONTH					YTD				
	BUDGET	ACTUAL	Variance (\$)	Variance (%)		BUDGET	ACTUAL	Variance (\$)	Variance (%)	
	Month	Month	Month	Month		YTD	YTD	YTD	YTD	
<b>1410 - Elections</b>										
PT Salaries	12,000.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00%	
Office Supplies	500.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00%	
Legal Publications/Notification	500.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00%	
Equipment Repair	500.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00%	
County Election Fees	950.00	0.00	0.00	0.00%		950.00	1,200.00	(250.00)	-26.32%	
Printed Forms	350.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00%	
Miscellaneous	1,000.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00%	
<b>Total Elections</b>	<b>15,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		<b>950.00</b>	<b>1,200.00</b>	<b>(250.00)</b>	<b>-26.32%</b>	
<b>1520 - Finance</b>										
FT Salaries	60,630.46	4,653.35	(106.35)	-2.29%		34,900.10	35,815.13	(915.03)	-2.62%	
PT Salaries	4,550.00	350.00	(2,065.19)	-590.05%		2,625.00	6,997.63	(4,372.63)	-166.58%	
PERA Contributions	4,888.53	375.25	(29.88)	-7.66%		2,814.38	2,956.73	(142.35)	-5.06%	
FICA Contributions	4,041.19	310.21	(119.53)	-38.53%		2,326.56	2,541.19	(214.63)	-9.23%	
Medicare Contributions	945.12	72.55	(27.95)	-38.53%		544.11	594.28	(50.17)	-9.22%	
Health/Dental Insurance	10,880.00	836.92	(33.48)	-4.00%		6,276.92	6,528.00	(251.08)	-4.00%	
Unemployment Benefits	0.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00%	
Workers Compensation	550.00	0.00	0.00	0.00%		550.00	237.16	312.84	56.88%	
Office Supplies	1,000.00	0.00	0.00	0.00%		850.00	171.52	678.48	79.82%	
Printed Forms	500.00	0.00	(214.00)	-100.00%		250.00	214.00	36.00	14.40%	
Audit Services	28,650.00	0.00	(3,045.00)	-100.00%		26,150.00	26,195.00	(45.00)	-0.17%	
Contract Services	6,700.00	525.00	516.56	98.39%		3,900.00	59.08	3,840.92	98.49%	
Mileage	50.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00%	
Miscellaneous	200.00	0.00	0.00	0.00%		100.00	70.00	30.00	30.00%	
Dues & Subscriptions	750.00	0.00	0.00	0.00%		250.00	170.00	80.00	32.00%	
Conferences & Training	500.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00%	
<b>Total Finance</b>	<b>124,835.30</b>	<b>7,123.28</b>	<b>(5,124.82)</b>	<b>-71.94%</b>		<b>81,537.07</b>	<b>82,549.72</b>	<b>(1,012.65)</b>	<b>-1.24%</b>	

	Full Year		MONTH					YTD					YTD variance notes
	BUDGET 2016	% to date	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD			
<b>1910 - Planning &amp; Zoning</b>													
FT Salaries	137,098.00	63.39%	10,546.00	13,022.69	(2,476.69)	-23.48%	79,095.00	86,909.76	(7,814.76)	-9.88%			
PT Salaries	4,800.00	73.19%	1,200.00	1,824.00	(624.00)	-52.00%	3,600.00	3,513.00	87.00	2.42%			
PERA Contributions	10,282.35	63.39%	790.95	976.69	(185.74)	-23.48%	5,932.13	6,518.22	(586.09)	-9.88%			
FICA Contributions	8,500.08	62.44%	653.85	877.00	(223.15)	-34.13%	4,903.89	5,307.62	(403.73)	-8.23%			
Medicare Contributions	1,987.92	62.44%	152.92	205.10	(52.18)	-34.12%	1,146.88	1,241.27	(94.39)	-8.23%			
Health/Dental Insurance	34,814.00	39.85%	2,678.00	1,850.00	828.00	30.92%	20,085.00	13,875.00	6,210.00	30.92%			
Workers Compensation	800.00	60.24%	0.00	0.00	800.00	0.00%	800.00	481.91	318.09	39.76%			
Developer escrow offset cost recovery	0.00	-100.00%	0.00	(697.39)	697.39	100.00%	0.00	(7,234.90)	7,234.90	100.00%			
Office Supplies	1,800.00	31.33%	150.00	98.97	51.03	34.02%	1,050.00	563.99	486.01	46.29%			
Printed Forms	750.00	0.00%	0.00	0.00	0.00	100.00%	500.00	0.00	500.00	100.00%			
Engineering Services	20,000.00	52.87%	2,500.00	870.00	1,630.00	65.20%	12,500.00	10,574.76	1,925.24	15.40%			
Contract Services	60,000.00	43.29%	0.00	1,727.46	(1,727.46)	-100.00%	30,000.00	25,975.94	4,024.06	13.41%	YTD includes East Metro Strong analysis costs related to potential BRT line		
Postage	200.00	3.23%	0.00	0.00	0.00	100.00%	100.00	6.45	93.55	93.55%			
Mileage	250.00	22.23%	20.00	55.57	(35.57)	-177.85%	140.00	55.57	84.43	60.31%			
Miscellaneous	500.00	1.20%	40.00	0.00	40.00	100.00%	280.00	6.00	274.00	97.86%			
Dues & Subscriptions	600.00	3.33%	50.00	0.00	50.00	100.00%	350.00	20.00	330.00	94.29%			
Books	300.00	40.67%	25.00	122.00	(97.00)	-388.00%	175.00	122.00	53.00	30.29%			
Conferences & Training	2,000.00	33.00%	0.00	0.00	0.00	0.00%	1,000.00	660.00	340.00	34.00%			
<b>Total Planning &amp; Zoning</b>	<b>284,682.35</b>	<b>52.20%</b>	<b>18,806.72</b>	<b>20,932.09</b>	<b>(2,125.37)</b>	<b>-11.30%</b>	<b>161,657.90</b>	<b>148,596.59</b>	<b>13,061.31</b>	<b>8.08%</b>			
<b>1930 - Engineering Services</b>													
Engineering Services	48,000.00	45.54%	4,000.00	3,302.00	698.00	17.45%	28,000.00	21,861.55	6,138.45	21.92%			
<b>Total Engineering Services</b>	<b>48,000.00</b>	<b>45.54%</b>	<b>4,000.00</b>	<b>3,302.00</b>	<b>698.00</b>	<b>17.45%</b>	<b>28,000.00</b>	<b>21,861.55</b>	<b>6,138.45</b>	<b>21.92%</b>			
<b>1940 - City Hall</b>													
Cleaning Supplies	50.00	0.00%	0.00	0.00	0.00	0.00%	25.00	0.00	25.00	100.00%			
Building Repair Supplies	300.00	0.00%	25.00	0.00	25.00	100.00%	175.00	0.00	175.00	100.00%			
Utilities	7,500.00	35.44%	500.00	397.51	102.49	20.50%	4,250.00	2,658.13	1,591.87	37.46%			
Refuse	600.00	112.94%	50.00	112.94	(62.94)	-125.88%	350.00	677.64	(327.64)	-93.61%			
Repairs/Maint Contractual Bldg	6,000.00	122.64%	500.00	326.65	173.35	34.67%	3,500.00	7,358.19	(3,858.19)	-110.23%			
Repairs/Maint Contractual Equip	10,800.00	57.07%	900.00	1,269.53	(369.53)	-41.06%	6,300.00	6,163.91	136.09	2.16%	YTD includes \$3.2k bill to Capra for City Hall Sewer connection work		
Facility Lease	29,532.00	58.33%	2,461.00	2,461.00	0.00	0.00%	17,227.00	17,227.00	0.00	0.00%			
Miscellaneous	300.00	419.63%	25.00	130.50	(105.50)	-422.00%	175.00	1,258.88	(1,083.88)	-619.36%			
<b>Total City Hall</b>	<b>55,082.00</b>	<b>64.17%</b>	<b>4,461.00</b>	<b>4,698.13</b>	<b>(237.13)</b>	<b>-5.32%</b>	<b>32,002.00</b>	<b>35,343.75</b>	<b>(3,341.75)</b>	<b>-10.44%</b>			
<b>Total General Government</b>	<b>935,352.47</b>	<b>75.43%</b>	<b>74,237.32</b>	<b>98,924.07</b>	<b>(24,686.75)</b>	<b>-33.25%</b>	<b>553,067.04</b>	<b>705,565.76</b>	<b>(152,498.72)</b>	<b>-27.57%</b>			

DEPT 420 - PUBLIC SAFETY	Full Year BUDGET 2016	% to date	MONTH						YTD												
			BUDGET		ACTUAL		Variance (\$)		Variance (%)		BUDGET		ACTUAL		Variance (\$)		Variance (%)				
			Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month		
<b>2100 - Police</b>	<b>527,060.47</b>	<b>48.12%</b>	0.00	252,977.79	(252,977.79)	-100.00%	0.00	263,530.24	253,612.02	9,918.22	3.76%	0.00	253,612.02	253,612.02	0.00	0.00%	0.00	263,530.24	253,612.02	9,918.22	3.76%
Law Enforcement Contract	527,060.47	48.12%	0.00	252,977.79	(252,977.79)	-100.00%	0.00	263,530.24	253,612.02	9,918.22	3.76%	0.00	253,612.02	253,612.02	0.00	0.00%	0.00	263,530.24	253,612.02	9,918.22	3.76%
<b>Total Police</b>	<b>527,060.47</b>	<b>48.12%</b>	<b>0.00</b>	<b>252,977.79</b>	<b>(252,977.79)</b>	<b>-100.00%</b>	<b>0.00</b>	<b>263,530.24</b>	<b>253,612.02</b>	<b>9,918.22</b>	<b>3.76%</b>	<b>0.00</b>	<b>253,612.02</b>	<b>253,612.02</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>263,530.24</b>	<b>253,612.02</b>	<b>9,918.22</b>	<b>3.76%</b>
<b>2150 - Prosecution</b>	<b>54,700.00</b>	<b>47.81%</b>	4,500.00	3,620.47	879.53	19.55%	4,500.00	31,800.00	26,151.23	5,648.77	17.76%	4,500.00	31,800.00	26,151.23	5,648.77	17.76%	4,500.00	31,800.00	26,151.23	5,648.77	17.76%
Attorney Criminal	54,700.00	47.81%	4,500.00	3,620.47	879.53	19.55%	4,500.00	31,800.00	26,151.23	5,648.77	17.76%	4,500.00	31,800.00	26,151.23	5,648.77	17.76%	4,500.00	31,800.00	26,151.23	5,648.77	17.76%
<b>Total Prosecution</b>	<b>54,700.00</b>	<b>47.81%</b>	<b>4,500.00</b>	<b>3,620.47</b>	<b>879.53</b>	<b>19.55%</b>	<b>4,500.00</b>	<b>31,800.00</b>	<b>26,151.23</b>	<b>5,648.77</b>	<b>17.76%</b>	<b>4,500.00</b>	<b>31,800.00</b>	<b>26,151.23</b>	<b>5,648.77</b>	<b>17.76%</b>	<b>4,500.00</b>	<b>31,800.00</b>	<b>26,151.23</b>	<b>5,648.77</b>	<b>17.76%</b>
<b>2220 - Fire</b>	<b>70,300.00</b>	<b>57.86%</b>	5,407.69	5,511.32	(103.63)	-1.92%	5,407.69	40,557.69	40,674.17	(116.48)	-0.29%	5,407.69	40,557.69	40,674.17	(116.48)	-0.29%	5,407.69	40,557.69	40,674.17	(116.48)	-0.29%
FT Salaries	110,000.00	43.25%	9,166.67	7,700.91	1,465.76	15.99%	9,166.67	64,166.67	47,578.32	16,588.35	25.85%	9,166.67	64,166.67	47,578.32	16,588.35	25.85%	9,166.67	64,166.67	47,578.32	16,588.35	25.85%
PT Salaries	11,388.60	65.97%	876.05	1,149.32	(273.27)	-31.19%	876.05	6,570.35	7,513.02	(942.67)	-14.35%	876.05	6,570.35	7,513.02	(942.67)	-14.35%	876.05	6,570.35	7,513.02	(942.67)	-14.35%
PERA Contributions	7,388.33	46.70%	568.33	477.45	90.88	15.99%	568.33	4,262.50	3,450.51	811.99	19.05%	568.33	4,262.50	3,450.51	811.99	19.05%	568.33	4,262.50	3,450.51	811.99	19.05%
FICA Contributions	2,747.27	49.40%	211.33	184.55	26.78	12.67%	211.33	1,584.96	1,357.28	227.68	14.37%	211.33	1,584.96	1,357.28	227.68	14.37%	211.33	1,584.96	1,357.28	227.68	14.37%
Medicare Contributions	14,846.00	54.96%	1,142.00	1,088.00	54.00	4.73%	1,142.00	8,565.00	8,160.00	405.00	4.73%	1,142.00	8,565.00	8,160.00	405.00	4.73%	1,142.00	8,565.00	8,160.00	405.00	4.73%
Health/Dental Insurance	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	
Unemployment Benefits	18,500.00	80.89%	0.00	0.00	0.00	0.00%	0.00	18,500.00	14,965.50	3,534.50	19.11%	0.00	18,500.00	14,965.50	3,534.50	19.11%	0.00	18,500.00	14,965.50	3,534.50	19.11%
Workers Compensation	850.00	121.50%	70.00	63.32	6.68	9.54%	70.00	490.00	1,032.78	(542.78)	-110.77%	70.00	490.00	1,032.78	(542.78)	-110.77%	70.00	490.00	1,032.78	(542.78)	-110.77%
Office Supplies	3,400.00	15.25%	280.00	0.00	280.00	100.00%	280.00	1,960.00	518.56	1,441.44	73.54%	280.00	1,960.00	518.56	1,441.44	73.54%	280.00	1,960.00	518.56	1,441.44	73.54%
EMIS Supplies	3,000.00	2.07%	250.00	0.00	250.00	100.00%	250.00	1,750.00	62.00	1,688.00	96.46%	250.00	1,750.00	62.00	1,688.00	96.46%	250.00	1,750.00	62.00	1,688.00	96.46%
Fire Prevention	13,000.00	28.98%	1,075.00	532.14	542.86	50.50%	1,075.00	7,525.00	3,767.03	3,757.97	49.94%	1,075.00	7,525.00	3,767.03	3,757.97	49.94%	1,075.00	7,525.00	3,767.03	3,757.97	49.94%
Fuel, Oil & Fluids	12,000.00	20.53%	1,000.00	40.00	959.96	96.00%	1,000.00	7,000.00	2,463.44	4,536.56	64.81%	1,000.00	7,000.00	2,463.44	4,536.56	64.81%	1,000.00	7,000.00	2,463.44	4,536.56	64.81%
Small Tools & Equip	3,904.00	18.29%	300.00	0.00	300.00	100.00%	300.00	2,400.00	714.00	1,686.00	70.25%	300.00	2,400.00	714.00	1,686.00	70.25%	300.00	2,400.00	714.00	1,686.00	70.25%
Physicals	18,097.51	61.27%	0.00	107.00	(107.00)	-100.00%	0.00	9,048.75	11,087.52	(2,038.77)	-22.53%	0.00	9,048.75	11,087.52	(2,038.77)	-22.53%	0.00	9,048.75	11,087.52	(2,038.77)	-22.53%
Radio	500.00	128.84%	40.00	0.00	40.00	100.00%	40.00	300.00	644.22	(344.22)	-114.74%	40.00	300.00	644.22	(344.22)	-114.74%	40.00	300.00	644.22	(344.22)	-114.74%
Milage	8,307.00	87.76%	0.00	0.00	0.00	0.00%	0.00	8,307.00	7,290.00	1,017.00	12.24%	0.00	8,307.00	7,290.00	1,017.00	12.24%	0.00	8,307.00	7,290.00	1,017.00	12.24%
Insurance	15,500.00	46.09%	1,200.00	650.77	549.23	45.77%	1,200.00	9,200.00	7,143.64	2,056.36	22.35%	1,200.00	9,200.00	7,143.64	2,056.36	22.35%	1,200.00	9,200.00	7,143.64	2,056.36	22.35%
Electric Utility	1,200.00	141.52%	100.00	266.38	(166.38)	-166.38%	100.00	700.00	1,698.28	(998.28)	-142.61%	100.00	700.00	1,698.28	(998.28)	-142.61%	100.00	700.00	1,698.28	(998.28)	-142.61%
Refuse	15,250.00	29.56%	1,000.00	29.98	970.02	97.00%	1,000.00	15,400.00	4,507.81	5,492.19	35.64%	1,000.00	15,400.00	4,507.81	5,492.19	35.64%	1,000.00	15,400.00	4,507.81	5,492.19	35.64%
Repair/Maint Bldg	25,650.00	51.49%	2,200.00	1,270.61	929.39	42.25%	2,200.00	10,000.00	13,206.40	2,193.60	14.24%	2,200.00	10,000.00	13,206.40	2,193.60	14.24%	2,200.00	10,000.00	13,206.40	2,193.60	14.24%
Repair/Maint Equip	4,100.00	2.68%	300.00	0.00	300.00	100.00%	300.00	2,400.00	109.90	2,290.10	95.42%	300.00	2,400.00	109.90	2,290.10	95.42%	300.00	2,400.00	109.90	2,290.10	95.42%
Uniforms	2,000.00	87.15%	150.00	166.60	(16.60)	-11.07%	150.00	1,150.00	1,742.97	(592.97)	-51.56%	150.00	1,150.00	1,742.97	(592.97)	-51.56%	150.00	1,150.00	1,742.97	(592.97)	-51.56%
Miscellaneous	3,863.00	67.69%	320.00	286.00	34.00	10.63%	320.00	2,240.00	2,615.00	(375.00)	-16.74%	320.00	2,240.00	2,615.00	(375.00)	-16.74%	320.00	2,240.00	2,615.00	(375.00)	-16.74%
Dues & Subscriptions	440.00	0.00%	40.00	0.00	40.00	100.00%	40.00	260.00	0.00	260.00	100.00%	40.00	260.00	0.00	260.00	100.00%	40.00	260.00	0.00	260.00	100.00%
Books	17,000.00	69.48%	0.00	3,186.89	(3,186.89)	-100.00%	0.00	8,000.00	11,811.35	(3,811.35)	-47.64%	0.00	8,000.00	11,811.35	(3,811.35)	-47.64%	0.00	8,000.00	11,811.35	(3,811.35)	-47.64%
Conferences & Training	(6,000.00)	0.00%	0.00	0.00	0.00	0.00%	0.00	(3,000.00)	(3,200.00)	200.00	-6.67%	0.00	(3,000.00)	(3,200.00)	200.00	-6.67%	0.00	(3,000.00)	(3,200.00)	200.00	-6.67%
<b>Total Fire</b>	<b>377,231.71</b>	<b>50.61%</b>	<b>25,697.07</b>	<b>22,711.28</b>	<b>2,985.79</b>	<b>11.62%</b>	<b>25,697.07</b>	<b>229,337.92</b>	<b>190,913.70</b>	<b>38,424.22</b>	<b>16.75%</b>	<b>25,697.07</b>	<b>229,337.92</b>	<b>190,913.70</b>	<b>38,424.22</b>	<b>16.75%</b>	<b>25,697.07</b>	<b>229,337.92</b>	<b>190,913.70</b>	<b>38,424.22</b>	<b>16.75%</b>
<b>2250 - Fire Relief</b>	<b>37,323.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	
Fire State Aid	37,323.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	
<b>Total Fire Relief</b>	<b>37,323.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	

Budget included 50% of split employee insurance premium

Jan - June billed out in July; budgeted in June.

