



NOTICE OF MEETING
City Council Meeting
Tuesday, August 15, 2017 7:00 P.M.
City of Lake Elmo | 3800 Laverne Avenue North

Agenda

A. Call to Order/Pledge of Allegiance

B. Approval of Agenda

C. Approval of Minutes

1. August 1, 2017

D. Public Comments/Inquiries

E. Presentations

F. Consent Agenda

2. Approve Payment of Disbursements
3. Accept July 2017 Assessor's Report
4. Accept July 2017 Building Department Report
5. Accept July 2017 Fire Department Report
6. Accept July 2017 Public Works Department Report
7. Accept Resignation of Planning Director, Approve Promotion and New Job Descriptions and Authorize Advertising for City Planner
8. Old Village Ph3 Street & Utility Improvements – Approve Pay Request No. 2.
9. 2017 Street Improvements – Approve Pay Request No. 2.
10. Approve the Addition of Columbus Day as an Observed Holiday – *Resolution 2017-086*
11. Approve Sally Manzara Nature Center Proposed Final Architectural Plans
12. Approve Renaming Irving Circle North of Inwood 5th Addition to Irving Court North – *Ordinance 08-184*
13. Approve Restricting Parking Along Certain Streets – *Resolution 2017-085*
14. Approve "A Guide to the Development and Usage of Sunfish Lake Park" – *Resolution 2017-087*

G. Regular Agenda

15. 2018 Street Improvements – Authorize Feasibility Report - *Resolution 2017-088*
16. 2017 Mill and Overlay – Approve Change Order No. 1

H. Council Reports

I. Staff Reports and Announcements

J. Adjourn

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
AUGUST 1, 2017**

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

PRESENT: Mayor Mike Pearson and Councilmembers Justin Bloyer, Julie Fliflet, Jill Lundgren and Christine Nelson

Staff present: Administrator Handt, City Attorney Sonsalla, City Clerk Johnson, City Planner Becker, Finance Director Swanson and Public Works Director Weldon.

APPROVAL OF AGENDA

Item 3, “Accept 2nd Quarter Financials – General Fund and Utility Funds”, and Item 5, “Authorize RFP for Enterprise

Councilmember Bloyer, seconded by Councilmember Lundgren, moved TO APPROVE THE AGENDA AS AMENDED. Motion passed 5 – 0.

ACCEPT MINUTES

Minutes of the July 18, 2017 Regular Meeting were accepted as presented.

PUBLIC COMMENTS/INQUIRIES

Greg Krieglmeier, 9350 31st Street North, commented on an issue with excess water on his property.

PRESENTATIONS

None

CONSENT AGENDA

2. Approve Payment of Disbursements
3. ~~Accept 2nd Quarter Financials – General Fund and Utility Funds~~ *moved to the Regular Agenda*
4. Labor Agreement with Local 49ers, January 1, 2017-December 31, 2019
5. ~~Authorize RFP for Enterprise Resource Planning System (ERP) Software for City~~ *moved to the Regular Agenda*
6. 2017 Seal Coat Project – Pay Request No. 1
7. 2017 Street Improvements – Change Order No. 1.

8. CSAH 13 (Ideal Avenue/Olson Lake Trail) – Approve Cooperative Agreement Payment No. 2.
9. Approve Youth Services Bureau 2018 Agreement
10. Approve Sunfish Lake Park Ski Trail Grant – *Resolution 2017-084*
11. Approve Parks Commission Appointment

Councilmember Bloyer, seconded by Councilmember Fliflet, moved TO APPROVE THE CONSENT AGENDA MINUS ITEMS 3 AND 5. Motion passed 5 - 0.

ITEM 3: Accept 2nd Quarter Financials- General Fund and Utility Fund

Finance Director Swanson reviewed the 2nd quarter 2017 financials, noting items with variances from the budgeted amounts.

Mayor Pearson, seconded by Councilmember Lundgren, moved TO ACCEPT THE SECOND QUARTER FINANCIALS. Motion passed 5 – 0.

ITEM 5: Authorize RFP for Enterprise Resource Planning System (ERP) Software for City

Finance Director Swanson presented the proposal to issue an RFP for a new software system for the City’s Finance Department, noting that the current software is outdated and has limited functionality.

Councilmember Lundgren, seconded by Councilmember Nelson, moved TO APPROVE THE REQUEST FOR PROPOSALS FOR SOFTWARE AND IMPLEMENTATION SERVICES FOR AN ENTERPRISE RESOURCE PLANNING SYSTEM. Motion passed 5 – 0.

ITEM 12: Variance Amendment for 9359 Jane Road N

City Planner Becker reviewed the request to amend the conditions of a previously approved variance to allow expansion of a home which does not meet the minimum setback requirements and maximum impervious surface standards of the City’s shoreland district.

Councilmember Bloyer, seconded by Councilmember Lundgren, moved TO OPEN THE PUBLIC HEARING. Motion passed 5 – 0

No public comments were received.

Councilmember Bloyer, seconded by Councilmember Lundgren, moved TO CLOSE THE PUBLIC HEARING. Motion passed 5 – 0.

Councilmember Bloyer, seconded by Mayor Pearson, moved TO ADOPT RESOLUTION 2017-075, RESCINDING RESOLUTION 2017-067 AND APPROVING REQUESTS FOR SHORELAND VARIANCES FROM THE MINIMUM STRUCTURE SETBACK FROM

THE ORDINARY HIGH WATER LEVEL AND MAXIMUM IMPERVIOUS SURFACE STANDARDS, SUBJECT TO ONE CONDITION OF APPROVAL. Motion passed 3 – 2. (Fliflet, Lundgren – nay)

Councilmember Fliflet stated she did not support the motion, as she concurs with the points outlined in the DNR memo regarding the variance request. Councilmember Lundgren indicated she agreed with Councilmember Fliflet.

ITEM 13: Hidden Meadows Easement Vacation

City Planner Becker stated that the drainage easement vacation is needed in order for the Hidden Meadows 2nd Addition plat that was approved by the City Council on July 5, 2017 to be recorded.

Councilmember Lundgren, seconded by Councilmember Fliflet, moved TO OPEN THE PUBLIC HEARING. Motion passed 5 – 0.

No public comments were received.

Councilmember Lundgren, seconded by Councilmember Fliflet, moved TO CLOSE THE PUBLIC HEARING. Motion passed 5 – 0.

Councilmember Nelson, seconded by Councilmember Fliflet, moved TO APPROVE RESOLUTION 2017-082 APPROVING THE VACATION OF THE DRAINAGE AND UTILITY EASEMENT OVER OUTLOT A, HIDDEN MEADOWS AS RECORDED BY DOCUMENT 4073144, SUBJECT TO ONE CONDITION AS RECOMMENDED BY STAFF. Motion passed 5 – 0.

ITEM 14: Glenwood Homes Variance Request – 8690 Lake Jane Trail N.

City Planner Becker reviewed the variance request to allow for expansion of a home that does not meet the minimum structure setback requirements from the ordinary high water level.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO ADOPT RESOLUTION 2017-083, APPROVING A SHORELAND VARIANCE TO ALLOW THE EXPANSION OF A NON-CONFORMING STRUCTURE NOT MEETING THE MINIMUM STRUCTURE SETBACK REQUIREMENT FROM THE ORDINARY HIGH WATER LEVEL FOR THE PROPERTY LOCATED AT 8690 LAKE JANE TRAIL NORTH, SUBJECT TO CONDITIONS 1 AND 2 OF APPROVAL.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO AMEND THE PRIMARY MOTION TO ADD “AS RECOMMENDED BY STAFF AND THE PLANNING COMMISSION”. Motion failed 2 – 3. (Pearson, Bloyer, Nelson – nay) Primary motion passed 3 – 2. (Fliflet, Lundgren – nay)

ITEM 15: Presentation and Acceptance of 2016 Comprehensive Annual Financial Report

Finance Director Swanson provided a brief introduction and background information for the 2016 Comprehensive Annual Financial Report (CAFR). Jason Miller, Smith Schafer & Associates, presented highlights from the City's 2016 audit.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO ACCEPT THE RESULTS OF THE 2016 AUDIT AND 2016 CAFR. Motion passed 5 – 0.

ITEM 16: Lions Park Improvement Project Bids

City Administrator Handt reviewed bids received for improvements at Lions Park and reported on staff recommendations.

Bill Wacker, 3603 Laverne Avenue North, commented on the proposed layout of the park and the proposed pavilion and parking lot changes on the north side of the park.

Frank Squadrito, 3570 Laverne Avenue North, complimented the improvements made in the area thus far and expressed concern about lighting at the park.

Councilmember Nelson, seconded by Councilmember Bloyer, moved TO AWARD THE CONTRACT FOR BID PACKAGE 1A TO RACHEL CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$254,750; BID PACKAGE 1B TO RACHEL CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$11,200; BID PACKAGE 1D TO RACHEL CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$11,800; BID PACKAGE 2A TO GREENSCAPE IN AN AMOUNT NOT TO EXCEED \$24,800; BID PACKAGE 3C TO KILLMER ELECTRIC IN AN AMOUNT NOT TO EXCEED \$99,400; AND TO REJECT ALL BIDS RECEIVED FOR BID PACKAGES 1C, 3A, 3B AND 4A. Motion passed 4 – 1. (Fliflet – nay)

Councilmember Fliflet stated she supports fixing the field, lighting and dugouts and would like to see the City seek additional donations and volunteers rather than spending \$400,000.

COUNCIL REPORTS

Mayor Pearson: Thanked donors contributing toward the Lions Park improvements.

Councilmember Nelson: No report.

Councilmember Lundgren: Thanked Farmers Market volunteers and noted she attended the Pankalo School grand opening.

Councilmember Bloyer: Thanked Shane Weis for his service as Chair of the Parks Commission.

Councilmember Fliflet: Thanked Shane Weis for his service on the Parks Commission, looking forward to the upcoming Washington County Fair.

STAFF REPORTS AND ANNOUNCEMENTS

Administrator Handt: Shared a message from the Sheriff's office asking residents to report suspicious activities. Reported on issues in Human Resources and ribbon cutting on Lake Elmo Avenue.

City Clerk Johnson: Provided a reminder of Huff n Puff and the Lake Elmo Fire Department pancake breakfast on August 12th & 13th.

City Attorney Sonsalla: Working on cell phone tower leases and right of way ordinance

Meeting adjourned at 9:02 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Julie Johnson, City Clerk



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STAFF REPORT

DATE: August 15, 2017
CONSENT

TO: Mayor and City Council
FROM: Brian Swanson, Finance Director
AGENDA ITEM: Approve Disbursements in the amount of \$1,417,449.90
REVIEWED BY: Kristina Handt, City Administrator

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.

FISCAL IMPACT: \$1,417,449.90

Claim #	Amount	Description
ACH	\$ 16,874.80	Payroll Taxes to IRS & MN Dept. of Revenue 08/03/17
ACH	\$ 8,818.80	Payroll Retirement to PERA 08/03/17
ACH	\$ 1,000.00	Payroll Retirement to MDCP 08/03/17
n/a	\$ 0.00	Payroll Checks (none)
Direct Deposits	\$ 40,306.48	Payroll Deposits 08/03/17
46267-46331	\$ 1,348,767.38	Accounts Payable 08/15/17
2859-2860	\$ 1,682.44	Accounts Payable 08/15/17 (Library Checks)
TOTAL	\$ 1,417,449.90	

RECOMMENDATION:

If removed from the consent agenda, the recommended motion is as follows:

“Motion to approve the aforementioned disbursements in the amount of \$1,417,449.90.”

ATTACHMENTS:

1. Accounts Payable – check register

Accounts Payable To Be Paid Proof List

User: Amy
Printed: 08/10/2017 - 1:22 PM
Batch: 017-08-2017

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Advanced Graphix, Inc.										
ADVGR										
197525	07/27/2017	10.00	0.00	08/17/2017	Truck Unit #s		-			No 0000
404-480-8000-45500	Vehicles									
197525	07/27/2017	20.00	0.00	08/17/2017	Truck Unit #s		-			No 0000
410-480-8000-45500	Vehicles									
	197525 Total:	30.00								
197576	07/27/2017	190.50	0.00	08/17/2017	Truck Decals		-			No 0000
404-480-8000-45500	Vehicles									
197576	07/27/2017	381.00	0.00	08/17/2017	Truck Decals		-			No 0000
410-480-8000-45500	Vehicles									
	197576 Total:	571.50								
	ADVGR Total:	601.50								
	Advanced Graphix, Inc. Total:	601.50								
Alex Air Apparatus, Inc										
ALEXAIR										
33559	07/27/2017	156.29	0.00	08/17/2017	Repairs to SCBA's		-			No 0000
101-420-2220-44040	Repairs/Maint Eqpt									
	33559 Total:	156.29								
	ALEXAIR Total:	156.29								
	Alex Air Apparatus, Inc Total:	156.29								
Aspen Equipment Co.										
ASPENQ										
201704	08/02/2017	109.90	0.00	08/17/2017	Boots - N Witter		-			No 0000
101-420-2220-44170	Uniforms									
	201704 Total:	109.90								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
201705	08/02/2017	1,405.20	0.00	08/17/2017	Department - Medic Pants		-			No 0000
101-420-2220-44170	Uniforms									
	201705 Total:	1,405.20								
	ASPENQ Total:	1,515.10								
	Aspen Equipment Co. Total:	1,515.10								
Boarman Kroos Vogel Grp Inc										
boarmank										
73772	07/25/2017	2,638.77	0.00	08/17/2017	2162.01 LE Municipal Space Needs		-			No 0000
411-480-8000-43030	Engineering Services				Assmt					
	73772 Total:	2,638.77								
	boarmank Total:	2,638.77								
	Boarman Kroos Vogel Grp Inc Total:	2,638.77								
CenturyLink										
centuryl										
20170719	07/19/2017	212.53	0.00	08/17/2017	Phone Service - Library 0619-0718		-			No 0000
206-450-5300-43210	Telephone									
20170719	07/19/2017	188.63	0.00	08/17/2017	Phone Service - Library 0719-0818		-			No 0000
206-450-5300-43250	Internet									
20170719	07/19/2017	20.64	0.00	08/17/2017	Internet Service - Library 0619-07-18		-			No 0000
206-450-5300-43210	Telephone									
20170719	07/19/2017	50.64	0.00	08/17/2017	Internet Service - Library 0719-0818		-			No 0000
206-450-5300-43250	Internet									
	20170719 Total:	472.44								
	centuryl Total:	472.44								
	CenturyLink Total:	472.44								
Cintas Corporation #754										
cintas										
754756110	08/01/2017	124.99	0.00	08/17/2017	Cleaning & Maintenance Supplies		-			No 0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	754756110 Total:	124.99								
754756516	08/02/2017	112.97	0.00	08/17/2017	Uniforms		-			No 0000
101-430-3100-44170	Uniforms									
	754756516 Total:	112.97								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CINTAS Total:		237.96								
Cintas Corporation #754 Total:		237.96								
City of Bloomington										
CTYBLOOM										
1700087	08/02/2017	42.00	0.00	08/17/2017	Lab Bacteria Testing - July		-			No 0000
601-494-9400-42270	Utility System Maintenance									
1700087 Total:		42.00								
CTYBLOOM Total:		42.00								
City of Bloomington Total:		42.00								
City of Oakdale										
ctyoakda										
20170731	06/30/2017	48,099.55	0.00	08/17/2017	Water meter- South Pit 070217-080117		-			No 0000
601-494-9400-43820	Water Utility									
20170731 Total:		48,099.55								
ctyoakda Total:		48,099.55								
City of Oakdale Total:		48,099.55								
City of Roseville										
CTYROSEV										
222180	08/02/2017	4,562.25	0.00	08/17/2017	Monthly IT Services - June		-			No 0000
101-410-1450-43180	Information Technology/Web									
222180 Total:		4,562.25								
223150	07/27/2017	396.00	0.00	08/17/2017	2017 Adobe Subscription		-			No 0000
101-410-1320-43190	Software Programs									
223150 Total:		396.00								
223180	08/02/2017	5,228.33	0.00	08/17/2017	Monthly IT Services - July		-			No 0000
101-410-1450-43180	Information Technology/Web									
223180 Total:		5,228.33								
223211	08/02/2017	112.47	0.00	08/17/2017	Monthly Telephone - Admin July		-			No 0000
101-410-1320-43210	Telephone									
223211	08/02/2017	23.66	0.00	08/17/2017	Monthly Telephone - Building Insp		-			No 0000
101-420-2400-43210	Telephone				July					
223211	08/02/2017	234.87	0.00	08/17/2017	Monthly Telephone - Public Works		-			No 0000
101-430-3100-43210	Telephone				July					

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
223211	08/02/2017	17.77	0.00	08/17/2017	Monthly Telephone - Engineering July		-			No 0000
101-410-1930-43210	Telephone									
223211	08/02/2017	35.55	0.00	08/17/2017	Monthly Telephone - Finance July		-			No 0000
101-410-1520-43210	Telephone									
223211	08/02/2017	49.30	0.00	08/17/2017	Monthly Telephone - Planning July		-			No 0000
101-410-1910-43210	Telephone									
	223211 Total:	473.62								
	CTYROSEV Total:	10,660.20								
	City of Roseville Total:	10,660.20								
Clifton, Larson, Allen LLP										
1578654	07/31/2017	18,100.00	0.00	08/17/2017	CLA May30- Jun28 Services		-			No 0000
101-410-1520-43150	Contract Services									
1578654	07/31/2017	2,262.50	0.00	08/17/2017	CLA May30- Jun28 Services		-			No 0000
601-494-9400-43150	Contract Services									
1578654	07/31/2017	1,131.25	0.00	08/17/2017	CLA May30- Jun28 Services		-			No 0000
602-495-9450-43150	Contract Services									
1578654	07/31/2017	1,131.25	0.00	08/17/2017	CLA May30- Jun28 Services		-			No 0000
603-496-9500-43150	Contract Services									
	1578654 Total:	22,625.00								
	clifton Total:	22,625.00								
	Clifton, Larson, Allen LLP Total:	22,625.00								
Comcast										
20170727	07/27/2017	7.91	0.00	08/17/2017	Monthly Service		-			No 0000
101-420-2220-44300	Miscellaneous									
	20170727 Total:	7.91								
	comcast Total:	7.91								
	Comcast Total:	7.91								
Creative Home Construction										
20170727	07/27/2017	2,000.00	0.00	08/17/2017	Refund Escrow 2017-190 526 Jade Trl		-			No 0000
803-000-0000-22900	Deposits Payable				N					
	20170727 Total:	2,000.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CREATHOM Total:		2,000.00								
Creative Home Construction Total:		2,000.00								
Custom Renovations & Builders										
CUSTRENO										
20170726	07/26/2017	5,000.00	0.00	08/17/2017	Refund Escrow 2016-1038 11812 32nd St		-		No	0000
803-000-0000-22900	Deposits Payable									
20170726 Total:		5,000.00								
CUSTRENO Total:		5,000.00								
Custom Renovations & Builders Total:		5,000.00								
Douglas-Kerr Underground, LLC										
DOUGLASK										
Pay Req. #2	08/01/2017	137,564.78	0.00	08/17/2017	OV Phase 3 Proj 2016.133		-		No	0000
409-480-8000-43150	Contract Services									
Pay Req. #2	08/01/2017	57,027.93	0.00	08/17/2017	OV Phase 3 Proj 2016.133		-		No	0000
601-494-9400-43150	Contract Services									
Pay Req. #2	08/01/2017	73,774.01	0.00	08/17/2017	OV Phase 3 Proj 2016.133		-		No	0000
602-495-9450-43150	Contract Services									
Pay Req. #2 Total:		268,366.72								
DOUGLASK Total:		268,366.72								
Douglas-Kerr Underground, LLC Total:		268,366.72								
Emergency Response Solutions										
Erespsol										
9105	07/19/2017	344.17	0.00	08/17/2017	Inflatable PFD		-		No	0000
101-420-2220-42400	Small Tools & Equipment									
9105 Total:		344.17								
9172	07/19/2017	344.17	0.00	08/17/2017	Inflatable PFD		-		No	0000
101-420-2220-42400	Small Tools & Equipment									
9172 Total:		344.17								
Erespsol Total:		688.34								
Emergency Response Solutions Total:		688.34								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Focus Engineering, Inc.										
FOCUS										
2868	07/30/2017	22.50	0.00	08/17/2017	Beehive Asset Management		-			No 0000
409-480-8000-43030	Engineering Services									
	2868 Total:	22.50								
3858	07/30/2017	200.00	0.00	08/17/2017	General Engineering - Council Meetings		-			No 0000
101-410-1930-43030	Engineering Services									
	3858 Total:	200.00								
3859	07/30/2017	1,371.00	0.00	08/17/2017	General Engineering - Dept, Staff, Desin		-			No 0000
101-410-1930-43030	Engineering Services									
	3859 Total:	1,371.00								
3860	07/30/2017	390.00	0.00	08/17/2017	General Engineering - Planning		-			No 0000
101-410-1910-43030	Engineering Services									
	3860 Total:	390.00								
3861	07/30/2017	710.00	0.00	08/17/2017	General Engineering - ROW		-			No 0000
101-430-3100-43030	Engineering Services									
	3861 Total:	710.00								
3862	07/30/2017	666.25	0.00	08/17/2017	General Engineering - Water		-			No 0000
601-494-9400-43030	Engineering Services									
3862	07/30/2017	226.25	0.00	08/17/2017	General Engineering - Sewer		-			No 0000
602-495-9450-43030	Engineering Services									
3862	07/30/2017	180.00	0.00	08/17/2017	General Engineering - Stormwater		-			No 0000
603-496-9500-43030	Engineering Services									
	3862 Total:	1,072.50								
3863	07/30/2017	3,691.78	0.00	08/17/2017	General Engineering - Transp & Traff Sys		-			No 0000
409-480-8000-43030	Engineering Services									
	3863 Total:	3,691.78								
3864	07/30/2017	510.00	0.00	08/17/2017	CSAH 15(ManningAve) Corrid Mgmt Safety		-			No 0000
602-495-9450-43030	Engineering Services									
	3864 Total:	510.00								
3865	07/30/2017	3,347.50	0.00	08/17/2017	LE Ave Corridor Improvements		-			No 0000
409-480-8000-43030	Engineering Services									
	3865 Total:	3,347.50								
3866	07/30/2017	90.00	0.00	08/17/2017	State Highway 36 Corridor Plan		-			No 0000
409-480-8000-43030	Engineering Services									
	3866 Total:	90.00								
3867	07/30/2017	212.50	0.00	08/17/2017	Inwood Booster Stat. Impvmnts: Des&Const		-			No 0000
601-494-9400-43030	Engineering Services									
	3867 Total:	212.50								
3869	07/30/2017	108.00	0.00	08/17/2017	Eagle Point Blvd St Improvements		-			No 0000
409-480-8000-43030	Engineering Services									
	3869 Total:	108.00								
3870	07/30/2017	665.00	0.00	08/17/2017	CSAH 13- Ideal Ave		-			No 0000
409-480-8000-43030	Engineering Services									
	3870 Total:	665.00								

