



NOTICE OF MEETING

City Council Meeting

Wednesday, November 7, 2018 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. Accept Minutes

1. October 16, 2018 Meeting

D. Public Comments/Inquires

E. Presentations

F. Consent Agenda

2. Approve Payment of Disbursements and Payroll
3. Accept 3rd Quarter Financial Reports
4. Approve Wildflower 1st Addition – Release of Warranty Security for Sanitary Sewer & Watermain.
5. Approve Amendment to MnDOT Agreement to extend contract for the State Highway 36 South Frontage Road Study – *Resolution 2018-124*
6. Approve Lake Grant to Lake Demontreville Olson Association

G. Regular Agenda

7. Snow Removal from Sidewalks - Update Snow Removal Policy
8. Council Members as Employees - *Resolution No 2018-121*
9. Set Meeting to Canvass Election Results
10. 7962 Hill Trail Variance – *Resolution 2018-126*
11. 9843 Whistling Valley and 9829 Whistling Valley Rd. Easement Vacation – *Resolution 2018-127*
12. Cedar Pet Clinic CUP Amendment – *Resolution 2018-128*
13. Bentley Village Sketch Plan

H. Council Reports

I. Staff Reports and Announcements

J. Adjourn

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
OCTOBER 16, 2018**

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 and Christine Nelson

ABSENT: Councilmembers Julie Fliflet and Jill Lundgren

Staff present: Administrator Handt, City Attorney Sonsalla, City Engineer Griffin, Public Works Director Welsdon and City Clerk Johnson.

APPROVAL OF AGENDA

Item 17, "Purchase of John Deere Gator" was moved to the end of the agenda. Item 21, "Snow Removal from Sidewalks – Update Snow Removal Policy" was moved to the next meeting agenda.

Councilmember Bloyer, seconded by Councilmember Nelson, moved TO APPROVE THE AGENDA AS AMENDED. Motion passed 3 – 0.

ACCEPT MINUTES

Minutes of the October 2, 2018 Regular Meeting were accepted as presented.

PUBLIC COMMENTS/INQUIRIES

None

PRESENTATIONS

None

CONSENT AGENDA

2. Approve Payment of Disbursements and Payroll
3. Accept Building Department September 2018 Report
4. Accept Fire Department September 2018 Report
5. Accept Public Works September 2018 Report
6. Approve Hiring of Planning Director
7. Approve Washington County All Hazard Mitigation Plan-*Resolution 2018-115*
8. Approve Addition to Official Depositories of Funds-*Resolution 2018-116*
9. Authorize Advertising and Hiring of Warming House Attendants
10. Approve 2019 Health Insurance Rates and Benefit Plans- *Resolution 2018-117*
11. Approve 2018 Street Improvements – Change Order No. 2.
12. Approve 2018 Street Improvements – Payment Request No. 3.

13. Approve Old Village Ph4 Street & Utility Improvements – Change Order No. 2.
14. Approve Old Village Ph4 Street & Utility Improvements – Pay Request No. 3.
15. Approve 201 Wastewater System – Approve Connection Request for 10975 32nd Street North
16. Approve Letter of Credit Reduction for Kwik Trip
17. ~~Approve Purchase of John Deere Gator~~
18. Approve Declaration of Easement on City Property

Mayor Pearson, seconded by Councilmember Nelson, moved TO APPROVE THE CONSENT AGENDA AS PRESENTED. Motion passed 3 - 0.

ITEM 19: 2018 Street Improvements – Assessment Hearing; Adopt Final Assessment Roll

City Engineer Griffin reviewed the project scope, total project cost and assessment total.

Councilmember Bloyer, seconded by Councilmember Nelson, moved TO OPEN THE PUBLIC HEARING. Motion passed 3 – 0.

Marilyn Kennedy, 9051 Jane Road N., asked about drainage issues at her property.

Christopher Barrera, 9420 Jane Court N., objected to his assessment amount, stating his lot can't be divided.

Dorothy Martin, 9233 Jane Road N., asked questions about her assessment.

Mayor Pearson, seconded by Councilmember Nelson, moved TO CLOSE THE PUBLIC HEARING. Motion passed 3 – 0.

Councilmember Nelson, seconded by Mayor Pearson, MOVED TO APPROVE RESOLUTION NO. 2018-118, ADOPTING THE FINAL ASSESSMENT ROLL FOR THE 2018 STREET IMPROVEMENTS. Motion passed 3 – 0.

ITEM 20: Old Village Phase 3 Street & Utility Improvements – Assessment Hearing; Adopt Final Assessment Roll

City Engineer Griffin reviewed the proposed assessments for the Old Village Phase 3 project.

Councilmember Bloyer, seconded by Mayor Pearson, moved TO APPROVE RESOLUTION NO. 2018-111, ADOPTING THE FINAL ASSESSMENT ROLL FOR THE OLD VILLAGE PHASE 3 STREET AND UTILITY IMPROVEMENTS.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO AMEND THE PRIMARY MOTION TO CHANGE THE ASSESSMENT FOR THE LAVERNE AVENUE PORTION

OF THE PROJECT NORTH OF CSAH 14 TO 80% OF THE PROJECT COST. Motion passed 2 – 1. (Bloyer – nay)

Primary motion passed 3 – 0.

ITEM 22: 2019 Street Improvements – Accept Feasibility Report; Call for Public Hearing

City Engineer Griffin presented recommendations for the 2019 Street Improvements project, reviewed assessable properties, findings and recommendations.

Councilmember Bloyer, seconded by Councilmember Nelson, moved TO APPROVE RESOLUTION NO. 2018-119, RECEIVING THE FEASIBILITY REPORT AND CALLING A PUBLIC HEARING FOR THE 2019 STREET AND UTILITY IMPROVEMENTS. Motion passed 3 – 0.

ITEM 23: Four Corners 1st Addition Development Agreement

City Administrator Handt noted that the proposed development agreement is for the future Stillwater School District bus garage.

Councilmember Bloyer, seconded by Mayor Pearson, moved TO ADOPT RESOLUTION 2018-120 APPROVING THE DEVELOPER'S AGREEMENT FOR FOUR CORNERS 1ST ADDITION. Motion passed 3 – 0.

ITEM 24: Council Members as Employees

City Administrator Handt reviewed the City's current policy relating to the status of Council Members as employees.

Councilmember Bloyer, seconded by Mayor Pearson, moved TO POSTPONE THE CURRENT AGENDA ITEM TO THE NEXT MEETING FOR FULL COUNCIL CONSIDERATION. Motion passed 3 – 0.

ITEM 25: Heritage Farms Sanitary Sewer Extension

City Engineer Griffin presented a petition requesting the extension of municipal sanitary sewer to the Heritage Farms neighborhood and recommendation for a feasibility report. Mayor Pearson stated he would abstain from voting on this issue as he lives in the Heritage Farm

COUNCILMEMBER NELSON, SECONDED BY COUNCILMEMBER BLOYER, MOVED TO APPROVE RESOLUTION NO. 2018-122, DECLARING THE ADEQUACY OF THE HERITAGE FARMS PETITION FOR MUNICIPAL SANITARY SEWER SERVICE AND DEFERRING THE PREPARATION OF A FEASIBILITY REPORT. Motion passed 2 – 0 – 1. (Pearson – abstain)

ITEM 26: Hamlet on Sunfish Lake Sanitary Sewer Extension – Accept Petition; Authorize Feasibility Report and Topographical Survey

Councilmember Bloyer, seconded by Mayor Pearson, moved TO POSTPONE THE CURRENT AGENDA ITEM UNTIL INFORMATION REGARDING CONNECTION OF TRAILS IS RECEIVED FROM THE HOMEOWNERS ASSOCIATION. Motion passed 3 – 0.

ITEM 17: Purchase of John Deere Gator

Public Works Director Weldon presented the request for purchase of a John Deere Gator to be used by Public Works for park maintenance.

Councilmember Nelson, seconded by Councilmember Bloyer, moved TO APPROVE THE PURCHASE OF A JOHN DEERE PRO GATOR AND RAHN GROOMING EQUIPMENT FROM FRONTIER AG AND TURF (SOURCEWELL COOPERATIVE PURCHASING), FOR AN AMOUNT NOT TO EXCEED \$25,000. Motion passed 3 – 0.

COUNCIL REPORTS

Mayor Pearson: Attended a meeting on human trafficking.

Councilmember Nelson: No report.

Councilmember Bloyer: Attended Hagberg's 80th Anniversary celebration. Commended residents in the 2018 street improvement project area on cooperation with construction.

STAFF REPORTS AND ANNOUNCEMENTS

Administrator Handt: Game Time Grant award received; open house October 30th 5:00 – 7:00 p.m. on the central greenway trail; 3M government work group meeting coming up.

City Clerk Johnson: Provided absentee and early voting information.

City Attorney Sonsalla: Working on assessment waivers and Four Corners documents.

City Engineer Griffin: Working on Boulder Ponds 3rd Addition and Four Corners projects.

Meeting adjourned at 8:05 p.m.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Julie Johnson, City Clerk



STAFF REPORT

DATE: November 7, 2018
CONSENT

TO: Mayor and City Council
FROM: Amy La Belle, Accountant
AGENDA ITEM: Payments & Disbursements
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:

Claim #	Amount	Description
ACH	\$ 65,855.62	Payroll 10/25/18
48056 – 48122	\$ 442,078.99	Accounts Payable 11/07/18
TOTAL	\$ 507,934.61	

RECOMMENDATION:

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

“Motion to approve the aforementioned disbursements in the amount of \$ 507,934.61”

ATTACHMENTS:

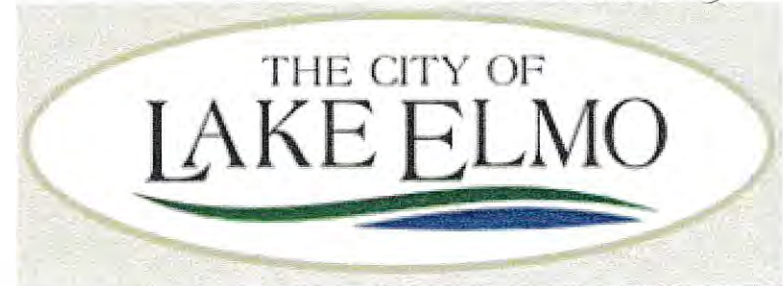
1. Accounts Payable – proof list(s)

R. Hunt

Accounts Payable

To Be Paid Proof List

User: AmyLabelle
Printed: 10/31/2018 - 6:44PM
Batch: 00001.11.2018 - AP 110718



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
3D Specialties									
3DSPECIA									
205707	10/19/2018	1,557.34	0.00	11/07/2018				No	0
101-430-3100-42260 Street Signs					Steel posts				
205707 Total:		1,557.34							
3D Specialties Total:		1,557.34							
Able Hose & Rubber									
ABLEHOSE									
210639-001	10/1/2018	302.34	0.00	11/07/2018				No	0
601-494-9400-42210 Repair/Maint. Supplies					Hydrant flushing adaptor				
210639-001 Total:		302.34							
Able Hose & Rubber Total		302.34							
Advanced Auto Parts									
ADVAUTO									
*** 453545	10/9/2018	109.99	0.00	11/07/2018				No	0
601-494-9400-42210 Repair/Maint. Supplies					Battery for Water Van				
*** 453545	10/9/2018	-22.00	0.00	11/07/2018				No	0
601-494-9400-42210 Repair/Maint. Supplies					Battery - core return				
453545 Total:		87.99							
*** 454585	10/22/2018	485.11	0.00	11/07/2018				No	0

*** means this invoice number is a duplicate.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
101-430-3100-42210 Repair/Maint. Supplies *** 454585	10/22/2018	32.28	0.00	11/07/2018	Brakes and battery for 12-1			No	0
101-430-3100-42210 Repair/Maint. Supplies *** 454585	10/22/2018	-22.00	0.00	11/07/2018	Oil Filters			No	0
101-430-3100-42210 Repair/Maint. Supplies *** 454585	10/22/2018	16.20	0.00	11/07/2018	Battery - Core Return			No	0
101-430-3100-42210 Repair/Maint. Supplies					Oil fileter and light bulb				
	454585 Total:	511.59							
	Advanced Auto Parts Total	599.58							
American Flagpole & Flag Corp AMFLAG 142756	10/22/2018	49.90	0.00	11/07/2018				No	0
101-420-2220-44010 Repairs/Maint Bldg					Replacement flag at Station 1				
	142756 Total:	49.90							
	American Flagpole & Flag C	49.90							
Banyon Data Systems, Inc. BANYON *** 158064	11/1/2018	545.00	0.00	11/07/2018				No	0
601-494-9400-43180 Software Support *** 158064	11/1/2018	545.00	0.00	11/07/2018	UB and Meter Device support			No	0
602-495-9450-43180 Software Support					UB and Meter Device support				
	158064 Total:	1,090.00							
	Banyon Data Systems, Inc	1,090.00							
Biff's Inc. BIFFS W697538-W697547	10/10/2018	770.00	0.00	11/07/2018				No	0
101-450-5200-44120 Rentals - Buildings					Portable Restrooms				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		<u>770.00</u>							
	W697538-W697547 Total:	770.00							
		<u>770.00</u>							
	Biff's Inc. Total:	770.00							
Bolton & Menk, Inc BOLTONME 0224005	10/11/2018	7,795.50	0.00	11/07/2018				No	0
409-480-8000-43150 Contract Services				2018 Street Improvements					
	0224005 Total:	<u>7,795.50</u>							
0224006	10/11/2018	260.00	0.00	11/07/2018				No	0
803-000-0000-22910 Developer Payments				Hammes Estates 3rd - PRV Station Design					
	0224006 Total:	<u>260.00</u>							
0224007	10/11/2018	666.00	0.00	11/07/2018				No	0
602-495-9450-43150 Contract Services				I-94 Lift Station Project 2016.134					
	0224007 Total:	<u>666.00</u>							
	Bolton & Menk, Inc Total:	<u>8,721.50</u>							
Century College CENCOLLE 350164	10/8/2018	1,525.00	0.00	11/07/2018				No	0
101-420-2220-44370 Conferences & Training				FFI, FFII and Hazmat Ops - Lovett					
	350164 Total:	<u>1,525.00</u>							
684287	10/22/2018	688.75	0.00	11/07/2018				No	0
101-420-2220-44370 Conferences & Training				2018 Fire CEU program					
	684287 Total:	<u>688.75</u>							
	Century College Total:	<u>2,213.75</u>							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
Cintas Corporation #754									
CINTAS									
*** 4010470141	10/3/2018	238.98	0.00	11/07/2018				No	0
221-460-6301-43150 Contract Services					Cleaning & Maintenance Brookfield II				
*** 4010470141	10/3/2018	79.66	0.00	11/07/2018				No	0
221-460-6301-43150 Contract Services					Cleaning & Maintenance City Hall				
4010470141 Total:		318.64							
*** 4010745079	10/10/2018	98.61	0.00	11/07/2018				No	0
101-430-3100-44170 Uniforms					Uniforms				
*** 4010745079	10/10/2018	143.68	0.00	11/07/2018				No	0
101-430-3100-44170 Uniforms					Rugs/soap/rags				
4010745079 Total:		242.29							
*** 4011033563	10/17/2018	98.61	0.00	11/07/2018				No	0
101-430-3100-44170 Uniforms					Uniforms				
*** 4011033563	10/17/2018	93.97	0.00	11/07/2018				No	0
101-430-3100-42150 Operating Supplies					Rugs/soap/rags				
4011033563 Total:		192.58							
*** 4011035964	10/17/2018	220.39	0.00	11/07/2018				No	0
221-460-6301-43150 Contract Services					Cleaning & Maintenance Brookfield II				
*** 4011035964	10/17/2018	73.46	0.00	11/07/2018				No	0
101-410-1940-44010 Repairs/Maint Contractual B					Cleaning & Maintenance City Hall				
4011035964 Total:		293.85							
*** 4011343616	10/24/2018	98.61	0.00	11/07/2018				No	0
101-430-3100-44170 Uniforms					Uniforms				
*** 4011343616	10/24/2018	123.83	0.00	11/07/2018				No	0
101-430-3100-42150 Operating Supplies					Rugs/soap/rags				
4011343616 Total:		222.44							
Cintas Corporation #754 T		1,269.80							

Coleman, Michael

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
COLEMANM									
*** 20181024	10/24/2018	23.00	0.00	11/07/2018				No	0
601-494-9400-44370	Conferences & Training				Reimbursement - Water Operator License				
*** 20181024	10/24/2018	116.87	0.00	11/07/2018				No	0
601-494-9400-44370	Conferences & Training				Reimbursement - Water Operator License (Hotel)				
*** 20181024	10/24/2018	183.12	0.00	11/07/2018				No	0
601-494-9400-43310	Mileage				Reimbursement - Water Operator License (Mileage)				
	20181024 Total:	322.99							
	Coleman, Michael Total:	322.99							
Core & Main LP									
CORE									
J593433	10/10/2018	2,300.16	0.00	11/07/2018				No	0
602-495-9450-42400	Small Tools & Minor Equipm				Hydrant Repair Parts				
	J593433 Total:	2,300.16							
J593456	10/10/2018	93.91	0.00	11/07/2018				No	0
602-495-9450-42400	Small Tools & Minor Equipm				Manhole Hook				
	J593456 Total:	93.91							
	Core & Main LP Total:	2,394.07							
Culligan of Stillwater									
CULLIGAN									
306-X01233400	9/30/2018	132.50	0.00	11/07/2018				No	0
101-410-1940-44300	Miscellaneous				Water and cooler rental				
	306-X01233400 Total:	132.50							
	Culligan of Stillwater Total	132.50							

CW Houle, Inc.
CWHOULE

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
10841	10/17/2018	30,358.00	0.00	11/07/2018				No	0
603-496-9500-44030	Repairs/Maint Not Bldg			Eden Park Storm Sewer Repair					
	10841 Total:	30,358.00							
	CW Houle, Inc. Total:	30,358.00							
Delta Dental Of Minnesota									
DELTA									
7443194	10/15/2018	1,075.05	0.00	11/07/2018				No	0
101-000-0000-21706	Medical Insurance			November 2018 Premium					
	7443194 Total:	1,075.05							
	Delta Dental Of Minnesota	1,075.05							
Emergency Response Solutions									
Erespsol									
11828	10/15/2018	7,141.33	0.00	11/07/2018				No	0
101-420-2220-42400	Small Tools & Equipment			Replacement helmets and accessories					
	11828 Total:	7,141.33							
	Emergency Response Solut	7,141.33							
Erickson Engineering									
ERICKENG									
12804	10/10/2018	430.00	0.00	11/07/2018				No	0
101-430-3100-43030	Engineering Services			Bridge Management Project 2018.127					
	12804 Total:	430.00							
	Erickson Engineering Total:	430.00							

Great America Financial

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
GREATAM 2354383	10/16/2018	493.19	0.00	11/07/2018				No	0
101-410-1940-44040 Repairs/Maint Contractual E					Sharp MX-5070N Maint September 2018				
		<u>493.19</u>							
2354383 Total:		493.19							
23548382	10/16/2018	473.26	0.00	11/07/2018				No	0
101-410-1940-44040 Repairs/Maint Contractual E					Sharp MX-5141N Maint September 2018				
		<u>473.26</u>							
23548382 Total:		473.26							
Great America Financial To		<u>966.45</u>							
HeathPartners HLTHPART 919300	10/9/2018	536.00	0.00	11/07/2018				No	0
101-420-2220-43050 Physicals					Pre placement physical - Talcott, Knowles				
		<u>536.00</u>							
919300 Total:		536.00							
919364	10/9/2018	31.00	0.00	11/07/2018				No	0
101-410-1910-44300 Miscellaneous					Health Services (Drug/Alcohol Screens & Exams)				
		<u>31.00</u>							
919364 Total:		31.00							
HeathPartners Total:		<u>567.00</u>							
Holiday Credit Office HOLIDAYC *** 20181015	10/15/2018	75.50	0.00	11/07/2018				No	0
101-420-2220-42120 Fuel, Oil and Fluids					Fuel				
		<u>75.50</u>							
20181015 Total:		75.50							
Holiday Credit Office Total:		<u>75.50</u>							

HotsyMinnesota.com

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
HOTSYS									
61189	10/18/2018	65.09	0.00	11/07/2018				No	0
101-430-3100-44030				Repairs/Maint Imp Not Bldg	Pressure washer parts				
	61189 Total:	65.09							
	HotsyMinnesota.com Tota	65.09							
Jani-King of Minnesota, Inc									
JANIKING									
MIN09180174	9/1/2018	344.57	0.00	11/07/2018				No	0
101-410-1940-44010				Repairs/Maint Contractual B	Cleaning Services - City Hall September 2018				
	MIN09180174 Total:	344.57							
MIN10180169	10/1/2018	208.49	0.00	11/07/2018				No	0
101-430-3100-43150				Contract Services	Cleaning Services - Public Works				
	MIN10180169 Total:	208.49							
MIN10180170	10/1/2018	344.57	0.00	11/07/2018				No	0
101-410-1940-44010				Repairs/Maint Contractual B	Cleaning Services - City Hall October 2018				
	MIN10180170 Total:	344.57							
	Jani-King of Minnesota, In	897.63							
Johnson & Turner Attorneys									
JOHNSON&									
75167	9/30/2018	3,513.75	0.00	11/07/2018				No	0
101-420-2150-43045				Attorney Criminal	Prosecution Svs September 2018				
	75167 Total:	3,513.75							
	Johnson & Turner Attorney	3,513.75							

Kadmas, Lee & Jackson, Inc.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
KADRMASL									
10106785	10/9/2018	309.55	0.00	11/07/2018				No	0
803-000-0000-22910	Developer Payments			Boulder Ponds 3rd Addition					
	10106785 Total:	309.55							
	Kadrmass, Lee & Jackson, I	309.55							
Kath Fuel Oil Service Co									
kathfuel									
636559	10/3/2018	962.21	0.00	11/07/2018				No	0
101-430-3100-42120	Fuel, Oil and Fluids			Unleaded fuel					
	636559 Total:	962.21							
636560	10/3/2018	529.06	0.00	11/07/2018				No	0
101-430-3100-42120	Fuel, Oil and Fluids			Diesel Fuel					
	636560 Total:	529.06							
637686	10/22/2018	40.00	0.00	11/07/2018				No	0
101-430-3100-42120	Fuel, Oil and Fluids			Grease					
	637686 Total:	40.00							
637819	10/17/2018	996.75	0.00	11/07/2018				No	0
101-430-3100-42120	Fuel, Oil and Fluids			Unleaded Fuel					
	637819 Total:	996.75							
	Kath Fuel Oil Service Co T	2,528.02							
Kennedy & Graven, Chartered									
KENGRAVE									
*** 144730	9/26/2018	2,375.62	0.00	11/07/2018				No	0
101-410-1320-43040	Legal Services			General Matters					
*** 144730	9/26/2018	6,742.50	0.00	11/07/2018				No	0
601-494-9400-43040	Legal Services			3M litigation					
*** 144730	9/26/2018	55.50	0.00	11/07/2018				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
101-410-1320-43040 Legal Services *** 144730	9/26/2018	38.75	0.00	11/07/2018	Haz Bldg - 9240 31st St			No	0
101-410-1320-43040 Legal Services *** 144730	9/26/2018	1,064.25	0.00	11/07/2018	Land Swap - Sanctuary HOA			No	0
803-000-0000-22910 Developer Payments *** 144730	9/26/2018	376.25	0.00	11/07/2018	Boulder Ponds 4th			No	0
803-000-0000-22910 Developer Payments *** 144730	9/26/2018	4,284.00	0.00	11/07/2018	Easton Village			No	0
601-494-9400-43040 Legal Services *** 144730	9/26/2018	3,160.50	0.00	11/07/2018	White Bear Lake vs DNR			No	0
803-000-0000-22910 Developer Payments *** 144730	9/26/2018	774.00	0.00	11/07/2018	Legacy at North Star			No	0
803-000-0000-22910 Developer Payments					Growing Explorers				
144730 Total:		18,871.37							
Kennedy & Graven, Charte		18,871.37							
Kwik Trip Inc KWIK *** 20180930	9/30/2018	171.03	0.00	11/07/2018	Fuel			No	0
101-420-2220-42120 Fuel, Oil and Fluids									
20180930 Total:		171.03							
Kwik Trip Inc Total:		171.03							
Larson Diesel Service, Corp LARSON 180914003	9/14/2018	593.34	0.00	11/07/2018	Alternator repair to 06-1			No	0
101-430-3100-44040 Repairs/Maint Eqpt									
180914003 Total:		593.34							
180924004	9/14/2018	1,773.41	0.00	11/07/2018	DOT and repairs to 00-1			No	0
101-430-3100-44040 Repairs/Maint Eqpt									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	180924004 Total:	1,773.41							
180927002	9/14/2018	793.28	0.00	11/07/2018				No	0
101-430-3100-44040	Repairs/Maint Eqpt				DOT and repairs to 98-2				
	180927002 Total:	793.28							
	Larson Diesel Service, Corp	3,160.03							
Lillie Suburban Newspaper Inc.									
lillie									
*** 20180928	9/28/2018	103.50	0.00	11/07/2018				No	0
101-410-1910-43510	Legal Publishing				Notice - OV Phase 3				
*** 20180928	9/28/2018	31.63	0.00	11/07/2018				No	0
101-410-1910-43510	Legal Publishing				Notice - Zawadski Homes				
*** 20180928	9/28/2018	94.88	0.00	11/07/2018				No	0
101-410-1910-43510	Legal Publishing				Notice - 2018 Street Improvements				
	20180928 Total:	230.01							
	Lillie Suburban Newspaper	230.01							
Malmquist, Greg									
MALMQ									
*** 20181011	10/11/2018	28.34	0.00	11/07/2018				No	0
101-420-2220-43310	Mileage				Reimbursement - MN State Fire Chief Conf (Mileage)				
*** 20181011	10/11/2018	30.00	0.00	11/07/2018				No	0
101-420-2220-44370	Conferences & Training				Reimbursement - MN State Fire Chief Conf (Parking)				
*** 20181011	10/11/2018	15.05	0.00	11/07/2018				No	0
101-420-2220-44370	Conferences & Training				Reimbursement - MN State Fire Chief Conf (Meals)				
	20181011 Total:	73.39							
	Malmquist, Greg Total:	73.39							

Maroney's Sanitation, Inc

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
MARONEYS									
*** 749003	10/10/2018	127.48	0.00	11/07/2018				No	0
101-410-1940-43840 Refuse				Trash Service 0901-0930					
*** 749003	10/10/2018	53.30	0.00	11/07/2018				No	0
101-420-2220-43840 Refuse				Trash Service 0901-0930					
*** 749003	10/10/2018	232.22	0.00	11/07/2018				No	0
101-450-5200-43840 Refuse				Trash Service 0901-0930					
*** 749003	10/10/2018	293.42	0.00	11/07/2018				No	0
101-430-3100-43840 Refuse				Trash Service 0901-0930					
*** 749003	10/10/2018	388.56	0.00	11/07/2018				No	0
221-460-6301-43150 Contract Services				Trash Service 0901-0930					
	749003 Total:	1,094.98							
	Maroney's Sanitation, Inc T	1,094.98							
McDonald Remodeling									
MCDONREM									
178205	7/31/2018	888.25	0.00	11/07/2018				No	0
221-460-6301-43150 Contract Services				Plumbing repair - Brookfield II					
	178205 Total:	888.25							
	McDonald Remodeling To	888.25							
Menards - Oakdale									
MENARDSO									
*** 63563	10/5/2018	21.77	0.00	11/07/2018				No	0
601-494-9400-42150 Operating Supplies				Misc. supplies					
*** 63563	10/5/2018	19.98	0.00	11/07/2018				No	0
101-450-5200-42230 Building Repair Supplies				screws					
	63563 Total:	41.75							
63993	10/10/2018	701.28	0.00	11/07/2018				No	0
101-450-5200-42210 Repair/Maint. Supplies				Kleis Park Bridge					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		701.28							
63993 Total:		701.28							
64002	10/10/2018	101.35	0.00	11/07/2018	Mail box & numbers for Station 1			No	0
101-420-2220-44010 Repairs/Maint Bldg									
		101.35							
64002 Total:		101.35							
64246	10/10/2018	99.90	0.00	11/07/2018	Kleis Park Bridge			No	0
101-450-5200-42210 Repair/Maint. Supplies									
		99.90							
64246 Total:		99.90							
64261	10/10/2018	-38.85	0.00	11/07/2018	Returned Item - Kleis Park Bridge			No	0
101-450-5200-42210 Repair/Maint. Supplies									
		-38.85							
64261 Total:		-38.85							
64477	10/10/2018	33.89	0.00	11/07/2018	Misc. Supplies			No	0
601-494-9400-42150 Operating Supplies									
		33.89							
64477 Total:		33.89							
		939.32							
Menards - Oakdale Total:		939.32							
Minnesota Native Land, Inc.									
MN NATIV									
18597	9/27/2018	1,100.00	0.00	11/07/2018	Sunfish Lake Park Praire weed control			No	0
101-450-5200-43150 Contracted Services									
		1,100.00							
18597 Total:		1,100.00							
		1,100.00							
Minnesota Native Land, In		1,100.00							
MN Dept of Transportation									
MNDOT									
506070	10/9/2018	400.00	0.00	11/07/2018	MNDOT Snow plow simulator			No	0
101-430-3100-44370 Conferences & Training									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	506070 Total:	400.00							
	MN Dept of Transportatio	400.00							
NCPERS Minnesota NCPERS 56621118	10/19/2018	80.00	0.00	11/07/2018				No	0
101-000-0000-21708 Other Benefits				November 2018 premium					
	56621118 Total:	80.00							
	NCPERS Minnesota Total:	80.00							
Newman Signs, Inc. NEWMAN 6406	10/10/2018	379.27	0.00	11/07/2018				No	0
101-430-3100-42260 Street Signs				Street Signs					
	6406 Total:	379.27							
	Newman Signs, Inc. Total:	379.27							
Northland Trust Services NORTHL *** LKEL09A	10/9/2018	45,000.00	0.00	11/07/2018				No	0
601-000-0000-22500 Bonds Payable - Current				2009A GO Bond - Principal 12/01					
*** LKEL09A	10/9/2018	3,563.75	0.00	11/07/2018				No	0
601-494-9400-46110 Bond Interest				2009A GO Bond - Interest 12/01					
	LKEL09A Total:	48,563.75							
*** LKEL12A	10/9/2018	215,000.00	0.00	11/07/2018				No	0
601-000-0000-22500 Bonds Payable - Current				2009A GO Bond - Principal 12/01					
*** LKEL12A	10/9/2018	39,171.88	0.00	11/07/2018				No	0
601-494-9400-46110 Bond Interest				2009A GO Bond - Interest 12/01					
*** LKEL12A	10/9/2018	495.00	0.00	11/07/2018				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
601-494-9400-46200 Fiscal Agent Fees				2009A GO Bond - Agent Fee 12/01					
	LKEL12A Total:	254,666.88							
	Northland Trust Services T	303,230.63							
Prchal, Benjamin PRCHALBE 20181029	10/29/2018	7.36	0.00	11/07/2018				No	0
101-410-1910-43310 Mileage				Reimbursement - Mileage					
	20181029 Total:	7.36							
	Prchal, Benjamin Total:	7.36							
Rachel Contracting RACHELCO *** Lions Park	10/11/2018	6,427.50	0.00	11/07/2018				No	0
404-480-8000-43050 Other Park Ded Prof Services				Lions Park - Final payment					
	Lions Park Total:	6,427.50							
	Rachel Contracting Total:	6,427.50							
Ricci Media Group LLC. RITCHIET *** 20181019	10/19/2018	55.00	0.00	11/07/2018				No	0
101-410-1450-43620 Cable Operations				Cable Oper - 101518 Parks Comm					
	20181019 Total:	55.00							
	Ricci Media Group LLC. T	55.00							

Ruffridge Johnson Equipment Co
RUFFRIDG

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
RA00515	9/28/2018	1,200.00	0.00	11/07/2018				No	0
101-430-3100-43090				Sealcoating & Crack Sealing	Paver rental 15th St & 30th St Ct.				
		<u>1,200.00</u>							
		RA00515 Total:							
		<u>1,200.00</u>							
		Ruffridge Johnson Equipm							
		1,200.00							
S & R Appliance Repair, Inc.									
SRHEATIN									
50170	10/10/2018	600.30	0.00	11/07/2018				No	0
221-460-6301-43150				Contract Services	2018 Fall Maintenance & Repair				
		<u>600.30</u>							
		50170 Total:							
		<u>600.30</u>							
50171	10/10/2018	894.33	0.00	11/07/2018				No	0
221-460-6301-43150				Contract Services	2018 Fall Maintenance & Repair				
		<u>894.33</u>							
		50171 Total:							
		<u>894.33</u>							
		S & R Appliance Repair, In							
		1,494.63							
Safe-Fast, Inc.									
SAFEFAST									
206741	10/15/2018	297.90	0.00	11/07/2018				No	0
101-420-2220-44170				Uniforms	Medic coats for Goecke & Wirth				
		<u>297.90</u>							
		206741 Total:							
		<u>297.90</u>							
		Safe-Fast, Inc. Total:							
		<u>297.90</u>							
Schlomka Services LLC									
SCHLOMKA									
22315	9/30/2018	220.00	0.00	11/07/2018				No	0
601-494-9400-44050				Repairs/Maint. Imp. Bldgs.	Pump holding tank at booster station				
		<u>220.00</u>							
		22315 Total:							
		<u>220.00</u>							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
Schlomka Services LLC To		220.00							
Short Elliott Hendrickson, Inc									
SEH									
*** 357421	10/10/2018	5,316.85	0.00	11/07/2018				No	0
409-480-8000-43150 Contract Services					Old Village Phase 4				
*** 357421	10/10/2018	1,602.42	0.00	11/07/2018				No	0
601-494-9400-43150 Contract Services					Old Village Phase 4				
*** 357421	10/10/2018	1,800.48	0.00	11/07/2018				No	0
602-495-9450-43150 Contract Services					Old Village Phase 4				
*** 357421	10/10/2018	1,233.17	0.00	11/07/2018				No	0
404-480-8000-45200 Buildings and Structures					Old Village Phase 4				
357421 Total:		9,952.92							
*** 357423	10/10/2018	164.01	0.00	11/07/2018				No	0
404-480-8000-44030 Repairs/Maint Imp Not Bldg					Public Library Parking Lot - record plans				
*** 357423	10/10/2018	332.99	0.00	11/07/2018				No	0
411-480-8000-45200 Buildings and Structures					Public Library Parking Lot - record plans				
357423 Total:		497.00							
Short Elliott Hendrickson,		10,449.92							
Shred-It USA									
SHRED-IT									
812726134	9/30/2018	237.28	0.00	11/07/2018				No	0
101-410-1320-43150 Contract Services					Document Shredding				
812726134 Total:		237.28							
Shred-It USA Total:		237.28							
Sir Lines-A-Lot									
SIRLINES									
53058	10/8/2018	2,584.75	0.00	11/07/2018				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
101-430-3100-43090 Sealcoating & Crack Sealing					15th Street Striping				
	53058 Total:	2,584.75							
	Sir Lines-A-Lot Total:	2,584.75							
Sprint									
SPRINT									
*** 761950227-187	10/18/2018	65.62	0.00	11/07/2018				No	0
101-410-1320-43210 Telephone					Cell Phone Service 0915-1014				
*** 761950227-187	10/18/2018	11.51	0.00	11/07/2018				No	0
101-410-1910-43210 Telephone					Cell Phone Service 0915-1014				
*** 761950227-187	10/18/2018	216.63	0.00	11/07/2018				No	0
101-420-2220-43210 Telephone					Cell Phone Service 0915-1014				
*** 761950227-187	10/18/2018	224.58	0.00	11/07/2018				No	0
101-420-2400-43210 Telephone					Cell Phone Service 0915-1014				
*** 761950227-187	10/18/2018	32.53	0.00	11/07/2018				No	0
101-430-3100-43210 Telephone					Cell Phone Service 0915-1014				
*** 761950227-187	10/18/2018	57.37	0.00	11/07/2018				No	0
101-450-5200-43210 Telephone					Cell Phone Service 0915-1014				
	761950227-187 Total:	608.24							
	Sprint Total:	608.24							
Stabner Electric									
STABNERE									
1126	10/12/2018	631.00	0.00	11/07/2018				No	0
221-460-6301-44040 Repairs & Maintenance					Lighting Repair				
	1126 Total:	631.00							
1127	10/12/2018	167.00	0.00	11/07/2018				No	0
221-460-6301-44040 Repairs & Maintenance					Lighting Repair				
	1127 Total:	167.00							
1128	10/12/2018	68.00	0.00	11/07/2018				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
601-494-9400-44010	Repairs/Maint Imp Bldgs			Well # 2 Service Call					
	1128 Total:	68.00							
*** 1129	10/12/2018	461.00	0.00	11/07/2018				No	0
101-450-5200-44030	Repairs/Maint Imp Not Bldg			Pebble Park Tennis Court - Light repairs					
	1129 Total:	461.00							
	Stabner Electric Total:	1,327.00							
Staples Business Credit									
STAPLES									
165814566-0-1	5/16/2018	369.81	0.00	11/07/2018				No	0
101-410-1320-42000	Office Supplies			Office Supplies					
	165814566-0-1 Total:	369.81							
7197660084-0-1	5/15/2018	363.25	0.00	11/07/2018				No	0
101-410-1320-42000	Office Supplies			Office Supplies					
	7197660084-0-1 Total:	363.25							
	Staples Business Credit To	733.06							
T Mobile									
TMOBILE									
*** 20181010	10/11/2018	17.62	0.00	11/07/2018				No	0
601-494-9400-43210	Telephone			SCADA Line					
*** 20181010	10/11/2018	17.63	0.00	11/07/2018				No	0
602-495-9450-43210	Telephone			SCADA Line					
	20181010 Total:	35.25							
	T Mobile Total:	35.25							

T.A. Schifsky & Sons Inc

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
TASCH									
63679	10/17/2018	370.14	0.00	11/07/2018	Hot mix			No	0
101-430-3100-42240 Str. Maint/Landscape Materi									
	63679 Total:	370.14							
63731	10/23/2018	585.15	0.00	11/07/2018	Hot mix			No	0
101-430-3100-42240 Str. Maint/Landscape Materi									
	63731 Total:	585.15							
	T.A. Schifsky & Sons Inc T	955.29							
TDS Metrocom - LLC									
TDS									
*** 20181013	10/13/2018	213.88	0.00	11/07/2018	Analog Lines 0813-0912			No	0
101-430-3100-43210 Telephone									
*** 20181013	10/13/2018	106.38	0.00	11/07/2018	Analog Lines 0813-0912			No	0
602-495-9450-43210 Telephone									
*** 20181013	10/13/2018	53.19	0.00	11/07/2018	Analog Lines 0813-0912			No	0
601-494-9400-43210 Telephone									
	20181013 Total:	373.45							
	TDS Metrocom - LLC Tot	373.45							
Telemetry & Process Controls									
TELEMETR									
*** 108058	10/22/2018	489.50	0.00	11/07/2018	Montly SCADA service contract			No	0
601-494-9400-43150 Contract Services									
*** 108058	10/22/2018	489.50	0.00	11/07/2018	Montly SCADA service contract			No	0
602-495-9450-43150 Contract Services									
	108058 Total:	979.00							
	Telemetry & Process Contr	979.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
TKDA, Inc. TKDA 002018003962	10/10/2018	370.60	0.00	11/07/2018	Northport 2nd Addition			No	0
803-000-0000-22910 Developer Payments									
	002018003962 Total:	370.60							
002018003963	10/10/2018	4,635.18	0.00	11/07/2018	Easton Village 4th Addition			No	0
803-000-0000-22910 Developer Payments									
	002018003963 Total:	4,635.18							
	TKDA, Inc. Total:	5,005.78							
TruGreen TRUGREEN 92659197	10/13/2018	1,913.00	0.00	11/07/2018	Fall weed & feed - Multiple Parks			No	0
101-450-5200-43150 Contracted Services									
	92659197 Total:	1,913.00							
92659198	10/13/2018	97.00	0.00	11/07/2018	Fall weed & feed - City Hall			No	0
101-450-5200-43150 Contracted Services									
	92659198 Total:	97.00							
92659199	10/13/2018	50.00	0.00	11/07/2018	Fall weed & feed - Station 1			No	0
101-450-5200-43150 Contracted Services									
	92659199 Total:	50.00							
	TruGreen Total:	2,060.00							
Uline ULINE 100625484	8/24/2018	257.05	0.00	11/07/2018	Misc. operating supplies			No	0
601-494-9400-42150 Operating Supplies									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	100625484 Total:	257.05							
	Uline Total:	257.05							
Verizon Wireless VERIZON 9816326642	10/10/2018	35.01	0.00	11/07/2018				No	0
101-420-2220-43210 Telephone				Air card for tablet 0911-1010					
	9816326642 Total:	35.01							
	Verizon Wireless Total:	35.01							
Washington Conservation Dist. WASHCONS 4293	10/18/2018	625.00	0.00	11/07/2018				No	0
603-496-9500-43150 Contract Services				2018 3rd Q billings					
	4293 Total:	625.00							
	Washington Conservation D	625.00							
Washington County WASH-REC *** 20181001	10/1/2018	46.00	0.00	11/07/2018				No	0
101-410-1910-43150 Contract Services				Encroachment Agreement					
*** 20181001	10/1/2018	46.00	0.00	11/07/2018				No	0
101-410-1910-43150 Contract Services				Encroachment Agreement					
*** 20181001	10/1/2018	46.00	0.00	11/07/2018				No	0
101-410-1910-43150 Contract Services				Encroachment Agreement					
*** 20181001	10/1/2018	46.00	0.00	11/07/2018				No	0
101-410-1910-43150 Contract Services				Assessment Agreement - Gerbitz (OV Project)					
*** 20181001	10/1/2018	46.00	0.00	11/07/2018				No	0
101-410-1910-43150 Contract Services				Pulte Homes Agreement					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	20181001 Total:	230.00							
	Washington County Total:	230.00							
Wenck Associates Inc.									
WENCKASS									
*** 11806815	10/5/2018	182.00	0.00	11/07/2018				No	0
803-000-0000-22910 Developer Payments					Boulder Ponds 4th				
*** 11806815	10/5/2018	130.00	0.00	11/07/2018				No	0
803-000-0000-22910 Developer Payments					Legacy at Northstar				
*** 11806815	10/5/2018	286.00	0.00	11/07/2018				No	0
803-000-0000-22910 Developer Payments					Wyndham Village				
*** 11806815	10/5/2018	325.00	0.00	11/07/2018				No	0
803-000-0000-22910 Developer Payments					Growing Explorers				
*** 11806815	10/5/2018	600.40	0.00	11/07/2018				No	0
803-000-0000-22910 Developer Payments					Kwik Trip				
*** 11806815	10/5/2018	502.50	0.00	11/07/2018				No	0
803-000-0000-22910 Developer Payments					Four Corners 1st - Stillwater School				
	11806815 Total:	2,025.90							
	Wenck Associates Inc. Total:	2,025.90							
White, Anita									
Whiteani									
20181020	10/20/2018	55.00	0.00	11/07/2018				No	0
101-410-1450-43620 Cable Operations					Cable Oper - 101618 City Council				
	20181020 Total:	55.00							
	White, Anita Total:	55.00							
White, Jason									
WHITEJAS									
20181019	10/19/2018	55.00	0.00	11/07/2018				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
101-410-1450-43620				Cable Operations	Cable Oper - 101018 Planning Comm				
	20181019 Total:	55.00							
	White, Jason Total:	55.00							
Xcel Energy XCEL									
611904528	10/18/2018	375.26	0.00	11/07/2018				No	0
602-495-9450-43810				Electric Utility	Lift Station				
	611904528 Total:	375.26							
611964026	10/18/2018	43.61	0.00	11/07/2018				No	0
101-430-3100-43810				Electric Utility	Traffic Lights				
	611964026 Total:	43.61							
611968957	10/18/2018	70.26	0.00	11/07/2018				No	0
101-450-5200-43810				Electric Utility	Pebble Park				
	611968957 Total:	70.26							
611971742	10/18/2018	17.36	0.00	11/07/2018				No	0
602-495-9450-43810				Electric Utility	Lift Station				
	611971742 Total:	17.36							
611974752	10/18/2018	58.11	0.00	11/07/2018				No	0
101-450-5200-43810				Electric Utility	Parks Bldg				
	611974752 Total:	58.11							
611976451	10/18/2018	172.12	0.00	11/07/2018				No	0
101-450-5200-43810				Electric Utility	Legion Park				
	611976451 Total:	172.12							
611976987	10/18/2018	18.19	0.00	11/07/2018				No	0
101-420-2220-43810				Electric Utility	Fire Station I				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		18.19							
611976987 Total:		18.19							
611980441	10/18/2018	360.03	0.00	11/07/2018	Lift Station			No	0
602-495-9450-43810 Electric Utility									
		360.03							
611980441 Total:		360.03							
611995234	10/18/2018	12.65	0.00	11/07/2018	Speed Sign Hwy 5			No	0
101-430-3100-43810 Electric Utility									
		12.65							
611995234 Total:		12.65							
611995315	10/18/2018	29.30	0.00	11/07/2018	Water Tower 2			No	0
601-494-9400-43810 Electric Utility									
		29.30							
611995315 Total:		29.30							
611998274	10/18/2018	29.99	0.00	11/07/2018	Traffic Lights			No	0
101-430-3100-43810 Electric Utility									
		29.99							
611998274 Total:		29.99							
612012071	10/18/2018	2,803.44	0.00	11/07/2018	Pumphouse			No	0
601-494-9400-43810 Electric Utility									
		2,803.44							
612012071 Total:		2,803.44							
612014308	10/18/2018	189.46	0.00	11/07/2018	Pumphouse			No	0
601-494-9400-43810 Electric Utility									
		189.46							
612014308 Total:		189.46							
612016222	10/18/2018	12.77	0.00	11/07/2018	Sunfish Park			No	0
101-450-5200-43810 Electric Utility									
		12.77							
612016222 Total:		12.77							
612023048	10/18/2018	40.51	0.00	11/07/2018	Traffic Lights			No	0
101-430-3100-43810 Electric Utility									
		40.51							
612023048 Total:		40.51							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
612025219	10/18/2018	51.28	0.00	11/07/2018				No	0
101-430-3100-43810	Electric Utility			Traffic Lights					
	612025219 Total:	51.28							
612035397	10/18/2018	48.28	0.00	11/07/2018				No	0
101-430-3100-43810	Electric Utility			Traffic Lights					
	612035397 Total:	48.28							
612041680	10/18/2018	176.18	0.00	11/07/2018				No	0
601-494-9400-43810	Electric Utility			Water Tower 3					
	612041680 Total:	176.18							
612064827	10/18/2018	602.27	0.00	11/07/2018				No	0
602-495-9450-43810	Electric Utility			Lift Station					
	612064827 Total:	602.27							
612191756	10/18/2018	11.31	0.00	11/07/2018				No	0
101-450-5200-43810	Electric Utility			Tennis Court					
	612191756 Total:	11.31							
612283613	10/18/2018	28.47	0.00	11/07/2018				No	0
101-430-3100-43810	Electric Utility			Street Lights					
	612283613 Total:	28.47							
612904960	10/18/2018	14.53	0.00	11/07/2018				No	0
101-420-2220-43810	Electric Utility			Warning Sirens					
	612904960 Total:	14.53							
	Xcel Energy Total:	5,165.38							
Yale Mechanical YALEMECH 190835	7/31/2018	209.29	0.00	11/07/2018				No	0
101-420-2220-44010	Repairs/Maint Bldg			Building Maintenance - Fire Station					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	190835 Total:	209.29							
190836	7/31/2018	400.53	0.00	11/07/2018				No	0
101-410-1940-44010	Repairs/Maint Contractual B				Building Maintenance - City Hall				
	190836 Total:	400.53							
	Yale Mechanical Total:	609.82							
	Report Total:	442,078.99							



STAFF REPORT

DATE: November 7, 2018

REGULAR

ITEM #3 - Consent

MOTION

TO: City Council
FROM: Sue Iverson – Finance Director
AGENDA ITEM: Accept 3rd Quarter Financials
REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

The City of Lake Elmo has fiduciary authority and responsibility to conduct normal business operations and report the unaudited financial information to the City Council on a regular basis.

ISSUE BEFORE THE CITY COUNCIL:

- 1) Does the City Council have any questions regarding the attached 3rd Quarter Financial information?

DISCUSSION:

As part of informing the City Council and community on the financial position of the City, attached are the Investment Portfolio Analysis and the Budget-to-Actual reports for the 3rd quarter of 2018. Staff has put together a detailed analysis of the City's investments. A number of changes have been made to the City's cash and investments and more will be made in the 4th quarter to maximize the City's interest income.

The Budget vs. Actual for 3rd quarter 2018 is attached with explanations alongside line items to explain variances from the budget. This format aligns with the budget worksheets used during the 2018 budget cycle. Please note that revenue figures are low on property taxes and utilities do to timing of when the revenue is received. Taxes are only received in July for those collected in May, December for those collected in October, and a clean-up payment for any delinquent taxes collected by the end of December in January of the next year. Utilities are billed quarterly so the report will only reflect payments for 1st and 2nd quarter as the 3rd quarter bills are sent in October.

The Finance Committee has reviewed the reports and recommends approval to the City Council.

FISCAL IMPACT:

N/A

RECOMMENDATION:

If removed from the consent agenda:

Motion to recommend approval of the 3rd Quarter Financial Statements which include the Investment Portfolio Analysis, General Fund and Utility Funds.

ATTACHMENTS:

- 1) 3rd Quarter Investment Portfolio Analysis
- 2) 3rd Quarter Budget-to-Actual Reports

**City of Lake Elmo
Investment Portfolio Analysis
September 30, 2018**

Brokerage	Last Purch Date	Maturity Date	Next Call Date	Ave Maturity	Type	CUSIP	Investment Descriptions	Category Total	Concentration	Face/Cost	Yield to Maturity	Annualized Cost Yield Amount	Market Value	Interest Earned YTD	Accrued Interest
4M Fund	8/16/2018			30 Days	MM		MN Municipal Liquid Asset Fund		3%	501,094.37	1.750%	8,769.15	501,094.37	1,094.37	
4M Fund	8/16/2018			90 Days	MM		MN Municipal PLUS Fund		12%	2,026,247.21	1.830%	37,080.32	2,026,247.21	4,647.21	
Lake Elmo				30 Days	MM		Money Market Savings Account		31%	5,117,121.79	0.170%	8,699.11	5,117,121.79	5,821.42	
Lake Elmo				30 Days	MM		Money Market Savings Account - DEED Water		15%	2,411,469.19	0.170%	4,099.50	2,411,469.19	2,743.38	
Lake Elmo				N/A	Checking		Lake Elmo Bank Checking Account		38%	6,228,963.22	0.000%	-	6,228,963.22	-	
Wells Fargo Advisors				30 Days	MM		Wells Fargo Avd. 100% Treasury MM Fund		1%	164,379.34	1.220%	2,005.43	164,379.34	377.85	
Morgan Stanley				30 Days	MM		MS US Govt MM TR		0%	21,878.57	1.690%	369.75	21,878.57	149.59	
Northland Securities				30 Days	MM		Northland Securities MM Fund		0%	17,038.03	1.130%	192.53	17,038.03	209.55	
Sub Total							Cash Accounts	68%		16,488,191.72	0.371%	61,215.79	16,488,191.72	15,043.37	-
Wells Fargo Advisors	11/17/2016	11/17/2022	11/17/2018	6 Yr	Agency	3130A9T68	FHLB - Multi Stepup Callable		3%	222,142.50	1.510%	3,354.35	223,170.75	1,687.50	
Wells Fargo Advisors	10/27/2016	10/27/2023	10/27/2018	7 Yr	Agency	3134GAUG7	FHLMC-Step med Term Nte Callable		10%	755,780.00	2.050%	15,493.49	754,416.00	7,750.00	
Wells Fargo Advisors	2/17/2016	2/20/2018	N/A	2 Yr	CD	066519BH1	Bank United Natl Assn, Miami Lakes, FL		0%	-	1.100%	-	-	1,121.03	
Wells Fargo Advisors	8/20/2015	8/20/2018	N/A	3 Yr	CD	02006LTF0	Ally Bank, Midvale, UT		0%	-	1.740%	-	-	1,562.50	
Wells Fargo Advisors	8/26/2015	8/26/2019	N/A	4 Yr	CD	14042E5Y2	Capital One NA, McLean, VA		2%	120,937.20	2.100%	2,539.68	119,614.80	2,520.00	
Wells Fargo Advisors	10/2/2014	10/2/2019	N/A	5 Yr	CD	02587CBR0	American Express Bank FSB, Salt Lake City, UT		1%	100,863.00	2.160%	2,178.64	99,481.00	1,072.05	
Wells Fargo Advisors	10/16/2014	10/16/2019	N/A	5 Yr	CD	140420QF0	Capital One Bank USA NA, Glenn Allen, VA		1%	100,850.00	2.150%	2,168.28	99,540.00	1,072.05	
Wells Fargo Advisors	1/30/2015	1/30/2020	N/A	5 Yr	CD	02587DXE3	American Exp Cent Bk, Salt Lake City, UT		2%	145,427.75	1.960%	2,850.38	143,608.00	2,827.50	
Wells Fargo Advisors	8/11/2017	8/11/2020	11/11/2018	3 Yr	CD	88241TBU3	Texas Achange Bank, Crowley, Tx		3%	245,000.00	1.930%	4,728.50	240,746.80	3,494.46	
Wells Fargo Advisors	8/26/2015	8/26/2020	N/A	5 Yr	CD	14042E6A3	Capital One NA, McLean, VA		2%	126,325.00	2.370%	2,993.90	123,697.50	2,937.50	
Wells Fargo Advisors	2/16/2018	2/18/2020	N/A	2 Yr	CD	410493CW8	Hanmi Bank, Los Angeles, CA		3%	245,000.00	2.210%	5,414.50	243,432.00	3,130.62	
Wells Fargo Advisors	2/22/2016	2/24/2020	N/A	4 Yr	CD	552249BJ2	Lyons Natl Bank, Lyons, NY		3%	245,000.00	2.210%	5,414.50	243,387.90	2,672.85	
Morgan Stanley	7/27/2016	7/27/2023	1/27/2019	7 Yr	Agency	3136G3YV1	FNMA Step-Up		2%	191,368.00	1.310%	2,506.92	189,532.00	2,500.00	
Morgan Stanley	9/20/2013	9/20/2018	N/A	5 Yr	CD	005568P5J2	BMW Bank NA, Salt Lake City UT		0%	-	2.050%	-	-	2,035.95	
Morgan Stanley	12/18/2013	12/18/2018	N/A	5 Yr	CD	856283VY9	Bank of India, Chicago, IL		2%	126,551.25	2.050%	2,594.30	124,976.25	1,277.74	
Morgan Stanley	10/12/2017	10/13/2020	N/A	3 Yr	CD	254673EH5	Discover Bank, Greenwood, DE		3%	245,000.00	1.950%	4,777.50	240,352.35	2,382.21	
Morgan Stanley	12/30/2016	12/30/2021	N/A	5 Yr	CD	949763DU7	Wells Fargo Bank, Sioux Falls, SD		3%	216,100.80	3.000%	6,483.02	208,491.95	3,537.81	
Morgan Stanley	10/13/2017	10/13/2022	N/A	5 Yr	CD	87164YSN5	Synchrony Drapper, UT		2%	125,000.00	2.200%	2,750.00	120,938.75	1,464.73	
Morgan Stanley	9/21/2018	9/21/2021	N/A	3 Yr	CD	05580APC2	bmw Salt Lake City UT		3%	245,000.00	2.350%	5,757.50	244,434.05	-	
Northland Securities	4/6/2016	4/6/2021	N/A	5 Yr	CD	140420XR6	Capital One - Glen Allen		2%	140,001.40	1.740%	2,436.02	136,277.40	1,186.74	
Northland Securities	12/28/2017	12/30/2019	N/A	1Yr	CD	254673JR8	Discover Bank Greenwood, DE		3%	235,000.00	2.060%	4,841.00	233,359.70	2,402.15	
Northland Securities	12/27/2013	12/27/2018	N/A	5 Yr	CD	38147JQT2	Goldman Sack Bk, New York		3%	202,288.00	1.900%	3,843.47	199,918.00	1,894.79	
Northland Securities	4/21/2016	10/21/2022	N/A	5 Yr	CD	40434AT90	HSBC Bank, McLean, VA		3%	237,374.40	2.090%	4,961.12	228,974.40	2,393.42	
Northland Securities	12/28/2017	12/30/2019	N/A	2 Yr	CD	61747ME31	Morgan Stanley Bank, Salt Lake, Utah		3%	240,000.00	2.110%	5,064.00	238,473.60	2,513.10	
Northland Securities	2/28/2018	5/28/2021	2/28/2019	3 Yr	Agency	3134GSFP5	FHLMC-Med Term NTS-Callable		3%	250,007.00	2.630%	6,575.18	246,895.00	1,625.00	
Northland Securities	7/27/2016	7/27/2021	10/27/2018	5 Yr	Agency	3136G3A70	FNMA-Med Term NTS Callable		5%	367,460.00	1.560%	5,732.38	364,439.00	5,700.00	
Northland Securities	1/1/2012	12/1/2018	N/A	7 Yr	Muni	284281KB7	Elbow Lake MN GO Impt Ref Bonds 2012A		2%	182,602.80	2.350%	4,291.17	179,870.40	2,115.00	
4M Fund	8/16/2018	11/16/2018	N/A	3 Mo	CD	259440-1	Farmers State Bank Waterloo		3%	248,600.00	2.091%	5,198.23	248,600.00		
4M Fund	8/16/2018	11/16/2018	N/A	3 Mo	CD	259441-1	First National Bank/The First, NA		3%	248,700.00	2.053%	5,105.81	248,700.00		
4M Fund	8/16/2018	12/17/2018	N/A	4 Mo	CD	259438-1	Modern Bank, National association		3%	248,200.00	2.121%	5,264.32	248,200.00		
4M Fund	8/16/2018	12/17/2018	N/A	4 Mo	CD	259439-1	Citizens State Bank, TX		3%	248,200.00	2.060%	5,112.92	248,200.00		
4M Fund	8/16/2018	1/16/2019	N/A	5 Mo	CD	259435-1	Landmark Community Bank		3%	247,700.00	2.141%	5,303.26	247,700.00		
4M Fund	8/16/2018	1/16/2019	N/A	5 Mo	CD	259436-1	Pacific Western Bank		3%	247,800.00	2.081%	5,156.72	247,800.00		
4M Fund	8/16/2018	1/16/2019	N/A	5 Mo	CD	259437-1	Fieldpoint Private Bank & Trust		3%	247,800.00	2.081%	5,156.72	247,800.00		
4M Fund	8/16/2018	2/15/2019	N/A	6 Mo	CD	259432-1	Bank 7		3%	247,100.00	2.261%	5,586.93	247,100.00		
4M Fund	8/16/2018	2/15/2019	N/A	6 Mo	CD	259433-1	Texas Capital Bank		3%	247,100.00	2.261%	5,586.93	247,100.00		
4M Fund	8/16/2018	2/15/2019	N/A	6 Mo	CD	259434-1	Western Alliance Bank/Torrey Pines Bank		3%	247,200.00	2.211%	5,465.59	247,200.00		
Sub Total							Fixed Rate Instruments	32%		7,789,479.10	2.089%	162,687.24	7,726,427.60	64,876.70	-
Sub Total							Zero Coupon Instruments (Cost)	0%		-	0.000%	-	-	-	-
							Zero Instruments Interest Accrual			-		-	-	-	-
							Zero Instruments Book Carrying Value			-		-	-	-	-
							Total Investments			24,277,670.82	0.922%	223,903.03	24,214,619.32	79,920.07	-