	Full Year		MONTH					YTD					
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)			
	2016		Month	Month	Month	Month	YTD	YTD	YTD	YTD			
<b>2400 - Building Inspection</b>													
FT Salaries	169,171.00	51.12%	12,936.23	12,283.89	652.34	5.04%	97,021.73	85,976.63	11,045.10	11.38%			
PERA Contributions	12,612.83	47.47%	970.22	921.30	48.92	5.04%	7,276.63	5,987.55	1,289.08	17.72%			
FICA Contributions	10,426.60	49.62%	802.05	733.31	68.74	8.57%	6,015.35	5,173.77	841.58	13.99%			
Medicare Contributions	2,438.48	49.62%	187.58	171.51	16.07	8.57%	1,406.82	1,209.97	196.85	13.99%			
Health/Dental Insurance	29,692.00	40.31%	2,284.00	1,088.00	1,196.00	52.36%	17,130.00	11,968.00	5,162.00	30.13%			
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Workers Compensation	5,000.00	29.28%	0.00	0.00	0.00	0.00%	2,500.00	1,463.81	1,036.19	41.45%			
Office Supplies	2,100.00	52.72%	175.00	481.80	(306.80)	-175.31%	1,225.00	1,107.20	117.80	9.62%			
Printed Forms	700.00	0.00%	0.00	0.00	0.00	0.00%	350.00	0.00	350.00	100.00%			
Fuel, Oil & Fluids	6,500.00	8.01%	600.00	0.00	600.00	100.00%	3,800.00	520.63	3,279.37	86.30%			
Engineering	14,000.00	17.57%	1,500.00	96.00	1,404.00	93.60%	8,300.00	2,459.75	5,840.25	70.36%			
Inspector Contract Services	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	4,586.41	(4,586.41)	-100.00%			
Mileage	200.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Insurance	900.00	19.78%	0.00	0.00	0.00	0.00%	900.00	178.00	722.00	80.22%			
Repairs/Maint Equip	1,800.00	1.99%	150.00	0.00	150.00	100.00%	1,050.00	35.83	1,014.17	96.59%			
Uniforms	850.00	0.00%	70.00	0.00	(10.00)	-14.29%	490.00	80.00	410.00	83.67%			
Miscellaneous	725.00	45.37%	75.00	0.00	75.00	100.00%	405.00	328.94	76.06	18.78%			
Dues & Subscriptions	700.00	12.86%	60.00	0.00	60.00	100.00%	420.00	90.00	330.00	78.57%			
Books	725.00	120.01%	0.00	0.00	0.00	0.00%	725.00	870.08	(145.08)	-20.01%			
New Truck	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Conferences & Training	3,225.00	8.99%	450.00	0.00	450.00	100.00%	1,850.00	290.00	1,560.00	84.32%			
<b>Total Building Inspections</b>	<b>260,765.91</b>	<b>46.91%</b>	<b>20,260.08</b>	<b>15,855.81</b>	<b>4,404.27</b>	<b>21.74%</b>	<b>150,865.53</b>	<b>122,326.57</b>	<b>28,538.96</b>	<b>18.92%</b>			
<b>2500 - Emergency Communications</b>													
Contract Services	7,400.00	50.61%	0.00	0.00	0.00	0.00%	3,700.00	3,745.00	(45.00)	-1.22%			
<b>Total Emergency Communications</b>	<b>7,400.00</b>	<b>50.61%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>3,700.00</b>	<b>3,745.00</b>	<b>(45.00)</b>	<b>-1.22%</b>			
<b>2700 - Animal Control</b>													
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Contract Services	7,550.00	72.52%	650.00	1,325.00	(675.00)	-103.85%	4,300.00	5,475.00	(1,175.00)	-27.33%			
Miscellaneous (Impounding)	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
<b>Total Animal Control</b>	<b>7,550.00</b>	<b>72.52%</b>	<b>650.00</b>	<b>1,325.00</b>	<b>(675.00)</b>	<b>-103.85%</b>	<b>4,300.00</b>	<b>5,475.00</b>	<b>(1,175.00)</b>	<b>-27.33%</b>			
<b>Total Public Safety</b>	<b>1,272,031.09</b>	<b>47.34%</b>	<b>51,107.15</b>	<b>296,490.35</b>	<b>(245,383.20)</b>	<b>-480.13%</b>	<b>683,533.69</b>	<b>602,223.52</b>	<b>81,310.17</b>	<b>11.90%</b>			

DEPT 430 - PUBLIC WORKS

	Full Year		MONTH					YTD				
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	2016		Month	Month	Month	Month	YTD	YTD	YTD	YTD		
<b>3100 - Public Works</b>												
FT Salaries	169,779.00	81.82%	13,059.92	27,641.42	(14,581.50)	-111.65%	97,949.42	138,913.83	(40,964.41)	-41.82%		
PT Salaries	7,000.00	0.00%	1,750.00	0.00	1,750.00	100.00%	12,250.00	0.00	12,250.00	100.00%		
PERA Contributions	12,733.31	77.87%	979.49	1,569.52	(590.03)	-4.62%	7,346.21	9,915.03	(2,568.82)	-34.97%		
FICA Contributions	10,526.30	78.77%	809.72	1,650.47	(840.75)	-103.83%	6,072.86	8,291.53	(2,218.67)	-36.53%		
Medicare Contributions	2,461.80	78.78%	189.37	386.00	(196.63)	-103.83%	1,420.27	1,939.29	(519.02)	-36.54%		
Health/Dental Insurance	44,759.00	58.90%	3,443.00	3,610.00	(167.00)	-4.85%	25,822.50	26,364.00	(541.50)	-2.10%		
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Workers Compensation	18,000.00	77.65%	0.00	0.00	0.00	0.00%	18,000.00	13,977.59	4,022.41	22.35%		
Office Supplies	2,000.00	47.39%	165.00	541.43	(376.43)	-228.14%	1,155.00	947.76	207.24	17.94%		
Shop Materials	2,000.00	96.82%	165.00	15.47	149.53	90.62%	1,155.00	1,936.34	(781.34)	-67.65%		
Building Repair Supplies	500.00	262.74%	40.00	0.00	40.00	100.00%	280.00	1,313.68	(1,033.68)	-369.17%		
Small Tools and Minor Equip	1,200.00	213.20%	100.00	0.00	100.00	100.00%	700.00	2,558.42	(1,858.42)	-265.49%		
Engineering Services	12,000.00	32.45%	1,000.00	770.00	230.00	20.00%	7,000.00	3,894.50	3,105.50	44.36%		
Contract Services	1,000.00	288.52%	0.00	688.50	(688.50)	-100.00%	500.00	2,885.15	(2,385.15)	-477.03%		
Radio	1,300.00	47.55%	0.00	0.00	0.00	0.00%	650.00	618.12	31.88	4.90%		
Mileage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Insurance	16,000.00	94.41%	0.00	0.00	0.00	0.00%	16,000.00	15,105.00	895.00	5.59%		
Electric Utility	28,600.00	44.99%	1,500.00	610.56	889.44	59.30%	16,000.00	12,596.07	3,403.93	21.27%		
Refuse	2,500.00	60.00%	225.00	216.67	8.33	3.70%	1,450.00	1,500.02	(50.02)	-3.45%		
Fuel, Oil, Fluids (ALL depts)	42,000.00	28.57%	2,500.00	1,602.19	897.81	35.91%	25,000.00	12,000.92	12,999.08	52.00%		
Repair/Maint Bldg	4,000.00	146.88%	330.00	245.00	85.00	25.76%	2,310.00	5,875.14	(3,565.14)	-154.34%		
Repair/Maint NOT Bldg	500.00	33.00%	40.00	0.00	40.00	100.00%	280.00	164.99	115.01	41.08%		
Repair/Maint Equip (in)	2,400.00	123.07%	200.00	1,277.85	(1,077.85)	-538.93%	1,400.00	2,953.79	(1,553.79)	-110.99%		
Repair/Maint Equip (out)	5,000.00	10.38%	500.00	0.00	500.00	100.00%	3,000.00	518.83	2,481.17	82.71%		
Equipment Parts	8,000.00	4.41%	725.00	0.00	725.00	100.00%	4,675.00	352.52	4,322.48	92.46%		
Uniforms	3,600.00	67.32%	300.00	233.00	67.00	22.33%	2,100.00	2,423.59	(323.59)	-15.41%		
Miscellaneous	1,000.00	75.40%	150.00	210.00	(60.00)	-40.00%	600.00	753.95	(153.95)	-25.66%		
Landscaping Material	500.00	0.00%	125.00	0.00	125.00	100.00%	375.00	0.00	375.00	100.00%		
Dues & Subscriptions	200.00	49.50%	0.00	0.00	0.00	0.00%	100.00	99.00	1.00	1.00%		
Conferences & Training	4,425.00	2.15%	0.00	0.00	0.00	0.00%	750.00	95.00	655.00	87.33%		
Personal Protection Equipment	2,400.00	0.00%	200.00	0.00	200.00	100.00%	1,400.00	0.00	1,400.00	100.00%		
Clean up Days	5,500.00	161.05%	0.00	0.00	0.00	0.00%	5,500.00	8,857.78	(3,357.78)	-61.05%		
<b>Total Public Works</b>	<b>411,284.21</b>	<b>67.31%</b>	<b>28,496.50</b>	<b>41,268.08</b>	<b>(12,771.58)</b>	<b>-44.82%</b>	<b>261,241.26</b>	<b>276,851.84</b>	<b>(15,610.58)</b>	<b>-5.98%</b>		
<b>3120 - Streets</b>												
Equipment Parts	3,000.00	0.66%	250.00	19.94	230.06	92.02%	1,750.00	19.94	1,730.06	98.86%		
Street Maintenance Materials	20,000.00	20.90%	3,000.00	0.00	3,000.00	100.00%	13,000.00	4,179.72	8,820.28	67.85%		
Seal Coating/Crack Filling	210,000.00	24.75%	0.00	2,071.37	(2,071.37)	-100.00%	210,000.00	51,984.31	158,015.69	75.25%		
Mill and Overlay Program	160,000.00	0.00%	0.00	0.00	0.00	0.00%	160,000.00	0.00	160,000.00	100.00%		
Sign Repair Materials	2,500.00	85.07%	300.00	0.00	300.00	100.00%	1,600.00	2,126.67	(526.67)	-32.92%		
Contract Services - General	10,000.00	18.10%	2,000.00	0.00	2,000.00	100.00%	6,000.00	1,809.71	4,190.29	69.84%		
Contract Services - ROW	5,000.00	0.00%	1,000.00	0.00	1,000.00	100.00%	4,000.00	0.00	4,000.00	100.00%		
Repairs/Maint Equipment	2,500.00	24.87%	210.00	77.41	132.59	63.14%	1,470.00	621.67	848.33	57.71%		
<b>Total Streets</b>	<b>413,000.00</b>	<b>14.71%</b>	<b>6,760.00</b>	<b>2,168.72</b>	<b>4,591.28</b>	<b>67.92%</b>	<b>397,820.00</b>	<b>60,742.02</b>	<b>337,077.98</b>	<b>84.73%</b>		

July reflects payout of prior Director PTO balance (\$12k)

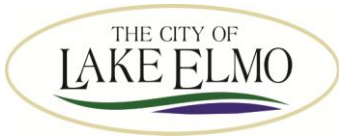
YTD variance is a timing issue  
YTD variance is a timing issue

3125 - Ice & Snow Removal	Full Year BUDGET 2016	% to date	MONTH					YTD				
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
			Month	Month	Month	Month	YTD	YTD	YTD	YTD		
Landscaping Material	750.00	0.00%	0.00	0.00	0.00	0.00%	500.00	0.00	500.00	100.00%		
Sand/Salt	70,000.00	15.96%	6,619.19	(6,619.19)	-100.00%	35,000.00	11,169.92	23,830.08	68.09%	Required contracted salt delivery		
Contract Services	4,000.00	0.00%	0.00	0.00	0.00%	2,000.00	0.00	2,000.00	100.00%			
Repairs/Maint Equipment	12,500.00	0.84%	0.00	1,000.00	100.00%	7,250.00	105.14	7,144.86	98.55%	Credit for maintenance equipment return		
<b>Total Ice &amp; Snow Removal</b>	<b>87,250.00</b>	<b>12.92%</b>	<b>1,000.00</b>	<b>(5,619.19)</b>	<b>-561.92%</b>	<b>44,750.00</b>	<b>11,275.06</b>	<b>33,474.94</b>	<b>74.80%</b>			
<b>3160 - Street Lighting</b>	<b>26,400.00</b>	<b>55.89%</b>	<b>2,200.00</b>	<b>2,180.13</b>	<b>19.87</b>	<b>0.90%</b>	<b>15,400.00</b>	<b>14,756.09</b>	<b>643.91</b>	<b>4.18%</b>		
Street Lighting	26,400.00	55.89%	2,200.00	2,180.13	19.87	0.90%	15,400.00	14,756.09	643.91	4.18%		
<b>Total Street Lighting</b>	<b>26,400.00</b>	<b>55.89%</b>	<b>2,200.00</b>	<b>2,180.13</b>	<b>19.87</b>	<b>0.90%</b>	<b>15,400.00</b>	<b>14,756.09</b>	<b>643.91</b>	<b>4.18%</b>		
<b>3200 - Recycling</b>	<b>3,500.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>1,750.00</b>	<b>0.00</b>	<b>1,750.00</b>	<b>100.00%</b>		
Recycling Supplies	3,500.00	0.00%	0.00	0.00	0.00	0.00%	1,750.00	0.00	1,750.00	100.00%		
Miscellaneous	2,400.00	0.00%	200.00	0.00	200.00	100.00%	1,400.00	0.00	1,400.00	100.00%		
<b>Total Recycling</b>	<b>5,900.00</b>	<b>0.00%</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>100.00%</b>	<b>3,150.00</b>	<b>0.00</b>	<b>3,150.00</b>	<b>100.00%</b>		
<b>3250 - Tree Program</b>	<b>1,000.00</b>	<b>61.45%</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>100.00%</b>	<b>1,000.00</b>	<b>614.50</b>	<b>385.50</b>	<b>38.55%</b>		
Contract Services	1,000.00	61.45%	500.00	0.00	500.00	100.00%	1,000.00	614.50	385.50	38.55%		
<b>Total Tree Program</b>	<b>1,000.00</b>	<b>61.45%</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>100.00%</b>	<b>1,000.00</b>	<b>614.50</b>	<b>385.50</b>	<b>38.55%</b>		
<b>Total Public Works</b>	<b>944,834.21</b>	<b>38.55%</b>	<b>39,156.50</b>	<b>(13,079.62)</b>	<b>-33.40%</b>	<b>723,361.26</b>	<b>364,239.51</b>	<b>359,121.75</b>	<b>49.65%</b>			





	Full Year		Month		YTD		Notes
	BUDGET	% to date	2016 BUDGET	2016 ACTUALS	2016 BUDGET	2016 ACTUALS	
<b>REVENUE</b>							
Current Ad Valorem Taxes	256,957.00	50.00%	128,478.50	128,478.50	128,478.50	128,478.50	Funds received from WA City July and December
Rental Income	0.00	0.00%	0.00	0.00	0.00	0.00	
Interest Earnings	0.00	0.00%	0.00	0.00	0.00	0.00	
Miscellaneous Revenue	0.00	0.00%	0.00	0.00	0.00	0.00	
Donations	0.00	100.00%	0.00	0.00	10,970.00	10,970.00	Includes grant proceeds of \$10k from Bremer Fah
Total Revenue	256,957.00	54.27%	128,478.50	128,478.50	128,478.50	139,448.50	
<b>EXPENSE</b>							
FT Salaries	46,311.07	59.42%	3,680.84	3,807.85	(127.01)	26,396.50	
PT Salaries	26,260.00	53.99%	2,020.00	2,047.13	(27.13)	15,150.00	
PERA Contributions	4,277.55	72.92%	368.54	439.12	(70.58)	2,375.19	
FICA Contributions	3,479.51	71.35%	315.17	350.44	(35.27)	1,888.26	
Medicare Contributions	813.78	71.36%	73.71	81.96	(8.25)	441.63	
Health/Dental Insurance	14,144.00	57.69%	1,088.00	1,088.00	0.00	8,160.00	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00	
Workers Compensation	0.00	0.00%	0.00	0.00	0.00	0.00	
Library svcs supplies	1,100.01	0.00%	91.67	0.00	91.67	641.69	
Office Supplies	3,600.00	44.22%	300.00	361.78	(61.78)	2,100.00	
Library Collection Maintenance	42,811.08	98.47%	3,000.00	7,469.57	(4,469.57)	31,500.00	
Legal Services	1,500.00	223.88%	0.00	1,433.75	500.00	1,250.00	
Contract Services	6,000.00	0.00%	500.00	0.00	500.00	3,500.00	
Engineering Services	0.00	0.00%	0.00	0.00	0.00	0.00	
Telephone	1,560.00	71.74%	130.00	182.95	(52.95)	910.00	
Internet	1,800.00	37.57%	150.00	50.64	99.36	1,050.00	
Information Technology (Equip	3,100.00	0.00%	0.00	0.00	0.00	3,100.00	
Software	0.00	0.00%	0.00	0.00	0.00	0.00	
Insurance	2,000.00	81.85%	0.00	0.00	0.00	2,000.00	
Utilities	7,500.00	44.59%	500.00	582.58	(82.58)	4,400.00	
Refuse	600.00	94.89%	50.00	49.89	0.11	350.00	
Repair/Maint Bldg	12,000.00	149.39%	1,000.00	470.00	530.00	7,000.00	Library Renovations
Repair/Maint NOT Bldg	0.00	100.00%	0.00	0.00	0.00	0.00	
Repair/Maint Equip (out-LH Int	0.00	0.00%	0.00	0.00	0.00	0.00	
Library Card Reimbursements	12,000.00	150.04%	0.00	5,617.00	(5,617.00)	12,000.00	
WA City Svc Fee	9,300.00	0.00%	1,000.00	0.00	1,000.00	4,000.00	
Library Service Improvements	46,000.00	0.00%	0.00	0.00	0.00	46,000.00	
Miscellaneous	1,800.00	20.55%	150.00	0.00	150.00	1,050.00	
Building Purchase Reprint	0.00	0.00%	0.00	0.00	0.00	0.00	
Building-Property Tax	1,000.00	0.00%	0.00	0.00	0.00	500.00	
Other Equipment	0.00	0.00%	0.00	0.00	0.00	0.00	
Subscriptions	0.00	0.00%	0.00	0.00	0.00	0.00	
Conferences & Training	3,500.00	0.00%	0.00	0.00	0.00	2,250.00	
Programs	4,500.00	0.00%	600.00	0.00	600.00	2,700.00	
Internal charges	0.00	100.00%	0.00	0.00	0.00	10.00	
Total Library	256,957.00	57.13%	15,017.93	24,032.66	(9,014.73)	180,713.27	
<b>Net Income/(Expense)</b>	<b>0.00</b>		<b>113,460.57</b>	<b>104,445.84</b>	<b>(9,014.73)</b>	<b>(52,234.77)</b>	
12/31/15 Cash Balance	232,917.24				-7.95%	(7,343.11)	
Net Income/(Expense)	0.00					260,688.75	
Accrued AP						(7,343.11)	
CIP (self funded)						10.82	
Contingencies							
2014 AP accrual reversal							
Ending Cash Balance						253,356.46	



# MAYOR & COUNCIL COMMUNICATION

**DATE:** August 16, 2016  
**CONSENT**  
**ITEM** #5

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

**SUGGESTED ORDER OF BUSINESS:**

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

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

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

Property splits/plats – 1  
Sales collected and viewed – 8  
Taxpayer inquiries – 13  
Miscellaneous inquiries - 2  
Inspections – Residential – 122; Commercial – 3  
Building permit reviews – 41  
Pictures taken – 131

Other work performed included:

- Monthly meeting with County residential and commercial supervisors
- Input of all inspection and permit work

- Perform sales verifications and land value analysis using MLS and other resources
- Field telephone inquiries

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



**MAYOR AND COUNCIL COMMUNICATION**

DATE: 08/16/2016  
**CONSENT**  
ITEM #: 6

**AGENDA ITEM:** Building Department Report

**SUBMITTED BY:** Mike Bent, Building Official

**THROUGH:** Mike Bent, Building Official

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

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to accept the monthly building department report. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

**STAFF REPORT:** Below is a snapshot of the year to date statistics through July 2016. Comparison data is also include from prior years for new home single family construction and total permitting activity. Attached are the system summary reports breaking out this information further, including the statistics related to the inspection activity.