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3871	07/30/2017	166.25	0.00	08/17/2017	Inwood Water Tower		-			No 0000
601-494-9400-43030	Engineering Services									
	3871 Total:	166.25								
3872	07/30/2017	270.00	0.00	08/17/2017	Public Library Site Imp		-			No 0000
206-450-5300-43030	Engineering Services									
	3872 Total:	270.00								
3873	07/30/2017	4,838.75	0.00	08/17/2017	Old Village Phase 3 Street & Utility		-			No 0000
409-480-8000-43030	Engineering Services									
	3873 Total:	4,838.75								
3874	07/30/2017	625.00	0.00	08/17/2017	I-94 Lift Station- Sanitary Sewer		-			No 0000
602-495-9450-43030	Engineering Services									
	3874 Total:	625.00								
3875	07/30/2017	4,585.00	0.00	08/17/2017	2017 Street Improvement		-			No 0000
409-480-8000-43030	Engineering Services									
	3875 Total:	4,585.00								
3876	07/30/2017	661.50	0.00	08/17/2017	2017 Seal Coat Project		-			No 0000
409-480-8000-43030	Engineering Services									
	3876 Total:	661.50								
3877	07/30/2017	1,050.00	0.00	08/17/2017	Lake Elmo Ave Phase 3		-			No 0000
409-480-8000-43030	Engineering Services									
	3877 Total:	1,050.00								
3878	07/30/2017	1,090.23	0.00	08/17/2017	2017 Mill & Overlay Project		-			No 0000
101-430-3120-42250	Seal Coat and Crack Fill									
	3878 Total:	1,090.23								
3879	07/30/2017	5,353.52	0.00	08/17/2017	Hammes Estates		-			No 0000
803-000-0000-22910	Developer Payments									
	3879 Total:	5,353.52								
3880	07/30/2017	404.03	0.00	08/17/2017	Engstrom Village - Wildflower 1st		-			No 0000
803-000-0000-22910	Developer Payments									
	3880 Total:	404.03								
3881	07/30/2017	717.28	0.00	08/17/2017	Village Preserve 1st		-			No 0000
803-000-0000-22910	Developer Payments									
	3881 Total:	717.28								
3882	07/30/2017	85.00	0.00	08/17/2017	Easton Village 1st		-			No 0000
803-000-0000-22910	Developer Payments									
	3882 Total:	85.00								
3883	07/30/2017	630.00	0.00	08/17/2017	Gonyea Parcel E- Village Park Reserve		-			No 0000
803-000-0000-22910	Developer Payments									
	3883 Total:	630.00								
3884	07/30/2017	324.00	0.00	08/17/2017	Savonna - 2nd Addition		-			No 0000
803-000-0000-22910	Developer Payments									
	3884 Total:	324.00								
3885	07/30/2017	1,137.63	0.00	08/17/2017	Savonna 3rd Addition		-			No 0000
803-000-0000-22910	Developer Payments									
	3885 Total:	1,137.63								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
3886	07/30/2017	261.00	0.00	08/17/2017	Auto Owner Building		-			No 0000
803-000-0000-22910	Developer Payments									
	3886 Total:	261.00								
3887	07/30/2017	1,029.64	0.00	08/17/2017	Savonna 4th Addition		-			No 0000
803-000-0000-22910	Developer Payments									
	3887 Total:	1,029.64								
3888	07/30/2017	4,753.69	0.00	08/17/2017	Easton Village 2nd		-			No 0000
803-000-0000-22910	Developer Payments									
	3888 Total:	4,753.69								
3889	07/30/2017	350.70	0.00	08/17/2017	Inwood 3rd		-			No 0000
803-000-0000-22910	Developer Payments									
	3889 Total:	350.70								
3890	07/30/2017	7,918.23	0.00	08/17/2017	Boulder Ponds 2nd		-			No 0000
803-000-0000-22910	Developer Payments									
	3890 Total:	7,918.23								
3891	07/30/2017	819.48	0.00	08/17/2017	Village Preserve 2nd		-			No 0000
803-000-0000-22910	Developer Payments									
	3891 Total:	819.48								
3892	07/30/2017	3,181.96	0.00	08/17/2017	The Royal Folf Course		-			No 0000
803-000-0000-22910	Developer Payments									
	3892 Total:	3,181.96								
3893	07/30/2017	60.00	0.00	08/17/2017	Hidden Meadows 2nd		-			No 0000
803-000-0000-22910	Developer Payments									
	3893 Total:	60.00								
3894	07/30/2017	1,858.75	0.00	08/17/2017	The Highlands Diedrich Reider		-			No 0000
803-000-0000-22910	Developer Payments									
	3894 Total:	1,858.75								
3895	07/30/2017	870.00	0.00	08/17/2017	Wasatch Storage		-			No 0000
803-000-0000-22910	Developer Payments									
	3895 Total:	870.00								
3896	07/30/2017	1,820.10	0.00	08/17/2017	Inwood 4th Addition		-			No 0000
803-000-0000-22910	Developer Payments									
	3896 Total:	1,820.10								
3897	07/30/2017	85.00	0.00	08/17/2017	Wildflower 2nd		-			No 0000
803-000-0000-22910	Developer Payments									
	3897 Total:	85.00								
3898	07/30/2017	4,316.96	0.00	08/17/2017	Hammes Estates II		-			No 0000
803-000-0000-22910	Developer Payments									
	3898 Total:	4,316.96								
3899	07/30/2017	13,261.64	0.00	08/17/2017	Inwood 5th		-			No 0000
803-000-0000-22910	Developer Payments									
	3899 Total:	13,261.64								
3900	07/30/2017	1,440.00	0.00	08/17/2017	Easton Village 3rd Addition		-			No 0000
803-000-0000-22910	Developer Payments									
	3900 Total:	1,440.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
3901	07/30/2017	1,200.00	0.00	08/17/2017	Lakewood Crossing 2nd Addition		-			No 0000
803-000-0000-22910	Developer Payments									
	3901 Total:	1,200.00								
3902	07/30/2017	270.00	0.00	08/17/2017	Continental Properties Multi-Family		-			No 0000
803-000-0000-22910	Developer Payments									
	3902 Total:	270.00								
3903	07/30/2017	401.77	0.00	08/17/2017	TH36/CSAH 15 Interchange		-			No 0000
101-430-3120-42250	Seal Coat and Crack Fill									
	3903 Total:	401.77								
3904	07/30/2017	90.00	0.00	08/17/2017	CSAH 19/Hudson Blvd Interchange		-			No 0000
101-430-3120-42250	Seal Coat and Crack Fill									
	3904 Total:	90.00								
	FOCUS Total:	78,317.89								
	Focus Engineering, Inc. Total:	78,317.89								
Francotyp-Postalia, Inc										
francoty										
RI103319665	07/20/2017	19.00	0.00	08/17/2017	Postage Maching Sealer Kit		-			No 0000
101-410-1320-42000	Office Supplies				Replacement					
	RI103319665 Total:	19.00								
	francoty Total:	19.00								
	Francotyp-Postalia, Inc Total:	19.00								
Gonyea Homes										
GONYEA										
20170809	08/09/2017	5,000.00	0.00	08/17/2017	Refund Escrow 2016-118 1684 Ivy		-			No 0000
803-000-0000-22900	Deposits Payable				Ave					
	20170809 Total:	5,000.00								
	GONYEA Total:	5,000.00								
	Gonyea Homes Total:	5,000.00								
Gopher State One Call										
ONECALL										
7070493	07/31/2017	336.82	0.00	08/17/2017	Monthly Locate Tickets		-			No 0000
601-494-9400-43150	Contract Services									
7070493	07/31/2017	336.83	0.00	08/17/2017	Monthly Locate Tickets		-			No 0000
602-495-9450-43150	Contract Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	7070493 Total:	673.65								
	ONECALL Total:	673.65								
	Gopher State One Call Total:	673.65								
Hardrives, Inc.										
	harddriv									
Pay Req 2	08/01/2017	203,527.28	0.00	08/17/2017	2017 Street Proj 2016.135		-		No	0000
409-480-8000-43150	Contract Services									
	Pay Req 2 Total:	203,527.28								
	harddriv Total:	203,527.28								
	Hardrives, Inc. Total:	203,527.28								
Hartman Homes										
	HARTMAN									
20170809	08/09/2017	2,000.00	0.00	08/17/2017	Refund Escrow 2016-1238 11404		-		No	0000
803-000-0000-22900	Deposits Payable				Blazingsta					
	20170809 Total:	2,000.00								
	HARTMAN Total:	2,000.00								
	Hartman Homes Total:	2,000.00								
HD Supply Waterworks, Ltd.										
	HDSUPPLY									
524016	07/26/2017	56,250.00	0.00	08/15/2017	Water meters (250)		-		No	0000
601-494-9400-42300	Water Meters & Supplies									
	524016 Total:	56,250.00								
531050	07/26/2017	180.00	0.00	08/15/2017	Water meter parts		-		No	0000
601-494-9400-42300	Water Meters & Supplies									
	531050 Total:	180.00								
	HDSUPPLY Total:	56,430.00								
	HD Supply Waterworks, Ltd. Total:	56,430.00								
Holiday Credit Office										
	HOLIDAYC									
20170715	07/15/2017	101.24	0.00	08/17/2017	Fuel		-		No	0000
101-420-2220-42120	Fuel, Oil and Fluids									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	20170715 Total:	101.24								
	HOLIDAYC Total:	101.24								
	<hr/>									
	Holiday Credit Office Total:	101.24								
	<hr/>									
Innovative Office Solutions										
innovat										
IN1693391	07/28/2017	63.98	0.00	08/17/2017	Paper		-		No	0000
101-410-1110-42000	Office Supplies									
	IN1693391 Total:	63.98								
IN1695226	07/28/2017	67.02	0.00	08/17/2017	Office Supplies		-		No	0000
101-410-1320-42000	Office Supplies									
IN1695226	07/28/2017	1.65	0.00	08/17/2017	Rubber Bands		-		No	0000
101-420-2400-42000	Office Supplies									
	IN1695226 Total:	68.67								
IN1701072	08/04/2017	112.26	0.00	08/17/2017	Ink Cartridge		-		No	0000
601-494-9400-42000	Office Supplies									
	IN1701072 Total:	112.26								
	innovat Total:	244.91								
	<hr/>									
	Innovative Office Solutions Total:	244.91								
	<hr/>									
Jani-King of Minnesota, Inc										
janiking										
MIN08170341	08/01/2017	329.26	0.00	08/17/2017	Cleaning Services - City Hall Aug 2017		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	MIN08170341 Total:	329.26								
MIN08170342	08/01/2017	204.00	0.00	08/17/2017	Cleaning Services - Public Works		-		No	0000
101-430-3100-43150	Contract Services									
	MIN08170342 Total:	204.00								
	JANIKING Total:	533.26								
	<hr/>									
	Jani-King of Minnesota, Inc Total:	533.26								
	<hr/>									
Johnson & Turner Attorneys										
JOHNSON&										
63791	07/31/2017	3,500.00	0.00	08/15/2017	Prosecution Svs July 2017		-		No	0000
101-420-2150-43045	Attorney Criminal									
	63791 Total:	3,500.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	JOHNSON& Total:	3,500.00								
	Johnson & Turner Attorneys Total:	3,500.00								
K. Michael Homes										
KMICHAEL										
20170801	08/01/2017	5,000.00	0.00	08/17/2017	Refund Escrow 2016-1094 3212		-		No	0000
803-000-0000-22900	Deposits Payable				Linden Ln					
	20170801 Total:	5,000.00								
	KMICHAEL Total:	5,000.00								
	K. Michael Homes Total:	5,000.00								
Kath Fuel Oil Service Co										
kathfuel										
596897	07/25/2017	981.47	0.00	08/17/2017	Fuel - Unleaded		-		No	0000
101-430-3100-42120	Fuel, Oil and Fluids									
	596897 Total:	981.47								
	kathfuel Total:	981.47								
	Kath Fuel Oil Service Co Total:	981.47								
Lake Elmo Associates, LLP										
leassoc										
20170701	09/01/2017	2,666.00	0.00	08/17/2017	2880 Brookfield Rent - Sept 2017		-		No	0000
101-410-1940-44120	Rentals - Building									
	20170701 Total:	2,666.00								
	leassoc Total:	2,666.00								
	Lake Elmo Associates, LLP Total:	2,666.00								
Lake Elmo Oil, Inc.										
LEOIL										
101430310042120	07/05/2017	16.63	0.00	08/17/2017	Fuel		-		No	0000
101-430-3100-42120	Fuel, Oil and Fluids									
	101430310042120 Total:	16.63								
20170731	07/31/2017	130.68	0.00	08/17/2017	Fuel		-		No	0000
101-420-2220-42120	Fuel, Oil and Fluids									
	20170731 Total:	130.68								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	LEOIL Total:	147.31								
	Lake Elmo Oil, Inc. Total:	147.31								
	Landmark, Inc.									
	LANDMARK									
20170809	08/09/2017	2,000.00	0.00	08/17/2017	Refund Escrow 2016-1349 11366		-			No 0000
803-000-0000-22900	Deposits Payable				Sunflower					
20170809	08/09/2017	5,000.00	0.00	08/17/2017	Refund Escrow 2016-1349 11352		-			No 0000
803-000-0000-22900	Deposits Payable				Blazingsta					
	20170809 Total:	7,000.00								
	LANDMARK Total:	7,000.00								
	Landmark, Inc. Total:	7,000.00								
	Landscape Architecture, Inc									
	Landscap									
20170801	08/01/2017	520.00	0.00	08/17/2017	Royal Golf - Tree Pres & Landscape		-			No 0000
803-000-0000-22910	Developer Payments				Plan					
20170801	08/01/2017	118.00	0.00	08/17/2017	Hammes Estates Site Meeting Task #13		-			No 0000
803-000-0000-22910	Developer Payments									
	20170801 Total:	638.00								
	Landscap Total:	638.00								
	Landscape Architecture, Inc Total:	638.00								
	League of MN Cities Ins. Trust									
	lmcit									
34149	07/26/2017	5,612.00	0.00	08/17/2017	Worker's Comp-011616-011617 Audit		-			No 0000
101-000-0000-20600	Contracts Payable				Adj					
	34149 Total:	5,612.00								
	lmcit Total:	5,612.00								
	League of MN Cities Ins. Trust Total:	5,612.00								
	Lillie Suburban Newspaper Inc.									
	Lillie									
Acct 007148	07/31/2017	30.00	0.00	08/17/2017	Notice - Ord 08-180		-			No 0000
101-410-1910-43510	Legal Publishing									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Acct 007148	07/31/2017	30.00	0.00	08/17/2017	Notice - Glenwood Homes		-			No 0000
101-410-1910-43510	Legal Publishing									
Acct 007148	07/31/2017	36.00	0.00	08/17/2017	Notice - RM Investments & 9359 Jane Rd		-			No 0000
101-410-1910-43510	Legal Publishing									
Acct 007148	07/31/2017	21.00	0.00	08/17/2017	Ordinance 08-169		-			No 0000
101-410-1910-43510	Legal Publishing									
Acct 007148	07/31/2017	90.00	0.00	08/17/2017	Notice Ordi08-181		-			No 0000
101-420-2400-43510	Legal Publishing									
Acct 007148	07/31/2017	6.00	0.00	08/17/2017	Notice Ordi08-182		-			No 0000
101-410-1320-43510	Legal Publishing									
Acct 007148	07/31/2017	51.00	0.00	08/17/2017	Notice Ordi08-183		-			No 0000
101-420-2400-43510	Legal Publishing									
	Acct 007148 Total:	264.00								
	Lillie Total:	264.00								
Lillie Suburban Newspaper Inc. Total:		264.00								
Loffler Companies, Inc.										
loff										
2580636	08/01/2017	525.54	0.00	08/17/2017	Copies Konica City Hall 071017-080917		-			No 0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt									
2580636	08/01/2017	64.32	0.00	08/17/2017	Copies Konica North 071017-080917		-			No 0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt									
	2580636 Total:	589.86								
	loff Total:	589.86								
Loffler Companies, Inc. Total:		589.86								
Menards - Oakdale										
MENARDSO										
35393	07/19/2017	63.00	0.00	08/17/2017	Concrete Epoxy patch		-			No 0000
101-430-3120-42240	Street Maintenance Materials									
	35393 Total:	63.00								
35643	07/19/2017	396.65	0.00	08/17/2017	Battery Charger		-			No 0000
101-430-3100-42400	Small Tools & Minor Equipment									
35643	07/19/2017	38.26	0.00	08/17/2017	Shop Materials		-			No 0000
101-430-3100-42150	Shop Materials									
35643	07/19/2017	5.12	0.00	08/17/2017	Baking Soda for Fluoride		-			No 0000
601-494-9400-42160	Chemicals									
	35643 Total:	440.03								
35666	07/19/2017	36.91	0.00	08/17/2017	Concrete Repair Materials		-			No 0000
101-430-3120-42240	Street Maintenance Materials									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	35666 Total:	36.91								
35919	07/31/2017	36.94	0.00	08/17/2017	Station Supplies, Rock Salt, Flagpole		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
35919	07/31/2017	1.49	0.00	08/17/2017	Trailer Repair		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	35919 Total:	38.43								
	MENARDSO Total:	578.37								
	Menards - Oakdale Total:	578.37								
Mercury Electric										
MERCURY										
601494940044030	08/01/2017	1,734.80	0.00	08/17/2017	Electrical Repair at Well #1		-		No	0000
601-494-9400-44030	Repairs\Maint Imp Not Bldgs									
	601494940044030 Total:	1,734.80								
	MERCURY Total:	1,734.80								
	Mercury Electric Total:	1,734.80								
Metropolitan Council										
metcou										
1071263	08/08/2017	3,724.99	0.00	08/17/2017	Waste Water Services Sept 2017		-		No	0000
602-495-9450-43820	Sewer Utility - Met Council									
	1071263 Total:	3,724.99								
20170731	08/09/2017	77,035.00	0.00	08/17/2017	SAC Charges - July 2017		-		No	0000
602-000-0000-20802	SAC due Met Council									
20170731	08/09/2017	-770.35	0.00	08/17/2017	SAC Charges - July 2017 prompt pay disc.		-		No	0000
602-000-0000-37220	SAC Early Pay discount/revenue									
	20170731 Total:	76,264.65								
	metcou Total:	79,989.64								
	Metropolitan Council Total:	79,989.64								
MI Homes										
MIHOMES										
20170802	08/02/2017	67,000.00	0.00	08/17/2017	Refund Escrow - See List		-		No	0000
803-000-0000-22900	Deposits Payable									
	20170802 Total:	67,000.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	MIHOMES Total:	67,000.00								
	MI Homes Total:	67,000.00								
Michael Lee Inc.										
MICHAEL										
20170809	08/09/2017	5,000.00	0.00	08/17/2017	Refund Escrow 2016-01197 3204		-		No	0000
803-000-0000-22900	Deposits Payable				Lilac Ave					
	20170809 Total:	5,000.00								
	MICHAEL Total:	5,000.00								
	Michael Lee Inc. Total:	5,000.00								
Midway Ford										
midwayfo										
113613	07/20/2017	30,989.06	0.00	08/17/2017	2017 Ford F-150 VIN 5924		-		No	0000
410-480-8000-45500	Vehicles									
	113613 Total:	30,989.06								
113693	07/20/2017	30,989.06	0.00	08/17/2017	2017 Ford F-150 VIN 5923		-		No	0000
404-480-8000-45500	Vehicles									
	113693 Total:	30,989.06								
	midwayfo Total:	61,978.12								
	Midway Ford Total:	61,978.12								
Minnesota Pipe & Equipment										
MNPIPE										
381026	07/28/2017	182.86	0.00	08/17/2017	Curb Box		-		No	0000
602-495-9450-42270	Utility System Maint Supplies									
	381026 Total:	182.86								
	MNPIPE Total:	182.86								
	Minnesota Pipe & Equipment Total:	182.86								
MN Dept of Labor & Industry										
MNLABOR										
ABR01687651	08/02/2017	10.00	0.00	08/15/2017	Station #1 compressor inspection.		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
	ABR01687651 Total:	10.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MNLABOR Total:		10.00								
MN Dept of Labor & Industry Total:		10.00								
Nelson Christine										
nelsonch										
20170809	08/09/2017	910.76	0.00	08/17/2017	Computer Reimb- Paperless CC		-		No	0000
101-410-1110-42001	Computer Reimbursement				Packets					
	20170809 Total:	910.76								
	nelsonch Total:	910.76								
Nelson Christine Total:		910.76								
Oakdale Rental Center										
OAKDRC										
120591	07/27/2017	70.99	0.00	08/17/2017	Propane		-		No	0000
101-430-3100-42120	Fuel, Oil and Fluids									
	120591 Total:	70.99								
	OAKDRC Total:	70.99								
Oakdale Rental Center Total:		70.99								
Plunkett's Pest Control Inc										
PLUNKETT										
5724129	08/01/2017	963.30	0.00	08/17/2017	Annual Pest Control Service - City Hall		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	5724129 Total:	963.30								
	PLUNKETT Total:	963.30								
Plunkett's Pest Control Inc Total:		963.30								
Robert Thomas Homes										
ROBERTHO										
20170809	08/09/2017	2,000.00	0.00	08/15/2017	Refund Escrow 2016-1331 4177 Upper		-		No	0000
803-000-0000-22900	Deposits Payable				42nd					
20170809	08/09/2017	2,000.00	0.00	08/15/2017	Refund Escrow 2016-1248 11360		-		No	0000
803-000-0000-22900	Deposits Payable				Blazingsta					
	20170809 Total:	4,000.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ROBERTHO Total:		4,000.00								
Robert Thomas Homes Total:		4,000.00								
Schlomka Services LLC										
schlomka										
20116	07/20/2017	250.00	0.00	08/17/2017	Holding Tank Pumping at PW		-		No	0000
101-430-3100-44010	Repairs/Maint Bldg									
	20116 Total:	250.00								
	schlomka Total:	250.00								
Schlomka Services LLC Total:		250.00								
SHI International Corp										
shi										
B06830755	07/20/2017	332.00	0.00	08/17/2017	Office Pro Plus		-		No	0000
101-410-1520-43190	Software Programs									
	B06830755 Total:	332.00								
	shi Total:	332.00								
SHI International Corp Total:		332.00								
Short Elliott Hendrickson, Inc										
SEH										
335141	08/10/2017	1,697.07	0.00	08/17/2017	Inwood Water Tower 2015.130		-		No	0000
601-494-9400-43030	Engineering Services									
	335141 Total:	1,697.07								
336392	08/07/2017	12,605.93	0.00	08/15/2017	OV Phase 3 Project 2016.133		-		No	0000
409-480-8000-43150	Contract Services									
336392	08/07/2017	5,225.83	0.00	08/15/2017	OV Phase 3 Project 2016.133		-		No	0000
601-494-9400-43150	Contract Services									
336392	08/07/2017	6,760.38	0.00	08/15/2017	OV Phase 3 Project 2016.133		-		No	0000
602-495-9450-43150	Contract Services									
	336392 Total:	24,592.14								
	SEH Total:	26,289.21								
Short Elliott Hendrickson, Inc Total:		26,289.21								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Shred-It USA										
SHRED-IT										
8122894851	07/31/2017	207.36	0.00	08/17/2017	Document Shredding		-		No	0000
101-410-1320-43150	Contract Services									
	8122894851 Total:	207.36								
	SHRED-IT Total:	207.36								
	Shred-It USA Total:	207.36								
Smith Schafer & Associates,LTD										
SMITHSCH										
50757	07/28/2017	1,000.00	0.00	08/17/2017	Interim Billing Year Ended 13/31/16		-		No	0000
101-410-1520-43010	Audit Services									
	50757 Total:	1,000.00								
	SMITHSCH Total:	1,000.00								
	Smith Schafer & Associates,LTD Total:	1,000.00								
SW/WC Service Cooperatives										
SW/WC										
170802092583	08/02/2017	26,286.00	0.00	08/17/2017	2017 Blue Cross Blue Shield Premium		-		No	0000
101-000-0000-21706	Medical Insurance									
	170802092583 Total:	26,286.00								
	SW/WC Total:	26,286.00								
	SW/WC Service Cooperatives Total:	26,286.00								
Swanson Haskamp Consulting										
shc										
504	08/08/2017	4,270.00	0.00	08/17/2017	2040 Comprehensive Plan Project		-		No	0000
101-410-1910-43020	Comprehensive Planning									
	504 Total:	4,270.00								
505	08/08/2017	415.00	0.00	08/17/2017	Comprehensive Plan- Living Healthy		-		No	0000
101-410-1910-43020	Comprehensive Planning									
	505 Total:	415.00								
	shc Total:	4,685.00								
	Swanson Haskamp Consulting Total:	4,685.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Tessman Company Corp										
TESSMAN										
S348889-IN	04/03/2017	400.00	0.00	08/17/2017	Chemicals		-		No	0000
101-450-5200-42160	Chemicals									
S348889-IN	04/03/2017	200.41	0.00	08/17/2017	Small Pruning Tools		-		No	0000
101-450-5200-42400	Small Tools & Minor Equipment									
	S348889-IN Total:	600.41								
	TESSMAN Total:	600.41								
Tessman Company Corp Total:		600.41								
TKDA, Inc.										
TKDA										
002017002781	08/07/2017	17,987.19	0.00	08/15/2017	2017 Street Project 2016.135		-		No	0000
409-480-8000-43150	Contract Services									
	002017002781 Total:	17,987.19								
002017002782	08/07/2017	7,447.87	0.00	08/15/2017	2017 Street Project 2016.135		-		No	0000
409-480-8000-43150	Contract Services									
	002017002782 Total:	7,447.87								
	TKDA Total:	25,435.06								
TKDA, Inc. Total:		25,435.06								
Town & Country Cleaning Co										
TOWNCTRY										
617 601	06/01/2017	370.00	0.00	08/15/2017	Library - Janitorial Svs June 2017		-		No	0000
206-450-5300-44010	Repairs/Maint Bldg									
	617 601 Total:	370.00								
717 186	07/01/2017	420.00	0.00	08/15/2017	Library - Janitorial Svs July 2017		-		No	0000
206-450-5300-44010	Repairs/Maint Bldg									
	717 186 Total:	420.00								
817 388	08/01/2017	420.00	0.00	08/15/2017	Library - Janitorial Svs Aug 2017		-		No	0000
206-450-5300-44010	Repairs/Maint Bldg									
	817 388 Total:	420.00								
	TOWNCTRY Total:	1,210.00								
Town & Country Cleaning Co Total:		1,210.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Verizon Wireless										
verizon										
9789088569	07/10/2017	35.01	0.00	08/17/2017	Air Card For Tablet		-		No	0000
101-420-2220-43210	Telephone									
	9789088569 Total:	35.01								
	verizon Total:	35.01								
	Verizon Wireless Total:	35.01								
Washington County										
was-sher										
126341	12/30/2016	290,241.39	0.00	08/17/2017	2017Police Services Jan-Jun		-		No	0000
101-420-2100-43150	Law Enforcement Contract									
	126341 Total:	290,241.39								
	was-sher Total:	290,241.39								
	Washington County Total:	290,241.39								
Washington County Surveyor										
WAS-LAND										
20170801	08/01/2017	92.00	0.00	08/17/2017	Recordings		-		No	0000
101-410-1910-43150	Contract Services									
	20170801 Total:	92.00								
	WAS-LAND Total:	92.00								
	Washington County Surveyor Total:	92.00								
Wensman Stephen										
wensman										
20170731	07/31/2017	3.53	0.00	08/17/2017	Mileage - Wensman Boulder Ponds		-		No	0000
803-000-0000-22910	Developer Payments									
20170731	07/31/2017	6.42	0.00	08/17/2017	Mileage - Wensman Inwood 3rd		-		No	0000
803-000-0000-22910	Developer Payments									
20170731	07/31/2017	3.69	0.00	08/17/2017	Mileage - Wensman		-		No	0000
101-410-1910-43310	Mileage									
20170731	07/31/2017	6.85	0.00	08/17/2017	Mileage - Wensman		-		No	0000
101-410-1910-43310	Mileage									
	20170731 Total:	20.49								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	wensman Total:	20.49								
	Wensman Stephen Total:	20.49								
White Anita										
Whiteani										
CO20170808	08/08/2017	55.00	0.00	08/17/2017	Cable Operations - 7/27/17		-		No	0000
101-410-1450-43620	Cable Operations									
CO20170808	08/08/2017	55.00	0.00	08/17/2017	Cable Operations - 8/1/17		-		No	0000
101-410-1450-43620	Cable Operations									
CO20170808	08/08/2017	55.00	0.00	08/17/2017	Cable Operations - 8/8/17		-		No	0000
101-410-1450-43620	Cable Operations									
	CO20170808 Total:	165.00								
	Whiteani Total:	165.00								
	White Anita Total:	165.00								
Xcel Energy										
xcel										
555093525	07/24/2017	27.31	0.00	08/17/2017	Street Lights		-		No	0000
101-430-3160-43810	Street Lighting									
	555093525 Total:	27.31								
555613864	07/27/2017	364.48	0.00	08/17/2017	VFW Ballfield Lights		-		No	0000
101-450-5200-43810	Electric Utility									
	555613864 Total:	364.48								
555617976	07/27/2017	697.80	0.00	08/17/2017	Public Works		-		No	0000
101-430-3100-43810	Electric Utility									
	555617976 Total:	697.80								
555674489	07/27/2017	15.43	0.00	08/17/2017	Warning Sirens		-		No	0000
101-420-2220-43810	Electric Utility									
	555674489 Total:	15.43								
555772854	07/27/2017	481.83	0.00	08/17/2017	Traffic Lights		-		No	0000
101-430-3160-43810	Street Lighting									
	555772854 Total:	481.83								
556055547	07/31/2017	557.70	0.00	08/17/2017	Booster Station		-		No	0000
601-494-9400-43810	Electric Utility									
	556055547 Total:	557.70								
556513482	08/03/2017	29.68	0.00	08/17/2017	Lights at Legion Park		-		No	0000
101-450-5200-43810	Electric Utility									
556513482	08/03/2017	40.69	0.00	08/17/2017	Lift Station		-		No	0000
602-495-9450-43810	Electric Utility									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
556513482	08/03/2017	300.44	0.00	08/17/2017	Traffic Lights		-			No 0000
101-430-3160-43810	Street Lighting									
	556513482 Total:	370.81								
556533880	08/03/2017	2,702.59	0.00	08/17/2017	Wells 1 & 2		-			No 0000
601-494-9400-43810	Electric Utility									
	556533880 Total:	2,702.59								
556552648	08/03/2017	2,403.85	0.00	08/17/2017	Street Lights		-			No 0000
101-430-3160-43810	Street Lighting									
	556552648 Total:	2,403.85								
	XCEL Total:	7,621.80								
	Xcel Energy Total:	7,621.80								
Yale Mechanical										
yalemech										
179303	07/13/2017	202.60	0.00	08/17/2017	Routine HVAC maintenance, Station 1		-			No 0000
101-420-2220-44010	Repairs/Maint Bldg									
	179303 Total:	202.60								
	yalemech Total:	202.60								
	Yale Mechanical Total:	202.60								
Youngfield Homes/Country Joe										
youngfie										
20170808	08/08/2017	2,000.00	0.00	08/17/2017	Refund Escrow 2016-1305 11681 32nd St		-			No 0000
803-000-0000-22900	Deposits Payable									
	20170808 Total:	2,000.00								
	youngfie Total:	2,000.00								
	Youngfield Homes/Country Joe Total:	2,000.00								
Zawadski Homes, Inc										
ZAWADSKI										
20170728	07/28/2017	5,000.00	0.00	08/17/2017	Refund Escrow 2015-693 9485 Whistling		-			No 0000
803-000-0000-22900	Deposits Payable									
	20170728 Total:	5,000.00								
	ZAWADSKI Total:	5,000.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
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Zawadski Homes, Inc Total:		<u>5,000.00</u>								
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Report Total:		1,350,449.82								
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STAFF REPORT

DATE: 8-15-2017
CONSENT

TO: Lake Elmo City Council
FROM: Dan Raboin
AGENDA ITEM: Monthly Assessor Report
REVIEWED BY: Kristina Handt, City Administrator

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the monthly assessor report for July 2017 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*.

MONTHLY ACTIVITY:

Property splits/plats – 3 Splits, 4 Plats

Sales collected and viewed – 16

Taxpayer inquiries – 4

Miscellaneous inquiries - 6

Inspections – Residential – 146

Inspections – Commercial - 2

Building permit reviews – 46

Pictures taken – 151

Other work performed included:

- Monthly meeting with County residential and commercial supervisors.
When not working in the field/inspections:
- Computer work includes but not limited to; data entry for all properties inspected, permit information, sales verification using MLS and other resources, and telephone inquiries.

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council accept the July 2017 monthly assessor report.

STAFF REPORT

DATE: 8-15-17

**CONSENT
MOTION**

TO: City Council
FROM: Michael Bent, Building Official
AGENDA ITEM: Approve Monthly Building Department Report for July 2017
REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

ISSUE BEFORE COUNCIL:

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*.

PROPOSAL DETAILS/ANALYSIS:

Below is a snapshot of the monthly statistics for July 2017. Comparison data is also include from prior years for July for new home single family construction and total permitting activity for the month. Attached are the system summary reports breaking out this information further, including the statistics related to the inspection activity.

	<u>2017</u>	<u>2016</u>	<u>2015</u>
New Homes	32	13	4
Total Valuation	\$10,568,021	\$4,435,000	\$1,978,000
Average Home Value	\$330,250	\$341,153	\$494,500
Total Permit Valuation YTD	\$68,458,198	\$70,391,763	\$24,523,197

FISCAL IMPACT:

None

OPTIONS:

RECOMMENDATION:

Motion to accept the July 2017 monthly building permit report as presented.

ATTACHMENTS:

1. Valuation Report
2. Permits Issued & Fees Report
3. Inspection statistic report for July 2017

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

Issued Date From: 7/1/2017 To: 7/31/2017

Permit Type: All Property Type: All Construction Type: All
Include YTD: Yes

Permit Kind	Permit Count	Valuation	Dwell Units
Permit Type: BUILDING			
COMMERCIAL TENNANT SPACE REMODEL	1	\$41,692.00	0
SINGLE FAMILY BASEMENT FINISH	1	\$33,000.00	0
SINGLE FAMILY DECK	1	\$15,000.00	0
SINGLE FAMILY NEW CONSTRUCTION	32	\$10,568,021.00	0
SINGLE FAMILY PORCH	1	\$15,000.00	0
SINGLE FAMILY REMODEL	3	\$192,563.00	0
SINGLE FAMILY ROOFING	34	\$390,470.74	0
SINGLE FAMILY SIDING	6	\$88,934.00	0
SINGLE FAMILY WINDOWS	2	\$11,900.00	0
Permit Type: BUILDING - Total	Period 81	\$11,356,580.74	0
	YTD 387	\$68,458,198.64	0
Report Total:	Period 81	\$11,356,580.74	0
	YTD 387	\$68,458,198.64	0

CITY OF LAKE ELMO
Permits Issued & Fees Report - Detail by Address

Issued Date From: 7/1/2017 To: 7/31/2017
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	Escrow Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
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Permit Type: **BUILDING**

Permit Kind: **COMMERCIAL ADDITION**

Permit Kind: **COMMERCIAL ALTERATION**

Permit Kind: **COMMERCIAL DEMOLITION**

Permit Kind: **COMMERCIAL FIRE ALARM**

Permit Kind: **COMMERCIAL FIRE SUPPRESSION**

Permit Kind: **COMMERCIAL REMODEL**

Permit Kind: **COMMERCIAL ROOFING**

Permit Kind: **COMMERCIAL SEWER & WATER CONNECTION**

Permit Kind: **COMMERCIAL SIDING**

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Escrow Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
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Permit Type: **BUILDING**

2017-00598	07/11/2017	8530 EAGLE POINT BLVD N 250		0	41,692.00	916.00	426.40	20.21					1,362.61
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Permit Kind: **MANUFACTURED HOME REMODEL**

Permit Kind: **MANUFACTURED HOME REPLACE/REPAIR**

Permit Kind: **MANUFACTURED HOME ROOFING**

Permit Kind: **SINGLE FAMILY ACCESSORY BUILDING**

Permit Kind: **SINGLE FAMILY ADDITION**

Permit Kind: **SINGLE FAMILY ALTERATION**

Permit Kind: **SINGLE FAMILY ATTACHED BASEMENT FINISH**

Permit Kind: **SINGLE FAMILY ATTACHED DECK**

Permit Kind: **SINGLE FAMILY ATTACHED NEW CONSTRUCTION**

Permit Kind: **SINGLE FAMILY BASEMENT FINISH**

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Escrow Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type: BUILDING													
Permit Kind: SINGLE FAMILY BASEMENT FINISH													
2017-00609	07/17/2017	9823 7TH ST N		0	33,000.00	680.00	364.00	16.50					1,060.50
Permit Kind: SINGLE FAMILY DECK													
2017-00635	07/28/2017	9768 WHISTLING VALLEY RD		0	15,000.00	298.65	194.12	7.50					500.27
Permit Kind: SINGLE FAMILY DEMOLITION													
Permit Kind: SINGLE FAMILY DOOR													
Permit Kind: SINGLE FAMILY MANUFACTURED HOME													
Permit Kind: SINGLE FAMILY NEW CONSTRUCTION													
2017-00523	07/11/2017	11605 32ND ST N		0	355,000.00	3,582.90	1,890.14	177.50	2,000.00	1	3,485.00	1,000.00	10,585.54
2017-00564	07/21/2017	11235 40TH ST N		0	316,000.00	3,319.65	1,719.02	158.00	2,000.00	1	3,485.00	1,000.00	10,131.67
2017-00328	07/06/2017	11162 41ST STREET CIR N		0	329,000.00	3,407.40	1,776.06	164.50	2,000.00	1	3,485.00	1,000.00	10,282.96
2017-00568	07/06/2017	11174 41ST STREET CIR N		0	415,000.00	3,987.90	2,153.39	207.50	2,000.00	1	3,485.00	1,000.00	11,283.79
2017-00607	07/25/2017	537 6TH STREET LANE N		0	362,000.00	3,630.15	1,920.85	181.00	2,000.00	1	3,485.00	1,000.00	10,667.00
2017-00608	07/25/2017	539 6TH STREET LANE N		0	303,000.00	3,231.90	1,661.99	151.50	2,000.00	1	3,485.00	1,000.00	9,980.39
2017-00619	07/25/2017	548 6TH STREET LANE N		0	302,000.00	3,225.15	1,657.60	151.00	2,000.00	1	3,485.00	1,000.00	9,968.75
2017-00555	07/18/2017	588 6TH STREET LANE N		0	342,000.00	3,495.15	1,833.10	171.00	2,000.00	1	3,485.00	1,000.00	10,434.25
2017-00499	07/18/2017	9559 7TH ST N		0	344,000.00	3,508.65	1,841.87	172.00	2,000.00	1	3,485.00	1,000.00	10,457.52
2017-00618	07/25/2017	9577 7TH ST N		0	326,000.00	3,387.15	1,762.90	163.00	2,000.00	1	3,485.00	1,000.00	10,248.05
2017-00599	07/31/2017	9865 8TH ST N		0	317,000.00	3,326.40	1,723.41	158.50	2,000.00	1	3,485.00	1,000.00	10,143.31
2017-00223	07/31/2017	9935 8TH ST N		0	341,000.00	3,488.40	1,828.71	170.50	2,000.00	1	3,485.00	1,000.00	10,422.61
2017-00575	07/20/2017	8683 IRVING BLVD N		0	308,000.00	3,205.65	1,683.92	154.00	2,000.00	1	3,485.00	1,000.00	9,978.57
2017-00576	07/20/2017	8626 IRVING CIR N		0	331,000.00	3,420.90	1,784.84	165.50	2,000.00	1	3,485.00	1,000.00	10,306.24
2017-00484	07/06/2017	9146 JADE WAY N		0	290,000.00	3,144.15	1,604.95	145.00	2,000.00	1	3,485.00	1,000.00	9,829.10
2017-00602	07/31/2017	815 JUNE AVE N		0	280,000.00	3,076.65	1,561.07	140.00	2,000.00	1	3,485.00	1,000.00	9,712.72
2017-00527	07/31/2017	833 JUNE AVE N		0	322,721.00	3,366.90	1,749.74	161.36	2,000.00	1	3,485.00	1,000.00	10,213.00

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Escrow Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
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Permit Type: BUILDING

Permit Kind: SINGLE FAMILY NEW CONSTRUCTION

2017-00636	07/31/2017	834 JUNE AVE N		0	293,000.00	3,164.40	1,618.11	146.50	2,000.00	1	3,485.00	1,000.00	9,864.01
2017-00196	07/31/2017	837 JUNE AVE N		0	268,925.00	3,002.40	1,512.81	134.46	2,000.00	1	3,485.00	1,000.00	9,584.67
2017-00525	07/31/2017	817 JUNIPER AVE N		0	223,265.00	2,698.65	1,315.37	111.63	2,000.00	1	3,485.00	1,000.00	9,060.65
2017-00526	07/31/2017	824 JUNIPER AVE N		0	356,910.00	3,596.40	1,898.91	178.45	2,000.00	1	3,485.00	1,000.00	10,608.76
2017-00600	07/25/2017	4024 LADY SLIPPER RD N		0	325,000.00	3,380.40	1,758.51	162.50	2,000.00	1	3,485.00	1,000.00	10,236.41
2017-00341	07/11/2017	9219 LAKE JANE TRL N		0	341,000.00	3,488.40	1,828.71	170.50	2,000.00				5,587.61
2017-00559	07/11/2017	4125 LAVENDER AVE N		0	366,000.00	3,657.15	1,938.40	183.00	2,000.00	1	3,485.00	1,000.00	10,713.55
2017-00560	07/11/2017	11248 LAVENDER CIR N		0	448,000.00	4,210.65	2,298.17	224.00	2,000.00	1	3,485.00	1,000.00	11,667.82
2017-00557	07/25/2017	3212 LILAC AVE N		0	354,000.00	3,576.15	1,885.75	177.00	2,000.00	1	3,485.00	1,000.00	10,573.90
2017-00645	07/26/2017	3235 LINDEN AVE N		0	378,000.00	3,838.15	1,991.05	189.00	2,000.00	1	3,485.00	1,000.00	10,953.20
2017-00511	07/06/2017	3216 LINDEN LN N		0	355,000.00	3,582.90	1,890.14	177.50	2,000.00	1	3,485.00	1,000.00	10,585.54
2017-00505	07/11/2017	3228 LINDEN LN N		0	220,000.00	2,611.65	1,297.82	110.00	2,000.00	1	3,485.00	1,000.00	8,954.47
2017-00585	07/26/2017	4151 UPPER 42ND ST N		0	434,200.00	4,182.90	2,241.14	217.10	2,000.00	1	3,485.00	1,000.00	11,576.14
2017-00446	07/18/2017	11319 WILDFLOWER DR N		0	350,000.00	3,609.15	1,868.20	175.00	2,000.00	1	3,485.00	1,000.00	10,587.35
2017-00561	07/19/2017	11433 WILDFLOWER DR N		0	271,000.00	3,015.90	1,521.59	135.50	2,000.00	1	3,485.00	1,000.00	9,607.99

Permit Kind: SINGLE FAMILY POOL - IN GROUND

Permit Kind: SINGLE FAMILY PORCH

2017-00622	07/28/2017	9901 TAPESTRY GRV N		0	15,000.00	358.65	194.12	7.50					560.27
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Permit Kind: SINGLE FAMILY REMODEL

2017-00502	07/03/2017	9568 57TH ST N		0	5,973.00	149.70		2.99					152.69
2017-00497	07/21/2017	9359 JANE RD N		0	175,000.00	1,812.90	1,100.39	87.50					3,000.79
2017-00611	07/13/2017	12312 MARQUESS WAY N		0	11,590.00	249.00	161.85	5.79					416.64

Permit Kind: SINGLE FAMILY RETAINING WALL

2017-00623	07/17/2017	8200 HILL TRL N		0		150.00		1.00					151.00
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Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Escrow Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type: BUILDING													
Permit Kind: SINGLE FAMILY ROOFING													
2017-00591	07/10/2017	10699 10TH ST N		0	13,400.00	282.10		6.70					288.80
2017-00671	07/25/2017	11345 12TH ST N		0	29,245.00	524.00		14.62					538.62
2017-00605	07/12/2017	11678 20TH ST N		0	10,826.00	232.45		5.41					237.86
2017-00629	07/17/2017	10735 3RD STREET PLACE N		0	20,792.00	397.95		10.40					408.35
2017-00685	07/28/2017	9849 59TH STREET CT N		0	10,000.00	215.90		5.00					220.90
2017-00686	07/28/2017	198 CIMARRON		0	4,500.00	133.15		2.25					135.40
2017-00601	07/11/2017	413 CIMARRON		0	1,500.00	65.00		0.75					65.75
2017-00642	07/19/2017	634 CIMARRON		0	4,000.00	116.60		2.00					118.60
2017-00582	07/06/2017	71 CIMARRON		0	6,000.00	149.70		3.00					152.70
2017-00638	07/18/2017	90 CIMARRON		0	6,100.00	166.25		3.05					169.30
2017-00687	07/28/2017	93 CIMARRON		0	5,500.00	149.70		2.75					152.45
2017-00597	07/10/2017	8409 DEER POND TRL N		0	8,000.00	182.80		4.00					186.80
2017-00579	07/06/2017	8544 DEMONTREVILLE TRL N		0	11,000.00	232.45		5.50					237.95
2017-00668	07/25/2017	5810 HYTRAIL AVE N		0	13,000.00	265.55		6.50					272.05
2017-00670	07/25/2017	4235 IVY CT N		0	9,500.00	215.90		4.75					220.65
2017-00632	07/17/2017	3467 JAMACA AVE N		0	14,500.00	298.65		7.25					305.90
2017-00633	07/17/2017	3501 JAMACA AVE N		0	7,900.00	182.80		3.95					186.75
2017-00650	07/21/2017	5110 JAMACA BLVD N		0	13,300.00	282.10		6.65					288.75
2017-00620	07/14/2017	5131 JAMACA BLVD N		0	22,000.00	414.50		11.00					425.50
2017-00631	07/17/2017	331 JULEP AVE N		0	13,500.00	282.10		6.75					288.85
2017-00657	07/21/2017	4424 KIMBRO AVE N		0	11,710.00	249.00		5.85					254.85
2017-00643	07/19/2017	3250 KRAFT CIR N		0	7,899.00	182.80		3.95					186.75
2017-00627	07/17/2017	4890 LAKE ELMO AVE N		0	13,265.00	282.10		6.63					288.73
2017-00641	07/18/2017	8394 LAKE JANE TRL N		0	1,000.00	46.50		0.50					47.00
2017-00644	07/19/2017	8771 LAKE JANE TRL N		0	13,200.00	282.10		6.60					288.70
2017-00680	07/27/2017	4720 LARKSPUR LN N		0	9,250.00	215.90		4.62					220.52
2017-00679	07/27/2017	1069 LAYTON AVE N		0	11,200.00	249.00		5.60					254.60
2017-00603	07/12/2017	1140 LAYTON AVE N		0	9,800.00	215.90		4.90					220.80
2017-00655	07/21/2017	12072 MARQUESS LN N		0	16,000.00	315.20		8.00					323.20
2017-00621	07/24/2017	5067 MARQUESS TRAIL CIR N		0	12,731.74	265.55		6.37					271.92
2017-00581	07/06/2017	5079 MARQUESS TRAIL CIR N		0	23,000.00	431.05		11.50					442.55
2017-00663	07/24/2017	5323 MARQUESS TRL N		0	9,000.00	199.35		4.50					203.85
2017-00639	07/18/2017	12340 MARQUESS WAY N		0	21,052.00	414.50		10.53					425.03
2017-00659	07/24/2017	12383 MARQUESS WAY N		0	6,800.00	166.25		3.40					169.65