= callable

Overall Annualized Rate of Return

0.922%

Interest Rec'd in Current Year

79,920.07

Annualized Rate of Return w/o Money Market

2.089%

Prior Year Interest Rec'd in Current Year

18,801.30

Benchmark - 4M Plus Rate

1.830%

Current Year Interest Rec'd Next Year

-

Total Current Year Interest Income

61,118.77

CITY OF LAKE ELMO
2018 Budget
Jan - Jun Financials

		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
General Fund					
Total Taxes		\$ 2,382,813	\$ 1,464,308	61.45%	
Total Licenses and Permits		\$ 994,400	\$ 1,018,493	102.42%	
Total Intergovernmental		\$ 238,026	\$ 178,127	74.83%	
Total Charges for Services		\$ 611,595	\$ 644,763	105.42%	
Total Fines and Forfeits		\$ 49,000	\$ 34,749	70.92%	
Total Investment Earnings		\$ 40,000	\$ -	0.00%	
Total Miscellaneous		\$ 160,900	\$ 145,077	90.17%	
Total General Fund Revenues:		\$ 4,476,734	\$ 3,485,517	77.86%	
Total Mayor & Council		\$ 48,404	\$ 17,870	36.92%	
Total Administration		\$ 518,737	\$ 405,643	78.20%	
Total Elections		\$ 10,160	\$ 1,915	18.85%	
Total Communications		\$ 87,120	\$ 79,550	91.31%	
Total Finance		\$ 196,607	\$ 188,619	95.94%	
Total Planning & Zoning		\$ 271,570	\$ 220,091	81.04%	
Total Engineering Services		\$ 36,216	\$ 30,782	85.00%	
Total City Hall		\$ 68,153	\$ 31,516	46.24%	
Total Police		\$ 665,675	\$ 2,434	0.37%	
Total Prosecution		\$ 44,996	\$ 24,500	54.45%	
Total Fire		\$ 570,443	\$ 404,951	70.99%	
Total Fire Relief		\$ 47,000	\$ -	0.00%	
Total Building Inspection		\$ 419,498	\$ 173,368	41.33%	
Total Emergency Communications		\$ 1,780	\$ 900	50.56%	
Total Animal Control		\$ 7,725	\$ 6,027	78.02%	
Total Streets		\$ 1,400,770	\$ 902,193	64.41%	
Total Parks & Recreation		\$ 275,880	\$ 143,726	52.10%	
Total General Fund Expenditures:		\$ 4,670,734	\$ 2,634,086	56.40%	
Total Gen Fund Revs. Over/(Under) Expenditures:		\$ (194,000)	\$ 851,432	-438.88%	Use of Fund Balance if negative

CITY OF LAKE ELMO
2018 Budget
Jan - Jun Financials

		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
Water Fund					
Special Assessments		111,077	23,485	21.14%	1st half July, 2nd half Dec
Miscellaneous			82		
Interest on Investments		20,000		0.00%	recorded as payments received, only reflects 1st and 2nd quarter
Water Sales		597,769	414,918	69.41%	
Bulk Water		2,000	1,122	56.12%	
Water Lat Benefit Fee			11,600	#DIV/0!	
Water Access Revenue		960,000	778,000	81.04%	
Water Connections - Municipal		320,000	431,000	134.69%	
Meter Sales		87,500	90,897	103.88%	
Total Water Fund Revenues:		\$ 2,098,346	\$ 1,751,105	83.45%	
Total Water Fund Expenses:		\$ 1,835,423	\$ 995,548	54.24%	
Total Water Fund Revs. Over/(Under) Expenses:		\$ 262,923	\$ 755,557	287.37%	
Sewer Fund					
Special Assessments		77,874	209,731	269.32%	1st half July, 2nd half Dec
Interest on Investments		20,000		0.00%	recorded as payments received, only reflects 1st and 2nd quarter
Sewer Sales		247,599	145,094	58.60%	
SAC Early Pay discount/revenue		5,800	5,666	97.69%	
Sewer Lat Benefit Fee		25,500		0.00%	
Sewer Connection Fee Revenue (SAC)		883,200	661,000	74.84%	
Sewer Connection Fees Regional		-	596,294	#DIV/0!	Pass Thru
Sewer Connection Fees Municipa		345,500	433,500	125.47%	
Total Sewer Fund Revenues:		\$ 1,605,473	\$ 2,051,285	127.77%	
Total Sewer Fund Expenses:		\$ 843,970	\$ 516,485	61.20%	
Total Sewer Fund Revs. Over/(Under) Expenses:		\$ 761,503	\$ 1,534,800	201.55%	
Storm Water Fund					
Special Assessments			20,674	#DIV/0!	
Interest on Investment		7,000		0.00%	
Surface Water Utility Sales		283,587	201,539	71.07%	
SW Review Fee Revenue		29,375	29,088	99.02%	
Total Storm Water Fund Revenues:		\$ 319,962	\$ 251,301	78.54%	
Total Storm Water Fund Expenses:		\$ 404,564	\$ 78,575	19.42%	
Total Storm Water Fund Revs. Over/(Under) Expenses:		\$ (84,602)	\$ 172,726	-204.16%	

CITY OF LAKE ELMO
2018 Budget
Jan - Jun Financials

		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments

CITY OF LAKE ELMO
2018 Budget
Jan - Jun Financials

		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
General Fund Revenues:					
Taxes					
101-410-1320-31010	Current Ad Valorem Taxes	\$ 2,202,698	\$ 1,347,588	61.18%	1st half July, 2nd half Dec
101-410-1320-31020	Delinquent Ad Valorem Taxes	15,000	13,864	92.43%	1st half July, 2nd half Dec
101-410-1320-31030	Mobile Home Tax	15,000	-	0.00%	1st half July, 2nd half Dec
101-410-1320-31030	Delinquent Mobile Home Tax	-	3,145	#DIV/0!	1st half July, 2nd half Dec
101-410-1320-31040	Fiscal Disparities	149,615	98,957	66.14%	1st half July, 2nd half Dec
101-410-1320-31045	Delinquent Fiscal Disparities	-	-	#DIV/0!	1st half July, 2nd half Dec
101-410-1320-31050	Tax Abatement	-	-	#DIV/0!	1st half July, 2nd half Dec
101-410-1320-31910	Penalty & Interest on Taxes	500	754	150.78%	1st half July, 2nd half Dec
101-410-1320-31920	Forfeited Tax Sale Apportionment	-	-	#DIV/0!	1st half July, 2nd half Dec
Total Taxes		\$ 2,382,813	\$ 1,464,308	61.45%	
Licenses and Permits					
101-410-1320-32110	Liquor License	8,300	200	2.41%	
101-410-1320-32180	Waste hauler License	1,000	-	0.00%	
101-410-1320-32181	General Contractor License	-	50	#DIV/0!	
101-410-1320-32183	Heating Contractor License	-	-	#DIV/0!	
101-410-1320-32184	Blacktopping Contractor License	-	300	#DIV/0!	
101-420-2400-32210	Building Permits	800,000	818,608	102.33%	
101-410-1910-32211	Driveway Permits	17,500	14,720	84.11%	
101-420-2400-32212	Fireplace Permits	-	1,740	#DIV/0!	budgeted in Bldg Permits
101-420-2400-32220	Heating Permits	60,000	65,258	108.76%	
101-420-2400-32230	Plumbing Permits	60,000	64,661	107.77%	
101-420-2400-32232	Pool Permits	-	150	#DIV/0!	budgeted in Bldg Permits
101-420-2400-32213	Siding Permits	-	-	#DIV/0!	budgeted in Bldg Permits
101-420-2400-32214	Roof Permits	-	-	#DIV/0!	budgeted in Bldg Permits
101-410-1320-32240	Animal License	2,000	1,325	66.25%	
101-420-2400-32250	Utility Permits	33,000	44,520	134.91%	
101-420-2220-32260	Burning Permit	2,500	1,595	63.80%	
101-410-1320-32270	Massage Therapy Licenses	100	200	200.00%	
101-420-2400-32275	Fire Suppression Permits	8,500	500	5.88%	
101-420-2400-32278	Fire Permit Plan Check Fee	1,500	851	56.73%	
101-420-2400-32282	Miscellaneous Permits	-	3,815	#DIV/0!	
Total Licenses and Permits		\$ 994,400	\$ 1,018,493	102.42%	
Intergovernmental					
101-410-1320-33418	MSA - Maintenance	135,561	144,502	106.60%	July receipt
101-420-2220-33420	State Fire Aid	47,000	-	0.00%	November receipt
101-410-1320-33422	PERA Aid	2,749	1,375	50.00%	July and December receipt.
101-450-5200-33426	Miscellaneous State Grants	4,820	-	0.00%	
101-410-1320-33623	Payment in Lieu of Taxes	32,130	32,250	100.37%	ISD 916 Service Fee Due in Dec.
101-410-1320-33521	Recycling Grant	15,766	-	0.00%	No Grant for 2018
Total Intergovernmental		\$ 238,026	\$ 178,127	74.83%	
Charges for Services					
101-410-1910-34103	Zoning & Subdivision Fees	55,000	79,425	144.41%	
101-420-2400-34104	Plan Check Fees	525,000	437,857	83.40%	
101-410-1320-34105	Sale of Copies, Books, Maps	200	38	18.88%	
101-410-1520-34107	Assessment Searches	1,395	870	62.37%	
101-450-5200-34207	Building Code Surcharges	-	-	#DIV/0!	Will be a pass thru in expenses
101-450-5200-34710	Rent	-	12	#DIV/0!	
101-410-1450-34111	Cable Operation Reimbursement	5,000	5,000	100.00%	Offset with Cable Operators charge in Communications
101-420-2400-34112	Planning & Zoning Review Fee	-	22,900	#DIV/0!	\$100 every new review charged
101-420-2400-34114	Street Light Fee	-	4,644	#DIV/0!	
101-410-1910-34115	Base Map Upgrading Fee	-	7,500	#DIV/0!	
101-410-1910-36206	Escrow Administration Fee	25,000	21,600	86.40%	\$100 every new escrow is charged
Total Charges for Services		\$ 611,595	\$ 579,846	94.81%	
Fines and Forfeits					
101-410-2100-35100	Fines	49,000	34,749	70.92%	July receipt
Total Fines and Forfeits		\$ 49,000	\$ 34,749	70.92%	
Investment Earnings					
101-410-1320-36210	Interest Earnings	40,000	-	0.00%	Interest allocated in December
Total Investment Earnings		\$ 40,000	\$ -	0.00%	
Miscellaneous					
101-410-1320-31811	Cable Franchise Revenue	68,000	81,581	119.97%	
101-410-1320-36200	Miscellaneous Revenue	29,900	864	2.89%	
101-410-1910-36236	Conservation Easement Fee	-	20,000	#DIV/0!	
101-420-2220-36204	Reimbursements - Fire	-	2,552	#DIV/0!	
101-410-1320-36230	Donations	10,000	14,036	140.36%	Arbor Glen Safe Haven Project \$1,336, Jaycees \$12,700
101-410-1320-34120	Tower Rent	53,000	46,043	86.87%	

CITY OF LAKE ELMO
2018 Budget
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		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
Total Miscellaneous		\$ 160,900	\$ 165,077	102.60%	
Total General Fund Revenues:		\$ 4,476,734	\$ 3,440,600	76.86%	
General Fund Expenditures:					
1110 Mayor & Council					
Personnel					
101-410-1110-41030	Part-time Salaries	25,690	12,845	50.00%	
101-410-1110-41220	FICA Contributions	1,593	796	49.99%	
101-410-1110-41230	Medicare Contributions	373	186	49.94%	
101-410-1110-41510	Workers Compensation	198	237	119.46%	Payment made in January
Total Personnel		\$ 27,854	\$ 14,064	50.49%	
Materials and Supplies					
101-410-1110-42000	Office Supplies	30		0.00%	
101-410-1110-42001	Computer Reimbursement			#DIV/0!	
101-410-1110-43310	Mileage	300	-	0.00%	
101-410-1110-43185	IT Support			#DIV/0!	
101-410-1110-42002	IT Hardware			#DIV/0!	
101-410-1110-43190	Software Programs	-	-	#DIV/0!	
Total Materials and Supplies		\$ 330	\$ -	0.00%	
Charges and Services					
101-410-1110-44300	Miscellaneous	6,750	150	2.23%	
101-410-1110-44330	Dues & Subscriptions	12,470	3,655	29.31%	
101-410-1110-44370	Conferences & Training	1,000	-	0.00%	
Total Charges and Services		\$ 20,220	\$ 3,805	18.82%	
1110 Total Mayor & Council		\$ 48,404	\$ 17,870	36.92%	
1320 Administration					
Personnel					
101-410-1320-41010	Full-time Salaries	217,946	192,309	88.24%	City Admin and Assistant Admin increases not budgeted
101-410-1320-41030	Part-time Salaries	-		#DIV/0!	
101-410-3120-41020	Overtime			#DIV/0!	
101-410-3120-41040	Temporary Employees			#DIV/0!	
101-410-1320-41210	PERA Contributions	16,346	15,646	95.72%	
101-410-1320-41220	FICA Contributions	13,146	12,212	92.89%	
101-410-1320-41230	Medicare Contributions	3,160	2,856	90.38%	
101-410-1320-41300	Insurance	42,456	17,772	41.86%	
101-410-1320-41325	Life Insurance		138	#DIV/0!	
101-410-1320-41330	STD/LTD		532	#DIV/0!	
101-410-1320-41420	Unemployment Benefits			#DIV/0!	
101-410-1320-41510	Workers Compensation	1,678	2,005	119.46%	Payment made in Jan
Total Personnel		\$ 294,732	\$ 243,469	82.61%	
Materials and Supplies					
101-410-1320-42000	Office Supplies	4,500	2,058	45.74%	
101-410-1320-42030	Printed Forms	785	1,039	132.41%	
101-410-1320-43090	Newsletter/Website	100	-	0.00%	
Total Materials and Supplies		\$ 5,385	\$ 3,098	57.53%	
Charges and Services					
101-410-1320-43100	Assessing Services	53,350	7,983	14.96%	no more expense this year given change to county assessor
101-410-1320-43040	Legal Services	100,000	88,165	88.17%	
101-410-1320-43150	Contract Services	3,000	2,131	71.03%	
101-410-1320-43180	Information Technology/Web	4,500	7,291	162.03%	additional computer replacement at request of Roseville IT
101-410-1320-43185	IT Support			#DIV/0!	
101-410-1320-42002	IT Hardware			#DIV/0!	
101-410-1320-43190	Software Programs	3,750	2,011	53.62%	
101-410-1320-43210	Telephone	1,770	967	54.64%	
101-410-1320-43220	Postage	4,000	1,157	28.91%	
101-410-1320-43310	Mileage	1,000	494	49.42%	
101-410-1320-43510	Legal Publishing	13,000	1,473	11.33%	
101-410-1320-43610	Insurance	29,400	25,565	86.95%	Payment made in Jan
101-410-1320-43152	Cable Operation Expense	-		#DIV/0!	
101-410-1320-44330	Dues & Subscriptions	2,250	1,889	83.96%	
101-410-1320-44370	Conferences & Training	2,000	2,637	131.86%	
Total Charges and Services		\$ 218,020	\$ 141,763	65.02%	
Miscellaneous					
101-410-1320-44300	Miscellaneous	600	1,063	177.22%	Empl/Public Service Recognition Supplies
Total Miscellaneous		\$ 600	\$ 1,063	177.22%	
1320 Total Administration		\$ 518,737	\$ 389,393	75.07%	
1410 Elections					
Personnel					
101-410-1410-41030	Part-time Salaries	7,500		0.00%	Primary Aug, General Nov

CITY OF LAKE ELMO
2018 Budget
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		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
101-410-1410-41510	Workers Compensation	-	-	#DIV/0!	
Total Personnel		\$ 7,500	\$ -	0.00%	
Charges and Services					
101-410-1410-43310	Travel Expense		6	#DIV/0!	
101-410-1410-43510	Legal Notices Publishing		20		
101-410-1410-43150	Contract Services	1,660	1,660	100.00%	Wash. Cty. charges for elections
Total Charges and Services		\$ 1,660	\$ 1,686	101.57%	
Capital Outlay					
101-410-1410-45800	Other Equipment	-		#DIV/0!	
Total Capital Outlay		\$ -	\$ -	#DIV/0!	
Miscellaneous					
101-410-1410-44300	Miscellaneous	1,000	229	22.91%	
Total Miscellaneous		\$ 1,000	\$ 229	22.91%	
1410 Total Elections		\$ 10,160	\$ 1,915	18.85%	
1450 Communications					
Personnel					
101-410-1450-41010	Full-time Salaries	28,434	22,156	77.92%	
101-410-1450-41030	Part-time Salaries			#DIV/0!	
101-410-1450-41020	Overtime			#DIV/0!	
101-410-1450-41040	Temporary Employees			#DIV/0!	
101-410-1450-41210	PERA Contributions	2,133	1,662	77.92%	
101-410-1450-41220	FICA Contributions	1,763	1,390	78.82%	
101-410-1450-41230	Medicare Contributions	412	325	78.89%	
101-410-1450-41300	Insurance	7,659	1,290	16.85%	
101-410-1450-41325	Life Insurance		20	#DIV/0!	
101-410-1450-41330	STD/LTD		37	#DIV/0!	
101-410-1450-41510	Workers Compensation	219	262	119.46%	
Total Personnel		\$ 40,620	\$ 27,142	66.82%	
Charges and Services					
101-410-1450-43090	Newsletter	5,000	2,069	41.38%	Spring/Summer newsletter
101-410-1450-43180	Information Technology/Web	35,500	46,524	131.05%	
101-410-1450-43185	IT Support			#DIV/0!	
101-410-1450-42002	IT Hardware			#DIV/0!	
101-410-1450-43190	Software Programs			#DIV/0!	
101-410-1450-43210	Telephone			#DIV/0!	
101-410-1450-43220	Postage	1,000		0.00%	newsletter postage
101-410-1450-43310	Mileage			#DIV/0!	
101-410-1450-43510	Public Notices			#DIV/0!	
101-410-1450-43152	Cable Operations	5,000	3,815	76.30%	
101-410-1450-44370	Conferences and Training	-	-	#DIV/0!	
Total Charges and Services		\$ 46,500	\$ 52,408	112.71%	
1450 Total Communications		\$ 87,120	\$ 79,550	91.31%	
1520 Finance					
Personnel					
101-410-1520-41010	Full-time Salaries	14,665	44,200	301.40%	2018 Hired Full Time Fin Dir
101-410-1520-41030	Part-time Salaries		5,636	#DIV/0!	
101-410-1520-41020	Overtime			#DIV/0!	
101-410-1520-41040	Temporary Employees	6,760		0.00%	
101-410-1520-41210	PERA Contributions	1,100	3,315	301.40%	2018 Hired Full Time Fin Dir
101-410-1520-41220	FICA Contributions	1,328	2,930	220.65%	2018 Hired Full Time Fin Dir
101-410-1520-41230	Medicare Contributions	311	685	220.32%	2018 Hired Full Time Fin Dir
101-410-1520-41300	Insurance	3,831	3,029	79.07%	2018 Hired Full Time Fin Dir
101-410-1520-41325	Life Insurance		42	#DIV/0!	
101-410-1520-41330	STD/LTD		8	#DIV/0!	
101-410-1520-41420	Unemployment Benefits	5,464		0.00%	
101-410-1520-41510	Workers Compensation	165	244	147.76%	Payment made in Jan
Total Personnel		\$ 33,624	\$ 60,090	178.71%	
Materials and Supplies					
101-410-1520-42000	Office Supplies	600	1,295	215.77%	Set up for new employee
101-410-1520-42030	Printed Forms	375	-	0.00%	Check Stock
Total Materials and Supplies		\$ 975	\$ 1,295	132.78%	
Charges and Services					
101-410-1520-43010	Audit Services	30,425	29,425	96.71%	
101-410-1520-43150	Contract Services	108,150	77,120	71.31%	Finance Consultant /CLA Jan-May
101-410-1520-43180	Software Support		607	#DIV/0!	
101-410-1520-43185	IT Support			#DIV/0!	
101-410-1520-42002	IT Hardware			#DIV/0!	
101-410-1520-43190	Software Programs	19,433	18,066	92.96%	Software Upgrade
101-410-1520-43210	Telephone	875	387	44.21%	
101-410-1520-43310	Mileage	250		0.00%	
101-410-1520-44330	Dues & Subscriptions	500	1,037	207.40%	New employee memberships
101-410-1520-44370	Conferences & Training	750	260	34.67%	

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2018 Budget
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		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
Total Charges and Services		\$ 160,383	\$ 126,902	79.12%	
Miscellaneous					
101-410-1520-44300	Miscellaneous	1,625	333	20.50%	
Total Miscellaneous		\$ 1,625	\$ 333	20.50%	
1520 Total Finance		\$ 196,607	\$ 188,619	95.94%	
1910 Planning & Zoning					
Personnel					
101-410-1910-41010	Full-time Salaries	146,468	127,759	87.23%	
101-410-1910-41030	Part-time Salaries	6,760	4,626	68.42%	
101-410-1910-41020	Overtime			#DIV/0!	
101-410-1910-41040	Temporary Employees			#DIV/0!	
101-410-1910-41210	PERA Contributions	10,985	9,588	87.28%	
101-410-1910-41220	FICA Contributions	9,500	8,123	85.51%	
101-410-1910-41230	Medicare Contributions	2,222	1,900	85.50%	
101-410-1910-41300	Insurance	26,803	2,531	9.44%	
101-410-1910-41325	Life Insurance		104	#DIV/0!	
101-410-1910-41330	STD/LTD		352	#DIV/0!	
101-410-1910-41510	Workers Compensation	1,192	1,424	119.46%	Payment made in Jan
Total Personnel		\$ 203,930	\$ 156,407	76.70%	
Materials and Supplies					
101-410-1910-42000	Office Supplies	800	160	19.99%	
101-410-1910-42030	Printed Forms	-	-	#DIV/0!	
Total Materials and Supplies		\$ 800	\$ 160	19.99%	
Charges and Services					
101-410-1910-43020	Comprehensive Planning	36,000	50,885	141.35%	
101-410-1910-43030	Engineering Services	15,000	8,938	59.58%	
101-410-1910-43150	Contract Services	10,000	973	9.73%	
101-410-1910-43180	Information Technology/Web			#DIV/0!	
101-410-1910-43185	IT Support			#DIV/0!	
101-410-1910-42002	IT Hardware			#DIV/0!	
101-410-1910-43190	Software Programs	100	26	26.00%	
101-410-1910-43210	Telephone	1,100	485	44.05%	
101-410-1910-43220	Postage	25	79	314.16%	
101-410-1910-43310	Mileage	300	107	35.65%	
101-410-1910-43510	Legal Publishing	500	1,590	318.00%	
101-410-1910-44330	Dues & Subscriptions	1,115	170	15.25%	
101-410-1910-44350	Books	-	-	#DIV/0!	
101-410-1910-44370	Conferences & Training	2,500	273	10.91%	
Total Charges and Services		\$ 66,640	\$ 63,524	95.32%	
Miscellaneous					
101-410-1910-44300	Miscellaneous	200	-	0.00%	
Total Miscellaneous		\$ 200	\$ -	0.00%	
1910 Total Planning & Zoning		\$ 271,570	\$ 220,091	81.04%	
1930 Engineering Services					
Charges and Services					
101-410-1930-43030	Engineering Services	36,000	30,782	85.51%	
101-410-1930-43210	Telephone	216	-	0.00%	
Total Charges and Services		\$ 36,216	\$ 30,782	85.00%	
Capital Outlay					
101-480-8000-45900	Construction Projects	-	-	#DIV/0!	
Total Capital Outlay		\$ -	\$ -	#DIV/0!	
1930 Total Engineering Services		\$ 36,216	\$ 30,782	85.00%	
1940 City Hall					
Materials and Supplies					
101-410-1940-42110	Cleaning Supplies			#DIV/0!	
101-410-1940-42230	Building Repair Supplies	800	769	96.07%	
Total Materials and Supplies		\$ 800	\$ 769	96.07%	
Charges and Services					
101-410-1940-43180	Information Technology/Web	389		0.00%	
101-410-1940-43185	IT Support			#DIV/0!	
101-410-1940-42002	IT Hardware			#DIV/0!	
101-410-1940-43190	Software Programs			#DIV/0!	
101-410-1940-43210	Telephone	900	913	101.41%	
101-410-1940-43810	Utilities	6,500	2,543	39.12%	
101-410-1940-43840	Refuse	1,325	892	67.35%	
101-410-1940-44010	Repairs/Maint Contractual Bldg	6,000	7,916	131.94%	cintas and cleaning, changed locks in 2018
101-410-1940-44040	Repairs/Maint Contractual Eqpt	18,000	9,650	53.61%	
101-410-1940-44120	Rentals - Building	33,223	7,998	24.07%	city lease space
Total Charges and Services		\$ 66,337	\$ 29,912	45.09%	

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		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
Miscellaneous					
101-410-1940-44300	Miscellaneous	1,016	835	82.22%	
Total Miscellaneous		\$ 1,016	\$ 835	82.22%	
1940	Total City Hall	\$ 68,153	\$ 31,516	46.24%	
2100					
Police					
Charges and Services					
101-420-2100-43151	Law Enforcement Contract	664,675	634	0.10%	Invoice not received yet
101-420-2100-44301	Misc. - Community Event	1,000	1,800	180.00%	
Total Charges and Services		\$ 665,675	\$ 2,434	0.37%	
2100	Total Police	\$ 665,675	\$ 2,434	0.37%	
2150					
Prosecution					
Charges and Services					
101-420-2150-43045	Attorney Criminal	44,996	24,500	54.45%	
Total Charges and Services		\$ 44,996	\$ 24,500	54.45%	
2150	Total Prosecution	\$ 44,996	\$ 24,500	54.45%	
2220					
Fire					
Personnel					
101-420-2220-41010	Full-time Salaries	85,515	65,264	76.32%	
101-420-2220-41030	Part-time Salaries	228,179	142,657	62.52%	
101-420-2220-41035	Paid On Call Salaries			#DIV/0!	
101-420-2220-41210	PERA Contributions	39,180	23,523	60.04%	
101-420-2220-41220	FICA Contributions	4,340	8,845	203.80%	
101-420-2220-41230	Medicare Contributions	1,015	2,951	290.72%	
101-420-2220-41300	Insurance	17,093	4,959	29.01%	
101-420-2220-41325	Life Insurance		40	#DIV/0!	
101-420-2220-41330	STD/LTD		176	#DIV/0!	
101-420-2220-41510	Workers Compensation	26,481	31,635	119.46%	
Total Personnel		\$ 401,803	\$ 280,050	69.70%	
Materials and Supplies					
101-420-2220-42000	Office Supplies	500	489	97.82%	
101-420-2220-42080	EMS Supplies	1,200	236	19.67%	
101-420-2220-42090	Fire Prevention	3,000	332	11.07%	
101-420-2220-42120	Fuel, Oil and Fluids	8,000	8,058	100.72%	
101-420-2220-42400	Small Tools & Equipment	22,675	19,683	86.80%	
Total Materials and Supplies		\$ 35,375	\$ 28,798	81.41%	
Charges and Services					
101-420-2220-43050	Physicals	8,075	5,484	67.91%	
101-420-2220-43150	Contract Services		1,000	#DIV/0!	
101-420-2220-43180	Information Technology/Web			#DIV/0!	
101-420-2220-43185	IT Support			#DIV/0!	
101-420-2220-42002	IT Hardware			#DIV/0!	
101-420-2220-43190	Software Programs			#DIV/0!	
101-420-2220-43210	Telephone	4,200	2,539	60.44%	
101-420-2220-43230	Radio	21,615	11,055	51.14%	
101-420-2220-43310	Mileage	500	171	34.22%	corrected allocation,
101-420-2220-43630	Insurance	8,549	7,195	84.16%	
101-420-2220-43810	Utility	15,500	9,079	58.57%	
101-420-2220-43840	Refuse	3,200	373	11.66%	
101-420-2220-44010	Repairs/Maint Bldg	7,000	6,139	87.70%	
101-420-2220-44040	Repairs/Maint Eqpt	25,896	32,274	124.63%	greater than expected repairs to the fire vehicles
101-420-2220-44170	Uniforms	9,821	4,326	44.04%	
101-420-2220-44330	Dues & Subscriptions	3,955	3,230	81.67%	
101-420-2220-44350	Books	440			
101-420-2220-44370	Conferences & Training	22,514	12,206	54.21%	
Total Charges and Services		\$ 131,265	\$ 95,069	72.43%	
Capital Outlay					
101-480-8000-45500	Vehicle			#DIV/0!	
101-480-8000-45800	Equipment	-	-	#DIV/0!	
101-900-9000-47200	Transfer to Vehicle Replacement Fund	-	-	#DIV/0!	
Total Capital Outlay		\$ -	\$ -	#DIV/0!	
Miscellaneous					
101-420-2220-44300	Miscellaneous	2,000	1,034	51.71%	
Total Miscellaneous		\$ 2,000	\$ 1,034	51.71%	
2220	Total Fire	\$ 570,443	\$ 404,951	70.99%	
2250					
Fire Relief					
Charges and Services					
101-420-2250-44920	Fire State Aid	47,000	-	0.00%	Relief Assoc. pass through when revenue received
Total Charges and Services		\$ 47,000	\$ -	0.00%	
2250	Total Fire Relief	\$ 47,000	\$ -	0.00%	

CITY OF LAKE ELMO
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		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
2400	Building Inspection				
Personnel					
101-420-2400-41010	Full-time Salaries	272,754	146,814	53.83%	1 additional Bldg Insp in 2018 not filled
101-420-2400-41030	Part-time Salaries			#DIV/0!	
101-420-2400-41020	Overtime			#DIV/0!	
101-420-2400-41040	Temporary Employees			#DIV/0!	
101-420-2400-41210	PERA Contributions	20,457	9,795	47.88%	1 additional Bldg Insp in 2018 not filled
101-420-2400-41220	FICA Contributions	16,911	7,886	46.63%	1 additional Bldg Insp in 2018 not filled
101-420-2400-41230	Medicare Contributions	3,955	1,844	46.63%	1 additional Bldg Insp in 2018 not filled
101-420-2400-41300	Insurance	53,002	7,122	13.44%	1 additional Bldg Insp in 2018 not filled
101-420-2400-41325	Life Insurance		88	#DIV/0!	
101-420-2400-41330	STD/LTD		352	#DIV/0!	
101-420-2400-41510	Workers Compensation	2,149	2,567	119.46%	
Total Personnel		\$ 369,228	\$ 176,468	47.79%	
Materials and Supplies					
101-420-2400-42000	Office Supplies	1,750	789	45.11%	
101-420-2400-42030	Printed Forms	350		0.00%	
101-420-2400-42120	Fuel, Oil and Fluids	3,600		0.00%	
Total Materials and Supplies		\$ 5,700	\$ 789	13.85%	
Charges and Services					
101-420-2400-43030	Engineering	1,000		0.00%	
	Computers			#DIV/0!	
101-420-2400-43180	Information Technology/Web	7,405	4,312	58.23%	
101-420-2400-43185	IT Support			#DIV/0!	
101-420-2400-42002	IT Hardware			#DIV/0!	
101-420-2400-43190	Software Programs			#DIV/0!	
101-420-2400-43210	Telephone	2,500	2,391	95.64%	
101-420-2400-43510	Legal Publishing			#DIV/0!	
101-420-2400-43630	Insurance	400	3,566	891.44%	corrected allocation
101-420-2400-44040	Repairs/Maint Eqpt	1,000	221	22.12%	
101-420-2400-44170	Uniforms	1,200	160	13.33%	
101-420-2400-44330	Dues & Subscriptions	740	65	8.78%	
101-420-2400-44350	Books	500	231	46.20%	
101-420-2400-44370	Conferences & Training	4,825	1,415	29.33%	
Total Charges and Services		\$ 19,570	\$ 12,361	63.16%	
Capital Outlay					
101-420-2400-45500	Vehicle	24,000	-	0.00%	Moved from 2018 to 2019
Total Capital Outlay		\$ 24,000	\$ -	0.00%	
Miscellaneous					
101-420-2400-44300	Miscellaneous	1,000	-	0.00%	
Total Miscellaneous		\$ 1,000	\$ -	0.00%	
2400 Total Building Inspection		\$ 419,498	\$ 189,618	45.20%	
2500	Emergency Communications				
Charges and Services					
101-420-2500-43150	Contract Services	1,780	900	50.56%	
Total Charges and Services		\$ 1,780	\$ 900	50.56%	
2500 Total Emergency Communications		\$ 1,780	\$ 900	50.56%	
2700	Animal Control				
Charges and Services					
101-420-2700-43150	Contract Services	7,725	6,027	78.02%	
Total Charges and Services		\$ 7,725	\$ 6,027	78.02%	
2700 Total Animal Control		\$ 7,725	\$ 6,027	78.02%	
3100	Streets				
Personnel					
101-430-3100-41010	Full-time Salaries	321,079	291,989	90.94%	
101-430-3100-41030	Part-time Salaries		7,507	#DIV/0!	
101-430-3100-41020	Overtime	4,000		0.00%	On call pay
101-430-3100-41040	Temporary Employees	9,360		0.00%	Seasonals
101-430-3100-41210	PERA Contributions	24,081	21,945	91.13%	
101-430-3100-41220	FICA Contributions	20,735	18,048	87.04%	
101-430-3100-41230	Medicare Contributions	4,849	4,221	87.05%	
101-430-3100-41300	Insurance	62,796	20,148	32.08%	
101-430-3100-41325	Life Insurance		161	#DIV/0!	
101-430-3100-41330	STD/LTD		555	#DIV/0!	
101-430-3100-41600	Safety Clothing Allowance	971	160	16.47%	
101-430-3100-41510	Workers Compensation	19,749	23,593	119.46%	Payment made in Jan
Total Personnel		\$ 467,620	\$ 388,326	83.04%	
Materials and Supplies					
101-430-3100-42000	Office Supplies	800	367	45.84%	
101-430-3100-42120	Fuel, Oil and Fluids	28,500	30,128	105.71%	

CITY OF LAKE ELMO
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		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
101-430-3100-42150	Operating Supplies	2,000	3,377	168.84%	Shift between line items, corrected coding to correct line item, previously 44170 Uniforms
	Contract Service ROW			#DIV/0!	
101-430-3100-42210	Repair/Maint. Supplies	12,750	18,539	145.41%	Truck tires \$3064, cutting edges (snow plowing)
101-430-3100-42211	Repair/Maint. Supplies S&I			#DIV/0!	
101-430-3100-42240	Street Maintenance & Landscaping - Materials	20,000	19,768	98.84%	
101-430-3120-42260	Street Signs	5,000	1,575	31.50%	
101-430-3125-42290	Sand/Salt S&I	75,000	80,587	107.45%	
101-430-3100-42400	Small Tools & Minor Equipment	8,000	3,065	38.31%	
101-430-3100-44375	Personal Protection Equipment	2,800	685	24.45%	
Total Materials and Supplies		\$ 154,850	\$ 158,089	102.09%	
Charges and Services					
101-430-3100-43030	Engineering Services	4,800	4,335	90.31%	
101-430-3100-43090	Sealcoating & Crack Sealing	425,000	148,372	34.91%	expected to be less due to rejection of mill and overlay and delay to 2019
101-430-3100-43150	Contract Services	24,500	9,109	37.18%	
101-430-3100-43180	Information Technology/Web		877	#DIV/0!	
101-430-3100-43185	IT Support			#DIV/0!	
101-430-3100-42002	IT Hardware			#DIV/0!	
101-430-3100-43190	Software Programs			#DIV/0!	
101-430-3100-43151	Snow Removal Contract Services			#DIV/0!	
101-430-3100-44050	Tree Program			#DIV/0!	
101-430-3100-43210	Telephone	7,800	4,570	58.59%	
101-430-3100-43230	Radio	24,000	22,116	92.15%	
101-430-3120-43510	Public Notices			#DIV/0!	
101-430-3100-43630	Insurance	19,000	17,740	93.37%	corrected allocation
101-430-3100-43810	Utilities	52,000	45,188	86.90%	
101-430-3100-43811	Street Lights			#DIV/0!	
101-430-3100-43840	Refuse	3,000	2,987	99.57%	
101-430-3100-44010	Repairs/Maint Bldg.	21,000	27,619	131.52%	new garage doors/openers at PW
101-430-3100-44030	Repairs/Maint Imp Other Than Bldg.	1,500	2,330	155.30%	
101-430-3100-44040	Repairs/Maint Equip	22,000	18,315	83.25%	
101-430-3100-44041	Repairs/Maint Equip S&I	12,000		0.00%	
101-430-3100-44130	Equipment Rental	2,000	2,500	125.00%	
101-430-3100-44170	Uniforms	7,500	5,472	72.95%	
101-430-3100-44330	Dues & Subscriptions	600	661	110.15%	
101-430-3100-44370	Conferences & Training	4,800	1,312	27.32%	
101-430-3100-44380	Clean-up Days	-	-	#DIV/0!	
Total Charges and Services		\$ 631,500	\$ 313,501	49.64%	
Capital Outlay					
101-430-3100-45500	Transfer to Vehicle Replacement Fund			#DIV/0!	
101-430-3100-45500	Capital Purchases	145,000	36,045	24.86%	
Total Capital Outlay		\$ 145,000	\$ 36,045	24.86%	
Miscellaneous					
101-430-3100-44300	Miscellaneous	1,800	365	20.28%	
Total Miscellaneous		\$ 1,800	\$ 365	20.28%	
3100 Total Streets		\$ 1,400,770	\$ 896,327	63.99%	
5200 Parks & Recreation					
Personnel					
101-450-5200-41010	Full-time Salaries	99,036	29,437	29.72%	Vacant positions
101-450-5200-41030	Part-time Salaries		9,759	#DIV/0!	
101-450-5200-41020	Overtime			#DIV/0!	
101-450-5200-41040	Temporary Employees	28,080		0.00%	Seasonal Workers/Park Summer-Ice Rink Winter
101-450-5200-41210	PERA Contributions	7,428	2,378	32.01%	Vacant positions
101-450-5200-41220	FICA Contributions	7,857	2,379	30.27%	Vacant positions
101-450-5200-41230	Medicare Contributions	1,843	556	30.19%	Vacant positions
101-450-5200-41300	Insurance	18,481	1,773	9.59%	Vacant positions
101-450-5200-41325	Life Insurance		17	#DIV/0!	
101-450-5200-41330	STD/LTD		59	#DIV/0!	
101-450-5200-41600	Safety Clothing Allowance	236		0.00%	
101-450-5200-41420	Unemployment Benefits			#DIV/0!	
101-450-5200-41510	Workers Compensation	7,419	22,078	297.59%	Payment made in Jan
Total Personnel		\$ 170,380	\$ 68,436	40.17%	
Materials and Supplies					
101-450-5200-42000	Office Supplies	800	319	39.86%	
101-450-5200-42120	Fuel, Oil and Fluids			#DIV/0!	
101-450-5200-42150	Operating Supplies	1,000	836	83.57%	
101-450-5200-42160	Chemicals	2,000	579	28.94%	
101-450-5200-42210	Repair/Maint. Supplies	7,000	3,061	43.73%	
101-450-5200-42230	Building Repair Supplies	500	43	8.66%	
101-450-5200-42250	Landscaping Materials			#DIV/0!	
101-450-5200-42400	Small Tools & Minor Equipment	2,500	3,198	127.91%	
Total Materials and Supplies		\$ 13,800	\$ 8,035	58.23%	
Charges and Services					
101-450-5200-43150	Contracted Services	13,000	35,134	270.26%	due to contracting out mowing
101-450-5200-43185	IT Support			#DIV/0!	

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		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
101-450-5200-42002	IT Hardware			#DIV/0!	
101-450-5200-43190	Software Programs			#DIV/0!	
101-450-5200-43210	Telephone	1,200	619	51.56%	
101-450-5200-43510	Public Notices			#DIV/0!	
101-450-5200-43630	Insurance	5,000	5,403	108.06%	corrected allocation
101-450-5200-43810	Utilities	10,500	5,455	51.95%	
101-450-5200-43840	Refuse	1,000	1,626	162.55%	
101-450-5200-44010	Repairs/Maint Bldg	2,800	1,875	66.97%	
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	3,200	1,177	36.79%	
101-450-5200-44040	Repairs/Maint Eqpt	3,200	4,030	125.92%	
101-450-5200-44120	Rentals - Buildings	7,000	3,624	51.77%	
101-450-5200-44170	Uniforms	100		0.00%	
101-450-5200-44301	Events	500	482	96.35%	Tree Give Away
101-450-5200-44302	Lakes	15,000	5,000	33.33%	Grant to treat Invasive Species
101-450-5200-44370	Conferences & Training	1,200	1,195	99.58%	
101-450-5200-44130	Equipment Rental	1,000	325	32.45%	
101-450-5200-44375	Personal Protection Equipment	800	806	100.80%	
Total Charges and Services		\$ 65,500	\$ 66,750	101.91%	
Capital Outlay					
	Transfer to Vehicle Replacement Fund			#DIV/0!	
101-5200-5200-45500	Capital Purchases	25,000	-	0.00%	purchased in Oct
Total Capital Outlay		\$ 25,000	\$ -	0.00%	
Miscellaneous					
101-450-5200-44300	Miscellaneous	1,200	505	42.06%	
Total Miscellaneous		\$ 1,200	\$ 505	42.06%	
5200 Total Parks & Recreation		\$ 275,880	\$ 143,726	52.10%	
9000 Transfers					
	Transfer to Washington County (Library)			#DIV/0!	
101-900-9000-47200	Transfer to Vehicle Replacement Fund			#DIV/0!	
101-900-9000-47200	Transfer to Vehicle Replacement Fund	-	-	#DIV/0!	
Total Transfers		\$ -	\$ -	#DIV/0!	
9000 Total Transfers		\$ -	\$ -	#DIV/0!	
Total General Fund Expenditures:		\$ 4,670,734	\$ 2,628,219	56.27%	
Total Gen Fund Revs. Over/(Under) Expenditures:		\$ (194,000)	\$ 812,381	-418.75%	Use of Fund Balance if negative

CITY OF LAKE ELMO
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		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
601	Water Fund				
Water Fund Revenues:					
601-000-0000-33422	PERA Pension Revenue			#DIV/0!	
601-000-0000-33426	Miscellaneous State Grants			#DIV/0!	
601-000-0000-36100	Special Assessments	111,077	23,485	21.14%	1st half July, 2nd half Dec
601-000-0000-36200	Miscellaneous		82		
601-000-0000-36205	Refunds and Reimbursements			#DIV/0!	
601-000-0000-36210	Interest on Investments	20,000		0.00%	
601-000-0000-37100	Water Sales	597,769	414,918	69.41%	recorded as payments received, only reflects 1st quarter
601-000-0000-37120	Bulk Water	2,000	1,122	56.12%	
601-000-0000-37130	Water Lat Benefit Fee		11,600	#DIV/0!	
601-000-0000-39250	Contribution of Capital Assets			#DIV/0!	
601-000-0000-37140	Water Access Revenue	960,000	778,000	81.04%	
601-000-0000-37150	Water Connections - Municipal	320,000	431,000	134.69%	
601-000-0000-37170	Meter Sales	87,500	90,897	103.88%	
601-000-0000-37180	Tower Rent	-	-	#DIV/0!	
601-000-0000-39200	Transfer In	-	-	#DIV/0!	
Total Water Fund Revenues:		\$ 2,098,346	\$ 1,751,105	83.45%	
Water Fund Expenses:					
Personnel					
601-494-9400-41010	Full-time Salaries	101,194	83,283	82.30%	
601-494-9400-41030	Part-time Salaries			#DIV/0!	
601-494-9400-41020	Overtime	4,000		0.00%	On call pay
601-494-9400-41040	Temporary Employees			#DIV/0!	
601-494-9400-41210	PERA Contributions	7,590	6,240	82.21%	
601-494-9400-41220	FICA Contributions	6,497	4,941	76.05%	
601-494-9400-41230	Medicare Contributions	1,525	1,155	75.77%	
601-494-9400-41300	Insurance	21,743	6,556	30.15%	
601-494-9400-41325	Life Insurance		79	#DIV/0!	
601-494-9400-41330	STD/LTD		184	#DIV/0!	
601-494-9400-41301	Unemployment Insurance	683		0.00%	
601-494-9400-41600	Safety Clothing Allowance	193		0.00%	
601-494-9400-41510	Workers Compensation	5,884	7,744	131.61%	
Total Personnel		\$ 149,309	\$ 110,181	73.79%	
Materials and Supplies					
601-494-9400-42000	Office Supplies	800	321	40.15%	
601-494-9400-42120	Fuel, Oil and Fluids			#DIV/0!	
601-494-9400-42030	Printed Forms	750	167	22.33%	
601-494-9400-42150	Operating Supplies	1,000	303	30.33%	
601-494-9400-42160	Chemicals	13,000	5,461	42.01%	
601-494-9400-42210	Repair/Maint. Supplies	26,000	9,098	34.99%	
601-494-9400-42270	Utility System Maintenance		647		
601-494-9400-42300	Water Meters & Supplies	132,000	138,582	104.99%	
601-494-9400-44375	Personal Protective Equipment	800	411	51.33%	
601-494-9400-42400	Small Tools & Minor Equipment	8,300	6,002	72.32%	
Total Materials and Supplies		\$ 182,650	\$ 160,994	88.14%	
Charges and Services					
601-494-9400-43030	Engineering Services	20,000	9,454	47.27%	
601-494-9400-43040	Legal Services	155,000	33,260	21.46%	
601-494-9400-43010	Audit Services			#DIV/0!	
601-494-9400-43150	Contract Services	47,400	21,741	45.87%	
601-494-9400-43185	IT Support	37,133	18,781	50.58%	
601-494-9400-42002	IT Hardware			#DIV/0!	
601-494-9400-43190	Software Programs			#DIV/0!	
601-494-9400-43210	Telephone	800	648	80.95%	
601-494-9400-44377	Credit Card Fees			#DIV/0!	
601-494-9400-43220	Postage	2,000	9	0.46%	
601-494-9400-43310	Mileage		119	#DIV/0!	
601-494-9400-43610	Insurance	12,000	7,981	66.51%	corrected allocation
601-494-9400-43810	Electric Utility	45,000	52,080	115.73%	
601-494-9400-43820	Water Utility	-	23,281	#DIV/0!	City of Oakdale
601-494-9400-44030	Repairs\Maint Imp Not Bldgs	20,000	34,878	174.39%	gate valves and a hydrant at Well/Tower #1, to be reimbursed by MPCA
601-494-9400-44040	Repairs\Maint. Equip.	8,000	3,443	43.03%	
601-494-9400-44050	Repairs\Maint Imp Bldgs	2,000	33,391	1669.55%	Generator will be reimbursed by MPCA
601-494-9400-44150	Equipment Rental	1,000		0.00%	
601-494-9400-44170	Uniforms			#DIV/0!	
601-494-9400-44330	Dues & Subscriptions			#DIV/0!	
601-494-9400-44370	Conferences & Training	2,000	707	35.35%	
Total Charges and Services		\$ 352,333	\$ 239,772	68.05%	
Capital Outlay					
601-494-9400-45300	Improvements Other Than Bldgs	137,500	52,826	38.42%	
Total Capital Outlay		\$ 137,500	\$ 52,826	38.42%	
Miscellaneous and Non-operating					
601-494-9400-43320	Depreciation Expense			#DIV/0!	
601-494-9400-44300	Miscellaneous	2,000	712	35.60%	
601-494-9400-46010	Bond Principal	710,000		0.00%	

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		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
601-494-9400-46110	Bond Interest	300,775	146,193	48.61%	
601-494-9400-46200	Fiscal Agent Fees - Bond Payments	856	495	57.83%	
601-494-9400-46250	Fiscal Agent Fees - Bond Issuance			#DIV/0!	
601-494-9400-46220	Deferred Charges Amort			#DIV/0!	
601-494-9400-46300	Bond Issuance Costs			#DIV/0!	
601-494-9400-47200	Transfer Out	-	-	#DIV/0!	
Total Misc. and Non-operating		\$ 1,013,631	\$ 147,400	14.54%	
Total Water Fund Expenses:		\$ 1,835,423	\$ 711,172	38.75%	
Total Water Fund Revs. Over/(Under) Expenses:		\$ 262,923	\$ 1,039,932	395.53%	

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		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
602	Sewer Fund				
Sewer Fund Revenues:					
602-000-0000-33422	PERA Pension Revenue			#DIV/0!	
602-000-0000-36100	Special Assessments	77,874	209,731	269.32%	1st half July, 2nd half Dec
602-000-0000-36210	Interest on Investments	20,000		0.00%	
602-000-0000-37200	Sewer Sales	247,599	145,094	58.60%	recorded as payments received, only reflects 1st quarter
602-000-0000-37220	SAC Early Pay discount/revenue	5,800	5,666	97.69%	
602-000-0000-37230	Sewer Lat Benefit Fee	25,500		0.00%	
602-000-0000-39250	Contribution of Capital Assets			#DIV/0!	
602-000-0000-37240	Sewer Connection Fee Revenue (SAC)	883,200	661,000	74.84%	
602-000-0000-37250	Sewer Connection Fees Regional	-	596,294	#DIV/0!	Pass Thru
602-000-0000-37260	Sewer Connection Fees Municipa	345,500	433,500	125.47%	
Total Sewer Fund Revenues:		\$ 1,605,473	\$ 2,051,285	127.77%	
Sewer Fund Expenses:					
Personnel					
602-495-9450-41010	Full-time Salaries	62,250	23,180	37.24%	
602-495-9450-41030	Part-time Salaries		227	#DIV/0!	
602-495-9450-41020	Overtime	4,000		0.00%	On call pay
602-495-9450-41040	Temporary Employees			#DIV/0!	
602-495-9450-41210	PERA Contributions	4,669	1,748	37.43%	
602-495-9450-41220	FICA Contributions	4,058	1,389	34.23%	
602-495-9450-41230	Medicare Contributions	961	325	33.80%	
602-495-9450-41300	Insurance	10,744	1,696	15.78%	
602-495-9450-41325	Life Insurance		25	#DIV/0!	
602-495-9450-41330	STD/LTD		62	#DIV/0!	
602-495-9450-41600	Safety Clothing Allowance			#DIV/0!	
602-495-9450-41301	Unemployment Insurance	342		0.00%	
602-495-9450-41510	Workers Compensation	3,274	4,626	141.29%	
Total Personnel		\$ 90,298	\$ 33,277	36.85%	
Materials and Supplies					
602-495-9450-42270	Repair/Maint. Supplies	4,000		0.00%	
602-495-9450-42000	Office Supplies	800	1,350	168.80%	
602-495-9450-42030	Printed Forms		167		
602-495-9450-42120	Fuel, Oil and Fluids			#DIV/0!	
602-495-9450-42150	Operating Supplies	1,000	332	33.18%	
602-495-9450-42270	Repair/Maint. Supplies		(236)		
602-495-9450-44375	Personal Protective Equipment	800	702	87.71%	
602-495-9450-42400	Small Tools & Minor Equipment	5,500	2,437	44.32%	
Total Materials and Supplies		\$ 12,100	\$ 4,753	39.28%	
Charges and Services					
602-495-9450-43030	Engineering Services	20,000	3,495	17.48%	
602-495-9450-43010	Audit Services			#DIV/0!	
602-495-9450-43150	Contract Services	21,400	19,886	92.92%	
602-495-9450-43185	IT Support	33,533	19,756	58.91%	
602-495-9450-42002	IT Hardware			#DIV/0!	
602-495-9450-43190	Software Programs			#DIV/0!	
602-495-9450-43210	Telephone	1,500	1,021	68.08%	
602-495-9450-44377	Credit Card Fees			#DIV/0!	
602-495-9450-43220	Postage	1,175		0.00%	
602-495-9450-43310	Mileage	-		#DIV/0!	
602-495-9450-43610	Insurance	2,000	3,187	159.37%	corrected allocation
602-495-9450-43810	Electric Utility	5,500	7,300	132.73%	
602-495-9450-43820	Sewer Utility - Met Council	92,140	69,105	75.00%	
602-495-9450-44040	Repairs/Maint. Equip.	4,500	3,523	78.28%	
602-495-9450-44150	Equipment Rental	1,000		0.00%	
602-495-9450-44170	Uniforms			#DIV/0!	
602-495-9450-44030	Repairs\Maint Imp Not Bldgs	1,200		0.00%	
602-495-9450-44370	Conferences & Training	2,000	863	43.15%	
Total Charges and Services		\$ 185,948	\$ 128,136	68.91%	
Capital Outlay					
602-495-9450-45300	Improvements Other Than Bldgs	85,000	81,578	95.97%	
Total Capital Outlay		\$ 85,000	\$ 81,578	95.97%	
Miscellaneous and Non-operating					
602-495-9450-43320	Depreciation Expense			#DIV/0!	
602-495-9450-44300	Miscellaneous Expenses	300		0.00%	
602-495-9450-46010	Bond Principal	275,000		0.00%	
602-495-9450-46110	Bond Interest	195,324	93,452	47.84%	
602-495-9450-46220	Deferred Charges Amort			#DIV/0!	
602-495-9450-46300	Bond Issuance Costs			#DIV/0!	
602-495-9450-46250	Fiscal Agent Fees			#DIV/0!	
602-495-9450-47200	Transfer Out			#DIV/0!	
Total Misc. and Non-operating		\$ 470,624	\$ 93,452	19.86%	
Total Sewer Fund Expenses:		\$ 843,970	\$ 341,196	40.43%	
Total Sewer Fund Revs. Over/(Under) Expenses:		\$ 761,503	\$ 1,710,088	224.57%	

CITY OF LAKE ELMO
2018 Budget
Jan - Jun Financials

		2018	2018	2018	
Account Number	Description	Adopted	YTD - Sep 2018	Used	Comments
603	Storm Water Fund				
Storm Water Fund Revenues:					
603-000-0000-33422	PERA Pension Revenue			#DIV/0!	
603-000-0000-36100	Special Assessments		20,674	#DIV/0!	
603-000-0000-36210	Interest on Investment	7,000		0.00%	
603-000-0000-39250	Contribution of Capital Assets			#DIV/0!	
603-000-0000-36232	Developer Contributions			#DIV/0!	
603-000-0000-37300	Surface Water Utility Sales	283,587	201,539	71.07%	
603-000-0000-34113	SW Review Fee Revenue	29,375	29,088	99.02%	
Total Storm Water Fund Revenues:		\$ 319,962	\$ 251,301	78.54%	
Storm Water Fund Expenses:					
Personnel					
603-496-9500-41010	Full-time Salaries	34,273	13,086	38.18%	
603-496-9500-41030	Part-time Salaries			#DIV/0!	
603-496-9500-41020	Overtime			#DIV/0!	
603-496-9500-41040	Temporary Employees			#DIV/0!	
603-496-9500-41210	PERA Contributions	2,570	982	38.20%	
603-496-9500-41220	FICA Contributions	2,099	770	36.71%	
603-496-9500-41230	Medicare Contributions	497	180	36.26%	
603-496-9500-41300	Insurance	6,275	1,748	27.86%	
603-496-9500-41325	Life Insurance		16	#DIV/0!	
603-496-9500-41330	STD/LTD		28	#DIV/0!	
603-496-9500-41600	Safety Clothing Allowance	53		0.00%	
603-496-9500-41301	Unemployment Insurance	342		0.00%	
603-496-9500-41510	Workers' Compensation	1,361	1,626	119.46%	
Total Personnel		\$ 47,470	\$ 18,437	38.84%	
Materials and Supplies					
603-496-9500-42000	Office Supplies	800	148	18.56%	
603-496-9500-42120	Fuel, Oil and Fluids			#DIV/0!	
603-496-9500-42030	Printed Forms		167	#DIV/0!	
603-496-9500-42270	Repair/Maint. Maint Supplies	2,000	315	15.75%	
603-496-9500-42150	Operating Supplies	1,000	38	3.79%	
603-496-9500-44375	Personal Protective Equipment	800	411	51.33%	
603-496-9500-42400	Small Tools & Minor Equipment	3,500	2,306	65.87%	
Total Materials and Supplies		\$ 8,100	\$ 3,385	41.79%	
Charges and Services					
603-496-9500-43030	Engineering Services	20,000	2,170	10.85%	
603-496-9500-43010	Audit Services			#DIV/0!	
603-496-9500-43150	Contract Services	17,200	5,709	33.19%	Financial Consultant Jan-May
603-496-9500-43185	IT Support	15,500		0.00%	
603-496-9500-42002	IT Hardware			#DIV/0!	
603-496-9500-43190	Software Programs			#DIV/0!	
603-496-9500-43210	Telephone			#DIV/0!	
603-496-9500-44377	Credit Card Fees			#DIV/0!	
603-496-9500-43220	Postage	2,000		0.00%	
603-496-9500-43610	Insurance	1,500	5,001	333.42%	corrected allocation
603-496-9500-44010	Street Sweeping	25,000	13,986	55.94%	
603-496-9500-44040	Repairs/Maint Equip	1,000	99	9.87%	
603-496-9500-44030	Repairs/Maint Not Bldg	3,000		0.00%	
603-496-9500-44150	Equipment Rental	1,000		0.00%	
603-496-9500-44170	Uniforms			#DIV/0!	
603-496-9500-44370	Conferences & Training	2,500	985	39.40%	
Total Charges and Services		\$ 88,700	\$ 27,950	31.51%	
Capital Outlay					
603-496-9500-45300	Improvements Other Than Bldgs	40,000	-	0.00%	
Total Capital Outlay		\$ 40,000	\$ -	0.00%	
Miscellaneous and Non-operating					
603-496-9500-43320	Depreciation Expense			#DIV/0!	
603-496-9500-44300	Miscellaneous Expenses	2,000	666	33.30%	
603-496-9500-46010	Bond Principal	160,000		0.00%	
603-496-9500-46110	Bond Interest	58,294	28,138	48.27%	
603-496-9500-46220	Deferred Charges Amort			#DIV/0!	
603-496-9500-46200	Fiscal Agent Fees			#DIV/0!	
603-496-9500-46300	Bond Issuance Costs	-	-	#DIV/0!	
Total Misc. and Non-operating		\$ 220,294	\$ 28,804	13.08%	
Total Storm Water Fund Expenses:		\$ 404,564	\$ 78,575	19.42%	
Total Storm Water Fund Revs. Over/(Under) Expenses:		\$ (84,602)	\$ 172,726	-204.16%	



STAFF REPORT

DATE: November 7, 2018

CONSENT

ITEM #: 4

AGENDA ITEM: Wildflower 1st Addition – Approve Release of Warranty Security for Public Sanitary Sewer and Watermain

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Kristina Handt, City Administrator

Ben Prchal, City Planner

Rob Weldon, Public Works Director

ISSUE BEFORE COUNCIL: Should the City Council approve release of warranty security for public sanitary sewer and watermain for the Wildflower 1st Addition development?