	<u>2016</u>	<u>2015*</u>	<u>2014</u>
New homes	129	59	16
Total valuation	\$41,733,774	\$20,089,534	\$9,561,282
Average home value	\$321,412	\$340,501	\$597,580
Total Permit Valuation YTD	\$70,728,763**	\$24,523,197	\$12,843,123

\*Includes one home rebuild due to fire

\*\*Includes ISD 916; \$10M valuation

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

**ATTACHMENTS:**

1. Valuation Report
2. Permits Issued & Fees Report
3. Inspection statistic report for July 2016

**CITY OF LAKE ELMO  
Valuation Report - Summary**

Issued Date From: 1/1/2016 To: 7/31/2016  
Permit Type: All Property Type: All Construction Type: All  
Include YTD: Yes

Permit Kind	Permit Count	Valuation	Dwell Units	
<b>Permit Type: BUILDING</b>				
COMMERCIAL ALTERATION	1	\$15,000.00	0	
COMMERCIAL NEW CONSTRUCTION	2	\$20,030,000.00	0	
COMMERCIAL ROOFING	1	\$123,500.00	0	
COMMERCIAL SIGN	1	\$97,000.00	0	
COMMERCIAL TENNANT BUILDOUT	3	\$998,629.00	0	
COMMERCIAL TENNANT SPACE REMODEL	2	\$297,900.00	0	
PUBLIC ALTERATION	1	\$12,500.00	0	
PUBLIC GRADING	1	\$2,000,000.00	0	
PUBLIC REMODEL	1	\$3,823,669.00	0	
SINGLE FAMILY ACCESSORY BUILDING	2	\$50,424.00	0	
SINGLE FAMILY ADDITION	1	\$4,500.00	0	
SINGLE FAMILY ALTERATION	4	\$88,200.00	0	
SINGLE FAMILY ATTACHED NEW CONSTRUCTION	21	\$3,907,131.00	0	
SINGLE FAMILY BASEMENT FINISH	9	\$277,970.00	0	
SINGLE FAMILY DECK	23	\$366,200.00	0	
SINGLE FAMILY DOOR	3	\$12,888.00	0	
SINGLE FAMILY DRAIN TILE WATERPROOFING	1	\$10,000.00	0	
SINGLE FAMILY GARAGE	3	\$103,000.00	0	
SINGLE FAMILY NEW CONSTRUCTION	108	\$37,826,643.11	0	
SINGLE FAMILY POOL	4	\$161,000.00	0	
SINGLE FAMILY PORCH	1	\$30,000.00	0	
SINGLE FAMILY REMODEL	12	\$263,500.00	0	
SINGLE FAMILY REPLACE/REPAIR	3	\$33,319.00	0	
SINGLE FAMILY ROOFING	1	\$23,400.00	0	
SINGLE FAMILY WINDOWS	21	\$172,390.00	0	
<b>Permit Type: BUILDING - Total</b>	<b>Period</b>	<b>230</b>	<b>\$70,728,763.11</b>	<b>0</b>
	<b>YTD</b>	<b>230</b>	<b>\$70,728,763.11</b>	<b>0</b>
<b>Report Total:</b>	<b>Period</b>	<b>230</b>	<b>\$70,728,763.11</b>	<b>0</b>
	<b>YTD</b>	<b>230</b>	<b>\$70,728,763.11</b>	<b>0</b>

CITY OF LAKE ELMO

Permits Issued & Fees Report - Detail by Address

Issued Date From: 7/1/2016 To: 7/31/2016

Permit Type: All Property Type: All Construction Type: All

Include YTD: Yes Status: Not Voided

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
<b>Permit Type: BUILDING</b>													
<b>Permit Kind: COMMERCIAL ALTERATION</b>													
<b>Permit Kind: COMMERCIAL DEMOLITION</b>													
<b>Permit Kind: COMMERCIAL FIRE ALARM</b>													
2016-00791	07/28/2016	8519 EAGLE POINT BLVD N	0	0		100.00		1.00					101.00
2016-00792	07/28/2016	8574 EAGLE POINT CIR N	0	0		153.00		1.00					154.00
<b>Permit Kind: COMMERCIAL FIRE SUPPRESSION</b>													
<b>Permit Kind: COMMERCIAL GRADING</b>													
2016-00860	07/07/2016	820 MANNING AVE N	0	0		125.00							125.00
<b>Permit Kind: COMMERCIAL HVAC</b>													
<b>Permit Kind: COMMERCIAL NEW CONSTRUCTION</b>													
2016-00927	07/29/2016	8568 EAGLE POINT BLVD N	0	0	15,200,000.00	70,821.65		2,010.00	5,000.00				77,831.65
<b>Permit Kind: COMMERCIAL ROOFING</b>													
2016-00905	07/21/2016	11299 STILLWATER BLVD N	0	0		150.00		1.00					151.00
<b>Permit Kind: COMMERCIAL SIGN</b>													
<b>Permit Kind: COMMERCIAL TANK REMOVAL</b>													
<b>Permit Kind: COMMERCIAL TENNANT BUILDOUT</b>													
2016-00856	07/18/2016	9242 HUDSON BLVD N 200	0	0	20,000.00	561.40	247.91	10.00					819.31
<b>Permit Kind: COMMERCIAL TENNANT SPACE REMODEL</b>													
<b>Permit Kind: COMMERCIAL WATER TOWER</b>													
2016-00890	07/28/2016	1341 INWOOD AVE N	0	0				1,018.50					1,018.50
<b>Permit Kind: MANUFACTURED HOME ROOFING</b>													
<b>Permit Kind: PUBLIC ALTERATION</b>													
<b>Permit Kind: PUBLIC GRADING</b>													

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
<b>Permit Type: BUILDING</b>													
<b>Permit Kind: PUBLIC NEW CONSTRUCTION</b>													
<b>Permit Kind: PUBLIC REMODEL</b>													
<b>Permit Kind: SINGLE FAMILY ACCESSORY BUILDING</b>													
2016-00903	07/21/2016	8645 LAKE JANE TRL N	0	0	4,500.00	133.15	86.55	2.25					221.95
<b>Permit Kind: SINGLE FAMILY ALTERATION</b>													
<b>Permit Kind: SINGLE FAMILY ATTACHED FIRE SUPPRESSION</b>													
<b>Permit Kind: SINGLE FAMILY ATTACHED NEW CONSTRUCTION</b>													
2016-00829	07/07/2016	9872 5TH ST LANE N	0	0	236,000.00	2,779.65	1,368.02	118.00	2,500.00	1	3,485.00	1,000.00	11,700.67
2016-00832	07/07/2016	9874 5TH ST LANE N	0	0	220,000.00	2,671.65	1,297.82	110.00	2,500.00	1	3,485.00	1,000.00	11,514.47
2016-00833	07/07/2016	9876 5TH ST LANE N	0	0	236,000.00	2,779.65	1,368.02	118.00	2,500.00	1	3,485.00	1,000.00	11,700.67
<b>Permit Kind: SINGLE FAMILY BASEMENT FINISH</b>													
<b>Permit Kind: SINGLE FAMILY DECK</b>													
2016-00910	07/27/2016	11173 3RD ST N	0	0	14,000.00	282.10	183.37	7.00					472.47
2016-00854	07/05/2016	11148 4TH ST N	0	0	4,000.00	116.60	75.79	2.00					194.39
2016-00908	07/26/2016	9203 55TH ST N	0	0	5,000.00	133.15	86.55	2.50					222.20
2016-00914	07/26/2016	513 JUNIPER CT N	0	0	18,500.00	364.85	237.15	9.25					611.25
2016-00892	07/26/2016	4160 LADY SLIPPER RD N	0	0	11,000.00	232.45	151.09	5.50					389.04
<b>Permit Kind: SINGLE FAMILY DEMOLITION</b>													
2016-00928	07/27/2016	10112 10TH ST N	0	0		200.00		1.00	0.00				201.00
<b>Permit Kind: SINGLE FAMILY DOOR</b>													
<b>Permit Kind: SINGLE FAMILY DRAIN TILE WATERPROOFING</b>													
2016-00916	07/26/2016	8640 42ND ST N	0	0	60,000.00	848.65	551.62	30.00					1,430.27
<b>Permit Kind: SINGLE FAMILY MANUFACTURED HOME</b>													
<b>Permit Kind: SINGLE FAMILY NEW CONSTRUCTION</b>													
2016-00858	07/29/2016	11578 32ND ST N	0	0	329,000.00	3,407.40	1,776.06	164.50	5,000.00	1	3,485.00	1,000.00	15,182.96
2016-00838	07/22/2016	11587 32ND ST N	0	0	381,000.00	3,758.40	2,004.21	190.50	5,000.00	1	3,485.00	1,000.00	15,788.11
2016-00876	07/25/2016	11725 32ND ST N	0	0	337,000.00	3,461.40	1,811.16	168.50	5,000.00	1	3,485.00	1,000.00	15,276.06



Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	WAC Fees	Total Fees
<b>Permit Type: BUILDING</b>												
<b>Permit Kind: SINGLE FAMILY NEW CONSTRUCTION</b>												
2016-00862	07/22/2016	11740 32ND ST N	0	0	375,000.00	3,717.90	1,977.89	187.50	5,000.00	3,485.00	1,000.00	15,718.29
2016-00848	07/22/2016	11743 32ND ST N	0	0	408,000.00	3,940.65	2,122.67	204.00	5,000.00	3,485.00	1,000.00	16,102.32
2016-00754	07/13/2016	11091 4TH ST N	0	0	289,000.00	3,137.40	1,600.56	144.50	5,000.00	3,485.00	1,000.00	14,717.46
2016-00827	07/20/2016	11419 BLAZINGSTAR LN N	0	0	400,000.00	3,946.65	2,087.57	200.00	5,000.00	3,485.00	1,000.00	16,069.22
2016-00837	07/27/2016	9096 JADE CIR N	0	0	297,000.00	3,191.40	1,635.66	148.50	5,000.00	3,485.00	1,000.00	14,810.56
2016-00866	07/12/2016	9052 JADE CT N	0	0	307,000.00	3,258.90	1,679.54	153.50	5,000.00	3,485.00	1,000.00	14,926.94
2016-00865	07/12/2016	9088 JADE CT N	0	0	319,000.00	3,339.90	1,732.19	159.50	5,000.00	3,485.00	1,000.00	15,066.59
2016-00756	07/05/2016	4075 LADY SLIPPER RD N	0	0	397,000.00	3,866.40	2,074.41	198.50	5,000.00	3,485.00	1,000.00	15,974.31
2016-00857	07/13/2016	396 LANGLY AVE N	0	0	330,000.00	3,354.15	1,780.45	165.00	5,000.00	3,485.00	1,000.00	15,134.60
2016-00893	07/28/2016	3232 LINDEN LN N	0	0	325,000.00	3,380.40	1,758.51	162.50	5,000.00	3,485.00	1,000.00	15,136.41
2016-00875	07/21/2016	8708 LOWER 8TH PLACE N	0	0	278,000.00	3,003.15	1,552.30	139.00	5,000.00	3,485.00	1,000.00	14,529.45
<b>Permit Kind: SINGLE FAMILY POOL</b>												
<b>Permit Kind: SINGLE FAMILY PORCH</b>												
<b>Permit Kind: SINGLE FAMILY REMODEL</b>												
<b>Permit Kind: SINGLE FAMILY REPLACE/REPAIR</b>												
<b>Permit Kind: SINGLE FAMILY ROOFING</b>												
2016-00867	07/08/2016	4033 35TH ST N	0	0	150.00	150.00		1.00				151.00
2016-00853	07/05/2016	8982 35TH ST N	0	0	150.00	150.00		1.00				151.00
2016-00873	07/11/2016	9805 53RD ST N	0	0	150.00	150.00		1.00				151.00
2016-00919	07/25/2016	5011 ISLE AVE N	0	0	150.00	150.00		1.00				151.00
2016-00923	07/25/2016	1571 IVY AVE N	0	0	150.00	150.00		1.00				151.00
2016-00934	07/28/2016	4132 KIRKWOOD LN N	0	0	150.00	150.00		1.00				151.00
2016-00936	07/29/2016	5294 MARQUESS TRL N	0	0	150.00	150.00		1.00				151.00
<b>Permit Kind: SINGLE FAMILY SIDING</b>												
2016-00872	07/11/2016	3065 KLONDIKE AVE N	0	0	150.00	150.00		1.00				151.00
<b>Permit Kind: SINGLE FAMILY TANK REMOVAL</b>												
<b>Permit Kind: SINGLE FAMILY WINDOWS</b>												
2016-00850	07/05/2016	8310 27TH ST N	0	0	1,500.00	65.00		0.75				65.75
2016-00921	07/25/2016	7803 50TH ST N	0	0	4,593.00	133.15		2.30				135.45
2016-00843	07/01/2016	9077 JANE RD N	0	0	15,950.00	315.20		7.97				323.17
2016-00891	07/18/2016	1145 LEEWARD AVE N	0	0	3,350.00	116.60		1.67				118.27

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	WAC Fees	Total Fees
<b>Permit Type: BUILDING - Totals</b>												
	Period		44	0	20,826,393.00	133,047.00	31,247.07	5,853.69	82,500.00	59,245.00	17,000.00	335,142.76
	YTD		307	0	70,728,763.11	522,816.85	242,288.33	29,910.10	663,690.00	496,505.00	175,000.00	2,177,160.28
<b>Permit Type: MECHANICAL</b>												
<b>Permit Kind: COMMERCIAL ALTERATION</b>												
<b>Permit Kind: COMMERCIAL HVAC</b>												
2016-00887	07/15/2016	8625 EAGLE POINT BLVD N		0		75.00		1.00				76.00
2016-00904	07/20/2016	8669 EAGLE POINT BLVD N		0		60.00		1.00				61.00
2016-00895	07/18/2016	3459 LAKE ELMO AVEN		0		60.00		1.00				61.00
<b>Permit Kind: COMMERCIAL NEW CONSTRUCTION</b>												
<b>Permit Kind: MANUFACTURED HOME HVAC</b>												
<b>Permit Kind: SINGLE FAMILY BASEMENT FINISH</b>												
<b>Permit Kind: SINGLE FAMILY FIREPLACE</b>												
<b>Permit Kind: SINGLE FAMILY HVAC</b>												
2016-00899	07/19/2016	9844 57TH ST N		0		124.00		1.00				125.00
2016-00915	07/22/2016	8243 DEMONTREVILLE TRL N		0		120.00		1.00				121.00
2016-00911	07/21/2016	8449 DEMONTREVILLE TRL N		0		60.00		1.00				61.00
2016-00907	07/21/2016	8320 HIDDEN BAY TRL N		0		120.00		1.00				121.00
2016-00898	07/19/2016	8657 IRONWOOD TRL N		0		64.00		1.00				65.00
2016-00913	07/22/2016	4171 IRVIN CIR N		0		120.00		1.00				121.00
2016-00849	07/05/2016	5170 JAMACA BLVD N		0		120.00		1.00				121.00
2016-00939	07/29/2016	2927 JONQUIL TRL N		0		60.00		1.00				61.00
2016-00877	07/12/2016	4088 LADY SLIPPER RD N		0		60.00		1.00				61.00
2016-00897	07/18/2016	2575 LAKE ELMO AVE N		0		60.00		1.00				61.00
2016-00925	07/26/2016	8528 LAKE JANE TRL N		0		60.00		1.00				61.00
2016-00883	07/13/2016	2675 LEGION AVE N		0		120.00		1.00				121.00
<b>Permit Kind: SINGLE FAMILY NEW CONSTRUCTION</b>												
2016-00844	07/01/2016	11075 3RD ST N		0		180.00		1.00				181.00
2016-00881	07/13/2016	11135 3RD ST N		0		60.00		1.00				61.00
2016-00912	07/22/2016	11158 3RD ST N		0		60.00		1.00				61.00
2016-00851	07/05/2016	1684 IVY AVE N		0		60.00		1.00				61.00
2016-00846	07/01/2016	712 JUNIPER AVE N		0		60.00		1.00				61.00

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
<b>Permit Type: MECHANICAL</b>													
<b>Permit Kind: SINGLE FAMILY NEW CONSTRUCTION</b>													
2016-00864	07/07/2016	11091 LADY SLIPPER CT N	0	0		180.00		1.00					181.00
2016-00896	07/18/2016	11091 LADY SLIPPER CT N	0	0		120.00		1.00					121.00
2016-00935	07/28/2016	8727 LOWER 8TH PLACE N	0	0		60.00		1.00					61.00
2016-00880	07/13/2016	8737 LOWER 8TH PLACE N	0	0		60.00		1.00					61.00
2016-00882	07/13/2016	8742 LOWER 8TH PLACE N	0	0		60.00		1.00					61.00
2016-00852	07/05/2016	4176 MONARCH CT N	0	0		60.00		1.00					61.00
2016-00906	07/21/2016	9485 WHISTLING VALLEY TRL	0	0		180.00		1.00					181.00
<b>Permit Kind: SINGLE FAMILY REPLACE/REPAIR</b>													
<b>Permit Type: MECHANICAL - Totals</b>													
			Period	27	0	2,423.00		27.00					2,450.00
			YTD	294	0	64,673.92		1,361.71					66,035.63
<b>Permit Type: PLUMBING</b>													
<b>Permit Kind: COMMERCIAL FIXTURE INSTALLATION / APPLIANCE</b>													
2016-00922	07/25/2016	11194 36TH ST N	0	0		60.00		1.00					61.00
2016-00920	07/25/2016	9220 HUDSON BLVD N	0	0		60.00		1.00					61.00
<b>Permit Kind: COMMERCIAL NEW CONSTRUCTION</b>													
<b>Permit Kind: COMMERCIAL SEWER CONNECTION</b>													
<b>Permit Kind: MANUFACTURED HOME FIXTURE INSTALLATION / APPLIANCE</b>													
<b>Permit Kind: PUBLIC FIXTURE INSTALLATION / APPLIANCE</b>													
<b>Permit Kind: PUBLIC SEWER CONNECTION</b>													
<b>Permit Kind: SINGLE FAMILY BASEMENT FINISH</b>													
<b>Permit Kind: SINGLE FAMILY FIXTURE INSTALLATION / APPLIANCE</b>													
2016-00874	07/11/2016	4088 LADY SLIPPER RD N	0	0		60.00		1.00					61.00
2016-00924	07/25/2016	4129.5 LAKE ELMO AVE N	0	0		60.00		1.00					61.00
<b>Permit Kind: SINGLE FAMILY NEW CONSTRUCTION</b>													
2016-00845	07/01/2016	11075 3RD ST N	0	0		180.00		1.00					181.00
2016-00863	07/07/2016	11091 LADY SLIPPER CT N	0	0		180.00		1.00					181.00
2016-00870	07/11/2016	8669 LOWER 8TH PLACE N	0	0		60.00		1.00					61.00

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	WAC Fees	Total Fees
<b>Permit Type: PLUMBING</b>												
<b>Permit Kind: SINGLE FAMILY NEW CONSTRUCTION</b>												
2016-00868	07/11/2016	8672 LOWER 8TH PLACE N	0	0		60.00		1.00				61.00
2016-00884	07/14/2016	8689 LOWER 8TH PLACE N	0	0		60.00		1.00				61.00
2016-00869	07/11/2016	8692 LOWER 8TH PLACE N	0	0		60.00		1.00				61.00
2016-00885	07/14/2016	8718 LOWER 8TH PLACE N	0	0		60.00		1.00				61.00
2016-00861	07/07/2016	8758 LOWER 8TH PLACE N	0	0	180.00	180.00		1.00				181.00
2016-00840	07/05/2016	9485 WHISTLING VALLEY TRL	0	0	60.00	60.00		1.00				61.00
2016-00841	07/01/2016	9485 WHISTLING VALLEY TRL	0	0	180.00	180.00		1.00				181.00
<b>Permit Kind: SINGLE FAMILY REMODEL</b>												
<b>Permit Kind: SINGLE FAMILY REPLACE/REPAIR</b>												
2016-00901	07/25/2016	10917 32ND ST N	0	0		60.00		1.00				61.00
<b>Permit Kind: SINGLE FAMILY SEWER &amp; WATER CONNECTION</b>												
2016-00879	07/12/2016	3631 LAVERNE AVE N	0	0		60.00		1.00				61.00
2016-00886	07/15/2016	3645 LAVERNE AVE N	0	0		60.00		1.00				61.00
<b>Permit Kind: SINGLE FAMILY SEWER CONNECTION</b>												
<b>Permit Kind: SINGLE FAMILY WATER CONNECTION</b>												
<b>Permit Kind: SINGLE FAMILY WATER HEATER</b>												
<b>Permit Kind: SINGLE FAMILY WATER SOFTNER</b>												
2016-00938	07/29/2016	9866 5TH ST LANE N	0	0		60.00		1.00				61.00
2016-00937	07/29/2016	9916 5TH ST LANE N	0	0		60.00		1.00				61.00
2016-00931	07/27/2016	9554 7TH ST N	0	0		60.00		1.00				61.00
<b>Permit Type: PLUMBING - Totals</b>												
			Period	20	0	1,680.00		20.00				1,700.00
			YTD	272	0	35,810.00		444.00		12,000.00		48,254.00

**Permit Type: ZONING**

**Permit Kind: COMMERCIAL FENCE**

**Permit Kind: COMMERCIAL SIGN**

**Permit Kind: SINGLE FAMILY ACCESSORY BUILDING**

2016-00842	07/01/2016	8650 27TH ST N	0	0		75.00						75.00
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Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
<b>Permit Type: ZONING</b>													
<b>Permit Kind: SINGLE FAMILY ACCESSORY BUILDING</b>													
2016-00902	07/19/2016	8241 HIDDEN BAY TRL N	0	0		75.00							75.00
2016-00933	07/28/2016	0 NONE AVAILABLE	0	0		75.00							75.00
<b>Permit Kind: SINGLE FAMILY DRIVEWAY</b>													
<b>Permit Kind: SINGLE FAMILY FENCE</b>													
2016-00918	07/27/2016	3560 KELVIN CT N	0	0		75.00							75.00
<b>Permit Kind: SINGLE FAMILY PATIO</b>													
2016-00847	07/05/2016	11079 4TH ST N	0	0		75.00							75.00
<b>Permit Type: ZONING - Totals</b>													
			Period	5	0	375.00							375.00
			YTD	23	0	2,165.00							2,165.00
<b>Report Total</b>													
			Period	96	0	137,525.00	31,247.07	5,900.69	82,500.00	17	59,245.00	17,000.00	339,667.76
			YTD	896	0	625,465.77	242,288.33	31,715.81	663,690.00	133	496,505.00	187,000.00	2,293,614.91

**CITY OF LAKE ELMO**  
**Inspection Statistics Report - Detail**  
**Actual Date From: 7/1/2016 To: 7/31/2016**  
**Permit Type: All Property Type: All Construction Type: All**

Inspection Type	Pass	Fail	No Status	Reinsp	Period Total	YTD Total
ACCESSIBILITY	0	0	0	0	0	2
ENGINEER ACCEPTANCE LETTER	1	0	0	0	1	2
ADDITION FINAL	0	0	0	0	0	1
AS BUILT	39	0	0	0	39	74
AIRTEST	1	0	0	0	1	8
BUILDING FINAL	16	4	0	2	22	179
DECK FINAL	2	1	0	0	3	16
DECK FOOTING	0	0	0	0	0	4
DEMOLITION FINAL	0	0	0	0	0	1
DECK FRAMING	0	0	0	0	0	1
DRAINTILE	0	0	0	0	0	1
ELECTRICAL FINAL	6	0	0	0	6	129
ELECTRICAL ROUGH IN	2	0	0	0	2	61
EMERGENCY LIGHTING	0	0	0	0	0	3
ESCROW FINAL	48	2	0	0	50	77
FIRE ALARM FINAL	0	0	0	0	0	1
FOUNDATION INSULATION	1	0	1	0	2	12
FENCE FINAL	0	2	0	0	2	6
FINAL	6	1	0	0	7	32
FIREPLACE ROUGH IN	15	1	0	0	16	126
FIRE	0	0	0	0	0	3
FOUNDATION	15	0	1	0	16	143
FOOTINGS/SLAB	28	2	0	1	31	212
FIREPLACE FINAL	0	0	0	0	0	3
FOUNDATION PRIOR TO BACKFILL	0	0	0	0	0	5
FRAMING 2	0	0	0	0	0	5
FRAMING	28	2	1	2	33	220
FRAMING ROUGH IN	1	0	0	0	1	7
FIRE RATED WALL ASSEMBLY	0	0	1	0	1	1
FIRE SEPERATION WALL	4	0	0	0	4	42
FIRE SUPPRESSION FINAL	4	2	0	0	6	28
FOUNDATION / WATERPROOF / DRAIN	15	0	0	0	15	123
GASLINE / PRESSURE TEST	14	1	0	2	17	160
GRADING	0	0	0	0	0	2
HEATING ROUGH 2	5	0	0	0	5	12
HOUSE WRAP	0	0	0	0	0	6
IN FLOOR HEAT AIR TEST	2	0	0	0	2	6
INSULATION	17	3	3	3	26	165
KLMA ACCEPTANCE REPORT	0	0	0	0	0	1
LATH	19	1	0	1	21	98
HEATING FINAL	23	2	0	2	27	171
HEATING ROUGH IN	29	0	0	1	30	194
FIRE SPRINKLER ROUGH	0	0	0	0	0	19
OCCUPANCY FINAL	0	0	0	0	0	3
OTHER	0	0	0	0	0	2
PIER FOOTINGS	0	0	0	0	0	1
PLUMBING BASEMENT ROUGH	0	0	0	0	0	3
PLUMBING FINAL	30	0	0	0	30	199
POOL FINAL	0	0	0	0	0	1
PLUMBING ROUGH IN	21	1	0	2	24	176
PLUMBING ROUGH 2	0	0	0	0	0	2