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Escrow Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
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Permit Type: BUILDING

Permit Kind: SINGLE FAMILY SIDING

2017-00646	07/24/2017	11736 44TH STREET LN N		0	42,234.00	680.00		21.12					701.12
2017-00684	07/27/2017	10914 57TH ST N		0	2,100.00	100.05		1.05					101.10
2017-00661	07/24/2017	2655 IMPERIAL AVE N		0	5,700.00	149.70		2.85					152.55
2017-00656	07/21/2017	12072 MARQUESS LN N		0	9,000.00	148.95		4.50					153.45
2017-00580	07/06/2017	5073 MARQUESS TRAIL CIR N		0	9,900.00	215.90		4.95					220.85
2017-00624	07/17/2017	5079 MARQUESS TRAIL CIR N		0	20,000.00	381.40		10.00					391.40

Permit Kind: SINGLE FAMILY SOLAR PANEL INSTALL

Permit Kind: SINGLE FAMILY THREE SEASON PORCH

Permit Kind: SINGLE FAMILY WINDOWS

2017-00683	07/27/2017	8185 59TH ST N		0	400.00	29.50		0.20					29.70
2017-00596	07/10/2017	2225 LEGION LN N		0	11,500.00	249.00		5.75					254.75

Permit Type: BUILDING - Totals

Period	82	0	11,356,580.74	124,294.55	59,459.12	5,678.64	64,000.00	31	108,035.00	31,000.00	2,000,412.26
YTD	398	0	68,458,198.64	732,633.92	342,404.98	32,608.36	356,000.00	169	618,965.00	203,000.00	2,356,412.26

Permit Type: MECHANICAL

Permit Kind: COMMERCIAL FIREPLACE

Permit Kind: COMMERCIAL HVAC

2017-00587	07/07/2017	11051 STILLWATER BLVD N		0		60.00		0.75					60.75
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Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Escrow Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type: MECHANICAL													
Permit Kind: MANUFACTURED HOME HVAC													
Permit Kind: SINGLE FAMILY FIREPLACE													
2017-00612	07/13/2017	11234 LAVENDER CIR N		0		60.00		1.00					61.00
Permit Kind: SINGLE FAMILY FIXTURE INSTALLATION / APPLIANCE													
2017-00573	07/05/2017	3735 37TH ST N		0		60.00		1.00					61.00
2017-00572	07/03/2017	12136 MARQUESS LN N		0		60.00		1.00					61.00
Permit Kind: SINGLE FAMILY HVAC													
2017-00570	07/03/2017	8215 26TH ST N		0		120.00		1.00					121.00
2017-00688	07/31/2017	3944 35TH ST N		0		120.00		1.00					121.00
2017-00610	07/13/2017	11119 3RD ST N		0		60.00		1.00					61.00
2017-00628	07/17/2017	9602 51ST ST N		0		60.00		1.00					61.00
2017-00654	07/21/2017	10926 57TH ST N		0		60.00		1.00					61.00
2017-00617	07/14/2017	9875 57TH ST N		0		60.00		1.00					61.00
2017-00669	07/25/2017	5187 JAMACA AVE N		0		60.00		1.00					61.00
2017-00652	07/21/2017	868 JASMINE AVE N		0		120.00		1.00					121.00
2017-00634	07/18/2017	2377 LEGION LN N		0		60.00		1.00					61.00
2017-00690	07/31/2017	11720 LITTLE BLUESTEM CT N		0		60.00		1.00					61.00
2017-00613	07/13/2017	5337 MARQUESS TRL N		0		60.00		1.00					61.00
2017-00586	07/06/2017	8282 STILLWATER BLVD N		0		60.00		1.00					61.00
2017-00589	07/07/2017	9682 WHISTLING VALLEY TRL		0		180.00		1.00					181.00
2017-00590	07/07/2017	9682 WHISTLING VALLEY TRL		0		180.00		1.00					181.00
Permit Type: MECHANICAL - Totals													
			Period	18	0	1,500.00		17.75					20,987.37
			YTD	85	0	20,429.83		557.54					20,987.37

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Escrow Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
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Permit Type: PLUMBING

Permit Kind: COMMERCIAL FIXTURE INSTALLATION / APPLIANCE

Permit Kind: COMMERCIAL SEWER CONNECTION

Permit Kind: COMMERCIAL WATER SOFTNER

Permit Kind: MANUFACTURED HOME FIXTURE INSTALLATION / APPLIANCE

Permit Kind: SINGLE FAMILY FIXTURE INSTALLATION / APPLIANCE

2017-00615	07/13/2017	11455 20TH ST N		0		60.00		1.00					61.00
2017-00662	07/24/2017	9350 31ST ST N		0		60.00		1.00					61.00
2017-00571	07/03/2017	5730 HIGHLANDS TRL N		0		60.00		1.00					61.00
2017-00614	07/13/2017	9242 HUDSON BLVD N		0		60.00		1.00					61.00
2017-00569	07/03/2017	8991 JANE RD N		0		60.00		1.00					61.00

Permit Kind: SINGLE FAMILY REMODEL

Permit Kind: SINGLE FAMILY SEWER CONNECTION

2017-00539	07/24/2017	11205 30TH ST N		0		60.00		1.00		1	497.00		558.00
2017-00540	07/12/2017	11217 30TH ST N		0		60.00		1.00		1	497.00		558.00
2017-00578	07/19/2017	3095 LAKE ELMO AVE N		0		60.00		1.00		1	497.00		558.00
2017-00541	07/03/2017	3203 LAKE ELMO AVE N		0		60.00		1.00		1	497.00		558.00
2017-00640	07/18/2017	3308 LAKE ELMO AVE N		0		60.00		1.00		1	497.00		558.00
2017-00594	07/10/2017	3337 LAKE ELMO AVE N		0		60.00		1.00		1	497.00		558.00
2017-00577	07/19/2017	3405 LAKE ELMO AVE N		0		560.00		1.00		1	3,985.00		4,546.00
2017-00312	07/10/2017	3647 LAKE ELMO AVE N		0		560.00		1.00		1	3,985.00		4,546.00
2017-00442	07/24/2017	2995 LEGION AVE N		0		60.00		1.00		1	497.00		558.00

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Escrow Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
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Permit Type: PLUMBING

Permit Kind: SINGLE FAMILY WATER CONNECTION

Permit Kind: SINGLE FAMILY WATER HEATER

2017-00574	07/05/2017	3735 37TH ST N		0		60.00		1.00					61.00
2017-00593	07/10/2017	4192 KINDRED WAY N		0		120.00		1.00					121.00

Permit Kind: SINGLE FAMILY WATER SOFTNER

2017-00588	07/07/2017	8119 26TH ST N		0		60.00		1.00					61.00
2017-00689	07/31/2017	9965 57TH ST N		0		60.00		1.00					61.00
2017-00606	07/12/2017	8065 59TH ST N		0		60.00		1.00					61.00
2017-00691	07/31/2017	8748 9TH PLACE N		0		60.00		1.00					61.00
2017-00625	07/17/2017	8854 9TH PLACE N		0		60.00		1.00					61.00
2017-00626	07/17/2017	8632 IRVING CIR N		0		60.00		1.00					61.00
2017-00583	07/06/2017	8659 IRVING CIR N		0		60.00		1.00					61.00
2017-00584	07/06/2017	8665 IRVING CIR N		0		60.00		1.00					61.00
2017-00692	07/31/2017	8674 IRVING CIR N		0		60.00		1.00					61.00
2017-00653	07/21/2017	4089 LAVENDER AVE N		0		60.00		1.00					61.00

Permit Type: PLUMBING - Totals

Period	26	0				2,620.00		26.00		9	11,449.00		97,532.90
YTD	139	0				18,264.90		138.00		30	62,380.00	6,000.00	97,532.90

Permit Type: SPRINKLER AND ALARM

Permit Kind: COMMERCIAL FIRE ALARM

Permit Kind: COMMERCIAL FIRE SUPPRESSION

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Escrow Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
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Permit Type: SPRINKLER AND ALARM

Permit Type: SPRINKLER AND ALARM - Totals														
			Period	0										5,361.22
			YTD	2	0			5,237.87			123.35			5,361.22

Permit Type: ZONING

Permit Kind: COMMERCIAL FENCE

Permit Kind: COMMERCIAL PARKING LOT

Permit Kind: COMMERCIAL SIGN

2017-00616	07/26/2017	8568 EAGLE POINT BLVD N		0		180.00								180.00
2017-00521	07/10/2017	11011 STILLWATER BLVD N		0		25.00								25.00

Permit Kind: SINGLE FAMILY ACCESSORY BUILDING

2017-00604	07/20/2017	4926 LINDEN TRL N		0		75.00								75.00
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Permit Kind: SINGLE FAMILY DRIVEWAY

2017-00664	07/25/2017	9389 JANE CIR N		0		70.00								70.00
2017-00675	07/27/2017	9447 JANE CT N		0		70.00								70.00
2017-00529	07/05/2017	5222 KEATS AVE N		0		70.00								70.00
2017-00528	07/05/2017	5230 KEATS AVE N		0		70.00								70.00
2017-00682	07/27/2017	2470 LISBON AVE N		0		70.00								70.00
2017-00530	07/05/2017	2846 LISBON AVE N		0		70.00								70.00

Permit Kind: SINGLE FAMILY FENCE

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Escrow Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
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Permit Type: ZONING

Permit Kind: SINGLE FAMILY PATIO

Permit Kind: SINGLE FAMILY POOL - IN GROUND

2017-00637	07/31/2017	3584 KELVIN CT N		0		75.00							75.00
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Permit Type: ZONING - Totals

Period	10	0				775.00							3,470.00
YTD	40	0				3,470.00							3,470.00

Report Total	Period	136	0	\$11,356,580.74	129,189.55	59,459.12	5,722.39	64,000.00	40	119,484.00	31,000.00		2,127,763.75
	YTD	664	0	\$68,458,198.64	780,036.52	342,404.98	33,427.25	356,000.00	199	681,345.00	209,000.00		2,483,763.75

CITY OF LAKE ELMO
Inspection Statistics Report - Detail
Actual Date From: 7/1/2017 To: 7/31/2017
Permit Type: All Property Type: All Construction Type: All

Inspection Type	Pass	Fail	No Status	Reinsp	Period Total	YTD Total
ABOVE CEILING	1	0	0	0	1	3
ACCESSIBILITY	1	0	0	0	1	2
ENGINEER ACCEPTANCE LETTER	0	0	0	0	0	1
AS BUILT	74	0	0	0	74	142
AIRTEST	0	0	0	0	0	6
BALANCE REPORT	2	0	0	0	2	3
BUILDING FINAL	22	5	0	2	27	227
CHEMICAL SUPPRESSION	1	0	0	0	1	2
COMMISSIONING REPORT	1	0	0	0	1	1
DECK FINAL	7	0	0	1	7	24
DECK FOOTING	0	0	0	0	0	1
DEMOLITION FINAL	0	0	0	0	0	4
DRAINTILE	0	0	0	0	0	1
ELECTRICAL FINAL	12	0	0	0	12	138
ELECTRICAL ROUGH IN	0	0	0	0	0	104
EMERGENCY LIGHTING	1	2	0	2	3	5
ESCROW FINAL	47	0	0	6	47	77
EXIT SIGNS	1	0	0	0	1	5
FIRE ALARM FINAL	1	0	0	0	1	2
FIRE ALARM ROUGH	0	0	0	0	0	30
FIRE CAULK/STOP	0	0	0	0	0	23
FENCE FINAL	2	0	0	0	2	17
FINAL	5	0	0	0	5	38
FIREPLACE ROUGH IN	14	4	0	2	18	146
FOOTINGS/SLAB	24	0	0	0	24	176
FINAL/ORSAT	0	0	0	0	0	2
FIREPLACE FINAL	3	0	0	0	3	25
FOUNDATION PRIOR TO BACKFILL	0	0	0	0	0	1
FRAMING 2	1	0	0	0	1	7
FRAMING	24	5	0	2	29	280
FRAMING ROUGH IN	0	0	0	0	0	23
FIRE LANE SIGNAGE	1	0	0	0	1	1
FIRE RATED WALL ASSEMBLY	0	0	0	0	0	8
FIRE SEPERATION WALL	3	0	0	0	3	77
FIRE SUPPRESSION FINAL	0	0	1	0	1	39
FIRE SUPPRESSION ROUGH IN	2	0	0	0	2	10
GASLINE / PRESSURE TEST	17	2	1	3	20	221
TYPE 1 HOOD ROUGH IN	0	0	0	0	0	3
HEATING ROUGH 2	0	0	0	0	0	4
HTG RI ABOVE CEILING	0	0	0	0	0	10
HOUSE WRAP	3	0	0	0	3	14
HYDRONIC PIPE AIR TEST	0	0	0	0	0	2
HYDROSTATIC TEST	1	0	0	1	1	5
IN FLOOR HEAT AIR TEST	2	0	0	0	2	5
INSULATION	16	3	0	0	19	228
LATH	13	0	0	0	13	131
RATED WALL LABELS	0	0	0	0	0	2
HEATING FINAL	21	2	0	1	23	226
HEATING ROUGH IN	18	1	0	0	19	223
FIRE SPRINKLER ROUGH	6	0	0	2	6	42
OTHER	2	0	0	0	2	18

Inspection Type	Pass	Fail	No Status	Reinsp	Period Total	YTD Total
PIER FOOTINGS	0	0	0	0	0	1
PARKING STRIPING/SIGNAGE	1	0	0	0	1	1
PLUMBING FINAL	19	0	0	0	19	219
POOL FINAL	0	0	0	0	0	3
PLUMBING ROUGH IN	22	0	0	0	22	225
PLUMBING ROUGH 2	0	0	0	0	0	5
PLUMBING UNDERGROUND	14	0	0	0	14	150
PLUMBING VISUAL	0	0	0	0	0	1
POLY/UNDER SLAB	18	0	0	0	18	145
PUMPING REPORT	0	0	0	0	0	3
POURED WALL	19	0	0	0	19	126
RADON UNDERGROUND	6	0	0	0	6	72
RESTORATION	0	0	0	0	0	3
ROOFING FINAL	16	0	1	0	17	39
ICE & WATER	14	0	0	0	14	33
SEPTIC	0	0	0	0	0	2
SEWER & WATER	17	1	0	1	18	111
SEWER	10	1	0	0	11	33
SHEATHING	0	0	0	0	0	6
SIDING FINAL	5	0	0	0	5	12
FOOTINGS SIGN	0	0	0	0	0	1
SILT FENCE	2	0	0	0	2	74
SITE MEETING	0	0	0	0	0	2
SPRINKLER FINAL	2	0	0	0	2	5
SPECIAL INSP REPORTS	1	0	0	0	1	1
SPRINKLER ROUGH IN	1	0	0	1	1	37
STRUCTURAL STEEL	0	0	0	0	0	1
STORM SEWER	0	0	0	0	0	1
SEWER WATER DISCONNECT	0	0	0	0	0	3
TANK REMOVAL	0	0	0	0	0	3
VISUAL	0	0	0	0	0	4
WELL ABANDONEMENT	0	0	0	0	0	3
WINDOW REPLACEMENT	3	1	0	0	4	19
WATERPROOF / DRAINTILE	11	0	0	0	11	102
WEATHER RESISTIVE BARRIER	8	0	0	0	8	94
Report Totals	538	27	3	24	568	4,325



STAFF REPORT

DATE: August 15, 2017

CONSENT

TO: City Council

FROM: Greg Malmquist, Fire Chief

AGENDA ITEM: Month End Fire Department Update for July 2017

REVIEWED BY: Kristina Handt, City Administrator

ISSUE BEFORE COUNCIL: Review month end activity update from fire department. Advise on any additional information requested.

PROPOSAL DETAILS/ANALYSIS:

We had 39 calls for July.

2	Fire alarms
1	CO detector alarm
8	Dispatched and cancelled en route
19	Medicals
1	Fire (other)
1	Gas leak
1	Grass Fire
4	Car accidents with injuries
1	Outside equipment fire
1	Outside rubbish fire
39	Total

A command vehicle did not respond on 12 calls for a response rate of 69%. Average response was 7.5 minutes. 23 calls had 3 or less responders minus the Duty Officer with 9 calls having only 1 personnel on the apparatus.

Department drills for the month:

#1 – Confined Space Entry

#2 – Confined Space Rescue

#3 – Confined Space Practical

Points of interest:

- Staffing continues to be the hot topic. We have been approved to hire part time Fire Fighters to cover shifts from 0600-1800 every day which entails the majority of our current staffing concerns. 2 calls this month did not have any responders and were cancelled before mutual aid was called. Both of those calls fell within the 0600-1800 window.
- One personnel attended a county wide fire investigations team meeting this month. The formation of this team will utilize multi discipline/jurisdiction resources, (Fire, Law Enforcement, County Attorney, State Fire Marshal) to provide a standard and consistent investigation resource to the county.

- Joint training was conducted throughout the month with members of the public works department regarding confined space work and rescue.
- We responded to an arson grass fire this month with just the Chief and Captain Witter to extinguish it. One more personnel arrived for the call later. We were able to take care of it on our own but it served as a good reminder as to the need for the additional personnel.



STAFF REPORT

DATE: 8/15/2017
CONSENT

AGENDA ITEM: Public Works Director Report

SUBMITTED BY: Rob Weldon, Public Works Director

REVIEWED BY: Kristina Handt, City Administrator

ISSUE BEFORE COUNCIL:

City Council is asked to review and accept, as part of Consent Agenda, a brief description of activities that have taken place in the Public Works Department in the month of July 2017.

PROPOSAL DETAILS/ANALYSIS:

- Inwood Ave Booster Station training
- Savona Irrigation System Training
- Hazardous Waste Generator Inspection w/ Washington County
- I-94 Lift Station Pre-Construction Mtg.
- 30th St. Pre- Wear Paving Walk-Thru Inspection
- Well #1 Electrical Failure
- Savona Pressure Reducing Valve work
- Prepare grant application for Sunfish Lake Park Trail Grooming
- Submit remaining Lead and Cooper Water Samples
- Savona 3rd Utility and Pre-Wear Paving Walk Thru Inspections
- Street CIP Maint. Plan w/FOCUS Eng.
- Initial set up of Lake Elmo Ave Pressure Reducing Valve
- Delivery of 2 new pickups
- Pothole Patching 55.5tons
 - Stonegate 2nd, 32nd 33rd St. Lampert Ave, Layton Ave. N
- Order tank for weed spraying.

RECOMMENDATION:

Base on the activities listed above, City Council is respectfully asked to accept the July 2017 Public Works Report.



STAFF REPORT

DATE: August 15, 2017

CONSENT

AGENDA ITEM: Accept Resignation of Planning Director, Promote City Planner and Authorize Advertising for City Planner

SUBMITTED BY: Kristina Handt, City Administrator

REVIEWED BY: Julie Johnson, City Clerk

BACKGROUND:

Stephen Wensman submitted his resignation earlier this month and his last day will be August 19th.

Per the City of Lake Elmo Personnel Policy and Employee Handbook, the City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method.

ISSUE BEFORE COUNCIL:

Does Council accept the resignation, approve the promotion and authorize posting to fill the City Planner position?

PROPOSAL:

The Council is respectfully requested to accept the resignation from Stephen Wensman.

I am recommending the Council promote City Planner Emily Becker to the Planning Director position effective August 21st with a biweekly salary of \$2,934.40

Staff is proposing advertising for the City Planner position immediately with a hiring range of \$26.46-29.11/hour. The pay range was taken from the Job Classification and Compensation Study presented earlier this year.

Additionally, as part of the Job Class and Comp Study work was done to update job descriptions. Updated job descriptions for both positions are included in your packet.

FISCAL IMPACT:

The estimated annual cost (wages, benefits and payroll taxes) for the Planning Director would be approximately \$94,000. This is less than the projected annual cost of \$105,595 that was in the revised 2017 budget.

The estimated annual cost for the City Planner position will be relatively the same as budgeted depending on the hourly wage and health care benefit. An updated impact will be provided at the time of hire of a new planner.

OPTIONS:

- 1) Accept Resignation, Approve Promotion of Emily Becker to Planning Director, Approve New Job Descriptions and Authorize Posting City Planner Position
- 2) Accept Resignation and Authorize Posting Planning Director Position

RECOMMENDATION:

If removed from the consent agenda:

“Motion to accept Stephen Wensman’s resignation, promote Emily Becker to Planning Director, approve new job descriptions and authorize posting City Planner position.”

ATTACHMENTS:

- Planning Director Job Description
- City Planner Job Description

City of Lake Elmo

Job Title: Planning Director

Department: Planning

Status: Full-time regular position

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to City Administrator

Supervisory Duties: This position exercises supervision over all Planning Department staff.

Position Details/Essential Functions: This position is to strengthen the health and vitality of the City through managing planning, development review, redevelopment, building plan review, inspection, code enforcement, and housing. This position manages the direct operations of the Planning Department, meeting statutory requirements, while administering the City's Comprehensive Plan. Main functions include managing development review, enforcing city ordinances and policies, keep accurate details and records, provide clear communication and provide technical support to the City Council or Planning Commission through reports and presentations. This position serves under the general supervision of the City Administrator and is responsible, but not limited to the following duties:

Department Operations:

- Monitor revenues and expenditures in assigned areas to assure sound fiscal control; prepare annual budget requests, assure effective and efficient use of budgeted funds, personnel, materials, facilities and time
- Determine work procedures, prepare work schedules, and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations
- Attends City staff meetings, City Council meetings and advisory boards.

Community Planning:

- Provide leadership and direction in the development of short and long-range plans related to growth management, land use, housing, transportation, park, trails, open space systems, public facilities or other issues to meet the City's needs and requirements of the intergovernmental agreements and or State legislation
- Formulate and administer the Comprehensive Plan
- Coordinate the comprehensive plan activities with the Metropolitan Council plan, state and county planning activities
- Develop and maintain Lake Elmo's economic development and redevelopment programs
- Supervise the evaluation of land use proposals for conformity to established plans and ordinances
- Identify strategic opportunities for the use of tax increment financing and other resources to attract and shape development within the City
- Prepares codes and ordinances, recommends amendments, fee structures, etc.
- Gather, interpret, and prepare data for studies, reports and recommendations;

- coordinates department activities with other departments and agencies as needed.
- Assist with designs for parks, streetscapes, landscapes and other municipal projects.

Intergovernmental Coordination:

- Monitor inter-governmental and legislative decisions affecting department operations and follow through with appropriate action
- Render technical advice to City officials and employees regarding community development, design standards, land use, and related aspects of physical, social and environmental planning

Development Review:

- Supervise the development review process for submittal of rezoning, subdivision, special use permit and site plan applications, through analysis of project proposals, preparation of staff reports and recommendations
- Interpret City codes and exercise judgement in applying requirements to cases which do not fit norms
- Deal with developers, design professionals, contractors, business people, citizens and property owners
- Handle controversial issues
- Insure the maintenance of accurate record keeping of departmental activities relating to licenses, permits, development projects and special studies
- Interpret and apply development regulations; identify gaps in the ordinance provisions and recommends ways to address these gaps; prepares ordinance revisions for consideration by City Council
- Work with the City Engineer to ensure that development projects are completed according to approved plans.

Code Enforcement:

- Supervise the enforcement of zoning, housing, and nuisance codes including the receiving of complaints, field investigations, preparation and notification letters and court orders, and possible testimony in court hearings to achieve code compliance
- Develop methods for dealing with chronic code enforcement issues and problem properties

Supervisory Responsibilities:

- Establishes and maintains policies and procedures for the Department
- Carries out supervisory duties in accordance with the City's policies and applicable laws
- Responsible for training, planning, assigning and directing work
- Responsible for evaluating performance, rewarding employees, disciplining employees
- Responsible for responding to grievances, addressing complaints and addressing problems of employees

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities:

- Extensive knowledge of community development programs and process, and the typical operations of a planning department
- Ability to supervise a complex set of department functions which involve several technical disciplines, and to manage a complicated work program so that demands are matched to resources
- Ability to think in a creative and strategic manner, to develop alternatives and specific program proposals designed to achieve effective results consistent with community goals
- Thorough knowledge of how to formulate, implement, and apply comprehensive plans and special studies related to community development issues
- Thorough knowledge of how to develop, interpret, and apply development regulations, and to conduct code enforcement activities
- Ability to handle stressful situations and effectively deal with difficult or angry people
- Familiarity with the Community Development Block Grant program and other federal and state housing programs
- Familiarity of GIS system and how to utilize them in the operation of a planning department
- Ability to analyze situations and information, formulate alternatives, and use sound judgement in drawing conclusions and making decisions

Education: four-year degree in Planning, Urban Studies, Geography, Landscape Architect, or related field

Requirements: Minimum of five years' experience in public sector position and at least four years of supervisory experience. This position should also include in:

- Fully capable in word processing, spreadsheet, Geographic Information System (GIS) and other computer software
- Knowledge of principles of city planning and urban design
- Knowledge of techniques of problem solving, research procedures, and public relations
- Valid MN State Driver's License

Desired Qualifications:

- Master's Degree in Urban Planning, Landscape Architect, Geography or closely related field

Physical and Mental Requirements: Work is performed in both office and field settings. Some of the employee's time is spent in field inspection associated with code enforcement and development cases. Sufficient mobility is necessary to navigate natural terrain and construction sites. Visual acuity sufficient to evaluate field conditions, plans and drawings is necessary. Specific vision abilities required by this job include close vision, distance, vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

Working Conditions: While performing duties of this job, the employee is required to sit, stand, walk, talk and hear, use hands to finger, handle, feel and operate objects, tools or controls. The employee must occasionally lift and/or move 40 pounds.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies

*** The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

City of Lake Elmo

Job Title: City Planner

Department: Planning

Status: Full-time regular position

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to Planning Director

Supervisory Duties: This position does not formally supervise, but provides work direction to the Planning Program Assistant.

Position Details/Essential Functions: Under limited supervision, this position is to complete professional planning and administrative work directing and coordinating the development of the City. This position serves as the City's principal planner and advises the Department in land use issues affecting redevelopment and economic development. This position is to be a resource to residents, developers, Planning Commission, City Council, Economic Development-Authority and co-workers on land use and redevelopment matters. This position is responsible for coordinating housing redevelopment programs and serving as a resource for commercial redevelopment activities. This position performs under the general supervision of the Planning Director and is responsible, but not limited to the following duties:

Planning Projects:

- Responsible to manage all aspects of planning projects, including community engagement, consultant oversight, and approvals
- Answer questions and provide general planning-related information to the public, interprets overall plans, City projects, and ordinances
- Analyzes and reviews variance requests and special-use/conditional use permits and make recommendations to the Planning Commission and City Council
- Coordinates the intake and review of planning and zoning applications and monitors applications for compliance with state-mandated review schedules
-

Comprehensive Plan:

- Review public projects and private developments proposals for conformance with the Comprehensive Plan

Stakeholder Management:

- Effectively identify and organize resident groups, coordinate input, arrange and facilitate public meetings, prepare and present information and identify community needs by collecting, verifying and compiling data from a variety of sources
- Develop quality Planning Commission, Parks Commission and City Council actions and/or study items and present strategy plans, agreements, new initiatives, contracts and community recommendations
- Establish and maintain effective working relationships with all levels of customers and planning staff
- Make presentations to committees, City Council, public or other agencies on all areas of planning, housing/redevelopment, code enforcement and parks and

- recreation
- Attend Planning Commission, Parks Commission, City Council meeting and other meetings as needed, which may include night and weekend meetings

Project Management:

- Provide customer service on-site, front counter, e-mail inquiries and phone calls
- Act as project manager to manage project process, communication, expectations, risk and issue resolution
- Foster and demonstrate effective relationship building in a collaborative environment including working across departments, with regional and state agencies to form partnerships

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities:

- Demonstrates ability to prioritize tasks, solve problems and meet deadlines
- Interface with other City, County and State Government and other jurisdictions when required
- Participate in the formation, evaluation and analysis of departmental long range and strategic plans
- Prepare written reports and materials for presentations
- Assist in interpreting planning and zoning activities to commissions, boards, developer and the public
- Communicate clearly and concisely, both orally and in writing
- Prepare clear and concise reports

Education: four-year degree in Planning, Urban Studies, Geography, Landscape Architect, or related field

Requirements: Minimum of three years' experience in public sector position and experience in:

- Fully capable in word processing, spreadsheet, Geographic Information System (GIS) and other computer software
- Knowledge of principles of city planning and urban design
- Knowledge of techniques of problem solving, research procedures, and public relations
- Valid MN State Driver's License

Desired Qualifications:

- Formal training on project management or certify

Physical and Mental Requirements: Work is performed in both office and field settings. Some of the employee's time is spent in field inspection associated with code enforcement and development cases. Sufficient mobility is necessary to navigate natural terrain and construction sites. Visual acuity sufficient to evaluate field conditions, plans and drawings is necessary. Specific vision abilities required by this job include close vision, distance, vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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STAFF REPORT

DATE: August 15, 2017
CONSENT

AGENDA ITEM: Old Village Phase 3: Street, Drainage, and Utility Improvements – Pay Request No. 2

SUBMITTED BY: Chad Isakson, Project Engineer

REVIEWED BY: Kristina Handt, City Administrator
Jack Griffin, City Engineer

ISSUE BEFORE COUNCIL: Should the City Council approve Pay Request No. 2 for the Old Village Phase 3: Street, Drainage, and Utility Improvements?

BACKGROUND: Douglas-Kerr Underground, LLC was awarded a construction contract on May 16, 2017 to complete the Old Village Phase 3: Street, Drainage, and Utility Improvements. The substantial completion date for the project is October 20, 2017.

PROPOSAL DETAILS/ANALYSIS: Douglas-Kerr Underground, LLC, has submitted Partial Pay Request No. 2 in the amount of \$268,366.72. 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 \$23,924.26.

FISCAL IMPACT: None. Partial payment is proposed in accordance with the Contract for the project. Payment remains within the authorized scope and budget.

RECOMMENDATION: Staff is recommending that the City Council approve, *as part of the Consent Agenda*, Pay Request No. 2 for the Old Village Phase 3: 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. 2 to Douglas-Kerr Underground, LLC in the amount of \$268,366.72 for the Old Village Phase 3: Street, Drainage, and Utility Improvements project”.