PROPOSAL DETAILS/ANALYSIS: Staff has received and processed a request to reduce the development security in accordance with the development agreement for the Wildflower at Lake Elmo 1st Addition. The public sanitary sewer and watermain in Wildflower 1st Addition development was completed and accepted by the City on February 16, 2016 and the 2-year warranty period was initiated. Twenty-five percent (25%) of the original security, or \$268,418, was retained through the 2-year warranty period for watermain and sanitary sewer. A warranty walk-through was completed by City staff in December 2017 and all warranty punch list items have since been addressed by the Developer. With the release of the 2-year warranty security for sanitary sewer and watermain the overall development security may be reduced as follows:

	<u>Current Security Amount</u>	<u>Proposed Security Amount</u>
1. Wildflower 1st Addition:	\$1,047,708	\$779,290

FISCAL IMPACT: Release of the warranty security brings the public sanitary sewer and watermain portion of the project to a close. The operation and maintenance of the sanitary sewer and watermain becomes the responsibility of the City going forward.

RECOMMENDATION: Staff is recommending that the City Council, *as part of the Consent Agenda*, approve the release of warranty security for public sanitary sewer and watermain in the Wildflower 1st Addition development resulting in a reduction in overall security as detailed in the respective worksheet. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve the security reduction for the Wildflower at Lake Elmo 1st Addition development as detailed in the respective Security Reduction Worksheet”.

ATTACHMENTS:

1. Security Reduction Worksheet – Wildflower 1st Addition.

WILDFLOWER AT LAKE ELMO 1ST ADDITION

Time of Performance: November 30, 2016

DEVELOPMENT AGREEMENT AMOUNTS				REDUCTIONS						
CATEGORY	CONSTRUCTION	125%	REMARKS	#1	#2	#3	#4	#5	#6	
Grading	\$116,000	NA	Covered by Site Grading Agreement	\$116,000						
Sanitary Sewer	\$386,885	\$483,606	100%		\$241,803	\$120,902			\$120,902	
Watermain	\$472,052	\$590,065	100%		\$295,033	\$147,516			\$147,516	
Streets	\$916,819	\$1,146,024	75%		\$274,539		\$584,978			
Surface Water Facilities	\$509,946	\$637,433	75%		\$318,716		\$159,358			
Erosion Control	NA	NA	Covered by Site Grading Agreement							
Sidewalks/Trails	\$220,838	\$276,048	75%					\$207,036		
Street Lighting	NA	NA	By Xcel Energy							
Street Signs and Traffic Control Signs	\$9,950	\$12,438	75%					\$9,328		
Landscaping	\$200,000	\$250,000								
Tree Preservation and Restoration	\$23,675	\$29,594	75%					\$22,195		
Wetland Mitigation and Buffers	NA	NA	LOC Through VBWD							
Monuments	\$6,000	\$7,500	75%					\$5,625		
Miscellaneous Facilities	NA	NA								
Record Drawings	\$6,500	\$8,125	75%					\$6,094		
TOTALS	\$2,752,665	\$3,440,831		RELEASED AMOUNTS:	\$116,000	\$1,130,091	\$268,418	\$744,337	\$250,278	\$268,418
				CUMMULATIVE AMOUNTS:	\$116,000	\$1,246,091	\$1,514,509	\$2,258,846	\$2,509,123	\$2,777,541
				SECURITY AMOUNT REMAINING:	\$3,440,831	\$2,310,740	\$2,042,322	\$1,297,986	\$1,047,708	\$779,290
				DATE:	10/29/2015	12/15/2015	2/16/2016	9/7/2016	12/5/2017	11/7/2018



STAFF REPORT

DATE: November 7, 2018
CONSENT
ITEM #: 5

AGENDA ITEM: Approve Second Amendment to MnDOT Agreement #03330 to extend contract expiration for the State Highway 36 South Frontage Road Study

SUBMITTED BY: Jack Griffin, City Engineer
REVIEWED BY: Kristina Handt, City Administrator
Chad Isakson, Assistant City Engineer

ISSUE BEFORE COUNCIL: Should the City Council approve the second amendment to MNDOT Agreement #03330 to extend the contract expiration for the State Highway 36 South Frontage Road Study?

BACKGROUND AND PROPOSAL DETAILS/ANALYSIS: In April 2013 the City of Lake Elmo entered into an Agreement with MnDOT to receive federal funding to complete preliminary engineering work to develop a preferred future alignment of a south frontage road and study approach alternatives to State Highway 36. The original agreement called for a five-year study with an expiration of April 2018. In December 2017 an amendment to the agreement was approved to extend the expiration to December 31, 2018.

Included in your packet is a resolution and a copy of the second amendment to the agreement. The amendment extends the termination until June 30, 2019. Staff is requesting the additional time to complete the final revisions as requested by MnDOT and Washington County and to finalize the Study deliverables.

FISCAL IMPACT: NA.

RECOMMENDATION: Staff is recommending that the City Council, *as part of the Consent Agenda*, approve a resolution, thereby approving the second amendment to MnDOT Agreement #03330 to extend the contract expiration for the State Highway 36 South Frontage Road Study. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Resolution No. 2018-124 approving the second amendment to MnDOT Agreement #03330 to extend the contract expiration for the State Highway 36 South Frontage Road Study”.

ATTACHMENTS:

1. Resolution Approving the Second Amendment to MnDOT Agreement #03330.
2. Amendment #2 to MnDOT Agreement #03330.

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

RESOLUTION NO. 2018-XXX

**A RESOLUTION APPROVING THE SECOND AMENDMENT TO
MINNESOTA DEPARTMENT OF TRANSPORTATION AGENCY
AGREEMENT NO. 03330**

WHEREAS, in April 2013, the City of Lake Elmo received a grant in the amount of 80% of the total project agreement costs of \$80,000, to study roadway approach alternatives along State Highway 36 between Hilton Trail and Manning Avenue; and

WHEREAS, said grant funds were originally set to expire in April 2018; and

WHEREAS, in December 2017 MnDOT and the City of Lake Elmo Amended the Agreement to extend the expiration of funds until December 31, 2018; and

WHEREAS, the City of Lake Elmo is requesting a second amendment to the agreement to extend the expiration of funds until June 30, 2019.

NOW THEREFORE, IT IS RESOLVED, that pursuant to Minnesota Statute Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Lake Elmo to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, that the Mayor and the City Clerk are hereby authorized and directed for and on behalf of the City to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 03330", a copy of which said agreement was before the City Council and which is made part hereof by reference.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE TWENTIETH DAY OF
NOVEMBER, 2018.**

CITY OF LAKE ELMO

(Seal)
ATTEST:

By: _____
Mike Pearson
Mayor

Julie Johnson
City Clerk

AMENDMENT # 2 TO MnDOT Grant Agreement #: 03330.

Agreement Start Date:	<u>04/12/2013</u>	Original Agreement Amount:	<u>\$80,000.00</u>
Orig. Agreement Exp. Date:	<u>04/12/2018</u>	Prev. Amendment(s) Total:	<u>\$0.00</u>
Amended Exp. Date	<u>6/30/2019</u>	Current Amendment Amount:	<u>\$0.00</u>
		Current Agreement Total	<u>\$80,000.00</u>

Project Identification :	<u>Study roadway approach alternatives along TH 36 between Hilton Trail and Manning Ave leading up to the Saint Croix River Crossing</u>		
State Project (SP):	<u>206-080-001</u>	Route #:	<u>TH 36</u>
Federal Project #	<u>HPPH H126(002)</u>		

This amendment is by and between the State of Minnesota, through its Commissioner of Transportation (“MnDOT”) and City of Lake Elmo (“City”).

Recitals

The MnDOT has an Agreement with the City identified as MnDOT Contract No. 03330 (“Original Agreement”) for the purpose of act as agent in accepting federal aid funds on behalf of the City of Lake Elmo.

This agreement is being amended at the request of the city to extend the end date from April to the end of the calendar year.

The MnDOT and the City are willing to amend the Original Agreement as stated below.

Agreement Amendment

In this Amendment deleted agreement terms will be ~~struck out~~ and the added agreement terms will be underlined.

REVISION 1. Article VI. “**Term of Agreement**” is amended as follows:

TERM OF AGREEMENT. This agreement will be effective upon execution by the City and by appropriate State officials, pursuant to Minnesota Statutes Section 16C.05, and will remain in effect until ~~December 31, 2018~~ June 1, 2019 or until all obligations set forth in this agreement have been satisfactorily fulfilled, whichever occurs first.

The terms of the Original Agreement are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Agreement and all previous amendments remain in full force and effect.

CITY

The City certifies that the appropriate person(s) have executed the agreement on behalf of the City as required by applicable articles, by laws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____



STAFF REPORT

DATE: November 7, 2018
CONSENT #6

AGENDA ITEM: Lake Olson and Demontreville Grant Request

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

Included in the 2018 budget were funds for matching grants to the recreational lakes for water quality improvements like treating invasive species. This funding represents a 50% match, up to the maximum amount of \$5,000 per lake. A match is required by the Lake Associations and any grant amounts received would not be included as part of the Lake Association match amounts.

ISSUE BEFORE COUNCIL:

Does Council approve the grant request from the Lake Olson and Demontreville Association?

PROPOSAL:

The Lake Olson and Demontreville Association has submitted an application for matching grant funding to treat Eurasian Milfoil this summer. A copy of their application is included in your packet. While the grant request is for \$5,000 staff is recommending approval of \$3,776.90 as that would be equivalent to the amount paid by the lake association after netting our grants. Again, this is intended to be a matching grant; not replace the funding providing by the lake associations.

FISCAL IMPACT:

\$3,776.90 from the budgeted \$15,000 (\$10,000 remaining after Lake Jane grant approved in July). The proposed amount is the match after subtracting for the grant from Washington County.

OPTIONS:

- 1) Approve \$3,776.90 for Lake Olson and Demontreville Association Eurasian Milfoil Treatment
- 2) Approve a different amount for Lake Olson and Demontreville Association Eurasian Milfoil Treatment
- 3) Do not approve any funding for Lake Olson and Demontreville Association Eurasian Milfoil Treatment

RECOMMENDATION:

If removed from the consent agenda:

“Motion to approve the Lake Olson and Demontreville Association lake improvement grant request of \$3,776.90

ATTACHMENTS:

- Lake Olson and Demontreville Association request
- 2018 Treatment Report




City of Lake Elmo

Lake Improvement/Water Quality Grant Application

Name and Lake Association:	Date: 10/9/2018														
Lake Demontreville and Olson Assn.															
Phone: 612-845-8011	Email: Link.lavey@gmail.com														
Description of treatment/improvements:															
Lake Demontreville and Olson Eurasian Water Milfoil treatment and Zebra Mussel monitoring.															
Outline of total project costs (can be included on separate sheet or provide via invoice copies):															
<p>Project Summary:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">- Zebra mussel plate materials</td> <td style="text-align: right;">75.00</td> </tr> <tr> <td style="padding-left: 20px;">- DNR Permits</td> <td style="text-align: right;">2,555.00</td> </tr> <tr> <td style="padding-left: 20px;">- Insurance</td> <td style="text-align: right;">700.00</td> </tr> <tr> <td style="padding-left: 20px;">- Mid-lake herbicide application</td> <td style="text-align: right;">4,410.00</td> </tr> <tr> <td style="padding-left: 20px;">- Near shore herbicide application</td> <td style="text-align: right;">6,813.80</td> </tr> <tr> <td style="padding-left: 20px;">- Washington County Grant</td> <td style="text-align: right;">(7,000.00)</td> </tr> <tr> <td style="padding-left: 20px;">- Total LDO Cost</td> <td style="text-align: right;">7,553.80</td> </tr> </table>		- Zebra mussel plate materials	75.00	- DNR Permits	2,555.00	- Insurance	700.00	- Mid-lake herbicide application	4,410.00	- Near shore herbicide application	6,813.80	- Washington County Grant	(7,000.00)	- Total LDO Cost	7,553.80
- Zebra mussel plate materials	75.00														
- DNR Permits	2,555.00														
- Insurance	700.00														
- Mid-lake herbicide application	4,410.00														
- Near shore herbicide application	6,813.80														
- Washington County Grant	(7,000.00)														
- Total LDO Cost	7,553.80														
Amount being requested (Note: The City will match 50% of the costs paid for by the lake association up to \$5,000):															
\$5,000.00															
Additional comments:															
List of attachments:															
<ol style="list-style-type: none"> 1. LDO 2018 EWM Treatment Program (This includes executive summary, plan overview, results, maps and before/after photos) 2. PLM Invoices (5 Invoices scanned into one document) 3. DNR fall Lake Delineation Surveys 4. Washington County Grant Contract 															

****Please also include any documentation for grants that have been requested and/or received from other entities****


 Applicant/Lake Association Representative
 Signature
 Link R. Lavey

10/9/2018
 Date

Lake Demontreville Olson Association 2018 EWM Treatment Program

Executive Summary

The Lake Demontreville and Olson Association worked with Washington County, Minnesota Department of Natural Resources, Valley Branch Watershed District, University of Minnesota Aquatic Invasive Research Center and PLM Lake and Land Management Inc. to create a Eurasian Water Milfoil (EWM) treatment program for 2018. This plan consisted of pretreatment lake delineation surveys, resident shoreline surveys and herbicide applications to selected mid-lake high-density EWM concentrations and shoreline areas for residents. The primary goal of the 2018 program was to provide seasonal relief from EWM surface matting enabling all residents unobstructed recreational use of the lakes. The herbicide applications were applied on June 19th with results clearly visible within two weeks. The treatment program had excellent results inside treatment areas and extending across most all of the lakes. The results were similar to the 2017 program using 2-4D at a fraction of the cost. It also has not had an impact on native species. The natives are strong and the diversity remains wide.

History:

Eurasian Water Milfoil (EWM), a non-native invasive aquatic plant, was discovered in Lake Demontreville in 2008. Small spot treatments were applied in 2009 and EWM was not found again until 2011. By 2014 it had spread to Lake Olson and increased in density on Lake Demontreville. Over the next several years, the LDO made many attempts to gather funding for EWM treatment but was unsuccessful due to permitting and having matching funds available. The LDO obtained grant money in 2015-2016 that was used along with LDO member contributions for a mid-lake treatment providing seasonal relief. In 2017 grants and membership contributions were used for mid-lake treatment and the resident shoreline treatment was coordinated with mid-lake to increase effectiveness, it was a great success. For the 2018 treatment program the LDO, along with the DNR and PLM changed the herbicide from 2-4D to Diquat and again combined the treatments for increased effectiveness. The treatment has provided excellent seasonal relief with hopes for possible multi-year effects.

Organization support and funding:

- Washington County
- Valley Branch Watershed District
- MN DNR
- Washington County Conservation District
- City of Lake Elmo
- Barr Engineering
- PLM Lake and Land Management

2018 EWM Treatment plan:

Working with the DNR, Barr engineering and others, the LDO developed a plan to treat the EWM in the in both lakes using Diquat. This treatment builds off the previous year's success of applying both mid-lake and shoreline treatments the same day for increased herbicide concentration.

Treatment Application:

PLM provided the mid-lake and dockside treatment application on June 19st with a single boat. The Mid-Lake was treated first with the shoreline application immediately following. Diquat was used this year as the herbicide as it allows for the mixing of copper sulfate in the same tank so it could be applied to the shorelines simultaneously. Diquat is also a much more concentrated herbicide which allowed PLM to transport all the herbicide in the boat at once increasing application efficiency.

Results:

Observations one week after treatment showed all EWM laying down on the bottom, and, in some of the deeper areas, it was falling over. Two weeks after treatment EWM could only be found on the bottom, brown and lifeless, starting to decay; this result included areas around the lake outside of the treatment zones. Six weeks later, we have yet to notice any surface matting or trouble areas. Some EWM can be detected in shallow areas amongst the lily pads but no troublesome growth in treated areas. We thank the City of Lake Elmo, the Valley Branch Watershed District, Washington County and the DNR along with residents who contributed to the LDO for sponsoring the cost of the mid-lake treatment.

Application data and maps and photos

Lake Delineation Surveys

The following two pages contain the delineation surveys for both lakes. The red dots represent the EWM density and are used to select the highest concentrations of EWM for treatment. The DNR only authorizes 15% of the littoral area of the lakes to be treated including the shoreline treatment areas. When selecting the locations to treat, we first must deduct the area residents treat along their shorelines. We then take the remaining allowed treatable area and focus on the highest EWM concentrations and the potential impact on the lakes that would prevent or hamper use by all residents.

Application Treatment Tracks

This map of Lakes Demontreville and Olson show the exact location of the boat while it is applying the herbicide to the DNR approved treatment areas.

Resident Shoreline Treatment Maps

These maps display the shoreline footage treated for each property. This data is important when calculating herbicide concentrations and mixing around the lakes.

Treatment Area Photos

Before and after photos of treatment areas were taken prior to treatment and approximately 3 weeks following. Note: not all areas were photographed due to weather, lighting and various conditions that affect capturing the images.

Lake Demontreville Delineation Survey

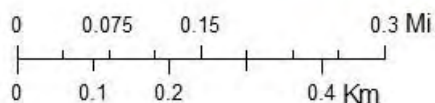
DeMontreville 82010100 Eurasian watermilfoil Survey 06/04/2018



Eurasian watermilfoil

- 0 - Not Found
 - 1 - Sparse/Scattered
 - 2 - Common
 - 3 - Abundant
-  Approved EWM Treatment= 16 acres

Zoomed to Lake Boundary



Lake Olson Delineation Survey

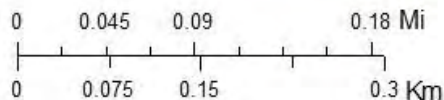
Olson 82010300 Eurasian watermilfoil Survey 06/04/2018



Zoomed to Lake Boundary

Eurasian watermilfoil Treatment Areas

- 0 - Not Found
 - 1 - Sparse/Scattered
 - 2 - Common
 - 3 - Abundant
-  Approved EWM Treatment= 8.5 acres





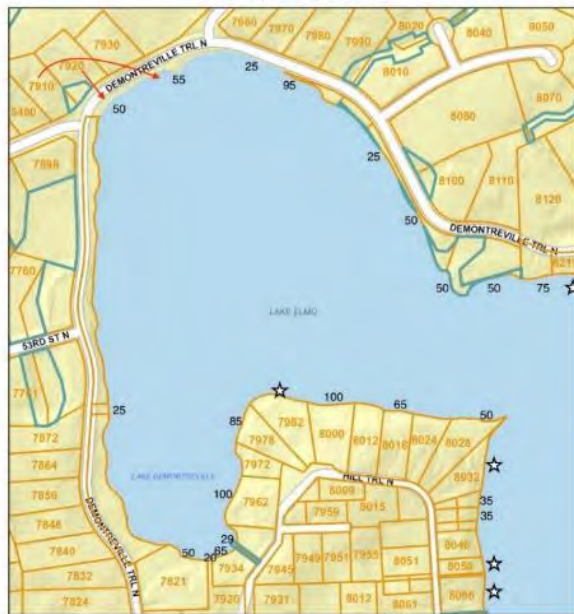
**2018 Eurasian Water Milfoil Treatment
Demontreville & Olson Lake
Washington County
Treat Date: June 19, 2018
Demontreville Acres: 16
Olson Acres: 8.5**

PLM Lake & Land
Management Corp.

PHONE: 218-270-3338
FAX: 866-527-6399
EMAIL: servicemw@plmcorp.net
WEBSITE: www.plmcorp.net

LDO Resident Shoreline Treatment Map

Demontreville North



June 5, 2018
 ☆ Property supports LDO but does not request shoreline treatments
 XX Represents the number of shoreline feet treated

2018 Lake Demontreville & Olson
 Shoreline treatment areas and contributors.
 Link Lavey, LDO President 612-845-8011

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a site search, appraisal, survey, or for zoning verification.

Demontreville South



June 5, 2018
 ☆ Property supports LDO but does not request shoreline treatments
 XX Represents the number of shoreline feet treated

2018 Lake Demontreville & Olson
 Shoreline treatment areas and contributors.
 Link Lavey, LDO President 612-845-8011

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a site search, appraisal, survey, or for zoning verification.

Olson North



June 5, 2018
 ☆ Property supports LDO but does not request shoreline treatments
 XX Represents the number of shoreline feet treated

2018 Lake Demontreville & Olson
 Shoreline treatment areas and contributors.
 Link Lavey, LDO President 612-845-8011

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a site search, appraisal, survey, or for zoning verification.

Olson South



June 5, 2018
 ☆ Property supports LDO but does not request shoreline treatments
 XX Represents the number of shoreline feet treated

2018 Lake Demontreville & Olson
 Shoreline treatment areas and contributors.
 Link Lavey, LDO President 612-845-8011

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a site search, appraisal, survey, or for zoning verification.

2018 Lake Demontreville & Olson Treatment Photos

Area A Pre-Treatment



Area A Post Treatment



Area B Pre-treatment



Area B Post Treatment



Area C Pre-Treatment



Area C Post treatment



2018 Lake Demontreville & Olson Treatment Photos

Area C2 Pre-Treatment



Area C2 Post treatment



Area D Pre-treatment



Area D Post Treatment



Area D2 Pre-treatment



Area D2 Post Treatment



2018 Lake Demontreville & Olson Treatment Photos

Area E Pre-treatment



Area E Post Treatment



Area F Pre-treatment



Area F Post Treatment



Area H Pre-treatment



Area H Post Treatment



2018 Lake Demontreville & Olson Treatment Photos

Area I Pre-treatment



Area I Post Treatment



Area J Pre-treatment



Area J Post Treatment



Area K Pre-treatment



Area K Post Treatment



2018 Lake Demontreville & Olson Treatment Photos

Area M Pre-treatment



Area M Post Treatment



Area N Pre-treatment



Area N Post Treatment



Link Lavey

LDO President

link.lavey@gmail.com

612-845-8011



STAFF REPORT

DATE: 11/7/2018

ITEM # 7

TO: City Council

FROM: Rob Weldon, Public Works Director

AGENDA ITEM: Sidewalk Snow Removal

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND: As part of the City Council Workshop held on June 12, 2018 staff was directed to look into contractor cost associated with snow removal from sidewalks that have been added to residential areas as a result of city infrastructure improvements.

ISSUE BEFORE COUNCIL: Should the City Council amend the Snow and Ice Control Policy to reflect the City's responsibility for removing snow on some sidewalks? If so, should the City seek quotes and contract out that work?

PROPOSAL DETAILS/ANALYSIS: If approved by council the city would be responsible for removing snow from the following residential sidewalks:

- 30th St. N - between Lisbon Ave N. and Lake Elmo Ave N.
- Lake Elmo Ave. N - between 30th St. N and Upper 33rd St. N
- Lake Elmo Ave. N – between 36th St N and Stillwater Blvd N (CSAH 14)

The above mentioned sidewalk areas equated to approx. 5200 LF or just under 1 mile. Snow removal will be conducted after 2" of snow is accumulated on the sidewalk. This amount can be in a single snow fall or after several minor snow falls.

Also, if this change in service is approved by City Council the Snow and Ice Control Policy must amended to include the additional service that would be provided by the city.

There was also discussion at previous work session about completing the work with Public Works staff and purchasing additional equipment or contracting the service out. At its current staffing level Public Works cannot take on either additional task. During a snow event, Public Works operates 6 plow trucks, 1 loader and 2 pickups with a staff of 9 including the Director, to clear snow from streets, cul-de-sacs and parking lots. Following a snow event, the current staff conducts maintenance of vehicles, additional plowing and salting for 1-2 days. Along with these activities, there is backlog of utility maintenance items that need to be completed due to entire staff involvement in plowing streets.

FISCAL IMPACT:

Contracted Services: Cost of snow removal is based on a linear foot charge of \$.05 - \$.10/LF. These costs are rough averages and quotes would need to be obtained for actual costs. Using a multiplier of 18 (three

year average of how many times PW plows 2+ inches of snow) and the high cost of \$.10/LF the minimal cost for sidewalk snow removal would be approx. **\$10,000.**

Staff and Equipment (In House Service): Sidewalk snow removal equipment – approx. \$74,000; Part-time staff sidewalks – approx. \$6,000 (\$18/hr x 16hrs x 20 events) for a total of **\$80,000 up front and \$6,000 each year thereafter.**

In order to remove snow from sidewalks the following equipment is needed.

- Additional Skid Loader w/2 speed transmission & winter tires \$55,000
- 60” power broom \$ 6,000
- 72” v-plow for Tool Cat/Skid Loader \$4,160.00
- 72” snow blower for Tool Cat/Skid Loader \$ \$7,245.00
- Truck loading chute (if downtown snow removal is desired) \$1,535.00

OPTIONS:

- 1) Amend Snow and Ice Control Policy and authorize staff to obtain quotes for sidewalk snow removal.
- 2) Amend Snow and Ice Control Policy and authorize staff to advertise for part time employees and obtain quotes for equipment
- 3) Amend the proposal to the Snow and Ice Control Policy and Authorize staff to obtain quotes for sidewalk snow removal.
- 4) Amend the proposal to the Snow and Ice Control Policy and Authorize staff to advertise for part time employees and obtain quotes for equipment
- 5) Deny authorization of staff to obtain quotes for sidewalk snow removal.

MOTION:

“Amend Section 5 of the Snow and Ice Control policy to include the following;

The City of Lake Elmo will be responsible for snow removal from sidewalks in front of residential properties in the following areas:

- *30th St. N - between Lisbon Ave N. and Lake Elmo Ave N.*
- *Lake Elmo Ave. N - between 30th St. N and Upper 33rd St. N*
- *Lake Elmo Ave. N – between 36th St N and Stillwater Blvd N (CSAH 14)*

AND

“Authorize staff to obtain quotes for snow removal from sidewalks designated by city council”



STAFF REPORT

DATE: November 7, 2018

REGULAR #8

AGENDA ITEM: Council Members as Employees

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

At the February 2, 2016 meeting Council passed a motion stating “For the purposes of Minnesota Statutes Chapter 13 and insurance liability coverage, City Council members should be treated as employees of the City.”

The Council discussed this issue again at the September 11, 2018 work session and there was direction to bring this forward to a Council meeting and change the designations.

ISSUE BEFORE COUNCIL:

Should the Council change the policy about Council Members being treated as employees?

PROPOSAL:

As discussed at the 2/2/16 and 9/11/18 meetings, this is a policy decision for the Council. Some cities treat council members as employees for the purposes of data practices and some do not.

In review of the 2/2/16 meeting, it was mentioned and referenced in the staff report that our insurance lists Council members as employees for the purposes of liability coverage. That is not accurate. While our liability coverage does cover council members, it lists them separately from city employees. One of the changes that occurred on January 1, 2016 is that the city’s workers compensation coverage defaulted to covering elected officials as employees. This option had always been available to the city in the past. The policy change was simple that unless the city opted out, elected officials would be covered under workers comp.

Stillwater, Minneapolis, and Eden Prairie are cities that treat Council members as employees for the purposes of data practices.

FISCAL IMPACT:

If the city chose to opt out of workers comp coverage for elected officials, it would save a minimal amount (around a couple hundred dollars). The City has been treating the Mayor and Council as employees for workers compensation coverage so there would be no additional cost.

OPTIONS:

- 1) Make no changes to the current policy
- 2) Do not treat council members as employees of the city for the purposes of MN Stat. Chap 13 and workers comp coverage

- 3) Do not treat Council members as employees of the city for the purposes of MN Stat. Chap 13 but continue to cover them for workers comp

RECOMMENDATION:

Based upon the direction at the work session:

Motion to Approve Resolution No 2018-121 A Resolution to Consider Council Members as Employees for Workers Compensation Only.”

ATTACHMENTS:

- Resolution No 2018-121

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

RESOLUTION NO. 2018-121

*A RESOLUTION TO CONSIDER COUNCIL MEMBERS AS EMPLOYEES FOR THE
PURPOSES OF WORKERS COMPENSATION ONLY*

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

WHEREAS, the City Council of the City of Lake Elmo may determine when to treat themselves as employees for the purposes of workers compensation or data practices; and

WHEREAS, the Lake Elmo City Council did decide in February 2016 to treat council members as employees for the purposes of Minnesota Chapter 13 (data practices) and liability insurance; and

WHEREAS, the Lake Elmo City Council discussed this issue again at its September 11, 2018 work session and received updated information as it relates to council members as employees and insurance coverage;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council does hereby designate the Mayor and Council as employees for the purposes of workers compensation only. Council members will not be treated as employees under MN Stat. Chap 13.

Passed and duly adopted this 16th day of October 2018 by the City Council of the City of Lake Elmo, Minnesota.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk



STAFF REPORT

DATE: November 7, 2018

REGULAR

ITEM #: 9

AGENDA ITEM: Set Meeting to Canvass Election Results

SUBMITTED BY: Julie Johnson, City Clerk

PROPOSAL DETAILS/ANALYSIS:

The City Council functions as the Canvassing Board for municipal elections and must canvass the returns and declare the results of the election between 3 and 10 days after the election.

The Council should set a day and time between November 9th and November 16th to canvass the election results. Staff recommends 6:25 p.m. on Tuesday, November 13th (prior to the Council Workshop).

I will receive the official abstract with election statistics from Washington County and will use those figures to prepare the official results and a Resolution for the Canvassing Board. A copy will be provided to each Councilmember prior to the meeting.

RECOMMENDATION:

Staff recommends the following action:

*“Motion to Schedule a Meeting of the Canvassing Board for 6:25 p.m., Tuesday
November 13, 2018”*



STAFF REPORT

DATE: 11/7/2018

REGULAR

ITEM #: 10

MOTION

TO: City Council

FROM: Ben Prchal, City Planner

AGENDA ITEM: Shoreland Variance Request to exceed the allowed impervious surface within the shoreland district as well as exceed the allowed maximum driveway width – 7962 Hill Trail.

BACKGROUND:

The City has received a variance application from Thomas and Linda Burns of 7962 Hill Trail N. to allow the construction of a driveway that would exceed the allowable width set within the code as well as exceed the allowed impervious surface limit for the shoreland overlay district.

ISSUE BEFORE THE COMMISSION:

The City Council is being asked to provide final comment and approval on the above-mentioned variance requests.

PROPOSAL DETAILS/ANALYSIS:

Applicant: Thomas and Linda Burns

Property Owners: Same as Applicant

Location: 7962 Hill Trail N. PID# 05.029.21.44.0038, Subdivision name Demontreville County Club Lot(s) 400 Subdivisioncd 37445, Washington County

Request: Variance from Shoreland Standards – Impervious surface as well as exception to maximum width of driveway standards.

Existing Land Use: Single-Family Detached Residential Dwelling

Surrounding Land Use: Surrounded by other single-family detached residential dwellings and abuts Lake Demontreville on the east property line.

Existing Zoning: Rural Single Family/Shoreland Overlay District

Comprehensive Plan: Rural Single Family

History: The current home was rebuilt in 2013/2014 after the previous structure was removed.

Deadline for Action: Application Complete – 9/21/2018
60 Day Deadline – 11/20/2018
Extension Letter Mailed – N/A
120 Day Deadline – N/A

Applicable Regulations: Article V – Zoning Administration and Enforcement
Article XIX – Shoreland Management Overlay District
Article XI – Rural Districts
Article IX – General Regulations

Request Details. The applicant is proposing to expand their main driveway so that easier access onto the private drive can be created. Due to the connection of their driveway onto the private drive and then the connection from there onto the main road, it has caused difficulty for the home owner to maneuver their vehicles in and out of the drive way. Beyond the connection of the drives the transition of elevations between them has increased the difficulty as well, as stated by the applicant. Also, the home owner opted to build a split level garage to take advantage of the previously existing (lower driveway) driveway and parking pad in the rear. The current configuration is small and as the applicant has stated in their narrative, they cannot back recreational vehicles etc. into the garage without driving onto the yard.

The Applicant is seeking variances on the following items:

Structure Setbacks:

Since the variance request is not related for alterations to the structure(s) onsite there will not be a formal review of those items. The review will only consist of the impervious surface and driveway standards.

93.26 Driveway Standards

Maximum width - All driveways shall have a maximum width of 26 feet within the public right-of-way. In the absence of platted right-of-way, the setback at which point the driveway width is measured shall be established by the prescriptive easement as determined by the City Engineer. Increased driveway width in the public right-of-way up to commercial standard (34 feet) will be considered for active farms or agricultural properties.

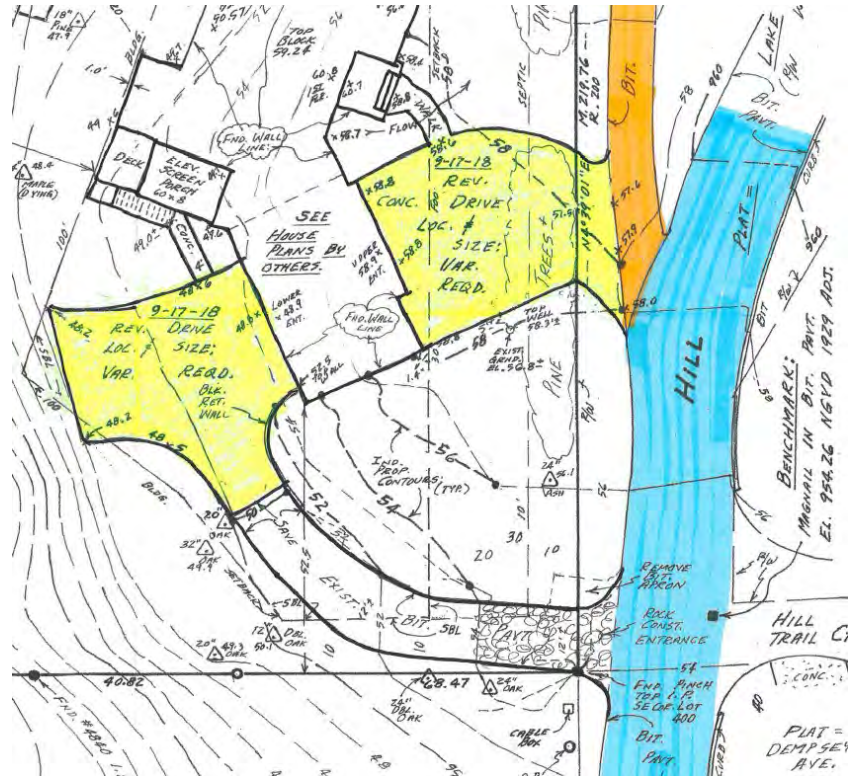
- The previously approved plans for the site allowed the applicant a main driveway width of 18ft. as well as the 12 ft. for the second smaller driveway. This also exceeds the allowed limit of 26ft. by 4 ft. The current proposal would exceed the limit by 16 ft.

Number of Curb Cuts – Up to two curb cuts may be allowed when neither access is onto a collector or arterial street, when the lots exceeds 150 ft. in width , when there is a minimum of 40 ft. spacing between the driveway curb radii, and when the total width of both driveways does not exceed 26 ft. The street would be classified as a local street. See table below for compliance with numerical figures.

- Though the driveway comes out onto a private drive the ROW technically extends the width of the front lot line (see graphics for visual). Being that this is the case the maximum width will still apply. Because of the topography of the driveway to the private drive the applicant has stated that they have had difficulty transitioning from the garage and driveway and then onto the private road (see section f. of the applicant’s narrative). Also, due to the layout of the lot the applicant states it made most sense to create a two level garage to utilize the smaller driveway that previously existed.

Impervious surface within the Shoreland: The shoreland code imposes a more restrictive standard when it comes to impervious surface. Normally a home within the Rural single Family zone would be allowed to have 25% of the property as impervious. However, being that this home falls within the shoreland district, un-sewered lots are limited to 15%. Unfortunately, the design did not allow the applicant to stay under the 15% threshold. The current proposal is requesting to exceed the allowed impervious surface limit by 1.5% or 664 sqft.

Code Location	Code Setbacks	Proposed Setbacks
Maximum Driveway Width 93.26 A. (b)	26 ft.*(combined width)	30 ft. (Main Driveway – proposing change)
		12ft. +apron(Second Driveway – no change)
Lot width 93.26 A. 1. (c)	150 ft.	219.76 ft.
Distance of Curb Radii	40 ft.	44 ft.
Impervious Surface 154.800 table 17-3	15% (Un-sewered Properties)	16.5%



Adjacent Property Variances. As far as staff is aware the City has not granted similar variances in regards to driveway widths in the area. However, there are many properties which exceed the allowed impervious surface limits in the area either by variance approval or grandfathering.

8114 Hill Trail 22.1% impervious surface

7972 Hill Trail 17% impervious surface

8130 Hill Trail – Was for septic and structure setbacks, impervious surface dropped from 27 to 25%

8056 Hill Trail 25.4% impervious (variance for setbacks, connected to City 201 system)

Department Review:

Engineering Review.

Generally the city would not want to allow an expansion beyond the established code regarding driveways. Allowing an increase in size will bring more of a cost to the City down the line compared to those that met the code as the City will often replace the driveway from the street to the edge of the ROW. Also, the new driveway should be required to drain, primarily to private yard areas, either north or south of the driveway. The extent of paved surface that drains directly to the street should be minimized since there is no existing drainage system within the street.

DNR Review: Staff has not received comments from the DNR regarding the variance request. Generally speaking they are not in favor of allowing increased impervious surface beyond the approved limits.

Planning Review:

As shown the driveway does technically fall within the City ROW which is why the variance is needed for an increased width, but instead of connecting to a public street the driveway comes out onto a private drive. After discussing the request with Public works it was stated that the City does not maintain the private

drive. Because this staff does not feel the impact of replacing the space between the ROW to the property line would be as impactful when discussing the larger driveway. Unless the street is reconfigured there would not appear to be an increased cost to the city when the street is repaired.

The applicant states in their narrative that due to the configuration of the lot, topography, and requirements that were applied at the time they were limited to the location of where the home could be placed. Because of this, the split in the roadways have proven difficult to access and leave the driveway. Also mentioned in the narrative is the cost which would be applied to the applicant if they had to use pervious pavers to complete the driveway. Staff would like to remind the commission that financial burden is not grounds to approve a variance request.

Staff is inclined to support the request for an expanded driveway width at the ROW. However, staff does not feel that the applicant has been able to meet certain criteria for variance approval as it relates to impervious surface. Because the applicant is the one who proposed the designed for the current home the burden of limited impervious surface has been created by the applicant. For example, a reduced house foot print could have been proposed, reconfigured pathways, etc. Findings for both driveway expanded width and impervious surface are provided. After reviewing the proposal staff does not see that the proposed parking pad in the rear of the home would need variance approval. Though, variance approval may be triggered by the impervious surface that it may bring to the lot.

RECOMMENDED FINDINGS:

An applicant must establish and demonstrate compliance with the variance criteria set forth in Lake Elmo City Code Section 154.109 before an exception or modification to city code requirements can be granted. These criteria are listed below, along with recommended findings from Staff regarding applicability of these criteria to the applicant's request.

- 1) **Practical Difficulties.** A variance to the provision of this chapter may be granted by the Board of Adjustment upon the application by the owner of the affected property where the strict enforcement of this chapter would cause practical difficulties because of circumstances unique to the individual property under consideration and then only when it is demonstrated that such actions will be in keeping with the spirit and intent of this chapter. Definition of practical difficulties - "Practical difficulties" as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by an official control.

FINDINGS FOR DRIVEWAY: Staff does recognize that the expanded driveway is larger than what would normally be allowed, but because it does not directly connect to the public street it would not appear to be impactful on public infrastructure. Furthermore the current elevations, as stated in the narrative and review, have proven difficult for the applicant to access and leave the property. Because of this Staff feels this criteria is met.

FINDINGS FOR IMPERVIOUS SURFACE: Staff does recognize that it is a reasonable request to have adequately sized parking spaces/driveway surfaces that would allow property owners to achieve adequate use of their property/buildings. Given the impervious limitations, the applicant has not be able to utilize their current "parking pads" without pulling onto sections of their yard to back recreational vehicles into the lower section of the garage. Staff feels this criteria is met.

- 2) **Unique Circumstances.** The plight of the landowner is due to circumstances unique to the property not created by the landowner.

***FINDINGS FOR DRIVEWAY:** Because the ROW extends back further, is of a less standard design, elevations of the access, and the expanded drive does not directly connect to a public street staff is of the impression that this request fits the unique circumstances criteria. With all of these items combined the circumstances do seem to be more unique than not. Because of this staff feel this criteria is met.*

***FINDINGS FOR IMPERVIOUS SURFACE:** Staff feels that by granting an increased driveway width, impervious surface increases are expected. However, the standards for impervious surface and driveway widths are separate. As discussed in the report staff feels the width standard has grounds for approval where the impervious surface does not. The difficulty of dealing with limited impervious surface does appear to be caused by the applicant. Being that they are the ones who proposed the initial figure of the impervious surface up to the threshold, staff does feel this difficulty is caused by the applicant. Because of this staff feels this criteria is not met.*

- 3) **Character of Locality.** The proposed variance will not alter the essential character of the locality in which the property in question is located.

***FINDINGS FOR DRIVEWAY:** Understanding that variances provide exceptions to the code, driveways can normally be any width and reduced down at the property line. Given that the connection is to the private drive the standard of width would not be the same as if direct connection the public road was provided. Because of this exception, staff does not feel the width will negatively impact the local character. Because of this staff feel this criteria is met.*

***FINDINGS FOR IMPERVIOUS SURFACE:** Staff does not feel that the requested increase in impervious surface would be out of character for the area. There are many properties in the area that do exceed the 15% limitation. Staff feels this criteria is met.*

- 4) **Adjacent Properties and Traffic.** The proposed variance will not impair an adequate supply of light and air to properties adjacent to the property in question or substantially increase the congestion of the public streets or substantially diminish or impair property values within the neighborhood.

***FINDINGS FOR DRIVEWAY:** The proposed improvements will not alter or impair supply of light or air to adjacent properties. Staff understands that larger openings generally provide better and more direct access onto the intended roadway/drive. Staff does not feel that the expanded driveway would cause a negative impact to either light, air, or congestion. Because of this staff feel this criteria is met.*

***FINDINGS FOR IMPERVIOUS SURFACE:** Staff has been unable to determine a reason as to why the requested increase in impervious surface would have an impact on either light, air, congestion, or property values within the area. Staff feels this criteria is met.*

FISCAL IMPACT:

None

OPTIONS:

- Move to approve Resolution 2018-127 approving the variance request, subject to findings and conditions of approval as recommended by Staff. (includes approval of the driveway width not the impervious surface)
- Move to approve Resolution 2018-127 with amended findings or conditions of approval.
- Move to deny Resolution 2018-127 and the variance request.

RECOMMENDATION:

Planning Commission: There was some discussion regarding the requested variance as it relates to the impervious surface limits. The planning commission was also unable to adjust the finding so that the request could be approved. The commission recommends that Council

“Move to recommend approval of the request for an expanded driveway width, subject to conditions of approval as recommended by staff” 6-0

Staff supports the recommendation of the Planning Commission. It seems difficult to support the impervious surface difficulty of limited impervious surface as that seems to be caused by the home owner. Where the ROW, topography/elevations associated with the roadway are not. If City Council feels there are grounds to support the increase impervious surface, the finding(s) may be reworked.

Staff also recommends the following conditions of approval:

- 1) The Applicant shall secure any required permits and plan approvals from the City and other applicable jurisdictions.
- 2) The grading of the driveway shall be required to drain, primarily to private yard areas, either north of south of the driveway. The extent of paved surface that drains directly to the street should be minimized since there is no existing drainage system within the street.
- 3) It shall be a condition of approval that all outstanding items related to City of Lake Elmo New Construction Permit 2013-00393 be completed and approved before the release of any permits associated with this variance

The suggestion motion for taking is as follows:

“Move approve Resolution 2018-127 which grants a variance for an expanded driveway width, subject to findings and conditions of approval as recommended by Staff”

ATTACHMENTS:

- Applicants narrative and survey(s)

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

RESOLUTION NO 2018-126

A RESOLUTION APPROVING A VARIANCE TO ALLOW A DRIVEWAY WITH A LARGER WIDTH THAN WHAT IS ALLOWED BY CITY CODE. AND DENYING A VARIANCE WITH RESPECT TO AN INCREASE IN IMPERVIOUS SURFACE BEYOND THE ALLOWED AMOUNT FOR THE PROPERTY LOCATED AT 7962 HILL TRAIL N.

WHEREAS, Thomas and Linda Burns (the “Applicants”) of 7962 Hill Trail N, Lake Elmo MN 55042, which is legally described as SUBDIVISIONNAME LANE'S DEMONTREVILLE COUNTRY CLUB LOT 400 SUBDIVISIONCD 37445, according to the recorded plat thereof, Washington County, Minnesota (the “Property”) have submitted an application to the City of Lake Elmo (the “City”) for a variances to allow the expansion of a driveway which exceeds the maximum allowed width of 26 feet and an increase in impervious surface for the Property beyond the allowed 15 percent for properties within the Shoreland District; and

WHEREAS, the proposed width of the upper driveway on the Property being requested by the Applicants is 30 feet and there are no adjustments to the lower driveway (south) on the Property; and

WHEREAS, the requested increase in impervious surface being requested by the Applicants for the Property is 16.5 percent; and

WHEREAS, notice has been published, mailed, and posted pursuant to the Lake Elmo Zoning Code, Section 154.109; and

WHEREAS, the Lake Elmo Planning Commission held a public hearing on said variances on October 22, 2018; and

WHEREAS, the Lake Elmo Planning Commission has submitted its report and recommendations with respect to the requested variances to the City Council as part of the City Staff Memorandum dated November 7th, 2018; and

WHEREAS, the City Council considered the variances at its November 7th, 2018 meeting; and

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

FINDINGS

- 1) That the procedures for obtaining a variance are found in the Section 154.109 of the Lake Elmo Zoning Code.
- 2) That all submission requirements of Section 154.109 of the Lake Elmo Zoning Code have been met by the Applicants.
- 3) That the proposed variances include the following components:
 - a) That the upper driveway on the Property be allowed to exceed the maximum allowed driveway width of 26 feet with it being a width of 30 feet.
 - b) That the impervious surface on the Property be allowed to exceed the maximum allowed

impervious surface of 15 percent by 1.5 percent (16.5 percent).

- 4) With respect to the proposed variance for the driveway width, the strict enforcement of the City's zoning regulations will cause practical difficulties and the Applicants propose to use the Property in a reasonable manner not permitted by an official control. It is recognized that the expanded driveway is larger than what would normally be allowed, but because it does not directly connect to the public street but rather to a private driveway/road, it will not be impactful on public infrastructure, thus the Applicants would be using the Property in a reasonable manner.
- 5) With respect to the proposed variance for the increased amount of impervious surface, the strict enforcement of the City's zoning regulations will cause practical difficulties and the Applicants propose to use the Property in a reasonable manner not permitted by an official control. The Applicants' request would allow them to have adequately sized parking and driveway spaces that would allow them to achieve adequate use of their home, thus, the Applicants would be using the Property in a reasonable manner. Furthermore, the Applicants have not been able to use their current parking pads on the Property without pulling onto sections of their yard to back recreational vehicles into the lower section of the garage.
- 6) With respect to the proposed variance for the driveway width, the plight of the Applicants is due to circumstances unique to the Property not created by the Applicants. Because the City right-of-way extends back further and is of a less standard design, the change in elevations of the access to the Property, and because the expanded driveway does not directly connect to a public street, these are all circumstances that were not created by the Applicants that created their plight. Therefore, this criterion has been met with respect to the variance for the driveway width.
- 7) With respect to the proposed variance for the increased amount of impervious surface, the plight of the Applicants is due to circumstances created by the Applicants. The Applicants designed the home and the other areas of impervious surface on the Property. Therefore, the Applicants have been able to control the amount of impervious surface that is on the Property and this criterion has not been met with respect to the variance for the increased amount of impervious surface.
- 8) With respect to the proposed variance for the driveway width, the proposed variance will not alter the essential character of the locality in which the Property is located. Driveways can normally be any width provided that their widths are reduced down at the property line. Furthermore, the Applicants' proposed driveway will not be connecting to a public street but rather to a private driveway. Therefore, the wider driveway will not alter the essential character of the neighborhood and this criterion has been met.
- 9) With respect to the proposed variance for the increased amount of impervious surface, the proposed variance would not alter the essential character of the locality in which the Property is located. There are many properties in the area that do exceed the 15 percent limitation to the extent that is being requested by the Applicants. Therefore, the increased amount of impervious surface on the Property would not alter the essential character of the neighborhood.
- 10) With respect to the proposed variance for the driveway width, the proposed variance will not impair an adequate supply of light and air to property adjacent to the Property or substantially increase the congestion of the public streets or substantially diminish or impair property values within the neighborhood. Larger access points generally provide better and more direct access onto the intended driveway/roadway which would help with any congestion. There is no impact on the supply of light or air to properties adjacent to the Property. The improvement to the Property would most likely increase the Property's value which may positively impact neighboring property values. Therefore, this criterion has been met.
- 11) With respect to the proposed variance for the increased amount of impervious surface, the proposed variance will not impair an adequate supply of light and air to property adjacent to the Property or substantially increase the congestion of public streets or substantially diminish or impair property values within the neighborhood. Larger access points generally provide better

and more direct access onto the intended driveway/roadway which would help with any congestion. There is no impact on the supply of light or air to properties adjacent to the Property caused by the variance. The improvement to the Property would most likely increase the Property's value which may positively impact neighboring property values. Therefore, this criterion has been met.

CONCLUSIONS AND DECISION

- 1) Based on the above findings, which show that all of the variance criteria have been met with respect to the variance for the driveway width, the Applicants' application for a variance from the maximum driveway width requirement of 26 feet for a 30 foot wide driveway is hereby approved, subject to the following conditions:
 - a) The Applicants shall secure any required permits and plan approvals from the City and other applicable jurisdictions;
 - b) The driveway shall be graded so that it drains primarily to private yard areas that are located either north or south of the Applicants' driveway. The extent of driveway surface that drains directly to the private driveway should be minimized since there is no existing drainage system within the private driveway; and
 - c) It shall be a condition of approval that all outstanding items related to City of Lake Elmo New Construction Permit 2013-00393 be completed and approved before the release of any permits associated with this variance.
- 2) The Applicants' application for a variance from the impervious surface requirements for the driveway on the Property is hereby denied based on the finding that the Applicants cannot meet all of the variance criteria set forth in the City Zoning Code, specifically, that the plight of the Applicants is based on circumstances caused by the Applicants and not circumstances unique to the Property. Therefore, the Applicants must ensure that the total amount of impervious surface on the Property does not exceed 15 percent when constructing the driveway.

Passed and duly adopted this 7th day of November, 2018 by the City Council of the City of Lake Elmo, Minnesota.

Mayor Mike Pearson

ATTEST:

Julie Johnson, City Clerk

7962 Hill Trail – Variance Application

Written Statements

9/19/2018

a. Current Property Owners:

Thomas and Linda Burns

b. Site Data:

Parcel Number: 05.029.21.44.0038
Property Address: 7962 HILL TRL N LAKE ELMO, MN 55042 MAPS
Class: RESIDENTIAL
Legal Description: LOTS 400-410 & 736-746 LANES DEMONTREVILLE COUNTRY CLUB WARNING: (SUBJ TO RESOLUTION 87-32 CITY OF LAKE ELMO THAT PROHIBITS TRANSFER OF REAL ESTATE IN THE LANES DEMONTREVILLE PLAT WITH- OUT CITY APPROVAL) SUBDIVISIONNAME LANE'S DEMONTREVILLE COUNTRY CLUB LOT 400 SUBDIVISIONCD 37445

Land Information	
Square Feet	Acres
44,913	1.031

Occupancy	Style
Single-Family / Owner Occupied	1 Story Frame

c. Variance from Provisions:

ARTICLE 19. SHORELAND MANAGEMENT OVERLAY DISTRICT

§154.800 Shoreland Management Overlay District

Table 17-3: Shoreland Standards

Standards	Shoreland Classification		
	Recreational Development	Natural Environment	Tributary River
Maximum impervious lot coverage			
Sewered ^e		30%	
Unsewered		15%	

§ 93.26 DRIVEWAY STANDARDS.

The following regulations shall apply to all driveways and curb cuts. All driveway work shall be constructed in accordance with the approved site plan. No deviations or changes shall be made in the field without first obtaining permission from the city.

(A) *Driveway width.* All driveways shall conform to the following requirements:

(1) *Residential districts.*

(a) *Minimum width.* All driveways shall have a minimum width of 12 feet.

(b) *Maximum width.* All driveways shall have maximum width of 26 feet within the public right-of-way. In the absence of platted right-of-way, the setback at which point the driveway width is measured shall be established by the prescriptive easement as determined by the City Engineer. Increased driveway width in the public right-of-way up to commercial standard (34 feet) will be considered for active farms or agricultural properties.

d. Proposal:

We request the expansion of the 15% impervious surface limit (per 154.800 Unsewered Maximum impervious lot coverage) to 18% which will enable us to install functional / safe to navigate driveways (primary for the "upper" garage and "secondary" for lower garage). We also request the allowance of the primary driveway to flare out to 30' at the roadway to allow safe entry from Hill Trail N and safe backing onto the private driveway (used by us and the 7972 / 7978 / 7982 Hill Trail addresses) as we leave the property.

e. Pre-application Discussions with Staff:

Interaction with City Staff on this topic was done primarily with Ben Prchal starting in July 2018. After trading a few emails, we met to review the driveway project at the city office. Through numerous email exchanges after the initial meeting, we discussed various options from pervious pavers to other ways to stay below the impervious limits. Feeling like I had no other reasonable options, I requested several bids for a "pervious" paver primary driveway. After receiving bids of \$40K-60K for pervious pavers (which is significantly over our budget), we shifted the conversations to filing for a variance. Ben sent me the variance application packet and provided help in the completion of the documents.

f. Practical Difficulties:

Primary ("Upper") Driveway:

Because of the location of the "split" in the roadway between Hill Trail N and the private driveway that services our property as well as properties 7972 / 7978 / 7982 Hill Trail N, access to our driveway is challenging. In addition to the split, because Hill Trail is sloped upwards following the elevation of the hill (to the North) and the private driveway is sloped downward - there is an elevation change at that point that is too steep to drive over with standard vehicles.

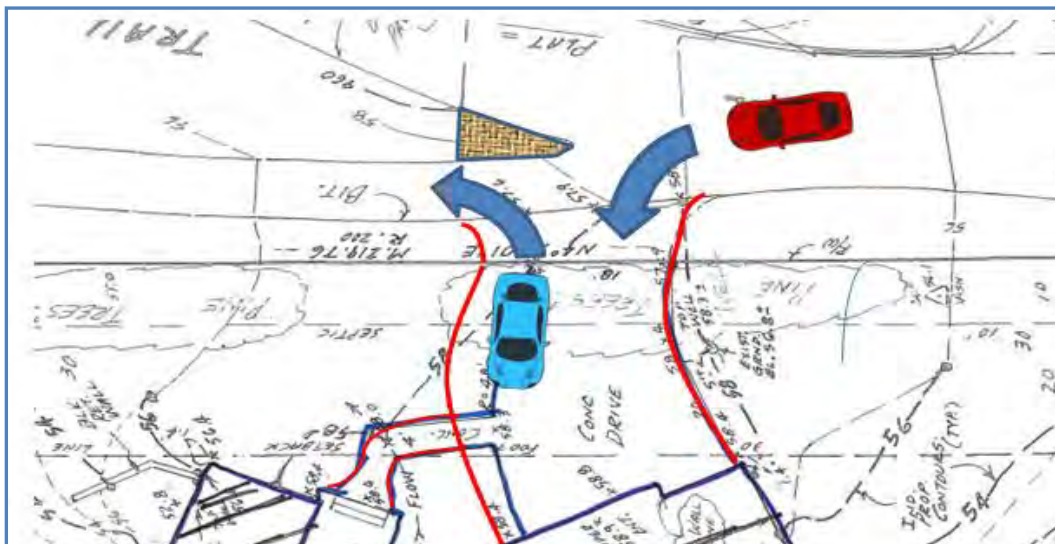
The following two pictures illustrate this issue. The first image shows the elevation change from the middle of the proposed driveway. The second image shows how Hill Trail N slopes upward while the private driveway to the neighbors slopes downward.