Inspection Type	Pass	Fail	No Status	Reinsp	Period Total	YTD Total
PLUMBING UNDERGROUND	17	0	0	1	18	139
RADON POLY	24	2	0	2	28	134
REINSPECTION	0	0	0	0	0	1
REMODEL FINAL	0	0	0	0	0	5
ROOFING FINAL	5	0	0	0	5	27
ICE & WATER	4	0	0	0	4	29
ROUGH	1	0	0	0	1	5
SEWER & WATER	15	0	0	0	15	126
SEWER	0	0	0	0	0	1
SHEATHING	0	0	0	0	0	2
SIDING FINAL	0	0	0	0	0	7
FOOTINGS SIGN	0	0	0	0	0	1
SILT FENCE	3	0	0	0	3	33
SITE MEETING	1	0	0	0	1	1
SPRINKLER FINAL	0	0	0	0	0	2
SPRINKLER ROUGH IN	0	0	0	0	0	2
STRUCTURAL STEEL	0	0	6	0	6	6
STORM SEWER	0	0	1	0	1	10
15" Buoy per ordinance	0	0	0	0	0	2
TANK REMOVAL	0	0	0	0	0	2
UNDERGROUND	0	0	0	0	0	7
VBWD PERMIT	0	0	0	0	0	1
VISUAL	0	0	0	0	0	1
WATER SOFTNER	0	0	0	0	0	4
WINDOW REPLACEMENT	1	0	0	0	1	19
<b>Report Totals</b>	<b>463</b>	<b>27</b>	<b>14</b>	<b>19</b>	<b>523</b>	<b>3,316</b>



## MAYOR & COUNCIL COMMUNICATION

**DATE: August 16, 2016**

**CONSENT**

**ITEM #7**

**MOTION**

**AGENDA ITEM:** Monthly Fire Department Update

**SUBMITTED BY:** Greg Malmquist, Fire Chief

**THROUGH:** City Administrator

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**SUMMARY AND ACTION REQUESTED:** Review monthly activity update from fire department. Advise on any additional information requested.

**STAFF REPORT:**

28 calls for the month of July.

Fire – 3

EMS – 15

Hazardous (Gas line struck) - 1

Good intent Call – 1

Accident with Injury - 5

False Alarm -1

Search and Rescue – 1

Special incident call – 1

**10 of the 28 calls had 3 or less responders on apparatus from the stations.**

**Our monthly average response time was 7 minutes.**

Department drills for the month were:

#1 - Officer meeting.

#2 - Electrical and Gas Emergency response.

#3 – Wildland Search and Rescue in Sunfish Park

3 staff attended a CEU make-up class for Flammable liquid response.

**POINTS OF INTEREST:**

On July 4<sup>th</sup>, we brought a truck and participated in the Annual Kid's parade.



We were on a nearly 4 hour Search and Rescue call this month in the Park Reserve involving a coordinated search with Law Enforcement; Park Staff; and a State Patrol Helicopter.

One member completed and is now a Nationally Registered EMT bringing our total up to 3.

Time Diff : Alarm - Arrival	Fire Incident Type	Incident Arrival Time (FD1.27)	Incident Date (FD1.3)	Apparatus Personnel Number of People	Apparatus ID
<b>Incident Number (FD1.5): 000214</b>					
00:10	Building fire	16:40:00	7/1/16	3	3170
00:10	Building fire	16:40:00	7/1/16	4	3175
00:10	Building fire	16:40:00	7/1/16	2	3186
00:10	Building fire	16:40:00	7/1/16	1	CV1
00:10	Building fire	16:40:00	7/1/16	1	CV2
<b>Incident Number (FD1.5): 000215</b>					
00:09	EMS call, excluding vehicle accident with injury	20:35:00	7/2/16	1	3170
00:09	EMS call, excluding vehicle accident with injury	20:35:00	7/2/16	1	3173
00:09	EMS call, excluding vehicle accident with injury	20:35:00	7/2/16	2	3183
<b>Incident Number (FD1.5): 000216</b>					
00:16	Alarm system activation, no fire - unintentional	22:34:00	7/4/16	1	3170
00:16	Alarm system activation, no fire - unintentional	22:34:00	7/4/16	2	3175
00:16	Alarm system activation, no fire - unintentional	22:34:00	7/4/16	2	3186
<b>Incident Number (FD1.5): 000217</b>					
00:06	Motor vehicle accident with injuries	23:18:00	7/4/16	2	3170
00:06	Motor vehicle accident with injuries	23:18:00	7/4/16	3	3173
00:06	Motor vehicle accident with injuries	23:18:00	7/4/16	1	3180
00:06	Motor vehicle accident with injuries	23:18:00	7/4/16	2	3186
<b>Incident Number (FD1.5): 000218</b>					
00:06	Building fire	18:42:00	7/5/16	3	3170
00:06	Building fire	18:42:00	7/5/16	4	3175
00:06	Building fire	18:42:00	7/5/16	1	3180
00:06	Building fire	18:42:00	7/5/16	3	3186
00:06	Building fire	18:42:00	7/5/16	1	CV1
00:06	Building fire	18:42:00	7/5/16	1	CV2
<b>Incident Number (FD1.5): 000219</b>					
00:08	EMS call, excluding vehicle accident with injury	04:12:00	7/6/16	2	3173
00:08	EMS call, excluding vehicle accident with injury	04:12:00	7/6/16	2	3180
00:08	EMS call, excluding vehicle accident with injury	04:12:00	7/6/16	1	CV2
<b>Incident Number (FD1.5): 000220</b>					
00:03	EMS call, excluding vehicle accident with injury	05:01:00	7/6/16	2	3170
00:03	EMS call, excluding vehicle accident with injury	05:01:00	7/6/16	2	3180
00:03	EMS call, excluding vehicle accident with injury	05:01:00	7/6/16	1	CV2
<b>Incident Number (FD1.5): 000221</b>					
00:01	Good intent call, other	11:26:00	7/7/16	1	3170
00:01	Good intent call, other	11:26:00	7/7/16	1	3180
00:01	Good intent call, other	11:26:00	7/7/16	1	CV1

Time Diff : Alarm - Arrival	Fire Incident Type	Incident Arrival Time (FD1.27)	Incident Date (FD1.3)	Apparatus Personnel Number of People	Apparatus ID
00:01	Good intent call, other	11:26:00	7/7/16	1	CV2
<b>Incident Number (FD1.5): 000222</b>					
00:04	Motor vehicle accident with injuries	08:33:00	7/8/16	2	3173
00:04	Motor vehicle accident with injuries	08:33:00	7/8/16	1	3180
00:04	Motor vehicle accident with injuries	08:33:00	7/8/16	1	CV1
<b>Incident Number (FD1.5): 000223</b>					
00:00	Gas leak (natural gas or LPG)	14:48:00	7/8/16	1	3170
00:00	Gas leak (natural gas or LPG)	14:48:00	7/8/16	1	3175
00:00	Gas leak (natural gas or LPG)	14:48:00	7/8/16	1	3180
00:00	Gas leak (natural gas or LPG)	14:48:00	7/8/16	1	3186
00:00	Gas leak (natural gas or LPG)	14:48:00	7/8/16	1	CV1
<b>Incident Number (FD1.5): 000224</b>					
00:05	EMS call, excluding vehicle accident with injury	13:50:00	7/9/16	2	3170
00:05	EMS call, excluding vehicle accident with injury	13:50:00	7/9/16	2	3173
00:05	EMS call, excluding vehicle accident with injury	13:50:00	7/9/16	4	3180
00:05	EMS call, excluding vehicle accident with injury	13:50:00	7/9/16	1	CV1
00:05	EMS call, excluding vehicle accident with injury	13:50:00	7/9/16	1	CV2
<b>Incident Number (FD1.5): 000225</b>					
00:06	Search for person on land	22:18:00	7/10/16	1	3170
00:06	Search for person on land	22:18:00	7/10/16	1	3175
00:06	Search for person on land	22:18:00	7/10/16	2	3178
00:06	Search for person on land	22:18:00	7/10/16	1	3180
00:06	Search for person on land	22:18:00	7/10/16	2	3187
00:06	Search for person on land	22:18:00	7/10/16	2	3188
00:06	Search for person on land	22:18:00	7/10/16	1	CV1
00:06	Search for person on land	22:18:00	7/10/16	1	CV2
<b>Incident Number (FD1.5): 000226</b>					
00:07	EMS call, excluding vehicle accident with injury	12:27:00	7/11/16	2	3173
00:07	EMS call, excluding vehicle accident with injury	12:27:00	7/11/16	1	CV1
00:07	EMS call, excluding vehicle accident with injury	12:27:00	7/11/16	1	CV2
<b>Incident Number (FD1.5): 000227</b>					
00:13	EMS call, excluding vehicle accident with injury	19:17:00	7/12/16	1	3170
00:13	EMS call, excluding vehicle accident with injury	19:17:00	7/12/16	2	3173
00:13	EMS call, excluding vehicle accident with injury	19:17:00	7/12/16	2	3180
00:13	EMS call, excluding vehicle accident with injury	19:17:00	7/12/16	2	3183
<b>Incident Number (FD1.5): 000228</b>					
00:02	Special type of incident, other	10:55:00	7/13/16	3	3175
00:02	Special type of incident, other	10:55:00	7/13/16	1	CV1
00:02	Special type of incident, other	10:55:00	7/13/16	1	CV2
<b>Incident Number (FD1.5): 000229</b>					
00:07	Motor vehicle accident with injuries	03:30:00	7/16/16	1	3170

Time Diff : Alarm - Arrival	Fire Incident Type	Incident Arrival Time (FD1.27)	Incident Date (FD1.3)	Apparatus Personnel Number of People	Apparatus ID
00:07	Motor vehicle accident with injuries	03:30:00	7/16/16	3	3173
00:07	Motor vehicle accident with injuries	03:30:00	7/16/16	4	3180
00:07	Motor vehicle accident with injuries	03:30:00	7/16/16	1	CV2
<b>Incident Number (FD1.5): 000230</b>					
00:09	EMS call, excluding vehicle accident with injury	06:32:00	7/19/16	3	3173
00:09	EMS call, excluding vehicle accident with injury	06:32:00	7/19/16	1	3180
00:09	EMS call, excluding vehicle accident with injury	06:32:00	7/19/16	1	3183
00:09	EMS call, excluding vehicle accident with injury	06:32:00	7/19/16	1	CV1
<b>Incident Number (FD1.5): 000231</b>					
00:05	EMS call, excluding vehicle accident with injury	14:11:00	7/19/16	1	3173
00:05	EMS call, excluding vehicle accident with injury	14:11:00	7/19/16	1	CV1
<b>Incident Number (FD1.5): 000232</b>					
00:07	EMS call, excluding vehicle accident with injury	18:16:00	7/19/16	1	3170
00:07	EMS call, excluding vehicle accident with injury	18:16:00	7/19/16	2	3173
00:07	EMS call, excluding vehicle accident with injury	18:16:00	7/19/16	1	3180
00:07	EMS call, excluding vehicle accident with injury	18:16:00	7/19/16	2	3183
00:07	EMS call, excluding vehicle accident with injury	18:16:00	7/19/16	1	CV2
<b>Incident Number (FD1.5): 000233</b>					
00:10	Motor vehicle accident with injuries	00:15:00	7/21/16	2	3173
00:10	Motor vehicle accident with injuries	00:15:00	7/21/16	2	3186
00:10	Motor vehicle accident with injuries	00:15:00	7/21/16	1	CV2
<b>Incident Number (FD1.5): 000234</b>					
00:08	EMS call, excluding vehicle accident with injury	07:18:00	7/23/16	1	3170
00:08	EMS call, excluding vehicle accident with injury	07:18:00	7/23/16	3	3173
00:08	EMS call, excluding vehicle accident with injury	07:18:00	7/23/16	1	3180
00:08	EMS call, excluding vehicle accident with injury	07:18:00	7/23/16	3	3183
00:08	EMS call, excluding vehicle accident with injury	07:18:00	7/23/16	1	CV1
<b>Incident Number (FD1.5): 000235</b>					
00:13	Motor vehicle accident with injuries	09:32:00	7/23/16	1	3170
00:13	Motor vehicle accident with injuries	09:32:00	7/23/16	3	3173
00:13	Motor vehicle accident with injuries	09:32:00	7/23/16	1	3180
00:13	Motor vehicle accident with injuries	09:32:00	7/23/16	2	3186
<b>Incident Number (FD1.5): 000236</b>					

Time Diff : Alarm - Arrival	Fire Incident Type	Incident Arrival Time (FD1.27)	Incident Date (FD1.3)	Apparatus Personnel Number of People	Apparatus ID
00:09	EMS call, excluding vehicle accident with injury	22:31:00	7/24/16	1	3170
00:09	EMS call, excluding vehicle accident with injury	22:31:00	7/24/16	2	3173
00:09	EMS call, excluding vehicle accident with injury	22:31:00	7/24/16	2	3183
00:09	EMS call, excluding vehicle accident with injury	22:31:00	7/24/16	1	CV2
<b>Incident Number (FD1.5): 000237</b>					
00:10	EMS call, excluding vehicle accident with injury	00:12:00	7/27/16	2	3170
00:10	EMS call, excluding vehicle accident with injury	00:12:00	7/27/16	2	3180
00:10	EMS call, excluding vehicle accident with injury	00:12:00	7/27/16	1	CV2
<b>Incident Number (FD1.5): 000239</b>					
00:10	EMS call, excluding vehicle accident with injury	21:17:00	7/30/16	3	3173
00:10	EMS call, excluding vehicle accident with injury	21:17:00	7/30/16	3	3183
00:10	EMS call, excluding vehicle accident with injury	21:17:00	7/30/16	1	CV2
<b>Incident Number (FD1.5): 000240</b>					
00:09	EMS call, excluding vehicle accident with injury	23:59:00	7/30/16	2	3170
00:09	EMS call, excluding vehicle accident with injury	23:59:00	7/30/16	2	3173
00:09	EMS call, excluding vehicle accident with injury	23:59:00	7/30/16	1	3183
00:09	EMS call, excluding vehicle accident with injury	23:59:00	7/30/16	1	CV2
<b>Incident Number (FD1.5): 000241</b>					
00:07	EMS call, excluding vehicle accident with injury	12:08:00	7/31/16	2	3170
00:07	EMS call, excluding vehicle accident with injury	12:08:00	7/31/16	2	3173
00:07	EMS call, excluding vehicle accident with injury	12:08:00	7/31/16	2	3180
00:07	EMS call, excluding vehicle accident with injury	12:08:00	7/31/16	4	3183
00:07	EMS call, excluding vehicle accident with injury	12:08:00	7/31/16	1	CV1
00:07	EMS call, excluding vehicle accident with injury	12:08:00	7/31/16	1	CV2
<b>Incident Number (FD1.5): 0241</b>					
00:14	Building fire	02:55:00	7/28/16	1	3170
00:14	Building fire	02:55:00	7/28/16	4	3173
00:14	Building fire	02:55:00	7/28/16	1	3180
00:14	Building fire	02:55:00	7/28/16	1	CV2

#### Report Filters

Incident Date: is between '07/01/2016' and '07/31/2016'

#### Description

Response Time - LEFD alarm to arrival by apparatus

Time Diff : Alarm - Arrival	Fire Incident Type	Incident Arrival Time (FD1.27)	Incident Date (FD1.3)	Apparatus Personnel Number of People	Apparatus ID
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# *City of Lake Elmo Public Works Department*

## Monthly Report July 2016

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Below is a brief list of activities taking place over the past month within the Public Works Dept.

- Utility walk through inspection in Village Preserve
- 300 tons of road salt (carry over from 80% min. order 2015-2016 winter)
- Repairs made to chemical feed addition control unit at Lisbon Ave. Lift Station
- 63 tons of asphalt applied to potholes/patches.
  - Lake Elmo Heights
  - Old Village Streets
  - 31<sup>st</sup> St between CSAH 14 and CSAH 6
  - Fox Fire Estates
- Upgrade to Water Tower #2 communication system after July 19<sup>th</sup> system failure.
- Upgraded 94 Lift Station (Hudson Blvd.) controls to work with existing SCADA system
- Equipment repairs to:
  - 2000 Chevy Pick-up = repair holes in cab floor (4-new tires still needed)
  - 2004 John Deere Ditch Mower = new speed sensor and solenoid
  - 1998 GMC Pick-up = new radiator
  - Small misc. repairs to lawn mowers
- Meetings w/ Wash. Co. and Focus Eng. regarding Traffic Signal and Roundabout Maint.
- Bid requests for = City Hall Sidewalk Replacement, PW Roof leaks, Tree Removal on Hill Trial Drain Field., Spring Clean-up Day

- Work with Planning Dept. on Irrigation Standards
- Continuous items = Mowing, Ditch Mowing, Ball Field Maint.,

Submitted by:

Rob Weldon  
Public Works Director





# MAYOR & COUNCIL COMMUNICATION

**DATE:** August 16, 2016  
**CONSENT**  
**ITEM#** 9

**AGENDA ITEM:** Approve Special Assessment Abatement Requested by WA Cty

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

**THROUGH:** 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:** Washington County/Finance

**FISCAL IMPACT:** \$140.50

**SUMMARY AND ACTION REQUESTED:** As part of the Consent Agenda, the City Council is respectfully requested to consider approval to remove the delinquent utility amounts assessed to parcel 01.029.21.11.0008 from the 2016 assessment roll with Washington County.

**BACKGROUND INFORMATION/STAFF REPORT:** Washington County recently notified the Finance Director that delinquent utility assessments were allowed to post to a tax forfeited parcel in their system. Historically these would not have been processed and would have rejected from their system. Once posted to their system, an abatement form is required to correct.

**RECOMMENDATION:** Approve the attached Resolution 2016-66 approving an abatement of the delinquent utility assessments posted to a tax forfeited parcel.

**ATTACHMENTS:**

1. Resolution 2016-66
2. WA Cty abatement form for 01.029.21.11.0008

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

**RESOLUTION NO. 2016-66**

**A RESOLUTION RELATED TO 2016 ASSESSMENTS  
TO WASHINGTON COUNTY**

BE IT RESOLVED, by the City Council of the City of Lake Elmo, Minnesota, that the 2016 assessments certified to PID #01.029.21.11.0008 may be removed from the 2016 assessment roll due per the attached Washington County abatement forms.

APPROVED by the Lake Elmo City Council on this 16<sup>th</sup> day of August, 2016.

.

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

ATTEST:

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

**WASHINGTON COUNTY ASSESSMENT DIVISION  
APPLICATION FOR ABATEMENT - GENERAL FORM  
CLASSIFICATION / DISASTER CREDIT / SPECIAL ASSESSMENTS**

(M.S.) 375.192

Worksheet #:

Assessment Year: 2015

Payable Year: 2016

**APPLICANT**

Owner's Name (please print or type) <b>Tax Forfeit Land - State of MN</b>			Soc. Sec. /Fed ID	Phone	Cell
Owner's Name			Soc. Sec. /Fed ID	Phone	Cell
Owner's Name			Soc. Sec. /Fed ID	Phone	Cell
Owner's Mailing Address <b>500 Lafayette Road</b>			Property Address (if different from mailing address)		
City <b>St. Paul</b>	State <b>MN</b>	Zip <b>55155</b>	City	State	Zip

**DESCRIPTION OF PROPERTY**

Property ID Number <b>01.029.21.11.0008</b>	MP Number		
Legal Description of Property	City or Township <b>Lake Elmo</b>	School District # <b>834</b>	TAG

**ASSESSOR'S ESTIMATED MARKET VALUE**

**Original:**

Land EMV	Improvement EMV	Total	Classification
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**Revised:**

Land EMV	Improvement EMV	Total	Classification
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**Applicant's Statement of Facts:**

The City of Lake Elmo assessed this parcel for unpaid utility bills. This parcel was in a tax forfeit status and the transaction should not have been processed and needs to be abated.

**Applicant's Request:**

Abate the special assessment amount of \$140.50 for Pay 2016.