ATTACHMENTS:

1. Partial Pay Estimate No. 2.

PROJECT PAY FORM

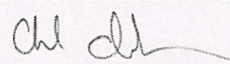
PARTIAL PAY ESTIMATE NO. <u>2</u>	FOCUS ENGINEERING, inc.
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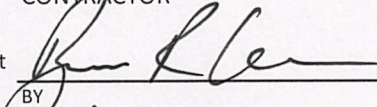
OLD VILLAGE PHASE 3 IMPROVEMENTS PROJECT NO. 2016.133	PERIOD OF ESTIMATE FROM <u>7/1/2017</u> TO <u>7/31/2017</u>
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PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER	CONTRACTOR: DOUGLAS-KERR UNDERGROUND, LLC 2142 330TH AVE MORA, MN 55051 ATTN: DENNY DOUGLAS
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CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
1	7/5/2017		\$16,586.70	1. Original Contract Amount	\$1,576,039.15
				2. Net Change Order Sum	-\$16,586.70
				3. Revised Contract (1+2)	\$1,559,452.45
				4. *Work Completed	\$478,485.18
				5. *Stored Materials	\$0.00
				6. Subtotal (4+5)	\$478,485.18
				7. Retainage* <u>5.0%</u>	\$23,924.26
				8. Previous Payments	\$186,194.20
TOTALS		\$0.00	\$16,586.70	9. Amount Due (6-7-8)	\$268,366.72
NET CHANGE		(\$16,586.70)		*Detailed Breakdown Attached	

CONTRACT TIME					
START DATE:	<u>5/16/2017</u>	ORIGINAL DAYS	<u>410</u>	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	<u>10/20/2017</u>	REVISED DAYS	<u>0</u>	YES	<input checked="" type="checkbox"/>
FINAL COMPLETION:	<u>6/30/2018</u>	REMAINING	<u>334</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>8/2/2017</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>8/2/17</u> _____ DATE
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APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA	
_____ BY	_____ BY
_____ DATE	_____ DATE

PARTIAL PAY ESTIMATE NO. 2

OLD VILLAGE PHASE 3 IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2016.133



ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
DIVISION 1									
1	Mobilization	LS	1	\$58,045.95	\$58,045.95	0.00	\$0.00	0.50	\$29,022.98
2	Clearing & Grubbing	ACRE	1.15	\$6,000.00	\$6,900.00	0.45	\$2,700.00	0.95	\$5,700.00
3	Clearing & Grubbing	TREE	42	\$200.00	\$8,400.00	21.00	\$4,200.00	43.0	\$8,600.00
4	Remove Water Main Pipe	LF	2884	\$1.20	\$3,460.80	250.00	\$300.00	869.0	\$1,042.80
5	Remove Sewer Pipe (Storm)	LF	144	\$11.45	\$1,648.80	101.00	\$1,156.45	101.0	\$1,156.45
6	Remove Concrete Curb & Gutter	LF	440	\$3.00	\$1,320.00	0.00	\$0.00	100.0	\$300.00
7	Remove Backstop Fence	EACH	1	\$450.00	\$450.00	1.00	\$450.00	1.0	\$450.00
8	Pulverize Bituminous Pavement (P)	SY	10246	\$1.10	\$11,270.60	0.00	\$0.00	3,600.0	\$3,960.00
9	Remove Bituminous Driveway & Parking Lot Pavement	SY	765	\$3.75	\$2,868.75	0.00	\$0.00	0.0	\$0.00
10	Remove Concrete Driveway Pavement	SY	300	\$6.25	\$1,875.00	0.00	\$0.00	0.0	\$0.00
11	Remove Catch Basin or Manhole (Storm)	EACH	3	\$260.00	\$780.00	1.00	\$260.00	1.0	\$260.00
12	Remove Gate Valve & Box	EACH	14	\$90.00	\$1,260.00	3.00	\$270.00	3.0	\$270.00
13	Remove Hydrant	EACH	6	\$450.00	\$2,700.00	1.00	\$450.00	2.0	\$900.00
14	Sawing Concrete Pavement (Full Depth)	LF	240	\$3.50	\$840.00	0.00	\$0.00	0.0	\$0.00
15	Sawing Bit Pavement (Full Depth)	LF	610	\$2.75	\$1,677.50	0.00	\$0.00	0.0	\$0.00
16	Salvage and Install Fence	LF	200	\$27.00	\$5,400.00	0.00	\$0.00	80.0	\$2,160.00
17	Salvage Retaining Wall	LF	100	\$24.00	\$2,400.00	0.00	\$0.00	0.0	\$0.00
18	Salvage Sign (Type C or Street Name Sign)	EACH	8	\$35.00	\$280.00	0.00	\$0.00	0.0	\$0.00
19	Salvage & Install Sign Type C	EACH	5	\$160.00	\$800.00	0.00	\$0.00	0.0	\$0.00
20	Salvage & Install Mailbox Assembly	EACH	26	\$90.00	\$2,340.00	0.00	\$0.00	0.0	\$0.00
21	Salvage & Install Pavers (Incl. Flagstone Steps & Wall)	SF	200	\$23.00	\$4,600.00	0.00	\$0.00	0.0	\$0.00
22	Common Excavation (P)	CY	12605	\$10.85	\$136,764.25	2,500.00	\$27,125.00	2,500.0	\$27,125.00
23	Infiltration Basin Excavation (EV)	CY	467	\$32.50	\$15,177.50	0.00	\$0.00	0.0	\$0.00
24	Subgrade Correction (EV)(Includes Select Granular Borrow - Mod 5%)	CY	400	\$29.85	\$11,940.00	0.00	\$0.00	0.0	\$0.00
25	Select Granular Borrow - Mod. 5% (CV)(P)	CY	7764	\$19.00	\$147,516.00	1,000.00	\$19,000.00	1,000.0	\$19,000.00
26	Geotextile Fabric, Type V	SY	1000	\$1.50	\$1,500.00	2,102.30	\$3,153.45	2,102.3	\$3,153.45
27	Agg. Base, Cl. 6 (CV) (P)	CY	2288	\$31.95	\$73,101.60	208.00	\$6,645.60	208.0	\$6,645.60
28	Street Sweeping	HOURL	40	\$150.00	\$6,000.00	0.00	\$0.00	0.0	\$0.00
29	Bit. Material for Tack Coat	GAL	501	\$1.40	\$701.40	0.00	\$0.00	0.0	\$0.00
30	Type SP 9.5 Wearing Course Mix (2,C) (Parking Lots, Driveways & Bike Trail:	TON	230	\$101.00	\$23,230.00	0.00	\$0.00	0.0	\$0.00
31	Type SP 9.5 Wearing Course Mix (3,B)	TON	590	\$54.50	\$32,155.00	0.00	\$0.00	0.0	\$0.00
32	Type SP 9.5 Wearing Course Mix (3,C)	TON	315	\$63.00	\$19,845.00	0.00	\$0.00	0.0	\$0.00
33	Type SP 12.5 Wearing Course Mix (3,B)	TON	790	\$48.75	\$38,512.50	0.00	\$0.00	0.0	\$0.00
34	Type SP 12.5 Wearing Course Mix (3,C)	TON	420	\$56.25	\$23,625.00	0.00	\$0.00	0.0	\$0.00
35	Bituminous Wedge Paving	TON	170	\$0.01	\$1.70	0.00	\$0.00	0.0	\$0.00
36	Saw & Seal Joint (40' Intervals)	LF	1400	\$3.25	\$4,550.00	0.00	\$0.00	0.0	\$0.00
37	Pipe Foundation Rock	LF	1600	\$0.01	\$16.00	0.00	\$0.00	0.0	\$0.00
38	15" RC Pipe Apron w/Trash Guard	EACH	1	\$1,024.05	\$1,024.05	0.00	\$0.00	0.0	\$0.00
39	18" RC Pipe Apron w/Trash Guard	EACH	1	\$1,095.10	\$1,095.10	0.00	\$0.00	0.0	\$0.00
40	21" RC Pipe Apron w/Trash Guard	EACH	2	\$1,470.00	\$2,940.00	0.00	\$0.00	0.0	\$0.00
41	36" Span RC Pipe-Arch Apron w/Trash Guard	EACH	2	\$2,466.45	\$4,932.90	2.00	\$4,932.90	2.0	\$4,932.90
42	Infiltration Basin Underdrain System	LF	410	\$0.01	\$4.10	0.00	\$0.00	0.0	\$0.00
43	4" PVC Perf. Edge Drain w/ Backfill & Wrap	LF	1300	\$10.50	\$13,650.00	200.00	\$2,100.00	200.0	\$2,100.00
44	Draintile Cleanout	EACH	20	\$175.00	\$3,500.00	0.00	\$0.00	0.0	\$0.00
45	8" PVC Pipe Sewer (SDR 26)	LF	3236	\$35.10	\$113,583.60	1,203.00	\$42,225.30	1,884.0	\$66,128.40
46	12" RC Pipe Sewer, Des 3006 CL V	LF	125	\$36.55	\$4,568.75	65.00	\$2,375.75	65.0	\$2,375.75
47	15" RC Pipe Sewer, Des 3006 CL V	LF	741	\$32.60	\$24,156.60	0.00	\$0.00	0.0	\$0.00
48	18" RC Pipe Sewer, Des 3006 CL V	LF	350	\$30.35	\$10,622.50	231.00	\$7,010.85	231.0	\$7,010.85
49	21" RC Pipe Sewer, Des 3006 CL III	LF	178	\$37.85	\$6,737.30	0.00	\$0.00	0.0	\$0.00
50	36" Span RC Pipe-Arch Sewer CL IIA	LF	101	\$100.90	\$10,190.90	109.00	\$10,998.10	109.0	\$10,998.10
51	Connect to Existing Sanitary Sewer	EACH	2	\$2,939.55	\$5,879.10	0.00	\$0.00	1.0	\$2,939.55
52	Construct Drainage Structure 2'x3' (w/ Casting)	EACH	7	\$1,580.75	\$11,065.25	2.00	\$3,161.50	2.0	\$3,161.50
53	Construct Drainage Structure Des. CC - 48" (w/ Casting)	EACH	8	\$2,432.30	\$19,458.40	3.00	\$7,296.90	3.0	\$7,296.90
54	Construct Drainage Structure Des. CC - 60" (w/ Casting)	EACH	2	\$3,484.05	\$6,968.10	1.00	\$3,484.05	1.0	\$3,484.05
55	Construct Drainage Structure Des. CC - 72" (w/ Casting)	EACH	1	\$3,940.80	\$3,940.80	0.00	\$0.00	0.0	\$0.00
56	Construct Drainage Structure Des. CC - 84" (w/ Casting)	EACH	1	\$4,945.05	\$4,945.05	1.00	\$4,945.05	1.0	\$4,945.05
57	8"x4" PVC Wye, SDR 26	EACH	21	\$500.75	\$10,515.75	0.00	\$0.00	0.0	\$0.00
58	8"x6" PVC Wye, SDR 26	EACH	9	\$1,004.55	\$9,040.95	2.00	\$2,009.10	6.0	\$6,027.30
59	6" Clean-Out Assembly (SCH 40)	EACH	4	\$324.60	\$1,298.40	0.00	\$0.00	0.0	\$0.00
60	2" Pressure Cleanout & Curbstop Assembly	EACH	1	\$986.40	\$986.40	0.00	\$0.00	0.0	\$0.00
61	2"x1-1/4" Fused Tee	EACH	4	\$254.20	\$1,016.80	0.00	\$0.00	0.0	\$0.00
62	1-1/4" Curb Stop & Box	EACH	5	\$429.50	\$2,147.50	0.00	\$0.00	0.0	\$0.00
63	4" PVC Sanitary Service Pipe - Sch40	LF	815	\$11.05	\$9,005.75	0.00	\$0.00	0.0	\$0.00
64	6" PVC Sanitary Service Pipe - Sch40	LF	760	\$20.45	\$15,542.00	157.00	\$3,210.65	340.0	\$6,953.00
65	1-1/4" HDPE Service Pipe	LF	250	\$9.70	\$2,425.00	0.00	\$0.00	0.0	\$0.00
66	2" HDPE Pressure Pipe	LF	290	\$14.15	\$4,103.50	188.00	\$2,660.20	188.0	\$2,660.20
67	Tracer Wire Box - (at property line)	EACH	36	\$167.60	\$6,033.60	0.00	\$0.00	0.0	\$0.00
68	Sanitary Sewer Manhole (10' Deep)	EACH	14	\$3,175.50	\$44,457.00	6.00	\$19,053.00	10.0	\$31,755.00
69	Sanitary Sewer Manhole Extra Depth	LF	48	\$137.15	\$6,583.20	17.85	\$2,448.13	32.0	\$4,388.80
70	Sewer Televising	LF	3236	\$1.25	\$4,045.00	0.00	\$0.00	0.0	\$0.00
71	2" Rigid Insulation	SY	120	\$14.30	\$1,716.00	0.00	\$0.00	0.0	\$0.00
72	Temporary Water Service	LS	1	\$25,028.00	\$25,028.00	0.00	\$0.00	0.5	\$12,514.00
73	1" Corporation Stop	EACH	27	\$279.20	\$7,538.40	0.00	\$0.00	0.0	\$0.00
74	2" Corporation Stop	EACH	3	\$726.45	\$2,179.35	2.00	\$1,452.90	2.0	\$1,452.90
75	1" Curb Stop & Box	EACH	27	\$362.85	\$9,796.95	0.00	\$0.00	0.0	\$0.00
76	2" Curb Stop & Box	EACH	3	\$839.00	\$2,517.00	3.00	\$2,517.00	3.0	\$2,517.00
77	8" x 1-1/4" Saddle Tap	EACH	1	\$390.95	\$390.95	0.00	\$0.00	0.0	\$0.00
78	Connect to Existing Water Main	EACH	3	\$1,025.40	\$3,076.20	0.00	\$0.00	2.0	\$2,050.80

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
79	Connect to Existing Water Service	EACH	34	\$382.35	\$12,999.90	5.00	\$1,911.75	5.0	\$1,911.75
80	Hydrant	EACH	8	\$4,199.10	\$33,592.80	3.00	\$12,597.30	6.0	\$25,194.60
81	6" Gate Valve & Box	EACH	14	\$1,586.10	\$22,205.40	3.00	\$4,758.30	10.0	\$15,861.00
82	8" Gate Valve & Box	EACH	8	\$2,036.45	\$16,291.60	1.00	\$2,036.45	2.0	\$4,072.90
83	16" Butterfly Valve & Box	EACH	4	\$3,023.65	\$12,094.60	0.00	\$0.00	4.0	\$12,094.60
84	1" Type K Copper Pipe	LF	1095	\$9.20	\$10,074.00	41.00	\$377.20	41.0	\$377.20
85	2" Type K Copper Pipe	LF	90	\$22.95	\$2,065.50	60.00	\$1,377.00	60.0	\$1,377.00
86	6" Water Main DIP - CL 52 (Poly Encased)	LF	394	\$24.45	\$9,633.30	37.00	\$904.65	205.0	\$5,012.25
87	8" Water Main DIP - CL 52 (Poly Encased)	LF	2424	\$32.30	\$78,295.20	763.00	\$24,644.90	810.0	\$26,163.00
88	16" Water Main DIP - CL 52 (Poly Encased)	LF	892	\$60.95	\$54,367.40	246.00	\$14,993.70	892.0	\$54,367.40
89	Water Main Fittings	LB	3606	\$3.25	\$11,719.50	1,434.00	\$4,660.50	3,070.0	\$9,977.50
90	Random Rip-Rap, Class III (includes Geotextile Fabric)	CY	40	\$115.00	\$4,600.00	20.00	\$2,300.00	20.0	\$2,300.00
91	5" Concrete Walk	SF	5100	\$4.90	\$24,990.00	0.00	\$0.00	0.0	\$0.00
92	6" Concrete Walk - Pedestrian Ramp	SF	480	\$6.10	\$2,928.00	0.00	\$0.00	0.0	\$0.00
93	B612 Concrete Curb & Gutter	LF	365	\$19.00	\$6,935.00	0.00	\$0.00	0.0	\$0.00
94	B618 Concrete Curb & Gutter	LF	5525	\$12.25	\$67,681.25	0.00	\$0.00	0.0	\$0.00
95	6" Concrete Driveway Pavement	SY	300	\$47.75	\$14,325.00	0.00	\$0.00	0.0	\$0.00
96	8" Concrete Driveway Pavement	SY	125	\$55.75	\$6,968.75	0.00	\$0.00	0.0	\$0.00
97	Truncated Domes	SF	72	\$30.00	\$2,160.00	0.00	\$0.00	0.0	\$0.00
98	Traffic Control	LS	1	\$2,300.00	\$2,300.00	0.00	\$0.00	0.0	\$0.00
99	Sign Panels, Type C	SF	21	\$43.50	\$913.50	0.00	\$0.00	0.0	\$0.00
100	Sign, Type Special (Street Name)	EACH	3	\$495.00	\$1,485.00	0.00	\$0.00	0.0	\$0.00
101	Silt Fence, Preassembled	LF	2400	\$1.25	\$3,000.00	715.00	\$893.75	715.0	\$893.75
102	Storm Drain Inlet Protection	EACH	23	\$125.00	\$2,875.00	9.00	\$1,125.00	9.0	\$1,125.00
103	Filter Topsoil Borrow (Pulverized) (LV)	CY	125	\$39.50	\$4,937.50	0.00	\$0.00	0.0	\$0.00
104	Common Topsoil Borrow (Pulverized) (LV)	CY	1500	\$24.75	\$37,125.00	0.00	\$0.00	0.0	\$0.00
105	Sodding, Type Mineral	SY	6300	\$5.25	\$33,075.00	0.00	\$0.00	0.0	\$0.00
106	Seeding (Seed Mixture Type 25-131)	ACRE	2	\$1,108.00	\$2,216.00	0.00	\$0.00	0.0	\$0.00
107	Seeding (Seed Mixture Type Basin)	ACRE	0.2	\$777.00	\$155.40	0.00	\$0.00	0.0	\$0.00
108	Erosion Control Blanket Category 3N	SY	2400	\$1.35	\$3,240.00	1,600.00	\$2,160.00	1,600.0	\$2,160.00
109	Sediment Control Log	LF	800	\$2.10	\$1,680.00	0.00	\$0.00	0.0	\$0.00
110	6" Wide Agg. Lime Walking Trail	LF	700	\$15.50	\$10,850.00	0.00	\$0.00	0.0	\$0.00
111	Temporary Rock Construction Entrance	EACH	4	\$1,400.00	\$5,600.00	0.00	\$0.00	0.0	\$0.00
SUBTOTAL - DIVISION 1					\$1,576,039.15	\$262,332.38	\$458,326.28		

TOTALS - BASE CONTRACT **\$1,576,039.15** **\$262,332.38** **\$458,326.28**

CHANGE ORDER NO. 1									
CO1-1	REMOVE INFILTRATION BASIN EXCAVATION (EV)	CY	-467.0	\$32.50	-\$15,177.50	0.00	\$0.00	0.0	\$0.00
CO1-2	REMOVE 15" RC PIPE APRON W/TRASH GUARD	EACH	-1.0	\$1,024.05	-\$1,024.05	0.00	\$0.00	0.0	\$0.00
CO1-3	REMOVE 21" RC PIPE APRON W/TRASH GUARD	EACH	-1.0	\$1,470.00	-\$1,470.00	0.00	\$0.00	0.0	\$0.00
CO1-4	REMOVE INFILTRATION BASIN UNDERDRAIN SYSTEM	LF	-410.0	\$0.01	-\$4.10	0.00	\$0.00	0.0	\$0.00
CO1-5	REMOVE FILTER TOPSOIL BORROW (PULVERIZED) (LV)	CY	-125.0	\$39.50	-\$4,937.50	0.00	\$0.00	0.0	\$0.00
CO1-6	8" C900 PIPE SEWER	LF	230.0	\$68.90	\$15,847.00	236.00	\$16,260.40	236.0	\$16,260.40
CO1-7	8"x6" C900 WYE	EACH	3.0	\$1,299.50	\$3,898.50	3.00	\$3,898.50	3.0	\$3,898.50
CO1-8	REMOVE 8"x6" PVC WYE, SDR 26	EACH	-3.0	\$1,004.55	-\$3,013.65	0.00	\$0.00	0.0	\$0.00
CO1-9	REMOVE 6" CLEAN-OUT ASSEMBLY (SCH 40)	EACH	-4.0	\$324.60	-\$1,298.40	0.00	\$0.00	0.0	\$0.00
CO1-10	REMOVE 6" PVC SANITARY SERVICE PIPE - SCH 40	LF	-460.0	\$20.45	-\$9,407.00	0.00	\$0.00	0.0	\$0.00
TOTALS - CHANGE ORDER NO. 1					-\$16,586.70	\$20,158.90	\$20,158.90		

TOTALS - REVISED CONTRACT **\$1,559,452.45** **\$282,491.28** **\$478,485.18**



STAFF REPORT

DATE: August 15, 2017

CONSENT

AGENDA ITEM: 2017 Street Improvements – Pay Request No. 2

SUBMITTED BY: Chad Isakson, Project Engineer

REVIEWED BY: Krintina Handt, City Administrator
Jack Griffin, City Engineer

ISSUE BEFORE COUNCIL: Should the City Council approve Pay Request No. 2 for the 2017 Street Improvements?

BACKGROUND: Hardrives, Inc. was awarded a construction contract on May 16, 2017 to complete the 2017 Street Improvements project. The substantial completion date for the project is September 22, 2017.

PROPOSAL DETAILS/ANALYSIS: Hardrives, Inc., has submitted Partial Pay Request No. 2 in the amount of \$203,527.28. 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 \$13,698.78.

FISCAL IMPACT: None. Partial payment is proposed in accordance with the Contract for the project. Payment remains within the authorized scope and budget.

RECOMMENDATION: Staff is recommending that the City Council approve, *as part of the Consent Agenda*, Pay Request No. 2 for the 2017 Street Improvements. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 2 to Hardrives, Inc. in the amount of \$203,527.28 for the 2017 Street Improvements project”.

ATTACHMENTS:

1. Partial Pay Estimate No. 2.

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. <u>2</u>	FOCUS ENGINEERING, inc.
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2017 STREET IMPROVEMENTS PROJECT NO. 2016.135	PERIOD OF ESTIMATE FROM <u>7/1/2017</u> TO <u>7/31/2017</u>
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PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER	CONTRACTOR: HARDRIVES, INC. 14475 QUIRAM DRIVE ROGERS, MN 55374 ATTN: NATHAN LINDBERG, PROJECT MANAGER
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CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
1	8/1/2017	\$15,742.25		1. Original Contract Amount	\$1,038,206.14
				2. Net Change Order Sum	\$15,742.25
				3. Revised Contract (1+2)	\$1,053,948.39
				4. *Work Completed	\$273,975.64
				5. *Stored Materials	\$0.00
				6. Subtotal (4+5)	\$273,975.64
				7. Retainage* <u>5.0%</u>	\$13,698.78
				8. Previous Payments	\$56,749.57
TOTALS		\$15,742.25	\$0.00	9. Amount Due (6-7-8)	\$203,527.28
NET CHANGE		\$15,742.25		*Detailed Breakdown Attached	

CONTRACT TIME					
START DATE:	<u>6/12/2017</u>	ORIGINAL DAYS	<u>137</u>	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	<u>9/22/2017</u>	REVISED DAYS	<u>0</u>	YES	<input checked="" type="checkbox"/>
FINAL COMPLETION:	<u>10/27/2017</u>	REMAINING	<u>88</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>8/7/2017</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>8/7/17</u> _____ DATE
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APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA	
BY _____	BY _____
DATE _____	DATE _____

**2017 STREET IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2016.135**



ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
DIVISION 1 - GENERAL									
1	MOBILIZATION	LS	1	\$4,226.26	\$4,226.26	0.00	\$0.00	1.00	\$4,226.26
2	TRAFFIC CONTROL	LS	1	\$1,890.12	\$1,890.12	0.00	\$0.00	1.00	\$1,890.12
3	SILT FENCE	LF	180	\$2.63	\$473.40	0.00	\$0.00	0.00	\$0.00
4	INLET PROTECTION	EA	39	\$90.00	\$3,510.00	0.00	\$0.00	12.50	\$1,125.00
5	CLEAR TREE	EA	11	\$231.01	\$2,541.11	0.00	\$0.00	15.00	\$3,465.15
6	GRUB TREE	EA	11	\$126.01	\$1,386.11	0.00	\$0.00	15.00	\$1,890.15
7	IMPORT AND PLACE TOPSOIL BORROW	CY	2,080	\$10.00	\$20,800.00	0.00	\$0.00	0.00	\$0.00
8	SODDING	SY	10,330	\$4.40	\$45,452.00	0.00	\$0.00	0.00	\$0.00
9	SEED, MULCH, & FERTILIZER	SY	2,140	\$1.95	\$4,173.00	0.00	\$0.00	0.00	\$0.00
10	REINSTALL PROPERTY CORNER	EA	10	\$472.53	\$4,725.30	0.00	\$0.00	0.00	\$0.00
SUBTOTAL - DIVISION 1					\$89,177.30		\$0.00		\$12,596.68
DIVISION 2 - STORM SEWER IMPROVEMENTS									
1	REMOVE & DISPOSE OF EXISTING STORM SEWER (ALL SIZES AND TYPES, INCL. END SECT	LF	281	\$5.25	\$1,475.25	226.00	\$1,186.50	273.00	\$1,433.25
2	REMOVE & DISPOSE OF EXISTING STORM SEWER STRUCTURE	EA	12	\$420.02	\$5,040.24	11.00	\$4,620.22	13.00	\$5,460.26
3	REMOVE & DISPOSE OF ENERGY DISSIPATION STRUCTURE	EA	1	\$420.02	\$420.02	1.00	\$420.02	1.00	\$420.02
4	REMOVE CATCH BASIN CASTING	EA	13	\$159.82	\$2,077.66	0.00	\$0.00	0.00	\$0.00
5	R-3067 CATCH BASIN CASTING	EA	13	\$659.11	\$8,568.43	0.00	\$0.00	0.00	\$0.00
6	12" RCP STORM SEWER PIPE	LF	66	\$31.50	\$2,079.00	60.00	\$1,890.00	98.00	\$3,087.00
7	15" RCP STORM SEWER PIPE	LF	1,773	\$32.55	\$57,711.15	943.00	\$30,694.65	1,772.00	\$57,678.60
8	18" RCP STORM SEWER PIPE	LF	20	\$60.90	\$1,218.00	16.00	\$974.40	16.00	\$974.40
9	15" FLARED END SECTION	EA	5	\$945.06	\$4,725.30	4.00	\$3,780.24	4.00	\$3,780.24
10	18" FLARED END SECTION	EA	1	\$2,205.12	\$2,205.12	1.00	\$2,205.12	1.00	\$2,205.12
11	CATCH BASIN TYPE 404	EA	4	\$1,732.60	\$6,930.40	4.00	\$6,930.40	6.00	\$10,395.60
12	CATCH BASIN/MANHOLE TYPE 406	EA	17	\$2,058.11	\$34,987.87	11.00	\$22,639.21	18.00	\$37,045.98
13	RIP RAP INCL. GEOTEXTILE	CY	39	\$89.25	\$3,480.75	38.30	\$3,418.28	38.30	\$3,418.28
14	GRADE TO DRAIN	LF	220	\$17.85	\$3,927.00	285.00	\$5,087.25	285.00	\$5,087.25
SUBTOTAL - DIVISION 2					\$134,846.19		\$83,846.29		\$130,986.00
DIVISION 3 - STREET IMPROVEMENTS									
1	SAWCUT BITUMINOUS OR CONCRETE	LF	310	\$1.00	\$310.00	310.00	\$310.00	310.00	\$310.00
2	REMOVE & DISPOSE OF EXISTING CONCRETE CURB AND GUTTER, ALL TYPES	LF	130	\$1.65	\$214.50	161.00	\$265.65	161.00	\$265.65
3	REMOVE & DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAY)	SY	680	\$4.12	\$2,801.60	630.00	\$2,595.60	630.00	\$2,595.60
4	REMOVE & DISPOSE OF EXISTING CONCRETE PAVEMENT (DRIVEWAY)	SY	220	\$7.49	\$1,647.80	196.00	\$1,468.04	196.00	\$1,468.04
5	RECLAIM EXISTING BITUMINOUS AND BASE MATERIALS (8" DEPTH INCL. BIT. CURB) (P)	SY	41,776	\$1.35	\$56,397.60	41,776.00	\$56,397.60	41,776.00	\$56,397.60
6	HAUL OUT EXCESS RECLAIMED MATERIAL (LV)	CY	4,062	\$9.47	\$38,467.14	3,062.00	\$28,997.14	3,062.00	\$28,997.14
7	2' AGGREGATE SHOULDERING	LF	3,174	\$1.01	\$3,205.74	0.00	\$0.00	0.00	\$0.00
8	SUBGRADE CORRECTION	CY	370	\$0.01	\$3.70	0.00	\$0.00	0.00	\$0.00
9	SUBGRADE PREPARATION OF RECLAIMED SURFACE (P)	RS	121	\$250.00	\$30,250.00	0.00	\$0.00	0.00	\$0.00
10	BITUMINOUS DRIVEWAY PAVEMENT	SY	893	\$18.00	\$16,074.00	0.00	\$0.00	0.00	\$0.00
11	BITUMINOUS NON-WEARING COURSE	TN	4,380	\$48.75	\$213,525.00	0.00	\$0.00	0.00	\$0.00
12	BITUMINOUS WEARING COURSE	TN	3,290	\$51.45	\$169,270.50	0.00	\$0.00	0.00	\$0.00
13	BITUMINOUS MATERIAL FOR TACK COAT	GAL	2,020	\$1.25	\$2,525.00	0.00	\$0.00	0.00	\$0.00
14	SAW AND SEAL STREET (40' INTERVALS)	LF	9,560	\$2.60	\$24,856.00	0.00	\$0.00	0.00	\$0.00
15	CONCRETE CURB AND GUTTER, ALL TYPES	LF	20,997	\$10.25	\$215,219.25	0.00	\$0.00	0.00	\$0.00
16	6" CONCRETE FLUME (ALL TYPES)	EA	3	\$523.98	\$1,571.94	0.00	\$0.00	0.00	\$0.00
17	6" CONCRETE DRIVEWAY PAVEMENT	SY	220	\$50.61	\$11,134.20	0.00	\$0.00	0.00	\$0.00
18	4" PERFORATED PVC EDGE DRAIN	LF	2,000	\$9.60	\$19,200.00	1,830.00	\$17,568.00	1,830.00	\$17,568.00
19	DRAINTILE CLEANOUT	EA	20	\$230.00	\$4,600.00	18.00	\$4,140.00	18.00	\$4,140.00
20	MANHOLE UPPER SECTION REHABILITATION	EA	2	\$1,454.34	\$2,908.68	2.00	\$2,908.68	2.00	\$2,908.68
SUBTOTAL - DIVISION 3					\$814,182.65		\$114,650.71		\$114,650.71

TOTALS - BASE CONTRACT **\$1,038,206.14** **\$198,497.00** **\$258,233.39**

CHANGE ORDER NO. 1

CO1-1	MOBILIZATION	LS	1.0	\$2,400.00	\$2,400.00	1.00	\$2,400.00	1.0	\$2,400.00
CO1-2	REMOVE STORM SEWER	LF	54.0	\$5.25	\$283.50	54.00	\$283.50	54.0	\$283.50
CO1-3	18-INCH RCP STORM SEWER	LF	54.0	\$60.90	\$3,288.60	54.00	\$3,288.60	54.0	\$3,288.60
CO1-4	18-INCH FES W/ TRASHGUARD	EA	1.0	\$2,205.15	\$2,205.15	1.00	\$2,205.15	1.0	\$2,205.15
CO1-5	CONNECT TO EXISTING STRUCTURE	EA	1.0	\$700.00	\$700.00	1.00	\$700.00	1.0	\$700.00
CO1-6	CULVERT 305-1 EXTENSION	LS	1.0	\$3,150.00	\$3,150.00	1.00	\$3,150.00	1.0	\$3,150.00
CO1-7	CULVERT 306-1 EXTENSION	LS	1.0	\$3,715.00	\$3,715.00	1.00	\$3,715.00	1.0	\$3,715.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
TOTALS - CHANGE ORDER NO. 1					\$15,742.25		\$15,742.25		\$15,742.25
TOTALS - REVISED CONTRACT					\$1,053,948.39		\$214,239.25		\$273,975.64



STAFF REPORT

DATE: August 15, 2017

CONSENT

MOTION

TO: City Council
FROM: Julie Johnson, City Clerk
AGENDA ITEM: Approve the Addition of Columbus Day as an Officially Observed Holiday

BACKGROUND:

The City of Lake Elmo's Personnel Policy and Employee Handbook currently list the following as officially observed holidays: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve, and Christmas Day. The addition of Columbus Day as an officially observed holiday will align the holiday schedule for both represented and non-represented employees. The Human Resources Committee will be resuming work on an updated personnel policy and employee handbook in September.

ISSUE BEFORE COUNCIL:

Should the council officially observe Columbus Day as an official City holiday and direct the Human Resources Committee to include Columbus Day in the next update of the City of Lake Elmo Personnel Policy and Employee Handbook?

FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff is recommending that the City Council approve Resolution 2017-086 as part of the consent agenda. If removed from the Consent Agenda, the recommended motion for the action is as follows:

“Move to approve Resolution 2017-086 establishing the addition of Columbus Day as an officially observed holiday by the City of Lake Elmo.”

ATTACHMENTS:

- Resolution 2017-086

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

RESOLUTION NO. 2017-086

*A RESOLUTION ESTABLISHING THE ADDITION OF COLUMBUS DAY AS AN
OFFICIALLY OBSERVED HOLIDAY BY THE CITY OF LAKE ELMO*

WHEREAS, The City observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

WHEREAS, the addition of Columbus Day as an officially observed holiday creates continuity between represented and non-represented city employees.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lake Elmo, Minnesota, does hereby add Columbus Day as an officially observed holiday and directs the Human Resources Committee to include Columbus Day in the next update of the City of Lake Elmo Personnel Policy and Employee Handbook.

Passed and duly adopted on this 15th day of August, 2017 by the City Council of the City of Lake Elmo, Minnesota.

By: _____
Mike Pearson
Mayor

ATTEST:

Julie Johnson
City Clerk



STAFF REPORT

DATE: August 15, 2017

CONSENT MOTION

TO: City Council
FROM: Emily Becker, City Planner
AGENDA ITEM: Sally Manzara Interpretive Nature Center
REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

The City has been working with Tony Manzara and the Friends of Lake Elmo's Sunfish Lake Park since 2015 regarding his desire to build the Sally Manzara Nature Center at Sunfish Lake Park. This has included presentations to the City Council, Planning Commission and Parks Commission and multiple meetings with staff. The Sally Manzara Nature Center Development, Lease, License and Operating Agreement was approved by Council on April 18, 2017. The Minnesota Land Trust has reviewed the proposed final architectural plans for the Sally Manzara Interpretive Nature Center and given its approval, attached.

ISSUE BEFORE COUNCIL:

Should the Council approve the Sally Manzara Interpretive Nature Center final architectural plans?

PROPOSAL DETAILS/ANALYSIS:

The attachment provides an artist's conception of the building as well as a site plan and architectural drawings for the building. Staff is recommending that siding and roofing samples be submitted to the City for review to ensure that these are in keeping with City standards and will not negatively impact the aesthetics of the park.

FISCAL IMPACT:

The Friends of Lake Elmo's Sunfish Lake Park would be responsible for the cost of constructing and maintaining the building. They would provide the City with an escrow in the amount of the bids to ensure the building is completed. The Friends would also be responsible for the cost of installing a septic system or other approved wastewater treatment system. If municipal sewer is extended to the property in the future, it is understood the building would be required to connect but the City and Friends would discuss how the assessment and connection charges would be allocated at that time.

City costs would be limited to staff time for promotion of Friends programs, assistance with grant applications or other governmental agency approvals. Additionally, the City would bear the cost to repair any damage to the building occurring as a result of City-organized use of the building. The City would continue to be responsible for the maintenance of the access road, parking lot, and all trails.

OPTIONS:

- 1) Approve the Sally Manzara Nature Center Proposed Final Architectural Plans
- 2) Propose amendments to the Final Architectural Plans and approve conditioned on amendments being made.

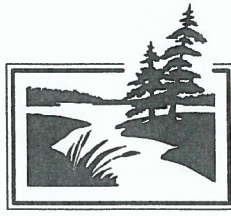
3) Do not approve the Sally Manzara Nature Center Proposed Final Architectural Plans.

RECOMMENDATION:

Motion to approve the Sally Manzara Nature Center Proposed Final Architectural Plans

ATTACHMENTS:

- Minnesota Land Trust Letter
- Out of the Box architectural plans



MINNESOTA LAND TRUST

July 31, 2017

Kristina Handt, City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Re: Sunfish Lake Park (City of Lake Elmo)
Washington County
Project File ID #: 2009-387

Dear Ms. Handt,

You have submitted for our review the final architectural plans for the Sally Manzara Interpretive Nature Center. The Land Trust has previously approved the preliminary design and location.