Primary Driveway
for 7962 Hill Trail



Because of this situation, following is a depiction of how we currently enter the driveway traveling Northbound on Hill Trail (red car) and how we back out onto the private driveway to leave the property (blue car). This approach works currently because the existing red rock (temporary) driveway is wider than the driveway width drawn on the original survey. Note: The red driveway outline is similar to the newly proposed driveway and the blue line is the outline from the original survey (partially covered by the blue car). Because Hill Trail can be busy and it is difficult to see up the hill when backing up, it is not safe to back directly onto Hill Trail (plus it would be quite a navigational feat).



The two main issues with the upper driveway that was drawn on the original survey is that it's width narrows quickly to only 18' at the lot line and because of the impervious surface limits, it is too narrow to safely navigate backing onto the private driveway. As a test, we marked off the footprint of the driveway from the original survey and tried to back a car out of the right hand garage stall and onto the private driveway. It was very difficult to crank the wheel for the driveway bend near the house without nearly hitting the right hand side of the garage door frame and we usually ended up driving off the edge of the "marked" driveway where it was reduced to only 18' at the lot line. And this was my wife and I doing these tests - who utilize the driveway every day. It will be even more of an unsafe struggle for friends / visitors who would be unfamiliar with the difficult bends in the driveway.

Also, the width of the driveway where it meets the private driveway needs to be wide enough to allow entry from Hill Trail (red card in the previous picture) making sure to clear the "split" in the road and also provide a safe way to back onto the private driveway (blue car in the previous picture). After many trial attempts we found that 30' will provide enough width to meet both of these requirements. Interestingly, the originally approved survey had a width of 30' at the street.

Secondary ("Lower") Driveway:

Because of the layout of the original lot, it made the most sense to create a two level garage with spancrete flooring on the upper level. To access the lower garage, we currently use a portion of the driveway that existed previously with the original house (that was demoed and replaced with the current structure). The lower garage is used for boat / trailer storage and the servicing of our automobiles / etc.

The main issue with the lower driveway that was drawn on the original survey is that because of the impervious size limits – it would be very difficult to back a boat / snowmobile trailer into the lower garage without the need to drive off of the driveway. It would also be difficult to pull a boat / snowmobile trailer out of the lower garage without driving off of the drawn driveway.

In addition to the issues with backing up and pulling a trailer, we would also like to use the lower driveway for guest parking and with the size and layout drawn on the survey, this would not be possible.

Increasing the size and layout of the lower driveway to the proposed 1427 sq ft would solve both of these issues and make this a functional driveway.

g. Property Circumstances:

As previously stated, the major reason for the primary driveway size issue is due to the "split" in the roadway from Hill Trail N to the "local" private driveway. Because of the building setback requirements, there was no other location for the house on this lot - which as a result placed the primary driveway right in line with the roadway split.

h. Neighborhood Character:

Since the upper and lower (temporary) driveways are currently crushed red rock, installing concrete for the upper and asphalt for the lower driveways will be an immediate improvement in the aesthetics of this property. And once the "final" driveways are installed, we will then be able to install the landscaping / trees / bushes / flowers / beds / etc which will further improve the look and value of the property.

And in comparison to other "local" neighbors, several have more than 25% impervious surfaces with the largest being over 33% (see the following pictures). The average of the 7 neighboring properties that were analyzed was 23% and none of the studied properties had less than 17.5% impervious surfaces. The three included properties in this application were granted variances in the years since the 15% ordinance change was approved.

Therefore, we believe that granting an increase of 3% to 18% impervious surfaces for our property will not negatively impact the essential character of the neighborhood.

7972 Hill Trail			
Category	Sq Ft	Item	Map Area
Lot	19777	Lot	1
Impervious	5066	House / Driveway	2
Percent Impervious	25.62%		
Comments	Filed for a variance in 2012 to build garage addition and was granted an increase from 17% to 25% impervious surfaces.		

8114 Hill Trail			
Category	Sq Ft	Item	Map Area
Lot	27870	Lot	1
Impervious	7033	House / Driveway	2
	311	Patio	3
	7344	Total	
Percent Impervious	26.35%		
Comments	Received a variance to build.		

8056 Hill Trail			
Category	Sq Ft	Item	Map Area
Lot	13933	Lot	1
Impervious	4610	House / Driveway	2
Percent Impervious	33.09%		
Comments	Received a variance to enlarge the structure as well as reconfigure the driveway.		

BURNS SITE PLAN

Notes:

- Ind. iron found.
- o Ind. #13774 iron pipe in place.
- Bearing system is assumed datum.
- "M." Ind. field measured value.
- "R." Ind. record value.
- "●" Ind. Septic Tank Cover in place.
- "SBL" Ind. Setback lines. Verify with the City of Lake Elmo.

CERTIFICATE OF SURVEY

BARRETT M. STACK
 STILLWATER, MINN. 55082
 MINNESOTA REGISTERED
 LAND SURVEYOR
 Tel. No. 439-5630

SHEET 1 ONLY:
 9-17-18 Revision Note:
 Revised size and location of the Proposed Upper and Lower New Drive way locations and areas.
 Revised Impervious Area Total.
 BMS

SURVEY MADE EXCLUSIVELY FOR: Mr. Tom Burns, Property at 7962 Hill Trail No., Lake Elmo, Minnesota 55042

DESCRIPTION: Topography Survey of the Overall parcel shown and described on Sheet 2 of 3 Sheets of this survey, made a part of this survey by reference thereto.

Notes:

Contours, Lake Elevations and the BENCHMARK, shown hereon are referenced to National Geodetic Vertical Datum NGVD 1929 adjustment. Short dashed contour lines adjacent the existing house are approximate due to numerous small rock retaining walls that were not specifically mapped in conjunction with this survey. Underground or overhead, public or private utilities, on or adjacent the overall parcel, were not located in conjunction with this survey, unless shown or noted hereon. "Δ" Indicates center of tree trunk location, size and general type as noted. Tree canopies are not shown. Massed tree locations shown are approximate.

Building and Septic Setbacks: Verify with the City of Lake Elmo.

Building: Front: 30 feet: Side: 10 feet: From OHW El. 928.5: 100 feet

Septic: From OHW El. 928.5: 75 feet: Front and Side: 10 Feet.

January 31, 2013 - Site Plan Notes:

See House Plans prepared by Dale Mullenpoh & Assoc., dated 1-03-13, for specific house plans, proposed elevations and dimensions.

Prior to any construction or excavation on the overall parcel, install approved silt fencing as directed or approved by the City of Lake Elmo.

See Sheet 2 of 3 Sheets of this survey for specific overall parcel desc. and details of the described parcel boundary.

See Sheet 3 of 3 Sheets of this survey for existing site topography and improvements. Since that work was done, the frame portions of the old house and garage have been removed. The concrete floors and foundations for these old structures remain in place, but are not shown on this Sheet.

"x56.4" or "56x4" Indicate proposed spot or floor elevations, as noted. (typ.)
 "56.4" Indicates existing spot or ground elevation at tree, as noted. (typ.)

Use the BENCHMARK, as noted hereon, for future elevation control.

Overall Parcel Area: (to Shoreline as located 9-7-2012)
 44,179 sq. ft. or 1.0142 Acres, more or less. Permitted Impervious Surface Area is 6,627 sq. ft. (15% of overall parcel area)

Proposed Impervious Area Tabulation:

House Footprint: (incl. Elev. Screen Porch & w'ly steps)	3250 sq. ft.
Existing portion of Lower Driveway retained:	905 sq. ft.
Proposed new Lower Driveway:	(Rev.) 1427 sq. ft.
Proposed new Upper Driveway and sidewalk:	(Rev.) 1401 sq. ft.
Existing 16.1'x20.1' Elevated Shed Retained:	198 sq. ft.
Misc. Deck/sidewalk & Retaining Walls:	110 sq. ft.
Proposed Impervious Area Total	7291 sq. ft. or 16.50% of overall parcel area.

The new House location will require the removal of a total of 5 trees in the new house/driveway locations.

Extend Well Casing above the new proposed grade as required. Erect guard stakes to the well if desired.

See Septic Tests and system design by others. The Existing septic tanks shown on Sheet 3 of 3 Sheets are to be removed and possibly re-used, pending septic system design.

PROPOSED/AS-BUILT STRUCTURE ELEVATIONS: (Added 2-20-2013)

Proposed	Elev.	As-Built
Top of Fnd. Wall	959.24	Elev. _____
Garage Floor:	958.90	Elev. _____
Boat Storage Floor:	948.90	Elev. _____
Walkout Floor:	950.57	Elev. _____
Main House Floor:	960.80	Elev. _____
Lowest Floor Elev:	948.90	Elev. _____

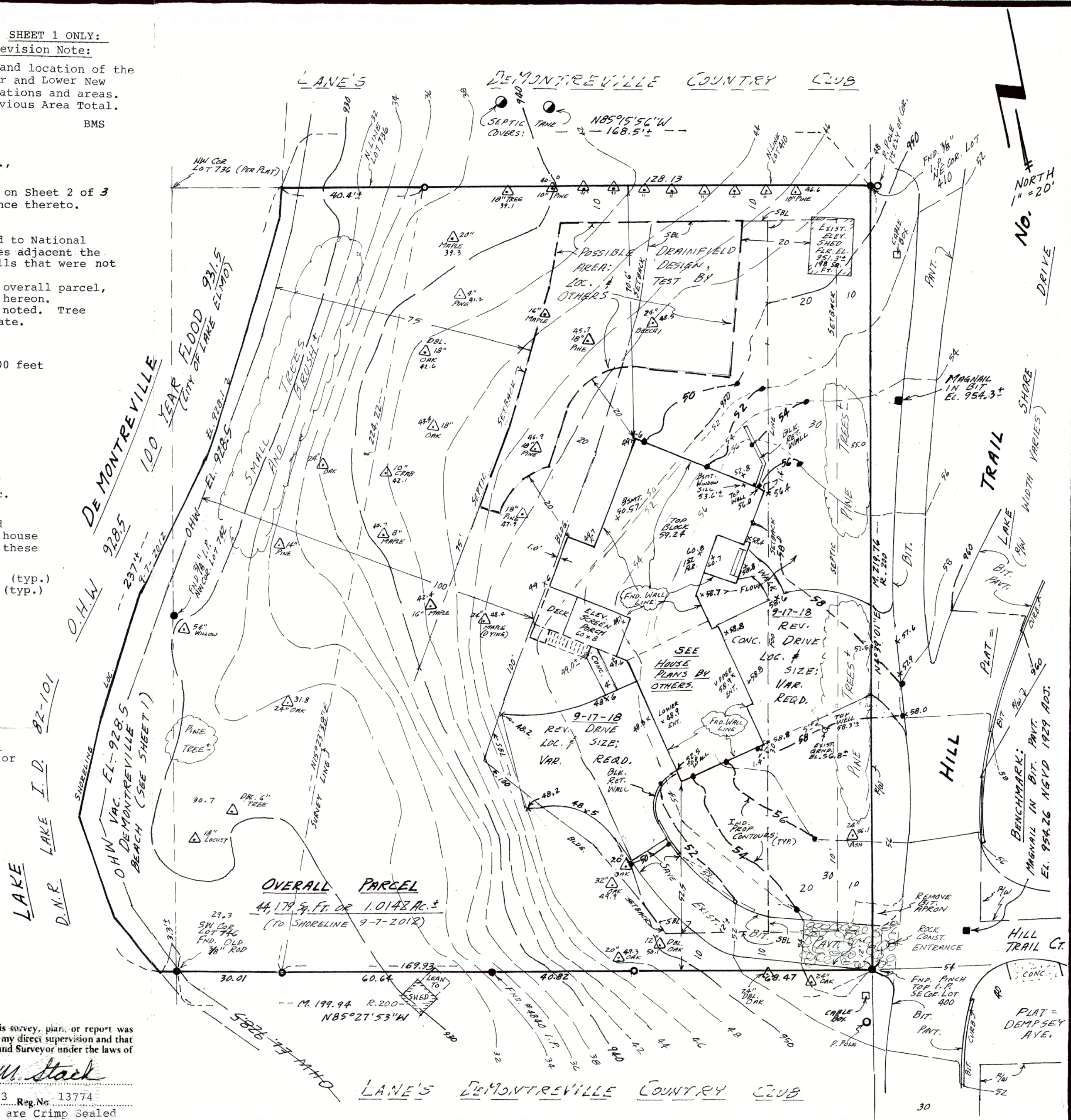
"R" Indicates proposed Rock Const. Entrance.

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Barrett M. Stack

Date: Jan. 31, 2013 Reg. No. 13774

Official copies of this map are Crimp sealed





STAFF REPORT

DATE: 11/7/2018

PUBLIC HEARING

ITEM #: 11

MOTION

TO: City Council
FROM: Ben Prchal, City Planner
AGENDA ITEM: Easement Vacation For 9843 Whistling Valley and 9829 Whistling Valley Rd.
REVIEWED BY: Emily Becker, Planning Director

BACKGROUND:

The City has received applications from Zawadski Homes, Inc for an Easement Vacation as well as a Lot Line Adjustment:

- To vacate an existing drainage and utility easement between 9843 and 9829 Whistling Valley Rd.
- To adjust the shared lot line and combine the parcels.

Location: 9843 Whistling Valley Rd. PID. 27.029.21.44.0011
9829 Whistling Valley Rd. PID. 27.029.21.44.0010

Existing Land Use: Both lots are undeveloped.

Existing Zoning: Open Space (OP) Planned Unit Development (PUD)

Surrounding Land Use/Zoning: North: Open Space within the development; South: Open Space; East: Single Family Residential (OP); West: Open Space/Single Family

Comprehensive Plan: Rural Area Development

History: 2003: Preliminary and Final Plat Approved.
2004: Second Addition of Development Approved. (lots are in second addition)

Deadline for Action: Application Complete: 9/17/2018
60 Day Deadline: 11/16/2018
Extension Letter Mailed: N/A
120 Day Deadline: N/A

Applicable Regulations: Chapter 153: Subdivision Regulations
M.S. 412.851

ISSUE BEFORE COMMISSION:

The Council is being asked provide final comment and approval for an easement vacation request between 9843 and 9829 Whistling Valley Rd.

PROPOSAL DETAILS/ANALYSIS:

The applicant is requesting that the city allow the combination of two platted lots so that a home can be built on the property. However, an easement which divides the lots must also be vacated so that the home will not conflict with a city easement.

- Code requires that if an easement needs to be vacated the action must be discussed at a public hearing and action must be taken by City council. This must be done prior to the approval of the lot consolidation.
- Once the easement has been vacated the lot line adjustment may be approved administratively.

Minnesota Statue

Easement Vacation Procedure (M.S. 412.851). Council may, by resolution, vacate any street, alley, public grounds, public way, or any part thereof, on its own motion or on petition of a majority of the owners of land abutting said property. Easement vacations require a public hearing and 4/5 vote by Council only if there has been no petition.

Minnesota Statute 462.352, Subd. 12 – Pertains to subdivision (referenced later in report).

Lot Consolidation/Lot Line Adjustment: Section 153.06

Criteria for Lot Line Adjustment/Lot Consolidation. Lot line adjustments exempted from platting by Minnesota Statute 462.352, Subd. 12 and shall not require a plat or replat and may be administratively approved, provided all of the following are met:

- Each resultant parcel equals or exceeds the minimum lot dimension requirements and public road frontage requirements for the zoning district in which the property is located or is made more conforming through the lot line adjustment;
The lot size established in the Preliminary Plan approval stated that lots must be at least .75 acres and larger to comply with minimum lot size standards within the Shoreland Overlay District adjacent to Natural Environmet Lakes, as to standards appear following the 1997 amendment to the Shoreland District standards in that regard. The total size will now be 1.67 acres.
- The lot line adjustment does not create additional lots.
The number of lots will not increase due to the lot line adjustment.
- The lot line adjustment shall not cause any structure on the property to be made non-conforming or in violation of the Zoning Chapter or any other provisions of the City Code.
There are currently no buildings on the property, no structure can become non-conforming.
- All resultant parcels shall have frontage and access on an existing improved street or access to an existing improved street protected by a restrictive covenant approved by the City Attorney which includes the City as a beneficiary.
There will be no change to the frontage of the lots.
- The resulting parcels shall generally conform to the shape, character, and area of existing or anticipated land subdivisions in the surrounding areas.
There are other lots within the development that are comparable in size to what is being proposed. Many are rectangles of an irregular shape, staff does not believe this lot design would be out of place.
- Any such lot line adjustment shall not require any public improvements.
There will not be a need for public improvements as they have already been installed.
- Any easements that become unnecessary as a result of the combination of parcels must be vacated. A request to vacate easements shall be made concurrently with the application for lot consolidation/lot line adjustment.
Review of the easement vacation request, including any public hearings and City Council action, shall be completed before action may be taken on the application for lot consolidation/lot line adjustment.
Because easements need to be vacated they must go through a review process before the lot line adjustment/lot consolidation can be approved.
- New easements shall be established as appropriate.
Easements along the border of the property shall be maintained. However, the easement between the properties would no longer be needed.

Additional Review:

Engineering - No comments relating to the vacation as well as the consolidation. Instead comments came up relating to the actual design/layout of the home. However, this will be dealt with during the home review process.

Public Works - No comments relating to the vacation or the consolidation.

Watershed – The watershed district has no comment regarding the easement vacation/lot line adjustment. However, they will require a permit and storm water management for the build.

FISCAL IMPACT:

There is not expected to be a fiscal impact.

OPTIONS:

- Approve Resolution 2018-127 with cited findings and conditions of approval.
- Approve Resolution 2018-127 with amendments to the findings or conditions of approval.
- Deny Resolution 2018-127.

RECOMMENDED CONDITIONS OF APPROVAL:

Staff recommends that the Planning Commission recommend the following condition of approval:

1. The request for a lot consolidation to combine PID#s 27.029.21.44.0011 & 27.029.21.44.0010 shall be approved after the discussed easement is vacated.
2. Prior to the issuance of any development permits, and no later than 60 days after administrative review and approval, the applicant shall provide the Zoning Administrator with recorded documents or recorded document numbers for the deeds of conveyance which effectuate the lot consolidation.
3. The applicant shall provide certification to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees unpaid for the proposed lots to be consolidated.

RECOMMENDATION:

Planning Commission:

There was a lengthy discussion as to how the vacation would impact the HOA Declaration and other residents within the development. The Commission did eventually make a motion to add a condition attempting to mitigate the impact that may or may not be present in regards to assessments etc. The president of the HOA was present during the public hearing and spoke about how the declaration did not necessarily have a mechanism in place to clearly address the instance of lot combinations.

Motion: Move to add a condition of approval that the applicant shall provide evidence that they have settled the issue of the discrepancy of the combined lot assessment of HOA dues for going from one lot to two lots. 4-0

Staff understands the commissions desire to try and help the remaining residents within the development. However, after reviewing the motion with staff and other council it was determined that it would not be appropriate to apply this condition. The possibility of the vacation being held up by neighborhood business would not be appropriate as their request is consistent with what is required by the City and should be approved. Because of this staff does not support the motion made by the commission.

“Approve resolution 2018-127, which vacates the drainage and utility easement between lots 1 and 2 of block 1, Whistling Valley 2nd Addition.”

ATTACHMENTS:

- Survey showing proposed vacation
- Narrative

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

RESOLUTION NO. 2018-127

A RESOLUTION VACATING A DRAINAGE AND UTILITY EASEMENT OVER LOT
1 AND LOT 2, BLOCK 1 OF WHISTLING VALLEY 2ND ADDITION

**THE CITY COUNCIL OF THE CITY OF LAKE ELMO, MINNESOTA DOES HEREBY
RESOLVE AS FOLLOWS:**

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

WHEREAS, the City of Lake Elmo approved the final plat of Whistling Valley 2nd Addition on July 29th, 2004 with drainage and utility easements bordering the property lines of the platted lots; and

WHEREAS, the City of Lake Elmo had received a request for easement vacation from Zawadski Homes, Inc; and

WHEREAS, a request has been made to the City Council pursuant to Minnesota Statute §412.851 to vacate the existing drainage and utility easements on the property(s) legally described as Lots 1 and 2, Block 1, Whistling Valley 2nd Addition, Washington County Minnesota (EXHIBIT A); and

WHEREAS, the requested easement to be vacated is legally described as: that part of the east 5 feet of Lot 1 and the west 5 feet of Lot 2, all in Block 1, WHISTLING VALLEY 2ND ADDITION, Washington County, Minnesota which lies southerly of the 10 foot rear yard drainage and utility easement dedicated on said plat of WHISTLING VALLEY 2ND ADDITION and which lines northerly of the 10 foot drainage and utility easement adjacent to Whistling Valley Road as dedicated on said plat of WHISTLING VALLEY 2ND ADDITION. EXCEPT that part which lies within the 20 foot wide drainage and utility easement running across said Lots 1 and 2, as dedicated on said plat of WHISTLING VALLEY 2ND ADDITION (EXHIBIT A); and

WHEREAS, a public hearing to consider the vacation of the drainage and utility easement was held on the October 10, 2018 at the Planning Commission meeting in the Lake Elmo City Hall located at 3800 Laverne Avenue North at 7:00 p.m. or shortly thereafter after due published and posted notice had been given, as well as personal mailed notice to all property owners within 350 feet of 9829 and 9843 Whistling Valley Rd. by the City Clerk and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public interest because:

- 1) The proposed vacation and eventual consolidation complies with all applicable zoning regulations.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO, COUNTY OF WASHINGTON MINNESOTA, that such request for vacation of an existing drainage and utility easement is hereby granted in accordance with the property descriptions provided above, subject to the following condition:

1. The request for a lot consolidation to combine PID#s 27.029.21.44.0011 & 27.029.21.44.0010 shall be approved after the discussed easement is vacated.
2. Prior to the issuance of any development permits, and no later than 60 days after administrative review and approval, the applicant shall provide the Zoning Administrator with recorded documents or recorded document numbers for the deeds of conveyance which effectuate the lot consolidation.
3. The applicant shall provide certification to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees unpaid for the proposed lots to be consolidated.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

Adopted by the Council this 7th day of November 2018.

Effective Date: _____

Approved:

Mike Pearson, Mayor

Attested by:

Julie Johnson, City Administrator

SKETCH AND DESCRIPTION

~for~ ZAWADSKI HOMES
~of~ PROPOSED EASEMENT VACATION


EXHIBIT A

PROPERTY DESCRIPTION:

Lots 1 and 2, Block 1, WHISTLING VALLEY 2ND ADDITION, Washington County, Minnesota.

DESCRIPTION OF DRAINAGE AND UTILITY EASEMENT TO BE VACATED:

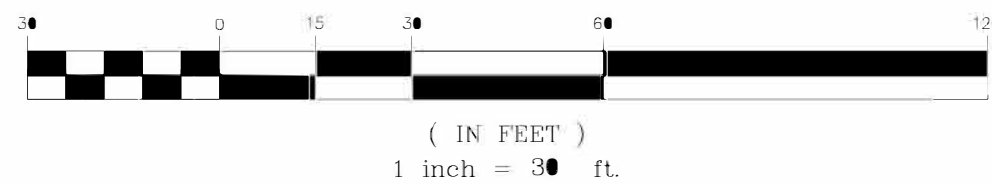
That part of the east 5 feet of Lot 1 and the west 5 feet of Lot 2, all in Block 1, WHISTLING VALLEY 2ND ADDITION, Washington County, Minnesota which lies southerly of the 10 foot rear yard drainage and utility easement dedicated on said plat of WHISTLING VALLEY 2ND ADDITION and which lines northerly of the 10 foot drainage and utility easement adjacent to Whistling Valley Road as dedicated on said plat of WHISTLING VALLEY 2ND ADDITION. EXCEPT that part which lies within the 20 foot wide drainage and utility easement running across said Lots 1 and 2, as dedicated on said plat of WHISTLING VALLEY 2ND ADDITION.

 DENOTES DRAINAGE AND UTILITY EASEMENT TO BE VACATED (AREA = 2,189 SF)

NOTES

- Contours shown per MN DNR Lidar information.
- No field survey has been conducted at this time.

GRAPHIC SCALE

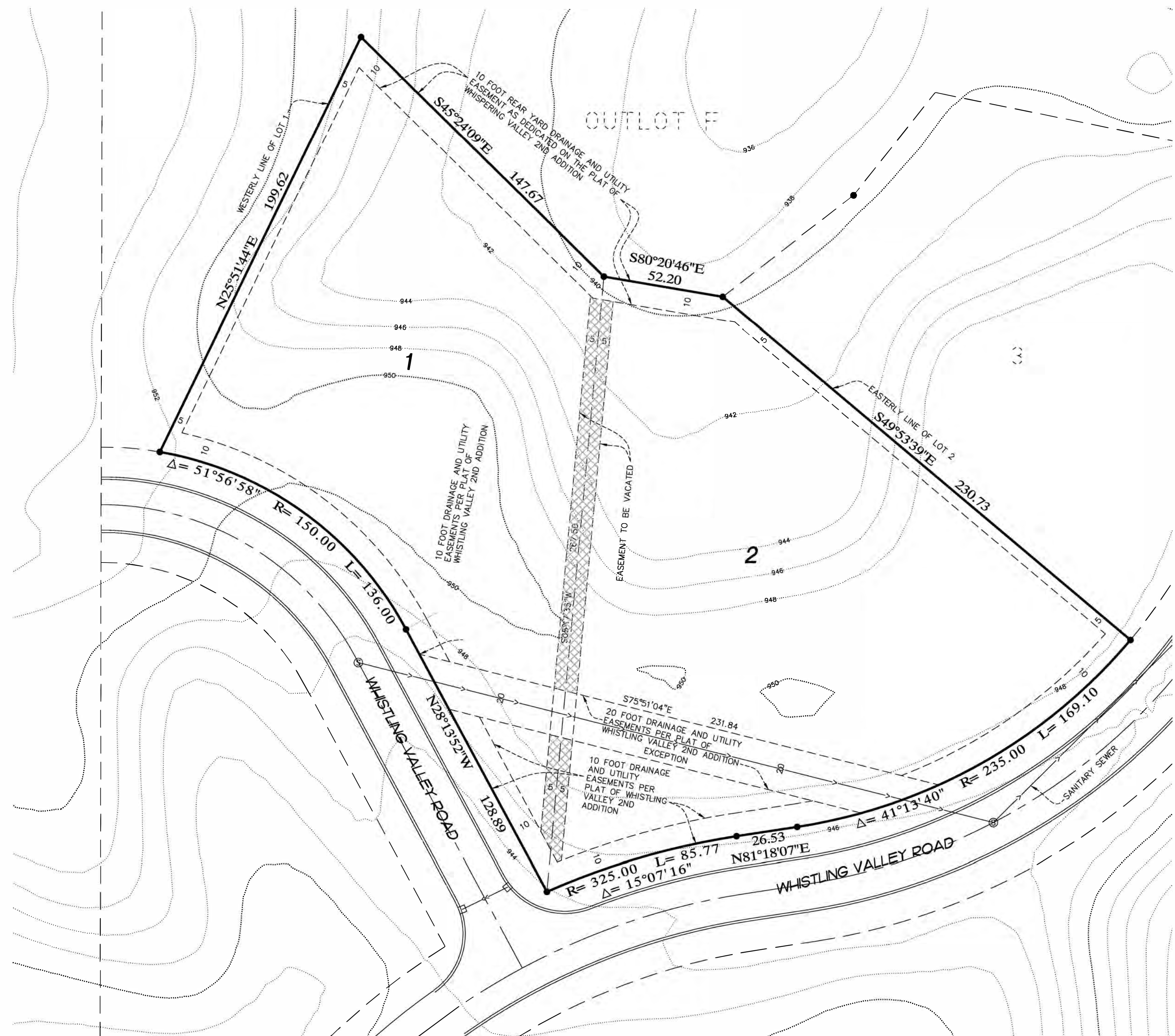


I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.


JASON E. RUD

Date: 10/15/2018 License No. 41578

 **E. G. RUD & SONS, INC.**
EST. 1977 Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com



DRAWN BY: BAB	JOB NO: 18594HS	DATE: 9/10/18
CHECK BY: JER	SCANNED <input type="checkbox"/>	
1	10/15/18	REVISE ESMT DESCRIPTION BY
2		
3		
NO.	DATE	DESCRIPTION BY



License # 20345856

4614 Churchill St
Shoreview, MN 55126
Phone: 651-483-0518
Fax: 651-483-9057

Date: September 7, 2018

To: City of Lake Elmo
City Planners; Ben Prchal, Emily Becker

Re: Manicka, Combining to Real Estate Parcels

Dear Sir or Madam,

Enclosed find supplemental materials for our active application to combine 2 parcels of land in Whistling Valley. The purpose of combining the property is to accommodate a larger than average house footprint and site plan that would not fit properly on one lot.

FYI; as a prerequisite to lot combining, Washington County has already collected payment on 2018 property taxes from us in August, County Merge file number: 63453.

1. Certificate of Survey
2. Check for fee: \$515
3. Check for escrow: \$500

Labels from Washington County is in process. I will arrange delivery upon receipt.
Thank you.

Sincerely,

Jay Johnson
O: 651-483-0518
M: 651-387-9051
Email: jayj@zawadskihomes.com

Cc: Manickas



STAFF REPORT

DATE: 11/7/2018

REGULAR

ITEM #: 12

MOTION

TO: City Council

FROM: Ben Prchal, City Planner

AGENDA ITEM: Conditional Use Permit Amendment for Cedar Pet Clinic – 11051 Stillwater Blvd.

REVIEWED BY: Ben Prchal, City Planner

BACKGROUND:

The City has received an application for an amendment to conditional use permit to allow the expansion of a conforming use, a veterinary clinic, within the Village Mixed Use District. The amendment is required because the applicant is choosing to develop the site differently than what had previously been approved in 2006.

ISSUE BEFORE COMMISSION:

The City Council is being asked to provide final comment and approval on the request for an amendment to an existing conditional use permit for Cedar Pet Clinic.

PROPOSAL DETAILS/ANALYSIS:

Applicants: BDH & Young – Jeff Gears on behalf of Dr. John Baillie of Cedar Pet Clinic

Property Owners: Dr. John Baillie – 11051 Stillwater Blvd, Lake Elmo, MN 55042

Location: 11051 STILLWATER BLVD N. LAKE ELMO, MN 55042
PID#: 13.029.21.23.0067

Request: Amendment to a Conditional Use Permit

Existing Land Use: Veterinary Clinic

Existing Zoning: VMX – Village Mixed Use

Surrounding Land Use / Zoning: Rural Single Family (RS) to the East and VMX to the South and West.
Stillwater Boulevard is to the North.

Comprehensive Plan Guidance: Village Mixed Use

History: The applicant has been operating a pet clinic within the City since 1997. The clinic first operated at 3417 Lake Elmo Ave. and has since moved to the current location in 2006. Since then, the site has been used as a veterinary clinic. The business received a conditional use permit in 2006 to make alterations on the site but never followed through.

Deadline(s) for Action: Application Complete – 9/21/2018
60 Day Deadline – 11/20/2018
Extension Letter Mailed – No
120 Day Deadline – N/A

Applicable Regulations: §154.106 – Conditional Use Permits
154.211 – Off-Street Parking
Article XIII: Village Mixed Use
Chapter 150 – General Provisions
Design Standards

Request. Veterinary Services are allowed as a use with a Conditional Use Permit. The applicant is proposing to make alterations to their parking lot as well as add an addition so that they can better facilitate the needs of their clients. They are requesting to add a 1,400 sqft. addition onto their building. This space will be for an enlarged waiting room, treatment and surgery areas, exam rooms, onsite pharmacy and recovery areas for the animals.

Use on Proposed Site. The proposed expansion is not intending to change the use of the site. The use will remain as a pet clinic with a space that is more suited for their clients. The hours of operation are 8 AM to 6 PM and closed on Sundays.

Setback and Impervious Surface Requirements. The following table outlines how the proposed use adheres to the setback and impervious surface requirements of the Village Mixed Use District (VMX).

Village Mixed Use Zoning Standards		
Standard	Required	Proposed
Parcel Area	No standard	44,676 sqft. – 1.01 acres
Lot Width – Minimum	No Standard	243.47 feet
Maximum Height	35 feet	15 feet
Maximum Impervious Coverage	No Limit for Non-residential use	43.4%
Front Yard Setback – Building	20 ft.	28 ft.
Interior Side Yard Setback – Building	10 ft.	23.4 ft.
Rear Yard Setback - Building	10 ft.	55 ft.
Parking Lot Setback	VMX parking is allowed to have reduced setbacks.	10 ft.
Required Parking	26	26 Proposed

Standards for Veterinary Clinics within the Village Mixed Use District. The following outlines the required standards for Veterinary Clinics within the VMX district.

154.404 General Site Design Considerations.

- *Lighting Design.* Lighting shall be integrated into the exterior design of new or renovated structures to create a greater sense of activity, security, and interest to the pedestrian, and shall comply with the lighting, glare control, and exterior lighting standards. This shall be a condition of approval as it is also discussed in the design standards manual.

154.505 Development Standards for Specific Uses.

Veterinary Services

- a. All activities must be conducted within an enclosed building;
 - *Staff Comment.* The applicant has not stated that there will be the need for activities to be conducted outside the building.
- b. Specific veterinary practices shall be limited to veterinary medicine, surgery, dentistry, and related services for small domestic household pets;
 - *Staff Comment.* Based on the narrative and request of the applicant their use of the site lines up with this requirement.

Parking Lot Requirements 154.210 Off-Street Parking

- *Access to Parking Spaces* – Parking access comes off of Stillwater Blvd (CSAH 14) and meets the requirements of code in regards to width and depth.
- *Maneuvering Area* – There is sufficient maneuvering area and it meets the requirements of the code. Cars would not be required to back out onto Stillwater Blvd to leave the site.
- *Surfacing and Drainage* - The lot is intended to serve more than 5 cars and will be constructed of a durable surface.
- *Marking of Parking Spaces* - Parking areas containing five or more spaces are required to be marked with painted lines at least four inches wide. Plans indicate that the lot will be marked.
- *Curbing* - Open off-street parking areas designed to have head-in parking along the property line shall provide a bumper curb or barrier of normal height and not be less than 5 ft. from the lot line. The plans indicate that there will be curbing provided along the spaces that run along the property lines. They are also 10 ft. or more from the lines.
- *Accessible Parking* - The proposed number of parking spaces is 26, of these, two are handicap – accessible, which meets the Americans with Disabilities Act (ADA) requirements.
- *Number of Parking Spaces.* The City’s parking requirements requires three spaces per veterinarian, or one space per 200 square feet of gross floor area. The number of proposed parking spaces is 26 which meets the requirements

Parking Lot Screening Standards

- *Interior Parking Lot Landscaping.* None is required as the lot has less than 30 spaces.
- *Perimeter Parking Lot Landscaping.* The code has been updated so that the VMX district is exempt from this standard.
- *Screening alongside property lines.* The proposal does not show that screening has been provided along the eastern property line to comply with a more intense use butting up to a less intense use.

Landscape Plans. The applicant has submitted landscape plans showing the proposed landscaping for the property. After reviewing the site they will need to provide more trees than what is shown on the plans. After applying the updated environmental performance code, further information to confirm staff review is needed.

Septic System. The site is currently serviced by a “clean out” system with no septic field. The applicant does not intend to change from this system.

Design Standards within the VMX District.

- *Parking* – Off-street parking areas should be located to the rear of side of buildings in the Mixed-Use district and accesses... The proposed plan generally meets this standard with the exception of a few spots that may be slightly closer to the front lot line as well as the ADA accessible spots.
- *Landscaping* – Landscaping is proposed in the front, sides and rear of the building. There is also landscaping through the zoning code that is required, such as a landscape wall in the rear of the property.
- *Façade* – Blank facades are discouraged and varying roof heights are encouraged to provide architectural detail. After reviewing the architectural plans staff feels that the design meets the expectations of the building design section(s).
- *Lighting* – The design standards manual requires lighting to be provided for entryways, parking areas, pedestrian ways, etc. The plans do not indicate that lighting has been provided.

City Engineer Review. The City Engineer’s review memo is attached to this report:

*The bullets provide a summary of the report and the full conditions are provided in the conditions section

- Drainage and utility easements should be provided along each lot line.
- A trail easement should be requested in the south west section of the property as a portion of it touches on the applicant’s property.
- The proposed expansion to the site consists of 8,404 sqft. which will require a permit from the Valley Branch Watershed District (VBWD). Any changes made to the site to comply with the Watershed will need to be reviewed and approved with the City prior to releasing City permits.
- The infiltration basin in the south west corner is proposed to mitigate the impervious surfaces and to comply with VBWD rules. Soil Borings must be provided to prove its adequacy.
- A new SAC determination should be obtained
- Connection to municipal sewer should be a condition when the site has access.
- Landscaping plans should be coordinated with engineering review to avoid conflict.

Washington County.

Many of the comments from Washington County were informative in nature. Memo attached.

- Central Greenway Regional Trail may travel in front of the clinic.
- Future Access may be restricted to right in and right out.
- It is recommended that the proposed landscape bed be relocated outside of the ROW.
- Permits shall be required for work within the ROW.

Valley Branch Water Shed. The City's Landscape Architect's review memo is attached:

*The bullets provide a summary of the report and the full conditions are provided in the conditions section

- The watershed has not conducted a full review of the application. Staff has spoken with the Watershed and they indicated that requiring a permit from them as a condition would be adequate.

Landscaping Review:

- A tree preservation plan shall be required to confirm the number of trees needed.
- The required number of trees will need to be increased to meet code requirements. It will be a condition of approval that the applicant receive approved landscape plans.

Recommendation Findings. Staff recommends the following findings:

1. The proposed use will not be detrimental to or endanger the public health, safety, comfort, convenience or general welfare of the neighborhood or the city. ***The use will not be detrimental or in any way endanger the public health, safety, or comfort. Conditions will be in place to mitigate any nuisances which the use may produce.***
2. The use or development conforms to the City of Lake Elmo Comprehensive Plan. ***The property is guided for Village Mixed Use, in which a veterinary clinic is an allowed conditional use.***
3. The use or development is compatible with the existing neighborhood. ***The use is compatible with the existing neighborhood and has been in existence since 2006.***
4. The proposed use meets all specific development standards for such use listed in Article 9 of this Chapter. ***There are no standards specific to vet clinics in this section of code. However, the use does comply with section 154.505 B. 4. Where standards are stated.***
5. If the proposed use is in a flood plain management or shoreland area, the proposed use meets all the specific standards for such use listed in Chapter 150, §150.250 through 150.257 (Shoreland Regulations) and Chapter 152 (Flood Plain Management). ***The property is located outside the 0.2% annual chance floodplain and shoreland area.***
6. The proposed use will be designed, constructed, operated and maintained so as to be compatible in appearance with the existing or intended character of the general vicinity and will not change the essential character of that area. ***The use is compatible with the intended character of the general vicinity and district.***
7. The proposed use will not be hazardous or create a nuisance as defined under this Chapter to existing or future neighboring structures. ***The use will not be hazardous or create a nuisance. Again, conditions will be applied to avoid the production of a nuisance by the use.***

8. The proposed use will be served adequately by essential public facilities and services, including streets, police and fire protection, drainage structures, refuse disposal, water and sewer systems and schools or will be served adequately by such facilities and services provided by the persons or agencies responsible for the establishment of the proposed use. ***The use will be adequately served by essential public facilities and services, including streets, police and fire protection, drainage structures, refuse disposal, water and sewer systems and schools. The site currently has municipal water service and will be required to connect to sewer at the time that it becomes available.***
9. The proposed use will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community. ***The use will not create excessive additional requirements at public cost nor will it be detrimental to the economic welfare of the community.***
10. The proposed use will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare or odors. ***The use will not excessively produce traffic, noise, smoke, fumes, glare or odors.***
11. Vehicular approaches to the property, where present, will not create traffic congestion or interfere with traffic on surrounding public thoroughfares. ***Vehicular approaches to the property will not create and have not created traffic congestion or interfere with traffic. Traffic is limited to certain times and days of the weeks. Washington County may also restrict access to the property by requiring a right turn to enter and a right turn to exit the property.***
12. The proposed use will not result in the destruction, loss or damage of a natural or scenic feature of major importance. **N/A**

Recommended Conditions of Approval:

- 1) The applicant must obtain all other necessary City, State, and other governing body permits and approvals prior to the commencement of any construction activity on the parcel.
- 2) Conditions as they have been laid out in the City Engineers memo dated October 16, 2018 shall be required and approved by the City Engineer.
- 3) Conditions as they have been laid out in the Landscape Architects memo dated October 12, 2018 shall be required and approved by the City Landscape Architect.
- 4) A landscape wall shall be provided along the Eastern lot line that is either a masonry wall or fence in combination with landscape material that forms a screen at least six (6) feet in height, and not less than 90% opaque on a year-round basis.
- 5) At the time that public sanitary sewer becomes available to the property, the property must connect within one year after access has been provided.
- 6) Lighting shall be installed to the satisfaction of the code.
- 7) Barking dog complaints shall be reviewed by the City Council and may be the basis for revocation of this CUP if such conduct creates a nuisance to adjoining property - as determined by the City Council.

- 8) The applicant shall provide proof that the septic system is adequate to service the site as well as the expansion. Proof shall be provided in the form of Washington County inspection compliance report for the existing on-site wastewater system as well as a wastewater management plan approved by Washington County to serve the proposed building expansion.
- 9) There shall be no outside kennels or animal runs.
- 10) All disposals of animal parts and waste shall be in compliance with applicable State, County, and City laws.
- 11) Specific veterinary practices permitted by this CUP shall be limited to veterinary medicine, surgery, dentistry, and related service for small domestic animals.

FISCAL IMPACT:

None

OPTIONS:

- Approve Resolution 2018-128 granting the amendment with findings for the Conditional Use Permit associated with Cedar Pet Clinic at 11051 Stillwater Blvd.
- Approve Resolution 2018-128 granting the amendment with findings and amended conditions of approval for Cedar Pet Clinic at 11051 Stillwater Blvd.
- Deny Resolution 2018-128 with amended findings for Cedar Pet Clinic at 11051 Stillwater Blvd.

RECOMMENDATION:

Staff and Planning Commission:

There were no amendments to the conditions or findings.

Recommend approval of the Cedar Pet Clinic Conditional Use Permit Amendment with recommended findings and conditions of approval as drafted by staff. 6-0

Staff also recommends approval.

“Move to approve Resolution 2018-128 amending the conditional Use Permit with recommended findings and conditions of approval for Cedar Pet Clinic at 11051 Stillwater Blvd.”

ATTACHMENTS:

- Application and Narrative
- Plans
- City Engineer, Landscape Architect, and Washington County Review Memos
- Current CUP

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

RESOLUTION 2018-128

*A RESOLUTION APPROVING AN AMENDMENT TO A CONDITIONAL USE PERMIT FOR
CEDAR PET CLINIC, A VETERINARY CLINIC LOCATED AT 11051 STILLWATER
BOULEVARD. NORTH*

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

WHEREAS, Cedar Pet Clinic, 11051 Stillwater Boulevard, Lake Elmo, MN 55042 (the “Applicant”) has submitted an application to the City of Lake Elmo (the “City”) for an amendment to a Conditional Use Permit for a veterinary clinic located at 11051 Stillwater Boulevard. (PID# 13.029.21.23.0067) (the “Property”); and

WHEREAS, notice has been published, mailed and posted pursuant to the Lake Elmo Zoning Ordinance, Section 154.102; and

WHEREAS, the Lake Elmo Planning Commission held a public hearing on said matter on October 22, 2018; and

WHEREAS, the Lake Elmo Planning Commission has submitted its report and recommendation to the City Council as part of a Staff Memorandum dated November 7, 2018, and

WHEREAS, the City Council considered said matter at its November 7, 2018 meeting; and

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

FINDINGS

- 1) That the procedures for obtaining said Conditional Use Permit are found in the Lake Elmo Zoning Ordinance, Section 154.106.
- 2) That all the submission requirements of said Section 154.106 have been met by the Applicant.
- 3) That the proposed Conditional Use Permit includes the following components:
- 4) The use will not be detrimental or in any way endanger the public health, safety, or comfort.
- 5) The property is guided for Village Mixed Use, in which a veterinary clinic is an allowed conditional use.
- 6) The use is compatible with the existing neighborhood and has been in existence since 2006.

- 7) There are no standards specific to vet clinics in this section of code. However, the use does comply with section 154.505 B. 4. Where standards are stated.
- 8) The property is located outside the 0.2% annual chance floodplain and shoreland area.
- 9) The use is compatible with the intended character of the general vicinity and district.
- 10) The use will not be hazardous or create a nuisance. Again, conditions will be applied to avoid the production of a nuisance by the use.
- 11) The use will be adequately served by essential public facilities and services, including streets, police and fire protection, drainage structures, refuse disposal, water and sewer systems and schools. The site currently has municipal water service and will be required to connect to sewer at the time that it becomes available.
- 12) The use will not create excessive additional requirements at public cost nor will it be detrimental to the economic welfare of the community.
- 13) The use will not excessively produce traffic, noise, smoke, fumes, glare or odors. Vehicular approaches to the property will not create and have not created traffic congestion or interfere with traffic. Traffic is limited to certain times and days of the weeks. Washington County may also restrict access to the property by requiring a right turn to enter and a right turn to exit the property.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Lake Elmo City Council hereby approves the request by Cedar Pet Clinic for an amended Conditional Use Permit for a veterinary clinic with the following conditions of approval:

- 1) The applicant must obtain all other necessary City, State, and other governing body permits and approvals prior to the commencement of any construction activity on the parcel.
- 2) Conditions as they have been laid out in the City Engineers memo dated October 16, 2018 shall be required and approved by the City Engineer.
- 3) Conditions as they have been laid out in the Landscape Architects memo dated October 12, 2018 shall be required and approved by the City Landscape Architect.
- 4) A landscape wall shall be provided along the Eastern lot line that is either a masonry wall or fence in combination with landscape material that forms a screen at least six (6) feet in height, and not less than 90% opaque on a year-round basis.
- 5) At the time that public sanitary sewer becomes available to the property, the property must connect within one year after access has been provided.
- 6) Lighting shall be installed.
- 7) Barking dog complaints shall be reviewed by the City Council and may be the basis for revocation of this CUP if such conduct creates a nuisance to adjoining property - as determined by the City Council.
- 8) The applicant shall provide proof that the septic system is adequate to service the site as well as the expansion. Proof shall be provided in the form of Washington County inspection compliance report for the existing on-site wastewater system as well as a wastewater management plan approved by Washington County to serve the proposed building expansion.
- 9) There shall be no outside kennels or animal runs.
- 10) All disposals of animal parts and waste shall be in compliance with applicable State, County, and City laws.

- 11) Specific veterinary practices permitted by this CUP shall be limited to veterinary medicine, surgery, dentistry, and related service for small domestic and non-domestic household pets.
- 12) Upon City Council approval, the previous Conditional Use Permit dated August 15th, 2006 (Resolution 2006-084) shall expire and be replaced by resolution 2018-128.

Passed and duly adopted this 7th day of November 2018 by the City Council of the City of Lake Elmo, Minnesota.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk



7001 France Avenue South
Suite 200
Edina, Minnesota 55435

p 952.893.9020
f 952.893.9299
bdhyoung.com

September 21, 2018

Cedar Pet Clinic
11051 Stillwater Blvd
Lake Elmo, MN 55042
Currently Zoned VMX - Village Mixed Use
PID - 1302921230067
1.0256 acres 44,676 Square Feet

Project Narrative

Cedar Pet Clinic has been serving the community for over 30 years and has been operating in its current location for 14 years. With the advancements in pet care practices and the ever-expanding Lake Elmo area, the staff of Cedar Pet Clinic is pleased to propose a plan to expand the building on the current site to better serve the existing and future pet care needs of the growing community.

The plan is to add approximately 1,400 square feet to the approximately 1,900-square-foot existing building. The expanded facility will offer a larger waiting room, treatment and surgery areas, and separate exam rooms and recovery areas for cats and dogs to foster “fear free” care for the pets. A larger laboratory area for testing and an onsite pharmacy will also be included to better address the needs of the community’s pets. Long stay boarding will not be offered; however, some pets may need to stay overnight for observation.

The expanded building will receive new siding with white painted trim. The asphalt shingle hip roof will remain on the patient portion of the building and the clinical area will have a flat roof to support screened roof top mechanical units. A bigger paved parking area will be added to the site to accommodate the growing patient base.

The use of the current veterinary clinic will not change.

EXISTING CONDITIONS SURVEY

SURVEY FOR: **SCOTT BUILDERS**

PROPERTY ADDRESS:

11051 Stillwater Boulevard North, Lake Elmo, Minnesota.

LEGAL DESCRIPTION: (Per Washington County Document No. 3609372)


All that part of Lot 1, County Auditor's Plat No. 8, Washington County, Minnesota, described as follows: Beginning at the quarter-section corner on the west side of Section 13, Township 29 North, Range 21 West; thence north along the west line of said Section 13, 329.64 feet to a stone monument on the southerly side of the St. Paul and Stillwater Road; thence N55°16'2"E along the said southerly line of said Road 464.63 feet to the northwest corner of a tract of land conveyed by James S. Colopy and wife to William Albrecht by Warranty Deed dated and acknowledged June 11, 1910, and recorded in the office of the County Recorder in and for said Washington County in Book 76 of Deeds, page 148, to the place of beginning; thence south along the west line of said land 261.6 feet to the southwest corner of said land; thence S72°48'W 225 feet to a point; thence north along a line parallel to the said west line of said Section 13 to a point in the said southerly line of said St. Paul and Stillwater Road; thence N55°16'2"E along the said southerly line of said road to the place of beginning.
EXCEPT the westerly 15 feet of the above-described tract.

CERTIFICATION:

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated: July 23, 2018

Anderson Engineering of Minnesota, LLC

by: 
Jack Bolke
Minnesota License No. 20281

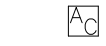





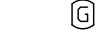







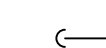




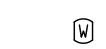

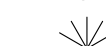






NOTES:

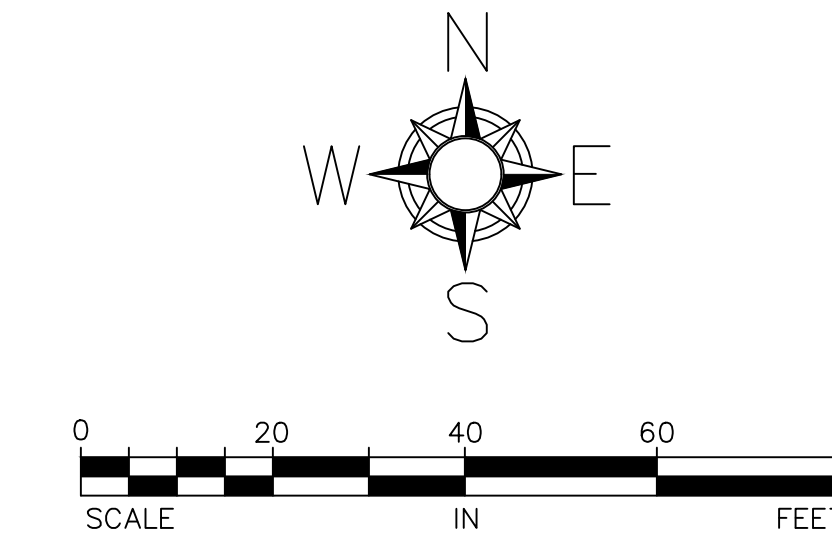
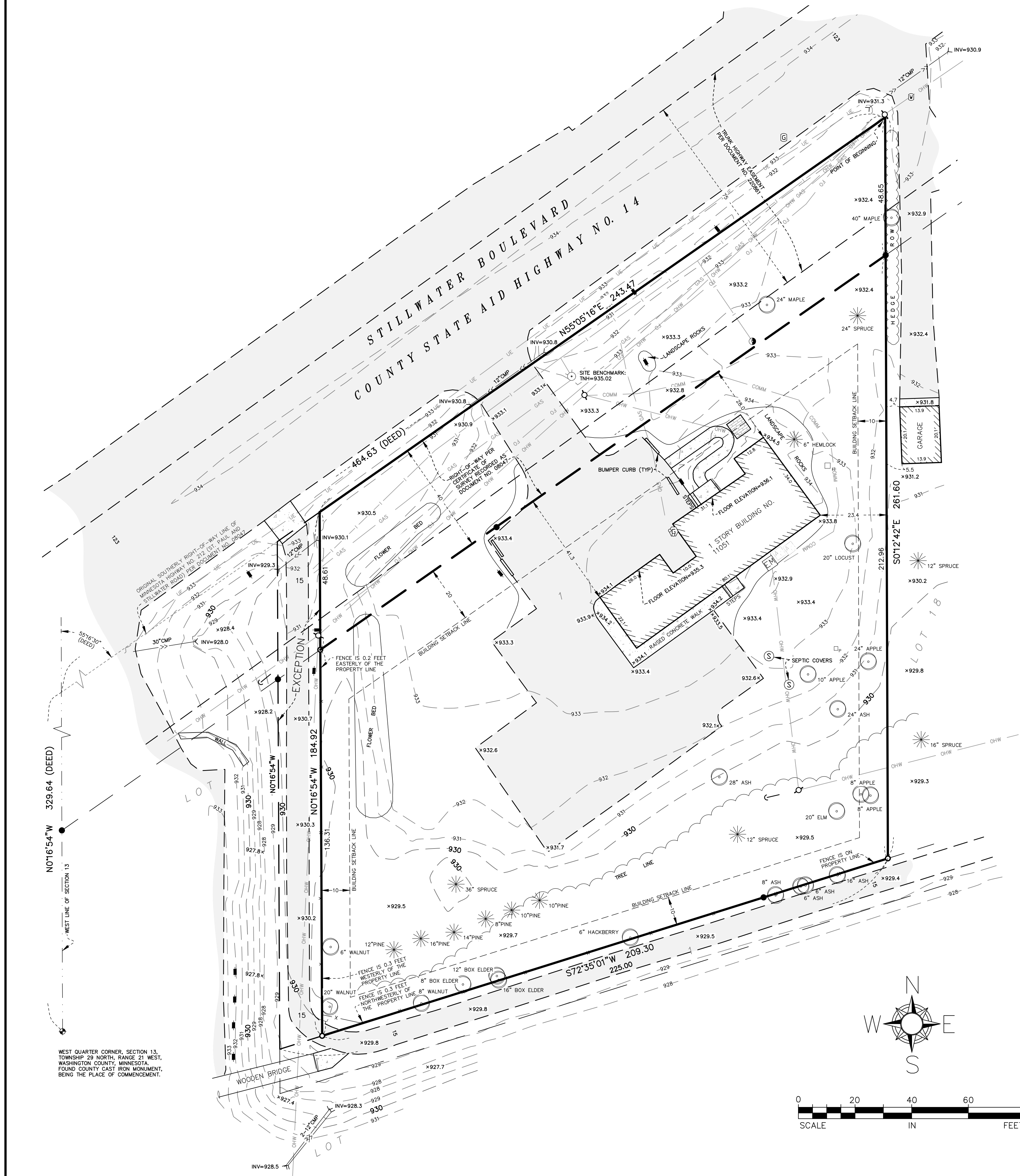
- The horizontal datum and bearings are based on the Washington County Coordinate System, NAD 83(2011).
- The vertical datum is NAVD 88. The site benchmark is the top nut of the fire hydrant located 10 feet northeast of the driveway depicted hereon. Elevation = 935.02 feet.
- The area of the property described hereon is 44,676 square feet or 1.0256 acres. The area of the property described hereon less the right-of-way per Document No. 08047 is 34,939 square feet or 0.8021 acres.
- The location and extent of underground utilities, if shown, are based upon existing drawings provided by the utility companies, above ground evidence and Gopher State One Call markings per ticket number 181932424. There is no guarantee as to the accuracy or the completeness of this information. The size and location should be considered approximate. Additional underground utilities may be present. Verification of the existence and location of all utilities should be obtained from the utility owners prior to any planning or design. In accordance with Minnesota Statute, the location of utilities shall be confirmed prior to any demolition or construction.
- The tree information shown hereon was collected during the field survey by non-forestry trained Anderson Engineering of Minnesota survey personnel. Tree sizes are estimates and locations are accurate to plus or minus three feet.
- No title work was provided for the preparation of this survey to verify the legal description or the existence of any easements or encumbrances.
- According to the City of Lake Elmo, the subject property is zoned VMX, Village Mixed use District, and has the building setback requirements listed below. It is recommended that the property owner obtain a zoning letter from the City to verify all conditions that affect the property through the city zoning ordinance. This survey does not purport to describe all conditions contained in said ordinance.