Applicant's Signature:

*Cathy Bendel*

Date:

*8/16/16*

**Note: Minnesota Statute's 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00 or both.**

**Note: Must include City/Township Resolution for reductions on assessments**

**Note: Must include Fire report for Local Option Disaster Credit**

**OFFICE USE ONLY**

Market Value							Tax and Other Credits	Other Special Asmts	Total Payable
	Class	Land	Improvement	Total	Tax Capacity				
Original						LNTC			
Line 1						TIF			
Line 2						FD			
Line 3						STATE			
Line 4						RMV			
Line 5						PWR LN CR			
Total						AG CR			
						HMST CR			
						TOTAL			

Market Value							Tax and Other Credits	Other Special Asmts	Total Payable
	Class	Land	Improvement	Total	Tax Capacity				
Proposed						LNTC			
Line 1						TIF			
Line 2						FD			
Line 3						STATE			
Line 4						RMV			
Line 5						PWR LN CR			
Total						AG CR			
						HMST CR			
						TOTAL			

**TOTAL REDUCTION:**

**REPORT OF INVESTIGATION**

Tax is paid as of: \_\_\_\_\_ Local Tax Rate: \_\_\_\_\_

Tax NOT paid as of: \_\_\_\_\_ RMV Rate: \_\_\_\_\_

After examining the applicant's claims, I have carefully investigated this application and find the facts to be as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Investigator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATE OF APPROVAL – COUNTY ASSESSOR**

*Note: (under \$10,000) For this abatement to be approved, the Assessor and Director of Property Records and Taxpayer Services must both favorably recommend its adoption.*

**ASSESSOR'S RECOMMENDATION** (County Assessor or City Assessor )

**CRITERIA:**

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Assessor's Signature	Date
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**DIRECTOR'S RECOMMENDATION**

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Director's Signature	Date
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**COUNTY BOARD OF COMMISSIONER'S – COUNTY AUDITOR**

*Note: For abatements resulting in a change of \$10,000 and above including tax, penalty and interest. For this abatement to be approved, the Assessor, Director of Property Records and Taxpayer Services, and the County Board of Commissioners must all favorably recommend its adoption.*

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Auditor's Signature	Date
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I certify that at a meeting held (month, day) \_\_\_\_\_ (year) \_\_\_\_\_ the County Board of Commissioners took the above action on this abatement. This action was duly adopted and entered upon the minutes of its proceedings as a public record, showing the names of taxpayers, other concerned persons and the amounts involved.



# MAYOR & COUNCIL COMMUNICATION

**DATE:** August 16, 2016  
**CONSENT**  
**ITEM #** 10

**AGENDA ITEM:** 2016 Seal Coat Project – Pay Request No. 1 (Final)

**SUBMITTED BY:** Ryan Stempski, Project Engineer

**THROUGH:** Kristina Handt, City Administrator

**REVIEWED BY:** Cathy Bendel, Finance Director  
Rob Weldon, Public Works 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:** Decrease of \$2,125.00. Final payment is proposed in accordance with the Contract for the project. Final payment is \$2,125.00 less than the original contract amount of \$152,875.00 for Lake Elmo’s portion of the work (joint project with West Lakeland Township). In addition, the project at completion remains within the authorized total project budget of \$158,375.00 which includes engineering.

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to consider approving Pay Request No. 1 (Final) for the 2016 Seal Coat Project.

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:** The 2016 Seal Project has been fully completed. The Project Engineer has prepared a Certificate of Completion and is recommending acceptance of the improvements and release of the final retainage. The one year warranty period will begin on August 16, 2016, and will extend to August 16, 2017.

Final payment in the amount of \$207,368.44 has been requested by the Contractor, Pearson Brothers, Inc., based upon the work completed. The original Contract amount was \$208,903.00; including \$152,875.00 for work in Lake Elmo and \$56,028.00 for work in West Lakeland

Township. The work actually completed for Lake Elmo streets was \$150,750.00, or \$2,125.00 (1.4%) less than the original Contract amount. Per the Joint Services Agreement, West Lakeland Township will be invoiced \$56,618.44 for their portion of the construction costs.

The final total project cost for the Lake Elmo portion of the project, including construction and engineering was \$154,750.00; \$150,750.00 in construction and \$4,000 (\$7,000 total - \$3,000 reimbursed by West Lakeland) for design and construction engineering services.

**RECOMMENDATION:** Staff is recommending that the City Council approve, *as part of the Consent Agenda*, Pay Request No. 1 (Final) for the 2016 Seal Coat project. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Pay Request No. 1 (Final) to Pearson Brothers, Inc., in the amount of \$207,368.44, for the 2016 Seal Coat Project; which includes \$150,750.00 for work completed in the City of Lake Elmo; and \$56,618.44 for work completed in West Lakeland Township.”***

**ATTACHMENT(S):**

1. Partial Pay Estimate No. 1 (Final).
2. Engineer’s Certification of Completion.

**PROJECT PAY FORM**

PARTIAL PAY ESTIMATE NO. 1 (FINAL)

**FOCUS ENGINEERING, inc.**

2016 SEAL COAT PROJECT  
PROJECT NO. 2016.118

PERIOD OF ESTIMATE  
FROM 6/22/2016 TO 7/29/2016

PROJECT OWNER:  
CITY OF LAKE ELMO  
3800 LAVERNE AVENUE NORTH  
LAKE ELMO, MN 55042  
ATTN: JACK GRIFFIN, P.E., CITY ENGINEER

CONTRACTOR:  
PEARSON BROTHERS, INC.  
11079 LAMONT AVENUE N.E.  
HANOVER, MN 55341  
ATTN: JACK PEARSON, PRESIDENT

**CONTRACT CHANGE ORDER SUMMARY**

**PAY ESTIMATE SUMMARY**

No.	Approval Date	Amount	
		Additions	Deductions
TOTALS		\$0.00	\$0.00
NET CHANGE		\$0.00	

1. Original Contract Amount	\$208,903.00
2. Net Change Order Sum	\$0.00
3. Revised Contract (1+2)	\$208,903.00
4. *Work Completed	\$207,368.44
5. *Stored Materials	\$0.00
6. Subtotal (4+5)	\$207,368.44
7. Retainage* <u>0.0%</u>	\$0.00
8. Previous Payments	\$0.00
9. Amount Due (6-7-8)	<b>\$207,368.44</b>

*\*Detailed Breakdown Attached*

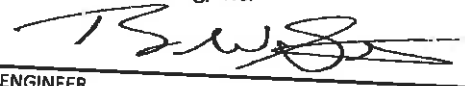
**CONTRACT TIME**

START DATE:	<u>6/22/2016</u>	ORIGINAL DAYS	<u>70</u>	ON SCHEDULE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
SUBSTANTIAL COMPLETION:	<u>7/15/2016</u>	REVISED DAYS	<u>0</u>	
FINAL COMPLETION:	<u>8/31/2016</u>	REMAINING	<u>33</u>	

**ENGINEER'S CERTIFICATION:**

The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.


FOCUS Engineering, inc.

  
ENGINEER  
8/4/2016  
DATE

**CONTRACTOR'S CERTIFICATION:**

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR

  
BY  
8-8-16  
DATE

APPROVED BY OWNER: **CITY OF LAKE ELMO, MINNESOTA**

BY \_\_\_\_\_  
DATE \_\_\_\_\_

BY \_\_\_\_\_  
DATE \_\_\_\_\_

**PAY ESTIMATE NO. 1 (FINAL)**



2016 SEAL COAT PROJECT  
CITY OF LAKE ELMO & WEST LAKELAND TOWNSHIP  
FOCUS PROJECT NO. 2016.118

CONTRACT DATED MAY 17, 2016

ITEM NO.	DESCRIPTION	CONTRACT QUANTITY	ACTUAL QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
<b>CITY OF LAKE ELMO</b>						
1	BITUMINOUS SEAL COAT WITH 1/8" DRESSER TRAP ROCK AND CRS-2P EMULSIFIED ASPHALT	122,300	120,600	SY	\$ 1.25	\$ 150,750.00
<b>CITY OF WEST LAKELAND</b>						
2	BITUMINOUS SEAL COAT WITH 1/8" DRESSER TRAP ROCK AND CRS-2P EMULSIFIED ASPHALT	48,300	48,809	SY	\$ 1.16	\$ 56,618.44
<b>TOTAL</b>						<b>\$ 207,368.44</b>



**CERTIFICATE OF COMPLETION**

DATE OF ISSUANCE: August 16, 2016

OWNER:	<u>CITY OF LAKE ELMO, MN</u>
CONTRACTOR:	<u>PEARSON BROTHERS, INC.</u>
PROJECT NAME:	<u>2016 SEAL COAT PROJECT</u>
PROJECT NO.:	<u>2016.118</u>

- This Certification of Completion applies to all work under the Contract Documents
- This Certification of Completion applies to the following specified parts of the Contract Documents

I do hereby certify that the work to which this Certificate applies has been constructed in accordance with the Contract dated May 16, 2016. The above-mentioned improvement is hereby declared to be complete and acceptance of this work is recommended.

DATE OF COMPLETION: August 16, 2016

Frank Borich Reg. No. 53559

*Frank Borich*  
FOCUS Engineering, inc.

THE WARRANTY PERIOD BEGINS August 16, 2016 AND ENDS August 16, 2017



# MAYOR & COUNCIL COMMUNICATION

**DATE:** August 16, 2016  
**CONSENT**  
**ITEM #** 11

**AGENDA ITEM:** 2016 Street, Drainage, and Utility Improvements – Pay Request No. 3

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

**THROUGH:** Kristina Handt, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
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 the Contract for the project. Payment remains within the authorized scope and budget.

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to consider approving Pay Request No. 3 for the 2016 Street, Drainage, and Utility Improvements project.

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:** Hardrives, Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 3 in the amount of \$138,652.43. The request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is 38,957.25.

**RECOMMENDATION:** Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 3 for the 2016 Street, Drainage, and Utility Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Pay Request No. 3 to Hardrives, Inc. in the amount of \$138,652.43 for the 2016 Street, Drainage, and Utility Improvements”.***

**ATTACHMENT(S):**

1. Partial Pay Estimate No. 3.

**PROJECT PAY FORM**

PARTIAL PAY ESTIMATE NO. <u>    3    </u>	<b>FOCUS</b> ENGINEERING, inc.
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<b>2016 STREET, DRAINAGE AND UTILITY IMPROVEMENTS</b> PROJECT NO. 2015.129	PERIOD OF ESTIMATE FROM <u>    7/1/2016    </u> TO <u>    7/29/2016    </u>
---	--

PROJECT OWNER: <b>CITY OF LAKE ELMO</b> <b>3800 LAVERNE AVENUE NORTH</b> <b>LAKE ELMO, MN 55042</b> <b>ATTN: JACK GRIFFIN, CITY ENGINEER</b>	CONTRACTOR: <b>HARDRIVES, INC.</b> <b>14475 QUIRAM DRIVE</b> <b>ROGERS, MN 55374</b> <b>ATTN: MICHAEL LEUER, PROJECT MANAGER</b>
--	--

CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
1	7/5/2016	\$32,976.55		1. Original Contract Amount	\$1,189,610.33
				2. Net Change Order Sum	\$32,976.55
				3. Revised Contract (1+2)	\$1,222,586.88
				4. *Work Completed	\$779,145.08
				5. *Stored Materials	\$0.00
				6. Subtotal (4+5)	\$779,145.08
				7. Retainage* <span style="color: red;">5.0%</span>	\$38,957.25
				8. Previous Payments	\$601,535.39
				9. Amount Due (6-7-8)	<b>\$138,652.43</b>
TOTALS		\$32,976.55	\$0.00		
NET CHANGE		\$32,976.55		*Detailed Breakdown Attached	

CONTRACT TIME					
START DATE:	<u>    4/18/2016    </u>	ORIGINAL DAYS	<u>    165    </u>	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	<u>    8/12/2016    </u>	REVISED DAYS	<u>    0    </u>	YES	<input checked="" type="checkbox"/>
FINAL COMPLETION:	<u>    9/30/2016    </u>	REMAINING	<u>    63    </u>	NO	<input type="checkbox"/>

ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.	FOCUS Engineering, inc.  _____ ENGINEER <u>    8/5/2016    </u> DATE
--	---

CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.	CONTRACTOR  _____ BY  _____ DATE
--	--

APPROVED BY OWNER: <b>CITY OF LAKE ELMO, MINNESOTA</b>	
_____ BY	_____ BY
_____ DATE	_____ DATE

**2016 STREET, DRAINAGE AND UTILITY IMPROVEMENTS  
CITY OF LAKE ELMO, MINNESOTA  
PROJECT NO. 2015.129**



ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>DIVISION 1 - KIRKWOOD AVENUE NORTH</b>									
1	MOBILIZATION	LS	1	\$9,000.00	\$9,000.00	0.50	\$4,500.00	0.50	\$4,500.00
2	TRAFFIC CONTROL	LS	1	\$1,284.36	\$1,284.36	0.50	\$642.18	0.50	\$642.18
3	SILT FENCE	LF	4,428	\$1.00	\$4,428.00	0.00	\$0.00	3,825.00	\$3,825.00
4	BIOROLL DITCH CHECK	EA	20	\$64.22	\$1,284.40	0.00	\$0.00	0.00	\$0.00
5	SALVAGE MAILBOX	EA	11	\$26.76	\$294.36	7.00	\$187.32	7.00	\$187.32
6	SALVAGE SIGN	EA	3	\$16.05	\$48.15	0.00	\$0.00	0.00	\$0.00
7	SAWCUT BITUMINOUS PAVEMENT	LF	97	\$3.48	\$337.56	0.00	\$0.00	0.00	\$0.00
8	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	29	\$3.24	\$93.96	0.00	\$0.00	0.00	\$0.00
9	COMMON EXCAVATION (EV) (P)	CY	2,854	\$13.73	\$39,185.42	0.00	\$0.00	0.00	\$0.00
10	SUBGRADE EXCAVATION (RECONSTRUCT AREAS) (EV)	CY	400	\$7.57	\$3,028.00	0.00	\$0.00	0.00	\$0.00
11	SUBGRADE PREPARATION	RS	19	\$54.06	\$1,027.14	0.00	\$0.00	0.00	\$0.00
12	SELECT GRANULAR BORROW (STREETS) (CV) (P)	CY	2,035	\$14.60	\$29,711.00	0.00	\$0.00	0.00	\$0.00
13	SELECT GRANULAR BORROW (SUBGRADE EXCAV.) (CV)	CY	400	\$14.60	\$5,840.00	0.00	\$0.00	0.00	\$0.00
14	CLASS 6 AGGREGATE BASE (CV) (P)	CY	655	\$27.03	\$17,704.65	0.00	\$0.00	0.00	\$0.00
15	PATCH GRAVEL DRIVEWAY	TN	53	\$19.46	\$1,031.38	0.00	\$0.00	0.00	\$0.00
16	AGGREGATE SHOULDERING	TN	164	\$22.49	\$3,688.36	0.00	\$0.00	0.00	\$0.00
17	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B)	TN	511	\$52.65	\$26,904.15	0.00	\$0.00	0.00	\$0.00
18	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B)	TN	680	\$47.40	\$32,232.00	588.41	\$27,890.63	588.41	\$27,890.63
19	BITUMINOUS MATERIAL FOR TACK COAT	GAL	301	\$1.96	\$589.96	0.00	\$0.00	0.00	\$0.00
20	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) (DRIVEWAY)	SY	29	\$15.00	\$435.00	0.00	\$0.00	0.00	\$0.00
21	SAW & SEAL STREET (40' INTERVALS)	LF	1,265	\$2.48	\$3,137.20	0.00	\$0.00	0.00	\$0.00
22	STREET SWEEPING	HR	15	\$0.01	\$0.15	3.00	\$0.03	3.00	\$0.03
23	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	1	\$540.55	\$540.55	0.00	\$0.00	0.00	\$0.00
24	CLEAN CULVERT	EA	5	\$324.33	\$1,621.65	0.00	\$0.00	0.00	\$0.00
25	4" PVC PERF EDGE DRAIN W/ BACKFILL & WRAP	LF	1,025	\$7.57	\$7,759.25	0.00	\$0.00	0.00	\$0.00
26	DRAINTILE CLEANOUT	EA	10	\$216.22	\$2,162.20	0.00	\$0.00	0.00	\$0.00
27	PRECAST CONCRETE HEADWALL (DRAIN TILE)	EA	6	\$216.22	\$1,297.32	0.00	\$0.00	0.00	\$0.00
28	DITCH GRADING	LF	196	\$5.41	\$1,060.36	0.00	\$0.00	0.00	\$0.00
29	IMPORT AND PLACE TOPSOIL (LV)	CY	543	\$15.00	\$8,145.00	0.00	\$0.00	0.00	\$0.00
30	SEEDING, FERTILIZER AND WOOD FIBER BLANKET	SY	3,163	\$1.55	\$4,902.65	0.00	\$0.00	0.00	\$0.00
31	INSTALL SALVAGED MAILBOX	EA	11	\$42.81	\$470.91	0.00	\$0.00	0.00	\$0.00
32	INSTALL SALVAGED SIGN	EA	3	\$32.11	\$96.33	0.00	\$0.00	0.00	\$0.00
<b>SUBTOTAL - DIVISION 1</b>					\$209,341.42		\$33,220.16		\$37,045.16
<b>DIVISION 2 - KELVIN AVENUE NORTH - STREETS</b>									
33	MOBILIZATION	LS	1	\$9,000.00	\$9,000.00	0.00	\$0.00	1.00	\$9,000.00
34	TRAFFIC CONTROL	LS	1	\$1,284.36	\$1,284.36	0.50	\$642.18	1.00	\$1,284.36
35	SILT FENCE	LF	4,775	\$1.00	\$4,775.00	0.00	\$0.00	3,019.00	\$3,019.00
36	BIOROLL DITCH CHECK	EA	7	\$64.22	\$449.54	0.00	\$0.00	0.00	\$0.00
37	CLEARING	EA	3	\$324.33	\$972.99	0.00	\$0.00	4.00	\$1,297.32
38	GRUBBING	EA	3	\$259.47	\$778.41	0.00	\$0.00	6.00	\$1,556.82
39	SALVAGE MAILBOX	EA	18	\$26.76	\$481.68	0.00	\$0.00	21.00	\$561.96
40	SALVAGE SIGN	EA	10	\$16.05	\$160.50	0.00	\$0.00	2.00	\$32.10
41	SALVAGE WOODEN FENCE	LF	30	\$12.97	\$389.10	0.00	\$0.00	20.00	\$259.40
42	SALVAGE BRICK PAVERS	SF	124	\$2.16	\$267.84	0.00	\$0.00	245.00	\$529.20
43	SAWCUT BITUMINOUS PAVEMENT	LF	305	\$1.84	\$561.20	0.00	\$0.00	210.00	\$386.40
44	SAWCUT CONCRETE PAVEMENT	LF	97	\$2.32	\$225.04	0.00	\$0.00	62.00	\$143.84
45	REMOVE & DISPOSE OF EXIST. CONCRETE CURB AND GUTTER	LF	480	\$3.24	\$1,555.20	0.00	\$0.00	480.00	\$1,555.20
46	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT	SY	5,224	\$1.62	\$8,462.88	1,224.00	\$1,982.88	5,224.00	\$8,462.88
47	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	230	\$2.16	\$496.80	0.00	\$0.00	230.00	\$496.80
48	REMOVE & DISPOSE OF EXIST. CONCRETE PAVEMENT (DRIVEWAYS)	SY	47	\$5.41	\$254.27	0.00	\$0.00	47.00	\$254.27
49	COMMON EXCAVATION (EV) (P)	CY	3,074	\$13.73	\$42,206.02	1,074.00	\$14,746.02	3,074.00	\$42,206.02
50	SUBGRADE EXCAVATION (RECONSTRUCT AREAS) (EV)	CY	375	\$7.57	\$2,838.75	82.00	\$620.74	216.00	\$1,635.12
51	SUBGRADE PREPARATION	RS	19	\$54.06	\$1,027.14	0.00	\$0.00	19.00	\$1,027.14
52	SELECT GRANULAR BORROW (STREETS) (CV) (P)	CY	1,962	\$14.87	\$29,174.94	0.00	\$0.00	1,962.00	\$29,174.94
53	SELECT GRANULAR BORROW (SUBGRADE EXCAV.) (CV)	CY	375	\$14.87	\$5,576.25	82.00	\$1,219.34	216.00	\$3,211.92
54	CLASS 6 AGGREGATE BASE (CV) (P)	CY	630	\$27.03	\$17,028.90	0.00	\$0.00	630.00	\$17,028.90
55	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B)	TN	490	\$52.65	\$25,798.50	0.00	\$0.00	0.00	\$0.00
56	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B)	TN	653	\$47.40	\$30,952.20	0.00	\$0.00	567.90	\$26,918.46
57	BITUMINOUS MATERIAL FOR TACK COAT	GAL	290	\$1.96	\$568.40	0.00	\$0.00	70.00	\$137.20
58	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) (DRIVEWAY)	SY	230	\$15.00	\$3,450.00	0.00	\$0.00	297.00	\$4,455.00
59	SAW & SEAL STREET (40' INTERVALS)	LF	1,150	\$2.48	\$2,852.00	0.00	\$0.00	0.00	\$0.00
60	6" CONCRETE DRIVEWAY PAVEMENT	SY	62	\$46.02	\$2,853.24	0.00	\$0.00	68.00	\$3,129.36
61	CONCRETE RIBBON CURB	LF	3,240	\$6.64	\$21,513.60	0.00	\$0.00	3,150.00	\$20,916.00
62	SURMOUNTABLE CONCRETE CURB & GUTTER	LF	345	\$10.17	\$3,508.65	0.00	\$0.00	333.00	\$3,386.61