Section 3.5 and section 2.7.f of the conservation easement provides the details for review of structures or improvements for an interpretive center, including the lighting. The size of the structure at approximately 2,356 square feet, its characteristics, the elevation, paths, walkways, and utilities of water, power, communication and septic are as set out in the drawings by Out of the Box Architecture dated July 21, 2017 and as generally depicted on the attached sketch and Artist's Conception. We understand that the lighting will be earthward directed at the doors for safety as well as earthward directed motion activated security lighting. We understand that signage may be included on existing park signs entering the park and for the building, the signage will be lettering above the door. No new parking or driveways are needed.

The Land Trust has reviewed the final plans and finds them to be consistent with the terms of the conservation easement and hereby approves of your final architectural plans for the Sally Manzara Interpretive Nature Center. After the structure is completed, we propose to complete an updated Baseline Property Report to reflect the changes.

Thank you for keeping us apprised of the activities.

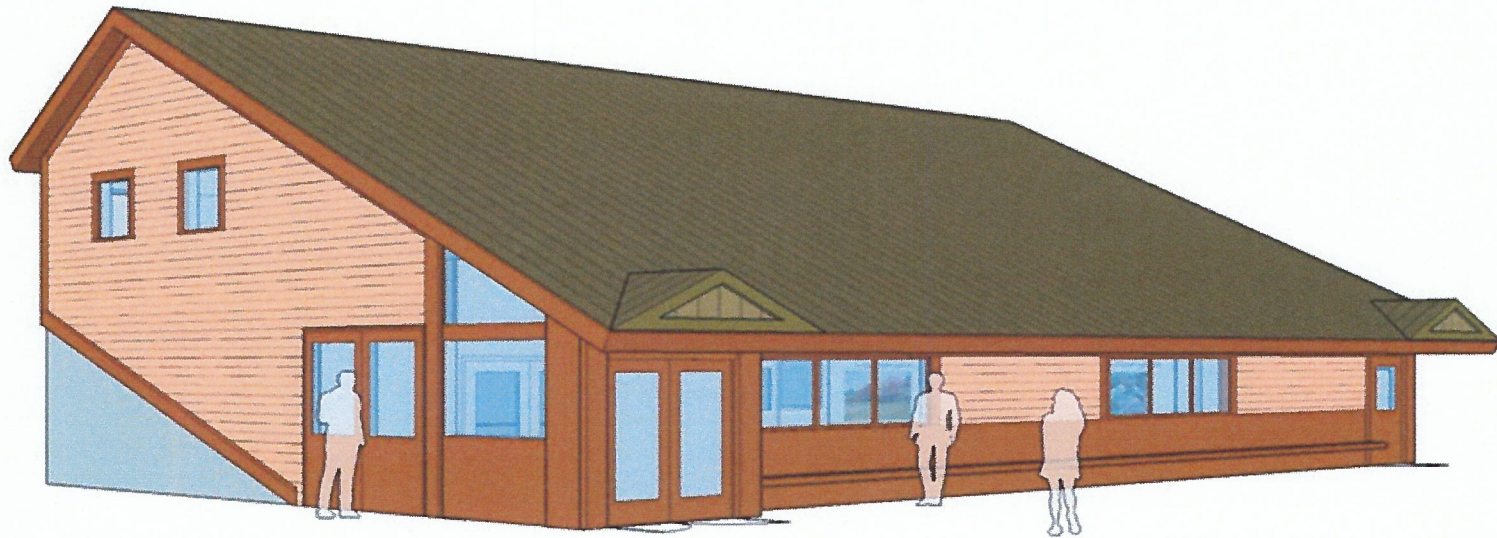
Sincerely,



Kris Larson
Executive Director

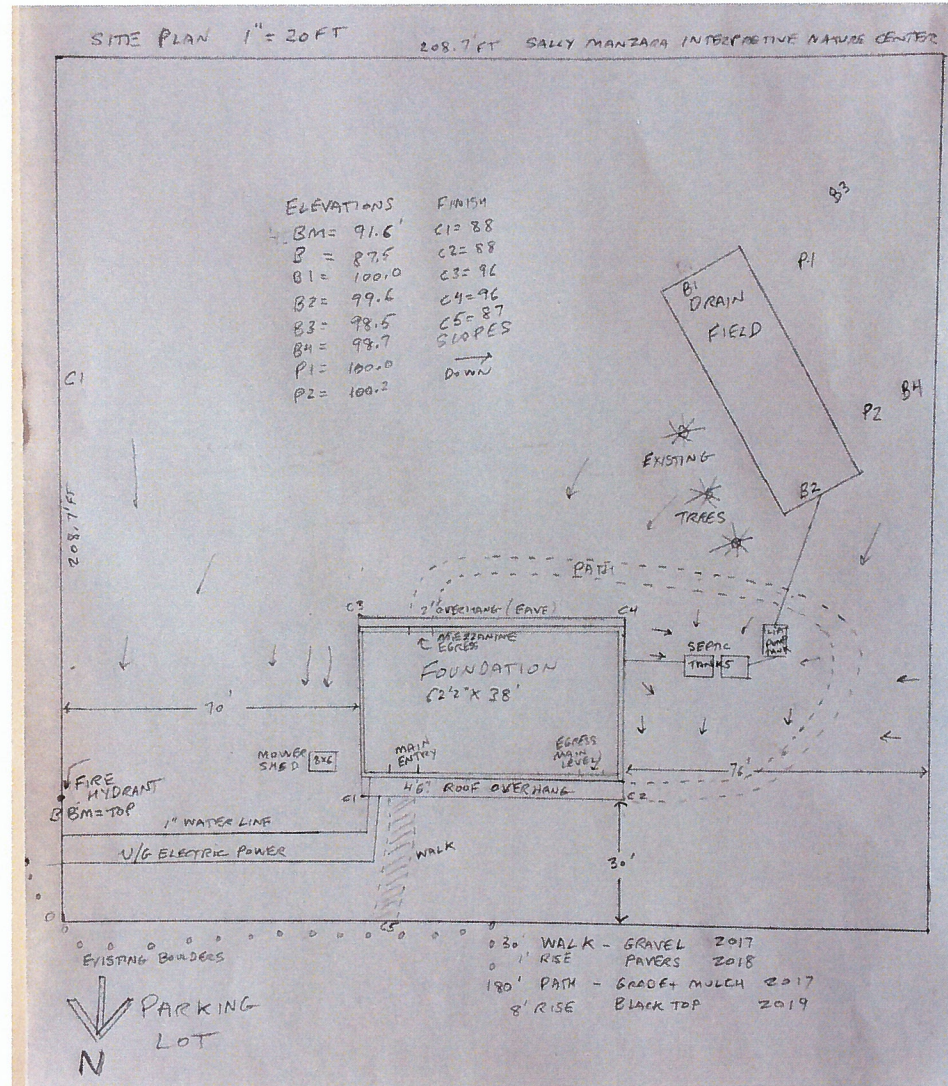
cc: Anthony Manzara via email

Original “Artist’s Conception” of building



Site plan for leased acre

NORTH is DOWN



SALLY MANZARA

SUNFISH LAKE LAKE ELMO, MINNESOTA

INTERPRETIVE NATURE CENTER

BUILDING DATA

SITE DATA

TOTAL PROPERTY SURFACE	43,514 sq.ft.	
Building pervious surface	2,376 sq.ft.	
Side walk pervious surface	390 sq.ft.	
TOTAL IMPERVIOUS SURFACE	2,766 sq.ft.	06.3%
TOTAL GREEN SPACE	40,748 sq.ft.	94.7%

ALLOWABLE AREA

Chapter 5 General Building Heights and Areas
Table 503

Type III A Allowable	14,000 sq.ft.
Total Building Area	2,356 sq.ft. < 14,000 sq.ft.

ALLOWABLE OCCUPANCY

Chapter 3 Use and Occupancy Classifications
Table 1004.1.1

Maximum floor area allowances per occupant

A-3 ASSEMBLY	15 sq.ft. / occupant
B OFFICE	100 sq.ft. / occupant
E EDUCATION	20 sq.ft. / occupant
M MERCANTILE	100 sq.ft. / occupant

107 A-3	1064 sq.ft. / 15	=	70
106 E	319 sq.ft. / 20	=	16
105 M	202 sq.ft. / 100	=	2
201 E	666 sq.ft. / 20	=	34
202 B	130 sq.ft. / 100	=	2

TOTAL OCCUPANCY 124

CONSTRUCTION TYPE

Chapter 6 Types of Construction
Table 601
Type III A

EGRESS

Chapter 10 Means of Egress

Table 1005.1 Egress width per occupant served
without Sprinkler System $124 \times 0.2 = 24.8"$

1005.1 Minimum required egress width
 $25" \times .50 = 12.5"$

Front Entrance $2 \times 36"$ Exit Doors = $70" > 12.5"$

Side Entrance $1 \times 36"$ Exit Door = $35"$

Upper Entrance $1 \times 36"$ Exit Door = $35"$

Total Exit Width $144" > 25"$ required

Alternate FRONT DOOR $1 \times 36"$ exit door = $35" > 12.5"$

PLUMBING

2015 Minnesota Building Code

Chapter 29 Plumbing Systems

2012 Minnesota Plumbing Code Chapter 4715

Total Occupancy $124 / 125 = 1$ wc fixture

Total Occupancy $124 / 200 = 1$ lav fixture

Divide 50% Men 50% Women = .5 wc fixture

Divide 50% Men 50% Women = .5 lav fixture

ROOM 103 WOMEN

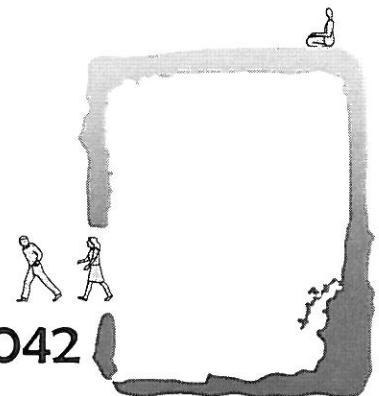
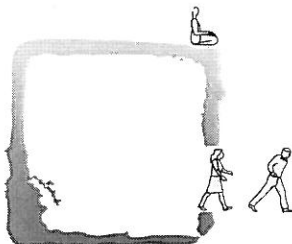
1 hcp wc & 1 hcp lav > 0.5

ROOM 104 MEN

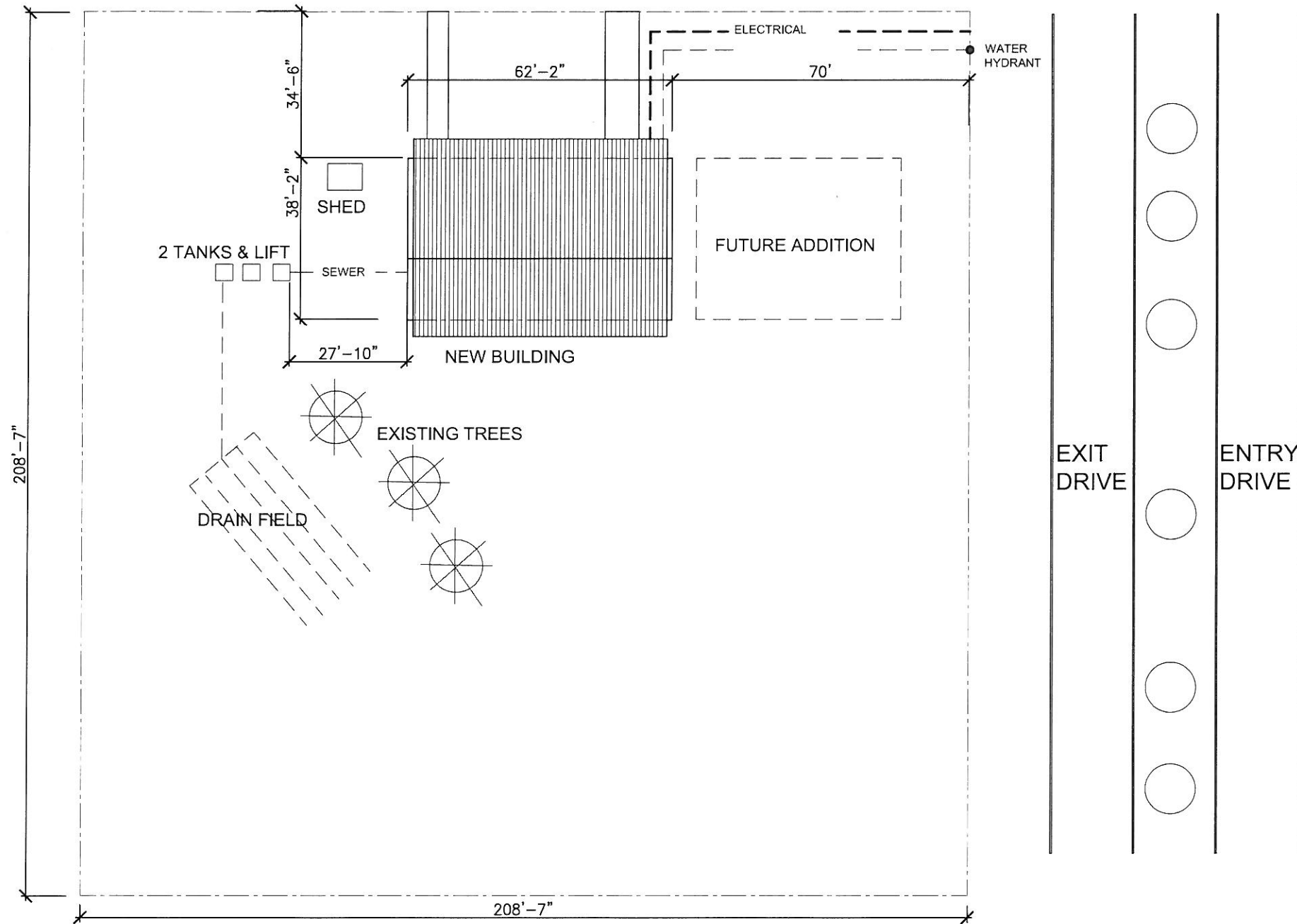
1 hcp wc & 1 hcp lav > 0.5

INDEX TO DRAWINGS

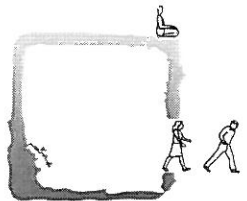
AS	SITE PLAN
A1	FLOOR PLAN
A1A	SECOND FLOOR PLAN
A2	ELEVATIONS
A3	ELEVATIONS
A4	SECTIONS
S1	FOOTINGS/FOUNDATION
S2	ROOF FRAMING PLAN



EXISTING PARKING LOT



SITE PLAN
SCALE 1/32" = 1'0"



out of the box architecture
suite 103, 11200 stillwater blvd lake elmo, minnesota 55042
phone: 651 748 1078 fax: 651 748 1272



SALLY MANZARA
interpretive nature center
sunfish lake lake elmo, minnesota

SITE PLAN

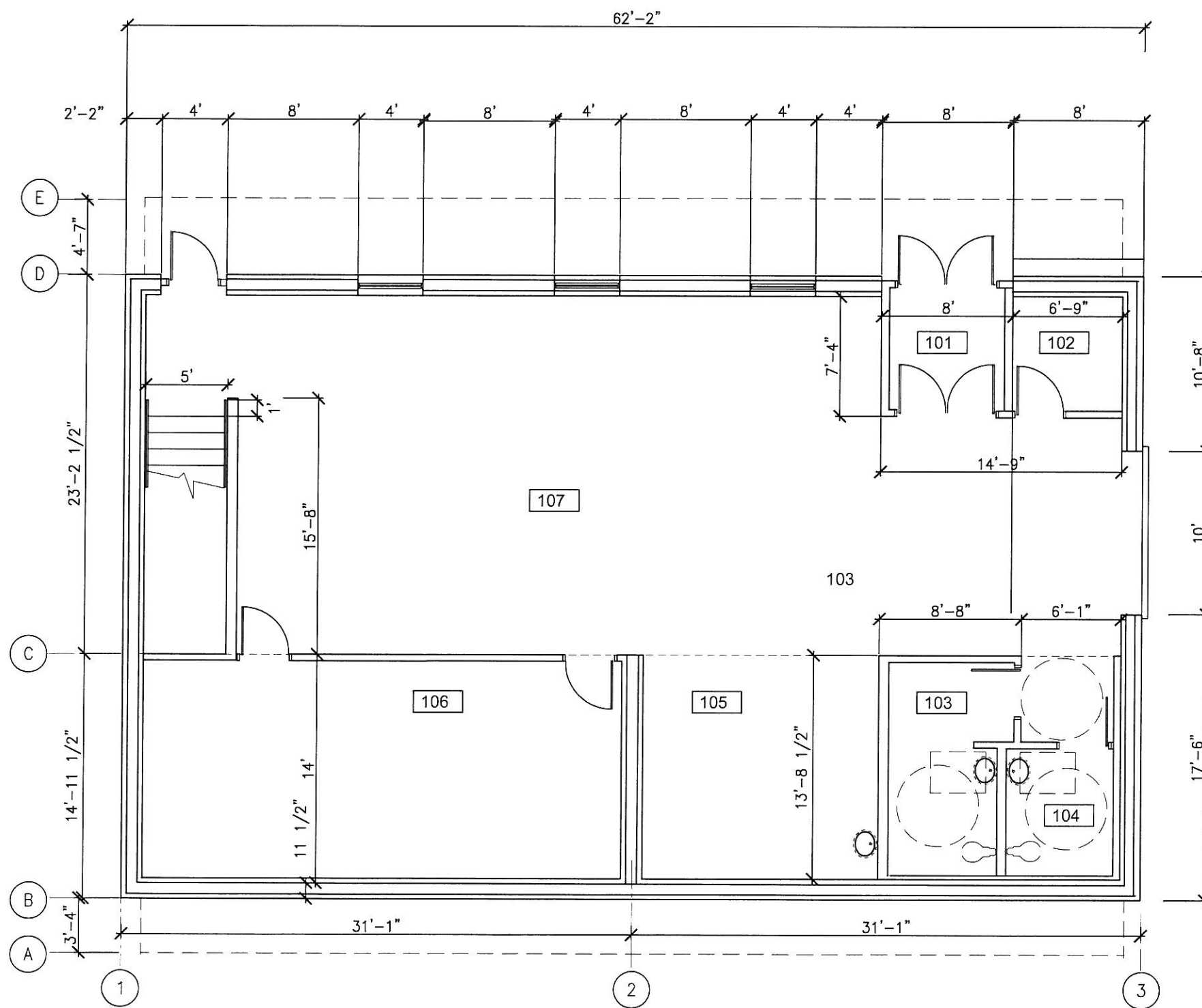
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly registered architect under the laws of the state of Minnesota.

STEVEN EDWARD GREEN, P.A., AIA, MN REG. #10035

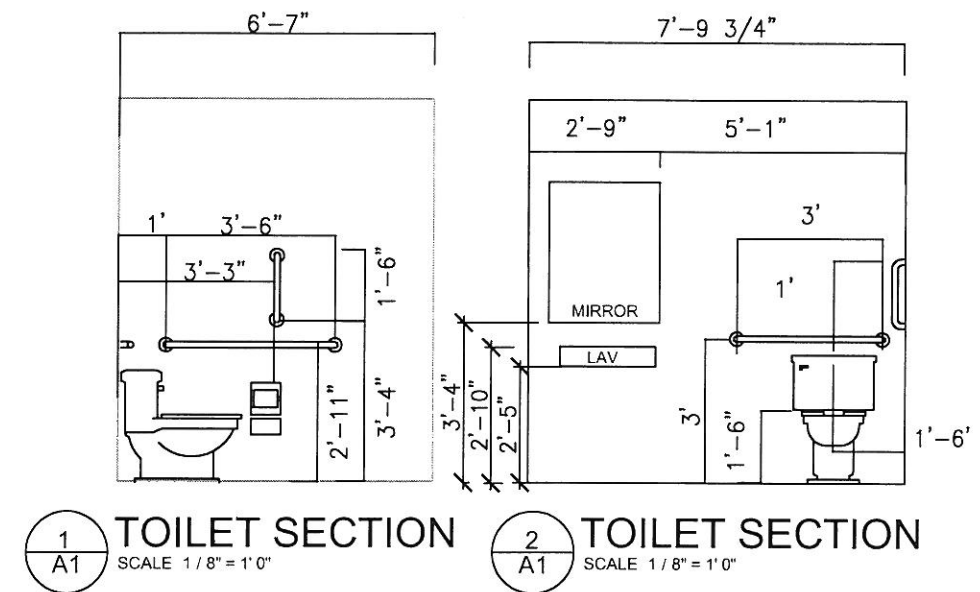
DATE SIGNED 7/21/17
DATE DRAWN 4/15/17 C.W.E.
DATE REVISED

AS

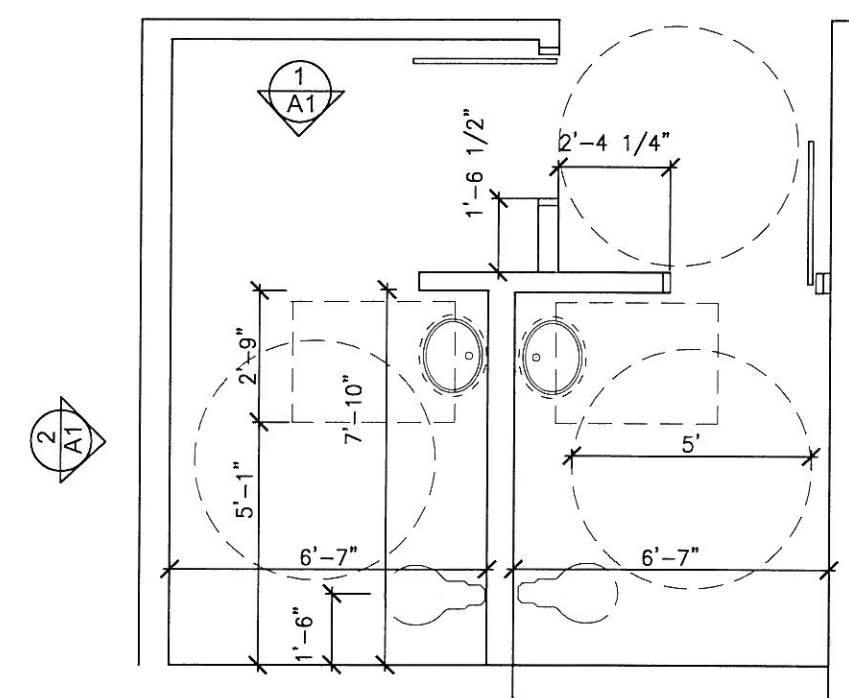




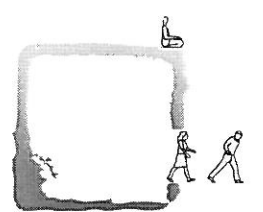
LOWER FLOOR PLAN
SCALE 1/8" = 1'0"



1 TOILET SECTION SCALE 1/8" = 1'0"
2 TOILET SECTION SCALE 1/8" = 1'0"



TOILET FLOOR PLAN
SCALE 1/8" = 1'0"



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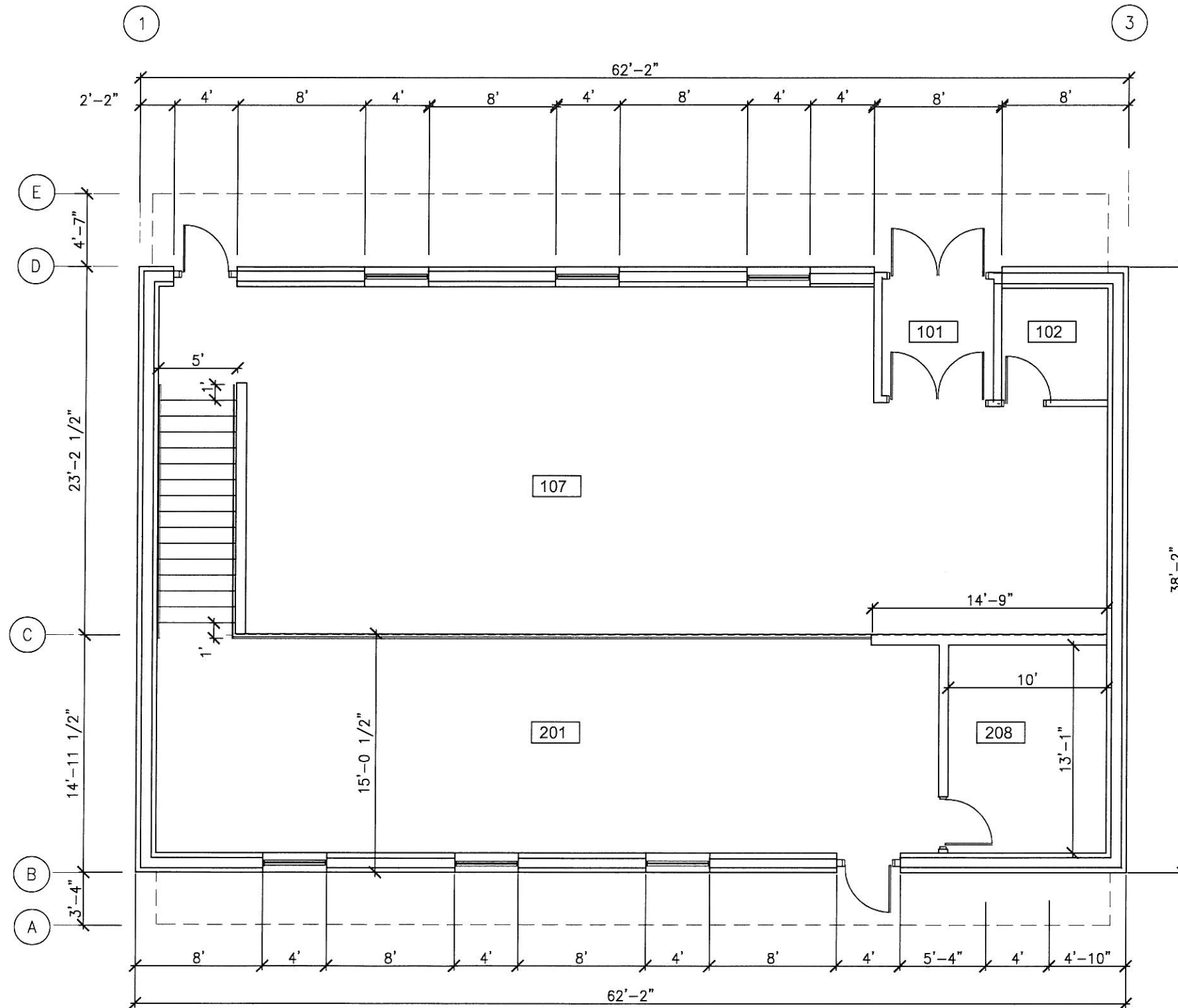
LOWER FLOOR PLAN

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly registered architect under the laws of the state of Minnesota.

STEVEN EDWARD ERSKIN, P.A., M.A., M.N. REG. #10035

DATE SIGNED 7/21/17
DATE DRAWN 4/15/17 C.W.E.
DATE REVISED

A1



UPPER FLOOR PLAN
SCALE 1/8" = 1'0"

ROOM FINISH SCHEDULE

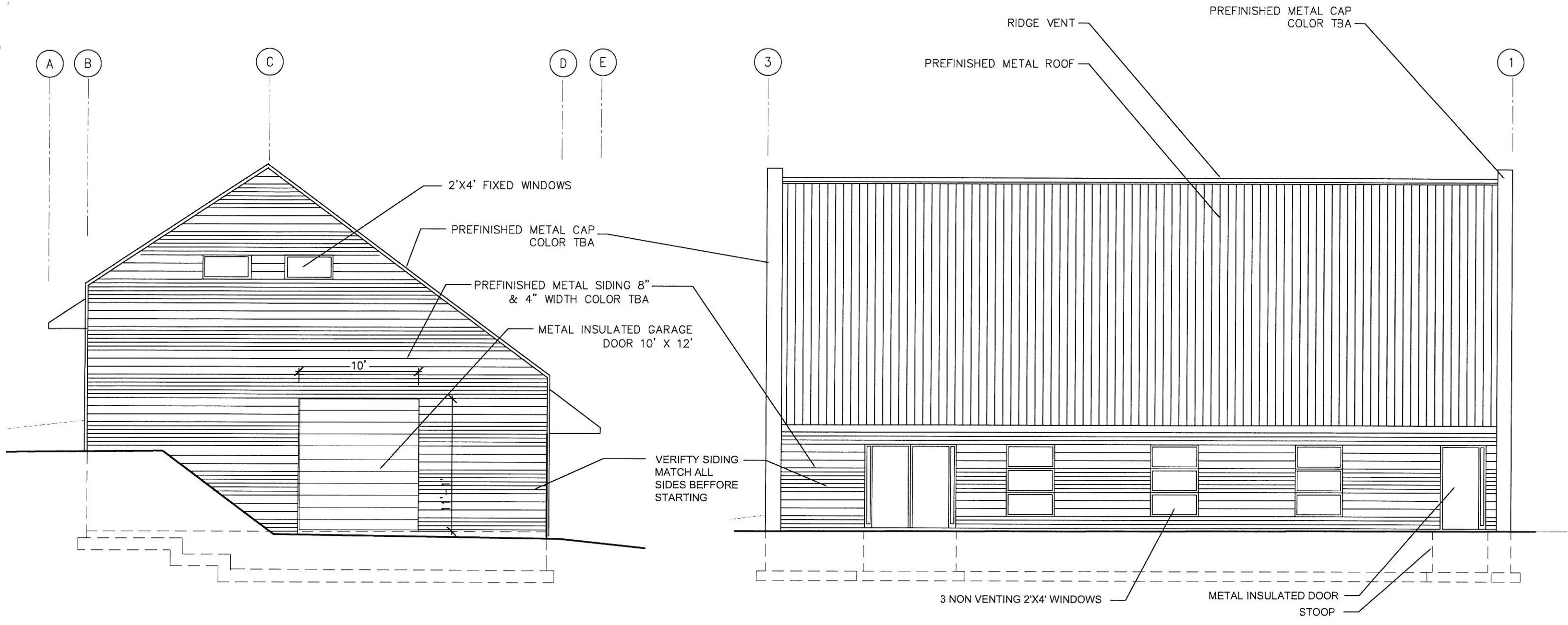
NUMBER	ROOM TYPE	CEILING	WALL	FLOOR
101	ENTRY	S.R. PAINT	S.R. PAINT	CONCRETE
102	ELECTRICAL	S.R. PAINT	S.R. PAINT	CONCRETE
103	WOMEN	S.R. PAINT	S.R. PAINT	CONCRETE
104	MEN	S.R. PAINT	S.R. PAINT	CONCRETE
105	RETAIL	S.R. PAINT	S.R. PAINT	CONCRETE
106	CLASSROOM	S.R. PAINT	S.R. PAINT	CONCRETE
107	DISPLAY	S.R. PAINT	S.R. PAINT	CONCRETE
201	DISPLAY	S.R. PAINT	S.R. PAINT	CONCRETE
202	OFFICE	S.R. PAINT	S.R. PAINT	CONCRETE

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly registered architect under the laws of the state of Minnesota.