BUILDING SETBACKS

Front = 20 feet
Rear = 10 feet
Side = 10 feet

LEGEND

- | | | | |
|---------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------|----------------------|
|  | AIR CONDITIONER |  | FENCE |
|  | CULVERT |  | OVERHEAD WIRES |
|  | ELECTRIC OUTLET POST |  | SANITARY SEWER |
|  | ELECTRIC METER |  | STORM SEWER |
|  | GAS VALVE |  | UNDERGROUND ELECTRIC |
|  | GUARD POST |  | WATER MAIN |
|  | HANDICAP PARKING |  | CONCRETE SURFACE |
|  | HANDHOLE |  | BITUMINOUS SURFACE |
|  | HYDRANT |  | PAVER SURFACE |
|  | POWER POLE | | |
|  | POWER POLE ANCHOR | | |
|  | SANITARY MANHOLE | | |
|  | SIGN | | |
|  | STOP BOX | | |
|  | WATER VALVE | | |
|  | FOUND IRON MONUMENT | | |
|  | SET IRON PIPE WITH P.L.S. NO. 20281 | | |
|  | CONIFEROUS TREE | | |
|  | DECIDUOUS TREE | | |



Y:\15100\15157\SCOTT BUILDERS - 11051 STILLWATER BLVD N - LAKE ELMO\07 SURVEY\DWG-C3D\15157_s_bosse.dwg
 Sep 21, 2018 - 12:39pm - jnguyen
 Xref Filename: \15157_2436 Title Block

5		DESIGNED:	RLS	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. PRINT NAME: <u>ROBERT L. SWANSON</u> SIGNATURE: <u>NOT FOR CONSTRUCTION</u> DATE <u>9/21/18</u> LICENSE # <u>24094</u>	 Anderson Engineering of Minnesota, LLC 13605 1st Avenue North Suite 100 Plymouth, MN 55441 763-412-4000 (o) 763-412-4090 (f) www.ae-mn.com	 12 Division Street Buffalo, Minnesota 55313 763-684-0000 www.scotbuild.com	SURVEY CEDAR PET CLINIC LAKE ELMO, MINNESOTA	COMM. NO.	15157	PLOTTED:	
4		DRAWN:						DRAWING NO.			
3		CHECKED BY:									
2											
1	9/21/18		CITY SITE PLAN SUBMITTAL								
NO.	DATE	DESCRIPTION OF REVISIONS									

LEGEND

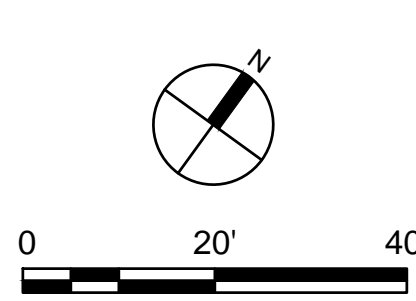
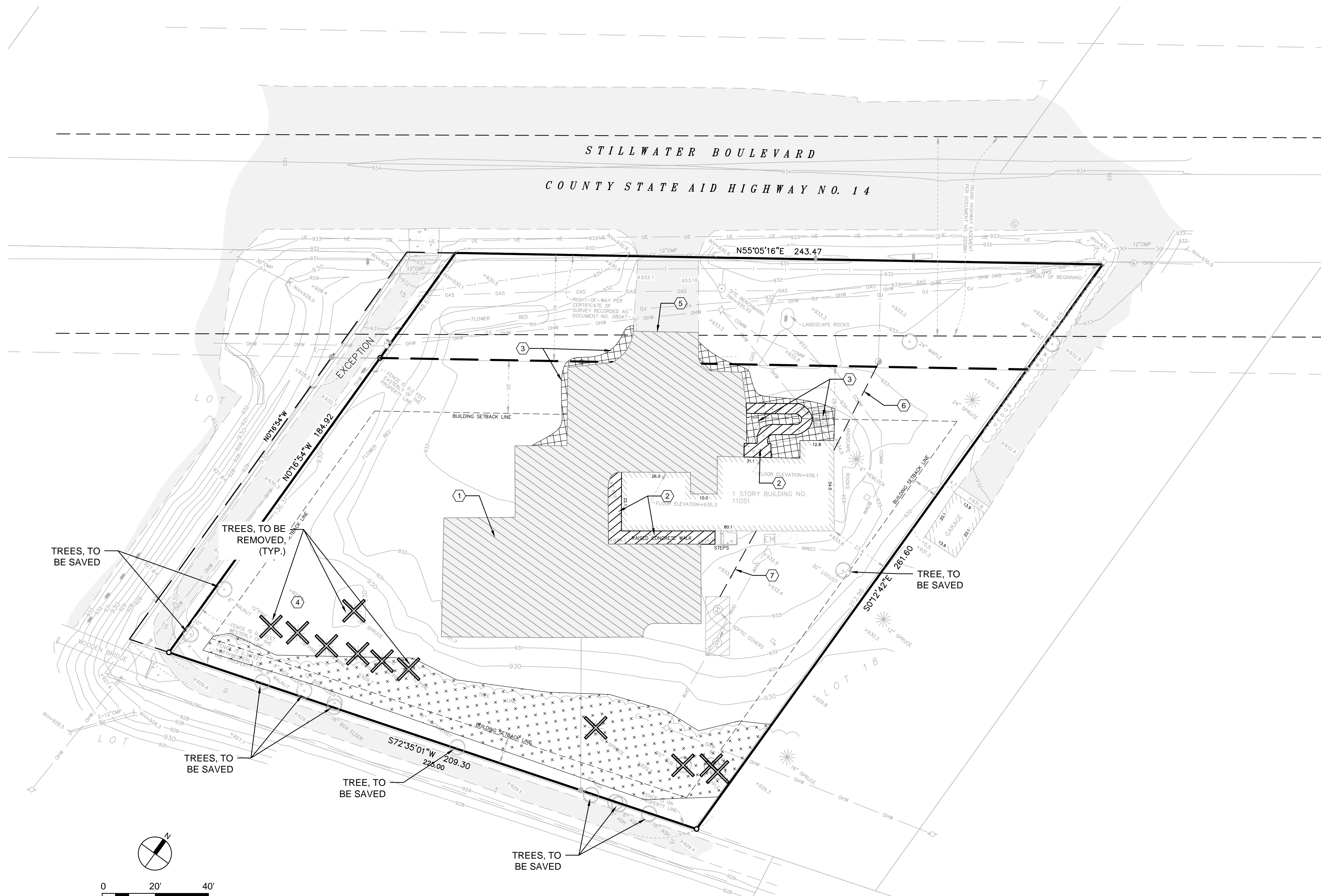
- ELECTRIC BOX
- GAS METER
- GUARD POST
- MAIL BOX
- LIGHT POLE
- SIGN
- FOUND IRON MONUMENT
- SET IRON PIPE
- ELECTRIC METER
- A/C
- CLEAN OUT
- TREES, TO BE REMOVED
- CONIFEROUS TREE
- DECIDUOUS TREE
- PROPERTY LINE
- BUILDING SETBACK LINE
- RIGHT-OF-WAY LINE
- WOOD FENCE
- GAS MAIN
- SANITARY SEWER
- UTILITY (OVERHEAD) ELECTRIC
- BURIED COMMUNICATION LINE
- EXISTING CONCRETE SURFACE
- EXISTING BITUMINOUS SURFACE
- BITUMINOUS SURFACE, TO BE REMOVED
- CONCRETE WALK, TO BE REMOVED
- LANDSCAPE AREA, TO BE REMOVED
- WOODED AREA, TO BE CLEARED

NOTES:

1. THE HORIZONTAL DATUM AND BEARINGS ARE BASED ON THE WASHINGTON COUNTY COORDINATE SYSTEM, NAD 83(2011).
2. THE VERTICAL DATUM IS NAVD 88. THE SITE BENCHMARK IS THE TOP NUT OF THE FIRE HYDRANT LOCATED 10 FEET NORTHEAST OF THE DRIVEWAY DEPICTED HEREON. ELEVATION = 935.02 FEET.
3. THE AREA OF THE PROPERTY DESCRIBED HEREON IS 44,676 SQUARE FEET OR 1.0256 ACRES. THE AREA OF THE PROPERTY DESCRIBED HEREON LESS THE RIGHT-OF-WAY PER DOCUMENT NO. 08047 IS 34,939 SQUARE FEET OR 0.8021 ACRES.
4. THE LOCATION AND EXTENT OF UNDERGROUND UTILITIES, IF SHOWN, ARE BASED UPON EXISTING DRAWINGS PROVIDED BY THE UTILITY COMPANIES. ABOVE GROUND EVIDENCE AND GOPHER STATE ONE CALL MARKINGS PER TICKET NUMBER 181932424. THERE IS NO GUARANTEE AS TO THE ACCURACY OR THE COMPLETENESS OF THIS INFORMATION. THE SIZE AND LOCATION SHOULD BE CONSIDERED APPROXIMATE. ADDITIONAL UNDERGROUND UTILITIES MAY BE PRESENT. VERIFICATION OF THE EXISTENCE AND LOCATION OF ALL UTILITIES SHOULD BE OBTAINED FROM THE UTILITY OWNERS PRIOR TO ANY PLANNING OR DESIGN. IN ACCORDANCE WITH MINNESOTA STATUTE, THE LOCATION OF UTILITIES SHALL BE CONFIRMED PRIOR TO ANY DEMOLITION OR CONSTRUCTION.
5. THE TREE INFORMATION SHOWN HEREON WAS COLLECTED DURING THE FIELD SURVEY BY NON-FORESTRY TRAINED ANDERSON ENGINEERING OF MINNESOTA SURVEY PERSONNEL. TREE SIZES ARE ESTIMATES AND LOCATIONS ARE ACCURATE TO PLUS OR MINUS THREE FEET.
6. NO TITLE WORK WAS PROVIDED FOR THE PREPARATION OF THIS SURVEY TO VERIFY THE LEGAL DESCRIPTION OR THE EXISTENCE OF ANY EASEMENTS OR ENCUMBRANCES.
7. ACCORDING TO THE CITY OF LAKE ELMO, THE SUBJECT PROPERTY IS ZONED VMX, VILLAGE MIXED USE DISTRICT, AND HAS THE BUILDING SETBACK REQUIREMENTS LISTED BELOW. IT IS RECOMMENDED THAT THE PROPERTY OWNER OBTAIN A ZONING LETTER FROM THE CITY TO VERIFY ALL CONDITIONS THAT AFFECT THE PROPERTY THROUGH THE CITY ZONING ORDINANCE. THIS SURVEY DOES NOT PURPORT TO DESCRIBE ALL CONDITIONS CONTAINED IN SAID ORDINANCE.
8. OWNER IS IN PROCESS OF SOME VEGETATION REMOVAL ON SITE, CONSISTING OF A FLOWER BED (ON WEST SIDE OF SITE) AND FOUR SURVEYED TREES (SOUTH OF BUILDING). THOSE ITEMS ARE NOT SHOWN FOR CLARITY.
9. SEE SHEET S1 FOR PROPERTY LEGAL DESCRIPTION.

KEYNOTES:

- ① ASPHALT PAVING TO BE REMOVED.
- ② CONCRETE WALK, TO BE REMOVED.
- ③ LANDSCAPE, TO BE REMOVED.
- ④ CONTRACTOR SHALL PROHIBIT HEAVY EQUIPMENT USE WITHIN THE PROPOSED INFILTRATION AREA. (REFER TO GRADING PLAN FOR PRECISE LOCATIONS/BOUNDARIES)
- ⑤ SAW CUT EXISTING PAVEMENT, PROVIDE STRAIGHT AND VERIFY SURFACE FOR PROPOSED PAVEMENT TO MATCH IN.
- ⑥ ASSUMED/ APPROX. LOCATION OF EXISTING WATER SERVICE. CONTRACTOR TO VERIFY AND USE APPROPRIATE CAUTION NOT TO DAMAGE OR DISRUPT DURING WORK.
- ⑦ ASSUMED/ APPROX. LOCATION OF EXISTING SANITARY SERVICE LINE. CONTRACTOR TO VERIFY AND USE APPROPRIATE CAUTION NOT TO DAMAGE OR DISRUPT DURING WORK.



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NO.	DATE	DESCRIPTION OF REVISIONS
5		
4		
3		
2		
1	9/21/18	CITY SITE PLAN SUBMITTAL

DESIGNED: RLS
 DRAWN: JN
 CHECKED BY:
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 PRINT NAME: **ROBERT L. SWANSON**
 SIGNATURE: *NOT FOR CONSTRUCTION*
 DATE: 9/21/18 LICENSE # 24094

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 www.ae-mn.com

SCOTT BUILD
 12 Division Street
 Buffalo, Minnesota
 55313
 763-684-0000
 www.scottbuild.com

EXISTING CONDITIONS & REMOVALS PLAN

**CEDAR PET CLINIC
 LAKE ELMO, MINNESOTA**

COMM. NO. 15157	PLOTTED:
DRAWING NO.	C1

Sep 21, 2018 - 12:39pm - jnguyen
 Y:\15100\15157 SCOTT BUILDERS - 11051 STILLWATER BLVD N - LAKE ELMO\06 Civil\01 CAD files\01 SHEETS\15157_C_EXISTING.dwg
 Xref Filename: \15157_s_base\15157_2436 Title Block\15157_c_base\15157_R17_Cedar Pet Clinic - level 01

LEGEND

- ELECTRIC BOX
- GAS METER
- NEW GUARD POST
- MAIL BOX
- LIGHT POLE
- SIGN
- FOUND IRON MONUMENT
- SET IRON PIPE
- ELECTRIC METER
- AC
- CLEAN OUT
- CONIFEROUS TREE
- DECIDUOUS TREE
- PROPERTY LINE
- BUILDING SETBACK LINE
- RIGHT-OF-WAY LINE
- EXISTING WOOD FENCE
- EXISTING CONTOUR
- PROPOSED BUILDING
- CONCRETE CURB & GUTTER
- INFILTRATION BASIN
- GAS MAIN
- SANITARY SEWER
- UTILITY (OVERHEAD) ELECTRIC
- BURIED COMMUNICATION LINE
- NEW CONCRETE WALK
- EXISTING ASPHALT
- NEW ASPHALT
- BUILDING ADDITIONS, SEE ARCH. PLAN
- PARKING STALL COUNT
- VEHICULAR FLOW DIRECTION
- PROPOSED LANDSCAPE WALL

NOTES:

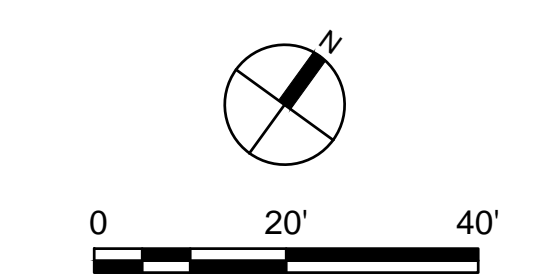
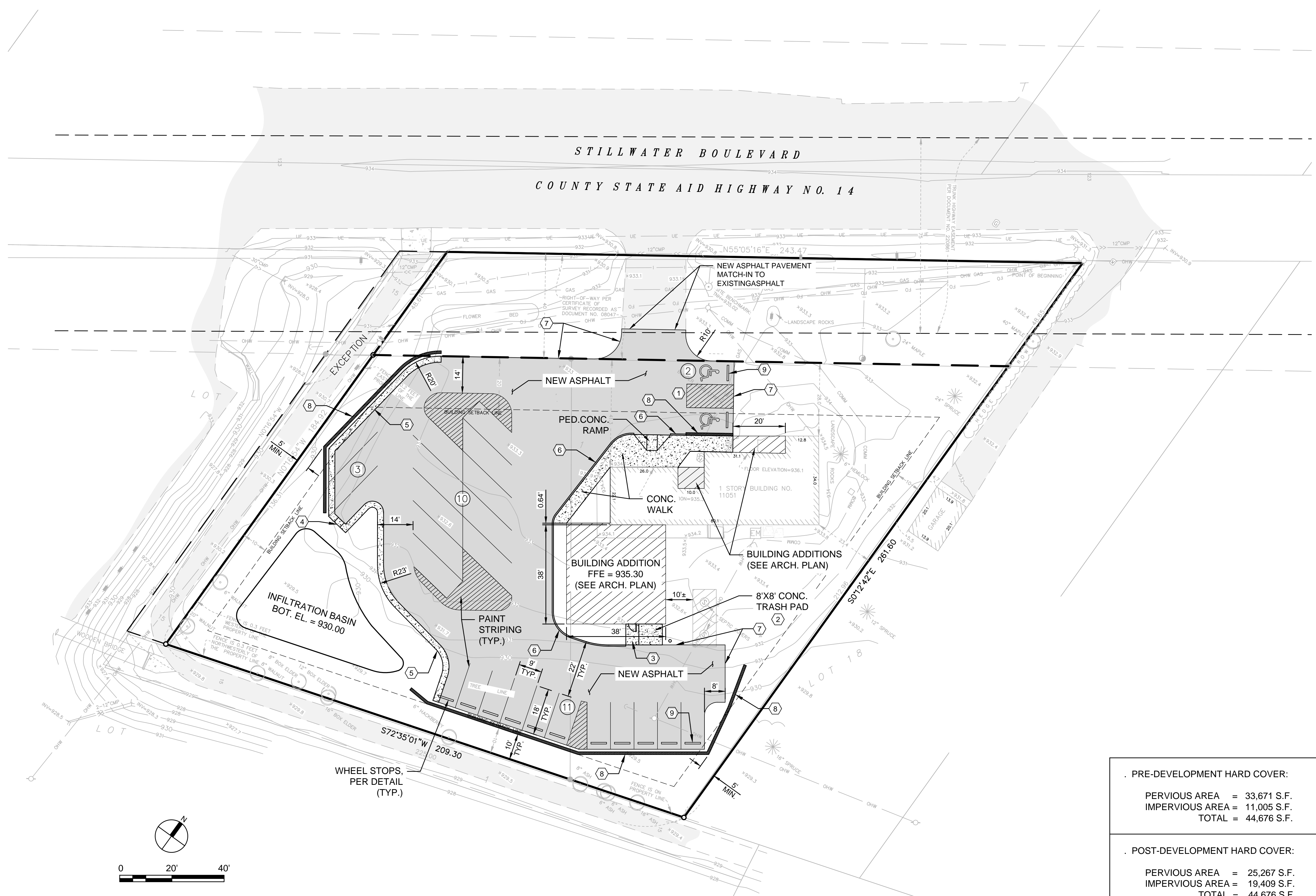
1. ALL DIMENSIONS TO FACE OF CURB OR EDGE OF PAVEMENT.
2. ALL CONSTRUCTION SHALL COMPLY WITH 2016 EDITION OF MNDOT STANDARD CONSTRUCTION SPECIFICATIONS (INCLUDING SUPPLEMENTS), AS APPLICABLE. ALL CONSTRUCTION SHALL COMPLY WITH CITY OF MINNESOTA, YELLOW MEDICINE WATERSHED DISTRICT, MN DEPARTMENT OF HEALTH, AND MNDOT PERMIT REQUIREMENTS.
3. CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITIES IN THE AREA OF CONSTRUCTION, PRIOR TO BEGINNING THE WORK.
4. NEW CONSTRUCTION FEATURES SHALL MATCH IN TO EXISTING WHERE APPLICABLE (PAVEMENTS, CURBS, SIDEWALKS). PROVIDE SMOOTH TRANSITIONS AT MATCH-IN POINTS.
5. NO WORK SHALL BE PERFORMED WITHIN THE MNDOT RIGHT OF WAY WITHOUT COPIES OF THE APPROVED MNDOT PERMITS ON SITE. CONTRACTOR SHALL PERFORM WORK WITHIN THE R/W IN CONFORMANCE WITH ALL PERMIT REQUIREMENTS.
6. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL HORIZONTAL AND VERTICAL CONTROLS.
7. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO CONSTRUCTION.
8. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED TO PERFORM ALL THE WORK. THE CONTRACTOR SHALL POST ALL BONDS, PAY ALL FEES, PROVIDE PROOF OF INSURANCE, AND PROVIDE ANY NECESSARY TRAFFIC CONTROL FOR THE WORK.
9. ANGLED PARKING SHALL CONFORM WITH CITY'S PARKING ORDINANCE FOR 45° PARKING STALLS.

KEYNOTES:

- ① PAVEMENT STRIPING TO DESIGNATE NO PARKING, HANDICAP PAVEMENT EMBLEMS SHALL CONFORM WITH STATE ADA CODES.
- ② DUMPSTER LOCATION, (SEE ARCHITECTURAL).
- ③ CONCRETE STOOP (TYP.), SEE ARCH.
- ④ PROVIDE CURB OPENING (FOR DRAINAGE) PER DETAIL.
- ⑤ SURMOUNTABLE CONCRETE CURB & GUTTER.
- ⑥ B612 CONCRETE CURB & GUTTER.
- ⑦ EDGE OF NEW BITUMINOUS DRIVE.
- ⑧ LANDSCAPE WALL, PER DETAIL.
- ⑨ CONCRETE WHEEL STOPS, PER DETAIL.

PARKING STALLS:

REQUIRED: 14
 PROPOSED: 26 (INCLUDES 2 H.C.)
 FUTURE: N/A



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PRE-DEVELOPMENT HARD COVER:	
PERVIOUS AREA	= 33,671 S.F.
IMPERVIOUS AREA	= 11,005 S.F.
TOTAL	= 44,676 S.F.
POST-DEVELOPMENT HARD COVER:	
PERVIOUS AREA	= 25,267 S.F.
IMPERVIOUS AREA	= 19,409 S.F.
TOTAL	= 44,676 S.F.
NET INCREASE IN IMPERVIOUS	
SURFACE AREA	= 8,404 S.F.
	(18% INCREASE)

ZONED: VILLAGE MIXED USE (VMX)

PRELIMINARY SOILS ANALYSIS SUGGESTS THE SOILS AT THIS LOCATION ARE HYDROLOGIC SOIL GROUP "B"

Sep 21, 2018 - 12:40pm - jnguyen
 Y:\15100\15157 SCOTT BUILDERS - 11051 STILLWATER BLVD N - LAKE ELMO\06 Civi\01 CAD files\15157_C_SITE & PAVING.dwg
 Xref Filename: \15157_s_base\15157_R17_Cedar Pet Clinic - level 01

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SITE GEOMETRY & PAVING PLAN

**CEDAR PET CLINIC
 LAKE ELMO, MINNESOTA**

COMM. NO. 15157	PLOTTED:
DRAWING NO.	C2

LEGEND

- ELECTRIC BOX
- GAS METER
- GUARD POST
- MAIL BOX
- LIGHT POLE
- SIGN
- FOUND IRON MONUMENT
- SET IRON PIPE
- ELECTRIC METER
- A/C
- CLEAN OUT
- CONIFEROUS TREE
- DECIDUOUS TREE
- PROPERTY LINE
- BUILDING SETBACK LINE
- RIGHT-OF-WAY LINE
- EXISTING WOOD FENCE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPOSED BUILDING
- CONCRETE CURB & GUTTER
- INFILTRATION BASIN
- GAS MAIN
- SANITARY SEWER
- UTILITY (OVERHEAD) ELECTRIC
- BURIED COMMUNICATION LINE
- EXISTING CONCRETE SIDEWALK
- NEW CONCRETE SIDEWALK
- NEW ASPHALT
- ROCK CONSTRUCTION ENTRANCE, PER DETAIL
- SILTY FENCE
- PROPOSED SPOT ELEVATION, REFER TO SPOT ELEVATION KEY (REPRESENTS GUTTER GRADE OF NEW CURB LINE)
- SURFACE FLOW DIRECTION ARROW
- RIP-RAP
- EMERGENCY OVERFLOW (E.O.F.)

KEYNOTES:

1. INSTALL SILTY FENCE.
2. SIGNIFICANT TREE(S) TO BE SAVED.
3. REFER TO ARCHITETURAL PLANS FOR ENTRY ELEVATIONS & THRESHOLDS.
4. HANDICAP ACCESS ROUTE, PER ADA SPECIFICATIONS.
5. EMPLOY EROSION CONTROL. BMP ALONG EDGE OF PAVEMENT TO ELIMINATE SEDIMENT/SILT FROM LEAVING THE CONSTRUCTION AREA. EMPLOY STREET SWEEPING AS REQUIRED.
6. INSTALL TEMPORARY SILTY FENCE AROUND PROPOSED INFILTRATION BASINS AS SOON AS BASIN GRADING IS COMPLETE. REMOVE FENCE AFTER THE BASIN'S WATERSHED HAS BEEN FULLY STABILIZED (BUILDING AND PAVED AREAS HAVE BEEN CONSTRUCTED AND VEGETATED AREAS ARE FULLY ESTABLISHED).
7. PROVIDE ROCK CONSTRUCTION ENTRANCE, PER DETAIL.
8. CONCRETE WASHOUT AREA, PER DETAIL.
9. NO EQUIPMENT SHALL BE ALLOWED INFILTRATION BASIN IN ORDER TO AVOID ANY/ALL COMPACTION OF THE INFILTRATION BASIN SOILS.
10. ASSUMED (NOT CONFIRMED) LOCATION OF EXISTING WATER SERVICE. CONTRACTOR TO VERIFY AND USE APPROPRIATE CAUTION NOT TO DAMAGE OR DISRUPT DURING WORK.
11. ASSUMED (NOT CONFIRMED) LOCATION OF EXISTING SANITARY SERVICE LINE. CONTRACTOR TO VERIFY AND USE APPROPRIATE CAUTION NOT TO DAMAGE OR DISRUPT DURING WORK.

STORMWATER POLLUTION PREVENTION PLAN NOTES:

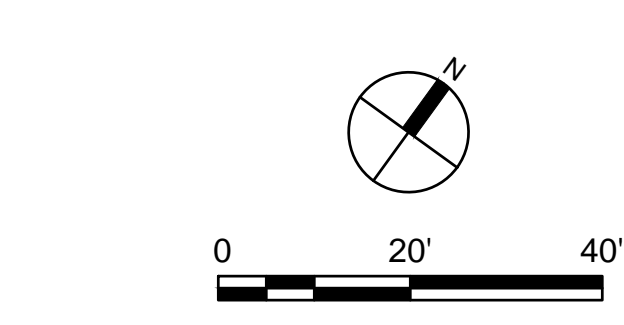
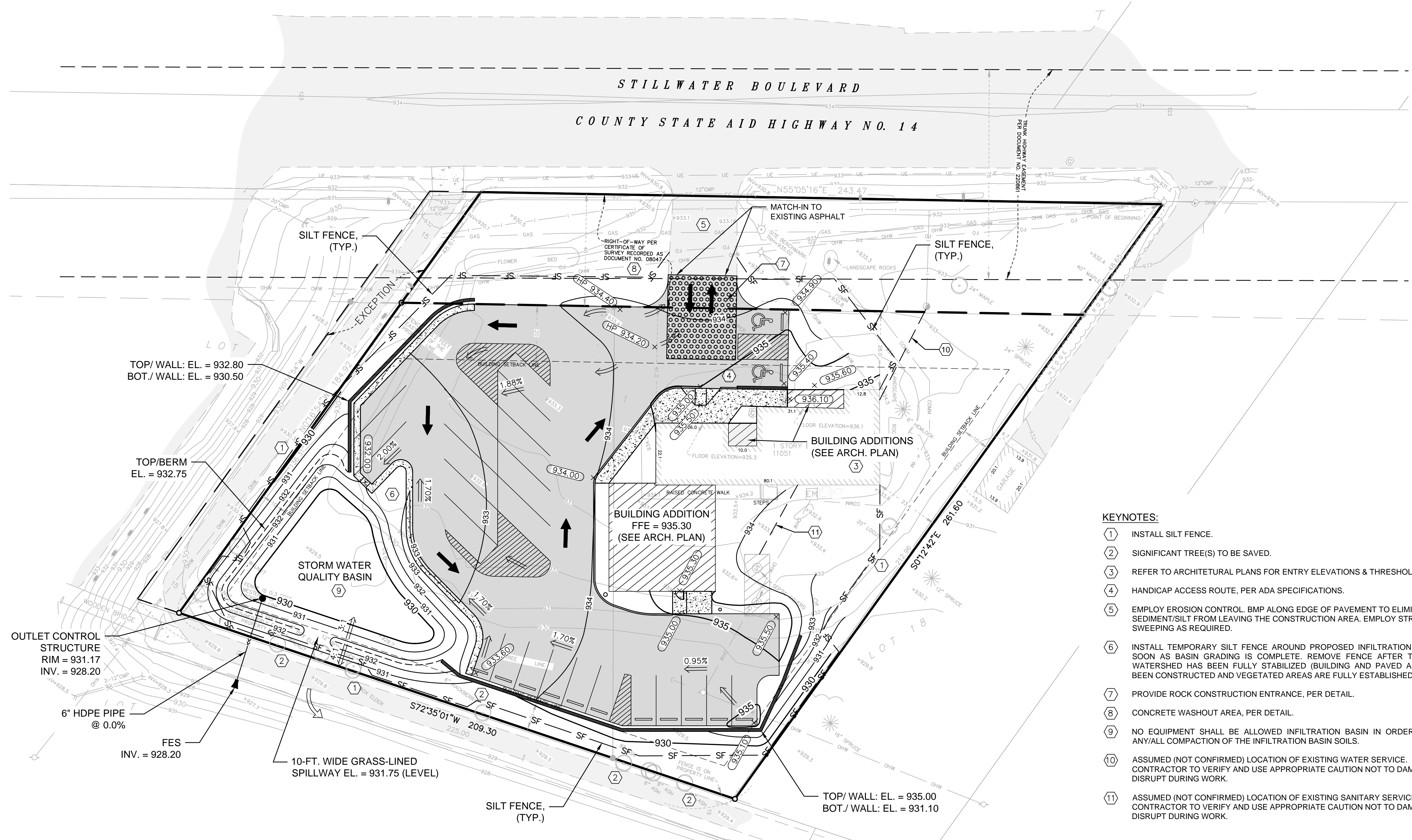
1. GRADING CONTRACTOR SHALL VERIFY LOCATIONS AND ELEVATIONS OF ALL UNDERGROUND UTILITIES WITH THE RESPECTIVE UTILITY COMPANIES PRIOR TO CONSTRUCTION
2. ALL EROSION CONTROL MEASURES CALLED FOR ON THESE PLANS OR SPECIFICATIONS, WHICH MAY INCLUDE SILTY FENCE, SEDIMENTATION BASINS OR TEMPORARY SEDIMENT TRAPS, SHALL BE CONSTRUCTED AND SERVICEABLE IN THE FOLLOWING ORDER:
 - A. ROCK CONSTRUCTION ENTRANCES.
 - B. SILTY FENCE.
 - C. COMMON EXCAVATION AND EMBANKMENT (GRADING)
 - D. SEED AND MULCH OR SOD.
 - E. BIO-ROLL BARRIERS IN FINISHED GRADED AREAS.
 - F. INLET AND OUTLET FACILITIES SUBSEQUENT TO STORM SEWER WORK.
3. ALL EROSION CONTROL FACILITIES SHALL BE MAINTAINED BY THE CONTRACTOR DURING GRADING OPERATIONS. ANY TEMPORARY FACILITIES WHICH ARE TO BE REMOVED AS CALLED FOR ON THESE PLANS AND SPECIFICATIONS SHALL BE REMOVED BY THE GRADING CONTRACTOR WHEN DIRECTED BY THE ENGINEER. THE GRADING CONTRACTOR SHALL THEN RESTORE THE SUBSEQUENTLY DISTURBED AREA IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS.
4. THE GRADING CONTRACTOR SHALL SCHEDULE THE SOILS ENGINEER SO THAT CERTIFICATION OF ALL CONTROLLED FILLS WILL BE FURNISHED TO THE OWNER DURING CONSTRUCTION AND UPON COMPLETION OF THE PROJECT.

STORMWATER POLLUTION PREVENTION PLAN NOTES:

5. ALL DISTURBED AREAS, EXCEPT AREAS TO BE PAVED AND/OR SPECIFICALLY DESIGNED BY A LANDSCAPE PLAN, SHALL BE COVERED WITH A MINIMUM 6" OF TOP SOIL. ALL DISTURBED AREAS SHALL BE SEEDED & MULCHED AT THE PRESCRIBED RATES WITHIN 72 HOURS OF FINAL GRADING UNLESS OTHERWISE NOTED.

SEED MIX:	MNDOT NO. 25-131	220#/ACRE
MULCH:	TYPE 1	2 TONS/ACRE (DISK ANCHORED)
FERTILIZER:	150#/ACRE	RATE OF APPLICATION 20-10-10
6. ALL EXPOSED SOIL AREAS WITH A CONTINUOUS POSITIVE SLOPE WITHIN 200 LINEAL FEET OF ANY SURFACE WATER, MUST HAVE TEMPORARY EROSION PROTECTION OR PERMANENT COVER FOR THE EXPOSED SOIL AREAS YEAR ROUND, ACCORDING TO THE FOLLOWING TABLE OF SLOPES AND TIME FRAMES.

TYPE OF SLOPE	TIME	(MAXIMUM TIME AN AREA REMAIN OPEN WHEN THE AREA IS NOT ACTIVELY BEING WORKED)
STEEPER THAN 3:1	7 DAYS	
10:1 TO 3:1	14 DAYS	
FLATTER THAN 10:1	14 DAYS	
7. IT IS REQUIRED THAT SOILS TRACKED FROM THE SITE BY MOTOR VEHICLES BE CLEANED DAILY FROM PAVED ROADWAY SURFACES THROUGHOUT THE DURATION OF CONSTRUCTION.
8. ALL REQUIREMENTS OF THE LOCAL WATERSHED DISTRICT SHALL BE SATISFIED PER THE APPROVED PERMIT.
9. ALL EROSION & SEDIMENT CONTROL MEASURES SHOWN ON THIS PLAN AND IMPLEMENTED IN THE FIELD AS DIRECTED BY THE ENGINEER SHALL CONFORM TO THE MPCA'S "PROTECTING WATER QUALITY IN URBAN AREAS: BEST MANAGEMENT PRACTICES FOR MINNESOTA".
10. ALL SOLID WASTE/ CONSTRUCTION DEBRIS SHALL BE DISPOSED OF IN ACCORDANCE WITH MPCA REQUIREMENTS. HAZARDOUS MATERIALS SHALL BE STORED/ DISPOSED OF IN COMPLIANCE WITH MPCA REGULATIONS
11. INLET SEDIMENTATION CONTROL IS TO BE PROVIDED TO ALL STORM SEWER CATCH BASINS THROUGHOUT CONSTRUCTION. MEASURES APPLIED SHALL COMPLY WITH BEST MANAGEMENT PRACTICES FOR MINNESOTA AND APPLICATIONS OF NPDES PHASE II AS APPROPRIATE FOR PHASE OF CONSTRUCTION.
12. CONTRACTOR SHALL PREVENT SOIL LOSS DURING CONSTRUCTION DUE TO WIND EROSION. DUST SHALL BE SUPPRESSED THROUGH THE APPLICATION OF WATER AS DEEMED NECESSARY BY THE CONTRACTOR, OR THROUGH EQUIVALENT BMP'S AS APPROVED BY THE ENGINEER.



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**STORM WATER POLLUTION PREVENTION PLAN
 SCHEDULE OF INSTALLATION & MAINTENANCE**

ITEM	INSTALLATION	INSPECTION & MAINTENANCE	REMOVAL
SILTY FENCE	PRIOR TO COMMENCEMENT OF EARTHWORK OPERATIONS.	INSPECT & MAINT. AFTER EACH RUN-OFF EVENT. REMOVE SEDIMENTS AS REQUIRED.	AFTER TRIBUTARY DRAINAGE AREA IS RESTORED.
ROCK CONST. ENTRANCE	PRIOR TO COMMENCEMENT OF EARTHWORK OPERATIONS.	INSPECT REGULARLY. MAINTAIN AS NEEDED.	PRIOR TO PAVING.

DESIGNED: RLS
 DRAWN: JN
 CHECKED BY:
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 PRINT NAME: ROBERT L. SWANSON
 SIGNATURE: *NOT FOR CONSTRUCTION*
 DATE: 9/21/18 LICENSE # 24094

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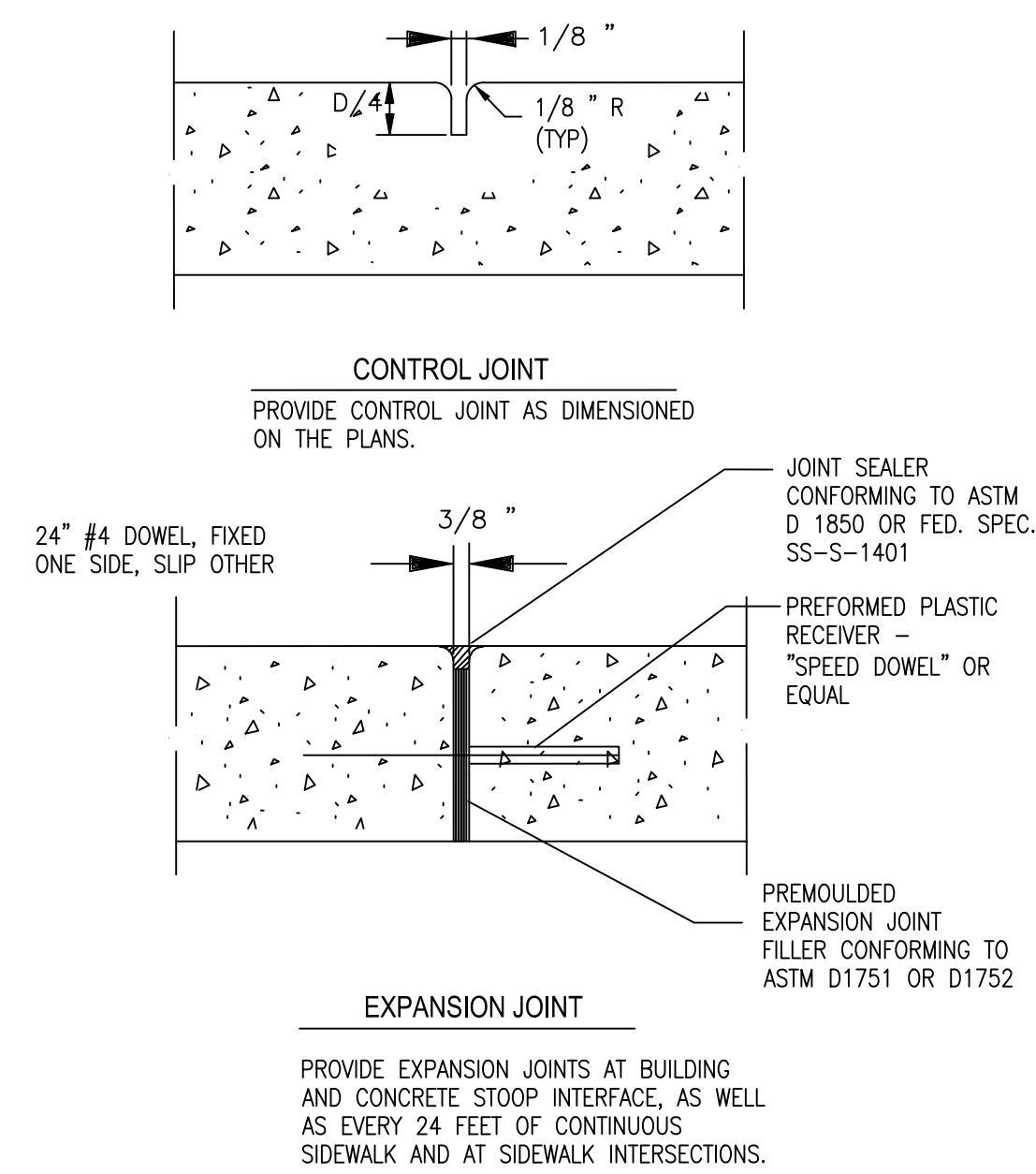
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**GRADING DRAINAGE &
 EROSION CONTROL PLAN**

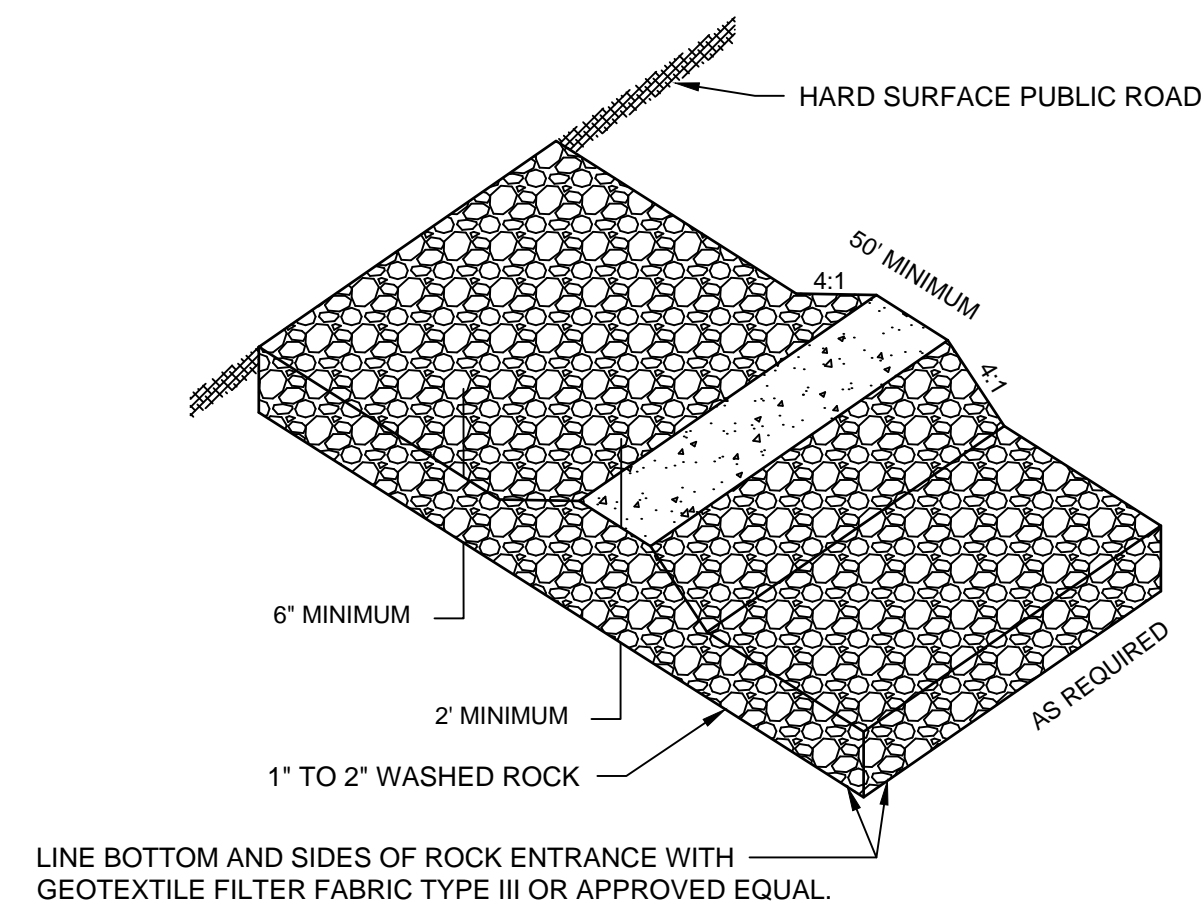
**CEDAR PET CLINIC
 LAKE ELMO, MINNESOTA**

COMM. NO. 15157
 PLOTTED: 15157
 DRAWING NO. C3

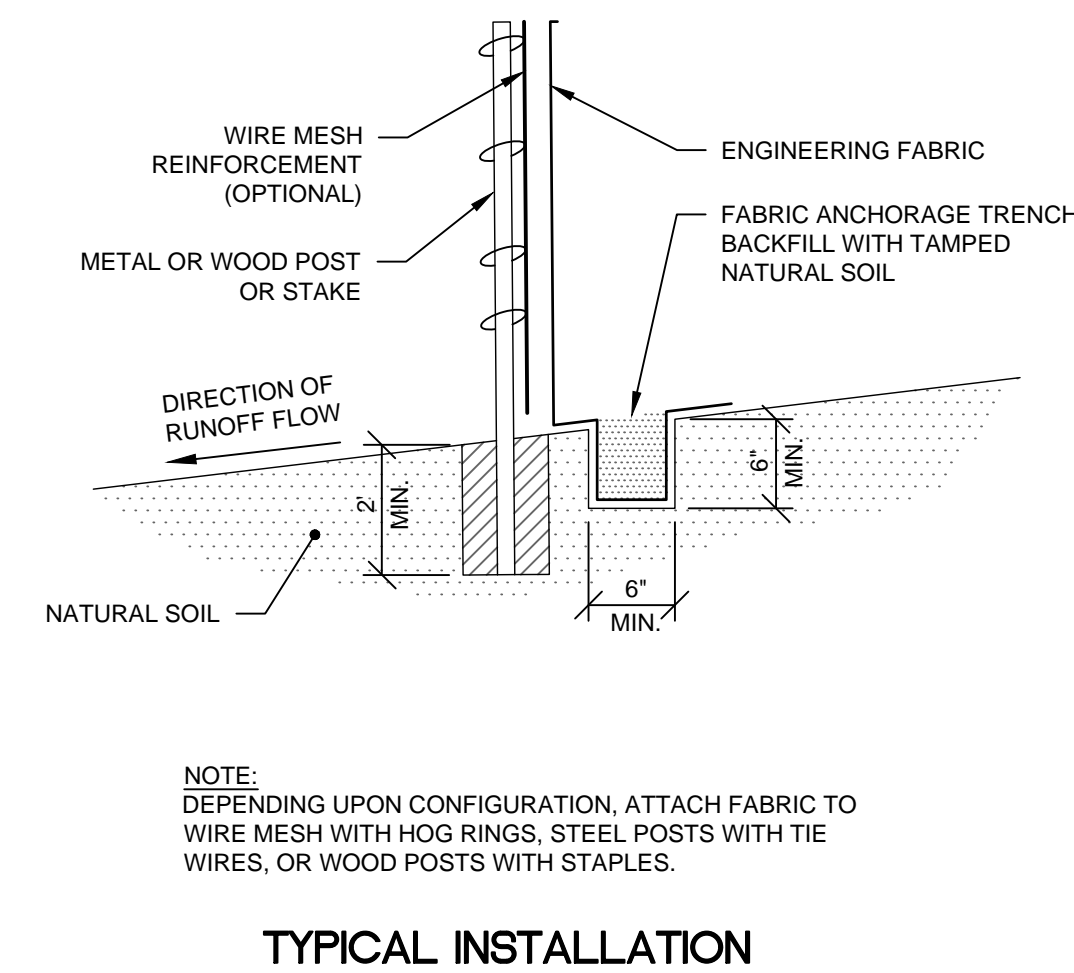
Sep 21, 2018 - 12:40pm jnguyen
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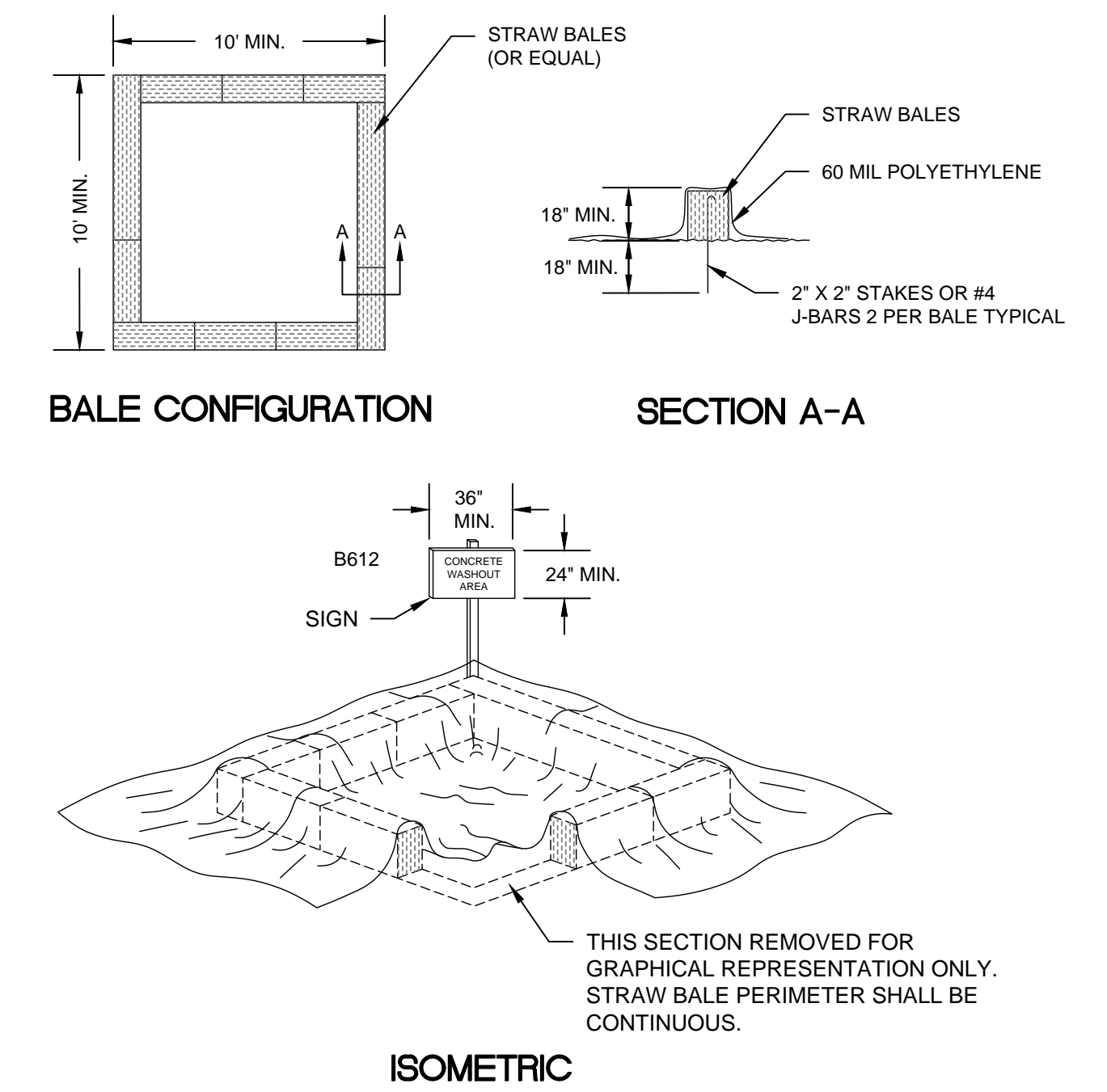
1 CONCRETE JOINTS
SCALE: N.T.S.



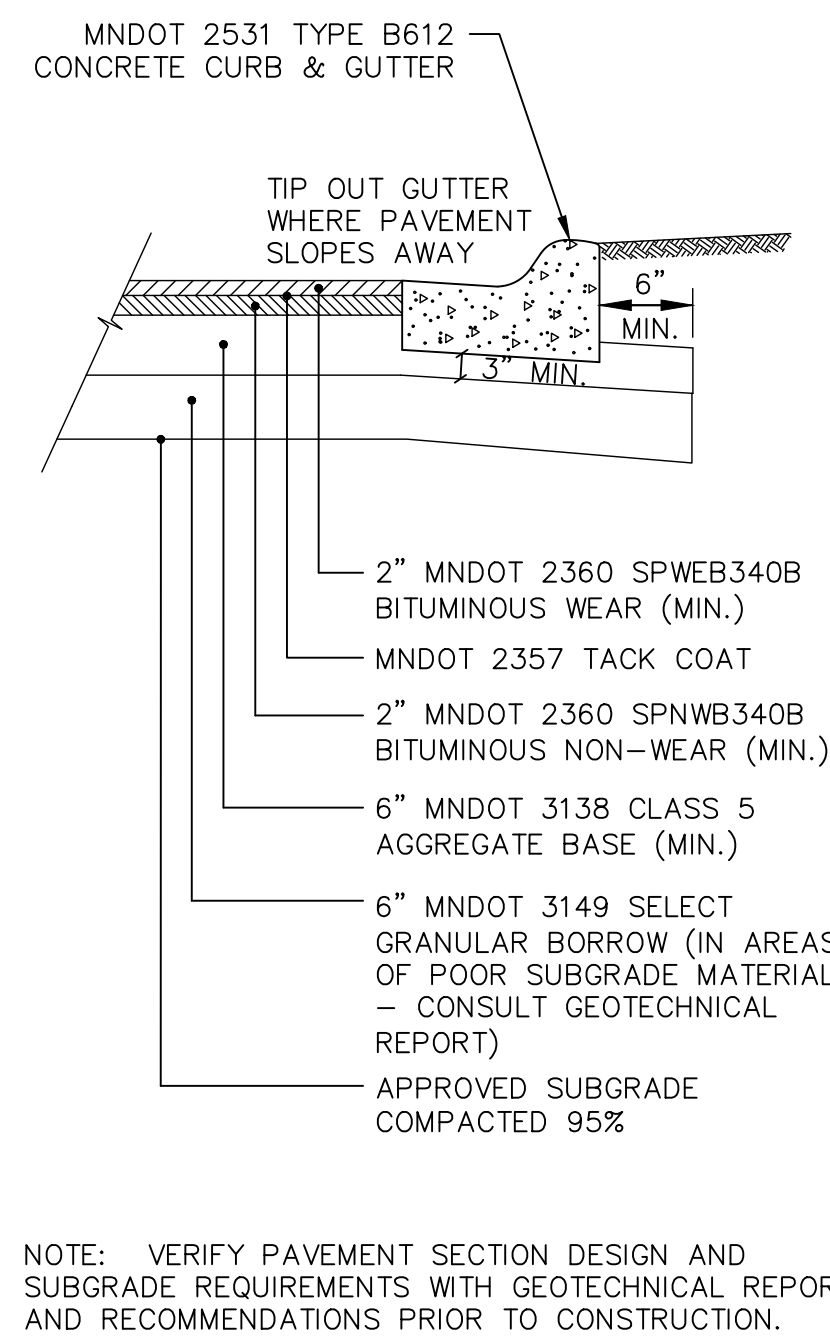
2 ROCK CONSTRUCTION ENTRANCE
SCALE: N.T.S.



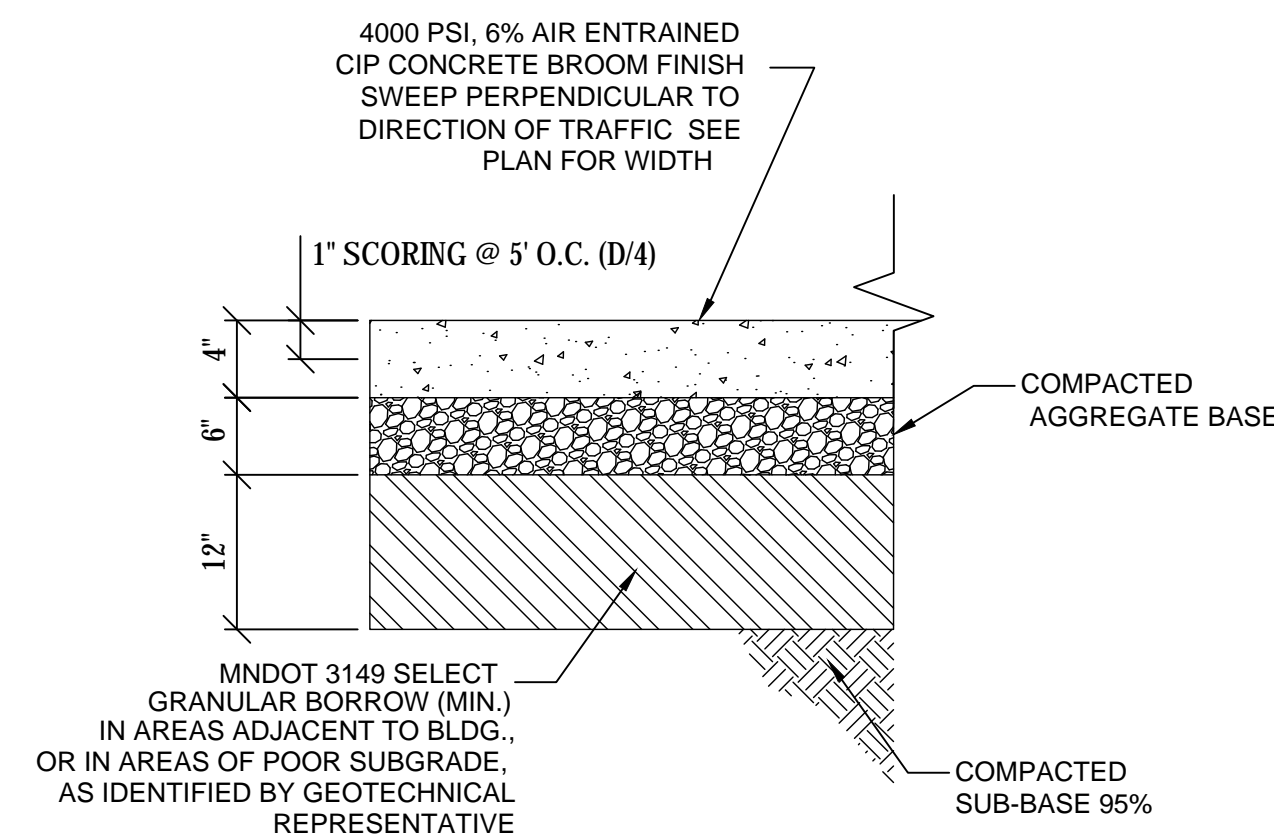
3 TYPICAL INSTALLATION
SCALE: N.T.S.



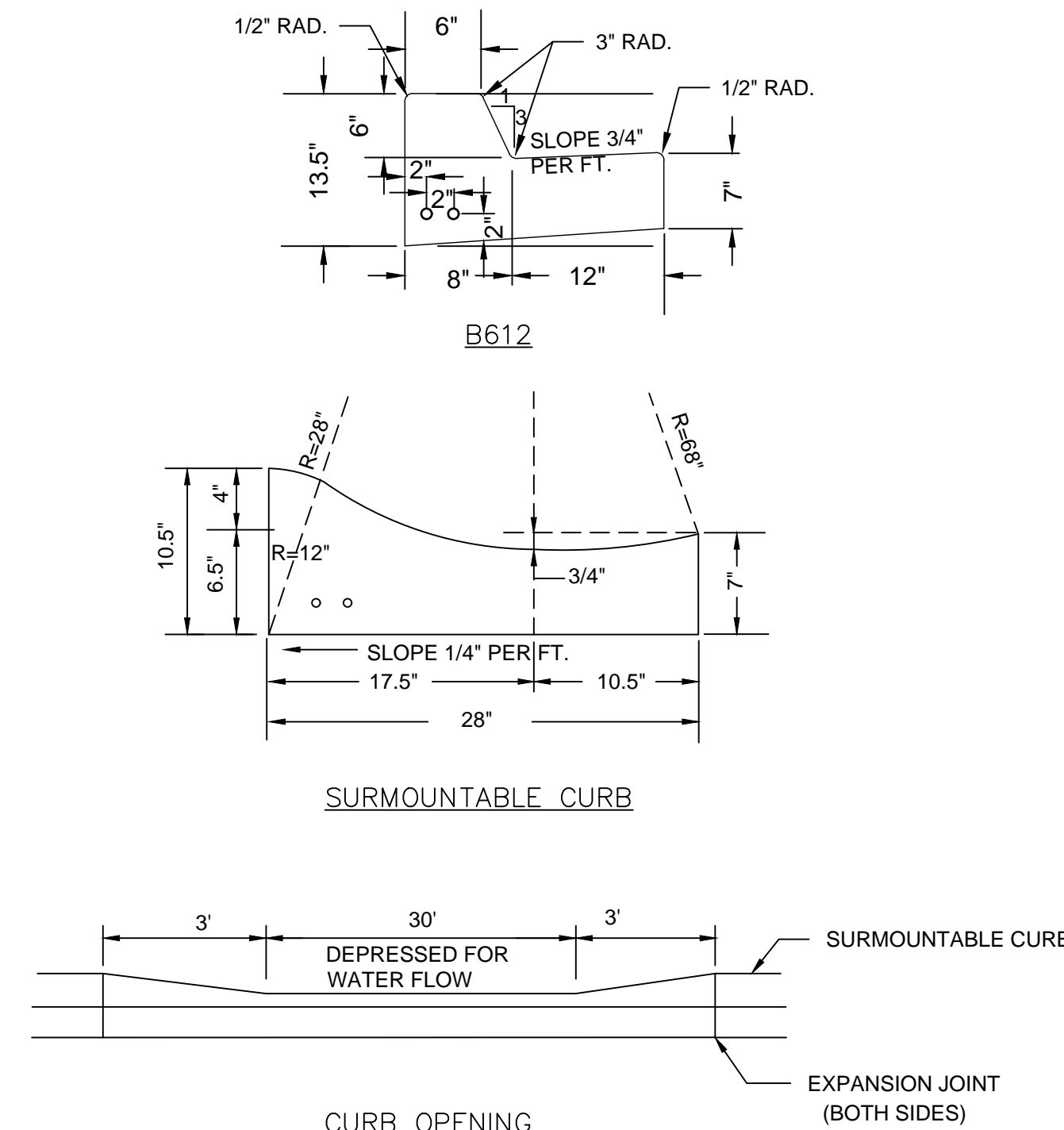
4 CONCRETE WASHOUT DETAIL
SCALE: N.T.S.