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
63	B618 CONCRETE CURB & GUTTER	LF	56	\$12.84	\$719.04	0.00	\$0.00	108.00	\$1,386.72
64	STREET SWEEPING	HR	20	\$0.01	\$0.20	0.00	\$0.00	0.00	\$0.00
65	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	2	\$540.56	\$1,081.12	0.00	\$0.00	0.00	\$0.00
66	CLEAN CULVERT	EA	1	\$324.33	\$324.33	0.00	\$0.00	1.00	\$324.33
67	4" PVC PERF EDGE DRAIN W/ BACKFILL & WRAP	LF	861	\$7.57	\$6,517.77	850.00	\$6,434.50	850.00	\$6,434.50
68	12" CORRUGATED STEEL PIPE CULVERT	LF	36	\$28.11	\$1,011.96	0.00	\$0.00	36.00	\$1,011.96
69	12" CORRUGATED STEEL PIPE APRON	EA	2	\$259.47	\$518.94	0.00	\$0.00	2.00	\$518.94
70	DRAINTILE CLEANOUT	EA	8	\$216.22	\$1,729.76	8.00	\$1,729.76	8.00	\$1,729.76
71	PRECAST CONCRETE HEADWALL (DRAIN TILE)	EA	4	\$270.28	\$1,081.12	4.00	\$1,081.12	4.00	\$1,081.12
72	DITCH GRADING	LF	12	\$5.41	\$64.92	12.00	\$64.92	12.00	\$64.92
73	IMPORT AND PLACE TOPSOIL (LV)	CY	702	\$15.00	\$10,530.00	308.00	\$4,620.00	308.00	\$4,620.00
74	SEEDING, FERTILIZER AND WOOD FIBER BLANKET	SY	929	\$1.55	\$1,439.95	0.00	\$0.00	0.00	\$0.00
75	SODDING	SY	2,300	\$3.00	\$6,900.00	0.00	\$0.00	0.00	\$0.00
76	INSTALL SALVAGED MAILBOX	EA	18	\$42.81	\$770.58	14.00	\$599.34	14.00	\$599.34
77	INSTALL SALVAGED SIGN	EA	10	\$32.11	\$321.10	2.00	\$64.22	2.00	\$64.22
78	INSTALL WOODEN FENCE	LF	10	\$82.25	\$822.50	0.00	\$0.00	0.00	\$0.00
79	INSTALL SALVAGED BRICK PAVERS	SF	124	\$4.42	\$548.08	0.00	\$0.00	0.00	\$0.00
<b>SUBTOTAL - DIVISION 2</b>					\$253,844.77	\$33,805.02	\$199,902.03		
<b>DIVISION 3 - KELVIN AVENUE NORTH - TRUNK WATER MAIN</b>									
80	CONNECT TO EXISTING WATERMAIN	EA	1	\$1,059.49	\$1,059.49	0.00	\$0.00	1.00	\$1,059.49
81	HYDRANT EXTENSION	LF	3	\$1,097.33	\$3,291.99	0.00	\$0.00	0.00	\$0.00
82	12" DIP, CL. 52 WATERMAIN	LF	892	\$53.42	\$47,650.64	0.00	\$0.00	874.50	\$46,715.79
83	6" DIP, CL. 52 WATERMAIN	LF	53	\$53.95	\$2,859.35	0.00	\$0.00	47.50	\$2,562.63
84	1" TYPE "K" COPPER WATER SERVICE	LF	221	\$42.54	\$9,401.34	0.00	\$0.00	136.00	\$5,785.44
85	1" CORPORATION STOP	EA	5	\$265.95	\$1,329.75	0.00	\$0.00	5.00	\$1,329.75
86	1" CURB STOP WITH BOX	EA	5	\$344.87	\$1,724.35	0.00	\$0.00	5.00	\$1,724.35
87	6" HYDRANT ASSEMBLY (8'-6" BURY)	EA	2	\$4,492.02	\$8,984.04	0.00	\$0.00	2.00	\$8,984.04
88	6" RES. SEAT GATE VALVE & BOX	EA	2	\$1,291.93	\$2,583.86	0.00	\$0.00	2.00	\$2,583.86
89	12" RES. SEAT GATE VALVE & BOX	EA	2	\$3,027.12	\$6,054.24	0.00	\$0.00	2.00	\$6,054.24
90	MJ DIP COMPACT FITTINGS	LB	1,104	\$3.68	\$4,062.72	0.00	\$0.00	842.00	\$3,098.56
<b>SUBTOTAL - DIVISION 3</b>					\$89,001.77	\$0.00	\$79,898.15		
<b>DIVISION 4 - KELVIN AVENUE NORTH - LATERAL WATER MAIN</b>									
91	12"x8" WET TAP	EA	1	\$3,481.18	\$3,481.18	0.00	\$0.00	1.00	\$3,481.18
92	HYDRANT EXTENSION	LF	3	\$1,189.22	\$3,567.66	0.00	\$0.00	0.00	\$0.00
93	8" DIP, CL. 52 WATERMAIN	LF	535	\$38.06	\$20,362.10	0.00	\$0.00	535.00	\$20,362.10
94	6" DIP, CL. 52 WATERMAIN	LF	20	\$53.95	\$1,079.00	0.00	\$0.00	20.00	\$1,079.00
95	1" TYPE "K" COPPER WATER SERVICE	LF	266	\$42.54	\$11,315.64	0.00	\$0.00	216.00	\$9,188.64
96	1" CORPORATION STOP	EA	6	\$265.95	\$1,595.70	0.00	\$0.00	6.00	\$1,595.70
97	1" CURB STOP WITH BOX	EA	6	\$344.87	\$2,069.22	0.00	\$0.00	6.00	\$2,069.22
98	6" HYDRANT ASSEMBLY (8'-6" BURY)	EA	1	\$4,492.02	\$4,492.02	0.00	\$0.00	1.00	\$4,492.02
99	6" RES. SEAT GATE VALVE & BOX	EA	1	\$1,291.93	\$1,291.93	0.00	\$0.00	1.00	\$1,291.93
100	MJ DIP COMPACT FITTINGS	LB	315	\$4.32	\$1,360.80	0.00	\$0.00	172.00	\$743.04
<b>SUBTOTAL - DIVISION 4</b>					\$50,615.25	\$0.00	\$44,302.83		
<b>DIVISION 5 - STONEGATE 1ST ADDITION - STREETS</b>									
101	MOBILIZATION	LS	1	\$15,000.00	\$15,000.00	0.00	\$0.00	0.50	\$7,500.00
102	TRAFFIC CONTROL	LS	1	\$1,926.54	\$1,926.54	1.00	\$1,926.54	1.00	\$1,926.54
103	SILT FENCE	LF	207	\$1.00	\$207.00	0.00	\$0.00	0.00	\$0.00
104	INLET PROTECTION	EA	23	\$90.98	\$2,092.54	0.00	\$0.00	0.00	\$0.00
105	CLEARING	EA	1	\$324.33	\$324.33	0.00	\$0.00	1.00	\$324.33
106	GRUBBING	EA	1	\$259.46	\$259.46	0.00	\$0.00	1.00	\$259.46
107	SALVAGE MAILBOX	EA	31	\$26.76	\$829.56	0.00	\$0.00	31.00	\$829.56
108	SALVAGE SIGN	EA	5	\$16.05	\$80.25	0.00	\$0.00	0.00	\$0.00
109	SALVAGE LANDSCAPE ROCK (ISLANDS) (P)	LF	750	\$0.29	\$217.50	0.00	\$0.00	0.00	\$0.00
110	SAWCUT BITUMINOUS PAVEMENT	LF	435	\$2.07	\$900.45	0.00	\$0.00	452.50	\$936.68
111	SAWCUT CONCRETE PAVEMENT	LF	152	\$2.22	\$337.44	0.00	\$0.00	150.00	\$333.00
112	REMOVE MANHOLE OR CATCH BASIN CASTING	EA	27	\$162.46	\$4,386.42	0.00	\$0.00	27.00	\$4,386.42
113	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	377	\$5.55	\$2,092.35	0.00	\$0.00	357.19	\$1,982.40
114	REMOVE & DISPOSE OF EXIST. CONCRETE PAVEMENT (DRIVEWAYS)	SY	137	\$7.70	\$1,054.90	0.00	\$0.00	127.39	\$980.90
115	SUBGRADE EXCAVATION (RECLAIM AREAS) (EV)	CY	500	\$7.00	\$3,500.00	0.00	\$0.00	25.00	\$175.00
116	RECLAIM EX. BIT. AND BASE MATERIALS, 8" DEPTH (P)	SY	18,800	\$2.89	\$54,332.00	0.00	\$0.00	18,800.00	\$54,332.00
117	HAUL OUT EXCESS RECLAIMED MATERIAL (LV) (P)	CY	909	\$5.65	\$5,135.85	0.00	\$0.00	909.00	\$5,135.85
118	SUBGRADE PREPARATION OF RECLAIMED SURFACE	RS	55	\$310.00	\$17,050.00	0.00	\$0.00	55.00	\$17,050.00
119	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B)	TN	1,611	\$50.07	\$80,662.77	1,368.94	\$68,542.83	1,368.94	\$68,542.83
120	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B)	TN	1,611	\$45.98	\$74,073.78	0.00	\$0.00	1,411.00	\$64,877.78
121	BITUMINOUS MATERIAL FOR TACK COAT	GAL	951	\$1.96	\$1,863.96	250.00	\$490.00	350.00	\$686.00
122	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) (DRIVEWAY)	SY	367	\$15.00	\$5,505.00	32.00	\$480.00	363.00	\$5,445.00
123	6" CONCRETE DRIVEWAY PAVEMENT	SY	91	\$46.02	\$4,187.82	0.00	\$0.00	108.00	\$4,970.16

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
124	SAW & SEAL STREET (40' INTERVALS)	LF	4,025	\$2.48	\$9,982.00	0.00	\$0.00	0.00	\$0.00
125	RIPRAP	CY	15	\$86.49	\$1,297.35	0.00	\$0.00	13.50	\$1,167.62
126	SEDIMENT REMOVAL (LV)	CY	57	\$27.03	\$1,540.71	0.00	\$0.00	28.00	\$756.84
127	MODIFY STORM STRUCTURE 104	LS	1	\$3,546.04	\$3,546.04	0.00	\$0.00	1.00	\$3,546.04
128	CATCH BASIN CASTING R-3067-V	EA	23	\$627.69	\$14,436.87	0.00	\$0.00	0.00	\$0.00
129	MANHOLE CASTING R-1642-B	EA	4	\$474.07	\$1,896.28	4.00	\$1,896.28	4.00	\$1,896.28
130	SOLID (2'X3'X1.0' HT) CONCRETE CB SECTION	EA	8	\$560.15	\$4,481.20	2.00	\$1,120.30	2.00	\$1,120.30
131	MINOR STRUCTURE REPAIR	EA	15	\$172.81	\$2,592.15	0.00	\$0.00	0.00	\$0.00
132	RECONSTRUCT DRAINAGE STRUCTURE	LF	10	\$0.01	\$0.10	0.00	\$0.00	0.00	\$0.00
133	B418 CONCRETE CURB & GUTTER	LF	12,140	\$10.65	\$129,291.00	0.00	\$0.00	11,547.00	\$122,975.55
134	STREET SWEEPING	HR	30	\$0.01	\$0.30	3.00	\$0.03	6.00	\$0.06
135	IMPORT AND PLACE TOPSOIL (LV)	CY	1,466	\$15.00	\$21,990.00	106.00	\$1,590.00	667.00	\$10,005.00
136	SODDING	SY	7,007	\$3.00	\$21,021.00	0.00	\$0.00	0.00	\$0.00
137	INSTALL SALVAGED MAILBOX	EA	31	\$42.81	\$1,327.11	30.00	\$1,284.30	30.00	\$1,284.30
138	INSTALL SALVAGED SIGN	EA	5	\$32.11	\$160.55	0.00	\$0.00	0.00	\$0.00
139	INSTALL SALVAGED LANDSCAPE ROCK (ISLANDS) (P)	LF	750	\$1.58	\$1,185.00	0.00	\$0.00	0.00	\$0.00
<b>SUBTOTAL - DIVISION 5</b>					\$490,767.58		\$77,330.28		\$383,425.89

<b>DIVISION 6 - HIGHLAND TRAIL NORTH - STREETS</b>									
140	MOBILIZATION	LS	1	\$3,500.00	\$3,500.00	0.25	\$875.00	0.25	\$875.00
141	TRAFFIC CONTROL	LS	1	\$1,070.30	\$1,070.30	0.25	\$267.58	0.25	\$267.58
142	INLET PROTECTION	EA	8	\$90.98	\$727.84	0.00	\$0.00	0.00	\$0.00
143	REMOVE & DISPOSE OF EXIST. CONCRETE CURB AND GUTTER	LF	80	\$4.55	\$364.00	24.00	\$109.20	24.00	\$109.20
144	REMOVE MANHOLE OR CATCH BASIN CASTING	EA	6	\$114.23	\$685.38	3.00	\$342.69	3.00	\$342.69
145	MILL 2" OF EXISTING BITUMINOUS PAVEMENT (P)	SY	4,900	\$1.60	\$7,840.00	0.00	\$0.00	0.00	\$0.00
146	REMOVE & REPAVE BITUMINOUS FLUME	LS	1	\$1,214.34	\$1,214.34	0.00	\$0.00	0.00	\$0.00
147	SPOT BITUMINOUS CURB REPLACEMENT	LF	136	\$10.48	\$1,425.28	0.00	\$0.00	0.00	\$0.00
148	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,C)	TN	637	\$51.01	\$32,493.37	0.00	\$0.00	0.00	\$0.00
149	BITUMINOUS MATERIAL FOR TACK COAT	GAL	282	\$1.96	\$552.72	0.00	\$0.00	0.00	\$0.00
150	CATCH BASIN CASTING R-3067-V	EA	1	\$627.69	\$627.69	0.00	\$0.00	0.00	\$0.00
151	CATCH BASIN CASTING R-3250-1	EA	4	\$760.91	\$3,043.64	0.00	\$0.00	0.00	\$0.00
152	CATCH BASIN CASTING R-3501-TR	EA	1	\$740.51	\$740.51	0.00	\$0.00	0.00	\$0.00
153	STREET SWEEPING	HR	4	\$0.01	\$0.04	0.00	\$0.00	0.00	\$0.00
154	IMPORT AND PLACE TOPSOIL (LV)	CY	30	\$24.65	\$739.50	0.00	\$0.00	0.00	\$0.00
155	SODDING	SY	138	\$5.30	\$731.40	0.00	\$0.00	0.00	\$0.00
<b>SUBTOTAL - DIVISION 6</b>					\$55,756.01		\$1,594.47		\$1,594.47

<b>DIVISION 7 - JAMELY AVENUE NORTH - STREETS</b>									
156	MOBILIZATION	LS	1	\$3,500.00	\$3,500.00	0.00	\$0.00	0.00	\$0.00
157	TRAFFIC CONTROL	LS	1	\$1,070.30	\$1,070.30	0.00	\$0.00	0.00	\$0.00
158	MILL 2" OF EXISTING BITUMINOUS PAVEMENT (P)	SY	4,090	\$1.60	\$6,544.00	0.00	\$0.00	0.00	\$0.00
159	ADJUST VALVE BOX (WATER)	EA	5	\$274.15	\$1,370.75	0.00	\$0.00	0.00	\$0.00
160	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,C)	TN	531	\$51.48	\$27,335.88	0.00	\$0.00	0.00	\$0.00
161	BITUMINOUS MATERIAL FOR TACK COAT	GAL	236	\$1.96	\$462.56	0.00	\$0.00	0.00	\$0.00
162	STREET SWEEPING	HR	4	\$0.01	\$0.04	0.00	\$0.00	0.00	\$0.00
<b>SUBTOTAL - DIVISION 7</b>					\$40,283.53		\$0.00		\$0.00

**TOTALS - BASE CONTRACT** **\$1,189,610.33** **\$145,949.92** **\$746,168.53**

**CHANGE ORDER NO. 1**

CO1-2	REMOBILIZATION	LS	1.0	\$1,000.00	\$1,000.00	0.00	\$0.00	1.0	\$1,000.00
CO1-2	4" PERFORATED EDGE DRAIN WITH BACKFILL & WRAP	LF	1,179.0	\$19.45	\$22,931.55	0.00	\$0.00	1,179.0	\$22,931.55
CO1-3	DRAINTILE CLEANOUT	EA	11.0	\$330.00	\$3,630.00	0.00	\$0.00	11.0	\$3,630.00
CO1-4	PRECAST CONCRETE HEADWALL	EA	2.0	\$295.00	\$590.00	0.00	\$0.00	2.0	\$590.00
CO1-5	CORE DRILL INTO EXISTING STORM SEWER	EA	5.0	\$825.00	\$4,125.00	0.00	\$0.00	5.0	\$4,125.00
CO1-6	CONNECT TO EXISTING DRAINTILE	EA	2.0	\$350.00	\$700.00	0.00	\$0.00	2.0	\$700.00
<b>TOTALS - CHANGE ORDER NO. 1</b>					\$32,976.55		\$0.00		\$32,976.55

**TOTALS - REVISED CONTRACT** **\$1,222,586.88** **\$145,949.92** **\$779,145.08**



# MAYOR & COUNCIL COMMUNICATION

**DATE:** August 16, 2016  
**CONSENT**  
**ITEM #** 12

**AGENDA ITEM:** Inwood Trunk Watermain Improvements – Pay Request No. 4

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

**THROUGH:** Kristina Handt, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
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 the Contract for the project. Payment remains within the authorized scope and budget.

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to consider approving Pay Request No. 4 for the Inwood Trunk Watermain Improvements project.

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:** Northdale Construction Company, Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 4 in the amount of \$248,363.65. The request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is \$69,479.95.

**RECOMMENDATION:** Staff is recommending that the City Council approve, *as part of the Consent Agenda*, Pay Request No. 4 for the Inwood Trunk Watermain Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:



***“Move to approve Pay Request No. 4 to Northdale Construction Company, Inc. in the amount of \$248,363.65 for the Inwood Trunk Watermain Improvements”.***

**ATTACHMENT(S):**

1. Partial Pay Estimate No. 4.

**PROJECT PAY FORM**

PARTIAL PAY ESTIMATE NO. <u>    4    </u>	<b>FOCUS</b> ENGINEERING, inc.
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INWOOD AVENUE TRUNK WATERMAIN IMPROVEMENTS PROJECT NO. 2014.130	PERIOD OF ESTIMATE FROM <u>    7/1/2016    </u> TO <u>    7/29/2016    </u>
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PROJECT OWNER: <b>CITY OF LAKE ELMO</b> 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER	CONTRACTOR: <b>NORTHDAL CONSTRUCTION COMPANY, INC.</b> 9760 71ST STREET NE ALBERTVILLE, MN 55301 ATTN: PHILIP LESNAR
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CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
1	7/5/2016	\$2,200.00		1. Original Contract Amount	\$1,411,737.31
				2. Net Change Order Sum	\$2,200.00
				3. Revised Contract (1+2)	\$1,413,937.31
				4. *Work Completed	\$1,389,599.08
				5. *Stored Materials	\$0.00
				6. Subtotal (4+5)	\$1,389,599.08
				7. Retainage* <u>    5.0%    </u>	\$69,479.95
				8. Previous Payments	\$1,071,755.47
				9. Amount Due (6-7-8)	<b>\$248,363.65</b>
TOTALS		\$2,200.00	\$0.00		
NET CHANGE		\$2,200.00		*Detailed Breakdown Attached	

CONTRACT TIME					
START DATE:	<u>    3/23/2016    </u>	ORIGINAL DAYS	<u>    191    </u>	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	<u>    8/26/2016    </u>	REVISED DAYS	<u>    0    </u>	YES	<input checked="" type="checkbox"/>
FINAL COMPLETION:	<u>    9/30/2016    </u>	REMAINING	<u>    63    </u>	NO	<input type="checkbox"/>

ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.	FOCUS Engineering, inc.  _____ ENGINEER <u>    8/9/2016    </u> DATE
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CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.	CONTRACTOR  _____ BY <u>    8-9-2016    </u> DATE
--	--