STEVEN EDWARD ESKAN, P.A., M.A., M.N. REG. #10035

DATE SIGNED 7/21/17
DATE DRAWN 4/15/17 C.W.E.
DATE REVISED

AIA



1
A2
EAST ELEVATION
SCALE 1/8" = 1' 0"

1
A3
NORTH ELEVATION
SCALE 1/8" = 1' 0"

- NOTES**
1. SECTION LINE B & D ARE TO THE OUTSIDE OF THE ICF FORM
 2. SECTION LINE BB & DD ARE TO THE OUTSIDE OF THE CONCRETE WALL
 3. SECTION LINE 1 & 3 ARE TO THE OUTSIDE OF THE ICF FORM
 4. SECTION LINE 1.1 & 3.1 ARE TO THE OUTSIDE OF THE CONCRETE WALL

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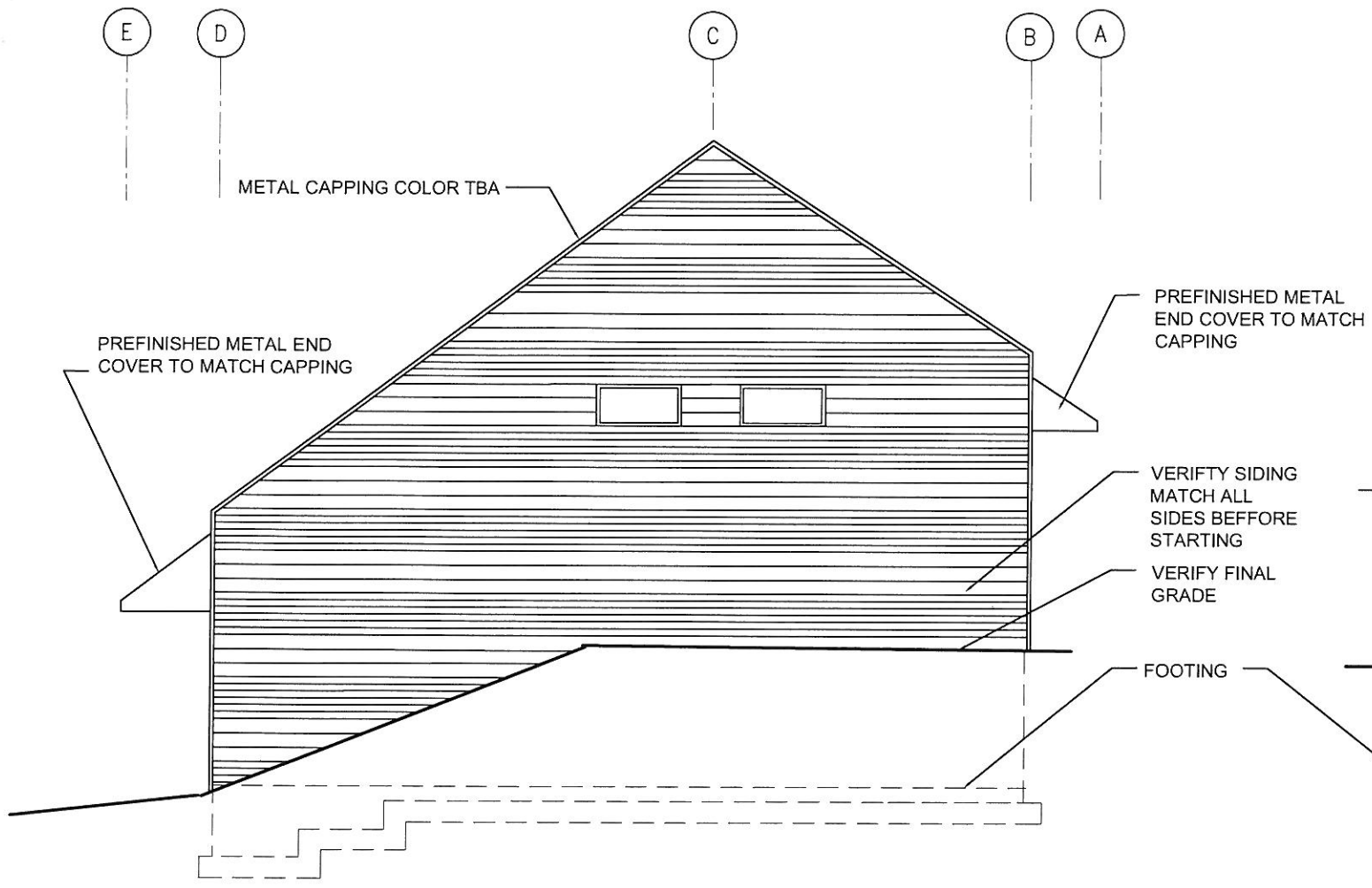
STEVEN EDWARD ERBIL, PA, AR, LM REE. #10035

DATE SIGNED: 7/21/17
DATE DRAWN: 4/15/17 C.W.E.
DATE REVISED:

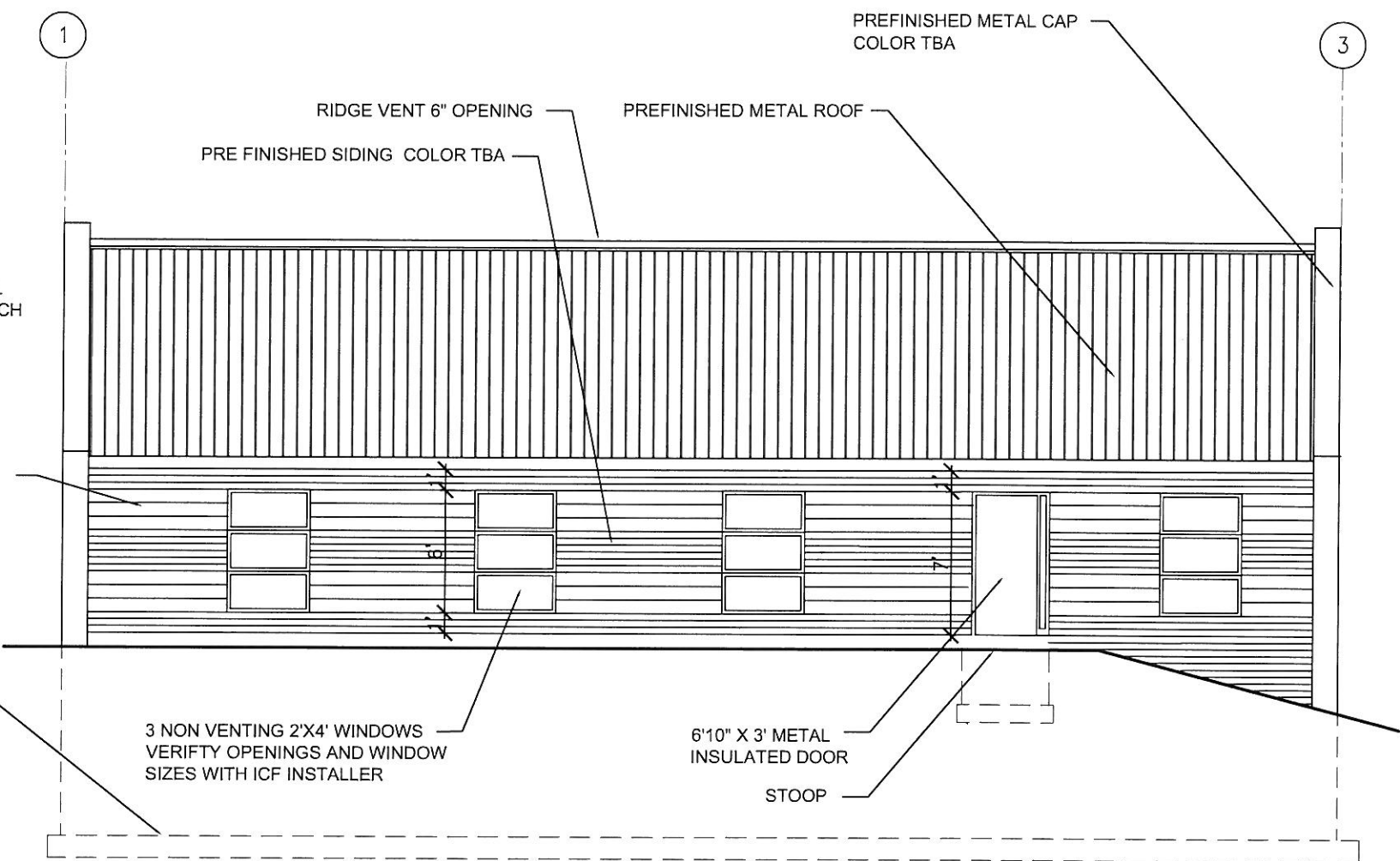
A2

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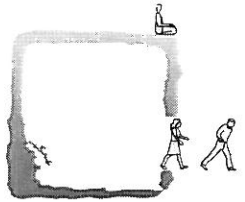
1
A3 WEST ELEVATION
SCALE 1/8" = 1'0"



1
A3 SOUTH ELEVATION
SCALE 1/8" = 1'0"

NOTES

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4. SECTION LINE 1.1 & 3.1 ARE TO THE OUTSIDE OF THE CONCRETE WALL



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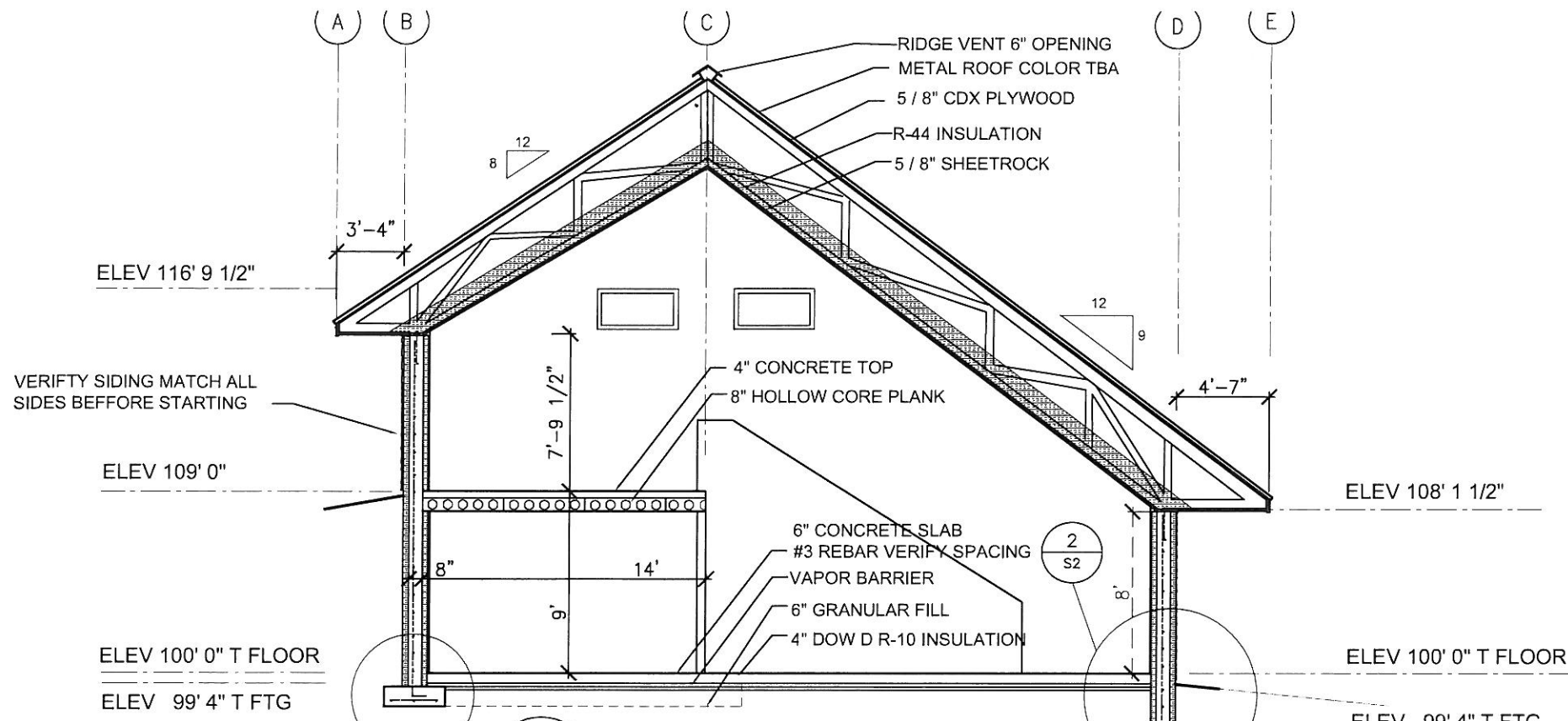
ELEVATIONS

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly registered architect under the laws of the state of Minnesota.

STEVEN EDWARD ERWIN, P.A., AIA, IAN REG. #10035

DATE SIGNED: 7/21/17
 DATE DRAWN: 4/15/17 C.W.E.
 DATE REVISED:

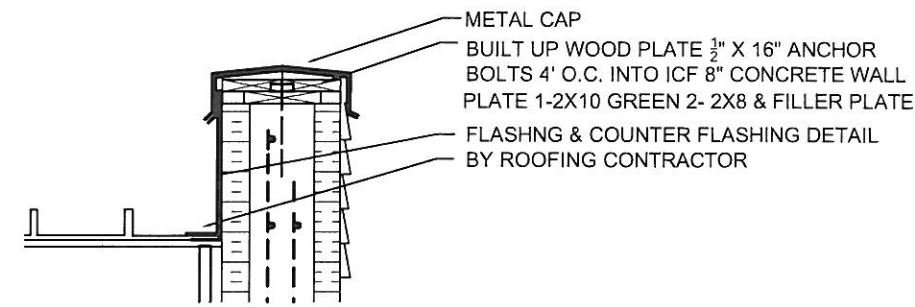
A3



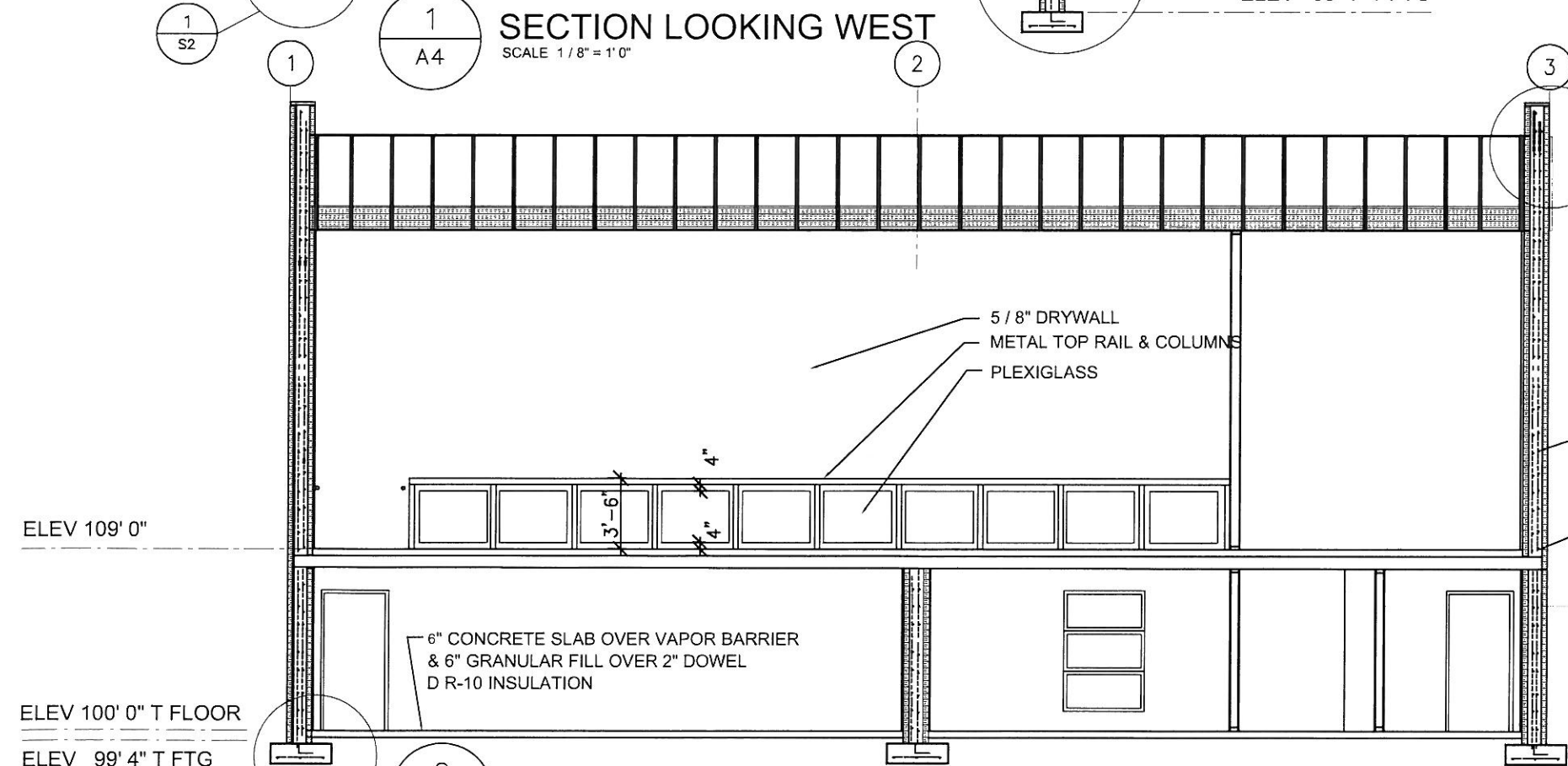
SECTION C
SECTION LOOKING WEST
SCALE 1/8" = 1'0"

NOTES

1. SECTION LINE B & D ARE TO THE OUTSIDE OF THE ICF FORM
2. SECTION LINE BB & DD ARE TO THE OUTSIDE OF THE CONCRETE WALL
3. SECTION LINE 1 & 3 ARE TO THE OUTSIDE OF THE ICF FORM
4. SECTION LINE 1.1 & 3.1 ARE TO THE OUTSIDE OF THE CONCRETE WALL



3
SECTION LOOKING NORTH
SCALE 1/2" = 1'0"



2
SECTION LOOKING NORTH
SCALE 1/8" = 1'0"

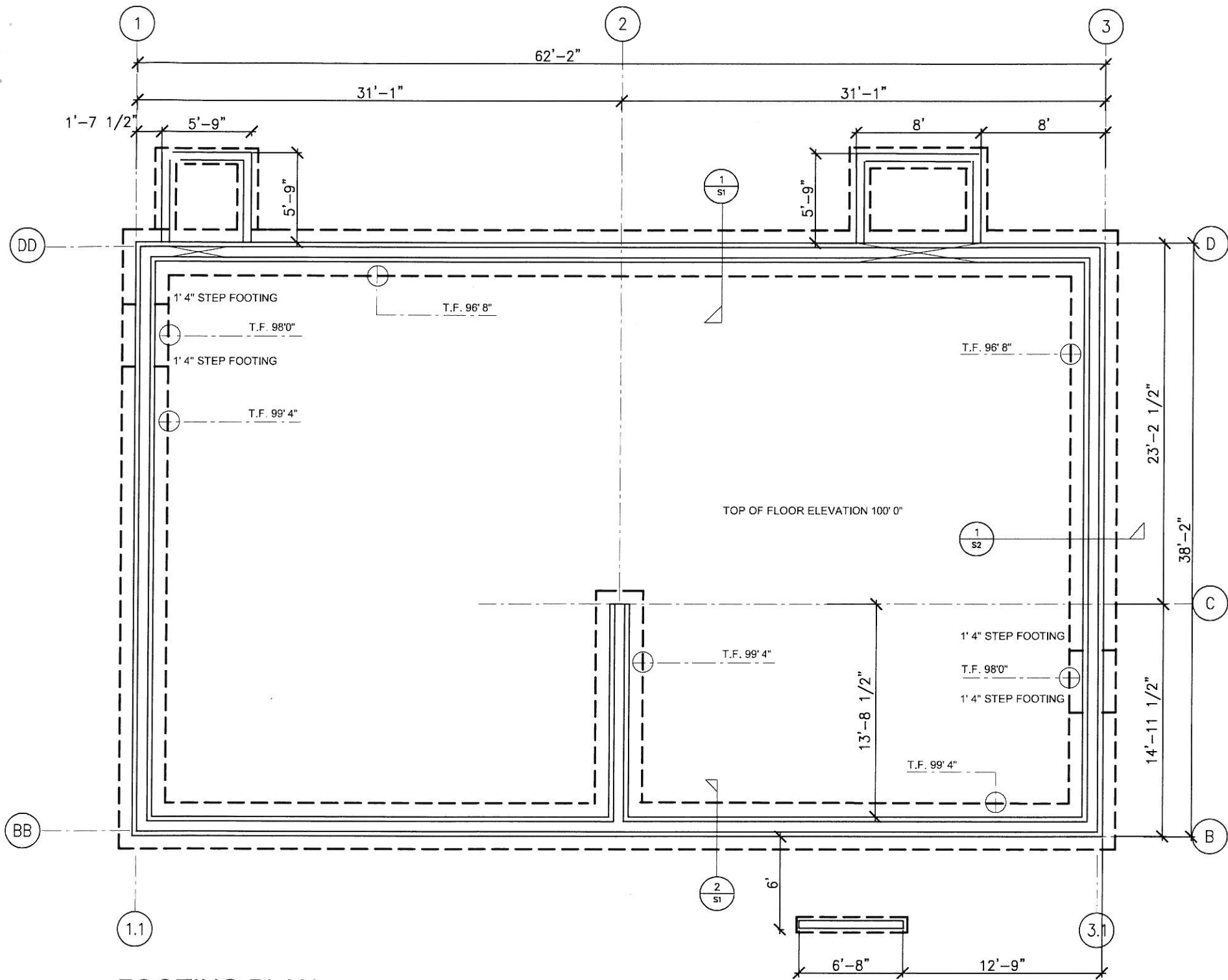
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interpretive nature center
sunfish lake lake elmo, minnesota

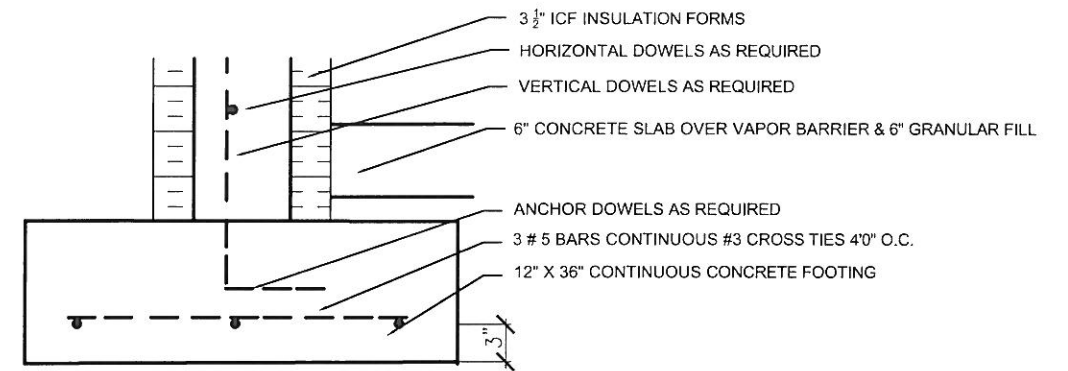
SECTIONS

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly registered architect under the laws of the state of Minnesota.
STEVEN EDWARDS EBERHART, P.A., M.N. REG. #10035
DATE SIGNED 7/21/17
DATE DRAWN 4/15/17 C.W.E.
DATE REVISED

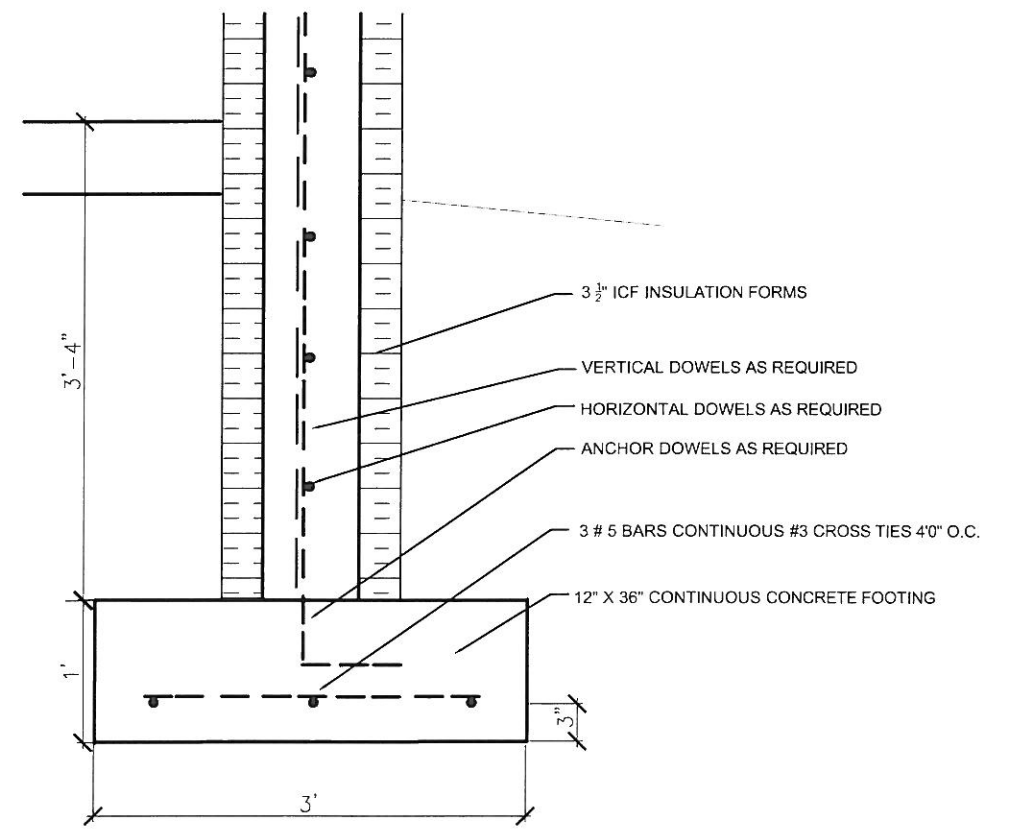
A4



FOOTING PLAN
SCALE 1/8" = 1' 0"



2 FOOTING
SCALE 3/4" = 1' 0"



1 FOOTING FND WALL
SCALE 3/4" = 1' 0"

NOTES

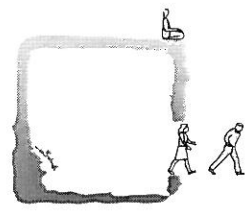
- SECTION LINE B & D ARE TO THE OUTSIDE OF THE ICF FORM
- SECTION LINE BB & DD ARE TO THE OUTSIDE OF THE CONCRETE WALL
- SECTION LINE 1 & 3 ARE TO THE OUTSIDE OF THE ICF FORM
- SECTION LINE 1.1 & 3.1 ARE TO THE OUTSIDE OF THE CONCRETE WALL
- ALL IFC WALLS SHALL BE ENGINEERED BY REG. MN STRUCTURAL ENGINEER PROVIDED ALONG WITH THE SHOP DRAWINGS BY MANUFACTURE. ENGINEERED STEEL REINFORCEMENT FOR HIGH WALLS AND PLANK BEARING

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly registered architect under the laws of the state of Minnesota.

STEVEN EDWARD ERBAN, P.A., AIA, MN REG. #10035

DATE SIGNED
DATE DRAWN
DATE REVISED

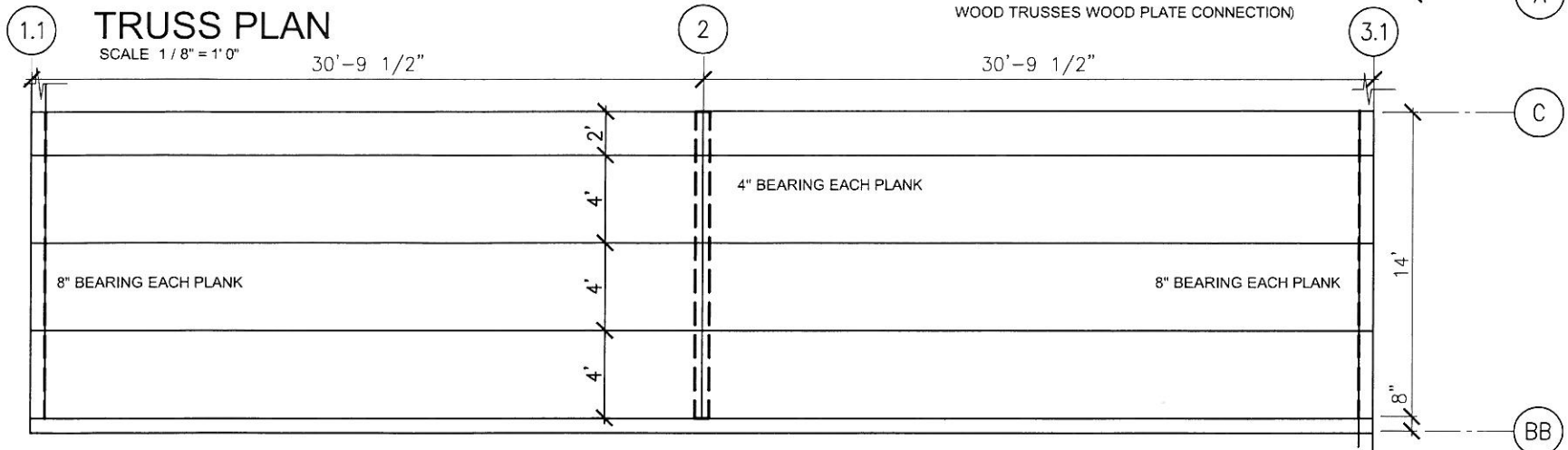
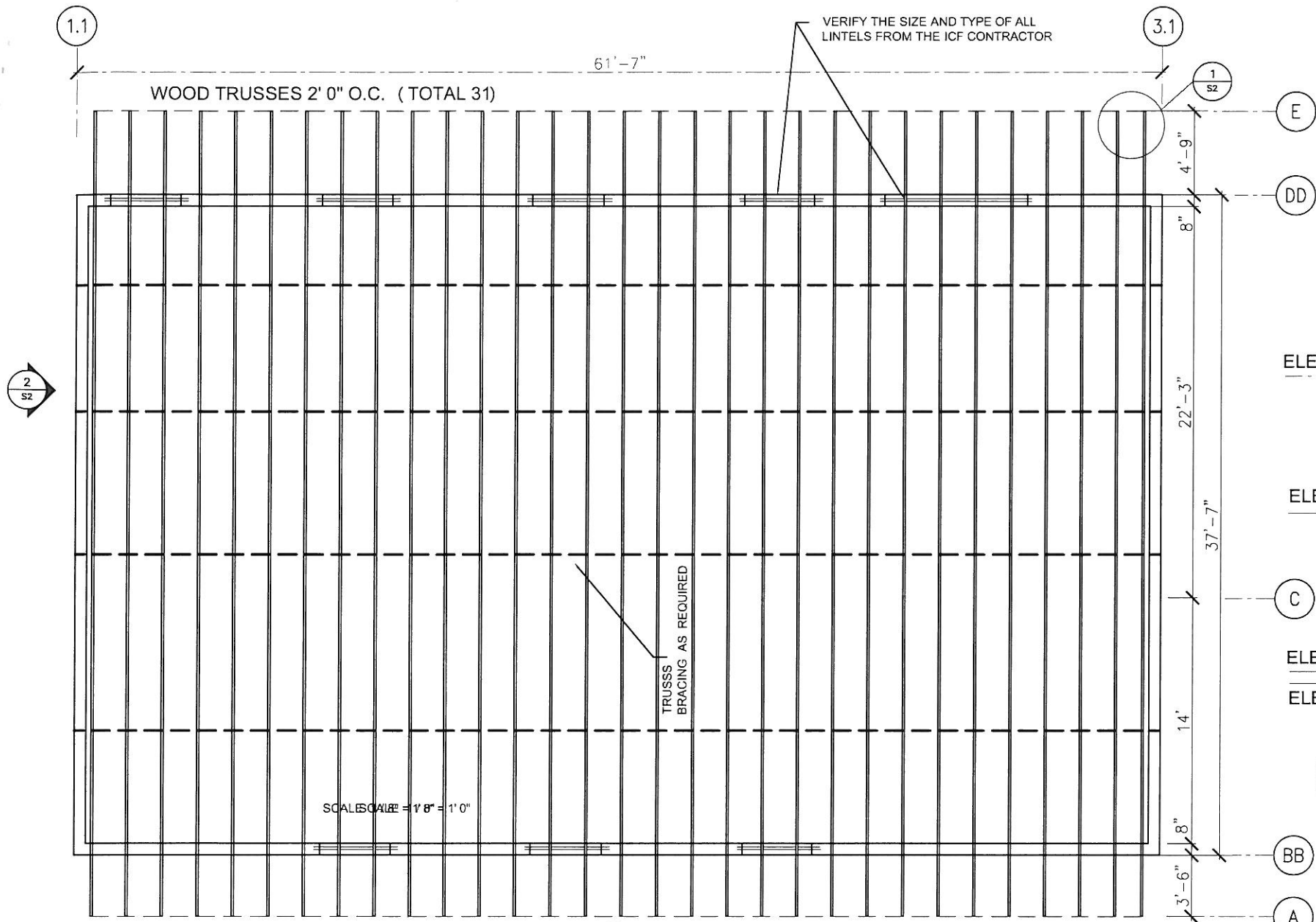
S1



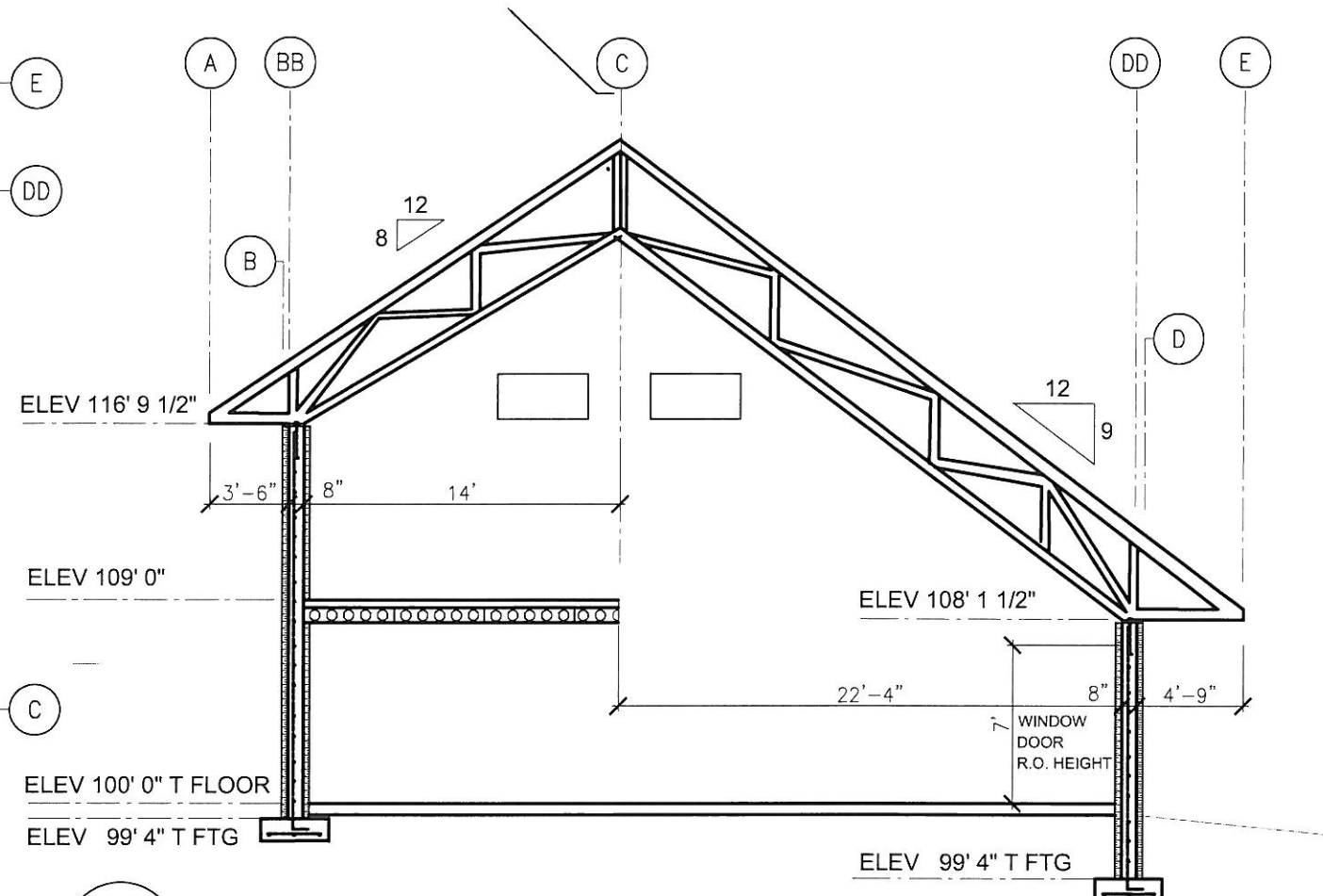
out of the box architecture
suite 103, 11200 stillwater blvd lake elmo, minnesota 55042
phone: 651 748 1078 fax: 651 748 1272



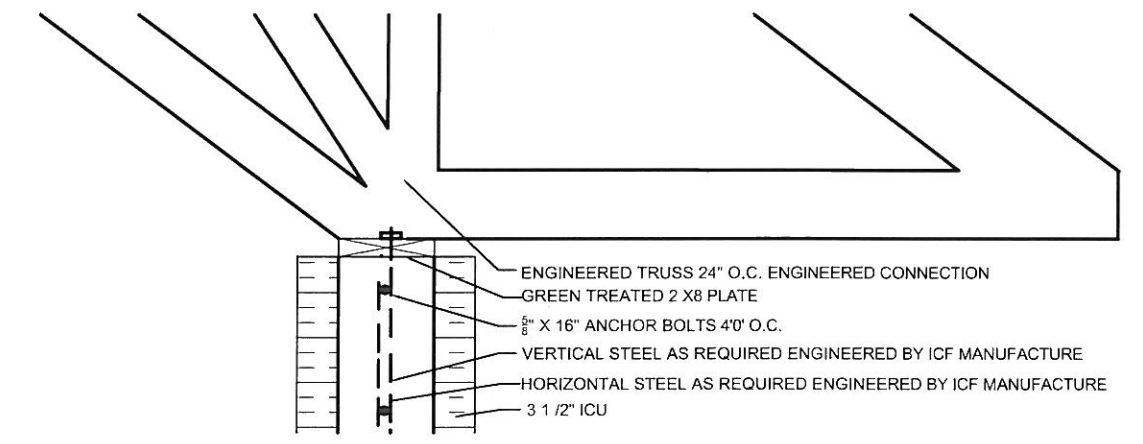
SALLY MANZARA
interpretive nature center
sunfish lake lake elmo, minnesota



MEZZANINE HOLLOW CORE PLANK
 SCALE 1/8" = 1'0"
 ALL HOLLOW CORE PLANK BEARING CONNECTIONS AND BEARING POINTS SHALL BE DESIGNED BY A MINNESOTA REG STRUCTURAL ENGINEER AND BE PROVIDED ALONG WITH THE SHOP DRAWINGS. THIS ALSO INCLUDES REQUIRED SLAB REINFORCEMENT.