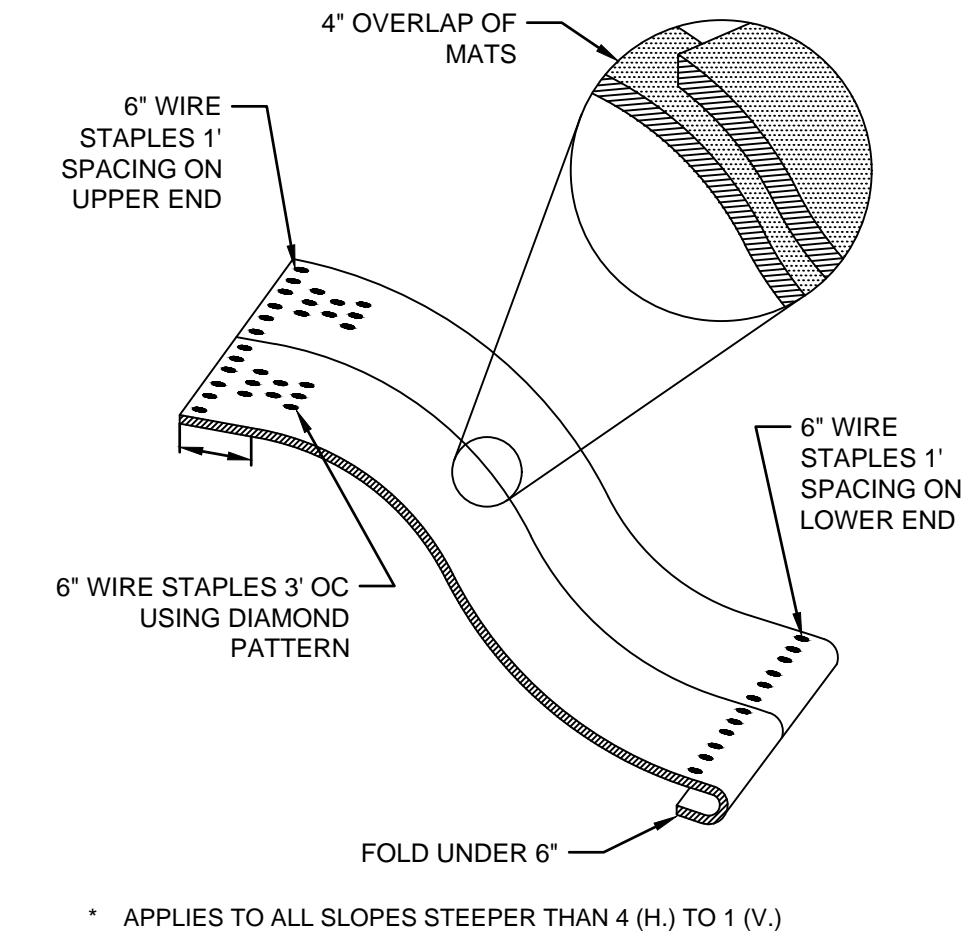
5 BITUMINOUS PAVEMENT SECTION
SCALE: N.T.S.



6 CONCRETE SIDEWALK/PATIO SECTION
SCALE: N.T.S.



7 TYPICAL CONCRETE CURB
SCALE: N.T.S.



8 EROSION CONTROL BLANKET
SCALE: N.T.S.

5		
4		
3		
2		
1	9/21/18	CITY SITE PLAN SUBMITTAL
NO.	DATE	DESCRIPTION OF REVISIONS

DESIGNED:	RLS	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. PRINT NAME: <u>ROBERT L. SWANSON</u> SIGNATURE: <u>NOT FOR CONSTRUCTION</u> DATE <u>9/21/18</u> LICENSE # <u>24094</u>
DRAWN:	JN	
CHECKED BY:		

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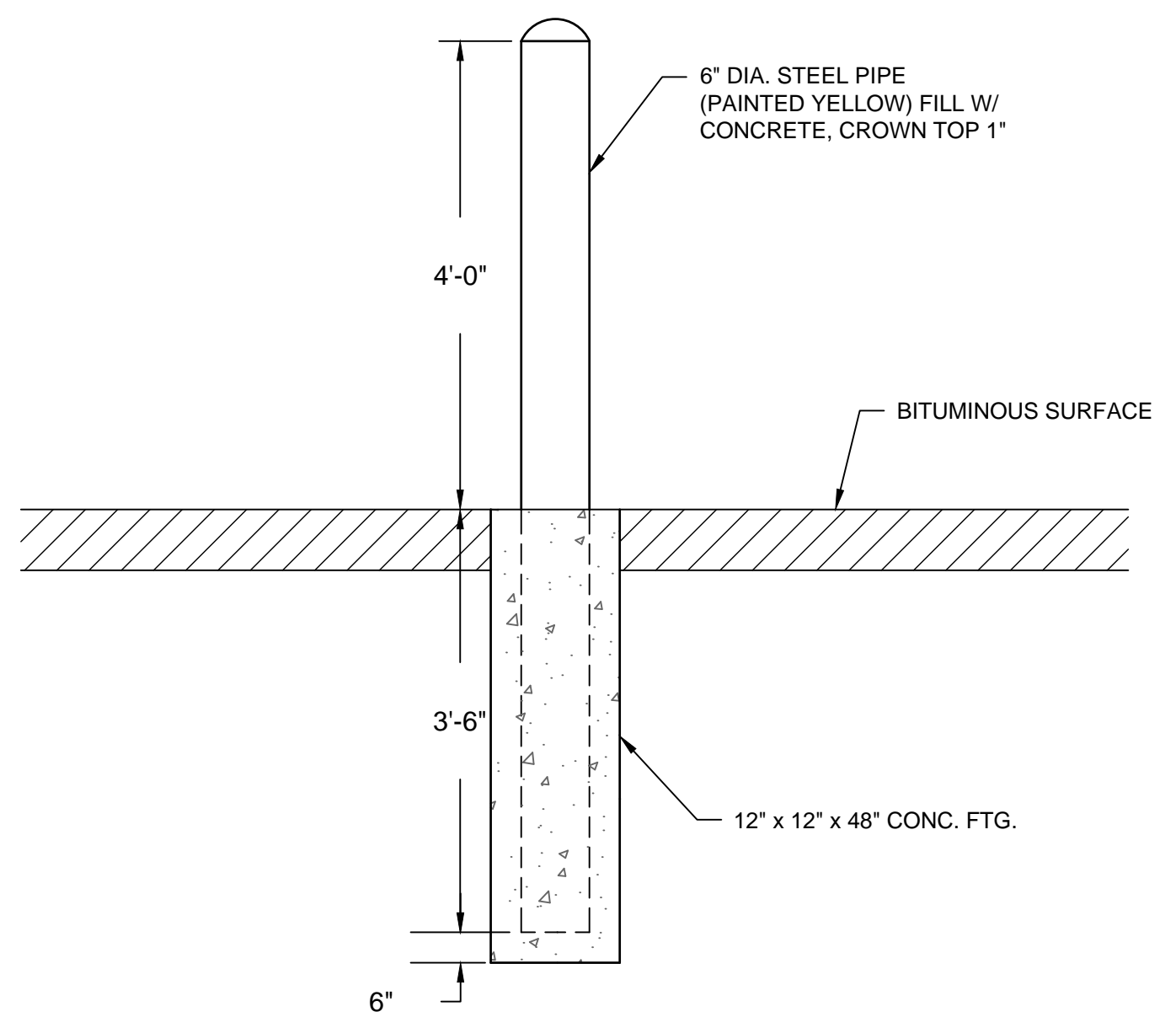
CIVIL DETAILS 1

COMM. NO. 15157
DRAWING NO. C4

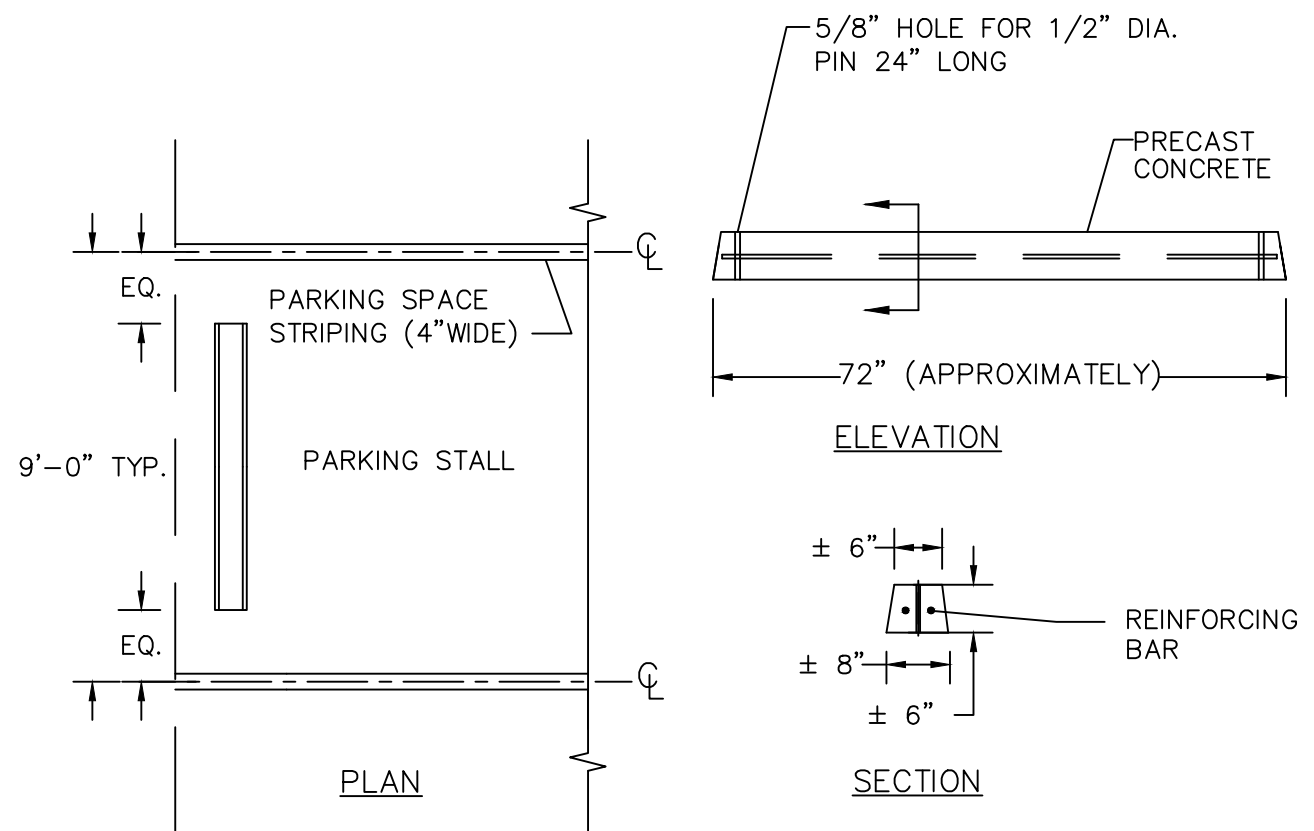
CEGAR PET CLINIC
LAKE ELMO, MINNESOTA

PLOTTED: 15157

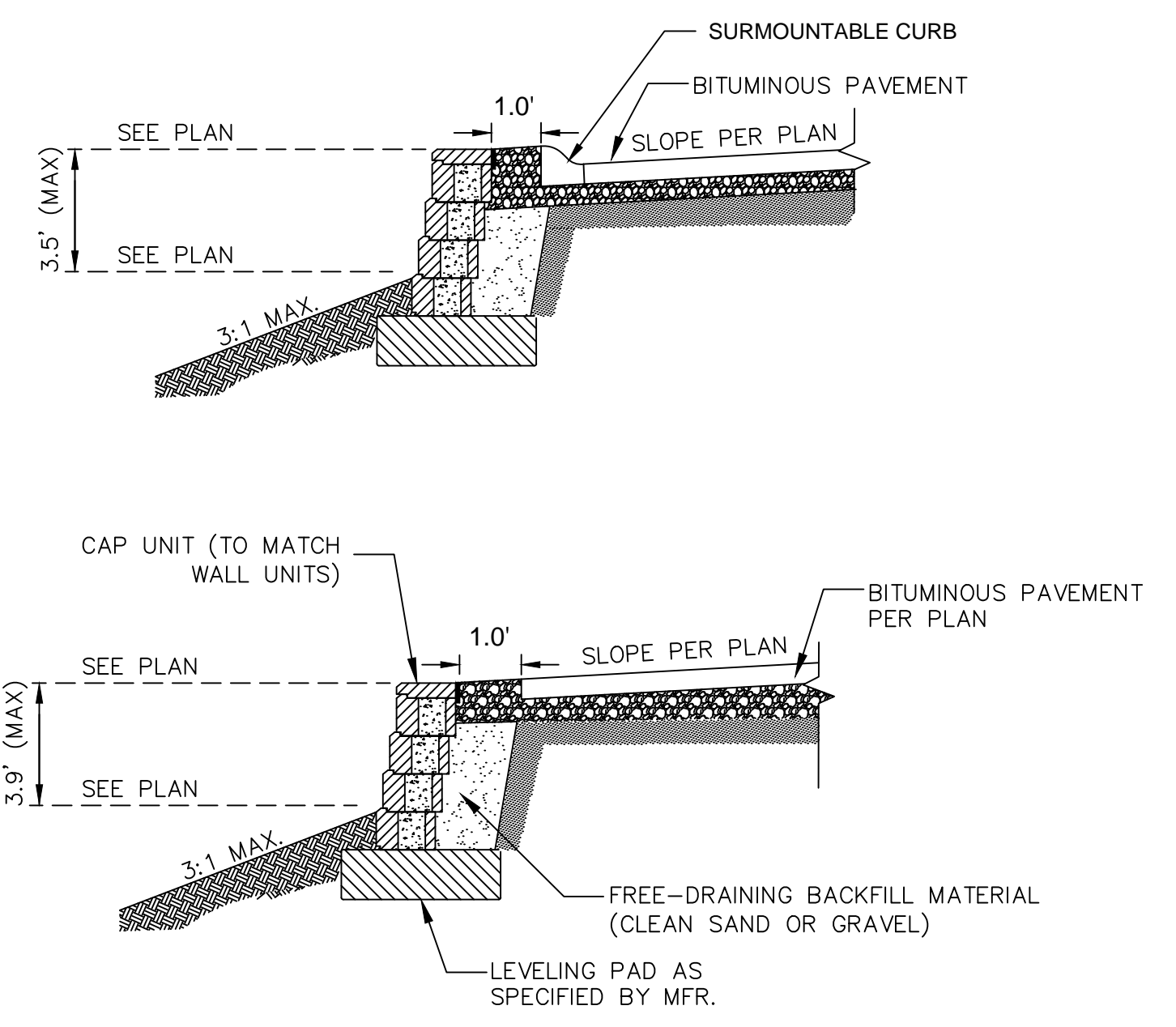
Sep 21, 2018 - 12:40pm - Jnguyen
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 Y: \\15100\15157\SCOTT BUILDERS - 11051 STILLWATER BLVD N - LAKE ELMO\06 Civil\01 CAD files\01 SHEETS\15157_C_DETAILS.dwg



1 PIPE BOLLARD
SCALE: N.T.S.

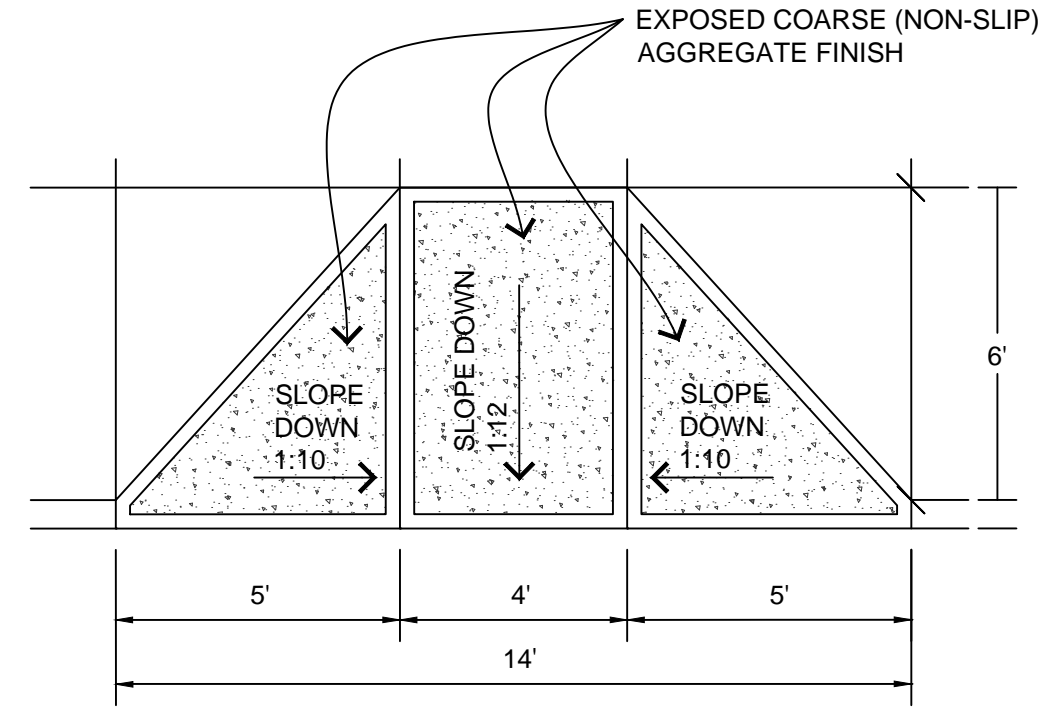


2 WHEEL STOP
SCALE: N.T.S.

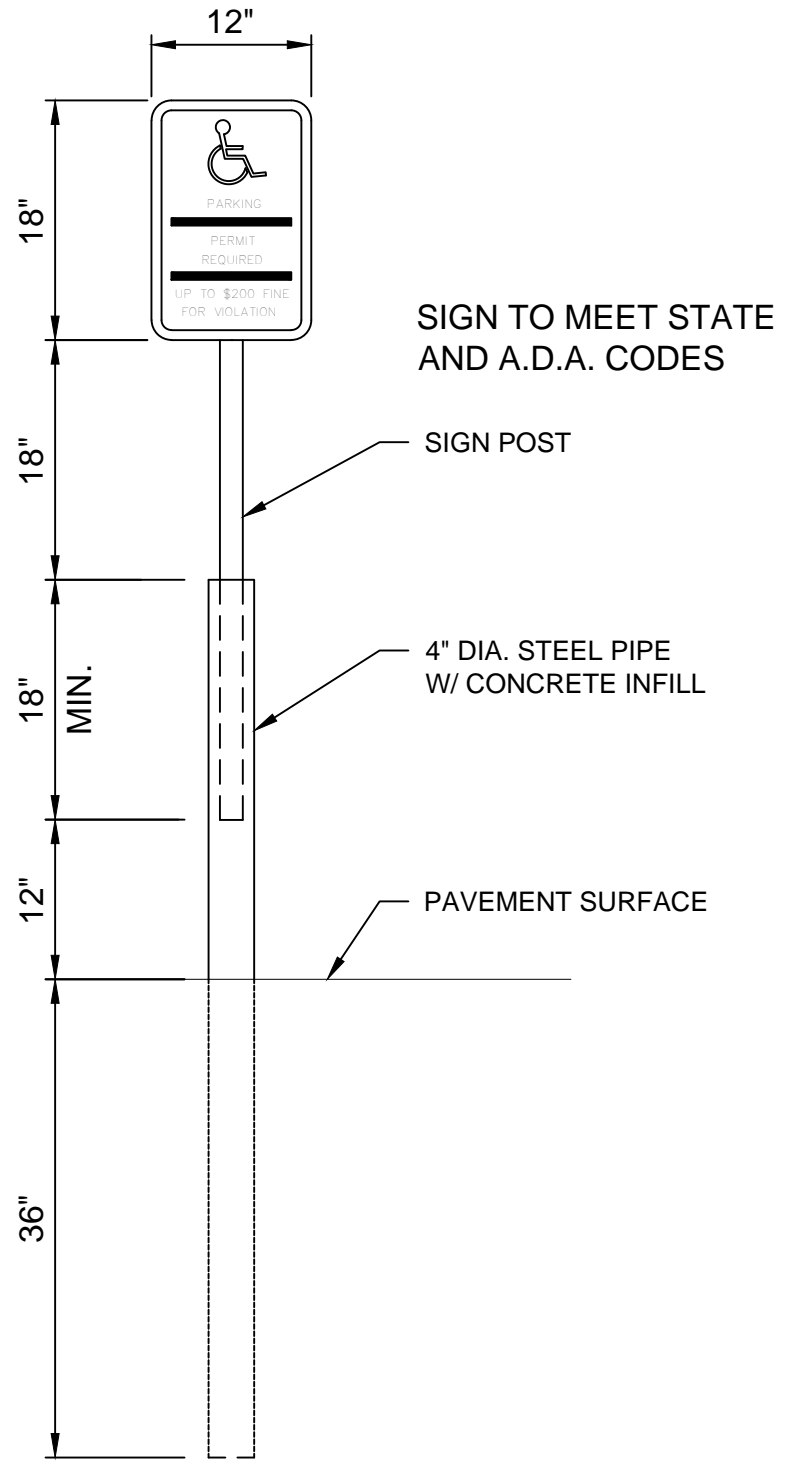


RETAINING WALL NOTES:
1. RETAINING WALL SYSTEM SHALL BE CONSTRUCTED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.

3 LANDSCAPE WALL TYPICAL SECTION
SCALE: N.T.S.

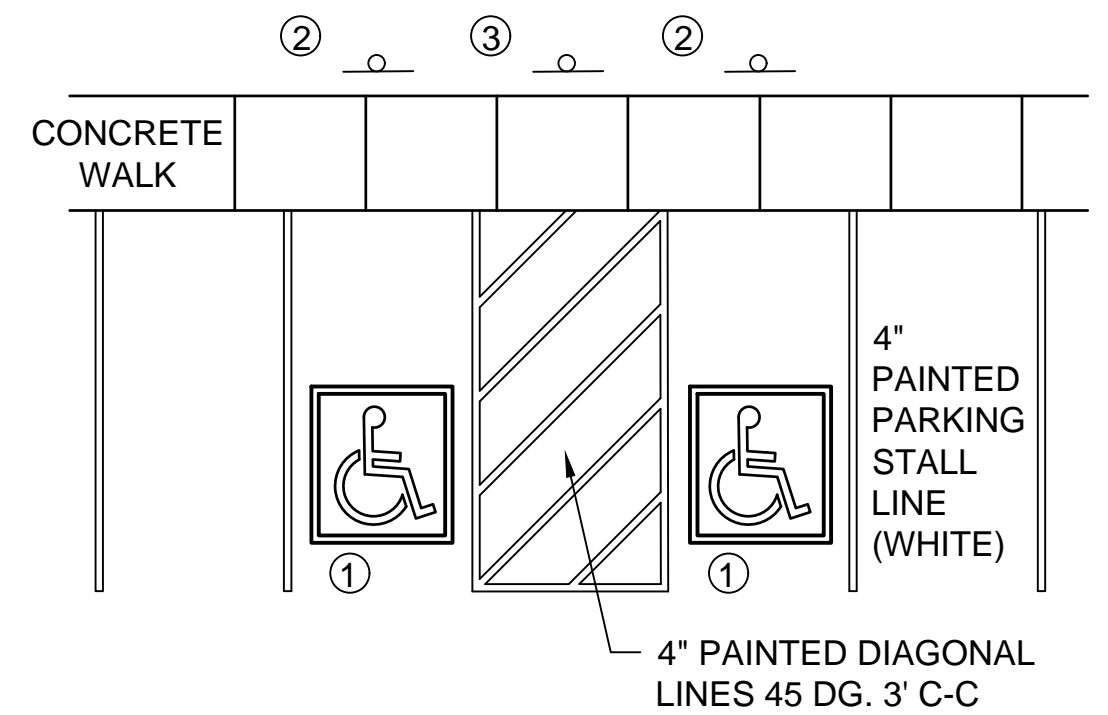


4 PEDESTRIAN RAMP DETAIL
SCALE: N.T.S.



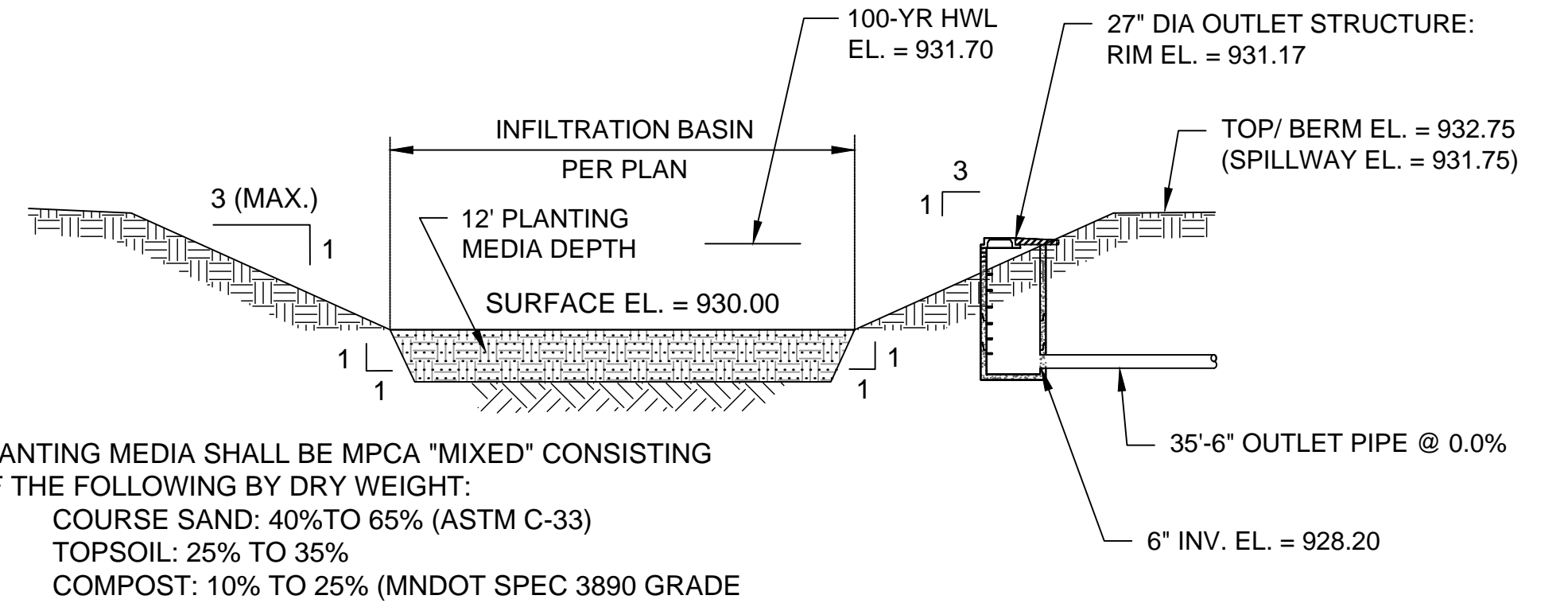
NOTES:
1. ALL SITE SIGNAGE SHALL REQUIRE A SEPERATE PERMIT.

5 HANDICAP SIGN DETAIL
SCALE: N.T.S.



NOTES:
1. ACCESSIBILITY SYMBOL INSIDE A 48" (MIN.) SQUARE BLUE BACKGROUND WITH WHITE BORDER PER USDOT MUTCD FIG 3B-22. USE STENCIL FOR HANDICAPPED PARKING DECAL.
2. HANDICAP SIGN 1' BACK FROM CONCRETE WALK.
3. NO PARKING SIGN 1' BACK FROM CONCRETE WALK.

6 HANDICAP STALL STRIPING DETAIL
SCALE: N.T.S.



PLANTING MEDIA SHALL BE MPCA "MIXED" CONSISTING OF THE FOLLOWING BY DRY WEIGHT:
A. COURSE SAND: 40% TO 65% (ASTM C-33)
B. TOPSOIL: 25% TO 35%
C. COMPOST: 10% TO 25% (MNDOT SPEC 3890 GRADE)

7 INFILTRATION BASIN TYPICAL SECTION
SCALE: N.T.S.

Sep 21, 2018 - 12:40pm - Jnguyen
Xref Filename: \\15157_24x36 Title Block
Y: \\15100\15157 SCOTT BUILDERS - 11051 STILLWATER BLVD N - LAKE ELMO_06 Civil_01 CAD files_01 SHEETS\15157_C_DETAILS.dwg

5		
4		
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2		
1	9/21/18	CITY SITE PLAN SUBMITTAL
NO.	DATE	DESCRIPTION OF REVISIONS

DESIGNED: RLS
DRAWN: JN
CHECKED BY:
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
PRINT NAME: ROBERT L. SWANSON
SIGNATURE: *NOT FOR CONSTRUCTION*
DATE: 9/21/18 LICENSE # 24094

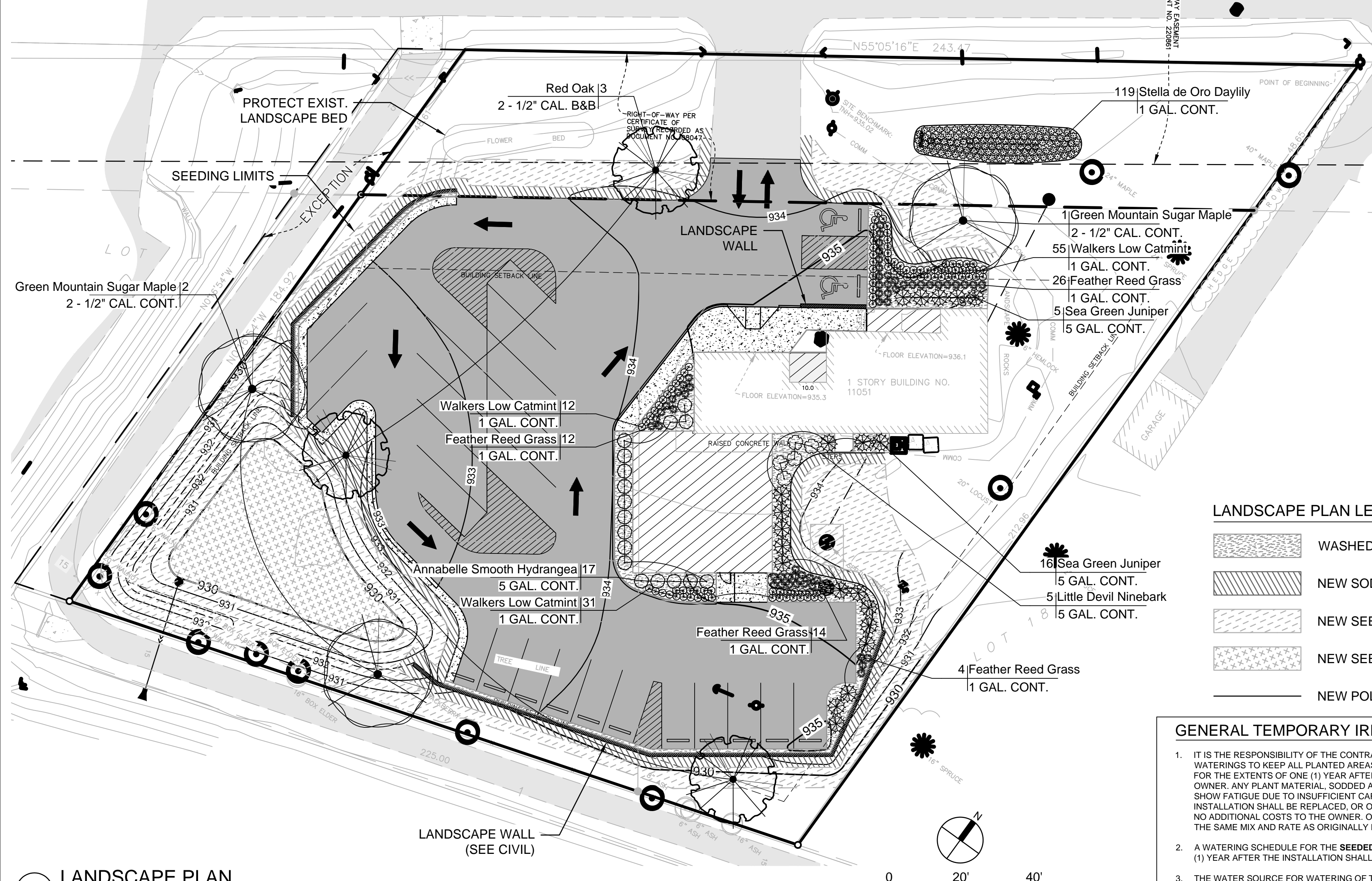
ANDERSON ENGINEERING
ENGINEERING • ARCHITECTURE • LAND SURVEYING
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CIVIL DETAILS 2

CEDAR PET CLINIC
LAKE ELMO, MINNESOTA

COMM. NO. 15157	PLOTTED:
DRAWING NO.	C5



1 LANDSCAPE PLAN

SCALE: 1" = 20'

GENERAL LANDSCAPE NOTES:

- LANDSCAPE CONTRACTOR SHALL VISIT THE PROJECT SITE PRIOR TO SUBMITTING A BID TO BECOME COMPLETELY FAMILIAR WITH SITE CONDITIONS.
- ALL ROUGH AND FINISH GRADING TO BE DONE BY OTHERS.
- NO PLANTING SHALL BE INSTALLED UNTIL ALL GRADING, BUILDING, CONSTRUCTION, UTILITY WORK & IRRIGATION (IF APPLICABLE) HAS BEEN COMPLETED IN THE AREAS TO BE PLANTED.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO IDENTIFY ALL UNDERGROUND CABLES, CONDUITS, WIRES, ETC., ON THE PROPERTY.
- IF THERE IS A DISCREPANCY BETWEEN THE NUMBER OF PLANTS SHOWN ON THE PLAN AND THE NUMBER OF PLANTS SHOWN IN THE PLANT LIST, THE NUMBER OF PLANTS SHOWN ON THE PLAN WILL TAKE PRECEDENCE.
- ALL PROPOSED PLANT MATERIAL SHALL BE LOCATED CAREFULLY AS SHOWN ON THE PLAN. IF THE CONTRACTOR BELIEVES AN ERROR HAS BEEN MADE REGARDING SPACING OR LOCATION OF THE PLANT MATERIAL INDICATED ON THE PLAN, NOTIFY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- THE CONTRACTOR IS RESPONSIBLE FOR COMPLETE MAINTENANCE OF THE PLANT MATERIAL (WATERING, SPRAYING, FERTILIZING, MOWING, ETC.) UNTIL THE WORK HAS BEEN ACCEPTED, BY THE OWNER.
- THE CONTRACTOR IS RESPONSIBLE FOR ALL REPAIRS TO PROPERTY DAMAGE FROM PLANTING OPERATIONS AT NO COST TO THE OWNER.
- ALL NEWLY PLANTED PLANT MATERIAL SHALL BE GUARANTEED THROUGH ONE CALENDAR YEAR STARTING FROM THE DATE OF ACCEPTANCE ESTABLISHED BY THE OWNER.
- THE CONTRACTOR SHALL MEET WITH THE OWNER OR OWNERS REPRESENTATIVE ON SITE WHEN THEY FEEL THE PROJECT IS COMPLETE ACCORDING TO THE CONTRACT DOCUMENTS. IF ALL WORK IS SATISFACTORY AND COMPLETE ACCORDING TO THE CONDITIONS OF THE CONTRACT DOCUMENTS, THEN THE OWNER MUST DECLARE THE PROJECT COMPLETE. THIS DECLARATION WILL CONSTITUTE AS THE BEGINNING OF THE ONE (1) YEAR WARRANTY PERIOD FOR ALL PLANT MATERIAL. THE OWNER SHALL PROVIDE A LETTER WITH SIGNATURE STATING THE DATE OF ACCEPTANCE.
- WIND BURN OR OTHERWISE DAMAGED PLANT MATERIAL WILL NOT BE ACCEPTED.
- CONTRACTOR CAN SUBSTITUTE MACHINE MOVED MATERIAL USING APPROPRIATE SIZE TREE SPADE FOR B & B WITH OWNER APPROVAL.
- THE PRACTICE OF STAKING SHOULD NOT ALLOW NAILS, SCREWS, WIRES, ETC. TO PENETRATE THE OUTER SURFACE OF THE TREES.
- THE CONTRACTOR WILL BE RESPONSIBLE FOR THE REMOVAL OF ALL TREE STAKES, GUYS, STRAPS AND TRUNK PROTECTION MEASURES FOLLOWING THE COMPLETION OF THE WARRANTY PERIOD OR AS DIRECTED BY THE OWNER.
- LANDSCAPE CONTRACTOR IS REQUIRED TO PROVIDE THE OWNER WITH MAINTENANCE INFORMATION DURING THE GUARANTEE PERIOD RELATING TO WATERING, FERTILIZING, PRUNING, PEST CONTROL, AND RELATED ITEMS. THIS WILL BE PREPARED AND DELIVERED TO THE OWNER AFTER PROVISIONAL INSPECTION APPROVAL HAS BEEN GIVEN BY THE OWNER AND/OR LANDSCAPE ARCHITECT.
- INSTALL CORRUGATED PLASTIC TREE GUARDS, WHITE IN COLOR, WITH THE SIZE OF TUBE 1" DIA. (MIN.) LARGER THAN THE CALIPER OF THE TREE TO BE PROTECTED.
- LANDSCAPE FABRIC (FILTER MAT) TO HAVE A COMBINED WEIGHT OF 4.5-5.5 OZ. PER SQ. Y. FABRIC SHOULD BE U.V. STABILIZED AND HAVE A FIVE YEAR MINIMUM WEATHERABILITY FACTOR IN FULL SUNLIGHT. FABRIC TO BE PHILLIPS DUON R OR EQUIVALENT. SAMPLE REQUIRED FOR APPROVAL.
- 3" DEPTH SHREDDED HARDWOOD MULCH SHALL BE INSTALLED UNDER ALL TREES AND SHRUBS THAT ARE ISOLATED FROM GROUND COVER AREAS AND GENERAL SHRUB MASSES.
- 3" DEPTH 1" TO 1-1/2" WASHED RIVER ROCK SHALL BE INSTALLED OVER LANDSCAPED FABRIC AS INDICATED ON THE PLANS & DETAILS.
- CALIPER OF TREES UP TO AND INCLUDING 4" SHALL BE MEASURED AT 6" ABOVE GROUND LEVEL, AND 12" ABOVE GROUND LEVEL FOR LARGER SIZES.
- CRABAPPLE TREES SHALL HAVE NO BRANCHES BELOW 36" ABOVE THE ROOT BALL, AND HAVE NO "V" CROTCHES.
- FOR BALLED & BURLAP PLANT MATERIAL, REMOVE THE TOP HALF OF THE BURLAP FROM THE ROOT BALL. WIRE CAGES, STRAPS, ETC. SHALL BE REMOVED FROM THE TOP HALF OF THE ROOTBALL BEFORE INSTALLATION.
- ALL CONTAINER MATERIAL SHALL HAVE BEEN GROWN IN CONTAINER FOR A MINIMUM OF 6 MONTHS PRIOR TO INSTALLATION.
- SHRUBS AND GROUND COVER SHALL BE PLANTED A MINIMUM OF ONE HALF THEIR ON-CENTER SPACING FROM PAVING EDGE UNLESS OTHERWISE NOTED.
- DECIDUOUS SHRUBS SHALL HAVE MINIMUM OF FIVE (5) CANES AT SPECIFIED HEIGHT UNLESS OTHERWISE NOTED IN PLANT SCHEDULE.
- LANDSCAPE CONTRACTOR SHALL PROVIDE AND INSTALL NURSERY GROWN PLANT MATERIAL CONFORMING TO THE REQUIREMENTS AND RECOMMENDATIONS OF THE LATEST EDITION OF ANSI Z60.1 STANDARDS UNLESS OTHERWISE NOTED IN THE PLANS OR SPECIFICATIONS.
- THE LANDSCAPE CONTRACTOR MUST NOTIFY THE CITY OF SHAKOPEE NATURAL RESOURCES DIVISION BEFORE INSTALLATION TAKES PLACE AND AGAIN WHEN LANDSCAPING IS COMPLETE. THE WARRANTY PERIOD SHALL NOT BEGIN UNTIL INSPECTION AND CITY ACCEPTANCE IS COMPLETE. CONTACT 952-233-9371 OR JBUSIAHN@SHAKOPEEMN.GOV OR 952-233-9371
- SOIL COMPACTION FOR ALL NON-STRUCTURAL LANDSCAPED AREAS (INCLUDING LANDSCAPING ISLANDS) SHALL BE BETWEEN 75%-80% OF STANDARD PROCTOR OR NOT TO EXCEED 300 PSI FOR A MINIMUM OF THE TOP 18" OF SOIL. COMPACTION SAMPLES ARE TO BE TAKEN AFTER FINAL GRADING OF THE SITE IS COMPLETE. THEY ARE TO BE SUBMITTED AND APPROVED BY THE CITY OF SHAKOPEE'S NATURAL RESOURCES DEPT. BEFORE INSTALLATION OF LANDSCAPING BEGINS. SAMPLES SHALL BE RANDOMLY TAKEN WITH EVEN COVERAGE OF ALL LANDSCAPED AREAS. SUBMIT SAMPLE RESULTS TO THE SHAKOPEE NATURAL RESOURCES DEPT. - JBUSIAHN@SHAKOPEEMN.GOV OR 952-233-9371
- SOILS NOT MEETING THIS REQUIREMENT ARE REQUIRED TO BE SUBSOILED TO RELIEVE COMPACTION
- TREES SHALL NOT BE PLANTED IN A LOCATION THAT WILL INTERFERE WITH INFRASTRUCTURE OR BE IN EXTREME COMPETITION FOR RESOURCES WITH OTHER TREES AT MATURITY. MINIMUM SPACING BETWEEN NON-ORNAMENTAL TREES IS 20 FEET.
- NO TREES SHALL BE PLANTED WITHIN EASEMENTS OR RIGHT OF WAYS WITHOUT PERMISSION FROM THE CITY'S ENGINEERING, NATURAL RESOURCES DEPARTMENT, AND SHAKOPEE PUBLIC UTILITIES.
- IRRIGATION DESIGN NOT PROVIDED.

GENERAL TEMPORARY IRRIGATION NOTES:

- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE ALL NECESSARY WATERINGS TO KEEP ALL PLANTED AREAS GROWING IN A HEALTHY CONDITION FOR THE EXTENTS OF ONE (1) YEAR AFTER INSTALLATION AND APPROVAL BY OWNER. ANY PLANT MATERIAL, SODDED AREAS, OR SEEDED AREAS THAT DIE OR SHOW FATIGUE DUE TO INSUFFICIENT CARE WITHIN ONE (1) YEAR AFTER INSTALLATION SHALL BE REPLACED, OR OVERSEEDED, BY THE CONTRACTOR AT NO ADDITIONAL COSTS TO THE OWNER. OVERSEEEDING, IF APPLICABLE, SHALL BE THE SAME MIX AND RATE AS ORIGINALLY INSTALLED.
- A WATERING SCHEDULE FOR THE SEEDED AREAS FOR THE LENGTH OF THE ONE (1) YEAR AFTER THE INSTALLATION SHALL BE SUBMITTED WITH BID.
- THE WATER SOURCE FOR WATERING OF THE SEEDED AREAS SHALL BE PROVIDED BY THE CONTRACTOR. SUBMIT A DEDUCT ITEM IN BID FOR OWNER PROVIDED WATER SOURCE.

GENERAL SODDING, SEEDING & TOPSOIL NOTES:

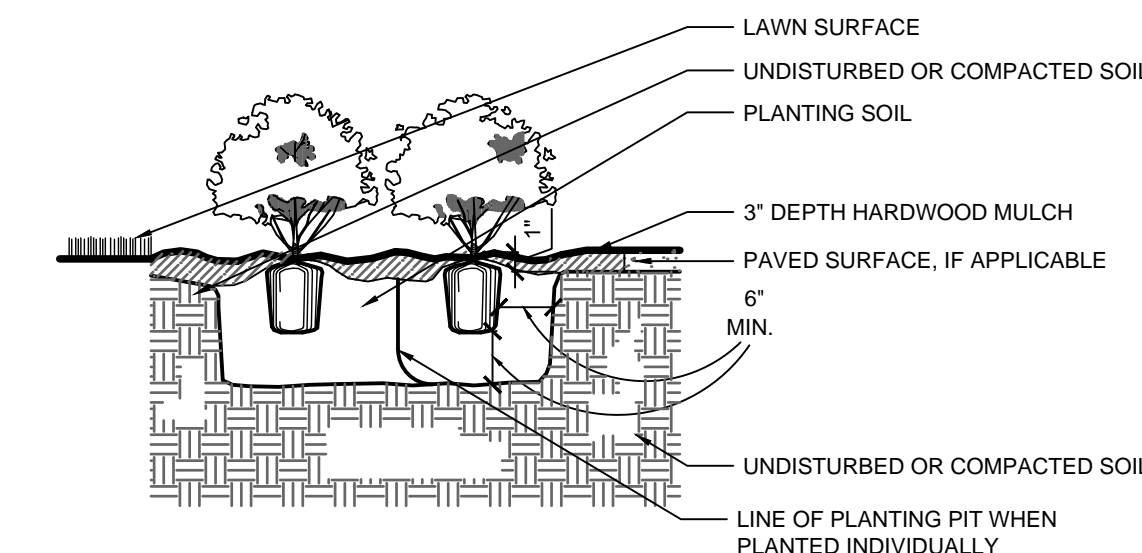
- LANDSCAPE CONTRACTOR SHALL ENSURE THAT NEW TREES MOVED ONTO THE SITE ARE DUG FROM SIMILAR SITES WITH SIMILAR SOILS TO THE SOILS OF THIS PROJECT (HEAVY TO HEAVY, LIGHT TO LIGHT, HEAVY TO LIGHT SOILS). CONTRACTOR SHALL REVIEW SOIL CONDITIONS/TYPES WITH OWNER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- ALL NEWLY INSTALLED PLANT MATERIAL SHALL BE PLANTED IN WELL-DRAINED AREAS. NOTIFY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION IF ANY PLANT MATERIAL IS LOCATED IN DRAINAGE SWALES OR WET & POORLY DRAINED AREAS.
- ALL PLANTINGS SHALL RECEIVE FERTILIZER AS FOLLOWS:
 - SUMMER AND FALL PLANTING: 0-20-20 GRANULAR (IN SAUCER AROUND PLANT AT THE RATE OF 12 OZ. PER 2-3" CAL. TREE & 6 OZ. PER SHRUB).
 - SPRING PLANTING: 10-10-10 GRANULAR (APPLY ABOVE REFERENCED FERTILIZER AT A RATE OF 12 OZ. PER 1-1/2" CAL. TREE OR LARGER & 6 OZ. PER SHRUB & PERENNIAL.
- ALL PLANTINGS SHALL RECEIVE AN AMENDED SOIL MIX CONSISTING OF THREE (3) PARTS:
 - 45% APPROVED TOPSOIL (ONE SITE PREFERRED)
 - 45% ORGANIC MATTER (TYPE 1 SPHAGNUM PEAT MOSS FINELY DIVIDED WITH A PH OF 3.1 - 5.0)
 - 10% SAND (FINE CLEAN MASONRY SAND)
- AREAS CONFINED TO A MASS PLANTING AREA (PLANTING BED) SHALL RECEIVE THE AMENDED SOIL MIX AT MIN. 12" DEPTH THROUGHOUT THE PLANTING AREA. AMENDED SOIL MIX SHALL BE MIXED THOROUGHLY AND INSTALLED IN 6" LIFTS.
- AREAS TO RECEIVE SOD OR SEED SHALL HAVE A 6" MINIMUM DEPTH OF TOPSOIL. TOPSOIL SHALL PROVIDE FERTILE, FRIABLE, NATURAL LOAM, SURFACE SOIL, REASONABLY FREE OF SUBSOIL, CLAY CLUMPS, BRUSH WEEDS AND OTHER DEBRIS. REMOVE ALL STUMPS, STONE LARGER THAN 1" IN ANY DIMENSION, AND OTHER EXTRANEOUS OR TOXIC MATTER HARMFUL TO PLANT GROWTH.
- SOD SHALL BE HIGHLAND SOD, 30" X 100" ROLLS PREFERRED WHERE APPLICABLE. TO BE LAID PARALLEL WITH THE CONTOURS AND HAVE STAGGERED JOINTS. ON SLOPES STEEPER THAN 3:1 OR DRAINAGE SWALES, THE SOD SHALL BE STAKED INTO THE GROUND. SCARIFY THE EXISTING GRADES WITH FIELD CULTIVATOR PRIOR TO PLACING OF TOPSOIL AND FINISH GRADING FOR SOD. IMMEDIATELY PRIOR TO PLACING SOD, THE CONTRACTOR SHALL APPLY 10-6-4 FERTILIZER AT THE RATE OF 10 POUNDS PER 1000 SQ. FT.
- ALL AREAS SPECIFIED AS 'GENERAL TURF' TO BE SEEDED WITH PREMIUM SUNNY SEED MIX INCLUDING:
 - 20% RAVEN STAR KENTUCKY BLUEGRASS
 - 10% MIDNIGHT STAR KENTUCKY BLUEGRASS
 - 15% WASHINGTON KENTUCKY BLUEGRASS
 - 5% THERMAL BLUE BLUEGRASS
 - 35% SPLENDID PERENNIAL RYEGRASS
 - 15% ZODIAC CHEWINGS FESCUE (SEED MIX AVAILABLE AT GERTENS 1-855-450-1501). SEED SHALL BE APPLIED AT A RATE OF 150 LBS./AC. WITH 2 TONS SHREDDED AND PUNCHED IN PLACE STRAW PER ACRE. HYDROSEEDING & MULCHING IS AND ACCEPTABLE ALTERNATE.
- ALL AREAS SPECIFIED AS 'WET AREA SEED' TO BE SEEDED WITH MMDOT MIX 310. BROAD CAST, DRILL AND/OR HYDROSEED AT A RATE OF 150 LBS./AC. WITH 2 TONS SHREDDED AND PUNCHED IN PLACE STRAW PER ACRE. SEED MIX SHALL BE ABLE TO WITHSTAND PERIODIC FLOODING.

PLANT SCHEDULE PLAN

TREES	QTY	COMMON NAME	CONT.	SIZE	REMARKS
	3	GREEN MOUNTAIN SUGAR MAPLE ACER SACCHARUM 'GREEN MOUNTAIN'™	CONT.	2 - 1/2" CAL.	SINGLE STRAIGHT LEADER, NO "V" CROTCHES
	3	RED OAK QUERCUS RUBRA	B&B	2 - 1/2" CAL.	SINGLE STRAIGHT LEADER, NO "V" CROTCHES
SHRUBS	QTY	COMMON NAME	CONT.	SIZE	REMARKS
	17	ANNABELLE SMOOTH HYDRANGEA HYDRANGEA ARBORESCENS 'ANNABELLE'	CONT.	5 GAL.	MIN. 5 CANES @ 18" HT.
	21	SEA GREEN JUNIPER JUNIPERUS CHINENSIS 'SEA GREEN'	CONT.	5 GAL.	
	5	LITTLE DEVIL NINEBARK PHYSCARPUS OPULIFOLIUS 'DONNA MAY' PP22.634	CONT.	5 GAL.	MIN. 5 CANES 18" HT.
ANNUALS/PERENNIALS	QTY	COMMON NAME	CONT.	SIZE	REMARKS
	56	FEATHER REED GRASS CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER'	CONT.	1 GAL.	
	119	STELLA DE ORO DAYLILY HEMEROCALLIS X 'STELLA DE ORO'	CONT.	1 GAL.	
	98	WALKERS LOW CATMINT NEPETA X FAASENII 'WALKERS LOW'	CONT.	1 GAL.	