APPROVED BY OWNER: <b>CITY OF LAKE ELMO, MINNESOTA</b>	
_____ BY	_____ BY
_____ DATE	_____ DATE

**INWOOD AVENUE TRUNK WATERMAIN IMPROVEMENTS  
CITY OF LAKE ELMO, MINNESOTA  
PROJECT NO. 2014.130**



ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>DIVISION 1 - GENERAL</b>									
1	MOBILIZATION	LS	1	\$64,800.00	\$64,800.00	0.00	\$0.00	1.00	\$64,800.00
2	TRAFFIC CONTROL	LS	1	\$22,945.00	\$22,945.00	0.20	\$4,589.00	0.95	\$21,797.75
3	SILT FENCE, MACHINE SLICED	LF	600	\$4.13	\$2,478.00	0.00	\$0.00	200	\$826.00
4	CLEAR AND GRUB TREE	EA	6	\$750.00	\$4,500.00	0.00	\$0.00	0	\$0.00
5	DITCH CHECK	EA	10	\$104.50	\$1,045.00	0.00	\$0.00	0	\$0.00
SUBTOTAL - DIVISION 1					\$95,768.00		\$4,589.00		\$87,423.75
<b>DIVISION 2 - WATERMAIN</b>									
1	CONNECT TO EXISTING 8" WATERMAIN	EA	1	\$7,483.75	\$7,483.75	0	\$0.00	0	\$0.00
2	CONNECT TO EXISTING 16" WATERMAIN	EA	2	\$13,187.61	\$26,375.22	0	\$0.00	1	\$13,187.61
3	HYDRANT	EA	11	\$4,431.40	\$48,745.40	1	\$4,431.40	10	\$44,314.00
4	HYDRANT EXTENSION	LF	6	\$1,628.80	\$9,772.80	0	\$0.00	3.5	\$5,700.80
5	6" GATE VALVE AND BOX	EA	10	\$2,476.08	\$24,760.80	1	\$2,476.08	10	\$24,760.80
6	8" GATE VALVE AND BOX	EA	3	\$2,920.05	\$8,760.15	0	\$0.00	2	\$5,840.10
7	12" GATE VALVE AND BOX	EA	2	\$4,117.60	\$8,235.20	0	\$0.00	2	\$8,235.20
8	16" BUTTERFLY VALVE AND BOX	EA	19	\$10,711.98	\$203,527.62	5	\$53,559.90	19	\$203,527.62
9	1" CORPORATION STOP WITH FUSIBLE SADDLE	EA	3	\$709.63	\$2,128.89	0	\$0.00	3	\$2,128.89
10	1" CURB STOP AND CURB BOX	EA	3	\$775.20	\$2,325.60	0	\$0.00	3	\$2,325.60
11	1" COPPER WATER SERVICE PIPE	LF	100	\$50.97	\$5,097.00	0	\$0.00	81	\$4,128.57
12	6" DUCTILE IRON WATERMAIN PIPE, CLASS 52	LF	75	\$63.87	\$4,790.25	19	\$1,181.60	141.0	\$9,005.67
13	8" DUCTILE IRON WATERMAIN PIPE, CLASS 52	LF	96	\$70.32	\$6,750.72	0	\$0.00	42	\$2,953.44
14	12" DUCTILE IRON WATERMAIN PIPE, CLASS 52	LF	28	\$108.70	\$3,043.60	0	\$0.00	25.75	\$2,799.03
15	16" DUCTILE IRON WATERMAIN PIPE, CLASS 52	LF	25	\$126.98	\$3,174.50	20	\$2,539.60	55	\$6,983.90
16	16" HDPE DIPS DR11 WATERMAIN, DIRECTIONAL DRILL	LF	11,015	\$74.75	\$823,371.25	2,214	\$165,496.50	10,940	\$817,765.00
17	DUCTILE IRON FITTINGS	LB	5,810	\$10.74	\$62,399.40	1,773	\$19,042.02	8,776	\$94,254.24
18	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	LS	1	\$49,462.20	\$49,462.20	0	\$7,419.33	0.90	\$44,515.98
19	WATER SERVICE CONNECTION PITS	LS	1	\$7,000.00	\$7,000.00	0	\$700.00	0.95	\$6,650.00
20	TRIVIEW TEST STATION MARKER	EA	18	\$156.02	\$2,808.36	0	\$0.00	0	\$0.00
SUBTOTAL - DIVISION 2					\$1,310,012.71		\$256,846.43		\$1,299,076.45
<b>DIVISION 3 - STORM SEWER</b>									
1	SALVAGE CONCRETE PIPE CULVERT	LF	60	\$15.00	\$900.00	0	\$0.00	14	\$210.00
2	INSTALL SALVAGED PIPE CULVERT	LF	60	\$31.11	\$1,866.60	0	\$0.00	8	\$248.88
SUBTOTAL - DIVISION 3					\$2,766.60		\$0.00		\$458.88
<b>DIVISION 4 - STREET CONSTRUCTION</b>									
1	SALVAGE AND REINSTALL MAILBOX	EA	2	\$165.00	\$330.00	0	\$0.00	0	\$0.00
2	SALVAGE AND REINSTALL SIGN	EA	13	\$220.00	\$2,860.00	0	\$0.00	2	\$440.00
SUBTOTAL - DIVISION 4					\$3,190.00		\$0.00		\$440.00

**TOTALS - BASE CONTRACT** **\$1,411,737.31** **\$261,435.43** **\$1,387,399.08**

**CHANGE ORDER NO. 1**

CO1-1	HYDRANT OFFSET	EA	2	\$500.00	\$1,000.00	0	\$0.00	2	\$1,000.00
CO1-2	18" FLARED END SECTION	EA	1	\$1,200.00	\$1,200.00	0	\$0.00	1	\$1,200.00

**TOTALS - CHANGE ORDER NO. 1** **\$2,200.00** **\$0.00** **\$2,200.00**

**TOTALS - REVISED CONTRACT** **\$1,413,937.31** **\$261,435.43** **\$1,389,599.08**



# MAYOR & COUNCIL COMMUNICATION

**DATE:** August 16, 2016  
**CONSENT**  
**ITEM #** 13

**AGENDA ITEM:** Inwood Booster Station Improvements – Pay Request No. 3

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

**THROUGH:** Kristina Handt, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
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 the Contract for the project. Payment remains within the authorized scope and budget.

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to consider approving Pay Request No. 3 for the Inwood Booster Station Improvements project.

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:** Magney Construction, Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 3 in the amount of \$92,094.66. The request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is \$14,047.29.

**RECOMMENDATION:** Staff is recommending that the City Council approve, *as part of the Consent Agenda*, Pay Request No. 3 for the Inwood Booster Station Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Pay Request No. 3 to Magney Construction, Inc. in the amount of \$92,094.66 for the Inwood Booster Station Improvements”.***

**ATTACHMENT(S):**

1. Partial Pay Estimate No. 3

**PROJECT PAY FORM**

PARTIAL PAY ESTIMATE NO. <u>    3    </u>	<b>FOCUS</b> ENGINEERING, inc.
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INWOOD BOOSTER STATION IMPROVEMENTS PROJECT NO. 2014.129	PERIOD OF ESTIMATE FROM <u>    7/1/2016    </u> TO <u>    7/31/2016    </u>
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PROJECT OWNER: <b>CITY OF LAKE ELMO</b> 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER	CONTRACTOR: <b>MAGNEY CONSTRUCTION, INC.</b> 1401 PARK ROAD CHANHASSEN, MN 55317
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CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
				1. Original Contract Amount	\$1,308,404.00
				2. Net Change Order Sum	\$0.00
				3. Revised Contract (1+2)	\$1,308,404.00
				4. *Work Completed	\$280,945.75
				5. *Stored Materials	\$0.00
				6. Subtotal (4+5)	\$280,945.75
				7. Retainage* <u>    5.0%    </u>	\$14,047.29
				8. Previous Payments	\$174,803.80
				9. Amount Due (6-7-8)	<b>\$92,094.66</b>
TOTALS		\$0.00	\$0.00		
NET CHANGE		\$0.00		*Detailed Breakdown Attached	

CONTRACT TIME					
START DATE:	<u>    4/28/2016    </u>	ORIGINAL DAYS	<u>    211    </u>	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	<u>    10/28/2016    </u>	REVISED DAYS	<u>    211    </u>	YES	<input checked="" type="checkbox"/>
FINAL COMPLETION:	<u>    11/25/2016    </u>	REMAINING	<u>    117    </u>	NO	<input type="checkbox"/>

ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.	MSA PROFESSIONAL SERVICES  <u>        James A. Jones        </u> ENGINEER  <u>    8/5/16    </u> DATE
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CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.	CONTRACTOR  <u>        Peter A. Smith        </u> BY  <u>    8-5-16    </u> DATE
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APPROVED BY OWNER: <b>CITY OF LAKE ELMO, MINNESOTA</b>	
BY _____	BY _____
DATE _____	DATE _____

**INWOOD BOOSTER STATION IMPROVEMENTS  
CITY OF LAKE ELMO, MINNESOTA  
PROJECT NO. 2014.129**



ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>DIVISION 1 - GENERAL</b>									
1	MOBILIZATION	LS	1	\$55,000.00	\$55,000.00	0.00	\$0.00	1.00	\$55,000.00
2	TRAFFIC CONTROL	LS	1	\$700.00	\$700.00	0.20	\$140.00	0.80	\$560.00
3	SILT FENCE	LF	240	\$3.00	\$720.00	120.00	\$360.00	240	\$720.00
4	CLEARING AND GRUBBING	LS	1	\$2,000.00	\$2,000.00	0.00	\$0.00	1	\$2,000.00
5	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	1	\$1,000.00	\$1,000.00	0.00	\$0.00	1	\$1,000.00
6	STREET SWEEPING	HR	10	\$105.00	\$1,050.00	0.00	\$0.00	0	\$0.00
7	SITE RESTORATION	LS	1	\$4,800.00	\$4,800.00	0.00	\$0.00	0	\$0.00
SUBTOTAL - DIVISION 1					\$65,270.00		\$500.00		\$59,280.00
<b>DIVISION 2 - WATER MAIN</b>									
8	CONNECT TO EXISTING WATERMAIN AND SERVICE	EA	3	\$1,500.00	\$4,500.00	0.00	\$0.00	3	\$4,500.00
9	1.5" COPPER WATER SERVICE PIPE	LF	65	\$50.00	\$3,250.00	0.00	\$0.00	65	\$3,250.00
10	12" DUCTILE IRON WATERMAIN PIPE, CLASS 52	LF	100	\$120.00	\$12,000.00	0.00	\$0.00	100	\$12,000.00
11	DUCTILE IRON FITTINGS	LB	344	\$16.00	\$5,504.00	0.00	\$0.00	344	\$5,504.00
SUBTOTAL - DIVISION 2					\$25,254.00		\$0.00		\$25,254.00
<b>DIVISION 3 - STORM SEWER</b>									
12	10" PVC DRAIN	LF	15	\$50.00	\$750.00	0.00	\$0.00	0	\$0.00
13	18" RCP STORM SEWER PIPE, CLASS 5	LF	130	\$50.00	\$6,500.00	121.00	\$6,050.00	121	\$6,050.00
14	18" RCP FLARED END SECTION	EA	1	\$1,500.00	\$1,500.00	1.00	\$1,500.00	1	\$1,500.00
15	CATCH BASIN/MANHOLE	EA	2	\$3,000.00	\$6,000.00	2.00	\$6,000.00	2	\$6,000.00
16	RANDOM RIPRAP CLASS III (CV)	CY	10	\$160.00	\$1,600.00	0.00	\$0.00	0	\$0.00
SUBTOTAL - DIVISION 3					\$16,350.00		\$13,550.00		\$13,550.00
<b>DIVISION 4 - DRIVEWAY CONSTRUCTION</b>									
17	COMMON EXCAVATION (P)	CY	690	\$20.00	\$13,800.00	0.00	\$0.00	690	\$13,800.00
18	SELECT GRANULAR BORROW (P)	CY	110	\$25.00	\$2,750.00	0.00	\$0.00	0	\$0.00
19	SUBGRADE PREPARATION	LS	1	\$1,400.00	\$1,400.00	0.00	\$0.00	0.00	\$0.00
20	AGGREGATE BASE CLASS 5	TON	140	\$22.00	\$3,080.00	0.00	\$0.00	0	\$0.00
21	TYPE SP 9.5 WEAR COURSE MIX (2,B)	TON	50	\$95.00	\$4,750.00	0.00	\$0.00	0	\$0.00
22	4" CONCRETE SIDEWALK	SY	41	\$70.00	\$2,870.00	0.00	\$0.00	0	\$0.00
23	SEGMENTAL RETAINING WALL	FF	480	\$23.00	\$11,040.00	0.00	\$0.00	0	\$0.00
24	SPLIT RAIL FENCE	LF	120	\$17.00	\$2,040.00	0.00	\$0.00	0	\$0.00
25	GUARD POST	EA	3	\$350.00	\$1,050.00	0.00	\$0.00	0	\$0.00
26	6" PERFORATED PVC DRAIN	LF	140	\$40.00	\$5,600.00	60.00	\$2,400.00	60	\$2,400.00
27	8" INLINE DRAIN	EA	5	\$900.00	\$4,500.00	4.00	\$3,600.00	4	\$3,600.00
28	ROOF DRAIN COLLECTION	EA	5	\$900.00	\$4,500.00	0.00	\$0.00	0	\$0.00
29	DRAINTILE CLEANOUT	EA	1	\$900.00	\$900.00	0.00	\$0.00	0	\$0.00
SUBTOTAL - DIVISION 4					\$58,280.00		\$6,000.00		\$19,800.00
<b>30 DIVISION 5 - BOOSTER FACILITY</b>									
31	Supervision	LS	1	\$18,550.00	\$18,550.00	0.10	\$1,855.00	0.40	\$7,420.00
32	Bond & Insurance	LS	1	\$19,620.00	\$19,620.00	0.00	\$0.00	1.00	\$19,620.00
31000	Concrete Work	LS	1	\$58,760.00	\$58,760.00	0.25	\$14,690.00	0.75	\$44,070.00
32000	Rebar	LS	1	\$5,100.00	\$5,100.00	0.25	\$1,275.00	0.75	\$3,825.00
33516	Heavy Duty Concrete Floor Finish	LS	1	\$1,860.00	\$1,860.00	0.00	\$0.00	0.00	\$0.00
42000	Masonry Work	LS	1	\$70,480.00	\$70,480.00	0.55	\$38,764.00	0.55	\$38,764.00
55000	Misc. Metals	LS	1	\$3,350.00	\$3,350.00	1.00	\$3,350.00	1.00	\$3,350.00
61000	Rough Carpentry	LS	1	\$25,500.00	\$25,500.00	0.00	\$0.00	0.00	\$0.00
62210	Plastic Trism	LS	1	\$1,170.00	\$1,170.00	0.00	\$0.00	0.00	\$0.00
71113	Bituminous Damproofing	LS	1	\$670.00	\$670.00	0.00	\$0.00	0.00	\$0.00
72113	Insulation (below grade)	LS	1	\$1,250.00	\$1,250.00	1.00	\$1,250.00	1.00	\$1,250.00
72126	Blown Fiberglass Insulation	LS	1	\$2,700.00	\$2,700.00	0.00	\$0.00	0.00	\$0.00
72726	Fluid Applied Membrane Air Barrier	LS	1	\$4,000.00	\$4,000.00	0.00	\$0.00	0.00	\$0.00
73113	Asphalt Shingles	LS	1	\$6,600.00	\$6,600.00	0.00	\$0.00	0.00	\$0.00
74618	Metal Soffit & Fascia, gutters & downspouts	LS	1	\$6,550.00	\$6,550.00	0.00	\$0.00	0.00	\$0.00
74646	Mineral Fiber Siding	LS	1	\$10,600.00	\$10,600.00	0.00	\$0.00	0.00	\$0.00
79200	Joint Sealants	LS	1	\$3,210.00	\$3,210.00	0.00	\$0.00	0.00	\$0.00
81600	FRP Doors	LS	1	\$11,950.00	\$11,950.00	0.00	\$0.00	0.00	\$0.00
88100	Glass & Glazing	LS	1	\$500.00	\$500.00	0.00	\$0.00	0.00	\$0.00
88410	Translucent Windows	LS	1	\$9,960.00	\$9,960.00	0.00	\$0.00	0.00	\$0.00
97750	FRP Surface laminated panels	LS	1	\$9,640.00	\$9,640.00	0.00	\$0.00	0.00	\$0.00
99600	High performance Coating	LS	1	\$13,400.00	\$13,400.00	0.00	\$0.00	0.00	\$0.00
101469	Warning Signs	LS	1	\$200.00	\$200.00	0.00	\$0.00	0.00	\$0.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
104416	Fire Extinguishers	LS	1	\$350.00	\$350.00	0.00	\$0.00	0.00	\$0.00
220000	Plumbing	LS	1	\$22,500.00	\$22,500.00	0.30	\$6,750.00	0.35	\$7,875.00
230000	HVAC	LS	1	\$46,400.00	\$46,400.00	0.00	\$0.00	0.00	\$0.00
260500	Electrical	LS	1	\$79,800.00	\$79,800.00	0.10	\$7,980.00	0.15	\$11,970.00
312305	Earthwork	LS	1	\$7,880.00	\$7,880.00	0.10	\$788.00	0.60	\$4,728.00
331300	Disinfection of Water Storage Structures	LS	1	\$950.00	\$950.00	0.00	\$0.00	0.00	\$0.00
402323	Process Piping	LS	1	\$111,400.00	\$111,400.00	0.00	\$0.00	0.00	\$0.00
412223	Portable Hand Chain Hoist & Trolley	LS	1	\$1,200.00	\$1,200.00	0.00	\$0.00	0.00	\$0.00
444200	Water System Storage Tanks	LS	1	\$26,200.00	\$26,200.00	0.00	\$0.00	0.00	\$0.00
444256	Vertical Split Case Booster Pumps	LS	1	\$78,200.00	\$78,200.00	0.00	\$0.00	0.00	\$0.00
444416	Gas Chlorination Sytem	LS	1	\$101,500.00	\$101,500.00	0.00	\$0.00	0.00	\$0.00
33	SCADA INTEGRATION AND SYSTEM IMPROVEMENTS (SCADA CONTRACTOR)	LS	1	\$30,000.00	\$30,000.00	0.00	\$0.00	0.00	\$0.00
34	PROCESS INSTRUMENTATION AND CONTROL (SYSTEM INTEGRATOR)	LS	1	\$215,000.00	\$215,000.00	0.00	\$0.00	0.00	\$0.00
35	230 KW GENERATOR SET	LS	1	\$105,000.00	\$105,000.00	0.00	\$0.00	0.00	\$0.00
36	UTILITY ALLOWANCE (ELECTRIC, NATURAL GAS, TELECOMMUNICATION/DA)	LS	1	\$10,000.00	\$10,000.00	0.02	\$189.75	0.02	\$189.75
37	HOLDING TANK AND ASSOCIATED PIPING	LS	1	\$20,000.00	\$20,000.00	0.00	\$0.00	1.00	\$20,000.00
38	EROSION CONTROL BLANKET	SY	625	\$2.00	\$1,250.00	0.00	\$0.00	0.00	\$0.00
SUBTOTAL - DIVISION 5					\$1,143,250.00	\$76,891.75	\$163,061.75		
TOTALS					\$1,308,404.00	\$96,941.75	\$280,945.75		





# MAYOR & COUNCIL COMMUNICATION

**DATE:** August 16, 2016  
**CONSENT**  
**ITEM #** 14

**AGENDA ITEM:** Inwood Booster Station Improvements – Change Order No. 1

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

**THROUGH:** Kristina Handt, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
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:** Contract decrease in the amount of \$5,048.49. This change order decreases the contract amount for the project by \$5,048.49 bringing the revised construction contract to \$1,303,355.51. With this change order 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. 1 for the Inwood Booster Station Improvements project.

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:** This change order is being processed at the request of the City for project revisions with a net contract change in a deduct amount of \$5,048.49. Each item was reviewed closely with the City, Engineer of Record, and Contractor as construction progresses on the Booster Station project. The various project revisions are as itemized below:

1. Common Excavation: \$3,700 ADD. Additional excavation was required for driveway entrance revisions needed to respond to Washington County R/W permit requirements.

2. Chemical Pump Relocation: \$255.78 ADD. The chemical booster pump was installed outside of the Chlorine Room as required by the MN Department of Health permit conditions.
3. Main Circuit Breaker and Variable Frequency Drive (VFD) substitute: \$3,082.56 DEDUCT. In working with the contractor a substitute circuit breaker and VFD was identified for use on the project at a lower cost.
4. Booster Pump substitute: \$3,500 DEDUCT. In working with the contractor a substitute booster pump was identified for use on the project at a lower cost.
5. Water Service Connections. \$5,666.18 ADD. The water service was upsized and relocated to correct for a plan discrepancy and to coordinate between the trunk watermain and booster station contracts.
6. Building Insulation: \$1,047.11 ADD. Additional insulation was installed under the siding as required by the MN Department of Labor and Industry.
7. Remove Chlorination Actuators: \$9,135.00 DEDUCT. The emergency gas shut-off actuators were removed from the scope of work after being determined to be redundant.

**RECOMMENDATION:** Staff is recommending that the City Council approve, *as part of the Consent Agenda*, Change Order No. 1 for the Inwood Booster Station Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Change Order No. 1 for the Inwood Booster Station Improvements thereby decreasing the contract amount by \$5,048.49”.***

**ATTACHMENT(S):**

1. Change Order No. 1.

**CONTRACT CHANGE ORDER FORM**

**CITY OF LAKE ELMO, MINNESOTA  
INWOOD BOOSTER STATION IMPROVEMENTS  
PROJECT NO. 2014.129**

**FOCUS ENGINEERING, inc.**

**CHANGE ORDER NO.** 1 **DATE:** July 20, 2016

**TO:** Magney Construction, Inc., 1401 Park Road, Chanhassen, MN 55317

This Document will become a supplement to the Contract and all provisions will apply hereto. The Contract Documents are modified as follows upon execution of this Change Order.