SECTION ROOF TRUSS & HOLLOW CORE PLANK
 SCALE 1/8" = 1'0"



TRUSS WALL CONNECTION DETAIL
 SCALE 3/4" = 1'0"
NOTES

- SECTION LINE B & D ARE TO THE OUTSIDE OF THE ICF FORM
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- SECTION LINE 1 & 3 ARE TO THE OUTSIDE OF THE ICF FORM
- SECTION LINE 1.1 & 3.1 ARE TO THE OUTSIDE OF THE CONCRETE WALL
- ALL TRUSSES SHALL BE ENGINEERED BY REG. MN STRUCTURAL ENGINEER PROVIDED IN THE SHOP DRAWINGS BY MANUFACTURE.
ALL BEARING & BRACING DETAILS BE PART OF THIS ENGINEERING

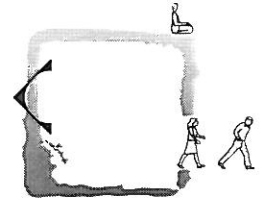
ROOF FRAMING & MEZZAZINE STRUCTURAL PLAN

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly registered architect under the laws of the state of Minnesota.

STEVEN EDWARD ERBANI, P.A., M.N. REG. #10035

DATE SIGNED _____
 DATE DRAWN _____
 DATE REVISED _____

S2



out of the box architecture
 suite 103, 11200 stillwater blvd lake elmo, minnesota 55042
 phone: 651 748 1078 fax: 651 748 1272



SALLY MANZARA
 interpretive nature center
 sunfish lake lake elmo, minnesota



STAFF REPORT

DATE: 8/15/2017

CONSENT

TO: City Council

FROM: Emily Becker, City Planner

AGENDA ITEM: Rename Irving Circle North of Inwood 5th Addition to Irving Court North

REVIEWED BY: Stephen Wensman, Planning Director

BACKGROUND:

The cul-de-sac of Inwood 5th Addition Final Plat was inadvertently platted as Irving Circle North rather than Irving Court N as in the Preliminary Plat. There already exists an Irving Circle North as a street name in Inwood 3rd Addition. Staff requests that this cul-de-sac be renamed to Irving Court North to comply with the City's Street Naming Policy and to be consistent with the Preliminary Plat.

ISSUE BEFORE COUNCIL:

The Council is respectfully being requested to approve Ordinance 08-184 approving a street name change within Inwood 5th Addition from Irving Circle N to Irving Court N.

PROPOSAL DETAILS/ANALYSIS:

The proposal is being made to bring the name of the cul-de-sac within Inwood 5th Addition in to compliance with the City's Street Naming Policy.

FISCAL IMPACT:

None.

OPTIONS:

The Council may or may not adopt Ordinance 08-184 approving the street name change within Inwood 5th Addition.

RECOMMENDATION:

Staff respectfully requests, as part of tonight's consent agenda, Council adopt Ordinance 08-184 approving renaming of the cul-de-sac within Inwood 5th Addition from Irving Circle N to Irving Ct N. If removed from the Consent Agenda, the recommended action can be completed through the following motion:

“Move to adopt Ordinance 08-184 approving renaming of the cul-de-sac within Inwood 5th Addition from Irving Circle N to Irving Ct N.”

ATTACHMENTS:

- 1) Ordinance 08-184
- 2) Final Plat of Inwood 5th Addition and Inwood 3rd Addition (to show duplicate street names)

CITY OF LAKE ELMO
COUNTY OF WASHINGTON
STATE OF MINNESOTA

ORDINANCE NO. 08-184

AN ORDINANCE RENAMING A STREET IN THE CITY OF LAKE ELMO.

SECTION 1. The City Council of the City of Lake Elmo hereby renames Irving Circle N as platted in the Inwood 5th Addition Plat:

SECTION 2.

Subd. 1. For the purpose of this ordinance, the terms defined in this section shall have the meanings ascribed to them.

Subd. 2. Existing Street Name. The term existing street name shall mean the name by which a street is designated on the Inwood 5th Addition Plat.

Subd. 3. New Street Name. The term new street name shall mean the name by which a street shall be known from and after the effective date of this ordinance.

SECTION 3. The Existing Street Name of Irving Circle N as designated on the Inwood 5th Addition Plat shall have a New Street Name of Irving Court N.

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

SECTION 5. **Adoption Date.** This Ordinance 08-184 was adopted on this 15th day of August 2017, by a vote of ___ Ayes and ___ Nays.

LAKE ELMO CITY COUNCIL

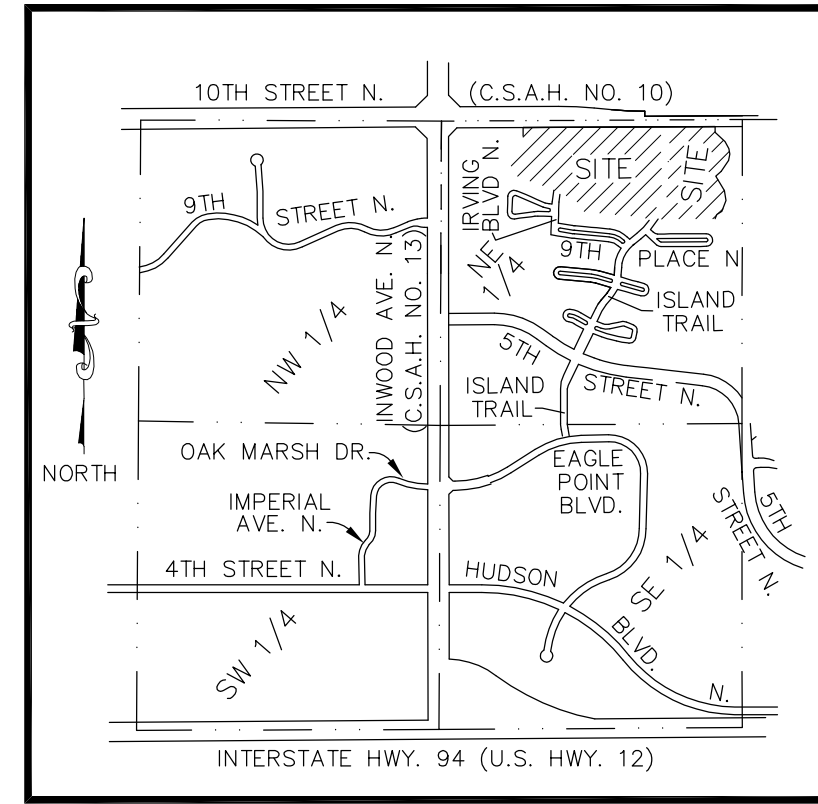
Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

This Ordinance 08-184 was published on the ___ day of _____, 2017.

VICINITY MAP
NOT TO SCALE

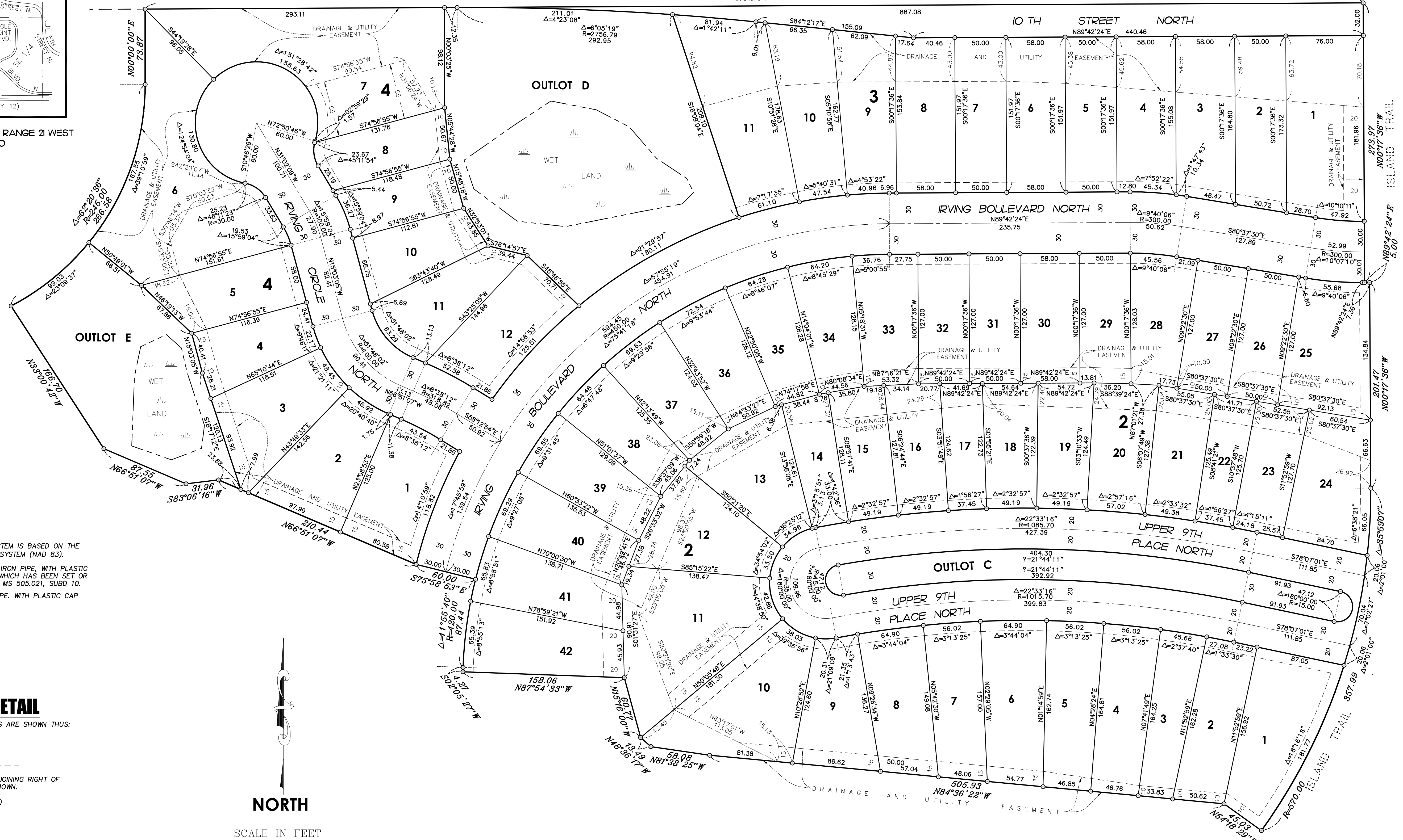


SECTION 33, TOWNSHIP 29 NORTH, RANGE 21 WEST
CITY OF LAKE ELMO

INWOOD FIFTH ADDITION

INSET B

10TH STREET N. N89°42'24"E (C.S.A.H. NO. 10)
1192.54



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE WASHINGTON COUNTY COORDINATE SYSTEM (NAD 83).

- DENOTES A 1/2 INCH BY 14 INCH IRON PIPE, WITH PLASTIC CAP INSCRIBED R.L.S. NO. 25341, WHICH HAS BEEN SET OR WILL BE SET IN ACCORDANCE WITH MS 505.021, SUBD 10.
- DENOTES FOUND 1/2 INCH IRON PIPE, WITH PLASTIC CAP INSCRIBED R.L.S. NO. 25341

EASEMENT DETAIL

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

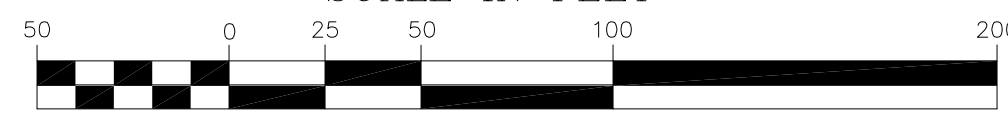


BEING 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES UNLESS OTHERWISE SHOWN.

(NOT TO SCALE)

NORTH

SCALE IN FEET



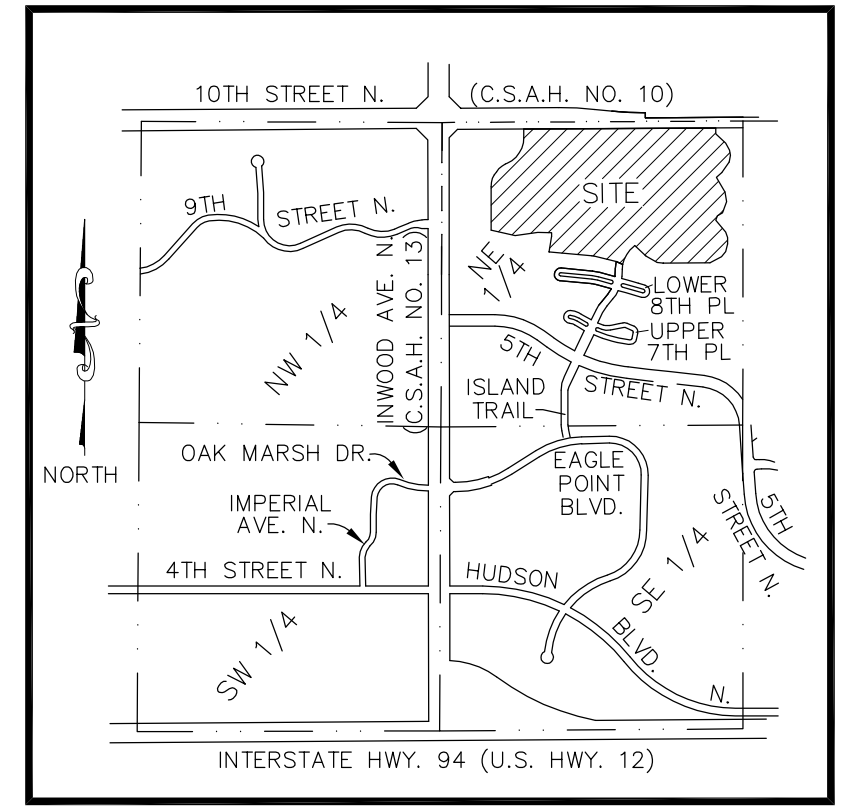
1 Inch = 50 Feet

INWOOD THIRD ADDITION

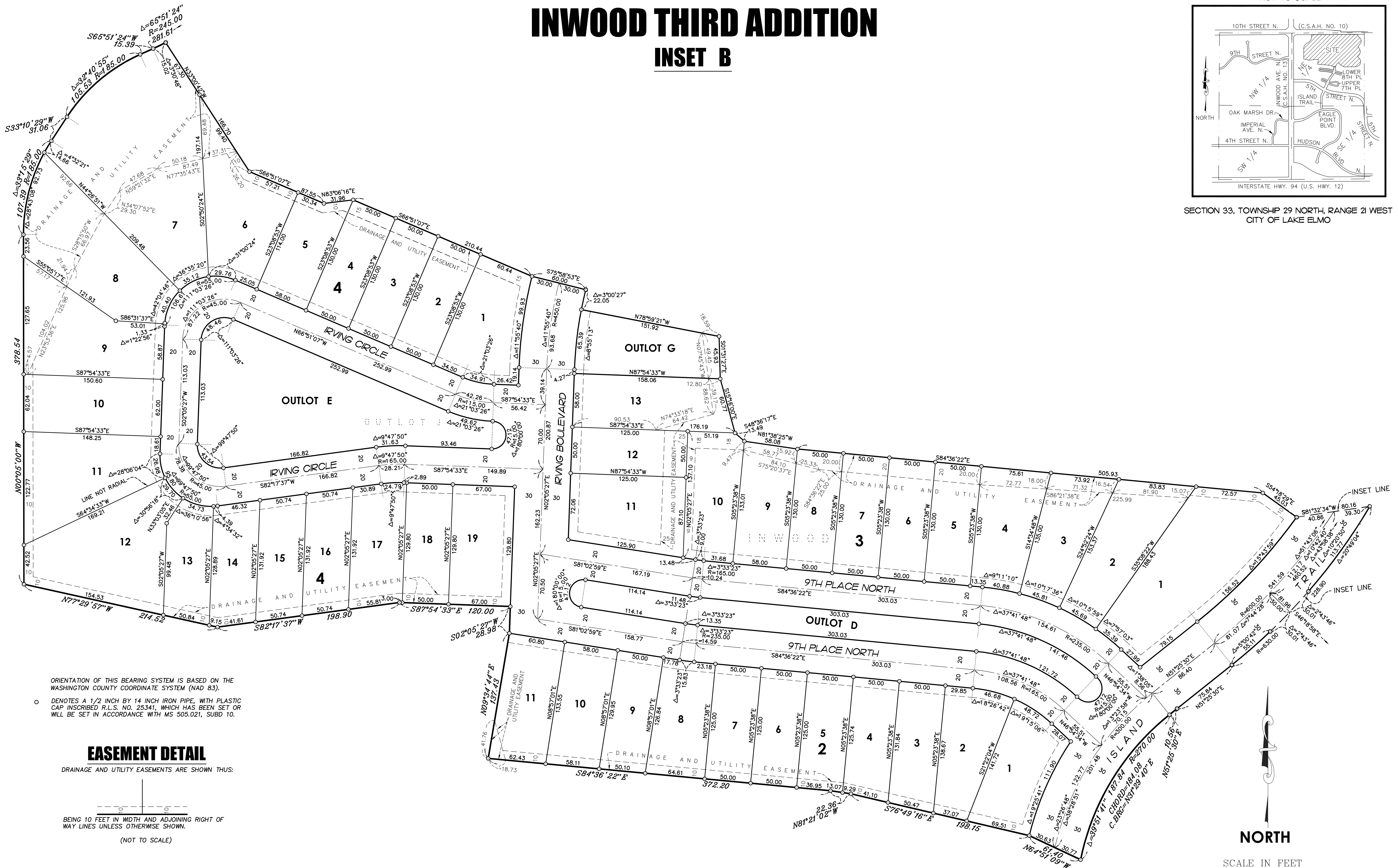
INSET B

VICINITY MAP

NOT TO SCALE



SECTION 33, TOWNSHIP 29 NORTH, RANGE 21 WEST
CITY OF LAKE ELMO

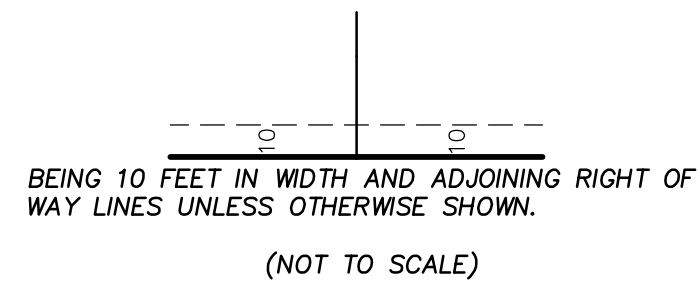


ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE WASHINGTON COUNTY COORDINATE SYSTEM (NAD 83).

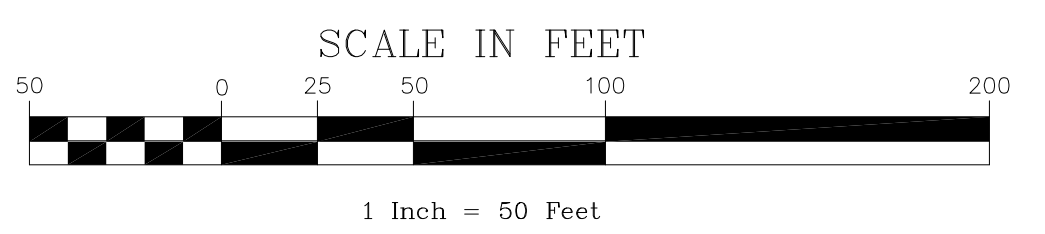
○ DENOTES A 1/2 INCH BY 14 INCH IRON PIPE, WITH PLASTIC CAP INSCRIBED R.L.S. NO. 25341, WHICH HAS BEEN SET OR WILL BE SET IN ACCORDANCE WITH MS 505.021, SUBD 10.

EASEMENT DETAIL

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



NORTH



E.G. RUD & SONS, INC.
Professional Land Surveyors



STAFF REPORT

DATE: August 15, 2017

CONSENT

TO: City Council
FROM: Emily Becker, City Planner
AGENDA ITEM: Restricting Parking along Certain Streets
REVIEWED BY: Stephen Wensman, Planning Director
Jack Griffin, City Engineer
Greg Malmquist, Fire Chief
Michael Bent, Building Official
Kristina Handt, City Administrator

BACKGROUND:

There are a number of new developments that have streets that do not meet street width standards for parking on both or any side of the street, according to adopted City Engineering Standards. These streets need to be signed “No Parking” in order to properly enforce these standards.

ISSUE BEFORE COUNCIL:

The City Council is being asked to adopt Resolution 2017-085 which declares certain streets or certain sides of certain streets within new developments that do not meet City Engineering Standards for street width for parking on both or one side of the street as “No Parking”.

REVIEW/ANALYSIS:

Engineering Street Width Standards. Adopted City Engineering Standards indicate the following minimum street width for parking:

- Both sides of the street: 28 feet
- One side of the street: 24 feet
- No parking: 22 feet or less

Streets with No or One-Sided Parking Added. As previously stated, there are a number of new developments that have streets that do not meet these standards. These street names are included in Resolution 2017-085.

Enforcement. Currently, the Washington County’s Sheriff’s Department currently writes tickets for cars parked in no parking zones designated by Council and signed. They currently reference Minnesota Statutes Subd. 169.34: Prohibitions; Stopping, Parking, which prohibits any person from stopping, standing, or parking a vehicle except when necessary to avoid conflict with other

traffic or in compliance with the directions of a police officer or traffic-control device at any place where official signs prohibit stopping.

Chapter 73: Parking Regulations of the City Code currently prohibits parking in certain “No Parking” zones throughout the City, unless a temporary parking permit has been issued by the City Administrator. However, because of the onerous process it takes to be able to reference this ordinance when issuing citations, Staff recommends that Council adopt a Resolution designating certain areas as “No Parking” instead of amending this ordinance.

FISCAL IMPACT:

None.

OPTIONS:

The City Council is being asked to adopt as part of tonight’s Consent Agenda Resolution 2017-085:

- 1) Adopt Resolution 2017-085 as presented.
- 2) Amend Resolution 2017-085 and adopt as amended.
- 3) Do not adopt Resolution 2017-085.

RECOMMENDATION:

Staff recommends the City Council adopt Resolution 2017-085, declaring certain streets or certain sides of certain streets within new developments that do not meet City Engineering Standards for street width for parking on both or one side of the street as “No Parking”.

“Move to adopt Resolution 2017-085, declaring certain streets or certain sides of certain streets within new developments that do not meet City Engineering Standards for street width for parking on both or one side of the street as “No Parking.”

ATTACHMENTS:

- Resolution 2017-085
- No Parking Map

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

RESOLUTION NO. 2017-085

A RESOLUTION RESTRICTING PARKING ALONG CERTAIN STREETS

WHEREAS, the City of Lake Elmo, Minnesota has adopted City Engineering Standards that allow parking on both sides of the street for streets 28 feet in width; restrict parking for streets 24 feet in width to one side of the street; and do not allow parking on streets 22 feet in width or less; and

WHEREAS, there have been a number of new developments in the City in which streets have been approved and constructed that do not meet the City Engineering Standard for parking on both sides or one side of the street; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the City Council of the City of Lake Elmo shall ban the parking of motor vehicles on the following streets:

1. Laverne Avenue within the Hunter's Crossing Plat 1st and 2nd Addition, where medians exist.
2. Keats Avenue North from Trunk Highway 36 to 47th Street North.
3. Village Parkway.
4. Entrance to Easton Village Development, ending at the intersection of 32nd Street North and Linden Avenue North.
5. Eyebrow of Junco Road North (one sided, where signed).
6. Jay Avenue North.
7. 5th Street Lane North.
8. Cul-de-sac of Juniper Court North.
9. Upper 7th Street North (one sided, where signed and no parking in end radius).
10. Lower 8th Place North (one sided, where signed and no parking in end radius).
11. Cul-de-sac of 6th Street Court North.
12. Irving Boulevard North on the East side of Island Trail, where medians exist (one sided, where signed).
13. Irving Circle North (one sided, where signed and no parking in end radius).
14. 9th Place North (one sided, where signed and no parking in end radius).
15. Upper 9th Place North (one sided, where signed).
16. Island Trail North, where medians exist.
17. Eyebrows of Blazing Star Lane (one sided, where signed).
18. Wildflower Drive North, except entrance where street measures 28 feet in width.
19. Monarch Path North.
20. Monarch Way North.

21. Monarch Park North.
22. Hummingbird Path North.
23. Sunflower Lane North (one sided, where signed).
24. Jade Trail North, where medians exist.
25. Jade Court North, where medians exist.
26. Eyebrow of 8th Street North within Hammes Estates Plat (Lakeridge Crossing Development) (one sided, where signed).

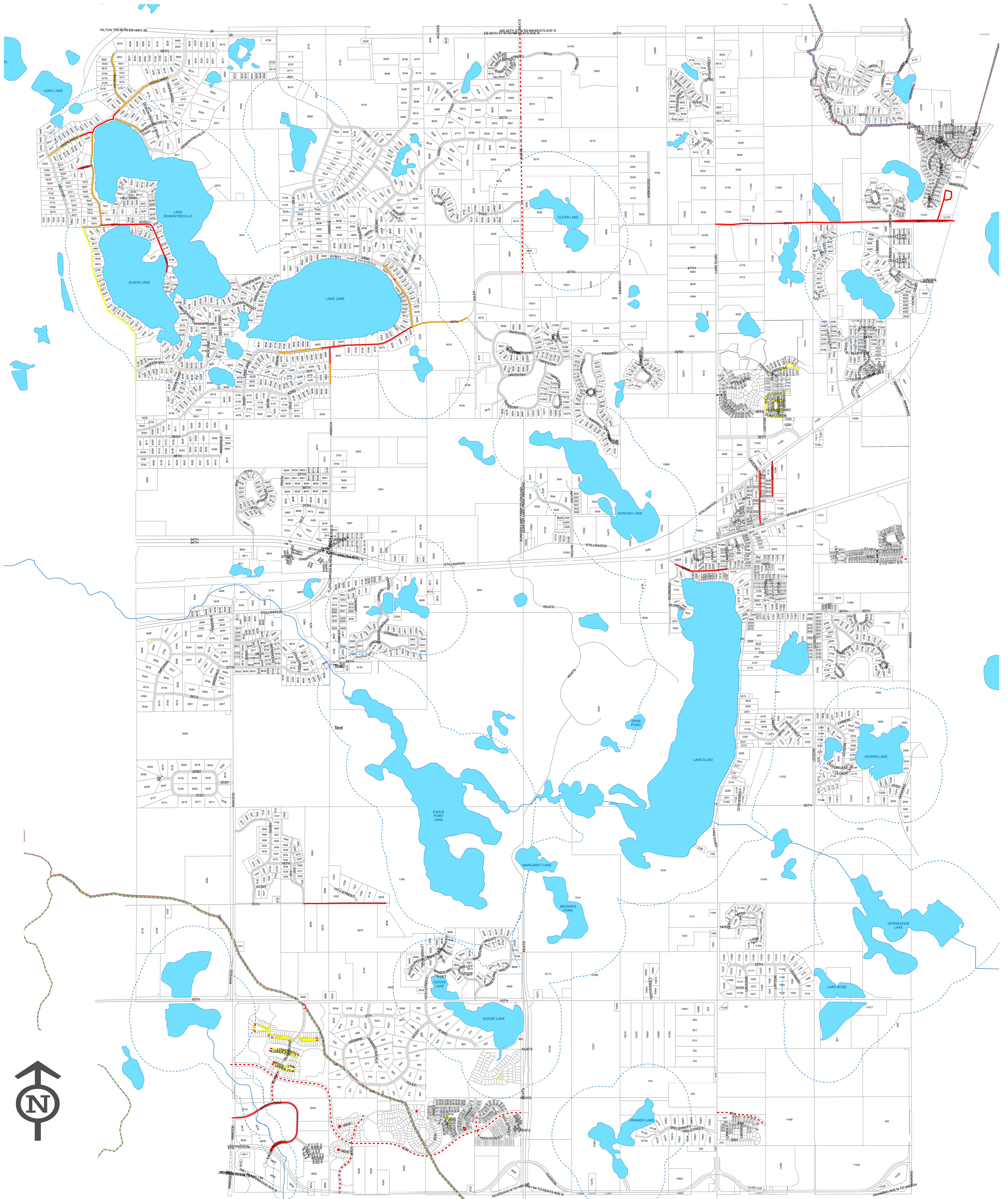
APPROVED by the Lake Elmo City Council on this 15th day of August, 2017.

By: _____
Mike Pearson
Mayor

ATTEST:

Julie Johnson
City Clerk

Streets - No Parking



Existing No Parking:



Proposed No Parking:



Existing No Trailer Parking:



Proposed No Parking One Side:





STAFF REPORT

DATE: 8/15/2017

CONSENT

TO: City Council

FROM: Emily Becker, City Planner

AGENDA ITEM: A Guide to the Development and Usage of Sunfish Lake Park

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

A Parks Commission subcommittee developed a long-term vision for the development of Sunfish Lake Park through the creation of the document entitled A Guide to the Development and Usage of Sunfish Lake Park (Guide). This Guide was presented to Council in June of 2015 but has not yet been officially adopted. The Minnesota Land Trust, to which a conservation easement was granted by the City over certain areas of the park, reviewed the document and made comments, and Staff prepared Minnesota Land Trust-recommended amendments to the plan for the Parks Commission's review. Language from the Sunfish Lake Park Area 2 Concept Plan approved by the MN Land Trust in 2009 was incorporated in to the Guide to maintain consistency. The Parks Commission recommended approval of the revised Guide at its November 2016 meeting.

ISSUE BEFORE COUNCIL:

The Council is respectfully being requested to review and approve A Guide to the Development and Usage of Sunfish Lake Park.

PROPOSAL DETAILS/ANALYSIS:

The plan addresses three different areas in the park, as shown in the attachment Exhibit B: Property Map. The Guide gives a description of each of these areas and outlines utilization and recommended capital improvements.

FISCAL IMPACT:

The capital improvements would be worked in to the Parks Capital Improvement Plan and evaluated and prioritized like any other park capital improvement on an annual basis.

OPTIONS:

The Council may:

- Adopt Resolution 2017-087, approving A Guide to the Development and Usage of Sunfish Lake Park as presented.
- Amend A Guide to the Development and Usage of Sunfish Lake Park and adopt the Guide as amended.
- Do not adopt Resolution 2017-087.

RECOMMENDATION:

Staff and the Parks Commission respectfully request, as part of tonight's consent agenda, Council adopt Resolution 2017-087, approving A Guide to the Development and Usage of Sunfish Lake Park as presented. If removed from the Consent Agenda, the recommended action can be completed through the following motion:

“Move to adopt Resolution 2017-087, approving A Guide to the Development and Usage of Sunfish Lake Park as presented.”

ATTACHMENTS:

- 1) A Guide to the Development and Usage of Sunfish Lake Park
- 2) Resolution 2017-087

A Guide to the Development and Usage of Sunfish Lake Park

A Proposal of the Lake Elmo Parks Commission

Updated November 2016

I. Purpose

In December 2013, a subcommittee of the Lake Elmo Parks Commission was charged with developing a long-term vision for the development of Sunfish Lake Park that can serve as a blueprint to city leaders through 2030. It is anticipated that this guide plan will foster improved decision-making, provide an effective timeline for development of the park, increase responsiveness to citizen requests and needs, and enhance the efficiency by which city resources are committed to the park. This plan was first reviewed by the Parks Commission as a whole on November 17, 2014, revised and approved by the Parks Commission on March 16, 2015, and forwarded for review by the City Council.

II. A History of Sunfish Lake Park

Sunfish Lake Park is by far the largest park in the Lake Elmo park system, with a total of 256 acres of forest, wetlands, and Sunfish Lake itself. Consisting mostly of land that has never been farmed owing to its thick woodland, steep slopes, and extensive wetlands, the park was created through \$750,000 park bond referendum that was passed by the citizens of Lake Elmo in 1974. The land was purchased at a significantly discounted price from owners who were committed to saving it from development, and the bond was presented to the people of Lake Elmo as a means of preserving the natural beauty of a unique wilderness for hiking trails, observing nature, cross-country skiing and other passive uses. The parkland has been described by the Nature Conservancy as having one of the best upland forest in Washington County.

Following purchase of the land, citizen volunteers planted over 5,000 trees in the park in 1975, and the city authorized expenditures to create a network of natural walking, hiking, and cross-country ski trails throughout the park as well as a split-lane entry and exit road to a dirt parking lot on the south side of the park. In May 1992, in response to citizen signatures, safety concerns, an original referendum, and ecology testimony from the DNR and Nature Conservancy, and following an examination of the park's trails by the Washington County Soil & Water Conservation District (which declared them especially prone to erosion), the Lake Elmo City Council (supported by a unanimous recommendation of the Parks Commission) passed an ordinance banning mountain biking and biking in general within the park.