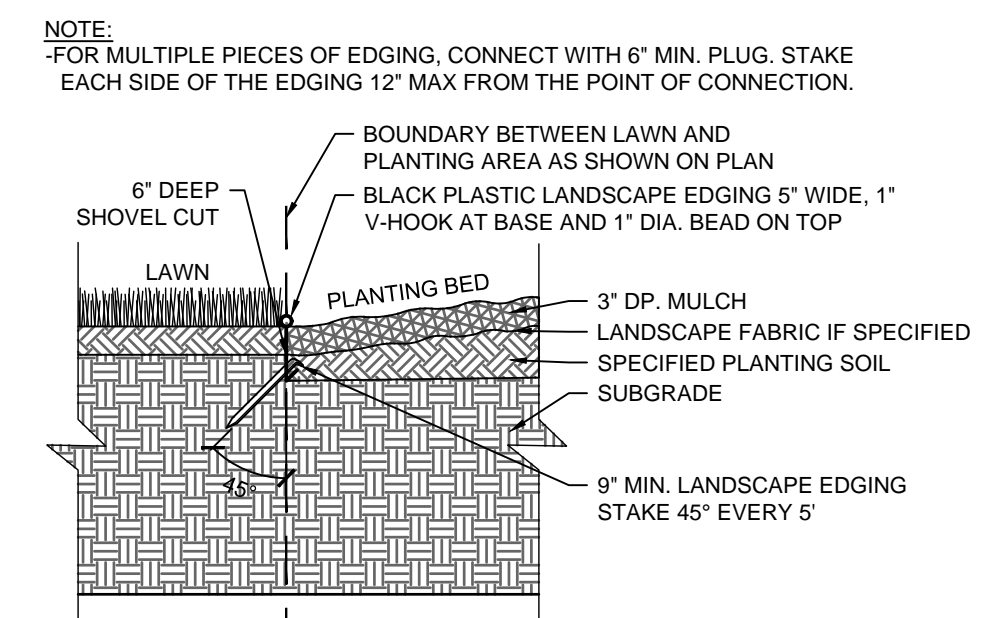
LANDSCAPE PLAN LEGEND

- WASHED RIVER ROCK MULCH
- NEW SOD
- NEW SEED - GENERAL TURF
- NEW SEED - WET AREA
- NEW POLY EDGING



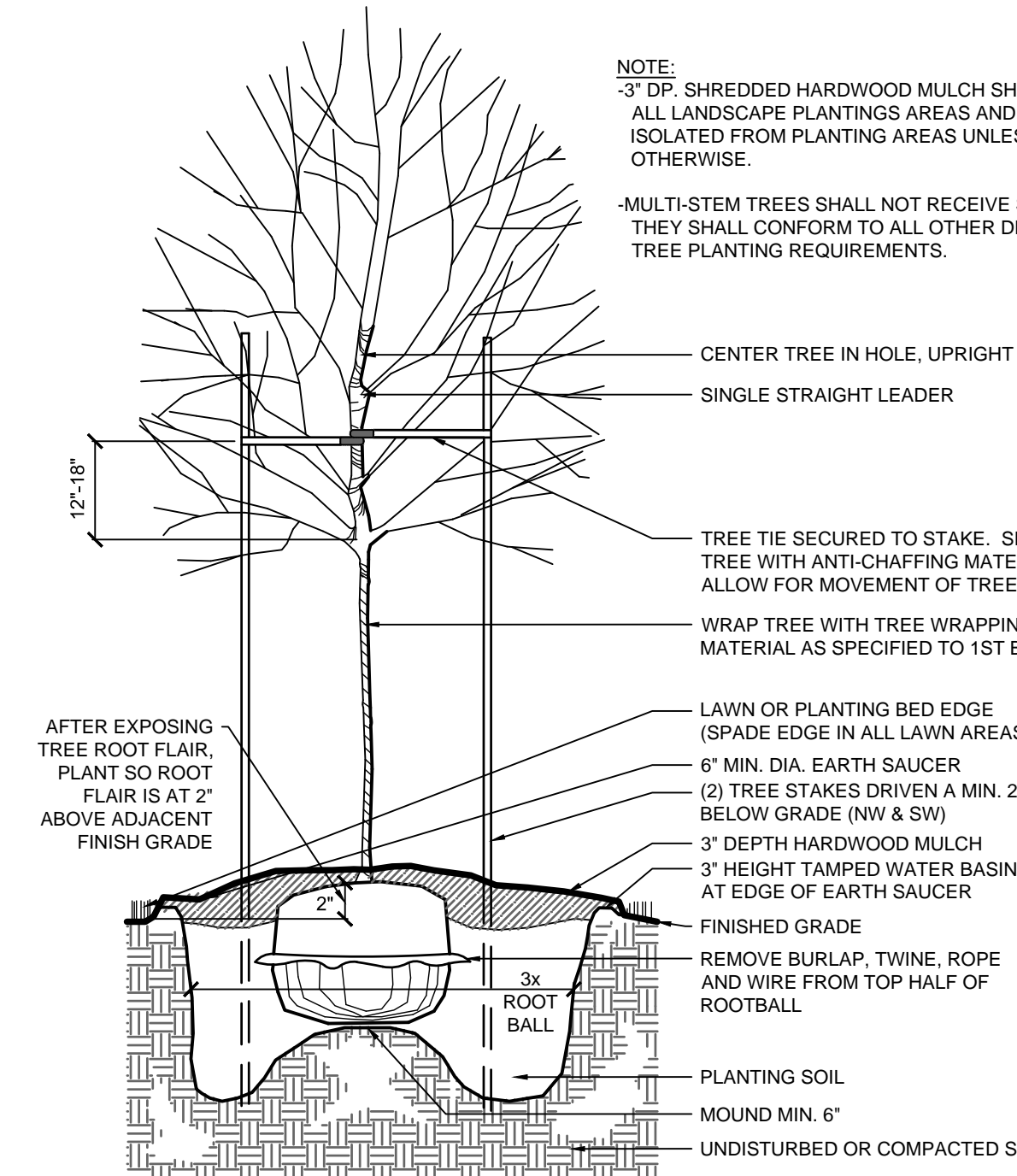
3 DECIDUOUS SHRUB PLANTING DETAIL

SCALE: NOT TO SCALE



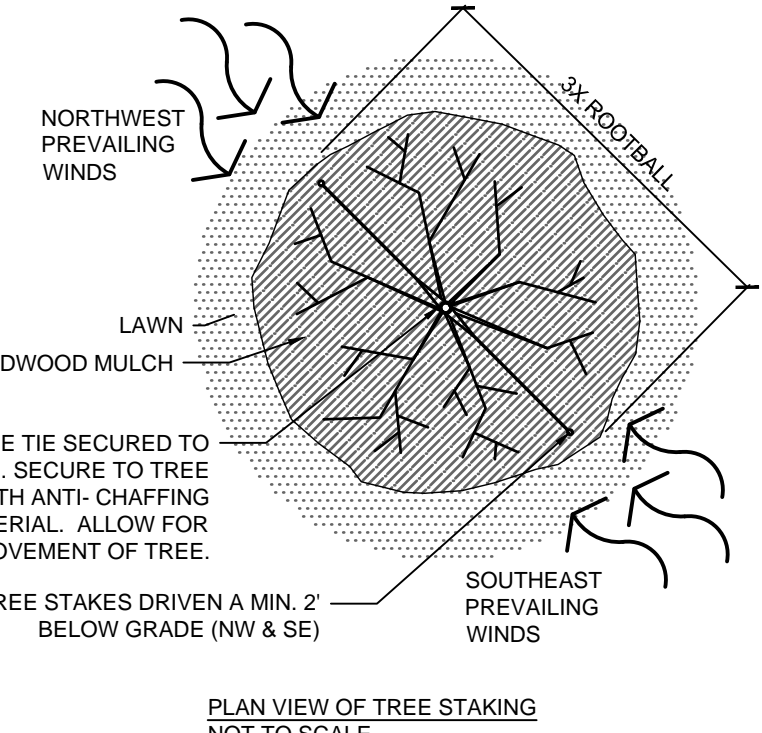
4 PLASTIC EDGING DETAIL

SCALE: NOT TO SCALE



2 DECIDUOUS TREE PLANTING DETAIL

SCALE: NOT TO SCALE



PLAN VIEW OF TREE STAKING
NOT TO SCALE

NO.	DATE	DESCRIPTION OF REVISIONS
5		
4		
3		
2		
1		

DESIGNED:	RLS	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. PRINT NAME: DEREK J. SEIFERT
DRAWN:	DJS	SIGNATURE: <i>NOT FOR CONSTRUCTION</i>
CHECKED BY:	DJS	DATE: 9/21/18 LICENSE # 56013

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LANDSCAPE PLAN

**CEDAR PET CLINIC
LAKE ELMO, MINNESOTA**

COMM. NO. 15157	PLOTTED:
DRAWING NO.	L1

Sep 21, 2018 - 12:40pm - jnguyen
 Xref Filename: \\15157_s_base\15157_24436 Title Block\15157_Cedar Pet Clinic - Floor Plan\17_Cedar Pet Clinic - level 01 - 15157_c_base.dwg
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CEDAR PET CLINIC

11051 STILLWATER BOULEVARD LAKE ELMO, MN 55042



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Project Information

CEDAR PET CLINIC

REMODEL / EXPANSION

11051 STILLWATER BOULEVARD
LAKE ELMO, MN 55042

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CONSTRUCTION

CONTACT LIST

BUILDING OWNER CEDAR PET CLINIC 11051 STILLWATER BLVD LAKE ELMO, MN 55042	EMAIL: PHONE:	CIVIL ENGINEER ANDERSON ENGINEERING 13605 1ST AVENUE NORTH PLYMOUTH, MN 55441 ROBERT SWANSON	EMAIL: RSWANSON@AE-MN.COM PHONE: 763-412-4021
GENERAL CONTRACTOR SCOTT BUILD 12 DIVISION ST. E. BUFFALO, MN 55313 RICK SCOTT	EMAIL: RICKSCOTT@SCOTTBUILD.COM PHONE: 763-684-0000	MECHANICAL / PLUMBING ENGINEER - DESIGN BUILD YALE MECHANICAL 220 WEST 81ST ST. MINNEAPOLIS, MN 55420 MIKE BOKENEWICZ	EMAIL: MBOKENEWICZ@YALEMECH.COM PHONE: 952-884-1661
ARCHITECTURE INTERIORS BDH-YOUNG 7001 FRANCE AVENUE SOUTH SUITE 200 EDINA, MN 55435 JEFF GEARS	EMAIL: JGEARS@BDHYOUNG.COM PHONE: 952-345-8322	ELECTRICAL ENGINEER - DESIGN BUILD MEDINA ELECTRICAL 22510 STATE HIGHWAY 55 HAMEL, MN 55340 SHAUN GREGULA	EMAIL: SHAUNG@MEDINAELECTRIC.NET PHONE: 763-478-6628
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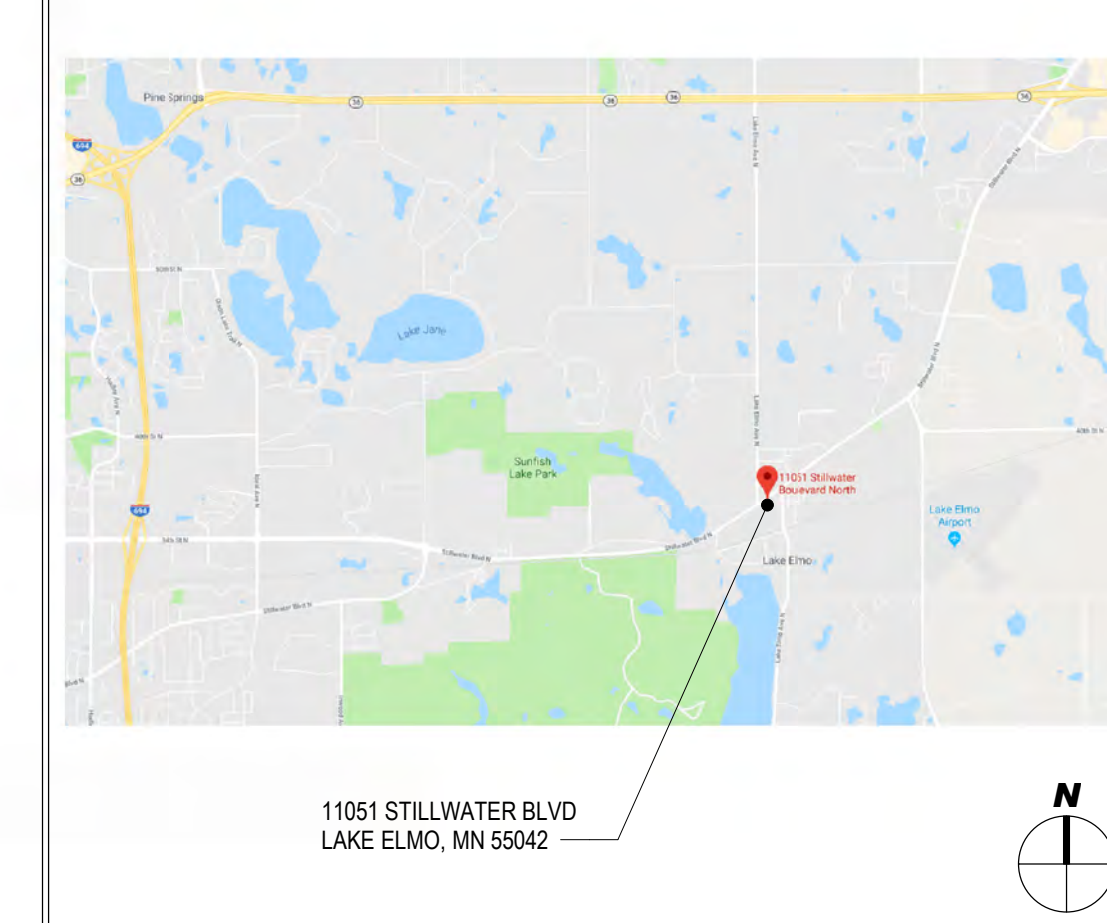
ALTERNATES

#	DESCRIPTION
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SHEET INDEX

Sheet Number	Sheet Name
T0.1	TITLE SHEET
CIVIL	
S1	SURVEY
C1	EXISTING CONDITIONS & REMOVALS PLAN
C2	SITE GEOMETRY & PAVING PLAN
C3	GRADING DRAINAGE & EROSION CONTROL PLAN
C4	CIVIL DETAILS 1
C5	CIVIL DETAILS 2
LANDSCAPE	
L1	LANDSCAPE PLAN
ARCHITECTURAL	
PR01	RENDERING
PR02	FLOOR PLAN - LEVEL 01 - PLAN REVIEW
PR03	ELEVATIONS
PR04	ELEVATIONS

LOCATION MAP



Issue Record

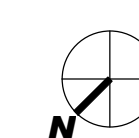
No.	Date	Description
	09/21/2018	PLAN REVIEW

Sheet Title
TITLE SHEET

Sheet Information

Job Code 01373
Drawn By TLK Reviewed By JG
Date
09.12.2018

T0.1





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Project Information

CEDAR PET CLINIC

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 LAKE ELMO, MN 55042

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Issue Record

No.	Date	Description
	09/21/2018	PLAN REVIEW

Sheet Title
 RENDERING

Sheet Information

Job Code 01373
 Drawn By TLK Reviewed By JG
 Date
 09.12.2018 **PR01**

Project Information

CEDAR PET CLINIC

REMODEL / EXPANSION

11051 STILLWATER BOULEVARD
LAKE ELMO, MN 55042

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Issue Record

No.	Date	Description
	09/21/2018	PLAN REVIEW

Sheet Title

FLOOR PLAN - LEVEL 01 - PLAN REVIEW

Sheet Information

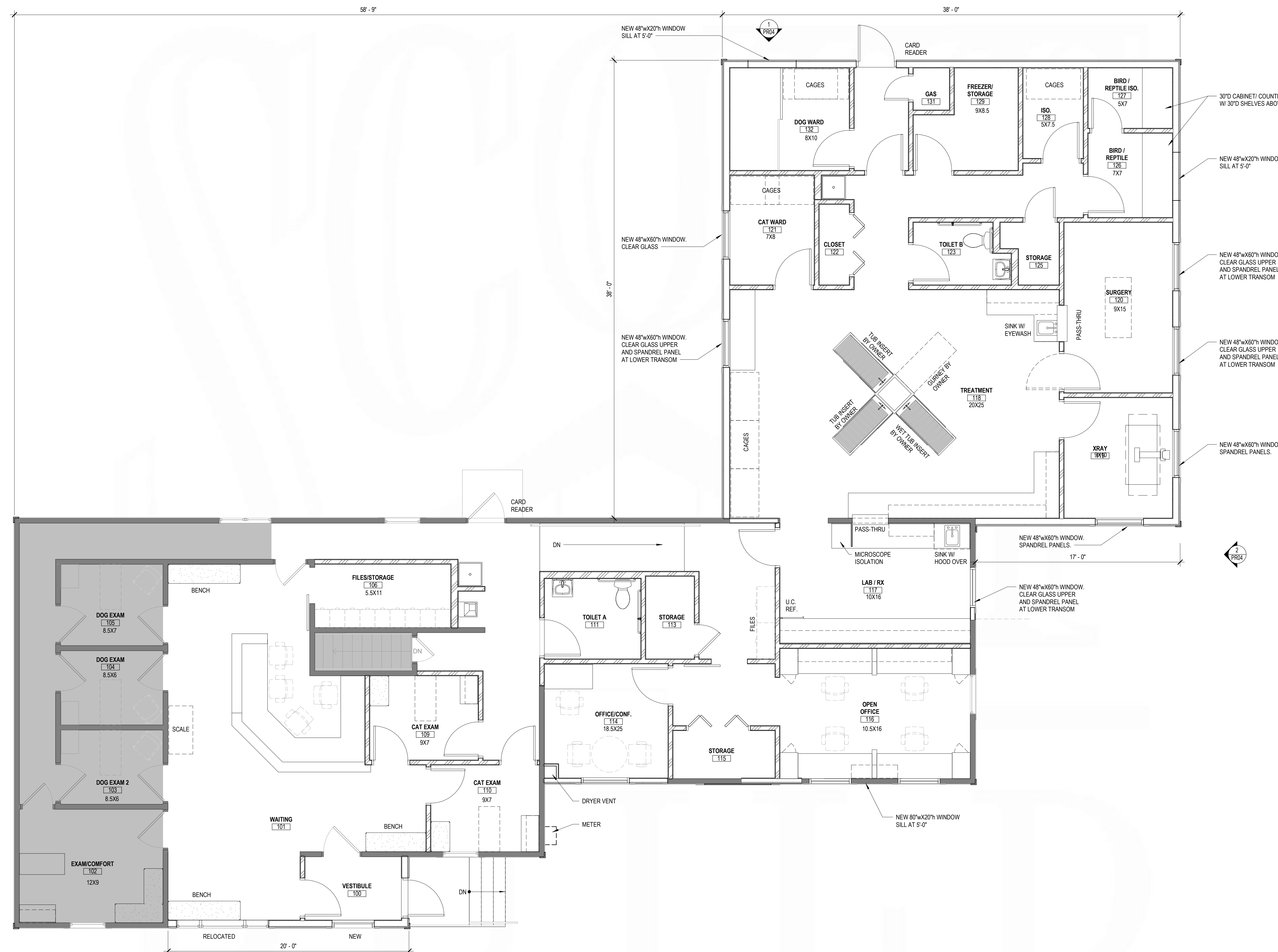
Job Code 01373

Drawn By TLK Reviewed By JG

Date

09.12.2018

PR02



1 PLAN - LEVEL 01 - PLAN REVIEW
1/4" = 1'-0"

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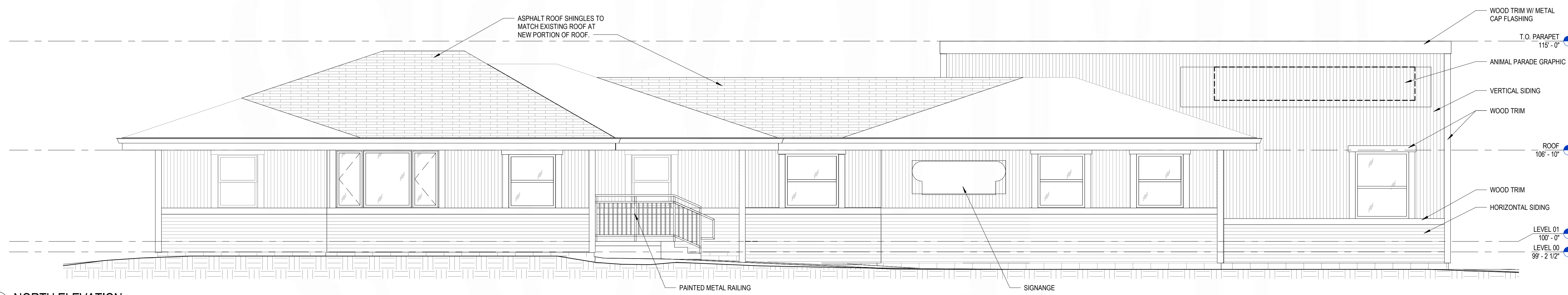
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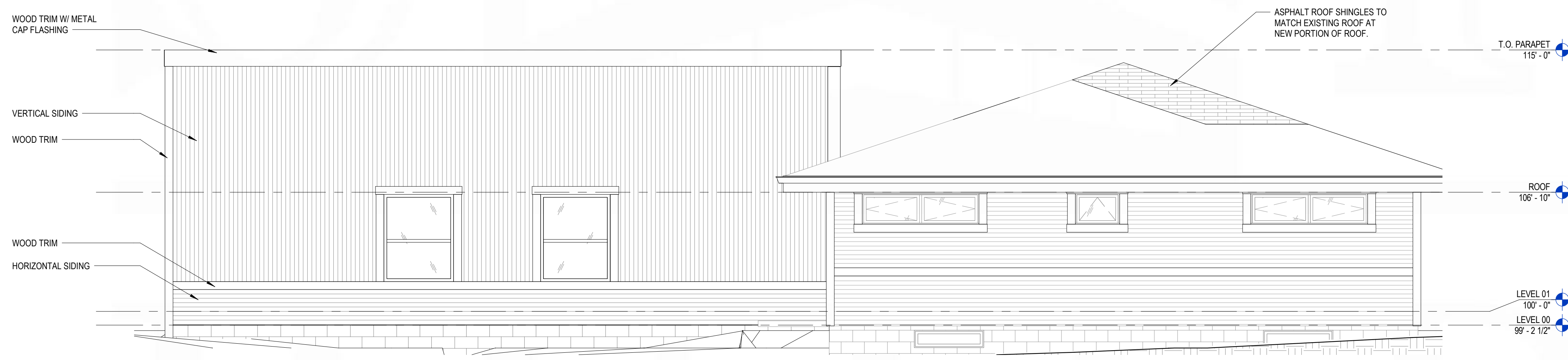
REMODEL / EXPANSION

11051 STILLWATER BOULEVARD
LAKE ELMO, MN 55042

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1 NORTH ELEVATION
1/4" = 1'-0"



2 EAST ELEVATION
1/4" = 1'-0"

Issue Record

No.	Date	Description
	09/21/2018	PLAN REVIEW

Sheet Title
ELEVATIONS

Sheet Information

Job Code 01373
Drawn By TLK Reviewed By JG
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PR03

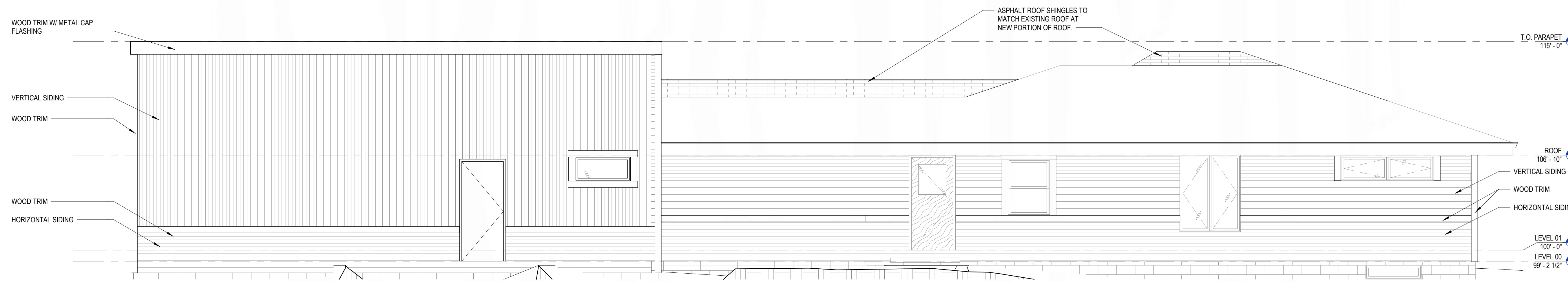
Project Information

CEDAR PET CLINIC

REMODEL / EXPANSION

11051 STILLWATER BOULEVARD
 LAKE ELMO, MN 55042

NOT FOR
CONSTRUCTION



1 SOUTH ELEVATION
 1/4" = 1'-0"



2 WEST ELEVATION
 1/4" = 1'-0"

Issue Record

No.	Date	Description
	09/21/2018	PLAN REVIEW

Sheet Title
 ELEVATIONS

Sheet Information

Job Code 01373
 Drawn By TLK Reviewed By JG
 Date
 09.12.2018 **PR04**

MEMORANDUM

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

Date: October 16, 2018

To: Ben Prchal, City Planner
Cc: Rob Weldon, Public Works Director
Chad Isakson, Assistant City Engineer
From: Jack Griffin, P.E., City Engineer

Re: Cedar Pet Clinic: 11051 Stillwater Boulevard
Engineering Site Plan Review

A Site Plan engineering review has been completed for the Cedar Pet Clinic located at 11051 Stillwater Boulevard (CSAH 14). The submittal consisted of the following documentation prepared by Anderson Engineering, received on October 4, 2018:

- Cedar Pet Clinic Civil Site Plans, sheets S1, C1-C5, and L1, dated September 21, 2018.
-

Engineering review comments are as follows:

1. Drainage and utility easements should be provided along each lot line as part of the improvements.
2. Additional right-of-way/easements may be required in the future to better accommodate the public trail along the west and south property lines of the property, in particular, if this route becomes part of the County's Regional Trail.
3. At a minimum, additional trail easement should be requested over the existing trail located at the southwest corner where the trail appears to encroach the Pet Clinic property.
4. Retaining Walls exceeding 4 ft. in height, as measured from the bottom of the footing, must be designed by a Minnesota licensed professional engineer.
5. Stormwater Management. The proposed improvements appear to consist of a building expansion with an expanded and reconstructed parking lot creating an additional 8404 sq. ft. of new impervious surface. A VBWD permit will be required for the improvements. Any site plan changes made to obtain the VBWD permit must be resubmitted for City review and approval.
6. A storm water infiltration basin is proposed in the southwest corner of the property to mitigate the new impervious surfaces and to comply with VBWD rules. Soil borings must be taken to verify that the in-place soils are suitable for infiltration. Soils must be type A or B to allow for infiltration practices.
7. The City Engineering Standards, Plan Notes and Details must be followed for erosion control practices on the site.
8. City Water. The Cedar Pet Clinic is served by the City water system located along Stillwater Boulevard. A SAC determination should be made to determine the added WAC/Connection charges to accommodate the proposed building expansion.
9. The plans should be updated to add any private wells located on the site to verify adequate set backs, or an plan note should be added to verify that no private wells exist.
10. Municipal Sanitary Sewer. The property is located within the Village MUSA Area and is intended to be connected to the municipal sanitary sewer system. Any building expansion at this time should be contingent upon the applicant entering into an agreement with the City to connect to municipal sanitary sewer within 6 months of sewer becoming available to the site and agreeing not to appeal its sewer assessment.

11. Private Sewer. The Cedar Pet Clinic is served by a private on-site wastewater treatment system. Any building expansion should be contingent upon the applicant providing written documentation demonstrating adequate wastewater management facilities exist or are proposed to serve the expanded building use. Documentation should include 1) a Washington County inspection compliance report for the existing on-site wastewater system, and 2) a wastewater management plan approved by Washington County to serve the proposed building expansion.
12. The landscape plans must be closely coordinated with the Civil Site Plans to avoid conflicts with utilities, easements and storm water BMP maintenance access.



To: Ben Prchal, City of Lake Elmo Planner
From: Lucius Jonett, Wenck Landscape Architect
Date: October 12, 2018
Subject: City of Lake Elmo Landscape Plan Review
Cedar Pet Clinic Conditional Use Permit Amendment, Review #1

Submittals

- Architectural plans, dated September 28, 2018, received October 3, 2018.
- Existing Conditions plans, dated September 28, 2018, received October 3, 2018.

Location: 11051 Stillwater Blvd N (Hwy 5), Lake Elmo, MN 55042

Land Use Category: Village Mixed Use District

Surrounding Land Use Concerns: None.

Special landscape provisions in addition to the zoning code: Applicant has submitted a request for variances from the following standards of the City Zoning Code: an increase in impervious surface within the shore land overlay district as well as allowed maximum width of a driveway.

Tree Preservation:

- A. A tree preservation plan has not been submitted. A tree preservation plan needs to meet the following requirements:
1. Prepared by a certified forester or landscape architect
 2. Shall be a separate plan sheet(s)
 3. The name(s), certification(s), telephone number(s) and address(es) of the person(s) responsible for tree preservation during the course of the development project.
 4. The Tree Preservation Plan must include a Tree Inventory
 - a. A listing of healthy significant trees inventoried
 - b. A listing of the healthy significant trees removed
 - c. A listing of the healthy significant trees to remain
 5. Significant trees are appropriately designated:
 - i. Over 6" DBH for hardwood deciduous trees (Birch, Cherry, Hickory, Ironwood, Hard Maples, Oak and Walnut)
 - ii. Over 19' in height or 8" DBH for coniferous/evergreen trees
 - iii. Over 12" DBH for common trees (Ash, Aspen, Basswood, Catalpa, Elm, Hackberry, Locust, Poplar, Silver Maple, Willow and any other tree not defined as a hardwood deciduous tree or a coniferous/evergreen tree.)
 6. Outer boundary of all contiguous wooded areas, with a general description of trees not meeting the significant tree size threshold.
 7. Locations of the proposed buildings, structures, or impervious surfaces.
 8. Delineation of all areas to be graded and limits of land disturbance.
 9. Identification of all significant trees proposed to be removed within the construction area. These significant trees should be identified in both graphic and tabular form.
 10. Measures to protect significant trees.
 11. Size, species, number and location of all replacement trees proposed to be planted on the property in accordance with the Mitigation Plan, if necessary.
 12. Signature of the person(s) preparing the plan.
 13. Protective measures shall be identified and required:
 - i. Installation of snow fencing or polyethylene laminate safety netting placed at the drip line or at the perimeter of the critical root zone, whichever is greater, of significant trees, specimen trees and significant woodlands to be preserved. No grade change, construction activity, or storage of materials shall occur within this fenced in area.
 - ii. Identification of any oak trees requiring pruning between April 15 and July 1 and a note that these oak trees shall have any cut areas sealed with an appropriate nontoxic tree wound sealant.
 - iii. Removal of any nuisance trees located in areas to be preserved.

Based on review of the Existing Conditions and Removal Plan, sheet C1, the estimated tree inventory and mitigation calculations are:

		Entire Site	
Total Caliper Inches of Significant Trees On-Site:		312	Cal Inches
	Common Trees	100	
	Conifer/Evergreen Trees	142	
	Hardwood Trees	34	
	Nuisance Trees	36	
Significant Inches Removed On-Site		132	Cal Inches
	Common Trees	14	
	Conifer/Evergreen Trees	118	
	Hardwood Trees	0	
	Nuisance Trees	0	
30% Tree Removal Limits (Cal. Inches)		Allowed	Proposed
	Subtract Common Tree Removals	30	14
	Subtract Conifer/Evergreen Tree Removals	42.6	118
	Subtract Hardwood Tree Removals	10.2	0
Removals in excess of 30% allowances			
	Removals in excess of 30% allowances	0.0	Cal Inches
	Common Removals in Excess of 30% Allowance	0.0	
	Conifer Removals in Excess of 30% Allowance	75.4	
	Hardwood Removals in Excess of 30% Allowance	0.0	
	Common Tree Replacement Needed (1/4 the dia inches removed)	0.0	Cal Inches
	Conifer Tree Replacement Needed (1/2 the dia inches removed)	37.7	Cal Inches
	Hardwood Tree Replacement Needed (1/2 the dia inches removed)	0.0	Cal Inches
	Common Tree Replacement Required @ 2" per 6' Tree	0	# Trees
	Conifer Tree Replacement Required @ 3" per 6' Tall Tree	13	# Trees
	Hardwood Tree Replacement Required @ 2.5" per Tree	0	# Trees

- B. Tree replacement is required because more than thirty (30) percent of the diameter inches of significant trees surveyed will be removed. **Following the City Tree Replacement Schedule, 13 coniferous trees that are 6' tall of greater will need to be provided.**
- C. Tree replacement calculations have not been provided and should be done by the applicant to confirm the tree totals, removals and replacements of the site as follows:
1. Tally the total number of diameter inches of significant trees on the site.
 2. A calculation must be provided which breaks out the number of inches removed for hardwood, evergreen/coniferous, and common trees. The 30% removal figure applies to each category individually and trees over the 30% allowance are to be replaced according to:
 - i. Common tree species shall be replaced with new trees at a rate of one-fourth (1/4) the diameter inches removed.

- ii. Coniferous/evergreen tree species shall be replaced with new coniferous or evergreen trees at a rate of one-half (1/2) the diameter inches removed. Since coniferous species are often sold by height rather than diameter inch, the following conversion formula can be used: $\text{Height of Replacement Coniferous Tree} / 2 = \text{Diameter Inches of Credit}$
 - iii. Hardwood deciduous tree species shall be replaced with new hardwood deciduous trees at a rate of (1/2) the diameter inches removed.
 3. Replacement Tree Size. Replacement trees must be a minimum of one (1) inch in diameter.
 4. Species Requirement. Ornamental trees are not acceptable for use as replacement trees. Where ten or more replacement trees are required, not more than thirty (30) percent of the replacement trees shall be of the same species of tree. Native species are encouraged, and hardiness and salt tolerance should be considered where applicable.
- D. This project is commercial development, therefore mitigation replacement trees can be included toward landscape required tree counts.

Landscape Requirements:

The provided landscape plan does not meet the code required number of trees. The proposed phase 1 plans show more than the code required tree quantities.

	Master Plan (Code Required)	Master Plan Proposed	
Street frontage	240		Lineal Feet
Lake Shore	0		Lineal Feet
Stream Frontage	0		Lineal Feet
Total Linear Feet	240		Lineal Feet
/50 Feet = Required Frontage Trees	5		Trees
Development or Disturbed Area	27,600		SF
Development or Disturbed Area	0.63		Acres
*5 = Required Development Trees	4		Trees
Interior Parking Lot Spaces	0		Spaces
/10 = Required Parking Lot Trees	0		Trees
Perimeter Parking Lot Frontage Length	0		Lineal Feet
/50 = Required Frontage Strip Trees	0		Trees
Required Mitigation Trees	13		
Required Number of Trees*	13		
Total Trees to Date		6	

* Commercial development - mitigation replacement trees are included in landscape required tree counts.

1. A minimum one (1) tree is proposed for every fifty (50) feet of street frontage.
2. A minimum of five (5) trees are proposed to be planted for every one (1) acre of land that is developed or disturbed by development activity.

The landscape plans do not meet the minimum compositions of required trees:

- At least 25% of the required number of trees shall be deciduous shade trees
- At least 25% of the required number of trees shall be coniferous trees
- Up to 15% of the required number of trees may be ornamental tree

Master Plan	Qty	% Composition	
Deciduous Shade Trees	6	100%	>25% required
Coniferous Trees	0	0%	>25% required
Ornamental Trees	0	0%	>15% required
Tree Count	6		

- A. A landscape plan has been submitted that does not include all requirement: .
1. The landscape plan does not include required City standard notes and details.
 2. All utilizes and pavements are not shown on the landscape plan to review for tree placement conflicts.

- B. The landscape plan does meet the landscape layout requirements:
- C. Interior Parking Lot Landscaping – The development includes a combined interior and perimeter parking lots with a proposed stall count of 26. This falls below the threshold of 30 parking spaces and doesn't require additional interior parking lot landscape requirements.
- D. Perimeter Parking Lot Landscaping – The development includes a combined interior and perimeter parking lots. As part of the Village Mixed Use (VMX) district, there are no additional perimeter parking lot landscape requirements.
- E. Screening – Screening is not required by City code.

Findings:

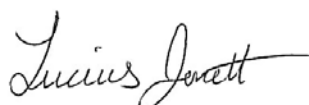
1. A tree preservation plan has not been provided and is required including a tree inventory list or table showing trees inventoried, removed, and trees to remain. The tree preservation plan shall be prepared by a certified forester or landscape architect
2. Tree replacement calculations need to be provided confirming what was deduced from the Existing Conditions and Removals Plan, sheet C1 and to confirm the quantity and type of trees that need to be provided for mitigation of the removals in excess of the 30% removal limit for each category; hardwood, evergreen/deciduous, and common trees.
3. Provide the required 13 coniferous trees, that are 6' tall or greater, for mitigation in the landscape plan.
4. In addition to the 13 required coniferous trees, at least 5 deciduous trees are required to meet the 25% coniferous and 25% deciduous tree minimum composition.
5. Landscape plan needs to be updated to show utilities and to include City standard notes and details.

Recommendation:

It is recommended that a condition of approval include:

1. Submit a tree preservation plan addressing the findings above.
2. Submit a revised landscape plan addressing the findings above.

Sincerely,



Lucius Jonett, PLA (MN)
Wenck Associates, Inc.
City of Lake Elmo Municipal Landscape Architect



Public Works Department

Donald J. Theisen, P.E.
Director

Wayne H. Sandberg, P.E.
Deputy Director/County Engineer

October 29, 2018

Ben Prchal
City Planner
City of Lake Elmo
3600 Laverne Avenue North
Lake Elmo, MN 55042

RE: Washington County comments on Cedar Pet Clinic, City of Lake Elmo

Dear Ben:

Thank you for providing Washington County with the plans for Cedar Pet Clinic located at 11051 Stillwater Boulevard North in the City of Lake Elmo. The property is located adjacent to County State Aid Highway (CSAH) 14/Stillwater Boulevard North. The project consists of a 1400 square foot addition to the pet clinic along with 26 parking spaces. Based on the plan provided, we have the following comments:

- Although this is not a subdivision plat, it is noted that there is 75 feet of county public right-of-way from the center line of CSAH14.
- The Draft Central Greenway Regional Trail alignment is along CSAH 14/Stillwater Boulevard so bicycle/pedestrian facilities may be developed along this corridor.
- Although County has not begun a planning process for improvements to CSAH 14/Stillwater Boulevard, future access may be restricted to a right-in/right-out in the future.
- It is recommended that the proposed landscape bed be relocated outside county right-of-way. If a trail or sidewalk were to be developed within this area, the landscaping would need to be removed.
- The developer or the city must submit the drainage report and calculations to our office for review of any downstream impacts to the county drainage system. Along with the drainage calculations, we will request written conclusions that the volume and rate of stormwater run-off into the county right-of way will not increase as part of the project.
- Any grading within County right-of-way will require a Washington County Right of Way Permit.
- All utility connections for the development require Washington County Right of Way permits. Typically, these are the responsibility of the utility companies.

Thank you for the opportunity to comment on this project. If you have any questions, please contact me at 651-430-4362 or ann.pung-terwedo@co.washington.mn.us. For any permit applications, please contact Carol Hanson at Carol.hanson@co.washington.mn.us.

Regards,

A handwritten signature in black ink that reads "Ann Pung-Terwedo".

Ann Pung-Terwedo
Senior Planner

C: Carol Hanson, Office Specialist

Recorded Doc.
3606461

CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. 2006-084

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT/SITE PLAN
AT 11051 STILLWATER BOULEVARD NORTH
TO LOCATE A VETERINARY CLINIC

WHEREAS, Dr. John Baillie and Gary Harty have requested a Conditional Use Permit at 11051 Stillwater Boulevard North to locate a Veterinary Clinic in the General Business Zone.

WHEREAS, the Lake Elmo Planning Commission held a Public Hearing on August 14, 2006, and reviewed and recommended approval of the Conditional Use Permit/Site Plan for a Veterinary Clinic based on the following findings:


1. A Conditional Use Permit for a veterinary clinic in the General Business Zone is allowable per Section 300.07, Subdivision 4H1e of the Zoning Ordinance.
2. The required general Findings for a Conditional Use Permit specified by Section 300.06, Subdivision 4 of the Zoning Ordinance can be made in the affirmative, subject to several conditions related to the operations of the veterinary clinic.
3. The Section 520 Site Plan for parking and drive modifications to the site generally complies with applicable provisions of the City Code.

NOW, THEREFORE, BE IT RESOLVED, by the Lake Elmo City Council hereby approves a Conditional Use Permit/Site Plan at 11051 Stillwater Boulevard North to locate a veterinary clinic, based on the Findings and subject to the following conditions:

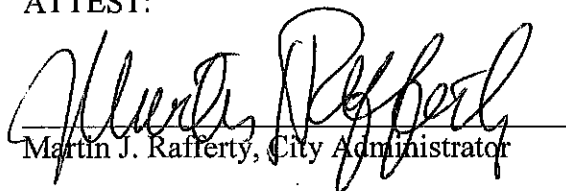
1. Barking dog complaints shall be reviewed by the City Council and may be the basis for revocation of this CUP if such conduct creates a nuisance to adjoining property – as determined by the City Council.
2. Site modifications shall be consistent with the Section 520 Site Plan staff dated August 9, 2006 as may be modified by the conditions of the Site Plan approval resolution.
3. The septic system for the subject property shall be in compliance with City regulations and shall be determined to be in compliance by the Building Official prior to occupancy responsive to this CUP.
4. There shall be no outside kennels or animal runs.

5. All disposals of animal parts and waste shall be in compliance with applicable State, County, and City laws.
6. Specific veterinary practices permitted by this CUP shall be limited to veterinary medicine, surgery, dentistry, and related service for small domestic and non-domestic household pets.
7. The Site Plan shall be modified to convert at least six proposed off-street parking space to "Proof of Parking to be constructed only if directed by the City. All existing parking area located within the Highway 5 right-of-way shall be removed, including any impervious surfacing related to such parking.
8. Compliance with any recommendations of the City Engineer and City Attorney.
9. Upon occupancy of this site as a veterinary clinic the Conditional Use Permit for a veterinary clinic issued to John N. Baillie at 3417 Lake Elmo Avenue (Resolution 97-54) shall expire and become null and void.

ADOPTED by the City Council this 15th day of August, 2006.


Dean A. Johnson Mayor

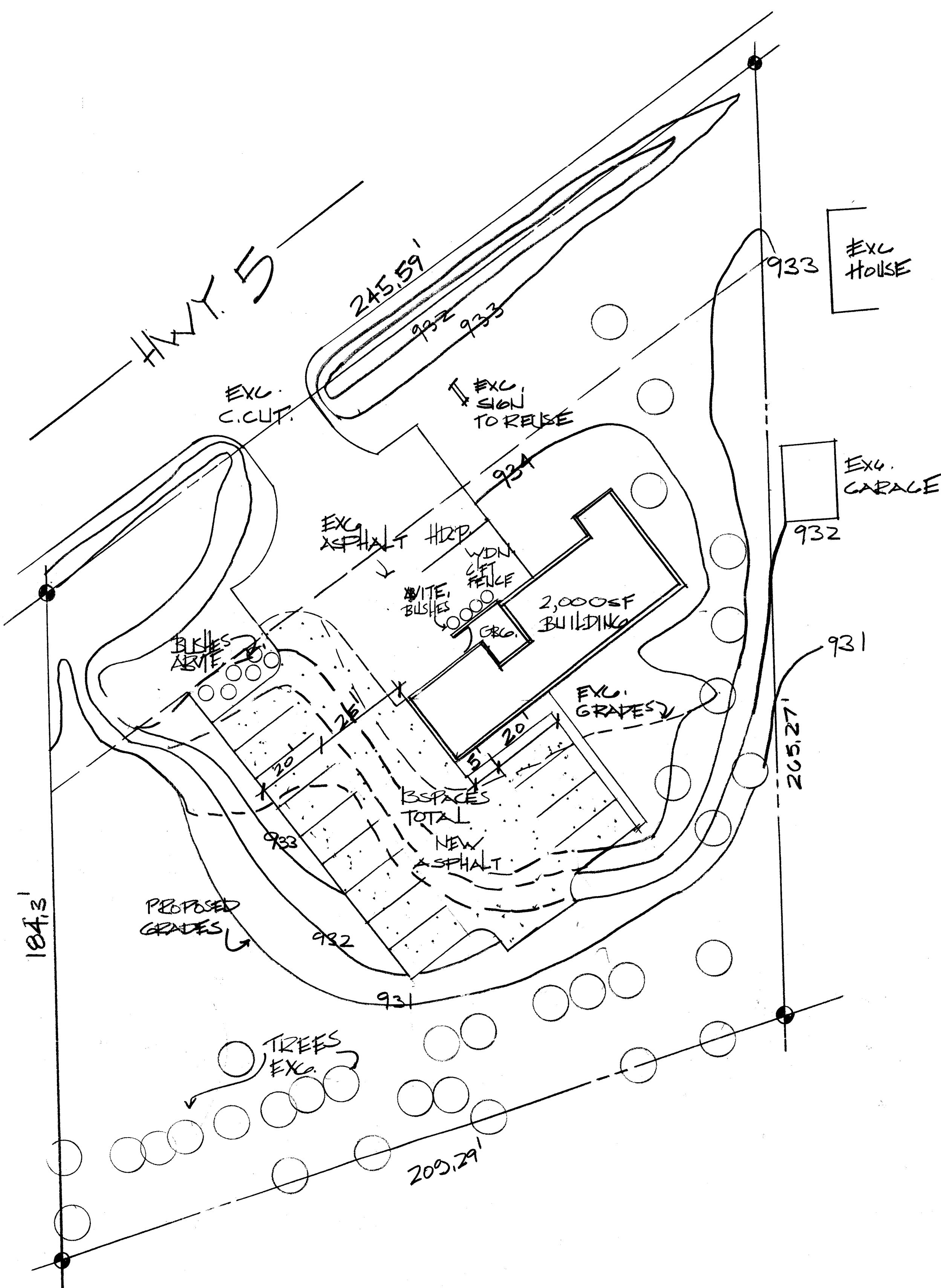
ATTEST:


Martin J. Rafferty, City Administrator

Baillie/Harty

All that part of Lot 1, County Auditor's Plat No. 8; Washington County, Minnesota, described as follows: Beginning at the quarter-section corner on the west side of Section 13, Township 29 North, Range 21 West, thence north along the west line of said Section 13, 329.64 feet to a stone monument on the southerly side of the St. Paul and Stillwater Road; thence $N55^{\circ}16\frac{1}{2}'E$ along the said southerly line of said Road 464.63 feet to the northwest corner of a tract of land conveyed by James S. Collopy and wife to William Albrecht by Warrant Deed dated and acknowledged June 11, 1910, and recorded in the office of the County Recorder in and for said Washington County in Book 76 of Deeds, page 148, to the place of beginning; thence south along the west line of said land 261.6 feet to the southwest corner of said land; thence $S72^{\circ}48'W$ 225 feet to a point; thence north along a line parallel to the said west line of said Section 13 to a point in the said southerly line of said St. Paul and Stillwater Road; thence $N55^{\circ}16\frac{1}{2}'E$ along the said southerly line of said road to the place of beginning.

THE CONSTRUCTION DOCUMENTS
 PREPARED BY ME OR UNDER MY
 SUPERVISION AND I AM A DULY REGISTERED
 ARCHITECT UNDER THE LAWS OF THE STATE OF
 MINNESOTA. 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. I HEREBY CERTIFY THAT THIS
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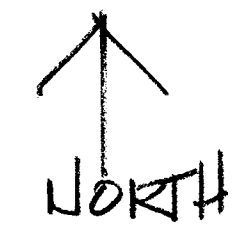
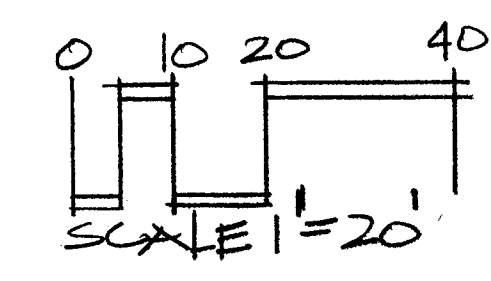


8/9/06
 (Signature)

SITE AREA 1.03 ACRES
 ROW 24 ACRES
 NET AREA 34,600 SF / 1.79 ACRES

PKG. ROQT. 14 SPACES
 1,150 SF. BLDG.
 1 HOOP SPACE

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 Min-
 nesota.
 Date 7/27/06 Registration No. 20816



NEW LOCATION
 CEDAR PET CLINIC 11051
 STILLWATER BLDG.

Stillwater, Minnesota
 Mark S. Balay, AIA
 110 E. Myrtle Street
 Stillwater, MN 55082
 Tel: (651) 430-3312
 Fax: (651) 430-0605

BALAY
 ARCHITECTS
 Indianapolis, Indiana

ISSUE DATE	PROJECT NO.	CHECKED BY	DESCRIPTION
		MARK	SITE PLAN
		DATE	INIT.
		7/27/06	

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SP



STAFF REPORT

DATE: 10/31/2018

REGULAR #13

TO: Mayor and City Council Members

FROM: Jennifer Haskamp, City Planning Consultant

ITEM: Bentley Village Sketch Plan Review

REVIEWED BY: Ben Prchal, City Planner
Kristina Handt, City Administrator
Jack Griffin, City Engineer
Emily Becker, Former Planning Director (Planning Commission Report)

BACKGROUND:

The City Council is being asked to review a Sketch Plan for a proposed residential subdivision located south of 5th Street N, east of Jade Trail N and west of Keats Avenue N. The proposed Sketch Plan includes 239 single-family attached townhomes on approximately 34.621 acres. A Sketch Plan review requires no formal action by the City Council but is a required step in the city's subdivision process.

General Information

Applicant: Paul Heuer, Pulte Homes, 7500 Flying Cloud Drive, Suite 670,
Eden Prairie, MN 55344

Property Owners: Alan Dale, Stonehenge USA, 6007 Culligan Way,
Minnetonka, MN 55345

Location: Part of the southwest quarter of the southeast quarter of Section 13,
Township 29 North, Range 21 West, PID: 13.029.21.43.0001

Request: Sketch Plan Review

Existing Land Use: Vacant (RAD)

Existing Zoning: RT – Rural Development Transitional

Surrounding Area: North – Savona (Urban Low Density Residential);
West – Multi-tenant strip mall and Lampert's lumber yard
(Commercial);
East – Vacant land (Commercial) and Savona townhomes (Urban
Medium Density);
South – Vacant land (Rural Development Transitional guided for
Commercial development in 2030 Comprehensive Plan and Mixed-
Use Commercial in the City's draft 2040 Comprehensive Plan)

Comprehensive Plan: Urban Medium Density Residential (4.5-7 units per acre)

Proposed Zoning: Urban Medium Density Residential

<i>History:</i>	Vacant property
<i>Deadline for Action:</i>	Application Complete – 9/21/2018 60 Day Timeline – 11/20/2018 Extension Sent – N/A
<i>Applicable Regulations:</i>	Article XII – Urban Residential Districts (LDR) Chapter 153: Subdivision Regulations

PLANNING COMMISSION COMMENTS:

The subject Sketch Plan was presented to the Planning Commission at their regular meeting on October 22, 2018. The Planning Commission was asked to provide feedback and comments regarding the Sketch Plan. A summary of their discussion is provided below:

- Commissioners generally supported the proposed use and density.
- Commissioners suggested that the Applicant consider incorporating ‘amenities’ in both the east and west side of the development (i.e. incorporate similar improvements on the west side as shown in the open space on the east side which contains an off-road trail, pool, firepit, etc.)
- Some commissioners indicated that there may be some demand for lower price points than the low-end of the range indicated by the Applicant. This was not necessarily universally agreed to but was suggested for exploration.
- Commissioners discussed the proposed deviation from the City’s standard 60-foot right-of-way (ROW), and generally indicated a willingness to consider a narrower ROW provided that all required improvements could be accomplished within the ROW.

REVIEW/ANALYSIS:

Sketch Plan Review Process. The Lake Elmo Subdivision Ordinance requires a Sketch Plan be prepared and reviewed by the City Council and the Planning Commission as part of the pre-application process for a new subdivision. The Ordinance notes that the purpose of the Sketch Plan review is as follows:

Sketch Plan. In order to ensure that all applicants are informed of the procedural requirements and minimum standards of this chapter and the requirements or limitations imposed by other City ordinances or plans, prior to the development of a preliminary plat, applicants are required to submit a sketch plan to the City for review.

Per the Ordinance, the City Council is not being asked to take formal action as part of the Sketch Plan Review. The purpose of this process is for the City Council to receive the information submitted and to provide general feedback and comments regarding the proposed subdivision. Staff has completed an internal review of the Sketch Plan which is described in subsequent sections of this staff report and in the identified attachments.

Sketch Plan Review. The following staff report provides a high-level review of the proposed Sketch Plan and contemplated subdivision. At this stage in the process, a detailed site plan and engineering data is not required so staff has noted the additional items required as part of any future Preliminary and Final Plat processes. The following sections focus on how the proposed subdivision is consistent or inconsistent with the City’s Comprehensive Plan and City Code.

Zoning Map Amendment. If the Applicant moves forward with the subdivision process, the property will be required to be rezoned from RT – Rural Development Transitional to MDR – Urban Medium Density Residential. The request for rezoning will be evaluated concurrently to the Preliminary Plat process.

Density. The proposed development includes 239 units. The site is a total of 34.621 acres with no wetland, proposed parkland, or arterial right-of-way. The net density is therefore 6.9 units per acre. This meets the density requirements for the Urban Medium Density Residential land use densities of 4.5-7 units per acre identified in the 2030 Comprehensive Plan.

Land Use. The proposed single-family attached townhomes are a permitted use in the Urban Medium Density Residential zoning district. The proposed residential use is consistent with the City’s Comprehensive Plan.

Lot Dimensions and Bulk Requirements. The Sketch Plan does not provide a lot layout but does identify a “Typical Townhome Lot Detail” (Lot Detail). It is assumed that the typical townhome lot detail generally depicts the lot sizes and orientation that would apply to the Sketch Plan. The following table identifies the dimensions as shown in the “Typical Townhome Lot Detail” and references where the Sketch Plan appears to differ.

Standard	Required	Proposed
Minimum Lot Area	4,000 square feet per unit	1,836-2,065 square feet; or 6,310 square feet if the average is used (Note: Additional Description Below)
Minimum Lot Width	25 feet per unit	24 feet (interior) 27 feet (end lot)
Maximum Impervious Surface	50%	46%
Minimum Front Yard Setback	25 feet	Narrative indicates this will be met; Typical Townhome Lot Detail shows 22-feet*
Minimum Interior Sideyard Setback (principal buildings)	10 feet	Narrative indicates this will be met
Minimum Interior Sideyard Setback (accessory structures)	5 feet	Narrative indicates this will be met
Minimum Corner Sideyard Setback	15 feet	Narrative indicates this will be met; note additional description below
Minimum Rear Yard Setback	20 feet	Narrative indicates this will be met

**The Applicant stated at the Planning Commission meeting that the Lot Detail is incorrect and was drawn in error. The Sketch Plan (site plan) shows a 25-foot setback which complies with the City's ordinance.*

On the attached Applicant's Sketch Plan submittal, sheet 1 of 3 identifies a conceptual layout of the units overlaid on an aerial, and identifies a "Typical Townhome Lot Detail." Staff notes that the dimensions shown on the Lot Detail do not meet some of the ordinance requirements, and also are inconsistent with the information shown on the Sketch Plan. Additionally, Staff notes that the Typical Townhome Lot Detail shows interior lots with a lot area of 1,836 SF, and end units with approximately 2,065 SF. If each unit is platted with an individual lot then the proposed lots do not meet the ordinance, unless open spaces can be averaged into the analysis. However, if individual lots are not proposed as shown on the conceptual layout of the units, then the City's ordinance allows for the lot area to be calculated based on density. If this calculation is performed, then the lot area would average approximately 6,310 SF and would meet the City's ordinance. This should be clarified by the Applicant at the time of preliminary plat, and regardless of the approach taken, the proposed configuration must meet the City's lot and bulk standards.

Lot Easements. Lot easements (front, rear and side yard) need to be shown on the Preliminary Plat that meet the City's requirements.

Townhome Design. The proposed development consists of two-story attached single-family townhomes (row homes) that include between 4 and 6 units. The Applicant's narrative states that the design of each unit is "individualized and stylized" so that each unit will differ in architecture and color scheme from the other units within the same building to ensure visual interest and break the potential monotony that sometimes occurs within townhome developments. The Applicant submitted concept renderings/photos of the proposed design of the units which are provided as an attachment to this memo. Additional diversity will also be achieved within the interiors, and buyers will also be able to choose from a range of options for floor plans. Some of the options contemplated within this Sketch Plan include three bedrooms with the option of four; a loft; and a rooftop terrace. Homeowners' association fees will include maintenance of the yard, snow removal, and exterior of the building.

Standards for Single-Family Attached Dwellings (Townhomes), MDR District. The following outlines standards for single-family attached dwellings and provide an explanation as to how these standards are met within the proposed Sketch Plan:

1. A maximum of 8 units shall be permitted within a single building. Buildings with more than 8 units may be allowed as a conditional use.
 - *The maximum number of units proposed within a single building is six.*
2. Townhouses shall be located on lots in such a way that each individual unit has a minimum of 15 feet of street frontage. No parking shall be located in the front yard or between the front façade and the street.
 - a. Townhouses that do not meet the minimum requirements for frontage along a street or that have frontage along a private street may be allowed as a conditional use.
 - *As noted on Sheet 1 of 3 of the Applicant's submittal, the "Typical Townhome Lot Detail" identifies a minimum of 24-feet of frontage for interior units.*
3. The primary entrance shall be located on the façade fronting a public street unless the townhouses are approved as a Conditional Use under division §154.454 (G) (2)(a) above; an additional entrance may be provided on the rear or side façade.

- *Public streets are being proposed and based on the Sketch Plan and submitted conceptual photos/renderings, the primary entrance for each unit is from the street.*
4. New housing types should be introduced in limited quantities to increase diversity and housing choice, not to replace whole blocks of existing housing. Therefore, no more than 1/4 of the lineal frontage of a developed block (measured around the entire block perimeter) may be converted to townhouse units, and no further townhouse, two-family or higher-density development is permitted once this threshold is reached.
 - *This is a new development not replacing existing housing.*
 5. Townhouse units shall be designed to reflect the general scale and character of existing buildings on surrounding blocks, including front yard depth, height and roof pitch, primary materials, facade detailing and size and placement of window and door openings.
 - *The townhomes are comparable in scale and character of the existing Savona townhomes to the east of the development and provide architectural interest with a variety of townhome styles that will vary with each unit within each building.*
 6. Common open space for use by all residents or private open space adjacent to each unit shall be provided. Such open space shall comprise a minimum of 500 square feet per unit.
 - *A minimum of 539 square feet is provided per unit.*

Landscaping. A landscape plan is not a requirement of the Sketch Plan review process, and the Applicant did not submit any details regarding contemplated landscaping within the proposed development. The Applicant should note that a landscape plan meeting the City’s Landscape Requirements must be submitted with an application for Preliminary Plat.

Buffer Areas. The proposed development is not located in an area that is subject to required buffering. However, the Zoning Code does require more intensive uses to be screened from less intensive land uses. Because the property to the north is single-family detached residential use and the proposed development is single-family attached residential uses, screening will be required in the subject development. Acceptable screening includes masonry wall or fencing in combination with landscape material that is at least six feet in height and provides a 90% opaque screen on a year-round basis. Acceptable landscape material includes trees planted at a minimum of one deciduous or coniferous tree per 40 linear feet along the property line. Additional landscape material such as shade trees or trellises may be required to partially screen views mentioned above.

Trails. Sidewalks are shown on the Sketch Plan on one side of each proposed street. The Sketch Plan also identifies one off-road trail through the eastern common area that would provide access to a potential private community gathering/potential pool area. The proposed development identifies a “Future Roadway” near the center of the site that will eventually connect 5th Street North to Hudson Boulevard North south of the proposed development. The City’s trail plan identifies a trail connection between these two roadways, and the proposed development should provide a trail connection consistent with the City’s plans.

Amenities. As stated in the Applicant’s narrative, the type of private neighborhood amenities that would best support and fit the proposed development have not yet been determined but will be as their market research will help determine appropriate amenities. At this time, they are considering a pool and fire pit gathering area. There are several open space areas shown on the Sketch Plan that could accommodate these private amenities. At this time, the Applicant has conceptually shown the private pool in the eastern open space area. Ultimately whatever private amenity is proposed, any such improvements will be managed and maintained through the neighborhood Homeowners’ Association.

Park Dedication. The proposed development is within a Neighborhood Park search area as identified in the Comprehensive Plan. Since the adoption of the Comprehensive Plan, Savona Park was dedicated and developed. Staff has determined and recommends to the City Council that this neighborhood park fulfills the projected Neighborhood Park needs of the area, and that the proposed development will have adequate access to the park which is located approximately 500-feet from the northern border of the proposed development. Given the proximity of the park from the development, the Applicant has proposed to fulfill the City's park dedication requirements through fee-in-lieu. As per the City's Subdivision Regulations, the required cash equivalent payment shall be an amount equal to the fair market value of the percentage land dedication for the zoning district in which the subdivided property is located (the MDR zoning district requires 10% of the total acreage being developed), and the amount is to be determined by reference to current market data, if available, or by obtaining an appraisal from a licensed real estate appraiser. In summary, the Applicant will be required to 10% of the value of land as park dedication.

Access. Two access points are proposed from 5th Street North, one directly across from Jasmine Road North and one directly across from Junco Road North. An additional access will be provided from a street connecting to 5th Street and ultimately Hudson Boulevard North. The location of the proposed street is a planned connection between 5th Street North and Hudson Boulevard North. Staff recommends that the Applicant either construct the portion of this street adjacent to the development with a temporary turn-around or consider exploring the potential of working with the future development to the south to construct the planned street.

Restrictive Easements. There is a 50-foot wide natural gas pipeline easement that bisects the western portion of the property. No buildings or other structural improvements can be constructed within the easement. There are no lots proposed within this easement, and the Applicant should be aware that any potential encroachment into the easement area will be required to acquire appropriate approvals and evidence of the permitted encroachment from the gas pipeline. There is also a 21-inch diameter storm sewer pipe with a 30-foot wide easement on the eastern edge of the property. The Sketch Plan shows some of this storm sewer and easement to remain in its current location and proposes to realign a portion of the storm sewer as part of the subdivision process.

Streets. Streets are proposed to have a 50-foot right-of-way with 28-foot wide streets. The Applicant will be required to provide a cross section detailing the proposed 50-foot right-of-way with the preliminary plat application since this is a departure from the City's Engineering Design Standards that require a 60-foot right-of-way. If the streets are 28-feet wide or more, parking will be allowed on both sides of the streets. All portions of the 5th Street right-of-way located on the Applicant's property will be required to be dedicated with the final plat. A more thorough analysis can be found in the City Engineer's Memo which is attached to this Staff Report for review and consideration.