**CHANGE ORDER DESCRIPTION / JUSTIFICATION:**

See summary breakdown and supporting documents for clarification & cost breakdowns

**Attachments (list documents supporting change):** Attached price quotation(s) & cost proposal(s)

ITEM	DESCRIPTION OF PAY ITEM	UNIT	QTY	UNIT PRICE	INCREASE/(DECREASE)
CO1	Proposal Req. 1-3, Field Change 1-2, Substitute 1-2	LS	1	-\$5,048.49	(\$5,048.49)

**NET CONTRACT CHANGE (\$5,048.49)**

Amount of Original Contract	\$	<u>1,308,404.00</u>
Sum of Additions/Deductions approved to date (CO Nos. 0)	\$	<u>0.00</u>
Contract Amount to date	\$	<u>1,308,404.00</u>
Amount of this Change Order <del>(ADD)</del> (DEDUCT) <del>(NO-CHANGE)</del>	\$	<u>(5,048.49)</u>
Revised Contract Amount	\$	<u>1,303,355.51</u>

The Contract Period for Completion will be ~~(UNCHANGED)~~ (INCREASED) ~~(DECREASED)~~ 2 days

APPROVED BY ENGINEER: MSA PROFESSIONAL SERVICES

*Juan A. Jones*  
ENGINEER  
7/22/16

DATE

APPROVED BY CONTRACTOR

*Patricia Albritt*  
BY  
7-22-16

DATE

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA

BY \_\_\_\_\_

DATE \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_

CHANGE ORDER NO. 1

INWOOD BOOSTER STATION IMPROVEMENTS  
CITY OF LAKE ELMO, MINNESOTA  
PROJECT NO. 2014.129

**FOCUS** ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CHANGE ORDER			DESCRIPTION / JUSTIFICATION
			QUANTITY	UNIT PRICE	AMOUNT	
CO1-1	FC1: Additional Common Excavation @ driveway & ditch	CY	185	\$20.00	\$3,700.00	Adjust plans per Washington Co. comments
CO1-2	PR1: Relocate Chemical Pump & Remove Chemical Room Floor Drain	LS	1	\$255.78	\$255.78	Adjust plans per MN Department of Health comments
CO1-3	Sub1: Substitute Main Circuit Breaker & Variable Frequency Drives	LS	1	-\$3,082.56	-\$3,082.56	Value engineering and size considerations
CO1-4	Sub2: Substitute Booster Pump Manufacturers	LS	1	-\$3,500.00	-\$3,500.00	Value engineering and lead time considerations
CO1-5	FC2: Water Service & Watermain Connections	LS	1	\$5,666.18	\$5,666.18	Upsize & relocate water service, deeper watermain connection
CO1-6	PR2: Additional Building Insulation	LS	1	\$1,047.11	\$1,047.11	Adjust plans per MN Department of Labor & Industry comments
CO1-7	PR3: Remove Chlorination Actuators	LS	1	-\$9,135.00	-\$9,135.00	Value engineering and space considerations

**TOTALS - CHANGE ORDER NO. 1**

**-\$5,048.49**



**MAGNEY CONSTRUCTION**  
 COMMERCIAL & INDUSTRIAL CONTRACTORS  
 1401 Park Road - Chanhassen, MN 55317  
 952.474.1674 Office 952.474.1679 Fax

# Proposal

PR #1

CO1-2

<b>SEND TO</b>			
<i>Company name</i> MSA		<i>From</i> Peter Aldritt	
<i>Attention</i> Lucas Jones		<i>Date</i> 6/8/2016	
<i>Fax</i>	<i>Phone</i>	<i>Proposal #</i> PR-1	

Urgent     
  Please comment     
  Please review     
  For your information

Total pages, including cover:   1  

## COMMENTS

**RE: Inwood Ave Booster Station Proposal Request 1**

Lucas,

We are offering the following price quotation in regards to the MDH review.

<b>Material:</b>	\$	-
<b>Labor:</b> Install Booster Pump outside of Chlorine Room	\$	-
<b>Subcontractor:</b> Northern Plumbing Tech	\$	(260.00)
<b>Subcontractor:</b> Taylor Electric	\$	500.00
<b>Subtotal</b>	\$	240.00
<b>General Contractor's Overhead</b>	\$	12.00
<b>Bond &amp; Insurance premiums</b>	\$	3.78
<b>Total</b>	\$	<b>255.78</b>

Please review this proposal and feel free to contact me with any questions, comments or concerns.

Thank you,

*Peter Aldritt*

Peter Aldritt

Project Manager

<table> <tr> <td style="width: 70%;"><i>Accepted By</i></td> <td><i>Date</i></td> </tr> </table>	<i>Accepted By</i>	<i>Date</i>
<i>Accepted By</i>	<i>Date</i>	



# Proposal

CO1-3

<b>SEND TO</b>			
<i>Company name</i> MSA		<i>From</i> Peter Aldritt	
<i>Attention</i> Lucas Jones		<i>Date</i> 7/18/2016	
<i>Fax</i>	<i>Phone</i>	<i>Proposal #</i> MC-P2 Revised	

Urgent     
  Please comment     
  Please review     
  For your information

Total pages, including cover:   1  

## COMMENTS

### RE: MCC Modifications

Lucas,

We are offering the following price quotation in regards to the MCC modifications and substituting the electronic main circuit breaker for the thermal mag breaker.

<b>Material:</b>	\$	-
<b>Labor:</b>	\$	-
<b>Subcontractor:</b> TPC/Taylor Electric - MCC Modifications	\$	(3,037.00)
<b>Subtotal</b>	\$	(3,037.00)
<b>General Contractor's Overhead</b>	\$	-
<b>Bond &amp; Insurance premiums</b>	\$	(45.56)
<b>Total</b>	\$	<b>(3,082.56)</b>

Please review this proposal and feel free to contact me with any questions, comments or concerns.

Thank you,

Peter Aldritt  
Project Manager

<table> <tr> <td style="width: 70%;"><i>Accepted By</i></td> <td><i>Date</i></td> </tr> </table>	<i>Accepted By</i>	<i>Date</i>
<i>Accepted By</i>	<i>Date</i>	



# Price Quotation

CO1-4

<b>SEND TO</b> <i>Company name</i>		<b>From</b>	
MSA		Peter Aldritt	
<i>Attention</i>		<i>Date</i>	
Lucas Jones		6/3/2016	
<i>Fax</i>	<i>Phone</i>	<i>Proposal #</i>	

Urgent     
  Please comment     
  Please review     
  For your information

Total pages, including cover: \_\_\_\_\_

**COMMENTS**

Lucas,

We are offering the following deduct price quotation for the submitted Booster Pumps.

<b>Labor:</b>		\$	-
<b>Material:</b>		\$	(3,500.00)
<b>Equipment:</b>		\$	-
<b>Subcontractor:</b>		\$	-
<b>Subtotal</b>		\$	(3,500.00)
<b>General Contractor's Labor Mark Up</b>	15%	\$	-
<b>General Contractor's Overhead</b>	5%	\$	-
<b>Bond &amp; Insurance premiums</b>		\$	-
<b>Total</b>		\$	(3,500.00)

<b>Additional Working Days Required for this Change:</b>	<b>0.0</b>
--	------------

Please review this proposal and feel free to contact me with any questions, comments or concerns.

Thank you,

Peter Aldritt  
Project Manager

<i>Accepted By</i>	<i>Date</i>



**COST PROPOSAL  
WORKSHEET**

DATE: June 6, 2016  
 COR NO: CO1-5  
 P.R. NO: \_\_\_\_\_  
 R.F.I. NO: \_\_\_\_\_

**St. Croix Lift Station**

**DESCRIPTION OF WORK:** ESTIMATED ADDITIONAL CALENDAR DAYS REQUIRED: 2 days  
 Furnish and install 1.5" copper water service, curbstop and wet tap from existing water main. This includes the additional 4' of excavation for the 12" Tie-Ins. Existing 12" was at 994.5'

DESCRIPTION	QUANTITY	UNIT	LABOR UNIT PRICE	LABOR	MAT'L UNIT PRICE	MATERIAL	EQUIPMENT	SUB CONTRACTS
<b>MAGNEY LABOR</b>								
Laborer -	14	Hr	\$ 76.23	\$1,067.22				
Carpenter -	10	Hr	\$ 83.02	\$830.20				
Operator		Hr	\$ 85.93	\$0.00				
Plumber / Pipe Fitter		Hr	\$ 91.50	\$0.00				
Foreman		Hr	\$ 86.72	\$0.00				
Superintendent	12	Hr	\$ 93.00	\$1,116.00				
General Superintendant		Hr	\$ 126.87	\$0.00				
Project Manager		Hr	\$ 100.00	\$0.00				
Overtime - Add \$30.00 / Hr		Hr	\$ 30.00	\$0.00				
Sunday & Holidays - Add \$48.00 / Hr		Hr	\$ 48.00	\$0.00				
<b>MAGNEY Material</b>								
1.5" Copper						\$210.00		
1.5" Curbstop						\$297.00		
<b>MAGNEY Equipment</b>								
Trench Box							\$350.00	
Kamatsu 360							\$0.00	
Mileage	76	Miles			\$0.65	\$49.40		
Pick Up Truck	0	day			\$90.00	\$0.00		
<b>SUBCONTRACTORS / SUPPLIERS</b>								
Fobbe Contracting - Wet Tap								\$800.00
SUBTOTAL MAGNEY LABOR, MATERIALS, SUBCONTRACTORS				\$3,013.42		\$556.40		\$800.00
MAT. HANDLING LABOR: 4% OF MAT.					\$22.26			
SMALL TOOLS MAT.: 6% OF LABOR						\$180.81		
SUBTOTAL				\$3,035.68		\$737.21	\$350.00	\$800.00
MAGNEY OVERHEAD/FEE 15%				\$455.35		\$110.58	\$0.00	\$40.00
SUBTOTAL MAGNEY LABOR				\$3,491.03				
SUBTOTAL EQUIPMENT							\$350.00	
SUBTOTAL MATERIAL				\$847.79		\$847.79		
SUBTOTAL SUBCONTRACT				\$840.00				\$840.00
SUBTOTAL				\$5,528.81				
MATERIAL SALES TAX - 7.275%					\$53.63			
BOND / INSURANCE - 0.015					\$83.74			
BUILDERS RISK INSURANCE					N/A			
<b>TOTAL THIS COST PROPOSAL</b>					<b>\$5,666.18</b>			



<b>SEND TO</b>			
<i>Company name</i> MSA		<i>From</i> Peter Aldritt	
<i>Attention</i> Lucas Jones		<i>Date</i> 6/28/2016	
<i>Fax</i>	<i>Phone</i>	<i>Proposal #</i> PR-2	

Urgent     
  Please comment     
  Please review     
  For your information

Total pages, including cover:   1  

**COMMENTS**

**RE: Lake Elmo Booster Station PR-2**

Lucas,  
 We are offering the following price quotation to add a continuous layer of 1/2" Rigid Insulation under the siding.

<b>Labor:</b>	\$	415.00
<b>Material:</b>	\$	554.39
<b>Tools &amp; Equipment:</b>	\$	-
<b>Subtotal</b>	\$	969.39
<b>General Contractor's Overhead</b>	\$	62.25
<b>Bond &amp; Insurance premiums</b>	\$	15.47
<b>Total</b>	\$	<b>1,047.11</b>

<b>Additional Working Days Required for this Change:</b>	<b>0.0</b>
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Please review this proposal and feel free to contact me with any questions, comments or concerns.

Thank you,

Peter Aldritt  
 Project Manager

<table> <tr> <td style="width: 50%;"><i>Accepted By</i></td> <td style="width: 50%;"><i>Date</i></td> </tr> </table>	<i>Accepted By</i>	<i>Date</i>
<i>Accepted By</i>	<i>Date</i>	



# Proposal

CO1-7

<b>SEND TO</b>			
<i>Company name</i> MSA		<i>From</i> Peter Aldritt	
<i>Attention</i> Lucas Jones		<i>Date</i> 7/12/2016	
<i>Fax</i>	<i>Phone</i>	<i>Proposal #</i> MC-P3	

Urgent     
  Please comment     
  Please review     
  For your information

Total pages, including cover:   1  

## COMMENTS

### RE: Removing Motorized Gas Shut off Actuators

Lucas,  
 We are offering the following price quotation in regards to removing the Emergency Gas Shut off Actuators.

<b>Material:</b>	\$	-
<b>Labor:</b>	\$	-
<b>Subcontractor:</b> Vessco - Removing Actuators	\$	(9,000.00)
<b>Subtotal</b>	\$	(9,000.00)
<b>General Contractor's Overhead</b>	\$	-
<b>Bond &amp; Insurance premiums</b>	\$	(135.00)
<b>Total</b>	\$	<b>(9,135.00)</b>

Please review this proposal and feel free to contact me with any questions, comments or concerns.

Thank you,

Peter Aldritt  
 Project Manager

<table> <tr> <td style="width: 60%;"><i>Accepted By</i></td> <td><i>Date</i></td> </tr> </table>	<i>Accepted By</i>	<i>Date</i>
<i>Accepted By</i>	<i>Date</i>	



# MAYOR & COUNCIL COMMUNICATION

**DATE:** August 16, 2016  
**CONSENT**  
**ITEM #** 15

**AGENDA ITEM:** Inwood Water Tower (No. 4) – Pay Request No. 3

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

**THROUGH:** Kristina Handt, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
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 the Contract for the project. Payment remains within the authorized scope and budget.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving Pay Request No. 3 for the Inwood Water Tower (No. 4) project.

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

CB&I, Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 3 in the amount of \$225,349.50. The request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is \$23,507.50.

**RECOMMENDATION:**

Staff is recommending that the City Council approve, *as part of the Consent Agenda*, Pay Request No. 3 for the Inwood Water Tower (No. 4) project. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Pay Request No. 3 to CB&I, Inc. in the amount of \$225,349.50 for the Inwood Water Tower (No. 4) Project”.***

**ATTACHMENT(S):**

1. Partial Pay Estimate No. 3

**PROJECT PAY FORM**

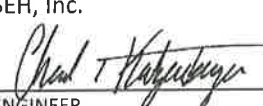
PARTIAL PAY ESTIMATE NO. <u>    3    </u>	<b>FOCUS</b> ENGINEERING, inc.
---	--------------------------------


INWOOD WATER TOWER NO. 4 PROJECT NO. 2015.130	PERIOD OF ESTIMATE FROM <u>    7/1/2016    </u> TO <u>    7/29/2016    </u>
--	--

PROJECT OWNER: <b>CITY OF LAKE ELMO</b> 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER	CONTRACTOR: <b>CB&amp;I Inc.</b> 14109 S. ROUTE 59 PLAINFIELD, IL 60544 ATTN: MICHAEL ALLISON
---	---

CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
1	5/3/2016	\$0.00	\$0.00	1. Original Contract Amount	\$2,395,000.00
				2. Net Change Order Sum	\$0.00
				3. Revised Contract (1+2)	\$2,395,000.00
				4. *Work Completed	\$470,150.00
				5. *Stored Materials	\$0.00
				6. Subtotal (4+5)	\$470,150.00
				7. Retainage* <u>    5.0%    </u>	\$23,507.50
				8. Previous Payments	\$221,293.00
				9. Amount Due (6-7-8)	<b>\$225,349.50</b>
TOTALS		\$0.00	\$0.00		
NET CHANGE		\$0.00		*Detailed Breakdown Attached	

CONTRACT TIME					
START DATE:	<u>    4/7/2016    </u>	ORIGINAL DAYS	<u>    574    </u>	ON SCHEDULE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
SUBSTANTIAL COMPLETION:	<u>    9/28/2017    </u>	REVISED DAYS	<u>    0    </u>		
FINAL COMPLETION:	<u>    11/2/2017    </u>	REMAINING	<u>    461    </u>		

ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.	SEH, Inc.  _____ ENGINEER <u>    8/1/2016    </u> _____ DATE
--	--

CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.	CONTRACTOR  _____ BY <u>    8/1/16    </u> _____ DATE
--	---

APPROVED BY OWNER: <b>CITY OF LAKE ELMO, MINNESOTA</b>	
BY _____	BY _____
DATE _____	DATE _____

**INWOOD WATER TOWER NO. 4  
CITY OF LAKE ELMO, MINNESOTA  
PROJECT NO. 2015.130**



ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>DIVISION 1 - SITE &amp; UTILITY WORK</b>									
1	MOBILIZATION	LS	1	\$16,000.00	\$16,000.00		\$0.00	0.00	\$0.00
2	ROCK CONSTRUCTION ENTRANCE	EA	1	\$3,822.00	\$3,822.00		\$0.00	0.00	\$0.00
3	TRAFFIC CONTROL	LS	1	\$2,068.00	\$2,068.00		\$0.00	0	\$0.00
4	SUBGRADE EXCAVATION	CY	120	\$10.00	\$1,200.00		\$0.00	0	\$0.00
5	GEOTEXTILE FABRIC TYPE V	SY	200	\$6.00	\$1,200.00		\$0.00	0	\$0.00
6	ORGANIC TOPSOIL BORROW	CY	100	\$30.00	\$3,000.00		\$0.00	0	\$0.00
7	SELECT GRANULAR BORROW	CY	150	\$16.00	\$2,400.00		\$0.00	0	\$0.00
8	AGGREGATE BASE, CLASS 6	TON	1,250	\$22.00	\$27,500.00		\$0.00	0	\$0.00
9	BIT WEARING COURSE MIX (WEA240B)	TON	65	\$99.00	\$6,435.00		\$0.00	0	\$0.00
10	BIT NON-WEARING COURSE MIX (WEB240B)	TON	65	\$99.00	\$6,435.00		\$0.00	0	\$0.00
11	TACK COAT	GAL	35	\$10.00	\$350.00		\$0.00	0	\$0.00
12	8" CONCRETE APRON	SF	350	\$25.00	\$8,750.00		\$0.00	0	\$0.00
13	4" CONCRETE WALK	SF	100	\$20.00	\$2,000.00		\$0.00	0	\$0.00
14	CONNECT TO EXISTING WATERMAIN	EA	1	\$2,300.00	\$2,300.00		\$0.00	0	\$0.00
15	6" DIP WATER MAIN PIPE, CL. 52	LF	10	\$110.00	\$1,100.00		\$0.00	0	\$0.00
16	16" DIP WATER MAIN PIPE, CL. 52	LF	120	\$140.00	\$16,800.00		\$0.00	0	\$0.00
17	6" GATE VALVE & BOX	EA	1	\$1,980.00	\$1,980.00		\$0.00	0	\$0.00
18	HYDRANT	EA	1	\$4,864.00	\$4,864.00		\$0.00	0	\$0.00
19	DIP FITTINGS	LB	700	\$2.50	\$1,750.00		\$0.00	0	\$0.00
20	POLYETHYLENE ENCASUREMENT	LF	140	\$2.00	\$280.00		\$0.00	0	\$0.00
21	4' X 4' CATCH BASIN WITH GRATING	EA	1	\$2,618.00	\$2,618.00		\$0.00	0	\$0.00
22	1.5" CLEAR TOCK	CY	16	\$76.00	\$1,216.00		\$0.00	0	\$0.00
23	GEOTEXTILE FABRIC TYPE I	SY	30	\$6.00	\$180.00		\$0.00	0	\$0.00
24	18" RCP STORM SEWER PIPE, CL. V	LF	90	\$68.00	\$6,120.00		\$0.00	0	\$0.00
25	18" APRON W/TRASH GUARD	EA	1	\$1,700.00	\$1,700.00		\$0.00	0	\$0.00
26	HAND PLACED RIP RAP, CL. III	CY	10	\$92.00	\$920.00		\$0.00	0	\$0.00
27	GEOTEXTILE FABRIC TYPE IV	SY	37	\$3.00	\$111.00		\$0.00	0	\$0.00
28	PREASSEMBLED SILT FENCE	LF	500	\$2.25	\$1,125.00		\$0.00	0	\$0.00
29	STRAW BIOROLL	LF	1,000	\$2.00	\$2,000.00		\$0.00	0	\$0.00
30	TEMPORARY SEEDING (MIX 22-111 WITH TYPE I MULCH)	AC	1.5	\$4,000.00	\$6,000.00		\$0.00	0	\$0.00
31	SEEDING (MIX 25-131 WITH FERTILIZER & HYDROMULCH)	AC	1.5	\$3,500.00	\$5,250.00		\$0.00	0	\$0.00
SUBTOTAL - DIVISION 1					\$137,474.00		\$0.00		\$0.00
<b>DIVISION 2 - ELEVATED STORAGE TANK</b>									
1	INSURANCE AND BONDS	LS	1	\$47,900.00	\$47,900.00		\$0.00	1	\$47,900.00
2	ENGINEERING & APPROVAL	LS	1	\$239,500.00	\$239,500.00	0.30	\$71,850.00	1	\$215,550.00
3	TANK MATERIALS	LS	1	\$316,100.00	\$316,100.00		\$0.00	0	\$0.00
4	TANK FABRICATION & SHIP	LS	1	\$287,700.00	\$287,700.00		\$0.00	0	\$0.00
5	FOUNDATION CONSTRUCTION	LS	1	\$413,400.00	\$413,400.00	0.40	\$165,360.00	1	\$206,700.00
6	CONCRETE SHAFT CONSTRUCTION	LS	1	\$372,100.00	\$372,100.00		\$0.00	0	\$0.00
7	TANK ERECTION (ON GROUND)	LS	1	\$214,600.00	\$214,600.00		\$0.00	0	\$0.00
8	TANK PAINT (ON GROUND)	LS	1	\$142,300.00	\$142,300.00		\$0.00	0	\$0.00
9	HOIST TANK	LS	1	\$43,450.00	\$43,450.00		\$0.00	0	\$0.00
10	TANK PAINT (IN AIR)	LS	1	\$74,200.00	\$74,200.00		\$0.00	0	\$0.00
11	STERILIZE AND TEST	LS	1	\$976.00	\$976.00		\$0.00	0	\$0.00
12	ELECTRICAL	LS	1	\$89,800.00	\$89,800.00		\$0.00	0	\$0.00
13	WATER TOWER CONTROL PANEL AND RTU	LS	1	\$15,500.00	\$15,500.00		\$0.00	0	\$0.00
SUBTOTAL - DIVISION 2					\$2,257,526.00		\$237,210.00		\$470,150.00
TOTALS					\$2,395,000.00		\$237,210.00		\$470,150.00