In 2008, in still another significant effort on the part of the citizens of Lake Elmo to ensure that the original intent of the park – to preserve the land while encouraging passive uses of its trails – was sustained, the Parks Commission collaborated with the City Council and professional staff to create a permanent conservation easement with the Minnesota Land Trust that encompassed the entire park. This critical step, which affirmed and effectively codified the conservationist ethos informing the historical development and contemporary usage of the park, established strict parameters for preserving this unique natural resource in our city. Contained within city files are unanimous motions by the Parks Commission – which were accepted by the city council – to prohibit any form of biking in Sunfish Lake Park.

III. Principles Governing the Development of Sunfish Lake Park

In the course of developing this vision for Sunfish Lake Park, the Parks Commission has been guided by a commitment to:

- maximizing utilization of the park without compromising, diminishing, or damaging the conservation of its natural resources or changing its fundamental character as a nature preserve;
- designing diverse uses that speak to the expressed preferences and anticipated needs of the people of Lake Elmo as iterated in the 2013 park survey while remaining true to the letter and spirit of the Conservation Easement recorded 9/22/2009 and held by the Minnesota Land Trust; and,
- recognizing the unique role that the park plays as the only significant nature preserve in the city and instituting uses that draw on the natural characteristics of the park while, at the same time, complementing the design of the Lake Elmo parks system as a whole.

IV. Proposed Development and Management of the Park

A. Area One

1. Description

“Area One” consists of approximately 216 acres of rolling forest land, woodland, wetland, open water ponds, a small meadow, and a portion of Sunfish Lake itself.

2. Utilization

Consistent with the original intent of the park, and working within the parameters of the land trust easement of 2008, Area One should be used for only low-impact activities that do not detract from conservation of this unique natural resource. Quiet, unobtrusive activities such as nature hikes, guided interpretive walks, bird watching, cross-country skiing, snowshoeing, landscape painting, jogging, orienteering, photography, geocaching and orienteering are some desirable uses. Activities that should be banned include biking, mountain biking and the use of any motorized vehicles except those needed by city personnel and their designees for maintenance of trails and flora.

Commensurate with the role of Sunfish Lake Park as the ‘crown jewel’ of the Lake Elmo parks system, the Parks Commission recommends that the City develop new, long-term approaches to increasing the use of the park in ways that will continue to conserve its natural features. The delicate balance between using the park and conserving it can be achieved most effectively by restricting uses as iterated above while 1) developing new formal programming to draw people to the park, and 2) establishing new and sustainable strategic partnerships with a variety of organizations which may share an interest in the park:

- a) New and Enhanced Formal Programming. The City of Lake Elmo must go beyond the current, largely passive standing invitation to the people of Lake Elmo to take a hike, go for a walk, or go snowshoeing in Sunfish Lake Park and develop formal programming that will actively draw people to the park. Some possible low-impact, City-organized programming could include:
- a. Annual festivals with entertainment and refreshments in the parking lot
 - b. Geocaching
 - c. Orienteering
 - d. Citizen science programming
 - e. Interpretive talks and hikes by experts
 - f. Ski races
 - g. Photo contests
 - h. Summer runs with refreshments
 - i. Snowshoe races with refreshments
- b) Strategic Partnerships. In the long-term, the City should reach out to a wide variety of organizations which may be interested in using Area One for their own needs. Possible partners could include the Audubon Society (organized bird watching events), District 834 Schools (science classes), local colleges and universities (science research), Boy/Girl Scouts of America (various uses), and regional arts and sciences museums. Collaborations with these groups should increase usage of Area One.

3. Management of the Natural Landscape

Long-term, the efficient and cost-effective management of Sunfish Lake Park will require the development of a master “Natural Resources/Woodland Stewardship Development Plan” that will guide the management of the park’s flora and fauna, and assure a smooth articulation of these natural resources with human-made trails, signage, and capital improvements. This plan should reflect the guiding principles contained in this document. All forest and habitat management plans for property protected by conservation easement must be approved in writing by the Minnesota Land Trust. Removal of timber and other wood products as well as management of the vegetation on property protected by conservation easement must be in accordance with the approved plan.

In addition to the Plan, the Parks Commission forwards these specific recommendations for managing the park:

- a) Storm Damage. The professionals who develop the Natural Resources Development Plan should include a set of response goals and procedures for responding quickly and effectively to storm damage in partnership with professional loggers and contract foresters. Contingencies for addressing significant storm damage should exist prior to incurring actual storm damage;
- b) Trails. The park's trails are to be maintained according to a well-established annual schedule, and the City should consult with professional naturalists on the best trail coverage and on ways to mitigate erosion. Winter ski trails are to be maintained regularly and according to a well-established protocol in order to encourage more people to use the trails for cross-country skiing. Winter trails for hikers and snowshoeing enthusiasts are to be established. In addition, in order to enhance accessibility, the City should install an eight-foot wide, multi-use asphalt trail near the parking lot for those with disabilities. Further research will need to be done on American with Disabilities Act requirements for trails within Area 1 of the park, as paved trails are only allowed as necessary to meet such requirements and must receive written approval from the Land Trust. Boardwalks should be installed in key areas to enhance access throughout the park. Additional benches should be installed along the trail as a way of opening the park and its trails to those who may need extra assistance. Finally, the trails should be assessed regularly for erosion and problem areas should be dealt with immediately.
- c) Management of Invasive Species. The park should be monitored and inspected on a regular basis for the incursion of invasive flora and insects, and the City should develop a plan for mitigating invasive species using both professional and volunteer labor.
- d) Signage. The park is quite large, and there have been not infrequent cases of visitors getting disoriented on its looping trails. Existing signage is not adequate. The Parks Commission recommends that a better master overview sign and/or informational kiosk be installed at the parking lot along with maps and more signs at critical junctions along the trails. In addition, the City should develop, in collaboration with naturalists and perhaps the Audubon Society, signs at key places in the park that will provide interpretive information on the natural landscape and wildlife.

4. Capital Improvements Area One

Given the nature of Area One, the Parks Commission envisions minimal capital improvements – mainly in the area of trails and signage.

A. Area Two

1. Description

“Area Two” consists of approximately 40 acres of rolling grasslands located immediately to the south of Area One. For several years, it was cultivated, but in 2011 the City planted prairie grasses and wildflowers in the area south and west of the parking lot.

2. Utilization

In general, the Parks Commission believes that the topography of Area Two allows for more active and diverse uses than are found in Area One. This area is envisioned as both a conserved prairie (in its pre-settlement state) and a gathering place for families. As in the case of Area One, though, utilization of this part of the park should be restricted to activities that will not diminish or damage the natural resources or conflict in any way with the long-term conservation of the area or violate the restrictions in place as part of the land trust easement. Where the focus in Area One is on upland forest and wetlands, the emphasis in Area Two is on restoration and maintenance of a long-grass prairie. Desirable uses of Area Two include:

- a. Hiking
- b. Running
- c. Snowshoeing
- d. Cross-country skiing
- e. Family picnics
- f. Nature observation
- g. Photography
- h. Landscape painting
- i. Short Turf - Open Play Area
- j. Educational programming

3. Capital Improvements and Management of Area Two

In order to realize the full potential of Area Two, more significant capital improvements and non-capital improvements will be necessary:

- a. Prairie / Oak Savanna Restoration Area
Most of area 2 is slated for restoration to prairie and oak savanna. Care will be taken to research the area’s likely pre-settlement plant community with the goal of restoring the site to replicate the original genetics as closely as possible. A seed mix will be used that is comprised of the species that are believed to be native to the site. The seed will originate from the same ecoregion or in counties that adjoin this ecoregion. The installation of the restoration project and subsequent management will be based on sound and well-founded ecological principles. Efforts will initially be made to restore the area to prairie with the possibility of creating areas of savanna.
- b. Native Planting / Interpretive Area
The long drive into the park will be planted with plants native to the site, but in a more structured or “clustered” fashion. The goals of this somewhat more formal planting arrangement is 1) to create a defined and “showy” entrance to the park and 2) to

provide effective interpretation of the various plant types.

- c. Trails. A segment of ADA compliant hard surface trail is desired with the goal of providing a high quality interpretive experience with as much diversity as possible. A soft-surfaced mowed trail might be established throughout the perimeter of area 2 with a couple of cross-over trails designed to offer a variety of loop trail distances. Trail placement should be done with the goal of providing an effective fire break and catching as much diversity as possible while offering gentle curves for interest. Interpretive signage might be developed as a means of offering a high quality self-guided interpretive experience.
- d. Nature Interpretive Center. Approximately 1.5 acres in the northeast corner of area 2 is identified as space in which a modest interpretive center might be placed. The goal of the center would be to provide a facility that would promote awareness, appreciation and conservation of the park's natural resources through interpretation, educational programs, activities and events. The facility might include a small indoor multi-purpose area that would be used as a gathering space or warming area in inclement or cold weather and restrooms and/or an adjacent outdoor gathering space with some overhead protection from the elements. The outdoor areas adjacent to the center would be utilized for interpretation and interactive learning opportunities. Placement of the center within the identified 1.5 acre parcel would be based on the desire for the facility to "hug" the land in a complimentary and unobtrusive fashion. The placement and design of the center should be guided by the desire for visitors to effectively observe and experience the diversity of the natural outdoor surroundings while within and just outside the facility. The structure should be rustic in nature and constructed / fabricated with materials, textures and colors that will effectively blend with the natural surroundings. The design and construction of the center should be based on sound environmental and conservation principles with the possible use of geothermal, solar, and wind for energy. The design should also reflect the city's heritage and rural character.
- e. Picnic/Short Turf - Open Play Area. A open play area that accommodates young children and teenagers should be made available near the picnic shelter. Natural materials that will fit well with the natural setting of the park and with written approval of the Minnesota Land Trust could be included in this area.
- f. Signage. Interpretive signage should be posted at key locations along the new prairie trails.
- g. Overlook Tower or Platform. It would be appropriate for the City to install an overlook tower or platform in Area 2 (with the permission of the Land Trust).

- h. Safety. Owing to the isolation of Sunfish Lake Park and the risk of vandalism, security cameras should be installed that can monitor the parking lot, picnic shelter, and playground 24 hours a day.
- i. Parking Lot. The parking area will include structures and amenities that will assist in the effective management of the parking area and entire park. For example, rain gardens will be installed to filter run-off from the parking area and improve water quality. An information kiosk with regulatory, directional and interpretive information will be located in the area with the goal of enhancing park visitor's experience and promoting conservation. The parking area will be defined through the placement of stones or other natural materials in an effort to prohibit unauthorized vehicles from entering other areas of the park. The size and shape of the parking area will be guided by needs. All structures and amenities will be rustic in nature and constructed / fabricated with materials, textures and colors that will effectively blend with the natural surroundings. The parking area should be as natural as possible.
- j. Bike Rack. A bike rack should be installed near the parking lot area in order to allow users to bike to the park and continue on foot on to the trails or nature interpretive center.

V. Area Three

Area Three, located directly to the west of Area One along Jamaca Avenue, presents some of the greatest challenges in terms of long-term strategic planning. It consists primarily of a very large and deep depression that was left as a result of the efforts by the Minnesota Pollution Control Agency to mitigate pollution in this area. There is some existing fencing in this area, as well as the only western entrance to Area One of Sunfish Lake Park.

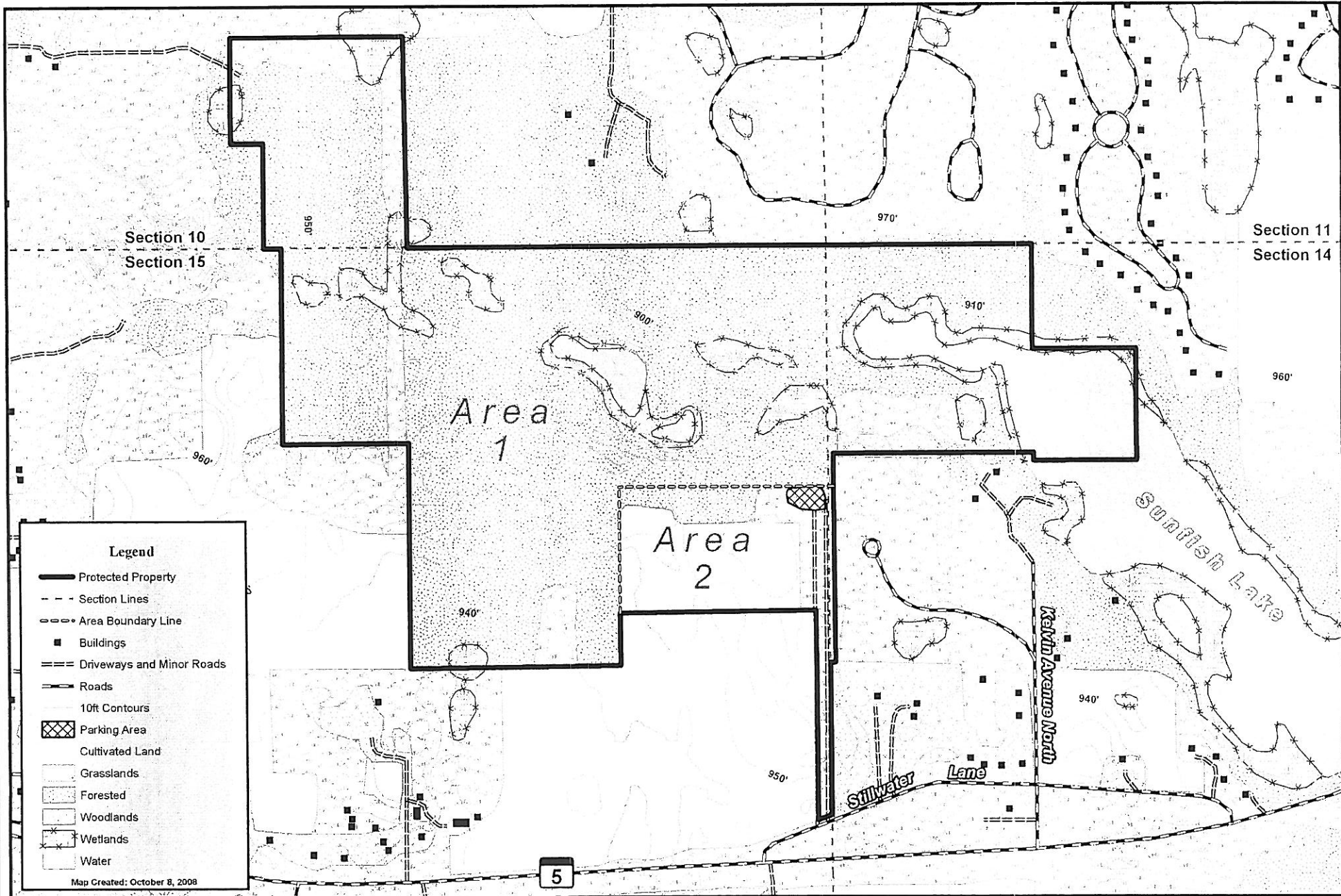
The sense of the Parks Commission is that this area has significant potential as a city dog park, natural amphitheater, soccer and/or football fields, and perhaps baseball fields. The area is quite isolated, and most visitors to this parcel will likely arrive by car; unfortunately, there are few natural areas to place a parking lot with the possible exception of the area that runs along the northern fence line of Area Three and to the east of the existing fire station.

Given the challenges of this location and its unique topography, together with the fact that there has emerged no strong demand for the types of facilities and improvements that could be naturally accommodated in this area, the Parks Commission recommends that this area not be developed at this time – except for the planting of trees in areas along the edges of the large depression. This area should be kept in reserve so that future community leaders will have a valuable resource to use as new priorities and needs emerge in the years to come. In the near future, it would be desirable to keep the area inside the large depression mowed as city resources are available so that the citizens of Lake Elmo can use it informally for pick-up games, walking their dogs, flying kites, etc. As land reserved for the

future, and as an integral part of Sunfish Lake Park, Area Three should never be used for non-park purposes and should not be the site of non-park capital improvements.

Owing to the remedial actions taken by the Minnesota Pollution Control Agency to preserve the safety of Lake Elmo citizens, considerable acreage has been removed as use for parkland. Conversion of loss of this parkland should be pursued by the City in conjunction with appropriate legal and regulatory bodies.

Exhibit B: Property Map



Map Resource Information

Protected Property, Section Lines, Area Boundary Line, Buildings, Roads, Driveways & Minor Roads, 10-Foot Contours, Parking Area, Cultivated Land, Grasslands, Forests, Woodlands, Wetlands, and Water created by Community GIS Services Inc.

Users of this map agree and acknowledge that Community GIS Services Inc. and the Minnesota Land Trust cannot be held liable for accuracy of GIS material provided. GIS materials should not be relied upon to establish legal title, boundary lines, or locations of improvements.

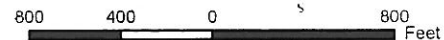


Site: Sunfish Park - Tract: City of Lake Elmo

Washington County - Twp. 29 N Rng. 21 W Sec. 10, 14 & 15



Scale:
1" = 800'



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

RESOLUTION NO. 2017-087

**A RESOLUTION APPROVING A GUIDE TO THE DEVELOPMENT AND
USAGE OF SUNFISH LAKE PARK**

WHEREAS, Sunfish Lake Park (“Park”) is the largest park in the Lake Elmo park system, with a total of 256 acres; and

WHEREAS, a subcommittee of the Parks Commission developed a long-term vision for the development of Sunfish Lake Park that can serve as a blueprint to City leaders through 2030 entitled A Guide to the Development and Usage of Sunfish Lake Park (“Guide”); and

WHEREAS, the Minnesota Land Trust, which holds a conservation easement over areas of Sunfish Lake Park, has reviewed and approved the Guide; and

WHEREAS, the Guide outlines the history, principles governing the development, and proposed development and management of areas of the Park; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lake Elmo, Minnesota, does hereby approve A Guide to the Development and Usage of Sunfish Lake Park.

APPROVED by the Lake Elmo City Council on this 15th day of August, 2017.

By: _____
Mike Pearson
Mayor

ATTEST:

Julie Johnson
City Clerk



STAFF REPORT

DATE: August 15, 2017

REGULAR

AGENDA ITEM: 2018 Street Improvements – Authorize Preparation of a Feasibility Report

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Krintina Handt, City Administrator
Rob Weldon, Public Works Director
Chad Isakson, Assistant City Engineer

ISSUE BEFORE COUNCIL: Should the City Council authorize the preparation of a feasibility report for the 2018 Street Improvements?

BACKGROUND: In conjunction with the City's Annual Street Maintenance Program, the City has implemented and maintains a five (5) year street Capital Improvement Program which provides long-term planning and management of street and transportation infrastructure throughout the City. The CIP Program consists of a 5-year overview of scheduled capital street projects to address the City's goals for maintaining public street infrastructure to an acceptable level of service. The 5-year horizon of the CIP provides the city with an opportunity to evaluate project priorities annually and to adjust the timing, scope, and cost of projects as new information becomes available.

Streets are selected and scheduled for reconstruction using a pavement management system where each street pavement in the City is assigned a condition rating based on visual inspection of the pavement distresses and observed deterioration. The number of streets selected each year is dependent upon the amount of funding available. Streets that have exceeded their life expectancy and can no longer be effectively maintained are programmed for reconstruction in the City's Street CIP.

PROPOSAL DETAILS/ANALYSIS: In accordance with the Street Capital Improvement Plan (CIP) the streets programmed for improvements in 2018, outside of the Old Village area, are located in the South Tri-Lakes area and are individually listed as follows:

- Jamaca Avenue North, from Jamaca Boulevard North to Jane Road North.
- Jane Road North, from Jamaca Avenue North to Lake Jane Trail North.
- Jane Court North, from Jane Road North to cul-de-sac.
- 53rd Street North, from Jamaca Boulevard North to the east border of Fox Fire Estates.
- Jerome Avenue North, from 53rd Street North to 49th Street North.
- Jerome Avenue Court North, from Jerome Avenue North to cul-de-sac.

In order to initiate the improvement the Council must direct the preparation of a feasibility report as required by the statutory process for public improvements that are specially assessed. The feasibility report will advise on the scope of recommended improvements for each local street; provide estimated project costs of the recommended improvements; identify easement and right-of-way, permits and other requirements of other local agencies needed to implement the improvements; recommend whether the improvements should be best made as proposed or in connection with some other improvement; and advise if the improvements are necessary, cost effective, and feasible. The report will also provide a

proposed preliminary assessment roll for each of the benefitting properties based upon the City's Special Assessment Policy for Local Improvements.

The improvements would likely include street reclamation, storm sewer and drainage improvements consistent with the 2017 Street Improvements completed in the North Tri-Lakes area. Water quality improvements will be evaluated and incorporated as necessary to meet VBWD permitting requirements. A project schedule for the 2018 Street Improvements is attached and outlines the implementation timeframe necessary to ready the improvements for construction in 2018. The proposed schedule provides necessary time to address public involvement, acquire project related easements, acquire field survey before heavy snowfall, and to receive contractor bids early in 2018 to promote a competitive bid environment.

FISCAL IMPACT: \$9,200.

If authorized, FOCUS Engineering Inc., will prepare a feasibility report in the not to exceed amount of \$9,200 for the 2018 Street Improvements. If the improvements are ordered, the report costs will be charged against the project fund and become assessable to the benefitting properties. Should the project not be constructed, the report costs cannot be assessed.

RECOMMENDATION: Staff is recommending that the City Council approve Resolution No. 2017-088, Ordering Preparation of a Feasibility Report for the 2018 Street Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2017-088, Ordering preparation of a Feasibility Report for the 2018 Street Improvements to be completed by FOCUS Engineering, Inc. in the not to exceed amount of \$9,200.”

ATTACHMENTS:

1. Resolution No. 2017- 088, Ordering Preparation of a Feasibility Report.
2. 2018 Street and Utility Improvements – Location Map.
3. 2018 Street and Utility Improvements – Project Schedule.

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

RESOLUTION NO. 2017-088

**A RESOLUTION ORDERING THE PREPARATION OF A FEASIBILITY
REPORT FOR THE 2018 STREET IMPROVEMENTS**

WHEREAS, the City maintains a 5-year revolving Street Capital Improvement Program (Street CIP) to promote the strategic use of limited financial resources while maintaining, developing or replacing the City's local street network; and

WHEREAS, the Street CIP represents the City's long-range street improvement program that identifies the present and future needs and priorities, and develops a schedule of public improvements to address the most essential improvements first; and

WHEREAS, with a street reconstruction project the City reviews and considers the potential replacement or need for utility improvements in accordance with the City's 2030 Comprehensive Plan, including storm sewer, watermain or sanitary sewer, to be constructed in conjunction with the street improvement; and

WHEREAS, it is proposed to initiate the 2018 Street Improvement project to improve the following local streets; Jamaca Avenue North, from Jamaca Boulevard North to Jane Road North; Jane Road North, from Jamaca Avenue North to Lake Jane Trail North; Jane Court North, from Jane Road North to cul-de-sac; 53rd Street North, from Jamaca Boulevard North to the east border of Fox Fire Estates, Jerome Avenue North, from 53rd Street North to 49th Street North, and Jerome Avenue Court North, from Jerome Avenue North to cul-de-sac.

WHEREAS, it is proposed to assess the benefiting properties for all or a portion of the cost of the improvement, pursuant to the City's Special Assessment Policy and Minnesota Statutes, Chapter 429.

NOW, THEREFORE, BE IT RESOLVED,

That the proposed improvement, called the 2018 Street Improvements, be referred to the City Engineer and FOCUS Engineering, and that FOCUS Engineering is instructed to complete a feasibility report in accordance with Minnesota Statutes, Chapter 429 for the proposed improvements, and to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should be best made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTEENTH DAY OF
AUGUST, 2017.**

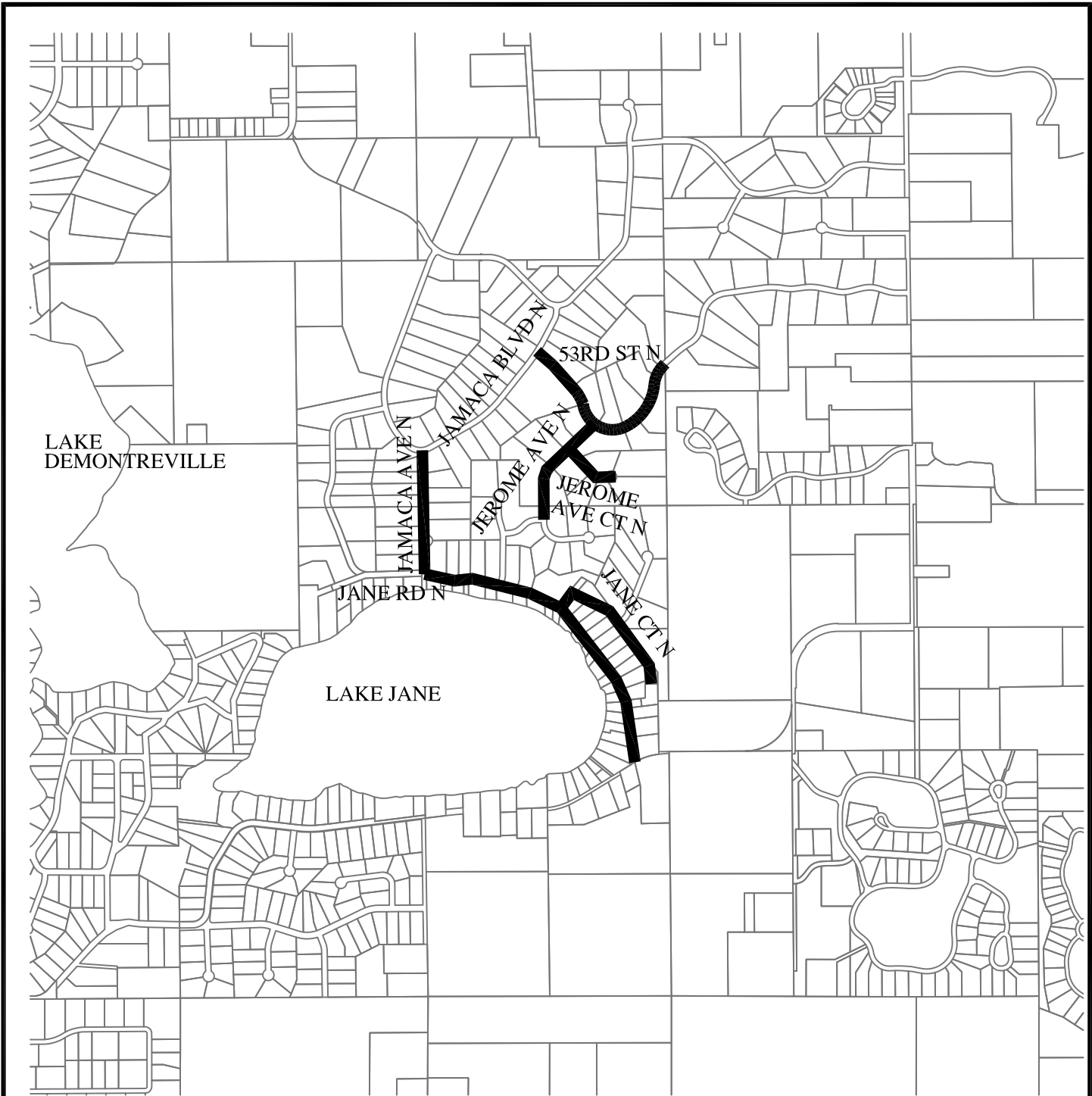
CITY OF LAKE ELMO

By: _____

Mike Pearson
Mayor

(Seal)
ATTEST:

Julie Johnson
City Clerk



LEGEND

 2018 STREET IMPROVEMENTS



FIGURE NO. 1

LOCATION MAP
SOUTH TRI LAKES AREA

PROJECT SCHEDULE
CITY OF LAKE ELMO

FOCUS ENGINEERING, inc.

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

2018 STREET IMPROVEMENTS
PROJECT NO. 2017.XXX

AUGUST 2017

- AUGUST 15, 2017 Council authorizes Feasibility Report.
- OCTOBER 3, 2017 Presentation of Feasibility Report. Council accepts Report and calls Hearing.
- NOVEMBER 7, 2017 Public Improvement Hearing. Council Orders the Improvement and orders the preparation of Plans and Specifications (Requires 4/5th vote).
- FEBRUARY 20, 2018 Council approves Plans and Specifications and orders Advertisement for Bids.
- MARCH 22, 2018 Receive Contractor Bids.
- APRIL 3, 2018 Council accepts Bids and awards Contract.
- APRIL 30, 2018 Conduct Pre-Construction Meeting and issue Notice to Proceed.
- SEPTEMBER 21, 2018 Substantial Completion.
 - OCTOBER 26, 2018 Final Completion.



STAFF REPORT

DATE: August 15, 2017

REGULAR

AGENDA ITEM: 2017 Mill & Overlay Project - Change Order No. 1

SUBMITTED BY: Ryan Stempksi, Project Engineer & Rob Weldon, Public Works Director

REVIEWED BY: Kristina Handt, City Administrator
Jack Griffin, City Engineer

ISSUE BEFORE COUNCIL: Should the City Council approve Change Order No. 1 for the 2017 Mill & Overlay Project?

BACKGROUND: Hardrives, Inc. was awarded a construction contract to complete the 2017 Mill & Overlay Project on July 18, 2017. The street maintenance work included a mill and overlay along 43rd Street North from Lake Elmo Avenue to Kirkwood Lane. The project is planned to begin construction in the middle of August with a substantial completion date of October 6, 2017.

PROPOSAL DETAILS/ANALYSIS: City staff has submitted a change order to expand the scope of street maintenance work due to favorable bid pricing from the Contractor. This change order would add approximately 2,500 feet of mill and overlay along Kimbro Avenue from 43rd Street North to 47th Street North (see attached exhibit). 43rd Street connects to Kimbro Avenue and both street segments were originally constructed in 1989 and have similar pavement distresses. Kimbro Avenue was planned for a mill and overlay in 2018, but with favorable bids it is possible to complete this segment with this year's project and still remain within the 2017 Street Maintenance Budget. The addition of Kimbro Avenue to this year's project would allow for a continuous mill and overlay process from Lake Elmo Avenue to 47th Street North as was completed with the original construction.

FISCAL IMPACT: This change order will increase the 2017 Mill and Overlay contract in the amount of \$95,741.19 bringing the revised construction contract to \$252,436.59. After completing or receiving bids for all street maintenance work including the crack seal project, seal coat project, full depth patch work and the mill and overlay project, the street maintenance budget has sufficient funds to allow for additional mill and overlay work. With this change order the project remains within the 2017 Street Maintenance Budget.

RECOMMENDATION: Staff is recommending that the City Council approve, *as part of the Consent Agenda*, Change Order No. 1 for the 2017 Mill & Overlay 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 2017 Mill & Overlay Project, thereby increasing the contract amount by \$95,741.19”.

ATTACHMENTS:

1. Change Order No. 1.
2. Exhibit 1.

CONTRACT CHANGE ORDER FORM

CITY OF LAKE ELMO, MINNESOTA 2017 MILL AND OVERLAY PROJECT NO. 2017.151	FOCUS ENGINEERING, inc.
--	--------------------------------

CHANGE ORDER NO. 1 **DATE:** August 15, 2017

TO: HARDRIVES, INC. 14475 QUIRAM DRIVE ROGERS, MN 55374

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:

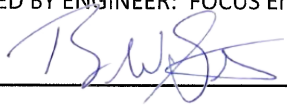

This change order is being processed at the request of City staff to expand the scope of streets to be completed by the contractor due to favorable pricing. The 2017 unit pricing from the Contractor has allowed the opportunity to extend the mill and overlay to include Kimbro Avenue from 43rd Street to 47th Street (length of 2,532 feet). This segment of Kimbro Avenue is of the same age and distress as 43rd Street and was proposed to be included in the 2018 Mill & Overlay project. With Street Maintenance Funding available in 2017, it is best practice to complete both 43rd Street and Kimbro Avenue in one pass during this year's project.

Attachments (list documents supporting change): Itemization of Items

ITEM	DESCRIPTION OF PAY ITEM	UNIT	QTY	UNIT PRICE	INCREASE/(DECREASE)
	**See attached itemization				\$95,741.19
NET CONTRACT CHANGE					\$95,741.19

Amount of Original Contract	\$	156,695.40
Sum of Additions/Deductions approved to date (CO Nos.)	\$	0.00
Contract Amount to date	\$	156,695.40
Amount of this Change Order (ADD) (DEDUCT) (NO-CHANGE)	\$	95,741.19
Revised Contract Amount	\$	252,436.59

The Contract Period for Completion will be (UNCHANGED) (~~INCREASED~~) (~~DECREASED~~) 0 days

<p>APPROVED BY ENGINEER: FOCUS Engineering, inc.</p> <p style="text-align: center;"></p> <p>_____ ENGINEER</p> <p style="text-align: center;"><u>8/4/2017</u> DATE</p>	<p>APPROVED BY CONTRACTOR</p> <p style="text-align: center;"></p> <p>_____ BY</p> <p style="text-align: center;"><u>8/13/17</u> DATE</p>
<p>APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA</p> <p>_____ BY</p> <p>_____ DATE</p>	

CHANGE ORDER NO. 1

2017 MILL AND OVERLAY
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2017.151

FOCUS ENGINEERING, inc.



ITEM	DESCRIPTION OF PAY ITEM	UNIT	CHANGE ORDER			DESCRIPTION / JUSTIFICATION
			QUANTITY	UNIT PRICE	AMOUNT	
CO1-1	MILL 2.5" OF EXIST. BITUMINOUS PAVEMENT	SY	9,000.0	\$2.50	\$22,500.00	Add 2.5-inch mill & overlay of Kimbro Avenue from 43rd Street to 47th Street to the scope of the project.
CO1-2	TYPE SP 9.5 BITUMINOUS WEARING COURSE (SPWEA330B)	TN	1,341.0	\$51.75	\$69,396.75	
CO1-3	BITUMINOUS MATERIAL FOR TACK COAT	GAL	630.0	\$1.40	\$882.00	
CO1-4	STRIPING - 4" YELLOW EPOXY	LF	2,532.0	\$0.39	\$987.48	
CO1-5	STRIPING - 4" WHITE EPOXY	LF	5,064.0	\$0.39	\$1,974.96	

TOTALS - CHANGE ORDER NO. 1

\$95,741.19



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

-  Original 2017 Mill and Overlay Scope of Work
-  Proposed added scope of work - Change Order No. 1

This drawing is the result of the compilation and reproduction of land records as they appear in various Washington County offices. The drawing should be used for reference purposes only. Washington County is not responsible for any inaccuracies.