Utilities – Municipal Water Supply and Municipal Sanitary Sewer. Public water and sanitary sewer service will be extended to the site. The Preliminary Plat will need to include detailed utility construction plans that meet City engineering standards. Additional review is provided in the City's Engineer's Memo which is attached to this Staff Report for review and consideration.

Grading. All grading activities shall meet the approval of the City Engineer.

Environmental Review. An Environmental Assessment Worksheet (EAW) is not required for a development with less than 375 attached units. The proposed development as shown on the Sketch Plan identifies 239 units, and does not meet the threshold for a mandatory EAW per MN Statute 4410.4300.

Storm Water Management. The proposed development is located in two watershed districts, the western half is in the South Washington Watershed District (SWWD) and the eastern half is in the Valley Branch Watershed District (VBWD). Staff recommends early planning/coordination meetings with the SWWD and the VBWD to ensure the Preliminary and Final Plat designs are consistent with both watershed district regulations. In addition to the requirements of SWWD and VBWD, the design of the storm water management systems must comply with the City of Lake Elmo Storm Water Management Ordinance, and the City of Lake Elmo design standards manual. The Applicant should note that the City's storm water and erosion control ordinance standards are different, and in some cases more stringent, than the watershed districts. The storm water facilities must be platted as Outlots and deeded to the City for maintenance purposes. Additional review is provided in the City's Engineer's Memo which is attached to this Staff Report for review and consideration.

City Engineer Review. The City Engineer's review comments are attached as well as incorporated throughout this Staff Report.

Next Steps. To proceed with the proposed subdivision shown in the Sketch Plan, the Applicant will need prepare a Preliminary Plat application. The Preliminary Plat application process will include additional detail and supporting information as identified and noted throughout this memo. A public hearing will be held as part of the Preliminary Plat process.

FISCAL IMPACT:

There is no fiscal impact to the City at this time. The Applicant will be required to pay for any amendments needed, if applicable, to accommodate the increase in REC units. Sketch Plan review does not grant the Applicant any development rights or entitlements. When the property develops, it will have urban services and will pay sewer and water connection charges, building permit fees and any other applicable fees.

RECOMMENDATION:

Staff is recommending that the City Council review the proposed Sketch Plan provided by Pulte Homes of MN, LLC for a 239-unit single-family attached residential development.

ATTACHMENTS:

1. Application Forms
2. Narrative
3. Subdivision Sketch Plan
4. City Engineer Review Memorandum 10/15/2018

Date Received: _____
Received By: _____
Permit #: _____



LAND USE APPLICATION

- Comprehensive Plan
- Zoning District Amend
- Zoning Text Amend
- Variance* (see below)
- Zoning Appeal
- Conditional Use Permit (C.U.P.)
- Flood Plain C.U.P.
- Interim Use Permit (I.U.P.)
- Excavating/Grading
- Lot Line Adjustment
- Minor Subdivision
- Residential Subdivision Sketch/Concept Plan
- PUD Concept Plan
- PUD Preliminary Plan
- PUD Final Plan
- Wireless Communications

Applicant: PAUL HONES & MINNESOTA, LLC - PAUL HEUER
Address: 7580 FLYNN CLOUD DRIVE, SUITE 6070, EDEN PRairie, MN 55344
Phone #: 952-229-0722
Email Address: PAUL.HEUER@PAULHONES.COM

Fee Owner: STONEHEDGE USA - ALAN PAUL DPS - Lake Elmo, LLC
Address: 6007 CANTON WAY, MINNEAPOLIS, MN 55375
Phone #: 952-298-2241
Email Address: APNE@STONEHEDGE-USA.COM

Property Location (Address): LOT 47 OF 9750 HUDSON BUCKLEMAN N, LAKE ELMO, MN 55072
(Complete (long) Legal Description: 37-029-21-43-0083
37-029-21-37-0006

PID#: _____
Detailed Reason for Request: SEWER'S FEEDBACK

*Variance Requests: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the applicant must demonstrate practical difficulties before a variance can be granted. The practical difficulties related to this application are as follows:
NA

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning ordinance and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

Signature of applicant: _____ Date: 9-21-18
Signature of fee owner: Alan Paul Date: 9-20-18



Lake Elmo City Hall
651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I understand that this application may be reviewed by City staff and consultants. I further understand that additional information, including, but not limited to, traffic analysis and expert testimony may be required for review of this application. I agree to pay to the City upon demand, expenses, determined by the City, that the City incurs in reviewing this application and shall provide an escrow deposit to the City in an amount to be determined by the City. Said expenses shall include, but are not limited to, staff time, engineering, legal expenses and other consultant expenses.

I agree to allow access by City personnel to the property for purposes of review of my application.

Signature of applicant

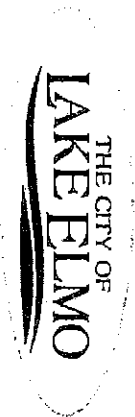
Date 9-21-18

Name of applicant

Paul Hecker
(Please Print)

Phone 952-229-6732

Name and address of Contact (if other than applicant)



Lake Elmo City Hall
651-747-3900
3800 Laveme Avenue North
Lake Elmo, MN 55042

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name of applicant Paul Heisel
(Please Print)

Street address/legal description of subject property 9150 Hudson Boulevard N., Lake Elmo, MN 55042

Signature [Handwritten Signature] Date 9-21-18

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.



Lake Elmo City Hall
651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name of applicant Alan Dill
(Please Print)

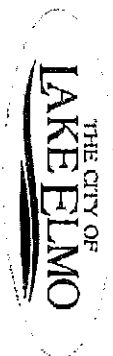
Street address/legal description of subject property 975 Hudson Boulevard N, Lake Elmo, MN 55042

Signature Alan Dill Date 9-20-18

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.



City of Lake Elmo
Escrow Agreement for Municipal Review Services
Deposit Agreement

THIS AGREEMENT is made this _____ day of _____, 201 , by the Applicant and Owner (hereinafter individually and collectively referred to as "Applicant") in favor of the City of Lake Elmo, a municipal corporation of Minnesota (hereinafter referred to as "City").

A. "Applicant" whose name and address is:

PAIGE HOMES OF MINNESOTA, LLC - PAUL HENNER
7505 EYRAK CLOUD DRIVE SUITE 670
EVAN DAVID, MN 55344

B. "Owner" whose name and address is:

STANLEY WELSH - ANN DAVID DRIS - Lake Elmo, LLC
6007 CANTON AVE
MINNEAPOLIS, MN 55345

RECITALS

WHEREAS, the Applicant has applied to the City for approval for one or more of the following:
(Circle One)

- 1. Concept / Sketch Plan
- 2. Preliminary Plat
- 3. Final Plat
- 4. Planned Unit Development
- 5. Open Space Development
- 6. Conditional Use Permit
- 7. Commercial Zoning / Use
- 8. EAW Review

WHEREAS, the Applicant acknowledges the receipt of benefit to the property, from the City's technical and compliance review of the application; and

WHEREAS, under authority granted to it, including Minnesota Statutes Chapters 412 and 462, the City will process the application on the condition that the Applicant enter into this Deposit Agreement, which agreement defines certain duties and responsibilities of the Applicant, as well as the City; and the Applicant shall provide cash to the City in the amount satisfactory to the City; and provide security to the City for the payment of all review costs incurred by the City.

NOW THEREFORE, the City and Applicant agree as follows:

1. **Requirement.** The Applicant is required to make the necessary deposits prior to the process of municipal planning, public works, legal & engineering review commences.
2. **Review Process.** Applicant acknowledges and agrees that the City shall commence to review and process the review request checked above at such a time that this Agreement is executed by all parties and the cash required for the specific review is deposited and posted by the City's Finance Department. The City may provide a review completion schedule to the Applicant at the time of deposit. The City reserves the right to modify the schedule based on the completeness of the application, the need for additional information for review, or revisions to the application that may occur during the scheduled review.

3. **Use of Deposited Funds.** The City may draw upon the deposits to pay the costs it incurs in connection with reviewing the application. The City shall determine all of its costs, including both administrative and consulting services, at the rates charged by the City or its consultants, determined according to the City's adopted fee schedule. A copy of the current administrative and consulting rates is attached as Exhibit "A", which rates are subject to change by the City, without notice to the Applicant. Exhibit "A" should not be construed as an exhaustive list of consultants and Applicants shall be responsible for all other consulting fees related to the application. The City shall provide Applicant with the applicable rates for consultants used in the review prior to commencement. This Agreement does not pertain to ancillary charges incurred by reviewing of other governmental bodies, including but not limited to, Soil & Water Conservation Districts, Washington County Government, Water Shed, or any other unit of government that may, by right, have review authority.

4. **Conditions of Deposit.** The following stipulations and conditions shall apply to the deposit account for review services contemplated under this Agreement.

- a. Payment shall be made to City consultants, included but not limited to legal and planning, in the amounts billed to the City, according to consulting rates in effect at the time of the execution of the agreement. Such consulting deemed necessary for the proper review of the application shall be at a usual and customary rate as it relates to the subject matter of the application for payment as determined by the City.
- b. The City shall reimburse itself from deposit accounts for all costs and expense incurred by the City in connection with the implementation and enforcement of this Agreement. Reimbursement shall occur on a monthly basis and the City's Finance Department shall notify Applicant of the reimbursement via account reconciliation report.
- c. The City shall not be responsible for paying any interest on the money deposited under the Agreement.
- d. If in the discretion of both the City's Finance Department and the Community Development Department, there is deemed to be an inadequate balance in the deposit account to pay for all fees and costs incurred by the City, the City will notify the Applicant for the need for an additional deposit. The total of the additional deposit shall be calculated by City staff based on the amount of work yet to be completed in the review of the application. Applicant

agrees to make the additional deposit within (10) days of a receipt of such notice. For purposes hereof, receipt of notice shall be deemed made upon the depositing of the notice in the U.S. Mail, postage paid. In the event, the Applicant fails to make the additional deposit with (10) days of receipt of the notice, the City will terminate its review process and not re-commence until the appropriate deposit is made and posted by the City's Finance Department.

e. No applications will be processed or forwarded to the appropriate governing reviewing body by the City until all amounts due under this Agreement have been paid in full.

5. **Positive Balance in Escrow Accounts.** Upon the happening of any of the following events, the balance in the deposit account less outstanding fees shall be paid to the Applicant within (90) days of receipt by the City of a written request by the Applicant for payment: (1) completion of the development process; or (2) the application is withdrawn by the Applicant; (3) the applicant is denied by the City for any reason.

6. **Deposit Amounts.** The initial deposit amount contemplated for each the purposes described under the Agreement, which may be revised by the City from time to time, are set forth for Exhibit "B" attached hereto.

7. **Accounting.** If there has been activity in the account, the City will provide a monthly accounting of all expenses charged against the account or when requested by the Applicant. An accounting will also be provided when the City notices the need for an additional escrow deposit.

8. **Terms of Breach.** In the event of any terms of this Agreement are breached by the Applicant, including, but not limited to failure to make additional deposits when required by the City, the City may cease processing any application submitted by the Applicant or order the Applicant to cease any further development or progress under the terms of this Agreement, or both. Applicant indemnifies and holds the City harmless from any liability, claim, action or suit by or any obligation to the Applicant arising from or in connection with the City exercising or enforcing the terms and conditions of this Agreement or action on the Application. The Applicant shall pay all costs and expenses, including reasonable attorney fees and suit costs, incurred by the City arising from or in connection with the City any terms and conditions of this Agreement.

9. **Validity.** If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portion of this Agreement.

10. **Binding Agreement.** The parties mutually recognize and agree that all terms and conditions of this Agreement shall run with the land herein described and shall be binding upon the heirs, successors, administrators and assigns of the parties referenced in this Agreement.

11. **Amendments.** The terms of this Agreement shall not be amended without the written consent of the City and all parties hereto.

IN WITNESS WHEREOF, we have hereunto set our hands and seals.

APPLICANT

OWNER:

*

By: *Paul Hever*
Its: *Director of Law Public & Economic Affairs*

*

By: *Alan Dale*
Its: *Public*

By: _____
Its: _____

By: _____
Its: _____

STATE OF MINNESOTA)

) ss.

COUNTY OF WASHINGTON)



On this 20 day of September, 2018, before me a Notary Public within and for said County, personally appeared Alan Dale and _____ to me personally known, to be the person described in and who executed the foregoing instrument and acknowledged that he / she / they executed that same as his / her / their free act and deed.

Jenifer Lynne Muiwid-Herrmann
Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this 20 day of September, 2018, before me a Notary Public within and for said County, personally appeared Paul Hever and _____ to me personally known, to be the person described in and who executed the foregoing instrument and acknowledged that he / she / they executed that same as his / her / their free act and deed.



Jenifer Lynne Muiwid-Herrmann
Notary Public

CITY OF LAKE ELMO

By: Kristina Handt
Its: City Administrator

Attest: Julie Johnson, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this _____ day of _____, 201 , before me a Notary Public within and for said County, personally appeared _____ and _____ to me personally known, to be the person described in and who executed the foregoing instrument and acknowledged that he / she / they executed that same as his / her / their free act and deed.

Notary Public



SEP 21 2018

“Bentley Village”

**APPLICATION FOR:
SKETCH PLAN REVIEW**

**LAKE ELMO, MINNESOTA
September 21, 2018**

Introduction

Pulte Homes of Minnesota, LLC (“Pulte”) is pleased to be submitting this application for Sketch Plan review.

Pulte’s company vision is **“Building Consumer Inspired Homes and Communities to Make Lives Better”**. We currently operate under three distinct brands of homebuilding throughout the country: Pulte Homes, Centex Homes, and Del Webb. Pulte’s Minnesota Division has an office in Eden Prairie and will sell over 500 homes in the Twin Cities this year, all under the Pulte Homes brand.

Pulte will act as both developer of the property and builder of the homes. The primary contact for Pulte is:

Paul Heuer, Director of Land Planning & Entitlement
7500 Flying Cloud Drive, Suite 670
Eden Prairie, MN 55344
952-229-0722
Paul.Heuer@PulteGroup.com

The owner of the property is:

Stonehenge USA – Alan Dale
6007 Culligan Way
Minnetonka, MN 55345
952-288-2201
adale@stonehenge-usa.com

The Property

Legal Description:

West property - THAT PART OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 34, TOWNSHIP 29, RANGE 21, WASHINGTON COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: COMMENCING AT THE WEST QUARTER CORNER OF SAID

SECTION 34; THENCE SOUTH 00 DEGREES 00 MINUTES 40 SECONDS EAST, ALONG THE WEST LINE OF SAID SECTION 34, A DISTANCE OF 472.55 FEET; THENCE NORTH 89 DEGREES 57 MINUTES 32 SECONDS EAST, A DISTANCE OF 1315.91 FEET TO THE WEST LINE OF SAID EAST HALF OF THE SOUTHWEST QUARTER; THENCE SOUTH 00 DEGREES 02 MINUTES 55 SECONDS WEST, ALONG SAID WEST LINE A DISTANCE OF 714.99 FEET TO THE POINT OF BEGINNING; THENCE NORTH 89 DEGREES 55 MINUTES 22 SECONDS EAST, A DISTANCE OF 212.38 FEET; THENCE SOUTHEASTERLY ALONG A TANGENTIAL CURVE CONCAVE TO THE SOUTHWEST HAVING A CENTRAL ANGLE OF 29 DEGREES 05 MINUTES 37 SECONDS, A RADIUS OF 1100.00 FEET FOR AN ARC DISTANCE OF 558.56 FEET; THENCE SOUTH 60 DEGREES 59 MINUTES 01 SECONDS EAST, TANGENT TO SAID CURVE, A DISTANCE OF 224.27 FEET; THENCE SOUTHEASTERLY ALONG A TANGENTIAL CURVE CONCAVE TO THE NORTH, HAVING A CENTRAL ANGLE OF 68 DEGREES 21 MINUTES 23 SECONDS, A RADIUS OF 760.00 FEET FOR AN ARC DISTANCE OF 906.71 FEET; THENCE NORTH 50 DEGREES 39 MINUTES 36 SECONDS EAST, A DISTANCE OF 410.97 FEET; THENCE NORTHEASTERLY ALONG A TANGENTIAL CURVE CONCAVE TO THE SOUTHEAST, HAVING A CENTRAL ANGLE OF 20 DEGREES 49 MINUTES 17 SECONDS, A RADIUS OF 1060.00 FEET FOR AN ARC DISTANCE OF 385.20 FEET; THENCE NORTH 71 DEGREES 28 MINUTES 52 SECONDS EAST, TANGENT TO SAID CURVE, A DISTANCE OF 202.22 FEET TO THE EAST LINE OF THE WEST HALF OF THE SOUTHEAST QUARTER; THENCE SOUTH 00 DEGREES 01 MINUTES 13 SECONDS WEST, ALONG SAID EAST LINE A DISTANCE OF 1517.53 FEET TO A LINE PARALLEL WITH AND DISTANT 217.80 FEET NORTH OF THE NORTH RIGHT OF WAY LINE OF HIGHWAY NO. 12; THENCE SOUTH 89 DEGREES 54 MINUTES 16 SECONDS WEST, ALONG SAID PARALLEL LINE, A DISTANCE OF 200.00 FEET TO A LINE PARALLEL WITH AND DISTANT 200.00 FEET WEST OF SAID EAST LINE OF THE WEST HALF OF THE SOUTHEAST QUARTER; THENCE SOUTH 00 DEGREES 01 MINUTES 13 SECONDS WEST, ALONG SAID PARALLEL LINE, A DISTANCE OF 173.18 FEET TO THE NORTH LINE OF MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 82-43; THENCE SOUTH 89 DEGREES 18 MINUTES 12 SECONDS WEST, ALONG SAID NORTH LINE A DISTANCE OF 1875.94 FEET; THENCE CONTINUING ALONG SAID NORTH LINE SOUTH 89 DEGREES 53 MINUTES 55 SECONDS WEST, A DISTANCE OF 230.61 FEET TO THE EAST LINE OF THE WEST 333.00 FEET OF SAID EAST HALF OF THE SOUTHWEST QUARTER; THENCE NORTH 00 DEGREES 02 MINUTES 55 SECONDS EAST, ALONG SAID EAST LINE A DISTANCE OF 599.99 FEET TO THE NORTH LINE OF THE SOUTH 675.00 FEET OF SAID EAST HALF OF THE SOUTHWEST QUARTER; THENCE SOUTH 89 DEGREES 53 MINUTES 57 SECONDS WEST, ALONG SAID NORTH LINE A DISTANCE OF 333.00 FEET TO SAID WEST LINE OF THE EAST HALF OF THE SOUTHWEST QUARTER; THENCE NORTH 00 DEGREES 02 MINUTES 55 SECONDS EAST, ALONG SAID WEST LINE A DISTANCE OF 774.53 FEET TO THE POINT OF BEGINNING. Section 34 Township 29 Range 21

East property - THAT PART OF THE FOLLOWING DESCRIBED PARCEL LYING WITHIN THE WEST HALF OF THE SOUTHEAST QUARTER IN SECTION 34, TOWNSHIP 29, RANGE 21, WASHINGTON COUNTY, MINNESOTA: COMMENCING AT THE WEST QUARTER CORNER OF SAID SECTION 34; THENCE SOUTH 00 DEGREES 00 MINUTES 40 SECONDS EAST, ALONG THE WEST LINE OF SAID SECTION 34, A DISTANCE OF 472.55 FEET; THENCE NORTH 89 DEGREES 57 MINUTES 32 SECONDS EAST, A DISTANCE OF 1315.91 FEET TO THE WEST LINE OF SAID EAST HALF OF THE SOUTHWEST QUARTER; THENCE SOUTH 00 DEGREES 02 MINUTES 55 SECONDS WEST, ALONG SAID WEST LINE A DISTANCE OF 531.15 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 76 DEGREES 35 MINUTES

34 SECONDS EAST, A DISTANCE OF 156.54 FEET; THENCE SOUTHEASTERLY ALONG A TANGENTIAL CURVE CONCAVE TO THE SOUTHWEST, HAVING A CENTRAL ANGLE OF 15 DEGREES 36 MINUTES 34 SECONDS, A RADIUS OF 1060.00 FEET FOR AN ARC DISTANCE OF 288.78 FEET; THENCE SOUTH 60 DEGREES 59 MINUTES 01 SECONDS EAST, TANGENT TO SAID CURVE, A DISTANCE OF 597.77 FEET; THENCE SOUTHEASTERLY ALONG A TANGENTIAL CURVE CONCAVE TO THE NORTH, HAVING A CENTRAL ANGLE OF 68 DEGREES 21 MINUTES 23 SECONDS, A RADIUS OF 760.00 FEET FOR AN ARC DISTANCE OF 906.71 FEET; THENCE NORTH 50 DEGREES 39 MINUTES 36 SECONDS EAST, A DISTANCE OF 410.97 FEET; THENCE NORTHEASTERLY ALONG A TANGENTIAL CURVE CONCAVE TO THE SOUTHEAST, HAVING A CENTRAL ANGLE OF 20 DEGREES 49 MINUTES 17 SECONDS, A RADIUS OF 1060.00 FEET FOR AN ARC DISTANCE OF 385.20 FEET; THENCE NORTH 71 DEGREES 28 MINUTES 52 SECONDS EAST, TANGENT TO SAID CURVE, A DISTANCE OF 202.22 FEET TO THE EAST LINE OF SAID WEST HALF OF THE SOUTHEAST QUARTER; THENCE SOUTH 00 DEGREES 01 MINUTES 13 SECONDS WEST, ALONG SAID EAST LINE A DISTANCE OF 1517.53 FEET TO A LINE PARALLEL WITH AND DISTANT 217.80 FEET NORTH OF THE NORTH RIGHT OF WAY LINE OF HIGHWAY NO. 12; THENCE SOUTH 89 DEGREES 54 MINUTES 16 SECONDS WEST, ALONG SAID PARALLEL LINE, A DISTANCE OF 200.00 FEET TO A LINE PARALLEL WITH AND DISTANT 200.00 FEET WEST OF SAID EAST LINE OF THE WEST HALF OF THE SOUTHEAST QUARTER; THENCE SOUTH 00 DEGREES 01 MINUTES 13 SECONDS WEST, ALONG SAID PARALLEL LINE, A DISTANCE OF 173.18 FEET TO THE NORTH LINE OF MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 82-43; THENCE SOUTH 89 DEGREES 18 MINUTES 12 SECONDS WEST, ALONG SAID NORTH LINE A DISTANCE OF 1875.94 FEET; THENCE CONTINUING ALONG SAID NORTH LINE SOUTH 89 DEGREES 53 MINUTES 55 SECONDS WEST, A DISTANCE OF 230.61 FEET TO THE EAST LINE OF THE WEST 333.00 FEET OF SAID EAST HALF OF THE SOUTHWEST QUARTER; THENCE NORTH 00 DEGREES 02 MINUTES 55 SECONDS EAST, ALONG SAID EAST LINE A DISTANCE OF 599.99 FEET TO THE NORTH LINE OF THE SOUTH 675.00 FEET OF SAID EAST HALF OF THE SOUTHWEST QUARTER; THENCE SOUTH 89 DEGREES 53 MINUTES 57 SECONDS WEST, ALONG SAID NORTH LINE A DISTANCE OF 333.00 FEET TO SAID WEST LINE OF THE EAST HALF OF THE SOUTHWEST QUARTER; THENCE NORTH 00 DEGREES 02 MINUTES 55 SECONDS EAST, ALONG SAID WEST LINE A DISTANCE OF 958.38 FEET TO THE POINT OF BEGINNING. Section 34 Township 029 Range 21

Property Identification Numbers:

34-029-21 -34-0006 west property
34-029-21 -43-0003 east property

Addresses:

9450 Hudson Boulevard, Lake Elmo, MN 55042 – west property
East property has no address

Key Facts

- Existing zoning is R2-PUD
- Comprehensive Plan indicates Urban Medium Density with a density range of 4.5 to 7 units/acre

- Proposed zoning is MDR Urban Medium Density Residential
- Proposed use - 239 attached townhomes with homeowner's association maintenance
- Area calculations:
 - West property = 15,727 acres
 - East property = 18,894 acres
 - Total = 34,621 acres
- Gross density = 239 units/34.621 acres = 6.90 units/acre
- Public utilities and streets
- Streets are 28-feet wide within a 50-foot right-of-way
- Dimensions
 - 25-foot setback to 5th Street North right-of-way
 - 25-foot setback to future north/south collector street
 - 20-foot setback to east, south, and west property lines (side or rear yards)
 - 20-foot building separation
 - 25-foot front setback
 - 15-foot side yard setback to internal street right-of-way
 - 20-foot rear setback
- Open space/unit requirement = 500 sf
- Minimum open space/unit provided = 539 sf
- Impervious surface requirement = 50% maximum
- Impervious surface provided = 46%

Neighborhood Vision

This property is in a very attractive location. It is conveniently located near freeways, parks, and retail. However, its proximity to I-94 (as near as 700 feet) leads to higher levels of noise. This, in addition to having a commercial property immediately to the south is an indicator that this property is not a strong candidate for detached homes. The ideal use for this property is attached housing as a natural transition between commercial properties to the south and single-family properties to the north. Townhome buyers tend to be more tolerant of freeway noise.

Our vision is to create an attractive townhome neighborhood with a focus on convenient access to regional amenities and privately owned recreational amenities within the neighborhood:

1. **Access** – Bentley Village is very short drive to I-94 and 494, leading to high level of convenience for homeowners.
2. **Parks** – Lake Elmo Park Reserve is just over one mile from Bentley Village, offering a wide variety of recreational opportunities such as walking trails, swimming, archery, fishing, horseback riding, camping, and cross-country skiing. A City park with a playground is just to the north of 5th Street North with trail access leading to it. 5th Street North has a trail along the north side and a sidewalk along the south side. Bentley Village has a wide range of recreational activities nearby.
3. **Retail** – A wide variety of retail properties are just blocks away from the neighborhood, including restaurants, Target, Walmart, Trader Joe's, Cabela's, and many others.
4. **Possible Private Amenities** – More market research is required, but we are considering creating private amenities for the use of Bentley Village residents. Not only are such amenities attractive for homebuyers, but they also help to create a sense of neighborhood identity and social interaction in a neighborhood.

The Sketch Plan

We have carefully studied the market, the City's Comprehensive Plan, the property, and the surrounding uses and have worked diligently to create a sketch plan that is ideally suited for this property. We are very pleased with how our vision and the resulting plan have come together. Below is a description of the various components involved in creating the plan.

Access

The trunk transportation network serving this property is in place. What remains is to connect to the existing network at the safest locations.

We are making two connections to 5th Street North directly across from Jasmine Road North and Junco Road North. By connecting at these locations, we will not introduce any additional connection points to 5th Street North. This results in the safest possible access to 5th Street North.

We are also planning for a 100-foot wide right-of-way to accommodate a future collector street which will connect 5th Street North to the commercial properties to the south and ultimately to Hudson Boulevard North. We plan to connect to this street to serve both the west and east properties.

Combined, both the west and east properties have two access points with strong internal connectivity between the access points.

Physical Constraints

Near the west edge of the west property, a natural gas pipeline bisects the property. Buildings cannot be placed within this existing 50-foot wide easement. We have worked around this easement.

Near the east edge of the east property, an existing 21-inch diameter storm sewer pipe within an existing 30-foot wide easement runs through a portion of the property. The sketch plan results in some of this storm sewer and easement to remain in place and some to be realigned.

Parks

It is our understanding that the parks and open space dedicated within properties to the north of 5th Street North satisfy park needs for the area. Therefore, we anticipate paying park dedication fees to satisfy our park requirements.

Building Orientation

One important design attribute that can make a townhome neighborhood feel more "livable" is to vary the orientation of the buildings. This prevents the feeling of "barracks" that can sometime occur if attention is not placed on the geometric layout of the neighborhood. We are utilizing this strategy most powerfully at the primary intersection of 5th Street North and the future collector road. Additionally, we have purposely created internal streets that do not run in parallel, thereby preventing the "barracks" feel. This variation in the orientation of the buildings is a key component in making a townhome neighborhood feel "livable."

Private Amenities

A key part of creating new neighborhoods is understanding our customers and anticipating their desires. This property is blessed with a very strong location, surrounded by a variety of recreational, retail, and convenience-oriented amenities. One area where it is lacking is a private, social gathering place. This is an important priority for many of our customers, and the size of the neighborhood is large enough to economically sustain such an amenity. Additional market research is necessary, but we are considering constructing a pool, fire pit gathering area, and/or other amenities that will be owned and maintained by the neighborhood homeowner's association.

Our Homes

Pulte Homes is known for the extraordinary steps that we take to ensure that we are designing and building homes that meet the needs and desires of home buyers. We continually reach out to the public and Pulte homeowners to get feedback to improve our home designs. We call this Life Tested®. We have built prototypical rooms and homes in warehouses across the country and have paid members of the public to walk through and provide written feedback on the homes. Through this intensive process, we have conceived of and incorporated many innovative home design features such as the Pulte Planning Center, Everyday Entry, Super Laundry, Oversized Pantry, and the Owner's Retreat. This exhaustive process has played a major part in Pulte's success in "Building Consumer Inspired Homes and Communities to Make Lives Better".

Townhome Design

Our overall approach in designing these two-story townhomes was to "individualize and stylize" each unit. The result is individual units which differ in architecture from all other units within the same building and which vary in color scheme. The result is that each unit will appear unique and distinct within each building and to a substantial degree within the new community. Attached you will find photos of the buildings that we will construct in Bentley Village.

Innovative Approach to Rowhome Floor Plans

It is worth noting that our approach to "individualized and stylized" rowhome units extends to the interior as well. Buyers are also able to choose from a range of options that were not typically seen in the previous generation of townhome floor plans:

- a. 3 bedrooms with options for a 4th
- b. Loft
- c. Rooftop terrace

We find that this versatile townhome appeals to a much broader spectrum of demographics than the previous generation of townhomes. This two-story townhome appeals to young, first time homebuyers, young families, and even empty nesters in search of homeowner's association maintenance of the yard, snow removal, and exterior of the buildings.

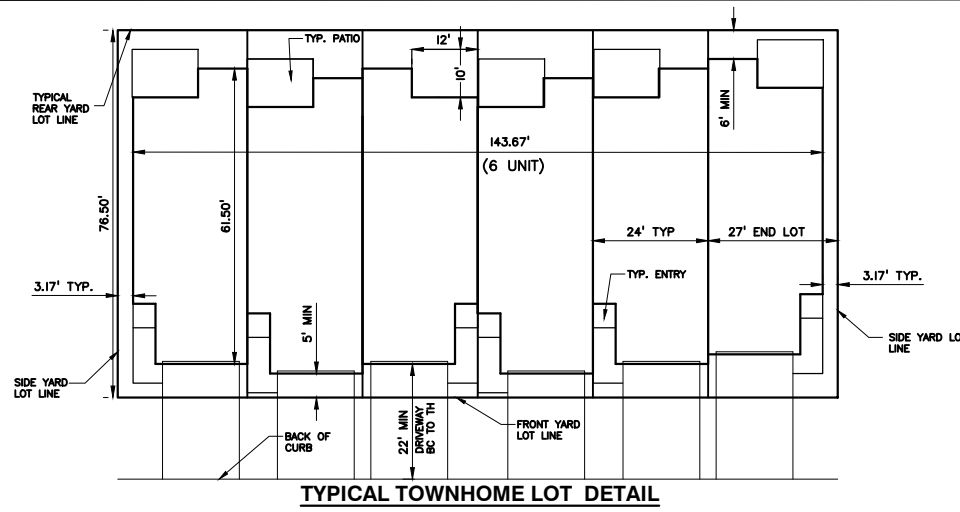
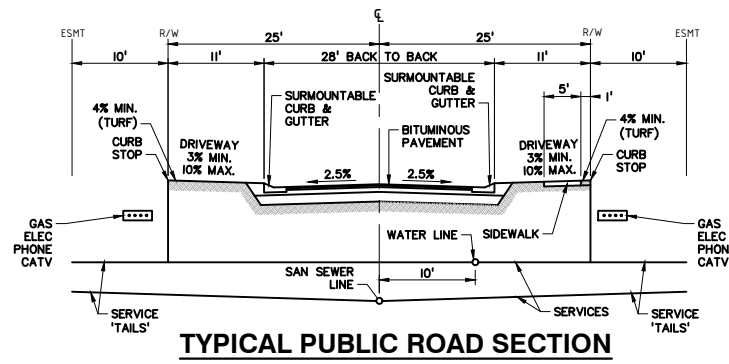
Phasing & Schedule

The following preliminary schedule for development is envisioned based on current knowledge and information.

Fall/Winter 2018	Sketch plan review
Winter/Spring 2019	Preliminary plat
2019	Development of Phase 1
2020	Development of Phase 2
2021	Development of Phase 3
2022	Development of Phase 4
2023-2025	Full build out

This submittal includes:

- *This narrative*
- *Land Use application*
- *Application fee of \$500*
- *Escrow of \$3,500*
- *Sketch Plan – West*
- *Sketch Plan – East*
- *Sketch Plan – Both West and East*



SITE DATA

INCLUDED PARCELS = EAST AND WEST

NET CONCEPT PLAN AREA
 EAST PARCEL = 18.894 AC
 WEST PARCEL = 15.727 AC
 = 34.621 AC

IMPERVIOUS COVERAGE
 EAST PARCEL = 8.821 AC
 WEST PARCEL = 7.215 AC
 = 16.036 AC

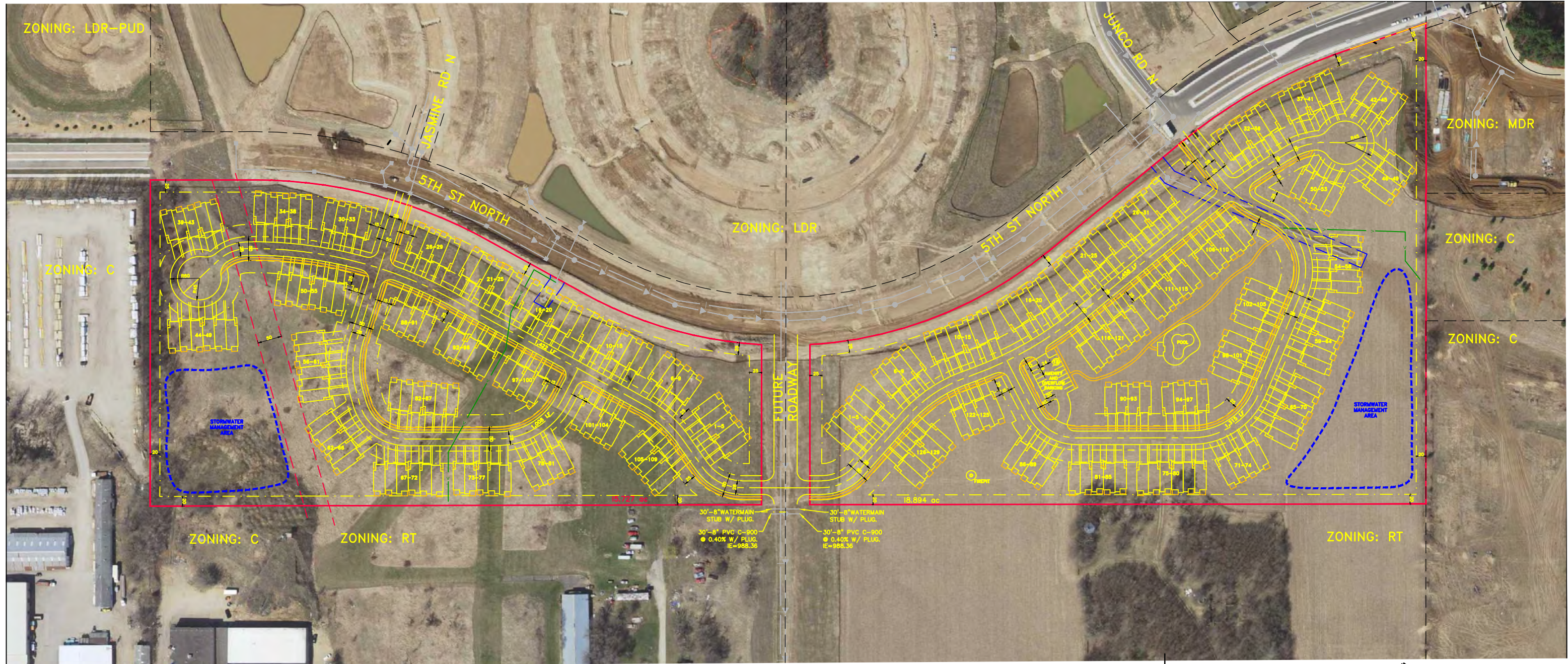
TOTAL UNITS
 = 130 TOWNHOME UNITS - EAST (6.88 UPA)
 = 109 TOWNHOME UNITS - WEST (6.93 UPA)
 = 239 TOTAL TOWNHOMES

EXISTING ZONING = MDR - MULTI-FAMILY BUILDING DISTRICT
 PROPOSED ZONING = MDR - MULTI-FAMILY BUILDING DISTRICT

EXISTING LAND USE = RURAL AREA DEVELOPMENT
 PROPOSED LAND USE = URBAN MEDIUM DENSITY

LEGEND

- PROPOSED CONCEPT PLAN BOUNDARY
- PROPOSED PROPERTY LINES, CURB, DRIVEWAYS, BUILDINGS, ETC
- - - PROPOSED STORMWATER MANAGEMENT AREA
- - - PROPOSED PRIMARY STRUCTURE SETBACK
- - - PROPOSED SIDEWALKS / WALKWAYS / TRAILS
- PROPOSED STORM SEWER
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER



BENTLEY VILLAGE - SKETCH PLAN SUBMITTAL
LAKE ELMO, MINNESOTA



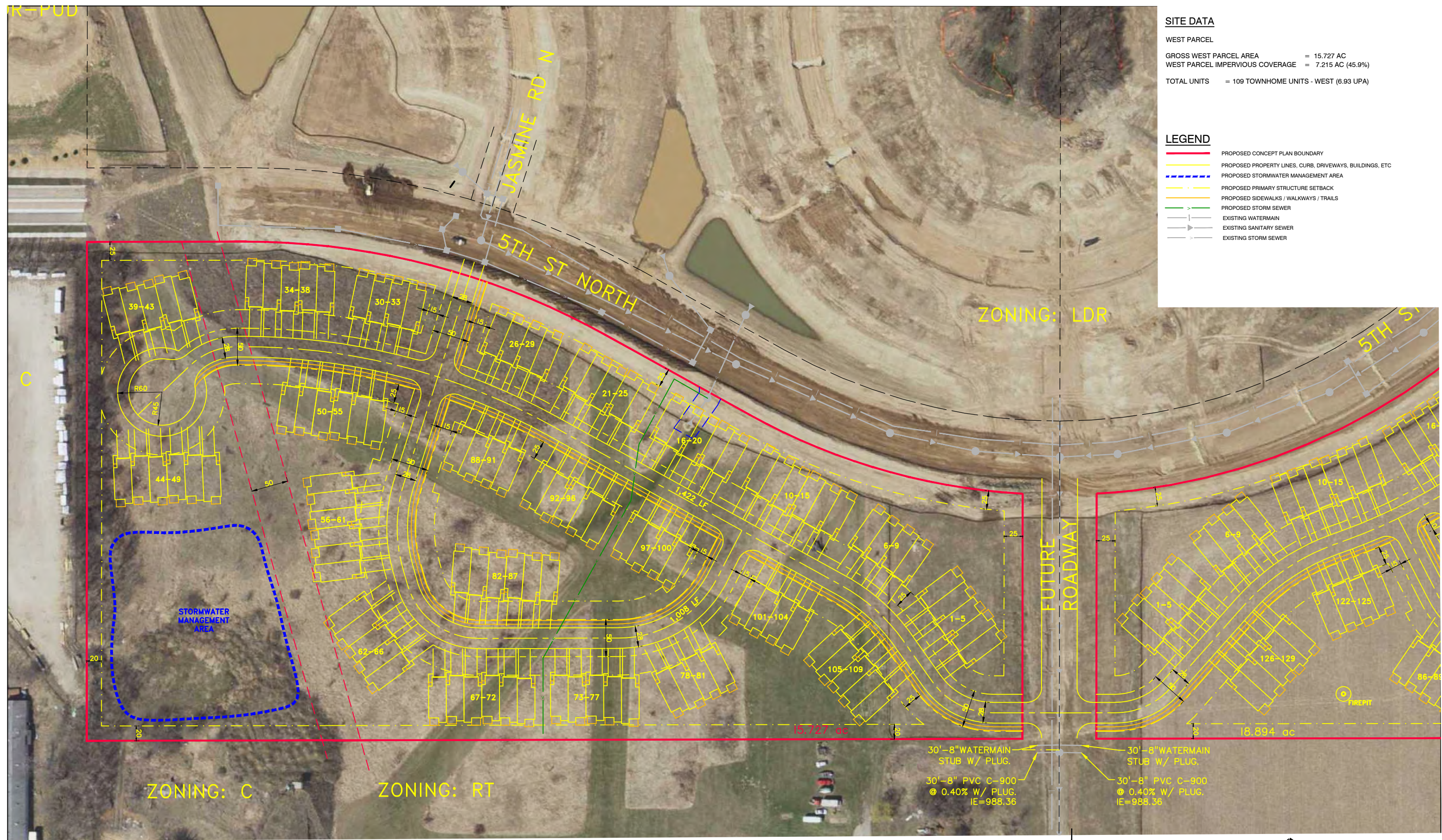
0 50 100 200
 SCALE IN FEET

DATE: 9-21-18 CITY SUBMITTAL



733 Marquette Ave Ste 700
 Minneapolis, MN 55402
 612.758.3080 MAIN
 612.758.3099 FAX
 www.alliant-inc.com

Drawing name: X:\2018\180185\concepts\Lake Elmo Concept.dwg Sep 21, 2018 - 11:45am



SITE DATA

WEST PARCEL	
GROSS WEST PARCEL AREA	= 15.727 AC
WEST PARCEL IMPERVIOUS COVERAGE	= 7.215 AC (45.9%)
TOTAL UNITS	= 109 TOWNHOME UNITS - WEST (6.93 UPA)

LEGEND

	PROPOSED CONCEPT PLAN BOUNDARY
	PROPOSED PROPERTY LINES, CURBS, DRIVEWAYS, BUILDINGS, ETC
	PROPOSED STORMWATER MANAGEMENT AREA
	PROPOSED PRIMARY STRUCTURE SETBACK
	PROPOSED SIDEWALKS / WALKWAYS / TRAILS
	PROPOSED STORM SEWER
	EXISTING WATERMAIN
	EXISTING SANITARY SEWER
	EXISTING STORM SEWER

ZONING: C

ZONING: RT

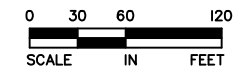
ZONING: LDR

30'-8" WATERMAIN
STUB W/ PLUG.
30'-8" PVC C-900
@ 0.40% W/ PLUG.
IE=988.36

30'-8" WATERMAIN
STUB W/ PLUG.
30'-8" PVC C-900
@ 0.40% W/ PLUG.
IE=988.36



BENTLEY VILLAGE - WEST PARCEL - SKETCH PLAN SUBMITTAL
LAKE ELMO, MINNESOTA

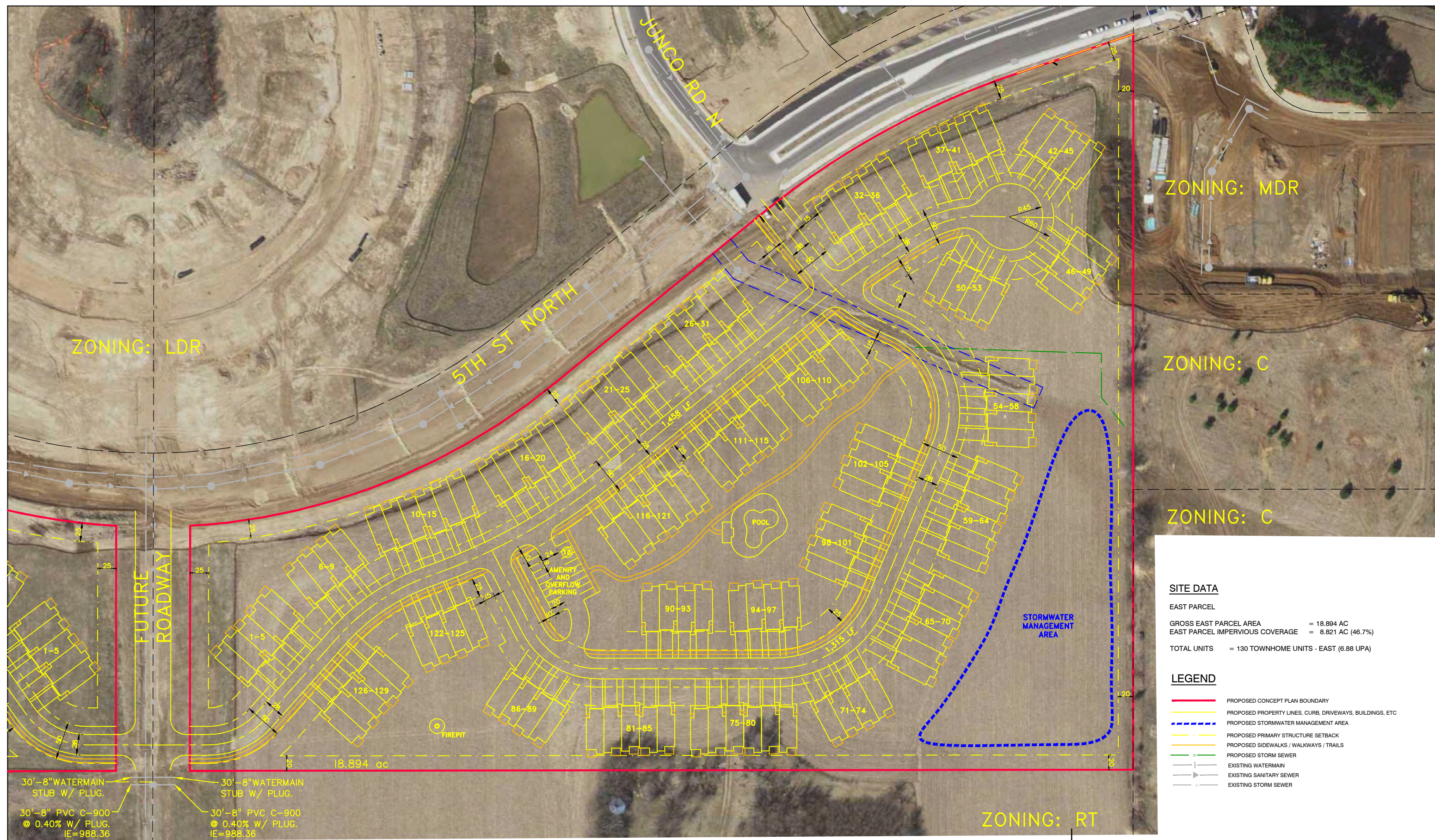


DATE: 9-21-18 CITY SUBMITTAL



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Drawing name: X:\2018\180105\concepts\Lake Elmo Concept.dwg Sep 21, 2018 - 11:46am



ZONING: MDR

ZONING: LDR

ZONING: C

ZONING: C

ZONING: RT

SITE DATA

EAST PARCEL
 GROSS EAST PARCEL AREA = 18.894 AC
 EAST PARCEL IMPERVIOUS COVERAGE = 8.821 AC (46.7%)
 TOTAL UNITS = 130 TOWNHOME UNITS - EAST (6.88 UPA)

LEGEND

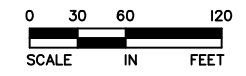
- PROPOSED CONCEPT PLAN BOUNDARY
- PROPOSED PROPERTY LINES, CURB, DRIVEWAYS, BUILDINGS, ETC
- - - PROPOSED STORMWATER MANAGEMENT AREA
- - - PROPOSED PRIMARY STRUCTURE SETBACK
- - - PROPOSED SIDEWALKS / WALKWAYS / TRAILS
- - - PROPOSED STORM SEWER
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER

30'-8" WATERMAIN STUB W/ PLUG.
 30'-8" PVC C-900 @ 0.40% W/ PLUG. IE=988.36

30'-8" WATERMAIN STUB W/ PLUG.
 30'-8" PVC C-900 @ 0.40% W/ PLUG. IE=988.36



BENTLEY VILLAGE - EAST PARCEL - SKETCH PLAN SUBMITTAL
LAKE ELMO, MINNESOTA



DATE: 9-21-18 CITY SUBMITTAL



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MEMORANDUM

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. 651.300.4285

Date: October 15, 2018

To: Jennifer Haskamp, SHC, LLC
Cc: Kristina Handt, City Administrator
Ben Prchal, City Planner
Chad Isakson, Assistant City Engineer
From: Jack Griffin, P.E., City Engineer

Re: Bentley Village
Concept Plan Review

An engineering review has been completed for the Bentley Village Concept Plan. The submittal consisted of the following documentation received on September 25, 2018:

- Concept Site Plans dated September 21, 2018, prepared by Alliant Engineering.
- Concept Plan Narrative dated September 21, 2018, prepared by Pulte Homes.

Engineering has the following review comments:

All public improvements constructed to support the development must be designed and constructed in accordance with the City Engineering Design Standards Manual available on the City website dated March, 2017.

TRANSPORTATION IMPROVEMENTS

- 5th Street North Right-of-Way Dedication. The existing collector street to the north of the site (5th Street North) was constructed by Lennar within a permanent roadway easement. This easement area must be dedicated to the City as public right-of-way as part of this development. Per the City design standards for 5th Street, a 10 ft. utility easement corridor along the south side of the 5th Street right-of-way must also be reserved for small utilities.
- 5th Street North Site Access. The concept plan proposes three new public street intersections with 5th Street North; one at Junco Road North, one at Jasmine Road North and the construction of a new north-south collector street that will eventually connect 5th Street North with Hudson Boulevard. All proposed intersections are consistent with approved access configuration along 5th Street North.
- Additional Site Access. The new public streets proposed for this development will each have secondary access to the new north-south collector street that will eventually connect 5th Street North with Hudson Boulevard. Access spacing appears to be acceptable along the new collector street.
- New North-South Collector Street Alignment. The proposed north-south collector street is consistent with the City's planning efforts and the proposed street is shown in the approximate location as planned. However, there are existing sanitary sewer and watermain utilities located in the corridor. The design for this new collector street must therefore consider the existing location of these utilities and must be consistent with City right-of-way and boulevard design standards.
- New North-South Collector Street Typical Section. The concept plan shows no street width dimensions located within a 100-foot wide right-of-way. The typical section for this street needs to be determined by the City to be incorporated into the preliminary plan submittal and may require revisions for a wider/narrower street and/or right-of-way. In addition, per City design standards, 10-foot utility easements must be provided along each side of the new R/W. An 8-foot wide bituminous trail should be

provided along one side to connect to the future Hudson Boulevard trail corridor and a 6-foot sidewalk provided on the other.

- 5th Street North Turn Lanes. A traffic study should be completed to review and evaluate the turn lane infrastructure along 5th Street North necessary to support the development. Eastbound right turn lanes (RTL) along 5th Street are in place at the intersections of the new collector road and at Junco Road. A westbound left turn lane (LTL) along 5th Street is in place at the new collector road intersection. An evaluation should be completed to determine if a westbound LTL is required at Jasmine Road and/or Junco Road and if an eastbound RTL is required at Jasmine Road.
- Turn Lanes Required at intersection with 5th Street. A northbound RLT and LTL must be constructed along each of the new intersections at 5th Street North (Jasmine Road, New Collector Street, and Junco Road).
- Turn Lanes Required at intersection with New Collector Street. Dedicated RTL should be provided along each of the new development streets at the intersection with the New Collector Street.

RESIDENTIAL STREETS

- The proposed internal street network is well interconnected creating multiple access routes into and out of the development.
- All streets must be public streets and must be designed to meet the City's Engineering Design Standards including street width (28-feet) and cul-de-sac radii. All right-of-way width must be 60-feet unless a detailed typical section can be provided that demonstrates a workable boulevard design using right-of-way widths less than 60 feet.
- Typical Public Roadway Section. The concept plan proposes a public street typical section with a 50-foot right-of-way width. The plan as presented does not yet demonstrate a workable boulevard plan. The City standard setback from back of curb to hydrants and street lights is 5-feet. Sidewalks must therefore be a minimum of 7-feet from back of curb to maintain a 2-foot clear zone. This results in a minimum 12.5-foot boulevard or 53-foot R/W (sidewalks both sides), or minimum 13.5-foot boulevard or 55-foot R/W (sidewalk on one side).
- Six (6) foot sidewalks must be provided along all residential streets and as may be required for connectivity. Sidewalks may be 5-feet in width if provided along both sides of the public street. In the past, the City has required sidewalks on both sides of public streets along collector roadways (future north-south roadway) and within multi-family areas.
- The City Standard boulevard must be a 4% grade to the street. The driveway grades shown on the concept plan typical section are applicable outside of the right-of-way only.
- Typical Townhome Lot Detail. The typical detail should be revised to provide a minimum 25-foot setback from back of sidewalk to garage door, or back of curb to garage door if there is no sidewalk.
- Coordinated landscape plans. The boulevard layout does not accommodate boulevard trees within the public right-of-way. No boulevard trees can be placed within the 10-foot utility easements. Landscaping requirements/plans must be planned accordingly.
- All street intersections must be at 90 degrees and maintain 50 feet of tangent with maximum slopes of 2.5%. Streets must also meet City standards for horizontal and vertical curvature. Residential maximum longitudinal grade is 8% with no sidewalks, 6% where there are sidewalks. The first intersection south of Junco Road and 5th Street North must be revised accordingly.
- Surmountable concrete curb and gutter shall be installed along areas with future driveways and B618 curb installed along entrance roadways and roadway stretches with no lots.
- Standard 10-foot small utility easement corridors. City standard 10-foot utility easements are required along both sides of all public streets, including 5th Street North, the future north-south roadway, and around cul-de-sacs. Small utility corridor easements must be shown on the plat/plans and typical sections and must be provided at max. 4% boulevard grades.
- Driveway connections to City Streets. The preliminary plans should include a detailed driveway plan for each cul-de-sac showing each driveway connection, the placement of each hydrant, each no parking sign,

each street light, and mail box placement to demonstrate sufficient area to accommodate all boulevard needs. The concept plan appears to propose too many housing units for the proposed street geometry.

- Snow Storage. The preliminary plans should include a detailed snow storage plan to address the high density and clustering of paved driveways along the City streets to ensure enough snow storage is available for each property to prevent the placement of snow onto City streets after they have been plowed. The cul-de-sacs are of particular concern.
- Traffic Impact Study should be completed and submitted as part of the preliminary plat application to determine the timing and extent of improvements required for the CSAH 19 and 5th Street intersection including but not limited to turn lanes and traffic signals. A financial contribution to CSAH 19/5th Street intersection and traffic signal should be considered.

MUNICIPAL SANITARY SEWER

- The proposed site is guided in the City's Comprehensive Plan for Phase I of the Regional Sewer Staging Plan and would discharge to the MCEC WONE Interceptor (Woodbury, Oakdale, Northdale and East Oakdale). Sanitary sewer service is therefore readily available to the site. The development is proposing 239 REC units.
- The applicant will be responsible to connect to the City sanitary sewer system located along the alignment for the future collector roadway and extend sanitary sewer into the property at applicant's sole cost. Reconfiguration of the sanitary sewer connection points will be required. In addition, the applicant may be required to stub sanitary sewer mains to adjacent properties if needed to maintain sewer access to all adjacent parcels (to be reviewed with preliminary plans).
- Existing Utility Easements. The existing sanitary sewer utility easements along the new north-south collector street must be shown with the preliminary plan submittal and plan revisions may be required to avoid encroachments/conflicts with these easements.
- Any main sewer lines not installed within public right-of-way will require minimum 30-foot easements centered over the pipe (or wider dependent upon the sewer depths) dedicated to the City and in the form of the City's Utility Easement Agreement.

MUNICIPAL WATER SUPPLY

- The applicant will be responsible to extend municipal water into the development at its sole cost and will be required to construct a looped watermain network with multiple connection points.
- It is assumed that all of the property can be served by the City's high pressure zone. The watermain is available to be extended to the property by connecting to the existing watermain at the intersections of 5th Street with Jasmine Road (existing high pressure zone 8-inch watermain), Junco Road (existing high pressure zone 8-inch watermain), and the new collector road (existing high pressure zone 12-inch watermain).
- The applicant may be required to provide watermain stub(s) to adjacent properties if needed to maintain water access to all adjacent properties (to be reviewed with preliminary plans).
- The existing water system has sufficient capacity for domestic service for the proposed 239 REC units. System capacity is likely adequate for fire suppression as well. However, during preliminary planning the applicant must provide fire flow demands so that staff may verify adequate fire suppression capacity.
- No watermain pipe oversizing is anticipated at this time. Further review will be completed as the application moves forward through the process.
- The applicant will be responsible to place hydrants throughout the property at the direction of the Fire Department. All fire hydrants shall be owned and maintained by the City.
- Any watermain lines and hydrants placed within the development will require minimum 30-foot easements centered over the pipe. Easements must be dedicated to the City and be provided in the City's standard form of easement agreement.

STORMWATER MANAGEMENT

- The site plan is subject to a storm water management plan meeting State, VBWD and City rules.
- Storm water facilities proposed as part of the site plan to meet State and VBWD permitting requirements must be constructed in accordance with the City Engineering Design Standards Manual.
- Overland emergency overflows or outlets are required as part of the site plan.
- To the extent adjacent properties are impacted by storm water management discharges, written permission from those properties must be submitted as part of the development applications.
- Stormwater facilities will likely need to include both storm water ponds (detention) and infiltration basins. No infiltration basins have been shown on the concept plan. The 100-year high water flood level (HWL) for each basin must be fully contained within private property.
- The storm water facilities constructed for this development should remain privately owned and maintained. The applicant will be required to execute and record a Stormwater Maintenance and Easement Agreement in the City's standard form of agreement.
- Even as privately owned and maintain facilities, maintenance access roads meeting the City engineering design standards must be provided for all storm water facilities.
- The storm sewer system shall be designed to maintain the City standard **minimum** pipe cover of 3.0 feet. Drain tile is required as part of the City standard street section at all localized low points in the street. Drain tile considerations may impact the storm sewer design and depth requirements at low points.